



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
5 Visayas Avenue, Barangay Vasra, Quezon City 1128

(+632)8528-2240 director@bai.gov.ph www.bai.gov.ph @bai.gov.ph

## MEMORANDUM ORDER

NO. 17

Series of 2024

**SUBJECT : CREATION OF A NEW GENERAL FORM FOR ENVIRONMENTAL INCIDENT REPORTING**

This Memorandum Order establishes a standardized incident reporting form within the Bureau of Animal Industry (BAI). The new form is designed to ensure consistency, accuracy, and efficiency in documenting incidents, thereby enhancing analysis, response, and preventive measures.

This Order applies to all BAI divisions and concerned offices, particularly laboratory facilities and motor pools that generate hazardous waste detrimental to the environment. All employees are required to use the new general form for incident reporting as outlined in this memorandum order. It is imperative that the Environmental Incident Report is completed and submitted to the Pollution Control Officer within 24 hours of the incident's occurrence.

The Environmental Incident Report Form of the Bureau of Animal Industry is a critical tool for safeguarding the environment, ensuring regulatory compliance, and promoting sustainable industry practices. By facilitating the prompt and systematic reporting of environmental incidents, it helps protect ecosystems, public health, and the interests of all stakeholders.

The investigating team referenced in section No. 5 of the Environmental Incident Report (EIR) is comprised of and led by the BAI Pollution Control Officer and the focal representative of the Environmental Management System Committee.

For any inquiries or assistance, please coordinate with Mr. Mark Vincent Himor, the DA-BAI Accredited Pollution Control Officer, from the Veterinary Laboratory Division.

**For information and strict compliance.**

Done this 11<sup>th</sup> day of JULY 2024.

**HYACINTH G. NAPILOY, DVM, MPS-PA**  
Officer-in-Charge, Director



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*Masaganang Agrikultura, Maunlad na Ekonomiya*



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## Environmental Incident Report

Department of Agriculture - Bureau of Animal Industry  
Environmental Management System

Date: \_\_\_\_\_

Report No.: \_\_\_\_\_

### 1. Incident Details

- Incident Title: \_\_\_\_\_
- Date of Incident: \_\_\_\_\_
- Time of Incident: \_\_\_\_\_
- Location: \_\_\_\_\_
- Reported By: \_\_\_\_\_
- Contact Information: \_\_\_\_\_

### 2. Description of Incident

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### 3. Environmental Impact

- Affected Area: \_\_\_\_\_
- Type of Environmental Impact: \_\_\_\_\_
- Extent of Damage: \_\_\_\_\_
- Wildlife Impact: \_\_\_\_\_

### 4. Immediate Response

- Response Actions Taken: \_\_\_\_\_
- Agencies/Departments Involved: \_\_\_\_\_
- Evacuation/Containment Measures: \_\_\_\_\_

### 5. Investigation

- Investigating Officers: \_\_\_\_\_
- Investigation Start Date: \_\_\_\_\_



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• **Investigation Findings:**

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**6. Corrective and Preventive Actions**

- **Immediate Corrective Actions:** \_\_\_\_\_
- **Long-term Preventive Measures:** \_\_\_\_\_
- **Responsible Parties:** \_\_\_\_\_

**7. Recommendations**

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**8. Attachments: (use another sheet)**

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**Prepared by:**

**Reviewed by:**

**Approved by:**

Note: Please ensure that all the placeholders are filled with the relevant information specific to the incident being reported. And it should be reported to the Pollution Control Officer within 24 hours after the incident occurred.



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## Environmental Incident Report

Department of Agriculture - Bureau of Animal Industry  
Environmental Management System

**Date:** [Insert Date]

**Report No.:** [Insert Report Number] (Year-Acronym of Division-No.# -Unit, Section, Office)

### 1. Incident Details

- **Incident Title:** [Brief Title of the Incident]
- **Date of Incident:** [Insert Date]
- **Time of Incident:** [Insert Time]
- **Location:** [Insert Location]
- **Reported By:** [Name and Position of the Person Reporting]
- **Contact Information:** [Insert Contact Information]

### 2. Description of Incident

[Provide a detailed description of the incident. Include information such as how the incident occurred, what activities were being conducted at the time, and any immediate consequences. Describe the sequence of events leading up to, during, and after the incident.]

### 3. Environmental Impact

- **Affected Area:** [Describe the area affected by the incident]
- **Type of Environmental Impact:** [e.g., air pollution, water contamination, soil degradation, etc.]
- **Extent of Damage:** [Describe the extent and severity of the damage]
- **Wildlife Impact:** [Describe any impact on wildlife, if applicable]

### 4. Immediate Response

- **Response Actions Taken:** [Describe the immediate actions taken to mitigate the incident]
- **Agencies/Departments Involved:** [List any agencies or departments that were involved in the response]
- **Evacuation/Containment Measures:** [Describe any evacuation or containment measures that were implemented]

### 5. Investigation

- **Investigating Officers:** [Names and positions of investigating officers]
- **Investigation Start Date:** [Insert Date]



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- **Investigation Findings:** [Summarize the findings of the investigation, including possible causes of the incident]

## 6. Corrective and Preventive Actions

- **Immediate Corrective Actions:** [Describe the actions taken to correct the situation immediately]
- **Long-term Preventive Measures:** [Describe measures that will be implemented to prevent future incidents]
- **Responsible Parties:** [Identify the individuals or departments responsible for implementing these measures]

## 7. Recommendations

[Provide any recommendations for further action, additional investigation, policy changes, or other relevant suggestions.]

## 8. Attachments [List any documents, photos, or other evidence attached to the report]

### Prepared by:

[Name] [Position] [Contact Information]

### Reviewed by:

[Name] [Position] [Contact Information]

### Approved by:

[Name] [Position] [Contact Information]

Please ensure that all the placeholders are filled with the relevant information specific to the incident being reported. And it should be reported to the Pollution Control Officer within 24 hours after the incident occurred.



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