

<b>PORT HEALTH</b> <b>GOOD PRACTICE GUIDES</b> <b>ENVIRONMENTAL PROTECTION</b> October 2002 Issue 1 / Sheet 1	<b>GUIDE</b> <b>NO. 4</b>	<b>TARGET AUDIENCE</b> Port / Environmental Health Officers Government Officials Local Government Officers
---	------------------------------	--

### GOOD PRACTICE GUIDES

Good Practice Guides assist organisations to assess their current performance in comparison with others and set goals for future improvement. It is better to consolidate all elements at the good practice level rather than to excel in some areas and fail in others, although of course local priorities and individual differences in service provision need to be borne in mind.

### INTRODUCTION TO THE ISSUE

It is the objective of the Port Health Authority to protect public health by preventing the importation of dangerous infectious disease or unsound food into the country and to achieve and maintain acceptable standards of environmental health within the port health district. In addition Port Health Authorities have statutory duties to achieve and maintain acceptable standards of Environmental Health within the Port Health District. Port Health Authorities have responsibilities and enforcement powers within the range of environmental protection legislation in order to undertake these duties. This guide incorporates the steps, which are necessary to undertake these functions. For example:

- Identify processes and installations operating without proper authorisation
- Ensure effective emissions control from prescribed processes/installations
- Offer effective advice to operators
- Take appropriate corrective action should fugitive emissions or unauthorised operations be taking place
- Carry out effective and appropriate inspections of processes and installations
- Monitor and measure pollutant emissions as appropriate
- Take appropriate action to regulate and enforce legislative controls
- Record information and notify appropriate bodies.

Public health and environmental pollution is to be safeguarded by preventing fugitive and illegal emissions, with reference to relevant legislation and specific codes of practice and guidance.

### CRITICAL SUCCESS FACTORS

- The provision of adequate resources to undertake the tasks assigned
- The elimination of pollution to land, sea and air within the Port Health District and beyond
- Cultivation of good working practices throughout the Port Health District, by operators, to achieve these aims
- All relevant processes and installations within administrative District to be authorised
- Checks on compliance completed efficiently and competently in accordance with codes of practice and recognised guidance
- Unsatisfactory or potentially unsatisfactory operator performance identified and controlled
- Illegal and fugitive emissions controlled.

### CURRENT ADVICE ON TARGETS

- Environmental Protection Act 1990, legal requirement to inspect District
- Pest Act 1949, legal requirement to inspect District.

### KEY ACTIVITIES

- To adequately protect the environment within the port health district. By regular survey of district.
- To regulate Government legislation enshrined within the relevant Public Health Act.
- Regular inspection of processes and installations for compliance.
- Interpretation of monitoring results to determine compliance, and respond with action depending on results.
- Maintain regular contact with operators to ensure prenotification of changes requiring variation.
- Have in place time recording accounting and other auditing systems to determine the full cost of undertaking LAPC service.
- Have a consistent written and published enforcement policy, which is balanced and fair to safeguard the public and the environment.
- Incorporate an ongoing EPA training programme for officers, developed to provide appreciation of all roles involved within the Environmental Protection process.
- To inspect Port Health District on routine basis for evidence of rodents.
- To inspect all vessels for evidence of rodent an insect infestation as required by Public Health Ships Regulations.
- Observe routinely emissions from vessels and take appropriate action.
- Make provision to provide appropriate skips for ships waste and ensure safe disposal of the contents.
- To ensure satisfactory means of storage and disposal of sewerage from vessels.
- Create a proactive water sampling regime in accordance with PHLS guidelines.
- For the Good Practice Guide matrix – see reverse – the layout of Key Activities is adapted for: EPA Part I, EPA Part III, the Clean Air Act 1993, Garbage Disposal, Sewage Disposal and Water.

### POSSIBLE PERFORMANCE MEASURES

- Inter Authority Auditing
- Peer Review
- Complaint Response Times
- Authorisations, determinations and review
- Performance monitoring and review.

### REFERENCES

- Environmental Protection Act 1990
- Pest Act 1949
- Clean Air Act 1993
- International Health Regulations 1969 (As Amended)
- Public Health Acts 1936 and 1961
- CIEH Management Guide
- Hull & Goole PHA Air Pollution Control & EPA 1990
- Enforcement Policy & Decision Framework
- Joint APHA / CIEH / PHLS Ships Water Guide
- Kent Chief Officers EHO Group, EPA Part 1 Enforcement Document.

Key Activity	Minimum Standard	Good Practice	Better Practice
<b>1 EPA PART I</b>			
<b>REGULAR SURVEYING OF DISTRICT</b>	<ul style="list-style-type: none"> <li>Quarterly survey to identify illegal and/or new processes.</li> </ul>	<ul style="list-style-type: none"> <li>Visit all new sites within district to verify compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with Local Authorities development control team to ensure consultation on new developments that may require authorisation.</li> </ul>
<b>REGULAR INSPECTION OF PROCESSES AND INSTALLATIONS</b>	<ul style="list-style-type: none"> <li>Six monthly inspection visit.</li> </ul>	<ul style="list-style-type: none"> <li>Visit quarterly intervals for inspection and compliance audit.</li> </ul>	<ul style="list-style-type: none"> <li>Six monthly visit / audit plus proactive audits of environmental management and performance.</li> </ul>
<b>DETERMINATION OF ALL APPLICATIONS WITHIN STATUTORY TIMESCALE</b>	<ul style="list-style-type: none"> <li>Determination within 4 months from duly made application.</li> </ul>	<ul style="list-style-type: none"> <li>Determination within 3 months from duly made application.</li> </ul>	<ul style="list-style-type: none"> <li>Establish determination targets within statutory framework to minimise period.</li> </ul>
<b>DOCUMENTARY CHECKS ON MONITORING DATA AND MANAGEMENT SYSTEMS</b>	<ul style="list-style-type: none"> <li>Receive and keep on public register monitoring data required by authorisation.</li> </ul>	<ul style="list-style-type: none"> <li>Inspect and audit monitoring data during site visits.</li> <li>Verify calibration documents and validity of data whilst on site.</li> </ul>	<ul style="list-style-type: none"> <li>Audit management controls and systems of data capture. Reference to approved standards.</li> </ul>
<b>INTERPRETATION OF MONITORING RESULTS TO DETERMINE COMPLIANCE</b>	<ul style="list-style-type: none"> <li>Verify results received comply with Authorisation requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Set SMART targets when drafting authorisation conditions.</li> <li>Verify compliance with targets.</li> </ul>	<ul style="list-style-type: none"> <li>Interpret results against reference standards and toxicological information. Carry out dispersion modelling.</li> </ul>
<b>CONTROLLING OPERATIONS AND SIGNIFICANT CHANGES</b>	<ul style="list-style-type: none"> <li>Issue enforcement and variation notices in line with statutory guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain regular contact with operators to ensure pre-notification of changes requiring variation.</li> </ul>	<ul style="list-style-type: none"> <li>Develop, implement and publish enforcement policy.</li> </ul>
<b>COST ACCOUNTING SYSTEMS FOR LAPC</b>	<ul style="list-style-type: none"> <li>Manual systems in place to determine activity time recording and auditing systems.</li> </ul>	<ul style="list-style-type: none"> <li>Computerised systems to determine activity time recording and auditing.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with operators to demonstrate adequate time recording and auditing systems.</li> </ul>
<b>2 EPA PART III</b>			
<b>REGULAR SURVEYING OF DISTRICT</b>	<ul style="list-style-type: none"> <li>Weekly observation for Statutory Nuisance.</li> </ul>	<ul style="list-style-type: none"> <li>Regular face to face meeting with dock operators on acceptable standards.</li> </ul>	<ul style="list-style-type: none"> <li>Review loading and unloading procedures for dock areas.</li> </ul>
<b>EPA TRAINING</b>	<ul style="list-style-type: none"> <li>EPA training for staff induction/ongoing courses.</li> </ul>	<ul style="list-style-type: none"> <li>Involve other agencies in awareness of roles, interface with other bodies and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Create training regime for dock workers on good practice.</li> <li>Good Practice Guide on assessing Customer Satisfaction is produced.</li> </ul>
<b>ENFORCEMENT ACTION</b>	<ul style="list-style-type: none"> <li>Consistent approach balanced and fair to protect the public and the environment.</li> </ul>	<ul style="list-style-type: none"> <li>Consider either informal or formal action based on seriousness of offence and past history, confidence in management, likely effectiveness of enforcement action.</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement policy developed and programme follows from this. Policy refers to use of statutory notices formal cautions and prosecutions.</li> </ul>

Key Activity	Minimum Standard	Good Practice	Better Practice
<b>3 PEST CONTROL</b>			
<b>SHORESIDE</b>	<ul style="list-style-type: none"> <li>To inspect Port Health District on routine basis for evidence of rodents, as required by the Prevention of Pests Act.</li> </ul>	<ul style="list-style-type: none"> <li>Where evidence of infestation is observed, person in control of premises instructed and advised of suitable pest control treatment.</li> </ul>	<ul style="list-style-type: none"> <li>Develop Good Practice Guide for operators to appreciate and manage problems of Pest Control.</li> <li>Anticipate potential areas in which Pest Control problems may occur.</li> </ul>
<b>VESSELS</b>	<ul style="list-style-type: none"> <li>To inspect all vessels for evidence of rodent and insect infestations as required by the Public Health Ships Regulations and the International Health Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Where evidence of infestation is observed, person in control of vessel instructed and advised of suitable pest control treatment.</li> </ul>	<ul style="list-style-type: none"> <li>Develop Good Practice Guide for operators to appreciate problems of Pest Control and how they should be dealt with.</li> <li>Anticipate potential areas in which Pest Control problems may occur.</li> </ul>
<b>4 CLEAN AIR ACT 1993</b>			
<b>PERMITTED PERIOD REGULATIONS (VESSELS)</b>	<ul style="list-style-type: none"> <li>Routinely observe emissions from vessels in district.</li> </ul>	<ul style="list-style-type: none"> <li>Upon realisation of offence committed under the Clean Air Act (section 1) the authorised officer must notify the persons responsible as soon as possible; confirm offence in writing within four days following the day in which offence is committed (section 30).</li> </ul>	<ul style="list-style-type: none"> <li>Pro-active response to dark/permitted period regulations. Information provided for seafarers and port operators of their role in enforcement.</li> </ul>
<b>SHORESIDE</b>	<ul style="list-style-type: none"> <li>Inspection of District on regular.</li> </ul>	<ul style="list-style-type: none"> <li>Provide advice to all stakeholders, shore establishments and port operators of legislation and enforcement powers.</li> </ul>	<ul style="list-style-type: none"> <li>Anticipation of potential offences advice and guidelines on safe disposal of waste for port operators.</li> </ul>
<b>5 GARBAGE DISPOSAL VESSELS</b>	<ul style="list-style-type: none"> <li>Inspection of volume of garbage on board vessels and means of disposal. Check garbage logbook.</li> </ul>	<ul style="list-style-type: none"> <li>Check and observe appropriate skips are provided for ships' waste in accordance with DEFRA Tay/General Licence 96/1295 General Import Licence.</li> </ul>	<ul style="list-style-type: none"> <li>Formalise 'Agency' surveillance role on behalf of DEFRA</li> <li>Liaise with port authorities and MCA with regard to Port Waste Management planning.</li> </ul>

Key Activity	Minimum Standard	Good Practice	Better Practice
--------------	------------------	---------------	-----------------

<b>6 SEWAGE DISPOSAL</b>			
<b>VESSELS</b>	<ul style="list-style-type: none"> <li>Discover means of storage treatment and disposal of sewage from vessels on routine inspection.</li> </ul>	<ul style="list-style-type: none"> <li>Make note on ship sanitation certificate of any unsatisfactory practices.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with port authorities on contravention of MARPOL agreement. Report to DEFRA.</li> </ul>

<b>7 WATER</b>			
<b>SHORESIDE SUPPLIES</b>	<ul style="list-style-type: none"> <li>Routinely sample water from fixed hydrants within the port health district.</li> </ul>	<ul style="list-style-type: none"> <li>Create proactive sampling regime in accordance with PHLS guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Work towards national database to provide information for vessels, owners, PHAs, MCA and others on water quality standards.</li> </ul>