



NEWLYN PIER AND HARBOUR COMMISSIONERS
OIL SPILL CONTINGENCY PLAN
MARCH 2026 V1.1



APPROVAL OF OIL SPILL CONTINGENCY PLAN

Issued in accordance with the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations 1998 under the authority of the Government of the United Kingdom of Great Britain and Northern Ireland
by the Maritime and Coastguard Agency, an Executive Agency of the Department for Transport

PARTICULARS OF COMPANY

Name of Port	Newlyn Pier and Harbour Commissioners		
Category of Port	A&B		
Address	Harbour Office Newlyn Cornwall TR18 5HW		
Postcode	TR18 5HW	Country	United Kingdom

APPROVAL

I declare that the Oil Spill Contingency Plan submitted by the above is relevant and complete in every respect in accordance with the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations 1998 and the Guidelines issued by the Maritime and Coastguard Agency and is hereby approved by the Secretary of State for the Department of Transport

Date of Plan 31 March 2026

Plan Version v1.1

This Plan is valid until **31 March 2031**.

Place

MCGA HQ, Spring
Place, Southampton,
SO15 1EG

Signed



**Signed electronically
in accordance with
FAL.5/Circ.39 Rev.2**

Signature of authorised official issuing the certificate

Verify



Date

04 June 2026

Name

Ben Feeney

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List of plan holders

This Oil Spill Contingency Plan has been developed by Newlyn Pier and Harbour Commissioners and approved plans are held by the following organisations:

ORGANISATION	TYPE OF COPY
NPHC	Word doc./Hard
Maritime and Coastguard Agency	Word doc. via email
Marine Management Organisation	Word doc. via email
Environment Agency	Word doc. via email
Natural England	Word doc. via email
Cornwall Council	Word doc. via email

Amendment record

The OSCP has been rewritten in 2026, upon expiry of the previous approved plan. It is a controlled document. All document holders, detailed in the distribution list, are assigned a specific copy number. Any updates or changes to be made to the plan will be issued as amendments. There will be a new issue number for amended plans. They will be circulated to all holders of the plan within 3 months of such change. Irrespective, the plan will be revised on an annual basis so as to incorporate changes occurring during the year plus lessons learned from the annual exercise.

Date	Amendment	Author
10.03.26	Complete Rewrite. Version 1.1	DHM Alan Hartwell

List of abbreviations

- BPA British Ports Association
- CSPO Counter Pollution and Salvage Officer
- DEFRA Department for Environment, Food and Rural Affairs
- EA Environment Agency
- GT Gross Tonnage
- JRCC Joint Rescue Coordination Centre
- MCA Maritime and Coastguard Agency
- MMO Marine Management Organisation
- MRC Marine Response Centre
- MRCC Marine Rescue Coordination Centre
- NCP National Contingency Plan for Marine Pollution from Shipping and Offshore Installations
- NE Natural England
- OMT Oil Spill Management Team
- OPRC Oil Pollution Preparedness, Response and Co-operation Convention
- OSRO Oil Spill Response Organisation
- POLREP Pollution Report
- SAC Special Area of Conservation
- MCZ Marine Conservation Zone
- SCU Salvage Control Unit
- SI Statutory Instrument
- SITREP Situation Report
- SOSREP Secretary of State Representative
- SSSI Special Area of Scientific Interest
- STOp Scientific, Technical and Operational Note
- UKHMA UK Harbour Masters Association

SECTION 1 - STRATEGY

11. Statutory requirement to maintain a pollution plan

Policy statement

Newlyn Pier and Harbour Commissioners are committed to meeting and exceeding the requirements of the port and Marine Facilities Safety Code and have issued several policies which can be connected to this OSCP. All the policies are available in the Marine Safety Management System Lead Document, which is subject to annual review and 3 yearly approval by the Designated Person (for the purposes of the PMFSC).

Environmental statement

Through NPHC's published Environmental Policy, NPHC are committed to:

- Reducing their environmental impact of their operations
- Complying with relevant environmental legislation
- Increasing employee awareness on environmental matters

The Environmental Policy can be found in the Marine Safety Management System Lead Document, the main source for information pertaining to adherence to the Port and Marine Facilities Safety Code.

Purpose of the plan

This Oil Spill Contingency Plan is designed to guide the Staff of Newlyn Harbour through the process required to manage oil spills of all types and sizes which either originate within the Newlyn Harbour Limits, or which enter the Harbour from outside.

The requirement to have an Oil Spill Contingency Plan for Harbours, Ports and Oil Handling Terminals around UK waters has been formalised by the Merchant Shipping, (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, which implement the International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 (OPRC, 1990). This Convention, adopted by the International Maritime Organisation, (IMO), is aimed to "mitigate the consequences of major oil pollution incidents involving, in particular, ships, offshore units, seaports and oil handling facilities".

The competent national authority designated to oversee all matters pertaining to the OPRC convention under the Merchant Shipping Act 1995 as amended by the Merchant Shipping and Maritime Security Act 1997 is the Maritime and Coastguard Agency (MCA).

This plan has been prepared in accordance with, 'Contingency Planning for Marine Pollution Preparedness and Response' issued by the MCA which is responsible for applying the regulations to all Harbours, Ports and Oil handling facilities in the UK.

12. Responsibility for upkeep of the plan and its routine review

Person nominated as the plan owner

The Harbour Master is nominated as the plan owner and is responsible for the development, approval and review of the plan, and the operational contents within.

Obtaining MCA validation

This OSCP must be approved by the MCA every 5 years.

The MCA undertakes the approval of harbour authority and oil handling facility plans on behalf of the Secretary of State for the Department for Transport. Prior to submitting to the MCA for approval, the Plan should be compiled in consultation with the following:

- Cornwall Council
- The Marine Management Organisation
- The Environment Agency
- Natural England

The plan must then be submitted to the MCA, via the CPSO WEST for formal approval.

Review

This Plan will be subject to an annual internal review, undertaken by either the HM or DHM, to ensure the details within remain up to date, in particular the contact details pertaining to Tier 2 Responders and other organisations. Changes will be noted in the amendment record and new copies issued where applicable.

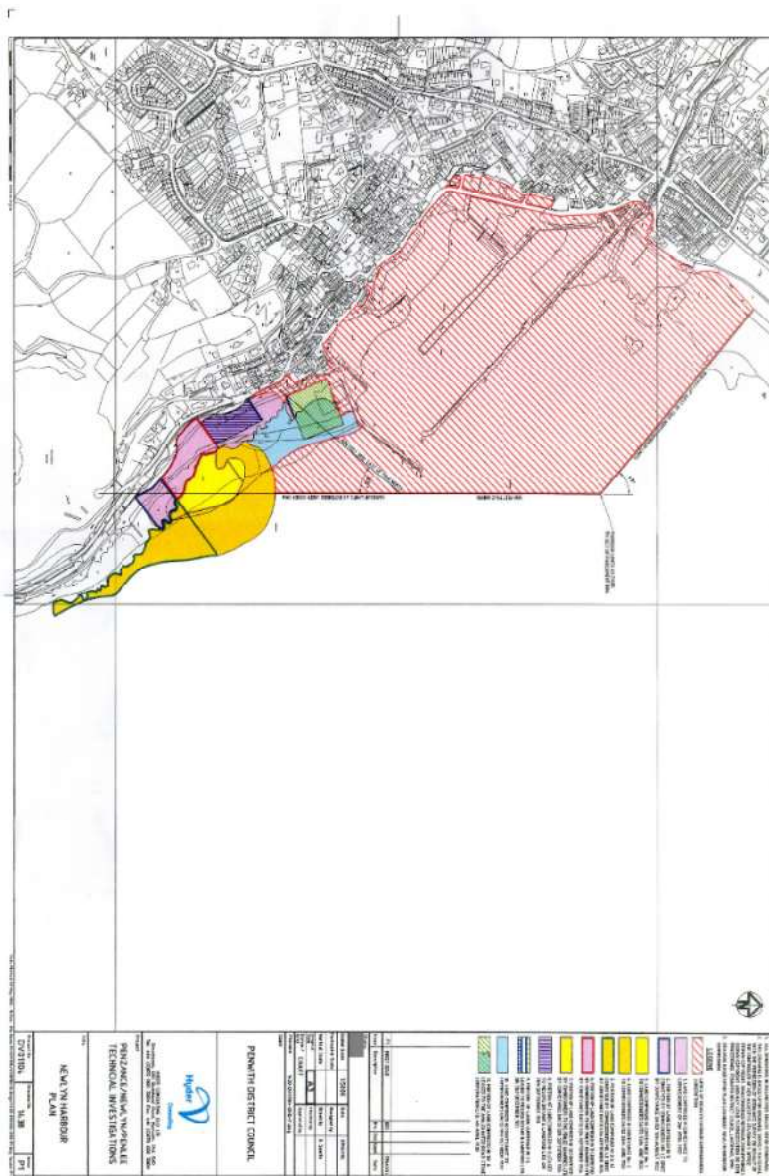
13. Geographical boundaries / jurisdiction limits

Newlyn Pier and Harbour Commissioners (NPHC) has jurisdiction over the harbour areas shown below. Its authority as a Statutory Harbour Authority (SHA) is derived from the Newlyn Pier and Harbour Order 1906, and its authority as a Competent Harbour Authority (CHA) comes from the Penzance and Newlyn (Pilotage) Harbour Revision Order 1988 however, there is no compulsory pilotage at this time.

The seaward limits of the harbour are described and shown in red on the diagram below:

The seaward limits of Newlyn Harbour are:

- A line drawn from Point A, 2612ft in the direction of 000 degrees then;
- A line drawn 1638ft in the direction of 311 degrees to Point B where
- Point A is a point on the beach 1410ft along SE from the double headed arrow marked in the wall of the South Quay (26 ft from the root of the quay) and;
- Point B is a point on the beach 917ft NNW of the double headed arrow marked in the wall of the North Quay (158ft from the root of the quay)





14. Interfacing contingency plans

There are no other OSCP which interface with this one as there are no separate facilities within the port, nor is NPHC part of a larger facility however, it is recognised that Penzance Harbour lies just 1nm to the NE. Penzance Harbour is owned by Cornwall Council and a good relationship exists with the port operators.

15. Details of the Newlyn Harbour

Port Users

Newlyn Harbour is the last major port in the far west of England and predominantly caters for the inshore and offshore fishing industries as well as seasonal visiting yachts, a small amounts of cargo operations and personal watercraft.

Port Geography

With a simple 45m single opening, the harbour is very well sheltered from the prevailing wind and swells from South West and is well protected in all but Easterly through to Southerly weather. Entry into the harbour can be challenging in these conditions.

Port Depths and Tidal Influences

The harbour has a controlling depth of 2.5m at chart datum with dredged depths within the dredged parts of the Harbour ranging from 1.0m to 3.5m @CD. A program of hydrographic surveys helps us to meet the requirements of the PMFSC.

With such a narrow entrance, the tidal flow can be reasonably strong within the entrance to the harbour, with no complex or unusual streams within the Harbour walls. During heavy swells however, the entrance to the Harbour can be subject to turbulence.

Vessels

Newlyn Harbour is home to iro:

- 100 FV's 4-15m LOA
- 30 FV's 15-42m LOA, draft up to 5.5m
- 25 Visiting yacht berths, very well occupied during the Summer season
- 1 x Offshore and 1 x Inshore RNLI Lifeboat and Lifeboat House
- 1 x IFCA Fisheries patrol vessel

Other vessels to use the port might include:

- Landing craft/ tug and barges for occasional cargo operations to the nearby Isles of Scilly (non-specific general building materials) This was limited to 4 sailings during 2025
- Transiting Crew Transfer vessels up to 30m LOA and 2m draft. Iro 30 overnight visits during 2025
- Other commercial vessels such as survey, windfarm or guard vessels. Iro 15 nights during 2025

Moorings

All of the berthing facilities within Newlyn Harbour are alongside berths with exception to iro 15 beach type moorings within the Old Quay. Vessels over 15m will berth alongside the Mary Williams Pier or the North Quay for shallower drafted vessels, whilst those less than 15m will berth on our pontoon. The maximum LOA for vessels currently using the port is 45m and depending on manoeuvrability it would be suggested that this would be the higher limit for vessels length within the port. Realistically, the maximum beam for vessels using the port would be iro 10m.

There are no anchorages within Newlyn Harbour Limits although occasionally a visiting yacht may do so outside the harbour walls whilst waiting for tide or a space on the pontoon.

Harbour Facilities

Aside from safe berthing and the navigational conservancy of the port, NPHC also offer the following:

- Slipway type drying out facilities using a 40t winch for vessels up to 250gt. Other size limits apply. This is for the significant maintenance of vessels.
- Drying berths. These are for less significant maintenance operations
- Workshops and commercial buildings housing a fish market, ice plant, marine based engineering and other non-marine industry
- Storage
- Fuelling Facilities
- Private third party tug operator for vessels up to 42m LOA

Pilotage

Whilst Newlyn and Penzance do fall within their own Pilotage district, and the Newlyn Pier and Harbour Commissioner are classified as a Competent Harbour Authority, the district is not subject to compulsory Pilotage as designated through the periodic application of considered risk assessment.

Bunkering and Encountered Oils

Almost all the vessels within Newlyn Harbour are powered by traditional diesel engines using Marine Gas Oil (MGO) as fuel. A very small amount of inshore boats use petrol powered outboard engines too. Petrol is not available to buy within Newlyn Harbour.

Therefore, the types of oils encountered within Newlyn Harbour are usually restricted to the following, listed in order of highest quantity:

- Marine Gas Oil
- Engine Lubricant Oil
- Hydraulic Fluids
- Waste oils from vessel maintenance
- Various different greases in smaller quantities
- The possibility of IBC's of fuels and oils being loaded as cargo

Bunkering within Newlyn Harbour can be done in three different ways

Fuelling from the Mary Williams Pier fuel tank (Usually for vessels 15m LOA and above)

A 60000 litre self-bunded tank is placed on the end of the Mary Williams Pier and is protected by steel palisade fencing. The tank has a self service mechanism and whilst the tank is owned by NPHC, its operation is currently subject to a tender from a third party operator (yet to be decided at time of writing). The tank is shown in blue on the diagram below and is currently undergoing a trial period in this position.

Fuelling from the Pontoon fuel tank (Vessels up to 15m LOA)

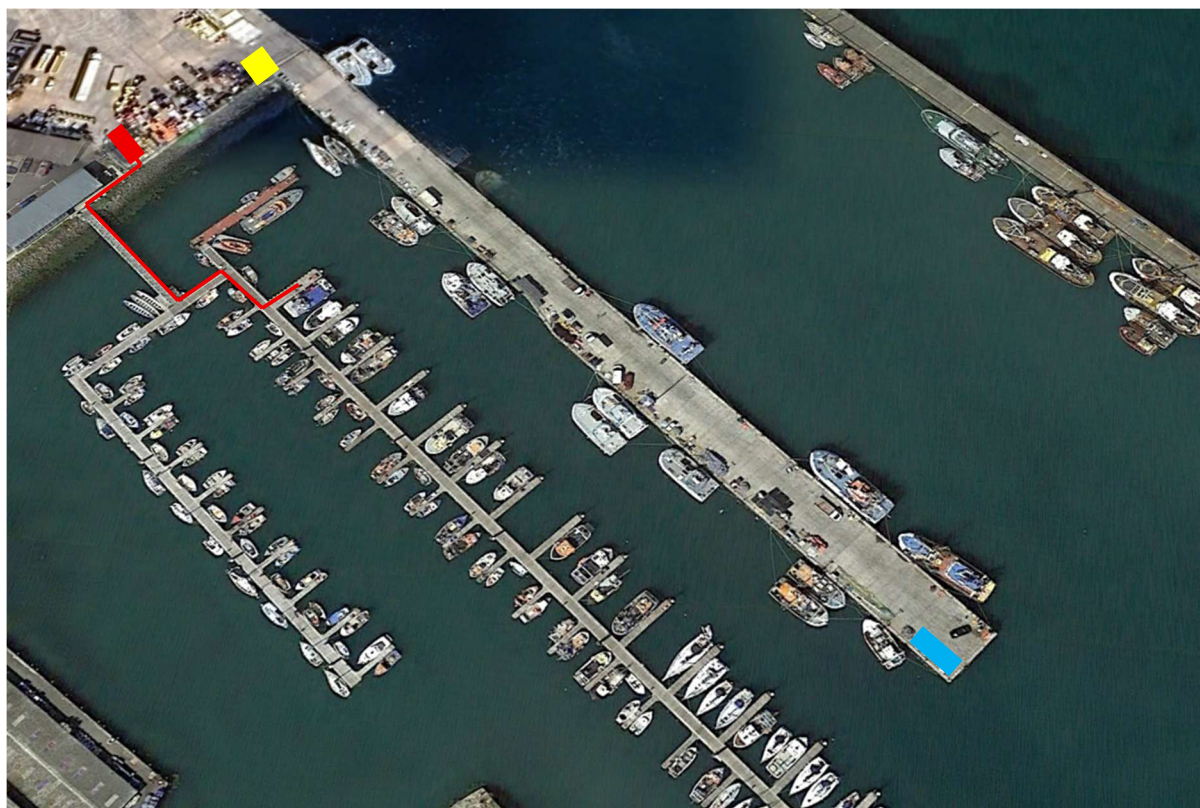
A 45000 litre self-bunded tank is placed on land at the top of the pontoon and is protected by steel palisade fencing. Pipework leads to a dedicated fuel berth on the pontoon itself which is fitted with skirt boom as well as having a dedicated oil spill containment and absorbent equipment store. The tank is shown in red on the diagram below with accompanying photographs. At the time of writing the tank is operated by NPHC but is subject to the same tender process as the larger tank.

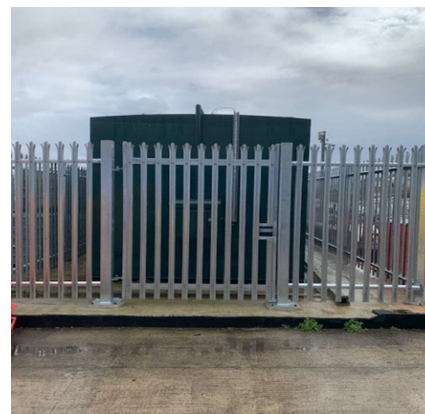
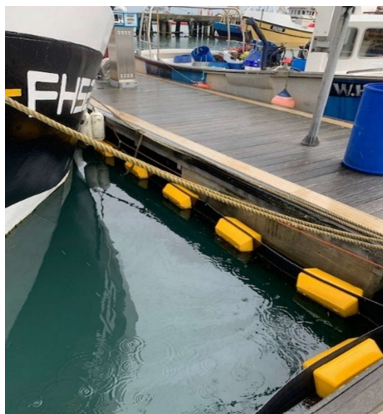
Fuelling via third party road tanker on either the Mary Williams Pier or the North Quay

Prior to the permanent fitting of a tank at the end of the Mary Williams Pier, vessels of 15m LOA and above take their fuel from one of several local fuel services via road tanker. This can be done in any position on both the Mary Williams Pier and the North Quay and dramatically reduces the amount of vessel movements within the Harbour itself.

Operational Waste Oil

NPHC have a waste oil disposal site at the entrance to the Mary Williams Pier, shown in Yellow on the diagram below (size exaggerated). The site is for the disposal of waste oils (1 x 2455/ 1 x 2000 litre bunded tank) from vessel engine or hydraulic system oil changes, associated oil filters or oily rags. When at capacity a third party contractor is employed to remove the oil or oily waste.





16. Summary of risk assessment

Newlyn Harbour is committed to meeting and exceeding the requirements of the Port and Marine Facilities Safety Code and has developed a Marine Safety Management System to prescribe the ways and means in which it addresses both its navigational and health and safety risks.

There is no simple statement as to how this is done, however, using a recognised risk assessment matrix, suitably trained, experienced and qualified personnel, written Standard Operating Procedures and a significant portfolio of professional support, all contributes to bringing risks to an acceptable level.

Broader risks, such as the threat of oil spill and the mitigation of such an issue often warrant a more detailed assessment as in a standalone document, such as this one.

The Risk Assessment Matrix used by NPHC is as follows:

		CONSEQUENCE							
		Insignificant	Minor	Moderate	Major	Extreme			
LIKELIHOOD		1	2	3	4	5			
Almost impossible		1	2	3	4	5			
Unlikely to occur		2	4	6	8	10			
Possibly could occur		3	6	9	12	15			
Likely known to occur		4	8	12	16	20			
Expected as common occurrence		5	10	15	20	25			
HIGH RISK - DO NOT PROCEED WITH TASK.									
Immediate management action is required									
Hazards	Persons at Risk	Initial Risk Rating			Mitigating Actions	Action By	Residual Risk Rating		
		Likelihood	Impact	Risk Rating			Likelihood	Impact	Risk Rating
Unavailability of leading lights	Vessel crews, Vessel Pax, Dock Workers, Other persons on dock	3	4	12	Active monitoring, Planned maintenance Programme, restriction on vessel movements	Appointed Supervisor/HM	1	4	4
Unavailability of leading marks (daylight)		3	3	9	Active monitoring, Planned maintenance Programme, restriction on vessel movements		1	3	3
Unavailability of Lateral Light		3	3	9	Active monitoring, Planned maintenance Programme.		1	3	3
Unavailability of Lateral Mark (daylight)		3	3	9	Active monitoring, Planned maintenance Programme.		1	3	3
Unavailability of Special Mark & Light		3	2	6	Active monitoring, Planned maintenance Programme.		1	2	2
Unavailability of Pier End Lights		3	2	6	Active monitoring, Planned maintenance Programme.		1	2	2
CONSEQUENCE RATING									
HIGH 16 - 25		DO NOT PROCEED WITH TASK. Immediate management action is required							
MEDIUM 8 - 15		Task can be managed, by Risk Assessment & Safe work Method Statements, and Permits To Work							
LOW 1 - 7		Task can be managed, by Safe work instructions, Inspections & correct PPE							
Authors Signature	Date	Accepted By	Signature	Date	Residual Risk Rating				
					3				

Dynamic Risk Assessments

During any type of incident it is of course possible for a situation to arise that fall outside of the scope of written risk assessments and their mitigations, or indeed a situation may arise that incorporates more than one written risk assessment, making following to the letter difficult.

When this is the case, responders will naturally undertake what is known as a dynamic risk assessment, which is to say that the thought process for conducting a risk assessment is undertaken there and then, and mitigations applied with materials or tools to hand. The points below are to be used as a guide for any persons assessing risks as they arise.

Key Steps in Dynamic Risk Assessment

1. **Stop and Observe:** Before proceeding with any task, take a moment to pause and assess the environment for new hazards. This initial observation is crucial for identifying potential risks that may not have been apparent during pre-planning.
2. **Identify Hazards:** Look for any new or unexpected hazards in the work area. This includes assessing physical surroundings, weather conditions, and any changes in the task at hand.
3. **Assess the Risk:** Evaluate the likelihood and severity of potential harm from identified hazards. Use a risk matrix to classify risks as low, medium, or high, which helps prioritize immediate dangers.
4. **Decide on Control Measures:** Based on the risk assessment, determine the most appropriate control measures to mitigate identified risks. This may involve applying the Hierarchy of Controls, which prioritizes eliminating hazards, substituting safer alternatives, engineering controls, administrative actions, and personal protective equipment.
5. **Take Action:** Implement the necessary control measures immediately. Communicate any changes to your team and ensure everyone is aware of the new risks and the actions taken to mitigate them.
6. **Review and Monitor:** Continuously observe the situation and be prepared to reassess if new hazards emerge. This ongoing monitoring is essential to adapt to the dynamic nature of risks in the environment.

Hazards

The following table describes the various types of oils present from day to day within Newlyn Harbour, and when and where the particular times of vulnerability occur.

Oil Type	Vulnerable Site	Operation	Owner	Operator
MGO	60000lt fuel tank	Bunkering 15m+	NPHC	tbc
MGO	45000lt fuel tank	Bunkering 15m-	NPHC	tbc
MGO	Quays	Road Tanker Bunkering	3 rd Party Supply	3 rd Party Supply
MGO	Vessels tanks	n/a	Vessel Owner	n/a
Waste oil/filters	Waste Site	Decanting into tank	NPHC	NPHC
Engine Lubricating Oil	Vessels/pump out	Changing Engine Oil	Vessel Owner	n/a
Vessel Hydraulic Fluid	Vessels/pump out	Changing hydraulic fluids/damage/failure	Vessel Owner	na
Land based source	Seaward side of NQ from river running from Coombe Valley. Within limits but not within Harbour.			

The consequences of varying spills are as follows

Minor

- Confirmed and stopped source with very small coverage
- Rainbow sheen on water
- Wind or waves to aid dispersal
- No impact on Harbour operations
- No impact on business continuity
- No impact on reputation

Moderate

- Confirmed and stopped source with small coverage
- Solid colour sheen on water (recoverable)
- Wind or waves to aid dispersal or calm weather to aid recovery
- Minimal impact on Harbour operations i.e one berth out of action during clean up
- No or very minimum impact on business continuity
- No impact on reputation

Major

- Unconfirmed or continued spill
- Large coverage
- Solid sheen on water

- Impact to harbour operations i.e. disruption to vessel traffic/vessels unable to land fish/ multiple berths closed
- Impact to business continuity for NPHC or stakeholders
- Impact on reputation

Mitigations in place to reduce the risk

The following specific Navigational Risk Assessments can lead to the release of oil into the and the documents can be found in the NPHC Navigational Risk Assessment Register, where you will also find the actions that have been put in place to reduce the chance of these happening:

- Contact
- Grounding
- Collision
- Breakout
- Fire (Vessel)
- Oil Spill into Water

The following Standard Operating Procedures have also been developed to further reduce the risk of oil entering the water:

- Asset Inspection Regime
- Assisting in Marine Emergencies
- Bunkering Operations
- Communicating Port Depths and Tidal Heights
- Communicating with Vessel Traffic
- Port Passage Plan
- Vehicular Access to NPHC Estate

17. Other organisation responsibilities

Whilst the responsibility for the clean up of any oil spill within Newlyn Harbour, should a significant oil spill happen here are other organisations which may have a part to play in the ongoing response before normality returns, in particular, where the spill lands ashore outside of the harbour, regardless of its origin. They, along with their responsibilities and when they should be called are as follows:

The Department for Transport – Maritime and Coast Guard Agency (MCA)

- To coordinate Maritime search and rescue
- Primary contact in the event of any spill
- Classification and monitoring of major spills
- Establishing MRC
- To undertake UK Government National Response through the NCP
- Establishing shoreline response centres with Local Authorities

Local Authority – Cornwall Council

- Responsible for Cornwall Council owned beaches and shoreline. All other privately owned beaches are the responsibility of the landowner.

Environment Agency (EA)

- Responsible for water quality in rivers and estuarine waters
- Regulation of oil and oily waste disposal

Natural England (NE)

- The government's adviser for the natural environment and the Nature regulator with a wide range of statutory duties and powers. Natural England will provide advice on marine and coastal protected sites and habitats. They will also advise on the suitability of different clean-up techniques in relation to the sensitivity of the habitats affected.

Marine Management Organisation (MMO)

- MMO plays a major role in the protection of the marine environment, particularly in respect of fisheries and in ensuring the safety of the aquatic food chain, including the safety of consumers of fish and shellfish. Under the terms of the Marine and Coastal Access Act 2009 and The Marine Licensing (Exempted Activities) Order 2011 it is a legal requirement that oil treatment products may only be used in English waters if they have been formally approved for this purpose by MMO. Permission from the MMO must be obtained prior to the use of an approved oil spill treatment product in marine waters anywhere and at any water depth, including beaches, shorelines or rivers.
- Any oil spill treatment chemicals used in the English marine area in this manner must be approved and their use authorised by MMO prior to their application in marine waters anywhere and at any water depth, including beaches, shorelines or rivers.

UK Petroleum Industry Association (UKPIA)

- Technical information and consultation service

8. Place of Refuge

The guidelines recognise that, when a ship has suffered an incident, the best way of preventing damage or pollution from its progressive deterioration often is to transfer its cargo and bunkers, and to repair the casualty. Such an operation is best carried out in a place of refuge. However, to bring such a ship into a place of refuge near a coast may endanger the coast, and in this case the Harbour, its stakeholders and the ongoing business. Both economically and from the environmental point of view, local authorities and populations may strongly object to the operation.

Therefore, granting access to a place of refuge can only be taken on a case-by-case basis. In so doing, consideration would need to be given to balancing the interests of the affected ship with those of the environment.

That being said, Newlyn Harbour's relatively small size and restrictions to vessels in both LOA and draft mean that our ability accept damaged vessels is restricted to vessels under 50m LOA and with drafts not realistically exceeding 5m. This put Newlyn Harbour out of the reach of almost all damaged oil carrying vessels.

9. Health and Safety

It is essential that an effective health and safety guidelines are maintained at all levels throughout oil spill clean-up operations. NPHC have developed their own Health and Safety Policy which is available in the Marine Safety Management System and more in depth within the Register of Health and Safety Risk Assessments, which uses the same matrix as the Navigational Risk Assessments. Some of the H and S Assessments that might apply during Oil Spill Response are:

- Working on the Quayside
- Operation of Quay Davits
- Manual Handling
- Handling Hazardous Materials
- Handling General Waste
- Taking Vessel Lines
- Use of Power Tools
- Use of NPHC Car
- General Refuelling

The following list indicates a few subjects that might not be written in individual risk assessments, but should be subject to dynamic assessments as required and included in subsequent reports where necessary. The list is by not exhaustive.

- Communications Requirements
- Prolonged response – extended working hours
- Responder welfare
- Exposure to Temperature
- Hazards to the eyes
- Lack of or shelter from weather
- Lighting conditions
- Prolonged machinery usage
- Manoeuvrability
- Sample collection
- Terrain surface and incline
- Vehicle traffic
- Visibility
- Water Hazards
- Continuing Harbour Operations

10. Categories of incident

The MCA have developed a Tier system to aid in the clean up of oils spills in the water. Simple in their approach they coincide with the Minor/Moderate/Major structure of the Harbour specific risk assessment above.

Tier 1

Small operational type spills that may occur within a location as a result of daily activities. Response at this level is limited to Newlyn Harbours own stockpile of recovery equipment and the expertise of the trained personnel within the Harbour. A POLREP should be submitted to the MCA upon completion.

Harbour Staff are on site 24 hours a day with exception to Christmas Day and Boxing Day meaning an instant response time to any incident. There is no official on call rota for other staff however, all live with 15 minutes of the port. The HM and DHM are both trained to 5p standard with up to 8 other staff trained to 2p standard.

Tier One response equipment is held on site, in the 'Pilot House' on the North Quay. Stocks are designed to be able to cope with smaller spills. They are replaced immediately when used. NPHC hold the following Tier One equipment:

Equipment	Quantity	Use
General Absorbent Pad	1000	Recovery of light oils from water surface
3m Absorbent Boom	3	Small booming or coralling needs. Recovery of light oils from water surface
1.2m Absorbent Sock	12	Small booming or coralling needs. Recovery of light oils from water surface
'Harbour' Skirt Boom 15m	6	Containment for recovery or protection of unpolluted areas
'240 bin' Spill Kit	2	General response
Absorbent Granules Bag	20	Recovery of light oils on quaysides
Disposal Bags and PPE	Various	Clean up operations

Other equipment available during oil spill response is as follows:

2 x Harbour Launch – both located on the pontoon
1 x Van
3 x Fork Lift Trucks
Workshop and general workshop tools
Dolav storage (fish) boxes
CCTV
Other vessels
Potential spill kits from Penzance Harbour

Tier 2

A medium sized spill within the vicinity of a company's location where immediate resources are insufficient to cope with the incident and further resources will be called upon using Newlyn Harbours mandatory Tier 2 Response Contractor. A Tier 2 incident may involve Local Government and will require wider reporting to the EA, NE and the MMO. A POLREP should be submitted to the MCA upon completion.

The Tier 2 Response Organisation contracted to NPHC is **AMBIPAR**, who meet the requirements of the MCA. The three year contract began on 15th August 2025 (see supporting document). Contacts and Confirmation of contract can be found in the Data section of this document.

AMBIPAR are contracted to do the following:

- Provide a 24/7 Tier 2 response to oil spills within Newlyn Harbour
- To arrive on site between 2 and 6 hours after call out, assuming reasonable road conditions
- To provide a minimum equipment supply of 80m boom/skimmer/storage tanks/vessel and 4 personnel
- To provide safe and legal disposal of oil and materials used in the recovery of such

Tier 3

A large spill where substantial further resources are required and support from a national (Tier 3) or international co-operative stockpile may be necessary. A Tier 3 incident is beyond the capability of both local and regional resources. This is an incident that requires national assistance through the implementation of the National Contingency Plan and will be subject to Government controls. It is likely that control for such a situation will be handed to the SOSREP (A description of this role can be found below). Tier 3 spills are very unlikely to originate from within Newlyn Harbour but the chance remains that this type of incident could affect the harbour by coming in from sea. Booming the Harbour entrance would be a consideration in this case.

Follow this link to access the National Contingency Plan: [National Contingency Plan – A Strategic Overview for Responses to Marine Pollution from Shipping and Offshore Installations](#)

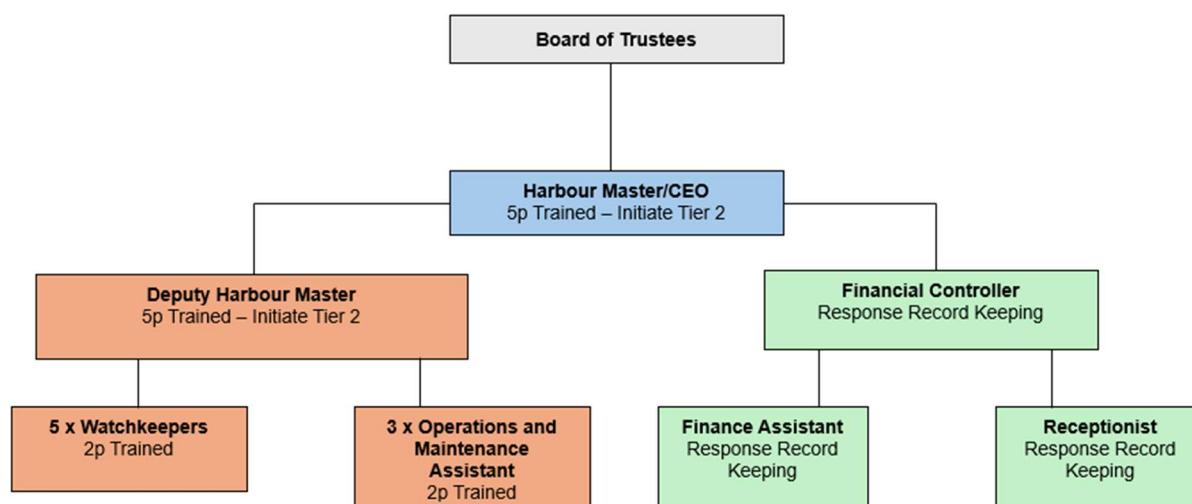
Initiating Response and Change in Tiers

Response to an oil spill incident can and should be initiated by any member of Harbour staff noting that the Harbour Master or Deputy Harbour Master should be notified immediately.

The Harbour Master, or in his absence the Deputy Harbour Master should be the only persons to upscale the response from a Tier 1 to a Tier 2 or Tier 3 response.

11. Incident organisation

The table below shows the staffing structure for those employed by Newlyn Pier and Harbour Commissioners, and how they are trained with reference to this document and oil spill response.



The Harbour Master

The Harbour Master has overall responsibility for the operation of the port, and alongside the Board of Trustees is tasked with its strategic development too.

In the context of oil spill response planning, the Harbour Master will be trained to 5p standard and must ensure that the OSCP is developed and approved, that the risks arising from associated operations are kept as low as practical as well as ensuring that all staff training and exercise are undertaken.

In the context of a response to an oil spill, the Harbour Master will undertake the role of ON SCENE COMMANDER and establish which Tier response is required, and will direct all Harbour staff as to their particular required roles. If activating a Tier 2 or Tier 3 response, the Harbour Master will form part of the Oil Spill Management Team (OMT) and will likely house the team within the NPHC Board Room.

The Harbour Master is also responsible for all record keeping and reporting.

The Deputy Harbour Master

The Deputy Harbour Master, who will be trained to 5p standard, supports the HM in his role insofar as strategy and development are concern, and will take responsibility for compliance management and direct management of the watchkeeping and maintenance teams. The DHM will play a significant part in Oil Spill Contingency Planning by reducing risks, writing plans and arranging training and exercises. The DHM will likely offer support to decision making in respect of response and may or may not be part of the OMT, likely working between the OMT and front-line responders during a spill incident.

In the absence of the HM, the responsibilities herein are delegated to the DHM.

Watchkeepers

The Watchkeepers are tasked with monitoring vessel traffic, weather conditions and third-party operations on site, as well as conducting all reception duties from 1700-0800 and at weekends. Watchkeepers are trained to 2p standard. During very small Tier 1 responses they might be the only person on site and must report the spill to the HM/DHM immediately. Where only a minimal response is required the Watchkeeper will be required to record the event also. During a more significant Tier 1 response they will be instructed by the HM/DHM and will likely be part of the front line clean up team whilst still monitoring vessel traffic. During Tier 2 and 3 response their role managing vessel traffic will likely become more important and they may be directed back to this role specifically.

Operations and Maintenance Assistant

The Operations and Maintenance Assistants are the front-line staff for the Harbour, keeping the site tidy and undertaking smaller maintenance tasks as directed by the DHM.

During Oil Spill Responses of all Tiers, they will act as front line staff and where the response is more severe, their particular knowledge of the Harbour will be of significant value.

The Financial Controller, Finance Assistant and Receptionist

The roles of the Financial Controller, Finance Assistant and Receptionist are self-explanatory. Although not trained in the management of oil spill recovery, their skills in record keeping and finance will be used to document the incident.

SOSREP

The Secretary of State's Representative's (SOSREP) role has been created as part of the Government's response to Lord Donaldson's Review of Salvage and Intervention and their command and control. The report identified that during salvage activities, ultimate control over all operations should become the responsibility of a single designated Secretary

of State's Representative (SOSREP) for purposes of maritime salvage and intervention and that the SOSREP could not abdicate any responsibility. Whether or not the representative exercised any intervention powers, SOSREP would be in no doubt whatsoever that SOSREP was in charge and would be held responsible for the outcome of all plans and decisions. Put simply - to ignore a situation is not an option. The powers of Intervention with which SOSREP is invested could indeed not be more far reaching. They are however presently wider for response to pollution than for safety. They provided that SOSREP can direct a person to take or refrain from taking "any action of any kind whatsoever. Indeed, if SOSREP is not convinced that the person directed can, or will, take the action then they may cause the action to be taken - even if this includes the total destruction of a vessel. The legislation also creates criminal offences for noncompliance with a Direction. It should be noted that directions must be given to specified persons who are those being in charge of a vessel, Port or Harbour Authority.

SOSREP Alerting Procedure

An initial spill report will likely come in the first instance, to the Harbour office, although they could also come from the MCA, Police, EA, the public or pilots. The Harbour Master must be informed immediately in any case after which He will confirm the incident details and determine the level of clean-up operation necessary and the requirement as to whether to activate a Response Team.

In the event of an incident requiring salvage operations the Secretary of State's Representative (SOSREP) will decide whether it is necessary to set up a Salvage Control Unit, (SCU). If the size of the incident merits the establishment of a SCU, the SOSREP will travel to the scene at the appropriate time. Upon establishment of a SCU, Newlyn Pier and Harbour Commissioners will become an active member of the SCU team liaising with the SOSREP throughout the course of the incident. The members of the SCU are:

- SOSREP;
- Salvage Manager from the salvage company appointed by the ship-owner
- Newlyn Pier and Harbour Commissioners, if the incident involves the harbour or its services; a single representative nominated by agreement between the ship-owner and the insurers (for both the physical property and their liabilities);
- a CPSO;
- Environmental Liaison Officer, nominated by the Chair of the Environment Group; and
- if SOSREP decides to appoint one, SOSREP's personal salvage advisor

12. Incident control arrangements

During any incident, regardless of Tier, the NPHC Boardroom would be established as a control and welfare hub. Salvage control units would be established dependant on the location and size of the spill, and will be decided on a case by case basis.

13. Details of action

In the case of a typical spill within Newlyn Harbour, the response follows the same steps. As more significant or major spills will be dealt with in consultation with Tier 2 or 3 Response Organisations, these instructions are centred around more regularly realistic, and typical spills within Newlyn Harbour, involving MGO, engine lubricating oils or hydraulic fluids. A simple flow chart has been developed and is found in the ACTION section of this document.

13.1 Prevention

Upon receiving or witnessing an oil spill the first task, if possible, is to identify the source of the spill, and confirm if the oil has stopped entering the water. If not, it is a priority to stop further spillage whilst considering any health and safety measures that need to be implemented. At this time it is useful to identify the type and an approximate quantity if possible.

13.2 Initial Reporting and Recording

The next step is to notify the HM or DHM where someone will be nominated to start recording the incident in line with the action cards in the next section of this plan. This would usually be the company receptionist or a member of the finance team. A Situation Report form is included in this plan and importantly includes details on initial and continued observation of the spill, current clean-up operation, and equipment used. Where a Tier 2 response is required, early notification to the MMO, Cornwall Council and the EA will be required. It is good practice at this time to notify NPHC Insurers too. See action cards for further details.

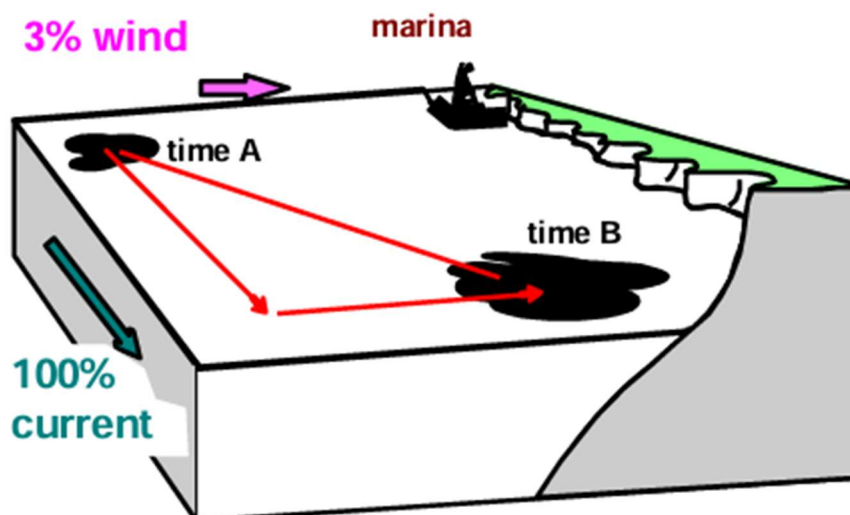
If Tier 2 response is required, a Strategic Response Centre (SRC) will be set up in the NPHC Boardroom to allow normal harbour operations to continue, as far as possible, from the Harbour Offices.

13.3 Containment

The spill will then be assessed, along with the fate of the spill owing to tidal and weather conditions where a decision will be made as to containment of the oil. The action cards in the next section will help guide responders.

13.4 Fate and Movement of Spilled Oil

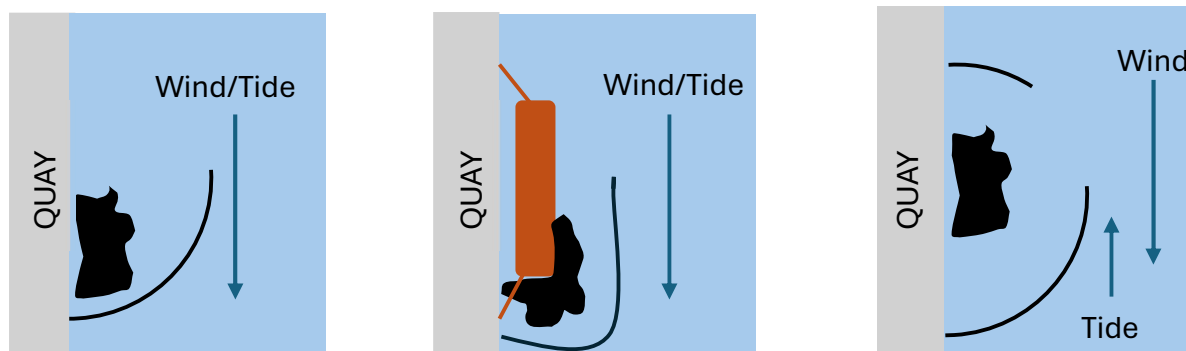
The fate and movement of spilled oil cannot be easily predicted because of several unknowns such as the point of spillage and prevailing wind conditions at the time of the spillage. Spilled oil on water moves as a function of the current and wind. The current has a 100% effect on the speed and direction of the oil slicks movement. For example, if the current heads north at 3 knots, then the oil slick will travel north at a rate of 3 knots. On the other hand, wind has only a 3% influence on the movement of the oil slick. This is shown in the figure below.



13.5 Recovery

During a Tier 1 response, recovery is restricted to the use of absorbents. Where thicker oil exists, and where it can be successfully contained, a Tier 2 response should be activated where the use of mechanical recovery i.e skimmers can be used. Absorbents are simply placed onto the oily surface and allowed to sit for a while before being recovered to waste sacks. The effectiveness of absorbents should not be underestimated as they work in all weather conditions whereas skirt booms and mechanical oil recovery devices are only useful in benign conditions.

For a Tier 1, in house response, and if the weather is quiet enough, the skirt boom should be deployed to stop the significant spread of the product. This not only protects other parts of the harbour but should also keep the oil thick enough to undertake an effective recovery project too. Note the direction which the oil is likely to take based on wind and tide conditions and create a J shape with the boom to allow access into the area. Examples of which are shown below.



13.6 Dispersal

Where the spread of oil is too thin for effective recovery (rainbow sheen), or where weather conditions do not allow the effective use of booms etc. the best course of action for lighter oils, such as those present within Newlyn Harbour, is evaporation and dispersal. This can be aided by the use of propellor wash from Harbour vessels.

13.7 Waste Disposal

All products used for the recovery of oil, such as used absorbents pads or granules, should be put into heavy duty disposal sacks after which our waste oil contractor will be contacted to collect from site. Where PPE or clothing has become contaminated during the clean up operation, these items should also be disposed of in the same manner.

13.8 Reporting

Upon completion of the clean up, a POLREP form (available in the data section, along with instructions for use) should be completed and sent.

13.9 Post Pollution Monitoring

PREMIAM Post – Pollution Monitoring Guidelines

The PREMIAM guidelines cover key principles of an environmental monitoring programme. They also describe why, where, when, what and how monitoring is conducted, and key scientific techniques and approaches to be taken into account. This new edition also includes a section on the importance of data management and reporting to promote effective dissemination.

These post-spill environmental monitoring and impact assessment guidelines are a major deliverable of the PREMIAM programme. The guidelines are to help the design and management of post-spill monitoring; determine impact to marine food chains, ecosystems and resources; gather data to help establish the effectiveness of response and promote scientific best-practice.

They will provide essential guidance in the event of a spill and can be used as reference for pre-planning and preparedness, so authorities can implement effective monitoring and can be found at <https://www.cefas.co.uk/premium/guidelines/>

13.10 Return to Normality

For Tier 1 and 2 responses, the return to normality will usually consist of replenishing used recovery equipment stocks including any PPE and any other equipment used and formally identifying the polluter.

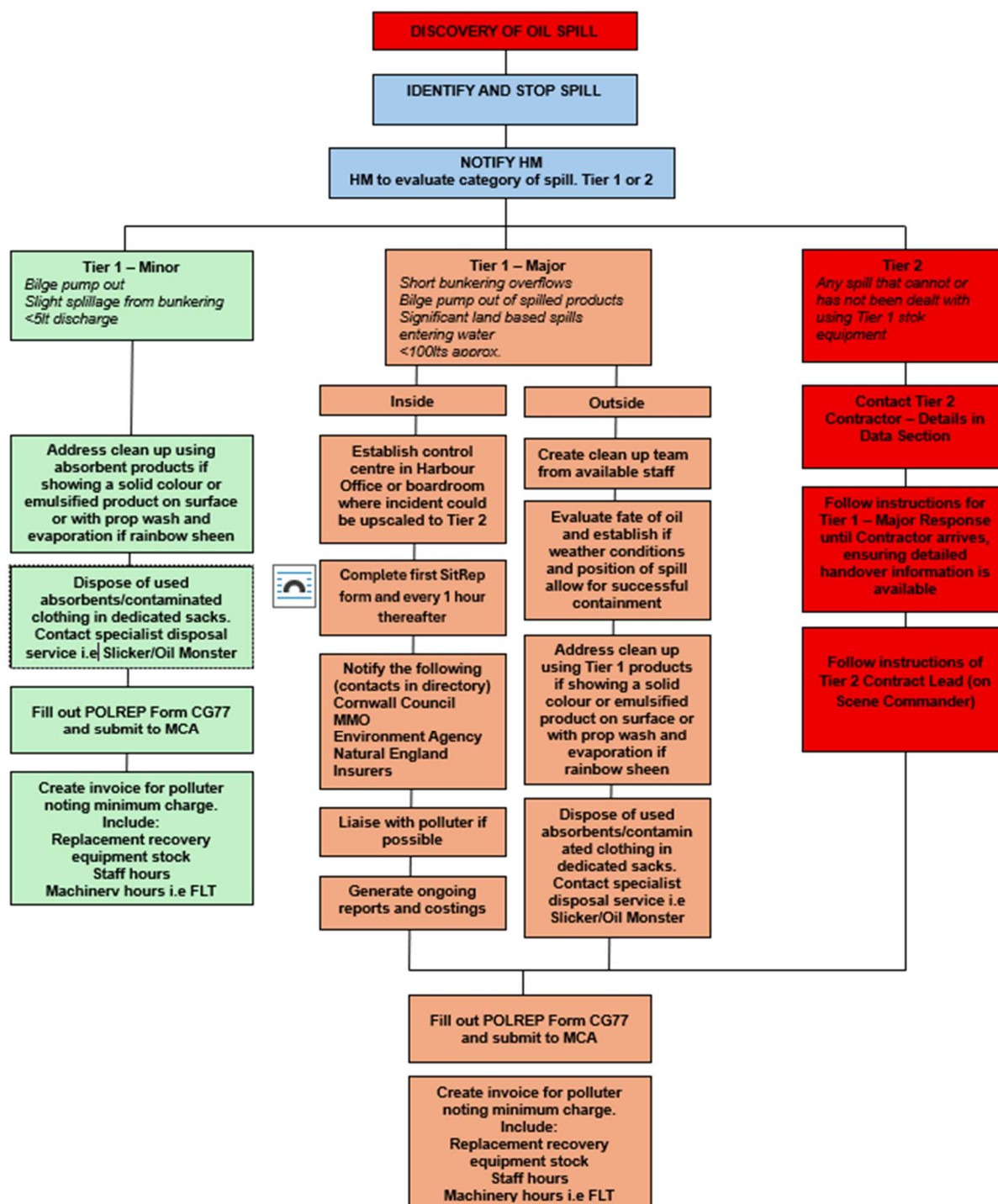
Once the polluter had been identified an invoice for the clean up operation can be presented

THE ACTION SECTION

1. Introduction

This section of the plan is dedicated to succinctly guiding responders through response procedures. On Scene Commanders and Responders should access this guide.

2. Courses of action



3. Action cards

TIER 1 – MINOR - OIL SPILL RESPONSE CHECKLIST			
	Person	Location	Completed
Safely identify and stop spill	Observer (NPHC)	n/a	
Notify Harbour Master	Observer (NPHC)	n/a	
Clean Up Spill	HM/DHM/WK/OM	North Quay Store 42	
Dispose of Contaminated Products	Slicker Recycling	North Quay Store 42	
Notify NE via Email	HM/DHM	n/a	
Fill out and submit POLREP CG77	HM/DHM	OSCP Data Section 3	
Complete Internal Incident Report	HM/DHM	PMFSC/Incident Reporting	
Generate Invoice	Finance Team	Xero	

TIER 1 – MAJOR - OIL SPILL RESPONSE CHECKLIST			
	Person	Location	Completed
Safely identify and stop spill	Observer (NPHC)	n/a	
Notify Harbour Master	Observer (NPHC)	n/a	
Create Clean Up Team	HM/DHM	n/a	
Clean Up Team Toolbox Talk/PPE	HM/DHM	n/a	
Notify Major Stakeholders WSS/WD/FF	HM/DHM	n/a	
• <i>Market Manager (water intake)</i>			
• <i>W. Harvey and Sons (water intake)</i>			
• <i>W Stevensons Fleet Manager</i>			
• <i>Waterdance Fleet Manager</i>			
• <i>RNLI</i>			
• <i>Fishermens Forum Whatsapp Group</i>			
• <i>Mary Williams Pier Whatsapp Group</i>			
Take Sample if type or source unknown	HM/DHM	n/a	
Start Clean Up	Clean Up Team	North Quay Store 42	
Complete 1 st SitRep	HM/DHM/Reception	OSCP Data Section 3	
Direct CCTV to site if possible	Reception	Reception	
Notify CC/MMO/EA/NE(email)	HM/DHM	OSCP Data Section 3	
Notify Insurance	HM/DHM	OSCP Data Section 3	
Liaise with Polluter	HM/DHM		
Complete SitRep every hour	HM/DHM/Reception	OSCP Data Section 3	
Consider Penzance HBR supply or Tier 2 Response if equipment supplies dwindle	HM/DHM		
Dispose of Contaminated Products	Slicker Recycling	North Quay Store 42	
Fill out and submit POLREP CG77	HM/DHM	OSCP Data Section 3	
Complete Internal Incident Report	HM/DHM	PMFSC/Incident Reporting	
Generate Invoice	Finance Team	Xero	

TIER 2 – OIL SPILL RESPONSE CHECKLIST			
	Person	Location	Completed
Safely identify and stop spill	Observer (NPHC)	n/a	
Notify Harbour Master	Observer (NPHC)	n/a	
Generate Immediate Response Team	HM/DHM	n/a	
Response Team Toolbox Talk/PPE	HM/DHM	n/a	
Take Sample if type or source unknown	HM/DHM	n/a	
Notify Major Stakeholders	HM/DHM	n/a	
• Market Manager (water intake)			
• W. Harvey and Sons (water intake)			
• W Stevensons Fleet Manager			
• Waterdance Fleet Manager			
• RNLI			
• Fishermens Forum Whatsapp Group			
• Mary Williams Pier Whatsapp Group			
Start Clean Up	Clean Up Team	North Quay Store 42	
Notify Tier 2 Contractor	HM	OSCP Data Section 3	
Establish Incident Command in Boardroom	Reception		
Complete 1 st SitRep	HM/DHM/Reception	OSCP Data Section 3	
Direct CCTV to site if possible	Reception	Reception	
Notify CC/MMO/EA/NE(Phone)	HM/DHM	OSCP Data Section 3	
Notify Insurance	HM/DHM	OSCP Data Section 3	
Prepare Hand Over Information	HM/DHM	Use SitRep Form	
Liaise with Polluter	HM/DHM		
Complete SitRep every hour	HM/DHM/Reception	OSCP Data Section 3	
Consider Penzance HBR supply or Tier 2 Response if equipment supplies dwindle	HM/DHM		
Prepare Press Statement	HM/DHM	Contact Directory Data 3	
Dispose of Contaminated Products	Slicker Recycling	North Quay Store 42	
Fill out and submit POLREP CG77	HM/DHM	OSCP Data Section 3	
Complete Internal Incident Report	HM/DHM	PMFSC/Incident Reporting	
Generate Invoice	Finance Team	Xero	

4. Call Out Procedures

Call out procedures are very simple within Newlyn Harbour. Aside from personal phones, the watchkeeping phone (available 24 hours) is equipped with telephone numbers for all staff. The call out procedure is simply to call staff as required. After the Initial call out, the HM/DHM, in his role as OSC, will undertake any further call outs.

5. Communications

Normal communications within Newlyn Harbour are undertaken via telephone or over VHF Radio. The working channel for Newlyn Harbour is VHF Ch.12 and vessels approaching or within the harbour are encouraged to monitor this channel. It is recommended that this channel is maintained as far as possible during response working where most regular users of the Harbour will naturally be kept up to date but use of other channels can be used should it be required.

NPHC have telephone contact details for all vessels that regularly visit the port.

6. Reporting and Record Keeping

All information should be recorded from a point as early on in the response as possible, and this task should be completed by only one person (per shift) to ensure continuity. You will find a Situation Report Form within this document which should be used as the pro forma for all reports. Early information included should be as follows:

- Time of incident
- Who reported it
- Has the spill stopped and if not what is being done about it
- Weather conditions

- Tidal conditions
- What is being done

Followed by regular further reports containing:

- Further reports – which should be undertaken each hour
- Same as above along with
- Names of personnel responding
- Equipment being used, including PPE

Upon completion of the response the final conclusive SitRep should be completed along with:

- Internal incident report
- POLREP
- Itinerary and costs records of all equipment used, including PPE and clothing and where required, any further costs of accommodation and sustenance.
- Lists of contacts of personnel involved

7. Sampling

It is unlikely that spilled oil generated within the Harbour will need sampling but there could be occasions where oil approaching the Harbour from sea, could enter and cause disruption to the Harbour and its operations. In this case not only is it important to gain a sample so a reasonable response can be undertaken, but sampling can also help identify the source of a spill for ongoing cost recovery.

The following information taken from STOp Notice 04/2001 describes instructions for sampling. (Advice to Local Authorities on the Collection and Handling of Oil Samples Background Sampling from the sea and shoreline Size of samples)

Background

Where an oil pollution incident is thought to have arisen from an illegal operational discharge an effort should be made to collect a sample of the pollutant and, if possible, matching samples from the suspect ship or other source for analysis, comparison, and possible subsequent use in legal proceedings. Samples of the pollutant may need to be taken from the sea or coastline. When beach pollution has occurred, local authorities or HM Coastguard would usually take the necessary samples. For advice on sampling at sea, contact the Counter Pollution Branch of the Maritime and Coastguard Agency (MCA) on 02380 329483. This notice sets out the procedures to be followed when collecting and handling oil samples. The MCA's Enforcement Unit will collect evidence concerning pollution incidents from shipping at sea, upon which a decision will be made as to prosecute or not. In England, Wales and Northern Ireland the MCA will conduct prosecutions. In Scotland the case will be presented to the Procurator Fiscal for action. If samples are likely to be used in connection with legal proceedings then the following procedures should be implemented: In England and Wales, although a single sealed sample of each type of pollutant is required by law, MCA would prefer three samples to be collected

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

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

Sampling from the sea and shoreline

When a large oil slick exists at sea or on a coastline, the number of samples that MCA may require is: offshore spill - minimum of 1 sample / slick / day where possible, onshore spill - representative samples from the shoreline, following discussion with Counter Pollution Branch. Following an incident, attempts may be made to infer that not all the oil pollution came from one vessel, and that some of it may have come from other sources. Where therefore an oiled beach is being sampled, a careful and detailed examination of the beach should be made to determine the uniformity of the oil deposit and the extent to which it is polluted by more than one type of oil. In particular, if there are any tarry, semi-solid lumps or wet tarry patches, their presence should be recorded and some idea of their quantity and extent obtained. In addition, samples of such pollution should be retained and an attempt should be made to estimate costs expended on the clean-up of different oils. In cases where samples have been taken at intervals along the beach, these should be clearly identified (see section 6 on labelling). It is desirable that samples of oil are taken in the area where the oil is first washed ashore. This is helpful since the fresher the oil the easier it is to identify by laboratory techniques.

Size of samples

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

fractions) and therefore more valuable sample. The recommended minimum quantities required for a detailed programme of analyses are:

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

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

Methods of collecting samples

When liquid samples are skimmed off the surface of the sea, care should be taken to ensure that the sample contains sufficient oil. Various techniques may be adopted to skim thin layers of oil from the waters' surface and consolidate using a bucket with a hole. Care should be taken to minimise contamination of liquid samples by solid matter. Oil deposited on rocks or other impervious materials should be scraped off and placed directly into the sample container. Lumps of tarry or waxy pollutant should be placed directly into sample containers; no attempt should be made to heat or melt these samples to enable them to flow into a container. The sample container should be sealed as soon as possible to minimise evaporation of the higher fractions. Oil adhering to seaweed, small pieces of wood, sand, plastic, material, cloth, vegetation or other debris should be dealt with by placing the complete specimen comprising oil and support material into the sample container.

Bottling, sealing, packaging and boxing of samples

All samples should be securely packed and sealed, using screw topped containers and UN approved fibreboard boxes to ensure safe carriage of the sample. These have been supplied to HM Coastguard Stations and MCA Marine Offices for use by MCA Staff. In consultation with CPB, MCA sampling bottles can be made available to local authorities. As proof against unauthorised opening, the sample container should be sealed with wire and a lead or sealing wax seal. Alternatively, adhesive labels with a signature stuck on the bottle top in such a way that they have to be broken to open the bottle are acceptable. The bottle should then be placed inside a plastic bag, which should be sealed with a further adhesive label in the same way as for the sample bottle to ensure that it is not tampered with. If it is necessary to take an oil sample where one of the standard containers above is not available the receptacle should be of glass with a screw-cover and a seal which would not be affected by the oil. Small (100ml) and medium (500ml) glass bottles are readily obtainable from chemists or hardware shops. The use of closed metal receptacles or plastic jars is strongly discouraged as contact with metal or plastic can, in some cases, interfere with the analysis. Avoid the use of any metal tool made of nickel or vanadium based alloys, as these metals occur naturally in crude oils and refined products and their levels may assist in the identification of the oil source. When boxing the sealed samples for transport, the Peters and May (Dangerous Goods) Ltd, packing instructions should be followed, to ensure the integrity of the package for transport under Dangerous Goods regulations. Vermiculite should be used to surround the sample(s) in the box for added protection and to absorb any possible seepage. Make sure that the dangerous goods documentation is completed. Whenever possible, samples should be stored in refrigerators or cold rooms at less than 5 degrees C in the dark. These precautions are particularly important for samples containing water or sediment, but less so for bulk oil samples. When ordering sample bottles it is important to consider the following:

- Wide necked bottles make sampling easier.
- Sample security can be achieved with locking cap seal.
- Ensure that no components of the bottle can interfere with analysis, e.g. waxed cap inserts.

Labelling and addressing of samples

Care should be taken to ensure that every sample bottle is not only suitably sealed but also clearly labelled before being submitted to the MCA for analysis. It is important that a sample is positively identified, particularly where more than one is taken during an incident. It is of vital importance to maintain continuity in the chain of evidence. MCA recommend that each sample is labelled and is accompanied by more detailed information set out on a standard proforma. The form accompanying each container should therefore provide the following details: a.

- An identifying number; year 2 digits month 2 digits day 2 digits and the initials of the official in charge of taking the samples. For example 02/04/17/JS = Sample taken on 17th April 2002 by John Smith
- Description of sample
- Position from which sample was taken, grid reference and/or Latitude and Longitude if possible.
- Date and time of sampling
- Purpose for which sample was taken
- If known, suspected source, e.g. name of tanker or ship.
- Method of sampling (description of sampling device and any possible contamination).
- Name, address and contact details of person taking the samples and of anyone witnessing the taking of it.
- Wind direction and velocity.

- Air and water temperature.
- Sample descriptions, i.e. viscosity, colour and contaminants.
- Description of the oil spill, i.e. distribution and consistency.

An example of the recommended oil pollution sample standard label can be found in the data section of this document, as can the recommended sample form.

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

Transportation of samples

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

Handling of samples for Bonn Agreement States

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

8. Response Guidelines

The basic response guidelines are noted in the flowchart above, which has been written biased towards ease of use however, whilst it important to generate a fast and efficient response it is also imperative to make sure the following points are considered:

- Establish the extent of the situation by investigating the exact type and quantity of oil released, and if the flow of oil has or has not stopped
- Mobilising resources with a clear plan and proposed exit strategies
- Place further resources on standby such as Tier 2 responders and waste oil disposal contractors
- Identify wider environmental risks
- Consider any ongoing commercial risks i.e. to the ports ability to land fish/operate the fish market
- Potential for ongoing incidents
- Whether the tide is likely to take spill out of the harbour – due to the narrow opening to the harbour the tide generally flows directly in or out of the 'Gaps' with some turbulence being noted at the Harbour entrance during spring tides
- The ability to close areas of the site to stop the spread of oil from boots or tyres

9. Oil Spill Treatment Products

Oil Spill Treatment Products (at Tiers 1 and 2) will not be used within the limits of Newlyn Harbour

10. Press Details

In the event of a pollution incident, it will be necessary for an efficient and comprehensive information service to be brought into action so as to:

- Deal professionally with the representatives of the media.
- Co-ordinate and release information to the general public regarding the pollution incident and the Harbour response to it.
- Keep staff and involved personnel informed of developments regarding the progress of the incident; in so far as it affects their responsibilities.
- Minimise the pressures on those directly concerned with combating the spill.

All staff must understand that responsibility for media relations rests firmly with the Harbour Master, or Deputy Harbour Master in his absence only. NPHC may choose to employ a PR representative for Tier 2 and above, which will be mobilised, details of which can be found in the contacts directory. Press would usually be invited in to the Harbour Masters Office for liaison.

For guidance it would be expected as follows:

- Tier 1 spill – Newlyn Harbour involvement only.
- Tier 2 spill – Local Authority and Newlyn Harbour involvement.

- Tier 3 spill – SRC established with MCA Press Office staff in attendance.

It is essential that the media are provided with a “balanced” view of the incident and actions taken. Remarks like “No comment” only increase rumour and fuel unnecessary speculation. Below is the format of an Initial Press Statement that could be used by the HM/DHM pending full details becoming available through studying the SitRep (available in the data section) forms and a press release issued. The following template should be used.

“Newlyn Harbour confirm that an incident has occurred (state where and give brief description)

..... at approximately (give time)hours today.

Emergency response procedures have been initiated and relevant authorities (have been / are being) advised. All support services are being co-ordinated through the Authority’s incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects.

Further information will be released, (as it becomes available) at a press conference scheduled for time today.”

11. Health and safety

See section 9.

12. Waste management

Newlyn Harbour has its own Port Waste Management Plan. These used to be approved by the MCA but upon expiry of the last plan, the MCA were no longer generating approvals. The plan can be found on the Harbour computer and is also promulgated on the Harbour Website.

The positions of the general waste facilities can be seen on the diagram below and it is obvious that access to these facilities is unrestricted under normal operations.

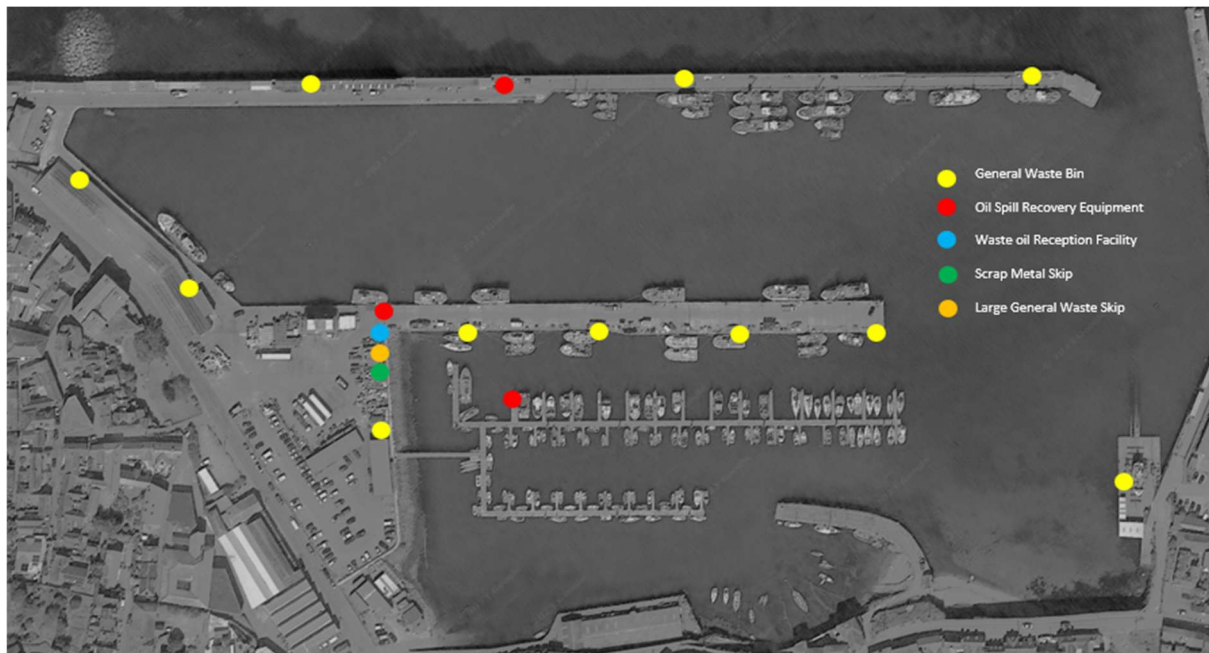
All the Piers can utilise temporary waste storage sites, depending on the nature of the spill and all piers have methods of restricting access to vehicles or the general public.

It goes without saying that waste generated from an oil spill, is to be kept out of the general waste stream.

Waste Disposal

During Tier 1 and some Tier 2 Response, NPHC will employ the services of their usual waste oil disposal contractor. For more serious Tier 2 response, the waste oil contractor and the Tier 2 response organisation will be consulted.

Further general information can be found in STOp Notice 03/16 – Waste Management Guidance following Maritime Pollution Incident in the UK



The Data Section

1. Contact directory

NPHC Internal and Local Contacts		
Position	Email	Telephone
Harbour Master	hm@newlynharbour.com	07880843974
Deputy Harbour Master	dhm@newlynharbour.com	07771394530
Harbour Office	info@newlynharbour.com	01736 362523
Danmark Maritime	danmarkmaritime@gmail.com	07790534932
Curlew PR– Press Liason	curlew@hotmail.co.uk	07743164434
Slicker Recycling	itadmin@slicker-recycling.com	0330 159 8325
External Contacts		
TIER 2 RESPONSE – Ambipar	Sales.response@ambipar.com	01202 653558
Maritime Coastguard Agency (MCA)	falmouthmo@mcga.gov.uk	01326 317575
Cornwall Council	publicprotection@cornwall.gov.uk	0300 1234212
Penzance Harbour	penzanceharbour@cornwall.gov.uk	
Marine Management Organisation MMO	dispersants@marinemangement.org.uk	0300 200 2024 07770977825
Environment Agency (EA)	enquiries@environment-agency.gov.uk	0800 807060/ 03708 506506
Natural England (NE)	marineincidents@naturalengland.org.uk	0300 060 1200
Cornwall Wildlife Trust	enquiries@cecenvironment.co.uk	01872 273939
RSPB	wildlife@rspb.org.uk	01392 432691
Penzance Fire Service	fire@cornwall.gov.uk	01872 322086
Newlyn RNLI		01736 369246

2. Training

The table below shows the training requirements for the various employed positions within Newlyn Harbour.

Position	Training Requirement	Renew
Harbour Master	MCA 5p	3 year Refresher
Deputy Harbour Master	MCA 5p	3 Year Refresher
Watchkeepers	MCA 2p	3 Year Renewal
Operations and Maintenance Team	MCA 2p	3 Year Renewal
Finance team	Internal familiarisation	At induction

3. Exercises

The ultimate test of any contingency plan is measured by performance in a real emergency and the effectiveness of the plan should be examined in the light of any actual oil spill emergencies which occur. It may be that activation of the plan to a real event may negate the requirement for a subsequent exercise of the plan. However, notwithstanding such events, the plan must be tested regularly, through a programme of realistic exercises.

The following provides guidance on planning and conducting exercises which have been designed to evaluate the contingency plan and include a degree of training for any personnel likely to be involved in an oil spill incident. Each port / harbour / oil handling facility must participate in exercises in accordance with the provisions within their OPRC compliant oil spill contingency plan.

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

Types of counter pollution exercise

Notification exercise

Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. This may be an announced or un-announced exercise and will confirm the validity of contact information within the plan and should be carried out twice per year.

Mobilisation exercise

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

Table-top exercise

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

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

Incident management exercise

These exercises can test the capability of local teams to respond to Tier 1, Tier 2 and Tier 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations. MCA considers that each Category A&B port, harbour and oil handling facility must hold an Incident Management Exercise, incorporating equipment deployment to a Tier 2 level at least every three years unless a different timescale had been agreed with the Regional CPSO during initial plan approval.

This is likely to incorporate, or be combined with the notification and mobilisation exercises as mentioned above. Such exercises need, so far as possible, to involve actual participation by associated organisations to represent a real emergency. However, if this can not be achieved, role-playing personnel can be used to simulate roles and responsibilities.

The table below shows a simple version of the exercise requirements for Newlyn Harbour

Type of Exercise	Frequency
Notification	2 each year
Mobilisation	2 each year
Tabletop	1 each year
Incident Management (with Tier 2 Contractor)	Every 3 years

4. Environmental, Commercial and Recreational Sensitivities

Newlyn Harbour lies in an area of conservation. Further areas of environmental designation nearby are the Mounts Bay Marine Conservation Zone (MCZ), Penlee Quarry, (terrestrial), and Penlee Point, (intertidal), both noted for their geological importance, which are 3km from the Harbour entrance. Furthermore, nearby in Mounts Bay sits St Michael's Mount and Marazion Marsh which are both Sites of Special Scientific Interest, (SSSI). St Michael's Mount includes intertidal geological interest whilst Marazion Marsh is a freshwater marsh. A large area of protected seagrass also lies to the South and East of the Harbour entrance.

Mounts Bay Marine Conservation Zone (UKMCZ0036)

Designated features:

- High energy infralittoral rock
- High energy intertidal rock
- Intertidal coarse sediment
- Intertidal sand and muddy sand Page 1 of 2
- Moderate energy infralittoral rock
- Moderate energy intertidal rock
- Subtidal sand
- Seagrass beds
- Giant goby (*Gobius cobitus*)
- Stalked jellyfish (*Halicyclustys* spp.)
- Stalked jellyfish (*Calvadosia campanulata*)
- Stalked jellyfish (*Calvadosia cruxmelitensis*)

Penlee Point (NGR: SW 473269)

A SSSI notified under Section 28 of the Wildlife and Countryside Act 1981 (as amended), and of National importance on the Geological Conservation Review. Penlee Point also lies within an Area of Outstanding Natural Beauty (AONB).

Penlee Quarry (NGR: 468278)

Penlee Quarry is a SSSI notified under Section 28 of the Wildlife and Countryside Act 1981 (as amended). The site is also listed as a new Geological Conservation Review Site.

St Michael's Mount (NGR: SW 515298)

A SSSI notified under Section 28 of the Wildlife and Countryside Act 1981 (as amended).

Marazion Marsh (NGR: SW 515318)

A SSSI notified under Section 28 of the Wildlife and Countryside Act 1981 (as amended) and a RSPB reserve. Marazion Marsh is situated at the head of Mounts Bay circa 0.5km west of Marazion and 5km east of Penzance. The site extends over the floor of a wide, level coastal valley and is separated from the coast by a shingle bar and a narrow belt of sand dunes.

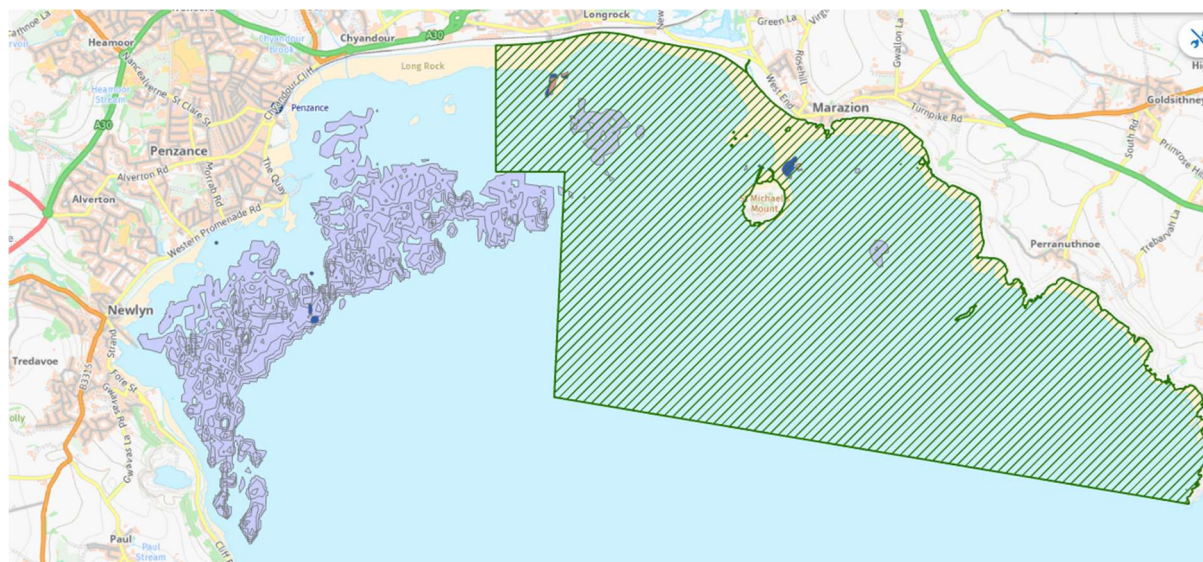
The most extensive habitat types are dense willow carr and reed marsh, Marazion Marsh being the largest area of reed marsh in Cornwall. Other habitats include open water, streams, scrub, and open grassland. Noteworthy plant species occurring here include the nationally rare Wavy-leaved St John's wort, yellow centaury, and pillwort.

The large areas of common reed form the most westerly reed bed on the English mainland. Marazion Marsh is therefore of particular importance for its bird life especially as it provides a strategic feeding ground for passage waders. The site also supports the most westerly reed or marsh warbler colony in England, with over 50 species of breeding sedge/reed warblers having been recorded here, plus a breeding pair of the nationally rare Cetti's warbler. In addition, yellow wagtail, and quail, both rare breeders in Cornwall are known to breed at Marazion Marsh.

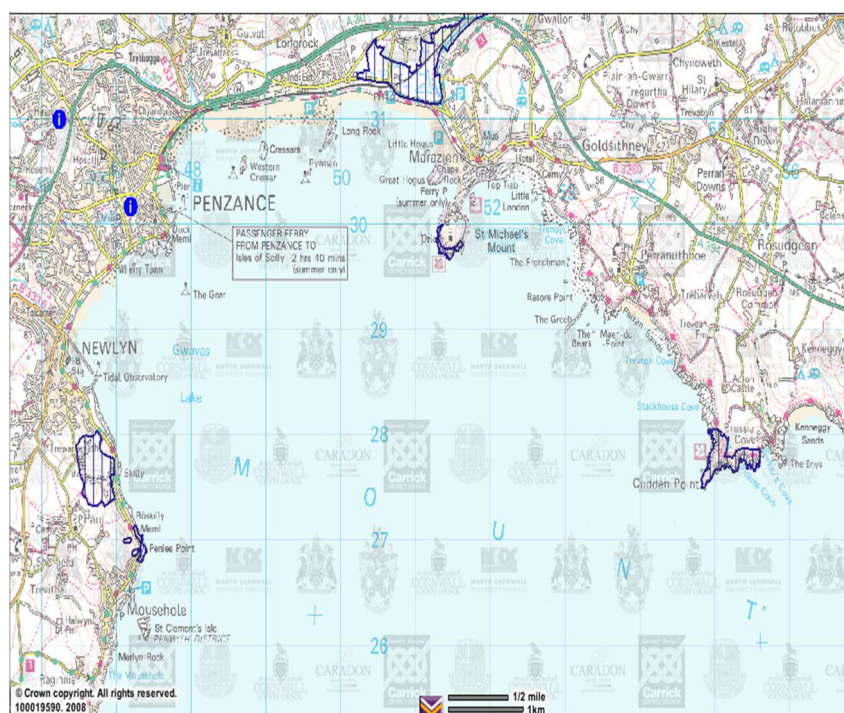
Marazion Marsh also supports a large number of wintering passage birds, including a population of over 100 wintering teal. Some of the rarer wintering birds include bittern and little stint. Other rare passage birds recorded here include osprey, nightingale, and the red-breasted flycatcher. A total of

39 species of breeding birds, 76 species of passage birds and 56 species of wintering birds have been recorded at Marazion. Marazion Marsh is also important for its high number of dragonfly species. Some 14 species have been recorded and of particular note is the Red Data Book species, the scarce chaser. Two further nationally scarce species, the common hawkler and the keeled skimmer also occur.

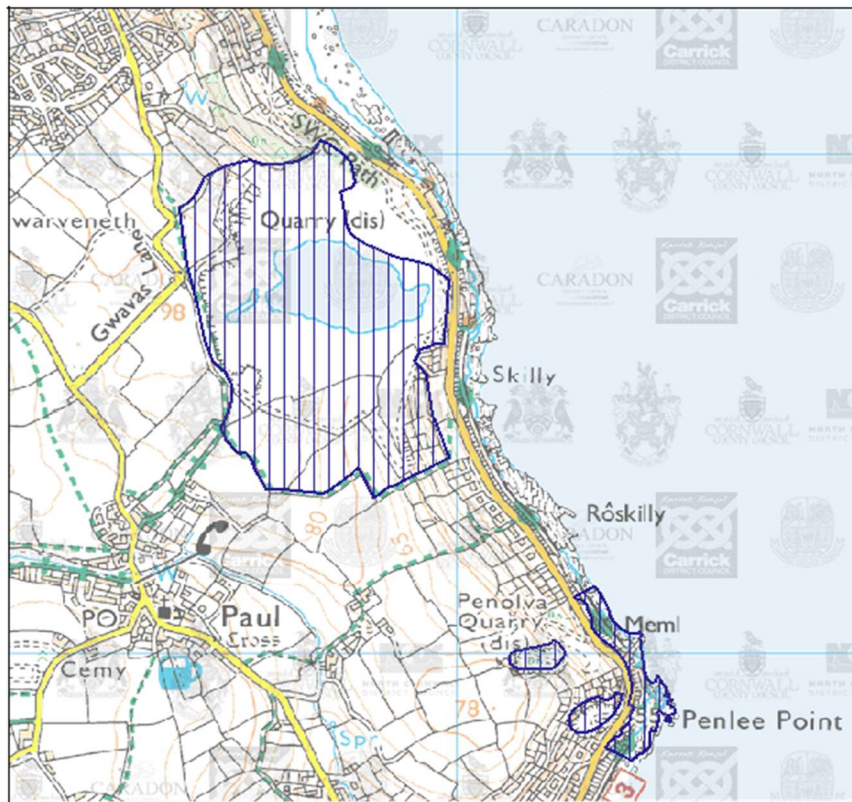
Marine Conservation Zone (Green) and protected Seagrass Areas (Purple)



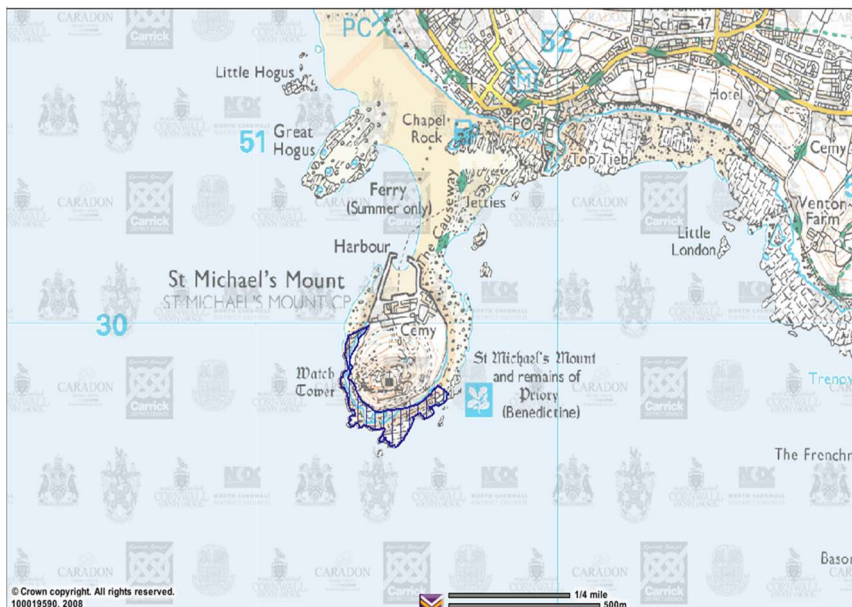
Sensitivity Map of Mounts Bay SSSI Designation



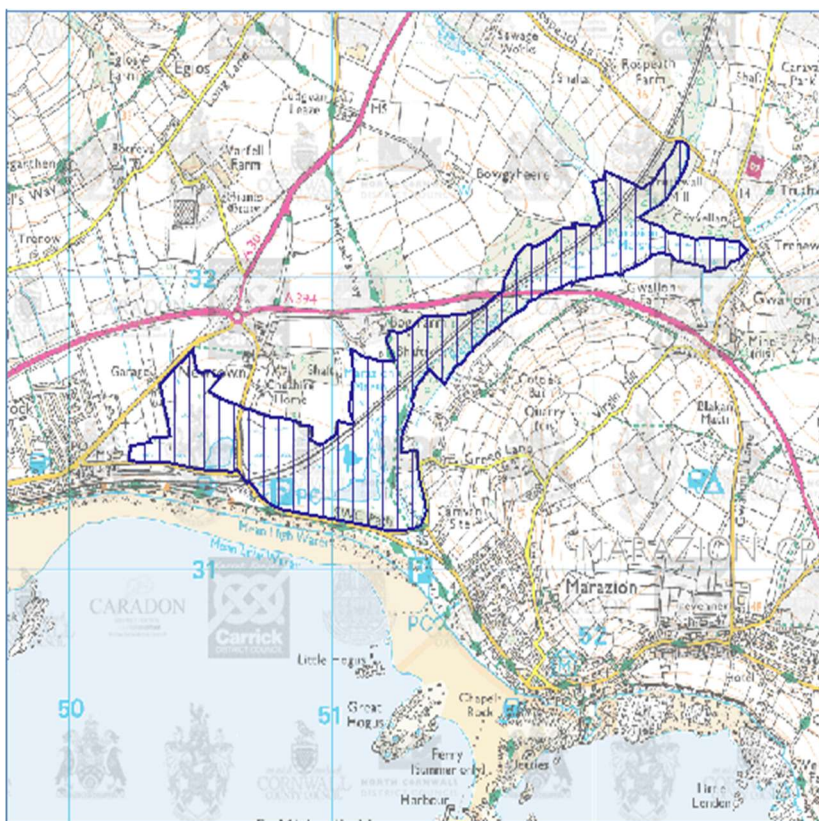
Sensitivity Map of Penlee Quarry and Penlee Point SSSI Designations



Sensitivity Map of St Michael's Mount SSSI Designations



Sensitivity Map of Marazion Marsh SSSI Designation



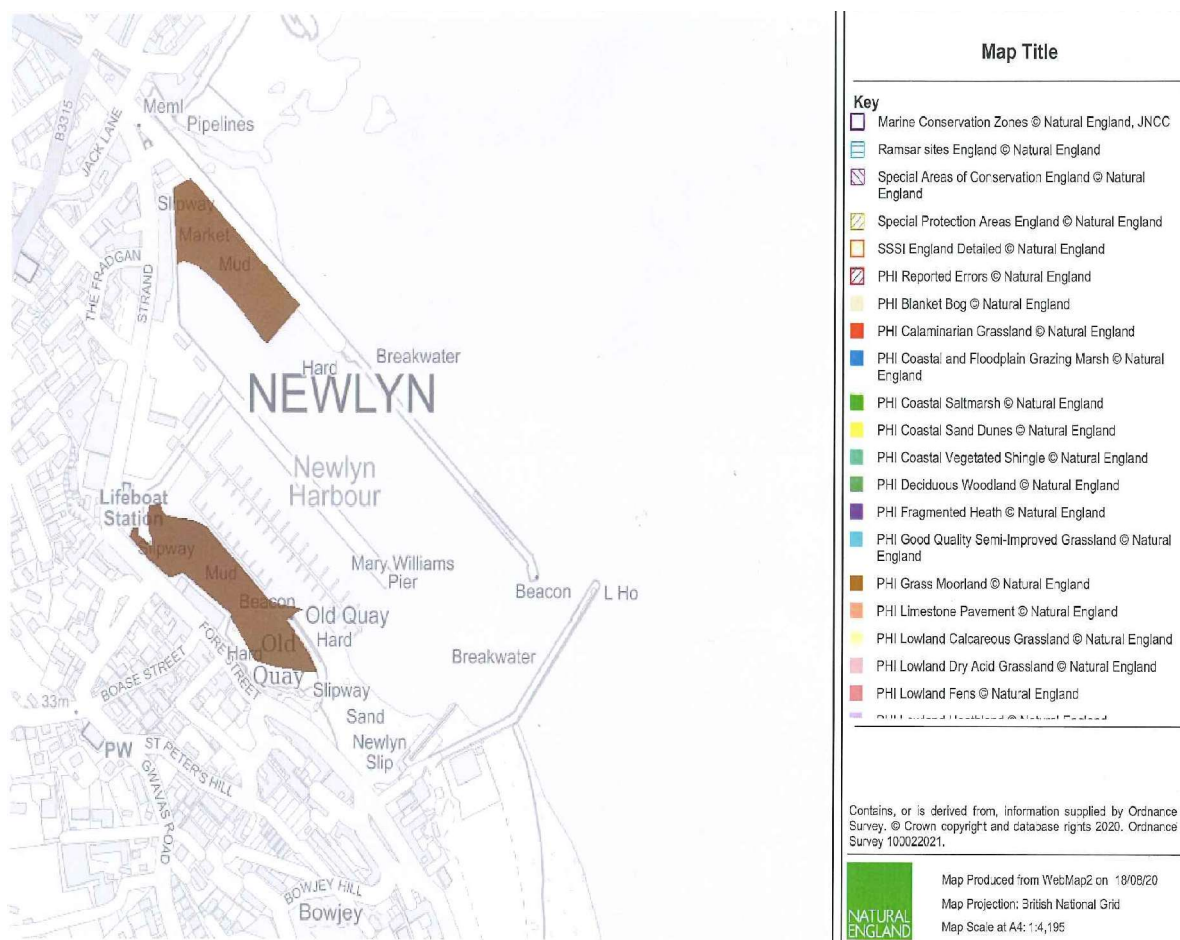
Priority Habitat Newlyn Harbour Mudflats

Within Newlyn Harbour there are two areas designated as Priority Habitats by the UK Government through Natural England. These are shown on the map below and make up the areas within the Harbour that dry out at low spring tides.

Where a spill occurs within these areas, and the tidal conditions of the day will allow spilled product to settle on the mudflats, consideration will be made to attempting to move the spill away from the area to ensure the oil is recovered from the water, and not the land.

Extra effort will need to be made where a spill occurs outside of these areas but the fate of the spill has been calculated that it will enter these areas and the areas will dry at low water. It is important to remember that as the tide ebbs, the spill will naturally be taken away from these areas, which will aid the process, but wind conditions can have the opposing effect.

During a significant spill, and as weather conditions allow, Shore Sealing Booms, as part of a tier 2 response, can be used, fitted quite simply around the areas shown but it should be noted that a) the flats can be difficult to walk and work on and b) The extents of the priority areas are only accessible during low spring tides, and there is a very narrow window of time to work in these areas.



Fisheries Information

On the seaward side of the South Pier at Newlyn, there is an intake of seawater for shellfish tanks. This is only carried out during high tides and supports a considerable amount of brown crabs, spider crabs and lobsters owned by W. Harveys and Sons. In line with the Action Cards, stakeholders are notified of any significant spill, and W. Harveys and Sons should be advised not to recover seawater during spill conditions.

At any time within the Harbour there may be a number of vessels using vivier tanks. These use seawater pumped into the vessel to keep shellfish alive before landing. Small inshore vessels also use shellfish pots hanging from the side of their vessel or pontoons for similar purposes. Vessels also use seawater for cleaning decks etc.

5. Counter Pollution Resources

NPHC holds the following Tier 1 Response Equipment supported by other general equipment listed also in the table below.

Equipment	Quantity	Use
General Absorbent Pad	1000	Recovery of light oils from water surface
3m Absorbent Boom	3	Small booming or corralling needs. Recovery of light oils from water surface
1.2m Absorbent Sock	12	Small booming or corralling needs. Recovery of light oils from water surface
'Harbour' Skirt Boom 15m	6	Containment for recovery or protection of unpolluted areas
Absorbent Granules Bag	20	Recovery of light oils on quaysides
Disposal Bags and PPE	Various	Clean up operations
Harbour Vessel	2	Laying boom
Van/FLTs	1	Support
Anchors, chains, lines	Various	Support
General workshop tools	Various	Support
Fish storage containers/barrels	Various	Waste storage
PPE	Various	PPE

6. Annual Returns

Ports, harbours and oil handling facilities should provide an annual return for the previous period, to the regional CPSO no later than 31 January. The annual return form in the appendix section should include brief notes on:

- Notification, mobilisation and tabletop exercises
- Tier 2 Incident Management Exercise, or date of most recent.
- Summary of current level of staff training to MCA 1-5P
- Summary of actual pollution incidents during the period

7. Appendices and Supporting Documents

The following documents are contained here as appendices:

1. POLREP CG77 incident report form
2. NPHC Internal Incident Report Form
3. MCGA Annual oil spill return form
4. Incident Situation Report 'SitRep' form
5. Tier 2 Response Contractor Certificate
6. NPHC Press Note
7. Sampling – Sample Label
8. Sampling – Report Form

The following supporting documents can be found in the locations mentioned on the NPHC Computer:

NPHC Marine Safety Management System Lead Document	OPERATIONS/PMFSC/MSMS
NPHC Environmental policy	OPERATIONS/PMFSC/MSMS
NPHC Port Waste Management Plan	OPERATIONS/PMFSC/PWMP
NPHC Navigational Risk Assessments	OPERATIONS/PMFSC/Navigational Safety
NPHC H&S Risk Assessments	OPERATIONS/H&S/Risk Assessments
Material Safety Data Sheet – MARINE GAS OIL	OPERATIONS/H&S/COSHH/Safety Data Sheets
Material Safety Data Sheet – ENGINE OIL	OPERATIONS/H&S/COSHH/Safety Data Sheets

Material Safety Data Sheet – PETROL
TIER 2 Responder Contract

OPERATIONS/H&S/COSHH/Safety Data Sheets
OPERATIONS/PMFSC/Oils Spill Response

Appendix 1. POLREP CG77 Form

15.1 POLLUTION REPORT - CG77 – POLREP

INITIAL INCIDENT REPORT

A. Classification: -

B. Date/Time/Observer: -

C. Position and Extent of Pollution: -

D. Tide: - Wind: -

E. Weather: -

F. Characteristics of Pollution: -

G. Source and Cause of Pollution: -

H. Details of Vessels in area: -

I. Not Used

J. Any Photographs or Samples: -

K. Remedial Action: -

L. Forecast of oil movement: -

M. Names of others informed: -

N. Other relevant information: -

Newlyn Pier and Harbour Commissioners

Incident and Near Miss Report Form

LOCATION	
SEA WITHIN LIMITS	
NORTH PIER	
MARY WILLIAMS PIER	
PONTOON	
SLIP	
OLD QUAY	
SOUTH PIER	

NON-MARINE	
INCIDENT	
NEAR MISS	
POLLUTION	
FIRE	
PERSONAL INJURY	
OTHER	
REPORT TO	
HSE	
RIDDOR	

DESCRIPTION OF EVENTS	

CONCLUSIONS AND ACTIONS	

Appendix 3. MCA Annual Return Form

B5.5 ANNUAL RETURN FORM

Port / Harbour:

Annual Return for 20__

OPRC PLAN – Approval date: Valid until:

SUMMARY OF EXERCISES UNDERTAKEN DURING THE YEAR

Notification Exercise #1: Date

Details

Notification Exercise #2: Date

Details

Tier 1 Mobilisation Exercise #1: Date

Details

Tier 1 Mobilisation Exercise #2: Date

Details

Page 1 of 3

Table-top Exercise: Date

Details

Date of Last Tier 2 Incident Management Exercise (IME):

Any other exercises:

Details

SUMMARY OF INCIDENTS DURING THE YEAR

Continue on separate sheet if more space required

Date

Details

Page 2 of 3

COUNTER POLLUTION TRAINING THIS YEAR AND TRAINED PERSONS

Number of in-date staff qualified to Level 4/5P:

Number of in-date staff qualified to Level 1/2P:

TRAINING UNDERTAKEN DURING THE YEAR

Name Position

Course Date

Name Position

Course Date

Name Position

Course Date

Continue on separate sheets if necessary

Page 3 of 3

Appendix 4. Situation Report Form



Newlyn Pier and Harbour Commissioners

Situation Report Form

Title	
Date	
Time	
SitRep Number	
Current Observation of Spill	
Details of Current Clean Up Operation	
Details of Equipment used up to this SitRep	
Author	

Appendix 5. Tier 2 Response Contractor Certificate



Appendix 6. NPHC Press Note

Initial Press Statement

“Newlyn Harbour confirm that an incident has occurred (state where and give brief description)

..... at approximately (give time)hours today.

Emergency response procedures have been initiated and relevant authorities (have been / are being) advised. All support services are being co-ordinated through the Authority’s incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects.

Further information will be released, (as it becomes available) at a press conference scheduled for

..... time today.”

Appendix 7. Sampling Label

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

Annex 8. Sample Report Form

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

Annex 9. Consultation Response Document



NPHC OSCP 2026 Consultation Responses

Cornwall Council – Hannah Fox, Emergency Management Officer

Change all reference to 'Cornwall County Council' to 'Cornwall Council'

Change: **Page 12 - Local Authority – Cornwall County Council**

- *Responsible for shoreline clean up from HWS to LWS (outside of Harbour Limits)*

to: Local Authority - Cornwall Council

- Responsible for Cornwall Council owned beaches and shoreline. All other privately owned beaches are the responsibility of the landowner.

Page 26 – Update contact details to Cornwall Council – Maritime Manager (Chris Jones – harbouroffice@cornwall.gov.uk 01872 224231)

Emergency Management (emergencymanagement@cornwall.gov.uk 020 3162 2240)

Natural England – Megan Hayward-Smith, Marine Higher Officer

Natural England have the following comments on the plan:

- Page 3, List of Abbreviations: SAC is listed twice (and is not referenced elsewhere in the plan, so it can be removed). Please also add MCZ -Marine Conservation Zone.

- Section 7, Page 12, Natural England – is the government's adviser for the natural environment and the Nature regulator with a wide range of statutory duties and powers. Natural England will provide advice on marine and coastal protected sites and habitats. They will also advise on the suitability of different clean-up techniques in relation to the sensitivity of the habitats affected.
- Page 26, Natural England contact details phone 0300 060 1200, which is available 24/7; email marineincidents@naturalengland.org.uk which is not monitored 24/7.
- Section 10, Categories of incidents, Natural England (NE) should be notified by email for a Tier 1 incident and notified by phone for a Tier 2 or 3 incident. For Tier 2 and 3 incidents NE will be forming part of the Environment Group.
- Section 4. Page 28/29 Environment policy Please add information on seagrass as a sensitive habitat, including maps. Please add information on MCZ designated sites and their protected features. You can refer to Designated Site View for information on the site and its specific features. Additionally, please highlight any sensitive features specifically highlight the seagrass beds located adjacent to the harbour. Mounts Bay MCZ - UKMCZ0036 Designated features:
 - High energy infralittoral rock
 - High energy intertidal rock
 - Intertidal coarse sediment
 - Intertidal sand and muddy sand
 - Moderate energy infralittoral rock
 - Moderate energy intertidal rock
 - Subtidal sand
 - Seagrass beds
 - Giant goby (*Gobius cobitus*)
 - Stalked jellyfish (*Haliclystus* spp.)
 - Stalked jellyfish (*Calvadosia campanulata*)
 - Stalked jellyfish (*Calvadosia cruxmelitensis*)
- Section 4 . Page 28/29 , Environmental maps Please add Map of MCZ including seagrass feature. To do this using the DEFRA Magic Map: • For seagrass, go to Marine → National Seagrass Layer and ensure all seagrass layers are selected. I have attached maps 'printed' from MAGIC showing sensitive habitats.

Environment Agency – Nick Bulmer, Environmental Incident Advisor

Area Incident Team comments:

- Waste management plan with locations for waste storage not available. It would be good to have some pre-designed suitable sites for waste storage during a T1/T2/T3 incident so that this does not slow up the response or worse to be in an unsuitable location that causes a secondary pollution risk.
- Communications. I have noted the press note on page 38, but it may be advised to have a plan as to who will lead on Comms where media or local MPs become interested in the situation. Again, this would only be during a more serious incident but having those people identified in the plan would save time during a response.
- Contacts table (page 26) needs updating as follows.
- To report an incident, call the Incident Communication Service on 0800 807060, or general enquiries 03708 506 506 / enquiries@environment-agency.gov.uk

Fisheries and Biodiversity Team comments:

- The baseline information on the SSSI designations, the priority habitats, and environmental sensitivities in section 4 of the data section of the document is comprehensive. However, Mounts Bay Marine Conservation Zone (MCZ) seems to have been overlooked within this document, it would be useful to include a map showing the location of the MCZ and its interest features. This MCZ protects a range of habitats including several different types of rock, both on the shoreline and on the seabed. The site also protects intertidal sediment and sand, which are above water at low tide and below water at high tide. The range of habitats support a variety of life, which includes worms and bivalves (with their paired, hinged shells) living in soft sediments and sea snails, anemones, starfish, and sea squirts found on rocky shores. This site is also important for protecting stalked jellyfish and giant goby.
- Oil spills are major threats to seabirds, wading birds, seals, fish, and cetaceans but I couldn't see details of how rescues of these species would be coordinated, if they were required. I believe that having those details within the document would be useful.
- The Newlyn River discharges adjacent to the pier and supports the migratory fish species trout and eels. There will be sensitive months when migratory fish are moving; adult sea trout coming in and smolts leaving so this needs to be considered.

Marine Management Organisation - Penny Yarwood, Marine Conservation Manager

- On Page 24, section 9, please replace ‘dispersants’ with ‘Oil Spill Treatment Products.’ This is because MMO have a variety of products on the approved product list and do not want to limit the contingency plan to the use of dispersants alone. *Please note that the MMO email address should remain dispersants@marinemanagement.org.uk*
- On Page 26, please amend the contact numbers for MMO to **0300 200 2024** and **07770 977 825**. For information, the address for MMO is now Tyneside House, Skinnerburn Road, Newcastle Business Park, Newcastle-upon-Tyne, NE4 7AR
- Please elaborate further on the role of the MMO. Our recommended wording is ‘*MMO plays a major role in the protection of the marine environment, particularly in respect of fisheries and in ensuring the safety of the aquatic food chain, including the safety of consumers of fish and shellfish.*
Under the terms of the Marine and Coastal Access Act 2009 and The Marine Licensing (Exempted Activities) Order 2011 it is a legal requirement that oil treatment products may only be used in English waters if they have been formally approved for this purpose by MMO. Permission from the MMO must be obtained prior to the use of an approved oil spill treatment product in marine waters anywhere and at any water depth, including beaches, shorelines or rivers.
Any oil spill treatment chemicals used in the English marine area in this manner must be approved and their use authorised by MMO prior to their application in marine waters anywhere and at any water depth, including beaches, shorelines or rivers.’
- Please include a further section on post spill monitoring titled “*PREMIAM Post – Pollution Monitoring Guidelines*” with the following introductory paragraph and link to the detailed document containing the guidelines:
“These post-spill environmental monitoring and impact assessment guidelines are a major deliverable of the PREMIAM programme. The guidelines are to help the design and management of post-spill monitoring; determine impact to marine food chains, ecosystems and resources; gather data to help establish the effectiveness of response and promote scientific best-practice.
The PREMIAM guidelines cover key principles of an environmental monitoring programme. They also describe why, where, when, what and how monitoring is conducted, and key scientific techniques and approaches to be taken into account. This new edition also includes a section on the importance of data management and reporting to promote effective dissemination.
They will provide essential guidance in the event of a spill and can be used as reference for pre-planning and preparedness, so authorities can implement effective monitoring and can be found at <https://www.cefas.co.uk/premiam/guidelines/>”

Annex 10. NPHC Port Waste Management Plan



NEWLYN PIER & HARBOUR COMMISSIONERS

PORT WASTE MANAGEMENT PLAN

February 2024

Contents

1. Introduction and Background Legislation
2. Revision Diary
3. The Harbour
 - 3.1 General Duties
 - 3.2 Harbour Limits
 - 3.3 Uses and Types of vessel
4. Types of Waste Generated
 - 4.1 General Refuse
 - 4.2 Recyclable Waste
 - 4.3 Oil and Oily Waste
 - 4.4 Sanitary Waste
 - 4.5 International Catering Waste
 - 4.6 Monofilament Net
5. Waste Reception Facilities
6. Waste Service Providers
7. Charges
8. Complaints

1 Introduction and Background Legislation

This Port Waste Management Plan has been developed by Newlyn Pier and Harbour Commissioners (NPHC) to meet the requirements of SI 2003/1809 Regulation 11-13 Exempt, (Post EU Amendments), Merchant Shipping and Fishing Vessels, (Port Waste Reception

Facilities) and MGN 563 (M+F) Amendment 1, which prescribes that UK Ports make and describe proper arrangements for the disposal of waste generated by ships using the Port.

The plan requires approval every three years by the MCA, to verify that it complies with the requirements of the Regulations.

2 Revision Diary

Date	Revision	Author	MCA Approval
08.02.2024	All new plan written	Alan Hartwell	

3 The Harbour

NPHC is a Statutory Harbour Authority with Trust Port status borne from the Newlyn Pier and Harbour Orders 1906 to 2010, and has been a successful fishing port since this time and long before too. Made up of two quays, one pier and a pontoon, the Harbour can offer in the region of 2500 metres of berthing area, although the South Quay is now locked for public use due to degradation. Predominantly used as a fishing port the business' within the Harbour are generally developed to serve this trade by means of engineers, workshops, a car park and of course, a large fish market.

3.1 General Duties

The general duties of NPHC are to provide a safe and usable facility for the users of the port by maintaining, managing and improving the port whilst enforcing the byelaws and powers available to it.

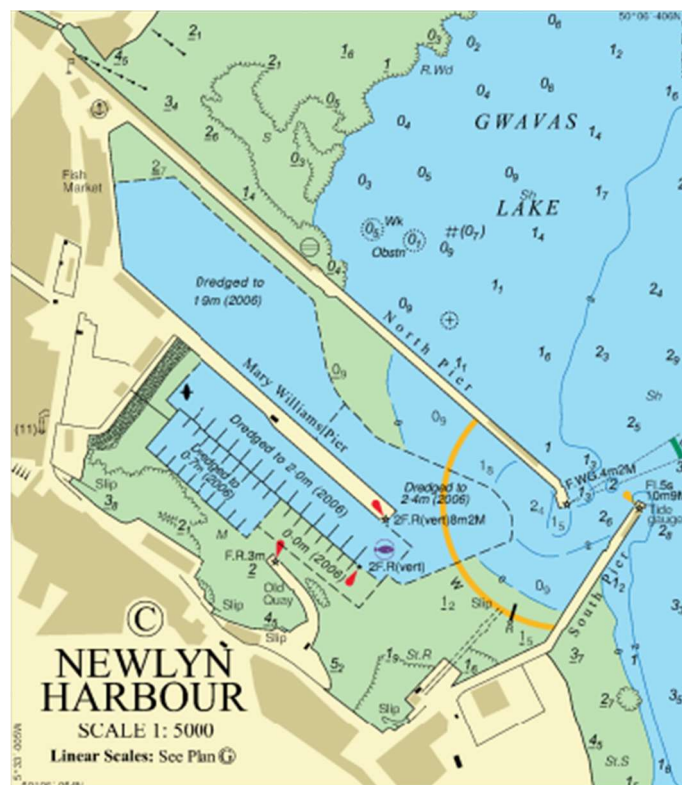
General statutory duties include: -

- Provision of berthing for various types of vessel.
- Dredging to maintain charted depths.
- Provision of navigation marks, buoys, beacons, and lights.

- Byelaw enforcement.
- Provision of harbour radio station.
- Provision of potable water supply.
- Provision of facilities for fishing vessels to unload and sell their catches.
- Provision of Dry Maintenance Facilities.
- General ship borne waste removal.

3.2 Harbour Limits

The Harbour limits are described in great detail in Section 6 of the Newlyn Pier and Harbour Order 1906 but for the purpose of this Plan can easily be seen in the excerpt from Admiralty Chart BA 2345.



3.3 Uses and Types of vessel

Well known as a fishing port, Newlyn Harbour is open to any vessel that wishes to use the available facilities, and which is physically capable of doing so. In general, the facilities of the port are:

- Quayside berthing for larger vessels
- Pontoon berthing for smaller vessels
- Fish Landing Area and Fish Market
- Slipway for vessel maintenance
- Quayside space for the maintenance of fishing gear
- Refuelling
- Fresh water supply to vessels
- Rental properties for use by marine associated trade
- Small vessel lift out capability
- RNLI

And the vessels and approximate amounts that use the port are:

- | | |
|--|-------------------------------------|
| • Fishing Vessels greater than 15m LOA | 25 |
| • Fishing Vessels between 12m and 15m LOA | 20 |
| • Fishing Vessels less than 12m LOA | 100 |
| • Other Commercial Vessels (less than 15m) | 5 |
| • Visiting Yachts and dayboats | 3650 Visiting nights (max capacity) |
| • Resident Leisure Vessels | 10 |
| • RNLI Vessels | 2 |

4 Types of Waste Generated

Waste is generated from activities which are normal to recreation, fishing, commercial shipping and Harbour Authority operations. Newlyn Harbour is also currently an open site, so has an element of unauthorized public use too. In any case, the overwhelming majority of waste generated within the Harbour comes from the fishing industry.

The following types of waste are accounted for:

4.1 General Refuse

Generated by maintenance or the domestic use of fishing and other vessels. Smaller items and black bag waste is put into one of the many 1000 litre wheelie bins which are placed around the site. When the bins are full they are removed to our waste reception facility and replaced with an empty unit by Harbour Staff. The full bins are then removed twice weekly by our waste contractor.

To compliment the smaller bins we also have a large 40t capacity skip or larger items generated within the port. This is stored in a locked compound to prevent misuse and access is managed by our team. This is changed weekly by our waste contractor.

4.2 Recyclable Waste

NPHC does not provide facilities for recycling general refuse but does provide a scrap metal skip. Housed in the waste reception facility it is taken away and replaced by our contractor when full.

4.3 Oil and Oily Waste

NPHC has the facility for vessels to dispose of waste oil and oily waste (filters, oiled rags etc.), generated in the normal use and servicing of vessels. When the facility is full the waste is removed by specialist contractors.

For further information on waste oil within NPHC limits please see the MCA approved oil spill contingency plan.

Newlyn Harbour is registered with the Environment Agency as a producer of hazardous waste. The registration number is AGU 426.

4.4 Sanitary Waste

Whilst the Harbour has several toilets for public use it does not have any specific sewage pump out facility for vessels tanks. Fishing vessels using the port deal with their waste at sea (vessels

over 400gt to which MARPOL Regulations apply are possible but rare within the port) and those on visiting yachts are requested not to discharge waste within Harbour limits.

4.5 International Catering Waste

Any vessel entering St Mary's from outside the UK or Northern Ireland, or generating waste from products originating from outside the UK or Northern Ireland are required by DEFRA to dispose of such waste in a manner that segregates it from the general refuse waste stream. Vessels arriving with such waste are able to dispose of ICW in a dedicated and labelled ICW bin by contacting the Harbour Office.

4.6 Monofilament Net

Used by many fishing vessels in the port, monofilament net has a relatively short life span but is fully recyclable. Odyssey Innovations provide a skip on our site for the collection of this net and many other plastic items

5 Waste Reception Facilities

The picture below demonstrates the waste reception facilities within NPHC.



- 1000lt Bin
- 40t Skip
- Scrap Metal Skip
- Waste Oil Facility
- Monofilament Net Skip



6 Waste Service Providers

- The contractor used for general refuse and skip hire is Biffa Bins. This is continually assessed for efficiency and cost.
- The contractor used for the collection and disposal of waste oil is Oil Monster.
- The contractor used for the collection of the scrap metal skip is Simms Metals, Camborne.
- The monofilament net skip is provided and replaced by Odyssey Innovations
- The Commissioners have a contract with Adler & Allen Ltd., 22 – 42 Livingstone Road, London, E15 22J to provide Tier 2 response in the event of an incident and removal of hazardous waste.

7 Charges

NPHC reviews and publishes its tariff on 1st April each year, with new or altered charges gaining the approval of both the Board of Commissioners and NPHC Advisory Board (our gateway to public consultation). All vessels using the port are, through their Harbour Dues, contributing to the cost of the disposal of general waste, scrap metal and oil/oily waste. Where the disposal of an item falls outside the scope of general waste (items include mattresses and refrigerators), incurring extra charges for the port, we will endeavour to recoup these costs from the disposer where identified.

The monofilament net skip is free to use.

7 Complaints

The Harbour Office is open 24 hours a day and maintains a log for the recording of relevant complaints such as lack of reception facilities, inadequacy of collection or problems with contractors. All complaints will be dealt with by the Harbour Master or his Deputy / Assistant.

8 Charges

Newlyn Pier and Harbour Commissioners charges review of 2015 has levied a skip charge for the standard use of waste facilities and standard waste charge is incorporated within the vessels annual berthing charge. Exceptional requests will be dealt with on a case-by-case basis, this would be for example, charges imposed for disposal of dirty ballasts, bilge water or dunnage, but would not include disposal of normal ship waste whilst alongside or laid up. Excessive quantities will be assessed on a case-by-case basis.

PLEASE NOTE EMAIL BELOW:

RE: Port Waste Management Plan - Newlyn Harbour



Plymouth Marine Office <PlymouthMO@mcga.gov.uk>
To: Alan Hartwell
Cc: Doug Smith

Reply Reply All Forward Wed 22/0

You forwarded this message on 22/05/2024 14:14.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Mr Hartwell

Owing to operational commitments and an internal review of ongoing work it has been decided at national level to pause work on Port Waste Management Plan (PWMP) Approvals for the time being.

Please note that your current PWMP remains approved.

Regards

Elaine

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UK Survey & Inspection

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