

Procedural guidelines for reception of waste from ships using quays administered by Police Port Authority Sp. z o.o.

Legal basis

1. The act of parliament on port equipment for receiving waste and cargo residue from ships (Journal of Acts, 2002, No.166, item 1361)
2. The act of parliament on prevention of marine pollution by ships (Journal of Acts, 1995, No. 47, item 243)
3. The MARPOL Convention 73/78 (Journal of Acts, 1987, No.17, item 101)
4. The Helsinki Conventions of 1997 and 1992
5. The ruling of the Minister of the Infrastructure concerning port management plans for waste and cargo residue (Journal of Acts, 2002, No.236, item 1989)
6. The ruling of the Minister of the Infrastructure concerning notification of waste materials on ships (Journal of Acts, 2003, No.101, item 936)
7. The ruling of the Minister of the Infrastructure concerning the exemption of ships from the obligation to dispose of waste before leaving a port (Journal of Acts, 2003, No.101, item 937)
8. The ruling of the Minister of the Infrastructure concerning the submission of notification by the owner of a ship carrying hazardous or polluting cargo (Journal of Acts, 2003, No.7, item 78)
9. The ruling of the Minister of Transport and Construction of 13th January, 2006 amending the ruling concerning notification of waste on a ship (Journal of Acts, 2006, No.12, item 80)
10. The ruling of the Minister of Transport and Construction of 13th January, 2006 amending the ruling concerning the exemption of ships from the obligation to dispose of waste before leaving a port (Journal of Acts 2006, No.12, item 81)
11. DIRECTIVE 2000/59/WE of the European Parliament and Council of 27th November, 2000 concerning port equipment for reception of ship-generated waste and cargo residue (Journal of Acts WE L 332 of 28.12.2000)
12. Ruling WE No.1774/2002 of the European Parliament and Council of 3rd October, 2002 establishing sanitary regulations concerning animal by-products intended for human consumption (Journal of Acts WE L 273 of 10.10.2002)
13. Guide for the implementation of the ruling concerning animal by-products (WE) No.1774/2002 (prepared by the Biological Risk Unit of the Health and Consumer Protection Directorate General of the European Commission)
14. EU Committee ruling No.745/2004 of 16th April, 2004 (Journal of Acts UE L 122)

The procedure for receiving waste from ships applies to all ships using Police Port, with the exception of ships that are exempted by virtue of the act on port equipment for receiving waste and cargo residue from ships (Journal of Acts, 2002, No.166, item 1361), that is naval, coast guard, and police ships, ships on

special service of the state and ships exempted under the ruling of the Minister of the Infrastructure of 12th May, 2003 (Journal of Acts No.101, item 937).

Reception of waste material from ships in Police Port shall be carried out exclusively by a waste contractor operating on the basis of a contract with **Police Port Authority Sp. z o.o.:**

Ship-Service S.A.
Department of Environmental Protection
ul. Dębogórska 19/22, 71-717 Szczecin
Tel. (91) 424 38 23, 424 38 24/ fax. (91) 424 38 31
Mob. tel.: +48 605 542 612
www.ship-service.com.pl
clean@ship-service.com.pl

Waste may be received from ships 24 hours a day, seven days a week.

I. Procedure for receiving waste from ships

1. Responsibility

1.1. Before a ship arrives at Police Port the captain/agent shall submit the form 'Notification of Waste on a Ship', clearly completed, to the office of Police Port Authority or to the Port Dispatcher by fax or personally, in accordance with the ruling of the Minister of the Infrastructure of 12th May, 2003 concerning notification of waste on a ship.

The Office of Police Port Authority Sp. z o.o.
Tel (91) 317 31 01, 317 40 51
Fax.: (91) 317 20 50 (on working days 7.30 - 15.30)

Port Dispatcher of Police Chemical Works S.A.
(on working days after 15.30 and non-working days)
Tel. (91) 317 43 76
Fax. (91) 317 28 52

Notification shall be submitted within the time limits indicated in the above-mentioned ruling i.e.:

- a) at least 24 hours before the ship enters the roadstead of its destination port,
- b) immediately after the Captain of the ship has been notified of the next port of call, if this is not known to him 24 hours prior to arrival,

c) no later than the moment of departure from the last port of call, if the journey time to the next port of call is under 24 hours.

1.2. The ship shall be responsible for any problems resulting from incorrect information being provided by the captain/agent of the ship, and is liable for any resulting costs.

1.3. If the captain/agent of a ship does not submit the 'Notification of Waste on a Ship' form before entering the port the waste shall be received at the ship's cost according to the price list in table 2.

1.4. Police Port Authority shall be liable for damage occurring during reception of waste from a ship, if the operator of the ship proves that it resulted from the actions of Police Port Authority or persons or companies contracted by it.

1.5. Police Port Authority is not liable for damage or losses caused by acts of God.

1.6. Any doubts concerning the above conditions shall be clarified in accordance with Polish law by the Common Court having jurisdiction over the site of the Port.

2. Obligations of the waste contractor

a) When the waste contractor contracted by Police Port Authority has received the 'Notification of Waste on a Ship' form it shall send confirmation to the captain/agent that it is able to receive waste from the ship, specifying the expected time and place where the waste will be received.

b) If it is not possible to receive waste from the ship the waste contractor shall send the captain/agent of the ship notification to that effect as well as sending a copy to Police Port Authority. A representative of the port or the Port Dispatcher shall issue the captain/agent with certification to the effect that it is not possible to receive waste from the ship.

c) The waste contractor shall provide the captain with confirmation of waste having been received by way of the 'Confirmation of Reception of Waste' form, specifying the amount and type of waste received. The 'Confirmation of Reception of Waste' form must be signed by a representative of the waste contractor as well as the captain/agent of the ship. The waste contractor shall then send a copy of this document to the office of Police Port Authority.

II. The location of port waste reception equipment

Port waste reception equipment consists of:

- a) Technical equipment used by the waste contractor to receive waste from ships i.e. special vehicles adapted to receive liquid oil waste and sewage authorised for use on public roads.
- b) Marked garbage containers.

III. Types of waste received from ships and procedures for delivering them to port reception equipment

1. The following types of ship-generated waste are subject to reception:

1.1. Oil waste and oily water mentioned in Annex I of the MARPOL 73/78 Convention:

- a) oily sludge (sludge from dehydrated oil in separators, code 13 05 02, oil from dehydrated oil in separators, code 13 05 06),
- b) oily bilge water (oily water from dehydrated oil in separators, code 13 05 07, bilge oil, code 13 04 03),
- c) used oil (other engine oil, gear oil, lubricant, code 13 02 08),
- d) other, not mentioned waste, code 13 08 99,

1.2. Sewage mentioned in Annex IV of the MARPOL 73/78 Convention,

- a) domestic sewage (sludge from septic tanks accumulating waste, code 20 03 04),

1.3. Waste from the ship mentioned in Annex V of the MARPOL 73/78 Convention:

- a) unsorted (mixed) waste, code 20 03 01,
- b) domestic waste not mentioned in other subgroups (food waste), code 20 03 99, 20 01 08,
- c) plastics (plastic packages), code 15 01 02,
- d) glass (glass packages), code 15 01 07,
- e) waste paper (paper and cardboard packages), code 15 01 01,
- f) wood (wooden packages), code 15 01 03,
- g) metal (metal packages), code 15 01 04,
- h) oily solid waste from ships, code 13 08 80,
- i) paint and varnish waste (mentioned in subgroup 08 01),
- j) fluorescent lamps containing mercury (fluorescent lamps and other waste containing mercury), code 20 01 21,
- k) lead acid batteries (lead acid batteries both with lead acid batteries mentioned in 16 06 01, 16 06 02 or 16 06 03 as well as unsorted lead acid batteries and batteries containing those lead acid batteries),

1.4. Exhaust control waste (see Annex VI of the MARPOL Convention)
i.e. catalysts, soot, filters etc.

2. If a ship wishes to dispose of oil waste as a service covered by the tonnage fee it must fulfil the following conditions:

2.1. Oil sludge must be heated to a minimum of 40°C, (though not exceeding 60°C) in order to facilitate pumping. The ship's crew are responsible for keeping the temperature at the right level.

2.2. The minimum pumping speed (the ship's pumping capacity) of liquid oil waste should be 4.5 m³/h.

2.3. Equipment on the ship for disposing of liquid waste must be fitted with a standardised connection with a flange of shape and dimensions specified in provision 19 of Annex I of the MARPOL Conventions of 1973/78.

3. Sorting requirements for 'solid waste'

Category 1 catering waste shall be placed in air-tight packages or lidded, leak-proof non-returnable containers marked '**cat. 1 - strictly for removal**'.

Waste shall be placed in bags or containers (the bags/containers should be sealed and appropriate for the weight of the waste, as well as being properly marked) and sorted into the following categories:

a) Paper and cardboard

b) Plastic

c) Glass

d) Metal

e) Wood

f) Food waste

g) Category 1 catering waste - food waste containing animal by-products from international ships i.e. ships originating from third countries (non-EU members). Category 1 catering waste consists of waste from food production/preparation areas, where food is prepared for direct consumption. This includes used kitchen oil from restaurants, catering facilities and kitchens) - Ruling of the European Parliament and Council No.1774/2002

h) Oily solid waste

i) Sorted hazardous waste (sorted and placed in sealed containers):

- paint and varnish waste,
- fluorescent lamps containing mercury,
- dry cell batteries
- lead acid batteries

4. The captain of the ship is obliged to deliver solid waste on the quay directly to the operator of the waste contractor, at a time agreed by the waste contractor and the captain/agent of the ship.

5. If a ship fails to meet the above requirements it shall pay a special fee to Police Port Authority. In the case of category 1 food waste reception will not be carried out.

IV. System of fees for reception of waste from ships

1. The table below presents types and amounts of waste covered by the tonnage fee

Table 1

Type of waste	units	Location of last port where the ship disposed of waste		
		Baltic Sea	North Sea	Other areas
Oily waste and oily water (Annex I of the MARPOL Conventions of 73/78)				
1. Oily bilge water 2. Used oil 3. Sludge (from centrifuging fuel and lubricating oils) 4. Other 5. Oily solid waste, i.e. oily cleaning materials, cloths, fuel or oil filters	m ³	2.0	6.0	10.0
	¼ of the amount of waste delivered			
Sewage (Annex IV of the MARPOL Conventions of 73/78)				
Sewage	m ³	0.5	1.0	2.0
Solid waste (Annex V of the MARPOL Conventions of 73/78)				
1. Paper and cardboard 2. Plastic 3. Glass 4. Metal 5. Wood 6. Domestic waste 7. Food waste 8. Sorted hazardous waste (paint and varnish waste, fluorescent lamps containing mercury, dry cell batteries, lead acid batteries) 9. Other 10. Catering waste containing animal by-products from ships originating from non-EU countries (Category 1)	m ³	0.5	0.6	0.7
	¼ of the amount of waste delivered			

2. Fees for amounts of waste received exceeding the amounts specified in table 1, as well as special fees, are payable to Police Seaport. A price list for these services is available at www.portpolice.pl as well as in table 2 below.

Table 2

	Type of service	Rate (EUR/m ³)
I	Reception of oil waste	
1.	Reception of amounts exceeding the standard amount of oil waste	35
2.	Surcharge for reception of oil waste not meeting reception requirements	15
3.	Surcharge for reception of oil waste from a ship using the waste contractor's pumps	15
4.	Oily solid waste i.e. oily cleaning materials, cloths, fuel and oil filters	65
5.	Reception from the water	to be negotiated
II	Reception of solid waste	
1.	Reception of amounts exceeding the standard amount of waste	35
2.	Surcharge for reception of garbage failing to meet reception requirements	120
3.	Surcharge for unsorted hazardous waste	500
4.	Surcharge for catering waste containing animal by-products from ships originating from non-EU countries (category 1)	250
III	Fee for delays in the commencement of oil waste delivery being the fault of the ship, for every hour commenced	10/h
IV	Fee for reception of exhaust control waste	to be negotiated
V	Disinfection of received waste	60
VI	Failure to deliver waste being the fault of the ship	100 / entry

V. Procedure for providing notification that port reception equipment has insufficient flow capacity

1. If it is not possible to receive waste from ships the waste contractor shall notify the captain/agent of this fact immediately upon receiving the 'Notification of Waste on a Ship' form, as well as sending a copy to the office of Police Port Authority or the Port Dispatcher.

2. A representative of Police Port Authority or the Port Dispatcher of Police Chemical Works SA. will then issue the captain/agent with certification that waste reception is not possible.

VI. Reception of washings from the cleaning of bulk cargo bays

Washings from the cleaning of cargo bays used for phosphate-containing raw materials shall be received by a road tanker belonging to **COMAX, 81-534 Gdynia (tel. (058) 668 11 70)** and transported to the sewage treatment plant of Police Chemical Works SA. They may also be received by **SHIP-SERVICE SA**.

Reception services may only be performed by a service contractor authorised by the port authority.

The contractor performing the reception of cargo bay washings must possess the legally required authorisation to receive waste and must be registered at the Marine Board in Szczecin. It must also hold a signed contract for the reception of washings with the sewage treatment plant of Police Chemical Works SA.

VII. Ships exempted from obligatory delivery of ship-generated waste

1. In accordance with the ruling of the Minister of the Infrastructure of 12th May, 2003 concerning exemption from obligatory delivery of waste before leaving a port (Journal of Acts No.101, item 937), the following ships are entitled to exemption from the obligation of delivering waste before leaving the port:

a) Ships possessing certification of their exemption from obligatory delivery of waste to port reception equipment before departing from the port, issued by the Director of the Marine Board in Szczecin.

2. In accordance with the ruling of the Minister of Transport and Construction of 13th January, 2006 amending the ruling concerning the exemption of ships from obligatory delivery of waste before leaving a port (Journal of Acts, 2006, No.12, item 81), a ship shall be exempted from the obligation to deliver waste and cargo residue to port reception equipment before leaving the port, provided all of the following conditions are fulfilled:

a) prior to entering the port the captain of the ship notifies the port of waste on board the ship, in accordance with the provisions of the ruling of the Minister of the Infrastructure of 12th May, 2003 concerning notification of waste on a ship (Journal of Acts No.101, item 936; Journal of Acts, 2006, No.12, item 80),

b) the above-mentioned notification states that the ship's tanks have sufficient capacity to store waste currently on the ship as well as waste generated prior to the ship's next entry to a port,

c) the ship's next port of call is known,

d) there is no notification of a lack of suitable waste reception equipment in the ship's next port of call.

VIII. Final provisions

1. The Police Port Authority does not receive waste from ships moored at the Mijanka quay due to lack of access for port reception equipment. Reception of waste, as covered by the tonnage fee, may be carried out after the ship has been towed to another quay. The cost of towing shall be covered by the ship.
2. Reception of solid waste subject to sanitary quarantine requires the consent of the District Sanitary Inspector in Police.
3. Police Port Authority reserves the right to claim compensation from contractors that violate the law.
4. Police Port Authority reserves the right to revise the procedure for receiving waste and cargo residue from ships.