

Administrative Reference
**Environmental Health Section**

**Vehicle Incident Report**

**INSTRUCTIONS**

INSPECTOR INFO
Enter your name, agency, contact info, and date of incident in this section.

INCIDENT INFORMATION
Indicate the type of incident: Is this a truck or train wreck? Or, are you conducting a surveillance inspection of a vehicle that transports food to a retail-food establishment? Next, list when and where the incident occurred (An accident site? A restaurant or food plant?). Finally, specify who made you aware of the event and when.

PRODUCT DESCRIPTION
Check all of the products involved. Use the “Other” category for pet foods or other items not listed.

PRODUCT DAMAGE
Indicate how the food in the vehicle may be compromised: From a vehicle fire? Because of leaking chemicals in a mixed load? Has the accident caused the food to be exposed to the weather? Has poor loading practice caused thawing meat to leak on RTE product?

DISPOSITION OF PRODUCT
This section is NOT meant to be a repeat of DFS-222. Instead, give a quick list of what products are involved and how much there is. Indicate if any of it has been quarantined and/or destroyed. Specify how and where it was destroyed, and who witnessed its disposal. For products that are undamaged or salvaged, indicate whether the product was offloaded onto another truck to be assessed for safety, diverted to uses other than human food, or released to continue on its assigned route.

PRODUCT TEMPERATURE
For refrigerated or frozen product, you can enter up to five different product temps for items involved in the incident. There’s also a place for recording the ambient temp inside the vehicle and the outside air temp.

INCIDENT COMMANDER/PIC
Please indicate who was directing operations at the accident site, what agency he or she represents, contact information, and whether a law enforcement accident report is available.

VEHICLE DESCRIPTION
Select which vehicle type is involved and record its trailer or rail car number. Determine where the load originated, where it was headed, and how long it had been on the road prior to the incident. Finally, very briefly describe any damage the vehicle took during the incident (“trailer broken open in left rear section,” “box truck roof damaged by low bridge,” etc.).

CARRIER INFORMATION
Who owns the truck? Where may we contact them? What is the DOT and License Plate number of the truck? What is the driver’s name and license number (usually available from the responding police officer)? Were you able to locate a shipping manifest or bill of lading?

WRECKER COMPANY
Who is taking possession of the vehicle and where will it be taken?

SITE DIAGRAM/NOTES
This is a section for either diagramming the accident scene, or making any other relevant notes.