



SOUTHWOLD HARBOUR

STANDARD OPERATING PROCEDURE OIL SPILL RESPONSE (DRAFT)

Contents

- 1.0 DOCUMENT CONTROL
- 2.0 INTRODUCTION
- 3.0 REPORTING PROCEDURES
- 4.0 ACTION CHECK LIST
- 5.0 RECORDS
- 6.0 CONTACTS AND ACTIONS

1.0 Document Control

This SOP is subject to a 5 yearly review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated

DATE Review(R)

Amendment(A)

2.0 Introduction

The aim of this SOP is to cover the response to any spillage caused by or during berthing, refuelling, maintenance, and other commercial and leisure operations by vessels within Southwold Harbour.

It should be read in conjunction with the Southwold Harbour Fuelling SOP and the Southwold Harbour OSCP.

Southwold Harbour can only mount a Tier 1 land response, and, using its 25 metre river boom, could apply a temporary holding response around a small vessel.

It is not bound to have a Tier 2 contract in place but would rely **on East Suffolk Council** response and Suffolk County Council's Tier 2 contractor (see East Suffolk Council marine pollution operational response plan).

Suffolk County Council. SCC has a contract for specialist pollution remediation services for a Tier 1 or 2 response. The contract requires the on-site attendance by the contractor (Adler and Allan) within four hours of notification and for the supply of specialist advice, trained personnel, material and equipment and the removal of hazardous substances. Activation of the contract is via SCC Waste Management Services or Out of Hours by JEPU Duty Officer. If activated Out of Hours, SCC Waste Management Service must be informed the next working day.

3.0 Reporting Procedures

This section sets out the reporting procedures, which should be followed if an oil spill occurs within the harbour area.

The extent of notification of external organisations and authorities will be determined by the initial classification of the incident.

Responsibility for external notification and completion of the POLREP (CG 77) rests with the Harbour Master or his Deputy.

The statutory requirement, placed on the Harbour Master under SI 1998 No1056 is to report all actual or probable discharges of oil to the Coastguard on POLREP CG77.

PREVENTION OF OIL POLLUTION ACTS: 1971 & 1986 MERCHANT SHIPPING ACT 1995

These Acts place an obligation on persons to immediately report to the Harbour Master, an oil spill that enters, or threatens to enter the harbour. Persons include port users, vessel crewmembers, oil companies and industrial firms with water frontage

Instructions for completing form CG77 (POLREP)

INFORMATION WHICH SHOULD BE PROVIDED IN AN INITIAL REPORT

CG77 POLREP:

- A. CLASSIFICATION of report – (i) Doubtful, (ii) Probable, (iii) Confirmed.**
- B. DATE and TIME pollution observed/reported, and identity of observer/reporter**
- C. POSITION (Always by LATITUDE & LONGITUDE) and EXTENT of pollution. If possible, also state range and bearing from a prominent landmark and estimated amount of pollution (e.g. size of polluted area, number of tonnes of oil spilled or number of containers, drums etc. lost). When appropriate, give position of observer relative to the pollution.**
- D. TIDE, WIND speed and direction.**
- E. Weather conditions and SEA state.**
- F. CHARACTERISTICS of pollution. Give type of pollution eg. Oil (type), packaged or bulk chemicals, or garbage. For chemicals give proper name or United Nations Number if known. For all, give also appearance, e.g., liquid, floating, solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discoloration of sea, visible vapours etc. should be given.**
- G. SOURCE and CAUSE of pollution e.g. from vessel or other undertaking. If from vessel, say whether because of apparently 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.**
- H. Details of VESSELS IN THE AREA.**
To be given if polluter cannot be identified and the spill is 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 the spillage**
- L. FORECAST of likely pollution (e.g., arrival on beach), with estimated timing.**

M. NAMES of those informed other than the addressee

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

Oil Pollution Report Format (POLREP)

Date **Time** **From**

A Classification of report	(i) Doubtful (ii) Probable (iii) Confirmed	
C Position and extent of pollution		
B Date and time pollution observed and identity of observer/reporter		
D Tide, wind speed and direction		
E Weather conditions and sea state		
F Characteristics of pollution G Source and cause of pollution H Details of vessels in the area J Whether photographs taken and/or samples for analysis		
K Remedial action taken or intended		
L Forecast of likely affects		
M Names of those informed		
N Any other relevant information		

4.0 ACTION CHECK LIST

	ACTION	COMPLETED
1	Complete initial report POLREP	
2	Advise Head of Operations and General Manager of incident	
3	If there is risk of fire, explosion or toxic effect call out emergency services, and suspend all activity in the effected area, until clearance is given by the appropriate authorities.	
4	When source of pollution is known assist to locate the responsible polluter, so that the source may be stopped/contained	
5	Remind personnel involved at initial stage of clean up operations, the use of dispersant is not allowed, unless authorised.	
6	Commence log of times and incidents	
7	Assess the extent of spill and decide what assistance is required for anti-pollution operations. Take photographs of affected area.	
8	Inform Coastguard. Send POLREP via email, (Section 5.3). Copy to EA, NE and JEPU	
9	Implement Action Plans appropriate to spill type and size.	
10	Inform MMO Marine Environment Division when dispersant is required	
11	Inform MMO when dispersants are used	

5.0 Records

It is essential that all events occurring during an incident are logged and recorded. This will aid if liability, compensation, or reimbursement issues arise as a result of the incident.

To achieve this, logs should be kept by all key personnel.

Entries in the logs should, as a minimum, show details of events, actions taken, communications with outside Agencies, decisions made and points relevant to the operation.

These logs should be retained once the incident has ended to form part of the final incident report and provide the basis for a "wash-up" meeting

Incident Log Sheet

INCIDENT		DATE	
LOCATION		TIME	

[illegible]

6.0 CONTACTS AND ACTION

Suffolk - Joint Emergency Planning Unit

01473 265376 emergency.planning@suffolk.gov.uk

Email POLREP

Notify by Phone

East Suffolk Council

Customer Services: Tel: 0333 0162000

Out of Hours: Tel: 0800 4402516

Notify by phone

Coastguard 01262 672317 Zone10@hmcg.gov.uk

Email POLREP

Environment Agency 0800 807060 ics@environment-agency.gov.uk

Email POLREP Notify by Phone

Natural England 0300 0601200 (24

Hrs) marineincident@naturalengland.org.uk

Email POLREP Notify by Phone

Marine Management Organisation

Emergency Contact dedicated Spill Response number

Tel: 0870 785 1050 If there is no reply call the 24hr Duty Room on: 0845 051 8486

email: info@marinemanagement.org.uk

Helpline: 0300 123 1032

Notify by phone

Marine Management Organisation

0300 2002024

07770 977825 (24hrs)

dispersants@marinemanagement.org.uk

Notify before dispersants used

Defra Duty Office 0345 051 8486 (24hr)

For use during an incident if no answer from MMO