

Development of common security management, maritime safety
and ship pollution prevention for the Black Sea and Caspian Sea
(SASEPOL)

PORT WASTE MANAGEMENT MANUAL FOR ODESSA

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European Commission



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EuropeAid Co-operation office, European Commission, Centralised Operations for Europe,
the Mediterranean and Middle East, Brussels, Belgium

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Issue and revision record

Revision	Date	Originator	Checker	Approver	Description
00	09 Feb 11	Jens Peter Ohlenshlaeger	Emilia Postolache Andrei Penescu	Falko J Sellner	First Issue for Client's comment

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Abbreviations

BWTP	Ballast (oily) Water Treatment Plant
CMU	Cabinet of Ministers of Ukraine
IMO	International Maritime Organisation
OPA	Odessa Port Authority
MARPOL 73/78	International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating hereto
PWMM	Port Waste Management Manual
WNRf	Waste Notification Reporting Form
OPED	Odessa Port Environmental Department
OPFSD	Odessa Port Fleet Service Department
SEI	State Ecological Inspection of Environmental Protection of Black Sea's North-West Region.
SE"OSCP"	State Enterprise "Odessa Sea Commercial Port"
SF	Sanitary fee
WDR	Waste delivery report
WHS	Waste handling system

1. Introduction

1.1 Background

In order to comply with National legislation and International commitments the Odessa Port Authority has prepared a Port Waste Management Manual (PWMM), which describes in details all aspects of the waste handling system.

To meet the needs of ship owners, agents and operators this Manual addresses all ship generated waste, i.e. sewage garbage, oily bilge and ballast water.

In compliance with Ukrainian legislation "On Waste" and its bylaws, oily bilge, sewage and ballast water are not addressed. Handling of this type of waste is regulated by Water Code of Ukraine and its bylaws.

In case pollution with these substances exceeds the regulatory limits (except isolated ballast water) the waste shall be treated at approved treatment plants.

This manual is mandatory for all vessels and its crew calling at the Odessa port, ship agents, Odessa Port Authority, all organizations and service providers, which are involved in the port waste handling system, management and workflow.

Odessa Port Environmental Department (OPED) is the main coordinator of the Odessa port waste handling system and the carrying out enforcement functions for compliance with the requirements of the ship waste system.

As required, OPED prepares relevant changes and updates these in the PWMM and the Port Authority ensures their placement on the port web-site.

1.2 Methodology

The PWM Manual is organized in the following way:

- Section 1 Introduction. Abbreviations and definitions. Important notes.
- Section 2 Contact information of all Organizations involved the Port Waste Management and Handling System. Distribution list.
- Section 3 Overall description of the waste flow, payment system, documentation and data registration.
- Section 4 Waste types accepted at Odessa port.
- Section 5 Waste handling procedures. Mandatory waste notification. Methods and conditions for waste collection.
- Section 6 Description of the roles and responsibilities for the involved persons/organizations.
- Section 7 Description of the port fees and charges.
- Section 8 Standard Documents.

1.3 Definitions and Explanations

"Additional charge" means a special port fee, which shall finance cost of providing services for waste collected from ships category "A" in the following cases if the actually taken ship-generated waste volumes, exceed the volumes of waste covered by "sanitary fee" or if type of ship-generated waste are not included in the list of wastes covered by "sanitary fee"

"Bilge water" means the oily water accumulated mainly in the bilge well of ship's machinery space.

"**Cargo residues**" shall mean the remnants of any cargo material on board in cargo holds or tanks which remain after unloading procedures and cleaning operations are completed.

"**Collection of waste**" - activities associated with the receiving/disposal, accumulation and placement of waste in designated areas or object, including sorting of waste to recycling or final disposal.

"**Disposal (discharging) of waste from a ship**" - actions to transfer the ship-generated waste to the port reception facilities.

"**Fishing vessel**" - any ship equipped or used commercially for catching fish or other living resources of the sea;

"**Garbage**" - waste stored on board in garbage bins or plastic bags e.g. plastic, glass, paper, aluminium cans, ash, food waste, etc.

"**Hazardous waste**" - any harmful substance, which have such physical, chemical, biological or other dangerous properties, which create or may create a substantial risk to the environment and human health.

"**Liquid oily waste**" - any possessing fluidity mixture of oil residues with water and mechanical impurities, which were formed during the operation of the vessel. Such as: bilge water, waste lubricating oil, oil residues from the fuel purification, water from the slop tanks, etc.

"**Oily residues (sludge)**" - waste lubricating oil, oil residues and water from fuel/oil purification, oily water from the fuel/oil slop tanks, etc.

"**Oily solid sludge**" - the solid or semi solid part of oil residues sticks at the bottom of the sludge tanks of the vessel.

"**Penalty fee (fine)**" – payment applied for all categories of ships (including those paying Sanitary Fee) if the irregularities of PWMM are identified.

"**Port**" - a place or a geographical area made up of such improvement works and equipment as to permit, principally, the reception of ships, including fishing vessels and recreational craft.

"**Port reception facilities**" - any facility, which is fixed, floating or mobile and capable of receiving ship-generated waste or cargo residues that can accumulate in vessels during their operation,

"**Recycling of waste**" - using of waste as secondary material or energy resources.

"**Sanitary fee**" - a special port fee or part of, which shall finance the total cost of ship waste handling (collection, treatment and final disposal). The fee is paid regardless of waste delivery.

"**Sewage**" black and grey water:

- drainage and other wastes from any types of toilets, urinals, water closets, WC scuppers;
- drainage from medical premises (dispensary, sick bay, etc.) via wash basins, wash tubes and scuppers located in such premises;
- drainage from spaces containing living animals;
- drainage from bathrooms, laundries and galleys.
- other wastes when mixed with the drainages defined above.

"**Small vessels (ships)**" - any ship of the size under 200 GT, except tankers and vessels carrying chemicals.

“Solid oily waste” - any non-fluidity oily wastes, which were formed during the operation of the vessel or oil spills (oil sludge from the cleaning of fuel and oil tanks, oily rags, sand, sawdust, oil and fuel filters, etc.).

“Ship” - a seagoing vessel of any type whatsoever operating in the marine environment and shall include hydrofoil boats, air-cushion vehicles, submersibles and floating craft;

“Ship-generated waste” - all waste, including sewage, and residues other than cargo residues, which are generated during the service of a ship and fall under the scope of Annexes I, IV and V of MARPOL 73/78;

“Special fee” - a special port fee, which shall finance cost of providing services for waste collected from ships category "B", "C", "D", "E", "F".

“Special ship volume” - the size of the ship and used for the calculation of port charges. Calculated in cubic meters and is equal to the product of three variables (length of the vessel, breadth and molded depth of ship) indicated in ship's International Tonnage Certificate or equivalent document.

“Waste operator” - a company or organisation, which performs waste collection and other sanitary services in accordance with the existing agreements with the OPA.

“Waste Management” – actions aimed at waste minimisation, collection, transportation, storage, treatment, recycling and final disposal (e.g. incineration and landfill).

1.4 Important Notes

- In accordance with Odessa Port Authorities (OPA) requirements, the delivery (discharging, disposal) of ship-generated wastes is mandatory, if volume of waste exceeds 50% of storage capacity on board and if the next port of call is unknown or the volume of the ship's storage tanks are not sufficient for accumulation of the waste during to voyage to the next port of call.
The "WASTE NOTIFICATION REPORTING FORM" (WNRF) shall be filled by the ship or local ship's agent and submitted to the Odessa Port Authorities (OPA). For more detailed description please refer to Section 5.
- There are some limitations in the volume of waste accepted under the Sanitary Fee (Section 7).
- Disposal of waste from a ship is available seven days a week between 7 am and 7 pm.
This Manual concerns the territory and water area of the State enterprise "Odessa Commercial Sea Port"
- Under the Ukrainian legislation, for the calculation of port fees and charges, the ships are divided into the following categories:
 - A** – Cargo vessels or floating equipment that call the ports to perform loading operations;
 - B** – Passenger vessels, including high-speed hydrofoils and ferries that call the ports to perform passenger and cargo operations, ice-breakers that are not the property of Port and not under the rent of the Port;
 - C** – Lighters, tugs, push boats, barges (propelled or dumb), river propelled vessels, including vessels of «river-sea» type, also river propelled vessels that call other Ports for further transshipment of cargo and vice versa;
 - D** – Dump vessels (accept barges);

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E – Vessels that have to call the Port for supply or quarantine needs or vessels that are to be repaired at ship repair plants of Ukraine; service or military vessels, training vessels that perform voyages according to curricula of institution and have not less than 50 cadets on board, training vessels-simulators, scientific and research vessels or high-speed hydrofoils that are on regular service according to the schedule of coastal traffic (accept pleasure cruises);

F – Other types of vessels (vessels belonging to ship repair plant, salvages, submarines, technical, hydrographic and hospital vessels, vessels of local Port fleet, ice-breakers that belong to the Port or rented by the Port, sport vessels and private yachts, sailing crafts, ships that are under the test and fishing boats that call the Port but do not perform any loading operations).

2. Contact Information “Organizations Involved in Port Waste Management”

The following table shows the organisations and companies involved in the Port Waste Management, Handling systems and distribution list.

Company	Contact information	Working hours
Odessa Port Authorities Environmental Department (Coordinator of waste handling system)	E-mail: oos@port.odessa.ua Tel: 729-37-71 Fax: 729-37-76	Mn-Fr 08:30- 17:30
Odessa Port Authorities Financial (accounting) Department (Financial operations)	E-mail: tzto@port.odessa.ua Tel: 729-36-76 Fax: 729-30-83	Mn-Fr 08:30- 17:30
Odessa Port Authorities Odessa Port Fleet Service (waste operator- manager using the waste collecting vessels)	E-mail: ssp@port.odessa.ua Tel: 729-38-60 Fax: 729-47-00	24 h
Odessa Port Authorities Harbour Master Department (Performs control functions from the Harbour Master)	E-mail: igpn@port.odessa.ua Tel: 729-20-66 Fax: 729-44-22	24 h
Port State Control (Performs control functions from Port State)	E-mail: Tel: Fax:	
Joint-Stock Company with Foreign Investments “Sintez- Oil” (waste operator- manager of ballast and oily water treatment station)	E-mail: eklochko@sintez.com.ua Tel: 729-45-44 Fax: 738-02-96	24 h
“Green-Port” Co., Ltd. (waste operator- manager using the waste collecting trucks)	E-mail: vtregubov@greenport.com.ua Tel: 729-49-26 Fax: 729-31-34	24 h
State Ecological Inspection of Environmental Protection of Black Sea’s North-West Region. (Performs control functions from the Ministry of Environment)	E-mail: Tel: 729-41-54 Fax: 729-41-54	08:00 - 19:30
Odessa Port Authorities Port Traffic Controller (Coordinates ships moving and berthing)	E-mail: gdp@port.odessa.ua Tel: 729-44-95 Fax: 729-36-27	24 h
Odessa Port Authorities Shipyard “Ukraine” (Repair of ship and marine equipment)	E-mail: srz-ovn@port.odessa.ua Tel: 729-38-58 Fax: 723-03-73	08:30 - 17:30
	E-mail: Tel: Fax:	

SHIPPING AGENCIES

NAME	E-MAIL
Sovmortrans	smt@sovmortrans.odessa.ua
Formag	formag@formag.com
Odemara	agent@odemara.com
Liberty Shipping Services	agent@lss.odessa.ua
KLYF	klyf@klyf.com.ua
Interbroker	http://www.interbroker.com.ua/
Trais-shipping	welcome@trais-shipping.com.ua
Stream	ukragency@stream-group.com
Londonsky	londonsky@mail.com
Inflot	agency@inflot.odessa.ua

3. Description Waste Flow, Payment System, Documentation and Data Registration

3.1 Waste Flow

All ships:

All oily wastes from machinery space except ballast and wash water (volume more than 200 m³) are collected by the waste collection barge owned by the Odessa Port Fleet Service Department (OPFSD).

The barge will go along side and the ships will pump the oily waste from the ship to the barge using their own pumps.

Sewage is collected by the barge owned by the OPFSD and delivered to the city sewage treatment plant. The pumping of sewage to the barge shall be carried out using the ships pumps.

Garbage is collected individually by the "Green Port" Ltd. at the berth where the ship is mooring.

The garbage of each category stated under Section 4 must be segregated into plastic bags.

"Green Port" Ltd. shall provide all the necessary containers to secure safe waste handling according to the legislation that is currently in force.

The garbage bags shall be taken directly from the ship by the waste operator and must NOT be placed on the berth for later collection.

Tankers:

Ballast and cleaning water (volume more than 200 m³) from tankers shall be delivered directly to the Ballast Water Treatment Plant operated by the Sintez Oil Co. Ltd. The water is pumped directly to the oily water storage tanks using ships pumps.

Ships going to the Shipyard "Ukraine":

Oily liquid waste and sewage from ships going to the shipyard must be collected according to the existing system by the barge (OPFSD) before going to the dry dock.

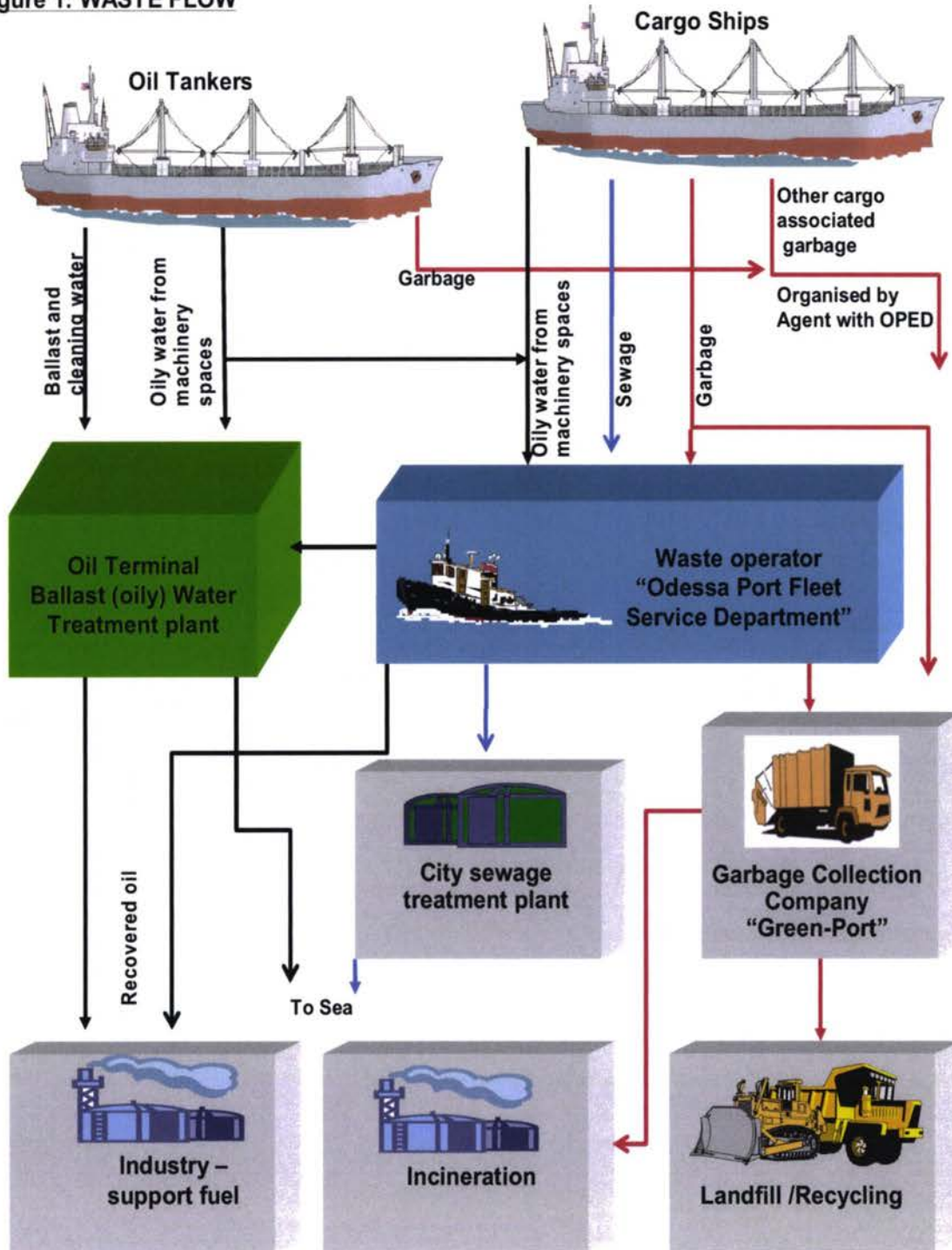
Garbage is collected by representatives of Shipyard and placed in special containers. Garbage has to be segregated according to Section 4.

Solid oily sludge and other wastes from the repaired ship must be placed in special plastic bags/containers and handled (transported) to waste operator for further treatment/disposal.

Ships at anchorage:

Waste collection services are provided to ships at anchorage place by barge (OPFSD).

Figure 1: WASTE FLOW



3.2 Payment System

The ships discharging waste shall pay through their agents to the Accounting/Finance Department in the following way:

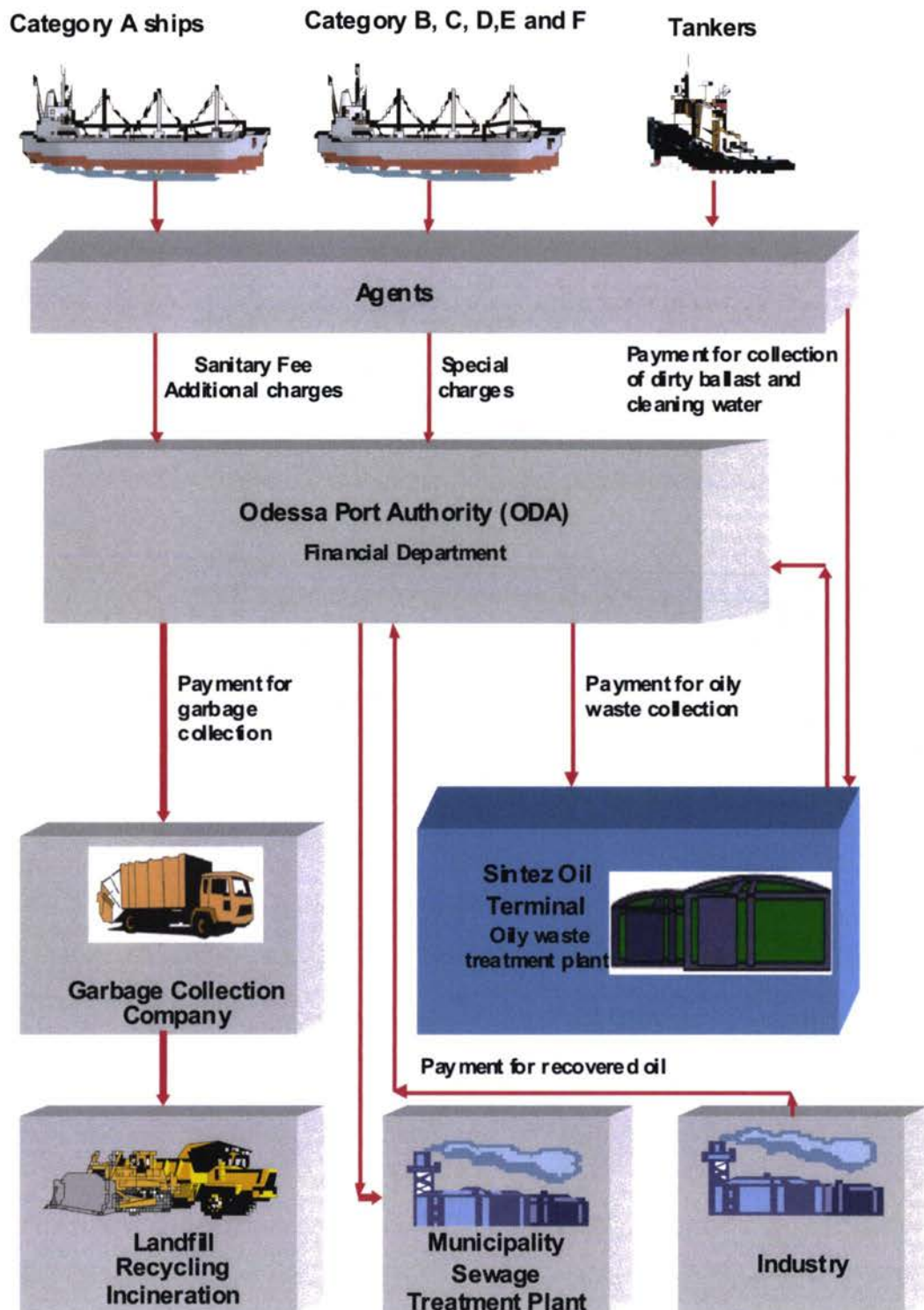
- **The ships of the category A** shall pay the sanitary fee regardless of waste discharge, and can discharge the volume and types of waste that are listed in the tables in Section 7.1. Payment of the sanitary fee shall take place before the ship leaves the Port. In case the ships of the category A need to discharge extra volume of wastes, or other waste types than accepted, Additional Charges will apply as stated in Section 7.2
- **The ships of the category B, C, D, E and F** shall pay Special Charges in accordance with existing port tariffs based on the waste volume actually discharged as stated in Section 7.3

Furthermore, if any irregularities are identified during the waste discharge, the ships of all the categories shall to pay a penalty as stated in Section 7.4

Odessa Port shall reimburse the waste operators according to Agreements (Contracts), "Waste Delivery Reports" and "Monthly Reports".

The contracted waste operator shall pay to any subcontractors of theirs.

Figure 2: FINANCIAL FLOW



3.3 Documentation and Data Registration

All vessel (except yacht, fishing vessels and ships belonging to OPFSD) entering the port of Odessa, shall act through their local agent, and inform the Port Authority of all types and volume of wastes, which are planned for delivery in the port of Odessa.

This shall be done in the Waste Notification Reporting Form (WNRF). This Form has to be submitted to the Port Authority (Odessa Port Environmental Department (OPED), Tel/Fax: (048) 729-36-76, 729-60-23, e-mail: oos@port.odessa.ua) not later than 24 hours before ship's arrival.

This is mandatory.

If this deadline is not possible, then the information must be provided immediately after the departure of the vessel from the previous port, and ship's agent should appropriately speed up the process and transmit information without delay.

The captain of the ship and the ship's agent are responsible for the accuracy of the information provided in the WNRF.

The WNRF can be copied from the port web-site: www.port.odessa.ua. It is also available in printed form at OPED.

If the vessel requires additional waste discharge due to a prolonged stay in the Odessa port, or for any other reasons, a new WNRF must be submitted again.

The OPED on behalf of Port Authority shall receive the WNRF submitted by the ship or agent, analyze it and inform the waste operators.

The waste operator agrees with the ship master or the agent the time and place for discharge of the waste. After the work has been done, the waste operator and ship master jointly complete "Waste Delivery Report", describing the waste types and volume discharged.

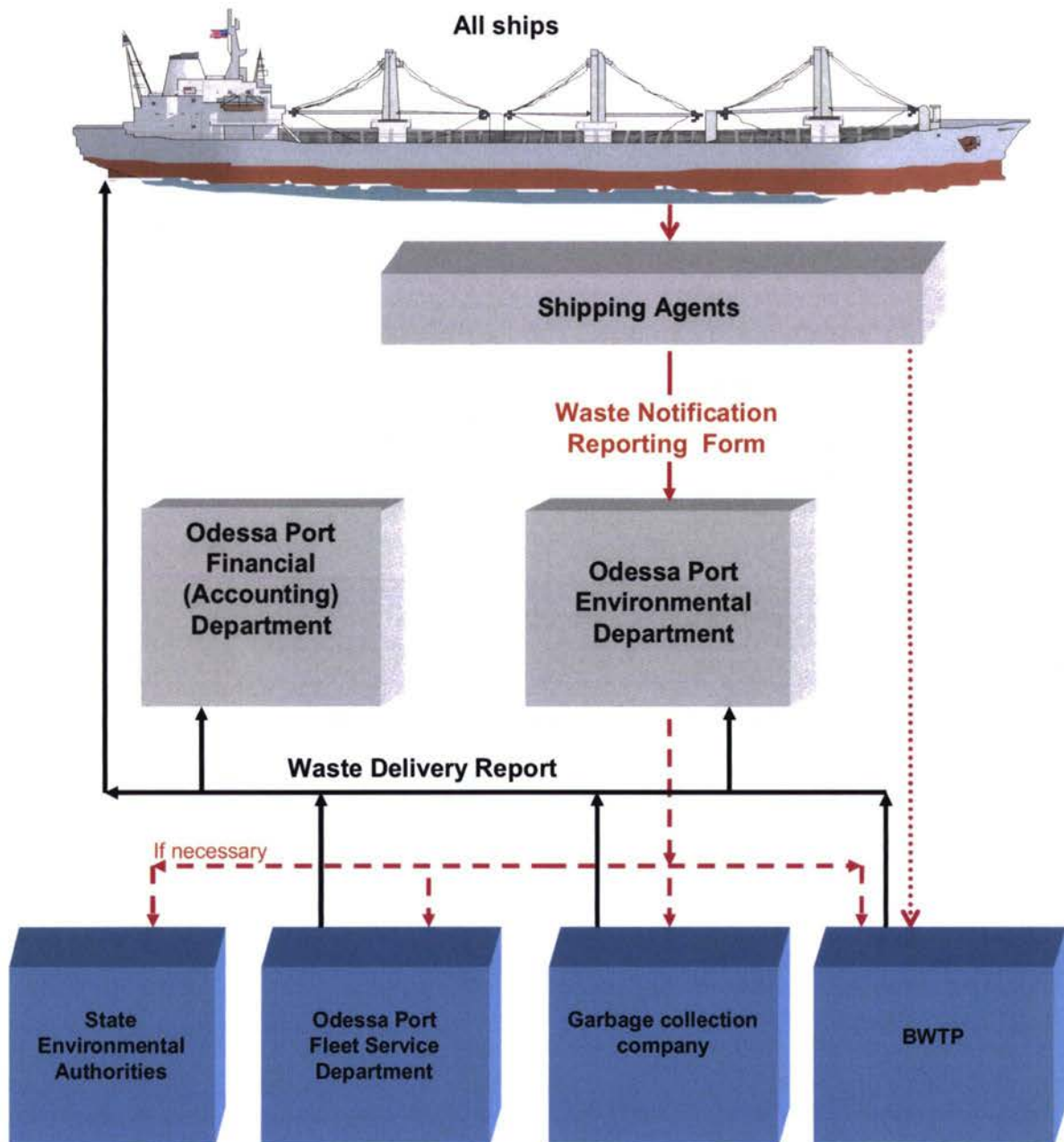
Four Copies of "Waste Delivery Report" are to be completed, and each one has to be signed and stamped by the waste operator and ship master.

Herewith:

- One copy of the "Waste Delivery Report" - remains on board for its registration in the ship's log-books or other documentation and presentation to inspections.
- One copy of the "Waste Delivery Report" to OPED for controlling functions.
- One copy of the "Waste Delivery Report" to the waste operator.
- One copy of the "Waste Delivery Report" to the Odessa Port Financial Department as a basis for payment of waste operator services.

The waste operator is requested to prepare a "Monthly report on actually collected ship waste" and submit it to OPED (before 5 day at the beginning of each month).

Figure 3: ADMINISTRATIVE FLOW



4. Waste Types Accepted at Odessa Port

Waste type	Accepted by the port	The costs of waste collection covered by	
		For ship of category "A"	For ship of category "B", "C", "D", "E", "F"
LIQUID OILY WASTE FROM SHIP MACHINERY SPACE			
Bilge Water	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
Oil residues (sludge)	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
SEWAGE	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
GARBAGE			
Plastic	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
Floating dunnage, lining or packing materials	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
Paper products, rags, glass, metal, bottles, crockery, and ets.	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
Incinerator ash	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
Food waste	Yes	Sanitary fee, Additional charge for each m3 over the limits (described in section 7)	Special charge for each m3
OILY CARGO RESIFEES			
Dirty ballast	Yes	Additional charge for each m3	Special charge for each m3
Cleaning water	Yes	Additional charge for each m3	Special charge for each m3
OTHER CARGO-ASSOCIATED WASTE			
After special agreement			
HAZARDOUS WASTE			
Solid oily waste	Yes	Additional charge for each kg	Special charge for each kg
Medical waste	Yes	Additional charge for each kg	Special charge for each kg
Batteries	Yes	Additional charge for each kg	Special charge for each kg
Fluorescent lamps	Yes	Additional charge for each pcs.	Special charge for each pcs.

* Waste volume accepted under the Sanitary Fee. If more waste shall be discharge it will be invoiced at the rates of "Additional Charges" (see section 7).

** Other Cargo Associated Wastes and Hazardous Waste, which do not fall under MARPOL 73/78 definitions may be refused to be collected by Odessa Port. In any case the Agent must contact the Odessa Port Authorities (OPED), which will address the request with The State Environmental Authority and have any solution approved before acceptance of the waste.

*** The ships must comply with the Odessa Port Waste Management Manual requirements. If not, the fines are applied according to Section 7.4.

5. Formal Procedures

5.1 Mandatory Waste Notification.

The shipmaster shall, through his agent, notify the Odessa Port Environmental Department (OPED) about all types and volume of waste to be delivered in Odessa port 24 hours prior the ship calls the port.

If this deadline is not possible, then the information must be provided immediately after the departure of the vessel from the previous port, and ship's agent should appropriately speed up the process and transmit information without delay.

It should be done by filling out the Waste Notification Reporting Form (WNRF).

The WNRF is shown in the Section 8 (Annex 1) and can be copied from the port web-site www.port.odessa.ua. It is also available in printed form at OPED.

The WNRF is mandatory for all the types of ships calling Odessa port, except yachts, sport vessels, fishery boats and service vessels of OPFSD:

The notification form shall include the following information:

1. Name of the ship, IMO Number, Flag state, Port of Registry, Call sign;
2. Deadweight (DWT), Length (L), breadth (S) and molded depth (H) of ship;
3. Ship's owner and ship's agent mailing address, fax number, phone number;
4. Estimated time of arrival / departure;
5. Previous and next port of call;
6. Last port and date of waste disposal;
7. Convenient time for waste discharge in Odessa Port;
8. For each of the waste categories on board to inform about:
 - a. Volume of waste retained onboard from previous port of call
 - b. Waste storage capacity
 - c. Volume of waste to be discharged at Odessa Port
 - d. Volume of waste to be retained on board for next port of call

The WNRF must be forwarded to OPED (Tel/Fax: (048) 729-36-76, 729-60-23, e-mail: ooos@port.odessa.ua) 24 hours before the ship's intended use of the port reception facilities.

The OPED will analyze the received information and inform the waste operator.

The ship master and the ship's agent are responsible for the accuracy of the information provided in the WNRF.

The completed WNRF has to be kept on board the ship until the ship leaves the special economic zone of Ukraine and shall at any time be available any inspections.

5.2 Methods and Conditions for Waste Collection

The Operating hours for collection services for all waste categories are available from 7 am to 7 pm, 7 days a week.

Waste type	Method of reception	Terms of reception	Method of treatment
LIQUID OILY WASTE FROM SHIP MACHINERY SPACE			
Oil residues (sludge)	To barge	Discharge by ships pump with rate not less 15m ³ /h, through standard flange connection to barge	Settling in the barge, pumping to BWTP, cleaning to max. 0.1 ppm oil in water phase and discharging of water to sea, Recovery and utilization of oily products
Bilge Water	To barge		
SEWAGE	To barge		Pumping to Municipality Sewage collector, treatment and discharging of water to sea
GARBAGE			
Plastic	To truck or barge	Accepted in strong plastic bags	Treatment, utilization
Floating dunnage, lining or packing materials	To truck or barge		Separation and utilization
Paper products, rags, glass, metal, bottles, crockery, ets.	To truck or barge		Recycling, treatment, utilization
Incinerator ash	To truck or barge		Landfill
Food waste	To truck or barge		Incineration
OILY CARGO RESIFEES			
Dirty ballast	Directly to BWTP or to barge	Volume less than 200m ³ shall be discharged to barge. Above 200 m ³ it shall be discharged directly to BWTP. Discharging by ships pump	Settling in the barge, pumping to BWTP, cleaning to max. 0.1 ppm oil in water phase and discharge of water to sea, Recovery and utilization of oily products
Cleaning water	Directly to BWTP or to barge		
OTHER CARGO-ASSOCIATED WASTE	Determine during agreement	Determine during special agreement	Determine during special agreement
HAZARDOUS WASTE			
Solid oily waste	To truck or barge	Accepted in strong plastic bags	Treatment, incineration
Medical waste	To truck or barge	Accepted in strong plastic bags	Incineration
Batteries	To truck or barge	No leakage	Utilization
Fluorescent Lamps	To truck or barge	Not damaged and packed with insulating material between lamps	Utilization

Collection of other types of waste (cargo associated or hazardous) - is carried out only upon special agreement of the OPED and State Environmental Authorities. For hazardous waste discharge, the ship master shall notify it in the WNRF and indicate the chemical names, formulas, and hazard class.

6. Tasks and Responsibilities

6.1 Tasks and Responsibilities of Ship Master

Ship Master shall:

- Follow all the international and national regulations on environmental safety and inform Port Authorities about any problems or cases of non compliance;
- Forward Waste Notification Reporting Form to OPED (Tel/Fax: (048) 729-36-76, 729-60-23, e-mail: oos@port.odessa.ua) 24 hours before arrival and keep completed WNRF on board the ship until the ship leaves the economic zone of Ukraine;
- Discharge ship's waste in compliance with port and environmental regulations. Discharge is mandatory if the ship collection tanks have less than 50% of its capacity remaining.
- Plan waste discharge between 7.00 a.m. to 7.00 p.m., without causing delay for the waste operator;
- Agree with the waste operator the actual volume of collected waste for each type of waste.
- Sign and stamp the "Waste Delivery Report".
- Fill in waste data in the Oil Record Book and Garbage Record Book respectively; keep "Waste Delivery Report" on board a ship minimum 2 years;
- If additional volume of waste has to be discharged from the ship (fee to a prolonged stay in the Odessa port, or for any other reasons) the ship master must fill in, sign and submit new WNRF to the OPED.
- Cooperate with any inspection/supervision department (provide access to ship documentation etc.)

Ship Master is responsible for information provided timely and accurately in WNRF and "Waste Delivery Report" as well as for compliance with the international and national regulations on environmental safety during ship stays in the Port.

6.2 Tasks of the Agents

The Agent is the focal point for the ship's relation and communication with the waste management system in the port. The Agent is obliged to inform the ship master about the port regulations on environmental safety and assist him to comply with the requirements of these regulations.

The Agent shall:

- Help the ship master to fill in the Waste Notification Reporting Form and send it to OPED, not less than 24 hours before arrival or latest immediately after departure from previous port of call;
- The agent must indicate the preferred time for discharge of the ship-generated waste;
- Receive and pay invoices to the Odessa Port Financial Department.

The Agent is responsible for information provided timely and accurately in WNRF and WDR

6.3 Tasks and Responsibilities of the Odessa Port Departments

Odessa Port Environmental Department shall:

- Receive WNRF from the ship master or agent, analyze the data and inform waste operators about the kind of service required for each particular ship;
- Organise all waste collections together with the waste operator to secure that the ship can comply with national as well as international regulations.
- Prepare and put into force all contracts with waste operators
- Coordinate the activities of all the relevant departments in Odessa port, analyze their functions and, if necessary, propose amendments to the Port Waste Manual.

Financial Department shall:

- Determine the sanitary fee and any additional or special charges for each ship according with the requirements stipulated in Section 7.
- Include all the expenses of the Port related to waste management into the final invoice and produce it to the ship agent;
- Reimburse the waste operators for provided services.

6.4 Tasks of the Waste Operators

After having received the information from OPED, the Waste Operator shall clarify the date and venue for waste collection and collect the waste according to the standard set by OPED.

- Fleet Service provides collection by barge of the following types of waste: oil residues and sludge from machinery space, bilge water, wash water (volume not more than 200 m3) and garbage from ships within the port and at anchorage.
- Sintez Oil Company provides collection of ballast and cleaning water (volume more than 200 m3) from the ships berthing at Oil Terminal.
- Green Port Ltd. provides collection of garbage segregated according to Section 4 and handle the waste in compliance with technological and other regulations
- Shipyard "Ukraine" provides separate garbage collection from ships under repair, berthing at the shipyard. Further handling of the garbage takes place according to national environmental regulations.

The Waste Operators shall collect all kinds of waste stated under Section 4, in compliance with the requirements of environmental regulations, without any unjustified delay of ship departure. They also have to inform the Port Authorities about any problems and situations of non compliance.

The waste operators shall register all the types and volume of waste collected. They have to fill in 4 copies of "Waste Delivery Report," which shall be signed and stamped by the ship master and waste operator. Any irregularities are to be described in this Waste Delivery Report.

- One copy of the "Waste Delivery Report" - remains on the vessel for presentation to inspections and for registration in the log-books and other on ship documentation.
- - One copy of the "Waste Delivery Report" is forwarded to OPED for controlling functions within 12 hours.
- One copy of the "Waste Delivery Report" is kept by the waste operator.
- One copy of the "Waste Delivery Report" is sent to the port Financial Department as a basis for payment of waste operator services.

Furthermore the waste operators shall:

- Register all the waste data in their log books
- Keep completed, signed and stamped "Waste Delivery Report" for minimum 2 years
- Prepare "Monthly Report" on waste collected from each ship and submit them to OPED before 5th of each month. (See Section 8)

Waste taken from the ship becomes the property of the waste operator immediately after having received it and after "Waste Delivery Report" has been signed by the ship master.

The waste operators are fully responsible for waste management in compliance with legislation and regulation currently in force. If the services for waste collection are not provided according to these regulations the Port has the right to terminate the contract or impose a fine.

6.5 Tasks and Responsibilities of Inspection Authorities

“Port State Control Inspectorate”, “Harbour Masters Department and “State Environmental Inspectorate on Environmental Protection in North-Western Region of the Black Sea” shall:

- Register arrival and departure of the ship
- Inspect ship documents and the ship environmental protection equipment
- Control if the ship follows the requirements of the Port Waste Management Manual and take all the necessary steps of corrective actions
- Assess the capacity of collection tanks on board the ship to ensure sufficient capacity to next port of call (more than 50 %). In case this capacity is not available the Inspection Authority are requested to ensure waste discharge to the port according to existing procedures
- Inform ship-owners and next port of call about any problems identified on board the ship and waste volume left on board after the ship has left the port

Provide recommendations to the port regarding collection of other types of waste (hazardous waste) preferably within 24 hours or as soon as possible.

7. Fees and Charges

7.1 Sanitary Fee

In accordance with the national legislation "Sanitary Fee" shall be paid by all the ships of the category A calling Odessa port regardless of waste delivery.

Ships of category B, C, D, E and F shall not pay sanitary fees.

All the charges related to reception of any type of waste are reimbursed by the ship owner to the port.

The Sanitary Fee is calculated according to the "Special ship volume" (M3) (length, breadth and molded depth of ship) indicated in ship's International Tonnage Certificate or equivalent document.

Category A ships shall pay the fees per 1 M3 of the special ship volume according to the tariffs below

Port	Foreign ships		Ukrainian ships	
	Berthing up to 10 days	Berthing more than 10 days	Berthing up to 10 days	Berthing more than 10 days
	USD/M3*	USD/M3	USD/M3	USD/M3
Odessa	0.022	0.036	0.0022	0.0036

*M3 – Special ship volume

The Sanitary Fee covers one collection of oily waste from machinery spaces, sewage, and garbage.

Each ship of the category A can discharge the following types and volumes of waste:

Waste type	Maximal volume of ship waste, which can be accepted during one collection per ship call under the Sanitary Fee.		
	For ship up to 8000 M3 *	For ship 8000 – 18000 M3	For ship over 18000 M3
Bilge water	4 m3 **	8 m3	12 m3
Oil residues (sludge)	2 m3	4 m3	6 m3
Sewage	3 m3	6 m3	9 m3
Garbage	1 m3	2 m3	3 m3

*M3 – Special ship volume; **m3 – Waste volume;

Tariffs for ship waste collection in case the waste volume exceeds or the ship needs to discharge other types of waste are stated under the Section 7.2. "Additional Charges".

Ships that are equipped with treatment facilities on board and have "International Oil Pollution Prevention Certificate", "International Sewage Pollution Prevention Certificate" and "International Garbage Pollution Prevention Certificate", can get a discount 50 % of the Sanitary Fee.

To get 50% discount of the Sanitary Fee the following documents shall be submitted to OPED:

- A copy of valid "International Oil Pollution Prevention Certificate" with Supplement.
- A copy of valid "International Sewage Pollution Prevention Certificate"
- A copy of valid "International Garbage Pollution Prevention Certificate"
- Copies of relevant documents confirming the following equipment is available and functioning on board: bilge water separator, incinerator and equipment for sewage water treatment. The equipment test results prepared by licensed laboratory and confirming the capability of the equipment should also be submitted.

As soon as the above mentioned documents have been submitted, OPED will prepare the necessary documentation to the Financial Department to ensure the 50 % discount. This discount will be valid during a specified period of time, maximum 1 year.

7.2 Additional Charge

"Additional Charges" apply for ships to cover expenses for waste collection if:

7.2.1 Ships of category A, who wishes to discharge more waste that specified under the Sanitary Fee. (See Table under the Section 7.1.)

Waste type	Additional charge
Bilge water	77 USD/m ³
Oil residues (sludge)	105 USD/m ³
Sewage	77 USD/m ³
Garbage	60 USD/m ³

7.2.2 Ships of category A, who wishes to discharge waste that is not specified under the Sanitary Fee. (Not included in Table under the Section 7.1.)

Waste type	Additional charge
Dirty ballast	70 USD/m ³
Cleaning water	70 USD/m ³
Other cargo associated waste	After special agreement
Solid oily wastes	1 USD/kg
Batteries	0,6 USD/kg
Fluorescent lamps	0.7 USD/pc
Medical waste	0,7 USD/kg
Other hazardous waste	After special agreement

7.3 Special Charge

“Special charges” apply for ships of category B, C, D, E and F for actually discharged waste.

Waste type	Special charge
LIQUID OILY WASTE FROM SHIP MACHINERY SPACE	
Bilge Water	77 (USD/m3)
Oil residues (sludge)	105 (USD/m3)
SEWAGE	
Sewage water	77 (USD/m3)
GARBAGE	
Plastic	60 (USD/m3)
Floating dunnage, lining or packing materials	60 (USD/m3)
Paper products, rags, glass, metal, bottles, crockery, etc.	60 (USD/m3)
Incinerator ash	60 (USD/m3)
Food waste	60 (USD/m3)
Oily cargo waste	
Dirty ballast	70 (USD/m3)
Cleaning water	70 (USD/m3)
OTHER CARGO-ASSOCIATED WASTE	
Other cargo-associated waste	After special agreement
HAZARDOUS WASTE	
Solid oily waste	0.7 (USD/kg)
Medical waste	0.7 (USD/kg)
Batteries	0.6 (USD/kg)
Fluorescent lamps	0.7 (USD/pc)
Other	After special agreement

7.4 Fines

Fines are applied for all categories of ships (including those paying Sanitary Fee) if the following irregularities are identified:

Irregularity	Fines (Penalty Charges)
Improper filling or late submission of WNRF (less than 24 hours before the arrival, or immediately after the departure from the previous port of call)	300 USD/event
Delivery of waste outside the normal working hours (all days between 7 am and 7 pm)	150 USD/event
Lack of segregation of Waste	100 USD/event
Delay of waste operator more than 1 hour -the ship is not ready to discharge waste, unacceptable pumping capacity (less than 15 m ³ /h)	150 USD/event
No standard flange connection	150 USD/event

7.5 Transportation Costs

If the waste is collected from ships at anchorage, the ship will be invoices the extra transportation costs.

For anchorage place no.355 - 250 USD.

For anchorage place no.354 - 500 USD.

8. Standard Documents

In the present section, the standard documents are given for registration and documentation of data under the waste management system of Odessa Sea Port.

The following standard forms and documents are included:

Type of Documents
Annex 1. Waste Notification Reporting Form
Annex 2. Waste Delivery Report
Annex 3. Waste Operator Monthly Report
Annex 4. Requirements for Standard Discharge Connections

9. Annex 1. Waste Notification Reporting Form

ODESSA PORT AUTHORITY / Администрация Одесского порта
WASTE NOTIFICATION REPORTING FORM
Форма извещения об отходах

Name, Call sign, IMO number, Flag and Port of registry of the ship. Название судна, позывные, номер ММО, флаг и порт приписки.	
Deadweight (DWT), Length (L), breadth (S) and molded depth (H) of ship / Параметры судна: Дедвейт (DWT), длина (L), ширина (S), высота борта (H)	DWT= ; L= m; S= m; H= m;
Ship's agent mail address, fax number, phone number. Электронный адрес, номер телефона и факса судового агента.	
Ship's owner mail address, fax number, phone number. Электронный адрес, номер телефона и факса судовладельца.	
Estimated time of arrival (ETA) / departure (ETD) Предполагаемое время прибытия / убытия	
Previous and next port of call / Предыдущий и следующий порт захода	
Last port of call and date of waste disposal / Последний порт и дата, где сдавались отходы	
Convenient date and time for waste disposal Удобное дата и время для сдачи отходов	

Complete all columns / Заполнить все колонки

Waste type Вид отхода	Quantity of waste discharged at last port of call Количество отходов, которые были сданы в последнем порту захода	Waste storage capacity Объем емкости отходов	Quantity of waste to be discharged at Odessa Port Количество отходов, которые будут сданы в Одесском порту	Quantity of waste retained on board Количество отходов оставляемых на судне
Liquid oily waste from ship machinery space / Жидкие нефтесодержащие отходы машинного отделения судна				
Bilge Water / Льяльные воды	(m3)	(m3)	(m3)	(m3)
*Oil residues (sludge) / Нефтеостатки	(m3)	(m3)	(m3)	(m3)
Sewage / Сточные Воды				
Sewage / Сточные Воды	(m3)	(m3)	(m3)	(m3)
Garbage / Мусор				
Plastic / Пластмасса	(m3)	(m3)	(m3)	(m3)
Floating dunnage, lining or packing materials / Обладающие плавучестью сепарационные, обшивочные и упаковочные материалы.	(m3)	(m3)	(m3)	(m3)
Paper products, rags, glass, metal, bottles, crockery, etc. / Изделия из бумаги, ветошь, стекло, металл, бутылки, черепки и т.п.	(m3)	(m3)	(m3)	(m3)
Incinerator ash / Зола от инсинератора	(m3)	(m3)	(m3)	(m3)
Food waste / Пищевые отходы	(m3)	(m3)	(m3)	(m3)
Others (specify) / Другие (указать)	(m3)	(m3)	(m3)	(m3)
Oily Cargo Residues / Нефтесодержащие Остатки Груза				
Dirty ballast / Грязный балласт	(m3)	(m3)	(m3)	(m3)
Cleaning water / Промывочные воды	(m3)	(m3)	(m3)	(m3)

Other Cargo-Associated Waste (Specify) / Другие Отходы, Связанные С Грузом (Указать)				
Hazardous Waste / Опасные Отходы				
** Solid oily waste Твердые нефтесодержащие отходы	kg		kg	kg
Batteries / Ааккумуляторные батареи	kg		kg	kg
Fluorescent lamps Люминесцентные лампы	шт		шт	шт
Medical waste / Медицинские отходы	kg		kg	kg
Others (specify) / Другие (указать)				

**Oil residues (sludge) - waste lubricating oil, oil residues and water from fuel/oil purification, oily water from the fuel/oil slop tanks, etc. / Нефтеостатки - отработанные смазочные масла, нефтеостатки от сепарации топлива и масла, вода из отстойных топливных и масляных танков и т.п.)*

*** Solid oily waste - any non-fluidity oily waste, which were formed during the operation of the vessel or oil spills (oil sludge from the cleaning of fuel and oil tanks, oily rags, sand, sawdust, oil and fuel filters, etc.). / Твердые нефтесодержащие отходы - любые твердые нефтесодержащие материалы и предметы, которые образовались в процессе эксплуатации судна или операций по ликвидации от загрязнений нефтепродуктами (нефтьшлам, пропитанные нефтепродуктами ветошь, песок, опилки, отработанные масляные и топливные фильтра и т.п.).*

Port Authority could use the information at its discretion for organize the collection of ship-generated waste in the port, Port State Control and other inspection purposes. / Администрация порта вправе использовать полученную информацию по своему усмотрению для организации обращения с судовыми отходами в порту, осуществления государственного контроля над флагом и в других инспекционных целях

The "Waste Notification Reporting Form" is mandatory for all vessels calling at the port of Odessa, except for sports and pleasure yachts, fishing vessels and auxiliary vessels of the Odessa Port Fleet Services Department. Заполнение «Формы извещения об отходах» является обязательным для всех судов, заходящих в Одесский порт, кроме спортивных и прогулочных яхт, рыболовных судов и вспомогательных судов Службы флота Одесского порта.

This form should be sent by e-mail or fax to Odessa Port Environmental Department (copies to waste operators) not less than 24 hours before the ship arrives at port of Odessa or as soon as possible after departure from the previous port. / Эта форма должна быть направлена по электронной почте или по факсу В Отдел охраны окружающей среды Одесского порта не менее чем за 24 часа до прихода судна в Одесский порт или сразу же после отхода судна из предыдущего порта.

For further information please address: www.port.odessa.ua.
За дополнительной информацией обращайтесь на веб-сайт порта: www.port.odessa.ua

Notes (Remarks) / Примечания:

Development of common security management, maritime safety
and ship pollution prevention for the Black Sea and Caspian Sea
(SASEPOL)



I confirm that the above details are accurate and 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.

Я подтверждаю, что вышеуказанные данные являются верными и точными, а также, что объем судовых емкостей для отходов является достаточным для хранения всех видов отходов, накопленных в период между извещением и следующим портом, в который они будут доставлены.

Date:
Дата

Time:
Время:

Signature:
Подпись

Post:
Должность:

Stamp
Печать

10. Annex 2. Waste Delivery Report

Ship waste delivery report / Акт приема-передачи судовых отходов № _____

_____ , located at Odessa Port, berth № _____
Date / Дата _____ Ships name / Название судна _____ Flag / Флаг _____ находящегося у причала ГП «ОМТП»

discharged to the port reception facilities the following ships wastes:
сдало на портовые приемные сооружения, следующие судовые отходы:

Waste type / Вид отходов	Quantity of waste Количество отходов
Liquid oily waste from ship machinery space / Жидкие нефтесодержащие отходы машинного отделения судна	
Bilge Water / Льяльные воды	(m3)
Oil residues (sludge) / Нефтеостатки	(m3)
Sewage / Сточные воды	
Sewage / Сточные воды	(m3)
Garbage / Мусор	
Plastic / Пластмасса	(m3)
Floating dunnage, lining or packing materials. Обладающие плавучестью сепарационные, обшивочные и упаковочные материалы.	(m3)
Paper products, rags, glass, metal, bottles, crockery, etc. Изделия из бумаги, ветошь, стекло, металл, бутылки, черепки и т.п.	(m3)
Incinerator ash / Зола от инсинератора	(m3)
Food waste / Пищевые отходы	(m3)
Others (specify) / Другие (указать)	(m3)
Oily cargo residues / Нефтесодержащие остатки груза	
Dirty ballast / Грязный балласт	(m3)
Cleaning water / Промывочные воды	(m3)
Other cargo-associated waste (specify) / Другие отходы, связанные с грузом (указать)	
Hazardous waste / Опасные отходы	
Solid oily waste / Твердые нефтесодержащие отходы	(kg)
Batteries / Аккумуляторные батареи	(kg)
Fluorescent lamps / Люминисцентные лампы	(pc)
Medical waste / Медицинские отходы	(kg)
Others (specify) / Другие (указать)	

**During the collecting operation the following irregularities were identified:
При проведении работ выявлены следующие нарушения:**

Irregularity / Нарушение	Yes / да	No / нет
Delivery of waste outside the normal working hours (07:00-19:00) Передача судовых отходов осуществляется вне установленного рабочего времени (07:00-19:00)		
Lack of segregation of waste / Отходы, принимаемые с судна, не разделены по видам		
Delay of waste operator more than 1 hour (Ship not ready to discharge waste or unacceptable pumping capacity less than 15 m ³ /h) / Задержка работы оператора отходов более 1 часа (судно не готово к сдаче отходов в указанное время, производительность судовых выдающих насосов менее 15 м ³ /ч)		
No standard flange connection on board / На судне отсутствуют стандартные фланцевые соединения для выдачи жидких нефтесодержащих отходов и сточных вод на приемные сооружения		

I confirm that the above details are accurate and correct, and there is sufficient dedicated onboard capacity to store all waste generated between waste collection at Odessa port and next port at which waste will be delivered.

Я подтверждаю, что вышеуказанные данные являются верными и точными, а также, что объем судовых емкостей для отходов является достаточным для хранения всех видов отходов, накопленных в период между сдачей отходов в Одесском порту и следующим портом, в который они будут доставлены.

Ship Master _____ signature / подпись stamp / печать
Капитан судна

Waste operator _____ signature / подпись stamp / печать
Оператор отходов

11. Annex 3. Waste Operator Monthly Report (in Russian)

«Ежемесячный отчет о фактически собранных судовых отходах»

Дата	Название судна	Пластмасса, м3	Плавающие сепарационные, обшивочные и упаковочные материалы, м3	Бумага, ветошь, стекло, металл, бутылки, черепки и т.п., м3	Зола от инсинератора, м3	Пищевые отходы, м3	Итого п.3--п.7, м3	Твердые нефтесодержащие отходы, кг	Медицинские отходы, кг	Аккумуляторные батареи, кг	Люминисцентные лампы, шт.	Отходы, связанные с грузом, м3	Льяльные воды, м3	Нефтешлам, м3	Сточные воды, м3	Грязный балласт, м3	Промывочные воды, м3
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Всего																	

Дата заполнения: _____

Исполнитель: _____
(Ф.И.О.)

Контактный тел. _____

Руководитель организации, предоставляющей услуги по сбору судовых отходов в Одесском порту _____
(Ф.И.О.)

_____ Подпись

_____ Печать

12. Annex 4. Requirements for Standard Discharge Connections

To enable pipes of reception facilities to be connected with the ship's discharge pipeline, both lines shall be fitted with a standard discharge connection in accordance with the following table:

Description	Dimension	
	<i>Oily waste (Annex I)</i>	<i>Sewage (Annex IV)</i>
Outside diameter	215 mm	210 mm
Inner diameter	According to pipe outside diameter	According to pipe outside diameter
Slots in flange	6 holes 22 mm in diameter equidistantly placed on a bolt circle of the above diameter, slotted to the flange periphery. The slot width to be 22 mm	4 holes 18 mm in diameter equidistantly placed on a bolt circle of the above diameter, slotted to the flange periphery. The slot width to be 18 mm
Flange thickness	20 mm	16 mm
Bolts and nuts: Volume, diameter	6, each of 20 mm in diameter and of suitable length	4, each of 16 mm in diameter and of suitable length
	The flange is designed to accept pipes up to maximum internal diameter of 125 mm and shall be of steel or other equivalent material having a flat face. This flange, together with a gasket of oil-proof material, shall be for a service pressure of 6 kg/cm ² .	The flange is designed to accept pipes up to maximum internal diameter of 100 mm and shall be of steel or other equivalent material having a flat face. This flange, together with a gasket of oil-proof material, shall be for a service pressure of 6 kg/cm ² .