



# **Shetland Islands Council**

## **Scalloway Harbour**

### **Oil Spill Contingency Plan**

#### **(Scalloway OSCP)**

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## **Preface**

### **Introduction**

This oil Spill Contingency Plan (OSCP) contains the actions and requirements for the Shetland Island Council (SIC), Marine and Air Operations - Scalloway Harbour during an oil spill incident. It covers tiered preparedness and response, consistent with the Maritime and Coastguard Agencies (MCA) Oil Pollution Preparedness Response and Co-operation (OPRC) Guidelines for Ports<sup>1</sup>, which is in line with the OPRC Convention<sup>2</sup>.

Guidance is provided to personnel for any oil spill response related to the operations within the Scalloway Harbour. It supplies the Scalloway Harbour on-scene, tactical and strategic level teams with the response techniques, communication procedures and information required during an oil spill response.

**Attention is drawn to the close links between this plan and the following related plans.**

- (a) Shetland Islands Council Emergency Plan**
- (b) Sullom Voe Harbour Oil Spill Contingency Plan**
- (c) National Contingency Plan**
- (d) Scalloway Harbour Safety Management System**
- (e) Scalloway Harbour Emergency Plan**
- (f) SEPA Emergency Plan**
- (g) Shetland Marine Pollution Contingency Plan**

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<sup>1</sup> CA OPRC Guidelines for Ports – Contingency Planning for Marine Pollution Preparedness and Response (September 2016)

<sup>2</sup> International Convention on Oil Pollution Preparedness, Response and Co-operation (OPRC '90)



## **Document Management and Control**

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This document will:

- Ensure compliance with regulatory requirements and current industry practice
- Reflect exercise/audit findings and recommendations
- Include changes to operational activity and procedures
- Remove any activities which are, or have become obsolete
- Incorporate current contact details

This document has an approved lifespan of 5 years from the initial submission date to the MCA and it shall be submitted in its entirety for re-approval 2 months before that time.

This document will be subject to review on an annual basis. In addition, SIC will review, revise and update the OSCP, for the following reasons:

- Changes to the National Oil Spill Contingency plan
- Changes in ownership or high-level organisation restructuring of Marine and Air Operations – Scalloway Harbour
- Changes in availability of oil spill response resources
- Changes in logistical support available
- Changes to the oil spill risk assessment
- Changes in ecological or socio-economic sensitivities
- Oil spill exercises and/or incidents

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### **MCA Letter of Approval (Appendix H.1)**

This document has been approved by the MCA and confirmed by that Agency as meeting the requirements of the Merchant Shipping (OPRC Convention) Regulations 1998.



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## Glossary of Terms

Name	Description
<b>4WD</b>	Four Wheel Drive
<b>API</b>	American Petroleum Institute (gravity)
<b>ARRC</b>	Automated Rescue and Recovery Craft
<b>BAOAC</b>	Bonn Agreement Oil Appearance Code
<b>BTO</b>	British Trust for Ornithology
<b>CDOIF</b>	Chemical and Downstream Oil Industry Forum
<b>CEH</b>	Centre for Ecology and Hydrology
<b>CGOC</b>	Coastguard Operations Centre
<b>CMT</b>	Crisis Management Team
<b>CCMT</b>	Corporate Crisis Management Team
<b>COMAH</b>	Control of Major Accident Hazards
<b>DHM</b>	Duty Harbour Master
<b>DP</b>	Dynamic Positioning
<b>EC</b>	European Community
<b>ECR</b>	Emergency Control Room
<b>ECT</b>	Emergency Communication Team
<b>EEZ</b>	Exclusive Economic Zone
<b>EG</b>	Environment Group
<b>EMSA</b>	European Maritime Safety Agency
<b>ERA</b>	Emergency Response Auxiliary
<b>ERP</b>	Emergency Response Plan
<b>ERRV</b>	Emergency Response and Rescue Vessel
<b>ERSC</b>	Emergency Response Service Centre
<b>ESD</b>	Emergency Shutdown Device
<b>HM</b>	Harbour Master or Duty Harbour Master
<b>HMCg</b>	HM Coastguard
<b>HSE</b>	Health and Safety Executive
<b>Hydrocarbon</b>	<p>As defined in <b>OPRC 98 Regulations</b>: petroleum in any form including crude oil, fuel oil, sludge oil, oil refuse and refined products.</p> <p>As defined in the <b>OPPC Regulations</b>: liquid oil or substitute liquid oil, including dissolved or dispersed oils or substitute oils that are not normally found in the liquid phase at standard temperature and pressure, whether obtained from plants or animals, or mineral deposits or by synthesis.</p> <p>As defined in <b>OCR Regulations</b>: Oil chemicals, and substitute oil chemicals, controlled under OCR.</p>
<b>ICR</b>	Incident Control Room
<b>IBC</b>	Intermediate Bulk Container



<b>IMO</b>	International Maritime Organisation
<b>IMT</b>	Incident Management Team
<b>ISO</b>	International Organisation for Standardisation
<b>ITOPF</b>	International Tanker Owners Pollution Federation
<b>JNCC</b>	Joint Nature Conservation Committee
<b>MarNIS</b>	Maritime Navigation and Information Services
<b>MARPOL</b>	International Convention for the Prevention of Pollution from Ships, 1973 as modified by the Protocol of 1978
<b>MATTE</b>	Major Accident to the Environment
<b>MCA</b>	Maritime and Coastguard Agency
<b>MSDS</b>	Material Safety Data Sheet
<b>MEP</b>	Major Emergency Plan
<b>MLA</b>	Marine Loading Arm
<b>MMO</b>	Marine Management Organisation
<b>MRC</b>	Marine Response Centre
<b>MS</b>	Marine Scotland
<b>NAFC</b>	North Atlantic Fisheries College
<b>NEBA</b>	Net Environmental Benefit Analysis
<b>NHS</b>	National Health Service
<b>NI</b>	Nautical Institute
<b>OCR</b>	<a href="#"><b>SI 2002/No 1355 The Offshore Chemicals Regulations 2002</b></a>
<b>OCU</b>	Operations Control Unit (SOSREP's Offshore Monitoring Group)
<b>OGP</b>	International Association of Oil and Gas Producers
<b>OH</b>	Office Hours
<b>OIM</b>	Offshore Installation Manager
<b>OOH</b>	Out of Office Hours
<b>OPEP</b>	Oil Pollution Emergency Plan
<b>OPPC</b>	<a href="#"><b>SI 2005/No 2055 The Offshore Petroleum Activities (Oil Pollution Prevention and Control) Regulations 2005</b></a>
<b>OPRC 90</b>	The International Convention on Oil Pollution Preparedness, Response and Co-operation 1990
<b>OPRC 98</b>	<a href="#"><b>SI 1998/No 1056 The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998</b></a>
<b>OSCAR</b>	Oil Spill Contingency and Response
<b>OSCP</b>	Oil Spill Contingency Plan
<b>OSRA</b>	Oil Spill Risk Assessment
<b>OSRL</b>	Oil Spill Response Limited
<b>PMCC</b>	Premium Monitoring Coordination Cell
<b>POLREP</b>	Marine Pollution Report



<b>PPE</b>	Personal Protective Equipment
<b>PSO</b>	Port Safety Officer or Duty Port Safety Officer
<b>PSV</b>	Platform Supply Vessel
<b>RSPB</b>	Royal Society for the Protection of Birds
<b>RSPCA</b>	Royal Society for the Prevention of Cruelty to Animals
<b>RSV</b>	Remote Supply Vessel
<b>SAC</b>	Special Area of Conservation
<b>SAR</b>	Search and Rescue
<b>SCAT</b>	Shoreline Clean-up Assessment Technique
<b>SCG</b>	Strategic Coordinating Group
<b>SCU</b>	Salvage Control Unit
<b>SEPA</b>	Scottish Environment Protection Agency
<b>SG</b>	Specific Gravity
<b>SIC</b>	Shetland Islands Council
<b>SIC MEP</b>	Shetland Islands Council – Major Emergency Plan
<b>SINTEF</b>	Norwegian: Stiftelsen for industriell og teknisk forskning English: The Foundation for Scientific and Industrial Research
<b>SLA</b>	Service Level Agreement
<b>SNH</b>	Scottish Natural Heritage
<b>SOPEP</b>	Shipboard Oil Pollution Emergency Plan (all oil tankers >150 gross register tonnage and vessels >400 gross register tonnage must carry a SOPEP on-board).
<b>SOS</b>	Shoreline Oiling Survey
<b>SOSREP</b>	Secretary of State's Representative for Maritime Salvage and Intervention
<b>SOTEAG</b>	Shetland Oil Terminal Environmental Advisory Group
<b>SPA</b>	Special Protected Area
<b>SRC</b>	Shoreline Response Centre
<b>SRT</b>	Strategic Response Team
<b>SSI</b>	Site of Special Scientific Interest
<b>SSPCA</b>	The Scottish Society for Prevention of Cruelty to Animals
<b>STAC</b>	Scientific and Technical Advisory Committee
<b>STOp</b>	Scientific, Technical and Operational Advice note
<b>STR</b>	Shoreline Treatment Recommendation
<b>SVHA</b>	Sullom Voe Harbour Authority
<b>SVHA-ICR</b>	Sullom Voe Harbour Authority – Incident Control Room
<b>SVHOSCP</b>	Sullom Voe Harbour Oil Spill Contingency Plan
<b>SVOSAC</b>	Sullom Voe Oil Spills Advisory Committee
<b>SVT</b>	Sullom Voe Terminal
<b>SVT-IMT</b>	Sullom Voe Terminal – Incident Management Team



<b>SVTO</b>	Sullom Voe Terminal Operator
<b>TCG</b>	Tactical Co-ordinating Group
<b>TWMA</b>	Total Waste Management Alliance
<b>UHF</b>	Ultra-High Frequency
<b>UKCS</b>	United Kingdom Continental Shelf
<b>VHF</b>	Very High Frequency
<b>VIP</b>	Very Important Person
<b>VOO</b>	Vessel of Opportunity
<b>VTs</b>	Vessel Traffic Service
<b>WCCD</b>	Worst Credible Case Discharge
<b>WCCS</b>	Worst Credible Case Scenario



## Section

# 1

# Actions



# 1 Checklists/Action Cards

## 1.1 Scalloway Harbour Office (SHO)

POLLUTION CHECKLIST		
<b>Responsibilities:</b> Contributes to safety of life at sea and safety of navigation within the Harbour and approaches. Control movement of all vessels, as necessary Manage communication of incident and support vessels, as appropriate		
<b>Incident Actions:</b> <span style="float: right;">✓</span>		
This checklist commences from the point the Scalloway Harbour Office has been alerted to the incident by harbour personnel, the Vessel or a member of the public.		
<b>DOCUMENTATION TO COMPLETE</b>	Complete the "Spill Report - Initial Data Collection Sheet" below Start new incident log sheet	
	Send pilot boat to verify the incident and collect samples (where possible - Use VHF Ch10, for spill communications.	
	Notify the Duty Pollution Officer.	
	Notify the Duty Harbour Master (HM).	
	<b>Alert:- Coastguard on Ch16 and / or Tel:- 01595 692976 or 999 – Make initial verbal Pollution Report followed by PolRep by email</b>	
	Notify the Ship's Agent, if appropriate.	
	Alert other vessels in the area. If required issue an "All Ships" broadcast.	
	Upon arrival of the Duty Pollution Officer and Duty HM pass on all relevant information.	
	Standby to receive and pass messages, as required.	
	Call in other managers (i.e. Engineering, Administration, SIC Safety Manager etc.), as required by the Duty HM and/or the Duty Pollution Officer.	
	Consider diverting traffic or establishing an exclusion zone.	
<b>RESPONSE ACTIONS</b>	Continue to support the response as required by the HM, Duty Pollution Officer and or the relevant Oil Spill Response Plan.	
	Complete and collate all relevant paperwork and logs, submit them to the HM.	
<b>FINAL ACTIONS</b>	Attend and take part in debrief.	
	Offer support to the incident investigation.	



## Spill Report - Initial Data Collection Sheet

This form is to be completed by the VTS Control Room on receipt of initial notification of a release and can be used as a reference for notifications.

**Always retain a copy for potential investigative purposes.**

Spill Report – Initial Data collection Sheet			
Date/Time of Call			Report From:
Name of Caller			Position
Contact Number			Alternative Contact Number
Location of Release			
Date and Time of Incident			
What has been released to sea?	Crude <input type="checkbox"/>	Other <input type="checkbox"/>	
	Diesel <input type="checkbox"/>	Chemical <input type="checkbox"/>	
Quantity Release			m <sup>3</sup>
Is the release ongoing? If yes, release rate?			
<b>Incident Information</b>			
Incident details: What has happened? What is the current situation? What initial actions have been taken?			
Is the caller at the scene of the incident? If not, where is the information sourced?			
Is there damage? If yes, provide details.			
What is the worst-case release potential? (Maximum inventory and flowrate.)			
Pollution appearance (rainbow, sheen etc.).			
What are the dimensions of the visible release? (Length, width and coverage.)			
Is shoreline impact likely? If yes, where and when?			
Wind Speed		Wind Direction	
Sea State		Wave Height	
<b>Response Information</b>			
Has the Terminal Operator Response Team been mobilised? If so, where and when?			
<b>Other Information</b>			
What is the agreed time to receive next update and/or additional information?			





## 1.2 Scalloway Pilot Boat

### PILOT BOAT - POLLUTION CHECKLIST

#### Responsibilities:

- To confirm and verify oil on water and report to the Harbour Office / Duty Pollution Officer

#### Incident Actions:



This checklist commences from the point the Pilot Boat has been deployed to the incident by the the Harbour Office.

**See Sections 3.1 - Alert and Confirmation Procedure and 3.2 - Internal Notifications for further details.**

COMMUNICATION	Select VHF Ch10 ,were possible, for spill communication. (CH14 otherwise)	
	Update the Harbour Office / Duty Pollution Officer on the status of the spill, as required.	
RESPONSE ACTIONS	Go directly to the scene of the incident and report the following: <ul style="list-style-type: none"> <li>Confirm spill location</li> <li>Confirm if the leak is controlled or ongoing</li> <li>Confirm oil type (if apparent)</li> <li>Estimate size and extent (dimensions – width, length, coverage)</li> <li>Confirm pollution appearance (black oil, metallic, rainbow)</li> <li>Spill direction of travel</li> <li>Confirm any shoreline impact (and location)</li> </ul>	
	Stay on scene to continue to monitor and evaluate or perform assisted natural dispersion (i.e. prop wash), as directed by Duty Pollution Officer.	
FINAL ACTIONS	Complete and collate all relevant paperwork and logs, submit them to the HM.	
	Attend and take part in debrief.	
	Offer support to the incident investigation.	



### 1.3 Duty Pollution Officer

#### DUTY POLLUTION OFFICER POLLUTION CHECKLIST

##### Responsibilities:

- Take charge of the SIC on-scene activity in the clean-up effort.
- In the absence of the Duty Harbour Master, assume their role and responsibilities (see [Section 1.4 - Duty Harbour Master \(DHM\)](#)) until their arrival.
- Classify the spill incident tier level
- Manage/assist in communication with SIC managers and third party contacts, as appropriate
- Ensure clean-up personnel are aware of the hazards and precautions (see [Section 6 - Health and Safety](#))

##### Incident Actions:

This checklist commences from the point the Duty Pollution Officer has been alerted to the incident by the Scalloway Harbour office or Sullom Voe VTS.

See [Sections 3.1 - Alert and Confirmation Procedure](#), [3.2 - Internal Notifications](#) and [3.4 Statutory Notifications](#) for contact details.

DOCUMENTATION TO COMPLETE	Start new incident log sheet (see <a href="#">A.1 Communication Log Sheet</a> ).	
	Using the <a href="#">Tiered Assessment Guidance</a> Form (see <a href="#">Section 2</a> ), assess the size of the incident.	
ALERT	Notify the HM of the Spill Tier (1, 2 or 3).	
	Notify the Port Safety Officer (if not Duty Pollution Officer).	
	Notify the following external contacts, as required: <ul style="list-style-type: none"> <li>• Maritime and Coastguard Agency (MCA)</li> <li>• Scottish Natural Heritage (SNH)</li> <li>• Marine Scotland (MS)</li> <li>• Scottish Environment Protection Agency (SEPA)</li> <li>• Shetland Oil Terminal Environmental Advisory Group (SOTEAG)</li> <li>• Emergency Services (Injury accident and Tier 3 response)</li> </ul>	
	Complete the Pollution Report and send to HM Coastguard (see <a href="#">Section 4 - POLREP</a> ).	
COMMUNICATION	Upon notification, receive all relevant information and reports from the Scalloway Harbour Office.	
	Contact the pilot boat, to receive an update on the spill status – VHF Ch10 ,were possible, for spill communication. (CH14 otherwise)	
	Proceed to the incident and receive an update from On-Scene Small Ports Officer. Continue communication and assistance, as required.	
	Provide regular information into Scalloway Harbour Office, regarding assets (equipment and personnel) deployed and available.	
	Update internal and external contacts (above), as required.	



# DUTY POLLUTION OFFICER POLLUTION CHECKLIST (Cont.)

<b>RESPONSE ACTIONS</b>	Act as SIC On-Scene Commander and discuss response options with the staff available.	
	If a Tier 2 or 3 Incident - The Duty HM or Duty Pollution Officer should mobilise to the SVHA-ICR at Sella Ness in the Port Administration Building as required. Either the Duty Pollution Officer or Duty HM to remain on-scene, the other to reside in the appropriate ICR and maintain communications with internal and external contacts.	
	Continue to re-assess the size of the incident (Tier, see <a href="#">Section 2</a> ), notify the Duty HM of any changes.	
	Continue to provide support and oversight as required.	
	Assess the situation with respect to health and safety, and discuss with the SIC Safety Manager, if mobilised.	
	Ensure personnel involved in the clean-up are aware of the hazards, and the precautions to be taken (see <a href="#">Section 6 - Health and Safety</a> ).	
	Ensure waste management (i.e. prevention, minimisation, segregation, reuse, recovery and disposal) is taken into account (see <a href="#">Section 8</a> ), from an early stage of the response.	
	Where possible, obtain 3 samples of pollutant (these should be witnessed) – see <a href="#">Appendix B.9 Sampling</a> for further details.	
	If required, supervise and co-ordinate Shoreline Supervisors.	
	For non-oil spills, support the SIC Environmental Health Officer	
<b>FINAL ACTIONS</b>	Complete and collate all relevant paperwork and logs, submit them to the HM.	
	Attend and take part in debrief.	
	Offer support to the incident investigation.	



## 1.4 Duty Harbour Master (DHM)

### DUTY HARBOUR MASTER (DHM) POLLUTION CHECKLIST

#### Responsibilities:

- Take primacy during the incident response, acting as the SIC Incident Commander (IC) until relieved by the Harbour Master or Executive Manager as appropriate.
- In the absence of the Duty Pollution Officer, also assume their role and responsibilities (see [Section 1.3 - Duty Pollution Officer](#)) until their arrival.
- If a Tier 2 or 3 Incident – establish the SVHA-ICR in the Port Administration Building and staff appropriately.
- Manage communication with SIC managers and third party contacts, as appropriate
- Provide SIC's professional presence

#### Incident Actions:

This checklist commences from the point the HM has been alerted to the incident by the Scalloway Harbour Office or Sullom Voe VTS.

See [Sections 3.1 Alert and Confirmation Procedure](#), [3.2 Internal Notifications](#) and [3.4 Statutory Notifications](#) for contact details.

<b>DOCUMENTATION TO COMPLETE</b>	Start new incident log sheet (see <a href="#">A.1 Communication Log Sheet</a> ).	
<b>ALERT</b>	The Duty HM should notify the following SVHA internal contacts through VTS: <ul style="list-style-type: none"> <li>• Harbour Master</li> <li>• Executive Manager</li> </ul> The Duty Harbour Master should also determine the need to notify and/or mobilise other managers or personnel of the Harbour Authority to assist as required.	
	If a Tier 2 or 3 Incident the Duty Harbour Master should notify the following SIC internal contacts: <ul style="list-style-type: none"> <li>• Emergency and Resilience Planning Officer</li> <li>• SIC Environmental Health Officer</li> <li>• SIC Safety Manager</li> </ul>	
<b>COMMUNICATION</b>	Upon notification, receive all relevant information and reports from the Duty Small Ports Officer / Small Ports Supervisor and/or Duty Pollution Officer – including the Spill Tier level.	
	Update external and internal contacts, as required (see <a href="#">Section 3.2</a> and <a href="#">3.4</a> ).	
<b>RESPONSE ACTIONS</b>	The Duty HM takes overall authority during the incident response and acts as SVHA-ICR IC, until relieved (by the Harbour Master or Executive Manager, as appropriate). Discuss response options with the Duty Pollution Officer.	
	If Tier 1 incident: Discuss response options with the Duty Pollution Officer and Small Ports Supervisor.	
	If Tier 2 or 3: Establish SVHA-ICR in the Port Administration Building at Sella Ness and staff appropriately.	
	If Tier 2 or 3: Mobilise to SVHA-ICR at Sella Ness in the Port Administration Building as required. Either the Duty HM or Duty Pollution Officer or to remain on-scene, the other to reside in the ICR and maintain communications with internal and external contacts.	
	Provide SIC's professional presence for media briefings and technical committees (or similar), as required.	
<b>FINAL ACTIONS</b>	Complete and collate all relevant paperwork and logs, ensure all are submitted to the SIC Administration Manager (or designate), for the records.	
	Run and organise the incident debrief. (in the event of the HM not being available)	
	Offer support to the incident investigation.	



## 1.5 Harbour Master (HM)

HARBOUR MASTER (HM) POLLUTION CHECKLIST		
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Take overall responsibility during the incident response as the SIC Incident Commander (IC)</li> <li>In the absence of the Executive Manager, also assume their role and responsibilities until their arrival.</li> <li>Manage communication with SIC managers and third party contacts, as appropriate</li> <li>Provide SIC's professional presence for media briefings and committees as required</li> </ul>		
<b>Incident Actions:</b>		✓
<p>This checklist commences from the point the HM has been alerted to the incident by the Duty Harbour Master, Scalloway Harbour Office or Sullom Voe VTS.</p> <p>See <a href="#">Sections 3.1 - Alert and Confirmation Procedure</a>, <a href="#">3.2 - Internal Notifications</a> and <a href="#">3.4 Statutory Notifications</a> for contact details.</p>		
<b>DOCUMENTATION TO COMPLETE</b>	Start new incident log sheet (see <a href="#">A.1 Communication Log Sheet</a> ).	
	For Tier 1 Spills – Complete (or delegates), approve and issue all holding statements (see <a href="#">Section 7 Media Strategy</a> ).	
	For Tier 2/3 Spills – Complete (or delegate completion) of all holding statements (see <a href="#">Section 7 Media Strategy</a> ).	
<b>ALERT</b>	<p>The Harbour Master should notify SIC internal contacts below</p> <ul style="list-style-type: none"> <li>SIC Chief Executive</li> <li>SIC Director of Infrastructure.</li> <li>Chair of Harbour Board.</li> <li>SIC Head of Finance.</li> <li>SIC Safety and Risk Insurance Section.</li> <li>SIC Legal and Administration.</li> <li>SIC Administration Manager, if not already alerted</li> </ul>	
	Mobilise other managers or personnel of the Harbour Authority to assist as required.	
<b>COMMUNICATION</b>	Upon notification, receive all relevant information and reports from the Duty Harbour Master and/or Duty Pollution Officer – including the Spill Tier level.	
	Update external and internal contacts, as required (see Section 3.2 and 3.3).	
<b>RESPONSE ACTIONS</b>	The Harbour Master takes overall authority during the incident response as the SVHA-ICR IC.	
	Follow the SIC's Major Emergency Plan if applicable.	
	For Tier 1 incidents the Harbour Master should complete (or delegate its completion), approve and issue all holding statements (see <a href="#">Section 7 Media Strategy</a> ).	
	Provide SIC's professional presence for media briefings and committees as required.	
<b>FINAL ACTIONS</b>	Complete and collate all relevant paperwork and logs, ensure all are submitted to the SIC Administration Manager (or designate), for the records.	
	Run and organise the incident debrief for SVHA-ICR	
	Initiate or offer support to the incident investigation.	



## 1.6 Executive Manager(S)

### PORTS & HARBOURS - EXECUTIVE MANAGER POLLUTION CHECKLIST

#### Responsibilities:

- Notify, discuss and communicate with additional SIC staff, as required
- Provide response support as requested by the Duty HM
- Assume incident commander role from (duty) HM, if appropriate
- Provides SIC's managerial presence for media briefings and committees as required.

#### Incident Actions:



This checklist commences from the point the Executive Manager is notified by the Duty HM.

See [Sections 3.1 Alert and Confirmation Procedure](#) and [3.2 Internal Notifications](#)

<b>DOCUMENTATION TO COMPLETE</b>	Start new incident log sheet (see <a href="#">A.1 Communication Log Sheet</a> ).	
<b>COMMUNICATION</b>	Provide support to the (Duty) HM and / or the SVHA-ICR (if formed).	
	Maintain internal contacts above (see <a href="#">Section 3.2</a> ), as required.	
<b>RESPONSE ACTIONS</b>	Follow the Council's Major Emergency Plan.	
	Assume role of SIC IMT incident commander from HM, if appropriate.	
	Provides SIC's Managerial presence for media briefings and committees as required.	
	Ensure the Administration Manager does the following: <ul style="list-style-type: none"> <li>• Setup expense account for incident expenses</li> <li>• Supply adequate clerical resources (personnel and equipment)</li> <li>• Maintain and collated copies of all incident documentation within the SVHA-ICR.</li> <li>• Maintain an incident log.</li> </ul>	
<b>FINAL ACTIONS</b>	Complete and collate all relevant paperwork and logs, submit for the incident records.	
	Attend and take part in debrief.	
	Offer support to the incident investigation.	



## 2 Tiered Assessment Guidance

This guide supports determination of the appropriate Tier response level for a hydrocarbon release to sea and aids the decision-making process. The method of response will depend upon several factors including (but not limited to): the type incident in question, volume of hydrocarbon, hydrocarbon type, time of year, weather, sea state and resource availability. See [Section 5.4.1](#) for the definitions of tiered response.

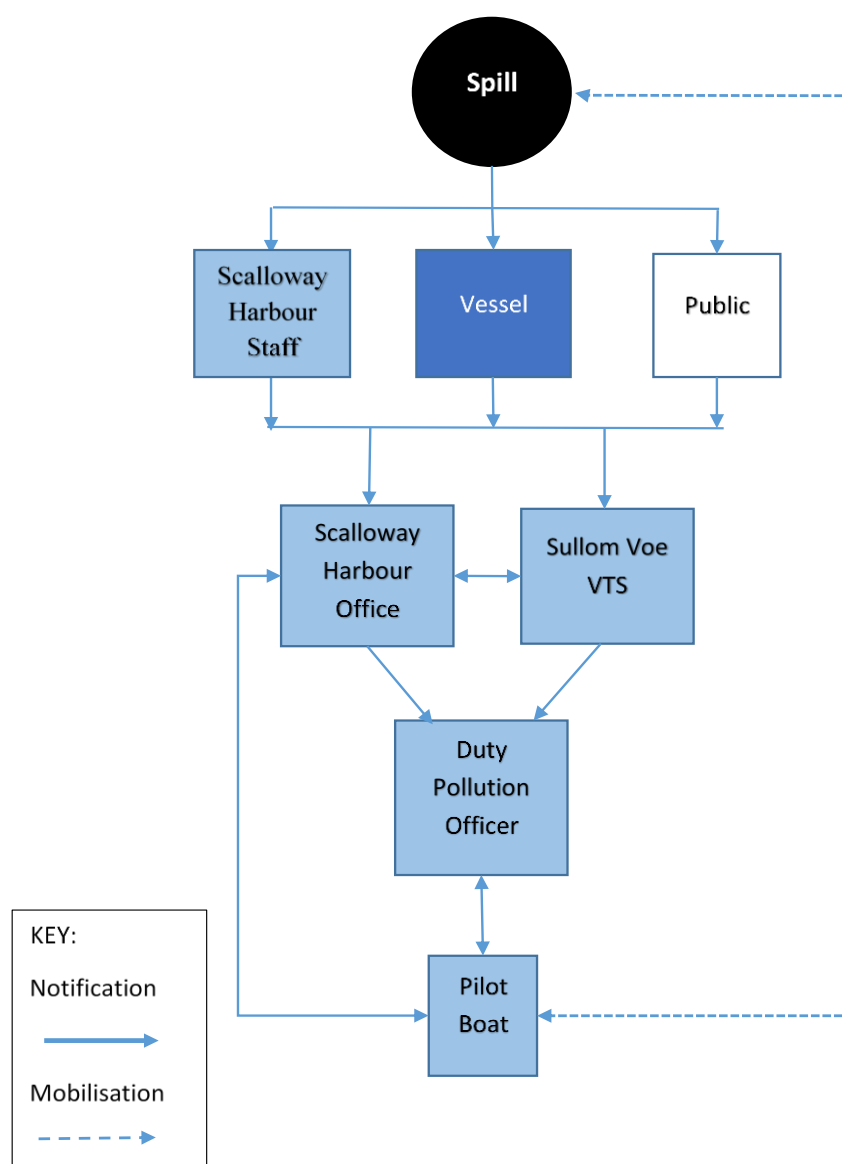
TIER SELECTION GUIDE		
Tick the boxes next to all the criteria that apply. Add up the total number of ticks per Tier. Report the Tier size as the one with the most ticks. If there are an equal number of ticks in two Tiers, select the higher of the Tiers.		
<b>Tier 1</b>		
Slick Appearance	Silver/rainbow sheen	<input type="checkbox"/>
Potential Release Size	Small	<input type="checkbox"/>
Ongoing?	No	<input type="checkbox"/>
Part of Wider Emergency?	No	<input type="checkbox"/>
Shoreline Impact Likely?	No	<input type="checkbox"/>
Hydrocarbon Persistent?	No	<input type="checkbox"/>
<b>Tier 2</b>		
Slick Appearance	Silver/rainbow sheen	<input type="checkbox"/>
Potential Release Size	Medium	<input type="checkbox"/>
Ongoing?	No	<input type="checkbox"/>
Part of Wider Emergency?	No	<input type="checkbox"/>
Shoreline Impact Likely?	Yes	<input type="checkbox"/>
Hydrocarbon Persistent?	Yes	<input type="checkbox"/>
<b>Tier 3</b>		
Slick Appearance	Metallic sheen/black oil	<input type="checkbox"/>
Potential Release Size	Large and/or ongoing	<input type="checkbox"/>
Ongoing?	Yes	<input type="checkbox"/>
Part of Wider Emergency?	Yes	<input type="checkbox"/>
Shoreline Impact Likely?	Yes	<input type="checkbox"/>
Hydrocarbon Persistent?	Yes	<input type="checkbox"/>



### 3 Primary Notifications

#### 3.1 Alert and Confirmation Procedure

Use the flowchart below (**Figure 1**) to determine the initial alert procedures for internal reporting and confirmation of oil on water. This communication will be undertaken using any communications method available, VHF Channel 10/14 is to be used by Spill Response staff as required. The full notification responsibilities are outlined in the **Checklists/Action Cards**, in **Section 1**.



**Figure 1 – Initial Internal Reporting and Confirmation**

Note – the confirmation of oil on water (spill location, extent and potential impact) is performed by the Scalloway Harbour pilot boat.





## 3.2 Internal Notifications

The flowchart in Figure 2, shows the internal notification procedure within the SVHA and SIC organisations.

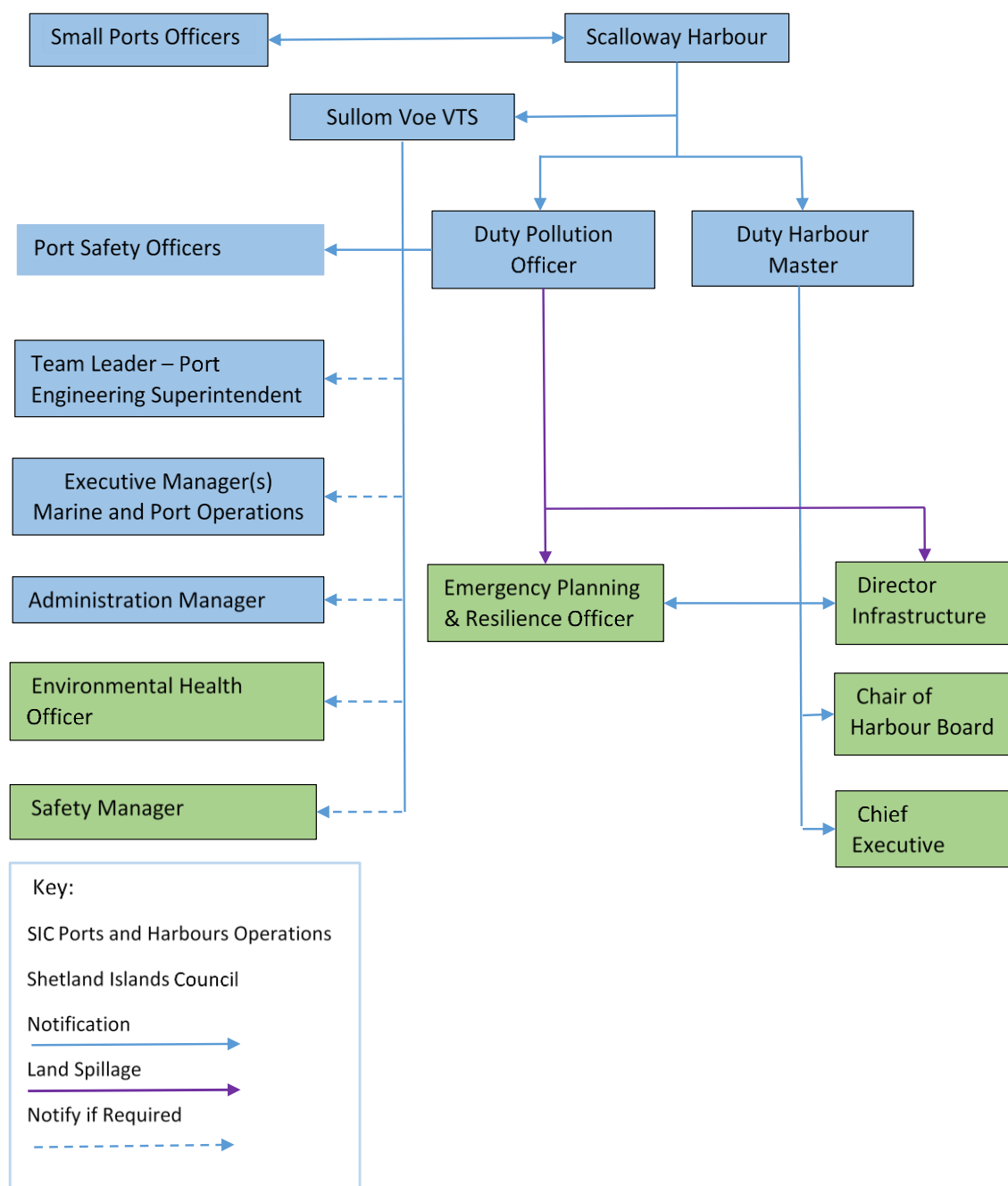


Figure 2 – Internal Notifications



### 3.3 Initial Internal Communications

Following the initial notifications described, internal incident communications will be ongoing and external communications with the authorities, media and stakeholders may also occur depending on the incident and associated circumstances.

Contact	Release Criteria in Tonnes				 
	Tier 1	Tier 2	Tier 3	Tel No	VHF / Email
Internal SVHA and SIC Notification Requirements					
Scalloway Harbour Office	 	 	 	01595 744221	Ch10 where possible otherwise Ch14 <a href="mailto:Scalloway.harbour@shetland.gov.uk">Scalloway.harbour@shetland.gov.uk</a>
VTS	 	 	 	01806 244280	Ch10 where possible otherwise Ch14 FAX – 01806 242118 <a href="mailto:sullomvoevts@shetland.gov.uk">sullomvoevts@shetland.gov.uk</a>
Ports Incident Control Room (ICR)	 	 	 	01595 807000	Ch10 where possible otherwise Ch14 FAX – 01806242332 <a href="mailto:incident.control@shetland.gov.uk">incident.control@shetland.gov.uk</a>
Duty Pollution Officer	 	 	 	Contacted through VTS	Ch10 where possible otherwise Ch14
Duty HM	 	 	 	Contacted through VTS	Ch10 where possible otherwise Ch14
Ports & Harbours Executive Manager (Emergency Manager)				Contacted through VTS	Ch10 where possible otherwise Ch14



### 3.4 Statutory Notifications

The following notifications can to be undertaken by the Duty Pollution Officer, the Duty HM or their delegate and also be made by the SVT/ERSC IMT as required.




Contact	Release Criteria in Tonnes			Tel No	Email or Fax
	Tier 1	Tier 2	Tier 3		
<b>HM Coastguard, Coastguard Operations Centre (CGOC)</b> HMCg will inform Pollution & Salvage Branch as Required	 	 	 	01595 692976 (Routine) 999 / 0344 3820701 (Emergency) <sup>3</sup>	Email POLREP to <a href="mailto:zone1@hmcg.gov.uk">zone1@hmcg.gov.uk</a>
<b>Shetland Emergency Services – Ambulance</b>	If required	If required	If required	999 / 01595 695344	
<b>Shetland Emergency Services – Fire and Rescue</b>				999 / 01595 692318	
<b>Shetland Emergency Services – Gilbert Bain Hospital</b>				01595 743000	
<b>Shetland Emergency Services – Police</b>				999 / 101	
<b>Marine Scotland</b>		 	 	01224 876544 (OH) 07770 733423 (OOH)	<a href="mailto:ms.spillresponse@gov.scot">ms.spillresponse@gov.scot</a> and <a href="mailto:MarineScotland.Mailbox@gov.scot">Marine Scotland Mailbox@gov.scot</a>
<b>Scottish Environment Protection Agency (SEPA)</b>		 	 	0800 80 7060	<a href="mailto:epishetland@sepa.org.uk">epishetland@sepa.org.uk</a>
<b>Scottish Natural Heritage (SNH)</b>			 	SNH Duty Officer (24hr) 0131 316 2610 Lerwick Office 01463 667600	<a href="mailto:SNH_MARINE_POLLUTION@nature.scot">SNH_MARINE_POLLUTION@nature.scot</a> <a href="mailto:epi_nisles@nature.scot">epi_nisles@nature.scot</a>
<b>Shetland Oil Terminal Environmental Advisory Group (SOTEAG)</b>				Dr Rebecca Kinnear (Executive Officer) - 01334 463613 Will Miles 07511754554	<a href="mailto:soteag@st-andrews.ac.uk">soteag@st-andrews.ac.uk</a> or <a href="mailto:wtsm@st-andrews.ac.uk">wtsm@st-andrews.ac.uk</a>
<b>Health &amp; Safety Executive, Edinburgh</b>				0845 300 9923 (OH) 0151 922 9235 (OOH)	

<sup>3</sup> NOTE: the emergency number if for life at risk not pollution incidents



### 3.5 Additional Notifications

Additional notifications may be required depending on the location of the release and its actual/potential direction of travel and potential impact locations.

Contact	Notes	 Tel No	  Email or Fax
<b>Scottish Salmon Producers (Ex Shetland Aquacultura)</b>	In a Tier 1, 2 or 3 when aquaculture is at risk of being effected.	01738 587000	<a href="mailto:enquiries@scottishsalmon.co.uk">enquiries@scottishsalmon.co.uk</a>
<b>Royal Society for the Protection of Birds (RSPB) Shetland</b>	In a Tier 1, 2 or 3 when birds are at risk.	01950 460800 (OH) 01950 431506 / 07721 759823 (OOH)	N/A
<b>The Shetland Fishermen's Association</b>	In a Tier 2 or 3 when fisheries are at being risk of being effected.	01595 694429	<a href="mailto:info@shetlandfishermen.com">info@shetlandfishermen.com</a>
<b>Shetland Bird Club</b>	In a Tier 2 or 3 when birds are at risk.	07733241471	<a href="mailto:secretary@shetlandbirdclub.co.uk">secretary@shetlandbirdclub.co.uk</a>
<b>Hillswick Wildlife Sanctuary</b>	In a tier 2 or 3 or when otters or seals are at risk	01806 503348 0777 604 6454 (mob)	<a href="mailto:info@hillswickwildlifesanctuary.org">info@hillswickwildlifesanctuary.org</a>



## 4 POLREP

# PolRep

Shetland Islands Council  
Scalloway Harbour  
Scalloway  
Shetland  
ZE1 0TQ

<b>To:</b> ZONE 1 CGOC <b>Email:</b> <a href="mailto:zone1@hmcg.gov.uk">zone1@hmcg.gov.uk</a> <b>Fax:</b> 01595 693634 <b>Alternate:</b> 01595 694810	<b>From:</b> Scalloway Harbour <b>Tel:</b> 01595 744221  <b>Email</b> <a href="mailto:scalloway.harbour@shetland.gov.uk">scalloway.harbour@shetland.gov.uk</a>
<b>Cc:</b> Sullom Voe VTS <b>Email:</b> <a href="mailto:sullomvoevts@shetland.gov.uk">sullomvoevts@shetland.gov.uk</a> <b>Fax:</b> 01806 242118	
Date / Time	
Number of pages including this cover sheet	
SUBJECT:	
a) CLASSIFICATION	
b) DATE / TIME & NAME OF OBSERVER	
c) POSITION & EXTENT	
d) TIDE and WIND	
e) WEATHER & SEA STATE	
f) CHARACTERISTICS	
g) SOURCE and CAUSE	
h) VESSELS IN AREA	
j) PHOTOGRAPHS / SAMPLES	Y / N
k) REMEDIAL ACTION TAKEN/ INTENDED	
l) FORECAST	
m) NAMES OF OTHERS INFORMED	
n) ANY OTHER RELEVANT INFO	



## 4.1 POLREP Completion Guidance

- A. Classification – of Report:
  - i. Doubtful
  - ii. Probable
  - iii. Confirmed
- B. Date and Time – pollution observed / reported and identity of observer / reporter
- C. Position and Extent of Pollution – by latitude and longitude if possible, state range and bearing from some prominent landmark and estimated amount of pollution, e.g. size of polluted area; number of tonnes of spilled oil; or number of containers, drums etc. lost. When appropriate, give position of observer relative to pollution.
- D. Tide and Wind – speed and direction
- E. Weather – conditions and sea state
- F. Characteristics of pollution - give type of pollution, e.g. oil crude or otherwise; packaged or bulk chemicals; garbage. For chemicals, give proper name or United Nations Number, if known. For all, give appearance e.g. liquid; floating solid; liquid oil; semi-liquid sludge; tarry lumps; weathered oil; discoloration of sea; visible vapour etc.
- G. Source and Cause of Pollution – from vessels or other undertaking. If from a vessel, say whether as a result of apparent deliberate discharge or a casualty. If the latter, give a brief description. Where possible, give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination, if known.
- H. Details of Vessels in the Area – to be given if the polluter cannot be identified and the spill is considered to be of recent origin.
- I. Not Used.
- J. Whether photographs have been taken, and / or samples for analysis.
- K. Remedial action taken, or intended, to deal with spillage
- L. Forecast of likely effect of pollution (e.g. arrival on beach, with estimated timing).
- M. Names of those informed other than addressees.
- N. Any other relevant information (e.g. names of other witnesses, references to other instances of pollution pointing to source).



## 5 Response Strategy Selection and Resources

### 5.1 Response Strategy Principles

The overall priority in the event of a spill, after the safety of people is to minimise damage to the environment, followed by socio-economic resources. A key objective is therefore to protect the resources at risk. The following are the principles that the Shetland Islands Council's Scalloway Harbour respects when developing response strategies:

- Seek to minimise environmental effects, either because of the hydrocarbon released or from the clean-up methods (this is referred to as Net Environmental Benefit Analysis, or NEBA).
- Consider as an appropriate response – leaving hydrocarbons to degrade naturally, while continuing to monitor and evaluate
- Obtain early and continuous advice and services of specialists and technical advisors from statutory bodies or response organisations
- Conduct early engagement and communication with the relevant authorities, at the decision-making phase and throughout operations
- Arrange for surveillance to be carried out early and for all ongoing response strategies – to assist in the monitoring of the response effectiveness
- Perform modelling predictions, as soon as possible and at regular intervals following this, using up to date information from field surveillance
- Perform safety assessment before response implementation and at regular intervals following this
- All response activities are performed by competent personnel or organisations

To assist in the decision-making process, follow the response strategy flowchart – see [Section 5.2 Response Strategy Selection](#).



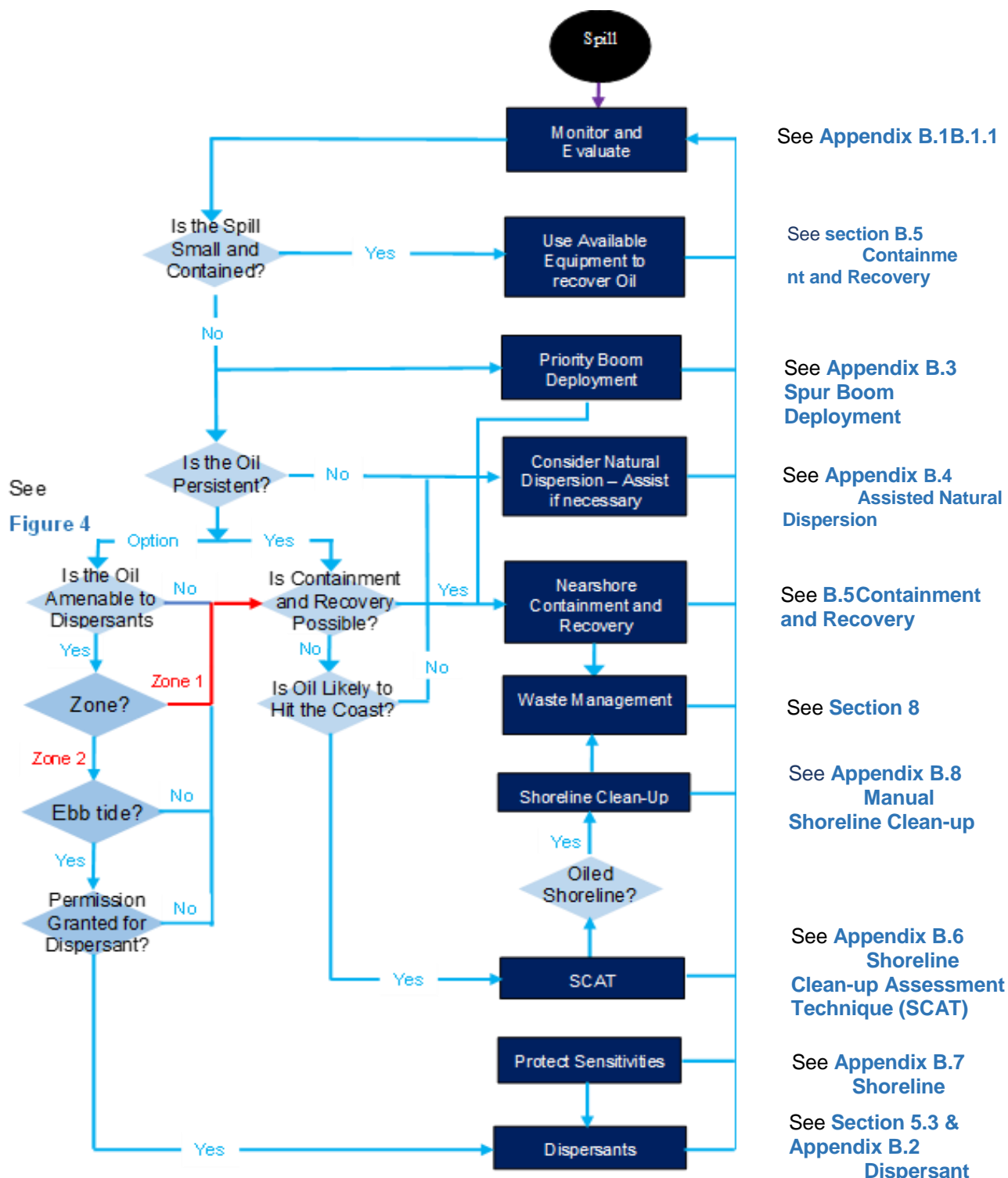
## 5.2 Response Strategy Selection

The following flow chart ([Figure 3](#)) and map ([Figure 4](#)) are quick reference tools, to identify available response strategy tools. See [Section 5.4 Strategy Defined Resources](#) and [Section 14 Response Stockpiles](#) for additional details on the response strategy options and available equipment at each tier level. Further guidance on each approach can be found in [B.1 Response Strategy Guidance](#).

### The techniques chosen will also need to consider the following:

- Applicable legal and regulatory requirements (for example restrictions for different response techniques; priorities for protection; specific response performance criteria).
- Effectiveness of individual response techniques.
- Feasibility for their deployment in the prevailing operating conditions.
- Environmental and socio-economic sensitivities and their prioritisation for protection and response (see [Section 12](#)
- [Environmental](#) and Socioeconomic Sensitivities and consult with SOTEAG).
- SOTEAG Oil Spill Sensitivity Maps  
<https://www.soteag.org.uk/response-to-oil-spills/oil-spill-sensitivity-maps/>
- Whether in some circumstances limited intervention is the most appropriate approach supported by ongoing surveillance and monitoring.
- Consultation with any relevant stakeholders.





Note – Sampling should also be conducted throughout a response [see B.9](#)

## Sampling



**Figure 4 – Oil Spill Response Strategies Zone Map**

**Figure 4**, Priority Boom sites are marked on the plan above and the coloured areas indicate the two distinct response zones (see [Sections 5.2..1](#)).

Priority boom sites should be deployed in the following order of priority:

- **Oil heading offshore** – NAFC Water inlet booms
- **Oil heading onshore** – Intertidal Zone Boom followed by Marinas then NAFC.



The Table below summarises, which strategies should be used in the different zones.

Strategies	Reference	Zone 1	Zone 2	Zone 3
Surveillance and Monitoring, including Sampling	Appendix B.1	✓	✓	✓
Spur Boom Deployment	Appendix B.3 Boom Deployment	✓	✓	
Assisted Natural Dispersion	Appendix B.4 Assisted Natural Dispersion	✓	✓	✓
Containment and Recovery	Appendix B.5 Containment and Recovery	✓	✓	In calm conditions only
Shoreline Clean-up Assessment Technique (SCAT)	Appendix B.6 Shoreline Clean-up Assessment Technique (SCAT)	✓	✓	✓
Shoreline Protection	Appendix B.7 Shoreline Protection	✓	✓	✓
Manual Shoreline Clean-up	Appendix B.8 Manual Shoreline Clean-up	✓	✓	✓
Dispersant Application	Section 5.3 Appendix B.2 Dispersant Application	X	On an ebb tide only	✓



### 5.2.1 Sensitive areas – Zone 1 – Marinas and Ecologically Sensitive Areas

Dispersant is not approved for use in the areas covered by Intertidal Zone. Oil should be contained and recovered.

The sensitive areas identified within Scalloway Harbour are the two marinas, a water inlet used for scientific work at the North Atlantic Fisheries College and the intertidal zones where there is some shore bird activity.

### 5.2.2 Zone 2 – Scalloway Harbour – General area

Wherever possible oil should be contained, recovered and prevented from escamping fro the harbour. In some circumstances, for example to protect the shoreline, it may be acceptable to use dispersants. Dispersant use is on the ebb tide only. Important biological areas should be boomed if threatened, for example water inlet used for scientific work at the North Atlantic Fisheries College and the intertidal zones where there is some shore bird activity.



### 5.3 Dispersant Application

The response strategies available (see [Figure 3](#)) are detailed in [B.1 - Response Strategy Guidance](#). Dispersant is addressed specifically within the action section of this document, as its use requires some guidance due to environmental factors together with the enclosing coastal setting. It is therefore crucial that special consideration be given, and advice sought on the use of dispersants within Scalloway Harbour.

Dispersant Spraying
<p>The application of dispersant assists and accelerates the process of natural dispersion.</p> <p>Applying for Standing Approval to use dispersants within the Scalloway is not thought appropriate as any oil spilled will in all probability be diesel. However, in the event of a spill being of a type of oil amenable to the use of dispersants, permission for the use of dispersants must first be obtained from Marine Scotland before applying dispersant. (see <a href="#">Figure 4 – Zone 2 on an ebb tide</a>).</p> <p>The primary application of dispersant will be via local Harbour vessels (the Harbour Tugs from Sullom Voe, if available), following this the OSRL's aerial dispersant aircraft (Tier 2/3 response contractor) may be used, Advice and further detail on this strategy, can be sought through the SIC ECR</p>
Considerations
<ul style="list-style-type: none"> <li>Dispersant standing approvals are only for use in Zone 2 on an ebb tide (see <a href="#">Figure 4</a>), and must not be used in the intertidal zone</li> <li>The maximum quantity permitted by the marine directorate without prior notification and approval is 24 tonnes per single oil spill incident</li> <li>The use of any dispersant must be reported to the Licencing Authority (Marine Scotland) within 72 hours of use (see <a href="#">Appendix B.2.4 Notification of Dispersant Usage</a>)</li> <li>)</li> <li>A full log of dispersant use should be kept (see <a href="#">Appendix B.2.2 Record of Dispersant Use</a>)</li> <li>Dispersant is most effective within the first few hours of the release.</li> <li>Dispersants may not be as effective on all oil once it has been at sea for a long period of time. See <a href="#">Appendix B.2.1 Testing Dispersant Efficacy Procedure</a></li> <li>for details on a field dispersant effectiveness test</li> <li>All vessels in close proximity to hydrocarbon release should conduct continuous gas monitoring and only proceed if safe to do so</li> <li>Chemical dispersants are not recommended for use on releases of condensate or diesel</li> <li>It is most effective to spray with the spray arms mounted on the vessel's bow as the bow wave will assist in agitating the dispersant and hydrocarbon mix</li> <li>Upper wind speed limit for spraying is 25 to 30 knots. Any stronger and the dispersant will be blown off target by the wind</li> <li>See general response strategies selection considerations in <a href="#">Section 5.2</a>.</li> </ul>



Application
<ul style="list-style-type: none"> <li>• Hydrocarbon to Dispersant ratio should be 20:1 (i.e. 20 tonnes of hydrocarbon should be dispersed by 1 tonne of dispersant). Depending upon the hydrocarbon type and dispersant being used, this ratio may need to be revised.</li> <li>• Ensure correct use of dispersant such as neat application or dilution with water. This will depend upon dispersant (Type 2 or 3) and application equipment on board the vessel</li> <li>• If a dispersant strategy is to be utilised, commence operations targeting the thickest portions of the slick</li> <li>• Application of dispersant should be conducted in parallel runs to optimise delivery across the slick</li> <li>• As dispersion is achieved it will produce a 'smoke plume' in the water. The dispersion will vary in colour between dark and light brown</li> <li>• If dispersion is ineffective, a milky white plume will appear in the water close to the surface which indicates the dispersant is not being effective and spraying should stop and its application reassessed.</li> <li>• The primary dispersant response application will be using the local Harbour vessels (the Harbour Tugs from Sullom Voe, if available), following this the OSRL Aerial Dispersant aircraft may be used.</li> <li>• The effects should be continually monitored and any observations reported to the SIC ERC, as this may influence subsequent response strategies</li> </ul>



## 5.4 Strategy Defined Resources

The SIC Marine and Air Operations has in place the resources necessary to provide a commensurate level of response proportionate to the size and type of hydrocarbon release that may be encountered and are compliant with the requirements as detailed within the MCA guidance.

### 5.4.1 Definitions of Tiered Response

The response is based upon the standard three-tiered system and is defined as follows:

- |                                    |   |
|------------------------------------|---|
| <b>Tier 1</b><br><b>(Local)</b>    | A spill that can be handled by resources onsite (Sella Ness / Scalloway) or releases that will disperse naturally. Tier 1 releases do not require additional support. |
| <b>Tier 2</b><br><b>(Regional)</b> | Larger releases that cannot be managed by the resources and personnel onsite and requires call-out of regional resources and response staff.                          |
| <b>Tier 3</b><br><b>(National)</b> | A spill of major or significant ongoing release which requires outside assistance of both manpower and equipment from third parties or government agencies.           |

The identified resources (below) were assembled based on the tiered concept above, the environmental sensitivities (see [Section 0](#)) and the defined level of risk (see [Section 17](#)). Therefore, the Scalloway Harbour on-site resources are sufficient to deal with a Tier 1 spill. Detailed matrixes containing the specific tiered response resources can be found in the following pages.



## 5.4..2 Identified Tier 1 Resources

### Tier 1 Onsite Resources (0 – 1 hrs) – Scalloway and Sella Ness

The first Table in this section details the resources that could be deployed in the first hour of a response.

Resource	Personnel	Reporting Location	Strategy and Capability	Response Time	Mobilised by
<b>Tier 1 Onsite – Scalloway and Sella Ness (0 – 1 hrs.)</b>					
<b>Response Base Coordination</b>					
<ul style="list-style-type: none"> <li>Forklift</li> <li>Equipment as required</li> </ul>	<ul style="list-style-type: none"> <li>1 x SVT Pollution Tech</li> </ul>	Sella Ness	To coordinate response – prepare equipment, assist in loading and arrange logistics as directed.	0 – 1 hr.	SVT IMT
<b>Oil Water Confirmation/Monitor &amp; Evaluate</b>					
<ul style="list-style-type: none"> <li>SIC Pilot Boat</li> </ul>	<ul style="list-style-type: none"> <li>SIC Crew</li> </ul>	Scalloway Harbour	SIC Pilot Boat	0 – 1 hr.	VTS / SVT IMT
<b>Shoreline Protection (Spur Boom Sites) – one team</b>					
<ul style="list-style-type: none"> <li>TROIL Boom on a trailer</li> </ul>	<ul style="list-style-type: none"> <li>SIC Crew</li> <li>SIC Shoreline staff</li> </ul>	Scalloway Harbour	One crew + onshore staff deplot protection booms as required .	0 – 1 hr.	SHO/SIC ECR

## 5.4..3 Tier 1 Onsite Resources (1 – 6 hrs) – Scalloway and Sella Ness

The following Table details the response resources that can be deployed between 1 and 6 hours of the initial response. These are not necessarily additional resources, but the same resources being used in the second phase of a deployment

Resource	Personnel	Reporting Location	Strategy and Capability	Response Time	Mobilised by
<b>Tier 1 Onsite – Scalloway and Sella Ness (1 – 6 hrs.)</b>					
<b>Continued Response Base Coordination</b>					
<ul style="list-style-type: none"> <li>Forklift</li> <li>Equipment as required</li> </ul>	<ul style="list-style-type: none"> <li>1 x SVT Pollution Tech</li> </ul>	Sella Ness	To coordinate response – prepare equipment, assist in loading and arrange logistics as directed.	1 – 6 hr.	SVT IMT
<b>Continued Monitor &amp; Evaluation</b>					
<ul style="list-style-type: none"> <li>SIC Pilot Boat</li> </ul>	<ul style="list-style-type: none"> <li>SIC Pilot Boat Crew</li> </ul>	Scalloway Harbour	SIC Pilot Boat	1 – 6 hr.	SHO/SIC ECR
<b>Additional Shoreline Protection (Spur Boom Sites) – two teams at two sites, if required</b>					
<ul style="list-style-type: none"> <li>TROIL Boom on a trailer</li> </ul>	<ul style="list-style-type: none"> <li>SIC Crew</li> <li>SIC Shoreline staff</li> </ul>	Scalloway Harbour	One crew + onshore staff deplot protection booms as required .	1 – 6 hr.	SHO/SIC ECR





Recovery from Boom Sites –Teams working at boom sites, as required					
<b>Team 1</b> <ul style="list-style-type: none"> <li>• Vac Trucks (Waste Contractor)</li> <li>• Skimmer, ancillaries with (if required)</li> <li>• Temporary storage (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Contractor Drivers</li> <li>• 2 x SVT ERA's / Techs</li> </ul>	Sella Ness / Scalloway	Sites, dependent on oils direction of travel	1 – 6 hr.	SHO/SIC ECR and SVT IMT
<b>In addition to the above, <u>either</u> Dispersant Application <u>OR</u> Containment and Recovery can be undertaken in the first 6 hrs. The Operations will be determined by the SIC ECR and SVT IMT and should be based on oil direction and oil properties.</b>					
Dispersant Application – One vessels within Zone 2 on ebb tide					
<b>Team 1</b> <ul style="list-style-type: none"> <li>• SIC Tug</li> <li>• Dispersant</li> </ul>	<ul style="list-style-type: none"> <li>• 1 x SIC Crew</li> <li>• 1 x SVT Pollution Techs</li> </ul>	Sullom Voe / Scalloway	SIC crews, manning tug and harbour vessel.  Only if applicable (i.e. oil direction of travel and type).  All equipment and dispersant on-board tugs; dispersant and associated equipment needs to be loaded onto the SVT vessel	1 – 6 hr.	SHO/SIC ECR
Containment and Recovery – Single System Operation					
<ul style="list-style-type: none"> <li>• SIC Tug</li> <li>• SIC Vessel</li> <li>• Nearshore C&amp;R boom package</li> <li>• Skimmer Package</li> </ul>	<ul style="list-style-type: none"> <li>• 1 x SIC Crew</li> <li>• 1x SVT Crew</li> <li>• 2 x SVT Pollution Techs</li> </ul>	Sella Ness / Scalloway	SIC crew, manning tug and Harbour Vessel with assistance from SVT staff	1 – 6 hr.	SHO/SIC ECR and SVT IMT



#### 5.4.4 Identified Tier 2 Resources

The following Table details Tier 2 resources available in a response.

Resource	Personnel	Reporting Location	Strategy and Capability	Response Time	Mobilised by
<b>Tier 2 Regional – Additional Sella Ness resources and UKCS aerial surveillance (mobilised and co-ordinated by SVT IMT)</b>					
<b>Monitor and Evaluate / Surveillance Options</b>					
• SIC Pilot Boat or similar	• SIC Crew	Sella Ness	Continued on-water surveillance, as required	6 – 24 hrs.'	SVT IMT
• Satellite Surveillance & Modelling	• OSRL personnel upon request	N/A	Satellite Surveillance and modelling, as required	Up to 24 hrs.'	SVT IMT / ERSC IMT
• OSRL Surveillance Aircraft PA-31 Navajo	• Aircraft crew • OSRL personnel	Mobilised from Doncaster Airport. Reports to Sumburgh	Aerial Surveillance	Approx. 4 hrs.' to Sumburgh Airport	SVT IMT / ERSC IMT
<b>SCAT</b>					
• 4WD vehicle and/or vessel location dependent • Beach packs	Per team • 1 x SIC personnel • 1 x SVT personnel • (1 x OSRL Personnel if deployed) • Additional Conservation Organisation personnel	SVT IMT	SCAT surveys conducted, as determined by oil direction of travel and environmental priorities.  This would be scaled up, as required.	6 – 24 hrs.'	SVT IMT
<b>Additional Shoreline Protection and Recovery Options from Sella Ness</b>					
• SIC Mooring Boat • Permanent spur booms or NOFI Boom Bags, for sites without permanent boom	Per Team • SIC Crew • SVT ERA • 3 x SVT Techs	Sella Ness / Construction Jetty	Additional spur boom sites, as required by oils direction of travel.	6 – 24 hrs.'	SVT IMT
• Vac Trucks (Waste Contractor) • Skimmer packages, with ancillaries • Temporary storage packages (for sites with no storage)	Per Team • Contractor Drivers • 2 x SVT ERA's/Techs	TBD in an incident	Additional shoreline recovery, at locations as required	6 – 24 hrs.'	SVT IMT
• Mobile boom packages and ancillaries • Temporary storage packages • Vehicles or ribs as required	Per Team • 4 x SVT Techs	TBD in an incident	Mobile boom packages, at sites as required by oils direction of travel and environmental priorities	6 – 24 hrs.'	SVT IMT





Dispersant Spraying – outside Voe, in Zone 3 only or Zone 2 on ebb tide					
<ul style="list-style-type: none"> <li>Additional SIC Tugs</li> <li>Dispersant</li> </ul>	<b>Per Team</b> <ul style="list-style-type: none"> <li>SIC Crew</li> <li>1 x SVT Pollution Tech</li> </ul>	Sella Ness	Additional dispersant, as required, loaded on-board Tugs at Sella Ness.	6 – 24 hrs.'	SVT IMT
Containment and Recovery					
<ul style="list-style-type: none"> <li>SIC Tugs and/or Vessel of opportunity (VOO)</li> <li>Ocean buster</li> <li>Skimmer Package</li> <li>Temporary floating storage packages, as required</li> </ul>	<b>Per Team</b> <ul style="list-style-type: none"> <li>Vessel Crew</li> <li>2 x SVT Pollution Techs</li> </ul>	TBD in an incident / Ocean Buster at Construction Jetty	Tugs or VOO as available (and required). Loaded at a local harbour and C&R operations conducted under SVT Pollution Tech supervision. Waste stored in on-board tanks or in temporary floating storage (as required)	6 – 24 hrs.'	SVT IMT
Shoreline Response – Manual Clean-up					
<ul style="list-style-type: none"> <li>Shoreline Response Equipment Packages</li> <li>Temporary storage</li> <li>4WD vehicles and/or ribs</li> </ul>	<b>Per Team</b> <ul style="list-style-type: none"> <li>1 x SVT Beachmaster (qualified)</li> <li>Manual workers (supervision ratio, max 1:7)</li> </ul>	TBD in an incident	Deploy/utilise shoreline and inshore response equipment at locations, as required by shoreline impact and environmental sensitivities	6 – 24 hrs.'	SVT IMT

Note - other oil spill response equipment may be available for use on the island, Companies will be contacted on a case by case basis either from SVT IMT / ERSC IMT.



### 5.4.5 Identified Tier 3 Resources

The following Tables details the identified Tier 3 resources for a response.

Resource	Personnel	Reporting Location	Strategy and Capability	Response Time	Mobilised by
<b>Tier 3 National (mobilised and co-ordinated by the SVT IMT / ERSC IMT)</b>					
<b>Oil Spill Response Contractor Capability</b>					
<p>Tier 2 and 3 response services such as the United Kingdom Continental Shelf (UKCS) aerial surveillance service and aerial dispersant capability is provided by OSRL. For more details on these services including specific response times please follow the link below. The link also contains some of the information which MCA may require should the SVT be considering a request for the 'Standing Approval' to use the Tier 2 aerial dispersant application system. This statement does not grant approval to spray dispersant and separate Standing Approval must be granted.</p> <p>Response time for aerial surveillance is 4 to 6 hours.</p> <p>Response time for Tier 2 aerial dispersant spraying is a maximum of 6 hours, dependant on regulatory approval. For further details refer to <a href="http://www.oilspillresponse.com/activate-us/ukcs-capability-statement">www.oilspillresponse.com/activate-us/ukcs-capability-statement</a></p>					Incident Commander authorisation at SVT IMT / Duty Director authorisation at ERSC IMT
<b>Dispersant Spraying</b>					
<ul style="list-style-type: none"> <li>VOO within the North Sea</li> <li>OSRL vessel mounted spray systems</li> <li>OSRL Dispersant</li> </ul>	<ul style="list-style-type: none"> <li>Vessel Crew</li> </ul>	Loading of dispersant at local Harbour	VOO to be fitted with Dispersant type to be confirmed, dependent on oil type.	24 to 48 hours dependent on vessel availability	SVT IMT / ERSC IMT
<ul style="list-style-type: none"> <li>OSRL 727</li> <li>OSRL Spotter Plane</li> <li>OSRL Dispersant</li> </ul>	<ul style="list-style-type: none"> <li>Aircraft crew for each plane</li> <li>OSRL personnel for spotter plane and dispersant loading</li> </ul>	727 – Inverness Airport Spotter – Inverness / Sumburgh	Aerial dispersant spray system. Dispersant type to be confirmed, dependent on oil type.	Approx. 6 hrs	SVT IMT / ERSC IMT
<b>Containment and Recovery – two offshore systems</b>					
<ul style="list-style-type: none"> <li>VOO within the North Sea</li> <li>OSRL offshore Containment and Recovery systems (boom and skimmers)</li> <li>Anchor Handlers (VOO)</li> <li>DP recovered oil tanker(s)</li> </ul>	<p>Per Team</p> <ul style="list-style-type: none"> <li>Vessel crew</li> <li>Contractor personnel</li> </ul>	Loaded at a local harbour	Offshore booms and skimmers. Various types depending upon conditions and oil condition	24 to 48 hours dependent on vessel availability	SVT IMT / ERSC IMT
<ul style="list-style-type: none"> <li>Surveillance aircraft (spotter)</li> </ul>	<ul style="list-style-type: none"> <li>Aircraft crew</li> <li>OSRL personnel</li> </ul>	Scatsta Airport	To provide surveillance and direction to offshore operations.	4 hrs to Scatsta Airport	SVT IMT / ERSC IMT
<b>Shoreline Response – Manual Clean-up</b>					
<ul style="list-style-type: none"> <li>OSRL / SVT Shoreline Response Package(s)</li> <li>Temp Storage</li> <li>4WD vehicles and/or ribs</li> </ul>	<ul style="list-style-type: none"> <li>Beachmaster qualified individual(s), one per team</li> <li>Manual workers</li> <li>Supervision ratio, max 1:7</li> </ul>	OSRL / SVT Base	Deploy/utilise shoreline and inshore response equipment at locations, as required by shoreline impact and environmental sensitivities	18 hours to Aberdeen, plus sailing time to Shetland	SVT IMT / ERSC IMT



## **6 Health and Safety**

### **6.1 SIC Health, Safety and Welfare Policy**

The safety of personnel will always take priority and the provisions of the Health and Safety at Work Etc. Act 1974 should always be observed, to the extent that response to an incident may be delayed whilst measures are taken to ensure personnel safety.

All emergency work executed is subject to the provisions in either the SIC Health, Safety and Welfare Policy. When contractors are required to undertake work on behalf of SIC, Supervisors of that work must consider the SIC's responsibilities, as laid down in this policy.

**See the SIC Health, Safety and Welfare Policy for further details; MarNIS for SIC pre-populated Risk Assessments.**

### **6.2 Risk Assessment**

It is part of the SIC's policy to undertake risk assessments, to determine what precautions are required, including the appropriate personal protective equipment (PPE). Responsibility for ensuring personnel involved in the clean-up are aware of the hazards, and the precautions to be taken, is with the PSO (or deputy).

The initial information gathered about the spill will determine on a preliminary basis if it is safe to commence the response. Factors to consider include but are not limited to:

- The type of product (Only available at time of incident)
- The operating environment
- Weather conditions
- Marine conditions

The PSO should consider these factors, together with information gathered by first responders to assess the feasibility of operations. Other factors which should be considered are:

- Fire/explosion risk
- Presence of Hydrogen sulphide or other harmful gases
- Toxicity
- Slips trips and falls
- Manual handling of equipment
- Weather
- Natural environment – access, egress, tidal patterns, currents



### **6.2..1 Personal Protective Equipment (PPE)**

Personnel must wear their personal protective clothing to avoid skin/eye contact with pollutants, which could result in dermatitis and other related diseases. PPE could include, but is not limited to:

- Fire retardant overalls
- Steel toe cap boots
- Gloves
- Eye protection
- Tyvex suits
- Masks/respirators

The level of PPE required should be determined and documented by the risk assessment, and re-evaluated as operations advance.

### **6.2..2 Vapours/Gases**

Inhalation of the vapour/gases may cause respiratory problems if suitable masks are not used – masks should be fitted and tested. Gas monitors should also be used in the vicinity of all clean-up operations (on and offshore).

Vapour/gases may also cause a fire/explosion hazard, so the frequent use of Gas Monitors (which can be accessed through the SVT), will help to prevent an accident. Be aware that cigarettes, engine exhausts, electrical sparks and sparks produced when using basic hand tools are also sources of ignition. Gas Monitors may be accessed from the SVT.

The level of monitoring required should be determined and documented by the risk assessment, and re-evaluated as operations advance.



## 7 Media Strategy

For small **Tier 1** incidents the Duty Harbour Master and /or the Harbour Master will issue all press statements in connection with oil spill incidents.

In the event of a **Tier 2/3** incident the SIC Major Emergency Plan (MEP) will be activated including the mobilisation of a Strategic Communications Lead (the SIC Executive Manager – Executive Services).

The Strategic Communications Lead main duties are:

- Act as overall communications lead for the SIC
- Sets up the Emergency Communications Team (ECT), as required
- Provide communications advice to the Strategic Response Team (SRT)
- Ensures the SRT actions are relayed to the ECT
- Feed situation reports from the scene to the ECT

Press conferences, venues, press releases, press passes and other similar administrative services, including arrangements for VIP visits, will be subsequently organised by the ECT.

See the SIC Major Emergency Plan for further details.

### 7.1 Holding Statement and Press Releases

An initial Holding Statement should be agreed by the Harbour Master and issued (through the media and Twitter). This could, in the first instance, simply give information on where to get further updates (e.g. website, Twitter, radio stations).

Key considerations are as follows:

- What are the key messages? – these will change from incident to incident
- Who needs to know what? – e.g. residents will need different information from businesses and other stakeholders in the area
- How do we put that message out? – e.g. the key audience may not be online
- When are these issued? – e.g. do we need to meet media deadlines
- How are we speaking to our most vulnerable audiences?
- How close are our audience to any incident, and how will that affect the message?
- We must also bear in mind the requirement to avoid alarming the public unnecessarily

An example Holding Statement can be found in [D.1](#). This Holding Statement will still need to be agreed by the Harbour Master - SIC Ports & Harbours.





## **7.2 Media Briefing Centre**

A venue for media briefing sessions (if needed), should be established by the ECT early in the response. The location will depend on the proximity and nature of the incident. Potential locations for an incident in Scalloway Harbour are:

- Isleburgh Community Centre, Lerwick

## **7.3 Public Enquiries**

Where the SIC MEP has been activated (Tier 2/3), public inquiries will be handled by the ECT. In all other instances (Tier 1), Marine and Air Operations at Sella Ness will address queries from the public. The SIC Media Liaison Office will:

- Liaise with the media, through channels identified by the Incident Control Centre
- Initiate media appeals for volunteer assistance
- Brief field teams on appropriate responses to approaches from the media
- Maintain a file of media coverage
- Ensure a photographic record of the incident is maintained and archived
- Assist the Scientific Co-ordinator with synopses of field activities and casualty lists

Note – Any information regarding casualties, cause of incident and security issues must NOT be commented on by SIC. This information is strictly within the remit of the Police. Any such enquiries from the media should be redirected back to Police Scotland.



## 8 Waste Management

A major factor to be considered in the event of a major pollution incident is that of disposal of waste arising from an incident – which can lead to a response bottle neck. Waste minimisation will therefore be given a high priority when responding to a pollution incident.

The response strategies that will give rise to waste are – containment and recovery, recovery from shoreline protection sites and shoreline clean-up (see [Figure 3](#)). [Figure 3](#) The type and quantity of waste will depend on the following:

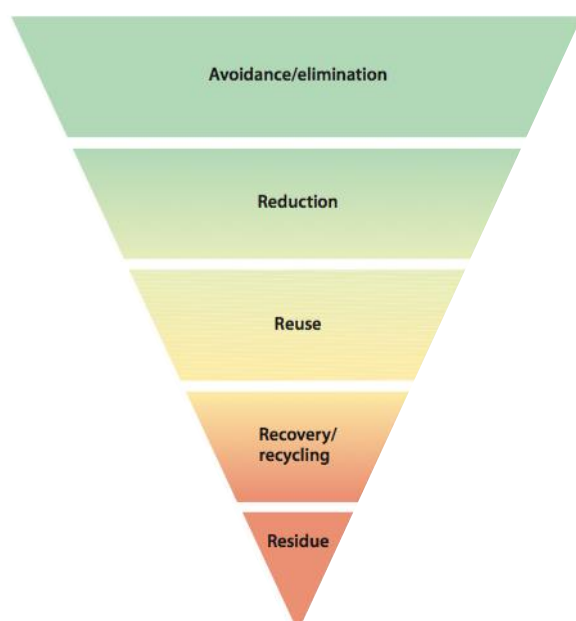
- Volume spilled
- Hydrocarbon type
- Shoreline impact – location, length and shoreline type
- Specific clean-up methods utilised
- Effective waste segregation

The Local Authority is responsible for the affected shoreline, however the SVT would support the management of waste under the National Contingency Plan.

**See the SVT Oil Spill Waste Minimisation and Management Plan (Document Ref – ENQ-SVT-HS-PLA-90001) for further details.**

### 8.1 Waste Minimisation

The waste hierarchy refers to the 3R's – reduce (eliminate), reuse and recycle. The aim is to achieve the Best Practicable Environmental Option. Waste can be minimised as follows:



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- Segregation at source by the different types of polluted wastes (liquid, soil PPE etc.)
- Pre-clean shoreline before it's oiled
- Cover containment sites to prevent rainwater adding to volume
- Clean and re-use equipment rather than discarding
- Handle waste *in-situ*, e.g. bioremediation, surf washing, sand sieving – this reduces the amount of waste
- Minimise the use of sorbents
- Re-use PPE, if possible



## 8.2 Considerations for types of oily waste

Oiled Waste	Considerations
<b>Liquid</b>	Assess the feasibility of using recovered oil as a raw material or low grade fuel Prevent water or debris entering waste containers (i.e. consider decanting). Use cleaners and wash with water sparingly
<b>Contaminated oil</b>	Discharge into lined lagoons, pits or large tanks Separate oil, water and oiled debris as much as possible
<b>Solid waste (includes oiled debris)</b>	Do not mix oiled waste with non-oiled waste Prevent oily wastes from contaminating soil, by using liners Minimise the amount of un-oiled sediment collected
<b>Oiled wildlife</b>	Keep dead animals separate from other waste types to prevent potential spread of disease.

## 8.3 Waste Storage Locations

### 8.3.1 Temporary Storage

Liquid hydrocarbons can be stored in various types of temporary tanks and vessels such as ISO tanks, Intermediate Bulk Container (IBC), Fast tanks and 45gal drums on site.

Solid waste can be stored in a range of containers such as various tanks, 45gal drums, skips, Fast tanks, lined ditches and containers on the on site.

Any temporary storage should be set up with the full permission and guidance from SEPA.

On Shetland, Temporary Storage (ISO's, IBC's Drums, Fast tanks, Skips, Tipper Trailers, Excavators and/or Tracked Dumpers) can be obtained from:

- SVT Pollution Base (Sella Ness)
- Total Waste Management Alliance (TWMA) Ltd
- EMN Plant Ltd
- Altrad
- Garriock Brothers Ltd

### 8.3.2 Intermediate Storage

Oily waste may be temporarily stored at sites agreed to by the local office of SEPA. (Blacksness Pier Oily Waste Compound, Boating Club Slip, Head of East Voe, East Voe Breakwater.)

Any such temporary storage will only occur if deemed necessary because of the scale of the operation, and at sites where due consideration has been given to accessibility, containment and security.

On Shetland, intermediate storage can be sourced from the companies detailed in [Section 8.3.1 Temporary Storage](#).



## **8.4 Waste Transfer**

On Shetland, liquid waste can be transferred in Vacuum tankers and solid waste in lined containers or skips. Transfer can be arranged by:

- TWMA Ltd
- Altrad

## **8.5 Waste Disposal Options**

### **TWMA Vatster**

TWMA Vatster has a facility for liquid and solid storage, sorting and will arrange onward transport to the mainland for disposal, where required.

### **Hazardous Material**

Disposal of hazardous material, including chemicals, should be in accordance with expert advice received from bodies such as the National Chemicals Emergency Centre, SEPA and the SIC Safety Manager.

**Contact Directory – All** Contacts, **for company/organisation contact details.**



## 9 Wildlife Response

Oiled wildlife response is now a large-scale, bespoke, professional enterprise and the legal framework concerning the management and activities of response personnel, including volunteers, is now a complex but fundamental factor underpinning effective oiled wildlife response.

In addition to the national-level response procedures that are now in place, many different organisations have their own operational procedures, terms of reference, plans and/or other provisions that cover oil spills and oiled wildlife in Shetland.

The national contingency plan (<https://www.gov.uk/government/publications/national-contingency-planncp>) has management frameworks in place for the preparation and response to emergencies in Scottish waters.



## Section

# 2

# Data



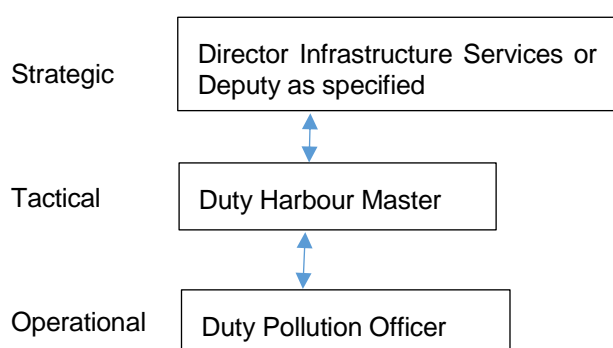
## 10 Ongoing Communications

Following the initial notifications described in [Section 3 Primary Notifications](#), internal incident communications will be ongoing and external communications with the authorities, media and stakeholders will also occur depending on the incident and associated circumstances.

### 10.1 Internal Incident Communications

Efficient communication within the Ports and Harbours operation during an incident are crucial if they are to discharge their responsibilities effectively and efficiently.

**Figure 5** shows the communication pathways for ongoing internal incident communication between SIC Marine and Air Operations.



**Figure 5 – Ongoing Internal Communications**

#### 10.1.1 Operational Communications

As soon as a report of an oil spill is received by the Scalloway Harbour Office or the Sullom Voe VTS Operator, and vessels have been assigned to oil spill response duties, they will be asked to select and monitor Channel 10/14. Channel 10/14 will be used for all communications between Marine craft and shore. A second radio channel is available during specific duties such as boom deployment (for VTS Authority radio's this channel is 108 at position 8 on the channel selector).

Any stations not connected with the incident will be requested by the Scalloway Harbour Office or the Sullom Voe VTS Operator to cease transmission on these channels or shift to another channel.

Intrinsically safe VHF handheld radios are available, to personnel in the field, for direct access to Scalloway Harbour Office or the Harbour's Incident Control Room (ICR).

Communications with work parties requires adequate communications - a comprehensive reporting procedure must be worked out before work parties are deployed.

As soon as an Incident Control Room has been established and sufficient staffing resources are available all incident telephone communications, should be through the Incident Control Room. Staff should be designated to take, log and pass on all relevant information for the SIC Incident Commander.



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## 10.2 External Incident Communications

Following an incident, the HM and/or their deputy will, at least initially, be the primary point of contact for external communications with government authorities, the media and stakeholders. This will be the case for both very minor incidents and those where the Tier 1 is activated to manage incidents with potentially greater consequences.

For ongoing Tier 2, the Strategic Communications Lead will setup the ECT who will be responsible for external communications (see [Section 7 Media Strategy](#) and the SIC MEP for further details).





Figure 6 shows how the ongoing external communications would be structured, with communication from the statutory bodies to the SVHA/SIC. Specialist support can be sought from the oil spill response contractor and the Environment Group, which would include SOTEAG.

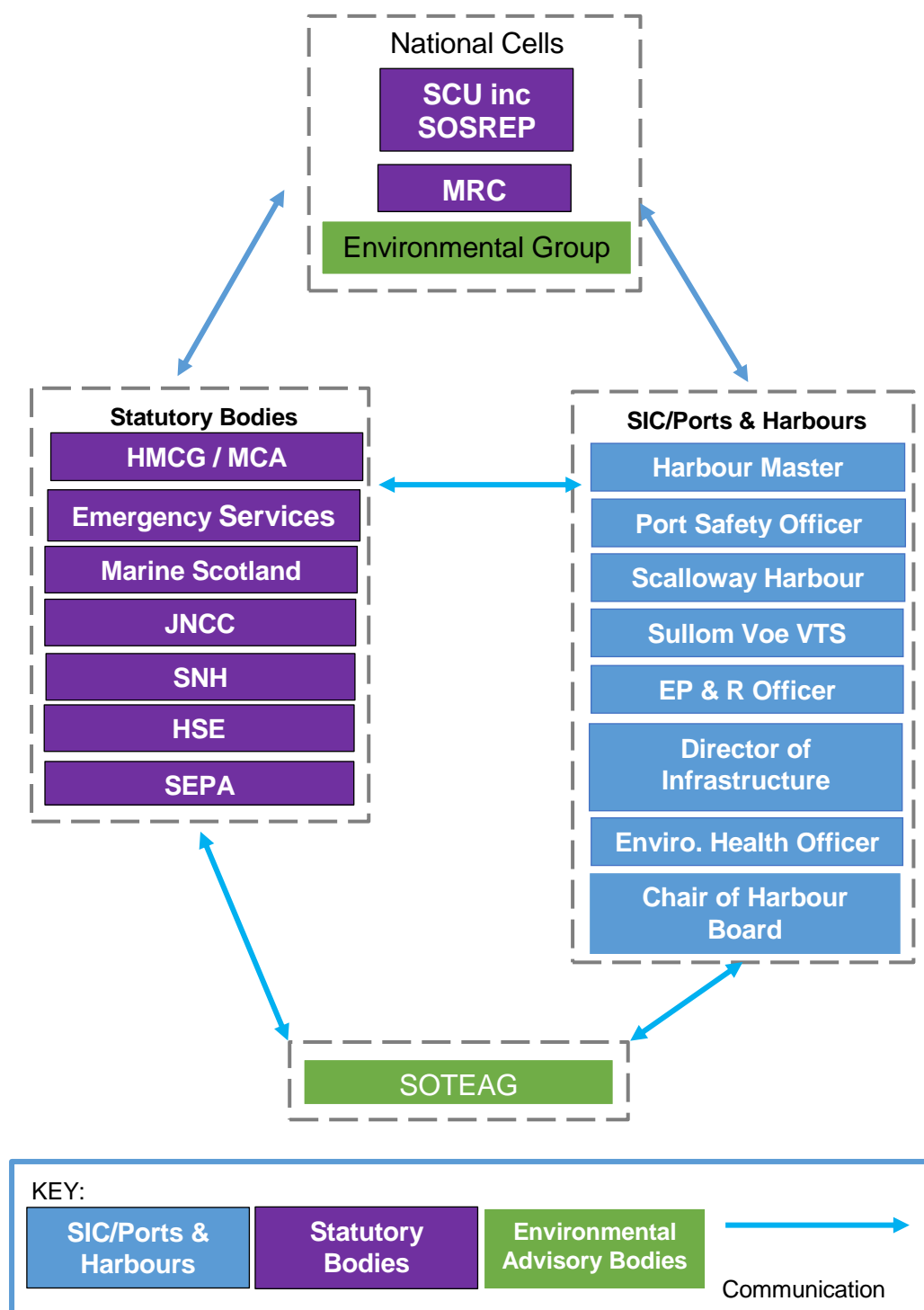


Figure 6 – Ongoing External Communications



## 11 Oil Spill Modelling

Depending on the type and quantity spilled an indicative oil spill modelling simulation would be requested.

At Sullom Voe a simulation using SINTEFS Oil Spill Contingency and Response (OSCAR) model was carried out for the Sullom Voe Harbour Oil Spill Contingency Plan and we would require that the same approach is carried out to ensure a comparative set of figures are released.

( The simulations were ran in SINTEF's OSCAR model, version 8.0. Each simulation ran long enough to show initial shoreline impact.

Two release quantities (10 m3 and 100 m3) were used and in total, 32 individual simulations were ran in a range of tidal and wind conditions.)

## 12 Environmental and Socioeconomic Sensitivities

There are no conservation designated areas within the harbour limits or within the immediate vicinity of the harbour but there are four sensitive areas identified within Scalloway Harbour, two marinas within the harbour area, a water inlet used for scientific work at the North Atlantic Fisheries College and the intertidal zones where there is some shore bird activity. (See [Figure 4](#).)

The effects of oil on marine species and birds will vary depending on the type of oil spilt, the extent of weathering and the degree and duration of exposure.

The environmental and socioeconomic sensitivities information within this section should be assessed in conjunction with [Section 5 Response Strategy](#), SOTEAG and relevant technical experts, when determining the oil pollution response.

### 12.1 Priorities for Protection

In the event of an oil spill within the harbour area, priority will be given to protecting the water inlet at the North Atlantic Fisheries College. As this facility is used exclusively for college. experiments in marine life the primary method of protection will be to shut the inlet off. Secondary protection will be by booming. Response for diesel spills will be to observe and monitor, using propeller action to agitate and disperse if thought appropriate.

In the event of a bitumen spill, there will be immediate booming of the College water intake, marina and inter-tidal zone. Bitumen, because of its pour point, would instantly solidify and would not tend to spread over a large distance.

### 12.2 Species Sensitivities

Shetland supports significant populations of cetaceans, seals, otters, birds and marine reptiles (turtles), as well important fisheries and shellfish. Many of these species are present at nationally significant numbers, in that they represent >1% of the total UK population.

More detail on particular species (and others) detailed in summary below can be found within the monitoring reports on the SOTEAG website - see <https://www.soteag.org.uk/>



### 12.2.1 Cetaceans

The waters offshore Shetland are important to cetacean populations. Harbour porpoise, killer whale and minke whale, white-beaked dolphin, Atlantic white-sided dolphin, Risso's dolphin, long-finned pilot whale, fin whale, humpback and sperm whale have all been sighted - however, the seasonal distribution and regularity that these Whales visit Shetland waters is not well understood

In general cetaceans are less sensitive to oil spills than some species (i.e. birds), as they will tend to detect the area around a surface oil slick and avoid breaching or feeding behaviours that may bring them into direct contact with oil. However, they are still sensitive to impacts from oil spills, and in particular from hydrocarbons and chemicals that evaporate from the oil, particularly in the first few days following a spill event. Research on cetaceans following the Deep Water Horizon has shown that oil contamination can have long term effects on populations through impacts on reproduction success and contaminant loading. In addition there may be impacts on prey species that may cause indirect effects.

### 12.2.2 Seals and Otters

Only common (or harbour) seals and grey seals occur on a regular basis around the Shetland Isles, these seal populations tend to frequent coastal waters or waters close to haul-out sites and are particularly sensitive during the pupping season (June – July harbour seals; Oct – Dec grey seals) and the moult period (August harbour seals; Jan-Feb grey seals).

The Shetland Isles supports approximately 12% of the UK's otter population and has possibly the densest otter population in Europe, with approximately one adult per kilometre of coastline.

Seals and Otters are particularly susceptible to oiling and the contamination of food sources, especially in coastal areas, near to breeding colonies. Although seals continue to forage at sea during their pupping and moulting season, it is during these periods that seal populations are most susceptible to oiling. as they may spend more time close to shore and hauling out.

Symptoms of acute exposure to volatile hydrocarbons include irritation to the eyes and lungs, lethargy, poor coordination and difficulty with breathing. Individuals may then drown as a result of these symptoms. Studies conducted following the Exxon Valdez tanker oil spill identified direct mortality of seals, with increased pup mortality reported in areas of heavy oil contamination compared to un-oiled areas resulting from exposure to oil.



### 12.2.3 Birds

Throughout the summer months Shetland hosts over a million breeding seabirds (more than a tenth of the British total).

#### Breeding Bird Numbers identified in the April – June 2004 Bird and Botanical Survey

Name	Shetland breeding population <sup>4</sup>	Remarks
Greylag Goose	Approx. 1000	
Teal	75 – 100	
Mallard	150 – 300	
Red-throated Diver	424	Reported to have bred on Calback Ness, but no birds observed during the survey Listed on Schedule 1 Annex 1
Oystercatcher	3350	
Ringer Plover	800 – 1000	
Golden Plover	1450	Protected species under Annex 1 of the EU Birds Directive on the Conservation of Wild Birds
Lapwing	1740	
Dunlin	1700	
Snipe	3450	
Curlew	2300	
Redshank	1170	
Great Skua	6874	
Arctic Skua	300	
Common Gull	Approx. 3000	
Herring Gull	3000 - 3500	
Great Black-backed Gull	2000 - 2200	
Skylark	24000 - 32000	Breeding in very high numbers
Rock Pipit	2000 - 4000	
Meadow Pipit	8000 – 12500	
Wren (Shetland subspecies)	1500 – 3000	
Northern Wheatear	7000 - 10000	
Hooded Crow	600 – 800	
Raven	200 – 210	

Up dated info highlighted in yellow – P Harvey - 02/2020

Eiders are reported to be particularly vulnerable to inshore pollution incidents, possibly because of their locating near aquaculture.

Direct mortality of birds is often the most widely perceived risk from oil spills, with the more pronounced impacts experienced in coastal waters. Spills near major bird colonies during the breeding season can be particularly severe since birds are feeding intensively and often dive through the surface oil to feed on fish. Birds are affected by oil pollution in the following key ways:

- Stains of oil on the plumage may destroy the insulating and water repelling properties which may ultimately cause the death of the bird.
- Toxic effects after the ingestion of oil during preening, ingestion of oiled prey, inhalation of oil fumes or absorption of oil through skin or eggs may also lead to death.

<sup>4</sup> Pennington M, Ellis P, Harvey P, Heubeck M, Okhill D, Osborn K, Riddington R (2004) - The Birds of Shetland



#### 12.2.4 Marine Reptiles

Five species of marine turtle have been recorded in UK waters although only the leatherback turtle (Schedule 5; UK BAP Priority species) is a regular visitor to Scottish waters, and is occasionally recorded around the Shetland Isles, usually between August and September.

Turtles are highly sensitive to chemicals, such as oil, as they have a lack of avoidance behaviour, indiscriminate feeding and perform large pre-dive inhalations. Oil affects turtles by direct mortality due to oiling; negative impacts to the skin, blood, digestive, immune system and salt glands; and decreasing fecundity.

#### 12.2.5 Fish and Commercial Shellfish

Typically, adult fish are not considered highly sensitive to impacts from oil spills. Adults are mobile and generally able to detect heavily contaminated areas or areas of low water quality. In open waters, fish have the ability to move away from an area of pollution, and are therefore either unaffected or affected only briefly from a change in distribution. Oil contamination in open waters below an oil slick is generally low (only a few ppm or below), therefore adult fish are not thought to be significantly affected by this.

Fish kills however, may occur as a result of high exposure to emulsified oil/freshly spilled diesel in shallow waters and oil pollution may clog fish gills causing asphyxiation. However, oil concentrations in open water rarely reach levels required to result in mortality of adult fish, as these conditions tend to be confined to the short term and the immediate area of the spill.

Fish and shellfish exposed long-term to elevated concentrations of hydrocarbons absorb contaminants through their gills, accumulating it within their internal organs which can lead to long-term, sub-lethal effects. In addition, spilled oil in confined and shallow waters, such as bays and inlets poses a threat to eggs and larvae for spawning in coastal locations which cannot actively avoid oil – i.e. within fisheries and aquaculture sites.

#### 12.2.6 Benthos and Plankton

Impacts to local benthos include acute toxicity and possible organic enrichment of sediment habitats; however, these impacts are likely to be minimal in offshore locations because oil rises to the surface and will be unlikely to penetrate in significant quantities to sediments at depth. The shoreline and shallow inshore areas are susceptible to being coated in oil leading to the mortality of some benthic organisms (e.g. polychaetes, annelids, echinoderms, crustaceans, molluscs) by blocking respiratory function and toxicity. There is evidence that some groups of invertebrates are more resilient to the presence of oil, including some barnacle and mollusc species. Recovery times are variable, depending on environmental factors such as wave action, and may be in the region of 1 to 10 years.

Oil is also toxic to a wide range of planktonic organisms particularly to those living near the sea surface where water-soluble components leach from the floating slick. Although the toxicity of oil may kill individuals, the effects on plankton communities generally appear to be short-term. Following an oil spill planktonic biomass is locally expected to decrease dramatically, however, after only a few weeks' populations often return to previous levels through a combination of high productive rates and immigration from outside the affected area.



## 13 Contact Directory – All Contacts

Organisation/Agency	Contact
<b>Scalloway Harbour (Sch)</b>	<b>01595 744221 (24hr)</b> (Transferred to mobile out of Office hours)
Small Ports Supervisor	01595 744216 (OH)
Small Ports Officers	01595 744221 (OH)
<b>Sullom Voe Harbour Authority (SVHA) / Marine and Air Operations</b>	<b>01806 244200 (OH) / (01595 744200)</b>
Administration Manager	01806 244208 (OH)
Executive Manager – Marine Infrastructure & Airports	01806 244264 (OH)
Inter. Executive Manager – Marine & Ferry Operations	01806 244297 (OH)
Harbour Master (HM)	01806 244209 (OH)
Port Safety Officer(s) (PSO)	01806 244277 / 8 (OH)
Team Leader - Deputy HM	01806 244202 (OH)
Team Leader – Towage Operations and Engineering	01806 244205 (OH)
Team Leader – Port Engineering Superintendent	01806 244203 (OH)
VTS (24 hr)	01806 244280 / 81 / 82 01806 242344 Outside of OOH contact those above through VTS
<b>Shetland Island Council (SIC) - all OH</b>	
Chief Executive, SIC	01595 744500 (OH)
Council Emergency Planning & Resilience Officer	01595 744740 (OH)
Safety Manager	01595 744567 (OH)
<b>SIC - Infrastructure Services – all OH</b>	
Environmental Health Manager	01595 745163
Environmental Health Officer	01595744816
Executive Director	01595 744851
Executive Manager, Roads	01595 744104
<b>Terminal Operator (EnQuest)</b>	
Emergency Control Room (24hrs)	01806 243366
Pollution Response Base	01806 243359
Switchboard	01806 243000



Organisation/Agency	Contact
<b>Air Services</b>	
Direct Flight	01595 840246
Helicopters - Bristows, Scatsta.	01806 242251
Loganair	01950 460970
Sumburgh Airport	01950 461000
<b>British Trust for Ornithology (BTO)</b>	
National HQ	01842 750050
BTO Scotland	01786 466560
<b>Centre for Ecology and Hydrology (CEH)</b>	
Penicuik Office	0131 445343
<b>Health and Safety Executive (HSE)</b>	
Duty Officer OOH	0151 922 9235
Mon-Fri, 0830-1700	0845 300 9923
<b>Hillswick Wildlife Sanctuary</b>	
Hillswick Wildlife Sanctuary	01806 503348
Mobile	0777 604 6454
email	<a href="mailto:info@hillswickwildlifesanctuary.org">info@hillswickwildlifesanctuary.org</a>
<b>HM Coastguard Guard (HMCG), through Coastguard Operations Centre (CGOC)<sup>5</sup></b>	
Emergency (Zone 1)	999 / 01595 692976
Routine (Zone 1)	01595 692976
<b>Joint Nature Conservation Committee (JNCC)</b>	
Pollution Emergency Contact (24hrs)	07974 257464
Email	<a href="mailto:pollution.advice@jncc.gov.uk">pollution.advice@jncc.gov.uk</a>
<b>Lerwick Port Authority</b>	
HM / Harbour Control Room, 24 hours	01595 692991
Fax	01595 693452

<sup>5</sup> The HMCG will also notify the Maritime and Coastguard Agency



Organisation/Agency	Contact
<b>Marine Scotland (MS), Aberdeen</b>	
Mobile Phone (Duty Officer 24hr) for dispersant notification	07770 733423
Switchboard	01224 876544
Email (for dispersant notification)	<a href="mailto:ms.spillresponse@gov.scot">ms.spillresponse@gov.scot</a> <a href="mailto:Marine_Scotland_Mailbox@gov.scot">Marine_Scotland_Mailbox@gov.scot</a>
<b>North Atlantic Fisheries College (NAFC) Marine Centre</b>	
Administration	01595 772000
email	nainfo@uhi.ac.uk
<b>National Museums of Scotland</b>	
Department of Geology and Zoology	0131 2474262
<b>Police Scotland - 999</b>	
Routine / Non-Emergency	101
<b>Procurator Fiscal</b>	
Lerwick	0300 020 3009
<b>Radio Shetland</b>	
Lerwick number	01595 694747
Fax	01595 694307
<b>Royal Society for the Protection of Birds (RSPB)</b>	
Northern Isles Office	01950 460800 <a href="mailto:shetland@rspb.org.uk">shetland@rspb.org.uk</a>
Local Representative	Helen Moncrief 07887625991
Regional Headquarters, Aberdeen	01224 624824
<b>Royal Society for the Prevention of Cruelty to Animals (RSPCA)</b>	
Wildlife Department - Horsham	0300 1230205
<b>Scottish Environment Protection Agency (SEPA)</b>	
Emergency Pollution Number	0800 807060
Lerwick Office	01595 696926
Fax	01698 738155
<b>Scottish Natural Heritage (SNH)</b>	
On Call SNH Duty Officer (24hrs)	0131 316 2610
EPO	01595 745250
Fax	01595 744802
Principal Advisor - Marine, Edinburgh	0131 316 2610





Organisation/Agency	Contact
<b>Scottish Society for the Prevention of Cruelty to Animals (SSPCA)</b>	
Dunfirmline Headquarters Shetland Officer	03000 999999
<b>Scottish Water</b>	
Area Office, Lerwick. (24Hr)	01595 748555
Fax	01595 694222
<b>Sea Alarm Foundation</b>	
Brussels	0032 2278 8744
<b>Serco NorthLink Ferries</b>	
Stromness Ferry Terminal office	0845 6000 449
Fax	01856 851795
<b>Shetland Biological Records Centre / Shetland Amenity Trust</b>	
Project Manager	01595 694688
<b>Shetland Bird Club</b>	
Lerwick Number	07733241471
email	secretary@shetlandbirdclub.co.uk
<b>Shetland Fishermans Association</b>	
Lerwick Number	01595 693197
<b>Shetland News Agency</b>	
Editorial	01806 577332
email	news@shetnews.co.uk
<b>Shetland Times</b>	
Editorial	01595-693622
email	editorial@shetlandtimes.co.uk
<b>Shetland Oil Terminal Environmental Advisory Group (SOTEAG)</b>	
Executive Officer	Dr Rebecca Kinnear - 01334 463613
email	soteag@st-andrews.ac.uk
Will Miles	07511754554 <a href="mailto:wtsm@st-andrews.ac.uk">wtsm@st-andrews.ac.uk</a>
<b>SIC Ferry Services</b>	
Booking Office, Ulsta, Yell	01595 745804 / 745805
Ferry Operations Manager	01806 244200



Organisation/Agency	Contact
<b>Waste Management (transfer, storage, disposal)</b>	
Cape Environmental, Waste Controller	01806 243847
EMN Plant Ltd	01806 242882
Garriocks Brothers Ltd	01595 694765
Total Waste Management Alliance (TWMA), Shetland Manager	01595 840431
<b>Westside Veterinary Surgery</b>	
Partner (24hrs)	01595 810456



## 14 Response Stockpiles

This section details the equipment available at the Sella Ness Pollution Base, for equipment availability during an incident contact the SVT IMT as some equipment may be out of service (e.g. for maintenance).

Source/Location	Equipment Description	Available Total	Authority to Mobilise
Pollution Response Marine Craft			
Sella Ness Jetties	Fugla Response Vessel	1	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Jetties	Kyrre Response Vessel	1	
Sella Ness Jetties	Voe Clean Response Vessel	1	
Sella Ness Jetties	Swarback II Response Vessel	1	
Sella Ness Base	4m Aluminium workboat	1	
Vehicles			
Sella Ness Base	Polaris Ranger 6x6	2	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Base	Vacuum Tanker (2000 Gal)	3	
Sella Ness Base	17.5T Flatbed HGV with Hiab	1	
Sella Ness Base	4x4 Pickup	2	
Sella Ness Base	Road Trailer	2	
Sella Ness Base	3.75T Forklift	1	
Sella Ness Base	12T Forklift	1	
Sella Ness Base	ATV Trailer	3	
Sella Ness Base	Fugla Trailer	1	
Sella Ness Base	Tinny Trailer	1	
Boom Sites and Containment Boom			
Sella Ness Base	Site 3 NOFI 350 EP Boom Bag - 160m	2	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Base	Site 4 NOFI 350 EP Boom Bag – 160m + 180m	2	
Sella Ness Base	Site 5 NOFI 350 EP Boom Bag – 232m	1	
Sullom Voe Construction Pier	Ocean Buster Containment System	2	
Sella Ness Base	10m 750 Sea Sentinel Boom	30	
Sella Ness Base	10m 500 Shore Guardian Boom	30	
Sella Ness Base	NOFI 350 EP Boom Bag – General Purpose	2	
Sella Ness Base	NOFI 350 EP Boom Bag – Training	1	
Jetty Head Area	Box Trailer with Fence Boom	2	



Oil Skimming Systems			
Sella Ness Base	Lamor LMS 150 Multipurpose Skimming System	2	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Base	Komara 12k Skimmer	8	
Sella Ness Base	Komara Star Skimmer	4	
Sella Ness Base	Vikoma Sea Devil Skimming System	1	
Sella Ness Base	Delta Head Skimming Adaptor	4	
Sella Ness Base	OM4D Oil Mops	2	
Sella Ness Base	Ro-Vac System	2	
Pumps			
Sella Ness Base	Mini-Pipeline System	1	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Base	Framo Pumping System	1	
Sella Ness Base	Honda Water Pump	4	
Sella Ness Base	Godiva Fire Pumps	2	
Sella Ness Base	Spate Pump	2	
Dispersant Resources			
Sella Ness Base	ATV Mounted Spray System	1	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Base	Honda Dispersant Pump	1	
Sella Ness Base	Mini-Widespray Dispersant Pumps	3	
Temporary Storage			
Sella Ness Base	Fastank 2000	13	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Base	Pollutank Floating Storage 25m³	4	
Sella Ness Base	Raceway Tank 3m	2	
Sella Ness Base	Raceway Tank 6m	2	
Sella Ness Base	GRP Bunded Containers	3	
Ancillary/Support Equipment			
Sella Ness Base	Back Pack Air Blower	8	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
Sella Ness Base	Generator	2	
Sella Ness Base	Cold Water Pressure Washer	2	
Sella Ness Base	Floor Standing Air Blower	1	
Sella Ness Base	Diesel Air Blower	2	
Sella Ness Base	Danforth Anchors	40	
Dispersant Inventory			
Scalloway Harbour	Slickgone NS (OSRL)	300	The SVHA has access to this SVT enhanced stockpile, through the SVT IMT.
SIC Tugs	12 m³ Dispersant	2	



Additional Equipment			
OSRL	<p>A summary of the OSRL equipment stockpile and status can be found at</p> <p><a href="http://www.oilspillresponse.com/activate-us/equipment-stockpile-status-report">http://www.oilspillresponse.com/activate-us/equipment-stockpile-status-report</a></p>		<p>The SVHA has access to the Tier 2/3 OSRL equipment stockpile through the SVT, OSRL is mobilised through the SVT IC / ERSC Duty Director.</p>



## Section

# 3

# Strategy



## 15 Statutory Requirements

This plan has been prepared in accordance with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 (SI 1998/1056), which requires ports, harbours and oil handling facilities which fall within the below criteria to prepare and maintain an effective oil spill response:

- Any harbour for which there is a statutory harbour authority having an annual turnover of more than £1 million
- Any other harbour or oil handling facility offering berths alongside, on buoys or at anchor, ships of over 400 GT or oil tankers of over 150 GT
- Any other harbour or oil handling facility in respect of which the Secretary of State has served the harbour authority or operator, a notice stating that they are of opinion that maritime activities undertaken at that harbour or facility involve a significant risk of spillage over 10 tonnes of oil
- Any harbour or oil handling facility on which the Secretary of State has served the harbour authority or operator a notice stating that they believe it is in an area of significant environmental sensitivity, or in an area where a discharge of oil or other substance could cause significant economic damage

These regulations implement the UK Government's obligations under the International Convention on Oil Pollution Preparedness, Response and Co-operation 1990 (OPRC 90). This plan has been developed using the MCA guidelines - OPRC Guidelines for Ports Contingency Planning for Marine Pollution Preparedness and Response (September 2016) and dovetails into the National Contingency Plan - NCP (implemented under OPRC 90).

### 15.1 Plan and Readiness Responsibilities

#### 15.1.1 Responsibility for the Scalloway Harbour Oil Spill Contingency Plan (SchOSCP)

The SchOSCP is owned by the SIC – Marine and Air Operations. The HM is responsible for the maintenance and review of this plan. The SchOSCP is a controlled document and will be distributed as shown in the Distribution List.

The plan shall be reviewed following an incident or exercise, in addition to a full review one year before the due review date (plans must be reviewed every 5 years or earlier if operational risk changes). Major plan reviews will be submitted for approval to the MCA. Amendments will, if necessary, be subject to consultation with the appropriate local bodies.

The oil pollution equipment maintained in Sullom Voe is also available for use elsewhere in Shetland (under the Shetland Marine Pollution Contingency Plan). This is provided that, unless otherwise agreed between the SIC – Marine and Air Operations and the SVT IMT, the SVTOs' ability to meet their obligations under Clause 12 (f) of the Sullom Voe Ports and Harbours Agreement is not reduced. (See [Appendix G.1 Letter of Agreement with SVT](#))



## 15.2 Lead Authorities

The NCP, gives guidance on the responsibilities that have been imposed or accepted for the clean-up of pollution within the jurisdiction of a harbour authority as follows:

Where	Location of pollution	Responsibility for clean-up
<b>Outside harbour limits</b>	On the water	MCA
	Shoreline (including land exposed by falling tide) and other structures	Local authority (SIC – Marine and Air Operations)
<b>Within harbour limits</b>	On the water	SIC – Marine and Air Operations
	Jetties, wharves and structures owned by the harbour authorities	SVHA SIC – Marine and Air Operations
	Beach and shoreline owned by the harbour authority	SVHASIC – Marine and Air Operations
	Foreshore owned by a private individual or group	Forshore owned by other Parties (Crofters etc.)

The lead authority for this plan is therefore the SIC – Marine and Air Operations. Other Council Departments in accordance with the SIC MEP will provide support.

The NCP also sets out the circumstance in which the MCA deploys the UK's national assets to respond to a marine pollution incident. Within the NCP the Government has appointed the Secretary of State's Representative (SOSREP) to provide overall direction for all marine pollution incidents involving the salvage of ships or offshore installations that require a national response. Further details on SOSREP's role are available in the MCA's Guidelines<sup>6</sup>. However, until those powers have been invoked, responsibility and authority for the incident remains with the SVHA HM.

See [Section 19 Authorities Roles and Responsibilities](#) for further details.

<sup>6</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/769748/OPRC\\_Guidelines\\_for\\_Ports-November\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/769748/OPRC_Guidelines_for_Ports-November_2018.pdf)





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### **15.3 Consultation**

The preparation of this plan has been produced after consultation with SVHA and the SVTO, to ensure integration within the Sullom Voe Harbour. Formal consultation has also been sought from:

- Shetland Island Council (SIC), including SVOSAC and SOTEAG – through the SVHA
- The Emergency Services (Fire, Ambulance and Police)
- Maritime and Coastguard Agency (MCA)
- Marine Scotland (MS) – Marine Laboratory
- Scottish Environment Protection Agency (SEPA)
- Scottish Natural Heritage (SNH)
- The Terminal Operator

The requirements of these authorities and organisations have been considered, and they have confirmed their general agreement to the plan details or taken no exception.



## 16 Scope

The plan covers the organisation and procedures for containment and clearance of Oil pollution within the SchOSCP response limits and covers the area east of a line from Maa Ness and Trondra Ness as shown on BA 3294. The harbour boundary to the south is the bridge over Clift Sound between Trondra and Mainland.

The plan is based upon the need to minimise the impact of marine pollution on the environment, property and amenities.

Traffic in Scalloway Harbour is predominantly fishing related however off-shore supply and service vessels also form an increasing part of the harbour's traffic. Many of the vessels may also carry hazardous and noxious substances (HNS); nevertheless, the risk has therefore been assessed as being principally associated with diesel oil spills.

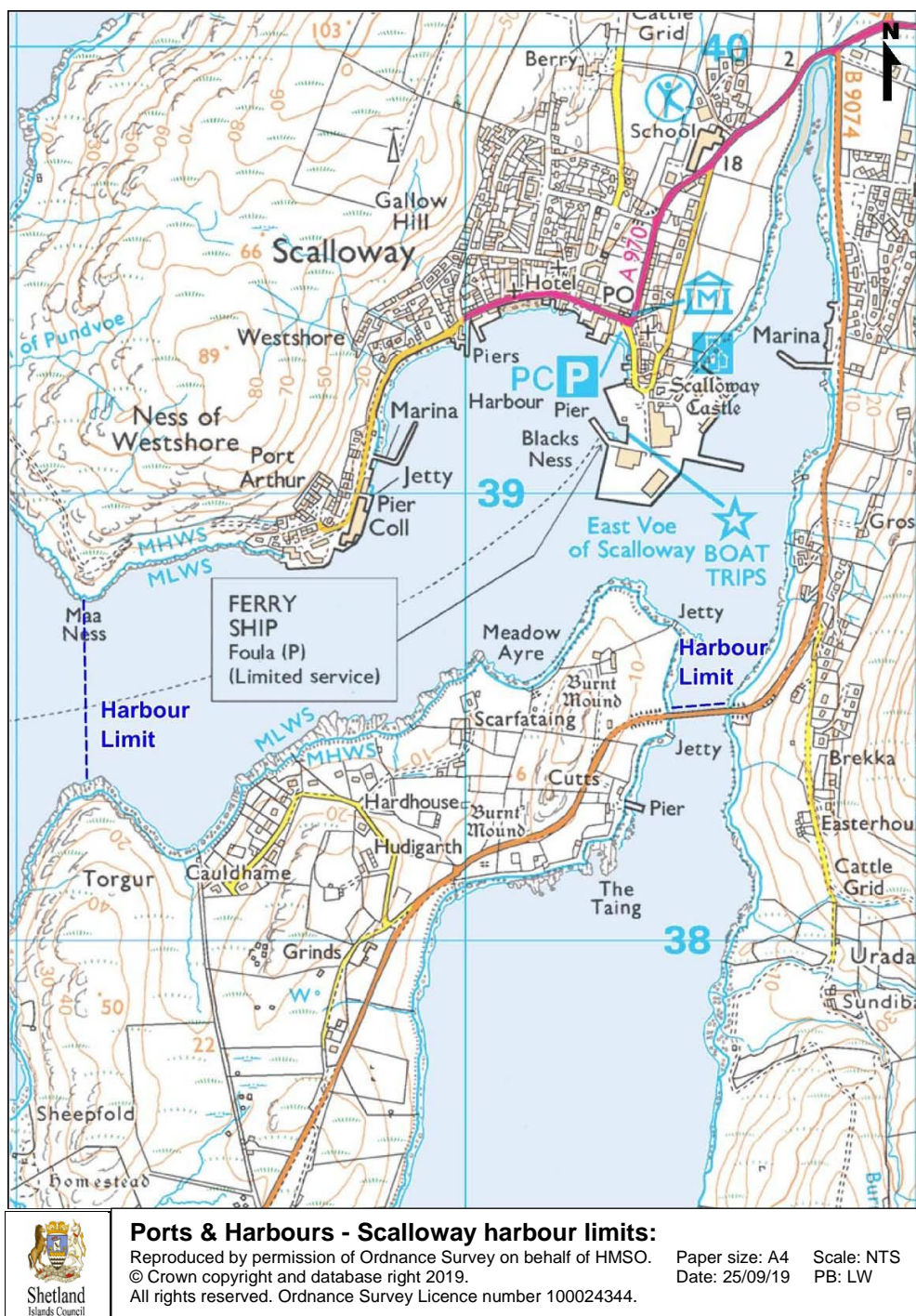
There is other occasional traffic with bitumen being discharged twice a year.



## 16.1 Boundary

This plan applies to the following areas (**Figure 7 - Plan Geographic Boundary**).

The area adjacent to Blacksness Pier bounded on the north and east by the line of low water of Mainland, on the south partly by the bridge over Clift Sound between Trondra and Mainland and partly by the line of low water on Trondra, and on the west by an imaginary straight line between the northern extremity of Trondra Ness and the southern extremity of Maa Ness.



**Figure 7 - Plan Geographic Boundary**



## 16.2 Interfacing Plans

Title	Description
<b>SIC/SVHA Plans</b>	
Shetlands Marine Pollution Contingency Plan (MPCP)	This is the Shetland Islands Council Tier 2 oil spill emergency plan for a Shetland wide response to a marine oil spill incident under the Merchant Shipping (OPRC 98) regulations as approved by the UK competent authority, MCA Counter Pollution Branch.
SIC Major Emergency Plan (SIC MEP)	This plan defines the Council's expected central response and decision-making arrangements in a major emergency and guides staff involved through the process of supporting the emergency services
Scalloway Emergency Plan	This is the Harbour Authority's emergency plan for Scalloway Harbour , based on an evaluation of the risks and hazards which may result in emergency situations within the area. It has been developed as an integral part of emergency planning for Shetland in general, and Scalloway in particular, and should therefore be studied not in isolation but in conjunction with the various other plans listed here.
<b>Terminal Operator Plans</b>	
SVT Oil Spill Waste Minimisation and Management Plan	This plan has been developed to highlight waste management issues related to an oil spill clean-up. It outlines the source of waste, how the waste will be collected, the storage considerations and disposal options to be used. It follows the progress of the waste through each stage and includes detail of disposal options which will be used for the area covered by the plan.
<b>Other Plans</b>	
Shipboard Oil Pollution and Emergency Plan (SOPEP)	A SOPEP, is a prevention plan carried on board all tankers >150 GT and other vessels >400 GT. Within each SOPEP they'll be an overview of procedures in case of an oil spill. This should be consulted in a vessel pollution incident.
UK National Contingency Plan (NCP)	The NCP is a framework document detailing the response units, roles and responsibilities of Agencies involved in any national response. It describes how the role of the SOSREP fits into the overall response to an incident. Major incidents (Tier 3) can be regarded as those incidents that involve the activation of the NCP.



## 17 Operational Oil Spill Risk Assessment

This oil spill plan will be implemented for all oil spills within Scalloway Harbour regardless of the type of oil. The incident could arise from bunker transfers (From Ship or Shore) mechanical failures (i.e. Hydraulic hose failures) or pollution from shore drains.

With the main traffic mainly being small vessels from the fishing and aquaculture industries with some larger offshore vessels and a very occasional Bitumin tanker (not been since 2016/17).

### 2019 traffic figures

About 800,000gt of Shipping in about 4600 traffic movements

### Break down of movements

1500 Aquaculture Vessels (including large well boats), 750 Fishing Vessels, 60 Offshore Industry Vessels and 10 general carg vessels (Bulk Sand, Road Salt etc.).

## 17.1 Assessment Approach

### 17.1.1 Scalloway Harbour Assessment

The SIC – Marine and Air Operations conducted a review of oil spill risks within Scalloway Harbour, based on the ALARP principles. Matrix (see [Section 17.2](#)) and Risk Register ([Section 17.3](#)).

### 17.1.2 Oil Spill Risk Assessment Methodology

<b>Step 1 - Context and Inputs</b>	<p>The following sources were used, as part of the risk assessment to assess the level of potential risk:</p> <ul style="list-style-type: none"> <li>• Current and historical documentation (i.e. spill history)</li> <li>• Literature data on failure frequencies</li> <li>• Regulatory guidance documentation on the approach to assessing environmental risks</li> </ul>
<b>Step 2 - Hazard Identification</b>	<p>A hazard identification exercise was conducted as part of the SchOSCP process.</p> <p>The identified relevant scenarios, are detailed in <a href="#">Section 17.3</a>.</p>
<b>Step 3 - Oil Spill Modelling</b>	<p>The relevant oil spill Worst Case Credible Discharge (WCCD) was identified, as the <b>Release of Marine Diesel during Bunkering Operations</b> (for details see <a href="#">Section 17.3</a>).</p>
<b>Step 4 - Ecological and socioeconomic consequences</b>	<p><a href="#">Section 0</a>, provides a summary of the <a href="#">Environmental</a> and Socioeconomic Sensitivities,</p>
<b>Step 5 - Risks</b>	<p>Factors affecting risk include: type of oil/product, geographic location, weather, sea conditions, coastline, vigilance, volume of traffic, time of day, navigation hazards, condition of facilities, legislation, quality of shipping/vessel types, types of operation, quantities handled, frequency of handling, emergency response plans and exercise and training programmes.</p>
<b>Step 6 - Updates</b>	<p>The OSRA will be updated once consultation has taken place with stakeholders or following any revision to the scope or scale of operations.</p>



## 17.2 Risk Assessment Matrix

Below is the Risk Assessment Matrix (RAM), used by the SVHA for the HAZID (see [Section 17.3](#))

<b>Likelihood</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Consequence</b>						

**RED** - The higher numbers (12 and above) in the matrix are considered “high-risk”. That means that the risk is unacceptable. The action should not commence until positive action has been taken to reduce the consequence and/or the likelihood.

**AMBER** - Hazards with risk factors within these bands (6 - 10) are termed “consider”. These lower risk factors are considered acceptable, but still need careful monitoring to ensure that everything has been done to reduce the consequences and likelihood.

**GREEN** - The lower numbers (5 and below) in the matrix are considered “low-risk”, but should still be monitored to ensure that controls remain effective.

### LIKELIHOOD:

- 1 = Extremely unlikely (1 or More than 50 years),
- 2 = Remote (1 or More than 25 years),
- 3 = Reasonably likely (1 or More than 10 years),
- 4 = Likely (1 or More than 5 years)
- 5 = Frequent (1 or More per year)

### Consequence

#### PEOPLE:

- 1 = None,
- 2 = Minor, single slight Injury,
- 3 = Serious injury(s) (MAIB/RIDDOR reportable injury)
- 4 = Single fatality,
- 5 = Multiple fatalities

#### PROPERTY:

- 1 = negligible < £2000,
- 2 = Minor > £2000,
- 3 = Moderate >£20,000,
- 4 = Serious, > £200,000
- 5 = major, > £2,000,000

#### ENVIRONMENT:

- 1 = localised spill < £2000,
- 2 = Minor spill Tier 1 local response,
- 3 = Moderate spill, Tier 2 some outside assistance,
- 4 = Moderate spill, Tier 2 greater outside assistance,
- 5 = Major spill, Tier 3 national response

#### BUSINESS:

- 1 = Negligible impact < £2000,
- 2 = Minor impact > £2000,
- 3 = Moderate impact > £20,000, bad local publicity, short term reduction of activity.
- 4 = Serious Impact, >£200,000, bad widespread publicity, temporary Port Facility shutdown.
- 5 = Major impact, > £2,000,000, Port facility Closes for more than 1-2 days





### 17.3 Risk Register

Location	Scallowy Harbour Area	Date Prepared Review Date	01/08/19 31/07/20
<u>Date</u>	<u>ID</u>	<u>Scenario</u>	<u>Risk Score</u>
01/08/2019	Vessels Alongside - Scalloway	Marine Accident/Incident	6.88
Worst credible		Most likely	
Tier 3 pollution incident requiring National assistance to provide response.		Tier 1 or below pollution incident which can be handled by the ports pollution response equipment and trained staff.	

Location	Scallowy Harbour Area	Date Prepared Review Date	01/08/19 31/07/20
<u>Date</u>	<u>ID</u>	<u>Scenario</u>	<u>Risk Score</u>
01/08/2019	On Passage - Scalloway - Pilot Station to Berth	Marine Accident/Incident	7.0
Worst credible		Most likely	
Tier 3 pollution incident requiring National assistance to provide response.		Tier 1 or below pollution incident which can be handled by the ports pollution response equipment and trained staff.	



Location	Scalloway Harbour Area	Date Prepared Review Date	21/10/14 31/07/20
<u>Date</u>	<u>ID</u>	<u>Scenario</u>	<u>Risk Score</u>
21/10/2014	EP0020	Drainage system	4.00 (assessed to be in the ALARP region)
<b>Worst credible</b>	<b>Most likely</b>		
Fuel tanker overturns and spills its cargo into the drainage system, with a large amount of runoff through the drainage system in the Harbour area. Under the Water Environment (Controlled Activities) (Scotland) Regulations 2011 as amended, the Harbour Authority is responsible for runoff from its drains.		Leaching from oily residue in bin on the quay, discharging into the waste water drains - followed by runoff into the harbour. Under the Water Environment (Controlled Activities) (Scotland) Regulations 2011 as amended, the Harbour Authority is responsible for runoff from its drains.	

<u>Date</u>	<u>ID</u>	<u>Scenario</u>	<u>Risk Score</u>
21/10/2014	EP0026	Drainage system	4.13 (assessed to be in the ALARP region)
<b>Worst credible</b>	<b>Most likely</b>		
Fuel spill from oil drum or fuel drum being refilled from the shore, or spill from a tank ashore following a water course into the harbour area.		Leaching from oily residue in bin on the quay, discharging into the waste water drains - followed by runoff into the harbour.	

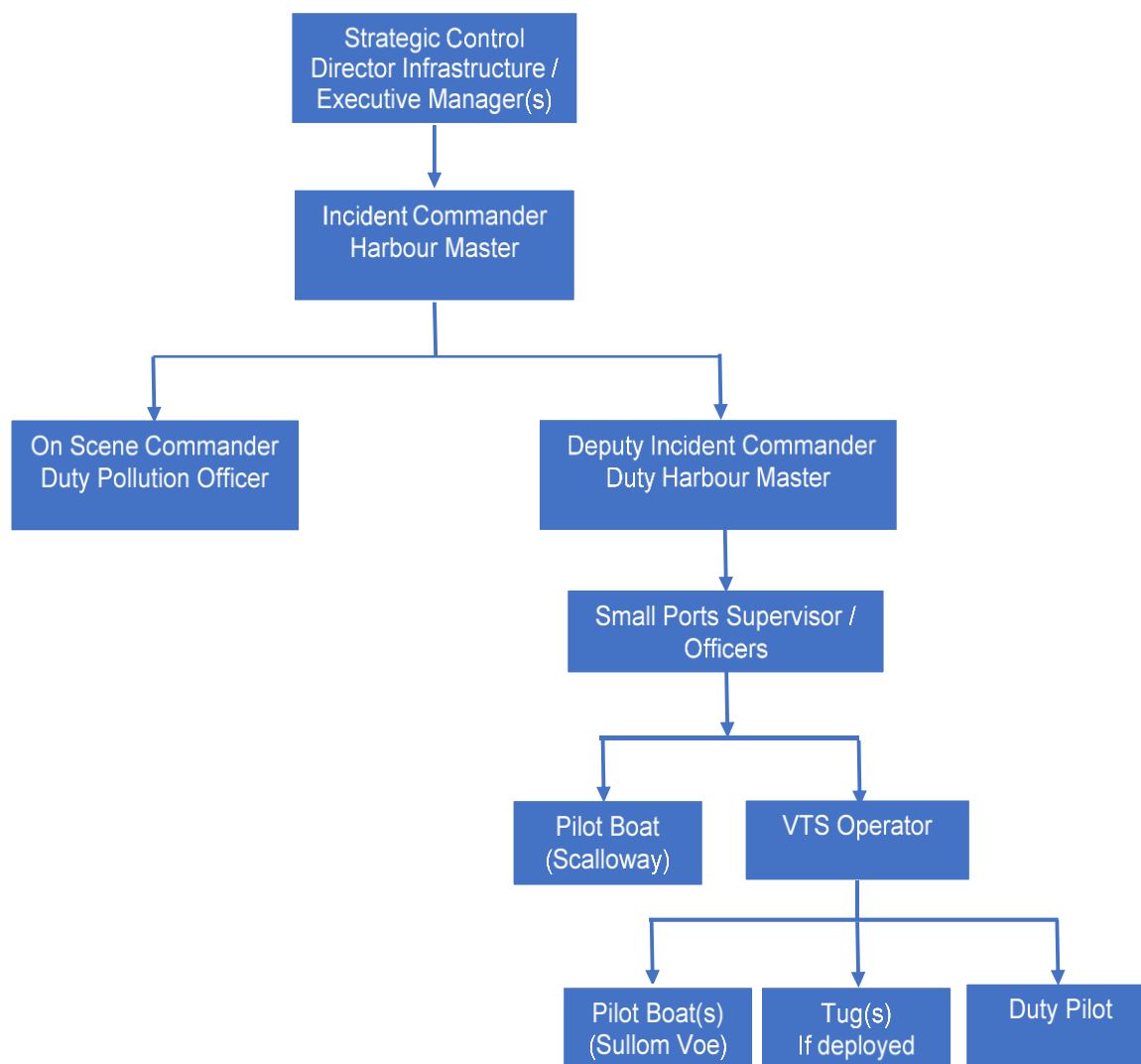




## 18 Incident Response Organisation

For planning purposes, Tiers are used to categorise pollution incidents (see [Section 5.4.1 Definitions of Tiered Response](#)).

For spills within Scalloway Harbour, the incident will be managed by the SIC – Ports and Harbour Operations, with the HM (or their Deputies) controlling the incident response. This incident response organisation will expand or contract depending on the incident type, size, duration and location of impact.



Details of response personnel are detailed in [Section 5.4](#).

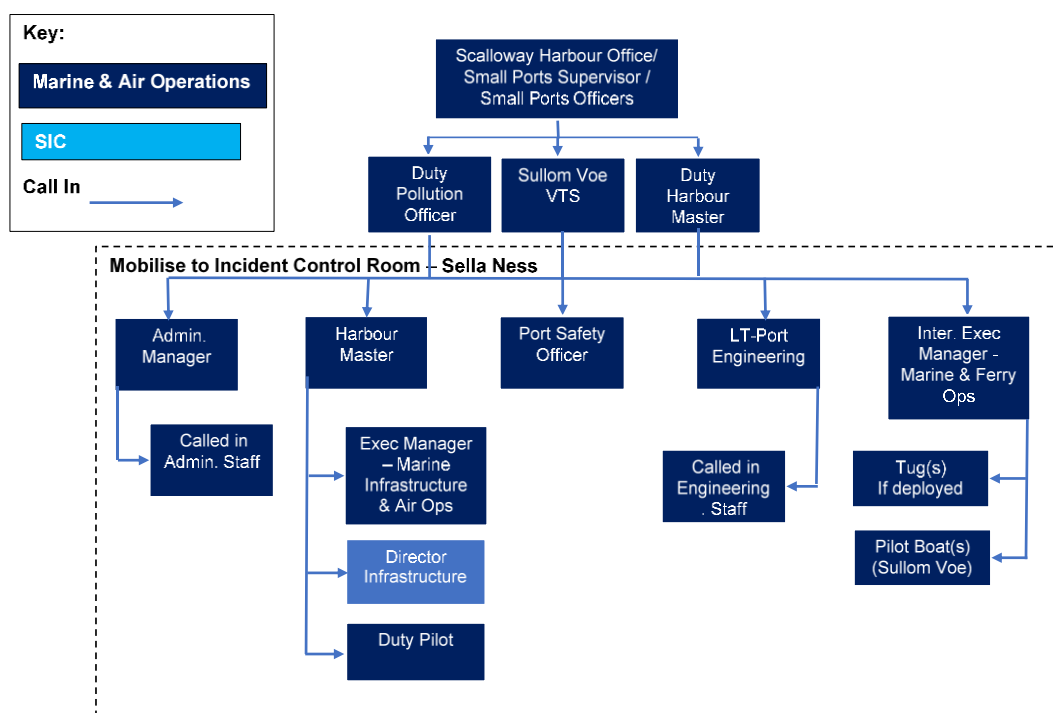


Figure 8 – Call in Cascade

## 18.1 Incident Management Response

### 18.1.1 Scalloway Harbour office

The Scalloway Harbour is manned on a shift basis by a Small Ports Supervisor and 3 Small Ports Officers. The Scalloway staff cover, on week-days, 0700 to 1800 hrs, and morning cover over weekends. Outside these hours there is an On-Call Small Ports Officer and the ports can be monitored on CCTV and VHF by the VTS at Sullom Voe. Any initial incident calls will be answered immediately however it comes in (VHF, Telephone or electronically). The on duty Small Ports Officer will advise the Sullom Voe VTS of the incident and ask for the Duty Pollution Officer and the Duty Harbour Master to be called as necessary.

### 18.1.2 SVHA Incident Control Room (ICR)

The Sullom Voe VTS is manned 24/7. Any initial incident calls will be answered immediately however it comes in (VHF, Telephone or electronically). The on duty VTSO will advise the Duty Pollution Officer and the Duty Harbour Master as required and either of them will decide on the mobilisation of the SVHA ICR. If the SVHA ICR is mobilised the extra staff would be expected to react within 1 hour. The SVHA ICR is located within the Ports and Harbours Administration Building at Sella Ness.

For Tier 2 or 3 incidents, the designated (ICR) is immediately available.

Further office space also available, in the Port Administration Building, if an SRC is required to be set up during these major spillages.



The ICR has all necessary communications equipment required for it to operate effectively.

With the declaring of a Tier 2/3 incident the Harbour Master (or their Deputy) in association with SIC Emergency Planning and Resilience Officer would activate the SIC's MEP with this plan having provision to assist with manning, accommodation, welfare and also press issues through provision of an SIC Communications Cell, if the incident was a protracted one.

## **18.2 Regional or National Incident Organisation**

In the event of a larger regional or national (Tier 2 or Tier 3) incident, support will additionally be sought by SVHA from each of the principle authorities involved (see [Section 19 Authorities Roles and Responsibilities](#) for further details):

- Shetland Islands Council
- Terminal Operator – Tier 2 Responder
- Maritime Coastguard Agency
- Scottish Natural Heritage
- Scottish Environment Protection Agency
- Marine Scotland

Consideration for the involvement of the above agencies will be given at an early stage, by liaison with the appropriate authorities to integrate the response.



### 18.2.1 Tier 3 Response Cells

In all cases involving a national response (Tier 3), there is a need to establish response cells to deal with the incident (see Figure 9). These cells may include:

Tier 3 Response Cells	Description	Location
<b>Marine Response Centre (MRC)</b>	The MRC considers and implements the most appropriate means to contain, disperse and remove pollutants. In most cases involving a national (Tier 3) response the MCA establishes a MRC. The Head of the Counter Pollution and Salvage (CPS) Branch determines this need.	Co-located at the Coast Guard Operations Centre - Shetland EPR Room, Lerwick
<b>Salvage Control Unit (SCU)</b>	The SCU role is to monitor salvage operations and actions and/or proposed activity, to ensure actions do not negatively affect safety and the environment. The SOSREP determines the requirement for a SCU, with consideration of the nature and scale of the incident.	

**Note:** - For clarity the MRC & SCU may in actuality be established at any time and not just in a Tier 3 response, although Tier 3 response is most often associated with the mobilisation of these cells

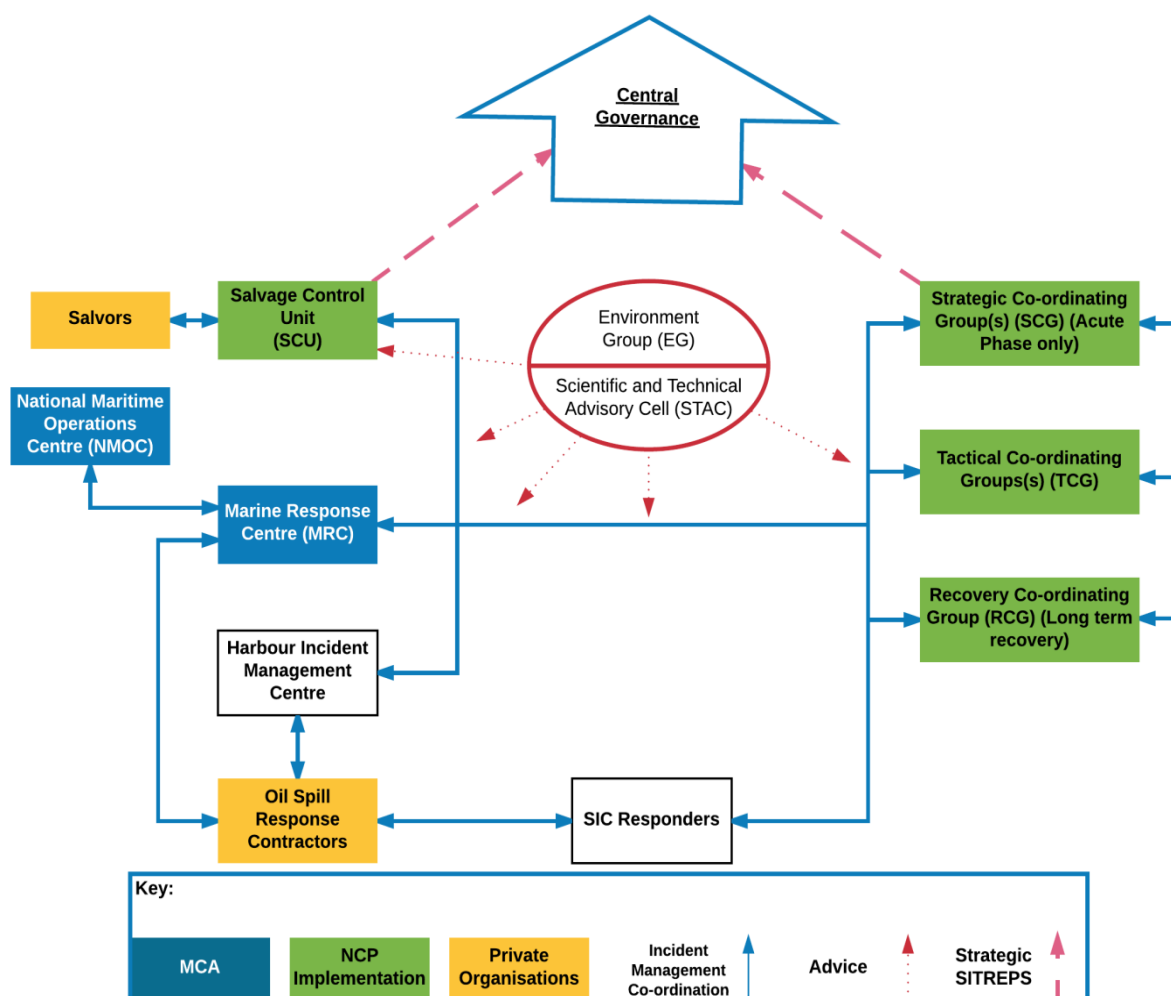


Figure 9 – Regional and/or National Incidents Management Organisation



### 18.2..2 Tier 2 or 3 Shoreline Response; The Local Resilience Partnership

When the pollution **threatens the shoreline** (in Tier 2 or 3 incidents) the Local Resilience Partnership will be established (see [Figure 9](#)) interaction includes:

Local Resilience Partnership	Description	Location
<b>Strategic Co-ordinating Group (SCG)</b>	Civil Contingency (Gold Level, equivalent to Tier 3) – in the acute incident phase the SCG is activated. It is chaired by a senior Police Officer, or if there is no risk to life a Senior member of the SIC. When established, manages the overall onshore response strategy, dovetailing with the offshore response, developing a long-term plan, policy and response direction.	If criminal activity or Fatality: Incident Room, Lerwick Police Station  Otherwise:
<b>Tactical Co-ordinating Group (TCG)</b>	Civil Contingency (Silver and/or Bronze Level, equivalent to Tier 2 and/or 1) – develops and coordinate the onshore operational response plan. The TCG comprises of the most senior officers of each agency involved, assuming tactical command of the incident.	SIC - emergency Response Centre, 20 Commercial St, Lerwick.
<b>The SCG and TCG cover many of the functions previously carried out by the Shoreline Response Centre (SRC).</b>		
<b>Recovery Co-ordinating Group (RCG)</b>	After the acute phase of an incident, recovery may be co-ordinated by the RCG - for longer term recovery management.	Brae Hall

### 18.2..3 Other advisory groups

Other advisory groups may also be established by the SCG in response to any maritime incident.

Advisory Group	Description
<b>Environment Group (EG)</b>	<p>At the outset of an incident the MCA triggers the EG. They provide a single advisory line on public health and environmental issues at sea to all response cells. A Standing Environment Group covers the Shetlands, and the MCA co-ordinated their contact details and call out arrangements.</p> <p>The EG remit is purely advisory, with no powers of direction or enforcement. The scale of the incident and response and their constituent phases are likely to evolve over time and the functions of the EG will need to be graduated to meet changing requirements, escalating or diminishing in the input to each phase over time</p> <p>Marine Scotland chairs the EG, Core members of the EG will comprise as a minimum, representatives from NHS Scotland, SNH, SEPA, Marine Scotland and MCA. Key Roles in the EG will be filled by individuals most suited to the job and purpose.</p> <p>The EG may activate the Scottish Evidence Group (SERG) to take forward post spill monitoring.</p>
<b>Science and Technical Advice Cell (STAC)</b>	The role of the STAC is to provide a common source of scientific and technical advice to the SCG, where the incident poses a significant threat to health or the environment on land. The STAC may be integrated with the Environment Group.
<b>Environmental Monitoring</b>	An Environmental Monitoring Group may be established by the SCG to initiate, conduct and coordinate post spill environmental monitoring and impact assessment. In coordination with Marine Scotland.

**See the UK National Contingency Plan and SIC Major Emergency Plan for further details**



### **18.3 Port of Refuge**

Within the National Contingency Plan the Government has appointed the Secretary of State's Representative (SOSREP) to provide overall direction for all marine pollution incidents involving the salvage of ships or offshore installations that require a national response. SOSREP is empowered to make crucial and often time-critical decisions, without delay and without recourse to higher authority, where such decisions are in the overriding UK public interest. These powers extend to UK territorial waters (12 nautical miles from the coast/baseline) for safety issues and to the UK Exclusive Economic Zone (200 miles or the median line with neighbouring states) for pollution.

SOSREP may direct Scalloway Harbour to provide refuge for a stricken vessel. Additional Information which may be required by SOSREP regarding the port's facilities is available on the Harbour Authorities website at <http://www.shetland.gov.uk/ports/scalloway/>.



## 19 Authorities Roles and Responsibilities

A summary of the roles and responsibilities of authorities, agencies and organisations involved in hydrocarbon release response strategy and their jurisdictions is set out below.

Authority / Agency / Organisation	Role and Responsibility
<b>SIC - Marine and Air operations – Scalloway Harbour</b>	<p>The SIC - Marine and Air operations – Scalloway Harbour is responsible for the initial reporting of a spill incident to HM Coastguard.</p> <p>Scalloway Harbour has the responsibility for the clean-up pollution within the harbour limits.</p> <p>Scalloway Harbour is responsible for the implementation of the approved harbour oil spill contingency plan as well as the maintenance of the document and for ensuring the availability of resources for response.</p>
<b>Local Authority – Shetland Island Council (SIC)</b>	<p>The SIC have the responsibility of the clean-up of pollution on the shorelines outside the harbour limits, at the expenses of the polluter – by implementation of the Shetland Marine Pollution Contingency Plan.</p> <p>The local authority also have the responsibility for the implementation of the SIC Major Emergency Plan (MEP).</p>
<b>SVT Terminal Operator</b>	<p>The equipment maintained at Sullom Voe is also available for use elsewhere in Shetland, under the Shetland Marine Pollution Contingency Plan for pollution not arising from an incident within the Voe. This is provided that, unless otherwise agreed between the SVHA and SVTO, the SVTO obligations under Clause 12(f) of the Sullom Voe Ports and Harbours Agreement is not at risk.</p>
<b>HM Coastguard (HMCG)</b>	<p>HMCG are the first point of contact for reporting a pollution incident. They coordinate the maritime Search and Rescue and mobilise the MCA's Counter Pollution and Salvage Officer (CPSO).</p>
<b>Maritime and Coastguard Agency (MCA) – Counter Pollution and Salvage (CPS)</b>	<p>The MCA is the executive agency of the Department for Transport (DfT), as such they will co-ordinate the government's response to Tier 3 incidents and the implementation of the NCP. The MCA also provides advice and expertise, in addition to access to government equipment and resources, as well as the receiving and distribution of oil pollution reports from ships and aircraft in the affected area.</p> <p>The MCA is the lead agency for response at sea, including dealing with a casualty. Within the port limits the Scalloway Harbour is responsible for the clean-up, however the MCA will support the Harbour Authority in the event of major spills within their area of jurisdiction (see <a href="#">Section 15.2</a>). Depending on the nature of the incident the MCA will setup a Marine Response Centre (MRC).</p> <p>The CPS Branch has specific responsibility for counter pollution preparedness and response at sea and the management of the UK Government's stockpiles of equipment and dispersant.</p>



Authority / Agency / Organisation	Role and Responsibility
<b>Marine Scotland (MS)</b>	<p>MS are the licensing authorities for the use of chemical dispersants in Sullom Voe. The use of dispersants is strictly controlled by Government legislation (Food and Environment Protection Act - Under the provisions of Part IV of The Marine (Scotland) Act 2010, as read with the Marine Licensing Exempted Activities Orders, no deposit may be made in the sea of any marine chemical treatment substance, marine oil treatment substance or marine surface fouling cleaner in an area unless with prior approval of the Licensing Authority).</p> <p>MS must be contacted for any request for approval to spray dispersant, if the water depth is less than 20 metres or within one nautical mile of any such area (i.e. the 20 metres rule).</p> <p>It is Government policy that MS should be consulted in advance of any proposals to use chemical dispersants except under 'force majeure' conditions, e.g. where people's health is at risk. It is therefore essential to consult MS for advice on the implications for fisheries and the marine environment of using dispersants.</p> <p>MS also have a wider general responsibility for protecting fisheries and the marine environment in an incident, handling any local fisheries or aquaculture concerns.</p> <p>MS will chair the EG if established.</p>
<b>Secretary of State's Representative (SOSREP)</b>	<p>The Secretary of States Representatives (SOSREP) represents the overriding interests of the state, preventing or reducing pollution in the event of an incident where there is, or may be, a risk of significant pollution. However, the responsibility of the pollution clean-up remains with the polluter.</p> <p>Salvage operations are controlled by the SOSREP. They have ultimate control and are held responsible for the outcome of the plan and decisions. The SOSREP has the decisive voice in the decision-making process in a marine salvage operation that involves the threat of significant pollution. Legislation is in place that states that non-compliance with a SOSREP direction is a criminal offense.</p> <p>In the event of an incident requiring salvage operations the SOSREP will decide whether it is necessary to set up a Salvage Control Unit (SCU) or Operational Control unit (OCU). If the size of the incident merits the establishment of a SCU / OCU, the SOSREP will travel to the scene at the appropriate time. Upon establishment of a SCU / OCU, the HM will become an active member of the SCU / OCU team liaising with the SOSREP throughout the course of the incident.</p>
<b>Scottish Environment Protection Agency (SEPA)</b>	<p>SEPA is responsible for environmental protection in Scotland and adopts an integrated approach to the protection and enhancement of water, air and land and associated natural resources. It is accountable to the Scottish Executive.</p> <p>In responding to an incident SEPA will:</p> <ul style="list-style-type: none"> <li>• Deploy its comprehensive scientific capability to give support and advice to mitigate or prevent further pollution where practicable</li> <li>• Be consulted on, regulate and licence the storage, transport and disposal of liquid or solid waste, as result of the oil spill recovery operations</li> <li>• Provide links with Scottish Water, local authorities, Environmental Health Departments and the Health and Safety Executive</li> <li>• Take evidential samples for possible later legal actions</li> </ul> <p>SEPA will become part of the EG, if it is formed</p>





Authority / Agency / Organisation	Role and Responsibility
<b>Scottish Natural Heritage (SNH)</b>	<p>SNH is the government body, which advises on policies relating to and affecting the natural heritage of Scotland (biodiversity, landscape and access issues to the 12nm limit). SNH is responsible for administering and implementing a range of natural heritage designations (such as Sites of Special Scientific Interest – SSSIs), the Bird Directive and the Habitats Directive.</p> <p>In an oil spill incident, SNH is the lead conservation body to provide advice on hazards to wildlife, coastal habitat and the sea area within territorial waters. They also assist in surveying the affected areas to determine the potential for damage and advise on the preferred actions to avoid or minimise damage.</p> <p>Provide consultation on to MS, with respect to dispersant use in restricted areas.</p> <p>SNH will become part of the EG, if it is formed.</p>
<b>Joint Nature Conservation Committee (JNCC)</b>	<p>The JNCC is the government's advisors on wildlife affairs and nature conservation &gt;12nm from the shoreline, they are the official agency to be consulted by the local authorities at the planning stage and prior to any pollution clean-up.</p> <p>JNCC will become part of the EG, if it is formed.</p>
<b>Shetland Oil Terminal Environmental Advisory Group (SOTEAG)</b>	<p>SOTEAG monitors the environment and advises on relevant environmental implications surrounding the Sullom Voe terminal during construction, commissioning and operations (including ad hoc reconstruction, site rehabilitation and new developments), through to eventual site decommissioning.</p>
<b>Contracted Spill Responders (i.e. OSRL, Briggs etc.)</b>	<p>Contracted agency can provide oil spill response equipment, as well as experienced and qualified personnel to aid the management and coordination of an ongoing pollution incident. They are contracted by and under the direction of the polluter, unless otherwise agreed.</p>



## 20 Training and Exercise

The Marine and Air Ops – Scalloway Harbour are committed to coordinating and carrying out a series of oil spill training courses and exercises (desktop and in-field) designed to meet the needs and requirements of operations. The training, drills, and exercises described in this section aim to familiarise response personnel with their duties and responsibilities in the event of a spill.

### 20.1 Oil Spill Training

The key posts for responding to an oil pollution incident, with identified required levels of accredited training, are as follows

Post	No. of Trained Persons	MCA/NI Accreditation Level Required	IMO Equivalent (if available)
<b>SVT Incident Manager(s)</b>	5	4p/5p	IMO 2
<b>HM (and Deputy(s))</b>	3	4p/5p	IMO 2
<b>PSO (and Deputy)</b>	3	4p	IMO 2
<b>Small Ports Officers</b>	3	3p	IMO 1
<b>SVTO Shoreline Supervisors</b>	4	3p	IMO 1
<b>SIC Shoreline Supervisors (NI Accredited)</b>	25	LA3 (Local Authority Courses run by MCA)	None
<b>TO and SIC Operatives</b>	30	1p/2p	None

A centre accredited under the MCA and or Nautical Institute (NI) will carry out these courses.

To remain valid, refresher training will be required at intervals, not exceeding three years from date of issue of the previous certificate (MCA/OPRC accredited only).

All operatives also receive training in the operation of all relevant oil spill response equipment held by the SVTO at the Sella Ness Response Base. In addition to this, Operating Instructions Manuals (work instructions) for all equipment is held.

### 20.2 Oil Spill Exercises

Oil spill response exercises are undertaken to ensure all incident response personnel are clear on their functions and responsibilities. As well as improving the oil spill incident response team's skills and maintaining their awareness, exercises provide management with an opportunity to assess equipment, measure performance, obtain feedback from participants, update and correct the contingency plans, and give a clear message about the commitment to oil spill prevention and response.



Regular exercises with varying scenarios will be held to familiarise the team members with the different techniques that may be employed to combat a pollution incident.

Tier/Type	Equipment used	Frequency	Personnel
Internal Exercise <b>Notification Table Top Exercise</b>	Incident Control room facilities, call out and communications equipment	Bi-Annually	SVHA Team On-Call
Tier 1/ 2– Internal Exercise <b>Practical Mobilisation Exercise</b>	<ul style="list-style-type: none"> <li>• Priority Boom</li> <li>• Various Containment and Recovery (skimmers) Equipment</li> <li>• Dispersant Application Equipment</li> <li>• Various Shoreline Response Equipment</li> <li>• Various vessels, as required</li> </ul>	Bi-Annually for each shift	SVHA Shift Teams
Tier 2 / 3 – Internal Exercise <b>Practical Mobilisation, Deployment and Table Top Exercise</b>	Equipment dictated by the exercise scenario – determined by the SVHA	Annually	SVHA Staff/Crew, relevant external agencies

It is very important that each exercise is monitored and a report written detailing the lessons learned, identifying any potentials for improvements and recommending changes to the SchOSCP. Contingency planning is a cyclical process, which relies on exercises (or spill response) to identify necessary revisions.

All exercises (and incidents) will be documented and using [E.1 Post Exercise/Incident Report Form](#), as required exercise / incident reports will be forwarded to the MCA.



# Appendices

[illegible]



## B.1 Response Strategy Guidance

This section describes and provides general guidance on the various strategies and should be considered in conjunction with [Figure 3](#) (Response Decision Flowchart) and [Figure 4](#) (Mapped Oil Spill Response Strategy Zones).

### B.1.1 Surveillance and Monitoring

#### Surveillance and Monitoring Response

- For small hydrocarbon releases, an SIC Pilot Vessel (or similar) should be used (see [Strategy Defined Resources](#) in [Section 5.4](#)) to:
  - Help identify heaviest concentrations of oil using the
  - [B.1.2 Bonn Agreement Oil Appearance Code](#) (BAOAC),
  - Follow patches of heaviest oil concentration and watch and report on breakup of the slick.
  - Determine progress of natural dispersion or emulsion formation.
  - Determine and report direction of movement of other oil patches; note and report to the movement of oil towards sensitive environmental resources.
  - Watch for and report any large flocks of birds or marine mammals on the sea surface.
- For monitoring of large releases, a dedicated surveillance aircraft is required. If a surveillance aircraft is required, this will be mobilised by the SIC ERC.
- Advice and further detail on this strategy, can be sought through the SIC ERC

#### Considerations

- Condensate may naturally disperse rapidly, within hours.
- Diesel and base oil will rapidly spread out to form a sheen and it is probable that releases will naturally disperse over time.
- Light crude oils will take approximately 1 to 3 days to naturally disperse, depending on the amount spilt and sea state conditions.
- Heavier crude oils will take longer to disperse; depending on the type of hydrocarbon, amount released and sea state conditions.
- Vessels in close proximity should conduct continuous gas monitoring and only proceed if safe to do so.



## B.1.2 Bonn Agreement Oil Appearance Code (BAOAC)

Image	Code	Description	
	<b>Code 1</b> Oil Sheen Silvery ( $<0.3\mu\text{m}$ )	The very thin films of oil reflect the incoming light better than the surrounding water and can be seen as a silvery or grey sheen. Above a certain height or angle of view the observed film may disappear.	
		<table> <tr> <td>% of Area Affected</td><td></td><td>%</td></tr> </table>	% of Area Affected
% of Area Affected		%	
	<b>Code 2</b> Oil Sheen Rainbow (0.3 to $5.0\mu\text{m}$ )	Rainbow oil appearance is caused by an optical effect and independent of oil type. Depending on angle of view and layer thickness, the distinctive colours will be diffuse or very bright. Bad light conditions may cause the colours to appear duller. A level layer of oil in the rainbow region will show different colours through the slick because of the change in angle of view. Therefore, if rainbow is present, a range of colours will be visible.	
		<table> <tr> <td>% of Area Affected</td><td></td><td>%</td></tr> </table>	% of Area Affected
% of Area Affected		%	
	<b>Code 3</b> Oil Sheen Metallic (5.0 to $50\mu\text{m}$ )	Although a range of colours can be observed (eg blue, purple, red and greenish) the colours will not be similar to 'rainbow'. Metallic will appear as a quite homogeneous colour that can be blue, brown, purple or another colour. The 'metallic' appearance is the common factor and has been identified as a mirror effect, dependent on light and sky conditions. For example, blue can be observed in blue-sky conditions.	
		<table> <tr> <td>% of Area Affected</td><td></td><td>%</td></tr> </table>	% of Area Affected
% of Area Affected		%	
	<b>Code 4</b> Discontinuous True Colours (50 to $200\mu\text{m}$ )	For oil slicks, thicker than $50\mu\text{m}$ the true colour will gradually dominate the colour that is observed. Brown oils will appear brown, black oils will appear black. The broken nature of the colour, due to thinner areas within the slick, is described as discontinuous. Discontinuous should not be mistaken for 'coverage'. Discontinuous implies true colour variations and not non-polluted areas.	
		<table> <tr> <td>% of Area Affected</td><td></td><td>%</td></tr> </table>	% of Area Affected
% of Area Affected		%	
	<b>Code 5</b> True Colours ( $>200\mu\text{m}$ )	The true colour of the specific oil is the dominant effect in this category. A more homogenous colour can be observed with no discontinuity as described in Code 4. This category is strongly oil type dependent and colours may be more diffuse in overcast conditions.	
		<table> <tr> <td>% of Area Affected</td><td></td><td>%</td></tr> </table>	% of Area Affected
% of Area Affected		%	



### B.1.3 Release Size Estimate Guide

Release Size Estimate Guide							
If the source/quantity is unknown then a visual estimation can be attained based on the relationship between observed hydrocarbon colour and its thickness using <b>B.1.2 Bonn Agreement Oil Appearance Code (BAOAC)</b> . Observations can be taken from the jetty, vessels or aerial surveillance aircraft.							
<b>Step 1:</b>	<b>Total Area: Estimate total size of the area as a square or a rectangle. (In km<sup>2</sup>)</b>						
<b>Total Area =</b>	<b>Average Width (km)</b>		<b>x</b>	<b>Average Length (km)</b>		<b>=</b>	<b>km</b>
<b>Step 2:</b>	<b>Hydrocarbon release area: Assess the area affected by the slick in km<sup>2</sup> calculated as a % of the total area (e.g. 90% of 20km<sup>2</sup> = 18km<sup>2</sup>).</b>						
<b>Hydrocarbon Release Area (Estimated)</b>							<b>km</b>
<b>Step 3:</b>	<b>Calculate area by colour: Estimate the area covered by each colour of hydrocarbon as a % of area affected (e.g. 60% Silvery = 10.8km<sup>2</sup> and 40% Metallic = 7.2km<sup>2</sup>)</b>						
Colour	Code	Minimum	Maximum	Step 3			
				% of Area Affected	Area Covered (km <sup>2</sup> )		
Oil Sheen Silvery	1	0.04	0.3				
Oil Sheen Rainbow	2	0.3	5.0				
Oil Sheen Metallic	3	5.0	50				
Discontinuous True	4	50	200				
Continuous True	5	200	>200				
Calculation for Area Covered: This should be calculated for each code to give Area Covered by Colour km <sup>2</sup> = Area/100 x % of Area Covered.							
<b>Step 4:</b>	<b>Calculate quantity by colour: Multiply the area covered by each colour (Min and Max) by the appropriate quantity of hydrocarbon in the table (e.g. 10.8km<sup>2</sup> x 0.04 and 0.3 for Silvery and 7.2km<sup>2</sup> x 5 and 50 for Metallic).</b>						
Colour	Step 3 (as above)		Step 4				
	Area Covered (km <sup>2</sup> )		Minimum Volume (m <sup>3</sup> )	Maximum Volume (m <sup>3</sup> )			
Oil Sheen Silvery							
Oil Sheen Rainbow							
Oil Sheen Metallic							
Discontinuous True							
Continuous True							
<b>Step 5:</b>	<b>Total Volume: Add all the volumes for each colour figures to get total volume.</b>						
<b>Minimum Volume (m<sup>3</sup>)</b>				<b>Maximum Volume (m<sup>3</sup>)</b>			
<b>Step 6:</b>	<b>Conversion: If necessary you can convert m<sup>3</sup> to tonnes by multiplying total quantity in m<sup>3</sup> by the Specific Gravity (SG) of the released hydrocarbon.</b>						
<b>Minimum Volume (t)</b>				<b>Maximum Volume (t)</b>			













## B.2 Dispersant Application



Description and considerations of dispersant use is detailed in [Section 5.3 Dispersant Application](#) and references to this.

### B.2.1 Testing Dispersant Efficacy Procedure

Testing dispersant efficacy procedure can be undertaken by the SIC pilot vessel or tugs. This test ensures that dispersant is applied only on oils that are amenable to dispersant. Dispersant application is not recommended for releases of condensate or diesel.

Step	Action
1	<p><b>Conduct basic field dispersant effectiveness test</b> – Test the amenability of the released hydrocarbon to dispersants following the sampling of the slick. This should be done as quickly as possible after taking the sample.</p> <p><b>Tools required:</b></p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>2 x clear glass containers (with lids)</p> </div> <div style="text-align: center;">  <p>Seawater</p> </div> <div style="text-align: center;">  <p>Dispersant (small quantity)</p> </div> <div style="text-align: center;">  <p>Oil (same that has been released, or potentially released)</p> </div> <div style="text-align: center;">  <p>Pipette (optional)</p> </div> </div> <p> Plastic bottles are not adequate as the oil will adhere to the plastic and affect your results.</p> <p>The test should be carried out as follows (instructions below cover one control sample for comparison and one test sample):</p> <ol style="list-style-type: none"> <li>Take one glass jar and fill 3/4 with seawater.</li> <li>Add 20 drops of oil to the water using the pipette, or if not available gently pour a small amount to cover the water surface to about 1 mm thickness.</li> <li>Cap the jar and shake the oil and water mixture lightly about 10 times.</li> <li>The oil and water should not mix very well and the droplets should rise to the surface quickly leaving the water fairly clear. This is your comparison mixture.</li> <li>Take the second clean jar and repeat Steps 1 to 3, but also add one drop of your dispersant to the mixture before shaking. This is your test sample.</li> <li>The oil and water mixture should now mix to form a cloudy mixture in the jar, with very small droplets that rise to the surface very slowly (longer than an hour) if left undisturbed.</li> <li>Compare your comparison mixture with the test sample. If the dispersant is effective you should see a marked increase in water cloudiness and less surface oiling. The greater the difference the more effective the dispersant has not been effective and alternative strategies should be explored.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Comparison Mixture: Physically dispersed</p> <p>Test Sample: Chemically dispersed</p> </div> <div style="width: 50%; text-align: center;">   </div> </div> <p>Pictures and text courtesy of Oil Spill Response Limited, Vessel Dispersant Application Field Guide, Version 1, 2011</p>
2	<p><b>Identify spray parameters</b> – Undertake calculations to select correct pumping rate and vessel speed in relation to nozzle size (delivery rate) and effective swath width of the equipment. Commence spraying operations with a ratio of 20:1 hydrocarbon to dispersant.</p>



Step	Action
3	<p><b>Conduct a test spray</b> – Identify a patch of continuous true coloured hydrocarbon as defined in the BAOAC. Prepare vessel for spraying operations, enter the slick at the recommended speed and commence spraying at a consistent rate.</p> <p>Observe hydrocarbon/dispersant interaction – During spraying operations look for evidence of dispersion. If dispersion is achieved it will produce a grey or coffee coloured plume in the water. There may also be noticeable movement of oil from the surface into the water column.</p>
4	<p><b>Further observation</b> – Once the test spray run is complete, shut off the dispersant application system and manoeuvre vessel to return back along the test spray path to further evaluate effectiveness.</p>
5	<p><b>Report findings</b> – Document findings and report to the OIM and Onshore Regional IMT for discussion with regulatory authorities. Only commence spraying once further approval has been sanctioned through Regional IMT.</p>
Dispersant Application Photographs	
<p><b>Example of where dispersion has been achieved (grey or coffee coloured):</b></p> 	<p><b>Example of where dispersant application has been ineffective (milky white coloured):</b></p> 



## B.2.2 Record of Dispersant Use

This form should be used to record the use of, and the effectiveness of dispersant.

All dispersant runs should be recorded in the Spray Log (on the following page) and all records retained for the MCA, if requested.

Record of Dispersant Use			
Reportee name		Reportee contact details	
Location of Incident (Lat/Long)			
Name of vessel applying dispersant		Type of vessel applying dispersant	
Vessel IMO Reg No		Aerial surveillance used?	Yes No
Location of application (Lat/Long)		Visibility	
Weather at time of use: Wind speed Wind direction Wave height		Other conditions	
Dispersant and Hydrocarbon Information			
Type of oil being treated		Est volume of oil (m <sup>3</sup> )	
Name/type of dispersant		Date of manufacture	
Last efficacy test date		Volume used (m <sup>3</sup> )	
Spray times – Start – Finish		Method(s) of application	
Location of application (Lat/Long)			
Reason for use			
Was approval or advice obtained prior to use?		Est quantity of oil treated	
Comments on effectiveness of treatment			
Other relevant observations/comments on use			
Date/time report was completed			



### B.2.3 Dispersant Spray Operators Log

Spray Operators Log					
Run Number	1	2	3	4	5
Start Time					
Finish Time					
Start Position (Lat/Long)					
Finish Position (Lat/Long)					
Course Bearing					
Volume of dispersant used (m <sup>3</sup> )					
Dispersant to Oil Ratio					

Note – add more columns as required.



## B.2.4 Notification of Dispersant Usage

DISPERSANT USE REPORT - To Marine Scotland	
Email to - ms.spillresponse@gov.scot and Marine_Scotland_Mailbox@gov.scot tel – 07770 733 423	
From <b>Shetland Island Council</b>	Tel: 01806 244280/1/2 Fax: 01806 242118
Incident No.	Date:
<p>Our Ref: S/5</p> <p>Please be advised that under the terms of the request dated ..... for use, of dispersants at (name of area), this fax/email serves as notification that dispersant has been used for the control of an oil spill. The dispersant used is MMO approved.</p> <p>Harbour Master .....</p>	
Nature of Spill (oil type, origin of spill)	
Location (lat and long co-ordinates)	
Remedial Action Taken	
Dispersant Make	Quantity Used
Date of Manufacture	Efficacy last tested on (if applicable)
Comments of Effectiveness	
Date of report	Time of report
Report prepared by	
Other Remarks	



## B.3 Boom Deployment

Spur Boom Deployment
<p>Boom sites positioned in key positions around the harbour, enable responders to rapidly deploy lengths of boom across the opening of bays or water mouths, from these predesignated coastal locations (see <a href="#">Figure 4</a> –).</p> <p><b>Booms should be deployed at the first instance of a spill, using a small vessel and trained responders (See <a href="#">Strategy Defined Resources</a> in <a href="#">Section 5.4</a>).</b></p> <p>Advice and further detail on this strategy, can be sought through the SVT IMT.</p>
Considerations
<p>The following aspects should be immediately considered, to determine which spur locations take priority for deployment:</p> <ul style="list-style-type: none"> <li>• The location of the incident</li> <li>• The directions of the oil (taking into account current and wind)</li> </ul> <p>Importance should be given to preventing oil from entering Zone 1 areas as response within these areas is more limited, particularly regarding the use of dispersants.</p>



## B.4 Assisted Natural Dispersion

### Assisted Natural Dispersion

Oil naturally disperses as part of the weathering process, with microbial degradation taking place as the hydrocarbon disperses into the water column.

This natural dispersion can be promoted by agitating the water column in and around the slick. This enhanced 'mixing' is achieved by propeller wash to agitate the water and/or spraying water from fire-fighting systems.

Assisted natural dispersion is suitable for oil spills of low to medium viscosity. It is not suitable for heavier oils, as it may increase emulsification rates.

See [Strategy Defined Resources](#) in [Section 5.4](#). Advice and further detail on this strategy, can be sought through the SVT IMT.

### Considerations

Assisted Natural dispersion should be considered given the following conditions:

- Hydrocarbon is a light oil (approx. API>35), such as diesel and light engine oils (MSDS for main products transferred in Scalloway Harbour held in the Harbour Office).
- There is a low risk to environment, community and assets
- Surface sheen is too thin for effective use of chemical dispersants

Assisted natural dispersion should not be considered given the following circumstances:

- Heavier oils (approx. API<17.5), such as intermediate fuel oils (MSDS for main products transferred in Scalloway Harbour held in the Harbour Office).
- In shallow waters (<10m) where there is a risk of grounding and disturbance of the sediment
- Presence of light volatile components presenting a risk of explosion
- In rough seas when dispersion, is naturally enhanced



## B.5 Containment and Recovery

Containment and Recovery
<p>Mechanical containment and recovery removes oil from the sea surface, by corralling the oil using a boom, while skimmers are used to recover the concentrated oil. Containment and recovery at sea is statistically very inefficient, although it is environmentally friendly. Therefore, the authorities are likely to request this type of operation if a release is ongoing and the weather conditions allow.</p> <p>See <a href="#">Strategy Defined Resources</a> in <a href="#">Section 5.4</a>. Advice and further detail on this strategy, can be sought through the SVT IMT.</p>
Considerations
<ul style="list-style-type: none"> <li>• Surveillance is required to monitor the clean-up and to help guide any vessels to the thickest parts of the hydrocarbon release</li> <li>• Vessels in close proximity should conduct continuous gas monitoring and only proceed if safe to do so</li> <li>• Containment and recovery operations are typically most suitable in calm conditions (wave height &lt; 1 m; wind &lt;20 knots; current; &lt;1 knot)</li> <li>• Containment and recovery operations are ineffective on light hydrocarbons, condensates and diesel</li> <li>• Skimmer type should be based on hydrocarbon properties and prevailing conditions</li> <li>• Suitable types and quantities of temporary storage will be required. <b>Storage could be a limiting factor for containment and recovery operations</b></li> <li>• The ongoing management of waste needs to be considered immediately if hydrocarbon is being recovered (see <a href="#">Section 8</a>)</li> </ul>





## B.6 Shoreline Clean-up Assessment Technique (SCAT)

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

Acquiring information on shoreline conditions at the time of a spill is crucial to inform decisions concerning the type of response techniques that may be implemented. SCAT surveys provide data and/or technical advice for use in planning shoreline protection and clean-up.

The SCAT team identifies operational constraints (i.e. ecological sites, cultural resources, or access/logistical considerations), shoreline types, residual oiling and makes recommendations where appropriate. These Shoreline Oiling Survey (SOS's, which may be done pre- or post-impact), then provide the basis for the Shoreline Treatment Recommendations (STR's) developed by the IMT.

Oil spill modelling can be used to focus the SCAT survey team's effort directing them to the beach most likely to be impacted (see [Section 11](#)). Priorities for shoreline assessment surveys may also be pre-determined using information from aerial surveys and the SOTEAG Oil Spill Sensitivity maps (see [Section 0](#)). See [Strategy Defined Resources](#) in [Section 5.4](#).

Advice and further detail on this strategy, can be sought through the SVT IMT.



## B.7 Shoreline Protection

Shoreline Protection
<p>Shoreline protection is used to prevent oil from impacting sensitive shorelines or to reduce the impact/amount of oil. This often involves the use of exclusion booming to enclose a sensitive/priority area or to deflect the oil away from an area of shoreline.</p> <p>Information from SOTEAG Oil Spill Sensitivity Maps (see <a href="#">Section 0</a>) and collected on SCAT Surveys (see <a href="#">Appendix B.6</a>), that utilise Beach Packs (see <a href="#">Section Error! Reference source not found.</a>) can be used by the IMT to determine priorities for protection. See <a href="#">Error! Unknown switch argument.</a> in <a href="#">Section Error! Reference source not found.</a></p> <p>Advice and further detail on this strategy, can be sought through the SVT IMT.</p>
Considerations
<p>Protection response objectives, strategies and tactics will change for each area depending on the resources at risk (sensitivity), the risk of oiling (vulnerability), and on feasibility considerations.</p> <p>When developing a shoreline response strategy, it is necessary to consider:</p> <ul style="list-style-type: none"> <li>• Proximity of oil to identified sensitive areas,</li> <li>• Weather conditions and forecast</li> <li>• Shoreline contour and type</li> <li>• Water movement (erosion or deposition, current/rip speed and direction, tides, waves)</li> <li>• Accessibility and logistics</li> </ul>



## B.8 Manual Shoreline Clean-up

Manual Shoreline Clean-up
<p>The objective of a shoreline clean-up is to remove as much of the oil as possible, while causing minimal extra damage to environmental communities and resources. The steps in clean-up are:</p> <ul style="list-style-type: none"> <li>• Identify the extent of the problem (usually accomplished by SCAT surveys post-oiling)</li> <li>• Plan the clean-up in conjunction with SVTO – using STR's</li> <li>• Conduct and monitor the clean-up</li> </ul> <p>See <a href="#">Strategy Defined Resources</a> in 5.4 Advice and further detail on this strategy, can be sought through the SVT IMT.</p>
Considerations
<ul style="list-style-type: none"> <li>• Clean-up of the affected areas should be implemented as rapidly as possible to reduce the potential for remobilisation of stranded oil, and the potential subsequent migration to clean shorelines.</li> <li>• Personnel should conduct continuous gas monitoring during clean-up and only proceed if safe to do so</li> <li>• Suitable types and quantities of temporary, intermediate and permanent storage will be required (the SVT can assist with this). <b>Storage could be a limiting factor.</b></li> <li>• The ongoing management of waste needs to be considered immediately if hydrocarbon is being collected (see <a href="#">Section 8</a>)</li> </ul>



## B.9 Sampling

If possible, obtain 3 samples of pollutant – have these samples witnessed. Sampling should be in accordance with the MCA's STOp 4/2001. For Sampling Labels and the Sample Form refer to [B.9.2 Sampling Labels and Sample Form](#).

### B.9.1 Release Sampling Guide

It is advisable to take a sample of the release hydrocarbon if it is safe and practicable to do so. Any sampling should be in accordance with the MCA Sampling Guidance STOp 4/2001. The SIC must, if sea state and vessel operating restrictions allow, comply with any request from the MCA to obtain sea surface samples of oil.

The SIC should request from a vessel in the vicinity of the incident to collect a sample of the hydrocarbon using the sampling kit from Sella Ness. Advice on the collection and handling of hydrocarbon samples is given in the table below.

Sampling Guidance
<ul style="list-style-type: none"> <li>Refer to the Oil Spill Sampling Guidelines in the sampling kit</li> <li>Avoid contamination of the sampling equipment with other sources of hydrocarbons</li> <li>Use gloves supplied when undertaking sampling</li> </ul>
Number of Samples Required
<p>The MCA recommends taking three sealed samples for the following purposes:</p> <ul style="list-style-type: none"> <li>For analysis specified by the MCA</li> <li>To be handed to the owner of the suspect vessel/installation for retention and any appropriate action</li> <li>For production in court</li> </ul>
Frequency of Sampling
<p><b>Offshore</b> – A minimum of one set of samples per slick per day where possible</p> <p><b>Onshore</b> – Representative samples from the shoreline, in discussion with MCA's Counter Pollution Branch</p>
Size of Sample
<ul style="list-style-type: none"> <li>Fresh hydrocarbon free from water: 10ml</li> <li>Hydrocarbons exposed to sea surface and forming water-in-oil emulsion: 10ml</li> <li>Over side water discharge (where contravention of &gt;15ppm is suspected): 1 litre of discharge</li> <li>Tarry lumps as found on beaches: 10 grammes</li> </ul> <p>If such quantities cannot be collected, sampling should still be attempted. In some cases, larger volumes may be required for further testing of the slick</p>



Collecting Method
<ul style="list-style-type: none"> <li>• Skim the hydrocarbon off the surface of the water, ensuring maximum hydrocarbon content and minimum water (a bucket with a hole may be required to collect the sample initially to drain excess water).</li> <li>• Any collection of lumpy tar/waxy pollutant should be placed directly into sample containers, with no attempt to heat or melt these samples.</li> <li>• Hydrocarbon collected which is attached to floating debris and seaweed should be placed along with the debris/seaweed, directly in to the sampling container.</li> <li>• Sample containers should be sealed as soon as possible to minimise the evaporation of the hydrocarbon's higher fractions.</li> </ul>
Container Sealing, Packaging and Transporting
<ul style="list-style-type: none"> <li>• Sample containers should be glass with a large neck, a screw cover and a seal that cannot be affected by hydrocarbon, e.g. no waxed cap seals</li> <li>• Plastic/metal containers should be avoided as they can react with the sample and interfere with analysis</li> <li>• All sample containers should be sealed with a tamper-proof seal</li> <li>• Where possible, all samples should be securely packed and sealed. UN-approved fibreboard boxes should be used to ensure safe carriage of the samples</li> <li>• Samples should be stored in a refrigerator/cold room at less than 5°C in the dark</li> <li>• When transporting the materials, vermiculite should be used to surround the samples in the box for protection and to absorb any seepage</li> <li>• Arrange for transportation of the samples to the laboratory as soon as possible</li> </ul>
Labelling
<p>Each sample should be clearly labelled with:</p> <ul style="list-style-type: none"> <li>• An identifying number consisting of the date (yy/mm/dd) and the initials of the official in charge of taking the samples e.g. 02/04/12/JS = sample taken on 12 April 2002</li> <li>• A description of the sample</li> <li>• Location that the sample was taken from</li> <li>• Date and time of sampling</li> <li>• Purpose for which the sample was taken</li> <li>• If known, the suspected source, e.g. name of drilling rig</li> <li>• Whether or not dispersants have been used and, if known, their type and make</li> <li>• The method of sampling used</li> <li>• Name, address and telephone number of person taking sample and of anyone witnessing the sampling being done</li> <li>• Additional information that would be useful include:</li> </ul>



- Wind direction and velocity
- Air and water temperature
- Sample descriptions i.e. viscosity, colour and contaminants
- Description of the hydrocarbon release i.e. distribution and consistency

#### Analysis

- The first sample should be retained and stored in accordance with MCA Sampling Guidance STOp 4/2001 until advised by MCA.
- The second sample should be retained by SIC and stored for evidential purposes
- The third sample should be sent to the following address for analysis:
  - Fugro ERT, Gait 8, Research Park South, Heriot-Watt University, Edinburgh, EH14 4AP  
Tel: +44 (0) 131 449 5030
  - Or other as advised by SVTO

**Note the SVT, will likely collect samples for their own records. SIC samples should be collected concurrently, unless mutually agreed otherwise.**

*All current STOP Notices can be located at: <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>*



## B.9.2 Sampling Labels and Sample Form

<b>Oil Pollution Sample – Standard Label</b>				<b>Oil Pollution Sample – Standard Label</b>			
ID No	Date/Time	Location (Grid Ref.)	Name and Address of Person taking sample	ID No	Date/Time	Location (Grid Ref.)	Name and Address of Person taking sample
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
<b>For continuity of evidence : Please complete clearly Sample passed to :</b>				<b>For continuity of evidence : Please complete clearly Sample passed to :</b>			
Date	Name	Address	Signature	Date	Name	Address	Signature
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
<b>Oil Pollution Sample – Standard Label</b>				<b>Oil Pollution Sample – Standard Label</b>			
ID No	Date/Time	Location (Grid Ref.)	Name and Address of Person taking sample	ID No	Date/Time	Location (Grid Ref.)	Name and Address of Person taking sample
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
<b>For continuity of evidence : Please complete clearly Sample passed to :</b>				<b>For continuity of evidence : Please complete clearly Sample passed to :</b>			
Date	Name	Address	Signature	Date	Name	Address	Signature
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
<b>Oil Pollution Sample – Standard Label</b>				<b>Oil Pollution Sample – Standard Label</b>			
ID No	Date/Time	Location (Grid Ref.)	Name and Address of Person taking sample	ID No	Date/Time	Location (Grid Ref.)	Name and Address of Person taking sample
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
<b>For continuity of evidence : Please complete clearly Sample passed to :</b>				<b>For continuity of evidence : Please complete clearly Sample passed to :</b>			
Date	Name	Address	Signature	Date	Name	Address	Signature
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....



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





## **C.1 Approvals and Consultation Letters**

### **C.1.1 Consultation Statements**



## D.1 Media Holding Statement



# HOLDING STATEMENT - XX

Produced by the Shetland Islands Council

Marine and Air Operations

Sullom Voe (01806) 244200

Fax (01806) 242237

## Scalloway Harbour

Scalloway Harbour Office (01595) 744221

Date:XXXXXX

Time:xxxxxxx

At approximately **xxxxxx (time from POLREP)** hours today (**xxxxxx add in date from POLREP**) an oil spill occurred within the the Scalloway Harbour area. (**Add in position & extent, characteristics, source and cause from POLREP**)

The Scalloway Harbour Oil Spill Plan has been activated, and the Shetland Islands Council, Marine and Air Operations, are responding.

Additional information is available from **xxxxxx**





POST EXERCISE/INCIDENT REPORT – Scalloway harbour	
<b>List of equipment deployed:</b>	
<b>Name of other Organisations/Authorities participating:</b>	
<b>Details of amendments made to Contingency Plan resulting from exercise/incident:</b>	
<p><b>I can Confirm that the details on this form provide a realistic summary of the exercise/incident. Any action points resulting have been dealt with accordingly, the relevant documents updated, and copies provided to the appropriate bodies for their attention.</b></p>	
<b>Authorised by (Print name)</b>	
<b>Position/ Job title</b>	
<b>Signature and date</b>	



## F.1 Port/Harbour Fast Facts

### SCALLOWAY HARBOUR FAST FACTS



<b>Harbour Master</b>	Greg Maitland	
<b>Scalloway Harbour Office contact details</b>	Shetland Islands Council Marine and Air Operations Scalloway Harbour Office Saga Buildings Blacksness Scalloway ZE1 0TQ	
	Telephone (OH): Telephone (OOH): Facsimile: e-mail: web site:	01595 744221 01595 744221 or 01806 244280/1/2 (Sullom Voe VTS) <a href="mailto:scalloway.harbour@shetland.gov.uk">scalloway.harbour@shetland.gov.uk</a> <a href="http://www.shetland.gov.uk/ports/scalloway/">www.shetland.gov.uk/ports/scalloway/</a>
<b>Shetland Islands Council , Marine and Air Operations Office contact details</b>	Shetland Islands Council Marine and Air Operations Port Administration Building Sella Ness Sullom Voe Shetland ZE2 9QR <a href="mailto:port.reception@shetland.gov.uk">port.reception@shetland.gov.uk</a>	
	Telephone (OH): Telephone (OOH): Facsimile: e-mail: web site:	01806 244200 (01595 744200) 01806 244280/1/2 (Sullom Voe VTS) 01806 242237 <a href="mailto:port.reception@shetland.gov.uk">port.reception@shetland.gov.uk</a> <a href="http://www.shetland.gov.uk/ports">www.shetland.gov.uk/ports</a>



SCALLOWAY HARBOUR FAST FACTS																																
<b>Latitude &amp; Longitude – harbour entrance (Harbour Limits)</b>	<p>Lying in a bight of Mainland East of the Point of the Pund (60°08.0'N, 1°18.3'W). The harbour is normally open in all weathers but movements are at the discretion of the Harbour Master and may be delayed if conditions are unsuitable.</p> <p>Ships approaching the port of Scalloway by the North Channel should rendezvous with the pilot in position Latitude 60 deg 09'.2 N Longitude 001 deg 22'.7 W.</p>																															
<b>Admiralty chart numbers</b>	3294 -1, 3294-2																															
<b>Maximum available draft</b>	<p>The minimum depth of water in the approach channel between the buoys in the vicinity of Port Arthur is 8.7 metres below chart datum</p> <table border="1"> <thead> <tr> <th>Berth</th><th>Minimum Depth</th><th>Berth Length</th></tr> </thead> <tbody> <tr> <td>West Face, Commercial Quay</td><td>7.0m</td><td>120m</td></tr> <tr> <td>South Face, Commercial Quay</td><td>6.5m</td><td>120m</td></tr> <tr> <td>South East Face, Commercial Quay</td><td>6.5m</td><td>133m</td></tr> <tr> <td>East Jetty, North</td><td>4.6m</td><td>100m</td></tr> <tr> <td>East Jetty, South</td><td>4.9m</td><td>130m</td></tr> <tr> <td>Fishmarket</td><td>4.8m</td><td>120m</td></tr> <tr> <td>West Pier, inside</td><td>5.4m</td><td>60m</td></tr> <tr> <td>West Pier, outside (<b>Out of Use</b>)</td><td></td><td></td></tr> <tr> <td>West Quay (Low level quay)</td><td>3.5m</td><td>85m</td></tr> </tbody> </table>		Berth	Minimum Depth	Berth Length	West Face, Commercial Quay	7.0m	120m	South Face, Commercial Quay	6.5m	120m	South East Face, Commercial Quay	6.5m	133m	East Jetty, North	4.6m	100m	East Jetty, South	4.9m	130m	Fishmarket	4.8m	120m	West Pier, inside	5.4m	60m	West Pier, outside ( <b>Out of Use</b> )			West Quay (Low level quay)	3.5m	85m
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<b>Maximum available length</b>	<p>Vessel up to 130m LOA and 7.0m draft routinely use the port.</p> <p>All vessels in excess of 70 metres or 2,000 tonnes loaded displacement must be fitted with at least one fully operational bow-thruster in addition to fully operational main engines and steering control.</p> <p>In all cases, notification of the loaded displacement of any vessel proposed for Scalloway along with other details of vessel's configuration and operational parameters must be made to the Harbour Master prior to acceptance.</p> <p>Berthing or sailing of any vessel will at the discretion of the Harbour Master and may be delayed if weather conditions are considered unsuitable.</p>																															
<b>Maximum beam – if applicable</b>	N/A																															
<b>Navigational access – ie. leading lights, buoyage</b>	<p>Buoyed navigational channel and Pilotage upon request.</p> <p>Pilots are compulsory only for cruise ships and vessels with notifiable dangerous substances or similar operations</p>																															
<b>Tugs</b>	From Sullom Voe (If available - Tystie, Dunter Shalder and Tirrick)																															
<b>Pilotage</b>	<p>Licensed pilots are available at any time on request to Scalloway Harbour Radio (VHF 14) or to Sullom Voe Port Control 01806 242344/244280 outside office hours.</p> <p>Pilots are compulsory only for cruise ships and vessels with notifiable dangerous substances or similar operations.</p>																															



SCALLOWAY HARBOUR FAST FACTS	
<b>Anchorage</b>	Anchorage for small vessels only.
<b>Repair facilities – ie. dry docks and slipways</b>	<p><b>Ship Repairs</b> Two small slipways are available at a small local ship repair yard. The larger slip accommodates vessels up to 33m LOA, 4.25m draft, 88m beam and 350T Dwt. Diving facilities are also available via the ship's agent.</p> <p><b>Cranes, Provisions and Water</b> These can be available at each pier and requests should be made via the ship's agent.</p>
<b>General Facilities</b>	<p><b>Medical Facilities</b> There is a hospital in the island's capital, Lerwick, approximately 5 miles from Scalloway. Dental facilities are also available there.</p> <p><b>Bunkers</b> The bunker facility at the Commercial Quay has a capacity of 500 cu.metres and has a maximum delivery rate of 85 cu.metres/hour. Bunkers are available 24 hours a day by arrangement via the ship's local agent. Bunkers are also available by road tanker at all berths. Larger amounts of bunkers, including HFO, can be transferred from a bunker barge while alongside. See Departmental Procedures G-SMSP-2013 Bunkering Operations Procedure and associated Forms SMSF- G-1019a &amp; b.</p> <p><b>Net Mending</b> Net mending facilities are also available.</p> <p><b>Fish Landings</b> Through dedicated Fish Market and Shetland Seafood Auctions via agents</p>
<b>Local authority</b>	Shetland Islands Council
<b>Tidal Range</b>	2m
<b>ISPS compliant</b>	Yes



## **G.1 Letter of Agreement with SVT**





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## **H.1 MCA – Approval of Spill Contingency Plan Certificate**