

ASSOCIATED BRITISH PORTS

PORT OF LOWESTOFT

PORT WASTE MANAGEMENT PLAN
2018



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1. INTRODUCTION

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 as amended by the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) (Amendment) Regulations 2009 & 2016 (hereafter called the 2003 Regulations as amended) are applicable to any harbour or terminal within the UK. Every harbour authority and terminal operator is required by these Regulations to provide waste reception facilities adequate to meet the needs of ships normally using the harbour or terminal in question, without causing undue delay to ships. The Regulations also require ship-generated garbage, sewage and waste arising from cargoes and associated activities to be addressed in Port Waste Management Plans. This Plan outlines the arrangements made for these streams at the Port of Lowestoft, one of 21 ports and terminals owned and operated by ABP in the UK.

Separate arrangements will be made to deal with the waste from vessels that fall outside the scope of these regulations. The categories and the arrangements made are outlined in Appendix B.

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 at ABP Lowestoft. It is intended to be reviewed in three years' time, as stipulated by the 2003 regulations (as amended), 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 3nm
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	✓	✓	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. It is for the operator to decide which combination or types of facilities would be most suitable and a reasonable charge can be made for the use of the facilities.

For details of the waste reception facilities in place at ABP Lowestoft for the above MARPOL annex wastes, please see section 5.2 of this plan.

2.2 MARPOL SPECIAL AREA

The North Sea is designated as a “MARPOL Special Area” where more stringent waste disposal regulations are imposed as per the following table. The possible implications of this designation on the amounts of waste that should be landed by ships using the Port

of Lowestoft has been considered during the preparation of this Port Waste Management Plan.

Table 2 – Vessel waste discharge restrictions

Type of garbage	Ships outside the North Sea	Ships within the North Sea
Food waste comminuted or ground	Discharge permitted ≥3 nm from the nearest land, en route and as far as practicable	Discharge permitted ≥12 nm from the nearest land, en route and as far as practicable
Food waste not comminuted or ground	Discharge permitted ≥12 nm from the nearest land, en route and as far as practicable	Discharge prohibited
Cargo residues¹ not contained in wash water	Discharge permitted ≥12 nm from the nearest land, en route and as far as practicable	Discharge prohibited
Cargo residues¹ contained in wash water		Discharge permitted ≥12 nm from the nearest land, en route, as far as practicable and subject to two additional conditions ²
Cleaning agents and additives¹ contained in cargo hold wash water	Discharge permitted	Discharge permitted ≥12 nm from the nearest land, en route, as far as practicable and subject to two additional conditions ²
Cleaning agents and additives¹ in deck and external surfaces wash water		Discharge permitted
Carcasses of animals carried on board as cargo and which died during the voyage	Discharge permitted as far from the nearest land as possible and en route	Discharge prohibited
All other garbage	Discharge prohibited	Discharge prohibited
Mixed garbage	When garbage is mixed with or contaminated by other substances prohibited from discharge or having different discharge requirements, the more stringent requirements shall apply	

¹ These substances must not be harmful to the marine environment.

² According to regulation 6.1.2 of MARPOL Annex V the discharge shall only be allowed if: (a) both the port of departure and the next port of destination are within the special area and the ship will not transit outside the special area between these ports (regulation 6.1.2.2); and (b) if no adequate reception facilities are available at those ports (regulation 6.1.2.3).

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 as amended by the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) (Amendment) Regulations 2009 & Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) (Amendment) Regulations 2016 (hereafter called the 2003 Regulations as amended) transpose the requirements of Directives 2000/59/EC & 2007/71/EC of the European Parliament and Council on reception facilities for ship-generated waste and cargo residues, as amended, into UK law. Under these regulations every harbour authority and terminal operator (including marinas) is required by these Regulations to:

- provide waste reception facilities adequate to meet the needs of ships normally using the harbour or terminal in question, without causing undue delay to ships.
- produce Waste Management Plans detailing the provisions made and to submit them to the Secretary of State for Transport for his approval.

- impose mandatory charges to visiting vessels to cover the costs of waste reception facilities for ship-generated waste.

In summary, the requirements of ships under the 2003 regulations as amended 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.

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 563 – 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. See appendix B for further details.

2.4 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 appropriately licensed persons and a Waste Transfer Note (WTN), containing specified information, including an accurate description of the waste to ensure it is correctly disposed of or treated, must be completed by the two parties when waste changes hands. These WTNs must be kept for a minimum of two years.

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 will not be considered as the ‘waste producers’. ABP are a registered Waste Broker to enable us to arrange for third parties’ waste disposal.

If any other waste transfers are 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 Waste Transfer Note.

2.5 WASTE MANAGEMENT LICENSING

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 Waste Management Licensing Regulations 1994 have since been repealed in England and Wales (still valid in Scotland) and this exemption is now included in Schedule 25,(Part 3) of the Environmental Permitting Regulations 2010, which is detailed as follows:

Temporary storage at the place of production

2.—(1) The temporary storage of any waste at the place of production, pending its collection.

(2) For the purposes of this paragraph, the conditions are—

(a) no waste is stored for longer than 12 months; and

(b) the waste is stored in a secure place.

Although we do not have to register these exemptions we must still must comply with the terms and conditions of the exemptions.

2.6 ANIMAL BY-PRODUCTS REGULATIONS

The Animal By-Products Regulations 2005, the Animal By-Products (Wales) 2006 and the Animal By-Products Regulations (Scotland) 2003 (as amended) make provisions 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 also cover procedures for the disposal of catering waste from international means of transport.

International Catering Waste (ICW) is defined by the Animal By-Products Directive as being ‘catering waste from means of transport operating internationally’. 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, Defra have produced general guidance notes for the handling and disposal of ICW landed from vessels which have visited non-EU countries – see <http://www.defra.gov.uk/animal-trade/imports-non-eu/enforcement-guidance/catering-waste/> .

In all of ABP’s ports for vessels that have previously operated outside the EU, only those 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. A model letter for making this declaration is available on www.abpnotify.co.uk . If this is not the case then galley waste from ships that have previously been engaged in international voyages will be treated as International Catering Waste as per the arrangements outlined in section 5.2 of this plan.

2.7 THE LANDFILL REGULATIONS

The Landfill (England and Wales) Regulations 2002 (as amended) and the Landfill (Scotland) Regulations 2003 (as amended) 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 where appropriate or more commonly recyclables will be segregated by our waste contractor.

2.8 HAZARDOUS WASTE REGULATIONS

Waste is defined as being 'hazardous' if it appears as a * entry in the European Waste Catalogue 2002 and includes items such as batteries or fluorescent light tubes. For a full listing of all hazardous waste categories, visit <http://www.environment-agency.gov.uk/business/topics/waste/32180.aspx>

Hazardous waste must not be placed in the general garbage facilities, which are for the disposal of EU derived Annex V waste streams only. Should a ship wish to land hazardous waste streams, they should contact an approved waste contractor directly (listed in Appendix F) as per the arrangements outlined in section 5.2 of this plan.

Prior to the removal of the waste within the Port of Lowestoft, the ship's Master or their agent when acting on their behalf, has a responsibility to obtain and complete a consignment note from the registered waste contractor. The Harbour master must also be informed prior to any removal of hazardous wastes by tanker.

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 (keep for 3 years)
- 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 (the waste contractor) 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.

Ships are exempt from the need to register as a hazardous waste producing premises, regardless of the amount of waste produced. However, a consignment note must still be produced and should feature a unique consignment note code – see section 5.2.4 of this plan for instructions regarding this.

3. THE PORT OF LOWESTOFT

3.1 THE PORT OF LOWESTOFT

Lowestoft is a tidal port situated on the East coast of Suffolk, Lowestoft is Britain's most Easterly port. The port can be entered from two directions. The Eastern access is from the North Sea, directly to the Outer Harbour, from which transit can be made via a Bascule Bridge to the Inner Harbour. The Western access is from the River Waveney, via Oulton Broad and Mutford Lock, to the Inner Harbour.

ABP Dock Estate in the Outer Harbour is made up of the Hamilton Dock, (Marina), Waveney and Trawl Docks, (Wind Farm service vessels and small commercial vessels), and a Yacht Basin. The Inner Harbour is made up on it's North side by Town, Cefas, Silo, North and Shell Quays, with a Dry Dock between Town and Cefas Quays. Lowestoft Haven Marina is located on the South side of the Outer Harbour. The remaining land and quays within the Inner Harbour are privately owned.

A plan of the port can be viewed in appendix J.

All relevant notice to mariners and information for masters of visiting vessels are available from the Harbour master or can be found at:-

www.abports.co.uk/Marine/Short_Sea_Ports/Lowestoft/Information_for_Visiting_Vessels

3.2 TERMINALS & CARGOES HANDLED

Table 3 Terminals at ABP LOWESTOFT

Terminal name	Operator and Contact Details	Cargoes handled	Own PWMP?
Sembmarine SLP	SLP Tel. 01502 548000	Offshore Modules	YES
Greater Gabbard Offshore Winds Ltd	Scottish and Southern Electric Tel. 01502 524000	Wind Farm Operation and Maintenance	YES
Boston Putford	Boston Putford Tel. 01502 573366	Stand By Vessels	YES
Dry Dock	Southampton Marine Services Ltd. Tel. 01502 218880	Ship Repair	YES
Silo	Dudmans Tel. 01502 572622	Grain, Cement	YES
North Quay Cargo Terminal	ABP Lowestoft Tel. 01502 505280	Common User berths	ABP Lowestoft
Shell	Closed	Lay-By berths	N/A
Jeld Wen	Closed	Occasional Project Cargoes by 3 rd Part Contractors	N/A
Brookes Business Park	Brookes Tel. 01502 517151	Offshore Support Vessels	YES
Excelsior Slip	Eastern Marine Services	Vessel Repair	YES
Lowestoft Haven Marina	ABP Lowestoft Tel. 01502 580300	Marina	ABP Lowestoft

Lowestoft Hamilton Dock Pontoons	ABP Lowestoft Tel. 01502 572286	Fishermen's Area	ABP Lowestoft
Royal Norfolk and Suffolk Yacht Club	RNSYC Tel. 01502 566726	Marina	YES
Lowestoft Cruising Club	LCC Tel.01502 524001	Marina	YES
Lowestoft Marina	Lowestoft Marina Tel. 01502 588111	Marina	YES

3.3 ABP LOWESTOFT EMERGENCY ARRANGEMENTS

Ships' Masters and Officers are required to immediately notify ABP Lowestoft [tel: +44 (0) 1582 572286 or on VHF Channel 14], 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 approved Oil Spill Contingency Plan will be activated. Oily wastes and other chemicals collected as a result of these actions will be disposed of by road or barge, using the services of an approved waste contractor.

3.4 PROTECTED AREAS

Within the harbour limits there are no sites of special scientific interest, nature reserves, shellfish beds or intakes for fish holding tanks.

Immediately outside the harbour to the South are important tourist beaches, stretching along the coast for several miles. Continuing South there are nature reserves: Benacre (8 miles), and Minsmere (20 miles).

To the North of the harbour entrance, stretching for the first 1000 metres, is a rocky breakwater. When this ends there are stretches of sandy beaches and cliffs until the mouth of the River Yare at Great Yarmouth, the seaward entrance to the Norfolk Broads.

The entire coastline in the vicinity of Lowestoft falls within the Outer Thames Special Protection Area.

Ports and ships operating in or near designated sites should give the highest degree of protection to these areas of nature conservation importance. Therefore under no circumstances should discharges of ship-generated waste be discharged in these areas, unless in the case of rinsing out cargo-holds, permission has been sought from the Harbour Master. This position however relates to our entire area of jurisdiction whether protected or not.

4. PRIOR NOTIFICATION OF WASTE TO BE LANDED

4.1 LEGAL REQUIREMENT

The Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 as amended 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. ABP has an electronic notification system in place across all our ports.

4.2 ABP PRIOR NOTIFICATION SYSTEM

ABP has created a website designed specifically to deal with the advance notification of vessels, including their waste notifications. 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 (see appendix G for example form). Once the form has been completed and submitted, the information given is processed in the following 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 an excel file, which is attached to the vessel's CERS3 notification for 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 notification and be able to print off a hard copy of the notification information if required.*
- *If a waste notification is not included on the CERS3 submission, this will be flagged up as requiring submission by the vessel or agent submitting the report. The person(s) responsible for checking vessel notifications should contact the appropriate vessel or agent if more information is required..*
- *Finally, the system will generate a 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.*

4.3 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. If, for some reason, access is denied to the notification website address, or there are difficulties in submitting the notification form, 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. Completed forms can then be faxed or emailed 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.

ABP will keep all such records for a minimum of two years.

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

5. PROVISION OF WASTE RECEPTION FACILITIES

5.1 RESPONSIBILITIES

5.1.1 Port Authority

ABP Lowestoft has the duty to:

- Prepare and revise this Port Waste Management Plan to ensure that adequate and convenient waste reception facilities are available throughout the port estate.
- To maintain records of waste landed in the dock estate, whether or not the reception facilities used are provided or arranged by ABP.
- 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 current list is contained in Appendix F.

5.1.2 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 as outlined in this plan, including prior notification capabilities. See Table 3 in section 3.2 for a list of separately operated terminals and waste plans.

ABP does not take any responsibility for the Port Waste Management Plans or other arrangements made by dedicated Terminal Operators, these will be submitted and approved separately by the MCA as agreed with the operators during consultation.

5.1.3 Ships' Agents

Ships' Agents acting on behalf of ship owners, Masters or managers in arranging provision of waste disposal facilities or services are required to:

- Undertake the advance notification requirements (see section 4 of this plan) 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.
- Make the arrangements between the ship and waste management contractors for the removal and disposal of all waste streams where fixed facilities are not in place at the port, as outlined in the following section (5.2).
- 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.
- To keep records of the Waste Transfer Notes / Consignment notes (for hazardous wastes) generated by waste landed from their vessels for a minimum of 2 or 3 years respectively under the requirements of the Environmental Protection Act 1990.

5.1.4 Waste Management Contractors

Appendix F lists the authorised waste contractors who are approved to operate in the Port of Lowestoft by virtue of their waste contractors licence.

If an Agent or Terminal Operator wishes to use a contractor who does not appear on this list, they shall advise ABP's Operations Manager/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 shall be provided to ABP **before** using the services of the new contractor, except in an emergency.

5.2 PROVISION OF RECEPTION FACILITIES BY MARPOL ANNEX

Table 5 below 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.

Table 5 Categories of waste expected to be landed in the Port of Lowestoft and responsibility for the provision of associated facilities

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

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 6, which denotes the type and capacity of reception facilities and the costs for using them.

5.2.1 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 landed on the Dock Estate, but

must be disposed of via an approved contractor listed in Appendix F arranged by the ship's agent.

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

5.2.2 Annex II – Noxious liquid substances

Fixed facilities for the reception of tank or hold washings are not in place, but can be readily disposed of by approved waste contractors, generally removed by road tanker, with arrangements being made through the ships' Agents or directly with the waste contractors (listed in Appendix F). Most contractors require 24 hours notice. Tank washings are not allowed to be discharged into the dock waters and all bulk carriers must seek permission from the Harbour Master before any bulk-cargo holds are rinsed out in port.

Accidental chemical spills or releases of bulk cargoes must be reported to the Harbour Master as soon as possible.

5.2.3 Annex IV – Sewage

Fixed facilities for the reception of sewage are not in place, but can be readily disposed of by approved waste contractors, generally removed by road tanker, with arrangements being made through the ships' Agents or directly with the waste contractors (listed in Appendix F). Most contractors require 24 hours notice. Untreated or part-treated sewage must not be discharged whilst in port (must only be discharged when more than 12nm or 3nm from land respectively).

Accidental releases of sewage must be reported to the Harbour/ Dock Master as soon as possible.

5.2.4 Annex V – Garbage

ABP Lowestoft provides covered bins for the disposal of domestic garbage and food waste, originating from within the European Union, at fixed locations around the dock estate – see plan at Appendix J. A licensed waste contractor empties these bins on a regular basis. This process is kept under constant review and the frequency of collection, number of bins 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 appropriate bins for the waste to be disposed of, which are labelled accordingly. 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.

Hazardous Wastes

The following waste streams must be separated from garbage as are classed as hazardous wastes and separate arrangements made with licensed waste contractor directly (listed in Appendix F):

- Oily wastes, including rags, used absorbents etc.
- Paint tins still containing paint
- Any liquid wastes

When making separate arrangements for the collection of hazardous waste the waste contractor will require a unique code for the consignment note. The procedure for creating this code is as follows – the port's premises code should not be used for ship-derived waste.

Coding standard: SHPXXX/YYZZ

So for a collection of waste from a ship owned by Alexandra Enterprises, docked in the postcode of EC1N 2LR the code will be SHPEC1/AE101

Where

SHP denotes a collection of waste from a ship.

XXX Is the alphanumeric that may be used as required, e.g. the first three letters of the postcode of the harbour where the ship is docked. (For ABP Lowestoft this is NR3)

YYY Is an alphanumeric denoting the trade name of the business that operates the ship

ZZ Is an alphanumeric giving a unique identification.

International Catering Waste

All vessels arriving from outside the European Union or those which have visited ports outside 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 as their waste will be classed as International Catering Waste. All domestic refuse and food waste from these ships must be brought ashore in leak-proof bags and deposited in the specially marked bins brought to the ship by an authorised waste contractor who will receive and deposit of the waste according to the appropriate Regulations.

See section 2.6 for further information on the regulation of International Catering Waste.

Cargo Associated Waste

Throughout ABP ports, cargo-associated waste such as dunnage, packaging 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 apart from the prior notification requirements.

Recycling Facilities

ABP has a corporate policy to encourage the responsible management of waste, including minimisation and recycling, at the point of its generation.

ABP has investigated various options during the review of this plan to see what facilities ships would require, whether they are available and cost effective. Where facilities are required, available and cost effective they will be provided to visiting ships. At present we have 2 x Dry Mixed Recycling Reception, (DMR) facilities, 1 x Waste Oil Tank, and a drum for oil contaminated waste available at the port of Lowestoft.

Table 6 Type, capacity and typical cost of Port Waste Reception Facilities at ABP LOWESTOFT

	OILY WASTES						NOXIOUS OR HAZARDOUS SUBSTANCES	SEWAGE	GARBAGE		
Description of Waste	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 (ICW)	Cargo Waste
Type of facility	Collection by road tanker	Collection by road tanker	Collection by road tanker	Collection by road tanker	Collection by road tanker	Collection by road tanker	Collection by road tanker	Collection by road tanker	Waste containers as per map in Appendix j	Leak proof and sealed containers	Open skip as per as per map in Appendix j
Capacity of facility	8 – 20 m ³ tanker	8 – 20 m ³ tanker	8 – 20 m ³ tanker	8 – 20 m ³ tanker	8 – 20 m ³ tanker	8 – 20 m ³ tanker	8 – 20 m ³ tanker	8 – 20 m ³ tanker	6.1m3 skips	On demand	12.2m3 skip
Method of use	Contact waste contractor directly – Listed in Appendix F	Contact waste contractor directly – Listed in Appendix F	Contact waste contractor directly – Listed in Appendix F	Contact waste contractor directly – Listed in Appendix F	Contact waste contractor directly – Listed in Appendix F	Contact waste contractor directly – Listed in Appendix F	Contact waste contractor directly – Listed in Appendix F	Contact waste contractor directly – Listed in Appendix F	Waste placed directly in bins provided by ship's crew	Waste removed from ship in sealed container and placed directly in bin provided	Fixed facility waste placed directly in skip by ship's crew or stevedores
Notice required	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs service – no notice required	24 hrs	No notice required
Frequency of emptying	On request	On request	On request	On request	On request	On request	On request	On request	Matches demand	Matches demand	Matches demand
Total annual capacity	Matches demand	Matches demand	Matches demand	Matches demand	Matches demand	Matches demand	Matches demand	Matches demand	Matches demand	Matches demand	Matches demand
Typical cost of use	£85 per 205kg £300 per Tonne	£35/hr + £77/M3	Prices available on request	Specific charges depending on nature of waste	£35/hr + £77/M3	£35/hr + £77/M3	Specific charges depending on nature of waste	£35/hr + £77/M3	Cost of service covered by Mandatory Waste Fee £77.93	Cost of service £265 + £145/tonne (min 3 tonnes)	Separate arrangement must be made

5.3. LOCATION OF FACILITIES

Based largely on operational requirements established during the lifespan of the previous Port Waste Management Plan and to ensure easy and safe access, ABP Lowestoft has considered how best to locate its garbage reception facilities to ensure that there is no disincentive to their use as per the following table and the port plan in Appendix J.

Table 7 Location of Ship-Generated Waste Reception Points at the ABP-managed berths of the Port of Lowestoft

Location in Port	Location on Berth
Hamilton Dock	North Side (General Waste Skip)
Waveney Dock	NW Corner of Dock, (Waste Oil Tank) NW Corner of Dock, (Drum for Oily Waste) Approach Road to Fish Market, (General Waste skip)
Trawl Dock	West End of Dock, (General Waste and DMR skips)
Town Quay	General Waste skip East End of Quay
Silo Quay	General Waste skip West End of Berth
North Quay	General Waste skip West End of Berth 3
North Quay Cargo Terminal	Berth No.5 (General Waste skip) By Terminal Building, (DMR skip)

5.4. SIGNAGE OF FACILITIES

There is no IMO standard symbol to depict reception facilities for food waste. In the Port of Lowestoft, bins for receiving general garbage and EU-food waste are coloured Red.

.The ship's waste reception facilities are signed as per Appendix L.

.

5.5. COST OF FACILITIES

All ships, apart from vessels holding a 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 Lowestoft mandatory waste fee is £77.93, which covers the costs of the provision of appropriate bins for receiving ship-generated (EU) garbage only.

For vessels which are charged on a weekly clearance rate (e.g. offshore renewable support - crew transfer vessels), the waste fee will be included in the weekly charge/clearance.

The Mandatory waste fee will not cover any costs associate with disposal of any other the MARPOL Annex wastes. For details of other MARPOL waste stream costs and disposal arrangement please refer to table 6 and section 5.2 above.

The calculations for the mandatory waste fee are set out in Appendix H. This charge is likely to change on an annual basis to reflect changes in costs associated with the provision of the facilities and the disposal of the waste.

5.6 VESSELS FALLING OUTSIDE THE SCOPE OF THE REGULATIONS'

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, ABP Lowestoft or the appropriate Terminal Operator 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.

6. CONSULTATION, COMMUNICATION AND REVIEW

6.1. CONSULTATION

Under the 2003 Regulations as amended, ports and harbours are required to consult with all port users and other organisations have a reasonable interest in the proper disposal of waste arising from shipping activities.

The consultation exercise for this PWMP has involved contacting the parties named in Table 8 below. The subjects which have been taken into account include:

- overall operation of the existing Port Waste Management Plan
- changes introduced in this new plan
- type, capacity, number and adequacy of reception facilities
- the requirements of the PWRF Regulations 2003 as amended and the Animal By-Products Regulations
- location and ease of use of reception facilities
- cost of facilities and the ABP mandatory waste 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 method of disposing of food waste originating from outside the European Union
- recycling requirements of visiting vessels

Table 8 Individuals and organisations consulted

Name & Organisation	Reason for consultation	Method of consultation	Area of particular interest
Maritime & Coastguard Agency	Regulators of Port Waste Reception Facilities Regulations 2003	E-mail	<ul style="list-style-type: none"> ▪ Overall operation of the PWMP ▪ Prior notification system
Environment Agency	Regulators of land-based waste reception facilities	Letter	<ul style="list-style-type: none"> ▪ Waste disposal sites ▪ Overall operation of the PWMP
Local Authorities	Port Health Authority	Letter	<ul style="list-style-type: none"> ▪ Environmental health implications for the reception & disposal of waste
Department of the Environment, Fisheries & Rural Affairs	Regulators of Animal By-Products Regulations 2003	Letter	<ul style="list-style-type: none"> ▪ Food waste reception & disposal
Terminal Operators North Quay Cargo Terminal	Provision and use of waste reception facilities	E-mail/Letter	<ul style="list-style-type: none"> ▪ Waste reception charges ▪ Information requirements

Sembmarine SLP Brandt SMS Cefas Dudmans Brookes Business Park RNSYC Lowestoft Haven Marina Lowestoft Cruising Club Lowestoft Marina Excelsior Yard			<ul style="list-style-type: none"> ▪ Prior notification system ▪ Location & adequacy of waste reception facilities
Ships' Agents Corys Clarksons Port Services Seletar Shipping GP Shipping OBC Shipping Denholm Willhelmsen Inchcape Shipping Boston Putford Gardline	Provision and use of waste reception facilities – representatives of port users	E-Mail	<ul style="list-style-type: none"> ▪ Waste reception charges ▪ Information requirements ▪ Prior notification system ▪ Location & adequacy of waste reception facilities
Waste Contractors Biffa Enviroco CR Hales East Coast Waste PW Waters Waveney Norse C&L Waste Oil Safety Kleen WAS Ltd Doe Metal	Representatives of waste management industry and providers of service	E-mail	<ul style="list-style-type: none"> ▪ Arrangements for handling waste from vessels ▪ Environmental Permit and Waste Carriers Certificate holders..
Natural England	Relevant Authority for SPA/SAC designations	Letter	<ul style="list-style-type: none"> ▪ Nature conservation management
Sea Fisheries Committee	Interested authority	Letter	<ul style="list-style-type: none"> ▪ Waste disposal arrangements for fishing fleet
Tenants SSE BFP Brandt SMS SLP	Interested party	E-mail/letter	<ul style="list-style-type: none"> ▪ Information

6.2 DATA COLLECTION

ABP Lowestoft 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, (which can be used to retrieve summaries of past notifications as well as single notifications) and the Waste Transfer Notes from our waste management contractor for the ship's garbage facilities we provide.

Where vessels do not have to provide advance notification of waste to be landed, ABP Lowestoft will only have the figures from the Waste Transfer Notes for facilities we have provided them with as an estimate of how much waste has been discharged.

6.3 COMPLAINT PROCEDURE

Should the Master vessel, believe that the Port Waste reception facilities are inadequate they should notify the Harbour Master accordingly using the contact details on the prior notification form.

If it is felt that a complaint or issue is not dealt with in a satisfactory manner, then the matter can be referred to the MCA, (using Annex D of MGN 387), at the following address: -

PWR Inadequacies
Environmental Quality Branch
Maritime and Coastguard Agency
Spring Place, 105 Commercial Road
Southampton SO15 1EG

Should a Vessel not comply with the regulations, the Harbour Master will seek to address relevant requirements directly with the Master or Agent. Non-compliances that cannot be resolved, or repeated non-compliances by a single Vessel or Operator, may be reported to the MCA.

6.4 INFORMATION / COMMUNICATION

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.

Information leaflets specific to ABP Lowestoft's waste arrangements will be supplied by pilots direct to Masters and also by the ships' Agents as they arrive in the port. An example of this is attached in appendix K.

All agents and other consultees will be notified by email / letter when this new approved plan is in place and any corresponding amendments to waste arrangements.

A copy of ABP Lowestoft approved Port Waste Management Plan will available from the Harbour Master in an electronic format as well as on:

http://www.abports.co.uk/Marine/Short_Sea_Ports/Lowestoft/

6.5 REVIEW PROCEDURE

A complete review of this Plan and the procedures associated with it will be carried out in 2021 (3 years time). Should operational activities alter substantially before that date then a new Port Waste Management Plan will be drafted to deal with the situation as it arises. 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
- 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 (page 22)
APPENDIX B	FURTHER INFORMATION ON THE APPLICABILITY OF THE PORT WASTE RECEPTION FACILITIES REGULATIONS (page 23)
APPENDIX C	CONSULTEES / EXAMPLE CONSULTATION CORRESPONDENCE (page 25-29)
APPENDIX D	SHIPS' AGENTS FOR ABP LOWESTOFT (page 30)
APPENDIX E	ABP MANAGED BERTHS AT LOWESTOFT (page 31)
APPENDIX F	APPROVED WASTE CONTRACTORS FOR ABP LOWESTOFT (page 32)
APPENDIX G	BLANK EXAMPLE OF WASTE PRIOR NOTIFICATION FOR ABP LOWESTOFT (page 33-34)
APPENDIX H	CALCULATIONS FOR ENVIRONMENT CHARGE 2014 FOR ABP LOWESTOFT (page 35)
APPENDIX I	CALCULATIONS FOR ESTIMATES OF OIL, SEWAGE AND GARBAGE WASTES GENERATED BY SHIPS VISITING ABP LOWESTOFT (page 36-39)
APPENDIX J	MAP OF ABP LOWESTOFT SHOWING WASTE RECEPTION FACILITIES (page 40)
APPENDIX K	EXAMPLE OF INFORMATION LEAFLET FOR ABP LOWESTOFT (page 41-45)
APPENDIX L	SHIP'S WASTE FACILITIES SIGNAGE AT ABP LOWESTOFT (page 46-47)
APPENDIX M	MARINA PLANS, INCLUDING NON-ABP FACILITIES (page 48-80)
APPENDIX N	SOUTHAMPTON MARINE SERVICES PLANS

APPENDIX A

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.

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 plan

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 Environmental Charge.

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

proceed to sea.	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
9. Class IX (A) (T) – 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
CONSULTEES / EXAMPLE CONSULTATION CORRESPONDENCE**

**SUMMARY OF CONSULTATION FOR LOWESTOFT PWMP REVISION
2018**

AUTHORITIES

The following authorities were consulted ref. the revised PWMP, with responses as detailed:-

MMO	No response received
Environment Agency	No response received
Natural England	No response received
District Council	No response received
Defra	No response received
Eastern Fisheries & Conservation Authority	No response received

TERMINALS/TENANTS

15 Terminals, Tenants, Boatyards and Marina Facilities in Lowestoft Harbour were consulted.
3 Marinas have provided their plans for inclusion in the ABP 2018 revision, 1 tenant has submitted their plans for inclusion in the ABP 2018 Revision

AGENTS

11 Shipping Agents were consulted.
1 response was received from the agencies consulted.

VARIOUS AUTHORITY LETTER FORMAT

To: Eastern Inshore Fisheries and Conservation Authority
6 North Lynn Business Village,
Bergen Way,
Kings Lynn, PE30 2JG

3rd April 2018

Associated British Ports Port Waste Management Plans Lowestoft

Dear Sir/Madam,

In accordance with the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, ABP Lowestoft is required to undertake a review of the Waste Management Plan for the landing of ship-generated waste. It is likely that we consulted with your organisation about the requirements of the new Regulations and necessary changes to the existing Plan about 3 years ago. The plan has recently been reviewed with main changes as follows:-

- Legislation – Inclusion of details of restrictions for discharges at sea.
- Updated Consultation Correspondence.
- Updated local details – Ships Agents and Tenants
- Updated list of Approved Waste Contractors for Lowestoft.
- Details of Waste handled and Calculation of Vessel Mandatory Waste Charge.
- Current non-ABP Terminal and Marina waste plans / arrangements.

The plan will be submitted to the MCA for approval once all current information and relevant correspondence has been received.

Should you wish to view the plan, or for us to include any relevant information regarding your organisation, please contact me at the following address, or via e-mail to lowpilots@abports.co.uk

Captain G Horton
Associated British Ports
North Quay Cargo Terminal
Commercial Road
Lowestoft
NR32 2TE

Yours Faithfully,

PP. Gary Horton
Harbour Master

VESSEL AGENTS LETTER FORMAT

Insert Address

30th March 2018

Associated British Ports Port Waste Management Plans Lowestoft

Dear Sir/Madam

In accordance with the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and amendments, ABP Lowestoft is required to undertake a review of the Waste Management Plan for the landing of ship-generated waste. It is likely that we consulted with your organisation about the requirements of the new Regulations and necessary changes to the existing Plan about 3 years ago. The MCA approved Plan has been in place for some time now and we would be interested to receive your views and comments about both the Plan and the provision of facilities.

We feel that the simplest way to do this is by the use of a questionnaire, which is included overleaf and will take about 5 minutes to complete. We would be pleased if you could take the time to consider the issues, together with any comments you feel are relevant and return them to Harbour Master at either the above address or via email to lowpilots@abports.co.uk by 21st April 2018

Yours faithfully,

Gary Horton
Harbour Master



Associated British Ports
Port Office
Commercial Road
Lowestoft
Suffolk
NR32 2TE

Telephone: +44 (0) 1502 516804
Facsimile: +44 (0) 1502 500032

e-mail: lowestoft@abports.co.uk
www.abports.co.uk

3rd April 2018

ABP Lowestoft Port Waste Management Plan

Dear Sir/ Madam,

It is time to review & update the Lowestoft Port Waste Plan. Any Terminal Operator, Boat Yard or Marina in the Port of Lowestoft is welcome to submit a copy of their plan for approval by the MCA, and inclusion in the ABP Lowestoft Port Waste Plan.

Alternatively, please advise if your terminal / facility has arrangements in place to deal with / handle it's own waste. In doing this you would be accepting responsibility for all such waste. Any independent plans or arrangements should be submitted to the MCA for approval. There is a charge for this service.

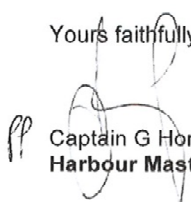
Anyone wishing to be included in the ABP plan, must return a copy of their plan to the Harbour Master by 21st April 2018.

Plans should be returned to:-

**Capt G Horton
Harbour Master,
ABP Lowestoft,
North Quay Cargo Terminal,
Commercial Road,
Lowestoft,
NR32 2TE.**

Alternatively they can be e-mailed, (in pdf format), to: lowpilots@abports.co.uk

Yours faithfully,


**Captain G Horton
Harbour Master**

Associated British Ports constituted under the Transport Act 1981, Reference No ZC000195
Principal Office: 25 Bedford Street, London WC2E 9ES



**ABP | KEEPING
BRITAIN TRADING**

- Ayr
- Barrow
- Barry
- Cardiff
- Fleetwood
- Garston
- Goole
- Grimsby
- Hull
- Hams Hall
- Immingham
- Ipswich
- King's Lynn
- Lowestoft
- Newport
- Plymouth
- Port Talbot
- Sillith
- Southampton
- Swansea
- Teignmouth
- Troon

Letter to Terminal Operators, Boatyards or Marinas

APPENDIX D
SHIPS' AGENTS FOR LOWESTOFT

Ships Agents

Clarksons Port Services	01493 856831
Inchcape Shipping	01493 331310
Seletar	01493 330076
Seacor Marine	01502 573366
Cory Bros	01473 217979
GAC OBC	01394 613070
Gardline	01493 845600
SMS	01502 218880
FMS	08450 570544
Dudmans Group	01502 572622
UTEC	01502 572622
Smit International	01502 562244
P&O Maritime	07787 254963
Eastern Marine Services	07918 670499
East Coast Charters	07740 068830
Fugro Seacore	01326 254501
Fendercare	01508 482262
Atlantic Marine	01493 652811
Delta Shipping	01493 331618
Ffolkes Offshore	01493 295025
Holyhead Towing	01407 760111
Windcat Workboats	01502 532550
Iceni Marine	01502 290030
Dalby Offshore	01502 509251

APPENDIX E
ABP MANAGED BERTHS AT THE PORT OF LOWESTOFT

Hamilton Dock

Waveney Dock

Trawl Dock

Town Quay

Talismans Quay

Silo Quay

North Quay

APPENDIX F

APPROVED WASTE CONTRACTORS FOR ABP LOWESTOFT

	Facilities Provided					
Licensed Waste Disposal Contractor	Oily Wastes	Noxious Liquid Substances	Packaged Harmful Substances	Sewage	Garbage (EU Generated Waste)	Garbage (International Catering Waste)
Biffa	Y	Y	Y	Y	Y	Y
Enviroco	Y	Y	Y	Y	Y	Y
CR Hales					Y	
East Coast Waste					Y	
PW Waters					Y	
Waveney Norse					Y	
C&L Waste Oil	Y	Y		Y		
Safetey-Kleen	Y	Y		Y	Y	
W.A.S Ltd	Y	Y				
Doe Metal Re-Cycling Ltd					Y	

APPENDIX G

PRIOR NOTIFICATION FORM FOR SHIP GENERATED WASTES



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..... IMO Number.....
 Call Sign..... Flag State.....
 ETA..... ETD.....
 Number of Crew..... Berth No./Terminal.....
 Last port of call..... Next port of call.....
 Ship's Agent..... Email Address.....

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 ³)	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port where remaining waste will be delivered	Estimated waste to be generated before next port of call (m ³)
Oil					
Oil					
Oily mixtures containing chemicals					
Sludge from purification of fuel oils					
Noxious liquids					
Dirty ballast water & tank washings					
Other (please specify)					
Sewage					
Untreated sewage					
Part-treated sewage					
Garbage					
Food waste & packaging					
International catering waste					
Separated for recycling					
Other (please specify)					

Waste	Amount of waste to be delivered (m ³)	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port where remaining waste will be delivered	Estimated waste to be generated before next port of call (m ³)
Cargo-associated waste¹					
Dunnage					
Other (please specify)					
Cargo Residues¹					
Scale & Sludge from tank cleaning					
Other (please specify)					

¹ 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/inter-trade/cw/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: Time:

Name: Position:

THIS FORM IS TO BE SENT TO 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 :

EMAIL:

TEL:

FAX:

APPENDIX H
CALCULATIONS FOR MANDATORY WASTE FEE 2014 FOR ABP LOWESTOFT

**Total charges for waste operations for ABP
Lowestoft 2015 - 2017:**

2015

£13,918.55 Skips (General Waste)
£343.20 Waste oil products / hazardous waste disposal
£14,261.75 Total for year (241 vessels)

2016

£12,249.81 Skips (General Waste)
£872.40 Waste oil products / hazardous waste disposal
£13,122.21 Total for year (203 vessels)

2017

£13,701.11 Skips (General Waste)
£584.40 Waste oil products / hazardous waste disposal
£14,285.51 Total for year (180 vessels)

Total number of vessels paying full mandatory waste charge for 2015-2017 = 624 vessels

Cost per vessel: £41,669.47 / 624 = £ 66.78

A small charge per vessel for maintaining the PWMP, administration, and verification of waste declarations has been added.

The 2018 Mandatory Waste Fee is currently £77.93.

APPENDIX I
WASTE HANDLED 2015-2017 AT ABP LOWESTOFT

Total Volume of vessel waste handled 2015 - 2017 at ABP Lowestoft

Recycled Waste

Waste Oils and other liquids inc. sewage:	1239.1 m3
Solid waste from dedicated recycle facilities:	1670.9 m3
Solid waste from general waste facilities:	450.0 m3

Incineration

Solid waste from general waste facilities:	300.0m3
--	---------

Note general waste allocated @ 60% recycled / 39% landfill, (information provided from main waste carrier for ABP Lowestoft).

Full details of waste as per MCA returns overleaf.

2015 SHIPS WASTE

TOTAL NO. SHIP NOTIFICATIONS

241

	DELIVERED	RETAINED
OIL	144.6	28.8
OIL MIXTURE	544.1	11.9
SLUDGE	25.4	85.0
BALLAST	15.8	9.2
OTHER LIQUIDS	77.4	16.7
OTHER UNTREATED	2.0	16.1
OTHER PART TREATED	0.0	21.6
FOOD	167.9	3.3
SEPARATED RECYCLING	539.0	15.5
OTHER (LANDFILL/GEN)	138.7	6.0
DUNNAGE	0.0	0.0
OTHER CARGO	0.2	0.1
SCALE	0.1	0.0
OTHER RESIDUES	0.8	0.0
Total m³	1656.0	214.1

2016 SHIPS WASTE

TOTAL NO. SHIP NOTIFICATIONS

203

	DELIVERED	RETAINED
OIL	121.7	33.3
OIL MIXTURE	43.3	43.3
SLUDEG	9.4	167.1
BALLAST	13.8	6.4
OTHER LIQUIDS	82.9	29.4
OTHER UNTREATED	0.0	10.6
OTHER PART TREATED	0.0	7.7
FOOD	125.4	5.7
SEPARATED RECYCLING	481.4	22.9
OTHER (LANDFILL/GEN)	134.2	9.2
DUNNAGE	2.0	0.0
OTHER CARGO	0.0	0.0
SCALE	0.0	0.0
OTHER RESIDUES	0.3	0.0
Total m³	1014.3	335.5

2017 SHIPS WASTE

TOTAL NO. SHIP NOTIFICATIONS

180

	DELIVERED	RETAINED
OIL	21.8	18.4
OIL MIXTURE	105.8	83.5
SLUDGE	20.1	49.8
BALLAST	2.7	3.8
OTHER LIQUIDS	7.1	5.1
OTHER UNTREATED	0.0	7.2
OTHER PART TREATED	1.2	0.3
FOOD	26.7	0.3
SEPARATED RECYCLING	650.5	18.3
OTHER (LANDFILL/GEN)	153.7	3.0
DUNNAGE	0.0	0.0
OTHER CARGO	0.0	0.0
SCALE	0.0	0.0
OTHER RESIDUES	0.0	0.0
Total m³	989.5	189.9

APPENDIX J MAP OF ABP LOWESTOFT SHOWING WASTE FACILITIES



APPENDIX K EXAMPLE OF INFORMATION LEAFLET FOR ABP LOWESTOFT



ASSOCIATED BRITISH PORTS - LOWESTOFT

PORT SAFETY AND ENVIRONMENTAL NOTICE FOR MASTERS

The following notes are provided to give general information and guidance to vessel's Masters. ABP Lowestoft is the Statutory Harbour Authority for the Port of Lowestoft. The Port Control information service is continually manned by marine staff who can be contacted as follows:

Lowestoft Port Control

Telephone 44 (0) 1502 572286 e-mail lowestoftportcontrol@abports.co.uk
Fax 44 (0) 1502 586375 VHF Channel 14 Call Sign Lowestoft Port Control

Emergency Contact Procedures – Masters and Crew on Board Vessels in Port

- Immediately contact the Emergency Services (Dial 999) giving the following details:
- Callers Name and Name of Vessel
- Berth / Location
- Number of crew, passengers, visitors on board
- Type of Incident
- Main hazards (toxic vapour/ fumes/fire/dangerous substances/weather/wind/conditions/etc)
- Casualties (if any)

Then Inform

Lowestoft Port Control on 44 (0) 1502 572286 or 44 (0) 78169 63118 or VHF 14

If not available ABP Port Security 44 (0) 01502 581492 or 44 (0) 77875 60870

1. Incident Reporting

It is a requirement of the [Merchant Shipping \(Accident and Investigation\) Regulations 2012](#) that UK flag ships and other vessels in UK waters report incidents and accidents within 24 hours. There is also a duty placed upon the Harbour Authority to investigate and report any such incidents. Therefore all incidents and accidents covered by these regulations, within ABP Lowestoft's Statutory Harbour Area, must be reported to the Harbour Master via Port Control within 24 hours of their occurrence.

2. Vessel Defects

As part of the Port's Marine Safety Management System **ALL** relevant vessel defects must be reported to the Harbour Master via Port Control 1 hour before arrival, shifting or sailing at the Port of Lowestoft.

Relevant defects which must be reported include:-

1. Failure or unreliability of steering systems
2. Failure or unreliability of propulsion systems
3. Significant damage resulting in loss of hull watertight integrity
4. List of more than 5 degrees



ASSOCIATED BRITISH PORTS - LOWESTOFT

5. Any lack of vessel's stability or angle of loll
6. Failure of one or more manoeuvring aids – bow, stern thruster or anchors
7. Electrical systems failure or unreliability
8. Insufficient crewing – below safe manning certificate
9. Failure of major navigational aids or communications equipment
10. Uncontrolled leakage of pollutants
11. Mooring systems issues, such as loss of power to winches etc.

3. Incidents Involving Vessels on Adjacent Berths or Ashore

If a major emergency occurs within the Port which may affect your vessel, you will be informed as soon as possible and advised what to do.

Be prepared to move your ship and keep a listening watch on Channel 14 until further notice.

NOTE: All vessels in the Port of Lowestoft whether carrying dangerous substances or not, maybe required to move at short notice.

4. Rope Handling

Boatmen are available to handle ropes at all berths. Masters are reminded that they must provide a safe means of access for crewmembers when arriving, sailing or shifting, the services of the boatmen are strongly recommended. When shifting along a berth using ships crew, all mooring ropes must be dipped on bollards used by other vessels. The use of weighted heaving lines is strictly prohibited, may result in a fine & be reported to the MCA

Mooring lines must be tended at all times due to the interaction of passing vessels. The Port will not accept any responsibility for any damage caused by vessels surging along the quay due to slack mooring ropes.

5. Gangways

A gangway and safety net must be correctly positioned and secured at all times. There must be a safe means of access not only for the ships crew but also for all other persons visiting the vessel for whatever reason.

This includes safe access /egress for the Pilot on arrival and sailing at the berth. There must be a lifebuoy line and light close at hand by the gangway.

6. Divers

Divers are available from approved private firms. All diving operations must follow the Diving at Work Regulations 1997 or the Merchant Shipping (Diving Safety) Regulations 2002. No diving work may start until the Permission to Dive form has been completed at Lowestoft Port Control. Under no circumstance must any member of a ship's crew enter the water to perform a diving or swimming task.

7. Consolidated European Reporting System (CERS)

It is a statutory duty for a Port to report Ship Arrival & Departure / Dangerous or Polluting Goods. This is to be done on Agents On Line; a web based reporting system has been set up for all ABP Ports. All vessels must give prior notification using this system normally through their Agents.



8. Sufficient Crew

There must be enough crew on board at all times to deal with moorings and emergencies, including the provision of a safe means of access to shore and to comply with the International Ship & Port Facility Security Code.

9. Working Cargo

Prior to any work commencing, if any part of a vessel or hold can be damaged by the crane grab, the foreman must be informed

All crewmembers must wear high visibility clothing, hard hats and steel capped footwear whilst working on deck or in the ships hold during cargo operations.

When crewmembers enter the hold, the crane driver and supervising cargo-handler must be informed and then kept aware of their work and movements.

When crewmembers go ashore at the North Quay Cargo Terminal they must use the personnel gate. Code obtained from Operations Manager Tel: 44 (0) 1502 516804

When working bulk aggregates the first 2 metres back from the quay edge and mooring bollards must be kept clear of cargo. Safe access to the bollards and ships gangway must be maintained or the vessel may be delayed in sailing while the cargo is removed.

10. Repairs Involving Burning / Welding

The Harbour Master must approve any repairs involving burning or welding on a vessel or the adjacent quay, this applies to ship's crew or shore workers. Due to the danger of dust explosion, vessels working dry cargo in bulk will not be allowed to do hot work until loading or discharging is completed or suspended. Hot work must not take place adjacent to hazardous cargo or whilst bunkering is in progress. Permission to Carry Out Hot Work form is available from Lowestoft Port Control.

11. Suspended Quays

Berths at the Trawl Dock and parts of the North Quay Lowestoft are of suspended quay construction. These are clearly marked and are subject to weight/loading restrictions. Unless authorised by the Operations Manager (01502 516804) crane and lifting operations, or the movement heavy goods vehicles such as road tankers, stores vehicles, skip lorries etc., are not permitted on these suspended quay areas.

12. Personal Protective Equipment (PPE)

Please ensure that when working in operational areas on board ship and ashore, you and your crew wear safety footwear, safety helmets, high visibility clothing, hand protection (gloves) and eye protection (safety glasses, goggles or visors) during your stay in port.



ASSOCIATED BRITISH PORTS - LOWESTOFT

PORT WASTE RECEPTION FACILITIES - COMMON USER BERTHS

Prior Notification of Waste to Be Landed

Vessels not exempt from providing notification, must notify the port of all waste on board any time up to 24 hours in advance of arrival. This should be done by the master or agent using the ABP website:

www.abpnotify.co.uk

Non-Compliance

Details on how to deal with any non-compliance with port waste requirements, (by the port or a vessel), can be obtained from the Harbour Master, or found at:

www.abports.co.uk/Marine/Short_Sea_Ports/Lowestoft/Information_for_Visiting_Vessels

Waste Reception Location List

Waste Reception Facilities for Domestic Garbage are supplied by the Port of Lowestoft on common user berths as per the list below. All other waste not included in MARPOL Annexe V (Garbage) is the responsibility of the vessel's Owner/Agent, through a direct contractual arrangement with a licensed waste carrier.

NUMBER	LOCATION	TYPE
1	TRAWL DOCK WEST END	SHIP'S DOMESTIC GARBAGE SKIP
2	WAVENEY FISH MARKET ROAD	SHIP'S DOMESTIC GARBAGE SKIP
3	HAMILTON DOCK NORTH	SHIP'S DOMESTIC GARBAGE SKIP
4	TOWN QUAY NO. 2 BERTH	SHIP'S DOMESTIC GARBAGE SKIP
5	SILO QUAY WEST END	SHIP'S DOMESTIC GARBAGE SKIP
6	NORTH QUAY NO.3 BERTH	SHIP'S DOMESTIC GARBAGE SKIP
7	NORTH QUAY NO.5 BERTH	SHIP'S DOMESTIC GARBAGE SKIP
1A	TRAWL DOCK WEST END	DRY MIX RECYCLING SKIP
2A	PORT OFFICE	DRY MIX RECYCLING SKIP
	NW CORNER WAVENEY DOCK	WASTE OIL TANK
	NW CORNER WAVENEY DOCK	DRUM FOR OILY WASTE

Other terminal and marina operators provide their own waste management services.

Waste reception facilities are provided to cover MARPOL 73/78 – DEFRA Animal By-Products Regs. 2003 & MS & FV (Port Waste Reception Facilities) Regs 2003

ANNEX 1	OIL (TANK WASHINGS AND LIQUID ENGINE ROOM WASTE)
ANNEX 11	NOXIOUS LIQUID SUBSTANCES
ANNEX 111	HARMFUL SUBSTANCES IN PACKAGED FORMS
ANNEX IV	SEWAGE
ANNEX V	GARBAGE
ANNEX VI	AIR POLLUTION FROM SHIPS

Special Provisions

Category 1 Domestic Waste (International Catering Waste). A special waste skip will be delivered to the ship on request from agents. This includes domestic waste from a vessel which has declared its last port as being in a non – EU Country, (a supplementary charge will apply to this service in addition to the port's mandatory waste fee)

Inshore Fishing Fleet, Hamilton Dock

ANNEX 1 : Facility for waste oil provided – NW corner Waveney Dock

ANNEX V : Facility for garbage provided (Enclosed Skip – No.3 Above)

Non- Commercial Vessels, Trawl Dock

ANNEX V : Facility for garbage

PORT CONTROL - TEL. (01502) 572286 FAX (01502) 586375 OR VHF CHANNEL 14 e-mail lowestoftportcontrol@abports.co.uk



ASSOCIATED BRITISH PORTS - LOWESTOFT

All Dumping Of Waste Other Than By These Arrangements Is Strictly Prohibited

APPROVED WASTE CONTRACTOR'S LIST

No.	APPROVED CONTRACTOR	TELEPHONE NO.	CAT1 DOMESTIC	MARPOL ANNEX I	MARPOL ANNEX II	MARPOL ANNEX III	MARPOL ANNEX IV	MARPOL ANNEX V	MARPOL ANNEX VI
1	Biffa	01494 521221	Y	Y	Y	Y	Y	Y	
2	ASCO/Enviroco	01224266600/01779 485200	Y	Y	Y	Y	Y	Y	Y
3	CR Hales	01502 519080						Y	
4	East Coast Waste	01493 653600						Y	
5	PW Waters	01502 574996						Y	
6	Waveney Norse	01502 527100						Y	
7	C&L Waste Oil	01493 442056		Y			Y		
8	Safety-Kleen	02084 909084		Y		Y	Y	Y	
9	W.A.S. Ltd	01502 531470		Y	Y	Y			
10	Doe-Metal Recycling Ltd	01502 534560						Y	

RECORDS OF WASTE LANDED TO BE RETAINED BY VESSEL'S AGENTS/OWNERS OR TERMINAL/MARINA OPERATOR, AND RETURNED TO PORT AUTHORITY WHEN REQUESTED.

OTHER GUIDANCE

- Any spills (of oil or hazardous or noxious liquids or any other pollutant) spilling into the water contact Lowestoft Port Control immediately, as required by the Prevention of Oil Pollution Regulations 1996. Failure to do so may result in a prosecution under the Merchant Shipping Act 1995 Section 136(1).
- All vessels must comply with all current Acts and Orders relating to the spillage of oil in navigable waters.
- Masters of vessels that are loading or transferring fuels or lubricants are to take all necessary precautions to avoid spillage.
- Steps will be taken to enforce these requirements and ABP will hold any offending vessels and their Master's responsible for any damage and costs that may arise.
- Bunkers are available by road and occasionally by barge and can be ordered through your agent. The vessel and supplier must complete the ABP Lowestoft bunkering checklist prior to commencing operations and the Port Control notified before starting and upon completion.
- Masters must not allow their vessel decks to be washed until they have been thoroughly swept and the sweepings collected in a bin.

Harbour Master's Permission is required before undertaking the following:-

- Discharge of Ballast or any hold washings over the side
- External repairs or scraping to any vessel in the harbour must be undertaken in such a manner to prevent any matter falling into the harbour waters.
- Shot/grit blasting, welding and burning may only be carried out after prior consultation with the Harbour Master and Hot Work will require the completion of the appropriate Hot Work Permission form.
- Any tank /hold cleaning operation must have the prior approval of the Harbour Master and the methods being employed, agreed. No tank cleaning will be permitted for tanks having contained dangerous substances. All slops/washings must be pumped to a reception vessel/vehicle or internal slop tank. It is not permitted to pump contaminated washings over side into the dock.

PORT CONTROL - TEL. (01502) 572286 FAX (01502) 586375 OR VHF CHANNEL 14 e-mail
lowestoftportcontrol@abports.co.uk



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**APPENDIX L
SIGNAGE FOR GENERAL WASTE AND RECYCLING FACILITIES AT ABP
LOWESTOFT**

**Dry & Clean Materials
Accepted**

Cardboard



Paper



Cans



Plastics



**TANK FOR WASTE
OIL ONLY**

**NO OIL CONTAMINATED
SOLIDS, FILTERS, RAGS, OIL
DRUMS ETC. TO BE DUMPED**

What We Want








**Compactable
General Waste**

www.biffa.co.uk

Biffa

What We Don't Want

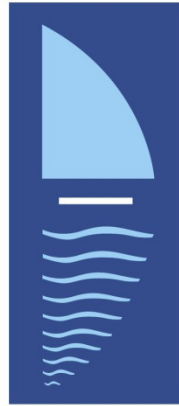
-  **Liquid Waste**
-  **Paint**
-  **Weee Waste**
-  **Electrical goods**
-  **Non EU Waste**

www.biffa.co.uk

Biffa

**APPENDIX M
NON-ABP TERMINALS AND MARINAS**

LOWESTOFT HAVEN MARINA



LOWESTOFT HAVEN
≈ **MARINA** ≈

WASTE MANAGEMENT PLAN

August 2017

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1. LOWESTOFT HAVEN MARINA - THE PORT OF LOWESTOFT

1.1 LOWESTOFT HAVEN MARINA (LHM)

ABP opened this 140 berth marina in 2004. It is accessible at all states of tide and offers excellent quality facilities, complete with comprehensive shore side amenities. The marina also benefits from ABP's expertise on both waste management and health and safety issues.

1.2 LOCATION WITIN THE DOCK ESTATE OF ABP PORT LOWESTOFT

LHM School Road site is located on the South bank at the Western end of Lake Loathing within the Port of Lowestoft estate and is just 600m down stream from Mutford Lock and the Oulton Broads. The open sea is approx 2km downstream (East), passing under the Lowestoft Town Bridge near the port entrance. LHM Hamilton Dock site is situated in the northern most Dock within the Port estate and has free access to the open sea.

1.3 ACTIVITIES TAKING PLACE

The business of Lowestoft Haven Marina is that of berthing vessels, hauling and launching vessels and boat storage ashore facility. All other activities are operated by tenants/franchisees.

New and used boat sales are operated by LOWESTOFT BOAT SALES.

An office/stores is operated by ENVIROSERVE LTD

A fully licensed pub and restaurant, THE THIRD CROSSING also operates on site.

WINDCAT WORKBOATS undertake maintenance of their boats on site

Table 2 Tenants and Franchisees at LOWESTOFT HAVEN MARINA

Tenant	Activity	Waste management arrangements
Enviroserve Ltd	Office and small stores for support vessels	Own arrangements made for all waste produced
The Third Crossing	Licensed Pub and Restaurant	Own arrangements made for all waste produced
Windcat Workboats	Maintenance of windfarm vessels	Own arrangements made for all waste produced

2. CONSULTATION

The management of Lowestoft Haven Marina are required to consult with all berth holders, marina users and other organisations having a reasonable interest in the proper disposal of waste arising from activities. The simplest way of ensuring that reception facilities meet the needs of marina users and complying with the requirements of the Regulations is to talk to those who need to make use of them.

ABP must ensure that all parties in the waste management chain – berth holders, visitors, tenants and Waste Management Contractors – fulfil specific responsibilities as detailed in Section 5, in order to facilitate the Port Waste Management Plan's satisfactory operation. Most importantly, the marina management is required to collate records of waste landed so that these can be added to the figures for the port as a whole and submitted annually to Government. These records will come from the Waste Transfer Notes generated for the marina by the Waste Management Contractors employed to remove the waste for disposal.

The consultation exercise for this PWMP has included representation from berth holders, visitors, tenants, waste management contractors. With regard to consultation with the local Maritime & Coastguard Agency, the Environment Agency, Port Health Authority, Local Authorities and local DEFRA officers, this has been undertaken during the compilation of the overall Port of Lowestoft's PWMP. Consultation has been undertaken using a number of methods, including letters, emails, informal discussions, presentations and formal meetings. The subjects under discussion have been:

- overall operation of the existing Port Waste Management 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 relationship to berthing dues
- waste statistics and record keeping
- recycling requirements of visiting vessels

Consultation with the users is a continuous process, undertaken by the marina management by questionnaire or informal gatherings as and when required. The Port of Lowestoft will carry out Consultation with regulatory bodies and other interested parties if any significant changes in operations take place. The 2003 PWRF Regulations increase the lifespan of a Port Waste Management Plan from two years to three, so a complete review of this Plan and the procedures associated with it will be carried out in 2017. 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

Name & Organisation	Reason for consultation	Method of consultation	Area of particular interest
Maritime & Coastguard Agency	Regulators of Port Waste Reception Facilities Regulations 2003	Port of Lowestoft	<ul style="list-style-type: none"> Overall operation of the PWMP Prior notification system
Environment Agency	Regulators of land-based waste reception facilities	Port of Lowestoft	<ul style="list-style-type: none"> Waste disposal sites Overall operation of the PWMP
Local Authorities	Port Health Authority	Port of Lowestoft	<ul style="list-style-type: none"> Environmental health implications for the reception & disposal of waste
Department of the Environment, Fisheries & Rural Affairs	Regulators of Animal By-Products Regulations 2003	Port of Lowestoft	<ul style="list-style-type: none"> Food waste reception & disposal
Berth holders	Provision and use of waste reception facilities	By letter or personal contact. Notice board	<ul style="list-style-type: none"> Waste reception charges Information requirements Prior notification system Location & adequacy of waste reception facilities
Waste Contractors	Representatives of waste management industry and providers of service	Port of Lowestoft	<ul style="list-style-type: none"> Arrangements for handling waste from vessels
English Nature	Relevant Authority for SPA/SAC designations	Port of Lowestoft	<ul style="list-style-type: none"> Nature conservation management
Sea Fisheries Committee	Interested authority	Port of Lowestoft	<ul style="list-style-type: none"> Waste disposal arrangements for fishing fleet
Tenants <u>Enviroserve Ltd</u> <u>The Third Crossing</u>	Interested party	By letter and personal contact	<ul style="list-style-type: none"> Information

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

3. PROVISION OF WASTE RECEPTION FACILITIES

3.1 RESPONSIBILITIES

3.1.1 Port Authority

ABP Port of Lowestoft has the duty to prepare a Port Waste Management Plan, which ensures that adequate and convenient garbage reception facilities are available throughout the port estate, including facilities for recreational craft. 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. The current list is contained in Appendix C, supplied by the Port of Lowestoft. Enquiries relating to the list should be addressed to the Harbour Master.

Neither ABP Port of Lowestoft nor Lowestoft Haven Marina is the producer of the vessel-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 –*
- (c) 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*
 - (d) 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. Providing the conditions set out in Section 36 of the Waste Management Licensing Regulations are met, the temporary storage of ships' waste in harbours is exempt from the need to have a waste management licence. This includes waste produced by recreational vessels, which is landed in ABP's marinas.

3.1.2 Tenants

Waste management planning within specific, leased areas is the responsibility of the tenant, who is required to ensure that suitable waste reception facilities can be provided in line with the relevant regulations relating to his business or activity.

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

Where a tenant makes use of an ABP-managed berth the waste reception facilities provided under ABP's own waste management arrangements, he will be expected to contribute towards the cost of their provisions.

3.1.3 Waste Management Contractors

Appendix C lists the authorised waste contractors who are approved to operate in the Port of Lowestoft 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 a tenant wishes to use a contractor who does not appear on this list, they shall advise ABP's marina manager and the 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 shall 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, tenant, etc.) The details in the transfer note form the basis of the records to be kept by the Port of Lowestoft of the amount of waste transferred from the dock estate to disposal sites in any given year.

3.2 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 marina. Unusually large quantities of any type of waste will always require at least 24 hours notice. This should be given directly to the waste contractor involved but the marina manager should also be informed. 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 within the Lowestoft Haven Marina and responsibility for the provision of associated facilities

MARPOL Annex	Type of Waste	Frequency of use of facilities	Responsibility for the provision of facilities
Annex I	Oil	Common	ABP for small quantities, the client or tenant for large quantities
Annex II	Hazardous substances	Infrequent	Tenants / Clients
Annex IV	Sewage	Infrequent	Arranged by ABP for client or tenant
Annex V	Garbage	Common	ABP / Tenants

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

3.2.1 Annex I – Oil

Port of Lowestoft, using licensed waste contractors, makes 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.

Accidental oil spills must be reported.

3.2.2 Annex II – Hazardous substances

Accidental chemical spills must be reported. Other hazardous substances, such as those used in boat repairs, should be disposed of appropriately.

3.2.3 Annex IV – Sewage

With the ratification of MARPOL Annex IV in September 2002, ports in the UK have until September 2004 to make suitable provision for the reception of this waste stream in their port waste planning arrangements. In ABP ports, sewage is disposed of via 'direct contract' arrangements between a ship, or her Agent, and an approved waste management contractor. In the absence of any sewage pump-out facilities within an ABP marina, the same 'direct contract' arrangements will apply.

3.2.4 Annex V – Garbage

Lowestoft Haven Marina provides covered bins for the disposal of domestic garbage and food waste at fixed locations around the marina. A licensed waste contractor, Biffa Waste Services Ltd, empties these bins on a regular basis. This process is kept under

constant review and the frequency of collection, number of bins and locations can be altered to meet demand (Currently, 3 General waste bins which are emptied twice a week). These facilities are available to vessels at all times. Marina users are expected to use the appropriate bins 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 cannot be treated as ordinary garbage and have special handling requirements. Some level of waste stream separation or segregation is, therefore, required. Oily garbage and solids should be separated from general garbage and arrangements made with licensed waste contractors for collection via the special labelled bins in the waste areas. Any waste food imported from outside the European Union need to be disposed of accordingly. Paint tins still containing paint are now treated as special waste and can only go to licensed disposal sites. They should be dealt with accordingly and collected by an approved contractor.

3.3 OTHER WASTE

The Lowestoft Haven Marina management provides large general skips for the disposal of other waste generated as a result of activities taking place. The marina management controls the number and location of these skips. A licensed waste contractor empties them on a regular basis.

3.4 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, and the extent to which waste is minimised at source, is a matter for vessel owners and operators, including recreational craft. Although careful minimisation and treatment of such wastes at source will reduce the amount of waste landed in marinas, 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. Up to now, under the present waste management process, there was little value in separating out the different types of garbage for recycling as the contractor often mixes up all the wastes during their transportation from the port estate to the disposal site. However, as UK Government targets for recycling of waste trickle into the waste marketplace over the life of this Port Waste Management Plan, the ports and marina industry may find itself obliged to provide reception facilities which reflect separation of waste for discrete disposal. Obviously, this process requires separation of waste at source, at reception and at disposal. This is being investigated at the time of this rewrite and we are in negotiations with the local authority who are spearheading the recycling campaign.

Should this system be adopted, ABP will review its waste management arrangements and amend them as necessary. This will include our marina facilities.

Table 5 Type, capacity and cost of Port Waste Reception Facilities at ABP Lowestoft Haven Marina

Oil Waste:

SR-1 x waste oil tank (bunded), with a total capacity of 650lts, situated in the marked waste reception area

Oily Rags & Filters

SR –2 x lidded drum containers 1 for each type of waste situated in the marked waste reception area

Garbage:

SR - 2 x 1.1m³ wheelie bin type covered containers at 1 location, situated in the marked waste reception area

Recycling:

SR - 1 x 6.1m³ lidded bin type covered container for DMR, at marked waste reception area

General Waste:

1 x 6.1m³ skip located near the boat hoist dock. This is emptied as and when required. School Road Only

Glass recycling:

SR only – 1 x glass collection container, mainly used by The Third Crossing, is emptied free of charge through the local authority, located at the marked waste reception area

Approximate total cost per annum for Garbage and General Waste = £6,000

4. LOCATION OF FACILITIES AND EASE OF USE

ABP Lowestoft Haven Marina 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 marina management has considered the following factors:

- Access – safety
- Distance from berths and pontoons
- Visibility
- Signage
- Lighting
- Colour

Table 6 Location of Waste Reception Points within Lowestoft Haven Marina for School Road

Receptacle	Location
Garbage Bins/recycling	Located at the marina waste reception point
Oil Waste Tank / Drum	Located at marina waste reception point
General Waste Skip	Located near boat hoist dock in main boatyard (SCHOOL ROAD ONLY)

Access

Ideally, the route to and from the general waste skips should be clear from obstructions to ensure safe access to both the users and the waste contractors. For reasons of safety, the skips and bins are located at the perimeters of the main operational areas.

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 marina, where possible, recycling and general garbage skips are placed in such a way as to minimise the maximum distances required for the users 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.

Signage

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

Lighting

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

Symbols and colours.

Although there is an internationally recognised symbol for sewage pumpout facilities, there is no similar or IMO standard symbol to depict reception facilities for food waste. ABP, along with other members of the UK ports' industry, has suggested that one be developed.

In the Lowestoft Haven Marina, bins for receiving general garbage and EU-food waste are coloured RED. Special bins for receiving non-EU food waste are available on request and to the cost of the persons requiring it.

5. COST OF FACILITIES

It is ABP's policy to reclaim 100% of the costs involved in providing waste reception facilities from eligible vessels and this policy has been in place since 1998. This includes recreational craft from which the costs are recovered in Harbour Dues and berthing fees. It is recognised that the cost of using port waste reception facilities should not be so high as to encourage disposal at sea. However, there is a legal obligation to ensure that vessels pay and this section outlines the charges made for the use of the waste reception facilities within the marina.

5.1 WASTE COSTS AS PART OF DUES LEVIED

All ships, apart from 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.

Recreational craft and fishing vessels pay for these facilities through part of their Berthing and Storage fees. The costs are calculated by dividing the total cost of waste reception facilities for the marina by the number of vessels using these berths annually.

The charge will increase on an annual basis to reflect the costs to ABP for the provision of general garbage facilities from our waste management contractor. As costs associated with disposal of waste to landfill sites – in particular, the Landfill Tax – increase, so the charge will rise.

6. INFORMATION

Lowestoft Haven Marina has considered a number of possible methods to ensure that all users and tenants are aware of waste management procedures, including the location of bins and the costs of using reception facilities. The various methods include:

- letters sent to users advising them of the new Port Waste Management Plan
- summary leaflets outlining the details of waste management procedures
- notification on ABP websites of new arrangements
- circulation of new Port Waste Management Plan to interested parties as part of consultation exercise
- notice boards and signage highlighting waste reception facilities
- maps showing location of waste reception facilities.

6.1 SIGNAGE

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. The use of symbols and translated phrases on the signs make the use of garbage reception facilities easier and provide further information to ships, especially for their non-English speaking users.

6.2 CIRCULATION OF PORT WASTE MANAGEMENT PLAN TO USERS

A copy of the complete 2018 ABP Port of Lowestoft, Port Waste Management Plan, including the waste management arrangements for the marina, will be posted on ABP's Environment website (<http://www.environment.abports.co.uk>) once it is approved by the Maritime and Coastguard Agency.

7. REVIEW PROCEDURE

The ABP Port of Lowestoft 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. The marina's waste reception and management arrangements will be reviewed as part of this process, which will consider:

- continuous feedback from consultation on all aspects of the waste management planning process
- changes in type and volume of traffic using the marina
- updated and improved records of the amounts of waste actually landed and disposed of
- updated waste management arrangements, probably following another review of the arrangements set up in 2021
any relevant changes in MARPOL Regulations, European waste legislation or national law.

APPENDICES

APPENDIX A	EXAMPLES OF GARBAGE HANDLED
APPENDIX B	CONSULTATION CORRESPONDENCE
APPENDIX C	APPROVED WASTE CONTRACTORS FOR ABP PORT OF LOWESTOFT (Included in ABP Port of Lowestoft PWMP)
APPENDIX D	CALCULATIONS FOR WASTE RECEPTION CHARGE AS A PROPORTION OF MARINA DUES 2004
APPENDIX E	MAP OF ABP LOWESTOFT HAVEN MARINA SHOWING WASTE RECEPTION FACILITIES
APPENDIX F	EXAMPLE OF INFORMATION LEAFLET FOR ABP LOWESTOFT HAVEN MARINA

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
- Bottles, crockery, etc.
- Paper, cardboard, magazines, etc.
- Other items of domestic refuse from living quarters and galleys, e.g. plastic shampoo bottles, razor blades, etc.

GENERAL / OPERATIONAL WASTE

- Maintenance wastes:
 - oily rags/pads(haz drums)
 - machinery maintenance remains
 - soot and machinery deposits
 - broken parts
 - packaging materials
 - rust

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

EXAMPLE OF CONSULTATION CORRESPONDENCE

Sent to all permanent berth holders and by hand to visitors.

Dear Client / Tenant (Will be personalised and sent with a questionnaire)

Re: ABP Port Waste Management Planning 2014.

ABP Port of Lowestoft is in the process of updating their Port Waste Management Plan, which encompasses the waste management at Lowestoft Haven Marina.

Most of you are fully aware of our current waste facilities but for the new clients and those who are not fully aware they are as follows.

Garbage: There are Red wheelie bins at the top of the marina-access bridge at School Road and by the main gate at Hamilton Dock.

General Waste: There is a 6 cubic metre skip near the hoist dock. (SR only)

Waste Oil: There is a disposal receptacle, at the marked waste reception area

Battery Disposal: There is a dedicated bin in the waste disposal area at the marked waste reception area

Dog Litter: There are dog litterbins located on the fencing on the quay edge and on posts in the picnic area.

Bottle Bank: There is a bottle bank located at the marked waste reception area. SR only

Before submitting the marina part of the new plan, we would like to give you the opportunity to come up with suggestions for any improvements you feel we could sensibly make. Therefore, we would be very much obliged if you could respond as soon as possible by completing the enclosed questionnaire and returning it to the marina office at your earliest convenience.

Yours sincerely,

Bob Beare
Marina Manager
Lowestoft Haven Marina

α LOWESTOFT HAVEN MARINA

PORT WASTE MANAGEMENT PLAN

YOUR VIEWS

The Merchant Shipping (Port Waste Reception Facilities) Regulations were updated in July 2003. To comply with the Regulations, we are producing a waste management plan. To this end, we would appreciate a few minutes of your time in giving us your views.

1. What kind of boat do you use? _____
2. How often do you use your boat? _____
3. Typically, what kind of trip do you make? _____
4. What kind of waste do you produce? _____
5. Approximately how much waste per trip (No of bags) _____
6. What types of waste receptacle do you require? (Please tick or circle)

Mixed garbage	food from EU sources	food non EU
chemical toilet	sewage pump-out	oil & oily waste

Other (please specify) _____
7. How adequate are the present waste facilities? _____
8. If inadequate, have you any suggestions? _____

Name _____

Address _____

Post Code _____ Name of Vessel _____

APPENDIX B

APPROVED WASTE CONTRACTORS

A ASSOCIATED BRITISH PORTS – LOWESTOFT

APPROVED WASTE CONTRATOR'S LIST

No	Approved Contractor	Telephone No	CAT1 Domestic	MARPO L Annex I	MARPO L Annex II	MARPO L Annex III	MARPO L Annex IV	MARPO L Annex V	MARPO L Annex VI
1	Biffa	01494 521221	Y	Y	Y	Y	Y	Y	
2	Enviroco	01779 485200	Y	Y	Y	Y	Y	Y	Y
3	CR Hales	01502 519080						Y	
4	East Coast Waste	01493 653600						Y	
5	PW Waters	01502 574996						Y	
6	Waveney Norse	01502 527158						Y	
7	C&L Waste	01493 442056		Y			Y		
8	Safety-Kleen	02084 909084		Y		Y	Y	Y	
9	W.A.S Ltd	01502 531470		Y	Y	Y			
10	Doe-Metal Recycling Ltd	01502 534560						Y	

Appendix D Costings

CALCULATIONS FOR WASTE RECEPTION CHARGE AS A PROPORTION OF MARINA DUES 2014

ABP Haven Marinas do not actually calculate waste disposal cost against marina dues. These dues are actually dictated by what the market can accept in any given area.

The costs which normally only equate to around 1.5% of the total overhead are treated as an expense to the running of the business. Therefore, about 1.5% of marina dues is diverted to cover the costs of waste management at Lowestoft Haven Marina.

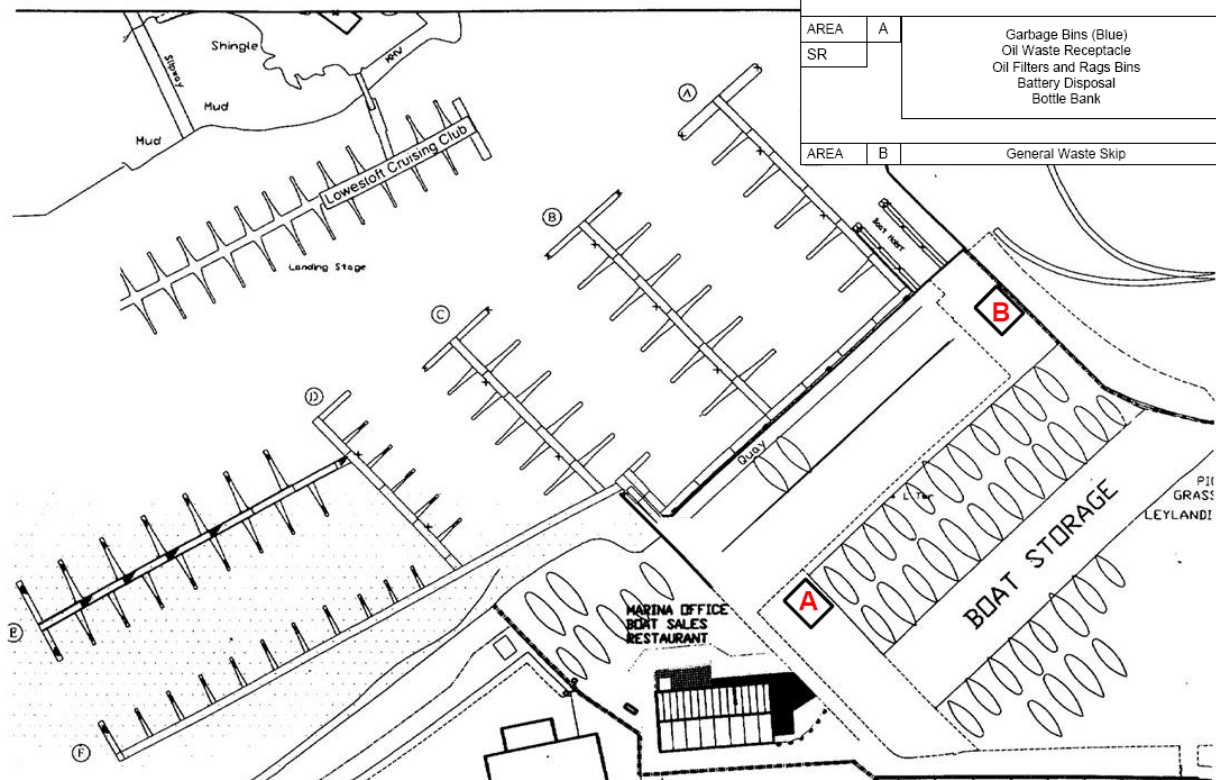
For 2018, the annual berth cost is £248 per meter per year including VAT and the visitor rate is £2.40 per meter per day including VAT. Average boat length is 10 meters with 180 berths available.

Vessels on hard standing areas are charged at £0.55p per metre per day.

If the marina is required to dispose of, or arrange to dispose of items not usually catered for within our reception facilities (sewerage pump out, oily or contaminated bilge or tank water, noxious substances, non EU food garbage, pyrotechnic etc.) the cost, if any is passed onto the client or tenant.

Costing for 2017 waste disposal were £6,000

APPENDIX E



APPENDIX F

EXAMPLE OF INFORMATION LEAFLET FOR ABP HAVEN MARINAS



Marina Waste Management Guidelines & Rules

Garbage:

Only garbage generated from EU sources is permitted to be disposed of in the normal bins.

If you have garbage from non-EU sources, please report it to the marina office.

Seal all garbage in bags before disposal.

Place all your vessels garbage in the blue bins provided.

Do not leave garbage alongside the bins.

Ensure you close the bin lid after disposing of your garbage.

Waste Oil & Oily Waste:

Pour your waste oil in the tank / drum provided using the funnel provided.

Do not leave waste oil in containers alongside the disposal tank / drum.

Do leave oily waste items in the receptacle which is alongside the tank / drum. (Oily rags/ filters)

Do not smoke near the tank / drum.

Oily rags and filters:

There are receptacles in the waste area labelled for the disposal of these items. Please do not include them in general garbage

General Waste:

Place general waste, not garbage, in the skip provided.

Harmful or noxious items or substances paint tins & solvents, or oily waste items must not be disposed of in the general waste skip.

Either place them in the receptacle dedicated for their disposal or enquire at the marina office.

Pyrotechnics:

Please enquire at either the marina office, your local chandlery, or HM Coastguards, with regard to the disposal of any old pyrotechnics.

LOWESTOFT MARINA



South Elmham Terrace, Lowestoft, Suffolk, NR33 9NQ

With Compliments



enquiries@lowestoftmarina.net



01502 588111

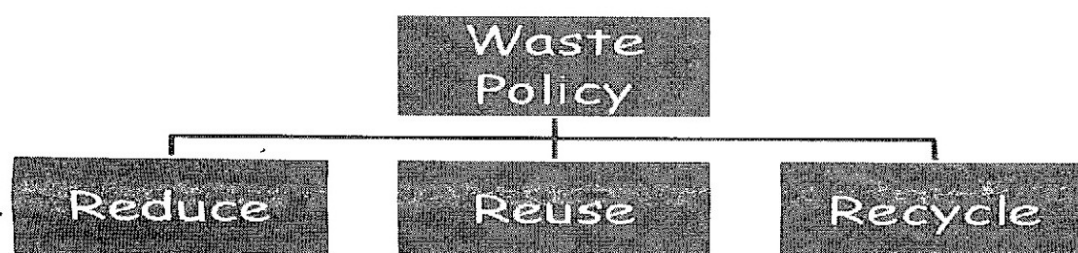


www.lowestoftmarina.net

Company No. 4422493 Registered Office: 37 Canynge Road, Clifton, Bristol, BS8 3LD

Waste Management

The main focus of the Marina's waste management plan is to help protect the environment by reducing, reusing and recycling wherever possible. Primarily, we ask our customers to adopt and adhere to our plan and correctly use the clearly identifiable recycling facilities which can be found at strategic points in the Marina.



The Marina's Environmental Policy outlines some of the measures taken to reduce our carbon footprint. A list of recyclable items has been issued to all berth holders and is displayed within the main recycling area.

By clearly identifying the facilities currently available within the Marina and disposing of all waste responsibly, we are confident we can reduce our carbon footprint and maintain a clean / safe site for the benefit of our customers and visitors.

Domestic Waste

A 1,000 litre (green) bin can be found on the quayside and is for domestic waste only (see enclosure). It is emptied on a weekly basis by Waveney Norse Limited.

Recycled Waste

A 1,000 litre (blue) bin is located on the quayside and is for most items to be recycled (see enclosure). It is emptied on a fortnightly basis by Waveney Norse Limited.

Controlled waste transfer notes are retained and we periodically check that Waveney Norse Limited hold the appropriate Environmental Permit and Waste Carriers' licence.

Wood

'Virgin' wood can be left in the main bin area for recycling and is subsequently made available to berth holders for wood burners. Virgin timber is of the type from forestry works or virgin wood processing such as wood off cuts, shavings or saw dust from sawmills or timber product manufacture dealing in virgin timber or cuttings and brash from tree felling or other forestry management operations (EA 2012).

V5- 14/02/2013

Spill kits

Spill kits and instructions for their use are kept at the northern end of the quay (outside main wc area). The Marina Manager should be notified of any spillages.

Litter bins

Litter bins are located at strategic points around the Marina (by picnic benches) and are emptied into the main general waste bin (green) on a regular basis.

Waste Oil / batteries / flares

Disposal facilities for waste oil and batteries are located at the northern end of the main quay (Hazardous Waste reference OCG551). The bunded waste oil tank is emptied on an adhoc basis by CPS Fuels. Batteries are collected by Waveney Norse Limited and out of date flares by the Marine Safety Centre.

Bilge / black water

Pumping facilities are not currently available within the Marina but can be found in various locations locally. Customers are prohibited from pumping bilge water into the Marina unless it is free from oil for which treatment devices are commonly available.

The Marina's Terms and Conditions strictly prohibit the use of ship's toilets within the Marina and its confines (on shore facilities are available).

Other waste

Arrangements can be made for the correct and, wherever possible, environmentally friendly disposal of most waste. Registered local carriers are used for other items such as glass, electrical equipment, printer cartridges, batteries, oily rags, light bulbs & engine filters.

There are no boatyard facilities and as such details for the disposal of 'detritus' associated with such activities are not included within this document.

We will periodically review the availability of recycling facilities available within the local area and add provisions for our customers to recycle more waste where possible.

Blue Bin (recycle)	Green Bin (General)	Quay (Other)
aerosol cans (empty)	Bubble wrap	Car batteries
Aluminium containers / foil	Cling film	Motor Oil
Bicycle frames	Coat hangers	
Bicycle wheels (no tyres)	Crisp packets	
Books, hardback/paperback	Crisp packaging	Special (contact office)
Bottle tops	Cutlery	
Butter tubs	DIY tools	Flourescent Tubes
Cardboard	Film plastic	Glass
CD's/DVD's	General waste	Light bulbs
Catalogues	Paint tins (empty)	Textiles and clothing
Cereal boxes	Pet waste	Tyres
Cleaning fluid bottles	Pill/medicine bottles	Paint tins (liquid)
Copper piping	Plastic bags	Printer cartridges
Corks, plastic	Plastic shoes	Batteries (domestic)
Deodorant bottles	Plumbing fittings	Oily rags
Drink bottles / cans	Polystyrene	Engine filters
Egg boxes	Rubber gloves	
Envelopes	Scissors	
Flowerpots	Screws, nuts & bolts	
Food cans	Toothpaste tubes	
Fruit drink cartons	Vacuum contents	
Garden furniture / tools	Video cassettes	
Greeting cards	Wallpaper	
Guttering		
Ice cream tubs		
Jar lids		
Magazines		
Mail order catalogues		
Margarine tubs		
Melamine (plates, bowls etc)		
Milk / yoghurt cartons		
Newspapers		
Packing boxes (crushed)		
Paint tins (dry)		
Plastic bottles		
Plastic toys		
Plastic tubs		
Ring binders (plastic & card)		
Shampoo bottles		
Shredded paper		
Steel pots & pans		
Telephone directories		
Tissue paper		
Tupperware		
Video cases		
Washing powder boxes		
Washing-up liquid bottles		
Waxed paper/card		
Wrapping paper		

Please remember to crush all
cans, boxes etc

LOWESTOFT CRUISING CLUB



The Harbour Master
ABP
Bridge Control Building
Station Square
Lowestoft
NR32 1BA

Lowestoft Cruising Club

Commodore:
Colin Coe

Vice Commodore:
Jeremy Harrison

Rear Commodore:
James Hutcheson

Hon. Secretary
Lowestoft Cruising Club
Off Harbour Road
Oulton Broad
NR32 3LY

secretary@lowestoftcruisingclub.co.uk

Waste Policy Statement – May 2018

The Lowestoft Cruising Club is situated on the north bank of Lake Lothing off Harbour Road and has a water frontage of some 180 metres. The Club was founded in 1966 and initially leased the site but was able to buy the freehold in 1978.

The Club is run on a self-help principle where members build and maintain all the facilities and, in the main, only contract out for craning boats, dredging, piling. There is no racing programme or dinghy fleet; the Club is geared solely to cruising boats.

The day to day running of the Club is undertaken by a Management Committee of 12 members who are elected at the annual AGM. It has a maximum 150 family or single memberships.

There are floating pontoon facilities for 71 boats with mains water and electricity points available to all moorings; visiting boats are welcomed. The Club site includes a compound which is used as a car park for members during the summer and as winter storage for up to 48 boats during the winter. There is also a small clubhouse that is used for meetings and occasional small social functions, with adjoining shower and toilets available to members and visiting yacht crews, but there is no bar, shop or restaurant.

GARBAGE

We have an 1100litre waste disposal bin sited in the compound for general waste. The bin is mounted on a concrete plinth with an all weather sign listing materials and waste that cannot be deposited. The sign also gives the address of a local facility in Haddenham Road, South Lowestoft Industrial Estate that will take noxious waste and warns users not to leave anything by the bin if it is full. The bin is maintained and emptied regularly by the Waveney District Council. The amount of waste removed is approximately 20 cu metres per annum.

LIQUIDS

There are no facilities on site for the disposal of any noxious liquids including waste lubricating oils, diesel, thinners or anti foul paints. These must be removed from the site by the owners and deposited at a suitable recycling/disposal facility such as the one at Haddenham Road.

BATTERIES

There are no facilities on site for the disposal of lead acid type batteries. These should be returned to the supplier of the replacement batteries. Alternatively, they can be taken to the disposal facility at Haddenham Road.

RECYCLING

Waveney District Council's Environmental Health Office operates several waste recycling schemes and members and visitors are urged to take advantage of these. There is a bottle, waste paper, aluminium & steel collecting centre located at the car park opposite St Mark's Church in Bridge Road, Oulton Broad. In addition, there are similar facilities, including textile and book recycling banks, located in the Belvedere Road car park in Lowestoft. There is also a bottle bank in Commodore Road, Oulton Broad.

PUMP OUT

We have no pump out facilities. Most Club boats have flush toilets that are only used at sea.

ANTIFOUL BEST PRACTICE

Antifouling is toxic to aquatic life - concentrated amounts of copper can enter the marine environment during the removal of antifouling paint:

Avoid antifoul scrapings from entering the water by collecting in a tarpaulin.

Dust from sanding paint and antifouling coatings is toxic. Using a dustless vacuum sander will also protect your health.

Take advice from your chandlery on the correct type of antifoul for your location – preferably with the lowest levels of biocides and copper suitable for your needs.

Apply the right amount of antifouling required and do not spill it – when applying use a sheet to collect drip.

Dispose of used brushes, rollers and trays and empty cans of antifoul as hazardous waste.

LOWESTOFT CRUISING CLUB

MEMBERS' NEEDS

Being a small club, the Management Committee was able to canvas members informally to assess their waste disposal needs as laid out in MCA and RYA guides. They found that most members, and visiting yachts, confine their sailing to the East Coast at weekends with some visiting EU countries for extended summer breaks.

Members reported that during the sailing season they rarely had more than a 'carrier bag' of general household waste after a trip. Some take this home and others use the bin sited in the compound.

Most maintenance is undertaken during the winter and this does produce a certain amount of waste oil and small amounts of domestic decorating waste materials – disused sandpaper, brushes, tins, etc.

Members were asked if they felt additional facilities were needed on site to deal with waste oil, metals, batteries or other items. All those asked felt the existing provisions were adequate and they were happy to use the local facilities provided by Waveney District Council and Suffolk County Council for any rubbish that did not qualify as domestic waste.

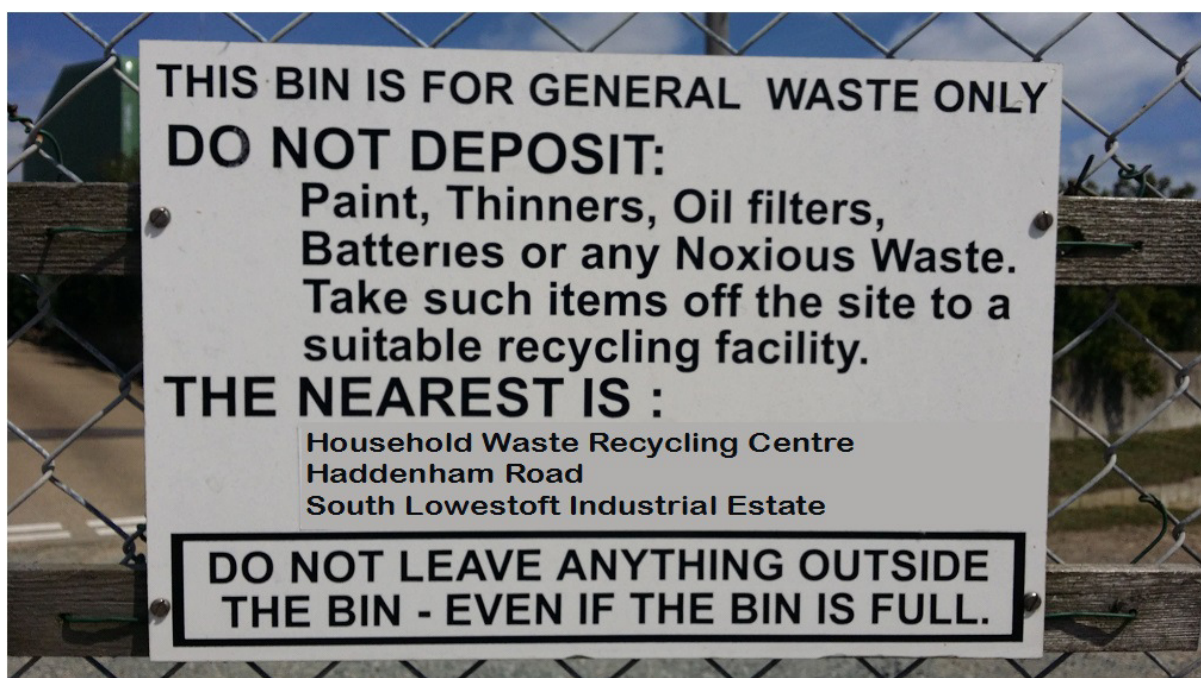
ACTION STATEMENT

- 1) Publish an article in the Spring 2018 issue of our in-house magazine "Under Way", informing new members/reminding the membership of the importance of protecting the marine environment by following antifoul best practice advice as highlighted in the Club's waste disposal advice and procedures.
- 2) Ensure that amended written information about waste disposal is included in our 'visitors pack' which is given to all visiting yachts. This pack is to be checked and updated on a yearly basis in April, before the start of the sailing season.





Lowestoft Cruising Club



APPENDIX N SOUTHAMPTON MARINE SERVICES



SMS/W/PS/005
REV 02
14/12/17

Environmental Policy Statement

Southampton Marine Services (SMS) respects the natural, built, social and economic environments on all projects on which it operates. We are committed to conducting our operations in an environmentally and socially responsible manner and will work closely with our customers, partners, subcontractors and other parties to:

- Respect and contribute positively to local communities;
- Offer opportunities to improve energy efficiency or carbon emissions;
- Use renewable resources in preference to non-renewable and use local and recycled materials where appropriate;
- Source products that are manufactured with due regard to human rights;
- Protect and enhance ecologies.

We are committed to engaging with professional and regulatory organisations as well as our customers to help raise environmental standards. We are committed to continual improvement through the adoption of innovative techniques and best practises that exceed customer expectations, meet societal needs and achieve better environmental outcomes. We will set realistic environmental objectives and targets and monitor compliance so that we:

- Comply with all UK legal and SMS requirements, the former being regarded as a minimum standard in any operational location;
- Prevent pollution and protect both the natural and built environment;
- Reduce the effects of noise, dust, disturbance and inconvenience arising from our activities;
- Use resources such as energy, water and raw materials efficiently;
- Purchase goods and materials that are not scarce or known to cause significant environmental harm;
- Minimise waste through re-use and recycling and safely dispose of any waste;
- Consult those affected by our work and respond promptly to any complaints or incidents and report these in accordance with SMS requirements.

In our premises, offices and transport arrangements we seek to progressively:

- Reduce fuel consumption in our vehicle fleet;
- Improve energy efficiency and reduce energy wastage in the premises we occupy;
- Reduce and re-use waste and improve recycling.

To implement this policy we operate an Integrated Management System intended to conform to the requirements of ISO 14001:2015. This will ensure that throughout the business, environmental risks are identified, environmentally safe systems of work are adopted and best practise is shared. We will actively involve our employees and ensure through training that they are aware of the environmental impacts of their activities and know how to act responsibly. It is the responsibility of every manager and employee in the business to:

- Perform their job so as to comply with all environmental requirements;
- Stop if they believe what they are doing will cause pollution or an environmental incident, and;
- Look out for environmental improvement opportunities.

The effectiveness of our management arrangements in delivering this policy together with our environmental performance and compliance with legislation is routinely monitored and reported to the management team on a regular basis. The environmental policy will be brought to the attention of all employees and persons working on behalf of SMS. The policy will be reviewed annually is freely available to the public via the SMS website www.southamptonmarineservices.com.

A handwritten signature in black ink, appearing to read 'Chris Norman'.

Chris Norman,
Managing Director
14/12/17



ENVIRONMENTAL REGISTER OF ASPECTS HIGH PRESSURE WASH OFF

Section 1
Revision: 2
Date 03.04.2018

1.0 Aspect

One of the most common activities carried out on vessels in the dry dock is the repainting of the hull and superstructure, which means that the hull and superstructure has to be pressure washed off.

2.0 Source of aspect

Instruction from customer/ships owner/superintendent.

3.0 Impact

Approximately 30 tons of fresh water used on each vessel, pollution of river.

4.0 Significance

Activity	Frequency	Severity	Impact
Normal	2	3	6
Abnormal	1	1	1
Emergency	1	1	1

5.0 Comment

The environmental review showed that:-

Although a large amount of fresh water is used, because of contamination to the hull of a vessel, it is not possible to use salt water. Also it is not feasible to capture and recycle water already used.

Personnel carrying out the task are competent and management are constantly reviewing the amount of water used and looking at ways to reduce it.

6.0 Operating Procedures

1. Prior to docking a vessel's traceability must be obtained regarding type of antifouling paint used at the last docking. This is a requirement under IMO, International Maritime Organisation - ICPPS, the International Convention on the Control of Harmful Anti-Fouling Systems on Ships 2001.
2. Vessels 400 tons and over must be surveyed and issued with a Certificate of Compliance, the 'International Antifouling System Certificate'.
3. Vessels under 400 tons but 24 metres or more must carry a 'Declaration on Anti-Fouling System' signed by Owner or Agent and accompanied by appropriate documentation relating to the anti-fouling applied.
4. This traceability ensures that paints applied previously are environmentally friendly. No work is undertaken if it is not environmentally acceptable.
5. Any vessel arriving without traceable documentation will require a sample to be taken which needs to be analysed. This may be arranged through the paint representative for the paint being requested.



ENVIRONMENTAL REGISTER OF ASPECTS HIGH PRESSURE WASH OFF

Section 1
Revision: 2
Date 03.04.2018

6.0 *Operating Procedures (Cont'd)*

6. If it is established that the paint is non-compliant, then the owner has two options:-
 - a) The vessel must be taken to a 'registered' dry dock which can remove the anti-foul completely by blasting, or
 - b) can be high pressure washed off ensuring all the run-off water is captured and pumped into a tank for analysis, so that the appropriate disposal method can be used. The vessel's hull can then be treated with an approved sealing coat which can then be over-coated with a compliant anti-foul.
7. Only fresh water can be used to high pressure or ultra-high pressure wash off of vessels, as salt water will cause contamination. Approximately 30 tons of fresh water is used for high pressure/ultra-high pressure wash-off.
8. Marine growth and vegetation is removed and disposed of through a registered waste carrier to landfill.

7. *Cross reference to Register of Legislation*

Environmental Protection Act 1990 Part 1

Water Act 2014



ENVIRONMENTAL REGISTER OF ASPECTS PAINT SPRAYING

Section 2
Revision: 2
Date 03.04.2018

1. *Aspect*

One of the most common activities carried out on vessels in the dry dock is the repainting of the hull and superstructure.

2. *Source of aspect*

Instruction from customer/ships owner/superintendent.

3. *Impact*

VOCs. into the atmosphere, airborne contamination of vehicles and property in the immediate vicinity, pollution of river.

4. *Significance*

Activity	Frequency	Severity	Impact
Normal	2	3	6
Abnormal	1	1	1
Emergency	1	1	1

5. *Comment*

The environmental review showed that little control over the types of paints used, as these are mostly supplied by the customer, who will also request the type of application process. All antifouling paints comply to the 'International Convention on the Control of Harmful Anti-fouling Systems on Ships'.

If advice is sought by the customer on the type of paint/anti-fouling to use, then the Company would recommend a high solid low VOC product.

Environmental conditions are taken into account prior to painting.

6. *Operating Procedures*

1. The Dockmaster will assess the environmental conditions prior to commencing paint spraying, this will include wind speed and direction. If the wind speed is excessive or the direction could affect street parked vehicles then the operation will be postponed until the conditions are satisfactory.
2. Paint hoses and connections are checked prior to use to ensure that equipment failure is kept to a minimum.
3. A spills kit is readily available in case of a hose failure, although the amount of spillage will be small, as the Foreman or delegated person will be acting as 'pot man' and will be responsible for switching off the pump in the event of an emergency.
4. Signage is displayed outside the dry dock near the public highway to warn drivers not to park in the immediate area in case of airborne paint spray.



ENVIRONMENTAL REGISTER OF ASPECTS PAINT SPRAYING

Section 2
Revision: 2
Date 03.04.2018

6. *Operating Procedures (Cont'd)*

5. Most paints are supplied by the ship Owner/Superintendent and comply to the 'International Convention on the Control of Harmful Anti-fouling Systems on Ships'. If advice is sought by the customer on the type of paint/anti-fouling to use, then the Company would recommend a high solid low VOC product.
6. Surplus paints are dispensed into a container with hardener, also 'slops' (used thinners) is also decanted into a container and both are removed by a registered waste disposal company under a consignment note.

7. *Cross reference to Register of Legislation*

Environmental Protection Act 1990 (including Part iii)

Environmental Protection (Duty of Care) Regulations 1991 (Amended 2003)

The Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations 2012.

Control of Substances Hazardous to Health 2002

The Hazardous Waste (England and Wales) Regulations 2005



ENVIRONMENTAL REGISTER OF LEGISLATION AND REGULATIONS

Section ii
Revision: 9
Date 03.04.2018

RELEVANT LEGISLATION AND REGULATIONS

No.	Title
1	Environmental Protection Act 1990
2	Environmental Act 1995
3	Environmental Protection (Duty of Care) (England) Regulations 1991(Amended 2003)
4	Waste Management: The Duty of Care Code of Practice 2016
5	Controlled Waste Regulations 2012
6	Environmental Permitting (Amended March 2016) Regulations
7	The Hazardous Waste (England and Wales) Regulations 2005 (Amended 2016)
8	Waste Management Regulations 2011 (Amended 2015)
9	Waste Management Licensing Regulations 1994
10	The Control of Pollution (Oil Storage) (England) regulations 2001
11	Control of Pollution Act 1974 – Section 68 (Noise from plant and machinery) (Amended 1989)
12	Waste Batteries and Accumulators (Amended) Regulations 2015
13	International Convention on the Control of Harmful Anti-fouling Systems on Ships: 2001
14	The Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations 2012.
15	Water Resources Act 1991(Amended 2009)
16	Water Act 2014
17	The Regulatory Reform (Fire Safety) Order 2005
18	Control of Noise at Work Regulations 2005
19	BS 5228 Part 1 2009 + A1: 2014 Noise Code of Practice
20	The Control of Substances Hazardous to Health Regulations 2002 6 th Edition.
21	Control of Asbestos Regulations 2012
22	Landfill Tax Regulations 2017
23	Environmental Agency – Consignment Notes: Pipelines and Ships



ENVIRONMENTAL REGISTER OF LEGISLATION AND REGULATIONS DEFINITIONS

Section ii
Revision: 9
Date 03.04.2018

Environmental Protection Act 1990

Defines the fundamental structure and authority for waste management and the control of emissions into the environment.

Environmental Act 1995

The Company is under the control of the Environmental Agency and Waveney District Council.

Environmental Protection (Duty of Care) (England) Regulations 1991 (Amended 2003)

The Company ensures that all waste is properly stored while on the premises, and that it is adequately packaged for transportation.

The Directors and the Storeman are responsible for ensuring that all stored waste is adequately containerised and protected against possible spillage and leakage.

They are also responsible for ensuring that it is correctly disposed of through an applicable registered disposal company, and that appropriate Transfer and Consignment Notes are retained.

Waste Management: The Duty of Care: A Code of Practice PB 7501: 2003 Controlled Waste Regulations 2012

The Company has identified its Controlled waste which is segregated and disposed of through registered waste disposal companies, and where appropriate the waste is recycled.

These companies are regularly under review to ensure that registration is valid. Present companies are listed in the Register of Aspects Section 4.


The Hazardous Waste Regulations 2005 (Amended 2016).

The Company has identified all hazardous waste which is adequately and safely stored and is disposed of through registered companies. Copies of Consignment Notes are retained as per requirements.

These companies are regularly under review to ensure that registration is valid. Present companies are listed in the Register of Aspects Section 4.

The Control of Pollution (Oil Storage) Regulations 2001

The Company stores diesel and heating oil above ground level in excess of the minimum lower level of 200 litres. Vessel fuel is sometimes transferred from ship to tank prior to docking. All tanks used are bunded or double skin and a procedure for transferral has been developed. Refer to Register of Aspects Section 5 and Procedure 31.0.

	<p style="text-align: center;">ENVIRONMENTAL REGISTER OF LEGISLATION AND REGULATIONS DEFINITIONS</p>	<p>Section ii Revision: 9 Date 03.04.2018</p>
<p><u>Environmental Protection Act 1990</u></p> <p>Defines the fundamental structure and authority for waste management and the control of emissions into the environment.</p> <p><u>Environmental Act 1995</u></p> <p>The Company is under the control of the Environmental Agency and Waveney District Council.</p> <p><u>Environmental Protection (Duty of Care) (England) Regulations 1991 (Amended 2003)</u></p> <p>The Company ensures that all waste is properly stored while on the premises, and that it is adequately packaged for transportation.</p> <p>The Directors and the Storeman are responsible for ensuring that all stored waste is adequately containerised and protected against possible spillage and leakage.</p> <p>They are also responsible for ensuring that it is correctly disposed of through an applicable registered disposal company, and that appropriate Transfer and Consignment Notes are retained.</p> <p><u>Waste Management: The Duty of Care: A Code of Practice PB 7501: 2003</u></p> <p><u>Controlled Waste Regulations 2012</u></p> <p>The Company has identified its Controlled waste which is segregated and disposed of through registered waste disposal companies, and where appropriate the waste is recycled.</p> <p>These companies are regularly under review to ensure that registration is valid. Present companies are listed in the Register of Aspects Section 4.</p> <p><u>The Hazardous Waste Regulations 2005 (Amended 2016).</u></p> <p>The Company has identified all hazardous waste which is adequately and safely stored and is disposed of through registered companies. Copies of Consignment Notes are retained as per requirements.</p> <p>These companies are regularly under review to ensure that registration is valid. Present companies are listed in the Register of Aspects Section 4.</p> <p><u>The Control of Pollution (Oil Storage) Regulations 2001</u></p> <p>The Company stores diesel and heating oil above ground level in excess of the minimum lower level of 200 litres. Vessel fuel is sometimes transferred from ship to tank prior to docking. All tanks used are bunded or double skin and a procedure for transferral has been developed. Refer to Register of Aspects Section 5 and Procedure 31.0.</p>		
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ENVIRONMENTAL REGISTER OF ASPECTS HAZARDOUS WASTE

Section 10
Revision: 2
Date 03.04.2018

(Refer also to Section 4)

1. *Aspect*

A waste which, because of its quantity, concentration, or characteristics, may be hazardous to human health or the environment when improperly treated, stored, transported, or disposed of. Specific definitions of hazardous waste vary by statute or regulation.

2. *Source of aspect*

Ships waste, effluent, marine growth, bilge water, oil, oil rags, paint, hardener, thinners, batteries, fenders, asbestos, degreasers etc.

3. *Impact*

The significant amount of hazardous waste is attributed to visiting vessels, which the Company cannot control.

4. *Significance*

Wastage	Frequency	Severity	Impact
Normal	2	6	12
Abnormal	1	6	6
Emergency	1	10	10

5. *Comment*

The current policy is to minimise the impact by:

- a) the company's policy is to, where practicable, minimise the amount of hazardous waste generated by their own operations.
- b) Ensuring, where possible that hazardous waste is either neutralised or recycled and not to go to landfill.

6. *Operating Procedures*

Hazardous waste is disposed of through an approved registered waste collection company.

Their licence is reviewed on a regular basis to ensure valid.

Consignment Notes are raised by the approved waste collector. If the waste is removed from a vessel, a photo copy is placed in the Job Pocket and the original in the appropriate file held in the General Manager's office.

7. *Cross reference to Register of Legislation*

Environmental Protection Act 1990 Part 1.

Environmental Protection (Duty of Care) Regulations 1991



ENVIRONMENTAL REGISTER OF ASPECTS HAZARDOUS WASTE


Section 10
Revision: 2
Date 03.04.2018

7. Cross reference to Register of Legislation (Cont'd)

Waste Management: The Duty of Care: A Code of Practice (2016)

The Hazardous Waste (England and Wales) Regulations 2005 (Amended 2009)

Environmental Agency – Consignment Notes: Pipelines and Ships

	QUALITY AND ENVIRONMENTAL PROCEDURES MANUAL HAZARDOUS WASTE HANDLING	Section: 11 Revision: 2 Date 03.04.2018
<p>1.0 SCOPE</p> <p>This procedure sets out how hazardous wastes that arise on the premises shall be segregated and stored so that recovery and recycling can be maximised and the correct disposals made.</p> <p>2.0 RESPONSIBILITY</p> <p>All staff are responsible for the correct handling, segregation and storage of hazardous waste materials.</p> <p>The Compliance Manager is responsible for ensuring that the Company is registered as a hazardous waste producer, and that the waste disposal company used has a valid registration certificate.</p> <p>The Storeman, any Manager and the Dockmaster can arrange for collection of any waste, however, the Storeman is responsible for ensuring that Consignment Notes are accurately completed.</p> <p>3.0 HAZARDOUS WASTE HANDLING AND STORAGE</p> <p>All relevant staff are aware of the correct handling and storage facilities for specified hazardous waste products. Separate and adequate containers/bins have been selected to ensure that accidental spillages and leaks are kept to a negligible level.</p> <p>The Storeman is responsible for arranging disposal of hazardous waste through recognised registered disposal companies.</p> <p>He is also responsible for ensuring that the correct details are entered on Consignment Notes.</p> <p>The top copies of these notes are retained in a Register for a minimum period of three years, along with a quarterly Returns Note from the waste disposal companies, and any 'Rejected Loads'. Where a consignment is rejected, a suitable disposal company is sourced and a new Consignment Note is raised to move the rejected waste elsewhere).</p> <p>Where asbestos has been identified for removal, a specialist company will be used to handle and remove it.</p> <p>All staff have been COSHH training to recognise hazardous substances.</p> <p>4.0 DOCUMENTATION (From the Environmental Agency):</p> <p>Standard Movements Consignment Guide – HWR 03A.</p> <p>Pipelines and Ships Consignment Guide – HWR 03C.</p> <p>Record Keeping – HWR 05.</p> <p>Page 1 of 1</p>		



**QUALITY AND ENVIRONMENTAL
PROCEDURES MANUAL
REMOVAL OF BILGE WATER, SEWAGE,
TANK WASHINGS, LUBE OIL & SEDIMENT**

Section: 15
Revision: 1
Date 03.04.2018

1.0 SCOPE:

This procedure describes the operation for the removal of liquid waste from a vessel in the Dry Dock, and the emergency procedure to follow in the event of a spillage.

2.0 RESPONSIBILITIES:

The appropriate Foreman is responsible for supervising the transferral of waste from vessel to shore.

3.0 PROCEDURE:

All sub-contractors used to dispose of special wastes are registered and approved through the Company's Environmental Management System. Listing of sub-contractors used is detailed in Section 2.

Tanker operators will be briefed prior to commencement of operations.

Sand bags are permanently located at the dry dock to be deployed at the drain gates if required.

Tankers will be positioned near the edge of the dry dock to ensure that no vehicle/plant can run over the pipe.

The Company has reviewed each of the sub-contractors operating instructions and emergency procedures to assure themselves that adequate checks are carried out prior to removal of waste.


At least one person must be in attendance at all times. If he requires relieving, then he must stay on station until the relief arrives.

Emergency Procedure:

In the event of a spillage or leak into the dry dock, the suction pump on the tanker is immediately turned off, the drain gates in the dry dock are closed and the sand bags deployed around the gates to stop the spillage from entering the main dry dock pump and entering the river.

All pollutants in the dry dock will be pumped out to a suitable transit tank or direct to a registered waste disposal company's road tanker. Final clean up will be done manually and disposed of accordingly. The Dry Dock Foreman will inspect the area to ensure that all waste has been cleared.

Leakages from the tanker will be handled by the operator, through their own emergency procedures with, where appropriate assistance from Company personnel.

	QUALITY AND ENVIRONMENTAL PROCEDURES MANUAL REMOVAL OF BILGE WATER, SEWAGE, TANK WASHINGS, LUBE OIL & SEDIMENT	Section: 15 Revision: 1 Date 03.04.2018
<p>If there is a major spillage or leak which is likely to pollute the river an emergency pump will be deployed and the waste is transferred to a suitable container. Management will be immediately contacted by radio/mobile phone.</p> <p>They will then contact the Port Authority Harbour Master, who will, where appropriate give specific instructions in compliance with the APB Oil Spill Pollution Contingency Plan.</p> <p>Note: All spillages will be thoroughly investigated by management and the necessary corrective action taken to minimise a recurrence.</p> <p>Page 2 of 2</p>		

