***“Insert unit title here”***

**UNIT SPILL RESPONSE PLAN (USRP)**

***“Unit*” USRP VER 1.0 May 16**

*After the unit has carried out a Risk Assessment, they are required to annotate their own findings within this plan*

|  |
| --- |
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 **“*Insert unit title*” USRP Amendment Sheet**

|  |  |  |
| --- | --- | --- |
| **Amendment:** |  **Incorporated By** |  |
| **No** | **Date** | **Name** | **Signature** | **Date** | **Remarks** |
| 001 | 01/04/16 | WO2 XXX | **X CXX** | 01/04/16 | USRP Exercise carried out, and lessons have been incorparated into the USRP |
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| **Distribution List** |
| **Copy No** | **Holder *(Complete as appropriate)*** |
| 01 | *Insert Holders of the UGLRP - Example – CO / HoE* |
| 02 | *Example – QM Tech* |
| 03 | *Example – FL Flt OC* |
| 04 | *Example – BFI* |
| 05 | *Example – MTFI* |
| 06 | *Example SHEF A* |
| 07 | *Example - DIO* |
| 08 | *Example - RPC* |
| 09 | *Example – Guardroom / Main gate security staff* |
| 10 | *Example – DFRMO*  |
| 11 | *Example – HQ Air fuel Role Office (Air units only)* |
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**Unit Commanders Foreword**

References:

a. JSP 815

b. JSP 418

c. JSP 317

**MOD Policy**

1. MOD policy is to conduct activities in accordance with the current Safety, Health, Environmental Protection and Sustainable Development Policy Statement by the Secretary of State for Defence. Supporting detailed Organisation and Arrangements (O&A) that support this Policy Statement are detailed in reference A. The MOD regulations covering environmental issues are at Reference B. MOD F&L pollution control procedures are detailed in Part 5 of Reference C.

2. All MOD personnel have a responsibility to prevent pollution and may be held responsible in cases of negligence or contravention of legislation or MOD policy. Commanding Officers and Heads of Establishments take overall responsibility for pollution incidents from unit or establishments under their control and may be held liable, under criminal or civil law, if it is deemed that they caused or knowingly permitted the pollution to occur.

3. It is MOD policy, in accordance with Reference B, that establishments where hazardous or potentially polluting substances are used or stored, including petroleum products, are to have a Unit Spillage Response Plan (USRP) in place to deal with any emergency incident involving these substances. Such a plan is essential in order to ensure an establishment can prevent, contain and minimise any pollution resulting from the spillage of a hazardous substance.

4. The purpose of this statement is to ensure that (*insert establishment title*) is to comply with all relevant environmental and safety legislation and I have issued my own O&A statement to this effect, which are to be applied across this unit. The heads of each department and line managers are responsible to me for the implementation of my Safety, Health, Environmental Protection and Sustainable Development O&A Statement.

AN OTHER

Lt Col

Commanding Officer Dated 01/04/2016

**Organisation and Arrangements Statement for Safety Health, Environmental Protection and Sustainable Development**

*“Insert the current Head of Establishment Organisation and Arrangements statement for Safety Health, Environmental Protection and Sustainable Development here.”*

**Definitions**

1. The following definitions are used throughout this USRP.

a. Spillage – The act or process of spilling is an uncontrolled release of product from pipeline, tank, road tanker, refuelling vessel or other container in which it is held.

b. Oil Spillage - An oil spill is the release of a liquid petroleum hydrocarbon into the environment, especially marine areas, due to human activity, and is a form of pollution. The term is usually applied to marine oil spills, where oil is released into the ocean or coastal waters, but spills may also occur on land.

Tiers are categorized by the International Petroleum Industry Environmental Conservation Association (IPIECA).

c. Tier 1 Spillage - Units are expected to clean up their own Tier 1 spills. They must therefore maintain an appropriate level of preparedness for this event at all times.

1. Tier 2 Spillage - A Tier 2 spill is larger than a Tier 1 spill, but is still one that occurs in the area of the units facilities. Tier 2 spills usually require the aid of other units and resources, including the government.
2. Tier 3 Spillage - A catastrophic incident requiring major external assistance, usually require resources from stockpiles of national or international cooperatives. In most cases, these co-ops will be subject to governmental control.

*Note: Units are required to annotate any definitions that they may use within their own units.*

**Chapter 1: Introduction**

Reference:

A. JSP 317

B. JSP 418

C. JSP 815

**Scope**

1. A spillage is defined as an uncontrolled release of a volume of oil from a primary container which cannot be contained, or, where the danger of ground or water course contamination is likely to occur as a result of such a spillage. The most probable course of a spillage is as a direct result of accident, the malfunction of equipment or procedural malpractice associated with the operation of installations, equipment or vehicles.

2. In accordance with References A, B and C, it is necessary to have an efficient plan detailing the activities of personnel and the actions they should take to deal successfully with an oil spillage and possible resultant fire water / foam run -off occurring on *(Unit/ establishment name)*. Satellite stations *(name if applicable)* and detached units / units on exercise are under the responsibility of *(Unit/ establishment name)* and therefore the USRP must include these locations / activities.

**Mission**

3. To prevent the contamination of the environment and the pollution of water in the event of a spillage of oil based product, regardless of its volume.

**Risk Assessment**

4. All sections/ departments are to include a copy of a site specific risk assessment for each area where hazardous products are stored. Formal Risk Assessments for the sections/ departments shall be carried out in accordance with JSP 317, Part 5, Chap 3 to identify key areas of potential risk. (*Unit / establishment name Environmental Protection Officer,* *name, position)* holds the master register of the Risk Assessments raised. The Risk Assessments provide the evidence for the development of this USRP. A Register of Hazardous areas and Hazardous Products Held is at Annex G.

**Action Plan**

5. Execution of the (*Unit / establishment name)* Spillage Response Plan (USRP) is conducted as a sequence of staged actions. The person discovering the spillage will normally initiate this sequence. The immediate actions are to isolate and contain the spillage and summon assistance. Immediate Action (IA) posters are to be prominently positioned at all Pollution Control Point’s (PCP) and locations where F&L is stored. During normal working hours the Pollution Control Officer (PCO) or *(delegated representative, position)* will be called to attend all spillages at (*Unit / establishment, name; and or satellite station, detached units as applicable*. During silent hours, the person discovering the spillage is to inform either the (*Guardroom or Ops room*, *location*) who will activate the unit Spillage Response Team (SRT). Dependant on the complexity of the spill, the PCO may require the services of on-site contractors, e.g. DE, RPC etc. Even though every spillage will be different; action plans based on practiced scenarios and spillage response history should be used as guidance. Details of lessons learnt and responses to spillages on this site are at Appendix 7.

**Command and Control**

6. The person discovering the spillage or the senior person at the scene is to adopt the role of Incident Commander until relieved by the PCO or the SRT leader. The incident commander is responsible for co-ordinating the immediate response to the spillage using any manpower and material at their disposal.

7. If all attempts to contain the spillage fail using the establishment resources; the PCO shall be authorised to call upon the services of the MOD Emergency Pollution Response Service contractor. If the spillage has the potential to become a complex pollution response project; the (*Unit/ establishment name)* Task Force, commanded by (*position / e.g. O/C Depot )*, supported by the PCO, and including appropriate team members is to be established at the earliest opportunity. The Task Force is to co-ordinate the recovery programme ensuring that all response activities are safe, and that all objectives and processes are understood by all parties. (4Cs)

**Service Support**

8. (*Unit/ establishment name)* is to maintain First Aid response packs that are readily available for immediate use. The response packs are to be located at all areas where there is a risk of a spillage occurring, these areas are to be designated as Pollution Control Points (PCP) and indicated on (*Unit/ establishment name)* Site Plan.

9. Amend / delete as appropriate. *Units that hold large quantities of bulk petroleum products i.e. Airfields, Naval bases and Mechanical Transport Fuelling Installations (MTFI), are to maintain a Pollution Response Kit (PRK) / Major Spill Kits to be deployed with the SRT. The location of this unit’s trailer mounted PRK / Major Spill Kits are shown on the Site Plan at Annex F, Appendix 1. The PRK is in addition to the First Aid response packs.*

10. Any sorbents used during clean up operations are to be treated as hazardous waste and disposed of via the existing hazardous waste disposal contract managed on site by *(position /name).*

11. The unit Pollution Control Officer is to be informed of any spillage that occurs so that a register of spillage’s can be maintained.

**Outside Agencies**

12. A list of contact telephone numbers of service and civilian agencies is at Annex C.

**Command and Signal**

13. In the event of a spillage, an incident signal MOD Form 7772 - MOD Spill Report Part 1 is to be completed and distributed accordingly. Upon completion of the clean up operation a [MOD Form 7773- MOD Spill Report Part 2](http://defenceintranetds.diiweb.r.mil.uk/sites/polestar/cs/DocumentLibrary/15/46_MOD_07773_0212.pdf) is then to be completed and distributed. If the spillage is protracted or complicated, [Form 7773 SITREP](http://defenceintranetds.diiweb.r.mil.uk/sites/polestar/cs/DocumentLibrary/15/46_MOD_07774_0212.pdf) is to be used as SITREPS.

**Communications**

14. Good communications are essential to effect execution of this USRP, control of these communications is also important. The Incident Commander is to control the use of communications around the incident area.

**Media and Public Interest**

15. **Media**. Tier 2 and 3 spillages will generate considerable media interest. All enquiries from the media are to be directed to the *(unit /establishment press officer/ position)*. Under no circumstances are personnel directly involved with the operation to answer media questions, make statements or give personal opinions.

16. **Members of the Public**. Members of the public may display considerable interest in any off base incidents or those close to the camp perimeter. Personnel are to remain polite and courteous when asked questions by members of the public, and the questions are to be referred to the *(unit /establishment press officer/ position / name)*. Personal opinions are not to be expressed.

**Security**

17. To protect the clean-up operation and to protect individuals/members of the public it is essential that the perimeter of the spillage site be secured. This will be executed through the establishment of a cordon and an Incident Control Point (ICP). The ICP will be under the command of the Incident Commander.

**Health and Safety**

18. The preservation of human life is of the utmost importance. Response to a spillage incident will require personnel to enter a hazardous area and carryout the clean-up of hazardous material. Every method of reducing the exposure and risk to the individuals is to be employed. All Health & Safety processes in accordance with JSP 375 shall be complied with in the course of spill response activities. Supplementary PPE is contained within Pollution Control Points, detailed at Appendix 1 to Annex E. The locations of the PCPs are detailed at Annex F.

**Disposals**

19. All of the recovered spilt product, the PCS, sand and soil that have absorbed the spilt product and those items of PPE of personal clothing that has been contaminated with the spilt product are to be treated as hazardous waste and disposed of via the existing hazardous waste disposal contract managed on site by *(position / name).*

20. If the MOD EPRS Contract is activated and the contractor is contracted to dispose of the hazardous waste, the contractor is required to provide safe disposal to a Licensed Disposal Site of all hazardous waste items generated during the clean-up operation in accordance with current Hazardous waste legislation.

**Training and Exercises**

21. All personnel involved in the storage, handling and transportation of hazardous products on (*Unit/ establishment name)* are to be suitably trained in pollution prevention and control. In addition, training is to be undertaken to ensure all staff are adequately trained in the use of the Pollution Control Sorbents (PCS).

22. (*Unit/ establishment name)* will practice / exercise a Tier 2 incident on an annual basis. This will be either as a practical or desktop exercise. *Delete/ amend as applicable* *Tier 3 incidents will also be practised annually as an exercise/key player desktop exercise with the involvement of the local outside agencies where possible. (Top Tier MACR sites only)*

23. The practice / exercise should involve all departments/ sections to ensure its effectiveness. The arrangement for the practice will be published separately.

24. The objective of these practices/ exercises is to test the effectiveness of the USRP, however, as it will involve a certain amount of artificiality all personnel are to fully co-operate with the organiser. Any objective suggestions on how to improve the plan should be submitted to the unit PCO.

**Training for individuals**

25. The fact that this document is called a Unit Spillage Response Plan highlights the hazards and possible dangerous nature of a spillage within the unit or off-unit. To ensure that (*Unit/ establishment name)* is prepared to deal with a spillage emergency there is a requirement for personnel nominated to respond to an incident to have the following training; this training is to be carried out at least annually:

a. Fire Training.

b. Familiarisation of the hazardous areas within unit, emergency cut off switches, location of telephones drainage and location of Pollution Control Points (PCP).

c. The types of products held within the unit and their associated hazards.

d. Familiarisation with the correct use of Pollution Control Sorbents (PCS,) and Personnel Protective Equipment (PPE).

1. First aid training.

**Site 4Cs Duty Holder**

26. On each MOD establishment the CO/HoE is required to appoint a site MOD 4Cs Duty Holder (DH) in line with JSP 375 Volume 2, Leaflet 34. The four main elements required in any visiting worker and contractor management system are: **co-ordination**, **co-operation**, **communication**, and **control**. Effective application of the four elements of this system is often referred to in MOD as the 4Cs system. This has the objective of reducing the likelihood of harm or damage arising from the actions of MOD, visiting workers and contractors working on MOD sites. The 4C Duty Holder responsibilities during an emergency can be summarised into the key areas below:

 Emergency preparedness. The 4C Duty Holder must ensure that arrangements are in place to deal with emergencies and that all relevant parties are aware of such arrangements through Establishment safety and emergency briefings.

 Identification of hazards. The 4C Duty Holder must combine all Area Registers into an Establishment Hazard Register, which is to be made be available to all site personnel, hosts, visiting workers/contractors in order for them to understand fully the potential hazards that they will have to consider and mitigate.

 Communication of hazards. The 4C Duty Holder must ensure that systems are in place for

Visiting workers/contractors to receive a relevant site safety briefing and to understand the nature of the hazards in their proposed area of work. Such briefings must:

1. Include daily changing hazards, Emergency and Disaster Plans, and evacuation procedures.
2. Ensure that all hazards in the specific area are identified and explained.
3. Take place prior to the commencement of work

 **APPENDIX 1**

**ACTIONS TO BE CARRIED OUT BY A PERSON DISCOVERING A SPILLAGE**

**Attempt to prevent the flow of the spillage**

**Evacuate the immediate area**

**Contact the Guardroom/ Ops Room giving the following information:**

**Give relevant information**

**1. Rank, Name, location and Contact Number**

**2. The location of the spillage**

**3. The approximate amount of product spilt**

**4. The type of product**

**5. Road Number**

**6. Type of product:: UN Nº, Haz ID Nº**

**7. Contained: YES/NO**

**Give relevant information:**

**Any injuries / risk of fire / other hazards**

**Has the spillage entered the drainage system?**

**What action has been taken?**

**Adopt the role of Incident Commander until relieved by either the Spillage Response Team or Pollution Control Officer**

**Locate and deploy the nearest First Aid Pollution Control Pack**

**Cordon off the area around the spillage and control access**

**Await further assistance**

**ANNEX A**

**FUEL SPILLAGE**

**IMMEDIATE ACTION**

**ACTION TO BE TAKEN BY PERSON(S) DISCOVERING A FUEL/OIL SPILLAGE**

* Attempt to prevent further spillage if considered safe to do so by closing valves or ceasing operations.
* Raise the alarm by ringing and give the following information:

* Name, Rank and Telephone Number.
* Exact location of spillage (eg. Unit, Bldg Nº, Area).
* Type and size of spillage (product & qty – if known).
* Container markings, eg HAZCHEM / UN Numbers etc.
* Number of casualties (if known).
* Any additional information.

**ATTEMPT TO CONTAIN SPILLAGE WITHOUT RISKING CASUALTIES.**

* Attempt to contain the spillage, block any nearby drains, using nearest spill kit/sand etc.
* Prevent access to the area by initialising a cordon using available personnel.
* Evacuate personnel to a safe location 'upwind' of the spillage area.

**REMAIN AT THE LOCATION UNTIL RELIEVED BY THE INCIDENT COMMANDER/POLLUTION CONTROL OFFICER.**

 222

 **APPENDIX 2**

**POLLUTION CONTROL ORDERS FOR BFCV OPERATORS**

 **APPENDIX 3**

**When possible inform unit guard/Op room of the incident.**

**Upon return to the unit complete MOD Form 7772 SPILLREP Part 1 and MOD Form 7773 SPILLREP Part 2 as required.**

**Contact 24 Hr Pollution Response Team (PRT)**

Give relevant information:

**Contact Emergency services.**

Give relevant information:

**Location:**

Road Nº and Grid Ref

**Quantity of spill:**

**Type of product:**

UN Nº, Haz ID Nº

**Contained** YES/NO

**Extent of Spill:**

**Watercourse affected**

YES/NO

**Are you able to recover the spillage?**

**Take action to stem flow of product**

**NO**

**YES**

**NO**

**Have you contained the spillage?**

**NO**

**Contact Emergency Services as Required.**

**YES**

**Are you able to undertake pollution control safely?**

**Use in conjunction with BFCV** **Emergency (9 point) Plan**

**SPILLAGE ACTION DURING DEPLOYED OPEARTIONS/ EXERCISE**

**SPILLAGE ON HARDSTANDING AREA**

**SPILLAGE ON SOFT SURFACE**

**Stop the release of product if possible**

**Stop the release of product if possible**

**Unable to stem the flow**

**All available PCS is to be used to assist with containment.**

**Unable to stem the flow**

**All available PCS is to be used to assist with containment.**

**Using PCS recover as much product as possible. All PCS is to be disposed of as hazardous waste through the unit contract.**

**Attempt to isolate/contain the spillage to the hard standing area**

**Use PCS to contain and prevent the spillage spreading**

**If all available PCS is used addition media is to be used (soil and sand)**

**Contain the spill.**

**If the spillage has entered any ditches action must be taken to dam the ditch using PCS or other media (soil, sandbags or wood)**

**Attempt to minimise the area of contamination**

**Complete MOD Form 7772 SPILLREP Part 1 and distribute**.

**If unable to contain the spillage, outside assistance is to be requested**.

**During the clean up operation and upon completion of the clean up of the spillage** **a MOD Form 7773 SPILLREP Part 2 is to be completed and distributed.**

 **ANNEX B**

**UNIT ACTIONS/DUTIES ON SPILLAGE INCIDENT**

1. Annex B contains appendices detailing the actions to be taken by nominated/designated individuals in the event of a spillage incident occurring. The Plan details the minimum actions only and as the incident evolves, additional organisations or agencies may need to be contacted.

1. The call-out system works on the following cascade principle:

**Person discovering spillage**

**Dial ext 2222**

**MOD Operator**

**DUTY OPS controller / guardroom**

**Fire service**

**Service police**

**Fuels section (working hours)**

**Fuels section (duty contact)**

**MMO**

**MT Control**

**Media Officer**

**Unit Commander**

**Pollution control officer**

**MOD Emergency**

**Contractor**

**0800 592827**

**Unit / site task force established**

**(if required) (MMO, RPC, AP (PET) USHEA, waste manager)**

**Annex B**

**Appendices:**

1. Actions of Guard/Ops room

2. Duties of Incident Commander

3. Duties of Pollution Control Officer

4. Duties of Pollution Control Team

5. Duties of WSM

6. Duties of media officer

7. Lessons Learnt – Previous Spillages

8. [MOD Form 7771 – MOD Spillage Register](http://defenceintranetds.diiweb.r.mil.uk/sites/polestar/cs/DocumentLibrary/03/46_MOD%207771.pdf)

9. General Health and Safety Precautions

**APPENDIX 1 TO**

**ANNEX B**

**DUTIES OF GUARD / OPS ROOM**

**Record the details from the person reporting the spillage**

**APPENDIX 2 TO**

**Obtain the following details**

**The location of the spillage**

**The Type & approximate Quantity of product spilt?**

**Has the spillage entered the drainage system?**

**What action has been taken?**

**During Silent Hours**

**Deploy the Guard with the Pollution Response Kit to the location of the spillage**

**Call out all key personnel information to the Ops Room.**

**If necessary, activate the Spill Response Team**

**Hand over control to Pollution**

**Control Officer upon arrival**

**ANNEX B**

**DUTIES OF INCIDENT COMMANDER**

**Confirm the details at Appendix 1 have been carried out**

**Proceed to the location of the incident**

**Identify the person who initially reported the incident**

**Request brief of situation**

**Assume command of the situation**

**Confirm containment action has been carried out**

**Clear and cordon area**

**if not already done**

**Maintain a log of events**

**Arrival of PCO**

**Brief on the incident, the current situation, any implications and what action has taken place.**

**Handover control to the PCO**

**APPENDIX 3 TO**

**ANNEX B**

**DUTIES OF POLLUTION CONTROL OFFICER (PCO)**

**APPENDIX 4 TO**

**Record spillage as Tier 1**

**Record the Following:**

**Date**

**Time**

**Qty Spilt**

**Location**

**Personnel involved**

**Reason for spillage**

**Now complete MOD Form 7772 SPILLREP Part 1 and distribute**

**Where containment has not been established and the incident has escalated, which requires *major external or national resources*. (e.g. Tier 1 MACR incident)**

**This is now a TIER 3 spillage.**

**Once the clean up operation is finished complete MOD Form 7773 SPILLREP Part 2 and distribute.**

**Upon arrival of external agencies give a full brief to the external agencies and remain on site to provide further assistance. Record all resources & manpower used by external agency.**

**Exercise location**

**PCO is to visit the scene of the incident immediately, receive handover from the incident Comd and maintain log of events throughout incident.**

**Is the unit capable to recover the spillage in full?**

**This a Tier 1 Spillage**

**Tier 2 Spillage**

**Establish the type and amount of assistance required to contain and recover this type of incident.**

**(See appendix 7 for examples)**

**Within unit lines**

**NO**

**YES**

**ANNEX B**

**DUTIES OF POLLUTION CONTROL TEAM**

**Detail personnel to deploy the Pollution Response Kit**

**Upon arrival**

**Obtain an update from the Incident Commander/PCO of the situation**

**Set up an incident control point outside of the cordoned area**

**Ensure that Spillage Response Team wears correct level of PPE/RPE**

**Re-assess the situation; continue to contain the spillage.**

**Request additional manpower and equipment as considered necessary**

**Tier 2 (or 3) Spillage**

**Tier 1 Spillage**

**Contain spillage**

**Prevent spillage entering normal drainage system**

**Commence clean up operations**

**Detailed personnel to meet external agencies and direct them to the incident**

**Alert the Medical Centre of possibility of injuries**

**Report to PCO when clean up operation is completed**

**APPENDIX 5 TO**

**ANNEX B**

**DUTIES OF MAINTENANCE MANAGEMENT ORGANISATION (MMO)**

**Provide advice to the PCO/Incident Control Officer**

**Liaise with ASP & ensure that the interceptors are monitored for levels of content**

**Supply any current infrastructure drawings to PCO on request, including underground storage tanks fuel pipelines and adjacent pipelines / cables within fuels infrastructure vicinity.**

**Liaise with RPC, informing Command on corrective repair action on infrastructure as required**

**When any repair activity is required, ensuring that the RPC contractors are managed under 4Cs and that any maintenance work by contractors complies with current SSoW practices**

**Maintain a record of all damages caused during the spillage**

**Advise on what remedial action measures are required to be taken**

**Liaise with the PCO and unit Environmental Officer on all aspects of the incident**

**Arrange for the disposal of any contaminated material from the drainage system**

**Liaise with ASP & ensure all interceptors within the unit are emptied and cleaned**

**APPENDIX 6 TO**

**ANNEX B**

**DUTIES OF MEDIA OFFICER**

**Tier 2 (and 3) spillage will generate considerable media interest. All enquiries from the media and the public are to be directed to the unit media officer. Under no circumstances are personnel directly involved with the operation to answer media questions, make statements or give personal opinions.**

**Members of the public may display considerable interest in any off base incidents or those close to the camp perimeter. When answering questions from members of the public all personnel are to be polite and courteous referring any direct or abusive questions, especially those on the cause of the pollution, to the Press Officer.**

**Only statements authorised by the Commanding Officer/Head of establishment are to be made to the press.**

**No statement is to be issued by anyone within the unit without authorisation. The unit Media Officer is to co-ordinate all releases of information and is to brief personnel on cordon and security duties of the statement to be made if questioned by the media or public.**

**APPENDIX 7 TO**

**ANNEX B**

**BEST PRACTICE GUIDANCE –BASED ON LESSONS LEARNT- POST UNDERGROUND PIPELINE LEAK - EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial****(a)** | **Incident / Action****(b)** | **Lead****(c)** | **Comments / responders****(d)** |
| 1 | Unexplained loss of product from bulk storage tank X53. | BFI Operators  | Operators (& assistance from RPC) to identify source of leak. |
|  | Oily water apparent in OWS Ser No I22 | Aquatrine Service Provider | Initially apply PCS at OWS outlet. Close off outlet VvDependant on quantity of oil ASP may need to call out gully sucker |
| 2 | Initiate USRP | Incident Commander then PCO | a. Commence spill prevention plans. (PRT)b. BFI operators to decant / isolate tank X53 underground pipeline to Bowser loading point 3). |
| 3 | Spill assessed as Tier 2 spill. Underground leaking pipeline between Tank X53 and Bowser issue point 3.Create Task Force  | **O/C DEPOT** to be chair of Task Group (supported by PCO).Group members to include Subject Matter Experts (meetings are NOT to stop spill response activities) | **Group Members TORS**1. **DIO Facilities Manager** – SME for the procedures that are adopted by all RPCs maintaining the establishment infrastructure
2. **RPC** – SME on the infrastructure.
3. **Aquatrine Service Provider ASP-** Responsible for all water infrastructure on the establishment.
4. **USHEA-** Ensuring that all contactors / personnel are complying with 4Cs.
5. **AP (PET) –** Ensuring that all petroleum maintenance activities are carried out iaw JSP 375 Vol 3 Ch 5 (SSoW).
6. **EPRS Contractor-** commences spill response / remediation at unit’s request.
7. **Environmental Regulators-** Ensure that all spill remediation plans are to their satisfaction.
8. **Waste Services Manager-** Ordering of extra hazardous waste skips.
 |
| 4 | Source of leak identified.Pit to be excavated | MMO | DIO-FM to provide underground services clearance to contactors that area is safe to dig.Excavator supplied either by RPC / ASP. |
| 5 | Permit to work System in place for repair maintenance activities | AP-PET (AP Electrical – if HT lines found underground) | Maintenance activity carried out by RPC under permit to work system controlled by AP (PET).Considerations; HOT WORK, CONFINED SPACES, WORKING IN TRENCHES/ PITS. |
| 6 | Drilling of Boreholes.To ascertain extent of polluted groundwater(mandated by EA) | MMO - EPRS Contractor- or 3rd party Contractor | DE-FM to provide underground services clearance to EPRS Contractor (3rd party Contractor) that area is safe to dig Boreholes.  |
| 7 | Removal of contaminated soil | MMO, RPC EPRS Contractor | Removal of soil from excavation maybe its self hazardous waste. Either “dig & dump”, or remediate on site. To prevent further contamination all soil excavated to be placed on impermeable sheet  |
| 8 | Removal of hazardous waste water  | DIO FSM ASP EPRS Contractor EA. | Large quantities of contam water being retrieved from site (excavation pit, and overloaded OWS). EPRS Contractor can supply portable OWS. Authority needed for operation from EA (New Permits) either that, or dispose of whole amount as Haz waste – Cost Benefits? |
| 9 | Repair completed | RPC, MMO | Repair to pipeline completed,  |
| 10 | Spill Response  | PCO AP (Pet) EPRS Contractor EA.Land Quality Assessors (ESG) | Free phase oil continuing to be removed. EA requiring information of amount of product lost, amount of product recovered. EA informed site that geology of area is TERRACE GRAVELS overlying CHALK. And is therefore a vulnerable soil type necessitating a quick intensive remediation plan. Specialists requested to supply updated LQA of site |
| 11 | Review of maintenance of infrastructure | MMO, RPC Command. | Identify reasons for failure. Introduce inspection programmes on remaining pipelines. |

**APPENDIX 8 TO**

**ANNEX B**

**APPENDIX 9 TO**

**ANNEX B**

**GENERAL HEALTH AND SAFETY PRECAUTIONS**

1. Some of the main risks to the health and safety of personnel involved in the spillage/pollution clean up operation are detailed below. During a spill incident the Responsible Person is to ensure that all relevant Health & Safety precautions are taken by carrying out a risk assessment iaw JSP 375 and Part 5 Chapter 3 of JSP 317 before clean-up operations commence. All personnel are to be made aware of the risks and are to take all possible precautions to eliminate them:

a. Fire / Explosion.

b. Inhalation of toxic fumes.

c. Contamination of skin/body surfaces.

d. Asphyxiation due to oxygen starvation.

2. All personnel are to wear PPE when engaged in clean-up duties. A basic list of "DOs" and "DON'Ts" is as follows:

a. ***DO*** approach any spillage from an upwind direction and remain upwind wherever possible.

b. ***DO*** wear protective clothing at all times.

c. ***DO*** use barrier cream on hands, wrists and other exposed skin surfaces.

d. ***DO*** remove contaminated clothing as soon as possible.

e. ***DO*** maintain high standards of personal hygiene, wash hands and lips before eating and bathe or shower immediately after completion of the clean-up task.

f. ***DO*** seek medical advice if any ill effects are experienced during or after the incident.

g. ***DO NOT*** smoke - this applies both during operations and until after all contaminated clothing has been removed and the individuals have bathed or showered.

h. ***DO NOT***carry any smoking materials or items that may produce a spark during the operation.

i. ***DO NOT***wear studded or tipped footwear.

j. ***DO NOT***operate electrical or battery powered equipment, including fork lifts, torches and radios, unless they are safe and you are authorised to do so by the Incident Commander.

k. ***DO NOT***operate petrol/diesel driven engines, including vehicles in the spillage area unless they are safe and you are authorised to do so by the Incident Commander.

l. ***DO NOT*** eat or drink with contaminated hands or whilst wearing contaminated clothing.

 **ANNEX C**

**CONTACT NUMBERS**

1. Annex C is broken down into 2 appendices, which contain the relevant contact numbers that would be required in the event of a spillage.

Appendices:

1. Unit and Local Authority contact numbers

2. MOD Emergency Pollution Response Service Contractor’s contact details

**APPENDIX 1 TO**

**ANNEX C**

**UNIT AND LOCAL AUTHORITY CONTACT TELEPHONE NUMBERS**

**UNIT**

 Working Hours Silent Hours

MOD Operator 2222 2222

Guard Room 4445 4445

Ops Rooms 4218 4218

FL Pollution Control Officer 4789 07451 547891

MMO 4123 08945 123654

Fire Section 4321 4321

Medical Centre 4231 07933 876543

MT Section 4312 4422

Fuels Section 4411 4412

Duty Officer 3331 07933 123456

Media Officer 3332 07933 654321

Aquatrine ALR XXXX XXXXXX XXXXX

**OUTSIDE AGENCIES**

Fire Service (Insert local authority numbers)

Police (Insert local authority numbers)

Local Environment Agency (Insert local authority numbers)

Local Water Company

Adler and Allan Ltd

Parish Councillor

New Pig

**APPENDIX 2 TO**

**ANNEX C**

**MOD EMERGENCY SPILLAGE RESPONSE CONTRACTOR CONTACT DETAILS**

1. A MOD wide Emergency Pollution Response Service Contract has been arranged with Adler and Allan Ltd. The contract covers the UK and Northern Ireland, including ports, harbours and coastal waters but does not affect extant QHM pollution control arrangements.

2. The contract is centrally provided by the DFFS. Units requesting services against this contract are responsible for paying all charges against the agreed schedules in the contract.

3. Adler and Allan Ltd has a free 24-hr emergency contact telephone number:

 **0800 592827**.

4. Units activating the contractor are to provide the following information:

**INITIAL REPORT OF DETAILS TO BE PROVIDED TO SPILLAGE CONTRACTOR**

1. Name of Unit

2. Name of Contact

3. Name, Post Title and Address (For Invoice)

4. Telephone Number

5. Fax Number

6. E–mail Address

7. Type of Product: Oil or Chemical (with proper name and common user name)

8. UN Number

9. Hazard Data Sheet (In full)

10. When did spill occur? Date and Time

11. Amount of Product (In Litres). What is the capacity of the leaking vessel / container?

12. Is product still leaking?

13. Is it Contained? Yes / No. If No, is it likely to affect a watercourse and estimated time?

14. Where is it? River/Stream/Dock/Pond/Lake/Bunded area/Road/Yard/ Soil/Beach or other.

15. If on flowing river what is approximate current?

16. Have the Environment Agency been informed? Yes or No. If Yes, name of contact

17. Name, Rank and number (of person raising report).

18. Parent Unit

19. Location of Parent Unit

20. Who is Incident Site Contact?

21. What are the Weather Conditions?

22. Are the Media Present?

23. Any other Relevant Information

ANNEX D

**REPORTING SPILLAGES**

1. Annex D contains the format for the reporting of all spillages.

Appendices:

a). [MOD Form 7772 - MOD Spill Report Part 1](http://defenceintranetds.diiweb.r.mil.uk/sites/polestar/cs/DocumentLibrary/15/46_MOD_07772_0212.pdf)

b). [MOD Form 7773 - MOD Spill Report Part 2](http://defenceintranetds.diiweb.r.mil.uk/sites/polestar/cs/DocumentLibrary/15/46_MOD_07773_0212.pdf)

All MoD spill reports are to be sent to Mr Tony Higgins at:

DSA-DLSR-FGSR-Compliance@mod

**APPENDIX 1 TO**

**ANNEX D**

**APPENDIX 2 TO**

**ANNEX D**

**APPENDIX 3 TO**

**ANNEX D**

**ANNEX E**

**POLLUTION RESPONSE EQUIPMENT**

1. Annex E is designed to indicate the unit’s holdings of Pollution Control Sorbents and the Pollution Control Equipment available.

Appendices:

1. Unit PCS holdings

2. PCE available

**APPENDIX 1 TO**

**ANNEX E**

**POLLUTION CONTROL SORBENTS**

1. The unit Pollution Response Kit is to contain the following items, in the event of any of the items listed being used they are to be replaced immediately to ensure the Kit is 100% accurate at all times.

**Pollution Response Kit Contents List**

|  |  |  |
| --- | --- | --- |
| **Ser****(a)** | **Item****(b)** | **Qty****(c)** |
| 01 | Oil Absorbent Cushion | 20 |
| 02 | Oil Absorbent Pillow | 120 |
| 03 | Oil Absorbent Sock | 20 |
| 04 | Oil Absorbent Mini Boom | 10 |
| 05 | Oil Absorbent Pads | 200 |
| 06 | Absorbent Spillsorb | 100 bags |
| 07 | Bag, Plastic, Polythene | 100 |
| 08 | Coveralls Disposable | 10 |
| 09 | Gloves, Protection | 20 |
| 10 | Brooms | 5 |
| 11 | Shovels | 10 |

2. The units First Aid Pollution Response Kit located at the designated Pollution Control Points (PCP) are to contain the following items, in the event of any of the items listed are used they are to be replaced immediately to ensure the Kit is 100% accurate at all times.

**First Aid Pollution Response Kit/Pollution Control Points (PCP)**

|  |  |  |
| --- | --- | --- |
| **Ser****(a)** | **Item****(b)** | **Qty****(c)** |
| 01 | Oil Absorbent Pillow | 4 |
| 02 | Oil Absorbent Sock | 4 |
| 03 | Oil Absorbent Pads | 10 |
| 04 | Absorbent Spillsorb | 2 bags |
| 05 | Bag, Plastic, Polythene | 10 |
| 06 | Gloves, Protection |  |

3. The unit PCO or deputy is to carry out snap checks on the all Pollution Prevention Kits to ensure they are complete at all times, any discrepancies are to be reported and deficiencies replaced immediately.

4. Sufficient additional PCS is to be centrally held within the unit to ensure that replacement items are available.

**Pollution Response Kit Location**

|  |  |  |
| --- | --- | --- |
| **Ser****(a)** | **Item****(b)** | **Qty****(c)** |
| 01 | Fuel Section, Bldg 20  | Trailer mounted, NATO standard tow hitch |

**APPENDIX 2 TO**

**ANNEX E**

**POLLUTION CONTROL EQUIPMENT**

1. Within this appendix is listed the PCE that is available on unit or supporting/adjacent units.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ser****(a)** | **Description****(b)** | **Location****(c)** | **D Of Q****(d)** | **Remarks****(e)** |
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 **ANNEX F**

**UNIT PLANS**

1. Annex F contains two appendices showing the plans of the site.

Appendices:

1. Site Plan – location of PCP and First aid response packs.

2. Unit drainage plan (must include location of interceptor facilities).

**APPENDIX 1 TO**

**ANNEX F**

**SITE PLAN OF “INSERT SITE NAME”**

 Insert site plan

**APPENDIX 2 TO**

**ANNEX F**

**“INSERTSITE NAME” DRAINAGE PLAN**

LEGEND

FOUL WATER

SURFACE WATER

**APPENDIX 3 TO**

**ANNEX F**

**SPILLAGE HAZARDOUS ZONE PLAN**

KEY:

GREEN = CORDONED AREA

AMBER = POTENTIAL RISK AREA

RED = HAZARDOUS ZONE

ICP = INCIDENT CONTROL POINT

DC = DE-CONTAM AREA

FC = FIRE CREW

**WIND DIRECTION**

**TOXIC VAPOUR**

**PLUME**

**SLOPE OF GROUND**

**DIRECTION OF APPROACH**

**CORDON > 50M**

**NOTES:**

**SIZE OF SPILL, TYPE OF PRODUCT SPILT, WIND DIRECTION, SLOPE OF GROUND AND WEATHER CONDITIONS WILL ALL AFFECT THE SIZE AND SHAPE OF THE TASK AND POTENTIAL RISK AREA.**

**CORDON SIZE MUST ENSURE SAFETY OF ALL PERSONNEL, MINIMUM OF 50 METRES**

**DIRECTION OF APPROACH IS ALWAYS FROM UPWIND.**

**POSITION OF ICP AND SUPPORTING TEAMS MUST ALWAYS BE IN SAFE AREA.**

 **ANNEX G**

**REGISTER OF HAZARDOUS AREAS AND HAZARDOUS PRODUCTS HELD**

1. Below is a list of all hazardous products and their locations within this unit. All personnel are to make themselves aware of the areas in which these products are located. Hazardous warning signs will indicate the areas/buildings or stores where these products are held.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ser****(a)** | **Location****(b)** | **Product****(c)** | **Max Qty****(Ltrs/Kgs)** | **Remarks****(e)** |
| 01 | F&L Point |  |  |  |
|  |  | LRP | 40.000 | Below Ground Storage Tank |
|  |  | Diesel MT | 60.000 | Below Ground Storage Tank |
|  |  | Diesel UK | 30.000 | Below Ground Storage Tank |
|  |  | ULGAS | 30.000 | Below Ground Storage Tank |
|  |  |  |  |  |
| 02 | BFI 1 |  |  |  |
|  |  | AVTUR FSII | 80.000 | Above Ground Storage Tank |
|  |  | AVTUR | 80.000 | Above Ground Storage Tank |
|  |  |  |  |  |
| 03 | Bld 46 F&L Compound |  |  |
|  |  | AL 5 | 75 | Maximum Holdings |
|  |  | AL 11 | 200 | Maximum Holdings |
|  |  | AL 14 | 500 | Maximum Holdings |
|  |  | AL 39 | 300 | Maximum Holdings |
|  |  | OC 160 | 50 | Maximum Holdings |
|  |  | OC 300 | 100 | Maximum Holdings |
|  |  | OEP 38 | 150 | Maximum Holdings |
|  |  | OEP 220 | 1000 | Maximum Holdings |
|  |  | OM 11 | 100 | Maximum Holdings |
|  |  | OM 13 | 100 | Maximum Holdings |
|  |  | OM 15 | 150 | Maximum Holdings |
|  |  | OM 33 | 300 | Maximum Holdings |
|  |  | OMD 55 | 2000 | Maximum Holdings |
|  |  | OMD 90 | 2000 | Maximum Holdings |
|  |  | OMD 330 | 500 | Maximum Holdings |
|  |  | OX 8 | 1000 | Maximum Holdings |
|  |  | OX 165 | 150 | Maximum Holdings |
|  |  | PX 4 | 150 | Maximum Holdings |
|  |  | PX 11 | 400 | Maximum Holdings |
|  |  | XG 250 | 400 | Maximum Holdings |
|  |  | XG 271 | 500 | Maximum Holdings |
|  |  | XG 279 | 1000 | Maximum Holdings |
|  |  | ZX 44 | 250 | Maximum Holdings |