ISLE OF WIGHT COUNCIL

MARINE POLLUTION RESPONSE PLAN

REDACTED VERSION

Issued by: Emergency Management Team

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FOREWORD

The Marine Pollution Response Plan describes the procedures and structures to be used by the Isle of Wight Council (herein referred to as 'the Council') in response to a marine pollution incident requiring a shoreline response on the Isle of Wight. This plan should be activated in conjunction with the council's Emergency Response and Recovery Plan.

It also sets out how the Council would link into a wider multi-agency response as set out in the Maritime and Coastguard Agency's National Contingency Plan, Hampshire County Council's Coastal Pollution Plan and Hampshire & Isle of Wight Local Resilience Forum's (HIOW LRF) Strategic Response Framework for Emergencies as supported by the HIOW LRF's Emergency Response Arrangements.

CONTENTS

FOREWORD 2
CONTENTS 3
AMENDMENTS AND PLAN MAINTENANCE 5
Amendment Schedule 5
Amendment List 5
Exercise Schedule 5
Distribution List: 5
SECTION 1: INTRODUCTION 6
1.1 Risk Assessment 6
1.2 Aim 6
1.3 Objectives 6
1.4 Scope of the Plan 6
1.5 Security Classification 6
1.6 Geographical Area 6
1.7 Related Plans 8
SECTION 2: PLAN ACTIVATION 8
2.1 Levels of Response 9
2.1.1 Tiered Levels of Response as set out in the National Contingency Plan 9
2.1.2 Council's Levels of Response 10
2.2 Initial Notification 12
2.3 Plan Activation Flowchart 12
2.4 Initial Emergency Management Duty Officer Actions 14
2.5 Initial Commercial Activities Team Actions 14
SECTION 3: ROLES AND RESPONSIBILITIES 14
3.1 Council's Corporate Role and Responsibilities: 14
3.1.1 Key Council Service Areas: 15
3.1.2 Council's Emergency Response Volunteers 17
3.1.3 Voluntary Sector Organisations 18
3.1.4 Convergent Volunteers 18
3.2 Emergency Services 18
3.2.1 Maritime and Coastguard Agency (MCA) 18
3.2.2 Hampshire Constabulary (HC) 19
3.2.3 Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) 19
3.2.4 UK Strategic Health Authority (UKSHA) 19
3.3 Government Departments 20
3.3.1 Department for Transport (DfT) 20
3.3.2 Department for Environment, Food and Rural Affairs (DEFRA) 20
3.3.3 Food Standards Agency (FSA) 20
3.3.4 Met Office 21
3.4 Port and Harbour Authorities 21
3.5 Conservation Organisations 22
3.5.1 Environment Agency (EA) 22
3.5.2 Solent Standing Environment Group (SEG) 22
3.5.3 Centre for Environment, Fisheries, and Aquaculture Science (CEFAS) 23
3.5.4 Natural England (NE) 23
3.5.5 The Marine Management Organisation (MMO) 23
3.5.6 Inshore Fisheries and Conservation Authorities (IFCA) 23
3.5.7 National Trust (NT) & English Heritage (EH) 24
3.5.8 Royal Society for the Prevention of Cruelty to Animals (RSPCA) & Royal Society for the Protection of Birds (RSPB) 24
3.6 Other Agencies and Organisations 24

3.6.1 Oil and Gas Industry 24
3.6.2 Marine Insurers 24
3.6.3 Ministry of Defence (MOD) 24
3.6.4 International Tanker Owners Pollution Federation (ITOPF) 25
3.7 Roles Specific to Shoreline Clean Up 26
3.7.1 Beach Master / Supervisor 26
SECTION 4: MANAGEMENT OF A COUNCIL RESPONSE 27
4.1 Council Response Structure 27
4.2 Suggested Silver Group Structure 27
4.3 Roles and Responsibilities of the Silver Group Cells 28
SECTION 5: MULTI AGENCY RESPONSE ARRANGEMENTS 29
SECTION 6: MEDIA AND COMMUNICATIONS 30
SECTION 7: RECORD KEEPING, FINANCIAL CONTROL AND COST RECOVERY 30
7.1 Record Keeping 30
7.2 Types of Records to be maintained in a response 30
7.3 Financial Control 31
7.3 Cost Recovery 31
SECTION 8: HEALTH AND SAFETY 32
8.1 Staff health and safety 32
8.2 Staff welfare 32
SECTION 9: SHORELINE PROTECTION AND CLEAN UP 32
SECTION 10: WASTE MANAGEMENT 33
10 .1 General 33
10.2 Oiled Waste 34
10.3 Temporary Storage 34
SECTION 11: EQUIPMENT AND RESOURCES 34
11.1 Suppliers/Contractors 34
11.2 Trained council staff 35
SECTION 12: STAND DOWN AND DEBRIEF 35
12.1 Stand Down 35
12.2 Debrief 35
SECTION 13: RECOVERY 36
13.1 Recovery Arrangements 36
13.2 Cessation Beach Cleaning Operations 36
SECTION 14: APPENDICES 37
Appendix 1 – Pollution Report Form CG77 (POLREP) 37
Appendix 2 – Clean Up Guidelines & Beach Data 39
Appendix 3 - Cost Recovery 40
Appendix 4 – Hazards with Spills 44
Appendix 5 – MCA STOp notice on waste management 48
Appendix 6 – Shoreline Clean-up Assessment Technique Survey Form (SCAT) 68

Figure 1: IWC Shoreline Pollution Response Plan Activation Flowchart 13
Figure 3: Suggested Silver Group Structure 28

AMENDMENTS AND PLAN MAINTENANCE

Amendment Schedule

The plan content will be reviewed every three years by the Isle of Wight Council Emergency Management Team, or more frequently if required, subsequent to one of the following:

- Lessons identified from any incident
- Lessons identified from any exercise
- Changes in legislation or government guidance
- Changes to the risk assessment information, (LRF) Community Risk Register

Amendment List

Amendment Number	Page Number	Amendment Details	Date Amended
1/2016	All	Complete review of the plan in line with the NCP and changes to the IWC ERP	15 November 2016
1/2017	Various	Added in reference to Estuaries Officer and use of agendas from council's ERP	18 December 2017
1/2022	Various	Updated in line with Council's Emergency Response and Recovery Plan	3 February 2022

Exercise Schedule

Date	Title of Exercise	Type of Exercise	Organiser	Attendees	Aim

Distribution List:

This plan has been distributed to the following:

COUNCIL SERVICE AREA/ORGANISATION	PAPER COPIES	ELECTRONIC COPIES
Emergency Management	X	X
Commercial Activities	X	X

SECTION 1: INTRODUCTION

The Emergency Management Team has prepared this plan, in close consultation with the relevant Council service areas and Category 1 and 2 responders who would take part in any response to a marine pollution incident.

1.1 Risk Assessment

The risk assessment for this plan can be found in the Hampshire and Isle of Wight Local Resilience Forum Community Risk Register. Further information on the risk assessment may be requested from the Emergency Management Team.

1.2 Aim

The aim of this plan is to define the Isle of Wight Council's response arrangements to a marine pollution incident requiring a shoreline clean up.

1.3 Objectives

The aim will be achieved through the following objectives:

- Define the circumstances when the plan should be activated;
- Define activation and notification arrangements;
- Define the Isle of Wight Council roles and responsibilities;
- Define Multi-Agency roles and responsibilities where appropriate;
- Define clean up techniques;
- Outline media arrangements;
- Outline administrative, legal and financial arrangements;
- Outline recovery arrangements;

1.4 Scope of the Plan

This plan applies to marine pollution incidents which have or are likely to affect the shoreline within the administrative boundaries of the Isle of Wight.

In this context 'marine pollution' is not limited to oil or chemical pollution encompassing anything that may be washed up on the shoreline which presents a risk or potential risk to the environment and/or public health. This may also include anything from small containers of liquids/solids to large deposits of material such as wood or even shipping containers.

This plan does not cover the 'at sea' response which is contained within the Maritime and Coastguard Agency's National Contingency Plan.

1.5 Security Classification

This is a redacted version of the original document which has had certain information, data or numbers removed as highlighted in yellow where it is considered that, if released to the public in general it could:

- Impede the effectiveness and ability of the Authority to respond in an emergency;
- undermine the proper management of the public sector and its operations during such emergencies.

1.6 Geographical Area

The Island's coastline is approximately 57 miles (92 km) in length.[1]

Environmental and Economic Context[2]

The geology and geomorphology of the Isle of Wight coastline provides for a very rich natural environment, with a diversity of coastal habitats that include maritime cliffs and slopes, coastal saltmarsh, coastal saline lagoons, intertidal sand and mudflats and seagrass, grazing marshes, intertidal and subtidal rocky reefs and caves, estuaries and coastal woodland. These habitats are recognised for their international and national ecological and geomorphological value to nature conservation. The international designations along the coastline include five Special Areas of Conservation (SAC) including one European Marine Site (EMS), one Special Protection Area (SPA) and one Ramsar site; these are:

Special Areas of Conservation (SAC)	Special Protection Areas (SPA)	Ramsar Sites
Solent Maritime	Solent and Southampton Water	Solent and Southampton Water
Briddlesford Copse		
Solent and Isle of Wight Lagoons		
South Wight Maritime		
Isle of Wight Downs		

Table 1: International Environmental Designations covering the Island

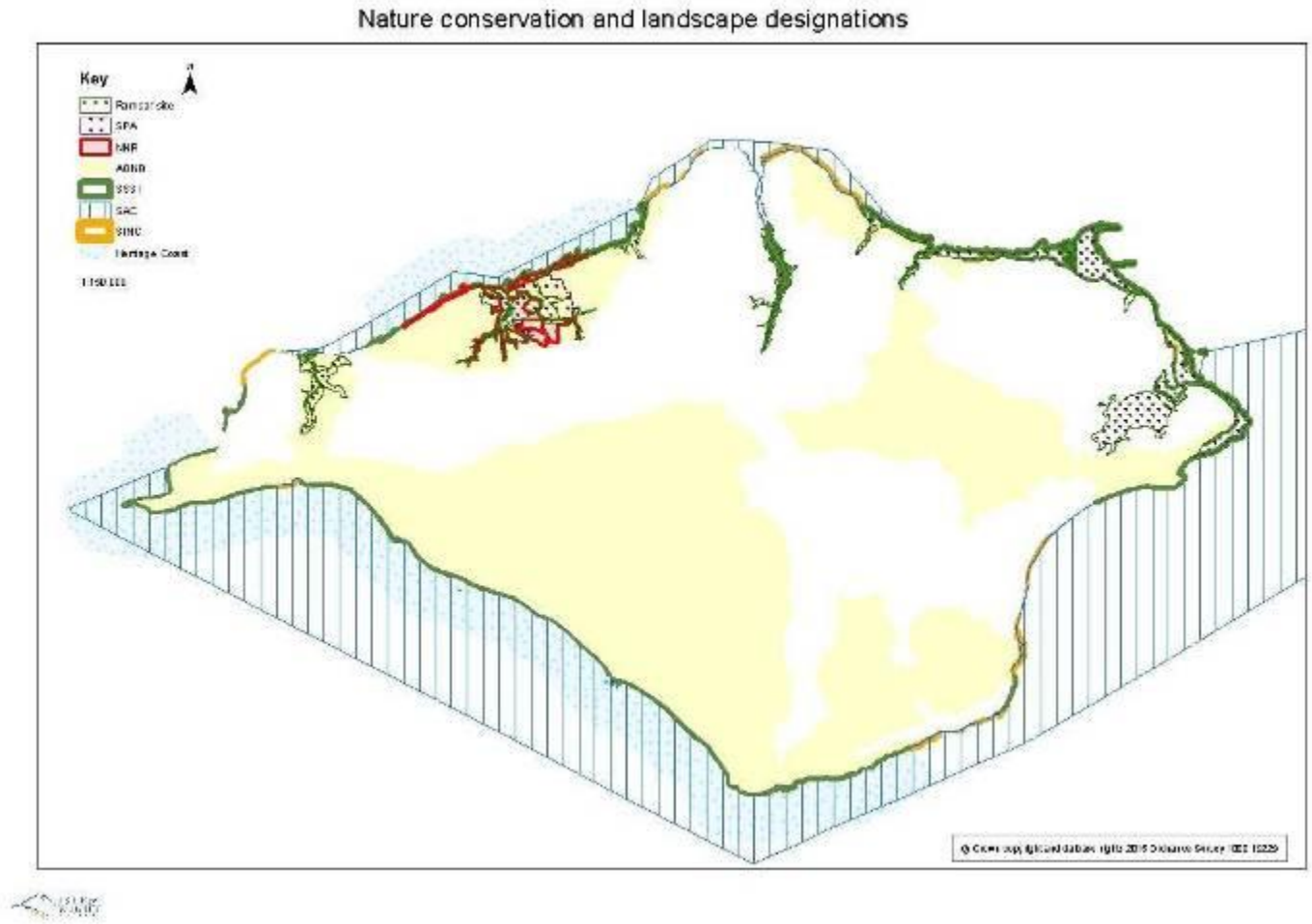
The northern shores of the Island are composed mainly of soft and slumping clay cliffs and sheltered estuarine creeks and harbours. There are five small but important estuaries on the Island that have some significant areas of valuable intertidal mudflats, saltmarsh and coastal grazing marsh, which are of high conservation interest as they provide important feeding grounds for large populations of internationally important bird species such as waders, gulls and waterfowl. These estuaries are:

- Western Yar Estuary;
- Newtown Estuary;
- Medina Estuary;
- Wootton Creek; and
- Eastern Yar Estuary (Bembridge Harbour);

The Island's coastline and water environments are important economically due to the Island's tourism industry.

[1] Information taken from the Environment and Highways facts and figures sheet 2012 produced by the Isle of Wight Council which can be found at https://www.iwight.com/council/OtherServices/Isle-of-Wight-Facts-and-Figures/Information-Factsheets-and-Figuresheets

[2] Information taken directly from the Isle of Wight Council's Shoreline Management Plan adopted in May 2011 which can be found at http://www.coastalwight.gov.uk/



Map 1: Environmental Designations

1.7 Related Plans

This plan sets out the Council's response arrangements for dealing with a marine pollution incident which requires a shoreline response and should be read in conjunction with the following plans:

- Isle of Wight Council's Emergency Response and Recovery Plan
- Isle of Wight Council Shoreline Clean-up Operational Plan
- Maritime and Coastguard Agency's National Contingency Plan
- Solent Environment Group Marine Pollution Contingency Plan
- Hampshire County Council Coastal Pollution Plan

SECTION 2: PLAN ACTIVATION

2.1 Levels of Response

This section of the plan sets out the levels of response to a marine pollution incident firstly in respect of the Maritime and Coastguard Agency's (MCA) National Contingency Plan and then what this means in terms of the Council's levels of response to a marine pollution incident.

2.1.1 Tiered Levels of Response as set out in the National Contingency Plan

The table below sets out the National Contingency Plan's Incident Response Matrix:

Tier Level	Criteria	Management of Response
1	**Local (within the response capability of one local authority, harbour authority, offshore Operator or NIEA)**	• Response can be managed within the capability and resources of local authority, harbour authority, offshore operator or NIEA. • Local response plans, including the offshore operator's Oil Pollution Emergency Plan (OPEP) to be activated. • Local responder to assess quantity and likely fate of any pollution spilled and report to local Coastguard National Marine Operations Centre (NMOC). • MCA to create incident on MCA incident management system (Vision). • MCA to report any non-offshore industry related pollution to stakeholders. (Operational Management System) lists agreed mandatory reporting external addressees / stakeholders). • Offshore operator and DECC to report any pollution to stakeholders. • Clarify lead responder in accordance with relevant plan(s) • MCA to monitor response and support with technical and environmental protection advice as necessary. • Where necessary, support from appropriate Regulatory authority, MCA Marine Office and/or relevant Enforcement organisation. • Local media handling with partner agencies.
2	**Regional (Beyond the response capability of one local authority, or requires additional contracted response from offshore operator or a port/harbour or NIEA), or cross-boundary for Devolved Administrations**	**MCA and local / regional responders' actions as per Tier 1 above. Additional actions:** • If contained entirely within a port or harbour authority's jurisdiction, response can be managed within the capability and resources of the authority's own or contracted responder. • Tier 2 specific response plans, or relevant multi-agency regional plans and responders' own plans, such as the offshore operators OPEP, to be activated. • Responders to conduct initial risk assessment and activate resources as appropriate. Continual re-assessment of risk to be undertaken throughout any incident. • Where appropriate MCA and/or offshore operator to deploy aerial surveillance to assess extent of pollution. • Responders to support Strategic Coordinating Group (SCG)/Tactical Coordinating Group (TCG) (or DA equivalent) as appropriate. • Appropriate communications schedule to be established to co-ordinate overall response. • Responders to support Environment Group (EG) and/or Scientific and Technical Advice Cell (STAC) (or DA equivalent) as appropriate. Environmental impact assessments to be conducted and regularly reviewed. • MCA to conduct Places of Refuge risk assessments and analysis if appropriate • SOSREP to establish SCU/TEZ and or issues Direction if appropriate

Tier Level	Criteria	Management of Response
		• For offshore industry incidents operator may establish an emergency response cell(s) and SOSREP may establish OCU if appropriate. • MCA / DECC to alert OGDs as appropriate. • Local/Regional/National media handling with partner agencies, as appropriate. • MCA may consider deploying national pollution response resources.
3	**National (response requirement beyond any contracted Tier 2 response capability)**	**MCA and local / regional responders' actions as per Tier 1 and Tier 2 above. Additional actions:** • Escalation to Tier 3 to be determined by the National Competent Authority and promulgated to all appropriate Category 1 responders. • MCA to establish a MRC and assume the lead for at-sea pollution response for non-offshore industry related incidents. • For offshore industry incidents SOSREP establishes OCU to oversee and monitor the Operator's incident response. • MCA to establish MRC for an offshore industry incident where oil is on the water. • MCA to alert relevant coastal States, EC and EMSA if there is a risk of pollution outside EEZ/UKPCZ, activating relevant bilateral and multi-national plans where necessary. • Counter pollution resources deployed as required by national contractors, operators' contractors, designated salvors, BONN / EMSA resources. • Lead Government Departments, SOSREP and response organisations to support Central Government and Devolved Administration briefing.

Table 2: Maritime and Coastguard Agency (MCA) National Contingency Plan's Incident Response Matrix

2.1.2 Council's Levels of Response

Depending on the tier level differing levels of response may be required by the Council. It maybe that the incident requires a single council service area response which is a business as usual activity, or it may require several council service areas and be a prolonged response over a number of days or even weeks or months.

In order to define the level of response required, six levels have been identified to consider the impact of the incident and amount of support required from the Council

Levels of response:

1. Business as Usual (BAU)
2. Limited – Tier 1
3. Coordinated – Tier 1
4. Major Incident – Tier 2
5. Major incident – Tier 3
6. Stand down and Recovery

The table below defines what each of the levels mean in terms of a response to the incident by the Council:

Level	Description	Factors	Who to activate
1	Business as Usual	• Service areas undertaking normal activities	REDACTED
2	Limited Response TIER ONE	• Limited and localised pollution hazard • Little or no deviation from business as usual activities • Response limited to one service area • Response can be managed by existing on-call arrangements • Limited health implications for public • Unlikely for incident to escalate	REDACTED
3	Coordinated TIER ONE	• Localised pollution hazard • Additional support required, i.e. Specialist contractors, Traffic Management, and Voluntary Sector assistance • Limited public warning and informing • Several service areas involved • Public health implications • Liaison required with Emergency Services or other Category 1 Responders • Level of coordination may require the set-up of the Emergency Control Centre • Business continuity arrangements activated by affected service areas • Probability of the incident escalating further	REDACTED
4	Major Incident – TIER TWO of the NCP	• Solent wide pollution hazard with potential for major impact on public health and/or the environment • Multiple requests for support from Harbour Authorities • Potential requirement for mutual aid for clean-up response • Significant public warning and informing	REDACTED
5	Major Incident – TIER THREE of the NCP	• Solent wide significant pollution hazard with potential for major impact on public health and/or the environment • Requests for support from Harbour Authorities • Council seeking mutual aid from other Local Authorities • Significant public warning and informing	REDACTED
6	Stand down and Recovery	• The hazard or risk has been minimised or abated • A move to business as usual activities by service areas	REDACTED

2.2 Initial Notification

The notification of an incident requiring a Council Response may come from the Emergency Services, other agencies or the public.

It is likely to come through the following routes:

- Council's Emergency Management Duty Officer (EMDO) (24 hours)
- Council's Contact Centre (in hours)
- Council's Wightcare Service (24 hours)
- Commercial Activities Team (Mainly office hours with an out of hours duty officer)

Should any council officer receive an initial notification of an incident or request for support then they should document the following details:

- Nature of incident
- Location and time of incident
- Time of call to the Council
- Callers name, organisation and contact details
- Nature of the support or response requested from the Council

2.3 Plan Activation Flowchart

The figure below shows the plan activation process following the initial notification of an incident

REDACTED

Figure 1: IWC Shoreline Pollution Response Plan Activation Flowchart

2.4 Initial Emergency Management Duty Officer Actions

Following the initial notification of an incident, directly to the EMDO they will do the following:

- Undertake the initial tactical response supporting the Commercial Activities team as required.
- Circulate issued Polreps (see Appendix 1)
- Assess the situation and the resources required
- Mobilise other Council services in response to the incident as required (i.e. Council Liaison Officers, AMEY, Media Team etc.)
- Activate the Marine Pollution Response Plan
- Manage the response to small scale incidents requiring the coordination of several Council services
- Brief the Senior Duty Officer on the incident and advise them on the level of response and resources that the Council will need to respond
- Consider the activation of the ECC or Silver Group and coordinate the response until it is established
- Once the ECC or Silver Group is up and running, act as support for the Senior Duty Officer, relevant senior manager, Silver or Gold Group as appropriate

2.5 Initial Commercial Activities Team Actions

Following the initial notification of an incident, the Commercial Activities Team will do the following:

- Notify emergency management duty Officer (EMDO) if initial contact is not from them
- Notify Strategic Manager for Commercial Services (SMCS)
- Depending on the type of incident instruct dedicated Beach Master, Contractor and/or appropriate emergency service to carry out an inspection. (Check operation plan for contact point)
- Consider the necessary actions required
- Report back to EMDO and SMCS on actions taken

SECTION 3: ROLES AND RESPONSIBILITIES

This section will set out the roles and responsibilities of the Council and it's responding service areas as well as multi agency partners who would be involved in a marine pollution response.

3.1 Council's Corporate Role and Responsibilities:

All Council staff have a role to play in a response to an emergency or major incident. Staff may by virtue of their post have a pre-defined role in response or may be asked by their senior manager to undertake a support role for another service area. The following provides an overview of roles and responsibilities from the Council's corporate role and responsibilities to that of key teams, service areas, senior and corporate managers and elected members during a marine pollution response.

As a unitary authority, the Isle of Wight Council is responsible for all local authority functions. It has a wide range of service areas that will be likely to be called upon for support to the emergency services during an emergency or major incident and it will take the lead on recovery.

Particular responsibilities include[3]:

- provide Investigating and Enforcement Officers under the provision of the Food and Environment Protection Act 1985 as requested by DEFRA;
- clean up of pollution and facilitate the remediation and reoccupation of sites or areas affected by an emergency;
- co-ordinate the activities of the various voluntary sector agencies involved, and spontaneous volunteers;
- lead the recovery effort, which is likely to carry on for a considerable time and is likely to involve many organisations who are not ordinarily involved in or used to the speed and scale of the recovery effort. They may also put in place arrangements for supporting communities to become more resilient to the risks they face.

3.1.1 Key Council Service Areas:

A number of service areas within the Council have a predefined role when responding to emergencies, specifically but not limited to;

Emergency Management:

- Acting as the initial point of contact for organisations and agencies when planning for and responding to emergencies (See section 2.4) Put in place response structures commensurate with the level of response required
- Provide continued support to the Senior Duty Officer, relevant senior manager Silver or Gold Group throughout the response to the emergency (as noted in this plan and the Council's Emergency Response and Recovery Plan)
- Facilitate access to multi-agency contacts and response structures as required in accordance with IRF, LRF and other organisation/agency response plans (as noted in this plan and the Council's Emergency Response and Recovery Plan)
- Provide continued support to the Recovery Cell members
- Facilitate links into wider LRF recovery activities
- Lead on the debrief from an emergency
- Maintain normal services as far as practicable in accordance with business continuity plans

Commercial Services:

- Lead on the implementation of shoreline clean up as set out in Annex 2 of this plan
- Provide a Bronze Level Coordinator to manage the clean up operations as set out in Annex 2 of this plan.
- Undertake further roles and responsibilities as set out in the Isle of Wight Council Shoreline Clean-up Operational Plan
- Mobilisation and coordination of council and contractors' resources in a shoreline response incident
- Implement Council Harbour Emergency Plans as required
- Provide emergency spaces in council car parks as required
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

[3] Taken directly from the national guidance contained within the Emergency Response and Recovery Guidance found at https://www.gov.uk/government/publications/emergency-response-and-recovery

Estuaries Officer:

- To provide nature conservation advice to council responders
- To advise on potential issues relating to the local Environment
- To liaise with Solent Standing Group where required

Communications Team:

- Provide advice about communications to the public in an emergency situation and develop a communications strategy, if required
- Facilitate member engagement through the either the Senior Duty Officer, relevant senior manager, Silver or Gold Group Chair as required
- Issue press releases and update social media and Iwight.com
- Liaise with local media and respond to related enquiries
- On-site media management as required
- Liaise with partner communications teams, participating in IRF and LRF media cells
- Facilitate onsite photography and/or filming for internal Council and external use
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

Public Health:

- Provide advice on any public health considerations arising from the emergency
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

Legal:

- Consider and provide advice on any legal implications for the Council as required
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

Finance:

- Consider and provide advice on any financial implications for the Council as required
- Provide advice on the Council's Financial Procedure Rules and the Financial Regulations
- Ensure the Council maintains a log of accounting records and audit trails in accordance with the Financial Regulations as part of any response
- Coordinate any financial claims made through the Bellwin Scheme[4]/or compensation scheme
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

Recreation and Public Services:

- Instigate closures and/or diversions of public rights of way (not included in the PFI project network) as required in emergency situations

[4] Bellwin is the name of the scheme activated by Department for Communities and Local Government that enables Local Authorities and others to make claims for financial assistance following a response to an emergency. Details on the process and how to qualify can be found at https://www.gov.uk/government/publications/bellwin-scheme-2013-to-2014-guidance

- Provide a staffing resource as required
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

Health, Safety and Welfare Team:

- Provide advice on staff health, safety and welfare during and after an emergency in accordance with but not limited to the details set out in Section 8 of this plan
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

Environmental Health Services

- Provide advice on issues relating to food, health and safety, pollution and food borne infectious disease arising from an emergency, including business advice
- Take part in recovery activities as required
- Use of enforcement powers and works in default if required including warrants to enter
- Maintain normal services as far as practicable in accordance with business continuity plans

Highways as delivered by the Council's PFI Contractor - Island Roads:

- Provision of equipment and resources to deal with emergencies occurring on or off the project network
- Undertake activities on and off the project network such as emergency road closures, implement diversion routes
- Provision of Specialist Services i.e. mechanical and electrical engineering specialists/ structural engineering specialists/ specialist equipment e.g. crane/ any other specialist services necessary
- Other activities in accordance with their Civil Emergency Plan, Highway Emergency Plan, Flood Response Plan and Yar Bridge Emergency Plan
- Where trained act as Beach Master/Supervisor
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

Waste as delivered through the Council's PFI Contractor – Amey:

- Provision of equipment and resources to deal with shoreline clean up
- Provide emergency hit squad 24/7 to collect hazardous waste
- Provision of Specialist Services i.e. hazardous waste clean up / any other specialist services necessary
- Take part in recovery activities as required
- Maintain normal services as far as practicable in accordance with business continuity plans

3.1.2 Council's Emergency Response Volunteers

The Emergency Management Team has a small pool of Council staff prepared to give up their own time on a voluntary basis to assist in the Council's response to an emergency, subject to them responding on behalf of their own service area. These staff are known as 'Emergency Response Volunteers or ERVs' and are primarily activated outside of office hours taking on roles such as:

Loggist	Write and type accurate and legible record keeping documentation

Call Operator	Receive and provide accurate and documented telephone communication
GIS Specialist	Maintain accurate mapping, briefing and information visual displays
Liaison Officer	Provide a communication & co-ordination link to the Emergency Management Duty Officer and/or Emergency Control Centre from an incident scene
Emergency Control Centre Deputy Manager	Co-manage the mobilisation, deployment and co-ordination of resources and the operational functions of the Emergency Control Centre

Table 3: Examples of Emergency Response Volunteer Roles

3.1.3 Voluntary Sector Organisations

There are a number of National and Island based voluntary organisations and groups who can be called upon to support a council response. Details of these organisations and the support they can offer are held by the Emergency Management Team who would coordinate this support in a response.

3.1.4 Convergent Volunteers

Convergent volunteers are members of the public with no particular affiliation to any recognised group who may turn up during a response or the recovery phase to assist. It is important that this resource is managed to prevent any uncoordinated actions which hinder the response or recovery phase and to consider issues such as health and safety, insurance and liability in using such resource.

The coordination of convergent volunteers will be managed through the Emergency Control Centre by the Emergency Management Team or a suitable nominated lead council officer.

3.2 Emergency Services

3.2.1 Maritime and Coastguard Agency (MCA)

The MCA is an executive agency of the Department for Transport (DfT). The agency is responsible for:

- Minimising loss of life amongst seafarers and coastal users
- Responding to maritime emergencies 24 hours a day
- Developing, promoting and enforcing high standards of maritime safety and
- pollution prevention for ships
- When pollution occurs, minimising the impact on UK interests

During an incident the MCA will:

- Make an initial assessment of the incident and if severe enough initiate the applicable level of response
- Take responsibility and primacy including the coordination of resources for the ‘At Sea Response’ as detailed in the National Contingency Plan

- For a national level response establish a Marine Response Centre (MRC) and potentially a Salvage Control Unit (SCU)
- Activate Marine Emergency Information Room (MEIR)
- Offer support/expertise/equipment/guidance to the relevant TCG/SCG/RCG
- Send a liaison officer to the relevant level coordinating groups

3.2.2 Hampshire Constabulary (HC)

- Coordination of the response to the shore-side implications of a maritime incident, where considerations are wider than those dealt with by the local authorities (e.g. MSC Napoli Incident)
- Assist the Receiver of Wreck as required
- Investigate any criminal offences which may have been committed.
- Lead the response to an incident caused (or suspected to be caused) by terrorist action
- Manage public order issues
- Assist with traffic management issues
- Protect property within limits that are reasonably practicable

3.2.3 Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS)

- Provision of scientific and technical advice and guidance to Local Authorities and other organisations through Chemdata and National Advisors
- Provision of staff and resources to make the incident safe in line with safe Systems of Work
- Reducing the impact of environmental pollution from the release of hazardous materials
- Provision of an Environmental Protection Management System at all incidents, which IWFRS attends
- The management and possible identification of the hazardous materials released and the necessary protective control measures required to gain access to the contaminated area attempting to prevent further escalation of the hazardous materials incident through the provision of basic containment equipment
- Provision and assistance of decontamination of persons when affected by hazardous material. This would only apply during the emergency response phase of the incident and not for example during the clean-up/recovery stage
- The scene would be made safe by HIWFRS and depending on the hazardous material, this could be contained in a storage container e.g. an overdrum, whilst awaiting collection by the council's Waste PFI contractor. Note that HIWFRS may not necessarily be able to contain every hazard in this way and it would not be their responsibility to remove hazardous waste for collection at a later stage by a waste contractor

3.2.4 UK Strategic Health Authority (UKSHA)

UKSHA is charged with protecting the health and well-being of everyone in England and Wales. UKSHA is the lead agency response to all health related incidents and should be notified when there is a risk to the health of the public arising from a pollution incident. The role for the UKSHA during chemical incidents is to which could either potentially or actually threaten public health is to provide authoritative advice for front line responders, public health specialists, the Department of Health and other agencies involved.

Advice provided covers:

- Environmental toxicology

- Clinical toxicology
- Environmental health / Public health
- Environmental science
- Environmental risk management
- Radiological advice

3.3 Government Departments

3.3.1 Department for Transport (DfT)

DfT has overall Government and Ministerial responsibility for pollution incidents. This is exercised through incidents by the Secretary of States Representative (SOSREP). SOSREP has ultimate powers to intervene on behalf of the Secretary of State for Transport in any salvage situation where there is a threat of significant pollution. SOSREP has the power to issue directions, require ships to be moved or not moved from a specific area or locality within UK Waters. They also have the power to establish Temporary Exclusion Zones (TEZ).

Additional SOSREP responsibilities include:

- Acting at the earliest point during a shipping or offshore incident to assess the risk to safety, to prompt the end of any such incident and to ensure that increasing risk is evaluated and appropriate measures taken to prevent or respond to escalation;
- Monitoring all response measures to significant incidents involving shipping and the offshore industry;
- If necessary, exercising ultimate control by implementing the powers of intervention, acting in the overriding interests of the UK and its environment;
- Participating in major national and international exercises;
- Reviewing all activities after significant incidents and exercises

DfT has executive ownership of the MCA.

3.3.2 Department for Environment, Food and Rural Affairs (DEFRA)

Defra works for the essentials of life – food, air, land, water, land, animals and plants.

- Administration of the food and fisheries act 1985
- Via the Marine Management Organisation (MMO) Provision of fisheries protection Toxicity testing and licensing of dispersants. Permission to use dispersants must be obtained from the MMO

Defra has its own marine pollution emergency plan which focuses on its responsibilities during a major incident; primarily briefing Ministers, handling relevant environmental policy issues, providing guidance to the MMO and funding certain post-spill monitoring activities.

3.3.3 Food Standards Agency (FSA)

- During incidents and emergencies, the FSA is responsible for providing advice on all food safety and standard issues
- Where there appears to be a risk to consumers the Agency is responsible for issuing Orders made under Part I of the Food and Environment Protection Act. These orders will

restrict the movement, sale or supply of certain foods and agricultural products in specific areas

3.3.4 Met Office

The Met Office is responsible for the issue of meteorological Maritime Safety Information for NW Europe and the NE Atlantic. Weather and forecast information can be provided that enable pollution to be modelled. Therefore, they can provide:

- Up-to-date and accurate weather reports for incident controllers
- Provide warning and informing information for the public (Statutory Instrument 2005 no.2042)

3.4 Port and Harbour Authorities

Port and Harbour Authorities are responsible for maintaining the safe and efficient use of the harbour by all those who wish to do so. Under the OPRC regulations, certain harbour authorities have a duty to prepare and implement plans which are subject to approval by the MCA for oil pollution response.

Port and harbour authorities falling within the regulations are required to hold sufficient resources to deal with Tier 1 (operational) spills. They are required to have further resources available within six hours on a contract or mutual support basis to deal with Tier 2 (worst case) spills related to their operations.

The harbours within the administrative boundaries of the Isle of Wight falling within OPRC Regulations (West to East) are:

- Yarmouth Harbour
- Cowes Harbour

Each of the above have their own emergency plans and Emergency Management hold copies of them.

Bembridge Harbour does not fall within the OPRC Regulations and therefore does not have to produce a plan for oil spill response. Ryde Harbour will be moving from council ownership to that of Ryde Town Council from March 2022 and does not fall within the OPRC Regulations. Therefore Ryde Town Council does not have to produce a plan for oil spill response.

Affected Ports and Harbours should also provide liaison officers. Their role will be to:

- Maintain links with their port/harbour authority
- Provide all relevant information to the bronze level coordinator operating in the council's silver group
- To collaborate with the relevant council or multi agency response to agree the strategy for dealing with pollution at the affected sites and the level of resources to be allocated to the various locations
- To collaborate with the relevant multi agency response in procuring, marshalling and dispatching resources to the affected sites
- To monitor progress within their areas of operations

3.5 Conservation Organisations

3.5.1 Environment Agency (EA)

The EA is responsible for protecting and improving the environment (air, land and water). The EA regulates:

- Management and disposal of waste
- Major industrial processes
- Management of radioactive substances
- Flood risk management and flood warning
- Fisheries, including some sea fisheries
- Navigation on certain waterways, estuaries and harbours

The EA has powers for pollution prevention and control in 'controlled waters' which includes all rivers, estuaries and coastal waters up to three miles offshore, therefore the EA holds a small amount of equipment for pollution control in these areas.

The EA operates a 24 Incident response service as a Category 1 responder as defined by the CCA Act 2004.

The EA will also:

- Send representatives to the any established Tactical Coordinating Group(s) (TCG)/Strategic Coordinating Group (SCG)/Recovery Coordinating Group (RCG)
- Take a lead role in organising environmental impact assessment monitoring of a major incident. Both during and post incident.

Regulate and offer advice on the licensing of temporary, intermittent and final disposal of waste oil, oil-contaminated sand and oiled beach materials

3.5.2 Solent Standing Environment Group (SEG)

The SEG will set up to advise on environmental aspects of the whole response operation. Its main function will be to provide guidance to the SOSREP, the Salvage Control Unit (SCU) the Marine Response Centre (MRC) and the relevant TCG/SCG/RCG. The core members of the Solent Standing Environment Group consist of representatives from Natural England (NE), Department of Environment, Food and Rural Affairs (DEFRA), Environment Agency (EA), Marine and Coast Guard Agency (MCA), County and Unitary Maritime Authorities and Public Health England for the relevant area The principal responsibilities of the Solent Standing Environment Group in advising the response are to evaluate the relative importance of nature conservation and other environmental features at risk during an incident. This includes their vulnerability to oil or hazardous substances and clean up;

- To establish agreed priorities for protection and clean up;
- To advise and assist the Solent Environment Group (SEG) controlled teams as required;
- To advise on the suitability of pre-identified sites for the natural degradation of oil;

- To advise on whether proposed clean up techniques are likely to cause more damage than leaving the oil to degrade naturally. This may involve the preparation of an incident specific dispersant use protocol;
- To monitor clean-up operations in sensitive areas to ensure that clean-up operations match the strategy agreed in the relevant TCG;
- To ensure the thorough documentation of all decisions and actions taken by, or on behalf of, the Solent Standing Environment Group;
- To ensure the provision of appropriate advice for the health and of those acting in the field on behalf of the Solent Standing Environment Group
- Activate and agree any PREMIAM post spill monitoring projects.

3.5.3 Centre for Environment, Fisheries, and Aquaculture Science (CEFAS)

CEFAS is an executive agency of Defra. It is a primary provider of marine science to UK government.

CEFAS have responsibilities for and can provide;

- Providing a 24/7 response team to the MCA and other government departments.
- Ecotoxicologists, chemists, ecologists, fisheries scientists and data modellers.
- Toxicity assessments on treatment products i.e. dispersants
- Establishment and coordination of the PREMIAM Monitoring Coordination Cell (PMCC) and any associated post spill monitoring projects – reporting to the Standing Environment Group

3.5.4 Natural England (NE)

Natural England is a government agency their work includes advising government and others on nature issues including;

- Conservation
- Wildlife
- Biodiversity

During an incident NE will advise responders on areas highlighted above. This is particularly important in the case of the Isle of Wight because the majority of the coastline is covered by different levels of environmental designation and legislation.

3.5.5 The Marine Management Organisation (MMO)

The MMO was established to make a significant contribution to sustainable development in the marine area and to promote the UK government's vision for clean, healthy, safe, productive and biologically diverse oceans and seas.

- The MMO will respond alongside other agencies to marine emergencies
- Offer advice and guidance to relevant TCG/SCG/RCG to manage any marine conservation zones.
- Approval of oil treatment products and their use in offshore waters.

3.5.6 Inshore Fisheries and Conservation Authorities (IFCA)

Inshore Fisheries and Conservation Authorities will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry.

3.5.7 National Trust (NT) & English Heritage (EH)

Both the NT and EH are major coastal landowners in the UK and their staff can be valuable source of local expertise and knowledge. Specific information as to land ownership and capability are contained within the clean up guidance in Appendix 2.

3.5.8 Royal Society for the Prevention of Cruelty to Animals (RSPCA) & Royal Society for the Protection of Birds (RSPB)

The RSPCA and RSPB During an incident will:

- Agree the procedures for the recovery of live birds and other wildlife casualties.
- Supply equipment to facilitate the above.
- Coordinate the treatment and rehabilitation of live wildlife casualties
- Agree a protocol for the marking and release of cleaned wildlife.

The RSPB will additionally:

- Provide information on birds at risk from the pollution incident
- Coordinates the Beached Bird Survey to ascertain the extent of the affected birdlife.

3.6 Other Agencies and Organisations

3.6.1 Oil and Gas Industry

The major oil companies have resources for oil recovery and other counter pollution operations. Oil and Gas companies often have separate counter pollution companies on retainer. They may very well become engaged in the oil spill recovery.

Oil and Gas companies may also be able to provide specific resources such as tankers and other ships on charter and may be a source of technical information on tankers and their operations. They also have contingency plans for dealing with spill in oil terminals operated by them.

3.6.2 Marine Insurers

Ships owners generally have two types of insurance ‘hull’ insurance and ‘Liability’ insurance. ‘Hull’ covers the physical ship; ‘liability’ covers the ships liabilities to third parties. Most cargo owners also have cargo insurance which will cover loss suffered by the cargo owner in the event of damage to, or loss, the cargo during the course of the voyage

3.6.3 Ministry of Defence (MOD)

The MOD is responsible for dealing with pollution incidents from warships and other MOD ships operated for non-commercial purposes.

Depending on operation commitments the MOD could help the clean-up operations by supplying additional manpower. This is requested through established arrangements for giving Military Aid to the Civil Authority (MACA). Further information on this can be found in the Council's Emergency Response and Recovery Plan.

3.6.4 International Tanker Owners Pollution Federation (ITOPF)

ITOPF was established in 1968 in the wake of the TORREY CANYON oil spill. Its original function was the administration of an oil spill compensation scheme.

ITOPF has 5 Key Services:

1. Spill Response:

- advising all parties on the potential fate and effects of the oil, chemicals and other hazardous substances
- advising and assisting all parties on the most appropriate clean-up techniques, with the aim of mitigating any damage
- helping to source equipment and assist in organising the clean-up in cases where the ship owner is required to mount the response operation
- undertaking surveys, monitoring the clean-up and advising all parties on the technical merit of response actions
- investigating damage to the marine environment and fisheries
- advising on methods to mitigate environmental and economic losses, including restoration options

2. Claims Analysis and Damage Assessment

ITOPF assesses claims for compensation arising from spills. This usually involves assessing the reasonableness of clean-up costs and the merits of claims for damage to economic resources. In many cases, this is a natural extension of our attendance on-site at the time of an incident.

3. Information Services

- 17 Technical Information Papers (TIPs) which cover specific spill-related topics illustrated with our photos and diagrams
- Response to Marine Oil Spills, an award winning series of seven films tackling the key issues related to oil spills and how to deliver a well-planned and executed response
- Response to Marine Oil Spills, 2nd edition, a book and e-book available for sale from Witherbys Seamanship
- Oil Tanker Spill Statistics, an annual publication providing data on accidental oil spills from tankers, combined carriers and barges, derived from ITOPF's database
- Country Profiles, summarising the spill response arrangements and clean-up resources within individual maritime states
- GIS which displays historic spills, international conventions and tanker traffic data
- Other miscellaneous papers, including Technical Advisory Papers (TAPs), conference papers and articles
- Company library containing a historic collection of publications on marine spills, clean-up techniques, effects and other related issues

4. Contingency Planning and Advice

ITOPF regularly advises governments and industry on the preparation of contingency plans and other matters related to marine pollution.

5. Training and Education

ITOPF organises and participates in training courses and seminars around the world. These are often undertaken with our key governmental partners, such as IMO and IOPC Funds, or industry bodies like IPIECA.

3.7 Roles Specific to Shoreline Clean Up

3.7.1 Beach Master / Supervisor

The Beach Master and Beach Supervisor is the communication link between the Council's Technical Cell or Council's Recovery Cell and the workforce. Therefore, this role provides a vital link in the supervisory and management chain.

The Beach Master oversees a number of beaches whilst Beach Supervisors manage work gangs on a specific beach. Appointed Beach Masters/Beach Supervisors should be appropriately trained, though it is possible to become a Beach Masters /Beach Supervisor through experience gained during a spill clean-up operation. The following Check List is a reminder for consideration and action as necessary.

1. Be prepared to attend Council's Technical Cell/Recovery Cell briefings, as required.
2. Ascertain your communication links to the Bronze Coordinator, including essential telephone numbers, mobile phone links and radio links.
3. Obtain a copy of the Data Sheet for the material spilled, including the effects of weathering and emulsification on the material before it comes ashore.
4. Ascertain protective clothing requirements.
5. Ascertain the level of knowledge and experience within your work team.
6. Liaise with the Bronze Coordinator regarding the setting up of appropriate documentation, systems and procedures for monitoring and managing operations.
7. Be responsible for implementing the clean-up strategy agreed by the council's Silver Group or multi agency TCG/RCG as appropriate.
8. Always have Health and Safety issues as a priority for consideration and be responsible for the management and well-being of the operatives under your control and report and record all accidents and instances of ill health.
9. Carry out and record Site Safety Assessments at every new location and on every new operation to ascertain the hazards and brief the workforce accordingly.
10. Consider health, safety and welfare requirements in terms of shelter, toilets and washing/decontamination facilities.
11. Ensure there is adequate first aid cover in terms of qualified personnel and first aid kits in liaison with the Bronze Coordinator.
12. Consider the need for supplementary feeding arrangements such as hot drinks in cold weather and cold drinks in hot weather.
13. Consider the effects of the prevailing weather conditions (i.e. rough seas, heavy rain, high winds, and hot sun) on the workforce and their ability to work.
14. Consider the safety implications of working from boats or adjacent to deep water.
15. Consider the safety implications of working on beaches with difficult accesses and the need for safety lines, etc.
16. Consider the safety implications of working with unfamiliar and specialist oil pollution machinery.

17. Consider the safety implications of working on beaches with large boulder fields and rock platforms and the need for safe access routes.
18. Consider the safety requirements of working from heights with cranes.
19. Consider the safety implications of working on Ministry of Defence foreshores which may contain unexploded munitions.
20. Consider the safety implications of working near former industrial sites which may be contaminated.
21. Consider the problems associated with de-stabilised sand on beaches which have been excavated.
22. Consider the safety of the public in terms of proximity to beach clean-up operations, exposure to contaminated beaches, the safety implications of rescuing oiled birds, and the provision of appropriate advice and warning signs.
23. Record the personal details and work hours of your work team members on a daily basis.
24. Record the use of vehicles and hired plant on a daily basis and whether it was with, or without, driver/operator.
25. Record protective clothing replacement on a daily basis.
26. Record the use of consumables on a daily basis.
27. Identify and request additional resources as necessary.
28. Report numbers of live but contaminated wildlife to the Technical Cell/Recovery Cell for collection by the RSPCA.
29. Be aware of environmental considerations during the clean-up operation and ensure that any environmental instructions are strictly adhered to.
30. Arrange to segregate and record the quantities and types of waste collected and their disposal routes on a daily basis.
31. Maintain a communication link at all times with the Commercial Activities Manager to ensure that all records, logs and requirements are fed through to the Bronze Level Coordinator

SECTION 4: MANAGEMENT OF A COUNCIL RESPONSE

4.1 Council Response Structure

A council response to a marine pollution incident will be managed in line with the structures set out within the council's Emergency Response and Recovery Plan.

There are set agendas for the Silver and Gold Group meetings that can be utilised for a Marine Pollution Response.

4.2 Suggested Silver Group Structure

An example of the Silver Group structure for a marine pollution incident has been included here (below) to ensure that the appropriate cells can be set up in the early stages of an incident.

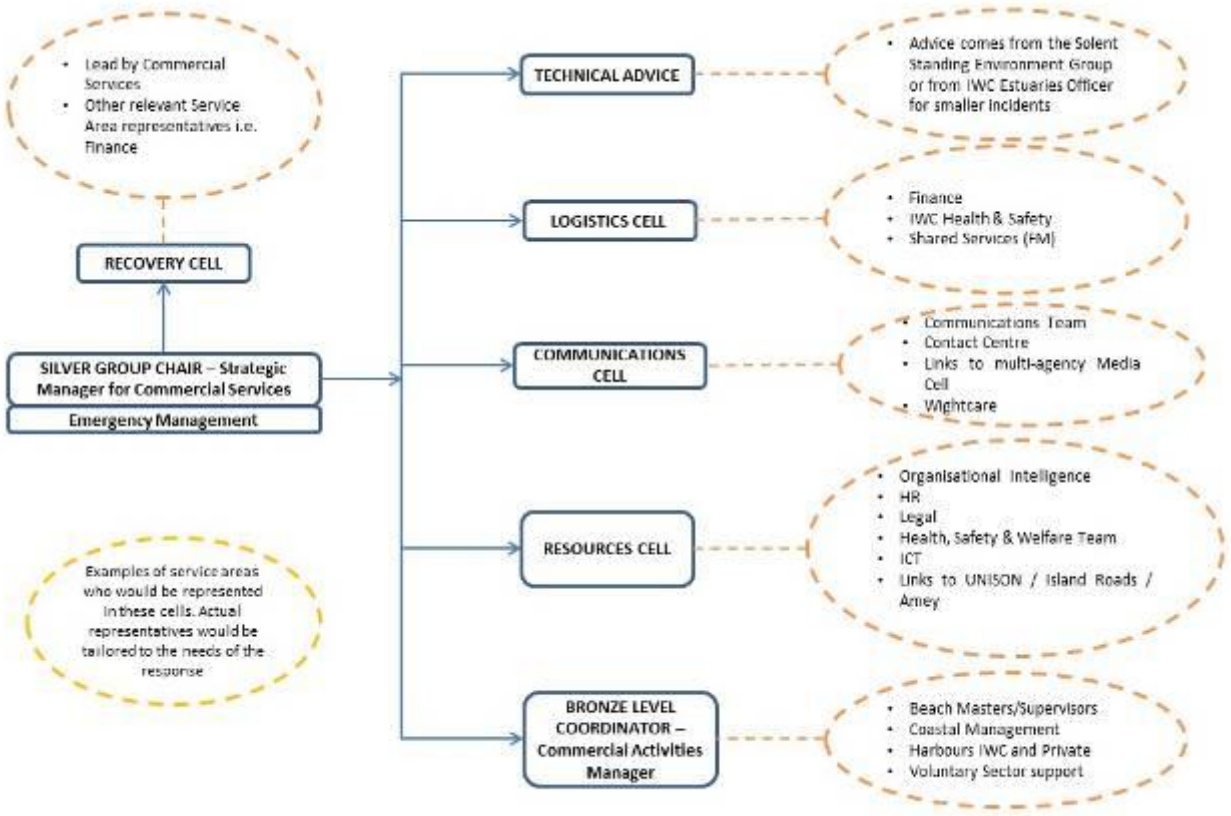


Figure 2: Suggested Silver Group Structure

4.3 Roles and Responsibilities of the Silver Group Cells

Technical Cell

- Technical advice on environmental issues will be provided by the Solent Standing Environment Group (SEG) during the response and further information on this is contained in section 3.5.2 of this plan.
- For smaller incidents where the SEG does not stand up then the advice may come from the council's Estuaries Officer and/or the council may host a teleconference inviting members of the SEG to take part to provide advice on behalf of their organisation
- Other technical advisors may be called upon by the council to provide advice on a range of matters to the Silver Group Chair during a response.

The Logistics Cell

- To procure appropriate resources to be utilised during a response
- To consider and advise upon any financial implications
- To maintain a log of financial spend
- To manage access control/ security arrangements to council buildings including parking as required
- To implement the cleansing of council facilities used in the response as required
- To arrange welfare (refreshments) for council responders and others as required
- To assist in the other support activities that may be required including the support of a council hosted Tactical Coordinating Group (as identified in the Island Resilience Forum Emergency Response Arrangements)

The Communications Cell

- To consider, advise upon and implement communications to Council Staff, Elected Members, Residents, the Public and Local Media during a response
- To liaise with multi-agency partners to agree and implement the warning and informing strategy for the response if the incident is affecting the Island only
- To facilitate media interviews with the appropriate talking head(s)
- To manage the onsite media relations

The Resources Cell

- To support the council response with relevant data
- To manage the temporary redeployment of staff to support the response
- To provide HR advice and policy during an incident
- To provide health, safety and welfare advice during an incident
- To provide ICT solutions during an incident
- To provide access to specialist support and welfare arrangements for staff well-being
- To consider and advise upon any legal implications
- To provide administrative support to the council response
- To assist in the de-confliction between the response and the business as usual activities of the council
- To liaise with and task the PFI contractors to support the response as required
- To consider and advise upon any insurance implications

The Bronze Level Coordinator

- To manage onsite activities relating to beach clean up and waste management
- To set up the Beach Masters and groups of Beach Supervisors
- Liaise with the Technical group advising on the extent of the pollution identified by the beach master
- Liaise with the logistics cell to procure necessary requirements for beach set up locations
- Collate all beach logs completed and feed these back to the technical group
- Update communication cell on clean up operations
- Details on the role and responsibilities of Beach Masters/Supervisors can be found in section 3.7.1 of this plan and further information is contained within the Isle of Wight Council Shoreline Clean-up Operational Plan held by the Commercial Activities Team

The Recovery Cell

- To be activated and to report to the Silver Group Chair during the response
- To consider the resources required to manage the recovery process following the stand down of the Council response
- To manage the business as usual operations of the relevant service areas in the recovery phase
- To report to the Silver or Gold Group (as required) during the recovery phase

The activation, management and stand down of the cells will be undertaken in line with council's Emergency Response and Recovery Plan. This includes the relevant meeting agendas for the Silver and Gold Group.

SECTION 5: MULTI AGENCY RESPONSE ARRANGEMENTS

For incidents that just affect the Isle of Wight but require a level of multi-agency coordination, the Island Resilience Forum Emergency Response Arrangements should be referred to.

For incidents that affect the wider Solent area the response will be coordinated as set out in Hampshire County Council's Coastal Pollution Plan (HCC CPP) and the HIOW LRF Emergency Response Arrangements. Further information on this plan can be obtained from the Emergency Management Team.

SECTION 6: MEDIA AND COMMUNICATIONS

Details on how the council will communicate internally to staff and external to the public and media are contained within section 7 of the council's Emergency Response and Recovery Plan.

In a marine pollution incident, media and communications on the 'at sea' response will be led by the MCA, whilst that of shoreline clean up will be led by the council. In the event that a tier two or tier three incident is declared, the MCA will provide a media team to the Marine Response Centre and the council's media cell will need to liaise with them to ensure the consistency of information.

SECTION 7: RECORD KEEPING, FINANCIAL CONTROL AND COST RECOVERY

7.1 Record Keeping

Accurate and up to date record keeping in a marine pollution incident is essential for two main reasons:

- To enable the council to compile evidence to support compensation claims to recover the costs involved in a clean- up operation
- To enable the council to evidence that action taken was reasonable, and proportionate

Records are to be maintained on a beach-by-beach and day-by-day basis and submitted to the Emergency Management Team for collation and filing. Records should distinguish between activities undertaken to assist the clean-up operation and any general environmental monitoring or longer term impact studies. Record keeping should err on the side of too much rather than too little detail.

7.2 Types of Records to be maintained in a response

Wherever possible, the following records will be maintained:

- Logs: staff involved in the response are to record their actions, key contacts and decisions in log books and these will be collated by the Emergency Management Team
- Pollution reports: Made available by MCA
- Weather: Wind and sea forecasts will be made available by MCA.
- Photographs: These and other visual records will also be kept by the Emergency Management Team; If possible, the Media Team should record radio and TV coverage of the incident.
- Decisions: key decisions must be recorded in decision logs.
- Finance: Records of financial agreements or transactions must be kept.
- Evidence: Anything that might be required later to support action taken should be recorded by the parties involved
- Risk Assessments: undertaken to assess the safety of deployed staff either monitoring or taking part in clean-up activities
- Survey and daily reporting forms: such as the Shoreline Clean up Assessment Technique survey form (SCAT form) and daily forms filled in by the Beach Masters/Supervisors and

Temporary Storage Site Managers. For more information on these see sections 9 and 10 of this plan along with their corresponding Appendices.

7.3 Financial Control

Dealing with marine pollution incidents can be a protracted and expensive business. Initially the costs of such operations fall on those undertaking them. In line with the “polluter pays” principle, those incurring expenses as part of the response operation later seek to recover them from those responsible. It is essential that, from the outset, all participants keep detailed records of how, when, and why, they respond. They will need these records to support claims for cost recovery and to show that the actions taken were reasonable and commensurate with the threat from pollution and the risks to safety.

To ensure that this is undertaken appropriately all deployed resources need to be procured, monitored and logged by the logistics cell. Within the logistics cell, the cell manager will be responsible for making sure that full and proper records are kept to monitor and control expenditure. Beach Supervisors and Masters are responsible for maintaining records on a day-by-day and beach-by-beach basis which includes details of hours worked and, use of hired plant/equipment etc. which the logistics cell will need to record.

7.3 Cost Recovery

Paying for Clean-Up

The basic rules are:

- where Local Authorities commit resources to clean up pollution, including a Tier Two contractor, they are responsible for financing them
- if the polluting vessel is known, its owners and insurers are to be contacted as soon as possible and asked to pay for the work involved
- where MCA becomes involved and either a Tactical or Strategic Coordinating Group is set up, Central Government will pay for the extra resources committed which the Local Authority could not reasonably be expected to provide;
- in the event of a major pollution incident involving Government intervention where full compensation cannot be recovered and which places an undue burden on the Local Authority, the Government will consider if there is a case for special help from the Treasury
- where a tanker is involved in an oil pollution incident, compensation will be available through the provisions of the 1992 Civil Liability Convention (CLC 92) and 1992 Fund Convention
- where pollution is caused by a ship other than a tanker, limited compensation will be available under UK legislation
- financial outlays should first be sanctioned by ITOPF or the ship owner so as to avoid disputes later

Further information on cost recovery for marine pollution activities can be found at Appendix 3.

SECTION 8: HEALTH AND SAFETY

8.1 Staff health and safety

Existing policies and requirements for health and safety at work apply to emergency responses by the Council including risk assessments. However, due to the urgency and the rapidly changing nature of emergencies, it is likely that more reliance will have to be placed on dynamic risk assessment.

Awareness of hazards and their potential to cause harm will need to be addressed by all levels of response. It must be remembered that this is a continuous process.

It is important that managers and staff recognise when their limit of knowledge and understanding of the potential hazards has been reached and that they will need to seek competent advice from the Council's health and safety advisors before proceeding with an activity under these circumstances. If further advice is required out of hours then this can be obtained via Wightcare.

Specific health and safety considerations regarding marine pollution (particularly oil spills) can be found at Appendix 4.

Beach Masters, Beach Supervisors and deployed staff – risk assessments can be found in the council's Shoreline Clean-up Operational Plan.

8.2 Staff welfare

Staff engaged in emergency responses such as exposure to traumatic sights or close contact with people who have themselves just experienced or witnessed a traumatic event can find these particularly stressful.

Long working hours combined with intense activity that demands quick decision requires careful management. In order to minimise any associated risk with this, careful selection of staff including awareness of anyone with personal links or who is directly involved in the disaster or similar disasters in the past is required.

Managing shift lengths and rotation of staff, structured breaks with adequate refreshments and opportunities to engage in informal discussion with colleagues away from the "front line" can also help to minimise potentially damaging stress.

Staff should be made aware of the Council's employee helpline which offers 24 hours support by telephone, details of which are on the Council's intranet. If further counselling services are required these can be arranged through the HR Business Partners.

Staff will also, where appropriate, take part in any relevant training offered by the Council via Emergency Management.

SECTION 9: SHORELINE PROTECTION AND CLEAN UP

Commercial Services shall play the lead role in the clean up operation.

The Islands Coastline has been divided into Cells. Each Cell has been assessed to determine its priority for protection, taking into account the environmental sensitivities and economic considerations

Appendix 2 provides details of each individual Cell and the necessary information to ensure that the correct considerations have been applied.

A close liaison with the Technical and Logistic Groups via the Silver Cell shall be maintained, to advise on clean up operations.

When advising the groups the following considerations must be taken into account:

- Reasons for cleaning
- Time of year
- Popularity of the beach
- Accessibility to the public
- Cost recovery

The approach to be taken with private beaches is to contact the owner if known and advise them that they will be responsible for clean up operations in line with the advice in Appendix 2.

If the owner is not known the council may carry out the clean up operation. Before undertaking a clean up the IWC needs to be certain that it can recover its costs. If cost recovery is uncertain the council would need to justify why it would proceed with a clean up.

The clean up guidelines must be used in conjunction with the Commercial Services operational plan to ensure that the correct procedures apply at all times

SECTION 10: WASTE MANAGEMENT

10 .1 General

Appendix 2 of this document details the specific clean up guidance for the Isle of Wight coastline in the case of oil. Should the pollution consist of other chemicals or materials then advice from the Solent Standing Environment Group and the council's PFI waste contractor will be sought.

Responsibility for the arrangements to dispose of shoreline pollution wastes rests with the local authority PFI Contractor for Waste in consultation with the Environment Agency.

The responsibilities for the arrangements to dispose of oil recovered from the Harbour waters rests with the relevant Harbour Authority.

The responsibilities for the arrangements to dispose of oil recovered from private beaches rests with the relevant landowner.

If the incident only affects the Isle of Wight then the council will liaise with the Environment Agency to determine the waste strategy. If the incident affects the wide Solent area activating a multi agency response then a Waste Management Team may be set up to determine the waste strategy for shoreline clean up. Further information regarding the Waste Management Group is contained within the MCA's STOp notice on waste management in Appendix 5.

Consideration should be given to setting up a waste management sub-group in the technical cell during the response. Work has already been undertaken to identify potential sites for immediate storage, temporary storage which can be found in Appendix 2. Consideration will also need to be given to permanent disposal, promoting waste minimisation and identifying waste licensing

regulations. This will be undertaken in the technical cell by the waste management sub-group if activated.

10.2 Oiled Waste

Wherever possible, spilled oil should be recovered for recycling and re-use. However any shoreline clean-up operation is likely to result in amounts of oily water far in excess of the original oil on the shoreline.

The following types of waste can arise:

- Recovered oil (not heavily contaminated).
- Water in emulsion – untreated.
- Water in emulsion – treated with dispersant.
- Thick weathered oil – lumps.
- Semi-solid bunker oil.
- Oil and sand mixtures.
- Dry waste.
- Oiled shingle.
- Heavily oiled seaweed and other debris.

Oiled waste is classed as a special waste and the transfer and disposal of such material is governed by the Special Waste Regulations.

10.3 Temporary Storage

Clean-up activities may produce quantities of oil and oily debris at a faster rate than they can be properly disposed of and temporary storage will often be necessary upon recovery. The council may be able to make limited hard standing available for temporary storage purposes; such areas would need to be temporarily bunded or provided with portable tanks and would require agreement from the EA on an incident basis.

Areas which could possibly be made available are contained within the clean up guidance in Appendix 2.

SECTION 11: EQUIPMENT AND RESOURCES

This section sets out where and how equipment and resources will be obtained

11.1 Suppliers/Contractors

The Isle of Wight Council maintains an up to date list of contractors and suppliers who shall provide their services during a marine pollution response. Details of the providers and associated equipment are listed in the Commercial Services Operational Plan. The type of equipment and resources is listed below:

<u>Plant/Equipment</u>

- Various sizes of tracked excavators
- Dumper different sizes
- Tipper Lorries – different sizes
- Low Loader

- Grab Tipper Lorry
- Low Loading Shovels
- Mobile Cranes
- Pumps different sizes
- Skips different sizes
- Tractors with Brush
- Telehandler Forks/Bucket
- Tractor with hopper
- Shovels
- Rakes
- Barrows
- Litter Pickers

Manpower

- Trained Beach Supervisors
- Trained beach cleaners
- Labourers

11.2 Trained council staff

The council has a number of staff trained as Beach Masters/ Beach Supervisors who could undertake that role in response for beach clean up operations in respect of oil pollution.

SECTION 12: STAND DOWN AND DEBRIEF

12.1 Stand Down

Depending on the level of response initiated, either the Silver or Gold Group Chair will issue the instruction to stand down following the completion of the response. The Emergency Management Team will communicate this to all staff and external organisations that have been involved in the response.

Whilst the response phase may be stood down, any shoreline clean up will be continuing into the recovery phase and there are further details in Section 13 of this document relating to the recovery phase and cessation of shoreline clean up.

12.2 Debrief

A Council debrief will be co-ordinated by the Isle of Wight Council's Emergency Management Team, in line with the Hampshire and Isle of Wight's Local Resilience Forum Debriefing Guidance.

A multi agency debrief may be facilitated by the relevant lead agency. If this is the case then Emergency Management will coordinate the Council's debrief and represent the Council during the debrief process.

Further details are contained within the Council's Emergency Response and Recovery Plan.

SECTION 13: RECOVERY

13.1 Recovery Arrangements

Once the emergency phase has concluded there will be a formal handover to the recovery phase, where activities will be concentrating on long term recovery, remediation and long term monitoring of affected areas.

Suggested triggers for a move to the recovery phase could include:

- MCA believe that the stricken vessel is stabilised, secure and no further release of pollutants is expected
- No further oil, debris, materials, items are washed ashore

Details of the Council's and how it links in with wider HIOW LRFs recovery arrangements can be found in more detail in the Council's Emergency Response and Recovery Plan.

For the purposes of this plan, Recovery should be a consideration during the response phase of the incident and actions undertaken as necessary to ensure that decisions made during the response will not compromise the recovery phase.

13.2 Cessation Beach Cleaning Operations

The cessation of clean-up operations either in specific location or in total will be agreed upon the advice of the Solent Environment Group, by the Council's Silver or Gold Group (for incidents only affecting the Island) or through the Multi Agency Tactical or Strategic Coordinating Group (for Solent wide incidents).

Factors to be taken into consideration include:

- Bulk of the major contaminant removed from beaches
- Pollutants removed from other beaches
- Location of pollution
- Rocks and other surfaces cleaned by hand or with dispersant
- Removal of buried pollutants resurfacing
- Removal of oiled sand balls
- Approval of any post spill monitoring (PREMIAM)

Factors that may also affect the continuing or cessation of clean-up operations include:

- Widespread threat to public health or the environment removed or reduced to acceptable levels
- Environmental sensitivities
- Public access/amenity needs
- Potential effects of natural weathering
- Numbers of staff required
- Personal Protective Equipment (PPE)
- Specific training for staff (as required)
- Site security
- Site access
- Public perception and awareness

SECTION 14: APPENDICES

Appendix 1 – Pollution Report Form CG77 (POLREP)

HM Coastguard uses a standardised pollution report form when asking for or giving out information about oil pollution.

Part I POLREP

A **Classification of a report** - i Doubtful
ii Probable
iii Confirmed

B **Date and Time** pollution observed/reported and identity of observer/reporter.

C **Position and extent of pollution -** State range and bearing of some prominent land mark or Decca position and estimated amount of pollution e.g. size of polluted area, number of tons of oil spilled or number of containers, drums etc. lost. Give position of observer.

D **Tide and wind -** Speed and direction.

E **Weather conditions and sea state**

F **Characteristics of pollution -** give type of pollution e.g. oil (crude or otherwise), packaged or bulk chemicals, sewage. Appearance: e.g. liquid floating, solid oil, sludge, tarry lumps, weathered oil, discolouration of sea, visible vapour and markings on drums, containers.

G **Source and cause of pollution** - e.g. from vessel or other undertaking. If from a vessel, say whether as a result of a deliberate discharge or a casualty. If the latter, give brief description. Where possible give name, type, size, nationality and port of registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination if known.

H **Details of vessels in the area -** To be given if the polluter cannot be identified and the spill is considered to be of recent origin.

J Have **photographs/samples** been taken?

K **Remedial action** taken or intended.

L **Forecast** of the likely effect of pollution e.g. arrival on beach, with estimated timing.

M **Name of those informed other than addressees.**

N **Any other relevant information -** e.g. names of other witnesses, reference to other instances of pollution pointing to source.

Part II SUPPLEMENTARY INFORMATION TO BE PROVIDED LATER
(Ignore this section when POLREPs are for UK only)

O **Results of samples analysis**

P **Results of photographic analysis**

Q Results of supplementary enquiries e.g. inspections by Surveyors, statements of ship(s)' personnel etc, if applicable.

R Results of mathematical models

This form is intended for use to bring a spillage to the attention of another Country as well as for internal use. In the former case it should be prefixed "Bonn Agreement 1969 POLREP".

It is laid out to enable the rapid transmission of information e.g. by Telex and Fax using the alphabetical code.

For updating reports, the appropriate letters only need be used.

All messages should be prefixed by the code word POLREP. If the message is being passed to a foreign addressee, the code word should be followed in turn by: -

a The Country of origin.

b A number to identify the incident.

c A serial number of the report relating to that incident.

The numbers in 'b' and 'c' above would normally be allocated by the Maritime & Coastguard Agency.

Appendix 2 – Clean Up Guidelines & Beach Data

SEE SEPARATE DOCUMENT FOR THIS APPENDIX

Appendix 3 - Cost Recovery

1 Preventive Measures

Ship owners are liable for any preventive measures taken and any damage caused by such measures when there is a grave and imminent threat of damage being caused by a spillage of oil from a ship, even if no oil is released.

2 Claims Guidance

Claims may be made by individual Local Authorities and should be brought against the ship owner liable for the damage, directly against his insurer or against the 1992 IOPC Fund. The MCA should be consulted to establish the procedure if full compensation cannot be recovered from the polluter, their insurers or the 1992 Fund.

3 Claim Particulars

Each claim should contain the following particulars:

- the name and address of the claimant and his representative (if any)
- the identity of the ship involved in the incident
- the date, the place and the specific details of the incident, including type of oil involved
- the clean-up measures taken and/or the kind of pollution damage sustained, as well as the places affected
- the amount of the claim

Depending on the amount claimed and the type of pollution damage suffered, a claim should be broken down into different items. Examples are given below:

- cost of prevention and clean-up of pollution:
- summary of events, including a description of the work carried out at each beach, explaining why the various methods were used;
- delineation of the area affected, describing the extent of the pollution and the areas most heavily contaminated (supported by maps and photographs);
- analytical and/or circumstantial evidence linking the oil pollution with the ship involved in the incident (e.g., chemical analysis, relevant wind and current data, observations of floating oil movement);
- dates on which work was carried out;
- labour costs (number and categories of workmen, rates of pay, days/hours worked, total costs);
- travel and expenses for response personnel;
- equipment and material costs (types used, costs of hire or purchase, where used and over what period);
- transport costs (number and types of vehicles used, number of days/hours operated, rate of hire or operating costs);
- costs of temporary storage and final disposal.

4 Time Limits

The intent to claim should be notified as quickly as possible damage has occurred. If a formal claim cannot be made shortly after the incident, then notification should be given of an intention to present a claim at a later stage. Claimants will ultimately lose their right for compensation under the 1992 Fund Convention unless they bring court action against the 1992 IOPC Fund within three

years of the date on which the damage occurred or make formal notification to the 1992 IOPC Fund of a court action against the ship owner or his insurer within that three year period. Although damage may occur sometime after the incident takes place, court action must in any case be brought within six years of the date of the incident. The same applies to a claimant's right to compensation from the ship owner and his insurer under the 1992 Civil Liability Convention. Legal advice should be sought on the formal requirements of court actions to prevent claims becoming time-barred.

5 Presentation

The manner of presentation of a claim should be discussed with the organisation to be claimed against before it is submitted. Comprehensive and well presented claim documentation will facilitate prompt claims handling and settlement. Particulars that might be called for in a claim are listed at. Further guidance can be found in the 1992 IOPC Fund claims manual.

An example of the cost recovery claim form is detailed on the following page:

INCIDENT/VESSEL NAME

* Time start and end could have several start and ends, i.e. 0900-1000 and 1500-1630. Total 2:30

**As much detail as possible in the Activity Section

Date	Name	Role Title	Time Start	Time End	Total Hours*	Where Worked / Location	Hourly /Daily Rate	Total Cost	Activity**
7.1.14	*Joe Bloggs (example)*	*Environmental Specialist*	*09:00*	*16:00*	*9.00*	*Office*	*£80.00*	*£720.00*	*Contingency Planning with LA. Producing Risk Assessment. Boom planning*
						Total Staff Costs		£0.00	

Appendix 4 – Hazards with Spills

Hazards with Spills

Hazards Associated with the Spill Material

This information relates particularly to crude and refined oil and because of the wide formulation of transported crude and refined products should be taken as a general guide. Hazards for crude and refined oil products include both acute and chronic effects. Whilst the major concern continues to be exposure to benzene there are a number of other components such as naphtha that may also be present. Principle risks exist through the inhalation of vapours or contact with skin and soft tissue. Conditions, which may result, include respiratory and dermatological reactions. Exposure to petroleum components such as benzene may also be as a direct result of equipment used, and it may be impracticable to isolate the cause of any exposure.

Weathering Efforts

Existing information indicates that most volatiles are driven off from refined products within the first few hours of the spill, and from crude products within 8 hours or so. This period may be extended where there are particularly calm cool conditions and the spill is contained such that it is unable to spread to a thin film. Even so evidence is available that most if not all benzene has been volatilised and lost within a 24 hour period. As a consequence, inhalation risks are usually considered to be negligible after the first 24 hours or so, leaving skin and soft tissue contact as the major hazard of concern.

Personal Protective Equipment

When dealing with material in the early stages of a spill, e.g. the first day, it will be necessary to provide appropriate PPE. In addition, there should be effective segregation of any affected areas so that only those staff with an operational reason to do so, e.g. beach assessment, is exposed to any potential risk.

Monitoring Issues

There may arise situations where monitoring of Benzene or Volatile Organic Compounds (VOC) levels in air may be required. Where this is specifically required for occupational reasons then a personal monitoring device such as a portable photo ionisation detector (PID) monitor should be employed to give both the Short Term Exposure Level and the Time Weighted Average Exposure.

Most types will provide up to 10 hours monitoring time and the ability to record period maxima and averages, and are intrinsically safe. The more sophisticated equipment also has the ability to store information for subsequent downloading to a PC running a spread sheet such as Excel, and both visual and audible alarms. PIDs would be particularly applicable in the earliest stages of spill response, or where elevated levels may be suspected. The change in the nature of any risk after 24 hours elapsed time from the spill indicates that the wider routine use of PIDs in subsequent stages of a clean-up operation is not required.

If required, a more cost-effective option for routine monitoring would be to use 8 hour Draeger tubes and personal monitors. This could be backed up by spot readings taken with more sensitive and accurate equipment.

Health Surveillance

Chronic exposure to many components of crude and refined products results in known or assumed carcinogenic effects. However, given the likely exposure levels during most clean up operations, where exposure would be negligible, health surveillance is not warranted. The exception to this would be where exposures are non-negligible which may include the first 24 hours after the spill, or where the oil has been confined and volatilisation has been delayed. In these circumstances,

depending on exposure levels, health surveillance of staff may be warranted. In any event it is a sensible precaution to exclude any staff with a history of skin or respiratory disorders, including asthma, from working on contaminated beaches or directly with recovered oil, oiled beach material, or other contaminated material.

Documentation Logs

Training logs, H&S Logs and records as well as lists of staff on site and what roles they are undertaking should be kept for all operations.

Hazards Associated with Clean Up Operations

Trenching

When trench and backfill techniques are used on sand beaches the trenched area requires time to stabilise before it can safely take traffic. Depending on the nature of the beach, and vehicle, at least 4 days is typically required for the beach to stabilise after backfilling to allow further vehicular traffic. A backfilled area may also take up to 4 days to stabilise sufficiently to allow pedestrian traffic. Caution should always be exercised on backfilled areas until it is known that there has been sufficient stabilisation, and there should be appropriate signs displayed on the main entrance points to the beach. Physical barriers may need to be considered.

Buried Oil

Where oil has been intentionally buried, or otherwise covered up by beach material, it is possible for the oil to be liberated sometime after the incident. This will normally be as a result of beach stripping of dynamic beaches by energetic sea conditions. If the beach is an amenity beach there could be risk to the public or the oil could be remobilised by tides to contaminate other nearby beaches. Whilst this may be unavoidable, appropriate information for beach users should be displayed. Sites and approximate quantities of buried oil should be recorded.

Heavy Seas

Working on beaches in heavy seas requires special care. During heavy seas personnel should be deployed on tasks higher up the beach so as to maintain a safe distance from the waters' edge.

Boulder Fields

Contaminated boulder beaches, or beaches with extensive boulder fields require additional care. Boulders, which may already be worn smooth by tidal action, become very slippery when covered in oil and can become almost impossible for pedestrian traffic. When planning an in situ clean up the first stages of the clean up should concentrate on creating safe access for the personnel involved with the clean up operation.

Rock Platforms

In the event that personnel have to work from rock platforms, which may themselves be contaminated with oil material, it is essential that suitable provision must be made to reduce the likelihood of, and protect against the consequences of, falls. Additional risk assessments are necessary and consideration must be given prior to the start of the activity to the provision and use of appropriate harnesses and other safety equipment.

Hazards Associated with Difficult Access Arrangements

In some situations, it may be necessary to work on sections of the shoreline where there is no conventional vehicular or pedestrian access. In these situations, it is likely that landside access may be affected by cranes and cradles, whilst marine side access may be possible using suitable shallow draft boats and other craft. In any event an operation which necessitates special access arrangements must introduce additional risks and hazards. Therefore, it is appropriate that all

proposed arrangements be reviewed from a safety management point of view before activities are commenced.

In some situations, a review may result in an operational decision to abort any plans to clean up an individual beach or section of shoreline where risks to staff were considered to be unacceptable. Whilst this may give rise to recurrent problems elsewhere, if oil becomes remobilised, it may be justified for operational and safety reasons. It is also considered essential to liaise with, and take advice from, HM Coastguard in any situation where special access arrangements are proposed.

Where an operation proceeds then the bronze level coordinator and Beachmasters/ Beach Supervisors should ensure that as a minimum the following issues and arrangements should be adequately provided for and documented.

Personal Protective Equipment (PPE)

This will include items such as appropriate safety harnesses and rigs for cliff top access and personal flotation devices for marine-side access, there also needs to be a defined evacuation route. Staff must be fully conversant with the use of such equipment.

Rescue

In the event of a safety incident it is likely that specialist assistance will be required from HM Coastguard. Experience to date indicates that it is appropriate to have the cliff rescue team in attendance for any situations where cliff top access is required. Likewise, in the event of marine side access a safety vessel should be in attendance.

Supervision

Operational supervision on difficult access sites is critical to the safe and timely completion of the work. Beach masters in such situations must be able to assess both the operational needs of the clean up on a day to day basis and the particular safety precautions and requirements. On extended operations the relevant TCG/RCG may decide to nominate a specific person who will act as safety advisor/officer for all difficult access sites.

Notification

The Relevant TCG/RCG must be kept informed of the commencement and progress of clean-up activities at any difficult access site.

Hazards Associated with Specialist Clean-up Equipment and Materials

This is not an exhaustive list of hazards, but covers the most likely hazards to be encountered on beach clean up from specialist equipment. Further advice and information on the equipment and techniques that may be deployed will be found in the MCA technical manual ‘Oil spill clean-up of the coastline’.

Information

All personnel on the beach should be informed of hazards associated with clean up equipment and materials and why they must use materials or equipment after appropriate training and with adequate supervision.

Personal Protective Equipment

PPE is designed to eliminate the contact of dispersant material with unprotected skin or eyes and to prevent inhalation of vapours or droplets. In addition, the simple precaution of ensuring that personnel always work up-wind of spraying operations should be adopted as a matter of routine. The Institute of Petroleum recommends the following PPE for those involved with spraying operations:

- Full cover plastic overalls
- PVC gloves
- Close fitting face visor fitted to a safety helmet
- Chemical resistant safety footwear
- Time and exposure may need to be considered

If a safety helmet is not provided then protective eye-goggles should be warn along with a suitably close fitting mouth and nose mask

Heat

A number of pieces of specialist equipment use heat, usually via steam, to raise the temperature of recovered oils in order to reduce the effective viscosity. Any equipment running at steam temperature must be adequately supervised and steps must be taken to protect workers from equipment that might represent a risk of burns or scalds.

Mechanical Clean Up Devices

Mechanical devices present a number of hazards including moving machinery, oils, and heat. In addition to adequate operator training, ensure that all moving parts are properly guarded or shrouded, and that all non-essential personnel are kept a safe distance from machinery, e.g. operating areas are cordoned off.

Specialist Multi-Wheeled Vehicles

Specialist multi-wheeled vehicles may be used for moving personnel and equipment across beaches and other similar surfaces with poor or uncertain load bearing characteristics. Particular care must be taken to ensure that all drivers of beach cats are familiar with the limitations of the vehicle, particularly in respect of suitable ground conditions and slope negotiation.

Appendix 5 – MCA STOp notice on waste management

WASTE MANAGEMENT GUIDANCE FOLLOWING A MARITIME POLLUTION INCIDENT IN THE UK

Scientific, Technical and Operational Advice Note - STOp 3/16

1. INTRODUCTION 2
2. WASTE REGULATORY FRAMEWORK 3
3. WASTE MANAGEMENT STRATEGY 4
4. WASTE MINIMISATION AND SEGREGATION 4
5. PREPARING A PLAN FOR TEMPORARY AND INTERMEDIATE STORAGE OF COLLECTED WASTE 5
6. PROVISION OF TECHNICAL ADVICE ON THE LOCATION AND FORMAT OF TEMPORARY STORAGE AND TREATMENT AREAS AND MANAGEMENT OPTIONS FOR THE WASTE 6
7. WASTE REGULATIONS 7
8. COMPLIANCE WITH THE HAZARDOUS WASTE REGULATIONS 2005 (ENGLAND AND WALES) 7
9. WASTE MANAGEMENT OPTIONS AND IDENTIFICATION OF SITES FOR WASTE 8
APPENDIX A - WASTE STORAGE SITE IDENTIFICATION SCORECARD 9
APPENDIX B - CHECK LIST FOR THE CHAIRPERSON OF THE WASTE MANAGEMENT GROUP 12
APPENDIX C - LAYOUT OF FIRST REPORT BRIEF FOR WASTE MANAGEMENT STRATEGY 13
APPENDIX D – WASTE MANAGEMENT GROUP DAILY REPORT 14
APPENDIX E – COMMONLY USED ACRONYMS 15
APPENDIX F - USEFUL POLLUTION RESPONSE WEBSITES 18

Note: This document should be read in conjunction with:

- **STOp 2/16** Maritime Pollution Response in the UK: The Environment Group
- **STOp 1/16** Response and recovery to a maritime pollution incident impacting the UK Shoreline.
- **MCA Research Project: RP 549**: DEVELOPMENT OF A PROTOCOL FOR THE TREATMENT AND DISPOSAL OF OILY WASTE IN THE UK.

Part 1 - Local Authority Guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86069/Planning_the_processing_of_waste_-_local_authority_guidance.pdf

Part 2 - Pre-Incident Planning:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86070/Planning_the_processing_of_waste_-_pre-incident.pdf

Part 3 - Post Incident Planning:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86071/Planning_the_processing_of_waste_-_post_incident.pdf

Part 4 - Information and Data:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86072/Planning_the_processing_of_waste_-_information_and_data.pdf

Additionally:

The National Contingency Plan (NCP) - A strategic overview for responses to marine pollution from shipping and offshore installations
https://www.gov.uk/government/publications/national-contingency-planncp
All extant Maritime and Coastguard Agency (MCA) STOp notices may be found at:

https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes
Further information is also available in the MCA's Oil pollution, contingency planning and response training materials at https://www.gov.uk/government/publications/oil-pollution-contingency-planning-and-response-training-materials

1. Introduction

This guidance was initially produced jointly by the Environment Agency (EA), the Emergency Planning Society (EPS) and the Maritime and Coastguard Agency (MCA). This revised edition is to take into account the new NCP published in September 2014.

This guidance has been prepared in relation to oily waste, but the principles could also be applied to the management of hazardous and noxious substances (HNS) and large quantities of non-polluting waste (NPW) (such as timber and plastics) resulting from maritime incidents. The clean-up activity following major maritime pollution incidents may produce large amounts of oily waste, HNS or NPW.

This guidance represents best practice and provides advice on issues and actions that may be considered in response or recovery work.

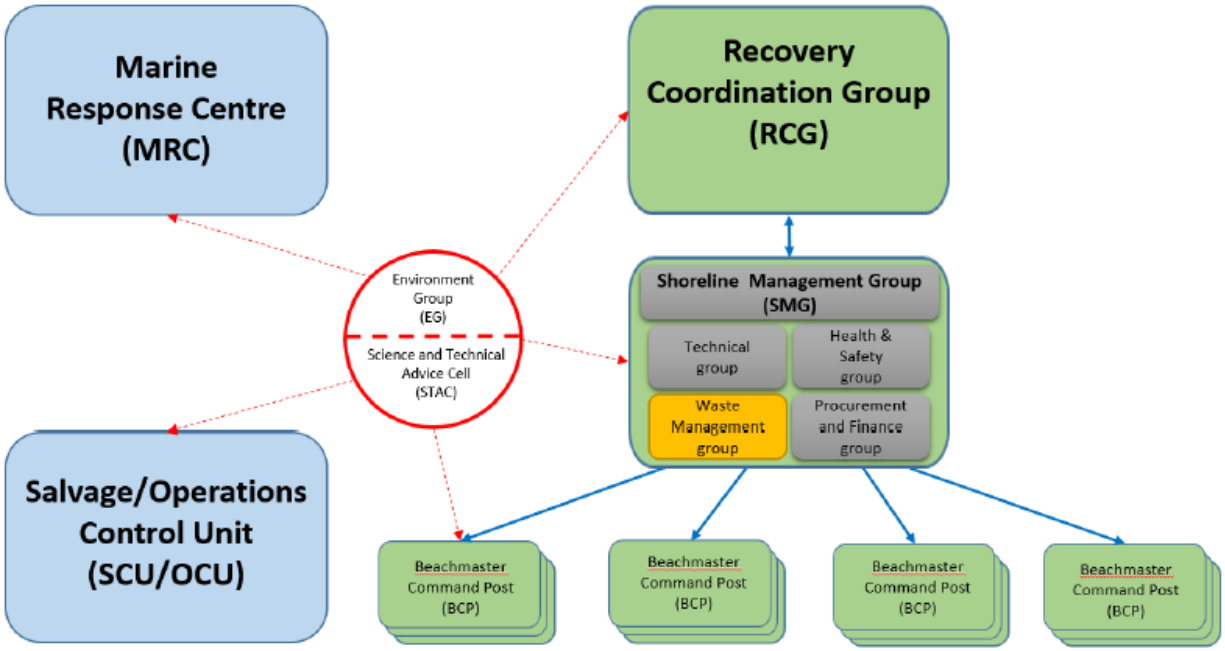


Fig. 1 The Shoreline Management Group structure – where the Waste Management group fits in

The waste management group is usually chaired by a local authority representative and sits within the Tactical Co-ordinating Group (TCG) or Recovery Coordination Group (RCG) structure. Its role is to manage and direct waste operations in close consultation with the regulator. It is not generally responsible for health and safety issues which are usually managed by a dedicated group within TCG/RCG. Additional information on command and control is available in STOp Note 1/16. If multiple Tactical or Recovery Coordinating Groups are established, the waste management groups will need to coordinate their work.

The waste management group has the following key tasks as identified in the National Contingency Plan:

- recommending a waste management strategy to be agreed by the Shoreline Management Group
- advising on waste minimisation and segregation, and adherence to the waste hierarchy
- preparing a plan for temporary and intermediate storage of collected waste from the shoreline
- providing technical advice on the location and format of temporary and intermediate storage and treatment areas and management options for the waste

- ensuring that all waste regulations are followed by the Shoreline Management Group and fully understood by Beachmasters
- ensuring waste is transported by registered carriers and in compliance with the Hazardous Waste Regulations where relevant[5].1
- organising the final waste management options and identification of sites for storage and final destination of waste.

Suggested membership:
This group will usually be chaired by the Local Authority Waste Management lead. In addition to any other organisations that are identified in the Recovery plan to be involved in this area of work, membership would usually include:

- the responsible environmental regulator
- waste management contractors' representative
- ship owners/operators' representative
- any consultants engaged by the local authority

2. Waste regulatory framework

The handling of waste is controlled and enforced in England by the Environment Agency (EA), in Wales by Natural Resources Wales (NRW), in Scotland by the Scottish Environment Protection Agency (SEPA), and in Northern Ireland by the Northern Ireland Environment Agency (NIEA). During any major incident, across-agency cooperation should ensure that accelerated procedures are put in place so that waste is handled, removed, re-used, recovered or disposed of in a timely and efficient manner.

A Court of Justice of the European Union ruling established that spilled oil, even though it is 'discarded involuntarily' is to be regarded as a waste and that the owner of the oil is the 'original producer' of the waste. The Waste Framework Directive 2008/98/EC provides a framework for the management of waste across the European Community and defines certain terms, such as 'waste', 'recovery' and 'disposal'. It requires Member States to:

- give priority to waste prevention and encourage reuse and recovery of waste
- ensure that waste is recovered or disposed of without endangering human health and without using processes which could harm the environment
- prohibit the uncontrolled disposal of waste
- ensure that waste management activities have permits (unless specifically exempt)
- establish an integrated and adequate network of disposal installations
- prepare waste management plans
- ensure that the cost of disposal is borne by the waste holder in accordance with the polluter pays principle
- ensure that waste carriers are registered.

The regulatory framework covers the activities relating to the management and processing of oil spill waste and is therefore essential that those involved in the decision-making process are aware of the relevant legislation and consult with and liaise with the regulator.

This is reflected in UK legislation by environmental regulations. These regulations also impose a Duty of Care under which the producer of the waste should ensure that it is legally disposed of. Whilst the removal of waste following a shipping incident is normally covered by insurance, offshore operators should consider developing a Waste Management Plan as part of their response strategy.
Further guidance on the planning for and operational management of waste can be found here:

• MCA Research Project 549: Planning the Processing of Waste arising from a Marine Oil Spill. Part 1 - Local Authority Guidance:

[5] This would require that all hazardous waste are consigned from temporary sites.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86069/Planning_the_processing_of_waste_-_local_authority_guidance.pdf
• Part 3 - Post Incident Planning:
https://www.gov.uk/government/uploads/system
• Cedre operational guide for dealing with waste generated during maritime incident clean up operations:
http://www.cedre.fr/en/publication/operational-guide/waste-management/waste-management.php
(also available here: http://www.arcopol.eu/_docs/resources/guidewaste-fevrier.pdf)

3. Waste management strategy

The agreed waste management strategy should complement the clean-up strategy and vice versa. Suitable waste management contractors should be identified in the initial discussions alongside their capabilities and constraints. It is best practice that this should be done in advance of an incident. Where it is feasible, waste minimisation, recycling, recovery and treatment to reduce the hazardous nature of the waste will be the principles that inform the development of the strategy. It is paramount that the management strategy is integrated with the response overall and is not developed in isolation. The strategy could include bulking up waste prior to removal and decontamination or removal directly to existing waste management facilities.

The use of permitted sites should be considered as the first option, and regard should be given to the waste hierarchy. Defra have published guidance on the waste hierarchy. The waste hierarchy sets out five broad categories for dealing with waste in the order of their environmental impact and preference as follows:

- prevention
- preparing for re-use
- recycling
- other recovery
- disposal

There is separate guidance for applying the waste hierarchy to hazardous and non-hazardous waste:
https://www.gov.uk/government/publications/guidance-on-applying-the-waste-hierarchy-to-hazardous-waste

Please note that this guidance is not applicable in Scotland.

4. Waste minimisation and segregation

For each shoreline clean-up sector the Shoreline Management Group will develop a clean-up strategy. These strategies will require input from the Environment Group and Waste Management group. No instruction should be issued to the Beachmaster until the contributions for both groups are received and documented.

The waste management group should be represented when the Beachmaster and Shoreline Clean-up Assessment Teams (SCAT) are briefed to emphasise the importance of adhering to agreed clean-up plans. Proposals to remove any beach debris should be discussed with the Environment Group before any work commences.

Advice needs to be given to the Shoreline Management Group to ensure that waste production is minimised. For each shoreline sector consideration should be given to the potential for in-situ treatment at the shoreline, beachhead or nearby, to minimise the production or storage of waste. Potential treatments and facilities should be identified in the onshore contingency plans, and could typically include decanting, screening or washing.

For compliance with the EU Landfill Directive (1999/31/EC) and environmental regulations the group will need to ensure that the waste has been pre-treated. The pre-treatment carried out will be a physical, biological or thermal process. Segregation at source is classed as physical treatment. The process must change the characteristics of the waste to reduce its mass, or reduce its hazardous nature or facilitate its handling, or enhance its recovery. For oily wastes to be landfilled into hazardous waste landfills, this treatment must reduce the total organic content to less than 6%.

Best endeavours should be employed to allow segregation to facilitate subsequent selection of the best practicable environmental option for each waste type. Storage while an assessment is made of waste is particularly important where complex containerised cargoes are involved.

Figure 2 - The bunded areas as set up during the NAPOLI operations at Portland Port in 2007 is an example of good practice.

5. Preparing a plan for temporary and intermediate storage of collected waste

Temporary and intermediate waste storage facilities could be identified before a spill occurs. Following a spill, facilities could be procured or constructed before clean-up operations get underway.

An incident severe enough to require the activation of the NCP may require large-scale, remedial actions. These actions may produce large amounts of contaminated waste. The existing, permitted infrastructure of the waste management industry may not have the resources to accept waste generated during the incident; or to recover, treat or dispose of the waste at permitted facilities.

Temporary and intermediate sites may be required to store the waste temporarily, pending a decision on the best way to process each type of waste (including identifying how to recover or dispose of the waste at permitted facilities); recover or treat some of the contaminated waste. A scorecard to aid in identifying suitable locations for waste storage sites is provided in Appendix A.

'Temporary site' refers to the site of waste production and in the immediate vicinity of the clean-up operation. A Non Waste Framework Directive (NWFD) exemption (in Scotland it would be an exemption from the Waste Management License) allows for the temporary storage of waste at the place of production for up to a year provided it is secure. 'Intermediate site' refers to a site where collected waste is stored before recovery or disposal elsewhere. These sites may serve several temporary sites and be set up a few hundred metres or even several kilometres from the clean-up operation. Intermediate storage sites and any sites where treatment (beyond sorting) takes place may require an environmental permit if not exempt and unless a regulatory decision is taken. This note applies only to temporary and intermediate sites. It does not apply to the final recovery or disposal of contaminated waste.

The diverse nature of incidents and coastal zones and infrastructure means that how long temporary and intermediate sites may be required for or their proximity to the shore cannot be prescribed. However, local authority contingency plans developed with other stakeholders can identify constraints, potential sites and transport routes. The plan should stipulate that collected oily waste is dealt with quickly and the site returned to its original state as soon as possible thereafter. Emergency plans should identify areas close to the shoreline needed to support clean up, potential in situ treatments, and initial bulking up of waste streams for transport to more secure and strategically placed areas. It is likely for a large scale incident that waste management will cross administrative boundaries and collaboration at the emergency planning stage is essential. The regulators' approval should be sought in planning potential sites. An estimate of the anticipated quantities and types of wastes and their rate of generation to be produced in relation to the capacity of the waste industry to deal with the waste generated should be calculated.

Equipment provision to Beachmasters should include facilities to store all anticipated waste types matched to anticipated clean up rates. Wherever possible, waste should be collected directly into the container type specified by the waste contractor to minimise handling. If the logistics of collection and onward clearance fail, the waste management strategy fails. Waste quantity and type estimates must be kept under constant review in consultation with Beachmasters and staff from the shoreline response and procurement teams. It is recommended the collection of waste arising data is a specific task allocated to a designated waste group member.

6. Provision of technical advice on the location and format of temporary storage and treatment areas and management options for the waste

Response to a Tier 3 incident will likely require large scale storage facilities. It would be unusual for a waste management option to be available for direct beach head transfer of waste; however it should not be discounted.

A comprehensive assessment of the waste will be necessary to seek early identification of waste industry options available including:

- use of existing storage facilities (such as existing tank farms)
- oil/water separation
- liquid/solid separation
- composting/ biological treatment facilities
- incineration
- landfill

It will also be necessary to identify other treatment options available such as washing/ thermal remediation / other mobile plant including a technical brief on logistics, setting up time, loading rates, resource requirements and manpower. Options should be considered in liaison with the procurement team to identify potential costs.

A brief on estimates of wastes to be generated and the infrastructure required to support the waste management strategy will need to be prepared. Significant costs may be involved; it is essential that early notification is given to the TCG/RCG. Do not underestimate waste arising and liaise with best available expertise for validation of assumptions.

Waste storage and treatment must be managed by technically competent people. The waste management group will advise on the level of competence required depending on the risk associated with the management operation. Some operations may require professionally qualified managers.

Implementing the advice would typically involve:

- assessing if any pre-prepared strategy is applicable and adequate
- reviewing existing established waste management infrastructure and potential sites identified in contingency plans
- bringing together engineering team to implement design and construction of temporary and intermediate stores

- setting up treatment areas
- in liaison with the Health and Safety group and regulator, identifying and appointing proficient managers
- confirming treatment and management options and available capacity
- putting a system in place to monitor clean up and storage and inform review
- putting a system in place to monitor interim storage construction
- putting a waste recording system in place
- providing update reports for feedback to Beachmasters based on daily monitoring reports
- collating feedback from Beachmasters on quantities and storage requirements
- producing waste management report for the following morning TCG/RCG meeting
- revising quantities in storage, quantities treated on site, at treatment centres through waste chain and finally recovered and disposed of
- instigating and maintaining a rigorous record keeping system covering all of the above, and costing of all activities
- updating waste situation report (sitrep) boards
- reviewing strategies and actions

It is for the Shoreline Management Group to decide in liaison with the waste management group where these activities are best carried out.

7. Waste regulations

The regulation of waste management is complex however the regulators should provide a steer when required.

The UK Environmental Regulators recognise that when dealing with an incident where there is a likelihood of a serious environmental impact the situation should first be controlled. This may require the regulator to specify a regulatory decision with conditional requirements. This action does not preclude any subsequent enforcement response. Whether any acts that would normally require permits, carried out in an emergency would result in enforcement action would be considered in the light of their enforcement and sanctions guidance.

There is a defence for actions taken in an emergency under Regulation 40 of the Environmental Permitting (England and Wales) Regulations 2010. There is a similar defence in Scotland, for hazardous/special waste, in the Special Waste Regulations 1996 (as amended). The Environmental Regulator would not normally take enforcement action in case of such an emergency. An emergency only applies if it is proven that the acts were carried out in order to avoid danger to public health and:

- all reasonably practicable steps are taken to minimise pollution, and
- the Environmental Regulator is notified of the acts as soon as reasonably practicable.

The measures required to protect public health and the extent to which they apply to recovery plans and returning communities to normality will be decided in conjunction with the relevant health bodies, local authorities and other members of the TCG/RCG and Environment Group.

The appropriate duration of, and therefore the Regulators response to a temporary or intermediate site, will be reviewed on a case by case basis and with consideration of public interest factors.

As the response progresses, regulatory decisions can change. This could be where the scale of the activities at the temporary or intermediate site goes beyond what was agreed; the activity has caused, or is likely to cause, pollution or harm to health or; otherwise consideration of the public interest factors no longer justifies it.

If any of the conditions above apply then the Regulators liaison officer would tell the sites operator or TCG/RCG (or equivalent) that the previous regulatory decision no longer applies and specify a deadline by which the temporary or intermediate site must be permitted, registered exempt, removed or mitigated as appropriate.

8. Compliance with the Hazardous Waste Regulations 2005 (England and Wales)

Additional regulations apply where waste arising from a clean-up is hazardous.

The EA/NRW will require the maintenance of records of hazardous waste. The records allow the audit of the movements of all hazardous wastes from the clean-up area. They will expect any movements of waste to comply with the Control of Pollution (Amendment) Act 1989, the Duty of Care under the Environmental Protection Act 1990 and the Waste (England and Wales) Regulations 2011. These records may be required to be submitted post-incident for regulatory compliance. A prohibition on mixing and duty to separate wastes apply; hazardous waste must not be mixed with non-hazardous waste or different categories of hazardous waste, unless authorised by a permit.

There is a defence for actions taken in an emergency or where there is a risk of grave danger under the Hazardous Waste Regulations 2005. An emergency or risk of grave danger is defined under the Regulations as: ‘a present or threatened situation arising from a substance or object which is, or which there are reasonable grounds to believe is, hazardous waste, and the situation constitutes a threat to the population or the environment in any place’. The EA/NRW will not normally take enforcement action in these circumstances.

Under section 62 of the 2005 Regulations holders of hazardous waste must take steps to avert an emergency or danger. The measures required to avert the emergency or grave danger and the extent to which they apply to recovery plans and returning communities to normality will, where possible, be decided in conjunction with the relevant health bodies and local authorities identified in the relevant emergency plan. The regulations require notification to the regulator of steps taken as soon as reasonably practicable. This notification would normally be received by the EA/NRW Liaison Officer.

Again, regulatory decisions will be regularly reviewed, particularly if the steps proposed are no longer required to mitigate or avert danger or otherwise consideration of the public interest factors no longer justifies it. In such a case the relevant liaison officer will tell the site's operator or TCG/RCG (or equivalent) that the previous regulatory decision no longer applies and specify a deadline by which the breaches of the regulations must be remedied.

Clean up operations have the potential to cause environmental harm. The EA/NRW will normally take enforcement action where they consider pollution or harm has arisen either due to reckless, negligent or careless actions or where all reasonable, practical steps were not taken.

9. Waste management options and identification of sites for waste

In the event of a large scale incident it is very likely that there will be a need for a facility for large scale storage and treatment. The MCA has established that no such strategic capacity exists in the UK for hazardous waste disposal.

The waste management group will probably have sufficient time to research and develop detailed proposals for the long term management and treatment of stored waste. This may involve installations with existing permits or novel technologies or a combination of both.
Since the earlier actions will have been taken to protect public health and the environment, the final treatment and management of the waste is likely to require full planning permission and environmental permitting.

When a waste operation has ceased an inspection must be carried out to ensure that all material has been removed, the site is safe and an assessment made of whether contamination from the waste operation has occurred and further remediation required.

APPENDIX A - WASTE STORAGE SITE IDENTIFICATION SCORECARD

Purpose of the scorecard

The purpose of this scorecard is to assist in identifying the most suitable location for temporary and intermediate waste storage sites. It provides a framework to compare different sites based on their relative merits and should ideally be used during the incident planning stage.

The scorecard allows identification of the operational shortcomings of each location and the steps to take to minimise risks. The main aim of this approach is to support quick decision-making to reduce the likelihood of environmental risks. Although an exemption may cover temporary sites, they still need to meet relevant objectives and not cause a risk to the environment. This scorecard helps to achieve this.

How to use the scorecard

The scorecard is made up of ten different criteria which should be assessed by a local council officer with support from the environmental regulator.

For each criterion, check which description most closely matches the site. Each box carries a different point weighting that can then be totalled up to give a site score. The landowner should be consulted on which score to award for ‘Business Interruption’

Note: This scorecard is designed with hazardous waste in mind. The scoring for some criteria, such as pollution prevention infrastructure, may need to be adjusted for other waste types that present a different level of risk. The volume of waste, capacity of site, and expected time of operation are also all considerations.

Waste storage site identification scorecard

Site name:	**Site grid reference:**
Date:	**Assessor/s:**

Criteria	**Site description**						**Points**
	A	B	C	D	E	F	
Pollution prevention infrastructure	☐	☐	☐	☐	☐		...../10
Site ownership	☐	☐					...../10
Welfare	☐	☐	☐	☐			...../05
Transport links / access to site	☐	☐	☐	☐	☐		...../10
Site security	☐	☐	☐	☐	☐		...../10
Proximity of human receptors	☐	☐	☐	☐	☐	☐	...../10
Proximity of environmental receptors	☐	☐	☐				...../10
Proximity of sensitive receptors	☐	☐	☐				...../10
Risk of flooding	☐	☐	☐	☐			...../10
Business/tourism interruption (to be assessed with landowner)	☐	☐	☐	☐			...../10
Final score							...../**95**

Site observations (For example, conditions for which this site could be appropriate, ground conditions, any potential site capacity issues and further information on above criteria)

Guidance for assessing criteria on the waste storage site identification scorecard			
Criterion		**Relevant Description.** The site…	**Score**
Pollution prevention infrastructure	A	is consistent with a permitted waste storage facility	10
	B	could easily be made consistent with a permitted facility	6
	C	has hard-standing but limited or no containment infrastructure (but this could be installed)	4
	D	has no hard-standing area with no containment infrastructure (but this could be installed)	2
	E	has no infrastructure and this could not easily be installed	0
Site ownership	A	is in public ownership (such as local council or other public body)	10
	B	is owned by a member of the public or private company	5
Welfare	A	already possesses welfare and toilet facilities for staff	5
	B	could easily be upgraded to accommodate some facilities	4
	C	could be upgraded to accommodate some facilities but not all	2
	D	does not have the capacity to accommodate welfare facilities	0
Transport links / access to site	A	is next to a main road and within 10 mins drive of the incident site / clean-up ops	10
	B	is not on a main road but is within 10 mins drive	6
	C	is next to a main road and within 30 mins drive	4
	D	is off the main routes and within 30 mins drive	2
	E	is further than 30 mins drive from the incident site	0
Site security	A	is not obvious in the surrounding area and is already secured from trespass	10
	B	is visible but secured from trespass	6
	C	could easily be secured through minor alterations	4
	D	could be secured, but not easily	2
	E	is impossible to properly secure the site	0
Proximity of human receptors **Includes hospitals and schools as well as residential properties*	A	is > 200m from the nearest human habitation* and site operations out of view	10
	B	is > 200m from nearest human habitation* but in view	8
	C	is 100 – 200m from nearest human habitation*	6
	D	is < 100m from nearest human habitation*	4
	E	is < 50m from nearest human habitation*	2
	F	is next door to a site of human habitation*	0
Proximity of environmental receptors *** Site is not acceptable without comprehensive pollution prevention measures present*	A	is > 50m from inland fresh water course and >250 from a borehole, well or spring used for drinking water supply	10
	B	is > 10m but <50m from inland fresh water course and/or > 50m but <250m from borehole, well or spring used for drinking water supply, or in SPZ 2 or SPZ 3, or is on a Principal Aquifer	3
	C	is < 10m from inland fresh water course and/or < 50m from a borehole, well or spring used for drinking water supply or in SPZ1	0**
Proximity of sensitive receptors	A	is > 200m from a sensitive receptor***	10
	B	is > 50m (but <200m) from a sensitive receptor***	3
	C	is < 10m from a sensitive receptor*** ****Such as European protected sites, SSSI, NNR, LNR, local important wildlife sites*	0
Risk of flooding – based on flood risk maps	A	is very low risk of flooding from rivers, sea or surface water	10
	B	is low risk of flooding from rivers, sea or surface water	6
	C	is medium risk of flooding from rivers, sea or surface water	3
	D	is high risk flooding from rivers, sea or surface water	0
Business /tourism interruption	A	causes limited impact on the business's core or essential services	10
	B	causes some disruption but could be worked around for a few months	6
	C	causes significant disruption but could be worked around for a few weeks	3
	D	causes disruption that would cause cessation of the core or essential services	0

APPENDIX B - CHECK LIST FOR THE CHAIRPERSON OF THE WASTE MANAGEMENT GROUP

The Chairperson of the Waste Management Group will usually be a Local Authority Officer. The Waste Management Group is responsible for advising the Technical Group on waste management issues and for monitoring the quantities of waste being generated. One of the key members of the Waste Management Group will be the Environmental Regulator who will be able to advise on waste management in terms of environmental impact and statutory guidance. The Recovery Coordinating Group will decide on the appropriate destinations or disposal routes. The following Check List is a reminder of the issues which will need to be considered.

1.	Arrange to attend the first Shoreline Management Group meeting.	☐
2.	Familiarise yourself with the control and co-ordination of operations in a Shoreline Management Group.	☐
3.	Familiarise yourself with the available waste management options.	☐
4.	Familiarise yourself with the contents of the Beach Data and Clean-up Guidelines. A copy should be available in the Shoreline Management Group box.	☐
5.	Liaise with the Administrative Manager for administrative support for your team.	☐
6.	Obtain details of the beaches affected, or likely to be affected, by the spill.	☐
7.	Obtain details of the polluting material from the Health and Safety Adviser.	☐
8.	Arrange a meeting of the Waste Management Group to discuss temporary holding areas and appropriate waste management options for submission to the Technical Group. Record as much detail as possible.	☐
9.	Liaise with the Environmental Regulator, Administrative Manager, the Procurement and Finance Group regarding the setting up of appropriate documentation, systems and procedures for monitoring the quantities of waste being generated at various locations and their final destinations.	☐
10.	In formulating advice on waste management issues record all the options considered and the reasons for selecting the final recommendations.	☐
11.	Nominate a deputy to cover for your own absence from the SMG.	☐
12.	Arrange to delegate your own normal duties to another officer.	☐

APPENDIX C - LAYOUT OF FIRST REPORT BRIEF FOR WASTE MANAGEMENT STRATEGY - SUGGESTED FORMAT

Policy statement

Waste Management Strategy:

To facilitate the recovery and removal of bulk oil and contaminated material from the environment with reference to the principles of sustainable waste management.

This will be achieved by:-

- identifying waste management routes and managing the production, storage and transport of waste to the final options
- ensuring that advice is available to the Shoreline Management Group to ensure that clean up operations are planned to minimise waste production
- putting measures in place to segregate waste types at the shoreline to facilitate the assessment of the best practicable environmental option for each waste stream
- collecting waste in a way that reduces the requirement for further handling, such as moving straight into transport containers
- estimating and anticipating quantities and types of wastes to be produced
- using waste management contractors early on to identify the capacity of the waste industry to deal with the waste generated
- planning and developing intermediate storage and treatment areas when existing capacity does not exist and identifying other possible storage facilities (such as tank storage facilities)

Suggested strategy headings:-

- Number and location of potential clean-up sites
- Potential waste streams
- Existing waste management infrastructure, capacity and constraints e.g. container type
- Packaging / containers / logistics
- Production rates short and medium term (1-3 days)
- Beach head storage
- Waste management options decision-making statement including costs
- Temporary and Intermediate storage requirements
- Site restoration and clean-up
- Audit of process overall
- Waste owner liaison
- Regulator comments
- Recommendations

APPENDIX D – WASTE MANAGEMENT GROUP DAILY REPORT

Daily report is to provide running account of progress for:

- what type and quantity of waste is being generated from which area
- quantities being moved between; temporary, intermediate and final sites
- proposed and actual treatment processes
- regulation of process
- costings

To be produced by the Waste Management group in consultation with:

- The Environmental Regulator
- Shoreline Management Group
- Beach Masters
- Local Authority Waste Officers/Finance Officers

This information will feed into main incident waste report and will provide data for audit reporting.
Suggested headings:-

- Number of clean-up sites/ in situ treatments
- Waste streams
- Quantities in waste stream storage
- Quantities in waste stream treated/ disposed
- Revised cost figures
- Regulatory decision statement/s
- Projected production short to medium term
- Ongoing cost estimate
- Strategy revisions
- Data and Information - to include:

  - tonnage of waste by description and EWC code
  - waste collation
  - pre and post treatment processes
  - onward movement of waste:

    - producer registrations
    - registered carriers
    - transfer notes
    - consignment note numbers

APPENDIX E – COMMONLY USED ACRONYMS

ACOPS	Advisory Committee on Protection of the Sea
AONB	Area of Outstanding Natural Beauty
ASSI	Area of Special Scientific Interest (Northern Ireland)
BEIS	Department for Business, Energy & Industrial Strategy (previously DECC)
BOD	Biological Oxygen Demand
BTO	British Trust for Ornithology
CaMRA	Coastal and Marine Resource Atlas
CAST	Coastguard Agreement on Salvage and Towage
CCA	Civil Contingencies Act
CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CGOC	Coastguard Operations Centre
COBR	Cabinet Office Briefing Room
COSHH	Control of substances hazardous to health
CPSO	Counter Pollution and Salvage Officer
CPS	Counter Pollution & Salvage
CRCE	Centre for Radiation, Chemical and Environmental Hazards (PHE)
DARD	Department of Agriculture & Rural Affairs (Northern Ireland)
DECC	Department of Energy and Climate Change
DEFRA	Department of Environment, Fisheries and Rural Affairs
DfT	Department for Transport
DOE	Department of the Environment (for Northern Ireland)
EA	Environment Agency
EEZ	Exclusive Economic Zone
EG	Environment Group
EIA	Environmental Impact Assessment
ELO	Environmental Liaison Officer
EMSA	European Maritime Safety Agency
ESGOSS	Ecological Steering Group on the Oil Spill in Shetland
ETV	Emergency Towing Vessel
FC	Fund convention
FEPA	Food and Environment Protection Act 1990
FSA	Food Standards Agency
FSS	Food Standards Scotland
GESAMP	Group of Experts on the Scientific Aspects of Marine Pollution
GIS	Geographical Information System
GRT	Gross Registered Tonnage
GT	Gross Tonnage
HCPS	Head of Counter Pollution and Salvage
HMCG	Her Majesty's Coastguard
HPS	Health Protection Scotland
HSE	Health and Safety Executive
IFCA	Inshore Fisheries Conservation Authority
IFG	Inshore Fisheries Groups (Scotland)
IMDG	Code International Maritime Dangerous Goods Code
IMO	International Maritime Organisation
IOPC	Fund International Oil Pollution Compensation Fund
IP	Institute of Petroleum
ITOPF	International Tanker Owners Pollution Federation
JNCC	Joint Nature Conservation Committee
LNR	Local Nature Reserve
LRF	Local Resilience Forum
LWT	Local Wildlife Trust

MAGIC	Multi-Agency Geographic Information for the Countryside
MAIB	Marine Accident Investigation Branch
MARPOL	International Convention for the prevention of Pollution from Ships
MCA	Maritime and Coastguard Agency
MEPC	Marine Environment Protection Committee
MMO	Marine Management Organisation
MNR	Marine Nature Reserve
MOU	Memorandum of Understanding
MRC	Marine Response Centre
MS	Marine Scotland
MSDS	Material Safety Data Sheet
MSS	Marine Scotland Science
NCEC	National Chemical Emergency Centre
NCP	National Contingency Plan
NE	Natural England
NEBA	Net Environmental Benefit Analysis
NGO	Non-governmental Organisation
NIEA	Northern Ireland Environment Agency
NNR	National Nature Reserve
NRW	Natural Resources Wales
NT	National Trust
OCU	Operations Control Unit
OPA90	US Oil Pollution Act of 1990
OPRC	Oil Pollution Preparedness Response and Co-operation Convention 1990
OSIS	Oil Spill Information System
OSPRAG	Oil Spill Prevention and Response Advisory Group
P&I	Protection and Indemnity ‘Clubs’
PHE	Public Health England
PHW	Public Health Wales
POLREP	Pollution Report
PREMIAM	Pollution Response in Emergencies: Marine Impact Assessment and Monitoring
RCC	Recovery Coordinating Centre
RCG	Recovery Coordinating Group
RecCG	Multi-RCG Recovery Co-ordinating Group
RED	Department for Communities and Local Government‘s Resilience and Emergencies Division
ResCG	Response Coordinating Group
RIGS	Regionally Important Geological Site
RRF	Regional Resilience Forum
RSPB	Royal Society for the Protection of Birds
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAC	Special Area of Conservation (EU Habitats Directive)
SAM	Scheduled Ancient Monument
SAR	Search and Rescue
SBM	Single Buoy Mooring
SCAT	Shoreline Clean-up Assessment Team
SCG	Strategic Coordinating Group
SCU	Salvage Control Unit
SE	Scottish Executive
SEEEC	Sea Empress Environmental Evaluation Committee
SEERAD	Scottish Executive Environment Rural Affairs Department
SEG	Standing Environment Group
SEPA	Scottish Environmental Protection Agency
SERG	Scottish Evidence Response Group
SFI	Sea Fisheries Inspectorate
SITREP	Situation Report
SLAR	Sideways Looking Airborne Radar
SMRU	Sea Mammal Research Unit
SMG	Shoreline Management Group
SNH	Scottish Natural Heritage

SOLAS	International Convention for the Safety of Life at Sea
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SPA	Special Protection Area (EU Birds Directive)
SRC	Shoreline Response Centre
SSPCA	Scottish Society for the Prevention of Cruelty to Animals
SSSI	Site of Special Scientific Interest
STAC	Scientific and Technical Advice Cell
STOp	Scientific, Technical and Operational Guidance Notes
TCG	Tactical Coordinating Group
TEZ	Temporary Exclusion Zone
UKOOA	United Kingdom Offshore Operators Association
UKPIA	United Kingdom Petroleum Industry Association
UNCLOS	United Nations Convention on the Law of the Sea
USPCA	Ulster Society for the Prevention of Cruelty to Animals
VTS	Vessel Traffic System
WG	Welsh Government
WWF	World Wide Fund for Nature

APPENDIX F - USEFUL POLLUTION RESPONSE WEBSITES

Type	Name of Service	Website
Government & Government-Related Websites	MCA	https://www.gov.uk/government/organisations/maritime-and-coastguard-agency
	Counter Pollution branch	https://www.gov.uk/assessing-risk-and-responding-to-uk-coastal-and-marine-pollution
	MCA STOp Notes	https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes
	National Contingency Plan	https://www.gov.uk/government/publications/national-contingency-planncp
	Marine Scotland	http://www.scotland.gov.uk/About/People/Directorates/marinescotland
	Marine Management Organisation	https://www.gov.uk/government/organisations/marine-management-organisation
	The Department for Environment, Food and Rural Affairs	https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs
	Environment Agency	https://www.gov.uk/government/organisations/environment-agency
	Natural Resources Wales	https://naturalresources.wales/
	Northern Ireland Environment Agency	http://www.doeni.gov.uk/niea/
	Scottish Environment Protection Agency	http://www.sepa.org.uk/
	Natural England	https://www.gov.uk/government/organisations/natural-england
	Scottish Natural Heritage	http://www.snh.gov.uk/
	Joint Nature Conservation Committee	http://jncc.defra.gov.uk/
	International Maritime Organisation	http://www.imo.org
	Department for Transport	https://www.gov.uk/government/organisations/department-for-transport
Government & Government-Related Websites	Department for Business, Energy & Industrial Strategy (pka DECC)	https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy
	Met Office	http://www.metoffice.gov.uk/
	Bonn Agreement	http://www.bonnagreement.org/
	Public Health England	https://www.gov.uk/government/organisations/public-health-england
	Public Health Wales	http://www.publichealthwales.wales.nhs.uk/
	Health Protection Scotland	http://www.hps.scot.nhs.uk/
	European Maritime Safety Agency	http://www.emsa.europa.eu/
Satellite imagery	EMSA Cleanseanet	http://www.emsa.europa.eu/operations/cleanseanet.html
Real-time AIS data	Marine Traffic	http://www.marinetraffic.com
	Vessel Finder	https://www.vesselfinder.com
	ShipAIS	www.shipais.co.uk

Oil Companies Related Organisations	Energy Institute	https://www.energyinst.org/home
Ports & Harbour Authorities	Associated British Ports (ABP)	http://www.abports.co.uk/
	British Ports Association (BPA)	http://www.britishports.org.uk/
	Port of Rotterdam	http://www.portofrotterdam.com/en/Pages/default.aspx
	UK Ports Directory	http://uk-ports.org/uk-ports-map
Industry Bodies	International Tanker Owners Pollution Federation Ltd	http://www.itopf.com/
	Oil & Gas UK (OSPRAG)	http://www.oilandgasuk.co.uk/ http://www.oilandgasuk.co.uk/knowledgecentre/ospraq.cfm
	UK Spill Association	http://www.ukspill.org/
	International Petroleum Industry Environmental Conservation Association	http://www.ipieca.org/ http://oilspillresponseproject.org/completed-products
	Oil Spill Response	http://www.oilspillresponse.com/
Modelling	United States National Oceanic and Atmospheric Administration (NOAA)	http://www.noaa.gov/
	British Maritime Technology (BMT)	http://www.bmt.org/
	Ricardo-AEA	http://www.ricardo-aea.com/cms/
	RPS ASA	http://www.asascience.com
Environmental Organisations	Royal Society for the Protection of Birds (RSPB)	http://www.rspb.org.uk/forprofessionals/policy/marine/pollution.aspx
	World Wildlife Fund (WWF)	http://www.wwf.org.uk/
	Royal Society for the Prevention of Cruelty to Animals (RSPCA)	http://www.rspca.org.uk/home
	Scottish Society for the Prevention of Cruelty to Animals (SSPCA)	https://www.scottishspca.org/
	Ulster County Society for the Prevention of Cruelty to Animals (UCSPCA)	http://www.ucspca.org/
	Wildfowl & Wetlands Trust	http://www.wwt.org.uk/
Maritime Research	Centre for Environment, Fisheries & Aquaculture Science	http://www.cefas.defra.gov.uk/
	University of Plymouth Institute of Marine Studies	http://www1.plymouth.ac.uk/marine/Pages/default.aspx
	Natural Environment Research Council: National Oceanography Centre (NOC)	http://noc.ac.uk/
	Ricardo-AEA	http://www.ricardo-aea.com/cms/

Appendix 6 – Shoreline Clean-up Assessment Technique Survey Form (SCAT)

Shoreline Clean-up Assessment Technique Survey Form - RAPID Page 1 of 2

[SCAT Manual: Terms & definitions: pages 34 to 44]

1 General Incident:_____ Local authority:_____ Date:_____

Survey from: Boat / Viewpoint / Foot Weather & tide:_____ Time:_____ to _____

2 Surveyors _____ Org./Tel./Radio No:_____

_____ Org./Tel./Radio No:_____

_____ Org./Tel./Radio No:_____

3 Segment ID / Shore name & location (Where in county? What part of shore surveyed? Mark on map/sketch overleaf)

4 Shore type(s) √√ = primary √ = secondary Bedrock: cliff ☐ / slope ☐ / platform ☐ / ridges ☐ Stable boulders/cobbles ☐ Mobile boulders/cobbles/pebbles ☐ Solid seawalls ☐ Revetment ☐

Coarse sediment ☐ Mobile sand ☐ Stable sand ☐ Clay/Peat ☐ Stable mixed substrata ☐

Firm muddy sand ☐ Soft mud ☐ Saltmarsh ☐ Reed swamp ☐ Other:_____

Prominent features: Pools ☐ Deep cracks/crevices ☐ Pockets of sediment between rocks ☐

Strandline debris & litter: _____

5 Operational features Ongoing clean-up activity ☐:_____

Access to shore: _____

Access on shore: _____

Suitable laydown / storage area ☐ _____ Oiled debris ☐ __bags / trucks

6 Surface Oil (mark location and extent on map/sketch overleaf)

Describe surface oiling using the following terms if possible: **Location**: above / below strandline **Distribution**: Continuous, Broken, Patchy, Sporadic **Oil Thickness**: Thick oil, Cover, Coat, Stain, Film **Oil character**: Fresh, Mousse, Tar Balls, Tar Patties, Tar, Surface Oil Residue, Asphalt Pavement **Area:** Describe area of oil coverage with dimensions (pace out shore lengths and band widths)

Risk that shoreline oil could remobilise? ☐ Floating oil (close to shore)? ☐

Other materials: Map ☐ Sketch ☐ Photos ☐ (No._____) Video ☐ (No._____)

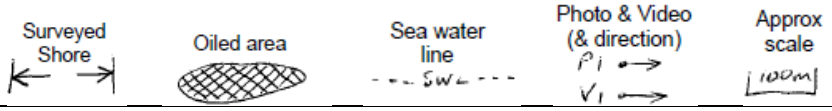
7 Subsurface Oil Observed / Likely / Unlikely / Don't Know (mark location on map/sketch overleaf)

Explain reasons for above categorisation. Describe observed subsurface oiling using the following terms where possible: **Location**: above / below strandline. **Distribution**: Extensive, Frequent, Uncommon **Oil descriptors**: depth & band thickness (cm), Heavy deposits (Mobile?), Residue, Film or Stain, Asphalt Pavement

8A Resource sensitivities and other constraints on clean-up (ecological / recreational / cultural / economic; incl. wildlife casualties)

8B Clean-up recommendations (Oil, debris, litter)

9 Sketch maps / profiles



The UK SCAT Manual provides a detailed description of the full methodology and uses of the survey data, it can be found on the MCA website:

https://www.gov.uk/government/publications/shoreline-clean-up-assessment-techniques-scat