Newhaven Port Authority

Oil Spill Contingency Plan

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Newhaven Port & Properties Ltd
East Quay
Newhaven Harbour
Newhaven
East Sussex
BN9 0BN.

www.newhavenport.com

admin@newhavenport.com
vts@newhavenport.com

ID: fd53aedd-b40c-4bd1-94b9-8a1bb75e641b

Maritime & Coastguard Agency

APPROVAL OF OIL SPILL CONTINGENCY PLAN

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

PARTICULARS OF COMPANY

Name of Port	**Newhaven Port & Properties Ltd**		
Category of Port	A&B		
Address	East Quay, Newhaven Harbour, Newhaven, East Sussex		
Postcode	BN9 0BN	Country	United KIngdom

APPROVAL

I declare that the Oil Spill Contingency Plan submitted by the above is relevant and complete in every respect in accordance with the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations 1998 and the Guidelines issued by the Maritime and Coastguard Agency and is hereby approved by the Secretary of State for the Department of Transport

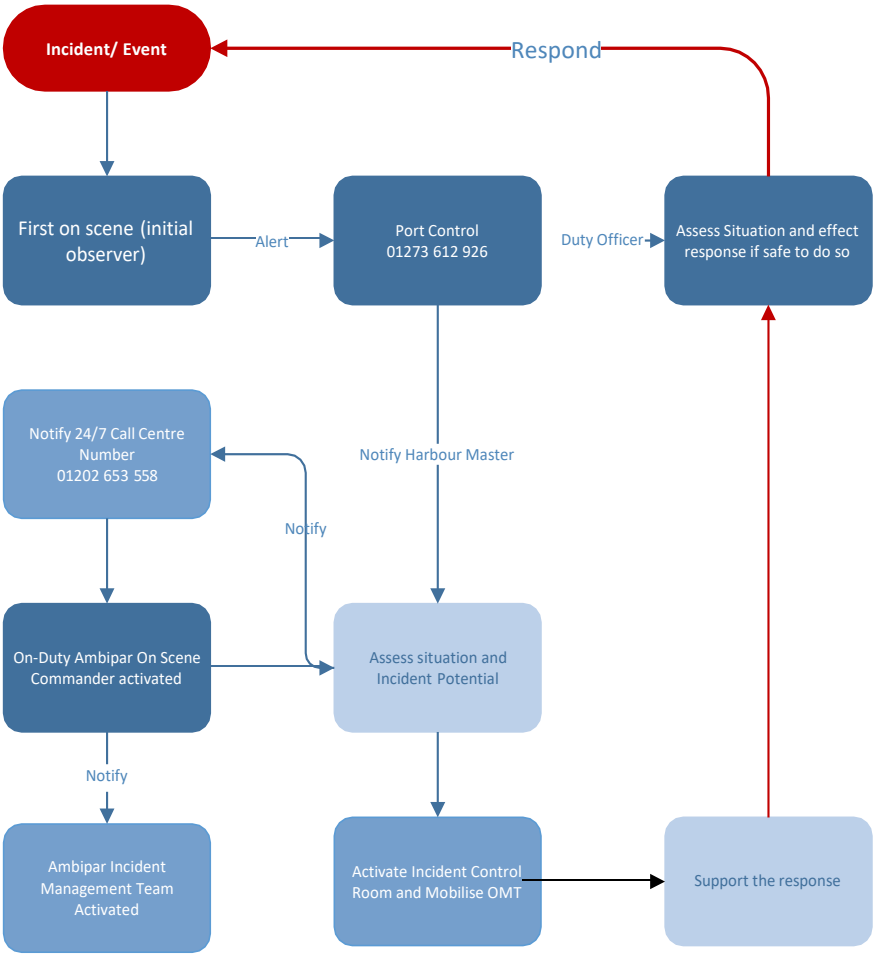
Date of Plan	21 February 2022	Plan Version	5

This Plan is valid until **27 February 2027**

Place	MCA Headquarters	Signed	Signed electronically in accordance with FAL.5/Circ.39 Rev.2
			Signature of authorised official issuing the certificate
Date	28 February 2022	Name	Andrew Healy
			For and on behalf of the Secretary of State

1/1 MSF 3303 v1.0

Notify Tier 2 Response Contractor
01202 653 558



Notify Harbour Authority
01273 612 926

ABBREVIATIONS

CPSO	Counter Pollution and Salvage Officer
EA	Environmental Agency
EEZ	Exclusive economic zone
ESCC	East Sussex County Council
LDC	Lewes District Council
HFO	Heavy Fuel Oil
HNS	Hazardous Noxious Substances
HQ	Head Quarters
ICR	Incident Control Room
IFO	Intermediate fuel oil
ISAA	International Accreditation Association
ITOFP	International Tanker Owners Pollution Federation
JNCC	Joint Nature Conservation Committee
JRCC	Joint Rescue Co-ordination Centre
LPS	Local Port Services (Port Control)
MCA	Maritime Coastguard Agency
MCZ	Marine Conservation Zone
MDO	Marine diesel oil (aka MGO)
MGO	Marine Gas Oil (aka MDO)
MHWS	Mean high water springs
MLWS	Mean Low water springs
MMO	Marine Management Organisation
MRC	Marine Response Centre
MRCC	Maritime Rescue Co-ordination Centre
NCP	National contingency plan for marine shipping incidents
NE	Natural England
NPP	Newhaven Port & Properties Ltd/Port Authority
OMT	Oil Spill Management Team
OPRC	Oil Preparedness Response Co-operation

OSCP	Oil Spill Contingency Plan
P&I	Protection and Indemnity
PPE	Personal Protective Equipment
SCG	Strategic Coordination Group
SCU	Salvage control unit
SITREP	Situation Report
SOLAS	Safety of Life at Sea Convention
SOSREP	Secretaries of State for Transport and Energy and Climate Change
SSSI	Site of Special Scientific Interest
TCG	Tactical Coordination Group
UKHSA	UK Health Security Agency

CONTENTS

1 Preface 1

1.1 Statutory Requirement 1

1.2 Purpose 1

1.3 Scope 2

1.4 Plan Structure 3

1.5 Plan Management 3

1.6 Interface with other Plans 3

1.7 Consultation 4

1.7.1 Statutory Body Jurisdiction 5

1.8 Port of Refuge 5

2 Strategy 7

2.1 Tiered Response 7

2.2 Risk Assessment Summary 7

2.3 Weathering of Oil and Properties 10

2.3.1 Weathering of Oil 10

2.3.2 Properties of Oil 12

2.4 Response Organisation 12

2.4.1 Newhaven Incident Management Team 13

2.4.2 Oil Spill Management Team 13

2.4.3 OMT Tier 1 – 2 15

2.4.4 Tier 3 Response Arrangements 16

2.4.5 Tier 2 Response Provider 17

2.5 Waste Management Plan 18

2.6 Health and Safety Plan 20

2.7 Media Response Plan 22

3 Action 24

3.1 Introduction 24

3.2 Spill Assessment – checklist 24

3.3 Notification and Callout Procedures 24

3.3.1 Internal OMT Callout Procedure 24
3.3.2 External Notification Procedures 28
3.4 Reporting 30
3.5 Communications Plan 30
3.6 Action Cards 31
3.6.1 Port Control Officer 32
3.6.2 Duty Officer 33
3.6.3 Oil Spill Co-ordinator 34
3.6.4 Harbour Master 35
3.6.5 Port Manager 36
3.6.6 Port Administration & Finance Department 37
3.7 Response Strategy Selection 38
3.8 Oil Released Quantification 40
3.9 Plotting of oil Movement 42
3.9.1 Vector Calculation 42
3.9.2 Computer Spill Models 42
3.10 Sampling Spilt Oil 43
3.11 Use of Dispersants 44
3.12 Tactical Response Plans 44
3.12.1 Tactical Response Plan 1: 46
3.12.2 Tactical Response Plan 2 47
3.12.3 Tactical Response Plan 3 48
3.13 Response Resources 49
4 DATA 50
4.1 Contact Directory 50
4.2 Training and exercises 52
4.2.1 Training and Exercise Records 53
4.3 Environmental Sensitivities 53
4.3.1 Conservation Status 55
4.3.2 Fisheries 56
4.4 List of Tier 2 Resources 59

4.5 Roles and responsibilities of external agencies. 62
4.5.1 Local Authority 62
4.5.2 Maritime Coastguard Agency 62
4.5.3 The Marine Management Organisation (MMO) 62
4.5.4 Natural England 63
4.5.5 The Environment Agency 63
4.5.6 SOSREP (Secretary of State's Representative) 63
4.6 Health and Safety Risk Assessment 63
4.7 Forms 67
4.7.1 CG77 POLREP 68
4.7.2 Format of CG77 POLREP 69
4.7.3 Site Specific Health and Safety Plan 70
4.7.4 Situation Report / Oil Spill Progress Report Form 71
4.7.5 Incident Assessment Checklist 72
4.7.6 Incident Log 73
4.7.7 Personal Log 74
4.7.8 Site Briefing Form 75
4.7.9 Post Exercise/Incident Report Form 76
4.7.10 Ports and Harbours Annual Return Form 77
5 Appendices. 78
5.1 Appendix 1: Risk Assessment 78
5.1.1 Overview of Operations 78
5.1.2 Specific risks and control measures 78
5.1.3 Port Management 80
5.2 Appendix 2: Hazardous Noxious Substances Information 81
5.2.1 Fate of Chemicals in the Marine Environment 81
5.2.2 European Classification System for chemicals 82
5.2.3 Effects on Marine Resources 82
5.2.4 GESAMP 82
5.2.5 Chemical Response Strategies 83
5.2.6 Gas & Evaporators- 83

5.3 Appendix 3: Oil Pollution Sample – Standard Form (From STOp 4/2001 Appendix B) 85
5.4 Appendix 4: MMO Dispersant Application Information 87
5.4.1 MMO Post Dispersant Application Report Form 88
5.5 Appendix 5: Evidence of consultation 89
5.5.1 Environment Agency 89
5.5.2 East Sussex and Lewes District 90
5.5.3 MMO 90
5.5.4 Natural England 91
5.6 Appendix 6: Booming Plans 92
5.7 Appendix 7: Bunkering Checklist Standard Operating Procedure 93
5.8 Appendix 8: Tier 2 response contract 97
5.9 Appendix 9: MSDS 109

1. Preface

1.1 Statutory Requirement

This Oil Spill Contingency Plan has been developed to conform to the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, SI 1998 No. 1056, which entered into effect on the 15th May 1998. The plan is approved by the Maritime Coastguard Agency (MCA).

The Harbour Master is responsible for reviewing the plan annually or when any major changes occur and issuing amendments as required. He is also responsible for reviewing the plan prior to the fifth anniversary of its approval and submitting it to the statutory consultees for comment prior to forwarding it to the MCA for approval.

See Section 5.5 Appendix 5: Evidence of consultation, for details of the consultation process.

1.2 Purpose

As well as fulfilling the statutory requirements this plan is provided to assist the Harbour Authority and other organisations in dealing with an accidental discharge of oil. 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 performed in a structured, logical and timely manner.

This plan guides the Harbour Master and his Duty Officers through the decisions which will be required in an incident response. The tables, figures and checklists provide a visible form of information, thus reducing the chance of oversight or error during the early stages of dealing with an emergency situation.

For the plan to be effective, it must be:

- Familiar to those with key response functions in the Port and Oil Management Team (OMT)
- Regularly exercised.
- Reviewed and updated on a regular basis.

This plan uses a tiered response to oil pollution incidents, which is in line with the National Contingency Plan for Marine Pollution from Shipping (NCP). The plan is designed to deal with Tier One, and Tier Two incident and to provide guidance for the response to a Tier Three incident.

https://www.gov.uk/government/publications/national-contingency-planncp

The South East Environment Group Plan complements the MCA's NCP and STOp Notice 1/2014 (Maritime Pollution response in the UK – Environment Group).

https://www.gov.uk/government/collections/standing-environment-group-contingency-plans

Where a spillage is associated with a wider emergency, then additional factors involving the safety of personnel will take precedence over the pollution response. In this case, reference must be made to the Port of Newhaven Emergency Response Plan. The salvage and casualty management of any vessels, which pose a threat of pollution, are priority considerations.

1.3 Scope

The plan details the contingency arrangements for responding to actual or threatened oil pollution incidents within the Port of Newhaven, see Figure 1-1. The port limits are described as per the Newhaven Harbour Revision Order 2016.

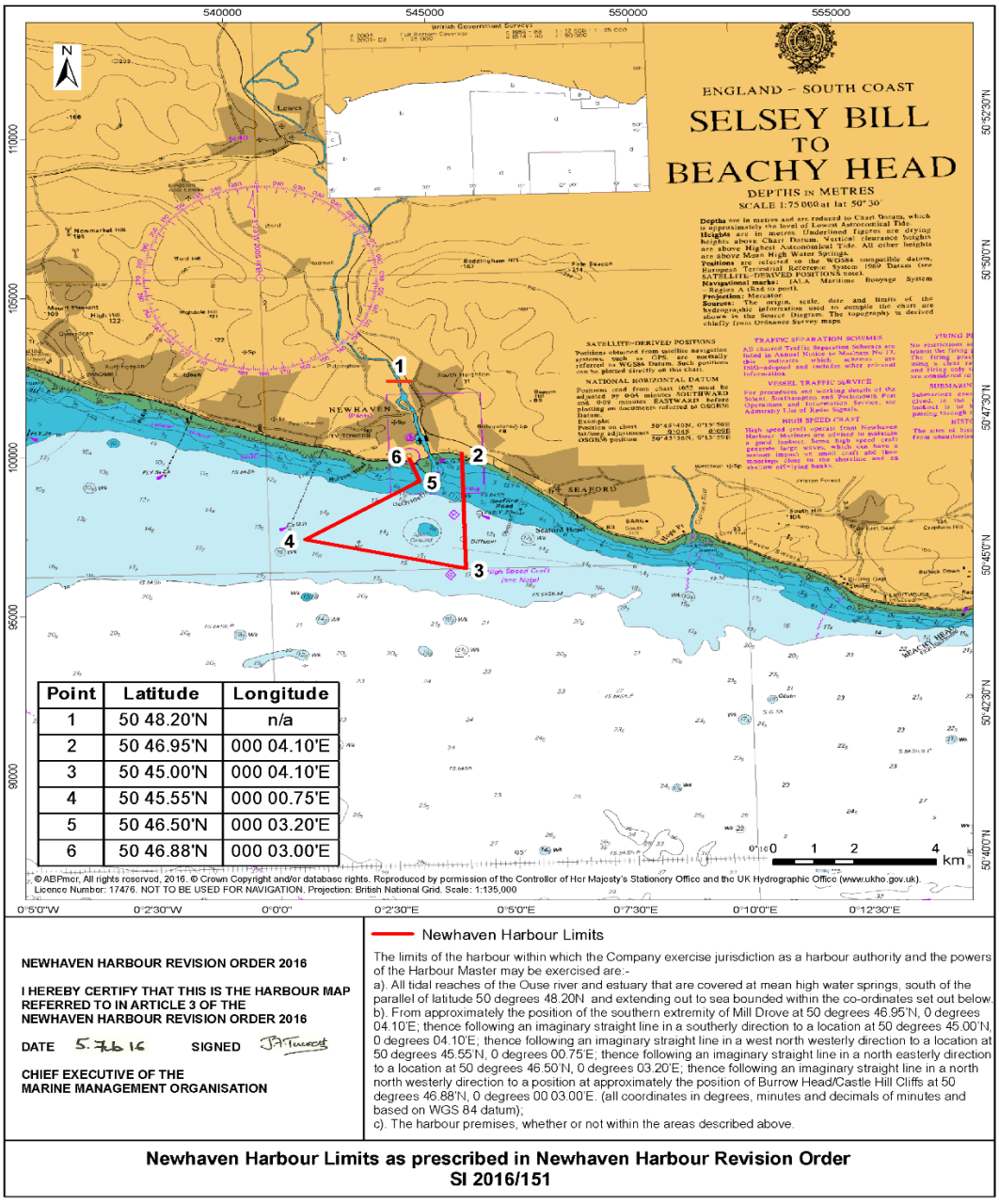


Figure 1-1 Map of Newhaven Port area of Jurisdiction

1.4 Plan Structure

The plan consists of three main sections namely:

Strategy Plan: Describes statutory requirements and the purpose and scope of the plan, including the geographical coverage. It shows the relationship of the plan to the NCP and plans of local organisations. It develops a port oil spill response strategy based on the oil spill risk assessment which considers the most likely spill scenarios as well as the worst-case scenarios, ensuring that the level of resources available are suitable for the risks posed.

Action Plan: Sets out the emergency procedures that will allow rapid mobilisation of resources and an early response to the situation.

Data Directory: Contains all supplementary information relevant to the performance of the plan such as, contact directory, training and exercise policy, risk assessment, sensitivity maps, roles and responsibilities of government and other agencies, resources directory and uncontrolled appendices.

1.5 Plan Management

The responsibility for plan maintenance is with the Harbour Master. The plan will be revised annually or following lessons learned and experienced gained from exercises, changes in port operations, or legislation.

A formal review of the plan will be conducted at 5-year intervals and the plan re-submitted for approval.

1.6 Interface with other Plans

This plan will integrate with other plans as part of the national response framework established within the National Contingency Plan and the South East Environment Group Plan. The integration of response planning is based on the tiered response system, Section 2.1, with Newhaven Port required to respond to Tier 1 and Tier 2 incidents within the ports area of jurisdiction, see Figure 1-2, and integrate with the Local Authority Plans and the NCP for larger, tier 3 incidents. This integration is shown in Section 1.7.1 Statutory Body Jurisdiction diagram.

County and District Council Plan

In the event of an actual or threatened shoreline impact the appropriate local or county authority oil pollution plan(s) will be implemented. The level of activation will be dictated by the incident classification (see Section 2.1). These two plans are:

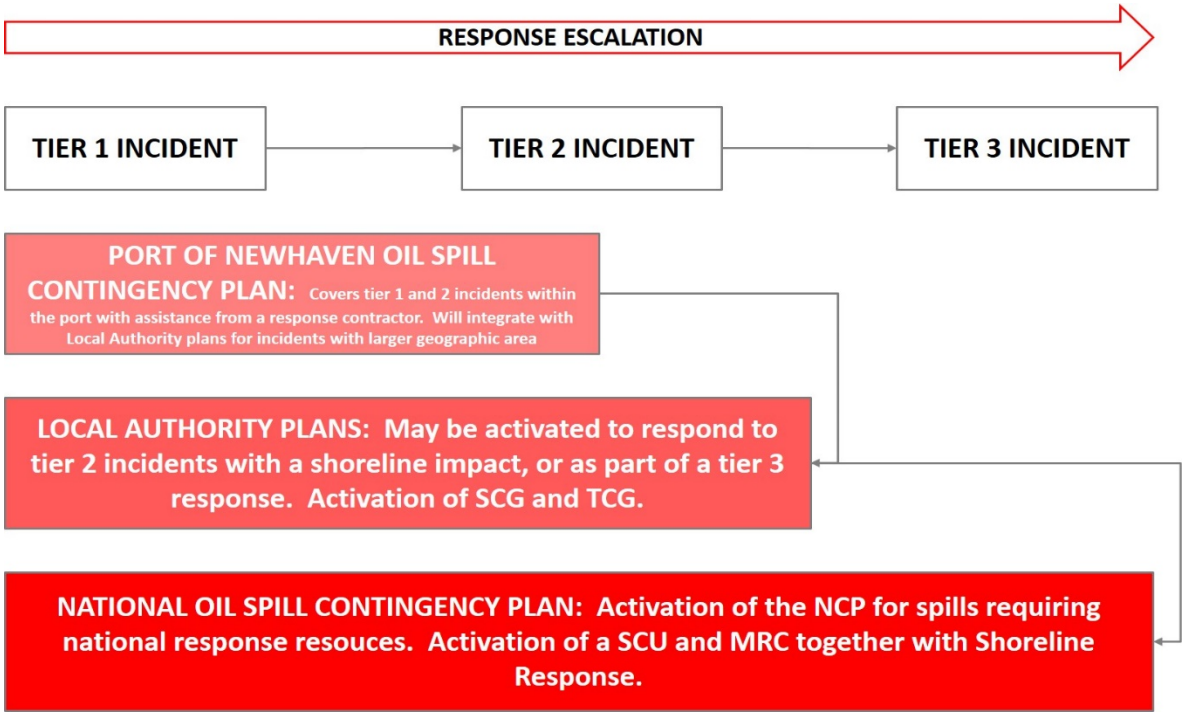
- **East Sussex County Council**: The East Sussex Coastal Pollution Plan
- **Lewes District Council**: Oil Pollution Plan

Local response planning is co-ordinated through the East Sussex Local Authorities Coastal Pollution Group, providing a good basis for co-operation should coastal clean-up be required at the Tier 2 or Tier 3 level.

National Contingency Plan

As a Party to the United Nations Convention on the Law of the Sea, the United Kingdom has an obligation to protect and preserve the marine environment. This National Contingency Plan (NCP) is one of the measures that the United Kingdom has taken to meet this obligation.

This plan provides a strategic and operational overview intended to inform Central Government Departments, Devolved Administrations, Local Authorities, Environmental Agencies, Port and Harbour Authorities and senior managers of response organisations - including those of industry.



KEY: - NCP (National Contingency Plan), SCU (Salvage Control Unit), MRC (Marine Response Centre)

Figure 1-2: Integration with other plans

1.7 Consultation

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

- Natural England (NE)
- Environment Agency (EA)
- Marine Management Organisation (MMO)
- East Sussex County Council (ESCC)
- Lewes District Council (LDC)
- UK Health Security Agency (UKHSA)

- Maritime & Coastguard Agency (MCA)

See Section 5.5 Appendix 5: Evidence of consultation for details of consultation/approval.

1.7.1 Statutory Body Jurisdiction

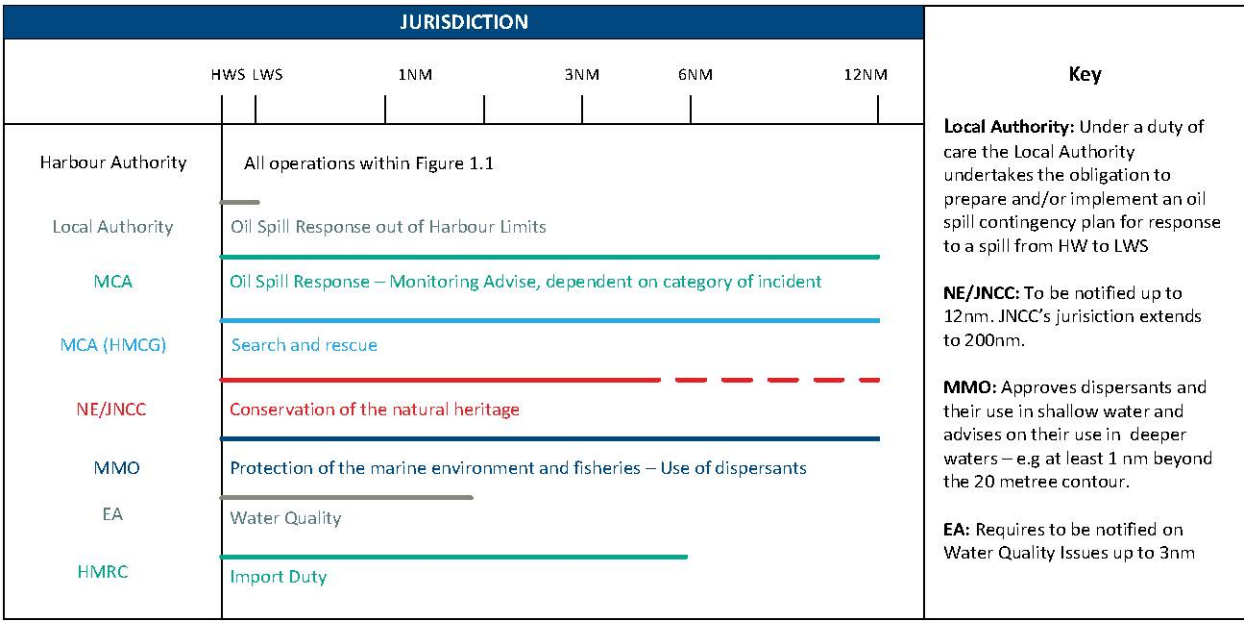


Figure 1-3 Statutory Body Jurisdiction

1.8 Port of Refuge

As well as obligations under the OPRC convention the UK also has obligations to meet the Safety of Life at Sea Convention (SOLAS) and to provide shelter for maritime casualties. Clearly it is difficult to plan for the reception of a casualty but in order to meet these requirements the MCA and SOSREP aim to have an assessment of potential refuges in all areas of the UK territorial waters.

SOSREP

The role of the SOSREP is to represent the Secretaries of State for Transport and Energy and Climate Change by removing or reducing the risk to safety, the environment and property arising from accidents involving ships. The intervention powers available to the SOSREP extend to United Kingdom territorial waters (12 nautical miles from the coast/baseline) for safety issues and in the UK EEZ for pollution from shipping related incidents.

The SOSREP is empowered to make crucial and often time-critical decisions, without delay and without recourse to higher authority, where such decisions are in the overriding United Kingdom public interest.

With respect to shipping incidents The SOSREP has the powers to:

- Intervene and issue direction: For purposes of preventing/reducing risk to safety or of pollution by a hazardous substance, including oil. Directions may be to take any action whatsoever, including destruction of a vessel.
- Require ships to be moved: For the purpose of securing safety of a ship, other ships, any persons or property, or reducing such risk. This may include directions that a ship is/is not to be moved from a specific place or over specific route, removing a ship from UK territorial waters.
- Give directions to persons in control of coastal land or premises: For purpose of removing or reducing a risk to safety or of pollution following an accident. This may include direction to grant access or facilities in relation to any ship including permitting persons to land, making facilities available for undertaking repairs or other works, making facilities available for the landing, storage and disposal or cargo or of other things.
- Establish a temporary exclusion zone: For purpose of preventing significant damage to persons or property or pollution or reducing such risk. Applies to ships wrecked, damaged or in distress.

For this purpose, the Port of Newhaven provides the information below in Table 1:1: Port of refuge data, Port of Newhaven.

Table 1:1: Port of refuge data, Port of Newhaven.

FACTOR	ASSESSMENT
Maximum draught	East Quay – 5m
Maximum length of vessel	112m
Navigational access around the area	Dredged to 6m in main channel, 5m at berth.
Nature of holder ground	Soft silt
Local tidal/current influences	Up and down river, normal is 3 knots maximum, but up to 6 knots following prolonged heavy rainfall.
Area shelter	Sheltered from SW through to NW
General population distribution in the area under considerations	Berth Area up to 300 persons. Town population of 13k (10k on west side of river and 3k on east side of river)
Amenity value of the area.	Seaford Bay to the east of the harbour is public amenity beach and popular with surfers and anglers.
Availability of harbour tugs and pilotage services	No harbour tugs, pilotage is available.
Availability of counter pollution equipment.	Tier 1 only

2 Strategy

2.1 Tiered Response

Oil spills will be categorised in accordance with the internationally recognised three-tier classification system, these are defined within the NCP and shown in Table 2:1 below. As a precaution spill tier should always be overestimated in order to ensure adequate resources are mobilised in a timely manner.

Table 2:1: Response tier classification as described in the NCP

Tier 1
Local (within the capability of one local authority, offshore installation operator or harbour authority).
Tier 2
Regional (beyond the capability of one local authority or requires additional contracted response from offshore operator or from ports or harbours)
Tier 3
National (requires national resources co-ordinated by the MCA for a shipping incident and the operator for an offshore installation incident)

In line with the reporting procedures in this plan, irrespective of spill size, all spills will be reported to HM Coastguard through a CG77 POLREP form. This form should be completed by the Duty Port Control Officer and approved by the Harbour Master, see section 4.7 for a copy of the CG77 POLREP.

2.2 Risk Assessment Summary

An oil spill risk assessment should provide the basis of oil spill contingency planning, and a detailed risk assessment has been undertaken for Newhaven Port. This is shown in full in Section 5 Appendix 1: Risk Assessment and summarised below in Table 2:2.

In carrying out this risk assessment the following assumptions were made:

- There are three ferry sailings per day in summer and two in winter
- Majority of ferry bunkering takes place in French ports, with occasional bunkering by road tanker or bunker barge.
- The RoRo Ferry has two main fuel tanks, port and starboard, with a maximum volume of 168m^3 as well as a wing tank, maximum volume 113m^3.

- Bunkering of cargo vessels or the ferry by bunker barge occurs only a few times per year.
- No bunkering of HFO occurs in the port, with the only risk of HFO spills coming from that carried in cargo ships or the barge itself.
- The port accommodates four crew transfer vessels to support wind farm operations.

Further information on operations within the port can be found in Section 5.1 Appendix 1: Risk Assessment

Table 2:2: Risk Assessment Summary

RA Ref:	Scenario	Worst Case Volume	Credible Volume	Probability/ Tier
1, 4,	**Bunkering** from road tanker: Bunkering RoRo Ferry or cargo vessels with MGO from road tanker	40 m^3 40,000litres	<2 m^3 2,000 litres	MODERATE Tier 1/2
2, 5, 10	**Collision** between two vessels (involving cargo or bunker barge) underway, or **contact** between a moored vessel (or structure) and one underway. Rupture of fuel tank leading to a spill of MGO.	200 m^3 200,000 litres	50 m^3 50,000 litres	MODERATE Tier 2
6, 9	**Collision** between two vessels (involving cargo or bunker barge) underway, or **contact** between a moored vessel (or structure) and one underway. Rupture of fuel tank leading to a spill of HFO.	200 m^3 200,000 litres	50 m^3 50,000 litres	MODERATE Tier 2/3
3, 7, 12	**Grounding** of RoRo Ferry, cargo vessel or bunker barge. Rupture of fuel/product tank leading to spill of MGO	200 m^3 200,000 litres	100 m^3 100,000 litres	LOW TIER 2
8, 11	**Grounding** of cargo vessel or bunker barge. Rupture of fuel/product tank leading to spill of HFO	100 m^3 100,000 litres	50 m^3 50,000 litres	LOW TIER 2
13	**Ship to ship bunkering.** Spill of MGO	40 m^3 40,000litres	<2 m^3 2,000 litres	LOW TIER 1/2

RA Ref:	Scenario	Worst Case Volume	Credible Volume	Probability/ Tier
14	Spill from **bulk fuel** storage. Loss of tank integrity, bund overcome.	50 m^3 50,000 litres	25 m^3 25,000 litres	MODERATE Tier 1/2
15	Spill from **filling of bulk storage** from road tanker.	5 m^3 5,000 litres	< 1 m^3 1,000 litres	LOW TIER 1
16	**Bunkering** from dockside storage – crew transfer, fishing, pleasure vessels.	10 m^3 10,000 litres	< 1 m^3 1,000 litres	LOW TIER 1
17	**Collision, contact, grounding** of crew fishing vessel, pleasure craft, crew transfer vessel. Loss of fuel tank.	10 m^3 10,000 litres	< 1 m^3 1,000 litres	LOW TIER 1
18	Spill of hydraulic oil from **ferry linkspan.**	1.5 m^3 1,500 litres	0.5 m^3 500 litres	LOW TIER 1/2
19	**Inherited** oil spill from unknown source, impacting port or land within port limits.	UNKNOWN	< 50 m^3 50,000 litres	MODERATE Tier 2/3

Using this risk assessment process, the most likely spills are those from bunkering operations whilst the worst-case scenarios would be spills of HFO as this is far more persistent in the marine environment.

This plan gives general guidance but also provides tactical response plans for key response scenarios, based on the risk namely:

- Bunkering RoRo Ferry from bunker barge leading to a small 20m^3 spill of MGO *(Section 3.12.1)*
- Spill from bulk storage of MGO on East Quay, approximately 25m^3. *(Section 3.12.2)*
- Collision between a fishing vessel and a cargo vessel coming into East Quay. Damage to fuel tank leading to a loss of approximately 50m^3 of HFO. *(Section 3.12.3)*

2.3 Weathering of Oil and Properties

2.3.1 Weathering of Oil

Oil spilled in the marine environment weathers in many different ways as demonstrated in Figure 2-1.

Understanding how oil weathers in the marine environment can assist in determining ecological, economic and social environments which are at risk and what response strategies to implement to minimise impact. The rate at which oil weathers can be affected greatly by the time of day, current weather and oil type.

Table 2:3 gives a description of each element of weathering and when it will be most active.

Figure 2-1 Diagram demonstrating the differing weathering processes oil undergoes in the marine environment. Diagram provided by JIP IPIECA

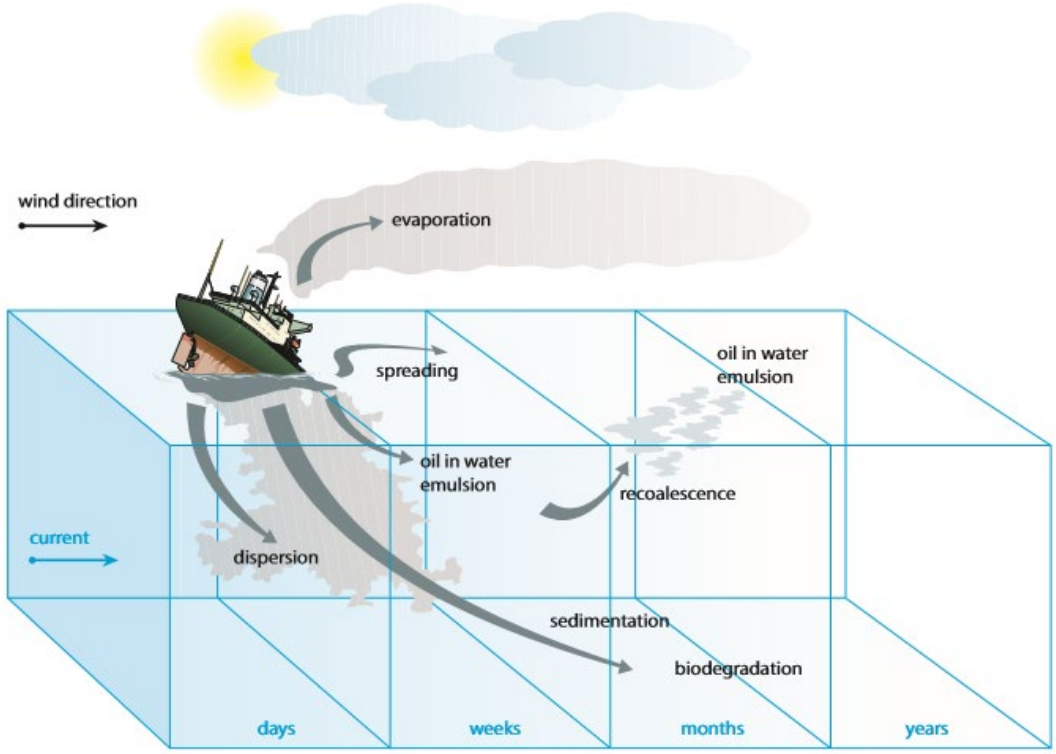


Table 2:3 Description of oil weathering processes: Information on weathering process abstracted for ITOPF Technical Paper 2

Process	Explanation
Spreading	As soon as oil is spilled, it immediately starts to spread over the sea surface. The rate at which this takes place is dependent on the viscosity of which in turn depends both on the composition and the ambient temperature. Low viscosity increases spreading.
Oxidation	Oils react with oxygen which may either lead to the formation of soluble products or persistent tars. This process is promoted by sunlight, but is very slow. The formation of tars is caused by the oxidation of thick layers of high viscosity oils or emulsions.
Evaporation	The more volatile components of an oil spill will evaporate once the oil is released in an open environment. The rate of evaporation will increase with spreading of the oil, high ambient temperatures and rough seas.
Emulsification	When oil and water combine to form emulsions, increasing the volume of pollutant factor by up to 3-4 times. This process is increased in turbulent seas with viscous oils which slows and delays other weathering processes and complicates response.
Dissolution	The rate and extent which the light factions of oil dissolve in the water column depends mostly on the presence of aromatic compounds. Dissolution is the least effective weathering process.
Dispersion	Waves and turbulence at the sea surface can cause some or all of a slick to break up into fragments and droplets ranging in size. The rate at which dispersion occurs is dependent upon the nature of the oil and sea state (light oil, low viscosity and rough seas)
Sedimentation	Dispersed oil droplets can interact with sediment particles and organic matter suspended in the water column so that the droplets become dense enough to slowly sink to the seabed.
Biodegradation	Sea water contains a range of marine micro-organisms capable of metabolising oil compounds degrading them into soluble compounds. Some compounds in oil are very resistant to attack and may not readily degrade.

2.3.2 Properties of Oil

When determining the appropriate response strategy, it is beneficial to have a basic knowledge on the characteristics and properties of the oil, *Table 2:4* highlights the key properties of the oils identified in the spill risk assessment.

Heavy Fuel Oil (HFO)	Specific Gravity: 0.92 – 1.02 g/cm^3
	Pour Point 10 – 25 °C
	Viscosity: High – Oil Dependant
	Heavy fuel oils are characterised by their viscous nature and persistence in the marine environment once spilt forming persistent emulsions. When released in the marine environment can persist for long periods of time, due to the high viscosity and pour point they are very difficult to pump. Trajectory modelling is difficult as its not influenced by the wind.
Marine Diesel Oil (MDO) aka Marine Gas Oil (MGO)	API Gravity: 30 – 37
	Pour Point: - 17 – 30 °C
	Viscosity: 3.4 @ 40 deg. C (cp)
	Marine diesel/gas oil contains a high proportion of lighter compounds increasing the concentration of product that will be susceptible to evaporation, which will be affected by the ambient temperatures of the environment and wind speed. Once spilt in the marine environment the split product will spread rapidly in the direction of the wind and current. Diesel is known to disperse into the water column where sedimentation may take place. Biological degradation of the spilt product is also known to take place.
Hydraulic Oil	API Gravity: < 35
	Pour Point: < 0 °C
	Viscosity: 79 – 86 cSt @ 20 °C
	Hydraulic oil flows easily and is easily dispersed if treated promptly. Emulsions can be formed which can greatly increase the oil viscosity as well as the total volume of oil while inhibiting all other natural weathering processes. This can remain persistent in the environment

Table 2:4 Properties of oil

2.4 Response Organisation

This section of the OSCP demonstrates and guides Newhaven Incident Management Team (IMT) in successfully establishing an Oil Spill Management Team (OMT) to effectively coordinate a spill response operation of any designated tier level.

Newhaven Port & Properties Ltd (NPP) response policy is **"if in doubt! – call them out"** allowing for prudent overreaction upon notification of an incident and the expansion of the IMT/OMT to include specialist support.

2.4.1 Newhaven Incident Management Team

Newhaven IMT comprises of the personnel identified in the Newhaven Harbour Emergency Plan, being the Harbour Master/Deputy as Main Controller, the Duty Officer as On Scene Commander, the Port Control Officer, the Oil Spill Coordinator with assistance from the finance and administration department, and Port Manager/CEO.

Action cards for each of these roles following a spill event can be found in section 3.6.

2.4.2 Oil Spill Management Team

Following the notification of a spill event Newhaven personnel will mobilise an Oil Spill Management Team (OMT). The team will consist of key personnel from Newhaven Incident Management Team and additional key persons depending on the severity of the incident, stakeholders concerned, and the requirement of specialist knowledge and resources.

The OMT will generally be established in the Incident Control Room (ICR) in the Ports Operations Office located at the southern end of the East Quay, see Figure 2.1. The objective of the OMT is be the command, control and communication unit to effectively and efficiently co-ordinate a spill response.

The OMT will be chaired by the Newhaven Harbour Master, or nominated Deputy, who has overall responsibility to conduct the spill response operations and for casualty/ salvage management within the port area of jurisdiction. Dependent on the severity of a tier 1 incident the OMT may be located at the incident and coordinated by an adequately trained on scene commander (OSC).

The OMT will be sufficiently scalable and adaptable throughout the duration of an incident response allowing situational changes.

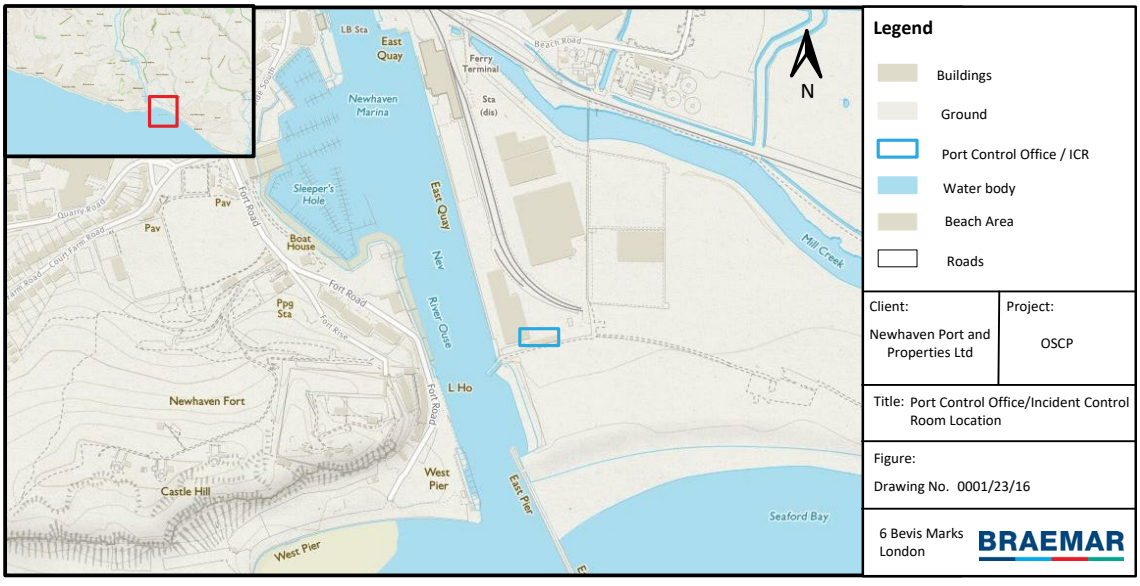
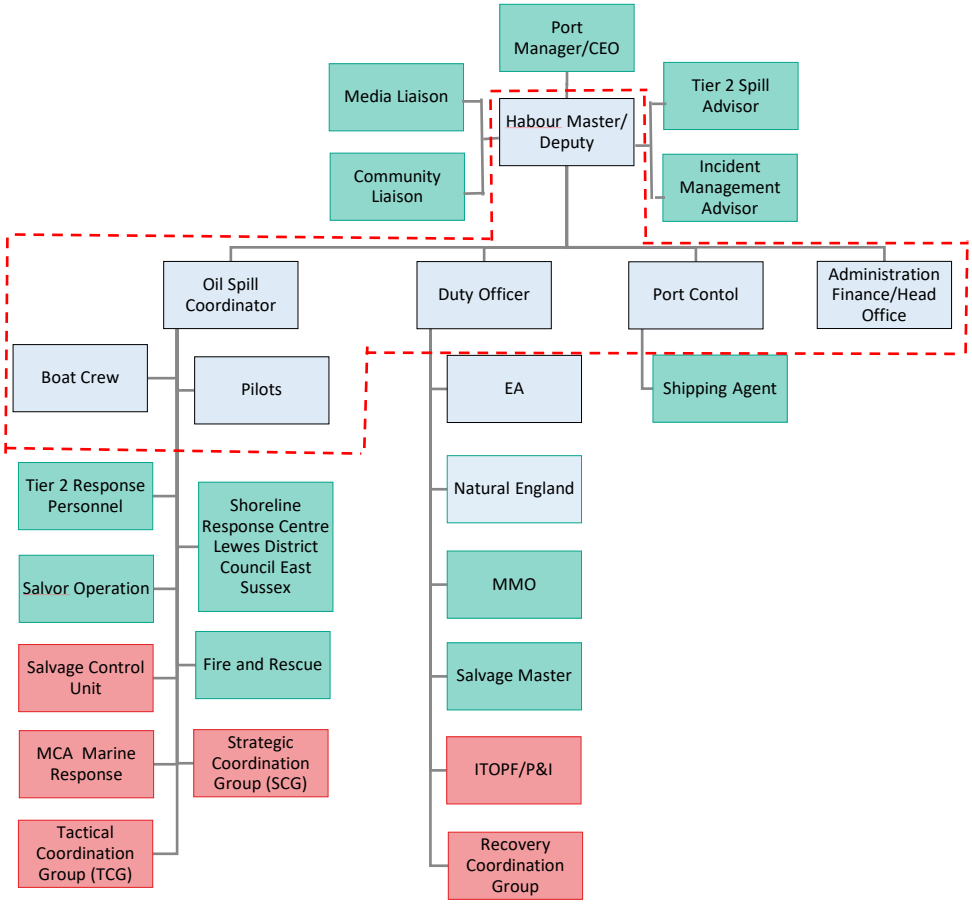


Figure 2-2: Location of the Incident Control Room

Newhaven Port OMT



NNP Incident Management Team.

Tier 1 -3	NNP Incident Management Team – The core personnel in the OMT and expected to be involved in a tier 1 -3 spill response. The EA & NE will provide information on environmental concerns and waste management.
Fire and Rescue	External organisations who will be actively involved in a spill response categorised as a tier 2 incident. The organisations within the OMT will be dependent on the incident, stakeholders concerned and area impacted
Tier 3	External organisations who will be actively involved in a spill categorised as a tier 3 incident. The organisations within the OMT will be dependent on the incident, stakeholders concerned and area impacted.

Figure 2-3: Newhaven Port OMT

2.4.3 OMT Tier 1 – 2

The Port of Newhaven's OMT within the first 12 hours of a response to a Tier 1 or 2 spill event will be as identified in Figure 2-4. The Incident Control Room Team will support the on scene tactical response by providing logistical support, planning and guidance whilst managing other elements of the communications such as local authorities, administration and media.

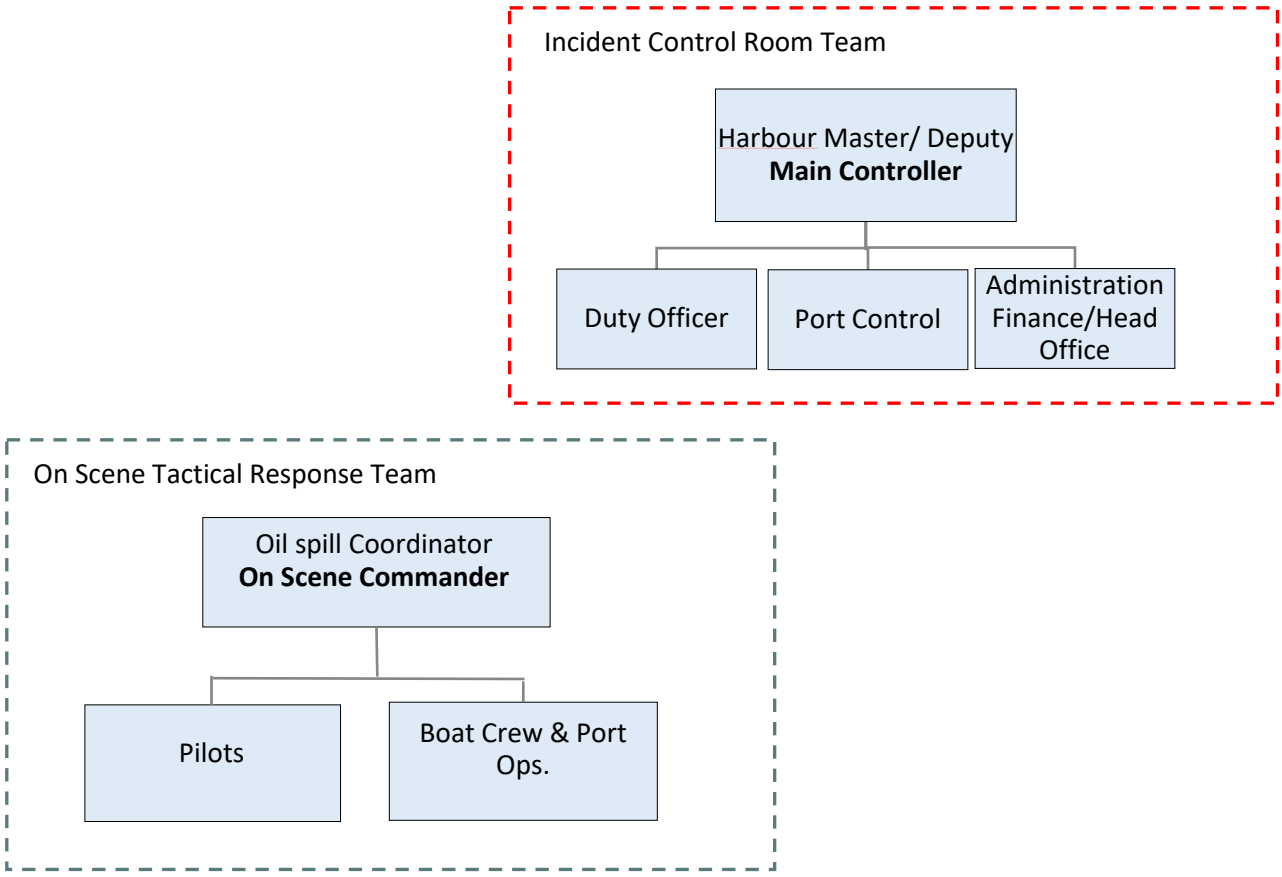


Figure 2-4 Tier 1 - 2 OMT Response Management

2.4.4 Tier 3 Response Arrangements

In the event of a tier 3 incident, and the activation of the NCP the spill will be managed by the MCA, together with the SOSREP if appropriate. This is likely to require the establishment of the incident management groups as follows:

Salvage Control Unit: During a shipping incident, the primary role of the Salvage Control Unit (SCU) is to monitor salvage operations and actions that are being taken and/or proposed relating to salvage activity and to ensure that such actions do not have an adverse effect on safety and the environment.

The SOSREP determines the requirement for a SCU taking into consideration the nature and scale of the incident. SOSREP can assume overall control of salvage operations before SCU is established.

Once the SCU has been established the SOSREP will resume overall control of salvage control unit.

The unit operates close to the incident site. For incidents at sea, the Joint Rescue Co-ordination Centre (JRCC) or other MCA facilities may be considered. The SCU could also be established in the port of Newhaven if required.

Marine Response Centre: The Marine Response Centre (MRC) considers and implements the most appropriate means to contain, disperse, and remove potential pollutants from the scene based on all the information available to them.

In almost all cases involving a national response, the MCA establishes a MRC at the most appropriate location. The Head of Counter Pollution and Salvage (CPS) Branch determines the need to establish a MRC for specific incidents and informs all other response cells of its location.

Shoreline Response: The Strategic (SCG) and Tactical Co-ordinating (TCG) Groups between them cover many of the functions previously carried out by the Shoreline Response Centre and may be established when pollution threatens the shoreline.

The SCG will normally be chaired by a senior police officer during the response phase although on occasions, particularly where there is no immediate threat to life, a senior local authority official. When established, it manages the overall onshore response strategy, dovetailing when appropriate with the 'at sea' response, develops the long-term plan, and the policy and direction of the response.

The Tactical Co-ordinating Groups usually comprise of the most senior officers of each agency committed within the area of operation and assume tactical command of the event or situation

In order to maintain consistency throughout the incident response, Newhaven will appoint a person to liaise with the groups. The SCG and/or TCG will be at the following locations as shown in the Local Authorities Plans:

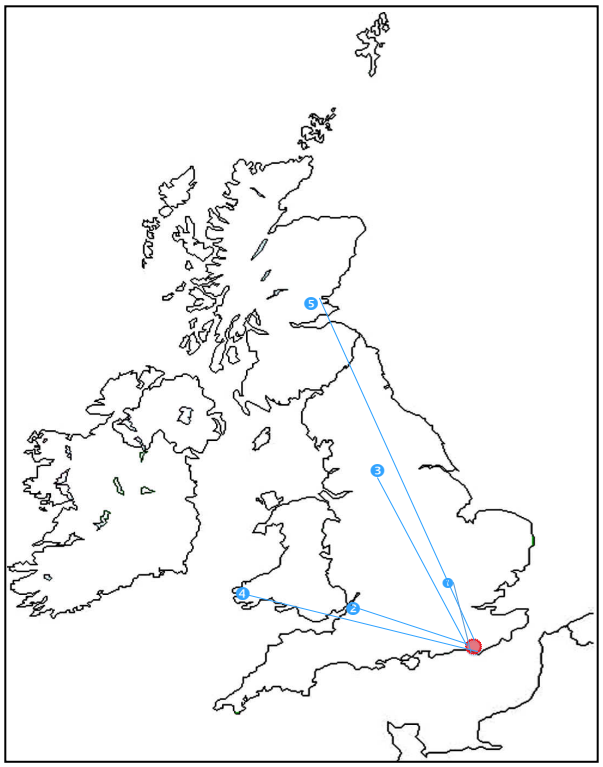
- St Marys House, ESCC Emergency Response Room, Eastbourne.
- Sussex Police HQ, Malling House, Lewes.

2.4.5 Tier 2 Response Provider

Tier 2 Membership with Ambipar Response entitles Newhaven Port to a range of services which includes access to a dedicated incident response organisation accredited to level 3 UKSpill and International Accreditation Association (ISAA) and compliant with the UK National Standard for Marine Oil Spill Response Organisations.

In terms of resilience, Ambipar Response has access to Ambipar Plc, accessing a greater network of specialist staff to support incident responses at all levels. Expertise available from Ambipar includes Marine Engineers, Salvage Masters, Naval Architects, Insurance Adjusters, Surveyors and Crisis/ Incident Response Advisors.

It is important to note that Ambipar Membership has a 'Tier 2 *plus*' policy, ensuring a response does not dry up onsite because resources have been expended. Any response for a member may use 30% of our resource stockpile, this level may be increased to 50% with approval from the Ambipar Response Board.



Seq	Base Location	Road Distance to NPP	Drive Time (normal traffic)
1	Harlow (Stansted)	97 miles	2hr, 30min
2	Bristol	177 miles	3hr, 35min
3	Barnsley	250 miles	5hr, 30min
4	Milford Haven	306 miles	5hr, 40min
5	Dundee	550 miles	9hr, 10min

Ambipar membership also entitles: -

- Access to the 24/7/365 Emergency number.
- Immediate expert telephone advice and guidance on response equipment and strategies.
- Support from Ambipar's Incident Management Team.
- Predetermined and exercised response and notification procedures.
- Mobilisation of the equipment in Section 4.3 within an hour of notification
- Response time within 6 hours of notification

Assess
Are additional Resources and Expertise Required?

Notify
Call 01202 635 558

Activate
Continual Advice
Onsite within 6 hours

Respond
Plan
Prioritise

Debrief
Identify
Learn

2.5 Waste Management Plan

Oil spills can potentially generate large quantities of waste and it is important this is handled correctly in order to minimise environmental impact.

In managing waste from oil spills Newhaven will follow the procedures show in Figure 2-5 below.

1. MINIMISE WASTE

- Pre clean areas, removing debris before it becomes oiled.
- Cover containment sites to prevent rainwater adding to the waste volume.
- Clean and re-use recovery equipment rather than discarding.
- Minimise the use of sorbents.
- Re-use PPE where possible.

2. PREVENT SECONDARY CONTAMINATION

- Regularly check pumps and hose connections for leaks.
- Ensure all storage is water tight to prevent leakage.
- Line and decontaminate all vehicles intended for waste transportation before leaving the site.
- Establish a traffic circulation plan for vehicles.
- Locate waste storage sites close to recovery equipment.
- Establish a suitable site set up which includes a decontamination zone.

3. SEGREGATE WASTE:

- Oily water
- Oil and organic sediments
- Oil and non-organic material
- Oil and organic debris
- Oil and oil spill products including sorbents
- Oil and PPE

4. STORE WASTE

- Local, regional and national legal regulations must be met
- Waste should be labelled with type and source of waste
- Waste sites should:
  - Be fenced off with controlled site access
  - Have good access and egress
  - Have suitable site set up to ensure that waste is separated and secondary contamination is minimised
  - Have useful and appropriate signage to reflect the site set up
- Storage containers should:
  - Be suitable for the waste type
  - Be water tight and lined with polyethylene sheeting to prevent oil leaching

Figure 2-5: Oil Spill Waste Management Procedures

Table 2:5 below shows the waste management contractors with current contracts with Newhaven Port, whilst Table 2:6 shows the categories of waste which may be produced during an oil spill response together with their European Waste Catalogue (EWC) Codes.

Table 2:5: Waste Management Contractors

WASTE TYPE	CONTRACTORS
General Non-Hazardous (Marpol Annex 5)	• Veolia Environmental Services – 0845 6060460 – www.veolia.co.uk • Greenacre Waste Services – 01273 600909 – www.greenacrewaste.co.uk
Hazardous Waste (Marpol Annex 3) – 24hrs notice.	• Veolia Environmental Services – 0845 6060460 – www.veolia.co.uk • CountyClean Group – 0800 171 2204 – www.countycleangroup.co.uk • Allied Waste Management Ltd – 01323 893344 www.alliedwastemanagement.co.uk • NGT Waste Services Ltd- 01273 494 001 – www.ngtwasteservices.co.uk
Bulk Oily Waste (Marpol Annex 1) and NLS (Marpol Annex 2) – 48hrs notice.	• CountyClean Group – 0800 171 2204 – www.countycleangroup.co.uk • Cleansing Service Group Ltd – 0800 011 6600 – www.csg.co.uk • Slicker Recycling Ltd – 0330 159 8325 – www.slickerrecycling.com • NGT Waste Services Ltd – 01273 494 001 – www.ngtwasteservices.co.uk • Hydro Cleansing Ltd – 0800 740 8888 – www.hydro-cleansing.com

Table 2:6: Oil spill waste categories

WASTE TYPE		EWC CODE
PIc	Recovered crude oil (not heavily contaminated)	EWC 05-01-05
	Water in oil emulsion – untreated	EWC 13-05-02
	Water in oil emulsion - treated with dispersant	EWC 19-11-03
	Thick weathered oil – lumps	EWC 05-01-08
	Semi-solid bunker oil	EWC 13-07-03
	Oil and sand mixtures	EWC 13-05-01
	Dry waste	EWC 15-02-02
	Oiled shingle	EWC 13-08-99
	Heavily oiled seaweed and other debris	EWC 13-08-99

2.6 Health and Safety Plan

In order to be in line with employers and employee duties under the Management of Health and Safety at work Regulations 1999 a site safety plan will be carried out prior to all oil spill clean-up activities. This includes:

1. A **risk assessment** to identify specific risks associated with oil spill response operations. A general oil spill response risk assessment has been completed as part of all health and safety risk assessments undertaken for port operations, see data section 4.5. The key risks identified are:
    - Working near water
    - Working from height
    - Movement of plant and machinery
    - Deployment and recovery of boom by boat
    - Inhalation of fumes
    - Contact with oil
    - Fatigue
    - Adverse weather conditions
    - Slips trips and falls.

This risk assessment should be available for all personnel prior to starting operation. Table 2.5 highlights the PPE and options available to reduce the risk of the hazard associated with oil spill response.

2. A **Site-Specific Health and Safety Plan**: This will capture specific site hazards and the requirements for PPE. It should then for the basis of a toolbox talk to be given by the site supervisor. A proforma can be found in data section 4.6.3 of this plan.

Table 2:7 identifies some of the hazards encountered when responding to an oil spill and the personal protective equipment (PPE) to reduce the risk.

Table 2:7 Oil Spill Response Hazards and Risk Reduction Measures

Hazard	Description	PPE
Weather	In the case of heat, work performance declines especially where the task requires coordination, alertness or vigilance. In cold wet conditions reduces comfort and increases distractions.	Correct clothing for the weather conditions, and supply appropriate welfare, warm drinks in wet cold conditions, and cold drinks in warmer humid conditions.
Toxicity **Oil and Dispersant**	Oil and Hazardous Noxious Substances can contain potentially harmful components. Toxic components can enter the body through inhalation, absorption and ingestion.	Ample supply of coveralls, gloves, boots and respirators. Brief responders on health and Safety measures and decontamination procedures. MSDS should also be checked before carrying out response.
Flammability/Fumes/ **Oxygen Displacement**	Whilst oil is fresh, care must be taken to exclude any potential sources of ignition as the volatile compounds evaporate. Volatile compounds may also be inhaled with potential to have detrimental effect on responder. Fumes of spilled oil can contain harmful compounds such as Benzene. The Fumes can also displace oxygen especially in confined spaces which can cause asphyxiation.	Gas detection monitors, gas monitoring schedule and log undertaken by trained personnel. Respirators given to responders until gas detection levels are deemed safe. Care must be taken to monitor Benzene concentrations in the air. See Appendix 2 for advice on Gas monitoring method. An industrial hygiene specialist may be required.
Slips Trips and Falls **Natural Environment/Recovery Vessel**	Spilt hydrocarbons can be slippery by their very nature. Shoreline areas and vessels where responses are carried out can also be very slippery areas.	A hazard identification and site safety briefing should be undertaken before an oil spill response commences. Which potential hazards fenced off and appropriate PPE supplied, life jackets, boots, climbing harnesses if required.
Manual Handling	Responding to a spill incident can be manually intensive requiring responders to lift waste and response equipment. Continuous and improper lifting of overweight items can lead to exhaustion and injury.	Gloves should be worn during lifting; loads should be assessed depending on weight, number of lifts posture, distance to be lifted and features of the load.
Open Water	Quay and vessel response operations will have open water concerns. Not preparing responders can result in loss of life in extreme cases	For vessel and quay response personal lifejackets should be worn at all times, for shoreline they should be worn within 10m of the shoreline, tide times should be noted.
Nature/Wildlife	Oiled wildlife can be can become complacent and aggressive. Responders also have to be aware of potentially aggressive animals which are known to attack.	Oiled wildlife should only be approached and captured by trained professionals. Responders should be made aware of potentially harmful wildlife in safety briefing and supplied with first aid kit and emergency contact numbers.
Heavy Plant **Waste recovery and transport**	Heavy Plant maybe required transport waste from shorelines and waste storage sites to treatment facilities. This can lead to increased risk of collisions.	Responders in the vicinity of heavy plant should be issued with high visibility clothing and hard hats. Waste storage sites should also have restricted access.

2.7 Media Response Plan

Oil spill incidents generally rouse public and media attention. In order that the incident response operations can be undertaken efficiently without hindrance from the media and also that the correct information is passed onto the public at the correct time, the following guidelines should be followed:

- Wherever possible, private UHF radio channels and telephones (either mobile or fixed) should be used as the primary means of incident communication

- All media enquiries should be directed to the Newhaven Port & Properties Ltd. Public Relations Officer, rather than to the Oil Spill Management Team. This allows the OMT to undertake their roles without interruption. The Newhaven Port & Properties Ltd. Public Relations Officer will then be able to pass on either approved information through the Media Holding Statement shown on the following page or details of press conference timings.

- A room should be set aside as a press reception area / press conference room. This room should be away from the incident room. The Port of Newhaven Administration Building has been identified for this purpose.

- The Oil Spill Co-ordinator and Harbour Master should pass on regular sitreps to the Newhaven Port & Properties Ltd. Public Relations Officer, who will then be able to formulate these into a Press Statement, using the form in Table 2:8.

- Under no circumstances should any person connected with the incident response speculate to the press as to the cause of the incident, nor comment on any aspect of the response operation. All enquiries should be directed towards the Newhaven Port & Properties Ltd. Public Relations Officer.

- Under no circumstances should any person connected with the incident response post details or photos of the incident to social media accounts.

The Public Relations Office will release a Media Holding Statement as soon as possible following the spill in order to be proactive and provide accurate information as soon as possible regarding the incident.

A holding statement template is as follows.

Table 2:8 Media Holding Statement

MEDIA STATEMENT

MEDIA STATEMENT		
Time:	Day:	Date:
At hours on , an oil spill has occurred at An estimated quantity of litres/tonnes of Diesel/Lube/Hydraulic/Other has been spilled **OR** The quantity of oil (state type) spilled is not yet known. The Harbour authority has initiated spill response measures and is investigating the cause.		
Next Press Statement will be issued when more information is available/will be issued at:		
All PRESS ENQUIRIES TO: TEL: Email:		

3 Action

3.1 Introduction

This section of the oil spill contingency plan is to aid the NPP OMT in efficiently and effectively responding to an oil spill incident.

3.2 Spill Assessment – checklist

Fast and effective assessment of the spill will be critical in ensuring that adequate resources are mobilised in a timely manner. The following checklist in Table 3:2 and Section 4.6.5 should be used by the Port Duty Officer/Harbour Master or delegated personnel to gather incident information and make an assessment of the incident. If tier 2 or 3 contractor called this information can be used as part of the initial incident briefing.

3.3 Notification and Callout Procedures

This section of the OSCP details the notification, call out and reporting procedures which should be followed in the event that a spill occurs within the NPP area of jurisdiction.

The initial notification process will be crucial in obtaining all necessary information to determine a response action plan, mobilise OMT and associated response personnel, and complete all necessary reporting procedures.

A series of checklists and flow diagrams are provided to help aid NPP staff through the initial internal call out procedures and external notification and reporting. Timely notification aids in decision making and consultation with the correct authorities.

3.3.1 Internal OMT Callout Procedure

The initial notification of a spill event is likely to be received at the Port Control, depending on the nature of the spill the NPP emergency response plan may be activated in conjunction with this document.

The call out procedure in Figure 3-1 highlights the key personnel within the OMT and their role within the call out procedure to ensure that all information gained is accurate and resources are deployed in a timely measure.

The action card in Section 3.6 should be referred to in conjunction with Figure 3-1 and Table 3:3

Table 3:1 Notification checklist

Tier	Organisation	Completion	Time Completed	Date Completed
1/2/3	Port Control	☐		
1/2/3	Newhaven Harbour Master	☐		
1/2/3	Newhaven Port Authority Management Team	☐		
1/2/3	HM Coastguard (Via CG77)	☐		
1/2/3	Environment Agency	☐		
1/2/3	Natural England (T1 by email/T2&3 by phone)	☐		
1/2/3	MMO Emergency/Duty Officer	☐		
2/3	Lewes District Council	☐		
2/3	East Sussex County Council	☐		
2/3	Police	☐		
2/3	Fire and Rescue Services	☐		
2/3	UK Health Security Agency (formally PHE)	☐		
2/3	Media representation	☐		

Table 3:2: Incident Assessment Checklist

Date/Time Completed: Completed By: Reviewed by:

Incident Characteristics	
Is the source of the spill known? Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is the oil type known? Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is the total quantity of oil known or estimated? Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
Prevailing wind and current conditions assessed Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
People	
Does the incident pose a risk to the public?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any people missing?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any fatalities?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any injuries?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are additional people needed to help with the response	☐ Yes ☐ No ☐ Don't know ☐ N/A
Environment	
Has there been a release of hydrocarbon product?	☐ Yes ☐ No ☐ Don't know ☐ N/A
- If yes, is the release continuing?	☐ Yes ☐ No ☐ Don't know ☐ N/A
- If yes, is the release contained?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is there a potential for the release of product?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there sensitive resources in the vicinity?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Assets	
Is property at risk?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Nature of risk:	☐ fire ☐ explosion ☐ security ☐ flood ☐ Other:
Are there 3rd party facilities at risk or involved?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Nature of risk to 3rd party facilities?	Define:
Reputation	
Is there potential for problems with regulators?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Will the incident generate public and / or media interest?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any legal issues?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any weather constraints?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any security issues?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any political sensitivities / issues?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is the incident escalating	☐ Yes ☐ No ☐ Don't know ☐ N/A
Approved & Reviewed by Harbour Master	

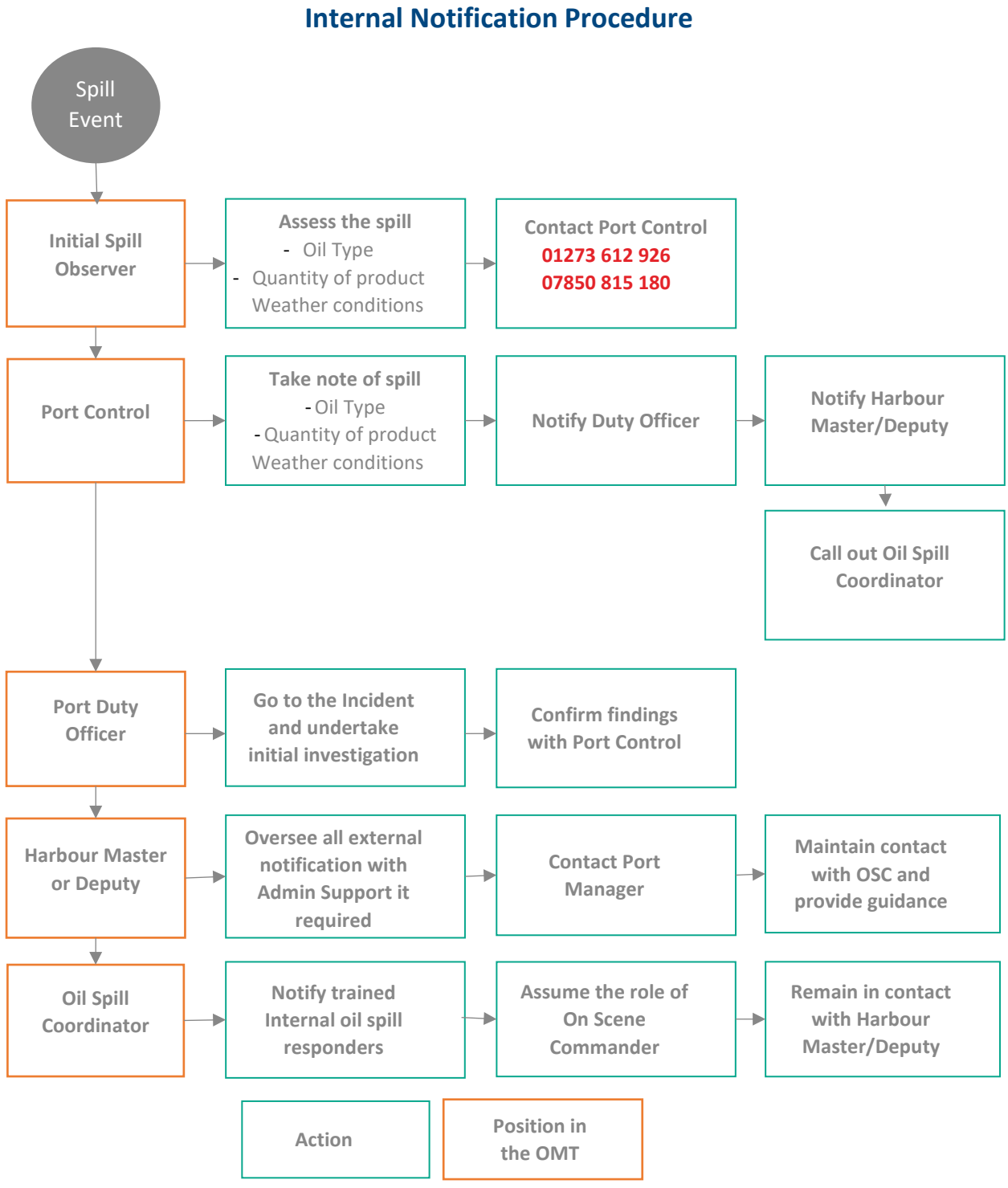


Figure 3-1: Internal Notification Procedure

3.3.2 External Notification Procedures

The extent of notifying and reporting to external organisations and authorities will be determined by the initial classification of the incident. Responsibility for external notification and the completion of POLREP CG77 rests with the Harbour Master (Main Controller), see section for the POLREP form 4.6.1.

NNP operate a "if in doubt! call them out" response policy allowing for prudent overreaction allowing for incident response operations to "get big quick" and minimising the time to respond and therefore impact on environmental and socioeconomic resources.

The checklist in Table 3:3 Notification checklist is to accompany the external notification flow diagram in Figure 3.2.

All forms requiring completion can be found within Section 4.6 of this document.

Table 3:3 Notification checklist

Tier	Organisation	Completion	Time Completed	Date Completed
1/2/3	HM Coastguard (Via CG77)	☐		
1/2/3	Environment Agency	☐		
1/2/3	MMO Emergency Number/Duty Officer	☐		
1/2/3	Natural England (T1-email/T2&3-phone)	☐		
2/3	Lewes District Council	☐		
2/3	East Sussex County Council	☐		
2/3	Police	☐		
2/3	Fire and Rescue Services	☐		
2/3	UK Health Security Agency (formally PHE)	☐		
2/3	Media representation	☐		

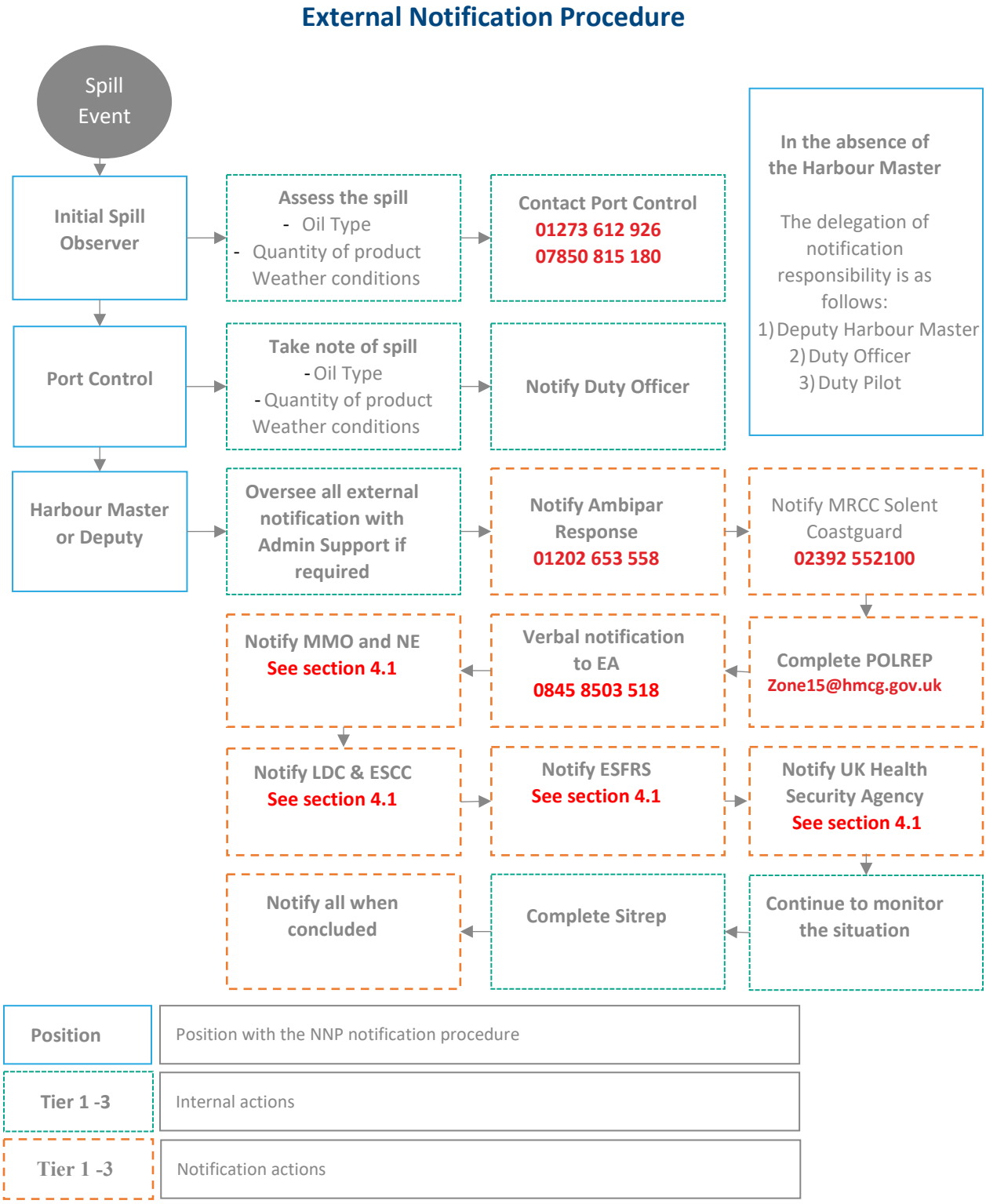


Figure 3-2: External Notification and Reporting

3.4 Reporting

In line with the procedures outlined above the Harbour Master or delegated Main Controller will complete and submit the POLREP.

In addition, it is important that an accurate record is kept of actions taken, equipment used and the progress made. To this end an incident log will be kept of all activity undertaken in the oil spill response. It will be the responsibility of the Main Controller or delegated person to maintain this, a form template is given in section 4.6.5 and to this end the On-Scene Commander or Main Controller will complete an Oil Spill Progress/Situation update report (Sitrep) report in section 4.6.4 at the end of each shift.

Each person involved in the spill is also required to complete and submit to the Main Controller or delegated member of the OMT, a personal log of actions and activities undertaken, a pro forma is given in section 4.6.7, however it is acknowledged that during emergency response activities these logs may be completed subsequently.

3.5 Communications Plan

The communication plan is outlined in Figure 3-3 Communication plan below

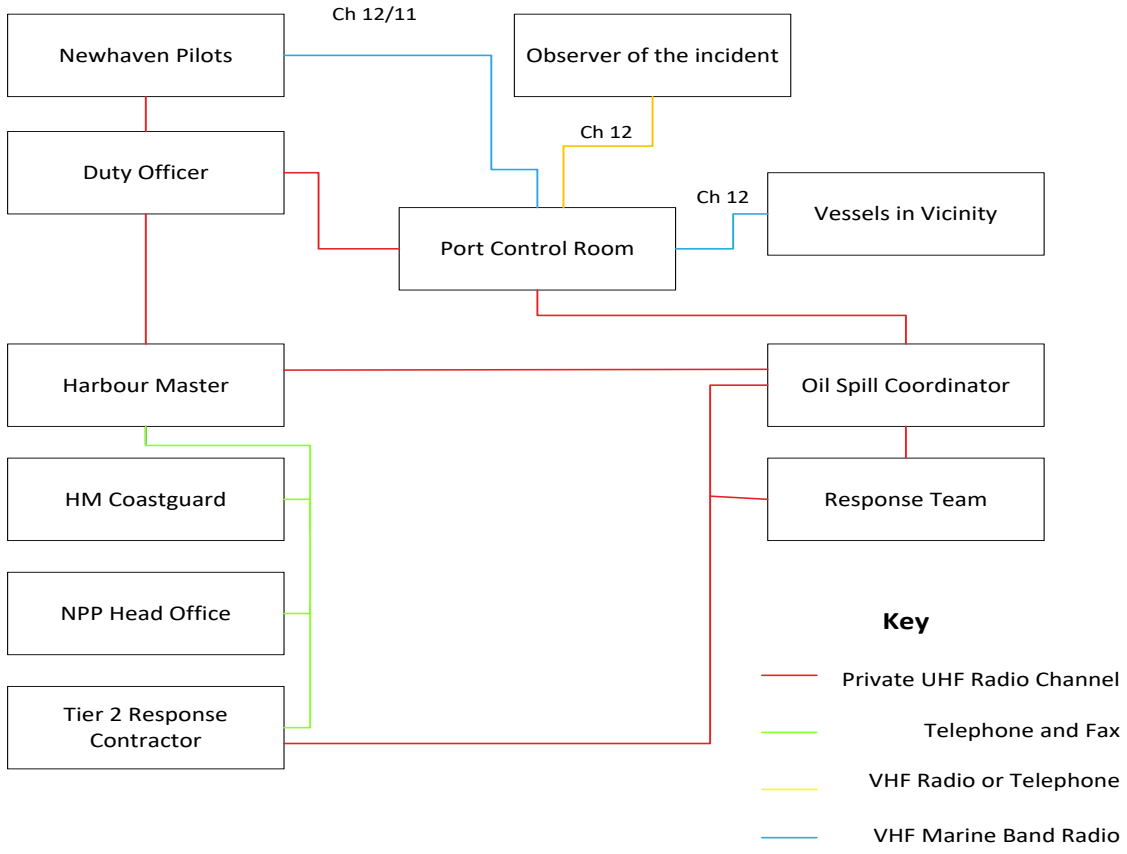


Figure 3-3 Communication plan

3.6 Action Cards

The following section contains action cards and checklists for various members of the Port of Newhaven Incident/Oil Management Team, to use during the initial six hours following a spill incident.

The action cards follow a methodical checklist style, in order that they effectively guide the person fulfilling the role through the actions that they are expected to take and also the responsibilities falling upon them during a spill response incident.

The action cards are intended to be used in conjunction with the notification/reporting flowcharts in section 3.3 and the response decision making flow charts in section 3.7.

The job cards are split into four sections:

- ***Alert*** - This section lists the different notifications that will be required, both internally and externally.
- ***Initial Actions*** - Those that will be required to be carried out immediately to initiate the response operation.
- ***Further Actions*** - Those that will be required to be carried out when the response operation is underway.
- ***Final Actions*** - Those that will be required to be completed before the response operation can be officially stood down.

Action Cards can be found for the following Positions:

- Port Control Officer
- Duty Officer
- Oil Spill Co-ordinator
- Harbour Master
- Administration & Finance Department

Port Control Officer				
Responsibilities	• Receive information / report of oil spill incident • Alert Port of Newhaven Incident/Oil Management Team • Maintain communication with all vessels in vicinity • Provide Logistical support to oil spill response operation. • Assist Harbour Master as required			
Step	**Actions**	**Additional Information**	**Response Notes**	**Time and date completed**
Alert	☐ Duty Officer ☐ Harbour Master ☐ Oil Spill Coordinator ☐ Pilot Boat Crew ☐ Duty Pilot	*Duty Officer to proceed to the scene of the incident if safe to do so and report to OMT.*		
Initial Actions	☐ Verify incident details ☐ Assign initial incident category (Tier 1, 2, 3) ☐ Use the incident assessment checklist at 4.7.5 ☐ Initiate Incident Log, see 4.7.6. ☐ Direct all vessel movements as necessary – activate red lights ☐ Request POLREP CG77 information if not obtained from oil spill assessment form. ☐ Prepare POLREP and Oil Spill Plan ready for Harbour Master. See 4.7.1	*Complete tier level determination in consultation with Port Duty Officer.* *When Administration section joins OMT/IMT handover responsibility of Incident Log.* *All hardcopies of Reporting forms can be found in Section 4.7 of the Oil Spill Contingency Plan.*		
Further Actions	☐ Brief Harbour Master and assist with communications ☐ Provide logistical support of the oil spill response operation. ☐ Initiate personal log (see 4.7.7)	*Provide a calm and clear brief to harbour master.*		
Final Actions	☐ Submit Incident Log and personal log to the Harbour Master ☐ Attend debrief ☐ Ensure all invoices and documentation are submitted to Administration support.	*Ensure all paperwork is legible*		

Duty Officer				
Responsibilities	• Carry Out Initial Investigation • Report back to Port Control with assessment • Gather evidence • Assist in calling out response staff • Meet external response teams and direct to scene • Assist Security in controlling Press and Public			
Step	**Actions**	**Additional Information**	**Response Notes**	**Time and date completed**
Alert	☐ Oil Spill Response Team			
Initial Actions	☐ Investigate at scene of spill ☐ Use the incident assessment checklist see 4.7.5 ☐ Report back to Port Control extent of spill and resources required ☐ Confirm Spillage has been stopped or attempt to stop spillage **IF SAFE TO DO SO** ☐ Assist in calling out Response Team ☐ Assist Harbour Master and Oil Spill Co-ordinator as required as planning section of IMT/OMT ☐ Investigate cause of the spillage and gain evidence – samples, photos, statements ☐ Initiate personal log (see 4.7.7)	*Complete tier level determination in consultation with Port Control Officer.* *Stop oil spill only if appropriate to do so without increasing the risk to cause harm to yourself and others.* *Oil spill guidance and root cause analysis investigation can be undertaken by Ambipar.*		
Further Actions	☐ Assist Harbour Master as required – Planning. ☐ Meet and liaise with arriving external response teams ☐ Assist Security in controlling the Press and Public ☐ Provide advice on response strategies.	*To gain additional information on response strategies in section 3.7*		
Final Actions	☐ Submit personal log to the Harbour Master ☐ Attend debrief	*Ensure all paperwork is legible*		

Oil Spill Co-ordinator				
Responsibilities	• Assume role of the On-scene Commander • Ensure the safety of NPP Response Personnel • Provide accurate information to the Harbour Master			
Step	**Actions**	**Additional Information**	**Response Notes**	**Time and date completed**
Alert	☐ Oil Spill Response Team			
Initial Actions	☐ Obtain incident information from Duty Officer, Port Control, Harbour Master ☐ Use the incident assessment checklist at 4.7.5 ☐ Verify/assist in calling Response Team ☐ Conduct Site Briefing to all response personnel, see 4.7.8 ☐ Issue the personal log checklists to all personnel see, 4.7.7 ☐ Issue PPE to response teams ☐ Direct response teams ☐ Provide accurate Sitrep to the Harbour Master ☐ Undertake oil spill response sampling (see Section5.3 STOp 4/2001) ☐ Initiate personal log see 4.7.7	*Stop Spill if appropriate to do so.* *Oil spill guidance and root cause analysis assistance can be undertaken by Ambipar.* *Use PPE - avoid contact with the oil*		
Further Actions	☐ Liaise with Ambipar Response Ltd Team Leader (Tier 2)	*To gain additional information on response strategies refer to section 3.7*		
Final Actions	☐ Submit personal log to the Harbour Master ☐ Demobilise response team ☐ Attend debrief ☐ Refurbish and Re-stock Oil Spill Equipment	*Ensure all paperwork is legible. Where possible try to reuse equipment and prevent secondary contamination (waste hierarchy)*		

Harbour Master				
Responsibilities	• Carry out External Notifications • Mobilise Ambipar Response Ltd • Approve Expenditure in absence of Port Manager • Convene Oil Spill Management Team / Silver Command			
Step	**Actions**	**Additional Information**	**Response Notes**	**Time and date completed**
Alert	☐ HM Coastguard ☐ Ambipar Response Ltd ☐ Environment Agency ☐ Natural England ☐ MMO Duty Officer ☐ ESCC and LDC ☐ ESFRS and SUSPOL ☐ UK Health Security Agency	*If large incident delegate some responsibilities to other members of the OMT.*		
Initial Actions	☐ Proceed to Incident Room ☐ Complete and Submit CG77, see 4.7.1 ☐ Mobilise Ambipar Response Ltd	*It is better to overreact with prudence than under react.*		
Further Actions	☐ Make further Notifications ☐ Convene Oil Spill Management Team meeting/Silver Command – use Briefing Checklist at 4.7.8. ☐ Liaise with Environment Group ☐ Ensure Insurance and Loss Adjusters informed – liaise with Port Manager	*Set Specific, Measurable, achievable, Relevant, Timely (SMART) objects. Six objectives are achievable.* *Environmental Groups are sometimes set up for Tier 2 incidents when other cells such as MRCs and SCUs are not established. Environment Group may be 'remote'*		
Final Actions	☐ Notify end of incident ☐ Collate Personal Logs ☐ Attend debrief ☐ Produce report of incident ☐ Amend Contingency Plan as required			

Port Manager				
Responsibilities	• Inform The Board of Directors • Prepare and issue Press Holding Statement • Approve Expenditure • Assist Harbour Master as required • Organise Admin Dept. to assist with the Press and Public • Notify the Insurance and Loss Adjuster			
Step	**Actions**	**Additional Information**	**Response Notes**	**Time and date completed**
Alert	☐ The Board of Directors			
Initial Actions	☐ Proceed to Incident Control Room for Sitrep ☐ Advise The Board ☐ Prepare and issue Press holding statement ☐ Advise Insurance/Loss Adjusters			
Further Actions	☐ Make further Press releases ☐ Liaise with LDC, ESCC, SUSPOL Press Officers ☐ Approve expenditure ☐ Assist Harbour Master as required ☐ Keep personal log			
Final Actions	☐ Notify The Board at end of incident ☐ Issue closing press release ☐ Update Insurance/Loss Adjusters ☐ Attend debrief ☐ Submit personal log to Harbour Master			

Port Administration & Finance Department				
Responsibilities	• Assist the Port Manager as required • Assist the Harbour Master as required			
Step	**Actions**	**Additional Information**	**Response Notes**	**Time and date completed**
Alert	☐ None			
Initial Actions	☐ Report to Port Manager / Harbour Master for instructions ☐ Assist with Press releases and dealing with the Public ☐ Assist with advising Insurance/Loss Adjuster			
Further Actions	☐ Assist Harbour Master if required ☐ Arrange for welfare of response teams ☐ Arrange for supply of extra equipment ☐ Keep financial/expenditure log ☐ Keep personal log	*Ensure all logs are kept up to date and ensure an incident specific folder is created which captures all paperwork, photographs and expenditure.*		
Final Actions	☐ Assist with closing press release ☐ Attend debrief ☐ Submit personal log to Harbour Master			

3.7 Response Strategy Selection

Every oil spill incident is different in terms of the type of oil spilled, volume, location, time of day, weather and sea conditions. NPP's preferred response strategy is that which does not put people in danger and causes minimal impact to environmental and socioeconomic resources.

This flowchart, Figure 3-4 should be used to guide response strategy selection. An outline of each of the response options is also given below.

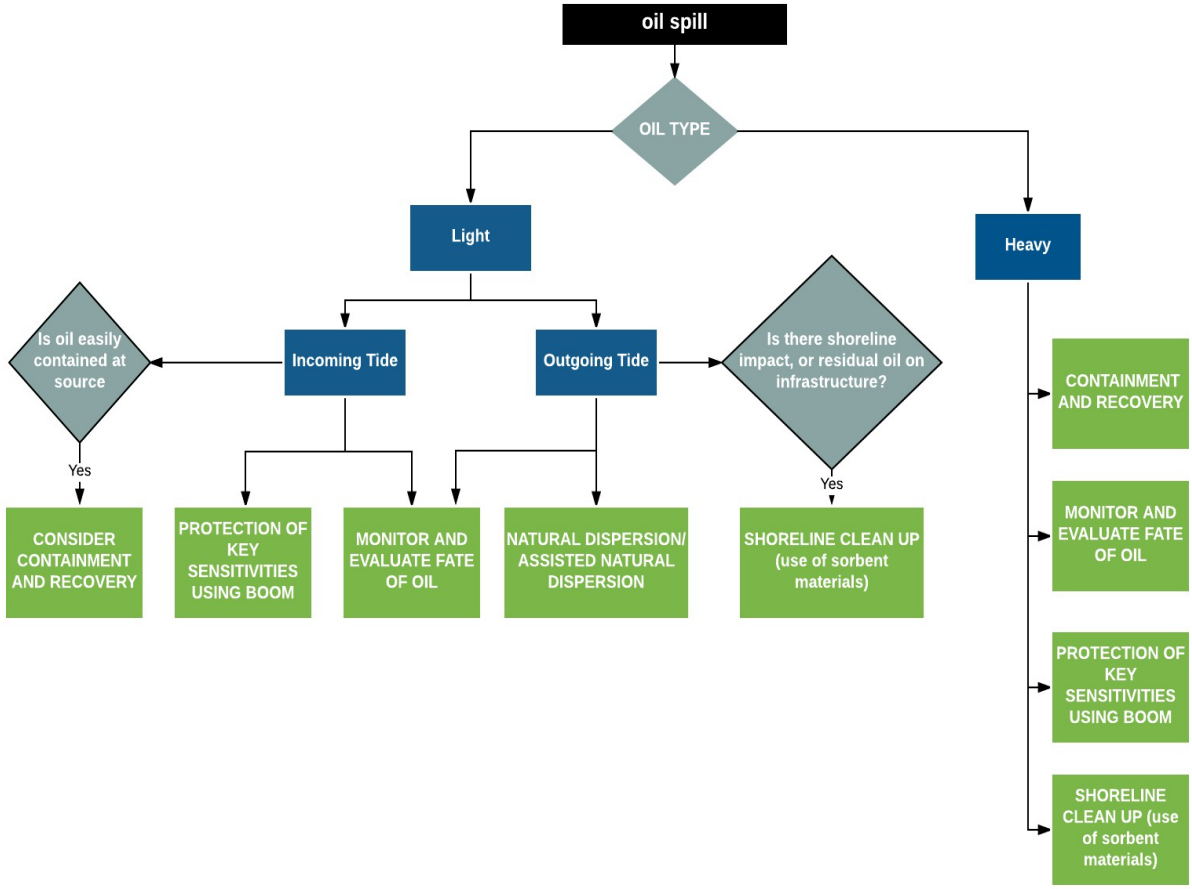


Figure 3-4 Response Strategy Selection Flowchart

- **Monitor and Evaluate:** This response strategy is used where the spilled oil is inaccessible, where a recovery operation may cause more damage to the environment than merely leaving the oil alone and allowing nature to take its course, or if there is no real physical need to mount an active response as the oil is likely to evaporate or disperse quickly. If this strategy is employed, it is essential that the oil spill is regularly monitored and that alternative strategies can be employed if the oil begins to move to another area, where this strategy may be unacceptable.
- **Protection and Deflection Booming:** If particularly sensitive areas are under threat, it is sometimes possible to place booms, strategically positioned to deflect the oil away from the area. If this strategy is employed, care should be taken on deciding where to place the booms and their configuration. It should only be undertaken by trained personnel, otherwise there is a grave risk that the boom will fail.
- **Containment Booming:** In some circumstances, particularly larger spills of persistent oils, it may be possible to use booms to contain oil close to source. This is desirable as it may limit the overall impact of the spill.
- **Recovery of Oil:** Oil may be recovered from the water using a number of different recovery devices or sorbent materials. Equipment available within the port, or through the tier 2 contractor is given in Section 4.3 List of Tier 2 Resources.
- **Assisted Natural Dispersion:** The weathering of spilt product can be increased by physically breaking up the oil increasing the dispersion and following biodegradation and sedimentation. This action can be undertaken by propeller washing and high pressure high volume water spraying.

Table 3:4 lists each response in terms of priority and availability to undertake depending on oil type. The table is to act as guide in selecting an appropriate response strategy.

Table 3:4 Response Strategy guide

STRATEGY (if safe)	II	III	IV
Observe Safety Precautions	R	R	R
Monitor and Evaluate	R	R	R
Sorbent Recovery	F	F	X
Physical Energy	R	F	X
Containment and Recovery	R	R	R
Chemical Dispersion	X	R	X

KEY		OIL GROUP INDEX	
R	Recommended - preferred option	II	Diesel, Crudes (non-persistent)
F	Feasible, but not preferred option	III	Utility oils, (persistent)
X	Not recommended - either not feasible or has significant adverse effects	IV	Heavy Fuel Oil, Tar

3.8 Oil Released Quantification

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

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

Table 3:5 Oil Appearance Colour Chart

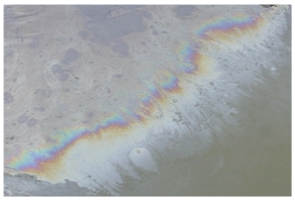
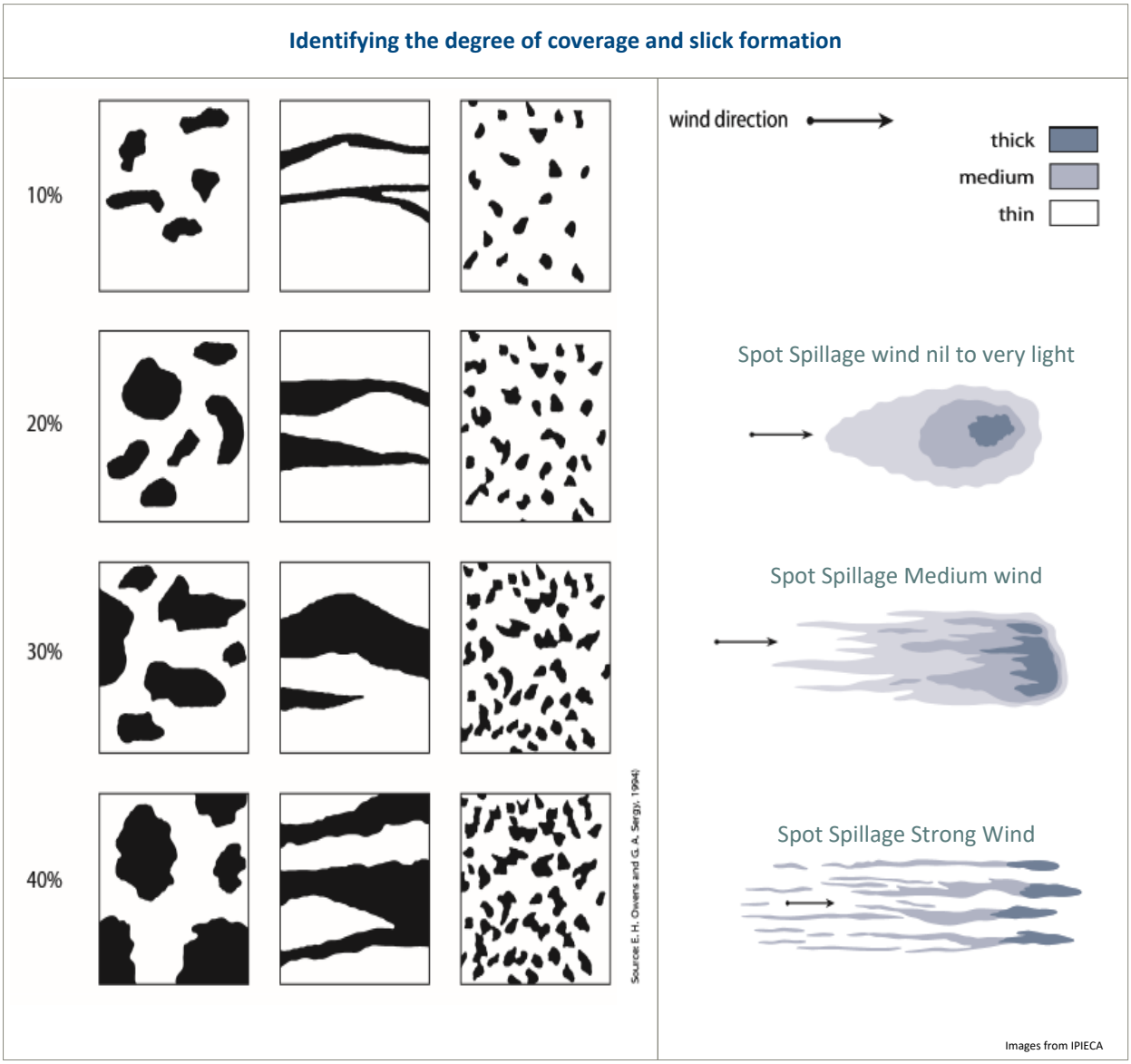
APPEARANCE	CODE	LAYER THICKNESS (µm)	DESCRIPTION
	1 Oil Sheen Silvery Grey	0.04 – 0.30	The very thin films of oil reflect the incoming light slightly better than the surrounding water and can therefore be observed as a silvery or grey sheen. Above a certain height or angle of view the observed film may disappear.
	2 Oil Sheen Rainbow	0.30 – 5.0	The rainbow appearance is caused by an optical effect independent of the oil type. Depending on the angle of view and layer thickness, the distinctive colours will be diffuse or very bright.
	3 Oil Sheen Metallic	5.0 - 50	Although a range of colours can be observed, (blue, purple, red and greenish) the apparent colour is not caused by the interference of light or by the true colour of the oil.
	4 Discontinuous True Colours	50 - 200	For oil slicks thicker than 50 µm the true colour will gradually dominate the colour that is observed. Brown oils will appear brown, black oils will appear black. The broken nature of the colour is due to thinner areas of oil.
	5 Continuous true oil colour	> 200	The true colour of the oil is more dominate throughout the surface of the spilled oil.

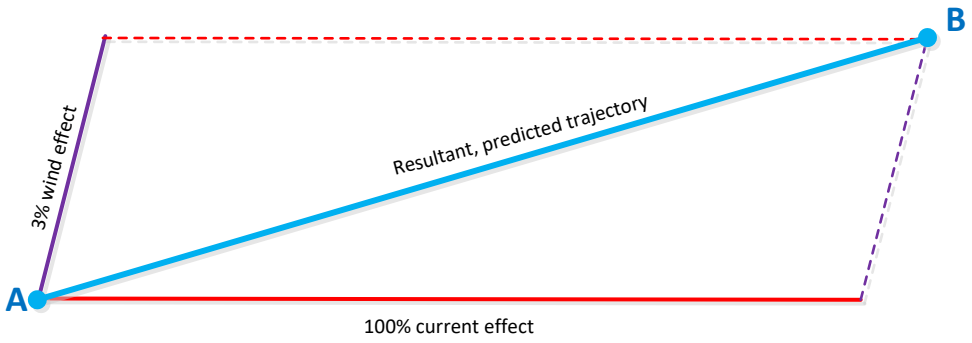
Figure 3-5: Identifying degree of coverage and slick formation



3.9 Plotting of oil Movement

3.9.1 Vector Calculation

Oil moves as a function of current and wind. The current has a 100% influence, the wind has a 3% influence.



- Obtain information on tides and direction/speed of current and wind. Oil moves on the water surface at 100% of the current/tide and 3% of the wind as per the figure above.
- Using the information on current and wind, predict the trajectory and speed of movement of the spill.
- Draw the slick on a chart (or map) with co-ordinates, showing present position and predicted direction of movement.
- Once the size and movement of the spill are known it is possible for the OSC to assess the potential danger to people, resources and nearby installations and if necessary to set safety exclusion zones.

3.9.2 Computer Spill Models

Stochastic simulations predict the most probable path and transport rates for released oil from the source using historical wind data. It can also predict a time for the fastest transport of oil from an offshore release point to the shoreline.

If required, modelling can be commissioned to support a major incident response.

3.10 Sampling Spilt Oil

Samples of the spilt oil should be taken as soon as possible before the oil has weathered. These samples may be required as evidence in legal proceedings. Ensure appropriate PPE is worn to protect from contact with eyes, skin, and inhalation of fumes. Refer to the H&S risk assessment (section 4.6).

Oil spill samples can help identify the source of the oil slick therefore determining if culprit responsible for the spilt oil. Table 3:6 Oil sampling guidelines demonstrates good practice oil spill sampling guidelines this should be used in conjunction with Appendix 3: Oil Pollution Sample – Standard Form (From STOp 4/2001.

Table 3:6 Oil sampling guidelines

Oil Sampling Guide	
Action	**Notes**
1) The sample should be taken in a clean glass container	Metal and plastic containers interfere with the quality of the sample and affect the analysis.
2) Care should be taken to sample the oil only. At least 3 samples should be taken.	Sampling may be done in a variety of ways: • If the oil is sufficiently thick it should be possible to carefully skim the oil from the sea surface using a bucket or similar receptacle; more than one pass may be required to achieve a sample of sufficient size; carefully transfer oil from the bucket into a clean glass jar • Where oil is very thin an absorbent pad could be used, the contaminated pad should be then placed in a sealed container.
3) Sample jars should be labelled with time and date, as daily samples may be required throughout the response	Make sure labelling is clear and written with a permanent marker. It is also beneficial to retain one sample.
4) Carefully Store samples	Samples should be preferable stored in a cool refrigerated, secure location with correct labelling.
5) Complete accompanying lab documentation	Become familiar with the lab documentation by completing chain of custody forms and ensuring hand writing is legible.

3.11 Use of Dispersants

The use of dispersants can be an effective method of combating oil spills. The use of dispersants is strictly controlled and conditions are imposed on their use. Due to the oil types that are likely to be spilt in the Port of Newhaven they do not currently have any approval for use of dispersants. However, the following is given as an overview and for reference.

Approval from the Marine Management Organisation (MMO) must be sought prior to dispersant use. The MMO will consider all the relevant implications associated with dispersant and formally approve any use as stated in the MMO Marine Pollution Contingency Plan. In order to obtain approval a telephone call should be made to one of the MMO see below and Section 4.1 Contact Directory.

MMO Emergency Phone: 0300 200 2024 or 07770 977825

MMO Dispersant Email: dispersants@marinemanagement.org.uk

Defra Duty Office (24hr): 0345 051 8486 (for use during an incident if no answer from the MMO).

https://www.gov.uk/government/publications/marine-pollution-contingency-plan

The MMO official who takes the call will require certain key items of information so that an informed decision can be taken on whether use of the product is appropriate. Information which may be useful to provide is give in Section 5.4 Appendix 4: MMO Dispersant Application Information of this plan, as much information as possible should be provided. Note that if no answer from the MMO, call the DEFRA Duty office.

The MMO official will then need to consult colleagues with fisheries and scientific expertise and Centre for Environment, Fisheries and Aquaculture Science (Cefas), Environment Agency and Natural England (NE), before he or she can confirm that approval has been given.

If the spill is a small one at a location with no environmental fisheries sensitivities, approval may only take 20 minutes. Other spills approval will still normally be given within an hour. A formal record of the approval will then be sent by email to confirm MMO's verbal agreement. If MMO decides not to approve the use of the product, the reasons for this will be explained and other option discussed.

Once you have completed your response to the oil spill, MMO will require a report on any use of oil treatment products that was deployed.

3.12 Tactical Response Plans

In line with the risk assessment undertaken as part of the planning process, a number of specific tactical response plans have been developed for the port. These plans cover key response scenarios identified as part of the risk assessment, namely:

- Bunkering RoRo Ferry from Bunker barge leading to a small 20m^3 spill of MGO (See 3.12.1)
- Spill due to loss of integrity of a bulk oil storage tank on East Quay, spill of approximately 25m^3 of MGO (see 3.12.2)

- Collision between a Cargo Vessel on East Quay and a fishing vessel or Crew transfer vessel. Spill of approximately 20m^3 of HFO. (See 3.12.3)

These scenarios represent most likely scenarios as well as a worst case scenario.

3.12.1 Tactical Response Plan 1:

SCENARIO: Bunkering RoRo Ferry from bunker barge leading to a small 20m³ spill of MGO	**REF: TRP 1**

INITIAL ACTIONS

On-Scene Commander, or senior person on site to ENSURE:	**Port Control:**
☐ Port control is notified as soon as possible. ☐ All personnel in the area of the spill are accounted for. ☐ Spill source is controlled if safe to do so.	☐ Switch on recording equipment ☐ Record details of spill reporter – name and contact ☐ Record details of spill – source, description of circumstances, weather for POLREP ☐ Locate spill on cameras ☐ Activate 3 flashing reds on signal lights ☐ Make notifications - Section 3.3, but as a minimum, Duty Officer, Oil Spill Co-ordinator, Harbour Master ☐ Stop all movements of vessels in the harbor ☐ Commence call out of spill team as instructed and await further instruction.

RESPONSE STRATEGY

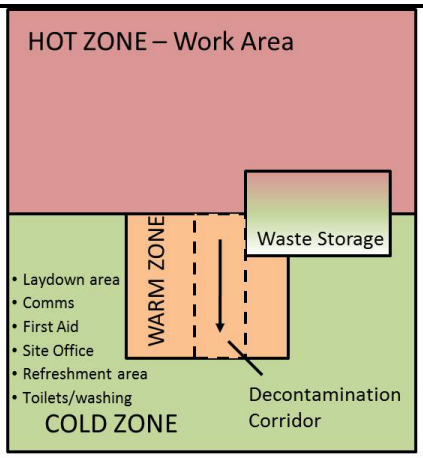
Overview: MGO is a relatively light product that is likely to evaporate readily once released, in addition given reasonable water agitation it will rapidly disperse into the water column. Response strategy should aim to promote these properties, however in a confined area, such as a port, consideration should be given to the toxic elements of this non-persistent oil and therefore sensitive areas should be protected.

Protection Booming	**Monitor & Evaluate**	**Containment & Recovery**	**Secondary Clean-up**
On an incoming tide spur booms should be deployed as soon as possible upstream to prevent wherever possible movement of the oil. Booms should also be used to protect the marina opposite.	On an out going tide the primary response will be to monitor the movement of oil and promote where possible evaporation and natural dispersion of the oil. Monitoring should continue until the oil is no longer detectable.	If sufficient quantities, or the oil is not readily dispersing the it may be possible to use booms to contain the oil and recovery using oleophillic skimmers or sorbent materials.	Sorbent materials may be used to clean specific areas where residues remain. This will primarily be to prevent remobilisation.

RESOURCES AVAILABLE

• 325m Fence Boom & harbour vessels • 55 x 3m Absorbent Boom	• Pilot boats • Fishing vessels • Crew transfer vessels	• 3 x 200m Rolled absorbent. • Rolled Absorbent	

SITE SET UP



SITE ENTRANCE

In the event of all spills the spill site should be secured and the various 'zones' established. This should be done as soon as possible, control of the site in this way will ensure the safety of all personnel and prevent secondary contamination.

SAFETY

SAFETY IS ALWAYS THE PRIMARY OBJECTIVE

- Vapours likely to be present for the first 6-12 hours.
- No oil should come in contact with the skin and the correct PPE should be worn at all times.
- ALL spark risks should be kept away from the spill.
- A full safety brief should be given to all responders before entering the spill site, refer to oil spill operations risk assessment.
- First aid should be nearby.

WASTE MANAGEMENT

- **Minimise**: Use sorbents sparingly, minimise use of PPE, monitor & evaluate.
- **Prevent secondary contamination:** Seal & cover storage containers, effective site control.
- **Segregate Waste:** Non oily waste, oily water, oiled organice debris, other oiled material

3.12.2 Tactical Response Plan 2

SCENARIO: Spill from bulk storage of MGO on East Quay, approximately 25m³.	**REF:** TRP 2

INITIAL ACTIONS

On-Scene Commander, or senior person on site to ENSURE:	**Port Control:**
☐ Port control is notified as soon as possible. ☐ All personnel in the area of the spill are accounted for. ☐ Spill source is controlled if safe to do so.	☐ Switch on recording equipment ☐ Record details of spill reporter – name and contact ☐ Record details of spill – source, description of circumstances, weather for POLREP ☐ Locate spill on cameras ☐ Activate 3 flashing reds on signal lights ☐ Make notifications - section 3.3, but as a minimum, Duty Officer, Oil Spill Co-ordinator, Harbour Master ☐ Stop all movements of vessels in the harbor ☐ Commence call out of spill team as instructed and await further instruction.

RESPONSE STRATEGY

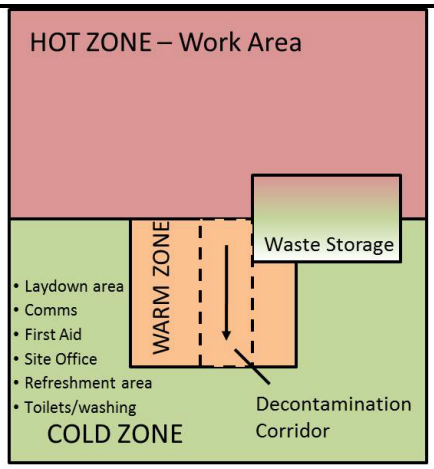
Overview: MGO is a relatively light product that is likely to evaporate readily once released, in addition given reasonable water agitation it will rapidly disperse into the water column. Response strategy should aim to promote these properties, however in a confined area, such as a port, consideration should be given to the toxic elements of this non-persistent oil and therefore sensitive areas should be protected.

Protection Booming	**Monitor & Evaluate**	**Containment & Recovery**	**Secondary Clean-up**
On an incoming tide spur booms should be deployed as soon as possible upstream to prevent wherever possible movement of the oil. Booms should also be used to protect the marina opposite.	On an outgoing tide the primary response will be to monitor the movement of oil and promote where possible evaporation and natural dispersion of the oil. Monitoring should continue until the oil is no longer detectable.	If sufficient quantities, or the oil is not readily dispersing the it may be possible to use booms to contain the oil and recovery using oleophillic skimmers or sorbent materials.	Sorbent materials may be used to clean specific areas where residues remain. This will primarily be to prevent remobilisation.

TIER 1 RESOURCES AVAILABLE

• 325m Fence Boom & harbour vessels • 55 x 3m Absorbent Boom	• Pilot boats • Fishing vessels • Crew transfer vessels	• 3 x 200m Rolled absorbent. • Rolled Absorbent	

SITE SET UP



SITE ENTRANCE

In the event of all spills the spill site should be secured and the various 'zones' established. This should be done as soon as possible, control of the site in this way will ensure the safety of all personnel and prevent secondary contamination.

SAFETY

SAFETY IS ALWAYS THE PRIMARY OBJECTIVE

- Vapours likely to be present for the first 6-12 hours.
- No oil should come in contact with the skin and the correct PPE should be worn at all times.
- ALL spark risks should be kept away from the spill.
- A full safety brief should be given to all responders before entering the spill site, refer to oil spill operations risk assessment.
- First aid should be nearby.

WASTE MANAGEMENT

- **Minimise**: Use sorbents sparingly, minimise use of PPE, monitor & evaluate.
- **Prevent secondary contamination:** Seal & cover storage containers, effective site control.
- **Segregate Waste:** Non oily waste, oily water, oiled organice debris, other oiled material

3.12.3 Tactical Response Plan 3

SCENARIO: Collision between a fishing vessel/CTV and a cargo vessel coming into East Quay. Damage to fuel tank leading to a loss of approximately 50m³ of HFO.	**REF: TRP 3**

INITIAL ACTIONS

On-Scene Commander, or senior person on site to ENSURE:

- ☐ Port control is notified as soon as possible.
- ☐ All personnel in the area of the spill are accounted for.
- ☐ Limit spill volume, fuel transfer.

Port Control:

- ☐ Switch on recording equipment
- ☐ Record details of spill reporter – name and contact
- ☐ Record details of spill – source, description of circumstances, weather for POLREP
- ☐ Locate spill on cameras
- ☐ Activate 3 flashing reds on signal lights
- ☐ Make notifications - Section 3.3, but as a minimum, Duty Officer, Oil Spill Co-ordinator, Harbour Master
- ☐ Stop all movements of vessels in the harbour
- ☐ Commence call out of spill team as instructed and await further instruction.

RESPONSE STRATEGY

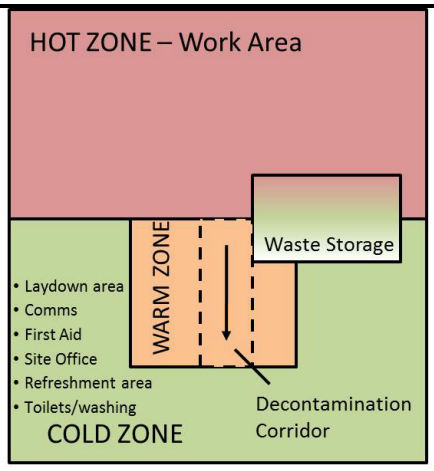
Overview: HFO is a persistent oil that will not readily disperse in the marine environment and whilst there is likely to be some evaporation this will be limited. If left the oil is likely to weather over time becoming thick and viscous.

Containment & Recovery	**Monitor & Evaluate**	**Protection Booming**
Due to the persistency of the oil the primary response becomes source control and containing the oil as close to source as possible. Fence boom should be used to contain the oil close to the ship, exact configurations being current dependent. Recovery will be via weir, oleophillic or vacuum skimmer provided by tier 2 contractor.	As an active clean up will be required monitoring the spread and trajectory of oil flow will be important if planning clean up operations. This may be done by boat or from the dockside.	Using booms to protect key sensitivities will reduce impact, so consideration should be given to using sorbent booms where possible around the marina. Be aware that resources may be limited and reducing the size and extent of the spill should be a priority until additional resources arrive.

TIER 1 RESOURCES AVAILABLE

- 325m Fence Boom & harbour vessels
- 55 x 3m Absorbent Boom
- 3 x 200m Rolled absorbent.NB sorbent materials are not as effective for heavy oil, if possible wait for specialised skimmers.
- Pilot boats
- Fishing vessels
- Crew transfer vessels

SITE SET UP



SITE ENTRANCE

In the event of all spills the spill site should be secured and the various 'zones' established. This should be done as soon as possible, control of the site in this way will ensure the safety of all personnel and prevent secondary contamination.

SAFETY

SAFETY IS ALWAYS THE PRIMARY OBJECTIVE

- Vapours likely to be present for the first 6-12 hours.
- No oil should come in contact with the skin and the correct PPE should be worn at all times.
- ALL spark risks should be kept away from the spill.
- A full safety brief should be given to all responders before entering the spill site, refer to oil spill operations risk assessment.
- First aid should be nearby.

WASTE MANAGEMENT

- **Minimise**: Use sorbents sparingly, minimise use of PPE, monitor & evaluate.
- **Prevent secondary contamination:** Seal & cover storage containers, effective site control.
- **Segregate Waste:** Non oily waste, oily water, oiled organice debris, other oiled material

3.13 Response Resources

Response resources held, as a tier 1 stockpile by Port of Newhaven are shown below in Table 3:7. A tier 2 incident will mean the mobilisation of the response contractor with additional resources. These resources are listed in Section 4.3 of this plan.

Table 3:7: Tier 1 Oil Spill Equipment

EQUIPMENT	QUANTITY	USE
Fence Boom	100m + 100m + 125m	• Protection • Containment
Absorbent Boom	55 x 3m sections	• Protection • Containment • Oil recovery
MOB20 Absorbent Boom	10 X 12m rolls	• Protection • Containment • Oil recovery
Rolled Absorbent	3 x 20m rolls	Oil recovery
Absorbent Pads	6 x 200 pad packs	Oil recovery
Green pom pom absorbent	4	Oil recovery
Evo Dri	15 bags	Oil recovery
Absorbent granules	(Absorbent x 4) (XR70 x 1)	Oil recovery
Protective suits	10	PPE
Boots	10	PPE
Gloves	20	PPE
Goggles	20	PPE
Face Mask	20	PPE
Bump Caps	10	PPE
Lifejackets	10	PPE
Black & yellow sacks		Oil/oily waste storage
Empty oil drums	6	Oil/oily waste storage
Shovels	4	
Oil dry spill kit	1	
Sample jars	3	
Anchors + Rope	2 + 2 on board Magnus Musson	

4.2 Training and exercises

The importance of training for harbour personnel who may become involved in the response to oil spill incidents is recognised and acknowledged. A sufficient number of Management, Supervisors and Operatives will undergo periodic training in line with the following matrix, Table 4:1. Those currently trained will be listed and displayed in Port Control Emergency Checklist, together with contact details. As a minimum the port will have four individuals training to level 4/5P and eight trained at level 2P.

In addition, a series of exercises will be undertaken by the port to ensure levels of preparedness and to test compliance with this plan, the type and frequency is also shown in the matrix below.

Table 4:1: Training and exercise matrix

Course/ Exercise	Duration	Harbour Master	Number or Personnel	Responder	Frequency	Notes
TRAINING						
MCA Level 2P	12 hours		8	✓	Every 3 years	Basic use of Tier 1 equipment including booming and recovery techniques – First responder – mechanical containment.
MCA Level 4/5P	32 hours	✓	4		Once, with a 3 Yearly Refresher	In a position of management or responsibility with the ability to control and put a specific contingency plan into action as OSC.
EXERCISE						
Notification Exercise	1-2 hours	✓			6 Monthly	Test communication systems, check availability of personnel, evaluate travel options and the speed at which travel arrangements can be made

Course/ Exercise	Duration	Harbour Master	Number of Personnel	Responder	Frequency	Notes
Table Top Exercise	2-8 hours	✓		✓	Annual	Consist of interactive discussions of a simulated scenario among members of a response team but do not involve the mobilisation of personnel or equipment
Equipment Deployment Exercise	4-8 hours	✓		✓	6 Monthly Combined with refresher training	Test the capability of a local team to respond to a Tier 1 or 2 type spill.
Incident Management Exercise	10-14 hours	✓		✓	Once every 3 years	Demonstrate spill response management capabilities, integration of roles of different parties, focus on overall incident management aspects.

4.2.1 Training and Exercise Records

The harbour master will be responsible for ensuring the upkeep of records relating to personnel training. Similarly, he will ensure exercises are recorded and reported in line with the matrix. An exercise report form is provided in Section 4.6.9.

4.3 Environmental Sensitivities

The port has carried out a full EIA report with respect to a development plan of Newhaven East Quay and Port Expansion Area Royal Haskoning DHV January 2015. Full environmental details can be found within the report but are summarized below, the full study area includes:

- The outer harbour area between the breakwaters
- The River Ouse, including the existing port berths and the marina, up to the A259 road bridge
- The land area seaward of the A259 (Newhaven – Seaford road), including the LWS, as far as the tracked road providing access to Tide Mills site and the beach and the coastal zone fronting this area.

The Tide Mills area has been extensively studied by many researchers and is particularly noted for its lagoon system. Until recently the area was part of an extensive system of lagoons and creeks, the most prominent of which was the tidal sea inlet, known as Mill Creek. This inlet extends some 1.2km from Newhaven Docks to Bishopstone, with a derelict tide mill at its eastern end and lagoons to the north and south of the inlet.

The lagoons to the south have now been filled in to make way for an extensive trailer and lorry park. A similar situation occurred in the north and the area is now used as rough grazing land.

The remaining millpond lagoon has recently been described as being a 'steep sided depression in the shingle with surrounding shingle vegetation. It is separated from the sea by an inlet by a brick/stone wall, through which pass three culverts, each being 1m wide. Two of these are blocked with only the central culvert bringing seawater into the pond'.

This inlet is fully tidal and at low water 80% of the bed is exposed. Predominantly the substrate identified there is soft inter-tidal mud. Mill Creek is an important feeding ground for a good number of wading birds and ducks. Amongst the species present are a variety of waders, dunlin, redshank, oystercatchers, ringed plovers, grey herons, terns, swans and teals. Birds use the area to roost, feed, shelter their young and as a safe haven for winter passage.

Consequently, such large numbers of bird life will require an ample food source. The substrate, already identified as silty, mud provides ideal habitats for segmented worms (of the family Nereidae), cockles and peppery furrow shells. Amongst the stones on the banks are numerous shore crabs, Carcinus maenas and edible perriwinkles, Littorina Littorea.

The shingle beach exhibits a good variety of shingle flora and is the best example of this habitat in the Lewes District. Birds such as the ringed plover have been known to nest here and occasionally black redstarts can be found wintering here.

The Newhaven foreshore to the west of the River Ouse is designated as a national Invertebrate Site Register (ISR). There is an SSSI extending from Brighton to Newhaven along the cliffs to the mean low water mark.

A shingle ridge runs 1.5km east from the Ouse Estuary. The ridge follows the shoreline and is 150m wide at its western end, gradually tapering off towards the east.

The area in question is an estuarine environment with a fast flow of turbid water. A small amount of salt marsh has been observed in the lagoon namely Salicornia spp. Probably because of strong tidal currents the dominant macroalgae found along the estuary is Entromorpha spp.

Effects of oil on Invertebrates

In the event of a spill, oil will not readily penetrate mud. However, the chambers made by burrowing organisms such as marine worms, will provide easy routes for contamination. When this occurs, oil takes a very long time to degrade and the substrate becomes toxic. Any subsequent movement in this sediment will then cause re-suspension of pollutants within the water column.

Effects of oil on Sea birds

Apart from fouling of beaches, which if severe can lead to destruction of much of the intertidal population, one of the major threats, which would occur from oil pollution, is to seabirds. Oil readily penetrates and mats their plumage, making flight impossible leading to loss of buoyancy and heat insulation. Any attempt to preen would then lead to ingestion and gut irritation.

Effects of Oil Pollution on Organisms

The impact of oil on marine organisms depends on the life stage of the organism and the characteristics of the oil spilt. These include its toxicity, viscosity, amount spilt and the time of exposure to the organism. The direct toxicity of oil to marine organisms is attributable mainly to light aromatic compounds. Light oils do tend to evaporate quickly however, oil reaching the shore soon after spillage is likely to be far more poisonous to the intertidal population than if it had been afloat for a longer period of time.

Typically, organisms live in zones along the shore. Different levels of shore are therefore occupied by different assemblages of plants and animals, each species living at the edge of its physical tolerance. Light oils can have direct lethal effects and can also cause deaths by inducing a state of narcosis, in which animals become dislodged from their substrates. Although some species may recover and re-establish themselves, others succumb through being washed into the strandline where they are unable to survive.

Effects on Flora

Destruction of zonnation patterns and to flora along the shoreline will have knock on effects to the rest of the ecosystem. For example, if sea grasses or salt marsh were to be destroyed then migrating birds or nesting birds would suffer loss of habitat, in a similar manner any adverse impact to burrowing marine worms or periwinkles would result in a loss of food substance for birds and the like.

4.3.1 Conservation Status

The Tide Mills Local Wildlfe Site (LWS), although non statutory has been identified and its location is noted Figure 4-1 below. There is also a Heritage Coast designation protecting areas of scenic quality namely the chalk bastion of Beachy Head West Marine Conservation Zone (MCZ). This designation, in total, covers some 13km of the Sussex coast and identified in Figure 4-2 Map identifying Beachy Head West Marine Conservation Zone. The features of this MCZ are listed below so that in the event of a spill, all authorities are able to quickly identify protected features at risk and priories clean up activities should they be required.

- Blue mussel (Mytilus edulis) beds
- High energy circalittoral rock
- Infralittoral muddy sand
- Infralittoral rock and thin sandy sediment

- Infralittoral sandy mud
- Intertidal coarse sediment
- Littoral chalk communities
- Moderate energy circalittoral rock
- Native oyster (Ostrea edulis)
- Short snouted seahorse (Hippocampus hippocampus)
- Subtidal chalk
- Subtidal mixed sediments
- Subtidal mud
- Subtidal sand

To the north is the South Downs, Sussex and Hampshire Environmentally Sensitive Area (ESA). The aim of which is to conserve and enhance flora and fauna, archaeological and historical interests. Furthermore, and again based on preservation of natural beauty is the Sussex Downs and South Downs National Park, which surrounds the area and extends to the shoreline in the Tidemills area. The Brighton to Newhaven Cliffs SSSI (situated to the west) borders the Port of Newhaven and extends to the low water mark. It is noted for both terrestrial and marine habitats and species. Notable marine features of the site are:

- Chalk cliff
- Wave cut platform supporting fauna and algal communities
- Breeding Kittiwake, Fulmar and Herring gull

4.3.2 Fisheries

Sea trout are known to use the waterway as a migration route during certain times of the year. Migration upstream is said to occur during the months of September, October and November although this can extend to February. Sea trout return to the sea from May and during the Summer. No netting takes place within the River Ouse to protect the sea trout.

At present there are some 30 active commercial fishing vessels operating out of Newhaven, of which about 8 of the smaller boats work close to the harbour entrance.

To the west of the breakwater, out to about quarter of a mile, there exists a prolific crab and lobster fishery, which is not only targeted by the smaller Newhaven boats but also potters from Brighton. Small areas of hard ground also exist within a 1-mile arc of the harbour where shellfish are targeted.

On the foreshore, to the west of the harbour entrance there is a small winkle fishery, where hand pickers gather winkles at low water.

Other species targeted within 1 mile of the mouth of the River Ouse include: bass, mullet, pollock, flounder, sole and plaice.

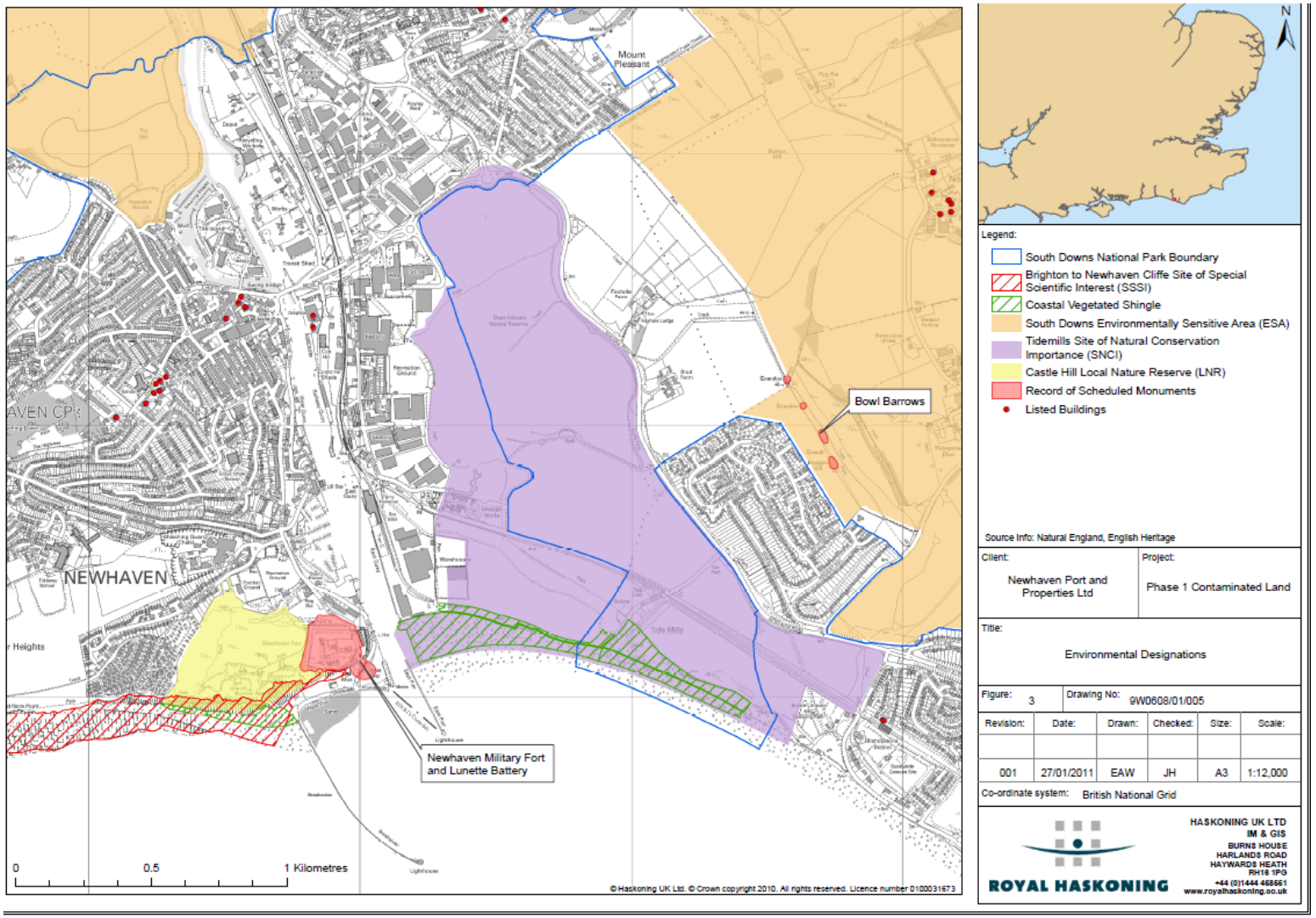
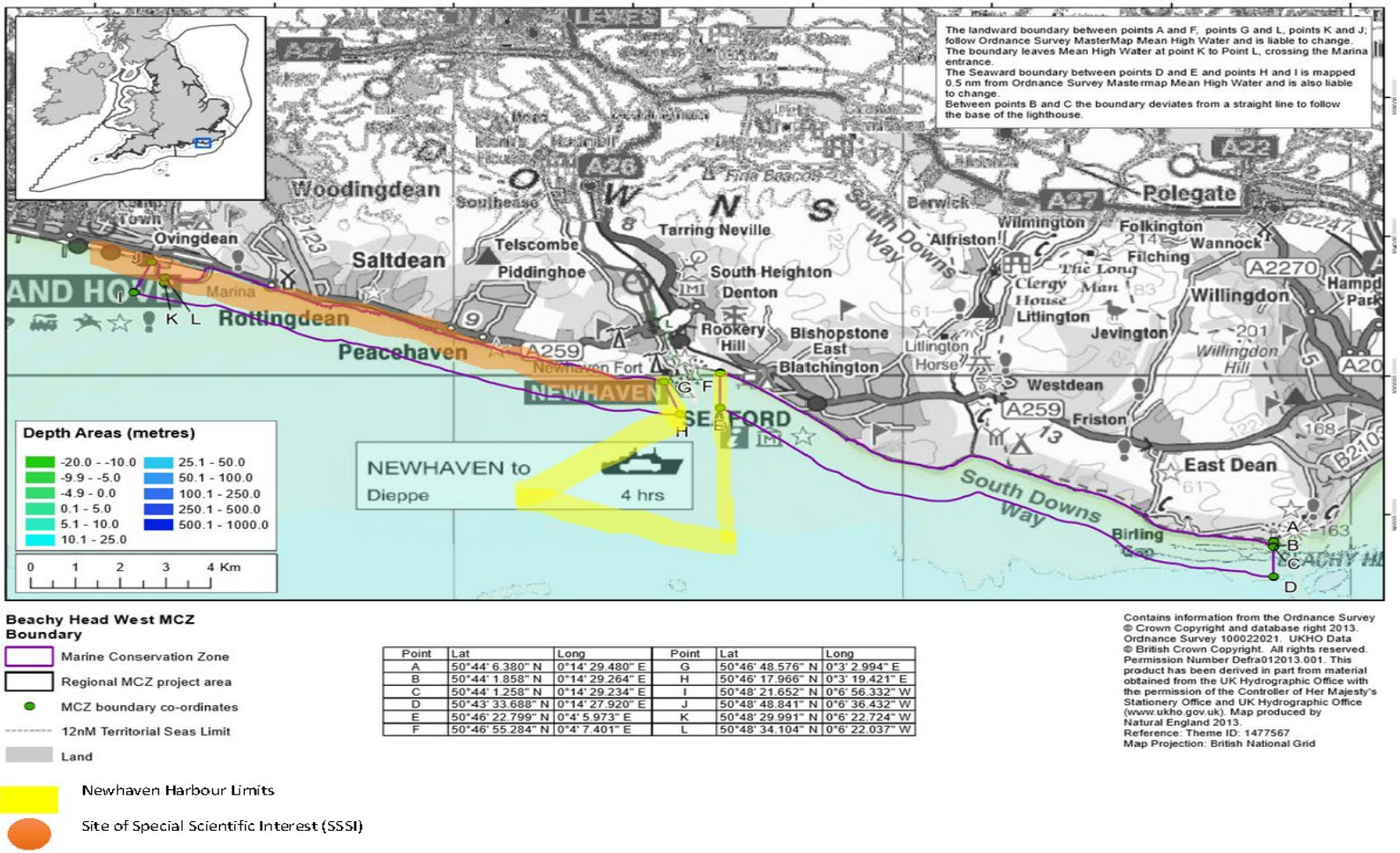


Figure 4-1: Sensitivity Map



Beachy Head West MCZ Boundary

- Marine Conservation Zone
- Regional MCZ project area
- MCZ boundary co-ordinates
- 12nM Territorial Seas Limit
- Land
- Newhaven Harbour Limits
- Site of Special Scientific Interest (SSSI)

Point	Lat	Long	Point	Lat	Long
A	50°44' 6.380" N	0°14' 29.480" E	G	50°46' 48.576" N	0°3' 2.994" E
B	50°44' 1.858" N	0°14' 29.264" E	H	50°46' 17.966" N	0°3' 19.421" E
C	50°44' 1.258" N	0°14' 29.234" E	I	50°48' 21.652" N	0°6' 56.332" W
D	50°43' 33.688" N	0°14' 27.920" E	J	50°48' 48.841" N	0°6' 36.432" W
E	50°46' 22.799" N	0°4' 5.973" E	K	50°48' 29.991" N	0°6' 22.724" W
F	50°46' 55.284" N	0°4' 7.401" E	L	50°48' 34.104" N	0°6' 22.037" W

Figure 4-2 Map identifying Beachy Head West Marine Conservation Zone & Newhaven to Brighton Cliffs SSSI in relation to Harbour Limits

4.4 List of Tier 2 Resources

Chemical & Hazardous Materials Response Equipment	Cost £ / Day	
	In use*	Standby
Chemical Response / Protection Equipment		
Gas Tight Chemical Personal Protection Suit **limited life suit**		
Gas Tight Chemical Personal Protection Suit **multiple entry suit**		
Splash Tight Chemical Personal Protection Suit Tyvek F (Replacement Cost)		
Respirator (+filters at cost + 15%)		
Respirator (powered)		
Breathing Apparatus		
Cylinder Use (each)		
Other PPE replacement		
Salvage Drums (each)		
Decontamination Shower		
Back Pack Sprayer		
Chemical Transfer Pump 1.5”-2” SS / PVDF with PTFE		
Chemical Transfer Pump1" SS with PTFE		
Chemical Transfer Hose per 5m length		
Chemical Transfer Hose replacement		
Air Compressor		
Gas Detection Equipment		
PID		
Draeger (+tubes at cost +15%)		

Chemical & Hazardous Materials Response Equipment	Cost £ / Day	
	In use*	Standby
Multi-gas detector		
Confined space entry equipment including gas monitor		
Nearshore Oil Spill Recovery Devices		
Rope Mop 140		
Rope Mop 240		
Delta Head weir or Equivalent		
Desmi Mini-Max Weir Skimmer or Equivalent		
Lamor Mini Max 12 Brush Skimmer or Equivalent		
Power Vac system, head & hopper		
Komara 12K Disc Skimmer or equivalent		
Komara 20k Disc Skimmer or equivalent		
Offshore Recovery Equipment		
Desmi Helix Skimmer		
Lamor GT 185 Skimmer		
Lamor LWS 500 Weir Skimmer		
Discoil Skimmer		
Side Sweep Arms		
Oil Spill Containment Equipment		
Shore Sealing Boom		
Small Containment Boom (Including Ancillaries)		
Large Containment Boom (Including Ancillaries)		
Pumps		
All pumps apart from Chemical transfer		
Spate 75 Pump		

Chemical & Hazardous Materials Response Equipment	Cost £ / Day	
	In use*	Standby
Oil Spill Temporary Storage Tanks		
Viko Tank		
Fastank, liner, roof & rollover pipe		
Other small tanks		
Oily water separator, portable unit		
50tn Floating offshore Storage		
100tn Floating Offshore Storage		
Dispersant Tanks		
Boat spray 2000 with AFEDO Nozzles		
Boat Spray 2000 with Side Arm Systems		
Power Supplies		
Hydraulic Power Pack with integral pump		
Large Power packs (21.9Kw >)		
Small Power packs (7.4Kw – 21.9Kw)		
Generators		
Boats		
Inflatable work boat and motor (Sizes as available)		

4.5 Roles and responsibilities of external agencies.

4.5.1 Local Authority

District Council

The Lewes District Council, has accepted a non-statutory responsibility for dealing with oil on the shoreline and beaches down to the low water line, within the limit of their resources. They would also be involved in any pollution incident on the River Ouse.

County Council

East Sussex County Council assumes responsibility for co-ordinating the local authority action in the event of widespread pollution affecting more than one District/Borough. The County Council is also available to assist with oil on beaches in terms of providing Districts/Borough with additional resources for clean-up activities. District/Borough Councils remain responsible for physical clearance in respective areas of jurisdiction.

The District/Borough Council is the Waste Collection Authority, whilst the County Council is the Waste Disposal Authority"

4.5.2 Maritime Coastguard Agency

The Maritime & Coastguard Agency, an executive agency of the Department for Transport (DfT) which includes HM Coastguard (HMCG), discharges DfT's responsibility for both the co-ordination of civil maritime Search and Rescue and counter-pollution operations in UK waters.

In the event of an oil spill incident which calls for a Tier 3 response, the National Contingency Plan (NCP) may be implemented. In this event, and after the formal transfer of responsibility, the Maritime & Coastguard Agency will take control of at-sea counter pollution measures from their Marine Response Centre (MRC); the Port's oil spill response resources and facilities will be made available to MCA.

The MCA will offer guidance to the SCG and TCG in terms of shoreline response and could also be involved in Tier 2 response if requested to do so.

https://www.gov.uk/government/publications/national-contingency-planncp

4.5.3 The Marine Management Organisation (MMO)

Under the terms of the Marine and Coastal Access Act 2009 and the Marine Licensing (Exempted Activity) Order 2011, it is a legal requirement that oil treatment products may normally only be used in UK waters if they have been formally approved for this purpose by the Licensing Authority.

In addition, specific permission from MMO (England and Wales), MS-ML (Scotland) or NIEA (N.Ireland) must be obtained under this legislation before any such products are used in shallow waters – these are defined as any area of the sea which is less than 20 metres deep, or within one nautical mile of such area. This covers all areas submerged at Mean High Water Springs including any use in tidal docks and locks and on beaches, shorelines, or structures such as piers and breakwaters.

https://www.gov.uk/government/publications/marine-pollution-contingency-plan

4.5.4 Natural England

Natural England is the statutory body responsible for advising Government on nature conservation in England. At the time of a marine pollution incident, Natural England will be able to provide immediate advice on:

- Location and sensitivities of any designated sites and species
- Potential impacts of marine pollution events
- Priorities for site/species protection
- Suitability of clean up techniques

through the Environment Group, continuing advice on the potential impacts of the pollution and longer-term measures to be taken to minimise any environmental impacts.

4.5.5 The Environment Agency

The Environment Agency (in England and Wales) has wide ranging powers relating to the management and regulation of the water environment (including pollution, flood warning, flood defence, and fisheries), waste disposal (including radioactive waste), and pollution from major industrial sites. Any of these could be affected by a major incident, particularly at a COMAH, Nuclear of oil/petrol/chemical site (e.g. contaminated water run-off or disposal of toxic wastes from Fire Brigade operations etc.)

The Environment Agency should always be kept informed of incidents. The EA will prioritise their activities on incidents that cause serious and significant risk, specifically incidents categorised as Category 1 (major) or Category 2 (significant) incidents. This response will most likely be in the form of representation at Strategic and Tactical Co-ordination Groups. Representation at the Newhaven Port Operational OMT remains probable, though this may be remote/virtual. Operational deployment of resources such as booms and other spill management equipment is no longer possible.

The Environment Agency will also provide incident response advice through the Environment Group established by the NCP.

4.5.6 SOSREP (Secretary of State's Representative)

SOSREP is appointed by the Government to provide overall direction for all Marine pollution incidents involving the salvage of ships that requires a national response. SOSREP has intervention powers to direct the salvage operation to ensure any response actions are taken in the public interest. If SOSREP takes control of the incident, all those involved (including the Port Authority) will act on his directions. In the event of a shipping casualty requiring a salvage operation, the port will establish a local Salvage Control Unit, which may or may not be adopted by SOSREP. Should SOSREP set up a separate SCU and invite the port to participate, the port SCU will disband.

4.6 Health and Safety Risk Assessment

An oil spill response operations health and safety risk assessment has been developed as part of port safety management. This should be displayed and communicated prior to all operations. It is reproduced here for reference.

Department	N/A	Date of Assessment	06 December 2021
Operation Activity or Work	Oil Spillage Response	Persons Exposed	Staff, Contractors
Frequency of Exposure	As Required		

	Activity	Hazards	Control Measures	Severity	Likelihood	Risk
1	Working over or near water	Drowning	All staff/contractors to wear life jackets. Staff trained in man-overboard rescue techniques. Life belts within the work site. No lone working	5	1	**5**
2	Working from height – quay edge or linkspan	Drowning, injuries from falling	Trained competent staff members. All staff members/contractors to wear life jackets. Harnesses issued and available. Safety boat. Other appropriate PPE available. First aiders on site, first aid kits and first response kits on site. Continuous communications with supervisor team and port control	5	1	**5**
3	Movement of plant	Loading of oil spill response equipment to response boat(s)	Equipment to be loaded via No:1 linkspan or via pontoon. Loading area within restricted area no public access. All vehicles to be marshalled. Banksmen to be utilised as required. Trained competent staff and contractors.	4	1	**4**
4	Movement of plant	Conflict of human activity and plant movement and machinery	Staff and contractors MUST be wearing Hi-Vis clothing. No visitors allowed near the incident area. All plant vehicles to be marshalled	5	1	**5**
5	Deployment of boom by boat	Drowning by getting caught in the boom	Only qualified sea trained staff to operate the boats. All staff members trained to a minimum of 2P. Regular exercises in boom deployment and recovery. Continuous communications with supervisor team and port control	5	1	**5**
6	Recovery of the boom	Drowning, soiled boom, soiled pads, soiled materials disposal	All staff members trained to a minimum of 2P. Regular exercises in boom deployment and recovery. Appropriate PPE available including face masks. All soiled materials to be stored on site until arrangements are made for its removal. Continuous communications with supervisor team and port control	4	2	**8**

7	Contact with oil and spilt materials	Inhalation of fumes, skin contact	All staff members trained to a minimum of 2P. Appropriate PPE available including face masks and gloves. First aiders on site, first aid kits and first response kits on site. Continuous communications with supervisor team and port control	4	1	**4**
8	Welfare	Fatigue	Depending on the emergency, staff/contractors will work in teams. Rest areas to be made available. Dirty/clean areas to be made available. Refreshments to be laid on. Shower and laundry facilities to be made available.	3	1	**3**
9	Weather	Adverse weather conditions	In extreme weather conditions response activities will cease. Appropriate PPE issued as a matter of course.	4	1	**4**
10	Environment	Slips trips and falls	Recommended footwear supplied. . First aiders on site, first aid kits and first response kits on site.	3	1	**3**

Severity: 5 = Very Severe, 4 = Severe, 3 = Moderately, 2 = Slight, 1 = Legible - **Likelihood**: 5 = Very likely, 4 = Likely, 3 = Possible, 2 = Slight, 1 = Unlikely
Risk: Severity x Likelihood.
Scale: **1 – 5 Low or No Risk, 6 – 15 Moderate Risk, 16 – 25 High Risk**

Action Arising from the Risk Assessment

Hazard Number	Actions Required	Severity	Likelihood	Risk

Severity: 5 = Very Severe, 4 = Severe, 3 = Moderately, 2 = Slight, 1 = Legible - **Likelihood**: 5 = Very likely, 4 = Likely, 3 = Possible, 2 = Slight, 1 = Unlikely
Risk: Severity x Likelihood.
Scale: **1 – 5 Low or No Risk, 6 – 15 Moderate Risk, 16 – 25 High Risk**

References Relating to the Risk Assessment

Hazard Number	References			
1,2,5	PPE at Work Regulations	Port Marine Safety Code	H&S in Ports Guidance Notes	
2	Work at Height Regulations	H&S in Ports Guidance Notes		
3,4	PUWER	PPE at Work Regulations	H&S in Ports Guidance Notes	Port Marine Safety Code
5,6	Manual Handling Operations	COSHH Regulations	H&S in Ports Guidance Notes	NPP Oil Contingency Plan
7	H&S First Aid Regulations	COSHH Regulations	NPP Oil Contingency Plan	
8,10	Workplace (H&S Welfare) Regulations	H&S First Aid Regulations		
9	PPE at Work Regulations	H&S in Ports Guidance Notes		

Assessment Prepared by:	M. Smith Health and Safety Officer	Date of Reassessment:	December 2022	Signed by:	*M. Smith*

4.7 Forms

A complete record of the incident and associated response should be logged (including decisions made and the reasons for them).

A detailed and comprehensive set of records should be kept and legible as stated in the action cards. They will be used to serve as a basis from which reports are prepared, support claims for the recovery of expenditure and identify lessons learnt.

Any information recorded on a sheet other than the incident log should be attached to the log sheet. No documents should be disposed of.

Form	Located	Description	Completed	Sent to
CG77 POLREP	MCA Port guidelines Port control office Section 4.7.1 /4.7.2	Pollution report form detailing information on the incident. The MCA then cascade to all relevant parties.	Harbour Master	MCA
Site Specific Health and Safety Plan	Section 4.7.3	To identify all hazards, reduce risks and ensure mitigation measures are in place.	On Scene Commander	OMT
Situation Report / Oil Spill Progress Report Form	Section 4.7.4	To capture the progress of the spill incident to report to the media, response agencies and stakeholders.	Port Control	MCA, MMO, Local Authorities
Incident Assessment Checklist	Section 4.7.5	To assess an incident allowing for information to be logged and response strategies to be determined.	On Scene Commander	Port Control/ OMT
Incident Log	Section 4.7.6	To log key changes, actions and details of the incident	OMT	MCA
Personal Log	Section 4.7.7	To capture key actions undertaken when responding to a spill incident	Key Personnel	OMT
Site Briefing Form	Section 4.7.8	To brief responders on the incident, the response and all health and safety concerns.	On Scene Commander	OMT
Post Exercise/Incident Report Form	Section 4.7.9	To capture all the lessons learnt from exercising or responding to a spill incident.	Harbour Master	MCA
Ports and Harbours Annual Return Form	Section 4.7.10	To identify the ports commitments to preparing for a spill incident.	Harbour Master	MCA

4.7.1 CG77 POLREP

CG77 POLREP: Pollution Report Form		
DATE:		Time:
From: Port of Newhaven		
Email:		Phone:
A	Classification of Report Doubtful Probable Confirmed	
B	Date & Time Pollution observed and identify of observer	
C	Position and extent of pollution.	
D	Tide, wind speed and direction	
E	Weather conditions	
F	Characteristics of pollutant	
G	Source and cause of pollution	
H	Details of vessels in area	
J	Whether photographs taken or samples taken for analysis.	
K	Remedial action taken or intended	
L	Forecast of oil movement	
M	Names of those informed, other than addressees	
N	Any other relevant information.	

4.7.2 Format of 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** - by latitude and longitude if possible, state range and bearing from some prominent landmark and estimated amount of pollution, e.g. size of polluted area; number of tonnes of spilled oil; or number of containers, drums etc. lost. When appropriate, give position of observer relative to pollution

D **Tide and Wind -** speed and direction

E **Weather** - conditions and sea state

F **Characteristics of pollution** - give type of pollution, e.g. oil crude or otherwise; packaged or bulk chemicals; garbage. For chemicals, give proper name or United Nations Number, if known. For all, give 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** - from vessels or other undertaking. If from a 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 oil movement and likely effect of pollution (e.g. arrival on beach, with estimated timing).

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

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 POLREP is for UK internal distribution only.

O **Results** of **sample** analysis

P **Results** of **photographic** analysis.

Q **Results** of **supplementary enquiries.**

R **Results** of **mathematical models.**

4.7.3 Site Specific Health and Safety Plan

Site Specific Health and Safety Plan *Assessment Form*					
1. APPLIES TO SITE:					
2. DATE:		**3. TIME:**		**4. INCIDENT:**	
5. PRODUCT(S):					(Attach MSD)
6. Site Characterisation					
6a. Area	☐ Open water	☐ Inshore water	☐ River	☐ Saltmarsh	☐ Mudflats
	☐ Shoreline	☐ Sand	☐ Shingle	☐ Docks	
6b. Use	☐ Commercial	☐ Industrial	☐ Public	☐ Government	☐ Recreational
	☐ Residential	☐ Other			
7. Site Hazards					
	☐ Boat safety	☐ Fire, explosion	☐ Slips, trips and falls		
	☐ Chemical hazards	☐ Heat stress	☐ Steam and hot water		
	☐ Cold stress	☐ Helicopter operations	☐ Tides		
	☐ Drum handling	☐ Lifting	☐ Trenches, excavations		
	☐ Equipment operations	☐ Motor vehicles	☐ Visibility		
	☐ Electrical hazards	☐ Noise	☐ Weather		
	☐ Fatigue	☐ Overhead/buried utilities	☐ Work near water		
	☐ Others	☐ Pumps and hoses			
8. Oil Monitoring (Oil Company/Vessel Owner)					
9. Personal Protective Equipment					
☐ Foot Protection		☐ Coveralls			
☐ Head Protection		☐ Impervious suits			
☐ Eye Protection		☐ Personal Floatation			
☐ Ear Protection		☐ Respirators			
☐ Hand Protection		☐ Other			
10. Site Facilities					
☐ Sanitation	☐ First Aid	☐ Decontamination			
11. Contact Details:					
☐ Doctor		Phone			
☐ Hospital		Phone			
☐ Fire		Phone			
☐ Police		Phone			
☐ Other		Phone			
12. Date Plan Completed					
13. Plan Completed by					

4.7.4 Situation Report / Oil Spill Progress Report Form

SITREP	
Incident Name:	
Updated by:	
Date:	**Time:**
Summary of Incident Response Operations:	
Summary of Incident Response Resource Utilisation	
Dispersant Used	Lengths of boom in use:
Number of recovery devices:	Number of storage devices:
Sorbent used:	Number of vessels:
Number of personnel:	Number of vehicles:
Specialist Equipment	
Oil Spill Balance Sheet	
Total amount of oil spilled:	Litres/tonnes
Total amount recovered:	Litres/tonnes
Outstanding amount of spilled oil:	Litres/tonnes
Mass Balance	
Estimated natural weathering:	Litres/tonnes
Mechanically agitated:	Litres/tonnes
Chemically dispersed:	Litres/tonnes
Skimmer recovered:	Litres/tonnes
Manually recovered:	Litres/tonnes
Other:	Litres/tonnes

4.7.5 Incident Assessment Checklist

Date/Time Completed: Completed By: Reviewed by:

Incident Characteristics	
Is the source of the spill known? Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is the oil type known? Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is the total quantity of oil known or estimated? Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
Prevailing wind and current conditions assessed Specify:	☐ Yes ☐ No ☐ Don't know ☐ N/A
People	
Does the incident pose a risk to the public?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any people missing?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any fatalities?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any injuries?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are additional people needed to help with the response	☐ Yes ☐ No ☐ Don't know ☐ N/A
Environment	
Has there been a release of hydrocarbon product?	☐ Yes ☐ No ☐ Don't know ☐ N/A
- If yes, is the release continuing?	☐ Yes ☐ No ☐ Don't know ☐ N/A
- If yes, is the release contained?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is there a potential for the release of product?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there sensitive resources in the vicinity?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Assets	
Is property at risk?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Nature of risk:	☐ fire ☐ explosion ☐ security ☐ flood ☐ Other:
Are there 3rd party facilities at risk or involved?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Nature of risk to 3rd party facilities?	Define:
Reputation	
Is there potential for problems with regulators?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Will the incident generate public and / or media interest?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any legal issues?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any weather constraints?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any security issues?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Are there any political sensitivities / issues?	☐ Yes ☐ No ☐ Don't know ☐ N/A
Is the incident escalating	☐ Yes ☐ No ☐ Don't know ☐ N/A
Approved & Reviewed by Harbour Master	

4.7.6 Incident Log

INCIDENT LOG			
Incident Name:		**Date:**	
Location:		**Page Number:**	**Of**
Time	**Narrative**		
Signed:			

4.7.7 Personal Log

PERSONAL LOG			
Incident Name		**Date:**	
Location:		**Page Number:**	**Of**
Time	**Narrative**		
Signed:			

4.7.8 Site Briefing Form

BRIEFING CHECKLIST	
This checklist is designed to facilitate an effective response team briefing and should be used by supervisory personnel and the OMT.	
STEP	**NOTES**
☐ **Specify safety hazards** *As identified in the Oil Spill Risk assessment, see 4.6 of the OSCP and the Site Safety Plan, see 4.7.3*	
☐ **Extent of the Problem** *Size of spill, type of oil and source*	
☐ **Slick trajectory** *Tide and wind conditions*	
☐ **Response actions** *Strategies to utilise*	
☐ **Resource mobilisation** *Equipment and personnel*	
☐ **Planning cycle** *Operational work periods, meetings scheduled etc.*	
☐ **Additional information** *Communications, waste, weather forecast*	

4.7.9 Post Exercise/Incident Report Form

Post Exercise/Incident Report – refer to electronic version for submission

Name of Port / Harbour / Oil Handling Facility:
Level of Exercise (Tier 1, 2 or 3) and details of any 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-ordinator:
Name of personnel participating in exercise/incident and role played: **List of equipment deployed:**
Name of any other organisations / authorities participating in exercise / Incident:
Details of amendments to be made to the Contingency Plan resulting from this exercise/ Incident:

(in addition to the form the revision list should be updates and the appropriate pages within the plan amended and issued to all plan holders)

I can confirm that the details on this form 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:**

4.7.10 Ports and Harbours Annual Return Form

Example only for this plan – refer to electronic version for submission

Port of Newhaven	
Annual return for year 202-	
Plan Approval Date:	Valid until:
Summary of Exercises Undertaken: Notification Ex 1 Notification Ex 2 Tier 1 Mobilisation Ex 1 Tier 1 Mobilisation Ex 2 Tabletop Ex Date of last Tier 2 IME Any other exercises	
Summary of incidents:	
Training: Number of in-date staff at Level 4/5P Number of in-date staff at Level 2P Training undertaken during the year:	

_____ (signed)	(print)	_____ (dated)

5 Appendices.

5.1 Appendix 1: Risk Assessment

5.1.1 Overview of Operations

The Port of Newhaven is a moderately sized multiuser port, situated at the mouth of the River Ouse. The Port has six main areas where activity is undertaken, namely;

- **East Quay (South):** The area of the port accommodates general cargo vessels, maximum size 6,000 dwt. In addition, the port is supporting wind farm operations from this quay, with crew transfer boats being based here and the existence of a purpose-built pontoon area.
- **East Quay (North):** This area of the port handles RoRo ferries that operate two/three round trips to France per day. These vessels do not ground during any period of the tide.
- **West Quay:** This area of the port is generally used by fishing boats, of varying sizes.
- **West Quay Marina:** A moderate marina is situated in this area.
- **North Quay:** This area of the port, comprising of 2 working berths, is situated beyond the swing bridge and accommodates smaller vessels up to 3,500 dwt. Due to the rise and fall of tide in the port, vessels can only reach this area between 2 hours before high water and 1 hour after high water. Vessels berthed in this area take the ground at certain states of tide.
- **Denton Island:** Accessed by the water from the North Quay channel, the creek around the island hosts several small boatyards and small vessel moorings.

Public beaches are located immediately to the west and east of the port.

The port has a tidal range of up to 7 metres. Currents average around 3 knots for the port, although after heavy periods of rain on a spring ebb tide, the current speed can increase to 5 to 6 knots. Certain areas of the port around the West and North Quays, dry out at certain times in the tidal cycle.

5.1.2 Specific risks and control measures

Collision or contact between vessels or other structures

The potential of a collision occurring between two vessels is dramatically reduced due to three factors:

- The 24/7 presence of Port Control (LPS)
- The 'One Way' traffic policy adopted by the Port.
- The fact that all vessel movements (with certain exceptions) require the presence of a pilot.

Vessel collision still needs to be identified as a potential risk and accounted for. There are two main types of collision incidents that may occur, namely a collision between two vessels underway and a contact between a vessel underway and a moored vessel.

The potential for two vessels colliding whilst underway is remote due to the Port of Newhaven's one way traffic policy. However, vessels could be travelling in different directions in a close proximity outside of the port entrance but within the statutory limits of the port.

Contact occurring between a vessel that is underway and a moored vessel presents a higher risk. If a vessel is entering or leaving the port, there is a possibility that it may, for some reason, become out of control and potentially impact a vessel secured on a mooring.

The potential of a vessel impacting a fixed installation must also be addressed. This could occur in a number of areas within the port, as follows:

- Impact with the Breakwaters or Piers entering / leaving the Port.
- Impact whilst berthing.
- Impact during a turning manoeuvre.

Impact could occur for a number of reasons e.g. a loss of power, or a misjudgement of tide, current or weather influences.:

Vessel grounding.

In a port with such a high tidal influence, the potential of a vessel running aground must be considered. However, the chances of this causing an oil spill incident through rupturing of a vessels hull is remote for two reasons:

- The seabed within the port is known to be of the silt variety. This is unlikely to cause damage to a vessel hull regardless of the speed in which the vessel impacted it.
- Vessels deliberately take to the bottom at certain states of the tide with no damage to them.

There is, however, a possibility of a vessel becoming damaged and potentially cause an oil spill incident if it were to run aground on a foreign object sat on the seabed.

Bunkering Operations.

Vessel bunkering operations do take place within the port area. For commercial vessels, this is generally in the form of bunkering from road tankers although on some occasions vessels receive their bunkers from bunker barges. Whilst there is a risk of the bunker fuel being introduced to the water during these operations, the potential quantity is viewed as being small, mainly because standard operating procedures should be adopted, including constant monitoring of the operation by ships staff and also the tanker operator. Should a spillage occur during this operation, the operation should be stopped almost instantly.

Bunkering also occurs from diesel storage tanks within the port, namely three storage tanks on the West Quay for the use of fishing vessels, lifeboat and recreational craft as well as a tank on the East Quay (south) used by crew transfer vessels.

Bunkering is managed through a port 'Bunkering Policy and Procedure'.

Inherited Incident.

The proximity of the English Channel and its associated vessel traffic means that a risk of oil pollution within the Port of Newhaven could come from an incident occurring outside of the port's jurisdictional waters, i.e. pollution that has been driven into the port area by the wind and tide. This type of incident is difficult to plan for, as there can be no pre knowledge of the type and the potential quantity of oil spilled.

5.1.3 Port Management

Pilotage

Generally, all commercial vessels using the port are compulsorily required to utilise the services of a pilot. The pilot generally boards 1 nautical mile off the port entrance and remains with the vessel until such a time that it is secure alongside. Likewise, vessels leaving the port require the services of a pilot until 1 nautical mile from the Port entrance.

Exceptions to this ruling occur when a vessels Master has undertaken at least 30 entrances and exits from the port under the supervision of a pilot. At this stage the Master can sit an examination by the Pilotage Authority. On successful completion, a pilot exemption certificate is awarded.

Vessel Traffic Management Service

The Port of Newhaven operates a LPS control room. The Port Controller is responsible for the safe movement of vessels within the port area under the direction of the Harbour Master. The port also operates a one-way traffic system to reduce the risk of collisions, that is, if a commercial vessel is leaving the port, then all inbound movements are prohibited and vice versa.

Vessel swinging areas

There are two areas within the Port where vessels can turn. These are located adjacent to the East Quay and beyond the North Quay. The ferries using the port can enter and exit in the same direction, i.e. either bow or stern first, when weather conditions permit.

5.2 Appendix 2: Hazardous Noxious Substances Information

5.2.1 Fate of Chemicals in the Marine Environment

When chemicals are spilt, they behave in a number of different ways. It is important to understand this behaviour, not only so that human health and safety implications are recognised but also to decide on the most effective response.

In simple terms, a substance behaves in one or more of five ways when spilt:

- Dissolve
- Evaporate
- Float
- Gas
- Sink

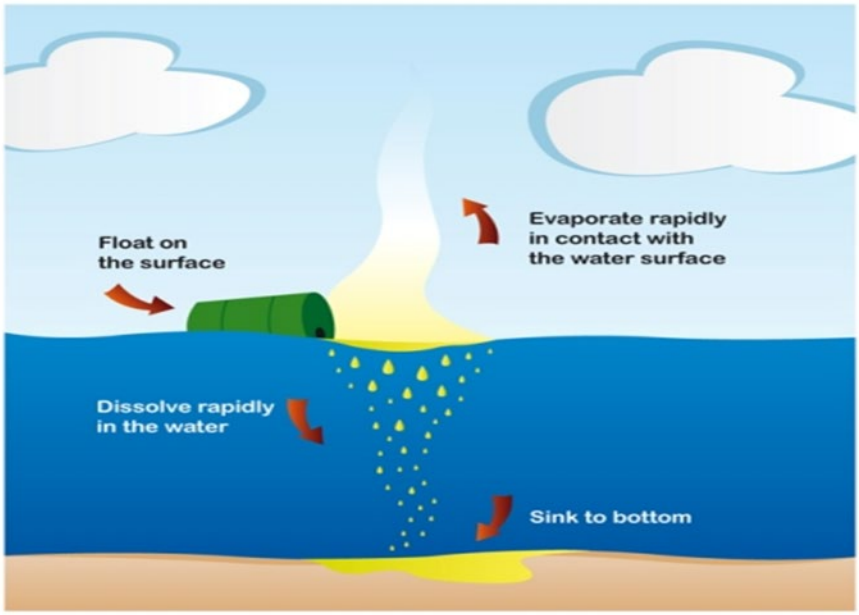


Figure 5-1 Processes that can act on a chemical spilt into the marine environment

Classifying the substances depending on the properties they exhibit when released into the marine environment is a useful response tool. The 'fate' of a substance is determined by the properties of volatility, solubility and density and in turn, the nature of the hazard presented by the substance (toxicity, flammability, reactivity, explosive, corrosive, etc). It also defines the most appropriate technique in dealing with it, e.g. it may be possible to contain and recover a chemical classed as a "floater" using a boom.

The classification system covers gases, liquids and solids. HNS showing similar behaviour in water can be grouped together and classified into the following 12 groups on the basis of the five behavioural characteristics see Figure 5-1. However, it is important to be aware that this system only classifies chemicals according to their major property/properties relevant to spill response and a chemical may also exhibit other properties e.g. Benzene is classed according to its major property (evaporator) but it is also soluble to a certain extent and so this too may need to be considered.

5.2.2 European Classification System for chemicals

Property Group		Properties
G	gas	evaporate immediately
GD	gas/dissolver	evaporate immediately
E	evaporator	float, evaporate rapidly
ED	evaporator/dissolver	evaporate rapidly, dissolve
FE	floater/evaporator	float, evaporate
FED	floater/evaporator/dissolver	float, evaporate, dissolve
F	floater	float
FD	floater/dissolver	float, dissolve
DE	dissolver/evaporator	dissolve rapidly, evaporate
D	dissolver	dissolve rapidly
SD	sinker/dissolver	sink, dissolve
S	sinker	sink

5.2.3 Effects on Marine Resources

The effects of a chemical lost into the marine environment depend on a number of factors such as the toxicity of the material, the quantities involved and resulting concentrations in the water column, the length of time biota are exposed to that concentration and the sensitivity of the organisms to the particular chemical.

Dilution is brought about by water movement due to tidal flow, ocean currents and turbulent diffusion but even if the concentration is below what would be considered lethal, sub-lethal concentrations can still lead to longer term impacts.

Chemically-induced stress can reduce the overall ability of the organism to reproduce, grow, feed or otherwise function normally. The characteristics of some chemicals, particularly metals and some organic compounds, can result in the bio-accumulation. Sessile marine organisms that filter seawater for food, such as shellfish, are particularly vulnerable to this phenomenon. Bio-magnification may follow if the materials pass up the food chain.

5.2.4 GESAMP

The effects of chemicals on the marine environment have been summarised by GESAMP which is an advisory body to the United Nations - the Group of Experts on Scientific Aspects of Marine Environmental Protection

GESAMP has published a Hazard Evaluation of Substances Transported by Ships for the most commonly transported chemicals. The properties of the chemicals have been evaluated in relation to a number of predefined effects should any of the listed chemicals be spilt at sea;

- Bioaccumulation
- Biodegradation
- Acute and chronic toxicity on marine organisms
- Long term health effects on humans
- Effects on marine wildlife, and on benthic habitats
- Effect on other marine resources

This easily accessible and simple guide provides an important first step in evaluating the severity of a spill.

5.2.5 Chemical Response Strategies

Once the main physical and chemical properties, and hence the behaviour of a spilt substance are known and the likely impacts to human health and marine resources have been taken into account, a suitable response can be considered. A brief summary of potential response techniques for the different groups of chemicals is given below. However, the response strategy eventually implemented will also be largely dependent on the specific circumstances of the incident.

5.2.6 Gas & Evaporators-

the release of a gas or chemical substance evaporating under the weather conditions prevailing at the time have the potential to generate large vapour clouds that might be toxic or form an explosive mixture with air. As a result, there may be potential health and safety implications for the vessel crew, responders and population nearby.

In order to plan a response, it is important to know how the gas or vapour will behave and the likely trajectory of the hazardous cloud. Relevant computer modelling of the spreading of airborne contaminants is likely to help to forecast the movement and fate of the plume as it disperses. Appropriate safety zones can then be put into place as necessary, and the public advised as appropriate.

Issuing advice to the public to remain indoors for a short period may be given by the authorities. If the chemical is of a flammable nature, then all ignition sources must be eliminated. Techniques such as trying to “knock down” a water-soluble vapour cloud or trying to stop or deflect it using water sprays are other measures that may be available to responders. In such incidents occurring near populations, the fire brigade are likely to have the commanding role in the response.

In any case, responders must wear the appropriate Personal Protective Equipment (PPE) and response / monitoring crafts must be adequately designed should they need to enter the hazardous atmosphere.

Chemicals that dissolve –

A dissolving chemical will form a growing ‘plume’ of decreasing concentration in the water and eventually dilute. It is important to monitor the concentrations in the water to track the movement of the chemical

and therefore to predict any hazard that may arise to the environment, fisheries, fresh water intakes, recreational areas, etc. Again, relevant computer models can give useful indications on the likely fate of the substance.

The ability to contain and recover dissolved chemicals is extremely limited. Providing means to accelerate the natural processes of dispersion and dilution may be the only way to respond to such chemicals. Some dissolved chemical plumes may, in theory, be neutralised, oxidised, flocculated or reduced by the application of other chemicals. However, careful assessment of feasibility and expected efficiency in an open environment as well as approval of the relevant authorities is usually required before this response method is employed.

Chemicals that float –

Chemicals that float will spread under the effect of gravity to form a slick in a similar way to oil. However, unlike oil they may not be visible on the water. Nevertheless, in some cases remote sensing techniques may be employed to detect and monitor floating materials.
Floating chemicals can be low or high viscosity liquids or may even be solid. If the spilt chemical has a high vapour pressure it may evaporate quickly and form a gas cloud above the slick. In such cases air quality monitoring is usually undertaken to assess fire, explosion and toxicity risks.

It may be possible to consider deploying booms to contain and control the movement of substances over the water surface. Skimmers and other oil spill response equipment may also be used to recover the material from the surface of the water. However, it is important to make sure, prior to use, that the spilt chemical will not react with the equipment by taking into account the chemical's reactivity. Alternatively, emergency responders may have fire-fighting or suppressant foams that can be applied to reduce the evaporation and the risk of fire/explosions.

Again, responders must wear the appropriate Personal Protective Equipment and response / monitoring crafts must be adequately designed should they need to enter a hazardous atmosphere.

Chemicals that sink –

Chemicals that sink have the potential to contaminate the seabed, and sometimes to persist in the sediment. The response to sunken chemicals may, therefore, need to consider the recovery of the chemical and any heavily contaminated sediment. Careful attention will also need to be paid to the removal and disposal of these contaminated sediments.

In shallow waters, mechanical dredgers and pump/vacuum devices may be used to recover sunken substances. The use of submersibles and remotely controlled underwater cameras may identify and recover chemicals on the seabed.

5.3 Appendix 3: Oil Pollution Sample – Standard Form (From STOp 4/2001 Appendix B)

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

OIL POLLUTION SAMPLE – STANDARD LABEL

ID No. Date/Time Location) (Grid Ref) Name and Address of person taking sample

.....

For continuity of evidence: Please complete clearly
Sample passed to:

Date Name Address Signature

.....

.....

.....

.....

OIL POLLUTION SAMPLE – STANDARD LABEL

ID No. Date/Time Location) (Grid Ref) Name and Address of person taking sample

.....

For continuity of evidence: Please complete clearly
Sample passed to:

Date Name Address Signature

.....

.....

.....

.....

5.4 Appendix 4: MMO Dispersant Application Information

Report	Date	Time	Reported by	
Reporter (B)	Name	Organisation	Telephone	Fax

Pollution and source		
Source (G) Vessel/Structure name Type and size Cargo/contents	Pollution Confirmed? (A) Appearance Type (F) Diesel, heavy /light fuel oil, crude, chemical (type)	Position and extent (C) Volume of spill (tonnes) Volume remaining on vessel Location – latitude and longitude* Distance from coast
Conditions		
Tide (D) Ebb/ Flood High tide time Speed Direction	Wind (D) Speed (Knots/Wind Scale/Beaufort) Direction	Weather (E) Weather Conditions Wave height Sea State Swell
Response (K)		
Request to use oil spill treatment product? Name and type* (If dispersant) last tested for efficacy when? Volume	Responders on site? Other action (such as booming, closing dock gates?) Environment group called?	Others informed SoSRep Y/N MCA Y/N MMO coastal office Y/N Natural England/Natural Resources Wales Y/N Environment Agency Y/N Food Standards Agency Y/N

* Check if this is within/near a standing approval
**Check if this is on approved list

POLREP Key: A = Classification B = Date and time/Identity of reporter C = Position and extent D = Tide, wind speed/direction E = Weather and sea state F = Characteristics G =Source and cause H = Vessels in area J = Photographs/Samples K = Remedial action L = Forecast of likely effect M = Persons informed N = Other information

5.4.1 MMO Post Dispersant Application Report Form

Post use of treatment product report

Name of Port authority/oil company

Incident number: ..... Date: .....

Volume and type of oil: .....

Location .....

Remedial action taken: .....

.....

Name and type of oil treatment product: .....

Volume of product used: .....

Start and finishing times for spraying: .....

Date of Manufacture: .....

Efficacy last tested on (if applicable) .....

Comments on effectiveness: .....

.....

.....

Report made to Marine Management Organisation as appropriate by:

.....

Other remarks. .....

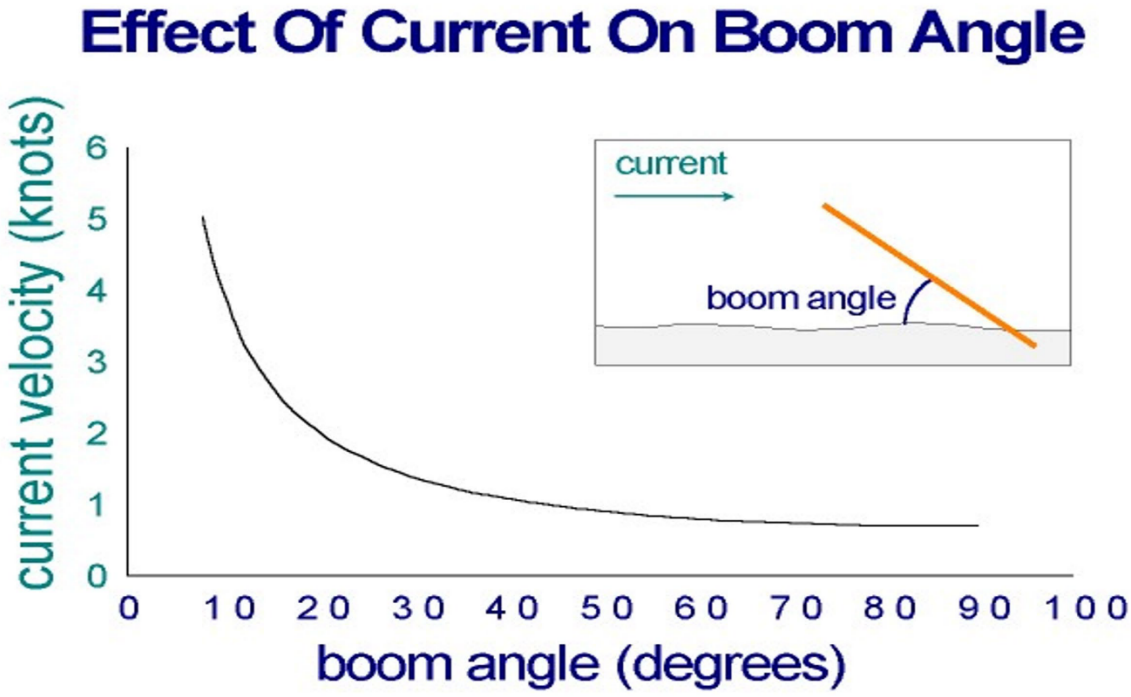
.....

.....

.....

5.6 Appendix 6: Booming Plans

Current in Knots	Boom to bank angle	Length of boom in relation to river width
0.7	90°	1 x river width
1	45°	1.4 x river width
1.5	30°	2 x river width
2	20°	3 x river width
2.5	16°	3.5 x river width
3	15°	4.3 x river width
3.5	11°	5 x river width
4	10°	5.7 x river width
5	8°	7 x river width



5.7 Appendix 7: Bunkering Checklist Standard Operating Procedure

Bunkering Policy and Procedures

5.7.1 General

The Port Authority does not supply bunkers. Marine Gas Oil (diesel) is available for smaller vessels, up to 20m LOA, from Newhaven Marina Fuel Jetty and Newhaven Fish & Flake Ice Society Stage, both located on the West Quay. They must be contacted directly for information and charges. Newhaven Lifeboat Station also has a supply for RNLI vessels only. Rampion Offshore Windfarm have a tank on their East Quay site to supply at Rampion Quay. All 4 sites have adequate insurance cover for pollution incidents and have regular inspections of the equipment.

Rampion Quay Capacity = 50,000litres

Marina Tank Capacity = 50,000litres

Fish Society Tank Capacity = 54,200litres

Lifeboat Station Tank Capacity = 10,000litres

Fuel Oil Bunkering over the quayside at East Quay from road tanker is permitted by the Port Authority provided all safety procedures are adhered to as laid down in the relevant risk assessment and the Bunkering Checklist is correctly completed. The tanker drivers must sign in and out as contractors/visitors and must wear lifejackets on the quayside. The completed Bunkering Checklist is to be returned to Port Control and entered in the file.

On arrival at Security, the road tanker driver will be instructed by the Security Staff to report to the Port Operations Office before proceeding to the quayside and the Security Staff will contact Port Control to notify them of the vehicle on site.

Bunker barges are sometimes used to supply larger vessels whilst alongside East Quay. These bunkering operations are exempt from the Ship to Ship Oil Transfer Regulations.

A cargo manifest or a tank statement must be supplied with the pre-arrival notification documents showing a list of the tanks onboard, quantities in each tank and type of fuel oil. A minimum of 3 hours' notice in writing to the Harbour Master is required from any vessel to be bunkered and from the bunker barge itself, if operations are to take place between sunset and sunrise. The Duty Pilot will monitor that the bunkering checklist has been completed satisfactorily.

A vessel suspected of polluting the harbour will be detained by the Harbour Master pending investigation, clean-up operations and financial security received**.** All vessels using the harbour must have sufficient insurance to cover salvage and pollution costs.

The procedures for the transfer of sludge/oily water are to be the same as for bunkering.

5.7.2 Ferry Bunkering

When bunkering is carried out by bunker barge or from road tanker over the quayside, it is the responsibility of the ferry Master to report to Port Control when operations commence and complete. It is the responsibility of the ferry Master to ensure that a Bunkering Checklist is completed prior to operations commencing. Port Control will monitor the area closely whilst bunker operations are in progress and the Duty Officer will be in attendance at some stage of the operation. The Ferry crew and LCT staff are expected to notify Port Control if they see any pollution occurring and take such action as possible to mitigate it. If pollution does occur, the Harbour Master is empowered to detain the vessel until MCA Officers arrive. If by bunker barge, the Duty Pilot will monitor that the bunkering checklist has been completed satisfactorily. Bunkering at night to be approved by the Harbour Master in advance. A record of volume of bunkers received is entered in the PORTZ system and an in the Logbook by the Port Control/Duty Officer.

If bunkering from road tanker onboard the ferry, it is the responsibility of LCT Operations Supervisor/Duty Officer to obtain and forward the documentation to Port Control in advance of the operation and to notify Port Control when the road tankers have embarked and dis-embarked from the ferry. Port Control will then promulgate this information to the Harbour Master, SHESTO and Duty Officer.

5.7.3 Commercial Vessels

When bunkering is carried out by bunker barge or from road tanker over the quayside, it is the responsibility of the vessel Master to report to Port Control when operations commence and complete. It is the responsibility of the Master and bunker supplier to ensure that a Bunkering Checklist is completed prior to operations commencing. Port Control will monitor the area closely whilst bunker operations are in progress and the Duty Officer will be in attendance at some stage of the operation. Vessel crew are expected to monitor and notify Port Control if they see any pollution occurring and take such action as possible to mitigate it. If pollution does occur, the Harbour Master is empowered to detain the vessel until MCA Officers arrive. If by bunker barge, the Duty Pilot will monitor that the bunkering checklist has been completed satisfactorily. Bunkering at night to be approved by the Harbour Master in advance. A record of volume of bunkers received is entered in the PORTZ system and in the Logbook by the Port Control/Duty Officer.

5.7.4 North Quay, Rampion Quay, West Quay and all other Berths/Moorings

Any transfer of oil/sludge/oily water over the quaysides must be reported to Port Control at the commencement and completion of operations.

The individual terminal/berth/mooring operators are responsible for having their own procedures and risk assessments in place and for providing staff with such training and equipment as required. Any spillage into the water or on the quayside must be reported to Port Control immediately.

Newhaven Port & Properties Ltd

Safety Checklist - Bunkering

This safety checklist is to be completed **before** the commencement of any bunkering operations and returned to the Operations Office on completion.

The checklist is to be completed and signed by both the suppliers of the bunkers and the receiver. Adequate supervision of the bunkering operation is to be maintained at all times by a representative from the supplier and the receiver. On completion of bunkering operations, hoses are to be drained and blanks fitted before transfer to the supplying vessel. No fuel tanks are to be filled above 95% capacity.

		Supply Vessel	Receiving Vessel
1	Are there adequate NO SMOKING signs positioned and being observed?		
2	Are there adequate firefighting appliances available?		
3	Is there an agreed ship/ship or ship/shore communication system?		
4	Are proper gaskets employed?		
5	Are drip trays in position?		
6	Are unused bunker connections properly blanked?		
7	Are scuppers/drains effectively plugged?		
8	Have maximum and minimum transfer rates been agreed?		
9	Have emergency shutdown procedures been agreed?		
10	Are vessels securely moored?		
11	Is there a supply of counter oil pollution equipment nearby?		
12	Are bunker hoses safely secured at the manifold?		
13	Have all unused valves in the bunker system been checked closed?		
14	Are all bunker hoses properly rigged and free from twists?		

Type of Bunkers delivered..... Quantity of Bunkers delivered.....

DECLARATION

We have checked the items on the checklist and are satisfied that the answers given are correct to the best of our knowledge

For Bunker Supplier

Company.....

Telephone.....

Signature.....

Time and Date.....

for Bunker Receiver

Vessel.....

Telephone.....

Signature.....

Time and Date.....

Port Control Office, Newhaven Harbour, Newhaven, East Sussex,
BN9 0BN Tel. 01273 612926, e-mail: vts@newhavenport.com

5.9 Appendix 9: MSDS

1/. Ultra-Low Sulphur Diesel (MDO/MGO)

2/. Diesel (MDO/MGO)

3/. Heavy Fuel Oil (HFO)

4/. Intermediate Fuel Oil (IFO40 and IFO380)

5/. Hydraulic Oil

6/. Kerosene

7/. Lube Oil

8/. Petrol