

# Environmental Incident Report

## 1. Basic Information

Report Number:

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Date of Report:

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Reported By (Name & Position):

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Contact Information:

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## 2. Incident Details

Date and Time of Incident:

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Location:

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Type of Incident:

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Description of Incident:

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Immediate Actions Taken:

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## 3. Environmental Impact

Type of Environmental Impact:

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Area/Extent Affected:

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Potential/Actual Consequences:

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## 4. Investigation

Persons Involved:

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**Root Cause(s):**

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**Corrective and Preventive Actions:**

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## **5. Notification**

**Authorities Notified (Name/Date):**

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**Other Stakeholders Notified:**

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## **6. Attachments**

**Photos, Maps, or Relevant Documents:**

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### **Important Notes**

- Ensure all information is accurate, detailed, and factual.
- Report environmental incidents as soon as possible after occurrence.
- Include relevant supporting evidence (photos, documents) when available.
- Follow organizational and regulatory reporting requirements.
- Regularly review and update incident reporting procedures.