

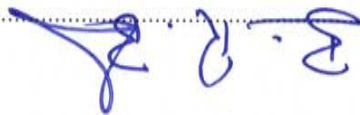
|                  |                  |
|------------------|------------------|
| Ref:             | NRL3/MTC/EN0098  |
| Issue:           | 4                |
| Date:            | 3 September 2011 |
| Compliance date: | 3 December 2011  |

## Level 3

# Leaks and spills incident response

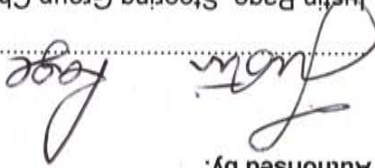
## Endorsement and Authorisation

Endorsed by:



Brian Beck, Working Group Chair

Authorised by:



Justin Page, Steering Group Chair

Accepted for issue by:



Mick McManus, National Standards Manager

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.  
© Copyright 2011 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and issued by Network Rail, Kings Place, 90 York Way, London N1 9AG.



**Documents**  
Document Sharing Hub

|                  |                  |
|------------------|------------------|
| Ref:             | NR/L3/MTC/EN0098 |
| Issue:           | 4                |
| Date:            | 3 September 2011 |
| Compliance date: | 3 December 2011  |

## Issue record

| Issue | Date             | Comments                                                                                                         |
|-------|------------------|------------------------------------------------------------------------------------------------------------------|
| 1     | July 2006        | First issue.                                                                                                     |
| 2     | May 2007         | Correction to guidance note reference number and addition of environmental emergency plan form reference number. |
| 2     | 1 June 2008      | Updated for Phase 2a.                                                                                            |
| 4     | 3 September 2011 | Upadated for Phase 2b/c.                                                                                         |

## Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail Maintenance and its contractors if applicable from 3 December 2011.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

## Reference documentation

|                  |                                                                           |
|------------------|---------------------------------------------------------------------------|
| PPG21            | <i>Pollution Incident Response Planning (Environment Agency guidance)</i> |
| ER01             | <i>Emergency Response Guidance Note ER01</i>                              |
| Connect          | <i>Waste Management Procedure</i>                                         |
| Connect          | <i>Waste Management Manual</i>                                            |
| Connect          | <i>MoU with Environment Agency, Operating Agreement</i>                   |
| NR/L2/OCS/250    | <i>Network Rail National Emergency Plan</i>                               |
| NR/L3/MTC/EN0099 | <i>Protected sites and species management</i>                             |
| NR/L3/MTC/EN0100 | <i>Waste Management</i>                                                   |
| NR/L3/MTC/EN0101 | <i>Management of discharge to foul sewer and controlled waters</i>        |
| SMF/EN/0264      | <i>Environmental Emergency Plan</i>                                       |

## Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

## Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to

|                  |                         |
|------------------|-------------------------|
| Ref:             | <b>NR/L3/MTC/EN0098</b> |
| Issue:           | 4                       |
| Date:            | 3 September 2011        |
| Compliance date: | 3 December 2011         |

the relevant controlled publication distributor. Other organisations may obtain copies of this document from IHS (Technical Indexes Ltd) tel: 01344 328039.

Copyright Network Rail

|                  |                  |
|------------------|------------------|
| Ref:             | NR/L3/MTC/EN0098 |
| Issue:           | 4                |
| Date:            | 3 September 2011 |
| Compliance date: | 3 December 2011  |

## Contents

|                                                                                                    |    |
|----------------------------------------------------------------------------------------------------|----|
| 1 Purpose                                                                                          | 5  |
| 2 Scope                                                                                            | 5  |
| 3 Roles and responsibilities                                                                       | 5  |
| 4 Definitions                                                                                      | 7  |
| 5 Procedure                                                                                        | 10 |
| 5.1 Availability of emergency information                                                          | 10 |
| 5.2 Immediate emergency incident response and identification of spillage                           | 11 |
| 5.3 Site visits by regulatory staff                                                                | 13 |
| 5.4 Clean-up and closure of incident                                                               | 13 |
| Appendix A Threshold criteria for contacting spill response contractors and the Environment Agency | 15 |
| Figure 1 – Flow chart                                                                              | 9  |
| Table 1 – RACI                                                                                     | 6  |
| Table 2 – Abbreviations                                                                            | 8  |

Copyright Network Rail

|                  |                  |
|------------------|------------------|
| Ref:             | NR/L3/MTC/EN0098 |
| Issue:           | 4                |
| Date:            | 3 September 2011 |
| Compliance date: | 3 December 2011  |

## 1 Purpose

The purpose of this procedure is to detail how leaks and spillages are managed, thereby reducing the risk of pollution. The procedure acts in accordance with Network Rail's operational agreement with the Environment Agency. The procedure does not deal with the handling and course of action upon encountering protected flora/fauna, and can be found in NR/L3/MTC/EN0099, *Protected sites and species management*.

## 2 Scope

This procedure applies to all spillages occurring as a result of maintenance activities or operations including, but not limited to: spillages from oil and oil based products storage, plant, equipment and machinery, and resulting from activities such as the maintenance and refuelling of vehicles, including the topping up of antifreeze, hydraulic oil, diesel and petrol.

This procedure also applies to leaks and spills encountered by maintenance staff on the railway infrastructure during the course of their duties.

The procedure does not deal with major rail incidents that are covered in the National Emergency Plan (NR/L2/OCS/250).

This procedure applies if:

- You manage activities where there may be a risk of an environmental incident.
- You are involved or responsible for activities where there may be a risk of an environmental incident.
- You are responsible for property/infrastructure that stores and handles materials that may give rise to an environmental risk in the event of an accidental discharge.
- You are responsible for leading environmental management.

| SMP applies to: | Infrastructure Maintenance | Operational Property | Overhead Line Condition Renewals | Contractors |
|-----------------|----------------------------|----------------------|----------------------------------|-------------|
|                 | ✓                          | ✓                    | ✓                                | ✓           |

## 3 Roles and responsibilities

### Emergency Spill Response Contractor

A contractor responsible for emergency clean-up, remediation and monitoring (where necessary) of environments exposed to environmental incidents.

### Person In Charge

The senior person on site at the time of a leak and spill incident. This person may appoint a less senior person who is trained in environment issues.

### Responsible Manager(s)

Infrastructure Maintenance Delivery Manager or Infrastructure Services Manager.

|                  |                  |
|------------------|------------------|
| Ref:             | NR/L3/MTC/EN0098 |
| Issue:           | 4                |
| Date:            | 3 September 2011 |
| Compliance date: | 3 December 2011  |

| RACI<br>DETAILS | KEY CONTROL ACTIVITY | Resources                            |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 |                  |                                                |                        |  |
|-----------------|----------------------|--------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------|--------------------|----------------------------------|-------------------------------------|-----------------------------------------------------------|---------------------|-----------------|------------------|------------------------------------------------|------------------------|--|
|                 |                      | Contracts and Procurement<br>Manager | Maintenance Workforce<br>Health, Safety & Environment<br>Advisor (Delivery Unit) | Infrastructure Maintenance<br>Environment Specialists | Operations Manager | Emergency Planning<br>Specialist | Environment Standards<br>Specialist | Workforce Health, Safety &<br>Environment Advisor (Route) | Responsible Manager | Section Manager | Person In Charge | Senior Asset Performance<br>Specialist (Plant) | Operational Controller |  |
| Process Task    |                      |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 |                  |                                                |                        |  |
| 5.1.1           |                      | A,R                                  | I                                                                                | I                                                     |                    |                                  |                                     |                                                           |                     |                 |                  |                                                |                        |  |
| 5.1.2           | X                    |                                      |                                                                                  | A,R                                                   | C                  | C                                |                                     |                                                           |                     |                 |                  |                                                |                        |  |
| 5.1.3           |                      |                                      |                                                                                  | I                                                     |                    |                                  | A,R                                 |                                                           | I                   |                 |                  |                                                |                        |  |
| 5.1.4           | X                    |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           | A,R                 |                 |                  |                                                |                        |  |
| 5.1.5           |                      |                                      | C                                                                                |                                                       |                    |                                  |                                     |                                                           |                     | A,R             |                  |                                                |                        |  |
| 5.2.1           |                      |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 | A,R              |                                                |                        |  |
| 4.2.2           |                      |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 | A,R              |                                                |                        |  |
| 5.2.3           |                      |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 | A,R              |                                                |                        |  |
| 5.2.4           |                      |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 | A,R              |                                                | I                      |  |
| 5.2.5           |                      |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 |                  |                                                | A,R                    |  |
| 5.3             |                      |                                      | C                                                                                | C                                                     |                    |                                  |                                     | C                                                         |                     |                 | A,R              |                                                |                        |  |
| 5.4.1           |                      |                                      | C                                                                                | C                                                     |                    |                                  |                                     | C                                                         |                     | R               | A,R              |                                                |                        |  |
| 5.4.2           | X                    |                                      | A,R                                                                              |                                                       |                    |                                  |                                     |                                                           |                     |                 |                  |                                                |                        |  |
| 5.4.3           |                      |                                      |                                                                                  | A,R                                                   |                    |                                  |                                     |                                                           |                     | I               | I                |                                                |                        |  |
| 5.4.4           |                      |                                      | C                                                                                | A,R                                                   |                    |                                  | I                                   | C                                                         |                     |                 |                  |                                                |                        |  |
| End RACI        |                      |                                      |                                                                                  |                                                       |                    |                                  |                                     |                                                           |                     |                 |                  |                                                |                        |  |

RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared
- A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one 'A' can be assigned
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.

**Table 1 – RACI**