COWES HARBOUR
COMMISSION

Oil Spill Response Plan

Issue version 10.0 – January 2026

Amendment Record

Amendment	Date	Amended By
Issue Version 3.1 – May 2016 –includes all previous updates and amendments borne from statutory consultations and review / approval by the MCA.	09/05/2016	Assistant Harbour Master
1 – November 2016 – amendments to Section 10 – Waste Management and Section 11 – Contact tables. New waste disposal / vacuum tanker supplier listed and other minor amendments to contact details. Amendment to Annex 3 – changes to STOp notes from MCA.	15/11/2016	Assistant Harbour Master
Issue Version 4.0: Sections 2.4, 3.2, 3.3, 4.8 Appendix III STOp notices updated. Isle of Wight Fuels removed from section 2.5, 2.6, 3.4, 4.4, & 11. Consultation and MCA review amendments included.	19/05/2021	Deputy Harbour Master
Issue Version 4.1 Removal of DHM	May 2021	HM
DHM added	Dec 2021	HM
Replaced ‘On Scene Commander’ with ‘Forward Control Coordinator'	Jan 2022	DHM
Removal of SOLFIRE Added Solent Maritime Framework	April 2022	DHM
Removed references to QHM and replaced with KHM	September 2022	DHM
Updated IOW Council’s Emergency Management Duty Officer contact information, updated contact information for Portsmouth International Port, updated contact details for Hampshire & IOW Fire and Rescue	January 2024	DHM
Update to grammar / punctuation. Update to HIWFRS email Update to Exxon Mobile Fawley (was Esso), including update phone number	December 2024	DHM
Formatting changes Updated CHC Organisational Chart	January 2026	DHM

Annual Review

Year	Reviewed by	Signed off by
2021	Jennie Smith – DHM	Ed Walker - HM
2022	Jennie Smith -DHM	Ed Walker - HM
2023	Jennie Smith - DHM	Jon Kidd - HM
2024	Jennie Smith - DHM	Jon Kidd - HM

2025	Jennie Smith – DHM	Jon Kidd - HM
2026	Jennie Smith – DHM	Jon Kidd - HM

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Section 1 - Document Control

1.1 List of Plan Holders

Copy	Name	Organisation	Location
1	Harbour Master	Cowes Harbour Commission	Cowes Harbour Office
2	Deputy Harbour Master	Cowes Harbour Commission	Cowes Harbour Office
3	Commercial Services Manager	Cowes Harbour Commission	Cowes Harbour Services Boatyard
4	MCA Counter Pollution Officer and Principal Counter Pollution & Salvage Officer	Maritime & Coastguard Agency	Spring Place Southampton
5	Duty Officer	Joint Rescue Coordination Centre	Fareham
6	Marine Pollution Officer	Natural England	Winchester
7	Isle of Wight District	Environment Agency	Colden Common
8	Marine Management Organisation	MMO	Poole
9	Emergency Planning Unit	Isle of Wight Council	Newport Isle of Wight
10	Harbour Master	ABP Southampton	VTS Southampton
11	Kings Harbour Master	Dockyard of Portsmouth	Portsmouth
12	Harbour Master	Yarmouth Harbour	Yarmouth
13	Harbour Master	Newport Harbour	Newport
14	Duty Manager	Adler and Allan	London

Table 1: List of Plan Holders

1.2 Revision Procedure

The Deputy Harbour Master is the nominated person responsible for the upkeep and amendment of the plan. If you wish to suggest an amendment or correction, please contact the DHM via:

Cowes Harbour Commission
Harbour Office
Town Quay
Cowes
Isle of Wight
PO31 7AS

Tel: 01983 293952
Email: dhm.chc@cowes.co.uk

The plan shall be reviewed annually. Any revisions shall take account of experiences gained from:

- Training
- Exercises
- Actual spill incidents
- Changes in risk assessment
- Changes in port operations
- Changes in legislation

The formal review of the plan will be conducted at five-year intervals and the plan re-submitted to the Maritime & Coastguard Agency for approval.

Section 2 – Introduction

2.1 Statutory Requirement

This Oil Spill Response plan has been developed to conform with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 (OPRC) (as amended by the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) (Amendment) Regulations 2015 (SI 2015/386)). The plan is designed to meet the statutory responsibilities placed on the Harbour Authority for responding to oil pollution within the harbour area.

The response strategy has been developed taking into account the spill risks and possible sources of spillage associated with port operations. The plan consists of three important elements:

A strategy section – describes the scope of the plan, including the geographical coverage, perceived risks, roles / responsibilities of those charged with implementing the plan and the proposed response strategy.

An action plan – sets out the emergency procedures that will follow rapid assessment of the spill and the mobilization of appropriate response resources.

A data directory – contains all relevant maps, resource lists and data sheets required to support oil spill response effort and conduct the response according to an agreed strategy.

2.2 Purpose of the Plan

The purpose of the plan is to ensure that there is a timely, measured and effective response to pollution incidents. Its primary purpose is to set in motion the necessary actions to stop or minimise the discharge and to mitigate its effects. Effective planning ensures that the necessary actions are taken in a structured, logical and timely manner.

The plan guides the Harbour Master through the decisions, which will be required in an incident response. For the plan to be effective, it must be:

- Familiar to those with key responsibilities,
- Regularly exercised,
- Reviewed and updated on a regular basis.

The plan provides a comprehensive structured response to tiered oil pollution incidents. The plan is designed to deal with a Tier One and Tier Two incidents and to provide guidance for the initial response to a Tier Three incident.

2.3 Tiered Response Levels

- **Tier 1 - Small Operational Spills**

Tier 1 Small operational type spills that may occur within a location as a result of daily activities. The level at which a response operation could be carried out successfully using individual resources and without assistance from others.

- **Tier 2 - Medium Sized Spills**

A medium sized spill within the vicinity of a company's location, where immediate resources are insufficient to cope with the incident and further resources may be called in on a mutual aid basis. A Tier 2 incident may involve Local Government.

- **Tier 3 - Large Spill**

A large spill where substantial further resources are required and support from a national (Tier 3) or international co-operative stockpile may be necessary. A Tier 3 incident is beyond the capability of both local and regional resources. This is an incident that requires national assistance through the implementation of the National Contingency Plan and will be subject to Government controls.

Where a spillage is associated with a wider emergency, then additional factors involving the safety of personnel will take precedence over the pollution response. The salvage and casualty management of any vessel, which poses a threat of pollution, are priority considerations.

During oil spill response activities account must be taken of the following:

- Site hazard information
- Adherence to permit procedures
- Spill site pre-entry briefing
- Boat safety
- COSHH Regulations and material safety data sheets
- Personal protective equipment
- Heat stress, cold stress and hypothermia
- Decontamination
- Environmental sensitivities
- Record keeping
- Public relations
- Waste disposal

2.4 Scope of the Plan

The plan details the contingency arrangements for responding to actual or threatened oil pollution incidents within the Cowes Harbour. The Port area lies south of a line, Old Castle Point to a position 50° 46.13' N 001° 16.5' W, to Prince Consort Buoy to position 50° 46.3' N 001° 18.1' W thence to Egypt Point. It includes the northern portion of the River Medina. The southern limit is an east-west boundary line lying as latitude of 50° 44.0' N, this is approximately a line drawn east to west from the Folly Inn public house near Folly Point (see figure 1). The northern limit of the Cowes statutory area is the southern limit of ABP Southampton area. Similarly, the southern limit of the Cowes statutory area is the northern limit to the Newport Harbour Authority.

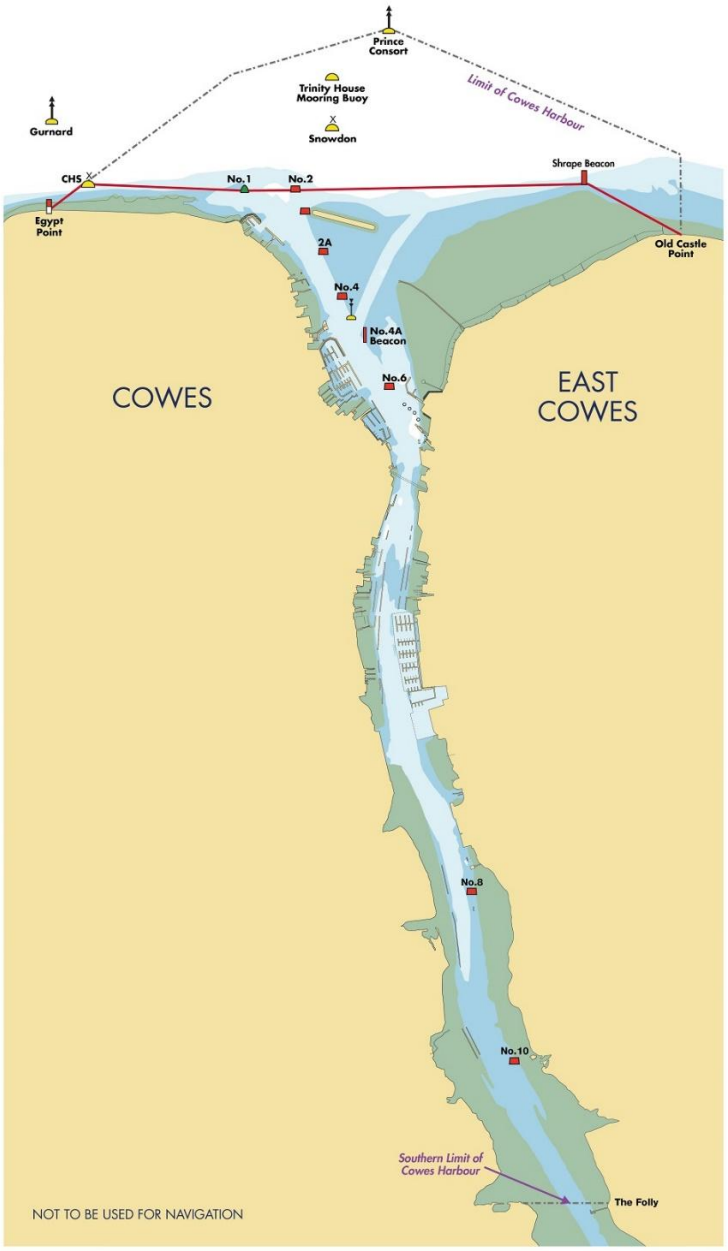


Figure 1: Approximate area of jurisdiction for Cowes Harbour Commission

2.5 Interfacing Oil Spill Contingency Plans

Local Authority Plans

In the event of actual or threatened shoreline impact, the Isle of Wight Councils Marine Pollution Plan will be activated. The level of activation will be dictated by the incident classification.

Adjacent Harbour Authority Plans

The northern limit of the Cowes Harbour borders the southern limit of the Port of Southampton, and the southern limit of Cowes borders on the northern limit of the Newport Harbour. Where the possibility exists that spilled oil may migrate to, or from, adjacent harbour areas, close liaison will be maintained by Harbour Authorities.

Solent Maritime Framework

Cowes Harbour is included in the Solent Maritime Framework, which is a contingency plan that has been developed to deal with any marine accident or emergency, including oil pollution within the major ports in the Solent. This contingency plan is bound by an agreement between the major Solent ports to provide assistance to one another in a given state of emergency. CHC have the power to initiate a Solent Maritime Framework response and request assistance from the other parties.

National Contingency Plan

In the event of an oil spill incident, which calls for a Tier Three response, the Maritime and Coastguard Agency may decide to implement the National Contingency Plan (NCP). In this event the MCA will take control of at sea counter pollution measures.

SOSREP

Secretary of State's Representative, in overall charge in a marine emergency. The SOSREP is responsible to the Secretary of State for Transport.

The SOSREP may be placed in charge of the emergency response to a serious marine incident where the local harbour authority either does not have the resources to manage the incident or if it is found that the harbour authority is not taking the appropriate action.

In practical terms, the SOSREP will take his decisions based on the advice given by the particular experts in action on the emergency. SOSREP will agree the salvage plan provided by the salvage contractors and will amend it in the light of other strong advice. SOSREP may ask for additional resources or call upon other expertise.

Cowes due to its location in the Solent and the close vicinity to larger more capable and well-resourced ports such as Portsmouth and Southampton have been informed by the DfT that it is not included on the list of Ports of Refuge and as such has not made plans to give refuge to dangerous vessels.

2.6 Consultation

The following authorities and organisations have been formally consulted during the preparation of this plan:

- Natural England
- Environment Agency
- MMO
- Isle of Wight Council
- Adler and Allan
- RSPB

The requirements of these authorities and organisations have been taken into account and they have individually confirmed their general agreement to the plan details.

Section 3 - Risk Assessment

3.1 Introduction

Cowes Harbour is a small multi-user port handling a varied selection of coastal shipping which includes small bulk carriers, general cargo vessels, coastal oil tankers, Ro-Ro vessels and passenger ferries.

Recreational use of the Harbour is extensive. Numerous sailing clubs and marinas are located within the Harbour limits.

There are four protected areas within the Cowes Harbour Area of Jurisdiction and one other adjacent:

- Medina Estuary Site of Special Scientific Interest (SSSI),
- Solent Maritime Special Area of Conservation (SAC),
- Solent and Southampton Water RAMSAR Site.
- Solent & Southampton Water Special Protection Area (SPA)

3.2 Cowes Harbour 2023 Summary of Vessel Types

Vessel Type	Gross Tonnage (Approximate)	Number of Visits
Ro-Ro (Vehicle / passenger ferry)	4000	13800
Hi-Speed Catamaran (Passenger only)	300	14970
Coastal Tankers	0	0
Coastal Bulk Carrier	2750	71
Cruise Liner	10000	14
Pleasure Craft	Various	50000 (estimate)

Table 2: Summary of vessels operating in the Cowes Harbour area in 2023

3.3 Tidal Movement of Oil in Cowes Harbour

The tidal cycle lasts approximately 12.5 hours with the flood lasting about 7 hours, a two-hour stand at high water and an ebb tide of about 3.5 hours. The short duration of the ebb tide makes for a greater velocity of flow.

Movement of oil in the Port of Cowes is likely to be parallel to the shoreline in either direction in line with the flood or ebb tidal flows dependant on the wind force and direction. Tidal flows in the central Solent are complex.

The tidal regime at Cowes is shown on the diagram below. During the spring tide periods, a strong (3 or 4 knots) west going tidal set exists across the entrance to Cowes Harbour starting from approximately 1 to 1½ hours before high water Cowes until approximately 3 hours after high water Cowes. A weak south going flood tide exists close inshore on the west side of the main channel within the Harbour in the vicinity of the Cowes Yacht Haven / Chain Ferry at all states of tide, even when the tide is ebbing strongly on the eastern side of the Harbour. During the flood tide, rates in the vicinity of the Cowes Chain Ferry can reach 2.5 knots and as much as 4.5 knots during spring ebb flows.

When the tidal flow at Nos. 1 and 2 fairway buoys is running in a westerly direction, (expected from HW -2hrs to HW +3hrs) a tidal shadow with significantly reduced flow will be experienced immediately west and south of the breakwater in the Inner Fairway. Between HW -2.5hrs and HW -1hr, in addition to the tidal shadow west and south of the breakwater, vessels transiting the Inner Fairway between the Island Sailing Club and the Small Craft Channel

will experience a westerly setting tidal flow of up to 2 knots which will have a tendency to set vessels down towards the western shore. This cross current splits into two separate flows on the western side of the fairway in between the Island Sailing Club and the Red Jet terminal with a current of up to 1.5knots running along the foreshore in either direction.

Tidal Levels referred to Datum of Soundings

Place	Latitude N	Longitude W	Heights in metres above datum				Datum and remarks
			MHWS	MHWN	MLWN	MLWS	
Cowes **Folly** **Newport**	50° 46' 50° 44' 50° 42'	1° 18' 1° 17' 1° 17'	4.4 4.1 4.1	3.7 3.4 3.4	1.9 1.8 2.0	0.9 1.0 1.6	2.59m below Ordnance Datum-Newlyn

Table 3: Tidal heights for the port of Cowes and the River Medina

Tidal Curve Port of Cowes

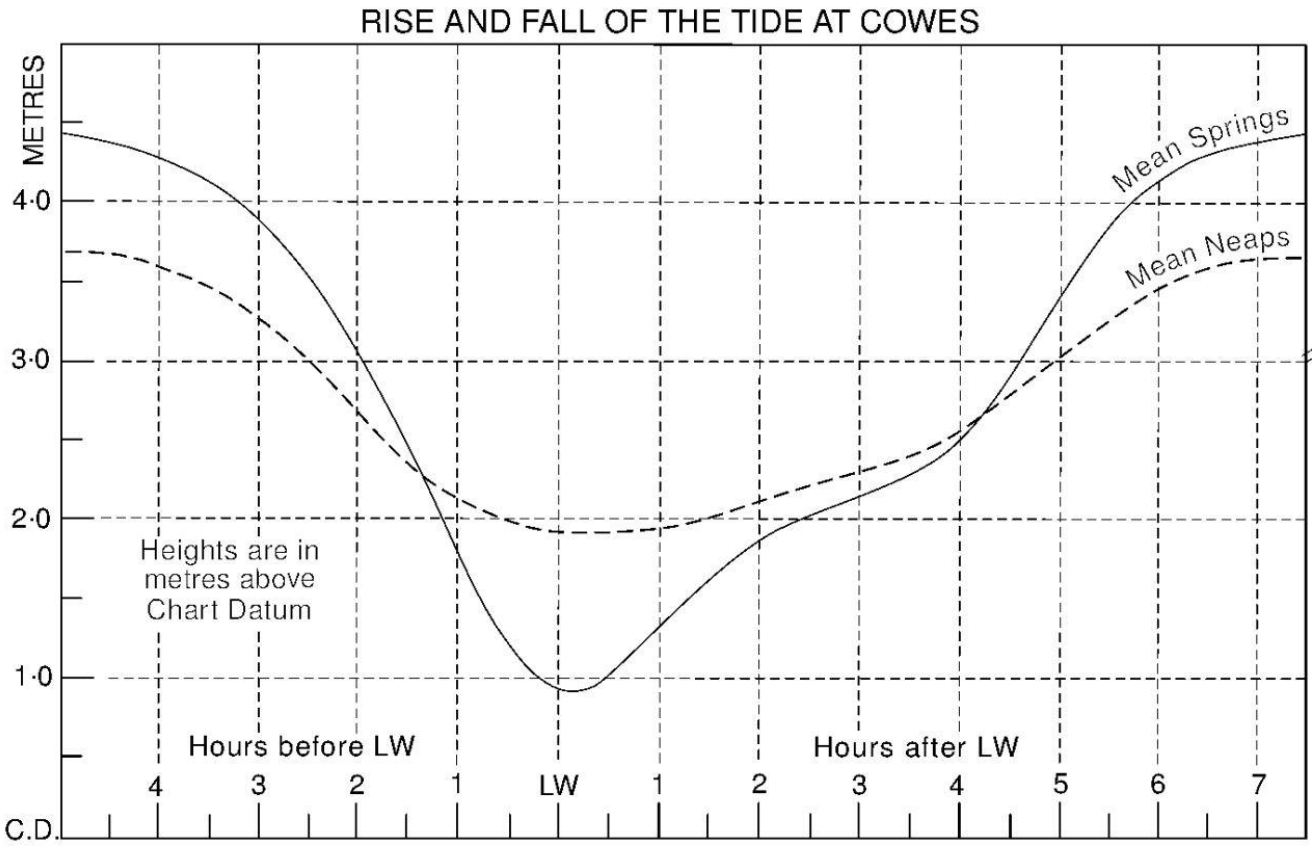


Figure 2: The rise and fall of the tide at Cowes

3.4 Port Operations

Pilotage

Pilotage is compulsory in the Cowes Harbour for all vessels of 48 metres and above, and all passenger vessels of 20 metres and above (whilst carrying more than 12 passengers), other than those, which frequently use the port and whose suitably qualified Deck Officers have obtained a pilot exemption certificate.

Vessel Traffic Management

The area of the Solent to the north of Cowes lies within the jurisdiction of ABP Southampton. This area is managed by a modern vessel traffic service (VTS) equipped with radar surveillance and communications. All vessels of 20 metres or more in length arriving, leaving or manoeuvring within the ABP Southampton area fall under the direction, co-ordination and management of Southampton VTS.

No such permanently manned traffic management scheme exists within the Cowes Harbour. All commercial vessels and private recreational vessels of 20 metres and above are required to give notice of entry movement or departure within the area of Cowes Harbour on VHF Channel 69 (port working frequency).

Main Fairway

The risk of grounding in the main fairway is low. The main fairway is straight with the channel margins clearly marked. While the risk of grounding is low, it cannot be wholly eliminated; the most probable

risk is steering or propulsion system failure resulting in shell plating damage possibly leading to small releases of oil.

Collision between Vessels Underway

With the number of shipping movements taking place within port limits, the potential for a spillage of fuel oil or other oil as a direct result of a ship collision must be acknowledged.

Given the controls, which are imposed on ship movements with the port and the fact there have been no collisions between vessels underway, the risk of spillage as a direct result of ship collisions must be considered low.

Berthing Incident

Oils spills can occur as a result of hull contact with jetties, berths, or dolphins during vessels berthing or unberthing manoeuvres. Such incidents are usually due to propulsion or steering gear failure, Master or Pilot misjudgements. There have been no significant berthing incidents in living memory, so the risks must be considered low.

Oil Transfer Operations

The RWE, Kingston Wharf terminal is the only dedicated oil berth in the port. The types of oil held at the site is diesel. All oil transferred at this location is for import.

The maximum flow rate at this berth is approximately 180 tonnes per hour via rigid loading arms or 100 tonnes per hour via hose. In the event of an emergency shut off the amount of oil that could be spilled depends partly on the vessel's pump room but the non-return valve on the jetty would restrict back spillage to a maximum of 3.4 tonnes.

In the event that there was a break away situation from the berth causing the loss of oil from the two remaining overhead loading arms in use would produce a spillage to a maximum of 5.0 tonnes.

There has been no tanker visit since 2023, so current risk level can be considered as very low.

Bunkering Operations

There are four vessel-bunkering facilities in the Harbour. Three of these cater solely for recreational, fishing and pleasure vessels. The fourth is the Royal National Lifeboat Institute complex in East Cowes.

Only light oils (petrol or diesel) are available for refuelling craft.

There is a low risk of pollution from a minor spillage whilst refuelling, and quantities involved would be classified as small, probably not in excess of 0.1 tonne maximum.

Within Harbour limits there is also a bunkering operation capable of transferring to visiting vessels, alongside or ex barge at anchor. The frequency of this procedure is minimal so the risk of spillage must be considered as low. In addition, a small bunker barge loads from a road tanker at Kingston Wharf and delivers to the static fuel barge of Cowes Harbour Fuels, monthly in the winter and weekly in the summer. A mixed cargo of Gas Oil and Petrol is carried, most commonly up to 36,000 litres of Gas Oil and 10,000 litres of petrol at any one time.

At this time no persistent oils are used or transferred in the port area.

Bunker notification process to be included at next revision.

Outfall Discharges

There are a number of outfall discharge pipes situated within the Harbour limits, such that oily / water mixes could be released into the water, as a result of accidental or deliberate land-based oil pollution. The risk of pollution from these discharges must be considered low.

Shipyard Sector

There are four ship building / repair yards and several small vessel building / repair facilities in the Harbour area consisting of slipways, open and covered assembly / building areas. There is considered a low risk of bunker or diesel oil spillage from these facilities, probably limited to a maximum <2 tonnes.

3.5 Risk Assessment Summary

Cause	Assessment Risk	Credible Spill Quantity (Tonnes)
Grounding / collision in adjacent Solent waters	Low	>100 Cargo, <50 Fuel
Grounding in Harbour	Low	>100 Cargo, <10 Fuel
Collision underway	Low	<200 Cargo, <10 Fuel
Berthing impact	Low	<200 Cargo, <10 Fuel
Oil transfer operations	Low/moderate	<20 Fuel
Pipeline failure	Low	<20 Fuel
Bunkering operations (Small craft)	Moderate	<0.5 Fuel
Bunkering operations (Larger vessels in Cowes Roads)	Low	<5 Fuel / marine gas oil
Outfall discharge	Low	<5 various
Ship building sector	Low	<2 various

Table 4: Relative risk of a pollution incident based on the vessels/operations described

As the assessed risk of a spill is deemed **low** in all cases except bunkering (small craft) as per the table above, the risk of any two spillages occurring simultaneously is assessed as very low.

Section 4 - Incident Response Organisation

4.1 Harbour Master

The Harbour Master, or his nominated deputy, for the Cowes Harbour has overall responsibility for the conduct of any oil spill response operation and for the management of casualty/salvage operations in CHC's area of jurisdiction. The Oil Spill Management Team and other Harbour personnel will support them in their role.

4.2 Oil Spill Management Team

An Oil Spill Management Team will be established at the Cowes Harbour Office, under the chairmanship of the Harbour Master, for Tier Two and Tier Three incidents. This will provide the

command-and-control structure to co-ordinate and direct the incident response. The Oil Spill Management Team will consist of representatives from the following authorities and organisations:

Management Team	Advisory and Support Team
• Harbour Master (or nominated deputy) • Oil Company (if appropriate) • Vessel Owners • P & I Club • Salvors (if appropriate) • Maritime & Coastguard Agency (if appropriate)	• Adler and Allan (Tier 2 Response Contractor) • Isle of Wight Council • Environment Agency • Natural England • MMO • Solent Environment Group • Cowes Harbour Commission: • Administration • Public Relations • Finance & Accounts

Table 5: Organisations and representatives participating in the management team and Advisory Support Team as part of the Oil Spill Management Team

In the event of a protracted incident, the Harbour Master or his Deputy will draw up a roster of available personnel to ensure that the incident remains under control at all times. In the event of Tier 2 or 3 incidents, they will have additional support personnel to draw on from the contracted Oil Spill Response Contractor and through the MoU with other local Harbour Authorities – see appendix 4 for details.

In the event of a Tier Three incident and the implementation of the National Contingency Plan, the Oil Spill Management Team will assist the Maritime & Coastguard Agency. The Harbour Master will require the transfer of responsibility for managing the incident response to be formally documented prior to relinquishing overall control of at sea counter pollution measures to the MCA.

4.3 Tier 2 Oil Spill Response Contractor

Cowes Harbour Commission has contracted Adler and Allan for the provision of Tier 2 oil spill response services.

4.4 Tier One Incident

The facility involved will immediately inform the Harbour Master. The Harbour Master or his representative will monitor the response being taken and advise whether the control of the response should be transferred to the Harbour Office in the event the spill is migrating beyond the immediate vicinity of the facility, or the response being taken is considered inappropriate.

All other Harbour Areas

The Harbour Master will, upon notification, activate the notification procedure and initiate appropriate response actions. The management of the response will be in line with the established day-to-day management structure of the Harbour Master's department.

4.5 Tier Two Incident

In addition to the actions described above and the activation of the notification procedure, the Harbour Master will decide whether or not to set up an Oil Spill Management Team. Depending on

the circumstances of the incident, the Oil Spill Management Team will include representatives from the following organisations and authorities:

1	Harbour Authority	☐
2	Adler and Allan	☐
3	Oil Company	☐
4	Environment Agency	☐
5	MMO	☐
6	Natural England	☐
7	Isle of Wight Council	☐
8	Salvers	☐
9	P&I Club	☐
10	ITOPF (International Tanker Owners Pollution Federation)	☐
11	Maritime & Coastguard Agency (MCA) & SEG	☐
12	Vessel Owners	☐

Table 6. Organisation and make-up of the tier two Oil Spill Response Team

4.6 Tier Three Incident

An Oil Spill Management Team, under the Chairmanship of the Harbour Master, will be established at the Cowes Harbour Commission, Harbour Office and will include representatives from the following organisations and authorities:

1	Harbour Authority	☐
2	Adler and Allan	☐
3	Oil Company	☐
4	Environment Agency	☐
5	MMO	☐
6	Natural England	☐
7	Isle of Wight Council	☐
8	Salver	☐
9	P&I Club	☐
10	ITOPF (International Tanker Owners Pollution Federation)	☐
11	Maritime & Coastguard Agency (MCA)	☐
12	Vessel Owners	☐
13	MCA Principal Counter Pollution and Salvage Officer & SEG	☐
14	MCA HM Coastguard	☐
15	Police	☐
16	Fire and Rescue Services	☐
17	British Telecom	☐
18	Adjacent Harbour Authorities (as appropriate)	☐

Table 7: Organisation and make-up of the tier three Oil Spill Response Team

4.7 Incident Control Arrangements

The implementation of the National Contingency Plan may require the establishment of control centres for the following:

- Shoreline Response Centre (SRC)
- Marine Response Centre (MRC)
- Salvage Control Unit (SCU)
- Environment Group

On an incident basis, the local authority would lead the SRC, most likely through the Island Tactical Coordinating Group. The Environment Group would be set up by the Environment Agency or Natural England. This can be virtual, unless there was a need to co-locate. The MCA would coordinate the MRC and SCU.

4.8 Cowes Harbour Commission Organisational Chart

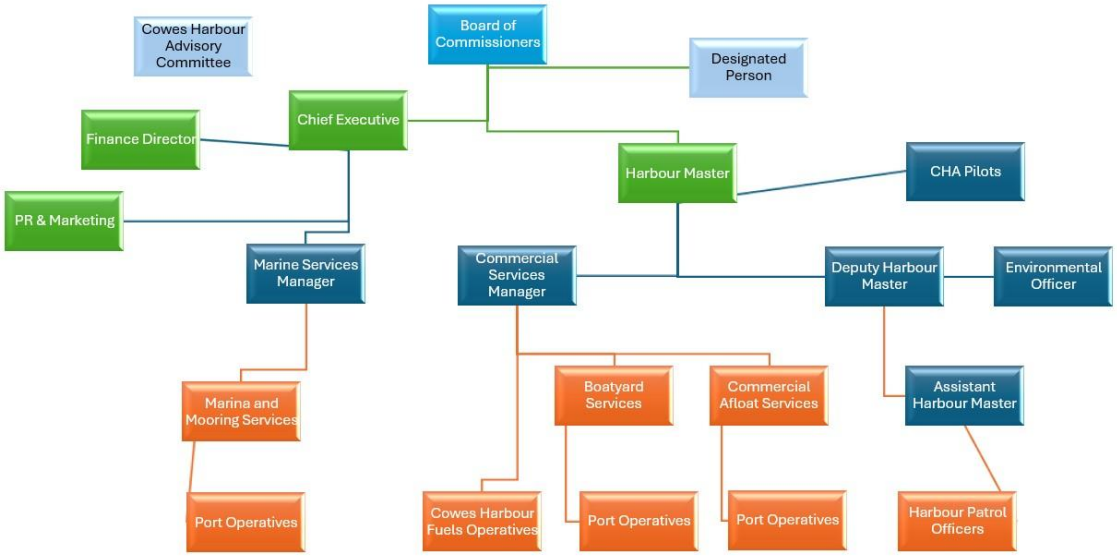


Figure 3: Cowes Harbour Commission Organisation Chart

Section 5 - Reporting Procedures

5.1 Use of Section

This section sets out the reporting and notification procedures, which should be followed in the event of an oil spill within the Cowes Harbour area of jurisdiction. The extent of notification of external organisations and authorities will be determined by the initial classification of the incident.

Notification Matrices

The Harbour Master will implement the following notification matrix in accordance with the initial classification of the oil spill incident declared.

Note: The matrices give the primary telephone contact numbers; alternative contact details are included in Section 11 Contact Directory.

5.2 Tier One Incident

Organisation / Authority	Telephone Number
Maritime & Coastguard Agency HM Coastguard	02392 552100 (24 hours) 999 (Emergency contact) zone17@hmcg.gov.uk
Isle of Wight Council Emergency Management Duty Officer	emergency.management@iow.gov.uk
Isle of Wight Council Coastal Management Officer	01983 821000
Environment Agency	0800 807060 (24 hours) Incident_Communication_Service@environment-agency.gov.uk
Natural England Marine Pollution Officer	03000 60 1200 (24 hours) marine.incident@naturalengland.org.uk
MMO Marine Pollution Response Out of Hours Duty MMO Officer	03002 002024 (office hours) 07770 977825 (out of office hours) dispersants@marinemanagement.org.uk 03450 518486 (24 hrs) Defra Duty Office if no response from MMO
IOW Oil Terminals: RWE Kingston	01983 290800 (office hours)

Table 8: Notification matrix for a tier one incident

5.3 Tier Two Incident

Organisation / Authority	Telephone Number
Maritime & Coastguard Agency HM Coastguard	02392 552100 (24 hours) 999 (Emergency contact) zone17@hmcg.gov.uk (POLREP)
Adler and Allen	0800 592827 (24 hours) client.services@adlerandallan.co.uk
Isle of Wight Council Emergency Management Duty Officer	emergency.management@iow.gov.uk
Isle of Wight Council Coastal Management Officer	01983 821000
Environment Agency	0800 807060 (24 hours) Incident_Communication_Service@environment-agency.gov.uk
Natural England Marine Pollution Officer	03000 601200 (24 hours) marine.incident@naturalengland.org.uk
MMO Marine Pollution Response Out of Hours MMO Officer	03002 002024 (office hours) 07770 977825 (out of office hours) dispersants@marinemanagement.org.uk 03450 518486 (DEFRA Duty Room – use only if no response from MMO)
Hampshire & IOW Fire and Rescue: Fire Control Centre Admin Fire Control Centre **Emergency**	 02031 620063 control@hantsfire.gov.uk
Police: Marine Police:	101 or 999 (24 hours) 07774 684317 (Duty Mobile) (02380) 451179 Ext. 4713401 marine@hampshire.pnn.police.uk
Newport Harbour Master	01983 823885 (office hours)
ABP Southampton Harbour Master	02380 488800 (office hours) HMSouthampton@abports.co.uk
ABP Southampton VTS Centre	02380 608208 (re-directs out of hours) southamptonvts@abports.co.uk
Oil Terminals: RWE Gen UK Kingston BP Oil UK Ltd Hamble Exxon Mobile Fawley	 01983 290823 (office hours) 02380 745700 (24 hours) 02380 892511 (24 hours)

Table 9: Notification matrix for a tier two incident

5.4 Tier Three Incident

Organisation / Authority	Telephone Number
Maritime & Coastguard Agency HM Coastguard	02392 552100 (24 hours) 999 (Emergency contact)

	Zone17@hmcg.gov.uk (POLREP)
Adler and Allan	0800 592827 (24 hours) client.services@adlerandallan.co.uk
Isle of Wight Council Emergency Management Duty Officer	emergency.management@iow.gov.uk
Isle of Wight Council Coastal Management Officer	01983 821000
Environment Agency	0800 807060 (24 hours) Incident_Communication_Service@environment-agency.gov.uk
Natural England Marine Pollution Officer	03000 601200 (24 hours) marine.incident@naturalengland.org.uk
MMO Marine Pollution Response Out of Hours MMO Officer	03002 002024 (office hours) 07770 977825 (out of office hours) 03450 518486 (DEFRA Duty Room – use only if no response from MMO) dispersants@marinemanagement.org.uk
Hampshire & IOW Fire and Rescue: Fire Control Centre Admin Fire Control Centre **Emergency**	02031 620063
Police: Marine Police:	101 or 999 (24 hours) 07774 684317 (Duty Mobile) (02380) 451179 Ext. 4713401 marine@hampshire.pnn.police.uk
Newport Harbour Master	01983 823885 (office hours)
ABP Southampton Harbour Master	02380 488800 (office hours) HMSouthampton@abports.co.uk
ABP Southampton VTS Centre	02380 608208 (re-directs out of hours) southamptonvts@abports.co.uk
KHM Portsmouth (if appropriate)	02392 723694 (24 hours)
Oil Terminals: RWE Gen UK Kingston BP Oil UK Ltd Hamble Esso Fawley	 01983 290823 (office hours) 02380 745715 (24 hours) 02380 896511 (24 hours)
Southern Sea Fisheries	01202 721373 (office hours) enquiries@southern-ifca.gov.uk

Table 10: Notification matrix for a tier three incident

5.5 Instructions for Completing Form CG77 (POLREP)

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. If possible, state range and bearing from some prominent landmark or GPS position and 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.

D. TIDE, CURRENT direction, WIND speed and direction.

E. WEATHER Conditions and SEA state.

F. CHARACTERISTICS of pollution. Give types of pollution, e.g., oil, crude or otherwise; packaged or bulk chemicals; or garbage. For chemicals, give proper name or United Nations Number, if known. For all, give also appearance, e.g., liquid; floating solid; liquid oil; semi-liquid sludge; tarry lumps; weathered oil, discoloration of sea; visible vapour; etc.

G. SOURCE and CAUSE of pollution e.g. from vessel or other undertaking. If from vessel, say whether as a result of apparent deliberate discharge or a casualty; if the latter, give a brief description. Where possible, give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination, if known.

H. Details of VESSELS IN THE AREA. To be given if the polluter cannot be identified and the spill is considered to be of recent origin.

I. NOT USED.

J. Whether PHOTOGRAPHS have been taken, and/or SAMPLES for analysis.

K. REMEDIAL ACTION taken, or intended, to deal with spillage.

L. FORECAST of likely effect of pollution e.g. arrival on beach, with estimated timing.

M. NAMES of those informed other than addresses.

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

Part 2 - Supplementary Information to be provided later.

This section may be disregarded when Pollution Reports are for UK internal distribution only.

O. RESULTS of SAMPLE analysis.

P. RESULTS of PHOTOGRAPHIC analysis.

Q. RESULTS of SUPPLEMENTARY ENQUIRIES e.g. inspection by surveyors, statements from ship's personnel etc., if applicable.

R. RESULTS of MATHEMATICAL MODELS.

POLLUTION REPORT – CG77 - POLREP (SOLENT COASTGUARD)

From: **COWES HARBOUR MASTER**	**Tel: 01983 293952** **Email: hm.chc@cowes.co.uk**	**To: SOLENT COASTGUARD** **Email: zone17@hmcg.gov.uk**

A. Classification:	**DOUBTFUL / PROBABLE / CONFIRMED**
B. Date/Time/Observer:	
C. Position and Extents of Pollution:	

D. Tide:		**Wind:**	
E. Weather:			

f. Characteristics of Pollution:
G. Source and Cause of Pollution:
H. Details of Vessels in Area:
I. Not Used

J. Any Photographs or Samples:	
K. Remedial Action:	
L. Forecast of oil movement:	
M. Names of others informed:	

N. Other relevant information:

5.6 Personal Log Report

PERSONAL LOG REPORT	
Incident:	
Date:	
Location:	
Page Number:	
Time:	Details:
Signature:	
Print Name:	Position:

Table 11: Personal log report

5.7 Oil Spill Progress Report

OIL SPILL PROGRESS REPORT	
Incident Name:	
Updated By:	
Date:	Time (Local):
Summary of Incident Response Operations:	
Summary of Incident Response Resource Utilisation:	
Number of Aircraft:	Number of Vessels:
Dispersant Used (litres):	Length of Boom in Use (metres):
Number of Recovery Devices:	Number of Storage Devices:
Sorbent Used (kg):	Bioremediation Used:
Number of Personnel:	Number of Vehicles:
Specialist Equipment:	
Oil Spill Balance Sheet:	
Total amount of oil spilled:	(tonnes)
Total amount of oil recovered:	(tonnes)
Outstanding amount of oil spilled:	(tonnes)
Mass Balance:	
Estimated Natural Weathering:	(tonnes)
Mechanically agitated:	(tonnes)
Chemically dispersed:	(tonnes)
Skimmer recovered:	(tonnes)
Manually recovered:	(tonnes)
Sorbent recovered:	(tonnes)
Bio remediated:	(tonnes)
Other:	(tonnes)

Table 12: Oil spill progress report

5.8 Shoreline Survey Report Form

SHORELINE SURVEY REPORT FORM					
A. SITE DETAILS					
A1. Incident		A2. Project Code			
A3. Date	dd / mm / yyyy	A4. Survey start time	Local:	GMT:	
A5. Site name	No.	A6. Map/chart ref.:	Grid / Lat-Long:		
A7. Photos:	Yes / No	Roll no.:	A8. Video: Yes / No	Tape no.:	
A9. Surveyed by	Foot ☐	Boat ☐	Air ☐		
A10. Completed by:	(print)	(signature)			
B. WEATHER CONDITIONS					
B1. Wind speed:	B2. Direction:	B3. Sea state:			
B4. Time HW:	B5. Time LW:	B5. Current:			
C. SHORELINE FEATURES					
C1. Shore type %	C2. Shore Access	C3. Load Bearing			
Cliffs:	Metalled road ☐				
Bedrock:	Track ☐	Firm ☐	will support any vehicle		
Boulders (>10cm):	Pathway ☐		☐		
Pebbles (1-10cm):	Steps ☐	Good ☐	4 wheel drive		
Gravel (2mm–1cm):	Slipway ☐		☐		
Sandy:	Car Park ☐	Soft ☐	tracked vehicles		
Mud:	Boat ☐		☐		
Man-made:	Other ☐	Very soft ☐	will not support vehicles		
Marsh/mangrove:					
Other:					
D. SHORELINE USAGE					
D1. Industry					
Seawater intake ☐	Fisheries ☐	Docks ☐	Other ☐	Unknown ☐	

Details:						
D2. Recreational						
Bathing ☐	Marina ☐	Water sports ☐	Hotel ☐	Moorings ☐	Other ☐	Unknown ☐
Details:						
D3. Ecological						
Imp. habitat ☐	Rare species ☐	Birds ☐	Dunes ☐	Wildlife casualties ☐	Unknown ☐	
Details:						

E. SUITABILITY FOR PARKING / EQUIPMENT STORAGE			
E1. Area Available?	Yes / No	E2. Security Needed?	Yes / No
Details			

F. STORAGE FACILITIES FOR OIL/OILED SOLIDS			
F1. Facilities for oil?	Available ☐	(add details below)	Not available ☐
F2. Facilities for oiled solids?	Available ☐	(add details below)	Not available ☐
Details:			
Forwarded to:	Planning ☐	☐	☐

G. SKETCH MAP OF AREA (Plan view and shore profile/s)					
Have you included the following?					
Band A, B, C	☐	North arrow	☐	Scale	☐
Boom anchor points	☐	Pits	☐	Photo locations	☐
% cover	☐	Access points	☐	Key landmarks	☐
Likely disposal sites	☐	Oil distribution	☐	Position H/L Tide	☐
Slope	☐	Backshore features	☐	Access restrictions	☐

KEY:

H1 Band	H2 Area		H3 Dist.	H4 Thickness						H5 Character						H6 Zone		
	Length m	Width m	%	1	2	3	4	5	F	M	T	C	R	P	D	US	MS	LS
A				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
B				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
C				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
D				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
E				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
F				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

H1 Band:

Delineated on sketch map. Use identifiers A, B, C bands to be chosen to have fairly even oil distribution and thickness.

H2 Area:

Length and width of the oiled area at each zone. If multiple bands of oil across the shore, width represents the sum of them.

H3 Distribution:

The % of surface within an area covered by oil. (See visual estimation chart below).

H4 Thickness:

Average or dominant oil thickness within an area.

1 = Pooled Oil >1cm thick
2 = Cover 1mm – 1cm thick
3 = Coat0.1mm – 1mm thick (can be scratched off rock with a fingernail)
4 = Stain<0.1mm thick (cannot be scratched off easily)
5 = Film Transparent or translucent film or sheen

H5 Character:

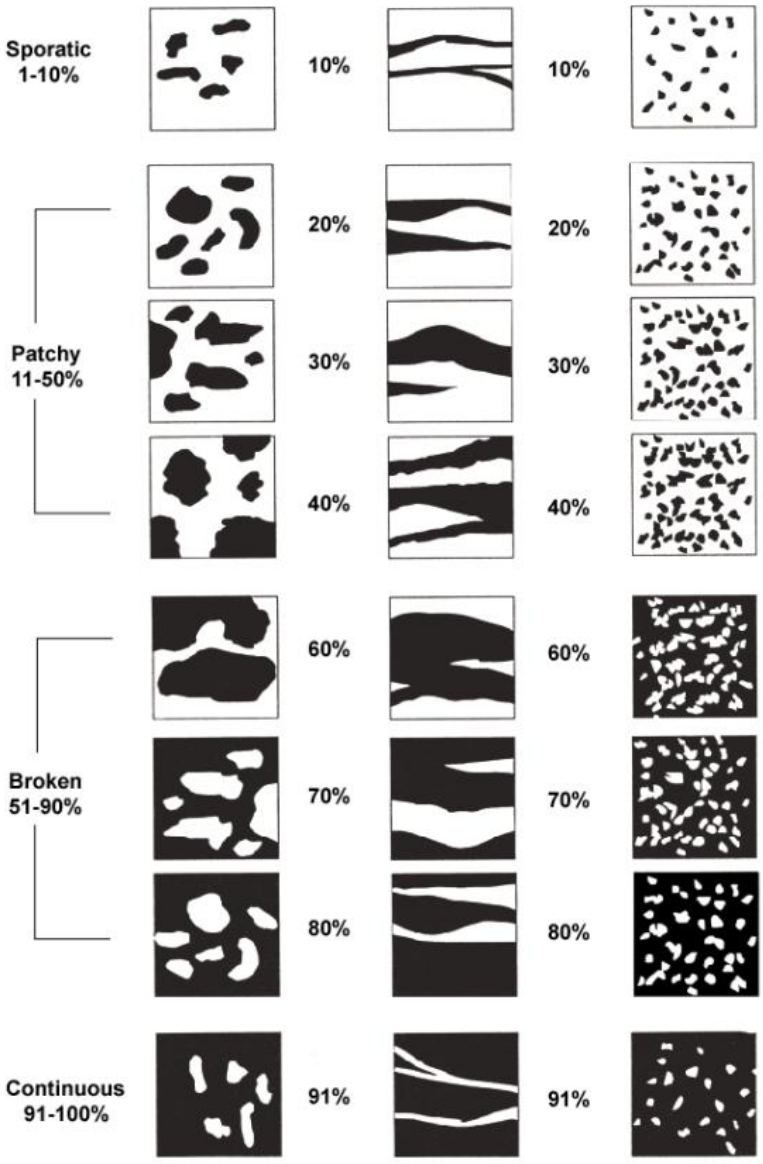
F = Fresh unweathered, low viscosity
M = Mousse emulsified
T = Tar Balls or patties. Balls <10cm; Patties >10cm
C = Tar coat. Weathered coat or cover.
R = Surface residue. Non-cohesive, oiled surface sediments.
P = Asphalt, pavement, cohesive mix of oil & sediment
D = Debris, seaweed, rubbish etc.

H6 Zone:

Refers to height on shoreline.

US = Upper shore
MS = Middle shore
LS = Lower shore

Visual estimation of surface oil cover:



J SUBSURFACE OILING

J1 Pit	J2 Penetration Depth and Range (cm)	J3 Concentration						
		AP	OP	PP	OR	OS	TR	NO
#1		☐	☐	☐	☐	☐	☐	☐
#2		☐	☐	☐	☐	☐	☐	☐
#3		☐	☐	☐	☐	☐	☐	☐
#4		☐	☐	☐	☐	☐	☐	☐
#5		☐	☐	☐	☐	☐	☐	☐

AP = Asphalt.
OP = Oil filled pores – pore spaces in the sediment matrix completely filled with oil.
PP = Partially filled pores – pore spaces filled with oil (oil flows out of sediment when disturbed).

OR = Cover (>0.1 – 1cm) or coat (0.01 - <0.1cm) of oil residue on sediments.
OS = Stain (<0.01cm) or film residue on the sediment surfaces. Non-cohesive.
TR = Trace – discontinuous film / spots of oil on sediments or tackiness with no visible evidence of oil.
NO = No visible or apparent trace of oil.

Have samples been taken? Yes / No
Have all samples been labeled? Yes / No

SUMMARY OF PROPOSED ACTION – (After On-Site Evaluation)

Authorised by: (print)				
Authorised by: (signature)				
Forwarded to	Planning	☐	☐	☐

Site: Date:

5.9 Guidelines on information required by MMO in considering Request for Dispersant spraying approval.

Note: Cowes Harbour does not have a standing approval from the MMO to use dispersants. No oil spill treatment products (such as dispersants, surface cleaners, bioremediation products, loose sorbents or degreasers) are permitted for use without first gaining specific approval from the MMO.

Although dispersants remove oil from the surface of the sea, they do not actually remove it from the sea but distribute the oil through the water column. For the protection of fisheries and the marine environment, specific approval to use dispersants is required from MMO before they are used in a response to an incident affecting Cowes Harbour.

As much of the following information as possible should be provided when requesting approval:

- Name of authority or organisation requiring approval,
- Name of contact and telephone and fax number to be used,
- Locality of spill preferably in degrees (but could be grid reference or description such as "Western end of King George Dock" or "Length of river between power station and oil refinery"),
- Oil type or description of appearance if not known. If crude - what type?
- Quantity of oil spilled - preferably in tonnes,
- Source of spill,
- Potential for further spill,
- Description of slick - including dimensions and colour,
- Volume and name of dispersant for which approval is requested,
- Other methods of response being applied or considered, and assistance being sought e.g. Environment Agency,
- Local fisheries considerations (such as seasonal fisheries, advice given to fishermen),
- Local wildlife considerations (e.g. whether migrant birds are present),
- Tide - type and speed and time of HW/LW particularly,
- Wind and weather (such as "Moderate breeze NW" "Overcast drizzle"),
- Sea state,
- Water depth.

5.10 Report of Use of an Oil Treatment Product

Name of Port:	
Incident Number:	Date:
Volume and type of oil:	
Location:	
Name and type of oil treatment product:	
Date of manufacture:	Efficacy last tested on:
Comments on effectiveness:	
Report made to MMO by:	
Other remarks:	

Table 13: Report of use of an oil treatment product

5.11 Conversion Factors

Volume		
1 Barrel (US)	= 42 Gallons (US)	= 159 Litres
1 Barrel (Imp)	= 45.1 Gallons (Imp)	= 205 Litres
1 Gallon	= 1.2 Gallons (US)	= 4.546 Litres
1 Cubic Metre	= 1000 Litres	= 6.29 Barrels
1 Litre	= 0.22 Gallons (Imp)	= 0.03531 Cubic Feet
1 Cubic Yard	= 0.765 Cubic Metres	
1 Cubic Foot	= 0.0283 Cubic Metres	
1 Cubic Decimetre	= 0.001 Cubic Metres	= 1 Litre
1 Tonne (Metric)	= approx. 7.5 Barrels (US)	= 262 Gallons (Imp)
Area		
1 Acre	= 0.405 Hectares	=4050 Square Metres
1 Hectare	= 10,000 Square Metres	= 2.471 Acres
1 Square Kilometre	= 100 Hectares	= 247 Acres
1 Square Yard	= 0.836 Square Metres	= 9 Square Feet
1 Square foot	= 0.093 Square Metres	
1 Square Mile	= 2.59 Square Kilometres	= 640 Acres
Length/Distance		
1 Kilometre	= 0.54 Nautical Miles	= 0.622 Miles
1 Nautical Mile	= 1.852 Kilometres	= 1.151 Miles
1 Mile	= 1.609 Kilometres	= 1760 Yards
1 Metre	= 1.094 Yards	= 3.282 Feet
1 Yard	= 0.914 Metres	
1 Foot	= 0.305 Metres	
1 Inch	= 25.4 Millimetres	
Speed		
1 Knot 1 Metre / Second	= 1.85 Km / Hour = 3.6Km / Hour	= 0.51 Metres / Second = 1.94 Knots

Mass		
1 Tonne	= 1000 Kilograms	= 0.984 Tons
1 Ton (Imp)	= 20 Hundredweight	= 1016.05 Tonnes
1 Hundredweight	= 50.8 Kilograms	= 112lbs
1 Kilogram	= 2.205lbs	= (1 Litre of water)
1 Gramme	= 0.035 Ounces	
Flow (Note: Gallons are Imperial)		
1 Cubic Metres / Hour	= 16.7 Litres / Minute	= 3.671 Gallons / Minute
1 Litres / Second	= 2.119 Cubic Feet / Minute	= 13.21 Gallons / Minute
1 Cubic Foot / Minute	= 0.1039 Gallons / Second	= 0.472 Litres / Second
1 Gallon / Minute	= 0.0631 Litres / Second	
1 Barrel / Hour	= 2.65 Litres / Minute	= 0.5825 Gallons / Minute
Pressure		
1 Psi	= 0.069 Bar	= 6901 Pascal
1 Bar	= 100,00 Pascal	= 14.49 Psi
1 Bar	= 30 Feet of Water	=
Engine Power		
1 Horsepower	= 0.7457 Kilowatts	

Temperature											
ºF to ºC deduct 32, multiply by 5, divide by 9, ºC to ºF multiply by 9, divide by 5, add 32											
Celsius	0	10	20	30	40	50	60	70	80	90	100
Fahrenheit	32	50	68	86	104	122	140	158	176	194	212

Table 14: Units conversion table

Section 6 - Actions

Action sheets are included for the following positions:

- Duty Patrol Officer
- Duty Harbour Master
- Forward Control Coordinator

The action sheets follow a checklist style to guide the post holder through the actions that they will be expected to take.

6.1 Action Duty Patrol Officer

Responsibilities

- Initially assess situation,
- Assign initial classification,
- Provide accurate report to Harbour Master,
- Collect evidence and / or statements,
- Liaise with incident vessel regarding status of oil spill,
- Complete report form CG 77 POLREP.

Actions

- ❑ Inform Harbour Master and other Harbour departmental organisations,
- ❑ Proceed to incident location,
- ❑ Investigate cause / source of spill,
- ❑ Communicate all information to Harbour Master,
- ❑ Complete assessment form,
- ❑ Initiate personal log,
- ❑ Collect evidence and take statements,
- ❑ Take samples of spilled oil,
- ❑ Take photographic evidence,
- ❑ Request CG 77 POLREP information.

6.2 Action Duty Incident Commander

Responsibilities

- Confirm/amend initial oil spill classification,
- Manage the Cowes Harbour response,
- Authorise expenditure,
- Brief Cowes Harbour Commission Board,
- Liaise with Government / oil company / industry representatives as appropriate,
- Approve press statement for release.

Initial Actions

- ❑ Alert Tier 2 contractor,
- ❑ Verify / amend oil spill classification,
- ❑ Alert appropriate organisations and authorities (as per contact checklist),
- ❑ Convene oil spill management team,
- ❑ Authorise mobilisation of Tier 2 contractor,
- ❑ Obtain approval from MMO for dispersant use; communicate information shown in form 5.9.

Further Actions

- ❑ Chair the oil spill management team meetings,
- ❑ Liaise with the Environment Group,
- ❑ Constantly review the strategy being employed and advise changes where necessary,
- ❑ Attend all press conferences as required,
- ❑ Brief Cowes Harbour Commission Board.

Final Actions

- ❑ Arrange a ‘Hot’ wash-up meeting,
- ❑ Terminate clean-up & Prepare incident report,
- ❑ If dispersant has been used complete form 5.10 and return to MMO,
- ❑ Amend contingency plan, as required.

Note: Cowes Harbour does not have a standing approval from the MMO to use dispersants. No oil spill treatment products (such as dispersants, surface cleaners, bioremediation products, loose sorbents or degreasers) are permitted for use without first gaining specific approval from the MMO.

6.3 Action Forward Control Coordinator

Responsibilities

- Receive information / report of oil spill incident,
- Initiate first response measures,
- Maintain communications with all vessels in vicinity.

Actions

- ❑ Proceed to incident location,
- ❑ Verify Incident details,
- ❑ Issue general warning to all vessels in vicinity,
- ❑ Monitor oil spill channel,
- ❑ Initiate personal log,
- ❑ Provide co-ordination of the at sea response,
- ❑ Track the leading edge of the slick,
- ❑ Provide detailed situation reports to the Harbour Master,
- ❑ Survey shoreline.

6.4 Oil Spill Incident Checklists

The following checklists are intended to promote consistency of approach by all involved in an oil spill incident response.

- Checklist 1 - Response Manager
- Checklist 2 - Offshore Response Supervisor
- Checklist 3 - Shore Clean-up Supervisor
- Checklist 4 - Shoreline Surveyor
- Checklist 5 - Supervisor's Briefing
- Checklist 6 - Personal Log
- Checklist 7 - Oil Spill Sampling

Checklist 1 - Response Manager

General

- ❑ Carry out initial actions and notifications as per contingency plan.
- ❑ Activate the response team.
- ❑ Alternate – Ensure functioning command centre:
    - Communications: telephones, cellular phones, recording unit, VHF/UHF/sideband radios and fax machines. Computer with modem for email/Internet communications,
    - Information sources: marine chart, maps, sensitivity maps, contingency plans, tide tables, oil spill models, contact directories,
    - Dissemination of information: regularly updated situation reports,
    - Centre facilities; secure area. Toilet and kitchen facilities. Rooms for meetings and media briefings,
    - Support: Administration staff, photocopier, computers, accountancy, oil spill models, overhead projectors, stationery, whiteboard, first aid.
- ❑ Ensure regular briefings to response supervisors,
- ❑ Event log – keep a strict log of all events, communications, personnel and equipment,
- ❑ Liaise with environmental and technical experts,
- ❑ Prioritise areas for response / clean up,
- ❑ Liaise with landowners for permission to access sites. Obtain keys, if necessary,
- ❑ Locate and acquire necessary clean up equipment, trained personnel and labour,
- ❑ Locate facilities for the storage and disposal of oily waste,
- ❑ Issue a press holding statement and set up for regular media briefings,
- ❑ Liaise with authorities, pressure and animal welfare groups,
- ❑ Review the day and plan for the next operational period.

Response Personnel

- ❑ Safety – ensure:
    - All personnel briefed in safety,
    - Correct and adequate personal protective equipment,
    - First aid equipment with trained first aider,
    - Toilets and decontamination equipment,
    - Clothing suitable for the conditions.
- ❑ Transport to and from the sites,
- ❑ Equipment – adequate on-site training in recovery equipment, dispersant use, personal protective equipment, radios, vehicles and boats,
- ❑ Accommodation,
- ❑ Food and drink.

P.T.O.

Response Equipment

- ❑ Transportation – handling of the equipment from the airport / storage area to site vehicles,
- ❑ Equipment storage – ensure well laid out in secure area,
- ❑ Equipment maintenance:
    - Workshop facilities with spare parts,
    - Clean down facilities for demobilization,
    - Track equipment i.e. where it is and to what use.

Checklist 2 - Offshore Response Supervisor

Preparation

- ❑ Take into account limitations of boom with regard wave height, tides and wind.
- ❑ Select appropriate vessels:
  - Clear flat deck aft,
  - Roller stern, stern or side gate,
  - Manoeuvrable,
  - Low freeboard,
  - Storage tanks for recovered oil,
  - Safety boat,
  - Towing vessel.
- ❑ Temporary storage either onboard working vessels, a barge, dracones or inflatable barge,
- ❑ Plan deployment method,
- ❑ Obtain briefing,
- ❑ Ensure good communications,
- ❑ Delegate roles and responsibilities within team.

Startup/restart

- ❑ Commence daily log,
- ❑ Check communications between team members, vessels and marine response center,
- ❑ Reassess operations with regard to:
  - Safety, tides, wind, force, temperature, humidity, visibility, vessel traffic, separation zones, navigational limitations
- ❑ Muster team and issue safety induction or refresher briefing.
- ❑ Present safety briefing and operational plan for the day
- ❑ Set days objectives.

During

- ❑ Check personal protective equipment of each worker – condemn and replace as necessary,
- ❑ Ensure that everyone is aware of procedures for an emergency including man overboard,
- ❑ Ensure machinery is functional, pre-start and running checks,
- ❑ Commence work,
- ❑ Keep speed of vessels to a minimum tow at < 1 knot when collecting oil,
- ❑ Keep deck clear of oil for safe working environment,
- ❑ Monitor:
  - Safety, personal exposure limits, symptoms, fluid intake,
  - Accidents,
  - Rest breaks,
  - Progress, recovery rates, equipment reliability/efficiency, oil/water ratios.
- ❑ Complete site operation progress report.

End

- ❑ Ensure oil is cleaned off vessels deck and equipment,
- ❑ Decontamination of personnel and equipment returning from site,
- ❑ Review the day and look ahead to the next operational period.

Checklist 3 - Shore Clean-up Supervisor

Start-up

- ❑ Commence daily log,
- ❑ Check communications,
- ❑ Reassess operational site:
  - Safety, tides, wind, force, humidity, temperature, visibility,
  - Oiling, fresh oiling, different oil, re-mobilisation,
  - Impact; dead birds, fish crustaceans,
  - Booms: collected oil, dragged moorings, damage,
  - Storage pits: overflowing, leaching, flooded, secondary contamination,
  - Entry / exit escape routes,
  - Security; missing / damaged equipment,
  - The load bearing capacity of the beach.
- ❑ Muster beach team(s) and issue safety induction or refresher briefing,
- ❑ Present safety briefing and operational plan for the day,
- ❑ Set days objective,
- ❑ Check personal protective equipment of each worker – condemn and replace as necessary,
- ❑ Layout site,
- ❑ Distribute clean-up equipment. Ensure machinery pre-start and running checks.

During

- ❑ Monitor:
  - Safety, sanitation, personal exposure limits, symptoms, fluid intake,
  - Accidents,
  - Progress, recovery rates, efficiency, oil / water ratios, productivity, conservation of materials, equipment reliability, waste material,
  - Rest breaks,
  - Morale,
  - Stock levels.
- ❑ Complete site operation progress report.

End

- ❑ Survey site for any operationally generated debris. Recover as necessary,
- ❑ Decontamination of personnel and equipment,
- ❑ Review of day and look ahead to next operational period.

Checklist 4 - Shoreline Surveyors

Pre-Survey

- ❑ Briefings – surveyor needs to be clear of what is expected of him,
- ❑ Plan survey:
  - Safety, tides, wind, force, temperature, humidity,
  - State of tide during survey (low water is best time),
  - Reference made to tidal atlases, pilot books and charts.
- ❑ Survey equipment:
  - Appropriate maps and charts of the area,
  - Pro-forma report forms on waterproof paper,
  - Notebook and logbook,
  - Cameras,
  - Compass for orientation. GPS for position.
- ❑ Sampling equipment:
  - Shovel,
  - Sample jars, labels, pens, heavy duty plastic bags.
- ❑ Personal equipment:
  - Communications – radio, cell phone,
  - Appropriate personal protective equipment.

During Survey

- ❑ Complete the survey step by step as per pro-forma,
- ❑ Be aware oil may be underneath the surface,
- ❑ Draw a diagram of the area to include:
  - Direction of North,
  - A scale,
  - Locations of any photos taken and the direction that they were taken,
  - Access points and any restrictions,
  - Location and anchor points for any booms,
  - Position of high and low water,
  - Position of any disposal sites / pits,
  - Position of oil, distribution and % cover,
  - Position of work, clean down and clean areas,
  - A key,
  - Slope of the beach.

Checklist 5 - Supervisor's Briefing

- ❑ Safety message:
  - Assembly point,
  - First aid point,
  - Access route,
  - Manual handling.
- ❑ Highlight hazards:
  - Equipment,
  - Excavators,
  - Vessel and vehicle operations,
  - Helicopter operations.
- ❑ Details of products being handled,
- ❑ Dispersant / chemical use and MSDS,
- ❑ Correct level of personal protective equipment,
- ❑ Rest breaks and shift patterns,
- ❑ Communicate objectives for day/period,
- ❑ Decontamination area,
- ❑ Food,
- ❑ Toilets,
- ❑ Shelter,
- ❑ Communications,
- ❑ Working party size,
- ❑ Environmental / public affairs / media message,
- ❑ Weather forecast, tide times,
- ❑ Site security,
- ❑ Appoint log keeper.

Checklist 6 - Personal Log

- ❑ Safety:
  - Briefings,
  - Unsafe practices,
  - Accidents.
- ❑ Equipment:
  - What equipment is in use and where,
  - Down time,
  - Condition / damage.
- ❑ Consumables:
  - Description and quantity.
- ❑ Personnel:
  - Number on site,
  - Hours worked.
- ❑ Daily activities:
  - Instructions received/issued,
  - Meetings attended,
  - Contacts with other agencies and comments,
  - Summary of events.
- ❑ Waste material removed:
  - Quantities removed – solid and liquid,
  - Transport of waste material away from temporary storage sites
  - Where material has been transported to.
- ❑ Expenditure:
  - ❑ Keep receipts.
- ❑ Damage to property:
  - How damage occurred,
  - Extent of damage.
- ❑ Complaints.

Checklist 7 - Oil Sampling

Refer to Appendix III:

Maritime and Coastguard Agency, Scientific, Technical and Operational (STOp) Advice Notices.

6.5 Activation Procedure for Adler and Allan (A&A) Limited

Below is an extract from the Adler & Allan tier two response activation procedure. A copy of the CHC and Adler & Allan tier two response contract, the correct 'Notification' form and the official 'Mobilization Authorization' form is contained in Appendix III.

Adler & Allan Activation Procedure

In order to access Adler & Allan services in the event of an oil spill incident please call:

Adler & Allan - Tel: + 44 (0)800 592827

If calling from outside of the United Kingdom, ensure that your country code precedes the telephone number.

These telephones will be manned on a 24-hour basis. The caller will be asked to provide: -

- Name of Caller
- Name of Company
- Location of Caller
- Telephone Number including prefixes.
- Brief details of the incident

The Duty Manager will then be contacted and make contact with the requesting party. Once contact has been made further details will be collected to enable a response strategy to be determined.

Once an incident has been reported, A&A will make contact providing telephone and email contact details of the incident response leader. Email confirmation will be requested by A&A of the incident authorisation and to confirm the identity of the authoriser.

Section 7 – Response Guidelines

7.1 Light Oil

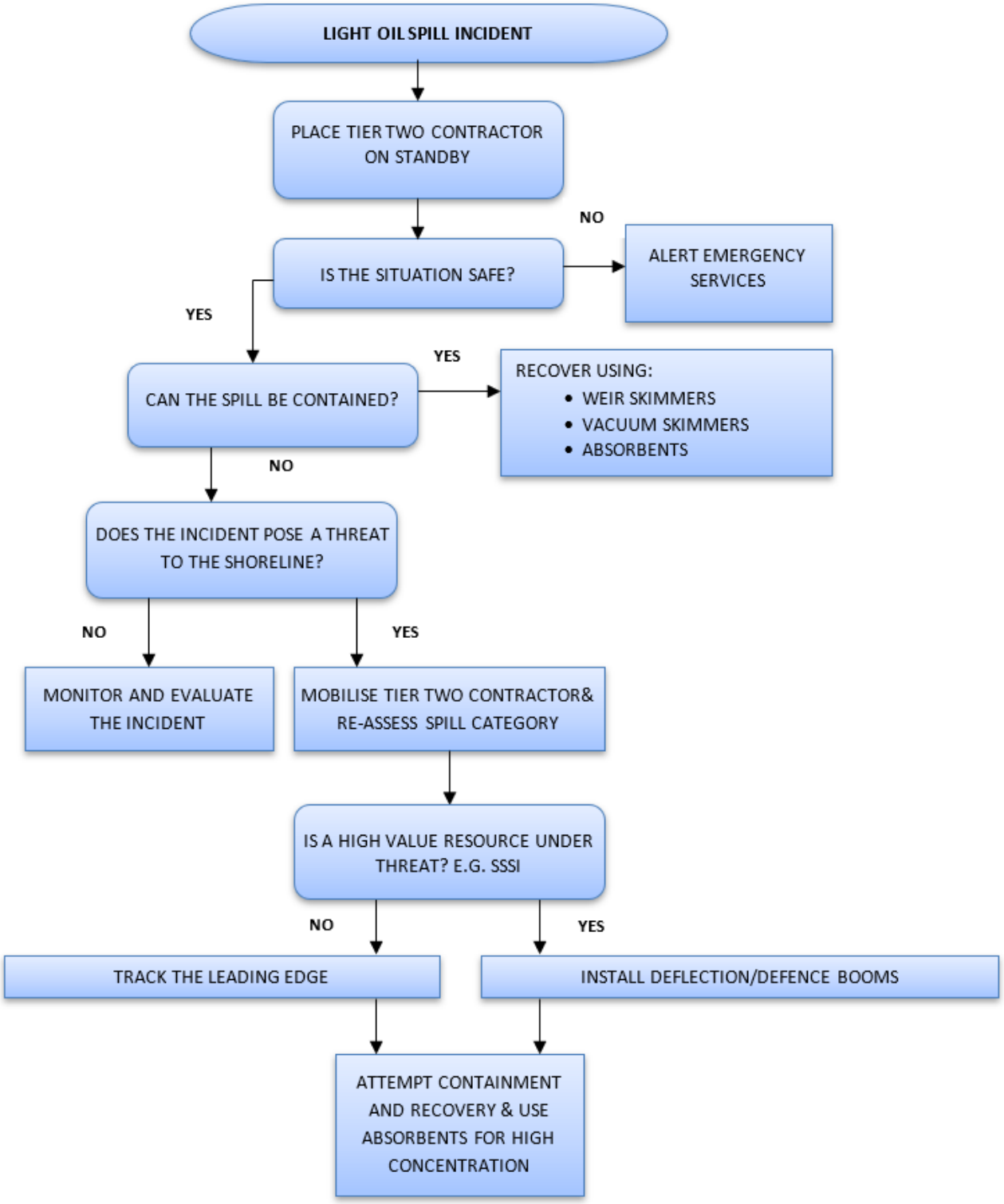


Figure 4: Light Oil Response Guidelines

7.2 Heavy Oil

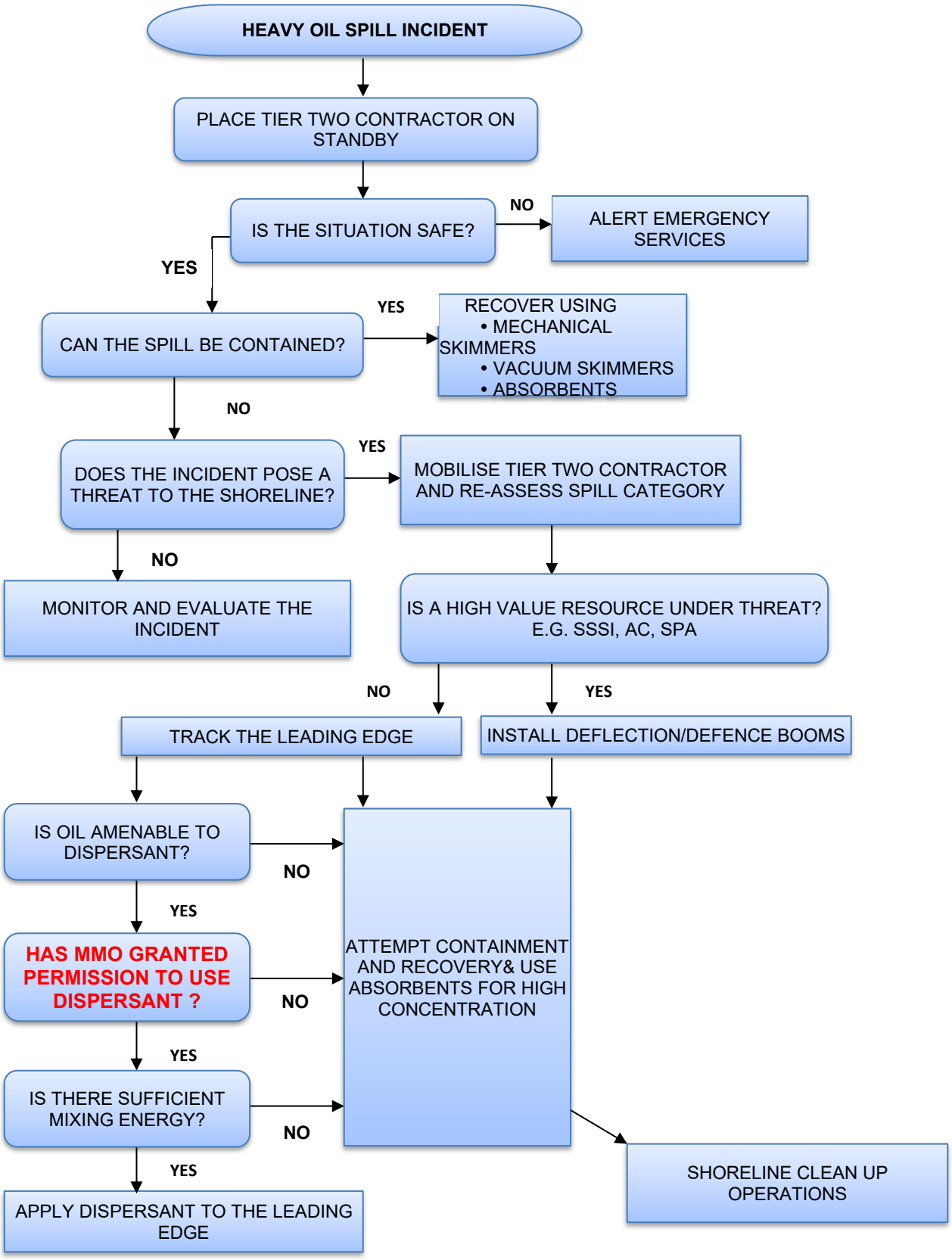


Figure 5: Heavy Oil Response Guidelines

7.3 Crude Oil

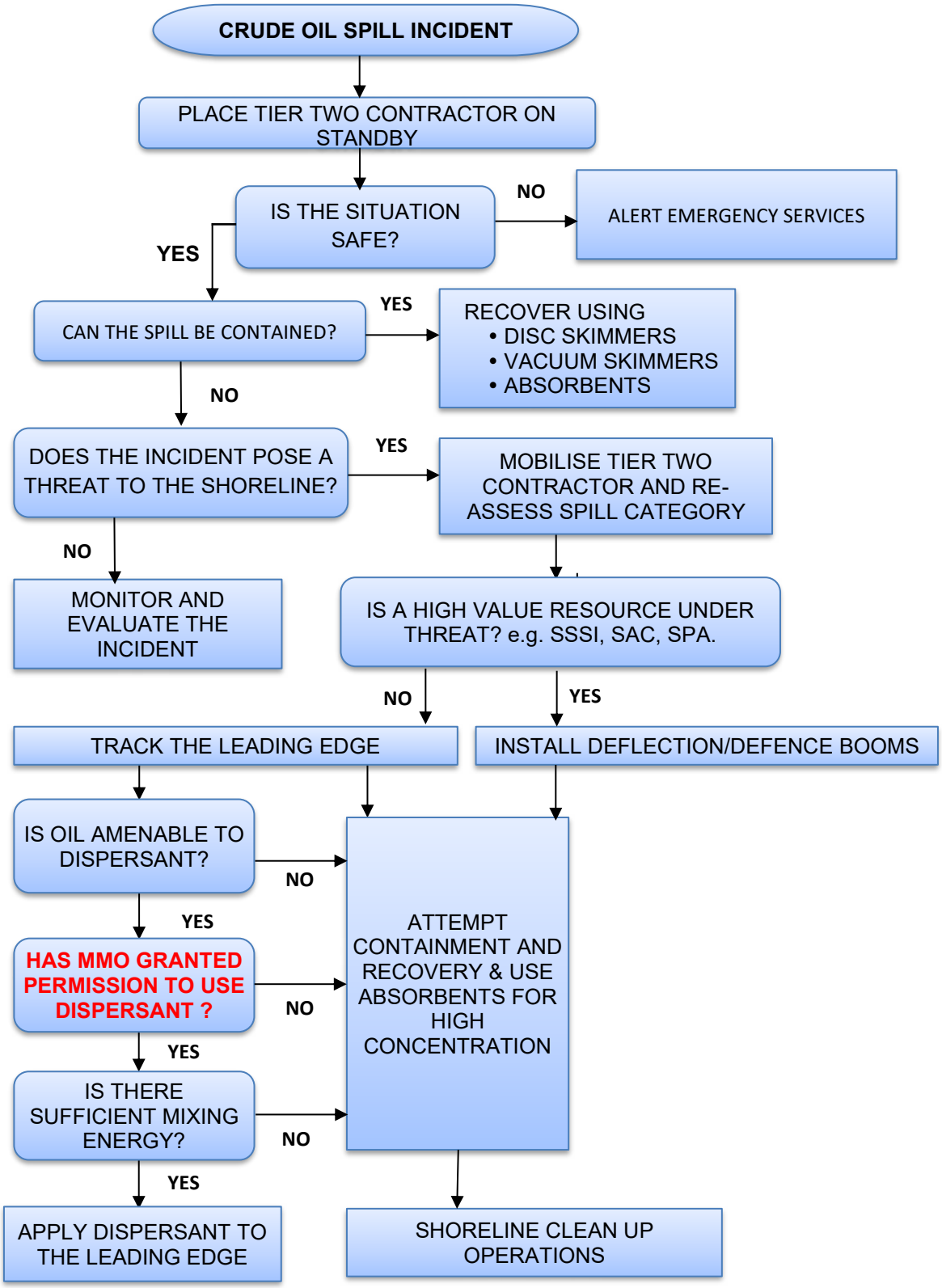


Figure 6: Crude Oil Response Guidelines

7.4 Shoreline Clean-up

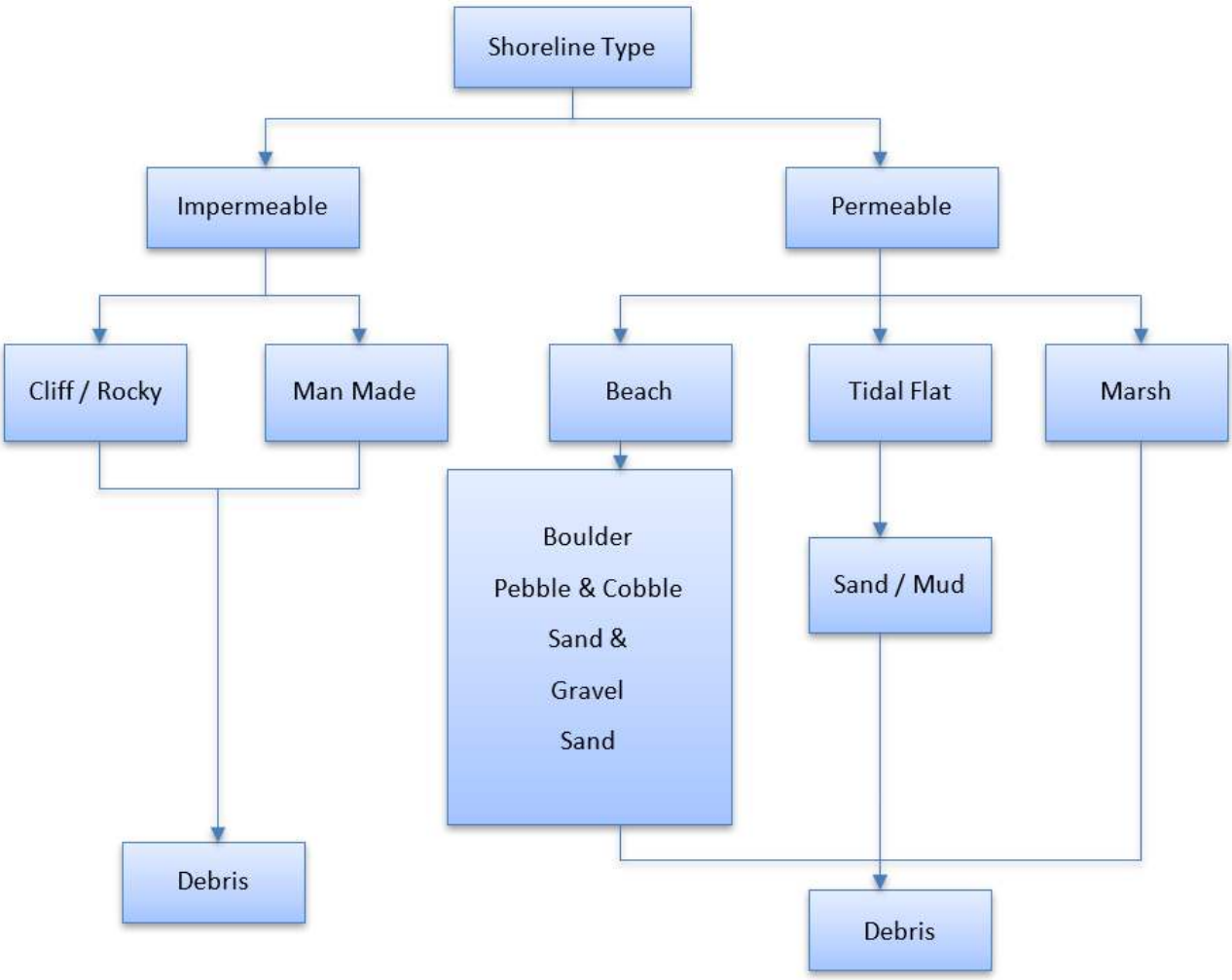


Figure 7: Shoreline Clean Up Categorisation

Impermeable

No surface sediment, stable and oil will not penetrate below the surface.

Permeable

Contains organic or inorganic sediment, are mobile and oil can penetrate into or be buried below the surface.

7.5 PREMIAM Post-pollution Guidelines and Cleaning Oiled Surfaces

7.5.1 PREMIAM Post-pollution Guidelines

These post-spill environmental monitoring and impact assessment guidelines are a major deliverable of the PREMIAM programme. The guidelines are to help the design and management of post-spill monitoring; determine impact to marine food chains, ecosystems and resources; gather data to help establish the effectiveness of response and promote scientific best-practice.

The PREMIAM guidelines cover key principles of an environmental monitoring programme. They also describe why, where, when, what and how monitoring is conducted, and key scientific techniques and approaches to be taken into account. This new edition also includes a section on the importance of data management and reporting to promote effective dissemination.

They will provide essential guidance in the event of a spill and can be used as reference for pre-planning and preparedness, so authorities can implement effective monitoring.

The current guidelines document can be accessed here on the CEFAS website:

https://www.cefas.co.uk/premiam/guidelines/

7.5.2 Cleaning Oiled Surfaces

Type of Substrate

Clean-up Technique	A Rocky	B Boulder	C Cobble	D Shingle	E Sand	F Mud	G Artificial	H Salt
Trenching			X	X	X			
Flushing	X	X	X	X				
Scraping					X	X	X	
High Pressure Wash	X	X					X	
Low Pressure Wash	X			X	X	X		
Steam Cleaning							X	
Dispersant*	X	X	X	X			X	
Oil Releasing Agent	X	X	X				X	
Brush / Scrub / Wipe	X	X	X					
Pom-Pom	X	X						
Surf Washing			X	X				
Pit washing			X	X				
Stone Washing			X	X				
Harrowing					X			
Leave to Nature								X

*** Subject to Approval**

Table 15: Cleaning matrix for oiled surfaces

7.6 Cowes Harbour Commission Area of Jurisdiction–Coastline Details

7.6.1 Egypt Point to Old Castle Point

Length of Shoreline:

- 1.5 miles.

Coastline Description:

- Sand, shingle and small boulders, backed by urban areas with sea walls. Extensive sea wall from Gurnard to Egypt Point and Cowes to the breakwater. Incorporates Cowes Harbour and the Medina Estuary.

Ecological Sensitivity:

- Part of the Solent Maritime Special Area of Conservation (SAC) see section 13.2

Main Uses:

- Amenity Beach (EU Designated Bathing Waters at Cowes & Gurnard)
- Sailing, water sports
- Commercial fishing
- Commercial shipping

Access:

- Good access for mechanical equipment and manpower at Gurnard (Egypt Point) and East Cowes (Castle Point)

Waste Collection Points:

- On paved, tarmac areas behind beach at Gurnard
- On paved, tarmac areas behind beach at East Cowes

Suggested Clean-up Plan:

- Boom mouth of Medina Estuary
- Wash down shingle and sea wall into boomed areas for skimming
- Physical removal of oily shingle and sand
- Treat shingle with dispersant before advancing tide, as final polishing – only with prior permission from MMO

Priority Status:

- Medium

7.6.2 Medina Estuary

Length of shoreline:

- 5 miles

Coastline Description:

- A long narrow estuary. Central section comprises intertidal mudflats, the river channel, saltmarsh and brackish and freshwater marsh.

Ecological Sensitivity:

- Part of the Solent Maritime Special Area of Conservation (SAC)
- Medina Estuary Site of Special Scientific Interest (SSSI)

Main Uses:

- Sailing, boating area,
- Commercial fishing,
- Commercial shipping,

- Recreational Fishing,
- Bird watching.

Access:

- East Bank Road access at: East Cowes Shrape, Red Funnel East Cowes, East Cowes Marina, Whippingham (Folly), Kingston, Island Harbour, Newport Quay.
- West Bank Road access at: The Parade, Town Quay, Medina Wharf, Dodner, Newport Quay.

Waste Collection Points:

- None agreed but accessible at all of the above.

Suggested Clean-up Plan:

- Use booms to contain the oil
- Skim boomed areas
- Leave to nature if oil becomes trapped on the saltmarsh

Priority Status:

- Medium

Section 8 - Communications and Public Relations

8.1 Communication Plan

Communications between Cowes Harbour Radio and vessels working in the port of Cowes is conducted on marine VHF channel 69 (156.475 MHz).

Communications between the Harbour Master and Harbour craft engaged in response to a Tier One incident will be primarily conducted on a private marine VHF channel. These channels will be supported by the use of more secure digital mobile phones and marine VHF channel 10.

In Tier Two incidents, the Tier Two contractor will provide additional private channel UHF and VHF communications facilities.

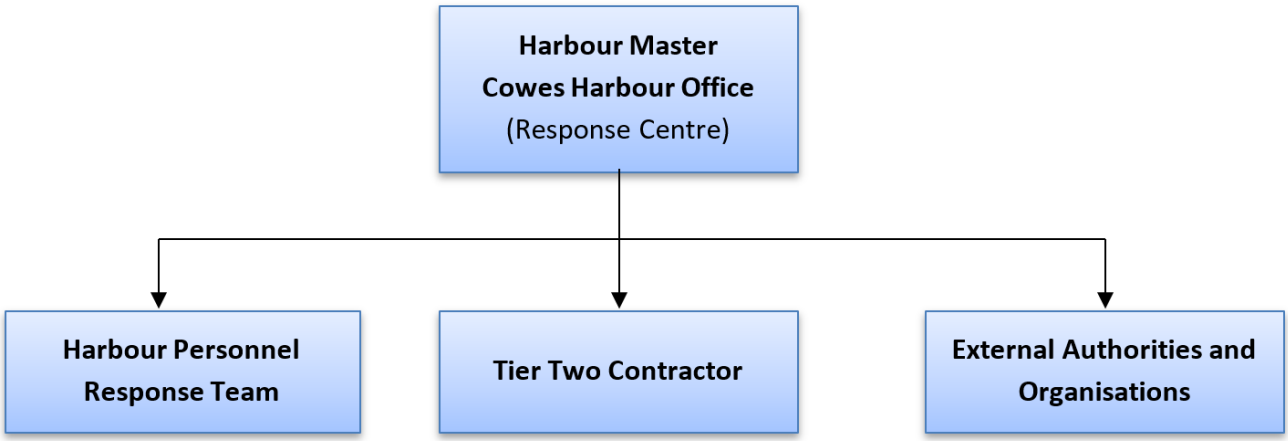


Figure 8: Spill Response Communications Hierarchy

8.2 The Media

A major maritime incident is of immediate interest to the local media and, depending on the scale and nature of the incident, may result in national and international media attention. It is in the public interest and the interest of all concerned to keep the media informed as fully and as

regularly as possible. Failure to consider the media response at an early stage may have serious implications for the management of the whole incident.

From the outset of an incident, it is essential that an adequate media response team be in place, under a designated Press Officer. The media team is to ensure that the media do not interfere with the operational activity of the emergency services or harass casualties.

8.3 Media Press Release Procedure

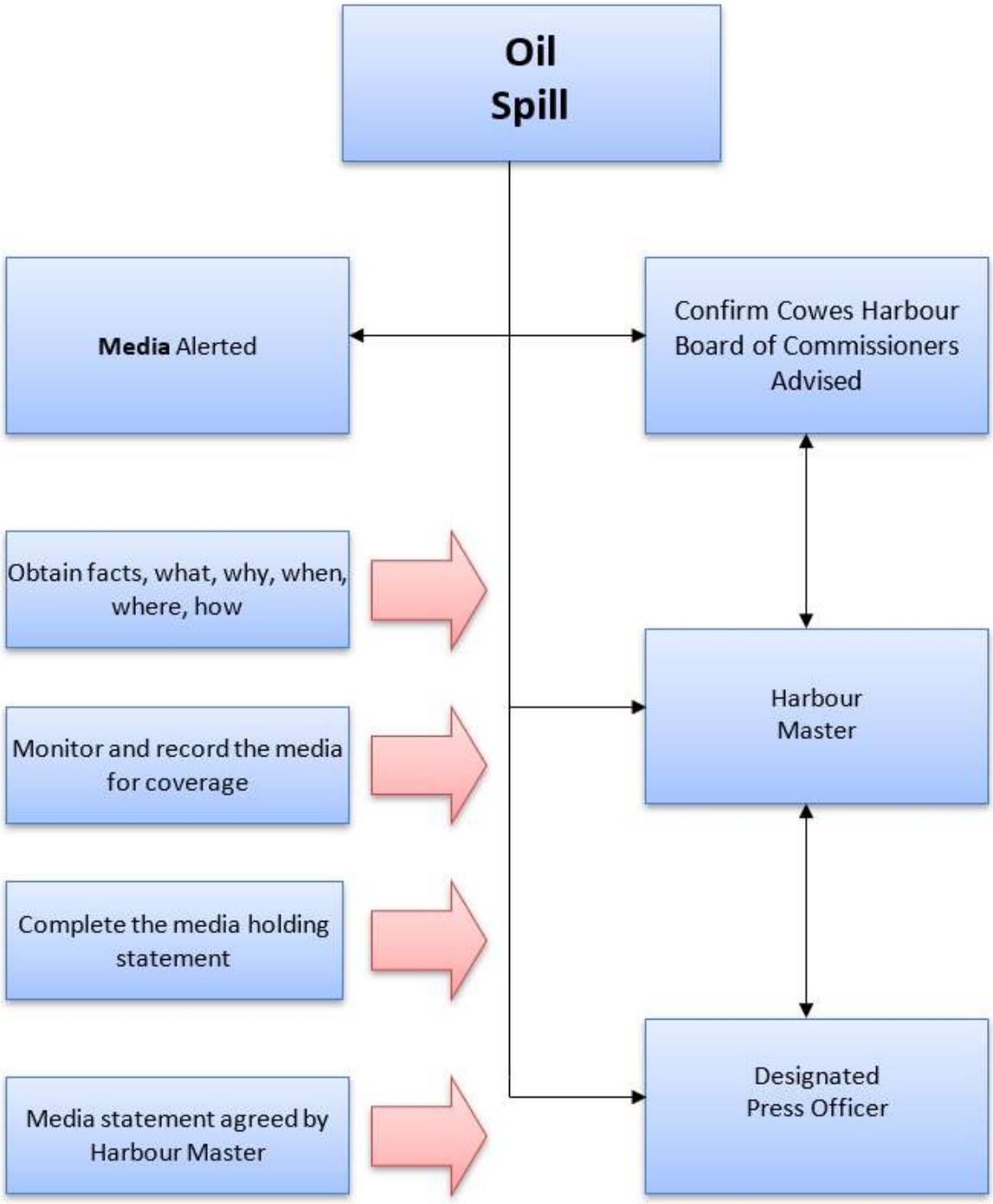


Figure 9: Media Press Release Procedure

8.4 Media Holding Statement

Media Holding Statement
Time (UTC): Date: At …… hrs on …… day …… date 20 …. An oil spill occurred at (location) …… The estimated quantity of oil (state type) spilled is …… tonnes, or The quantity of oil (state type) is not yet known. The Harbour Authority has initiated oil spill response measures and is investigating the cause of the incident. Next Press Statement at ……hrs All press enquiries to 'Incident Press Office'.

Table 16: Media holding statement proforma

8.5 Media Statement

Media Statement
Incident Name: Time (UTC): Date: Message: For further information contact the ‘Press Office’. Approved By:

Table 17: Media Statement Proforma

8.6 Dealing with the Media - Guidelines for Managers

DO'S

- **DO** establish to whom you are speaking. Identify the media with names, address, fax and telephone numbers.
- **DO** establish a press conference venue.
- **DO** call in extra persons who are trained to deal with the media.
- **DO** set up an emergency press centre to take incoming calls from the media and sustain it with regular bulletins. 24-hour coverage may be necessary.
- **DO** prepare a contingency press release leaving gaps to fill in as more information comes in.
- **DO** ensure that all switchboards know to expect calls and where to direct them.
- **DO** set up telephone hotlines to cope with the flood of additional calls that you receive.
- **DO** issue background information as soon as possible – especially contact points for authentic information.
- **DO** circulate press releases internally so that all key staff are kept aware.

DO NOT'S

- **DO NOT** make a "No Comment" remark – the media often interpret this as indicating that you have something to hide.
- **DO NOT** comment just to deflect media pressure. You can better achieve this by announcing a time when the media will receive a statement.
- **DO NOT** comment on the abilities, or otherwise, of individuals or other agencies.
- **DO NOT** offer opinions on who should be blamed for causing the pollution (explain that the matter may be 'sub judice').
- **DO NOT** give anything "off the record". The media rarely respect it. If there is something to say; an attributable source enhances its value.

8.7 Dealing with the Media – Guidelines for Staff

Where possible all contacts with the media should be through the nominated Press Liaison Officers. You should transfer calls you receive from the media to the Press Liaison point.

However, if these arrangements have not been set up during the early stages of an incident it may be that you may end up having to accept calls from the media.

DO NOT'S

- **DO NOT** give any fact unless you are certain that it is correct.
- **DO NOT** speculate. Journalists can and probably will exaggerate your interpretation or understanding and quote it as fact.
- **DO NOT** unnecessarily hinder or obstruct. It achieves nothing and creates problems for others.
- **DO NOT** say "No Comment". Journalists may take it as a negative answer. This could be inaccurate and lead to difficulties later.
- **DO NOT** be afraid to say, "I do not know".
- **DO NOT** pass the buck. Journalists will not disappear; they go to someone else if you cannot or will not help.
- **DO NOT** deny access or assistance automatically. Ask yourself why you cannot help before you refuse to do so.
- **DO NOT** allow the media to distract you from the main task. Explain, if you have to, why you are too busy to help.

DO'S

- **DO** have the confidence in yourself and your command of the situation to take a positive attitude towards the media. It helps everyone to have them on your side.
- **DO** know where the Press Centre is and what assistance the media can obtain there.

- **DO** explain where the media can obtain answers to their questions if you cannot help yourself.
- **DO** let the Press Officer know immediately of any developments that could help him in his duties.
- **DO** remember that, although you are not an appointed spokesperson, your attitude and what you say to the media reflects on the response as a whole.
- **DO** ask for ID and note to whom you are talking and what you say.
- **DO** inform the Press Officer of any journalist you suspect of behaving in an unacceptable manner.
- **DO** offer guidance where you can.

8.8 Dealing with the Media – Guidelines for Media Interviews

The media invite people to appear on radio or television every day, often to explain their work or the work of their organization. When an incident occurs, there is ever increasing pressure from the media for interviews.

Be brief and to the point. The media may edit a long answer and lose its meaning. Worse, it may take on the opposite of what you mean. Make two or three basic points and leave it at that.

Keep your temper. It may make for an exciting interview, but it never helps your cause.

Expect the unexpected. Trick questions are part of the business. Just answer them as honestly as you can and, if you do not know the answer, say so.

Be patient with the technicalities. For example, if a bus passes at the wrong moment, or an aeroplane engine drowns out your words, you may have to do the whole thing again.

Do not strive to be word-perfect. You should avoid 'Em', 'Er' and 'you know', but a slight hesitation before replying shows you are thinking about the answer.

Do not waffle. When you have finished what you are saying, stop. Do not talk for the sake of it. It is the interviewer's job to keep the interview going not yours.

Be presentable. You are representing your organisation. Sit up straight. Slouching indicates a bored, indifferent attitude to an audience. On television, you are what you look like.

Be equitable at all times. Be careful never to talk down to the interviewer, who is in effect your audience. Treat him or her as your equal at all times – never patronise.

Avoid all jargon. Do not use jargon. Do not try to blind the audience with science. Make sure that the public can easily understand what you say.

When the interview has finished, shut up and go. When the interviewer says the interview is over do not relax. Many people have a nervous reaction and discuss how the interview went with the interviewer – often revealing more than they said during the interview. The cameras and sound will be still rolling! Thank the interviewer and leave – then relax.

In conclusion: do not take notes into the interview. They get in the way, rustle, and make you look and sound as though you are reading off a script.

Never drink alcohol before an interview.

The listeners and viewers will not recall exactly what you say. But they will recall the impression you give.

8.9 Dealing with the Media – Guidelines for Switchboard Operators

- At the outset of the emergency, it is often the normal point of contact that is overlooked. Often the switchboard staff are not informed of an on-going (or potential) incident, nor are they briefed on what approach to take with callers.
- Never accept callers or their identity at face value. Do you personally know the caller?
- Always refer callers to a relevant spokesperson or manager. Never be pressed into giving any information.
- Never identify yourself to strangers. Give only your organisations name and telephone number.
- Do not embellish official statements from your organisation with any personal knowledge you may have.
- Do not confirm 'facts' which journalists say they have heard elsewhere. They may be just 'fishing' for a reaction.
- Treat all media equally but sympathise with the locals. You have to live with them after the event.
- Do not let callers hang on.
- Expect to be 'chatted up' either subtly or blatantly.
- Some journalists stoop to anything to get the story. Beware!
- Never undertake to call someone back. Ask them to ring again.

Section 9 - Health and Safety

The safety of the general public and responders is assigned the highest priority during oil spill response operations. A response management system, with safety as its core element shall penetrate to all levels within the organisations participating in response activities.

The Health and Safety at Work Act 1974 is the key legislation relating to health and safety matters in the United Kingdom. The Act establishes a number of duties and responsibilities:

- Employers have a duty to establish and maintain a safe system of work
- Employers must take all reasonably practicable steps to protect the health safety and welfare of their employees and others including the public
- Employers must prepare and maintain written safety policies
- Employees have a duty to comply with all health and safety instructions and requirements and not put their own or anyone else's health, safety and welfare at risk

Other relevant health and safety legislation, which are likely to apply in oil spill response operations:

- First Aid at Work Regulations 1981
- Noise at Work Regulations 2005
- Management of Health and Safety at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1992
- Personal Protective Equipment Regulations 2002
- The Control of Substances Hazardous to Health Regulations 1994
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

9.1 Site Safety & Health Plan (SSHP)

The SSHP shall address the following elements:

- Health and safety hazard analysis for each site, task or operation
- Comprehensive operations work plan
- Personal training requirements
- Personal protective equipment (PPE) selection criteria
- Site specific occupational medical monitoring requirements

- Individual and area air monitoring plan
- Site control measures
- Confined space entry
- Pre entry briefings
- Pre operations health and safety conference for all incident participants
- Quality assurance of SSHP effectiveness
- Decontamination

9.2 Safety Briefing & Communication

Briefings shall be held at the start of each shift to pass along all information necessary to ensure safety on site. The briefings shall address:

- Work zone characteristics
- Hazard information on the spilled product
- Evacuation routes
- Assembly points
- First aid post locations
- Location of staging areas
- Command post locations
- How to respond to other emergencies that may arise

9.3 Site Safety & Health Plan Form

SITE SAFETY & HEALTH PLAN FORM					
Site:					
Date:		Time:		Incident:	
Products:					
Site Characterisation:					
Area:	☐ Ocean	☐ Bay	☐ River	☐ Saltmarsh	☐ Mudflats
	☐ Shoreline	☐ Sandy	☐ Rocky	☐ Cliffs	☐ Docks
Use:	☐ Commercial	☐ Industrial	☐ Farming	☐ Public	☐ Government
	☐ Recreational	☐ Residential	☐ Other		
Weather:					
☐ Ice / Frost	☐ Snow	☐ Rain	☐ Wind	☐ Sun	
Site Hazards:					
☐ Bird handling		☐ Fire, Explosion, in-situ burn		☐ Slips, trips and falls	
☐ Boat safety		☐ Heat Stress		☐ Steam and hot water	
☐ Chemicals		☐ Helicopter operations		☐ Tides	
☐ Cold stress		☐ Lifting		☐ Trenches, excavations	
☐ Drum handling		☐ Motor vehicles		☐ UV radiation	
☐ Equipment operations		☐ Noise		☐ Visibility	

☐ Electrical	☐ Overhead, buried utilities	☐ Weather
☐ Fatigue	☐ Pumps and hoses	☐ Work near water
☐ Other	☐ Other	☐ Other
Air Monitoring:		
SITE SAFETY & HEALTH PLAN FORM		
☐ Oxygen	☐ LEL	☐ Hydrogen Sulphide
☐ Benzene	☐ Other (specify)	☐ Other (specify)
Personal Protective Equipment:		
☐ Foot protection	☐ Coveralls	☐ Head protection
☐ Impervious suits	☐ Eye protection	☐ Personal floatation
☐ Ear protection	☐ Respirators	☐ Hand protection
☐ Other	☐ Other	☐ Other
Site Facilities Required:		
☐ Sanitation	☐ First Aid	☐ Decontamination
Emergency Plan Requirements:		
☐ Alarm system	☐ Evacuation plan	
Contact Details Required:		
☐ Fire	☐ Doctor	☐ Ambulance
☐ Police	☐ Hospital	☐ Other
Date Plan Completed:		
Plan Completed By:		
Site Name:		
Location / Map Reference		
Include work zones, first aid locations, primary and secondary escape routes, Assembly points, staging areas and command post locations		

Table 18: Site safety and health plan form

9.4 Site Safety Briefing Sheet

SITE SAFETY BRIEFING SHEET
Incident:
Project Code:
Site Name:
Location / Map Reference:
Date:
Time:
Briefing Conducted By:
Topics Covered: Weather conditions: Injuries and illnesses: Corrective actions / precautions: First aid: Site emergency plan: Site Hazards: Oil / chemical hazard: PPE to be worn: Decontamination procedures: Other topics (list below): Comments:

Table 19: Site safety briefing sheet

9.5 Oil / Chemical Safety

Oils, whether in the crude state or as refined products, represent a safety hazard. The main hazards are a result of the following properties:

- Flammability
- Explosive vapours
- Toxicity
- Hydrogen sulphide
- Exclusion of oxygen
- The slippery nature of oil

Flammability

Crude oils, condensates and refined products may be ignited if they are exposed to a source of ignition. The period for which oil remains easily ignitable is usually short because of evaporation of the more volatile components and the inclusion of water in the oil if it emulsifies. Lighter products such as gasoline or kerosene represent a particular hazard, and special care should be taken when approaching these spills.

Explosive Vapours

When a refined product or volatile crude is spilled, there will be a release of hydrocarbon vapours during the initial stages of the incident. There is potential for this vapour cloud to drift to a location where there is a possibility of the vapours being ignited. Hydrocarbon vapours may present a specific site hazard to internal combustion engines causing them to over-speed uncontrollably if the vapour is inducted into the engine.

Toxicity

The risk of toxicity is low because, although oils contain potentially harmful components, it is relatively easy to prevent them entering the body to cause harm. The spilled products toxic properties may follow a variety of routes of entry into the body other than breathing the gases or vapours. It may be absorbed through the skin or eyes, ingested (swallowed) or injected. The potentially most serious exposure exists during the initial stages of a spill, particularly when volatile crude oils, condensates or light refined products are involved, all of which can have carcinogenetic components. Reference to the occupational exposure limits (OELs) of any chemical should be made and a proper monitoring regime adopted.

Hydrogen Sulphide

The presence of toxic vapours must also be monitored. ‘Sour Crudes’ give off hydrogen sulphide gas (H2S). Even though it can be smelt at low concentrations, at lethal concentrations H2S is impossible to detect without specialist equipment. A monitoring system is to be established to determine levels so as not to exceed occupational exposure limits that are set in respect of the gas.

Exclusion of Oxygen

The gases from hydrocarbons can displace the oxygen in an environment, particularly when in confined spaces. Oxygen content readings should be taken prior to entering any confined space. Entry should not be permitted unless readings in excess of 19.5% Oxygen are confirmed. Such areas should be monitored continually.

Slipperiness

The most common form of accident encountered during spill operations results from slips, trips or falls. Many of the products encountered by their nature are slippery.

9.6 Safety in the Working Environment

Weather

Extremes of temperature, humidity and precipitation all place considerable strain on human performance. Symptoms include:

- Heat stroke
- Sunburn
- Dehydration
- Frostbite
- Hypothermia

These conditions are by their nature hazardous and must be assessed accordingly. Suitable and sufficient control measures need to be provided and might include:

- Specialised clothing
- Shelter
- Survival training
- Adjustments to work patterns to provide rest / respite for the workers
- Provision of communication equipment
- Accurate weather forecasting

Natural Environment

The environment in which a spill can occur can range from exposed shorelines to rugged and remote mountains. Safe access and egress must be arranged for pedestrians and vehicles. Poisonous plants and dangerous animals need to be identified, and their appearance publicised to the responders along with information on how to deal with the threat they present.

Night Operations

Night operations present particular risks for workers. Unless adequate lighting can be guaranteed to ensure responders have safe and secure access to the work site, and that an acceptable level of operational efficiency can be guaranteed, night clean-up operations should be avoided.

Manual Handling

Responders when lifting equipment or recovered waste from bags must take care. Where possible, mechanically assisting lifting equipment should be used. If manual handling is required, the loads should be restricted to manageable portions and persons instructed in the proper lifting techniques (See CHC Risk Assessment – Manual Handling).

Site Control

Access to the oil spill site must be restricted to those personnel who are essential to the response operations. Arrangements must be made for the area to be secured policed and access suitably controlled.

Transport of Materials / Waste Disposal

When oil is recovered it is often stored in temporary pits on the shoreline. Safe and secure access should be provided to them for vehicles delivering or removing material. These pits should be cordoned off from the public.

Oil spills require significant logistics support with regard to the transportation of equipment and the use of specialist vehicles and personnel transport. Care must be taken to avoid secondary contamination beyond the initial oiled areas. Transport cleaning stations will need to be established to prevent oil being transferred to public places.

Clean-up operations generate large quantities of waste that must be stored, sorted and disposed of through an approved procedure. In most cases, licenses will need to be obtained through the Environment Agency who regulates permits for transport, storage, treating and disposal of waste.

Operations Equipment

Only trained or authorised operators shall be allowed to use such equipment:

- Cranes
- Boats
- Breathing Apparatus
- Detergents
- Forklifts
- Hoses and pumps
- Skimmers
- Low loaders
- Motor vehicles
- Raking and sweeping gear
- Winches

First Aid

The arduous nature of response activities increases the risk of illness and injury to responders. Preventative measures must be taken to protect responders from the health effects of the oil - contaminated environment. Responders should be trained in first aid and have knowledge of the medical facilities available locally and how to access them.

Personal Protective Equipment

Personal Protective Equipment (PPE) is an essential element in ensuring responders are able to work in a safe manner. When selecting PPE, the following points should be taken into consideration:

- The expected working conditions and hazards
- The activities to be performed
- The person(s) being exposed
- The compatibility of the equipment

Consideration should also be given to the nature of the task including:

- The physical effort required to do the job
- The methods of work involved
- How long the PPE will need to be worn
- The need for adequate vision and communications whilst wearing PPE
- Whether the task is critical to the overall clean up

PPE should not be issued without information and training in its use and maintenance. Decontamination and cleaning facilities should be provided so the equipment remains in a good condition for as long as possible.

PPE includes:

- Hi visibility vests
- Coveralls
- Oil skin suits
- Safety boots, safety wellington boots
- Chest waders
- Rigger gloves, PVC gloves, gauntlets
- Safety glasses, goggles, visors
- Safety helmet, bump caps
- Personal floatation device
- Thermal suit, immersion suit
- Breathing apparatus including respirators
- Ear defenders
- Chemical protective suits

Sanitation and Personal Hygiene

Potable water, non-potable water, toilets and personal hygiene facilities should be readily available.

Decontamination

Decontamination is best performed in a specific sequence to reduce the levels of contamination on personnel, PPE, equipment or transport until no contamination remains. Decontamination stations should take personnel and equipment from the 'hot' contaminated zone through a 'warm' cleaning zone to the 'cold' exit point.

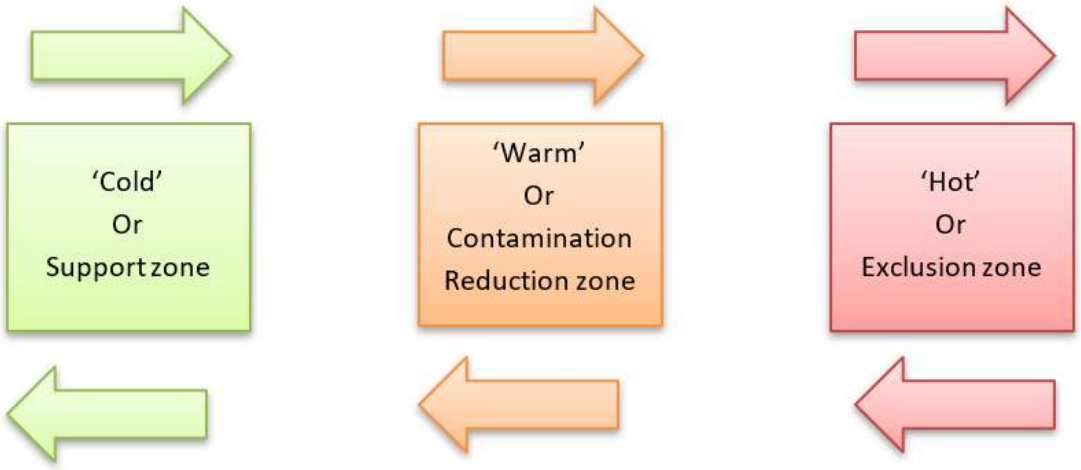


Figure 10: Decontamination Zones

9.7 Handling Oiled Birds

Catching and Transporting Live Oiled Birds

This is usually best left to the experts, or to volunteers who have had some training. If you see an oiled bird, it is often best to notify the clean-up organisation that may respond themselves or give you advice.

Equipment:

- Gloves (able to withstand pecks)
- Overalls or coat that can get oily
- Suitable footwear for clambering after bird on wet and oily shoreline
- Cardboard box with adequate ventilation – suitable size to give the bird some room for movement
- Padding for box – old newspaper or fabric
- Optional goggles to protect the eyes
- Optional long-handled net to help catch the bird

Procedure:

Do not let the bird close to your head, as it may try to peck at your eyes.

Catch the birds by hand or with the aid of a long-handled net. Do not put the birds under any more stress than necessary. Only attempt to capture if it can be done quickly and efficiently.

Put the bird in a ventilated cardboard box lined with absorbent material (e.g. newspaper), with a lid.

Take the bird to a cleaning station as soon as possible. Let them know where and when the bird was caught.

Keep a note of all birds caught and sent to cleaning stations. Make a note of species if possible.

Record keeping of fatalities, or cleaning birds should be co-ordinated by the response management team,

Dealing with dead oiled birds

Collect dead birds in plastic sacks and keep in cold storage (preferably a freezer).

Keep records of numbers, location and species.

Only dispose of after agreement with relevant authorities.

9.8 Beaufort scale of Wind Force

Beaufort Wind Force	Wind Speed in Knots	Descriptive Term	Sea Criterion	Height of Waves in Metres
0	Less than 1	Calm	Sea like a mirror	
1	1 – 3	Light Air	Ripples with the appearance of scales are formed, but without foam crests.	0.1 - 0.1
2	4 – 6	Light Breeze	Small wavelets, still short but more pronounced, crests have glassy appearance and do not break.	0.2 – 0.3
3	7 – 10	Gentle Breeze	Large wavelets, crests begin to break. Foam of glassy appearance. Perhaps scattered white horses.	0.6 – 1.0
4	11 – 16	Moderate Breeze	Small waves, becoming longer; fairly frequent white horses.	1.0 – 1.5

5	17 – 21	Fresh Breeze	Moderate waves taking a more pronounced long form; many white horses are formed (chance of spray).	2.0 – 2.5
6	22 - 27	Strong Breeze	Large waves begin to form; the white foam crests are more extensive everywhere (probably some spray).	3.0 – 4.0
7	28 – 33	Near Gale	Sea heaps up and white foam from breaking waves begins to be blown in streaks along the direction of the wind.	4.0 – 5.5
8	34 – 40	Gale	Moderate high waves of greater length; edges of crests begin to break into spindrift. The foam is blown in well-marked streaks along the direction of the wind.	5.5 – 7.5
9	41 – 47	Strong Gale	High waves. Dense streaks of foam along the direction of the wind. Crests of waves begin to topple, tumble and roll over. Spray may affect visibility.	7.0 – 10.0
10	48 – 55	Storm	Very high waves with long overhanging crests. The resulting foam in great patches is blown in dense white streaks along the direction of the wind. On the whole the surface of the sea takes a white appearance. Tumbling if the sea becomes heavy and shock-like. Visibility affected.	9.0 – 12.5
11	55 – 63	Violent Storm	Exceptionally high waves. (Small and medium sized ships might be for a time lost to view behind the waves). The sea is completely covered with long white patches of foam lying along the direction of the wind. Everywhere the edges of the waves' crests are blown into froth. Visibility affected.	11.0 – 16.00
12	64 & over	Hurricane	The air is filled with foam and spray. Sea completely white with driving spray: Visibility very seriously affected.	14 and over

Table 20: Beaufort Scale of Wind force

9.9 Wind Chill Data

WIND CHILL CHART												
Strength	**Speed**	**Temperature Celsius**										
Calm	0km	10	4	-1	-7	-12	-18	-23	-29	-34	-40	-45
Breeze	16km	4	-2	-9	-15	-23	-31	-44	-51	-51	-57	-64
Moderate	32km	0	-8	-15	-23	-32	-40	-48	-55	-64	-72	-80
Near Gale	48km	-2	-10	-19	-28	-36	-45	-53	-62	-71	-79	-88
Gale	64km	-4	-12	-21	-31	-38	-48	-57	-66	-74	-83	-92

Table 21: Wind Chill Chart

9.10 Heat Data

HEAT INDEX										
Air Temperature Celsius										
Relative Humidity	21°	24°	26°	30°	32°	35°	38°	40°	44°	46°
20%	19°	22°	25°	28°	31°	34°	37°	41°	45°	49°
40%	20°	24°	26°	30°	34°	39°	44°	51°	58°	66°
60%	21°	25°	28°	32°	38°	46°	56°	65°		
80%	22°	26°	30°	36°	45°	58°				

Table 22: Heat Index

Section 10 - Waste Management

One of the greatest problems encountered on any oil spill is the one of disposal. Most oil spill operations, particularly those onshore, result in the collection of vast amounts of oil and oily debris, which must be dealt with.

10.1 Type and Nature of Waste

Oil collected at sea

As a general rule this would be relatively free of solid debris but likely to contain large amounts of water either as a result of emulsification or as a result of the recovery method or both.

Oil collected ashore

Oil stranded ashore will normally be associated with considerable quantities of solids. Three main types of waste may be collected from the shore:

- Oil mixed with sand
- Oil mixed with wood, plastic and seaweed
- Solid tar balls

Each may require a different method of treatment and disposal.

10.2 Storage Facilities

- Flexible open topped tank
- Flexible pillow tanks
- Continuous polythene tubing cut into lengths and sealed at end

Suitable for initial storage to allow operations to start. Not moveable when full. Therefore, additional transfer required.

- Buoyant rubber storage tanks

Suitable for initial storage operations at sea.

- Mobile road tanks

Well suited for operations close to the shore, especially when quays are available when they allow easy transportation of recovered oil to disposal points.

- Barges
- Oil tankers

Suitable to collect oil from medium to large spills.

- Plastic bags (heavy duty)

Ideally suited when clearing beaches by hand however leads to disposal problems.

- Open topped barrels

Providing some lifting facilities are available they can be suitable for collecting debris from beaches.

- Skips

Very robust containers ideally suited for the transportation of oil contaminated solid debris to disposal sites. Can be transported to isolated sites. If possible, line with plastic.

- Lorries

Provided there is good access, lorries can be used to transport solid debris with low oil contamination.

- Temporary storage pits

Need to be lined with plastic to prevent ground contamination. To be located close to major clean-up sites to act as temporary reception for contaminated solid debris.

10.3 Temporary Storage Sites

Limited hard standing areas may be available for temporary storage facilities. Such areas would require the agreement of the Environment Agency on an incident basis. Examples of areas which could be possibly made available depending upon the location of the incident are:

- Kingston Quay (North)
- Kingston Quay (South)
- Medina Wharf
- At East Cowes above the high-water mark
- At Gurnard above high-water mark

Any plan to use a site for temporary storage must consider the following factors before use:

- Access
- Capacity
- Drainage
- Human and Environmental Receptors (Surface Water, Ground Water)

10.4 Disposal

Duty of Care

Cowes Harbour Commission must deal responsibly with any waste that is produced during an Oil Spill clean-up operation within our jurisdiction in accordance with The Hazardous Waste (England & Wales) Regulations 2005 (as amended). As part of this 'Duty of Care' we will ensure that we:

- Classify our waste in accordance with the European Waste Catalogue codes (see section 10.6) to aid with the correct disposal processes.
- All waste is removed and disposed of in accordance with the regulations.
- Use only licensed waste (including hazardous waste) carriers, ensuring that full records are kept for at least 3 years in accordance with The Hazardous Waste (England & Wales) Regulations.
- Ensure that storage regulations and guidance are followed.
- Transport of Waste. Ensure responsibilities regarding transportation are met according to https://www.gov.uk/topic/environmental-management/waste

Recovering the Oil

The preferred option is to recover the oil for eventual processing or blending with fuel oils.

LIQUIDS

Non-Emulsified Oils

Oil collected from the sea is likely to be the easiest to prepare for processing since it will usually only be necessary to separate water from it. Separation effected by gravity.

Emulsified Oil

The extraction from water in oil emulsions is more difficult. Unstable emulsions can usually be broken down by heat treatment and then allowing gravity separation, while more stable emulsions may require the use of chemicals known as emulsion breakers or de-emulsifiers.

SOLIDS

Direct Disposal

When recovery of the oil is impractical, the licensed waste contractor will be responsible for the safe disposal via an agreed appropriate and fully authorised treatment facility.

Stabilisation

It is sometimes possible to stabilise oily waste, particularly oily sand, by binding the materials with an inorganic substance such as quicklime. This forms an inert product which does not allow the oil to leach out, therefore can be disposed of under less stringent conditions than un-stabilised oily sand and can also be used for land reclamation.

Burning

Direct burning of uncontained oily debris will cause atmospheric pollution, so it is not recommended except in very remote areas. It is also likely that a thick tarry residue will remain. The use of incinerators will help overcome this problem.

Biodegradation

Oil and oily waste can sometimes be broken down using biological processes. Biodegradation of oil by microorganisms can only take place at an oil water interface, so that on land the oil must be mixed with a moist substrate. The rate of degradation depends upon temperature and availability of oxygen and appropriate nutrients, containing nitrogen and phosphorous. It may take as long as three years before the bulk of oil is broken down. Some oil components such as resins and asphaltenes are resistant to degradation and up to 20% of the original material may be left unaffected.

10.5 Registered Waste Oil Disposal Contractors

BKP Environmental Limited Casbrook Park, Bunny Lane, Timsbury, Romsey, Hampshire, SO51 0PG	Tel: 01794 369138 (Office hours) 24hr: 0808 1636078
D.A.R.E.S 21 Whitcombe Road, Newport, Isle of Wight, PO30 1YS	Tel: 01983 524245 (24hr)

Table 23: Registered Waste disposal contractors

10.6 European Waste Catalogue codes

Waste type	Waste status	Waste Codes					
		Contains PCBs (polychlorinated biphenyls)	Mineral-based and chlorinated	Mineral-based and non-chlorinated	Synthetic	Readily biodegradable	Other oils
Hydraulic oils	Hazardous	13-01-01	13-01-09	13-01-10	13-01-11	13-01-12	13-01-13
Engine, gear & lubricating oils	Hazardous	Not applicable	13-02-04	13-02-05	13-02-06	13-02-07	13-02-08
Insulating & transmission oils	Hazardous	13-03-01	13-03-06	13-03-07	13-03-08	13-03-09	13-03-10

Waste type	Waste status	Waste code
Fuel oil and diesel	Hazardous	13-07-01
Petrol	Hazardous	13-07-02
Other fuels, including mixed fuels from mis-fuelling	Hazardous	13-07-03
Clothing, absorbents or wiping cloths contaminated with hazardous substances	Hazardous	15-02-02

Section 11 - Contact Directory

Outside of office hours (0900-1700) call Solent Coastguard – VHF Channel 16

Cowes Harbour Commission Harbour Office Town Quay Cowes Isle of Wight PO31 7AS	Office Harbour Master	Tel: 01983 293952 chc@cowes.co.uk Tel: 01983 293952 (office hrs)
RWE Generation UK Distributed Assets Cowes Power Station Kingston Road Isle of Wight PO32 6JS	Site Engineer Hythe Control Room 24hr	Tel: 01983 290823 (office hrs) 02380 893889 02380 898427
Esso Petroleum Co Ltd Esso Refinery, Fawley, Southampton SO45 1TX	Communications Centre	Tel: 02380 892511 (24 hrs) Fax: 02380 896712
BP Oil Hamble Hamble Lane, Hamble-Le-Rice Southampton, SO31 4NR	Terminal Control Room Marine Superintendent Loading Masters	Tel: 02380 745715 (24 hrs)
Maritime & Coastguard Agency Joint Rescue Coordination Centre Unit 12, Kites Croft Business Park, Fareham, Hampshire, PO14 4LW	Operations Room	Tel: 02392 552100 (24 hrs.) Tel: 999 (emergency) Email: zone17@hmcg.gov.uk
Isle of Wight Council County Hall, Newport, Isle of Wight PO30 1UD	Emergency Management Duty Officer Coastal Management Officer Communications & PR Manager Emergency Services	Tel: 01983 821000 (office hrs.) Tel: 01983 823747 (office hrs.) Tel: 999 Tel: 023 8064 4000 (office hrs.) Tel: 023 8038 6390 (outside office hours and weekends) Tel: 101(non-emergency)

	Fire and Rescue Control (Hampshire) Police	
Adler and Allan	Duty Manager	Tel: 0800 592827 (24 hrs.) client.services@adlerandallan.co.uk
Natural England Cromwell House, 15 Andover Road Winchester, Hampshire, SO23 7BT	Marine Pollution Officer	Incident Response Line: Tel: 0300 0601200 (24 hrs.) marine.incident@naturalengland.org.uk
Marine Management Organisation (MMO)	Marine Pollution Response Duty Officer DEFRA Duty Room (call if no response from MMO)	Tel: 0300 2002024 (0900-1700) Tel: 07770 977825 (after hours) dispersants@marinemanagement.org.uk Tel: 0345 0518486 (24 hrs.)
Environment Agency National Customer Contact Centre PO Box 544, Rotherham, S60 1BY	General: Incidents	Tel: 03708 506506 (office hrs.) enquiries@environment-agency.gov.uk Tel: 0800 807060 (24 hrs.) Incident_Communication_Service@environment-agency.gov.uk
Royal Society for the Protection of Birds, Southeast Regional Office 1st Floor, Pavilion View, 19, New Road, Brighton, E. Sussex BN1 1UF		Tel: 01273 775333 (office hrs)
Associated British Ports Southampton	Duty Officer VTS Centre	Tel: 02380 608208 (re-directed after office hours) southamptonvts@abports.co.uk
Dockyard of Portsmouth - Kings Harbour Master	Duty Harbour Controller	Tel: 02392 723694 (24 hrs)
Hamble River Harbour Authority	Switchboard Harbour Master	Tel: 01489 576387 (office hrs) harbour.office@hants.gov.uk
Beaulieu		Tel: 01590 616200 (office hrs) harbour.office@beaulieu.co.uk

Lymington Harbour Commissioners	Harbour Master	Tel: 01590 672014 (office hrs) info@lymingtonharbour.co.uk
Portsmouth Commercial Port	Harbour Master	Tel: 02392 855902 (office hrs)
Langstone Harbour	Harbour Manager	Tel: 02392 463419 (office hrs) harbourmaster@langstoneharbour.org.uk environment@langstoneharbour.org.uk
Bembridge Harbour		Tel: 01983 872828 (office hrs) office@bembridgeharbour.co.uk
Yarmouth Harbour	Harbour Master	Tel: 01983 760321 (office hrs) info@yarmouth-harbour.co.uk
1st Call Van Hire (for towage of Yarmouth Oil Spill Equipment)		Tel: 01983 400055 (diverts 24 hrs.)
Newport Harbour	Harbour Master	Tel: 01983 821000 ext.: 5978
Cowes Yacht Haven	Duty Manager	Tel: 01983 299975 (office hrs) info@cowesyachthaven.com
East Cowes Marina	Duty Manager	Tel: 01983 293983 (office hrs) berths@eastcowesmarina.co.uk eastcowes@boatfolk.co.uk
UK Sailing Academy	Duty Manager	Tel: 01983 294941 (office hrs)
PD Port Services Medina Wharf, Artic Road, Cowes Isle of Wight PO31 7PG	Duty Manager	Tel: 01983 292501 (transfers 24hrs)
Cowes Chain Ferry County Transport Section 21 Whitcombe Road, Carisbrooke, Isle of Wight, PO30 1YS	Manager	Tel: 01983 823786 (office hrs) Tel: 01983 293041 (ferry)
International Tanker Owners Pollution Federation (ITOPF) 1 Oliver's Yard, 55 City Road, London, EC1Y 1HQ		Tel: 02075 666999 (emergency office hrs) Tel: 02075 666998 (emergency after hrs) central@itopf.com
British Telecom Emergency Linkline	Duty Manager	Tel: 08457 555999 (24 hrs) emergencyplanning@bt.com

Solent and Wightline Cruises 64 Newnham Road, Binstead, PO33 3TF, Isle of Wight		Tel: 01983 564602 solentcruises@clara.co.uk
Itchen Marine Towage Ltd American Wharf, Elm Street Southampton, SO14 5GA		Tel: 02380 631500 (24 hrs) info@itchenmarine.co.uk
Williams Shipping Berth 21, Ocean Road Empress Dock (Eastern Docks) Southampton, SO14 3GF		Tel: 02380 237330 (24 hrs) marine@williams-shipping.co.uk
Svitzer Towage Limited Office 65, Ocean Village Innovation Centre, 27 Ocean Way, Southampton, Hants., SO14 3JZ	Port Manager	Tel: 03456 081348 (24 hrs) info.southampton@svitzer.com
Solent Towage Esso Fawley Marine Terminal, PO Box 43, Hythe, Hants., SO45 1TF	Duty Master 'SILEX'	Tel: 02380 891554 (24 hrs) 02380 896912
Red Funnel Ferries Ltd 12 Bugle Street, Southampton, SO14 2JY	Duty Operations Manager Duty Superintendent	Tel: 02380 724605 (24 hrs) Tel: 02380 724 604 (24 hrs)
D.A.R.E.S 21 Whitcombe Road, Newport Isle of Wight, PO30 1YS	Vacuum Tanker / Waste Disposal	Tel: 01983 524245 (24 hrs) dares@btconnect.com

Table 24: Contact directory

Section 12 - Training and Exercises

12.1 Training

In order to familiarise Harbour personnel with an identified role within the Oil Spill Contingency Plan Periodic Oil Spill Response training courses shall be undertaken. A Nautical Institute accredited training provider should provide training.

The minimum level of training required for a small port i.e. Cowes Harbour using a Tier Two contractor is as follows:

- **Level 4P** – For persons who will have a management role or be in a position of responsibility for port operations e.g. Harbour Master
- **Level 1P/2P** – for all staff who will operate oil spill response equipment and need to be fully aware of correct and safe deployment techniques. The required frequency of refresher training is three years from the date of issue of the previous training certificate.

Course	Areas Covered	Target Audience
Oil Spill Clearance Level 4P	Cause and fate of oil spills Contingency planning and environmental issues Health and safety Marine, shoreline and inland response Waste management Practical oil spill management Dealing with the media Claims and compensation Role of organisations	Harbour Master Deputy Harbour Master
Oil Spill Operators Level 1P/2P	Origins of oil spill response and the OPRC Convention Behaviour and weathering of spilled oil Environmental impacts, wildlife issues and liaison with environmental agencies Contingency planning Response strategies Waste management Health and safety Deployment exercise	Port Operatives Patrol Officers

Table 25: Training plan

12.2 Exercises

Exercises shall be planned and conducted to evaluate the Oil Spill Contingency Plan.

The following exercises shall be conducted:

- Notification Exercise – announced or unannounced

Used to test alert and call out procedures for response teams, test communication systems, availability of personnel and validity of contact information within the plan.

- Mobilisation Exercise

Used to test the actual mobilisation times of individuals and contracted resources. Ideally should be tested without prior warning, although the requirement for unannounced call out will need to be balanced against the practical difficulties and financial penalties of doing so.

- Tabletop Exercise

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.

- Incident Management Exercise

Used to test the capability of local teams to respond to Tier One, Tier Two and Tier Three type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations.

The programme of exercise frequency is as follows:

Exercise Type	Frequency
Notification/Mobilisation Exercise	Twice per year
Tabletop Exercise	Once per year
Incident Management Exercise	Once every three years

12.3 Post Exercise / Incident Report

Exercise / Incident Report	
Name of Port:	
Level of exercise (Tier 1, 2 or 3) and details of other participating ports, harbours, oil handling facilities if joint equipment deployment exercise: Level: Names:	
Date of Exercise / Incident:	Time of Exercise / Incident:
Location of Exercise / Incident:	
Name of Exercise co-coordinator:	
Name of personnel participating in Exercise / Incident and role played:	List of equipment deployed:

Name of any organisations / authorities participating in Exercise / Incident:	
Details of amendments to be made to Contingency Plan resulting from Exercise / Incident:	
I can confirm that the details on this provide a realistic summary of the Exercise / Incident carried out. Any action points resulting from this exercise have been dealt with accordingly, the relevant documents updated, and copies provided to the appropriate bodies for their attention. Authorised by (name in block capitals):	
Position / Job Title:	
Signature:	Date:

Table 26: Post exercise/incident report form

Post exercise / incident reports must be completed and filed appropriately as evidence of the exercise / incident, in accordance with SI 1998 No 1056 Regulation 4, as amended by SI 2015 No 386 Regulation 6 (12).

12.4 Annual Return

Port / Harbour:

Annual Return for 20__

OPRC PLAN – Approval date: Valid until:

SUMMARY OF EXERCISES UNDERTAKEN DURING THE YEAR

Mandatory exercises in RED

Notification Exercise #1: Date

Details

Notification Exercise #2: Date

Details

Tier 1 Mobilisation Exercise #1: Date

Details

Tier 1 Mobilisation Exercise #2: Date

Details

Table-top Exercise: Date

Details

Date of Last Tier 2 Incident Management Exercise (IME):

Any other exercises:

Details

SUMMARY OF INCIDENTS DURING THE YEAR

Continue on separate sheet if more space required

Date

Details

COUNTER POLLUTION TRAINING THIS YEAR AND TRAINED PERSONS

Number of in-date staff qualified to Level 4/5P:

Number of in-date staff qualified to Level 1/2P:

TRAINING UNDERTAKEN DURING THE YEAR

Name Position

Course Date

Name Position

Course Date

Name Position

Course Date

Continue on separate sheets if necessary

Table 27: Annual return to MCA Counter Pollution & Response

Section 13 - Environmental Information

CHC are an active participant in the Solent European Marine Sites (SEMS) annual monitoring process. A subsidiary of 'SEMS' is the Natural Environment Group who are available to provide environmental support and advice. They can be contacted via:

E-mail the Solent Forum Officers: info@solentems.org.uk

By post: Solent Forum
c/o Hampshire County Council
The Castle
Winchester
Hants, SO23 8UE

Tel: +44 (0)1962 846027 Web: http://www.solentforum.org/

For other pollution response organisations please see STOp notice 02/16 from the MCA – link available in Annex III.

The UK Governments Environment Group may commission post-spill monitoring under the guidance issued by the PREMIAM (Pollution Response in Emergencies: Marine Impact Assessment and Monitoring) program https://www.cefas.co.uk/premiam/

13.1 Sites of Special Scientific Interest (SSSI)

There are over 4,000 Sites of Special Scientific Interest (SSSI) in England, covering around 7% of the country's land area. Over half of these sites, by area, are internationally important for their wildlife, and designated as Special Areas of Conservation (SACs), Special Protection Areas (SPAs) or Ramsar sites. Many SSSIs are also National Nature Reserves (NNRs) or Local Nature Reserves (LNRs).

SSSI are the country's very best wildlife and geological sites. They include some of our most spectacular and beautiful habitats - large wetlands teeming with waders and waterfowl, winding chalk rivers, gorse and heather-clad heathlands, flower-rich meadows, windswept shingle beaches and remote uplands moorland and peat bog.

It is essential to preserve our remaining natural heritage for future generations. Wildlife and geological features are under pressure from development, pollution, climate change and unsustainable land management. SSSI are important as they support plants and animals that find it more difficult to survive in the wider countryside. Protecting and managing SSSI is a shared responsibility, and an investment for the benefit of future generations.

The unique and varied habitats of SSSI have developed over hundreds of years through management practices such as grazing and forestry and need active management to maintain their conservation interest. Natural England works with over 26,000 separate owners and land managers, who work very hard to conserve these important sites. Maintaining goodwill and building upon the enthusiasm, knowledge and interest of owners is vital to successfully manage these nationally important sites.

13.2 Medina Estuary (SSSI)

The site includes the Werrar Marshes (Dodnor Creek) Local Nature Reserve (8.7 ha), declared under section 21 of the National Parks and Access to the Countryside Act 1949, owned and managed by the Isle of Wight County Council. The site also includes land which has been

proposed for designation under the Ramsar Convention on Wetlands of International Importance, and as a Special Protection Area under EC Directive 79/409 on the Conservation of Wild Birds.

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 population of waders, gulls and terns.

The intertidal mudflats of the Medina possess a rich invertebrate fauna dominated by the gastropod *Hydrobia ulva,* amphipods *Corophium volutator* and the polychaete worm *nereis diversicolor.* The invertebrate community present within the estuary is one more commonly associated with marine rather than estuarine situations and presumably reflects the relatively small freshwater volume of the Medina River. The mudflat surfaces are largely unvegetated except for mats of green algae, mainly *Enteromorpha* species and *Ulva lactuca,* which form during late spring and summer.

The intertidal areas provide important feeding grounds for a variety of wading birds and wildfowl. These include dunlin *Calidris alpina,* redshank *Tringa totanus,* curlew *Numenius arquata,* black-tailed godwit *Limosa limosa,* dark-bellied brent geese *Brenta bernicla,* shelduck *Tadorna tadorna,* Wigeon *Anas Penelope* and teal *A. crecca.* The estuary regularly supports more than half the resident oystercatcher *Haematopus ostralegus* population on the Isle of Wight and the upper reaches are particularly important feeding areas for the Island's population of mute swan *Cygnus olor*.

The numerous fragments of saltmarsh that occur along both sides of the estuary are considered relict features of more extensive marshes, which originally formed when the physical character of the river was markedly different from that of today. The largest and best preserved of these is the Werrar saltmarsh, which fringes the mid-western edge of the 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.

The sea couch-grass zone persists along much of the length of the estuary, often, on the eastern bank, grading landward into neutral grassland and scrub habitats. This zone is particularly important for large populations of orthopteran invertebrates, including the short-winged conehead *Conocephalus dorsalis* and the long-winged conehead *C. discolor*; both species are highly characteristic of estuary margins, although the latter is restricted in its distribution to the central southern coast of England.

Transitions from upper saltmarsh to oak woodland with coppiced hazel understorey occur at intervals along the estuary, particularly on the western bank north of Pinkmead.

Two relatively small areas of freshwater marsh occur inland of the western shore of the estuary, both being relicts of former re-entrant creeks from which tidal water has been excluded by the construction of the (now disused) railway. Here, stands of common reed *Phragmites australis,* sedges *Carex* and reedmace *Typha* have developed which are particularly valuable at high-tide roosting areas for waterfowl and which support breeding populations of reed warbler *Acrocephalus scirpaceus,* sedge warbler, *A. schoenobaenus,* willow warbler *Phylloscopus trochilus,* reed bunting *Emberiza schoeniclus,* and occasional Cetti's warblers *Cettia cetti.* The marshes at Dodnor Creek – a former millpond – are particularly valuable ecologically for its natural transition from fen vegetation through marginal scrub to ancient woodland.

Dicksons Copse comprises predominately oak high forest, thought to have developed from old hazel coppice-with-standards woodland. It supports at least 28 ancient woodland indicator species (those normally associated with woodlands more than 400 years old), including wood anemone *Anemone nemorosa,* butcher's broom *Ruscus aculeatus,* sanicle *Sanicula europaea* and the nationally scarce narrow-leaved lungwort *Pulmonaria longifolia,* and a notable community of woodland pteridophytes including hart's-tongue *Phyllitis scopolopendrim,* polypody *polypodium vulgare* and the soft shield fern *Polystichum setiferum.*

13.3 Special Areas of Conservation (SAC)

Special Areas of Conservation (SAC) are areas, which have been given special protection under the European Union's Habitats Directive. They provide increased protection to a variety of wild animals, plants and habitats and are a vital part of global efforts to conserve the world's biodiversity.

The Habitats Directive (Council Directive 92/43/EEC of 21 May 1992) requires EU Member States to create a network of protected wildlife areas, Known as Natura 2000, across the European Union. This network consists of Special Areas of Conservation (SAC) and Special Protection Areas (SPA), established to protect wild birds under the Birds Directive (Council Directive 79/409/EEC of 2 April 1979). These sites are part of a range of measured aimed at conserving important or threatened habitats and species.

13.4 Solent Maritime Special Area of Conservation (SAC)

General Site Character

Marine areas, sea inlets (14%)

Tidal rivers, estuaries, mud flats, sand flats, lagoons (including salt work basins) (59%)

Salt marshes, salt pastures, salt steppes (23%)

Coastal sand dunes, sand beaches, machair (0.5%)

Shingle, sea cliffs, Islets (3%)

Broad-leaved deciduous woodland (0.5%)

Habitats that are a primary reason for selection of this site

Estuaries

The Solent encompasses a major estuarine system on the south coast of England with four coastal plain estuaries (Yar, Medina, King's Quay Shore, Hamble) and four bar-built estuaries

(Newtown Harbour, Beaulieu, Langstone Harbour, Chichester Harbour). The site is the only one in the series to contain more than one physiographic sub-type of estuary and is the only cluster site. 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. Sediment habitats within the estuaries include extensive estuarine flats, often with intertidal areas supporting eelgrass *Zostera* spp. and green algae, sand and shingle spits, and natural shoreline transitions. The mudflats range from low and variable salinity in the upper reaches of the estuaries to very sheltered almost fully marine muds in Chichester and Langstone Harbours. Unusual features include the presence of very rare sponges in the Yar estuary and a sandy 'reef' of the polychaete *Sabellaria spinulosa* on the steep eastern side of the entrance to Chichester Harbour.

Spartina swards (Spartinion Maritimae)

Solent Maritime is the only site for smooth cord-grass *Spartina alterniflora* in the UK and is one of only two sites where significant amounts of small cord-grass *S. maritima* are found. It is also one of the few remaining sites for Townsend's cord-grass *S.* x *townsendii* and holds extensive areas of common cord-grass *Spartina anglica*, all four taxa thus occurring here in close proximity. It has additional historical and scientific interest as the site where *S. alterniflora* was first recorded in the UK (1829) and where *S.* x *townsendii* and, later, *S. anglica* first occurred.

Atlantic salt meadows (Glauco-Puccinellietalia maritimae)

The Solent contains the second-largest aggregation of **Atlantic salt meadows** in south and southwest England. Solent Maritime is a composite site composed of a large number of separate areas of saltmarsh. In contrast to the Severn estuary, the salt meadows at this site are notable as being representative of the ungrazed type and support a different range of communities dominated by sea-purslane *Atriplex portulacoides*, common sea-lavender *Limonium vulgare* and thrift *Armeria maritima*. As a whole the site is less truncated by man-made features than other parts of the south coast and shows rare and unusual transitions to freshwater reed swamp and alluvial woodland as well as coastal grassland. Typical **Atlantic salt meadow** is still widespread in this site, despite a long history of colonisation by cord-grass *Spartina* spp.

Habitats present as a qualifying feature, but not a primary reason for selection of this site.
Sandbanks which are slightly covered by sea water all the time

- For which the area is considered to support a significant presence

Mudflats and sandbanks not covered by seawater at low tide

- For which the area is considered to support a significant presence

Coastal lagoons

- For which the area is considered to support a significant presence

Annual vegetation of drift lines

- Which is considered to be rare as its total extent in the United Kingdom is estimated to be less than 100 hectares
- For which the area is considered to support a significant presence

Perennial vegetation of stony banks

- For which the area is considered to support a significant presence

Salicornia and other annuals colonizing mud and sand

- For which the area is considered to support a significant presence

Shifting dunes along the shoreline with Ammophila arenaria (‘white dunes’)

- For which the area is considered to support a significant presence

Species present as a qualifying feature, but not a primary reason for site selection

Desmoulin’s whorl snail *(Vertigo moulinsiana)*

- For which the area is considered to support a significant presence

13.5 Medina Estuary Designated Site Plan

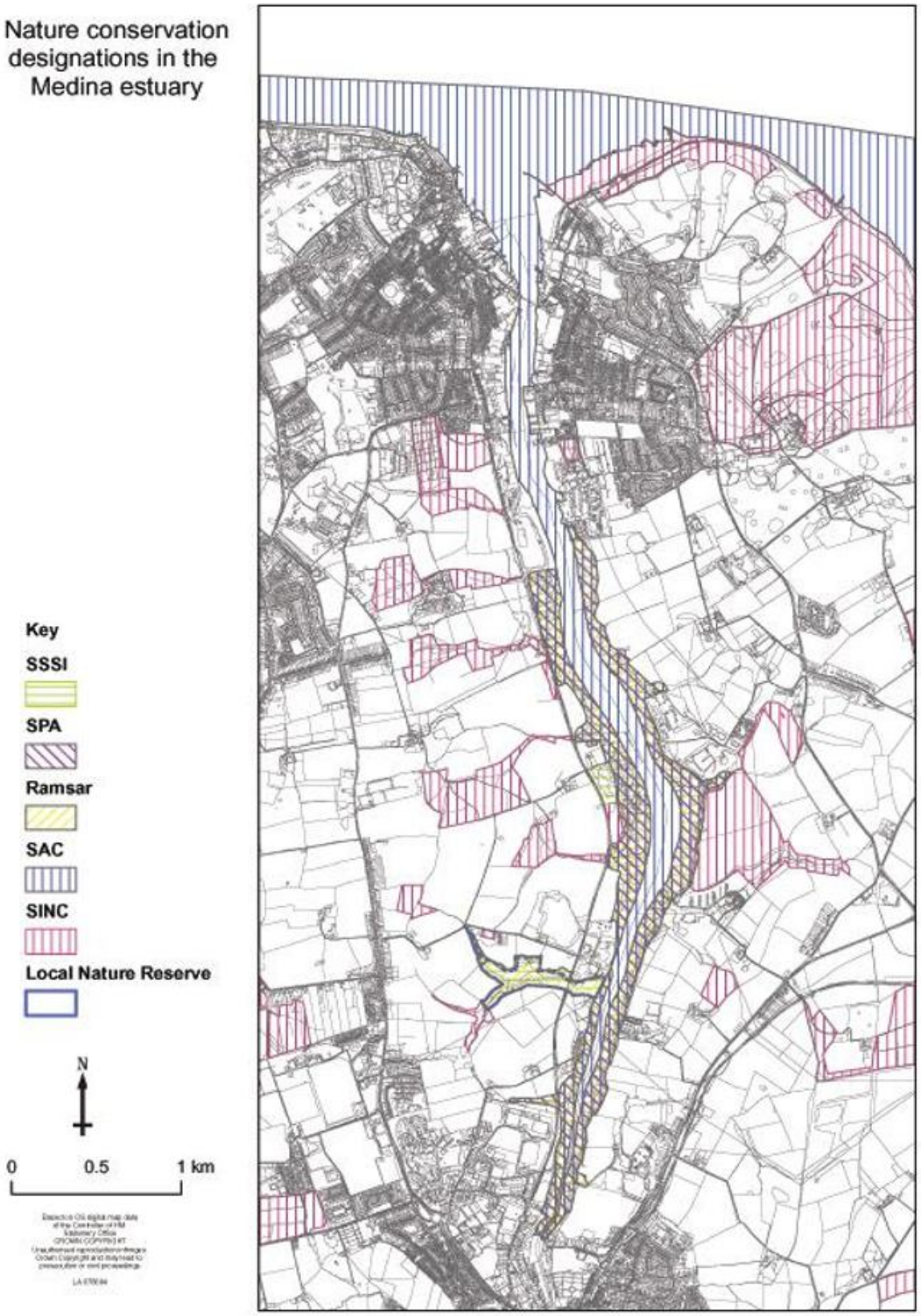


Figure 11: The designated site plan for the Medina River. A larger version is available at Harbour Office, Town Quay.

Section 14 - Roles and Responsibilities of Key Organisations

14.1 Harbour Authority

The Harbour Authority is responsible for safeguarding the safe and efficient use of the Harbour by all those who wish to do so.

For an incident occurring inside the Cowes Harbour Commission Area of Jurisdiction, the Harbour Master is in control of the incident response. The Harbour Master has powers to direct the time and manner of a ship's entry into, departure from, or movement within the Harbour. This gives the Harbour Master power to regulate the day-to-day movements within the Harbour. It does not permit the Harbour master to prohibit or insist on entry.

The Harbour Authority has a specific duty to prepare for, and to respond to marine oil pollution incidents within their area of jurisdiction. If the incident cannot be contained using the Harbour Authorities own resources, additional resources will be available through mutual support agreements with other Harbour authorities (such as the Solent Maritime Framework – see section 2.5), oil companies and local authorities, or through formal agreements with oil spill contracting companies.

The responsibilities for the clean-up of pollution within the area of jurisdiction of a Harbour Authority is as follows:

Location of Pollution	Responsibility for clean-up lies with:
On the water	Harbour authority
Jetties / wharves / structures	Harbour authority
Beach / shoreline owned by Harbour authority	Harbour authority
Shoreline (including land exposed to falling tide)	Local authority

Table 28: Responsibility matrix

14.2 Shipping Policy Division

Has policy responsibility for marine pollution from shipping. The division does not contribute to operational decisions during an incident. However, as part of its policy sponsorship role, it assesses the effectiveness of MCA's approach to incidents within the framework of the Agency's objectives. It also provides advice on liability and compensation issues.

14.3 Ports Division

Ports Division has policy responsibility for the ports industry. It is sponsor for the Port Marine Safety Code and the associated competence standards and Guide to Good Practice. The division does not contribute to operational decisions during an incident. It provides general advice on the legal duties and powers of Harbour authorities, although it is more appropriate to refer questions about a particular case to the authority concerned.

14.4 Maritime and Coastguard Agency (MCA)

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

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

CHC is responsible for pollution incidents within the limits of Cowes Harbour area of jurisdiction unless the MCA has taken over the response during a specific Tier 3 incident.

In the event of such a Tier 3 incident, the role of the Chief Executive is to continue managing the Agency as a whole and to ensure that Ministers receive timely information on the progress of the operation. SOSREP controls salvage operations and liaises closely with Director of Her Majesty's Coast Guard (HMCG) and has the decisive voice in the decision-making process in a marine salvage operation that involves the threat of significant pollution. HMCG is responsible search and rescue, counter pollution and clean operations at sea, and for maintaining the UK Government's stockpiles of equipment. MCA's marine surveyors may need to board a casualty to carry out port state control inspection and to offer advice on the seaworthiness of a ship.

Further information is available in the 'National Contingency Plan' available at www.gov.uk.

14.5 Environment Agency

The Environment Agency is the leading public authority for protecting and improving the environment in England and Wales with duties and powers for water resources, flood risk management, wildlife and recreation, and environment management including the regulation of emissions to air, land and water. It is responsible for regulating pollution incidents within controlled waters (as defined in section 104 of The Water Resources Act 1991) from either land-based sources or from the marine environment (territorial waters up to three miles seaward of the territorial baseline). The Environment Agency's key priorities are to:

- mitigate the impact of a pollution on the environment, people and property (that is, stop, contain, control and warn),
- investigate the cause of the pollution for land-based sources, collect evidence and consider enforcement action,
- seek remediation, clean up or restoration of the environment.

Advise on:

- waste minimisation to reduce the amount requiring disposal,
- the location and form of temporary storage and treatment areas,
- waste disposal options.

The Maritime and Coastguard Agency and the port harbour authority are responsible for pollution from vessels.

14.6 Health and Safety Executive

The Health and Safety Executive (HSE) is responsible for regulating health and safety offshore. There is a legal requirement for owners and operators of offshore installations to report accidents and emergencies to the HSE. The HSE provides advice, support, and information in the event of a major offshore emergency through its Offshore Safety Division's major incident response team. The HSE booklet Dealing with Offshore Emergencies sets out roles and responsibilities.

14.7 Marine Accident Investigation Branch

Marine Accident Investigation Branch (MAIB) is responsible for investigating accidents involving or occurring on board UK registered ships, any other ships in UK waters, or any other ships at the discretion of the Secretary of State. The fundamental purpose of these investigations is to determine the circumstances and the causes, with the aim of improving the safety of life at sea and the

avoidance of accidents in the future. Their purpose is not to apportion liability; nor, except, so far as is necessary to achieve the fundamental purpose of an investigation, does the MAIB seek to apportion blame.

14.8 DEFRA

DEFRA, The Department for environment, Food and Rural Affairs plays a major role in the protection of the marine environment, particularly in respect of fisheries and in ensuring, in co-operation with the Food Standards Agency, the safety of the aquatic food chain, including the safety of consumers of fish and shellfish.

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

CEFAS, an Executive Agency of DEFRA, is an internationally recognised centre for fisheries science, aquaculture and protection of the environment. It provides a wide range of research, consultancy and training services in environmental impact assessment; environmental research and monitoring; aquaculture health and hygiene; and fisheries science and management. It carries out toxicity testing of UK approved oil treatment products on behalf of the MMO. It also provides advice to the MMO during marine pollution incidents, including on the appropriate use of dispersants.

14.10 Marine Management Organisation (MMO)

Specific permission from the MMO must be obtained before any oil treatment products are used in any depth of English waters and or the marine environment. This includes any use in tidal docks and locks and on beaches, shorelines or structures such as piers, harbours and breakwaters. The MMO however is the statutory body for approving deposits in the sea.

Under the terms of the Food and Environment Protection Act 1985 and the Deposits in the Sea (Exemptions) Order 1985, it is a legal requirement that oil treatment products may only be used in English and Welsh waters if they have been formally approved for this purpose by the MMO. The MMO also plays a role in protection of the marine environment, including fisheries and in ensuring, in co-operation with Natural England, MCA, JNCC, The Environment Agency, Food Standards Agency, the safety of the aquatic food chain, including Marine Protected Areas (MPAs) as well as safety of bathers and consumers of fish and shellfish.

14.11 Ministry of Defence

The Ministry of Defence (MOD) is responsible for dealing with pollution caused by naval or other MOD ships, wherever they may be, and with pollution within naval base waters.

In the event of an incident at sea, where the MOD is not directly involved and subject to operational commitments, the MOD may provide assistance on a cost reimbursement basis to MCA. This assistance might consist of MOD salvage expertise and equipment; ships to provide on scene command facilities; reconnaissance; spraying ships; and oil recovery equipment.

Under the normal arrangements for giving Military Aid to the Civil Community (MACC), the MOD may, on a cost reimbursement basis, and subject to availability, provide equipment and personnel to shoreline authorities to assist in dealing with shoreline pollution. They may also aid enforcing directions given by, or on behalf of, the Secretary of State in the exercise of intervention powers.

14.12 Hydrographic Office

The Hydrographic Office, supplies, hydrographic, oceanographic and other such information to the Royal Navy. It offers unclassified charts and publication s to the merchant navy and other users of the sea. The Hydrographic office also issues notices to mariners warning them of hazards to navigation.

14.13 Meteorological Office

The Meteorological Office provides weather forecasts that enable the calculation of the likely wind drift and direction of pollution. On request, they can provide a forecaster at the scene of a major incident to provide up-to-date and accurate weather forecasts to those in control.

14.14 Local Authority

Local authorities have no statutory duty to plan for, or carry out, shoreline clean up but have accepted a voluntary commitment to do so. MCA supports local authorities by maintaining stockpiles of beach cleaning equipment; providing residential training courses on oil spill response and contingency planning; by providing hands-on demonstrations of beach-cleaning equipment and booming exercises; and by participating in local authority training exercises.

14.15 Health Authority

Health authorities are responsible for co-coordinating the public health aspects of the response to an incident. Central Government has asked health authorities to ensure that they can respond to incidents, including by preparing contingency plans and arranging for getting advice and expertise to deal with potential hazards to public health.

Operational response to public health issues will always be from the public health department of the local health authority (health board in Scotland and Northern Ireland). Public health cover is on call 24 hours a day to cover communicable disease and human health issues.

14.16 Nature Conservation Organisation

Four organisations deal with nature conservation issues in Great Britain: Natural England (NE), Countryside Council for Wales (CCW), Scottish Natural Heritage (SNH), and Joint Nature Conservation Committee (JNCC). The Environment and Heritage Service is the equivalent organisation in Northern Ireland.

As part of the response to a marine pollution incident, these organisations, through the Environment Group:

- Provide advice on the environmental impacts of a spill to the MCA's Counter Pollution Branch, local authorities
- Co-ordinate the collation and provision of the best available information on wildlife interests and threats to them (including beached bird surveys, seabird colony and individual bird counts, collection of dead oiled birds, reporting of live casualties, and the collection of samples)
- Provide nature conservation advice and information to local authorities, MCA Counter Pollution Branch, DEFRA/SERAD/EA/SEPA
- Co-ordinate the response of Non-Governmental Organisations.

14.17 Joint Nature Conservation Committee

The JNCC is the forum through which the three-country nature statutory agencies – CCW, NE, and SNH – deliver their statutory responsibilities for Great Britain as a whole and internationally. These

responsibilities contribute to sustaining and enriching biological diversity, enhancing geological features, and sustaining natural systems.

The JNCC's Seabird at Sea and Marine Information Teams provide specialist advice to the country agencies and assist in monitoring and surveillance operations during major incidents. JNCC also deals with marine pollution incidents occurring outside territorial waters.

14.18 Natural England

Natural England (formerly English Nature), the Nature Conservancy Council for England, advise Government on nature conservation of England's wildlife and natural features within the wider setting of the United Kingdom, and its international responsibilities. It selects, establishes and manages National Nature Reserves and identifies and notifies Sites of Special Scientific Interest. NE also advises on access, access is important when responding to oil spill response as damage may be caused to habitats and species quite innocently, Natural England will use its local staff to advise in this regard.

NE advises on incidents in territorial waters around England (that is, south of 55º50'N on the east coast, all of the south coast and the west coast south of 51º20'N and between the Dee Estuary and 54=30'N).

14.19 Sea Fisheries Committees (SFC's)

SFC's are responsible for the management of inshore fisheries in England and Wales out to six miles from baselines. They exercise control through the operation of bylaws. They can introduce these bylaws both to protect the fisheries concerned or (since the Environment Act 1995) to conserve the wider marine environment. SFC's are also responsible for the enforcement of certain EU and national legislation in furtherance of the Common Fisheries Policy.

14.20 Oil Industry

The major oil companies have resources for oil recovery and other counter pollution operations. The companies may be able provide tankers and other ships on charter and may be a source of technical information on tankers and tanker operations. They also have contingency plans for dealing with spills in oil terminals operated by them.

14.21 UK Petroleum Industry Association (UKPIA)

UKPIA is the representative organisation for the UK oil refining, supply and distribution and marketing companies. Through its Regional Oil Spill Coordinators, UKPIA will, if requested, provide advice during a spill and act as a liaison point for oil industry support to MCA.

14.22 Marine Insurers

Ship owners generally have two types of insurance: "hull" insurance and "liability" insurance. A ship owner’s hull insurance covers damage to the ship's hull or machinery and a proportion of traditional salvage awards. Liability insurance covers the ship owner’s liability to third parties, including the costs of reasonable measures taken to prevent or minimise pollution and special environmental awards to salvers.

Most Ship owners take out liability insurance by entering their ship with one of the members of the International Group of Protection and Indemnity (P&I) Clubs. P&I Clubs are mutual and non-profit

making associations that insure their members (ship owners, charterers, managers and operators) against third party liabilities, including pollution liabilities. Each P&I club as full-time managers who look after the day-to-day business of the club, including dealing with claims for compensation.

Cargo owners normally have cargo insurance to cover loss suffered by the cargo owner in the event of damage to, or loss of the cargo during the course of a voyage and a proportion of traditional salvage awards.

14.23 The International Oil Pollution Compensation (IOPC) Fund

The IOPC Fund provides compensation (up to limit) for pollution damage caused by persistent oil carried by tankers if, and to the extent that, compensation available from the ship owner is inadequate.

14.24 The International Tanker Owners Federation Ltd (ITOPF)

ITOPF has a staff of technical experts to respond to marine oil spills anywhere in the world. Its principle role is to give practical advice on clean up techniques and the mitigation of damage. It normally performs this service at the request of ship owners, P&I clubs, and the IOPC Fund. ITOPF gives guidance on what counter pollution operations are reasonable, bearing in mind the provisions of the relevant treaties and the IOPC Fund's claims admissibility guidelines.

14.25 The UK Spill Association (UK Spill)

The UK Spill Association is the trade association for the UK Oil Spill industry, and is recognised by the UK Regulators, both environmental and maritime, as representing the commercial and related interests of the industry. As a national organisation it intends to serve members who are committed to providing the highest quality services and technology to their customers. Members represent all aspects of the industry and include not only the leading providers of manufacturing technology, responder services and consultancy but also the smaller companies and agencies concerned with the effects of oil spill.

14.26 Royal Society for the Prevention of Cruelty to Animals (RSPCA)

When alerted by the relevant statutory nature conservation agency during a marine pollution incident, the RSPCA shall:

- Agree the procedures for the recovery of live birds and other wildlife casualties with the relevant nature conservation agency,
- Where appropriate, supply equipment to help recovery of live casualties. The SRC technical and procurement teams may directly support this activity,
- Co-ordinate the treatment and rehabilitation of casualties,
- Agree a protocol with the nature conservation agency for the marking and release of cleaned wildlife.

14.27 National Trust

The National Trust is a major coastal landowner in the UK and its staff can be a valuable source of local expertise and knowledge.

14.28 Royal Society for the Protection of Birds (RSPB)

The RSPB contributes the following:

- Contributes to the monitoring of bird casualties through the organisation of Beached Birds Surveys

- Establishes and maintains a network of Beached Bird Surveyors to carry out these surveys in the event of a pollution incident (subject to availability of volunteers and access to the shoreline). In Wales, it is likely that CCW will maintain a network of volunteers
- Provides samples of Beached Bird Survey recording cards to Beached Birds Surveyors as required
- Maintains additional supplies of briefing information and recording cards for rapid dissemination in the event of pollution incident
- Ensures that all Beached Bird Surveyors receive advice on safe working on the coast. This role should take place in conjunction with the health and safety team (a sub-group of the SRC technical team)
- Co-ordinates the development of Beached Bird Surveyors during an emergency and ensure that all surveyors follow agreed recording procedures. In Wales, it is likely that CCW will co-ordinate the surveyors
- Provides the relevant country nature conservation agency with the results of Beached Bird Surveys on a daily basis. This activity is probably best carried out using a database or spread sheet
- Notifies the statutory nature of conservation agency co-coordinator of the location of live, oiled birds (as reported by Beached Bird Surveyors) and send this information to RSPCA
- Assists in providing information on birds at risk from the pollution incident.

14.29 British Trust for Ornithology (BTO)

The BTO contributes the following:

- Agrees a protocol with statutory nature conservation agencies for ringing all rehabilitated birds prior to their release by appropriately licensed personnel
- Assesses the origins of affected birds from the interpretation of ringing recovery information.

14.30 Wildlife Trusts

Wildlife Trusts are potentially useful sources of local knowledge on all environmental aspects. They:

- Provide local nature conservation information to complement that given by the statutory nature conservation agencies
- Provide specialist help with monitoring clean-up operations in sensitive areas
- Contribute to the work of evaluation committees or inquiries that take place after a marine pollution incident.

However, the Wildlife Trusts are not animal welfare organisations and believe that responsibility for the collection of wildlife injured during an oil spill should lie with the voluntary organisations (RSPCA/SSPCA). Wildlife Trusts, however, are willing, when appropriate and if resources allow, to act as a "clearing house" for volunteers who wish to assist the RSPCA, SSPCA or other organisations with these aspects.

14.31 World Wide Fund for Nature UK

The World Wide Fund for Nature UK (WWF) may contribute to the work of evaluation committees or inquiries that take place after a marine pollution incident.

Section 15 - Counter Pollution Resources

15.1 Tier 1 – Cowes Harbour Commission Counter Pollution Resources located at Kingston

Trained Personnel - CHC

Ten oil spill response personnel consisting of:

- Two trained to Clearance Level 4P,
    1. Harbour Master
    2. Deputy Harbour Master -,

- Four trained to MCA Level 2,
    1. 5 x Port Operatives.

Equipment & Resources

Vessels:

- One 16m x 6m Multi cat 450hp Diesel,
- One 12m Steel Workboat 150hp Diesel,
- One 9m aluminium RIB with towing post 270hp Diesel
- One 9m RIB with towing post 225hp Diesel,
- One 8m RIB with towing post 225hp Diesel,
- Two 7m Duver 115hp Diesel,
- One 4.5m RIB with 30hp outboard.

Tier One Equipment store at Kingston base East Cowes:

- Five sets of 15m Rapide Boom,
- 30m x 0.2m absorbent boom,
- Five full Sets PPE,
- Heavy Duty Polythene Sacks.
- Oil Spill Sampling Kit
- Please see the list below for more details.

Oil Spill Road Trailer (Kingston East Cowes) - Store Code: 2348	
Description	**Quantity**
Rakes	3
Shovels	3
Roll 6mm x 220m Blue Rope	1
Roll 12mm Blue Rope	1
Box/Roll Barrier Tape 500m	1
Box Sono 34” x 49” Blue Sacks (in box)	1
Clear Bags Blue Absorbent Cloths – large	3
Oil Hazard Oil Slip Sign	1
Roll Agricultural Silage Sheet 4m x 50m	1
Roll Oil Selective Absorb all Hydrocarbons (rejects water)	1
Clear Bags - Oilwik 20cm x 3m (4/bag)	3
PPE	
Box PPE:	1
Disposable Boiler Suits	10
Pairs Gloves	10
Pairs Safety Glasses	5
Water Pump	
Instructions for Water Pump (in toolbox)	1
Water Pump 3”	1
5ltr Fuel Can – Full	1
Water Pump Discharge Hose	1

Oil Spill Road Trailer (Kingston East Cowes) - Store Code: 2348	
Water Pump Suction Hose with strainer	1
Boom Equipment	
Boom Inflator Pack	1
10mtr Bagged Inflatable Shore-Sealing Booms (40m total)	4
20mtr Unbagged Inflatable Skirt Booms (60m total)	3
Toolbox/Spanner set/Socket Set	1
Locking Screws for Booms (in toolbox)	8
20kg Bruce Anchors	2
20kg Bruce look-a-like Anchors	2
Wire Bridles attached to Boom Ends	2
Bucket of Chain (2 x 6m of 45mm link, and 2 x 3.5m of 25mm link)	1
Trailer and First Aid	
Spare Trailer Wheel	1
First Aid Kit	1
Eye Wash Station (expires 2015)	1

Table 29: Oil Spill Road Trailer contents list

15.2 Tier 2 Contractor Counter Pollution Resources - Adler and Allan (as contracted):

Response Vehicle	
Description	**Quantity**
Inflatable Sea Boom (10 m)	220 m
Shore Sealing Boom (10 m)	100 m
Fence Boom (10 m)	100 m
Air Fans	2
Water Pump	1
Anchors & Chains	10
Rope Mop	1
Oleophilic Rope	20 m
Weir Heads & Spate Pump	Various
Fast Tanks (2000 gallons)	2
Generator Set	1
Lighting Set	1
Decontamination Station	1
PPE for Support Personnel	3

Table 30: Tier Two counter pollution resources provided by A&A

Extensive stockpiles of oil spill response equipment are available at an additional. A full inventory is published annually in the Adler and Allan Limited Schedule of Rates.

The closest Adler & Allan equipment depot is situated in Hamble-le-Rice, just outside Southampton. We have a contracted response time of within 3hrs (to a mainland ferry terminal) and 6hrs (to a mainland ferry terminal) outside of normal business hours. There may be delays in their response due to ferry timetabling, ferries being full and cancellation of sailings due to weather or other issues.

15.3 Yarmouth Harbour Tier 2 Response Equipment

A memorandum of Co-operation exists between Yarmouth Harbour, Cowes Harbour, IWC and the Environment Agency (IOW) with respect to mutual co-operation and assistance in oil spill response and clean-up, subject to the full details contained within Annex IV.

Container sited adjacent to the Yarmouth Harbour Office (also available at Tier One if required).

ID	Type	Height	Length	Packaging
H1	Harbour sentinel boom	750 mm	10 m	No packaging
H2	Harbour sentinel boom	750 mm	25 m	Orange bag
H3	Harbour sentinel boom	750 mm	10 m	Blue bag
H4	Harbour sentinel boom	750 mm	10 m	Blue bag
H5	Harbour sentinel boom	750 mm	10 m	Blue bag
H6	Harbour sentinel boom	750 mm	10 m	Blue bag
H7	Harbour sentinel boom	750 mm	10 m	Blue bag
RS1	River sentinel boom	500 mm	10 m	Orange knapsack
RS2	River sentinel boom	500 mm	10 m	Orange knapsack
RS3	River sentinel boom	500 mm	10 m	Orange knapsack
RS4	River sentinel boom	500 mm	10 m	No packaging
RS5	River sentinel boom	500 mm	10 m	Orange knapsack
RS6	River sentinel boom	500 mm	10 m	No packaging
RS7	River sentinel boom	500 mm	10 m	No packaging
RS8	River sentinel boom	500 mm	10 m	No packaging
RS9	River sentinel boom	500 mm	10 m	Orange knapsack
RS10	River sentinel boom	500 mm	10 m	Orange knapsack
RS11	River sentinel boom	500 mm	10 m	Orange knapsack
RS12	River sentinel boom	500 mm	10 m	No packaging

ID	Type	Height	Length	Packaging
RS13	River sentinel boom	500 mm	10 m	Orange knapsack
RS14	River sentinel boom	500 mm	10 m	No packaging
SG1	Shore guardian boom	550 mm	10 m	Orange bag
SG2	Shore guardian boom	550 mm	10 m	Orange bag
SG3	Shore guardian boom	550 mm	10 m	Orange bag
SG4	Shore guardian boom	550 mm	10 m	Orange bag
SG5	Shore guardian boom	550 mm	2.3 m	Both together in same orange bag
SG6	Shore guardian boom	550 mm	2 m	
SG7	Shore guardian boom	550 mm	10 m	Blue bag
SG8	Shore guardian boom	550 mm	10 m	Blue bag
-	Qty 5 Towing bridles	-		Loose
-	Qty 1 – Triangular boom connection	-		Loose
-	150 metres of sorbent booms	-	150 m	Polythene wrapping
-	100 sorbent pads	-	-	Single package
-	Health and safety items: 3 pairs of disposable overalls 3 pairs of gloves 3 pairs of rubber boots 3 pairs of goggles 2 respirators	N/A	N/A	Plastic container
-	Water pump – petrol motor	-	-	Loose
-	Air pump – backpack	-	-	Loose
-	Air pump – portable	-	-	Loose

Table 31: Extra tier two response equipment available from Yarmouth

Other immediate resources available:

Description	Quantity
Tractor with bucket, forklift and towing attachments	1
Trailer with cage surround	1
1.4 m heavy duty dolly cart	2
High pressure washers (1 electric, 1 diesel powered)	1 of each
Dory powerboats	5

Additional resources are available from Memorandum of Co-operation signatories, within agreed criteria see 15.4.

15.4 Memorandum of Co-operation

See Appendix IV.

Appendix I – A&A Tier 2 Response Activation Form

Adler & Allan Activation Procedure

CONTACT NUMBERS

In order to access Adler & Allan services in the event of an oil spill incident please call:

Adler & Allan - Tel: + 44 (0)800 592827

If calling from outside of the United Kingdom, ensure that your country code precedes the telephone number.

These telephones will be manned on a 24-hour basis. The caller will be asked to provide:

1) Name of Caller
2) Name of Company
3) Location of Caller
4) Telephone Number including prefixes
5) Brief details of the incident

The Duty Manager will then be contacted and make contact with the requesting party. Once contact has been made further details will be collected to enable a response strategy to be determined.

Once an incident has been reported, A&A will make contact providing telephone and email contact details of the incident response leader. Email confirmation will be requested by A&A of the incident authorisation and to confirm the identity of the authoriser.

NOTIFICATION FORM (page 1 of 2)

WARNING! Ensure telephone contact has been established with the Duty Manager before using e-mail and fax communications. **Telephone: +44 (0)800 592827**			
To:	Duty Manager	Name of Duty Manager:	
Email of Duty Manager		Date:	
From:		Position:	
Company:		Contact Number:	
Subject:		Incident Name:	

OBLIGATORY INFORMATION REQUIRED – PLEASE COMPLETE ALL DETAILS	
Name of person in charge	
Position	
Company	
Contact telephone number	
Contact fax number	
E-mail address	
Spill details	
Location of spill	
Description of slick (size, direction, appearance)	
Latitude / longitude	
Situation (cross box)	☐ Land ☐ River ☐ Estuary ☐ Coastal ☐ Offshore ☐ Port
Date & time of spill	☐ GMT ☐ Local
Source of spill	
Quantity (if known)	☐ Cross box if estimate
Spill status (cross box)	☐ On-going ☐ Controlled ☐ Unknown
Action taken so far	
Oil type characteristics	
Product name	
Viscosity	
API / SG	
Pour point	
Asphaltene	
Weather	
Wind speed & direction	
Sea state	
Sea temperature	
Tides	
Forecast	

NOTIFICATION FORM (page 2 of 2)

ADDITIONAL INFORMATION REQUIRED – PLEASE COMPLETE DETAILS IF KNOWN	
Resources at risk	
Clean-up resources on-site / ordered	
Nearest airport (if known)	
Runway length	
Handling facilities	
Customs	
Handling agent	
Vessel availability	
Equipment deployed	
Recovered oil storage	
Equipment logistics	
Transport	
Secure storage	
Port of embarkation	
Location of command centre	
Other designated contacts	
Special requirements of Country	
Security	
Visa	
Medical advice	
Vaccinations	
Others (specify)	
Climate Information	
Other Information	

MOBILISATION AUTHORISATION

To:	**Duty Manager**	**Name of Duty Manager**	
Date:			
Adler & Allan Email:	(to be provided by A&A)		
From:		**Position:**	
Company:		**Contact Number:**	
Subject:	**Mobilisation of Adler & Allan**	**Incident Name:**	

I, _____ (name in block capitals) hereby authorise the activation of Adler & Allan and its resources in connection with the oil spill incident of _____ _____ (name of ship, oil rig, terminal etc.) as of _____ (time) on _____ (date).

Adler & Allan shall work under the direction of:

Name: _____

Position: _____

Company: _____

Signature: _____

Company name: _____

Appendix II – Material Safety Data Sheets

For the original Material Safety Data Sheets, please follow the links in the MSDS column; these are only available to those accessing from the CHC network.

MSDS	Product Synonyms
DIESEL FUEL No. 2	15 S Diesel Fuel 2, Alternative Low Aromatic Diesel (ALAD), Calco LS Diesel 2, Calco ULS DF2, Calco ULS Diesel 2, Chevron LS Diesel 2, Chevron ULS Diesel 2, Diesel Fuel Oil, Diesel Grade No. 2, Diesel No. 2-D S15, Diesel No. 2-D S500, Diesel No. 2-D S5000, Distillates, straight run, Gas Oil, HS Diesel 2, HS Heating Fuel 2, Light Diesel Oil Grade No. 2-D, LS Diesel 2, LS Heating Fuel 2, Marine Diesel, RR Diesel Fuel, Texaco Diesel, Texaco Diesel No. 2, Ultra Low Sulphur Diesel 2.
KEROSENE (DYED)	**N/A**
UNLEADED GASOLINE	ESSO PREMIUM GASOLINE, GASOLINE REGULAR UNLEADED RUL87 LDCA DYED, ESSO EXTRA MIDGRADE GASOLINE, GASOLINE REGULAR UNLEADED RUL87 LDCA, EXXON MIDGRADE GASOLINE, ESSO MIDGRADE GASOLINE, ESSO REGULAR GASOLINE, GASOLINE MIDGRADE UNLEADED MUL89 DCA, EXXON REGULAR GASOLINE, GASOLINE MIDGRADE UNLEADED MUL89, EXXON PREMIUM GASOLINE, GASOLINE REGULAR UNLEADED RUL87 DYED, GASOLINE MIDGRADE UNLEADED MUL89 DCA DYED, GASOLINE REGULAR UNLEADED RUL87, GASOLINE PREMIUM UNLEADED PUL91, GASOLINE RBOBBLENDSTOCK P91, GASOLINE RBOB BLENDSTOCK R87, GASOLINE MIDGRADE UNLEADED MUL89 LDCA, GASOLINE MIDGRADE UNLEADED MUL89 LDCA DYED, GASOLINE REGULAR UNLEADED RUL87 DCA, GASOLINE PREMIUM UNLEADED PUL91 LDCA, GASOLINE PREMIUM UNLEADED PUL91 LDCA DYED, GASOLINE PREMIUM UNLEADED PUL91 DCA DYED, GASOLINE REGULAR UNLEADED RUL87 DCA DYED, GASOLINE PREMIUM UNLEADED PUL91 DCA, Isooctane, UNLEADED AUTOMOTIVE GASOLINE

Appendix III – STOp Notices

Active MCA Scientific, Technical and Operational Guidance (STOp) Notices.

See https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes

STOp Notice	Title
STOp 1/2016	Response and Recovery to a Maritime Pollution Incident Impacting the UK Shoreline
STOp 2/2016	Maritime Pollution Response in the UK The Environment Group
STOp 3/2016	Waste Management Guidance Following a Maritime Pollution Incident in the UK
STOp 1/2018	Mineral and Vegetable Oil Pollution – Guidance for Shoreline Response

Appendix IV – Memorandum of Cooperation

Please see following pages.

(For electronic copy holders – Hard copies of the memoranda are available at the Harbour Office, Cowes).