



Suffolk Marine Pollution Emergency Response Plan

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FREEDOM OF INFORMATION ACT 2000

This document will be made publicly available through the Suffolk Resilience Forum (SRF) website. Where content has been redacted under the freedom of Information Act 2000 (FOI) in the publicly available version, the paragraph number will be highlighted to show there has been a redaction and the relevant section of FOI referenced.

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This plan presumes disclosure of all environmental information, such as likely radiation emissions, under Environment Information Regulations. Where exemptions are claimed under Environment Information Regulation 12 (5)a, this will only be where one of the responder agencies has judged that the information may adversely affect either international relations, defence, national security or public safety. Where such content has been identified, the paragraph number will be highlighted and the paragraph text removed from public versions of the plan.

DATA PROTECTION ACT 2018

This plan does not include personal, sensitive or special category data as defined under the Data Protection Act 2018. It does include data/information relevant to achieve planning arrangements and identifies how more specific personal data will be used during any emergency..

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REVIEW

This plan will be reviewed by the Local Authority on behalf of the SRF at least every 3 years. Earlier reviews will take place if there is a change in legislation, if there are changes in underpinning response capabilities or if learning from other emergencies and exercises identify the necessity for any amendments.

Any amendments will be issued by way of replacement page(s). Should significant changes be required, a complete re-issue of the plan will take place.

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DISTRIBUTION

Organisation

Ministry for Housing, Communities and Local Government (MHCLG)

Department for Transport (DfT)

Maritime and Coastguard Agency (MCA)

Environment Agency (EA)

Marine Management Organisation (MMO)

Natural England (NE)

Royal Society for the Protection of Birds (RSPB)

Suffolk Wildlife Trust

NHS England - Midlands and East

Public Health England (PHE)

Suffolk Constabulary

Suffolk Fire and Rescue Service (SFRS)

East of England Ambulance Service (EEAST)

Essex and Suffolk Water

Anglian Water (AW)

Suffolk County Council (SCC)

Ipswich Borough Council (IBC)

Babergh and Mid-Suffolk District Council (BMSDC)

East Suffolk Council (ESC)

Harwich Haven Authority (HHA)

ABP Lowestoft

ABP Ipswich

Hutchison Port of Felixstowe (PoF)

Southwold Harbour

Norfolk Resilience Forum (NRF)

Essex Resilience Forum (ERF)

AMENDMENT RECORD

Amendment Number	Date	Carried out by	Amendments made
2.1	14Jun17	KC	Change of wording in Appendix C regarding Stranded Marine Wildlife and addition of APHA details to Appendix E.
3.0	Mar 20	PL	Removal of marine pollution contact details, inclusion of MCA STOp 1/18 Mineral and Vegetable Oil Pollution, revisions to reflect the amalgamation of the Greater Thames Estuary and the Wash, Norfolk and Suffolk Standing Environment Groups (SEGs) into the East SEG; and Suffolk Coastal and Waveney District Councils into East Suffolk Council, the inclusion of Intermediate Waste Sites and changes to the SCC contract for specialist advice and remediation equipment.

1. INTRODUCTION

Suffolk has more than 100 miles of coastline, stretching from Lowestoft in the north to Felixstowe in the south. If you include the Stour and Orwell estuaries around the Shotley peninsular you double the distance, with the majority of the shoreline within an Area of Outstanding Natural Beauty (AONB) or designated as a Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Area of Conservation (SAC), proposed Marine Conservation Zone (pMCZ) or National Nature Reserve. See **Appendix A and B** for the statutory designations along the length of Suffolk's coastline and estuaries.

The Suffolk coast is one of low marshes and reed beds, interspersed with beaches of sand and shingle and is a haven for wildlife. This makes it popular with birdwatchers and naturalists, but the charming seaside towns, bustling ports and miles of unspoilt beaches also make it a sought after destination for tourists. There is also important renewable energy and fishing interests, including lobster and oyster, in the estuaries and off-shore, which means the Suffolk coast contributes a significant amount to the region's economy.

The Port of Felixstowe, the United Kingdom's busiest container terminal and one of the largest in Europe, coupled with the ports of Ipswich and Lowestoft and the ship-to-ship fuel transfer area off Southwold, all play a pivotal role in the UK's economy and trade with Europe. The amount of shipping within the North Sea area is increasing both in numbers and size. The largest vessels now have a length in excess of 400m and a bunker capacity of approximately 16,000 tonnes of fuel. In addition to the commercial vessels there are countless pleasure craft and locally based fishing vessels.

While the likelihood of a marine pollution incident affecting the Suffolk coast is negligible, any maritime incident could have considerable and long-lasting impacts on the environment and local communities and economy.

This document is the multi-agency response plan for maritime pollution events affecting the foreshore in Suffolk and is aimed at representatives of agencies and organisations within the Suffolk Resilience Forum (SRF), port operators and Government Departments. The purpose of this plan is to help ensure that the organisations within the SRF can respond effectively to maritime pollution incidents from a strategic, tactical and operational level, including providing support to neighbouring LRFs. It provides information on the outline response, incident management and co-ordination, plus the roles and responsibilities of the individual agencies in the shoreline response to a maritime pollution incident in, or likely to affect, Suffolk.

Finally, this plan is available to the public to provide information on work being undertaken to make Suffolk safer.

Fit with wider contingency arrangements

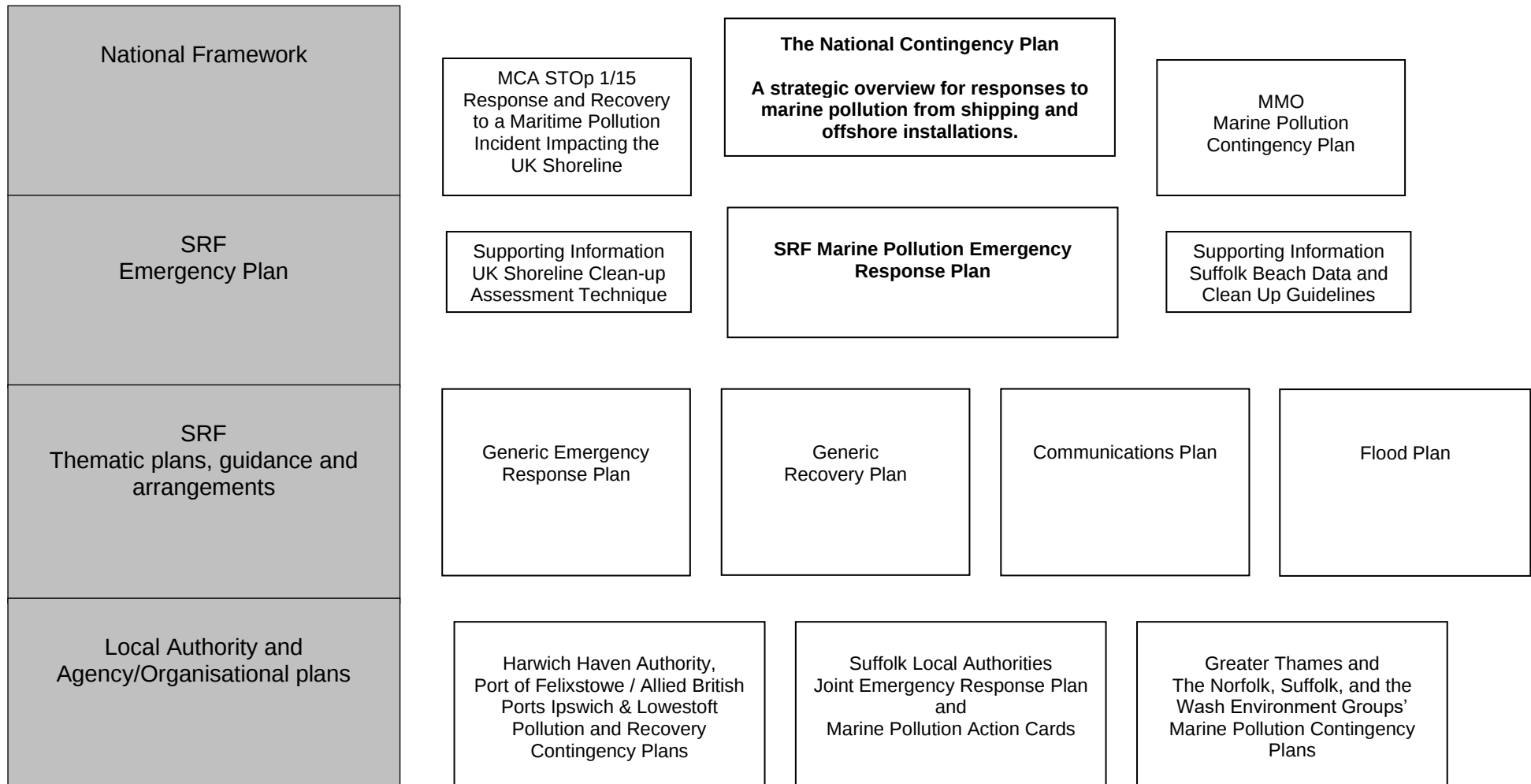
The SRF Marine Pollution Emergency Response Plan is a multi-agency plan produced by the Suffolk Resilience Forum under the Civil Contingencies Act (CCA) 2004 Regulation 2(1)c. For the purposes of this plan the relevant Suffolk environment is considered to include the natural shoreline (e.g. beaches, estuarine flats), near-shore waters (e.g. marine, brackish and fresh) and the man-made seaboard (e.g. docklands, marinas).

As a party to the UN Convention on Law of the Sea (UNCLOS) the UK has an obligation to protect and preserve the marine environment. This plan discharges the local context of wider marine pollution response set out in the National Contingency Plan – A Strategic overview for Responses to Marine Pollution from Shipping and Offshore Installations, which is one of the measures that the UK has taken to fulfil its UN commitment.

This plan does not cover the sea response and clean-up operations that are the responsibility of the Maritime and Coastguard Agency (MCA) Counter-Pollution and Salvage (CPS) Branch, nor inland pollution, which is the responsibility of the Environment Agency (EA).

The plan guides operational response arrangements within individual agencies; for example, Local Authority shoreline response plans (part of the Suffolk Local Authorities Joint Emergency Response Plan) or oil pollution response contingency plans produced by port and harbour authorities/offshore installations.

The diagram below details how this plan links with other SRF and partner agency emergency response plans.



2. AIM

The aim of this plan is to detail multi-agency shoreline response arrangements to a marine pollution¹ incident that threatens or affects the shoreline of Suffolk by providing appropriate structures, systems and arrangements to provide an integrated emergency response to deliver the following objectives.

3. OBJECTIVES

- a. Provide notification of pollution to the MCA prior to the preparation of a pollution report (POLREP) for dissemination to all response agencies.
- b. Outline activation procedures for the multi-agency emergency response.
- c. Manages the wider impact to Suffolk of any pollution event to reduce damage and disruption to the environment, economy or communities.
- d. To work with the MCA, ports and any marine organisations to mitigate and control the effects of marine pollution.
- e. To assist Environment Agency (EA) for pollution incident originating from the land, where technically feasible.
- f. Provide accurate and timely information to public, tourists and local business.
- g. Lead recovery activity to support the recuperation of communities and businesses.
- f. Provide relevant pollution support in the event of a flood (refer to SRF Flood Plan).
- g. Maintain critical services within each local authority and SRF partners as part of business continuity arrangements.

4. RISK

4.1 The [Suffolk Community Risk Register](http://www.suffolkresilience.com/community-risk-register) (www.suffolkresilience.com/community-risk-register) identifies the threat of marine pollution as LOW and the impact as MINOR, although any maritime incident would have significant, potential long lasting and costly environmental and economic effect on local communities and shellfish industries. Therefore, procedures have been developed to reduce or eliminate the risk, and that mitigation exists in the form of multi-agency planning.

The marine pollution risk to the shoreline of Suffolk is outlined as follows:

4.2 Oil Pollution. The risk of oil (hydro-carbon) pollution to Suffolk's shoreline is summarised as follows:

4.2.1. Ship to Ship Transfer. A failure of ship to ship transfer process leading to a limited release of oil.

4.2.2 Incident with a Ship. A natural or manmade incident that causes physical damage to a ship resulting in uncontrolled release of oil.

4.2.3 Incident within a Port. A failure of an oil pipeline / installation or failure during bunkering that results in a release of oil into the sea.

¹ Marine pollution occurs when hazardous, or potentially harmful, chemicals, particles, industrial, agricultural and residential waste, noise, or invasive organisms enter into the sea and are likely to have a detrimental impact on public health, the environment, or local communities.

4.3 Marine Debris. Marine debris is any man-made, solid material that enters the sea directly through littering or accidental or deliberate discharge or indirectly via rivers, streams and storm drains. This can be anything from hazardous noxious substances, through unexploded ordnance to inert cargo, all of which may require a co-ordinated response to reduce damage and disruption to the environment, economy or communities. Where containers have no identifying marks for origin or content they shall be classified as hazardous and handled in accordance with the MCA's Scientific Technical and Operational Advice Notes (STOp) 3/16.

4.4. Land Based Waste Water or Sewage Pollution². The EA will co-ordinate with the water utility company in the event of a waste water or sewage pollution incident affecting the marine environment.

4.5 Stranded Marine Wildlife. Cetaceans (whales, dolphins), sharks, turtles and other large marine wildlife (seals) are frequently stranded or washed up on the East coast. Animals in populated areas, on amenity beaches or with the potential to cause a hazard, may require removal and disposal by the most practical and environmentally sustainable means available.

4.6 Algal Blooms. An algal bloom is a rapid increase or accumulation in the population of algae in either sea or fresh water and is recognised by the discoloration in the water from their pigments. Blooms may be toxic to livestock and domestic animals or, in rare cases, harmful to humans.

4.7 Vegetable / Mineral Oil Deposits. In response to the increasing frequency of waxy, solidified deposits being washed up on shorelines around the UK, the MCA produced [STOp 1/18](#) that covers reporting, shoreline clean-up and investigation. These deposits are harmful to the environment, can be toxic and unless removed quickly, are complex to clean-up.

Further information on dealing with Other Pollution, that may not require activation of this plan, is covered in **Appendix C**.

5 PLAN ACTIVATION

5.1 Alerting

5.1.1 Increased Risk Events. The MCA's CPS Branch notifies local authorities with respect of ship to ship oil transfers off the coast of Suffolk of which it has approved an operator contingency plan. These notifications come via the JEPUs.

5.1.2 Incidents. Marine pollution incidents must be reported quickly. Incidents at sea are reported to the MCA National Marine Operations Centre (NMOC) or Coastguard Operations Centres (CGOC). Incidents within harbours are reported to the Harbour Master who then immediately informs the MCA.

The MCA expects to receive the following information on pollution incidents:

² It has been estimated that 80 percent of marine pollution comes from land. *US Department of Commerce, National Oceanic and Atmospheric.*

- Nature of and estimated quantity of pollutant involved or potentially involved.
- Location of actual or potential incident/pollutant (e.g. distance and bearing, latitude and longitude).
- Source.
- Conditions in the vicinity (e.g. strength and directions of waves, tide, wind).
- Incident details.
- Events and actions so far.
- List of ships in the area.

The MCA is able to supplement this initial information by contacting any ships or offshore installations involved and it may instigate search and rescue. The collated information is then passed from the NMOC to the MCA's duty Counter Pollution and Salvage Officer (CPSO).

5.1.3 Reports by Public. The general public may report pollution incident to the Local Authority or SRF partners, which will require verification.

5.1.4 Incident Reports. Defect reports (DEFREPs) when a vessel is in difficulty or pollution reports (POLREPs) are faxed or emailed to pre-determined parties by the MCA unless the incident occurs within a harbour or port in which case the relevant Port Authority issues the POLREPs. This allows responders to take preliminary steps to ensure that resources and mechanisms are on standby.

Every incident has its own unique reference number and each POLREP regarding that incident uses that reference number. The numbering sequence starts at the beginning of each calendar year. Three reporting formats are used:

- | | |
|------------------------------|-------------------|
| • CG 77 POLREP (MCA Report) | Appendix F |
| • POLREP 1 (Initial Report) | Appendix G |
| • POLREP 2 (Detailed Report) | Appendix H |

5.2 Notification.

On reporting of a coastal pollution incident the MCA will inform the following by email:

- Suffolk Joint Emergency Planning Unit (Ipswich Borough Council ESC room out of hours) who will inform:
 - JEPU Duty Officer (EPDO)
 - SCC Waste Management (for all Suffolk pollution incidents)
- Suffolk Constabulary (Contact and Control Room)
- Environment Agency (National Hotline)
- Natural England
- Marine Management Organisation
- Associated British Ports (ABP) (Lowestoft and / or Ipswich Ports)
- Harwich Haven Authority
- Port of Felixstowe
- RSPCA
- RSPB
- CEFAS

5.3 Level of Response

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 term:

5.3.1 Tier 1. Usually less than 25 tonnes.

- Relatively small incidents that can be managed by a single authority (either local authority or harbour/port authority).
- Unlikely to involve more than minor or localised pollution.
- Activation of operational plan by local authority or harbour/port authority.
- Unlikely to require formal coordination but a virtual Environment Group (EG) may be set up

5.3.2 Tier 2. Usually less than 250 tonnes.

- A more significant scale incident that is too large for one agency to manage and requires coordinated effort across a number of local or harbour authorities, including Harwich Haven Authority.
- 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.
- Commercial marine pollution responders may be contracted directly by the body responsible for the pollution.
- Multi-agency Strategic Coordination teleconference called by JEPU to consider multi-agency shoreline response and Major Incident declaration.
- Likely to require the setting up of an EG/STAC and a TCG, but is unlikely that the response would require the setting up of the SCG.
- Activation of operational plan by local authority or harbour/port authority.
- Certain elements of this plan may be implemented, including mutual assistance for media handling or activation of specialist clean-up contractor.

5.3.3 Tier 3. In excess of 250 tonnes.

- Significant pollution incident that requires a national response to support local response activity through activation of NCP.
- This level of incident will be declared a Major Incident by the MCA or by the SCG and multi-agency response arrangements detailed in this plan will be implemented.
- Likely to require deployment of national resources including assistance from industry and international assistance from Bonn Agreement Member States.

5.3.4 On receipt of a POLREP or notification by the general public, the JEPU will confirm with the MCA Duty CPSO the nature and extent of the pollution so that the appropriate level of shoreline response can be activated. Six areas, as required by the Civil Contingencies Act 2004 (CCA), should be considered

when carrying out a marine pollution risk assessment. These are the impacts on: health (casualties and fatalities), economy, environment, psychological impacts on the public and social disruption.

5.3.5 The JEPU should open a log of events and cascade the information to each affected Local Authority (see below), consider multi-agency co-ordination and confirm that the other landowners, including neighbouring authorities, have also been notified by CPS Branch.

- East Suffolk CCTV Central Control (for East Suffolk Norse)
- East Suffolk Council - Coastal Partnership, Leisure and Countryside and Environmental Health
- Babergh District Council (Duty CMT Manager and Environmental Health)

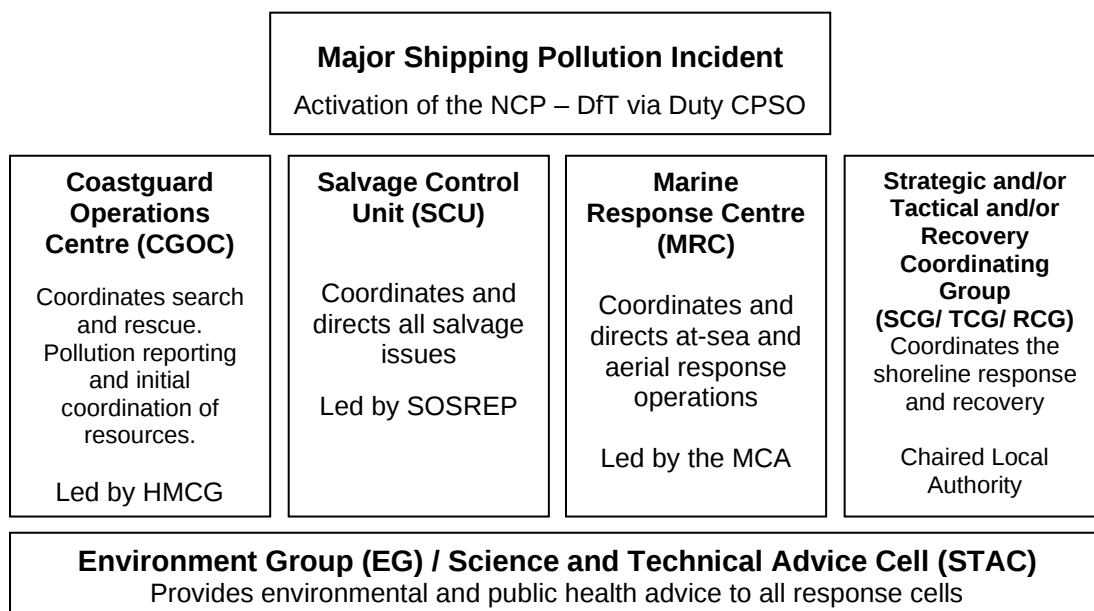
5.4 Activation sources

This multi-agency marine pollution plan can be activated by:

- **MCA** – on notification of a pollution incident required coordinated shoreline response and for Tier 3 incidents.
- **Suffolk local authorities** – on receipt of POLREP/information from the public and confirmation of Tier 1 or 2 shoreline response being needed.
- **SCG** – after consideration of pollution incident information and the likely impact to Suffolk.

6. **MARINE POLLUTION RESPONSE**

6.1 Overview. The shoreline response to marine pollution incidents that threaten or affect the shoreline of Suffolk will follow existing CCA arrangements put into place by the SRF with regards to multi-agency coordination. It will utilise existing collective arrangements for warning and informing the public and provision of advice to specific coordination groups where established. These generic arrangements will be adapted to accommodate hazard specific aspects unique to the marine pollution response, specifically: interaction with any Marine Response Centre (MRC) or salvage operation and the SOSREP at the Salvage Control Unit (SCU), established to guide the 'at-sea' response; working with port or harbour authorities to integrate a response in specific areas; and linking with the environmental and public health assessment from the Environment Group (EG). This integration is shown below:



6.2

Variation. The key variables which determine the size and shape of the shoreline response are:

- The magnitude of the incident in terms of the quantity and type of pollutant and the nature of the shoreline impacted.
- The geographic location (environment and economic sensitivity) and extent of the incident, which is the length of shore impacted, and whether the response is required across one or more adjacent LRFs.
- Environment conditions i.e. wind, weather, tidal stream, sea state, temperature.

6.3. Coordination of Response

6.3.1. Coordination of Suffolk Shoreline Response. The shoreline response will be managed through the multi-agency coordination framework set out in the SRF Generic Emergency Response Plan. This may result in the following structures being established:

- Strategic Coordinating Group (SCG) – Suffolk Constabulary Headquarters, Martlesham Heath, Ipswich. Also includes:
 - Recovery Coordinating Group (RCG).
 - Media and Communications Cell (MCC)
 - STAC/EG
- Tactical Coordinating Group (TCG) – Landmark House, Ipswich. Led by the local authority to co-ordinate the shoreline clean-up operation.
- Forward Command Post (FCP) – close to the incident scene.

The following table indicates the likely multi-agency structures needed according to the Tier of pollution incident:

	SCG	RCG	MCC	STAC/EG	TCG	FCP
Tier 1	X	X	X	Virtual advice to local	X	1. Port/Harbour Incident Team established for

	SCG	RCG	MCC	STAC/EG	TCG	FCP
	Awareness of incident communicated via existing SRF WoW channels by local authority			authorities or port/harbour authorities from EA, Natural England and PHE		port/harbour incidents. 2. Local authority Emergency Control Centre activated if minor shoreline clear up needed
Tier 2	No Major Incident Virtual SCG chaired by District/Borough	X	Virtual MCC led by District/Borough	EG established to provide advice to TCG.	✓ Local Authority led	✓ Local authority led (District/Borough)
	✓ Major Incident Chaired by District/Borough	✓ Chaired by District/Borough	✓ Led by District/Borough	✓ STAC/EG led by EA	✓ Local Authority led	✓ Local authority led (District/Borough)
Tier 3	✓ Chaired by County Council	✓ Chaired by Local Authority	✓ Led by County Council	✓ EG led by EA. STAC led by PHE if EG not collocated	✓ Local Authority led	✓ Local authority led (District/Borough)

6.3.2 Changes to SRF Generic Coordination Structures. Any marine pollution incident may require additional liaison to be established within shoreline coordination facilities and additional lines of communications to be set up, to allow coordination across both marine and shoreline environments. Likely changes are as follows:

6.3.2.1 Additional to SCG.

Organisation	Who	Role
MCA Representative	MCA Scientist	Advice on spill response and its management. Link with DfT as lead government department
HMCG	Senior Coastal Operations Officer	Main link between SCG and NMOC/CGOC
Operator's/Insurers	Senior representative	Monitoring of operations and costs for reasonableness
Clean-up Contractors	Senior representative	Strategic overview of all resources and manpower
Neighbouring LRF	LRF representative	Coordination with neighbouring LRF where incident crosses LRF boundaries

OFFICIAL

Suffolk SRF	Local Authority Liaison Officer(s)	Co-ordinate with neighbouring LRFs and the MRC
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6.3.2.2 Additional to Media and Communications Cell.

- MCA press office (nominal chair)
- Ship owner/operator press and media staff
- Salvor's representative if appropriate

6.3.2.3 Additional to STAC, where EG not colocated.

Organisation	Who	Role
STAC/EG Representative	Environmental Liaison Officer (ELO)	Environmental / public health advice to SCG

6.3.2.4 Additional to RCG.

- STAC/EG Representative
- MCA Representative
- Operator's Representative
- Operator's/Insurers representative
- Clean-up Contractors senior representative

6.4 Environment Group and STAC.

6.4.1 Environment Group. An EG may be set up by the MCA to provide a single advisory line to national and regional response activities on public health and environmental issues to all response groups involved in the pollution incident response or recovery. This is primarily to support a major incident but may also provide advice in more localised or specialised incidents. Further details on these arrangements are covered in [STOp 2/16 Maritime Pollution Response in the UK – The Environment Group](#). The core EG will comprise:

- MCA
- EA
- Natural England
- DEFRA/MMO
- PHE

Additional EG members may include:

National: FSA
Chemical Hazards Advisory Group
National Chemical Emergency Centre
CEFAS
EIFCA
RSPCA

RSPB
National Trust
Suffolk Wildlife Trust
British Divers Marine Life Rescue

Local:	District/Borough Council	EHO
	County/District Council	Coastal Management Countryside
	Broads Authority Suffolk Wildlife Trust Inshore Fisheries and Conservation Authority - Eastern	

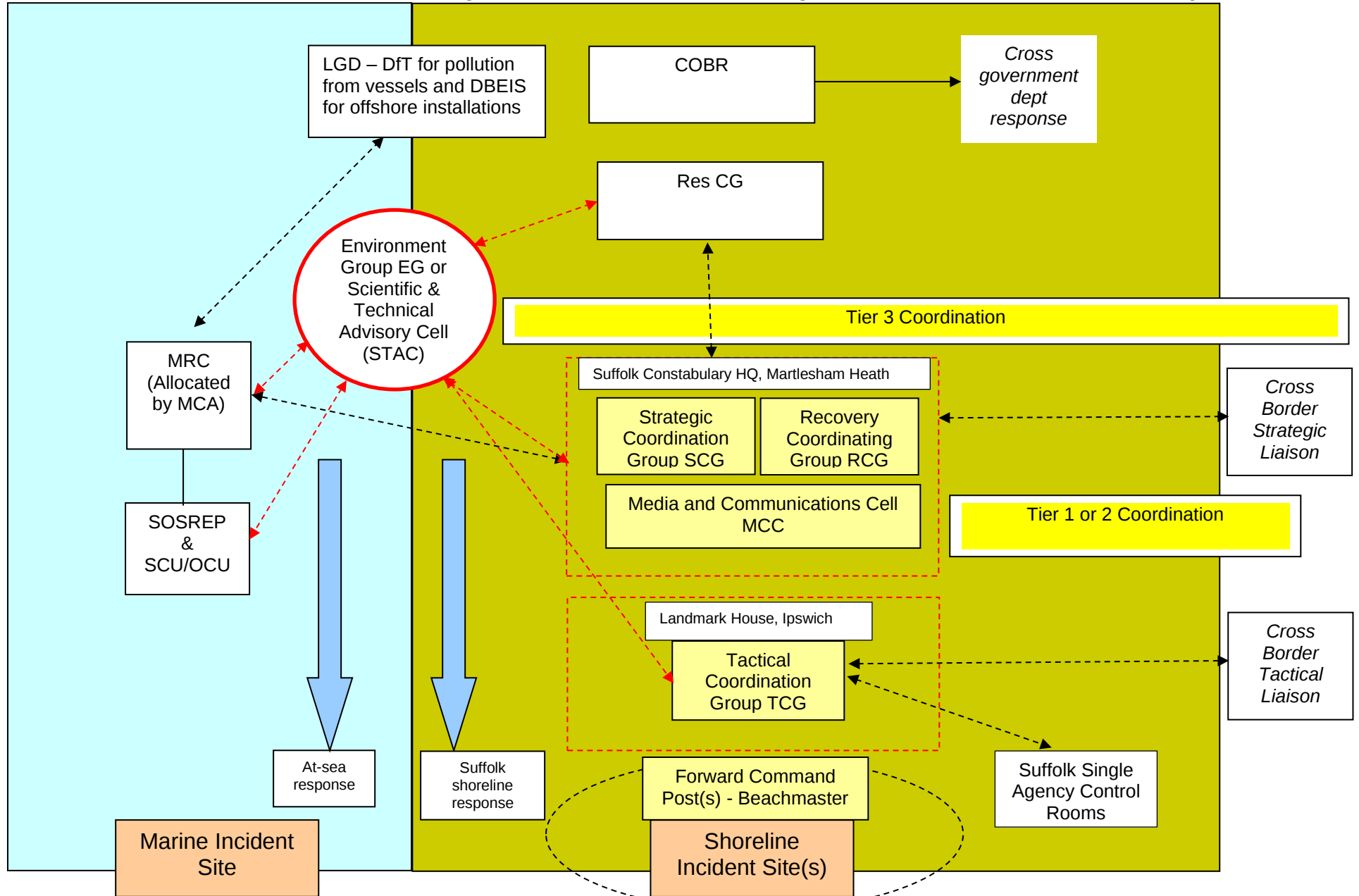
The East of England Standing Environment Group covers the Suffolk coastline³ and would deploy to the Suffolk StratCC for any localised marine pollution event. When deployed, this group provides the EG function and would be located within the STAC room.

6.4.2 STAC. Many of the functions of a Suffolk STAC overlap with that of the EG and it is important to collocate people wherever possible to ensure a single source of advice and expertise is provided to the coordination structures – MRC, SCG and TCG. The combined STAC/EG will be chaired by either EA or PHE, to be agreed at the incident based on risk and impact assessments and whether the main threat is to the environment or public health.

6.4.3 Cross Border. Where a marine pollution event crosses more than one LRF area, the EG may be located outside of Suffolk. In this situation, the local STAC representatives will work alongside a EG ELO who will be deployed to the Suffolk StratCC, to ensure that information and advice is consistent.

³ The Suffolk coast comes under the East of England Environment Group that covers from Spurn Head (Humber Estuary) to Foulness Point (Essex), including the Crouch Harbour Authorities. Offshore installations are included in the Offshore Environment Group that covers waters adjacent to the UK from 12nm offshore.

Command, Control and Coordination Diagram - Maritime Pollution Emergencies with a Suffolk Shoreline Response



6.5. Shoreline Response Actions

6.5.1 Shoreline Clean-Up

When a marine pollution incident occurs, any shoreline clean-up action becomes the responsibility of the affected landowner or Harbour Authority. In Suffolk the majority of the shoreline is owned by the Local Authority, although the National Trust and RSPB also own large stretches as well as NE who lease and manages sites within the Suffolk Coast and Heaths National Nature Reserve. There are also a few small areas and some jetties/marinas in private ownership. The clean-up task may be complex or protracted and therefore beyond the capability of some landowners, who may seek Local Authority advice or assistance.

If notification of possible pollution is by the general public, the JEPU will inform the MCA and then confirm the nature and extent of the pollution. The investigation should identify whether the pollutant is hazardous, and consequently whether it is safe to remove and the risk to the public. The MCA can assist with this investigation and the EA is equipped and trained to conduct sampling, including in a hazardous or contaminated environment, to confirm or identify the polluter through chemical analysis.

Where time and resources allow, a pre-pollution clean-up of the shoreline should be considered to reduce the overall amount of contaminated waste.

Certain Local Authority Liaison Officers are also trained to conduct a Shoreline Clean-up Assessment Technique (SCAT) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/297968/ukscatman.pdf. This is an oil pollution assessment but can be modified for other types of pollution.

Whether the pollution is confined to one or more local authority areas, the nature of the shoreline clean-up will involve both District/Borough and SCC capabilities. Each affected local authority will establish a Tier 1 or 2 response according to their own contingency plan. These plans contain the necessary authorisations to enable the designated officer directing the shoreline clean-up to make decisions and commit resources.

It is important that the affected Local Authorities agree a strategy and assign priorities for the clean-up. Typical activities requiring consultation include:

- Determine the priorities for allocating available resources.
- Planning and co-ordinating how and when tasks will be undertaken.
- Manage the disposal of the pollution waste arising from the clean-up operation.
- Monitor progress and effectiveness of the clean-up operations.
- Provide regular situation reports on the progress of the operation to all interested parties and the public (co-ordinated via the dedicated Media and Communications Cell) See Media (7.2).

- Ensuring the health and safety of the public and all personnel involved in the response.

Impacts of any marine pollution incident will be seasonal and the DEFRA [MAgiC](#) website provides full detail on the coastal sensitivity database of these features. Local expertise on these features will be gained from the local officers of the Environment Group as well as non-governmental organisations such as the RSPB and the Suffolk Wildlife Trust. Environmental, seasonal sensitivity information is incorporated into the zonal mapping information at **Appendix D**.

Care must be taken to avoid damage to wildlife and habitats during shoreline clean-up operations. Disturbance must always be minimised, with equipment, contaminated waste and parking areas clearly sign-posted and marked out, using hard-standing and man-made features rather than natural substrates. Where access and other practical constraints mean that encroachment onto sensitive areas cannot be avoided, a dynamic risk assessment of the environmental sensitivity must be undertaken.

6.5.2 Waste Collection

A major factor to be considered in the event of a major pollution is that of disposal of waste arising from an incident. Waste minimisation can best be assisted by ensuring the utilisation of the correct techniques in recovery and clean-up, e.g. whether it is most appropriate to use manual or mechanical means of recovery. Another factor in waste minimisation is the correct segregation of the various waste types.

The types of waste that will be collected will be many and various but dependent on the nature of the spilled oil, chemical or debris and how this has mixed in with the shoreline. In Suffolk we have mostly sand or pebble beaches with only a few rocky foreshores. There are however significant estuarine areas with salt-marsh and intertidal mudflats and such areas are often left alone as the least destructive clean up option.

Waste collected will usually be a high proportion of contaminant mixed with sand and pebbles that will be very difficult to separate at the initial stage. Machinery will often scrape areas of beach and may move large volumes of material into temporary holding areas. This waste is likely to be categorised as hazardous waste by the EA.

Protective clothing will also be collected in large quantities and will be managed at the same time, but carefully separating it from the principal waste is important as separation for a different treatment is more difficult at a later stage.

Oil spills may generate many tonnes of material since the amount lost can be multiplied up by factors of between 5 and 10 due to emulsification with water and mixing with shoreline substrates.

Light oils and diesel fuels cannot be effectively collected.

Miscible chemicals are even more difficult to manage. Chemicals may be linked to an oil spillage, or lost as an incident in their own right. Clean up of

chemicals requires specialist contractors and health and safety procedures specific to the chemicals involved.

Intermediate storage is likely to be key to any successful operation, since at this point hundreds of tonnes of waste can be stored, as against perhaps 10 tonnes in a beach head storage pit. Such facilities may be found in port areas with unused tanks, or more likely, construction of purpose built areas or lagoons, on places such as old airfields, near the Suffolk coast. Suffolk County Council has pre-designated some sites as potential intermediate storage locations and these are included at **Appendix L**.

Intermediate storage should normally be within approximately 20 miles of the coastline and not located within statutory nature conservation areas. Intermediates storage sites are not normally constructed in readiness for incidents as, by their very nature, they may be sensitive to the local population. Locations must always be remote to avoid unnecessary disturbance, and have adequate heavy vehicle access to them.

The storage facility will be regulated by the EA. Adequate precautions must be taken to ensure no leakage occurs and that the site is always secure.

For any temporary intermediate storage, the initial assumption should be that hazardous waste will be stored for perhaps up to six months, and may be treated at that particular locality by a specialist company. Equally it may be all removed from site in due course. Pollution designated as hazardous will mean that ultimate disposal options will be limited.

Management teams within the TCG must take forward this planning task at an early stage in any incident.

6.5.3 Waste Disposal

Contaminated waste, including oil, can on occasions be taken directly to a final disposal facility, but this is likely to involve a long haulage. In East Anglia there are only two sites capable of taking hazardous waste and these are outside of Suffolk. Early discussions should be held with the EA, who has a regulatory role in waste management and disposal, plus SCC's Waste and Recycling Teams on the potential options for disposal of material and hazardous or contaminated waste.

Sound cost effective decisions will need to be documented to justify to the polluter's insurers why a particularly costly option was selected. The use of intermediate storage facilities with purpose made treatment facilities to process the collected material has been demonstrated to be cost effective.

Further guidance on waste management is contained in the MCA STOp 3/16 Waste Management Guidance Following a Marine 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 about oil pollution waste disposal:

<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>

6.5.5 Mutual Aid

6.5.5.1 Generic Mutual Aid. Detailed arrangements for mutual aid, both within Suffolk and cross border regionally, are contained within Chap 10 of the [SRF Generic Response Plan](#).

6.5.5.2 Haven Oil Working Group. The HOWG was established by the port operators within the Harwich Haven Area to promote interoperability and mutual aid between ports in the event of an oil pollution incident. The Port Authorities within the HOWG may contribute to the pollution response, especially if within the Haven area or close to it.

7. **WARNING AND INFORMING**

7.1 General.

In all circumstances the health and safety of the public must be the prime consideration. The contents of containers and all substances and should be treated as hazardous until they have been identified. Local Authorities, with advice from the EG or PHE, should take steps to warn members of the public and to cordon off the affected area.

7.2. Media.

7.2.1 General

Any pollution incident affecting the Suffolk coastline is likely to generate considerable public interest and become an extremely emotive subject. Local and national media will be in attendance very quickly and followed almost immediately by their international colleagues. The media interest and demands for information, plus the requirement to inform the public, should be managed using the [SRF Communications Plan](#). The early establishment of a media base close to the incident should be considered.

7.2.2 Shoreline Media Response (Tier 1 Pollution incidents)

The responsibility for media and public information issues for a Tier 1 spill lies with the District / Borough Council concerned.

7.2.3 Shoreline Media Response (Tier 2 Pollution incidents)

The initial responsibility for media and public information issues for a Tier 2 spill will again lie with the affected District / Borough, who may well need to set-up a Media Cell. The County Council can provide assistance through mutual aid and will take over during the storage and treatment / disposal phases.

7.2.4 Media Response (Tier 3 Pollution incidents)

The specialist media officers within the Suffolk Resilience Forum work together through the Suffolk Media and Communications Cell at the StratCC to provide an effective multi-agency communications response using the Major Incident Communications plan. The senior communications officer/Head of Communications from the lead agency will need to maintain a link with the Government's Central Office of Information, MCA and the media to ensure that information is released as a common communications message by, or on behalf of, all members of the SRF.

7.2.5 Port Media Responses

Tier 1 and 2 incidents within ports will generally be referred to the individual ports established lines of media communications. This is generally through the ports senior management team or through corporate affairs.

During Tier 3 incidents involve a much larger multi-agency response, the ports will co-operate with the other agencies involved via the StratCC Media and Communications Cell.

8. ROLES & RESPONSIBILITIES

National

8.1 Department for Transport (DfT). The lead government department for marine pollution is DfT and is responsible for:

- Taking or coordinating measures to prevent, reduce or minimise the effects of marine pollution.
- Lead any national response through the Cabinet Office Briefing Room (COBR).

8.2 Maritime and Coastguard Agency (MCA). Marine pollution response is delivered through the MCA as the designated Competent Authority. The MCA is responsible for:

- Minimising loss of life amongst seafarers and coastal users by responding to maritime emergencies 24/7 via HMCG Operations Centre.
- Responding to maritime pollution 24/7 via a Marine Response Centre.
- Developing, promoting and enforcing maritime safety and pollution prevention for ships.
- Mitigating and resolving pollution to minimising the impact on UK interests.
- Providing MCA liaison to StratCC, including STAC and MCC – this maybe physical or virtual depending upon the Tier of incident.
- Maintaining national counter pollution response assets.

These roles are implemented by the Directorate of Maritime Operations who oversee specific UK counter pollution preparedness and response arrangements, including stockpiles of equipment and dispersant.

The MCA will:

- Provide advice and assistance to Local Authorities and Port / Harbour Authorities where pollution threatens the shoreline.
- Provide specialist beach cleaning equipment available from national stockpiles at Bristol, Dundee and Barnsley (managed by Braemar Howells) for deployment if required.
- Designate a Principal Counter Pollution and Salvage Officers (PCPSO) for the incident.

8.3 SOSREP. The SOSREP will represent DfT (in relation to ships) and DBEIS (in relation to offshore installations) during marine pollution incidents and is empowered to make decisions with regards to maritime salvage, offshore containment and intervention. The SOSREP is not responsible for sea or shoreline clean-up activities. In the unlikely event of conflicting priorities between the 'at-sea' and 'shoreline' response, the SOSREP may, where appropriate, consider exercising intervention power where actions being taken, or being proposed, are not deemed to be the UK public interest.

8.4 Ministry for Housing, Communities and Local Government (MHCLG). Where a marine pollution incident affects more than one LRF area, a Response Coordinating Group (ResCG) may be established by DCLG RED to facilitate multi-SCG interaction. The ResCG will not interfere with local command and control arrangements but will provide an information sharing mechanism via a Government Liaison team located within SCGs, working alongside DfT, DBEIS or MCA staff who may also have been deployed.

8.5 Department of Environment, Food & Rural Affairs (DEFRA). DEFRA plays a major role in the protection of the marine environment, particularly in respect of fisheries and in ensuring the safety of the aquatic food chain, including the safety of consumers (in conjunction with the FSA) of fish and shellfish. DEFRA is the statutory authority for approving the depositing and excavation of items in the sea.

Under the terms of the Food and Environment Protection Act 1985 and the Deposits in the Sea (Exemptions) Order 1985, it is a legal requirement that pollution treatment products may only be used in English or Welsh waters if they have been formally approved for this purpose by the Marine Management Organisation (MMO). Some ports and terminals have standing approvals for dispersant use, issued by the MMO, which allows the use of a limited amount of dispersants for a rapid response.

8.6 Marine Management Organisation (MMO). The MMO are an executive non-departmental public body and cross-government delivery body charged with promoting sustainable development within the marine environment by licensing fisheries, wildlife and marine deposits, managing marine conservation zones and planning for marine emergencies. Their primary roles are to:

- Assess, approve and administer oil spill treatment (dispersant) products.
- Co-ordinate the environmental response to marine pollution incidents.
- Approve Food and Environment Protection Act (FEPA) licenses for response activities.

- Provide marine pollution incident information.
- Participate as a member of the Standing Environment Group.
- Communicate with fisheries during incidents.

8.7 Environment Agency (EA). The EA has a statutory duty to prevent pollutants in estuaries from spreading to and damaging the shore. It also has a statutory duty to prevent onshore and fluvial sources of pollution from damaging the marine environment which is defined as including territorial and coastal waters to a distance of 1 nautical mile from the shore.

- Territorial waters extend seaward for 12 nautical miles.
- Coastal waters are any waters extending landward to the limit of the highest tide.
- Inland waters extend as far as the freshwater limit of the river or watercourse together with the waters of any enclosed dock, which adjoins waters within that area

The EA is a regulatory authority in respect of water resources (includes water quality and leisure and amenity uses) and of wastes and has powers to prosecute offenders and to recover costs. As the Waste Regulation Authority, the EA will be involved in making arrangements with the Local Authorities regarding the temporary storage and disposal of waste resulting from a pollution incident.

The EA (or Natural England) will chair the Standing Environment Group (EG) and advise on the environmental sensitivity, impact and action required to mitigate the effects of pollution. In conjunction with Public Health England (PHE) they will provide advice on public health matters.

8.8 Natural England. Natural England is a non-departmental public body, sponsored by DEFRA, responsible for ensuring that England's natural environment, including its land, flora and fauna, freshwater and marine environments, geology and soils, are protected for people to enjoy. Their primary roles are to:

- Advise the Government and responding agencies/organisations on the environmental, conservation and wildlife implications resulting from marine pollution incident.
- Assist with the co-ordination of the shoreline response from Non-Government Organisations.
- Chair the Standing Environment Group.

Local

8.9 Local Authorities. Local authorities do not have a statutory duty for responding to marine pollution incidents but **have accepted the non-statutory responsibility for shoreline clean-up**. They do have powers to take action in the event of serious damage to or risk to human welfare or the environment. Suffolk local authorities will act as the lead agency for shoreline clean-up. Collection of material will be managed by the maritime Borough / District Councils and subsequent treatment and disposal will be managed by Suffolk County Council.

8.9.1 Suffolk County Council.

- Provide local authority lead for the management of response activities to Tier 3 and Tier 2 cross boundary pollution incidents at SCG and TCG.
- Provide support for District / Borough Councils in dealing with Tier 1 & Tier 2 pollution incidents.
- Estimate and anticipate quantities and types of wastes to be produced.
- Identify intermediate and final storage sites and routes for the recovery, reuse or final disposal of waste.
- Identify the capacity of the waste industry to deal with the waste generated.
- Liaise with the EA to plan and develop interim waste storage and treatment areas.
- Liaise with EA with respect to arrangements for transporting and disposing of collected contaminated waste materials.
- Advise District / Borough Councils on the management of waste materials.
- Contracting appropriate support to enable shoreline clean-up operations.
- Lead the Recovery phase to manage the longer term mitigation if two or more district areas within Suffolk are impacted..

Be aware of all the financial implications of coastal pollution and actions that can be taken for cost recovery.

8.9.2 District / Borough Councils.

- Provide local authority lead for Tier 1 and Tier 2 pollution incidents at StratCC and TCG as appropriate.
- Provide Beach Supervisors or local authority liaison with Forward Command Posts that might be set up to coordinate shoreline clean-up operations.
- Maintain operational plans for shoreline clean up (Beach Plans).
- Maintain a training programme for staff employed in clean-up operations.
- Identify temporary storage facilities.
- Identify suitable contractors to supply plant, transportation and storage facilities such as lined skips to temporarily hold the waste until collection.
- Provide guidance on the health and safety of workers involved in preventive measures and clean-up activities.
- Assess the economic impact of the incident on the affected area.
- Lead the recovery phase if a single district is impacted.

Be aware of all the financial implications of coastal pollution and actions that can be taken for cost recovery.

8.10 Harbour Authorities. Harbour / port authorities have a statutory duty to carry out clean-up within their areas for Tier 1 and Tier 2 Oil Pollution incidents. Each port or harbour authority maintains an oil spill response contingency plan for their

harbour/port/installation area. They will liaise with SOSREP for incidents involving ships.

8.11 Private Owners. Owners of private property, i.e. not owned by public bodies, are responsible for the clean-up of their own foreshore, jetties, marinas beaches, etc.

Contractors

During shoreline clean-up operations, contractors must liaise with the Local Authority, via the TCG, to ensure proper co-ordination of operations and health and safety.

8.12 Local Authority. Local Authorities can provide shoreline clean up response, although they lack specialist equipment and personnel. Each Local Authority will be heavily dependent on commercial contractors to provide advice and specialist equipment to be operated by their own personnel, plus equipment and materials for use by Local Authority personnel under their guidance.

8.13 Suffolk County Council. SCC has a contract for specialist pollution remediation services for a Tier 1 or 2 response. The contract requires the on-site attendance by the contractor (Adler and Allan) within four hours of notification and for the supply of specialist advice, trained personnel, material and equipment and the removal of hazardous substances. Activation of the contract is via SCC Waste Management Services or Out of Hours by JEPU Duty Officer. It activated Out of Hours, SCC Waste Management Service must be informed the next working day.

8.14 MCA. MCA CPS are available 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 times of specialist counter pollution equipment from their shoreline clean-up stockpiles. In the event of a Tier 3 response, the MCA will mobilise a specialist contractor (Braemar Howells) to assist with the shoreline response.

8.15 CEFAS. If a marine pollution incident is expected to have a significant environmental impact, arrangements should be made to begin to monitor and assess the long-term, as well as the short- and medium-term, environmental impacts. The CEFAS Pollution Response in Emergencies Marine Impact Assessment and Monitoring (Premium) <https://www.cefasc.co.uk/premium/guidelines.aspx?RedirectMessage=true> provides guidelines on initiating, designing and determining the scope of a post-incident monitoring programme designed to facilitate the environmental impact assessment.

9. COMMUNICATIONS

The SRF Communicate Suffolk contains information for communications professionals who may be required to support an emergency in Suffolk.

10. RECOVERY

10.1 Overview. A shoreline pollution incident will usually have response implications, but the majority of the clean-up will take place in the recovery phase of the incident. Planning for recovery will start shortly after the initial response with the formation of the Recovery Coordinating Group (RCG) and continues in tandem with and beyond the initial response. The RCG will co-ordinate the recovery, which can take years rather than months to complete as it seeks to address the enduring human, physical, environmental and economic consequences of the incident.

10.2 Transition Response to Recovery. The SCG should discuss and agree criteria for the handover of co-ordination from the SCG to the RCG. This will not be an immediate priority for the SCG, but handover criteria should be agreed early on to allow for concurrent activity. In addition to the requirements laid out in the Handover Certificate, Annex A of the SRF Generic Recovery Plan the following criteria should be used to assess the readiness for handover from the SCG to the RCG during a marine pollution incident:

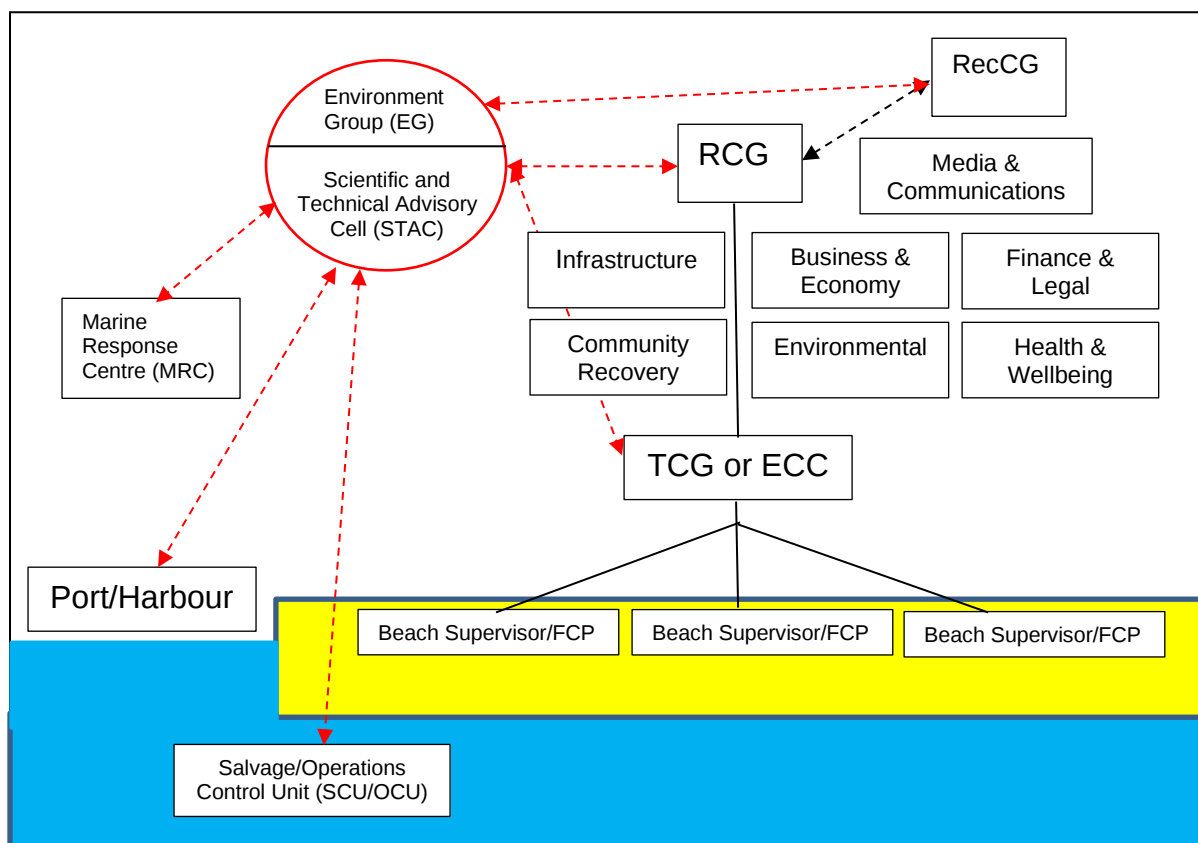
- The release of the pollutant has stopped.
- There is no significant risk of further pollution reaching the shoreline.
- There is no risk to public health.
- There is no risk of further significant damage to the environment.
- A strategy has been put in place to deal with the waste arising from the pollution incident.
- Specialist advice on pollution remediation is available either from the SEG or specialist contractor.

10.3 National Support. During the response phase the lead government department and other relevant departments will consult on what support is likely to be needed by local responders during the recovery phase. Where recovery action is required by one or more LRFs a Multi-RCG Recovery Coordinating Group (RecCG) may be convened. The RecCG will observe the principle of subsidiarity and will provide a mechanism for ensuring that local responders can be fully informed as possible in the decision they have to make.

If the incident results in the establishment of a Salvage/Operation Control Unit the RCG should maintain close liaison with this group.

10.4 Recovery Strategy. To implement the recovery process effectively it is important that all responder and undertaking the pollution remediation understand the consequences of a marine pollution incident. See the Generic Recovery Plan for further information regarding the recovery strategy.

10.5 Recovery Structure.



The RCG lead will determine an effective structure to continue to co-ordinate the shoreline clean-up operations that is proportionate to the nature and scale of the pollution. This may be the ECC if a single district is affected, or the TCG or a recovery Working Group, led by the County Council, if more than one district/borough area is affected. Pollution remediation will be led by a Beach Supervisor who will direct and implement the operational response at each Forward Command Post (FCP) and will need to deliver the following key functions:

- Clean-up of the shoreline.
- Management of the waste, including hazardous material, created by the pollution.
- Health and Safety advice to ensure a safe working environment⁴.
- Procurement of additional resources.
- Maintenance of accurate records to facilitate cost recovery.

10.6 Beach Supervisors. Local Authorities within Suffolk have a number of qualified Beach Supervisors who will provide a single point of contact for each affected beach or stretch of shoreline. They are responsible for providing accurate and timely information to the ECC or TCG and site management tasks including:

- Plan daily clean-up activities based on pollution monitoring or SCAT reports, weather conditions or forecasts and the agreed remediation techniques.

⁴ Guidelines on oil spill health & safety: <http://www.ipieca.org/publication/oil-spill-responder-health-and-safety>

- Record the amount of contaminated waste produced or removed from site.
- Organise teams to survey beaches using SCAT.
- Oversee volunteer registration and Risk Assessment briefings.
- Implement compliance with health and safety requirements.
- Debrief and collect reports from beach survey teams on their return.
- Evaluate the need for any additional support.

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.ipieca.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>

10.7 Beach Plans. The Suffolk coastline split up into cells based on the type of foreshore and the clean-up technique likely to be employed. Each cell has a site/access map, road and beach access description, parking facilities, beach profile, beach size, type of beach, load bearing capacity of the site, important considerations, clean up recommendations and temporary holding facilities listed. In addition, it also details conservation designations, conservation importance and treatment recommendations and constraints.

This document is likely to be a key tool in any incident.

Coastal Sensitivity Maps Detailed information maps illustrating the location of sites of interest, special designations, flora and fauna, in particular the time of year that the sites are normally inhabited by many species. Maps are available for the whole coastline covered. Electronic versions of the environmental sensitivity maps of the Suffolk coastline have been developed as part of the MCA UK mapping project called MAgIC. as a living web-based tool providing greater access to a wide range of information on coastal and marine resources and will aid both government and industry to better manage coastal resources and the seas around the UK coast. The MAgIC website provides authoritative geographic information about the natural environment from across government. The information covers rural, urban, coastal and marine environments across Great Britain. It is presented in an interactive map which can be explored using various mapping tools that are included. Natural England manages the service.

MAgIC <http://www.natureonthemap.naturalengland.org.uk/>

10.8 Termination Criteria for Beach Cleaning Operations. If a marine pollution incident is expected to have a significant environmental impact, arrangements will have been made to monitor and assess the long-term, as well as the short- and medium-term, environmental impacts. The Pollution Response in Emergencies Marine Impact Assessment and Monitoring (Premiam) provides guidelines on initiating, designing and determining the scope of a post-incident monitoring programme designed to facilitate environmental impact assessment. It also gathers evidence relating to the effectiveness of spill response and clean-up activities and

this provides a direct input into the recovery impact assessment and evolving recovery strategies.

10.9 Exit Strategy. The criteria for the termination of clean-up operations both in a given location and in total will be determined by the RCG. Factors that will be taken into consideration include:

- Threat to public health or the environment removed or reduced to acceptable levels.
- Environmental sensitivities.
- Public access/amenity needs.
- Local businesses trading and tourism re-established.
- Potential effects of natural weathering.

The recovery process may not be able to restore the affected area and community to its previous state. The RCG will identify a point at which a disproportionate amount of time and resources can no longer be justified to overcome the effects of the incident.

The RCG will stand down once there is no longer the need for multi-agency coordination and the remaining issues can be dealt with by the individual agencies as part their normal business.

11. FINANCE

Government policy is to seek compensation for the recovery of costs in any pollution incident where clean-up action or precautionary measures are undertaken to prevent or reduce the threat of pollution.

The 'polluter pays' principle operates in relation to marine pollution clean-up and the Local Authorities will actively seek re-imburement of all reasonable costs associated with the clean-up and disposal of waste from insurers or representatives of the company / organisation / individual identified as the polluter.

In the case of a major oil spill (Tier 3) it may be possible to reclaim costs from the International Oil Pollution Compensation Fund (IOPCF) 1992. The MCA will bear the cost of any resources it makes available to the Local Authorities.

To assist the claims process for marine pollution clean-up and disposal it is vital that thorough records are maintained to ensure that evidence can be provided of the financial impact and incident response costs, including personnel, from each organisation or agency.

The affected Local Authority Head of Service – Finance / S151 Officer, is responsible for ensuring that there is a robust finance control system in place. This system will provide a discrete budget code against which all expenditure incurred in the course of an incident will be allocated.

An Environmental Health Officer should be appointed at an early stage to liaise with and coordinate the evidence gathering element of the response plan. Any

expenditure incurred must be cross-referenced with an operation relevant to the incident, and daily records of expenditure incurred are to be maintained in conjunction with the Beach Supervisor's records.

12. TRAINING

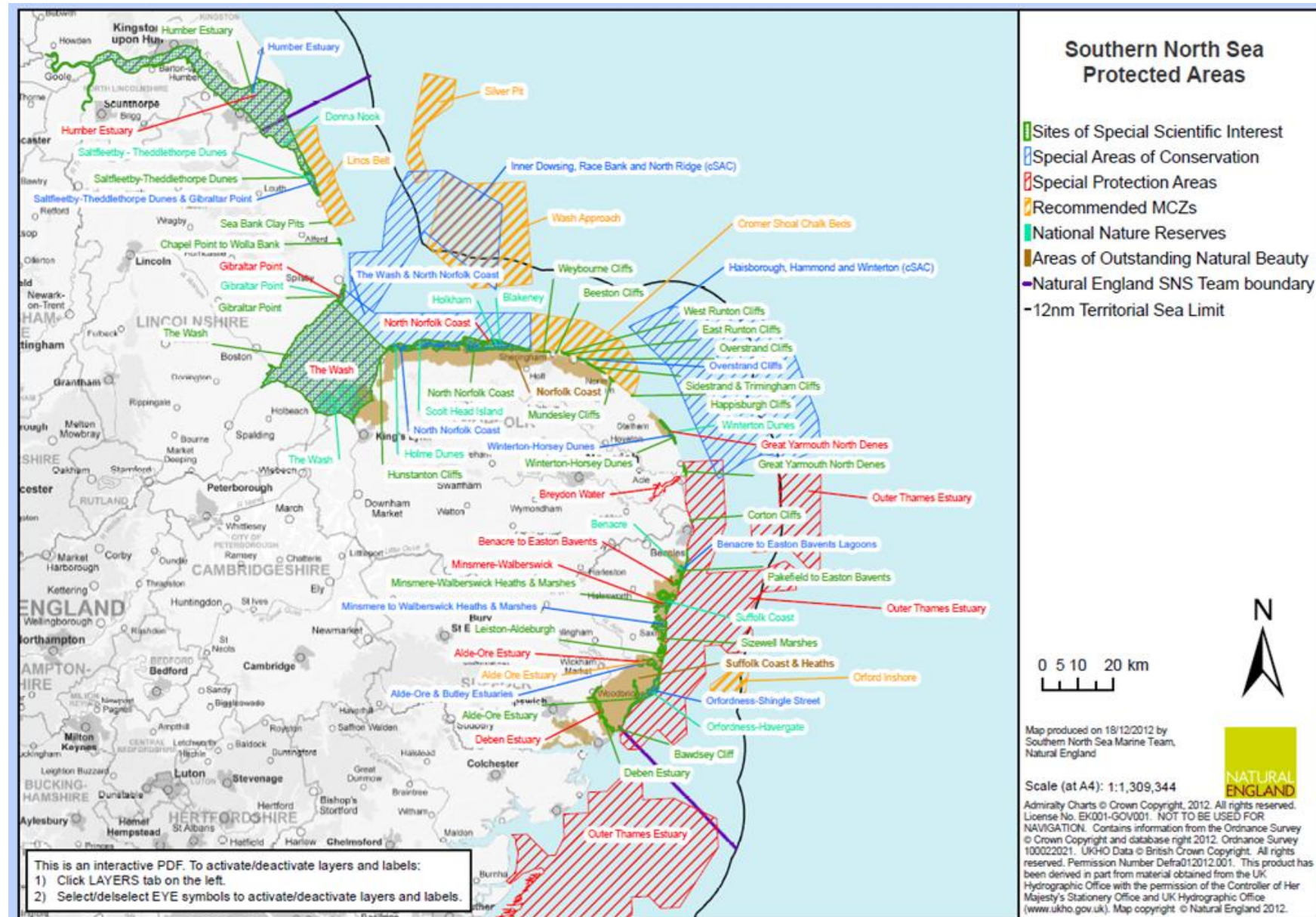
National regulations require a plan to include provision for the carrying out of training of persons involved in the response to marine pollution incident and exercises to test those arrangements.

All lead members of the Local Authority marine pollution response team should receive accredited training as required by the OPRC Convention. A list of Local Authority key posts and their suggested marine pollution training are:

- JEPU – Emergency Planning Officer – MCA National Pollution – Contingency Planning and Response course
- Waste Management Officer – MCA National Pollution – Contingency Planning and Response course
- Environmental Health Officer – Beach Supervisor course
- Health and Safety Manager – Beach Supervisor course
- Coastal Management Team – Beach Supervisor course
- National Trust/RSPB – Beach Supervisor course

All other members of the response team should receive training in accordance with their roles and responsibilities to ensure that they can respond effectively to marine pollution incident.

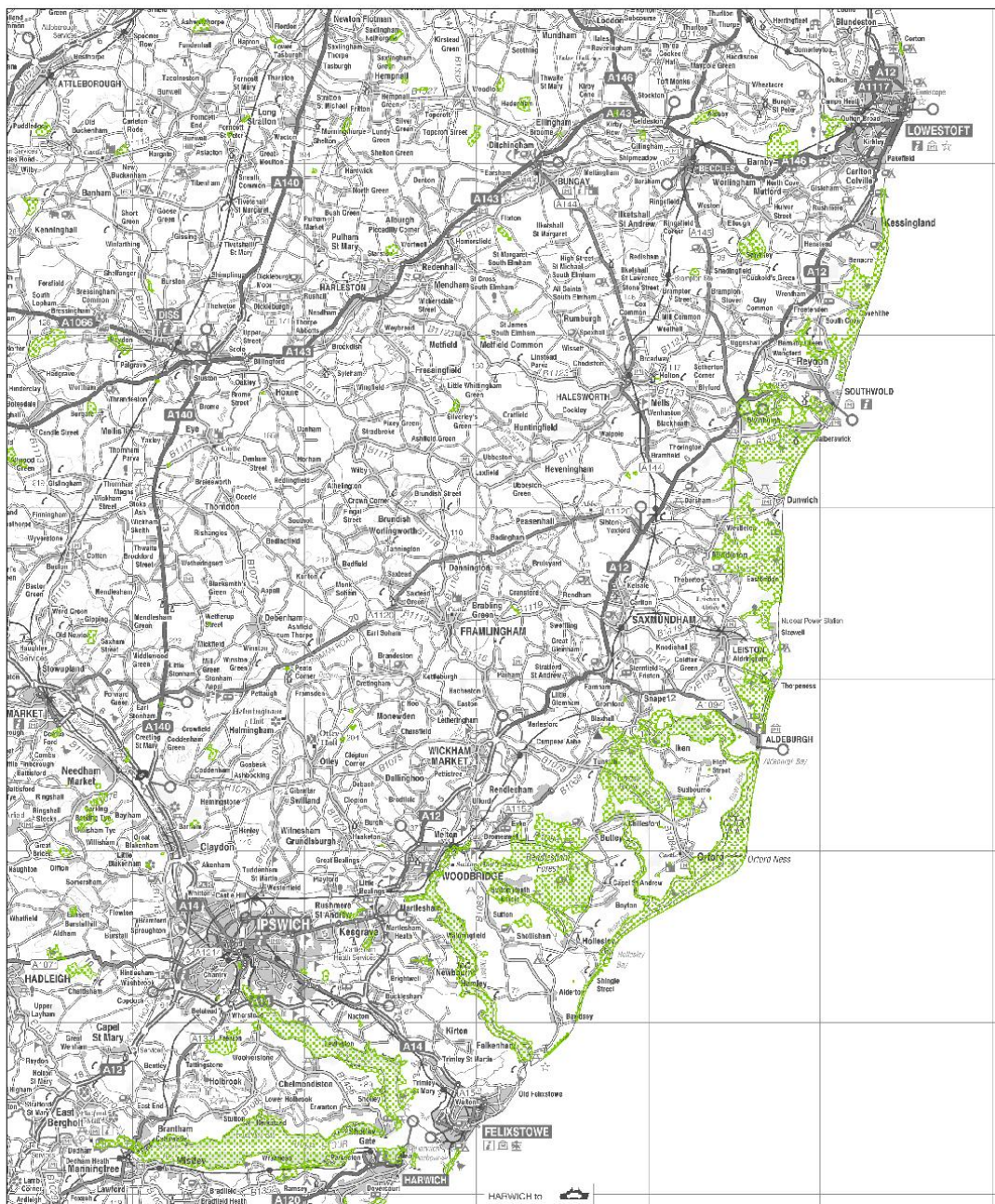
APPENDIX A PROTECTED AREAS



APPENDIX B PROTECTED AREAS – SITES OF SPECIAL SCIENTIFIC INTEREST



Suffolk Coastal SSSIs



Scale 1:500000 Map 1 of 1
0 10 20 30km
0 25000yd.

Drawn by: Rick Southwood
Date: 30/1/2009
Ref: tm45417381
© Natural England 2009



Natural England
19 The Green
Woodbastwick
Norwich
Norfolk

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APPENDIX C OTHER POLLUTION

Marine Debris. Wreck and salvage must be reported to the MCA Receiver of Wreck. More information is contained in **Appendix J**.

Land Based Waste Water or Sewage Pollution. The EA will co-ordinate with the water utility company in the event of a waste water or sewage pollution incident affecting the marine environment. The EA has a hotline for reporting incidents. The EA will provide water quality information for partners so that the Local Authority, in conjunction with Public Health England (PHE), can produce suitable public information. In the event of a prolonged or large spill, or pollution that could impact a SSSI or shellfish bed the EA will pass the information to Natural England and the Food Standards Agency (FSA).

Stranded Marine Wildlife. The Marine Management Organisation (MMO) is the wildlife enforcement and licencing authority for marine species and should be contacted, along with Natural England. Cetaceans (and sturgeon) are also 'Royal Fish' and the Receiver of Wrecks should be notified via the Duty Counter Pollution and Salvage Officer (CPSO). Stranded live cetaceans should be reported to the MMO Cetacean Strandings Investigation Programme (CSIP) hotline), plus the RSPCA and the British Divers' Marine Life Rescue (BDMLR) if the animal is alive. The CSIP is funded by DEFRA to record and research cetacean strandings around the UK and will take samples or carry out a post mortem examination.

The Receiver of Wreck administers the Royal Prerogative for Fishes Royal that historically means that the Crown is entitled to any financial benefit from stranded cetaceans. In modern times there is no financial benefit, so this has been reinterpreted as some measure of responsibility for contributing to the removal/disposal costs of cetaceans stranded on Crown or public land, but not on private property. To contribute, the Receiver of Wreck must be involved in the formulation of the removal/disposal plans and have estimates of costs in advance. At the end of the FY the Receiver of Wreck allocates a proportion of their budget to each Local Authority that incurs costs. The reimbursement includes the direct costs of removal/disposal (ie plant equipment hire, transport, landfill/incineration etc) but not Local Authority time.

Rendering is often the most cost effective method for disposal of a carcass. A rendering plant normally sells rendered material or uses it commercially, which is not appropriate for most cetacean due to their protected status. The current legislation/regulations are contained in the Convention on International Trade in Endangered Species (CITES) <https://www.gov.uk/guidance/cites-imports-and-exports>. The MMO or the CITES team at the Animal and Plant Health Agency (wildlife.licensing@apha.gsi.gov.uk) will be able to clarify any restrictions.

Algal Blooms. Algal blooms should be reported to the FSA, who may close fisheries or shellfisheries due to toxicity caused by biotoxins and to the EA, in case the blooms are toxic to livestock and domestic animals or harmful to humans.

Mineral and Vegetable Oil. The MCA has produced [guidance](#) for the reporting, clean-up and investigation of any waxy, solidified deposits washed up on the shoreline. These deposits are harmful to the environment, can be hazardous and require urgent removal and analysis by CEFAS.

APPENDIX D COASTAL DATASETS

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Map No.	Coverage	Coast or Estuary	O.S.	District or Borough
S01	Cattawade to Seafeld Bay	Stour	169	Babergh
S02	Seafeld Bay to Stutton Park	Stour	169	Babergh
S03	Stutton Park to Holbrook Bay	Stour	169	Babergh
S04	Holbrook Bay	Stour	169	Babergh
S05	Lower Holbrook to Palace Quay, Harkstead	Stour	169	Babergh
S06	Palace Quay, Harkstead to 1km south of Erwardon Church	Stour	169	Babergh
S07	1km south of Erwardon church to Shotley Cliff	Stour	169	Babergh
S08	Shotley Cliff to Shotley Marina	Stour	169	Babergh
S09	Shotley Marina to Crane's Creek	Orwell	169	Babergh
S10	Crane's Creek to Orwell Cottages	Orwell	169	Babergh
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S13	Woolverstone and Freston Park	Orwell	169	Babergh
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S15	Ipswich Docks area, west bank	Orwell	169	Ipswich
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S20	Pond Hall Farm to Cathouse Point	Orwell	169	East Suffolk (S)
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S22	Nacton Shore to Levington Creek	Orwell	169	East Suffolk (S)

Map No.	Coverage	Coast or Estuary	O.S.	District or Borough
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S24	Trimley Lower Street to Fagbury Point	Orwell	169	East Suffolk (S)
S25	Fagbury Point to Trinity Quay, Felixstowe	Orwell	169	East Suffolk (S)
S26	Trinity Quay to North Quay, Felixstowe	Orwell	169	East Suffolk (S)
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S31	Sailing Club Slipway to Felixstowe Ferry Jetty	Coast	169	East Suffolk (S)
S32	Felixstowe Ferry Jetty to Falkenham Marshes	Deben	169	East Suffolk (S)
S33	Falkenham Marshes to Corporation Marshes	Deben	169	East Suffolk (S)
S34	Corporation Marshes to Kirton Creek	Deben	169	East Suffolk (S)
S35	Kirton Creek to White Hall	Deben	169	East Suffolk (S)
S36	Waldringfield	Deben	169	East Suffolk (S)
S37	Waldringfield to Kyson Point	Deben	169	East Suffolk (S)
S38	Martlesham Creek	Deben	169	East Suffolk (S)
S39	Woodbridge	Deben	169	East Suffolk (S)
S40	Melton	Deben	169	East Suffolk (S)
S41	Ufford to Brown's Planting	Deben	169	East Suffolk (S)
S42	Brown's Planting to Ferry Farm	Deben	169	East Suffolk (S)
S43	Ferry Farm to The Hams	Deben	169	East Suffolk (S)
S44	The Hams to Rockhall Wood	Deben	169	East Suffolk (S)
S45	Rockhall Wood to Cragpit Plantation	Deben	169	East Suffolk (S)
S46	Cragpit Plantation to Ramsholt Marsh	Deben	169	East Suffolk (S)
S47	Ramsholt Marshes	Deben	169	East Suffolk (S)
S48	Ramsholt Marshes to Bawdsey	Deben	169	East Suffolk (S)

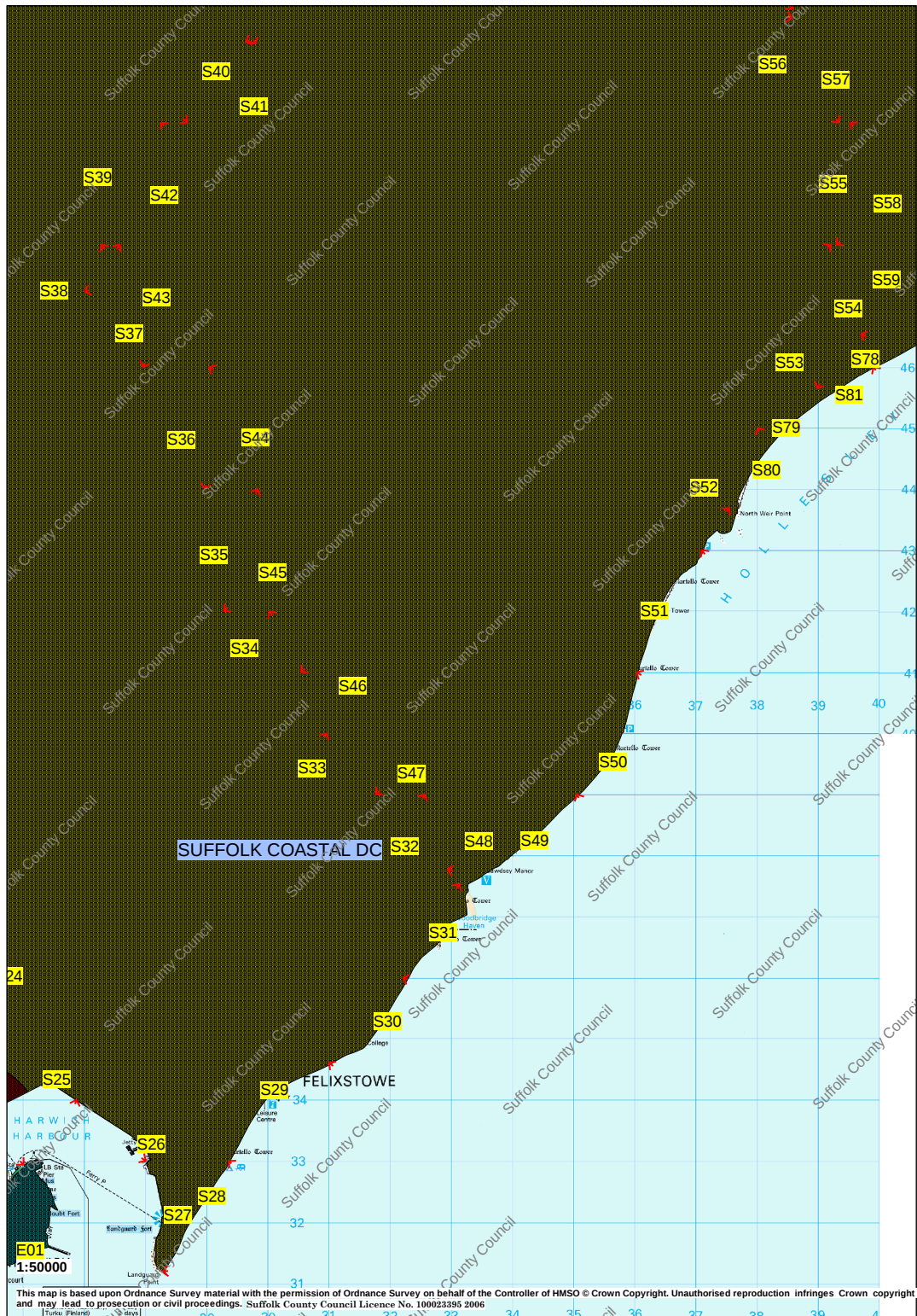
Map No.	Coverage	Coast or Estuary	O.S.	District or Borough
S49	Bawdsey Manor, Cliffs and Beach	Coast	169	East Suffolk (S)
S50	Bawdsey Beach, including East Lane	Coast	169	East Suffolk (S)
S51	Bawdsey Beach to Shingle Street	Coast	169	East Suffolk (S)
S52	Shingle Street to 1km east of Hollesley Bay Colony	Alde/Ore	169	East Suffolk (S)
S53	1km east of Hollesley Bay Colony to Flybury Point, Boyton Marshes	Alde/Ore	169	East Suffolk (S)
S54	Flybury Point & Boyton Marshes	Butley River	169	East Suffolk (S)
S55	Stonebridge & Butley Marshes	Butley River	169	East Suffolk (S)
S56	Butley Marshes to Butley Mills	Butley River	169	East Suffolk (S)
S57	Butley Mills to The Fleet	Butley River	169	East Suffolk (S)
S58	The Fleet to Gedgrave Marshes	Butley River	169	East Suffolk (S)
S59	Gedgrave Marshes	Alde/Ore	169	East Suffolk (S)
S60	Gedgrave Marshes	Alde/Ore	169	East Suffolk (S)
S61	Chantry Marshes & Orford	Alde/Ore	169	East Suffolk (S)
S62	Town Marshes, Orford	Alde/Ore	169/156	East Suffolk (S)
S63	Town Marshes, Orford to Sudbourne Marshes	Alde/Ore	156	East Suffolk (S)
S64	Sudbourne Marshes	Alde/Ore	156	East Suffolk (S)
S65	Sudbourne Marshes north to Marshes east of High Street	Alde/Ore	156	East Suffolk (S)
S66	Marshes east of High Street to Iken Marshes	Alde/Ore	156	East Suffolk (S)
S67	Iken, from marshes east of church to Iken car park	Alde/Ore	156	East Suffolk (S)
S68	Iken car park to Snape Bridge, and marshes south of Snape village	Alde/Ore	156	East Suffolk (S)
S69	Marshes south of Snape village to Black Heath Wood	Alde/Ore	156	East Suffolk (S)
S70	Black Heath Wood to Hazelwood Marshes	Alde/Ore	156	East Suffolk (S)
S71	Hazelwood Marshes to Aldeburgh Marshes	Alde/Ore	156	East Suffolk (S)

S72	Aldeburgh Marshes to Lantern Marshes (landward)	Alde/Ore	156	East Suffolk (S)
S73	Lantern Marshes to Wireless Station (landward)	Alde/Ore	156	East Suffolk (S)

Map No.	Coverage	Coast or Estuary	O.S.	District or Borough
S74	Wireless Station to King's Marshes (landward)	Alde/Ore	156	East Suffolk (S)
S75	King's Marshes to The Crouch (landward)	Alde/Ore	169	East Suffolk (S)
S76	The Crouch to Orford Beach (landward)	Alde/Ore	169	East Suffolk (S)
S77	Havergate Island	Alde/Ore	169	East Suffolk (S)
S78	Orford Beach (landward)	Alde/Ore	169	East Suffolk (S)
S79	Orford Beach including North Weir Point (landward)	Alde/Ore	169	East Suffolk (S)
S80	Orford Beach including North Weir Point (seaward)	Coast	169	East Suffolk (S)
S81	Orford Beach (seaward)	Coast	169	East Suffolk (S)
S82	Orford Beach (seaward)	Coast	169	East Suffolk (S)
S83	Orford Beach (seaward)	Coast	169	East Suffolk (S)
S84	Orford Beach to Orford Lighthouse (seaward)	Coast	169	East Suffolk (S)
S85	Orford Lighthouse to Wireless Station (seaward)	Coast	156	East Suffolk (S)
S86	Wireless Station to Lantern Marshes (seaward)	Coast	169/156	East Suffolk (S)
S87	Sudbourne Beach to Martello Tower, Slaughden (seaward)	Coast	156	East Suffolk (S)
S88	Aldeburgh (Slaughden to Wentworth Hotel)	Coast	156	East Suffolk (S)
S89	Thorpe Road, Aldeburgh to Thorpeness	Coast	156	East Suffolk (S)
S90	Thorpeness	Coast	156	East Suffolk (S)
S91	Thorpeness to Sizewell (settlement)	Coast	156	East Suffolk (S)
S92	Sizewell Power Stations	Coast	156	East Suffolk (S)
S93	Minsmere Marshes & RSPB Reserve	Coast	156	East Suffolk (S)
S94	Minsmere RSPB Reserve to Dunwich Heath, including Dunwich Cliffs	Coast	156	East Suffolk (S)
S95	Dunwich Heath, Cliffs & Village	Coast	156	East Suffolk (S)
S96	Dingle Marshes	Coast	156	East Suffolk (S)
S97	Corporation Marshes & Walberswick village	Coast	156	East Suffolk (S & N))
S98	Walberswick Ferry to Tinker's Marshes	Blyth	156	East Suffolk (S)
S99	Tinker's Marshes to Angel Marshes	Blyth	156	East Suffolk (S)

Map No.	Coverage	Coast or Estuary	O.S.	District or Borough
S100	Blythburgh	Blyth	156	East Suffolk (S)
S101	Blythburgh to Blythford (both banks)	Blyth	156	East Suffolk (S & N)
S102	Marshes north of Blythburgh to Sandpit Covert Marshes	Blyth	156	East Suffolk (S)
S103	Bulcamp Marshes	Blyth	156	East Suffolk (S & N)
S104	Reydon Marshes to Town Marshes, Southwold	Blyth	156	East Suffolk (N)
S105	Southwold	Coast	156	East Suffolk (N)
S106	Easton Bavents	Coast	156	East Suffolk (N)
S107	Easton Broad to Covehithe Broad	Coast	156	East Suffolk (N)
S108	Covehithe Cliffs to Benacre Broad	Coast	156	East Suffolk (N)
S109	Benacre Broad to Kessingland Beach Holiday Village	Coast	156	East Suffolk (N)
S110	Kessingland Beach	Coast	156	East Suffolk (N)
S111	Kessingland Cliffs to Pakefield Holiday Centre	Coast	156	East Suffolk (N)
S112	Pakefield Holiday Village to CEFAS Laboratory	Coast	156/134	East Suffolk (N)
S113	Lowestoft South Beach to Lifeboat Station	Coast	134	East Suffolk (N)
S114	Lifeboat Station to Brooke Business Park	Lake Lothing	134	East Suffolk (N)
S115	Brooke Business Park to Mutford Lock	Lake Lothing	134	East Suffolk (N)
S116	Mutford Lock to Leathes Ham	Lake Lothing	134	East Suffolk (N)
S117	Leathes Ham to Trawl Basin	Lake Lothing	134	East Suffolk (N)
S118	Trawl Basin to North Beach, Lowestoft	Coast	134	East Suffolk (N)
S119	Gunton to Corton	Coast	134	East Suffolk (N)
S120	Corton to county boundary south of Hopton	Coast	134	East Suffolk (N)

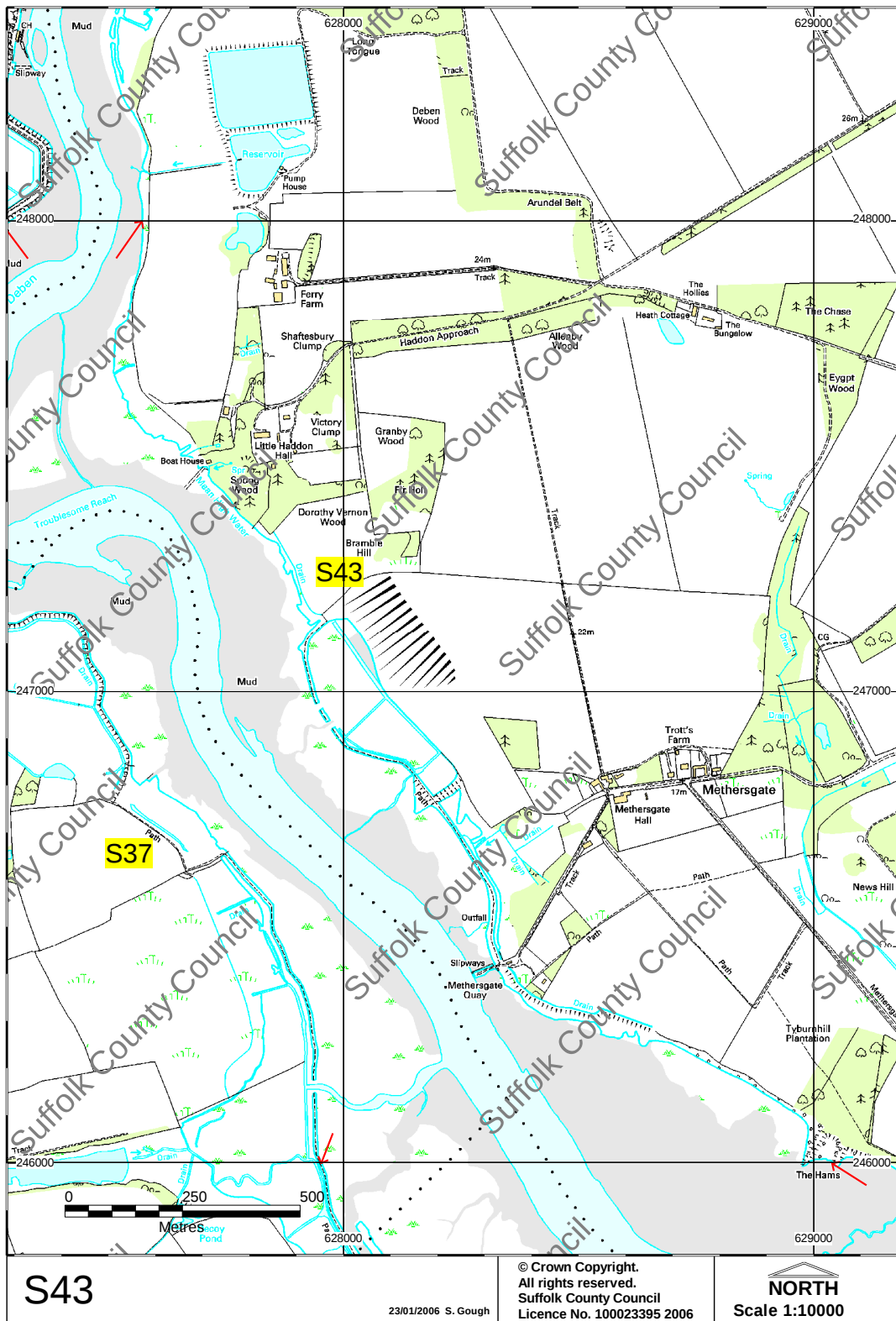
ANNEX to APPENDIX D COASTAL DATASETS - EXAMPLE



Ferry Farm to The Hams

TM27574800 to TM29044600, Landranger 169

Beach Data and Clean Up Guidelines



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NAME OF BEACH	METHERSGATE QUAY	BEACH NO	S43
Grid Reference	TM273480 – 290460	Aspect	East

O.S. MAP NO	Explorer 212
Access	From Woodbridge – B1083 – Sutton. Turn R before Sutton sign – track between two high concrete pillars down to Methersgate Hall.
Shore Access	Travel 11/2 miles along track towards Methersgate Hall. Turn R drive rear of cottages signposted Apple Cottage. Narrow dirt track to quay.
Parking	Limited area – Grass meadow front of river. Capacity 38 approx. 12 vehicles.
Bank Profile	N – Grass bank and saltmarsh. E – Grass and marsh and very small area of beach.

Beach Type Profile	Soft mud/sand/shingle
Area of Beach	E – 4m x 100m
Above H.W.M.	Soft mud/sand/shingle
Below H.W.M.	Soft mud
Load Bearing Capacity	FWD/Track
Important Considerations	
Clean Up Recommendations	
Temporary Holding	As above
Additional Information	Permission required contact Land owner:

APPENDIX E COASTGUARD REPORT FORMAT FORM CG77 POLREP

Coastguard Report Format – CG77 POLREP

Once completed, the CG77 (POLREP) should be sent to:

To: MCA (GCOC Humber or Dover)

Copies: To other Agencies as deemed necessary

Part 1 – Information which should be provided in an initial pollution report	
A.	Classification of Report: (i) doubtful (ii) probable (iii) confirmed (Delete as necessary)
B.	Date: _____ Time: _____ pollution observed Identity of Observer/Reporter: _____
C.	Position of pollution: (by latitude and longitude if possible, state range and bearing from some prominent landmark) Extend of pollution: _____ litres/barrels/tonnes Size of polluted area: _____ from _____ (give location of observer)
D.	Wind speed: _____ knots Direction from: _____ Tidal status at time pollution observed: _____ after/before HL/LW
E.	Weather Conditions and Sea State: Sea state/wave length: _____ metres
F.	Characteristics of Pollution: Type: eg pollution, crude, diesel, packed or bulk chemical (UN No. if known) Appearance: eg liquids, floating solid, liquid pollution, semi liquid slurry, tarry lumps, weathered pollution, discolouration of sea, visible vapour etc
G.	Source of pollution: _____ (from vessel of other undertaking) Cause of pollution: (Apparent deliberate discharge or casualty. If the latter, give brief description. Where possible, give the name, type, size, nationality and Port of Registry of polluting vessel. If vessel is underway, give course, speed and destination (if known.)
H.	Details of other vessels in the area: (to be given if the polluter cannot be identified and the spill is considered to be of recent origin)
I.	Photographs taken: _____ Yes/No
J.	Samples taken for analysis: _____ Yes/No
K.	Remedial action taken, or intended, to deal with the spillage:
L.	Forecast of the likely effect of pollution: (eg arrival on coastline, estimated timing)
M.	Names of those informed other than addressees:

N.	Any other relevant information: (eg names of other witnesses, reference to other instances of pollution pointing to source)
Part 2 – Supplementary information to be provided later (this part may be disregarded when POLREPS are for UK internal distribution only)	
O.	Results of sample analysis:
P.	Results of photographic analysis:
Q.	Results of supplementary inquiries: (eg inspection by Surveyors, statement from ship's personnel, etc. if applicable)
R.	Results of mathematical models:

Notes:

1 POLREPs are Pollution Reports produced by the Coastguard Operations Centres (CGOC), for reporting any type of pollution, either actual or potential, which includes wreck, cargo, beached vessels, algal blooms as well as hazardous substances.

2 All messages should be pre-fixed by the code word POLREP followed by a serial number issued by the operator. Subsequent updating or amplifying reports should repeat this information and add a SITREP number e.g. POLREP 21/SITREP 1 would be followed by POLREP 21/SITREP 2. The first report is assumed to be SITREP 1 with subsequent reports being numbered sequentially.

3 Grounding, collisions or breakdowns of any vessels carrying potential pollutants, including bunkers, will be treated as serious incidents with a classification of PROBABLE until proved otherwise.

4 For pollution incidents in Suffolk, HMCG will distribute POLREPS to the JEPD Duty Officer (via the Emergency Planning mailbox), Suffolk Constabulary, port or harbour authorities and national organisations, along with the adjacent counties.

5 Care should be taken to avoid undue escalation of UNCONFIRMED pollution incidents with consequent misleading publicity.

6 Where the public report a pollution incident to the Local Authority or other SRF member, the information can be sent to MCA CGOC using the POLREP format. The CGOC will then inform the Duty CPSO and a POLREP will be issued.

APPENDIX F POLREP 1 (Initial Report)

POLREP 1 Format (Initial Report)

POLREP 1 Format (Initial Report)							
Alpha 1	Pollution reported Date: Time:						
Alpha 2	Reported by Name: Address: Tele No:						
Alpha 3	Further details of pollution observed Location of pollution: Coastal: Extent: Beach No(s) threatened: (Refer to Coastal Dataset) Characteristics of pollution (if known): (thin/thick/tarry/lumps/pollution sheen) Source of pollution (if known): Suspected polluter (if known): Details of any vessels in area:						
Bravo	Category of spill <table border="1"> <tr> <td>Tier 1</td> <td>Small incident that can be managed by relevant LA</td> </tr> <tr> <td>Tier 2</td> <td>Significant incident requiring multi-agency co-ordination</td> </tr> <tr> <td>Tier 3</td> <td>Major incident requiring MCA response and resources</td> </tr> </table>	Tier 1	Small incident that can be managed by relevant LA	Tier 2	Significant incident requiring multi-agency co-ordination	Tier 3	Major incident requiring MCA response and resources
Tier 1	Small incident that can be managed by relevant LA						
Tier 2	Significant incident requiring multi-agency co-ordination						
Tier 3	Major incident requiring MCA response and resources						
Charlie	Contacts made and messages given to <table border="0"> <tr> <td>Time:</td> <td>Date:</td> </tr> <tr> <td>Name:</td> <td>Address:</td> </tr> <tr> <td>Tele No:</td> <td>Message:</td> </tr> </table>	Time:	Date:	Name:	Address:	Tele No:	Message:
Time:	Date:						
Name:	Address:						
Tele No:	Message:						

POLREP 2 Format (Detailed Report)	
Alpha 1	Pollution incident reported Date: Time: Received by:
Alpha 2	Reported by Name: Address: Tele No:
Alpha 3	Location of pollution Map reference: Extent: Area pollution covers: (Refer to Coastal Dataset) Characteristics of pollution (if known): (thin/thick/tarry/lumps/pollution sheen)
Alpha 4	Action by caller
Alpha 5	Local weather Wind direction: Strength: Weather conditions: rain/sun Tide state: high/low High tide at: hours Height of tide at above time:
Alpha 6	Details of any vessels in area Any likely suspects:

POLREP 2 (Detailed Report) Contd

POLREP 2 Format (Detailed Report)

Site Information (one for each polluted location)

POLREP 2 Format (Detailed Report)	
Bravo 1	Site location (Map Reference)
Bravo 2	Extent of pollution
Bravo 3	Situation of pollution Beach Number: (Refer to Coastal Dataset)
Bravo 4	Access (Refer to Coastal Dataset)
Bravo 5	Nature of pollution Thick Thin Lumps Heavy Light
Bravo 6	Current weather/tide conditions at site Wind direction: Strength: Weather: Rain/sunny Tide state: High/low High tide at: Height of tide at above time:
Bravo 7	Recommended action Labour required: Plant required: Material required:
Bravo 8	Samples taken Yes/No Source (if known): Any suspects (details):
Bravo 9	Deployment of resources Labour: Plant: Material:
	The above details received from: Name: Date: Time:

APPENDIX H CLEAN-UP OF CONTAMINATED WILDLIFE

Natural England

In the event that wildlife is affected by a pollution incident there will be a public expectation and demand for action to remediate the environmental damage and contaminated wildlife. Natural England would provide advice independently or through the Environment Group to ensure that salvage, clean-up and monitoring operations are:

- Compatible as possible with environmental considerations such as protection of designated sites with habitats and species sensitivities.
- Minimise any risk of increasing impacts on uncontaminated designated sites or wildlife.
- Compatible as possible with wider environmental and wildlife conservation priorities.

RSPCA

The RSPCA the lead agency for wildlife welfare action and is responsible for the clean-up of wildlife affected by oil or other pollutants. They have well developed arrangements for the capture, cleaning and rehabilitation of contaminated animals. When alerted by Natural England the RSPCA have responsibility to:

- Agree procedures for the recovery of live birds and other wildlife casualties with the relevant nature conservation agency.
- Supply equipment to help the recovery of live casualties.
- Provide Natural England with details of the recovery, treatment and rehabilitation of wildlife casualties.
- Agree the protocol with Natural England for the marking, release and monitoring of cleaned wildlife.

RSPB

The RSPB will be involved in the co-ordination of the response to oiled birds. In support, the RSPB will:

- Survey any birds in the contaminated area and monitor avian impacts.
- Advise on how the oil or other pollutants should be cleaned with least risk to the birds.
- Advise the RSPCA on the location of live contaminated birds in need of cleaning and rehabilitation.

BDMLR

BDMLR are a voluntary network of trained marine mammal medics who respond to strandings of marine animals, oil spills, fishing gear entanglement and any incident of a marine animal in trouble.

Public

Members of the public should be encouraged not to rescue wildlife affected by oil or other pollutants, due to the many health and safety issues associated with hazardous or noxious substances, the environment or contact with wildlife. The Local Authority should direct

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volunteers and third parties to the recognised welfare bodies or Suffolk Wildlife Trust to ensure the maximum benefit for wildlife conservation.

APPENDIX I RECEIVER OF WRECK

The Receiver of Wreck administers the Merchant Shipping Act 1995 in relation to wreck and salvage. The Receiver is appointed directly by the Secretary of State and the post of Receiver of Wreck currently sits within the Maritime and Coastguard Agency (MCA). The Receiver is responsible for processing wreck reports to ensure that the interests of both salvor and owner are taken into consideration.

The Receiver aims to give owners the opportunity of having their property returned and to make sure a fair salvage award payment is made where necessary. The Receiver will also recover any costs paid from the public purse during this process.

The Receiver's remit extends to tidal waters in the UK, so it does not cover lakes or rivers beyond tidal reach.

Salvage is legal, providing it is of service or financial benefit to the owner and the Receiver is informed of the details within 28 days. Wreck remains the property of the cargo's owner and not the property of the finder or salvor. Salvors or finders must declare recovered wreck material to the Receiver, by submitting a completed MCA Report of Wreck and Salvage within 28 days of the recovery. Salvors or finders are not entitled to keep what they have recovered, but may be eligible for a salvage award.

Once a salvage contractor is appointed, additional voluntary 'plunder' after this point would not be of benefit to the owner and is therefore not a legitimate act of salvage. At this point the Receiver of Wreck can transfer statutory powers to the Police to confiscate or immediate handover items that have been retrieved.

Throughout, public access to the shoreline can be restricted by the landowner, supported by Public Control Orders issued by the Police for legal, health and safety, environmental, or public order issues. The Local Authority may also temporarily close public footpaths and roads to restrict access.

Wreck includes 'jetsam, flotsam, lagan and derelict found in or on the shores of the sea or any tidal water'.

Jetsam. Jetsam describes goods cast overboard to lighten a vessel in danger of sinking. The vessel may still perish.

Flotsam. Flotsam describes goods lost from a ship which has sunk or otherwise perished. Goods are recoverable because they remain afloat.

Lagan. Lagan describes goods cast overboard from a ship which afterwards perishes. The goods are buoyed so they can be recovered.

Derelict. Derelict describes property, whether vessel or cargo, which has been abandoned and deserted at sea by those who were in charge of it without any hope of recovering it.

APPENDIX J BEACH SUPERVISOR

Local Authorities within Suffolk have a number of qualified Beach Supervisors who will provide a single point of contact for each affected beach or shoreline. They are responsible for providing accurate and timely information to the ECC or TCG, depending on the level of response, to meet the RCG battle rhythm. The RCG will decide on the clean-up techniques, environmental issues, public health issues, equipment and manpower priorities and Health and Safety requirements for each affected area.

Other Beach Supervisor tasks include:

Plan daily field effort based on pollution surveillance reports, and weather conditions and forecasts.

Organise teams to survey beaches for dead and live animals.

Oversee volunteer registration and Risk Assessment briefings.

Implement compliance with health and safety requirements.

Debrief and collect reports from beach survey teams on their return.

Ensure the prompt delivery of reports to the ECC/TCG.

Evaluate the need for any additional support.

Record Keeping

Accurate and up to date record keeping is essential for two main reasons:

- To enable Local Authorities to compile evidence to support compensation claims to recover the costs involved in a clean-up operation.
- To enable LA's to evidence that action taken was reasonable, and proportionate.

Records are to be maintained on a beach-by-beach and day-by-day basis and submitted to the SRF for collation and filing at the end of each day. They should distinguish between activities undertaken to assist the clean-up operation and any general environmental monitoring or longer term impact studies. Information required includes:

- Personal details and work hours of clean up team members.
- Resources received with delivery notes.
- Use of vehicles and hired plant and whether it was with or without driver/operator.
- Protective clothing use.
- Use of consumables.
- Quantities and types of waste collected and their disposal routes.

APPENDIX K INTERMEDIATE WASTE SITES

When shorelines (shingle, sand flats or mud-flats) that have been contaminated by hazardous or oily wastes are first 'cleaned up', the collected materials will usually be placed in suitable storage areas close to the shoreline. These locations are the initial storage areas and their function is to temporarily hold contaminate waste until intermediate storage sites can be set up.

Intermediate storage will allow contaminate waste from the initial storage areas to be consolidated into a single, or limited number, of more secure and environmentally safe sites. Intermediate storage could be for periods of several months, allowing time for other issues: establishing responsibility; funding; determining the best method and sites for treatment/recovery/destruction/disposal, to be addressed.

Contaminated waste collected at the shoreline is not usually a liquid. If significant quantities of a liquid are collected, then the ideal type of intermediate storage is an oil or fuel tank. Man-made lagoons lined with oil resistant plastics can be used. Contaminated sand, mud and highly viscous waste can be stored in skips or in specially constructed holding areas. In all cases it is preferable that the ground is impermeable (thick clay, sound concrete) and has controlled drainage (pumped sumps and bunds may be needed). Note that the design and construction, along with obtaining the necessary permissions, waste management licences and agreements with landowners may take 2 to 4 months.

The collection, storage, transportation and disposal of hazardous waste is regulated by the Environment Agency. In an emergency contaminated waste can be transported and stored without a licence or environmental permit, but the Environment Agency must be consulted.

Thereafter, all movement of hazardous waste must be accompanied by a Consignment Notice, which is retained for 3 years and all storage sites and carriers of controlled waste must be registered with the EA.

SCC Waste has undertaken an analysis⁵ of possible intermediate storage sites across Suffolk which could temporarily hold debris / waste materials from a pollution incident. The selected sites, which will require further analysis, are as follows:

⁵ Information Pack of Shortlisted Sites for Intermediate Pollution Storage dated Nov 18.

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HAZARDOUS WASTE INTERMEDIATE STORAGE – POTENTIAL LOCATIONS				
Location	No	Address	Grid Reference	Licence Holder and Permit Number
Foxhall Transfer Station	1	Foxhall Landfill Site, Foxhall Rd, Brightwell, IP10 0HT	TM2430043800	FCC Waste Services Ltd. CB3208MF/T001
Lowestoft Transfer Station	2	South Lowestoft Industrial Estate, NR33 7NF	TM5266789441	FCC Waste Services Ltd. RP3795ND/A001
Felixstowe HWRC	3	Carr Road, Felixstowe, Suffolk, IP11 3RX	TM2865432942	FCC Waste Services Ltd. DP3590VP/V004
Wangford Closed Landfill	4	Mardle Road, Wangford, Suffolk, NR34 8AR	TM4720077700	Viridor Waste Suffolk Ltd. CP3295NR/A001
Bentwaters Park	5	The Control Tower, Rendlesham, Woodbridge, Suffolk, IP12 2TW	TM3466553135	Bentwaters Park Ltd. EB3234RZ/A001
West Bank Transfer Station, Ipswich	6	West Bank Waste Transfer Station, Wherstead Road, Ipswich, IP2 8NB	TM1665343029	Brett Aggregates Ltd BB3405GS
West Bank Port Recovery Facility	7	Ipswich Port Aggregate Recovery Facility, Wherstead Road, Ipswich, Suffolk, IP2 8NB	TM1671543056	Brett Aggregates Ltd CB3000GB
Waldringfield Recycling Facility	8	Waldringfield Road, Brightwell, Ipswich, Suffolk, IP10 0BL	TM2610044800	Brett Aggregates Ltd GB3932RB
SPS Spares	9	Valley Farm Pit, Hadleigh Road, Sproughton, Suffolk, IP8 3EL	TM1157043180	SPS Spares Ltd. ZP3895NX
Parham Airfield	10	Parham, Woodbridge, Suffolk, IP13 9AF	TM3178060120	Tamar Composting (East Anglia) Limited. BP3193VD/V005
Norfolk and Suffolk Construction Ltd	11	Land Off Hadleigh Road, Hadleigh Road, Ipswich, Suffolk, IP2 0UB	TM1430044946	Norfolk And Suffolk Construction Limited. BB3804XB/V002
BOC Gases	12	Brunel Road, Hadleigh Industrial Estate, Ipswich, Suffolk, IP2 0EX	TM1430044946	BOC Gases Ltd. N/A

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Ipswich Park & Ride	13	London Road, London Road, Suffolk, IP8 3TQ	TM1251842629	SCC N/A
Martlesham Park & Ride	14	Martlesham, Ipswich, Suffolk, IP5 3QN	TM2409846308	SCC N/A
Chelmondiston MWRC	15	Shotley Road, Chelmondiston, Suffolk, IP9 1EF	TM2169336896	Shotley Parish Council. CBDU78818

APPENDIX L LIST OF USEFUL PUBLICATIONS

Scientific Technical and Operational Advice Notes (STOp Notices)

Extant MCA STOp notices may be found at:

[Scientific, Technical and Operational advice notes \(STOp notes\) - Publications - GOV.UK](#)

4/09 Guidelines for the Preparation of Coastal and Estuarine Booming Plans.

1/16 Response and Recovery to a Maritime Pollution Incident Impacting the UK Shoreline.

2/16 Maritime Pollution Response in the UK: The Environment Group

3/16 Waste Management Guidance Following a Maritime Pollution Incident in the UK

1/18 Mineral and Vegetable Oil Pollution: Guidance for Shoreline Response.

Other Publications

The National Contingency Plan (NCP) [national-contingency-plan](#).

Pollution Response in Emergencies Marine Impact Assessment and Monitoring (Premiam) Technical Report 146 - Post-Incident Monitoring Guidelines.

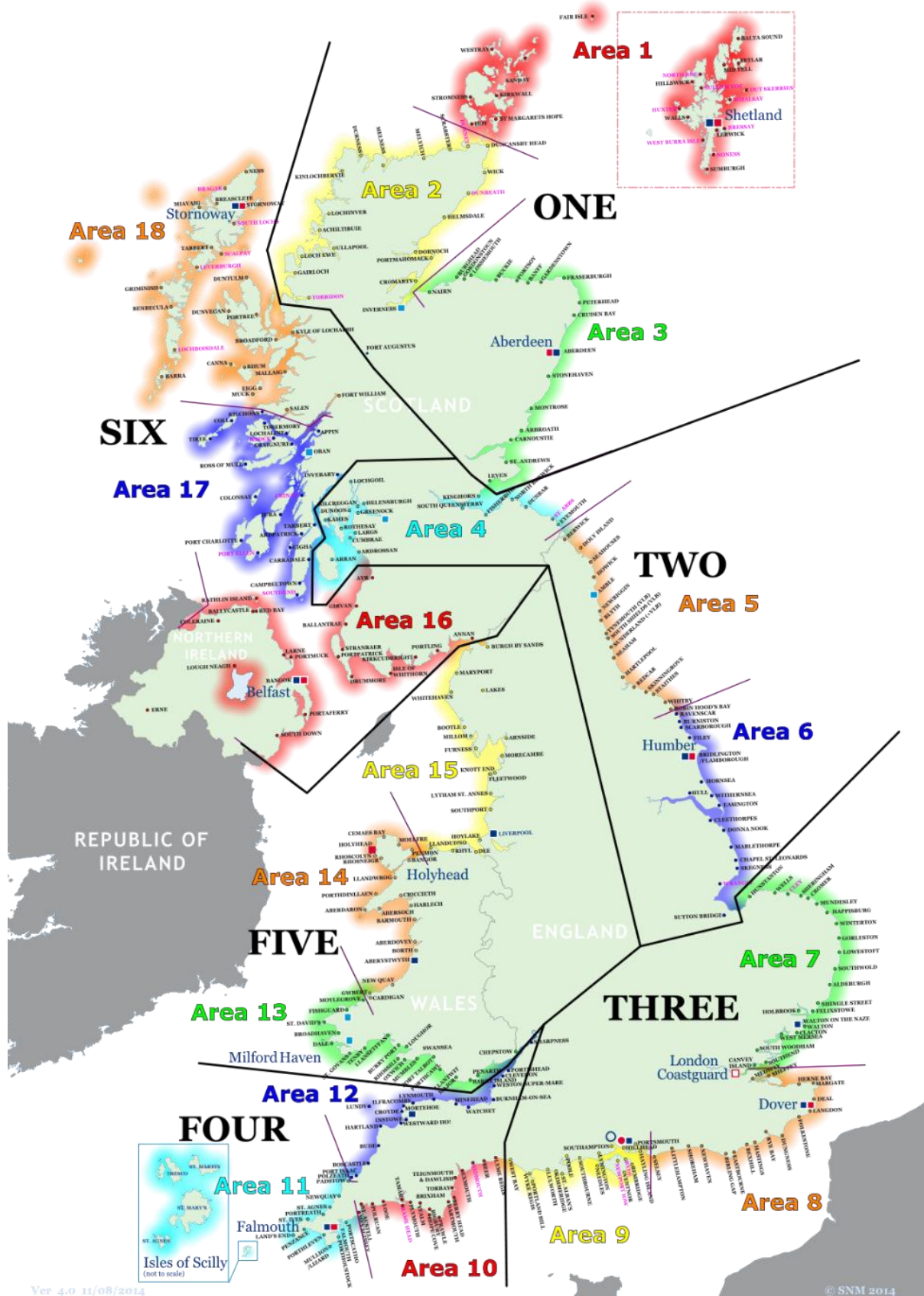
The Norfolk, Suffolk and The Wash Environment Group Marine Pollution Contingency Plan Version 2.1 dated 30 May 2014.

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523752/The Norfolk Suffolk and The Wash Environment Group Marine Pollution Contingency Plan.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523752/The_Norfolk_Suffolk_and_The_Wash_Environment_Group_Marine_Pollution_Contingency_Plan.pdf)

Standing Environment Group for the Greater Thames Estuary dated July 2004.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307918/seg_greaterthames.pdf

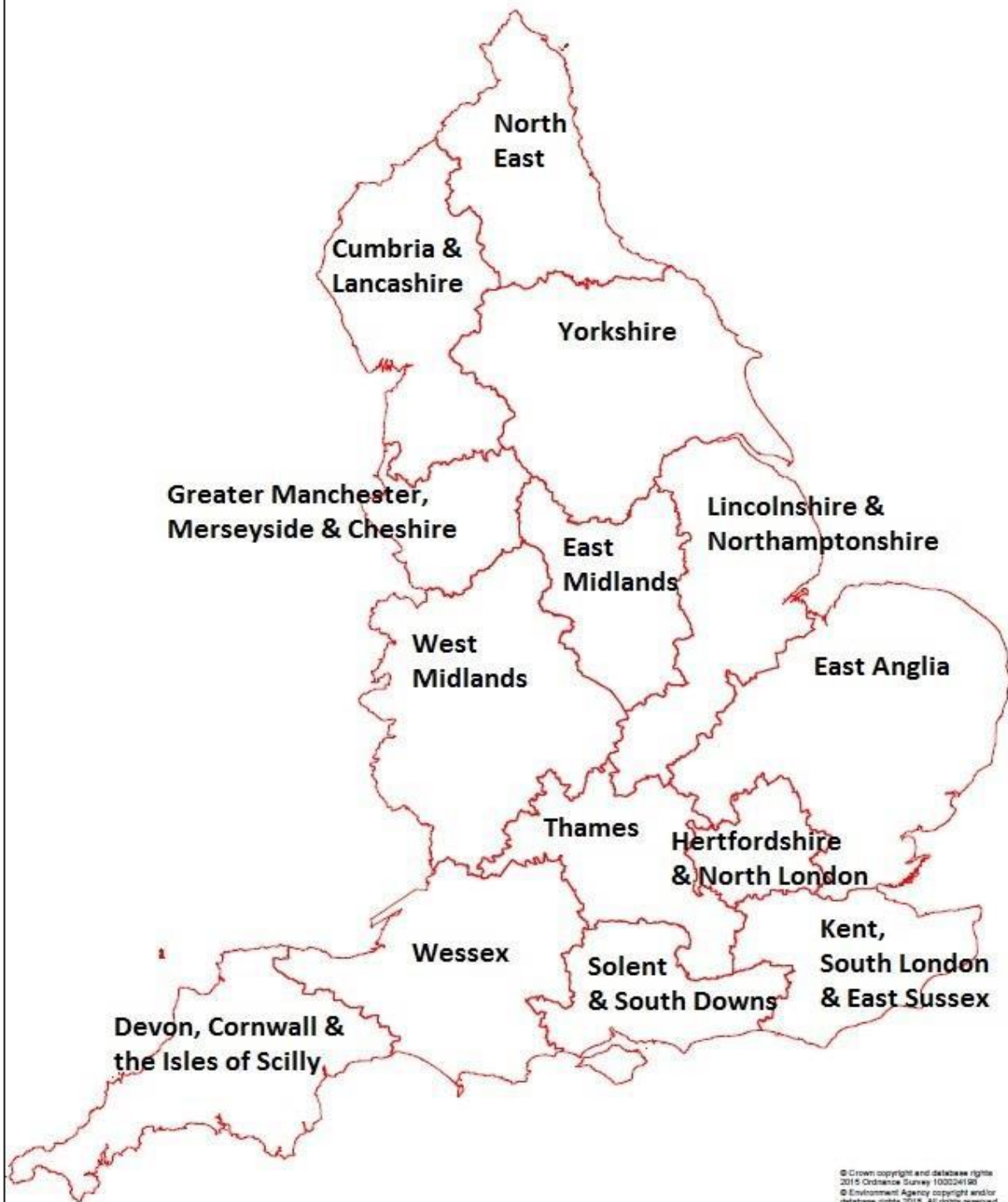
APPENDIX M HM COASTGUARD ORGANISATION



Suffolk is situated in Area 7 that is controlled by both Humberside and Dover CGOCs.

APPENDIX N ENVIRONMENT AGENCY AND NATURAL ENGLAND BOUNDARIES

Aligned EA and NE Area Boundaries



APPENDIX O GLOSSARY

AIFCA	Association of Inshore Fisheries and Conservation Authorities
AONB	Area of Outstanding Natural Beauty
BDMLR	British Divers' Marine Life Rescue
BEIS	Department for Business, Energy and Industrial Strategy
CEFAS	The Centre for Environment, Fisheries and Aquaculture Science
CGOC	Coastguard Operations Centre Area – Humber
CPS	MCA Counter-Pollution and Salvage Branch
CPSO	Counter Pollution and Salvage Officer
DEFRA	Department of the Environment, Food and Rural Affairs
DfT	Department for Transport
EA	Environment Agency
ESC	East Suffolk Council
EG	Environment Group
EIFCA	Eastern Inshore Fisheries and Conservation Authority
ELO	Environmental Liaison Officer
FSA	Food Standards Agency
HMCG	Her Majesty's Coastguard (a section of the MCA)
HOWG	Haven Oil Working Group
ITOPF	International Tanker Owners' Pollution Federation
JEPU	Joint Emergency Planning Unit
MCA	Maritime and Coastguard Agency
MHCLG	Ministry for Housing, Communities and Local Government
MFA	Marine Fisheries Agency
MMO	Marine Management Organisation
MRC	Marine Response Centre
MRCC	Maritime Rescue Co-ordination Centre
NCP	National Contingency Plan for Marine Pollution from Shipping and Offshore Installations
NMOC	National Maritime Operations Centre
OPRC	Oil Pollution Response Convention
PHE	Public Health England
POLREP	Pollution Report
RCG	Recovery Co-ordinating Group
RSPB	Royal Society for the Protection of Birds
SCAT	Shoreline Clean-up Assessment Technique
SCC	Suffolk County Council
SCG	Strategic Co-ordinating Group
SCU	Salvage Control Unit
SMG	Shoreline Management Group
SOSREP	Secretary of State's Representative for Maritime Salvage and Intervention
SPA	Special Protection Area
SRC	Shoreline Response Centre
SSSI	Site of Special Scientific Interest
STAC	Scientific and Technical Advice Cell
STOp	Scientific, Technical and Operational Advice Note