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Section 10: Contact Directory

Company / body name	Contact	Telephone (office hours)	Telephone (out of hours)	Fax / Email
Adler and Allan	Tier 2 Contractor	0800 592827	0800 592827	Dutymanagers@adlerandallan.co.uk
Weymouth Harbour	Harbour Master	01305 838386		weymouthharbour@dorset.gov.uk
	Duty Berthing Officer	01305 838423		
	Commercial Area Main Gate (24hr)	01305 838427		
MCA	NMOC	02392 552100	02392 552100	zone19@hmcg.gov.uk
	POLREP			
	Counter Pollution	023 081 72485		
MMO	Spill response number	0300 2002024	07770 977825	dispersants@marine management.org.uk
	DEFRA duty room (ask to be connected to the MMO)	03450 518486	03450 518486 (24 hrs)	
	Poole	01202 677539		
Dorset County Council	DCC Emergency Planning Service	01305 224659		
	Duty Emergency Planning Officer (DEPO)	07623544346 (pager)		
Weymouth and Portland Borough Council of Dorset Councils Partnership	Communications Team Leader	01305 252219 01305 770631	01305 838333 01305 838000 01305 251010	01305 759408
	Oil Pollution Officer	01305 838423	07795 641413 (Duty Bronze) 07813 537723 (Duty Silver)	
	Emergency Planning Officer (Jessica Rice)	01305 838213 01305 780899 01305 838023		
	Director of Resources- Jason Vaughan	01305 838233		

EA	Emergency Incident Hotline	0800 807060 (Automated)	0800 807060	
HM Revenue & Customs (HMRC)	National Clearance Hub	0300 322 7900		
Vacuum Tanker	Easy Clean Services	01420 561777	01489 896903	
	Cleansing Services Group Ltd	01489 782232	0800 0116600	
	A+A Hamble	02380 458050	0800 592827	
Plant Hire	G Crook & Sons	01305 852064		
Skip Hire	Portland Stone Ltd	01305 860044		01305 860066
NE	Marine Incidents 24/7 Advice	0300 0601200	0300 0601200	marine.incidents@naturalengland.org.uk
	Gavin Black (EG Chair)	02080 267427	07717587540	gavin.black@naturalengland.org.uk
Police	Dorset Police HQ		999	01305 223459
Fire Brigade	HQ		999	
	Weymouth Fire Station	01305 252707		
Ambulance	HQ		999	01305 254155
	Control Emergency Call	01392 261500		
Southern IFCA	Poole Office	01202 721373 01202 677539	07770 977825	
Fleet Warden		01305 760579 01305 871905	07341 869122 07530 938888	01305 759692
Portland Port Ltd	Duty Marine Officer	01305 824044 01305 825335 07778391557	07778391557 01305 825335	01305 824055
Weymouth Marina		01305 767576		01305 767575
Dorset Standing Environmental Group	Gavin Black (Chair)	02080267427 07717587540		
MET Office		0370 9000100 (Option 4)		
ITOPF		0207 5666999	0207 5666998	

Section 11: Resources Directory

Tier 1

Weymouth Harbour has limited Tier 1 resources located on site; these stocks would be pooled if necessary. In the case of an incident, Weymouth Harbour have a wooden 15 foot boat ('Regis'), a Pioneer workboat and a RIB. Page | 4

During a protracted long running incident, Weymouth Harbour would coordinate a 12hour shift rotation for their immediate staff and offer services on site such as kitchen, dining, various meeting rooms and local hotels and further dining facilities.

Equipment Held at Weymouth Harbour		
Quantity	Description	Notes
10	20mtr inflatable boom	Held at commercial area
1	Back pack air pump and hose	For boom inflation
2	Tide slider	Boom fixing Harbour
5	Shore anchors	Boom fixing shore/ beach
4	3mtr Drizit sorbent boom with skirt	Held at HM office
2	Sack of Oclansorb	
20	Devcon absorbent	
2	Boxes Pom Pom mops	
1	Rake	
16	Sorbent boom with clips (20cm x 3m)	Held at Harbour office
1	Chemical spill kit (pads, socks and pillows)	Held at Harbour office
1	Standard SOPEP kit (numerous items including pads, pillows, socks, booms, oil sweep, PPE, buckets, shovels, scupper plugs etc.)	Held at Harbour office
1	4 Wheeled mobile bin (pads, pillows, booms, bags and ties)	Held at Westwey Road pontoons

Equipment is also held at Portland Port as detailed in their interfacing OSCP.

Tier 2

These resources will be available from Adler & Allan Limited, on a call out basis. During working hours the reaction time to scene is <4.0hours, out of working hours the reaction time to scene is <6.0hours. All areas needing to be cleaned will be undertaken by Adler and Allan.

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For further information, refer to Adler and Allan Heavy Rapid Response Vehicle (RRV) and equipment as per page 4 of the attached schedule of charges sheet.

No.	Description	
	Vehicle	8.3 tonnes
	Inshore skimmer	Portable weir skimmer and hoses (minimax)
	Pumps	Spate pump 3"
	Oil storage	Fastank – 2000gallons
8	Shore sealing boom	Inflatable Silverbeach 10m 550
8	Inshore fence boom	Rigid fence boom 10m (50P boom)
8	Inflatable sea boom	Silverboom 20m 75i
4	Inflatable sea boom	Silverboom 10m 75i
	Inflatable boom	Air fan – echo PB6000
	Inflatable boom	Air fan – echo PB2400
	Shore sealing boom	Water pump – Honda WP20X
8	Inshore boom	Bruce anchors
	Inshore boom	Tripping buoys
	Inshore boom	Connectors and lines
	Inshore boom	Anchor chains
	Decontamination equipment	n/a
	Sorbents	Booms and pads, various
	Inflatable vessels	Yamaha 2.65S
	Outboard motors	Mariner 4S
	Generator	Belle Minigen 2000 – Honda EC4000B
	Portable lighting	Twin floodlight 500w 110v
	Medical equipment	First aid kit
	Ancillary equipment	Toolkit

2	Fire fighting equipment	Powder 2kg
	Spare PPE container	Basic consumables
3	Grab bag	Personal safety and communications

Tier 3

Tier 3 response resources from the MCA. The response will be in accordance with the National Contingency Plan (NCP).

Appendix I: MCA STOp Notices

N.B. All MCA Scientific, Technical and Operational advice notes (STOp notes) can be accessed via: <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

Scientific, Technical and Operational Advice Note**STOp4/2001 - Important**

This STOp notice replaces STOp 2/98; please destroy your copy of STOp 2/98

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Advice to Local Authorities on the Collection and Handling of Oil Samples

1. **Background**
2. **Sampling from the sea and shoreline**
3. **Size of samples**
4. **Methods of collecting samples**
5. **Bottling, sealing, packaging and boxing of samples**
6. **Labelling and addressing of samples**
7. **Transportation of samples**
8. **Handling of samples for Bonn Agreement States**

Appendices**Appendix A: Oil Pollution Sample – Standard Label****Appendix B: Collection of Sample – Standard Form****Note: This document should be read in conjunction with:**

- **STOp 1/2001 - The Environment Group and Maritime pollution response in the UK.**
- **STOp 2/2001 - The Establishment, Management Structure, Roles and Responsibilities of a Shoreline Response Centre during a Maritime Pollution Incident in the United Kingdom.**
- **The National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).**

All extant MCA STOp notices may be found on the MCA web site: www.mcga.gov.uk and all enquiries regarding this and other MCA STOp notices should be directed to meor@mcga.gov.uk

1. Background

Where an oil pollution incident is thought to have arisen from an illegal operational discharge an effort should be made to collect a sample of the pollutant and, if possible, matching samples from the suspect ship or other source for analysis, comparison, and possible subsequent use in legal proceedings. Samples of the pollutant may need to be taken from the sea or coastline. When beach pollution has occurred, local authorities or HM Coastguard would usually take the necessary samples. For advice on sampling at sea, contact the Counter Pollution Branch of the Maritime and Coastguard Agency (MCA) on 02380 329483. This notice sets out the procedures to be followed when collecting and handling oil samples.

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The MCA's Enforcement Unit will collect evidence concerning pollution incidents from shipping at sea, upon which a decision will be made as to prosecute or not. In England, Wales and Northern Ireland the MCA will conduct prosecutions. In Scotland the case will be presented to the Procurator Fiscal for action. If samples are likely to be used in connection with legal proceedings then the following procedures should be implemented:

In England and Wales

Although a single sealed sample of each type of pollutant is required by law, MCA would prefer three samples to be collected.

In Scotland

There is no longer a legal requirement for three sealed samples of each type of pollutant in Scotland but as in England MCA recommend three samples: one for analysis, a second to be handed to the owner or master of the suspect vessel for retention and any appropriate action, and the third for production in court, where the prosecution will be handled by the local Procurator Fiscal.

In Northern Ireland

Although the law in Northern Ireland concerning this matter is the same as that in England and Wales, the Director of Public Prosecutions, who is responsible for handling prosecutions in Northern Ireland, has asked that for the sake of safety, three sealed samples of each type of pollutant should be provided on the same basis as in Scotland.

Responsibility for the collection of oil samples in Northern Ireland rests with Environment and Heritage Service, Department of the Environment (Northern Ireland).

Samples will usually be requested by a scientist/mariner in the MCA's Counter Pollution Branch or one of the Principal Counter Pollution and Salvage Officers as part of the response to a reported incident. Once a sample has been taken, agreement must be obtained from the Counter Pollution Branch before it is analysed

Please remember that analysis of samples will only be carried out and paid for by the MCA if authorised by the Counter Pollution Branch. Please note that organisations such as Ports and Harbours or the Environmental Regulator may be taking independent samples as part of their own individual responsibilities for oil spill response and pollution regulation. The analysis of the samples and the cost of analysis of such samples will be the responsibility of the organisation taking the sample and not the MCA.

2. Sampling from the sea and shoreline

When a large oil slick exists at sea or on a coastline, the number of samples that MCA may require is:

offshore spill - minimum of 1 sample / slick / day where possible,

onshore spill - representative samples from the shoreline, following discussion with Counter Pollution Branch.

Following an incident, attempts may be made to infer that not all the oil pollution came from one vessel, and that some of it may have come from other sources. Where therefore an oiled beach is being sampled, a careful and detailed examination of the beach should be made to determine the uniformity of the oil deposit and the extent to which it is polluted by more than one type of oil. In particular, if there are any tarry, semi-solid lumps or wet tarry patches, their presence should be recorded and some idea of their quantity and extent obtained. In addition, samples of such pollution should be retained and an attempt should be made to estimate costs expended on the clean-up of different oils.

In cases where samples have been taken at intervals along the beach, these should be clearly identified (see section 6 on labelling). It is desirable that samples of oil are taken in the area where the oil is first washed ashore. This is helpful since the fresher the oil the easier it is to identify by laboratory techniques.

3. Size of samples

Modern analytical methods mean that very little original pollutant is required to carry out most analyses. However, a larger sample is likely to be more representative. Detailed analyses are often hampered by either contamination or the loss of the oil's lighter fractions. A larger undisturbed sample may consist of a weathered oil crust covering a less weathered (holding a greater percentage of lighter fractions) and therefore more valuable sample. The recommended minimum quantities required for a detailed programme of analyses are:

- Unweathered oils that are liquid and substantially free of water, 10ml
- Oil exposed to seas surface and forming water-in-oil emulsion "chocolate mousse", 10ml
- Over side water discharge where contravention of 100ppm or 15ppm is suspected, 1 litre of the discharge.
- Tarry lumps as found on beaches, 10 grams.

A sample should not be withheld because the recommended quantity cannot be obtained, since much smaller samples can give useful results. In cases of pollution within UK territorial waters, when it is only necessary to prove that some oil has been discharged, a relatively small sample may be acceptable. Larger samples may be useful to carry out a range of tests to determine the most appropriate response/clean-up strategy. MCA can advise when and why such an approach is desirable

4. Methods of collecting samples

When liquid samples are skimmed off the surface of the sea, care should be taken to ensure that the sample contains sufficient oil. Various techniques may be adopted to skim thin layers of oil from the waters' surface and consolidate using a bucket with a hole.

Care should be taken to minimise contamination of liquid samples by solid matter. Oil deposited on rocks or other impervious materials should be scraped off and placed directly into the sample container. Lumps of tarry or waxy pollutant should be placed directly into sample containers; no attempt should be made to heat or melt these samples to enable them to flow into a container. The sample container should be sealed as soon as possible to minimise evaporation of the higher fractions.

Oil adhering to seaweed, small pieces of wood, sand, plastic, material, cloth, vegetation or other debris should be dealt with by placing the complete specimen comprising oil and support material into the sample container.

5. Bottling, sealing, packaging and boxing of samples

All samples should be securely packed and sealed, using screw topped containers and UN approved fibreboard boxes to ensure safe carriage of the sample. These have been supplied to HM Coastguard Stations and MCA Marine Offices for use by MCA Staff. In consultation with CPB, MCA sampling bottles can be made available to local authorities.

As proof against unauthorised opening, the sample container should be sealed with wire and a lead or sealing wax seal. Alternatively, adhesive labels with a signature stuck on the bottle top in such a way that they have to be broken to open the bottle are acceptable.

The bottle should then be placed inside a plastic bag, which should be sealed with a further adhesive label in the same way as for the sample bottle to ensure that it is not tampered with.

If it is necessary to take an oil sample where one of the standard containers above is not available the receptacle should be of glass with a screw-cover and a seal which would not be affected by the oil. Small (100ml) and medium (500ml) glass bottles are readily obtainable from chemists or hardware shops.

The use of closed metal receptacles or plastic jars is strongly discouraged as contact with metal or plastic can, in some cases, interfere with the analysis. Avoid the use of any metal tool made of nickel

- l. Sample descriptions, i.e. viscosity, colour and contaminants.
- m. Description of the oil spill, i.e. distribution and consistency.

An example of the recommended oil pollution sample standard label can be found in Appendix A. The recommended sample form is at Appendix B.

To assist with any subsequent investigations it is important that a letter is sent to MCA quite independently of the sample (but a copy should be sent with the samples), setting out details a. to m, where available.

7. Transportation of samples

If a sample needs to be analysed, the Counter Pollution Branch will contact their contractor to arrange for the sample to be collected by courier and analysed.

Please ensure that samples are labelled correctly and securely packed in UN approved boxes to avoid breakage. It is important that the standard proforma described in section 6 should also be included with the sample along with all carriage documentation. To facilitate sample transportation, clear information on the number of samples to be collected, the location they need to be collected from and a contact name and phone number must be given to Counter Pollution Branch.

8. Handling of samples for Bonn Agreement States

In cases where samples are taken at the request of a contracting member of the Agreement for Co-operation in Dealing with Pollution of the North Sea by Oil, the BONN Agreement, the Counter Pollution Branch would be the focal point for processing the samples for either analysis or onward transmission to the requesting member state. The results of such tests would not be made public until the contracting party involved was informed.

Appendix A: Oil pollution sample – standard label

OIL POLLUTION SAMPLE – STANDARD LABEL			
ID No.	Date/time	Location	Name and address of sampler
<hr/>			
For continuity of evidence: Please complete clearly.			
Sample passed to:			
Date	Name	Address	Signature

Appendix B: Oil Pollution Sample – Standard Form

Collection of oil samples - This form to be completed by person taking sample If in doubt please refer to MCA STOP Notice on sampling. Remember to complete sample jar label and sign	
A	ID Number - YY/MM/DD - with initials of person taking sample
B	Sample description
C	Location of sample – OS Grid Ref or Lat/Long if possible
D	Date and time of sample collection
E	Purpose for which sample was taken
F	If known, suspected source
G	Were dispersants used?
H	Method of sampling (device?)
I	Name, address, e-mail address & Tel No of person taking sample and any witnesses
If possible the following information would also be helpful	
J	Wind speed and direction
K	Air and Sea Temperature
L	Sample description, viscosity, colour, any contaminants?
M	Description of the oil spill, distribution and consistency
Original form to be kept with sample - please send copy of the form to the Counter Pollution Branch of the MCA - Bay 1/11, Spring Place, 105 Commercial Road, Southampton, SO15 1EG Tel:023 8032 9485	

Appendix II: MCA Exercise guidelines

OPRC Plans – Exercises – MCA Guidance

The following provides guidance on planning and conducting exercises which have been designed to evaluate the contingency plan and include a degree of training for any personnel likely to be involved in an oil spill incident. Page | 15

Each port / harbour / oil handling facility must participate in exercises in accordance with the provisions within their OPRC Compliant Oil Spill Contingency Plan.

The objectives of any exercise need to be pre-agreed, enabling the exercise planners to tailor the exercise to the needs of the players. For example, it may be desirable for different aspects of the plan to be exercised separately such as notifications or equipment mobilisation / deployment. A larger exercise, encompassing all aspects of the response, may not explore the detail of each of these individual themes but will help promote a wider understanding of the purpose and scope of the whole plan. Whatever the scale or type of exercise, the invited participation by the appropriate environmental and regulatory authorities, and others, will aid the collective understanding of the plan, to the benefit of all involved.

The following list gives examples of exercise types that can be undertaken.

Notification Exercise – announced or unannounced

Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. Such an exercise can be used to check the validity of contact information within the plan and should be carried out at least twice per year.

Mobilisation Exercise

May be used to test the actual mobilisation times of individuals and contracted resources. Ideally mobilisation should be tested without prior warning, although the requirement for an unannounced callout will need to be balanced against the practical difficulties and financial penalties of doing so. Whilst this important aspect of the response may be exercised in isolation, it may be seen as beneficial to incorporate this as a specific objective within the scope of another of the framework exercises.

Desktop Exercise

Whilst the degree of complexity can be decided upon by the exercise coordinator, a table-top exercise can be used to test the emergency management knowledge and capability. It provides individual and also team training, enabling personnel to be familiarised with the various roles and responsibilities and identification of resources. A table-top exercise can also explore the interaction between the different parties involved, particularly by testing the principles of the response strategies. These exercises can be used to test coordination with local authorities and the

emergency services. Some organisations, which have peripheral responsibilities, may be role-played. During this exercise the capability to respond to a tier 2 type spill and initiate the primary actions in the event of a Tier 3 response can be put to the test. As discussed above, it can be effective to combine this exercise with an equipment mobilisation / deployment exercise, but in any case a table-top exercise of the incident management structure should be incorporated within the exercise programme at least annually.

Incident Management Exercise (require significant planning)

These exercises can test the capability of local teams to respond to tier 1, tier 2 and tier 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations. **MCA considers that each port, harbour and oil handling facility must hold an Incident Management Exercise, incorporating equipment deployment to a Tier 2 level at least every three years**, following initial plan approval. This is likely to incorporate, or be combined with a Tier 1 equipment deployment. Such exercises need, so far as possible, to involve actual involved organisations to represent a real emergency. However, if this cannot be achieved, role-playing personnel can be used to simulate roles and responsibilities.

A Balanced Programme of Exercises

Different types of exercises will test different facets of the plan whilst even the most ambitious Incident Management Exercise cannot be expected to test every aspect of the plan. Notification exercises, which are useful to update contact details within a plan, should be undertaken with greater frequency than equipment mobilisation exercises, for example. Before an exercise takes place, the appropriate authorities should be notified. This notification procedure should be formally documented and a copy of this documentation held and logged within the port / harbour / oil handling facility.

A typical programme of exercise frequency is as follows:

Exercise type	Frequency
Notification exercise	Twice per year
Mobilisation exercise	Twice per year
Table top exercise (may incorporate mobilisation and deployment of local response equipment)	Once per year
Incident management exercise (IME) (will incorporate mobilisation and deployment of resources up to Tier 2 level)	Once every 3 years
<i>In an instance where a port, harbour or oil handling facility considers this requirement to be unduly onerous on the basis of the risk assessment, they may submit an alternative exercise programme to the Regional CPSO for consideration and approval, on an individual basis. In some circumstances it may be permissible to undertake an Incident Management Exercise in the fourth year of the plan's five-year life-cycle providing for the 'lessons-learned' to be captured within the final plan review/update year.</i>	

Sharing of exercises

In a situation where a group of ports and harbours within a distinct geographic region and sharing the same Tier 2 contractor, there may be scope to undertake a joint exercise at one of the ports. Key individuals from nearby ports could be invited to observe or participate, thus gaining from the experience of the hosting port. In any case, each plan holder must host their own exercise involving mobilisation and deployment of their Tier 2 response, at least every three years. Joint training would be good practice for Ports/ Harbours within close proximity with each other.

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A post exercise/incident form should be completed and forwarded to the Regional CPSO, and all relevant plan holders, each time an exercise is carried out.

Appendix III: Memorandum of Understanding (MOU)



MEMORANDUM OF UNDERSTANDING
BETWEEN:



PORTLAND HARBOUR AUTHORITY
AND
WEYMOUTH HARBOUR AUTHORITY

In the interests of mutual co-operation in the event of an oil pollution incident within the limits of Portland Harbour or Weymouth Harbour the above authorities agree to the following:-

1. **Weymouth Harbour Authority** will supply a work boat with 2 experienced boatmen and other personnel as appropriate and available to assist in an oil pollution incident in Portland Harbour if requested by the Portland Harbour Master.

2. **Portland Harbour Authority** will supply oil spill response equipment and operating personnel as appropriate and available to assist at an oil pollution incident in Weymouth Harbour if requested by the Weymouth Harbour Master.

All response equipment and personnel costs will be borne by the lead response Harbour Authority.

Signed on behalf of Portland Harbour Authority.....
(M. Shipley - General Manager (Marine)

[Handwritten Signature]
04/08/2014

Signed on behalf of Weymouth Harbour Authority.....
(K.Howorth - Harbour Master)

[Handwritten Signature]
30 JULY 2014

Appendix IV: NCP Oil Handling Facility Incident Management Framework

