



NB! Please ensure that all the information provided in brackets are removed before submitting this report to the all the Authorities.

 <p>environmental affairs Department: Environmental Affairs REPUBLIC OF SOUTH AFRICA</p>  <p>ENVIRONMENTAL MANAGEMENT INSPECTORATE</p>	Document Type:	Emergency Incident Report	
	Title for the incident:		
	Date of the incident :		
Reference:		Initial Submission Date:	
Revision No.:		Compiled by:	

This form provides a template for the emergency incident report required in terms of section 30(5) of the National Environmental Management Act (Act No. 107 of 1998) (hereinafter "NEMA") in which the responsible person or, where the incident occurred in the course of that person's employment, his or her employer, must, within 14 days of the incident, report to the Director General, provincial head of department and municipality such information as is available to enable an initial evaluation of the incident, including: (a) the nature of the incident; (b) the substances involved and an estimation of the quantity released and their possible acute effect on persons and the environment and data needed to assess these effects; (c) initial measures taken to minimise impacts; (d) causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure; and (e) measures taken and to be taken to avoid a recurrence of such incident.

In terms of section 30(1)(a) of NEMA, an "incident" means an unexpected sudden occurrence, including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment, whether immediate or delayed.

In line with section 24 of the Constitution of the Republic of South Africa (Act No. 108 of 1996), "serious" is taken to be a measure of the impact of an incident where such an incident has had, could have had, is having, or will have a negative impact on human health or well-being.

1. RESPONSIBLE PERSON

In terms of section 30(1)(b) of NEMA, the "responsible person" includes any person who: (i) is responsible for the incident; (ii) owns any hazardous substance involved in the incident; or (iii) was in control of any hazardous substance involved in the incident at the time of the incident

1.1 Name:		1.2 Designation:	
1.3 Postal Address:		1.4 Physical Address:	
1.5 Telephone (B/H):		1.6 Telephone (A/H):	
1.7 Fax:			
1.8 E-mail:			
1.9 Nature of Business:			

2. EMERGENCY INCIDENT SUMMARY INFORMATION

Mark the appropriate boxes

2.1 Fire:	2.2 Spill:	2.3 Explosion:	2.4 Gaseous Emission:
2.5 Injuries	2.6 Reportable injuries:	2.7 Hospitalisation:	2.8 Fatalities:
2.9 Open water impacts:	2.10 Ground water impacts:	2.11 Atmospheric impacts:	2.12 Soil impacts:
2.13 Own emergency response involved	2.14 Fire prevention services involved	2.15 Government hazardous materials emergency response involved	2.16 More than 1 governmental emergency response service involved
2.17 Emission of non-toxic substances at low concentrations	2.18 Emission of non-toxic substances at high concentrations	2.19 Emission of toxic substances at low concentrations	2.20 Emission of toxic substances at high concentrations
2.21 No evacuation required	2.22 Immediate area evacuated	2.23 Immediate surrounds evacuated	2.24 Evacuation of the general public
2.25 Others			

3. INITIAL EMERGENCY INCIDENT REPORT

In terms of section 30(3) of NEMA, the responsible person or, where the incident occurred in the course of that person's employment, his or her employer must forthwith after knowledge of the incident, report through the most effective means reasonably available: (a) the nature of the incident; (b) any risks posed by the incident to public health, safety and property; (c) the toxicity of substances or by-products released by the incident; and (d) any steps that should be taken in order to avoid or minimise the effects of the incident on public health and the environment to: (i) the Director General; (ii) the South African Police Services and the relevant fire prevention service; (iii) the relevant provincial head of department or municipality; and (iv) all persons whose health may be affected by the incident.

3.1 Description	3.2 Date:	3.3 Time:	3.4 Medium:	3.5. Name and contact details:
Relevant fire prevention service: (in case of fire)	[submission date]	[submission time]	[Fax, phone, SMS, letter, etc.)	[Who was the report made to?]
LOCAL :				
PROVINCIAL: (Those deal with Environmental issues)				
DIRECTOR GENERAL: (Department of Environmental Affairs)				
Any other Director General of National Department, E.g. Department of Water Affairs				

4. INCIDENT DETAILS

In terms of NEMA section 30(5)(a) and (d), the responsible person must report on the nature of the incident as well as the causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure

4.1 Location of the incident	[Provide physical address of the location where the incident happened including the GPS co-ordinates]		
4.2 Incident start date and time:		4.3 Incident duration:	
4.4 Duration of exposure:			
4.5. Incident description:			
<u>Background of the incident:</u>			
<u>Operation:</u>			
<u>Incident type:</u>			
<u>Root Cause of the incident:</u>			
<u>Contributory Factors to the incident:</u>			
<u>Conclusion:</u>			
4.6. Wind speed and direction		4.7. Ambient air temperature	
4.8. Weather conditions		4.9. Other relevant meteorological conditions	

5. POLLUTANTS RELEASED DURING INCIDENT

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity.

List all the pollutants directly released during the incident (i.e. exclude those pollutants that resulted from mitigation measures, e.g. flaring, treatment, dilution etc.)

5.1. Substance or mixture of substances	5.2. Reference Number	5.3. Phase eg solid, liquid or gas	5.4. Total Quantity emitted/released	5.5. Units eg Kg, L etc	5.6. Nature of emission/release
[The name recognised by any national or internationally recognised chemical referencing system]	[Reference to any national or internationally recognised chemical referencing system]	[solid, semi-solid, liquid or gas]	[the total measured or estimated quantity released into the environment]	[the unit of measure in respect to the quantity]	[Emitted from truck, underground pipe, stack, etc.]

6. SECONDARY POLLUTANTS RESULTING FROM INCIDENT

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity released.

List all the pollutants that resulted from mitigation measures, e.g. flaring, treatment, dilution etc.

6.1. Substance or mixture of substances	6.2. Reference Number	6.3. Phase	6.4. Total Quantity emitted/released	6.5. Unit	6.6. Nature of emission
[The name recognised by any national or internationally recognised chemical referencing system]	Reference to any national or internationally recognised chemical referencing system]	[solid, semi-solid, liquid or gas]	[the total measured or estimated quantity released into the environment]	[the unit of measure in respect to the quantity]	[Emitted from truck, underground pipe, stack, etc.]

7. POLLUTANT CONCENTRATIONS

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity released.

List all the pollutants detailed in previous section:

7.1. Substance or mixture of substances	7.2. Reference Number	7.3. Estimated pollutant concentration on different radius			
		7.3.1. 10m	7.3.2. 100m	7.3.3. 500m	7.3.4. >2000m
[The name recognised by any national or internationally recognised chemical referencing system]	[Reference to any national or internationally recognised chemical referencing system]	[estimate the concentration of the pollutant in water, soil and/or air within a 10m radius of the epicentre of the incident] [provide the units used in a case of estimating concentration (e.g. ppm)]	[estimate the concentration of the pollutant in water, soil and/or air within a 100m radius of the epicentre of the incident] [provide the units used in a case of estimating concentration (e.g. ppm)]	[estimate the concentration of the pollutant in water, soil and/or air within a 500m radius of the epicentre of the incident] [provide the units used in a case of estimating concentration (e.g. ppm)]	[estimate the concentration of the pollutant in water, soil and/or air within a > 2000 m radius of the epicentre of the incident] [provide the units used in a case of estimating concentration (e.g. ppm)]

¹ Concentration at the plume

² Concentration that was falling on the ground

8. INCIDENT IMPACT

In terms of NEMA section 30(5)(b), the responsible person must report on possible acute effects on persons and the environment and the responsible must provide data needed to assess these effects;

8.1. Minor injuries	[Describe the number and types of any minor injuries that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.2. Reportable injuries	[Describe the number and types of any injuries requiring statutory reporting that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.3. Hospitalisation	[Describe the number and types of any injuries that required professional medical care that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.4. Fatalities	[Describe the number and cause of any fatalities that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.5. Biological impacts	[Describe any impacts on biological life, other than human life, e.g. fish kills, plant mortality, etc.]
8.6. Impact area	[Describe the area possibly affected by the incident or the impacts thereof including: (i) size of the area; (ii) socio-economic context; (iii) population density; (iv) sensitive environments (if any), etc.]
8.7. Data	Attach relevant impact reports, medical reports, death certificates, post mortem reports, environmental monitoring data, etc. as Annexes C1, C2,... to this report

9. EXISTING PREVENTION PROCEDURES AND/OR SYSTEMS

9.1. Foresight	[Briefly describe whether the incident could have, or had, been foreseen, e.g. was it included in any environmental impact assessment, risk assessment, health and safety plan, etc.]
9.2. Procedures and/or systems	Attach any relevant safety, health and environmental plans (including any statutory planning requirements) that detail what actions should be taken in the event of the incident that is the subject of this report
9.3. Procedure and/or systems failures	[Describe any failures or shortfalls in procedures and/or systems that may have contributed to the incident] All procedures and checklist in place and signed off.
9.4. Technical measures	[Describe any technical measures, equipment, 'fail-safe' devices, etc. that are in place to prevent the occurrence of the incident] Communications & discussions in place.
9.5. Technical failure	[Describe any failures of technical measures, equipment, 'fail-safe' devices, etc. that are in place to prevent the occurrence of the incident]

10. INITIAL INCIDENT MANAGEMENT

In terms of NEMA section 30(5)(c), the responsible person must report on initial measures taken to minimise impacts.

10.1. Evacuation	[Describe any evacuation activities including information on the number of people evacuated and whether these people were staff or otherwise]
10.2. Technical measures	[Describe all technical measures taken to address the incident]
10.3. Mitigation measures	[Describe all measures taken to minimize the impact] SOPEP gear activated
10.4. Emergency Services	[Describe any governmental emergency services involvement] SAMSA/TNPA advised

11. CLEANUP AND/OR DECONTAMINATION

In terms of NEMA section 30(5)(c), the responsible person must report on initial measures taken to minimise impacts.

11.1. Cleanup and/or decontamination	<i>[Report on initial cleanup and or decontamination (remediation) measures taken to minimise the impact of the incident on human health and the environment. Provide copy of safe disposal certificate (if any) and details of the company that undertook the cleanup]</i>		
11.2. Permissions and Instructions			
Provide details of any permission and/or instructions received from any organ of state during initial incident management, cleanup and/or decontamination			
11.3. Type	11.4. Statute	11.5. Issued By	11.6. Name and contact details
[Describe the nature or type of permission or instruction]	[Provide a reference to the legal mandate for the permission or instruction]	[Provide contact details for the permitting or instructing authority]	[provide a summary of the activities carried out in terms of the permission or instruction]

12. MITIGATION MEASURES

In terms of NEMA section 30(5)(e), the responsible person must report on measures taken and to be taken to avoid a recurrence of such an incident.

12.1. Measure	12.2. Objective	12.3. Cost	12.4. Timing
[Briefly describe each of the measures taken, and to be taken, to avoid a recurrence of such incident]	[Briefly describe the objective of the measure, i.e. the desired outcome of the measure]	[Estimate the cost of the measure in terms of capital costs and/or recurrent costs]	[Provide information on the timing for the full implementation of the measure]

13. AUTHORISATIONS

Provide details on all authorisations (including permits, licenses, certificates, etc.) in respect of the activity to which this incident relates.

13.1. Type	13.2. Statute	13.3. Issued By	13.4. Issue & Expiry Date
[Describe the nature or type of authorisation, e.g. Registration Certificate]	[Provide the reference for the authorisation, e.g. section X of the National Environmental Management Act (Act No. 107 of 1989)]	[Provide contact details for the issuing authority]	[provide the date of issue and expiry]

14. HISTORY

Provide details of all similar incidents involving the responsible person in the past (i.e. from 1998). Similar incidents include those that: (i) involved similar circumstances; (ii) involved similar emissions; (iii) involved similar personnel; and/or (iv) involved similar impacts.

14.1. Incident title	14.2. Report reference	14.3. Date of incident	14.4. Summary of event
[Provide the title used in the relevant emergency incident report]	[Provide the reference in respect of the relevant emergency incident report]	[Date of incident]	[Provide a summary of the event]

Signed by, or as a mandated signatory for, the responsible person:		Date:	
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APPENDIX 1

List of affected people as results of the incident

NAME	ADDRESS	PHONE	FAULT	REMARKS

APPENDIX 2

Layout map of the area likely to be affected or affected as a result of the incident

Disclaimer

Any other information not covered in the reporting template must be included.

CAUTION

In terms of section 30 (11) of NEMA as amended, it is an offence not to report an incident and liable on conviction to a fine not exceeding R 1 million or imprisonment for a period not exceeding 1 year, or to both such a fine and such imprisonment.