

GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS  
DIRECTORATE GENERAL PORTS & SHIPPING

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Standard Operating Procedure for Assessment of a Port Reception Facility

**A. Introduction:**

In order to ensure uniform application and interpretation of the requirements in the assessment of adequacy of a port reception facility, all major and non-major ports shall be audited every year for adequacy of Port Reception Facility (PRF) commencing from February 2020, this standard operating procedure (SOP) has been prepared and is to be applied by all stakeholders. The SOP also attempts to provide the details of key requirements under different National and International regulatory regimes concerning port reception and management of waste received.

**B. Policy framework at International and National Level:**

**1. MARPOL:**

Ships compliance with the discharge requirements of wastes covered under Annexes I, II, IV, V of MARPOL is directly related to the availability of adequate reception facilities in the ports. It is, therefore, essential for each Party to ensure provision of adequate facilities at ports and terminals to meet the needs of ships using them, without causing undue delay.

MARPOL also indicates the categories of ports and terminals that require to provide reception facilities together with their capacities:

Annex I: Oil	Provision of reception facilities at all oil loading terminals, repair ports, and in other ports in which ships have oily residues to discharge, for the reception of such residues and oily mixture from oil or chemical tankers.
Annex II; NLS (Noxious Liquid Substances)	Ports & terminals involved in ship's cargo handling shall have adequate facilities for the reception of residues & mixtures containing such residues of NLS. Repair berth undertaking repairs to NLS tankers shall provide facilities adequate for the reception of residues and mixtures containing NLS for ships calling at that port.
Annex IV; Sewage	All ports and terminals.

Annex V; Garbage	Garbage (including cargo residues not covered by other Annexes), each Party undertakes to ensure the provision of adequate facilities at ports and terminals for the reception of garbage without causing undue delay to ships, and according to the needs of the ships using them.
Annex VI; Air pollution	Ozone-depleting substances together with equipment and materials (such as insulation foams) containing the same: in ports, terminals, repair berths and ship recycling facilities; Residues from exhaust gas cleaning systems as these are developed and enter into service: in ports, terminals, repair berths.

**2. The Basel Convention:**

- a). The Basel Convention explicitly excludes wastes that are generated through the normal operation of a ship and the discharge of which is covered by another international instrument, that is, MARPOL, however, once these ship-generated wastes and residues are offloaded the provisions of the Basel Convention apply. These provisions in Basel Convention focus on the following principal goals:
  - i) The reduction of hazardous waste generation and the promotion of environmentally sound management of hazardous wastes, at the place of disposal.
  - ii) The restriction of trans-boundary movements of hazardous wastes except where it is perceived to be in accordance with the principles of environmentally sound management; and
  - iii) A regulatory system applying to cases where trans-boundary movements are permissible.
- b). Environmentally sound management” is defined in article 2 of the Basel Convention as: “taking all practicable steps to ensure that hazardous wastes or other wastes are managed in a manner which will protect human health and the environment against the adverse effects which may result from such wastes.”

**3. IMO’s Global Integrated Shipping Information System (GISIS):**

- a). In order to facilitate the dissemination of information and promote public access to sets of data collection by the IMO Secretariat, the IMO has developed an internet-based database on information for shipping: The Global Integrated Shipping Information System (GISIS).
- b). This database contains information available to the general public. Also it provides a member’s area section with more specific information accessible to registered IMO users(Administrations).

- c). The Port Reception Facility Database (PRFD) provides data on facilities for the reception of all categories of ship-generated waste. While the public is allowed free access (following a simple initial registration) to all the information on a view-only basis, the respective party States can update data for reception facilities via a login password. The database aims at improving the rate of reporting alleged inadequacies of port reception facilities so that the problem can be tackled more effectively.

#### 4. IMO Guidelines on port reception facilities:

- a). The use and provision of port reception facilities for ship-generated wastes and residues is fundamental to the overall success of the MARPOL Convention in its objective of reducing and ultimately eliminating intentional pollution of the marine environment by ships. In order to improve the efficient delivery of MARPOL wastes and residues to port reception facilities, the IMO has developed specific additional guidance that outlines how the shipping community and PRF providers can best conduct their operations in order to comply with MARPOL:
  - i) 2014 Consolidated guidance for port reception facility providers and users (Circular MEPC.1/Circ.834): This guidance consolidates in a single document the Guide to good practice for port reception facility providers and users (MEPC.1/Circ.671/Rev.1) and four other circulars related to port reception facilities (MEPC.1 / Circ. 469 / Rev.2, MEPC.1/Circ. 644/Rev.1, MEPC.1/Circ.645/Rev.1 and MEPC.1/Circ.470/Rev.1). This is intended to be a practical users' guide for ships' crew who seek to deliver MARPOL residues/wastes ashore and for port reception facility providers who seek to provide timely, efficient port reception services to ships. It provides a basis for establishing best practice procedures, with an eye towards improving the integration of PRFs into a more comprehensive waste management scheme in which final disposal of MARPOL residues/wastes occurs in a manner that protects the environment, with due regard for the health and safety of workers and the general population.
  - ii) Guidelines for ensuring the adequacy of Port Waste Reception Facilities, MEPC 83(44), 2000. This guide line contain information for the provision and improvement of port waste reception facility and are designed to complement the IMO Comprehensive Manual on Port Reception Facilities and also sets out a checklist to help assess adequacy of a port reception facility. The assessment checklist in this SOP is based on the assessment checklist available in these guidelines.

- iii) 2011 Guidelines for reception facilities under MARPOL Annex Resolution MEPC.199 (62): The main objective to these guidelines is to assist port and terminal operators and ship repair ports, and ship recycling facilities in assessing the need for and providing adequate reception facilities for Ozone Depletion Substances (ODS) and equipment containing ODS and exhaust gas cleaning residues.
- iv) 2012 Guidelines for the implementation of MARPOL Annex V; MEPC 219(63): The main objective of these guidelines is to assist port and terminal operators in assessing the need for, and providing, adequate reception facilities for garbage generated on all types of ships.
- v) The IMO manual "Port Reception Facilities – How to Do It, 2015: The manual contains practical information to Governments and competent (port) authorities, in particular to those in developing countries, as well as to the shipping industry, agencies and waste contractors seeking guidance when implementing MARPOL.

**C. The Ship Generated Hazardous Wastes:**

- i) The MARPOL Convention does not include a definition of "hazardous waste", and therefore does not make a specific distinction between hazardous and non-hazardous wastes and residues. However, according to the framework of the Basel Convention, its requirements apply to ship-generated wastes and residues once they are offloaded from the ship. Therefore, ship-generated wastes and residues once received can be classified as hazardous waste when meeting the corresponding characteristics.
- ii) The following list which is not exhaustive gives an indication of ship-generated wastes and residues that might be considered "hazardous" according to the definition of the Basel Convention.

MARPOL Annex	Waste
I	Bilges, sludge, wash waters and slops containing oil
II	Cargo residues and wash waters containing certain chemicals
V	Medical wastes and expired medication, paints, expired pyrotechnics, batteries, light bulbs, used chemicals (e.g. solvents), cooking oil, aerosol cans, printer cartridges, incinerator ash
VI	Devices containing Ozone Depleting Substances (ODS), waste from exhaust gas cleaning systems (e.g. scrubber sludge)

**C. Summary of Mandatory Requirements Under MARPOL for Port Waste Reception Facilities and Good Practices:**

Requirements	Remarks
Provision of adequate PRF	Required by MARPOL
Downstream processing and treatment	Required under Hazardous Waste
Mandatory delivery of ship's waste	Not required by MARPOL, except for certain types of cargo residues and washing waters (MARPOL Annex II)
Advance waste notification	Encouraged by IMO Guidelines Recommended to prevent undue delay.
Waste fee system	It is recommended that separate fee for receiving the ship generated wastes need not be applied; instead all ports may cover this expense of provisioning PRFs under the port dues. This will encourage the ships to offload their wastes as in any way they are going to make indirect payment for the PRF through the port dues.

**E. Procedure for Assessment of Port Reception Facility:**

- i) The assessment is required to be conducted for each port by the office of jurisdictional Principal Officer.
- ii) The whole aim of this exercise of assessment of PRFs is to ensure:
  - a. Provision of adequate reception facilities, which are able to meet the needs of the ships visiting the port without causing undue delay.
  - b. Allow for ultimate disposal of ship-generated wastes and residues to take place in an environmentally appropriate way.
- iii) Adequate facilities may be described as those which:
  - a. Mariners use.
  - b. Fully meets the need of ships regularly using them.
  - c. Do not provide mariners with a disincentive to use them and.
  - d. Contribute to the improvement of the marine environment.
- iv) To meet the conditions in E (2), following may be required:
  - a. The reception facilities should be capable of receiving those residues and mixtures which are normally handled within that port and which ships intend to deliver to port reception facilities. Accordingly, an assessment of the expected quantities and types of ship-generated waste based on i) number and size of ships calling the port; ii) evaluation and calculation of annual waste levels received by ship type and waste streams; iii) Complaints registered on GISIS; iv) Complaints registered in Port Grievance redressal system for Port reception facilities.

- b. All ports irrespective of their size should provide at the least adequate facilities to receive garbage, and oil residues from engines etc. Larger ports with more and various types of ships calling, based on the above assessment should provide reception facilities for different types of waste such as cargo residues, bilge water, quarantine waste, etc.
- c. The receiving capacity should be at least appropriate in terms of time and availability to respond to the continuing needs of the ships normally using the port. Arrangement needed to facilitate the discharge of residues, mixtures and all types of ship-generated wastes without causing undue delay to ships, such as prior notification of types and quantities of wastes and residues expected to be delivered, piping or equipment required for discharge etc. are to be made timely between the ship and the port reception facility.
- d. In order to provide maximum flexibility for the ship to deliver wastes while avoiding undue delay, all ports may provide reception facilities on a 24x7 basis.
- e. The documents which may be used for verification of compliance includes:
- Waste notification from ships.
  - Recorded quantity and type of wastes received.
  - Waste transfer notes and waste delivery notes handed over to the Master.
  - Review of port specified complaints on GISIS.
  - Complaints/Feed-backs from Master of the vessels calling at the port.
  - Fees charged for collection of wastes.
- v). To ensure environmentally sound disposal of received waste in accordance with Hazardous Waste Rules, following to be ensured:
- a) Port should appoint / designate the qualified person responsible for port reception facilities in accordance with relevant rules/guidelines.
  - b) Procedure for classifying waste into waste and hazardous waste and the method of disposal.
  - c) The responsibilities of all the agencies/persons involved in providing port reception facilities to be defined.
  - d) Approval of contractors by ports for each specific operation such as collection, storage, transportation to actual users. The approvals to be based on authorisations.
  - e) There should be adequate monitoring and tracking of ship-generated wastes and residues.
  - f) To ensure environmentally sound management of received waste, following procedures/documents may require verification:
    - Port procedures concerning disposal of waste.
    - Procedures for licensing and monitoring of Private contractor for specific job in the end-end waste receiving and management system. The licensing procedures to include authorization. Audits/Inspection reports of these licensed contractors to be reviewed.

- Availability of annual returns submitted by licensed contractors. The return to be verified against the waste receive from ships during that period.
  - Receipts indicating that the hazardous wastes are delivered to actual user/s. These receipts should tally with the returns submitted to and records of waste received maintained by Ports.
- vi) The Surveyor should conduct the assessment based on the concept given in this procedure and also fill up the Sample Assessment Form given in the appendix of "Guidelines for ensuring adequacy of Port Reception Facility" MEPC 83(44). A copy of the said form is attached with this SOP. The assessment report and the assessment form to be kept in the concerned Mercantile Marine Department (MMD).
- vii) MMD to forward only the assessment report in the format attached as Annexure to this SOP.

Assessment Report: Adequacy of Port Reception Facilities

**1. General Information**

Name of the Port:	
Location of the Port:	
Type of Port:	
Name of Responsible Person assigned for providing Port Reception Facilities:	
Designation of Responsible Person	
Contact Address of Responsible Person	
Name of the Surveyor Conducting the assessment:	
Contact Address of the Surveyor conducting the assessment	
Date of this assessment	
Date of last assessment	

**2. Port Reception Facility (PRF) available in the Port:**

Categories of Waste	Availability	
	Yes	NO
<b>MARPOL Annex 1</b>		
Oily Bilge Water		
Oil residues (Sludge)		
Oil Tank Washing (Slop)		
Dirty Ballast Water		
Scale & Sludge from Tank Cleaning		
Others (Please Specify)		
<b>MARPOL Annex II (Category of NLS residue/water mixture for discharge to facility from tank washing)</b>		
Category X Substances		
Category Y Substances		
Category Z Substances		
Others (Please Specify)		
<b>MARPOL Annex IV</b>		
Sewage		
<b>MARPOL Annex V</b>		
Plastics		
Floating dunnage, lining or packing materials		
Ground paper products, rags, glass, metal, bottles, crockery, etc.		
Cargo residues, paper products, etc.		
Food waste		
Incinerator ash		
Others (Please Specify)		
<b>MARPOL Annex VI</b>		
Ozone depleting substances and equipment containing such substances		
Exhaust gas cleaning residues		
Others (Please Specify)		

**3. Adequacy of Port Reception Facilities:**

Requirements	Yes	NO
Is there an assessment of demand for Port Reception facilities (based on quantities and waste categories received and being requested by users) available?		
Is the information regarding waste categories for which reception facilities are being provided readily available to visiting ships? Name of contact person/contractors/fees to be charged displayed on port web-site/relayed to ship by other means prior their arrival.		
Are the complaints received by port regarding reception facilities adequately addressed?		
Are the complaints registered on IMO GISIS Web-site adequately addressed?		
Does the reception facilities provided fully meet the need of ships visiting the ports?		
Is it ensured that a fee charged to avail the port reception facility does not act as a dis-incentive to use the facilities?		

**4. Environmentally Sound Management of Wastes:**

Requirements	Yes	NO
Categorization and separations of ship waste into hazardous and non-hazardous waste in accordance with hazardous.		
Disposal of hazardous and non-hazardous waste in accordance with hazardous and port procedures.		

**5. Are the deficiencies/scope of improvement given during last assessment have been addressed within the agreed time period? Yes/No, If No. Please specify.**

**6. Details of deficiencies in this assessment:**

**Deficiencies and scope for improvement with agreed time period for rectification:**

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**Name and Signature of Surveyor**

**Name and Signature of Responsible**