



**PROCEDURE FOR RECHARGING
WATER SAMPLING FEES IN CONJUNCTION WITH
BARROW BOROUGH COUNCIL'S PORT HEALTH DUTIES**

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| Author: | Principal Environmental Health Officer (Commercial) |
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Background

Barrow Borough Council is responsible for administering ship sanitation certificates for those ships using Barrow's port facilities. The ship sanitation certificate mirrors the food hygiene work the Council carry out on shore, but includes the ability to test water supplies, as well as reviewing wider standards of hygiene and cleanliness on board. There is also a duty to monitor the fixed assets of the port and in particular stand pipes from which ships draw fresh water.

Locally set fees are a vital means of ensuring that costs can be recovered by the Council, rather than relying on subsidy from local tax payers.

The intention of this document is to set out how the Council will recover the cost of water sampling from both port facilities and ships. The charges must be reasonable and proportionate to the cost of the processes associated. The presence of this document is in order to promote transparency, fairness and consistency.

The cost of a water sample will consist of three separate elements:

- Officer time;
- Laboratory fees; and
- Administration costs.

1. Introduction

This 'Procedure' sets out Barrow Borough Council's (hereafter referred to as the "Council") position in regards to the setting fees for the collection and analysis of water samples in conjunction with the various aspects of Ship Sanitation.

2. Purpose

The purpose of this procedure is to clearly set out how the Council will set fees it may charge in relation to any request received from the Master or Agent for any vessel and in relation to the ports fixed infrastructure.

It is intended to provide a proportionate, fair and transparent approach to the recovery of costs from those persons or companies who hold a respective duty, and ensures that the service does not become a burden on Council's finances and ultimately local taxpayers.

3. Scope

This policy covers the following situations:

- Routine water samples taken from port infrastructure;

- Water samples taken on request from ships as part of the Ship Sanitation Inspection [SSI];
- Water samples taken due to concerns during SSI;
- Water samples taken outside the SSI at the request of the master/agent; and
- Water samples taken outside the SSI at the request of PHE or similar.

4. Legislative Background

There is no actual defined legal requirement for water sampling to be undertaken on board ships. It is however implied within the WHO Guidance on Ship Sanitation which requires 6 monthly inspections for the issue of exemption or control certificates. An assessment of water is included in these inspections.

The Handbook for inspection of ships and issuance of ship sanitation certificates [World Health Organisation 2011] Chapter 9 - samples have to be taken to assess actual status of potable water.

Under Article 22 of the International Health Regulations 2005 - Role of competent authorities (extract):

“1. The competent authorities shall:

(a) be responsible for monitoring baggage, cargo, containers, conveyances, goods, postal parcels and human remains departing and arriving from affected areas, so that they are maintained in such a condition that they are free of sources of infection or contamination, including vectors and reservoirs;”

REG EC 852/2004 (applies to vessels) - definitions include:

“potable water' means water meeting the minimum requirements laid down in Council Directive 98/83/EC of 3 November 1998 on the quality of water intended for human consumption;”

852/2004 Chapter II, 2, 3:

“Adequate provision is to be made, where necessary, for washing food. Every sink or other such facility provided for the washing of food is to have an adequate supply of hot and/or cold potable water consistent with the requirements of Chapter VII and be kept clean and, where necessary, disinfected.”

852/2004 CHAPTER VII 1. (a):

“There is to be an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated;”

5. The Costs

The Council will undertake basic bacterial water sampling and will use the services of Public Health England [PHE], Food, Water and Environmental Microbiology Laboratory, Royal Preston Hospital.

- Quay side water samples will be taken every 6 months from a random hydrant. There will be no charge for these samples and they will coordinate with the routine shellfish samples sent to Preston PHE.

- Water samples as part of the SSI

| | |
|-----------------------|---------------------------|
| Sample at cost | £33.48 |
| Officer time @0.5hr | £12.50 up to four samples |
| Administration @0.5hr | £10.00 up to four samples |
| Total (rounded) | £56.00 + VAT |

- Water samples taken due to Officer's concern

| | |
|-----------------|------------------|
| Sample at cost | Sampling credits |
| Officer time | No charge |
| Total (rounded) | No charge |

- Water samples outside of SSI at the request of a ship's master/agent

| | |
|-----------------------|---------------------------|
| Sample at cost | £33.48 |
| Officer time @1.5hr | £37.50 up to four samples |
| Administration @0.5hr | £10.00 up to four samples |
| Total (rounded) | £81.00 + VAT |

- Water samples taken outside the SSI at the request of PHE or similar

| | |
|-----------------|------------------|
| Sample at cost | Sampling credits |
| Officer time | No charge |
| Total (rounded) | No charge |

6. Benchmarking

The Council works closely with the Port Health authorities at Lancaster, Manchester, and Mersey and in 2015 a benchmarking exercise was carried out by Lancaster.

- Quay side water samples will be taken every 6 months from a random hydrant. There will be no charge for these samples and they will coordinate with the routine shellfish samples sent to Preston PHE.

- | | | |
|------------|----------------|-----------------------|
| Lancaster | every 6 months | no information on fee |
| Manchester | every 6 months | no charge |
| Mersey | every 6 months | no information on fee |
| Barrow | every 6 months | no charge |
- Water samples as part of the SSI

| | |
|------------|---------------------|
| Lancaster | £40.18 |
| Manchester | Lab fee + £10 admin |
| Mersey | No charge |
| Barrow | £56.00 +Vat |
 - Water samples taken due to Officer's concern

| | |
|------------|-----------------------|
| Lancaster | no information on fee |
| Manchester | no charge |
| Mersey | no information on fee |
| Barrow | no charge |
 - Water samples outside of SSI at the request of a ship's master/agent

| | |
|------------|---------------------|
| Lancaster | £72.60 |
| Manchester | Lab fee + £10 admin |
| Mersey | £60.50 |
| Barrow | £81.00 +Vat |
 - Water samples taken outside the SSI at the request of PHE or similar

| | |
|------------|-----------------------|
| Lancaster | no information on fee |
| Manchester | no information on fee |
| Mersey | no information on fee |
| Barrow | no charge |

7. Review of Sampling Costs

The sampling costs will be reviewed on an annual basis by the Environmental Health Manager.