



## **Principles**

**defining the procedure and manner of collecting  
waste generated by ships  
using the quays  
located within the limits of  
Police Seaport**

The principles stipulated in this document define the management system, in pursuance of the regulations of the law, of waste generated by ships using quays located within the limits of Police Seaport and they constitute the basis for the operation of the process of collecting ship-generated waste.

The principles contained herein apply to all ships arriving at Police Seaport, with the exclusion of exempted vessels, stipulated in this document and they constitute an exclusive basis for the above specified waste collection.

**effective from 10th May 2022**

Approved by Resolution No 18/2022 of the Management Board on 5 May 2022

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## **I. Introduction.**

**Receipt of waste generated by ships using quays within the limits of Police Seaport is carried out exclusively in accordance with the principles specified herein.**

The system of waste collection into port waste collection facilities operates in pursuance of the Act on Port Facilities for the Collection of Waste and Cargo Residues from Ships of 12.09.2002 (Journal of Laws of 2020, item 1344). The system of collecting waste from ships applies to all the entities operating within the premises of Police Seaport and all vessels using the quays within Police Seaport limits, which are obliged to observe all the principles stipulated herein. The regulations of the act referred to hereinabove, subject to Article 2(2) of the above named act, do not apply to vessels operated by the Navy, the Coast Guard and the Police, to ships used for special state service and to inland navigation vessels, which transfer waste at port in line with the Ordinance of the Minister of Infrastructure of 21 May 2003 regarding the conditions of gathering, storing and removing waste and sewage from inland navigation vessels (Journal of Laws No 104, item 973), as well as ships exempted on the basis of the Ordinance of the Minister of Infrastructure of 23 December 2008 (Journal of Laws No 5, item 21 of 2009).

**In pursuance of Article 37 of the Act on Prevention of Pollution from Ships of 16.03.1995 (Journal of Laws of 2020, item 1955), if a captain or another ship crew member, failing to fulfil their obligations imposed by the regulations of the law, violates the regulations regarding waste transfer to port collection facilities and does not advise the port of ship-generated waste on deck or of cargo residues, in particular with respect to waste transfer to entities collecting waste outside of the system of waste collection from ships, and who fails to promptly advise of the waste carried on-board before arriving at seaport, shall be liable to a fine up to the amount not exceeding twenty times the average monthly salary in the Polish national economy for a preceding year, announced by the President of the Central Statistical Office.**

## **II. Entity authorized by “Police Port Authority” Sp. z o.o. to collect waste from ships.**

Collection of waste from ships, referred to in these “Principles defining the procedure and manner of collecting waste generated by ships that use the quays located within the limits of Police Seaport” can be carried out **only and exclusively** by an entity acting on commission and on behalf of “Police Port Authority” Sp. z o.o.

**SHIP-SERVICE S.A. (in liquidation)**  
**ul. Żelazna 87**  
**00-879 Warszawa**  
**NIP 851-030-74-92, REGON 810033580**  
**Team for Environment Protection Services**  
**ul. Dębogórska 19/22, 71-717 Szczecin**  
**Tel. 091 424 38 23, 091 424 38 24, 91 424 38 25**  
**fax. 091 424 38 31**  
**mobile 48 693 719 893, 48 601 795 813, 607 707 981**  
**e-mail: [odpady.szczecin@ship-service.pl](mailto:odpady.szczecin@ship-service.pl)**

or a contractor authorized by the above named company, holding a relevant authorization.

### **III. Procedure of collecting waste from ships.**

#### **1. Advising through NSW (National Single Window) prior to calling at port.**

- 1.1. Before calling at Police Seaport, a ship master/agent is obligated to provide "Advice notice of the waste on-board to be transferred prior to calling at port" through **NSW (National Single Window)**.
- 1.2. The ship master/agent is liable for the truthfulness of the information entered into the form in NSW, in respect of the type, amount and composition of waste found on-board.
- 1.3. Time limits for entering information in **NSW (National Single Window)**:
  - 1.3.1. 24 hours before calling at the port of destination at the latest,
  - 1.3.2. immediately after a ship master obtains information specifying the port of destination, if it remains unknown 24 hours before calling at the port of destination,
  - 1.3.3. before leaving the last port at the latest, if the trip time to the port of destination is less than 24 hours.

#### **2. The process of advising and confirming the collection of waste from ships and informing of the impossibility to receive ship-generated waste at Police Seaport.**

- 2.1. The process of advising and confirming the collection of waste from ships and informing of the impossibility to receive waste from ships at Police Seaport is documented with the use of the following documents:
  - a) "Advice notice of the waste on-board to be transferred prior to calling at port" constituting **Annex No 1** to these principles,
  - b) "Waste consignment note" constituting **Annex No 2** to these principles,
  - c) "Certificate of inability to receive waste from a ship at Police Seaport" constituting **Annex No 1** to these principles<sup>3</sup>,

d) **“Amended, uniform reporting form of presumed insufficiency in port waste collecting facilities”** constituting **Annex No 4** to these principles.

- 2.2. Submission of the form „Advice notice of the waste on-board to be transferred prior to calling at port” initiates the entire process of waste collection and it constitutes the basis for commissioning the service of collecting ship-generated waste.
- 2.3. The company collecting waste (specified in point II of these principles), having received “Advice notice of the waste on-board to be transferred prior to calling at port”, arranges the time of waste receipt with the ship master/agent.
- 2.4. Upon completion of waste collection service, the company hands over to the ship master a document called “Waste consignment note”, which confirms the receipt of waste, specifying its quantity and types. It is mandatory that both the ship master/agent and a representative of the waste collecting company sign the note. The waste collecting company submits a copy of “Waste consignment note” to the company commissioning the service, i.e. “Police Port Authority” Sp. z o.o. by fax or other available means of electronic communication.
- 3. Should it occur to be impossible to receive waste during the time of ship’s stay at port, or should there be no physical possibility to receive a given type of waste, the waste collecting company must notify the ship master/agent of the fact. Such a circumstance is then confirmed by the services of “Police Port Authority” Sp. z o.o. with “Certificate of inability to receive ship-generated waste at Police Seaport” issued to the ship master/agent in Polish and in English, indicating the nearest port or harbour, where such waste can be transferred.**

#### **IV. Location of port waste collection facilities.**

<b>Facilities found at Police Seaport</b>
<b>technical equipment used by the waste collecting company for the performance of waste collection from a ship (tank trucks, barges, waste removal trucks, trucks for solid waste collection, waste containers, etc.)</b>

## V. Types of ship-generated waste accepted into port waste collection facilities.

The following type of ship-generated waste is subject to collection:

1. **Oil waste and oil-water mixture** (Annex I to the MARPOL Convention) i.e.:
  - 1.1 oily bilge water,
  - 1.2. used oils,
  - 1.3. oily residues – i.e. residues created from fuel and oil centrifugation,
  - 1.4. oily solid waste, i.e. industrial wipers, oily rags, fuel and oil filters.
  
2. **Sewage** (Annex IV to the MARPOL Convention).
  
3. **Ship generated waste** (Annex V to the MARPOL Convention and cargo-related waste, not being cargo residue) i.e. **“solid waste”** i.e.:
  - 3.1. Food waste,
  - 3.2. Plastics,
  - 3.3. Glass,
  - 3.4. Metals,
  - 3.5. Wood,
  - 3.6. Paper and cardboard,
  - 3.7. Municipal waste (unsorted),
  - 3.8. Category 1 catering waste – food waste containing by-products of animal origin, coming from means of international transport, i.e. from ships arriving from third countries (non-EU members),
  - 3.9. Segregated hazardous waste (segregated, placed in tight containers):
    - paint and varnish waste,
    - mercury-containing fluorescent lamps,
    - batteries,
    - accumulators.
  
4. **Residue from exhaust gas treatment** (Annex VI to the MARPOL Convention) i.e.:
  - 4.1. catalytic converters, soot, filters, etc.

## **VI. Conditions for transfer of waste from ships to port waste collection facilities.**

### **1. A ship transferring waste must meet the following conditions:**

- 1.1. The ship must have an operational pump for feeding liquid oily waste and sewage.
- 1.2. The operational pumps for feeding liquid oily waste and sewage must meet the condition of **minimum capacity of 5 m<sup>3</sup>/h for ships up to 5,000 GT and 7.5 m<sup>3</sup>/h for ships over 5,000 GT.**
- 1.3. In order to facilitate pumping, oils and oily residues must be heated to minimum 40°C, but not more than to 60°C. Ship operators are responsible for maintaining the temperature at adequate level.
- 1.4. On-board equipment for liquid oily waste transfer must be fitted with standardized joints of the shape and size of the flanges complying to rule 19 of Annex I of the MARPOL Convention 1973/78.
- 1.5. Collection of liquid oily waste is conducted from land. If waste collection from land is not possible, waste transfer can be carried out from water with the use of specialist vessels. The fact of oily waste receipt from the water side will result in calculating a special charge specified in Table No 2.
- 1.6. For safety reasons, receipt of liquid oily waste performed from the water side will be conducted in conditions of 1 Mm minimum visibility, 4°B wind strength and with the state of the sea measuring 2 (waves up to 0.5 m). Waste will be collected with the use of ship pumps with a feeding device positioned from the water side. A waste collecting vessel must be moored to the ship's side, the hose for liquid waste receipt can be maximum 30-meter long and it must be in contact with the ship's and the waste collecting vessel's decks.
- 1.7. Liquid oily waste must not contain any solid or chemical contaminants.

### **2. Requirements for sorting of the so-called "solid waste":**

- 2.1. Waste needs to be placed in bags or containers (bags/containers must be leak-proof and suitable to the weight of waste they contain and properly marked), segregated into the categories listed in point V.
- 2.2. If during waste receipt, the waste collecting company finds that hazardous waste is mixed with other waste type, such waste will be classified as hazardous waste.
- 2.3. Category 1 catering waste from ships arriving from a non-EU member state must be hermetically packaged or placed in covered, non-returnable containers protected against leakage and labelled "**cat. 1 – strictly to removal**".
- 2.4. Ship master is obligated to transfer solid waste directly to the operator of the waste collecting company on the quay at a time arranged between that company and the ship captain/agent.

### **3. Collecting waste from ships:**

- 3.1. takes place on the basis of "Advice notice of the waste on-board to be transferred prior to calling at port" sent to NSW (National Single Window). The information constitutes a one-off commission of transfer of waste generated on-board during a trip from the last port of call to Police Seaport.
  - 3.2. Each subsequent notice of the need for waste transfer is to be sent to the port management authority, i.e. "Police Port Authority" Sp. z o.o. The fact of such a subsequent notice will result in calculating a special charge defined in Table No 2 hereof, within unused limit.
  - 3.3. If the ship master/agent notifies of the need for waste receipt within a timeframe shorter than 24 h from the time of advising of waste for transfer, a special charge defined in Table No 2 will be applied.
  - 3.4. Failure to observe the time limit for sending "Advice notice of the waste on-board to be transferred prior to calling at port", referred to in point 1.3, may result in waste not being collected from the ship, in particular it may concern the collection of liquid oily waste.
- 4. A ship's failure to meet the above conditions for waste collection will result in "Police Seaport Authority" Sp. z o.o. calculating a special charge in accordance with the rates defined in Table No 2, and in case of category 1 catering waste, a refusal to collect such waste.**

## **VII. System of charges for collecting waste from ships.**

1. Ships calling at Police Seaport have the right to transfer, within the tonnage charge collected by "Police Seaport Authority" Sp. z o.o. and based on "Port charges tariff", specific types and amounts of waste in accordance with Table No 1.



**Table No 1** Types and quantity limits of waste from ships included in tonnage charge

Waste type	Unit	Limit <sup>(1)</sup> of waste amount depending on the location of the last port of call <sup>(2)</sup>		
		Baltic Sea	north western European waters	Other regions
<b>Oily waste and oil-water mixtures (Annex I of the MARPOL Convention 73/78)</b>				
1. oily bilge water, 2. used oils, 3. oily residues – i.e. residues created from fuel and oil centrifugation, 4. other	m <sup>3</sup>	2.0	4.0	8.0
5. oily solid waste, i.e. industrial wipers, oily rags, fuel and oil filters	1/8 of all waste transferred			
<b>Sewage (Annex IV of the MARPOL Convention 73/78)</b>				
1. Sewage	m <sup>3</sup>	0.5	1.0	2.0
<b>Solid waste (Annex V of the MARPOL Convention 73/78)<sup>(3)</sup></b>				
1. Food waste, 2. Plastics, 3. Glass, 4. Metals, 5. Wood, 6. Paper and cardboard, 7. Municipal waste (unsorted), 8. Segregated hazardous waste (paint and varnish waste, mercury-containing fluorescent lamps, batteries, accumulators), 9. Other	m <sup>3</sup>	0.4	0.5	0.6
10. catering waste – food waste containing by-products of animal origin, coming from means of international transport, i.e. from ships arriving from non-EU countries (Category 1)	1/4 of all waste transferred			

**Explanation:**<sup>(1)</sup> Limit applies only to waste collection from the land side<sup>(2)</sup> Range of individual regions is defined by the MARPOL Convention<sup>(3)</sup> Minimum amount of solid waste accepted to port waste collection facilities is 0.05 m<sup>3</sup>

2. Additional charges for waste amount transferred in excess of the limits specified in Table No 1 and special charges for receipt of waste from ships at times and on conditions other than the ones stipulated herein are listed in Table No 2.

**Table No 2 Additional and special charges**

No.	Type of operation	Rate
<b>ADDITIONAL CHARGES</b>		
<b>I</b>	<b>Collection of oily waste and oil-water mixtures (Annex I of the MARPOL Convention)</b>	
1.	Collection of oily waste conducted from the land side	<b>190 [EUR/m<sup>3</sup>]</b>
2.	Collection of solid oily waste, i.e. industrial wipers, oily rags, fuel and oil filters	<b>600 [EUR/m<sup>3</sup>]</b>
<b>II</b>	<b>Collection of sewage (Annex IV of the MARPOL Convention MARPOL)</b>	
1.	Collection of sewage	<b>30 [EUR/m<sup>3</sup>]</b>
<b>III</b>	<b>Collection of solid waste (Annex V of the MARPOL Convention MARPOL)</b>	
1.	Collection of solid waste other than hazardous waste	<b>120 [EUR/m<sup>3</sup>]</b>
2.	Collection of hazardous waste	<b>500 [EUR/m<sup>3</sup>]</b>
3.	Collection of catering waste – food waste containing by-products of animal origin, coming from means of international transport, i.e. from ships arriving from non-EU countries (Category 1)	<b>1 000 [EUR/m<sup>3</sup>]</b>

<b>IV</b>	<b>Collection of residues from exhaust gas treatment (Annex VI of the MARPOL Convention MARPOL)</b>	
1.	Charge for receipt of residues from exhaust gas treatment	<b>Charge by arrangement</b>
<b>SPECIAL CHARGES</b>		
<b>I</b>	Collection of waste within a timeframe shorter than 24 h from the time of advising of waste for transfer	<b>60 [EUR/event]</b>
<b>II</b>	Collection of oily waste failing to meet the conditions of receipt	<b>70 [EUR/m<sup>3</sup>]</b>
<b>III</b>	Collection of oily waste from ship with the use of the waste collection entity's pumps	<b>70 [EUR/m<sup>3</sup>]</b>
<b>IV</b>	Collection of waste failing to meet the conditions of receipt	<b>120 [EUR/m<sup>3</sup>]</b>
<b>V</b>	For lack of ship's preparedness to waste transfer	<b>30 [EUR/h (for every commenced hour)]</b>
<b>VI</b>	Conduct of disinfection of waste collected from ship	<b>60 [EUR/m<sup>3</sup>]</b>
<b>VII</b>	Failure to transfer waste through the fault attributable to a ship despite a previous advice notice for waste transfer	<b>100 [EUR/arrival]</b>
<b>VIII</b>	Subsequent notice of the need for waste transfer	<b>50 [EUR/arrival]</b>
<b>IX</b>	Waste receipt conducted from the side of water	<b>Charge by arrangement</b>

### **VIII. Notification of insufficient capacity of port waste collection facilities.**

1. If waste cannot be received from ships, the waste collecting company will notify the ship master/agent of the fact immediately after receiving "Advice notice of the waste on-board to be transferred prior to calling at port" and at the same time it will send a copy of such a notice to the secretariat of Police Port Authority Sp. z o.o.
2. A certificate of inability to receive waste from a ship at Police Seaport is issued to the ship master/operator by a representative of Police Port Authority Sp. z o.o.

### **IX. Receipt of cargo residues.**

"Police Port Authority" Sp. z o.o. does not provide the service of collecting cargo residues from ships. The obligation of such cargo residue collection, in pursuance of Article 7.2 of 12.09.2002 of the Act on Port Facilities for the Collection of Waste and Cargo Residues from Ships, rests on the cargo consignee. The rules for cargo residues receipt are defined by the commissioning party directly with a waste collecting company.

Washings left from cleaning of cargo holds after phosphorous-bearing raw materials are collected at Police Seaport by a tank truck and transported to a waste water treatment plant of Grupa Azoty Zakłady Chemiczne „POLICE” S.A.

A company collecting washings after cargo hold cleaning must hold a permit required by law for waste collection and it must be listed in the register of the Maritime Office in Szczecin.

A company collecting cargo residues conducts operations at its own cost and risk, taking into account the requirements resulting from the regulations of the law in force, and in particular the regulations on waste transport. Moreover, such a company is liable for any damage to the environment resulting from improper performance of cargo residues collection from ships.

A list of companies providing the service of collecting cargo hold residues from ships at Police Seaport:

Ship-Service S.A. (in liquidation)  
 ul. Żelazna 87  
 00-879 Warszawa  
 NIP 851-030-74-92, REGON 810033580  
 Team for Environment Protection Services  
 ul. Dębogórska 18, 71-717 Szczecin  
 Tel. 091 424 38 23, 091 424 38 24, 91 424 38 25  
 fax. 91 424 38 31  
 mobile: 693 719 893, 601 795 813, 91 424 38 25  
 e-mail: odpady.szczecin@ship-service.pl

## **X. Final provisions.**

1. Police Port Authority Sp. z o.o. does not provide the service of collecting waste at Mijanka quay on account of the fact that port waste collection facilities cannot be access the site. Waste collection within the scope of tonnage charge is possible after the vessel has been towed to a different quay. Towing costs will be charged to the ship.
2. Collection of solid waste from ships under sanitary quarantine can be carried out with the consent of the State Sanitation Inspectorate in Police.
3. Police Port Authority Sp. z o.o. reserves the right to claims for damages in respect of the companies violating the law.
4. Police Port Authority Sp. z o.o. reserves the right to introduce changes in the procedure of waste and cargo residues collection from ships, in accordance with the regulations of the law.

## **XI. Legal basis.**

1. Act on Port Facilities for the Collection of Waste and Cargo Residues from Ships of 12 September 2002 (Journal of Laws of 2020, No 166, item 1361),
2. Act on Prevention of Pollution from Ships of 16 March 1995 (uniform text: Journal of Laws of 2020, item 1955),
3. Ordinance of the Minister of Maritime Economy and Inland Navigation of 4 November 2016 on informing of waste on-board a ship (Journal of Laws of 2016, item 1851),
4. Ordinance of the Minister of Infrastructure of 23 December 2008 on granting exemptions to ships from the obligation to transfer waste and cargo residues each time before departure from port (Journal of Laws of 2009, No 5, item 21),
5. Ordinance of the Minister of Infrastructure of 21 December 2002 on port plans of management of waste and cargo residues from ships (Journal of Laws of 2002, No 236, item 1989, as amended),
6. Ordinance of the Minister of Infrastructure of 21 December 2002 on reports of the operation and degree of use of port waste collection facilities (Journal of Laws of 2002, No 236, item 1988),
7. Waste Management Act of 14 December 2012 (Journal of Laws of 2022, item 669),
8. MARPOL Convention 73/78 (Journal of Laws of 2016, No 17, item 761),
9. Helsinki Convention of 1997 and 1992,
10. Ordinance of the Minister of Infrastructure of 12 May 2003 on the obligation of information by operator of a ship carrying hazardous or polluting cargo (Journal of Laws of 2003, No 101, item 7938, as amended),
11. Directive (EU) 2019/883 of the European Parliament and of the Council of 17 April 2019 on port reception facilities for the delivery of waste from ships, amending Directive 2010/65/EU and repealing Directive 2000/59/EC (Text with EEA relevance) (OJ L 151, 7.6.2019, pp. 116-142),
12. Regulation of the European Parliament and of the Council (EC) No 1069/2009 of 21 October 2009 laying down health rules as regards animal by-products and derived

- products not intended for human consumption and repealing Regulation (EC) No 1774/2002 (Animal by-products Regulation) (OJ L 300 of 14.11.2009, as amended),
13. Commission Delegated Regulation (EU) 2019/2122 of 10 October 2019 supplementing Regulation (EU) 2017/625 of the European Parliament and of the Council as regards certain categories of animals and goods exempted from official controls at border control posts, specific controls on passengers' personal luggage and on small consignments of goods sent to natural persons which are not intended to be placed on the market and amending Commission Regulation (EU) No 142/2011 (Text with EEA relevance), OJ L 321/45, 12.12.2019),
  14. Act on Animal Health Protection and Animal Infectious Diseases of 11 June 2004 (uniform text: Journal of Laws of 2020, item 1421),
  15. Ports and Harbours Act of 20 December 1996 (uniform text: Journal of Laws of 2021, No 33, item 491) with secondary legislation,
  16. Ordinance of the Minister of Infrastructure of 22 September 2009 on designating port limits for port of Police from the land side (Journal of Laws of 2009, No 164, item 1309),
  17. Ordinance of the Council of Ministers of 9 October 2003 on extending certain regulations of the Act on Preventing Pollution from Ships to vessels of the Navy, the Coast Guard, the Police and regional sea fishing inspectors (Journal of Laws of 2003, No 180, item 1760).