



## Environmental Accident/Incident Report

Please complete this application form within 48hrs of an environmental incident and return it, either by email to [aac@archerfieldairport.com.au](mailto:aac@archerfieldairport.com.au) or in person at Archerfield Airport Corporation office, Top Floor Terminal Building, Grenier Drive Archerfield Airport

PART ONE – GENERAL DETAILS			
<b>Report date</b>		<b>Reported by</b>	
<b>Report time</b>		<b>Company</b>	
<b>Airport location</b>		<b>Phone</b>	

PART TWO – INCIDENT DETAILS	
<b>Type of incident:</b>	
<input type="checkbox"/> Spill or release of material (complete part 3) <input type="checkbox"/> Fire or explosion	
<input type="checkbox"/> Other: <hr/> <hr/>	
<b>Date and Time</b>	
<b>Incident description</b>	



Immediate response taken	
Observed environmental impacts	

PART THREE – SPILL DETAILS			
Spill material		Quantity spilled (Litres)	
Affected area (m <sup>2</sup> )		Duration of the event	
<b>Surface type:</b>  <input type="checkbox"/> Asphalt/Bitumen <input type="checkbox"/> Grass <input type="checkbox"/> Gravel <input type="checkbox"/> Soil  <input type="checkbox"/> Other: _____			
Did the spill reach the stormwater drains? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide details:  _____			



Was a spill response kit used?  Yes (complete part four)  No

#### PART FOUR – SPILL RESPONSE KIT

<b>Quantity used</b>	(e.g., 10 kg absorbent material, 1 absorbent sock)
<b>Please provide spill kit disposal details</b>	

#### PART FIVE – PERSONNEL IN ATTENDANCE

AAC:  Yes  No

Details: \_\_\_\_\_

AEO:  Yes  No

Details: \_\_\_\_\_

Fire:  Yes  No

Details: \_\_\_\_\_

BCC:  Yes  No

Details: \_\_\_\_\_

Other:  Yes  No

Details: \_\_\_\_\_

#### PART SIX – PREVENTATIVE ACTIONS



<b>Measures to be implemented to prevent/minimise this type of incident occurring again</b>	
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#### **PART SEVEN – TO BE SIGNED BY TENANT**

Was there media involvement?  Yes  No

If yes, please provide details:

<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	



### **PART EIGHT – PHOTOS**

Please use this space to attached any photos taken before and after the environmental incident or attached the photos with this form and send them to [aac@archerfieldairport.com.au](mailto:aac@archerfieldairport.com.au).



**Archerfield** AIRPORT

Form No. ENV-04  
Environmental Accident/Incident Report  
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