



# Leak Notification Form

## Underground Petroleum Storage Systems (UPSS)

10 Graham Place, CASINO  
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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

- 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 (or name of business):			
ABN/ACN (if applicable)		Lot and DP Number:	
Unit no:	Street No:	Street:	
Suburb:			Postcode
Nature of activity at the site:			
Environment Protection Licence number (if applicable):			
Dangerous Good Licence/Notification number and expiry date:			

#### Section B: Details of the Incident (Attach additional papers if necessary)

Date incident occurred or leak identified:			
Duration of incident (or date leak stopped):			
Nature of incident:			
What aspects of the environment are affected? (tick all that apply)			
<input type="checkbox"/> Air	<input type="checkbox"/> Surface water	<input type="checkbox"/> Soil	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Groundwater	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Sediments	

Pollutants involved: (tick all that apply)			
<input type="checkbox"/> Unleaded petrol	<input type="checkbox"/> Kerosene	<input type="checkbox"/> Lead replacement	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Waste Oil	<input type="checkbox"/> Diesel	<input type="checkbox"/> Additives	
Estimated quality 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:			
<input type="checkbox"/> Location of the incident (maps and/or diagrams attached)			

Section C: person responsible for the UPSS site	
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:
Please submit a completed version of this form to <a href="mailto:council@richmondvalley.nsw.gov.au">council@richmondvalley.nsw.gov.au</a>	

This form was developed by the NSW Environment Protection Authority and was last updated May 2020. EPA 2019P1875