

# РУКОВОДСТВО ПО УПРАВЛЕНИЮ ОТХОДАМИ

“Как подготовить инструкцию по управлению  
отходами”

Содержит информацию  
относительно всех вопросов,  
относящихся к управлению  
судовыми отходами



## OBJECTIVE OF THE WASTE MANAGEMENT MANUAL

"To assist ports and terminals to establish a sustainable waste management system in their respective port".

## HOW TO USE THE WASTE MANAGEMENT MANUAL

Carry out the following activities:

1. Assess the existing waste handling system if any;
2. Have discussion within the port and preferably with other relevant stakeholders e.g. Environmental Authorities regarding the new waste handling system; and
3. Prepare the Waste Management Manual with all relevant information regarding the waste handling system.

## DEVELOPMENT OF A WASTE MANAGEMENT MANUAL

The Waste Management Manual shall be prepared by the port. The Port will hold overall responsibility for the waste handling in the port (collection and treatment of waste and compliance with national regulations). If the operational waste handling is contracted (outsourced) to an external waste operator it is the obligation of the port to ensure, that the waste operator will comply with existing regulations, terms of reference and other important issues specified in his contract with the port.

The port will update the Manual each time it is changed or amended and distribute the revised version to the relevant stakeholders in and outside the port.

## WHO SHALL USE THE WASTE MANAGEMENT MANUAL

The Waste Management Manual contains all relevant information regarding ship waste handling necessary to carry out safe and efficient waste handling in the port.

The Manual shall therefore be distributed to all relevant stakeholders inside and outside the port e.g.

- Environmental Authorities;
- External waste operator(s);
- Relevant port staff;
- Harbour master;
- Shipping companies;
- Vessel operators; and
- Vessel staff.



# Руководство по управлению отходами (РУО)

## Цель и Содержание

### Цель:

Предоставление поддержки портам и суднам относительно создания стабильной системы управления отходами (подготовка инструкций по управлению отходами (Инструкция))

***Создание Инструкции является процессом, который осуществляется портом и в котором, на сколько это возможно, участвуют соответствующие заинтересованные стороны - не существует (не)правильных ответов. Каждая инструкция является индивидуальной для порта.***

***В Инструкции по управлению отходами содержится вся соответствующая информация относительно области обращения с отходами***

### Содержание:

Документы по управлению отходами

- Анкета для оценки существующей системы обращения с отходами в порту
- Перечень вопросов для вынесения на обсуждения в порту
- Заранее подготовленный формат для инструкции по управлению отходами



# Как пользоваться Руководством по управлению отходами

Весь европейский опыт показывает, что подготовка Инструкции по управлению отходами является наиболее эффективным путем по защите эффективного управления отходами в портах.

## 1 ASSESSMENT OF SHIP AND PORT WASTE HANDLING IN PORTS AND TERMINALS

The attached questionnaire can be used for assessment of the existing ship/port waste handling system in ports and terminals in order to have a clear picture of the existing waste handling system and to be able to provide recommendations for improvements

## 2 ISSUES FOR DISCUSSION AT THE PORT

A number of issues require a detailed discussion within the port and shall be approved by the Port Management

## 3 PREPARATION OF PORT WASTE MANAGEMENT MANUAL

The port shall prepare a short Port Waste Management Manual with all relevant information regarding waste handling in the port. In order to make it easier for ports/terminal to prepare their specific PWMM, the following pre-defined inputs are provided in the attached draft Port Waste Management Manual. These shall be seen only as draft inputs and shall be adjusted and completed, wherever appropriate and according to the specific port/terminal needs.

## 4 IMPLEMENTATION

When a port or terminal decides to establish a waste handling system, detailed planning is often required as the system seldom can be established in one day. Depending on the complexity of the port or terminal this can take from weeks to months.

# Оценочная анкета



- Детальная анкета
- Может не касаться всех портов и терминалов
- К заполнению все, что относится к Вашему порту
- Оцените результат и используйте его для разработки новой или усовершенствованной системы по обращению с отходами



# Соответствующие вопросы к обсуждению

- Наличие поддержки руководства порта
- Создание Рабочей группы порта по обсуждению и разработке системы обращения с отходами и подготовки Инструкции по управлению отходами.
- Обсуждение вопросов, а именно:
  - Внешние требования (международное и национальное законодательство)
  - Анализ перевозок и отходов (сколько ожидается судов, подающих запрос в порт, и какие типы судов; объем и тип ожидаемых отходов)
  - Обсуждения политики и стратегии (актуальные вопросы, которые требуют участия руководства порта, такие как: право собственности и эксплуатация средств)
  - Информирование и коммуникация (каким образом порт сообщает о новой системе обращения с отходами)
  - Приемные средства и процедуры (какие требуются средства и какие существуют процедуры по обращению с отходами (сбор / переработка / окончательное удаление), финансовые процедуры (кто платит и сколько) и административные процедуры (регистрация отходов, которые сдаются в портовое приемное средство)
  - Экономика (как должна финансироваться система управления отходами (плата за отходы или дотирование)

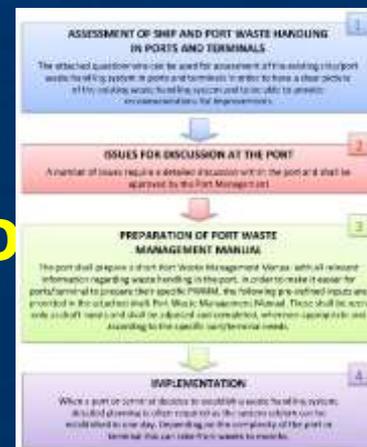


# Соответствующие вопросы к обсуждению (продолжение)

- Подготовка основания наброска (описания) системы обращения с отходами и, при необходимости, подготовка Плана имплементации (подготовка плана имплементации необходима в случае ожидания продолжительного периода имплементации)
- Наличие одобрения от руководства порта
- Составление советующих документов /договоров
- Подготовка окончательной версии Инструкции по управлению отходами
- Подготовка плана имплементации, при необходимости (длительный период имплементации/оборудование/строительство)
- Распространить соответствующим заинтересованным сторонам, подготовить информационные встречи относительно новой системы и выложить Инструкцию на веб-сайт порта.



# Предварительно заполненная Инструкция для порта по управлению отходами:



- Секция 1: Инструкция, аббревиатуры и важные примечания
- Секция 2: Контактная информация всех организаций, участвующих в системе управления отходами порта или терминала и список рассылки
- Секция 3: Детальное описание потока отходов, системы оплаты, документации и регистрации данных
- Секция 4: Типы отходов, принимаемые в порту
- Секция 5: Обязательная регистрация отходов
- Секция 6: Описание роли и обязанностей привлеченных лиц/организаций
- Секция 7: Описания стоимости обслуживания
- Секция 8: Стандартные формы

# Пример – Титульная страница:

WASTE MANAGEMENT MANUAL FOR [REDACTED] PORT OR TERMINAL

Prepared  
by:

[REDACTED]  
Name and position

Date:

[REDACTED]  
Date

Distributed  
to:

[REDACTED]  
Names and organisations



# Пример - Контактная информация:

**SECTION 2:** Add and revise:

## CONTACT INFORMATION

The following table shows the Port, Companies (e.g. waste operators) and Shipping lines/agents, which are involved in the Waste Management Systems.

PORT OR TERMINAL DEPARTMENTS CONTACT INFORMATION

COMPANIES AND WASTE OPERATORS CONTACT INFORMATION

SHIPPING LINES/AGENTS CONTACT INFORMATION



# Пример – Процедуры по обращению с отходами

## SECTION 3: Add and revise:

### SHORT DESCRIPTIONS (MAX 10 LINES) OF THE:

- WASTE HANDLING SYSTEM;
- PAYMENT SYSTEM; AND
- WASTE REGISTRATION SYSTEM.

### Waste Handling (recommendations can also be found in Part 1)

#### Collection of:

**Oily waste:** Pumped from vessel slop tank to buffer tank within the port area, to special waste collection vessel or into drums, which are then taken to port area.

**Garbage:** Segregated and packed in bags and taken to defined port area.

**Other waste:** Collected according to port regulations and specifications.

#### Treatment of:

**Oily waste:** Describe according to waste operator method of treatment.

**Garbage:** Collected and taken to municipality land fill.

**Other waste:** Describe according to waste operator method of treatment.

#### Payment system (Ship waste only):

**Who pays who?** An indirect Service Charge shall be paid by all vessels calling the port or terminal regardless of waste delivery, to the port or terminal management, who will compensate the waste operator. Included in the Service Charge is unlimited discharge of garbage and oily waste. Exempted from the indirect service charge are tugboats and smaller vessels (less than 50 ton).

#### Waste Registration (see section 8), (Ship waste only):

**Who fill in the waste registration form (WRF) and who receives it?** The waste registration shall follow the requirements outlined by the Inland Waterway Transport Department. The ship master of the vessel shall fill in the WRF and deliver it to the port or terminal management latest at arrival. The port or terminal management will distribute to waste operator and other relevant authorities



# Пример – Секция 4, Типы отходов, принимаемые в порту:

## SECTION 4: Add and revise:

### WASTE TYPES FROM VESSELS AND TANKERS ACCEPTED BY THE PORT

The port accepts the following waste types from ships:

WASTE TYPE	ACCEPTED BY THE PORT
<b>OILY WASTE</b>	
Oily waste water (bilge and slop)	Yes
Lubricants	Yes
Other oily waste e.g. sludge and rags (excl. cargo residues)	Yes
<b>GARBAGE</b>	
Plastic	Yes
Metal	Yes
Glass	Yes
Food waste	Yes
Wood	Yes
Packaging	Yes
Other non-hazardous waste	Yes
<b>CARGO RESIDUES</b>	
Oily cargo residues	Yes
Noxious Liquid substances *	Yes, but shall be discharged to the chemical terminals
Other cargo residues **	Yes
<b>HAZARDOUS WASTE</b>	No, or only according to special agreement



# Пример – Описание роли и обязанностей привлеченных лиц/организаций

**SECTION 6:** Add and revise:

## DESCRIPTION OF THE ROLES AND RESPONSIBILITIES OF THE INVOLVED PERSONS/ORGANIZATIONS IN THE WASTE HANDLING SYSTEM IN THE PORT

### TASKS AND RESPONSIBILITIES OF THE PORT OR TERMINAL

(Ship waste and port waste)

#### The Port shall:

- Receive WRF from the ship master, analyse 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 ensure that the ship can comply with national regulations.
- Prepare and put into force all contracts with private waste operators if these are involved.
- Coordinate the activities of all the relevant departments in the port.
- Update the Waste Management Manual (WMM).
- Determine the Service Charge 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 for the ship master or ship agent.
- Reimburse the private waste operators for services provided if used.

## TASKS AND RESPONSIBILITIES OF SHIP MASTER

(Ship waste)

### Ship Master shall:

- Follow all the international and national regulations on environmental safety and inform the Port about any problems or cases of non-compliance.
- Fill in and forward the Waste Registration Form to the responsible person in the port at arrival.
- Discharge ship's waste in compliance with port and environmental regulations.
- Ensure that segregation of Garbage is done according to port request.
- Plan waste discharge between 7.00 a.m. to 7.00 p.m., without causing delay for the waste operator.
- Cooperate with any inspection department (provide access to ship documentation etc.)

**Ship Master is responsible for** information providing timely and accurate information in WRF as well as for compliance with the international and national regulations on environmental safety during ship stays in the Port.



## TASKS OF THE WASTE OPERATORS - PORT OR PRIVATE

(Ship waste and port waste)

### **The Waste Operator shall:**

- Receive the WRF, plan for waste collection and collect the waste from the ship according to the standards set by the port.
- Keep the WRF for a year in order to prepare annual statics.
- Ensure that the waste discharge is in compliance with port and environmental regulations
- Inform the Port about any problems and situations of non-compliance.
- Register all types and volume of waste collected.

Waste taken from the ship becomes the property of the waste operator immediately after having received it.



## TASKS AND RESPONSIBILITIES OF INSPECTION AUTHORITIES

(Ship waste and port waste)

Inspection Authorities can be for example “Port State Control”, “Harbor Master” or “Environmental Authorities”.

### **Inspection Authorities shall:**

- Register arrival and departure of ships.
- Inspect ship documents and the ship environmental protection equipment.
- Control whether the ship follows the requirements of the Port Waste Management Manual, and take all the necessary steps of corrective actions.
- 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.
- Inspect the port area and the waste handling within the port.



# Пример – Описание платы за отходы, системы оплаты за услуги

## SECTION 7: Add and revise:

### DESCRIPTION OF THE PAYMENT SYSTEM (SERVICE CHARGES/WASTE FEE)

(Ship generated waste and cargo residues only)

Below is described the proposed Waste Fee System (payment for waste collection services) for collection and treatment of ship waste.

Please note that this system only deals with the payment from ships for the waste collection (delivery of ship waste to the reception facilities in the port) and not for what has been generated within the port area.

#### PAYMENT PRINCIPLE:

The proposed payment system is based on "the polluter pays principle", meaning that the waste generator must pay for the collection, treatment and final disposal of the waste, i.e. the ships.

The payment system is mostly based on the "indirect fee principle", meaning that all ships in principle pays a Waste Fee/Service Charge based on ship size e.g. GT (Gross Tonnage) when mooring in the port regardless of any waste delivery.

Some ship categories shall be exempted from paying e.g. port tugboats and smaller port vessels e.g. below 150 tonnes.

#### Waste Fee/Service Charge system design:

All ships (except those exempted) calling at the port shall pay a waste fee (indirect fee) based on ship size (GT).

Under this charge the ship can discharge certain volume of:

- Oily waste (sludge and bilges)
- Garbage

Ship size category	Up to xxx ton	xxx ton and up
Oily waste m <sup>3</sup>	xxx	xxx
Solid waste (household/domestic waste (garbage), m <sup>3</sup> )	xxx	xxx



# Пример – Описание платы за отходы, системы оплаты за услуги

For the calculation of the indirect waste fee, it is important that the total yearly cost of the waste handling system equals the total waste fee revenue collected.

Indirect Service Charge	Ship size, up to xxx ton	xxx ton – up, USD/GT
USD/Ton	xxx	xxx

If the ships want to deliver wastes other than those accepted under the indirect waste fee, e.g. for cargo residues such as wash water, ballast water, cargo sludge, hazardous waste and chemical residues, these discharges will be charged according to the following table:

Waste type	Special charge for delivery of other wastes not accepted under the Indirect Service Charge
Oily cargo residues e.g. dirty ballast/Wash water	USD/m <sup>3</sup>
Prewash liquid noxious substances	Always to chemical terminal
Other cargo associated waste	After special agreement
Batteries	USD/kg
Fluorescent lamps	USD/pc
Medical waste	USD/kg
Other hazardous waste	After special agreement

## FINES

Fines are applied for all categories of ships, if the following irregularities are identified:

Irregularity	Fines (Penalty Charges)
Delivery of waste outside the normal working hours (all days between 7 am and 7 pm)	USD/event
Lack of segregation of Garbage according to port regulations	USD/event
Delay of waste operator of more than 1 hour -the ship is not ready to discharge waste	USD/event

## NOTE:

- All payments shall be collected by the port.
- The port will reimburse any private operator used.
- If the port decides to use external private operators, annual agreement with these operators shall be prepared on pricing. Annual adjustment of the above "pricelist" and indirect Service Charge.



# Пример – Форма регистрации отходов

Lanwick Port Authority		Port Management System		Waste Notification Reporting Form	
WASTE NOTIFICATION REPORTING FORM					
Name, call sign and where appropriate, IMO identification number of the ship:					
Flag state:					
Estimated time of arrival (ETA):					
Estimated time of disposal (ETD):					
Previous port of call:					
Next port of call:					
Last port of call where waste was landed:					
Are you delivering: <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None of your waste into port reception facilities?					
Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity: (If delivering all waste, complete second column as appropriate. If delivering some or no waste, complete all columns.)					
Type	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 at which remaining waste will be delivered (m <sup>3</sup> )	Estimated amount of waste to be generated between notification and next port of call (m <sup>3</sup> )
<b>OIL</b>					
Sludge					
Edge Water					
Others (specify)					
<b>GARBAGE</b>					
Food waste					
International Catering Waste					
Plastic					
Other					
Separated for recycling					
<b>CARGO-ASSOCIATED WASTE (MAY BE ESTIMATES)</b>					
Dunnage					
Other (specify)					





# Система управления отходами и Инструкция

**Таким образом:**

Следуйте четырем шагам согласно  
пояснению

**Знайте, что:**

Инструкция по управлению отходами должна быть  
подготовлена, поддержана и одобрена руководством порта.

Инструкция по управлению отходами должна быть  
направлена заинтересованным сторонам, участвующим в  
управлении отходами, а также должны быть проведены  
соответствующие пояснительные мероприятия

Порт или терминал должен обеспечивать выполнение  
требований положений Инструкции по управлению отходами



# Тренинг

Помните:

Существует большая вероятность необходимости в проведении Тренинга для персонала порта по выполнению функций согласно Инструкции по управлению отходами. Таким образом, разработайте необходимые подготовительные курсы со следующей целью:

**Цель:**

Обучить/предоставить поддержку портам и терминалам относительно выполнения ими соответствующей деятельности согласно Инструкции по управлению отходами

**Участники:**

- Руководство порта
- Персонал порта
- Операторы по обращению с отходами (к примеру)

