

# SUFFOLK COUNTY COUNCIL

## OIL POLLUTION PLAN

### **1. Introduction**

The shores of Suffolk are at risk from oil lost from the vessels that use its ports and pass its coastline. All oil spills cause disruption and damage to the habitat, amenity and industry of the county, in the case of major spills the effects can be severe. The Oil Pollution Plan gives details of how the impact of these effects can be lessened.

The Suffolk County Council Emergency Plans Team prepares this plan to provide an overview of the arrangements. This plan has been written as an electronic document and if viewed on computer there are interactive links to further information sources.

It is one of the most complex emergency responses involving the co-ordination of a wide range of organisations, often with competing interests and responsibilities.

### **2. Notification**

There is a requirement for all oil spills to be reported to HM Coastguard. They prepare a pollution report (POLREP), which is faxed to organisations with a responsibility or interest in oil pollution.

### **3. Response**

The response to a coastal oil spill has two distinct phases for at sea and on the shoreline. There are separate arrangements for inland spills.

**At sea response.** The lead is taken by the Maritime and Coastguard Agency (MCA), who will bring in the specialist services of their Counter Pollution Branch. They have airborne and other specialist resources they can bring to the incident.

**Shoreline response.** The size of the incident determines the nature of the response.

- **Tier 1.** A small, localised spill, which is dealt with using the resources of the organisations directly, involved.
- **Tier 2.** A medium sized spill, which requires the use of resources from a number of local organisations. In addition many of the Port and Harbour Authorities have appointed Tier 2 contractors who will bring in extra resources.
- **Tier 3.** A large spill which will be tackled initially using the Tier 1 and 2 resources, but also requires the resources of the MCA from its national stockpile.

**Inland response.** The Environment Agency will take the lead in the response to a land based spill. They will employ similar clean up methods and set up a co-ordination centre related to the size of the spill.

## 4. Clean up methods

The appropriate method of cleaning oil pollution from the shoreline and inshore waters will depend on a number of factors, in particular the type and state of the oil, the nature and use of the beach, the time of year and the weather. There are a number of options, appropriate for different circumstances. To assist with decision-making beach data has been collated on to a Geographic Information System (GIS).

**No action.** Oil is a natural product and will degrade over time. If it is in a place where it is causing little damage it is best left alone. This is often the case in environmentally sensitive areas such as marshland, where clean up operations would be far more damaging.

**Dispersant spray.** Dispersant enables the oil to distribute itself within the water column rather than floating in a layer on the surface. This speeds up the natural processes of break down of the oil. The spraying of dispersant is authorised by DEFRA and permission is not normally granted for inshore areas where there is insufficient depth for the process to take place. Dispersant spraying is most effective from aircraft on oil slicks at sea. The MCA have arrangements to undertake this.

**Booms.** Booms are floating oil barriers that can be used to protect sensitive areas and to direct and contain oil for collection. They are limited in their use because they are only effective in calm water with low current speeds.

**Collection from the surface of the water.** Oil usually floats on water and there are a number of specialist machines that are able to recover oil from the surface and pump it away. There are some such machines available as a first response from Suffolk based organisations, with additional equipment available from contractors and the MCA.

**Collection from the beach.** Whilst there are particular methods for beach cleaning, there is little specialist equipment available, most techniques involving manual labour and general plant. Gangs of workers would be deployed under the supervision of a Beach Master, who would be familiar with the suitable methods and techniques.

**Storage and disposal of oily waste.** Even small quantities of oil generate large amounts of oily waste, both liquid and solid. Temporary storage is provided near the site using a number of methods, whilst final disposal options are agreed. There are particular difficulties with final disposal and it is not unusual for "temporary" storage to be in use for more than a year.

## 5. Command and Control

**Tier 1.** Small spills tend to happen in port and harbour areas and the clean up is managed by the company responsible for the area. Others are notified for information only.

**Tier 2.** For larger spills the initial response will still be the same as tier 1, but a Co-ordination Centre will be agreed and opened in order to bring together the resources of other organisations who have either an interest or responsibility.

There are detailed arrangements in this respect for the south of the county made by the Haven Oil Working Group. They look to protect the environment, amenity and industry of the Stour and Orwell estuaries.

Under the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, Port and Harbour Authorities are required to have a plan for dealing with this size of spill. Most have used the services of a contractor to provide specialist assistance and equipment.

**Tier 3.** For a large spill the initial action will be the use of Tier 1 and Tier 2 resources, under the management of a Co-ordination Centre. The MCA Counter Pollution Branch will be contacted and they will dispatch their stockpile equipment. A Shoreline Response Centre will be opened, either in addition to the Co-ordination Centre, or to succeed it in due course. The MCA response is detailed in their National Contingency Plan.

### **Suffolk County Council is responsible for:**

Coordination with Central Government.

Liaison with the MCA during at-sea operations or major beach clearing operations.  
Facilitation of a Shoreline Response Centre.

Support to District Councils. County Council assistance will be as agreed within the Suffolk Local Government Memorandum of Understanding 1996. Note that the ability of the County to provide direct support is restricted. In common with other UK Local Authorities the County has privatised many of its traditional functions.

### **County Council Directorate Responsibilities**

#### **Emergency Plans.**

Formulation and testing of the County Oil Pollution Plan.

Initial control and continuing coordination of the County and Local Authorities' response to an oil pollution incident.

Assist with staffing a Shoreline Response Centre.

Implementation of specific training where requested.

#### **Corporate Services**

Provision of administrative staff to assist in the formation and facilitation of a Shoreline Response Centre.

Media liaison and arrangements through the PRO.

Maintaining the Health and Safety at Work (HSW) Incident record.

Appropriate legal advice.

Procurement of equipment through Purchasing & Supplies.

#### **Environment and Transport**

Provision of personnel, equipment and expertise for the disposal of solid and liquid oiled beach material (OBM).

Provision of available workforce to assist in oil clearance operations including transport to selected sites.

### **Resource Management**

Provision of trained personnel equipped to permit accurate accounts to be maintained from day one of the incident to the completion of operations. This may be as part of a Shoreline Response Centre or in support of the Districts.

### **Education**

May be requested to provide meals, refreshments and transport for mobilised personnel.

All Directorates may be requested to assist with the provision of personnel and manpower for a wide range of duties.

### **County Oil Pollution Officer.**

Suffolk County Council appoints the County Emergency Plans Officer (CEPO) as the County Oil Pollution Officer (COPO). The County Oil Pollution Officer is responsible for the preparedness of the County's response to oil pollution and for the viability, currency and implementation of the County Oil Plan. The COPO is therefore responsible for the familiarisation and training of County Council staff for their oil pollution roles and responsibilities.

## Legal basis

*In harbour areas* the initial responsibility for dealing with smaller spills rests with the Harbour or Port Authority. These authorities should have contingency plans in accordance with MCA guidelines. They submit these plans to MCA to check, among other things, for consistency with the National Contingency Plan and Local Authorities contingency plans.

Although the Coastal Local Authorities and Port and Harbour Authorities in England, Scotland and Wales have accepted responsibility for dealing with pollution on the coastline and to ports and harbours respectively, HM Government accepts that they may not be able to cope with a major incident causing exceptional pollution without some assistance from central government. In such circumstances, the MCA Counter Pollution Branch will not only direct offshore operations but will also, when so agreed, set up a Shoreline Response Centre (SRC) with one or more local authorities and then provide beach cleanup equipment and other resources free of charge. If so requested, the MCA Pollution Control Branch Land Coordinator in the SRC would co-ordinate and lead the coastal cleanup response.

The Environment Agency EA may be involved in assisting Local Authorities in cleanup operations or in working with other environmental protection groups in discharging its recreational and conservation duties. The EA has a responsibility to prevent the spread of oil inland from estuaries on incoming tides. To do this, each EA Region will prepare action plans, in consultation with the Local Authorities, MAFF and English Nature or the Countryside Council for Wales, to protect wherever feasible, sensitive areas of coastline and estuaries.

Discharges Entering Tidal Waters from either a Riverine Source or a Land Based Discharge. The EA is responsible for the monitoring of and remedial action resulting from all oil and chemical discharges from land based sources in England and Wales. Under these circumstances, the EA will take the lead role using the powers vested in it under Section 161 of the WRA 1991.

The EA will locate the source of the pollution and ensure the discharge is stopped as soon as is practicable. After establishing the extent of the pollution and the severity of the incident, appropriate remedial action will be instigated by the EA, taking into consideration the views of other bodies, such as MAFF and English Nature, who have an environmental interest.

The EA will set up command and control arrangements and will act as coordinators in commissioning resources from both within the EA and other bodies such as the Police, Fire Services, Harbour and Local Authorities. In the case of major incidents, the MCA Counter Pollution Branch may be called in to assist with remedial operations.

Reporting Procedures. All reports of spillages of oil or chemicals into the sea are reported to HM Coastguard who maintain a 24 hour a day radio watch and can also be contacted by 999 telephone calls. HM Coastguard will alert the MCA Pollution Control Branch, whose staff are on call 24 hours a day.

All reports of spillages of oil or chemicals onto land or into rivers, estuaries and the sea are reported to the relevant EA Regional Offices in England and Wales whose staff are on call 24 hours a day. The Regional Office will inform the EA Head Office directly during normal office hours (0830 - 1700 hours Monday - Friday) and via the EA Thames Barrier Control outside these hours.

Confirmed pollution reports (POLREPS) will be sent to the relevant EA Regional Office and copied to EA Head Office. In addition, the MCA and EA have undertaken to provide each other with up-to-date details of their respective callout arrangements.

The EA Regional Officer will inform the MAFF District Inspector of Fisheries or, if unavailable, the Sea Fisheries Inspectorate Headquarters, of oil and chemical spillages.

#### Prosecution of Offenders

The relevant legislation is Section 2 of POPA '71 and Section 85 of the RWA '91. Action under POPA '71 can be brought only :

- by or with the consent of the Attorney General
- by the Harbour Authority, or
- by the Secretary of State, or with his authorisation.

The organisation responsible for taking the lead role in any remedial operations will be the one responsible for any subsequent prosecution. Thus, for offences from offshore installation and discharges from ships, it should be left to the Harbour Authority or the MCA Counter Pollution Branch to instigate any legal proceedings; whereas for discharges from land based operations or from a riverine source, any prosecution should be brought by the EA.

Related instructions to this plan are:

- (1) Food and Environment Protection Act 1985 Part 2
  1. DOE Circular 29/81: Emergencies arising from Chemicals and other substances washed ashore.
  2. DOE Circular 123/74 : Oil Pollution of Beaches
  3. The Department of Environment and Transport's MCA Counter Pollution Branch Scientific Technical and Operational advice notes (STOps)
  4. Marine Pollution Information Notes (MARPINs).
  5. The National Contingency Plan

Area to which Plan Procedures apply:

From Hopton on Sea on the Norfolk coast to the estuaries of the Rivers Orwell and Stour as depicted on the frontispiece map.

**Pollution Report (POLREP)**

**FROM: MRSC THAMES**

**TO: CGHQ FOR MCA  
MAFF OPS ROOM WHITEHAL POLL  
ENGLISH NATURE  
JNCC  
POLLUTION ESSEX COUNTY  
POLLUTION SUFFOLK COUNTY  
SUFFOLK POLICE HQ  
HARWICH HAVEN AUTHORITY  
ENVIRONMENT AGENCY ANGLIA  
ENVIRONMENT AGENCY THAMES  
YARMOUTH MRCC  
FISH RESEARCH SVC MARINE LAB  
MCA REGIONAL CHIEF SURVEYOR  
CEFAS  
MCA PRESS OFFICER  
YARMOUTH MRCC FOR PCPSO**

Part 1 - Information which should be provided in an initial pollution report.

- A** CLASSIFICATION of report
  - (i) doubtful
  - (ii) probable
  - (iii) confirmed
- B** DATE and TIME pollution observed/reported, and identity of observer/reporter
- C** POSITION and EXTENT of pollution
- D** TIDE, WIND speed and direction
- E** WEATHER conditions and SEA STATE
- F** CHARACTERISTICS of pollution. Type of pollution, eg oil (crude or otherwise) packaged or bulk chemicals.
- G** SOURCE and CAUSE of pollution, eg from vessel or other undertaking. If from a vessel, say whether as a result of apparently deliberate discharge or a casualty.
- H** Details of VESSELS IN THE AREA
- J** Whether PHOTOGRAPHS have been taken, and/or SAMPLES for analysis
- K** REMEDIAL ACTION taken or intended, to deal with the spillage.
- L** FORECAST of likely effect of pollution (eg arrival on beach) with estimated timing
- M** Names of those informed other than normal distribution
- N** ANY OTHER relevant information

Part 2 - Supplementary information to be provided later when/if available.

- O** RESULTS of SAMPLE analysis
- P** RESULTS of PHOTOGRAPHIC analysis
- Q** RESULTS of SUPPLEMENTARY ENQUIRIES eg inspection by surveyors
- R** RESULTS of MATHEMATICAL MODELS

#### **4.0. General Responsibilities**

**4.1 Major Spills - Central Government.** If pollution is caused as a result of a major spill at sea, and Central Government accepts that it may result in exceptional coastline, river and estuary pollution, and that the resources of the County are insufficient, the MCA Counter Pollution Branch from the DETR will undertake to assist/control cleaning operations at Central Government expense. However, Local Authorities will be required to pay for locally owned resources.

Participation by the MCA Counter Pollution Branch in a large oil spill requires the County Council to facilitate a Shoreline Response Centre (SRC). The concept of a Shoreline Response Centre is central to an effective response to a major oil spill.

**4.2 Minor Spills - Local Government** If the MCA Counter Pollution Branch had not been previously involved and the spillage did not warrant Central Government finance or response, the Maritime District(s) concerned have undertaken to clean up the oil pollution on a 'duty of care' basis.

**4.3 Private and Commercial Property.** Cleaning oil from private and commercial property on the foreshore is the responsibility of the owners who are expected to make their own arrangements for pollution clearance. Advice and assistance may be requested from the Local Authority.

**4.4 Marine and Coastguard Agency (MCA).** The MCA Counter Pollution Branch of the MCA is the agency responsible for dealing with oil pollution at sea and inshore waters. In cases of shipping casualty-related spills, the MCA Counter Pollution Branch will assess and direct any at sea counter pollution response. This may include aerial reconnaissance, aerial dispersant spraying, and transhipment of cargo and salvage operations.

**4.5 Environment Agency.** The EA has *statutory* responsibilities under the Water Resources Act 1991 to waters defined under the Act. These include territorial and coastal waters. The EA are also wholly responsible for the response to pollution of inland waters and all matters affecting water quality. The EA also holds the office of Waste Regulatory Authority

Territorial Waters                      Extend seaward for 3 nautical miles.

Coastal Waters                              Extend landward to the limit of the highest tide.

Inland Waters Extend as far as the freshwater limit of the river or watercourse together with the waters of any enclosed docks which adjoins waters within that area.

**4.6 Harbour Authorities.** Harbour Authorities hold the regulatory responsibility for non-land originated discharges of oil under the Oil from Vessel Act 1977. When appropriate, Harbour Authorities arrange for offenders to be prosecuted.

**4.7 Haven Oil Working Group (HOWG).** In 1995 the Port Authorities of the Stour and Orwell estuaries together with the Environment Agency signed a Memorandum of Understanding in which they agreed to mutually assist members of the group in oil clearance operations within the defined areas. The Harwich Haven Authority is the principal reporting and coordinating agency for the group. Suffolk CC CEPO chairs the group.

**4.8 Local Government Agreement with the HOWG.** The HOWG has agreed with Suffolk and Essex County Councils; Suffolk Coastal, and Tendring District Councils the principles and procedures by which oil spill clearance operations and their coordination would be undertaken should such an event occur. Joint operations would be accomplished through a Coordination Centre in accordance with the Haven Oil Group Operating Procedures. Babergh DC is outside these agreements.

**4.9 Suffolk Constabulary:**

- Without delay, especially out of hours, forward any oil pollution report received to the County Oil Pollution Officer.
- If required, control traffic, sightseers and cordon off incident areas.
- Carry out any required investigation in conjunction with specialist agencies.
- Assist in the response to the Media in accordance with the principles of the Suffolk Media Plan

**4.10 Suffolk Fire Service.** May be requested to assist as appropriate. For example: hosing down oil polluted areas.

**4.11 Coastguard Agency - Maritime Rescue Coordination Centre (MRCC) Great Yarmouth.** HM Coastguard initiates Pollution Reports (POLREPs) and is responsible for general maritime coordination including search and rescue activities.

**4.12 DEFRA (The Department of Environment, Food and Rural Affairs )***Formerly Ministry of Agriculture Fisheries and Food (MAFF).* DEFRA are responsible for fisheries protection through the offices of the Fisheries Protection Office at Lowestoft. Policy, control and advice on the use of dispersants and toxicity testing is the responsibility of the Marine Environment Protection Division, London. The DEFRA Regional Emergency Centre is at Cambridge.

**4.13 National Environmental Technology Centre.** NETCEN has incorporated Warren Springs Laboratory and is available for authoritative advice on pollutants and the analysis of oil samples.

**4.14 Military Services.** The Military will assist on request with the provision of equipment, transport (including helicopters and landing craft), personnel and booms. Repayment will be required in most cases.

**4.15 British Telecom.** The National Emergency Linkline is primarily for the use of the Emergency Services, Local Government Authorities, and Health Authorities. The BT Linkline service enables authorities to request additional telephone facilities during emergency situations.

**4.16 The Voluntary Services.** The voluntary personnel and services which can be provided by the British Red Cross, St John's Ambulance Brigade, the WRVS, Salvation Army and RAYNET amongst others have been found to be indispensable in the response to a large oil spill.

## **5.0 Beach Data**

During 1995-1996, a survey was carried out by the coastal districts of the size and condition of Suffolk's beaches. This survey was collated and entered into data books which are held by the two districts in their emergency planning offices.

Subsequently this information has been extracted and mounted on a Geographical Information system on the County Database, with the inclusion of Sites of Special Scientific Interest

(SSSI's). *The European community project Natura 2000 will have some impact on the data currently stored. This data will be periodically reviewed and updated as conditions change.*

## **6.0 Disposal of Oily Waste.**

- a. To assist District Council Works Officers in their beach clearing tasks the County Waste Regulation Officer should be ready to advise on the proper disposal of any oiled waste collected from the beaches, the quantity of which may be considerable.

*The normal procedure will be for oil or oily waste to be collected in suitable lined pits or containers near off the beach being cleaned prior to final disposal.*

b. *Authorised Tipping/Storage Sites. The sites listed below may be used for the disposal of small quantities of oil polluted materials and temporary storage up to 120 cubic metres.:*

(1)	<i>Northern Coastal Area</i>	<i>Wangford Site (GR TM468779)</i>
(2)	<i>Southern Coastal Area</i>	<i>Foxhall Site (GR TM240440)</i>
(3)	<i>Western Inland</i>	<i>Lackford Landfill NE Bury St edmunds</i>
(4)	<i>Ipswich West</i>	<i>Binders Claydon :Treatment Plant</i>
(5)	<i>Ipswich West</i>	<i>Haulwaste Masons Pit Claydon</i>

*It is likely that the EU Co-Disposal Regulations will be in-place by 16<sup>th</sup> July 2004. After this date, any waste destined for landfill sites must be pre-treated. To be followed by a 12 month Compliance Period, the Environment Agency will probably seek to use waste treatment methods that avoid municipal landfills, the MCA is currently looking at stocking purpose made liners for temporary storage, and are developing a waste management strategy for inclusion in the National Contingency Plan. The following link will connect to the **MCA Oily Waste Database***

## 7.0 **HOWG**

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**Local Government Agreement with the HOWG.** The HOWG has agreed with Suffolk and Essex County Councils; Suffolk Coastal, and Tendring District Councils the principles and procedures by which oil spill clearance operations and their coordination would be undertaken. Joint operations would be accomplished through a Coordination Centre in accordance with the Haven Oil Group Operating Procedures. Babergh DC is outside these agreements.

## LOCAL AUTHORITY OIL SPILL EQUIPMENT

### **SUFFOLK COUNTY COUNCIL**

No specialised oil spill equipment

DEFRA derogation for 50 gallons of dispersant

Possible labour force for pre- determined period

County Oil Pollution Officer designated as Coordinator

Emergency Planning Officer designated for CC staff

### **Suffolk Coastal District Council**

Plant and machinery

Labour force

Assistance with CC staff

### **Babergh District Council**

Nil

-

### **Ipswich Borough Council**

Transport

Labour force

-

### **ESSEX COUNTY COUNCIL**

3800 Gallons of Ennersperse 1583 Type 3 Dispersant on board tug SUN LONDON based at FDRC

County Oil Pollution Officer designated as Coordinator

Two administrative assistants designated for CC staff

### **Tendring District Council**

Nil

## **HARWICH HAVEN AUTHORITY**

### **OIL SPILL EQUIPMENT**

#### **OIL BOOMS**

1 x 210 metre reel mounted Troil Boom. Able to split into 3 x 70 metres lengths.

1 x 200 metre Sea Sentinel 1100 inflatable sea boom. Able to be split 4 x 50 metres (on pallets)

2 x Petrol engine boom inflators

3M Oil Sorbent Booms - 13 Bales. Each bale 2 x 3 metre booms. Roped. Total length 78 meters

8 x boom anchors and buoys

4 x Unicon boom connectors

#### **SKIMMERS**

1 x Sea Mop 3040 Rope Mop Skimmer Unit (capacity 10 Tonnes per hour)

1 x Spate 75C Diaphragm Pump

1 x 5.2 kW multi purpose diesel driven power pack

#### **RECOVERED OIL STORAGE**

4 x Schutz 1000 litre storage packs on pallets, with lifting slings

#### **ABSORBANTS**

12 bales HP-100 Powersorb rolled sheeting.                      Each 38" x 144 feet

27 bales HP-150 Oil Sorbent Rolled Sheetting.                      Each 19" x 144 feet

6 bales Type 26 Powersorb Oil Sorbent.                      17" x 100 sweeps.

**DISPERSANT**                      Nil

#### **SPRAY GEAR**

2 x 10 litre backpacks with spray lances

#### **CRANAGE**

3 tonne Jetty Portal Crane. 3 tonne Tug mounted HI - AB. 3 tonne fork lift truck

#### **MANPOWER**

Adequate personnel, launches and small inflatables available at short notice

#### **ANCILLARY PLANT & EQUIPMENT**

1 x high-pressure diesel pump with power washer. 1 x mains electric power washer

Burning and welding gear. Lifting slings, ropes, wire, and shackles.

Miscellaneous 1 tonne - 3 tonne buoy mooring sinkers

**LOCATION & AVAILABILITY**

All at Harwich and available by land or sea.

24 hour Operations room

## ASSOCIATED BRITISH PORTS (IPSWICH) PLC

### OIL SPILL EQUIPMENT

#### **OIL BOOMS**

Absorbent	30 metre x 18".	Type unknown
Inflatable	13 metre	Type unknown
Heavy Duty	15 metre sections	x 23 Type unknown

**SKIMMERS** nil

#### **RECOVERED OIL STORAGE**

40-gallon drums x 16

Barge storage up to 75 tonnes

#### **ABSORBANT**

Sorbaide 10 Kg

Sokerol & Peat 10 Bags

Blankets x 5 Rolls 30mtr x 45cm

Pillows x 20 Type unknown

#### **DISPERSANT**

Slikgone 75 litre

#### **SPRAY GEAR**

2 x Backpack spray sets

#### **CRANAGE**

3 x 3 ton Mobiles 1 x 10 ton mobile

3 x 40 ton; 4 x 10 ton and 1 x 15 ton Portals

#### **MANPOWER**

5 at any time. 15 at short notice.

#### **ANCILLARY PLANT & EQUIPMENT**

1 x workboat

1 x launches

#### **LOCATION & AVAILABILITY**

All at Ipswich and available by land and sea

24 hour Operations room

MAFF dispersant derogation (50 gallons)

## **FELIXSTOWE DOCK & RAILWAY COMPANY**

### **OIL SPILL EQUIPMENT**

#### **OIL BOOMS**

2 x 25 metre Baplec boom

1 x 150 metre TROIL boom GP 750 mounted on road trailer; 2 towing ends

#### **SKIMMERS**

1 x 2000 gallon Suction Tanker with RO Clean suction head (FDRC area only)

#### **RECOVERED OIL STORAGE**

Felixstowe Tank farm has up to 1500 tonnes temp storage available

#### **ABSORBANTS**

Small quantities several types

#### **DISPERSANTS**

BP Ennersperse                      409 litres

#### **SPRAY GEAR**

Spraying capability is by Felixarc Marine.

4 x backpack spraying sets are held at Felixarc Marine.

2 x hand spraying sets are held at Felixarc Marine

#### **CRANAGE**

Mobile cranes & ship to shore gantry cranes. Felixarc floating pontoon crane.

#### **MANPOWER**

Adequate personnel and launches available at short notice

#### **ANCILLARY PLANT & EQUIPMENT**

#### **LOCATION AND AVAILABILITY**

All at Felixstowe and available by land and sea

24 hour Operations room

MAFF dispersant derogation (100 gallon)

**HARWICH DOCK COMPANY**

**OIL SPILL EQUIPMENT**

**OIL BOOMS & SKIMMERS** Nil

**RECOVERED OIL STORAGE**

Use Felixstowe tank farm

**ABSORBANTS**

10 sacks granular

**DISPERSANTS** Nil

**SPRAY GEAR** Nil

**CRANAGE**

-

**MANPOWER**

Dependent on notice period

**ANCILLARY PLANT & EQUIPMENT**

-

**LOCATION AND AVAILABILITY**

At Navy yard Harwich and available by land and sea

24-hour attendance

Emergency Room allocated for use as CC

## **ENVIRONMENT AGENCY (IPSWICH)**

### **OIL SPILL EQUIPMENT**

#### **OIL BOOMS**

525 metres TROIL GP-750 boom. Prejoined on reel on trailer for rapid deployment

800 meters Vikoma Sea Sentinel 750 boom(32 x 25m sections)

360 metres SHOREGUARDIAN boom prejoined on trailer (12 x 25m & 6 x 10m sections)

450 metres Sea Sentinel 1100 Boom

4 x Connectors - Troil 750 to Sentinel 1100

#### **SKIMMERS**

Vikoma Kebab oil skimmer

OPEC Oil Mop skimmer with integral trailer

RO- Clean Ro Disc Skimmer (15/tonnes per hour)

Portable suction tanker Vaculite - 500 gallons

#### **RECOVERED OIL STORAGE**

Valvac tanker(1130 litres)

10 tonne inflatable waste oil collection tank

#### **ABSORBANT**

Considerable quantities of pillows blankets rolls and fibres

#### **DISPERSANT**

30 litres OSD Oil Slick Dispersion. 200 litres Slikgone NS

#### **SPRAY GEAR**

2 x Backpack sets. Portable spray pump

#### **CRANAGE**

#### **MANPOWER**

Minimum 10 persons available 24 hours a day. Additional manpower and heavy plant available

#### **ANCILLARY PLANT & EQUIPMENT**

1 x RIB - (80-hp)

#### **LOCATION & AVAILABILITY**

Cobham Road Ipswich. 24 hour Operations room at Peterborough - and at Cobham Road, Ipswich on request.

## **HARWICH INTERNATIONAL PORT**

### **OIL SPILL EQUIPMENT**

#### **OIL BOOMS**

5 x Inflatable boom 4 metre sections - steel clamp fittings. 20-metre total. 1 x air pump.

4 x Inflatable boom 5 metre sections - steel clamp fittings. 20 metre total. 1 x air pump

**SKIMMERS** nil

**RECOVERED OIL STORAGE** nil

#### **ABSORBANTS**

4 x 3M HP150 Cloths

1 x Pack 3M HP 151 Sheets (18 x 18 ")

4 x Type 280 Sausage Booms 3 metres long

**DISPERSANT** nil

**SPRAY GEAR** nil

#### **CRANAGE**

-

#### **MANPOWER**

Dependent on notice period

#### **ANCILLARY PLANT & EQUIPMENT**

3 x oversize drums available

More absorbants available primarily for land use.

#### **LOCATION AND AVAILABILITY**

On site at Parkeston Quay - available by land and sea

**ABP LOWESTOFT**  
**OIL SPILL EQUIPMENT**

**OIL BOOMS**

80 metres

51 metres Hoyle Maxi Pack with foot-pump

**SKIMMERS** Nil

**RECOVERED OIL STORAGE**

1 x 100 tonne capacity barge

1 x

subject to availability

**ABSORBANTS**

2 x Rolls Power Sorb Sheeting

**DISPERSANTS**

2 x 200 litre drums BP Ennersperse 1538 (ex SCC)

**SPRAY GEAR**

1 x Midi oil dispersant spraying rig. To be fitted to Colne Shipping Company tug ETA if required.

1 x Back pack sprayer mid 1997

**CRANAGE**

**MANPOWER**

Limited but MOU arrangements with EA to bolster when required

**ANCILLARY PLANT & EQUIPMENT**

MAFF Dispersant Derogation

Several plastic suits and life jackets available

**LOCATION AND AVAILABILITY**

In grey container by ABP Harbourmaster's Tower. By liaison through County Oil Pollution Officer.

Control tower manned 24 hours

# HAVEN OIL WORKING GROUP

## MEMORANDUM OF UNDERSTANDING

### **INTRODUCTION**

The Haven Oil Working Group was formed by a number of organisations who wished to ensure that there was an effective and co-ordinated response to oil spills.

They identified that the area around the Stour and Orwell estuaries has a unique combination of industry, amenity and habitat. There is also a wide range of organisations who have a responsibility or interest in protecting the area, many of whom have resources available to combat the affects of an oil pollution incident.

The way in which all these organisations work together is formalised in a Memorandum of Understanding. This booklet explains the way in which the agreement operates and contains supporting information on the work of the Haven Oil Working Group.

### **AIM**

The aim of the Haven Oil Working Group is to provide mutual assistance and effective co-ordination in the control and clearance of oil pollution within the defined area of responsibility of the Group.

Members of Haven Oil Working Group agree to the following:

**Reporting oil incidents.** Full details of oil spills will be reported to the appropriate County Oil Pollution Officer, Port Authority and the Environment Agency as soon as is practically possible. Harwich Haven Authority have a responsibility to inform HM Coastguard in respect of spillages in the Harwich approaches and harbour area.

**Oil samples.** The member in whose area the pollution occurs will take oil samples, when appropriate and in accordance with the Counter Pollution Branch (MCA) Scientific Technical Operating Procedure (STOp) notice 3/94. They will then have the samples analysed by a competent specialist oil laboratory. Other members may assist in both the collection and analysis of the samples.

**Clearance of oil pollution.** Oil pollution is categorised into three different tiers, dependent on the nature and extent of the spill.

- Tier 1     A localised spill, within the capacity of the equipment held on site.
- Tier 2     A larger spill that requires the use of additional resources from members of HOWG. It may also warrant calling out oil response contractors appointed under the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998
- Tier 3     A major spill that requires resources from the Counter Pollution Branch MCA national response arrangements and the opening of a Shoreline Response Centre.

There are similar clean up techniques applicable to all these situations. Co-operation between the agencies involved is essential to match the resource requirement to the nature of the incident.

**Joint control.** A key aspect of HOWG is the way in which there is joint management of the response. The arrangements are flexible enough to incorporate:

- The roles, responsibilities and interests of a wide range of organisations, both commercial and environmental.
- The different sizes of spills
- A changing or developing situation.

**Resources.** HOWG members have declared the resources they have available and would deploy as part of a joint response.

**Financial arrangements.** Oil clearance operations will always be instigated, regardless of the probability of financial reimbursement.

Members will be responsible for their own costs, when complying with the obligations of this MOU, for a maximum period of 48 hours, after which the organisations involved will have agreed future funding arrangements.

Members will mutually assist in the recovery of clean up costs where the source of pollution is known.

**Membership.** Membership is open to all organisations who have an interest in oil pollution in the HOWG area. There are different categories of membership available, details can be obtained from the HOWG Secretary.

## **ADMINISTRATION**

The HOWG Chairman is elected on an annual basis. The Secretary is the County Oil Pollution Officer for either Suffolk or Essex.

Administration is undertaken by a group of representatives from the key members of HOWG. They meet both as a larger group to discuss wider issues and in four smaller groups to undertake the work of HOWG.

**Management Team.** The Management Team takes a strategic view of the activities of HOWG, it ensures that operating procedures are current and co-ordinates the activities of the other teams. It is chaired by the HOWG Chairman.

**Training and Exercises Team.** The role of this Team is to ensure that HOWG is effective and professional in oil spill response operation.

**Technical Team.** The Technical Team advise on and prioritise the contingency preparations and consider future equipment strategy.

**Media and Public Relations Team** This Team considers how to work with the media to ensure an effective HOWG media response and positive public relations.

**APPENDICES.** Separate sheets giving more information are available to go with this booklet:

The Memorandum of Understanding

Membership list

Details of members including role, responsibilities and resources

Maps showing areas of responsibility/coverage

## HAVEN OIL WORKING GROUP

### MEMORANDUM OF UNDERSTANDING

Signatories of this Memorandum of Understanding (MOU) agree to provide mutual assistance and effective co-ordination in the control and clearance of oil pollution on waters within the defined area of the Haven Oil Working Group, using the resources declared within.

The MOU may only be revised, modified or updated in agreement with all signatories.

Associated British Ports, Ipswich

*Signature*

*Position*

Babergh District Council

*Signature*

*Position*

Carless Refining

*Signature*

*Position*

Environment Agency

*Signature*

*Position*

Essex County Council

*Signature*

*Position*

Felixstowe Dock and Railway Company

*Signature*

*Position*

Harwich Dock Company

*Signature*

*Position*

Harwich Haven Authority

*Signature*

*Position*

Harwich International Port

*Signature*

*Position*

Ipswich Borough Council

*Signature*

*Position*

Suffolk Coastal District Council

*Signature*

*Position*

Suffolk County Council

*Signature*

*Position*

Tendring District Council

*Signature*

*Position*

**MEMBERSHIP LIST**

Associated British Ports, Ipswich  
Babergh District Council  
Carless Refining  
Environment Agency  
Essex County Council  
Felixstowe Dock and Railway Company  
Harwich Dock Company  
Harwich Haven Authority  
Harwich International Port  
Ipswich Borough Council  
Suffolk Coastal District Council  
Suffolk County Council  
Tendring District Council

## **8.0 Shore Line Response Centre**

A Shoreline response centre ( SRC) will be established within the coastal district where the spill has occurred in addition to the Co-ordination Centre at County Hall ,which the SRC would eventually replace. The management of this centre will be subject to the recommendations given in the MCA National Contingency Plan on Tier 2 and 3 spills. The County Council has responsibility for assisting in staffing and running the SRC. Other organisations who have an interest in managing the spill with regard to resources and the environment will be present.

The recommendations of the MCA National Contingency Plan (January 2000 ) for a local authority contingency plan to open an SRC are as follows:-

- The plan should contain guidance on what equipment and personnel are at the disposal of the SRC, including neighbouring local authority resources.
- Arrangements for establishing accommodation and catering arrangements for members of the SCU, MRC, SRC and Environment Group who may need to be in the area away from their own base.
- Arrangements for handling liaison with the salvage control unit (SCU), the marine response centre ( MRC ) and the Environment Group.
- Arrangements for handling the media.
- Temporary, intermediate and final storage sites and routes for the disposal of waste.
- Maps depicting sensitive sites, access points, terrain types, beach data.
- Guidance on the health and safety of workers involved in preventative measures and clean up activities.

Experience has shown that it is helpful to organise an SRC on the basis of three frontline teams, and three support teams, these are:-

- A management team
- A technical team
- A procurement team

In support

- A media and public relations team
- An administration team
- An information handling team

**Management Team.** The role of the management team is:-

- To determine priorities for action in protecting sensitive areas or dealing with pollution at the various polluted sites and to disseminate these decisions as soon as possible to those inside and outside the SRC
- To have general regard to the financial aspects of the operation and record keeping
- To prepare regular situation reports on the conduct of operations for circulation to all interested parties.

- to interact with elected representatives, central government, the public and the media.

**Composition of Management Team.** The following executive staff should be present at the SRC:-

Local Authority Chief Executive or representative  
 Emergency Planning Officer  
 Oil Pollution Officer  
 Environment Group Liaison Officer  
 MCA Chief Scientist  
 Representative from the Environment Agency

**Technical Team.** Reporting to the Management Team, the Technical Team is responsible for dealing with the conduct of operations by:-

- determining the best strategy to be adopted in dealing with pollution at the various locations (close liaison with Environment Group is necessary to achieve this ).
- Allocating resources on a priority basis determined by the Management Team.
- Informing Management Team of any resource shortfalls
- Allocating outside contractors to specific tasks as determined by the Management Team.
- Transmitting decisions to local forward control centres
- Monitoring the progress of operations
- Management of Health and Safety during clean up.

During the evening, or when weather conditions have halted the beach cleanup, the Technical team should meet with all Beach Masters to assess the work so far and produce a revised plan for the Management Team.

**Composition of Technical Team.** Is chaired by the MCA, and will comprise representatives of:-

MCA (Scientific and/or Technical Officer)

Local Authority Officers having expertise in the following:-

Technical and engineering services  
 Waste Management  
 Health and Safety  
 Administrative support, in regard to minute taking.

Local Authority liaison officers

Environment group liaison officer

Environment Agency liaison officer

Police (assist in route planning, traffic control, road closures)

Coastguard Sector Manager (to provide local knowledge, beaches, tides)

**Procurement Team.** Reports to the Technical Team, and working for them on allocated tasks. This team is responsible for:-

Procuring, marshalling and routing equipment to designated areas. However ;where MCA is to pay for resources, their prior agreement is necessary.

Monitoring expenditure made on behalf of county, unitary, and district councils during the incident.

Collating invoices with expenditure

Supporting claims for compensation

Providing the Management Team with a summary of expenditure on request

Monitoring the levels of deployed resources at the various locations

Recovering and re-deploying resources as necessary

Informing the technical team of any resource shortfalls.

**Media and Public Relations Team.** Consisting of local authority press officers together with an MCA information/public relations officer. The media and public relations team are responsible for:-

Preparing press briefings in consultation with the Management Team

Arranging press interviews in consultation with the members of the Management Team

Managing the press briefing room, established outside the confines of the SRC

Ensuring that the briefing room supplies regular press briefing notices.

**Information Handling Team.** The information handling team consists of local authority staff with the necessary IT skills. MCA provides software suitable for the tasks. The County will have to provide suitable hardware that is compatible with the software.

The team is responsible for :-

Recording on a database the activities that the SRC decides to mount and their outcomes.

Providing summaries drawn from this database for outside dissemination.

Running computer models to predict the movement of pollutants in the sea.

**Administration Team.** The administration team will consist of a facilities officer/manager provided by the lead local authority and support staff sourced according to requirements.

### **Environment group**

The response to any maritime incident in the UK requiring a national or regional response, of whatever scale, involves the establishment of an Environment Group. All those involved in operations at sea and shoreline cleanup need environmental advice and information. The Environment Group advises on aspects and impacts of these operations. The Group is a common facility providing comprehensive advice to all response units and only acts in an advisory role with no powers of direction.

## **The Suffolk Environment**

The coastline and estuaries of Suffolk are of international importance because of the habitats they provide for a wide variety of bird, botanical and marine life. There are several coastal Sites of Special Scientific Interest, national and local nature reserves with several internationally known bird reserves within the County. In the south is the Stour/Orwell estuary with the Ports of Felixstowe, Harwich and Ipswich handling many ship movements each year. There are over ten thousand pleasure craft registered in the area. In the north, Lowestoft is a port and base for North Sea oil rig support vessels. Most of the coastline has year round amenity value for residents and tourists. Two nuclear power stations are situated on the east coast and at all times of the year the County's beaches are popular with holiday makers. Suffolk is a rural county with some trunk rail and road links to the rest of the country, however, much of the local road networks are narrow with access to much of the coastline difficult.

This combination of industry, wildlife and public amenity makes the treatment of oil pollution complex. Success will be achieved only by effective close cooperation and coordination of the many organisations concerned and a knowledge of the procedures involved.

**The Key Tasks of the Environment Group.** The Environment Group provide :-

Operational advice including :-

Advising on the relative importance of environmental features and wildlife at risk and their vulnerability to oil or other hazardous substances and related clean up activities.

Agreeing and prioritising environmentally sensitive sites and wildlife in need of protection.

Ensuring that priorities of clean up adequately reflect environmental concerns

Advising on the environmental implications of operational response measures and their effectiveness when implemented.

Advising on real and potential impacts on human health.

Taking account and seeking to resolve conflicting issues and priorities.

Contributing to the composition of Shoreline Clean-up Assessment Teams.

### **Data and Monitoring required to inform Operational advice**

Information on the distribution and seasonal status of all wildlife

Information on fishing grounds, spawning and nursery areas, shellfish beds and mariculture.

Information on abstractions from, discharges to and uses of all waters likely to be affected.

Collated records of all wildlife affected by pollution (including wildlife welfare coordination )

Details of the progress and success of clean up operations.

### **Monitoring**

Preparation or identification of environmental baselines against which later environmental evaluations can be compared.

Monitoring clean up operations in sensitive areas, ensuring that such activities match the strategy agreed in the relevant response centre

Monitoring of all response centres' activities with respect to potential environmental impact.

Baseline monitoring of impact on wildlife, fisheries and sensitive sites/habitats threatened by oil pollution.

Long term impact assessment including: -

Evaluation of impact on human health

Determination of impact on fisheries

Collation of detailed records on environmental impact for use in environmental evaluation.

**Finance** record keeping, cost recovery, compensation and liability.

For the purpose of financial record keeping, it is essential to appoint a financial controller at a very early stage in the incident to keep adequate records and control expenditure. Any records started in the early stages should not be discarded, including status boards and maps used in the SRC. These records extend from minutes of decision making forums to beachmaster records of personnel, materials and equipment used on a particular beach on a particular day and who provided them.

County and District treasurers departments may find that this level of record keeping requires a heavy commitment in terms of minute clerks, message takers, procurement and financial record keepers. Specialist firms offer tracking and recording services for clean up operations. This depends on the particular circumstances of the spill, the costs of employing such firms may be recoverable from the IOPC fund.

## **9.0 National Contingency Plan (NCP)**

*paragraph taken from National Contingency Plan:*

As a Party to the UN Convention on the Law of the Sea (UNCLOS), the UK has an obligation to protect and preserve the Marine Environment. This plan parallels similar documents dealing with the UK government's responsibility for saving life at sea, for search and rescue and for caring for survivors brought ashore. Plans prepared by coastal local authorities, harbour authorities, and operators of offshore installations underlie this national plan. The local plans provide detailed information on the local response and should also describe arrangements for mutual support.

### **Salvage.**

Under the direction of the Secretary of State's Representative SOSREP following almost all serious incidents, the ship owner engages commercial salvors to deal with the casualty and secure the cargo and bunkers. The initial salvage options may include firefighting, counter flooding, internal transfers, other actions to stabilise the ship, and perhaps emergency towing to bring the casualty to calmer waters or a safe haven.

Subsequent salvage operations may involve cargo or bunker transfer operations.

In exceptional cases when the salvage of the ship is not practicable, the only way of minimising pollution may be to tow it a long way offshore and sink it.