



Harbour Office | Newport Harbour Office | Town Quay | Newport | PO30 2ED  
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# Newport Harbour Isle of Wight Oil Spill Contingency Plan

## December 2017

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Distribution List	
Company	Copy Number
Newport Harbour	1 (Hard copy)
Isle of Wight Council	2 (Digital copy)
MCA CPSO	3 (Digital copy)
NMOC Fareham	4 (Digital copy)
Natural England (NE)	5 (Digital copy)
Environment Agency (EA)	6 (Digital copy)
Marine Management Organisation (MMO)	7 (Digital copy)
Cowes Harbour Commission	8 (Digital copy)
Folly Ventures	9 (Digital copy)
Island Harbour	10 (Digital copy)

*The National Contingency Plan can be located via:*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/408385/140829-NCP-Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408385/140829-NCP-Final.pdf)

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<b>Revision Page: Issued December 2017</b>				
<b>Section No.</b>	<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Date Amended</b>	<b>Copy No.</b>
Entire Plan	All	All	December 2017	Controlled copy

**MCA Letter of Approval**

Approval Number: | 3303 | ZZZ/3302/1701044



**APPROVAL OF OIL SPILL CONTINGENCY PLAN**

Issued in accordance with the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998, under the authority of the Government of the United Kingdom of Great Britain and Northern Ireland by the Maritime and Coastguard Agency an Executive Agency of the Department for Transport

Name of Port/ Harbour / Oil Handling Facility*	NEWPORT HARBOUR
Category of Port	C & D
Name of Operator /Company*	Newport Harbour (IOV)
Address	Harbour Office Town Quay Newport
Post Code	PO30 2ED

**APPROVAL**

Pursuant to the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998, the Oil Contingency Plan submitted by the above is hereby approved by the Secretary of State for the Department for Transport.

Date of Plan	19 December 2017	Plan version (where applicable)	December 2017
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This Plan is valid until **18 December 2022**

Issued by the Maritime and Coastguard Agency.

Issued at **MCA HQ (UK)**  
(Place of Issue)

Signed   
(Signature of duly authorised official issuing the approval)



Date **19 December 2017**  
(Date of Issue)

Name **ANDREW HEALY**  
(For and on behalf of the Secretary of State)

\* Delete as appropriate

**Statements from Consultees**

**Statement for MCA**

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.



Signed:

Name and Position: Jonathan Kidd – Deputy Harbour Master

Representing: Cowes Harbour Commission

Date: 02/11/2017

**Statement for MCA**

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.



Signed:

.....

Name and Position: Stephen Treby, Lead Marine Adviser

Representing: Natural England

Date: 06/11/2017

Statements from Consultees

**Statement for MCA**

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.



Signed:

Name and Position: Alex Minns, Head of Commercial Services

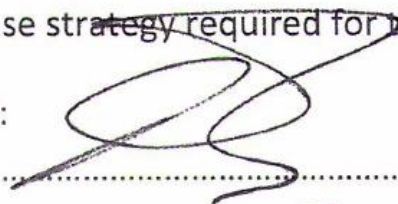
Representing: Isle of Wight Council

Date: 20/11/2017

**Statement for MCA**

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.

Signed:



Name and Position:

JAMES HOLDSTOCK  
BOATYARD OWNER

Representing:

ODESSA BOATYARD

Date: 13<sup>TH</sup> NOV. 2017



**Statements from Consultees****Statement for MCA**

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.

Signed: 

Name and Position: Mr B K Christie (Pollution Response Manager)

Representing: Marine Management Organisation

Date: 20/11/2017

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**Statement for MCA**

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.

Signed: 

.....  
Name and Position: Darren Cooke – Marina Manager

Representing: Uavend Investments LLP, Island Harbour Marina

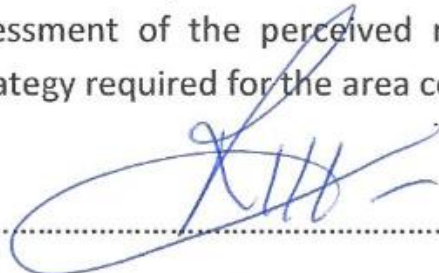
Date: 02/12/2017

## Statements from Consultees

### Statement for MCA

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.

Signed:



Name and Position: R.S. HOLT DIRECTOR

Representing: COWES WATER TAXIS LTD  
T/A FOLLY VENTURES

Date: 12/12/17

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### Statement for MCA

I confirm that the Newport Harbour Oil Spill Contingency Plan gives a realistic assessment of the perceived risk of oil pollution, and the response strategy required for the area covered by this plan.



Signed:

Name and Position: Senior Environment Officer – Solent & South Downs

Representing: Environment Agency

Date: 15/12/17

*Vestas were invited for consultation but no amendments were received.*

<b>Glossary</b>	
A+A	Adler and Allan
BAOAC	Bonn Agreement Oil Appearance Code
BPEO	Best Practical Environmental Option
CCA	Civil Contingencies Act
CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CG	Coastguard
CGOC	Coastguard Operations Centre
CPSO	Counter Pollution and Salvage Officer
DCOPO	Designated County Oil Pollution Officer
DEFRA	Department for Environment, Food and Rural Affairs
DfT	Department for Transport
EA	Environment Agency
EG	Environment Group
EPO	Emergency Planning Officer
HFO	Heavy Fuel Oil
HMCG	Her Majesty's Coastguard
HMR&C	Her Majesty's Revenue and Customs
HNS	Hazardous Noxious Substances
HWS	High Water Springs
IC	Incident Commander
IFCA	Inshore Fisheries and Conservation Authorities
IMO	International Maritime Organisation
ITOPF	International Tanker Owners Pollution Federation
JNCC	Joint Nature Conservation Committee
LA	Local Authority
LFO	Light Fuel Oil
LRF	Local Resilience Forum
LWS	Low Water Springs
MCA	Maritime and Coastguard Agency

MCZ	Marine Conservation Zone
MFO	Marine Fuel Oil
MGO	Marine Gas Oil
MMO	Marine Management Organisation
MoU	Memorandum of Understanding
MRC	Marine Response Centre
NCP	National Contingency Plan
NE	Natural England
NHIC	Newport Harbour Incident Controller
NMOC	National Maritime Operations Centre
OPRC	Oil Pollution Preparedness Response and Co-operation Convention
OSCP	Oil Spill Contingency Plan
OSMT	Oil Spill Management Team
PHE	Public Health England
POB	Persons On Board
POLREP	Pollution Report
PoR	Place of Refuge
pSPA	Potential Special Protection Area
SAC	Special Area of Conservation
SCG	Strategic Co-ordinating Group
SCU	Salvage Control Unit
SINC	Site of Importance for Nature Conservation
SOSREP	Secretary of State Representative
SPA	Special Protection Area
SSSI	Site of Special Scientific Interest
STAC	Science and Technical Advice Cell
TCG	Tactical Co-ordinating Group
UKBAP	United Kingdom Biodiversity Action Plan
UKPIA	United Kingdom Petroleum Industry Association

**Fast Facts**

Harbour Authority	<i>Isle of Wight Council</i>	
Harbour Office contact details	<i>Newport Harbour Office Town Quay Newport PO30 2ED</i>	
	Telephone:	01983 823885
	Mobile:	07964 257361 (Jonathan Brand)
	Facsimile:	
	e-mail:	Newport.harbour@iow.gov.uk
	web site:	
Latitude & Longitude – <i>harbour entrance</i>	The limits of the area within a line drawn from a parish boundary marker at 50° 44' 022 N 01° 16' 862 W (1) by the north side of a public house called “The Folly”, on the eastern bank of the river Medina, thence on a bearing of 272°, to the western bank of that river to a position at 50° 44' 025 N 01° 17' 112 W.	
Admiralty chart numbers	2793	
Maximum permissible draft	At HW on a Spring Tide about 3 metres at Newport Harbour, At the folly on the same time it is about 5 metres	
	The depth at low water is 1 metre or less at the Folly, this changes to drying (0) after the Folly area, at Newport harbour quay it drying height is 2 metres above, Bathymetric Survey is available (April 17)	
Maximum permissible length	From the Folly up to Vestas Quay, Blade Runner Two operates this can be approaching 100 metres when loaded with wind turbine blades.	
	From the Folly Up to Newport harbour Quay the largest vessel is the Goole Star and she is 35 metres in length approximately	
Maximum permissible beam – <i>if applicable</i>	From the Folly up to Vestas Quay, Blade Runner Two operates she is 9.77 metres wide.	
	From the Folly Up to Newport harbour Quay the largest vessel is the Goole Star and she is 5 metres wide approximately	
Navigational access – <i>i.e. leading lights, buoyage</i>	The channel has channel markers with the addition of navigational lights these include leading lights. Furthermore, there are wreck buoys and warning buoys marking the end of the out fall pipes.	

Environmental Sensitivities	Heavily protected including areas of SAC, SPA, SSSI and Ramsar sites.
Vessels	<ul style="list-style-type: none"> <li>• Newport Harbour uses a small diesel launch (100-litre fuel tank).</li> <li>• The boat yards use similar small launches or ribs.</li> <li>• Also there are water taxi at the Folly that are about the same size (many petrol)</li> </ul>
Pilotage	Newport Harbour has never been designated as a 'Competent Harbour Authority' and does not offer a pilotage service. Nevertheless, the marine transfer barge 'Blade Runner Two' (length 75m, NRT 124 tons) operates to and from Vestas quay, opposite Island Harbour.
Anchorage	Only small leisure vessels
Repair facilities – <i>i.e. dry docks and slipways</i>	<ul style="list-style-type: none"> <li>• Folly drying post and slipway (Folly venture)</li> <li>• Public slipway at Folly and 2 at Newport harbour.</li> <li>• External slipway at Island Harbour and slipway and travel host within the harbour (locked). Richardsons Yacht Services Ltd and island harbour operate these.</li> <li>• Slipways at Medina Valley Centre for their own use.</li> <li>• Slipways at Newport Rowing club for their own use.</li> <li>• Newport Harbour's hand crane (5 ton limit, operated by NH)</li> <li>• A large cradle slipway with work area and a small mobile crane operated on the quay at Odessa Boatyard</li> <li>• Winter storage is carried out by Newport harbour's (max of 10 metre vessels) and Odessa Boatyard, on the quay during the winter months (unitising a mobile cranes rented from Island Cranes)</li> </ul>
Hazards – <i>pipelines, overhead cables</i>	<p>There are some cables that are laid across the river at Newport harbour, these are marked on both side on the quay walls where they cross. For this there was a trench dug it would be 2 metres below the service of the mud approximately.</p> <p>Also there is a fresh water pipe across the river just north of Medina Valley Centre, this was also placed in a trench the depth is not known.</p> <p>The outfall pipes in to the river are outside of the fairway, their positions are still marked with buoys.</p>
Tidal Range	Drying to max 5 metres
ISPS compliant	Not applicable (international-ship-and-port-facility-security-code)

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## Section 1: Introduction and Policy

### 1.1 Purpose of the Plan

This Oil Spill Contingency Plan is designed to guide Newport Harbour's response personnel through the processes required to manage an oil spill originating from operations within or approaching their harbour under their jurisdiction. The requirement to have an Oil Spill Contingency Plan for Harbours, Ports and Oil Handling Terminals around UK waters has been formalised by the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, which implement the International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 (OPRC, 1990). This Convention, adopted by the International Maritime Organisation (IMO) is aimed to "mitigate the consequences of major oil pollution incidents involving, in particular, ships, offshore units, sea ports and oil handling facilities".

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The competent national authority designated to oversee all matters pertaining to the OPRC convention under the Merchant Shipping Act 1995 as amended by the Merchant Shipping and Maritime Security Act 1997 is the Maritime and Coastguard Agency (MCA). This plan has been prepared in accordance with the 'Oil Spill Contingency Plan Guidelines for Ports, Harbours & Oil Handling Facilities' issued by the Maritime and Coastguard Agency (MCA) which is responsible for applying the regulations to all harbours, ports and oil handling facilities in the UK. The plan has been produced to comply with the notice served by the Secretary of State stating that that he is of the opinion that the harbour is located in an area of significant environmental sensitivity, or in an area where a discharge of oil or other substances could cause significant economic damage or there is a significant risk of discharge of over 10 tonnes of oil.

### 1.2 Document Control and Plan Revision

The Newport Harbour Oil Spill Contingency Plan is a controlled document. All document holders, detailed in the distribution list, are assigned a specific copy number. Any changes to the situation at the harbour, to the plan or any other updates will be issued as amendments to all holders of the plan within 3 months of such change. Irrespective, the plan will be revised on an annual basis so as to incorporate changes occurring during the year plus lessons learned from exercises and incidents. This document has an approved life span of 5 years from the date of approval by MCA and it shall be submitted in its entirety for re-approval during year four to maintain continuity. The Senior Harbour Master will be responsible for maintenance and plan review. This document is compiled in consultation with the following statutory bodies, authorities and key stakeholders:

- Environment Agency (EA)
- Natural England (NE)
- Marine Management Organisation (MMO)
- Isle of Wight Council
- Cowes Harbour Commission
- Island Harbour Marina
- Vestas
- Odessa Boatyard
- Folly Ventures

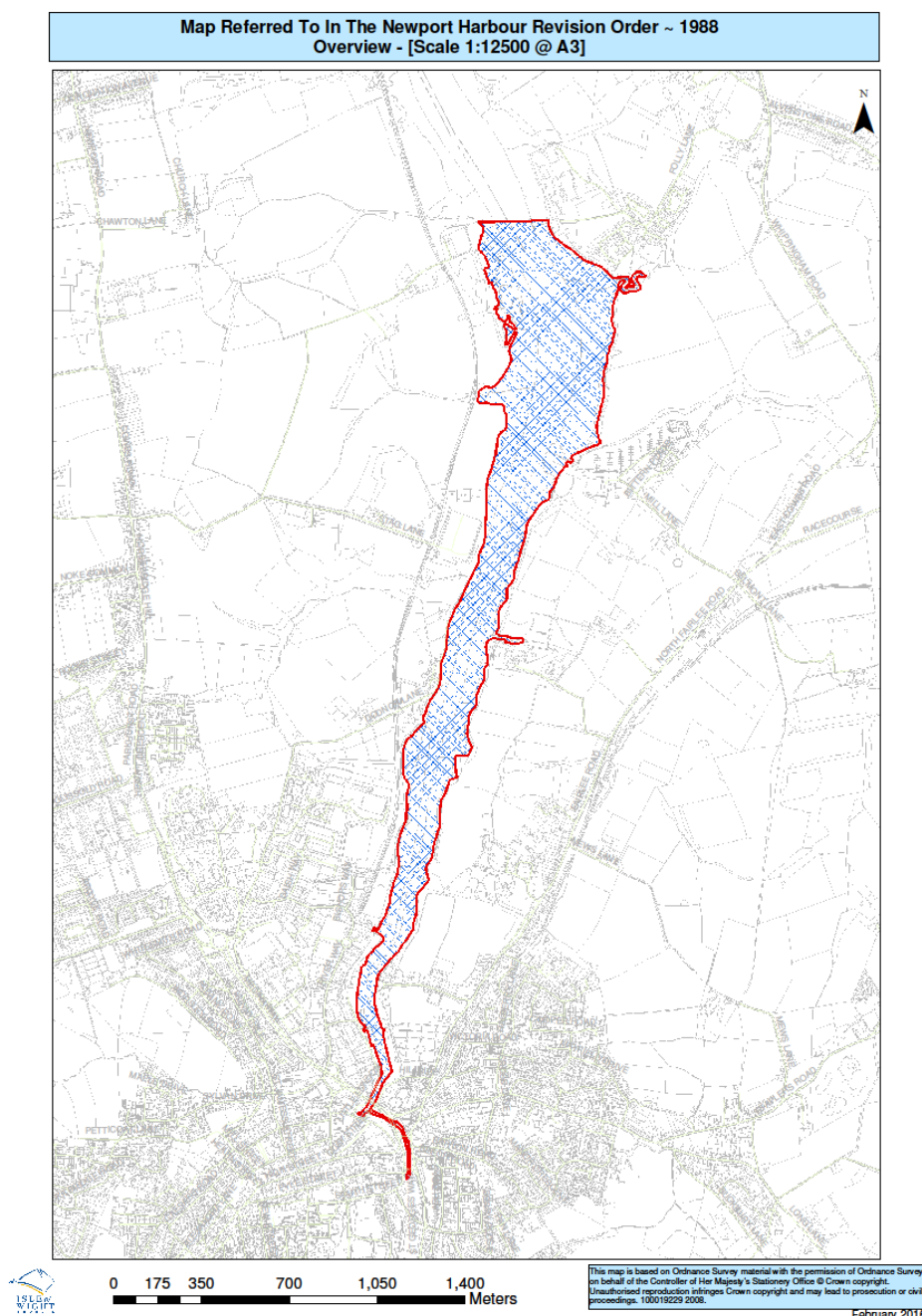


### 1.3 Use of the Plan

This Plan is specifically for operations within Newport Harbour and for all vessels entering the harbour boundaries (Figure 1). The plan is designed to initiate an appropriate oil spill response in the event of an incident. It details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with the operation; the nature of the hydrocarbons that could be spilt; the prevailing meteorological and hydrographic conditions and the environmental sensitivity of the surrounding areas.

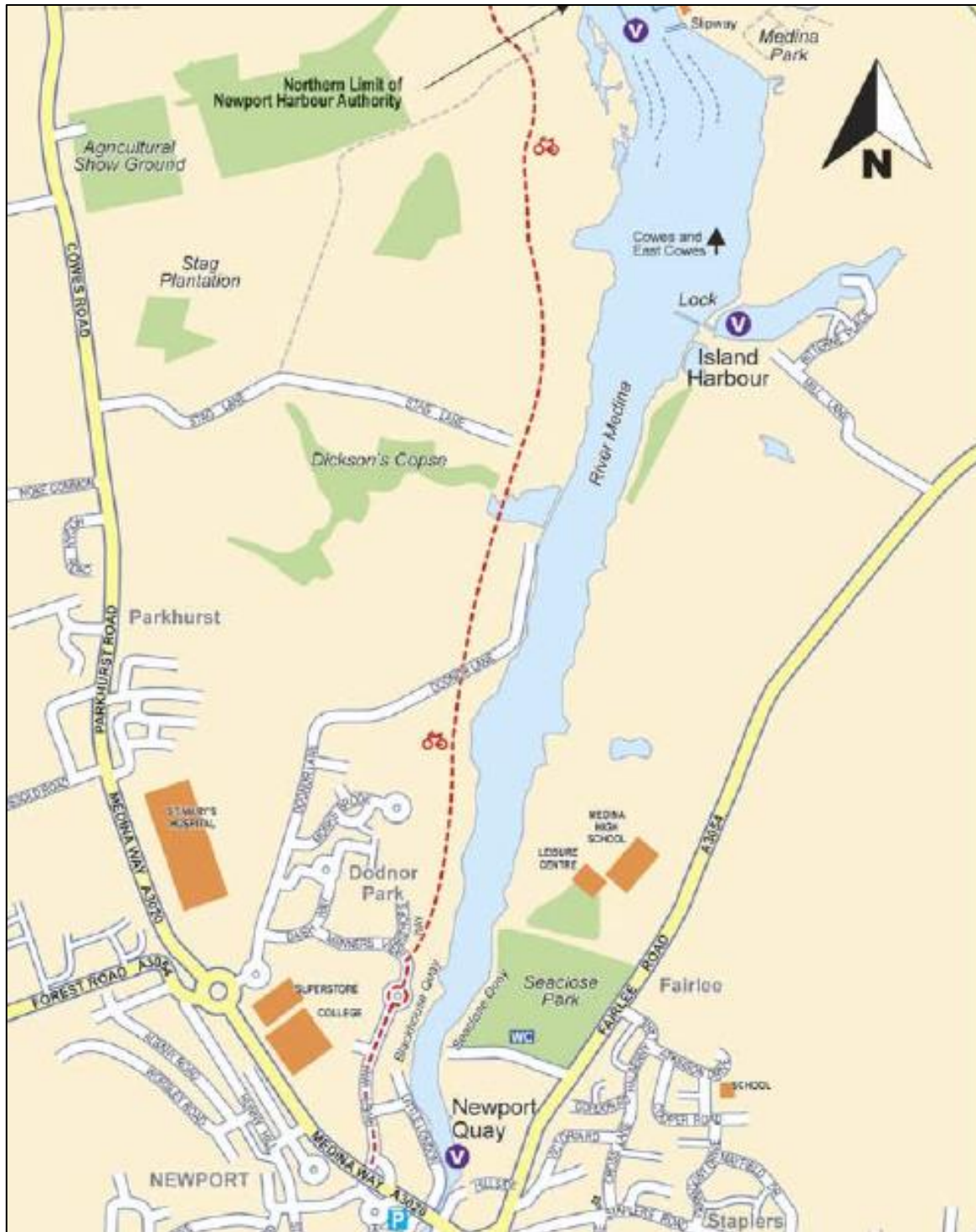
### 1.4 Area of Operation

**Figure 1: Location Map Illustrating the Boundaries of Jurisdiction (to limit to Cowes Harbour before statutory area)**



The northern limit is an east-west boundary line lying as latitude of 50°44.0N, this is approximately a line drawn east to west from the Folly Inn Public House near Folly Point. This northern limit of the Newport Harbour statutory area is the southern limit to the Cowes statutory area.

Figure 2: Newport Harbour Map



## 1.5 Identification of the Roles and Responsibilities of Parties Associated with this Plan

Within the UK there is an adopted structure and procedure for response to marine oil spills, which clearly defines the roles and responsibilities of industry, UK Government (including environmental agencies) and Maritime Authorities. Each statutory body has a designated area of jurisdiction within zones extending from the High Water Mark to 200nm or the UK Territorial Limit.

**Table 1: Statutory Jurisdiction**

Authority	Jurisdiction						
	HWS	LWS	1nm	3nm	6nm	12nm	200nm
Harbour	All operations within harbour limits						
Local <sup>1</sup>	Oil spill response on shore						
MCA	Oil spill response, monitoring, advice						
MCA (HMCg)	Search and Rescue						
NE/JNCC <sup>2</sup>	Conservation of the natural heritage						
MS <sup>3</sup>	Marine environment and fisheries protection						
EA <sup>4</sup>	Water quality						
HMR&C	Import duty						

**Local Authority<sup>1</sup>** Has a duty of care (under the CCA, 2004) to prepare and implement an oil spill contingency plan for response to oil spillage on the coastline from HWS to LWS including out of port limits.

**NE / JNCC<sup>2</sup>** NE require to be notified up to 12nm. JNCC's remit extends from 12nm to 200nm.

**MMO<sup>3</sup>** Approves dispersants and their use in shallow water and advises on their use in deeper waters – e.g. at least 1 nm beyond the 20 metre contour.

**EA<sup>4</sup>** Require to be notified on water quality issues up to 3nm.

### Roles and Responsibilities of Concerned Authorities

The roles and responsibilities of all authorities requiring notification in the event of a spill and the appropriate paths of communication to be followed in the event of a spill are shown in Section 3.6 of this Plan. In the event of oil spill incident, Newport Harbour will be responsible for clean-up and the overall co-ordination of spill response within the area of jurisdiction. The National Contingency Plan provides guidance on the responsibilities that have been imposed or accepted for the clean-up of pollution within the jurisdiction of a Harbour Authority.

### Vessels in Transit

The statutory duty for reporting and dealing with pollution from any vessel en route to Newport Harbour prior to entering limits lies with the Master and vessel owners. However, Newport Harbour should be notified of an incident occurring during the vessels approach and will respond as per procedure to assist with clean-up where possible. After commencing transit to Newport through the

designated area of jurisdiction covered by this plan, reporting and response to any pollution incident will be co-ordinated through the Newport Harbour Oil Spill Contingency Plan.

## 1.6 Scope of Plan

This plan has been compiled to cover the response to any spillage caused by vessels or during operations associated with safe passage to or from Newport Harbour and within its jurisdiction.

The scope of the plan covers response to all the “Essential Elements” contained within the MCA Oil Spill Contingency Guidelines for Ports, Harbours & Oil Handling Facilities.

The Plan describes the Tier 1 response available at the harbour relevant to the perceived risk through normal operations as well as a mechanism for calling upon Tier 2 or 3 responses in the event of an abnormal incident or major accident requiring the Harbours involvement. A definition of the tiered levels used in this harbour is shown below and the process of response escalation is described in Section 1.9 with notifications in Part 2 Section 6.1.

**Table 2: Tiered Response Definitions**

Response Tier	Definition
Contained Operational Spills	These are spills, which are contained on the vessel or dockside and do not enter the water.
Tier 1	Small operational spills that may occur within a location as a result of daily activities. The level at which events can be controlled using on site resources. A Tier 1 spill is not likely to require recourse to intervention by resources out with the port, an external incident response organisation or external authorities, except for purposes of notification.
Tier 2	Medium sized spills that will be handled by Harbour Personnel and a nominated contractor or other external assistance as nominated within this plan. A Tier 2 incident may involve local government. Oil spill response to be co-ordinated via Newport Harbour. Local Authorities would be available to assist with an incident.
Tier 3	Larger spills or a loss of containment incident that will require full involvement of other authorities and possible mobilisation of Tier 3 and national stockpiles. A Tier 3 incident is beyond the capabilities of both local and regional resources.

## 1.7 Risk Assessment

A risk assessment to meet with OPRC Contingency Planning requirements for Ports & Harbours has been completed by Adler and Allan Ltd on the basis of a format previously agreed with MCA.

### Scope of Assessment

### Factors and Assessment

This risk assessment is designed to identify potential oil sources, the size of potential spills and to estimate the probability of events that may result in a release of oil into the marine environment. The result will be a targeted, specific investigation which will identify areas of unacceptable risk and potential mitigation methods.

In order to assess the consequence, and subsequent overall risk acceptance criteria of a spill, it is important to identify the oil containing systems associated with harbour operations. All oil containing systems (source) connected with the harbour operations, initiating events that could result in an accidental spillage and the potential maximum volume that could be released were identified and examined. Probability and consequence are then combined in a risk matrix model to ascertain overall risk acceptance criteria.

The frequency of a specific type of incident can be expressed as probability and when classified into criteria should provide an indication as to the most commonly occurring events. Control measures can reduce the probability of an event occurring. Therefore, the full range of control measures implemented by Newport Harbour to minimise the risk of an oil spill event have been considered before applying specific probability criteria. The following tables (Table 3 and 4) describe the probability and consequence ratings used in this risk assessment.

**Table 3: Probability of Scenario Occurrence**

Level	Frequency Description
1	Remote, a highly improbable occurrence
2	Low
3	Moderate
4	High, a remotely possible but known occurrence
5	Very High, known occurrence

**Table 4: Consequences**

Level	Consequence	Description
1	Insignificant	Causes slight nuisance off or on site of short duration Slight excursion above consent/detectable fish kill/discolouration of receiving water Aroma of oil in air, slight silvery sheen on water
2	Minor	Moderate excursion above consent/minor impact on receiving water Aroma of oil, definite rainbow sheen on water
3	Moderate	Extensive damage to immediate environment, Definite aroma of oil in air, Oil visible as metallic sheen on water surface, Large diesel spill or small heavy oil spill
4	Major	Severe and extensive damage to environment Extensive contamination of nearby shorelines Large heavy oil spill
5	Catastrophic	Severe environmental damage to surrounding area

Probability and consequence can be multiplied to produce an overall risk rating. This can then be applied to specific scenarios in order to prioritise potential control measures and risk minimisation procedures. The following table (table 5) determines the overall level of risk. In principle, all risks should be within the insignificant to minor categories. Moderate risks and above will require attention and improvement plans to reduce the risk.

**Table 5: Overall Level of Risk**

Probability	Consequence				
	Catastrophic (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
Very high (5)	Very high (25)	High (20)	Moderate (15)	Minor (10)	Low (5)
High (4)	High (20)	High (16)	Moderate (12)	Minor (8)	Low (4)
Moderate (3)	Moderate (15)	Moderate (12)	Moderate (9)	Minor (6)	Low (3)
Low (2)	Minor (10)	Minor (8)	Minor (6)	Minor (4)	Low (2)
Remote (1)	Low (5)	Low (4)	Low (3)	Low (2)	Low (1)

When potential hazards and the probability of their occurrence have been established the oil type and fate of the oil must be considered to evaluate the consequence hydrocarbons may have upon the resources within the marine environment and to establish the area of potential impact. It should be remembered that although the level of risk of an incident occurring may be low, the level of impact on the natural heritage can potentially be high (high volume or increased toxicity of the fuel etc.). The consequence each identified hazard is evaluated using the level of risk and the impact. Should the biological impact be rated high, the risk overall will have a higher rating.

Hydrocarbons are broadly grouped into four categories: group I oils such as diesels are non-persistent and will tend to dissipate completely within a few days. Group II and III oils are more persistent and have a tendency to form emulsions. Group IV oils are very persistent due to the lack of volatile constituents and will remain in the environment indefinitely (ITOPF 2006/2007). The volume and type of hydrocarbons released will determine the consequence for low to high probabilities. The consequence for all low to high probabilities will be mild to severe unless proven otherwise.

### **Risk: Collision Between Vessels**

As with the majority of harbour/ port operations there is always a risk of vessels operating in a close proximity colliding with each other. Commercial use in the jurisdiction is infrequent so there is low risk of collision in that respect. However, there are a small number of pleasure craft navigating to/ from Newport Quay, Odessa Boatyard at the head of the navigable River Medina and Island Harbour Marina (not part of jurisdiction).

### **Risk: Collision with a Fixed Installation**

The greatest risk of oil pollution from Newport Harbour operations would come from a collision with a commercial vessel during berthing. An impact could occur due to loss of power to the vessels engines or misjudgement of tide and current influences. This could then potentially cause damage to the vessels fuel tanks resulting in a release of product.

Newport Harbour does not offer a pilotage service. Nevertheless, the marine transfer barge 'Blade Runner Two' (75m) operates to and from Vestas Quay (opposite Island Harbour Marina). Furthermore an aggregates barge 'Goole Star' (37m) operates to and from Blackhouse Quay, situated slightly north of Odessa Boatyard. A new commercial vessel as of July 2017 is the Carmel which only has one fuel tank. All of these vessels run on MGO.

Commercial Trading Vessel using Newport Harbour			
Vessel Name	Goole Star	Carmel	MTB Blade Runner 2
Fuel Capacity	1,500 litres	1,500 litres	35,000 litres

### **Risk: Vessel Grounding**

The chances of a vessel grounding causing oil to enter the water is viewed as remote due to the fact that the sediments in the area are fine muds and so there is unlikely to be any structural damage should a vessel ground. The channel has procedures in place to ensure that navigational markers are maintained. There has been no dredging since circa 1997.

To reach Newport Harbour from Cowes vessels need to proceed down the Medina River where the main navigable channel is marked with red buoys. On the east bank, the approach to Newport Harbour is identified by large white beacons with pairs of horizontal red lights showing at night. When lined up, these beacons bear a course of 192° T and show the approach channel to the harbour.

**Risk: Outfall Discharges**

There are a number of outfall discharge pipes situated within Newport Harbour's jurisdiction. As a result of either accidental or deliberate land based pollution, oily water could be released into the water. Nonetheless, the likelihood of this occurring is remote and any release amount is likely to be minor.

**Table 6: Summary of Risk**

Source	Hazard	Volume	Risk prior to control	Control measures	Consequence	Probability	Risk overall
<b>Operational</b>							
Marine	Passage and berthing (including collisions)	35m <sup>3</sup> MGO	Moderate	Keep speed and wash to a reduced level. Seek guidance from Harbour/ Marina authority personnel. Island Harbour Marina operate a booking system to enter/ exit.	3	2	Low
Marine	Vessel grounding	35m <sup>3</sup> MGO	Minor	Monitor a depth gauge and seek advice from Dock authority personnel. Navigational markers.	3	2	Low
Land	Outfall discharges	<5m <sup>3</sup> litres Oily water	Low	Environmental Permitting Regulations.	2	1	Low

**Response Strategy**

Small oil spills within the harbour will be recovered using Tier 1 materials held in stock by Newport Harbour. In the event of a Tier 2 spill, this will be contained, recovered and disposed of by an accredited Tier 2 contractor (UK Spill Association), if the situation merits. Any spillage of the size nominated within this study (risk summary above) would be recovered using sorbents or mechanical means where possible. Booming would also be used to contain the oil. *N.B. As a 'C & D' port, a contracted responder is not a necessity.*

**Overall Conclusion**

Newport Harbour is considered to be a low risk, albeit in a sensitive area. Proper controls exist through set procedures. It is considered that there are adequate procedures in place to ensure that the chance of an operational spill is low.



## 1.8 Environmental Sensitivities and Priorities for Protection

### General strategy

Newport Harbour is situated within the Medina Estuary which is of high environmental importance and as such has a number of designations. The Harbour is a small component of the much larger designated sites listed below.

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On all occasions Natural England (NE) must be contacted if an incident were to occur. Where possible, considering safety and open water conditions, any floating gas oil on the water surface should either be allowed to degrade naturally or be removed physically – **no chemical dispersants are to be used.**

**Note:** *The Marine and Coastal Access Act 2009 and the Marine Licensing (Exempted Activity) Order 2011, requires approval for the use of substances to treat oil on the surface of the sea. However, approval is not needed under this order for the use of equipment to control, contain or recover oil. This means that respondents do not need to approach MMO before the use of items of equipment like recoverable absorbent booms, absorbent rolls, absorbent tails and absorbent pads. Respondents do however need to ensure that they have MMO approval for the use of any items like loose absorbent granules, chips, moss, sawdust or chemicals which would be classified as substances rather than equipment if there is a possibility of these substances entering the marine environment.*

### Solent Maritime SAC

The Solent and its inlets are unique in Britain and Europe for their hydrographic regime of four tides each day, and for the complexity of the marine and estuarine habitats present within the area. This SAC extends down the Medina up to Blackhouse Quay. Primary reasons for this sites designation is the coastal plain estuaries (Yar, Medina, King's Quay Shore, Hamble), cord grass (*Spartina swards*) and Atlantic Salt Meadows.

Further information can be accessed via:

<http://jncc.defra.gov.uk/protectedsites/sacselection/sac.asp?EUCode=UK0030059>

### Solent and Southampton Water SPA

The Solent and Southampton Water SPA is located on the south English coast. The area covered (5401 hectares) extends from Hurst Spit to Hill Head along the south coast of Hampshire, and from Yarmouth to Whitecliff Bay along the north coast of the Isle of Wight. The site comprises a series of estuaries and harbours with extensive mud-flats and saltmarshes together with adjacent coastal habitats including saline lagoons, shingle beaches, reedbeds, damp woodland and grazing marsh. The mud-flats support beds of *Enteromorpha* spp. and *Zostera* spp. and have a rich invertebrate fauna that forms the food resource for the estuarine birds. In summer, the site is of importance for breeding seabirds, including gulls and four species of terns. In winter, the SPA holds a large and diverse assemblage of waterbirds, including geese, ducks and waders. Dark-bellied Brent Goose *Branta b. bernicla* also feed in surrounding areas of agricultural land outside the SPA.

Further information can be accessed via: <http://jncc.defra.gov.uk/default.aspx?page=2037>

***Solent and Southampton Water Ramsar***

The area covered extends from Hurst Spit to Gilkicker Point along the south coast of Hampshire and along the north coast of the Isle of Wight. The site comprises of estuaries and adjacent coastal habitats including intertidal flats, saline lagoons, shingle beaches, saltmarsh, reedbeds, damp woodland, and grazing marsh. The diversity of habitats support internationally important numbers of wintering waterfowl, important breeding gull and tern populations and an important assemblage of rare invertebrates and plants.

Further information can be accessed via: <http://jncc.defra.gov.uk/pdf/RIS/UK11063.pdf>

***Medina Estuary SSSI***

The Medina Estuary SSSI comprises a relatively narrow tidal channel, 4.5 kilometres long, flanked by intertidal mudflats and saltmarsh in close association with a variety of brackish, freshwater and terrestrial habitats. The Medina is an important component of the Solent estuarine system which supports internationally important over-wintering migratory populations of wildfowl and wading birds, and importance breeding populations of waders, gulls and terns.

Further information can be accessed via:

<https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=s1000578>

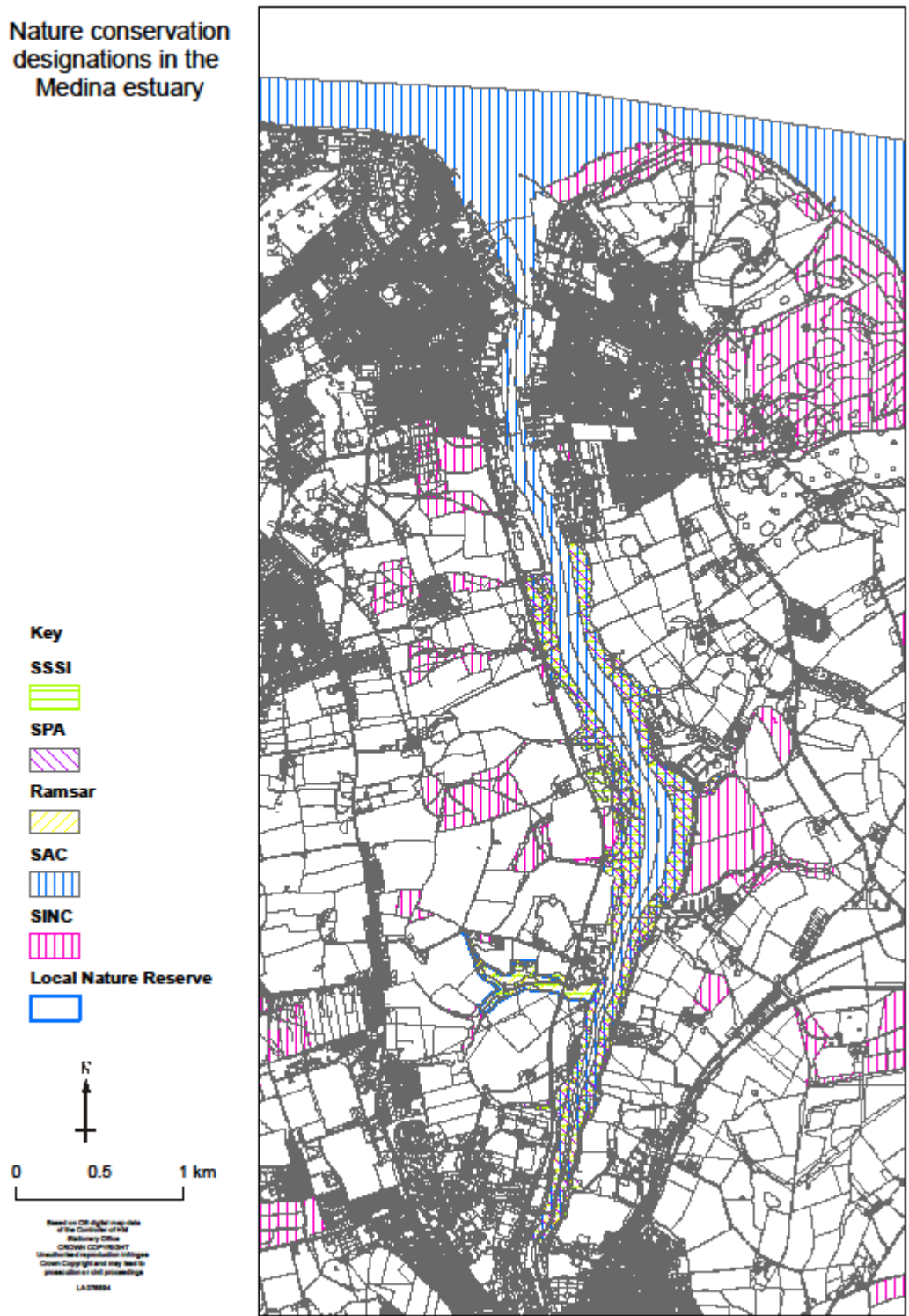
***The Solent and Dorset Coast pSPA***

The Solent and Dorset Coast pSPA is located along the coasts of Dorset, Hampshire, Isle of Wight and West Sussex and adjacent areas offshore covering an area of 89,078 ha. The pSPA comprises of the most important marine areas during the breeding season for foraging common, Sandwich and little terns. The westernmost extremity of the boundary is at Worbarrow Bay in Dorset and the easternmost extremity of the boundary lies approximately 88km to the east at Bognor Regis in West Sussex. The pSPA wholly occupies The Solent and extends up the Medina River to the bend in the river prior to the A3020 dual carriageway.

Further information can be accessed via: <https://www.gov.uk/government/consultations/solent-and-dorset-coast-potential-special-protection-area-comment-on-proposals>

Figure 3: Sensitivity Map of the Medina Estuary

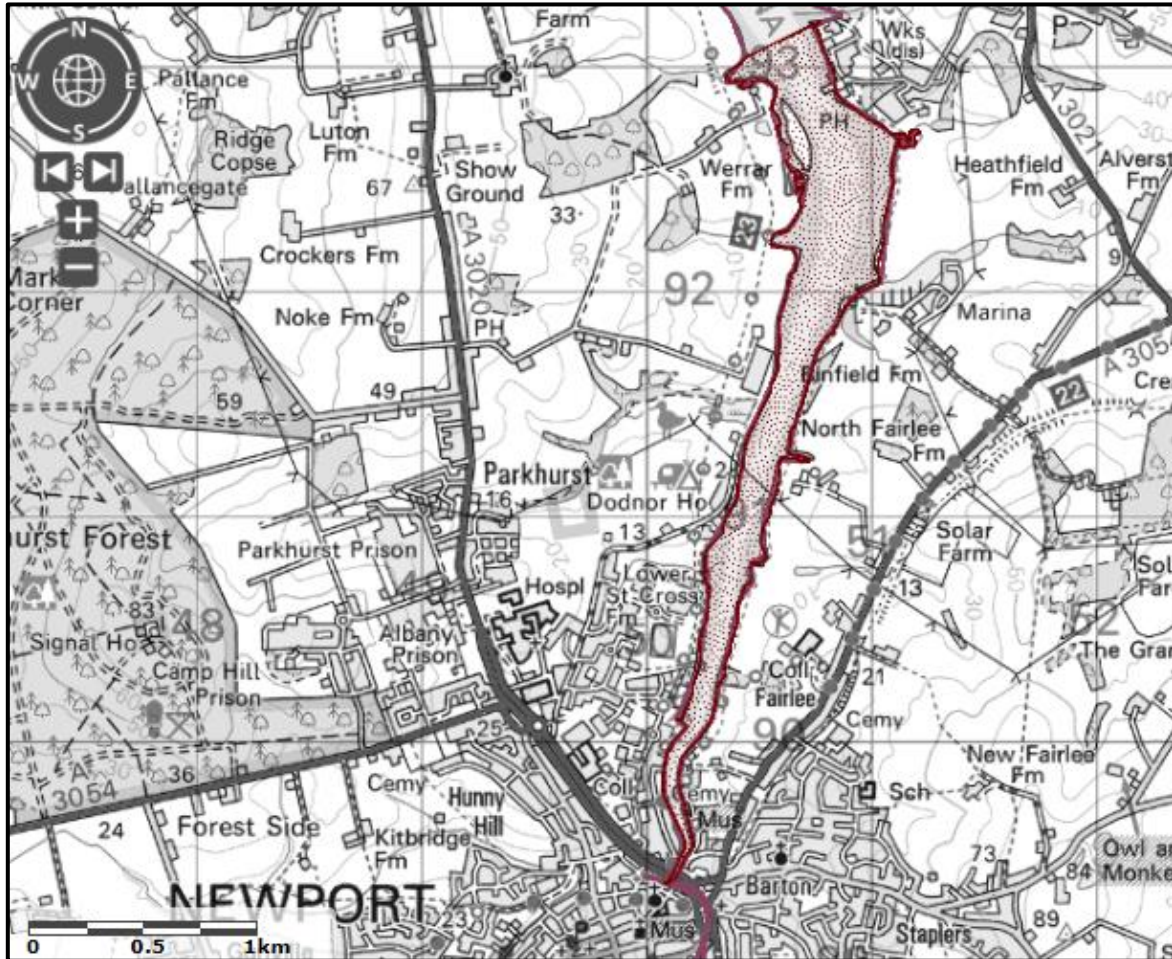
Nature conservation designations in the Medina estuary



## Fisheries Information

Within the Newport Harbour jurisdiction there is a classified bivalve mollusc harvesting area. Classified species include scallops, mussels, oysters, clams and cuttlefish.

Figure 4: Map of Classified Bivalve Mollusc Harvesting Areas



The above map has been accessed via the Multi-Agency Geographic Information for the Countryside (MAGIC) website <http://magic.defra.gov.uk/MagicMap.aspx> (September, 2017).

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## Impacts of Oil on Wildlife

The sea and shoreline bird populations can be severely affected from oil impacting their habitat. The first and generally most important effect on birds is external contamination of the feathers from contact with oil. Often the birds ability to thermo-regulate is impacted and they become hypothermic. In seeking shelter, they can be washed ashore and left vulnerable and detached from their food source.

Many of the effects on mammals are similar to those on birds. Oil can coat the fur of some marine mammals such as fur seals, which they depend on for thermo-regulation once again leading to hypothermia. Inhalation and ingestion of oil can potentially damage the liver and kidneys as well as leading to pneumonia. Clinical signs may include conjunctivitis, ulcers and skin ulceration.

Dead or dying wildlife attract and contaminate predators/ scavengers, thus the prompt removal of oiled bodies will reduce secondary exposure and bioaccumulation. Oiled carcasses must be disposed of in accordance to the correct legislation. The wildlife response effort may insist upon documenting each corpse and storage for later identification and analysis. Even though the public may be stimulated to aid struggling wildlife themselves, this should remain the remit of an organised response team as untrained personnel can often place their families and the animals at even greater risk.

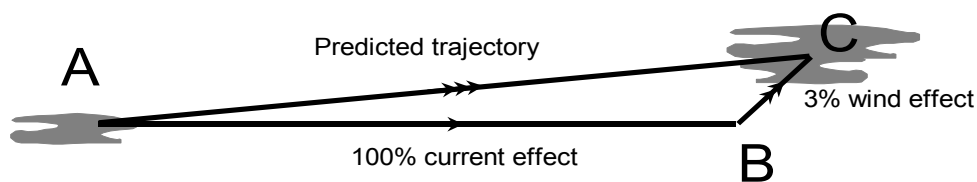
The impact of oil on marine organisms depends on the life stage of the organism and the characteristics of the oil spill such as toxicity, viscosity, quantity and the time of exposure to the organism. The direct toxicity of oil to organisms is attributable mainly to light aromatic compounds. Light oils tend to evaporate fairly quickly, however, oil reaching the shore soon after spillage is likely to be more intoxicating to the intertidal population than weathered oil.

Light oils can have direct lethal effects and also cause deaths by inducing a state of narcosis in which animals can be dislodged from their substrates. Some organisms may be washed into the strandline where they cannot survive but others may recover and re-establish themselves. Heavier oils can be termed 'persistent pollutants' where degradation by natural processes take a considerable amount of time for complete decomposition. Therefore, it is dependent on several factors including shore exposure to wave action and biodegradation by micro-organisms. Well-weathered crude oils have little effect, however if oil comes ashore in great quantities, intertidal populations may be smothered.

## Fate and Movement of Spilled Oil

The fate and movement of spilled oil cannot be easily predicted because of several unknowns such as the point of spillage and prevailing wind conditions at the time of the spillage. Spilled oil on water moves as a function of the current and wind. The current has a 100% effect on the speed and direction of the oil slicks movement. For example, if the current heads north at 3 knots, then the oil slick will travel north at a rate of 3 knots. On the other hand, wind has only a 3% influence on the movement of the oil slick. This is shown in the figure below.

**Figure 5: Oil Movements on Sea Surface**



In general terms, the Harbour Authority will attempt to stop any movement of oil from the point of spillage using the Tier 1 equipment available within this plan. If oil does spread and leaves the area of the Harbour jurisdiction in any quantity that may impact a sensitive area, the spill shall be upgraded to Tier 2. The EA, NE and Local Council will be advised and the appropriate action taken as described within Part 2 of this plan.

The booming and collection of such oil after it leaves the Harbour's jurisdiction will be dealt with as described within the Protection Strategy Plan for the surrounding area. Newport Harbour will advise on the likely track of the spill and possible point of impact and the response will then become the joint responsibility of the Harbour Authority, Cowes Harbour Commission, Tier 2 contractors, EA and the Local Authority response plan.

## 1.9 Categories of Incident

Newport Harbour has in place a three tiered incident response system for oil spillage. The responsibility of escalating an incident from Tier 1 to Tier 2 lies with Newport Harbour.

### Levels of Call-out

#### Tier 1 Spills

For minor spills, where the response is addressed within the Harbour area, Newport Harbour will take the appropriate action and arrange for safe storage and legal disposal of waste arising. Since all oil spills, regardless of size, have to be reported to the Authorities, Newport Harbour will always alert the MCA.

#### Tier 2 and Tier 3 Spills

For all spills of a higher level, Newport Harbour will activate the response required according to this Plan.

## 1.10 Waste Disposal Operations

**NB:** Within this Plan waste oil refers to the disposal of oil which has been contained and recovered as the result of a spill or a pollution incident. The safe handling and disposal of recovered oil is governed by relevant sections in the following legislation:

1. Control of Pollution (Amendment) Act 1989,
2. The Environmental Protection Act 1990,
3. The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991,
4. Environmental Permitting Regulations 2010,
5. Landfill (England and Wales) Regulations 2002,
6. Hazardous Waste (England and Wales) Regulations 2005,
7. List of Wastes (England) Regulations (2005).

If oily waste material is produced as a result of a pollution incident then the polluting party (operator) has a duty of care to ensure that the waste is contained, handled, transported and ultimately disposed of in an appropriate manner. If the material is to be handled by contractors then the operator (to reduce liabilities to a minimum) has to ensure that each contractor has the relevant transportation registration and waste management licences, where applicable. In addition HM Customs and Excise must be notified if recovered oil is brought ashore by dedicated oil recovery vessels. Landing should not be hindered by the absence of an official from HM Customs and Excise; however, the operator should maintain a careful log on quantity and nature of the recovered oil.

In the event of a fuel or oil pollution incident where clean-up is required, the wastes arising should as far as possible be segregated to minimise cross contamination and as an aid to effective waste recycling and recover. Where all wastes arising from a pollution incident are co-mingled it can significantly increase disposal costs and can make the effective recovery of certain wastes much more difficult.

The options for waste disposal or treatment of material, be it oily liquids or oil solids are:

- a) Take to appropriate disposal sites;
- b) Temporary store, clean, stabilise and then recover or re-use;
- c) Temporary store and then take to appropriate disposal site for burial;
- d) Take to a refinery/incinerator (mainly for oily liquids only)

#### **a) Direct to Appropriate Disposal Site**

Environmental Permitting Regulations (EPR) 2010. There are only a few sites that are allowed to receive organic or chemically polluting materials (includes oily waste). There will be a charge levied by the site operator for depositing material at the site. In addition, there is a landfill tax/levy applied to all waste deposited in a landfill. Furthermore, waste oil is likely to be classified as Hazardous Waste and should be treated as such until otherwise determined. It would therefore be subject to the EPR 2010. Mixes of sand and oil/seawater etc. would probably be considered as Hazardous Waste if the percentage of carcinogenic compounds is above 0.1%. It is therefore likely that oily beach materials and oil/water liquids would have to be handled as Hazardous Waste.

The transportation of Hazardous Wastes generally requires that the EA be informed before the waste is removed. This is done by filling in parts A, B and D of a Hazardous Waste Consignment Note, available from the EA, which is sent to EA responsible for the receiving facility. This should be done at least three clear working days before the waste is to be moved. However, in the event of an 'emergency' EA may waive the requirement for pre-notification. The licensed waste carrier completes Part C of the Consignment Note and takes it with the load to the receiving facility. The licensed operator of the receiving facility then signs the consignment note to say that they have accepted the load and that they are authorised to manage it properly.

The requirement for pre-notification generally does not apply to special waste from ships. Therefore, oil recovered at sea by a dedicated Oil Recovery Vessel could be discharged within a Harbour to an appropriate waste reception facility without having to pre-notify EA. However, a consignment note will have to be supplied with each load sent for disposal.

To ensure that oily waste material is transported and disposed of in an appropriate manner, a licensed waste carrier and disposal company should be contracted. The Operator and Waste Disposal Company should then liaise with EA to confirm that the disposal route identified meets with their satisfaction.

**Each of the following options for disposal will be subject to all the factors listed above.**

#### **b) Temporary Storage/Clean, Treat, Stabilise, Recover, Reuse**

This option aims to store temporarily the material and then, slowly over the ensuing period, to clean it or stabilise it and then to recover or reuse it. In most cases this is the best practical environmental option (BPEO). It avoids the risk of changing what was a marine pollution into an inland surface pollution problem or groundwater pollution problem.

From temporary storage the contaminated material can be stabilised with cement, lime, clay, organic binders, asphalt and composting. The characteristic of each product needs to be considered



when determining the ultimate disposal route or any perceived end use. It is important to note that the treatment of wastes also comes under the waste management licensing system. Therefore, any strategy to deal with the waste in this manner can only be developed through close liaison with the Local Authority concerned and EA. The latest guidance from the EA indicates that if proposed temporary storage sites are pre-identified, suitable and pre-agreed with EA, then they would not require licensing for the duration of the emergency.

**Table 7: Storage Methods**

Type of Oil/Waste	Storage Facility	Comments
Liquid	<i>Barges</i>	<i>Suitable for initial storage</i>
	<i>Road Tankers</i>	<i>Ideal for routing to final disposal site</i>
	<i>Pits</i>	<i>Must be lined with sand to protect essential heavy duty plastic liner</i>
	<i>Bunds</i>	<i>Cheaper than pits Liners required</i>
Liquid/ solid mixture	<i>Pits</i>	<i>As above</i>
	<i>Bunds</i>	<i>As above</i>
	<i>Skips</i>	<i>Versatile, robust and cheap</i>
	<i>Oil Drums</i>	<i>Difficult to handle when full</i>
	<i>Plastic Containers</i>	<i>Quick deployment Useful for inaccessible areas</i>
	<i>Heavy Duty Plastic Bags</i>	<i>Ideal for manual clean up Cheap &amp; easy to deploy Can create disposal problems themselves</i>
Solids	<i>Hardstanding</i>	<i>Preferably use on sloping site with drainage</i>
	<i>Lorries</i>	<i>Restricted to solid debris Access problems may occur</i>

### **c) Temporary Storage and Appropriate Disposal Site for Burial**

The reasons for constructing a temporary storage site are as follows:

1. There is no immediate disposal outlet for large quantities of oil/sand mixture or for oil/water mixtures and clean-up cannot be slowed or stopped.
2. The equipment used to clean shoreline is usually labour intensive and therefore requires an immediate transfer area adjacent to the site to be provided.
3. The nature of the roads precludes high traffic densities.
4. The in situ treatment of contaminated material is often preferable to removing large quantities of material from the shoreline.

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In creating a temporary storage site it is essential that consideration be given to the positioning of the sites to ensure that there will be no spread of pollution. A flat clear area needs to be set aside (car park or similar). Preparation should include the isolation of the area by blanking drains, stoppering outlets and laying impermeable membrane so as to provide laydown area for skips or suitable bunkering for waste containment. In addition, under the above legislation, the temporary storage site itself may require a Registered Exemption from Waste Management Licensing. Each site will have to be constructed in a specific manner. It is therefore essential that the construction of temporary storage sites be done through close liaison with the EA, NE if in or near a SSSI, and the Local Authority concerned.

Storage of empty but contaminated oil and lube containers should be managed as part of Harbour operations. There should be designated and secure storage areas and a procedure for Harbour users made clear once the contents of the oil and lube containers have been used.

### **d) Take to a Refinery/Incinerator (mainly for oily liquids only)**

This material should be removed from site by a licensed waste handling company who will then arrange for its disposal in an appropriate manner. If there is suitable access, oily liquids produced from a shoreline clean-up operation can be removed from site by road tanker.

If the oily liquids are on-board a dedicated recovery vessel following an at sea containment and recovery operation then it can be transferred across the quay, at a suitable berth to a road tanker or other suitable waste reception facility. Alternatively, this waste can be fed directly into the reception facility at a marine terminal if an oil refinery. It is the responsibility of the Ships Master to ensure that this waste is disposed of appropriately. However, the Harbour Authority must confirm that any contractors have the necessary licenses to handle and dispose of the waste. The disposal route should also be agreed with EA to ensure it meets with their satisfaction.

## Section 2: Training and Exercise Policy

### 2.1 Training Policy

In order to familiarise personnel in the use of this Oil Spill Contingency Plan and comply with MCA guidelines, Oil Spill Response training courses will be held for selected employees of Newport Harbour, their contractors and Harbour operators with an identified role within the plan. In addition, there will also be awareness briefings with other Harbour users and the Agencies who were involved in the consultation process.

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After initial training, instruction will be specific; with the use of the Tier 1 oil spill response equipment located at Newport. This will be tested and deployed using those personnel who will be responsible for operating this equipment in the event of a spill.

Consideration should be made to ensure that the harbour workforce are trained to be familiar with the detail of the Newport Harbour OSCP to cover periods of leave. In order to meet the minimum levels as recommended in the MCA guidelines, the training and exercising of key personnel is detailed below:

**Table 8: Training in the use of this Plan**

Training in the use of the this Plan				
Position	Awareness	Minimum hours	Course title	Target audience
Operators	Basic use of Tier 1 sorbents and understanding contingency plans and operations	8	MCA 1p	First responder – absorbent response
Incident Controller, On Scene Commander, County Council Oil Pollution Officer	Ability to control and put a specific contingency plan into action as OSC	32	MCA 4p	A training course providing in-depth knowledge of the main functions of an oil spill management team
All personnel	Refresher	8	MCA R	Those who have undertaken training not more than 3 years previous
Beach Supervisor	Local Authority staff supervising beach clean-up and protective booming operations	16	LA02	Local Authority managers and supervisors who would manage a response

There must be a minimum of two people who may act as on scene commander and hold a level 4p qualification. Those who will be involved in the deployment of the Tier 1 equipment are to hold a minimum level 1p qualification. These qualifications are valid for three years when a refresh course must be attended. If the refresher course is not attended within 39 month of the date of the original qualification, the whole course must be sat again.

It is likely that some personnel will hold both a Local Authority spill response qualification (i.e. LA02) in addition to a ports and harbours qualification (i.e. MCA 4p).

## 2.2 Exercise Programme

To ensure that the Oil Spill Contingency Plan is understood by all those involved in its use, communications and practical exercises should be undertaken on an annual basis. This will be undertaken using those personnel who will be responsible for operating this equipment in the event of a spill.

**Table 9: Exercise in the use of this Plan**

Exercise type	Frequency
Notification Exercise	Twice per year
Mobilisation Exercises	Twice per year
Table-top Exercise (may incorporate mobilisation and deployment of local response equipment)	Once per year

***N.B. Due to classification as a 'C & D' port, Newport Harbour are not required to exercise every three years up to a Tier 2 level.***

## 2.3 Forms to be Completed – Post Exercise

Below is a post exercise/ incident report form which should be completed and forwarded to CPSO and all relevant plan holders, each time an exercise is carried out. Similarly if a real incident were to occur, details should be logged and copied to the MCA.

<b>Post Exercise / Incident* Report</b>			
Name of Port/Harbour/Oil handling facility:			
Tier level (1, 2 or 3):		Name exercise / incident:	
Names of any other participating ports, harbours or oil handling facilities if joint equipment deployment exercise / incident:			
Date of exercise / incident:		Time of exercise / incident:	
Location of exercise / incident:			
Name of exercise / incident co-ordinator:			
Name of personnel participating in exercise / incident and role played:		List of equipment deployed:	
Name of any other organisations or authorities participating in exercise / incident:			
Details of amendments to be made to the Contingency Plan resulting from this exercise / incident:			
<small>I can confirm that the details on this form provide a realistic summary of the exercise / incident. Any action points resulting from this exercise / incident have been dealt with accordingly, the relevant documents updated and copies provided to the appropriate bodies for their attention</small>			
Authorised by: (block capitals)		Position / job title:	
Signature:		Date:	

\*Delete as appropriate

## 2.4 Forms to be completed on an Annual Basis

To ensure that MCA's records remain up-to-date, Harbour authorities should complete an annual return of changes made (for example, exercise conducted, new personnel trained etc.). 'Nil' returns should also be submitted. Electronic copies of the following form can be obtained from the MCA.

### Ports and Harbours Annual Return Form

<b>Newport Harbour, Isle of Wight</b>		
<b>Annual return for period:</b>		<b>to:</b>
<b>Plan approval date:</b>	<b>Plan re-approved by:</b>	
<b>Summary of exercise undertaken:</b>		
<p><i>(NB: response to actual incidents which require activation of the plan should also be summarised here)</i></p>		
<b>New pollution training undertaken:</b>		
<b>(signed)</b>	<b>(print)</b>	<b>(dated)</b>

## Section 3: Incident Response Organisation

### 3.1 Introduction

This plan has been compiled to cover the response to any spillage caused during operations within the jurisdiction of Newport Harbour. Spills from shore side operations, vessels alongside in transit or passage. The Plan indicates the Tier 1 response available at the harbour relevant to the perceived risk through normal operations as well as a mechanism for calling upon Tier 2 or Tier 3 responses in the event of an abnormal incident or major accident affecting the harbour. All harbour users and contractors should be encouraged to report any spills of oils or fuels to the Incident Controller as part of valuable data on incident management, trends and rolling incident reduction targets.

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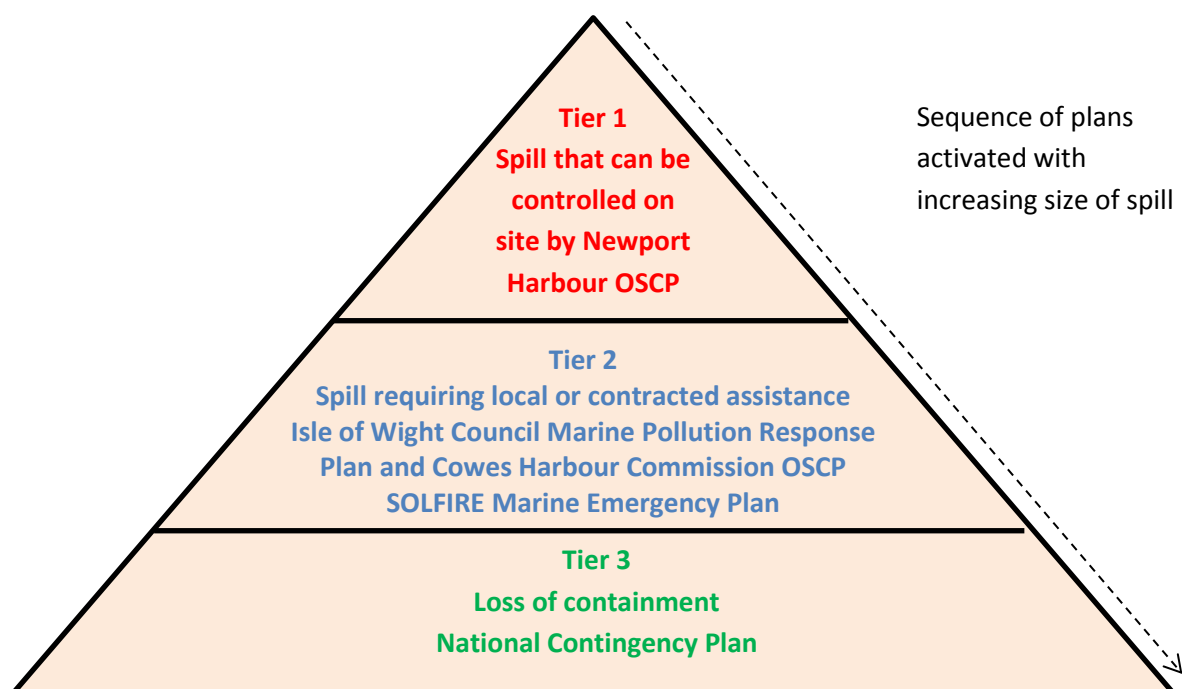
### 3.2 Responsibilities and Incident Control Arrangements

The Response Team will be led by the Newport Harbour Incident Controller. A Response Centre will be established in the County Hall. It is envisaged that an Emergency Planning Officer will take the lead with the Senior Harbour Master acting as On Scene Commander. Support on scene could be available from the Newport Harbour Master (part time) and other trained Council employees.

### 3.3 Dispersant Use

The use of dispersant is an unacceptable response strategy due to the type of oil likely to be spilled, environmental sensitivities and also the depth of water in the Harbour area. Therefore, the use of chemical dispersant is not permitted within the area covered by this plan. Under The Marine and Coastal Access Act 2009 and the Marine Licensing (Exempted Activity) Order 2011, it is a legal requirement that oil treatment products may only be used in English or Welsh waters if they have been formally approved for this purpose by MMO. In addition, specific permission from MMO must be obtained before any such products are used in shallow waters – these are defined as any area of the sea which is less than 20 metres deep, or within one nautical mile of such an area.

### 3.4 Interface with other Contingency / Emergency Plans



### 3.5 The Role of the SOSREP

The Secretary of State's Representative's (SOSREP) role has been created as part of the Government's response to Lord Donaldson's Review of Salvage and Intervention and their command and control. The report identified that during salvage activities, ultimate control over all operations should become the responsibility of a single designated Secretary of State's Representative (SOSREP) for purposes of maritime salvage and intervention and that the SOSREP could not abdicate his responsibility. Whether or not he exercised any intervention powers at all SOSREP would be in no doubt what so ever that he was in charge and would be held responsible for the outcome of all plans and decisions. Put simply - to ignore a situation is not an option.

The powers of Intervention with which SOSREP is invested could indeed not be more far reaching. They are however presently wider for response to pollution than for safety. They provide that SOSREP can direct a person to take, or refrain from taking "any action of any kind whatsoever. Indeed, if SOSREP is not convinced that the person directed can, or will, take the action then he may cause the action to be taken himself - even if this includes the total destruction of a vessel. The legislation also creates criminal offences for noncompliance with a Direction. It should be noted that directions must be given to specified persons who are those being in charge of a vessel, Port or Harbour Authority.

### 3.6 Internal Alerting and Call-out Procedures

An initial spill report will come in the first instance, during working hours, to the Harbour Office. Out of working hours reports are liable to come via an Emergency Planning Officer, MCA, Police, EA or the public. The information received must be passed immediately to Harbour Authority. The Incident Controller will do his best to confirm the incident details and determine the level of clean-up operation necessary and the requirement as to whether to activate a Response Team. All calls and decisions made must be recorded, and an oil spill report form raised.

In the event of an incident requiring salvage operations the Secretary of State's Representative (SOSREP) will decide whether it is necessary to set up a Salvage Control Unit (SCU). If the size of the incident merits the establishment of a SCU, the SOSREP will travel to the scene at the appropriate time. Upon establishment of a SCU, Newport Harbour will become an active member of the SCU team liaising with the SOSREP throughout the course of the incident. The members of the SCU are:

- SOSREP;
- the Salvage Manager from the salvage company appointed by the ship-owner;
- Newport Harbour, if the incident involves the harbour or its services;
- a single representative nominated by agreement between the ship-owner and the insurers (for both the physical property and their liabilities);
- a CPSO;
- an Environmental Liaison Officer, nominated by the Chair of the Environment Group; and
- if SOSREP decides to appoint one, SOSREP's personal salvage advisor.



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## The Environment Group

The purpose of the Environment Group (EG) is to minimise the impact of a marine incident on the environment and public health. The type of event most likely to require the activation of an EG would be a Tier 2 or 3 incident under the NCP. The initial POLREP to the MCA would stimulate a request to form the EG. Membership will be expanded beyond the Core Solent Standing Environment Group members as needed. See STOp note 2/16 for more details.

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Below is a link to the Solent Environment Group Marine Pollution Contingency Plan which describes their remit, roles and responsibilities:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/482092/Solent\\_Standng\\_Environment\\_Group\\_plan.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/482092/Solent_Standng_Environment_Group_plan.pdf)

## The Maritime and Coastguard Agency

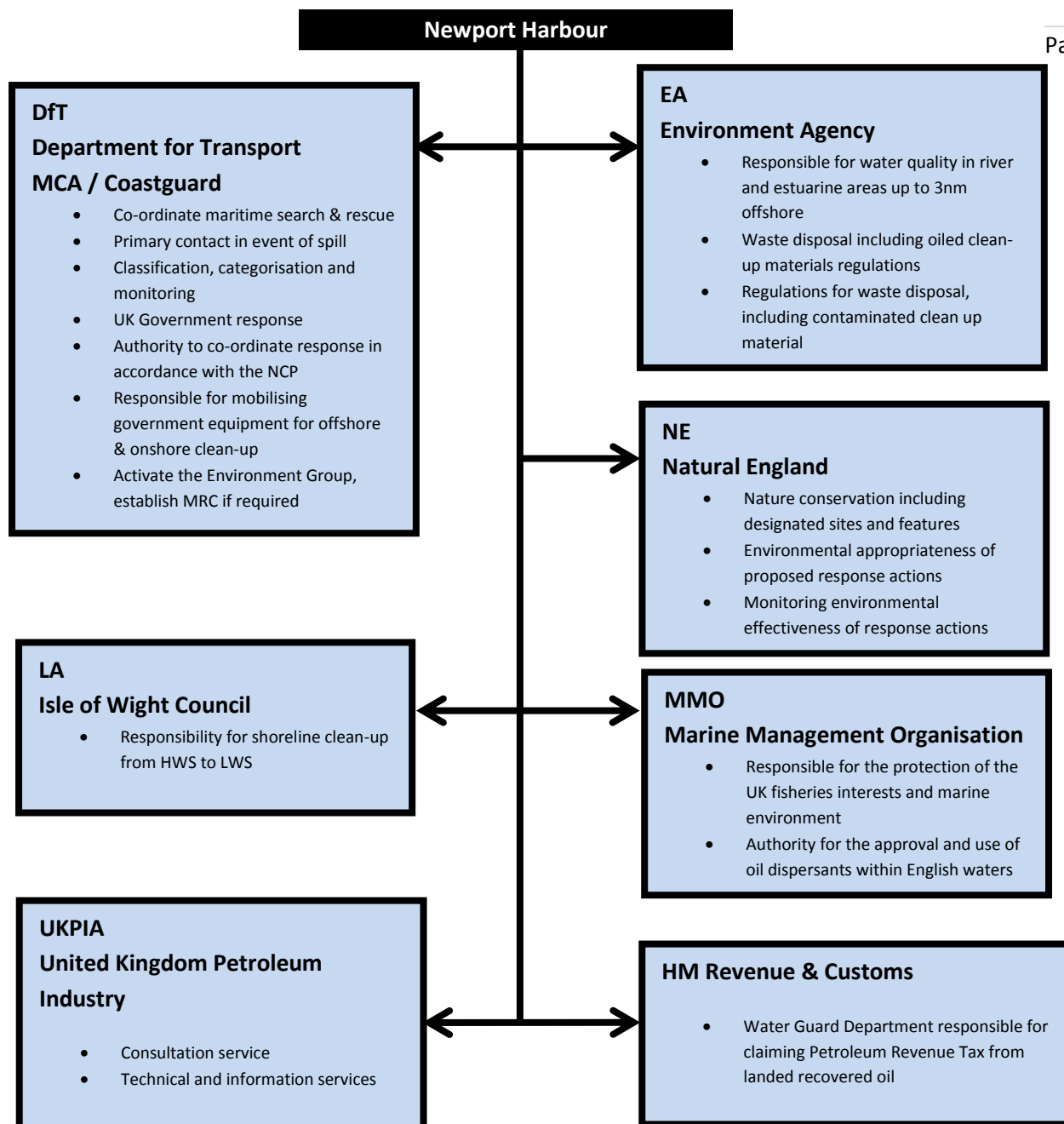
The MCA is an executive agency of the DfT; the Agency is responsible for:

- 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; and
- When pollution occurs, minimising the impact on UK interests.

During an incident the Agency's Chief Executive continues to manage the Agency as a whole. The Director of Maritime Operations is responsible, with Maritime Safety and Environment colleagues for ensuring that Ministers are kept informed of incident progress, liaising with the Chief Executive on matters of Agency policy. The Directorate of Maritime Operations is also responsible for civil maritime search and rescue, counter pollution and at sea clean-up operations, and liaises with MCA colleagues on survey and inspection, and any enforcement action. The Counter Pollution and Salvage Branch has specific responsibility for counter pollution preparedness and response at sea and the management of the UK Government's stockpiles of equipment and dispersant.

### 3.7 Liaison Procedures with Other Agencies

Rapid passing of information to other affected agencies is essential for effective response. Shown below are agencies concerned and their roles.



### 3.8 Shoreline Clean-up Responsibilities (due to the updated NCP, September 2014)

The responsibility for the clean-up of the shoreline lies with the District or Unitary Authority within whose boundary the pollution has landed. Overall coordination of the incident is the responsibility of the County Oil Pollution Officer (COPO) in liaison with the affected district/unitary council, the Maritime and Coastguard Agency (MCA) and any other organisation required.

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As per the arrangements in the updated National Contingency Plan, Civil Contingencies Act (CCA) coordination structures will be utilised. The response will be dependent on the category of incident, please see below:

#### Tier 1

- Response can be managed within the capability and resources of the local authority
- Local response plans will be utilised and the lead responder identified
- Media will be handled locally with partner agencies and coordinated by the lead responder
- Local coordination group may be required, this would be a dynamic decision made at the time of the incident

#### Tier 2

- Tier 2 response plans would be required and local plans would be utilised
- A Strategic Coordinating Group (SCG) could be convened in the response phase, the SCG would manage the strategic decisions required to bring the incident under control. The SCG may be supported during the response phase by a Tactical Coordinating Group (TCG) the TCG would deliver the work set by the SCG.
- The SCG will include a Science and Technical Advice Cell (STAC)/Environment Group (EG) (note that STAC and EG will likely combine under the new arrangements) and Strategic Media Advisory Cell (SMAC)
- It is likely that for shoreline clean-up a Recovery Working Group (RWG) would be established to support the SCG in managing the clean-up, the SCG would hand over to a Recovery Coordinating Group (RCG) post response phase
- The RCG would manage the recovery and clean-up phase of the incident

#### Tier 3

- Would be determined by the National Competent Authority
- All relevant category 1 responders would be involved
- As with a Tier 2 incident an SCG/TCG/RWG structure would likely be employed with an RCG established post response

*Section 9 of the Isle of Wight Council Marine Pollution Response Plan contains information about 'Shoreline Protection and Clean-Up'. Commercial Services will play the lead role in the clean-up operation.*

*For more information please refer to STOp note 1/16.*

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## Section 4: Response Strategies

### 4.1 Health and Safety

It is essential that an effective health and safety management plan be maintained at all levels throughout oil spill clean-up operations.

#### Statutory Duties - Applicable Statutory Law and its Implications

The Health and Safety at Work Act 1974 places a clear duty on all employers and persons responsible for premises to ensure that the workplace is safe and in the case of the employer, to have a safe system of work. This duty is placed regardless of whether the workers are employees, sub-contract workers, temporary workers or self-employed persons.

Implementation of the Health and Safety at Work Regulations 1999 requires that all employers carry out suitable and sufficient Risk Assessments of all tasks to be undertaken in the workplace. Where five or more employees are employed then the Assessment is to be recorded and those at particular risk must be informed accordingly.

These same regulations require that the employer executes a Safety Management System and that measurement of performance against standards is made. All employees must receive adequate training, information and supervision additionally, there is a requirement for all employees to receive suitable and sufficient health surveillance to ensure that they are fit to carry out the work and that the work and conditions do not cause them adverse effect.

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment provided for use at work is safe and fit for purpose. The persons using the equipment must be adequately trained in its use and the operation must be properly supervised.

The Personal Protective Equipment Regulations 1992 requires that all equipment provided is fit for purpose and does not cause adverse effect. That all personnel are trained in its use and that all associated risks are recorded controlled and pointed out to those affected.

The Manual Handling Regulations 1992 requires that all work where lifting, pulling and pushing is involved, is assessed and all risks to the health and safety of those involved are reduced to a level as low as reasonably practicable.

The Control of Substances Hazardous to Health Regulations 2002 requires that all substances to which a worker may be exposed, including dusts and gasses are properly assessed and the risks to health reduced to a safe and acceptable level.

## Site Safety Plan

To achieve a Safe Operations, those in charge of the Response must follow those generalised parts of the Contingency Plan, which apply in all circumstances. Additionally they must have available the means to prepare those elements of the Plan which are Site and Response Specific.

The Site Safety Plan is intended to prevent uncontrolled incidents occurring which may cause further damage to the environment or loss due to damage, injury or illness. The Site Safety Plan should comprise the following sections:

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- a. Site Survey
- b. Operations Analysis
- c. Site Control including Hot (immediate contaminate site), Warm (Transition zone/ Decontamination corridors) and Cold (Support services) Zones.
- d. Logistics and Supplies
- e. Personnel

Each Section should be addressed jointly and separately before work commences and the appropriate steps taken to ensure that requirements are adequately met.

### a) Site Survey

A Site Survey Form should be available, which when followed correctly will add all of those site unique details which assist in the decision making process and remind staff of essentials which might otherwise be omitted. The Site Survey should address the safety of those personnel taking part in the clean-up as well as those members of the public who may also be involved. The following list indicates a few of those subjects which, should be assessed and reported in the survey. The list is by no means exhaustive.

- Communications Requirements
- Exposure to Temperature
- Feasibility of handrails or ropes
- Hazards to the eyes
- Lack of or shelter from weather
- Lighting conditions
- Machinery usage
- Manoeuvrability
- Manual handling
- Pedestrian traffic
- Requirement to access confined spaces
- Sample collection
- Terrain surface and incline
- Vehicle traffic
- Visibility
- Water Hazards

## b) Operations Analysis

Having surveyed the site and assessed the aspects which are influenced by the terrain, water conditions, and other pertinent factors. The on scene commander will assess the way in which the operation is to be conducted. The intention to use the following facilities can be stated and the reasons for and priorities of each facility established.

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- Booms and Skimmers
- Cranes
- Boats
- Breathing apparatus
- Detergents
- Forklifts
- Hoses and Pumps
- Low loaders
- Motor vehicles
- Raking and sweeping gear
- Winches

## c) Site Control

It is essential that those in charge of the spill clean-up have control of the site as soon as possible and before any significant part of the clean-up operation begins. Access to the site must be restricted to those personnel who are essential to the clean-up operation. Arrangements must be made for the area to have a barrier, closed and policed such that no one can enter the work area without reporting to the site supervisor. No workers should be allowed on site until they have received the full vetting and briefing with respect to the Safety Assessment.

## d) Logistics and Supplies

Specifically with respect to safety, it should be ensured that the appropriate equipment, materials and substances are available at the required times. Particular attention should be paid to the availability of the various sizes of protective clothing required. This sometimes cannot be established until the members of the workforce have been detailed and their individual roles and tasks decided.

Consideration must be given for a prolonged clean-up operation possibly stretching to 24 hours operations. In which case shelter, accommodation, feeding, refreshment, rest areas, sanitation and first aid, must be available.

Where training has to be delivered prior to work commencing, the necessary instructors and equipment must be available before work commences. It is an error to allow experienced workers to commence work whilst others are waiting for training.

**Protective Clothing.** If the weather is at all inclement, the protective clothing issued to workers must be warm, water and chemical-proof. It should include coveralls, gloves, boots, eye protection and headgear. If the weather is warm, the use of the same protective clothing may be necessary, but the requirements for ventilation and cooling will be greater.

---

## Personal Protective Equipment (PPE)

- Breathing Apparatus including Respirators
- Flotation Suits and Vests
- Gloves/Gauntlets
- Protective Clothing
- Goggles, Visors and Safety Glasses
- Hard Hats
- Insulated Clothing
- Reinforced Boots, Shoes and Gloves

### All staff are to wear the identified PPE at all times

**First Aid.** The Health and Safety (First Aid) Regulations 1981, together with the New Code of Practice on First Aid, lay down the requirements for trained first aiders and the equipment that must be provided. A foreshore clean-up is considered as a special circumstance and the appropriate extra provisions should be taken into account.

#### e) Personnel

Selection of Personnel to carry out the clean-up must be dominated by safety considerations.

### Safety on the Water

Agreements with the Coastguard should be reviewed and complied with. At the very least, they should be informed of the vessels operating in their area together with all necessary detail of vessel capability and persons on board.

**Protective Clothing.** Workers operating from sea-going vessels should be equipped at all times with a self or automatic inflating lifejacket and the appropriate safety equipment, following the procedures of the vessel.

### Safe Operations

#### Risk Assessment

**Hazard Identification.** The identification of all hazards at a worksite or spill location is a singular task that should be done by involvement of the people who are expected to carry out the work. The supervisor responsible for co-ordinating the risk assessment should ensure that all hazards are identified before the next step in the process is attempted. A hazard is an object, place, process or circumstance with the potential to do harm in the form of injury, damage, delay or pollution.

#### Decontamination

#### Conditions requiring decontamination

Where workers have been wearing waterproof and protective clothing, it is likely that the clothing will become contaminated by oil or chemicals that might have been used during the clean-up operation. The clothing needs to be cleaned to prevent further contamination. Facilities for such

cleansing should be made available either near to rest or feeding areas or close by, but clear of the work site.

### **Personal hygiene practices on the job**

Workers should be instructed on the dangers of ingesting hydrocarbons and chemicals through contact of contaminated equipment or clothing, such as gloves via the mouth and nose. Facilities for removing protective clothing and washing before consuming food or smoking should be made available.

### **Decontamination Area Drainage**

The decontamination area where clothing and personal equipment is cleansed should be arranged so that cleansing water and contaminants are drained into tanks. Care should be taken to ensure that contaminated waste does not drain into either the normal drainage system or into the soil under the decontamination area.

### **Disposal of Contaminated Clothing**

Clothing, which is not fully washable or capable of having all traces of contaminant removed, may need to be disposed of safely. Such clothing may comprise special or hazardous waste. If incineration facilities do not exist at the site, the clothing may need to be bagged in suitable containers, stored within an identified temporary holding area before having delivered to the Local Authority or to a Hazardous Waste Contractor.



## 4.2 Oil Spills

### Introduction

An oil spill can occur almost anywhere – a leakage or accident during transportation or during use, which can affect many areas including sea, coastlines, ports, harbours and land.

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Oil contains a variety of different types of hydrocarbons. The exact composition is dependent upon its origin. Oil may also contain a variety of impurities such as sulphur and nitrogen products. Generally oil is of relatively low toxicity; however this is dependent upon the properties of the source oil. The route of human exposure is via inhalation and skin absorption.

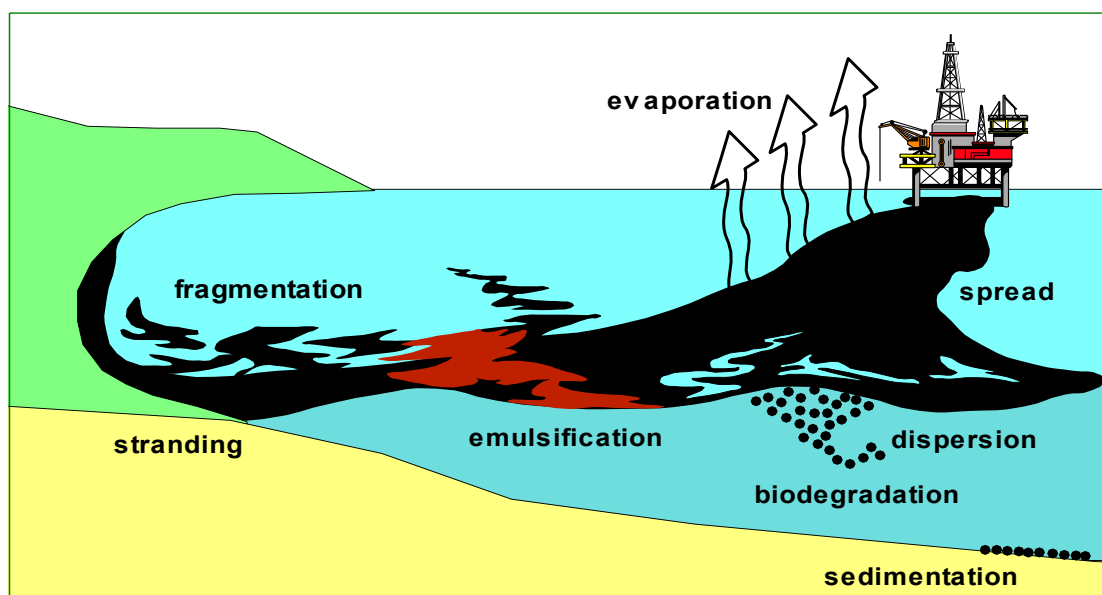
Oil when released in a spill will be subjected to various processes:

- Spreading
- Evaporation
- Oxidation
- Dissolution
- Emulsification
- Microbial degradation

The effect of all these actions is to reduce the original oil volume by evaporation but increase it by emulsification, also reduce its flammability and its toxicity. The rate of these actions is dependent upon the physical composition of the oil and environmental conditions prevailing at the time. Therefore to be able to effectively combat a spill these factors must be known.

The physical and chemical changes which spilled oil undergoes are collectively known as weathering. Knowledge of these processes and how they interact to alter the nature and composition of the oil with time is valuable in preparing and implementing this contingency plan for effective oil spill response.

**Figure 6: Combined Weathering Process of Spilled Oil**



## Oil Spill Quantification

Estimating the initial release volume of an oil spillage is notoriously difficult to establish, unless accurate information regarding flow rates, exact time of spillage and duration of spillage are all known.

The simplest method of quantifying 'on water oil slicks' is by its visual appearance. The colour of the oil slick gives an indication of the thickness and type of oil. However, it should be remembered that oil slicks do not spread uniformly and as such, the estimate of oil remaining at sea is open to potentially large errors. The table below should be used in the estimation of oil spill quantity:

**Table 10: Oil Spill Quantification Table According to Bonn Agreement Pollution Observation Log**

Colour	Oil Type	Thickness (mm)	Volume (m <sup>3</sup> /km <sup>2</sup> )
<i>Silvery</i>	<i>Light Sheen</i>	<i>0.0001</i>	<i>0.1</i>
<i>Iridescent</i>	<i>Sheen</i>	<i>0.0005</i>	<i>0.5</i>
<i>Light Brown</i>	<i>Thick Sheen/ Fuel Oil</i>	<i>0.001</i>	<i>1</i>
<i>Brown</i>	<i>Fuel Oil/ Crude Oil</i>	<i>0.01</i>	<i>10</i>
<i>Black</i>	<i>Crude Oil</i>	<i>0.1</i>	<i>100</i>
<i>Orange</i>	<i>Emulsion (Mousse)</i>	<i>1.0</i>	<i>1000</i>

## Response to Oil Spills

### Oil Spill Within the Harbour Area

Oil spilled within the Harbour Area will be recovered wherever possible using Tier 1 equipment held by Newport Harbour. Personnel should be trained to MCA level 1, if necessary owners can mutually assist each other. In the event that a larger spill occurs, it will be recovered and disposed of by an accredited contractor. Consideration as to the effectiveness of the above will need to be taken into account and will depend on the tidal regime and the time of the spill.

Most small oil spills would be allowed to evaporate and disperse naturally. Where heavy concentrations were threatening a sensitive area, boats capable of sweeping the oil with booms will be mobilised. In order to reduce the amount of oil liable to impact the Harbour, collection and recovery would be undertaken.

### Oil Spill Sampling

Samples of the spilt oil should be taken as soon as possible before the oil has weathered. These samples may be required as evidence in legal proceedings. Guidance in the matter of collection samples is given in MCA STOp Notice 4/2001.

### 4.3 Disposal Plan

All waste arising from an oil spillage will be handled systematically and strictly in line with the current Regulations (Policy and instructions are identified in Section 1.9). A waste disposal action checklist is shown in Part 2 Section 8.3. Oil will be disposed of using a local licensed contractor.

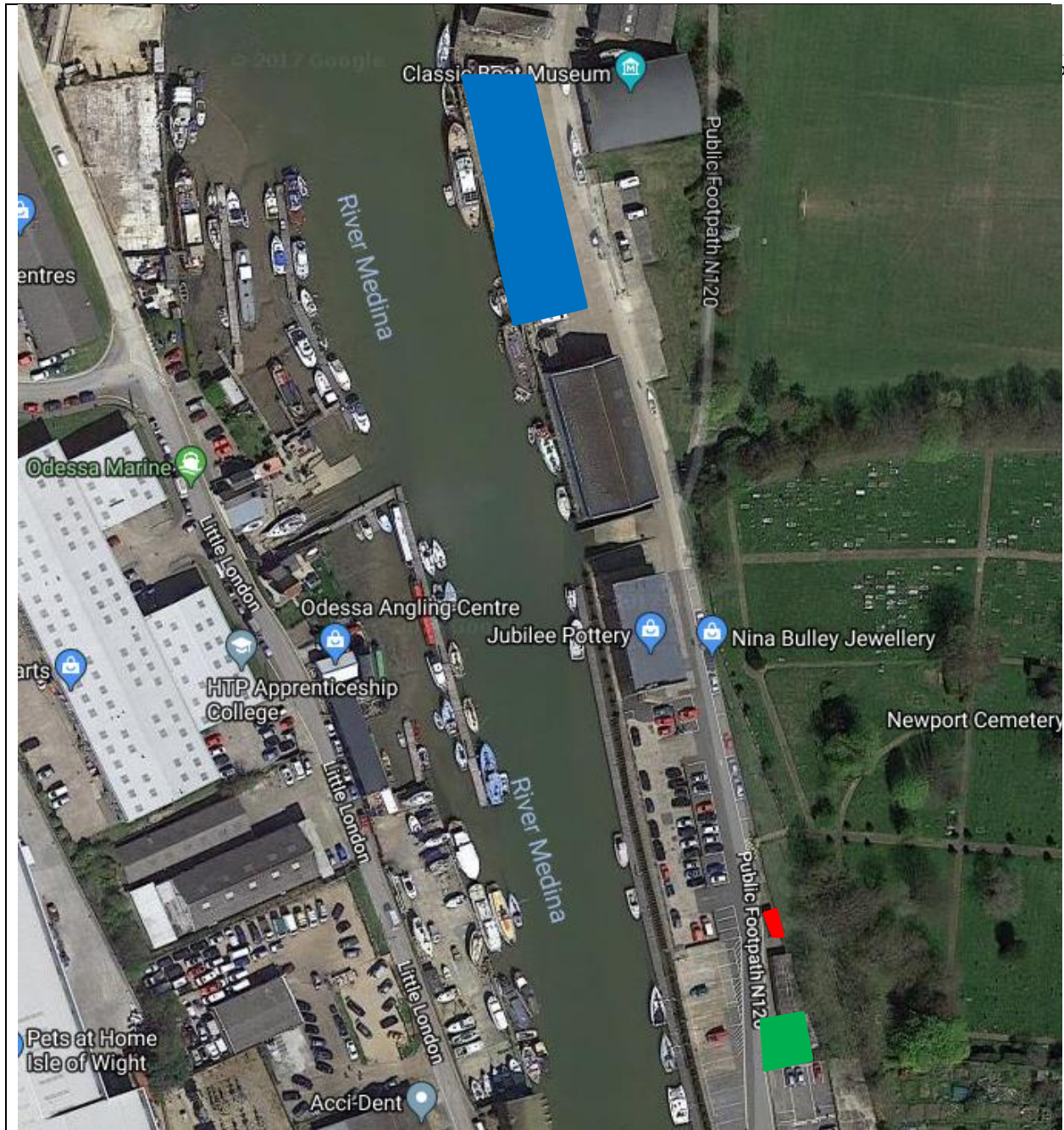
In the event of a Tier 2 or Tier 3 spill responses, the legal disposal of recovered oil will be undertaken through a disposal route agreed with the EA, on behalf Newport Harbour. The path will depend on the Tier level and the type/ volume of spilled product.

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Material Safety Data Sheets (MSDS) of common products encountered at Newport are kept in the Harbour Office (i.e. MGO).

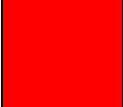

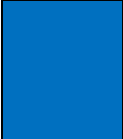
Please see overleaf for three options the harbour has for storage of oily waste depending on the volumes involved. The EA will need to be consulted prior to using these areas in an emergency.

**Emergency waste storage options**



Area 1	Area 2	Area 3



	Area 1 is a lockable shipping container to store small amounts of contained waste until collected, this is also where recovered oil from around the harbour is stored until it is disposed of.
	Area 2 is an area with no walk ways, that can be easily fenced to store larger amounts of sealed waste.
	Area 3 is a car park that can be closed, and fenced. Access to the building by the hatched and the vessel by way of the walkway from the Vectis building would be maintained. This area includes the hand crane, which could be used to lift boats up to 5 tonnes and up to 9 meters. If it is a larger vessel, mobile cranes can operate in this location.

There is fencing held in the council yard by Seaclose, this is about 500 metres

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**Section 8: Report Forms and Checklists**

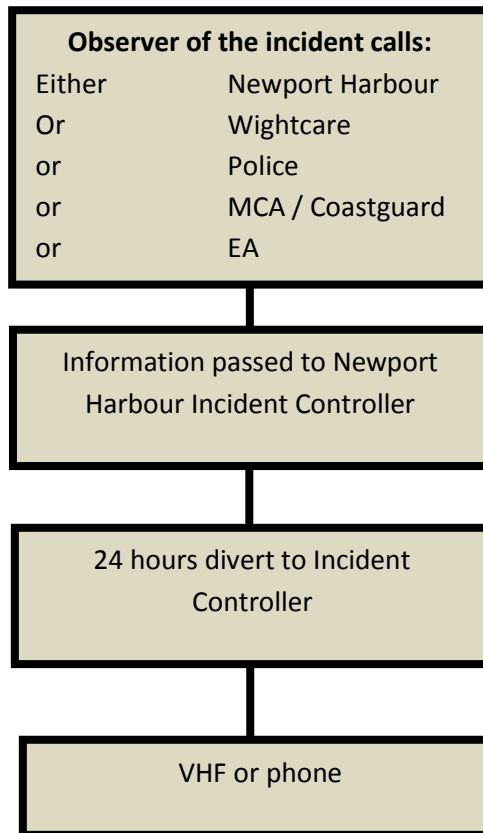
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**Section 5: Actions Sheets**

**5.1 Observer of the Incident**



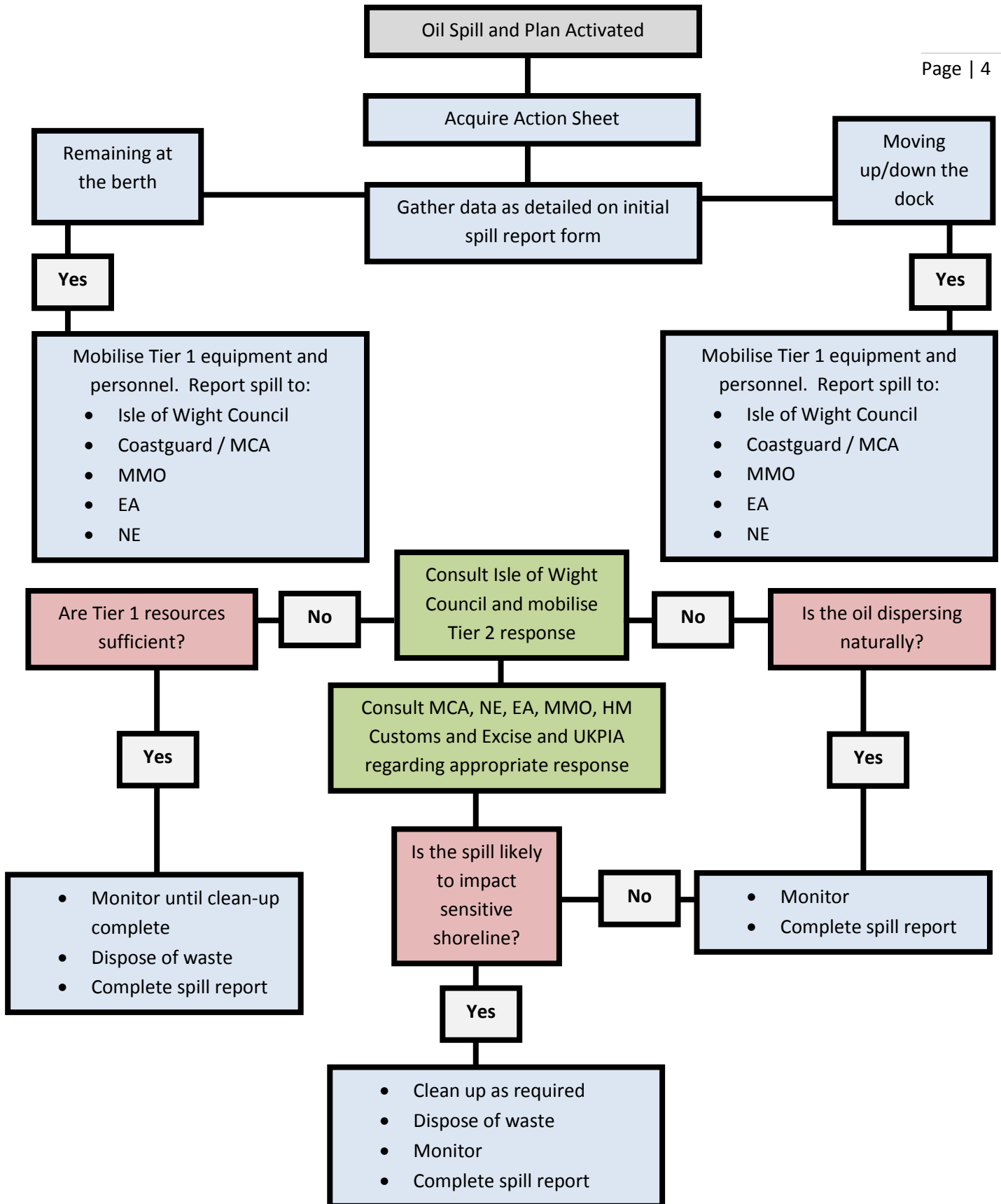
**Information to be obtained as Initial Spill Report**

Date and Time:
Name of person reporting incident:
Call back number:
Location of the Incident:
Estimated quantity of spilled oil: <span style="float: right;">litres/tonnes</span>
Weather and tide height:
Type of oil spilled:
Action taken to prevent further spillage:
Other relevant information:
Contact Address:



5.2 Newport Harbour Incident Controller

Initial response upon notification of a spill



**Action Sheet**

In the event of a call out requirement, the following action sheets should be used as a check list to ensure proper cover of all aspects of response.

<b>Newport Harbour Incident Controller</b>		
<b>No</b>	<b>Action</b>	<b>Refer to</b>
1	Obtain all available information regarding the spillage and ensure that an Incident Log has been started.	Incident log sheet section 8.1 - 8.2
2	Go to spill site to confirm the spill quantity and determine the initial level of manpower and equipment resource mobilisation required.	Tiered response Section 4.2 & 11
3	Attempt to contain the oil.	
4	Report the spill to the Isle of Wight Council, EA, MMO and NE.	
5	Contact Coastguard/ MCA to inform them of spill in accordance with the notification matrix and inform them that the POLREP will follow in due course.	Statutory notification section 6.1 & 8.1
6	Fill in the POLREP Report Form and forward to MCA for submission to statutory bodies.	POLREP Report form section 8.1
7	Call-out additional response personnel ensuring appropriate PPE is available.	
8	Ensure that a sample of spilt oil is taken, especially when the origin of the spill is unknown or legal proceedings are liable to be taken.	MCA STOp Notice 4/2001
9	Constantly monitor situation.	
<b>Tier 2 and 3 Incidents</b>		
10	Inform Local Authority, EA and NE of decision to mobilise a Tier 2 response contractor ( <i>a contracted responder is not a necessity</i> ).	
11	Engage with the Marine Response Centre (MRC), Response Structures set up within the Council (in line with the council's Marine Pollution Plan and the Hampshire and Isle of Wight Local Resilience Forum Emergency Response Arrangements as appropriate.	
12	Contact oil spill response contractor and agree primary level of response required.	Resources directory section 11
13	Start and maintain an accurate log of all communications with the oil spill response contractor.	
14	Establish communication link with the oil spill response contractor duty manager and issue a call back number.	
15	Determine extent of incident in terms of: <ul style="list-style-type: none"> <li>• Casualties</li> <li>• Safety hazards</li> <li>• Damage to facilities</li> <li>• Pollution extent</li> <li>• Result of any action taken so far</li> </ul>	

16	Brief oil spill response contractor site supervisor of actions as appropriate.	
17	Establish review/planning meetings. Continue normal communications and ad-hoc reporting.	
18	When incident stood down, confirm incident closure with all agencies involved.	
19	Complete incident log and ensure receipt of report from response supervisor.	

### Escalation of Response

In the event that a response escalates to Tier 2 or Tier 3, sufficient personnel must be mobilised to establish an incident centre and a room must be made available to meet with personnel from external agencies. The relevant Manger will retain the position of On-Scene Commander unless any change is agreed with the Government Agencies involved. If the response is likely to become protracted, the Incident Controller must make arrangements for the incident centre to be managed and run according to the needs of the response team. This may entail providing catering and accommodation arrangements locally. In the event that outside contractors are employed to assist with the clean-up, due notice must be taken of the Health and Safety Policy contained in Section 4.1 of this Plan.

In the event of an incident requiring salvage operations the Secretary of State's Representative (SOSREP) will decide whether it is necessary to set up a Salvage Control Unit (SCU). If the size of the incident merits the establishment of a SCU, Isle of Wight Council will initiate the establishment of the SCU and the SOSREP will travel to the scene at the appropriate time. Upon establishment of a SCU the Incident Controller will become an active member of the SCU team liaising with the SOSREP throughout the course of the incident. The members of the SCU are:-

- SOSREP;
- Salvage Manager from the salvage company appointed by the ship-owner;
- Newport Harbour Incident Controller or nominated representative;
- Single representative nominated by agreement between the ship-owner and the insurers (for both the physical property and their liabilities);
- CPSO
- Environmental Liaison Officer, nominated by the Chair of the Environment Group; and
- if SOSREP decides to appoint one, SOSREP's personal salvage advisor.

Under the OPRC 1990 the SOSREP has the powers to establish an environmental group where Appointed Environment Liaison Officers (ELOs) will provide environmental and public health advice to the response centres and the relevant authority.

## Section 6: Communications

## 6.1 Notification Matrix

Organisation	Oil spill tier			For contact numbers, see section 10 – Contact directory	
	1	2	3	Method	Remarks
Newport Harbour	t	t	t	telephone	Newport Harbour Office and the Senior Harbour Master should be contacted.
MCA / Coastguard	t/e	t/e	t/e	telephone and e-mail	Coastguard will require information on the oil spill report form in section 8.1. Confirm detail with e-mail by completing a POLREP proforma.
NE	t/e	t/e	t/e	telephone and email	Phone all spills. Contact if spill exceeds one tonne. 24/7 monitored email.
EA	t	t	t	telephone	Contact if spill has originated from land based source. Incident Communication Service send report to local EA Environment Officer in working hours and to a designated duty officer out of hours.
MMO	t	t	t	telephone	
Isle of Wight Council	t	t	t	telephone	Call 01983 821105 (Wightcare) and ask for the Emergency Management Duty Officer to be paged leaving the following details:  “This is (name of organisation), please contact (name of team/ officer) on (contact number)”.  The Emergency Management Duty Officer will phone the contact number given within ten minutes of receipt of pager message. If this does not occur please repeat the process.
Cowes Harbour Commission	t	t	t	telephone	
Tier 2 responder		t	t	telephone	

t: notify immediately by telephone

e: notify immediately by e-mail

■ notify during normal working hours

## 6.2 Communication and Reporting

### Reporting of Oil Pollution

It is essential that all spills are reported by whatever means as quickly as possible.

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- a) Responsibility for reporting of oil pollution rests with the Master in all cases involving a vessel and with the berth operator in the case of a berth or quayside incident. In cases involving a vessel alongside both parties are equally responsible.
- b) Any person either ashore or afloat, seeing oil pollution on the water within Newport Harbour's jurisdiction or liable to pose a threat to it, should report it whether or not the source is known (section 5.1).
- c) The Incident Controller is responsible for ensuring mandatory notifications are made (section 3.6).

### Communication

It is essential that all spills are reported by whatever means as quickly as possible. Responsibility for reporting oil pollution rests with the Master in all cases involving a vessel and with the berth operator in the case of a berth or quayside incident. In cases involving a vessel alongside, both parties are equally responsible. Any person either ashore or afloat, seeing oil pollution on the water within Newport Harbour's jurisdiction or liable to pose a threat to it, should report it whether or not the source is known.

Being a relatively small-scale operation, and with the limited number of persons involved, initial reports will be passed by telephone, primarily landline. Should personal mobile phones be used, consideration must be given to security level. In the event of escalation, primary communications will be augmented with assistance from other agencies. In the event of a clean-up operation, a shift system will be instituted to ensure the main switchboard is manned on a 24 hour basis.

### Records

It is essential that all events occurring during an incident are logged and recorded (sheet shown in Section 8.2). This will provide assistance if liability, compensation or reimbursement issues arise as a result of the incident. To achieve this, all key personnel should keep logs.

Entries in the log should detail as a minimum, events, actions taken, communications with outside Agencies, decision made and points relevant to the operation.

These logs should be forwarded to the Newport Harbour Incident Commander once the incident has ended to form part of the final incident report and provide the basis for a "wash-up" meeting.

## Section 7: Sensitivity Areas Response Information

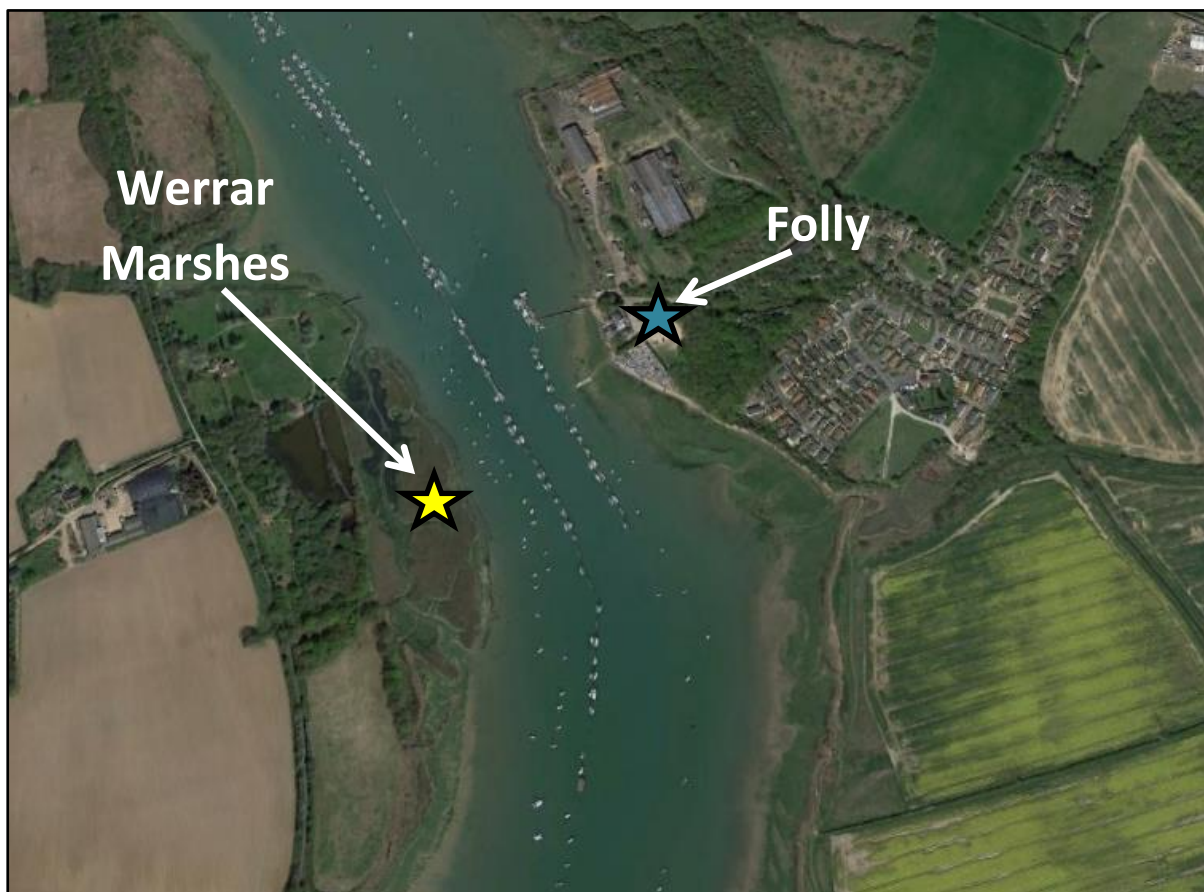
### 7.1 General Information

Designations that should be considered in the clean-up operation are mentioned in Section 1.8.

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#### Werrar Saltmarsh

Werrar saltmarsh is on the fringes the mid-western edge of the Medina Estuary. It exhibits a clear zonation of vegetation reflecting classic stages in saltmarsh development. The lower marsh is dominated by sea purslane *Halimione portulacoides* with some cord-grass *Spartina anglica*. This grades to higher, mixed marsh community with a richer flora dominated by sea lavender *Limonium vulgare*, sea plantain *Plantago maritima* and sea blite *Suaeda maritima*, with glasswort *Salicornia* species occupying low 'pans'. The highest levels of the marsh grade to sea couch-grass *Elymus pycnanthus*, commonly with sea club-rush *Scirpus maritimus*, sea aster *Aster tripolium* and, at the margins, two nationally scarce species, divided sedge *Carex divisa* and golden samphire *Inula crithmoides*. **This has been nominated as the most sensitive part of the Harbour and should be a priority for protection.**



## Recommendations

Dispersant is not to be used and manual collection of tar balls and other oily debris is recommended. If particularly sensitive areas are under threat, it is sometimes possible to place booms, strategically position to deflect the oil away from the area. If this strategy is employed, care should be taken on deciding where to place the booms and their configuration. Booming should only be undertaken by trained personnel, otherwise there is a grave risk that the boom will fail. Prevention of oil reaching sensitive habitats is always a better option than attempting removal. Removal of loose oil from the margins of the habitat, if access allows, always be undertaken to minimise the risk of other habitats being impacted. Furthermore, the clean-up operation should cause less damage than leaving the pollutant in situ.

**Table 11: Recommendations and Avoidances for Differing Shorelines**

Type of Beach	Recommendations
<i>Sandy</i>	<i>Avoid over cleaning or removing more sand than necessary. Removal may increase beach erosion and increase disposal problems.</i>
<i>Pebble Shingle</i>	<i>Do not use dispersant without prior permission of MMO. Avoid spreading oil into unoiled, sensitive lower tidal zone. Avoid changing the beach profile. Avoid removing large volumes of substrate. Avoid pushing the oil further into the substrate. Avoid oiling adjacent habitat. Avoid physical disturbance to vegetated shingle ridges above high water mark.</i>
<i>Rocky</i>	<i>Avoid excessive foot traffic on sensitive areas. Danger to manpower from tides, slips and falls. The use of heated or freshwater. Avoid washing the oil into the ecologically sensitive lower tidal zone. Avoid removing bedrocks.</i>
<i>Boulder</i>	<i>Avoid overloading plastic sacks, ensure bags are double thickness. Avoid the removal of the substrate. Avoid changing the beach profile. Avoid unnecessary disturbance to ecologically sensitive 'under boulder' communities.</i>
<i>Muddy Shore</i>	<i>If possible leave to degrade naturally. Closely controlled manual recovery (low pressure flushing and sorbents). Avoid pushing oil further into substrate. Avoid use of plant or heavy machinery.</i>
<i>Salt Marsh and Intertidal Mudflats</i>	<i>Priority case for protection booming Pruning heavily contaminated vegetation. If possible leave to degrade naturally. Closely controlled manual recovery (low pressure flushing and sorbents). Avoid pushing oil further into substrate. Avoid use of plant or heavy machinery. Avoid completely removing oiled vegetation for cosmetic clean-up.</i>

## 7.2 Tidal Data

The harbour dries out completely at Low Water. High Water Spring tides give an average 2.5m depth in the approach channel and at the visitors' pontoons, but this may increase depending on weather conditions. The Neap high tide depth is 1.8m. It is advised that fin keeled boats should lie against the quay walls south of the visitors' pontoons. Detailed tidal data for the surrounding area can be located in the Cowes Harbour Commission OSCP.



## Section 8: Report Forms and Checklists

### 8.1 CG77 POLREP Pollution Report Form

To: MCA – CGOC      Copy to: Agencies as required      From: Newport Harbour, Isle of Wight

Part 1 – Information which should be provided in an Initial Pollution Report	
<b>Classification of report:</b> <i>(*delete as necessary)</i>	
*doubtful	*probable
	*confirmed
<b>Date:</b>	<b>Time pollution observed:</b>
<b>Identity of observer/reporter:</b>	
<b>Position of pollution:</b> <i>(latitude/longitude, range and bearing from prominent point of land)</i>	
<b>Extent of pollution in litres/barrels/tonnes:</b>	
<b>Size of polluted area:</b>	
<i>(Estimated amount of pollution, e.g. size of polluted area, number of tonnes of oil spilled; or number of containers, drums, etc. lost. When appropriate, give position of observer relative to pollution).</i>	
<b>Wind speed (knots):</b>	<b>Direction from:</b>
<b>Tidal status at time of pollution observation (after/before HW/LW):</b>	
<b>Weather:</b>	
<b>Sea state:</b>	
<b>Wave height (metres):</b>	
<b>Characteristics of pollution:</b>	
<b>Type:</b> <i>(crude, diesel, garbage, etc.)</i>	
<b>Appearance:</b> <i>(liquid, solid, sludge, etc.)</i>	
<b>Source of pollution:</b> <i>(from vessel or other)</i>	
<b>Cause of pollution:</b>	
<i>(Apparent deliberate discharge or casualty. If the latter, give a brief description. Where possible name, type, size, nationality and Port of Registry of polluting vessel. If vessel underway, give course, speed and destination if known)</i>	

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<b>Detail of vessels in the area:</b>
<i>(To be given if the polluter cannot be identified and the spill is considered to be of recent origin)</i>
<b>Photographs taken:</b> <i>(*delete as necessary)</i> *yes / *no
<b>Sample taken for analysis:</b> <i>(*delete as necessary)</i> *yes / *no
<b>Remedial action taken / intended to deal with spill:</b>
<b>Forecast of likely effect of pollution:</b>
<i>(e.g. arrival on coastline with estimated timing)</i>
<b>Names of those informed other than addresses:</b>
<b>Any other relevant information:</b>
<i>(e.g. names of other witnesses, references to other instances of pollution pointing to source)</i>

<b>Part 2 – Supplementary information to be provided later</b> (this part may be disregarded when POLREPS are for UK internal distribution only)
<b>Results of sample analysis:</b>
<b>Results of photographic analysis:</b>
<b>Results of supplementary inquiries:</b>
<i>(e.g. Inspection by surveyors, statements from ship's personnel, etc. if applicable)</i>
<b>Results of mathematical models:</b>



### 8.3 Waste Disposal Action Checklist

#### Oily Waste Generated from a Shoreline Clean-up Operation

##### a) Direct Transportation to Appropriate Disposal Site for Burial

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1. Identify suitably licensed waste carrier to remove material from site.
2. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with EA to ensure that the disposal strategy is acceptable.
3. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.
4. Ensure all associated paperwork is retained and catalogued.

##### b) Temporary storage/Clean, Treat, Stabilize, Recover, Reuse

1. Discuss requirement to establish temporary storage sites along the shoreline with EA, Isle of Wight Council and NE.
2. If agreed, identify temporary storage sites in close liaison with EA, NE and Isle of Wight Council.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.
4. Identify suitably licensed waste carrier to remove material from site.
5. Confirm with waste carrier the disposal route and ultimate disposal site.
6. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

##### c) Temporary Storage and then to Appropriate Disposal Site for Burial

1. Discuss requirement to establish temporary storage sites along the shoreline with EA and Isle of Wight Council.
2. If agreed, identify temporary storage sites in close liaison with EA and Isle of Wight Council.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.
4. Identify suitably licensed waste carrier to remove material from site.
5. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with EA to ensure that the disposal strategy is acceptable.
6. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

##### d) Take to a Refinery/Incinerator (mainly for oily liquids only)

1. Identify suitably licensed waste carrier to remove material from site.
2. Identify suitable facility to receive waste.
3. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with EA to ensure that the disposal strategy is acceptable.
4. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

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**Oily Liquids Recovered at Sea and Held on a Dedicated Oil Recovery Vessel**

1. Notify HM Revenue and Customs that you intend to land recovered oil.
2. Identify suitable oil handling plant (refinery) to receive the waste.
3. If 2 is not available identify a harbour with a suitable berth for handling oils.
4. Identify a suitably licensed waste carrier to take the oily liquids off the vessel.
5. Confirm the disposal route with the waste carrier.
6. Notify Regulator and confirm that the identified disposal route meets with their satisfaction. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.
7. The removal of landed ships waste that is Hazardous Waste to:
  - a. conveyance for transport outside the harbour area.
  - b. reception facilities within the harbour area.
  - c. by pipeline to reception facilities outside the harbour All require to be consigned. However, there is no requirement to pre-notify these movements and consignment notes can be SC coded.
  - d. all oil wastes including fuels, mixtures, emulsification and spills are classed as Absolute Entries in terms of the regulations therefore there is no longer any percentage threshold of carcinogenic compounds; they are now Hazardous Waste regardless. All waste oils with the exception of edible oils are considered Hazardous Waste irrespective of their composition, biodegradability, synthetic nature or otherwise. There is no longer any threshold applicable to consider whether they are Hazardous Waste or not.

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***Notify Regulator and confirm that the identified disposal route meets with their satisfaction. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.***

*Please refer to STOp note 3/16 for more information.*

## Section 9: Press and Public Information

### 9.1 Press Statement

In the event of a pollution incident, it will be necessary for an efficient and comprehensive information service to be brought into action so as to:

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- Deal professionally with the representatives of the media.
- Co-ordinate and release information to the general public regarding the pollution incident and the Newport Harbour response to it.
- Keep staff and involved personnel informed of developments regarding the progress of the incident; in so far as it affects their responsibilities.
- Minimise the pressures on those directly concerned with combating the spill.

Responsibility for media relations needs to be clearly understood and who will be required to respond. The relevant Cabinet Member in the first instance will be responsible for speaking to the media, substituted on agreement with the Media Team and relevant officers that the senior officer becomes the spokesperson or the Harbour Master. Under no circumstances should any person connected with the incident response speculate to the press as to the cause of the incident, nor comment on any aspect of the response operation.

#### For guidance it would be expected as follows:

- Tier 1 spill – Isle of Wight Council Media Team and Newport Harbour.
- Tier 2 spill – Isle of Wight Council Media Team and Newport Harbour involvement (potential to include CHC, Island Harbour and Folly Taxi).
- Tier 3 spill – Activation of the Strategic Co-ordinating Groups with MCA Press Office staff in attendance.

It is essential that the media are provided with a “balanced” view of the incident and actions taken. Remarks like “No comment” only increase rumour and fuel unnecessary speculation. Below is the format of an Initial Press Statement that could be used by a responsible Manager pending full details becoming available and a press release issued.

#### Initial Press Statement

“Newport Harbour confirm that an incident has occurred (state where and give brief description) ..... at approximately (give time) .....hours today.

Emergency response procedures have been initiated and relevant authorities (have been / are being) advised. All support services are being co-ordinated through the incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects.

Further information will be released, (as it becomes available).”

**Part 3: Data Directory****Section 10: Contact Directory**

Contact Directory 2

**Section 11: Resources Directory**

Resources Directory 4

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## Section 10: Contact Directory

Company / body name	Contact	Telephone (office hours)	Telephone (out of hours)	Fax/ Email
<b>Newport Harbour</b>	Harbour Master	01983 823885	07970 009589	
	Senior Harbour Master	01983 821000 Ext: 5978	07964 257361	
<b>Isle of Wight Council</b>	Coastal Management Officer	01983 857220	01983 823318	
	Emergency Management Duty Officer	01983 821105 (Wightcare)	01983 821105	emergency.management@iow.gov.uk
	Communications and PR Manager	01983 823747		
	Media Team	01983 821000 Ext: 6254		
<b>MCA</b>	NMOC	02392 552100	02392 552100	
	POLREP			zone17@hmcg.gov.uk
<b>MCA Southampton</b>	Counter Pollution	02380 329407		
<b>Cowes Harbour Commission</b>	Office	01983 293952		01983 299357
	Harbour Master	07855 405560	01983 293485	
	Deputy Harbour Master	07855 405561	07855 405561	
<b>NE</b>	Marine Incidents 24/7 advice	0300 060 1200	0300 060 1200	Marine.incidents@naturalengland.org.uk
<b>EA</b>	Emergency Incident Hotline	0800 80 70 60	0800 80 70 60	
<b>MMO</b>	Spill response number	0300 2002024	07770 977825	01913 762682 (MMO – not 24hour)
	DEFRA duty room (ask to be connected to the MMO)	03450 518486	03450 518486	
<b>Isle of Wight Fire &amp; Rescue Service</b>	Emergencies Enquiries	999 01983 525121	999	
<b>Hampshire Fire Control</b>	Mon- Fri (9-5)	02031 620063 02380 386390		
<b>Police</b>	Emergencies	999	999	
	Non-Emergency	101	101	



	Marine Police	07774684317		
<b>HM Revenue &amp; Customs (HMRC)</b>	Main National Co-ordination Unit Advice Line	01224 844844	08707 853600 08450 109000	08702 403738
<b>RSPB</b>	Brighton	01273 775333		
<b>Southern IFCA</b>	Poole Office	01202 721373		
<b>Adler and Allan</b>	Tier 2 Contractor: 24 hour emergency line	0800 592827	0800 592827	
<b>Braemar Howells</b>	Tier 2 Contractor: 24 hour emergency line	01202 653558	01202 653558	
<b>Oil Spill Response Limited</b>	Worldwide response company	02380 331551		
<b>Biffa</b>	Customer Services	0800 601601		
<b>Island Harbour Marina</b>	General	01983 539994		01983 523401
<b>Folly Waterbus</b>		07974 864627		
<b>Kingston Marine Services</b>		01983 299385		
<b>Vestas</b>	Newport	01983 288000		01983 288001
<b>Odessa Boatyard</b>		01983 524337	07964 860449 07966 249350	
<b>Blackhouse Quay Aggregates</b>		01983 619211 01983 520050		
<b>Met Office</b>		0870 9000100		
<b>ITOPF</b>		0207 5666999	07623 984606	

## Section 11: Resources Directory

### Tier 1

Available personnel for an initial response would consist of six people in the day at immediate notice. Overnight there is one person available at immediate notice in addition to two others at 15 minutes' notice. Availability of Tier 1 response is immediate during working hours. Page | 4

#### *Isle of Wight Council*

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 resources are listed below:

Description
Various sizes of tracked excavators
Various sizes of dumpers
Various sizes of tipper lorries
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

*Newport Harbour*

The Harbour itself is in the process of purchasing spill kits consisting of sorbent materials to deal with a minor spillage.

*Vestas*

Vestas has spill kits consisting of sorbent materials to deal with a minor spillage.

*Island Harbour Marina*

Island Harbour Marina has spill kits by their fuelling facility consisting of sorbent materials to deal with a minor spillage.

*Cowes Harbour Commission*

Cowes Harbour Commission has an extensive Tier 1 stockpile which resources can be located in their OSCP. Newport Harbour and Cowes Harbour Commission are currently negotiating an MoU for the use of this equipment.

**Tier 2**

Newport Harbour do not have a contracted Tier 2 responder but a list of accredited responders can be accessed via : [http://spillonline.org/contractors\\_map.php](http://spillonline.org/contractors_map.php)

**Tier 3**

Tier 3 response resources from the MCA. The response will be in accordance with the NCP.

**Appendix I: MCA STOp Notices**

*N.B. All MCA Scientific, Technical and Operational advice notes (STOp notes) can be accessed via: <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>*

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**Scientific, Technical and Operational Advice Note****STOp4/2001 - Important**

This STOp notice replaces STOp 2/98; please destroy your copy of STOp 2/98

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**Advice to Local Authorities on the Collection and Handling of Oil Samples**

1. **Background**
2. **Sampling from the sea and shoreline**
3. **Size of samples**
4. **Methods of collecting samples**
5. **Bottling, sealing, packaging and boxing of samples**
6. **Labelling and addressing of samples**
7. **Transportation of samples**
8. **Handling of samples for Bonn Agreement States**

**Appendices****Appendix A: Oil Pollution Sample – Standard Label****Appendix B: Collection of Sample – Standard Form****Note: This document should be read in conjunction with:**

- **STOp 1/2001 - The Environment Group and Maritime pollution response in the UK.**
- **The National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).**

*All extant MCA STOp notices may be found on the MCA web site: [www.mcga.gov.uk](http://www.mcga.gov.uk) and all enquiries regarding this and other MCA STOp notices should be directed to [meor@mcga.gov.uk](mailto:meor@mcga.gov.uk)*

## 1. Background

Where an oil pollution incident is thought to have arisen from an illegal operational discharge an effort should be made to collect a sample of the pollutant and, if possible, matching samples from the suspect ship or other source for analysis, comparison, and possible subsequent use in legal proceedings. Samples of the pollutant may need to be taken from the sea or coastline. When beach pollution has occurred, local authorities or HM Coastguard would usually take the necessary samples. For advice on sampling at sea, contact the Counter Pollution Branch of the Maritime and Coastguard Agency (MCA) on 02380 329483. This notice sets out the procedures to be followed when collecting and handling oil samples.

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The MCA's Enforcement Unit will collect evidence concerning pollution incidents from shipping at sea, upon which a decision will be made as to prosecute or not. In England, Wales and Northern Ireland the MCA will conduct prosecutions. In Scotland the case will be presented to the Procurator Fiscal for action. If samples are likely to be used in connection with legal proceedings then the following procedures should be implemented:

### In England and Wales

Although a single sealed sample of each type of pollutant is required by law, MCA would prefer three samples to be collected.

### In Scotland

There is no longer a legal requirement for three sealed samples of each type of pollutant in Scotland but as in England MCA recommend three samples: one for analysis, a second to be handed to the owner or master of the suspect vessel for retention and any appropriate action, and the third for production in court, where the prosecution will be handled by the local Procurator Fiscal.

### In Northern Ireland

Although the law in Northern Ireland concerning this matter is the same as that in England and Wales, the Director of Public Prosecutions, who is responsible for handling prosecutions in Northern Ireland, has asked that for the sake of safety, three sealed samples of each type of pollutant should be provided on the same basis as in Scotland.

Responsibility for the collection of oil samples in Northern Ireland rests with Environment and Heritage Service, Department of the Environment (Northern Ireland).

Samples will usually be requested by a scientist/mariner in the MCA's Counter Pollution Branch or one of the Principal Counter Pollution and Salvage Officers as part of the response to a reported incident. Once a sample has been taken, agreement must be obtained from the Counter Pollution Branch before it is analysed

Please remember that analysis of samples will only be carried out and paid for by the MCA if authorised by the Counter Pollution Branch. Please note that organisations such as Ports and Harbours or the Environmental Regulator may be taking independent samples as part of their own individual responsibilities for oil spill response and pollution regulation. The analysis of the samples and the cost of analysis of such samples will be the responsibility of the organisation taking the sample and not the MCA.

## **2. Sampling from the sea and shoreline**

When a large oil slick exists at sea or on a coastline, the number of samples that MCA may require is:

offshore spill - minimum of 1 sample / slick / day where possible,

onshore spill - representative samples from the shoreline, following discussion with Counter Pollution Branch.

Following an incident, attempts may be made to infer that not all the oil pollution came from one vessel, and that some of it may have come from other sources. Where therefore an oiled beach is being sampled, a careful and detailed examination of the beach should be made to determine the uniformity of the oil deposit and the extent to which it is polluted by more than one type of oil. In particular, if there are any tarry, semi-solid lumps or wet tarry patches, their presence should be recorded and some idea of their quantity and extent obtained. In addition, samples of such pollution should be retained and an attempt should be made to estimate costs expended on the clean-up of different oils.

In cases where samples have been taken at intervals along the beach, these should be clearly identified (see section 6 on labelling). It is desirable that samples of oil are taken in the area where the oil is first washed ashore. This is helpful since the fresher the oil the easier it is to identify by laboratory techniques.

## **3. Size of samples**

Modern analytical methods mean that very little original pollutant is required to carry out most analyses. However, a larger sample is likely to be more representative. Detailed analyses are often hampered by either contamination or the loss of the oil's lighter fractions. A larger undisturbed sample may consist of a weathered oil crust covering a less weathered (holding a greater percentage of lighter fractions) and therefore more valuable sample. The recommended minimum quantities required for a detailed programme of analyses are:

- Unweathered oils that are liquid and substantially free of water, 10ml
- Oil exposed to seas surface and forming water-in-oil emulsion "chocolate mousse", 10ml
- Over side water discharge where contravention of 100ppm or 15ppm is suspected, 1 litre of the discharge.
- Tarry lumps as found on beaches, 10 grams.

A sample should not be withheld because the recommended quantity cannot be obtained, since much smaller samples can give useful results. In cases of pollution within UK territorial waters, when it is only necessary to prove that some oil has been discharged, a relatively small sample may be acceptable. Larger samples may be useful to carry out a range of tests to determine the most appropriate response/clean-up strategy. MCA can advise when and why such an approach is desirable

#### **4. Methods of collecting samples**

When liquid samples are skimmed off the surface of the sea, care should be taken to ensure that the sample contains sufficient oil. Various techniques may be adopted to skim thin layers of oil from the waters' surface and consolidate using a bucket with a hole.

Care should be taken to minimise contamination of liquid samples by solid matter. Oil deposited on rocks or other impervious materials should be scraped off and placed directly into the sample container. Lumps of tarry or waxy pollutant should be placed directly into sample containers; no attempt should be made to heat or melt these samples to enable them to flow into a container. The sample container should be sealed as soon as possible to minimise evaporation of the higher fractions.

Oil adhering to seaweed, small pieces of wood, sand, plastic, material, cloth, vegetation or other debris should be dealt with by placing the complete specimen comprising oil and support material into the sample container.

#### **5. Bottling, sealing, packaging and boxing of samples**

All samples should be securely packed and sealed, using screw topped containers and UN approved fibreboard boxes to ensure safe carriage of the sample. These have been supplied to HM Coastguard Stations and MCA Marine Offices for use by MCA Staff. In consultation with CPB, MCA sampling bottles can be made available to local authorities.

As proof against unauthorised opening, the sample container should be sealed with wire and a lead or sealing wax seal. Alternatively, adhesive labels with a signature stuck on the bottle top in such a way that they have to be broken to open the bottle are acceptable.

The bottle should then be placed inside a plastic bag, which should be sealed with a further adhesive label in the same way as for the sample bottle to ensure that it is not tampered with.

If it is necessary to take an oil sample where one of the standard containers above is not available the receptacle should be of glass with a screw-cover and a seal which would not be affected by the oil. Small (100ml) and medium (500ml) glass bottles are readily obtainable from chemists or hardware shops.

The use of closed metal receptacles or plastic jars is strongly discouraged as contact with metal or plastic can, in some cases, interfere with the analysis. Avoid the use of any metal tool made of nickel





- m. Description of the oil spill, i.e. distribution and consistency.

An example of the recommended oil pollution sample standard label can be found in Appendix A. The recommended sample form is at Appendix B.

To assist with any subsequent investigations it is important that a letter is sent to MCA quite independently of the sample (but a copy should be sent with the samples), setting out details a. to m, where available.

## **7. Transportation of samples**

If a sample needs to be analysed, the Counter Pollution Branch will contact their contractor to arrange for the sample to be collected by courier and analysed.

Please ensure that samples are labelled correctly and securely packed in UN approved boxes to avoid breakage. It is important that the standard proforma described in section 6 should also be included with the sample along with all carriage documentation. To facilitate sample transportation, clear information on the number of samples to be collected, the location they need to be collected from and a contact name and phone number must be given to Counter Pollution Branch.

## **8. Handling of samples for Bonn Agreement States**

In cases where samples are taken at the request of a contracting member of the Agreement for Co-operation in Dealing with Pollution of the North Sea by Oil, the BONN Agreement, the Counter Pollution Branch would be the focal point for processing the samples for either analysis or onward transmission to the requesting member state. The results of such tests would not be made public until the contracting party involved was informed.

**Appendix A: Oil pollution sample – standard label**

<b>OIL POLLUTION SAMPLE – STANDARD LABEL</b>			
ID No.	Date/time	Location	Name and address of sampler
For continuity of evidence: Please complete clearly.			
Sample passed to:			
Date	Name	Address	Signature
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

## Appendix B: Oil Pollution Sample – Standard Form

Collection of oil samples - This form to be completed by person taking sample If in doubt please refer to MCA STOP Notice on sampling. Remember to complete sample jar label and sign	
A	ID Number - YY/MM/DD - with initials of person taking sample
B	Sample description
C	Location of sample – OS Grid Ref or Lat/Long if possible
D	Date and time of sample collection
E	Purpose for which sample was taken
F	If known, suspected source
G	Were dispersants used?
H	Method of sampling (device?)
I	Name, address, e-mail address & Tel No of person taking sample and any witnesses
If possible the following information would also be helpful	
J	Wind speed and direction
K	Air and Sea Temperature
L	Sample description, viscosity, colour, any contaminants?
M	Description of the oil spill, distribution and consistency
Original form to be kept with sample - please send copy of the form to the Counter Pollution Branch of the MCA - Bay 1/11, Spring Place, 105 Commercial Road, Southampton, SO15 1EG Tel:023 8032 9485	

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## Appendix II: MCA Exercise Guidelines

### OPRC Plans – Exercises – MCA Guidance

The following provides guidance on planning and conducting exercises which have been designed to evaluate the contingency plan and include a degree of training for any personnel likely to be involved in an oil spill incident. Page | 14

**Each port / harbour / oil handling facility must participate in exercises in accordance with the provisions within their OPRC Compliant Oil Spill Contingency Plan.**

The objectives of any exercise need to be pre-agreed, enabling the exercise planners to tailor the exercise to the needs of the players. For example, it may be desirable for different aspects of the plan to be exercised separately such as notifications or equipment mobilisation / deployment. A larger exercise, encompassing all aspects of the response, may not explore the detail of each of these individual themes but will help promote a wider understanding of the purpose and scope of the whole plan. Whatever the scale or type of exercise, the invited participation by the appropriate environmental and regulatory authorities, and others, will aid the collective understanding of the plan, to the benefit of all involved.

The following list gives examples of exercise types that can be undertaken.

#### **Notification Exercise – announced or unannounced**

Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. Such an exercise can be used to check the validity of contact information within the plan and should be carried out at least twice per year.

#### **Mobilisation Exercise**

May be used to test the actual mobilisation times of individuals and contracted resources. Ideally mobilisation should be tested without prior warning, although the requirement for an unannounced callout will need to be balanced against the practical difficulties and financial penalties of doing so. Whilst this important aspect of the response may be exercised in isolation, it may be seen as beneficial to incorporate this as a specific objective within the scope of another of the framework exercises.

#### **Desktop Exercise**

Whilst the degree of complexity can be decided upon by the exercise coordinator, a table-top exercise can be used to test the emergency management knowledge and capability. It provides individual and also team training, enabling personnel to be familiarised with the various roles and responsibilities and identification of resources. A table-top exercise can also explore the interaction between the different parties involved, particularly by testing the principles of the response

strategies. These exercises can be used to test coordination with local authorities and the emergency services. Some organisations, which have peripheral responsibilities, may be role-played. During this exercise the capability to respond to a tier 2 type spill and initiate the primary actions in the event of a Tier 3 response can be put to the test. As discussed above, it can be effective to combine this exercise with an equipment mobilisation / deployment exercise, but in any case a table-top exercise of the incident management structure should be incorporated within the exercise programme at least annually.

### **Incident Management Exercise (require significant planning)**

These exercises can test the capability of local teams to respond to tier 1, tier 2 and tier 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations. **MCA considers that each port, harbour and oil handling facility must hold an Incident Management Exercise, incorporating equipment deployment to a Tier 2 level at least every three years**, following initial plan approval. This is likely to incorporate, or be combined with a Tier 1 equipment deployment. Such exercises need, so far as possible, to involve actual involved organisations to represent a real emergency. However, if this cannot be achieved, role-playing personnel can be used to simulate roles and responsibilities. *Due to classification as a 'C & D' port, Newport Harbour are not required to exercise every three years up to a Tier 2 level.*

### **A Balanced Programme of Exercises**

Different types of exercises will test different facets of the plan whilst even the most ambitious Incident Management Exercise cannot be expected to test every aspect of the plan. Notification exercises, which are useful to update contact details within a plan, should be undertaken with greater frequency than equipment mobilisation exercises, for example. Before an exercise takes place, the appropriate authorities should be notified. This notification procedure should be formally documented and a copy of this documentation held and logged within the port / harbour / oil handling facility. A typical programme of exercise frequency is as follows:

<b>Exercise type</b>	<b>Frequency</b>
Notification exercise	Twice per year
Mobilisation exercise	Twice per year
Table top exercise (may incorporate mobilisation and deployment of local response equipment)	Once per year
Incident management exercise (IME) (will incorporate mobilisation and deployment of resources up to Tier 2 level)	Once every 3 years ( <i>n/a for Newport Harbour under 'C &amp; D' classification</i> )
<i>In an instance where a port, harbour or oil handling facility considers this requirement to be unduly onerous on the basis of the risk assessment, they may submit an alternative exercise programme to the Regional CPSO for consideration and approval, on an individual basis. In some circumstances it may be permissible to undertake an Incident Management Exercise in the fourth year of the plan's five-year life-cycle providing for the 'lessons-learned' to be captured within the final plan review/update year.</i>	

### Sharing of Exercises

In a situation where a group of ports and harbours within a distinct geographic region and sharing the same Tier 2 contractor, there may be scope to undertake a joint exercise at one of the ports.

Key individuals from nearby ports could be invited to observe or participate, thus gaining from the experience of the hosting port. In any case, each plan holder must host their own exercise involving mobilisation and deployment of their Tier 2 response, at least every three years *(n/a for Newport Harbour under 'C & D' classification)*.

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A post exercise/incident form should be completed and forwarded to the Regional CPSO, and all relevant plan holders, each time an exercise is carried out.

Appendix III: NCP Oil Handling Facility Incident Management Framework

