

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY

ENVIRONMENTAL CODE OF PRACTICE

January 2011



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1.0 BACKGROUND

In March 2010, MARENCO Environmental Consultants conducted an Environmental Review Audit of the Northern Ireland Fishery Harbour Authority (NIFHA). The objective of the project was to provide a comprehensive baseline report which makes prioritised and justified recommendations for improvements in environmental performance and for developing a practical and proportionate Environmental Management System (EMS).

A key recommendation of this report was to establish an Environmental Code of Practice to minimise environmental risks associated with operational activities at the three fishery harbours (Ardglass, Kilkeel and Portavogie).

2.0 SCOPE OF WORKS

The following scope of works was agreed with NIFHA:

Draw up Environmental Code of Practice in consultation with harbour staff. This will include the following issues which were highlighted in the Audit Report:

- *enforcement of NIEA ban on decommissioning fishing vessels in Authority harbours*
- *specifying procedures which will ensure compliance with Duty of Care Regulations*
- *procedures for handling waste oil discharge and fuel oil spillage from vessels*
- *procedures for Kilkeel and Portavogie slipway catch drain / waste water tank discharges*
- *operational procedures for Waste Reception Facilities including waste storage needs at each harbour to a standard acceptable for a Licence Exemption Certificate*
- *operational procedures for collection of waste from around harbour (e.g. quaysides & slipway), to include waste oil collection procedures*
- *operational procedures for waste removal on slipways*
- *operational procedures for repair of vessels at quayside*
- *operational procedures for repair of vessels on beach (Ardglass)*
- *operational procedures for storing oil / chemical drums*
- *format for colour coding drains and manholes which is consistent across 3 harbours*
- *procedures for auditing Vessel Fuelling Code of Practice*
- *procedures for auditing of tenants premises (with priority given to oil storage facilities)*

3.0 FORMAT

In respect of the scope of works, the issues above have been allocated to the following key categories:

- Waste Management
- Materials Storage
- Slipway Waste Management
- Quayside Vessel Repair and Maintenance
- Vessel Decommissioning
- Vessel Fuelling
- Oil Spillage Response
- Tenants Audits

Each of the key categories is formatted as follows:

- Overview
- Statutory Regulations
- Responsibility
- Key Requirements
- Monitoring & Reporting
- External References

Operational Procedures have also been established and formatted as follows:

- Requirement
- Scope
- Responsibility
- Procedure

4.0 ENVIRONMENTAL CODE OF PRACTICE

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Waste Management
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	All Harbours
Overview Under legislation all harbours are required to provide Port Waste Reception Facilities.	
Statutory Regulations <i>Waste & Contaminated Land Order (NI) 1997</i> <i>Controlled Waste (Duty of Care) Regulations (NI) 2002</i> <i>Waste Management Licensing Regulations (NI) 2003</i> <i>Hazardous Waste Regulations (NI) 2005</i> <i>Merchant Shipping & Fishing Vessels (Port Waste Reception Facilities) Regulations 2003</i>	
Responsibility Harbour Master – ensure compliance with Duty of Care Regulations Harbour Master – ensure compliance with Port Waste Reception Facilities Regulations, including implementation of <i>Port Waste Management Plan (January 2009)</i> Head Office – retain contractors licences/certificates Harbour Master – retain waste transfer/consignment notes Harbour Master – compile waste production figures and report to Head Office	
Key Requirements <ul style="list-style-type: none"> • Provide Waste Reception Facilities as required by legislation • Retain Paragraph 36 Exemption for Waste Reception Facilities • Implement <i>Port Waste Management Plan (January 2009)</i> • Apply Duty of Care for waste management practices across each harbour through implementing <i>Harbour Waste Storage & Collection Procedure (ECoP OP01)</i> • Apply Duty of Care for waste management practices at Waste Reception Facilities through implementing <i>Waste Reception Facility Management Procedure (ECoP OP02)</i> • Implement NIFHA <i>Ardglass Beach Clean-up Procedure</i> in conjunction with Down District Council and Volunteers (procedure to be established) • Harbour Master to record waste management performance (including details of fly-tipping, incineration etc.) for inclusion in monthly report to Head Office 	
Monitoring & Reporting Co-ordinate inspections and reports to Head Office including records of non-compliance for action under Harbour Bye-Laws 7, 47, 53 & 58 and current Schedule of Dues & Charges Retain up-to-date lists of registered carriers and licensed/exempted facilities Retain transfer and consignment notes at Harbour Office Co-ordinate collection of waste data and report waste information to Head Office annually	
External References www.ni-environment.gov.uk/waste-home/public_reg.htm for: NIEA Waste Management Licensed Sites Sites Exempted from Waste Management Licensing Registered Waste Carriers Approved ATFs and Approved Exporters of WEEE List of Accredited Re-processors and Exporters PPG 8 Safe Storage and Disposal of Used Oils NIEA - Waste Management The Duty of Care - A Code of Practice	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Materials Storage
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	All Harbours
Overview The storage of all materials must be in accordance with good practice to minimise potential for water pollution. Materials stored at the fishery harbours include fuels, lubricant oils, paints, detergents and chemicals.	
Statutory Regulations <i>Water (NI) Order 1999</i> <i>Oil Storage Regulations (pending)</i>	
Responsibility Harbour Master	
Key Requirements <ul style="list-style-type: none"> • Permanent tanks (>1,000 l) to be double-skinned or have suitable external bund • Mobile containers (205 l barrels and 1,000 l IBCs) to be stored on sump pallets or drip trays • Low volume containers (e.g. 25 l barrels) to be stored on sump pallets or drip trays, preferably under cover • Safety Data Sheets to be available for all fuels, oils, paints, detergents, chemicals and specific storage requirements applied • Redundant refrigerant gases to be disposed of as hazardous waste • Harbour Master to maintain inventory of main materials stored 	
Monitoring & Reporting Harbour Master to retain up-to-date inventory of materials stored Harbour Master to co-ordinate quarterly inspections of storage facilities	
External References PPG 1 General Guide to the Prevention of Pollution PPG 2 Above Ground Oil Storage Tanks PPG 5 Works and Maintenance in or near Water PPG 26 Storage and Handling of Drums & Intermediate Bulk Containers (IBCs)	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Slipway Waste Management
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	Kilkeel
Overview The Kilkeel Slipway has an integrated catch drain that discharges via an under-ground holding tank to a 15,000 l above-ground bunded storage tank. The catch drain is submerged at high tide.	
Statutory Regulations <i>Water (NI) Order 1999</i>	
Responsibility Harbour Master	
Key Requirements <ul style="list-style-type: none"> • Vessel owner/operator or contractor to conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment (as per Code of Practice for Safe Working)</i> • No working practices below catch drain unless an operation-specific procedure is established • No wash-down to be undertaken when tide is above catch drain • No vessel fuelling on slipway • Waste to be segregated and placed in containers or bays provided • Holding tank pump not to be activated when tide is above catch drain • Holding tank pump to be activated during all wash-down activities • Holding tank pump to be activated in the event of an oil/chemical spill • Storage tank contents to be disposed of as waste water / oily waste as appropriate • Waste disposal transfer notes / consignment notes to be retained on site • Spill kit material to be available at slipway • Pump activation signage and Spillage Response posters to be displayed at slipway • Harbour Master responsible for draining rain water from Storage Tank bund • In the event of a specific oil/chemical spillage, vessel owner to be required to pay cost of Storage Tank contents disposal • Paint spraying permitted at slipway only when subject to effective screening (as per <i>Code of Practice for Safe Working</i>) • High Pressure Water Spraying to be conducted only above catch drain and subject to screening (as per <i>Code of Practice for Safe Working</i>) • Shot Blasting or Wet Aggregate Blasting not permitted (as per <i>Code of Practice for Safe Working</i>) • All waste materials to be controlled as per <i>Environmental Code of Practice – Waste Management & Code of Practice for Safe Working</i> 	
Monitoring & Reporting Co-ordinate monitoring of slipway practices and retain records of non-compliance for action under Harbour Bye-Laws 40-50 & current Schedule of Dues & Charges Compile records of Storage Tank contents disposal including frequency, volume & cost Retain waste transfer and consignment notes at Harbour Office	
External References PPG 1 General Guide to the Prevention of Pollution PPG 5 Works and Maintenance in or near Water	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Slipway Waste Management
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	Portavogie
Overview At Portavogie two slipways are in operation. The Outer Slipway has an integrated catch drain that discharges via a sediment sump to an under-ground oil interceptor. The Inner Slipway has no catch drain.	
Statutory Regulations <i>Water (NI) Order 1999</i>	
Responsibility Harbour Master	
Key Requirements <ul style="list-style-type: none"> • Vessel owner/operator or contractor to conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment (as per Code of Practice for Safe Working)</i> • Outer Slipway should always be used in preference to Inner Slipway • No wash-down to be undertaken at Inner Slipway unless oil absorbent booms are in place • No vessel fuelling on slipway • Waste to be segregated and placed in containers or bays provided • Oil interceptor contents to be disposed of as oily waste • Waste disposal consignment notes to be retained on site • Spill kit material to be available at Harbour Office for slipway • Spillage Response posters to be displayed at slipways • Harbour Master responsible for inspecting oil interceptor levels • In the event of a specific oil/chemical spillage event, vessel owner to be required to pay cost of oil Interceptor contents disposal • Paint spraying permitted at slipway only when subject to effective screening (as per <i>Code of Practice for Safe Working</i>) • High Pressure Water Spraying to be conducted only above catch drain and subject to screening (as per <i>Code of Practice for Safe Working</i>) • Shot Blasting or Wet Aggregate Blasting not permitted (as per <i>Code of Practice for Safe Working</i>) • All waste materials to be controlled as per <i>Environmental Code of Practice – Waste Management & Code of Practice for Safe Working</i> 	
Monitoring & Reporting Co-ordinate monitoring of slipway practices and retain records of non-compliance for action under Harbour Bye-Laws 40-50 & current Schedule of Dues & Charges Compile records of oil interceptor contents disposal including frequency, volume & cost	
References PPG 1 General Guide to the Prevention of Pollution PPG 5 Works and Maintenance in or near Water	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Quayside Vessel Repair & Maintenance
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	Kilkeel & Portavogie
Overview	
Major repairs/maintenance is undertaken on the appropriate slipway and in accordance with the Environmental Code of Practice on <i>Slipway Discharge Management</i> . Routine repairs/maintenance works are carried out at the quayside.	
Statutory Regulations	
<i>Water (NI) Order 1999</i>	
Responsibility	
Harbour Master	
Key Requirements	
<ul style="list-style-type: none"> • Vessel owner/operator or contractor to conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment</i> (as per <i>Code of Practice for Safe Working</i>) and implement proper procedures • No paint scrapping waste to discharged to harbour waters • Only repairs/maintenance works, which are non-polluting, are permitted at quayside or floating work pontoons • Only minor running repairs or minor routine maintenance permitted at Kilkeel Pontoon Facility (as per <i>General Conditions of Use</i>) • Mobile containers (205 l barrels and 1,000 l IBCs) and Low volume containers (e.g. 25 l barrels) to be stored on sump pallets or drip trays • Safety Data Sheets to be available for all fuels, oils, paints, detergents, chemicals and specific use/application requirements applied • Spillage Response Posters to be displayed at piers and slipways • All waste materials to be controlled as per <i>Environmental Code of Practice – Waste Management & Code of Practice for Safe Working</i> 	
Monitoring & Reporting	
Harbour Master to co-ordinate random inspections of quayside repairs/maintenance operations and retain records of non-compliance for action under Harbour Bye-Laws & current Schedule of Dues & Charges	
External References	
PPG 1 General Guide to the Prevention of Pollution PPG 2 Above Ground Oil Storage Tanks PPG 5 Works and Maintenance in or near Water PPG 26 Storage and Handling of Drums & Intermediate Bulk Containers	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Quayside Vessel Repair & Maintenance
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	Ardglass
Overview	
There is no slipway facility at Ardglass and vessels are required to undertake major repairs/maintenance at Kilkeel or Portavogie. Routine repairs/maintenance works are carried out at the quayside, subject to environmental protection measures.	
Statutory Regulations	
<i>Water (NI) Order 1999</i>	
Responsibility	
Harbour Master	
Key Requirements	
<ul style="list-style-type: none"> • Only repairs/maintenance works, which are non-polluting, are permitted at quayside • Paint Spraying, High Pressure Water Spraying and Shot Blasting / Wet Aggregate Blasting not permitted • Vessel owner/operator or contractor to conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment</i> (as per <i>Code of Practice for Safe Working 6.3</i>) and implement proper procedures • Mobile containers (205 l barrels and 1,000 l IBCs) and Low volume containers (e.g. 25 l barrels) to be stored on sump pallets or drip trays • Safety Data Sheets to be available for all fuels, oils, paints, detergents, chemicals and specific use/application requirements applied • Spillage Response Posters to be displayed at piers and slipways • When undertaking beach repairs, paint layers to be removed only when tide is fully out and with environmental protection measures in place (e.g. plastic sheeting is in place around the vessel to collect paint waste) • No paint scraping waste to be deposited on beach or in harbour waters • All waste materials to be controlled as per <i>Environmental Code of Practice – Waste Management & Code of Practice for Safe Working</i> 	
Monitoring & Reporting	
Harbour Master to co-ordinate random inspections of quayside repairs/maintenance operations and retain records of non-compliance for action under Harbour Bye-Laws & current Schedule of Dues & Charges	
External References	
PPG 1 General Guide to the Prevention of Pollution PPG 2 Above Ground Oil Storage Tanks PPG 5 Works and Maintenance in or near Water PPG 26 Storage and Handling of Drums & Intermediate Bulk Containers	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Vessel Decommissioning
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	All Harbours
Overview The decommissioning of vessels is strictly forbidden in all NIFHA harbours and is in breach of current waste management licensing legislation.	
Statutory Regulations <i>Waste & Contaminated Land Order (NI) 1997</i> <i>Controlled Waste (Duty of Care) Regulations (NI) 2002</i> <i>Waste Management Licensing Regulations (NI) 2003</i> <i>Hazardous Waste Regulations (NI) 2005</i> <i>Water (NI) Order 1999</i>	
Responsibility Harbour Master	
Key Requirements <ul style="list-style-type: none"> • No decommissioning of vessels in NIFHA harbours • Application of NIFHA <i>Procedure for Vessels at Risk of Abandonment</i> • Application of NIFHA <i>Policy & Procedures for Wrecks & Abandoned Vessels</i> • Use of NIFHA <i>Abandoned Vessel Checklist</i> 	
Monitoring & Reporting Harbour Master to co-ordinate monitoring of vessels using harbours and apply appropriate procedures Harbour Master to identify incidents of non-compliance for action under Harbour Bye-Laws 33-38 & 40-50	
External References PPG 1 General Guide to the Prevention of Pollution PPG 5 Works and Maintenance in or near Water	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Vessel Fuelling
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	All Harbours
Overview A <i>Code of Practice for Fuelling Vessels</i> is established and included in the <i>Port User Information Booklet</i> . This places requirements on the vessel owner/operator and delivery Company to ensure good practice during fuelling. In addition an <i>Audit of Code of Practice for Fuelling Vessels Check List</i> is established.	
Statutory Regulations <i>Water (NI) Order 1999</i>	
Responsibility Harbour Master	
Key Requirements <ul style="list-style-type: none"> • <i>Code of Practice for Fuelling Vessels</i> to be followed by vessel owners/operators • Vessel owners are responsible for ensuring that Code of Practice is followed and that there is no pollution • Undertake monthly random audit of <i>Vessel Fuelling Code of Practice</i> • Audit to be undertaken using <i>Audit of Code of Practice for Fuelling Vessels Check List</i> • Significant non-compliance issues to be recorded and reported to vessel owners/operators and Head Office 	
Monitoring & Reporting Harbour Master to co-ordinate auditing Harbour Master to identify incidents of non-compliance for action under Harbour Bye-Laws 3, 18 & 50 Harbour Master to report to vessel owners/operators as appropriate	
External References PPG 1 General Guide to the Prevention of Pollution	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Oil Spillage Response
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	All Harbours
Overview Potential exists at each harbour for oil spillage either from vessel fuelling or engine oil changes. In addition, significant oil storage capacity exists in respect of NIFHA supplies, fuel contractors and vessel maintenance contractors. Each harbour has an established <i>Emergency Response Plan</i> and an <i>OPRC Contingency Plan</i> .	
Statutory Regulations Water (NI) Order 1999	
Responsibility Harbour Master	
Key Requirements <ul style="list-style-type: none"> • Spillage Response posters to be displayed in Harbour Office & externally at piers and slipways • Spillage Response posters instructions to be implemented as appropriate • <i>Emergency Response Plan</i> & <i>OPRC Contingency Plan</i> to be implemented as directed by Harbour Office • Appropriate Contacts List to be maintained in Harbour Office • Significant non-compliance issues to be recorded and reported to vessel owners/operators, port users and Head Office • Appropriate Spill Kits to be retained on site as specified in <i>OPRC Contingency Plan</i> • <i>Emergency Response Plan</i> & <i>OPRC Contingency Plan</i> to be reviewed in line with stated time intervals • Incident Response training programme to be established for NIFHA personnel • The following colour-coding will be used for drains / pipe outflows and hydrants: <ul style="list-style-type: none"> Blue Storm Red Foul Yellow Fire Hydrants 	
Monitoring & Reporting Spill Kits to be inspected quarterly and replenished as required Incident Response training records to retained at Harbour Office Harbour Master to identify incidents of non-compliance for action under Harbour Bye-Laws 3, 7, 18 & 50	
External References PPG 1 General Guide to the Prevention of Pollution PPG 18 Managing Fire Water and Major Spillages PPG 21 Pollution Incident Response Planning	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY ENVIRONMENTAL CODE OF PRACTICE	
Category	Tenants Audits
Date Issued	25th January 2011
Issue No.	1
Authorised by	Chief Executive
Location	All Harbours
Overview Each harbour retains a list of current tenants and their operations. To ensure that good environmental practice is maintained a six-monthly external audit of all tenants is undertaken. This audit is specifically for oil/chemical storage, waste management and nuisance aspects and does not involve entering tenants' premises.	
Statutory Regulations N/A	
Responsibility Harbour Master	
Key Requirements <ul style="list-style-type: none"> • Six-monthly audit to include external site inspection of tenants premises • Audit undertaken using <i>Tenants Audit Check List</i> • Significant environmental issues to be recorded and reported to tenants for correction 	
Monitoring & Reporting Ensure six-monthly auditing frequency Report findings to Head Office Retain Audit Checklists	
External References N/A	

5.0 NIFHA OPERATIONAL PROCEDURES

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

Harbour Waste Storage & Collection

1.	<p>Requirement To ensure port users and NIFHA personnel manage waste in a manner required by Duty of Care legislation.</p>
2.	<p>Scope This procedure applies to waste generated by vessel operators and waste generated at quaysides/slipways, in addition to waste generated by NIFHA personnel.</p>
3.	<p>Responsibility Port users and NIFHA personnel as identified below.</p>
4.	<p>Procedure</p> <p><u>Port Users</u></p> <ol style="list-style-type: none"> 1. Do not dump waste in harbour 2. Place all galley waste in sealed plastic bags on quayside for collection 3. Place waste engine oil and lubrication oil in sealed containers on quayside for collection 4. Place waste oil filters in sealed plastic bags/containers on quayside for collection 5. Slipways to be cleaned up after use and segregated waste placed in labelled containers and bays (e.g. paint tins, scrap metal, plastic, tyres) 6. Remove non-hazardous waste via registered contractor (e.g. scrap, fishing gear) 7. Remove all hazardous waste (e.g. paint tins, flares) via registered contractor 8. Fish waste can be disposed of at sea, providing it hasn't being unloaded from vessel (do not dump fish waste in harbour) 9. Instruct any contractors working on your behalf to ensure legal waste disposal and retain documentation 10. No incineration of any waste on harbour property 11. Report any fuel/chemical spills in harbour immediately to Harbour Master 12. Kilkeel Pontoon users to ensure legal disposal of all waste <p><u>NIFHA Personnel</u></p> <ol style="list-style-type: none"> 1. Collect waste daily from harbour area for removal to Waste Reception Facility 2. Collect waste oil containers daily from harbour to Waste Reception Facility 3. Conduct specific clean-up operations as instructed by Harbour Master 4. General clean-up of waste materials weekly (litter, blow-aways etc.) 5. Report inappropriate waste management issues to Harbour Master 6. No incineration of any waste 7. Ensure catch sumps are emptied at least every 6 months and oil interceptors are emptied at least every 12 months (use a competent contractor)

Ref: ECoP OP01

Issue Date: January 2011

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

Waste Reception Facility Management

1.	<p>Requirement To ensure NIFHA personnel maintain the Waste Reception Facilities in a manner required by Duty of Care legislation.</p>																										
2.	<p>Scope This procedure applies to facilities at Ardglass, Kilkeel and Portavogie.</p>																										
3.	<p>Responsibility NIFHA personnel directed by the Harbour Master.</p>																										
4.	<p>Procedure</p> <ol style="list-style-type: none"> 1. Waste Reception Facility to remain locked outside normal working hours 2. Only NIFHA personnel to enter Waste Reception Facility 3. No incineration of any waste 4. All waste collected from harbour to be stored at Waste Reception Facility 5. Waste to be segregated and placed in correct container as detailed below: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Waste Type</th> <th style="text-align: center;">Storage</th> </tr> </thead> <tbody> <tr> <td>General Waste</td> <td>Skip</td> </tr> <tr> <td>Oil</td> <td>Bunded oil storage tank</td> </tr> <tr> <td>Oil Filters</td> <td>Sealed barrels on sump pallets</td> </tr> <tr> <td>Batteries</td> <td>Plastic battery boxes with lids</td> </tr> <tr> <td>Empty Waste Oil Barrels</td> <td>Designated area</td> </tr> <tr> <td>Scrap</td> <td>Skip</td> </tr> <tr> <td>Wood</td> <td>Designated area /skip</td> </tr> <tr> <td>Paint Tins</td> <td>Sealed container</td> </tr> <tr> <td>Electrical Goods (WEEE)</td> <td>Sealed container</td> </tr> <tr> <td>Tyres</td> <td>Designated area</td> </tr> <tr> <td>Used Spill Kit Material</td> <td>Sealed container</td> </tr> <tr> <td>Other Wastes (e.g. solvents, fluorescent tubes, fire extinguishers, glass, cans)</td> <td>Sealed containers</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 6. Clear signage to be available at all waste containers and designated areas 7. Waste oil barrels to be emptied to main waste oil tank on same day as collection 8. All waste containers to be collected when full 9. Waste Reception Area to be subject to weekly clean-up 	Waste Type	Storage	General Waste	Skip	Oil	Bunded oil storage tank	Oil Filters	Sealed barrels on sump pallets	Batteries	Plastic battery boxes with lids	Empty Waste Oil Barrels	Designated area	Scrap	Skip	Wood	Designated area /skip	Paint Tins	Sealed container	Electrical Goods (WEEE)	Sealed container	Tyres	Designated area	Used Spill Kit Material	Sealed container	Other Wastes (e.g. solvents, fluorescent tubes, fire extinguishers, glass, cans)	Sealed containers
Waste Type	Storage																										
General Waste	Skip																										
Oil	Bunded oil storage tank																										
Oil Filters	Sealed barrels on sump pallets																										
Batteries	Plastic battery boxes with lids																										
Empty Waste Oil Barrels	Designated area																										
Scrap	Skip																										
Wood	Designated area /skip																										
Paint Tins	Sealed container																										
Electrical Goods (WEEE)	Sealed container																										
Tyres	Designated area																										
Used Spill Kit Material	Sealed container																										
Other Wastes (e.g. solvents, fluorescent tubes, fire extinguishers, glass, cans)	Sealed containers																										

Ref: ECoP OP02

Issue Date: January 2011

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

Waste Management – Duty of Care Administration

1.	Requirement To ensure NIFHA personnel manage Waste Reception Facilities in a manner required by Duty of Care legislation.
2.	Scope This procedure applies to the management of waste collection, storage and removal from Ardglass, Kilkeel and Portavogie.
3.	Responsibility Head Office and Harbour personnel as detailed.
4.	Procedure <ol style="list-style-type: none">1. Only registered waste carriers to collect waste from NIFHA Waste Reception Facilities (up-to-date list to be retained at Harbour Office and certificates to be retained at Head Office)2. Only licensed/exempted waste facilities to be used for disposal/recovery/recycling (up-to-date list to be retained at Harbour Office and certificates to be retained at Head Office)3. Harbour Master to co-ordinate receipt of transfer/consignment notes for all waste removals4. Harbour Master to retain waste transfer and consignment notes for 3 years5. Harbour Master to generate waste records, through receipt of data from contractors, to facilitate annual reporting to Head Office

Ref: ECoP OP03

Issue Date: January 2011

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

NIFHA - Materials Storage

1.	Requirement To ensure that appropriate pollution prevention measures are utilised in the storage of materials used by NIFHA personnel.
2.	Scope This procedure applies to the storage of materials at Ardglass, Kilkeel and Portavogie.
3.	Responsibility NIFHA personnel directed by the Harbour Master.
4.	Procedure <ol style="list-style-type: none">1. Permanent tanks (>1,000 l) to be double-skinned or have suitable external bund2. Mobile containers (205 l barrels, 1,000 l IBCs) stored on sump pallets / drip trays3. Low volume containers (25 l barrels) stored on sump pallets / drip trays preferably under cover4. Safety Data Sheets to be available for all fuels, oils, paints, detergents, chemicals and specific storage requirements applied5. Redundant refrigerant gases to be disposed of as hazardous waste6. Harbour Master to maintain inventory of main materials stored
Ref: ECoP OP04	
Issue Date: January 2011	

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

Kilkeel Slipway

1.	<p>Requirement To ensure that appropriate pollution prevention measures are maintained when using the Kilkeel slipway facility.</p>
2.	<p>Scope This procedure applies to vessel repairs/maintenance operations undertaken at the Kilkeel slipway facility.</p>
3.	<p>Responsibility Vessel owners/operators, contractors and NIFHA personnel.</p>
4.	<p>Procedure</p> <p><u>Vessel Owners/Operators & Contractors</u></p> <ol style="list-style-type: none"> 1. Conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment</i> and prepare task-specific Operational Procedure 2. Any work below the slipway catch drain must be subject to an Operational Procedure appropriate to the work activities (e.g. use of absorbent oil booms) 3. No wash-down to be undertaken when tide is above catch drain 4. No vessel fuelling on slipway 5. Waste to be segregated and placed in containers or bays as marked 6. Paint spraying permitted at slipway only when subject to effective screening 7. High Pressure Water Spraying to be conducted only above catch drain and subject to screening 8. Shot Blasting or Wet Aggregate Blasting not permitted 9. Holding tank pump not to be activated when tide is above catch drain 10. Holding tank pump to be activated during all wash-down activities and in the event of an oil/chemical spill 11. In the event of a specific oil/chemical spillage, vessel owner to be required to pay cost of Storage Tank contents disposal 12. Report any fuel/chemical spills in harbour immediately to Harbour Master 13. Mobile containers (205 l barrels, 1,000 l IBCs) stored on sump pallets / drip trays 14. Low volume containers (25 l barrels) stored on sump pallets / drip trays <p><u>NIFHA Personnel</u></p> <ol style="list-style-type: none"> 1. Storage tank contents to be disposed of as waste water / oily waste as appropriate 2. Waste disposal transfer notes / consignment notes to be retained on site 3. Spill kit material to be available at slipway 4. Dispose of used spill kit material as hazardous waste 5. Pump activation signage and Spillage Response posters displayed at slipway 6. Harbour Master responsible for draining rain water from Storage Tank bund 7. Inspect catch sump at least weekly

Ref: ECoP OP05

Issue Date: January 2011

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

Portavogie Slipway

1.	<p>Requirement To ensure that appropriate pollution prevention measures are maintained when using the Portavogie slipway facilities.</p>
2.	<p>Scope This procedure applies to vessel repairs/maintenance operations undertaken at the Portavogie slipway facilities.</p>
3.	<p>Responsibility Vessel owners/operators, contractors and NIFHA personnel.</p>
4.	<p>Procedure</p> <p><u>Vessel Owners/Operators & Contractors</u></p> <ol style="list-style-type: none"> 1. Conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment</i> and prepare task-specific Operational Procedure 2. Outer Slipway should always be used in preference to Inner Slipway 3. No wash-down to be undertaken at Inner Slipway unless oil absorbent booms are in place 4. No vessel fuelling on slipway 5. Waste to be segregated and placed in containers or bays as marked 6. Paint spraying permitted at slipway only when subject to effective screening 7. High Pressure Water Spraying to be conducted only above catch drain and subject to screening 8. Shot Blasting or Wet Aggregate Blasting not permitted 9. In the event of a specific oil/chemical spillage, vessel owner to be required to pay cost of Storage Tank contents disposal 10. Report any fuel/chemical spills in harbour immediately to Harbour Master 11. Mobile containers (205 l barrels, 1,000 l IBCs) stored on sump pallets / drip trays 12. Low volume containers (25 l barrels) stored on sump pallets / drip trays <p><u>NIFHA Personnel</u></p> <ol style="list-style-type: none"> 1. Oil interceptor contents to be disposed of as oily waste 2. Waste disposal consignment notes to be retained on site 3. Spill kit material to be available at Harbour Office for slipway 4. Dispose of used spill kit material as hazardous waste 5. Spillage Response posters to be displayed at slipways 6. Harbour Master responsible for inspecting oil interceptor levels 7. Inspect sediment sump at least weekly

Ref: ECoP OP06

Issue Date: January 2011

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

Quayside Vessel Repair & Maintenance - Kilkeel & Portavogie

1.	<p>Requirement To ensure that appropriate pollution prevention measures are maintained when conducting quayside repairs and maintenance.</p>
2.	<p>Scope This procedure applies to vessel repairs/maintenance operations undertaken at the quayside in Portavogie and Kilkeel harbours.</p>
3.	<p>Responsibility Vessel owners/operators, contractors and NIFHA personnel.</p>
4.	<p>Procedure</p> <p><u>Vessel Owners/Operators & Contractors</u></p> <ol style="list-style-type: none"> 1. Conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment</i> and prepare task-specific Operational Procedure 2. No paint scrapping waste to be discharged to harbour waters 3. Shot Blasting or Wet Aggregate Blasting not permitted 4. Only repairs/maintenance works, which are non-polluting, are permitted at quayside or floating work pontoons 5. Only minor running repairs or minor routine maintenance which is non-polluting is permitted at Kilkeel Pontoon Facility 6. Mobile containers (205 l barrels and 1,000 l IBCs) to be stored on sump pallets or drip trays 7. Low volume containers (e.g. 25 l barrels) to be stored on sump pallets or drip trays 8. Safety Data Sheets to be available for all fuels, oils, paints, detergents, chemicals and specific use/application requirements applied 9. All waste materials to be segregated and disposed of in a proper manner 10. Report any fuel/chemical spills in harbour immediately to Harbour Master <p><u>NIFHA Personnel</u></p> <ol style="list-style-type: none"> 1. Spillage Response Posters to be displayed at piers and slipways
<p>Ref: ECoP OP07 Issue Date: January 2011</p>	

**Northern Ireland Fishery Harbour Authority
Environmental Code of Practice Operational Procedure**

Quayside Vessel Repair & Maintenance - Ardglass

1.	Requirement To ensure that appropriate pollution prevention measures are maintained when conducting quayside repairs and maintenance.
2.	Scope This procedure applies to vessel repairs/maintenance operations undertaken at the quayside in Ardglass harbour.
3.	Responsibility Vessel owners/operators, contractors and NIFHA personnel.
4.	Procedure <u>Vessel Owners/Operators & Contractors</u> <ol style="list-style-type: none">1. Conduct a Risk Assessment to include an assessment of <i>hazards which could pollute the environment</i> and prepare task-specific Operational Procedure2. Only repairs/maintenance works, which are non-polluting, are permitted at quayside3. Paint Spraying, High Pressure Water Spraying and Shot Blasting / Wet Aggregate Blasting not permitted4. No paint scrapping waste to be discharged to harbour waters or beach5. When undertaking beach repairs, paint layers to be removed only when tide is fully out and with environmental protection measures in place (e.g. plastic sheeting is in place around the vessel to collect paint waste)6. Mobile containers (205 l barrels and 1,000 l IBCs) to be stored on sump pallets or drip trays7. Low volume containers (e.g. 25 l barrels) to be stored on sump pallets or drip trays8. Safety Data Sheets to be available for all fuels, oils, paints, detergents, chemicals and specific use/application requirements applied9. All waste materials to be segregated and disposed of in a proper manner10. Report any fuel/chemical spills in harbour immediately to Harbour Master <u>NIFHA Personnel</u> <ol style="list-style-type: none">1. Spillage Response Posters to be displayed at piers and slipways
Ref: ECoP OP08 Issue Date: January 2011	

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY

OPERATIVES SPILL RESPONSE PROCEDURE FOR TIER 1 SPILLS (as defined in OPRC Contingency Plan)

STOP

Cease operations immediately
If safe stop further spillage (shut off valve, seal container)
Isolate any electrical or ignition source

CONTAIN

Use PPE
Use appropriate spill kit / booms as provided
Prioritise critical pathways (tide direction, drains, open channels, porous ground)
Waste spill kit material to be stored as hazardous waste for appropriate disposal

NOTIFY

Inform senior personnel on site
Give detail on type, quantity and state of spillage

NORTHERN IRELAND FISHERY HARBOUR AUTHORITY

SPILL RESPONSE - STATUTORY AUTHORITIES REPORTING PROCEDURE

RESPONSIBILITY

As designated by Harbour Master

WHEN

Tier 2 or Tier 3 Spills as defined in OPRC Contingency Plan
In event of unsuccessful containment / clean-up

WHO

As Appropriate:

Fire
NIEA
HMC
Ambulance
PSNI
Local Authority
Material Supplier
Clean-up Contractor

CONTACT NUMBERS IN EMERGENCY RESPONSE PLAN
IN HARBOUR MASTER'S OFFICE

**NORTHERN IRELAND FISHERY HARBOUR AUTHORITY
Tenants Audit Check List**

Auditor Name:			Audit Date:		
	Yes	No	Tenant Name	Comments	Photograph Ref.
Oil/Chemical Storage					
Is there evidence of oil/chemical staining on ground					
Is there inadequate bund protection (e.g. open drain valve)					
Is pipework corroded or leaking					
Is there evidence of oil/chemical discharge to drains or open water					
Are storage tanks/buns suitable secured					
Waste Management					
Is waste material stored outside Tenants property					
Is there evidence of inadequate waste storage (build-up/litter/)					
Is there evidence of inadequate hazardous waste storage (spillage/leakage)					
Is there evidence of waste incineration					
Is there evidence of other improper waste disposal (e.g. dumping to sea)					
Environmental Nuisance					
Is there evidence of significant dust					
Is there evidence of significant offensive odour or noxious fumes					
Is there evidence of excessive noise					