

# MARCHWOOD UNITS SPILL RESPONSE PLAN AND REPORTING PROCEDURES

<b>Issue Date:</b>	14 October 2015
<b>References:</b>	A: Pollution Prevention and Control Act 1999. B: The Environmental Damage (Prevention and Remediation) Regulations 2009 C: JSP 375, Health & Safety Handbook D: JSP 418, Sustainable Development & Environment Manual E: JSP 317, Storage & Handling of Fuels and Lubricants F: JSP 815, Defence Environment & Safety Management G: Port Marine Safety Code 2009 H: LFSO 4420, PPC Spillage Response Plans
<b>Owner:</b>	RHSA
<b>Contact:</b>	023 8066 4311(94273 8311)

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## **AMENDMENT DETAILS**

**Requests for amendments to this document are to be submitted to SMC SHEQ Manager**

**A review of this document is to be carried out at least annually by the SMC SHEQ Manager**

Issue No	Description	Date	Signature
01	Original	Nov 04	T Smith
02	Complete review	Nov 05	T Smith
03	Complete review	Nov 06	T Smith
04	Complete review	Nov 07	T Smith
05	Complete review	Nov 08	T Smith
06	Complete review	Nov 09	K Rose
06 v. 2	Amend 5.6 and Chap 6 Flow diagram	Feb 10	K Rose
07	Complete review	Nov 10	K Rose
08	Amendments to Annex A, D, E, F and G	Jan 12	K Rose
09	Review of emergency response	Feb 13	K Rose
10	Complete Review: Annex E – Additional equipment, spills involving pesticides and biocides. Annex F – Interceptors and drainage plans	Feb 14	K Rose
11	Amendments to Regt CO Details and as result of 145 Bde Audit. Change of TLB and associated report forms Complete review	May 14  Aug 14 Nov 14	P Matthews  A J Croft D Penny
12	Inclusion of links to MOD Spill Report forms at Annex D	Apr 15	P Matthews
13	Redraft iaw JSP 317	May 15	P Matthews
14	Minor detail amendments	Sep 215	J Tomkins

## **INTERNAL DISTRIBUTION**

Via MOSS link [here](#)

## **EXTERNAL DISTRIBUTION LIST**

Southampton Harbour Master (ABP)  
PNB – Safety Manager (C1)

## **MOD POLICY**

1. MOD policy is to conduct activities in accordance with the current Safety, Health, Environmental Protection and Sustainable Development Policy Statement by the Secretary of State for Defence. Supporting detailed Organisation and Arrangements (O&A) that support this Policy Statement are detailed in Reference A. The MOD regulations covering environmental issues are at Reference B. MOD Fuel and Lubricants (P&L) pollution control procedures are detailed in Reference E.

2. All MOD personnel have a responsibility to prevent pollution and may be held responsible in cases of negligence or contravention of legislation or MOD policy. Commanding Officers and Heads of Establishments take overall responsibility for pollution incidents from units or establishments under their control and may be held liable, under criminal or civil law, if it is deemed that they caused or knowingly permitted the pollution to occur.

3. It is MOD policy, in accordance with References B and H, that establishments where hazardous or potentially polluting substances are used or stored, including petroleum products, are to have a Unit Spillage Response Plan in place to deal with any emergency incident involving these substances. Such a plan is essential in order to ensure an establishment can prevent, contain and minimise any pollution resulting from the spillage of a hazardous substance.

4. The purpose of this statement is to ensure that the Sea Mounting Centre and McMullen Barracks comply with all relevant environmental and safety legislation, and O&A statements to this effect are to be applied across both sites. The head of each department and line managers are responsible for the implementation of the Safety, Health, Environmental Protection and Sustainable Development O&A Statements.

5. Current O&As can be found as follows:

Commandant Sea Mounting Centre - 20140221 – SMC SHEF Plan 2014/15

Commanding Officer 17 RLC Regiment – 17PM SH&E Procedure 101

Colonel I C Alexander OBE

Lieutenant Colonel J Chestnutt

Commandant SMC

CO 17 RLC Regt

## **DEFINITIONS**

The following definitions are used throughout this document:

**Spillage:** An uncontrolled release of product from pipeline, tank, road tanker, refuelling vessel or other container in which it is held.

**Oil Spillage:** A spillage of any petroleum product: Fuel, Oil or Lubricant.

**Tier 1 Spillage:** Where the clean up is entirely within the units capability.

**Tier 2 Spillage:** The clean up requires assistance from another Service unit, or from an external agencies.

**Tier 3 Spillage:** A catastrophic incident requiring major external assistance.

## **ABBREVIATIONS**

DC	Duty Crew
DFG	Defence Fuels Group
DFRMO	Defence Fire and Risk Management Organisation
DIO IM	Defence Infrastructure Organisation Infrastructure Manager
DTG	Date/Time/Group
F&L	Fuels and Lubricant
ICO	Incident Control Officer
ICP	Incident Control Point
MGS	MOD Guard Service
PCO	Pollution Control Officer
PCE	Pollution Control Equipment
PCK	Pollution Control Kit
PCP	Pollution Control Point
PCS	Pollution Control Sorbents
PPE	Personal Protective Equipment
PRK	Pollution Response Kit
RHSA	Regiment Health & Safety Advisor
SIC	Signal Identity Code
SMC	Sea Mounting Centre
SMC SHEQ	SMC Safety Health Environment and Quality Manager
SRP	Spill Response Plan
SRT	Spill Response Team

## INTRODUCTION

### Policy

- 1 In accordance with References A and B, it is necessary to have an effective plan detailing activities of personnel and the actions they should take to deal successfully with an oil spillage and possible resultant fire water/foam run-off occurring on the Sea Mounting Centre and McMullen Barracks sites.

### Definition

- 2 A spillage is defined as an uncontrolled release of a volume of oil from a primary container and cannot be contained, or where the danger of ground or watercourse contamination is likely to occur as a result of such a spillage. The most probable cause of a spillage is as a direct result of an accident, equipment malfunction or procedural malpractice associated with the operation of installations, equipment or vehicles.

### Purpose

- 3 The purpose of this USRP is to prevent the contamination of the environment and the pollution of water in the event of a spillage of oil based product, regardless of its volume.

### Risk Assessment

- 4 Risk assessments have been completed for the SMC and McMullen Barracks which include a copy of a site specific risk assessment for each area where hazardous products are stored. Formal Risk Assessments are to be carried out in accordance with JSP 317, Part 5, Chap 3 to identify key areas of potential risk. The risk assessments have been used to develop this. A Register of Hazardous areas and Hazardous Products is detailed at Annex G.

### Action Plan

5. Execution of the SRP is conducted as a sequence of staged actions. The person discovering the spillage will normally initiate this sequence. The immediate actions are to isolate and contain the spillage and summon assistance. The immediate actions are detailed in the emergency procedures poster. Immediate Action (IA) posters are to be prominently positioned at all Pollution Control Point's (PCP) and locations where F&L is stored. The Defence Fire & Risk Management Organisation (DFRMO) Spill Response Team must be called to attend all spillages. During normal working hours the Pollution Control Officer (RHSA or SMC SHEQ) will be called to attend all spillages at McMullen Barracks/SMC. During silent hours, the person discovering the spillage is to inform either the **Guardroom or Ops room**, who will activate the unit Spillage Response Team (SRT). Dependant on the complexity of the spill, the PCO may require the services of on-site contractors, e.g. DE, RPC etc. Even though every spillage will be different; action plans based on practiced scenarios and spillage response history should be used as guidance. Details of lessons learnt and responses to spillages are to be recorded, a typical example is at Appendix 7 to Annex B.

## Command and Control

6. The person discovering the spillage or the senior person at the scene is to adopt the role of Incident Controller until relieved by the DFRMO Spill Response Team or PCO. The Incident Controller is responsible for co-ordinating the immediate response to the spillage using any manpower and material at their disposal.
7. If all attempts to contain the spillage fail, the DFRMO Spill Response Team Leader or the PCO is to make a decision as to whether outside assistance is required. If so the MOD Emergency Spillage Response contractor is to be called. Upon their arrival command and control is to be passed to the authorised MOD contractor's representative.
8. If the potential to become a complex pollution response project; the 17RLC Regt Task Force, commanded by **RQM/RQMS**, supported by the Pollution Control Officer (PCO), and including appropriate team members is to be established at the earliest opportunity. The Task Force is to co-ordinate the recovery programme ensuring that all response activities are safe, and that all objectives and processes are understood by all parties. (4Cs)

## First Aid Response

9. The SMC is to maintain First Aid response packs that are readily available for immediate use. The response packs are to be located at all areas where there is risk of a spillage occurring, these areas are to be designated as Pollution Control Points (PCP) and indicated on the SMC site plan.
10. The SMC is to maintain a Pollution Response Kit (PRK) to be deployed with the Spill Response Team (SRT), the location of the PRK's is shown on the Site Plan at Annex E. The PRK is in addition to the First Aid response packs.
11. Any absorbents used during clean up operations are to be treated as hazardous waste and disposed of via the existing hazardous waste disposal contract operated by the Quartermaster's Department, 17 RLC Regiment.

## Service Support

12. The PCO (SMC SHEQ or RHSA) is to be informed of any spillage that occurs so that a register of spillages can be maintained.
13. All Marine Spills are to be reported through the emergency number Ext 2222. DFRMO or the MGS will manage the spill response. 17 RLC Regt provide a craft and duty crew to operate on a standby basis when there are activities within the port that have the potential to pollute the marine environment, (Responsibilities detailed in Regt Unit Standard Operating Procedures (USOP), and Duty Watch Standing Orders.

## Outside Agencies

14. A list of contact telephone numbers of service and civilian agencies is at Annex C.



## Command and Signal

15. In the event of a spillage, an incident signal [MOD Form 7772 - MOD Spill Report Part 1](#) is to be completed by the PCO (SMC SHEQ or RHSA) and distributed accordingly. Upon completion of the clean up operation a [MOD Form 7773- MOD Spill Report Part 2](#) is then to be completed and distributed. If the spillage is protracted or complicated, [Form 7774 POLREP/STIREP](#) is to be used as SITREPS.

## Communication

16. Logical and efficient lines of communication are essential in order to ensure that spillage response is carried out efficiently. The Incident Spill Response Team Leader must maintain effective lines of communication during an incident.

## Media and Public Interest

17. Media Tier 2 and 3 spillages will generate considerable media interest. All enquiries from the media are to be directed to the SMC Port Executive or 17 RLC Regt Adjt or Orderly Officer. Under no circumstances are personnel directly involved with the operation to answer media questions, make statements or give personal opinions.

## Members of the Public

18. Members of the public may display considerable interest in any off site incidents or those close to the SMC/McMullen Barracks perimeter. Personnel are to remain polite and courteous when asked questions by members of the public, and the questions are to be referred to the SMC Port Executive or 17 PM Regt Adjt or Orderly Officer. Personal opinions are not to be expressed.

## Security

19. In order to isolate the clean up operation and to protect individuals/members of the public it is essential that the perimeter of the spillage site be secured. This will be carried out by establishing of a cordon and an Incident Control Point (ICP). The ICP will be under the control of the Spill Response Team Leader.

## Health and Safety

20. The preservation of human life is of utmost importance and the safety and health of personnel and members of the public must be preserved. Response to a spillage incident will require personnel to enter a hazardous area and carry out the clean up of hazardous material. Every method of reducing the exposure and risk to individuals must be employed. General Health & Safety precautions are detailed in Annex B. Supplementary Personal Protective Equipment (PPE) is held by the DFRMO and is detailed at Annex E. The locations of the PCP's are also detailed at Annex E.

## Disposals

21. All of the recovered spilt product, pollution control absorbent, sand and soil that has absorbed the spilt product and those items of PPE or personal clothing that has been contaminated, must be treated as hazardous waste and disposed of via the hazardous waste disposal contract managed by the 17RLC RQM in accordance with JSP 317, Part 4, Chapter 4.
22. If the MOD Emergency Spillage Response Contract is activated, the contractor must provide safe disposal methods to a Licensed Disposal Site of all hazardous waste items generated during the clean up operation.

## Training and Exercises

23. All personnel involved in the storage, handling and transportation of hazardous products within the SMC and McMullen Barracks are to be suitably trained in pollution prevention and control. In addition, training is to be undertaken to ensure all staff are familiar with the use of pollution control absorbents. SMC SHEQ or 17 RLC RHSA will advise on course suitability/availability.
24. Practice runs should involve all departments to ensure effectiveness. The SMC and McMullen Barracks are busy multi-occupier site and the resident Defence Fire & Rescue Management Organisation (DFRMO) regularly attend both Tier 1 & 2 spillage events, which satisfies the requirement for practice runs. Additional exercises are to be notified to PCO.
25. The objective of these practices/ exercises is to test the effectiveness of the USRP, however, as it will involve a certain amount of artificiality all personnel are to fully co-operate with the organiser. Any objective suggestions regarding the effectiveness of the USRP should be submitted to the PCO.
26. Tier 3 marine spillage events will be controlled by Vessel Tracking System (VTS) and the initiation of SOLFIRE Plan will be implemented as necessary. DFRMO or MGS (out of hours) will initially respond to Tier 3 Land based incidents and following confirmation as Tier 3 will contact the MOD Contractors and hand control to them on their arrival.

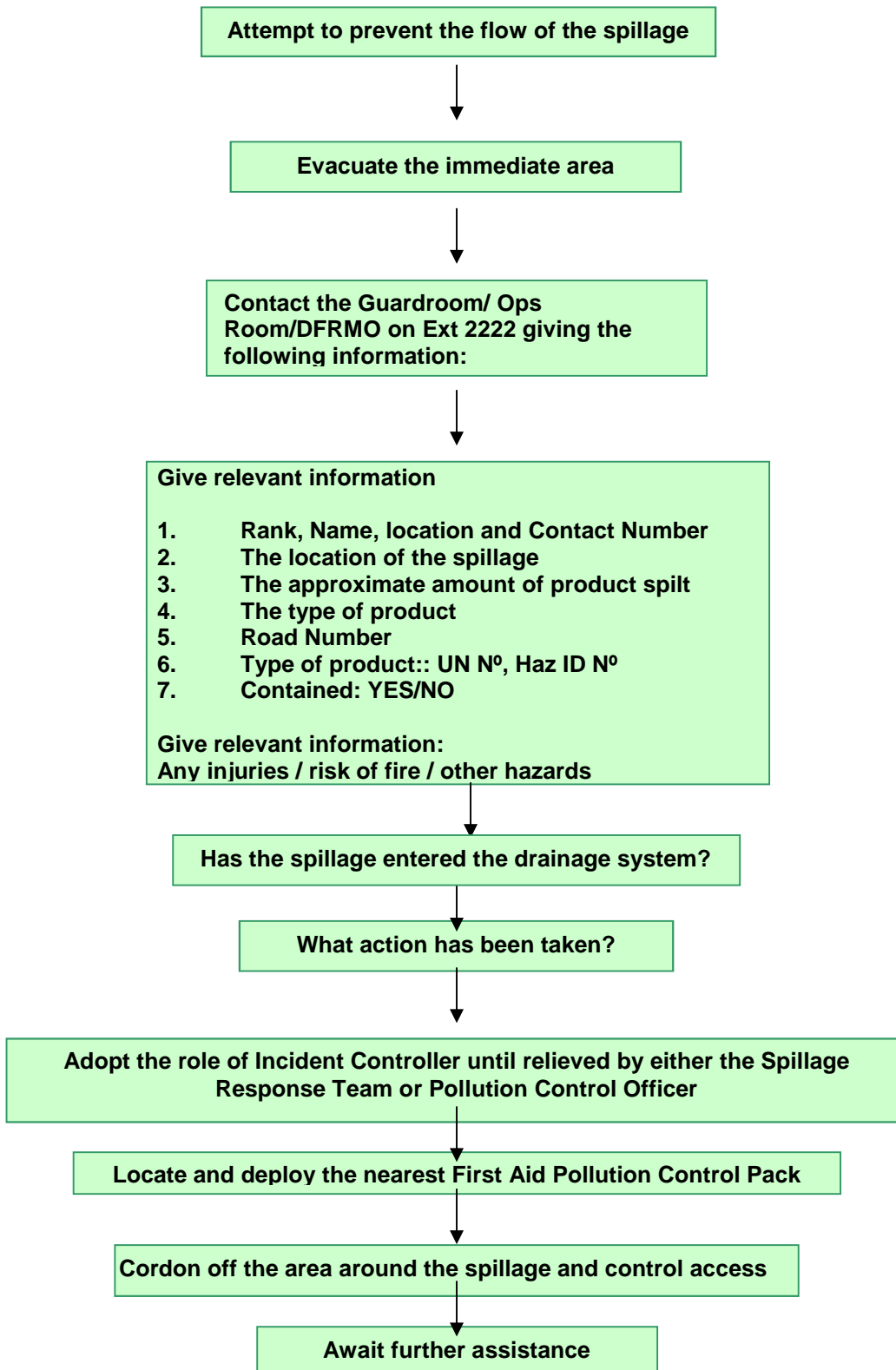
## Training for Individuals

27. The fact that this document is called a Unit Spillage Response Plan highlights the hazards and possible dangerous nature of a spillage within the unit or off-unit. To ensure that we are best prepared to deal with a spillage emergency there is a need for key personnel to undertake the following training:
  - i. Fire training.
  - ii. Familiarisation with the hazardous areas, emergency cut off switches, location of telephones, drainage and PCP's within SMC.
  - iii. Familiarisation with hazardous products held within SMC.

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- iv. Familiarisation with the correct use of pollution control absorbents and PPE.
- v. First Aid training.
- vi. Pollution prevention training provided by RAF Halton, courses accessed via SMC SHEQ Office. Ext. 8454/8566 or RHSA Ext 8311.

**ACTIONS TO BE CARRIED OUT BY A PERSON DISCOVERING A SPILLAGE**



**SPILLAGE IMMEDIATE ACTION POSTER**

# **FUEL SPILLAGE**

## **IMMEDIATE ACTION**

### **ACTION TO BE TAKEN BY PERSON(S) DISCOVERING A FUEL/OIL SPILLAGE**

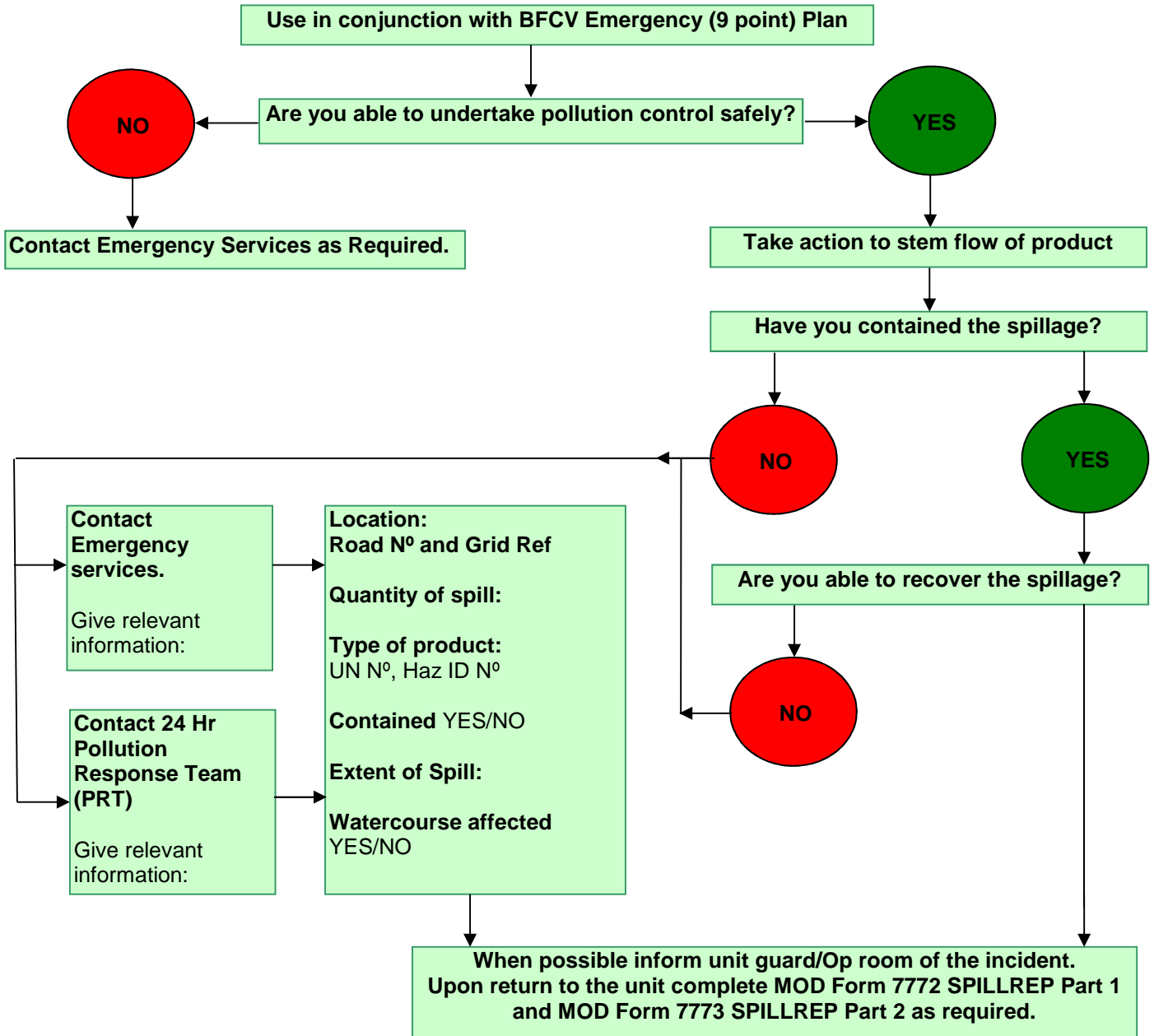
- Attempt to prevent further spillage if considered safe to do so by closing valves or ceasing operations.
- Raise the alarm by ringing 2222 and give the following information:
  - Name, Rank and Telephone Number.
  - Exact location of spillage (eg. Unit, Bldg N<sup>o</sup>, Area).
  - Type and size of spillage (product & qty – if known).
  - Container markings, eg HAZCHEM / UN Numbers etc.
  - Number of casualties (if known).
  - Any additional information.

### **ATTEMPT TO CONTAIN SPILLAGE WITHOUT RISKING CASUALTIES.**

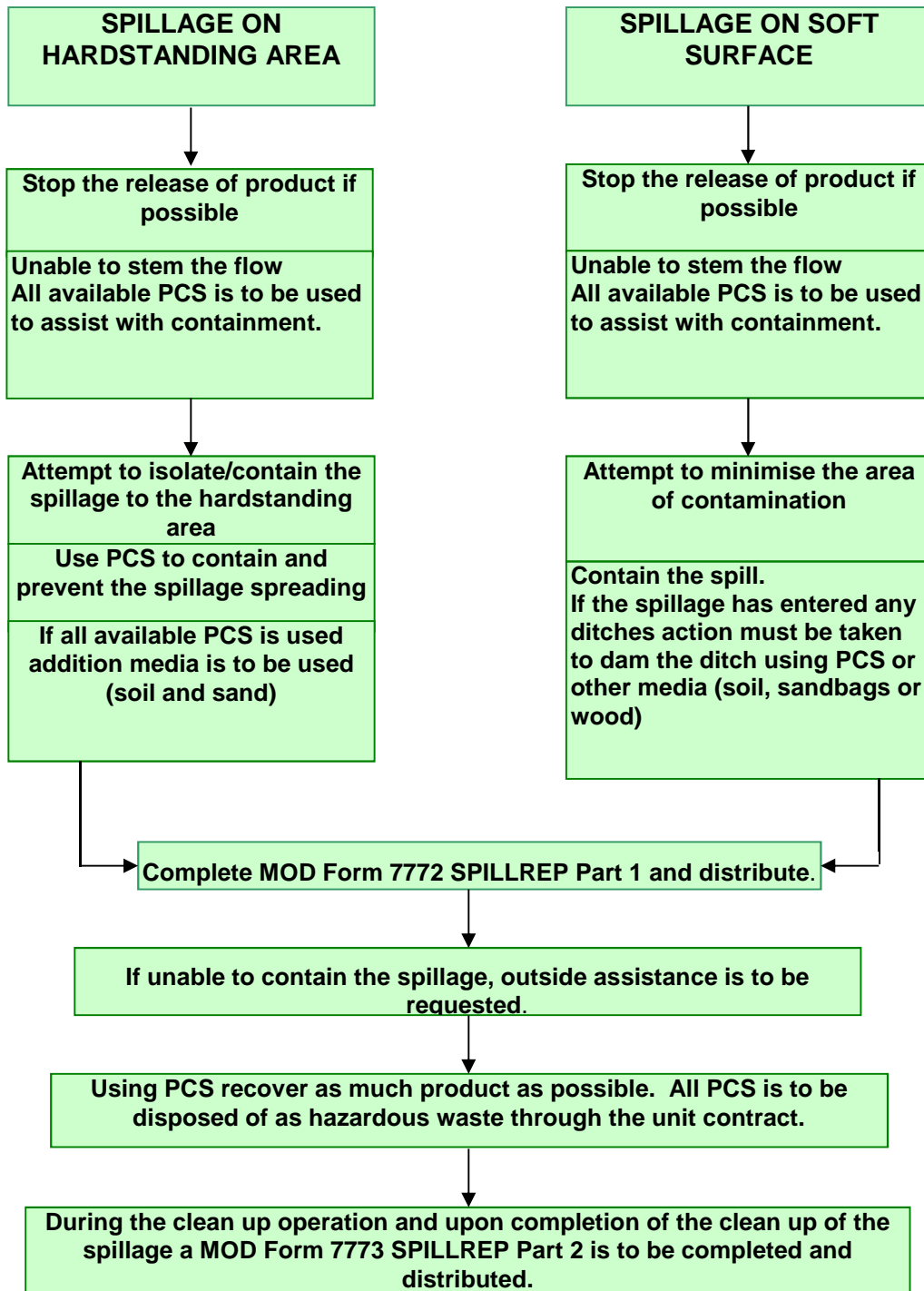
- Attempt to contain the spillage, block any nearby drains, using nearest spill kit/sand etc.
- Prevent access to the area by initialising a cordon using available personnel.
- Evacuate personnel to a safe location 'UPWIND' of the spillage area.

### **REMAIN AT THE LOCATION UNTIL RELIEVED BY THE INCIDENT COMMANDER/POLLUTION CONTROL OFFICER.**

**POLLUTION CONTROL ORDERS FOR BFCV OPERATORS**

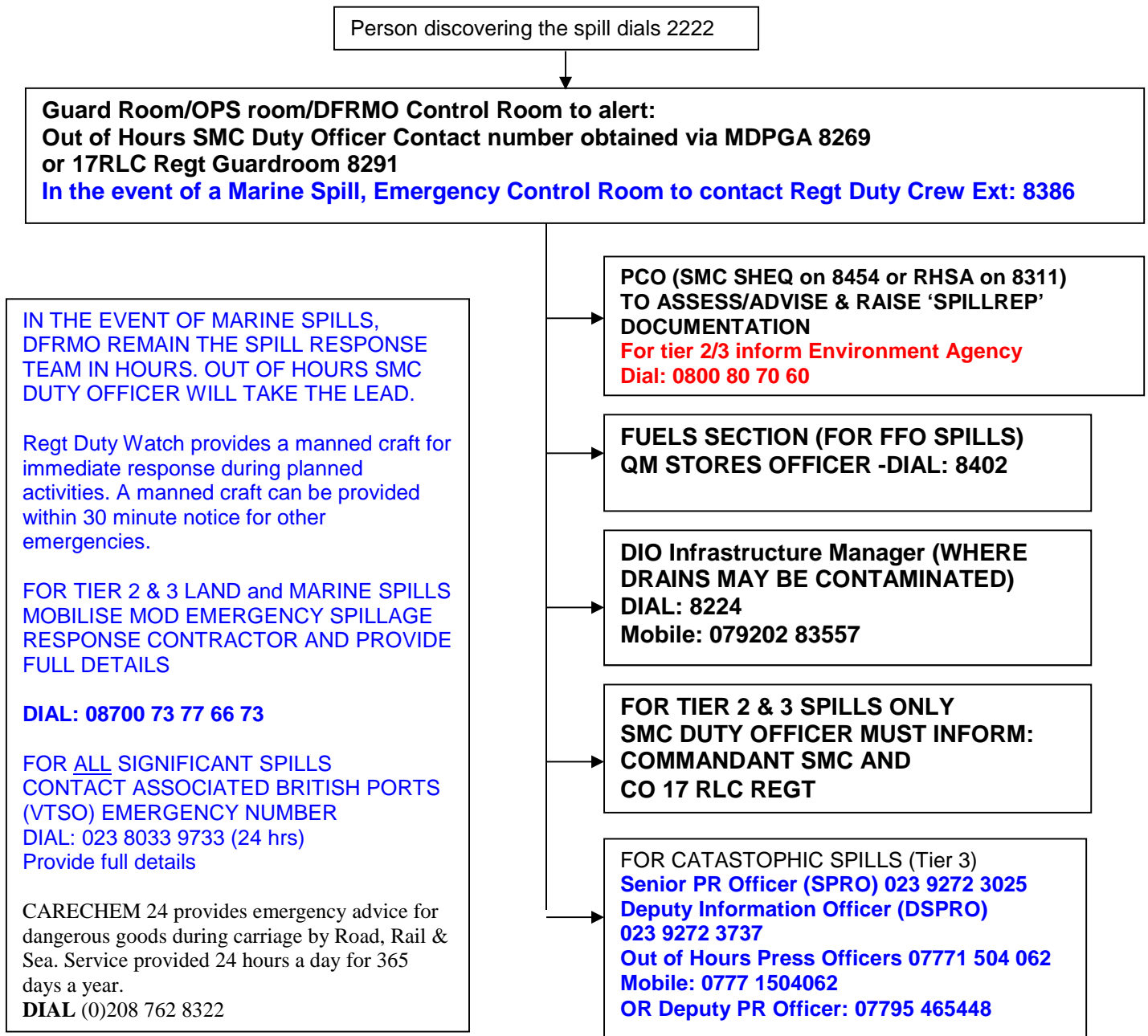


**SPILLAGE ACTION DURING DEPLOYED OPERATIONS/ EXERCISE**



### UNIT ACTIONS/DUTIES ON SPILLAGE INCIDENT

1. Annex B contains appendices detailing the actions to be taken by nominated/designated individuals in the event of a spillage incident occurring.
2. The call-out system works on the following cascade principle:



**TIER 1: THE CLEAN UP IS ENTIRELY WITHIN THE UNITS CAPABILITY**

**TIER 2: THE CLEAN UP REQUIRES ASSISTANCE FROM ANOTHER SERVICE UNIT/ORGANISATION.**

**TIER 3: A CATASTROPHIC INCIDENT REQUIRING MAJOR EXTERNAL ASSISTANCE.**

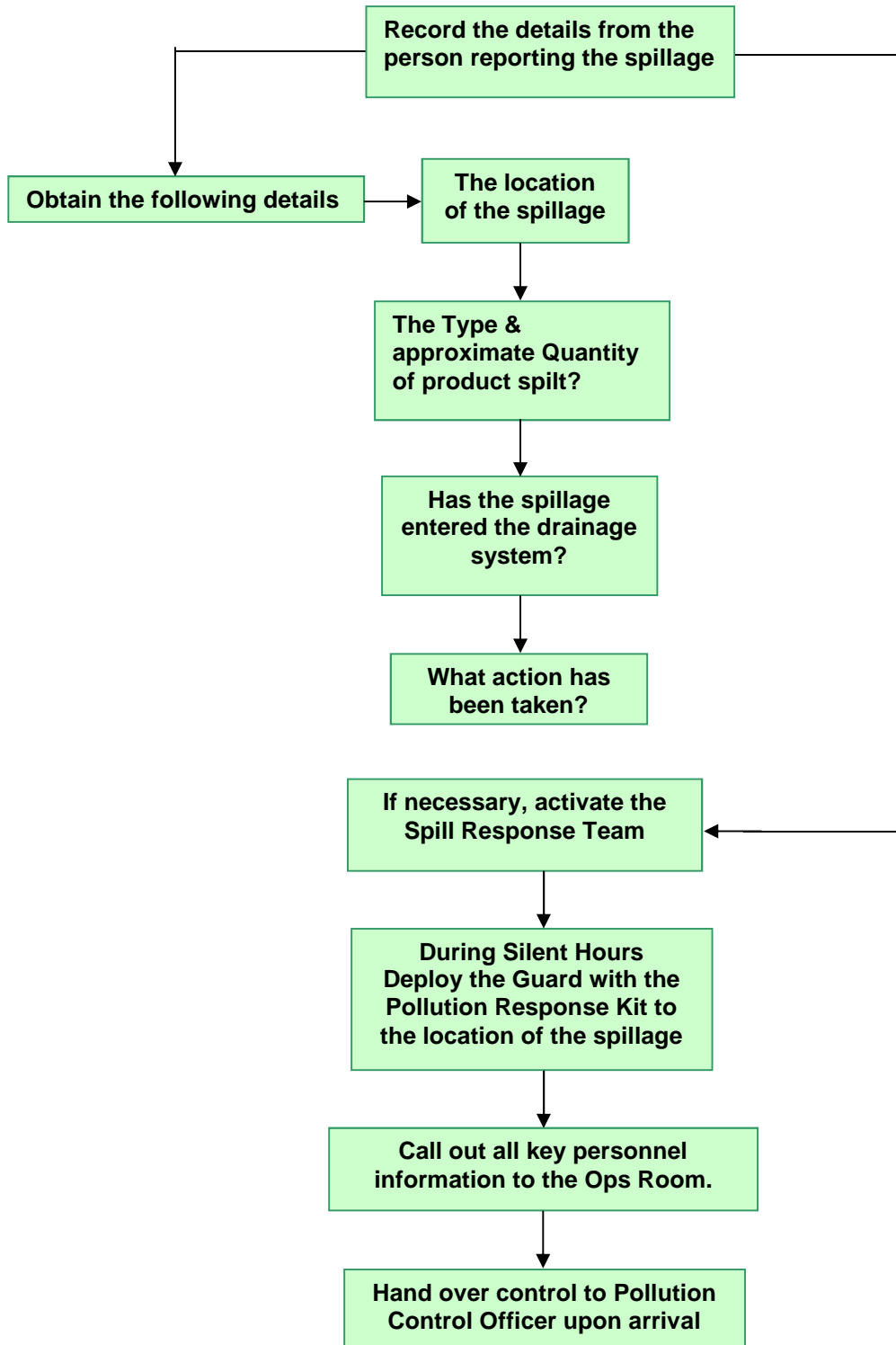


**Annex B**

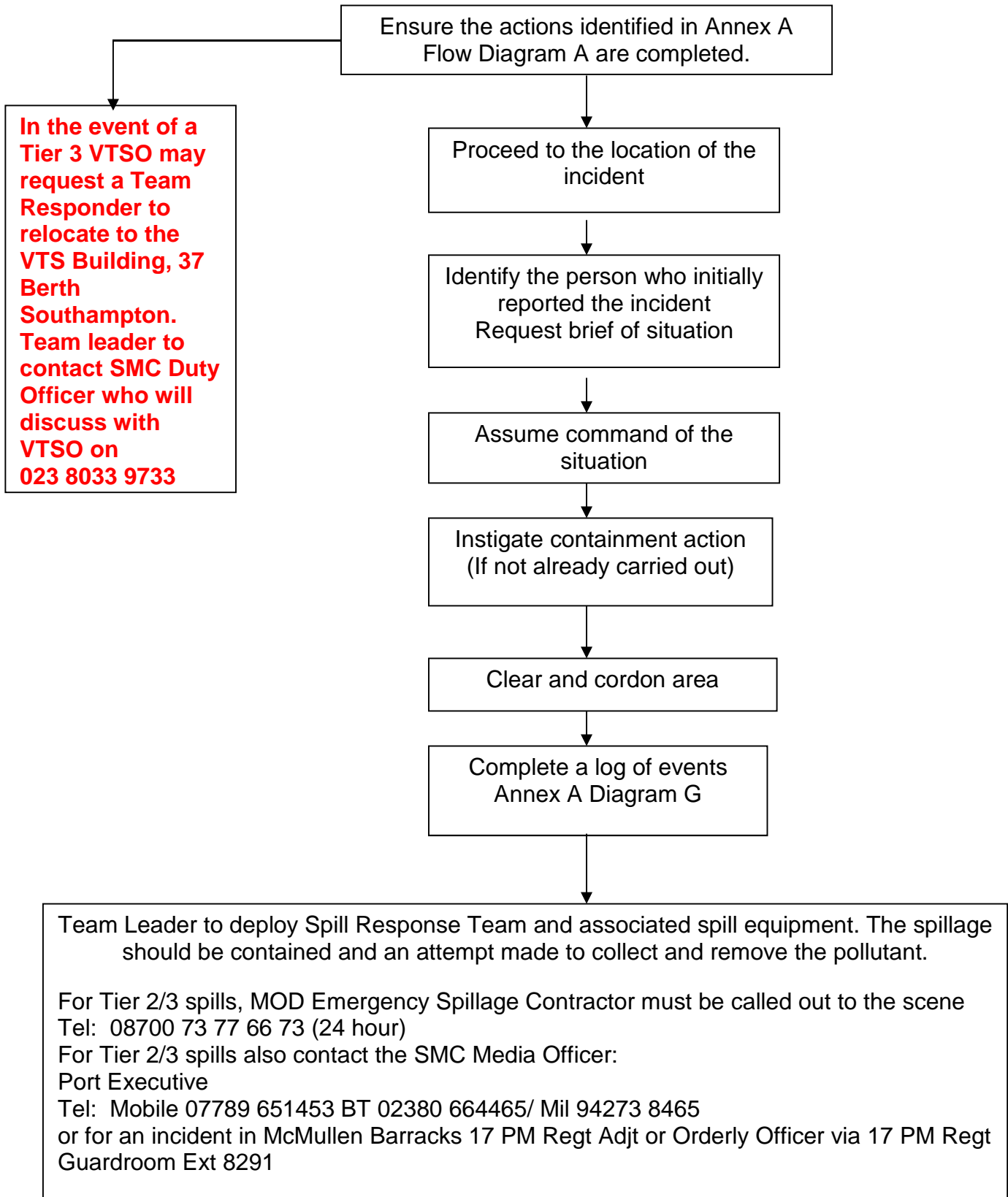
**Appendices:**

1. Actions of Guard/Ops room
2. Duties of Incident Commander
3. Duties of Pollution Control Officer
4. Duties of Pollution Control Team
5. Duties of WSM
6. Duties of media officer
7. Lessons Learnt – Previous Spillages
8. [MOD Form 7771 – MOD Spillage Register](#)
9. General Health and Safety Precautions

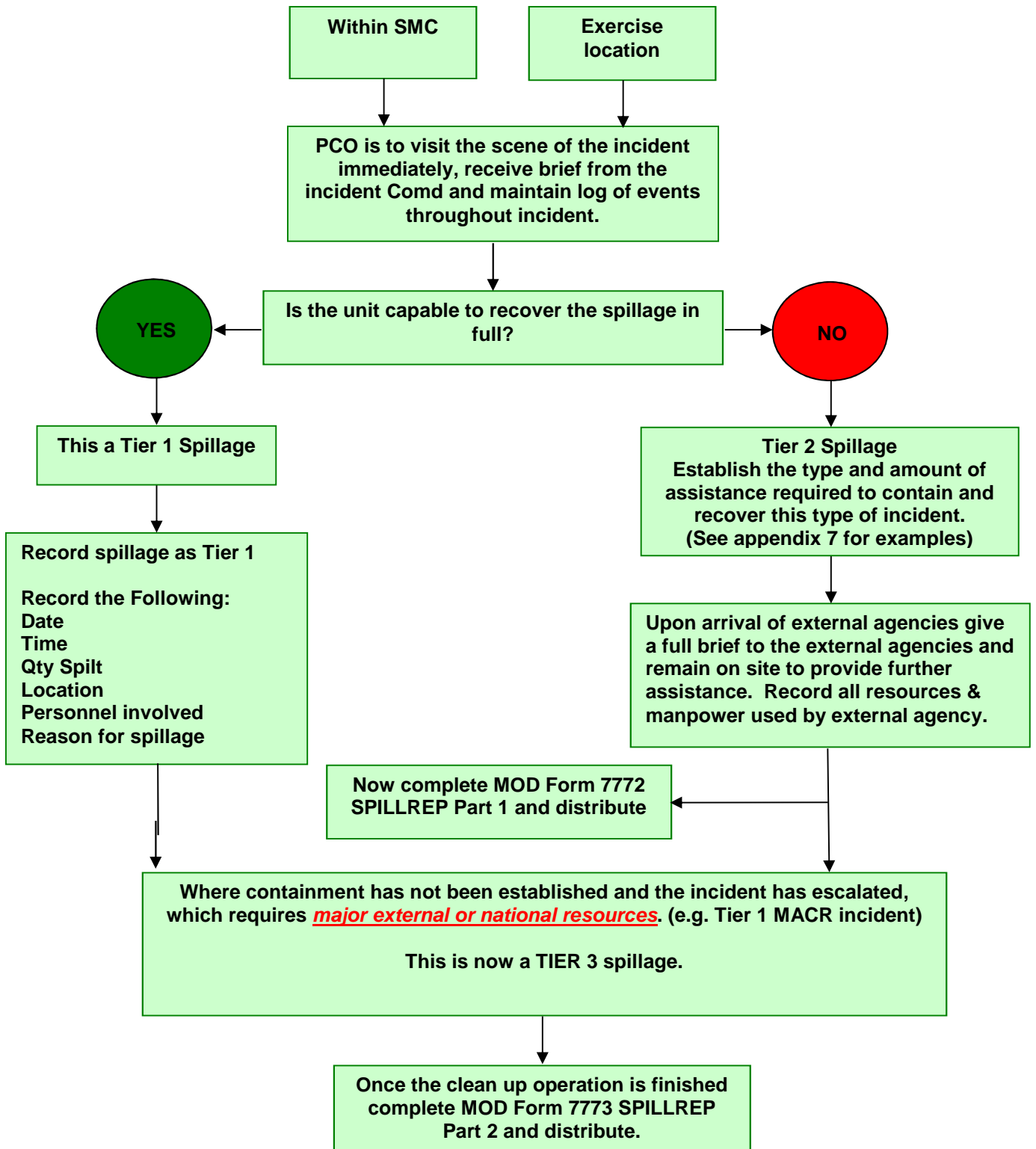
**DUTIES OF GUARD / OPS ROOM**



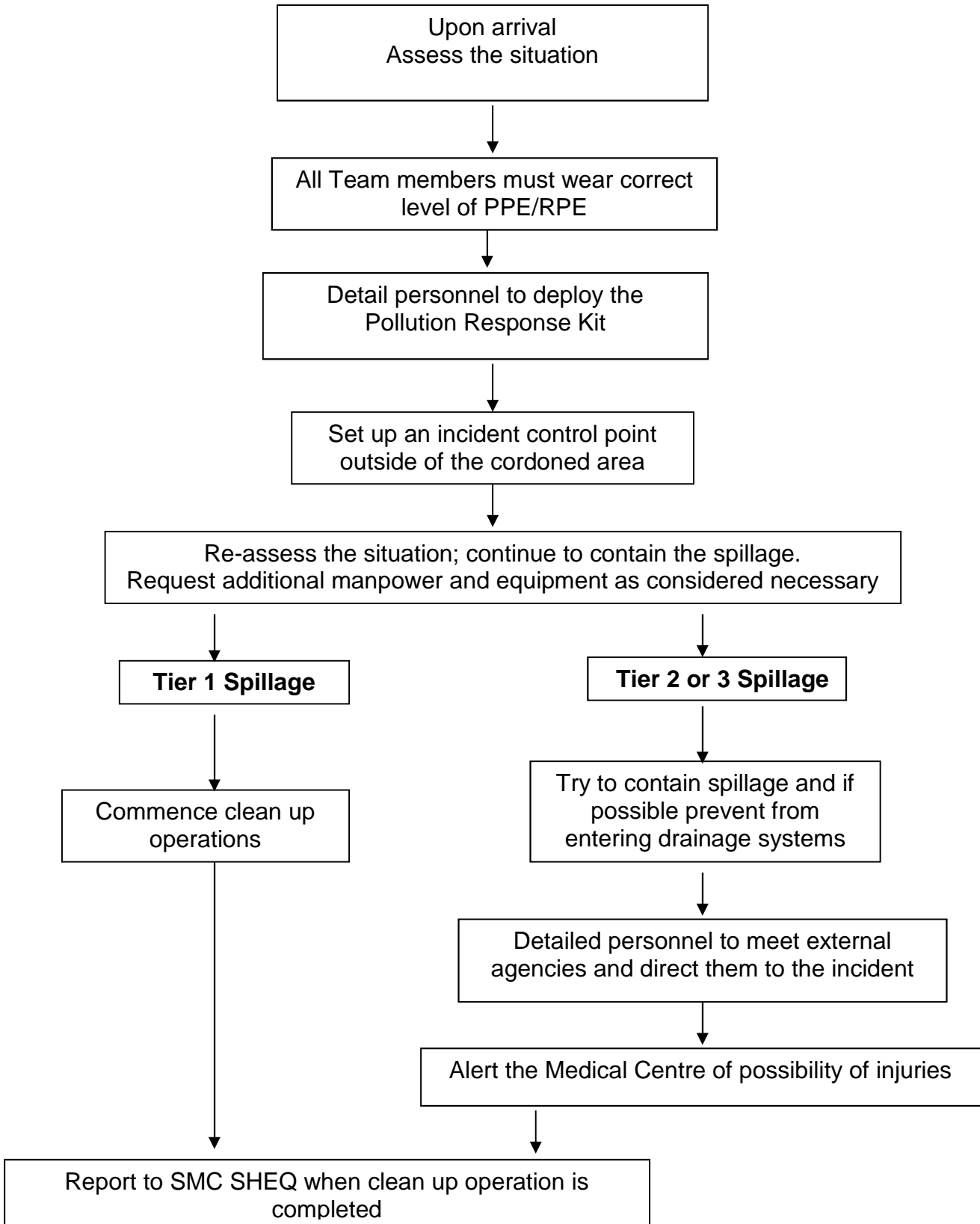
### DUTIES OF THE SPILL RESPONSE TEAM LEADER



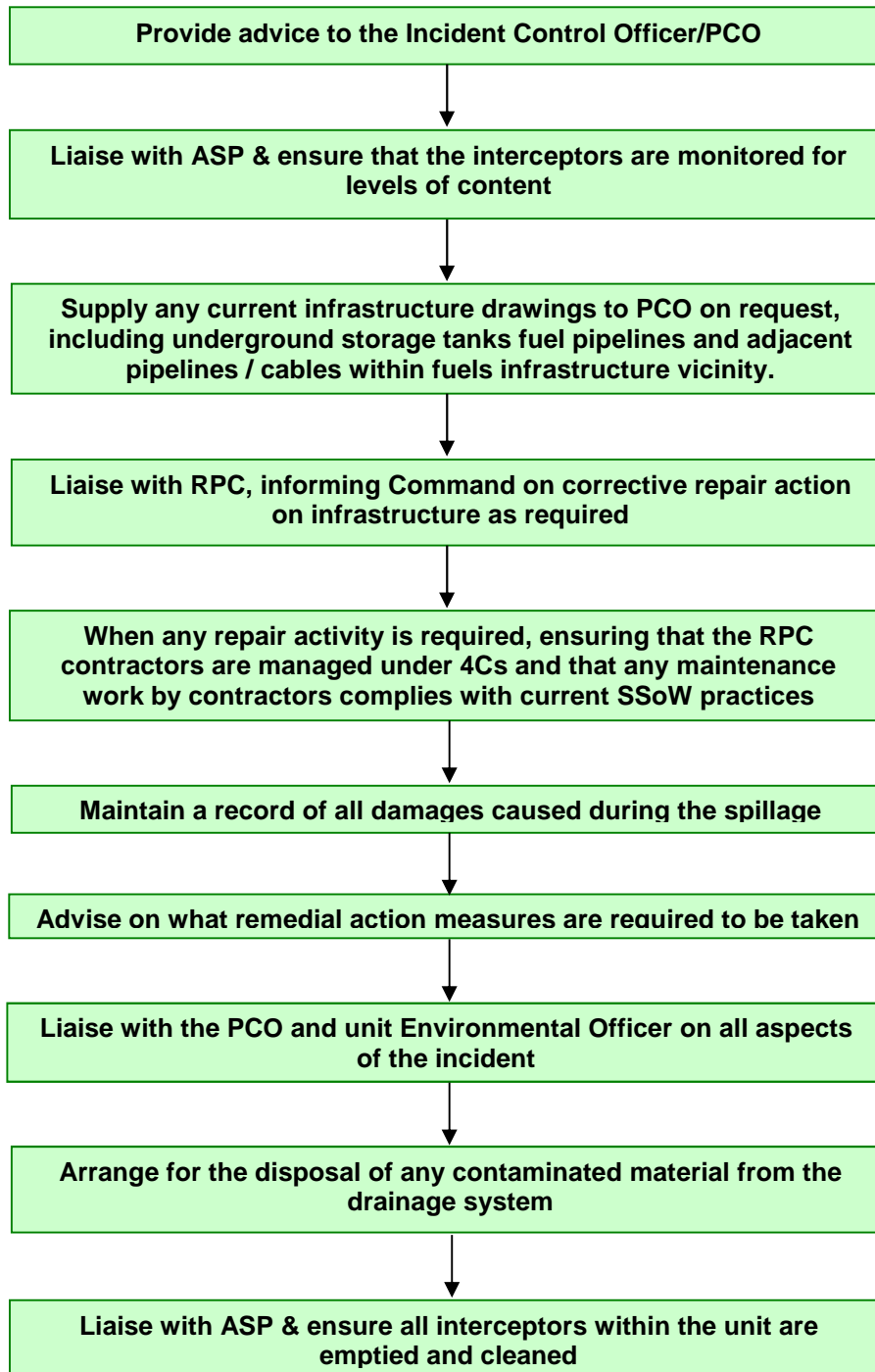
**DUTIES OF POLLUTION CONTROL OFFICER (PCO) – SMC SHEQ/RHSA**



### DUTIES OF SPILLAGE RESPONSE TEAM



**DUTIES OF MAINTENANCE MANAGEMENT ORGANISATION (MMO)**



### DUTIES OF MEDIA OFFICER

No statement is to be issued by anyone within the unit without authorisation. The unit Media Officer is to co-ordinate all releases of information and is to brief personnel on cordon and security duties of the statement to be made if questioned by the media or public.



Only statements authorised by the Commanding Officer/Head of establishment are to be made to the press.



Members of the public may display considerable interest in any off base incidents or those close to the camp perimeter. When answering questions from members of the public all personnel are to be polite and courteous referring any direct or abusive questions, especially those on the cause of the pollution, to the Press Officer.



Tier 2 (and 3) spillage will generate considerable media interest. All enquiries from the media and the public are to be directed to the unit media officer. Under no circumstances are personnel directly involved with the operation to answer media questions, make statements or give personal opinions.

**The SMC or 17 PM Regt Media Officer must consult with the ABP Port Authority Media Officer in the first instance (contact through VTSO on 023 8033 9733)**

**BEST PRACTICE GUIDANCE –BASED ON LESSONS LEARNT- POST UNDERGROUND PIPELINE LEAK**

Serial (a)	Incident / Action (b)	Lead (c)	Comments / responders (d)
1	Unexplained loss of product from bulk storage tank X53. Oily water apparent in OWS Ser No I22	BFI Operators  Aquatrine Service Provider	Operators (& assistance from RPC) to identify source of leak. Initially apply PCS at OWS outlet. Close off outlet Vv Dependant on quantity of oil ASP may need to call out gully sucker
2	Initiate USRP	Incident Commander then PCO	a. Commence spill prevention plans. (PRT) b. BFI operators to decant / isolate tank X53 underground pipeline to Bowser loading point 3).
3	Spill assessed as Tier 2 spill. Underground leaking pipeline between Tank X53 and Bowser issue point 3. Create Task Force	<b>O/C DEPOT</b> to be chair of Task Group (supported by PCO). Group members to include Subject Matter Experts  (meetings are NOT to stop spill response activities)	<b>Group Members TORS</b> a. <b>Defence Estates Facilities Manager</b> – SME for the procedures that are adopted by all RPCs maintaining the establishment infrastructure b. <b>RPC</b> – SME on the infrastructure. c. <b>Aquatrine Service Provider ASP-</b> Responsible for all water infrastructure on the establishment. d. <b>USHEA-</b> Ensuring that all contactors / personnel are complying with 4Cs. e. <b>AP (PET)</b> – Ensuring that all petroleum maintenance activities are carried out iaw JSP 375 Vol 3 Ch 5 (SSoW). f. <b>EPRS Contractor-</b> commences spill response / remediation at unit's request. g. <b>Environmental Regulators-</b> Ensure that all spill remediation plans are to their satisfaction. h. <b>Waste Services Manager-</b> Ordering of extra hazardous waste skips.
4	Source of leak identified. Pit to be excavated	MMO	DE-FM to provide underground services clearance to contactors that area is safe to dig.
5	Permit to work System in place for repair maintenance activities	AP-PET (AP Electrical – if HT lines found underground)	Excavator supplied either by RPC / ASP. Maintenance activity carried out by RPC under permit to work system controlled by AP (PET). Considerations; HOT WORK, CONFINED SPACES, WORKING IN TRENCHES/ PITS.
6	Drilling of Boreholes. To ascertain extent of polluted groundwater (mandated by EA)	MMO - EPRS Contractor- or 3 <sup>rd</sup> party Contractor	DE-FM to provide underground services clearance to EPRS Contractor (3 <sup>rd</sup> party Contractor) that area is safe to dig Boreholes.
7	Removal of contaminated soil	MMO, RPC EPRS Contractor	Removal of soil from excavation maybe its self hazardous waste. Either “dig & dump”, or remediate on site. To prevent further contamination all soil excavated to be



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8	Removal of hazardous waste water	DE FSM ASP EPRS Contractor EA.	placed on impermeable sheet Large quantities of contam water being retrieved from site (excavation pit, and overloaded OWS). EPRS Contractor can supply portable OWS. Authority needed for operation from EA (New Discharge Consent) either that, or dispose of whole amount as Haz waste – Cost Benefits?
9	Repair completed	RPC, MMO	Repair to pipeline completed,
10	Spill Response	PCO AP (Pet) EPRS Contractor EA. Land Quality Assessors (ESG)	Free phase oil continuing to be removed. EA requiring information of amount of product lost, amount of product recovered. EA informed site that geology of area is TERRACE GRAVELS overlying CHALK. And is therefore a vulnerable soil type necessitating a quick intensive remediation plan. ESG requested to supply updated LQA of site
11	Review of maintenance of infrastructure	MMO, RPC Command.	Identify reasons for failure. Introduce inspection programmes on remaining pipelines.

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APPENDIX 9 TO ANNEX B TO USRP

MOD Register or F/L Spills

**MOD Form 7771**  
Revised 04/11

Establishment

- 1) All spillages are to be recorded in the Unit / Section Spillage Register by the originator.  
2) The unit Pollution Control Officer is to maintain a master Establishment Spillage Register by collating the Unit/ Section Spillage Registers raised by the originators.

Date	Unit / Location of Incident	Product	Qty Spilled	Short Description of Incident	Remedial Action Taken	Accounting Action Taken	SPILLREP Raised	If Yes include Ser No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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## GENERAL HEALTH AND SAFETY PRECAUTIONS

1. Some of the main risks to the health and safety of personnel involved in the spillage/pollution cleanup operation are detailed below. During a spill incident the Responsible Person is to ensure that all relevant Health & Safety precautions are taken by carrying out a risk assessment iaw JSP 375 and Part 5 Chapter 3 of JSP 317 before clean-up operations commence. All personnel are to be made aware of the risks and are to take all possible precautions to eliminate them:

- a. Fire / Explosion.
- b. Inhalation of toxic fumes.
- c. Contamination of skin/body surfaces.
- d. Asphyxiation due to oxygen starvation.

2. All personnel are to wear PPE when engaged in clean-up duties. A basic list of "DOs" and "DON'Ts" is as follows:

- a. **DO** approach any spillage from an upwind direction and remain upwind wherever possible.
- b. **DO** wear protective clothing at all times.
- c. **DO** use barrier cream on hands, wrists and other exposed skin surfaces.
- d. **DO** remove contaminated clothing as soon as possible.
- e. **DO** maintain high standards of personal hygiene, wash hands and lips before eating and bathe or shower immediately after completion of the clean-up task.
- f. **DO** seek medical advice if any ill effects are experienced during or after the incident.
- g. **DO NOT** smoke - this applies both during operations and until after all contaminated clothing has been removed and the individuals have bathed or showered.
- h. **DO NOT** carry any smoking materials or items that may produce a spark during the operation.
- i. **DO NOT** wear studded or tipped footwear.
- j. **DO NOT** operate electrical or battery powered equipment, including fork lifts, torches and radios, unless they are safe and you are authorised to do so by the Incident Commander.
- k. **DO NOT** operate petrol/diesel driven engines, including vehicles in the spillage area unless they are safe and you are authorised to do so by the Incident Commander.
- l. **DO NOT** eat or drink with contaminated hands or whilst wearing contaminated clothing.

## **CONTACT NUMBERS**

1. Annex C is broken down into 2 appendices, which contain the relevant contact numbers that would be required in the event of a spillage.

### Appendices:

1. Unit and Local Authority contact numbers
2. MOD Emergency Pollution Response Service Contractor's contact details



## MOD EMERGENCY SPILLAGE RESPONSE CONTRACTOR CONTACT DETAILS

1 A MOD wide Spillage Response Contract has been arranged with Braemar Howells. The contract covers the UK and Northern Ireland, including ports, harbours and coastal waters but does not affect extant QHM pollution control arrangements.

2 The contract is centrally provided by the Defence Fuels Group (DFG), units requesting services against this contract are responsible for paying all charges against the agreed schedules in the contract.

3 Braemar Howells has a free 24-hr emergency contact telephone number: 08700 73776673.



4 Units activating the contractor are to provide the following information:

### INITIAL REPORT OF DETAILS TO BE PROVIDED TO SPILLAGE CONTRACTOR

- Name of Unit.
- Name of Contact.
- Name, Post Title and Address (For Invoice).
- Telephone Number.
- Fax Number.
- E-mail Address.
- Type of Product: Oil or Chemical (with proper name and common user name).
- UN Number.
- Hazard Data Sheet (In full).
- Amount of Product (In Litres).

- Where is it? River/ Stream/ Dock/ Pond/ Lake/ Bunded area/ Road/ Yard/ Soil/ Beach or other.
- Is it contained? Yes or No. If No, is it likely to contaminate a watercourse and estimated time?
- Is product still leaking?
- When did spill occur? Date and Time.
- Have an Environmental Agency been informed? Yes or No. If Yes, name of contact.
- Name, Rank and Number (of person raising report).
- Parent Unit.
- Location of Parent Unit.
- Who is Incident Site Contact?
- What are the Weather Conditions?
- Are the Media Present?
- Any other Relevant Information.

## REPORTING SPILLAGES

**Note 1** –For further information on chemical substances/hazards please refer to relevant sections Safety Data Sheet (SDS) and COSHH Risk Assessment.

All accidents and incidents including spills are to be reported iaw JSP 317 using the links to the following forms:

MOD Spill Register - MOD Form 7771 [link](#)

Spill Report Form Part one – MOD Form 7772 [Link](#)

Spill Report Form Part two – MOD Form 7773 [Link](#)

MOD POL REP – MOD Form 7774 [Link](#)



APPENDIX 1 ANNEX E TO MARCHWOOD USRP

**POLLUTION CONTROL EQUIPMENT**

1 PCE available at SMC

<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>D of Q</b>	<b>REMARKS</b>
Full pollution control kit	Port working area	1 Major Spill Kit & 1 x 1100 litre wheelie bin 1 pack of absorbent pads for Coolants/Antifreeze	Weekly inspections by Quay Foreman, replenished via QM Dept or SMC Ops Cell.
Marine Response Craft	Waterfront	1 x Marine Craft	Crewed by 17 P&M Regt RLC Duty Crew (DC) DC personnel on standby if planned activities which could present an environmental incident are scheduled. Or 30 minute response for emergencies.
Oil/Debris Containment Booms	Waterfront adjacent to Bldg 36	350 metre containment boom at waterfront. Additional 2 x 20 meter booms	Monthly inspections by Ops Cell
Oil/Debris containment booms and replenishment	CMA 3 (within ISO container)	Numerous equipment	Monthly inspections by Port Control/VS
Full pollution control kit	Shipyard W/Shop	3 x Major Spill Kits 1 x pack of absorbent pads for Coolants/Antifreeze	Monthly inspection replenished QM's Dept
Full pollution control kit	POL Point	1 Major Spill Kit 1 x Medium Spill response 1 x minor spill response kit. 1 x pack of absorbent pads for Coolants/Antifreeze	Weekly inspection, replenish via QM's Dept.
Full pollution control kit	MEXE Shed	1 x Major Spill Kit	Weekly inspections, replenished via QM's
Full pollution control kit	MT W/Shop	1 x static wooden container containing medium spill response. 1 x minor spill	Replenish on use via QM's Dept

		response kit.	
Full pollution control kit	REME W/Shop	1 Major Spill Kit Variety of smaller kits. 1 x pack of absorbent pads for Coolants/Antifreeze	Monthly inspection Replenish via QM's Dept.
Full pollution control kit	DRCS (Rail)	1 Major Spill Kit	

2 The SMC & McMullen Barracks Pollution Response Kits are to contain the items listed below. In the event of any of the items listed being used they are to be replaced immediately to ensure the Kit is 100% accurate at all times – Replacement equipment should be sourced via DARCY Spillcare via the RQM.

**MAJOR POLLUTION RESPONSE KIT CONTENTS**

<b>NATO Stock Number</b>	<b>ITEM</b>	<b>Qty</b>
9330 99 1564505	Oil-Only Socks	50
4235 99 1891983	Oil-Only Booms 3m	8
9330 99 8821485	Static Dissipative Oil-Only Mat Pads	200
9330 99 3867369	Oil-Only Cushions	10
8105 01 5261680	Temporary disposal bags & ties	30

**ADDITIONAL EQUIPMENT HELD BY DFRMO AND SPILL RESPONSE TEAMS**

	Coveralls Disposable	10
	Gloves, Protection	10
	Brooms	2
	Shovels	2
SMC response bag held at MAIN GATE		
DFRMO response bag held on FIRE VEHICLE		
REGT response bag held at GUARD ROOM		

**ADDITIONAL EQUIPMENT HELD BY VEHICLE SPECIALISTS**

4910 99 1292086	Drip trays	30
-----------------	------------	----

For access to drip trays contact Vehicle Specialists Ext 8263 or 8745

**LOCATION OF OIL WATER INTERCEPTORS (OWI)**

<b>Interceptor No:</b>	<b>Location</b>
OWI 01	Adjacent to the north west corner building 55 Rail Executive
OWI 02	Adjacent to the north east of building 55 Rail Executive
OWI 03	North East of building 102 Mexe
OWI 04	South West of Building 26, DFRMO training tower
OWI 05	Adjacent and north of Building 26, DFRWS training tower
OWI 06	Adjacent and west of Building 31 Training Wing
OWI 07	Sausage Area, rear Building 54 MGS Kennels
OWI 08	Adjacent to Building 121, Shipyard Workshop area
OWI 09	POL Point
OWI 10	POL Point
OWI 11	North of Building 18 CSIB
OWI 12	Adjacent and west of Building 31 Training Wing
OWI xx	Between jetties 4&5
OWI xx	Between jetties 2&3
OWI xx	Behind Building 36
OWI xx	East of Building 36
OWI xx	East of Building 124 (Gearstore)
OWI xx	West of Building 33
OWI xx	South of Building 33
OWI xx	South of Building 33
OWI xx	East of POL Point
OWI xx	East of POL Point
OWI xx	North of POL Point , adjacent to rail track

4 The SMC SHEQ office is to carry out snap checks on the all Pollution Prevention Kits to ensure they are complete at all times, any discrepancies are to be reported and deficiencies replaced immediately.

5 Sufficient additional pollution control absorbents are to be centrally held within the unit to ensure that replacement items are available.

6 Spills involving hazardous materials should first be contained to prevent spread of the material to other areas. This may involve the use of temporary diking, sand bags, dry sand, earth or proprietary booms / absorbent pads. Sand is located adjacent to the Major Spill Kit at Building 36. Wherever possible the material should be rendered safe by treating with appropriate chemicals.

7. Further information can be provided by **CARECHEM 24 – (0)208 762 8322** which is an emergency advice service provided 24 hours a day for 365 days a year. The telephone is manned by fully trained emergency responders interpreting data supplied via JSP 515 – MOD Hazardous Stores Information System (HSIS).

8. **Spills involving pesticides and biocides** – SMC Focal Points for the use of biocides and pesticides is DIO IM. Lodger Units sponsors making independent arrangements must seek advice from focal points and manage contractors in accordance with the Sites Control of Contractors Document.

9. If you suspect a leak/spill of pesticides and biocides, immediate response is to isolate and contain if safe to do so, and summon assistance.

**In the event of an emergency dial Mil 2222, Civ 023 8066 4414**

10. The spill equipment must be suitable for the type and quantity of pesticides and biocides used. Try to prevent liquid spills from entering drains or watercourses. For example, use earth to block the flow of large spills, or use sand or a commercial spill kit to soak them up. Never hose down a spill, as you could cause a much worse pollution incident.

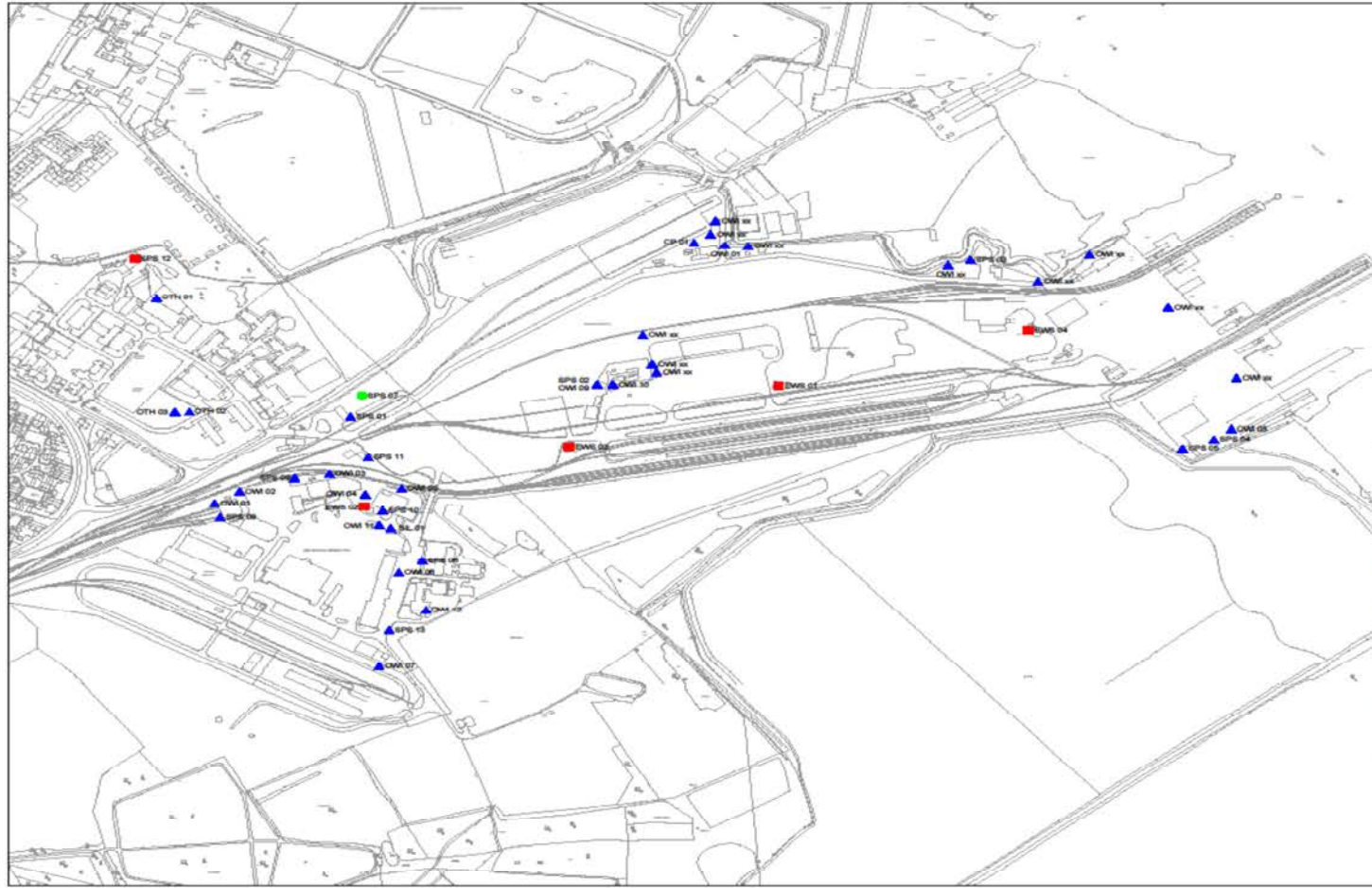
## SITE PLANS

1 Site Map and Spill Response Plans are held by:

- Defence Fire & Risk Management Service (Ext: 8315/8390)
- SMC SHEQ Cell (Ext: 8454/8436)
- RHSA H&S Advisor (Ext 8311)
- DIO IM (Tel: 8224)
- MOD Guard Service (Tel: 8269)
- Ops Cell (Ext 8563/8370)
- Quay Foreman (Ext: 8252)
- RQM (Ext: 8248)
- Regt Guardroom (Ext: 8291)

(a) **Interceptors** - shows position of interceptor facilities.

(b) **Drainage Plans** – shows position of foul and storm drain systems.



Responsibility is not accepted for errors made by others in reading from this drawing. All construction information should be taken from formal documentation.

**A3** Original Sheet

Notes:

- All dimensions to be checked on site.
- Do not scale from this drawing.
- Errors & Omissions to be reported to the Architect/Engineer.
- No alterations to be acted upon without consent from the Architect/Engineer.

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**■ CATEGORY 1 MUD-LEASED ASSET**  
Assets of which access is taken across areas in respect of which the location and the extent of the maximum extent, in the case of a below ground asset is known.

**▲ CATEGORY 2 MUD-LEASED ASSET**  
Asset in respect of which the location at ground level is known but the maximum extent below ground level, although the boundaries of the asset include a factor of safety to take into account the uncertainty of the extent of the asset.

**● CATEGORY 3 MUD-LEASED ASSET**  
Asset in respect of which the location at ground level is only known or known to within and as far as is known to not known.

CP: Case Pit  
EWS: Emergency Water Storage  
CWT: Cuff  
CWS: Oil Water Interceptor  
SPS: Sewage Pumping Station

Scale: 1:5000

Classification: Unclassified

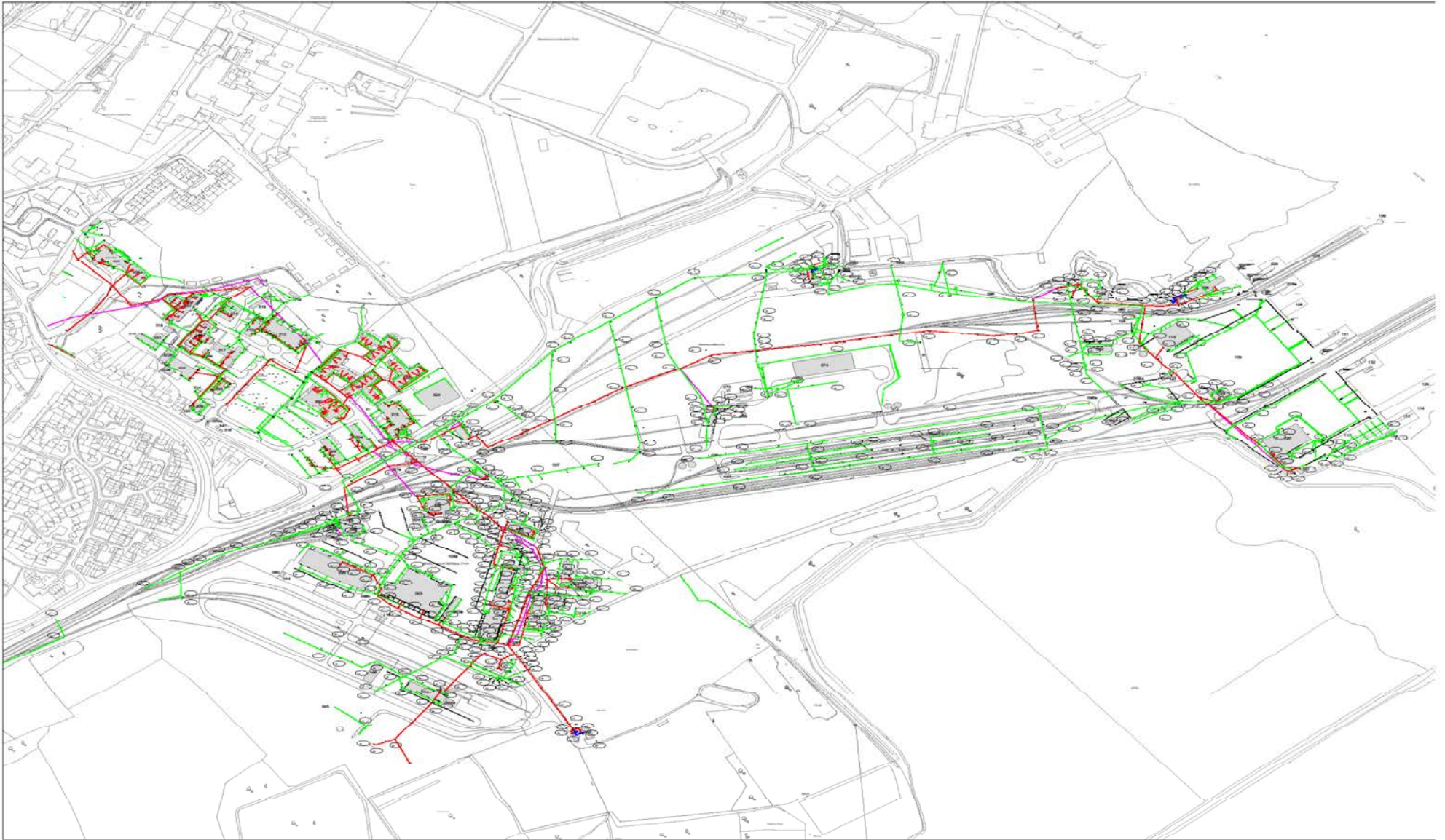
Regional Prime Contract South West

**DE** DEFENCE ESTATE  
Regional Prime Contract South West

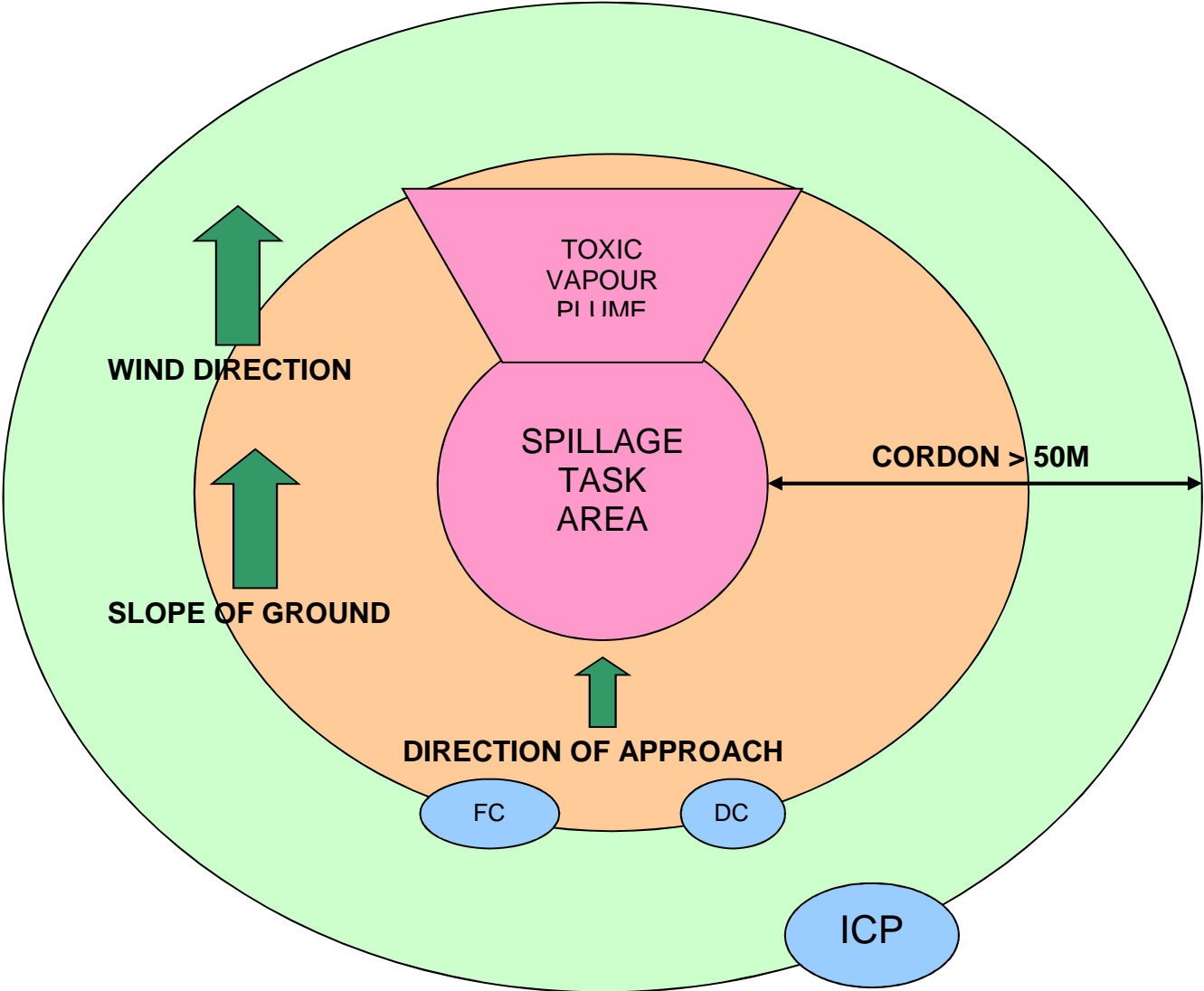
**debut** Debut Services (South West) Ltd  
100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000







# SPILLAGE HAZARDOUS ZONE PLAN



**KEY:**

GREEN = CORDONED AREA  
 AMBER = POTENTIAL RISK AREA  
 RED = HAZARDOUS ZONE

ICP = INCIDENT CONTROL POINT  
 DC = DE-CONTAM AREA  
 FC = FIRE CREW

**NOTES:**

Size of spill, type of product spilt, wind direction, slope of ground and weather conditions will all affect the size and shape of the task and potential risk area.

Cordon size must ensure safety of all personnel, minimum of 50 metres

Direction of approach is always from upwind.

Position of **ICP and supporting teams must always be in safe area.**

**REGISTER OF HAZARDOUS AREAS AND HAZARDOUS PRODUCTS HELD**

Below is a list off all hazardous products and their locations within the SMC & McMullen Barracks. All personnel are to make themselves aware of the areas in which these products are located. Hazardous warning signs will indicate the areas/buildings or stores where these products are held.

## Sea Mounting Centre

Ser	Bldg No.	Location	Product	Max Qty (Lts/Kgs)	Remarks
3		REME	Waste Oil & Coolant	3405 Lt	Underground Storage Tank (UST)
3		REME	Engine Oil	4545 Lt	Above ground Storage Tank (AST) - Tecalemit Store
3		REME	Hydraulic Oil	2727 Lt	AST - Tecalemit Store
18		REME CSIB (MT)	Waste Oil & Waste Coolant	3405 Lt	UST
18		Tecalemit Store	Engine Oil	4545 Lt	AST
18		Tecalemit Store	Hydraulic Oil	2727 Lt	AST
55		Railway Agency	Diesel	5,000 Lt	UST. Twin Walled
69		F&L Point (POL)	Tank 1 – MT F54 Diesel	38,000 Lt	UST
			Tank 2 – F76 Dieso	19,400 Lt	
			Tank 4 – Diesel	19,400 Lt	
			Tank 5 - Diesel	19,400 Lt	
69A		Secured Storage Area	Marine Gas Oil	200 Jerricans	
92		RFA Layapart Store	Mixed hazardous/non-hazardous materials		Temporary storage, hazardous materials segregated
102		MEXE	Waste Oil	2500 Lt	AST. Self Bunded. HDPE = High Density PolyEthylene (Plastic).
118A		DSB D Emergency Generator	Diesel	15,000	UST
113		Transit/Falkland Island Shed	Hazardous/non-hazardous materials		Stores transient and segregated
122		Shipyard Wksp P120 Boiler fuel	FFO Gas Oil	15,000	UST, located adjacent to Site of Special Scientific Interest (SSI)
140		DSB B	Diesel	2455	Emergency generator set. HDPE self bunded Tank

McMullen Barracks

<b>Ser</b>	<b>Bldg No.</b>	<b>Location</b>	<b>Product</b>	<b>Max Qty (Lts/Kgs)</b>	<b>Remarks</b>
317		RHQ	Diesel	2455 Lt	Emergency generator set for RHQ. HDPE self bunded tank

**BUNDED STORAGE AREA OPERATION AND MAINTENANCE MANUAL**

Overview

1 The banded storage units are specifically intended for the temporary storage of 20 ft ISO containers that are leaking liquids, and for the collection of the leaked material prior to disposal off site. Specific use is covered by a Regimental SOP 5000.

Covering the Banded Storage Unit

2 A heavy-duty (2 x 2 Panama fabric or B1071 side curtain quality) rain cover is available to cover the banded storage units during periods of non-use. When covering the banded storage unit personnel must ensure that the cover is adequately secured to the unit using the tensioning provisions that are built into storage units.

3 The rain covers must be taken off the storage units prior to loading of either containers, or personnel. The covers should subsequently be stored in an area where they will not be damaged.

4 The rain covers should be regularly inspected for tears and general degradation. If any damage to the rain covers is detected then the manufacture should be consulted to ascertain appropriate measure to rectify the problem. Given the type of material specified, and assuming that the cover is used as intended, it is envisaged that the covers should have a minimum working life of 5 years.

Loading of the Banded Storage Unit

5 The banded storage units are designed to accommodate the load of a single 20' ISO container (maximum load of 20 tonnes). When loading the container onto the storage unit it is essential that each foot at the bottom corners of the container is placed upon the respective concrete plinths (there are 4 plinths within each banded storage unit, 500mm x 500mm in size). Under no circumstances should the container load be allowed on any part of the open-grid flooring.

6 Personnel are permitted to walk on top of the open-grid flooring which is situated on top of the banded unit when necessary. The open-grid flooring is designed to accommodate a maximum load of 5kN/m<sup>2</sup>. It is advised that personnel walking on top of the open-grid flooring should only carry small tools/equipment if necessary, and that no large equipment e.g. water tanks, are loaded on top of the flooring.

Accessing the Banded Storage Unit

7 When accessing the banded storage unit or working on top of the open-grid flooring, personnel must produce and conform to a detailed risk assessment, which should include but not be limited to the following:

<ul style="list-style-type: none"> <li>Working at height</li> </ul>	<p>When working on top of the open-grid flooring, especially when part of the flooring has been removed in order to enter the banded storage unit.</p>
---	--

<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> </ul>	When working on top of or inside the bunded storage units, personnel should be aware that the surfaces may be slippery.
<ul style="list-style-type: none"> <li>• Hazardous liquids/ noxious gases</li> </ul>	Personnel should be aware that liquids stored in the bunded storage unit may be hazardous. Appropriate PPE must be worn and best practice procedures adhered to when in the vicinity of the storage units
<ul style="list-style-type: none"> <li>• Spills outside of the storage unit</li> </ul>	In the event of a spill, personnel must adhere to best practice procedures to minimise risk to people operating in the vicinity, and minimise the risk of an environmental incident

### Retrieval and Disposal of Stored Liquid

8 As soon as practicable after complete drainage of the storage container into the bunded storage unit, or when the level of liquid within the unit is at an unacceptable level (at the discretion of operatives using the storage unit), liquid should be pumped out into a drain clearance vehicle via the sump area of the storage unit. The sump area has an opening cover to allow a suction hose to be lowered into it for retrieval of the waste liquid.

9 Liquid should not be left in the unit, to avoid uncontrolled mixing of possibly reactive components.

10 All liquid taken from the bunded storage area is to be taken away from site and disposed of in a licensed waste disposal facility.

### Summary of Bunded Storage Unit Components

Component	Intended Use and Working Capacity
Reinforced concrete bunded store	The bunded store is designed to: <ul style="list-style-type: none"> <li>- Hold 1No. 20' container, with a maximum load of 20 tonnes;</li> <li>- Store 27.5 m<sup>3</sup> of liquid (110% of the volume of 25,000 litre bulk liquid ISO container).</li> </ul>
Steel open-grid flooring	The steel open-grid flooring is designed to accommodate a maximum loading of 5kN/m <sup>2</sup> (0.5 tonnes per m <sup>2</sup> ) to be used for access by personnel with hand-held equipment.
Heavy duty rain cover	The rain cover should be fastened on top of the bunded storage unit during periods of non use.
Sump	All liquid that has drained into the bunded storage unit should be pumped out via the sump area.

Spills involving hazardous materials should first be contained to prevent spread of the material to other areas. This may involve the use of temporary diking, sand bags, dry sand, earth or proprietary booms / absorbent pads. Sand is located adjacent to the Major Spill Kit at Building 36. Wherever possible the material should be rendered safe by treating with appropriate chemicals.

Further information can be provided by **CARECHEM 24 - (0)208 762 8322** which is an emergency advice service provided 24 hours a day for 365 days a year. The telephone is

manned by fully trained emergency responders interpreting data supplied via JSP 515 – MOD Hazardous Stores Information System (HSIS).



The above container bund is located near the waterfront adjacent to the container section/weighbridge



The above container bund is located between the rail line and the RFA Laypart Store within the gravel car park

**MARCHWOOD SITES SPILL RESPONSE TEAM REPORT**  
**(To be completed by Spill Response Team Leader)**

**Reporting Details**

<b>Occurrence Book No:</b>		<b>Page No:</b>		<b>Log No:</b>	
<b>Date of call:</b>		<b>Time of call</b>		<b>Method of call:</b>	
<b>Time Mobile:</b>		<b>In Attendance:</b>			

<b>Name of Caller:</b>	
<b>Location;</b>	

**Crew Details:**

<b>OiC</b>		<b>Driver</b>	
<b>BA 1</b>		<b>BA 2</b>	
<b>BA3</b>			

**Departments Contacted**

<b>Department</b>	<b>Name</b>	<b>Time</b>
<b>HS&amp;EP Advisors</b>		
<b>VTS</b>		
<b>MoD Contractors</b>		
<b>Environment Agency</b>		

**Pollution Incident Details**

<b>Pollutant Type:</b>		<b>Quantity:</b>	
<b>Weather/Sea Conditions</b>		<b>Tidal Conditions</b>	
<b>Source/cause of pollution</b>			
<b>Actions Taken</b>			
<b>Spill equipment Utilised</b>			

**Distribution**

SMC SO1 Ops                      SMC SHEQ Support    17 RLC Regt Health & Safety Advisor  
SMC SHEQ Office                DFRMO Station Officer



## **BOOM DEPLOYMENT PLAN**

This is the operational plan dealing only with the physical boom deployment at the Sea Mounting Centre.

Each spill will present different challenges dependant on the oil type, quantity, location and time of day. The effective and efficient boom deployment can lessen clean up time and potential damage caused.

### **Health & Safety:**

Booming Operations are potentially dangerous and before starting full risk assessments must be carried out. Appendix 1 provides a Safety Assessment Form which should be completed.

Additional Risk Assessments/Safe Systems of Work

*DFRMO risk assessments held within station*

*Regt crew risk assessments enclosed in the Duty Watch Standing Orders.*

### **Location:**

Sea Mounting Centre Waterfront, Grid Reference SU 40700, 10600

See site maps figures 1, 2 & 3.

Site maps illustrating the location of surface water, sewage/foul water drainage and interceptors are noted in the Spill Response Plan Annex F.

**Due to the nature of the Solent the Spill Response Team will need to consider the tidal conditions on the day prior to boom deployment.**

Containment around a vessel: Figure 1

Boom deployment at high tide: Figure 2

Boom deployment at low tide: Figure 3

### **Equipment List:**

Response boat

VHF radios (DFRMO & Boat crew) – Channel .....

20 x 20 meter booms (located on the response boat)

Major Spill Kits contain the following:

Oil-Only Socks x 50

Oil-Only Booms 3m x 8

Static Dissipative Oil-Only Mat Pads x 200

Oil-Only Cushions x 10

Temporary disposal bags & ties x 30

Additional equipment held by DFRMO:

Coveralls Disposable x 10  
Protection Gloves x 10  
Brooms x 2  
Shovels x 2

### **Manpower:**

The response to an oil pollution incident will be co-ordinated by the Site Spill Response Team (SRT). The response may include the deployment of oil booms to prevent /minimise the spread. If boom deployment is necessary the crew of the response boat will follow direction of the SRT.

In the event of a Tier 2 or 3 spillage external agencies are to be provided full brief and command and control is to be passed to the authorised MOD Contractor's Representative.

### **Communications:**

DFRMO Control Room Radio Channel 6  
Quay Foreman Radio Channel VHF 3  
Duty Watch Marine VHF 73

Further details of communications are located in the Spill Response Plan Annex C.

### **Physical Description of Site:**

The SMC is located on the eastern fringe of the New Forest. The site abuts the town of Marchwood to the north west and the River Test (Southampton Water) to the east. The city of Southampton lies 2km to the north, the town of Hythe to the south west and the New Forest to the west. The A336 runs parallel to the east of the site and connects Totton in the north west, Marchwood, Hythe and Fawley in the south east.

The 106 hectare site is located to the east of the main Fawley railway line, between Marchwood Village to its north-west and ABP land (SSSI) to its south-east. Adjoining the Marchwood site to the south is a Site of Importance for Nature Conservation (SINC)

To the north the site mainly consists of mud flats and must be considered a hazard within the risk assessments.

To the south the site consists of both rocks and small cobble, when the tide is low this area also has a large amount of mud flats.

### **Boom Deployment:**

The boom is pre-packed on the response craft; the boat crew will release the boom under the direction of the SRT. Securing of the booms is accomplished by attaching to pre-existing posts located along the shore line to the north of the site indicated by Figure 1. The booms tension will be dependant on the tidal conditions and confirmed by the SRT. Once in place the boom must be monitored due to the change of weather and tidal conditions.

### **Oil Recovery and Oil Storage:**

Recovery of the oil is to be completed by the MOD Contractor (Braemar Howells), command and control will be the responsibility of the MOD Contractor. Temporary storage is available by utilising the bunded storage area for containers.

### Boom Recovery:

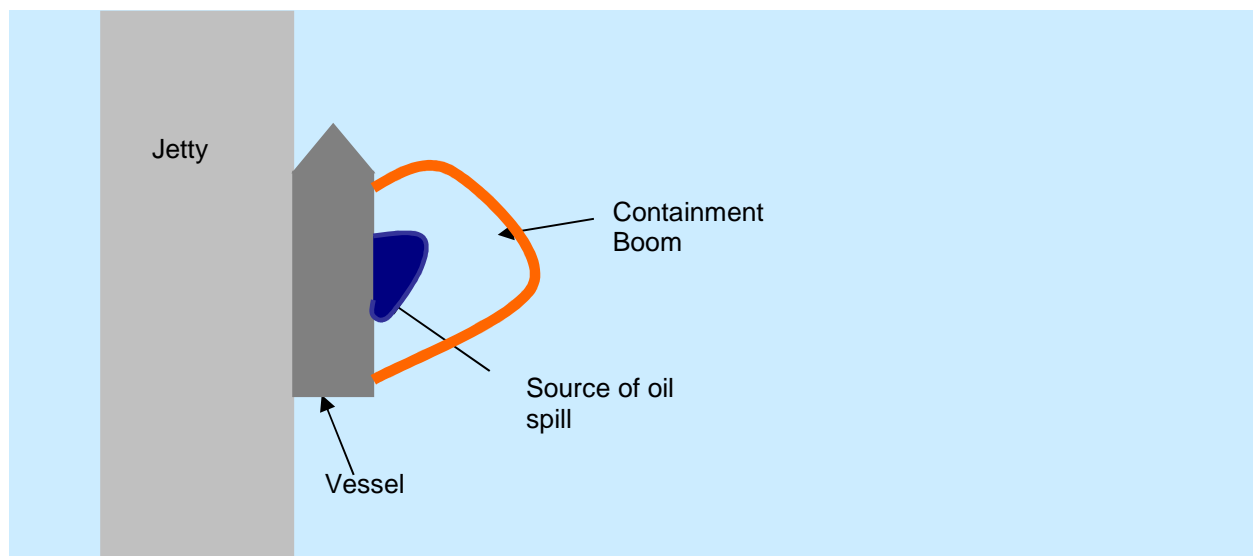
On authorisation of the MOD contractor the equipment is to be removed from the water and cleaned by use of jet wash at the wash down facility. The equipment must be returned to the response craft.

*Note: Absorbent booms should be removed once ½ of the freeboard has absorbed the oil; the booms must be disconnected prior to removal, due to the weight they are likely to break if they remain connected.*

A visual inspection of the area is to be conducted to ensure all equipment has been recovered.

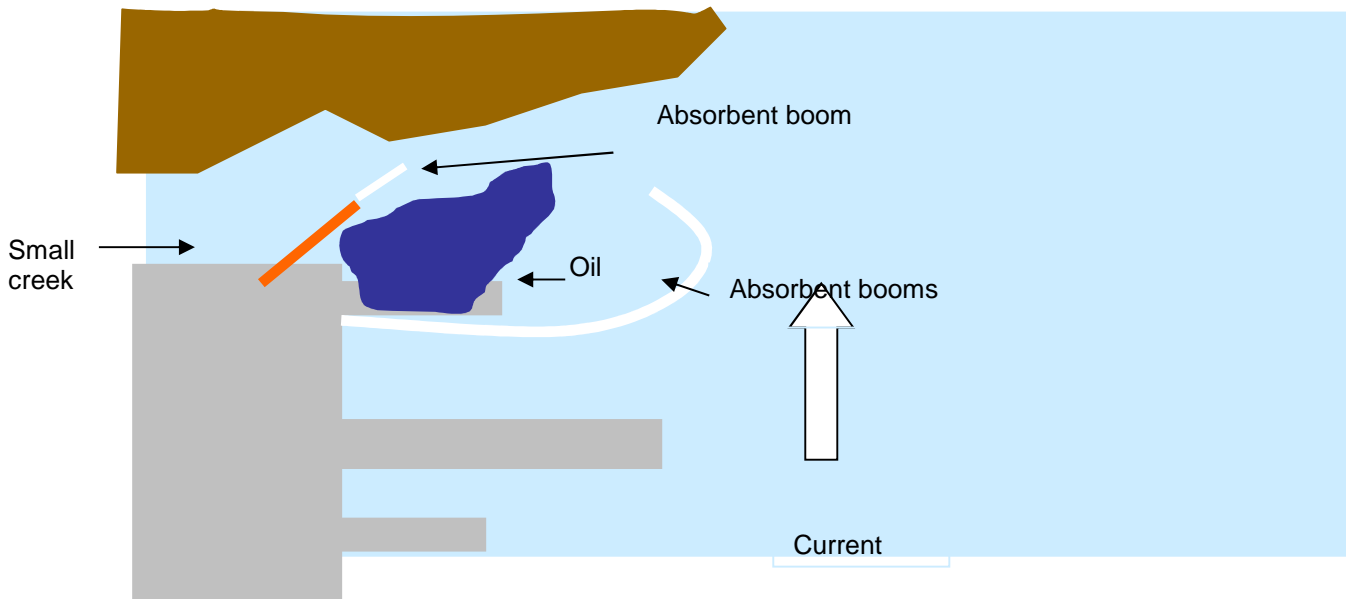
### Figure 1: Containment Boom Deployment

Boom deployment for spill containment from vessel, this is to be considered for use in a simple spill in calm weather along the jetty with minimal current movement. The spill can be contained by encircling or otherwise entrap floating oil so it can be accumulated and recovered at the spill location - a grounded barge, a vessel at anchor or at dockside.



The containment boom length currently stands at 350 metres. Therefore the SPT need to respond immediately to enable capture of the pollutant.

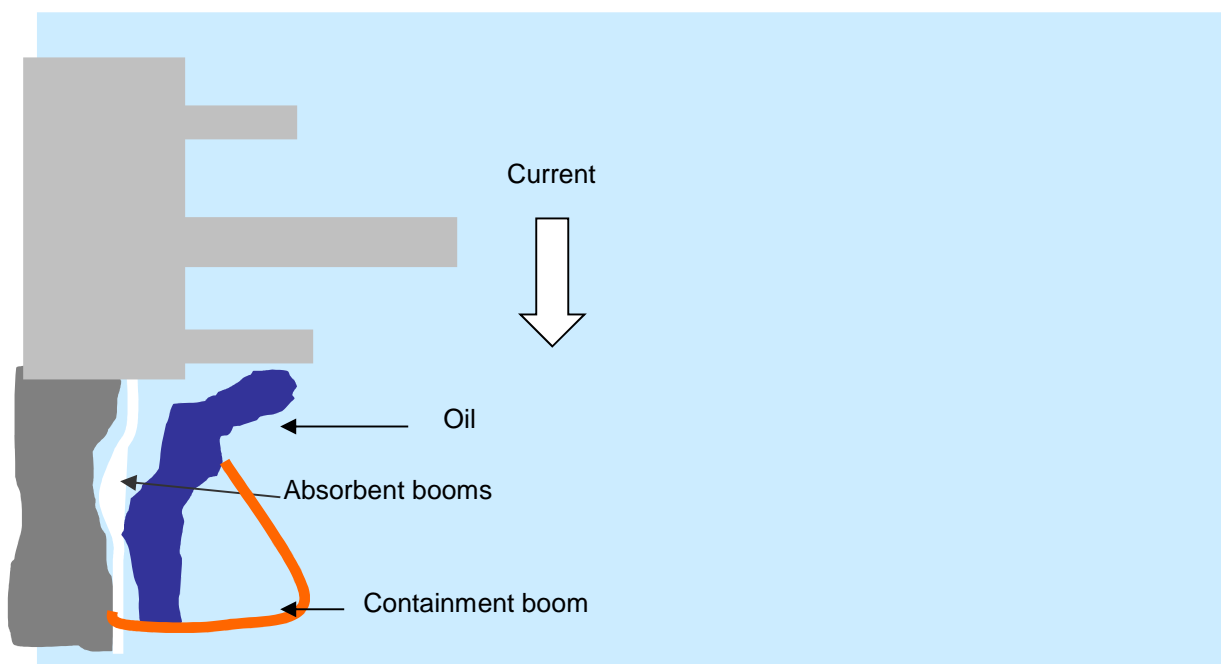
**Figure 2: Exclusion boom on a rising tide (flow tide).**



The use of absorbent booms is required to extend the existing containment boom in order that the exclusion of the creek can be achieved.

**Figure 3: Deflection boom on a falling tide (ebb tide)**

Deflection booming can be used to intercept, deflect, or move a slick towards a more desirable recovery site. This area is a Site of Special Scientific Interest (SSSI), as such requires deflection booms to protect the sensitive shoreline. The technique requires the area to be completely boomed off, thereby forming a protective barrier. Oil absorbent booms should be used to exclude spilled oil from the shoreline, and the containment boom to be positioned to enable containment of spill which will assist in the clean up procedure.



**SAFETY ASSESSMENT FORM**

**Incident:** \_\_\_\_\_

**Date:**   /  /   **Time:**   :  :   **Site Safety Officer:** \_\_\_\_\_  
Day/Month/Year

**Site/Location:** \_\_\_\_\_ **Site Map Attached? Yes/No\***

**Team Leader:** \_\_\_\_\_

**Location of First Aid:** \_\_\_\_\_ **Emergency's/Radio Channels:** \_\_\_\_\_

SUPPORT FACILITIES	
FACILITY	LOCATION
Cleaning/Changing Rooms/WC	
Feeding Facilities	
Muster/pick up points	

NATURE OF WORK TO BE CARRIED OUT

**MATERIALS INVOLVED:** \_\_\_\_\_

**AIR SAMPLES REQUIRED? Yes/No\* HAZARD DATA SHEET AVAILABLE? Yes/No/Attached\***

Details:

**Weather Conditions**

<input type="checkbox"/> Extreme Sunlight	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Frostbite	<input type="checkbox"/> Snow/Ice	<input type="checkbox"/> Wind Chill
<input type="checkbox"/> Darkness	<input type="checkbox"/> Low Visibility	<input type="checkbox"/> Humidity

Details:

**Safety Hazards:**

<input type="checkbox"/> Gas Cloud	<input type="checkbox"/> Fire Risk	<input type="checkbox"/> Cliff Face	<input type="checkbox"/> Running Water
<input type="checkbox"/> Vapours	<input type="checkbox"/> Explosion	<input type="checkbox"/> Marsh/Clay	<input type="checkbox"/> Gulleys/Banks
<input type="checkbox"/> Coral	<input type="checkbox"/> Rocky	<input type="checkbox"/> High Areas	<input type="checkbox"/> Quick Sands

Details: \_

**Wildlife Hazards**

<input type="checkbox"/> Insect	<input type="checkbox"/> Plants	<input type="checkbox"/> Mammals	<input type="checkbox"/> Breeding Birds
<input type="checkbox"/> Jelly Fish	<input type="checkbox"/> Stinging Fish	<input type="checkbox"/> Reptile	<input type="checkbox"/> Other

Details:

**SAFETY ASSESSMENT FORM**

**RISK ASSESSMENT OF LEVEL OF RISK FOR WORK TO BE UNDERTAKEN**  
**RISK FACTOR: 36-15 NOT ALLOWED, 14-8 ONLY IN THE LAST RESORT, 7-1 ACCEPTABLE**

RISK RATING		
RATING	OCCURANCE	INJURY SEVERITY
1	Unlikely	Negligible
2	Remote Known Possibility	Minor
3	Occasional	Major
4	Fairly Frequent	Single Fatality
5	Frequent and Regular	Multiple Fatality
6	Almost a Certainty	Multiple Fatality Including Off-site Personnel

**RISK FACTOR = OCCURRENCE X SEVERITY RATING**

DESCRIPTION OF RISK			
Description of Risk/Hazard/Work Action	Initial Risk Factor O x IS = RF	Risk Reduction Action	Final Risk Factor

**Other Considerations:**

**MANUAL HANDLING/OTHER:  
ASSESSMENTS NEEDED?**

**Yes/No/Arranged:** \_\_\_\_\_  
**By whom?** \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT**

- |                  |                  |               |
|------------------|------------------|---------------|
| ◇ Clothing       | ◇ Respiratory    | ◇ Eye Wear    |
| ◇ Torch          | ◇ Ear Protection | ◇ Footwear    |
| ◇ Head Gear      | ◇ Lifeline       | ◇ Life Jacket |
| ◇ Immersion Suit | ◇                | ◇             |

**OTHER INFORMATION AND NOTES FOR SAFETY BRIEFING**


**SIGNED:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Copy to:** \_\_\_\_\_

**Safety briefing given by:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **To Whom:** \_\_\_\_\_