

## **PORT OF BARROW**

### **PORT WASTE MANAGEMENT PLAN**

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## **1. INTRODUCTION**

Under the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997, ports, harbours, terminals, installations, marinas, piers and jetties were required to report to Government on how they planned their port waste reception facilities. The Regulations set out a structured planning process for waste management issues, including a formal consultation process with affected individuals and organisations and the estimation of the amounts of different wastes landed at ports. Associated British Ports (ABP) complied with the requirements and produced its first generation of Port Waste Management Plans (PWMPs) in 1998 for all its UK ports. The PWMPs referred to the provision of facilities for ships' waste under the MARPOL Regulations and the operations associated with the provision of those facilities. Arrangements for waste arising at the port from non-shipping activities were not detailed in the Plans.

During 2003, the Government brought into force a new set of Merchant Shipping (Port Waste Reception Facilities) Regulations, which superseded the 1997 Regulations and introduced new requirements to Port Waste Management Plans. In summary, these are:

- Ships must provide notification before entry into port of the waste they will discharge, including information on types and quantities
- Ships must deliver their waste to port reception facilities before leaving port, unless they have sufficient dedicated storage capacity for the waste and for it to be accumulated until the next port of call
- Ships must pay a mandatory charge to significantly contribute to the cost of port reception facilities for ship-generated waste, whether they use them or not.

The Regulations also require waste arising from cargoes and associated activities to be addressed in Port Waste Management Plans, in addition to ship-generated garbage. Within ABP, these waste streams are generally dealt with under separate arrangements from those for ship-generated MARPOL waste. This Plan outlines the arrangements made for these streams but concentrates on the ship-generated MARPOL wastes.

A number of vessel types fall outside the scope of the Regulations and, as such, do not have to notify or offload waste or pay a mandatory charge. Separate arrangements will be made to deal with the waste these vessels generate. The categories and the arrangements made are outlined in Appendix B.

ABP's Port Waste Management Plans needed to be reviewed and updated on a two-yearly basis under the 1997 PWRF Regulations. With the changes introduced by the 2003 Regulations, we have taken the opportunity to review and revise all of our Plans, to bring them into line with the new requirements. This Plan covers the ABP facilities at the Port of Barrow, one of 21 ports and terminals owned and operated by the company in the UK.

This Plan has been prepared taking into account the advice contained in the Maritime & Coastguard Agency's 'Port Waste Management Planning – A Guide to Good Practice'. It will be submitted for approval, in the first instance, to the local office of the MCA. Once

approved, copies will be held at the MCA offices in Southampton, ABP's Head Office in London as well as with the Harbour Master and other staff at ABP Barrow. It is intended to be reviewed in three years' time, as stipulated by the PWRF Regulations 2003, although the Plan may be required to be amended at a shorter interval if significant changes in operations have taken place.

## 2. LEGISLATION

### 2.1 MARPOL REGULATIONS

The International Convention for the Prevention of Pollution from Ships 1973, and its 1978 Protocol (MARPOL 73/78) aims to regulate and minimise pollution from ships. MARPOL 73/78 covers the five main forms of ship generated waste in five specific annexes which are summarised in Table 1.

**Table 1 MARPOL Regulations relating to reception facilities**

Annex	Category of Waste	Annex in force?	Reception facilities required?	Types of waste for reception
I	Oil	✓	✓	Covers all types of wastes from the carriage of oil: as fuel, engine room slops, cargo (tank washings) or dirty ballast water.
II	Noxious liquid substances in bulk	✓	✓	Chemical wastes derived from bulk chemical transportation, including residues and mixtures containing noxious substances
III	Harmful substances carried by sea in packaged form	✓	✗	-
IV	Sewage from ships	✓	✓	Raw sewage – retained in holding tanks for disposal in port or outside 12nm Partially treated sewage – retained in holding tanks for disposal in port or outside 4nm
V	Garbage from ships	✓	✓	Garbage includes domestic (food and packaging) and operational (maintenance, cargo and miscellaneous) wastes See Appendix A
VI	Air pollution from ships	✓	✓	Ports should be capable of providing reception facilities for exhaust gas residues

MARPOL Regulations for the provision of reception facilities for ship generated waste are installed in UK legislation under the Prevention of Pollution (Reception Facilities) Order 1984 and the Merchant Shipping (Reception Facilities by Garbage) Regulations 1988. These regulations require harbour authorities and terminal operators to provide reception facilities for ships, which, in their opinion, are using the harbour or terminal for a primary purpose other than using the reception facilities.

The facilities must be adequate (of sufficient capacity and appropriate design) to meet the needs of ships using them without causing them undue delay.

The facilities can be fixed installations or mobile conveyances, as appropriate. In assessing what facilities are to be provided, factors to be taken into account are numbers, types and sizes of vessels, the trades in which they are engaged and any prospective changes. It is for the operator to decide which combination or types of facilities would be most suitable. A reasonable charge may be made for the use of the facilities

At ABP Barrow, reception facilities for the disposal of Annex V (Garbage) wastes are provided by the port authority in accordance with the Merchant Shipping (Reception Facilities for Garbage) Regulations 1988 (Section 5). Reception facilities for Annex I (Oil), II (Noxious Substances) and IV (Sewage), covered by the MARPOL Regulations under the Prevention of Pollution (Reception Facilities) Order 1984, will be provided by prior arrangement with the ship's agent. At least 24 hours notice will be required.

## **2.2 THE ENVIRONMENTAL PROTECTION ACT 1990 – DUTY OF CARE**

The Environmental Protection Act 1990 imposes a Duty of Care on all persons in the waste management chain to take all reasonable measures to ensure that waste is safely and legally disposed of. The waste must be safely contained, may be transferred only to authorised persons and a Waste Transfer Note (WTN), containing specified information, must be completed by the two parties when waste changes hands. These WTNs must be kept for a minimum of three years.

An authorised person is a holder of a Waste Management Licence under Section 35 of the Environmental Protection Act 1990 or a registered waste carrier under the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, as amended.

ABP accepts that it has a Duty of Care for the garbage landed by vessels into the bins we provide on our managed berths. We receive Waste Transfer Notes from licensed waste management contractors when they remove this ship-generated waste for onward disposal. However, ABP does not generate any of this waste through our own activities and, therefore, we do not take ownership of it at any point. ABP will not be considered as the 'waste producers'. Our Duty of Care is incorporated within the service we provide to the vessels using our managed berths and the associated waste reception facilities.

## **2.3 MERCHANT SHIPPING AND FISHING VESSELS (PORT WASTE RECEPTION FACILITIES) REGULATIONS 2003**

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 came into force on 17 July 2003 and revoke and replace with amendments the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997.

They transpose the requirements of Directive 2000/59/EC of the European Parliament and Council on for reception facilities for ship-generated waste and cargo residues, as amended, into UK law.

As with the previous legislation, all harbour authorities and terminal operators are required to provide waste reception facilities which are adequate to deal with waste of types covered by the Regulations from ships normally using the harbour or terminal. Harbours and terminals are still required to produce Waste Management Plans detailing the provisions made and to submit them to the Secretary of State for Transport for his approval. The harbour authority (or terminal operator where the operator has prepared the Plan) is required to implement the approved Plan.

The significant differences included in the new Regulations are:

- i) a duty on vessels to deliver waste to reception facilities in the harbour or terminal of call
- ii) a requirement to notify the harbour or terminal in advance of arrival of the amount of waste to be discharged, and
- iii) a duty for harbour authorities and terminal operators to impose charges to cover the costs of waste reception facilities for ship-generated waste.

ABP has levied a Mandatory Waste Fee on visiting vessels making use of port waste reception facilities since the previous Regulations were introduced. The Charge is used to cover a significant proportion of the costs associated with the provision of such facilities, on the grounds that ships need to make use of them and, therefore, should pay for them. This will not change under the new Regulations for vessels visiting ABP-managed berths where the waste reception facilities are provided under the terms of our agreements with local contractors and are outlined in this Port Waste Management Plan.

The 2003 Regulations contain powers for the Secretary of State to grant exemptions from some of the provisions contained in the legislation. Vessels which satisfy certain criteria – that they operate a ‘scheduled’, ‘frequent’ and ‘regular’ service between ports, according to the definitions contained in Marine Guidance Note 259 – will be exempted from the requirements relating to advance notification of waste, mandatory discharge of waste and payment of a charge to cover the provision of reception facilities.

## **2.4 ANIMAL BY-PRODUCTS REGULATIONS 2003**

These Regulations, drafted and regulated by the Department for the Environment, Fisheries and Rural Affairs (DEFRA), make provision in England for the administration and enforcement of Council Regulation (EC) No. 1774/2002 of the European Parliament, laying down health rules concerning animal by-products not intended for human consumption. The Regulations came into force on 1<sup>st</sup> May 2003 and included in their

scope is the means of disposing of catering waste from international means of transport.

International Catering Waste (ICW) is defined by the Animal By-Products Directive (1774/2002/EC) as being "catering waste from means of transport operating internationally". The Regulations differentiate between waste from food which originated within the European Union and that which originated from outside. It stipulates that there shall be different methods and disposal routes for EU and non-EU food waste and that if the two waste streams are mixed, then the whole amount of waste shall be disposed of at the higher treatment level.

In England, the Department for Environment, Food and Rural Affairs (DEFRA) have produced general guidance notes for the handling and disposal of ICW landed from vessels which have visited non-EU countries. This guidance is available at [www.defra.gov.uk/animalh/int-trde/icw/guidance.htm](http://www.defra.gov.uk/animalh/int-trde/icw/guidance.htm). Only vessels which have made a declaration that all their ships stores have been completely emptied, cleaned, disinfected and restocked following their last international voyage will be able to deposit their galley waste into general garbage bins along with other domestic refuse from the crew's quarters. Annex C of the DEFRA guidance notes contains a model letter for such a declaration – this model letter is also available from [www.abpnotify.co.uk](http://www.abpnotify.co.uk).

## **2.5 THE LANDFILL REGULATIONS 2000**

The Landfill Regulations 2000 introduce a requirement to pre-treat waste, prior to disposal at landfill. Waste will have been considered to be pre-treated if it has undergone a physical, thermal or biological process including sorting that:

- changes the characteristics of the waste and
- does so in order to reduce its mass, or reduce its hazardous nature or facilitate its handling or enhance its recovery.

In practice, this requirement will be implemented by the introduction of waste recycling facilities at the designated locations.

## **2.6 HAZARDOUS WASTE REGULATIONS 2005**

Waste is defined as being 'hazardous' if it appears as an entry in the List of Wastes (formerly European Waste Catalogue 2002) and includes items such as batteries. For a full listing of all hazardous waste categories, visit

<http://www.environment-agency.gov.uk/business/topics/waste/32140.aspx>

Hazardous waste must not be placed in the general garbage facilities, which are for the disposal of Annex V waste streams only. Should a ship wish to land hazardous waste streams, they should contact an approved waste contractor directly – see Appendix F.

Prior to the removal of the waste within the Port of Barrow, the ship's Master has a responsibility to obtain a consignment note from the registered waste contractor. Where waste is being moved by a tanker, the note should be prepared in advance of pumping the waste.

The Master of the ship must:

- Prepare two copies of the consignment note for himself and the consignee (waste contractor)
- Complete parts A, B and D on each copy
- Retain a copy
- Give one copy to the operator of the reception facility (consignee) [In ABP ports this would be the waste contractor.]

Part C of the consignment note is not completed for this transfer.

The consignee then completes Part E of the consignment note, which contains details of the total quantity of waste received from the ship for each EWC (European Waste Catalogue) coded waste. Both the waste contractor and the Master of the vessel should each receive a completed copy of the consignment note. As long as the transfer is undertaken by a direct contract method (i.e. between the Master/Agent and the waste contractor directly), it is not a requirement for the port authority to receive a copy of the consignment note.

The Hazardous Waste Regulations 2005 require premises, which generate hazardous wastes, to be registered with the Environment Agency. Ships, however, are exempt from the need to notify as a premises, regardless of the amount of waste produced. However, a consignment note must still be produced and should feature a unique consignment note code. For example:

**Example of Coding Standard = SHPXXX/YYYZZ**

where

SHP denotes a collection of waste from a ship

XXX is any alphanumeric that may be used as required, e.g. this could be the first part of a postcode or a shortened version of the port name or waste contractor's name (*For ABP Barrow this is BAR*)

YYY is any alphanumeric denoting the trading name of the business that operates the ship

ZZ is an alphanumeric giving the collection a unique identifier

In the event of any uncertainty, you should contact the Environment Agency by telephone on 08708 506506.

### **3. THE PORT OF BARROW**

#### **3.1 FACILITIES AND CARGOES HANDLED AT THE PORT OF BARROW**

The Port of Barrow is located on the tip of the Furness peninsula in the County of Cumbria. The port is accessed from the Walney Channel through the Ramsden Dock Entrance which is 36 metres wide with a sill 3 metres below chart datum. The entrance leads into the Ramsden Dock Basin, which can accommodate vessels of up to about 200 metres in length, 35 metres beam and 9 metres draught.

Nos. 3 and 4 berths in Ramsden Dock Basin are utilised by offshore support vessels, heavy lift vessels and cruise liners. No.1 berth is not suitable for general cargo operations but vessels can lie alongside this berth to undertake restricted RO/RO operations over the short length of quay at its south-western end.

The Anchor Line Basin leads off the Ramsden Dock and has five berths which can be used for cargo working and/or as lay-by berths for vessels up to around 7.0 metres draught. Limestone is exported from No.5 & 6 berths in shipments of between 2,000 to 6,000 tonnes, the vessels being loaded by conveyor. Nos. 7 and 9 berths are used principally as lay-by berths but periodically these are used for cargo operations as well. Imported woodpulp is handled at No.8 Berth as are most heavy-lift vessels.

Hydrocarbon Resources Ltd. operate a tank farm and associated loading jetty at their Terminal on the north west side of the Ramsden Dock which is within a secure leased area. There are six storage tanks on the Terminal which together can hold about 24,000 tonnes of gas condensate (the liquid by-product extracted from the gas brought ashore from the North and South Morecambe Gas Fields which is processed at the nearby onshore facility).

International Nuclear Services operates a purpose built Terminal on the south east side of the Ramsden Dock which is within a secure leased area. The Terminal is used by purpose built vessels importing and exporting irradiated nuclear fuel which is contained in heavy metal flasks that are off-loaded to rail by a 120 tonne crane for onward transport to Sellafield.

On the north-east side of the Ramsden Dock there is another lay-by berth (known locally as "Adeb"). The quay frontage is approximately 25 metres in length but vessels of up to 150 metres in length and 8.5 metres draught can be accommodated.

The north side of the Buccleuch and Devonshire Docks have a quay frontage of about 800 metres which are occasionally used as lay-by berths. The quays on the south side of these docks are owned by BAE SYSTEMS and are used principally for fitting out work on vessels under construction.

Outside the enclosed docks there are two tidal berths alongside the Walney Channel and a lead-in jetty, which can be used by shipping. The lead-in jetty to the north of the

dock entrance is used to assist vessels entering the docks in adverse weather, but can also be used as a temporary lay-by for smaller vessels. The Belfast Berth connects to the north end of the lead-in jetty. The Deep Water Berth has not been used for some years although it is still available for use by vessels if required.

### **3.2 LOCATION OF THE PORT ESTATE**

Please refer to Appendix E for a location map of the Port of Barrow.

### **3.3 TERMINALS AT THE PORT OF BARROW**

**Table 2 Details of Terminals at the Port of BARROW**

<b>Terminal name</b>	<b>Operator</b>	<b>Cargoes handled</b>	<b>Own PWMP?</b>
INS Terminal	International Nuclear Services	Irradiated Nuclear Fuel Flasks	Incorporated in this Plan & use ABP Prior Notification system
Condensate Terminal	British Gas HRL Ltd	Gas Condensate	No – vessels use ABP facilities & Prior Notification system

### **3.4 ABP BARROW PORT EMERGENCY/CONTINGENCY PLANS**

Ships' Masters and Officers are required to immediately notify ABP Barrow [tel: +44 (0) 1229 822911], as the Port Authority, of any involuntary discharge of oil, oil-based products and other hazardous substances into the Docks. Upon such notification ABP's Pollution Contingency Plan for the Port of Barrow will be activated. Oily wastes and other chemicals collected as a result of these actions will be disposed of by road, using the services of an approved waste contractor.

The Port of Barrow has prepared a Pollution Contingency Plan according to the requirements of the Merchant Shipping (Oil Pollution Preparedness and Response Convention) Regulations 1997. The OPRC Plan was prepared in accordance with the MCPU Guidelines for ports, harbours and oil handling facilities. It is tested on a regular basis with the last exercise being held in 2007.

Other port management plans, which should be consulted in appropriate situations are:

1. The Port of Barrow On Site Emergency Plan
2. The Port of Barrow Pollution Contingency Plan
3. The Port of Barrow Marine Operations Manual

### **3.5 SPECIAL PROTECTION AREAS (SPA's) & SPECIAL AREAS OF CONSERVATION (SAC's)**

Associated British Ports recognises that ports operating in or near SPAs and SACs should give the highest degree of protection to these areas of European nature conservation importance and operations which have adverse effects on their nature conservation status should be avoided or minimised as far as practicable.

The Port of Barrow is located within Morecambe Bay. The Bay has received many conservation designations, nationally and internationally, reflecting the importance of the wildlife and landscape of the area. Morecambe Bay is a designated **European Marine Site (EMS)**. The EMS includes a Special Area of Conservation designated under the European Union's Habitats Directive and a Special Protection Area designated under the Birds Directive.

#### **Special Area of Conservation:**

The Bay has received this designation for its habitats unique to the north-west of England including:

- Large shallow inlets and bays
- Intertidal mudflats and sandflats
- Pioneer saltmarsh
- Saltmarsh

#### **Special Protection Area:**

The Bay has received this European marine site designation to help protect the large numbers of migrating birds that visits the mud-flats in autumn and summer. In particular the Bay supports:

- Internationally important assemblages of waterfowl and seabirds
- Internationally important populations of regularly occurring migratory species
- Internationally important populations of regularly occurring Annex 1 species

Morecambe Bay is also designated as a **Wetland of International Importance** under the Ramsar Convention.

#### **National designations:**

Morecambe Bay is designated a **Special Site of Scientific Interest (SSSI)** - notified under the Wildlife and Countryside Act 1981. The Arnside/Silverdale area is designated as an **Area of Outstanding Natural Beauty**. The Lake District **National Park** extends to the shore on the Kent and Leven estuaries in the northern part of the Bay.

### **3.6 MARPOL SPECIAL AREA**

The whole of the Irish Sea, including Morecambe Bay, is designated as a "MARPOL Special Area" where more stringent waste disposal regulations are imposed. For example, the disposal of any garbage, other than food wastes, into the sea is prohibited and food wastes can only be disposed of more than 12 miles from land. The possible implications of this designation on the amounts of waste that should be landed by ships using the Port of Barrow and the subsequent requirement for waste reception facilities has been considered during the preparation of this Port Waste Management Plan.

## **4. CONSULTATION**

Under the 2003 Regulations, ports and harbours are required to consult with all port users and other organisations that have a reasonable interest in the proper disposal of waste arising from shipping activities. The simplest way of ensuring that reception facilities meet the needs of port users and complying with the requirements of the Regulations is to talk to those who need to make use of them. During the life of the previous PWMP, a waste prior notification website was used to not only notify the Port of the amount and types of waste landed from vessels but also as a means of drawing attention to any areas where service provision could be improved. This on-going consultation mechanism will continue during the lifespan of this Port Waste Management Plan.

The Port must ensure that all parties in the waste management chain – Crew, Ships' Agents, Terminal Operators and Waste Management Contractors – fulfil specific responsibilities as detailed in Section 6, in order to facilitate the Plan's satisfactory operation. Most importantly, the Port is required to collate annual records of waste landed. These records originate from port users, ships' agents and waste management companies. From early 2004, these figures have been provided by ABP's electronic prior notification system set up to deal with one of the new requirements of the 2003 Port Waste Reception Facilities (PWRF) Regulations. For further details on this system, please refer to Section 5.

The consultation exercise for this PWMP has involved contacting port users, waste management contractors, the local Maritime & Coastguard Agency, the Environment Agency, Port Health Authority, Local Authorities and local DEFRA officers. The subjects which have been taken into account include:

- overall operation of the existing Port Waste Management Plan
- changes introduced in this new version of the Plan
- type, capacity, number and adequacy of reception facilities
- the requirements of the PWRF Regulations 2003 and the Animal By-Products Regulations 2003
- location and ease of use of reception facilities
- cost of facilities and the ABP Mandatory Environmental Charge
- prior notification of waste to be landed, waste statistics and record keeping by ships using the Port's facilities (ship operators/agents, terminal operators and waste contractors)
- amounts of waste stored by ships on board for later disposal at another port (ship operators and agents)
- promotion of proper methods of disposing of food waste originating from outside the European Union
- recycling requirements of visiting vessels

Consultation with the ships' agents and terminal operators is a continuous process, undertaken by the Harbour Master and Environment Co-ordinator on an individual basis

or through more formal gatherings as required. Consultation with regulatory bodies and other interested parties will be undertaken if any significant changes in operations take place. The 2003 PWRF Regulations increased the lifespan of a Port Waste Management Plans to three years, so a complete review of this Plan and the procedures associated with it will next be carried out in 2011/12. Should operational activities alter substantially before that date, a new Port Waste Management Plan will be drafted to deal with the situation as it arises.

### **Table 3 Individuals and organisations consulted**

Following approval by the MCA, the finalised Port Waste Management Plan for ABP Barrow will be circulated to all consultees.

Name & Organisation	Reason for consultation	Method of consultation	Area of particular interest
<b>Maritime &amp; Coastguard Agency</b>	Regulators of Port Waste Reception Facilities Regulations 2003	Letter, sight of and approval of draft plan	<ul style="list-style-type: none"> <li>▪ Overall operation of the PWMP</li> <li>▪ Prior notification system</li> </ul>
<b>Environment Agency</b>	Regulators of land-based waste reception facilities	Letter, sight of draft plan	<ul style="list-style-type: none"> <li>▪ Waste disposal sites</li> <li>▪ Overall operation of the PWMP</li> </ul>
<b>Local Authorities</b>	Barrow Borough Council	Letter, sight of draft plan	<ul style="list-style-type: none"> <li>▪ Environmental health implications for the reception &amp; disposal of waste</li> </ul>
<b>Department of the Environment, Fisheries &amp; Rural Affairs</b>	Regulators of Animal By-Products Regulations 2003	Letter, sight of draft plan.	<ul style="list-style-type: none"> <li>▪ Food waste reception &amp; disposal</li> </ul>
<b>Terminal Operator and Stevedore</b> International Nuclear Services Centrica/HRL	Provision and use of waste reception facilities	Letter, discussion, sight of draft plan	<ul style="list-style-type: none"> <li>▪ Waste reception charges</li> <li>▪ Information requirements</li> <li>▪ Prior notification system</li> <li>▪ Location &amp; adequacy of waste reception facilities</li> </ul>
<b>Ships' Agents</b> James Fisher & Sons PLC FMS (UK) Ltd	Provision and use of waste reception facilities – representatives of port users	Letter, discussion, sight of draft plan	<ul style="list-style-type: none"> <li>▪ Waste reception charges</li> <li>▪ Information requirements</li> <li>▪ Prior notification system</li> <li>▪ Location &amp; adequacy of waste reception facilities</li> </ul>
<b>Waste Contractors</b> Waste Recycling Group Ltd Alco W.M. Ltd Cumbria W.M. Ltd SITA UK Ltd	Representatives of waste management industry and providers of service	Letter, sight of draft plan	<ul style="list-style-type: none"> <li>▪ Arrangements for handling waste from vessels</li> </ul>
<b>Natural England</b>	Relevant Authority for SPA/SAC designations	Letter, sight of draft plan	<ul style="list-style-type: none"> <li>▪ Nature conservation management</li> </ul>
<b>Cumbria Sea Fisheries Committee</b>	Interested authority	Letter, Sight of Draft Plan	<ul style="list-style-type: none"> <li>▪ Waste disposal arrangements for fishing fleet</li> </ul>

## **5. PRIOR NOTIFICATION OF WASTE TO BE LANDED**

### **5.1 LEGAL REQUIREMENT**

The **Merchant Shipping (Port Waste Reception Facilities) Regulations 2003** require vessels to notify their next port of call of the types and amount of waste they will be discharging during their time alongside. This information must be given at least 24 hours in advance of arrival or as soon as they leave their last port. Ports have a duty to set up schemes by which this information can be delivered. The Regulations permit ports to set up an electronic notification service if they wish to process the information in this manner. Given the numbers of vessels that ABP deals with on an annual basis in our 21 ports, the company developed an electronic notification system in late 2003 and trialled it in the four ABP ports on the Humber during January 2004. It was extended to cover the whole company from the beginning of February 2004.

### **5.2 ABP PRIOR NOTIFICATION SYSTEM**

The basic premise is very simple. ABP has created a website designed specifically to deal with the advance notification of all types of waste that ships may land. It provides an advance notification service for both MARPOL and cargo-associated wastes and is available at [www.abpnotify.co.uk](http://www.abpnotify.co.uk)

The user, either the Master or the ships' Agent on his behalf, will select the port his vessel is approaching from a list on the home page. He will then be presented with an online form which requests the name of the vessel, Flag State, type and amount of waste to be landed, etc. Once the form has been completed and the Master or the Agent presses the 'submit' button on the screen, the information given is processed in three different ways:

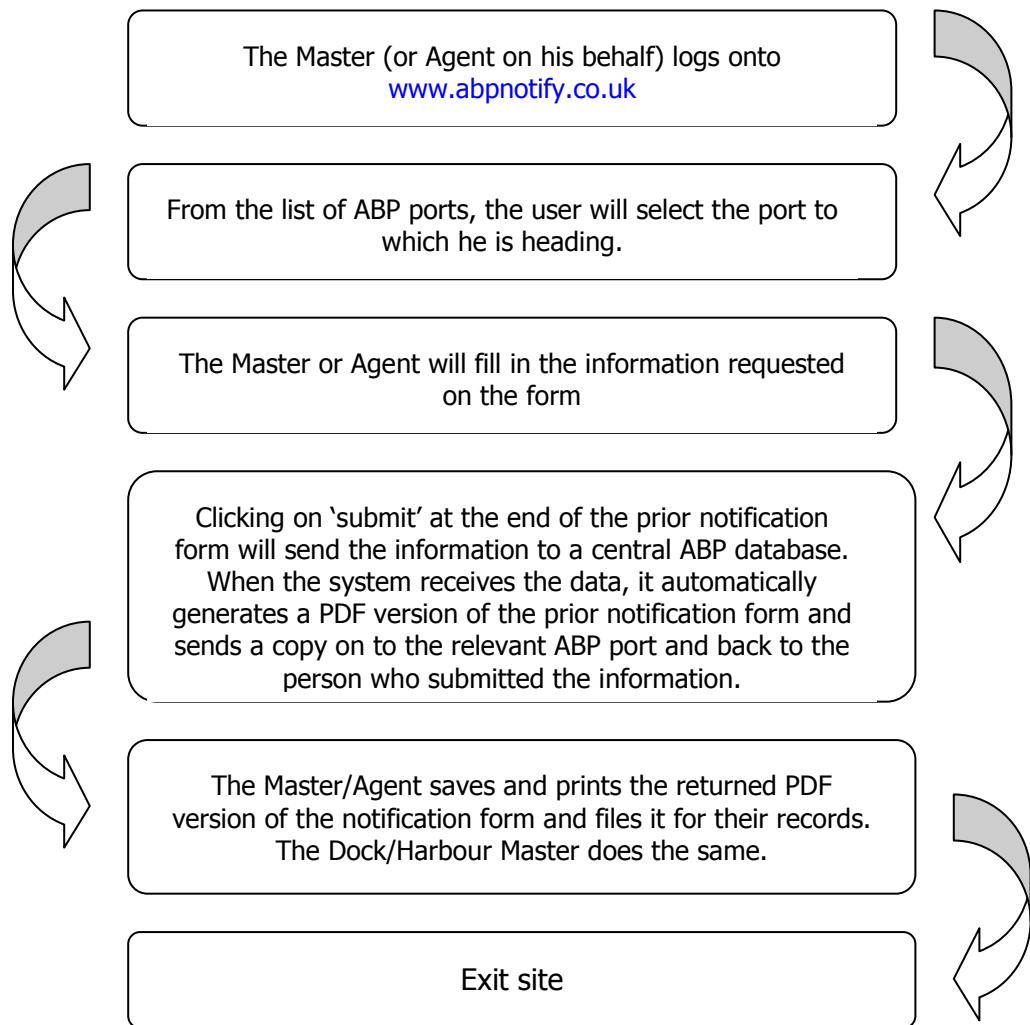
- *Firstly, the information is delivered to a computer server which codes the data as 'belonging' to a particular port and stores it*
- *Secondly, the system takes the data and generates a PDF file, which is sent on to a special 'waste' email address at the port to which the vessel is heading*

The Harbour/Dock Master of the port, or whoever has responsibility for the Port Waste Management Plan, will have access to this email account and be able to print off a hard copy of the notification information. This is necessary in case ABP becomes aware of a problem with a vessel and needs to check whether a waste return has been filed. We may select one return at random, print out a hard copy and present it to the Master for accurate verification, which would act as a check on the accuracy of prior reporting.

- *Finally, the system will generate a second PDF file and send it back to the email address of the person who submitted the information, i.e. either the Agent or the ship. This closes the loop and allows a copy of the Prior Notification form to be downloaded/printed for the ships' own records as confirmation that their waste information has been logged in advance of arrival.*

This version can be stored on board, in either hard or electronic format, to prove to Port State Control officers that the vessel has an audit trail for its waste management practices. This is likely to become more important as enforcement authorities around Europe eventually get organised enough to check on waste management as part of a vessel's survey.

**Figure 1 Prior Notification System**



### **5.3 BACK-UP SYSTEM**

Whilst aware that not all vessels using our ports have access to the internet or email facilities, we believe that most of the Agents servicing these vessels do. Therefore, we acknowledge that Agents will have a significant role to play in the successful delivery of the information and the running of the system.

If, for some reason, access is denied to the waste website address, or there are difficulties in submitting the notification form, a more low-tech back-up system has been developed. Ports will hold blank copies of their own prior notification form, which

will be available to Masters or Agents either by email or in paper format. The relevant waste information will be able to be entered onto the form and then faxed to the appropriate ABP port. Vessels or Agents should keep the fax transmission report as proof that the notification was given in advance of arrival. ABP will handle the recording of the information on the computer system should this circumstance arise.

An example of the Prior Notification form for the Port of Barrow is included at Appendix G.

## **6. PROVISION OF WASTE RECEPTION FACILITIES**

### **6.1 RESPONSIBILITIES**

#### **6.1.1 Port Authority**

ABP Barrow has the duty to prepare and revise this Port Waste Management Plan to ensure that adequate and convenient garbage reception facilities are available throughout the port estate. By consultation and agreement, the provision of certain facilities in specific areas may be undertaken by Terminal Operators and port users. The Port also has the duty to maintain records of waste landed in the dock estate, whether or not the reception facilities used are provided or arranged by ABP.

The Port will maintain and publish a list of approved licensed waste contractors who are able to provide appropriate waste collection and disposal facilities to port users for all MARPOL Annex wastes. The list is not exclusive and is open to addition and amendment upon production of the necessary licence information (see also Section 6.1.4). The current list is contained in Appendix F. Enquiries relating to the list should be addressed to the Harbour Master or Environment Co-ordinator.

ABP Barrow is not the producer of the ship-generated waste covered by this Plan. ABP's responsibility to the waste is to provide a temporary storage facility prior to the waste being removed by an approved contractor for onward disposal at a licensed site. The Maritime & Coastguard Agency confirmed to ABP in 2002 that "the temporary storage of waste at reception facilities for ships in harbours is an activity that is exempt from the need for waste management licensing. This is set out in Section 36 of the Schedule 3 of the Waste Management Licensing Regulations 1994", which states that;

- "36.(1) The temporary storage of waste consisting of garbage, including any such waste which is special waste, at reception facilities provided within a harbour area in accordance with the Merchant Shipping (Reception Facilities for Garbage) Regulations 1988, where such storage is incidental to the collection or transport of the waste and so long as –*
- (a) the amount of garbage so stored within a harbour area at any time does not exceed 20 cubic metres for each ship from which waste has been landed; and*
  - (b) no garbage is so stored for more than seven days."*

The 1988 Regulations referred to have been superseded by first the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997 and now by the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003. However, there is an ongoing obligation to ports arising from Annex V of the International Convention for the Prevention of Pollution from Shipping (MARPOL 73/78), to which the UK is a party. ABP has checked with the MCA that the 2003 PWMP legislation did not alter this situation. Correspondence from the MCA in 2004 states that DEFRA lawyers are of the opinion that providing the conditions set out in Section 36 of the Waste Management

Licensing Regulations are met, the temporary storage of ships' waste continues to be exempt from the need to have a Waste Management Licence.

### **6.1.2 Terminal Operators**

Waste management planning within specific terminal areas is the responsibility of the Terminal Operator, who is required to ensure that suitable waste reception facilities can be provided in line with MARPOL regulations. Terminal Operators shall implement their own Port Waste Management Plans in accordance with the MARPOL regulations, the provisions of the Port Waste Reception Facilities Regulations 2003, the Animal By-Products Regulations 2003 and with due regard to the general principles and requirements set out in ABP's Port Waste Management Plan. Dedicated Terminal Operators may have to consider setting up prior notification systems for non-exempt vessels using these facilities. The PWRF Regulations make provision for such Terminal Operators to levy their own Mandatory Waste/Environment Fee on visiting vessels to make a significant contribution to the costs of the waste reception facilities provided.

ABP does not take any responsibility for the Port Waste Management Plans or other arrangements made by dedicated Terminal Operators.

Where an Operator makes use of an ABP-managed berth – i.e. his vessels may have priority on the berth but he does not operate it exclusively – he may also make use of the waste reception facilities provided under ABP's own waste management arrangements. Vessels using such facilities will be expected to use ABP's prior notification system and will pay the Port of Barrow's Mandatory Waste/Environment Fee.

### **6.1.3 Ships' Agents**

Ships' Agents acting on behalf of ship owners, Masters or managers in arranging provision of waste disposal facilities or services shall, at all times, pay due regard to the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, Marine Guidance Notes 253 and 259, MARPOL regulations, the Environmental Protection Act 1990 and the general provisions and requirements set out in this Port Waste Management Plan.

There is a key role for Agents within ABP's new Prior Notification system for waste to be landed. They will have to deal with the advance notification aspect if their vessels cannot do it themselves, including making sure the vessel receives a copy of the returned prior notification form for its own records. Additionally, they will continue to be responsible for making the arrangements between the ship and waste management contractors for the removal and disposal of all non-garbage, non-operational waste. This includes MARPOL Annex I (oil and oily wastes) Annex II (hazardous or noxious substances in liquid form) and, following its ratification in September 2002, MARPOL Annex IV (sewage). If the vessel intends to discharge any of these wastes, they must fill in the appropriate figures on the Prior Notification form.

Ships' Agents are required to keep full records of requests made by Ships' Masters for the provision of reception facilities for, Annex II and Annex IV wastes, as well as the amounts of these wastes being disposed of through approved waste contractors. Agents are required to keep records of the Waste Transfer Notes generated by waste landed from their vessels for a minimum of 3 years under the requirements of the Environmental Protection Act 1990.

#### **6.1.4 Waste Management Contractors**

Appendix F lists the authorised waste contractors who are approved to operate in the Port of Barrow by virtue of their EPA Waste Management Licence issued in accordance with Section 35 of the Environmental Protection Act 1990, or Disposal Licence issued under Section 5 of the Control of Pollution (Amendment) Act 1989.

If an Agent or Terminal Operator wishes to use a contractor who does not appear on this list, they shall advise ABP's Harbour Master of the following:

- Name of the contractor
- Copy of valid Waste Management Licence (where appropriate)
- Proof of registration as a waste carrier
- Statement of company's Environmental Policy
- List of specific types of waste that can be handled by the contractor
- Procedures for collection and disposal of the categories of waste handled by the contractor.

This information must be provided to ABP **before** using the services of the new contractor, except in an emergency.

By law a Waste Transfer Note is generated by the contractor when waste is collected from the port and a copy left with the organisation employing the contractor (i.e. port authority, terminal operator, ships' Agent, etc.) The details in the transfer note form the basis of the records to be kept by the Port of Barrow of the amount of waste transferred from the dock estate to disposal sites in any given year. ABP will use the information gathered from the Prior Notification forms and the Waste Transfer Notes to provide a more accurate picture of the amount of waste landed and taken for disposal from the Port of Barrow.

## **6.2 PROVISION OF RECEPTION FACILITIES BY MARPOL ANNEX**

Table 4 shows the categories of waste which are likely to be landed under the MARPOL Regulations at the port, taking into account the types of ships and cargoes handled. Unusually large quantities of any type of waste will always require at least 24 hours notice. This should be given through the ABP Prior Notification system and directly to the waste contractor involved. The table also shows responsibility for making the

necessary arrangements. Charging arrangements are described in Section 8 of this Plan.

**Table 4 Categories of waste expected to be landed in the Port of Barrow and responsibility for the provision of associated facilities**

<b>MARPOL Annex</b>	<b>Type of Waste</b>	<b>Frequency of use of facilities</b>	<b>Responsibility for the provision of facilities</b>
Annex I	Oil	Infrequent	Ships' Agent
Annex II	Hazardous substances	Infrequent	Ships' Agent
Annex IV	Sewage	Infrequent	Ships' Agent
Annex V	Garbage	Common	Associated British Ports

The following arrangements have been made for the reception of waste in each MARPOL Annex which is likely to arise at the port. The information has been summarised in Table 5, which denotes the type and capacity of reception facilities and the costs for using them.

### **6.2.1 Annex I – Oil**

Ships' Agents, using licensed waste contractors, make arrangements for the collection of oily wastes from all areas of the port. Collection is normally by road tanker. Most waste contractors require 24 hours notice to collect oily waste. Waste Oil drums, whether empty or containing oil/oily water, must not be abandoned on the Port Estate, but must be disposed of via an approved contractor arranged by the ships' agent.

Accidental oil spills must be reported to the Harbour Master as soon as possible.

### **6.2.2 Annex II – Hazardous substances**

Dry bulk vessels are not generally considered to require the provision of fixed facilities for the reception of tank washings at the present time.

Washings from tankers may possibly be disposed of by approved waste contractors, and are generally removed by road tanker, with arrangements being made through the ships' Agent. Most contractors require 24 hours notice. Tank washings are not allowed to be discharged into the dock waters.

Accidental chemical spills must be reported to the Harbour Master as soon as possible.

### **6.2.3 Annex IV – Sewage**

With the ratification of MARPOL Annex IV in September 2002, and since then, the Department for Transport in the UK has consulted on amendments to the PWMP Regulations, but at the time of drafting this Plan, no further detail had emerged. In ABP ports, sewage is disposed of via the same ‘direct contract’ arrangements between a ship, or her Agent, and an approved waste management contractor as are in place for Annex I and II substances.

### **6.2.4 Annex V – Garbage**

The Port of Barrow provides one FEL skip for the disposal of domestic garbage and food waste and this is located at the northern end of No.5 Berth. This is adequate to meet the requirements of “normal” traffic levels at the port. A licensed waste contractor, WRG Ltd, empties this skip on a weekly basis. This process is kept under constant review and the frequency of collection, number of skips and locations can be altered to meet demand. These facilities are available to ships on ABP-managed berths at all times. Ships’ crews are expected to use the skip provided for the waste to be disposed of. They are also expected to make sure the waste is placed totally inside the receptacle and that the lid is shut firmly to prevent birds, rodents or rain from getting in or the contents escaping.

Some wastes from ships cannot be treated as ordinary garbage and have special handling requirements. Some level of waste stream separation or segregation is, therefore, required on board. Oily garbage and solids should be separated from general garbage and separate arrangements made with licensed waste contractors for collection. Paint tins still containing paint are now treated as hazardous waste and can only go to licensed disposal sites. They should be dealt with accordingly and collected by an approved contractor. Please refer to Section 2.4 & 2.6 for more information.

When making separate arrangements for the collection of hazardous waste the waste contractor will require a unique code for the consignment note (this is normally created for premises – but the system has been adapted to cater for ships). The procedure for creating this code is as follows:

#### **Example of Coding Standard = SHPXXX/YYYZZ**

Where:

SHP denotes a collection of waste from a ship

XXX is any alphanumeric that may be used as required, e.g. this could be the first part of a postcode or a shortened version of the port name or waste contractor’s name  
*(For ABP Barrow this is SIL)*

YYY is any alphanumeric denoting the trading name of the business that operates the ship

ZZ is an alphanumeric giving the a unique identifier

All vessels arriving from outside the European Union or those which have visited ports outside the EU and have not had their stores disinfected, cleaned and restocked within the EU must make separate waste management arrangements on a "direct contract" basis with contractors. All domestic refuse and food waste from these ships must be brought ashore in leak-proof bags be deposited in the specially marked bins brought to the ship by an authorised waste contractor who will receive and dispose of the waste according to the appropriate regulations.

### **6.3 CARGO-ASSOCIATED WASTE**

Throughout ABP ports, cargo-associated waste such as dunnage, packaging, sheeting and strapping, is dealt with under the same arrangements as for waste generated through the operational activities taking place on the quayside, such as stevedoring. It is not considered as part of the MARPOL ship-generated arrangements. The only exception to this is for the purposes of prior notification of waste to be landed, where information on cargo-associated waste and cargo residues is requested as part of the advance notification system.

The cargo stevedore or terminal operator will provide large general skips for the disposal of operational waste, as and when required. The cargo stevedore or terminal operator controls the number and location of these bins around the dock estate, and is responsible for ensuring that a licensed waste contractor empties them on a regular basis.

### **6.4 WASTE MINIMISATION AND RECYCLING**

ABP has a corporate policy to encourage the responsible management of waste, including minimisation and recycling, at the point of its generation. However, the management of ship-generated waste on board vessels, and the extent to which waste is minimised at source, is a matter for ship owners and operators. Evidence from our Port Waste Management Questionnaires (in use from 1998 until superseded by the Prior Notification forms) suggests that a significant proportion of vessels have waste minimisation and treatment equipment on board. These include oily waste separators, incinerators, compactors, shredders, sewage treatment facilities and the separation at source of garbage wastes for recycling or discrete disposal routes. This information has been used to determine the waste management arrangements currently in place in the Port of Barrow.

Although careful minimisation and treatment of such wastes at source will reduce the amount of waste landed in ports, it will not eliminate it altogether.

Waste contractors already recycle oily wastes (sludge) collected from ships. Large amounts of glass or aluminium cans can also be recycled for an available market.

Since the last Port Waste Management Plan was approved there have been changes in the availability of other recycling facilities. ABP has investigated various options during the review of this Plan to see what facilities ships would require, whether they are available and also, cost effective. Where facilities are required, available and cost effective they will be provided to visiting ships. At present, the Port of Barrow has recycling facilities for cardboard and metals located at it's Engineering Workshop. Visiting ships may be able utilise these facilities by prior arrangement with the port.

Subject to the quantities of such waste that may be deposited, ABP reserves the right to levy an additional charge.

Table 5 Type, capacity and cost (2008) of Port Waste Reception Facilities at ABP BARROW

**Estimate of total number of vessels calling at port per year – approximately 120**

	OILY WASTES						NOXIOUS LIQUID SUBSTANCES	SEWAGE	GARBAGE		
	Oily garbage	Dirty ballast water	Tank washings	Oily mixtures containing chemicals	Scale & sludge from tank cleaning operations	Sludge from purification of fuel oil	Categories A, B or C	Black water	MARPOL Annex V Domestic garbage & Food waste of EU origin	Food waste of non-EU origin <i>(where separated)</i>	Cargo Waste
Type of facility	Skip	Road Tanker	Road Tanker	Road Tanker, Watertight skip	Road Tanker, Watertight skip	Road Tanker	Road Tanker	Road Tanker	Covered skip	Covered skip	Open
Capacity of facility	As required	As required	As required	As req							
Method of use	On request from ship, Agent arranges for waste contractor to provide service	On request from ship, Agent arranges for waste contractor to provide service	On request from ship, Agent arranges for waste contractor to provide service	On request from ship, Agent arranges for waste contractor to provide service	On request from ship, Agent arranges for waste contractor to provide service	On request from ship, Agent arranges for waste contractor to provide service	On request from ship, Agent arranges for waste contractor to provide service	On request from ship, Agent arranges for waste contractor to provide service	Ship's crew place waste directly into bins provided by port authority	Removed from ship in sealed bags & placed directly in special bin ordered by Ship's Agent	Removed from ship in sealed bags and placed in skip provided by agent stevedore
Is notice required? (hours)	Minimum 24 hours	No notice required	Minimum 24 hours								
Frequency of emptying	On request	Weekly	On ship departure	Compl of car work							
Total annual capacity	Matches demand	Matches demand	Matches demand	Match demand							
Typical cost of service	£180 per load	£80 per tonne + £340 transport	Specific charges depending on nature of chemical waste	£400 for first hour then £90 per hour	Covered by Environment Fee £30.00 for 2009	Price on application	£120 per week				

## **7. LOCATION OF FACILITIES AND EASE OF USE**

Based largely on operational requirements established during the lifespan of the previous Port Waste Management Plan, ABP Barrow has considered how best to locate its garbage reception facilities to ensure that there is no disincentive to their use. In determining the most suitable locations for the placement of waste reception facilities, if they are required on the quaysides, the port has considered the following factors:

- Access – safety
- Distance from berths
- Visibility
- Signage
- Lighting
- Colour, foreign languages and symbols

**Table 6 Location of Ship-Generated Waste Reception Points at the ABP-managed berths of the Port of Barrow**

<b>Location in Port</b>	<b>Location on Berth</b>
No. 5 Berth	North End No.5 Berth and Ramsden Dock Lock
No. 3 Berth	Adjacent to Facilities Building, South Side Ramsden Dock
No. 1 Berth	West Corner, Ramsden Dock Basin
No. 6 Berth	Mid way along the Berth
No. 8 Berth	Mid way along the Berth
No. 9 Berth	Western End of the Berth
Belfast Berth	Adjacent to the Belfast Berth Steps
ADEB Berth	Mid point of Jetty
Town Quay	North Side of Buccleuch Dock

### **Access**

Ideally, the route to and from the general cargo waste skips should be clear from obstructions to ensure safe access to both the ships' crews and the waste contractors. For reasons of safety, the skips and bins are located at the perimeters of the main operational areas. Due consideration has been given to the areas of activity of forklifts, trucks, cranes and road vehicles.

### **Distance**

Experience from our waste management arrangements has shown that best use is made of garbage reception facilities when there is as short a distance as possible between the vessels and the bins. In view of this, and also with regard to operational safety on the quaysides, where possible, cargo and general garbage skips are placed in such a way as to minimise the maximum distances required for the ships' crews to travel to deposit waste.

## **Visibility**

As far as is reasonably practical, fixed garbage reception facilities are placed in clear view of the berths. Consideration has been given to avoid placing bins and skips behind visual and physical obstructions such as transit sheds, cargo storage areas or cranes.

## **Signage**

The garbage bins are clearly labelled to aid ships' crews in finding them. Large, clearly worded and brightly coloured signs are used to show where waste reception facilities can be found.

## **Lighting**

The general cargo and garbage skips are located near lighting, wherever possible, so as to allow safe use around the clock.

## **Symbols and Colour and Foreign Languages**

There is no IMO standard symbol to depict reception facilities for food waste, although ABP, along with other members of the UK ports' industry, has suggested that one be developed.

In the Port of Barrow, bins for receiving general garbage and EU-food waste are generally coloured blue. Special bins for receiving non-EU food waste will be made available on request to the ship's Agent and will be clearly marked for such purpose.

Special editions of the waste management information in foreign languages may be made available by request in advance of the arrival of the ship (or agent) making the request.

## **8. COST OF FACILITIES**

Ships should bear the cost of providing waste reception facilities and for the associated treatment and disposal of the waste landed, although it is recognised that the cost of using port waste reception facilities should not be so high as to encourage disposal at sea. There is a legal obligation to ensure that the vessel pays and this section outlines the charges made to ships for the use of the waste reception facilities.

### **8.1 MANDATORY ENVIRONMENTAL/WASTE FEE**

All ships, apart from vessels holding an MCA Exemption Certificate, fishing vessels and recreational craft authorised or designed to carry no more than 12 passengers, must contribute significantly to the cost of reception facilities through a mandatory charge, irrespective of their actual use of the facilities.

It is ABP's policy to reclaim 100% of the costs involved in providing waste reception facilities from eligible vessels, including an element for our administration of the system.

The Port of Barrow charges a Mandatory Environmental/Waste Fee which covers every non-exempt vessel (and exempt vessel if she actually lands waste) and will cover the costs of the provision of appropriate bins for receiving ship-generated garbage, the disposal of the waste, any necessary cleaning arrangements and will also include an element to cover ABP's administration of the system. The mandatory waste fee will not cover any costs associated with the disposal of the MARPOL Annex wastes outlined in Section 8.2 or other waste streams disposed of via "direct contract" arrangements. These will remain as separate costs to be negotiated and paid by the ship or her Agent.

The calculations for the mandatory waste fee are set out in Appendix 4. This charge will change on an annual basis to reflect changes in costs associated with the provision of the facilities and the disposal of the waste. ABP is aware that landfill taxes will be increasing in the future and it is therefore expected that the charge will rise to cover this.

ABP has been advised by the MCA that a port's waste management arrangements need only be appropriate for the majority of vessels calling at that facility. At the Port of Barrow, ABP provides facilities to dispose of waste that is generated from trade and shipping activities taking place inside the EU. Where a vessel has arrived from a non-EU port or has sailed outside EU waters, any food requiring disposal will be treated as "special waste" and separate arrangements should be made between the ship and an approved waste contractor. This reflects the existing situation with MARPOL Annex I, II and IV wastes.

## **8.2 COSTS ASSOCIATED WITH MARPOL WASTES**

### **8.2.1 MARPOL Annex I – Oily Waste**

A direct charge is made by the Contractor for the single use of oil collection services by road tanker in the port, which varies according to the amount and types of oily wastes landed and the Contractor used.

The typical cost of removal of oily wastes depends upon its water content, which is measured by analysis at the depot, but a charge in the region of £80 per tonne can be expected, (2008). A further charge in the region of £340 for the first hour plus £60 per additional hour is likely to be raised in respect of transportation costs for the time taken to collect the wastes and deliver to the depot.

### **8.2.2 MARPOL Annex II – Hazardous Substances**

A direct charge is made by the Contractor for the single use of collection services for hazardous substances in the port, which varies greatly according to the amount and type of chemical wastes landed.

Considering the highly variable toxicity and range of handling requirements for the different types of hazardous substances that might be landed, the charges made for the collection of these wastes are highly substance specific. For this reason, there are no typical charge details that can be given for the use of this reception facility.

### **8.2.3 MARPOL Annex IV – Sewage**

A direct charge is made by the Contractor for the collection of sewage wastes by road tanker, depending on the amount landed and the contractor used. A typical charge (2008) for the collection of sewage wastes from ships is £400, (assuming 1 hour is spent on-site).

### **8.2.4 MARPOL Annex V – Garbage**

The Port of Barrow has investigated a number of possible methods of charging for the use of reception facilities for garbage from ships, each with its advantages and disadvantages. On consideration, it was decided that ‘indirect charging’ to all appropriate vessels, whether the facilities were used or not, was the method most likely to act as an incentive towards the use of garbage reception facilities in the port.

An “Environmental/Waste Charge” is made by the Port of Barrow to all appropriate vessels to cover the cost of providing fixed garbage reception facilities, (for the duration of the ‘rent free’ period), which is a separate charge, not related to ships’ dues. Based on consultation with ship’s agents, it was agreed that invoices for this “Environmental/Waste Charge” would be raised when the vessel was in port.

The “Environmental/Waste Charge” was first introduced at the Port of Barrow on 1<sup>st</sup> January 1999, replacing and comparing favourably with the direct charging method

adopted previously, when direct charges were made to a vessel for the single hire and use of a reception container. That large direct cost would probably have acted as a disincentive to vessels needing to land only small amounts of garbage in the port. A further advantage of the "Environmental/Waste Charge" system introduced by the Port of Barrow, is that garbage reception facilities are now available to all port users for 24 hours per day.

The "Environmental/Waste Charge" at the Port of Barrow has been re-assessed at £26.50 per vessel, (2008), to cover the current annual cost to ABP Barrow of providing the garbage facilities, divided by the number of vessels which used the port during the previous calendar year.

### **8.3 CARGO-ASSOCIATED WASTES**

The cost of the skips provided for cargo-associated waste may be recovered by the cargo stevedore or terminal operator via the ship's Agent. This is separate from the "Mandatory Environmental/Waste Charge" levied to pay for the reception facilities for ships' garbage and the direct charges negotiated between the vessel's Agent and waste management contractors for the removal and disposal of the other MARPOL wastes.

## **9. DATA COLLECTION AND ASSESSING THE NEED FOR WASTE RECEPTION FACILITIES**

### **9.1 DATA COLLECTION**

The Port of Barrow is required to collate the following information on an annual basis:

- The amounts of each type of waste ACTUALLY received in the port
- The amounts of each type of waste which SHOULD be received in the port from prior notification information
- The amounts of each type of waste STORED BY SHIPS for reception elsewhere.

This information is available from the data collection element of our Prior Notification system. When the ship submits its advance notification of waste to be landed in the Port of Barrow, the information is coded and stored in a spreadsheet. The Harbour Master has access to this spreadsheet and can see which ships have notified in advance of arrival, how much/what types of waste they say they will offload and how much they intend to keep on board for discharge at another port of call.

The system has been designed to give totals for any of the information held in a spreadsheet, for example: number of vessels in a month, amount of garbage notified for discharge, amount of prescribed wastes kept on board for disposal elsewhere, etc. The Harbour Master will be able to calculate the amounts of all waste types which should be received and the amounts remaining on board from this raw data source. This is regardless of whether the waste in question is intended for an ABP bin or is disposed of via a direct contract with an approved contractor. The Prior Notification forms are designed to be held as 'live' documents for a month after delivery, after which time they will be archived onto a CD-ROM and kept by the Harbour Master. However, the system is also capable of having a historic file regenerated on request, should any problems occur with data held on CD-ROMs.

The Harbour Master already receives Waste Transfer Notes from its waste management contractor when the bins containing garbage and food waste are emptied. When a vessel discharges other MARPOL wastes through the direct services of a waste contractor, the Master should also receive a Waste Transfer Note and the waste contractor should record how much waste was removed. A condition of being approved to operate on an ABP port estate is that the waste contractor shall provide ABP with the information relating to the amount of waste removed in this manner on a monthly/quarterly basis. As a result of the Regulations, we have taken the opportunity to tighten up the WTN system and will use them as the best indicator available of the amounts of waste actually landed.

In this way, the new Prior Notification system and the existing use of Waste Transfer Notes will allow the Port of Barrow to gauge how much waste is notified for disposal, is kept for discharge in another port and is actually offloaded within the port.

## **9.2 ASSESSING THE NEED FOR WASTE RECEPTION FACILITIES**

The experience gained from the previous Port Waste Management Plans, along with the waste management arrangements within the Port, have been instrumental in assessing the ongoing need for waste reception facilities. As a corporate exercise in 2003, ABP asked all its UK ports to consider whether their existing waste management arrangements were using the right equipment for the waste landed, delivering appropriate levels of service and best value for money for the users.

The Port of Barrow reviewed its operations in the light of the renewal of this Plan and this new Port Waste Management Plan reflects the arrangements that are now in place as a result of this process. As with the previous Plan, the Port and personnel will ensure that the capacity of the facilities provided is sufficient to handle the amounts of waste that might be generated by the normal ships calling at the port, now and in the future. The collection process and capacities will be kept under constant review and the frequency of collection will be altered to meet demand as necessary.

The Prior Notification form contains contact details for the Harbour Master, who has overall responsibility for the implementation of this Port Waste Management Plan and the provision of facilities for ship-generated garbage. Any inadequacies in the available facilities should be reported directly to him using this information.

## **9.3 VESSELS FALLING OUTSIDE THE SCOPE OF THE REGULATIONS' PROVISIONS**

For fishing vessels, recreational craft and the other classes of vessels which are exempted or otherwise not included in the scheme to satisfy the Regulations, the Port of Barrow must still provide adequate waste reception facilities. The costs of these will be met from Harbour Dues or other charges levied on the vessels in question, but all waste management costs will be clearly outlined in the published Tariff or agreement.

In the event of a vessel arriving at the Port of Barrow which does not have to provide advance notification, an estimated figure for any waste landed will be accommodated within the annual returns for the Port.

## **10. INFORMATION**

ABP has considered a number of possible methods to ensure that all port users are aware of waste management procedures, including the operation of the Prior Notification system, the location of bins and the costs of using reception facilities. The various methods include:

- letters sent to Agents detailing the additional requirements for both the Port and the ships/Agents contained in the Port Waste Reception Facilities Regulations
- briefing notes and presentations for Agents and Terminal Operators on the Prior Notification system and new Port Waste Management Plan
- summary leaflets outlining both the six steps of the Prior Notification system and the details of waste management procedures
- notification on ABP websites of new arrangements
- circulation of new Port Waste Management Plan to all Agents and regular port users
- direct representation to Master by ABP Barrow staff
- notice boards and signage highlighting waste reception facilities
- port maps showing location of waste reception facilities.

### **10.1 PORT WASTE MANAGEMENT INFORMATION LEAFLETS AND PRIOR NOTIFICATION FORM**

Information leaflets specific to the Port of Barrow will be supplied by ABP's staff at Barrow direct to Masters and also by the ships' Agents as they arrive in the port. The returned PDF version of the completed Prior Notification form contains details for the Port's Harbour Master, should a vessel or its Agent need to contact him to report problems with waste reception facilities.

### **10.2 SIGNPOSTS**

Signposts have been used to clearly identify the location of waste reception points around the ABP-managed berths at the Port of Barrow. The locations for garbage skips are indicated by large yellow signs with black type stating, "WASTE RECEPTION POINT FOR SHIP GENERATED WASTE". Such signs provide essential information for port users and waste contractors alike.

### **10.3 CIRCULATION OF PORT WASTE MANAGEMENT PLAN TO ALL SHIPS' AGENTS AND REGULAR PORT USERS**

A copy of the latest Port of Barrow Port Waste Management Plan will be available from the Harbour Master in electronic format once it is approved by the Maritime and Coastguard Agency. Formal letters will be sent to Agents and port users advising them of this in due course.

## **11. REVIEW PROCEDURE**

The Port of Barrow Port Waste Management Plan will be reviewed by the Port on a three yearly basis, in keeping with the requirements of the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003.

As with the review process that produced this Plan, the next exercise will consider:

- Continuous feedback from consultation on all aspects of the waste management planning process
- Changes in type and volume of traffic using the port
- Updated and improved records of the amounts of waste notified in advance of arrival and actually landed and disposed of
- Updated waste management arrangements, probably following another review of the arrangements set up in early 2005
- Any relevant changes in MARPOL Regulations, such as the designation of additional Special Areas or the ratification or introduction of new Annexes.

## **APPENDICES**

APPENDIX A	EXAMPLES OF GARBAGE & DEFINITION OF MARPOL ANNEX V
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## **APPENDIX A**

### **EXAMPLES OF GARBAGE**

#### **DOMESTIC WASTE**

- Food waste originating from food produced within the European Union or from a vessel whose last port of call was within the European Union
- Food waste originating from food produced outside the European Union or from a vessel whose last port of call was outside the European Union
- Packaging materials such as plastics, cans, etc. from food produced within the European Union or from a vessel whose last port of call was within the European Union
- Packaging materials such as plastics, cans, etc. from food produced outside the European Union or from a vessel whose last port of call was outside the European Union
- Medical or clinical waste
- Bottles, crockery, etc.
- Paper, cardboard, magazines, etc.
- Other items of domestic refuse from crews' quarters and galleys, e.g. plastic shampoo bottles, razor blades, etc.

#### **OPERATIONAL WASTE**

Maintenance wastes:

oily rags/pads, machinery maintenance remains, soot and machinery deposits, broken parts, packaging materials, rust, paint, Cargo residues

Cargo associated wastes:

Dunnage, pallets, Lining, strapping metal banding

Miscellaneous:

Shellfish shells, fishing gear, polystyrene boxes, ash/slag from on-board incineration plants.

#### **DEFINITION OF MARPOL ANNEX V – GARBAGE**

Garbage means all kinds of victual, domestic and operational waste, excluding fresh fish and parts thereof, generated during the normal operation of the ship and liable to be disposed of or continuously or periodically present, except those substances which are defined or listed in other Annexes to the present MARPOL Convention.

## APPENDIX B

### FURTHER INFORMATION ON THE APPLICABILITY OF THE PORT WASTE RECEPTION FACILITIES REGULATIONS

The following categories of vessel fall outside the scope of the requirements of the Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 and do not have to notify or discharge waste nor pay the Mandatory Waste Fee.

Vessel Type	Conditions to be fulfilled for vessels to fall outside of the scope of the regulations to notify, offload and pay mandatory charges
<b>1. Vessels under the Small Commercial Vessel Code of Practice</b>	Lay down provisions for sound waste management with further guidance to be provided in the forthcoming harmonised Small Commercial Vessel Code of Practice.
<b>2. Warships, Naval Auxiliary ships and Vessels owned or operated by a state, and on government non-commercial service</b>	Regulations do not apply but vessel is advised to consider the spirit of the regulations and apply best environmental practice
<b>3. Tugs/Pilot Boats</b> 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
<b>4. Class IV</b> – 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
<b>5. Class V</b> – Passenger Ships engaged only in voyages in category A, B and C waters.	Lay down provisions for waste management under Domestic Safety Management Code
<b>6. Class VI</b> – 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 3 miles from land.	Lay down provisions for waste management under Domestic Safety Management Code
<b>7. Class VI (A)</b> – Passenger ships carrying not more than 50 passengers for distances not more than 6 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 3 miles from land.	Lay down provisions for waste management under Domestic Safety Management Code
<b>8. Class IX (A)</b> – Ships (other than ships of class IV to VI inclusive) which do not proceed to sea.	These vessels should ensure that their ship generated wastes are handled in an environmentally sound manner with 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
<b>9. Class IX (A) (T)</b> – Tankers which do not proceed to sea.	These vessels should ensure that their ship-generated wastes are handled in an environmentally sound manner with 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

Such vessels must lay down their own sustainable waste management practices in their applicable codes of practice to ensure they manage their wastes in a manner consistent with the spirit of the PWRF Regulations. Guidance from the Maritime & Coastguard Agency suggests that this should take the form of individual contracts or similar arrangements with approved waste management contractors or the terminal at which they call.

### **Dredgers, Survey Ships and comparable vessels**

MCA Guidance states that these vessels, which are not 'bound' for another port or terminal *per se*, 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. Refer to MGN 253 and MGN 259 for further information.

## **APPENDIX C**

### **CONSULTATION CORRESPONDENCE**

In revising the Port of Barrow Waste Management Plan discussion, in various forms, has taken place with the following:

**1. SHIP'S AGENT:**

James Fisher & Sons PLC  
FMS (UK) Ltd

**2. GOVERNMENT AND OTHER AGENCIES:**

Maritime and Coastguard Agency (MCA)  
Environment Agency (EA)  
Department for Environment, Food and Rural Affairs (DEFRA)  
Marine Fisheries Agency  
Barrow Borough Council (BBC) Environmental Health Department

**3. AUTHORISED WASTE CONTRACTORS FOR ABP BARROW**

Waste Recycling Group Ltd  
ALCO Waste Management  
S.I.T.A  
Cumbria Waste Management Ltd

**4. OTHER INTERESTED ORGANISATIONS**

Natural England

## **APPENDIX D**

### **SHIP'S AGENTS FOR ABP BARROW**

There is only one Ship's Agent based at Barrow:

James Fisher & Sons PLC, Fisher House, Michaelson Road,  
Barrow-in-Furness, Cumbria, LA14 1HR.

Tel: 01229 822323  
Fax: 01229 836761

Contact details for other Ship's Agents that use the Port of Barrow are:

FMS UK) Ltd  
Beacon Innovation Centre, Beacon Park, Gorleston, Norfolk, NR31 7RA

Tel: 08450 570544  
Fax: 08450 570545

GP Shipping Ltd  
Unit 21, Tower Quays Business Park, Tower Road, Birkrenhead, Merseyside, CH41 1BP

Tel: 0151 666 2012  
Fax: 01469 552917

Cory Brothers Shipping Ltd  
The Cotton Exchange, Old Hall Street, Liverpool, L3 9LQ

Tel: 0151 227 5161  
Fax: 0151 236 3048

GAC-OBC  
OBC Shipping Ltd  
OBC House, Sabatier Close, Thornaby, Stockton-on-Tees, TS17 6EW

Tel: 01642 637500  
Fax: 02070 679132

## APPENDIX E - PORT OF BARROW – LOCATION OF BERTHS



## **APPENDIX F**

### **APPROVED WASTE CONTRACTORS FOR THE PORT OF BARROW**

<b>CONTRACTOR</b>	<b>FACILITIES PROVIDED</b>
Alco Waste Management Ltd (Part of the Waste Recycling Group), Lillyhall Waste Management Park Dixon House, Joseph Noble Road, Lillyhall, Workington, CA14 4JH. Tel. 01900-602205	<b>A, B, C, D, E</b>
Cumbria Waste Management Ltd, Unit 5A, Wavehill Drive, Rosehill Carlisle, Cumbria CA1 2ST. Tel. 01228-822100	<b>A, B, C, D, E</b>
Waste Recycling Group Ltd, Walney Road, Barrow-in-Furness, Cumbria LA14 5UY. Tel. 01229 431212	<b>A, B, C, D, E</b>
S.I.T.A (GB) Ltd Hindpool Road Barrow-in-Furness Cumbria LA14 2NB Tel. 01229 821111	<b>E</b>

**A** = Oil; **B** = Noxious Substances in Bulk; **C** = Harmful Substances in Packaged Form;  
**D** = Sewage; **E** = Garbage.

## APPENDIX G

### WASTE PRIOR NOTIFICATION FORM FOR ABP BARROW



#### ASSOCIATED BRITISH PORTS - Barrow-in-Furness PORT WASTE MANAGEMENT NOTIFICATION FORM

**THIS FORM IS TO BE COMPLETED UNLESS THE SHIP HAS BEEN GRANTED AN EXEMPTION BY THE MARITIME & COASTGUARD AGENCY**

##### Ship Information

Name of Ship..... **KOMMANDOR STUART** IMO Number..... **7514397**  
 Call Sign..... **MPQH3** Flag State..... **BRITISH**  
 ETA..... **11/12/2008 2200** ETD..... **TBC 0000**  
 Number of Crew **24** Berth No./Terminal. **NO:3**  
 Last port of call. **GREAT YARMOUTH** Next port of call. **TBC**  
 Ship's Agent. **JAMES FISHER AND SON'S PLC** Email Address. **j.caldwell@james-fisher.co.uk**

##### HOW MUCH WASTE WILL YOU DELIVER TO PORT RECEPTION FACILITIES?

ALL  SOME  NONE

If delivering *all* waste, complete Red column data fields only. Otherwise, complete all columns.

Waste	Amount of waste to be delivered (m <sup>3</sup> )	Maximum dedicated storage capacity (m <sup>3</sup> )	Amount of waste retained on board (m <sup>3</sup> )	Port where remaining waste will be delivered	Estimated waste to be generated before next port of call (m <sup>3</sup> )
<b>Oil</b>					
Oil	<b>NIL</b>	<b>0</b>	<b>0</b>		<b>0</b>
Oily mixtures containing chemicals	<b>NIL</b>	<b>4.75</b>	<b>2.20</b>	<b>N/A</b>	<b>0</b>
Sludge from purification of fuel oils	<b>NIL</b>	<b>1.38</b>	<b>1.00</b>	<b>N/A</b>	<b>0</b>
<b>Noxious liquids</b>					
Dirty ballast water & tank washings	<b>NIL</b>	<b>0</b>	<b>0</b>		<b>0</b>
Other (please specify)	<b>NIL</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Sewage</b>					
Untreated sewage	<b>NIL</b>	<b>0</b>	<b>0</b>		<b>0</b>
Part-treated sewage	<b>NIL</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Garbage</b>					
Food waste & packaging	<b>0.1</b>	<b>1.0</b>	<b>NIL</b>		<b>0</b>
International catering waste	<b>NIL</b>	<b>0</b>	<b>0</b>		<b>0</b>
Separated for recycling	<b>NIL</b>	<b>0</b>	<b>0</b>		<b>0</b>
Other (please specify) <b>Paper / Rags / Glass / Plastic</b>	<b>4.0</b>	<b>8.0</b>	<b>NIL</b>		<b>0</b>



**ASSOCIATED BRITISH PORTS - Barrow-in-Furness**  
**PORT WASTE MANAGEMENT NOTIFICATION FORM**

Waste	Amount of waste to be delivered (m <sup>3</sup> )	Maximum dedicated storage capacity (m <sup>3</sup> )	Amount of waste retained on board (m <sup>3</sup> )	Port where remaining waste will be delivered	Estimated waste to be generated before next port of call (m <sup>3</sup> )
<b>Cargo-associated waste<sup>1</sup></b>					
Dunnage	NIL	0	0		0
Other (please specify)	NIL	0	0		0
<b>Cargo Residues<sup>1</sup></b>					
Scale & Sludge from tank cleaning	NIL	0	0		0
Other (please specify)	NIL	0	0		0

<sup>1</sup> May be estimates

- Notes:
1. This information may be used for Port State Control and other inspection purposes
  2. EU Member States will determine which bodies will receive copies of this notification
  3. This form is to be completed unless the ship is covered by an exemption in accordance with Article 9 of Directive 2000/59/EC, issued in the UK by the Marine & Coastguard Agency (MCA)
  4. International Catering Waste (ICW) is defined under the EU Animal By-products Regulations (1774/2002/EC) as "catering waste from means of transport operating internationally". Any catering waste from a vessel that has landed in a non-EU port is subject to these controls after returning to the EU. This includes all vessels that have docked/landed in non-EU countries even if the vessel has been provisioned in the EU.
- If a declaration from the Ship's Master is provided stating that the ship's stores have been completely emptied, cleaned, disinfected and re-stocked in the EU, catering waste from these supplies would not be considered to be ICW. Please refer to [http://www.defra.gov.uk/animalH/int-trde/icw/pdf/icw\\_candd.pdf](http://www.defra.gov.uk/animalH/int-trde/icw/pdf/icw_candd.pdf).

**Do you treat or minimise waste on board?**

**YES  NO**

If the answer is YES, please state which equipment you use (Tick all boxes that apply)

Oily separator  Incinerator  Compactor  Sewage treatment   
 Recycling facilities  Other (please specify).....

**STATEMENT**

I confirm that the above details are 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: 11/12/2008 Time: 10:42

Name: James Caldwell Position: Agency Co-ordinator

THIS FORM IS TO BE SENT TO [WWW.ABPWASTE.CO.UK](http://WWW.ABPWASTE.CO.UK) AT LEAST 24 HOURS BEFORE ARRIVAL AT ABP  
 A COPY SHOULD BE ENTERED IN YOUR GARBAGE RECORD BOOK UNTIL AT LEAST YOUR NEXT  
 PORT OF CALL. ANY OTHER COMMUNICATIONS CONCERNING WASTE RECEPTION FACILITIES IN  
 THE PORT SHOULD BE ADDRESSED TO :

**ASSOCIATED BRITISH PORTS - Barrow-in-Furness**  
 Associated British Ports  
 Ramsden Dock Road  
 Barrow-in-Furness  
 LA14 2TW

EMAIL: [barrow@abports.co.uk](mailto:barrow@abports.co.uk)

TEL:

FAX: +44 (0)1229 822 911

## **APPENDIX H**

### **CALCULATIONS FOR MANDATORY WASTE FEE (2009) FOR ABP BARROW**

Annual Charge to ABP for weekly emptying of FEL skip	£ 2500.00
Annual Hire Charge to ABP by Waste Contractor	£ 150.00
Allowance for additional lifts (say 1 per month)	£ 600.00
Annual ABP Administration Charge	£ 250.00
<b>TOTAL COSTS ex VAT</b>	<b><u>£3500.00</u></b>
Typical number of vessels calling at ABP Barrow per annum	120
Total Costs divided by Number of Vessels	= £ 29.16

### **MANDATORY WASTE FEE AT ABP BARROW FOR YEAR 2009**

**= £30.00 PER VESSEL**

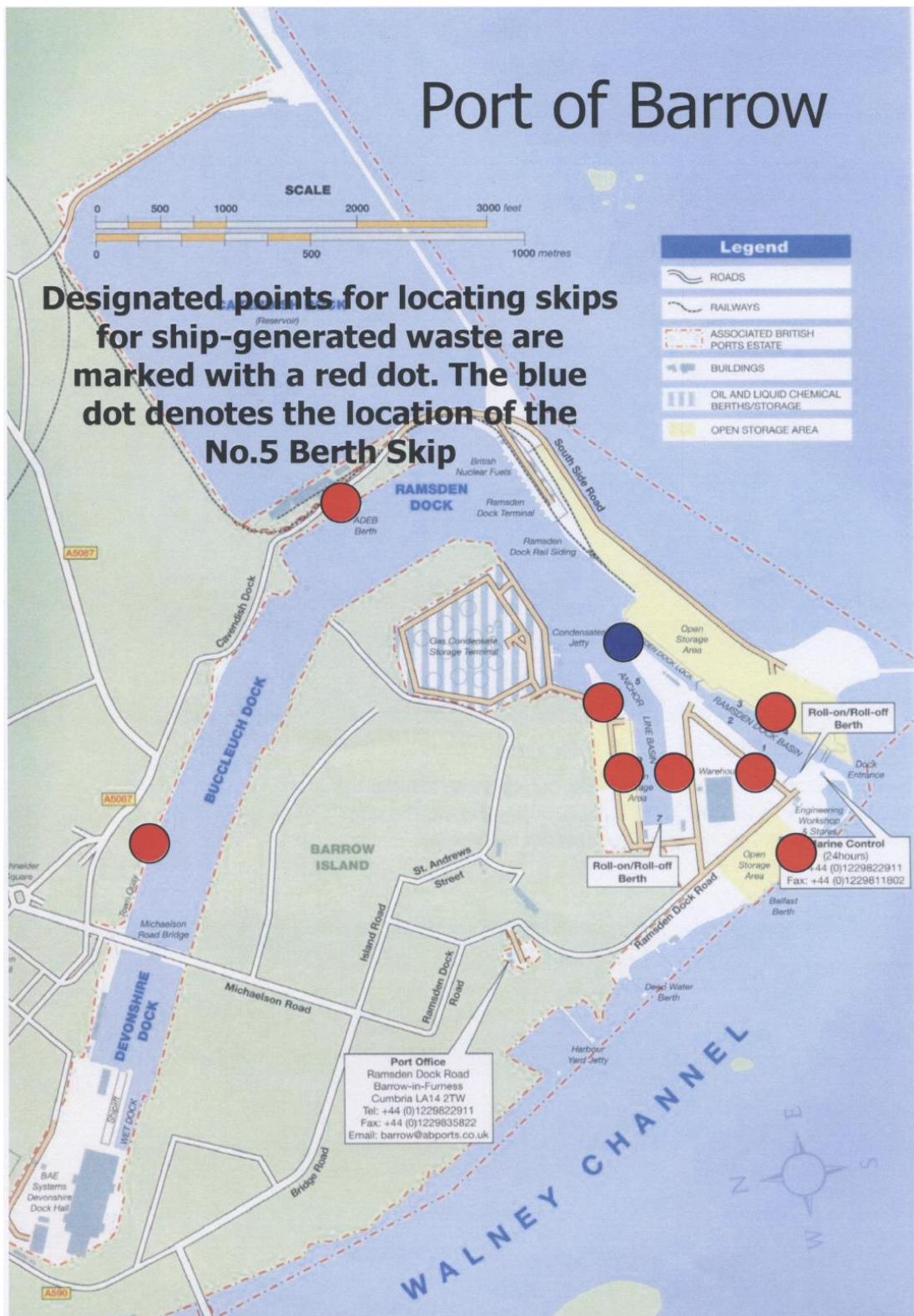
## APPENDIX I

### CALCULATIONS FOR ESTIMATES OF OIL, SEWAGE AND GARBAGE WASTES GENERATED BY SHIPS VISITING ABP BARROW

		NUMBER OF VESSELS CALLING AT BARROW								
TYPE OF SHIP		ACTUAL 2003	ACTUAL 2004	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008			
Dry Cargo/Cruise etc.		120		90	99		46	112		125
Small Tanker		15		15	11		7	8		11
EMARC WASTE FACTORS										
TYPE OF SHIP		Oil/m3/ 1000GT/ 24 hr	Sewage L/Head/ 24 hr	Garbage Kg/head/ 24 hr	Average Crew no.	Average distance days	Typical GT of vessels			
Dry Cargo		1		200	2.5		7	3		1500
Small Tanker		2.14		200	1.75		8	3		2000
APPROXIMATE AMOUNT OF WASTE THAT SHOULD BE LANDED AT THE PORT OF BARROW										
TYPE OF SHIP		2003			2004			2005		
		Oil/m3	Sew/l	Gar/Kg	Oil/m3	Sew/l	Gar/Kg	Oil/m3	Sew/l	Gar/Kg
Dry Cargo		540	504000	6300	405	378000	4725	446	415800	5198
Small Tanker		193	72000	630	193	72000	630	141	52800	462
TYPE OF SHIP		2006			2007			2008		
		Oil/m3	Sew/l	Gar/Kg	Oil/m3	Sew/l	Gar/Kg	Oil/m3	Sew/l	Gar/Kg
Dry Cargo		207	193200	2415	504	470400	5880	563	525000	6563
Small Tanker		90	33600	294	103	38400	336	141	52800	462
AMOUNT OF WASTE ACTUALLY LANDED AT THE PORT OF BARROW										
		2003		2004	2005		2006	2007		2008
Oil (m3)		22		48	30		0	0		9
Sewage (m3)		0		7	0		0	210		0
Garbage (Tonnes)		236		187	173		55	113		164

## APPENDIX J

### MAP OF ABP BARROW SHOWING LOCATION OF WASTE RECEPTION FACILITIES



# APPENDIX K

## EXAMPLE OF INFORMATION LEAFLET FOR ABP BARROW



### ASSOCIATED BRITISH PORTS PORT WASTE PRIOR NOTIFICATION WEBSITE [www.abpnotify.co.uk](http://www.abpnotify.co.uk)

#### 1. Introduction

##### The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities)

**Regulations 2003** require most vessels to notify their next port of call of the types and amount of waste they will be discharging during their time alongside. This information must be given at least 24 hours in advance of arrival or as soon as they leave their last port.

#### 2. ABP Prior Notification System

ABP has developed a single 'waste website' to handle all the waste notification information for all our ports. Electronic notification forms are to be used by **ALL** vessels heading to an ABP-managed berth or terminal, unless in possession of an MCA exemption certificate.

There are 6 simple steps to online prior notification.

**Step 1:** The Master (or Agent on his behalf) logs onto [www.abpnotify.co.uk](http://www.abpnotify.co.uk)

**Step 2:** From the list of ABP ports, select the port to which the ship is sailing. Click on the port name to bring up a prior notification form designed specifically for that port.

**Step 3:** Fill in the information requested on the notification form. Certain questions have a red star next to them – these must be filled in or the questionnaire will not be accepted by the system. **ALL** data fields should have an answer within them, even if it is just 'nil', '0' or 'not appropriate'.

**Step 4:** Click on 'SUBMIT' at the end of the notification form to send the information to ABP's waste database. When the system receives the data, it automatically generates two PDF versions of the notification form – one copy is sent on to the relevant ABP port and the other is sent back to the email address of the person who submitted the information (i.e. either the Master or the Agent).

**Step 5:** The Master/Agent saves and prints the returned PDF version of the notification form and files it for their records. The ABP Dock/Harbour Master does the same.

**Step 6:** Exit site

ABP may select one prior notification response at random, print out a hard copy and present it to the Master for accurate verification, which would act as a check on the accuracy of prior reporting.

#### 3. Back-up system

If you cannot get onto the waste website address, or have difficulties in submitting the notification form, notify your agent and see if he can send the information for you. Alternatively, but only as a last resort, get a blank copy of the prior notification form from the ABP port and fill in the data by hand before faxing it to ABP. The fax number will be at the bottom of the form but please note that you **MUST** send the right information to the right port! You should keep the fax transmission report as proof that the notification was given in advance of arrival. ABP will record your information on the computer system should this circumstance arise. ***This back-up system is only to be used in emergencies – use the waste website normally.***

#### 4. Contact

The Harbour Master  
Associated British Ports, Port Office, Ramsden Dock Road, Barrow-in-Furness, Cumbria, LA14 2TW  
Tel: 01229 822911      Fax: 01229 835822  
E-mail: barrow@abports.co.uk

## **APPENDIX L**

### **EXAMPLE OF ABP PRIOR NOTIFICATION SYSTEM SUMMARY LEAFLET**



#### 6 SIMPLE STEPS TO ONLINE PRIOR NOTIFICATION

**Step 1** The Master (or Agent on his behalf) logs onto [www.abpnotify.co.uk](http://www.abpnotify.co.uk)

**Step 2** From the list of ABP ports, select the port to which the ship is sailing.  
Clicking on the relevant port name will bring up a prior notification form designed specifically for that port.



**Step 3** The Master or Agent will fill in the information requested.

**Step 4** Click on 'submit' at the end of the prior notification form to send the information to the computer server. When the system receives the data, it automatically generates a PDF version of the prior notification form and sends a copy on to the relevant ABP port and back to the email address of the person who submitted the information.

**Step 5** The Master/Agent saves and prints the returned PDF version of the notification form and files it for their records. The Dock/Harbour Master does the same.



**Step 6** Exit site

**www.abpnotify.co.uk**

**APPENDIX M**  
**EXTRACT (16 PAGES) FROM INTERNATIONAL NUCLEAR**  
**SERVICES WASTE MANAGEMENT PLAN (FOR SHIP**  
**GENERATED WASTE)**



International  
Nuclear Services

**COMMERCIAL**

INS/SI/531/14	Section Instruction
Issue : 2 Page : 1 of 16	Disposal of Ship's Waste Ready to Land and/or Waste Generated at Barrow Marine Terminal

**UNCONTROLLED WHEN PRINTED**

Prepared by :		B Trodden – INS EH&S Advisor
Authorised by :	<i>D Redman.</i>	D Redman, Logistics Manager International Nuclear Services

Issue:	1	2					Controlled Copy Number :20
Date:	Sept 07	Oct 07					<i>J Walmsley</i>

**Section Instruction**

**Barrow Marine Terminal Waste Management**

**COMMERCIAL**



**COMMERCIAL**

INS/SI/531/14	Section Instruction
Issue : 2 Page : 2 of 16	<b>Disposal of Ship's Waste Ready to Land and/or Waste Generated at Barrow Marine Terminal</b>

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**AMENDMENT RECORD**

This Section Instruction replaces instruction TD/SI/531/14

Issue Number	Date	Section Number	Details of Amendment
1	Sept 07	All sections	BNFL identity changed to International Nuclear services  Commercial marking changed from BNFL Commercial to Commercial  References to document type TD changed to INS
2	Oct 07	All Sections  3.5  Flowcharts 1, 2 & 4	Addition of Terminal Services Manager & Terminal Manager amended to Terminal Management  Amended to include Disposal of Pyrotechnics  Amended Agency Officer to Agency Co-ordinator.

**COMMERCIAL**



**COMMERCIAL**

<b>INS/SI/531/14</b>	Section Instruction
Issue : 2 Page : 3 of 16	<b>Disposal of Ship's Waste Ready to Land and/or Waste Generated at Barrow Marine Terminal</b>

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**Contents**

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- 2 Scope
- 3 Management and maintenance for waste management infrastructure
- 4 Arrangements for Waste
- 5 Emergency Arrangements
- 6 Training
- 7 Definitions/Acronyms
- 8 Records
- 9 References (inc forms)
- 10 Regulations
- 11 Guidance and Information for forms

**COMMERCIAL**



INS/SI/531/14	Section Instruction
Issue : 2 Page : 4 of 16	<b>Disposal of Ship's Waste Ready to Land and/or Waste Generated at Barrow Marine Terminal</b>

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**1 Introduction**

1.1 This Section Instruction supports INS/MP/531 – Marine Terminal Operation and details the arrangements for the disposal of waste generated by the Ships and/or at the Barrow Marine Terminal (BMT). This instruction will ensure compliance with the following regulations:

- Hazardous Waste Regulation 2005 (which supersedes the Special Waste Regulation 1996)
- The List of Waste Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Environment Protection Act 1990 (Duty of Care) Regulations 1991
- Oil Storage Regulations 2004
- Waste Electrical and Electronic Equipment (WEEE) Directive
- MARPOL

**2 Scope**

It should be noted that Hazardous Waste Regulations 2005 (HWR) do not apply to radioactive material, unless exempt from section 13 and 14 of the Radioactive Substances Act 1993 (RSA). Therefore the scope of this procedure is limited to non radioactive hazardous waste and hazardous waste exempt from sections 13 and 14 of the RSA.

The disposal of radioactive material is covered by INS/SI/531/08 – Health Physics Instruction

**3 Management and maintenance of the waste management infrastructure**

**3.1 Registration of Hazardous Waste Producer**

As a Hazardous Waste producer the Terminal is required to notify and register with the Environment Agency under the HWR. There is no requirement for the ships to be registered as the waste is landed and consigned from the Terminal. The Terminal Manager/Terminal Services Manager is responsible for notification to the EA on an annual basis one month prior to the expiry of the registration. A prompt to renew this registration is included in the Terminal Manager's/Terminal Services Manager's Lotus Notes calendar.



**COMMERCIAL**

INS/SI/531/14	Section Instruction
Issue : 2 Page : 5 of 16	<b>Disposal of Ship's Waste Ready to Land and/or Waste Generated at Barrow Marine Terminal</b>

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**3.2 Waste Collectors competence and licensing**

Terminal Management must ensure that all waste collectors used on the Terminal are licensed and hold a valid carrier's registration certificate with the EA. A copy of the carrier's certificate is kept in a file at BMT by the Terminal Management and authenticity periodically confirmed with EA or authorising body.

Terminal Management confirms that the waste falls within the categories of waste that the carrier is licensed to receive and that it is disposed of at an adequately licensed site.

**3.3 Hazardous Waste Lockers**

The lockers will be checked monthly as part of the Workplace Inspection Procedure by the Terminal Management, checks should include the following:

- The lockers are well ventilated and show no sign of blockages or problems
- The integrity of the lockers must be checked including doors, locks and condition in order to prevent escape or interference of contents of the lockers.
- The condition and capacity of the bunds, to ensure that nothing is escaping from the waste being stored in the lockers and that if the bunds are found to be full then Waste Collection must be contacted immediately to be emptied.
- The condition of the waste containers stored in the lockers to ensure there are no signs of deterioration, dents or leaks to prevent waste mixing and interactions.
- Signage on the lockers is clear and visible
- Contents are in accordance with inventories held by Terminal Management.
- Contingency Plans and Emergency Contact Numbers are available

Terminal Management holds an inventory of all wastes currently stored and where it is located so it can be used in an emergency. The information is required by the HWR and will be made available to the Emergency Services in the event of an emergency.

**COMMERCIAL**



**COMMERCIAL**

<b>INS/SI/531/14</b>	Section Instruction
Issue : 2 Page : 6 of 16	<b>Disposal of Ship's Waste Ready to Land and/or Waste Generated at Barrow Marine Terminal</b>

**UNCONTROLLED WHEN PRINTED**

If there is any uncertainty regarding waste categorisation, advice can be sought from the Terminal Management or INS EH&S Manager.

Waste stored in the lockers will be adequately segregated to ensure cross contamination does not occur. The containers in which the waste is stored must also be adequate to prevent a spillage or leak.

**3.4 The Terminal and Ships must:**

Utilise alternative means of disposal where possible, for example, re-use, recycling and treatment of waste and methods to reduce the amount of waste generated in the first place.

Eliminate mixed waste being sent to landfill for all waste including hazardous by adequately segregating to enable least environmental impact from disposal on the ships and at the Terminal.

Ensure that all wastes are labelled correctly and in a suitable and sufficient container to contain and prevent escape.

Provide sufficient information about the waste and its properties to control disposal of all waste. This information is recorded on to the Ship's Hazardous Waste Landed form - INS /F/531/20 and the Barrow Hazardous Waste form - INS/F/531/21 prior to landing. This form will include coding of hazardous waste inventories in line with The List of Hazardous Waste Regulations.

Segregate waste and not mix media within containers. Any waste stored must be segregated to prevent cross/mixing/contamination and/or interaction. Waste containers must be compatible with the waste being stored in them.

To prevent any reaction between wastes, decanting substances is not a preferred option.

**3.5 Disposal of Pyrotechnics**

Pyrotechnics can not be stored on site at the Barrow Marine Terminal. If a request is made to Terminal Management from ships staff to land pyrotechnics, the request will be declined. The pyrotechnics must be held onboard the vessel and a request made to James Fisher Agency Co-ordinator to contact the manufacturer to arrange collection and correct disposal.

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**4 Arrangements for Waste**

The following operations are covered in the flowcharts in this document:

Flowchart 1 Transfer of ships hazardous waste to lockers  
Page 10

Flowchart 2 Transfer of BMT hazardous waste to lockers  
Page 11

Flowchart 3 Transfer of BMT and Ships non hazardous waste to skips  
Page 12

Flowchart 4 Transfer of hazardous waste from Terminal to waste carrier  
Page 13

Contractors are responsible for disposal of waste, generated from their activities in line with the Hazardous Waste Regulations 2005 and Duty of Care Regulations.

**5 Emergency Arrangements**

The emergency arrangements for the transfer and storage of hazardous waste must be included in the associated Risk Assessment and the Terminal Emergency Arrangements and Plan.

**6 Training**

A Waste Management Toolbox Talk is communicated to all personnel handling waste at the Terminal and Environmental Awareness training must be given to all INS personnel including PNTL.

Information and instruction is given during the induction course for contractors in line with the Management of Contractors process and specification.

A record of all training will be retained by Terminal Management in line with this procedure for the BMT staff. James Fisher Personnel officer will retain a record of training for the ship's staff.

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**7 Definitions/acronyms**

Carrier	The person who collects and transports waste to another place.
Consignee	The person to whom the waste is being transported for disposal or recovery
Consignor	The person who causes the waste to be removed from the premises at which it is produced or is being held.
Controlled waste	Household, industrial and commercial waste
COSHH	Control of Substances Hazardous to Health Regulations 2002
Duty of Care	The statutory requirement on waste producers which ensures that controlled wastes are knowingly disposed of in a suitable form to a suitable place by licensed Operators
Hazardous Waste	Wastes which are harmful to human health and the environment, either immediately or over an extended period of time. Waste considered being hazardous under the HWR, eg lead acid batteries, fluorescent tubes. The Environment Agency's interpretation of the definition and classification of hazardous waste can be found in their technical guidance WM2.
Directive Waste/Non Hazardous/Controlled Waste	Waste that is not considered to be hazardous for example, paper, edible oil etc. It is any substance or object, which the producer or the person in possession of it discards or intends to discard or is required to discard. In practical terms, this is interpreted by the Government to mean any substance or object which has fallen outside of the commercial cycle or chain of utility. Substances or objects meeting this test are probably waste and are now referred to as directive waste, a term which supersedes the older reference controlled waste.
Producer	is a person whose activities produce waste or a person who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste.

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**8 Records**

The standard INS forms referred to in this document and listed in section 9 are located on the INS QA Database and the Z:drive, QA Standard Forms (word format).

Copies of standard forms in Section 9 must be retained by the Terminal Management

The Terminal Management will retain records of waste records of waste transfers and associated transfer notes which must be kept for at least two years in the case of waste and three years where consignment involves hazardous waste.

**9 References**

- Health Physics Instruction Marine Terminal Barrow INS/SL/531/08
- Associated British Ports, Port of Barrow - Port Waste Management Plan for Ship Generated Waste.
- Hazardous Waste Regulations 2005
- The List of Wastes Regulations 2005
- Environmental Protection (Duty of Care) Regulations 1991

Forms

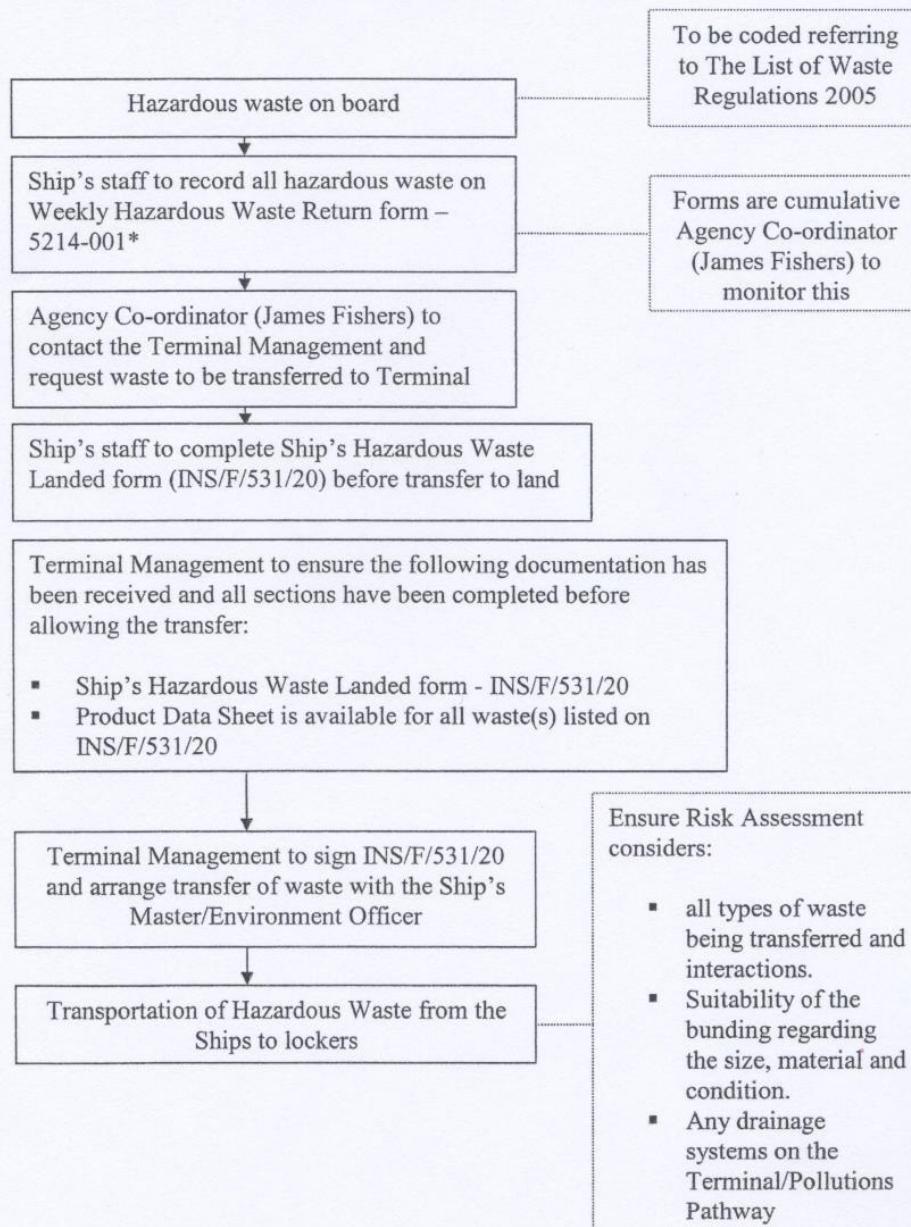
Ships Hazardous Waste Landed form	INS/F/531/20
BMT Hazardous Waste form	INS/F/531/21

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Flowchart 1 – Transfer of Ship's Hazardous Waste to Lockers



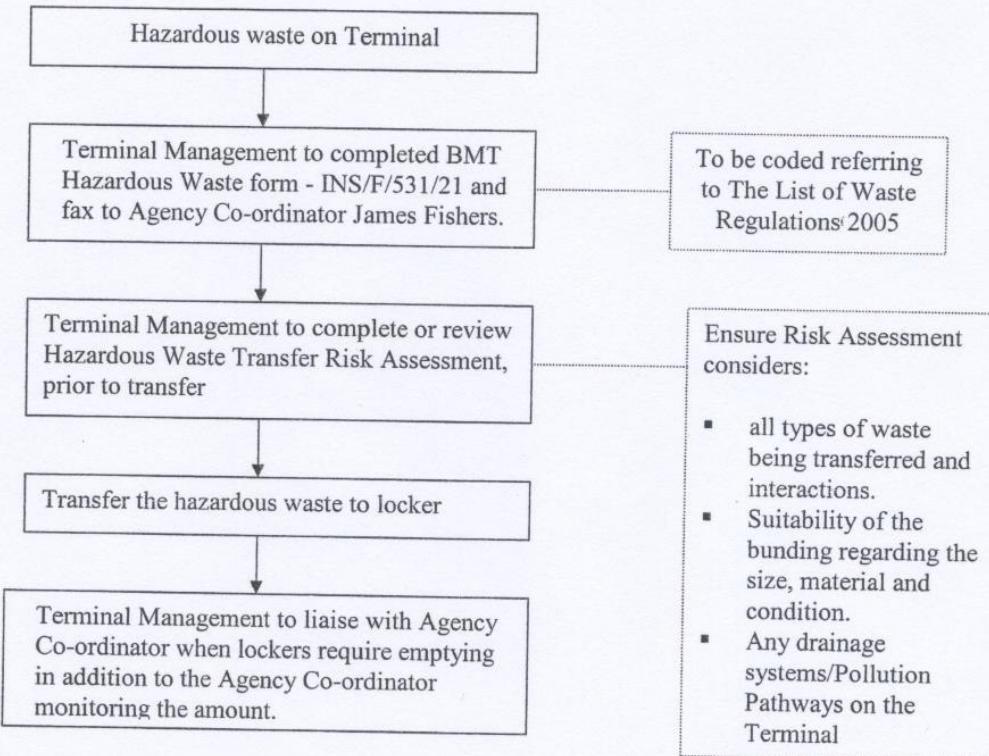


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Flowchart 2 – Transfer of BMT Hazardous Waste to Lockers

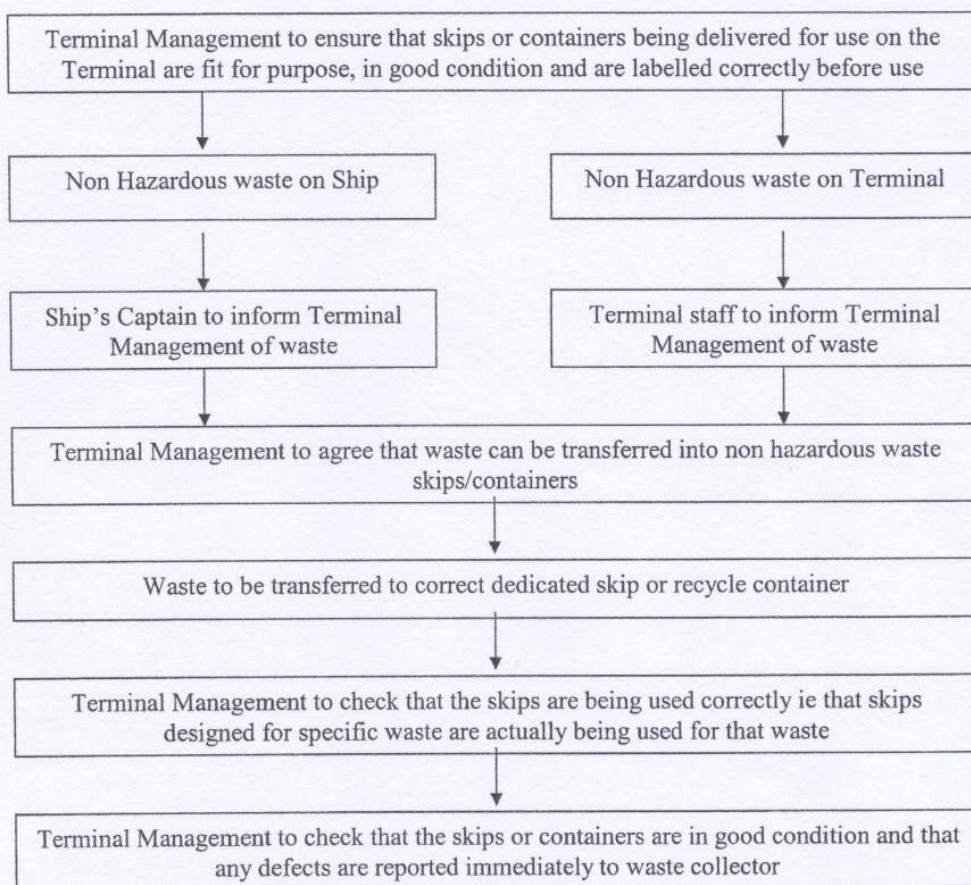


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Flowchart 3 – Transfer of Ship's and Terminal's Non Hazardous Waste



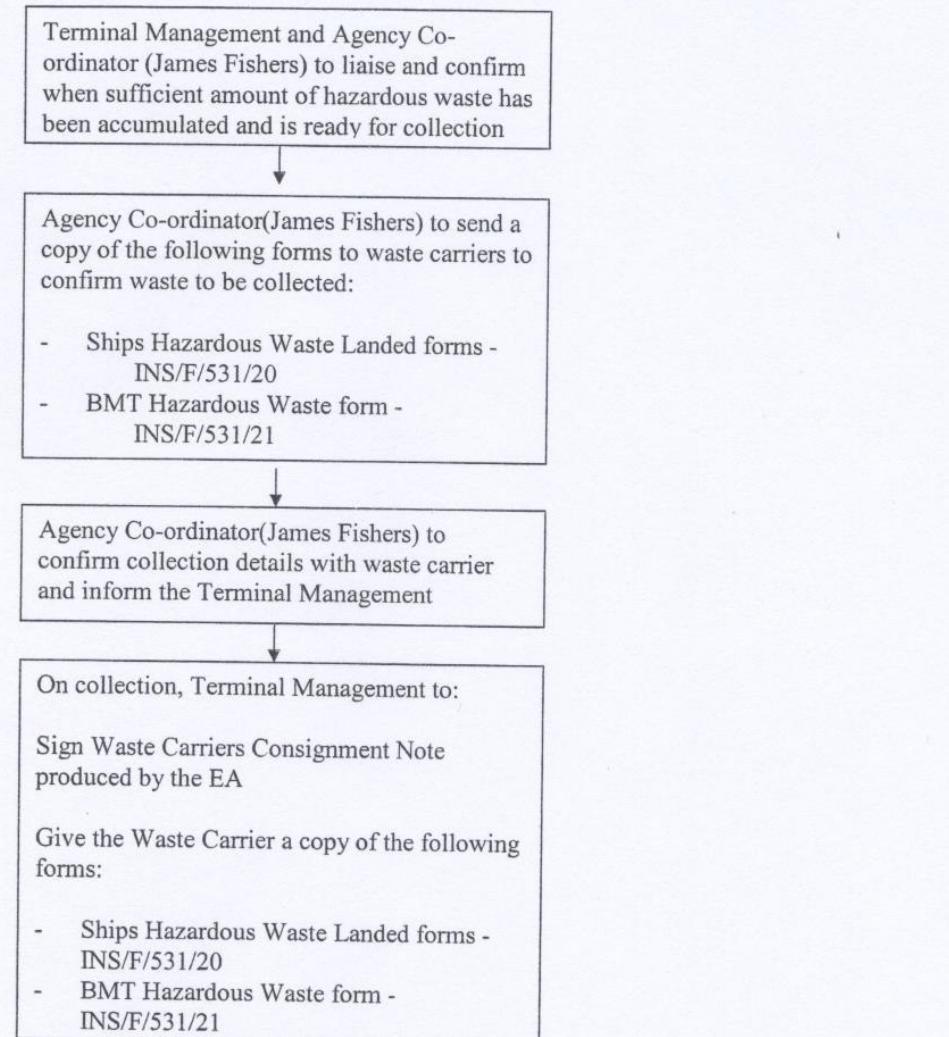


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Flowchart 4 Transfer of Hazardous Waste from Terminal to Carrier



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Regulations

Hazardous Waste Regulations 2005

The Hazardous Waste Regulations 2005 requires producers of hazardous waste to:

- Notify the EA of their premises
- Ensure safe management of hazardous wastes
- Provide cradle-to-grave documentation for the movement of hazardous waste
- To keep thorough records of it and provide EA with quarterly returns

Environmental Protection (Duty of Care) Regulations 1991

The Environmental Protection (Duty of Care) Regulations 1991 mainly applies to all directive waste, irrespective of whether other statutory classifications apply. Holders of waste classified under other regulations must ensure they comply with their duty of care in addition to any other requirements that be apply under, for example:

- The Hazardous Waste Regulations 2005
- Transfrontier Shipment of Waste Regulations 1994

Those persons to whom duty of care applies (holders of directive waste) must take all such measures as are reasonable in the circumstances to:

- Prevent any other person from committing offences under s.33 or in a manner likely to cause environmental pollution or harm to health;
- Prevent escape of waste, in other words to contain waste
- Ensure that if the waste is transferred, it goes only to an authorised person or to a person authorised for transport purposes;

When transferring waste, to make sure that a written description (transfer note) is also transferred to the new holder that gives a description of the waste sufficient for the new holder and each person receiving it thereafter to be able to comply with their duty to prevent the escape of waste.

The List of Waste Regulations 2005

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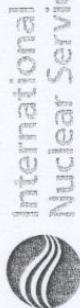
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The List of Waste Regulations implements the European Waste Catalogue (EWC). This has two elements, the first of which is a code that is used to identify and describe the waste. The second part is a classification as to whether the waste is hazardous or not.

*Coding*

The European Waste Catalogue lists waste under six digit codes with a description to be used to classify the waste. Under the Duty of Care, waste producers have a duty to classify and describe their waste correctly. The EWC contains 20 chapters that refer either to a process that produced the waste or specific waste types.

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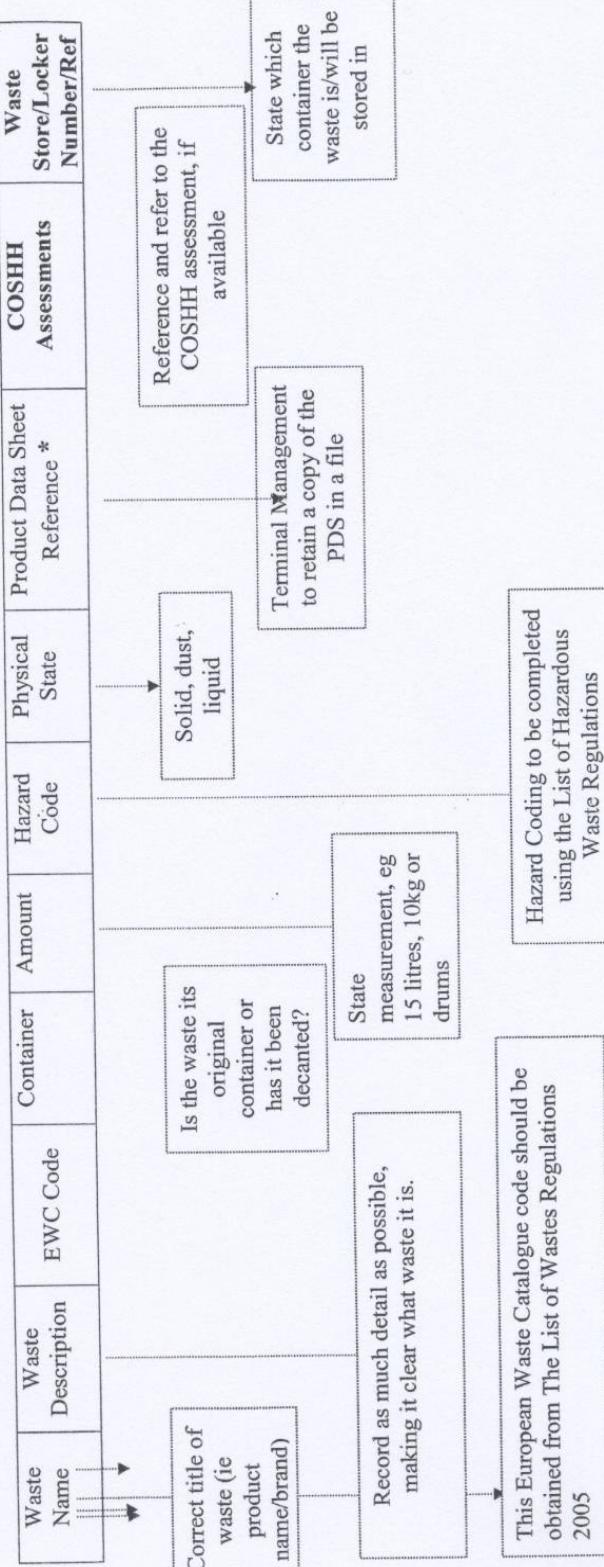
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#### 10 Help and Information for completing the forms



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