OIL AND CHEMICAL POLLUTION CONTINGENCY PLAN

Amendments to:

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FOREWORD

The current level of shipping movements within the Firth of Forth make it one of the busiest estuaries in the UK and despite control of navigation by sophisticated marine radar systems the risk of a maritime accident cannot be discounted.

In addition, the volume of hydrocarbons exported annually from strategic facilities such as the Hound Point Marine Terminal and the Port of Grangemouth requires that coastal local authorities, including Fife Council, maintain constant vigilance against the effects of an unforeseen oil spill threatening their shoreline.

The Fife Council Oil and Chemical Pollution Contingency Plan has therefore been prepared in order to outline the arrangements for dealing with oil and chemical pollution incidents which could affect the coastline as well as the lochs, reservoirs and inland waterways of Fife.

The plan is not intended to be prescriptive and heads of service and other agencies are expected to interpret and apply the plan as the prevailing circumstances dictate. However, it is essential that those persons with assigned responsibilities for counter pollution are familiar with the plan provisions.

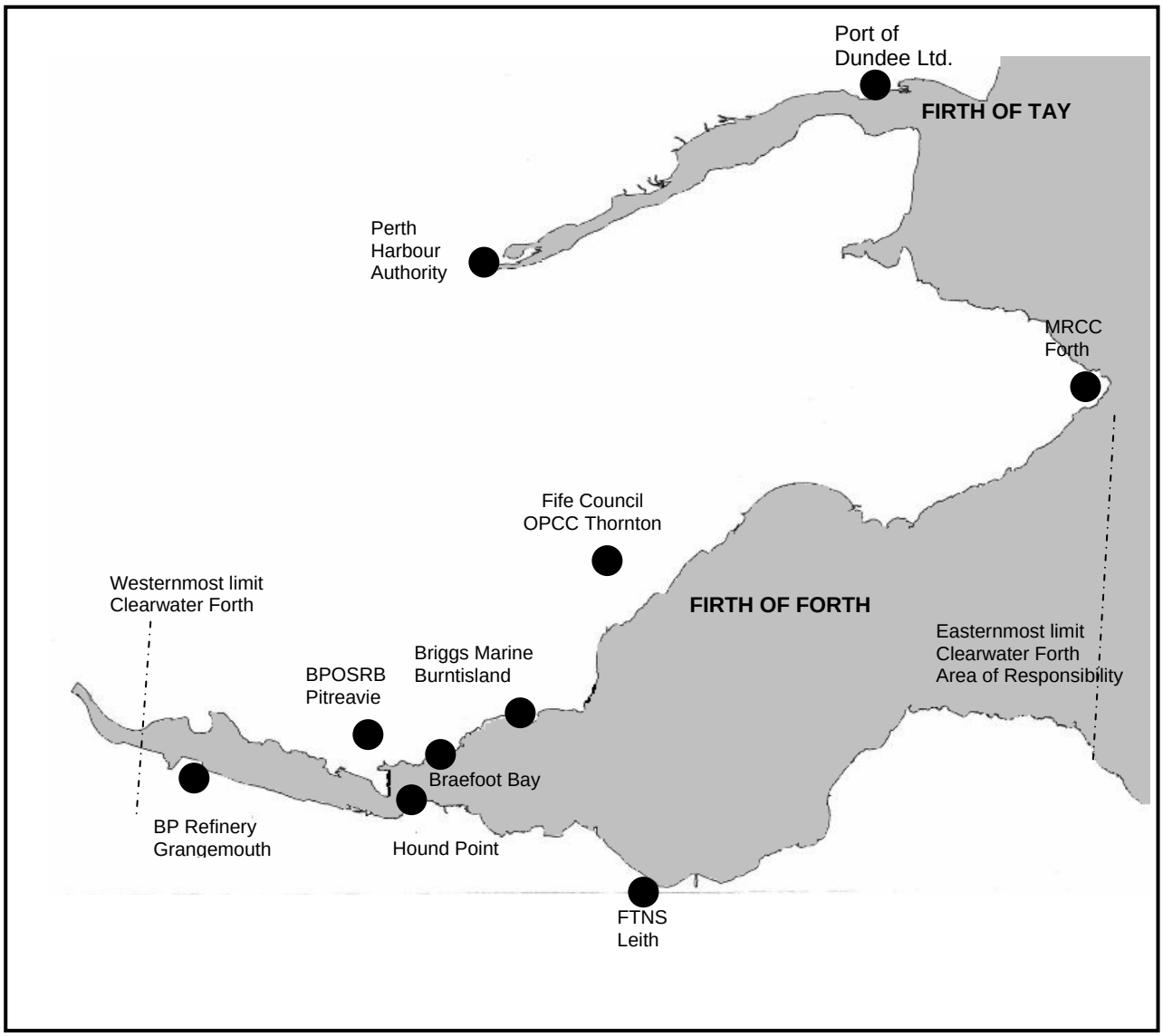
To achieve this, services are encouraged to participate in training programmes and exercises which are arranged at regular intervals to rehearse procedures for an integrated and effective response to pollution events.

This document has been prepared only after the fullest consultation with all interested parties and should be used in conjunction with the Fife Council Major Emergency Plan.

R. Hinds
Chief Executive
Fife Council

FIFE COUNCIL
POLLUTION CONTROL
AREA OF RESPONSIBILITY

FIGURE 1



PLAN REVIEW SCHEDULE

Date of Review	Nature of Review	Person Reviewing	Next Review
June 2008	Complete re-issue *(Version 2 : July 2008)*	F. Wallace SEPO	Complete re-issue

RECORD OF EXERCISES

Exercise Name	Exercise Type	Venue	Date of Exercise
Ex Black Bay	Clearwater Forth Tier II	Inner Forth/ Torry Bay	3rd October 2007

DISTRIBUTION

Organisation	Holder	No. of copies
FIFE COUNCIL		
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	Council Emergency Planning Officer	1
	Council Emergency Centre	3
	EPU Reference Library	1
	Civil Contingencies Advisor	1
LOCAL COMMUNITY & HOUSING SERVICES SECTOR		
Comm. Serv. Parks & Countryside	Area Parks Mgr. (North)	1
	Area Parks Mgr. (South	1
ENVIRONMENT & DEV. SECTOR		
Transportation Services	Exec. Director Env. & Dev. Services	1
	Head of Transportation Service	1
	Snr. Mgr. Roads & Engineering Services	1
	Snr. Mgr. Traffic & Transportation Services	1
	Team Leader Operations (North Fife)	1
	Team Leader Operations (Mid Fife)	1
	Team Leader Operations (South Fife)	1
	Harbourmaster (Crail Harbour)	1
Harbours	Harbourmaster (Anstruther Harbour)	1
	Harbourmaster (Pittenweem Harbour)	1
	Harbourmaster (St. Monans Harbour)	1
	Head of Environmental Services	1
Environmental Services	Regulation Manager	1
	Operations Manager	1
	Team Leader Ops. (Central)	1
	Team Leader Ops. (West)	1
	Health & Safety Manager	1
Development Services (Econ. Dev., Planning & Building Control)	Head of Dev. Serv.	1
Asset & Facilities Management Services	Procurement & Supplies Mgr.	1
	Fleet Transport Mgr.	1
	Catering & Cleaning Mgr.	1
PERFORMANCE & ORG. SECTOR	Exec. Dir. Performance & Org. Support	1
	Communications & Marketing Manager	1
	Chief Legal Officer	1

FINANCE & RESOURCES SECTOR	Exec. Dir. Finance & Resources	1
EMERGENCY SERVICES		
HM Coastguard	District Controller, MRCC Forth	1
Fife Constabulary	Force Emergency Planning Officer	1
	Force Contact Centre, Police HQ	1
Fife Fire & Rescue Service	Group Manager – Emer. Planning	1
Control Room	Station Mgr. Comms.	1
SCOTTISH ENV. PROT. AGENCY	Team Leader, Fife Area	1
	Team Leader, Stirling Area	1
SCOTTISH POWER	Manager, Longannet Power Stn.	1
SCOTTISH NATURAL HERITAGE	Oil Poll. Officer, Edinburgh	1
	Fife Area Officer	1
CENTRAL GOVERNMENT		
SGERAD	Fisheries Research Services	1
SGJD (SCORDS)	Head of Scottish Resilience	1
Department for Transport	Counter Poll. & Response Branch, MCA	1
INEOS		
Grangemouth Refinery	Marine Superintendent	1
BP	Oil Spill Response Base Leader, Dalmeny	1
SHELL	Marine Supervisor, Braefoot Bay Marine Terminal	1
BRIGGS ENV. SERV. LTD.	Manager, Oil Pollution Base, Burntisland	1
FORTH PORTS PLC		
Forth & Tay Navigation Service	Marine Manager	1
	Fife Harbours Superintendent	1
FIFE NHS BOARD	Emergency Planning Officer	1
SCOTTISH WATER	Head of Emergency Planning	1
	Head of Trade Effluent Quality Co-ord.	1

OTHER LOCAL AUTHORITIES		
City of Edinburgh Council	Emergency Planning Officer	1
West Lothian Council	Emergency Planning Officer	1
East Lothian Council	Emergency Planning Officer	1
Midlothian Council	Emergency Planning Officer	1
Falkirk Council	Civil Contingencies Co-ordinator	1
Clackmannanshire Council	Emergency Planning Officer	1
Stirling Council	Emergency Planning Officer	1
Perth & Kinross Council	Emergency Planning Officer	1
Dundee City Council	Emergency Planning Officer	1
Royal Air Force:		
RAF Leuchars	Station Environmental Protection Officer	1
OTHER AGENCIES		
Police, Fire & Safety Committee	Chair	1
Elected Members Lounge	Members Services Co-ordinator	1
Home Office EP College	Librarian	1
Fishermen's Mutual Assoc. Pittenweem	Secretary	1
Royal Soc. For the Prot. Of Birds	Marine Officer	1
Scottish SPCA	Chief Superintendent	1
Deep Sea World	General Manager	1

SECTION 1

GENERAL INFORMATION

1.1 Introduction

There is an ever present risk of oil or chemical pollution to the Fife coastal and marine environment from shipping in ports or in transit through coastal waters, especially oil tankers. This could result from collision, grounding, sinking, structural failure, loss of cargo overboard, an accident during the transfer of oil as cargo or fuel or other marine incident.

The Government has accepted the responsibility for dealing with spillages of oil at sea from shipping casualties threatening UK interests. Similarly, coastal local authorities are responsible for contingency planning and the clean-up of shoreline pollution.

It should be noted though, that local authorities have only agreed to undertake shoreline clean-up duties on a voluntary basis.

Merchant Shipping (Oil Pollution Preparedness and Response Convention) Regulations 1998 also require every harbour authority of any harbour to which these regulations apply to have an oil pollution emergency plan. In Fife this statutory duty has been placed on Fife Council to prepare pollution contingency plans for minor harbours which it owns or operate and which fall within stated criteria.

1.2 Aim of Plan

To detail Fife Council's arrangements for pollution containment and clean-up in response to incidents affecting the coastline, lochs, reservoirs, inland waterways and certain harbours of Fife on which operations, training and exercises can be based.

1.3 Area at Risk

The area of jurisdiction of Clearwater Forth includes the waters of the Forth estuary and firth between Kincardine Bridge to the west and a line joining the North and South Carr beacons to the east. Vessel traffic in this area is subject to the Forth Byelaws and General Directions for Navigation enforced by Forth and Tay Navigation Service (FTNS).

The area at risk includes the coastline on the north side of the Forth estuary and firth from beyond Kincardine Bridge (GR NT 025 873) to the west and Fife Ness (GR NO 638098) to the east. It also includes the coastline on the south side of the Firth of Tay from Newburgh (GR NO 213183) to Tayport (GR NO 504 280) and then south easterly towards Fife Ness.

The Fife Coastline is 185 km. long and features many environmentally sensitive areas as well as 32 ports and harbours engaging in a varied range of activities including military, commercial and leisure uses.

The landward area of Fife extends to some 507 sq. miles (1300 sq. kilometres) and contains many inland waterways including rivers and burns as well as several lochs and reservoirs. (Map of Fife & Coastal Area refers).

1.4 Scope of the Plan

The plan sets out:

a. responsibilities of local authority services and other organisations involved in combating oil or chemical pollution arising from a shipping casualty or other source which has impacted or is threatening any part of the Fife coastline.

b. operating arrangements for reporting and responding to oil/chemical pollution along any affected part of the coastline or inland including command and control arrangements, lines of communication and availability of resources.

c.. procedures for the recovery of clean-up costs from both accidental and illegal discharges

d. specific arrangements which apply to those harbours for contingency planning and pollution clean-up within harbour limits.

1.5 Hazard Vulnerability Assessment – Firths of Forth & Tay

A number of hazards exist in the Firth of Forth and the Firth of Tay which present a potential oil pollution threat, the most significant of which are listed below. More detailed hazard identification/risk assessment information is contained in site specific contingency plans for the relevant installations/activities produced by the oil operating companies, Forth Ports plc, Babcock (BES) or harbour operators.

a. <u>Ineos Grangemouth Complex</u>

The Ineos oil refinery/petro-chemical complex at Grangemouth on the south side of the Forth is less than 2 kilometres from the Fife coastline. Unstable Forties Blend crude oil from the North Sea is conveyed by 36” pipeline from St. Fergus to Grangemouth crossing the River Forth near Torryburn. The crude oil is stabilised at BP Forties Pipeline System (FPS) Kinneil for further processing in the Grangemouth refinery or is transhipped by pipeline for storage at the BP FPS Dalmeny tank farm.

Stable crude is also conveyed by pipeline to a marine terminal at Finnart on Loch Long on the West coast of Scotland. Considerable quantities of refined petroleum products processed at the Grangemouth complex are also transported by tanker from the adjacent docks.

b. BP Hound Point Marine Terminal

The BP Hound Point Marine Terminal, 1 km offshore from South Queensferry and 3km south from Dalgety Bay provides tanker-loading facilities for the export of Forties Blend Crude oil (approx. 28 million tonnes per annum) supplied by sub-sea pipelines from the BP Dalmeny tank farm. Approximately 350 vessels berth at Hound Point each year.

c. Braefoot Bay Marine Terminal

Braefoot Bay Marine Terminal which lies 2 km west of Aberdour is operated by Shell for the exportation of Ethylene and LPG products from the Mossmorran petrochemical complex including Propane, Butane, Natural Gasoline and C5+. Approximately 270 ships are handled each year transporting over 3. ½ m tonnes of products.

d. Forth Ports plc. Installations

Forth Ports plc. Control a number of ports and harbours where bulk fuel oil is stored for ships bunkers which could pose a hazard if an accidental spillage were to occur. Bulk fuel oil is stored at Leith Docks, Grangemouth Docks, Rosyth, Burntisland and Methil.

e. Port of Dundee

The Port of Dundee, operated by Forth Ports plc, includes Camperdown Refinery (Nynas) and other premises where dangerous substances are processed which could be a significant threat to the Fife coastline if accidentally released within the Firth of Tay.

f. Other Maritime Establishments

A number of minor harbours along the Fife Coastline store/transfer fuel oil including Longannet Power Station jetty, the Port of Rosyth and the RN Support Establishment, Rosyth, and minor harbours at Pittenweem and Tayport.

g. Dangerous and Noxious Substances Washed Ashore

Dangerous and noxious substances (including chemicals or packaged goods) lost overboard from ships can be washed ashore or in the Firths of Tay or Forth, or from North Sea oil platforms.

h. Vessels in transit

Forth & Tay Navigation Service (FTNS) controls all vessel above 50dwt traffic movements within the limits of the Forth harbour area. Vessels which make use of the river range from crude oil tanker ships up to VLCC class, LPG tankers, freighters and container ships, cruise liners and ferries, coastal tankers, military vessels including surface ships, submarines and fleet support ships, pleasure boats and different sizes of fishing vessels from inshore boats to sea going trawlers.

Maritime traffic in transit within the Tay is controlled by Forth and Tay Navigation Service or Perth Harbour within the limits of their respective harbour areas.

i. Inland Oil Pollution

Many inland pollution incidents can be attributed to accidents arising from processing system breakdown or malfunction or due to careless storage or handling. Other causes can result from accidents during transportation by road, rail, boat, pipeline or other means – including illegal dumping.

Inland oil spills may not immediately affect a watercourse, reservoir or loch but may eventually through surface drains or a result of oil seeping into the ground and affecting water-bearing strata. Oil pollution can also affect sewerage systems and the possible risk of fire and explosion cannot be discounted.

j. Leaking Petroleum

Infrequent incidents can occur where petroleum or other dangerous substances has leaked from its licensed or approved storage facility, (e.g. an underground tank at a petrol filling station). The Head of Environmental Services, Fife Council will investigate such incidents.

k. Major Accident Hazard Pipelines (MAHP**)**

As part of the North Sea oil and gas distribution system, pipelines convey a range of hazardous substances including crude oil, natural gas liquids, natural gas, LPG products and ethylene through parts of Fife. A fracture of a Major Accident Hazard Pipeline could be caused by extreme weather conditions, unexpected ground movement, agriculture or heavy plant machinery, explosion (accidental or intentional), from an inherent fault in the line or by terrorist action.

The Pipeline Safety Regulations 1996 require local authorities to prepare emergency plans for the control of health and safety risks arising from major accident hazard pipelines which route through their administrative areas. Further information concerning the arrangements within Fife is contained in the MAHP Emergency Response Plan issued by Fife Council.

1.6 Categorisation of Oil Pollution Incidents

Although oil quantity is not the only consideration in judging the seriousness of an incident, it helps to classify incidents on a tiered basis.

Tier Systems

Used by the oil companies, the tiers relate to resources required against the risk identified, and are as follows:

a. **Tier 1 Examples** : minor in-field pipeline system leaks; off-shore fuel transfer spills; off-loading spills; topsides equipment leak.

Facility/site resources on scene within 30 minutes, capable of dealing with small scale spillage. Forth Ports will maintain communications with the polluter and monitor the response.

b. **Tier 2 Examples**: large in-field pipeline leak; export hose failure.

Additional off-site resources on scene within half the time oil takes to reach the beach capable of dealing with a minimum 250 tonne spillage. Requires the mobilisation of Clearwater Forth participants and resources.

c. **Tier 3 Examples**: cargo/storage tank rupture, uncontrolled blow-out; export hose failure. Full corporate resources, regional and industry, within 48 hours.

Major shipping incidents which require a co-ordinated response from national and local authorities. Initial action will be taken by the MCA-CPRB in conjunction with HM Coastguard under National Contingency Plan. These are most likely to require a Shoreline Response Centre (SRC) to be established if the oil impacts the shore.

1.7 Chemical Hazards Advisory Groups

The MCA Counter Pollution and Response Branch (MCA-CPRB) has established a Chemical Hazards Advisory Group to supplement the advice of its own scientific staff on the appropriate response to a spillage of chemicals from a ship at sea. This group includes representatives of the Fisheries Departments, Health and Safety Executive, Scottish Environment Protection Agency (SEPA), medical authorities, chemical associations and shipping companies.

1.8 Chemical Strike Team

The MCA-CPRB has, under contract, a Chemical Strike Team of mariners experienced in working aboard chemical tankers, who can be deployed to assess a damaged vessel, advise on and take appropriate action to contain or prevent spillage.

1.9 POLLUTION RISK SOURCES
Extract from Community Risk Register for Fife (Strategic Co-ordination Group Area)

Risk Ref. and Hazard or Threat Category	Hazard or Threat Sub-Category	Hazard or Threat Description and Scale	Likelihood	Impact	Risk Rating	Controls in Place	Lead Agency for Risk Assessment
1. HAZARD CATEGORY INDUSTRIAL ACCIDENTS/ENVIRONMENTAL POLLUTION							
H15	Maritime/Shoreline Pollution	Ship to Ship Crude Oil/Hydrocarbon Products Transfers from shuttle tankers (5000m3) and host VLCC(320000 m3) / ULCC (500000m3) tankers. Worst case Tier III spill up to 100,000 m3 into sea, polluting up to 200km of coastline. Potentially significant damage to amenity value (i.e. tourism), agriculture/commerce and aquatic ecosystem.	Negligible (1)	Catastrophic (5)	VERY HIGH	Regulations enforced by Flag States and subject to rigorous Port State Control checks, coordinated in European waters. Maritime and Coastguard Agency and Fire and Rescue Services' Maritime Incident Response Group. National Contingency Plan for Marine Pollution from Ships and Offshore Installations Clearwater Forth Oil Spill Contingency Plan	MCA
H15	Marine Pollution	Ineos Grangemouth Refinery- Stable Crude and Refined products BP Hound Point Marine Terminal- Stable Crude & Bunkers Braefoot Bay Marine Terminal- LPG Products(Ethylene/Propane/ Butane/ Natural Gasoline/C5+) & Bunkers Forth Ports Installation(Port of Rosyth/ Burntisland/Methil/Port of Dundee)- Bunkers/Diesel/Heavy Fuel Oils	Negligible(1) Negligible(1) Negligible(1) Negligible(1)	Significant(4) Significant(4) Significant(4) Significant(4)	MEDIUM MEDIUM MEDIUM MEDIUM	National Contingency Plan for Marine Pollution from Ships and Offshore Installations Clearwater Forth Oil Spill Contingency Plan Fife Council Oil/Chemical Pollution Contingency Plan	MCA
HL4	Major Pollution of Controlled Waters	Pollution incident impacting upon controlled waters e.g. could be caused by chemical spillage or release of untreated sewage leading to persistent and/ or extensive effect on water quality, major damage to aquatic ecosystems, closure of potable abstraction points, major impact on amenity(i.e. tourism value, serious impact on human health	Negligible(1)	Significant(4)	MEDIUM	SEPA 24Hr. 365 day response system and reporting line in place Scottish Water Contingency Plans National Contingency Plan for Marine pollution from Ships and Offshore Installations Fife Council Oil /Chemical Pollution Contingency Plan	Assessment by EPWG (In absence of information from SEPA)

Risk Ref. and Hazard or Threat Category	Hazard or Threat Sub-Category	Hazard or Threat Description and Scale	Likelihood	Impact	Risk Rating	Controls in Place	Lead Agency for Risk Assessment
1. HAZARD CATEGORY INDUSTRIAL ACCIDENTS/ENVIRONMENTAL POLLUTION							
HL5	Major Land Contamination Incident	Pollution Incident (e.g. chemical spillage) leading to persistent and/ or extensive effect on land quality, major damage to terrestrial ecosystems, property, amenity(i.e. tourism) value and major damage to agriculture/commerce, serious impact on human health	Negligible(1)	Significant(4)	MEDIUM	Statutory inspections of industrial processes/pollution prevention controls National and local site clearance arrangements	Assessment by EPWG (In absence of information from SEPA)
HL6	Major Air Quality Contamination Incident	Pollution Incident (e.g. uncontrolled emission from an industrial facility or uncontrolled release of landfill gas)) leading to persistent and/ or extensive effect on air quality, major damage to local ecosystems, property, amenity(i.e. tourism) value and serious impact on human health	Negligible(1)	Significant(4)	MEDIUM	Statutory inspections of industrial processes/pollution prevention controls National and local site clearance arrangements	Assessment by EPWG (In absence of information from SEPA)
HL 12	Local accident involving transport of hazardous chemicals	Up to 50 fatalities and 500 casualties (direct injuries from the accident would be similar to road to rail accidents: indirect casualties are possible if substance covers wide area).The extent of the impact would depend upon the substance involved, quantity, nature and location of the accident. The assumption is based on phosgene/chlorine.	Negligible(1)	Significant(4)	MEDIUM	Multi-agency Major Incident Plan Operational Procedure for Incident Type	Police/Fire/DfT
HL14	Local accident involving transport of fuel/explosives	Up to 30 fatalities and 20 casualties within vicinity of accident/explosion. Area would require evacuating up to 1km radius depending upon substances involved. Potential release of 30tonnes of liquid fuel into local environment, watercourses etc. Large quantities of firefighting media (foam) would impact on environment. Roads and access routes impassable for a time. Emergency access in/out of large populated areas difficult or impossible	Rare(2)	Significant(4)	HIGH	Multi-agency Major Incident Plan Operational Procedure for Incident Type	Police/Fire/SEJD

1.10 Disposal of Hazardous Chemicals

At Annex H to Section 3 of this plan are details of the arrangements to make safe and safely dispose of drums of dangerous chemicals and other hazardous substances packages, that may have been damaged when washed ashore.

1.11 Interfacing Plans & Co-ordinating Authorities

a. National Contingency Plan

The National Contingency Plan, developed by the United Kingdom Government, sets out the arrangements for dealing with pollution arising from spillages of oil or other hazardous substances at sea from ships which threaten UK interests.

HM Government also accepts that maritime local authorities may need assistance with a major incident causing exceptional pollution. In such circumstances, the MCA-CPSB will not only direct offshore operations but also assist local authorities to co-ordinate the shoreline clean-up thus ensuring an integrated response.

The MCA-CPRB has resources to deal with pollution at sea including surveillance and dispersant spraying aircraft, and ocean going tugs for containment and recovery. It also maintains specialised shoreline clean-up equipment stockpiles to supplement local authority resources in a major emergency and can arrange commercial resources.

The role of the MCA-CPRB includes giving advice and guidance to local authorities on oil pollution contingency planning, deployment of stockpile equipment, training needs and exercises.

Co-ordinating Authority : Maritime & Coastguard Agency – Counter Pollution & Salvage Branch

The Director of Marine Emergency Operations which together with HM Coastguard form the Maritime Coastguard Agency (MCA) within the Department for Transport is responsible for managing this strategic plan. There are three Counter-Pollution and Salvage Officers(CPSO), including one for Scotland and Northern Ireland, who will co-ordinate all Counter-Pollution and Salvage aspects.

b. Clearwater Forth - Firth of Forth Oil Pollution Co-ordination Scheme

Clearwater Forth is a tactical level plan designed to co-ordinate response measures in the event of oil pollution occurring or moving into the Forth Estuary and the Firth of Forth between Kincardine Bridge to the west and a line joining the North and South Carr beacons to the east. CWF will provide the command, control and communications structure for co-ordinating sufficient resources to deal adequately with instances of oil pollution.

Co-ordinating Authority**:** Forth and Tay Navigation Service

The Clearwater Forth Plan will be activated by the Duty Officer at the Forth and Tay Navigation Service (FTNS) acting on behalf of the Chief Harbour Master, Firth of Forth. The Duty Officer FTNS will grade the incident and initiate Clearwater Forth alerting procedures accordingly.

c. Tay Area Oil Pollution Response Co-ordination Scheme

The Tay Area Oil Pollution Response Co-ordination Scheme is designed to co-ordinate response measures to alleviate the consequences of oil pollution and/or dangerous substances which may impact on the coastline and inland waterways of landward areas of Perth & Kinross, Dundee City and Angus Councils. It also covers the coastline from Perth to Tentsmuir Point on the south side of the River Tay and south easterly towards Fife Ness. The plan differs from Clearwater Forth in that it is an integrated scheme dealing with both at sea containment and recovery as well as shoreline clean-up.

Co-ordinating Authority **:** Emergency Planning Officer,
Dundee City Council

The Chief Harbourmaster, Port of Dundee will alert relevant parties of any pollution incident within the harbour area limits. Elsewhere in the estuary notification of a pollution event may come from different sources including HMCG, Harbourmaster, Perth Harbour or where a land-based source is involved from the Emergency Planning Officer of the relevant council.

d. Hound Point Marine Oil Spill Contingency Plan

This plan describes contingency procedures for dealing with hydrocarbon spillages arising from export operations at the terminal, including spills from vessels in transit to/from Hound Point within the limits of Forth Ports harbour area. It also deals with leaks from the sub-sea crude oil pipelines that supply the terminal. The BP Firth of Forth Oil Spill Response Manual should be referred to with this plan.

Co-ordinating Authority **:** BP Grangemouth

The Hound Point contingency plan will be initiated by BP Grangemouth and co-ordinated from the BP Incident Support Room. Where a spill is likely to result in widespread pollution of the Forth estuary, the Clearwater Forth plan would be implemented and control of the incident transferred to the Chief Harbourmaster, Forth Ports plc.

e. Local Authority Shoreline Clean-up Plans

Local authorities, including Fife Council, with a coastal margin on the River Forth have all developed oil pollution contingency plans to deal with shoreline clean-up. The arrangements for shoreline clean-up extend notionally to 1 mile offshore with the Clearwater Forth scheme taking effect beyond this distance. However, in practice any water borne containment and recovery operations would occur much closer inshore subject to the safe handling and navigability of counter-pollution vessels.

Co-ordinating Authority: Head of Pollution Response

f. Major Accident Hazard Pipeline Emergency Response Plan
Pipeline emergency response plans issued by Fife Council and other local authorities detail procedures for a pipeline emergency or major accident resulting in an uncontrolled release of dangerous fluids or hazardous substances to the environment. A network of MAHPs traverse the Fife countryside conveying crude oil and other hydrocarbon products in pipeline routes below ground.

Co-ordinating Authority **:** Head of Pollution Response, Fife Council

1.12 Legislative Backgrounds & Planning Guidance

Government legislation and guidance relating to oil pollution and dangerous substances washed ashore is contained in a number of statutes and guidance circulars, copies of which are held by the

a. Prevention of Pollution Act 1971: Sections 11 & 18 (Sub-Section 6)
Section 11 of the Act states that an oily discharge into a harbour, from a vessel or from a shore source must be reported to the Harbourmaster or the harbour authority as soon as is practicable. Section 18 (Sub-section 6) of the Act describes the powers of inspection available when a vessel is suspected of polluting a harbour area.

b. Local Government (Scotland) Act 1973, Section 84
Under the provisions of this statute "Local authorities may incur expenditure to alleviate the effects of an emergency or disaster".

c. Control of Pollution Act 1974
This legislation has provision for dealing with the pollution offence to the aquatic environment, it also deals with the disposal aspects of oily waste recovered from a pollution incident.

The Scottish Environmental Protection Agency (SEPA) under its inherited responsibilities fo**r** river purification enforces legislation in Part I of the Act which deals with the disposal aspects of oily waste recovered from a pollution incident and which is enforced by local authorities, also in Part II of the Act which deals with the pollution offence to the aquatic environment.

d. Food and Environment Protection Act 1985
The purpose of Part 1 of the Food and Environment Protection Act 1985 is to protect the public from food which at any stage has been rendered unsuitable for human consumption as a result of an incident involving an escape of harmful substances. Food is regarded as any foodstuff, crop or creature from which food can be derived and fish whether from fresh or sea water.

Circular 86/1 15/1/1986 issued by the then Department of Agriculture & Fisheries for Scotland (DAFS) provides guidance to local authorities on the implementation of the Act. A copy is held by the Environmental Services.

In order to ensure a speedy and effective response Fife Police, Fife Fire & Rescue Service and Fife Council will inform the Scottish Government Marine Directorate immediately of any incident involving an escape of hazardous substances which is likely to have implications for the safety of food, fish or agricultural commodities.

The provisions of the act do not affect the exercise of existing powers of local authorities under the Food Safety Act 1990 nor does the 1985 Act deal with contaminated public water supplies which are the responsibility of Scottish Water or private supplies which are the responsibility of Fife Council.

Under the Food and Environment Protection Act 1985 Part II, no deposit may be made of any substance produced for the purpose of treating oil on the surface of the sea in any area where the **depth is less than 20 metres** or **within 1 mile of any such area** save with the prior approval of the licensing authority except where other arrangements have been made in advance.

This effectively includes any area submerged at mean high water springs (i.e. beaches). The licensing authority in Scotland is the Scottish Government Marine Directorate. For other areas there is no such statutory obligation but those dealing with oils are encouraged to consult SGMD for advice on the implications for fisheries and the marine environment for using dispersants. Contacts for advice and approval are listed in the Contacts section of this document.

e. Scottish Office Environment Department Circular *(Scottish Development Department (SDD))* No: 75/1975 *refers*)
Para 6 of the circular comments: "Information about dealing with emergencies arising from chemical and other substances washed ashore was given in SDD Circular 76/ 1974. Authorities were asked to extend schemes for dealing with oil pollution to cover dealing with emergencies from chemicals etc., washed ashore".

Appendix C of the circular states: "Many arrangements relating to oil pollution will be appropriate also for dealing with emergencies arising from chemicals and other dangerous substances which may be washed ashore. Particular provision must, however, be made for this kind of hazard".

f. SDD Circular No: 114/1972, Inland Oil Spills Emer. Procedures & Actions
This circular covers inland oil spills and the emergency procedures and actions to be taken by local authorities.

g. SDD Circular No: 28/1981, Oil Pollution on Beaches

In September 1981, COSLA, in consultation with Scottish local authorities, issued this circular, which effectively states that local authorities have voluntarily assumed a primary role in cleaning up the coastline after an oil pollution incident. The circular lays out general details of the Government's review of contingency arrangements for oil pollution and the role of local authorities, with regard to oil pollution planning contingency measures.

Para 6 states: "Local authorities have voluntarily assumed a primary role in cleaning up the coastline after an oil pollution incident. They have no specific statutory duty in this respect, but under Section 84 of the Local Government (Scotland) Act 1973 may incur expenditure to alleviate the effects of an emergency or disaster.

Local authorities should determine the distribution of responsibilities among themselves and administrative arrangements which may vary between areas. In general, local authorities draw up contingency plans for their area and, where appropriate, agree to jointly co-ordinate activities involving more than one local authority area. Para. 9 states: "The purpose of such a scheme is to allow an effective counter-pollution response to be quickly mounted at any time".

h. Scottish Office Environment Dept. (SOEnD) Circular No: 35/1992

This circular (which revises the guidance contained in SDD Circular No: 28/1981) results from the establishment of a formal Memorandum of Understanding between the Scottish Office and the Department for Transport, Maritime and Coastguard Agency Counter Pollution Branch, defining their respective roles and responsibilities for dealing with maritime oil and chemical pollution incidents.

The revised procedures do not directly affect the existing role of local authorities for planning or dealing with incidents as set out in SDD Circular No: 28/1981.

i Shoreline Response Centre (SRC) Arrangements

Para 11 of SDD Circular No: 28/1981 states: "Special arrangements are required for dealing with major incidents with which local authority resources are, even in combination, insufficient to cope. In such incidents there is a need for central government involvement." This need will be met by the setting up of a Shoreline Response Centre (SRC). The role of the SRCis to co-ordinate and lead the integrated response by the MCACPRB and the local authority to oil pollution of the coastline.

Normally, the MCA-CPRB will, at the request of the local authority, set up a SRC at a site nominated by the local authority. If requested by a local authority, the Scottish Government – Marine Directorate will endeavour to provide administrative support in setting up the SRC.

The National Contingency Plan includes a number of changes to the role and description of a Shoreline Response Centre (SRC) following lessons learned during the response to the Sea Empress spill in Pembrokeshire in 1996.

j. The Merchant Shipping (Oil Pollution Preparedness and Response Convention) Regulations 1997
The Merchant Shipping (Oil Pollution Preparedness and Response Convention) Regulations, 1997 require every harbour authority of a harbour to which these regulations apply to have an oil pollution emergency plan including the capability to deal with a Tier I spill.

k. Oil Spill Clean-Up of the Coastline – A Technical Manual
Persons with operational responsibilities should refer to this MCA – CPRB publication for detailed technical information on appropriate clean-up techniques. Copies held by Emergency Planning Unit and Fife Council Oil Pollution Response Organisation.

l. Scientific, Technical and Operational Advice Notes (STOp Notes)
A series of notes giving detailed specialist advice on oil pollution control have been issued by the MCA-CPRB. A library of these notes and other reference and information sources is held by the Emergency Planning Unit.

1.13 Training & Exercising Requirements

In the event of an oil pollution incident, it is essential there is an effective and rapid co-ordinated response by local authorities in East Central Scotland based on mutual aid arrangements. This can only be achieved through regular training and exercising.

The Emergency Planning Unit, Fife Council, is responsible for co-ordinating training courses for local authority personnel. These include MCA-CPRB residential courses for those involved in the direction and control of clean-up response strategy and practical training to manual staff in the use of clean-up equipment held at stockpiles.

The Emergency Planning Unit will also co-ordinate the participation of the overall response organisation during exercises.

1.14 Health & Safety At Work

Fife Council has overall responsibility for health and safety management during an incident covered by this plan. However, this does not affect other organisations' statutory responsibilities under health and safety legislation.

In particular, where Fife Council engages contractors to assist in pollution clean-up operations the designated Health and Safety Officer must ensure that each contractor has a satisfactory health and safety policy in place.

In any situation not specifically covered by this plan, it should be assumed that the organisation or body having the overall management control for that situation, also has the health and safety management responsibility.

It should be appreciated that the guidance contained in this plan is designed to advise and summarise any necessary requirements and does not replace statutory risk assessments or safe systems of work.

The Head of Pollution Response, Fife Council (HOPR) will be responsible for health and safety management during an incident. He may however delegate health and safety duties to an Occupational Health & Safety Team member, Policy, Organisation & Development Service.

All incidents/accidents must be recorded/reported in the appropriate manner using the Council's Incident Reporting Form. Other incidents/accidents arising as a result of the original incident/accident should also be recorded/reported. A copy of each Reporting Form is to be kept in the safety file.

Where a Forward Control Point is established the APRO will, on behalf of the HOPR, exercise responsibility for health and safety in all areas where operational activities are carried out.

1.15 Health & Safety Monitoring During Incidents

In addition, on-site supervisory staff (e.g. Beachmasters) must be competent in both the use of clean-up equipment and relevant health and safety procedures and precautions. Supervisory staff will be responsible for ensuring staff are provided with relevant safety equipment, information and guidance.

During long term operations supervisory staff should meet at least once a week to review operational and safety management experiences over the preceding week and to review plans for the forthcoming week. In a given operation the Council Emergency Management Team will determine the actual frequency of meetings and briefings.

Where a supervisor takes over a specific site or existing operation there should be a formal handover process. This process should be recorded and logged. At the outset of any incident a health and safety file is to be commenced. This should provide a record of actual health and safety arrangements, provisions and decisions in addition to any other relevant information.

a. <u>First Aid</u>
   For clean-up operations in remote locations consideration should be given to establishing an on-site first aid station.

b. <u>Changing Facilities</u>
   Changing/washing facilities will be required to ensure that normal clothing does not become contaminated with oil. Special storage/disposal facilities will also be required for contaminated clothing. For clean-up operations in remote locations, facilities on-site should be considered.

c. Lighting
Clean-up operations are not to take place during the hours of darkness unless adequate lighting is available. Further guidance on Health and Safety matters is given in StoP Notice 1/98 – Health, Safety and Welfare during Shoreline Clean-up, issued by the MCA-CPRB and circulated to officers with functional responsibilities for counter-pollution.

d. Staff Welfare
The OPCC/SRC will be responsible for addressing staff welfare issues including catering, toilet provision, transport etc. These may be co-ordinated by the Fife Council's Procurement Section who will arrange appropriate suppliers either from local authority or commercial sources.

1.16 Plan Preparation & Maintenance

a. Consultation
This plan has been prepared by the Emergency Planning Unit in consultation with relevant local authority services, industry, port and harbour owners, adjoining local authorities and other agencies.

b. Review/Amendment of Plan
The plan will be reviewed as required not exceeding a maximum period of three years. Notwithstanding this arrangement, plan holders are requested to forward to the Emergency Planning Unit details of any amendments that require more urgent attention.

SECTION 2

RESPONDING TO POLLUTION

2.1 Scale of Response to Pollution Incidents

For the purpose of this plan, the following types of pollution incidents are considered in relation to the scale of the response they demand.

a. Minor Pollution Incidents
Oil spills that demand a relatively limited response and not requiring extensive co-ordination. The response would involve only a limited mobilisation of the Fife Council Pollution Response Organisation (e.g. for Tier 1/Tier 2 oil spill incidents).

b. Major Pollution Incidents
Oil spills that demand a large scale response and requiring extensive co-ordination. The response would necessitate full mobilisation of the Fife Council Pollution Response Organisation (e.g. for Tier 3 oil spills) - operating from the Shoreline Response Centre (SRC) situated in the Council Emergency Centre.

2.2 Minor Oil Pollution Response Organisation

The response organisation for minor oil pollution events (illustrated at Figure 2 to this section) comprises the following:

a. Head of Pollution Response (HOPR)
The position of HOPR is held by the Executive Director Environment & Development Services, who is responsible for the overall direction of measures to contain and clean-up of pollution affecting the shoreline or inland within Fife Council's administrative area.

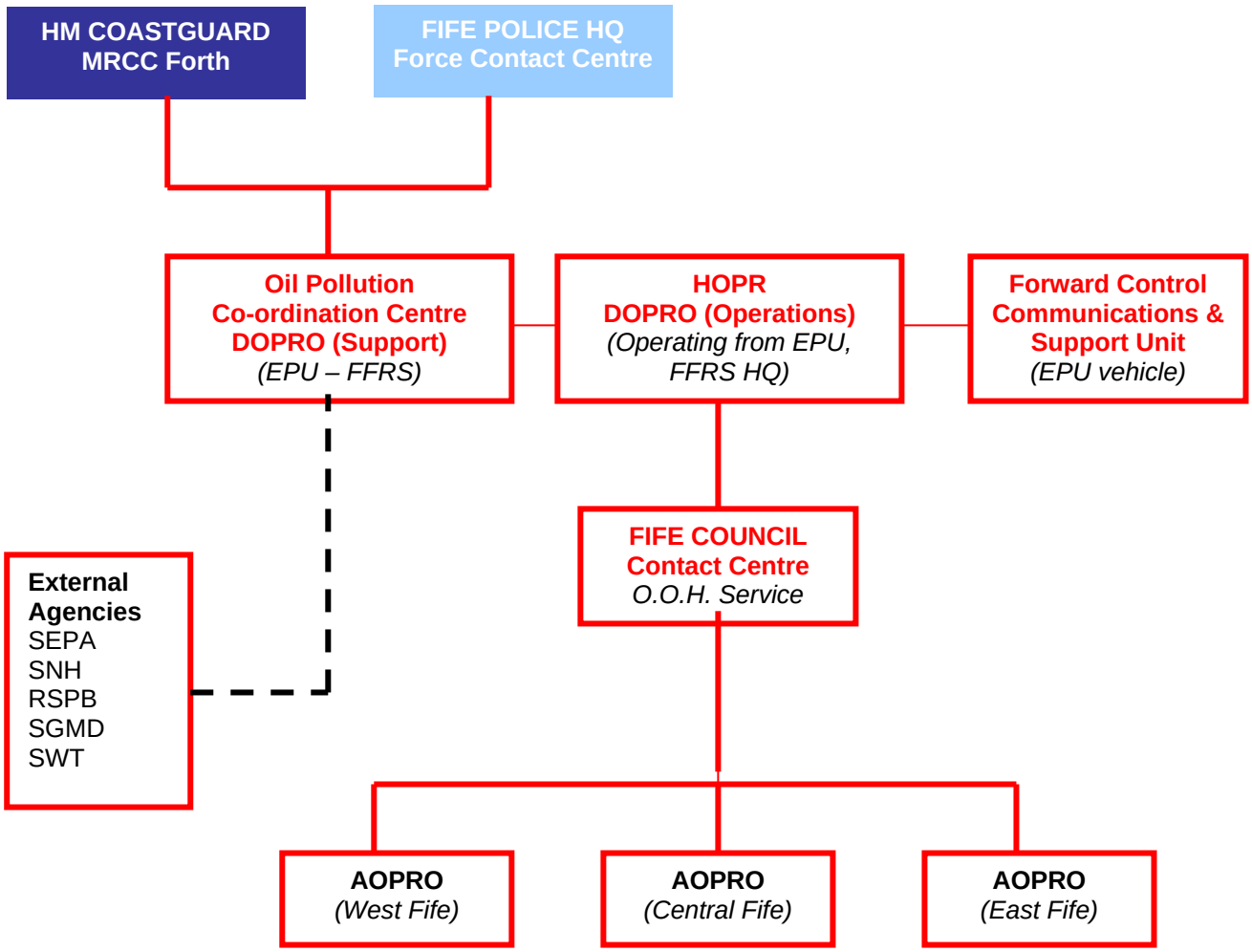
b. Deputy Head of Pollution Response (Operations)
The Deputy HOPR post is held by the Head of Transportation Services. He will co-ordinate operational response measures implemented on an area basis by Oil Pollution Response Officers and their deputies.

c. Deputy Head of Pollution Response (Support)
The Deputy HOPR (Support) is the Council Emergency Planning Officer (CEPO) who, in addition to preparing the oil and chemical contingency plan, is responsible for the co-ordination of staff and other resources to support operational activities.

d. Area Pollution Response Officers (APROs)
Area Managers, Environmental Services and Transportation Service will jointly function as the Area Pollution Response Officers (APROs) and will liaise closely in regard to pollution containment and clean-up operations within their operational areas.

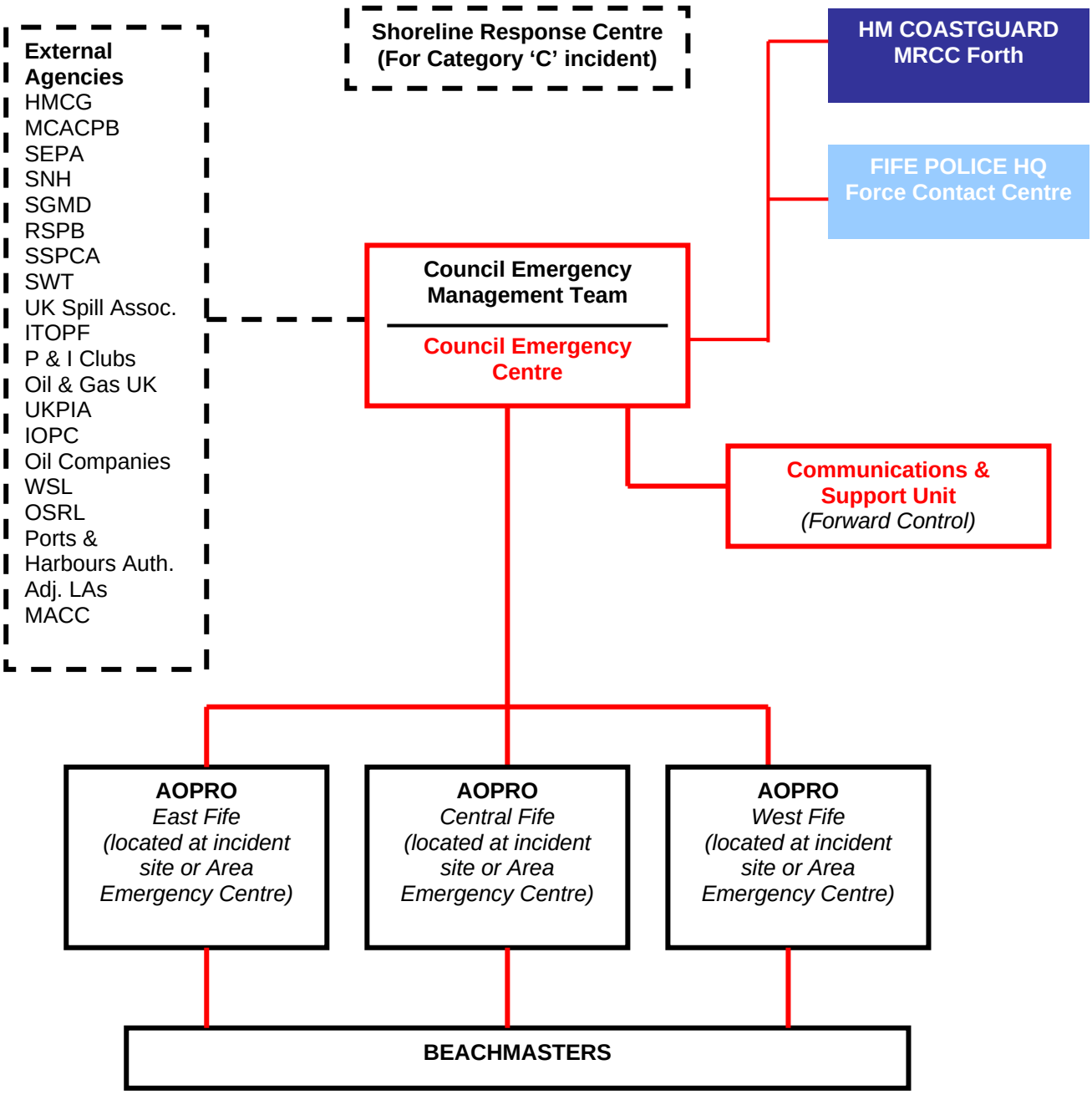
SECTION 2
FIGURE 2

MINOR OIL POLLUTION RESPONSE ORGANISATION



SECTION 2
FIGURE 3

MAJOR OIL POLLUTION RESPONSE ORGANISATION



2.3 Minor Oil Pollution Co-ordination

Minor pollution events will be co-ordinated from the Emergency Planning Unit by the HOPR, DHOPR (Operations) and relevant APRO assisted by Emergency Planning Unit staff. This facility will provide the interface between Fife Council's Pollution Response Organisation and other agencies, including:

a. SEPA

b. Scottish Natural Heritage

c. HM Coastguard

d. SSPCA Oiled Bird Cleaning Centre

e. Scottish Government – Marine Directorate

f. Scottish Water

2.4 Major Oil Pollution Response Organisation

The crisis management organisation established by Fife Council to deal with a major oil pollution spill, is based on the formation of a Council Emergency Management Team (CEMT) drawn from council services with a significant involvement in counter-pollution operations as follows:

a. HOPR
Fife Council's principal counter-pollution officer and member of the CEMT Strategy Group. Advises on all aspects of containment and clean-up operations

b. DEP. HOPR (Operations)
Heads the CEMT Operations Group and is responsible for co-ordinating operational response.

c. DEP. HOPR (Support)
Member of the CEMT Operations Group and responsible for establishing CEMT, activating CEC, mobilising CEC support staff and deploying the CASU.

d. APROs
Area Managers, Waste Management and Transportation Services will function as the Area Pollution Response Officers APROs and liaise closely regarding pollution containment and clean-up operations.

e. Beachmasters
Supervision of manual staff engaged on beach clean-up operations.

2.5 Fife Council Oil Pollution Response Organisation Composition

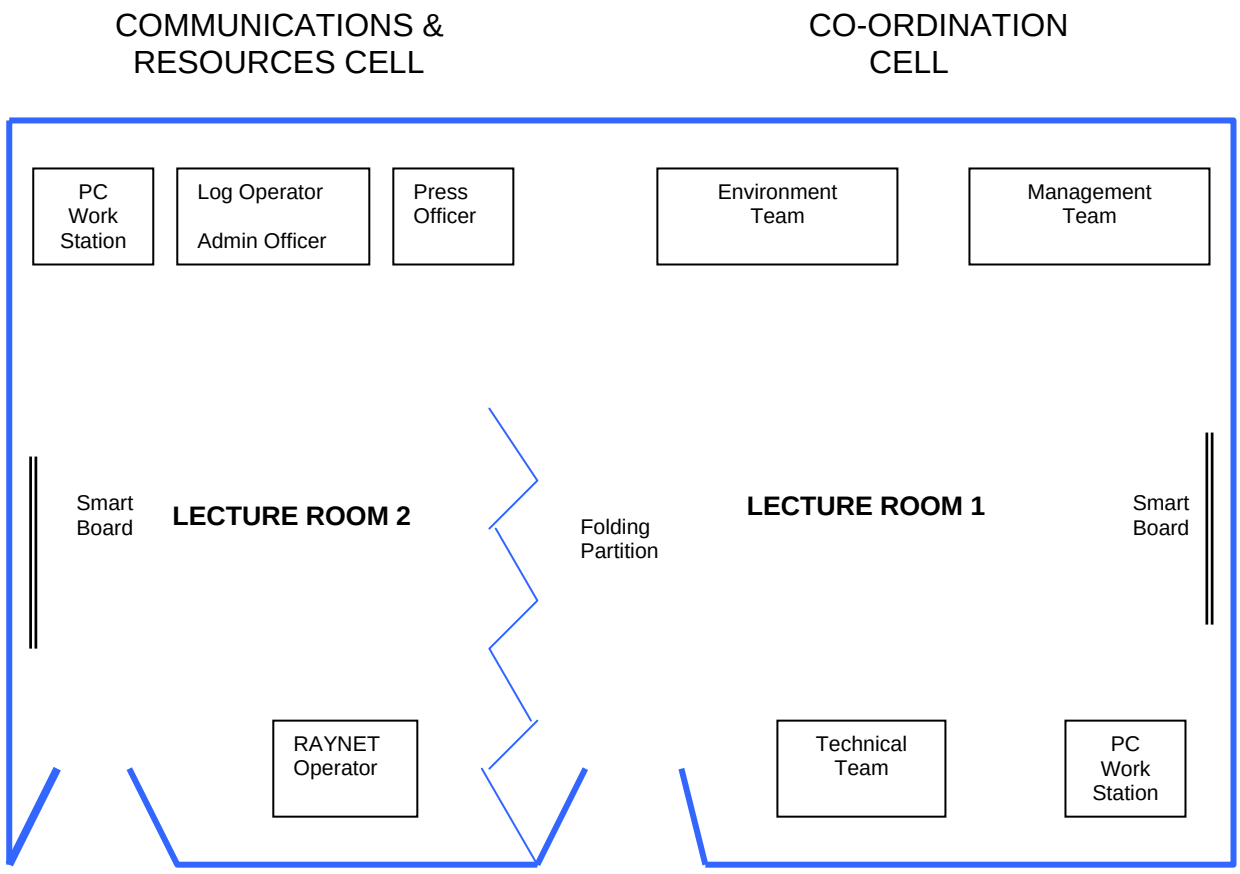
The following council services may form part of the Pollution Response Organisation:

a. Environment & Development Services
b. Procurement, Supplies & Printing
c. Support Services - Transport
d. Finance & Asset Management
e. Customer Relations
f. Emergency Planning Unit

2.6 Council Emergency Centre (CEC)

The Council Emergency Centre (CEC) situated in Lecture Rooms 1 & 2, Fife Fire and Rescue Service Headquarters, Strathore Road, Thornton will provide an operating base for the Council Pollution Response Organisation from where clean-up activities can be co-ordinated. The CEC is equipped with emergency telephones, radio communications, data systems, wall maps and display boards to track critical events. Administrative support will be provided by volunteer members of staff drawn from different council services trained in operational procedures and with assigned emergency roles.

Fife Council Emergency Centre
Oil Pollution Co-ordination Centre



2.7 Forward Control

It may be necessary to establish a Forward Control point from where the local response to an incident can be co-ordinated. This will be decided by the HOPR and take account of prevailing circumstances e.g. access to council owned premises, available communications, etc.

The Emergency Planning Unit may deploy the Communications and Support Unit (CASU) as a Forward Control facility. This self contained vehicle provides an operational planning area, communications cell and galley kitchen which can also be utilised as a field laboratory.

2.8 Major Pollution – External Interface

In a major pollution event the following organisations will be contacted (and liaison established) by the Operations Group at the Council Emergency Centre whose functions are at Annex A to this section.

a. HM Coastguard (HMCG)
b. Maritime and Coastguard Agency - Counter Pollution & Response Branch
c. Scottish Natural Heritage (SNH)
d. Scottish Environment Protection Agency (SEPA)
e. Scottish Government- Marine Directorate (SGMD)
f. Royal Society for the Protection of Birds (RSPB)
g. SSPCA Oiled Bird Cleaning Centre
h. Scottish Wildlife Trust (SWT)
i. Scottish Water
j. International Tanker Owners Pollution Federation (ITOPF)
k. Protection and Indemnity Clubs (P & I Clubs)
l. Oil & Gas UK
m. United Kingdom Petroleum Industry Association (UKPIA)
n. International Oil Pollution Compensation Fund (IOPC)
o. UK Spill Association
p. Oil Companies
q. National Environmental Technology Centre (NETCEN)
r. Oil Spill Response Ltd. (OSRL)
s. Briggs Environmental Services (Burntisland)
t. Ports & Harbours Authorities
u. Adjoining Local Authorities
v. HQ (Army) Scotland for Military Aid to the Civil Community (MACC)
w. Fife NHS Board (CPHM)

2.9 Oil Spill Initial Notification

Initial notification of any oil spill or pollution will normally come from HM Coastguard but may be from another source such as a member of the public or the police.

If Clearwater Forth is activated, initial contact with Fife Council will be by automated telephone dialling message from Forth and Tay Navigation Service (FTNS) to the Emergency Planning Unit or Duty EPO.

The Duty Emergency Planning Officer will immediately notify the Head of Oil Pollution Response (HOPR), Depute Head of Pollution Response Officer (Dep. HOPR), Area Pollution Response Officer (APROs) and other agencies as required.

HM Coastguard will issue a "Pollution of Coastal Waters or Coastline Report" (POLREP) by email/ fax to the Emergency Planning Unit via Fire Control. In the initial stages, oil pollution response will be co-ordinated from the EPU but may transfer to the Council Emergency Centre in a protracted incident.

If notification originates from a non-HMCG source, and the affected area is within the CWF area the Oil Pollution Response Officer will also inform Forth and Tay Navigation Service (FTNS). The information will be relayed by FTNS to HMCG who, in turn will notify other agencies by POLREP.

2.10 Pollution Reporting Details

If a report of pollution is received from any other source than HM Coastguard it is important that as much detail as possible is obtained:

a. Identity and telephone number of the observer/caller
b. Date and time pollution observed/reported
c. Type of beach/coastline/access
d. Position and extent of pollution
e. Characteristics of pollution (thin/thick/tarry lumps/oily sheen etc.)
f. Sources and cause of pollution if known
g. Details of any vessels in area
h. Weather, wind direction and strength
i. Tidal state
j. Any oiled birds or animals observed

On receiving confirmation of oil pollution an on-site inspection must be undertaken. This will normally be arranged by the Dep. Head of Oil Pollution Response (DHOPR) who will delegate this task to the relevant Area Pollution Response Officer (APRO).

Where possible the inspection should establish the following:

a. Trajectory of the oil

b. Extent of the contaminated oil

c. Identification of threatened resources, environment e.g. power station intakes, nature reserves

d. Need to inform parties/interests at risk e.g. SNH, Scottish Power etc.

e. Priorities for protection

f. Requirement for protection

g. Need for surveillance

SECTION 2
FIGURE 4

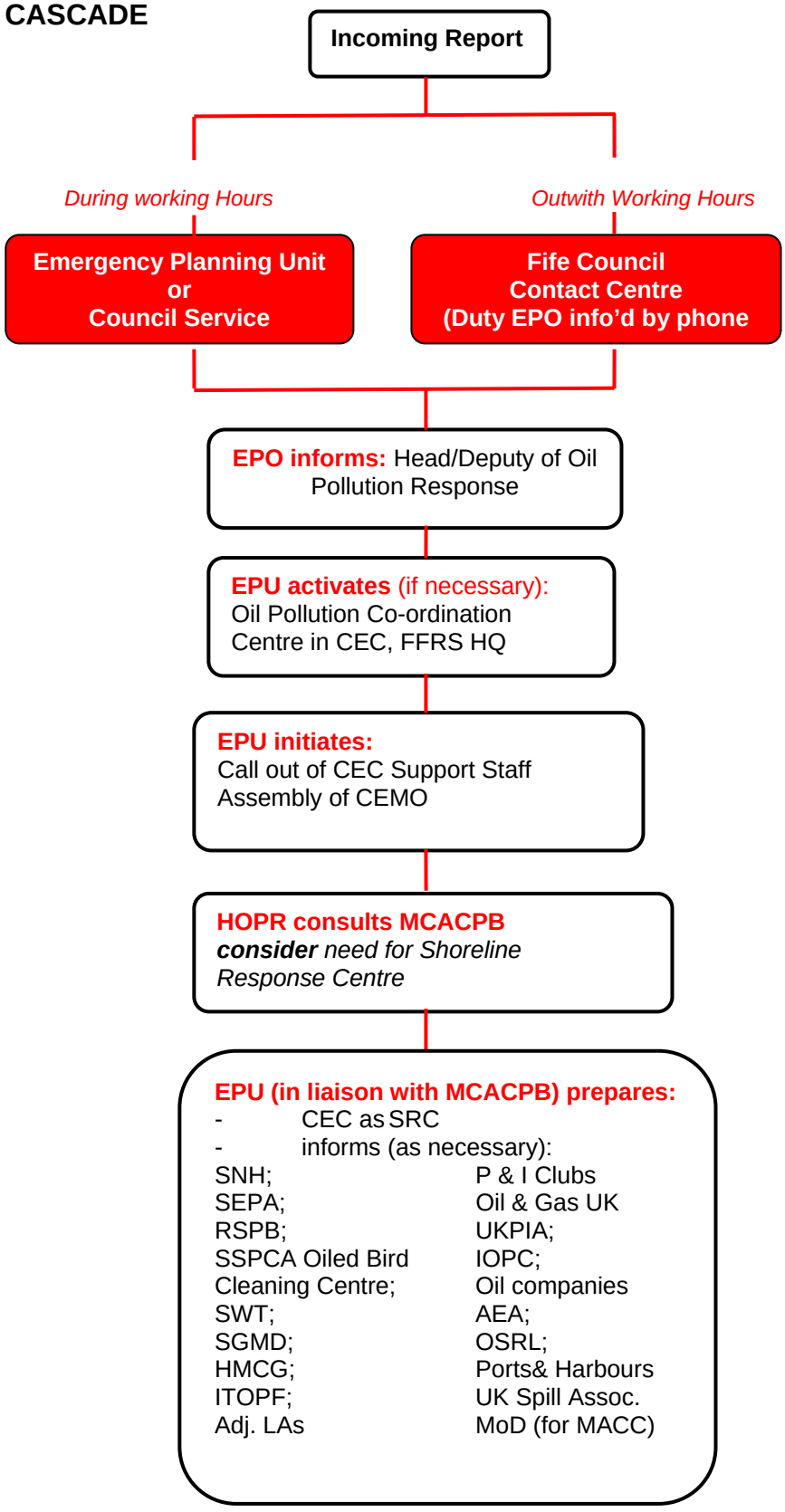
INTERNAL NOTIFICATION CASCADE

Note:
Pollution reports from different sources
(e.g. HMCG, Police, FFRS, public):

Note:
HOPR/Deputy informed of **all** pollution incidents

Note:
EPU must be informed of **all** pollution incidents

Note:
Action required post 'major' incident



2.11 Recording & Logging Pollution Incidents

Reports from coastal pollution sites should be recorded on the appropriate forms, LAPREP 1 and LAPREP 2 (Including Site Information Pro-forma) and the Packaged Goods Washed Ashore Report Form, copies of which are held at the Council Emergency Centre and by APROs.

All decisions and actions must be recorded at every level under critical information logging procedures in use at the CEC to ensure an accurate record of events and actions taken. Whenever Clearwater Forth Scheme is activated participants are requested to log press releases chronologically with a summary of media statements.

2.12 Emergency Contract (Out-Of Hours) – Fife Council

The Council Emergency Support Line (CESL) located within Fife House will serve as the focal point for the receipt of oil pollution reports and subsequent notification of the Duty Emergency Planning Officer out with working hours Tel. No. 08451 55 00 99.Thereafter the Duty EPO will be responsible for informing the HOPR and other members of the Fife Council Pollution Response Organisation.

2.13 Shoreline Response Centre (SRS)

In the event of a major oil spillage a Shoreline Response Centre would be established by the MCA-CPRB at the request of the local authority/ies whose coastline has been affected. The purpose of the SRC is to bring together representatives of the agencies involved in a single centre. In addition to the MCA-CPRB Land Co-ordinator, the SRC would include senior representatives of local authorities, government departments, the oil industry and other relevant organisations and technical advisers.

The MCA-CPRB Land Co-ordinator will initiate negotiations with other interested parties at the scientific, technical and financial levels in order to agree an appropriate response strategy acceptable to both central and local government.

The SRC's role will ensure a co-ordinated strategy, provision and deployment of adequate resources to the area and a comprehensive information service. The SRC will also ensure marine/onshore operational strategies dovetail effectively.

2.14 Sampling Procedures

In all cases of pollution, every attempt must be made to obtain a sample of the pollutant. Due to the complexity of obtaining sample of effluents, etc. admissible as evidence, sampling should be carried out wherever possible by competent officers from bodies such as the Scottish Environment Protection Agency (SEPA). These samples should be passed to an accredited laboratory for analysis.

2.15 Sources of Manpower & Clean-Up Equipment

Fife Council has minimal clean-up resources relying in most instances on these being provided externally by Briggs Environmental Services Ltd., its Tier II response contractor.

However, like other local authorities it has many resources including vehicles and plant which could adapt to clean-up operations. It will also be able to divert trained personnel, both supervisory and manual staff, onto clean-up activities.

Local authority resources will only be deployed on a re-chargeable basis with the person/s responsible for the pollution liable for all costs incurred based on the "polluter pays" principle.

Contacts for details of equipment held for use in an oil pollution incident are available from the following organisations:

a. Fife Council - Environmental Services and Community Services
b. Scottish Environment Protection Agency
c. Oil companies and specialist clean-up firms
d. Maritime & Coastguard Agency Counter Pollution Branch
e. Private contractors
f. Other Local Authorities

2.16 MCA Clean-Up Equipment Stockpile

The MCA controls stockpiles of equipment at Perth and Southampton for clearing oil pollution from the shoreline that are available to local authorities on a no-charge basis on the authority of the MCA Land Co-ordinator. If the use of the equipment is approved it will be brought overland by road by contractor acting on behalf of MCA who will also supervise its deployment, assembly and safe operation.

2.17 Shoreline Clean-Up Strategy - Key Issues

a. Dispersant Spraying

The use of dispersants for beach cleaning purposes will normally only be approved as a last resort with mechanical methods of recovery and cleaning and natural means including bio-degradation and bio-remediation being the preferred options.

Where spraying is approved it will usually be from small boats for inshore use and also for the final stages of shoreline clean-up, often referred to as final polishing. The HOPR will need to consult with and obtain the approval of SGMD, SNH and where appropriate, SEPA. Where dispersants must be used to clean structures or amenity beaches low toxicity dispersants should be used with recognised methods of application under strict control.

The MCA-CPRB holds various types of equipment for the application of low viscosity type 3 dispersants on beaches. These include Backpack Sprayers for individual use over small areas, Beachguard Spraying sets comprising a trailer mounted tank, pump and 4 x operator hand lances for use over a radius of 100m from the trailer and Invicticat multi purpose, all terrain vehicles fitted with retractable spray booms.

b. Environmental Restrictions (At-Sea Dispersant Spraying)

The Food and Environment Protection Act 1985, Part 11, states that no deposit may be made of any substance produced for the purpose of treating oil on the surface of the sea in any area where the depth of the **water is less than 20 metres** or **within 1 mile of such an area** save with the approval of the licensing authority except where other arrangements have been made in advance.

This effectively includes any area submerged at mean high water springs (i.e. beaches). The licensing authority in Scotland is the SGMD For other sea areas there is no such statutory obligation but those dealing with oils are encouraged to consult SGMD for advice on the implications for fisheries and the marine environment of using dispersants.

To obtain such approval contact should be made with the Duty Officer of the Fisheries Research Services until a positive response is achieved.

c. Sites of Special Scientific Interests (SSSI) & Areas of Ecological/ Environmental Sensitivity

A schedule indicating sites of special scientific interest and recommended clean-up treatments can be found at Annex D. Almost the entire coastline has areas of importance where the methods of treatment will vary according to prevailing weather condition, sea state and tidal patterns and the nature of the oil spill.

d. Oily Waste Temporary Storage

Methods of collection and disposal will vary depending on the nature and extent of the spill and the time available to deploy resources. Beaches may be heavily oiled, in which case the collection of oil will be into excavated pits or temporary tanks with subsequent pumping into gully tankers or road tankers.

Ideally areas for excavation should be identified in advance failing which local agreement with SNH or affected landowners/s will be necessary if SSSIs are affected.

e. Oily Waste Disposal Routes

Contaminated material removed from the shore should be disposed of where secondary pollution cannot occur. Inmost cases oiled solids will be regarded as special waste and will have to be disposed at licensed sites approved by SEPA. There are currently no suitable sites for the reception of oiled solids within Fife.

f. Traffic Management

Traffic management should be planned to designate access and egress points from beaches as well as temporary marshalling areas and parking areas to avoid damage to fragile habitats such as sand dune systems.
Fife Police Force Contact Centre should be informed of any activities which could affect traffic on public roads.

2.18 Site Resources Requirements

The following resources may need to be deployed:

a. Plastic sheeting for lining on-site collection pits and lorries
b. Pumps, hoses and gully tankers
c. Portable trackway for reinforcing access roads on beaches
d. Material for protecting the sides of dunes etc.
e. Marker posts /direction arrows showing traffic routes to from coastline
f. High pressure hose sets for roads and vehicle cleaning

2.19 Public Warning

The HOPR will take all reasonable steps to warn the public of the presence of oil pollution at the site of an incident. The following methods will be considered:

a. Police/Local Authority Mobile Unit Broadcasts

b. Erection of Warning Signs

c. Informing local offices, tourist information centres, conservation bodies etc.

d. Informing local land owners

e. Control of access to affected shoreline

Despite warnings some members of the public could be affected by pollution but unless such effects are severe e.g. total immersion in oil or oil affecting eyes, ears or the respiratory tract - calling for cleaning under medical supervision, the public will be expected to be responsible for self- cleaning.

In the unlikely event of large numbers of the public being affected by an oil spill, Fife Council may consider setting up a public cleaning station controlled by the Environmental Services.

2.20 Media & Public Relations

Media and public relations play an important part in any oil pollution incident. After being notified of any incident by the HOPR, Communications and Marketing will be responsible for preparing and co-ordinating all press releases, statements and advice to the public after full consultation with the officers involved in technical aspects of clearance operations. Arrangements for dealing with the media are described in the Fife Council Media and Public Information Plans.

Communications and Marketing will make arrangements with the Scottish Government Information Directorate as necessary. These general arrangements do not preclude the HOPR from advising the press and broadcast media at the site of action being taken and progress made within the council's own sphere of responsibility.

Under Clearwater Forth the involvement of different bodies in a major oil spill will complicate relations with the media. It is recognised that the co-ordination of all news releases through Forth Ports plc. may be unattainable.

However, members are urged to consult Forth Ports prior to their issue to allow them to comment on any aspect. Forth Ports will reciprocate to ensure the press officers of participating organisations are consulted before issuing news releases.

If a spill assumes disaster proportions co-ordination of the overall response will transfer from Forth Ports to the government (via MCA) with DfT responsible for releasing information on MCA led counter-pollution activities after full consultation with other parties. DfT will be supported by SGID staff. It is important that media statements are co-ordinated to avoid conflicting and contradictory message

2.21 Financial Procedures

In a major oil pollution event expenditure of funds will be incurred and it will be necessary, because of the urgency of the situation, to cut across normal procedures for sanctioning expenditure. The hiring of plant for vital clean-up operations, for example, cannot be delayed for consideration by a committee. The Chief Executive has emergency powers available to him under the Local Government Scotland Act 1973 to authorise immediate expenditure of funds for disaster relief measures.

The Chief Executive of Fife Council would inform the Leader of the Administration of any action taken under this delegation of power.

If the oil pollution situation continues for any appreciable time, it is envisaged that an Emergency Committee would be established; usually its membership would comprise the Convener, Leader of the Administration and the leader of the Opposition.

The need for immediate authorisation of expenditure of funds on disaster relief measures is recognised under Section 84 Local Government Scotland Act 1973.

This section empowers local councils, when an emergency or disaster involving destruction of or damage to life or property is apparent or imminent, to incur whatever expenditure they consider necessary without the Secretary of State's prior consent.

This power which can be used in the event of any major incident or disaster subject to the conditions to be determined by the Local Council. Any use of this section of the Act must reported to the Secretary of State as soon as practicable thereafter.

2.22 Recovery Of Costs

In the case of a non-attributable spill it is anticipated financial assistance may be obtained from central government under the "Bellwin Scheme" formula. After a major incident, a claim for the reimbursement of clean-up costs will be made against the ship owner's insurance, and, if the oil is from a tanker, against the relevant international compensation fund.

A careful record of all expenditure of funds on disaster control measures must be maintained so that subsequent claims can be made against the polluters. Where claims are to be made against the International Oil Pollution Compensation Fund (IOPCF) it is essential all expenditure receives prior approval from the International Tanker Owners Pollution Federation (ITOPF) representative and is accurately recorded.

Invoices and accounts received by departments are to be certified by the Head of Service/s concerned and passed to the Head of Finance & Asset Management for payment - the voucher being noted in red as being a charge occasioned by the disaster situation.

The MCA can co-ordinate any claims for costs with local authority approval. This does not mean that Central Government will meet local authority costs and then attempt to recover them, only that MCA will prepare a single claim covering its own and local authority costs.

2.23 Communications

a. Fife House - Voice and Data Systems
The EPU and HOPR have access to the public service telephone network as well as access to the Fife Council VHF network. Both locations can provide fax, E-mail and packet radio to receive and transmit data messages.

b. Incident Site Communications
If a Forward Control Point (FCP) is established the Communications and Support Unit to provide a temporary operations control, communications platform and field laboratory facility at the scene. The EPU is also able to provide short range VHF radio communications for use by the Beachmaster and the clean-up squad at the incident scene.

c. RAYNET Support
Additional ad hoc communications can be arranged by the CEPO who can, if necessary, mobilise the Fife RAYNET Group whose members are able to supply voice and packet radio communications under licence from the Home Office.

2.24 Weather Forecasting Services

Meteorological reports, actual and forecast, are received on a daily basis between October and April by Transportation Services. Updated forecasts can be obtained from a number of sources including the Main Meteorological Office (MMO), Glasgow Airport, Glasgow, HM Coastguard, Fife Ness and FTNS, Grangemouth Docks. In addition local and national radio stations supply general weather forecasts for the Forth Area at regular intervals.

2.25 Clearwater Forth – Responsibilities

Clearwater Forth summarises the following responsibilities of organisations involved in the response to pollution events:

a. Forth Ports plc
Forth Ports co-ordinates the Clearwater Forth Scheme and is responsible for ensuring a prompt and effective response to oil pollution within the harbour area under its jurisdiction. The Chief Harbourmaster has control of any incident at sea within the Firth of Forth Harbour area which extends from Kincardine Bridge to the west to a line between the North and South Carr beacons to the east. Forth Ports will liaise with local authorities and other agencies to ensure optimum use of available resources to deal with estuarine and shoreline pollution. They will also liaise with the MCA-CPRB regarding pollution risks to the Firth of Forth

.

b. Forth & Tay Navigation Service (FTNS)
Forth & Tay Navigation Service (FTNS) is responsible for the control of navigation and safety of shipping under radar control in transit within the Firth of Forth Harbour Area. It has similar responsibilities for the Firth of Tay. In the event of an oil spill, FTNS will appoint a Marine On-scene Commander. FTNS Control, Grangemouth Docks will co-ordinate and provide operational support for vessels engaged in the clearance of oil pollution.

c. Marine Terminal Operators
BP and Shell Expro, operators of the Hound Point and Braefoot Bay Marine Terminals will initiate first response actions in the event of oil spills at either location. This includes ships alongside jetties, terminal facilities and associated underwater pipeline system in the case of Hound Point. The appropriate operator will either complete the clean up in accordance with their company response plan or in the case of a larger spill, Clearwater Forth will be activated.

d. Maritime and Coastguard Agency – Counter Pollution Branch
Advice & Assistance:
The Maritime & Coastguard Agency - Counter-Pollution and Response Branch, Department for Transport (DfT) exercises the responsibilities accepted by central government for dealing with pollution at sea and for assisting local authorities to prepare arrangements to deal with shoreline pollution. MCA-CPRB will provide information, assistance and resources as required in resolution of a pollution incident under the Clearwater Forth scheme.

A major shipping pollution event in which the oil is water borne; under these circumstances the MCA would adopt a graduated response to the incident. If Forth Ports directing the incident through the Clearwater Forth command structure is seen to be handling the incident in a satisfactory manner, MCA would provide support in the form of technical advice.

Beaches, fisheries, sea birds and ecologically sensitive stretches of coast are especially vulnerable so the MCA-CPRB monitors spillages constantly deciding how to deal with them based on advice from expert scientists and mariners. Speed is essential when dealing with spills at sea and the first 48 hours is crucial if countermeasures taken to disperse, contain and recover oil are effective. After this time physical changes make it much harder to disperse oil.

Command & Control:
If more assistance is required MCA-CPRB will determine and direct such counter-pollution operations as necessary. Initial action will be taken by MCA-CPRB and HM Coastguard with a joint response by central government and Forth Ports. MCA-CPRB would appoint a local Co-ordinator and an On-scene Commander to take command of the at-sea response.

A Shoreline Response Centre (SRC) would not be involved where the incident is assessed as Tier II managed via the CWF Incident Command structure. MCA will inform local authorities whose beaches are at risk of oil coming ashore.

In the event of a Tier III or Category C oil spill, a Shoreline Response Centre will be required and normally established by the MCA-CPRB. Following a major oil pollution incident in which the oil beaches the local authority/ies may approach the MCA-CPRB and request the setting up of a SRC. If it is mutually agreed to set up a SRC, MCA would appoint a Land Co-ordinator to jointly manage the SRC with the LA Oil Pollution Officer.

Airborne Surveillance and Dispersant Spraying
Prevailing heavy seas and the exceptionally long coastline can make it difficult to mechanically recover spilt oil so the MCA uses 2 Cessna aircraft (type 404/406) fitted with sensing equipment to detect oil on the sea surface. The pilot will act as the airborne commander using on board equipment to determine the extent and thickness of any slick as well as controlling and directing any spraying operations. There are 3 four engine Electra dispersant spraying aircraft-all on 6hr. standby 24/7.

At Sea & Shoreline Containment. Recovery and Dispersant Spraying
In addition, the MCA-CPB controls dispersant spraying vessels, oil recovery machinery and cargo transfer pumps with specialist beach cleaning equipment stockpiles at Milford Haven, Huddersfield and Perth which can be transported by road or airlifted to the scene of any spill.

e. Maritime and Coastguard Agency – HM Coastguard,
Maritime Rescue Co-ordination Centre Forth
The primary responsibility of HMCG is to co-ordinate maritime search and rescue which in the event of any conflict will take precedence. HM Coastguard will be responsible for issuing the initial Pollution Report (POLREP) when notified of any oil pollution. They will also issue further POLREPS providing updated situation reports to Clearwater Forth participants as necessary.

They have delegated authority to deploy MCA counter-pollution resources at sea, for aerial reconnaissance and dispersant spraying, if there is difficulty in contacting the MCA-CPRB in the initial stages of any incident. HM Coastguard will also provide command, control and communications facilities for MCA if required.

f. Scottish Government – Marine Directorate

SGMD will authorise approved dispersants for use in counter-pollution operations at sea. SGMD provides advice on marine environmental issues and commercial fisheries interests through its Fisheries Research Services, Marine Laboratory, Torry, Aberdeen in the event of an oil pollution incident. SGMD should be contacted initially for advice on proposed methods of treating spilled oil and their approval must be obtained for the use of dispersants where the water depth is less than 20 metres or within 1 mile of such areas. SGMD will also monitor the effects of any oil pollution incident in marine environment.

g. Scottish Environment Protection Agency (SEPA)

The Scottish Environment Protection Agency has statutory functions regarding the prevention of pollution in rivers, inland waters and tidal estuaries. It also offers, on a repayment basis, facilities for the analysis of oil samples to assist in the identification of the sources of oil pollution.

The agency as well as being responsible for co-ordinating action for inland waters and tidal estuary pollution clearance can provide advice, assistance and access to equipment. SEPA also has a statutory responsibility for bringing legal action where necessary against any polluter.

h. Scottish Natural Heritage

Scottish Natural Heritage was established as an independent body by Parliament in 1992 responsible to and funded by the Secretary of State for Scotland. The Fife Area Offices must be consulted about action which can be safely taken against oil which could affect sites of special scientific interest and/or of importance to wildlife. Maps/schedules of sites within Fife are at Annex D Appendix 1.

SNH is responsible for advising on wildlife and nature conservation within Scotland and is concerned about the effects of oil spills and proposed clean-up actions on assets it controls. SNH will offer advice on areas of environmental sensitivity or areas with wildlife populations potentially at risk from oil or chemical pollution.

i. Fife Council

The designated Head of Oil Pollution Response (HOPR) is the Executive Director, Environment & Development Services, who is responsible for co-ordinating the response to any pollution event, coastal or inland, within Fife Council's administrative area. The full range of responsibilities and description of Fife Council's counter-pollution organisation are detailed at Section 2, Para 2.2-2.9.

j. Oil Industry
Regional Co-ordinators for the oil industry and local contacts are listed at Section 5.

k. Royal Society for the Protection of Birds (RSPB)
RSPB is a voluntary organisation whose primary objective is the protection of birds. The RSPB monitors coastal pollution through a network of volunteers and collates figures on oiled birds for use in lobbying nationally to prevent pollution. The RSPB is also responsible for co-ordinating with the Scottish Society for the Prevention of Cruelty to Animals (SSPCA) to provide animal rescue and welfare facilities for the treatment of oiled birds.

l. Scottish Government – Information Directorate
SGID has an interest in all oil pollution incidents and can provide support to local authority staff at a Shoreline Response Centre. SGID has photographers who can be made available at the SRC to provide photographic and filmed records of clean-up operations in still and video formats.

In a major incident where a SRC is set up a SGID emergency response team may be available along with press officers from DfT, Fife Council and other agencies to assist in co-ordinating information services for the media.

2.26 Co-operation with Neighbouring Councils

Local authorities with membership of the Clearwater Forth Scheme have informally agreed to mutually support each other in the event of it being beyond the capability of an individual council to deal with and oil spill.

2.27 Voluntary Aid Organisations

The following voluntary aid organisations may be requested to support the local authority and other organisations involved in the response to any oil spill.

RAYNET (Radio Amateurs Emergency Network)
Additional ad hoc communications can be provided by Fife RAYNET Group whose members are licensed by the Home Office to supply voice and packet radio communications to approved user services.

Women's Royal Voluntary Service
The WRVS is an all purpose emergency and community welfare service able to supply temporary refreshment and feeding facilities for the benefit of personnel engaged in clean-up operations.

St. Andrew's First Aid

St. Andrew's First Aid can supply qualified first aiders and First Aid Centres (converted ambulances) to provide first aid cover for personnel employed at beach clean-up sites and other locations.

British Red Cross Society

The British Red Cross Society is a voluntary organisation providing persons trained in first aid and can also supply a medical treatment ream if required.

EXTERNAL AGENCIES - RESPONSIBILITIES

a. Scottish Environment Protection Agency (SEPA)

Function

The Scottish Environment Protection Agency has, inter alia, a specific duty to restore and maintain the water quality of rivers, lochs and coastal waters conserving, as far as practicable, the water resources of its area of jurisdiction including the Firths of Tay and Forth. Its other responsibilities include the exercise of those functions conferred upon them by the Control of Pollution Act 1974, as amended by Schedule 23 of the Water Act 1989.

SEPA also has responsibility for locating the source and assessing the extent and effect of any inland or coastal oil or chemical spill and the identification of the source of the pollution. The SEPA Hydrology Department can offer estimates of pollutant (normally oil) travel times in watercourses so that best deployment of recovery resources can be achieved.

Depending on the scale of the incident and the type of material released it may be necessary for Specialist Environment Protection Officers to become involved. This would usually be in circumstances where expert advice was required concerning the properties and characteristics of a specific pollutant. These specialist officers have considerable experience in industrial and chemical pollution most having served with the former HM Industrial Pollution Inspectorate.

They will ensure the containment and regulated appropriate disposal of contaminated material such as soil, sand and absorbent materials. The disposal of contaminated material will be the responsibility of the polluter. SEPA can advise on sites capable of handling large volumes of contaminated materials.

There are no licensed sites in Fife suitable for this purpose and numbers are extremely limited throughout the country. This issue is still unresolved nationally with considerable difficulties likely to arise in a major spill when attempting to identify suitable sites for the short and long term disposal of contaminated material.

They are required by statute to report the pollution incident to the Procurator Fiscal under the Control of Pollution Act 1974, should they consider this necessary. Where a report is made to the Procurator Fiscal, SEPA will be responsible for the collection of evidence.

Response Action

The Duty Emergency Planning Officer, Fife Council will be responsible for contacting SEPA during and outwith working hours via agreed emergency contact arrangements. When notified, SEPA will send a liaison officer to the scene of the incident and may also be represented at the Council Emergency Centre. The first task of SEPA, with the assistance of the Fife Council HOPR, is to assess the extent and effect of the spillage and to instigate containment measures to prevent unnecessary spread of the pollution.

When satisfied that adequate containment is in hand, the task of identifying the precise source of the pollution can be addressed.

Once the source of pollution has been identified SEPA, with the assistance of the local authority and other organisations, will endeavour to ensure that the polluter has undertaken, or is making arrangements for containment or clean-up actions to be taken without delay, in accordance with advice and priorities determined by them. In certain circumstances, local authorities may be required to assist in the clean-up operations.

Sampling

It is important, especially in the event of a non-attributable inland or coastal oil pollution incident, that sufficient samples of the pollutant are collected for subsequent analysis. SEPA and Environmental Services, Fife Council will work together to obtain appropriate sample evidence.

b. Scottish Natural Heritage (SNH) Function

Scottish Natural Heritage is a statutory body charged by Parliament with protecting and enhancing Scotland's natural heritage and with enabling everyone to understand, enjoy and use it widely in a manner which is sustainable.

SNH is involved in the protection of designated sites, protected species and landscapes along with fostering awareness, understanding and facilitating public recreation and access to the countryside.

SNH advise, promote and provide information to the Scottish Office and local authority. SNH should be consulted on any wildlife (especially seabirds), ecologically sensitive sites, or wider countryside areas that are affected by an oil spill – including statutory and non-statutory sites.

Sites Vulnerable to Pollution and Dispersants

SNH must always be notified immediately of any site(s) threatened or affected by oil pollution and consulted before clean-up or dispersant spraying operations commence.

Coastline sensitivity maps and other critical information produced by agencies such as NCC and BP, e.g. Register of Sites of Special Scientific Interest (SSSIs) are held in Fife Council Emergency Centre.

Response Action

The Emergency Planning Unit, Fife Council will be responsible for contacting SNH during and outwith working hours to advise of any pollution incident. SNH would be invited to send a representative(s) to the Council Emergency Centre and any Forward Control that may be established.

c. Royal Society for the Protection of Birds (RSPB)

Function

The Society, which is a registered charity, sets out the two following main objectives.

to encourage better conservation and protection of wild birds, by developing public interest in their place in nature, as well as in their beauty of plumage and note.

to discourage the wanton destruction of birds and the wearing of feathers of any bird not killed for the purposes of food, but to take no part in the question of the killing of game birds and legitimate sport of that character.

Oiled Birds

In the event of a pollution spill, it is possible many birds will be affected by oil. The Society must be notified of the incident immediately, by contacting the Scottish Headquarters in Edinburgh.

Advice to Local Authorities:

The Society will advise and assist local authorities and other organisations on:

i. bird species resident in the pollution affected areas;
ii. the assessment of bird species at risk in the affected areas;
iii. how to deal with the pollution before, and even after, birds are oiled.

Response Action

Society members will be contacted by Scottish Headquarters to render assistance in surveying possible polluted areas and identifying species and number of birds affected. The Society will liaise closely with Scottish Executive Environment and Rural Affairs Department, Scottish SPCA, Scottish National Heritage and local authorities, collating information on birds affected by the spill and subsequent cleanup response measures.

d. Scottish SPCA Oiled Bird Cleaning Centre

Function

The Scottish Society for the Prevention of Cruelty to Animals Oiled Bird Cleaning Centre, Middlebank Farm, near Dunfermline, Fife, was established to provide a rehabilitation unit for birds and mammals affected by oil pollution.

It is the only one of its type in Scotland and the north of England. Birds such as guillemots, shag, razorbill, sea ducks and swans are brought to the centre from all over the country to be cleaned and cared for by two full-time staff and trained volunteers. Many birds are able to withstand the arduous cleaning process, but some birds do not recover their waterproofing, or die before they can be treated.

The Scottish SPCA has a joint arrangement with Deep Sea World, North Queensferry where an outdoor poll is in use as a rehabilitation centre for seals recovering from injury or the effects of oiling prior to being released back into their natural aquatic environment.

Response Action
The SSPCA will normally be notified by the Emergency Planning Unit as part of the call out arrangements. When the centre is alerted to an oil pollution incident, Middlebank moves to full alert in readiness for the birds' arrival. Collection points on the affected beaches would be arranged and volunteers mobilised to pick up birds which are still in good enough health to be cleaned. Large numbers of birds can be loaded aboard the society's specially converted trailer, for the journey to Middlebank. Seals would be recovered by qualified animal health officers due to the risks involved.

e. **Scottish Wildlife Trust (SWT)**

Function
The Trust is Scotland's national voluntary body for nature conservation, with a membership of 9,500, 53 staff and 206 trainees. The Trust's 83 Wildlife Reserves, totalling over 17,000 hectares, are managed to enhance their importance as wildlife habitats and to enable the public to learn more about native plants and animals.

Many of the Trust's Reserves include sea cliff, coastal beach and inland areas, which support rare wildlife and plants. A major oil pollution incident affecting these areas, including any clean-up response, may cause untold damage to the environment.

Response Action
The Trust, in addition to other conservation organisations, must be informed of any serious oil pollution incident. Once contacted, the Trust will offer advice and guidance with regard to any planned clean-up response.

f. **Scottish Government Marine Directorate**

Function
SGMD's responsibilities include the protection of UK fisheries, breeding grounds, and safety of marine consumers. They have an interest in how spilled oil or chemicals and measures taken to combat a spillage, may affect these fisheries.

SGMD has a statutory responsibility under the Food and Environment Protection Act 1985 for the control and use of dispersants in the marine environment and for the dumping of any other substance from a ship into UK waters which includes the scuttling of vessels.

Response Action
SGMD'S Marine Pollution Branch, Marine Laboratory and Sea Fisheries Inspectorate, will provide advice on dispersants use in waters of a depth of 20 metres or less or within one mile of any such area.

Approval for the Use of Chemical Dispersants
Under the provisions of Part II of the Food and Environment Protection Act 1985 (FEPA) (as amended) as read with the Deposits in the Sea (Exemptions) Order 1985, no deposit may be made in the sea of any substance produced for the purpose of treating oil on the surface of the sea in an area where the depth of water is less than 20 metres or within one nautical mile of any such area save with the prior approval of the Licensing authority.

This includes any area submerged at mean high water springs (e.g. beaches and other inter-tidal zones).The Licensing Authority for UK territorial waters and UK controlled waters adjacent to Scotland is the Scottish Ministers through the Marine Division, Marine Directorate of the Scottish Government. The MD is advised on such matters by the Environment Protection Group of the Fisheries Research Services, Marine Laboratory, Aberdeen (FRS) who also act as the first point of contact within the Scottish Government in the event of an oil or chemical spill at sea.

For other areas of the sea outwith shallow waters (the 20metres rule) there is no such obligation. Those responsible for responding to oil spills are however advised that it is UK/Scottish Government policy that the FEPA Licensing authority should be consulted in advance of all proposals to use oil dispersants except under" force majeure" conditions where people's health is at risk, or the safety of a vessel or offshore installation is threatened.

It is essential to consult FRS for advice in advance of spraying operations, on implications for fisheries and the marine environment of dispersant use, except where other advance arrangements have been approved e.g. where a standing approval to spray dispersants has been formally applied for and agreed.

To request approval to dispersant spraying please contact the FRS Duty Officer as detailed below:

Duty FRS Officer:

Mobile Telephone - 07770 733423
Pager - 07699 705993
Fax- 01224 295524 (Environment Protection Group)

Email - spillresponsx@xxxxxx.xx.xx (should only be used once initial contact established)

In the event that a call to the mobile phone fails to connect with the Duty Officer, a message, including a contact name and return phone number should be sent via the SMS system to the phone or left on the pager. It is possible that on occasion, particularly during the response to an incident, that the mobile phone may be connected to a lap-top computer or otherwise engaged.

Should both these routes fail to receive a response then a call should be made to the FRS Marine Laboratory Switchboard; (01224 876544)

g. **Maritime & Coastguard Agency (MCA)**
HM Coastguard (HMCG)

Function
HM Coastguard is part of the Maritime and Coastguard Agency formed in 1998 following the merger of the Marine Safety and Coastguard Agencies in 1994. The MCA is an Executive Agency of the Department for Transport. HMCG is a uniformed organisation recognised as the most modern marine emergency service in Europe.

The primary responsibility of HMCG is to co-ordinate maritime search and rescue which, in the event of any conflict, will take precedence over all subordinate tasks. HMCG assists with pollution control at sea, on behalf of the MCA's Counter Pollution and Response Branch. HM Coastguard may be the first organisation to receive reports of a potential coastal oil pollution incident, originating from an offshore source. However, if a coastal oil pollution incident is reported, directly or indirectly, to the Council Head of Pollution Response, he will immediately inform the Coastguard.

Reports of oil spills can reach the Coastguard directly from military vessels and from overflying military aircraft which will relay this information to the Air Rescue Co-ordination Centre, Royal Air Force, Kinloss or, if from civil aircraft, via the relevant air traffic control authority. It is the Coastguard who will receive reports from vessels in distress, and to whom all ships and aircraft are requested to report any sighting of oil at sea.

Response Action
In the case of an off-shore oil pollution incident, offering a potential threat to the coastline and estuary, the Coastguard organisation will be responsible for issuing the initial Pollution Report (Form CG 77- POLREP). (Annex B Appendix 1 refers). They will also issue further POLREPS providing updated situation reports to all parties concerned.

HMCG will make a preliminary assessment of any pollution incident report and contact the Duty Counter-Pollution and Salvage Officer (CPSO) who will make further evaluation prior to deployment of counter pollution resources. If there is difficulty in contacting the MCA-CPRB in the initial stages of any incident, HM Coastguard will provide command, control and communications facilities for MCA if required.

h. **MCA Counter Pollution Response Branch**

Function
The Maritime Coastguard Agency (MCA) as part of Department for Transport has specific responsibilities for planning contingency arrangements and taking charge of operations to deal with pollution at sea.

MCA-CPRB has directly owned or contracted aerial dispersant spraying resources at its disposal; stocks of dispersant; mechanical recovery resources; and cargo transfer resources. (Full list contained in MCA National Contingency Plan).

The MCA-CPRB has responsibility for:

i. co-ordinating contingency planning for the shoreline;
ii. advising local authorities on local plans;
iii. training of local authority staff in shoreline clean-up management and techniques;
iv. Government stockpiles of shoreline clean-up equipment;
v. a research programme relating to shoreline clean-up.

In a major spill the MCA-CPRB is responsible for directing at-sea operations and co-ordinating shoreline clean-up. To execute its responsibilities, the MCA-CPRB relies on HM Coastguard for a range of assistance including receipt and initial assessment of pollution reports; provision of communications facilities; and, if necessary, the commitment of first line pollution response resources and assumption of local command of operations until the MCA-CPRB can be contacted.

Ship Related Spills

The MCA-CPRB is responsible, within Government, for dealing with oil spills at sea. An important role of the MCA-CPRB is to seek to prevent oil spillages from shipping casualties by action taken at sea.

The MCA-CPRB would exercise overall command of at-sea operations in the event of a ship related spill, co-ordinate the interests of, for example, the hull and cargo owners, insurers and salvage contractors in deciding policies and priorities.

HM Coastguard, Marine Survey Officers, Oil Company Representatives and local authorities would provide the MCA-CPRB with detailed local information required for the central decision-making process.

The total resources of the MCA-CPRB would be available for at-sea operations.

This may involve dispersant spraying by aircraft or from sea-going tugs or similar suitable vessels. The MCA has no vessels of its own, but relies on being able to locate these in advance and to hire them at short notice, as required. Only a few of these vessels are permanently fitted with spraying gear; slightly fewer are able to keep bulk dispersant in their tanks permanently. The remainder would have to be equipped with spraying gear and dispersant from stockpiles maintained at strategic points around the UK coastline by the MCA-CPRB.

The MoD, subject to overriding defence commitments, would endeavour to provide a vessel to command operations at the scene of the incident, with an MCA officer on board to supervise spraying operations. MoD may also make available other vessels, salvage expertise and aircraft for surveillance.

The MCA retains on charter two 'Cessna' aircraft equipped with remote sensing equipment for aerial surveillance and 3 x Electra four engine aircraft for dispersant spraying at thirty minutes readiness by day and two hours at night. One surveillance aircraft is based at Inverness.

In the event of a ship related spill, the MCA may decide on a ship to ship cargo transfer operation, to reduce the risks of further at-sea pollution. If this was the case, the need for an identified safe haven might arise and selection of a suitable area would be made in consultation with the MCA, HMCG and interested parties.

Coastal Pollution:
While at-sea operations were underway, the likelihood of the oil coming ashore would be monitored closely, with the aid of computer modelling. Advance warning would be given to local authorities responsible for on-shore response actions. MCA-CPRB staff would be available to advise on these aspects, and, as the action passes from sea to shore, to assist local authority clearance operations, as required.

Off-shore Oil Spill Reporting Procedures:
In the event of an offshore oil spill, HM Coastguard will be responsible for informing the Duty CPSO. If the Duty CPSO is unavailable, steps are taken by HMCG to inform another member of the CPRB who will evaluate the situation prior to deployment of counter-pollution resources.

Shoreline Response Centre (SRC):
When a shipping casualty related spill is of such a size or proportion that it is beyond the resources of local authorities, either individually or acting together, a Shoreline Response Centre will be established.

The decision to set up a SRC will be a matter for the MCA-CPRB, in close consultation with the local authorities and other organisations. Operational responsibility for beach cleaning will remain with the local authorities.

The role of the SOSREP, MCA-CPRB Counter-Pollution and Salvage Officer and Chief Scientist, deployed to the SRC, will be concerned with the co-ordination of advice and specialist support, along with the procurement and allocation of resources to meet agreed priorities for clean-up, containment and disposal actions.

The representation of government departments and agencies, local authority and oil company liaison officers at the SRC is the responsibility of the MCA-CPRB Counter-Pollution and Salvage Officer and the Scottish Government Marine Directorate.

The composition of the SRC will depend on the scale and nature of the pollution incident with support staff, liaison officers and representatives from associated oil company, counter-pollution agencies and environmental/ conservation bodies appointed as necessary. Local authority input to any SRC will be co-ordinated by the Head of Oil Pollution Response, Fife Council in conjunction with the MCA-CPRB.

Local Authority Officer Training:
The MCA-CPRB, in conjunction with the Scottish Government Environment and Rural Affairs Department organises short residential training courses for officers from local authorities and other organisations likely to be involved in the contingency planning and direction and control of the response to any pollution event.

Manual Staff Familiarisation Training:
The MCA-CPRB organises stockpile demonstrations at locally arranged venues to allow manual staff to familiarise themselves with the setting-up and operation of specialist beach cleaning equipment. The MCA-CPRB is responsible for deploying equipment from the government stockpiles. This service is provided to local authorities on a no charge basis.

Exercises:
The MCA-CPRB can design and organise desk top and practical response pollution exercises on behalf of local authorities and as part of the residential training courses. They may also participate directly in exercises where MCA involvement is justified as part of a Tier II or III response scenario.

Scientific and Technical Advice to Local Authorities
MCA-CPRB scientists are available to provide advice on all aspects of oil spill contingency planning, protection and clean-up strategies. In Fife, the MCA-CPRB works closely with the local authority and encourages consultation on all aspects of planning and preparations and during operations.

MCA STOp Scientific, Technical and Operational Notes
STOp Notices giving advice on scientific, technical and operational aspects of oil pollution response and clean-up measures are issued at regular intervals by the MCA to local authorities and other organisations.

i. UK Spill Association

Function
The UK Spill Association is a not for profit company representing 90 specialist British oil pollution response companies providing a focal point for the combined resources of members. In the event of a pollution emergency, the Association can be contacted on a 27/7 basis for advice and assistance. On being contacted the Association representative will take the caller's contact details before identifying accredited technical experts, clean-up resources and other sources of assistance closest to Fife.

Response Action
The Association can advise the nearest availability of any resources required such as manpower, equipment, materials etc. and, if necessary, can identify and mobilise an expert to advise and assist.

In the event of a large-scale oil spill multiple approaches could be made by many different companies, offering clean-up assistance. Once the Association is asked for assistance an expert representing the private sector, having both relevant experience and industry-wide resource availability knowledge, may attend at the Council Emergency Centre or SRC.

In addition, the client can have complete confidence in Association members' inputs to the response action, because of the professional and ethical standards demanded by the Association.

j. International Tanker Owners' Pollution Federation (ITOPF)

Function

ITOPF was originally established to administer the Tanker Owners' Voluntary Agreement concerning Liability for Oil Pollution (TOVALOP) - a voluntary compensation scheme offered by tanker owners to meet the costs of cleaning up oil spills and compensating for damage caused - but most of its work is of a technical nature.

ITOPF plays an important role in assessing the reasonableness of claims made against the P & I Club concerned. This may have a significant influence on how promptly (if at all) the claim may be settled.

(**Note:** *When submitting a claim for clean-up and all associated expenditure, it is always necessary to provide detailed documentation of the claim. P & I Clubs and ITOPF, if involved, will scrutinise all claims. Badly prepared or poor detail claims will most likely be subject to delays or worse.*)

Response Action

The Federation's most important responsibility is to provide on-site emergency advice on clean-up measures, to central and local government, with particular relevance to compensation schemes. ITOPF has technical experts at constant readiness to respond to marine oil spills anywhere in the world. This service is not limited to incidents where compensation may be sought under TOVALOP and is normally performed when tanker owners and P & I Club insurers request. ITOPF acts as assessors for compensation claims against the International Oil Pollution Compensation (IOPC) Fund.

k. Protection and Indemnity Clubs (P & I Clubs)

Although responsibility for clean-up of marine pollution threatening UK interests remains with MCA-CPRB and local authorities, ITOPF's views on what counter pollution operations might or might not be reasonable is particularly relevant given their advisory role to both P&I Clubs and the IOPC Fund.

Finance & Procurement Service, Fife Council will work in the Council Emergency Centre or the SRC (if established) alongside operational and technical staff and ITOPF (if represented) to monitor and control financial expenditure ,in particular, justification of expenditure against claims submitted.

Function

The P&I Clubs cover almost all the world's ocean going tanker fleet and are a mutual non-profit making association which insure their members (ship-owners, charterers, managers and operators) against third party liabilities, including pollution spills. Each P & I Club has a full time manager to look after routine business including claims for compensation.

Compensation for oil pollution damage caused by tankers, is based on two separate regimes; one relies on international conventions established by the Inter-Governmental Maritime Consultative Organisation (IMCO), the other through voluntary agreements established by the tanker and oil industries.

These two systems, although separate, are similar and follow the same basic pattern consisting of two layers of compensation: the first provided by ship-owners through their third party liability insurers, the P&I Clubs; the second provided by the oil cargo owners through central funds to which they contribute.

l. **Oil & Gas UK**

Function
Oil & Gas UK is the leading organisation for the UK offshore oil and gas industry. Its members are companies licensed by the Government to explore for and produce oil and gas in UK waters and those that form any part of the UK supply chain. Its main objectives are to strengthen the long term health of the UK oil and gas industry by working co-operatively with government, regulators and other stakeholders.

Oil & Gas UK maintains a stockpile of off-shore response equipment and co-ordinates offshore operators marine research in the North Sea.

Response Action
Chemical dispersant/spraying equipment owned by Oil & Gas UK will be made available to member operators in emergencies. Stockpiles, including dispersant and spraying equipment for dealing with spilled crude oil are located at Lerwick, Aberdeen and Southampton.

m**.** **United Kingdom Petroleum Industry (UKPIA)**

Function
The Association is a trading association of private oil companies involved in supply, refining and distribution of oil in the UK. It represents its members in discussions with Government, industry and commerce, the media and the general public.

Association regional oil spill co-ordinators provide liaison focal points between the oil industry and local/national authorities in event of an oil spill. The co-ordinator's normal functions include formulating contingency plans, establishing communications channels and providing access to industry expertise and response resources.

Response Action
In the event of an oil spill in the co-ordinator's area, he will provide information and advice to central and local government and the Association member company engaged in the clean-up response.

The co-ordinator has no authority to commit funds or make statements on behalf of the Association. Individual co-ordinators maintain records of local authority contingency plans and resources and have taken active roles in oil pollution exercises and training schemes. They have assisted MCA-CPRB to review local and regional authorities oil spill contingency plans.

n. **The International Oil Pollution Compensation Fund (IOPC) Fund**

The IOPC Fund provides compensation for oil pollution damage from laden tankers over and above the liability of the owner of the vessel.

o. **Oil Companies**

The major oil companies have oil recovery/counter-pollution resources; can provide tankers and other vessels on charter; can be a source of technical information on tankers and tanker operation; and have responsibilities if their ship or cargo is involved in a spill. They also have contingency plans for dealing with spillages in oil terminals operated by them.

p. **National Environmental Technology Centre (NETCHEN)**

Function
Warren Spring Laboratory (WSL), formerly part of a section of the Department of Industry has been moved into the National Environmental Technology Centre (NETCEN), Abingdon, Oxon., part of AEA Technology – an environmental consultancy.

Response Action
WSL with AEA Technology is the principal source of scientific and technical advice to the MCA-CPRB on oil and chemical pollution at sea and methods of dealing with it. Moreover, WSL has developed a model for predicting the movement of oil and chemical spills; the MCA-CPRB uses this model in dealing with incidents.

q. **Oil Spill Response Limited**

Function
Oil Spill Response Limited. is a consortium of nine major oil companies which maintains a strategic stockpile of clean-up resources operated by a core staff of trained personnel who can be reinforced during emergencies by contracted personnel. They are:

BP-AMOCO, EXXONMOBIL, SHELL, TEXACO, CONOCO, PETRO-FINA, CHEVRON and PETRO-CANADA.

The centre's base at Southampton holds a comprehensive range of oil spill equipment sufficient to cater for two simultaneous spills of 10,000 tonnes of crude oil or 1,000 tonnes of heavy fuel oil.

Dispersant spraying equipment is held by the centre, however, only minimal stocks of dispersant are kept at the Base. During an extensive oil spill, additional dispersant could be quickly obtained, direct from major dispersant suppliers.

Response Action
In the event of an offshore oil spill, mobilisation of the response base would be initiated either by the MCA, or by one of the participating member companies. If the polluter is not a member, the response base management will immediately meet, to review the request, and decide on the response actions to be taken.

r. **Briggs Environmental Services Limited, Oil Spill Response Base, Burntisland**

Function
Briggs Environmental Services Ltd. maintains a stockpile of oil pollution equipment at a purpose built base at Burntisland Docks including dispersant, mechanical recovery and clean-up equipment to deal with chemical and hydrocarbon spills as well as bio-hazards, agro-chemicals and other pollutants.

Briggs offers an extensive response capability for incidents at sea or on land with a fleet of pollution control ships and other specialist vessels. Aerial surveillance of any oil slick or other contaminant spread will be undertaken by aircraft operating from their base at Inverness airport.

Briggs is the preferred contractor to Fife Council for Tier II pollution response for OPRC Regs. compliant minor harbours at Crail/Anstruther/Pittenweem/St.Monans and Dysart. In addition, Briggs can be contacted on a non-preferred basis to respond to spills at other parts of the Fife coastline.

Response Action
A team of operators is responsible for equipment maintenance and mobilisation, and arranging transportation of clean-up equipment. They are on call to respond to an incident on a 24/7 basis.

s. **Ports & Harbours Authorities**

Function
In accordance with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, UK ports, harbours and oil handling facilities which fall within stated criteria require to prepare oil spill response contingency plans and conduct pollution clean-up operations within port or harbour limits. Fife Council has accepted responsibility to prepare such plans for use within the statutory limits of the following harbours under its control:

i. Crail
ii. Anstruther
iii. Pittenweem
iv. St. Monans
v. Dysart

Planning for these installations has been undertaken on a generic basis with individual appendices for each harbour describing the local arrangements for reporting and response. They also identify responsibilities and lines of communication, availability of resources, command and control arrangements and priority areas for clean-up (Annex 4 refers).

t**.** **Military Aid to the Civil Community**

Function
The MoD responds to any oil pollution incident which might affect one of its own establishments and can provide equipment and manpower, on request from local authorities, depending on service priorities.

In Fife military installations where there is a potential oil pollution risk include:

i. DM Crombie
ii. RAF Leuchars

Response Action

The Chief Executive, Fife Council requires to approve requests for MoD assistance, under the Military Aid for the Civil Community (MACC) scheme. In Scotland arrangements exist with the Armed Forces to obtain aid through HQ (Army) Scotland. Details are contained in the Fife Council Major Emergency Plan.

FIFE COUNCIL SERVICE FUNCTIONS

SECTION 2
ANNEX B

a. Chief Executive's Service

Chief Executive:
In the event of a major oil pollution incident, the Chief Executive will instruct the Council Emergency Planning Officer to activate the Council Emergency Management Team (CEMT).

Emergency Planning Unit
The Council Emergency Planning Officer, as Deputy Head of Pollution Response (Support), also carries out the following functions.

i. **Contingency Planning**
Prepares and maintains Fife Council Oil/Chemical Pollution Contingency Plan.

ii. **Oil Pollution Co-ordination Centre**
In the event of a minor oil pollution incident will establish an Oil Pollution Co-ordination Centre within the Emergency Planning Unit accommodation.

iii. **Council Emergency Management Team (CEMT)**
Ensures Council Emergency Centre (CEC) accessible at all times. In event of a major oil pollution incident, activates the CEC and initiates formation of CEMT. Assists the Depute HOPR (Operations) and participates in Operations Group.

iv**.** **Communications & Support Unit (CASU)**
Ensures the CASU is ready for immediate deployment.

Communications and Marketing
Co-ordinates preparation and issue of statements to the Press and broadcast media by functional council service spokespersons. Liaises with other agencies including central government, private industry and emergency services to ensure agreement in statements released to the media. Co-ordinates arrangements to receive and deal with members of the media including establishment of a Media Centre where the scale and complexity of the pollution incident so warrants.

b. Environment & Development Services Directorate

General
The management group responsible for devising an appropriate response strategy and the operational staff engaged in any clean-up activities following any pollution event will be drawn mainly from the Environment & Development Services Group. This shared responsibility will ensure an effective response to minor oil spills avoiding excessive disruption to the normal delivery of individual services.

The designation of this service group for counter-pollution activities does not preclude the deployment of other Fife Council staff on duties of this kind e.g. Grounds Maintenance, Building Services, etc.

Head of Pollution Response

In the event of a major oil pollution incident, the Strategic Manager, Environment & Development Services, as designated Head of Pollution Response (HOPR) will be delegated by the Chief Executive to head the CEMO Strategy Group.

Deputy Head of Pollution Response (Operations)

The position of Deputy Head of Pollution Response (Operations) has been assigned to the Head of Transportation Services.

The Deputy HOPR (Operations) will head the CEMO (Operations Group).

Area Oil Pollution Response Officers

The HOPR and Deputies will be supported by Area Oil Pollution Response Officers appointed as follows:

i. Area Pollution Response Officer (APRO) - West Area
Area Manager, Environmental Services (West) jointly with
Area Manager, Transportation Services (West)

ii. Area Pollution Response Officer (APRO) - Central Area
Area Manager, Environment Services (Central) jointly with
Area Manager, Transportation Services (Central)

iii. Area Pollution Response Officer (APRO) - East Area
Area Manager, Environment Services (EST) jointly with
Area Manager, Transportation Services (East)

The Area Pollution Response officers will undertake the following functions:

- Receipt and investigation of oil pollution complaints
- Completion and transmission of the Local Authority Pollution Report (LAPREP) initial assessment form to Dep. HOPR (Operations)
- Obtaining samples of pollution with supporting photographic evidence
- Consulting with the Dep. HOPR on reasonable counter-pollution measures
- Initiating a 'SITE SURVEY REPORT' for each polluted site or beach
- Siting and erection of public warning notices
- Establishing “Oil Pollution Clean-up Station(s)” near each site in suitable premises, clearly signposted, not water supply, cleaning materials, etc.
- Provision of information on cleaning pollution from clothing, pets, etc.

Development Services

Provide maps on appropriate scales and shoreline profile data by means of the Geographic Information System (GIS) and specialist advice on topographic and land use in affected areas.

Trading Standards

In instances when petroleum has or may have leaked from its licensed store, Trading Standards will be asked to examine the store for evidence of a breach of law and to assess the safety aspects.

Catering & Cleaning

Provides temporary feeding facilities and meals for emergency response personnel either at a central location or at the incident site(s). All meals supplied will be on a repayment basis.

c. **Finance & Resources Directorate**

Finance & Procurement Service

In the event of a major oil pollution incident Finance and Procurement will:

- Provide advice on funding to meet operational expenditure outwith budgetary provision.

- Collate information rendered by council services and supporting voluntary services in respect of normal expenditure arising from any oil spill.

- Coordinate procurement, purchase and transportation of resources required by Fife Council staff engaged in clean-up operations including vehicles and plant, protective clothing and other equipment required under Health & Safety Regulations.

Information Technology

Provide ICT support for Fife Council staff engaged in dealing with counter-pollution operations including data and voice systems.

SHORELINE RESPONSE CENTRE ARRANGEMENTS

SECTION 2
ANNEX C

1. Introduction

In certain circumstances the MCA may establish a Shoreline Response Centre (SRC) within Fife Council's administrative area. This Annex contains national guidelines for a Shoreline Response Centre and describes how one would be established within the Council Emergency Centre, Fife House, Glenrothes based on the use of existing facilities

When an SRC is established, Fife Council will determine its strategy and priorities for action, based on the Fife Oil/Chemical Pollution Contingency Plan with MCA assisting in achieving set objectives. Where there is disagreement on strategy or priorities during an incident involving more than one local authority, the MCA Chief Scientist will act as arbiter.

2. Role of SRC

The role of the Shoreline Response Centre (SRC) is to co-ordinate and lead the onshore response by means of the following actions:

a Determining the extent of the problem along the affected coastline
b Agreeing a strategy and assigning priorities for the clean-up action
c. Initiating response actions or agreeing local proposals with a view to minimising environmental damage and reducing the amount of oily waste.
d. Obtaining and allocating resources on an agreed priority basis
e. Determining methods for oily waste disposal arising from clean up operations
f. Monitoring progress of the clean-up operation
g. Issuing regular briefings to the press, elected representatives, Central Government ministers and other interested parties.

3. SRC Organisational Structures

In order to carry out these tasks effectively it is essential that participating parties in the SRC act within groups defined by their function rather than separate individual organisations. Experience has shown that it is helpful to organise an SRC on the basis of three front-line teams -Management, Technical and Procurement - and three support groups: Media & PR, Information Handling and Administration.

The recommended composition of the Management Team is as follows:

- Chief Executive, Fife Council or his representative
- Council Emergency Planning Officer, Fife Council
- Head of Pollution Response, Fife Council
- Environment Group Liaison Officer
- MCA Chief Scientist
- Technical Team Chair
- Procurement Team Chair
- SEPA Representative as required
- Other Agencies as necessary

4. Role of Front Line Teams

MCA, Local Authorities and other interested parties involved with the operation of the SRC will be assigned to three levels with the following responsibilities:

a. Management Team**:**

i. General principles of strategy, such as the order of priority for protecting sensitive areas and dealing with pollution at various polluted sites. Planning & Building Control Service can provide all the necessary Beach Data.

ii. General financial aspects of the operation.

iii. Interacting with Elected Members, Central Government, Public and Media.

iv. Preparing situation reports covering clean-up operations, for circulation to interested parties as briefed by the Technical Team.

b. Technical Team**:**

i. Determining the best methods for dealing with pollution at the various locations, including temporary storage and final disposal of oily waste.

ii. Allocating resources on priority basis set by Management Team and informing the Management Team of any resource shortfalls.

iii. Maintaining close liaison with Environment Group

iv. Allocating contractors to specific tasks set by Management Team.

v. Transmitting decisions to local Forward Control Centres.

vi. Monitoring progress of operations. Technical Team/Beachmasters will review progress daily and prepare revised plan for Management Team.

vii. Briefing the Management Team on the conduct and progress of operations.

The Technical Team will also contain two sub-groups, e.g. Waste Management and Health & Safety.

c. Procurement Team:

i. Procuring, marshalling and routeing equipment to designated areas.

(**Note:** *Resources payable by the MCA can only be obtained with their prior agreement*.)

ii. Monitoring expenditure made on behalf of Fife Council

iii. Collating invoices with expenditure/supporting claims for compensation

iv. Providing Management Team with a summary of expenditure on request

v. Monitoring the levels of deployed resources at the various locations

vi. Recovering or redeploying resources as they become surplus to requirements at the various sites

vii. Informing the Technical Team of any resource shortfalls

5. Role of Support Groups

The front line teams will be supported by functional groups with the following responsibilities:

a. Media/Public Relations Team:
If the SRC establishes a public helpline, the Media Team organises it. However, staffing should come from outwith that team as those trained to deal with the media are not necessarily those best trained to deal with the public.

Media and Public Relations handling are common to all emergency situations. Planning of this aspect should draw on the Fife Council Media Plan, which includes arrangements for the establishment of a Media Briefing Centre. Comprising LA Press Officers and MCA Information/PR Officers this group will:

i. Prepare press briefings in consultation with Management Team.

ii. Arranging press interviews in consultation with the Management Team.

iii. Managing press briefing room, established outwith confines of SRC and ensuring that regular press briefing notices are supplied to briefing room.

b. Information Handling Team:
MCA will provide software for various SRC related tasks. The IT Service, Fife Council will supply infrastructure including hardware and connectivity to operate the software. Comprises Fife Council staff with necessary IT skills and responsible for:

i. database recording activities the SRC decides to mount and their outcomes
ii. providing summaries drawn form the database for outside dissemination
iii. running predictive computer models of movement of pollutants at sea

c. Administration Team:
This group will be responsible for administrative services within SRC:

i. Provision of communication links and the reception/transmission and distribution of message traffic to and from the SRC.

ii. Logging of message traffic and word processing services

iii. Minute taking during Management and Technical Team discussions.

iv. Logging and updating of Information Boards and Operational Maps.

v. Providing catering to the SRC.

vi. Security - especially control of access to the SRC.

5. Environment Group

All SRCs should seek advice from the Environment Group established by MCA for the incident. The Environment Group and SRC will be co-located enabling the provision of timely and appropriate advice to the SRC. Principal responsibilities of the Environment Group:

- evaluate relative importance of nature conservation and other environmental features at risk including vulnerability to oil, hazardous substances and clean-up
- establish agreed priorities for protection and clean-up
- advise and assist SRC Shoreline Clean-up Assessment Teams
- advise on suitability of pre-identified sites for natural degradation of oil
- advise on suitable clean-up techniques and preparation of dispersant use protocol
- monitor clean-up operations in sensitive areas
- ensure thorough documentation at all stages of clean-up
- ensure proper consideration of Health & Safety aspects including risk assessments, COSHH, Personal Protective Equipment and health tracking.

6. SRC Representation – Non LA/MCA Organisations

a. International Tankers Owners Pollution Federation Representation (ITOPF)
In the event of an accident involving a tanker, an ITOPF representative will be on-scene representing the owners and insurers. They are interested in assessing proposed response actions to ensure they are "technically reasonable".

Although they have no executive role, their representative should be present during the discussions of the Management and Technical Teams as their considerable experience and their advice should be taken into account.

b. United Kingdom Petroleum Industry Association (UKPIA)
Through its regional information co-ordinators, the UKPIA will, if requested, provide advice during a spill and act as liaison point for access to oil industry expertise and information on capability.

c. Port and Harbour Authorities
In Fife pollution contingency plans for harbours which fall within the scope of the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regs. 1998 are integrated within the Fife Council Oil/Chemical Pollution Contingency Plan. They may have resources available to deal with spills within their area of responsibility. In such cases these bodies should be represented within the SRC possibly at the Management and Technical Level.

d. Oil Companies
In certain instances an oil company may deploy a Response Team to an oil pollution incident site to assist in the clean-up response. Any response effort conducted by the oil company must be co-ordinated by the SRC. However, in keeping with the Local Authorities' responsibilities for determining Strategy and allocating Priorities, the oil company will be represented on the Technical and Procurement Teams and liaise with the Management Team.

The oil company should also be represented on the Media Team to ensure all statements made by the Oil Company are consistent with those made by the SRC.

e. Other Local Authorities
If more than one local authority is under threat from any oil spill it will be operationally more effective if a single Council Emergency Centre assumes the role of the SRC and maintains close liaison with the other control centre(s). Liaison officers from the neighbouring authorities will attend the SRC to represent their parent authority's interests.

The choice of which Control Centre would act as the SRC will depend on a number of factors such as, which area is most badly affected, which centre has the most effective communication links or is better placed geographically to co-ordinate the response.

7. Role of Local Authority Liaison Officers

The role of Liaison Officers from neighbouring authorities will be to:

a. Maintain liaison links with their parent authority Control Centre

b. Ensure that information concerning polluted sites within their area is logged within the SRC

c. Represent their parent authority on the Management Team in discussing the priorities within their own area.

d. Assist the Technical and Procurement Teams in formulating response strategy and resource allocation in response to individual sites within their own area.

e. Keep their parent authority informed of decisions made, proposed strategy and resources allocated by the SRC.

f. Arrange reception of resources allocated to their area.

g. Monitoring progress of clean-up operations and situation changes within their own area and informing the SRC of these events.

It is important that Local Authority Liaison Officers have the necessary delegated authority to take decisions within the SRC concerning the clean-up policy for their parent authority's coastline.

8. Design & Layout of SRC

The SRC is large enough to accommodate the number of persons likely to be present during the incident. In addition it is equipped with sufficient telephone line to enable complete liaison with outside bodies.

The Front line Teams and Support Teams will be co-located. However, there are additional committee rooms available to for group discussions.

The SRC is equipped with the following facilities:

- Facsimile machines x 2 (1 incoming/1 outgoing)
- 1/25000 large-scale map of the coastal area
- Wall mounted incident status boards (SMART Boards)
- Admiralty charts and GIS produced maps of local areas
- Weather/tidal Information Display Board
- TV/Video facilities

Support staff loggers and plotters will be responsible for keeping maps and situation boards correctly annotated and continuously updated to provide an up to date summary of the situation at the coastline and response action taken. There should be a separate state board for each polluted beach.

9. Critical Information Displays

A well prepared set of situation summary boards and a properly annotated map will greatly assist:

a. The Media Team in preparing media briefing notes
b. The Management Team in preparing periodic situation reports
c. Briefing Ministers/Elected Representatives
d. Briefing incoming relief staff

Because of the importance of this aspect to the functioning of the SRC, care should be taken in the preparation of the maps and consideration given on how best to present data on situation boards when planning the SRC layout. In addition to the main briefing area a second large-scale map and situation boards are available to the Technical Team to assist them with operational planning.

The press briefing room will be situated outside the SRC in order to provide a focal point for informing the press without allowing them to intrude on the SRC's activities.

Fax/radio communications are located separately with trained operators. TV/video facilities are available for playing back video tapes from aerial surveys and beach clean-up operations, and watching local and national coverage of the incident. Security arrangements will be enforced to prevent unauthorised access to the SRC.

10. Information Flow Within SRC

For the SRC to function effectively it must receive up-to-date and accurate information concerning pollution at the affected sites. The relevant information will enable the SRC to plot the "Global Picture" on the large-scale maps and situation boards within the SRC to enable the Management Group to determine its strategy and allocate priorities.

Effective management in an oil spill relies on efficient passing of information to and from the SRC. In addition to receiving relevant information the SRC must be able to communicate its decisions to forward areas. Good communications links are essential between the SRC and its satellites.

11. Message Handling Arrangements

It is essential that the relevant information is passed in an easily understood standard form which is routed correctly. All message traffic into the SRC should be logged and distributed to the relevant participants. In order to achieve proper message distribution the loggers should be under the direction of the Logging Officer responsible for distribution of incoming messages to participants within the SRC. All outgoing traffic should also be logged.

It will be easy to route some message traffic to the proper recipients and in other cases it will be difficult to determine the proper route. If in doubt it will be better to give a message full distribution rather than risk a participant missing a vital piece of information.

Fife Council exercises its staff at regular intervals in procedures for message logging and distribution, plotting, maintaining situation summary boards, etc. to test the operational effectiveness of the SRC.

12. SRC Layout & Facilities

The layout of the SRC would be an adaptation of the layout for the Council Emergency Centre. The facilities in situ including communications would be available for use. Appendix 2 refers.

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ANNEX C
APPENDIX 1

SRC TEAMS/GROUPS REPRESENTATION

Team/Group	Fife Council	MCACPB	Other
Management Team	Chief Executive or HOPR (Chair)	MCA Land Co-ordinator	ITOPF Port/Harbour Authority Oil companies Other LA Liaison officers
Technical Team	Env. & Dev. Services Admin. (Minutes)	MCA Scientific/Tech. Advisor (Chair)	SEPA Police HM Coastguard Other LA Liaison Officers ITOPF Port/Harbour Authority Oil Companies
Procurement Team	Resource Procurement/Transport Officers	Procurement/Admin. Officer	Oil Companies
Media/PR Team	Press Officers Admin. (Typing)		MCA Information Officer Scottish Executive Officer
Environmental Group	Env. & Dev. Services		SGERAD SNH SEPA Wildlife/Conservation Bodies
Finance Group	Finance Officer		Other LA Finance Officers
Admin. Support Group	Admin. Supervisor	Admin. Support Officer	

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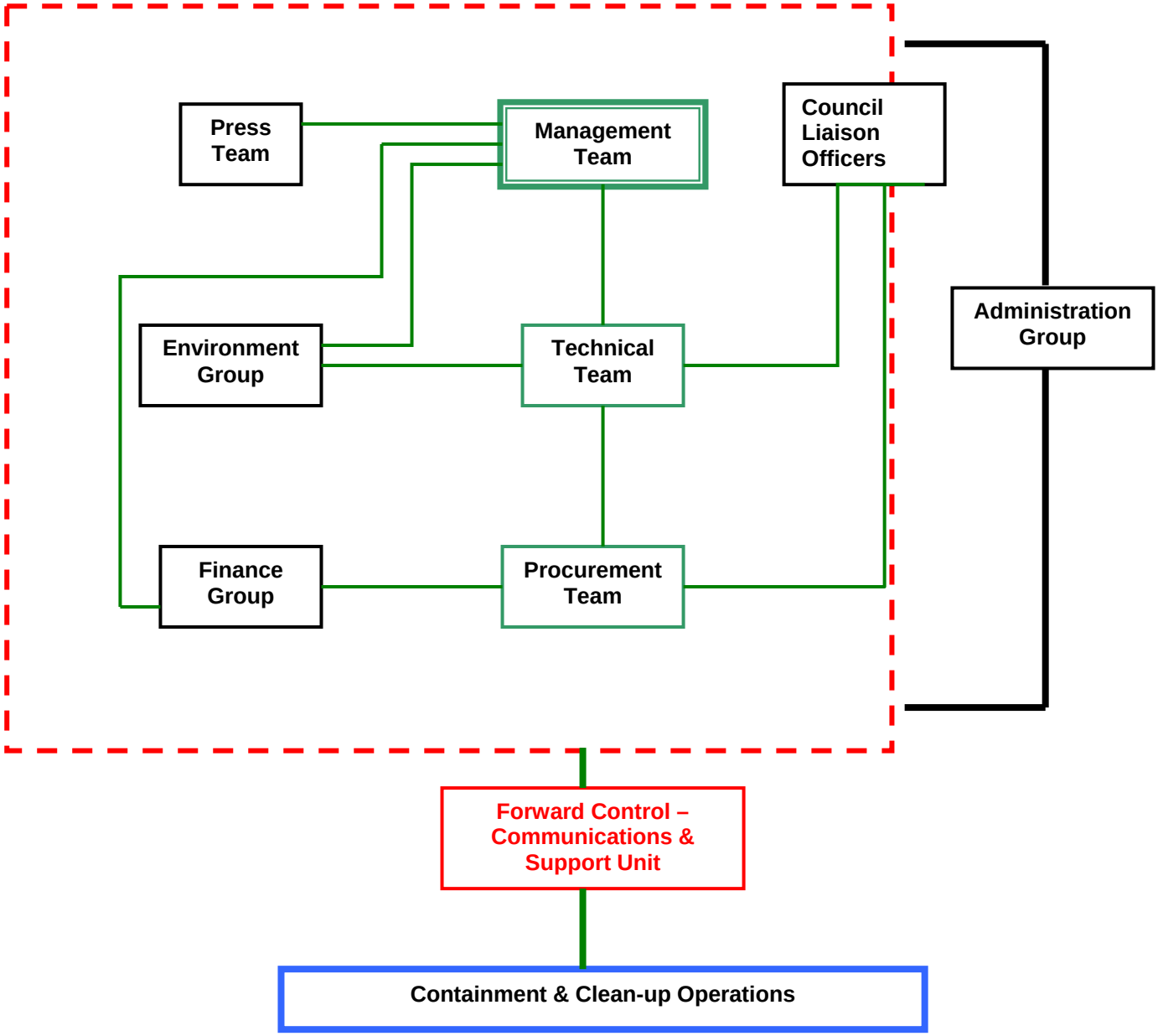
APPENDIX 2

SHORELINE RESPONSE CENTRE ORGANISATION



INFORMATION FLOW WITHIN THE SHORELINE RESPONSE CENTRE

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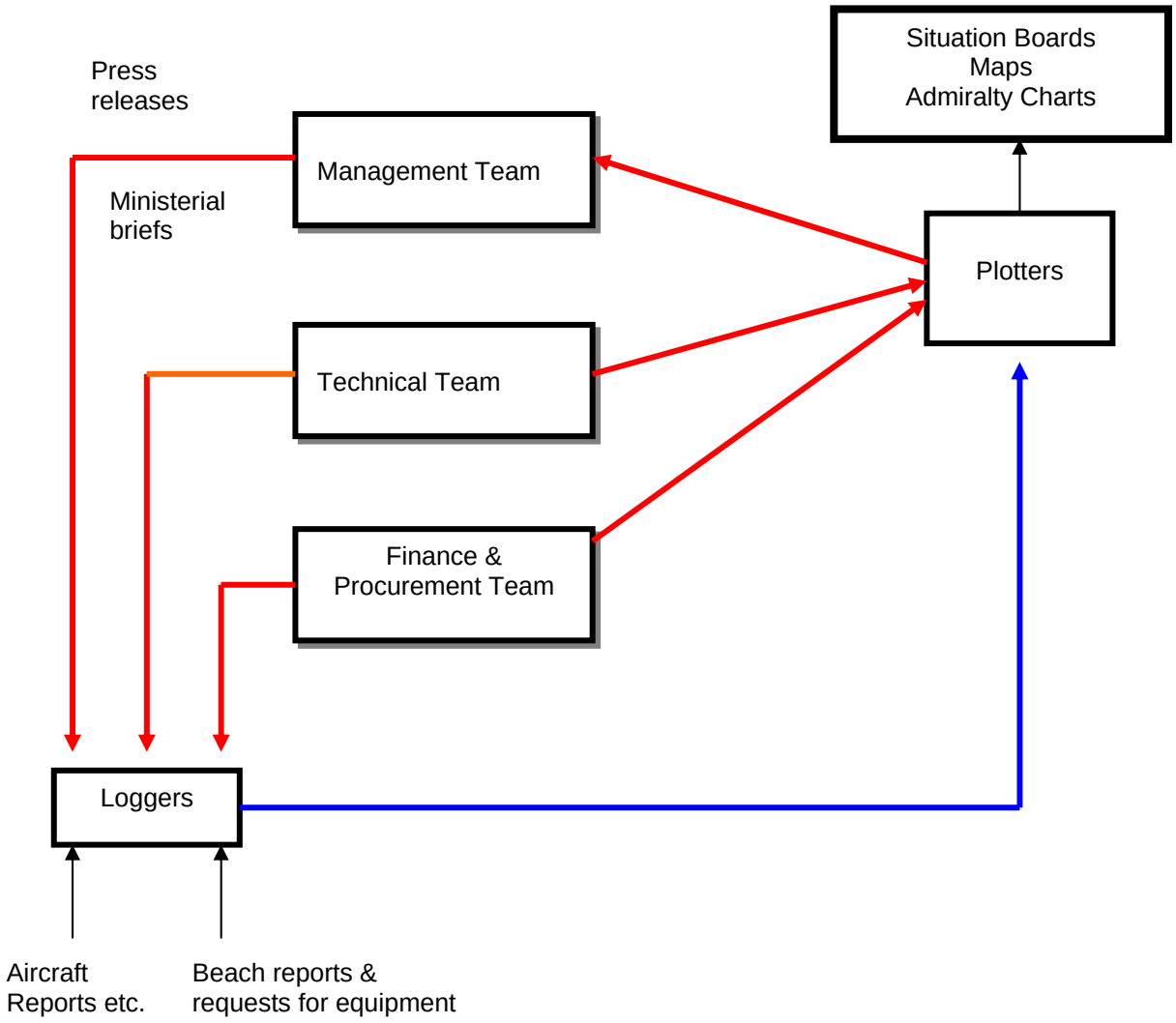
APPENDIX 3



PROTECTION PRIORITIES

SECTION 2
ANNEX D

1. Introduction

An important feature of oil pollution response activities is the assignment of priorities for protection and clean-up. SGMD will be responsible for advising on biological resources which are at risk such as sea bird colonies including offshore birds and waders and wildfowl concentrations.

They can also provide information on mammal sites e.g. seal haul outs, invertebrate sites, fish nursery areas, EC designated shellfish growing waters and fishing grounds. Scottish Natural Heritage, Scottish Environment Protection Agency and other nature conservancy bodies can advise on issues such as the relative importance of ecologically sensitive coastal sites and the seasonal distribution of sea birds vulnerable to oil pollution.

Industrial and commercial interests may also be a high priority for protection from floating oil and consideration should also be given to the feasibility of protective measures in a range of weather conditions.

2. Sites Vulnerable to Pollution and Dispersants

Fife Council maintains information including maps and lists of the following categories:

a. <u>Environmentally & Ecologically Sensitive Sites</u>
- Amenity Beaches(including Blue Flag Beaches)
- Sites of Special Scientific Interest (SSSIs)
- Scottish Wildlife Trust Reserves
- Special Protection Areas
- Wildlife Sites.
- Firth of Forth Special Protection Area (SPA) & RAMSAR Site
- Firth of Tay & Eden Estuary Special Area of Conservation (SAC)
  (Copies of maps held by Emergency Planning Unit)

b. <u>Commercial Ports</u>
- Rosyth, Burntisland, Methil
- Minor Harbours - Crail, Anstruther, Pittenweem, St. Monans

3. Other Categories

<u>Power Stations (Turbine Cooling Sea water Intakes)</u>
Longannet Power Station

<u>Marine Life Centres (Sea Water Abstraction)</u>
- Deep Sea World, North Queensferry
- Sea Life Centre, St. Andrews

Marinas/Moorings
Tayport
St. Andrews
Anstruther

Military Ports
Rosyth Royal Dockyard
DM Crombie

4. Estuarine Protection Booming Points

The Fife coastline contains a number of riverine estuaries, burn mouths and natural inlets which have been appraised for their ecological habitat vulnerability. Priority protection areas have been determined and booming points identified along with sites for boom mobilisation.

These reflect the ecological value of these locations and recognise the limited availability of resources for booming/deflection and other protection measures.

Detailed coastal morphology data and descriptions of clean-up options including predetermined booming points and procedures are contained in the BP Hound Point Marine Terminal Oil Spill Contingency Plan and the Firth of Forth Oil Spill Response Manual.

The principal river estuaries in Fife are:

a. River Eden

b. River Leven

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APPENDIX 1

AMENITY BEACHES IN FIFE

West Fife

1 Limekilns
2 North Queensferry
3 Port Laing
4 Aberdour – Harbour Sands
5 Aberdour – Silver Sands

Central Fife

1 Burntisland
2 Pettycur
3 Kinghorn
4 Kirkcaldy – Seafield/Links/Pathhead/Ravenscraig
5 Dysart
6 Leven Links

East Fife

1 Lundin Links
2 Lower Largo – East Beach/Dumbarnie Links
3 Elie - Shell Bay/Harbour Beach/North Reach/Ruby Bay/West Beach
4 Pittenweem – West Sands
5 Anstruther – Billowness Sands/Castle Sands
6 Crail – Harbour Beach/Roome Bay Sands
7 Kingsbarns Beach
8 St. Andrews – Bruce Embankment Sands/Castle Sands/East Sands/West Sands
9 Tentsmuir Sands – Kinshaldy Beach
10 Tayport – North Sands/South Sands

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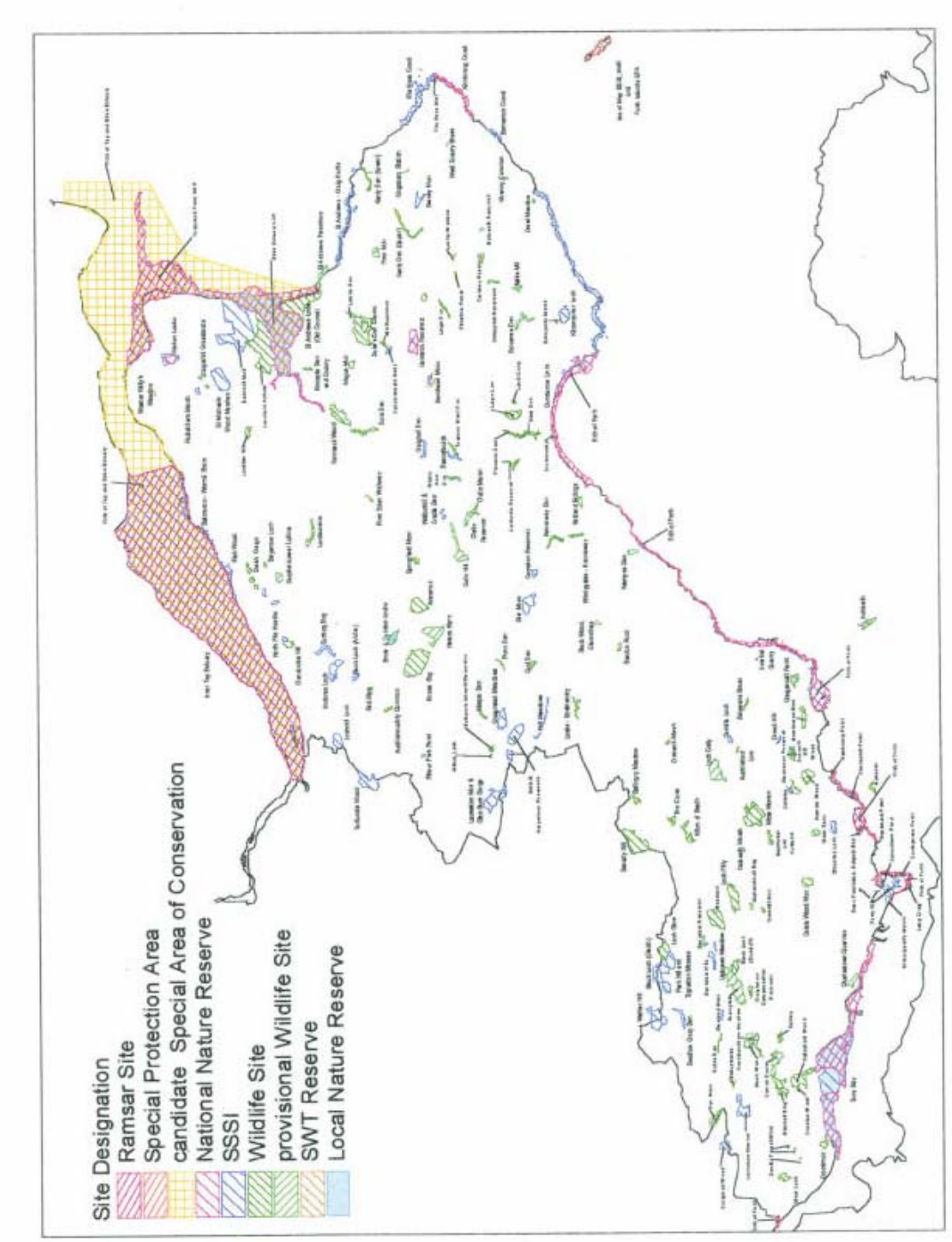
ANNEX D
APPENDIX 2

FIFE INLAND DESIGNATED SITES MAP



DESIGNATED COASTAL NATURE CONSERVATION SITES MAP

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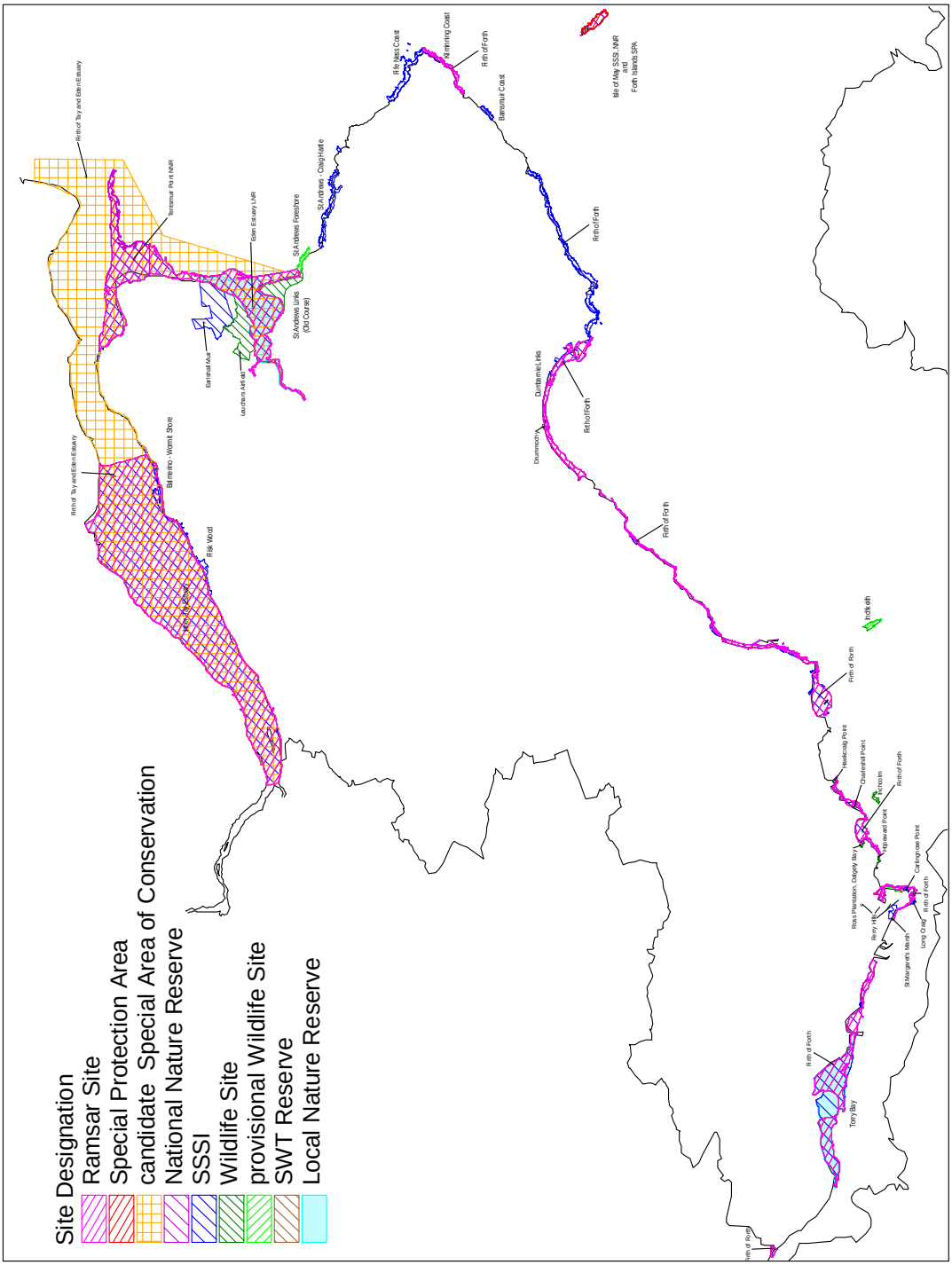


DESIGNATED NATURE CONSERVATION SITES

Site Name	Status	Area (Ha)
Cameron Reservoir	Ramsar Site	68.76
Firth of Forth	Ramsar Site	1620.30
Firth of Tay and Eden Estuary	Ramsar Site	8950.25
Cameron Reservoir	Special Protection Area	68.76
Firth of Forth	Special Protection Area	1620.30
Firth of Tay and Eden Estuary	Special Protection Area	8950.25
Forth Islands	Special Protection Area	69.91
Firth of Tay and Eden Estuary	candidate Special Area of Conservation	15576.30
Isle of May	National Nature Reserve	69.91
Morton Lochs	National Nature Reserve	27.97
Tentsmuir Point	National Nature Reserve	715.39
Ballo & Harperleas Reservoirs	SSSI	95.67
Balmerino - Wormit Shore	SSSI	84.51
Bankhead Moss	SSSI	7.46
Barnsmuir Coast	SSSI	20.94
Black Loch (Abdie)	SSSI	7.31
Black Loch (Cleish)	SSSI	47.41
Cameron Reservoir	SSSI	68.76
Camilla Loch	SSSI	8.02
Carlingnose	SSSI	5.79
Carriston Reservoir	SSSI	11.99
Cassindonald Moss	SSSI	11.33
Craighall Den	SSSI	13.89
Craigmad Wood	SSSI	28.42
Craigmead Meadows	SSSI	53.62
Cullaloe Reservoir	SSSI	10.06
Dalbeath Marsh	SSSI	2.14
Dunbog Bog	SSSI	24.92
Earlshall Muir	SSSI	430.32
Eden Estuary	SSSI	1097.88
Ferry Hills	SSSI	22.16
Fife Ness Coast	SSSI	117.63
Firth of Forth	SSSI	2127.59
Fleecefaulds Meadow	SSSI	12.18
Flisk Wood	SSSI	55.54
Holl Meadows	SSSI	4.99
Inner Tay Estuary	SSSI	6522.58
Invertiel Quarry	SSSI	0.67
Isle of May	SSSI	70.11
Kilconquhar Loch	SSSI	46.44
Lacesston Muir & Glen Burn Gorge	SSSI	98.64

Lielowan Meadow	SSSI	2.65
Lindores Loch	SSSI	53.93
Lochmill Loch	SSSI	41.53
Lockshaw Mosses	SSSI	59.17
Long Craig	SSSI	2.12
Morton Lochs	SSSI	52.82
North Fife Heaths	SSSI	23.15
Orrock Hill	SSSI	3.46
Otterston Loch	SSSI	18.44
Park Hill and Tipperton Mosse	SSSI	90.89
Pickletillem Marsh	SSSI	7.93
Roscobie Hills	SSSI	21.48
Roscobie Quarry	SSSI	1.12
St Andrews - Craig Hartle	SSSI	122.22
St Margaret's Marsh	SSSI	26.41
St Michaels Wood Marshes	SSSI	98.64
Star Moss	SSSI	61.31
Steelend Moss	SSSI	6.94
Swallow Craig Den	SSSI	17.17
Swinky Muir	SSSI	23.45
Tayport Tentsmuir Coast	SSSI	1258.21
Turflundie Wood	SSSI	86.36
Waltonhill & Cradle Den	SSSI	5.89
Wether Hill	SSSI	95.60
Annsmuir	Wildlife Site	69.61
Auchtermuchty Common	Wildlife Site	6.03
Auchtertool Linn	Wildlife Site	2.35
Ballingry Meadow	Wildlife Site	11.01
Balwearie Braes	Wildlife Site	4.47
Balyarrow Loch	Wildlife Site	3.28
Barnyards Marsh	Wildlife Site	3.40
Benarty Hill	Wildlife Site	125.41
Black Loch (Dunduff)	Wildlife Site	27.57
Black Wood	Wildlife Site	38.24
Blairfordel and Cuttlehill	Wildlife Site	14.07
Blairhall Bing	Wildlife Site	54.17
Burntisland Binn	Wildlife Site	32.50
Calais Wood Muir	Wildlife Site	32.81
Carlhurlie Reservoir	Wildlife Site	13.09
Carnbee Reservoir	Wildlife Site	8.18
Charleshill Point	Wildlife Site	4.45
Clatto Marsh	Wildlife Site	9.68
Coul Reservoir	Wildlife Site	9.92
Couston Wood	Wildlife Site	2.90
Craigencalt Farm	Wildlife Site	21.60
Craigiehill Grasslands	Wildlife Site	3.41
Craigluscar Compensation Reservoir	Wildlife Site	9.92

Creich Craigs	Wildlife Site	23.93
Crookmuir	Wildlife Site	17.98
Devilla Forest Mires	Wildlife Site	3.41
Dreel Meadow	Wildlife Site	1.49
Drummochy	Wildlife Site	2.81
Duke's Golf Course	Wildlife Site	136.90
Dunearn Hill Wood	Wildlife Site	6.63
Dura Den	Wildlife Site	25.94
Gillingshill Reservoirs	Wildlife Site	7.16
Glenduckie Hill	Wildlife Site	20.71
Hawkcraig Point	Wildlife Site	4.40
Hilton of Beath	Wildlife Site	27.50
Hopeward Point	Wildlife Site	3.49
Humbie Wood	Wildlife Site	45.37
Inchcolm	Wildlife Site	10.73
Jamestown Pond	Wildlife Site	1.79
Kemback Wood	Wildlife Site	69.78
Kenly Den (Lower)	Wildlife Site	13.12
Kenly Den (Upper)	Wildlife Site	26.39
Kennoway Den	Wildlife Site	15.36
Kiels Den	Wildlife Site	19.75
Kilrenny Common	Wildlife Site	2.11
Kinaldy Meadow	Wildlife Site	11.06
Kincaple Den and Quarry	Wildlife Site	3.88
Lahill Craig	Wildlife Site	5.37
Largo Law	Wildlife Site	41.16
Leslie - Strathendry	Wildlife Site	13.82
Leuchars Airfield	Wildlife Site	328.61
Lingo Den	Wildlife Site	8.93
Loch Fitty	Wildlife Site	77.28
Loch Glow	Wildlife Site	51.52
Lordscairnie	Wildlife Site	26.56
Lucklaw Hill	Wildlife Site	15.96
Lumbo Den	Wildlife Site	8.72
Magus Muir	Wildlife Site	12.61
Maspie Den	Wildlife Site	6.99
Millers Loch	Wildlife Site	0.79
Moor Loch	Wildlife Site	20.25
Moss Easy	Wildlife Site	16.69
Moss Morran	Wildlife Site	122.97
Orebank Marsh	Wildlife Site	3.47
Pitcruvie Den	Wildlife Site	12.44
Pittarthie Ponds	Wildlife Site	3.56
Red Myre	Wildlife Site	1.13
River Eden Walkway	Wildlife Site	2.73
Ross Plantation, Dalgety Bay	Wildlife Site	5.84
Rossie Bog	Wildlife Site	188.16
Saline Den	Wildlife Site	7.93
Springfield Moor	Wildlife Site	12.60

St Andrews Links (Old Course)	Wildlife Site	172.22
Stenhouse Reservoir	Wildlife Site	18.70
Stenton Pond	Wildlife Site	6.52
The Clune	Wildlife Site	14.26
Townhill Muir	Wildlife Site	4.30
Valleyfield Wood	Wildlife Site	73.67
Windygates - Kennoway	Wildlife Site	7.72
Woodend	Wildlife Site	82.44
Balcarres Den	provisional Wildlife Site	26.44
Balharvie Moss/Killiecrankie	provisional Wildlife Site	7.72
Balmonth Reservoir	provisional Wildlife Site	2.51
Bickramside	provisional Wildlife Site	2.41
Birnie Loch	provisional Wildlife Site	11.58
Black Wood, Glenrothes	provisional Wildlife Site	6.78
Carphin/Lower Luthrie	provisional Wildlife Site	19.40
Charlestown Quarries	provisional Wildlife Site	24.20
Clatto Reservoir	provisional Wildlife Site	19.26
Comrie Dean	provisional Wildlife Site	56.77
Cowstrandburn Meadow	provisional Wildlife Site	18.03
Cullaloe Grasslands	provisional Wildlife Site	5.51
Cults Hill	provisional Wildlife Site	63.51
Dun Moss	provisional Wildlife Site	35.69
Gaddon Loch	provisional Wildlife Site	22.97
Glassy How Den	provisional Wildlife Site	13.02
Helens Myre	provisional Wildlife Site	79.33
Inchkeith	provisional Wildlife Site	23.35
Inverkeithing	provisional Wildlife Site	7.14
Kellie Mill	provisional Wildlife Site	8.30
Kingsbarn Station	provisional Wildlife Site	2.28
Kirkland Sidings	provisional Wildlife Site	10.04
Loch Gelly	provisional Wildlife Site	79.32
Lochty Wetland	provisional Wildlife Site	3.03
Muircockhall Bog	provisional Wildlife Site	5.07
Oakley	provisional Wildlife Site	10.93
Pitlour Park Pond	provisional Wildlife Site	3.09
Prior Muir	provisional Wildlife Site	19.50
Purin Den	provisional Wildlife Site	4.04
Roscobie Reservoir	provisional Wildlife Site	9.45
St Andrews Foreshore	provisional Wildlife Site	30.50
Teasses West Den	provisional Wildlife Site	9.15
Thornyhill	provisional Wildlife Site	143.70
Washer Willy's Meadow	provisional Wildlife Site	3.21
Wemyss Den	provisional Wildlife Site	13.76
Winthankmuir	provisional Wildlife Site	5.18
Bankhead Moss	SWT Reserve	17.54
Barnyards Marsh	SWT Reserve	3.40
Carlingnose Point	SWT Reserve	6.05
Cullaloe	SWT Reserve	26.29

Dumbarnie Links	SWT Reserve	6.93
Fife Ness Muir	SWT Reserve	0.99
Fleecefaulds	SWT Reserve	12.18
Kilminning Coast	SWT Reserve	8.53
Lielowan Meadow	SWT Reserve	2.65
West Quarry Braes	SWT Reserve	1.53
Birnie & Gaddon Lochs	Local Nature Reserve	28.19
Coul Den	Local Nature Reserve	10.72
Eden Estuary	Local Nature Reserve	927.10
Torry Bay	Local Nature Reserve	831.03

SECTION 3

POLLUTION MANAGEMENT PROTOCOLS

3.1 General

This section contains detailed information on considerations, measures, techniques, arrangements and procedures that are integral to pollution containment and clean-up operations.

3.2 The Merchant Shipping (Oil Pollution Preparedness and Response Convention) Regulations 1998 Minor Harbours Oil Pollution Contingency Plans

Fife Council, as a statutory Harbour Authority, has a responsibility to prepare Oil Pollution Contingency Plans in respect of Minor Harbours under its ownership which fall within stated criteria as defined within the OPRC Regulations 1998.

Section 4 contains details of the arrangements to deal with any pollution event which has originated within the confines of each harbour installation or which has impacted on any harbour from an external source.

3.3 Hazardous Chemicals

At Annex H to this section are the specialist arrangements for the containment and safe disposal of hazardous chemicals.

SECTION 3
ANNEX A

ENVIRONMENTAL CONSIDERATIONS

a. General

An oil pollution incident can reduce coastal amenities and harm the whole natural ecosystem, including sea birds, benthic invertebrate communities, sea mammals and vegetation such as salt marsh and reed beds.

The use of dispersant chemicals, in some ecologically sensitive areas, can sometimes cause more damage to the environment than the oil would have done if left alone to degrade naturally.

Other clean-up operations also have the potential to affect natural geomorphological processes. Moreover, the importance of these interests and methods of protection will vary according to the season and the nature of the oil spill.

b. Consultation

During any extensive oil pollution incident, there may be some conflict arising between amenity and biological interests, or between one kind of amenity interest and another.

Such conflicts must be resolved by involving all associated agencies with a responsibility for environmental conservation in early discussion to seek the most effective and mutually acceptable pollution clean-up actions.

These actions may include the use of dispersants and/or mechanical recovery methods, manual removal or the possibility of leaving the oil in-situ to degrade naturally.

c. Sites Vulnerable to Pollution

Much of the coastline and estuarial waters of Fife is taken up by sites that are vulnerable to pollution and the use of dispersants. The Emergency Planning Unit holds information on the locations of these sites and advice on the treatment of any oil pollution that has affected the sites.

Scottish Natural Heritage (SNH) must be informed immediately an oil pollution incident threatens or potentially threatens any site. SNH will advise local authorities on approved clean-up techniques.

d. Oil Off Shore

Without exception, off-shore oil pollution should be dispersed, using approved dispersants, under strict supervision from, and after consultation with, the Scottish Government Marine Directorate.

e Oil On Shore

Oil on-shore, where possible, should be left to degrade naturally or be removed by manual or mechanical methods.

Where dispersants have received approval for use (e.g., structures, amenity beaches, and for the final cleaning following mechanical clearance) only low toxicity approved dispersants should be used, with recognised methods of application and dilution, both under the strict supervision and control of the Scottish Government Marine Directorate and Scottish Natural Heritage.

Contaminated material removed from beaches should be dumped where secondary pollution cannot occur in properly designated and lined temporary disposal sites. Access associated with cleaning operations should be carefully planned to avoid any damage to fragile habitats, such as sand dune systems.

f. Approved Dispersants

A list of dispersant products that have been approved under the Food and Environment Protection Act 1985, Part II' for dealing with oil spills - as produced by the Ministry of Agriculture, Fisheries and Food, is held by the Emergency Planning Unit.

Clearance for the use of dispersants must be obtained from the Scottish Government Environment & Rural Affairs Department and from Scottish Natural Heritage.

Fresh Water Use
Dispersants must **not** be used in fresh water.

LIST OF APPROVED DISPERSANT PRODUCTS

SECTION 3
ANNEX A
APPENDIX 1

1. Introduction

The following list has been compiled by the Marine and Fisheries Agency as a guide to the range of oil treatment products currently approved for use in the UK. The following list of products is approved under the Food and Environment Protection Act 1985, Part II for dealing with oil spills as produced by the Department for Environment Food & Rural Affairs.

Fresh Water Use
Dispersants must **not** be used in fresh water.

Explanatory Notes
All products which appear in the list have satisfied the Department's toxicity tests and where appropriate the tests for safety and efficiency conducted by the Warren Spring Laboratory of the Department of Business, Enterprise and Regulatory Reform.

A product will be removed from the approved list within 12 months from the date of publication for either or both of the following reasons:

a. the producer has failed to renew the approval, or,
b. the product has been withdrawn from the market by the manufacturers.

Type:

a. **(HSB) and HSB** Conventional hydrocarbon solvent based dispersant.
b. **Concentrate** Water dilutable concentrate dispersant.
c. **2 Concentrate** Water dilutable concentrate.
d. **3 Concentrate** Concentrate to be used undiluted.
e. **2/3 Concentrate** Concentrate may be used diluted or neat.
f. **Collector** Surface film collecting agent or 'herder'.
g. **Demulsifier** Emulsion breaker.
h. **Solidifier** Oil gelling/solidification additive.
i. **Bacterial Agent** Mixture of bacteria and nutrients for speeding up oil degradation.

Usage:

a. S Sea use (below low water mark). Not to be used in depths of 20 metres or less, or within 1 mile of such depths, except on advice of the Scottish Government Marine Directorate
b. **B** Beach use (sandy/pebble amenity beaches, below mean high water springs and above low water mark.)
c. **RS** Rocky shore use (below mean high water springs and above low water mark.)

Further info on www.defra.gov.uk/environment/water/marine/uk/oilspill/20070830pr.

Company	Product Name	Product Nature	Type(if applic-able)	Approved Use	Expiry Date
Agma plc Gemini Works Haltwhistle Northumberland NE49 9HAE enquiries@agma.co.uk www.agma.co.uk Tel: 01434 320598	Agma DR 379	Dispersant	2/3	S B RS	22/06/11
Agma plc G emini Works Haltwhistle Northumberland NE49 9HAE enquiries@agma.co.uk www.agma.co.uk Tel: 01434 320598	Agma OSD 569	Dispersant	2	S B RS	22/06/11
Ara Chemicals Inc. Box 5031 San Diego CA 92165 USA Tel: 619 286 4131 Fax: 619 444 7256	NU CRU	Dispersant	1	S B RS	13/08/2011
Arrow Chemicals Rawdon Road Moira, Swadlincote Derbyshire DE 12 6DA Info@arrowchem.com www.arrowchem.com Tel: 01283 227 292 Fax: 01283 550621	Emulsol LW	Dispersant	1	S B RS	17/07/2011
Ashlands Chemicals Co. Drew Marine Division One Drew Plaza Boonton NJ 07005 USA kverhoenen@ashland.co www.drew-marine.com Tel: (1) 973 263 7600 Fax: (1) 873 263 4491	OSD/LT Oil Spill Dispersant	Dispersant	1	S B RS	22/06/2011

Baker Petrolite Ltd. Kirkby Bank Road Knowsley Ind. Park(N) Liverpool L33 7SY Peter.jacques@bakerpetrolite.com Tel: 0151 546 2855	Compound W- 2096	Dispersant	2/3	S B RS	27/4/2009
Darcy Industries Ltd. Riversdale Mill Hacken Lane Darcy Lever Bolton BL3 1SJ www.darcygroup.co.uk Tel: 01204 552612	Enersperse 1040	Dispersant	2/3	S B RS	32/07/2008
Dasic International Ltd. Winchester Hill Romsey Hants. SO51 7YD info@dasicinter.co.uk www.dasicinter.co.uk Tel: 01794 512419	Slickgone EW	Dispersant	2/3	S B RS	04/12/2008
Dasic International Ltd. Winchester Hill Romsey Hants. SO51 7YD info@dasicinter.co.uk www.dasicinter.co.uk Tel: 01794 512419	Slickgone NS	Dispersant	2/3	S B RS	02/03/2013
Innospec Ltd. Oil Sites Road Ellesmere Port Cheshire CH 65 4 EY Tel: 0151 355 3611 Fax: 0151356 2349	OD 4000	Dispersant	2/3	S B RS	12/04/ 2010
Innospec Ltd. Oil Sites Road Ellesmere Port Cheshire CH 65 4 EY Tel: 0151 355 3611 Fax: 0151356 2349	OSR 4000	Dispersant	1	S B RS	17/06/2008
Larragard Ltd. Chapel Lane Heckmondwike West Yorkshire WF 16 9JP info@gardchemicals.com www.gardchemicals.com Tel: 01924 403550 Fax: 01924 400999	Gard Slicksol	Dispersant	2/3	S B RS	09/05/2011

Nalfleet Marine Chemicals PO Box 11 Northwich Cheshire CW 8 4DX Nafleet_orders_uk@nalco.com Tel: 01606 721509	Maxi-clean 2	Dispersant	1	S B RS	03/08/2009
Oil Slick Dispersants Ltd. Beck Cottage Main Street, Elvington York YO1 4 AG Info@oilslickdispersants. co.uk www.oilslickdispersants.co.uk Tel: 01904 607910 Fax: 01904 607911	Superdispersant 25	Dispersant	2/3	S B RS	19/05/2010
OLEON NV Vaartstraat 130 2520 Oelegem,Belgium info@oleon.com Tel: + 932) 9 341 1011	Radiagreen OSD	Dispersant	2/3	S B RS	24/03/2009
Total Fluides 51, Esplanade du General de Gaulle 92907 Paris La Defence Cedex, France Christian.varescon@total.com Tel: (33) 141 352274	Finasol OSR 52	Dispersant	2/3	S B RS	10/04/2010
Unitor Chemicals AS PO Box 15 N- 3141 Kjopmannskjaer Norway Unitor.chemicals@unitor.com www.barwilunitor.com Tel: + 47 33 35 1500 Fax: + 47 33 35 1505 UK Sales: Unitor Ships Services Ltd. 3a Newton Court Crossways Dartford Kent DA 2 6WL Tel: 01322 282 412 Fax: 01322 284 774 Tom.sheppard@wilhelmsen.com	Seacare Ecosperse	Dispersant	2/3	S B RS	18/12/2011
Unitor Chemicals AS PO Box 15 N- 3141 Kjopmannskjaer Norway Unitor.chemicals@unitor.com www.barwilunitor.com Tel: + 47 33 35 1500 Fax: + 47 33 35 1505	Seacare Ecosperse 52	Dispersant	2/3	S B RS	10/04/2013

UK Sales: Unitor Ships Services Ltd. 3a Newton Court Crossways Dartford Kent DA 2 6WL Tel: 01322 282 412 Fax: 01322 284 774 Tom.sheppard@wilhelmsen.com					
Unitor Chemicals AS PO Box 15 N- 3141 Kjopmannskjaer Norway Unitor.chemicals@unitor.com www.barwilunitor.com Tel: + 47 33 35 1500 Fax: + 47 33 35 1505 UK Sales: Unitor Ships Services Ltd. 3a Newton Court Crossways Dartford Kent DA 2 6WL Tel: 01322 282 412 Fax: 01322 284 774 Tom.sheppard@wilhelmsen.com	Seacare OSD	Dispersant	1	S B RS	10/02/2013
Univar Ltd. Pione Street South Bank Road Middlesborough Cleveland TS 3 8BD icenquiries@univareurope.com Tel: 01642 227 388	Caflon OSD	Dispersant	2/3	S B RS	20/10 /2008
Westchem B. V. Moazartlaan3 3144 NA Maassluis Postbus 27 3140 AA Maassluis Holland info@westchem.nl www.westchem.nl Tel: + 31 (0)10 5930240 Fax:+ 31 (0)10 5927056	Velclean Oil Dispersant	Dispersant	2/3	S B RS	30/08/2012
First Technologies Corp. 469 Queen St. East, Toronto, Ontario Canada M5A 1T9 www.fiton.com Tel: 001 905 265 8256 Fax: 001 905 265 8646	Micro-Fiton	Bio-remediation agent		S B RS	14/06/2009
Paulex Ltd. Common Business Park Aylesbeare, Exeter Devon EX 5 2DG info@paulex.co.uk www.paulex.co.uk Tel: 01395 233233 Fax:01395 233338	Klausorb	Sorbent		S B RS	05/03/2011

RFP Manufacturing Ltd. PO Box 3104 Albury NSW Australia NSW 2640 recoverit@bigpond.com www.recoverit.biz Tel: + 612 6025 8067 Fax: +612 6025 8417 UK Rep: H4 Marine Ltd. Neil@H4Marine.com www.H4Marine.com Tel: 01822 852 466	Recoverit	Sorbent		S B	06/09/2011
Sanol A. B. Gamia, Landsuagen 62 Nattraby Sweden SE 370 24 info@sanol.com www.sanol.com Tel: +46 455 456 90 Fax: +44 1482 214 244	Sanol	Sorbent		S B	29/9/2008
Mykal Ind. Ltd. Farnsworth House, Morris Close Park Farm Ind. Est. Wellingborough Northants NN8 6XF enquiries@mykal.co.uk www.mykal.co.uk Tel: 01933 402822 Fax: 01923 402488	De. Solv. It 1000	Surface Cleaner		S B RS	25/01/2001
Oil Treatment Int. AG Seestrasse 5, Zug,CH 6300 Switzerland info@oti.ag www.oti.ag Tel: 41 41 727 2100 Fax: 41 41 727 2109	LOT 11	Surface Cleaner		S B RS	03/06/2012
Oil Treatment Int. AG Seestrasse 5, Zug,CH 6300 Switzerland info@oti.ag www.oti.ag Tel: 41 41 727 2100 Fax: 41 41 727 2109	SOT 11	Sinking Agent		S B RS	03/06/2012

Approval Testing

All products approved after 1 April 1996 are required to pass both the Sea/Beach and Rocky Shore Toxicity tests. Any products due for renewal approved for Sea/Beach use , are also required to pass the Rocky Shore test. The following products have Been removed from the list of approved products as they did not pass the Rocky Shore Test when submitted for renewal:

Product Name	**Date Removed from List**
Chemkleen OSDA JAC	21/01/98
Corexit9527	30/07/98
Corexit9500	30/07/98

Existing stocks may still be used away from rocky shorelines as appropriate. Approval of the licensing authority should still be sought before use.The following product has been found on sale in the UK labelled as " Approved for use by the UK Ministry of Agriculture, Fisheries and Food" but has never received either MAFF or DEFRA approval and must not therefore be used in UK waters as it has not passed any official efficacy or toxicity tests.

Product Name

MOD Solvent- Marine Oil Dispersant

REPORTING PROCEDURES

SECTION 3
ANNEX B

a. Introduction

This annex describes Fife Council reporting procedures to facilitate a timely and appropriate response to coastal or inland oil or chemical pollution - including packaged goods washed ashore.

b. CG 77 POLREP

CG 77 Pollution Report (POLREP) is a standard format used by HM Coastguard in cases of oil/chemical pollution at sea. Using the prefix code word 'CG 77 POLREP', HM Coastguard will, on behalf of the Maritime and Coastguard Agency Counter-Pollution Branch, telephone and fax this report to the Fife Council Head of Pollution Response. CG 77 (POLREP) details are at Appendix 1.

c. Site Survey Reports

A Shoreline Report-Contingency Phase (Form 1) will be completed by the Area Pollution Response Officer (APRO) to initially assess the extent of any pollution and response measures required for:

i. coastal or inland oil or chemical pollution incidents
ii. pipeline incidents
iii. dangerous substances washed ashore

The completed Form 1 should be forwarded without delay by the Area Pollution Response Officer to the Emergency Planning Unit who will inform the Head of Pollution Response. The HOPR will arrange for copies of Form 1 to be circulated to the following:

i. Scottish Environment Protection Agency
ii. HM Coastguard(MRCC Forth)
iii. Maritime & Coastguard Agency(Counter-Pollution & Response Branch)
iv. Forth & Tay Navigation Service
v. Scottish Government Marine Directorate
vi. Other Area Pollution Response Officers
vii. Neighbouring Councils.

Separate Form 1 reports will normally be required for each site or beach and will be compiled taking account of the nature and scale of contamination and envisaged containment/clean-up response.

Further detailed site reporting will be undertaken, normally by the APRO, using Forms 1- 6 which will progressively update the situation as the pollution builds up and associated response measures including containment, dispersion, clean-up and temporary storage are developed.

The APRO will retain copies of reporting forms and e-mail/fax updates from the Communications & Support Unit deployed to the contaminated area, to either the Emergency Planning Unit if a Minor Spill, or the Council Emergency Centre (CEC) if a Major spill is assessed.

The report titles and contents are as follows:

Form 1 (Shoreline Report - Contingency Phase)

- shoreline description & location
- physical characteristics of shoreline
- operational considerations (access, trackway, temporary storage of oil/oiled solids, parking, security)
- map of shoreline

Form 2 (Shoreline Sensitivity Report)

- shoreline description and location
- vulnerability index
- site information
- contingency plan information

Form 3 (Detailed Shoreline Pollution Survey)

- site location information
- surface/sub-surface/floating oil details
- sampling requirements
- impact on wild life
- clean-up requirements

Form 4 (Daily Oil Pollution Survey)

- site location information
- disposition of beached and floating oil
- site description (sketch plan, load bearing, access etc.)
- suitability for parking/storage of equipment
- temporary storage of oil/oiled solids
- wild life casualties

Form 5 (Daily Clean-up Progress/Resources Report)

- beachmaster details
- manpower requirements
- daily/next day resources list
- estimate of oil removed
- summary of day's activities/methodology
- summary of next day's activity

Form 6 (Equipment Deployment Log)

- types and quantities of resources
- details of suppliers/contractors
- details of equipment hire periods
- details of costs incurred

d. Packaged Goods Report Forms

The 'Packaged Goods Report Form' is a nationally used form normally initiated by the Area Pollution Response Officer and forwarded to the Head of Pollution Response. The HOPR, depending on the location of the packaged goods and where at sea or in an estuary the goods have come from, will forward copies to:

i. Scottish Environment Protection Agency
ii. HM Coastguard (who will inform MCA Counter Pollution and Response Branch)
iii. Scottish Government Marine Directorate
iv. Other Fife Area Oil Pollution Response Officers
v. Neighbouring Councils

APPENDICES:

1 - CG 77 POLREP
2 - Site Survey Report Forms 1- 6
3 - Packaged Goods Report Form

SECTION 3
ANNEX B
APPENDIX 1

FORM CG 77 POLREP

INFORMATION PROVIDED IN AN INITIAL POLLUTION REPORT

A **CLASSIFICATION** of pollution –
- **i.** Doubtful
- **ii.** Probable
- **iii.** Confirmed

B **DATE and TIME** pollution observed/reported, and identity of observer/reporter.

C **POSITION** and **EXTENT** of pollution. If possible state range and bearing of some prominent landmark or Decca position and estimated amount of pollution (e.g., size of pollution area, number of containers, drums etc. lost). When appropriate, give position of observer relative to pollution.

D **TIDE, 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; sewage. 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). Any markings on drums, containers, etc. should be given.

G **SOURCE and CAUSE** of pollution (e.g., from vessels or other undertaking). If from vessel, say whether as a result of a deliberate discharge or a casualty. If the latter, give 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 the polluter cannot be identified, and the spill is considered to be of recent origin.

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

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

L Forecast of likely effect of pollution (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, reference to other instances of pollution pointing to source).

FORM CG 77 POLREP
SUPPLEMENTARY INFORMATION TO BE PROVIDED LATER
(This section may be ignored when POLREP is for UK internal distribution only).

O **RESULTS** of **SAMPLE** analysis

P **RESULTS** of **PHOTOGRAPHIC** analysis.

Q **RESULTS of SUPPLEMENTARY ENQUIRIES** (e.g., inspections by surveyors, statements of ship's personnel etc. if applicable).

R **RESULTS of MATHEMATICAL MODELS**.

SECTION 3
ANNEX B
APPENDIX 2

DAILY SHORELINE OIL POLLUTION SURVEY

Shoreline Segment…… Date……. Time…….To……..

Surveyor Name…….. Organisation…….. Tel No……...

SRC/LA Briefing Yes/No

Location: Grid Ref…… Latitude/Longitude……

Surveyed from: Air / Boat / Viewpoint / Foot **Weather:** Sun / Cloud / Fog / Rain / Snow

State of tide: High / Rising / Falling / Low **State of Sea:** Calm / Moderate / Rough / Very Rough

Photographs taken: Roll # ……. Frames……. to……. Roll #..... Frames…… to……..
(indicate location & direction on map)

Is oil present: Yes/No if yes (specify) Liquid / Viscous / Solid / Debris / Other……..

Dimensions of oiled areas: Length (m)…… Width (m)…….. Depth (m)…….

Dominant substrate and oiling (indicate areas of oil on map and allocate identifier)

	Seawall	Hard cliff	Soft cliff	Rock	Boulder	Cobble	Shingle	Sand	Mud	Marsh
Above Strand Line										
Along Strand Line										
Below Strand Line										

Indicate presence of oil with a tick and degree of oiling with the following abbreviations:
Con = Continuous (91% to100%) **Bro** = Broken (51% to 90%) **Pat** = Patchy (11% to 50%) **Spo** = Sporadic (1% to 10%)

Is there any floating oil: (indicate on map) Yes/No if Yes (specify) Sheen/Bulk

Is oil remobilising: (indicate on map) Yes/No if Yes (specify) Sheen/Bulk

Is any subsurface oil likely: Likely/Unlikely/Don't Know

Any known resources impacted e.g.

Live oiled birds (contact response centre) Dead oiled birds ……..
Live oiled marine mammals (contact response centre) Dead oiled marine mammals……

Mass strandings of marine species e.g. shellfish/Boats/marinas

Public amenity Water intakes……..
Other: (specify)

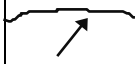
Other Information: what clean up techniques should be used and why. Any access problems to site and onto shore?

DAILY SHORELINE OIL POLLUTION SURVEY

Shoreline Segment…… Date…….. Time……. To……..

Surveyor Name…….. Organisation…….. Tel No……

Indicate position of:

Stranded Oil	Strandline	photo no. and direction	Floating oil	Sea.shore interface
A 		 2	B 	S/S interface 

Include: **Scale** and the **direction of North**
Substrate types (sand, shingle, boulder, mud, seawall, pebble, hard cliff, soft cliff, rock)
Prominent features (Boulders, streams, trees, fences, paths, caves, jetties etc.)

SECTION 3
ANNEX B
APPENDIX 3

DETAILED SHORELINE POLLUTION SURVEY AND CLEAN-UP ASSESSMENT

Shoreline Segment……. Date……..Time……..To……..

Surveyor Name…… Organisation……. Tel No…….

Surveyor Signature…….. SRC/LA Briefing: Yes/No

Location: Grid Ref…….
Latitude/Longitude……..

Weather: Sun / Cloud / Fog / Rain / Snow State of tide: High / Rising / Falling / Low

State of Sea: Calm / Moderate / Rough / Very Rough

Photographs taken: Roll # ……. Frames……. to……. Roll #..... Frames…….
to……..
(indicate location & direction on map)

Surface Oil: (indicate areas on map and allocate identifier – definition of abbreviations on reverse of this form)

	Area Cover			**Oil Thickness**					**Oil Characteristics**							**Tidal Zone**						
	Length (m)	Width (m)	%	PO	CV	CT	ST	FL	FR	MS	TB	TC	SR	AP	NO	DB	S	U	M	L	Slope	Substrate
A																						
B																						
C																						
D																						

Subsurface oil: (indicate location of pit on map and allocate identifier – definition of abbreviations on reverse of form)

Pit	**Tidal Zone**				**Oiled zone depth**			**Characteristics**								
	S	U	M	L	Pit Depth (cm)	Top	Bottom	AP	OP	PP	OR	TR	NO	Depth of water table (cm)	Sheen Colour	Substrate
1																
2																
3																
4																
5																

Is the oil likely to remobilise: Yes/No If Yes Sheen / Bulk (indicate on map)

Is there any floating oil: Yes / No If Yes Sheen / Bulk (indicate on map)

Will next tide movement move oil: out to sea /on to the shore / unknown

Samples taken: Yes/No (indicate sampling position on map)
Type of sample e.g. water, emulsion, sand, shellfish etc

Sample Code 1……..... Time……..
Type…….
Sample Code 2…….. ……Time……..
Type…….
Sample Code 3…….....
Time……Type…….

Sample code should include site name / date / unique number

Summary of Oil Present:

Any known resources impacted e.g.

Live oiled birds (contact response centre) Dead oiled birds……..
Live oiled marine mammals (contact response centre) Dead oiled marine mammals…….

Mass strandings of marine species e.g. Shellfish/Boats/Marinas

Public amenity Water intakes……..
Other: (specify)

Is the Contingency Plan still appropriate: Yes/No

If No, outline the operational and environmental constraints for clean-up.

Operational:

Environmental:

Is clean up required: Yes/No If Yes, indicate rationale, technique and resources required.

Other Information:

Shoreline Segment…… Date…….. Time…….. To……

Indicate position of:

Stranded oil	Strandline	photo no. and direction	floating oil	Sea/shore interface
A 	Strandline 		B 	S/S interface 

Include: **Scale** and the **direction of North**
Substrate types (sand, shingle, boulder, mud, seawall, pebble, hard cliff, soft cliff, rock)
Prominent features (Boulders, streams, trees, fences, paths, caves, jetties etc.)
High water and **low water** marks

Definitions - Surface Oil

Oil Thickness	**PO**	Pooled Oil	(>1cm thick)	**ST**	Stain (<0.01cm thick)
	CV	Cover	(0.1cm - 1cm)	**FL**	Film (transparent/translucent film)
	CT	Coat	(0.01cm - 0.1cm)		

Oil Characteristics	**FR**	Fresh
	SR	Surface Oil Residue (non cohesive, oiled surface sediments
	MS	Mousse (emulsified oil and water)
	AP	Asphalt Pavement (cohesive mixture of oil and sediments)
	TB	Tar Balls (dia. = <0.1m) or Mousse Patties (dia. 0.1 - 1.0 m)
	TC	Tar (weathered coat/cover of tar)
	DB	Debris.
	NO	No Oil

Tidal Zone **S** Splash zone; **U** Upper shore, **M** Mid shore, **L** Lower shore.

Slope **V** Vertical (>90^{o}); **VS** Very Steep (61 - 90^{o}); Steep (31 - 60^{o});
M Moderate (5-30^{o}); **F** Flat (<5^{o})

Substrate Seawall, Hard Cliff, Soft Cliff, Rock, Boulder, Pebble, Shingle, Sand, Mud, Marsh.

% Cover - visual aid

Definitions - Sub-surface Oil

Tidal Zone See definitions for surface oil

Characteristics	**AP**	Asphalt Pavement (cohesive mixture of weathered oil & sediment below the surface)
	OP	Oil-filled pores (pore spaces between the sediments are completely filled)
	PP	Partially filled pores (pore spaces filled with oil but no visible oil flow if disturbed)
	OR/C	Cover (>0.1 - 1 cm) or Coat (0.01 - <0.1cm) of oil residue. (Easily removed with fingernail)
	OR/S	Stain (<0.01 cm). (Can not be easily removed by fingernail)
	TR	Trace. (Discontinuous film of oil on sediments or an odour/tackiness without visible oil)
	NO	No Oil.

Sheen **S** Silver sheen, **R** Rainbow sheen, **B** Brown sheen

Substrate See definitions for surface oil.

SECTION 3
ANNEX B
APPENDIX 4

SHORELINE REPORT – CONTINGENCY PHASE

Shoreline Segment…… Region ……

Surveyor Name…… Organisation…….. ……

Date…….. …… Time…… …….. Signature……

Location

START: FINISH:

Latitude / Longitude…… Latitude / Longitude……..

Grid Reference…… Grid Reference……..

Length of shoreline…… km Width of shoreline…….m (between HW & LW marks)

Photographs taken: Roll #..... Frames…… To……..

Physical Characterisation of Shoreline (tick as appropriate)

Shore Type	Size (Diameter mm)	Shoreline: Upper Third	Shoreline: Mid Third	Shoreline: Lower Third
Mud				
Sand				
Shingle				
Pebbles				
Rocks				
Boulders				
Bedrock				
Saltmarsh				
Riprap				
Cliff				
Harbour wall				

Water Column:

Surface is wet (high WT) ☐
Surface is dry (low WT) ☐

Comments:

Slope:

Vertical >90° ☐
Very Steep 61-90° ☐
Steep 31-60° ☐
Moderate 5-30° ☐
Flat < 5° ☐

Comments:

Load Bearing Characteristics:

All Vehicles ☐
4 Wheel Drive/Tract ☐
Foot/Tracked Veh ☐

Comments:

Public Amenity Value:

High ☐
Medium ☐
Low ☐

Comments:

Operational Considerations (Tick as appropriate)

Shore Accessibility (for equipment):	Shore Accessibility (for equipment):
Shore Accessibility (for equipment)	Possible Access Improvement:
Easy ☐ Moderate ☐ Poor ☐	Trackway ☐ Dune Cutting ☐ Not Possible ☐

Temporary Storage of oil (liquid): Specify Location:

On beach ☐
Off beach ☐
Not available ☐

Temporary Storage of Oiled Solids: Specify Location:

On beach ☐
Off beach ☐
Not available ☐

Parking / Storage of Equipment: Specify Location:

On beach ☐
Off beach ☐
Not available ☐

Security: Specify Location:

Unsecure ☐
Secure area ☐ av

Shoreline Segment……Region……..

Surveyor Name…….. Surveyor Organisation…….

Date…… Time……Signature……..

Map of Shoreline

Include location of different shore types, tidal zones, (HW & LW marks), restrictions on shoreline (such as groynes, outcrops), freshwater streams, suggested storage points for oil / oiled solids and equipment.

Other Information

DAILY CLEAN-UP PROGRESS/RESOURCES REPORT

SECTION 3
ANNEX B
APPENDIX 5

Shoreline Segment…… Date……

Beach Master…….. Signed…….…… Organisation……..

Labour Resources		Hours Worked			Labour Resources		Hours Worked		
Name	Organisation	Start	Finish	Total	Name	Organisation	Start	Finish	Total

Resources used today Plant, PPE & Chemicals such as Dispersants & Degreasers)			
Description	No of items	Contractor (e.g. MPCU, LA, other – specify)	Time on hire (e.g. 0.5, 1 day)

Resources Required for Next Day	
Description of Plant Resources	Number Required
Labour	

Container type (i.e. sack, skip, tank, bowser, other-specify)	No of containers	Quantity per container (specify units)	Total volume	Estimated % bulk oil content	Type of oiled material (i.e. Bulk oil, sand, pebbles, debris, other-specify)

Total quantity of bulk oil……. (Units (circle) litres m³, tonnes,other - specify……....)

DAILY CLEAN-UP PROGRESS/RESOURCES REPORT

Summary of days activities including clean-up Methodology:

Estimated area of shoreline cleaned (square metres)

Which clean-up method was used:

Dispersant Yes/No Specify type……
Volume……..
Degreaser Yes/No Specify type…….....Volume……..

High Pressure washing / hot water Yes/No was it Freshwater / Seawater
High Pressure washing / cold water Yes/No
Manual scrubbing (e.g. Pompoms) Yes/No
Were trenches / Pits dug Yes/No

(Show location where cleanup method was used on the daily shoreline oil pollution survey map.)

Summarise Next Day's Activity (indicate resources required in "Resources" table on page 1)

SHORELINE SENSITIVITY REPORT

Shoreline Segment …….. Region……....

Surveyor Name…….. Surveyor Organisation……..

Date…….. Time…… Signature……

Location

START:	FINISH:
Latitude/Longitude ……..	Latitude/Longitude ……
Grid Reference …….	Grid Reference …….....

Vulnerability Index ……. 1-10 (10 is most vulnerable) ……

Site Information

Contingency Plan

SECTION 3
ANNEX B
APPENDIX 7

Equipment Deployment – Depot Log

Depot ..... **Site** ..... **Beach Master** .....

Date of Entry	Equipment Description	No of Items	Unique Identifier	Contractor/ Owner	Issue Date	Issued By	Return Date	Returned By	Cost Per Day	No of Days	Total Cost

SECTION 3
ANNEX B
APPENDIX 8

PACKAGED GOODS REPORT FORM

1. HMCG/MCA Notification

All instances of packaged goods washed ashore must be reported to HMCG/MCA, in order to assess the volume of items being washed ashore and the effectiveness of the international codes aimed at reducing pollution.

2. Reporting Action

The report outlined below will normally be completed by the Area Pollution Response Officer, who will send it to the Emergency Planning Unit (paragraph 3 below refers) for distribution in accordance with paragraph 4 below.

3. Report Format

a. The number of packages involved

b. The type of container

c. Whether the packaging is marked with a technical name or bears any markings indicating a possible hazardous substance

d. The contents

e. The location, where the goods were washed ashore

f. Whether the packaging was damaged in any way and whether any substances contaminated the sea or the beach

4. Distribution

1st Stage
Area Pollution Response Officer sends copy to Emergency Planning Unit or, if activated, the Council Emergency Centre.

2nd Stage
Head of Pollution Response, via the Emergency Planning Unit, sends copies to :

a. Scottish Environment Protection Agency

b. HM Coastguard, Fife Ness (inform MCA CPRB as necessary)

c. Scottish Government Marine Directorate

d. Other Area Pollution Response Officers.

e. As necessary, neighbouring Council Oil Pollution Control Officers.

MEDIA & PUBLIC WARNING ARRANGEMENTS

SECTION 3
ANNEX C

1. Media Arrangements

Press and media public relations play an important part during any pollution incident.

Minor Pollution Emergency
In the event of a minor pollution emergency, the media will be given information by the Emergency Planning Unit working in liaison with the Head of Pollution Response and Head of Policy & Organisational Support, Fife Council.

Major Pollution Emergency
In the event of a major pollution emergency, all media contact with Fife Council will be through the Communications and Marketing Section assisted by the staff operating in the Council Emergency Centre.

The Communications and Marketing Section will liaise with the Scottish Government Information Directorate as required.

If necessary, a Media Centre will be established by Fife Council at a suitable location agreed with Fife Constabulary and near to the incident site.

2. Public Warning Arrangements

It is the responsibility of the Area Pollution Response Officers, in consultation with the Head of Pollution Response, to ensure that all reasonable steps are taken to warn members of the public of the presence or threat of oil pollution at the incident location.

Warning Methods
The principal method of issuing such warnings is to erect Warning Notices held at designated area oil pollution depots and stores.

It will be the responsibility of the Area Pollution Response Officers to ensure easy access and safe storage to these notices, within their own operational areas.

The Warning Notices should be securely positioned in prominent locations to ensure that as many people as possible, in the vicinity, are made aware of the threat of pollution.

Information displayed on Oil Pollution Warning Notices should follow an advisory theme and not have wording displayed that causes unnecessary panic, or implied danger.

Public address systems may be used to issue warnings to members of the public already in the affected area. Fife Constabulary and the Emergency Planning Unit can be approached to provide this equipment.

If appropriate, local newspapers, radio and television stations may be used to issue warnings to the general public.

If the situation warrants, Forestry Enterprise Officers, local golf clubs, farmers, land owners etc. may be notified.

Public Information and Advice

In the event of a significant pollution spillage, details may be posted on the Fife Council website on www.fifedirect.org.uk which can be accessed by members of the public.

Clean-up Stations

Despite all the warnings displayed by the council, some members of the general public and/or their domestic pets, may be affected by the pollution.

It may be necessary for Fife Council to establish one or more Oil Pollution Clean-up Stations, which should be:

a. sited as near as possible to the site of the incident as is practical and clearly signposted

b. located within a suitable building, preferably a building owned and in use by the local authority

c. have an ample supply of hot and cold water, soap, detergents, paper towels, rags, etc.

d. adequately staffed, possibly using WRVS personnel

e. equipped with the necessary information and guidance to enable owners to undertake the cleaning of domestic pets affected by the pollution

OIL & CHEMICAL SAMPLING & EVIDENTIAL PROCEDURES

SECTION 3
ANNEX D

1. Introduction

This annex is primarily for use in relation to oil spills, but, where practical and safe, the content can be appropriately applied to spills involving dangerous substances and hazardous chemicals. The contents of this annex have been extracted from the MCA Scientific, Technical and Operational Advice Note - STOp Notice 3/94.

2. Responsibility for Sampling

It is normally the responsibility of Area Pollution Response Officers (APROs) to obtain samples of pollutants although this task may be delegated to appropriate persons such as Environmental Health Officers who are experienced in taking samples.

3. Sampling Requirements

a. General

Samples of the polluting oil may need to be taken from the sea or coastline. When beach pollution has occurred, local authorities or HM Coastguard would usually take the necessary samples. Where an oil pollution incident is thought to have arisen from an illegal operational discharge an effort should be made to collect a sample of the pollutant and, if possible, matching samples from the suspect ship or other source for

b. Handling of Samples for Bonn Agreement States

In cases where samples are taken at the request of a member of the Agreement for co-operation in dealing with pollution of the North Sea by oil (the BONN Agreement whose contracting members include France, Denmark, Norway, Sweden, Belgium Netherlands, UK and the European Community), the MCA-CPRB would co-ordinate and be the focal point for processing samples for analysis or onward transmission to the member state making the request. Test results would not be made public until the contracting party involved is informed.

c. Analysis of Samples

Analysis of samples will be undertaken on the MCA's behalf by the Laboratory of the Government Chemist (LGC).

(Note: *Analysis of oil samples collected by local authorities can be carried out by Laboratory of the Government Chemist (LGC) and paid for by MCA providing their prior agreement has been sought. An example of the pro forma required to request sample analysis is contained in the Oil Spills - Supplementary Information & Guidance document issued by the Emergency Planning Unit.*

d. Sample Division

Whenever and wherever sampling is undertaken for possible legal proceedings then three sealed samples of each type of pollutant are required as follows:

i. First for analysis by LGC
ii. Second to owner/master of suspect polluter
iii. Third to Procurator Fiscal as possible evidential production.

e. Witnessing of Samples

i. The collection, division and sealing of the sample into three specimens should be corroborated by two witnesses, preferably the same persons for each operation.

ii. Labelling of the three specimens; the witness must sign all three bottle labels detailing the time, date and location at which the sample was taken.

iii. Completion of the information forms; the witness must sign the completed forms.

iv. The same method should be used to seal each container. Once sealed it should not be possible to open the container without breaking the seal. The sealed sample bottles and completed information sheets should be placed in the outer plastic bags.

f. Analyst's Sample

This should, if possible, be delivered by hand or by recorded delivery. If delivered by hand, the person so doing will be listed as a witness in the report. A receipt should be obtained from the analyst detailing that the specimen was received and that it was properly sealed.

g. Suspected Polluter's Sample

The sample should be made available to the suspected polluter (or his representative) as soon as possible for independent analysis. He should be asked to sign a document stating he has accepted or declined the specimen. The document should be listed as a production and attached to the report.

If the suspected polluter or his representative declines a specimen offer this should be detailed in the report which should be forwarded with the specimen.

*(**Note**: Receipt books are carried in the Communications & Support Unit (CASU) or the Emergency Planning Unit.)*

h. Procurators Fiscal Sample (Evidential Productions)

The suspected polluter or his representative must be advised of the intention to have a sample analysed and that a report will be forwarded to the Procurator Fiscal and that anything said by the polluter or his representative will be included in the report to the Procurator Fiscal.

The third specimen should accompany the report. The investigating officer must always be accompanied by one witness and a written statement, preferably under caution, should if possible, be taken from the suspected polluter. This should detail the cause of the discharge/pollution and any remedial action taken.

The three specimens should be listed as productions in any report to the Procurator Fiscal, along with the following, if applicable:

i. Analyst's Report
ii. Analyst's receipt or Recorded Delivery receipt
iii. Suspected polluter or his representative's receipt

4. Sampling from Sea and Shoreline

When a large oil slick exists at sea or on a coastline, the MCA-CPRB require:

a. Off-shore Spill
Minimum of 1 sample/slick/day.

b. On-shore Spill
Minimum of 1 sample/1km shoreline/day.

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

In cases where samples have been taken at intervals along the beach, these should be clearly identified as sequential samples of what may be an oil slick. Material is thus available for examination at a later stage and the analytical laboratory does not get overburdened with an unnecessary number of analysis reports of the same material. It is desirable that samples of oil are taken in an area where the oil is first washed ashore. This is necessary as the fresher the oil the easier it is to identify by laboratory techniques.

5. Size of Samples

An oil sample for analysis should be as large as is reasonably practical. The minimum amounts for full analysis are as follows:

a. Unweathered oils that are liquid and substantially free of water - 100ml.

b. Oil exposed to sea's surface and forming water-in-emulsion "chocolate mousse"- 500ml.

c. Overside water discharge where contravention of 100ppm or 15ppm is suspected - 2.5 to 5 litres of the discharge.

d. Tarry lumps as found on beaches - 20 to 50 grammes.

A sample should not be withheld simply because the recommended quantity cannot be obtained, since much smaller samples can give useful results. In the case of pollution within UK territorial waters, when it is only necessary to prove that some oil has been discharged, a relatively small sample would be acceptable.

6. Methods of Collecting Oil Samples

Oil From Water Surface
When liquid samples are skimmed off the sea surface, the sampler should ensure the sample contains sufficient oil and is not water or water with a thin film of oil on the top. In the latter case only the top layer of a large sample should, if possible, be obtained. Care should be taken to minimise contamination of liquid samples by solid matter.

Oil on Impervious Materials
Oil deposited on rocks or other impervious materials should be scraped off and placed directly into the sample container.

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

Solid Matter
Lumps of tarry/waxy pollutant should be placed directly into sample containers; no attempt should be made to heat/melt samples to enable them to flow into a container.

7. Bottling, Sealing, Packaging, Boxing & Storage of Oil Samples

All samples should be securely packed and sealed, using screw-topped containers and sufficient packing to prevent breakage in transit.

The use of closed metal receptacles or plastic jars is strongly discouraged as contact with metal or plastic can, in some cases, interfere with the analysis. Avoid the use of any metal tool made of nickel or vanadium based alloys, as these metals occur naturally in crude oils and refined products, and their levels may assist in the identification of the oil source. Glass bottles must be used.

Sealing

As proof against unauthorised opening, the sample bottle should be sealed with wire and a lead or sealing wax seal. Alternatively, signed adhesive labels stuck on the bottle top so that they have to be broken to open the bottle are acceptable. The bottle should be placed inside a plastic bag and sealed with a further adhesive label in the same way as for the sample bottle to ensure that it is not tampered with.

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

Wherever possible, samples should be stored in refrigerators or cold rooms at less than 5 degrees C in the dark. These precautions are particularly important for samples

8. Supply of Sample Bottles

Appropriate sample bottles can be obtained from the following:

Fisons Scientific Equipment
Bishops Meadow Road
Loughborough
Leicestershire LE11 0RG
Tel: 01509 231166

Bottle Order No:
BTF-645-041M. Size: 1,000ml. Qty: 10.
Price (1994): £29.95
BTF-645-031P. Size: 250ml. Qty: 10.
Price (1994): £16.20

Caps Order No:
BTF-655-040H. Size: 1,000ml cap Qty: 10.
Price (1994): £4.05
BTF-655-020N. Size: 250ml cap Qty: 10.
Price (1994): £4.05

These types of bottles are recommended because:

a. they are wide necked to make sampling easier

b. they have blue plastic strip on cap (supplied separately) to ensure sample is sealed properly

c. they are relatively inexpensive

d. there is nothing present in the container that will interfere with the analysis of the sample

9. Labelling & Addressing Samples

Care should be taken to ensure that every sample bottle is not only suitably sealed but clearly labelled before being submitted to the MCA-CPRB. It is important that a sample is positively identified, particularly when more than one is given during an incident. The label on each container should therefore provide the following details:

a. An identifying number: year 2 digits
month 2 digits
time 4 digits.
and the initials of the official in charge.

b. Description of sample

c. Position from which sample was taken, grid reference if possible

d. Date and time of sampling

e. Purpose for which sample was taken

f. If known, suspect source (e.g., name of tanker or ship)

g. Whether or not dispersants have been used and, if known, their type and make

h. Method of sampling (description of sampling device)

i. Name, address and telephone no. of person taking sample and witness

If possible, the following, helpful information should be included:

i. Wind direction and velocity
ii. Air and water temperature (Celsius)
iii. Sample description (i.e., viscosity, colour and contaminants)
iv. Description of oil spill (i.e., distribution and consistency)

10. Supply of Sample Bottles

To assist further in the identification of samples it is important that a letter is sent to the MCA-CPRB, quite independently of the samples (but a copy should be packed with the samples), setting out details correlating to the labelling on the container(s).

Notes:

1. *An example of a Sample Information Form is at Appendix 1 to this annex.*

2. *Each sample bottle will have a 'Grip-rip' tag with a unique identification number that will be recorded on the Sample Information Form.*

3. *Sample gathering container, extending rod, bottles, marker pens, wind speed and direction instrument, thermometers, plastic bags, adhesive tape, sample storage refrigerator and blank Sample Information forms are carried in the Communications & Support Unit which will deployed as a Forward Control.*

11. Transportation of Samples

Charges
A charge will be made for this service, with the present levels being £10.54 for up to 5 kg and an additional charge of £0.40 per kg above this weight.

Dispatching of a Sample
A telephone call should be made to the **Citylink Head Office at Heathrow (Tel: 01753 680033**) to arrange for collection. Must give the following information:

a. The number of packages for collection from (address and site) and the exact location and contact name from whom the collection can be made and approximate time of pick up. State for transportation to the Laboratory of the Government Chemist at Teddington.

b. The Laboratory's account number which is:
a/c No. 301793.

c. Address the package to:

Mark Rafferty
Laboratory of the Government Chemist
Forensic and Customs Division LAB 1/9.

Enclose any relevant documents and state how urgent samples are. Normal screening analysis time is 30 days.

If a sample matches a suspect source then further analysis will be required for cases proceeding to court. This work will be charged at an hourly rate and will only be undertaken once permission has been received.

12. Evidential Samples & Supporting Photographs and Video

Best evidence requires that the continuity of action taken in obtaining and processing samples and/or photographs is capable of being proved by corroborative evidence.

At Appendix 2 is the procedure that should be followed with regard to obtaining supporting photographic and video evidence.

SECTION 3
ANNEX D
APPENDIX 1

EXAMPLE OF LOCAL AUTHORITY SAMPLE INFORMATION FORM

FIFE COUNCIL
SAMPLE INFORMATION FORM

Sample Location:
Grip-rip Number:

Description of sample:

Location/Grid Ref' from which sample taken:

Date & time of sampling:

Purpose for which sample taken:

If known, suspected source of pollution:

Dispersant(s) used **YES/NO**: if so type and make:

Method of sampling:

If possible also provide the following:

Wind direction and velocity:

Air and water temperature (Celsius):

Sample description (e.g. viscosity; colour; contaminants):

Description of oil spill & consistency:

DATE & SIGNATURES

Date sample sealed: _____ Signature of witness: _____

Signature of sampler: _____ Name of witness: _____

Name of sampler: _____ Address of witness: _____

Address of sampler: _____ _____

_____ _____

_____ _____

PROCEDURES FOR OIL SAMPLES PHOTOGRAPHS & VIDEO MATERIAL FOR EVIDENTIAL PURPOSES

SECTION 3
ANNEX D
APPENDIX 2

1. Pollution Sampling

Introduction
In circumstances of excessive pollution, photographic evidence of the incident should be considered. The Emergency Planning Unit can provide video recording equipment for this purpose and advice and assistance of Fife Constabulary should also be sought to ensure accurate and reliable evidential integrity.

2. Photographic & Video Evidential Production

a. Introduction
Photographic images and video recordings can also be important evidential productions for use in any claims for compensation and in any proceedings against the polluter if prosecuted by a regulatory authority such as SEPA.

b. Photography
Photographic equipment should be capable of providing reasonable quality photographs with good clarity and definition of image. The Emergency Planning Unit can supply digital, 35mm and Polaroid cameras for this purpose.

The following procedures should be applied:

i. The type of film and ISO number should be noted

ii. After the photographs have been taken, complete the film roll by winding on; rewind the roll prior to removing from the camera

iii. Ensure the film is developed by a reputable firm: in the event of complications, Fife Police can assist by developing the film

iv. If possible use a Polaroid camera to avoid time delays and potential problems in the development of the film

c. Witnessing
When collecting the processed film and prints, ensure that person(s) who carried out the processing/printing, sign the standard form. This is to certify the prints are from the film handed in for processing and that the negatives and prints have not been altered or retouched, during or after the developing and printing process.

It is advisable to have a witness who is able to verify the scene(s) or item(s) which is/are the subject(s) of the photograph(s) and video. In any written statement reference must be made by the photographer to the fact that the photographs are the ones taken at the time of the incident and that they accurately represent the scene of the incident.

d. Video Footage

Video footage can be useful for briefing and evidential purposes. Arrangements for photographic productions should apply to any video cassettes retained for evidential use.

VERIFICATION OF PHOTOGRAPHIC EVIDENCE

I ..... certify, to the best of my knowledge

that the .....NO(S)

PRINTS/TRANSPARENCIES delivered to:

.....
this day ..... 20 ..... are the actual

PRINTS/TRANSPARENCIES/VIDEO TAPE developed from the FILM(S):

(Manufacturers name): ....ISO No (s)

handed in for processing on the .....20 .....

I also certify, to the best of my knowledge, that the PRINTS/TRANSPARENCIES produced from the above film(s) have NOT been altered or retouched during, or after the developing and printing process.

SIGNED .....

Designation.....

Company .....

SIGNED ..... (witness)

Designation.....

Company .....

Date: ..... 20.....

CONTAINMENT & CLEAN-UP MEASURES

SECTION 3
ANNEX E

1. Types of Oil Pollution

Oil pollution can take a wide variety of forms from a light sheen and individual tarballs through medium sized spills up to massive crude oil spills from tanker accidents.

At one end of the scale is an incident that can be dealt with easily, using the limited resources of a local authority. At the other end of the scale is an incident which may well strain the combined resources of both local and central government and in which the involvement of the latter will in any case be inevitable, both at sea and onshore.

The possibility of environmental damage is usually the main concern in considering whether and how to treat an oil pollution incident, although there may be other good reasons, such as the actual location of the spill and various media and public pressures.

2. Containments

Once the initial notification of oil pollution has been received, whether the incident occurs at sea or on land, it is essential that early action is taken to stop the further escape of oil and prevent it from spreading.

To prevent the ingress of oil, the booming of river mouths, harbours and lagoon entrances is sometimes possible if the current flow is not too strong and the waters reasonably sheltered from the elements.

The efficient use of large booms requires considerable expertise. Effective positioning involves detailed knowledge of currents, tides, mooring points and other factors planned in advance. Off-shore booming measures could only be accomplished using commercially available booms, small work boats and a skilled workforce.

If offshore booming was deemed necessary, the MCA-CPRB or local specialist Oil Pollution Clean-up firm would have to be called in to assist with additional resources and manpower requirements.

3. Maritime & Coastguard Agency Counter-Pollution Response Branch

The MCA-CPRB is responsible, within government, for dealing with oil spills at sea. Their role is to take action to prevent oil spillages at-sea from shipping casualties. They would monitor the likelihood of oil coming ashore and give advance warning to local authorities responsible for onshore response actions.

The MCA-CPRB will be available to advise local authorities on these aspects and, as the action passes from sea to shore, they will assist local authority clearance operations as required.

4. Clearance Options

There are certain options available to local authorities when oil pollution has reached the shoreline.

These are:

a. natural degradation
b. mechanical and manual removal
c. absorbents
d. dispersants

5. Clean-up - Natural Degradation

The decision depends on various important factors which must be taken into account before any response actions are implemented. Incident location, time of year and discussion with environmental organisations and public and media opinion play an important part in determining whether to allow oil pollution to weather and degrade naturally.

Natural degradation may be the best option in the circumstances, if the polluted area is relatively inaccessible, remote and/or environmentally sensitive (i.e., reed beds, mud flats or salt marshes) where dispersant is likely to damage the ecosystem and either mechanical or manual recovery actions might aggravate the situation.

Dispersant application on beaches, mud flats or reed beds may cause oil to leach further into the sand or the soil, where anaerobic conditions may prevent its further breakdown.

The rate of natural degradation of oil on the coastline will depend on the ambient temperature and the sea state. In cold climactic conditions and areas with low energy surf the degradation of oil might take years.

6. Mechanical and Manual Removals

Mechanical and Manual Removal are the principal methods for clearing oil from beaches and foreshores. If the beach is inaccessible to road working vehicles, local authority manual workers can be employed with shovels, forks, etc., to manually lift polluted material (e.g., seaweed, flotsam and jetsam) and place it in plastic sacks, skips or trailers etc., for permanent disposal.

If the area is accessible and the quantities of oil large, mechanical clean-up may be possible using equipment developed to pick up the oily debris. Oil collected in pockets or pools on the shore may be recovered by skimmers or other pumping devices.

Equipment and clean-up techniques used during a coastal clean-up will be the responsibility of the Area Pollution Response Officer, in consultation with Head of Pollution Response depending on available resources and manpower, affected area, and nature and extent of the spill.

7. Absorbents

Absorbents can be used with success to deal with most types of oil pollution. Straw, sawdust, peat or commercially available absorbent materials such as pillows, blankets, oil mops etc., can all be used during a spill to good affect.

The contaminated material must then be safely removed and quickly disposed of.

8. Dispersants

Dispersant spraying can damage the ecosystem if applied to environmentally sensitive areas. As appropriate, dispersant spraying operations must be discussed and approval obtained, prior to commencement, with the following:

a. Scottish Government Marine Directorate

b. Scottish Environment Protection Agency

c. Scottish Natural Heritage

d. Fisheries organisations

The spraying of dispersant can cause problems on recreational beaches by assisting the oil to soak into the sand where it remains as a source of chronic pollution. Dispersant can be sprayed from hand-held and vehicle mounted spraying devices during small incidents and for final clean-up after the bulk of the oil has been removed by physical means.

Dispersant chemicals should not be used on inland oil spills where any watercourse is likely to be affected. Once dispersant treated oil has become mixed with a body of water it is impossible to remove it; moreover, it is then more harmful to aquatic life than the untreated oil which would be floating on the surface.

Only dispersant chemicals on the list of approved products at Appendix 1 to Annex A of this section can be used for dealing with oil spills.

9. Inland Oil Pollution – Causes of Incidents

A large number of inland oil pollution incidents can be attributed to accidents or breakdown or to faults due to carelessness in storage or handling. A large number arise as a result of accidents in transport by road, rail, river estuary, pipeline or other means. Illegal dumping often leads to inland pollution.

Spills which do not immediately affect a watercourse, reservoir or lake may eventually do so through surface drains or as a result of oil seeping into the ground and affecting water-bearing strata.

Oil pollution can affect sewerage systems with the resultant potential risk of injury to Scottish Water employees and contractors, including the possible risk of fire or explosion. Prompt and efficient action is essential to stop the escape of oil and to prevent it from spreading in all cases of inland oil pollution.

10. Assessments

It is important to point out that in the event of any inland oil spill, the prime responsibility for assessing the extent, effect and the determination of the source of the pollution rests with Scottish Environment Protection Agency.

11. Containment Operations

Immediate action must be taken to prevent oil from entering watercourses by constructing earth or sand bunds, sandbags containing moist sand, or sorbents around the oil.

Road gullies, sewers and drains should be similarly protected using suitable plastic sheet of heavy gauge, tarpaulins and similar materials.

Spillage can be contained by the following measures.

a. Channelling or pumping into a dammed ditch, preferably containing some water to prevent penetration of the oil into the soil.

b. Channelling or pumping into suitable natural or excavated storage pits, lined with heavy gauge polythene sheet.

c. Pumping into flexible plastic tanks or other suitable containers of various sorts.

Oil on water can also be contained by using specially designed floating booms, constructed either of plastic, PVC or an absorbent material; on smaller rivers, burns and ditches, unsophisticated baffles made of wood, straw bales or any other suitable material, which is readily available, may be used.

Positions of booms or baffles will depend very much on local factors such as bank configuration, the strength and direction of the wind, etc. They are most effectively deployed where the stream velocity is low; in fast flowing streams, the boom should be set obliquely to the direction of flow to reduce the effective velocity.

12. Clearance Operations

It is essential that trapped oil be removed from the water surface and safely disposed of as soon as possible. Depending on the depth of the oil, its viscosity and the materials available at an inland oil spill, various methods can be used for its removal.

a. Manually scooped off the surface and placed in suitable containers for disposal

b. Use of specially designed recovery device such as skimmers

c. By absorption using commercially available pillows, blankets or boom absorbents, straw, sawdust or peat

13. Dispersants

Dispersant chemicals are seldom used at inland oil spills. Once the oil has become mixed with the body of water, it is impossible to separate and remove it. It is important to remember that dispersed oil is usually more harmful to aquatic life than untreated oil on the water surface.

Dispersants are only justified where physical removal of the oil is impossible, or the pollution of river banks and equipment downstream or the hazard to flora and fauna due to untreated oil may produce the greater damage.

OILY WASTE DISPOSAL TECHNIQUES

SECTION 3
ANNEX F

1. Introduction

Once oily waste has been collected, either from the sea surface, beaches or from inland locations, it still requires disposal. Oily wastes range from fairly mobile products and crude oils to viscous water-in-oil emulsions or beach materials (seaweed/flotsam/jetsam etc.) which normally contain a high proportion of solid matter and water, so that the volume of material which requires disposal after an incident can greatly exceed the amount of oil collected.

The techniques for disposal of oily waste material include the following.

2. Reprocessing Oily Waste

The use of existing refinery installations or contractors engaged in waste reclamation to recycle waste whereby oil or water in emulsion mousse may be floating in inshore locations viz harbours, docks, estuaries, etc., and the mechanical recovery of the pollutant from the water surface is feasible.

In such cases a suitable disposal route will be required for a liquid oily waste material, which, if in the form of a mousse, may contain a high proportion of sea water. The preferred final disposal method would be reprocessing the oil content through a refinery process. However, there are certain restrictions to the use of this option.

3. Stabilisation of Oily Waste

If oiled beach material is disposed of to a landfill site, there is the possibility that natural leaching, which is the percolation of liquid through the soil, sand etc., could cause hydrocarbon fractions contained in the waste material to migrate into a watercourse and eventually into the food production chain. Leaching can be considerably reduced by stabilising the oiled material with chemicals.

<u>Stabilisation Methods</u>
One method of stabilising oiled beach material is to mix it with a binding agent. A number of other methods used for stabilisation have been used. These include:

a. The addition of quicklime/pulverised fuel ash or cement/pulverised fuel ash.

b. Layering the waste followed by a process of in-situ mixing and compaction.

Research into certain aspects of stabilisation methods has been undertaken by the Institute of Offshore Engineering, Heriot Watt University, Edinburgh. Marine Pollution Information Note' - (MARPIN No. 8), refers.

4. The Landfill Method of Oily Waste Material Disposal

The use of landfill sites is currently the only practicable method of dealing with large quantities of oily waste material. Their use must remain an essential part of the strategy for dealing with the oily waste that may arise from an oil spill.

However, there are considerable difficulties in finding suitable sites. Local authorities already have problems identifying disposal sites for their own domestic and commercial waste. They must also be careful about tipping oily waste material at sites where it may leach into and contaminate water supplies.

Before the identification of any temporary or permanent site is finalised, or any dumping undertaken, the Scottish Environment Protection Agency must be consulted to minimise any risk to water supplies and fish hatcheries.

Temporary Disposal Sites

During the immediate aftermath of an oil spill there may be the need to identify temporary storage space for oily waste material. Temporary storage will be necessary in the following circumstances.

a. The rate of collection exceeds the rate of final disposal

b. Time is required to properly assess the situation

c. Some initial processing can be achieved which will greatly reduce the final disposal task

Collected material may need to be held for periods ranging from a few days to more than a year. Occasionally the nature of the polluted area (i.e., high amenity beaches near a town) may be such that these temporary storage areas need to be located some distance from the coast.

The most common method of temporary storage is the use of a lined pit, but other options are bunded areas, prefabricated storage tanks, skips or barges for liquids. Bunded areas are normally used for semisolid/solid material.

Temporary storage will provide a necessary buffer storage capacity and avoid clearance operations being delayed while a suitable disposal route/site is selected. They also provide an early opportunity to segregate liquid and solid waste.

Possible temporary disposal sites can be identified from sand dunes, car parks, waste land or the beach, well above the high water mark.

Design and Type of Storage Facility

There are several general considerations to be addressed in the design and type of storage facility. The type of material to be stored (i.e., liquid, viscous liquids, also solids/semisolids in bulk or in sacks) will determine the design.

Different types of material should NOT be mixed as permanent disposal methods are usually different. Storage should be organised to allow easy recovery (e.g., if tanks or pits are too deep, screening and loading are difficult; if pits are too wide, recovery is difficult).

Storage facilities should be regularly checked to ensure they remain leak proof. Storage capacity will depend on the rate of collection and the extent to which the initial processing and final disposal are proceeding - possibly different rates.

Temporary Storage Pits

Pits are the best way of accommodating large quantities of liquid pumpable material; long, narrow pits are easier to dig and to use. A useful size is 15m long by 3 metres wide by 2 metres deep - giving a capacity of about 65 tonnes. The pits should be lined with a heavy duty oil permeable material (e.g., PVC, polythene or oil resistant rubber sheeting) and felt matting to prevent puncturing. Sharp protrusions in the pit should be avoided.

It may help to line the pit with rigid plastic sheets and wooden boards, particularly to shore up unstable sides. If the ground is not suitable for pits, low embankments of 1 to 2 metres high may be built enclosing a storage area. The type of soil, method of compaction, volume of liquid contained (allowing for rainwater), vehicular access (reinforcement by planks recommended) all need to be carefully considered. As with pits, an oil impermeable lining is necessary.

Fastanks/Skips

Skips or portable tanks (FASTANKS) may be used for smaller quantities. Tanks should be no more than 4 to 5 metres deep; provision should be made for withdrawing and treating excess water. Barges can take large quantities of viscous material, but can be difficult to load.

Solids can be stored in heaps 2 to 3 metres high and at least 5 to 6 metres wide, on sloping areas capable of taking heavy lorries. Time should be allowed for liquids to drain outwith the slope; they can be channelled into a trench or sump if required. The base of the area can be made leakproof by lining with a heavy duty membrane covered by a layer of sand and capable of bearing vehicles, or by treating with a binder such as quicklime or pulverized fuel ash.

Treatment in Temporary Storage

When disposing of solids, as much liquid as possible should be allowed to drain out before removal. With liquids the aim is to transport only oil from the site, having first broken emulsions into oil and water using chemicals, separating water from oil for return to the sea, and filtering out any solids. All the above processes may be found in the manual 'Oil Spill Clean-up of the Coastline' published by the Marine Pollution Control Unit.

Seaweed can clog pumping equipment and produce drainage problems in solids; it should be separated and left to dry out at the top of the beach and then disposed of to a landfill site.

The carcasses of birds and other creatures also need to be collected into polythene sacks; they will then be counted and identified by Royal Society for the Protection of Birds and Scottish Natural Heritage personnel.

Possible methods of treating solid material by adding binding agents or washing out the oil are still being investigated; if it becomes impractical to use such methods in temporary storage areas, additional location and design criteria may be necessary.

Intermediate Disposal Sites

Intermediate Sites will be used for relatively long term storage of oily waste awaiting disposal. These sites could provide a central storage location for the accumulated material from a number of smaller temporary sites, facilitating the early release of the latter.

Intermediate sites would allow any pre-treatment of the waste material to be carried out under more controlled conditions than those available at the temporary sites and provide more time to consider the final disposal route/site.

These will be sites for the final disposal of oily waste material. It is possible that final disposal could, dependent on the nature and quantity of the waste, include co-disposal with domestic and commercial waste.

Discussion is on-going between the Scottish Executive and landowners regarding the earmarking of permanent disposal sites. The identification and preparation of permanent sites would involve authorities in hydro-geological surveys, preparation of actual ground to be used, and the building of roads, access ramps etc., to the site.

Fife Council, as the waste disposal authority, has no statutory powers to carry out the identification and preparation of suitable permanent disposal sites and is therefore precluded from making the necessary financial arrangements in its budget

Permanent Disposal Sites

There is the possibility that if suitable sites were identified, they might lie idle or be used for unauthorised tipping and dumping operations. There is also the possibility that they may be strategically in the wrong place for a particular pollution incident.

If a permanent disposal site is to be identified, the following should be noted.

a. Suitability

If the oily waste material is disposed of in an unstabilised form (i.e., without prior treatment) the geological requirements necessary to avoid the risk of harmful leachate forming and polluting surface and ground water are more stringent.

b. Location

The need to reduce the haulage distance must be taken into consideration; however, a short haulage distance should not be the sole criterion. Distance should be balanced against capacity and the length of the coastline such a site would serve.

c. Road Access

Quality of access to the site need not be a stringent consideration; it is likely that the haulage operations could be completed in a short period of time and any inconvenience caused by heavy lorries, using unsuitable roads, would be short lived.

In the event of the site being located in an area served by narrow service roads it will be necessary to establish clearly defined traffic routes and a traffic control system. Temporary trackway systems may be required to provide vehicular access to various parts of the site during disposal operations.

d. Ownership

Publicly owned sites should primarily be selected; however, privately owned sites should not be discounted because some arrangement may be possible to allow their use. In addition to establishing site ownership, the ownership of land providing access to the sites should also be established.

MARPINS N0. 7 and No. 8 entitled 'SITE IDENTIFICATION FOR LANDFILL DISPOSAL' and 'DISPOSAL OF OILY WASTE: STABILISATION OF OILED BEACH MATERIALS' respectively, can be used to supplement information contained in this Annex.

e. Copies of MARPIN Notes can be obtained from the Emergency Planning Unit.

FINANCIAL CONSIDERATIONS

1. Introduction

'Polluter Pays' Principle
The system of law developed in the United Kingdom demands that victims of damage caused by oil pollution should be compensated for their losses, and the 'POLLUTER PAYS' principle requires that damage costs should be met by the polluter.

These considerations are reflected in arrangements that have evolved for the payment of compensation to meet identifiable costs resulting from attributable oil spills.

Financial Responsibility
The financial aspects of any pollution incident must be fully appreciated by local authorities, organisations and central government departments involved in contingency planning, response and clean-up actions.

Fife Council does not specifically budget for oil pollution response and clean-up costs; therefore every means available to the authority must be identified and utilised, so that the offender can be quickly verified, with a view to agreeing and achieving recovery of financial outlays, minimising the probability of lengthy and expensive litigation.

2. Non-Attributable Spills

Financial Responsibility
When a pollution incident is non attributable (i.e., the polluter cannot be identified) no claim can be lodged by local authorities. The cost of such spills falls almost entirely on local (and port) authorities, since non-attributable incidents tend to be too small to require central government financial intervention.

On average, up to half the UK local authority expenditure on oil pollution is attributable to unidentified polluters and the occasional large non- attributable spill can consequently place a considerable strain on local authority resources.

3. Attributable Spills

The 'POLLUTER PAYS' is a very important maxim that local authorities must adhere to, when a pollution incident is attributable. Unfortunately, there is all too often a considerable delay in receiving compensation from insurers for clean-up costs incurred following an oil pollution incident.

It is essential, therefore, that all costs, expenses and other losses are carefully and accurately identified in order that claims may be submitted and payments from insurers or agents agreed, where appropriate.

4. Marine Insurers

In the event of an extensive coastal spill the International Tanker Owners' Pollution Federation (ITOPF), will make special efforts to ensure that rapid payments are made by members' insurers under the Tanker Owners Voluntary Agreement Concerning Liability for Oil Pollution (TOVALOP) scheme.

In the event of a marine pollution incident, it must be realised that the situation can be made more complicated and, in the case of oil pollution insurance claims, where a number of different compensation schemes are involved, settlement of compensation can still be a protracted matter.

In the event of a coastal oil spill it is possible that delays may occur both at local and at central government level in consolidating claims against insurers. It is essential to avoid unnecessary delay if an effective effort to successfully recover outlays is to be sustained.

Local authorities should establish 'Emergency Contingency Codes' where immediate funding can be obtained to alleviate any peacetime emergency expenses, such as oil pollution response and clean-up costs.

RESPONSE ARRANGEMENTS FOR INCIDENTS INVOLVING HAZARDOUS MATERIALS

SECTION 3
ANNEX H

1. Introduction

This annex contains guidance for agencies involved in the response arrangements for dealing with non- CBRN incidents involving hazardous materials - solid, liquid or gas.

2. HAZMAT Incident Management and Responsibilities

In the event of an emergency, a multi-agency organisation will form and be responsible for the safe stabilisation, recovery, removal and disposal of hazardous materials and associated special waste material.

a. Fife Constabulary

- overall co-ordination of the response to the incident
- actioning the cascade callout/alerting system
- establishing an outer cordon
- warning the public (with exception of COMAH/MACR Top tier sites)
- giving the 'All Clear' on advice from technical/resource support agencies
- arrange a post incident de-briefing

b. Fife Fire & Rescue Service

- initial response and risk assessment
- establishing an inner cordon
- containing the incident, in consultation with police, technical and support agencies (water sprays, temporary bunding, dilution etc.)
- initiating Chemet/Chemdata (Harwell Database) schemes
- advising and assisting with decontamination measures if required.

c. Augean Ltd.

Augean Ltd. under contract to Fife Council services including Fife Fire and Rescue Service will have a graduate level technical adviser, contactable by telephone, along with a technical operator, both with appropriate hazardous waste industry experience, on call 24/7 who will be responsible for:

- providing technical advice concerning the identification and effects of dangerous chemicals

- attending the incident site depending on the circumstances
- arranging disposal of special wastes to licensed sites
- sampling/analysis of suspected special wastes as necessary

d. Transportation Services, Fife Council

Transportation Services will assist the Emergency Services to speedily restore transportation communications by being responsible for:

- arranging temporary road diversions and closures
- sanding, sweeping of the carriageway (non-trunk roads/motorways)
- emptying of gullies/deployment of temporary traffic lights etc.

e. Emergency Planning Unit (EPU)

The EPU will only be notified where more than one council service is involved acting as a focal point and co-ordinating the local authority response by:

- alerting and calling out technical support personnel
- deploying the Communications & Support Unit (CASU) where the incident is expected to be of extended duration.

f. Environmental Services

Environmental Health:

- Advising on properties and characteristics and in particular possible consequences to general public in terms of health and safety.

Waste Management:

- Co-ordinating clean-up of any area where spillage has occurred and removal/ disposal of chemical(s) and special waste material by licensed contractor.

***Note: Environmental Protection Act 1990** Fife Council has a statutory duty under the Act to clean up roads, verges and footpaths.*

g. Scottish Environment Protection Agency

- Advising on risks to local atmospheric, ground and aquatic environment

- Providing local knowledge on serious pollution risk (fish mortalities; warning downstream abstractors; risk assessing contaminant entering food chain etc.).

- Deciding on disposal of spilled material or residues to licensed sites capable of receiving hazardous waste.

- Collecting formal evidence for report to Procurator Fiscal and taking action accordingly (witnessed by Fire/Police or Fife Council officers).

h. Fife NHS - Consultant in Public Health Medicine (CPHM)

Advise on health issues where a release of dangerous chemicals poses any risk to the safety of responders and the general public.

- Advise Police Incident Officer on implications for the possible evacuation of persons at risk in the downwind sector.

- Notify Health Protection Scotland (HPS) as necessary for more detailed advice.

i. Polluter

- Provide advice /assistance on chemistry and effects of hazardous materials

- Provider COSHH data sheets, tremcards etc.

j. Manufacturer

- Provide advice on the hazard from chemical(s) and on medical first aid

- Advise on safe handling, containment and recovery/disposal of chemical(s) and special waste.

3. Arrangements & Payment for Removal, Storage and Disposal

a. General

In the interests of public safety and to minimise time spent at incident site by emergency services and other agencies, it is important that stabilised chemicals and waste are removed to suitable storage, pending disposal, as soon as possible.

The polluter is responsible for arranging and paying for the safe removal and/or disposal of hazardous materials. However, it may not be possible to identify the polluter or where identified to have them accept this responsibility.

b. Polluter Contacted

When the polluter has been contacted, SEPA will either:

- Supervise the polluter safely and legally removing and storing or disposing of the chemical(s) and/or waste material; or, if the polluter is unable to do so,

- Ensure alternative arrangements are made for the safe removal and storage or disposal of the chemical(s) and/or waste material.

Notes:

i. *Services provided by special waste contractors can be expensive. Environmental Services will confirm the polluter will meet all costs prior to engaging Augean Ltd. to undertake removal/disposal of any hazardous materials.*

ii. *Where agreement with the polluter cannot be reached the Council Emergency Planning Officer can approve a limited amount of expenditure for containment and recovery or obtain executive authorisation where larger sums are involved with all costs to be recovered from the polluter afterwards.*

c. Polluter Not Known or Uncontactable

Under these circumstances, Environmental Services will, where possible, arrange for the safe removal and storage of the chemical(s) and any waste material by a licensed special waste contractor.

(**Note:** *Prior to removal Environmental Services should discuss the financial implications with the Emergency Planning Unit).*

d. Health and Safety Precautions

The licensed special waste contractor will be responsible for the health and safety of all personnel engaged in the uplift, transportation, storage and final disposal of all hazardous materials recovered from any incident site.

Where hazardous materials have been transferred an overdrum or drums from the incident site, care must be taken to ensure that during handling and transit the overdrums (which are not vapour sealed) do not become damaged.

It is essential that each drum is safely secured on or within a suitable vehicle so that the drum(s) cannot overturn or bump into other drums or items on the vehicle.

(**Note:** *Local authority personnel are not permitted to handle hazardous materials as they are not adequately trained or have any statutory role in this regard.*

4. Police Primacy

Many of the procedures concerned with dealing with chemical incidents are of a technical nature with response measures based on expert advice received from Augean Ltd. Technical Adviser, SEPA, Fife Fire & Rescue Service and Fife NHS Board. However, because the Chief Constable has overall responsibility for the response to any incident, it is essential that the senior police officer present at the scene is fully briefed on all relevant issues especially those involving public safety.

5. Personnel Identification

Emergency services personnel are clearly identified by their uniforms and specialist clothing. To avoid confusion at the scene of the incident, representatives of supporting agencies are asked to wear tabards identifying their parent organisations and, where necessary, suitable protective clothing.

6. Dangerous Packages Washed Ashore

Notification - Area Pollution Response Officer (APRO)
In the event of dangerous package(s) or container(s) being washed ashore, the Area Pollution Response Officer will be alerted and asked to assess the situation

Reporting Action
The Area Pollution Response Officer will complete and send to the Emergency Planning Unit or Head of Pollution Response (Annex B Appendix 3 refers) a Packaged Goods Report Form'.

HM Coastguard
Included on the distribution of the 'Packaged Goods Report Form', HM Coastguard will assist by:

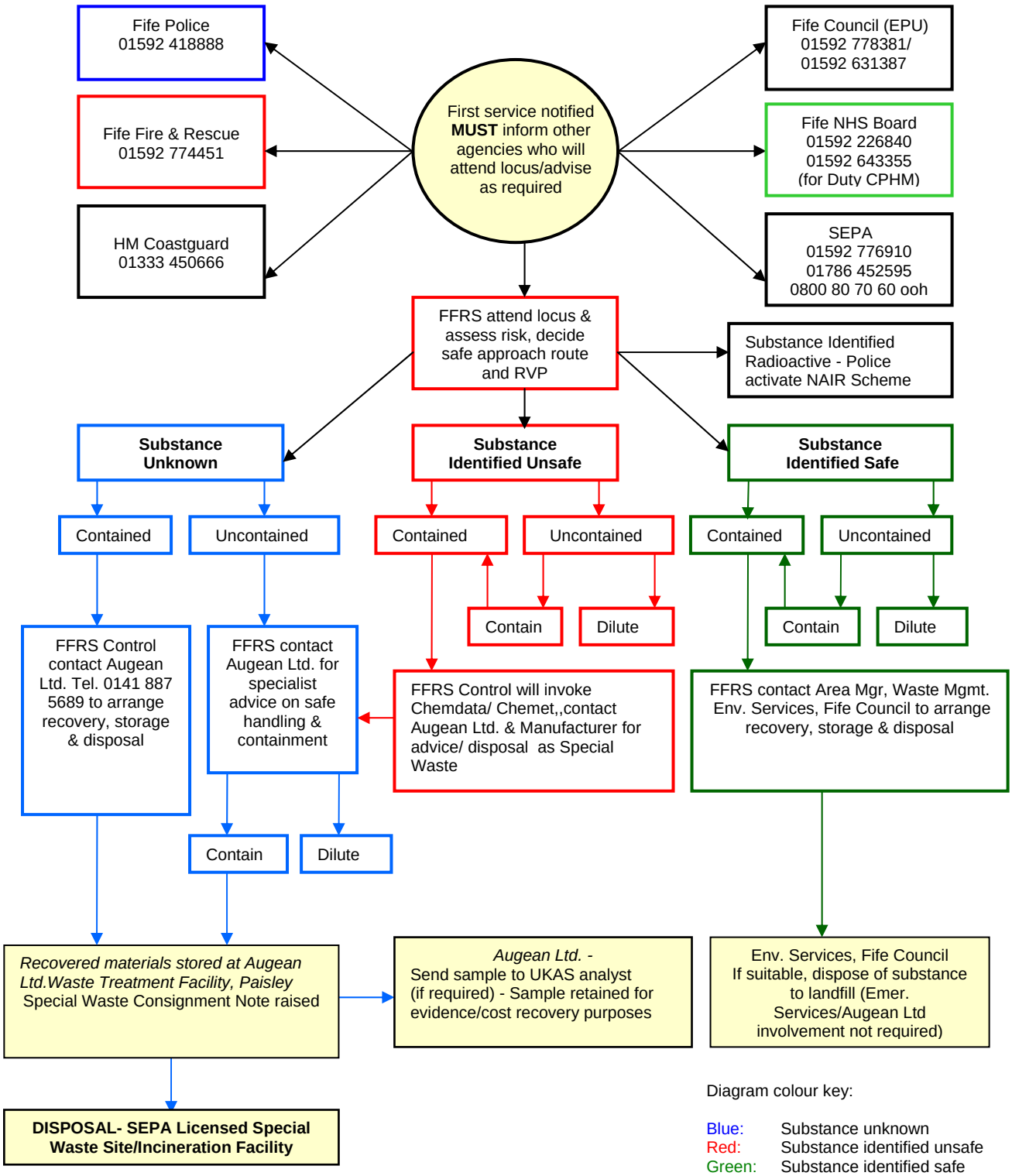
a. informing appropriate ports and harbours authorities
b. trying to identify the vessel (if any) the package(s)/container(s) came from
c. tracing and contacting the polluter
d. investigating if other packages/containers have been lost/dumped overboard

7. CALLOUT & ALERTING ARRANGEMENTS

The emergency response organisations will, as necessary, be contacted by Fife Constabulary as shown in the cascade callout/alerting diagram at Appendix 1.

A Waste Management Service officer will normally be required to either supervise or to arrange the removal, storage and disposal of the chemical(s) and any waste material. The officer concerned should attend the incident site as soon as possible.

Incidents involving Hazardous Materials
Procedure for Containment, Recovery, Storage & Disposal



Note:
Where the packaging of identified hazardous materials is intact and there is no perceptible risk to public safety it may be appropriate for Fife Council (through the Emergency Planning Unit) to contact Augean Ltd. direct to seek advice, arrange recovery and disposal without recourse to involving Fife Fire and Rescue Service. The response to each incident will be considered in the light of prevailing circumstances based on the overriding need to ensure the safety of the public and initial responders. This procedure will also be invoked to deal with Dangerous Packages Washed Ashore. The APRO should complete and send to the Emergency Planning Unit a Packaged Goods Report Form.

SECTION 4

MINOR HARBOURS OIL POLLUTION CONTINGENCY PLANS - THE MERCHANT SHIPPING (OIL POLLUTION PREPAREDNESS AND RESPONSE CONVENTION) REGULATIONS 1998

4.1 Background

The Merchant Shipping Oil Pollution Preparedness, Response and Co-operation Convention (OPRC) Regulations 1998 affect ports and harbours which meet the following conditions:

i. annual turnover exceeding £1 million

ii. that accept:
- ships > 400gt
- oil/chemical tankers > 150gt

iii. served with notice of oil risk that > 10t

iv. significant environmental sensitivity/or potential economic damage

4.2 Fife Council Responsibilities

Fife Council, as a statutory Harbour Authority, has a responsibility to prepare Oil Pollution Contingency Plans in respect of Main/Minor Harbours under its ownership which fall within criteria as defined within the OPRC Regulations 1998.

The Maritime and Coastguard Agency has notified Fife Council of the following harbours that qualify under OPRC Regs., Condition III, (Pittenweem), and Condition IV for the others which are located within or adjoin Sites of Special Scientific Interest (SSSI) including the Firth of Forth Special Protection Area (SPA).

a. ANSTRUTHER

b. PITTENWEEM

c. ST. MONANS

d. CRAIL

e. DYSART

Annexes A - E contain details of arrangements to deal with any pollution event which has originated within the confines of each harbour installation or which has impacted on any harbour from an external source.

4.3 Generic Contingency Planning

Fife Council is required to take account of guidance issued by the Maritime and Coastguard Agency (MCA) when preparing its contingency plan and to submit the completed version to the Counter Pollution and Response Branch to ensure it is compatible with the National Contingency Plan.

The Emergency Planning Unit has agreed with the Counter Pollution and Response Branch that a generic approach to contingency planning can be adopted with separate appendices prepared for each installation. In addition to the planned response at specific installations general arrangements devised for shoreline protection in Fife can be adapted to deal with an oil spill within any harbour under Fife Council's control.

4.4 Overall Risk Assessment

The major threat to Fife harbours is that of a fire or explosion in a vessel either alongside or at anchor. In addition, a collision, grounding or sinking could occur within the confines of a harbour. There is also the possibility of a spillage of a dangerous substance or an emission of a noxious gas either directly released to atmosphere or resulting from a fire.

Pittenweem is the only council owned harbour offering bulk re-fuelling with a 65,000 litre capacity diesel storage system for refuelling the resident sea-going trawler fleet. Fuelling requirements elsewhere are met by tanker deliveries/manual transfer of diesel pumped from barrels delivered to the quayside by individual vessel owners.

Some trawlers berthed at Anstruther and St. Monans visit Pittenweem Harbour to take fuel on board as necessary. There is a potential risk of accidental spillage at Pittenweem during fuel transfer operations through human failure and other causes although historically the actual incidence of such events remains low.

Varying amounts of waste oil and other substances are generated by vessels making use of the East Neuk harbours and public waste reception facilities are provided on site for this purpose.

4.5 Pollution Sources

Pollution is liable to emanate from any of the following sources:

a. Vessel on commercial berth - bunkering operations, the pumping of bilges or dirty ballast overboard
b. Tanker storage at any harbour, line fracture or storage overflow
c. Sewerage outfalls discharging into harbour areas
d. Oil slick from seaward areas

4.6 Types of Oil

a. Diesel oil bunkers
b. Gas oil
c. Kerosene
d. Lubricating oil
e. Hydraulic oils
f. Other categories/types of oil

4.7 Command and Control – Response Arrangements

The Harbourmaster, where appropriate, will be the focal point in the initial stages of any pollution event involving oil, chemicals or other hazardous substances, internally or externally generated. The Harbourmaster will normally inform the Emergency Planning Unit Tel. No. 01592 778389 (OOH. Tel 08451 55 00 99) in event of a Tier 1 incident.

The Emergency Planning Unit will initiate Minor/Major Response arrangements as described in the Fife Council Oil/Chemical Pollution Contingency Plan, Section 2. The Head of Pollution Response (HOPR), Fife Council will take over control of the incident according to the extent of the spill. HM Coastguard must be notified and will issue a POLREP if required.

4.8 Communications

The Harbourmasters will utilise on-site telephones and VHF Radio for Ship to Shore communications where available. Ad hoc localised communications can be provided by the Emergency Planning Unit in the absence of permanent communications.

4.9 Emergency Response (Clean-Up Resources)

Fife Council has only minimal resources to deal with oil spills with Tier I spill response kits kept at Pittenweem Harbour and Transportation Service Area Depots which can be deployed to other locations to effect limited containment and clean-up.

Personnel and vehicles from functional services including Transportation and Environmental services can be deployed to assist on a re-chargeable basis. For larger spills the local authority would rely on specialist private companies with expertise in clean-up and containment methods. However, any containment or clean-up attempts of this kind should be viewed as basic first response with responsibility for dealing with the effects of any spill falling to the original polluter.

The ‘Polluter Pays‘ principle would apply with the person/s responsible for causing the spill responsible for all charges incurred during any clean-up and for any subsequent claims for compensation

4.10 Tier 2/3 Clean-Up Providers

Fife Council has nominated Briggs Environmental Services as its preferred contractor for the provision of emergency oil spill response and related services, including disposal of oily waste, involving pollution incidents at any harbours owned by the council**.**

Briggs shall provide an emergency oil spill response service from various locations in the United Kingdom, maintained on a 24 hour 7days per week basis, such that spillages affecting any part of the Fife Council’s administrative area can be reached within 2-4 hours.

Fife Council may activate this service level agreement for oil spill response services at any time by contacting the telephone number listed:

Briggs Environmental Services Ltd..
West Dock
Burntisland
Fife KY3 9AU
Tel. 01592 872939
Fax. 01592 873975 Email: xxx@xxxxxxxxxxx.xxx
Web: www.briggsmarine.com

EMERGENCY TELEPHONE NO: 01224 898666/0800 374 348 (24hr.)

4.11 Training in Counter Pollution Techniques

Fife Council, in conjunction with the MCA and BP Oil Spill Response Base, Dunfermline, has provided basic training to persons with counter-pollution responsibilities at OPRC harbours in Fife. This has involved attendance by Harbourmasters/Structural Engineers on the Nautical Institute accredited Foundation Level 1Day Course at the BPOSRB.

Responsible persons have also participated in annual counter-pollution exercises held under the auspices of the Clearwater Forth Scheme in order to familiarise themselves with containment, recovery and clean-up techniques and equipment.

A number of forepersons from Fife Council Direct Labour Organisations have attended the MCA Beachmaster 2 Day Training Course and persons with management responsibilities have participated in the MCA 5 Day Residential Training Course for individuals involved in formulating and directing oil spill clean-up strategy.

4.12 Fife Council Oil/Chemical Pollution Contingency Plans – Minor Harbours Action Checklist.

DESIGNATED SERVICE:	**TRANSPORTATION SERVICE, FIFE COUNCIL**
RESPONSIBLE PERSON:	**HARBOURMASTER-ANSTRUTHER/PITTENWEEM/ ST. MONANS/CRAIL/DYSART**

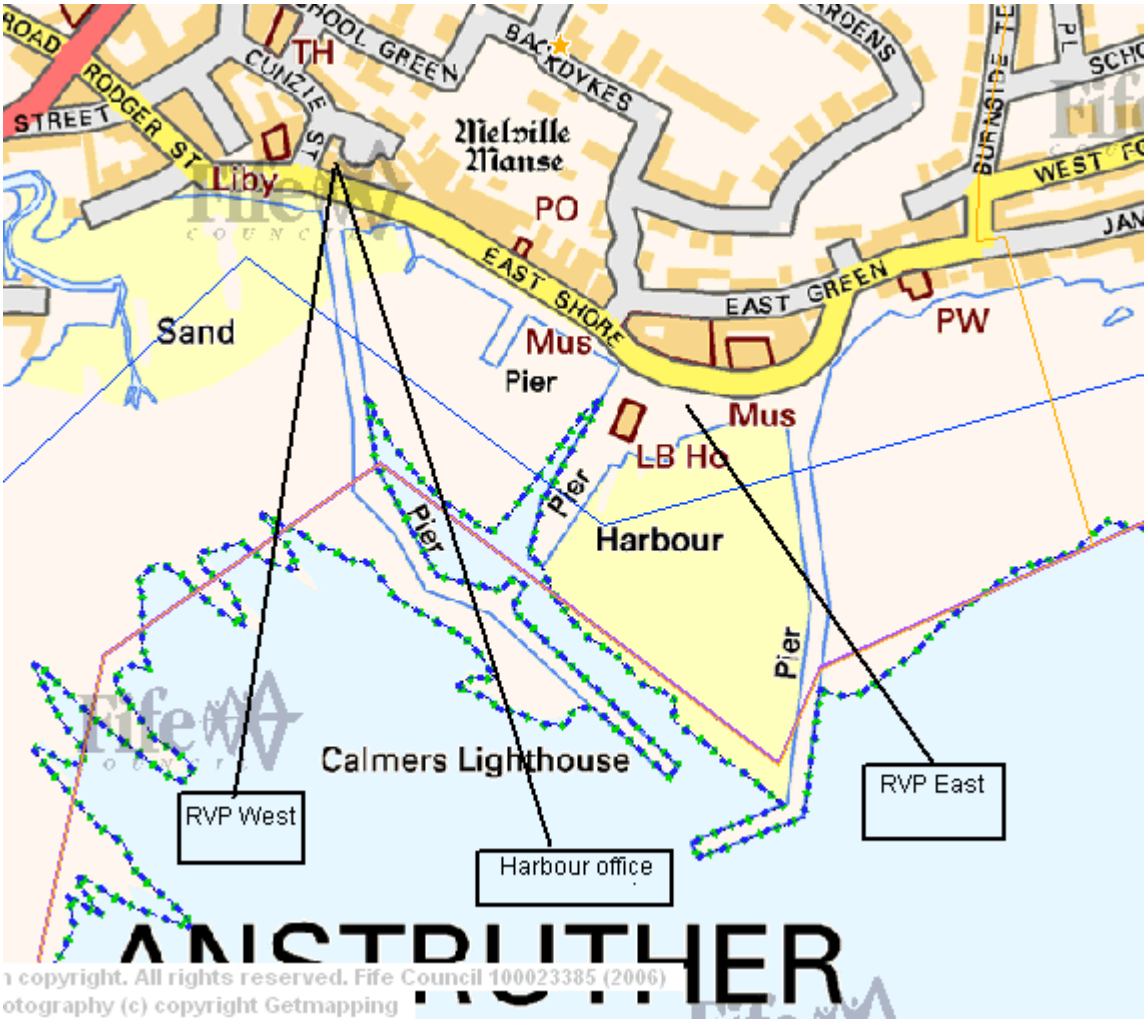
This checklist is not intended to be prescriptive – additional action tasks may be necessary as circumstances dictate

Tick when complete	INITIAL RESPONSE
☐	on notification of a pollution event assume control of an incident
☐	Determine location, source, extent and type of pollution by visual survey
☐	Depending on circumstances alert all vessels in port (including fishing & leisure boats)
☐	- Inform Emergency Planning Unit immediately who will alert the other agencies depending on scale of incident and response Tel. no. 01592 778381 OOH 08451 550099
☐	- Nominate RVP & approach route

Tick when complete	FOLLOW UP ACTIONS
☐	provide EPU/AOPRO with situation updates and nominated RVP
☐	- Liaise with (as necessary):
☐	- Forth Ports plc
☐	- HM Coastguard
☐	- SEPA
☐	- Fife Police
☐	- Fife Fire & Rescue Service
☐	- MCACPB
☐	- Supervise activities of clean-up operator

SECTION 4
ANNEX A

ANSTRUTHER HARBOUR



FIFE COUNCIL HARBOURS - ANSTRUTHER

OIL POLLUTION CONTINGENCY PLAN - OPRC REGULATIONS 1998

1. Ownership

Head of Transportation, Fife Council

2. Location:

Latitude 56^{0} 13 N Longitude 02^{0} 42 W, Chart 734

3. Ave. High Tide Variation:

- 20 mins. on Leith

4. Rendezvous Point (RVP) East:

RNLI Car Park, East Shore. West - Harbour Office

5. Harbour Users

The harbour is mainly occupied by leisure boats with a small fleet of 15 commercial boats as follows:

i. Commercial Vessels
1 vessel licensed for 100 passengers
2 vessels licensed for up to 10 passengers/anglers
4 prawn trawlers
2 licensed creel boats
6 unlicensed creel boats
Other fishing boats use Anstruther when carrying out routine maintenance and repairs.

ii. Leisure Boats
Capacity for approximately 150 small/medium sized leisure craft

6. Description of Anstruther harbour

Typical busy East Neuk fishing harbour comprising two basins between East and West Outer Piers with three inner piers. In addition to resident fishing fleet and seasonally number of leisure boats, it accommodates an offshore lifeboat station. There is also a slipway and light cranage facilities.

Boat trips depart Anstruther to the Isle of May approx. 5 miles S.E. during summer months. Pontoon moorings for 100 boats have been installed to accommodate visiting vessels and offer fresh water, mains electricity and refuse collection to users.

Due to tidal range and drying channels it can normally be accessed for 2 hours either side of low water depending on the vessel draught. At springs there is a tidal range of 5 metres and currents within the harbour can be up to 2 knots at flood and ebb tides.

Fuelling requirements are met by tanker deliveries/manual transfer of diesel pumped from barrels delivered to the quayside by individual vessel owners. Some boats based at Anstruther refuel at Pittenweem Harbour. Waste collection facilities are available for vessels in Anstruther harbour for disposal of oil and other substances.

7. Risk Assessment - Anstruther Harbour

The major threat to Anstruther harbour is that of a fire or explosion in a vessel either alongside or at anchor. In addition, a collision, grounding or sinking could occur within the harbour boundaries. The Lifeboat Station contains a 600 gallon diesel tank with a containment bund. Tanker deliveries of up to 400gallons of diesel at a time are made to locally berthed vessels including May Princess, Reaper and some working boats.

QUANTITATIVE RISK ASSESSMENT SUMMARIES

Scenario	Worst Case. Qty.	Likely Qty.	Potential Probability
COLLISION- Vessels	2000lts	>50lts.	Very Low
COLLISION- Passing vessel impacts moored vessel	2000lts	>50 lts.	Low
COLLISION-Vessel impacts fixed installation	1000lts.	>50lts.	Very Low
GROUNDING	1000lts.	>50lts.	Low-moderate
BUNKERING/FUELLING	2000lts.	>50 lts.	Moderate

Note: Oil released will either be light diesel oil or petrol with small quantities of lubricating, hydraulic and gearbox oil possibly involved.

8. Environmental Risk Assessment - Anstruther Harbour

Anstruther harbour is located within the Firth of Forth RAMSAR Special Protection Area (SPA) and a Site of Special Scientific Interest (SSSI).There are nearby flatfish and shellfish nursery areas and creeling grounds for lobsters and crabs. The nearby Isle of May National Nature Reserve which contains extensive Common and Grey Seal colonies and different seabird populations lies 5 miles to the SE.

Any spill could impact on the Inner Basin beach (adjacent to Harbour Office) or the larger Outer Basin beach, east of the Lifeboat slipway. Depending on the time of day and tidal conditions it is possible that some oil could drift out to sea and potentially impact on the sandy beach west of the harbour at the mouth of the Dreel Burn.

Locally berthed boats engaging in line fishing and creeling could be adversely impacted by any oil spill within the harbour as well as other leisure and recreation interests. Activities affected could include sailing, sports fishing and various water sports including canoeing, wind-surfing and diving. Occasional port visits are made by cruise ships which anchor offshore and transfer passengers ashore by tender. Anstruther harbour is also very popular with day trippers and holiday-makers and a spill could seriously damage the tourism dependent local economy.

9. Interface with Other Contingency Plans

This plan will be used in conjunction with Fife Council Oil/Chemical Pollution Contingency Plan when confronting a Tier 1 or Tier 2 spill i.e. one that cannot be controlled on-site by harbour personnel requiring external or contracted assistance.

If necessary, the Tier 2 Service Level Agreement between Briggs Environmental Services, oil spill response specialists, and Fife Council will be invoked. This ensures an emergency response by the council's preferred contractors within 2-4 hours to any spill affecting the Fife coastline or council owned harbours.

The National Contingency Plan for Pollution from Shipping and Offshore Installations will be activated by the Maritime and Coastguard Agency in the event of a Tier 3 spill.

10. Incident Response - Command and Control

All reports of pollution should be passed immediately to the Harbourmaster. A plan of the harbour is displayed in Harbourmaster's office, open Mon- Fri 0900 hrs. to 1700 hrs, to deal with public enquiries and berth reservations.

The Harbourmaster will be the focal point in the initial stages of any pollution event involving oil, chemicals or other hazardous substances, internally or externally generated. When the Harbourmaster has assessed an incident as being beyond the response capability of harbour personnel he will inform the Emergency Planning Unit. HMCG should also be notified who will issue a POLREP if required.

After notification by the EPU, the Head of Pollution Response (HOPR), Fife Council will take over control of the incident depending on the extent of the spill. The Area Oil Pollution Response Officer(AOPRO), Fife Council will also be notified/mobilised.

There will be a graduated response to the pollution incident based on procedures described in the Fife Council Oil/Chemical Pollution Contingency Plan, Section 2 for dealing with minor or major pollution incidents.

11. Communications

There are radio links (24hrs.) between the harbour and Forth and Tay Navigation Services, Grangemouth - Channel 16 or 11. The harbourmaster will utilise VHF Radio for Ship to Shore communications. There is also a fixed telephone link to the harbourmaster's office. Additional ad hoc voice and data communications systems including a localised VHF network can be provided by the Emergency Planning Unit.

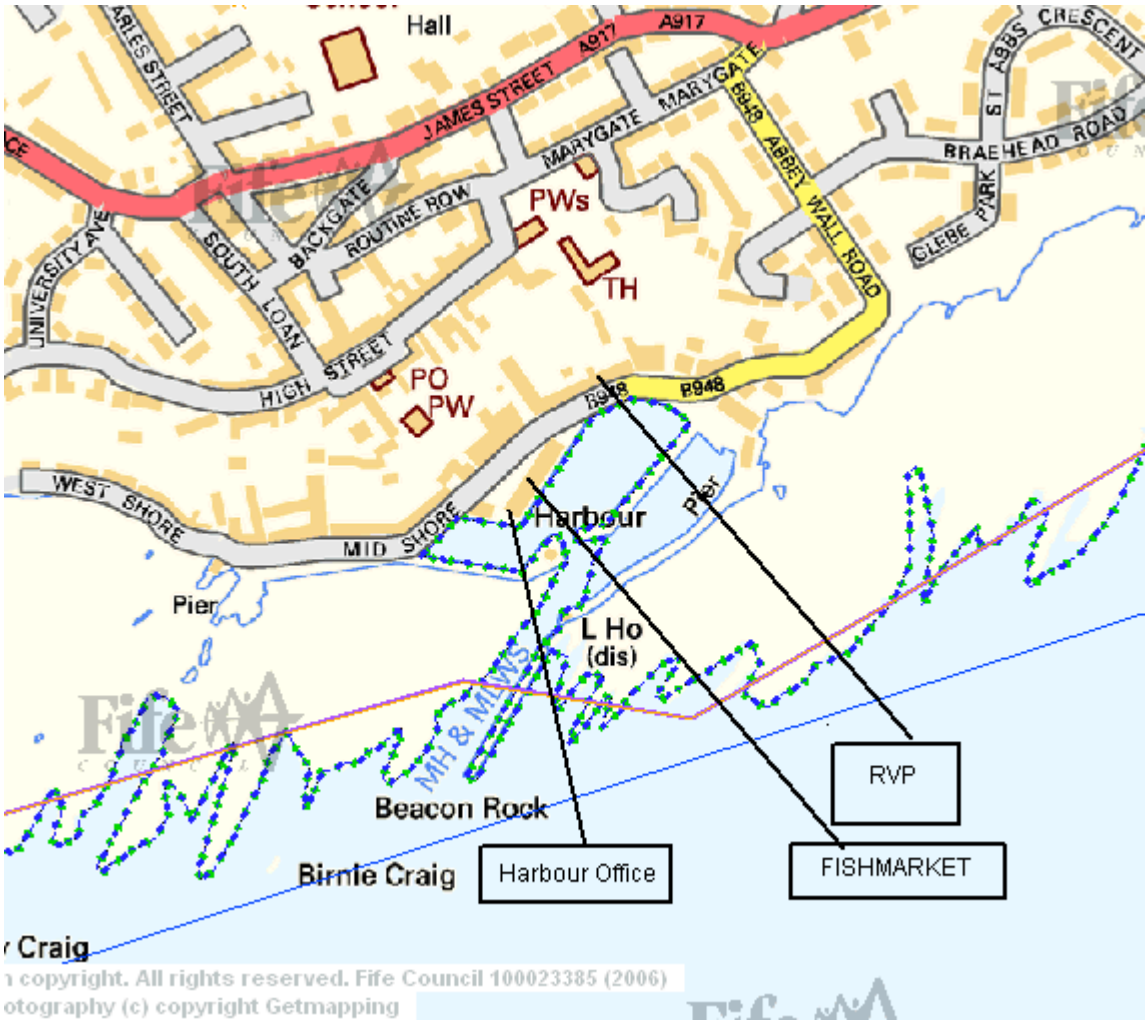
12. Cascade Directory

Name	**Position**	**Tel. No.**
W. Smith	Harbourmaster	01333 310836 (Business) 01333 312787(Home)
Emer. Planning Unit	Fife Council	01592 778 389 08451 55 00 99 (OOH)
HM Coastguard	MRCC Forth	01333 450666

.

SECTION 4
ANNEX B

PITTENWEEM HARBOUR



FIFE COUNCIL HARBOURS - PITTENWEEM
OIL POLLUTION CONTINGENCY PLAN - OPRC REGULATIONS 1998

1. Ownership

Head of Transportation, Fife Council

2. Location:

Latitude 56^0 12.5 N Longitude 02^0 43.5 W, Chart 734

3. Ave. High Tide Variation:

- 20 mins. on Leith

4. Rendezvous Point (RVP):

Area adjacent to Fishmarket

5. Harbour Users

Capacity for 50 boats - mainly occupied by commercial boats with leisure craft making only very occasional use of facilities.

a. <u>Commercial Vessels</u>
26 fishing boats White fish/Prawn - Various sizes 10m /15m
3 licensed creel boats
1 unlicensed creel boats
Fishing boats up to 25m length visit Pittenweem occasionally for fuel, supplies and temporary repairs

b. <u>Leisure Boats</u>
Only occasional visits by leisure craft

6. Description of Pittenweem Harbour

Main commercial harbour for Fife comprising two inner and outer basins - East and West with permanent fishmarket open Mon- Fri Provides bunkering, ice making and chandlery facilities for East Neuk and visiting fishing boats. F/T harbour staff (24 hr. cover Mon-Fri).There is also a slipway and light cranage facilities.

Due to tidal range and drying channels it can normally be accessed for 2 hours either side of low water depending on the vessel draught. At springs there is a tidal range of 5 metres and currents within the harbour can be up to 2 knots at flood and ebb tides. Waste oil and other substances generated by vessels making use of the harbour can be deposited in public waste reception facilities provided on site.

7. Risk Assessment - Pittenweem Harbour

The major threat to Pittenweem harbour is that of a fire or explosion in a vessel either alongside or at anchor. In addition, a collision, grounding or sinking could occur within the confines of the harbour. All reports of pollution should be made immediately to the Harbourmaster whose office is situated next to the Fishmarket. A plan of the harbour is displayed in the Harbourmaster's office which is open 24 hrs (Mon-Fri) to deal with public enquiries and berth reservations.

Pittenweem is the only East Neuk harbour with a diesel storage facility of 65000 litres capacity for refuelling the resident sea-going trawler fleet. Some trawlers berthed at Anstruther and St. Monans visit Pittenweem Harbour to take fuel on board. There is a risk of accidental spillage at Pittenweem during fuel transfer operations although historically the actual incidence of such events remains low.

QUANTITATIVE RISK ASSESSMENT SUMMARIES

Scenario	Worst Case. Qty.	Likely Qty.	Potential Probability
COLLISION- Vessels	2000lts	>50lts.	Very Low
COLLISION- Passing vessel impacts moored vessel	2000lts	>50 lts.	Low
COLLISION-Vessel impacts fixed installation	1000lts.	>50lts.	Very Low
GROUNDING	1000lts.	>50lts.	Low-moderate
BUNKERING/FUELLING	2000lts.	>200 lts.	Moderate

Note: Oil released will either be light diesel oil or petrol with small quantities of lubricating, hydraulic and gearbox oil possibly involved.

8. Environmental Risk Assessment - Pittenweem Harbour

Pittenweem harbour is located within the Firth of Forth RAMSAR Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI).There are nearby flatfish and shellfish nursery areas and creeling grounds for lobsters and crabs. The nearby Isle of May National Nature Reserve containing extensive Common and Grey Seal colonies and different seabird populations lies 6 miles to the SE.

A spill could impact on the Inner Basin or the larger Outer Basin. Depending on the time of day and tidal conditions it is possible that some oil could drift out to sea and potentially impact on rocks at either side of the approach channel.

Given the presence of locally berthed boats engaging in trawling for prawns, surf clams and creeling, any oil spill within the harbour could adversely impact on fishing and leisure and recreation interests in the area. Activities affected could include various water sports including sailing, canoeing, sports fishing and diving. Pittenweem harbour is popular with day trippers and holiday-makers and a spill could seriously damage the local economy which is heavily tourism dependent.

9. Interface with Other contingency Plans

This plan will be used in conjunction with Fife Council Oil/Chemical Pollution Contingency Plan when confronting a Tier 1 or Tier 2 spill i.e. one that cannot be controlled on-site by harbour personnel requiring external or contracted assistance.

If necessary, the Tier 2 Service Level Agreement between Briggs Environmental Services, oil spill response specialists, and Fife Council will be invoked. This ensures an emergency response by the council's preferred contractors within 2-4 hours to any spill affecting the Fife coastline or council owned harbours.

The National Contingency Plan for Pollution from Shipping and Offshore Installations will be activated by the Maritime and Coastguard Agency in the event of a Tier 3 spill.

10. Incident Response - Command and Control

All reports of pollution should be passed immediately to the Harbourmaster who will be the focal point n the initial stages of any pollution event involving oil, chemicals or other hazardous substances, internally or externally generated.

When the Harbourmaster has assessed an incident as being beyond the response capability of harbour personnel, he will inform the Emergency Planning Unit, Fife Council. HM Coastguard should also be notified who will issue a POLREP if required

After notification by the EPU, the Head of Pollution Response (HOPR), Fife Council will take over control of the incident depending on the extent of the spill. The relevant Area Oil Pollution Response Officer (AOPRO), Fife Council will be notified/mobilised as necessary.

There will be a graduated response to the pollution incident based on procedures described in the Fife Council Oil/Chemical Pollution Contingency Plan, Section 2 for dealing with minor or major pollution incidents.

11. Communications

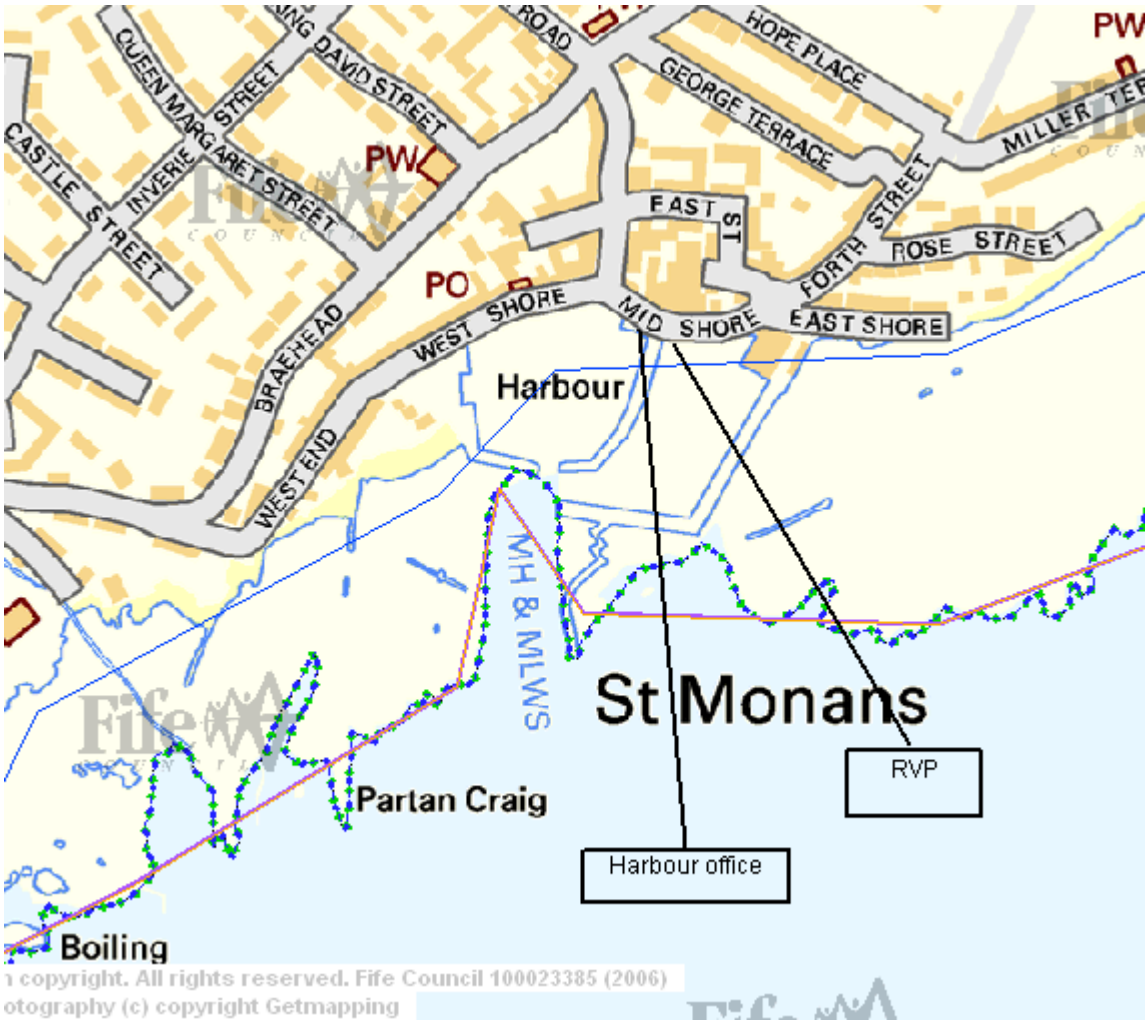
There are fixed radio links between the harbour and FTNS, Grangemouth - Channel 16 or 11 (24hrs).The harbourmaster will utilise VHF Radio for Ship to Shore communications. There is also a telephone link to the harbourmaster's office. Additional ad hoc voice and data communications systems including a localised VHF network can be provided by the Emergency Planning Unit.

12. Cascade Directory

Name	Position	Tel. No.
B. Watson	Harbourmaster	01333 312591 (Business) 01333 312419 (Home)
Emer. Planning Unit	Fife Council	01592 778389 08451 55 00 99 (OOH)
HM Coastguard	MRCC Forth	01333 450666

SECTION 4
ANNEX C

ST. MONANS HARBOUR



FIFE COUNCIL HARBOURS - ST. MONANS
OIL POLLUTION CONTINGENCY PLAN - OPRC REGULATIONS 1998

1. Ownership

Head of Transportation, Fife Council

2. Location:

Latitude 56^{0} 12 N Longitude 02^{0} 46 W, Chart 734

3. Ave. High Tide Variation:

- 20 mins. on Leith

4. Rendezvous Point (RVP): Area adjacent to Mid Shore

5. Harbour Users

The harbour is mainly occupied by small/medium fishing boats and leisure craft as follows:

a. Commercial Vessels
2 licensed creel boats

b. Leisure Boats
Capacity for approx 30 small/medium sized leisure craft

6. Description of St. Monans Harbour

East Neuk fishing harbour comprising East and West basins. Harbour activity includes boat repairs with twin slipway facilities. There are also two creel boats and berthing facilities for local and visiting sailing craft.

Due to tidal range and drying channels it can normally be accessed for 2 hours either side of low water depending on the vessel draught. At springs there is a tidal range of 5 metres and currents within the harbour can be up to 2 knots at flood and ebb tides.

Waste oil and other substances generated by vessels making use of the harbour can be deposited in public waste reception facilities provided on site.

7. Risk Assessment - St. Monans Harbour

The major threat to St. Monans harbour is that of a fire or explosion in a vessel either alongside or at anchor. In addition, a collision, grounding or sinking could occur within the confines of the harbour.

All reports of pollution should be made immediately to the Harbourmaster at his office. A plan of the harbour is displayed in the Harbourmaster's office which is open on a part-time basis to deal with public enquiries and berth reservations.

Trawlers berthed at St. Monans usually visit Pittenweem Harbour to take fuel on board as necessary.

QUANTITATIVE RISK ASSESSMENT SUMMARIES

Scenario	Worst Case. Qty.	Likely Qty.	Potential Probability
COLLISION- Vessels	2000lts	>50lts.	Very Low
COLLISION- Passing vessel impacts moored vessel	2000lts	>50 lts.	Low
COLLISION-Vessel impacts fixed installation	1000lts.	>50lts.	Very Low
GROUNDING	1000lts.	>50lts.	Low-moderate
BUNKERING/FUELLING	1000lts.	>200 lts.	Moderate

Note: Oil released will either be light diesel oil or petrol with small quantities of lubricating, hydraulic and gearbox oil possibly involved.

8. Environmental Risk Assessment - St. Monans Harbour

St. Monans harbour is located within the Firth of Forth RAMSAR Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI).There are nearby flatfish and shellfish nursery areas and creeling grounds for lobsters and crabs. The nearby Isle of May National Nature Reserve containing extensive Common and Grey Seal colonies and different seabird populations lies 6 miles to the SE.

Any spill could impact on both the Inner Basin and Outer Basin depending on the time of day and tidal conditions. It is possible that some oil could drift out to sea and potentially impact on rock formations to the east and west sides of the harbour approach channel.

Given the presence of locally berthed boats engaging in prawning and creeling, any oil spill within the harbour could adversely impact on fishing and leisure and recreation interests in the area. Activities affected could include sailing, sports fishing and various water sports including canoeing, wind-surfing and diving.
St. Monans harbour is also very popular with day trippers and holiday-makers and a spill could seriously damage the local economy which is heavily tourism dependent.

9. Interface with Other Contingency Plans

This plan will be used in conjunction with Fife Council Oil/Chemical Pollution Contingency Plan when confronting a Tier 1 or Tier 2 spill i.e. one that cannot be controlled on-site by harbour personnel requiring external or contracted assistance.

If necessary, the Tier 2 Service Level Agreement between Briggs Environmental Services, oil spill response specialists, and Fife Council will be invoked. This ensures an emergency response by the council's preferred contractors within 2-4 hours to any spill affecting the Fife coastline or council owned harbours.

The National Contingency Plan for Pollution from Shipping and Offshore Installations will be activated by the Maritime and Coastguard Agency in the event of a Tier 3 spill.

10. Incident Response - Command and Control

All reports of pollution should be passed immediately to the Harbourmaster who will be the focal point in the initial stages of any pollution event involving oil, chemicals or other hazardous substances, internally or externally generated.

When the Harbourmaster has assessed an incident as being beyond the response capability of harbour personnel he will inform the Emergency Planning Unit, Fife Council. HM Coastguard should also be notified who will issue a POLREP if required

After notification by the EPU, the Head of Pollution Response (HOPR), Fife Council will take over control of the incident depending on the extent of the spill. The relevant Area Oil Pollution Response Officer (AOPRO), Fife Council will be notified/mobilised as necessary.

There will be a graduated response to the pollution incident based on procedures described in the Fife Council Oil/Chemical Pollution Contingency Plan, Section 2 for dealing with minor or major pollution incidents.

11. Communications

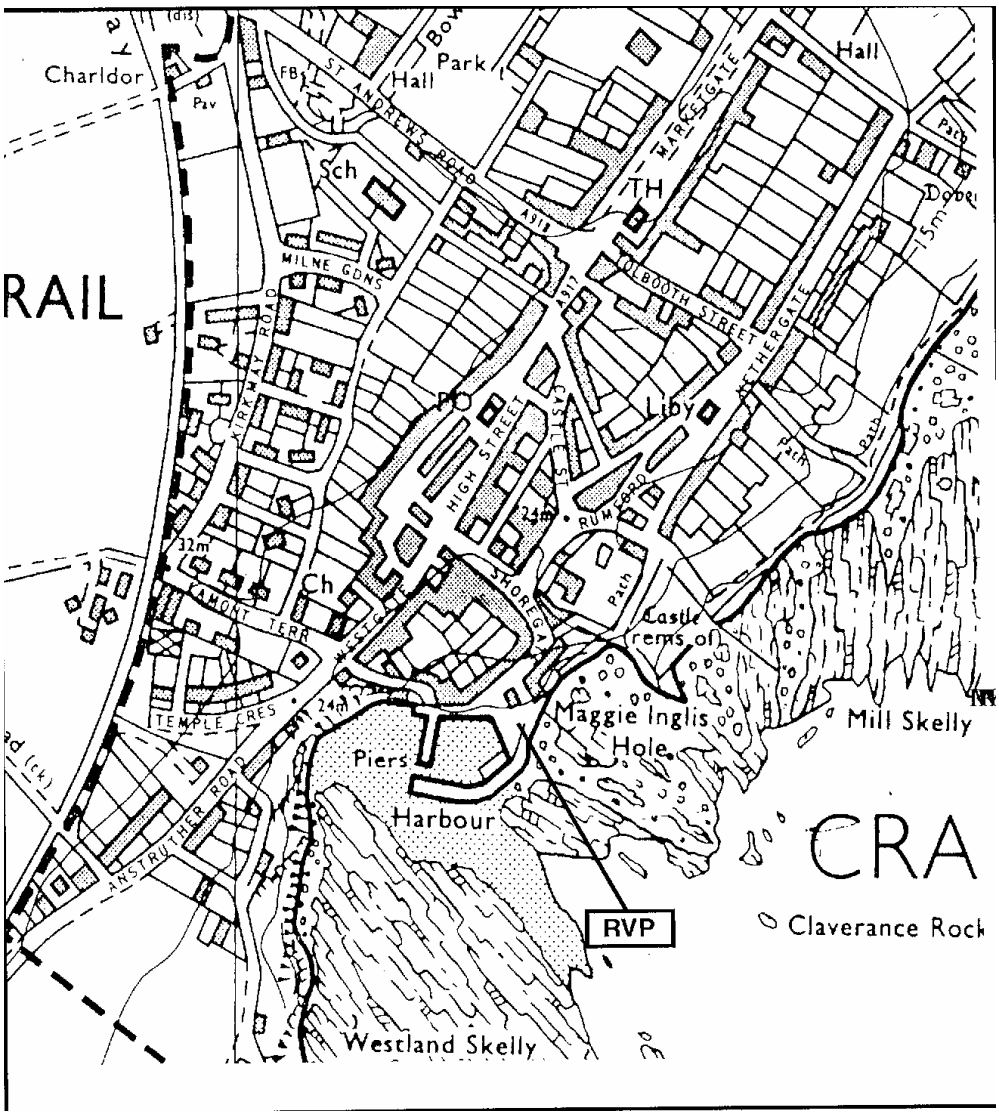
There are fixed radio links between the harbour and FTNS, Grangemouth - Channel 16 or 11 (24hrs.) The harbourmaster will utilise VHF Radio for Ship to Shore communications. There is also a telephone link to the harbourmaster's office. Additional ad hoc voice and data communications systems including a localised VHF network can be provided by the Emergency Planning Unit.

12. Cascade Directory

Name	Position	Tel.No.
Mr. L. Meldrum	Harbourmaster(P/T)	01333 313084 01333 312419 (Home)
Emer. Planning Unit	Fife Council	01592 778389 08451 55 00 99 (OOH)
HM Coastguard	MRCC Forth	01333 450666

SECTION 4
ANNEX D

CRAIL HARBOUR



FIFE COUNCIL HARBOURS - CRAIL
OIL POLLUTION CONTINGENCY PLAN - OPRC REGULATIONS 1998

1. Ownership

Head of Transportation, Fife Council

2. Location: Grid Reference: NO613 074

Latitude/Longitude: $56^{0}15^{0}$ N 02^{0} 38^{0} W Chart 734

3. Ave. High Tide Variation:

- 20 mins. on Leith

4. Rendezvous Point (RVP): Harbour area, Shoregate

5. Harbour Users

Harbour mainly occupied by small/medium fishing boats and leisure craft as follows:

a. Commercial Vessels
2 licensed creel boats

b. Leisure Boats
Capacity for approx 30 small/medium sized leisure craft

6. Description of Crail Harbour

Small working harbour with slipway mainly used by fishing boats and pleasure craft. Vessels should contact Forth Coastguard on VHF Channel 16 before entering. If Harbourmaster unavailable contact Transportation Service, Fife Council (Tel. 01334 413873)

Due to tidal range and drying channels it can normally be accessed for 2 hours either side of low water depending on the vessel draught. At springs there is a tidal range of 5 metres and currents within the harbour can be up to 2 knots at flood and ebb tides.

Waste oil and other substances generated by vessels making use of the harbour can be deposited in public waste reception facilities provided on site.

7. Risk Assessment - Crail Harbour

The major threat to Crail Harbour is that of a fire or explosion in a vessel either alongside or at anchor. In addition, a collision, grounding or sinking could occur within the confines of the harbour.

All reports of pollution should be made immediately to the Harbourmaster at his office. A plan of the harbour is displayed in the Harbourmaster's office which is open on a part-time basis to deal with public enquiries and berth reservations.

QUANTITATIVE RISK ASSESSMENT SUMMARIES

Scenario	Worst Case. Qty.	Likely Qty.	Potential Probability
COLLISION- Vessels	2000lts	>50lts.	Very Low
COLLISION- Passing vessel impacts moored vessel	2000lts	>50 lts.	Low
COLLISION-Vessel impacts fixed installation	1000lts.	>50lts.	Very Low
GROUNDING	1000lts.	>50lts.	Low-moderate
BUNKERING/FUELLING	1000lts.	>200 lts.	Moderate

Note: Oil released will either be light diesel oil or petrol with small quantities of lubricating, hydraulic and gearbox oil possibly involved.

8. Environmental Risk Assessment - Crail Harbour

Crail harbour is located within the Firth of Forth RAMSAR Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI).There are nearby flatfish and shellfish nursery areas and creeling grounds for lobsters and crabs. The nearby Isle of May National Nature Reserve containing extensive Common and Grey Seal colonies and different seabird populations lies 4 miles to the SE.

Any spill could impact on the entire harbour basin depending on the time of day and tidal conditions. It is possible that some oil could drift out to sea and deposit on the sandy beach south of the harbour entrance.

This could have an adverse effect on fishing, leisure and recreation interests in the area. Activities affected could include sailing, fishing and various water sports including diving. Crail harbour is also very popular with day trippers and holiday-makers and a spill could be damaging to the tourism dependent local economy.

9. Interface with Other Contingency Plans

This plan will be used in conjunction with Fife Council Oil/Chemical Pollution Contingency Plan when confronting a Tier 1 or Tier 2 spill i.e. one that cannot be controlled on-site by harbour personnel requiring external or contracted assistance.

If necessary, the Tier 2 Service Level Agreement between Briggs Environmental Services, oil spill response specialists, and Fife Council will be invoked.

This ensures an emergency response by the council's preferred contractors within 2-4 hours to any spill affecting the Fife coastline or council owned harbours.

The National Contingency Plan for Pollution from Shipping and Offshore Installations will be activated by the Maritime and Coastguard Agency in the event of a Tier 3 spill.

10. Incident Response - Command and Control

All reports of pollution should be passed immediately to the Harbourmaster who will be the focal point in the initial stages of any pollution event involving oil, chemicals or other hazardous substances, internally or externally generated.

When the Harbourmaster has assessed an incident as being beyond the response capability of harbour personnel he will inform the Emergency Planning Unit, Fife Council. HM Coastguard should also be notified who will issue a POLREP if required

After notification by the EPU, the Head of Pollution Response (HOPR), Fife Council will take over control of the incident depending on the extent of the spill. The relevant Area Oil Pollution Response Officer (AOPRO), Fife Council will be notified/mobilised as necessary.

There will be a graduated response to the pollution incident based on procedures described in the Fife Council Oil/Chemical Pollution Contingency Plan, Section 2 for dealing with minor or major pollution incidents.

11. Communications

There are no fixed radio links between the harbour and FTNS, Grangemouth or VHF Radio for Ship to Shore communications. There is a telephone link to the harbourmaster's office. Additional ad hoc voice and data communications systems including a localised VHF network can be provided by the Emergency Planning Unit.

12. Cascade Directory

Name	Position	Tel.No.
Mr. T. Smith	Harbourmaster (P/T)	01333 450820
Emer. Planning Unit	Fife Council	01592 778389 08451 55 00 99(OOH)
HM Coastguard	MRCC Forth	01333 450666

SECTION 4
ANNEX E

DYSART HARBOUR

FIFE COUNCIL HARBOURS – DYSART
OIL POLLUTIONCONTINGENCY PLAN – OPRC REGULATIONS 1998

1. Ownership

Head of Transportation, Fife Council

2. Location:

Grid Reference: NT 303 926

Latitude/Longitude: 56 08N 03 07W

3. Ave. High Tide Variation:

- 5 mins. on Leith

4. Rendezvous Point (RVP):

Harbour Car Park, Shore Road

5. Description of Activities/Facilities

Small harbour with inner and outer basins used mainly by small/medium fishing boats and leisure craft. No harbourmaster appointed for premises which are leased to Dysart Sailing Club by Fife Council. The Sailing Club is responsible for mooring and berthing fees and day to day supervision of the facilities. Harbourmaster's House Cat. B listed building intended as Administration Office/Visitor Interpretation Centre for Fife Coastal Path. Disused lock gates between Outer and Inner Harbours. Metal footbridge for pedestrian use between outer and inner harbour. The inner harbour and access channel has recently been dredged allowing improved access at high water. Outer Harbour with slipway and adjoining beach for beaching vessels.

<u>Leisure Boats</u>
Capacity for approx 60 small/medium sized leisure craft

Due to tidal range and drying channels it can normally be accessed for 2 hours either side of low water depending on the vessel draught. At springs there is a tidal range of 5 metres and currents within the harbour can be up to 2 knots at flood and ebb tides.

Waste oil and other substances generated by vessels making use of the harbour can be deposited in public waste reception facilities provided on site.

6. Risk Assessment – Dysart Harbour

Dysart harbour is located within the Firth of Forth RAMSAR Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI).There are nearby flatfish and shellfish nursery areas and creeling grounds for lobsters and crabs.

Any spill could impact on the entire harbour area depending on the time of day and tidal conditions. It is possible that some oil could drift out to sea and deposit on the nearby beach, part of the Ravenscraig Park, south of the harbour entrance.

A spill of any quantity could have a limited adverse effect on fishing, leisure and recreation interests in the area. Areas affected could include sailing, sports fishing and other water based activities. Dysart harbour is also very popular with day visitors and a spill could be damaging to its appeal as a local visitor attraction.

QUANTITATIVE RISK ASSESSMENT SUMMARIES

Scenario	Worst Case. Qty.	Likely Qty.	Potential Probability
COLLISION- Vessels	2000lts	>50lts.	Very Low
COLLISION- Passing vessel impacts moored vessel	2000lts	>50 lts.	Low
COLLISION-Vessel impacts fixed installation	1000lts.	>50lts.	Very Low
GROUNDING	1000lts.	>50lts.	Low-moderate
BUNKERING/FUELLING	1000lts.	>200 lts.	Moderate

Note: Oil released will either be light diesel oil or petrol with small quantities of lubricating, hydraulic and gearbox oil possibly involved.

7. Interface with Other Contingency Plans

This plan will be used in conjunction with Fife Council Oil/Chemical Pollution Contingency Plan when confronting a Tier 1 or Tier 2 spill i.e. one that cannot be controlled on-site by Fife Council personnel requiring external or contracted assistance.

The National Contingency Plan for Pollution from Shipping and Offshore Installations will be activated by the Maritime and Coastguard Agency in the event of a Tier 3 spill.

8. Incident Response - Command and Control

All reports of pollution should be passed immediately to the Emergency Planning Unit, Fife Council Tel. No.01592 416285, who will be the focal point in the initial stages of any pollution event involving oil, chemicals or other hazardous substances, internally or externally generated.

A Tier I Spill Response Kit, held at the Roads Network Central Area Operations Depot, Strathore Road, Thornton can be deployed for use by Fife Council personnel.

The Tier 2 Service Level Agreement between Briggs Environmental Services, oil spill response specialists, and Fife Council will be invoked when the incident has been assessed as being beyond the capability of Fife Council. This ensures an emergency response by the council's preferred contractors within 2-4 hours to any spill affecting the Fife coastline or council owned harbours.

HM Coastguard should also be notified who will issue a POLREP if required. After contact by the EPU, the Head of Pollution Response (HOPR), Fife Council will take control of the incident depending on the extent of the spill. The Area Oil Pollution Response Officer (AOPRO), Fife Council will be notified/ mobilised as necessary.

There will be a graduated response to the pollution incident based on procedures described in the Fife Council Oil/Chemical Pollution Contingency Plan, Section 2 for dealing with minor or major pollution incidents.

9. Interface with Other Contingency Plans

This plan will be used in conjunction with Fife Council Oil/Chemical Pollution Contingency Plan when confronting a Tier 1 or Tier 2 spill i.e. one that cannot be controlled on-site by harbour personnel requiring external or contracted assistance.

If necessary, the Tier 2 Service Level Agreement between Briggs Environmental Services, oil spill response specialists, and Fife Council will be invoked. This ensures an emergency response by the council's preferred contractors within 2-4 hours to any spill affecting the Fife coastline or council owned harbours.

The National Contingency Plan for Pollution from Shipping and Offshore Installations will be activated by the Maritime and Coastguard Agency in the event of a Tier 3 spill.

10. Incident Response - Command and Control

All reports of pollution should be passed immediately to the Emergency Planning Unit, Fife Council who will be the focal point in the initial stages of any pollution event involving oil, chemicals or other hazardous substances, internally or externally generated.

HM Coastguard must be notified who will issue a POLREP if required.

After notification by the EPU, the Head of Pollution Response (HOPR), Fife Council will take over control of the incident depending on the extent of the spill. The relevant Area Oil Pollution Response Officer (AOPRO), Fife Council will be notified/mobilised as necessary.

There will be a graduated response to the pollution incident based on procedures described in the Fife Council Oil/Chemical Pollution Contingency Plan, Section 2 for dealing with minor or major pollution incidents.

11. Communications

There are no fixed radio links between the harbour and FTNS, Grangemouth or VHF Radio for Ship to Shore communications.

Additional ad hoc voice and data communications systems including a localised VHF network can be provided by the Emergency Planning Unit.

12. Cascade Directory

Name	Position	Tel. No.
J. Swan	Secretary, Dysart Sailing Club	01592 651720
Emer. Planning Unit	Fife Council	01592 778389 08451 55 00 99 OOH)
HM Coastguard	MRCC Forth	01333 450666

SECTION 5

CONTACT INFORMATION

5.1 General

Contact details of Fife Council officers and external agencies are held within the Emergency Planning Unit and will be made available following activation of the plan.

SECTION 6

ABBREVIATIONS

APRO	Area Pollution Response Officer
CASU	Communications and Support Unit
CEPO	Council Emergency Planning Officer
CPRB	Counter Pollution Branch
DfT	Department for Transport
DHOPR	Deputy Head of Pollution Response
FTNS	Forth &Tay Navigation Services
FP	Forth Ports plc.
HMCG	Her Majesty's Coastguard
HOPR	Head of Pollution Response
ITOPF	International Tanker Owners Pollution Federation
MCA	Maritime and Coastguard Agency
OPCC	Oil Pollution Co-ordination Centre
POLREP	Pollution Report
RSPB	Royal Society for the Protection of Birds
SEPA	Scottish Environment Protection Agency
SNH	Scottish Natural Heritage
SGMD	Scottish Government Marine Directorate
SGID	Scottish Government Information Directorate
SRC	Shoreline Response Centre
UKPIA	United Kingdom Petroleum Industry Association
WRVS	Women's Royal Voluntary Service