

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 or in person at Archerfield Airport Corporation office, Top Floor Terminal Building, Grenier Drive Archerfield Airport

PART ONE – GENERAL DETAILS			
Report date		Reported by	
Report time		Company	
Airport location		Phone	

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

Immediate response taken	
Observed environmental impacts	

PART THREE – SPILL DETAILS			
Spill material		Quantity spilled (Litres)	
Affected area (m²)		Duration of the event	
Surface type: <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

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

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

Measures to be implemented to prevent/minimise this type of incident occurring again	
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PART SEVEN – TO BE SIGNED BY TENANT	
<p>Was there media involvement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details:</p> <div style="height: 100px;"></div>	
Signature	
Name	
Position	
Date	

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.

