All individuals have a duty to notify of environmental harm under the *Environmental Protection Act 1994*. Use this form to report an incident that may have or threatens to cause environmental harm on University of Queensland premises.

- For incidents requiring urgent assistance or response, contact Security on 336 53333.
- Incidents causing material or serious environmental harm must be reported immediately.
- Return completed form to Manager Sustainability, Property & Facilities Division.

1. **Notifier's Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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</table>

School/Centre

Faculty/Division

Contact Details

Phone: Email:

2. **Location of Incident**

Campus/Site

Building/Locality

Room No.

3. **Incident Details**

Date of incident

Time of incident

Notifier's involvement

- [ ] Involved in the incident
- [ ] Witness to the incident
- [ ] Became aware of the incident

Description of incident and cause (if known):

Environmental harm caused

Response:

Details of preventative measures required:
<table>
<thead>
<tr>
<th>Type of incident</th>
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<tbody>
<tr>
<td>□ Water</td>
<td>□ Waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Noise</td>
<td>□ Air</td>
<td></td>
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<tr>
<td>□ Hazardous Substances</td>
<td>□ Biodiversity</td>
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<tr>
<td>□ Other (please specify):</td>
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</table>

Further comments:

Preventative measures implemented? | Yes / No *(please circle)*

Recommended actions
- □ Response satisfactory – no further action required
- □ Further action required *(provide details below)*
- □ Report to authority *(provide details below)*

Further details:

Signed | Date Closed