



Underground Petroleum Storage System (UPSS) Leak Notification Form

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Notification of a pollution incident to the relevant authority under Part 5.7 of the Protection of the Environment Operations Act 1997 (POEO Act)

The person responsible for the UPSS must, immediately after becoming aware of a pollution incident, notify the relevant authority. Where the notification was verbal, a written notification using this form must be submitted within seven days. The person responsible is the person who has management and control of the UPSS.

This form should be completed where at least one of the following scenarios apply to the UPSS site (tick where appropriate):

- A leak from a UPSS, verified in accordance with loss detection or incident management procedures, that is causing or threatens material harm to human health or the environment.
- There is evidence on the site of free-phase hydrocarbons in surface water and/or groundwater.
- There is evidence that offsite migration of hydrocarbons could occur, is occurring, or has occurred.

SECTION A UPSS SITE DETAILS

Site Name

Service Station

Owners name
(individual or

Service Station Owners
name (individual or
company)

Site Address

Lot

DP

Suburb

State

Postcode

Nature of activity
at the site

Environmental Protection Licence number
(if applicable)

Dangerous Goods Licence/ Notification
number (if applicable)

SECTION B**DETAILS OF INCIDENT (Attach additional papers if necessary)**Date incident occurred
leak identified:Duration of incident
(or date leak stopped)Nature of the
incident

What aspects of the environment are affected? (tick all that apply):

- Air Surface Water Soil Other
 Groundwater Stormwater Sediment

Pollutants involved?

- Unleaded petrol Diesel Kerosene Lead replacement
 Waste oil Additives Other

Estimated quantity or volume of
pollutants involved

Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution:

Any additional information (e.g. adjoining land uses, other possible source(s) of pollution):
Specify location of incident or attach map or diagram**SECTION C****PERSON RESPONSIBLE**

If the 'person' responsible is a corporation, an individual who is authorised to act on the organisation's behalf must be nominated.

Name:

Phone number:

Contact person (if person
responsible is not a natural person):

Postal Address:

SECTION D**DETAILS OF PERSON WHO SUBMITTED NOTIFICATION**

Name:

Position:

Address

Phone number:

Signature

Date: