

# **LOWESTOFT**

## **OIL SPILL CONTINGENCY PLAN** **2021V2**



**ASSOCIATED BRITISH PORTS LOWESTOFT  
PORT HOUSE  
COMMERCIAL ROAD  
LOWESTOFT  
NR32 2TE**

**PORT MANAGER: PAUL AGER**

**HARBOUR MASTER: MIKE DUNN**

## CONTENTS

### SUBJECT PAGE

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LIST OF PLAN HOLDERS	4
REVISION PROCEDURE AND AMENDMENT RECORD	5

## STRATEGY

1.1 PURPOSE OF PLAN	7
1.2 SCOPE & USE OF PLAN	7
1.3 AREAS OF OPERATION & RESPONSIBILITY	9
1.4 ROLES & RESPONSIBILITIES	10
1.5 RISK ASSESSMENT SUMMARY	15
1.6 ENVIRONMENTAL & COMMERCIAL SENSITIVE AREA	16
1.7 CLASSIFICATION OF OIL SPILLS	17
1.8 DISPOSAL OF WASTE	18
1.9 PLAN REVISION	18
2.1 TRAINING POLICY	19
2.2 EXERCISE POLICY	19
3.1 INCIDENT RESPONSE ORGANISATION	20
3.2 TIER 2 – COVERAGE	20
3.3 ABP EAST ANGLIA CO-OPERATION	20
3.4 OIL SPILL RESPONSE TEAM	22
3.5 OIL SPILL MANAGEMENT TEAM	22
4.1 OIL SPILL RESPONSE STRATEGIES	23
4.2 INCIDENT RESPONSE ORGANISATION (TIER 1, 2 & 3)	25
4.3 LIGHT OIL RESPONSE GUIDELINES	28
4.4 DISPERSANTS – NOTES ON USE	29
4.5 CIRCUMSTANCES WHEN DISPERSANTS CAN BE USED	29
4.6 STANDARD MMO APPROVAL FOR USE OF DISPERSANTS	30
4.7 BOOMING PLANS	35
5.1 REPORTING PROCEDURES	39
5.2 COMMUNICATIONS PLAN	40
5.3 INSTRUCTIONS FOR COMPLETING FORM CG77 POLREP	41
5.4 INCIDENT LOG SHEET	43
5.5 TIER 2 CONTRATOR BRIEFING REPORT	44
5.6 OIL SPILL PROGRESS REPORT	45
5.7 APPROVAL TO USE DISPERSANTS (REQUEST FORM)	46
5.8 MMO OIL SPILL REPORT FORM	47
5.9 ABP LOWESTOFT RENDEZVOUS LOCATIONS	48

## ACTION

6.1 LPS OPERATORS DUTIES	50
6.2 DOCK SECURITY DUTIES	51
6.3 HARBOUR MASTER'S DUTIES	52

## DATA DIRECTORY

7.1 ABP MEDIA STATEMENT	54
7.2 ABP MEDIA HOLDING STATEMENT	55
8.1 HEALTH & SAFETY PLAN	56
8.2 LEGISLATIVE REQUIREMENTS	58
9.1 WASTE MANAGEMENT PLAN	67
9.2 DEMOBILISATION OF EQUIPMENT	67

<b>SUBJECT</b>	<b>PAGE</b>
9.3 OIL SPILL TEMPORARY WASTE STORAGE FACILITIES	68
9.4 OIL SPILL CLEAN UP WASTE STORAGE FACILITIES	69
10.1 OIL SPILL RISK ASSESSMENT	70
10.2 INNER HARBOUR RISK ASSESSMENT MATRIX	76
10.3 OUTER HARBOUR RISK ASSESSMENT MATRIX	77
11.1 ENVIRONMENTALLY SENSITIVE AREAS	80
11.2 CORTON CLIFFS SSSI	81
11.3 SPRAT'S WATER & MARSHES SSSI	82
11.4 PAKEFIELD TO EAST BAVENTS SSSI	83
11.5 OUTER THAMES ESTUARY SPA	84
11.6 SAC FOR HARBOUR PORPOISES	86
12.1 TELEPHONE / EMAIL CONTACT LIST	87

## ABP EAST ANGLIA POLLUTION RESPONSE RESOURCES

13.1 ABP LOWESTOFT	89
13.2 ABP IPSWICH	91
13.3 ABP KINGS LYNN	93
13.4 ADLER & ALLAN	94
14.1 MMO APPROVED PRODUCTS	95
15.1 MCA PLAN APPROVAL	96

## APPENDIXES


APPENDIX A – ABP LOWESTOFT BUNKERING CHECKLIST
APPENDIX B – COST RECOVERY & RECORD KEEPING
APPENDIX C – STS OIL SPILL CONTINGENCY
APPENDIX D – HNS SPILL CONTINGENCY
APPENDIX E – SHIP TO SHIP BUNKERING
APPENDIX F – MARINE FUEL MSDS
APPENDIX G – BONN AGREEMENT OIL APPEARANCE CODE
APPENDIX H – GGOWL BUNKERING PROCEDURES
APPENDIX I -- TIER 2 RESPONDER SCHEDULE OF CHARGES
APPENDIX J – GUIDANCE FOR COLLECTING OIL SAMPLES
APPENDIX K – WASTE DISPOSAL CONTRACTORS / ACCREDITED OIL SPILL RESPONSE CONTRACTORS

## List of Plan Holders

Copy No.	Name	Organisation	Location
1*	Counter Pollution Branch	Maritime & Coastguard Agency	Humber
2*	Environment Agency	Environment Agency	
3*	Norfolk and Suffolk Team	Natural England	Norwich
4*	JEPU	Suffolk	Ipswich
5*	District Inspector	MMO	Lowestoft
6	Operations Department	Adler and Allan	HO
7*	Marine Advisor	ABP	Southampton
8	Harbour Master	ABP	Lowestoft
9+10	Emergency Boxes	ABP	Lowestoft Port Control + Port Office

\* Electronic Copy

## ABP Plan Approval

Action	Name	Position	Signature	Date
Prepare Plan	Gary Horton	Marine Manager		16/12/21
Check Plan	Harvey Darkins	AHM		16/12/21
Approve Plan	Anthony Van Damme	HM		16/12/21

## MCA Plan Approval


Plan Approved by John Woollam, CPSO Eastern Region, on 17/12/21

Approval Documentation on page 96

## Revision Procedure

This plan will be revised annually; such revisions will take account of experience gained from exercises and/or actual spill incidents, changes in risk or port operations or legislation. A formal review of the plan will be conducted at 5-year intervals and the plan re-submitted for approval.

### Amendment Record

Amendment No.	Date	Amended by (print name)	Signature
01 (Plan version 2)	17/06/23	Gary Horton	

# **STRATEGY**

# OIL POLLUTION CONTINGENCY PLAN

## 1.1 Purpose of Plan

The plan is provided to assist the Harbour Authority and other organisations in response to an accidental discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimise the discharge and to mitigate its effects.

This plan guides the Harbour Master and duty personnel through the decisions, which will be required in an incident response. It has been developed to conform with the Merchant Shipping OPRC Regulations SI 1998 No. 1056.

For the plan to be effective, it must be

- Familiar to those with key response functions in the port
- Regularly exercised
- Reviewed and updated on a regular basis

Where a spillage is associated with a wider emergency, the additional factors involving the safety of personnel will take precedence over the pollution response. In this case reference must be made to the ABP Lowestoft Major Incident Procedure.

## 1.2 Scope and Use of Plan

The plan details the contingency arrangements for responding to actual or threatened oil pollution incidents within the Port of Lowestoft.

The plan is divided into the following sections:-

### 1. Strategy

This describes the statutory requirements and the purpose of the plan, including the geographical coverage. It shows the relationship of the plan to the National Contingency Plan and plans of local organisations, responsibilities of Government and other Agencies and Training and Exercise Policy. Also included are perceived risks, and the incident response organisation and responsibilities of individuals for defined categories of spill.

### 2. Action Plan

Set out the emergency procedures that will allow rapid mobilisation of resources and early response to the situation.

### 3. Data Directory

Contains all supplementary information relevant to the performance of the plan, such as contact directory, Risk Assessment, Sensitivity Maps, Resource Directory and product information sheets.





## **1.3 Areas of Operation and Responsibility**

### **Pollution in Harbour Waters**

ABP Lowestoft is the Statutory Harbour Authority for all the water areas below the MHWS mark, contained between the harbour entrance and Mutford Lock.

The Oil Spill Contingency Plan has been developed to conform with the Merchant Shipping OPRC Regulations SI 1998 No. 1056.

A Memorandum of Understanding between the Environment Agency, Joint Emergency Planning Unit (JEPU) and ABP Lowestoft has been designed to provide mutual assistance and effective co-ordination in the control and clearance of oil pollution in Lowestoft Harbour.

Adler and Allan Limited have been contracted to respond to Tier 2 spills.

This plan is compatible with the National Contingency Plan, as operated by the Maritime & Coastguard Agency's (MCA) Counter Pollution Branch.

### **Prosecution of Polluters**

It is most important that all steps are taken to identify the polluter, who will in most cases be liable for prosecution and responsible for the clean up costs.

When an oil spill occurs in Lowestoft Harbour from a vessel, ABP as the statutory Harbour Authority has powers to prosecute the offending vessel.

Oil spills occurring from a land source, into the harbour, will be dealt with by the Environment Agency.

### **Pollution on the Beaches**

Outside the harbour area, East Suffolk District Council and Suffolk County Council will normally undertake the clean up of beaches and the shoreline.

### **Pollution of Sea and Inshore Waters**

The responsibility for the clean up of the sea lies with the MCA Counter Pollution Branch.

Inland water responsibilities lie with the Environment Agency, Natural England, Broads Authority and respective riparian land owners.

## 1.4 Roles and Responsibilities

### HARBOUR AUTHORITY

The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 came into force on 15 May 1998 (SI 1998 no. 1056).

3. - (1) of the Regulations states “In their application to harbours and oil handling facilities these Regulations apply to:
- (a) Any harbour for which there is a statutory harbour authority having an annual turnover, as defined in the schedule in the regulations, of more than £1 million.
4. - (1) states “Every –
- (a) Harbour Authority of a harbour to which these regulations apply, shall have an oil pollution emergency plan in accordance with the regulations. “

There may be joint plans between the Harbour Authority and the operators of oil handling facilities within an area.

A Harbour Authority must submit an oil pollution emergency plan for it(s) harbours, within 15 months of the regulation coming into force, to the Marine Management Organisation (MMO) and the MCA for approval.

In preparing oil pollution emergency plans a harbour authority or operator shall take into account any guidance issued by the MCA.

The Statutory Harbour Authority has a responsibility under the Merchant Shipping Act 1995 for bringing prosecutions for the offences of discharge of oil, or a mixture containing oil, into the waters of the harbour.

### LOCAL AUTHORITY

#### East Suffolk District Council and Suffolk County Council

The District and County Councils have accepted a non-statutory responsibility for dealing with oil on the shoreline and beaches down to the low water line, within the limit of their areas. Suffolk JEPUs will, at the request of the Harbour Master, liaise with the Suffolk County Council, to assist the response to oil spill incidents and shoreline clean up. This response will be via a Tactical Co-ordination Group, (TCG), or Recovery Co-ordination Group, (RCG). See the SRF Marine Pollution Plan, also the National Contingency Plan, for full details.

## **OIL SPILL MANAGEMENT TEAM**

Oil Spill Management Team (OSMT) is the command and control team established for a spill incident within the Port of Lowestoft, with representatives of organisations attending in accordance with the category of oil spill response established.

## **MARITIME AND COASTGUARD AGENCY**

The Maritime and Coastguard Agency, (MCA), an executive agency of the Department for Transport (DfT), which includes HM Coastguard (HMCG), discharges DfT's responsibility for both the co-ordination of civil maritime Search and Rescue and counter-pollution operations in UK waters. The MCA is the UK competent authority for maritime incidents and maintain the Marine Pollution Contingency Plan: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/870123/Marine\\_Pollution\\_Contingency\\_plan.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/870123/Marine_Pollution_Contingency_plan.pdf)  
[../MCA National Contingency Plan.pdf](#)

## **MARINE RESPONSE CENTRE**

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

## **MARINE MANAGEMENT ORGANISATION**

The Marine Management Organisation (MMO) plays a major role in the protection of the marine environment, particularly in respect of fisheries and in ensuring the safety of the aquatic food chain, including the safety of consumers of fish and shellfish. MMO is the statutory authority for approving deposits in the sea.

Under the terms of the Marine and Coastal Access Act 2009 (as amended) and the Marine Licensing (Exempted Activities) Order 2011 (as amended), it is legal requirement that oil treatment products may only be used in English or Welsh waters if they have been formally approved for this purpose by the Marine Management Organisation (MMO). In addition, specific permission from the MMO must be obtained before any such products are used in shallow waters – these are defined as any area of the sea which is less than 20 metres deep, or within one nautical mile of such an area or under the surface of the sea anywhere in English or Welsh waters.

The MMO have granted ABP Lowestoft a standing approval to use up to 50 gallons of dispersant under specific conditions. If larger quantities of dispersants will be needed or dispersant use is not agreed within the terms of the Standing Approval, the MMO will need to be consulted about the use of these dispersants and agree to their use in Lowestoft Harbour.

## NATURAL ENGLAND

Natural England is the Government's statutory adviser on nature conservation policies in England within the 12-mile limit. In the event of a pollution incident, Natural England provides advice to the Counter Pollution Branch of the Maritime and Coastguard Agency, local authorities and other relevant bodies on the implications of pollution or any proposed clean-up actions, on wildlife and associated habitats. Natural England also liaises with voluntary organisations, such as RSPB, RSPCA and the Wildlife Trusts".

## THE ENVIRONMENT AGENCY

### Water Pollution

The EA's powers in relation to water pollution are principally set out in Part III of the Water Resources Act 1991(as amended), the Environment Act 1995 (as amended) and 'The Environmental Permitting (England and Wales) Regulations 2010' (as amended).

Discharges of poisonous, noxious or polluting matter; waste matter; trade effluent or sewage effluent to inland freshwaters, coastal waters and relevant territorial waters became water discharge activities under The Environmental Permitting (England and Wales) Regulations 2010.

Relevant territorial waters: waters which extend seaward for three miles from the baselines from which the breadth of the territorial sea, adjacent to England and Wales, is measured.

Coastal waters: waters which are within the areas which extend landward from those baselines, as far as the limit of the highest tide or the freshwater limit of any watercourse, together with the waters of any enclosed dock which adjoins waters in that area.

The EA has powers to control water discharge activities by applying conditions to an environmental permit or exemption. It is an offence to cause or knowingly permit a water discharge activity except under and to the extent authorized by an environmental permit (reg. 12 of The Environmental Permitting (England and Wales) Regulations 2010).

The EA can use anti-pollution works notices to prevent or remedy pollution of Controlled waters. Section 161 of the Water Resources Act 1991 (as amended by the Environment Act 1995) provides for the EA to undertake work to prevent or remedy pollution and to recover the costs of such operations from those responsible for the pollution. Powers in the Environment Act 1995 (and amendments) provide for the serving of notices requiring such works to be undertaken by those responsible for the pollution or threat of pollution.

The EA is the competent authority in England and Wales for the implementation of certain aspects of EU legislation and subsequent amendments and those relevant to estuarine and coastal Waters include EC Directive relating to the control of Dangerous Substances discharged to water (76/46.4/EEC), the Bathing Waters Directive (76/160/EEC) relating to the quality of bathing waters, the Shellfish Waters Directive (79/923/EEC) relating to the quality of shellfish waters and the Urban

	Lowestoft Port Oil Spill Contingency Plan	June 2022 Version 2
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Wastewater Treatment Directive (91/271/EEC) relating to the quality of discharges of urban waste waters.

The EA has a general duty to monitor the extent of pollution in inland freshwaters, coastal waters and relevant territorial waters for the purposes of carrying out its water pollution control functions. The Agency also has a duty under Section 84 of the Water Resources Act 1991 to exercise its water pollution control powers in such manners as it ensures, so far as it is practicable by the exercise of those powers to do so, that the water quality objectives specified for any waters are achieved at all times.

This means that where a marine water has been designated under the Bathing Waters or Shellfish Waters Directive the Agency is under a duty to ensure that the water quality objectives established for those waters by the Directive via UK Regulations are achieved at all times as far as is practicable. A designated shellfish water will have water quality objectives for a set of determinants laid down in the Directive/Regulations which include hydrocarbons. The imperative values referred to in the Bathing Water and Shellfish Waters Directives are statutory water quality objectives for those waters designated under the Directive.

When oil or chemicals are floating or dispersed in the sea or estuarine waters they are considered to be water pollution. When stranded on intertidal zones and foreshores they become 'waste' and are subject to waste regulation legislation.

## **Waste Regulation**

The EA's powers in relation to Waste Regulation are set out principally in Part II of the Environmental Protection Act 1990 (as amended by the Environment Act 1995), the Environmental Permitting (England and Wales) Regulations 2010 and other more specific Statutory Instruments.

To summarise, these powers make it an offence to deposit or knowingly cause or knowingly permit controlled waste to be deposited, kept or treated except in accordance with an environmental permit. Environmental permits issued by the EA include a range of conditions which ensure the environment is protected through adequate standards for the design, construction and operation of any site where waste is deposited, stored or treated. This includes the management of any site by a technically competent person.

The legislation also provides for additional more stringent requirements to apply to the movement and ultimate disposal of certain wastes that have hazardous properties and therefore designated as 'hazardous wastes'.

Wastes arising from marine pollution incidents certainly fall within the definition of 'Controlled waste' and will need to be assessed on a case by case basis to decide if it is considered as hazardous wastes. The collection, temporary storage and subsequent disposal of the wastes arising from a marine pollution incident therefore potentially fall within the scope of this legislation.

Appropriate measures for the collection, handling and ultimate disposal of waste

	Lowestoft Port Oil Spill Contingency Plan	June 2022 Version 2
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from an incident which ensure that the on-shore environment is protected is essential. Contingency plans prepared for dealing with marine pollution incidents should reflect such measures.

The EA recognises the special provisions provided for in the Environmental Protection Act 1990 and The Hazardous Waste (England & Wales) Regulations 2005 and amendments to enable those responsible for the management of waste from oil spills in emergencies to do so, whilst taking all reasonable steps to minimise the risk of pollution to the environment or harm to human health. During such cases of emergency or grave danger, the Agency will act in a proportionate manner in accordance with DETR's guidance on Waste Management Policy and Proportionality as set out in Circular 11/94 on Waste Management Licensing. It will however still remain the duty of the Agency to ensure that appropriate measures are employed to protect the on shore environment. Such measures and the limits to such emergencies are set out in the EA's policy on the management of waste following marine pollution incidents.

## **ADLER AND ALLAN**

In the event of a Tier 2 spill, Adler and Allan have been contracted to immediately deploy their regional response package and support personnel. Upon receipt of the call a Duty Manager will call back to discuss the requirements of the response and deploy appropriate resources. Response vehicles are fitted with trackers and progress can be monitored. Their nearest response centres are located at

<b><u>Primary</u></b>	<b>Tunbridge Wells, Kent</b>	<b>3 Hours by road</b>
<b><u>Secondary</u></b>	<b>Doncaster</b>	<b>3.75 Hours by road</b>

Note that response times are for travel only. Total response times will also include an allowance for staff mobilisation as follows:

- +30mins in office hours
- +1hour out of office hours

## **SECRETARY of STATES REPRESENTATIVE (SOSREP)**

SOSREP is appointed by the Government to provide overall direction for all marine pollution incidents involving the salvage of ships that requires a national response. SOSREP has intervention powers to direct the salvage operation to ensure any response actions taken are in the public interest. If SOSREP takes control of the incident, all those involved (including the port authority) will act on his directions.

In the event of a shipping casualty requiring a salvage operation, the port will establish a local Salvage Control Unit (SCU), which may or may not be adopted by SOSREP. Should SOSREP set up a separate SCU and invite the port to participate, the port SCU will disband.

## 1.5 Risk Assessment Summary

CAUSE	ASSESSED RISKS	CREDIBLE SPILL QUANTITY TONNES
Collision	Medium	Less 10 tonnes Gas oil or IFO
Impact with Structure	Medium	Less 10 tonnes Gas oil or IFO
Oil Transfer Operations	Medium	Less 5 tonnes Gas oil
Bunkering Operations	Medium	Less 1 tonne gas oil
Sinking alongside (small vessel)	Medium	Less than 1 tonne gas oil or lube oils
Grounding (in Harbour)	Low	Less 10 tonnes Gas oil or IFO
Inflow from Offshore Spill (STS Tankers)	Low	Less than 10 tonnes any type of Oil - Crude to Diesel
Dry Dock Spillage inadvertently discharged into Harbour area.	Low	Less 1 tonne of various oil types
Miscellaneous, such as run-off from landside drains	Low	Less 1 tonne of various oil types or other pollutants

Assessed risks in the table above based on information taken from the Lowestoft Marnis Risk Assessments – combined risk score is from worst credible and most likely scenarios.

Likely pollution level as percentage of risk from all perceived scenarios as follows:-

<u>Level of Pollution</u>	<u>Worst credible</u>	<u>Most Likely</u>
Tier 3	2.5%	No risk
Tier 2	27.5%	No risk
Tier 1	37.5%	7.5%
No pollution	32.5%	92.5%

This demonstrates that although the combined risk factors for various marine incidents can result in low to medium impacts, the most likely scenarios assessed return a low percentage of risk of pollution – only 7.5% of incidents presenting risk of a Tier 1 event.

## 1.6 Environmental and Commercially Sensitive Area

Following consultation with the Environment Agency, MMO District Inspector of Fisheries and Natural England, the following brief description summarises environmental and commercially sensitive areas at Lowestoft.

Within the harbour limits there are no sites of special scientific interest, nature reserves, shellfish, beds, intakes for fish holding tanks or other types of fish farming.

There are two main areas where any resultant pollution may be difficult to clean up. These are the yacht marina in the outer harbour, and the upper region of the inner harbour, where there are a number of small boat yards and yacht marinas. It is important that these areas are boomed following a significant oil spill. Boom mooring points have been identified in plan 4.7.

A soak drain runs from Lake Lothing into Sprats Water and Marshes SSSI, which form part of the Broads cSAC. There is a swing valve on the seaward end. It may be possible for material to be swept up into the SSSI in surge tides or floods. As this site is important for the aquatic molluscan populations, care should be taken to ensure that there are no incidents affecting this drain. Mutford Lock must be kept closed to stop oil entering the Broads through Lake Lothing.

Immediately outside the harbour entrance to the south, are important tourist beaches, stretching along the coast for several miles. A brown shrimp fishery can take place outside the harbour, close to the beach to the North and South, as can a limited amount of sole trawling and also gill netting and drift netting for species such as herring, bass, mullet and sprat.

Continuing South from Lowestoft there are a series of internationally important wildlife sites stretching almost continually from Kessingland Southwards to Harwich. These include in order, Benacre to Easton Bavents Lagoons candidate Special Area of Conservation (cSAC) (8 miles) Benacre to Easton Bavents Special Protection Area (SPA) and Ramsar site, Minsmere to Walberswick Heaths and Marshes cSAC, SPA and Ramsar site, (20 miles).

To the North of the harbour entrance, stretching for the first 1000 metres, is a rocky breakwater. This then becomes a sea defence wall. Beyond the sea defence wall lays Gunton Warren and Corton Woods Local Nature Reserve (LNR). This includes the sand dunes to the South of Corton. To the North of this site lies Corton Cliffs SSSI. The coastline then extends as a series of sandy and shingle beaches and cliffs to the mouth of the River Yare at Great Yarmouth, the seaward entrance to the Norfolk Broads (7 miles). These beaches are important for the local tourist industry, whilst Breydon Water is an important bird reserve. Details of SSSI and nature reserves are to be found in Section 12.

### Outer Thames SPA

The Outer Thames Special Protected Area, (SPA) should be considered for any oil spill incident affecting the area to seaward of the Harbour entrance. Detail can be found at: <https://jncc.gov.uk/our-work/outer-thames-estuary-spa/>



### **Special Area for Conservation, (SAC), for Harbour Porpoise**

There is a special area of conservation for Harbour Porpoise which encompasses the waters of Lowestoft Harbour and adjacent sea area, (Southern North Sea). The following link will provide guidance for actions that may be required in the event of a pollution incident: <https://jncc.gov.uk/our-work/southern-north-sea-mpa/>

## **1.7 Classification of Oil Spills**

The level of response required is dependant on a number of factors; the quantity of oil spilled the type of oil and spill location and the proximity to available response resources.

The internationally recognised three tier oil spill classification system is as follows:-

<b>TIER ONE</b>	Small operational spills. A spill that can be dealt with immediately utilising local resources, without assistance from other areas.
<b>TIER TWO</b>	Medium sized spills. A spill that requires regional assistance from other areas and may involve assistance by local government.
<b>TIER THREE</b>	Large spills. Beyond the capability of local and regional services. A spill that requires national assistance through the implementation of the national contingency plan.

Each spill will be evaluated and then classified by the Harbour Master or his Deputy following the reporting of an incident.

The EA and MMO are automatically notified in the event of an oil pollution incident. The following agencies must also be contacted if the incident is likely to affect food production: Inshore Fisheries Conservation Authority (IFCA) East, and the Foods Standards Agency.

The port has an immediate capacity, using marine spill absorbents and containment booms for at least 200 litres of light oil.

## **1.8 Disposal of Waste**

This will be done using identified temporary and permanent storage areas for oily waste.

Suitable contractors are identified in the port's Waste Management Plan, and the Oil Spill Contingency Plan.

Natural England should be consulted over proposals to dispose of or store oily waste material to ensure that nature conservation sites are not affected.

The Environment Agency would regulate storage and movement of collected oil arising from a marine oil spill incident, as the government's competent body for waste regulatory issues. This would be in addition to any advice that the Agency could provide.

Temporary sites for the storage of pollution or waste oil have been identified by Suffolk County Council and are listed in the SRF Marine Pollution Plan.

## 1.9 Plan Revision

The plan will be reviewed annually.

A revision record will be included in the plan.

All revisions will be submitted to the MCA for approval.

A full review will be conducted every five years – this will be submitted to the MMO for consultation and the MCA for approval.

## 2.1 Training Policy

The Oil Spill Response Team and back-up members will be trained in the use of equipment and procedures for Tier 1-oil spills.

ABP Lowestoft will maintain staff training to a level in line with the ABP Training Policy. This specifies the following training requirements locally to ensure there is a minimum of 1 x 4P and 1 x 2P trained staff members available at all times:-

Harbour Master	4P Training Essential
Marine Manager	4P Training Essential
AHM	4P Training Essential
Pilot	2P Training Essential
Coxswain	2P Training Essential
Deck Hand	2P Training Desirable
GPMO/Marine Ops	2P Training Desirable

To provide additional resilience, should it be required additional responders could be requested from other East Anglian Ports

Training records will be maintained on an Exercise and Training spreadsheet. This will include details of type of training and names of personnel involved.

Refresher training will be undertaken as required

## 2.2 Exercise Policy

Exercises will be held, with the Environment Agency, Suffolk County Council and Tier 2 Emergency Contractors.

Emergency services and port users may be invited to participate in specific exercises.

<b>Exercise Type</b>	<b>Frequency</b>
Notification Exercise	Twice per Year
Tier 1 Equipment mobilisation exercise	Twice per Year
Table-top Exercise (may incorporate Mobilisation and deployment of local Response equipment)	Once per-year
Incident Management Exercise (will Incorporate mobilisation and deployment Of resources up to Tier 2 level)	Once every 3 years

### **Post Exercise and Incident Reports**

The Counter Pollution & Salvage Officer receives post exercise and incident reports.

Annual reports are to be forwarded to the MCA CPSO.

### **3.1 INCIDENT RESPONSE ORGANISATION**

The Divisional Harbour Master (or his nominated Deputy) has overall responsibility for the conduct of spill response operations within the port. During an Oil Spill Response, the On-Duty Harbour Master will be supported by an Oil Spill Response Team (ABP Staff) and if required the Shoreline Response Centre (SRC).

The Oil Spill Response Team will mobilise from the Bridge Control Building. It will comprise Pilot Boat Crew and plus any available Marine Operatives.

Depending on the circumstances of the incident, the SRC may be convened. The number of organisations and authorities on the SRC will depend on the classification of oil spill (see table Incident Response Organisation). The Shoreline Response Centre (if convened at the port) will operate from the conference room North Quay Terminal Office.

### **3.2 TIER 2 – COVERAGE**

Adler and Allan will provide group-wide cover to Associated British Ports, to meet the port's obligation to provide a Tier 2 oil spill response capability, as may be required by The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998.

In the event of a spill, the Adler and Allan duty manager will assess the likely resources required, initiate a response team and equipment package and send them to the agreed rendezvous location. This response package will deliver equipment and personnel when requested to the affected area, within the guide time limit set by the M.C.A.

Adler and Allan will provide training to port personnel in the use of equipment and recovery techniques. They will also provide equipment and personnel for oil spill exercises.

### **3.3 ABP East Anglia CO-OPERATION**

The three ABP East Anglia ports agree to co-operate on all matters pertaining to Oil Pollution response: - see attached letter below from Port Manager: -

9<sup>th</sup> December 2019

**ASSOCIATED BRITISH PORTS - EAST ANGLIA**  
**OIL SPILL RESPONSE**

Associated British Ports, East Anglian Ports of Ipswich, Lowestoft and Kings Lynn are managed as a region. This results in team sharing resources, personnel and administrative functions. Whilst each location has suitably trained personnel and equipment for oil spills that may occur within each port, the three ports work jointly to co-ordinate training, exercises, incident response and the provision of equipment required for oil spill incidents.

It is believed that by adopting this regional approach, skills, knowledge and availability of equipment are enhanced.

Yours sincerely

Paul Ager  
Divisional Port Manager  
ABP East Anglia

Associated British Ports constituted under the Transport Act 1981. Reference No ZC000195



**ABP** | **KEEPING BRITAIN TRADING**

- Ayr
- Barrow
- Barry
- Cardiff
- Fleetwood
- Garston
- Goole
- Grimsby
- Hull
- Harms Hall
- Immingham
- Ipswich
- King's Lynn
- Lowestoft
- Newport
- Plymouth
- Port Talbot
- Silloth
- Southampton
- Swansea
- Teignmouth
- Troon

### 3.4

<b>OIL SPILL RESPONSE TEAM LOWESTOFT</b>
<b>Duty Harbour Master and/or Marine Manager</b>
<b>Duty LPS Operator</b>
<b>Pilot Boat Crew</b>
<b>Marine Operatives</b>

### 3.5

<b>OIL SPILL MANAGEMENT TEAM</b>	<b>SUPPORT TEAM</b>
<b>Duty Harbour Master</b>	<b>Port Manager</b>
<b>Marine Manager</b>	<b>Operations Manager</b>
<b>Suffolk County Council Joint Emergency Planning Unit</b>	<b>ABP Safety Officer</b>
<b>Environment Agency</b>	<b>Suffolk Fire Service</b>
<b>Vessel Owner/Operator</b>	<b>Suffolk Police</b>
<b>MCA (if appropriate)</b>	<b>Ambulance Service</b>
<b>Salvor (if appropriate)</b>	<b>East Suffolk Council</b>
<b>Adler and Allan</b>	<b>MMO</b>
	<b>Natural England</b>

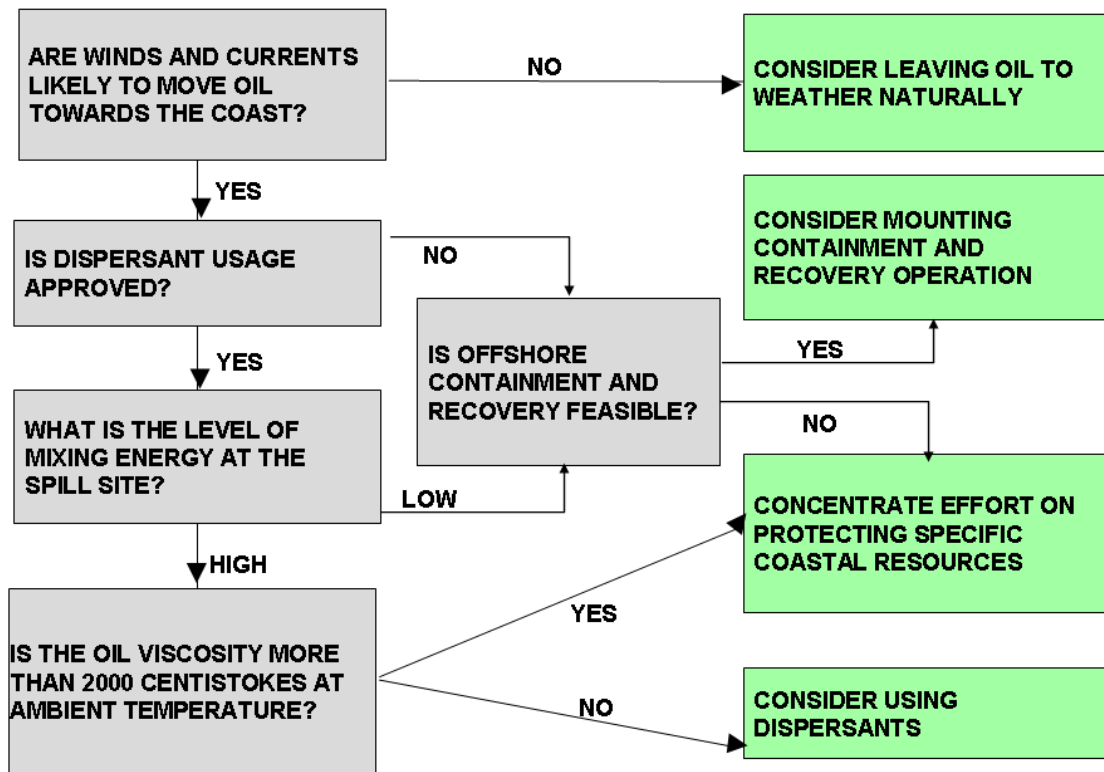
The oil spill response team will initially coordinate operations from the Bridge Control building. The Duty Harbour Master will decide whether or not to set up an Oil Spill Management Team, which will operate from the Conference Room, Terminal Office if circumstances dictate, or an alternative location such as, SSE or Scottish Power offices for incidents within the Outer Harbour.

Emergency services are to be mobilised in accordance with the Port of Lowestoft Major Incident Plan.

## 4.1 Oil Spill Response Strategies

1. If there is risk of fire, explosives or toxic effect, call out the Emergency Services and suspend all activity in the affected area, until the appropriate authorities give clearance. (See Port of Lowestoft Major Incident Plan).
2. Ascertain source/party responsible for the pollution.
3. **STOP/CONTAIN** source of supply using all resource available. Advise polluter (if known) of their responsibility for the clean up operation, including their liability for costs.
4. Assess whether incident requires a Tier 1, Tier 2 or Tier 3 response.
5. Inform MCA of events including copy of interim report POLREP.
6. Inform Tier 2 Contractor Adler and Allan (even if not needed it is best to inform).
7. Appraise the Environment Agency of events, and whether additional support (exceeding the port's Tier 1 capability), is required – copy of POLREP
8. Advise Port Manager, if available, of action to be taken.
9. Inform Suffolk County Council JEPU of events - copy of POLREP.
10. Inform Natural England - copy of POLREP
11. If deemed necessary samples of pollutant to be taken using correct techniques (Section 7).
12. If required, Suffolk County Council Emergency Planning Unit can help manage communications with other agencies.
13. In the event of a Tier 2 or Tier 3 incident or the declaration of a 'Major Incident', the JEPU Duty Officer is able to initiate a multi-agency teleconference and enact the 'Suffolk Communications Plan'.
14. Dispersants must only be used if in accordance with the instructions contained in the MMO 'Standing Approval' document – see sections 4.4 to 4.6.
15. If dispersant is used then the local MMO Fisheries Inspector must be informed. This must be followed with a written report (Section 5).
16. The waste recovered from an oil spill must be disposed of via a licensed waste disposal contractor (Section 10).
17. Contact with media via Port Manager and Media Holding Statement. (Section 8)

## OIL SPILL RESPONSE DECISION GUIDE





## 4.2 INCIDENT RESPONSE ORGANISATION

### TIER 1

ORGANISATION	TELEPHONE	EMAIL	ACTION
ABP Harbour Master	Mike Dunn 07843 977688	<a href="mailto:Mike.dunn@abports.co.uk">Mike.dunn@abports.co.uk</a>	NOTIFY BY PHONE - RESPONSE PLAN
ABP Duty Harbour Master or Marine Manager	Harvey Darkins 07850500416 Gary Horton 07771605520	<a href="mailto:harvey.darkins@abports.co.uk">harvey.darkins@abports.co.uk</a> <a href="mailto:ghorton@abports.co.uk">ghorton@abports.co.uk</a>	NOTIFY BY PHONE - RESPONSE PLAN
Coastguard	01262 672317	<a href="mailto:Zone10@hmcg.gov.uk">Zone10@hmcg.gov.uk</a>	Email POLREP
Environment Agency	0800 807060	<a href="mailto:ics@environment-agency.gov.uk">ics@environment-agency.gov.uk</a>	Email POLREP Notify by Phone
Natural England	0300 0601200 (24 Hrs)	<a href="mailto:marineincident@naturalengland.org.uk">marineincident@naturalengland.org.uk</a>	Email POLREP Notify by Phone
MMO	0300 2002024 07770 977825 (24hrs)	<a href="mailto:dispersants@marinemanagement.org.uk">dispersants@marinemanagement.org.uk</a>	Notify before dispersants used
Defra Duty Office	0345 051 8486 (24hr)		For use during an incident if no answer from MMO
Suffolk - Joint Emergency Planning Unit	01473 265376	<a href="mailto:emergency.planning@suffolk.gov.uk">emergency.planning@suffolk.gov.uk</a>	Email POLREP Notify by Phone
Adler & Allan Tier 2 Contractors	0800 592 827	<a href="mailto:nationaloperations@adlerandallan.co.uk">nationaloperations@adlerandallan.co.uk</a> <a href="mailto:dutymanagers@adlerandallan.co.uk">dutymanagers@adlerandallan.co.uk</a>	Notify by phone if deemed appropriate
Norse Control Centre	0800 440 2516 (option 2) – ask for Lowestoft Duty Officer	<b>Environmental Protection:</b> <a href="mailto:ep@eastsuffolk.gov.uk">ep@eastsuffolk.gov.uk</a> <b>Coastal Partnership East:</b> <a href="mailto:CoastalManagement@eastsuffolk.gov.uk">CoastalManagement@eastsuffolk.gov.uk</a>	Should immediate waste disposal be needed
Fire & Rescue Service	999 01480 444621		Contact as per MIP
Police	999 01473 613500		Contact as per MIP

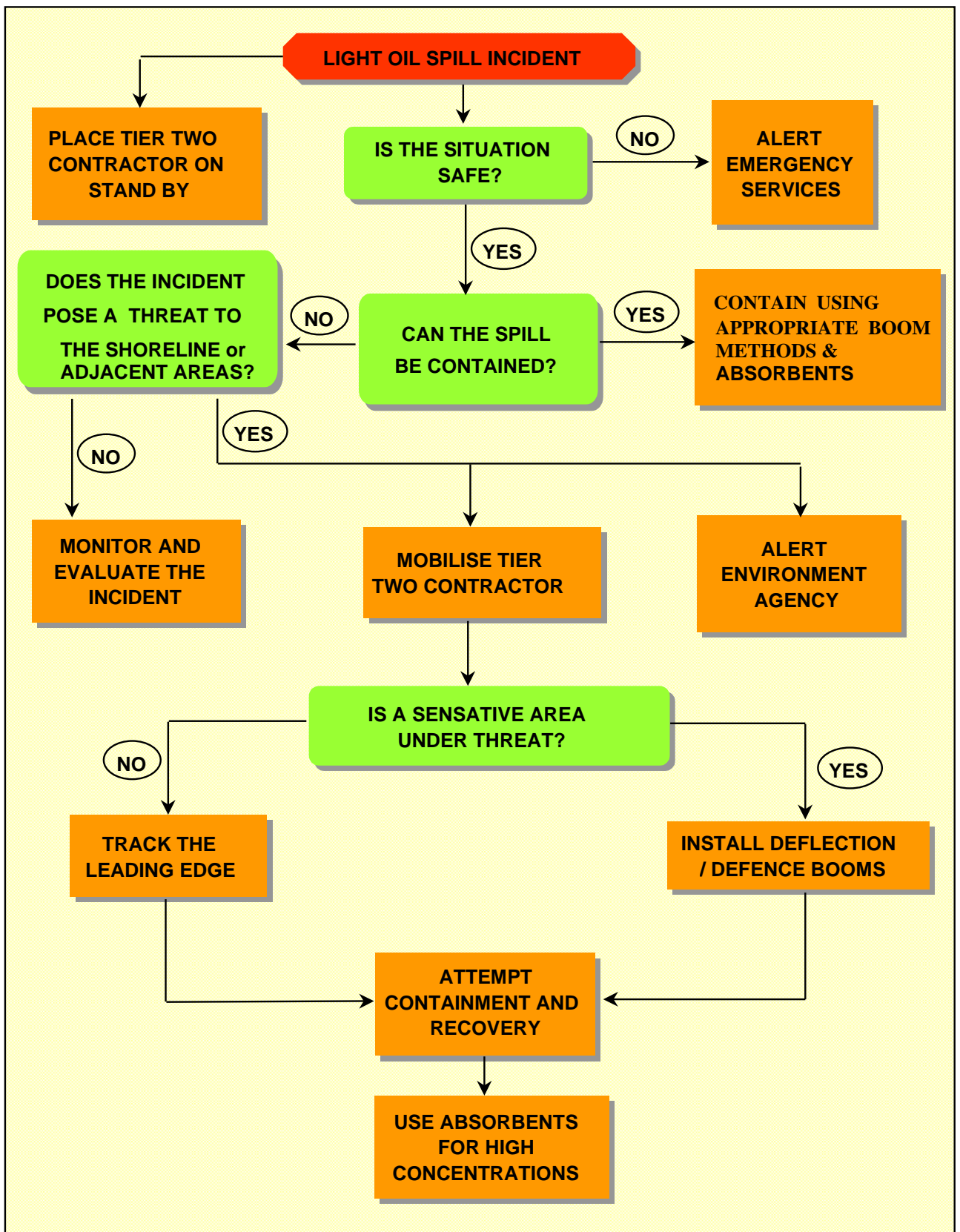
## TIER 2

ORGANISATION	TELEPHONE	EMAIL	ACTION
Adler & Allan Tier 2 Contractors	0800 592 827	<a href="mailto:nationaloperations@adlerandallan.co.uk">nationaloperations@adlerandallan.co.uk</a> <a href="mailto:dutymanagers@adlerandallan.co.uk">dutymanagers@adlerandallan.co.uk</a>	FAX POLREP NOTIFY BY PHONE
ABP Harbour Master	Mike Dunn 07843 977688	<a href="mailto:Mike.dunn@abports.co.uk">Mike.dunn@abports.co.uk</a>	NOTIFY BY PHONE - RESPONSE PLAN
ABP Duty Harbour Master or Marine Manager	Harvey Darkins 07850500416 Gary Horton 07771605520	<a href="mailto:harvey.darkins@abports.co.uk">harvey.darkins@abports.co.uk</a> <a href="mailto:ghorton@abports.co.uk">ghorton@abports.co.uk</a>	NOTIFY BY PHONE - RESPONSE PLAN
Coastguard	01262 672317	<a href="mailto:Zone10@hmcg.gov.uk">Zone10@hmcg.gov.uk</a>	Email POLREP
Environment Agency	0800 807060	<a href="mailto:ics@environment-agency.gov.uk">ics@environment-agency.gov.uk</a>	Email POLREP Notify by Phone
Natural England	0300 0601200 (24 Hrs)	<a href="mailto:marineincident@naturalengland.org.uk">marineincident@naturalengland.org.uk</a>	Email POLREP Notify by Phone
MMO	0300 2002024 07770 977825 (24hrs)	<a href="mailto:dispersants@marinemanagement.org.uk">dispersants@marinemanagement.org.uk</a>	Notify before dispersants used
Defra Duty Office	0345 051 8486 (24hr)		For use during an incident if no answer from MMO
Suffolk - Joint Emergency Planning Unit	01473 265376	<a href="mailto:emergency.planning@suffolk.gov.uk">emergency.planning@suffolk.gov.uk</a>	Email POLREP Notify by Phone
Norse Control Centre	03450 402020	<a href="mailto:waveney.info@ncsgrp.co.uk">waveney.info@ncsgrp.co.uk</a>	Should immediate waste disposal be needed.
Fire & Rescue Service	999 01480 444621		Contact as per MIP
Police	999 01473 613500		Contact as per MIP
M.C.A. Counter Pollution & Response Salvage Officer	01262 672317 01255 682101		Contacted by SCC Emergency Planning
East Suffolk Council Environmental Protection		<a href="mailto:ep@eastsoffolk.co.uk">ep@eastsoffolk.co.uk</a>	
Coastal Partnership East (CPE)		<a href="mailto:coastalmanagement@eastsoffolk.gov.uk">coastalmanagement@eastsoffolk.gov.uk</a>	

### TIER 3

ORGANISATION	TELEPHONE	EMAIL	ACTION
Adler & Allan Tier 2 Contractors	0800 592 827	<a href="mailto:nationaloperations@adlerandallan.co.uk">nationaloperations@adlerandallan.co.uk</a> <a href="mailto:dutymanagers@adlerandallan.co.uk">dutymanagers@adlerandallan.co.uk</a>	FAX POLREP NOTIFY BY PHONE
ABP Harbour Master	Mike Dunn 07843 977688	<a href="mailto:Mike.dunn@abports.co.uk">Mike.dunn@abports.co.uk</a>	NOTIFY BY PHONE - RESPONSE PLAN
ABP Duty Harbour Master or Marine Manager	Harvey Darkins 07850500416 Gary Horton 07771605520	<a href="mailto:harvey.darkins@abports.co.uk">harvey.darkins@abports.co.uk</a> <a href="mailto:ghorton@abports.co.uk">ghorton@abports.co.uk</a>	NOTIFY BY PHONE - RESPONSE PLAN
Coastguard	01262 672317	<a href="mailto:Zone10@hmcg.gov.uk">Zone10@hmcg.gov.uk</a>	Email POLREP
Environment Agency	0800 807060	<a href="mailto:ics@environment-agency.gov.uk">ics@environment-agency.gov.uk</a>	Email POLREP Notify by Phone
Natural England	0300 0601200 (24 Hrs)	<a href="mailto:marineincident@naturalengland.org.uk">marineincident@naturalengland.org.uk</a>	Email POLREP Notify by Phone
MMO	0300 2002024 07770 977825 (24hrs)	<a href="mailto:dispersants@marinemanagement.org.uk">dispersants@marinemanagement.org.uk</a>	Notify before dispersants used
Defra Duty Office	0345 051 8486 (24hr)		For use during an incident if no answer from MMO
Suffolk - Joint Emergency Planning Unit	01473 265376	<a href="mailto:emergency.planning@suffolk.gov.uk">emergency.planning@suffolk.gov.uk</a>	Email POLREP Notify by Phone
Norse Control Centre	03450 402020	<a href="mailto:waveney.info@ncsgrp.co.uk">waveney.info@ncsgrp.co.uk</a>	Should immediate waste disposal be needed.
Fire & Rescue Service	999 01480 444621		Contact as per MIP
Police	999 01473 613500		Contact as per MIP
M.C.A. Counter Pollution & Response Salvage Officer	01262 672317 01255 682101		Contacted by SCC Emergency Planning
East Suffolk Council Environmental Protection		<a href="mailto:ep@eastsoffolk.co.uk">ep@eastsoffolk.co.uk</a>	
Coastal Partnership East (CPE)		<a href="mailto:coastalmanagement@eastsoffolk.gov.uk">coastalmanagement@eastsoffolk.gov.uk</a>	

### 4.3 Light Oil Response Guidelines



## 4.4 DISPERSANT - NOTES ON USE

Dispersants must be a type approved by the MMO. Lowestoft no longer keeps a stock of dispersant but will obtain locally if required. Any product used must be listed on the government approved product list @

<https://www.gov.uk/government/publications/approved-oil-spill-treatment-products/approved-oil-spill-treatment-products>

If stored locally, dispersants must be retested for efficiency every five years, unless they remain sealed in their original packaging, when the initial test will be at ten years and then five yearly intervals.

Dispersants must **not** be used to treat spills of DIESEL, GAS OIL, or similar LIGHT OIL types, which normally disperse readily by evaporation

Dispersants will not have an effect on HEAVY OILS, which have a viscosity beyond the maximum specified by the manufacturers of the dispersant

The effect of a dispersant is reduced when a spill has been untreated over a period of time, as the oil weathers

If dispersants are used in the above cases, they may cause **MORE ENVIRONMENTAL HARM THAN THEY PREVENT**

Dispersants may only be used with the authorization by:

**Harbour Master** - holding standing approval with the harbour waters (notification to MMO still required).

**MMO** - when outside the area of standing approval held by Harbour Master

The Marine Licensing (Exempted Activities) Order 2011 requires MMO approval for the use of substances to treat oil on the surface of the sea or under the surface of the sea in English or Welsh waters. However, approval is not needed under this order for the use of equipment to control, contain or recover oil. MMO approval is required for the use of any items like loose absorbent fibres, granules, chips, moss, sawdust or chemicals which would be classified as substances rather than equipment if there is a possibility of these substances entering the marine environment.

The local MMO Fisheries Inspector's Office must be informed when dispersants are used, followed by a written report.

## 4.5 CIRCUMSTANCES WHEN DISPERSANTS CAN BE USED

1. When the threat posed by the oil will not abate, as a result of evaporation or dispersion through weather effects, wave and tidal action or hose/propeller wash agitation

2. When mechanical recovery is not practicable
3. When the oil is of a type and in a condition amenable to chemical dispersal
4. When the dispersion of oil into the water column is justified on environmental benefit.

## **4.6**

### **STANDING APPROVAL FOR USE OF DISPERSANTS FOR OIL POLLUTION TREATMENT IN THE HARBOUR WATERS CONTROLLED BY ASSOCIATED BRITISH PORTS, LOWESTOFT.**

Text below from Standing Approval Letter held by the MMO



Mr Gary Horton  
Marine Manager/Pilot  
ABP Bridge Control Building  
Station Square  
Lowestoft  
NR32 1BA

Date: 8<sup>th</sup> July 2021

Dear Mr Horton,

**Article 15 of the Marine Licensing (Exempted Activities) Order 2011**

**Standing Approval for Use of Dispersants for Oil Pollution Treatment in the Lowestoft Harbour Waters Controlled By Associated British Ports**

On behalf of the Marine Management Organisation (MMO) I am writing to confirm that the MMO has agreed **TO APPROVE** the use by:

**Associated British Ports, Lowestoft**

In its response to an oil spill in:

**The waters controlled by Associated British Ports at Lowestoft as Statutory Authority (including wet docks and the yacht basin) contained within a line drawn between the North and South Pier Heads and the lock gates at Mutford (“the relevant waters”).**

Of a maximum quantity of:

**227 Litres (50 Gallons) of approved oil dispersant –**

Without prior approval from the MMO in accordance with the procedures outlined in the “**Associated British Ports – Lowestoft Oil Spill Contingency Plan 2021**”.

This Standing Approval shall be subject to the terms and conditions outlined in the attached schedule. **A failure to comply with these terms and conditions will constitute an offence** under the Marine and Coastal Access Act 2009, on which basis a prosecution may be brought.



It shall have effect from 08<sup>th</sup> July 2021 and shall remain in force for a period of 5 years **unless specifically revoked.**

It shall replace the standing approval sent to ABP Lowestoft on 22<sup>nd</sup> April

2016.

*C. Williams*

Mr C Williams  
Marine Pollution Response Manager  
Marine Management Organisation  
Lancaster House  
Newcastle upon Tyne  
NE4 7YH



## SCHEDULE OF TERMS AND CONDITIONS

### Application of the Standing Approval to the relevant waters

The deposit of approved dispersants is permitted only within relevant waters. The deposit of oil treatment products other than dispersants **is not covered by this Standing Approval.**

Any use of dispersants (approved or otherwise) outside the relevant waters **is not covered by this standing approval.** Such use is permitted only where prior agreement is obtained from MMO that chemical treatment of oil outside the relevant waters is appropriate.

### Treatments operations excluded from the scope of this Standing Approval

1. Dispersants (approved or otherwise) must not be used to treat spills of diesel, gas oil, or other light oil types which normally disperse readily by evaporation.
2. Dispersants (approved or otherwise) must not be used to treat spills of heavy oils which have a viscosity beyond the maximum specified by the manufacturers of the dispersants.
3. Dispersants (approved or otherwise) must not be used to treat oil on any saltmarsh or mudflat areas within the relevant waters. Advice on handling oil spill impact in such habitats should be sought from Natural England in the first instance.

MMO approval **must be obtained** before any dispersants are applied to any such oil type or in any such sensitive areas.

### Further conditions under which this standing Approval is granted

1. When it is proposed to respond to an oil spill by using dispersants, a telephone call must be made to inform MMO as soon as possible (regardless of hour of day) of either the nature of the spill and the intended treatment or that a fax or email containing such information has been sent.
2. A report (as described in Annex F of the MMO's Marine Pollution Contingency Plan) must be made in writing to MMO HQ on any use of dispersant within 72 hours of the discovery of the oil spill.
3. Only products approved by the MMO at time of manufacture may be used under the terms of this Standing Approval. Furthermore, any deposits which were manufactured more than 5 years previous to use, must have been retested for efficacy as specified in paragraph I.21 of Appendix I of the Maritime and Coastguard Agency booklet

“Contingency planning for Marine Pollution Preparedness and Response: Guidelines for Ports”.

4. MMO may withdraw this Standing Approval without redress at any time, but will provide an explanation for such action.
5. **ABP Lowestoft** must take full responsibility for the actions of others who are delegated by it to undertake oil treatment within the terms of this Standing Approval.

### Exemptions

1. The use of oil treatment products outside the terms of this standing approval is not normally allowed without specific agreement from MMO. However, under exceptional *force majeure* circumstances, where there is, for example, an immediate threat to human health or the safety of a vessel or wharf, such products may be used without obtaining MMO’s agreement in advance. In any such case, details of the incident should be notified to MMO as soon as possible.
2. Formal MMO agreement is required for any use of oil treatment products, including dispersants, in an area of sea of a depth of less than 20 meters, or within one mile of such an area or under the surface of the sea anywhere in English and Welsh waters where not covered by this standing approval. MMO’s agreement is not formally required for use of such products to treat oil on the surface of the sea more than one nautical mile from the 20 meter contour as long as the products were approved by MMO at time of manufacture, and have been retested for efficacy if required by the terms of paragraph I.21 of Appendix I of the Maritime and Coastguard Agency booklet “Contingency planning for Marine Pollution Preparedness and Response: Guidelines for Ports”. However, MMO and Natural England would nonetheless wish to be consulted about any proposed use of products in such deeper waters so that fisheries and environmental sensitivities can be fully taken into account.
3. Article 15 of the Marine Licensing (Exempted Activities) Order 2009 only requires MMO approval for the use of **substances** to treat oil on the surface of the sea. This means that approval is not needed for the use of equipment to control, contain or recover oil. You do not need to approach us before using items of equipment like recoverable absorbent booms and absorbent cushions. However, items like chemicals or loose absorbent granules which would be classified as substances rather than equipment are covered by the Order and their use does therefore require MMO specific approval where not approved by this Standing Approval.

## 4.7

### **BOOMING PLAN**

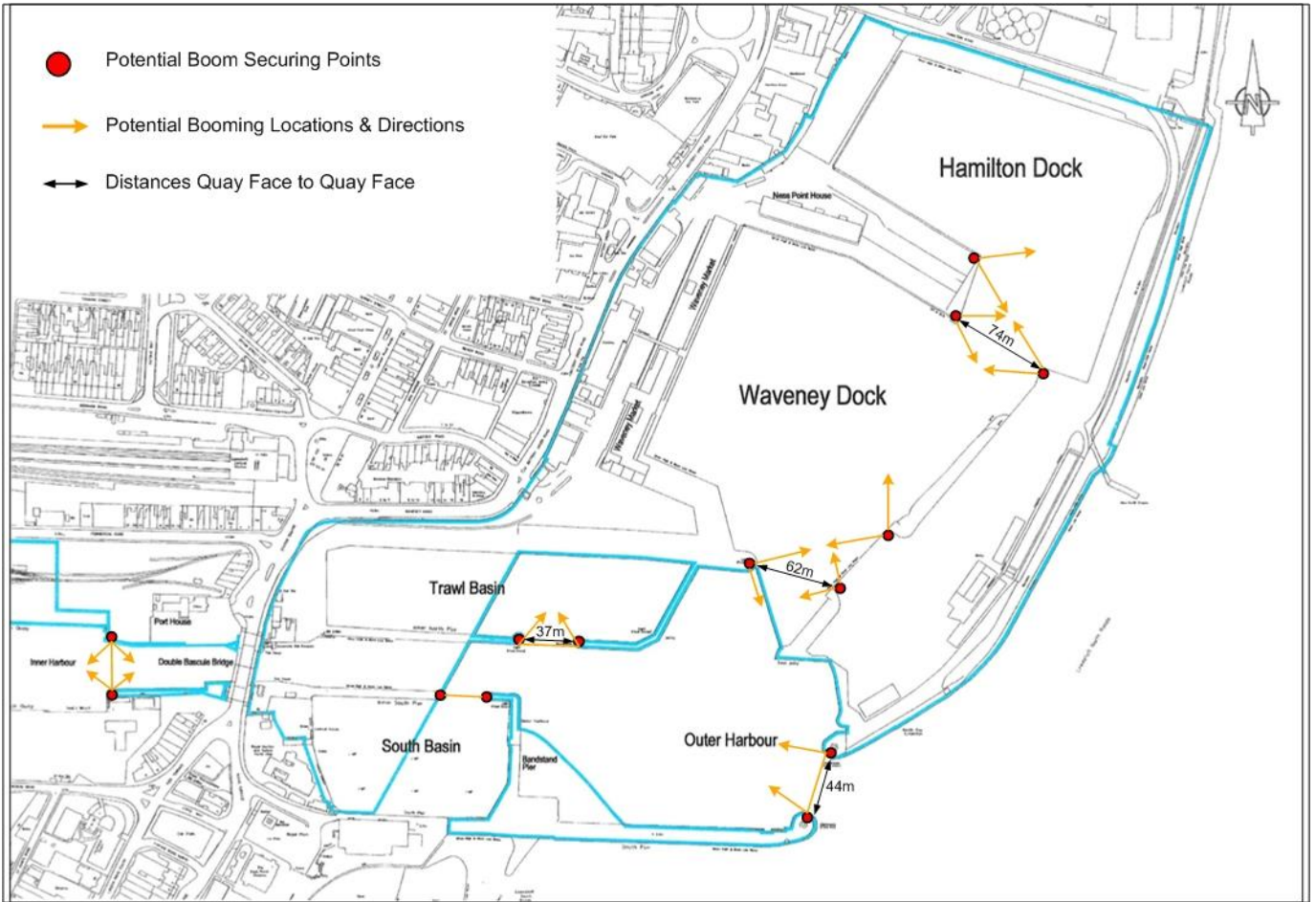
As a major defence of environmentally and commercially sensitive areas, the quick installation of a boom in the path of an oil spill, will restrain the movement of the oil, and in selected areas serve as a collection point for mechanical recovery methods.

Authorisation has been obtained from the following companies to deploy a boom from their properties:

#### **BROOKE BUSINESS & INDUSTRIAL PARK (UPPER INNER HARBOUR)**

The Booming plans below show the areas in which securing points may be found and the intended direction of booming.

# OUTER HARBOUR

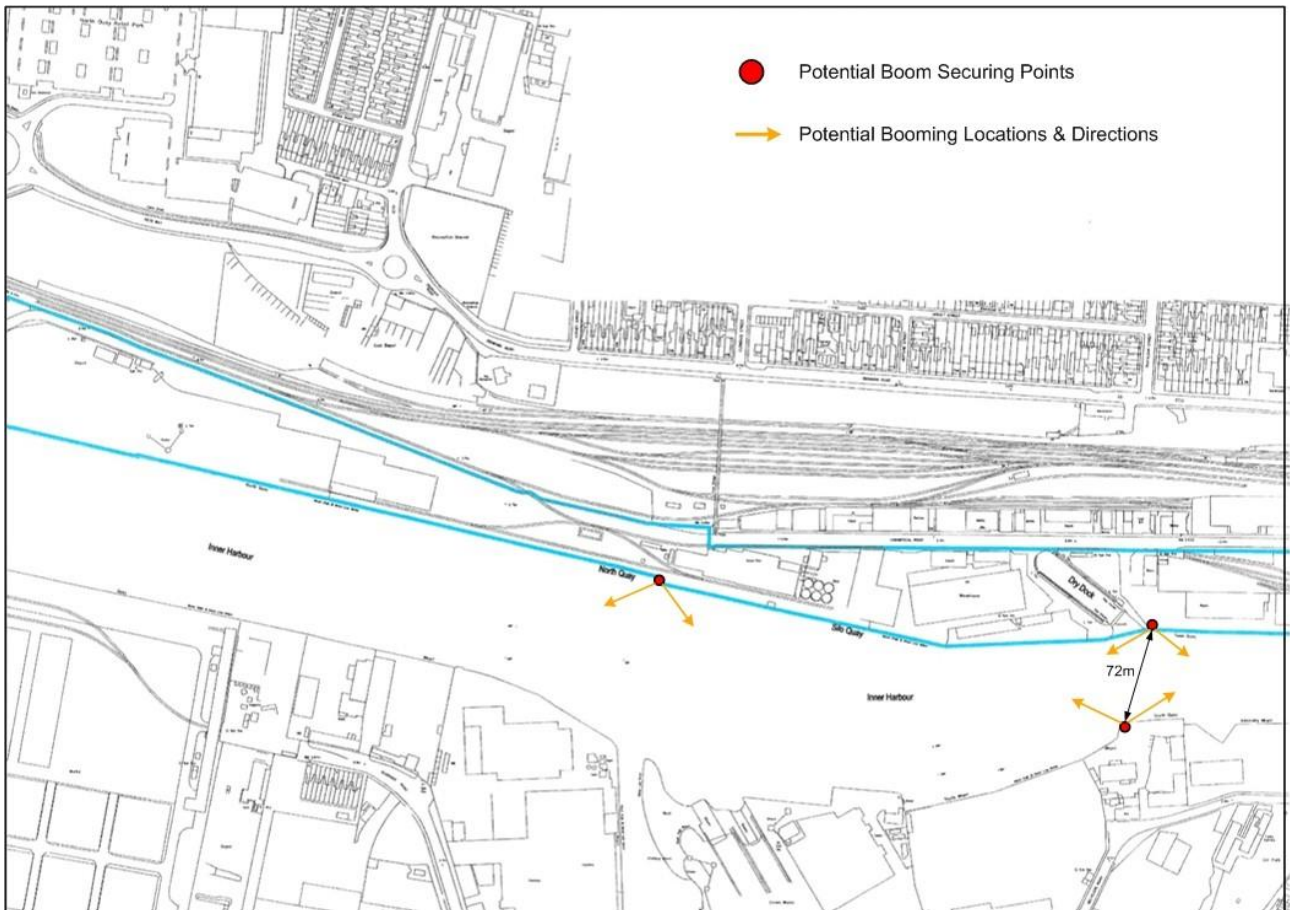


**OUTER HARBOUR – BOOMING PLAN**

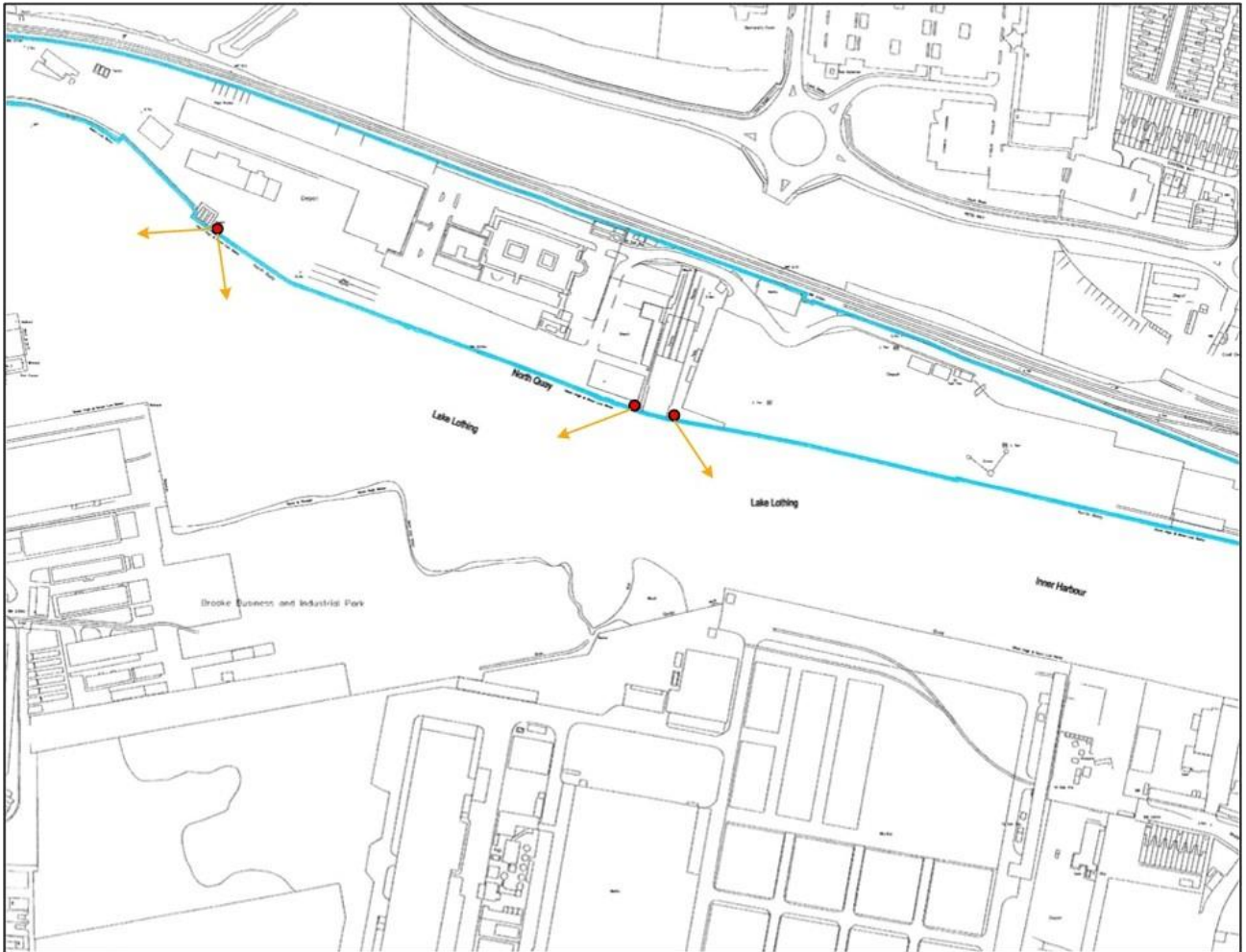
<u>LOCATION</u>	<u>POSITION OF SECURING POINT</u>	<u>MIN BOOM LENGTH</u>
Yacht Basin	Bridge Channel East and West of Entrance	40m
Trawl Dock	Bridge Channel East and West of Entrance	80m
Hamilton Peninsular	North and South side of Hamilton Quay	150m
Hamilton Dock	South side Hamilton Quay, West side Fabrication Yard	100m
Waveney Dock	No. 1 Waveney Dock, South side Loadout Fabrication Yard	110m
Oil entering from the seaward side	North Pier South Pier	110m

## INNER HARBOUR

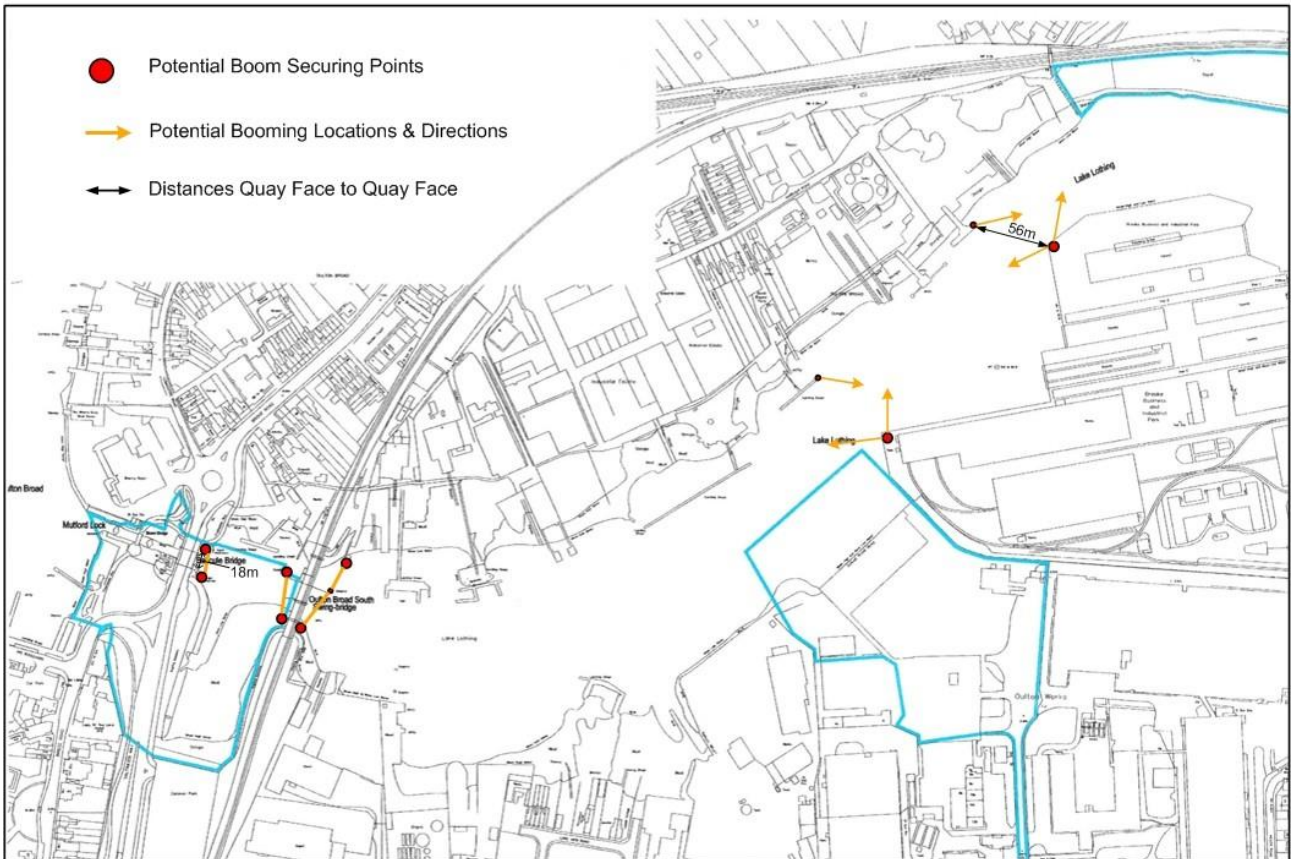
<u>LOCATION</u>	<u>POSITION OF SECURING POINT</u>	<u>MIN. BOOM LENGTH</u>
West side Bridge Channel	North East corner Bridge Channel, steps South side	80m
Upper Harbour	Harbour Road Jetty, Brookes North West corner	80m
Mutford Lock	Waiting Pontoon to Freshwater Way	40m
Oulton Rail Bridge	Walkways and fendering under bridge	80m
Silo, North & Town Quays	Numerous bollards around vessels	150m



**INNER HARBOUR EAST – BOOMING PLAN**



**INNER HARBOUR MID – BOOMING PLAN**



**INNER HARBOUR WEST – BOOMING PLAN**

## **5.1 Reporting Procedures**

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

The extent of notification of external organisations and authorities will be determined by the initial classification of the incident. Responsibility for external notification and completion of the POLREP (CG 77) rests with the Harbour Master or his Deputy.

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

### **PREVENTION OF OIL POLLUTION ACTS: 1971 & 1986**

#### **MERCHANT SHIPPING ACT 1995**

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

## 5.2 Communications Plan

CONTACT	METHOD	REMARKS
Port Control	VHF 14.11, Telephone, Email Verbal	Initial report of spill and start POLREP.
Dock Security	VHF 14.11, Telephone	Will confirm report
Harbour Master or Deputy	VHF 14.11, Telephone	Will analyse POLREP and implement plans.
Adler & Allan Ltd	Email Telephone	To initiate request for assistance. POLREP sent.
Coastguard	Telephone, Email	POLREP to <a href="mailto:zone10@hmcg.gov.uk">zone10@hmcg.gov.uk</a>
Suffolk County Council JEPU	Telephone, Email	POLREP
ABP, Corporate Communications Dept	Telephone, Email	For media statements.
Environment Agency	Telephone, Email	POLREP.
Natural England	Telephone	Details of spill if likely to effect sensitive areas. If spill is likely to affect local wildlife sensitivities.
Marine Management Organisation	Telephone, Email	Details of dispersant used. Request authority to use dispersant if not covered by standing approval.
RSPB RSPCA	Telephone	Natural England will advise on nature conservation response.
ABP Sustainable Development Team	Telephone, Email	
Emergency Services	Telephone	Request for assistance as per type of incident.
Waste Oil Contractors	Telephone	As requested for waste storage and removal.
East Suffolk Council	Telephone	Details of spill.



## 5.3 Instructions for completing form CG77 (POLREP)

### PART 1 – INFORMATION WHICH SHOULD BE PROVIDED IN AN INITIAL REPORT

#### CG77 POLREP

- A. CLASSIFICATION of report – (i) Doubtful, (ii) Probable , (iii) Confirmed.
- B. DATE and TIME pollution observed/reported, and identity of observer/reporter
- C. POSITION (**Always** by **LATITUDE & LONGITUDE**) and EXTENT of pollution. If possible, also state range and bearing from a prominent landmark or Decca position and estimated amount of pollution (e.g. size of polluted area, number of tonnes of oil spilled or number of containers, drums etc. lost). When appropriate, give position of observer relative to the pollution.
- D. TIDE, WIND speed and direction.
- E. Weather conditions and SEA state.
- F. CHARACTERISTICS of pollution. Give type of pollution eg. Oil (crude or otherwise), packaged or bulk chemicals, or garbage. For chemicals give proper name or United Nations Number if known. For all, give also appearance, e.g. liquid, floating, solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discoloration of sea, visible vapours etc. should be given.
- G. SOURCE and CAUSE of pollution e.g. from vessel or other undertaking. If from vessel, say whether as a result of apparently deliberate discharge or a casualty. If the latter, give a brief description. Where possible give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination.
- H. Details of VESSELS IN THE AREA. To be given if polluter cannot be identified and the spill is considered to be of recent origin.
- I. NOT USED
- J. Whether PHOTOGRAPHS have been taken and/or SAMPLES for analysis.
- K. REMEDIAL ACTION taken or intended to deal with the spillage
- L. FORECAST of likely pollution (e.g. arrival on beach), with estimated timing.
- M. NAMES of those informed other than the addressee
- N. Any OTHER relevant information (e.g. names of other witnesses, references to other instances of pollution pointing to source).

## Oil Pollution Report Format (POLREP)

Date \_\_\_\_\_ Time \_\_\_\_\_ From \_\_\_\_\_

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

**Send to MCA EA, NE, JEPU and A&A if deemed necessary**







5.7

**REQUEST TO THE MMO FOR APPROVAL TO USE DISPERSANT  
SPRAYING AT ASSOCIATED BRITISH PORTS LOWESTOFT  
Outside Area of Standing Approval**

**DATE:**

**CONTACT:** Harbour Master A Van Damme, or Deputies G Horton or H Darkins

**Lowestoft TELEPHONE 01502 572286**

<b><u>LOCATION OF SPILL:</u></b>
<b><u>OIL TYPE OR DESCRIPTION IF NOT KNOWN:</u></b>
<b><u>QUANTITY OF SPILL IN TONNES:</u></b>
<b><u>SOURCE OF SPILL:</u></b>
<b><u>POTENTIAL FOR FURTHER SPILL:</u></b>
<b><u>DESCRIPTION OF SLICK (including dimensions and colour):</u></b>
<b><u>VOLUME AND NAME OF DISPERSANT (for which approval is requested):</u></b>
<b><u>OTHER MATERIALS OF RESPONSE BEING APPLIED OR CONSIDERED:</u></b>
<b><u>LOCAL FISHERIES CONSIDERATIONS:</u></b>
<b><u>LOCAL WILDLIFE CONSIDERATIONS:</u></b>
<b><u>TIDE RANGE</u> .... ..METRES      <u>TIME HW</u> ..... <u>TIME LW</u> .....</b>
<b><u>MAXIMUM CURRENT IN HARBOUR</u> ..... KNOTS</b>
<b><u>WIND DIRECTION AND FORCE A ST:</u></b>
<b><u>SEA STATE:</u></b>

**TELEPHONE : 0300 1231032 OR 07770 977825 OR 0300 2002024**

E-mail general enquiries : dispersants@marinemanagement.org.uk

5.8

..... OIL COMPANY/PORT AUTHORITY  
OIL SPILL REPORT FROM TO BE SENT TO THE MMO

Incident No. ....	Date .....
Nature Of Spill .....	
Location .....	
Remedial Action Taken .....	
.....	
Dispersant Make .....	
Date of Manufacture .....	Efficacy last tested on ..... (if applicable)
Comments on Effectiveness .....	
.....	
.....	
Date of Report .....	Time of Report .....
Report Made to MMO by .....	
Other Remarks .....	
.....	
.....	
.....	
.....	

## 5.9 ABP LOWESTOFT RENDEZVOUS LOCATIONS

In the event of an Incident at ABP Lowestoft the following locations may be used as rendezvous points for incident response vehicles.

These may be used to set SATNAV guidance for any vehicles.

NB. Lat. and Long. are quoted in whole degrees and decimals, not degrees and minutes.

### 1. BRIDGE / PORT CONTROL CAR PARK

NATIONAL GRID OS	TM 54790 92765
WGS 84 CO-ORDINATES	LAT N52.473292
	LONG E 1.7502487N
POSTCODE	<u>NR32 1BA</u>
WHAT 3 WORDS	BODY.STARTS.SLICE

### 2. PORT ENTRANCE COMMERCIAL ROAD

NATIONAL GRID OS	TM 54117 92822
WGS 84 CO-ORDINATES	LAT N52.474122
	LONG E 1.740394252
POSTCODE	<u>NR32 2TE</u>
WHAT 3 WORDS	VIEW.BADGE.VALUE

### 3. PORT OFFICE COMMERCIAL ROAD

NATIONAL GRID OS	TM 53689 92947
WGS 84 CO-ORDINATES	LAT N52.475436
	LONG E 1.7342037
POSTCODE	<u>NR32 2TE</u>
WHAT 3 WORDS	LATER.TAKES.PINT

### 4. FISH MARKET ENTRANCE

NATIONAL GRID OS	TM 54982 92842
WGS 84 CO-ORDINATES	LAT N 52.473900
	LONG E 1.7531294
POSTCODE	<u>NR32 1BY</u>
WHAT 3 WORDS	DOZEN.PLAN.PROOF

### 5. LOWESTOFT HAVEN MARINA ENTRANCE

NATIONAL GRID OS	TM 52720 92713
WGS 84 CO-ORDINATES	LAT 52.473789 ,
	LONG E 1.7197949
POSTCODE	<u>NR33 9NB</u>
WHAT 3 WORDS	CLASH.DOSE.REEF



# **ACTIONS**

## 6.1 LPS Operators Duties During Oil Spills.

Initials and time of action to be noted.

	<b>ACTION</b>	<b>COMPLETED</b>
<b>1</b>	Complete initial report POLREP	
<b>2</b>	Advise Duty Harbour Master of incident and advise Dock Security of access control requirements	
<b>3</b>	If there is risk of fire, explosion or toxic effect call out emergency services, and suspend all activity in the effected area, until clearance is given by the appropriate authorities.	
<b>4</b>	When source of pollution is known assist responding staff and security to locate the responsible polluter, so that the source may be stopped/contained.	
<b>5</b>	Remind personnel involved at initial stage of clean up operations, the use of dispersant is not allowed, unless authorised by:  Harbour Master Holding Standing Approval & The MMO Marine Environment Division for areas not covered by the standing approval.	
<b>6</b>	Commence log of times and incidents	

## 6.2 Dock Security Duties During Oil Spills.

Initials and time of action to be noted.

	<b>ACTION</b>	<b>COMPLETED</b>
<b>1</b>	On receipt of oil spill sighting Report details to Port Control via best available means.	
<b>2</b>	Advise Port Control of findings, so immediate action may be taken with reference to call out of emergency services and informing polluter, so source may be stopped or contained.	
<b>3</b>	Remind personnel involved that the use of dispersant is not allowed, <u>unless authorised</u> by the Harbour Master or the MMO when used outside the area of standing approval held by the Harbour Master.	
<b>4</b>	Enforce enhanced Access control measures as informed by Duty Harbour Master.	
<b>5</b>	If requested take photographs and record events in daily log.	

### 6.3 Duties of Duty Harbour Master.

Initials and time of action to be noted.

	<b>ACTION</b>	<b>COMPLETED</b>
<b>1</b>	Obtain relevant information from all available sources.	
<b>2</b>	Inform HM, Port Manager or Regional Director.	
<b>3</b>	Assess the extent of spill and decide what assistance is required for anti-pollution operations. Take photographs of affected area.	
<b>4</b>	Inform Coastguard. Send POLREP via e-mail, (Section 5.3). Copy to EA, NE and JEPU	
<b>5</b>	Implement Action Plans appropriate to spill type and size.	
<b>6</b>	Arrange for collection of samples if deemed necessary (Section 7). Sample kit in Bridge Building Container.	
<b>7</b>	Inform MMO Marine Environment Division when dispersant is required outside area of Harbour Masters standing approval (Section 5.7).	
<b>8</b>	Inform MMO when dispersants are used (Section 5.8).	
<b>9</b>	Maintain log of incident for final report.	

# DATA DIRECTORY



## 7.2 ASSOCIATED BRITISH PORTS - LOWESTOFT MEDIA HOLDING STATEMENT

Timed at:- ..... hrs. ....day ..... Date

At .....hrs on ..... day ..... 20 ,

An oil spill occurred at (location) .....

The estimated quantity of oil (state type) spilled is ..... litres/tonnes, or

The quantity of oil (state type) spilled is not yet known.

The harbour authority has initiated spill response measures and is investigating the cause.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

NEXT PRESS STATEMENT AT ..... HRS

ALL ENQUIRIES TO “ASSOCIATED BRITISH PORTS, CORPORATE COMMUNICATIONS DEPARTMENT”:- [communications@abports.co.uk](mailto:communications@abports.co.uk)

## 8.1

## HEALTH AND SAFETY PLAN

Full account must be taken of the health and safety requirements for all personnel involved in oil spill response activities. The Site Specific Health and Safety Plan Assessment Form lists site characteristics, site hazards and personal protective equipment and site facility needs. This plan is intended to act as an aide-mémoire to ensure that all applicable health and safety requirements are considered and appropriate actions are taken.

Site Specific Health and Safety Plan Assessment Form					
<b>1. APPLIES TO SITE :</b>					
<b>2. DATE :</b>		<b>3. TIME :</b>		<b>4. INCIDENT :</b>	
<b>5. PRODUCT(S) :</b>				(Attach MSDS)	
<b>6. Site Characterisation</b>					
<b>6a. Area</b>	<input type="checkbox"/> Open water	<input type="checkbox"/> Inshore water	<input type="checkbox"/> River	<input type="checkbox"/> Saltmarsh	<input type="checkbox"/> Mudflats
	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Sand	<input type="checkbox"/> Shingle	<input type="checkbox"/> Docks	
<b>6b. Use</b>	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Public	<input type="checkbox"/> Government	<input type="checkbox"/> Recreational
	<input type="checkbox"/> Residential	<input type="checkbox"/> Other			
<b>7. Site Hazards</b>					
<input type="checkbox"/> Boat safety	<input type="checkbox"/> Fire, explosion, in-situ burn		<input type="checkbox"/> Slips, trips and falls		
<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Heat stress		<input type="checkbox"/> Steam and hot water		
<input type="checkbox"/> Cold stress	<input type="checkbox"/> Helicopter operations		<input type="checkbox"/> Tides		
<input type="checkbox"/> Drum handling	<input type="checkbox"/> Lifting		<input type="checkbox"/> Trenches, excavations		
<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Motor vehicles		<input type="checkbox"/> Visibility		
<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Noise		<input type="checkbox"/> Weather		
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Overhead/buried utilities		<input type="checkbox"/> Work near water		
<input type="checkbox"/> Others	<input type="checkbox"/> Pumps and hoses		<input type="checkbox"/> Confined spaces		
<b>8. Air Monitoring (Oil company incident)</b>					
<input type="checkbox"/> O <sub>2</sub>	<input type="checkbox"/> LEL	<input type="checkbox"/> Benzene	<input type="checkbox"/> H <sub>2</sub> S	<input type="checkbox"/> Other	
<b>9. Personal Protective Equipment</b>					
<input type="checkbox"/> Foot Protection	<input type="checkbox"/> Coveralls				
<input type="checkbox"/> Head Protection	<input type="checkbox"/> Impervious suits				
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Personal Floatation				
<input type="checkbox"/> Ear Protection	<input type="checkbox"/> Respirators				
<input type="checkbox"/> Hand Protection	<input type="checkbox"/> Other				
<b>10. Site Facilities</b>					
<input type="checkbox"/> Sanitation		<input type="checkbox"/> First Aid		<input type="checkbox"/> Decontamination	
<b>11. Contact details :</b>					
<input type="checkbox"/> Doctor			Phone		
Lowestoft Port Oil Spill Contingency Plan			June 2022 Version 2		



<input type="checkbox"/> Hospital	Phone	
<input type="checkbox"/> Fire	Phone	
<input type="checkbox"/> Police	Phone	
<input type="checkbox"/> Other	Phone	
<b>12. Date Plan Completed</b>		
<b>13. Plan Completed by</b>		

## 8.2 Legislative Requirements

### Employers' Duties

The principal duty of an employer is that imposed by the Health and Safety at Work Act 1974. The Act states the employer is to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees and anyone else who may be affected by their business activities whilst at work.

The Management of Health and Safety at Work Regulations 1992 and amendments impose specific duties on employers to:

- Carry out risk assessments of their work activities in order to identify protective and preventative measures - significant findings must be recorded if there are five or more employees;
- Make arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. When there are five or more employees these arrangements must be recorded;
- Provide employees with appropriate health surveillance, where this is shown to be necessary by risk assessment;
- Appoint a competent person(s) to help ensure compliance with health and safety law;
- Set up emergency procedures;
- Only allow persons with sufficient health and safety instructions and training to have access to restricted areas;
- Provide employees with comprehensive health and safety information relating to the details above;
- Full co-operation with other employers sharing the workplace;
- Provide the relevant health and safety information to any outside employer working within their premises, including relevant instruction and information;
- Provide the relevant health and safety training to employees; and
- Provide all temporary workers with relevant information on health and safety requirements appropriate to their position within the company.

### Employees Duties

All employees have a duty under the Health and Safety at Work Act 1974, to take reasonable care for the health and safety of themselves and their colleagues at work that may be affected by their acts or omissions.

Under the Health and Safety at Work Act 1974 employees have a duty to co-operate with their employer and colleagues enabling them to comply with statutory duties and requirements.

Additionally, the Health and Safety at Work Act 1974 states that employees must not intentionally or recklessly misuse any equipment and the like provided for them in the interests of health, safety or welfare.

The Management of Health and Safety at Work Regulations 1992, further oblige employees to:

- Use any of the equipment etc, provided in the interests of safety;
- Follow health and safety instructions;
- Report any problem they consider to be a danger; and
- Report any shortcomings in the protection arrangements for health and safety.

## **Site Hazards**

### **Bird Handling**

Handling of birds must be undertaken by properly trained personnel to ensure the protection of both bird and handler; wild birds have no way of understanding human intentions. Even a greatly weakened bird can inflict serious injury to handlers, especially to their eyes. Open wounds on hands and arms from such injuries can present opportunities for oily contaminants and disease to enter the handler's blood stream.

Handling of oiled birds is usually best left to experts, or to volunteers who have received some specialist training. Chasing and man-handling birds put them under additional stress. If you see oiled birds notify the Beach Master who will seek advice on what action to take. If a decision is made to catch an oiled bird take the following actions:

#### **Equipment:**

- Thick gloves (able to withstand nasty pecks)
- Overalls
- Safety footwear
- Cardboard Box with lid of a suitable size to give the bird some room for movement
- Goggles to protect eyes
- Optional long-handled net to help catch bird.

## Procedures:

- Do not let the bird get close to your head, as it may try to peck your eyes.
- Catch the bird by hand or with the aid of a long-handled net. Do not put the birds under any more stress than necessary. Only attempt capture if it can be done quickly and efficiently.
- Hold the bird with both hands to hold the wings in.
- Put the bird in a cardboard box lined with absorbent material (e.g. newspaper), with a lid.
- Do not wrap the bird up in anything - it may get too hot and too stressed.
- Take the bird to a cleaning station as soon as possible. Let them know where and when the bird was caught.
- Keep a note of all birds caught and sent to cleaning station. Make a note of species if possible.

## Boat Safety

- Boat operators must familiarise themselves and passengers with safety features and equipment on their boats.
- Boats must be operated by qualified individuals.
- Lifejackets must be worn by personnel on boats.
- Use of cold water immersion suits is particularly critical under conditions of cold stress.
- Boats should generally not be used after sunset for oil recovery. If this is required or poses minimal risk, areas of operation should be carefully prescribed, and individual boat operators should maintain a communication schedule with a shore base. Each boat should be fully equipped with appropriate navigation lights.
- Distress signals should be carried on all vessels.
- Boat operators must keep their supervisors informed of their area of operation, especially when they change their work area (if plans call for a boat to move to another location during a shift, the operator should advise the supervisor of his actual time of departure).
- Portable fuel tanks should be filled outside of the boat. All sources of ignition in the area of refuelling should be isolated.
- Personnel working in or operating boats should wear appropriate non-slip footwear.

- Fixed ladders or other substantial access/egress should be provided at boat transfer locations from low water line to platform.
- Workers should be cautioned about using their arms or legs to fend off during berthing, or getting their hands, arms, or legs between vessels and docks or fixed structures.

**Chemical Hazards**

Attach appropriate Material Safety Data and COSHH Sheets for all hazardous substances likely to be used at a spill site.

**Cold Stress**

Cold stress can occur among responders as a result of prolonged exposure to low environmental air temperatures or from immersion in low temperature water. It can lead to a number of adverse effects including frostbite, chilblain and hypothermia. The single most important aspect of life-threatening hypothermia is the fall in the deep core temperature of the body.

Workers shall be provided with warm clothing, rest opportunities, exposure protection, and warm and / or sweet fluids. Boat crew personnel will wear immersion suits the water temperature is below 15° Celsius, or the combined water and air temperature is less than 48° Celsius.

<b><u>WIND CHILL CHART</u></b>												
<b>Strength</b>	<b>Speed</b>	<b>Temperature Celsius</b>										
Calm	0km	10	4	-1	-7	-12	-18	-23	-29	<i>1</i>	<i>1</i>	<i>1-45</i>
										<i>34</i>	<i>40</i>	
Breeze	16km	4	-2	-9	-15	-23	-31	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>2-64</i>
								<i>44</i>	<i>51</i>	<i>51</i>	<i>57</i>	
Moderate	32km	0	-8	-15	-23	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>2-80</i>
						<i>32</i>	<i>40</i>	<i>48</i>	<i>55</i>	<i>64</i>	<i>72</i>	
Near Gale	48km	-2	-10	-19	-28	<i>1</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2-88</i>
						<i>36</i>	<i>45</i>	<i>53</i>	<i>62</i>	<i>71</i>	<i>79</i>	
Gale	64km	-4	-12	-21	-31	<i>1</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2-92</i>
						<i>38</i>	<i>48</i>	<i>57</i>	<i>66</i>	<i>74</i>	<i>83</i>	
Little danger to properly dressed personnel												
<i><sup>1</sup>Danger of freezing exposed flesh</i>												
<b><sup>2</sup>Greatest Danger</b>												

**Drum Handling / Manual Handling**

Drum handling at a spill site will primarily involve drums of waste and contaminated clothing. Several types of drums and containers may be used ranging from 25 to 200 litres in size. All drums and containers must be properly labelled. If in doubt as to the contents of a drum - seek advice.

Manual lifting and moving of drums should be kept to a minimum. A guide to manual handling is as follows:

- Wear gloves.
- Assess the weight of the load and get help if it is beyond your capability. Where appropriate, use mechanical aids provided.
- Size up the job - remove any obstructions; note any snags and make sure there is a clear space where the load has to be set down. Ensure that you can see over the load when carrying it.
- Look out for any splinters, projecting nails or sharp edges or wire.
- Stand close to the object and with your feet 20 to 30 cm apart, place one foot in advance of the other, pointing in the direction you intend to move.
- Put your chin in - avoid moving your head backwards or forwards.
- Bend your knees to a crouch position, keeping your back straight.
- Get a firm grip at opposite corners of the load with the palm of the hand and the roots of the fingers, arms as close to the body as possible.
- Lift with your thigh muscles by looking up and straightening your legs.
- Apply the above principles, to any movement such as pushing, pulling, digging, shovelling etc.
- Use the reverse procedure when setting down the load.

## **Equipment Operations**

### **Heavy Equipment**

Operators of heavy equipment, such as front end loaders, graders, bulldozers, must be trained and qualified in their safe operation. The operator and banks-man must be familiar with agreed signalling techniques. Where appropriate the banks-man should use protective headgear.

Buckets must not be used for personnel transport.

### **Forklifts**

Only trained and authorised operators shall be allowed to operate forklifts. Only stable or safely arranged loads that do not exceed the capacity of the truck shall be handled. Operators are expected to carry out daily checks of the forklift trucks in use. All inspection defects are to be corrected prior to its operation. If it cannot be rectified immediately, the truck should be taken out of service.

### **Electrical Hazards**

Electrical hazards shall be identified and marked with suitable placards, barricades, or warning tape as necessary.

## **Fatigue**

Working long hours without rest may be required, especially during the early phase of response. This, coupled with the stress of the situation and wearing required PPE, can contribute to fatigue. Symptoms include loss of concentration, errors in judgement, irritability, sleepiness, soreness and stiffness in joints and muscles. Rest and sleep are the primary treatments for fatigue. Stress can be addressed by relaxation techniques, such as deep breathing, stretching and taking breaks.

## **Heat Stress**

Heat stress can result as responders perform heavy labour work in protective and/or impermeable clothing that does not breathe or allow for the normal dissipation of body heat. Heat build up can lead to a number of adverse health effects including heat rash, heat cramps, dehydration, heat exhaustion or heat stroke.

The incidence of heat stress is dependent on a number of factors such as temperature, humidity, a person's fitness, age, weight and clothing worn. Therefore supervisors should continually monitor their employees when workloads are heavy and temperatures and/or humidity are high (see figure below for guidance).

Fluids shall be available at all times and personnel will be encouraged to drink these during rest periods. Shaded rest areas will be made available where feasible.

<b><u>HEAT INDEX</u></b>										
AIR TEMPERATURE CELSIUS										
Relative Humidity	21°	24°	26°	30°	32°	35°	38°	40°	44°	46°
20%	19°	22°	25°	28°	31°	34°	37°	*41°	*45°	*49°
40%	20°	24°	26°	30°	34°	39°	*44°	*51°	**58°	**66°
60%	21°	25°	28°	32°	38°	*46°	**56°	**65°		
80%	22°	26°	30°	36°	*45°	**58°				
* Heat cramps or exhaustion likely. Heat-stroke possible.										
** Heat-stroke highly likely.										

## Helicopter Operations

Helicopters may be used at the spill site for overflight surveillance; site characterisation; personnel/equipment transport; and rescue/medical transport. Safe working practices for passengers and other personnel include:

- Passengers must receive a safety briefing from the pilot prior to takeoff. The briefing shall include: safety features and equipment location on the aircraft; helicopter underwater escape procedures when appropriate; and emergency information.
- Passengers and ground crew should approach/depart from the **FRONT** of the helicopter only when signalled by the pilot and shall never walk under or around the tail rotor or exhaust.
- Loose fitting clothing, hats or other gear which might be caught in the rotor down draught, must be secured or removed within 100 feet of operating helicopters.
- Passengers shall wear seat belts at all times and personal flotation devices when flying over water.
- Passengers and ground crew shall wear hearing protection (which may include communication headsets) at all times around operating helicopters.
- During emergency landing on water :
  - Do not exit until instructed to do so by the pilot after rotor blades stop turning or pilot signals all clear.
  - Do not inflate personal flotation devices until outside of the helicopter.



## **Lifting**

Cranes must be operated in accordance with the manufacturers' instructions. Only trained and authorised operators shall be allowed to operate cranes. Outriggers must be fully extended to assure maximum stability of the equipment. Cranes must only be operated where the ground provides adequate support.

Rigging components must be inspected daily. Only certified wire rope slings or web strops shall be used. Each sling or strop must be clearly marked or tagged with its rated capacity and must not be used in excess of this rating. Personnel should not be allowed under the jib or load except for the minimum time necessary to hook or unhook the load.

## **Motor Vehicles**

Drivers shall maintain a safe speed at all times, and shall not be allowed to operate vehicles in a reckless manner.

## **Noise**

Appropriate hearing protection shall be used in designated high noise areas where personnel noise exposure exceed 85 dBA time weighted average over an 8 hour workshift/ period.

## **Overhead and Buried Utilities**

If work has to be carried out near overhead lines, consultation with the organisation that operates the supply system should be undertaken. A safe working distance from these overhead lines should be determined and the area cordoned off.

The estimated location of buried utilities such as sewer, telephone, fuel, electric or water should be predetermined before work begins. Utility companies or owners must be contacted, advised of the proposed work and informed of the urgency of the situation.

## **Pumps and Hoses**

Pumps and hoses may be used at the spill site to apply water, steam or chemical for clean up and/or decontamination. They may also be used for transfer of liquid waste. Caution should be used when working in these areas where hoses are being used as they represent a tripping hazard. Additionally, when using pumps and hoses determine their last contents to avoid unnecessary contamination.

## **Slips, Trips and Falls**

Slips, trips and falls on oily surfaces are the major cause of injuries at an oil spill site. Many of these injuries occur in the first few minutes of work before workers realise the conditions and begin to take precautionary measures. When entering a spill site, walk slowly and carefully in oil coated areas. Be especially careful when walking on oil covered rocks. Oil resistant safety footwear with non-slip soles should be worn.

It is better to clear an access/egress route than to walk through oiled areas.

## **Booming**

Details of risks and further advice on health and safety, including guidelines for the preparation of coastal and estuarine booming plans, are found in the following Scientific, Technical and Operational Advice Notes:

“Guidelines for the preparation of Coastal and Estuarine Booming Plans MCA  
STOp 04/2009”

## 9.1 Waste Management Plan

Wherever possible, spilled oil should be recovered for recycling and re-used.

Clean up activities may produce quantities of oil and oil debris at a faster rate than they can be disposed of. Therefore temporary storage will be necessary.

For liquid waste, two temporary sites have been located in the port.

Solid mixtures may be contained in drums and skips designated for hazardous waste.

The following types of waste oil can arise:

- water in oil emulsion – untreated
- water in oil emulsion – treated with dispersant
- thick weathered oil-lumps
- semi-solid bunker oil
- oil and sand mixtures
- dry waste
- oiled shingle
- heavily oiled seaweed and other debris

In Tier One and Tier Two incidents, any oil recovered from harbour waters will be transferred to one of the waste oil disposal/recycling contractors, listed in this plan.

## 9.2 Demob of Equipment

Demobilisation and recovery of equipment used in an oil spill incident will require cleaning, (using pressure washer), and management of oily water generated. These operations should only be undertaken at Lowestoft Haven Marina, over the water interceptor tank. Appropriate waste disposal should be arranged, (gulley sucker or equivalent).

### 9.3 Oil Spill Temporary Waste Storage Facilities

COMPANY	TELEPHONE FAX	OUT OF HOURS TELEPHONE	CONTACT NAME	TANKS AVAILABLE	REMOVAL OF WASTE	ABSORBENT BOOMS PADS	APPROVED OIL TREATMENT PRODUCTS
ABP Lowestoft	01502 572286			1 x 2,250 Litres Fixed Waveney Dock			
ABP Haven Marina	01502 580300			1 x 1500 Litres Fixed School Road Marina			

## 9.4 Oil Spill Clean Up – Waste Storage Facilities

COMPANY	TELEPHONE FAX	OUT OF HOURS TELEPHONE	CONTACT NAME	ROAD TANKERS AVAILABLE	REMOVAL OF WASTE	ABSORBENT		APPROVED OIL TREATMENT PRODUCTS
						BOOMS	PADS	
Local Fast / M Gaze Crossway Farm Thurlton Norfolk NR14 6NZ	Tel 01508 548543  Fax 01508 548920	01508 548543		10 x 5,000 gallon	Yes 100,000+ Litres	Yes	Yes	Not held
Binder Progress Works Claydon Ipswich Suffolk IP6 0AG	Tel 01473 830582  Fax 01473 832175	01473 830582	Richard Binder or Duty Engineer	4 x 2,000 2 x 4,000 5 x 3,000 gallons	Yes	Yes	Yes	Yes MMO approved type
C & L Waste Oil Collection Yarmouth Business Park Suffolk Road Gt Yarmouth Norfolk	Tel 01493 442056	01502 567745  07850 668419	Cliff Mitchell	1 x 3,000 1 x 2,000 1 x 5,000	Yes	Nil	Nil	Nil

## 10.1 Oil Spill Risk Assessment

### The Port of Lowestoft

#### LOCATION

Lowestoft is Britain's most easterly port, situated on the Suffolk coast. The port can be entered from two directions. The Eastern access is from the North Sea to the Outer Harbour. Western access is from the River Waveney, via Oulton Broad and Mutford Lock, to Lake Lothing and the Inner Harbour.

The Outer Harbour consists of the Hamilton, Waveney and Trawl Docks and the Yacht Basin. The Inner Harbour is built on the shores of Lake Lothing and is made up of Town, Silo, North and Shell Quays to the north and School Road to the south. The remaining land and quays within the Inner Harbour are privately owned.

The docks within the Outer Harbour serve the offshore renewables industry, leisure and fishing. The Hamilton Dock provides an operations and maintenance base for Scottish Power. The Waveney Dock provides a fish market and landing facilities. There is an operations and maintenance base for the Greater Gabbard wind farm. They operate Wind Farm Service Vessels from their base on the south side of the Waveney Dock and Trawl Dock. The Royal Norfolk and Suffolk Yacht Club operate the Yacht Basin and their clubhouse is located adjacent to this.

The Inner Harbour contains a wide range of activities. Town Quay serves as a general-purpose berth for rig support and supply vessels, including a Bunker facility. Silo Quay serves the Silo facility operated by Dudmans Ltd who export and import grain, cement and aggregates. North Quay is used as a general-purpose berth and is also home to the North Quay Cargo Terminal operated by ABP. Research vessels operated by CEFAS are based from a berth East of the silo. Further westwards is the former Shell Quay, which is currently used for Layup of shallow draft vessels. School Road Quay is the site of the Lowestoft Haven Marina. The Inner Harbour is also home to a dry dock operated by SMS and a number of smaller slipways owned or operated by ABP and Cauldwell Marine.

The remaining privately owned quays are mainly redundant and awaiting re-development/regeneration. There are numerous small boatyards and marinas close to the Western end of the inner harbour.

## **FACILITIES AND CARGOES**

### **STORAGE AND WAREHOUSING FACILITIES**

There are two modern transit sheds providing 5,000 sqm of covered storage with additional areas for open storage.

### **SPECIALIST FACILITIES**

Grain Silo: 8,500 tonnes

Cement: 4,100 tonnes

### **CRANAGE AND MECHANICAL HANDLING EQUIPMENT**

Mobile cranes are available as required

### **DRY DOCK FACILITIES**

The port's dry dock is entered from the Inner Harbour where there are also ship repair facilities.

Length: 76 metres

Width at entrance: 14.6 metres

Depth of water in dock: 4.64 metres

### **TIDE RANGE**

Spring Tides 1.9 metres

Neap Tides 1.1 metres

Maximum 2.9 metres

These ranges are based on predictions and can be exceeded with higher high tides and lower low tides under certain conditions.

### **ENTRANCE WIDTHS**

Outer Piers 44.7 metres

Bridge Channel 22.7 metres

## **DEPTHS OF WATER IN DREDGED CHANNELS, AND VESSEL DRAFT LIMITS**

### **(a) Entrance Channel and Inner Harbour Channel**

	MHWS	MHWN	MLWS	MLWN
Depth (Metres)	7.1	6.8	5.2	5.7
Draft Limit (Metres)	6.4	6.1	4.7	5.1

### **(b) Waveney Dock Channel**

	MHWS	MHWN	MLWS	MLWN
Depth (Metres)	6.3	6.0	4.4	4.9
Draft Limit (Metres)	5.7	5.4	4.0	4.4

### **(c) Inner Harbour Shell off Shell Quay**

	MHWS	MHWN	MLWS	MLWN
Depth (Metres)	6.6	6.3	4.7	5.2
Draft Limit (Metres)	5.9	5.7	4.2	4.7

### **(d) Inner Harbour West of Shell Quay**

	MHWS	MHWN	MLWS	MLWN
Depth (Metres)	5.6	5.3	3.7	4.2
Draft Limit (Metres)	5.0	4.8	3.3	3.8

NOTE: The draft limits shown above are based on an underkeel clearance of 10% of water depth.

## **VESSEL SIZE LIMITS**

	<b>Outer Harbour</b>	<b>Inner Harbour</b>
Approximate Maximum Length	125m	125m
Approximate Maximum Beam	35m	22m



## **Pilotage**

Pilotage is compulsory for all vessels of 60 metres and over, passenger vessels and those carrying dangerous goods.

## **Harbour Control**

The port operates the A47 Bascule Bridge 24 hours a day. The LPS Operator also controls the movement of vessels in the port.

## **Vessel Numbers**

There are approximately 10,000 vessel movements a year. These are divided into 2,000 commercial, 1,000 fishing and 7,000 small craft including Crew Transfer Vessels (CTVs) and sailing vessels.

## **Risk of Collision**

Risk of collision with all vessels over 20 metres on passage through the harbour limits is very low. The main concern is with visiting yachts, who unintentionally may impede the passage of vessels over 20 metres.

The movement of large vessels in opposing directions is restricted, until one vessel has berthed, or is clear of the other.

## **Berthing Incidents**

These incidents mainly occur when there has been failure of propulsion or steering systems or misjudgement, often in bad weather.

Restrictions are imposed on vessels when sailing and arriving in strong winds. Spills during berthing have so far, have been limited to punctured forepeak ballast tanks, containing seawater.

## **Groundings**

Damage from grounding is relatively low risk. Lowestoft is a NAABSA port, and the bottom is soft silt. Where there are wave-calming rocks, vessels would generally run aground in silt/sand, before hitting the rocks.

There are exceptions to this when proceeding from the Outer Basin into the Waveney Dock. This area is clearly marked by navigation marks.

## **Bunkering Operations**

Bunkering in the port is frequently provided direct by road tanker or from shore based tanks and flexible hoses. A large Bunkering Facility is situated on Town Quay and is operated by GEOS for shore to ship / ship to shore Transfers, with a maximum capacity of 1,400M3.

Occasionally ship to ship bunkering operations will be permitted, subject to Harbour Master's approval & an annual Bunker Service Provider Audit.

All bunkering operations will require completion of an appropriate bunkering checklist. If the vessel or Company concerned does not have a checklist, then Port Control can provide the ABP Lowestoft bunkering checklist for this purpose, (see appendix. A). A Bunker Service Provider Audit must also be completed to comply with Port service regulations.

To approve ship to ship bunkering operations the HM will need to assess suitability of vessels involved. This assessment will include, but not be limited, to the following:-

- Comparative size and design of vessels involved.
- Mooring and fendering arrangements between vessels.
- Handling and management of bunker hose arrangements.
- That adequate counter pollution controls are in place.
- Suitability of anticipated weather for duration of operation.

If deemed necessary, the HM will conduct a formal risk assessment for any proposed operation.

There is a moderate risk of spills from bunkering operations. The volumes of spills are generally very small, and will be gas oil only.

## **Miscellaneous Spill Sources**

There are numerous locations around the dock, which may provide the source of a spill. In general, the main risk is from bunkering or the pumping out of engine room bilges. There is also a low risk from oil reaching the water from accidents or spills from dockside storage tanks.

## **Environmentally Sensitive Areas**

Any oil spill in the harbour will be affected by the direction of the flood and ebb tides.

During a flood tide, a spill in the outer harbour and/or inner harbour will be confined to the harbour. The main cause of concern would be oil pushing its way into Oulton Broad. This would be prevented from entering the Broad by keeping the lock gates at Mutford closed. Further booms would be deployed on the seaward side of the locks to increase the level of protection. After consultation

with the Broads Authority it may well be necessary to close the Locks to vessels until the risk of pollution has been eliminated.

During an ebb tide, any oil leaving the harbour will travel north. Booms situated in the appropriate positions across the dock can reduce this. This will generally be blown on to the rocky foreshore by an onshore wind, or will spread further offshore from an offshore wind. The risk to the SSSI at Corton will be relatively small.

Any oil drifting from the harbour on an ebb tide, would be first taken to the north, and then to the south on the flood. The direction and strength of the wind will have a major effect on the chances of the oil reaching the SSSI between Benacre and Easton Bavents. An onshore wind will push the oil on the beaches before Benacre, whilst an offshore wind will move the oil away from the coast. The risk of diesel oil in large quantities, originating from the harbour, reaching this area is again relatively low.

**10.2 LOWESTOFT INNER HARBOUR**  
**RISK ASSESSMENT - OIL SPILL**

<b>LOCATION</b>	<b>OIL TYPE</b>	<b>TANK SIZE</b>	<b>REMARKS</b>	<b>CALL OUT NUMBER</b>
Wavetrade Ltd, Commercial Road	Gas Oil	1 x 9,000 litres	Bunded	01502 569332
Geos/Petersons, Town Quay	Gas Oil	7 x 200,000 litres	All bunded to 110% of largest tank	01493 334898 077887877715
Boat Yards, Lake Lothing	Gas Oil	Various max 10 tonne	Small fishing vessels, day boats, pleasure craft	-
Brooke Business Park	Gas Oil Lub Oil	Various max 20 tonne	Vessels under repair	01502 517151
Vessels moored in harbour	Gas Oil Lub Oil Fuel Oil	Various max 20 tonne	Coastal vessels All types	Port Control 01502 572286
Lowestoft Haven Marina	Gas Oil Waste Oil	1x 10,000 litres 1 x 1,000 litres	Bunded Bunded	01502 580300
Petans, Harbour Road	Gas Oil	1 x 1,100 litres	Bunded	01502 589147 01603 891255
Dudman, Commercial Road	Gas Oil	1 x 1,500 litres	Bunded	01502 572622 07787088250
SMS Ltd, Dry Dock	Gas Oil Heating Oil Waste Oil	1 x 1, 500 litres 1 x 1, 000 litres 1 x 2, 800 litres 1 x 2, 600 litres	Bunded Bunded Bunded Bunded	01502 218880 07799662822
Caudwell Marine – West end North Quay	Gas Oil	1 x 22,500 litres	Bunded	07501 388903

The main risk of spillage is during transfer of bunkers by road tanker and illegal pumping out of engine room bilges on all vessels.

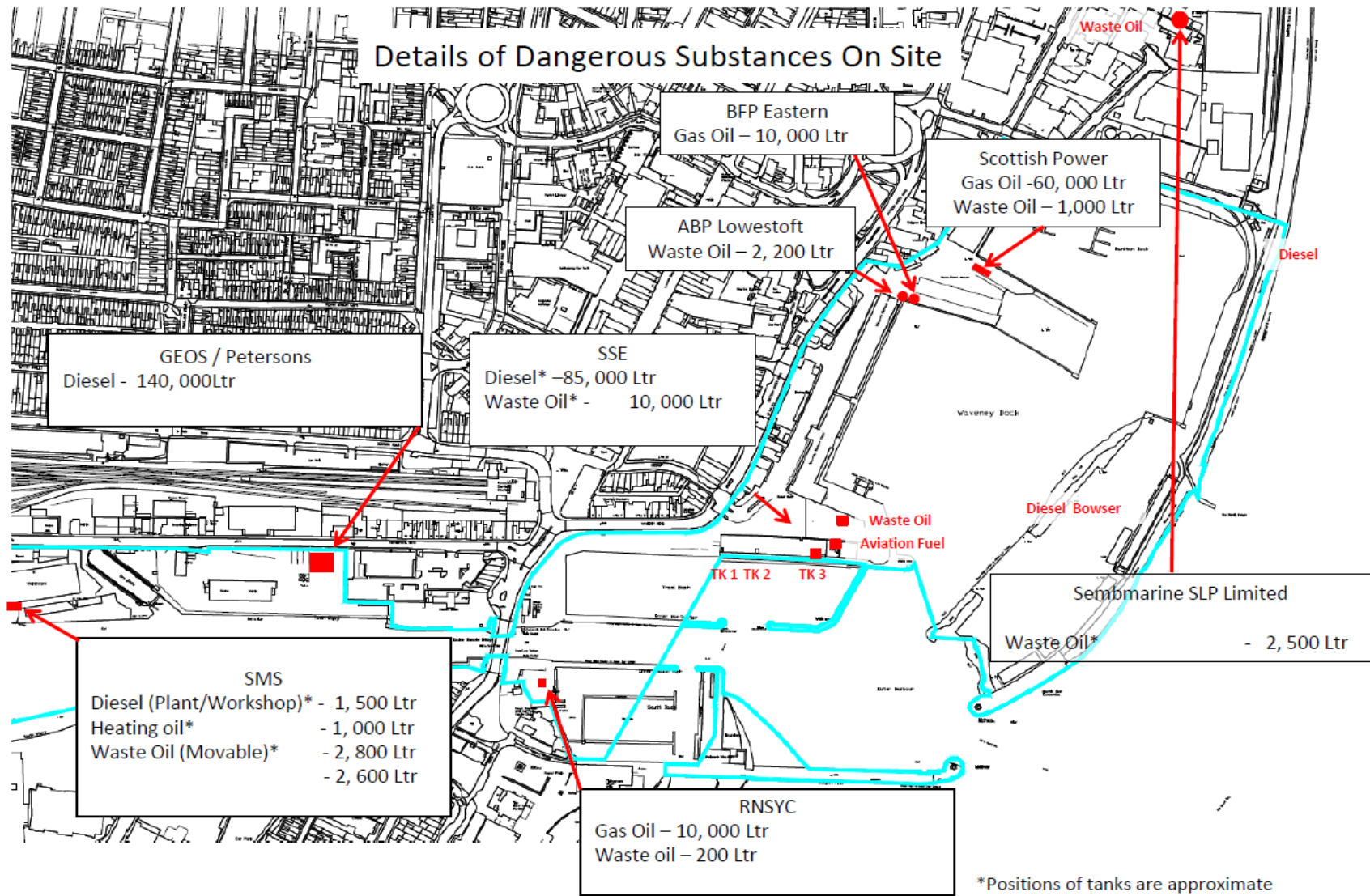
## 10.3 LOWESTOFT OUTER HARBOUR

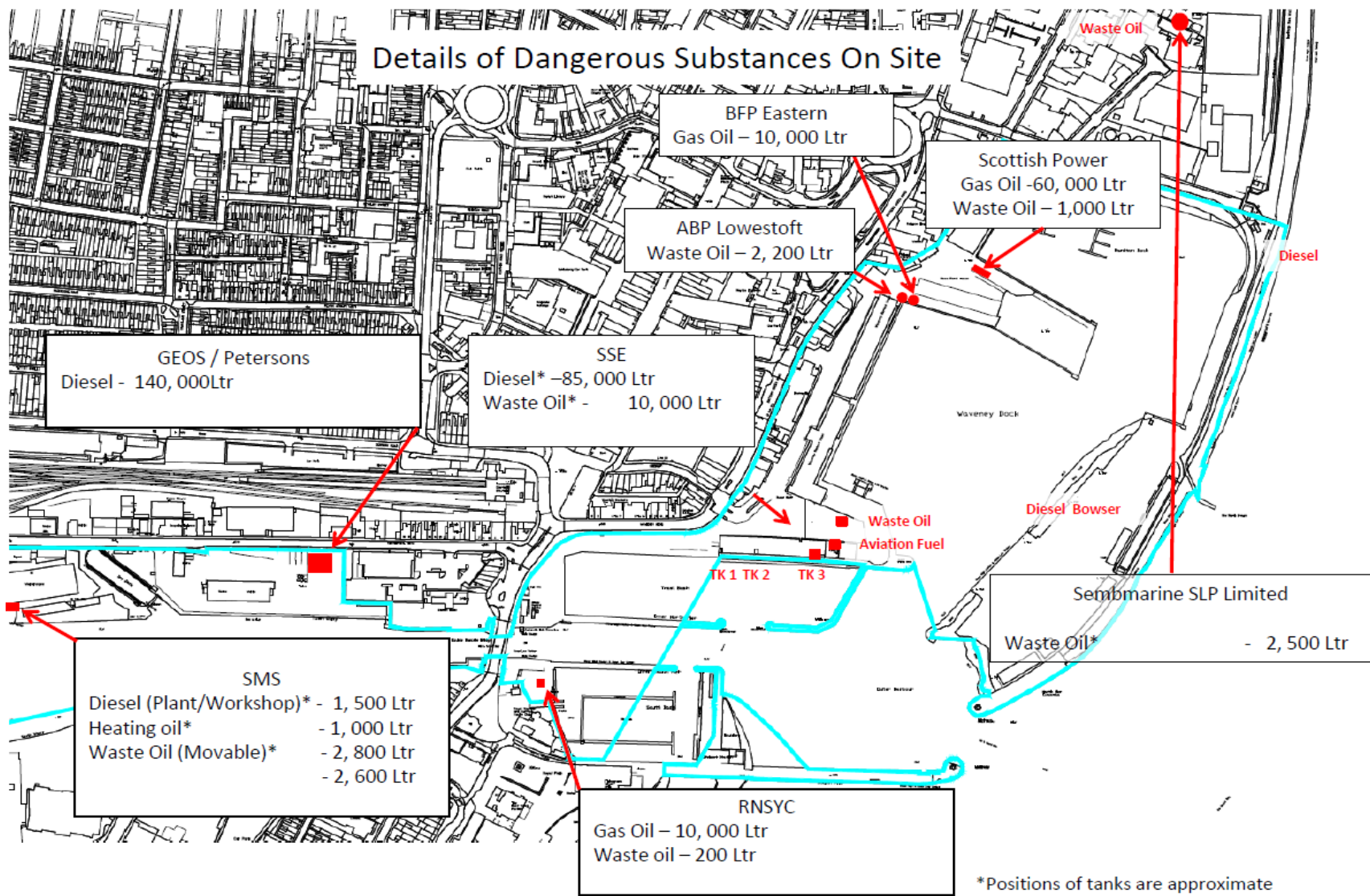
### RISK ASSESSMENT - OIL SPILL

LOCATION	OIL TYPE	TANK SIZE	REMARKS	CALL OUT NUMBER
BFP Eastern Ltd, Waveney Dock	Gas Oil	1 x 10,000 litres	Bunded	01502 564390 07860226719
Yacht Basin	Gas Oil	1 x 10,000 litres  200 litres waste oil	R.N.S.Y.C. (bunded) R.N.L.I. (bunded)	01502 566726
Vessels moored in Hamilton and Trawl Dock	Gas Oil	Various max 10 tonnes	Includes fishing vessels, tugs, survey vessels	Port Control 01502 572286
GGOWL	Gas Oil Heating Oil Waste Oil	2 x 85,000 litres Bunded 1 x 3,000 litres Bunded 1 x 10,000 litres	Fuel for WFSV's Office heating system Vessel waste oil	01502 524001 015025214026
Scottish Power	Diesel Oil Waste Oil	1 x 60,000 litres 1 x 1,000 litres	Bunded Bunded	01416 144899 07784 211808 07547 934480
SLP	Waste Oil	1 x 2,500 litres	Bunded	07876 703713

The main risk of spillage is during transfer of fuel by pipeline or road tanker and illegal pumping out of engine room bilges.

## Details of Dangerous Substances On Site





## 11.1 ENVIRONMENTALLY SENSITIVE AREAS

Minimising the risk of pollution to environmentally sensitive areas has been considered in preparing this plan. The following section provides details of sensitive environmental areas adjacent to the Port of Lowestoft and considered to be those that could be most significantly affected by an oil spill event. Details of other designated sites (including Barnaby Road and Marshes, Breydon Water and Halvergate Marshes, Breydon Water SPA, Great Yarmouth and North Denes SPA, Haisborough Hammond and Winterton SCA, also Orford Inshore MCZ), can be found @ <https://designatedsites.naturalengland.org.uk/SiteSearch.aspx>

### **SSSI's**

- CORTON CLIFFS
- BROADLAND (including SPRAT'S WATER)
- PAKEFIELD TO EASTON BAVENTS

### **SPECIAL PROTECTED AREAS**

- OUTER THAMES ESTUARY SPA
- SPECIAL AREA FOR CONSERVATION FOR HARBOUR PORPOISES

### **MARINE CONSERVATION ZONES**

The Marine and Coastal Access Act (2009) created a new type of Marine Protected Area (MPA), called a Marine Conservation Zone (MCZ). MCZs will protect nationally important marine wildlife, habitats, geology and geomorphology. The Marine Conservation Zone Project concerns the selection of MCZs in English inshore waters and offshore waters next to England, Wales and Northern Ireland. Sites will be selected to protect not just the rare and threatened, but the range of marine wildlife. MCZs, together with other types of MPA, will deliver the Government's aim for an 'ecologically coherent network of Marine Protected Areas' by the end of 2012. This means the MPA network will be a collection of areas that work together to provide more benefits than an individual area could on its own.

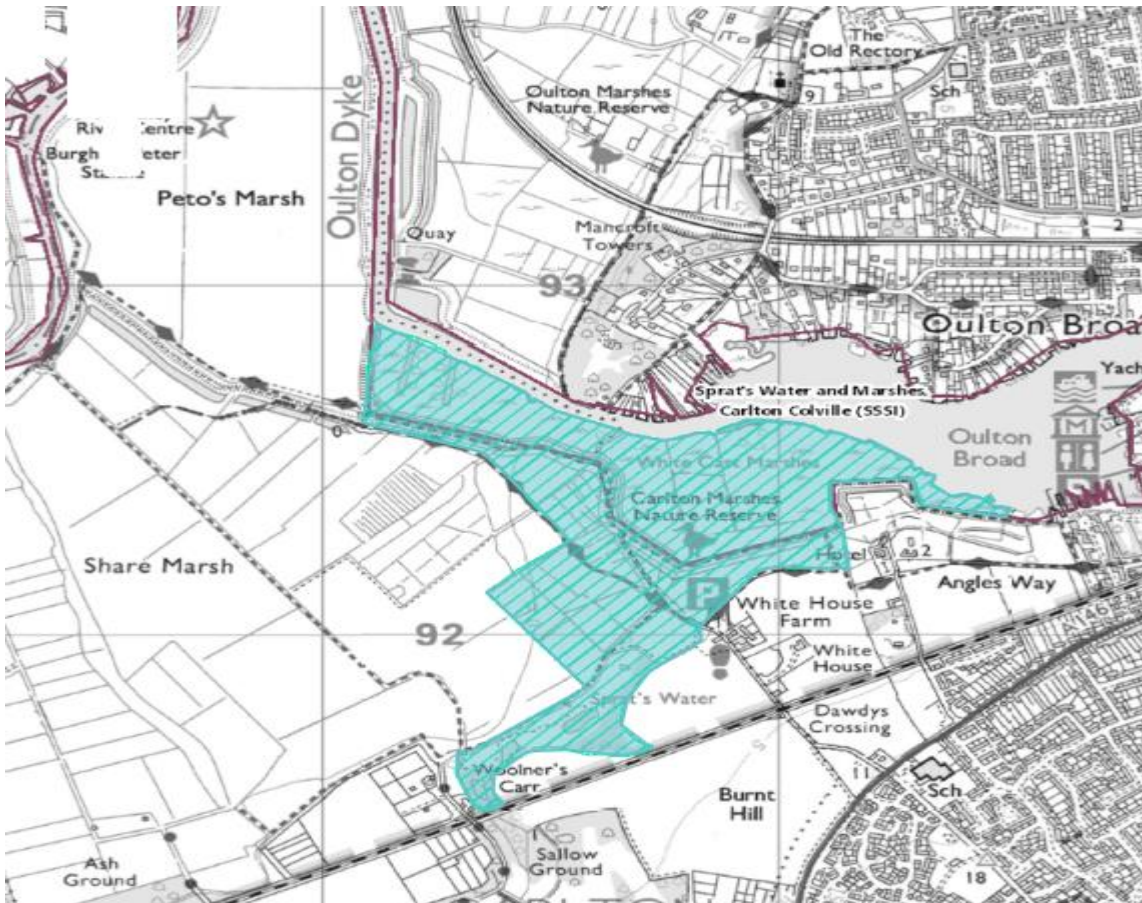




## 11.3 BROADLANDS/SPRAT'S WATER AND MARSHES SSSI

COUNTY: SUFFOLK SITE NAME: SPRAT'S WATER AND MARSHES  
DISTRICT: WAVENEY Status: Site of Special Scientific Interest (SSSI)  
National Grid Reference: TM 507921 Area: 55.5 (ha.) 137.2 (ac.)

Much of the site is owned by the Suffolk Trust for Nature Conservation. The remaining area is held by the Trust under an annual management agreement. Reasons for Notification: Sprat's Water and Marshes are situated in the Lower Waveney Valley and comprise areas of spring-fed mixed fen, open water, alder carr and wet grazing marsh on deep peat. The fen community is of a type that is typical of Broadland but which is rarely found elsewhere in Suffolk. Maintenance of high summer water levels together with seasonal grazing and reed cutting have led to the development of a very rich flora which includes several uncommon species. The site is also Important for breeding birds. Sprat's Water is adjacent to Oulton Broad, which is connected to Lowestoft Harbour by way of Mutford Lock.



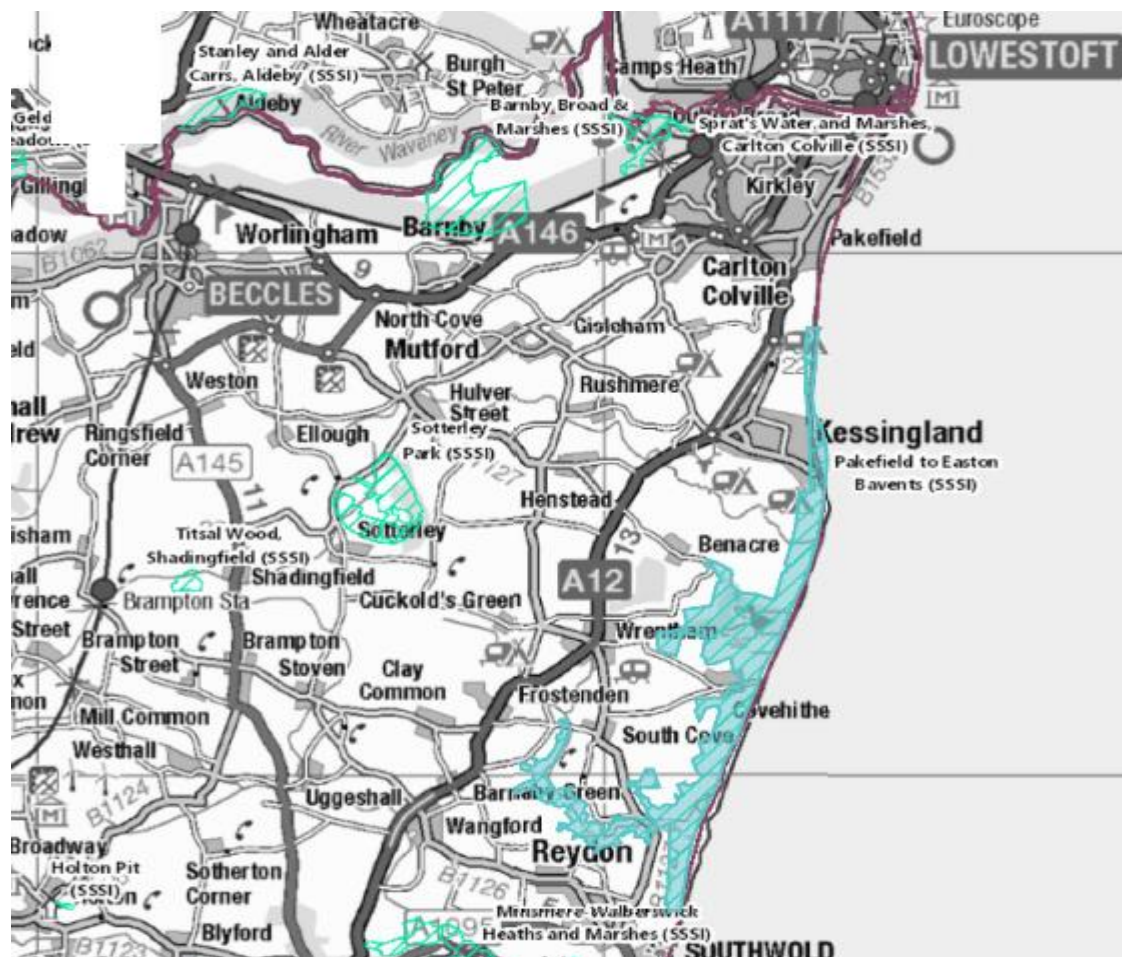
## 11.4 PAKEFIELD TO EASTON BAVENTS SSSI

Site Name: Pakefield to Easton Bavents County: Suffolk District:  
Waveney District Council Status: Site of Special Scientific Interest (SSSI)

National Grid reference: TM 521828 Area: 735.

Pakefield to Easton Bavents is nationally important for the geological exposures of the Lower Pleistocene Norwich Crag Formations and associated Pleistocene vertebrate assemblages, and the coastal geomorphology of Benacre Ness.

The site is also nationally important for its vegetated shingle features, saline lagoons, flood-plain fens, an assemblage of nationally rare and nationally scarce vascular plants, scarce breeding birds, four breeding bird assemblages in four different habitats and wintering bitterns *Botaurus stellaris*. This combination of habitats together with an exceptional ornithological interest and the geological and physiographical importance of the cliffs and beach make this a valuable site for nature conservation.



## 11.5 OUTER THAMES ESTUARY SPA

Area = 379,368.14 Ha

The Outer Thames Estuary SPA is located on the southeast coast of England, stretching from Caister-on-Sea in Norfolk down the Suffolk coast to Sheerness on the Kent coastline, and reaching as far as Canvey Island into the Thames Estuary. The SPA is divided into three discreet areas: the outer estuary of the Thames (including Kent and Essex coastal waters); the Suffolk and south Norfolk coastal waters; and an offshore area further northeast. The site crosses the 12 nautical mile boundary and therefore lies partly in territorial and partly in offshore waters. Natural England and JNCC have jointly prepared this advice.

The SPA consists of areas of shallow and deeper water, high tidal current streams and a range of mobile sediments. Large areas of mud, silt and gravelly sediments form the deeper water channels, including the port approaches to London. The seabed in the area of the Norfolk and Suffolk coast is of a similar composition to that in the main estuary with large shallow areas of mud, sand, silt and gravelly sediments but, less disturbance through shipping or dredging because the area is north of Harwich and Felixstowe. Sand and silt dominates the offshore areas, as is typical of the southern North Sea. Throughout much of the site, sand forms large sandbanks separated by troughs. In the northern part of the site the main sandbanks are (north to south) Middle Cross Sand, Scroby Sands, Helm Sand, Newcombe Sand, Aldeburgh Napes, Aldeburgh Ridge, North Ship Head and Bawdsey Bank; in the southern part of the site the main sandbanks are Red Sand, Kentish Flats, West and East Barrow, Sunk Sand, Shingles, Long Sand, Margate Sand and Kentish Knock. In some areas, the crests of the sandbanks are above Mean High Water, such as Scroby Sands.

The coastal parts of the site consist of shingle and sand beaches, rapidly eroding low cliffs and mudflat-lined estuaries. The site abuts already designated SPAs at parts of the Rivers Yare and Bure, Minsmere and around Foulness. Intertidal mud banks and sandbanks separated from the mainland coast by subtidal areas at mean low water are within the SPA boundary, except where they are within the boundaries of existing SPAs.

The site is designated for non-breeding red-throated diver (*Gavia stellata*), a diving seabird which overwinters in large numbers within the southern North Sea, feeding predominately on fish. The red-throated diver lives mostly in shallow inshore waters, except when coming ashore to breed as observed in the north of Scotland in summer. This species uses the SPA for all other activities, including feeding, roosting, bathing and preening. The site is also designated for breeding common tern (*Sterna hirundo*) and little tern (*Sternula albifrons*). Both tern species breed on the dynamic Scroby Sands intertidal sandbank, located 6km offshore from Great Yarmouth and within this SPA ([Natural England \(NE\) and Joint Nature Conservation Committee \(JNCC\), 2015](#)). The Outer Thames Estuary SPA protects important at-sea foraging waters for common and little tern which breed at six adjacent SPAs: Great Yarmouth North Denes; Benacre to Easton Bavents; Breydon Water; Minsmere-Walberswick; Alde-Ore Estuary; Foulness; and Thanet Coast and Sandwich Bay SPAs. The coastal waters of the SPA are used for foraging, as well as a wide range of maintenance activities, such as bathing and loafing. Terns nesting on the Scroby Sands sandbank and nearby Great Yarmouth North Denes SPA may also forage within the adjacent Greater Wash SPA, suggesting there is a degree of connectivity between sites.



## 11.6 SAC FOR HARBOUR PORPOISES

The Southern North Sea SAC lies along the east coast of England, predominantly in the offshore waters of the central and southern North Sea, from north of Dogger Bank to the Straits of Dover in the south. It covers an area of 36,951 km<sup>2</sup>, designated for the protection of harbour porpoise *Phocoena phocoena*. This area supports an estimated 17.5% of the UK North Sea Management Unit (MU) population. Approximately two-thirds of the site, the northern part, is recognised as important for porpoises during the summer season, whilst the southern part supports persistently higher densities during the winter.

The SAC ranges in depth from Mean Low Water down to 75 m, with the majority of the site shallower than 40 m, and is characterised by its sandy, coarse sediments which cover much of the site. These physical characteristics are thought to be preferred by harbour porpoise, likely due to availability of prey.



## 12.1 Telephone/ Email Contact List

NAME	TELEPHONE	EMAIL
Associated British Ports, Lowestoft	01502 572286	<a href="mailto:lowestoftportcontrol@abports.co.uk">lowestoftportcontrol@abports.co.uk</a>
Adler & Allan Tier 2 Contractors	0800 592 827	<a href="mailto:nationaloperations@adlerandallan.co.uk">nationaloperations@adlerandallan.co.uk</a> <a href="mailto:dutymanagers@adlerandallan.co.uk">dutymanagers@adlerandallan.co.uk</a>
<u>Suffolk County Council</u> JEPU/Oil Pollution Officer	01473 265376 (24 Hrs)	<a href="mailto:emergency.planning@suffolk.gov.uk">emergency.planning@suffolk.gov.uk</a>
HM. Coastguard	01262 672317	<a href="mailto:Zone10@hmcg.gov.uk">Zone10@hmcg.gov.uk</a>
Environment Agency – Incident Notification	0800 807060	<a href="mailto:ics@environment-agency.gov.uk">ics@environment-agency.gov.uk</a>
<b>MMO</b> District Inspector	07917 050304	<a href="mailto:lowestoft@marinemanagement.org.uk">lowestoft@marinemanagement.org.uk</a>
Marine Management Organisation (MMO)	0300 1231032 0300 2002024 07770 977825	<a href="mailto:dispersants@marinemanagement.org.uk">dispersants@marinemanagement.org.uk</a>
<b>M.C.A.</b> Counter Pollution & Response Counter Pollution & Salvage Officer	01262 672317 01255 682101	<a href="mailto:zone10@hmcg.gov.uk">zone10@hmcg.gov.uk</a>

NAME	TELEPHONE	EMAIL
<b>Natural England</b> Norfolk and Suffolk	<b>0300 060 1200</b> <b>0300 060 6000</b>	<a href="mailto:marineincidents@naturalengland.org.uk">marineincidents@naturalengland.org.uk</a>
<b>Suffolk Fire and Rescue Service</b>	<b>01480 444621 (24hr)</b>	
<b>RSPB</b>	<b>01603 661662 / 01767 680551</b>	
<b>RSPCA</b>	<b>0300 1234999</b>	
<b>Norse</b> Gully Suckers etc.	<b>03450 402020</b>	<a href="mailto:waveney.info@ncsgrp.co.uk">waveney.info@ncsgrp.co.uk</a>
<b>East Suffolk District Council</b> Coast Protection	<b>07880 781265 (24Hrs)</b> <b>01502 562111</b> <b>01502 523349</b>	<a href="mailto:Coastalmanagement@eastsoffolk.co.uk">Coastalmanagement@eastsoffolk.co.uk</a>
<b>East Suffolk Council</b> Customer Services	<b>0333 016 2000</b>	
<b>C &amp; L Waste Oil Collection</b>	<b>07850 668419 (24Hrs)</b> <b>07740 401720 (24Hrs)</b> <b>01493 442056</b>	



**ABP EAST ANGLIA**  
**POLLUTION RESPONSE**  
**RESOURCES**

### 13.1 ABP LOWESTOFT OIL POLLUTION RESPONSE RESOURCES

LOCATION	EQUIPMENT
<b>Inner Harbour Town Quay</b>	150 metre Powered Drum Fence Boom 1 x Bund strip 5 x Oil selective socks 20 x Oil pads (Grey) 1 x Roll Oil pads (White) 5 x Oil selective pillows 1 x Absorbent granules (Tub) 10 x Disposal Bags protective coveralls
<b>Outer Harbour Bridge Control – Grey Container</b>	80 metre x 750mm Fence Boom (Trailer) 6 x Boom Anchors 4 x Mud Weights 3 x 5 metre Inflatable Maxi Boom 2 x 10 metre Inflatable Maxi Boom 1 x 20 metre Inflatable Maxi Boom 1 x Inflator Blower 1 x Bravo 10 Foot Pump 4 x Oil Sorbent Type 150 (45 metre Rolls) 2 x 210 Oil Spill Kit 1 x Oil sampling kit 3 x 6m lengths netted oil spill boom. 1 x Drizit Oil Absorbent Roll (1M x 420mm) 5 x Absorbent Granules (16Kg Bags) 1 x Pack Absorbent Pads (0.5M x 0.5M) 3 x Oil Absorbent Cushions 1 x Backpack Sprayer protective coveralls
<b>Lowestoft Haven Marina</b>	40 x Oil selective socks 20 x Oil pads (Grey) 100 x Oil pads (White) 5 x Oil selective pillows 1 x Absorbent granules (Bag) 10 x Disposal Bags Protective coveralls 1 x 210 Oil Spill Kit 1 x Marina Launch 1 x Harbour Launch

## **13.2 ABP IPSWICH OIL SPILL RESPONSE EQUIPMENT**

### **BOOMS**

<b>TYPE</b>	<b>QUANTITY</b>	<b>LENGTH</b>
TROILBOOM ON REELS	2	60 Metres Each
TROILBOOM SINGLE SECTIONS	13	15 Metres Each
INFLATABLE	12	4 Metres Each
ABSORBENT	1	30 Metres
ABSORBENT SAUSAGE TYPE	1	8 Metres
BOOM SIDE FITTINGS	2	
FOOT PUMP	1	

## ABP IPSWICH OIL SPILL RESPONSE EQUIPMENT

### OTHER EQUIPMENT

ITEM	QUANTITY	REMARKS
BACK PACK SPRAYER	1	
DETERGENT	7	20 LITRES EACH
ABSORBENT GRANULES	9	30 LITRES EACH
ABSORBENT BLANKETS	2	50 METRES EACH
ABSORBENT PADS	50	0.5 METRES SQUARE
PPE	2 SETS	
WORK BOAT "COMMODORE"	1	9.75 METRES LOA
WORK BOAT "TREKKA"	1	5.5 METRES LOA
ROPES, SHACKLES AND TOOLS	VARIOUS	
BOX TRAILER	1	PORTABLE
SKIMMER	1	KEBAB 1500
TOWABLE SUCTION TANKER	1	VALVEC 1000 LITRE CAPACITY

### **13.3 ABP King's Lynn Oil Spill Response Equipment**

<b>Location</b>	<b>Item Description</b>	<b>Quantity</b>
A Dock, South Side	5M x 200mm Fence Boom	6
Inner Bull Nose - In Grey Box	15M length Polypropylene rope	2
Gear Shed	5M x 200mm Fence Boom	6
In Blue Box	3M x 200mm Absorbent Boom	8
	15M length Polypropylene rope	3
Bentinck Passage	3M x 200mm Absorbent Boom	32
	Absorbent Pads x 100	4
	3M x 800mm Absorbent Socks	8
	Personal Coveralls	7
	Goggles	5
	Gloves (pair)	19
	'Plugrug' Drain Covers	2
	<u>Oil Spill Kit Comprising:</u>	
	Absorbent Pads	10
	Absorbent Socks	4
	Absorbent Cushions	2
	'Dammit' slab and ready mix	2
	Goggles	1
	Gloves (pair)	1
	Personal Coveralls	2
	Personal Grab Bags containing PPE and a copy of the callout list	6
Workshop	18KG bag of Absorbent Granules (for use On land spills only)	5
	Absorbent Pads	25
	Absorbent Socks	5

## 13.4 ADLER & ALLAN HOWELLS– RESPONSE PACKAGE

### TIER 2 – DEPLOYMENT

Heavy Rapid Response Vehicle + Response equipment.

Adler & Allan send pre-packed marine response vehicles. Primary response for Lowestoft will be from their depot in Tunbridge Wells, or as a back-up from Doncaster.

This vehicle carries

- 1 x *Minimax weir skimmer* with Spate 75c pump set
- 1 x Komara Disc Skimmer (Optional)
- 1 x 2000 Gallon Fast Tank
- 200 metres of Inflatable Air Boom
- 80 metres of Inshore Fence Boom
- 80 metres of Shore Sealing Boom
- 1 x Decontamination Tank
- 1 x Petrol Air Blower
- 3 x Grab Bags (PPE / COMMS)
- 1 x Petrol Driven Centrifugal Water Pump
- 1 x First Aid Kit
- 2 x 2Kg Dry Powder Fire Extinguishers
- 1 x Lighting Set + 500W / 110v Generator
- 1 x 2.65M Inflatable Safety Boat, 4H.P. + Oars & Outboard

And, Ancillary Equipment.

## 14.1 MMO APPROVED PRODUCTS

### OIL SPILL TREATMENT PRODUCTS APPROVED FOR USE IN THE UK BY MMO

An updated list of oil spill treatment products approved by MMO may be obtained from The MMO,

Marine Environment Branch . Tel. 0191 376 2666

[dispersants@marinemanagement.org.uk](mailto:dispersants@marinemanagement.org.uk)

## 15.1 MCA PLAN APPROVAL

MCA Approval Letter to be included this page

Following E-mail as interim plan approval – certificate to follow:-

Good morning Gary,

Thank you for your finalised OPRC Plan and for all your efforts in its revision. I can now confirm that the plan you have provided complies with the obligations under The Merchant Shipping (Oil Pollution Preparedness, Response and Cooperation Convention) Regulations 1998. The plan's next 5 yearly revision is due to be completed no later than **17<sup>th</sup> December 2026**. Our records have been updated.

**Please take this email as confirmation that the MCA has approved the Lowestoft OPRC Plan;** unfortunately, due to isolation/WFH measures I will not be able to issue the certificate until further notice when I can access the correct paraphernalia in the office.

The NCN 001/21 is now closed. Please see attached.

Kind Regards

John

**John Woollam**  
Counter Pollution & Salvage Officer  
(North of England)  
**Counter Pollution & Salvage**

+44 (0) 2038 172277

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[John.Woollam@mcga.gov.uk](mailto:John.Woollam@mcga.gov.uk)



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SO15 1EG

**Safer Lives, Safer Ships, Cleaner Seas**

[www.gov.uk/mca](http://www.gov.uk/mca)

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------



# **LOWESTOFT**

## **OIL SPILL CONTINGENCY PLAN** **APPENDICES**

- A. BUNKERING CHECKLIST
- B. RECORD-KEEPING & COST  
RECOVERY
- C. STS OPERATIONS SPILLS
- D. HNS SPILLS
- E. SHIP TO SHIP BUNKERING
- F. BUNKER FUEL MSDS's
- G. BONN AGREEMENT OIL  
APPEARANCE CODE
- H. GGOWL BUNKERING PROCEDURES
- I. TIER 2 RESPONDER – SCHEDULE OF  
CHARGES
- J. METHOD FOR COLLECTING OIL  
SAMPLES
- K. WASTE DISPOSAL CONTRACTORS /  
ACCREDITED OIL SPILL RESPONSE  
CONTRACTORS

# **APPENDIX A**

# **BUNKERING CHECKLIST**



Lowestoft Port Control
Telephone 44 (0) 1502 572286
Fax 44 (0) 1502 586375

e-mail lowestoftportcontrol@abports.co.uk
VHF Channel 14 Call Sign Lowestoft Port Control

SAFETY CHECKLIST - BUNKERING

This safety checklist is to be completed before the commencement of any bunkering or oil transfer operations. The checklist is to be retained on board for inspection by the Harbour Master, on request. The checklist is to be completed fully and the declaration at the bottom signed by both the receiver and supplier of the bunkers or other oil. The bunkering operation must be adequately supervised at all times by a representative of the supplier and receiver. On completion all hoses are to be adequately drained and bunker pipes blanked. No fuel tanks are to be filled above 98% capacity.

Lowestoft Port Control must be contacted immediately in the event of oil or other pollutant spilling into the water. Failure to do so may result in a prosecution under the Merchant Shipping Act 1995 Section 136(1).

Table with 3 columns: Question, YES, NO. Contains 15 safety checklist items related to bunkering operations.

Type of Oil delivered..... Quantity of Oil Delivered.....

DECLARATION

We confirm that we have checked the items on the checklist and are satisfied that the answers given are correct.

FOR OIL TANKER

FOR VESSEL

COMPANY.....
NAME.....
SIGNATURE.....
TIME & DATE.....

VESSEL NAME.....
BERTH.....
NAME.....
SIGNATURE.....
TIME & DATE.....

**APPENDIX B**

**RECORD-KEEPING**

**&**

**COST RECOVERY**

# **RECORD-KEEPING AND COST RECOVERY**

## **INTRODUCTION**

In general pollution incident response in the UK operates under the “Polluter pays” principle and in many cases the port’s costs of any response will be met by some form of insurance.

This insurance may be in the form of a ship owner’s mutual insurance club or an international fund for oil tankers. Whichever type of insurance may be involved, they will require meticulous record-keeping to support a Port’s claim for all Pollution response costs. It will be necessary to provide accurate costed records; the following headings can be used to cover many of the required items for a claim.

## **Personnel used**

Numbers, names and their level of qualification, times worked, type of work undertaken and the effectiveness of their operations. Also allow for any travelling, subsistence and accommodation expenses

## **Equipment used**

Record everything – booms, absorbents, dispersant, PPE, ropes, anchors, use of boats, use of vehicles, fuel consumed and waste disposal sacks etc.

## **Waste**

Record hazardous waste storage and disposal costs, also costs of any hire equipment, such as gully suckers, skips and tanks. Also include the costs of any equipment clean-up, repairs and any that is unusable and needs replacement.

## **Admin.**

Claim for the time taken to notify and report spills, the time taken to log events and equipment used, time taken to prepare claims and the costs of any extra staff that have to be hired to assist in these operations.

Keep **all** paperwork - even scrap paper records until a claim has been settled.

Example spreadsheet and typical costs of ABP staff and equipment hire are included within this appendix.

## **Photographs**

Throughout an oil spill response operation it will be necessary to keep a photographic record of as many aspects of the operation as possible. This will help support all aspects of the cost recovery operation. Include photos of craft and vehicles. Keep before and after photos of oiled equipment and infrastructure as well as numbers of personnel and incident room boards etc.

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------

## MCA BEST PRACTICE ADVICE ON COST RECOVERY

- Expense must have been incurred and third party invoices provided
- Response measures must be deemed to be reasonable and justifiable
- A summary of events - together with WHY the working methods or courses of action were selected is very useful
- Investigate rates quoted for all hired in equipment - prove investigation!
- Keep a record of dates on which work was carried out at EVERY site - date and time stamped photographic evidence
- Keep a record of the number and categories of response personnel, regular / overtime rates of pay & who is paying them - names
- Keep a record of travel, accommodation and living costs for response personnel
- Apply industry standard of 100% of hire rate for in-use and 50% rate for stand-by
- Keep a record of all equipment costs for EVERY site
  - Type of equipment
  - Rate of hire
  - Costs of purchase - remember residual values
  - Quantity used of each piece of equipment
  - Period of use - in use / standby
  -
- Photograph any damaged equipment – get assessed by an independent body prior to repair or replacement
- Do not bring equipment to a better state than at the commencement of the hire
- Keep a record of consumable materials - get responders to sign out consumables and say which site the item will be used on

## **ABP LOWESTOFT OIL SPILL RESPONSE HIRE RATES - 2021**

### **TRAINED STAFF RATES**

<b>LEVEL 4 RESPONDERS</b>	<b>£74.79/HOUR</b>
<b>LEVEL 2 RESPONDERS GENERAL DUTIES</b>	<b>£38.53/HOUR</b>
<b>ADMIN. AND OTHER UNQUALIFIED STAFF</b>	<b>£27.20/HOUR</b>

### **EQUIPMENT RATES**

<b>HARBOUR LAUNCH</b>	<b>£125.00/HOUR</b>
<b>MARINA LAUNCH</b>	<b>£65.00/HOUR</b>
<b>PILOT LAUNCH</b>	<b>£361.04/HOUR</b>
<b>FENCE BOOM HIRE</b>	<b>£500.00/DAY</b>
<b>PROVISION OF FORKLIFT TRUCK SERVICES (PLANT AND DRIVER)</b>	<b>£60.00/HOUR</b>

**OTHER ITEMS OF EQUIPMENT WILL BE CHARGED AT COST + 20% OR A DAILY HIRE RATE, WHICHEVER IS MOST COST EFFECTIVE.**

**STAND-BY RATE FOR EQUIPMENT = 50% FOR ABOVE RATES**

ABP Lowestoft Pollution Response Chargeable Action Sheet							
Company Name:							
Date:							
Action	No of Personnel used	Start Time	End time	Total Time	Rate	Total Cost (Exc VAT)	
<b>Absorbent Deployment and initial assessment of spill</b>							
4P Responder					£74.79	£0.00	
3P Responder				0:00	£49.87	£0.00	
2P Responder				00:00	£38.53	£0.00	
Admin / unqualified staff				0:00	£27.20	£0.00	
<b>Assessment and Inspection of Vessel Condition</b>							
4P Responder				00:00	£74.79	£0.00	
3P Responder				0:00	£49.87	£0.00	
2P Responder				0:00	£38.53	£0.00	
Admin / unqualified staff					£27.20	£0.00	
<b>Equipment Deployed</b>							
Harbour Launch				0:00	£125.00	£0.00	
Marina Launch				0:00	£65.00	£0.00	
Pilot Launch				0:00	£361.04	£0.00	
Fence Boom Hire	( per day)			0:00	£500.00	£0.00	
Provision of forklift truck services	( plant and driver)			0:00	£60.00	£0.00	
						£0.00	



# **APPENDIX C**

# **CONTINGENCY FOR AN OIL SPILL RESULTING FROM STS OPERATIONS**

# **RESPONSE TO AN STS OPERATION OIL SPILL**

## **Introduction**

Under the Ship to Ship Transfer Regulations 2010/2012 & MSN 1829(M) the waters off Lowestoft include the only UK government approved area for Ship to Ship oil transfer operations. These operations are controlled by various contractors and are Audited and Monitored by the MCA.

In the event of an offshore oil spill the ABP Lowestoft response will be to deploy booms at the port entrance to prevent oil entering the harbour. This will place restrictions on vessels entering and leaving the harbour and will need to be discussed with port users.

Regular callers such as Wind Farm Service Vessels may need to make special arrangements, depending upon whether their hulls are contaminated by spilt oil. It may be necessary to boom off an area of the harbour and designate it for use by “Dirty” vessels.

The port may also become a base for vessels responding to any such offshore spill. Any such decision will probably be taken by SOSREP and/or MCA’s CPSO. In this eventuality ABP Lowestoft may also need to create a designated “Dirty vessel” area.

Any such area will be agreed with Spill Management partners including MCA, SCC and EA.

Costs for setting up this area maintaining it and remedial clean-up action after completion will be charged against the Vessel owner’s and/or STS operator’s insurance.

In the event of an offshore spill the contacts for the STS contractors are given below.

In the event of a significant spill the MCA may invoke their National Contingency Plan (Copy held in HM’s office on disc) and may take overall responsibility for managing the response operation. They will be able to call upon the national stock of oil spill response equipment (Details contained with this appendix)

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------

## STS OPERATORS AND THEIR OIL SPILL CONTRACTORS

### 1. FENDERCARE

**FENDERCARE TELEPHONE NUMBER**                      **01508 482 6 (24 hrs)**

Fendercare employ Briggs Environmental Services as their appointed spill response contractor, they maintain oil spill response equipment in the area to be ready for an immediate response to an incident offshore.

**BRIGGS ENVIRONMENTAL SERVICES**                      **0800 374 348**

### 2. SAFE STS

**SAFE STS TELEPHONE NUMBER**                      **01379 640 021 (24 hrs)**

Safe STS employ Braemar Howells Environmental Services as their appointed spill response contractor; they maintain oil spill response equipment in the area to be ready for an immediate response to an incident offshore.

**Braemar Howells**    **0870 073776673**

### 3. STS MARINE SOLUTIONS LTD

**TEEKAY MARINE SOLUTIONS TELEPHONE NUMBER**    **0191 568 1820**

**EMAIL**    [ops.uk@oilsts.com](mailto:ops.uk@oilsts.com)

Teekay employ Adler & Allan Environmental Services as their appointed spill response contractor; they maintain oil spill response equipment in the area to be ready for an immediate response to an incident offshore.

**ADLER AND ALLAN**    **0800 592 827**

## MCA Equipment Stockpile Locations (Major Items)

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------

## **Barnsley**

### Booms:

- 2100m Inshore Shore Sealing
- 3200m Inshore Skirt
- 400m Offshore

### Breathing Apparatus:

- 12 x sets
- 2 x BA skids

Hydraulic Back Up Units x 9

Current Buster System x 1

Boat Spray Systems x 2

Fast Tanks x 31 plus Rapides x 19

Fenders (large) x 2

Generators (Portable) x 10

Hydraulic Salvage Pumps:

- TK5 x 4
- TK6 x 4
- TK80 x 2
- TK150 x 1

Lay-Flat Hose 6" x 4000m

### Skimmers:

- Sea Devil
- Lamor Brush
- RoSkim Single ship system
- Desmi Skimmer System
- ScanTrawl (small) x 2
- RockScrubber
- Komara 12 Disc Skimmers

### Power Packs:

- Framo x 5
- Vikoma Mk2 x 2
- Lamor x 3
- Lamor Heavy Pump

Sandscrubber System

Vaculite Pod Skimmer x 4

Intrinsically Safe lighting system

Large Oil Bags (150T) x 2

Argocats x 2

Iso Containers (10ft) x 6

HNS Containers x 6

Ingersoll Air Compressors x 2

Broomwade Zone 2 Compressor (obsolete) x 1

Transcube Fuel Cell x 1

## **Bristol**

### Booms:

- Inshore Fence x 400m
- Inshore Shore Sealing x 225m
- Inshore Skirt x 100m
- Offshore x 200m

Inert Gas System x 1

### Skimmers:

- Sea Devil
- Desmi Weir Skimmer
- Brush Skimmer
- Rock scrubber
- Scan Trawl System (Large)

Fast Tanks x 18, Rapides x 5

Lay-Flat Hose 6" x 380m

Boat Spray Systems x 2

Power Packs:

- Framo x 1
- Vikoma IS x 1

Hydraulic Salvage Pumps:

- TK6 x 1
- TK80 x 1
- TK150 x 2

Vaculite Pod Skimmer x 4

Argocat x 1

Transcube Fuel Cell x 1

## **Dundee**

### Booms:

- Inshore Shore Sealing x 930m
- Inshore Skirt x 1355m
- Inshore Fence x 600m
- Offshore x 200m

Boat Spray Systems x 2

Fast Tanks x 16, Rapide x 4

Fenders (small) x 2

Layflat 6" Hose x 520m

Power Packs:

- Framo x 1
- Vikoma Mk1 IS x 1
- GP10 x 3

Hydraulic Salvage Pumps:

- TK150 x 1
- TK6 x 3
- TK80 x 1

Skimmers:

- ScanTrawl System (large)
- Sea Devil
- Brush Skimmer
- Desmi Weir Skimmer
- Disc Skimmer
- Komara 20 x 2

Vaculite Pod Skimmer system x 4

Argocat x 2

Transcube Fuel Cell x 1

# APPENDIX D

## CONTINGENCY FOR SPILL RESULTING FROM HAZARDOUS NOXIOUS SUBSTANCES (HNS)

### RESPONSE TO AN HNS SPILL

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------

## **Introduction**

The IMO convention on OPRC – HNS response planning has not yet been adopted by UK Government. However, ABP Lowestoft has felt it necessary to prepare a brief contingency plan.

The Port doesn't regularly handle bulk HNS substances and does not have appropriate HNS spill response equipment or suitably trained response staff. In recent years small quantities of fuel additive chemicals have been shipped through the port in IBC's to the STS tankers anchored offshore.

In response to this trade the port has instigated a system for managing these cargoes that puts the primary responsibility for spill response on the shipping company/agent.

1. The Harbour Master maintains a full list of all the MSDS forms for each chemical in a file a Port Control. This will enable an appropriate response to any spill or other incident involving these substances. Data held includes details of fire-fighting measures and appropriate PPE requirements.
2. All shipping companies have been written to by the Harbour Master outlining the measures needed to be taken to ensure safe carriage of these substances through the port. (Copy of letter forms part of this appendix)
3. A safety checklist system has been drawn up to ensure the shipping company and vessel transporting the chemicals has taken appropriate precautions. (Copy of checklist forms part of this appendix).
4. The fuel additive shippers are required to maintain a spill response contract with an approved contractor and they will be expected to deal with any incidents.

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------



ASSOCIATED  
BRITISH PORTS  
EAST ANGLIA

IPSWICH  
KING'S LYNN  
LOWESTOFT

[www.abports.co.uk](http://www.abports.co.uk)

24<sup>th</sup>. February 2011

**FUEL ADDITIVE SHIPMENTS AT ABP LOWESTOFT.**

Dear Sir ,

We are receiving an increasing number of requests for the transfer of Fuel Additives in IBC's, to STS tankers offshore. These commodities come under the scope of MARPOL HNS requirements

The Port of Lowestoft does not have an HNS spill response capability or plan. The provision of these by ABP Lowestoft would be an unreasonable drain on our resources. Therefore, to mitigate the risks involved in shipping these products through this port, we have drawn up requirements that need to be fully complied with, before we will give permission for this operation to be undertaken in our waters. These requirements fulfil our responsibilities on Environmental and Marine Safety grounds and place the onus on the shipper/operator to take adequate precautions.

Please read the attached checklist and provide written acknowledgement that these conditions have been received and will be fully complied with for all future Fuel Additive shipments.

We will also require the completion of the attached checklist before the port approves each shipment. Additional copies can be obtained on request from Port Control.

Yours faithfully,

Richard Musgrove MNI

**Harbour Master/Pilot**  
**01502 572286**  
**07771 605521**  
**[rmusgrove@abports.co.uk](mailto:rmusgrove@abports.co.uk)**

IPSWICH  
OLD CUSTOM HOUSE  
KEY STREET  
IPSWICH  
SUFFOLK IP4 1BY  
TEL: +44 (0)1473 231010  
FAX: +44 (0)1473 230914

KING'S LYNN  
ST ANN'S FORT  
KING'S LYNN  
NORFOLK PE30 1QS

TEL: +44 (0)1553 691555  
FAX: +44 (0)1553 761335

LOWESTOFT  
NORTH QUAY CARGO TERMINAL  
COMMERCIAL ROAD  
LOWESTOFT  
SUFFOLK NR32 2TE  
TEL: +44 (0)1502 516804  
FAX: +44 (0)1502 500032



ASSOCIATED BRITISH PORTS: AYR, BARROW BARRY, CARDIFF, FLEETWOOD, GARSTON, GOOLE, GRIMSBY, HULL, IMMINGHAM, IPSWICH, KING'S LYNN, LOWESTOFT, NEWPORT, PLYMOUTH, PORT TALBOT, SILLOTH, SOUTHAMPTON, SWANSEA, TEIGNMOUTH AND TROON



Lowestoft Port Control
Telephone 44 (0) 1502 572286
Fax 44 (0) 1502 586375

e-mail lowestoftportcontrol@abports.co.uk
VHF Ch 14 Call Sign "Lowestoft Port Control"

SAFETY / ENVIRONMENTAL CHECKLIST – FUEL ADDITIVE SHIPMENTS

This checklist is to be completed before the commencement of any fuel additive shipment operations.
The checklist is to be retained onboard for inspection by the Harbour Master, on request.
The checklist is to be completed fully and the declaration at the bottom signed by both the shipper and the vessel carrying the fuel additives. Shipments will only be permitted if the answer to all questions is yes.
The operation must be adequately supervised at all times by a representative of the shipper and the vessel.

Table with 3 columns: Question, SHORE, SHIP. Contains 12 safety and environmental checklist items.

Type & Quantity of Fuel Additive to be shipped

DECLARATION

We have checked the items on the checklist and are satisfied that the answers given are truthful and correct

SHIPPER

VESSEL

COMPANY.....

VESSEL NAME.....

NAME.....

NAME.....

SIGNATURE.....

SIGNATURE.....

TIME & DATE.....

TIME & DATE.....



# **APPENDIX E**

# **SHIP TO SHIP BUNKERING OPERATIONS**

# **SHIP TO SHIP BUNKERING OPERATIONS**

## **INTRODUCTION**

Prior to any ship to ship bunkering operations being conducted at Lowestoft, ABP Lowestoft conducted a risk assessment of the operation and reviewed the Standard Operating Procedures of the delivering company and the receiving vessel.

Both the companies involved agreed to implement the risk controls identified in the risk assessment, (included in this appendix as an example).

Ship to ship bunkering operations do not occur on a frequent basis at Lowestoft. The last such activities were in 2013.

Any future ship to ship bunkering operations will be risk assessed specifically for the vessels concerned.

Subject to the acceptance of any required control measures from the RA, or maximum criteria advised, the operation will only be permitted once a ship to ship bunker checklist has been completed with confirmation of this to Lowestoft Port Control via VHF Ch14. Notification of start and finish times must also be relayed to Port Control.

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------



**LOWESTOFT – SHIP TO SHIP BUNKERING RISK ASSESSMENT**

**RECEIVING VESSEL**

**DELIVERING VESSEL**

**NAME**  
**MANAGER**  
**REPRESENTATIVE**

*Cefas Endeavour*  
*P&O Maritime Services*  
*Trefor Owen*

*Musca*  
*Allantone Fuels Felixstowe*  
*David Lenton*

**INTRODUCTION**

P&O have arranged for their managed vessel CEFAS Endeavour to receive 150 tonnes of MDO through Allantone's from their bunker barge Musca, on or around 16/01/2012. ABP Marine staff considered this operation from the SHA point of view and assessed the risks involved, in consultation with both parties. This is a relatively standard operation in most ports, but the first in recent years in Lowestoft. Certain aspects of ship design and channel width will increase the risks associated with this operation on this particular berth. Both parties operate their own Standard Operating Procedures for this type of operation so this RA will focus on these specific aspects.

<b>Hazard</b>	<b>Assessment of Risk</b>		<b>Evaluation of Risk</b>			<b>Recommendations Required</b>	<b>RR R</b>	
	<b>Likely Cause</b>	<b>Likely Consequence</b>	<b>Existing Control</b>	<b>Risk Rating</b>				<b>Risk (RR)</b>
				<b>Like</b>	<b>Sev</b>			
<b>HOSE SPLITTING</b>	EXCESSIVE PRESSURE	OIL SPILL	ARMOURED HOSE SPILL RESPONSE READY	3	3	9	REDUCED PUMPING RATE AGREED BY BOTH VESSELS BEFORE START OF OPERATION	6
<b>HOSE SPLITTING</b>	STRAIN/PULLING DUE TO WEATHER RELATED VESSEL MOVEMENT	OIL SPILL	MOORING ROPES SPILL RESPONSE READY	3	3	9	TRANSFER IN WIND FORCE 5 OR LESS THROUGHOUT OPERATION	6



**LOWESTOFT – SHIP TO SHIP BUNKERING RISK ASSESSMENT**

<b>Hazard</b>	<b>Assessment of Risk</b>		<b>Evaluation of Risk</b>			<b>Recommendations Required</b>	<b>RR R</b>	
	<b>Likely Cause</b>	<b>Likely Consequence</b>	<b>Existing Control</b>	<b>Risk Rating</b>				<b>Risk (RR)</b>
				<b>Like</b>	<b>Sev</b>			
<b>HOSE SPLITTING</b>	STRAIN/PULLING DUE TO PASSING VESSEL MOVEMENT – ONLY HEADLINES AND STERNLINES	OIL SPILL	MOORING ROPES (LIMITED BY VESSEL CONSTRUCTION) SPILL RESPONSE READY	4	3	12	REDUCE VESSEL MOVEMENTS PAST BERTH DURING OPERATION (UNDER 50 GRT ONLY) DISCONNECT AND SEPARATE VESSELS UNTIL OTHER VESSEL HAS PASSED	6
<b>HOSE SPLITTING</b>	STRAIN/PULLING DUE TO PASSING VESSEL MOVEMENT/COLLISION	OIL SPILL	MOORING ROPES (LIMITED BY VESSEL CONSTRUCTION) SPILL RESPONSE READY	4	3	12	SUSPEND OPERATION AND DISCONNECT IF VISIBILITY FALLS BELOW 200 METRES	3
<b>OIL DRIPPING/SPRAYING</b>	POOR CONNECTION OR WEIGHT OF HOSE PULLING ON CONNECTION	OIL SPILL	HOSE STRENGTH DRIP TRAYS CORRECT GASKET USED SCUPPERS PLUGGED SPILL RESPONSE READY	3	3	9	HOSE ADEQUATELY SUPPORTED TO REDUCE STRAIN	6
<b>OIL DRIPPING/SPRAYING</b>	POOR VIGILANCE/COMMUNICATION, TANKS OVEFILLING	OIL SPILL	SHIP'S CHECKLISTS COMMUNICATIONS (SHIP/SHIP) AGREED SHUTDOWN PROCEDURE SPILL RESPONSE READY	3	3	9	TOOLBOX TALK P&O/ALLANTONE PRIOR TO OPERATION COMMUNICATIONS (SHIP/PORT)	6



**LOWESTOFT – SHIP TO SHIP BUNKERING RISK ASSESSMENT**

<b>Hazard</b>	<b>Assessment of Risk</b>		<b>Evaluation of Risk</b>			<b>Recommendations Required</b>	<b>RR R</b>	
	<b>Likely Cause</b>	<b>Likely Consequence</b>	<b>Existing Control</b>	<b>Risk Rating</b>				<b>Risk (RR)</b>
				<b>Like</b>	<b>Sev</b>			
<b>ACCESS</b>	HEIGHT DIFFERENCE BETWEEN VESSELS	PERSONAL INJURY	PILOT LADDER METAL LADDERS	2	4	8	AGREE LADDER POSITION AND SECURING ARRANGEMENTS BEFORE USE	4
<b>FIRE</b>	SMOKING HOT WORK	FIRE AND/OR EXPLOSION	NO SMOKING SIGNS & POLICY RAPID RECOVERY OF SPILLS AND STOPPING OPERATIONS	2	4	8	ABP HOT WORK PERMIT IF NEEDED	4

# **APPENDIX F**

## **MARINE DIESEL OIL INTERMEDIATE FUEL**

### **MATERIAL SAFETY DATA SHEETS**

# TOTAL UK LIMITED



## MATERIAL SAFETY DATA SHEET

### RESIDUAL FUEL OILS

#### MEDIUM FUEL OIL

HEAVY FUEL OIL (HFO)  
LIGHT FUEL OIL  
INTERMEDIATE FUEL OIL  
MARINE FUEL OIL

#### BS 2869 CLASS F

BS 2869 CLASS G  
BS 2869 CLASS E  
BSMA100 CLASS RMF180  
BSMA100 CLASS RMG380

#### 1 IDENTIFICATION OF THE SUBSTANCE & OF THE COMPANY / UNDERTAKING

##### IDENTIFICATION OF THE SUBSTANCE OR PREPARATION:

These oils are used as fuels in industrial heating plant (boilers and furnaces), in marine boilers and in low speed diesel engines.

Fuel Oils, Residual: CAS No. 68476-33-5

EINECS No. 270-675-6

##### COMPANY IDENTIFICATION:

TOTAL UK LIMITED  
40 Clarendon Road  
Watford  
Herts WD17  
1TQ

Telephone No. (Watford) 01923 694000

##### EMERGENCY TELEPHONE NO:

(Watford) 01923 694000

#### 2 COMPOSITION / INFORMATION ON INGREDIENTS:

Residual Fuel Oils are paraffinic, naphthenic and aromatic hydrocarbons mainly from blends of residues from crude oil distillation but which may contain proportions of petroleum middle distillates and catalytically or thermally cracked components. Small quantities of Hydrogen Sulphide, organic disulphides and light hydrocarbons may be present. Compounds of trace metals such as Vanadium are commonly present in the ash after combustion.

### 3 HAZARDS IDENTIFICATION

Residual fuel oils are customarily supplied as “heated oils”, usually in the temperature range 60 - 75°C.

Light hydrocarbon vapours can build up in the headspace of tanks. These can cause flammability/explosion hazards even at temperatures below the normal flash point of the fuel.

**Tank headspaces should always be regarded as potentially flammable.**

(**Note:** flash point must not be regarded as a reliable indicator of potential flammability). If hot product causes burns, the affected area should be flooded immediately with, or immersed in, cold water for 10 minutes, or longer if pain persists. Burns should be covered with clean cotton or gauze, and medical advice sought as soon as possible.

Injection of fuel under the skin may have serious effects, seek medical advice urgently. Residual fuel oils, particularly when catalytically and thermally cracked hydrocarbons are present, may contain polycyclic aromatic hydrocarbons (PCAs); some PCAs have been classified as category 2 carcinogens.

Hydrogen Sulphide (H<sub>2</sub>S) gas may accumulate in the confined vapour spaces above fuel oil in storage tanks and the bulk storage compartments of transport vehicles. Hydrogen Sulphide is an extremely toxic gas. An Occupational Exposure Standard for Hydrogen Sulphide is listed in HSE Guidance Note EH40: currently:

**Long term exposure limit** - (8 hour TWA reference period) - 5 ppm, 7 milligrams per cubic metre.

**Short term exposure limit** - (15 minute TWA reference period) - 10 ppm, 14 milligrams per cubic metre.

There is no appropriate occupational exposure limit for residual fuel oils, due to the presence of polycyclic aromatic hydrocarbons. Avoid, as far as is practicable, the inhalation of vapour, mists or fumes generated during use. If operations are such that excessive generation of vapour, mists or fume is generated, to which operators may be unavoidably exposed, suitable approved respiratory equipment should be worn.

The use of respiratory equipment must be strictly in accordance with the manufacturer’s instructions and any statutory requirements covering its selection and use.



<b>4 FIRST AID MEASURES</b>	
<p><b><u>TYPE OF EXPOSURE</u></b></p> <p><b>Ingestion</b></p> <p>The swallowing of small amounts is unlikely to have adverse effects; larger amounts may cause irritation with diarrhoea and vomiting.</p> <p><b>Skin</b></p> <p>Unlikely to cause irritation on single contact. Prolonged or repeated contact may cause dermatitis which could eventually lead to irreversible skin disorders.</p> <p>Injection of fuel under pressure through the skin may have serious effects, which at first may not seem serious but, within hours, may become very painful.</p> <p>Contact with hot product may cause thermal burns.</p>	<p><b><u>FIRST AID MEASURES</u></b></p> <p><b>Ingestion</b></p> <p>Wash mouth out with water and give water to drink. If a large amount has been swallowed get medical advice; <b>DO NOT INDUCE VOMITING BECAUSE OF THE DANGER OF ASPIRATION.</b></p> <p><b>Skin</b></p> <p>Wash skin as soon as possible with soap and water. Change contaminated clothing immediately and launder before reuse. Get medical advice if irritation persists.</p> <p>Any injection of fuel under the skin should be considered an <b>EMERGENCY</b> - get Medical Advice <b>URGENTLY.</b></p> <p>Flood with cold water for at least 10 minutes. Get medical advice</p>
<p><b>Eyes</b></p> <p>May cause short-term irritation with redness and stinging.</p> <p><b>Inhalation</b></p> <p>Fumes or vapour may cause irritation to eyes and mucous membranes, and drowsiness leading to loss of consciousness.</p> <p>Hydrogen Sulphide (H<sub>2</sub>S) gas may accumulate in vapour spaces above fuel oil in tanks.</p>	<p><b>Eyes</b></p> <p>Wash out immediately with large amounts of water. If redness and/or irritation continues get medical advice.</p> <p><b>Inhalation</b></p> <p>If inhalation of vapour causes irritation or drowsiness remove <b>IMMEDIATELY</b> to fresh air. Get medical advice.</p>

## 5 FIRE-FIGHTING MEASURES

Extinguish with Dry Powder or Foam. For small fires use CO<sub>2</sub>.

**Note - Flash Point 66°C min, but if fuel contacts hot surface or leaks from high pressure fuel pipes then the vapour/mist generated will create a flammability hazard.**

Fires in closed or confined spaces should be tackled by trained personnel who should wear breathing apparatus.

## 6 ACCIDENTAL RELEASE MEASURES

Treat any spillage as a fire hazard. Spray, vapour or mist can be a potential fire or explosion hazard.

May cause damage to surfaces making them SLIPPERY.

Contain spillage - do not wash spillage down drain. Absorb using absorbent clay, diatomaceous clay or other suitable absorbent.

## 7 HANDLING AND STORAGE

### 7.1 Handling

Residual fuel oils are primarily designed to be used in closed systems associated with boilers or engines. As such, handling should only be by competent persons. When handling, attention should be given to the avoidance of skin contact and avoidance of sources of ignition. In normal use, this material is likely to be **hot**.

### 7.2 Storage

The design, construction, and maintenance of bulk storage and handling facilities are covered by codes of practice published by the Institute of Petroleum, British Standards and the Health and Safety Executive.

Any containers should be stored under cover out of direct sunlight, in well ventilated conditions. Care should be taken to avoid over-stacking.

## 8 EXPOSURE CONTROL / PERSONAL PROTECTION

**Protective clothing** - Where skin contact is likely protective clothing should be worn including impervious GLOVES and EYE PROTECTION. Ensure good ventilation. When handling heated material, suitable protective clothing should be worn to prevent thermal burns.

**Respiratory protection** - Unlikely to be required in normal use but care should be taken when sampling or gauging in case of an accumulation of Hydrogen Sulphide (H<sub>2</sub>S) which is toxic and flammable (see Section 3. HAZARDS IDENTIFICATION).

Protective clothing and respirators must be worn when overhauling plant or storage facilities.

**Hand and skin protection** - Hand and skin protection recommended at all times. Where exposure is likely protective clothing must be worn, including nitrile gloves approved to BS EN 374 with a breakthrough time of >360 minutes.

**Eye protection** - Eye protection approved to BS EN 166 is recommended at all times

## 9 PHYSICAL AND CHEMICAL PROPERTIES

### Typical properties:

Appearance	Dark brown/black viscous fluid
Odour	Characteristic
pH	Mildly acidic
Boiling Range °C	160 - 500
Flash Point (PMC) °C	66 min
Flammability Limits % vol	1 - 6
Auto ignition temperature °C	
Explosive properties	Not applicable
Oxidising properties	Not applicable
Reid Vapour Pressure at 37.8 °C kPa	<0.1
Density at 15°C	0.95 - 1.005
Solubility - water	Very low
-	fat Not available
Partition coefficient - Log Pow	2.7 - 6 for components
Viscosity cSt @ 40°C	10 - 40
Vapour density (relative to air)	> 5
Evaporation rate	Very low

**10 STABILITY AND REACTIVITY**

**Conditions to Avoid** - excessive heat

**Materials to Avoid** - may react with strong oxidising materials.

**Hazardous Decomposition Products** - thermal decomposition may lead to the formation of a multiplicity of compounds some of which may be hazardous. With incomplete combustion smoke and hazardous fumes and gases, including carbon monoxide may be formed.

**11 TOXICOLOGICAL INFORMATION**

Toxicity following a single exposure (oral, dermally or by inhalation) to high levels of residual fuel oils is normally of a low order. Under certain conditions small quantities of Hydrogen Sulphide, a toxic gas, may be liberated into the vapour phase. Residual fuel oils may contain polycyclic aromatic hydrocarbons and have been classified as category 2 carcinogens.

Dusts generated during the removal of combustion deposits will be harmful if inhaled. Repeated contact may result in serious irreversible disorders.

**12 ECOLOGICAL INFORMATION**

Expected to harm aquatic organisms; films formed on water may affect oxygen transfer and damage organisms. Likely to biodegrade slowly.

**13 DISPOSAL CONSIDERATIONS**

Dispose by incineration or by methods approved by local authority.

Do not discharge into the public drainage system, or marine and inland waterways.

**Fuel oils used for marine applications should be disposed of in accordance with MARPOL Regulations.**

**14 TRANSPORT INFORMATION****TRANSPORT CLASSIFICATION**

HAZCHEM Code: 3/Z (voluntary)

Symbol: None

UN Number (Substance Identification Number): Flash point > 61°C No number (non hazardous)

IMO: Not classified as hazardous for transportation. ICAO

Hazard Class/IATA Hazard Class: Not restricted.

ADR/RID Hazard Class: Not classified as hazardous for transportation

## 15 REGULATORY INFORMATION

### LABELLING

Symbol: Black Skull & Cross Bones

Classification: Toxic. Dangerous for the environment

- R45 - May cause cancer.  
R52/53 - Harmful to aquatic organisms, may cause long-term adverse effects in the aquatic environment
- R66 - Repeated exposure may cause skin dryness or cracking
- S53 - Avoid exposure - obtain special instructions before use.  
S45 - In case of accident, or if feeling unwell, seek medical advice immediately – show the label where possible.
- S61 - Avoid release to environment. Refer to special instructions/safety data sheet

## 16 OTHER INFORMATION

Further information can be found in various publications, a list of which may be obtained from the Health and Safety Executive.

COMAH: HSE's Guidance on the Regulations ["A guide to the Control of Major Accident Hazards Regulations 1999, I SBN 0-7176-1604-5] paragraph 340, HSE state that these products should **not** be treated as "Toxic" for COMAH purposes. Residual fuel Oils are outside the scope of COMAH.

This data sheet has been prepared in accordance with the requirements of the Data Sheet Directive 91/155/EEC as amended by Directive 2001/58/EC.

### LEGAL NOTICE

The information in this Data Sheet applies only to the products designated herein and produced or supplied by Total or its subsidiary companies. It is based on our experience and on the data available to us at the time of its issue and is accurate to the best of our knowledge. The customer is strongly advised to observe and ensure that its employees and customers observe all directions contained herein. However, no warranty is made or implied that the information is accurate or complete and no liability will be accepted whatsoever - (other than liability in respect of the matters referred to in Section 2 Unfair Contract Terms Act 1977) arising out of the use of the information or the products designated herein. Where third party products are used in conjunction with or instead of products produced or supplied by Total or its subsidiary companies, the customers should himself obtain all necessary technical, health and safety information about such products from the third party.

Issued: March 2006

RESIDUAL FUEL OILS

Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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# TOTAL UK LTD

## MATERIAL SAFETY DATA SHEET

### DERV

ULTRA LOW SULPHUR DERV  
GAS OIL CI  
ULTRA LOW SULPHUR GAS OIL  
MARINE GAS OIL  
MARINE DIESEL OIL

### BS EN 590

BS EN 590  
BS 2869: CLASS A2 & D  
EN 590  
ISO 8217 : DMA  
ISO 8217 : DMB

#### 1 IDENTIFICATION OF THE SUBSTANCE & OF THE COMPANY / UNDERTAKING

##### IDENTIFICATION OF THE SUBSTANCE OR PREPARATION:

All are middle distillate-type fuels. Derv is a gas oil for use in on-road automotive vehicles. Gas Oil CI and Marine Diesel and Gas Oils are used in stationary diesel engines in the industrial and marine markets, for off-road use and as a fuel for heating boilers and gas turbines.

Contains:

Fuels, Diesel: CAS No. 68334-30-5

EINECS No. 269-822-7

##### COMPANY IDENTIFICATION:

Total UK Ltd.  
40 Clarendon Road  
Watford  
Herts WD17  
1TQ

Telephone No. (Watford) 01923 694000

**EMERGENCY TELEPHONE NO:** (Watford) 01923 694000

##### COMPOSITION / INFORMATION ON INGREDIENTS:

Complex mixtures of distillate hydrocarbons mainly paraffinic, naphthenic and aromatic in the range C10-C28. Catalytically and thermally cracked hydrocarbons may be present. Included may be small concentrations of cetane number improvers (organic nitrates), flow improvers (ethylene vinyl

cetate copolymers), a lubricity additive (long-chain ester), silicone anti-foam additives and HM C&E markers/dye. These additives do not contribute any additional hazard.

## **HAZARDS IDENTIFICATION**

These oils, particularly when catalytically and thermally cracked hydrocarbons are present, may contain polycyclic aromatic hydrocarbons (PCAs); some PCAs have been shown to have a potential to cause skin cancer (category 3 carcinogen). There are small concentrations of cetane no. improvers, flow improvers, anti-foam and detergent additives and marker/dye that are not considered to represent a health risk.

Injection of fuel under the skin may have serious medical effects. Classified as

dangerous for the environment.

## **4 FIRST AID MEASURES**

<b><u>TYPE OF EXPOSURE</u></b>	<b><u>FIRST AID MEASURES</u></b>
<p><b>Ingestion</b></p> <p>The swallowing of small amounts is unlikely to have adverse effects; larger amounts may cause irritation with diarrhoea and vomiting.</p> <p><b>Skin</b></p> <p>Unlikely to cause irritation on single contact. Prolonged or repeated contact may cause dermatitis which could eventually lead to irreversible skin disorders.</p> <p>Injection of fuel under pressure through the skin may have serious effects which at first may not seem serious but, within hours, may become very painful.</p> <p><b>Eyes</b></p> <p>May cause irritation with short-term redness and stinging.</p> <p><b>Inhalation</b></p> <p>Fumes or vapour may cause irritation to eyes and mucous membranes, and drowsiness leading to loss of consciousness.</p>	<p><b>Ingestion</b></p> <p>Wash mouth out with water and give water to drink. If a large amount has been swallowed get medical advice. <b>DO NOT INDUCE VOMITING BECAUSE OF THE DANGER OF ASPIRATION.</b></p> <p><b>Skin</b></p> <p>Wash skin as soon as possible with soap and water. Change contaminated clothing and launder before reuse. Get medical advice if irritation persists.</p> <p>Any injection of fuel under the skin should be considered an <b>EMERGENCY</b> - get Medical Advice <b>URGENTLY</b>.</p> <p><b>Eyes</b></p> <p>Wash out thoroughly with large amounts of water. If redness and/or irritation continues get medical advice.</p> <p><b>Inhalation</b></p> <p>If inhalation of vapour causes irritation or drowsiness remove to fresh air. Get medical advice if the symptoms continue.</p>



## **FIRE-FIGHTING MEASURES**

Extinguish with Dry Powder, Foam or Water Fog. For small fires use CO2 Do not use water jets

Note - Flash Point 60°C.

Fires in closed or confined spaces should be tackled by trained personnel who should wear breathing apparatus.

## **ACCIDENTAL RELEASE MEASURES**

Treat any spillage as a fire hazard. Spray, vapour or mist can be a potential fire or explosion hazard.

May cause damage to surfaces making them SLIPPERY.

Contain spillage - do not wash spillage down drain. Absorb using absorbent clay, diatomaceous clay or other suitable absorbent.

## **HANDLING AND STORAGE**

### **Handling**

Gas Oils and derv are designed to be used in closed systems. Avoid skin contact when refuelling vehicles or working on fuel system components. Where exposure is likely PROTECTIVE CLOTHING should be worn including impervious GLOVES and EYE PROTECTION. Ensure good ventilation.

### **Storage**

The design, construction and maintenance of bulk storage and handling facilities are covered by codes of practice published by the Institute of Petroleum, British Standards Institution and the Health and Safety Executive.

Drums should be stored on their sides on racks preferably under cover, out of direct sunlight, in well ventilated conditions.

Other types of containers should be stored under cover out of direct sunlight, in well ventilated conditions. Care should be taken to avoid over-stacking.

## EXPOSURE CONTROL / PERSONAL PROTECTION

Where prolonged or repeated exposure is likely PROTECTIVE CLOTHING should be worn including impervious GLOVES and EYE PROTECTION.

**Respiratory protection** - Unlikely to be required in normal use but ensure good ventilation  
- note Flash Point 60°C min. It is suggested that exposure is kept well below the level of Oil Mist quoted in the current HSE Guidance Note EH40:

**Long term exposure limit** - (8 hour TWA reference period) 5 milligrams per cubic metre. **Short term**

**exposure limit** - (15 minute reference period) - 10 milligrams per cubic metre. **Hand and skin**

**protection** - Hand and skin protection recommended at all times. Where exposure is likely protective clothing must be worn, including nitrile gloves approved to BS EN 374 with a breakthrough time of >360 minutes.

**Eye protection** - Eye protection approved to BS EN 166 is recommended at all times

## PHYSICAL AND CHEMICAL PROPERTIES

### Typical properties:

Appearance	Straw to amber fluid; may be dyed red
Odour	Characteristic
pH	not applicable
Boiling Range °C	160 - 375
Flash Point (PMC) °C	60 min
Flammability Limits % vol	1 - 6
Auto ignition temperature °C	approx. 220
Explosive properties	not applicable
Oxidising properties	not applicable
Reid Vapour Pressure at 37.8 °C kPa	< 0.1
Density at 15°C	0.82 - 0.87
Solubility - water	Very low
- fat	Not available
Partition coefficient - Log Pow	3 - >6 for components
Viscosity cSt @ 40°C	1.5 - 7
Vapour density (relative to air)	> 5
Evaporation rate	Extremely low

## **STABILITY AND REACTIVITY**

**Conditions to Avoid** - heat (Note: Flash Point 60°C min).

**Materials to Avoid** - may react with strong oxidising materials.

**Hazardous Decomposition Products** - thermal decomposition may lead to the formation of a multiplicity of compounds some of which may be hazardous. With incomplete combustion smoke and hazardous fumes and gases, including carbon monoxide may be formed.

## **TOXICOLOGICAL INFORMATION**

Toxicity following single exposure (orally, dermally or by inhalation) to gas oils is of a low order. When gas oils contain cracked components they are classified as category 3 carcinogens. With the use of good occupational and hygiene practices any risk will be minimal.

## **ECOLOGICAL INFORMATION**

Expected to harm aquatic organisms, may cause long-term effects in the aquatic environment. May bioaccumulate; films formed on water may affect oxygen transfer and damage organisms. Likely to biodegrade slowly.

## **DISPOSAL CONSIDERATIONS**

Dispose by incineration or by methods approved by Local Authority.

Do not discharge into the public drainage system, or marine and inland waterways.

**Marine Fuels should be disposed of in accordance with MARPOL Regulations.**

## TRANSPORT INFORMATION

### TRANSPORT CLASSIFICATION

HAZCHEM Code: 3/Z    Symbol: Flammable Liquid

UN: Flammable liquid, Class 3 (III)

UN Number (Substance Identification Number): 1202 UN Packing

Group: III

IMO Hazard Class: 3.3 ICAO Hazard

Class: 3.3

IATA Hazard Class 3 ADR/RID Hazard

Class: 3 - 32 (c)

## REGULATORY INFORMATION

### LABELLING

Symbol:            Black St. Andrew's cross on orange square  
(Xn) Dead fish and tree (N)

Classification: Harmful.  
                         Dangerous for the environment

R40 - Limited evidence of carcinogenic effect

R65 - Harmful: May cause lung damage if swallowed

R66 - Repeated exposure may cause skin dryness or cracking

R51/53 - Toxic to aquatic organisms, may cause long term effects in the  
                         aquatic environment

[S2] - Keep out of the reach of children

S43 - In case of fire use foam/dry powder/CO<sub>2</sub> /Halon. Never use water.

S45 - In case of accident or if you feel unwell, seek medical advice immediately  
(show label where possible)

S36/37 - Wear suitable protective clothing and gloves

S61 - Avoid release to the environment. Refer to special instructions/Safety Data Sheet

S62 - If swallowed, do not induce vomiting: seek medical advice immediately and show this  
                         container or label

## OTHER INFORMATION

Further information can be found in Health and Safety Executive publications, a list of which may  
Be made available on request from HSE Books - Tel: 01787 881165.

This data sheet has been prepared in accordance with the requirements of the Data Sheet  
Directive 91/155/EEC as amended by Directive 2001/58/EC.

## **LEGAL NOTICE**

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Issued: May 2003

Gas Oil / Derv

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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# **APPENDIX G**

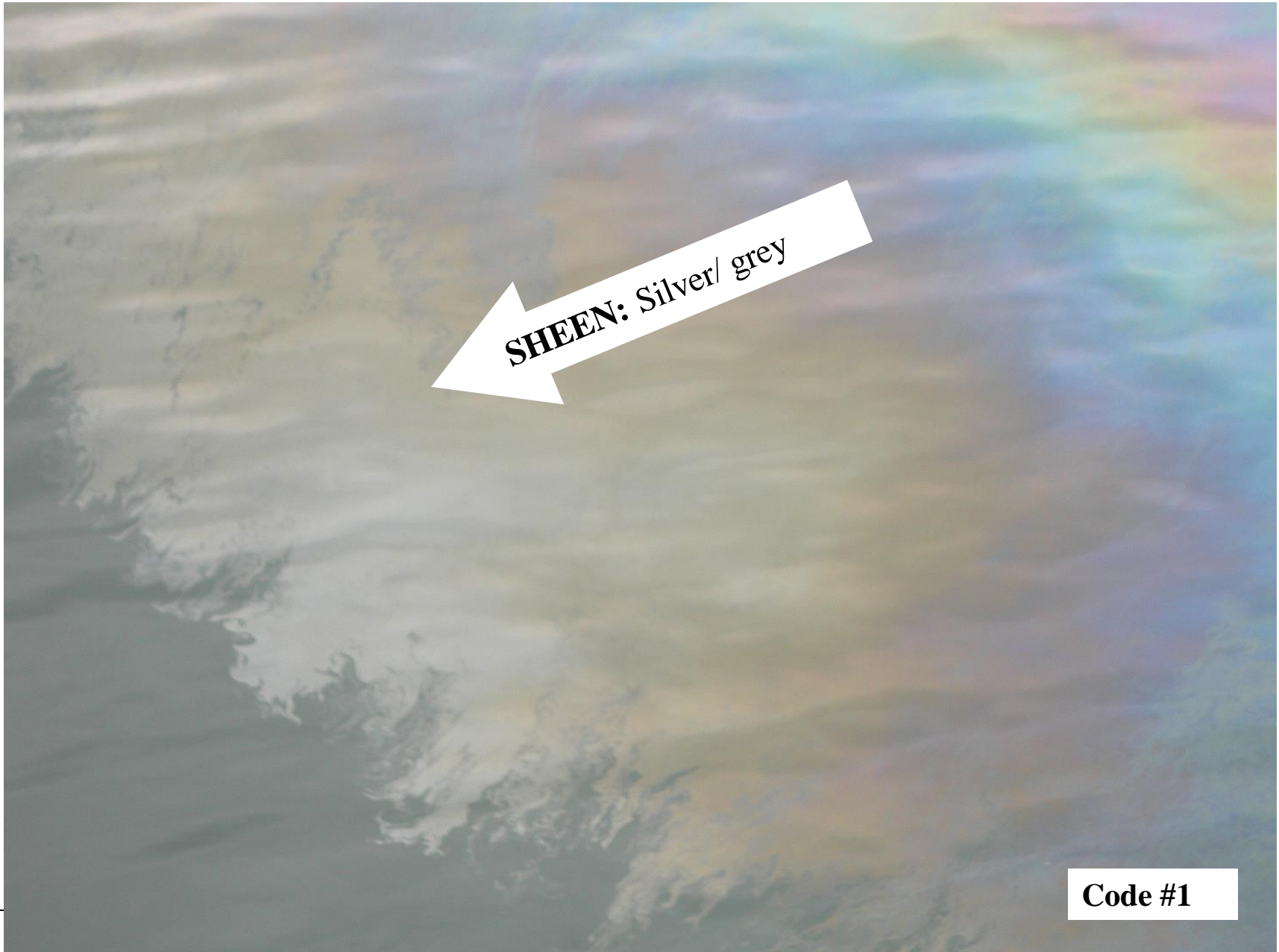
## **OIL APPEARANCE CODE**



## OIL APPEARANCE CODE - QUANTIFICATION TABLE

<b>Code</b>	<b>Description Appearance -</b>	<b>Layer Thickness Interval mm</b>	<b>Litres per km<sup>2</sup></b>
<b>1</b>	<b>Sheen (silver/grey)</b>	<b>0.0004 to 0.0003</b>	<b>40 – 300</b>
<b>2</b>	<b>Rainbow</b>	<b>0.0003 to 0.005</b>	<b>300 – 5,000</b>
<b>3</b>	<b>Metallic</b>	<b>0.005 to 0.05</b>	<b>5,000 – 50,000</b>
<b>4</b>	<b>Discontinuous True Oil Colour</b>	<b>0.05 to 0.2</b>	<b>50,000 – 200,000</b>
<b>5</b>	<b>Continuous True Oil Colour</b>	<b>0.2 to more than 0.2</b>	<b>200,000 – more than 200,000</b>





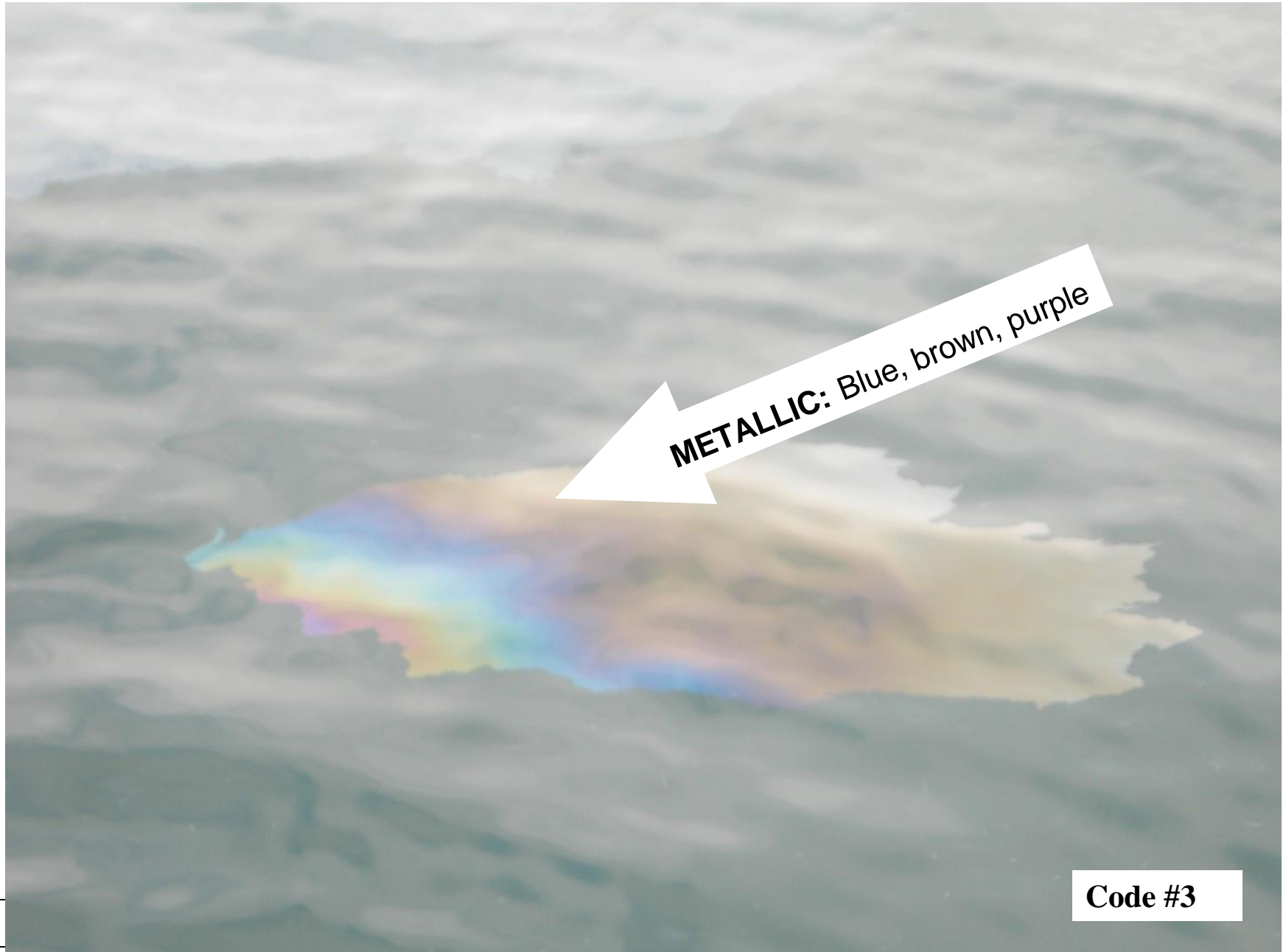
**SHEEN: Silver/ grey**

**Code #1**

**RAINBOW:** yellow, pink, purple,  
green, blue, red, copper & orange

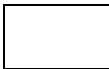


**Code #2**



**METALLIC: Blue, brown, purple**

**Code #3**





**Discontinuous true colour**

**Code #4**

An aerial photograph showing a vast colony of penguins, likely King penguins, on a rocky island in the middle of the ocean. The penguins are densely packed in several long, parallel lines that follow the contours of the island. The surrounding water is a deep, dark teal color with visible ripples and small waves. The overall scene is a natural, undisturbed habitat.

**Continuous true colour**

**Code #5**

# **APPENDIX H**

## **GGOWL & EA1 BUNKERING PROCEDURES**

Applies to: <b>GGOWL</b>	<b>GGOWL Fuel Delivery System Operating Guide</b>	<b>TN-WOFF-XXX</b>
Classification: Internal	Uncontrolled if printed	Rev: 1.00

The Greater Gabbard operations base fuel system consists of an 85,000 litre tank, three fuel delivery cabinets each consisting of two delivery hoses one 30m in length and one 50m in length.

There are motorised valves fitted on the top of the tank and these will open when fuel is called for, this enables a soft start process.

The pipework running to each cabinet is double skinned and has a leak monitoring system.

Each hose has an individual pump to supply fuel so no loss in delivery in the event that more than one is in use at anytime.

The cabinets are fitted with manual operated valves, an electronic fob reader, fuel delivery meter and lighting.

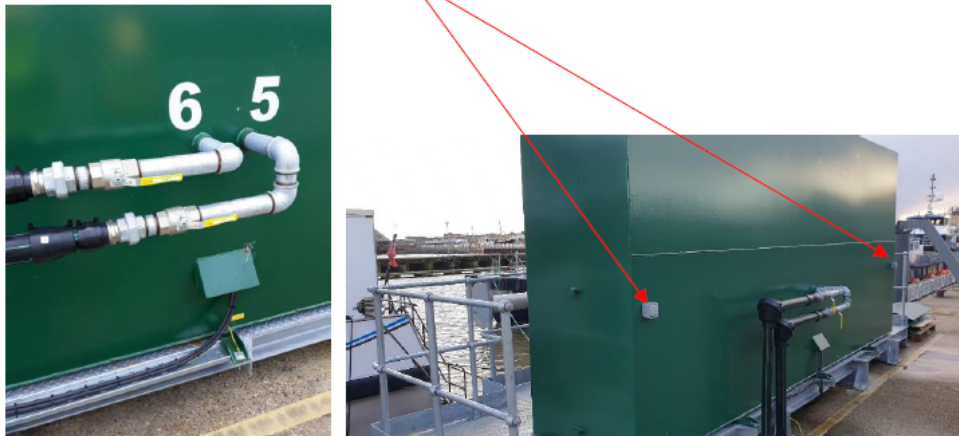
The fobs will be registered to individual vessels, all fuel taken is logged on the Phoenix5 website which will be monitored and reports can be run from here.

All alarms can be seen and acknowledged on the website.

The delivery of fuel is between 200 – 240 litres per minute.

Below is a step by step process to operate the system.

- Approach appropriate cabinet and open the desired valve, odd number being the longer 50m hose, and even number the shorter 30m hose.
- Should additional lighting be required, the switches on the rear of the cabinet operate internal and external lighting.

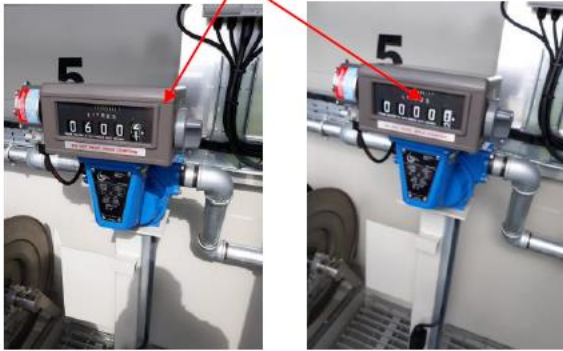


- Open roller door relevant to the hose you require, left for 50m long, right for 30m short.
- Feed hose over roller to crew member on pontoon.

- Ensure stop mushroom is not depressed on front of cabinet.



- Reset counter on meter by turning handle on right.



- When all crew are in position and nozzle is positioned in the tank, present fob to Triscan reader and choose relevant pump number, the red lamp on the box will illuminate to confirm the hose selection.



- Open valve to relevant reel to commence fueling





- Be aware that if you are filling another tank on your vessel the pump will time out after around 15 seconds after the trigger on the nozzle has been released.
- You must then present the fob to the reader and select pump as above once ready at your tank.
- On completion, close valve to hose reel, and place cap over nozzle before retracting hose back onto the reel.



- Move yellow reel pedal to a comfortable position and slowly feather the pedal to wind reel in.



- Do not hold hose, merely guide onto reel, stop motor rewind when donut reaches roller on hand rail.
- Manually wind last two meters and park nozzle in holder.
- Stow foot pedal in cabinet, close roller door and switch off light as necessary.
- Close valve on rear of cabinet.



**Emergency shut Off Procedures:**

- In the event of an emergency: First close valve inside the cabinet, If this is not possible then close the valve on the rear of the cabinet.
- If the emergency stop is operated it will shut off both pumps to the relevant cabinet, the lights will still operate.
- All spills must be controlled and cleared by spill kits provided
- All spills must be reported to Associated British Ports – Ch 14
- All spills must be reported to Lowestoft Control Centre



East Anglia ONE  
Offshore Windfarm

# Re Fuelling / Bunkering

## Procedure EAONE O&M Vessels

ID: EA1-OAM-PR-IBR-240170

Prepared by:	Checked by:	Approved by:
<p><b>Andy Travis WFC CE</b></p> <p>Digitally signed by Andy Travis WFC CE Date: 2020.09.30 08:57:30 +01'00'</p>	<p><b>truidd@scottishpower.com</b></p> <p>Digitally signed by: truidd@scottishpower.com DN: CN = truidd@scottishpower.com Date: 2020.08.27 13:31:37 Z</p>	<p><b>S. hodger@scottishpower.com</b></p> <p>Digitally signed by: s. hodger@scottishpower.com DN: CN = s. hodger@scottishpower.com Date: 2020.10.02 15:01:07 Z</p>

Template: EA1-OAM-PR-IBR-240170 Bunkering Procedure O&M Vessel  
[www.scottishpowerrenewables.com](http://www.scottishpowerrenewables.com)

Internal Use



Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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# REVISION HISTORY

Revision and Approvals					
Rev	Date	Reason for Issue	Prepared by	Checked by	Approved by
1.0	June 2020	Site Requirement	A.Travis	T Rudd	S.Hodger

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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## Table of contents

<b>1</b>	<b>Introduction and Scope</b>	<b>5</b>
1.1	Purpose	5
<b>2</b>	<b>Reference documents</b>	<b>5</b>
<b>3</b>	<b>Abbreviations and Definitions</b>	<b>5</b>
<b>4</b>	<b>Roles and Responsibilities</b>	<b>6</b>
4.1	Contractors	6
4.2	Crew Transfer Vessel Providers	6
4.3	Health Safety and Environmental Advisors / Managers	6
<b>5</b>	<b>Re fuelling Conditions</b>	<b>6</b>
5.1	General	
5.2	Health, Safety and Environment	7
5.3	Equipment	7
5.4	Re fuelling from Road Tanker	7
5.5	Insurance	8
<b>6</b>	<b>Spill Response</b>	<b>8</b>
6.1	Spill Response Procedures	8
6.2	Vessel oil Spill Response Equipment	8
6.3	Reporting	9
<b>7</b>	<b>Safe Transfer of Marine Fuel</b>	<b>9</b>
7.1	Introduction	9
7.2	Night Transfer Operations	9
7.3	Planning for Re fuelling Operations	9
<b>8</b>	<b>Transferring Procedures</b>	<b>9</b>
8.1	Onshore O&M Fuel Storage Tank Delivery Procedure	9
8.2	Vessel Refuelling Procedure using O&M System	10
8.3	Communication Arrangements	10
8.4	Emergency Procedures	11
<b>9</b>	<b>Documentation</b>	<b>11</b>
9.1	Checklists	11

10	Reporting Using Merridale System	11
11	Appendices	11
11.1	Appendix A – Example Bunker Transfer Checklist.	11
Appendix A		12

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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# 1 Introduction and Scope

## 1.1 Purpose

This Re fuelling Fuel Transfer Guideline has been developed to provide guidance for the safe transfer of marine fuel within the EAONE project. All EAONE Contractors / sub-contractors (including but not limited to vessel owners, Suppliers and Bunker Tanker operators) who are authorised to supply marine fuel within the EAONE project area should ensure their employees adhere to the procedures and requirements stipulated in the guideline during every re fuelling operation. Re fuelling activities predicted to take place within EAONE will be within the Port of Lowestoft and from Vessel to Offshore Substation.

In order to gain authorisation to undertake re fuelling operations within the EAONE footprint, a risk assessment shall be presented to EAONE in advance of any re fuelling operations and all resulting control measures shall be put into place by the Bunker Tanker operator/owner/Master before the commencement of Re fuelling Operations.

The objective of this document is to provide relevant and industry best practice guidance on re fuelling to Contractors for them to meet as a minimum, ensuring there are zero incidents from Re fuelling Operations.

## 2 Reference documents

Related documents to this Re fuelling / Fuel Transfer Guideline are set out below.

Ref. Doc.	Document ID
EA1-OAM-P-IBR-045062	HSEQC Plan
EA1-OAM-PR-IBR-025199	East Anglia ONE Project Emergency Response Plan:
EA1-OAM-PR-IBR-048309	EA ONE O&M Environmental Management Plan
EA1-OAM-PR-IBR-025202	General Operations Procedure
EA1-OAM-PR-IBR-045065	Environment and Safety Observation Report Procedure
OFCT-GGP-MSO010-R01	Vessel Entry Procedure
EA1-OAM-PR-IBR-045203	Incident Management Procedure

## 3 Abbreviations and Definitions

EA1	East Anglia ONE Ltd
EAONE	East Anglia One Wind Farm
HSE	Health Safety and Environment
IBR	Iberdrola SA
SPR	Scottish Power
TBD	To Be Decided / Developed
EACC	East Anglia Control Centre
ERP	Emergency Response Plan
SOPEP	Shipboard oil pollution emergency plan
ABP	Associated British Ports

Employer	East Anglia One Limited
Re fuelling Operation	The transfer of a substance consisting wholly or mainly of oil for consumption by the engines of the ship receiving the substance.
Fuel	Marine Fuel Oil (MFO) or Marine Diesel Oil (MDO) or Marine Gas Oil (MGO) (MGO).

Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
---	---------------------



Supplier	The registered bunker supplier or representative responsible for the delivery and documentation.
Vessel	The vessel receiving fuel.
Windfarm	East Anglia One Offshore Windfarm

## 4 Roles and Responsibilities

### 4.1 Contractors

EAONE Contractors are responsible for compliance with this (or their own approved by SPR) re fuelling documentation and any associated legislation (MARPOL Annex I Regulation 13H (7) and the ISM Code) for their re fuelling activities. Contractor will be responsible for any breaches of this (or their own) re fuelling documentation and any associated legislation (MARPOL Annex I Regulation 13H (7), and the ISM Code). In the event of a pollution event during the re fuelling process, Contractor will follow the requirements of EA1-OAM-PR-IBR-025199 EAONE Emergency Response Procedure (REV#) and will be responsible for all associated liabilities

### 4.2 Crew Transfer Vessel Providers

Crew Transfer Vessel providers should review the fuelling process to ensure it is conducted safely and without spills to the environment. Any deviation from this guidance or the Vessels own procedures shall be reported to the Environmental Manager immediately.

### 4.3 Health Safety and Environmental Advisors / Managers

EAONE Contractor HS&E are responsible for providing on site HS&E support in connection with potential HS&E implications of the Re fuelling Operation.

Only employees with the applicable training as required by the appropriate flag state may be utilised by the Supplier and all personnel shall wear personal protective equipment (as per SPR site rules)

## 5 Re fuelling Conditions

### 5.1 General

- Suppliers shall always comply with all the provisions of MARPOL Annex I Regulation 13H (7), the ISGOTT Manual and the ISM Code, as amended from time to time. They shall be familiar with the above provisions and ensure that their employees and contractors both understand and apply them.
- The Supplier may not act or purport to act on behalf of Employer or to represent it in any way. The Supplier is not an agent or employee of Employer. The Employer shall not be liable, vicariously or otherwise, for the acts or omissions of the Supplier.
- The Supplier acknowledges and agrees that the Employer may disclose any or all of the information provided by the Supplier to law enforcement, government and regulatory agencies and the Supplier releases and indemnifies the Employer from and against all losses, claims, damages, costs, liabilities, actions and causes of action arising out of or in any way connected with the disclosure or release of any information provided by the Supplier to such bodies.
- The Supplier shall comply with all relevant Employer management systems, policies, procedures, orders and directions.

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------

## 5.2 Health, Safety and Environment

- Re fuelling Operations must be performed diligently, safely and without deliberate or undue delay.
- No smoking to be enforced.
- During Re fuelling Operations, the Supplier shall ensure that all necessary measures are taken to prevent fuel spillage into the waters of the Port(s), or onto the quayside or at any offshore location (Contractors to comply with Health Safety and Environmental Contractor Minimum Requirements).
- The Supplier shall have written safety, health, environment and quality programs in place always and shall make these available to the Employer for inspection upon request.
- The Supplier shall undertake risk assessments of the re fuelling services that it offers within Port and offshore locations and shall make these available to Employer for inspection upon request.
- Any incident shall be immediately reported in accordance with site ERP (EA1-OAM-PR-IBR-025199).
- All incidents shall fully comply with the ERP and Emergency Management Plan to include verbal notification within 30 minutes, initial incident report within 24 hours (Appendix A) and a full detailed report within 7 days (subject to investigation). Employer shall share all notifications / reports with relevant third parties.

## 5.3 Equipment

- All Re fuelling equipment required for the Re fuelling Operation shall be maintained in good order and condition.
- The manifold(s) of the Bunker Tanker shall be fitted with a save-all to contain any oil spill. A gutter plate shall also be provided on the main deck to contain any oil spill on deck.
- The Bunker Tanker shall be provided with an adequate fender system which minimises damage to the receiving Vessel during Re fuelling Operations.
- The Bunker Tanker shall carry anti oil-pollution equipment, absorbents and approved dispersants at all times. Note: Oil spill dispersant may not be used without the prior approval of the MMO.
- The Bunker Tanker shall be of double hulled construction.
- Re fuelling Operations during the hours of darkness may only be undertaken following the receipt of written approval from the Harbour Master.
- All re fuelling equipment must be in proper working order and machines and motor vehicles port side must be inspected regularly for oil leaks and spills. Drip trays must be utilised where necessary. Any spills detected must be reported as per the ERP and Emergency Management Plan, cleaned up immediately and disposed of at an appropriate landfill site by the Supplier / Contractor to the satisfaction of the Employer and the competent authorities.

## 5.4 Re fuelling from Road Tanker

- This section applies to Masters of Vessels receiving marine fuel by road tanker. Any deviation to the requirements of this section 8, are at the sole discretion of the Duty Harbour Master provided that, in their opinion, the overall risk does not change.
- Prior approval must be obtained from the Port Authority.
- The "Bunker Notification" form (appendix A) is to be completed on each occasion by the Agent / Master and a copy provided to the Harbour Master's office. Adequate notice of the transfer must be given as failure to do so may result in re fuelling being delayed. Note - this form must also be sent to EACC [eacc@scottishpower.com](mailto:eacc@scottishpower.com).
- Masters are reminded of the tidal constraints within port(s).
- Before any transfer of marine fuel takes place, the Master or vessels representative of the receiving Vessel and the person in charge of the delivery vehicle must ensure that:
  - Scuppers are properly sealed, adequate drip trays are in position under bunker hose connections, and all precautions have been taken to avoid a spillage on the quay or into the dock.
  - The bunker hose joints and connections to ship's manifold are soundly made; the bunker hose is of adequate length, properly supported, and without visible defect. Bunker joints shall not be suspended over the water, as no drip trays can be placed there.
  - An agreed system of communication has been established between the delivery vehicle and the receiving Vessel and that provision has been made to continually monitor the operation.
  - The receiving Vessel must be securely moored to the quay.
  - The transfer of marine fuel will only be permitted if weather and other conditions are considered suitable. The Harbour Master may, at his discretion, order the cessation of the Re fuelling Operation and this order must be complied with immediately.

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------

- No Smoking at all times.
- Receiving Vessel must ensure that they have adequate capacity for the expected delivery.
- Vessels must always comply with the provisions of the Dangerous Substances in Harbour Area Regulations 1987 and must exhibit the warning signals required by Section 8, namely:
  - By day – A red flag (International Code Flag “B”);
  - By night – An all-round red light.
- The Master or Officer in Charge of the receiving Vessel must contact the Employer’s Marine Coordinator / Harbour Master or his staff before re fuelling transfer begins, confirming that an appropriate bunker checklist has been completed stating that all checks and precautions have been made. Notifications shall comply with port requirements.
- If a spillage or accident occurs during Re fuelling Operations, the operation must be stopped and the Harbour Master informed immediately.
- Dispersants/detergents must not be used on any oil that has spilt onto the water.
- Wash down from clean-up operations must not be allowed to enter the water.
- The Master must inform the Employer’s Marine Coordinator / Harbour Master when the operation has been successfully completed and all hoses and other gear disconnected.
- Employer and / or the Harbour Master or any member of the Marine team may board the Vessel to inspect the bunker transfer arrangements at any time. This will include inspection of the re fuelling checklist (e.g. Appendix A).

## 5.5 Insurance

- The Marine fuel Convention 2001 establishes strict liability on ship owners for preventative measures and pollution damage arising from all types of oil used in the operation of propulsion of ships. Owners of ships carrying more than 1,000 tonnes of persistent oil in bulk which trade into a State Party are required to maintain insurance to cover their limit of liability.
- Vessels are not permitted to bunker within EAONE unless they carry a valid UK certificate in respect of insurance under the Marine fuel Convention (for vessels over 1000GT).
- Upon request, the Supplier shall produce the certificate to the Employer.
- Employer shall not be liable should it at any stage be established that the insurance obtained is inadequate or insufficient for any reason whatsoever, or should the relevant insurer for any reason refuse or be unable to meet its liabilities in terms of the said policy.

# 6 Spill Response

## 6.1 Spill Response Procedures

Spill response procedures shall be provided to & approved by SPR from the contracting vessels, known as a Shipboard Oil Pollution Plan (SOPEP) Which should cover the following:

- Method of raising the alarm;
- Responsibilities of personnel on board;
- Action to minimise or control the spill;
- Method of cleaning up the spill;
- Equipment to be used in controlling and cleaning up the spill;
- Method of informing appropriate personnel and agencies of the spill and subsequent action taken.

## 6.2 Vessel oil Spill Response Equipment

All vessels should maintain on board sufficient, readily available oil spill response equipment to respond effectively to the most likely types of spills that could occur during normal operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available.

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
--	---	---------------------

Oil spill dispersants cannot be used without prior approval from Employer / MMO via the Duty Harbour Master (DHM).

### 6.3 Reporting

The Master of a vessel must report a discharge or probable discharge of any pollutant without delay in accordance with the SPR ERP and Emergency Response Plan (EA1-OAM-PR-IBR-025199) which also includes notifying ABP of the incident.

Contact	Telephone
<b>EACC (East Anglia Control Centre)</b> EACC (Emergency Number)	+44 (0)141 614 6450 +44 (0)141 614 5099 VHF Chanel 1
<b>Associated British Ports – ABP Lowestoft</b>	+44(0)1502 572286 VHF Channel 14

## 7 Safe Transfer of Marine Fuel

### 7.1 Introduction

To ensure the transfer of marine fuel in the port is completed in a manner that is safe and does not result in the discharge of pollution, adequate planning and preparation must be undertaken. To ensure a safe standard of operation is maintained, the following considerations in section 7 should be considered when planning for Re fuelling Operations.

### 7.2 Night Transfer Operations

Night transfer Re fuelling operations shall be avoided where possible, they must be agreed by SPR in advanced with suitable RAMS in place to accommodate.

### 7.3 Planning for Re fuelling Operations

The following aspects of the Re fuelling Operations must be planned and communicated to all parties involved prior to commencing all Re fuelling Operations, with confirmation of the following:

- Weather conditions are appropriate, and moorings are adequate for anticipated weather throughout the Re fuelling Operation. Any weather limitations must be identified.
- Means of access / egress is maintained.
- Individual responsibilities of personnel involved in monitoring the transfer are clearly understood.
- All transfer apparatus to be used, including equipment, tanks and pipeline systems, should be checked to be in good working order.
- Briefing with the fuel supplier should include the method of communication, pump rates and emergency stop procedures.
- Adequate Spill kits readily available and everyone involved made aware.

## 8 Transferring Procedures

### 8.1 Onshore O&M Fuel Storage Tank Delivery Procedure

Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
---	---------------------

- All refuelling operatives must be suitably trained
- Fuel Cabinet and electrical cabinet to be unlocked on commencement of fuel delivery
- Tank Driver to reel out delivery hose to cabinet
- Tank Driver to remove 3" BSP Drip Cap and connect hose with suitable coupling
- Check Tanker and Tank contents gauges for delivery amount against ordered amount.
- Open main delivery valve, instruct Tank Driver to commence pumping
- Contents gauge and alarms to be monitored at all times during refuelling
- Main delivery valve should be closed on completion of fuel transfer.
- Tanker driver to remove coupling, replacing Drip Cap
- Any spillage within the cabinet drip tray should be remove and properly disposed of.
- Fuel Cabinet and electrical cabinet to be locked on completion of fuel delivery
- Paperwork (fuel receipts) to be issued to SPR & logged.

## 8.2 Vessel Refuelling Procedure using O&M System

- EACC to be informed of all planned refuelling
- All refuelling operatives must be suitably trained and two operatives to carryout refuelling process.
- Dispensing to be carried out by two operatives.
- Check vessel tank contents gauges for required delivery amount
- Open dispensing cabinet roller shutter door.
- Reset meter counter to zero
- Remove nozzle from holder, pull delivery hose from hose reel using two operatives and transfer to vessel fill point using both operatives.
- Use the hose and NOT the nozzle to pull the hose from the hose reel
- Do not drag hose across pontoon deck, rough surfaces, sharp corners or objects. Ensure when in place it doesn't cause a trip hazard or block an access / egress.
- Insert delivery nozzle into delivery point ready for fuelling.
- Operative on the pontoon to activate the fuel system by presenting the tag to the fuel management unit and follow the on-screen instructions.
- Operative on the vessel to commence fuelling when given the signal from the pontoon operative.
- Check delivery amount on meter counter at all times until required amount is achieved.
- After use the pump will shut down automatically after 2 minutes on the Merridale timer, DO NOT use the emergency stop button
- Remove the nozzle from the vessel tank and replace the cap.
- Retract the hose onto hose reel using the electric rewind mechanism using both operatives to ensure the hose does not snag or rub over rough surfaces,
- Stow the nozzle into the holder and close roller shutter door.
- Email [EACC@scottishpower.com](mailto:EACC@scottishpower.com) with details of date, time, vessel and amount of fuel taken.

## 8.3 Communication Arrangements

All planned Re fuelling Operations within the project footprint and UK ports shall notify the Employer's Marine Coordinator and relevant port authorities. During Re fuelling Operations there should be regular communication maintained between the vessel crew Once the method of communication is initially established, the following information should be exchanged:

- Confirm transfer starting and stopping procedures.
- Confirm transfer rates, pressures and quantities.
- Confirm emergency stop procedures.
- Confirm method of raising the alarm in the event of an emergency.

Contact	Telephone
EACC (East Anglia Control Centre) EACC (Emergency Number)	+44 (0)141 614 6450 +44 (0)141 614 5099 VHF Chanel 1
Associated British Ports – ABP Lowestoft	+44(0)1502 572286 VHF Channel 14

Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
---	---------------------

## 8.4 Emergency Procedures

All emergencies shall follow the requirements of the Employer's ERP, the below shall be followed as a minimum:

- Method of raising the alarm.
- Responsibilities of key personnel.
- Action taken by employees to ensure their own safety and the safety of those around them.
- Action taken by employees to minimise the damage to property and environment.
- Method of cleaning up a spill.
- Method of informing Port Control, government agencies, owners, charterers and their agents.

All vessels involved in Re fuelling should maintain on board sufficient oil spill response equipment to respond effectively to the potential size of spill that could occur during Re fuelling operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available during the bunker transfer.

# 9 Documentation

## 9.1 Checklists

Bunker tankers and vessels receiving marine fuel may utilise their own checklists and complete those as required by the relevant port.

### **Vessels:**

SPR require vessels to communicate fuel records taken via Email [EACC@scottishpower.com](mailto:EACC@scottishpower.com) (with details of date, time, vessel and amount of fuel taken).

### **Bunkering:**

SPR require bunker tankers to get confirmation and pre-approval to visit site. RAMS for bunkering the O&M fuel tank shall be pre-approved by SPR. Communication and agreement can be communicated through EACC Email [EACC@scottishpower.com](mailto:EACC@scottishpower.com) / Tel: +44(0)1416146450. Any paperwork (fuel receipts) must be issued to SPR & logged.

# 10 Reporting Using Merridale System

Reports will be taken weekly on vessel and amounts of fuel taken, this will be compared to reported amounts from vessel crews in accordance with section 8.

# 11 Appendices

## 11.1 Appendix A – Example Bunker Transfer Checklist.

Note: Below Appendix A is a requirement form supplied by ABP (Associated British Ports). This checklist must also be sent directly to EACC (East Anglia Control centre) [EACC@scottishpower.com](mailto:EACC@scottishpower.com)

Contact	Telephone
EACC (East Anglia Control Centre)	+44 (0)141 614 6450
EACC (Emergency Number)	+44 (0)141 614 5099
	VHF Chanel 1

Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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# Appendix A

**Lowestoft Port Control**  
Telephone **44 (0) 1502 572286**  
Fax **44 (0) 1502 586375**

e-mail [lowestoftportcontrol@abports.co.uk](mailto:lowestoftportcontrol@abports.co.uk)  
VHF Channel 14 Call Sign **Lowestoft Port Control**

## SAFETY CHECKLIST – BUNKERING

This safety checklist is to be completed before the commencement of any bunkering or oil transfer operations. The checklist is to be retained on board for inspection by the Harbour Master, on request. The checklist is to be completed fully and the declaration at the bottom signed by both the receiver and supplier of the bunkers or other oil. The bunkering operation must be adequately supervised at all times by a representative of the supplier and receiver. On completion all hoses are to be adequately drained and bunker pipes blanked. No fuel tanks are to be filled above 98% capacity.

**Lowestoft Port Control must be contacted immediately in the event of oil or other pollutant spilling into the water. Failure to do so may result in a prosecution under the Merchant Shipping Act 1995 Section 136(1).**

	YES	NO
1. Are NO SMOKING notices positioned and observed?		
2. Are adequate fire fighting appliances available?		
3. Is there an agreed Ship/Shore communication system?		
4. Are the correct type of gaskets in use?		
5. Are drip trays in position?		
6. Are scuppers and drains effectively plugged?		
7. Have transfer rates been agreed?		
8. Have emergency shutdown procedures been agreed?		
9. Is the vessel securely moored?		
10. Is there a supply of counter pollution equipment nearby?		
11. Are bunker hoses safely secured at the manifold?		
12. Have all unused valves in the bunker system been checked closed and lashed? Are unused bunker connections properly blanked?		
13. Are all bunker hoses properly rigged and free from twists?		
14. Have port control been advised that the bunkering operation is to take place and that the checklist has been completed?		
15. Have Port control been advised that bunkering operations have been completed		

Type of Oil delivered..... Quantity of Oil Delivered.....

## DECLARATION

We confirm that we have checked the items on the checklist and are satisfied that the answers given are correct.

### FOR OIL TANKER

COMPANY.....  
NAME.....  
SIGNATURE.....  
TIME & DATE.....

### FOR VESSEL

VESSEL NAME.....  
BERTH.....  
NAME.....  
SIGNATURE.....  
TIME & DATE.....

Form LTM Bunkering 2012

Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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**EAONE**

Scottish Power Renewables  
Address: 1 Hamilton Road, Lowestoft, NR32 1XF

T +44 (0)141 614 6450

EACC@scottishpowerrenewables.com

[www.scottishpowerrenewables.com](http://www.scottishpowerrenewables.com)



	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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# APPENDIX I

## TIER 2 RESPONDER SCHEDULE OF CHARGES

# MARINE RESPONSE SCHEDULE OF CHARGES

**2019  
Issue 1**

Description	Unit	Purchase/Hire Cost	Normal Rates	Monday to Friday	Monday to Saturday
			Monday to Friday 0600hrs - 1600hrs	1600hrs - 0000hrs and on Saturdays	0000hrs - 0600hrs and on Sundays
<b>Call-out Charges (F.O.C. to A&amp;A Response Membership Subscribers)</b>					
Immediate response	per team		£250.00	£300.00	£350.00
Next day response	per team		£150.00	£200.00	£250.00
<b>Tanker Rates - min. 5 hour charge (unless previously agreed) including travelling time from/to base &amp; to/from disposal site</b>					
Artic unit/trailer, combi jet/ vac tanker, ADR spec tanker	per hour		£98.00	£118.00	£138.00
Non-ADR rigid vacuum tanker	per hour		£80.00	£100.00	£120.00
Holding barrels (exclusive of cab unit)	per day		£500.00	£500.00	£500.00
Tanker wash out (standard)	per tanker		£200.00	£200.00	£200.00
Tanker wash out (specialist)	per tanker		£480.00	£480.00	£480.00
<b>Vehicle Rates - min. 5 hour charge (unless previously agreed) including travelling time from/to base</b>					
Specialist product recovery unit (PRU)	per day		£790.00	£790.00	£790.00
Light rapid response vehicle (LRRV)	per day		£1250.00	£1250.00	£1250.00
Response van / trailer / 4WD / welfare unit	per day (vehicle only)		£290.00	£290.00	£290.00
Tail lift / flatbed / hiab / grab lorry	per hour		£85.00	£105.00	£115.00
HP jetter / van pack	per hour		£85.00	£105.00	£115.00
ATEX CCTV van	per day		£1,100.00	£1,100.00	£1,100.00
<b>Transport of men &amp; equipment to/from site and whilst travelling on site (mileage is not charged on tankers or vehicles that are billed by the hour)</b>					
	per mile		£1.15	£1.15	£1.15
<b>Manpower Rates - min. 5 hour charge (unless previously agreed) including travelling time from/to base</b>					
Drivers mate / labourer	per hour		£30.89	£40.48	£47.94
ADR tanker driver	per hour		£41.50	£48.50	£55.50
Spill technician / plant operator	per hour		£41.50	£48.50	£55.50
Marine responder	per hour		£44.74	£52.20	£59.66
Supervisor / team leader	per hour		£51.50	£58.50	£65.50
Project co-ordinator / administrator / QS / H&S advisor	per hour		£65.00	£65.00	£65.00
Technical supervisor / service engineer	per hour		£68.00	£78.00	£88.00
Consultant / project manager / response manager	per hour		£85.22	£95.88	£107.60
On scene commander / controller / technical advisor	per hour		£118.00	£118.00	£118.00
Director	per hour		£170.00	£170.00	£170.00
Externally hired in consultants and sub-contractors		cost plus 15%			
Overnight accommodation & subsistence		cost plus 15%			
Daytime subsistence per person	per 5 hours		£5.00	£5.00	£5.00
Out of hours opening of transfer facility	per 12 hour shift or part thereof			£550.00	£950.00
<b>Bank Holiday rates on application</b>					
Working past 0000hrs may incur an additional charge for a day in lieu equivalent to 8 hrs per man at normal rates					

# MARINE RESPONSE SCHEDULE OF CHARGES

2019  
Issue 1

Description	Unit	Day Rate	Weekly Rate
<b>Equipment - Hire Charges (day rates apply for the first 7 days)</b>			
PETREG uplift equipment incl. pump, compressor and ancillaries	per day	£532.14	£2,192.42
Ten minute escape set	per day	£64.31	£164.96
Breathing apparatus	per day	£260.00	£1071.20
Trailer mounted mini-vac unit	per day	£315.34	£1299.20
Air mover / extractor fan	per day	£101.66	£418.84
Personal gas detector	per day	£69.50	£286.34
Photoionization detector (PID)	per day	£106.85	£373.43
ATEX / EEX mobile radio	per day	£32.15	£132.46
Tripod and winch	per day	£118.25	£487.19
Air-driver transfer pump - for petrol uplifts & transfers - ATEX Compliant	per day	£101.66	£418.84
Water pump - diesel driven - trailer mounted - 2" or 3" camlock (Godwin)	per day	£101.66	£418.84
Water pump - petrol driven - 2" camlock (Honda)	per day	£53.94	£222.23
Electric pumps - various types and capacities (2" priced)	per day	£53.94	£222.23
Diesel site generator - 110v & 240v combined trolley mounted unit	per day	£101.66	£418.84
Diesel compressor (c/w Chalwyn valve & spark arrestor)	per day	£174.80	£720.18
Diesel compressor - compressed air only	per day	£123.60	£509.23
Cable avoiding tool (CAT)	per day	£66.95	£275.83
Pressure washer	per day	£48.75	£200.85
Super hot washer	per day	£164.80	£678.98
Permanent flotation (fence) boom - per metre	per day	£4.66	£19.20
Inflatable boom and water ballasted boom - per metre	per day	£6.74	£27.77
Dinghy / light support vessel	per day	£125.00	£515.00
Coded RIB with outboard	per day	£495.00	£2039.40
Self-erecting emergency storage tank - 7,000 litre capacity	per day	£48.75	£200.85
1,000 litre IBC unit (option to buy for £150)	per day	£35.00	£144.20
Roll-over containment bath	per day	£101.66	£418.84
Mobile oil / water separator - on road trailer - excl hoses and pumps	per week - min 2 week hire	n/a	£319.49
Self-erecting oil / water separator	per week - min 2 week hire	n/a	£212.65
Venturi aeration unit	per day	£51.50	£212.18
Splash aeration unit	per day	£41.20	£169.74
Compressor aeration unit	per day	£25.75	£106.09
Temporary oil storage tanks and bowsers (from 300g to 10,000g capacity)	price upon request	POA	POA
1.5 tonne excavator	per day	£65.00	£267.80
2.8 tonne excavator	per day	£85.00	£350.20
1.0 tonne high lift dumper	per day	£45.00	£185.40
Skid steer with attachments	per day	£95.00	£391.40
Externally hired plant & machinery	cost plus 15%		

Prices quoted for equipment hire, materials, consumables and absorbents do NOT include delivery / collection / installation / fuel charges / insurance / damage waiver.  
All charges / rates / costs quoted are exclusive of VAT.  
Adler and Allan Ltd. reserve the right to vary rates / costs in line with increases in supplier costs and changes in legislation / taxation.

# MARINE RESPONSE SCHEDULE OF CHARGES

2019  
Issue 1

Description	Unit	Cost
<b>Materials &amp; Consumable Products - For Purchase</b>		
Degreasing chemicals	per litre	£6.82
Odour Control	per litre	£6.74
Redsolve biotreatment	per 5ltr drum	£50.83
LT1800 biotreatment	per litre	£19.71
Biocat	20lt bag	£34.24
Disposable protective overalls	each	£4.80
Gloves (standard)	per pair	£3.63
Sawdust	18 kg bag	£16.59
Industrial Rags	per box	£21.15
Standard waste bags	per unit	£1.56
Heavy gauge "oily waste" bags	per unit	£2.59
1m cube yard bags	per unit	£23.45
205 Litre Drum	per unit	£29.85
25 Litre plastic container	per unit	£11.41
Plastic hand pump	per unit	£26.97
Externally purchased products & materials	cost plus 15%	
<b>Waste Disposal</b>		
Disposal - oily waste	per bag (max. 15kg)	£56.65
Disposal of bulk solid or bulk liquid waste	POA / cost plus 15%	
Premises registration	per site	£48.75
Consignment documentation	per note	£56.65
Skip liner	per unit	£95.00
<b>Hydrocarbon Absorbent Products - For Purchase</b>		
Absorbent booms - 20cm diameter x 1.5 metres long	pack of 4	£96.34
Absorbent booms - 20cm diameter x 3 metres long	pack of 2	£72.61
Absorbent booms - 20cm diameter x 4 metres long	pack of 2	£85.23
Absorbent booms - 12.5cm diameter x 3 metres long	pack of 4	£93.81
Absorbent booms - 12.5cm diameter x 4 metres long	pack of 4	£104.98
Poly boom - 10 metres long	per unit	£31.98
Safe soak granules - non-flammable treated sawdust absorbent	30 litre bag	£4.72
Absorbent cushions - 55 cm x 35 cm x 10 cm	pack of 10	£64.31
Absorbent pads - 40 cm x 52 cm x 0.35 cm	pack of 200	£81.74
Absorbent roll - 42 metres x 100 cm x 0.35 cm	per roll	£81.74
Small absorbent roll - 50 metres x 42 cm x 0.35 cm	per roll	£41.49
Absorbent sweep - 15 metres x 93 cm	pack of 2	£109.05
Oil seal - 1.25 metres x 7.5 cm	pack of 10	£36.31
"Zorb" natural fibre absorbent / bio-remediation treatment	6kg bag	£17.63
Loose wood particulate	30 litre bag	£51.87
Loose polypropylene particulate	13kg bag	£46.68
Disposable Drain Mats - 18" x 26" (45 cm x 65 cm)	pack of 2	£63.27
Disposable Drain Mats - 18" x 18" (45 cm x 45 cm)	pack of 2	£47.44
Leak block putty	0.8kg	£14.52
Leak block putty	1.8kg	£16.59
Oil water separator charcoal filter and absorbent replacement	per service	£170.57
Socket filter	per unit	£317.68

# MARINE RESPONSE SCHEDULE OF CHARGES

**2019  
Issue 1**

## Marine response trailer & equipment

Hire rate per day £1250.00

Safety Boat, Oars and Outboard	2.65m inflatable, 4hp	1
Inflatable sea boom	Silverboom 20m 75i	5
Inshore fence boom	Rigid 10m (50p Boom)	6
Shore sealing boom	Silverbeach 10m 550	4
Air fan	Petrol air blower	1
Skimmer	2" weir skimmer and hoses	1
Water pump	Petrol driven centrifugal	1
First Aid kit	Boxed	1
Fire fighting	2kg dry powder	1

## Ancillaries

Anchors, chains & buoys	6 sets	Shovel	1
10mm rope x 200m	1 coil	12mm rope x 200m	1 coil
Rake	1	Polythene sheeting	1
Heavy duty waste bags	50	Tool kit & spares	1
Boom towing bridles (pairs)	2	Roll barrier tape	1
Packs absorbent pads	1	Fuel can	1
Foot pump	1	Post rammer	1
Wooden stakes	4		

Hire of individual equipment is at the discretion of A&A

For longer term incidents hourly charge rates can be capped on agreement, subject to a minimum 48hr site demobilisation notice period.

## Individual Marine Equipment

Description	Hire rate per day	per week
Diesel driven rope mop skimmer/separator trailer	£118.25	£487.15
GT185 screw pump, hydraulically adjustable marine float system and light oil weir adaptor	£102.69	£423.08
30kw diesel/hydraulic - dual circuit powerpack - Chalwyn valve and spark arrestor, suction, discharge and hydraulic hoses on a reel	£139.00	£572.68
Vacuum Cleaning System - Diesel driven combined high pressure water pump and vacuum pump 11.7kw at 2600rpm. Vacuum hopper in frame for mounting above 45gal drums. Lance with 10m high pressure hose	£118.25	£487.19
Komara 12k disc skimmer system with ADI Powerpack. Hydraulically driven rotating discs - up to 12tph. 4kw diesel/hydraulic powerpack with integral spate 75C pump. Chalwyn valve and spark arrestor. Suction and discharge hoses and hydraulic hoses.	£234.37	£965.60
Komara 7k disc skimmer system with ADI Powerpack. Hydraulically driven rotating discs - up to 12tph. 4kw diesel/hydraulic powerpack with integral spate 75C pump. Chalwyn valve and spark arrestor. Suction and discharge hoses and hydraulic hoses.	£202.41	£833.92
Type 100 hydraulically driven boom reel. 200m of Sentinel 750 air boom. Powered from ADI powerpack (above). PB600 air infator	£210.58	£867.59
100m of fence boom (troll) 1.5m high in stillage	£159.75	£658.17
Road transportable Multicat with hydraulic crane. MCA workboat Cat 3 (20 miles), L.O.A. 15m, B.O.A. 6m, Draft 1.6m. 8 knots	£POA	

## Marine Sampling Kit

Materials & Consumable Products - For Purchase	Unit	Cost
Sampling kit	per unit	£210 + P&P
Replacement items	per unit	£POA + P&P
Collection - time charged as 'drivers mate' plus mileage from nearest depot	per unit	
Oil fingerprinting via third party, leading accredited laboratory	cost plus 15%	

## Heavy rapid response vehicle (HRRV) & equipment

Hire rate per day £1950.00

Vehicle	8.3 tonnes with tail lift	
	2.65m inflatable, 4hp	
Safety Boat, Oars and Outboard		1
Inshore skimmer	Portable weir skimmer and hoses	1
Diesel driven pump	3" Spate diaphragm and hoses	1
Oil storage	2000 gallon Fastank	1
Inflatable sea boom	Silverboom 10m 75i	4
Inflatable sea boom	Silverboom 20m 75i	8
Inshore fence boom	Rigid 10m (50p Boom)	8
Shore sealing boom	Silverbeach 10m 550	8
Decontamination	Decontamination tank	1
Air fan	Petrol air blower	1
Grab bags	Personal PPE / Comms	3
Water pump	Petrol driven centrifugal	1
First Aid kit	Boxed	1
Fire fighting	2kg dry powder	2
Lighting	500W 110v / generator	1 set

## Ancillaries

Anchors, chains & buoys	8 sets	Shovels	3
10mm rope x 200m	1 coil	12mm rope x 200m	1 coil
Rakes	2	Flip chart/ whiteboard	1
Heavy duty waste bags	100	Polythene sheeting	1 roll
Boom towing bridles (pairs)	3	Tool kit & spares	1
3m absorbent boom	4	Packs absorbent pads	3
Oil absorbent roll	1	Rubber gaunlets	20
Safety glasses	20	Disposable overalls	20
Sand bags (empty)	50	Roll barrier tape	2
Foot pump	1	Fuel cans	2
Notice boards	2	Post rammer	1
Wooden stakes	6		



## National Coverage

With highly trained teams, specialist equipment and vehicles, and a nationwide network of depots, we have grown to become one of the UK's leading environmental service providers.

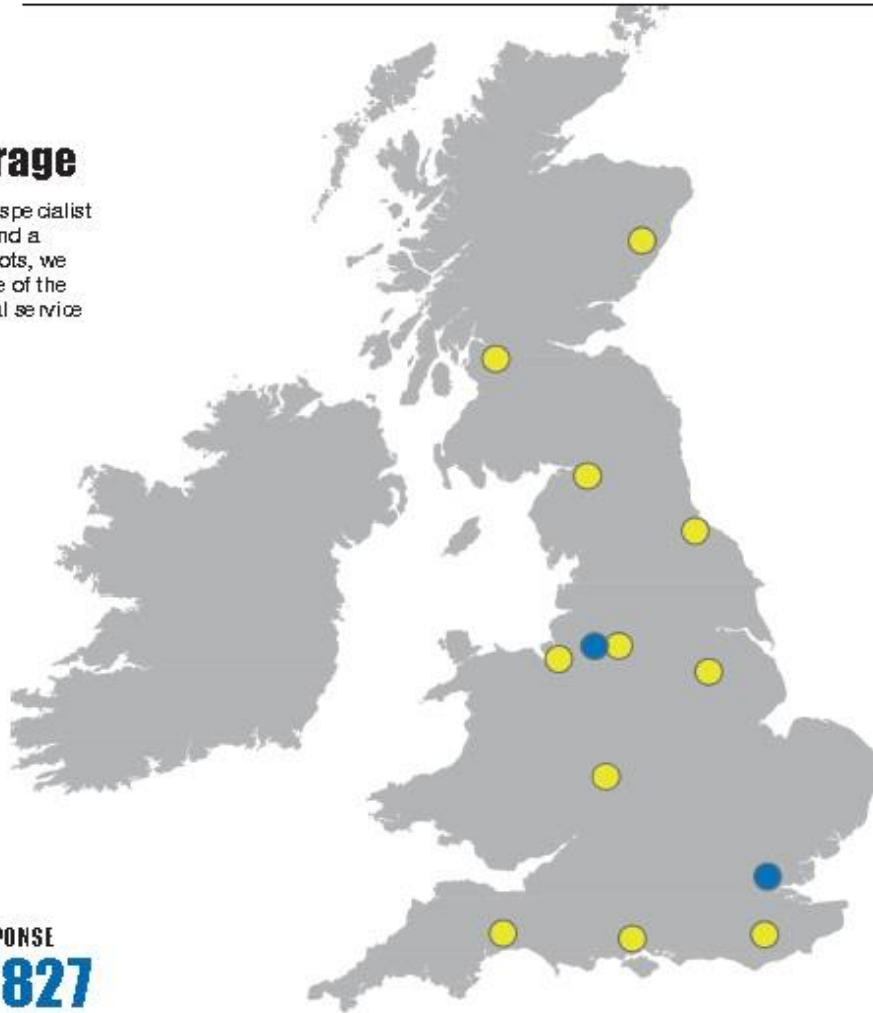
### Response Depot

- Birkenhead
- Carlisle
- Doncaster
- Droitwich
- Exeter
- Glasgow
- Hamble
- Manchester
- Montrose
- Teesside
- Tunbridge Wells

### Waste Reception Facility

- Manchester
- Rainham

**24 HOUR EMERGENCY RESPONSE**  
**0800 592 827**



### Environmental Services

Fast and effective oil spill response. Compliant and efficient waste management solutions.



### Specialist Fuel Services

Emergency fuel services where you need it, when you need it. Backed up with impressive fuel quality and transfer capabilities.



### Mechanical & Electrical Services

A comprehensive service to tank operators combined with professional oil pollution prevention services.



### Forecourt Services

Advanced fuel solutions and professional petroleum engineering for retail forecourts.



# APPENDIX J

## GUIDANCE FOR COLLECTING OIL SAMPLES

The Following Checklist provides some guidance for collection of oil samples following a pollution incident.

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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**C4 Oil Spill Sampling Checklist**

This checklist gives guidance to ABP Marine Officers on the procedure for taking samples of spilled oil. Following the guidance will ensure that sufficient oil has been collected, packaged and labelled correctly and has been handled in such a way that the samples may be used to support claims or prosecution proceedings. **MCA STOp Notice 4/2001 (or its updated version), a copy of which is held by the Harbour Master, gives more specific guidance on sampling from the sea and shoreline.**

<b>ITEM</b>	<b>GUIDANCE</b>
<input type="checkbox"/> <b>Number of samples required</b>	The Duty Marine Officer (Patrol) will normally obtain and record 4 numbered samples. 2 will be obtained from the water and 2 where possible will be obtained from the source of the spilled oil. ie. the ship's fuel/cargo tank, scupper, save-all, deck, bilge etc. The ship's Master will be asked to select and retain one of the numbered samples from the water and one from the suspected source. This will be recorded.
<input type="checkbox"/> <b>Sampling Frequency</b>	Where an incident is ongoing, at least one sample of oil pollution on water should be taken per day. Where shoreline impact has occurred, one sample per every 1km of polluted shoreline should be taken per day.
<input type="checkbox"/> <b>Sample Size</b>	A minimum of 500ml of liquid is required or, in the case of polluted shorelines, at least 50gms of pollutant.
<input type="checkbox"/> <b>Method of Sampling</b>	Where the oil is free floating, it is essential that the oil is skimmed from the water surface using the appropriate ladle and that any free water drawn with the sample is minimised. Where the oil has impacted the shoreline, oil should be scraped from rocks, boulders etc and placed in the sample container.
<input type="checkbox"/> <b>Sealing of Sample Containers</b>	Samples should be placed in screw top bottles with the bottle top being sealed to ensure that the sample cannot be tampered with. Lead or wire seals or adhesive labels can be used.
<input type="checkbox"/> <b>Labelling of Samples</b>	Sample bottles should be labelled with the initials of the sampler, the sample number and in accordance with the relevant MCA STOp Notice instructions.
<input type="checkbox"/> <b>Storage</b>	Samples to be stored in a locked cabinet at the VTS Centre pending possible prosecution by the Harbour Master or other empowered organisations.



# **APPENDIX K**

## **WASTE DISPOSAL CONTRACTORS**

## **ACCREDITED OIL SPILL RESPONSE CONTRACTORS**

### **LOCAL WASTE DISPOSAL CONTRACTORS**

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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	<b>Telephone</b>	<b>Out of Hours</b>
M Gaze	01508 548543	01508 548543
Binder Progress Works	01473 830582	01473 830582
C & L Waste Oil	01493 442056	07740401720 07498756131
ASCO UK Ltd	01493 856722	01493 856722

**LIST OF ACCREDITED OIL SPILL RESPONSE  
CONTRACTORS**

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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A list of contractors in England which are approved by the UK Spill Contractors Accreditation Scheme can be found at: <https://www.isas-accreditation.org.uk/>

This list will provide details of the individual companies and their response capabilities.

No endorsement of the companies included, nor criticism of those excluded, is implied.

## **EMERGENCY TANKER OPERATORS**

*This list is not comprehensive. No endorsement of the companies included, nor criticism of those excluded, is implied. Please note companies not oil spill accredited are not recommended for oil incidents.*

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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**Organisation** Adler and Allan Limited

**Address** Oceanic House, Cracknore Hard, Marchwood, Southampton, SO40 4ZD

**Work Phone** 0800 592827

**Area Covered** United Kingdom

<b>Oil Spill: Yes</b>	<b>24hr: Yes</b>	<b>HAZCHEM: Yes</b>	<b>Breathing Apparatus: Yes</b>
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**24hr Callout Details** Emergency Freephone Number: 0800 592827

**Ad Hoc Deployment Timescales** Within one to two hours

**Organisation** Biffa Environmental (OneCall)

**Address** Head Office, Coronation road, Cressex, High Wycombe

**Work Phone** 0800 551122

**Area Covered** UK

<b>Oil Spill: No</b>	<b>24hr: Yes</b>	<b>HAZCHEM: Yes</b>	<b>Breathing Apparatus: No</b>
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**24hr Callout Details** Above – 24 hour number

**Ad Hoc Deployment Timescales** Dependent on distance. Within 4 hours

**Organisation** Binder

**Address** Progress Works, Claydon, Ipswich

**Work Phone** 01473 830582

**Area Covered** Norfolk, Suffolk, Cambs, Essex

<b>Oil Spill: Yes</b>	<b>24hr: Yes</b>	<b>HAZCHEM: Yes</b>	<b>Breathing Apparatus: No</b>
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**24hr Callout Details** above

Only use 07780998122 or 07780998121 or 0795558742 if other number not available

**Ad Hoc Deployment Timescales** North Norfolk 4hrs, West Cambs 4hrs, M25 Essex 4hrs, Suffolk 2hrs

**Organisation** Doe Tankers Ltd

**Address** Ellough Rd, Beccles, NR34 7TQ

**Work Phone** 01842 820920

**Area Covered** Norfolk/Suffolk/Cambridgeshire

<b>Oil Spill: No</b>	<b>24hr: No</b>	<b>HAZCHEM: No</b>	<b>Breathing Apparatus: No</b>
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**24hr Callout Details** N/A

**Ad Hoc Deployment Timescales** Within 1hr

**Organisation** Enviroco

**Address** Berths 2-4, South Denes Road, Great Yarmouth, Norfolk

**Work Phone** 01493 856722

**Area Covered** Norfolk, Suffolk, Cambridgeshire, Essex, Herts

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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<b>Oil Spill: No</b>	<b>24hr: Yes</b>	<b>HAZCHEM: Yes</b>	<b>Breathing: Yes</b>
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**24hr Callout Details** Call above and you will be transferred to a duty manager.

**Ad Hoc Deployment Timescales** Vehicles deployed within 20mins (office hours) 40 mins (outside) then travel time to destination

**Organisation** **Ribbex**

**Address** 30 Burrowfields, Welwyn Garden City, Herts

**Work Phone** 01707 339756

**Area Covered** Home Counties, South East England

<b>Oil Spill: No</b>	<b>24hr: Yes</b>	<b>HAZCHEM: No</b>	<b>Breathing Apparatus: Yes</b>
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**24hr Callout Details** Scott Robertson 07703 732809 or Alastair Coulson 07815 869696

**Ad Hoc Deployment Timescales** Approx two hours

**Organisation** **Localfast Ltd./M. Gaze & Co. Ltd.**

**Address** Crossways Farm, Thurlton, Norwich, Norfolk

**Work Phone** 01508 548543

**Area Covered** Two hour radius of depot

<b>Oil Spill: No</b>	<b>24hr: Yes</b>	<b>HAZCHEM: Yes</b>	<b>Breathing Apparatus: Yes</b>
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**24hr Callout Details** As above

**Ad Hoc Deployment Timescales** Not supplied

**Organisation** **Veolia**

**Address** St Albans

**Work Phone** 0800 626274

**Area Covered** UK

<b>Oil Spill: No</b>	<b>24hr: Yes</b>	<b>HAZCHEM: Yes</b>	<b>Breathing Apparatus: Yes</b>
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**24hr Callout Details** As above

**Ad Hoc Deployment Timescales** No information

**Organisation** **Viridor**

**Address** Vopak Tank Terminal, Oliver Road, West Thurrock, Essex

**Work Phone** 01708 864621

**Area Covered** Southern England

<b>Oil Spill: No</b>	<b>24hr: Yes</b>	<b>HAZCHEM: Yes</b>	<b>Breathing Apparatus: No</b>
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**24hr Callout Details** 07771 505927 answered by the Duty Manager

**Ad Hoc Deployment Timescales** 1-3 hrs depending on distance from Thurrock

## **CHEMICAL AND HAZARDOUS WASTE REMOVAL SERVICES**

*This list is not comprehensive. No endorsement of the companies included, nor criticism of those excluded, is implied.*

**Company** **Biffa Waste Services Ltd.**

**Address** Wednesbury Treatment Centre

	Lowestoft Port Oil Spill Contingency Plan	June 2021 Version 1
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**Address1** Potters Lane  
**City** Wednesbury  
**State** West Midlands  
**WorkPhone** 0800 601601  
**24Hour Contact** 0800 9176896  
**Notes**

**Company** **Viridor**  
**Address** Waterglade Industrial Park  
**Address1** Eastern Avenue  
**City** West Thurrock  
**State** Essex  
**WorkPhone** 01708 864621  
**24Hour Contact** 01708 864621  
**Notes**

**Company** **Veolia**  
**Address**  
**Address1**  
**City** St Albans  
**State**  
**WorkPhone** 0800 626274  
**24 Hour Contact** 0800 626274  
**Notes** **BA and Enclosed Space entry capability**

**Company** **National Chemical Emergency Centre**  
**Address**  
**Address1**  
**City**  
**State**  
**WorkPhone** 01865 407333  
**24Hour Contact** 01865 407333  
**Notes** Specialist Advice on any incident 24 hours a day