

## UPSS Regulation leak notification form

*Note:* This form may be downloaded from [www.environment.nsw.gov.au/upss.htm](http://www.environment.nsw.gov.au/upss.htm)

### UPSS Regulation Leak Notification

Notification under Part 5.7 of the *Protection of the Environment Operations Act 1997*

*This form provides specific guidance for reporting pollution incidents where a leak from an underground petroleum storage system (UPSS) is identified. This form should be completed where one or more of the following scenarios applies to the UPSS site (tick where appropriate):*

- ☐ A leak from the UPSS is verified in accordance with Section 4.3 Loss Detection and Investigation or Section 4.4 Incident Management Procedures outlined in the UPSS Guidelines
- ☐ 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.

***Note:** This form should be sent to the appropriate regulatory authority within 30 days of a pollution incident being detected by the person responsible for the UPSS.*

#### Section A: UPSS site details

Site name (or name of business):	Local Government Area (Council):
Nature of activity at the site:	Lot and DP number:
Street address:	
Environment Protection Licence number (if applicable):	
Dangerous Goods Licence/Notification Number (and date of expiry) (if applicable):	
Site characteristics (if known)	
Site substrate type:	Direction of groundwater flow:
<input type="checkbox"/> Sand <input type="checkbox"/> Other <input type="checkbox"/> Silt                        (please specify) <input type="checkbox"/> Clay <input type="checkbox"/> Rock <input type="checkbox"/> Unknown	Depth to groundwater:

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:	
Circumstances in which the incident occurred (including the cause of the incident, if known): <input type="checkbox"/> Leaking tank <input type="checkbox"/> Overfilling <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Leaking piping <input type="checkbox"/> Spill <input type="checkbox"/> Structural failure <input type="checkbox"/> Unknown	
Location of the incident (maps and/or diagrams may be included):	
Location of any place where pollution is occurring or is likely to occur (maps and/or diagrams may be included):	
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	
Nature of any pollutants involved: <input type="checkbox"/> Unleaded petrol <input type="checkbox"/> Other, e.g. additives (please specify) <input type="checkbox"/> Lead replacement <input type="checkbox"/> Diesel <input type="checkbox"/> Kerosene <input type="checkbox"/> Waste oil	
Estimated quantity or volume of pollutants involved:	Concentration of any pollutants involved:

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

**Any other relevant information** (e.g. adjoining land uses, other possible source(s) of pollution):

**Section C: Person responsible\* for the UPSS site** (refer to UPSS Regulation or see Section 1.6 of the UPSS Guidelines)

*\* The person responsible is the person who has management and control of the system. If the 'person' responsible is a corporation, an individual who is authorised to act on the organisation's behalf must be nominated.*

**Name:**

**Phone no(s):**

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

**Address:**

**Section D: Details of person who submitted notification**

**Name:**

**Position:**

**Address:**

**Phone no(s):**

**Signature:**

**Date:**

## OBLIGATIONS

<p><i>If you fail to report a pollution incident which poses material harm to the environment as required under Part 5.7 of the Protection of the Environment Operations Act 1997, you commit an offence. The maximum penalty is \$1,000,000 for corporations or \$250,000 for individuals.</i></p> <p><i>A person is required to notify a pollution incident under Part 5.7 of the Act even though to do so might incriminate them or make them liable to a penalty.</i></p> <p><i>Any notification given by a person under Part 5.7 of the Act is not admissible in evidence against the person for an offence or for the imposition of a penalty.</i></p>	
<p><b>Please send completed form to:</b></p>	<p><b>A completed leak notification form is to be sent to your local council.</b></p> <p><b>It is important that this is provided to your local council as soon as possible to minimise increased risk of harm from the leak.</b></p>