

FISH KILL INCIDENT LOG

Department/Section:	Date:	Time:
Report received by:		
Department/region:		
Report received from:		
Address:		
Phone:	Fax:	Email:
Name, address and contact number(s) of the original observer if different to above:		
Details of any other person(s) who observed the fish kill incident:		
Details of response officers sampling the site		
Name:	Name:	
Address:	Address:	
Contact phone:	Contact phone:	
Fish kill incident details		
Location of fish kill (try to provide crossroads, distances and accurate reference points):		

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Type of waterbody:

Marine
 Estuarine
 Fresh
 Running
 Still

How can the site be accessed?

When was the fish kill first observed?

Date:

Time:

Is the fish kill still occurring?

Yes
 No

What is the adjacent land use (eg livestock, crops, residential, industry, sport grounds, etc)?

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Draw or attach a map of the area indicating:

1. sites at which samples were taken
2. sites photographed and the direction from which these were taken
3. landmarks
4. direction of water flow, including any discharges both into and out of the waterway
5. north arrow
6. vegetation

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Indicate how many animals are dead or affected:

Area/length	Number dead	Species or common name	General numbers for different sizes of dead animals (ie total length × number fitting in general size categories)

If live animals are present, describe their behaviour:

What is the condition of the dead animals?

- Fresh
 Slightly decomposed
 Very decomposed
 Lesions
 Injuries
 Abnormalities¹
 Bleeding
 Unusual colour

Please provide details:

¹ For example, flared opercula or curvature of the spine.

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Are any other organisms affected? Yes No

If yes, provide details:

Weather observations

Current

Wind:

Rain:

Temperature:

24–48 hours previous

Wind:

Rain:

Temperature:

Current water observations

Smooth Rough

Turbidity/colour:

Current flow rate and direction:

Floating matter:

Visible discharges in:

Visible discharges out:

Scums:

Sample collection

If any samples have been taken, provide details (keep additional frozen samples):

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Site 1 Sample data sheet

Sample	Tick (✓) if sample taken	Date	Time	Comments
<i>Example: Nutrients</i>		<i>1/11/01</i>	<i>1100</i>	<i>Water cloudy</i>
Heavy metals (fill to neck only)				
Nutrients (fill to neck only)				
Phytoplankton (fill to neck only)				
Sediment (fill to 2/3 only)				
Sulfur (fill to top)				
General water sample (fill to neck only)				
Organochlorines/ organophosphates (fill to neck only)				
Fixed specimen (cardboard label in bag, open abdomen)				
Fresh specimen (label)				
Other				

Please indicate the sampling method used for collection of water and sediment samples:

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Site 2 Sample data sheet

Sample	Tick (✓) if sample taken	Date	Time	Comments
<i>Example: Nutrients</i>		<i>1/11/01</i>	<i>1100</i>	<i>Water cloudy</i>
Heavy metals (fill to neck only)				
Nutrients (fill to neck only)				
Phytoplankton (fill to neck only)				
Sediment (fill to 2/3 only)				
Sulfur (fill to top)				
General water sample (fill to neck only)				
Organochlorines/ organophosphates (fill to neck only)				
Fixed specimen (cardboard label in bag, open abdomen)				
Fresh specimen (label)				
Other				

Please indicate the sampling method used for collection of water and sediment samples:

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Site 3 Sample data sheet

Sample	Tick (✓) if sample taken	Date	Time	Comments
<i>Example: Nutrients</i>		<i>1/11/01</i>	<i>1100</i>	<i>Water cloudy</i>
Heavy metals (fill to neck only)				
Nutrients (fill to neck only)				
Phytoplankton (fill to neck only)				
Sediment (fill to 2/3 only)				
Sulfur (fill to top)				
General water sample (fill to neck only)				
Organochlorines/ organophosphates (fill to neck only)				
Fixed specimen (cardboard label in bag, open abdomen)				
Fresh specimen (label)				
Other				

Please indicate the sampling method used for collection of water and sediment samples:

FISH KILL INCIDENT LOG					
Practical site observations					
Type	Species (if known, or common name and description)	Present	Alive	Dead	Absent
Algae (eg blue-green scum, excessive seaweed)					
Marine/aquatic vegetation					
Shoreline/riparian vegetation					
Zooplankton and aquatic invertebrates					
Insects					
Other					
Additional notes (if required):					

Response officers' signatures upon completion of sampling

Print name:	Print name:
Signature:	Signature:
Date:	Date:

CHAIN-OF-CUSTODY RECORD				
Sample ID:		Laboratory sent to:		
Samples sent by:				
Our file ref:	From:	Release signature:	Date released:	Delivered by (✓): <input type="checkbox"/> Courier <input type="checkbox"/> In person
Samples sent: Water: Formalin-fixed fish: Fresh fish:				
Samples received by:				
Your file ref:	From:	Receiver signature:	Date received:	Delivered by (✓): <input type="checkbox"/> Courier <input type="checkbox"/> In person
Samples received: Water: Formalin-fixed fish: Fresh fish:				

INTERVIEW RECORD

Department/Section:

Officer name:

Name of incident:

Name of witness

Contact number(s)

Address

Questions

Answers and comments

Witness signature

1. What happened?
What did you observe?

2. Who reported the incident?

3. Where and at what time
did the event happen?

4. Other

INCIDENT COORDINATOR CHECKLIST**Department/Section:****Trigger stage**

- Fill in fish kill incident log
- Contact and fax incident log to regional office closest to incident (or to response officers)
- Notify relevant agencies
- Notify key stakeholders as appropriate
- Establish communication with regional officers and determine sampling and safety

Investigation stage

- Establish the incident investigation team
- Deploy response officers for on-site survey
- Communicate with key stakeholders
- As necessary, in conjunction with the reporting officer, compile and distribute reports on the incident
- Prepare and distribute (as appropriate) media releases in consultation with communications manager and relevant agencies

Stand-down stage

- Conduct an incident debrief (everyone)
- In conjunction with the reporting officer, compile the final diagnostic report and distribute to relevant agencies
- Record summary data on fish kill database (if available)

Special instructions: