

KAM rule 15m Reporting (near) environmental incidents

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|------|------------------|---|-------------|-------------|
| 2 | October 16, 2018 | Update of the description (near) environmental incidents. | St. AL site | Management |
| 0.1 | 04 June 2018 | Logo added. ALt changed into USPB | St. AL site | Management |
| 0 | 01 July 2016 | New format for reporting (near) environmental incidents | St. AL site | Management |
| Rev. | Date | Description | Author | Approved by |

Introduction

The environmental permit based on the Environmental Protection Act (Wm) and the Water Act (Wvo) obliges Stichting-ALt to report all (near) environmental incidents (hazards for the air, soil, water etc.) to the competent authority (ODNZKG).

Reporting obligation pursuant to article 17.2 of the Environmental Protection Act

Exceptional incidents must be reported as soon as possible to the competent authority.

This concerns exceptional incidents that have occurred in an establishment because of which adverse environmental effects have occurred or are in danger of occurring.

An exceptional incident is 'any event in an establishment, regardless of its cause, that deviates from the normal business activities'.

Pursuant to the Decree Genetically modified organisms (GMO), the employer is obliged to report certain incidents to the Inspectie Leefomgeving en Transport (ILT).

Pursuant to the Wabo, the Stichting is obliged to report (near) environmental incidents with micro-organisms of BSL 3 and 4 (BA3 and BA4) and (near) environmental incidents with GMOs to the competent authority.

As permit holder, the Stichting registers all (near) environmental incidents that occur at the Utrecht Science Park Bilthoven (USPB) and reports them, if necessary, to the competent authority.

Purpose

This KAM rule serves multiple purposes. Apart from the legal obligation of reporting and registering (near) environmental incidents, an insight is also gained into the possible causes of (near) environmental incidents. Reporting near environmental incidents also serves the purpose of being able to take preventive measures on the site.

Responsibilities

This KAM rule is intended for:

- all staff, temporary workers and trainees of the organisations established at the USPB site;
- the personnel of companies that carry out activities on the site, such as contractors, installation companies, cleaning companies, painters etc.

Everyone has the responsibility of reporting (near) environmental incidents and hazardous situations. Stichting-ALt ensures the registration of (near) environmental incidents, if necessary the reporting to the competent authority and an assessment as to whether measures are required throughout the site.

What should you report to the Stichting?

- **A near environmental incident**

An event that has narrowly missed causing harm to the environment.

Example: chemical leakages, broken storage drums, released GMOs outside the first containment etc., where no environmental harm has yet occurred (sewer, soil, air).

- **An environmental incident**

Violations of specifications and requirements as stated in the environmental permits and the KAM rules, which are applicable to the organisations at the USPB site.

Example: contaminations of the soil, discharges of unauthorised substances in the sewer, freon leakages, release of GMOs.

Procedure

Reporting (near) environmental incidents.

The responsible line managers of the organisations at the USPB site are obliged to report (among other things) the (near) environmental incidents listed below on the same working day, in any event within 24 hours of the incident occurring, to secretaris@stichting-alt.nl, in an emergency by telephone on **+31 (0)6-5527 2108**.

If required, the Stichting will report these incidents to the competent authority.

In the event of a (near) environmental incident with a GMO, the organisation is itself also obliged to report certain incidents to the Inspectie Leefomgeving en Transport (ILT).

Outside office hours, the incidents below must be reported to Security, telephone **+31 (0)30-2742259**, which will warn the Stichting in the case of serious situations.

Examples: of (near) environmental incidents in a laboratory/production area that should be reported to Stichting-ALt.

| (near) environmental incident | Report to Stichting-ALt | Stichting-ALt Reports to the Competent Authority | Organisation reports to ILT/I&W |
|---|-------------------------|---|---|
| GMO outside first containment | yes | depending on the level of containment on the room | No, report to BSO |
| BA3 or BA4 outside first containment | yes | depending on the level of containment on the room | Not applicable |
| Possible release of GMO outside the contained room | yes | yes | No, report ML-I + II to BSO Yes, ML-III + IV |
| Possible release of BA3 or BA4 outside the contained room | yes | yes | Not applicable |
| Possible release of GMO outside the contained room | yes | yes | yes |
| Release of BA3 or BA4 outside the contained room | yes | yes | yes |
| Release of a chemical substance inside the working space | yes | depending on the situation | Not applicable |
| Release of a chemical substance outside the working space | yes | yes | Not applicable |
| Release of environmentally harmful substances | yes | yes | Not applicable |

Reporting a (near) environmental incident

The appendix to this KAM rule includes a report form. In the interests of legibility, preferably fill in the form electronically. The responsible line manager should also sign the form. You can email the form to secretaris@stichting-alt.nl.

Abbreviations and terminology

Abbreviations

| | |
|----------------------|--|
| BA3 | Biological agent of level 3; = non-modified (micro)organisms of BSL 3. |
| BA4 | Biological agent of level 4; = non-modified (micro)organisms of BSL 4. |
| BSO | Biological Safety Officer |
| GMO | Genetically modified organisms |
| I&W | Ministry of Infrastructure and Water Management |
| ILT | Inspectie Leefomgeving en Transport |
| ODNZKG | Omgevingsdienst Noordzee Kanaal Gebied |
| Stichting-ALt | Stichting Antonie van Leeuwenhoek terrein |
| USPB | Utrecht Science Park Bilthoven |
| Wabo | Environmental Law (General Provisions) Act |
| Wm | Environmental Protection Act |

Terminology

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|---------------------------------------|--|
| Biological agents | For a description and the categorisation: see KAM rule 13, Biosafety . |
| Genetically modified organisms | For a description and the containment levels: see KAM rule 13, Biosafety . |

Appendices

Appendix 1: Form for reporting an environmental incident or near environmental incident