



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 1st April 2026

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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 from Ships of 12.05.2022 (Journal of Laws of 2022, item 1250). 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, do not apply to vessels of the Navy, the Border Guard and the Police, to ships performing special State service, or to ships engaged in the categories of port services referred to in Article 1(2) of Regulation (EU) 2017/352 of the European Parliament and of the Council of 15 February 2017 establishing a framework for the provision of port services.

In pursuance of Article 37 point 8 of the Act on Prevention of Pollution from Ships of 16.03.1995 (Journal of Laws of 2024, item 1786), 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 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. 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 "Information on waste on ship to be transferred before arrival to 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) **“Information on waste on ship to be transferred before arrival to 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 principles³,
- 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 „Information on waste on ship to be transferred before arrival to 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, having received “Information on waste on ship to be transferred before arrival to 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.**

III. 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.
- 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. Oily solid waste, i.e. industrial wipers, oily rags, fuel and oil filters,
- 3.10. 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.

IV. 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 m³/h for ships up to 5,000 GT and 7.5 m³/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, 4⁰B 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 “Information on waste on ship to be transferred before arrival to 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 3 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 3 will be applied.
 - 3.4. Failure to observe the time limit for sending “Information on waste on ship to be transferred before arrival to 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 3, and in case of category 1 catering waste, a refusal to collect such waste.**

V. System of charges for collecting waste from ships.

1. In accordance with Art. 20 of the Act on Port reception facilities for the delivery of ship generated waste, (Journal of Laws 2022, item 1250) the Ports Authority charges an indirect fee, which means a fee for the provision of port services through port reception facilities used to collect ship generated waste. The indirect fee shall be paid for each vessel regardless of the actual collection of waste from the ship. The amount of the indirect fee varies with the type and size of the ship according to the tabular statements below.

Table No 1A Indirect fees

No.	Ship type and size	Indirect fee [in PLN]
1.	For commercial ships: up to 5 000 GT	1 181 zł
	from 5 001 to 10 000 GT	1 395 zł
	from 10 001 to 20 000 GT	1 502 zł
	above 20 000 GT	1 718 zł
2.	Coaster passenger ships	1 073 zł

2. Ships calling at Police Seaport have the right to transfer, within the indirect fee collected by "Police Seaport Authority" Sp. z o.o., specific types and amounts of waste in accordance with Table No 1B.

Table No 1B Types and quantity limits of waste from ships included in the indirect fee

Waste type	Unit	Limit ⁽¹⁾ of waste amount (m ³)
Oily waste and oil-water mixtures (Annex I of the MARPOL Convention 73/78)		
1. oily bilge water, 2. used oils, 3. oily residues – i.e. residues created from fuel and oil centrifugation, 4. other.	m ³	3,0
Sewage (Annex IV of the MARPOL Convention 73/78)		
1. Sewage	m ³	4,0
Solid waste (Annex V of the MARPOL Convention 73/78)		
1. waste including: - plastics (A), - food waste (B) - Municipal waste (C) e.g. paper products, metals, glass, bottles, porcelain tableware, wood, - used cooking oil (D), - ash from incinerators (E), 2. operational waste (F), oily solid waste, i.e. industrial wipers, oily	m ³	collection under an indirect fee up to the maximum storage capacity declared on the "Information on waste on ship to be transferred before arrival to port" form submitted to the NSW system.

rags, fuel and oil filters, waste paints and varnishes etc., 3. electronic waste (I), batteries, accumulators, lamps, mercury-containing fluorescent lamps, used electronic equipment and devices, etc., 4. catering waste category 1 (B) – food waste containing by-products of animal origin, coming from means of international transport, i.e. from ships arriving from non-EU countries, 5. fishing gear (H)		
Other water not covered by MARPOL		
1. passively fished waste	m³	collection under an indirect fee up to the maximum storage capacity declared on the "Information on waste on ship to be transferred before arrival to port" form submitted to the NSW system.

Explanation:

⁽¹⁾ Limit applies only to waste collection from the land side.

3. For exceeding the waste limits set out in Table 1B and for exceeding the amount of waste above the maximum storage capacity indicated in the Information on Waste from Ships, for waste included in Annex V of the Marpol Convention, the Ports Authority shall charge an additional fee in accordance with Table No 2. "Additional fees".
4. Solid waste included in MARPOL Annex V shall be collected under the indirect fee in accordance with Article 20(3) and Article 21 of the Port Waste Reception Facilities Act. In the event that a ship fails to comply with the obligation under Article 10(6) of the Act on the Prevention of Pollution from Ships (consolidated text JoL 2024 item 1786, as amended) and the Regulation of the Minister of Infrastructure of 5 August 2022 on the form on which information on waste from ships is submitted (JoL of 2022 item 1716) and does not provide the National Single Point of Contact (NSW) with information on the maximum storage capacity dedicated to the specific solid waste types listed in MARPOL Annex V, the capacity shall be assumed as zero. Accordingly, the ship will be charged an additional fee for all such solid waste received in accordance with Table No 2 „Additional charges”.
5. The Ports Authority shall not charge an intermediate fee in the event of inability to collect waste from a ship for reasons beyond control of the ship. Upon notification to the Ports Authority made on the appropriate form in accordance with the applicable Ship Generated Waste Management Plans for Police Seaport, a confirmed form shall be forwarded to the ship master/agent or his representative on the inability to collect waste from the ship.

6. Vessels calling at the port of Police from European ports or from ports of countries bordering Europe on enclosed seas are deemed to be vessels engaged in short sea shipping, and such vessels are granted a 1.5% discount on the indirect fee.
7. For environmentally friendly ships meeting one of the criteria referred to in Section 1 of the Annex to Commission Regulation (EU) 2022/91 of 21 January 2022, the indirect fee is reduced by 1.5%, provided that the ship's master/crew member confirms on the ship waste delivery receipt form that the ship holds relevant documents listed in Section 1 of that Annex. If no such confirmation is made on the ship waste delivery receipt form, environmentally friendly ships – despite meeting one of the criteria in Section 1 of the Annex – are not entitled to the 1.5% discount on the direct fee.

Table No 2 Additional charges

No.	Type of operation	Rate
I	Collection of oily waste and oil-water mixtures (Annex I of the MARPOL Convention)	
1.	Collection of oily waste conducted from the land side	1 502 [PLN/m³]
II	Collection of sewage (Annex IV of the MARPOL Convention MARPOL)	
1.	Collection of sewage	206 [PLN/m³]
III	Collection of solid waste (Annex V of the MARPOL Convention MARPOL)	
1.	Collection of solid waste other than hazardous waste.	773 [PLN/m³]
2.	Collection of hazardous waste.	4 122 [PLN/m³]
3.	Collection of solid oily waste, i.e. industrial wipers, oily rags, fuel and oil filters.	4 122 [PLN/m³]
4.	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)	6 700 [PLN/m³]

IV	Collection of residues from exhaust gas treatment (Annex VI of the MARPOL Convention MARPOL)	
1.	Charge for receipt of residues from exhaust gas treatment	Charge by arrangement

8. The collection of waste from ships at times and under conditions other than those established by the Ports Authority in the "Information on receiving waste from ships" and in this Principles shall be made against a special fee set out in Table 3 "Special fees", irrespective of any other fees listed in this Principles.

Table No 3 Special charges

No.	Type of operation	Rate
I	Collection of waste within a timeframe shorter than 24 h from the time of advising of waste for transfer	2 000 [PLN/ event]
II	Collection of oily waste failing to meet the conditions of receipt	448 [PLN/m³]
III	Collection of oily waste from ship with the use of the waste collection entity's pumps	448 [PLN/m³]
IV	Collection of waste failing to meet the conditions of receipt	773 [PLN/m³]
V	For lack of ship's preparedness to waste transfer	154 [PLN/h (for every commenced hour)]
VI	Conduct of disinfection of waste collected from ship	309 [PLN/m³]
VII	Failure to transfer waste through the fault attributable to a ship despite a previous advice notice for waste transfer	2 000 [PLN/ arrival]
VIII	Subsequent notice of the need for waste transfer	258 [PLN/ arrival]

IX	Waste receipt conducted from the side of water	Reinvoice from a specialized company
X	The ship is not ready to deliver waste, including the waste collection company needs to wait for waste to be delivered, the crew fails to deliver solid waste directly to the means of transport provided by the waste collection company	2 000 [PLN/ event]

VI. 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.

VII. Receipt of cargo residues.

"Police Port Authority" Sp. z o.o. does provide the service of collecting cargo residues from ships for an additional fee in accordance with Table No 4. Cargo residue collection, may also be collected on their own by the recipient of the cargo. The rules for cargo residues receipt are defined by the commissioning party directly with a waste collecting company.

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.

Table No 4 Fees for collection of cargo residues from ships

No.	Types of cargo residues collected by the Port Authority	Fees
I	Hazardous cargo residue	11 359 [PLN/m³]
II	Non-hazardous cargo residues	4 184 [PLN/m³]

VIII. Final provisions.

1. Police Port Authority Sp. z o.o. does not provide the service of collecting waste at Mijanka quay and Offshore Gas Terminal on account of the fact that port waste collection facilities cannot be access the site. Waste collection within the scope of the indirect fee 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.
5. The fees specified in the Principles, if the Port of Police Authority decides so, shall be subject to indexation after the end of each calendar year against the average annual increase in the consumer price index published by the President of the Central Statistical Office (CSO) for the previous year, provided this index exceeds 100. An amendment of fees due to the indexation does not constitute an amendment to the terms and conditions. The fees indexed in the abovementioned manner are effective as of 1 April of each calendar year and shall be included in the Principles immediately after the CSO publicises relevant information.