

Spill or release incident report

Complete as much as is known at the time and update the same report as facts come in. Related requirement: ISO 14001:2015 clause 8.2, Emergency preparedness and response (clause number and title only; the standard's text is not reproduced, and ISO has replaced the 2015 edition with ISO 14001:2026, so check clause numbers against the edition you use). Whether a release must be reported, to whom and how fast depends on the substance, the quantity, the location and your permits; this form does not decide that and is not legal advice.

1 Report details

Report number	Reported by (name, role)	Phone	Date and time of this report
Site	Report status ☐ Initial ☐ Updated ☐ Final	Shift or supervisor on duty	

2 What happened, where and when

Event type ☐ Liquid spill ☐ Leak ☐ Gas or vapour release ☐ Dust or powder release ☐ Overflow ☐ Fire-fighting water or run-off ☐ Other		
Date and time discovered	Date and time it started (if known)	Date and time stopped or contained
Exact location (area, grid reference or map mark)	Source (tank, drum, pipe, vehicle, process, other)	Who or what was operating at the time
Description in order of events (what was seen, by whom, what was done) _____ _____ _____		

3 Substance and quantity

Substance or product name (as on the safety data sheet)	SDS reference and version	Form ☐ Liquid ☐ Solid ☐ Gas ☐ Powder ☐ Mixture
Hazards on the label (pictograms, signal word, key hazard statements) _____		
Quantity released (best estimate)	Unit	How it was estimated ☐ Container volume ☐ Gauge or meter ☐ Flow rate x time ☐ Area x depth ☐ Other
Quantity recovered	Quantity not accounted for	Concentration, if diluted or a mixture

4 Receptors and drainage

Where it went ☐ Bund or sump ☐ Hard standing ☐ Soil ☐ Surface-water drain ☐ Foul sewer ☐ Watercourse ☐ Air ☐ Off site ☐ Other		
Drain or outfall identifier	Drain covered or isolated? ☐ Yes ☐ No ☐ Not applicable	Time protected
Sensitive receptors nearby (watercourse and distance, water abstraction, protected area, neighbours, people on site) _____ _____		
Weather and ground conditions (rain, wind, frozen or wet ground)	People injured or exposed? ☐ Yes ☐ No ☐ Unknown	Injury report number

5 Immediate response and containment

Time	Action taken (stop the source, isolate, cover drains, contain, absorb, ventilate)	By whom

Containment and clean-up equipment used
☐ Absorbent ☐ Booms or socks ☐ Drain cover ☐ Bunding ☐ Transfer to a sound container ☐ Pump or vacuum ☐ Spill kit number: ____

Emergency services called? ☐ Yes ☐ No	Time called	Emergency procedure used (reference)
--	-------------	--------------------------------------

6 Notifications made

Who	Required? (yes, no, to be checked)	Date and time	Person contacted	Reference given	Made by
Site manager					
Environmental or EHS lead					
Environmental regulator					
Sewer or water operator					
Neighbours, if affected					
Customer, owner or insurer					
Other: ____					

Reporting duties depend on the substance, the quantity, the location and the permit or law that applies. Check your permit, your emergency procedure and the regulator's own guidance; record here what was decided and when, including a decision not to report.

7 Cause

Immediate cause (what directly released the substance)

Underlying causes
☐ Equipment failure ☐ Maintenance ☐ Procedure missing or unclear ☐ Procedure not followed ☐ Training ☐ Design or layout
☐ Contractor or supplier ☐ Weather ☐ Other

Why it was possible (controls that were missing, failed or not used)

8 Clean-up and waste disposal

Clean-up method and who carried it out (own staff or contractor)

Waste generated (absorbent, soil, liquid, packaging)	Quantity	Container	Waste class or code (your jurisdiction)	Carrier and disposal site	Transfer note no.

Checks after clean-up (soil or water samples, inspection)	Result and record	Clean-up completed (date)	Verified by
---	-------------------	---------------------------	-------------

9 Follow-up actions

Action (stop it recurring: equipment, procedure, training, containment, drain protection)	Owner	Due	Done

Update needed

☐ Emergency procedure ☐ Aspects and impacts register ☐ Spill kit stock or location ☐ Training ☐ Permit or consent record

☐ Risk assessment ☐ None

Lessons shared with (teams, contractors, other sites) and date _____

10 Sign-off

Role	Name	Signature	Date
Reported by			
Supervisor or manager			
Environmental or EHS lead			
Closed by			