



Emergency Procedure – Landside Spill Procedures

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Associated Documents

1. Foreword

This procedure provides instructions for responding to landside spills within the Port of Dover and outlines the responsibilities of Port and contracted agency staff.

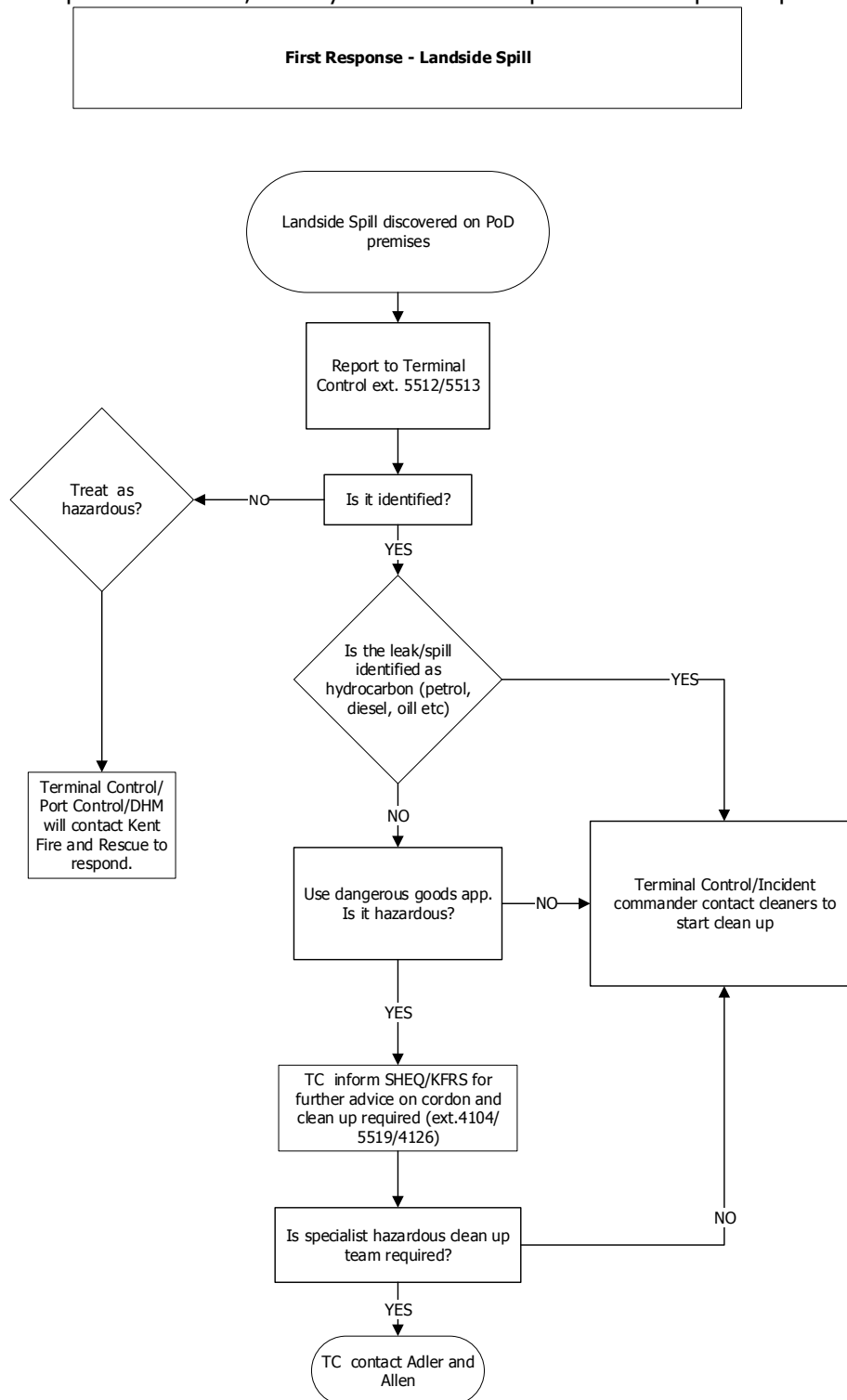
It is to be read in conjunction with the Marine Pollution Response Plan (Marine Operations Manual - Section 12) which provides detailed information on the response required for a marine side oil spill in line with MCA requirements.

The spills referred to in this document as Landside spills refer to any land based spills within the Eastern & Western Docks and do not apply to shoreline or marine contamination which would be dealt with as per the instructions contained within the Marine Pollution Response Plan.

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2. First Response

When a leak or spill is discovered, identify the substance if possible and report as per below.



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3. Responsibilities during a Landside Spill

The Terminal Control Officer will receive the spill report and gather the following information:

<u>Reporting Card – Key information to be gathered by the Incident Manager</u>	
Key Information	Description
Where is the spill?	
What is the substance?	
What form is it in (liquid/powder/solid)?	
What quantity is present?	
Detail of the offending consignment/carrier	
Who is reporting the spill?	

The terminal controller will:

- assess the spill through communication/cameras,
- advise if drains need covering and if penstocks need closing
- decide on the appropriate response using the first response process
- ensure that operations do not take place within the area affected by the spill until it is safe
- gain any required advice from the SHEQ team
- direct any staff involved such as ground controller, police, engineering support or cleaners for response
- make the call if a chemical clean up response is required to Adler and Allen
24 hr phone number is 0800 592827
- ensure the area is checked so that clean-up is fully complete and approve the area is safe for operational use and can reopen
Note – Only the DHM can give permission for a berth to be re-opened after an oil spill, if the DHM is aboard a vessel piloting then the berth must remain closed until the DHM comes ashore and passes the berth ready for re-opening.
- make the DICES reports.

The Port's Cleaning Contractor will be called to provide trained staff.

The cleaning team will

- be informed what has been spilt from Terminal Control
- keep themselves safe at all times and gain further advice from Terminal Control or SHEQ team if unsure
- wear the correct PPE (for berth spills this includes lifejackets, hard hats and harnesses)
- respond according to the first response process
- access ED5 Response equipment store and collect equipment to contain or respond to the spill
- wipe down ladder rungs, hand rails, working platforms and walkways until clean and not greasy where needed
- provide and use the water pressure washer for berth cleans
- clean down any reusable oil spill equipment (such as containment and drain covers) and correctly store afterwards.
- correctly dispose of any absorbent materials used in spill bins in the hazardous waste store

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SHEQ Team will give clean up advice on any non-hydrocarbon spill, safety aspects such as cordon distances, PPE and environmental issues.

The DHMs will receive berth spill report and will

- close the berth and associated area,
- organise the response to a spill on a berth,
- mobilise engineering to stop the leak and the cleaning contractors to respond to the spill
- liaise with the Mooring staff for linkspan operation
- following clean up the DPM will then inspect the area to approve the clean-up is completed correctly, including ladders, handrails and working platforms then give the instruction to reopen the area.

The Mooring Staff Licensee will be called in the event of an oil spill on the berth/link spans to raise and lower working platforms to allow the cleaning staff to access to the affected areas.

The POD Cargo team will be first responders in the cargo area using the localised equipment and will contact TC if further resource is required.

4. Spill types and PPE required

The PPE requirements should to be evaluated on a case by case basis. Suggestions have been made below and are not exhaustive. Consideration is needed for weather conditions and the potential spread of spillage including fumes, dust and any spray. Use of absorbent spill granules can cause dust so a face mask is recommended. All responders should be wearing protective footwear.

4.1 Unidentified spill

If a spill is of an unknown product it must be treated as hazardous and all safety precautions put in place as such.

Terminal Control will contact Kent Fire and Rescue Service (KFRS) to respond. Any planned response, including PPE needed, will follow the identification of the product that KFRS provide and follow 4.2-4.5 below as relevant.

4.2 Oil spills

The cleaning contractor's staff have been fully trained to deal with hydrocarbon spills on landside. They will utilise the equipment in ED5 spill locker and follow the containment and clean up procedures.

PPE- gloves, overalls, shoe protection, face mask.

4.3 Non Hazardous

The cleaning contractor's staff have been fully trained to deal with non-hazardous spills on landside. They will follow the containment and clean up procedures.

PPE – gloves, overalls, eye protection, face mask.

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4.4 Chemical (non-battery acid)

The cleaning contractor's staff are not able to clean up chemicals. An assessment will be needed following information on the chemical and the SHEQ team will be able to assist with this. Cordons may be required and consideration is needed for visible spillage, airborne transmission and weather conditions. If safe to do so, booms can be put in place for containment and protection laid for drains and quay edges by the cleaners. Specialist clean up team will be required.

PPE will need to be assessed as per the product spilt and the SHEQ team can advise.

4.5 Battery Acid

The cleaning contractor will access the battery acid neutraliser powder from ED5 spill locker and treat a localised spillage as per the manufacturer's instructions, including following disposal advice.

PPE – Chemical resistant gloves, overalls, eye protection

5. Containment and protection of water courses

Containment is used to stop the spread of a spill and prevent it entering water courses or drains. It may only be put in place if the incident commander says it is safe to do so. It is important to prevent a spill from mixing with other products or water.

Stop the leak - If it is possible to access the spill safely actions will be made to stop the leak. This can be carried out by engineering/duty electrician for fixing hydraulic equipment leaks and by the cleaners through use of patching paste or bungs to leaking drums or tanks on vehicles.

Catch the leak – Containment pools/trays are designed to place under a leaking item to catch the spillage. The tribund is a drive in containment pool and can take a HGV. This would be suitable for a leaking HGV including a suspected hazardous substance.

The UTP bund can be used if it is safe to move the leaking vehicle/container to that point but the drainage valve must be closed first.

For a ground based spill, containment can be achieved by creating a barrier with spillsorb granules, absorbent booms, socks or a quayside protector. For fire water with oil on the surface, containment is recommended if practicable and spill pads placed on the surface to remove oil. Drain covers can be used to seal drains and prevent the spill reaching the drainage system. If the drainage is at risk the Incident Commander may ask for the penstock valves to be closed by the cleaners to avoid pollution to sea.

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6. Cleaning and disposal

For non-chemical spills the cleaning company will respond. The spillage should not be mixed with other products, even water. Detergent can be used after an oil spillage has been lifted to degrease roadways if necessary.

In the case of a very large spill the clean-up may be beyond the capability of the cleaners and a specialist clean up response may be required. This will be through Adler and Allan and they will be contacted by TC or the Incident Commander.

Powders

- a) The Port's contract cleaners, wearing suitable PPE, should clean up any powders using brooms and shovels and place into bags.
- b) Remove all bags and use the waste facilities appropriate to the product*. SHEQ can advise if needed.

Liquids

- a) The Port's Contract Cleaners, wearing suitable PPE, should clean up any pools of liquids using absorbent spill granules to the ground, working them in with a broom to absorb spillage. Pads can also be used. Leave granules for up to an hour or as appropriate to the location, repeat until clean.
- b) On berths the DHM will liaise with the mooring teams to lower and raise platforms on link spans for cleaners to access areas. Using extreme care and wearing harnesses, use absorbent pads to wipe down ladder rungs, hand rails, working platforms and walkways until clean and non greasy.
- c) For oil spills rinse down the affected areas with the water pressure washer towards an interceptor protected drain to remove any remaining oil. Use degreaser if required.
- d) Remove all absorbents in clear plastic bags to the waste bins in the hazardous waste store*
- e) To lift large amounts of spill granules the sweeper may be used. The sweeper must be empty and the water switched off before sweeping commences.
 - i. To empty the sweeper granules from the sweeper, drive it to the Engineering wash down area
 - ii. Place the silt protection drain cover over the interceptor drain
 - iii. Lay down a tarpaulin beside the wash down area and tip the absorbent granules onto the tarpaulin. Use granules on any residual liquids
 - iv. Shovel granules directly into oily waste bins and place in hazardous waste store*
 - v. Clean tarpaulin and sweeper out with wash down equipment over the interceptor
 - vi. Remove any debris from the drain cover, place debris in oily waste bin, remove drain cover and return to oily waste store
- f) Clean any reusable equipment and return it to ED5 spill locker

*In the event of a large spill and the granules/waste exceed the capacity of the oily waste bins the waste may be stored in the UTP. Bagged waste is recommended. The bund tap must be checked that it is in the closed position before the waste is placed there. SHEQ Team and Procurement must be notified immediately to arrange disposal.

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Hazardous waste disposal

The overdrums are available for use to store any hazardous waste such as chemicals and may also be used by the fire service. The screw top lid will be put in place and the drum should be placed in the hazardous waste store. SHEQ Team and Procurement must be notified immediately to arrange disposal.

7. Reporting Requirements

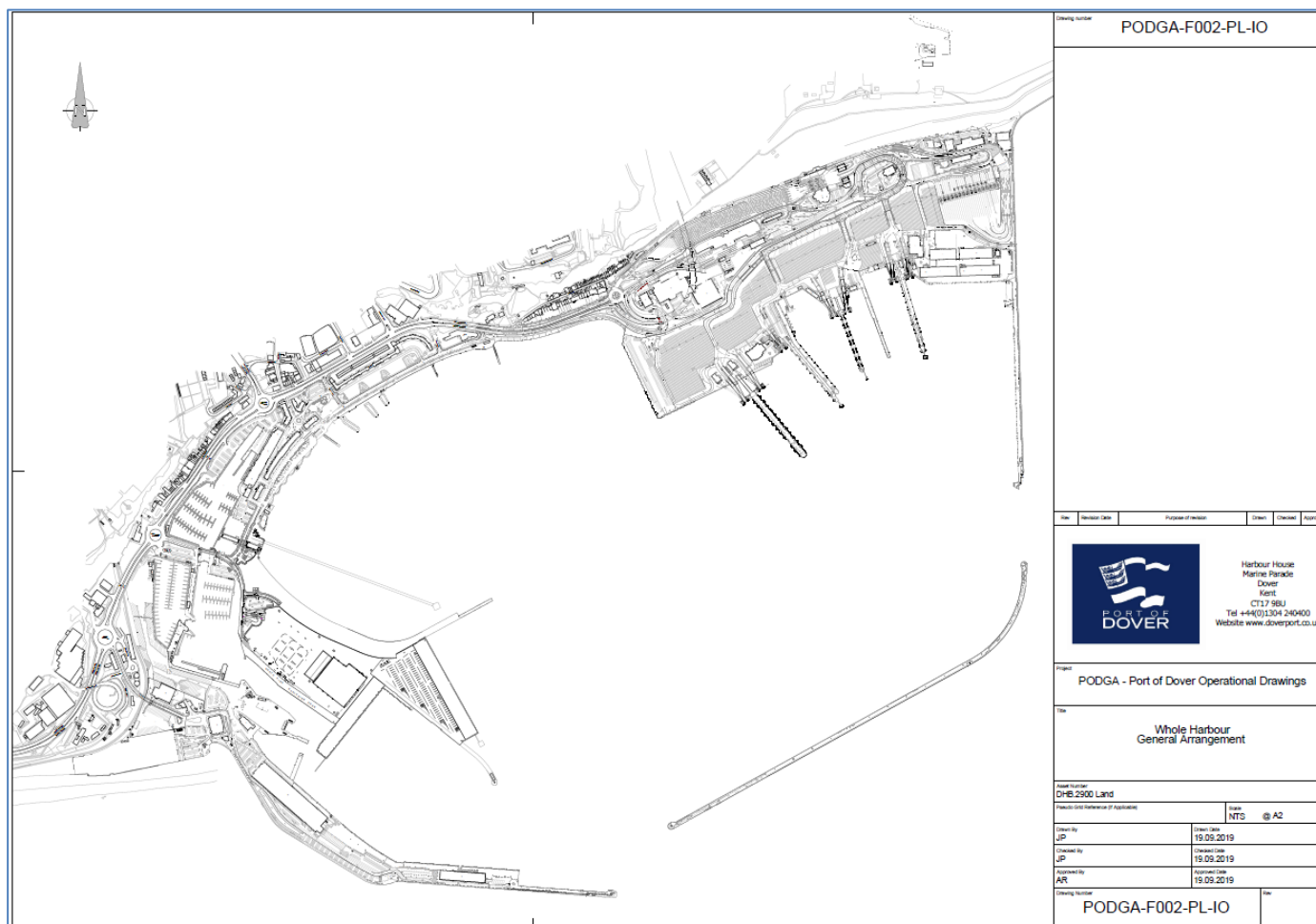
The Terminal Controller will complete a DICES Report, available on the front page of the DMS site.

Any incidences of pollution to sea will be reported to the MCA by the DHMs as per the Marine Pollution Response Plan.

Any incidences of pollution to the ground, air or water will be reported to the Environment Agency by the SHEQ Team.

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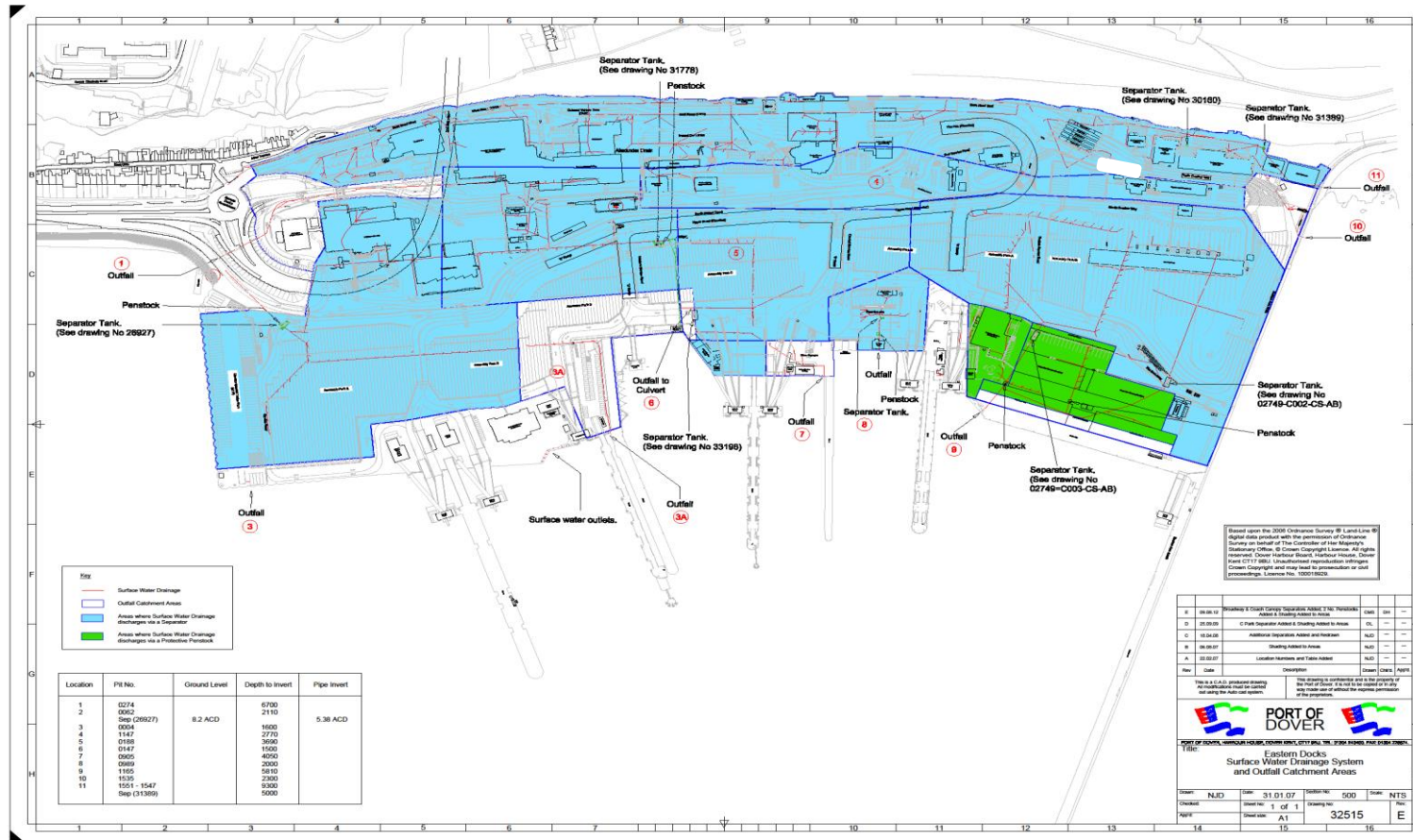
8.1 Full Port Map



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8.2 Surface Water Drainage System Plan Eastern Docks



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9 Spill Equipment

9.1 5 Berth spill locker

5 Berth oil spill equipment store contains equipment for responding to Landside oil spills. It contains the following equipment:

Amount	Item
3	Shovels
3	Brooms
2	Fire extinguishers
3	Pumps
2	Black flexi pipes
3	Green flexi pipes
1	Whale pump and black delivery tube
2	Yellow absorbent mats (rolled)
3	Clay drain mat
3	Reusable Drain blockers
1 x L	Orange funnel
2 x M	Orange funnels
3 x S	Orange funnels
1	Orange flexi pipe
2 x S	Nitrile gloves
2 x L	Nitrile gloves
2 x XL	Nitrile gloves
5 pairs	Red rubber industrial gloves
5	White protection suits
12	Respiratory masks
5	Safety goggles
6	Small plastic drip trays
3	Patching paste
3	Wooden bungs
2 boxes	Clear bin bags
1 bag	Cable ties
3 pairs	Blue shoe covers
4	Metal jerry cans
3	Containment pool
2	200L drums
9 boxes	Absorbent yellow pads
1	Box of yellow absorbent booms
40	Bags of spill sorb
1	Penstock keys
3	Traffic cones
1	Tribund
2	Overdrums

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9.2 Kit Index

		
Absorbent pads (Chemical & Oil)	Absorbent boom (Chemical & Oil)	Spill sorb/granules (Chemical & Oil)
		
Reusable drain cover	Clay drain cover (disposable)	Bungs
		
Patching paste	Clear waste bags	PPE

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Containment pool	Drip tray	Pump and hoses
		
Drive in tribund	Overdrum (chemical waste bin)	

9.3 Engineering Plant and Equipment

A list of the plant held by the Engineering Department is available in [Port Silver Technical Q Card](#). This includes submersible pumps, generators, lights, high lifts, cranes, tipper lorries and plastic sheeting; all of which may be useful in a spill incident.

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10. Glossary

DHB	Dover Harbour Board
DHM	Duty Port Manager
DMS	Document Management System
Ext.	Extension
Haz.	Hazardous
Link Span	Connecting Bridge between shore and ship
MCA	Maritime & Coastal Agency
PPE	Personal Protective Equipment
QD	Quality Document
UTP	Unaccompanied Trailer Park

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