



Maritime &  
Coastguard  
Agency

## **RESPONSE AND RECOVERY TO A MARITIME POLLUTION INCIDENT IMPACTING THE UK SHORELINE**

**Scientific, Technical and Operational Advice Note - STOp 1/16**

**Important! Please note** that the detailed procedures for responding to, and the management of, maritime pollution incidents affecting the shoreline under civil contingencies arrangements do vary across the UK Administrations

# **RESPONSE AND RECOVERY TO A MARITIME POLLUTION INCIDENT IMPACTING THE UK SHORELINE**

## **Scientific, Technical and Operational Advice Note - SToP 1/16**

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*Note: This document should be read in conjunction with:*

- [Emergency Response and Recovery guidance](#) - Non statutory guidance accompanying the Civil Contingencies Act 2004
- [SToP 2/16 - The Environment Group and Maritime pollution response in the UK](#)
- [The National Contingency Plan \(NCP\) - A strategic overview for responses to marine pollution from shipping and offshore installations](#)

All extant Maritime and Coastguard Agency (MCA) SToP notices may be found at:

<https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

Further information is also available in the MCA's Oil pollution, contingency planning and response training materials at <https://www.gov.uk/government/publications/oil-pollution-contingency-planning-and-response-training-materials>

## 1. Introduction: Aim, Objectives and Scope

### Aim

This document aims to provide guidance and considerations to local authorities and partner organisations that have a role in the response and recovery to a shoreline marine pollution incident.

### Objectives

This document provides guidance and considerations for:

- the over-arching structure to coordinate a pragmatic and proportionate response and recovery to a marine pollution incident for all UK administrations.
- the additional organisations who may be involved in a marine pollution incident that are above and beyond the core emergency response agencies.
- the recommended functional groups or themes within the Tactical Coordinating Group (TCG) and/or Recovery Coordinating Group (RCG).
- the communication protocol between the Strategic and Tactical Coordinating groups and the Recovery Coordinating Group, Marine Response Centre (MRC), Salvage Control Unit (SCU) and Environment Group (EG).
- local emergency planners in developing their local contingency plans.

### Scope

This guidance does not look to duplicate information contained within the [National Contingency Plan \(NCP\) – A Strategic Overview for Responses to Marine Pollution from Shipping and Offshore Installations](#). The considerations within this guidance aim to dovetail into the NCP and should be used in conjunction with the NCP.

Although there are unique factors that should be considered in the response to a marine pollution incident this guidance does not look to contradict the embedded Civil Contingencies Act (CCA) regime, as set out in the [Emergency Response and Recovery guidance \(ERR\)](#).

This guidance is not expected to be used during the response to an incident. Local Marine Pollution Emergency Plans, which are based on the guidance within this document, the NCP and the ERR, exist throughout the UK. It is the Local Marine Pollution Emergency Plan that would be triggered during a response. These documents can be requested through the [Local Resilience Forum Secretariat](#).

This guidance does not set out an agreed template or contents for Local Marine Pollution Emergency Plans. There are key variables which may determine the mechanics and scale of the response and the local plans should reflect the local arrangement, these may include:

- the geographic location
- the risk likelihood and impact of the incident
- the nature of the shoreline impacted
- the magnitude of the incident in terms of the quantity of pollutant, and
- the UK administration impacted; each administration has its own mechanisms with regards to dealing with emergencies in terms of the structures set up for a range of circumstances.

This guidance is not intended to be prescriptive and can be adapted in the light of local circumstances, experience and priorities. A sound response to a shoreline pollution incident is important and planners should ensure local arrangements are comprehensive and ensure that:

- all aspects of the clean-up strategy are agreed to be technically reasonable
- all organisations expending resources will only incur reasonable costs
- the clean-up does not cause more environmental damage than it would be adopting a 'leave alone strategy'
- participating organisations are not compromised on issues of liability.

These guidelines and considerations are principally aimed for Tier 3 incidents. Local planners may see value in adopting the systems and structures in their Tier 1 and Tier 2 planning to ensure uniformity in the response and consistency during an escalating incident.

It is anticipated that local planners will establish appropriate CCA Coordinating groups during the response to a marine pollution incident, details on these groups can be found within the [Emergency Response and Recovery guidance](#). These groups may include:

- 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
- Scientific and technical advice cell (STAC)

This guidance details the additional groups that may be engaged during a marine pollution incident. These include:

- Shoreline Management Group (SMG)
- Beachmaster Command Post (BCP)
- Environment Group (EG)

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

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

Local Authorities may find it useful to include the appended checklists in their Local Marine Pollution Emergency Plan. The checklists capture the actions for the various functions across the response centre.

**Important!** Please note that the detailed procedures for responding to, and the management of, maritime pollution incidents affecting the shoreline under civil contingencies arrangements do vary across the UK Administrations, the key differences in the response set ups across the Administrations are described at section 13.

## **2. Categorising response: Conditions under which the Coordinating Groups and Environment Group are established.**

Although pollution quantity is not the only consideration in judging the seriousness of an incident it does help to categorise incidents broadly in the following terms:

### **Tier 1 response - No requirement for a coordinating group, but possibly for an EG:**

- Local scale incident where the response can be managed within the capability and resources of one local authority, harbour authority, offshore operator or Northern Ireland Environment Agency (NIEA).
- Unlikely to involve more than minor and localised pollution.
- Unlikely that a coordinating group would be required, but a virtual EG may be established to provide environmental advice.

### **Tier 2 response – No requirement for SCG, possibly TCG and/or RCG, and highly likely for an EG:**

- A more significant scale incident which is beyond the capability of one local authority, or requires additional contracted response from harbour authority, offshore operator or NIEA.
- Unlikely to involve more than minor pollution, such as that arising from ship operational discharges and / or grounding of ship, but may nevertheless have potential for a more significant spillage.
- Where a shipping casualty is involved, initial action will be taken by the MCA Counter Pollution staff in conjunction with Her Majesty's Coastguard (HMCG) (see section 3).
- District authorities may require assistance from county or regional authorities and mutual aid to initiate and maintain a response.
- Commercial marine pollution responders may be contracted directly by the body responsible for the pollution, a TCG/RCG may be activated to oversee its activities and ensure it is in accordance with local requirements and environmental considerations.

- Likely to require the setting up of an EG, and possibly a TCG/RCG, but is unlikely that the response would require the setting up of an SCG.

### Tier 3 response - Requirement for an SCG, TCG and EG

- National scale (Major) incident which is beyond any contracted Tier 2 response capability and requires national resources coordinated by the MCA (for a shipping incident) and/or the operator (for an offshore installation incident).
- In a major shipping incident, initial action will be taken by the MCA Counter Pollution staff in conjunction with HMCG (see section 3).
- Most likely to require an SCG, TCG and/or RCG, and an EG to be established if a significant amount of oil impacts on a significant length of shoreline.
- Likely to require activation of the NCP, deployment of national resources including assistance from industry and international assistance from Bonn Agreement Member States<sup>1</sup>.
- Likely to impact two or more SCGs – see section 13

Tier 1 and 2 incidents often involve an unknown source that appears without warning. It is for local authorities to initiate such clean-up action as they consider necessary (when outside a port/harbour authorities jurisdiction). In these circumstances, MCA Counter Pollution staff are available, free of charge, to provide scientific/technical advice on the efficiency of available clean-up techniques and their application in specific circumstances. The MCA can also make available, items of specialist counter pollution equipment from their shoreline clean-up stockpiles. MCA Counter Pollution staff will undertake investigation work on any potential sources and are likely to coordinate media and government briefings where several locations are involved.

### 3. Response to a shipping casualty incident

In a shipping casualty incident<sup>2</sup>, which causes or threatens pollution, initial action will be taken by the MCA Counter Pollution staff in conjunction with HMCG. Reports of such an incident will usually be reported to HMCG, who will then notify the duty Counter Pollution and Salvage Officer (CPSO). The CPSO will activate the NCP and the Counter Pollution & Salvage (CPS) branch as necessary.

If pollution threatens the coastline then the MCA will inform the appropriate local authority at the earliest possible opportunity and keep them advised of the action being taken. The MCA will also inform the appropriate statutory nature conservation agency, the environmental regulator and the relevant government fisheries department, and if appropriate the statutory public health body as set out in Table 1.

	<b>England</b>	<b>Scotland</b>	<b>Wales</b>	<b>Northern Ireland</b>
<b>Environmental regulator</b>	Environment Agency	Scottish Environment Protection Agency	Natural Resources Wales	Northern Ireland Environment Agency
<b>Statutory nature conservation body</b>	Natural England	Scottish Natural Heritage	Natural Resources Wales	Northern Ireland Environment Agency
<b>Fisheries department</b>	Marine Management Organisation	Marine Scotland	Welsh Government Marine and Fisheries	Department of Agriculture and Rural Development, Fisheries & Environment Division
<b>Public Health body</b>	Public Health England	Health Protection Scotland	Public Health Wales	Public Health Agency (Northern Ireland)

**Table 1 – UK bodies to be notified by the MCA in a shipping casualty incident**

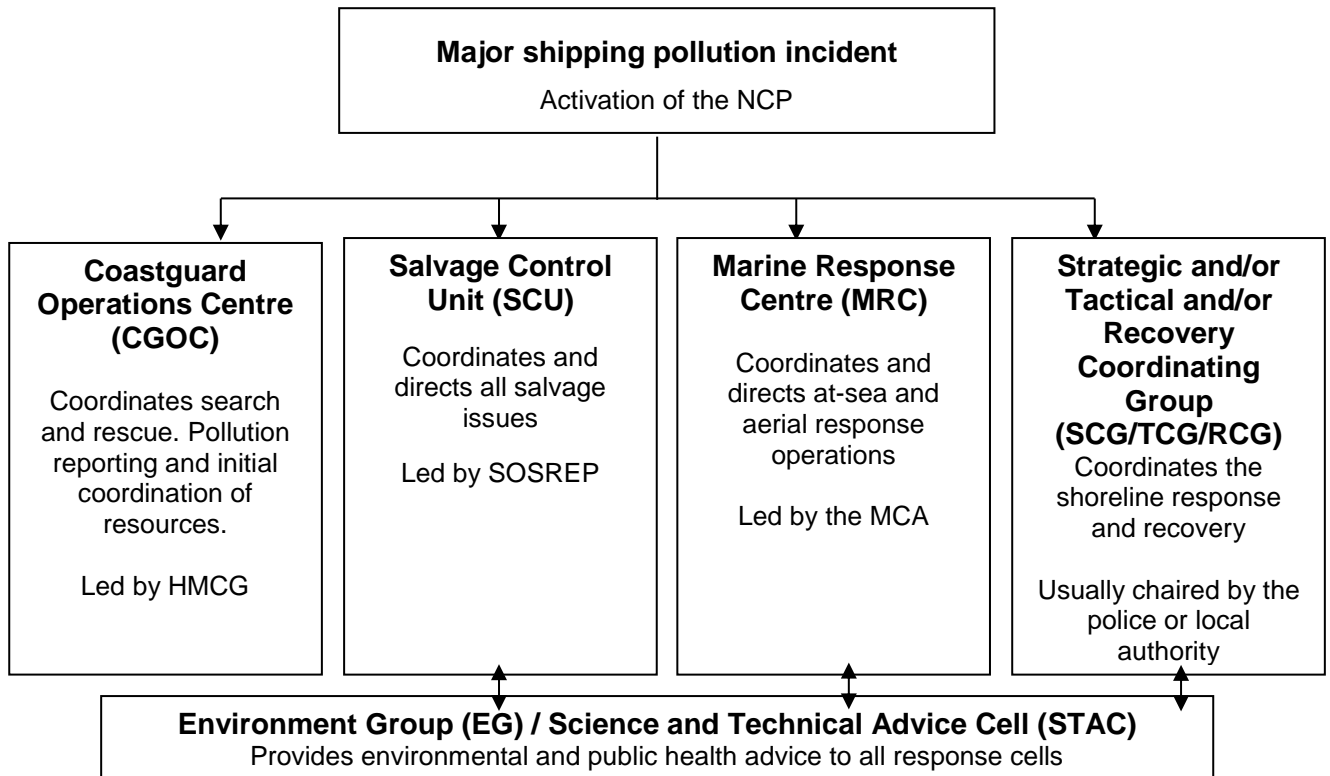
<sup>1</sup> The Bonn Agreement is the mechanism by which North Sea States work together to help each other in combating pollution in the North Sea Area from maritime disasters and chronic pollution from ships and offshore installations. For further information see: <http://www.bonnagreement.org/>

<sup>2</sup> The term shipping incident includes spills from offshore installations in as far as they relate to shoreline clean-up.

The MCA Duty CPSO will assess the scale of potential and actual pollution and the appropriate level of response. In the case of major incidents the CPSO will then liaise with the following key CPS and MCA operational staff:

- Secretary of State’s Representative for Maritime Salvage and Intervention (SOSREP) - for issues of salvage and intervention
- MCA Head of Counter Pollution and Salvage (HCPS) - for the maritime response
- MCA Scientists for the shoreline response and the establishment of the EG

In the event of a major spill, the HCPS is responsible for activation of the NCP, Figure 1 outlines the roles of each response group. Response groups activated will depend on the nature and scale of the incident. An EG will always be set-up to provide environmental and public health advice to each response cell.



**Figure 1 - UK response groups in response to a major shipping casualty incident**

The SCG, TCG and/or RCG should establish a sound liaison protocol with the other control centres, especially the MRC and SCU. Without this vital link there will be delays in obtaining a global picture of the incident and possible subsequent delay in the response. Liaison officers provide this link, usually personnel from HMCG provided by the MCA.

The role of these liaison officers is to provide:

- an efficient and effective two way communications link between the SCG/TCG/RCG and the MRC/SCU
- timely, prioritised and focussed information between each of the individual response centres
- a focal point for information to be passed between the groups
- a focal point for questions/enquiry’s to be passed between the groups.

#### **4. The Role of the Strategic Coordinating Group (SCG)**

The role of the SCG is to provide strategic coordination for the multi-agency management of the on-shore elements of the emergency and establish the framework within which the tactical groups can work. The SCG provides strategic direction and decision-making and determines longer-term and wider impacts and risks.

This group will identify the short, medium and longer term issues that the TCG/RCG need to consider. This should identify significant and potentially significant issues for the response strategy as a whole looking at time frames of say: the next 1-3 days, 3-10 days and beyond 10 days.

Depending on the nature of the incident, the pollution aspects may only be a part of the response led by the SCG. For example, if a passenger vessel is involved the priority will be the preservation of life. This will have implications for the resources available to manage the pollution response.

**Considerations of the SCG include:**

- agreeing an overall strategy for the response and communicating this to other response groups
- determining longer-term and wider impacts and risks with strategic implications
- assigning priorities based on threat, impact and available resources
- monitoring progress and effectiveness of the clean-up operation
- issuing regular joint briefings to the press, elected representatives, Central Government Ministers and other interested parties (coordinated by a dedicated Media Group if necessary)
- issuing regular situation reports on the conduct of operations to all interested parties, specifically - Elected Members and Ministers
- considering recovery implications and commission the formation of the RCG and RecCG
- liaison with Department for Communities and Local Government's (DCLG) Resilience and Emergencies Division (RED). Note: DCLG is for England only. The key differences in the response set ups across the Administrations are described at section 13.

**Membership:**

Suggested SCG membership, in addition to standard membership, for a marine incident is provided in Table 2.

Organisation	Who	Role
EG/STAC Representative	Environmental Liaison Officer	Environmental / public health advice to SCG
MCA Representative	MCA Scientist	Advice on spill response and its management
HMCG	Senior Coastal Operations Officer	Main link between SCG and HMCG
Operator/Insurer	Senior representative	Monitoring of operations and costs for reasonableness
Clean-up Contractor	Senior representative	Strategic overview of all resources and manpower

**Table 2 – Additional SCG members**

**Media Group**

A Media Group may need to be established to provide coordination for media and public information. This group will work closely with the SCG, at-sea coordination groups and may be led initially by the MCA press office. These responsibilities will fall to the TCG if an SCG is not established.

Callers offering assistance, in particular equipment and products may generate significant message traffic during a maritime incident. Any public helpline should be organised by the company or local authority using their normal customer contact centre as these individuals will be trained to deal with the public. The latest information will be supplied by the media group to this contact centre.

**Suggested additional membership:**

- MCA press office (nominal chair)
- Local authority media staff and press officers
- Ship owner/operator press and media staff
- Salvors representative if appropriate
- Cabinet Office representative if deemed necessary



- Lead Government Department representative if deemed necessary

## **5. The Role of the Tactical Coordinating Group (TCG)**

The role of the TCG is to plan, coordinate and provide tactical decision making for the on-shore response phase of the emergency. Working in co-ordination, the responder agencies tactical commanders will implement the strategy for response by:

- determining priorities for allocating available resources
- planning and co-ordinating how and when tasks will be undertaken
- obtaining additional resources if required
- assessing significant risks and use this to inform tasking of operational commanders and
- ensuring the health and safety of the public and all personnel.

## **6. The Role of the Recovery Coordinating Group (RCG)**

A shoreline pollution incident will usually have response implications, but the majority of clean-up will take place in the recovery phase of the emergency, managed by the Recovery Coordinating Group (RCG). Recovery is defined as the process of rebuilding, restoring and rehabilitating the community following an emergency.

It is best practice for the SCG to commission the formation of a local authority led RCG early in the emergency. The RCG will run concurrently with the SCG / TCG until they hand over control of the emergency to the RCG when it is satisfied there is no further risk to life and that the response requires no further strategic or tactical coordination. In many cases the membership of the TCG and its groups will morph into becoming the RCG as the situation changes from the urgent response phase to the longer lasting recovery phase.

The role of the RCG is to develop a clear strategy for recovering from the emergency. The recovery strategy will be based on an impact assessment and will usually include:

- a concise, balanced, affordable recovery action plan
- monitoring and protection of public health
- actions to restore all affected areas to an agreed standard so that they are suitable for use for their defined future purposes
- co-ordination of environmental protection and recovery issues
- information and media management
- effective protocols for political involvement and liaison
- consideration for longer term regeneration and economic development as part of the recovery process
- a pro-active and integrated framework of support to businesses.

### **Suggested membership:**

The local authority will usually lead the recovery process and chair the RCG; however they will need strong support from a wide range of multi-agency local and Category 1 and 2 responders. Local Authority Recovery Plans will outline the organisations that have been identified to participate in a RCG. In addition to standard membership, for a marine incident it is suggested that the following representatives should be invited:

- EG/STAC Representative
- MCA Representative
- Operator's/Insurer's representative
- Clean-up Contractor's representative

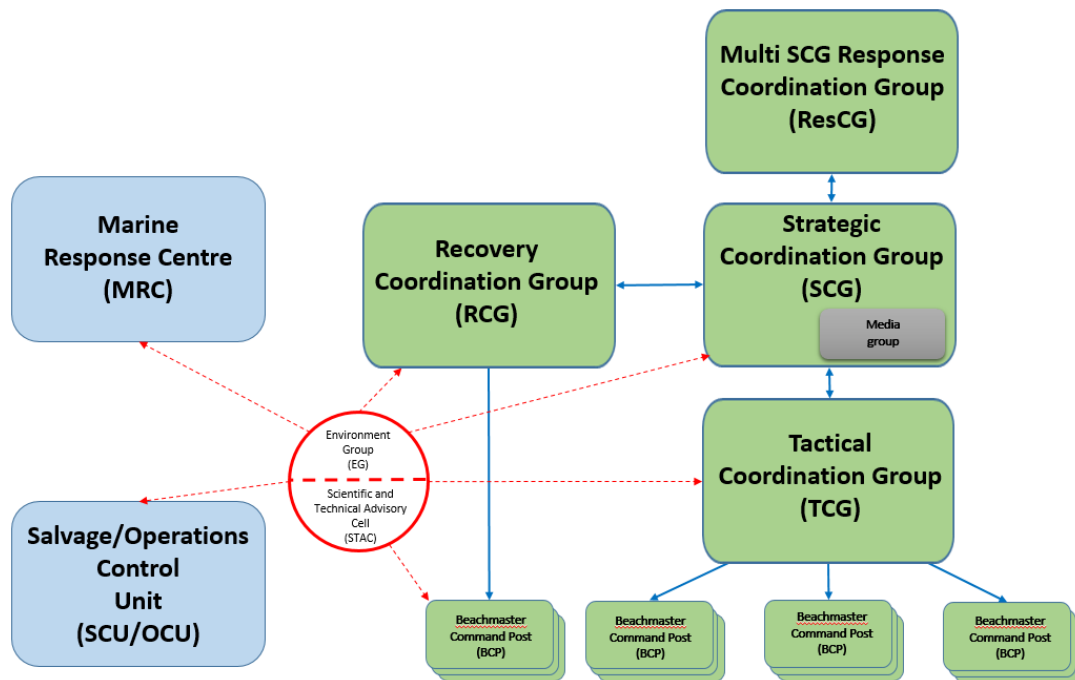
### **Cross Border Working:**

RCGs are based on Local Resilience Forum (LRF) boundaries. Where the emergency crosses a local authority boundary within the LRF area, there will be local arrangements for the affected local authorities to designate a lead local authority that would provide the RCG Chair and Secretariat. Other local authorities could then provide deputy chairs as necessary.

Where the incident impacts on more than one LRF area, the recovery may be co-ordinated by a Multi-RCG Recovery Coordination Group (RecCG). More information on this group is available in section 13.

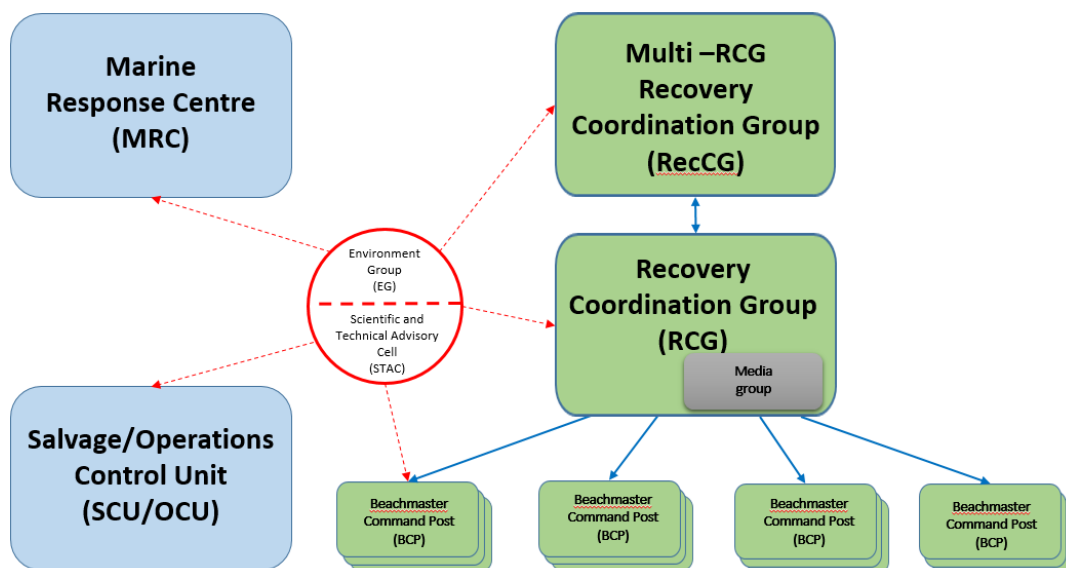


The outline team structure and lines of interaction for the initial response phase to marine pollution affecting more than one LRF area is shown in the figure 2.



**Figure 2 - Team structure and lines of interaction for initial response phase**

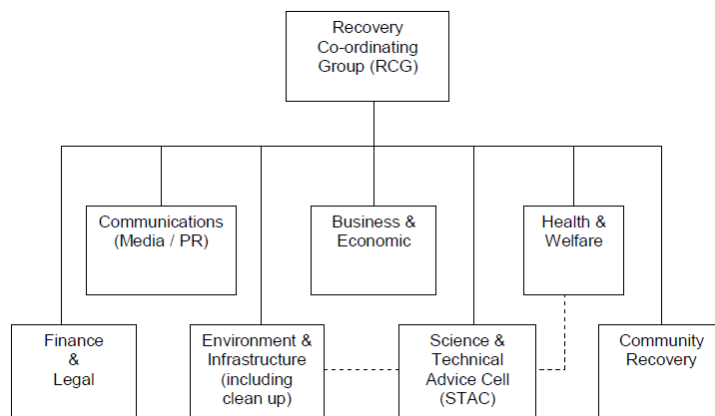
The outline team structure and lines of interaction when the initial response phase has concluded and when the focus is on recovery is shown in figure 3.



**Figure 3 - Team structure and lines of interaction for recovery phase**

### Sub-Groups of the RCG

The recovery strategy is usually implemented by various functional sub-groups, set up and co-ordinated by the RCG. A diagram showing the structure identified in the Emergency Response and Recovery guidance is shown in figure 4.



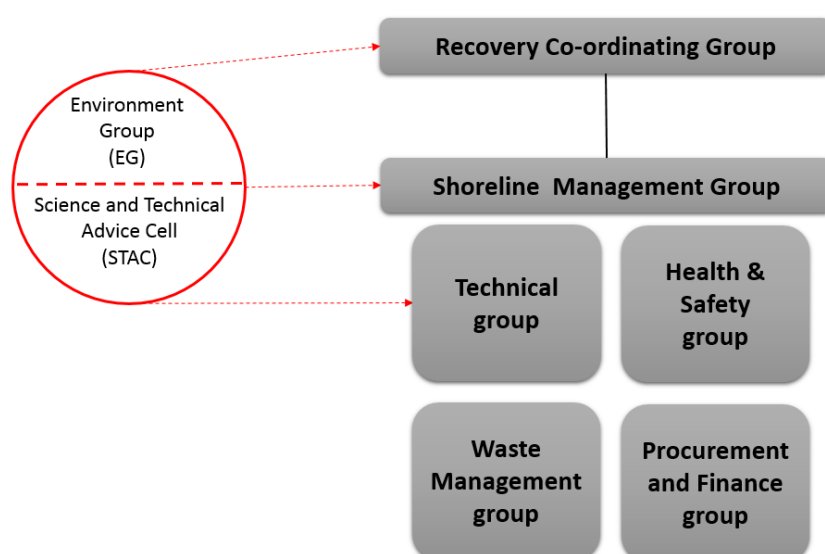
**Figure 4 - Recovery Structures and Organisations**  
 (taken from Fig 5.2 of Emergency Response and Recovery revised version October 2013)

Local authorities will determine an effective structure proportionate to the nature and scale of the incident within which these functions can be delivered. The RCG and any sub-group established should be provided with appropriate administrative support.

Experience gained in UK pollution incident response and major maritime exercises has demonstrated that there are key **functions** that will need to be delivered during the recovery phase. These are:

- operations to clean up the shoreline
- management of the waste created by the spill
- health and safety advice to ensure a safe working environment
- procurement of necessary resources
- maintenance of accurate records to facilitate cost recovery
- environment and public health advice
- media management
- management of wider implications, such as impact on local businesses

The functions could be assigned to an appropriate sub-group within the existing recovery structure identified above, or alternatively, local authorities may decide to establish a Shoreline Management Group to sit alongside existing sub-groups. The Shoreline Management Group could be supported by a number of additional functional groups, as shown in the diagram below.



**Figure 5 – Functional groups of the Shoreline Management Group**

A brief outline of the possible role, responsibilities and membership of each of these groups is shown below. Local authorities that plan to manage the recovery to marine pollution using their existing recovery structure should check that it could achieve the key deliverables of these groups.

## **7. The Shoreline Management Group**

### **Role:**

The Shoreline Management Group is responsible for over-seeing the shoreline clean-up response to the whole incident and is the primary point of interface with the EG. The group is made up of the chairs of the functional sub-groups.

### **Responsibilities of the Shoreline Management Group include:**

- determining functional groups and allocating chairs
- determining and agreeing all possible shoreline protection strategies with the SCG/RCG and EG
- determining optimal clean-up strategy and waste management strategy to be adopted to deal with pollution with the RCG and EG
- regularly reporting progress of operations to RCG and proposing adaptations to shoreline protection strategies, clean up strategies and waste management strategies as necessary
- allocating resources on a priority basis as determined by the SCG
- informing the RCG of any resource shortfalls

### **Membership:**

This group will usually be chaired by the Local Authority Technical / Engineering Services. In addition to any other organisations that are identified in the Recovery plan to be involved in this area of work, membership would usually include:

- chairs of functional groups
- Environmental Liaison Officer (i.e. representative of the Environment Group) to provide environmental advice
- MCA Representative
- Operator's representative

## **8. The Technical group**

### **Role:**

Reporting to the Shoreline Management Group, the Technical Group's role is to direct and implement the operational response at each Beachmaster Command Post.

### **Responsibilities of the Technical Group include:**

- deploying staff to beaches to assess and report on beached and stranded pollution (in conjunction with advice from the Environment Group/ STAC) and acting on reports received
- providing the Shoreline Management Group with all technically reasonable shoreline protection strategies, in close liaison with the EG / STAC
- providing the Shoreline Management Group with a series of technically reasonable options for a clean-up strategy to be adopted to deal with pollution, in close liaison with the EG
- implementing the shoreline protection and clean up strategies agreed by the RCG and Shoreline Management Group
- transmitting decisions and work instructions to Beachmaster Command Posts
- monitoring the progress of operations
- liaising with all Beachmasters to assess progress of operations and produce a revised forward plan for the next day's operations.
- identifying and deploying Beachmasters to promote consistency of operations and ensure that the Technical Group's instructions are being implemented properly
- ensuring that operations are technically reasonable
- ensuring that resources are being reasonably allocated
- ensuring that health and safety risk assessments have been carried out and are implemented on a site by site basis.

For further information on shoreline clean-up refer to:

ITOPF's Clean-up of oil from shorelines Technical Information Paper 07:

<http://www.itopf.com/knowledge-resources/documents-guides/document/tip-7-clean-up-of-oil-from-shorelines/>

IPIECA's A guide to shoreline clean-up techniques.

<http://www.iecea.org/publication/guide-shoreline-clean-techniques-good-practice-guidelines-incident-management-and-emerge>

MCA's Beach supervisor training course materials at:

<https://www.gov.uk/government/publications/mca-beach-supervisor-training-course-materials>

### **Suggested membership:**

This group will usually be chaired by the Local Authority Technical / Engineering Services or an MCA Scientist. In addition to any other organisations that are identified in the Recovery plan to be involved in this area of work, membership would usually include:

- Environmental Liaison Officer /STAC representative
- Beachmasters
- Contractors
- SCAT Teams
- Operator's / Insurer's representative
- Any consultants engaged by the local authority

## **9. The Waste Management Group**

### **Role:**

Reporting to the Shoreline Management Group, the role of the Waste Management Group is to manage and direct waste management issues in consultation with the regulator.

### **Considerations of the Waste Management Group include:**

- recommending a waste management strategy to be agreed by the Shoreline Management Group
- advising on waste minimisation and segregation, and adherence to the waste hierarchy
- preparing a plan for temporary and intermediate storage of collected waste from the shoreline
- providing technical advice on the location and format of temporary and intermediate storage and treatment areas and management options for the waste
- ensuring that all waste regulations are followed by the Shoreline Management Group and fully understood by Beachmasters
- ensuring waste is transported by registered carriers and in compliance with the Hazardous Waste Regulations where relevant<sup>3</sup>
- organising the final waste management options and identification of sites for storage and final destination of waste

The environmental regulator has a statutory role in approving sites for temporary and intermediate storage and treatment, and in ensuring disposal sites are appropriately licensed. Waste management is covered in more detail in STOp 03/16 'Waste management guidance following a maritime pollution incident in the UK'.

<https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

The following links to the websites of ITOPF and CEDRE provide further technical detail:

<http://www.itopf.com/knowledge-resources/documents-guides/document/tip-9-disposal-of-oil-and-debris/>

<http://www.cedre.fr/en/publication/operational-guide/waste-management/waste-management.php>

### **Suggested membership:**

This group will usually be chaired by the Local Authority Waste Management lead. In addition to any other organisations that are identified in the Recovery plan to be involved in this area of work, membership would usually include:

- the responsible environmental regulator
- waste management contractors' representative
- ship owners/operators' representative
- any consultants engaged by the local authority

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<sup>3</sup> This would require that all hazardous waste are consigned from temporary sites.

## 10. The Health and Safety Group

Given the unusual circumstances which surround responses to a coastal pollution incident special additional consideration must be given to the deployment of staff to the incident. Staff will be required to work in unfamiliar and potentially unsafe environments. For example working on beaches, slippery surfaces, below cliffs, and with tidal variations, all add to the risks to be considered before deployments are made. For these reasons it is suggested that a separate Health & Safety Group be established to support the staff being deployed to respond to the assessment and clean-up operations.

### Role:

Reporting to the Shoreline Management Group, the role of the Health and Safety Group is to manage, direct and oversee the health and safety requirements of the shoreline clean-up operation.

### Considerations of the Health and Safety Group include:

- developing an overall health and safety strategy to be agreed with the Shoreline Management Group
- preparing generic risk assessments for all routine clean-up procedures
- ensuring that formal risk assessments are carried out before the commencement of operations
- ensuring that appropriate health and safety procedures are in place for all shoreline clean-up operations
- ensuring that Beachmasters have sound understanding of relevant regulations and practice and carry out regular briefings on site
- ensuring that formal records are maintained, including accident record books, recording of dangerous practice, and formal risk assessments
- maintaining the health and safety continuity of practice throughout the incident

In the case of extensive, complex and protracted incidents it may prove prudent to engage experienced health and safety consultants to oversee and advise on required protocols.

Guidelines on oil spill responder health & safety:

<http://www.ipieca.org/publication/oil-spill-responder-health-and-safety>

### Suggested membership

This group will usually be chaired by the Local Authority Health and Safety lead. In addition to any other organisations that are identified in the Recovery plan to be involved in this area of work, membership would usually include:

- waste management contractors' health and safety representative
- representative from all other organisations involved in the clean-up
- any consultants engaged by the local authority

## 11. The Procurement and Finance Group

### Role:

The Procurement and Finance Group is responsible for the procurement and provision of all resources required to implement the shoreline clean-up response.

### Considerations of the Procurement and Finance Group include:

- procuring, marshalling and routing resources to where they are required
  - NOTE: Where resources are to be paid for by MCA they can only be obtained with MCA prior written agreement
- monitoring expenditure made on behalf of the local authority, and other resource providers
  - Note: Resource providers are responsible for their own resources management and should be represented on the Shoreline Management Group
- ensuring finance and contracts are available to implement the decisions of the Shoreline Management Group
- collating invoices with expenditure to support subsequent claims for compensation
  - Note: Cost recovery will require that costs are allocated on a beach by beach basis (i.e. for each beach there will be a day by day listing of all resources allocated to that beach and the costs incurred).
- providing the Shoreline Management Group with an expenditure update/summary on request (to be provided to the SCG as required)
- monitoring the levels of deployed resources at the various locations

- Note: All resources deployed on a beach need to be procured, monitored and logged by the Procurement Group. No equipment should be procured directly by the Beachmaster without approval from the Shoreline Management and Procurement groups.
- recovering and/or redeploying resources as they become surplus to requirements at the individual operational sites
- informing the Shoreline Management Group of any forecasted and actual resource shortfalls.

### **Suggested Membership:**

This group will usually be chaired by the Local Authority procurement specialist. In addition to any other organisations that are identified in the Recovery plan, membership would usually include:

- Local authority Legal, Insurance, Resource Procurement, Plant Hire Officers, Transport Officers and Finance Officers
- MCA
- Ship owner's/operator's representative
- All other organisations providing significant resources
- Any consultants engaged by the local authority

Members of this group must be aware of resources available to their parent organisation and how they can be contracted. Local authority will likely have listings of plant providers.

## **12. The role of Beachmaster Command Post**

### **Role:**

The role of the Beachmaster Command Posts (BCP's) set up at the district maritime authorities and/or the affected beaches are to provide a single point of contact with the district authority via their representative in the TCG/RCG and to control the operations on the beach as directed by the Shoreline Management Group.

### **Considerations of the BCP include:**

- undertaking a survey of the affected shoreline using the Shoreline Clean-up Assessment Technique (SCAT) as coordinated by the Technical Group
- collaborating with the Technical Group, to agree the strategy for dealing with pollution at the affected sites and the level of resources to be allocated to the various locations
- implementing the clean-up decisions and strategies made by the TCG/RCG in the districts concerned
- deploying the resources as directed by the Technical and Procurement Groups
- providing information to the Technical Group (compiled by the Beachmaster) concerning individual locations, in particular information which would affect the formulation of clean-up strategy
- undertaking site management
- collaborating with the Procurement and Finance group in procuring, marshalling and dispatching resources to the affected sites
- logging the resources it receives and utilises
- ensuring that the health and safety, welfare and environmental protection requirements stipulated by the TCG/RCG are met
- logging any waste produced and removed from the site in question.

BCPs are managed by Beachmasters, who are responsible for controlling the BCP, and maintaining liaison links between the TCG and the local BCP's of the affected authority. The local knowledge provided by Beachmasters, about individual sites and locally held resources, will speed-up the tasks of agreeing appropriate response measures and providing the correct level of additional resources to affected sites.

It is essential that the operational decisions made by the Shoreline Management Group are relayed to any BCP's that have been set up. Decisions may relate to clean-up techniques, environmental issues, public health issues, equipment/manpower issues and health and safety. Additionally it is essential that the BCP's are able to communicate directly with the TCG, to report any difficulties, problems, morning and evening reports or any manpower/equipment shortfall/oversupply.



### **Shoreline Clean-up Assessment Technique (SCAT)**

SCAT is a well-established shoreline survey method that provides a simple and comprehensive way to perform a survey of an affected shoreline. SCAT can be used as a tool both operationally and as part of post spill impact assessment. This systematic approach uses standardised terminology to collect data on shoreline oiling conditions and supports decision-making for shoreline clean-up and the measurement of the recovery process.

MCA SCAT Manual is available at:

<https://www.gov.uk/government/publications/shoreline-clean-up-assessment-techniques-scat>

### **13. Multi SCG Response**

**The multi SCG Response may be structured in slightly different ways across the UK Administrations:**

#### **In England:**

##### Response Coordinating Group (ResCG)

If a maritime emergency necessitated the activation of multiple SCCs, the Resilience and Emergencies Division (RED) may on its own initiative, or at the request of local SCGs or the Department for Transport/MCA in consultation with the Cabinet Office, convene a Response Coordinating Group (ResCG). The ResCG would assist with the coordination and support of the multi-agency response at the local level. It would bring together appropriate representatives from local SCGs, and other relevant organisations including the MCA to facilitate information sharing and support arrangements.

The ResCG would most likely take place via a tele/videoconference, though there may be occasions when face-to-face meetings would be appropriate. The ResCG's responsibilities would include:

- developing a shared understanding of the evolving situation (including horizon scanning)
- assessing the emergency's actual and/or potential impact
- co-ordinating a coherent and consistent public message
- reviewing the steps being taken to manage the situation, and any assistance that may be needed/provided, and
- identifying any issues that could not be resolved at the local level and needed to be raised at the national level, including advising on priorities and guiding the deployment of scarce resources across the area (e.g. MCA equipment stockpiles).

##### Multi-RCG Recovery Co-ordinating Group

As in the response phase, a Multi-RCG Recovery Co-ordinating Group (RecCG) will be convened where recovery action, and in particular cleanup operations, is required across a number of neighbouring RCGs and co-ordination or enhanced support, would be beneficial. It is likely that the RecCG will be the primary forum where the MCA will attend, advise RCGs and guide the deployment of scarce MCA equipment stockpiles.

It is likely that an SCG or the ResCG will request a RecCG through the RED team. Or the LGD for Recovery may, on its own initiative or at the request of local responders, convene a ResCG in order to bring together appropriate representatives from the local RCGs where activated, or relevant organisations if not. As in the response phase, the membership may be augmented by representatives from other organisations as appropriate. In the early stages it is likely that the Civil Contingencies Secretariat (CCS) would lead, supported by departments until a LGD is agreed by Ministers. DCLG may act either as lead or a main supporting department.

#### **In Wales:**

During an emergency the Welsh Government may activate the Emergency Co-ordination Centre (Wales) which is able to link with all Strategic Co-ordination Groups and the central government crisis management machinery facilitated by the Cabinet Office.

##### Emergency Co-ordination Centre (Wales) (ECC(W))

The role of the Emergency Co-ordination Centre (Wales) (ECC(W)) is to:

- Co-ordinate the gathering and dissemination of information across Wales
- Ensure an effective flow of communication between local, pan-Wales and UK levels, including the co-ordination of reports to the UK level on the response and recovery effort
- Brief the Lead Official and Wales Civil Contingencies Committee



- Ensure that the UK input to response is co-ordinated with the local and pan-Wales efforts
- Provide media and community relations support through the Strategy and Communication Group
- Assist in the determination of potential consequences of the emergency and recovery planning
- Facilitate mutual aid arrangements within Wales and where necessary, between Wales and the border areas of England
- Raise to a UK level any issues that cannot be resolved at a local or Wales level.
- The ECC(W)'s role is primarily one of information gathering and keeping Ministers and the UK Government informed of the implications of emergencies in Wales. At the same time, it keeps Strategic Co-ordinating Groups and individual agencies informed about developments at the UK level which will affect them.
- On other occasions, the ECC(W) can be used as a means of co-ordinating a multi-agency response by including external partners whose presence in the Centre facilitates links with external agencies and draws experience and expertise into the assessment of information being gathered.
- The decision on whether to activate the ECC(W) will depend upon the nature and extent of any emergency in or affecting Wales. For example, in an emergency impacting primarily on a single Police area the Welsh Government will maintain a significant interest and will liaise with the Strategic Co-ordinating Group to review whether the establishment of the ECC(W) could assist the response.

#### **In Scotland:**

As of 1 November 2013, Scotland has new multi-agency resilience structures; these comprise of multi-agency groupings, previously set up as eight Strategic Coordinating Groups, and are configured as three Regional Resilience Partnerships (RRPs - North, East and West). The RRP's are broken down into Local Resilience Partnerships (LRPs - 3 in the North and East, 7 in the West). This change is primarily structural and designed to align with those responder organisations which are configured on a national basis, e.g. Police Scotland, the Scottish Fire & Rescue Service, the Scottish Ambulance Service and the Scottish Environment Protection Agency.

Detail of the changes from SCG's to RRP's in Scotland can be found at the following link:

[http://www.readyscotland.org/media/1131/rs-rg-response\\_guidance\\_-\\_interim\\_guidance.pdf](http://www.readyscotland.org/media/1131/rs-rg-response_guidance_-_interim_guidance.pdf)

The partnerships e.g. Regional Resilience Partnerships and Local Resilience Partnerships should be understood and included in the context of pollution affecting more than a single council coastline; with an expectation that Regional and/or Local Resilience Partnerships will come together with MCA, and operate as a Resilience Partnership to address the incident at hand.

The roles, responsibilities and membership of the Resilience Partnerships are similar to those in SCG's in England, Ireland and Wales.

#### **In Northern Ireland:**

Emergency Preparedness is directed primarily at organisations which provide a direct response to emergencies or which provide infrastructure to support the response, and which have statutory duties under the Civil Contingencies Act 2004. In Northern Ireland organisations subject to statutory duties under the Act are limited to the Police Service of Northern Ireland, the MCA and public network telecommunications operators. However, much of the guidance in the document is generally applicable to public service and infrastructure organisations and should be taken into account by all Northern Ireland organisations. See the following link:

<http://www.cabinetoffice.gov.uk/content/emergency-preparedness>

Emergency Response and Recovery provides non-statutory guidance on delivering an effective, co-ordinated emergency response. It incorporates the command and control mechanisms agreed at UK level by the emergency services and is generally applicable to Northern Ireland.

The Lead Government Department and its role – Guidance and Best Practice– sets out expectations for the Whitehall government departments, as they are not covered by statutory duties under the Civil Contingencies Act. Much of what is in this document is relevant to Northern Ireland departments. See following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/61355/lead-government-departments-role.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61355/lead-government-departments-role.pdf)

## 14. Environmental advice and monitoring

### The Environment Group (EG)

#### Role

An Environment Group (EG) may be set up to provide a single advisory line on public health and environmental issues to all response groups. This is primarily to support a major incident but may also provide advice in more localised or specialised incidents.

#### The purpose of the EG is to:

- provide environmental and public health advice and guidance to all response centres involved in response to an oil and or chemical marine pollution incident and subsequent clean-up operations
- advise response units so as to minimise the impact of the incident on the environment in the widest sense, taking account of risks to public health, the natural environmental 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 of a maritime pollution incident with respect to oil and/or chemicals and the impact of all measures implemented in response to the incident.
- 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.

There are 14 Standing Environment Groups (SEGs) around England and Wales. Northern Ireland and Scotland, covering a particular area of coastline. Each can activate their own Environment Group during an incident when advice may be required. Further details on these arrangements are covered in STOp 2/16 Maritime Pollution Response in the UK - The Environment Group:

<https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

#### Scope

The scope of EG functions will be directly proportional to the scale and location of the incident, its geographical location, extent, severity, oil and or chemicals involved, potential hazard to human health and the environmental sensitivities. The scale of incident and response and their constituent phases are likely to evolve over time. The functions of the EG will need to be graduated to meet changing requirements, escalating or diminishing in the input to each phase over time.

The definition of marine and coastal environment in the EG's context includes public health, the natural environment, water quality, wildlife including fish, cultural, landscape, habitats and socio - economic factors linked to human health, e.g. through food chains.

#### Responsibilities of the EG include:

- provision of public health and environmental advice to all Groups set up to respond to a maritime incident, and may include:
  - Secretary of State's Representative (SOSREP) and the Salvage Control Unit (SCU)
  - Marine Response Centre (MRC)
  - Strategic Coordinating Group (SCG), Tactical Co-ordinating Group (TCG), Recovery Coordinating Group (RCG), Response Coordinating Group (Res CG).
  - Operations Control Unit (OCU - for offshore incidents)
- liaison with and obtaining any relevant information the EG requires to fulfil its functions from all response units established to deal with the pollution.
- proactive management of information on all health and environmental issues between the units.
- seeking to minimise the impact of an oil and or chemical pollution incident on human and animal health.
- seeking to minimise the impact of an oil and or chemical pollution incident on the environment, by determining optimal environmental end points, beyond which the response will not provide environmental benefit, or may actually produce a disbenefit. This process can be undertaken through an environmental risk assessment such as 'Net Environmental Benefit Analysis'.
- the prompt planning, implementation and management of data gathering to enable an integrated evaluation of acute and chronic health and environmental impacts of the pollution incident across the widest appropriate range of issues (see Appendix C - Impact Assessment in STOp 2/16).

- ensuring that proper consideration is given to all the health and safety requirements for personnel working for the EG.

### **The Scientific and technical advice cell (STAC)**

Where the incident poses a significant threat to health or the environment on land, the SCG may establish a Scientific and technical advice cell (STAC). The role of the STAC is to provide timely and coordinated advice on scientific and technical issues, for example regarding the public health or environmental implications of an incident.

The role of the STAC is to provide a common source of scientific and technical advice to the SCG, coordinate activity within the scientific and technical community, and share information and agree on courses of action. In addition, it liaises between agencies represented in the cell and their national advisors to ensure consistent advice is presented locally and nationally. Its role is similar to the EG in that it provides guidance and advice to the SCG and TCG.

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

**In the event of wide-area emergencies where more than one SCG might require scientific advice, consideration would be given to establishing a single EG/STAC.**

For further information on how STAC works across the UK Administrations refer to:

**England:** <https://www.gov.uk/emergency-response-and-recovery>

**Scotland:** <http://www.nls.uk/scotgov/2013/9781782563242.pdf>

**Wales:** <http://gov.wales/docs/resilience/publications/130408panwalesen.pdf>

In Wales, arrangements are in place for the establishment of a STAC for provision of advice to assist decision making for emergencies where no specific arrangements are in place and multi-agency coordination of scientific and technical advice is needed. For marine pollution incidents, an EG is established which provides environmental and public health advice to all response cells as set out in the NCP. Where an incident originates offshore the EG provides scientific and technical advice for the marine response. In such an incident a STAC is not required.

**Northern Ireland:** <https://www.ofmdfmi.gov.uk/publications/civil-contingencies-policy-branch-guidance-documents>

### **Post spill environmental monitoring: guidance and co-ordination.**

If a marine pollution incident is expected to have a significant environmental impact, arrangements may be made to begin to monitor and assess the long-term, as well as the short- and medium-term, environmental impacts. In addition to providing environmental and public health advice to the response centres, the Environment Group (EG) established during the incident may provide advice and guidance on the collection and evaluation of data for the assessment of the environmental impact of the incident.

**In England** any monitoring and impact assessment activities will be undertaken to the principles set out in the PREMIAM (Pollution Response in Emergencies: Marine Impact Assessment and Monitoring) post-spill monitoring guidelines. If necessary a Premium Monitoring Coordination Cell (PMCC) will be established to develop, coordinate and report the findings of any monitoring programme. The PMCC will have direct links and receive advice from any Environment Group formed. More information on the Premium guidelines and processes can be found at:

[www.cefas.defra.gov.uk/premium](http://www.cefas.defra.gov.uk/premium)

**In Scotland** a process for the coordination of post spill environmental monitoring may be implemented by the Scottish Evidence Response Group (SERG).

SERG will advise the operational EG on any environmental monitoring requirements based on the principles laid down by PREMIAM and as directed by the SERG which will be chaired and co-ordinated by Marine Scotland Science, and will include staff from JNCC and Food Standards Scotland (FSS) in an offshore incident and SNH, FSS and SEPA in the event that the coastal area is threatened.

In the largest incidents there may be a need for two or more Marine Scotland (MS) representatives on the operational EG, one to chair and/or to act as the ELO to any of the above mentioned response cells

and another to represent MS with specific regard to monitoring, collection of samples etc. (most likely chair of the SERG).

**In Northern Ireland:**

Any monitoring and impact assessment activities will generally be undertaken to the principles set out in the PREMIAM (Pollution Response in Emergencies: Marine Impact Assessment and Monitoring) post-spill monitoring guidelines, see link above. If necessary a Premium Monitoring Coordination Cell (PMCC) will be established to develop, coordinate and report the findings of any monitoring programme. The PMCC will have direct links and receive advice from the Northern Ireland Environment Group.

**In Wales:**

The Environment Group will be responsible for the overall conduct and integrated co-ordination of monitoring and impact assessment activities following a marine incident. A sub group will be established known as the Monitoring Coordination Cell (MCC) for steering impact assessment work. The initiation and development of a co-ordinated monitoring programme will be informed by in line with the Premium post-spill monitoring guidelines.

The Monitoring Coordination Cell may be formed at the discretion of one of the Welsh Standing Environment Groups within minutes/hours of an incident as a result of key individuals being informed through the already established emergency response notification procedures (e.g. POLREPs etc.). The formation of the MCC will be the responsibility of the pre-identified SEG chairs and/or deputy chairs and controlled by the active EG. The chairs and deputy chairs of the MCC will be drawn from the organisation with primary responsibility for overseeing marine monitoring in Welsh waters namely: Natural Resources Wales.

The membership of the MCC will be driven by the nature of the incident, including geographic position, and the nature of the resources that form the focus of the monitoring activity (e.g. fisheries, food, conservation, amenities etc. Government stakeholder 'evidence needs and statutory requirements' will be the main driver in the design of the monitoring programme. The membership will also evolve as the group move from considering initial to ongoing to cessation of activities.

## APPENDIX A – USEFUL INFORMATION, LESSONS IDENTIFIED

The RCC for a shoreline response should be large enough to accommodate the number of groups and persons likely to be present during the incident. Standard facilities can usually accommodate 20-30 people; over 80 have been required in an actual shoreline response. In addition it should be equipped with sufficient telephone lines to enable effective liaison with outside bodies. Email facilities are essential.

It is preferable that the supporting functional groups are situated within one room. However, it is useful if there are one or two private rooms available to provide a quiet area for group discussion.

A large-scale map of the coastal area and situation boards should be mounted on the wall, and continuously updated to provide a focal point for briefing members of the SCG/TCG/RCG on events along the coastline. There should be a separate status board for each polluted coastal location. An accurate record of all status boards should be made on a day by day basis as changes are made and the boards updated.

The group (loggers and plotters) charged with the responsibility of keeping the large scale map and the situation boards correctly annotated and continuously updated should be aware that the object of creating this briefing area is to present an up to date summary of the progress and response action taken.

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

- the Media Group in preparing press briefing notes
- the Shoreline Management Group in preparing periodic situation reports
- briefing Ministers/Elected Representatives and
- briefing incoming relief staff.

Care should be taken in where to situate the maps and how best to present the data on the situation boards when planning the layout of the response centre. For each coastal location a typical status board should have a layout similar to the following:

### COASTAL DATA AND CLEAN-UP RECOMMENDATIONS

<b>SITE:</b>	<b>AMOUNT:</b> Tonnes of oil
<b>PRIORITY:</b> As assigned by the Strategic Cell	
<b>TREATMENT:</b>	<b>EQUIPMENT/PERSONNEL:</b>
	Personnel 10
	Skimmers 2
	JCBs 3
	Fast Tanks 4
	Etc

**Table A.1 - Example of status board for each coastal location**

In addition to the main briefing area a second large-scale map and situation boards should be available to the Shoreline Management Group to assist them in their operational planning. An Admiralty Chart of the area, to plot pollution movement, and a weather board is also useful.

The media briefing room should be situated outside the RCC in order to provide a focal point for informing the media whilst minimising the impact on RCG/SMG activities.

Multimedia facilities can be extremely useful for playing back footage from the aircraft/helicopters and beach clean-up operations, as well as watching local and national coverage of the incident.

It is vitally important that security arrangements are made to prevent unauthorised access to the group.

## APPENDIX B - COMMONLY USED ACRONYMS

ACOPS	Advisory Committee on Protection of the Sea
AONB	Area of Outstanding Natural Beauty
ASSI	Area of Special Scientific Interest (Northern Ireland)
BEIS	Department for Business, Energy & Industrial Strategy (previously DECC)
BOD	Biological Oxygen Demand
BTO	British Trust for Ornithology
CaMRA	Coastal and Marine Resource Atlas
CAST	Coastguard Agreement on Salvage and Towage
CCA	Civil Contingencies Act
CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CGOC	Coastguard Operations Centre
COBR	Cabinet Office Briefing Room
COSHH	Control of substances hazardous to health
CPSO	Counter Pollution and Salvage Officer
CPS	Counter Pollution & Salvage
CRCE	Centre for Radiation, Chemical and Environmental Hazards (PHE)
DARD	Department of Agriculture & Rural Affairs (Northern Ireland)
DECC	Department of Energy and Climate Change
DEFRA	Department of Environment, Fisheries and Rural Affairs
DfT	Department for Transport
DOE	Department of the Environment (for Northern Ireland)
EA	Environment Agency
EEZ	Exclusive Economic Zone
EG	Environment Group
EIA	Environmental Impact Assessment
ELO	Environmental Liaison Officer
EMSA	European Maritime Safety Agency
ESGOSS	Ecological Steering Group on the Oil Spill in Shetland
ETV	Emergency Towing Vessel
FC	Fund convention
FEPA	Food and Environment Protection Act 1990
FSA	Food Standards Agency
FSS	Food Standards Scotland
GESAMP	Group of Experts on the Scientific Aspects of Marine Pollution
GIS	Geographical Information System
GRT	Gross Registered Tonnage
GT	Gross Tonnage
HCPS	Head of Counter Pollution and Salvage
HMCG	Her Majesty's Coastguard
HPS	Health Protection Scotland
HSE	Health and Safety Executive
IFCA	Inshore Fisheries Conservation Authority
IFG	Inshore Fisheries Groups (Scotland)
IMDG Code	International Maritime Dangerous Goods Code
IMO	International Maritime Organisation
IOPC Fund	International Oil Pollution Compensation Fund
IP	Institute of Petroleum
ITOPF	International Tanker Owners Pollution Federation
JNCC	Joint Nature Conservation Committee
LNR	Local Nature Reserve
LRF	Local Resilience Forum
LWT	Local Wildlife Trust
MAGIC	Multi-Agency Geographic Information for the Countryside
MAIB	Marine Accident Investigation Branch
MARPOL	International Convention for the prevention of Pollution from Ships
MCA	Maritime and Coastguard Agency
MEPC	Marine Environment Protection Committee
MMO	Marine Management Organisation



MNR	Marine Nature Reserve
MOU	Memorandum of Understanding
MRC	Marine Response Centre
MS	Marine Scotland
MSDS	Material Safety Data Sheet
MSS	Marine Scotland Science
NCEC	National Chemical Emergency Centre
NCP	National Contingency Plan
NE	Natural England
NEBA	Net Environmental Benefit Analysis
NGO	Non-governmental Organisation
NIEA	Northern Ireland Environment Agency
NNR	National Nature Reserve
NRW	Natural Resources Wales
NT	National Trust
OCU	Operations Control Unit
OPA90	US Oil Pollution Act of 1990
OPRC	Oil Pollution Preparedness Response and Co-operation Convention 1990
OSIS	Oil Spill Information System
OSPRAG	Oil Spill Prevention and Response Advisory Group
P&I	Protection and Indemnity 'Clubs'
PHE	Public Health England
PHW	Public Health Wales
POLREP	Pollution Report
PREMIAM	Pollution Response in Emergencies: Marine Impact Assessment and Monitoring
RCC	Recovery Coordinating Centre
RCG	Recovery Coordinating Group
RecCG	Multi-RCG Recovery Co-ordinating Group
RED	Department for Communities and Local Government's Resilience and Emergencies Division
ResCG	Response Coordinating Group
RIGS	Regionally Important Geological Site
RRF	Regional Resilience Forum
RSPB	Royal Society for the Protection of Birds
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAC	Special Area of Conservation (EU Habitats Directive)
SAM	Scheduled Ancient Monument
SAR	Search and Rescue
SBM	Single Buoy Mooring
SCAT	Shoreline Clean-up Assessment Team
SCG	Strategic Coordinating Group
SCU	Salvage Control Unit
SE	Scottish Executive
SEEEC	Sea Empress Environmental Evaluation Committee
SEERAD	Scottish Executive Environment Rural Affairs Department
SEG	Standing Environment Group
SEPA	Scottish Environmental Protection Agency
SERG	Scottish Evidence Response Group
SFI	Sea Fisheries Inspectorate
SITREP	Situation Report
SLAR	Sideways Looking Airborne Radar
SMRU	Sea Mammal Research Unit
SMG	Shoreline Management Group
SNH	Scottish Natural Heritage
SOLAS	International Convention for the Safety of Life at Sea
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SPA	Special Protection Area (EU Birds Directive)
SRC	Shoreline Response Centre
SSPCA	Scottish Society for the Prevention of Cruelty to Animals
SSSI	Site of Special Scientific Interest



STAC	Scientific and technical advice cell
STOp	Scientific, Technical and Operational Guidance Notes
TCG	Tactical Coordinating Group
TEZ	Temporary Exclusion Zone
UKOOA	United Kingdom Offshore Operators Association
UKPIA	United Kingdom Petroleum Industry Association
UNCLOS	United Nations Convention on the Law of the Sea
USPCA	Ulster Society for the Prevention of Cruelty to Animals
VTS	Vessel Traffic System
WG	Welsh Government
WWF	World Wide Fund for Nature

## APPENDIX C - CHECK LIST FOR THE RCG CHAIR

1.	Ascertain all available details of the incident and if a Shoreline Management Group is being established.	<input type="checkbox"/>
2.	Establish a venue and time for the first Recovery Coordinating Group meeting.	<input type="checkbox"/>
3.	Consider the membership of the RCG: <ul style="list-style-type: none"> <li>• Yourself or need to nominate another chair</li> <li>• Maritime and Coastguard Agency representative</li> <li>• Chair of Shoreline Management Group</li> <li>• EG/STAC representative</li> <li>• Operator's/Insurer's representative</li> <li>• Clean-up contractor's representative</li> <li>• Media and Public Relations Officer</li> <li>• Environmental Regulator representative</li> <li>• Neighbouring Local Authorities' representatives</li> </ul> and arrange to inform them of the venue and time of the first meeting.	<input type="checkbox"/>
4.	Liaison with the Local Authority Media Officer and discuss the content of any required press release.	<input type="checkbox"/>
5.	Liaison with the Director of Finance to prepare a report on the Authority's financial reserves.	<input type="checkbox"/>
6.	Liaison with the Maritime and Coastguard Agency at a senior level.	<input type="checkbox"/>
7.	Liaison with the Tourist Board.	<input type="checkbox"/>
8.	Liaison with Local Authority Elected Members.	<input type="checkbox"/>

### AGENDA FOR THE FIRST RCG MEETING

1. Introduction by Chair
2. Situation Report covering the nature of the incident, type and extent of the pollution and likely, or existing, impact points by the Shoreline Management Group chair.
3. Maritime operations to combat the pollution and report on the extent of at-sea pollution by the Maritime and Coastguard Agency representative.
4. Strategy for the clean-up together with priorities for action to minimise the impact on the economy and the environment.
5. Requirements for the clean-up operation in terms of manpower, plant, equipment and materials with a view to identifying internal and external resources.
6. Financial implications of the pollution clean-up on local authority finances and establish a financial management system to aid speedy recovery of expenditure.
7. Likely media demands, establish an adequately staffed Media Centre and agree attendance, a time and venue for the first Press Conference.
8. Agreement and establishment of links with Government Departments, Councillors, and other stakeholders regarding progress reports relating to the pollution clean-up.
9. Procedure for regular situation up-dates from the Shoreline Management Group
10. Times and dates for future meetings. This may be up to twice daily in the early stages of a major incident.

## APPENDIX D - CHECK LIST FOR THE CHAIR OF THE SHORELINE MANAGEMENT GROUP

The following Check List is to be used for a Tier 3 spill which necessitates the setting up of a Shoreline Management Group (SMG). Not all actions below will be required immediately but the Check List is a reminder for consideration and action as necessary.

1.	Ascertain all available details of the incident and seek confirmation, if necessary.	<input type="checkbox"/>
2.	Brief the Emergency Planning Duty Officer (EPDO) on who is required at the SMG and the time of the first Technical Group meeting so the EPDO can make the calls on your behalf.	<input type="checkbox"/>
3.	Arrange for the keyholder to open the Recovery Coordinating Centre.	<input type="checkbox"/>
4.	Arrange for the SMG box to be delivered, if it is not already at that location. A contents list for the SMG box is included in Appendix N	<input type="checkbox"/>
5.	Contact the Chief Executive or nominated Lead Director, provide a briefing on the situation and agree a time and venue for the first Shoreline Management Group meeting ensuring that it does not clash with the first Technical Group Meeting. A Check List for the Chief Executive/Lead Director is included at Appendix C	<input type="checkbox"/>
6.	Arrange for beach surveys to be carried out as soon as is practicable.	<input type="checkbox"/>
7.	Notify the Health and Safety Adviser for the SMG. A Check List for the Health and Safety Adviser is included at Appendix F.	<input type="checkbox"/>
8.	Notify the Marine Response Centre Liaison Officer and tell him where to report. A Check List for the Marine Response Centre Liaison Officer is included at Appendix G.	<input type="checkbox"/>
9.	Identify and notify the Chairperson of the Technical Group. A Check List for the Chairperson of the Technical Group is included at Appendix L.	<input type="checkbox"/>
10.	Notify the Chairperson of the Environment Group	<input type="checkbox"/>
11.	Notify the Local Authority Chairperson of the Waste Management Group. A Check List for the Chairperson of the Waste Management Group is included at Appendix K.	<input type="checkbox"/>
12.	Notify the Procurement Officer to obtain manpower, materials and plant. A Check List for the Procurement Officer is included at Appendix J.	<input type="checkbox"/>
13.	Liaise with the Director of Finance to obtain a financial code for expenditure.	<input type="checkbox"/>
14.	Liaise with the Director of Finance for a Finance Manager and Team to attend the SMG. A Check List for the Finance Manager is included at Appendix H.	<input type="checkbox"/>
15.	Liaise with the Media Officer for the Authority.	<input type="checkbox"/>
16.	Notify the Marine Response Centre Liaison Officer to establish the communication links with Counter Pollution Branch of the MCA.	<input type="checkbox"/>
17.	Notify Beach Managers/Beachmasters.	<input type="checkbox"/>
18.	Set up Beachmaster Command Posts with adequate communications links.	<input type="checkbox"/>
19.	In formulating instructions for the implementation of clean-up strategy in the Technical Group record all the options considered and the reasons for selecting the final recommendations.	<input type="checkbox"/>
20.	Nominate a deputy to cover for your own absence from the SCG.	<input type="checkbox"/>
21.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>

## APPENDIX E – CHECK LIST FOR THE ADMINISTRATIVE MANAGER

The Administrative Manager holds a key position within the RCC and is responsible for a number of activities including information flow within the centre and the maintenance of detailed and accurate records. The following Check List is to be used for Tier 3 spills which necessitate the setting up of a RCG/SMG. The Check List is a reminder for consideration and action as necessary.

1.	Familiarise yourself with the Control and Co-ordination of Operations within a Shoreline Management Group.	<input type="checkbox"/>
2.	Call out administrative support staff ensuring there are sufficient loggists/plotters and general staff to staff the RCC including for extended hours and weekends. This should, in particular, include support staff to the various groups and specialist individuals within the SMG.	<input type="checkbox"/>
3.	Arrange a rota of staff.	<input type="checkbox"/>
4.	Nominate a deputy to cover for your own absence from the RCC.	<input type="checkbox"/>
5.	Arrange for the installation of additional telephone lines as necessary.	<input type="checkbox"/>
6.	Arrange for the installation of additional fixed line or wireless internet connections as necessary.	<input type="checkbox"/>
7.	Arrange for security within the RCC and produce a list of participants.	<input type="checkbox"/>
8.	Arrange for the installation of Personal Computers and printers with appropriate software.	<input type="checkbox"/>
9.	Arrange refreshments and feeding for RCC staff.	<input type="checkbox"/>
10.	Ensure that sanitary and hygiene arrangements are adequately supplied and kept clean.	<input type="checkbox"/>
11.	Arrange for a First Aid Box to be available in the RCC.	<input type="checkbox"/>
12.	Liaise with all functional groups and specialist individuals within the SMG regarding the setting up of appropriate documentation, systems and procedures for financial control and recording.	<input type="checkbox"/>
13.	Ensure that all incident logs, beach report forms, minutes of meetings, messages, etc. are collected and collated for future reference.	<input type="checkbox"/>
14.	Ensure that the RCC is kept clean and orderly.	<input type="checkbox"/>
15.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>

## APPENDIX F - CHECK LIST FOR THE HEALTH AND SAFETY ADVISER

The Health and Safety Adviser will advise on all aspects of health, safety and welfare relating to any pollution incident. It is imperative that a Safety File is created at the beginning of the incident and that copies of all Health, Safety and Welfare related information is placed on the file for retention by the Administrative Manager. Not all the items listed will be required immediately but the Check List is a reminder for consideration and action as necessary.

1.	Obtain a copy of the Data Sheet for the material spilled and consider the effects of weathering and emulsification on the material before it comes ashore in consultation with the Maritime and Coastguard Agency.	<input type="checkbox"/>
2.	Ascertain the protective clothing requirements for handling the polluting material and for other tasks, such as spraying dispersant.	<input type="checkbox"/>
3.	Obtain Data Sheets on other materials likely to be used during the incident, such as dispersants and degreasers, and advise on their handling and application.	<input type="checkbox"/>
4.	Advise on the effects of the prevailing weather conditions on the workforce and obtain a copy of the weather forecast available within the Shoreline Management Group.	<input type="checkbox"/>
5.	Arrange for appropriate risk assessments to be carried out before the commencement of operations on each site and ensure that those carrying out such risk assessments are appropriately experienced and competent to do so.	<input type="checkbox"/>
6.	Check and record the level of training and competence of appointed Beachmasters.	<input type="checkbox"/>
7.	Advise on the hygiene, sanitary and welfare arrangements for the workforce.	<input type="checkbox"/>
8.	Set up an accident reporting procedure and maintain records of all incidents or sickness.	<input type="checkbox"/>
9.	Advise on the safety implications of working from boats or adjacent to deep water.	<input type="checkbox"/>
10.	Advise on the safety implications of crossing unmanned railway crossings and ensure that procedures are agreed with the railway companies, disseminated and complied with.	<input type="checkbox"/>
11.	Advise on the implications of working on beaches with difficult access and the need for safety lines, etc.	<input type="checkbox"/>
12.	Advise on the safety implications of working with cranes for access to difficult beaches.	<input type="checkbox"/>
13.	Advise on the safety implications of working on beaches with difficult access and egress which are prone to fast incoming tides.	<input type="checkbox"/>
14.	Advise on the safety implications of working with specialist pollution clean-up equipment.	<input type="checkbox"/>
15.	Advise on the safety implications of working on beaches with large boulder fields and slippery rock platforms.	<input type="checkbox"/>
16.	Advise on the problems associated with de-stabilised sand on beaches due to the digging of pits and buried oil and the possible need for cordoning.	<input type="checkbox"/>
17.	Advise on the safety of the public in terms of proximity to beach clean-up operations and exposure to contaminated beaches which have not yet been cleaned and the need for cordons and signing.	<input type="checkbox"/>
18.	Advise on the safety implications of clean-up operations on beaches adjacent to Ministry of Defence establishments which may contain unexploded munitions.	<input type="checkbox"/>
19.	Advise on the safety implications of clean-up operations on beaches adjacent to existing or former industrial sites which may contain chemical contamination.	<input type="checkbox"/>
20.	Ensure that there is adequate First Aid cover in terms of qualified personnel and First Aid kits.	<input type="checkbox"/>
21.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>

## APPENDIX G - CHECK LIST FOR THE MARINE RESPONSE CENTRE LIAISON OFFICER

The Marine Response Centre Liaison Officer (MRCLLO) is usually a MCA appointed person who will provide the essential communication link between the Marine Response Centre and the Recovery Coordinating Group. The MRCLLO will maintain a watching brief within the MRC and give regular briefings to the constituent groups within the Shoreline Management Group and at Technical Group meetings on issues relating to at-sea and aerial operations which might have an implication for on-shore clean-up. The person best suited for such a position will ideally have some marine experience and be capable of delivering concise and accurate reports on the at-sea and aerial surveys and operations.

1.	When alerted ascertain all available details relating to the incident from the Authority Oil Pollution Officer and the location of the Marine Team	<input type="checkbox"/>
2.	Familiarise yourself with the control and co-ordination of operations within the Recovery Coordination Centre.	<input type="checkbox"/>
3.	Report to the Marine Response Centre and make yourself known to the senior Maritime and Coastguard Agency representative.	<input type="checkbox"/>
4.	Establish communications with the Recovery Coordinating Group and confirm your attendance to the group administrator.	<input type="checkbox"/>
5.	Establish communications with the Chairs of the Technical Group and Environment Group and make yourself known to them.	<input type="checkbox"/>
6.	Liaise with the Administrative Manager regarding the recording and distribution of relevant information.	<input type="checkbox"/>
7.	Arrange for a replacement to cover for your absence from the Marine Response Centre.	<input type="checkbox"/>
8.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>

## APPENDIX H - CHECK LIST FOR THE FINANCE MANAGER

The Finance Manager is responsible for managing the financial system within the RCG to ensure that it complies with the local authority standing orders and that detailed and accurate records are maintained of all expenditure. The Finance Manager will work closely with the Administrative Manager and the Procurement Officer to ensure that all expenditure is authorised and cross-referenced with Technical Group Minutes and Beach Reports. The attention of the Finance Manager is drawn to the International Oil Pollution Compensation Fund (IOPC) Claims Manual. A copy should be held in the Shoreline Management Group Box. The following Check List is a reminder of the issues which may need to be considered.

1.	Familiarise yourself with the control and co-ordination of operations within a RCG.	<input type="checkbox"/>
2.	Familiarise yourself with the contents of the International Oil Pollution Compensation Fund Claims Manual. A copy should be included in the SMG box.	<input type="checkbox"/>
3.	Call out staff to support a Finance Group, ensuring there is sufficient staff available for extended hours and weekend working.	<input type="checkbox"/>
4.	Arrange a rota of staff.	<input type="checkbox"/>
5.	Nominate a deputy to cover for your own absence from the RCG.	<input type="checkbox"/>
6.	Arrange for the installation of a suitable financial control computer and software.	<input type="checkbox"/>
7.	Liaise with the functional Groups within the SMG regarding the setting up of appropriate documentation, systems and procedures for financial control and recording.	<input type="checkbox"/>
8.	Liaise with the Administrative Manager regarding the setting up of appropriate documentation, systems and procedures for identifying the authority for expenditure at various locations.	<input type="checkbox"/>
9.	Monitor the expenditure system to ensure it operates within existing Standing Orders.	<input type="checkbox"/>
10.	Liaise closely with the Director of Finance on a regular basis regarding expenditure.	<input type="checkbox"/>
11.	Liaise with Finance Officers from neighbouring local authorities, if appropriate, regarding financial records and control.	<input type="checkbox"/>
12.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>



## APPENDIX I - CHECK LIST FOR THE MEDIA OFFICER

The Media Officer holds a key position and will advise on all media issues and endeavour to present a positive image of the Local Authority in their response to the incident. The following Check List is intended as a reminder to the Media Officer of the issues which may need to be considered in the initial stages of the incident to assist in the rapid response to heavy and sustained media demands.

1.	Consider the location of a suitable Media Centre close to, but at a suitable distance from, the Recovery Coordinating Centre.	<input type="checkbox"/>
2.	Consider the location of a Media Briefing/Press Conference facility.	<input type="checkbox"/>
3.	Arrange to call out suitably qualified and experienced staff to support the operation of a Media Centre.	<input type="checkbox"/>
4.	Call out of additional support staff to support the operation of a Media Centre.	<input type="checkbox"/>
5.	Arrange for staff to open and set up the Media Centre and Media Briefing/Press Conference facilities.	<input type="checkbox"/>
6.	Arrange for suitable maps to be made available for the presentation of information.	<input type="checkbox"/>
7.	Arrange to attend the first Shoreline Management Group (SMG) meeting at a time and location notified to you by the Emergency Planning Duty Officer.	<input type="checkbox"/>
8.	Arrange to attend the first SCG or RCG Meeting at a time and location notified to you by the Emergency Planning Duty Officer. You will also attend, or be represented at, all subsequent Management Team Meetings.	<input type="checkbox"/>
9.	Nominate a deputy to cover for your own absence from the Media Centre.	<input type="checkbox"/>
10.	Mobilise additional support, as necessary.	<input type="checkbox"/>
11.	Make contact with the Maritime and Coastguard Agency Media Team and coordinate the media response from the RCG.	<input type="checkbox"/>
12.	Notify key operational staff such as, two Shift Managers (to run the Media centre 24 hours a day and ensure continuity of information), a Resources Manager (to address the logistics and support services requirements of such an operation), an Information Manager and assistant (to facilitate the flow of accurate and timely information from the MCA and the Shoreline Management Group to the Media Centre.	<input type="checkbox"/>
13.	Arrange to gather all available factual information relevant to the incident.	<input type="checkbox"/>
14.	Make recommendations to the Chief Executive/Nominated Lead Director for Spokespersons on behalf of the Local Authority.	<input type="checkbox"/>
15.	Formulate issues for discussion and advice during the first SCG/RCG Meeting, including the need to co-ordinate statements to the media.	<input type="checkbox"/>
16.	Formulate the content of the first Press Release. A sample of a Holding Statement is included following this Check List. The final content may need to be agreed in liaison with the Maritime and Coastguard Agency and Police Media Officers.	<input type="checkbox"/>
17.	Arrange additional facilities to accommodate the needs of the media.	<input type="checkbox"/>
18.	Arrange the release of Media Centre telephone numbers to accredited media organisations and individuals.	<input type="checkbox"/>
19.	Arrange for all Shoreline Management Group staff, Beach Managers/Beach Supervisors and the workforce to be briefed on how to deal with media enquiries and the need to refer all enquiries to the Media Centre.	<input type="checkbox"/>
20.	Make arrangements for further consultation and information to the public through the Tourist Board, Chambers of Commerce, Local Tourist Information Offices, Yacht Clubs, etc.	<input type="checkbox"/>

### EXAMPLE OF A HOLDING STATEMENT

A report has been received from the Maritime and Coastguard Agency of a (Grounding, collision, sinking, capsized) involving: (name of ship or ships, type e.g. ferry, tanker, bulk carrier, etc., tonnage, bound for) at: (give location of incident, if known). The incident occurred at (give time).

The last reported situation was (give information on last known situation, if confirmed).

The Local Authority is (what is the local authority doing e.g. setting up an SMG, carrying out beach patrols, etc.).

A media briefing will take place at (give time and location).

## APPENDIX J - CHECK LIST FOR THE PROCUREMENT OFFICER

The Procurement Officer is a local authority appointed person and is responsible for the co-ordination of all procurement of manpower, plant, equipment and materials used during the on-shore clean-up and the keeping of detailed and accurate records. The Procurement Officer will Chair the Procurement and Finance Group which may also include the MCA, oil industry and main contractor, if appropriate. This group will be responsible for advising the Technical Group on all procurement issues, including the identification of specialist plant, equipment and materials. The Procurement Officer will work closely with the Administrative Manager and the Finance Manager to ensure that all ordering and expenditure is authorised and cross-referenced with Technical Group Minutes and Beach reports. The following Check List is a reminder of the issues which may need to be considered.

1.	Familiarise yourself with the control and co-ordination of operations within a Shoreline Management Group (SMG)	<input type="checkbox"/>
2.	Familiarise yourself with the contents of the International Oil Pollution Compensation Fund Claims Manual. A copy should be included in the SMG box.	<input type="checkbox"/>
3.	Liaise with the Finance Manager regarding the setting up of appropriate documentation, systems and procedures for financial control and recording.	<input type="checkbox"/>
4.	Liaise with the Administrative Manager regarding the setting up of appropriate documentation, systems and procedures for identifying the authority for expenditure on various locations in terms of minutes of meetings, official orders, etc.	<input type="checkbox"/>
5.	Obtain current details of available Local Authority manpower, vehicles and plant.	<input type="checkbox"/>
6.	Obtain current details of approved vehicle and plant hirers.	<input type="checkbox"/>
7.	Obtain current details of available contract manpower.	<input type="checkbox"/>
8.	Arrange, in conjunction with the Maritime and Coastguard Agency, a suitable location for the reception of Government Stockpile equipment and other specialist pollution clean-up equipment.	<input type="checkbox"/>
9.	Arrange, in conjunction with the Local Authority Oil Pollution Officer, to set up an appropriate stores facility managed by an experienced storeperson, complete with relevant documentation and systems.	<input type="checkbox"/>
10.	Make arrangements for the feeding of the operatives on various beaches. The Authority Catering Organisation may be able to assist.	<input type="checkbox"/>
11.	Make arrangements for pre-booking accommodation at a local hotel for SMG. Liaise with the Local Authority Oil Pollution Officer on requirements. The local Tourist Information Office will be able to provide advice.	<input type="checkbox"/>
12.	The clean-up response will necessitate the hire of a great deal of vehicles, plant and equipment. Efforts should be made to standardise rates for similar equipment, including standing time, fuel costs, insurance, etc.	<input type="checkbox"/>
13.	Road vacuum tankers are a very useful means for handling and transporting liquid oil. Ensure that hired vehicles have rear opening tanks to aid cleaning.	<input type="checkbox"/>
14.	Nominate a deputy to cover for your own absence from the SMG.	<input type="checkbox"/>
15.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>

## APPENDIX K - CHECK LIST FOR THE CHAIRPERSON OF THE WASTE MANAGEMENT GROUP

The Chairperson of the Waste Management Group will usually be a Local Authority Officer. The Waste Management Group is responsible for advising the Technical Group on waste management issues and for monitoring the quantities of waste being generated. One of the key members of the Waste Management Group will be the Environmental Regulator who will be able to advise on waste management in terms of environmental impact and statutory guidance. The Recovery Coordinating Group will decide on the appropriate destinations or disposal routes. The following Check List is a reminder of the issues which will need to be considered.

1.	Arrange to attend the first Shoreline Management Group meeting.	<input type="checkbox"/>
2.	Familiarise yourself with the control and co-ordination of operations in a Shoreline Management Group.	<input type="checkbox"/>
3.	Familiarise yourself with the available waste management options.	<input type="checkbox"/>
4.	Familiarise yourself with the contents of the Beach Data and Clean-up Guidelines. A copy should be available in the Shoreline Management Group box.	<input type="checkbox"/>
5.	Liaise with the Administrative Manager for administrative support for your team.	<input type="checkbox"/>
6.	Obtain details of the beaches affected, or likely to be affected, by the spill.	<input type="checkbox"/>
7.	Obtain details of the polluting material from the Health and Safety Adviser.	<input type="checkbox"/>
8.	Arrange a meeting of the Waste Management Group to discuss temporary holding areas and appropriate waste management options for submission to the Technical Group. Record as much detail as possible.	<input type="checkbox"/>
9.	Liaise with the Environmental Regulator, Administrative Manager, the Procurement and Finance Group regarding the setting up of appropriate documentation, systems and procedures for monitoring the quantities of waste being generated at various locations and their final destinations.	<input type="checkbox"/>
10.	In formulating advice on waste management issues record all the options considered and the reasons for selecting the final recommendations.	<input type="checkbox"/>
11.	Nominate a deputy to cover for your own absence from the SMG.	<input type="checkbox"/>
12.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>

## APPENDIX L - CHECK LIST FOR THE CHAIRPERSON OF THE TECHNICAL GROUP

The Technical Group may likely be chaired by a Maritime and Coastguard Agency technical adviser who can give impartial advice on clean-up techniques. The Technical Group is responsible for advising on all the technical aspects of the clean-up operation. The Technical Group co-ordinates and records all decisions pertaining to the on-shore clean-up. The Technical Group also performs the 'operational' role within the Shoreline Management Group by allocating resources, transmitting instructions to the workforce via the Beachmasters, and monitoring the progress of operations on a day-by-day basis.

1.	Arrange to attend the first Shoreline Management Group meeting.	<input type="checkbox"/>
2.	Familiarise yourself with the control and co-ordination of operations within RCG and the Shoreline Management Group (where established).	<input type="checkbox"/>
3.	Familiarise yourself with the beach data and clean-up guidelines.	<input type="checkbox"/>
4.	Liaise with the Administrative Manager for administrative support for your team.	<input type="checkbox"/>
5.	Arrange a meeting of the Technical Team to discuss the technical aspects of the clean-up operation and to agree a structure and communication links to manage the Beach Managers/Beach Supervisors and workforce.	<input type="checkbox"/>
6.	Liaise with the Administrative Manager regarding the setting up of appropriate documentation, systems and procedures for monitoring and managing operations.	<input type="checkbox"/>
7.	Set up liaison links with the Procurement Officer, Health and Safety Adviser, the Environment Team and Waste Management Team.	<input type="checkbox"/>
8.	In formulating advice on clean-up methods agree a system and structure for meetings to determine tactics on a site by site basis. Record all the options considered and the reasons for selecting the final recommendation.	<input type="checkbox"/>
9.	Nominate a deputy to cover for your own absence from the SMG.	<input type="checkbox"/>
10.	Arrange to delegate your own normal duties to another officer.	<input type="checkbox"/>

## *APPENDIX M - CHECK LIST FOR A BEACH MANAGER/BEACHMASTER*

The Beach Manager and Beachmaster is the communication link between the Shoreline Management Group and the workforce and is, therefore, a vital link in the supervisory and management chain. Beach Managers oversee a number of beaches whilst Beachmasters manage work gangs on a specific beach. Appointed Beach Managers/Beachmasters should be appropriately trained, though it is possible to become a Beach Manager/Beachmaster through experience gained during a spill clean-up operation. The Check List on the following page is a reminder for consideration and action as necessary:

## CHECK LIST FOR A BEACH MANAGER/BEACHMASTER

1.	Be prepared to attend Shoreline Management Group (SMG) briefings, as required.	<input type="checkbox"/>
2.	Ascertain your communication links to the SMG, including essential telephone numbers, mobile phone links and radio links.	<input type="checkbox"/>
3.	Obtain a copy of the Data Sheet for the material spilled, including the effects of weathering and emulsification on the material before it comes ashore.	<input type="checkbox"/>
4.	Ascertain protective clothing requirements.	<input type="checkbox"/>
5.	Ascertain the level of knowledge and experience within your work team.	<input type="checkbox"/>
6.	Liaise with the SMG regarding the setting up of appropriate documentation, systems and procedures for monitoring and managing operations.	<input type="checkbox"/>
7.	Be responsible for implementing the clean-up strategy agreed by the RCG.	<input type="checkbox"/>
8.	Always have Health and Safety issues as a priority for consideration and be responsible for the management and well-being of the operatives under your control and report and record all accidents and instances of ill health.	<input type="checkbox"/>
9.	Carry out and record Site Safety Assessments at every new location and on every new operation to ascertain the hazards and brief the workforce accordingly.	<input type="checkbox"/>
10.	Consider health, safety and welfare requirements in terms of shelter, toilets and washing/decontamination facilities.	<input type="checkbox"/>
11.	Ensure there is adequate first aid cover in terms of qualified personnel and first aid kits in liaison with the SMG.	<input type="checkbox"/>
12.	Consider the need for supplementary feeding arrangements such as hot drinks in cold weather and cold drinks in hot weather.	<input type="checkbox"/>
13.	Consider the effects of the prevailing weather conditions (i.e. rough seas, heavy rain, high winds, and hot sun) on the workforce and their ability to work.	<input type="checkbox"/>
14.	Consider the safety implications of working from boats or adjacent to deep water.	<input type="checkbox"/>
15.	Consider the safety requirements for crossing unmanned railway crossings.	<input type="checkbox"/>
16.	Consider the safety implications of working on beaches with difficult accesses and the need for safety lines, etc.	<input type="checkbox"/>
17.	Consider the safety implications of working with unfamiliar and specialist oil pollution machinery.	<input type="checkbox"/>
18.	Consider the safety implications of working on beaches with large boulder fields and rock platforms and the need for safe access routes.	<input type="checkbox"/>
19.	Consider the safety requirements of working from heights with cranes.	<input type="checkbox"/>
20.	Consider the safety implications of working on Ministry of Defence foreshores which may contain unexploded munitions.	<input type="checkbox"/>
21.	Consider the safety implications of working near former industrial sites which may be contaminated.	<input type="checkbox"/>
22.	Consider the problems associated with de-stabilised sand on beaches which have been excavated.	<input type="checkbox"/>
23.	Consider the safety of the public in terms of proximity to beach clean-up operations, exposure to contaminated beaches, the safety implications of rescuing oiled birds, and the provision of appropriate advice and warning signs.	<input type="checkbox"/>
24.	Record the personal details and work hours of your work team members on a daily basis.	<input type="checkbox"/>
25.	Record the use of vehicles and hired plant on a daily basis and whether it was with, or without, driver/operator.	<input type="checkbox"/>
26.	Record protective clothing replacement on a daily basis.	<input type="checkbox"/>
27.	Record the use of consumables on a daily basis.	<input type="checkbox"/>
28.	Identify and request additional resources as necessary.	<input type="checkbox"/>
29.	Report numbers of live but contaminated wildlife to the SRG for collection by the RSPCA.	<input type="checkbox"/>
30.	Report numbers of dead wildlife to the SMG for collection.	<input type="checkbox"/>
31.	Be aware of environmental considerations during the clean-up operation and ensure that any environmental instructions are strictly adhered to.	<input type="checkbox"/>
32.	Arrange to segregate and record the quantities and types of waste collected and their disposal routes on a daily basis.	<input type="checkbox"/>

**APPENDIX N - EXAMPLE CONTENTS LIST OF SHORELINE MANAGEMENT GROUP BOX**

**(Not intended to be exhaustive)**

Description	Quantity
SHORELINE MANAGEMENT GROUP (Sign).....	2
RED DIRECTIONAL ARROWS .....	3
SHORELINE MANAGEMENT GROUP (Table Sign) .....	1
TECHNICAL GROUP (Table Sign) .....	1
ENVIRONMENT GROUP (Table Sign) .....	1
PROCUREMENT AND FINANCE GROUP (Table Sign) .....	1
WASTE MANAGEMENT GROUP (Table Sign).....	1
HEALTH & SAFETY GROUP (Table Sign).....	1
SUPPORT GROUP (Table Sign) .....	1
TABARDS FOR INDIVIDUAL LEAD OFFICERS .....	12
ROLL OF MASKING TAPE .....	1
ROLL OF SELLOTAPE .....	1
INCIDENT LOG SHEETS .....	100
MESSAGE PADS .....	10
<b>STATIONERY:</b>	
RULERS .....	2
WIRE TRAYS .....	3
SCISSORS .....	1
A GUIDE TO SHORELINE CLEAN-UP TECHNIQUES (IPIECA).....	1
ITOPF TIP 07: CLEAN-UP OF OIL FROM SHORELINES .....	1
SET OF LAMINATED BEACH SURVEY REPORT FORMS .....	1
SET OF BEACH DATA AND CLEAN-UP GUIDELINES .....	3
IOPC FUND CLAIMS MANUAL .....	1
COPY OF LOCAL MARINE POLLUTION EMERGENCY PLAN	
COPY OF MCA STOP NOTICES:	
SET OF LANDRANGER MAPS 1:50,000 FOR AREA .....	3
SET OF SEA CHARTS .....	1



## APPENDIX O - COST RECOVERY AND RECORD KEEPING

This appendix contains information on how those who respond to, or are affected by, marine pollution incidents should best go about recovering the costs that they incur regardless of source.

It is essential that during any counter pollution or salvage operation all those involved keep records of what they did, when and why they did it and what resources they used. There is often pressure to neglect record keeping in order to deal with new issues and problems. However, the importance of records cannot be over emphasised. It is simply not realistic to rely on memory to reconstruct events in a fast moving and possibly lengthy incident. Responders must therefore arrange to keep adequate records. These records extend from minutes of meetings including all decisions made to Beachmaster records of the number of personnel, plant and materials used on a particular beach on a particular day and who provided them. The compilation of a photographic library, with all photographs date and time stamped would be of great assistance as proof of activities.

### 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;
- 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.

#### **Time limits for claims arising from pollution from tankers**

Claimants should aim to produce their claim at the earliest opportunity – if need be in draft form initially. Claimants should be aware that there are time limits for claims under the 1992 Civil Liability Convention, the Fund Convention and the 2001 Bunkers Convention. The conventions provide that claimants must secure their claims by taking legal action against the shipowners within three years of the date on which loss or damage occurred and in any case within six years of the date of the incident.

Wherever possible, claimants should seek to have their claims settled within these periods. If this is not possible, claimants may protect their claims by taking legal action against the tanker owner, the owner's insurer and the IOPC Fund. Should this be necessary, claimants should seek legal advice.

Formal legal action to enforce a claim is usually the last resort. In most cases, informal negotiations result in a settlement. Given the time limits for legal enforcement of claims, it is in everybody's interest for claimants to submit claims as soon as possible after the incident. Often, considerable time is required to compile a claim and all the substantiating evidence. If claimants anticipate delays, they should notify the tanker owner's insurers and the IOPC Fund at an early date of the intention to submit a claim at a later stage.

#### **Time limits for claims arising from pollution by persistent oil carried in ships other than tankers**

Again, claimants should aim to produce their claim at the earliest opportunity as there are time limits for claims under the 2001 Bunker Convention. Claimants must secure their claims by taking legal action against the shipowners within three years of the date on which the loss or damage occurred and in any case within six years of the date of the incident. Where the incident consists of a series of occurrences, the six-years' period shall run from the date of the first such occurrence.

#### **Submitting a claim**

Claimants should initially submit claims for clean up costs to the ship owner and/or to the relevant P&I Club. If claimants have any difficulty obtaining this information, they should seek advice from MCA's CPS Branch (telephone 0203 817 2482 or DfT's Maritime Safety and Environment Division (telephone: 0207 944 5452).

The P&I Clubs do not publish formal guidance on their requirements for submitting claims, but the guidance in this appendix and the IOPC Fund's claims manual should generally be appropriate. Claimants may also find the EU Claims Management Guidelines useful. This document can be accessed here:

<http://emsa.europa.eu/publications/guidelines-manuals-and-inventories/download/2145/720/23.html>

Where relevant the IOPC Fund co-operates closely with the relevant P&I Club in assessing and settling claims. In an incident involving the IOPC Fund, claimants should submit full supporting documentation to the tanker owner, the P&I Club or the IOPC Fund. Claimants should notify the IOPC Fund of any claim they have submitted to the owner or P&I Club.

When an incident gives rise to a large number of claims, the P&I Club and the IOPC Fund may jointly set up a local claims office to process claims more easily. If such a claims office is established at the scene of an incident, claimants should submit their claims to that office. The local press should carry details of how to submit claims. The designated surveyor and the joint claims office refer claims to the P&I Club and to the IOPC Fund for decisions on their admissibility.

The IOPC Fund Claims manual can be accessed at <http://www.iopcfund.org/publications.htm>

#### **PROCEDURE IN OTHER CASES – NON TANKERS**

Most of the above guidance is just as relevant to claims for compensation arising from all types of marine pollution. However, as the liability and compensation arrangements in such cases are different, such as time limits and requirements for evidence, the claims procedures are likely to vary. Claimants should therefore seek early guidance from the polluter (ship owner or operator) or the relevant insurer, as well as from their own legal advisers.

#### **GENERAL – ALL CLAIMS**

Claims should be in writing and must contain the following particulars:

- the name and address of the claimant, and of any representative;
- the identity of the ship or offshore installation involved in the incident;
- the date, place and specific details of the incident if known;
- the type of pollution damage sustained
- the nature of the operations, or response measures, for which the claimant is seeking compensation; and
- the amount of compensation sought.

Supporting documentation should link all the expenses (including disposal) to the actions taken at specific sites (see figure O1 below).

## **FINANCIAL SECURITY**

When an incident occurs, the accident and all details available, are given promptly to the insurers and owners of the casualty. The MCA Resource and Claims Manager informs the insurer at this early stage that the MCA's intention is to make a claim and requests financial security for the money that the MCA is committing. From experience, this is generally achieved verbally by telephone from the scene of an incident. If it is subsequently found that the financial security requested was inappropriate or unnecessary, the security would be returned to the insurer, i.e. Bunkers Convention or Civil Liability Convention applies.

This financial security can take several forms but in most cases is a Protection and Indemnity (P&I) insurer's Letter of Undertaking (LOU). The wording of this Letter needs to be amended according to the type of charter / ownership of the vessel and legal advice should be sought if necessary. This document makes the MCA's position clear to the insurers and shipowners. If the MCA are not provided with financial security during the incident, as a last resort, legal action would be taken to underwrite the financial exposure by arrest of the casualty or freezing of the hull assets. In certain circumstances it is also possible that a harbour authority or similar body involved in an incident may request an LOU.

Two possible forms of financial security are a Letter of Undertaking and a Bank Draft, each of which require an amount of money to be included in the document. The MCA estimates a figure based on previous incidents, the estimated length of response and a figure for refurbishment and return of resources to the appropriate site. Generally, at this stage an uplift is included in the level of financial security requested from the P&I for unforeseen costs. Most P&I personnel are experienced and are well aware that the estimation of costs at this stage is not an exact science but it helps later settlement discussions if the figure given here is as close as possible to the quantum of the final claim.

This procedure is followed as a matter of routine for MCA personnel for incidents that fall outside the scope of application of the Civil Liability Convention as they are adequately covered by International Conventions. Depending on the provider of the financial security, the preferred form of security might be a bank draft.

The LOU also clarifies the jurisdiction for any subsequent legal action to recover costs, and the MCA's preference for any such action would be the UK.

When the MCA response team return to headquarters it is necessary, to back up the financial security provided, by forwarding a letter to the ship owners, with a copy to the relevant P&I Club, informing them that a claim under the Merchant Shipping Act will follow in due course.

### **Claims arising from Oil Pollution from Offshore Installations and Pipelines**

Initially claimants should submit their claim to the operator involved. Following this all claims are subject to the OPOL Agreement and in particular to the OPOL guidelines for claimants' brochure which can be found on the OPOL website [www.opol.org.uk](http://www.opol.org.uk).

### **Claims arising from an unidentified source**

Generally, claimants can only obtain compensation if they know its precise source. However, there is one exception to this. The IOPC Fund pays compensation for pollution damage if the claimant can prove (for example, by sophisticated chemical analysis) that the pollution resulted from a spill of persistent oil from an unidentified tanker. In most cases the MCA would commission a chemical analysis in an attempt to determine the source of the pollution.



## **APPENDIX P - RECORD KEEPING AND MANAGEMENT**

During incident response all organisations incurring costs need to process and produce large volumes of information daily in order to carry out its key functions. These records must be complete, authentic, accurate, secure and accessible and managed in an efficient and effective manner. This appendix outlines the policy and procedure that needs to be followed across all business areas and functions. **This guidance was developed initially to support MCA cost recovery and may be of value to other organisations involved in incident response and thereby incurring costs.**

Records need to comply with legislation and national requirements and be reliable for accountability purposes.

### **Aim**

The aim of this appendix is to outline what information should be classed as a record, how that record should be created, captured and stored.

### **Applicable Legislation**

The following legislation is applicable:

- International Organisations for Standardisation (ISO) 15489:2001 Records Management
- Human Rights Act 1998
- Data Protection Act 1998
- Freedom of Information Act 2000
- Public Records Act 1958

This list may not be exhaustive.

### **Definition**

A record is "information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business" (BS ISO 15489).

The term "record" refers to any information that is created, captured or received that can be used as proof or evidence of business activity, including decisions made.

The Public Records Act 1958 defines Public Records as "not only written records, but records conveying information by any means whatsoever".

### **Format**

A record can be in a written, audio or visual format, however, during incident response the most likely method of record creation will be hand written notes created contemporaneously as event occur. These hand written notes would form a "Personal Log" and would subsequently need to be scanned into the computer system in addition to a hard copy being placed on the relevant registered file.

When creating a "Personal Log" during incident response it is not necessary for all individuals to use the same format. The actual record is more important than the way in which it is laid out. Some individuals would prefer to use A4 paper and some would prefer A5 and this is a personal choice. There is nothing to be gained from standardising the way in which we keep personal logs, as the log will be more comprehensive if the author is more comfortable with the tools they are using.

As far as is reasonably possible, each page of the original log should have the author's:

- name
- date,
- incident name (i.e. ship name), and
- page number

### **What is a Record?**

A record for Quality Management purposes is anything that shows how you are doing your job or following a process, or evidence of conformity to requirements as laid out in legislation, MCA procedures, or local desk instructions.

It is a record if the content:

- could be used to provide evidence of a business activity or transaction including the establishment, negotiation and maintenance of business relationships;
- authorises, justifies or explains an important decision/course of action including contractual undertakings;
- documents the formulation or execution of policy;
- has long term value for future reference, decisions or historical purposes.

### **Criteria**

Anything you create or receive in the course of your work is a departmental asset and can become a Record regardless of format, e.g. emails, paper, electronic documents.

If the answer to one or more of the following questions is 'Yes' then you need to put it in the formal record keeping system. Does what you have contain:

- information that shows that an obligation has been met;
- information that provides accountability or audit ability, i.e. decision making, financial expenditure;
- information that provides evidence about a decision, process or performance;
- information required to be kept by law;
- information that assists with your role (e.g. maintenance of an asset, developing evidence-based policy etc)

### **Exemptions**

It is **not** a record if it is a:

- Publication;
- Document where a master copy is kept elsewhere;
- Duplicate of a document;
- Preliminary draft of a letter, minute, or report which does not represent significant steps in the preparation of a final document, and does not record decisions;
- Routine administrative matter;
- Etc.

### **All Records**

It is advisable to use a standard naming convention to differentiate between records and improve location, accessibility and logical storage:

*For example a format of : YYMMDDTitanicLOUFromClub will ensure that all the files are kept in date order and spaces are avoided as the space will become a “%” sign if the file name is subsequently moved to the web.*

Using the date backwards followed by the name of the ship, on every occasion, will greatly assist finding the document again many years later.

### **Retaining, reviewing and disposing**

For incident response files it is recommended that the files are retained for a minimum of 20 years from file creation date.



## APPENDIX Q - USEFUL POLLUTION RESPONSE WEBSITES

Type	Name of Service	Website
Government & Government-Related Websites	MCA	<a href="https://www.gov.uk/government/organisations/maritime-and-coastguard-agency">https://www.gov.uk/government/organisations/maritime-and-coastguard-agency</a>
	Counter Pollution branch	<a href="https://www.gov.uk/assessing-risk-and-responding-to-uk-coastal-and-marine-pollution">https://www.gov.uk/assessing-risk-and-responding-to-uk-coastal-and-marine-pollution</a>
	MCA STOp Notes	<a href="https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes">https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes</a>
	National Contingency Plan	<a href="https://www.gov.uk/government/publications/national-contingency-planncp">https://www.gov.uk/government/publications/national-contingency-planncp</a>
	Marine Scotland	<a href="http://www.scotland.gov.uk/About/People/Directorates/marinescotl and">http://www.scotland.gov.uk/About/People/Directorates/marinescotl and</a>
	Marine Management Organisation	<a href="https://www.gov.uk/government/organisations/marine-management-organisation">https://www.gov.uk/government/organisations/marine-management-organisation</a>
	The Department for Environment, Food and Rural Affairs	<a href="https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs">https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs</a>
	Environment Agency	<a href="https://www.gov.uk/government/organisations/environment-agency">https://www.gov.uk/government/organisations/environment-agency</a>
	Natural Resources Wales	<a href="https://naturalresources.wales/">https://naturalresources.wales/</a>
	Northern Ireland Environment Agency	<a href="http://www.doeni.gov.uk/niea/">http://www.doeni.gov.uk/niea/</a>
	Scottish Environment Protection Agency	<a href="http://www.sepa.org.uk/">http://www.sepa.org.uk/</a>
	Natural England	<a href="https://www.gov.uk/government/organisations/natural-england">https://www.gov.uk/government/organisations/natural-england</a>
	Scottish Natural Heritage	<a href="http://www.snh.gov.uk/">http://www.snh.gov.uk/</a>
	Joint Nature Conservation Committee	<a href="http://jncc.defra.gov.uk/">http://jncc.defra.gov.uk/</a>
	International Maritime Organisation	<a href="http://www.imo.org">http://www.imo.org</a>
Department for Transport	<a href="https://www.gov.uk/government/organisations/department-for-transport">https://www.gov.uk/government/organisations/department-for-transport</a>	
Government & Government-Related Websites	Department for Business, Energy & Industrial Strategy (pka DECC)	<a href="https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy">https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy</a>
	Met Office	<a href="http://www.metoffice.gov.uk/">http://www.metoffice.gov.uk/</a>
	Bonn Agreement	<a href="http://www.bonnagreement.org/">http://www.bonnagreement.org/</a>
	Public Health England	<a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>
	Public Health Wales	<a href="http://www.publichealthwales.wales.nhs.uk/">http://www.publichealthwales.wales.nhs.uk/</a>

	Health Protection Scotland	<a href="http://www.hps.scot.nhs.uk/">http://www.hps.scot.nhs.uk/</a>
	European Maritime Safety Agency	<a href="http://www.emsa.europa.eu/">http://www.emsa.europa.eu/</a>
Satellite imagery	EMSA Cleanseanet	<a href="http://www.emsa.europa.eu/operations/cleanseanet.html">http://www.emsa.europa.eu/operations/cleanseanet.html</a>
Real-time AIS data	Marine Traffic	<a href="http://www.marinetraffic.com">http://www.marinetraffic.com</a>
	Vessel Finder	<a href="https://www.vesselfinder.com">https://www.vesselfinder.com</a>
	ShipAIS	<a href="http://www.shipais.co.uk">www.shipais.co.uk</a>
Oil Companies Related Organisations	Energy Institute	<a href="https://www.energyinst.org/home">https://www.energyinst.org/home</a>
Ports & Harbour Authorities	Associated British Ports (ABP)	<a href="http://www.abports.co.uk/">http://www.abports.co.uk/</a>
	British Ports Association (BPA)	<a href="http://www.britishports.org.uk/">http://www.britishports.org.uk/</a>
	Port of Rotterdam	<a href="http://www.portofrotterdam.com/en/Pages/default.aspx">http://www.portofrotterdam.com/en/Pages/default.aspx</a>
	UK Ports Directory	<a href="http://uk-ports.org/uk-ports-map">http://uk-ports.org/uk-ports-map</a>
Industry Bodies	International Tanker Owners Pollution Federation Ltd	<a href="http://www.itopf.com/">http://www.itopf.com/</a>
	Oil & Gas UK	<a href="http://www.oilandgasuk.co.uk/">http://www.oilandgasuk.co.uk/</a>
	(OSPRAG)	<a href="http://www.oilandgasuk.co.uk/knowledgecentre/osprag.cfm">http://www.oilandgasuk.co.uk/knowledgecentre/osprag.cfm</a>
	UK Spill Association	<a href="http://www.ukspill.org/">http://www.ukspill.org/</a>
	International Petroleum Industry Environmental Conservation Association	<a href="http://www.iecea.org/">http://www.iecea.org/</a> <a href="http://oilspillresponseproject.org/completed-products">http://oilspillresponseproject.org/completed-products</a>
	Oil Spill Response	<a href="http://www.oilspillresponse.com/">http://www.oilspillresponse.com/</a>
Modeling	United States National Oceanic and Atmospheric Administration (NOAA)	<a href="http://www.noaa.gov/">http://www.noaa.gov/</a>
	British Maritime Technology (BMT)	<a href="http://www.bmt.org/">http://www.bmt.org/</a>
	Ricardo-AEA	<a href="http://www.ricardo-aea.com/cms/">http://www.ricardo-aea.com/cms/</a>
	RPS ASA	<a href="http://www.asascience.com">http://www.asascience.com</a>
Environmental Organisations	Royal Society for the Protection of Birds (RSPB)	<a href="http://www.rspb.org.uk/forprofessionals/policy/marine/pollution.aspx">http://www.rspb.org.uk/forprofessionals/policy/marine/pollution.aspx</a>
	World Wildlife Fund (WWF)	<a href="http://www.wwf.org.uk/">http://www.wwf.org.uk/</a>
	Royal Society for the Prevention of Cruelty to Animals (RSPCA)	<a href="http://www.rspca.org.uk/home">http://www.rspca.org.uk/home</a>

	Scottish Society for the Prevention of Cruelty to Animals (SSPCA)	<a href="https://www.scottishspca.org/">https://www.scottishspca.org/</a>
	Ulster County Society for the Prevention of Cruelty to Animals (UCSPCA)	<a href="http://www.ucspca.org/">http://www.ucspca.org/</a>
	Wildfowl & Wetlands Trust	<a href="http://www.wwt.org.uk/">http://www.wwt.org.uk/</a>
Maritime Research	Centre for Environment, Fisheries & Aquaculture Science	<a href="http://www.cefasc.defra.gov.uk/">http://www.cefasc.defra.gov.uk/</a>
	University of Plymouth Institute of Marine Studies	<a href="http://www1.plymouth.ac.uk/marine/Pages/default.aspx">http://www1.plymouth.ac.uk/marine/Pages/default.aspx</a>
	Natural Environment Research Council: National Oceanography Centre (NOC)	<a href="http://noc.ac.uk/">http://noc.ac.uk/</a>
	Ricardo-AEA	<a href="http://www.ricardo-aea.com/cms/">http://www.ricardo-aea.com/cms/</a>