



Port Waste Management Planning

Don't waste our coastline

Introduction

- 1.1 Since January 1998 UK legislation has required ports, harbours and some terminals to draw up waste management plans for Maritime and Coastguard Agency (MCA) approval. The UK requirements for Port Waste Management have since been updated with the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (SI:2003/1809) henceforth referred to as 'the Regulations'. These transpose the EU Directive 2000/59/EC of the European Parliament and Council on port reception facilities for ship generated waste and cargo residues.
- 1.2 This booklet supersedes the advice given when the original regulations were implemented in the Department of the Environment, Transport and the Regions publication 'Port waste management planning – How to do it' (January 1998). The guidance contained in this booklet is intended to provide a general overview of the process of port waste management planning. For answers to specific questions please visit the MCA's 'Frequently Asked Questions' document, which is regularly updated on the MCA website at www.mcga.gov.uk.

Pollution from Shipping

2.1 The UK Government is committed to reducing the impact of shipping on the environment and works within international fora to achieve consistent standards. The International Convention on the Prevention of Pollution from Ships (known as MARPOL 73/78) provides an international framework on how pollution from shipping should be regulated. MARPOL 73/78 is implemented in the UK through various Merchant Shipping Regulations. In addition, the European Commission (EC) produces Directives and Regulations that are binding on Member States.

Development of port waste management planning

3.1 MARPOL 73/78 simply requires States to ensure that the provision of waste reception facilities are 'adequate' and do not cause 'undue delay' to the ships using them. The Regulations give a definition of what adequate means. Regulation 4 states:

'adequate' means capable of receiving the types and quantities of prescribed wastes from ships normally using that harbour or terminal taking into account the operational needs of the users of the harbour or terminal, its size and geographical location, the types of ships calling there and any exemptions provided for

3.2 The Regulations apply to all prescribed wastes which are: cargo residues, noxious liquid substances and ship generated waste. Ship generated waste is defined in the regulations as wastes and residues generated during the service of the ship which fall into the definition of garbage, oil and oily mixtures.

What changes do the new regulations make?

4.1 The new Regulations build upon and develop the original UK legislation/ guidance and place a number of new duties on port waste management planners and the vessels using ports and terminals. The three major elements added in the new regulations are:

- **The requirement for vessels to notify the port/terminal before entry of the waste onboard and the amounts to be offloaded/retained upon arrival.** This places a related requirement upon ports and terminals (please refer to section 6 for applicability) to have in place systems to handle such notifications. Under the Regulations, all ships other than fishing vessels (of whatever size) and recreational craft authorised to carry, or designed to carry, no more than 12 passengers, or those vessels that fall outside the scope of the regulations, must normally notify a port or terminal of the details of the waste it is carrying, and intends to land, in advance of arriving. A copy of the

prior notification form can be found at Annex A.

- **The requirement for vessels to offload all ship generated wastes to appropriate reception facilities (unless they have previously notified that they will be retaining wastes on board).** Ports and terminals must provide waste reception facilities adequate to the needs of their users. At a minimum this should take the form of facilities for the receipt of ship-generated garbage and provision of lists of contractors who can handle other ship-sourced wastes. Ports may also provide these other waste services directly as a contractor. This duty applies to all vessels including fishing vessels and the recreational craft described above with the exception of: ships which have given prior notification that they have sufficient space onboard for waste until the next port of call (in which case it must still pay the mandatory charge); vessels outside the scope of the regulations or, vessels which have an exemption granted by the MCA.
- **The requirement for vessels to pay a mandatory fee with respect to the provision of port waste reception facilities.** Under the Regulations, all ships other than fishing vessels and recreational craft authorised to carry, or designed to carry, no more than 12 passengers, must pay such a fee. Additionally those vessels outlined in Section 8.1 as falling outside the regulations are not liable for the mandatory fee.

However these vessels, fishing vessels and recreational craft must make arrangements to land their wastes and pay for disposal through the port facilities or a private contractor. Vessels with an MCA exemption are not liable to pay the mandatory fee unless they make use of the facilities at the port/terminal for which the



exemption applies (outwith the contract their exemption is based upon). Ports and terminals must ensure that they have a charging system in place in order to levy such a fee.

4.2 In specific circumstances the MCA can exempt vessels from these requirements, this system is discussed at length in MGN 259 – Exemptions from the Port

Waste Reception Facilities Regulations 2003.

- 4.3 Ports/Terminals will be informed of any exempted vessels by the MCA either in writing or electronically. This information will be provided for both:
- vessels exempted from the requirements at that port/terminal, and
 - vessels calling at that port/terminal and exempted from the regulations at another port/terminal on its route.

What is a port waste management plan?

- 5.1 A Port Waste Management Plan is a document produced by a port or terminal unifying their policy on waste reception facilities for vessels and outlining the facilities available at the location. This plan should demonstrate that they are fulfilling all the requirements of domestic and international regulations and that the facilities and infrastructure is available to meet the needs of vessels normally using the port/terminal without causing undue delays. The plan must be submitted to the MCA for approval and must be reviewed by the local Marine Office every three years or with every significant change.

When must a plan be produced?

- 6.1 The Regulations are applicable to any harbour or terminal within the UK. There is likely to be a duty to produce a plan in ports where

there are: coasters loading or discharging cargo; passenger vessel operations; larger terminals; commercial marinas; bases for commercial fishing activities; and, fish farm jetties where fish carriers and feed carriers berth. Marinas and sailing clubs from which yachts may go to sea for more than a day and so are likely to generate waste, and which charge a mooring or berthing fee, should also submit a plan. In assessing the need for a plan these organisations should consider if they are part of a wider port authority waste management regime already or if they require an independent waste management plan. If there is some doubt that a plan is required local MCA staff should be consulted.

- 6.2 Many UK ports operate on a landlord basis or contain discrete terminals and in such ports it could fall to the terminal operator to produce a port waste management plan and have appropriate reception facilities depending upon local arrangements. Where responsibility is unclear, terminals should clarify the local situation with the port authority. It is anticipated that in most cases there should be no disagreement about who should produce the plan but in cases where there is dispute the Secretary of State has the powers to issue direction determining who has to discharge the duties of this legislation, please also refer to section 7.1 for further details.
- 6.3 Generally a plan will not be called for if a facility is only used by

vessels in the following categories and on a limited scale:

- pleasure vessels not usually left on site overnight;
- day recreational craft which are unlikely to generate waste on board;
- small scale yacht moorings provided by hotels;
- small scale yacht moorings provided by sailing clubs outside of harbour authority areas used by vessels designed or authorised to carry 12 passengers or less.
- facilities used only by day fishing vessels; and,
- fish farms where the majority of waste is generated by onshore facilities.

Locations where fishing vessels are hauled onto beaches are unlikely to need a plan although the controlling authority eg: the local council should be aware of the need to provide appropriate waste facilities.

In all of these cases it is recommended that the controlling authority should consider the provision of waste reception facilities and production of an equivalent waste management plan as good environmental practice.

Further provisions relating to producing a plan

7.1 If a port wishes to implement a different Port Waste Management Plan regime which devolves responsibility to terminals or

independent berths it must seek direction from the Secretary of State to do so. The port should write to the local Marine Office explaining the need for a change to the plan. If this explanation is satisfactory to the MCA a direction will be issued on behalf of the Secretary of State.

7.2 In some cases, in remote areas of the UK such as the smaller Scottish islands the level and nature of use will indicate a need to produce a port waste management plan and provide adequate facilities. However, local factors would render this impractical and environmentally unsustainable. In these cases an option exists to implement regional waste management planning in the locality.

7.3 This provision is not intended to apply to the majority of ports/ terminals and should not be seen as a substitute for adequate port waste management plans – it is only applicable under special circumstances where the environmental and economic costs of port waste management planning clearly exceed the benefits.

7.4 These arrangements should assess the need for facilities at the remote location(s), the local and/or regional availability of such facilities and arrangements that could be made with other ports and terminals. In particular the practicality for users to divert to such facilities should be considered, to avoid creating undue delay or discouraging users

from handling their ship generated wastes in a safe and environmentally sustainable manner.

7.5 Regional arrangements should be sought with nearby harbours and ports who operate port waste management plans. By liaising with these bodies, planners should seek to direct vessels to the nearest locations which have facilities and indicate the need for notification and payment at such locations. The provision of information at the facility should be assessed so that visiting craft will be aware of such arrangements and the requirement to handle their wastes in a responsible manner.

7.6 If a planner, harbour authority or local authority feels their facility comes into this category they should contact the Harbours with whom they wish to join in providing port waste reception facilities, plan such arrangements, and then seek initial approval from the MCA. If accepted this information should be formalised in a Port Waste Management Plan and submitted to the MCA in the same manner as any other plan for formal approval.

7.7 Terminals who have the responsibility to operate port waste management plans may also consider merging plans with other ports and terminals to create local port waste management arrangements as long as the requirements of the regulations are fulfilled.



Further information on the applicability of the regulations

8.1 A number of vessel types fall outside of the new regulations, and as such do not have to notify, offload and pay mandatory charges, they are summarised in the table below.

Vessel type	Conditions to be fulfilled for vessels to fall outside of the scope of the regulations to notify, offload and pay mandatory charges
1. Vessels under the Small Commercial Vessel Code of Practice	Lay down provisions for sound waste management with further guidance to be provided in the forthcoming harmonised Small Commercial Vessel Code of Practice.
2. Warships, Naval Auxiliary Ships and vessels owned or operated by a state, and on government non-commercial service	Regulations do not apply but the vessel is advised to consider the spirit of the regulations and apply best environmental practice
3. Tugs/pilot boats operating on a regional basis	Outside of scope of regulations unless vessel is calling at a port/terminal for reasons other than operating on behalf of other vessels, or is overnighting at a facility other than its home port/terminal
4. Class IV – Passenger ships engaged only in voyages in category A, B, C and D waters.	Lay down provisions for waste management under Domestic Safety Management Code
5. Class V – Passenger ships engaged only in voyages in category A, B and C waters.	Lay down provisions for waste management under Domestic Safety Management Code
6. Class VI – Passenger ships carrying not more than 250 passengers to sea, or category A, B, C, and D waters in all cases in favourable weather and during restricted periods during which the vessel is at no time more than 15 miles exclusive of A, B, C and D waters from their point of departure nor more than three miles from land.	Lay down provisions for waste management under Domestic Safety Management Code

<p>7. Class VI (A) – Passenger ships carrying not more than 50 passengers for distances not more than six miles on voyages to or from isolated communities on the islands or coasts of the UK and which do not proceed for a distance of more than three miles from land.</p>	<p>Lay down provisions for waste management under Domestic Safety Management Code</p>
<p>8. Class IX(A) – Ships (other than ships of class IV to VI inclusive) which do not proceed to sea.</p>	<p>These vessels should ensure that their ship generated wastes are handled in an environmentally sound manner. Further information to be provided in forthcoming standards and guidance. If the vessel proceeds to sea with a loadline exemption then it must fulfil the regulations</p>
<p>9. Class IX(A) (T) – Tankers which do not proceed to sea.</p>	<p>These vessels should ensure that their ship generated wastes are handled in an environmentally sound manner. Further information to be provided in forthcoming standards and guidance. If the vessel proceeds to sea with a loadline exemption then it must fulfil the regulations</p>

The Port Waste Management Plan should include the arrangements for disposal of waste generated by such vessels. The vessel in question must lay down sustainable waste management practices in their applicable code of practice (as highlighted in the table above) to ensure they manage their wastes in a manner consistent with the spirit of the regulations. This should take the form of individual contracts or similar arrangements with waste contractors or the port/terminal.

8.2 Vessels bunkering/mooring

In some cases vessels may call into a port's jurisdiction in order to moor and/or bunker without tying up at the port's facilities. In these cases the port/terminal should consider what charges, if any, are paid by these vessels when producing a plan. If these vessels are paying harbour dues/charges and do not have exemptions, then they should also pay the mandatory element of the port waste reception facilities charges.

8.3 Dredgers, survey ships and comparable vessels

These vessels, which are not 'bound' for another port/terminal, may apply to the MCA for an exemption in the same manner as any other vessel if they can demonstrate scheduled, frequent and regular sailings with robust waste management practices at their home port or terminal. For more details please refer to MGN 253 and MGN 259.

disposing of all types and quantities of waste, and for any special requirements. Ports/terminals should consult with users as part of the triennial review of the waste management



Consultation with customers

9.1 Each harbour or terminal will have customers with differing priorities. Therefore planners must consult their customers to be able to understand and meet their needs. Good facilities, at the right price, can only be provided if there is full and constructive dialogue between the harbour authority, terminal operator and the regular users as to what facilities should be provided to meet their normal needs for

plan. Regular review meetings could be held as one way of continuing on-going consultation. At such meetings, the existing waste provision and plan could be discussed, together with suggested changes and improvements. Other methods include newsletters, questionnaires, the use of notice boards, contact with ships' agents and local representative bodies.

9.2 The MCA would expect that consultation will be undertaken as an integral part of Port Waste Management Planning and there

is a requirement for ports/ terminals to include information on their consultation process in the port waste management plan as laid down in Schedule 1 of the Regulations. This Schedule is reproduced for reference in this guide under Section 11.0 (Information to be included in the plan) and should be referred to throughout the preparation and review of plans.

Data collection and assessing the need for waste reception facilities

10.1 Fully adequate facilities cannot be provided without an accurate assessment of the need for them. Each port/terminal should collate information under three headings:

- the amounts of each type of waste actually received in the port or terminal;
- the amounts of each type of waste which should be received in the port or terminal from notifications; and,
- the amounts of each type of waste stored by ships for reception in other ports/terminals.

When collating this information planners should refer to the data collected during the operation of the previous waste management plan and the notification/ discharge information received. For ports or terminals producing a plan for the first time (eg: a newly built terminal) waste figures should be estimated based upon expected traffic, likely exemptions

and the experience of similar facilities. Planners are advised to consider the maximum amount of waste that could be received when preparing a plan and then assess the need for facilities accordingly.

10.2 The information received from notification will aid the collection of waste arising statistics and enable waste management planners to tailor their requirements to ensure sufficient capacity of reception facilities. It will also aid assessment of compliance with MARPOL and EU reporting requirements (outlined in section 19). Ports/ Terminals should keep copies of the notifications for a minimum of six months but data should be kept or collated so that plan holders can produce the information listed above on an annual basis to the MCA. This information will permit ports and terminals to review their waste management plan and allow changes in the demand for waste reception facilities to be monitored. In future, the MCA will be developing a practical information and data storage and retrieval system. Therefore, the requirements and reporting procedures for ports/terminals may change as this is developed. The MCA will issue guidance when necessary on this topic.

10.3 Please refer to Section 19 (Information to be submitted to the MCA) for details of the information to be retained, collated and returned to fulfil the reporting requirements.

Information to be included in the plan

11.1 Schedule 1 of the Regulations sets out what information should be included in the plan and MCA staff will check to ensure that this information is included when checking the plan for approval. The schedule states that:

2. A waste management plan shall address the following elements –

- a an assessment of the need for waste reception facilities, in the light of the need of the ships normally visiting the harbour or terminal;
- b a description of the type and capacity of waste reception facilities;
- c a detailed description of the procedures for the reception and collection of prescribed wastes;
- d a description of the charging system;
- e procedures for reporting alleged inadequacies of waste reception facilities;
- f procedures for on-going consultations with persons using the harbour or terminal, waste contractors and other interested parties; and,
- g the type and quantities of prescribed wastes received and handled.

3. A waste management plan shall also include –

- a a summary of relevant legislation and formalities for delivery;
- b identification of a person or persons to be responsible for the implementation of the waste management plan;
- c a description of the pre-treatment equipment and processes in the harbour or terminal, if any;
- d a description of methods of recording actual use of the waste reception facilities;
- e a description of methods of recording amounts of prescribed wastes received; and,
- f a description of how the prescribed wastes are disposed of.

11.2 When ports/terminals submit their plan to MCA, they should include information explaining the method of charging and providing examples of the charges levied. This information should include a breakdown of any consolidated charges in order to fulfil the requirements for transparency in the charging regime for port waste reception facilities. Additionally the plan should provide an explanation of how vessels exempted from the charge or falling outside of the Regulations will be accommodated.

Information to be made available to all harbour or terminal users and incorporated in the plan

12.1 Schedule 1 of the Regulations also sets out information that must be made available to persons using the harbour or terminal, this information and a description of the methods used to promulgate it must be incorporated into the waste management plan.

- a brief reference to fundamental importance of proper delivery of prescribed wastes;
- b the location of waste reception facilities applicable to each berth, with a diagram or map;
- c list of prescribed wastes normally dealt with;
- d list of contact points, the operators and the services offered;
- e description of procedures for delivery;
- f description of charging system; and,
- g procedures for reporting alleged inadequacies of waste reception facilities.

12.2 While the Regulations set out what information should be made available to port users, it does not set out how this should be done. Each port/terminal must consider the most effective way of disseminating the information

and should consider the methods outlined in section 9 (Consultation). In particular ports/terminals should specifically consider how irregular or new users can be informed of the requirements of the Port Waste Management Plan.

12.3 There should also be a well-publicised complaints procedure to enable difficulties to be resolved locally. This mechanism should allow problems to be raised as they occur rather than after the event. Ships retain the right to put in a formal report to MCA if they consider that their complaints have not been dealt with adequately and plan holders should consider nominating a contact point for vessel complaints and any MCA enquiries.

Plan review

13.1 There should be an ongoing process to assess the effectiveness of the plan's operation. Any comments or complaints should be fully considered and any necessary remedial action taken. The plan should be kept up to date. Under the Regulations, there must be a formal reassessment of waste management planning every three years and the revised plan must be submitted to MCA for approval. The plan will include a report covering the method of charging.

13.2 In addition, if there is a significant change to the operation of the port/terminal then a revised plan must be submitted within nine months of

the change. The plan review conducted by the MCA will be a desktop exercise with plans reviewed on paper and the MCA will inspect the site if necessary. The plans should be sent to the nearest MCA Marine Office, where they will be re-approved if acceptable and sent back to the port or terminal.

Considering location and ease of use

14.1 In light of the requirements for vessels to offload all prescribed waste before leaving a port/terminal the location and ease of use of facilities are important issues for port waste management. This is an area where advice from ship-operators and agents is vital. Port and terminal operators and any contractors must consider the relative merits of different locations for fixed facilities and the use of mobile facilities such as barges, road tankers and wheelie-bins. Operators will need to consider the cost-effectiveness of different options, recognising that the ship operators preferred solutions might be more expensive.

14.2 When selecting a site for facilities the following considerations should be taken into account: their siting should be convenient for users, contractors and vehicles but should not hinder other port/terminal operations or impact adversely on the local community; there should be a minimal risk of wastes entering the water; and, they should be clearly identified and well lit.

14.3 In addition to the other methods of publicising the waste reception facilities available at the port/terminal there should be clear signs pointing to where the facilities are and showing what waste can be put in which facility. Cartoon signs that avoid the need for translation are ideal. If the facilities are mobile then the signage should make it clear how to locate and use them.

Cost of facilities

15.1 Ships should bear the cost of providing reception facilities and for the treatment and disposal of the waste. However the cost of using port waste reception facilities should not be so high as to encourage disposal of waste at sea. There is a legal obligation to ensure that the vessel pays. In situations where there is no current charge for waste disposal there is a need to research and develop a scale of charges to cover this obligation. In the case of ports and terminals where uplift of garbage is undertaken by the local council and no charge levied then there will be a need to reassess the approach taken to waste from vessels entering the port/terminal. Amounts generated and costs of disposal must be calculated and charges levied in order to place the costs squarely upon the polluters.

15.2 All ships, apart from fishing vessels (of whatever size) and recreational craft authorised to carry, or designed to carry no more than 12 passengers or

vessels with an MCA exemption, must contribute significantly to the cost of reception facilities through a mandatory charge levied irrespective of the actual use of the facilities. The charge must cover the costs of the reception, handling and disposal of all the waste which is delivered to the waste reception facilities provided by the



port/terminal. The charge may take into account the type, size and category of the ship and whether the ship produces reduced quantities of ship-generated waste because of its environmental management, design, equipment or operation. This mandatory charge will normally cover an amount of garbage estimated from a vessel and handled by the port/terminal,

with anything above and beyond that paid through local arrangements with the port/ terminal or a locally arranged contractor. The charge and amount of waste covered should be calculated with regard to the needs of users for waste reception facilities.

15.3 The harbour authority, port or terminal may apply the charge by means of consolidating it with the harbour dues (or equivalent) or may apply it as separate charge. The charge and how it has been calculated must be made clear to port/terminal users to show that it is fair, transparent and non-discriminatory and reflects the costs of the facilities and services provided.

15.4 The UK Government does not wish to be prescriptive about the level of the charge. However, the costs which the port/terminal incurs by providing waste reception facilities and which are consequently covered by the charge must amount to a significant proportion of the total cost of dealing with all the waste delivered by ships using the port/terminal. In practice, we would almost always expect the charge levied by the port/terminal to equate to at least 30% of that total cost, and we are confident that some ports/ terminals will have ample justification for levying a charge which is appreciably higher (ie in those cases where a higher proportion of the waste delivered in the port/ terminal is delivered to the waste reception facilities provided by

the port/terminal). Further guidance has been formulated on this topic by the Department for Transport in conjunction with the MCA and is available on the MCA web site <http://www.mcga.gov.uk>

Inspections by MCA staff

16.1 MCA staff will inspect a number of ports/terminals each year. The inspections will include discussions with the port or terminal operator and their users, checking records, walking the



site to check the position of facilities and gain an overall impression of the effectiveness of waste provision. They will check the accuracy of the approved plan and whether current practice complies with the plan. Additionally the MCA may

investigate if vessels report inadequacies in the port/terminal's waste management facilities.

Reducing, reusing and recycling waste

17.1 When assessing the best practical environmental option for dealing with waste the following principles should be encouraged:

- reduction of the amount of waste generated;
- its re-use (either for the same or a different purpose);
- recycling to recover value from the waste, and
- composting or energy recovery

17.2 Final disposal of the waste should only be undertaken if none of the above can be applied. The most obvious application for ports/terminals is to provide facilities for recycling. While the amounts of recyclable waste from ships alone may not make it economic to provide special facilities, they may become viable if they are part of a co-ordinated system with the local community ashore. Businesses and visitors in port/terminal areas all produce wastes that must be disposed of and the consultation, and involvement, of shoreside recycling schemes and vessels that do segregate waste could be considered as part of Port Waste Management Planning. It is recommended that planners review the manner in which port waste is handled by their contractors and encourage environmentally sustainable

options in waste management. In particular planners should consider the needs of their customers for reception facilities for segregated wastes.

Waste handling in ports/terminals

18.1 A number of Government organisations have responsibilities for waste coming into ports/terminals, and should be consulted on the port waste management plan to ensure all legislation is being met. Ports/Terminals should confirm that their waste handling practices comply with these requirements,



including letters of confirmation when submitting the plan to MCA for approval. Time should be allowed for this when drawing up and reviewing plans.

18.2 The Environment Agency (EA) in England and Wales, the Scottish Environment Protection Agency (SEPA) in Scotland, and the Environment and Heritage Service (EHS) in Northern Ireland

are responsible for the issue of waste management licences to recycling and waste handling facilities and their regulation. Port Waste Management Planners should ensure that their facilities and/or contractors fulfil the requirements of these licences and any other requirements under current UK law.

18.3 When developing and implementing their Port Waste Management Plans, it is recommended that ports/terminals consult appropriate regulators and other interested parties including their Port Health Authority.

18.4 Hazardous wastes are subject to the requirements of the EC's Hazardous Waste Directive (91/689/EEC). The Directive is currently transposed in Great Britain by the Special Waste Regulations 1996 (as amended) and in Northern Ireland by the Special Waste Regulations (Northern Ireland) 1998. Ship sourced special waste is covered by these regulations which are enforced by the EA in England and Wales, SEPA in Scotland and by EHS in Northern Ireland.

Essentially ship generated special waste can be described as any controlled waste displaying the hazardous properties listed in the Special Waste Regulations, plus prescription only medicines. The hazardous properties listed in the regulations include: explosive, flammable, oxidising, irritant, harmful, toxic, carcinogenic and corrosive properties.

In preparing a port waste management plan provision should be made for the removal and disposal of these special wastes through the arrangements with waste contractors and the provision of suitable facilities as required by the users of the port/terminal. Further information can be provided by the competent UK agencies – EA in England and Wales, SEPA in Scotland and EHS in Northern Ireland. Please see Annex B for contact information.

18.5 Food wastes are classified as ship-generated wastes under these regulations and therefore adequate facilities should be provided as part of the port/terminal waste management plan. However this waste is also controlled through the Animal Health Byproducts Regulations (EC/1774/2002) and its implementation in the UK. Ports and terminals should consult the local DEFRA (animal health) office or the appropriate regulators in Scotland and Northern Ireland to ensure their port waste reception facilities are adequate with respect to this specific waste, consult over their waste plans and to confirm they are fulfilling any applicable duties under the Regulations and domestic law. Ports/Terminals should advertise the proper provision for food waste and make sure it is included in any contracts with waste contractors.

18.6 There is a risk that imported wooded packing material and loose dunnage could be the

means of introducing a wide range of pests and diseases. The Plant Health Service of the Forestry Commission has prohibited the use of solid wood dunnage within terminals unless it has been completely stripped of bark. Plywood and other processed or reconstituted wood products are not included and may be used freely. The Plant Health (Forestry)(Great Britain) Order 1993, amended in 1998 lays down the minimum facilities which must be provided by port/terminal authorities to meet the requirement of the Order and allow Plant Health Inspectors to carry out their responsibilities.

18.7 The provision of port facilities for sewage reception and treatment is not currently part of these regulations, MARPOL Annex IV sets down the regime for sewage. However ports should be aware of the developing need to consider sewage reception facilities as part of Port Waste Management Planning.

Information to be submitted to the MCA

19.1 Once a plan has been approved by the MCA there are two sets of information that must be submitted on an annual basis to the local Marine Office by the plan holder. In both cases the information should be submitted by the end of April each year and should take the form of a written or electronic return to the local Marine Office.

19.2 There is a continuing requirement under MARPOL 73/78 for the UK to provide information to the International Maritime Organization (IMO) as to the type, capacity and notice required to use reception facilities for oily wastes, noxious liquid substances, tank washings and slops. The form found at Annex C should be completed as far as possible and returned to the MCA on an annual basis in order for the information to be collated and returned to the IMO.

19.3 The UK Regulations and EC Directive require information on amounts of waste landed and totals for the amounts of waste retained on board vessels to be collated by the plan holder (port/terminal as appropriate) and returned to the MCA. This return should break down the amounts of waste into the format found in the notification form (schedule 2 of the Regulations found at Annex D) and should additionally provide an update on the port/terminals mandatory charge for the provision of port waste reception facilities if there have been changes made that year.



Suggested reading

Comprehensive Manual on Port
Reception Facilities,
IMO Publication 1999

ISBN 92-801-6094-X

Guidelines for Ensuring the Adequacy
of Port Waste Reception Facilities,
IMO Publication 2000

ISBN 92-801-5101-0

EU Directive 2000/59/EC of the
European Parliament and Council on
port reception facilities for ship
generated waste and cargo residues

The Merchant Shipping and Vessels
(Port Waste Reception Facilities)
Regulations 2003/1809

Marine Guidance Note 253 –
Port Waste Reception Facilities
Regulations 2003

Marine Guidance Note 259 –
Exemptions from the Port Waste
Reception Facilities Regulations 2003

A regularly updated list of Frequently
Asked Questions and additional
informal guidance note on charging
are available on the MCA website:
www.mcga.gov.uk, if this does not
provide guidance for a particular issue
then the MCA can be reached at the
following email address –
environment@mcga.gov.uk



Annex A

Information to be notified before entry into the port of

(The harbour, terminal or port referred to in regulation 11 of the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and Article 6 of Directive 2000/59/EC)

- 1. Name, call sign and, where appropriate, IMO identification number of the ship:
- 2. Flag State:
- 3. Estimated time of arrival (ETA):
- 4. Estimated time of departure (ETD):
- 5. Previous port of call:
- 6. Next port of call:
- 7. Last port and date when ship generated waste was delivered:

8. Are you delivering
 all some none *Tick appropriate box*
 of your waste into port reception facilities?

9. Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity:
If delivering all waste, complete second column as appropriate
If delivering some or no waste, complete all columns

Type	Waste to be delivered m ³	Maximum dedicated storage capacity m ³	Amount of waste retained on board m ³	Port at which remaining waste will be delivered	Estimated amount of waste to be generated between notification and next port of call m ³
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1. Waste oils

Sludge					
Bilge water					
Others (specify)					

Type	Waste to be delivered m ³	Maximum dedicated storage capacity m ³	Amount of waste retained on board m ³	Port at which remaining waste will be delivered	Estimated amount of waste to be generated between notification and next port of call m ³
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2. Garbage

Food waste					
Plastic					
Other					

3. Cargo-associated waste ⁽¹⁾ (specify)

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4. Cargo residues ⁽¹⁾ (specify)

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⁽¹⁾ *May be estimates*

Notes:

- i. This information may be used for port state control and other inspection purposes.
- ii. Member States will determine which bodies will receive copies of this notification.
- iii. This form is to be completed unless the ship is covered by an exemption in accordance with Article 9 of Directive 2000/59/EC.

I confirm that the above details are accurate and correct and there is sufficient dedicated onboard capacity to store all waste generated between notification and the next port at which waste will be delivered.

Date

Time

Signature

Annex B

For further information on the provision of hazardous/special waste handling please contact the following bodies:

For England and Wales:

Environment Agency
PO Box 263
Peterborough
PE2 8YE

Tel: 08457 00 11 66

Fax: 01733 358 172

For Scotland:

Scottish Environment Protection Agency
Corporate Office
Erskine Court
Castle Business Park
Stirling
FK9 4TR

Tel: 01786 457700

01786 448040

For Northern Ireland:

Environment and Heritage Service
Special Waste section
Commonwealth House
35 Castle Street
Belfast
BT1 1GU

Tel: 028 90 546462

Fax: 028 90 546404

Annex C

Report of cost, type and capacity of port waste reception facilities
(IMO Information Return – to be submitted annually to MCA)

Name of port:

Estimate of total number of vessels calling at port (per year):

	Oil						Noxious liquid substances	Sewage	Garbage
	Dirty ballast water	Tank washings (slops)	Oily mixtures containing chemicals	Scale and sludge from tank cleaning operations	Oily bilge water	Sludge from purification of fuel oil	Categories A, B or C		
Type and size of facility Method of use (where applicable)									
Is notice required? (If yes, give number of hours)									
Frequency of emptying									
Annual capacity									
Amount of waste which should be received									
Amount of waste actually received									
Amount of waste stored by ships for reception in other ports									
Cost of use									

Note: this form should be completed and submitted to MCA with the port waste management plan who will collate the information and submit it to the International Maritime Organization. Ports that cannot receive tankers or other vessels over 400 gross tonnes do not have to provide full 'oil' information. Information on cost is only needed where there is a charge for using facilities. Annual capacity should be given in tonnes.

Annex D

Report on Port Waste Reception Facilities – European Information Requirements
(To be submitted annually to the MCA)

Total number of vessel movements:

Total number of vessel movements under the regulations:

Number of vessel movements reporting they are retaining waste:

Type	Waste notified for delivery m ³	Amount of waste actually delivered	Amount of waste retained for delivery at another port/terminal m ³
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1. Waste oils

Sludge			
Bilge water			
Others (specify)			

2. Garbage

Food waste			
Plastic			
Other			

3. Cargo-associated waste

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4. Cargo residues

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Charging regime

A short report should be appended to this document outlining any changes to the port/terminals Mandatory Charge, the manner upon which this was calculated and justification for changes to the charge applied to vessels. This should update the information in the approved Port Waste Management Plan but does not supercede the requirement to submit a new plan if there are major changes in the charging structure.



Maritime and Coastguard Agency

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