

**NORTH EAST
STANDING ENVIRONMENT GROUP**

**ENVIRONMENT GROUP PLAN
FOR
COASTAL & MARINE POLLUTION INCIDENTS**

Issue Date: JUNE 2016

DISTRIBUTION LIST

This plan will be issued electronically to representative from each of the organisations listed below. The representative is responsible for distributing further copies within the organisations which they represent, as needed.

Natural England
Environment Agency
Marine Management Organisation
Inshore Fisheries Conservation Authority
Public Health England
Maritime and Coastguard Agency
Northumberland County Council
Durham County Council
North Tyneside Council
Northumberland Wildlife Trust
Port of Sunderland

A copy will also be sent to the organisations chairing the neighbouring Standing Environment Groups for the Tees and Whole of Scotland.

ABBREVIATIONS LIST

CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CPSO	Counter Pollution & Salvage Officer (MCA)
CRCE	Centre for Radiation, Chemical and Environmental Hazards (PHE)
EA	Environment Agency
EIA	Environmental Impact Assessment
ELO	Environment Liaison Officer
EG	Environment Group
HMCG	Her Majesty's Coastguard
LRF	Local Resilience Forum
MCA	Maritime & Coastguard Agency
MMO	Marine Management Organisation
MRC	Marine Response Centre
NCP	National Contingency Plan
NE	Natural England
NEBA	Net Environmental Benefit Analysis
NESEG	North East Standing Environment Group
NIFCA	Northumberland Inshore Fisheries Conservation Authority
NGO	Non Government Organisation
PHE	Public Health England
Premiam	Pollution Response in Emergencies: Marine Impact Assessment and Monitoring
POLREP	Pollution Report (MCA)
RSPB	Royal Society for the Protection of Birds
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SITREP	Situation report
SCAT	Shoreline Clean-up and Assessment Team
SCU	Salvage Control Unit
SEG	Standing Environment Group
SCG	Strategic Coordination group (Shoreline Response – Strategic)
STAC	Science & Technical Advice Cell
SOSREP	Secretary of State's representative for Maritime Salvage and Intervention
TCG	Tactical Coordination Group (Shoreline Response – Tactical)

LIST OF CONTENTS

- 1. Introduction**
- 2. SEG operational area**
- 3. EG members**
- 4. Activating an EG response**
- 5. Roles & responsibilities**
- 6. Key tasks**
- 7. Communications**
- 8. Record Keeping**
- 9. Stand Down Procedures**

Appendices

- Appendix 1 SEG Operational Area**
- Appendix 2 EG Response Activation Checklist**
- Appendix 3 EG Core Member Emergency Contact Details**
- Appendix 4 EG Essential Alert Information Checklist**
- Appendix 5 EG Notification Checklist**
- Appendix 6 EG Preferred Locations**
- Appendix 7 Generic agenda for first EG meeting**
- Appendix 8 Responsibilities of SEG/EG Core Members**
- Appendix 9 EG Roles & Responsibilities**
- Appendix 10 EG Incident Log sheet**
- Appendix 11 Environment group advice note template**
- Appendix 12 Costs & time recovery records**

North East Standing Environment Group Operational Guidance

1. INTRODUCTION

- 1.1. This plan explains the contingency arrangements in place by the North East Standing Environment Group (NESEG) for the establishment and operation of an EG to respond to actual or threatened pollution incidents.
- 1.2. The group has a vital role in advising response units with an aim to minimise risk to public health and the environment. The purpose of the EG is described in the MCA's Scientific, Technical and Operational Advice Note – STOp 2/16.
- 1.3. The plan should be read in conjunction with the Maritime & Coastguard Agency's National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).
- 1.4. The Environment Group (EG) will be activated in response to coastal and marine pollution incidents; most likely a Tier 2 incident and above as defined in the NCP.
- 1.5. The guidance has been developed taking into account the possible sources of pollution associated with port operations, shipping and any facility with the potential to cause major pollution within the north east.
- 1.6. The remit of the SEG/EG and this guidance is public health and the natural environment (water quality, wildlife including commercial fish, landscape) including socio-economic factors linked to human health eg through food chains. SEG should have the competency and resources to be able to provide or secure advice on the effects of any pollutant on all of the ecosystems and amenities that are found on the North East coast
- 1.7. The EG response will be proportional to the nature of the incident and the threat posed to public health and the natural environment.
- 1.8. The plan will be reviewed following incidents or multi-agency maritime exercises or in light of lessons learnt following incidents, changes in legislation or national guidance.
- 1.9. **NB The EG's remit is advisory and it has no powers of direction or enforcement. Regulatory functions of individual members of the EG are exercised outwith the Environment Group structure and function.**

2. SEG OPERATIONAL AREA

- 2.1. The operational Area of the group is the estuarine, coastal and marine environment of North East England from the Scottish border to Crimdon in County Durham, out to the 12 nautical mile territorial limit (Appendix 1).
- 2.2. Where the pollution incident has the potential to impact upon the adjacent coastline in Scotland, or Tees and Yorkshire coast, the EG Chair will contact the neighbouring SEG. SEG co-ordination arrangements will be agreed, including whether a joint Environment Group should be convened.

North East Standing Environment Group
Operational Guidance

3. STANDING & INCIDENT EG MEMBERS

3.1. Members of the SEG and the EG established in incidents are:

- Natural England
- Environment Agency
- Marine Management Organisation
- Public Health England
- Local Authorities – eg Environmental Health and Director of Public Health functions
- Maritime and Coastguard Agency
- Inshore Fisheries Conservation Authorities

3.2. To ensure that appropriate linkages with local authorities and civil contingency planning arrangements, members of the SEG also include the emergency planning function from:

- Northumberland County Council
- Tyne & Wear (North Tyneside, South Tyneside and Sunderland) councils
- Durham County Council

3.3. The members of an EG will include the members of the SEG and may be extended by the Chair as appropriate to include other environmental and public health interests and expertise as required eg:

- RSPB
- Wildlife Trusts
- RSPCA
- National Trust

4. ACTIVATING AN EG RESPONSE

4.1. The MCA initiate the activation of the NCP.

4.2. The organisation chairing the SEG shall, on notification of activation of the NCP or on receipt of the first pollution report (POLREP) from the MCA, will contact group members eg by a conference telephone. EG core members will discuss the incident and response, including whether and where an EG will be set up (see **Appendix 2**).

North East Standing Environment Group Operational Guidance

- 4.3. The SEG core members will make an assessment of whether the scale of the incident and the counter pollution measures requires a regional, sub-regional or local focus. This assessment will include the environmental risks and potential impacts arising from an incident, as well as the implications of any marine and shoreline clean up or salvage operations. These will include both natural environment and public health issues that are likely to arise.
- 4.4. If an EG is to be set up then an EG Chair and Deputy Chair will be agreed, taking account of the nature of the incident which is likely to influence the choice of the Chair. The core SEG/EG members will be contacted by their 24 hour emergency contact numbers (Appendix 3).
- 4.5. The EG will need to provide advice within the wider contingency arrangements that exist and the various groups that may be established, including:
- Strategic Coordinating Group (SCG)
 - Tactical Coordinating Group (TCG)
 - Recovery Coordinating Group (RCG)
 - Multi-SCG Response Coordinating Group (ResCG) and/or Multi-RCG Recovery Coordinating Group (RecCG) where more than one SCG/RCG has been activated
 - Science and Technical Advice Cell (STAC) *
 - Shoreline Management Group (SMG)
 - Beachmaster Command Post (BCP)

and the various sub-groups or themes of the TCG and/or RCG that should be considered during marine pollution incidents. These include:

- Technical Group
- Waste Management Group
- Health and Safety Group
- Procurement and Finance Group

*** IMPORTANT NOTE:**

Where both the EG and STAC are established for an incident, they will liaise closely and may merge fully. This decision will be made by chairs of the EG and STAC in consultation with the SCG chair and MCA. The decision will be influenced by whether the main threat is to the environment or public health.

- 4.6. Where possible, following discussion with the MCA, an EG will be located in the same building or near to the Strategic Coordination Group (SCG) to help communication links.

5. EG ROLES & RESPONSIBILITIES

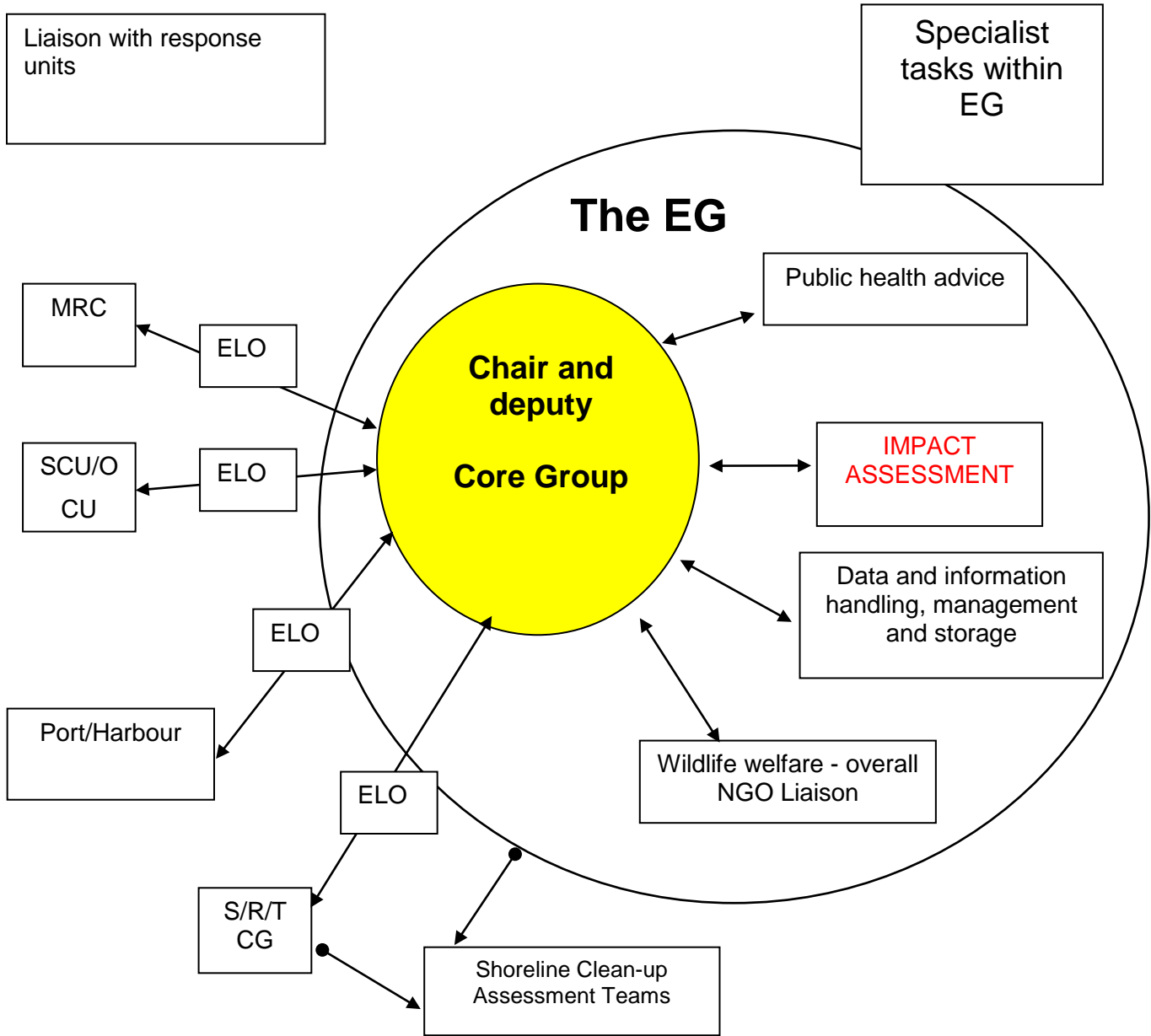
5.1 The main functions of the EG are to:

- Advise response units so as to minimize the impact of the incident on the environment in the widest sense, taking account of risks to public health and the natural environment, and potential impacts arising from any response operations, whether salvage or clean-up operations, at sea and on the shoreline.
- Provide advice and guidance on monitoring, assessing and documenting the public health and environmental (including wildlife) impact.
- Provide advice and guidance on the humane rescue and rehabilitation or humane disposal and post mortem analysis of wildlife casualties by recognised animal welfare or conservation organisations.

5.2 The **Chair of the EG** will be decided during the conference call held following alert of an incident. The Chair will:

- Be responsible for the management and co-ordination of the EG (see Appendix 9).
- Appoint **Environmental Liaison Officers** (ELOs) to each of the response units established to deal with the incident eg SCU, SCG/TCG and/or MRC (see Appendix 9).
- Appoint an **Administrative Manager/Support Officer(s)** to the EG (see Appendix 9):
- If necessary, appoint an **Environmental Impact Assessment Coordinator** to the EG to link with the Premium arrangements if initiated (Appendix 9)
- If necessary, appoint an **Information Manager** to the EG (Appendix 9)

Figure 1 Environment Group structure



6. KEY TASKS

6.1. The EG may need to undertake work and provide advice on the following areas. The list is not exhaustive and will need to reflect the priorities and particular circumstances of the incident; some areas may not be relevant for specific incidents.

Provision of health advice

- Provide advice on potential and real impact on public health with respect to oil and chemicals.
- Advise on requirements for the monitoring of threat to public health.

Provision of operational advice

- Assess environmental priorities at risk from pollutant and from clean-up activity.
- Establish EG priorities for resource protection and pollution clean-up.
- Prepare an incident-specific EG view on at-sea and on-shore dispersant and chemical treatment product use.
- Provide advice and guidance on health and environmental sensitivities, and risks, preferred options and health and environmental implications of proposed salvage and clean-up response strategies with respect to achieving a net environmental benefit.
- In collaboration with recognised animal welfare and conservation organisations, provide advice with regards to the potential impacts of pollution and clean-up activities on wild animal populations and assist in the development of operational plans to minimise these impacts.
- Ensure that the above advice is timely and accurately reflects the dynamics of health and environmental resources at risk.
- Ensure thorough and timely documentation of all advice provided to the response units. Copies of all records of advice provided and feedback from response units should be circulated within the EG.
- Facilitate effective communication on health and environmental matters between the response units and the EG via appointed Environmental Liaison Officers (ELO).
- Ensure that appropriate coordinated and timely arrangements for incident specific assessment of the effects on public health and environment are initiated and subsequently managed.
- Monitor and keep under review public health and environmental implications of ongoing salvage and at-sea clean-up operations.

Contribution to the Shoreline Management Group:

- Ensure representation in the Technical Group via the appointed Environmental Liaison Officer.
- Monitor effectiveness of on-shore clean-up operations, particularly in sensitive areas to ensure that clean-up operations match the strategy agreed in the Shoreline Management Group.
- Assist, and possibly contribute to, the Shoreline Clean-Up Assessment Teams (SCAT), as required.
- Advise and contribute to the Impact Assessment.

North East Standing Environment Group
Operational Guidance

7. COMMUNICATIONS

- 7.1 The EG Chair will appoint an Administrative Support Officer whose role will be to maintain a log of all communications. Establishing a log of events must be one of the first priorities of the group (Appendix 10).
- 8.2. The Environment Liaison Officers (ELOs) appointed by the EG Chair will identify themselves to the SOSREP, SCU, SCG or MRC and establish communications with EG.
- 8.3. All direct communication with the media must be co-ordinated through the SCG Management Team via the ELO, or via the MCA structure for SOSREP, SCU or MRC.
- 8.4. Each member organisation should establish communication with their respective organisations command centres. Direction of field staff involved in reconnaissance and monitoring will be made through the respective agency's command structures.
- 8.5. Communications with clean-up teams **must not be** made directly by the EG. These teams are co-ordinated through the SCG.
- 8.6. The representative of each of the member agencies to the EG must have sufficient breadth and depth of knowledge of their respective organisations roles and responsibilities to enable the EG to fulfil its remit.

8. RECORD KEEPING

- 8.1. Each group member must record their individual actions in an incident log. An example of a log is provided in Appendix 10.
- 8.2. Records of all communications must be kept. The communications could be in the form of:
 - Minutes of EG meetings
 - Telephone conversations
 - E mails
 - Press releases
- 8.3. The records should be in chronological order to provide a timeline of the incident. It will be the responsibility of the chair through the administration assistant to ensure a continuous record is made.
- 8.4. The record of the following should be kept:
 - Time of notification of the incident by the MCA
 - Time of formation of the EG /those present and venue
 - Information supplied to the ELOs
 - Press releases
 - Provision of information to third parties
 - Any costs incurred (in summary form)

North East Standing Environment Group Operational Guidance

- Resources deployed
 - Health and safety issues
 - Key decisions
 - Key events
 - Names of staff deployed
 - Periodic tide and weather updates
 - Time of incident closedown and factors appraised
- 8.5. All printed documents such as press releases and SITREPs must be retained and placed on the Incident File.
- 8.6. ELOs should keep a separate running log of their actions.
- 8.7. The incident file will be compiled by the Chair within one month of the closure of the incident.
- 8.8. The file should make reference to the following post incident requirements:
- Recovery times
 - Waste management.
 - Resources deployed to any post incident enquiry.
 - Liaison with insurance assessors
 - Liaison with salvage assessors.
- 8.9. All documents created within the SCU, SCG or MRC or by the ELOs during the incident must be retained and not destroyed. The Chair will arrange for the retention of the records and will liaise with his Head of Legal Service regarding the period of their retention.

9. STAND DOWN PROCEDURES

- 9.1. It will be the responsibility of the Chair to stand the group down when the SCU, SCG and MRC indicate formally that they have closed at the end of the incident.
- 9.2. The stand down time and reasons for stand down will be entered in the incident log.
- 9.3. The Chair will inform all interested parties that the EG has stood down. A press release may be considered.
- 9.4. The Chair will collate and preserve all records relating to the incident after the incident.
- 9.5. Debrief details and lessons learned will be provided to all participating agencies within 2 weeks of debrief.

North East Standing Environment Group
Operational Guidance

APPENDICES

- Appendix 1 SEG Operational Area**
- Appendix 2 EG Response Activation Checklist**
- Appendix 3 EG Core Member Emergency Contact Details**
- Appendix 4 EG Essential Alert Information Checklist**
- Appendix 5 EG Notification Checklist**
- Appendix 6 Generic agenda for first EG meeting**
- Appendix 7 Responsibilities of SEG/EG Core Members**
- Appendix 8 EG Roles & Responsibilities**
- Appendix 9 EG Incident Log sheet**

- Appendix 10 Environment Group Advice Note Template**

- Appendix 11 Environment Sensitivity Assessment Template**

- Appendix 12 Costs & Time Recovery Records**

**APPENDIX 2
EG RESPONSE ACTIVATION CHECKLIST**

Incident:	Date:
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<i>On receipt of confirmed maritime pollution incident where EG advice is required, the Standing EG Chair or the incident EG Chair if & once appointed should take the following actions:</i>		
	ACTION	Date/time completed
1	Establish & keep log – see LOG (Appendix 10)	
2	Obtain comprehensive briefing from MCA – see ESSENTIAL ALERT INFORMATION CHECKLIST (Appendix 4)	
3	Determine scale of incident – does EG need to be convened? YES – go to A NO – go to B	
A INCIDENT REQUIRES EG TO BE CONVENED		
A1	Establish contact with core EG members <ul style="list-style-type: none"> • Brief/receive briefing - see ESSENTIAL ALERT INFORMATION CHECKLIST (Appendix 4) • Agree initial advice to MCA/response units • Agree EG Chair & Deputy Chair & confirm transfer of responsibility • Agree nominations for ELOs • Agree associate EG members to be invited • Agree location of EG • Agree time to convene 	
A2	Alert, brief and mobilise ELOs to following: <ul style="list-style-type: none"> • Salvage Control Unit • Marine Response Centre • Strategic Coordination Centre 	
A3	Provide initial advice to MCA/response units	
A4	Ensure alert of all relevant bodies and individuals is initiated – see NOTIFICATION CHECKLIST (Appendix 5)	
A5	Mobilise basic admin support	
A6	Relocate to EG location at agreed time	
A7	Obtain updated briefing from MCA or other key sources of information	
A8	Establish & maintain direct communications with ELOs	
A9	EG Chair to convene meeting of EG – see GENERIC FIRST MEETING AGENDA (Appendix 7)	
A10	Provide briefing, via ELOs, on health and environmental	

North East Standing Environment Group
Operational Guidance - Appendices

	priorities and advice to response units	
A11	Ensure all other identified & agreed tasks are actioned	
A12	Ensure all essential EG information requirements are identified	
A13	Ensure the information and data necessary to inform operational advice is acquired	
A14	Ensure an Impact Assessment process appropriate to the scale and potential effect of the incident is initiated	
A15	Ensure further alert and mobilisation of additional staff and resources continue as required	
A16	Ensure nominated & additional deputies/substitutes for EG key & support roles are alerted in good time	
A17	Ensure establishment & mobilisation of necessary health and scientific personnel	
A18	Obtain regular briefings from MCA and ELOs	
A19	Give regular briefings to EG and room-briefs to support staff	
A20	Maintain close liaison with Impact Assessment Coordinator	
A21	Ensure H&S procedures for EG are implemented & managed	
B INCIDENT DOES NOT REQUIRE EG TO BE CONVENED		
B1	Establish contact with core EG members and other key organisations relevant to the incident: <ul style="list-style-type: none"> • Brief/receive briefing – see ESSENTIAL ALERT INFORMATION CHECKLIST (Appendix 4) • Agree initial advice to MCA/response units • Agree procedure in event that incident escalates 	
B2	Provide initial advice to MCA/response units	
B3	Ensure alert of all relevant bodies and individuals is initiated – see NOTIFICATION CHECKLIST (Appendix 5)	
B4	Establish and maintain routine exchange of information with MCA or appropriate response unit(s)	
B5	Consider transferring Chair role to more relevant core EG member if appropriate	
B6	Establish and maintain routine exchange of information with key EG members relevant to incident	
B7	Provide briefing on health and environmental priorities and advice to response unit(s)	
B8	Revise and update advice to MCA or appropriate response unit(s) as appropriate	
B9	Standby to increase alert and mobilise key personnel in the event that the incident escalates	

APPENDIX 3
EG MEMBERS EMERGENCY CONTACT DETAILS

Restricted Document – provided separately and administered by the NESEG Chair.

**APPENDIX 4
ESSENTIAL ALERT INFORMATION CHECKLIST**

Incident:	Date:
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Questions to MCA or notifying organisation:	
What is the nature of the incident?	
What is the pollutant? <ul style="list-style-type: none"> • specific name • composition 	
What is the scale of pollution?	
What is the exact location of the incident?	
What time did the incident occur?	
What is the current extent of the pollution? <ul style="list-style-type: none"> • aerial • at sea • on shore 	
Sea and weather conditions:	
Is there a known risk to human health?	
What is the risk of further pollution?	
What is the risk of the casualty / source of pollution moving elsewhere?	
What response action has been taken?	
What response action is planned?	
Who has been notified? [Record on <i>NOTIFICATION CHECKLIST-Appendix 5</i>]	
Request copies of chemical / hazard data sheets for pollutant and all other potential pollutants which may be released following incident.	

North East Standing Environment Group
Operational Guidance - Appendices

**APPENDIX 5
EG NOTIFICATION CHECKLIST**

[Not all contacts will be necessary for every incident]

Incident:	Date:
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EG members	When notified/by who	Contact name (and deputy)
Natural England		
Environment Agency		
Marine Management Organisation		
Public Health England		
Maritime & Coastguard Agency		
Emergency Planning Northumberland		
Emergency Planning North Tyneside Council		
Emergency Planning South Tyneside Council		
Emergency Planning Sunderland Council		
Emergency Planning Durham Council		
Local authority Environmental Health department		
European Marine Site Officer		
Ports Berwick North Sunderland Warkworth Blyth Tyne Sunderland Seaham		
Northumberland Wildlife Trust		
Food Standards Agency		
<i>Environmental NGOs</i>		
RSPB		
Northumberland Wildlife Trust		
Durham Wildlife Trust		

North East Standing Environment Group
Operational Guidance - Appendices

National Trust		
Wildlife welfare		
RSPCA		
Fisheries		
North Eastern Inshore Fisheries Conservation Authority (south of Tyne)		
Northumberland Inshore Fisheries Conservation Authority (Tweed to Tyne)		
Other (list)		
SEG Chair Tees		
SEG Chair Scotland		

APPENDIX 6

GENERIC AGENDA FOR FIRST EG MEETING

1. Introductions
 - 1.1. Personnel
 - 1.2. EG accommodation – fire precautions, H&S issues
2. Incident briefing – *use ESSENTIAL INFORMATION CHECKLIST*
3. Key roles
 - 3.1. Allocation of key roles & confirmation of role holders
 - 3.2. Briefing to EG on identities and locations of ELOs
4. Identification & analysis of immediate risks and threats
 - 4.1. Identification of public health risks
 - 4.2. Identification of immediate environmental risks
 - 4.3. Identification of immediate information requirements
 - Fate & behaviour of pollutant
 - Immediate operational advice requirements
 - Immediate impact assessment requirements
 - 4.4. Identification of health and environmental priorities and initial advice to response units
 - 4.5. Identification of immediate tasks & allocation of tasks
 - 4.6. Identification of further personnel and resources required
5. Establish timetable for EG briefings/meetings and standing agenda items
6. Establish communications protocol
7. Establish working procedure

APPENDIX 7

RESPONSIBILITIES OF SEG/EG CORE MEMBERS

Natural England

Natural England was established by the Natural Environment and Rural Communities Act 2006 with a purpose 'to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations, thereby contributing to sustainable development'. Its powers and duties are provided by obligations set out in various European Directives and national legislation.

Natural England will provide an advisory service out to the limit of England's territorial waters (12 nautical miles from baseline). Natural England staff will **not** be involved in the actual cleaning up of oil. An exception to this is where a spill impacts on an NNR (where Natural England owns the land).

Environment Agency

The Environment Agency operates a 24 hour incident response service to incidents that have caused or have the potential to cause harm to human health, the natural environment (air, land and water) or property.

Marine Pollution incidents require a very specific Environment Agency response dependent on the source (sea or land). The Agency's role and responsibilities are specified within the National Contingency Plan for Marine Pollution Incidents. In general terms we will:

- Take the lead for spills from land-based sources upto three miles seaward of the territorial baseline with support from the Maritime and Coastguard Agency (MCA) and local authorities.
- Be represented on the SCG with a leading role on environmental issues.
- Provide appropriately briefed and trained staff to fulfil these roles.
- Hold a joint strategic post incident review following all major spills to evaluate the effectiveness of the response.
- Provide additional resources including:
 - aerial surveillance resources (integrated with the Maritime and Coastguard Agency and covered by a Protocol);
 - small boats for monitoring work and sea going survey vessels (if operating under contract to the Environment Agency in the relevant area).
- Take a lead role in organising environmental impact assessment monitoring of a major incident.
- Take action alongside other organisations to reduce the impact of spilt oil by booming estuaries. The presumption is that we will not now normally do this ourselves but will arrange for suitably trained contractors to carry booming under the direction of Agency staff.
- May be involved in assisting local authorities in clean-up operations or in working with other environmental protection agencies in discharging their conservation and other duties.
- Advise on and regulate the temporary storage and final disposal of waste oil, oil-contaminated sand and oiled beach materials.

North East Standing Environment Group Operational Guidance - Appendices

Public Health England

Public Health England (PHE) is an executive agency of the Department of Public Health. PHE provides an integrated health protection service to ensure the public are protected from threats to their health from infectious disease and environmental hazards such as radiation, chemicals and poisons.

PHE's Centre for Radiation, Chemical and Environmental Hazards (CRCE) is a source of specialist advice and operational support, providing expert advice on public health risks of chemicals in the environment as part of PHE's emergency preparedness and response.

Marine Management Organisation

The Marine Management Organisation (MMO) is an executive non-departmental public body, sponsored by the Department for Environment, Food & Rural Affairs. They license, regulate and plan marine activities so they are carried out in a sustainable way.

The marine pollution response team operate a 24/7 system to respond to marine pollution incidents and give approval for the use of oil spill treatment products where appropriate. The role includes briefing ministers on the progress of incident and commissioning any relevant monitoring, research and impact assessment.

The MMO advise the Counter Pollution Branch of the MCA on environmental risks from hazardous cargoes lost at sea.

Inshore fisheries Conservation Authority

IFCA has responsibility to manage the exploitation of sea fisheries resources, achieve sustainable inshore fisheries and help achieve conservation objectives.

Maritime and Coastguard Agency

The MCA is an executive agency of the Department of Transport and has overall responsibility for implementation of the National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).

APPENDIX 8

EG ROLES AND RESPONSIBILITIES:

CHAIR AND DEPUTY CHAIR

The Chair and Deputy Chair will be responsible for managing the Environment Group, and for ensuring that the three main functions of the EG are fulfilled, namely:

- the provision of effective and timely advice to, and maintenance of the flow of information between the EG and response centres, on all aspects of public health and the environment (tier 2 and tier 3 incidents);
- in tier 1 incidents (where response units are not set up), the provision of a conduit of advice and information to the MCA, Port Authority or Local Authority (as appropriate) on all aspects of public health and the environment;
- the prompt initiation and effective co-ordination of any impact assessment that is deemed to be appropriate.

Specifically, the Chair/Deputy Chair will be responsible for:

- management of the EG, including the development and maintenance of the most appropriate group structure and way of working to ensure that all involved understand their own role and the roles of others around them.
- ensuring that the strategic objectives and targets of the EG are identified and met;
- ensuring that the human and other resources required by the EG to fulfill its functions are secured as and when required;
- ensuring that the ELOs and their deputies appointed to response centres are properly supported at all times;
- co-ordinating the activities and outputs of the component groupings within the EG;
- ensuring that all health and safety requirements and welfare needs of the EG are met;
- ensuring that there is an external link between the EG and the media and media centre and that briefings are produced/given to the media when required;
- After the incident, contribute to the post-incident briefing and lead the EG component of the report

Note: The Chair must nominate at least one Deputy Chair, since 24 hour, 7 days-a-week working may be required in a tier 2 or tier 3 incident. The Deputy Chair will provide relief cover for the Chair, and will therefore be required to perform the same role and tasks as the Chair. The Chair and Deputy Chair will need to agree a protocol for briefing/debriefing before going off/coming on duty. The Deputy Chair will not normally be a core EG member, and is a key role in its own right.

**EG ROLES AND RESPONSIBILITIES:
ENVIRONMENT LIAISON OFFICER (ELO) – MARINE RESPONSE CENTRE (MRC)**

Role

The primary role of the MRC ELO and deputies will be to provide the EG's contribution to response operations initiated and co-ordinated by the MRC.

The MRC ELO will be responsible for:

- the provision of focussed, integrated and prioritised public health and environmental advice to the MRC, within the required time-frame;
- the maintenance of the two-way communications and flow of information between the EG and MRC (and vice-versa);
- ensuring the feedback of all relevant information from the MRC to the EG on the fate and behaviour of pollutants at sea, and counter pollution measures being considered or implemented by the MRC, and their implications for health and environmental priorities and sensitivities;
- together with the Chair, ensuring that the communications protocol between the ELO and deputies (hence the MRC) and the EG is rapidly put into place, clearly understood and adhered to.

Key tasks which the MRC ELO and deputies will be required to perform include:

- keep themselves apprised of the predicted and actual fate and behaviour of pollutant(s) at all times;
- maintenance of full awareness, and rapid assessment of, risks to public health and environmental resources and sensitivities
- provision of integrated advice on the optimum response options/counter pollution measures at sea, in terms of public health requirements and Net Environment Benefit, within the required time-frame;
- monitoring of at-sea counter pollution operations
- ensuring that the EG is kept fully up-to-date with all aspects of at-sea counter pollution operations and of their implications for health and environmental resources and sensitivities at all times, through regular communications (in accordance with the EG communications protocol);
- record keeping: ensuring that records of the following are maintained:
 - the fate and behaviour of pollutant(s) at sea;
 - at-sea counter pollution measures taken by the MRC and their efficacy;
 - all communications between the EG and MRC ELO e.g. on agreed EG priorities for resource protection and response to pollution; predicted/actual threats to the shoreline;
 - the advice given by the ELO to the MRC and how that advice is used/acted upon (i.e. decisions made by the MRC);
 - all information passed to the MRC by the EG via the ELO.

North East Standing Environment Group
Operational Guidance - Appendices

**EG ROLES AND RESPONSIBILITIES:
ENVIRONMENT LIAISON OFFICER (ELO) –SALVAGE CONTROL UNIT (SCU)**

Role

The primary role of the SCUELO will be to provide the EG's contribution to response operations initiated and co-ordinated by the SCU.

The SCU ELO will be responsible for:

- the provision of focused, integrated and prioritised public health and environmental advice to the SCU, within the required time-frame;
- the maintenance of two-way communications and flow of information between the EG and SCU (and vice-versa);
- ensuring the feedback of all relevant information from the SCU to the EG on the status of the casualty, salvage options under consideration by the SCU and their implications for public health and environmental priorities and sensitivities;
- Together with the Chair ensuring that the communications protocol between the ELO (hence the SCU) and the EG is rapidly put into place, clearly understood and adhered to.

Key tasks which the SCU ELO and deputy(ies) will be required to perform include:

- maintenance of a full awareness of the progress of salvage operations options, and predicted/actual pollution at all times;
- maintenance of full awareness, and assessment of risks to public health and environmental resources and sensitivities
- provision of focussed, integrated advice on the optimum salvage options in terms of public health requirements and Net Environment Benefit, within the required time-frame;
- monitoring of and reporting to the EG on salvage operations, together with any predicted or actual release of pollutants from the casualty;
- ensuring that the EG is kept fully up-to-date with all aspects of salvage operations, predicted or actual release of pollutants from the casualty and implications for health and environmental resources and sensitivities at all times, through regular communications (in accordance with the EG communications protocol) with the Chair/Deputy Chair;
- the maintenance of records of:
 - the incident and any response initiated and co-ordinated by the SCU;
 - all communications between the EG and ELO;
 - the advice given by the ELO to the SCU, and how that advice is used/acted upon by the SCU;
 - all information passed to the SCU by the EG via the ELO;
 - efficacy (in terms of Net Environmental Benefit Analysis – NEBA) of decisions taken by the SCU, and subsequently implemented.

**EG ROLES AND RESPONSIBILITIES:
ENVIRONMENT LIAISON OFFICER (ELO) – STRATEGIC & TACTICAL
COORDINATION GROUPS (SCG & TCG)**

Role

The primary role of the SCG & TCG ELOs will be to provide the EG's contribution to shoreline response operations initiated and co-ordinated by the SCG or TCG.

The SCG/TCG ELO will be responsible for:

- the provision of focused, integrated and prioritised advice on all aspects of public health and environmental resources at risk or impacted, within the required time-frame;
- the maintenance of two-way communications and the flow of information between the EG and SCG & TCG (and vice-versa);
- ensuring the feed-back of all relevant information from the SCG or TCG to the EG, on the fate and behaviour of pollutant(s), SCG or TCG clean-up strategies and programmes of work on individual shorelines, and the implications for public health and environmental resources, sensitivities and priorities for protection and response;
- ensuring that requests for assistance made by the EG for assistance from the SCG or TCG and vice-versa are communicated in the required time-scale;
- together with the Chair, ensuring that the communications protocol between the ELO and deputy(ies) and the EG is rapidly put into place, clearly understood and adhered to.
- maintenance of personal awareness and understanding (at all times) of:
 - progress with salvage and/or at sea counter pollution operations and possible implications for the shoreline;
 - actual and predicted fate of pollutant and behaviour of pollutant at sea and consequent threats to the shoreline;
 - fate and behaviour of pollutant on-shore: where, how much, what is it doing, what is it threatening, what has it impacted?
 - actual and planned shoreline response.
- provision of focused, integrated advice on public health and environmental implications of actual or predicted shoreline pollution and on the planned response (to optimise Net Environmental Benefit from the planned response). Where appropriate, the ELO should seek identification and assessment (using Net Environmental Benefit Analysis – NEBA) of alternative response options/strategies;
- provision of proactive advice on public health and environmental priorities for shoreline protection and response;
- representation of the EG within the SCG or TCG for shoreline response;; attendance of meetings and provision of regular briefings and up-dates to the Chair/Deputy Chair and core EG on all aspects of the shoreline response;
- ensuring that requests for assistance (e.g. with live wildlife casualties; collection of dead wildlife casualties required for impact assessment by the EG; establishment of leave alone

North East Standing Environment Group Operational Guidance - Appendices

sites; fate and behaviour of pollutant) are passed between the SCG or TCG and EG in the required time-frame;

- monitoring of and reporting (to the EG) on the shoreline clean-up operations: progress; efficacy; implications for public health and environmental resources;
- attendance of site meetings as requested by the SCG or TCG (the Chair/Deputy Chair of EG to be notified of the SCG or TCG's request first, and arrangements made by the Chair/Deputy Chair for cover by a deputy);
- ensuring that the SCG or TCG has copies of any generic EG advice on specific clean-up techniques;
- record-keeping, in particular maintenance of written records of the following:
 - ;
 - SCG or TCG Management Team meetings;
 - communications between the ELO and the core EG;
 - requests to/from the EG and to/from the SCG or TCG, and how/when actioned;
 - advice provided by the ELO to the SCG or TCG and how that advice is used ;
 - verbal reports from and debriefings of controlled Shoreline Clean-up Assessment Teams (SCATs);;
 - data and information (in written, video or photographic form) on shoreline pollution and response that are collected by, or on behalf of, the SCG or TCG (essential for tracking the response and for impact assessment of the clean-up operations as well as of the pollutants);
 - written records of clean-up strategies agreed and implemented by the SCG or TCG; status/progress reports on clean-up operations initiated on individual shorelines (including waste management);
 - copies of any policy statements made by the SCG or TCG; protocols developed by the SCG or TCG (e.g. on waste management); use of dispersants (if permitted) and other oil treatment products; determination of agreed 'end points' of individual shoreline clean-up operations);
 - records of 'dead wildlife' passed to SCG or TCG (e.g. by Beach Masters; SCATs);
 - copies of work programmes developed by the SCG or TCG, to pass to the Chair and core EG, thus assist the EG to plan its contribution to the shoreline response in terms of NEBA, proactive, advice, impact assessment and monitoring.

Note: It is anticipated that in a tier 3 incident, the ELO will have more than one deputy and will also have dedicated secretarial support.

EG ROLES AND RESPONSIBILITIES:

ADMINISTRATION MANAGER

Role

In a marine pollution incident requiring the convening of the EG, the primary role of the Administration Manager will be to provide admin support for the core EG and any sub-groups set-up within the EG, to help ensure that the EG fulfills its main functions.

Specific responsibilities of the Administration Manager will include the following:

- organisation and management of clerical/secretarial support for the EG;
- implementation of the EG's record-keeping, and document management and control protocols;
- organisation of access to photocopying, fax and telecoms facilities for the EG;
- procurement of stationary and other supplies required by the EG;
- liaison with IT and other providers of specialist equipment or services (eg telecoms) required by the EG;
- ensuring that access to the EG is controlled (security);
- ensuring that the welfare needs of the EG (eg feeding and watering) are met.
- budget management (where appropriate).

The Administration Manager must have authority to act independently of their parental organisation within the EG, and be empowered to take on a management/supervisory role.

EG ROLES AND RESPONSIBILITIES:

ENVIRONMENTAL IMPACT ASSESSMENT COORDINATOR The Environmental Impact Assessment Coordinator will chair an EIA-subgroup comprised of technical expertise from EA, Natural England, CEFAS, IFCA, in order to ensure the broad aims and objectives of impact assessment following a marine pollution incident are met both during the response to an incident where an EG is activated, and its aftermath.

In the event of a large-scale incident, the Government may establish a multi-agency impact assessment (recovery) group, to co-ordinate long-term environmental impact assessment and reporting. If such a group is established the initial work carried out by the EIA sub-group will be vital to an authoritative account of impacts on the environment, and the EIA sub-group should be prepared to hand over responsibility and information to a multi-agency impact assessment (recovery) group.

The broad aims of environmental impact assessment are to:

- determine and quantify any environmental impacts of a marine pollution incident;
- determine the net environmental benefit of advice provided by the EG to response units, and of response actions taken by the response units;
- meet the statutory agencies duties to monitor and report on public health, and on the environmental condition of *inter alia*, designated sites, species and waters;
- meet public and political requirements for environmental information.

In addition to these broad aims, impact assessment should meet the following specific objectives:

- to determine concentrations of pollutant in the environment;
- to ascertain how levels of contaminants in the environment change over time, and to compare those changes with baseline data;
- to determine the environmental effects of shoreline and at –sea response;
- to determine the acute and chronic effects of the pollutants on environmental features and their time-scales, based *inter-alia* on the assessment of the condition, population and distribution of species in their habitats, in comparison with those in control sites and trends in other areas remote from the contamination;
- to determine the longer-term impacts on wildlife populations and distribution (spatial and temporal), based on reproductive and behavioural effects;
- to predict the likely rate of recovery of species and habitats following contamination;
- to monitor the recovery of species and habitats following contamination;
- to provide an overall assessment of the environmental impact of the incident in the context of previous incidents.

Role

The primary role of the Environmental Impact Assessment Co-ordinator is to ensure that the broad aims and objectives of impact assessment following a marine pollution incident are met in full.

North East Standing Environment Group Operational Guidance - Appendices

Specific responsibilities of the Environmental Impact Assessment Co-ordinator include the following:

- liaison with statutory agencies and the Welsh Assembly Government with respect to priorities for impact assessment, national resources required and assessment protocols;
- management of the sub-group including the development and maintenance of the most appropriate group structure;
- ensuring the integration of activities and research initiated by parent organisations to avoid duplication and/or omission of key tasks;
- chairing the Environmental Impact Assessment sub-group within the EG;
- ensuring consensus and common understanding of the general aims and objects of impact assessment and or priorities for EIA within the EG and between the statutory agencies, WAG and the EG;
- ensuring that appropriate action is taken to meet the data requirements of the EIA sub-group and statutory agencies (eg fate and behaviour of pollutant(s); wildlife casualties; clean-up operations carried out by the response centres);
- maintaining close liaison with the Chair and core EG, on behalf of the EIA sub-group, and ensuring that requests from the EIA sub-group for information from the response centres are communicated quickly and efficiently via the Chair and ELOs;
- responding (as quickly as is reasonably possible) to requests for information on the impact of an incident on environmental resources from the Chair and core EG (eg to brief the media or politicians);
- ensuring that initial impact assessment of acute effects of pollutant(s) is carried out in a timely and coordinated fashion;
- identifying any gaps in impact assessment, and subsequently taking steps to plug these;
- ensuring that the EIA sub-group has sufficient admin and data management support.
- preparing any interim reports on the environmental impacts of an incident for the statutory agencies and government;
- assisting (where appropriate) statutory agencies to prepare and manage any contracts let;
- liaising with organisations not represented in the EIA sub-group but whose expertise may be required to complete specific environmental impact assessment tasks;
- ensuring that all the work carried out by or on behalf of the EIA sub-group is thoroughly documented and that the data collected are appropriately archived;
- preparation of a final report on the work carried out by or on behalf of the EIA sub-group and (if required), ensuring an efficient and orderly handing-over of responsibilities of and data collected by the EIA sub-group to a Government-appointed committee.

The Environmental Impact Assessment Co-ordinator must have authority to act independently of their parent organisation within the EG.

EG ROLES AND RESPONSIBILITIES: INFORMATION MANAGER

Role

In a marine pollution incident requiring the convening of the EG, the EG may require an Information Manager, whose primary role will be to collate and manage all incoming and outgoing information and data relating to the EG's functions and responsibilities on behalf of the EG and any sub-groups set up within the EG.

Specific responsibilities of the Information Manager will include the following:

- collation and archiving of all incoming information in the appropriate format;
- maintenance of maps, charts and stateboards showing the current situation and key information (e.g. key contacts etc.), and archiving of used charts etc);
- collation and dissemination of operational information received within the EG;
- collation and dissemination of information on the effects of the incident on public health and environmental resources, within the EG;
- archiving of information received by the EG
- ensuring that any pre-incident data on the location and seasonality of environmental resources and their sensitivities are available to the EG, including the ELOs;
- ensuring that data collected by EG during the incident is made available to the parent organisations represented in the EG, to enable them to meet statutory obligations and to contribute to impact assessment.
- provision of information on wildlife casualties and other effects of an incident to the Chair and core EG, to enable the EG to prepare briefings for the media and politicians.
- liaison with the Administration Manager in the event of problems arising with IT equipment and software;
- responding to specific requirements of individuals and groupings within the EG for information, as well as to their parental organisations.

The Information Manager will be required to liaise closely with the Chair and core EG, the Administration Manager and the Environmental Impact Assessment Co-ordinator.

The Information Manager must have authority to act independently of their parental organisation, and be empowered to take decisions and pursue courses of action as determined by the requirements of the EG.

APPENDIX 10

Environment Group advice note template

North East Environment Group Advice Note	
Advice Note Ref No.	
Date (yyyymmdd)	Time (hh:mm)
Incident Name	
EG preferred response options:	
Sensitivity Summary:	
EG Comments (for use when commenting on response plans i.e. Salvage)	
Sensitivity summary supporting information	

APPENDIX 11

Cost & Time recovery records

Joint Claims

For smaller incidents the MCA are prepared to lead on cost recovery action across the public sector and specifically for bodies identified in this NCP. However, it is still necessary for claimants to follow the advice provided in this document. The decision for the MCA to lead is taken on a case by case basis and subject to agreement by all parties at the time.

The MCA's extensive experience in claims suggests the following items of best practice:

- any expense must actually have been incurred and third party invoices provided;
- response measures must be reasonable, proportionate and justifiable;
- there needs to be a summary of events – a description and justification of the work carried out at sea, in coastal waters and on shore – together with an explanation of why the various working methods were selected;
- for chartered vessels, investigate the rates quoted and look at the SCOPIC tariff rates;
- apply the industry standard of 100% of hire rate for in-use and 50% rate for stand-by;
- ensure MCA's contractors, or local authorities acting on behalf of the Agency, apply the MCA policy for equipment hire charges when acting on behalf of MCA in response to an incident;
- keep a record of the dates on which work was carried out at each site; in this context, date and time stamped photographs are extremely useful;
- keep a record of the number and categories of response personnel, regular or overtime rates of pay and who is paying them;
- keep a record of the travel, accommodation and living costs for response personnel;
- keep a record of the equipment costs for each site: types of equipment used, rate of hire or costs of purchase (bearing in mind residual values to be deducted), quantity used, period of use (in use or standby);
- ensure that any damaged equipment is photographed and assessed by an independent body prior to repair or replacement;
- during cleaning or restoration of equipment or vessels, they should not be brought to a state better than at the commencement of the hire/charter;
- keep a record of materials consumed in the response, for example, sorbent and dispersant;
- keep a record of the cost of temporary storage, transport, treatment and disposal of waste; and
- keep a record of any other incident specific cost relating to the response in any way, e.g. oil analysis, reinstatement, impact assessments, etc.

Record keeping

For the purpose of financial record keeping, it is essential to appoint a financial controller at a very early stage in the incident to keep adequate records and control expenditure. Responders should not discard any relevant document (including status board information and maps used by the SCU, OCU, MRC and Shoreline Management Group). All data should be backed up and catalogued on a regular basis – at least daily.

It is not possible to specify the precise form of records, this varies with the circumstances. However, there are two points to keep in mind:

- records of any incident act as the source material for many incident related purposes; and
- since responders cannot know the particular purpose that records will serve in advance, record keeping should err on the side of too much rather than too little detail.

The record should clearly show information received, decisions taken, orders given, and action taken. For example, responders may use aircraft for reconnaissance. In this case, there should be a record not only of when they called the aircraft out but of take-off times, landing times, details of any oil found, the area searched, who was on board the aircraft, who received the information and when. For dispersant spraying operations, records should specify the area of operations and indicate the duration of spraying, the amount, type, age, and efficacy of dispersant used, and the results obtained.

As a further indication of the level of records required one example would be for the hiring-in of an item of equipment, the hirer should seek to clarify the following items:

- member of staff that authorised and placed the order;
- the reason for hiring the equipment;
- date and time item actually hired;
- organisation hired from;
- evidence of any research relating to cost of hire
- quantity of each item actually hired;
- for larger pieces of equipment (particularly chartered vessels) it would be useful to take photographs of the condition of the item prior to use for response activities;
- if more than one item of any type is hired, devise a system for unique identification;
- how it was delivered / transported;
- where it was actually delivered to;
- who took delivery;
- a daily activity record of what the item was used for, including the location of use;

North East Standing Environment Group
Operational Guidance - Appendices

- if item is damaged – photograph damage;
- brief description of how the damage occurred;
- do not repair until approval or advice has been reached with an insurance representative on site (i.e. the SCR or a surveyor appointed by the insurers);
- dates actually used for the response;
- dates the item was on standby at the scene of the incident;
- date off-hired;
- condition of the item when returned to owner; and no betterment of equipment on return to owners.

Record keeping requires a heavy commitment in terms of minute takers, message takers, procurement specialists and financial experts. There are specialist firms that offer tracking and recording services for clean up operations and the appointment of such a firm may be justifiable following a major spill from an oil tanker. In such a case it should be possible to recover the cost of using such firms, or temporary agency staff, from the shipowner, insurer and/or the IOPC Fund.

It is important to record decisions and the opinions of all the parties involved in addition to agreements or points of disagreement. This applies equally to ITOPF who report to ship owners, P&I Clubs and the IOPC Fund and are likely to offer advice to all parties involved in the response on counter pollution operations. It applies also to others such as cargo owners, local authorities and the Environment Group. The records should show whether they agree or express no opinion. If they disagree, the records should identify the reasons, if possible. Records should distinguish criticism made at the time of an incident from criticism made with the benefit of hindsight.

Like any operation involving the expenditure of large sums of money, the usual rules of proprietary, accountability and the need for a fully detailed audit trail apply.