



Maritime &
Coastguard
Agency

WASTE MANAGEMENT GUIDANCE FOLLOWING A MARITIME POLLUTION INCIDENT IN THE UK

Scientific, Technical and Operational Advice Note - STOp 3/16

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Note: This document should be read in conjunction with:

- [STOp 2/16 Maritime Pollution Response in the UK: The Environment Group](#)
- [STOp 1/16 Response and recovery to a maritime pollution incident impacting the UK Shoreline.](#)
- **MCA Research Project: RP 549: DEVELOPMENT OF A PROTOCOL FOR THE TREATMENT AND DISPOSAL OF OILY WASTE IN THE UK.**
 - Part 1 - Local Authority Guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86069/Planning_the_processing_of_waste_-_local_authority_guidance.pdf
 - Part 2 - Pre-Incident Planning:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86070/Planning_the_processing_of_waste_-_pre-incident.pdf
 - Part 3 - Post Incident Planning:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86071/Planning_the_processing_of_waste_-_post_incident.pdf
 - Part 4 - Information and Data:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86072/Planning_the_processing_of_waste_-_information_and_data.pdf

Additionally:

The National Contingency Plan (NCP) - A strategic overview for responses to marine pollution from shipping and offshore installations

<https://www.gov.uk/government/publications/national-contingency-planncp>

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

This guidance was initially produced jointly by the Environment Agency (EA), the Emergency Planning Society (EPS) and the Maritime and Coastguard Agency (MCA). This revised edition is to take into account the new NCP published in September 2014.

This guidance has been prepared in relation to oily waste, but the principles could also be applied to the management of hazardous and noxious substances (HNS) and large quantities of non-polluting waste (NPW) (such as timber and plastics) resulting from maritime incidents. The clean-up activity following major maritime pollution incidents may produce large amounts of oily waste, HNS or NPW.

This guidance represents best practice and provides advice on issues and actions that may be considered in response or recovery work.

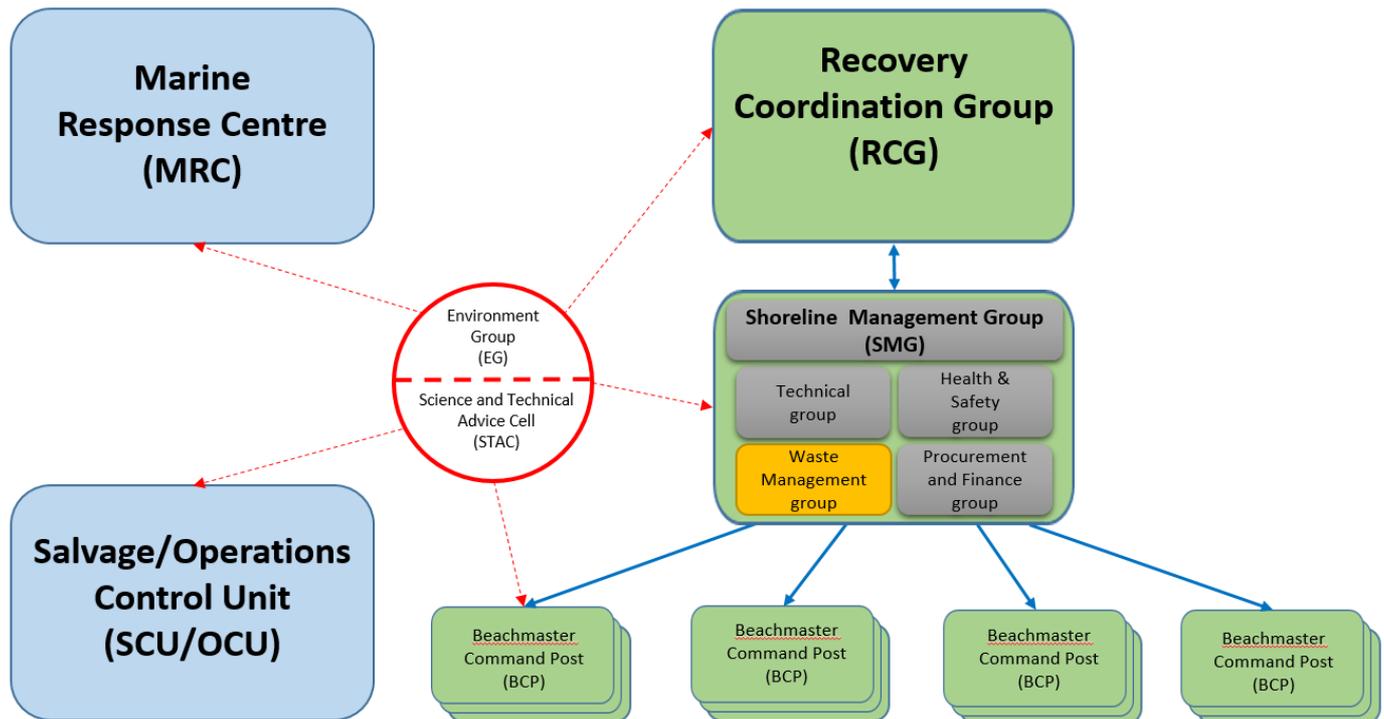


Fig. 1 The Shoreline Management Group structure – where the Waste Management group fits in

The waste management group is usually chaired by a local authority representative and sits within the Tactical Co-ordinating Group (TCG) or Recovery Coordination Group (RCG) structure. Its role is to manage and direct waste operations in close consultation with the regulator. It is not generally responsible for health and safety issues which are usually managed by a dedicated group within TCG/RCG. Additional information on command and control is available in STOp Note 1/16. If multiple Tactical or Recovery Coordinating Groups are established, the waste management groups will need to coordinate their work.

The waste management group has the following key tasks as identified in the National Contingency Plan:

- 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.¹
- organising the final waste management options and identification of sites for storage and final destination of waste.

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

2. Waste regulatory framework

The handling of waste is controlled and enforced in England by the Environment Agency (EA), in Wales by Natural Resources Wales (NRW), in Scotland by the Scottish Environment Protection Agency (SEPA), and in Northern Ireland by the Northern Ireland Environment Agency (NIEA). During any major incident, across-agency cooperation should ensure that accelerated procedures are put in place so that waste is handled, removed, re-used, recovered or disposed of in a timely and efficient manner.

A Court of Justice of the European Union ruling established that spilled oil, even though it is 'discarded involuntarily' is to be regarded as a waste and that the owner of the oil is the 'original producer' of the waste.

The Waste Framework Directive 2008/98/EC provides a framework for the management of waste across the European Community and defines certain terms, such as 'waste', 'recovery' and 'disposal'. It requires Member States to:

- give priority to waste prevention and encourage reuse and recovery of waste
- ensure that waste is recovered or disposed of without endangering human health and without using processes which could harm the environment
- prohibit the uncontrolled disposal of waste
- ensure that waste management activities have permits (unless specifically exempt)
- establish an integrated and adequate network of disposal installations
- prepare waste management plans
- ensure that the cost of disposal is borne by the waste holder in accordance with the polluter pays principle
- ensure that waste carriers are registered.

The regulatory framework covers the activities relating to the management and processing of oil spill waste and is therefore essential that those involved in the decision-making process are aware of the relevant legislation and consult with and liaise with the regulator.

This is reflected in UK legislation by environmental regulations. These regulations also impose a Duty of Care under which the producer of the waste should ensure that it is legally disposed of. Whilst the removal of waste following a shipping incident is normally covered by insurance, offshore operators should consider developing a Waste Management Plan as part of their response strategy.

Further guidance on the planning for and operational management of waste can be found here:

- MCA Research Project 549: Planning the Processing of Waste arising from a Marine Oil Spill. Part 1 - Local Authority Guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86069/Planning_the_processing_of_waste_-_local_authority_guidance.pdf
- Part 3 - Post Incident Planning: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/86071/Planning_the_processing_of_waste_-_post_incident.pdf

¹ This would require that all hazardous waste are consigned from temporary sites.

- Cedre operational guide for dealing with waste generated during maritime incident clean up operations:
<http://www.cedre.fr/en/publication/operational-guide/waste-management/waste-management.php>
 (also available here: <http://www.arcopol.eu/docs/resources/guidewaste-fevrier.pdf>)

3. Waste management strategy

The agreed waste management strategy should complement the clean-up strategy and vice versa. Suitable waste management contractors should be identified in the initial discussions alongside their capabilities and constraints. It is best practice that this should be done in advance of an incident. Where it is feasible, waste minimisation, recycling, recovery and treatment to reduce the hazardous nature of the waste will be the principles that inform the development of the strategy. It is paramount that the management strategy is integrated with the response overall and is not developed in isolation. The strategy could include bulking up waste prior to removal and decontamination or removal directly to existing waste management facilities.

The use of permitted sites should be considered as the first option, and regard should be given to the waste hierarchy. Defra have published guidance on the waste hierarchy. The waste hierarchy sets out five broad categories for dealing with waste in the order of their environmental impact and preference as follows:

- prevention
- preparing for re-use
- recycling
- other recovery
- disposal

There is separate guidance for applying the waste hierarchy to hazardous and non-hazardous waste: <https://www.gov.uk/government/publications/guidance-on-applying-the-waste-hierarchy-to-hazardous-waste>

Please note that this guidance is not applicable in Scotland.

4. Waste minimisation and segregation

For each shoreline clean-up sector the Shoreline Management Group will develop a clean-up strategy. These strategies will require input from the Environment Group and Waste Management group. No instruction should be issued to the Beachmaster until the contributions for both groups are received and documented.

The waste management group should be represented when the Beachmaster and Shoreline Clean-up Assessment Teams (SCAT) are briefed to emphasise the importance of adhering to agreed clean-up plans. Proposals to remove any beach debris should be discussed with the Environment Group before any work commences.

Advice needs to be given to the Shoreline Management Group to ensure that waste production is minimised. For each shoreline sector consideration should be given to the potential for in-situ treatment at the shoreline, beachhead or nearby, to minimise the production or storage of waste. Potential treatments and facilities should be identified in the onshore contingency plans, and could typically include decanting, screening or washing.

For compliance with the EU Landfill Directive (1999/31/EC) and environmental regulations the group will need to ensure that the waste has been pre-treated. The pre-treatment carried out will be a physical, biological or thermal process. Segregation at source is classed as physical treatment. The process must change the characteristics of the waste to reduce its mass, or reduce its hazardous nature or facilitate its handling, or enhance its recovery. For oily wastes to be landfilled into hazardous waste landfills, this treatment must reduce the total organic content to less than 6%.

Best endeavours should be employed to allow segregation to facilitate subsequent selection of the best practicable environmental option for each waste type. Storage while an assessment is made of waste is particularly important where complex containerised cargoes are involved.



Figure 2 - The bunded areas as set up during the NAPOLI operations at Portland Port in 2007 is an example of good practice.

5. Preparing a plan for temporary and intermediate storage of collected waste

Temporary and intermediate waste storage facilities could be identified before a spill occurs. Following a spill, facilities could be procured or constructed before clean-up operations get underway.

An incident severe enough to require the activation of the NCP may require large-scale, remedial actions. These actions may produce large amounts of contaminated waste. The existing, permitted infrastructure of the waste management industry may not have the resources to accept waste generated during the incident; or to recover, treat or dispose of the waste at permitted facilities.

Temporary and intermediate sites may be required to store the waste temporarily, pending a decision on the best way to process each type of waste (including identifying how to recover or dispose of the waste at permitted facilities); recover or treat some of the contaminated waste. A scorecard to aid in identifying suitable locations for waste storage sites is provided in Appendix A.

'Temporary site' refers to the site of waste production and in the immediate vicinity of the clean-up operation. A Non Waste Framework Directive (NWFD) exemption (in Scotland it would be an exemption from the Waste Management License) allows for the temporary storage of waste at the place of production for up to a year provided it is secure. 'Intermediate site' refers to a site where collected waste is stored before recovery or disposal elsewhere. These sites may serve several temporary sites and be set up a few hundred metres or even several kilometres from the clean-up operation. Intermediate storage sites and any sites where treatment (beyond sorting) takes place may require an environmental permit if not exempt and unless a regulatory decision is taken. This note applies only to temporary and intermediate sites. It does not apply to the final recovery or disposal of contaminated waste.

The diverse nature of incidents and coastal zones and infrastructure means that how long temporary and intermediate sites may be required for or their proximity to the shore cannot be prescribed. However, local authority contingency plans developed with other stakeholders can identify constraints, potential sites and transport routes. The plan should stipulate that collected oily waste is dealt with quickly and the site returned to its original state as soon as possible thereafter. Emergency plans should identify areas close to the shoreline needed to support clean up, potential in situ treatments, and initial bulking up of waste streams for transport to more secure and strategically placed areas. It is likely for a large scale incident that waste management will cross administrative boundaries and collaboration at the emergency planning stage is essential. The regulators' approval should be sought in planning potential sites. An estimate of the anticipated quantities and types of wastes and their rate of generation

to be produced in relation to the capacity of the waste industry to deal with the waste generated should be calculated.

Equipment provision to Beachmasters should include facilities to store all anticipated waste types matched to anticipated clean up rates. Wherever possible, waste should be collected directly into the container type specified by the waste contractor to minimise handling. If the logistics of collection and onward clearance fail, the waste management strategy fails. Waste quantity and type estimates must be kept under constant review in consultation with Beachmasters and staff from the shoreline response and procurement teams. It is recommended the collection of waste arising data is a specific task allocated to a designated waste group member.

6. Provision of technical advice on the location and format of temporary storage and treatment areas and management options for the waste

Response to a Tier 3 incident will likely require large scale storage facilities. It would be unusual for a waste management option to be available for direct beach head transfer of waste; however it should not be discounted.

A comprehensive assessment of the waste will be necessary to seek early identification of waste industry options available including:

- use of existing storage facilities (such as existing tank farms)
- oil/water separation
- liquid/solid separation
- composting/ biological treatment facilities
- incineration
- landfill

It will also be necessary to identify other treatment options available such as washing/ thermal remediation / other mobile plant including a technical brief on logistics, setting up time, loading rates, resource requirements and manpower. Options should be considered in liaison with the procurement team to identify potential costs.

A brief on estimates of wastes to be generated and the infrastructure required to support the waste management strategy will need to be prepared. Significant costs may be involved; it is essential that early notification is given to the TCG/RCG. Do not underestimate waste arising and liaise with best available expertise for validation of assumptions.

Waste storage and treatment must be managed by technically competent people. The waste management group will advise on the level of competence required depending on the risk associated with the management operation. Some operations may require professionally qualified managers.

Implementing the advice would typically involve:

- assessing if any pre-prepared strategy is applicable and adequate
- reviewing existing established waste management infrastructure and potential sites identified in contingency plans
- bringing together engineering team to implement design and construction of temporary and intermediate stores
- setting up treatment areas
- in liaison with the Health and Safety group and regulator, identifying and appointing proficient managers
- confirming treatment and management options and available capacity
- putting a system in place to monitor clean up and storage and inform review
- putting a system in place to monitor interim storage construction
- putting a waste recording system in place
- providing update reports for feedback to Beachmasters based on daily monitoring reports
- collating feedback from Beachmasters on quantities and storage requirements
- producing waste management report for the following morning TCG/RCG meeting

- revising quantities in storage, quantities treated on site, at treatment centres through waste chain and finally recovered and disposed of
- instigating and maintaining a rigorous record keeping system covering all of the above, and costing of all activities
- updating waste situation report (sitrep) boards
- reviewing strategies and actions

It is for the Shoreline Management Group to decide in liaison with the waste management group where these activities are best carried out.

7. Waste regulations

The regulation of waste management is complex however the regulators should provide a steer when required.

The UK Environmental Regulators recognise that when dealing with an incident where there is a likelihood of a serious environmental impact the situation should first be controlled. This may require the regulator to specify a regulatory decision with conditional requirements. This action does not preclude any subsequent enforcement response. Whether any acts that would normally require permits, carried out in an emergency would result in enforcement action would be considered in the light of their enforcement and sanctions guidance.

There is a defence for actions taken in an emergency under Regulation 40 of the Environmental Permitting (England and Wales) Regulations 2010. There is a similar defence in Scotland, for hazardous/special waste, in the Special Waste Regulations 1996 (as amended). The Environmental Regulator would not normally take enforcement action in case of such an emergency. An emergency only applies if it is proven that the acts were carried out in order to avoid danger to public health and:

- all reasonably practicable steps are taken to minimise pollution, and
- the Environmental Regulator is notified of the acts as soon as reasonably practicable.

The measures required to protect public health and the extent to which they apply to recovery plans and returning communities to normality will be decided in conjunction with the relevant health bodies, local authorities and other members of the TCG/RCG and Environment Group.

The appropriate duration of, and therefore the Regulators response to a temporary or intermediate site, will be reviewed on a case by case basis and with consideration of public interest factors.

As the response progresses, regulatory decisions can change. This could be where the scale of the activities at the temporary or intermediate site goes beyond what was agreed; the activity has caused, or is likely to cause, pollution or harm to health or; otherwise consideration of the public interest factors no longer justifies it.

If any of the conditions above apply then the Regulators liaison officer would tell the sites operator or TCG/RCG (or equivalent) that the previous regulatory decision no longer applies and specify a deadline by which the temporary or intermediate site must be permitted, registered exempt, removed or mitigated as appropriate.

8. Compliance with the Hazardous Waste Regulations 2005 (England and Wales)

Additional regulations apply where waste arising from a clean-up is hazardous.

The EA/NRW will require the maintenance of records of hazardous waste. The records allow the audit of the movements of all hazardous wastes from the clean-up area. They will expect any movements of waste to comply with the Control of Pollution (Amendment) Act 1989, the Duty of Care under the Environmental Protection Act 1990 and the Waste (England and Wales) Regulations 2011. These records may be required to be submitted post-incident for regulatory compliance. A prohibition on mixing and duty to separate wastes apply; hazardous waste must not be mixed with non-hazardous waste or different categories of hazardous waste, unless authorised by a permit.

There is a defence for actions taken in an emergency or where there is a risk of grave danger under the Hazardous Waste Regulations 2005. An emergency or risk of grave danger is defined under the

Regulations as: 'a present or threatened situation arising from a substance or object which is, or which there are reasonable grounds to believe is, hazardous waste, and the situation constitutes a threat to the population or the environment in any place'. The EA/NRW will not normally take enforcement action in these circumstances.

Under section 62 of the 2005 Regulations holders of hazardous waste must take steps to avert an emergency or danger. The measures required to avert the emergency or grave danger and the extent to which they apply to recovery plans and returning communities to normality will, where possible, be decided in conjunction with the relevant health bodies and local authorities identified in the relevant emergency plan.

The regulations require notification to the regulator of steps taken as soon as reasonably practicable. This notification would normally be received by the EA/NRW Liaison Officer.

Again, regulatory decisions will be regularly reviewed, particularly if the steps proposed are no longer required to mitigate or avert danger or otherwise consideration of the public interest factors no longer justifies it. In such a case the relevant liaison officer will tell the site's operator or TCG/RCG (or equivalent) that the previous regulatory decision no longer applies and specify a deadline by which the breaches of the regulations must be remedied.

Clean up operations have the potential to cause environmental harm. The EA/NRW will normally take enforcement action where they consider pollution or harm has arisen either due to reckless, negligent or careless actions or where all reasonable, practical steps were not taken.

9. Waste management options and identification of sites for waste

In the event of a large scale incident it is very likely that there will be a need for a facility for large scale storage and treatment. The MCA has established that no such strategic capacity exists in the UK for hazardous waste disposal.

The waste management group will probably have sufficient time to research and develop detailed proposals for the long term management and treatment of stored waste. This may involve installations with existing permits or novel technologies or a combination of both.

Since the earlier actions will have been taken to protect public health and the environment, the final treatment and management of the waste is likely to require full planning permission and environmental permitting.

When a waste operation has ceased an inspection must be carried out to ensure that all material has been removed, the site is safe and an assessment made of whether contamination from the waste operation has occurred and further remediation required.

APPENDIX A - WASTE STORAGE SITE IDENTIFICATION SCORECARD

Purpose of the scorecard

The purpose of this scorecard is to assist in identifying the most suitable location for temporary and intermediate waste storage sites. It provides a framework to compare different sites based on their relative merits and should ideally be used during the incident planning stage.

The scorecard allows identification of the operational shortcomings of each location and the steps to take to minimise risks. The main aim of this approach is to support quick decision-making to reduce the likelihood of environmental risks. Although an exemption may cover temporary sites, they still need to meet relevant objectives and not cause a risk to the environment. This scorecard helps to achieve this.

How to use the scorecard

The scorecard is made up of ten different criteria which should be assessed by a local council officer with support from the environmental regulator.

For each criterion, check which description most closely matches the site. Each box carries a different point weighting that can then be totalled up to give a site score. The landowner should be consulted on which score to award for 'Business Interruption'

Note: This scorecard is designed with hazardous waste in mind. The scoring for some criteria, such as pollution prevention infrastructure, may need to be adjusted for other waste types that present a different level of risk. The volume of waste, capacity of site, and expected time of operation are also all considerations.

Waste storage site identification scorecard

Site name:

Site grid reference:

Date:

Assessor/s:

Criteria	Site description						Points
	A	B	C	D	E	F	
Pollution prevention infrastructure	<input type="checkbox"/>	/10				
Site ownership	<input type="checkbox"/>	<input type="checkbox"/>				/10
Welfare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		/05
Transport links / access to site	<input type="checkbox"/>	/10				
Site security	<input type="checkbox"/>	/10				
Proximity of human receptors	<input type="checkbox"/>/10					
Proximity of environmental receptors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			/10
Proximity of sensitive receptors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			/10
Risk of flooding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		/10
Business/tourism interruption (to be assessed with landowner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		/10
Final score						/95

Site observations (For example, conditions for which this site could be appropriate, ground conditions, any potential site capacity issues and further information on above criteria)

Guidance for assessing criteria on the waste storage site identification scorecard			
Criterion		Relevant Description. The site...	Score
Pollution prevention infrastructure	A	is consistent with a permitted waste storage facility	10
	B	could easily be made consistent with a permitted facility	6
	C	has hard-standing but limited or no containment infrastructure (but this could be installed)	4
	D	has no hard-standing area with no containment infrastructure (but this could be installed)	2
	E	has no infrastructure and this could not easily be installed	0
Site ownership	A	is in public ownership (such as local council or other public body)	10
	B	is owned by a member of the public or private company	5
Welfare	A	already possesses welfare and toilet facilities for staff	5
	B	could easily be upgraded to accommodate some facilities	4
	C	could be upgraded to accommodate some facilities but not all	2
	D	does not have the capacity to accommodate welfare facilities	0
Transport links / access to site	A	is next to a main road and within 10 mins drive of the incident site / clean-up ops	10
	B	is not on a main road but is within 10 mins drive	6
	C	is next to a main road and within 30 mins drive	4
	D	is off the main routes and within 30 mins drive	2
	E	is further than 30 mins drive from the incident site	0
Site security	A	is not obvious in the surrounding area and is already secured from trespass	10
	B	is visible but secured from trespass	6
	C	could easily be secured through minor alterations	4
	D	could be secured, but not easily	2
	E	is impossible to properly secure the site	0
Proximity of human receptors <i>*Includes hospitals and schools as well as residential properties</i>	A	is > 200m from the nearest human habitation* and site operations out of view	10
	B	is > 200m from nearest human habitation* but in view	8
	C	is 100 – 200m from nearest human habitation*	6
	D	is < 100m from nearest human habitation*	4
	E	is < 50m from nearest human habitation*	2
	F	is next door to a site of human habitation*	0
Proximity of environmental receptors <i>** Site is not acceptable without comprehensive pollution prevention measures present</i>	A	is > 50m from inland fresh water course and >250 from a borehole, well or spring used for drinking water supply	10
	B	is > 10m but <50m from inland fresh water course and/or > 50m but <250m from borehole, well or spring used for drinking water supply, or in SPZ 2 or SPZ 3, or is on a Principal Aquifer	3
	C	is < 10m from inland fresh water course and/or < 50m from a borehole, well or spring used for drinking water supply or in SPZ1	0**
Proximity of sensitive receptors	A	is > 200m from a sensitive receptor***	10
	B	is > 50m (but <200m) from a sensitive receptor***	3
	C	is < 10m from a sensitive receptor*** <i>***Such as European protected sites, SSSI, NNR, LNR, local important wildlife sites</i>	0
Risk of flooding – based on flood risk maps	A	is very low risk of flooding from rivers, sea or surface water	10
	B	is low risk of flooding from rivers, sea or surface water	6
	C	is medium risk of flooding from rivers, sea or surface water	3
	D	is high risk flooding from rivers, sea or surface water	0
Business /tourism interruption	A	causes limited impact on the business's core or essential services	10
	B	causes some disruption but could be worked around for a few months	6
	C	causes significant disruption but could be worked around for a few weeks	3
	D	causes disruption that would cause cessation of the core or essential services	0

APPENDIX B - 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 C - LAYOUT OF FIRST REPORT BRIEF FOR WASTE MANAGEMENT STRATEGY - SUGGESTED FORMAT

Policy statement

Waste Management Strategy:

To facilitate the recovery and removal of bulk oil and contaminated material from the environment with reference to the principles of sustainable waste management.

This will be achieved by:-

- identifying waste management routes and managing the production, storage and transport of waste to the final options
- ensuring that advice is available to the Shoreline Management Group to ensure that clean up operations are planned to minimise waste production
- putting measures in place to segregate waste types at the shoreline to facilitate the assessment of the best practicable environmental option for each waste stream
- collecting waste in a way that reduces the requirement for further handling, such as moving straight into transport containers
- estimating and anticipating quantities and types of wastes to be produced
- using waste management contractors early on to identify the capacity of the waste industry to deal with the waste generated
- planning and developing intermediate storage and treatment areas when existing capacity does not exist and identifying other possible storage facilities (such as tank storage facilities)

Suggested strategy headings:-

- Number and location of potential clean-up sites
- Potential waste streams
- Existing waste management infrastructure, capacity and constraints e.g. container type
- Packaging / containers / logistics
- Production rates short and medium term (1-3 days)
- Beach head storage
- Waste management options decision-making statement including costs
- Temporary and Intermediate storage requirements
- Site restoration and clean-up
- Audit of process overall
- Waste owner liaison
- Regulator comments
- Recommendations

APPENDIX D – WASTE MANAGEMENT GROUP DAILY REPORT

Daily report is to provide running account of progress for:

- what type and quantity of waste is being generated from which area
- quantities being moved between; temporary, intermediate and final sites
- proposed and actual treatment processes
- regulation of process
- costings

To be produced by the Waste Management group in consultation with:

- The Environmental Regulator
- Shoreline Management Group
- Beach Masters
- Local Authority Waste Officers/Finance Officers

This information will feed into main incident waste report and will provide data for audit reporting.

Suggested headings:-

- Number of clean-up sites/ in situ treatments
- Waste streams
- Quantities in waste stream storage
- Quantities in waste stream treated/ disposed
- Revised cost figures
- Regulatory decision statement/s
- Projected production short to medium term
- Ongoing cost estimate
- Strategy revisions
- Data and Information - to include:
 - tonnage of waste by description and EWC code
 - waste collation
 - pre and post treatment processes
 - onward movement of waste:
 - producer registrations
 - registered carriers
 - transfer notes
 - consignment note numbers

APPENDIX E – 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 F - USEFUL POLLUTION RESPONSE WEBSITES

Type	Name of Service	Website
Government & Government-Related Websites	MCA	https://www.gov.uk/government/organisations/maritime-and-coastguard-agency
	Counter Pollution branch	https://www.gov.uk/assessing-risk-and-responding-to-uk-coastal-and-marine-pollution
	MCA STOp Notes	https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes
	National Contingency Plan	https://www.gov.uk/government/publications/national-contingency-planncp
	Marine Scotland	http://www.scotland.gov.uk/About/People/Directorates/marinescotland
	Marine Management Organisation	https://www.gov.uk/government/organisations/marine-management-organisation
	The Department for Environment, Food and Rural Affairs	https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs
	Environment Agency	https://www.gov.uk/government/organisations/environment-agency
	Natural Resources Wales	https://naturalresources.wales/
	Northern Ireland Environment Agency	http://www.doeni.gov.uk/niea/
	Scottish Environment Protection Agency	http://www.sepa.org.uk/
	Natural England	https://www.gov.uk/government/organisations/natural-england
	Scottish Natural Heritage	http://www.snh.gov.uk/
	Joint Nature Conservation Committee	http://jncc.defra.gov.uk/
	Government & Government-Related Websites	International Maritime Organisation
Department for Transport		https://www.gov.uk/government/organisations/department-for-transport
Department for Business, Energy & Industrial Strategy (pka DECC)		https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy
Met Office		http://www.metoffice.gov.uk/
Bonn Agreement		http://www.bonnagreement.org/
Public Health England		https://www.gov.uk/government/organisations/public-health-england
Public Health Wales		http://www.publichealthwales.wales.nhs.uk/
Government & Government-Related Websites	Health Protection Scotland	http://www.hps.scot.nhs.uk/
	European Maritime Safety Agency	http://www.emsa.europa.eu/
Satellite imagery	EMSA Cleanseanet	http://www.emsa.europa.eu/operations/cleanseanet.html
Real-time AIS data	Marine Traffic	http://www.marinetraffic.com
	Vessel Finder	https://www.vesselfinder.com
	ShipAIS	www.shipais.co.uk

Oil Companies Related Organisations	Energy Institute	https://www.energyinst.org/home
Ports & Harbour Authorities	Associated British Ports (ABP)	http://www.abports.co.uk/
	British Ports Association (BPA)	http://www.britishports.org.uk/
	Port of Rotterdam	http://www.portofrotterdam.com/en/Pages/default.aspx
	UK Ports Directory	http://uk-ports.org/uk-ports-map
Industry Bodies	International Tanker Owners Pollution Federation Ltd	http://www.itopf.com/
	Oil & Gas UK	http://www.oilandgasuk.co.uk/
	(OSPRAG)	http://www.oilandgasuk.co.uk/knowledge-centre/osprag.cfm
	UK Spill Association	http://www.ukspill.org/
	International Petroleum Industry Environmental Conservation Association	http://www.iecea.org/
	Oil Spill Response	http://oilspillresponseproject.org/completed-products http://www.oilspillresponse.com/
Modelling	United States National Oceanic and Atmospheric Administration (NOAA)	http://www.noaa.gov/
	British Maritime Technology (BMT)	http://www.bmt.org/
	Ricardo-AEA	http://www.ricardo-aea.com/cms/
	RPS ASA	http://www.asascience.com
Environmental Organisations	Royal Society for the Protection of Birds (RSPB)	http://www.rspb.org.uk/forprofessionals/policy/marine/pollution.aspx
	World Wildlife Fund (WWF)	http://www.wwf.org.uk/
	Royal Society for the Prevention of Cruelty to Animals (RSPCA)	http://www.rspca.org.uk/home
	Scottish Society for the Prevention of Cruelty to Animals (SSPCA)	https://www.scottishspca.org/
	Ulster County Society for the Prevention of Cruelty to Animals (UCSPCA)	http://www.ucspca.org/
	Wildfowl & Wetlands Trust	http://www.wwt.org.uk/
Maritime Research	Centre for Environment, Fisheries & Aquaculture Science	http://www.cefas.defra.gov.uk/
	University of Plymouth Institute of Marine Studies	http://www1.plymouth.ac.uk/marine/Pages/default.aspx
	Natural Environment Research Council: National Oceanography Centre (NOC)	http://noc.ac.uk/
	Ricardo-AEA	http://www.ricardo-aea.com/cms/