



Spill Response Procedure

Environment

1 Purpose and Scope

This procedure specifies the operational environmental requirements relating to the management of hydrocarbon, chemical, sewerage or wastewater and brine spills on land and to waterways at the Roy Hill Project. This procedure applies to all personnel involved in activities at the Mine, Rail and Port operations that respond to or manage spills.

2 Procedure

This procedure outlines the process for managing different types of spills. Generally the process for responding to a spill needs to follow the steps below:

1. **CHECK** for any hazards to the responder or other personnel;
2. **CONTROL** the source of the spill;
3. **CONTAIN** the spread of the spill;
4. **CLEAN UP** the spill; and
5. **COMMUNICATE** the occurrence of the spill as an incident in the Roy Hill Incident Management System (ensure that an investigation is completed and corrective actions are assigned to prevent recurrence of the incident), as well as any learnings from the incident (e.g. via a toolbox talk, site notice or awareness poster). Some spills may require external reporting (Section 2.6)

Further details of steps 2-4 are provided in the sections below and in a summary table located in Appendix 1.


2.1 Different Types of Material Spills

2.1.1 Hydrocarbon Materials

Use the following process to manage spills related to hydrocarbon materials which include, but are not limited to fuels, oils, greases, coolants and hydrocarbon based degreasers and solvents:

1. **CHECK**
2. **CONTROL**
 - Follow the Safety Data Sheet (SDS) instructions for Personal Protective Equipment (PPE) and handling of hydrocarbon material;
 - Control the spill at source if safe to do so (for example turn off leaking valves, stand up overturned drums, isolate burst hydraulic hose); and
 - Remove all sources of heat and ignition.
3. **CONTAIN**
 - Contain the extent of the spill using absorbent material/socks around the perimeter of the spill using an oil and hydrocarbon spill kit; and

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- Prevent hydrocarbons from entering drains and waterways as a priority. If the drain or waterway is dry the spill should be treated as per a spill onto land. If there is water in the drain or creek line various methods can be used depending upon the exact circumstances of the spill. The drains or creek lines should be dammed or have booms placed in them to prevent the spread of contaminated liquid any further.

4. CLEAN UP

- Use a vacuum truck to siphon free liquid (e.g. from within a sump, drain or otherwise dry creek line) and transfer the waste hydrocarbons to the appropriate waste hydrocarbon tank for removal offsite. Spills must not be washed into drains;
- Use spill kit mats, absorbent pillows and peat or similar material to absorb the residual surface liquids;
- Use spill kit mats, absorbent pillows or similar material to absorb the residual surface contaminated liquid in a wet drain or creek line. Use spill matting, absorbent pillows or similar material until all visible contaminated liquid has been removed. In this case, verification testing must occur;
- Place used and contaminated absorbent booms, pillows and matting into designated hydrocarbon waste bins for removal offsite;
- Remove contaminated soil in accordance with the 'Spill Clean-up and Removal Work Instruction' (OP-WIN-06791) and the 'Spill Validation Sampling and Testing Work Instruction' (OP-WIN-06792);
- Dispose of contaminated soil at the Bioremediation Facility (Mine) or place in the appropriate hydrocarbon waste bins (Rail and Port); and
- Undertake the removal of any contaminated waste from site in accordance with the *Environmental Protection (Controlled Waste) Regulations 2004*.

5. COMMUNICATE

2.1.2 Chemical Spills

Use the following process to manage spills related to chemicals which include but are not limited to solvents, cleaning products, paint and acids:

1. CHECK

2. CONTROL

- Follow the SDS instructions for PPE and handling for the chemical;
- Control the spill at source if safe to do so; and
- Remove all sources of heat and ignition.

3. CONTAIN

- Consult the SDS for containment requirements and potential neutralising agents;
- Contain the extent of the spill using absorbent material/socks around the perimeter of the spill using a chemical spill kit; and
- Prevent chemicals from entering drains and waterways as a priority. If the drain or waterway is dry the spill should be treated as per a spill onto land. If there is water in the drain or creek line various methods can be used depending upon the exact circumstances of the spill. The drains or creek lines should be dammed or have booms placed in them to prevent the spread of contaminated liquid any further.

4. CLEAN UP

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- Use spill kit mats, absorbent pillows and peat or similar material to absorb the residual surface liquids in accordance with the SDS including in drains or creek lines;
- Check for appropriate disposal methods for chemical contaminated material in accordance with the SDS and dispose in accordance with this method; and
- Remove any contaminated waste from site in accordance with the 'Spill Clean-up and Removal Work Instruction' (TBC) and the 'Spill Validation Sampling and Testing Work Instruction' (TBC).

5. COMMUNICATE

2.1.3 Wastewater or Sewage Spills

Ensure that all personnel dealing with a wastewater or sewage spill have current vaccinations for Hepatitis A and Hepatitis B.

Use the following process to manage spills related to wastewater or sewage:

1. CHECK

2. CONTROL

- Assess the spill and contact the appropriate Maintenance Department in regards to the spill/cause and the area supervisor. Give details if the fault is identified; and
- Control the spill at source if safe to do so (by immunised personnel only).

3. CONTAIN

- Place delineation/cones around spill area extent and create bunds (use soil where appropriate) around drains and stop water flows off the site and into native/uncleared land or water bodies (if required) so that no wastewater leaves the impacted site;
- Ensure the fault in the equipment is rectified as soon as possible; and
- Prevent wastewater or sewage from entering drains and waterways as a priority. If the drain or waterway is dry the spill should be treated as per a spill onto land. If there is water in the drain or creek line various methods can be used depending upon the exact circumstances of the spill. The drains or creek lines should be dammed or have booms placed in them to prevent the spread of contaminated liquid any further.

4. CLEAN UP

- Remove and dispose of any pooling water or solid contaminated material into the wastewater treatment plant or remove offsite using a licenced controlled waste contractor;
- Use spill kit mats, absorbent pillows or similar material to absorb the residual surface contaminated liquid in a wet drain or creek line. Use spill matting, absorbent pillows or similar material until all visible contaminated liquid has been removed; and
- Remove any contaminated materials from site as controlled waste (e.g. used spill kit material, wastewater or sewage contaminated waste) if not able to be treated appropriately, in accordance with the *Environmental Protection (Controlled Waste) Regulations 2004*;
- Treat any exposed areas by applying calcium hypochlorite powder (or if no powder is available, a lime based alternative).

5. COMMUNICATE

2.1.4 Brine/Saline Water Spills

Use the following process to manage unplanned, uncontrolled brine or saline water spills.

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Authorised discharges of reverse osmosis (RO) water or saline groundwater to stormwater drainage or sedimentation ponds are not considered to be spills.

1. CHECK

2. CONTROL

- Control the spill at source if safe to do so.

3. CONTAIN

- Test the spill water for salinity (EC) if possible, using a handheld field pH/EC meter, to determine the appropriate response. Guidance for how to complete EC testing is located within the 'Surface Water Grab Samples Work Instruction' (OP-WIN-00510);
- Control the extent of the spill using earthen bunds; and
- Prevent brine or saline water from entering native vegetation, drains and waterways as a priority.

4. CLEAN UP

- Consult with the Roy Hill Environment Team about the appropriate clean up method. This may include one or more of the following management techniques:
 - Flush the area with fresh water to dilute the salt;
 - Rip to allow infiltration; or
 - Add specific products or chemicals.

5. COMMUNICATE

2.1.5 Sediment Laden Water Spills at Port Marine Infrastructure

1. CHECK

- For every shift (twice daily) and during ship loading, undertake inspections to identify spills and verify spill clean-up.

2. CONTROL

- Investigate if the cause of the spill was caused by malfunction of equipment such as the belt wash system and take action to control spill at the source

3. CLEAN UP

- Clean up and remove spills within 72 hours following identification through inspections
- Undertake regular clean-up of the wharf and marine transfer stations using a street sweeper/sucker truck to remove spills and built up material
- During maintenance shutdown and wash down of shiploading equipment, a street sweeper/sucker truck must be present at all times to immediately collect all wash down water and prevent it from entering the marine environment.
- Wastewater recovered during clean-up activities may be discharged within the Port Loop sediment basins. All spill clean-up in the marine environment will be undertaken by Pilbara Ports Authority (PPA).

4. COMMUNICATE

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2.2 Training and Awareness

1. Familiarise all personnel associated with spill management activities with the requirements of this procedure.
2. Include information on spill management requirements in site inductions or site communications where relevant.
3. Conduct toolbox talks and develop environmental site notices and environmental awareness posters periodically highlighting spill management requirements – this is the responsibility of the Superintendent Environment Mine or Port and Rail (or delegate where required).
4. Display relevant environmental site notices and environmental awareness posters at prominent workplace locations.
5. Update the training records of personnel in the Learning Management System once registered training has been completed (with the exception of toolbox talks).
6. Maintain records of toolbox training attendance onsite for audit and inspection purposes.
7. Ensure that all personnel complete the online Spill Response Training in Success Factors;
8. Ensure that all personnel involved in activities relating to hydrocarbons, chemicals, sewerage or wastewater and brine have been trained in on site spill response; and
9. Undertake spill response drills in accordance with the schedule of emergency drills at Mine, Port and Rail facilities.

2.3 Monitoring Actions

1. Undertake monitoring in accordance with approval conditions and commitments, and ensure that all data required for regulatory reporting is captured.
2. Store all monitoring records within the Roy Hill Document Management System.
3. Ensure that the following is undertaken – this is the responsibility of the Superintendent Environment Mine or Port and Rail (or delegate):
 - Undertake validation sampling and testing (including photographic evidence) in accordance with the 'Spill Validation Sampling and Testing Work Instruction' (TBC);
 - Undertake monitoring of the affected area where necessary for spill events that are reported to a regulatory authority, with the methodology and frequency of monitoring to be as advised by the Roy Hill Environment Department in liaison with the applicable government agencies; and
 - Ensure that the monitoring of spills to water within the Port Hedland harbour is coordinated with the PPA where required by them.

2.4 Incidents, Audits and Inspections

1. Undertake regular inspections of the active work area against the requirements of this procedure.
2. Store copies of all inspections within the Roy Hill Document Management System.
3. Undertake an investigation into the cause(s) of incidents reportable to regulators in accordance with the 'Incident Investigation Specification' (OP-SPC-00156) and 'Spill Investigation Work Instruction' (TBC), and develop actions to prevent recurrence of the incident.
4. Enter corrective and preventative actions from incidents, audits and inspections into the Roy Hill Incident Management System.

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2.5 Contingency Actions

1. Implement contingency actions in accordance with this procedure where deficiencies are identified during inspections, audits and incident reporting.
2. Implement the 'Management of External Complaints Procedure' (EA-PRO-00002), where relevant.
3. Conduct a risk assessment to determine the most effective mitigation measures should additional contingency actions be required, and follow the change management process.
4. Ensure that any handling of fauna impacted by spilled hydrocarbons or chemicals is undertaken in accordance with the 'Fauna Management Procedure' (OP-PRO-00134) and 'Fauna Handling Work Instruction' (OP-WIN-02915).
5. Undertake validation sampling and testing in accordance with the 'Spill Validation Sampling and Testing Work Instruction' (TBC). If the area is determined to be still contaminated, remove additional material then undertake further validation until the area is verified as not contaminated.
6. Use bioremediation clean-up methods if contaminated material cannot be removed, in consultation with the Roy Hill Environmental Department and in accordance with the 'Spill Bioremediation Work Instruction' (TBC).
7. Clean up spills in accordance with the requirements of this procedure and the 'Spill Clean-up and Removal Work Instruction' (TBC).

2.6 Reporting Requirements

2.6.1 Internal

1. Report all non-compliances with this procedure, all regulatory exceedances and all community complaints as an incident in the Roy Hill Incident Management System. Ensure that incident details include:
 - Type of material spilt;
 - Volume spilt;
 - How/why it the spill occurred;
 - Whether the spill entered waterways, water bodies or drains;
 - Photographs of the extent of the spill (if taken);
 - Results of any testing (if applicable);
 - The clean-up method used; and
 - Evidence of confirmed clean up.
2. Close out all incidents and corrective actions in accordance with the 'Incident, Non-Conformance and Action Management Procedure' (OP-PRO-00702).
4. Record GPS locations for spill events that are reported to a regulatory authority, where not all of the spill was recovered or for all spills to water.
5. Record GPS locations of unrecovered spills (to land) in the Contaminated Sites Register.

2.6.2 External

Spills may be reportable to government agencies depending on the type of spill, volume of the spill, whether the spill has potential to cause pollution, or in situations where the spill enters a sensitive receptor, such as a waterway or the marine environment. Formal reporting to government agencies will only be undertaken by the Roy Hill Environmental Department.

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2.6.2.1 Department of Environment Regulation

All reporting to the Department of Environment Regulation (DER) should be undertaken in accordance with the External Environmental Reporting and Requirements Manual (OP-MAN-00049) and Section 72 Notification Procedure (OP-PRO-01164).

2.6.2.2 Pilbara Ports Authority

All spills/discharges to Port Hedland waters require reporting to the Pilbara Ports Authority (PPA).

Roy Hill shall report all sewage and sediment laden water spills (of any size) to water within the Port Hedland harbour to PPA. This is to be reported using the online form (<https://www.pilbaraports.com.au/Home/Safety-and-security/Hazard-and-incident-reporting>).

Roy Hill shall report all hydrocarbon spills (of any size) to water within the Port Hedland harbour to PPA. Immediate verbal reporting to PPA shall be undertaken as soon as practicable to the Vessel Traffic Services Centre (VTSC) on VHF Channel 16 or 12 or via telephone on (08) 9173 9030. The Roy Hill Production or Maintenance supervisor in charge shall notify the VTSC, and the following details shall be provided:

- Vessel name or facility;
- Location of spill;
- Estimated volume of oil spilled;
- Extent of slick and direction of travel;
- Type of oil spilled;
- Has the discharge ceased;
- Any casualties on-board; and
- Resources being deployed and actions being taken to respond to the spill.

2.6.2.3 Department of Transport

Roy Hill shall also report all chemicals or hydrocarbon spills (of any size) to water within the Port Hedland harbour to Department of Transport (DoT). The Roy Hill Environment Department shall contact the DoT Maritime Environmental Emergency Response Unit on 9480 9924 and complete a Pollution Report (POLREP).

For spills from vessels, the Vessel Master is responsible for contacting DoT and completing the POLREP.

The POLREP template is shown in Appendix 2 and is available online at: <http://www.transport.wa.gov.au/imate/imate/report-marine-oil-pollution.asp>.

Formal reporting to PPA and DoT will be undertaken by the Roy Hill Environment Department. A copy of the POLREP is to be provided to PPA using the email address shipping@pilbaraports.com.au.

3 Accountabilities

Unless otherwise specified, the following roles are accountable or responsible for the activities outlined in this procedure.

Role	Responsibility
General Managers	Accountable for ensuring that resources are available to support the implementation of this procedure where it is relevant to their area of responsibility
Managers	Accountable for the implementation of this procedure where it is relevant to their area of responsibility

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Role	Responsibility
Superintendents	Responsible for the implementation of this procedure where it is relevant to their area of responsibility
Environment Team	Responsible for review and update of this procedure

Table 1: Accountabilities

4 Abbreviations

Abbreviation	Definition
AMSA	Australian Maritime Safety Authority
DFES	Department of Fire and Emergency Services
DER	Department of Environment Regulation
DoT	Department of Transport
EC	Electrical Conductivity
NatPlan	National Plan for Maritime Environmental Emergencies
POLREP	Pollution Report
PPA	Pilbara Ports Authority
PPE	Personal Protective Equipment
RO	Reverse Osmosis
SDS	Safety Data Sheet
VTSC	Vessel Traffic Services Centre (at Pilbara Ports Authority)
WestPlan-MOP	Western Australia State Emergency Management Plan for Marine Oil Pollution

Table 2: Abbreviations

5 Definitions

Term	Definition
Bioremediation	The use of microbes (bacteria and fungi) to remove toxic pollutants from contaminated soil and water.
Brine	Brackish, saline or salty water with a saline of >0.05%
Chemical	Any substance with a definite chemical composition
Hydrocarbon	An organic compound consisting of hydrogen and carbon.
Operational Environmental Requirements	A plan, procedure or work instruction that must be complied with.
Brine or Saline Water Spills	A spill where Total dissolved solids concentrations is greater than 5,000 milligrams per litre.
Sewage/Wastewater	Any kind of sewage, nightsoil, faecal matter or urine and any waste composed wholly or part of liquid.
Spill	An uncontrolled release of a material (solid, liquid and gas) that causes contamination.

Table 3: Definitions

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6 References

Document number	Title
	<i>Environmental Protection (Controlled Waste) Regulations 2004</i>
OP-PRO-00702	Incident, Non-conformance and Action Management
OP-PRO-00134	Fauna Management Procedure
OP-WIN-02915	Fauna Handling and Translocation Work Instruction
TBC	Spill Investigation Work Instruction
TBC	Spill Clean-up and Removal Work Instruction
TBC	Spill Validation Sampling and Testing Work Instruction
TBC	Spill Bioremediation Work Instruction
OP-WIN-00510	Surface Water Grab Samples Work Instruction
AMSA, 2014	Australian Maritime Safety Authority. (2014). <i>National Plan for Maritime Environmental Emergencies</i> . Australian Maritime Safety Authority, Australian Government, Canberra; www.amsa.gov.au
DoT, 2010	Department of Transport. (2010). <i>State Emergency Management Plan for Marine Oil Pollution, WestPlan-MOP</i> . Department of Transport, Government of Western Australia, Fremantle. June 2010.
PPA, 2015	Pilbara Ports Authority. (2015). <i>Marine Pollution Contingency Plan Port of Port Hedland</i> . Pilbara Ports Authority, Port Hedland. Available online: http://www.pilbaraports.com.au/PilbaraPortsAuthority/media/Documents/PORT%20HEDLAND/Safety%20and%20Security/Port-of-Port-Hedland-Marine-Pollution-Contingency-Plan.pdf

Table 4: References

Note that up-to-date environmental documents should be accessed from the e-Care Roy Hill intranet portal to ensure that the current version is being used.

7 Review

This Procedure is to be reviewed as follows:

- Following the grant of or modification to relevant approvals;
- Annually; or
- As a result of findings or actions identified through inspections, audits and incident reporting.

Reviews are to examine the appropriateness of the procedure, taking into consideration corporate, system and compliance requirements and legislative changes since the last review was undertaken.

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Appendix 1 – Summary Table of Spill Response

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Table 5 - Spill Response

Substance	Description and Impact	Control	Contain	Clean up
Hydrocarbons (Fuels, Oils, Greases, Coolants and Hydrocarbon based Degreasers and Solvents)	<p>Mineral oils biodegrade slowly and should not be released into waterways or soil. They can float on water, restricting oxygen exchange with possible asphyxiation of aquatic life. Some products contain toxic components with the potential to bioaccumulate.</p> <p>Products behave differently in the environment depending on their composition. They may volatilise rapidly in water (bioaccumulation should not be significant) or very slowly. Groundwater contamination may occur as spills may penetrate soil.</p>	<p>Follow the SDS instructions for PPE and handling the hydrocarbon material. Control the spill at source if safe to do so (for example turn off leaking valves, stand up overturned drum, isolate burst hydraulic hose). Remove all sources of heat and ignition.</p>	<p>Contain the extent of the spill using absorbent material/socks around the perimeter of the spill using an oil and hydrocarbon spill kit.</p> <p>Prevent hydrocarbons from entering drains and waterways as a priority. If hydrocarbons do enter the drains or creek lines then these should be dammed or have booms placed in them to minimise the spread of the hydrocarbons, where possible.</p>	<p>Use a vacuum truck to siphon free liquid (for example within a sump) and transfer the waste hydrocarbons to the appropriate waste hydrocarbon tank for removal offsite. Spills must not be washed into drains.</p> <p>Use spill kit mats, absorbent pillows and peat or similar material to absorb the residual surface liquids.</p> <p>Place used and contaminated absorbent booms, pillows and matting into designated hydrocarbon waste bins for removal offsite.</p> <p>Remove contaminated soil and dispose at the Bioremediation Facility (mine) or place in the appropriate hydrocarbon waste bins (rail and port).</p> <p>All contaminated waste shall be removed and taken offsite in accordance with the Environmental Protection (Controlled Waste) Regulations 2004.</p>
Chemicals (solvents, cleaning products, paint and acids)	<p>Chemicals can have different properties when released to soil. Significant amounts can remain for transport to water bodies or groundwater. If released into waterways some chemicals have the potential to kill flora and fauna.</p>	<p>Follow the SDS instructions for PPE and handling for the chemical. Control the spill at source if safe to do so. Remove all sources of heat and ignition.</p>	<p>Consult the SDS for any containment requirements or any potential neutralising agents.</p> <p>Contain the extent of the spill using absorbent material/socks around the perimeter of the spill using a chemical spill kit.</p> <p>Prevent chemicals from entering drains and waterways as a priority. If chemicals do enter the drains or creek lines then these should be dammed or have booms placed in them to minimise the spread of the chemicals, where possible.</p>	<p>Use spill kit mats, absorbent pillows and peat or similar material to absorb the residual surface liquids.</p> <p>Check for appropriate disposal method for chemical contaminated material in accordance with the SDS and dispose in accordance with this method.</p>

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<p>Wastewater (Sewage)</p>	<p>Wastewater consists of 99% water. Micro-organisms (including human pathogens such as bacteria, protozoa and viruses), and organic and inorganic substances including nutrients make up the remainder. Untreated wastewater may carry infectious diseases including Hepatitis A and Hepatitis B. Heavy metals and toxic organic and inorganic substances can also pose serious threats to human health and the environment. If untreated wastewater enters waterways or leaches into the groundwater, nitrates may build up causing eutrophication leading to harmful algal blooms and the production of toxins by these organisms.</p>	<p>Assess the spill and contact the appropriate Maintenance Department in regards to the spill/cause and the area supervisor. Give details if the fault is identified. Control the spill at source if safe to do so (by immunised personnel only).</p>	<p>Place delineation/cones around spill area extent and create bunds (use soil where appropriate) around drains and stop water flows off the site and into native/uncleared land or water bodies (if required) so that no waste water leaves the impacted site. Ensure the fault in the equipment is rectified as soon as possible. Prevent wastewater or sewage from entering drains and waterways as a priority.</p>	<p>Remove and dispose of any pooling water or solid contaminated material into the waste water treatment plant or remove offsite using a licenced controlled waste contractor. Remove any waste water contaminated materials, if not able to be treated appropriately, onsite as controlled waste (for example wastewater or sewage contaminated waste) in accordance with the Environmental Protection (Controlled Waste) Regulations 2004. Treat any exposed areas applying calcium hydrochlorite powder (or if no powder is available, a lime based alternative).</p>
<p>Brine/Saline Water</p>	<p>Brine or saline water can impact on native vegetation and affect the quality of freshwater systems.</p>	<p>Control the spill at source if safe to do so).</p>	<p>Test the spill water for salinity (EC) to determine the appropriate response if possible. Control the extent of the spill using earthen bunds. Prevent brine or saline water from entering drains and waterways as a priority.</p>	<p>Consult with the Roy Hill Environment Team about the appropriate clean up method. This may include one or more of the following management techniques;</p> <ul style="list-style-type: none"> • Flushing the area with fresh water to dilute the salt and drain the salt over larger area with less concentration; • Ripping to allow infiltration; or • Addition of specific products or chemicals.

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Appendix 2 – Pollution Report (POLREP) Template

Available online: <http://www.transport.wa.gov.au/mediaFiles/marine/MAC-F-PollutionReport.pdf>



**Department of
Transport**

Marine Pollution Report (POLREP)

Return completed form to:
Maritime Environmental Emergency Response
 Department of Transport
 Email: marine.pollution@transport.wa.gov.au and rccaus@amsa.gov.au
 Phone (08) 9480 9924
 Fax: 1300 905 866

INCIDENT DETAILS

Date of Incident: _____ **Time of Incident (24 hr format):** _____

Location name/description: _____

Incident Coordinates Latitude of spill _____ Longitude of spill _____

Format of coordinates used (select one) Degrees & decimal degrees Degrees, minutes & decimal minutes Degrees, minutes & seconds

Description of Incident: _____

POLLUTION SOURCE

Vessel Land (Specify) _____ Other (Specify) _____ Unknown

Vessel type (if known) Tanker Container Bulk Cargo

Fishing Defence Recreational Other (Specify) _____

Vessel name: _____ **Flag State / Callsign:** _____ **Australian vessel?** Yes No

POLLUTANT

Oil (type) Bilge Diesel HFO bunker Crude Unknown Other (Specify) _____

Chemical Name: _____ MARPOL cat / UN Nos: _____

Garbage Details/description: _____

Packaged Details/description: _____

Sewage Details/description: _____

Other Details/description: _____

EXTENT

Size of spill (length & width in metres): _____

Amount of pollutant, if known (litres): _____

Has the discharge stopped? Yes No Unknown

Weather conditions at site: _____

Photos taken Details: _____ held by: _____

Video taken Details: _____ held by: _____

Samples taken Description: _____ held by: _____

Items retrieved Description: _____ held by: _____

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