

## APPENDIX 1

### FORMAT FOR REPORTING ALLEGED INADEQUACIES OF PORT RECEPTION FACILITIES<sup>1</sup>

The master of a ship having encountered difficulties in discharging waste to reception facilities should forward the information below, together with any supporting documentation, to the Administration of the flag State and, if possible, to the competent Authorities in the port State. The flag State shall notify IMO and the port State of the occurrence. The port State should consider the report and respond appropriately informing IMO and the reporting flag State of the outcome of its investigation.

#### 1 SHIP'S PARTICULARS

- 1.1 Name of ship: \_\_\_\_\_
- 1.2 Owner or operator: \_\_\_\_\_
- 1.3 Distinctive number or letters: \_\_\_\_\_
- 1.4 IMO Number<sup>2</sup>: \_\_\_\_\_
- 1.5 Gross tonnage: \_\_\_\_\_
- 1.6 Port of registry: \_\_\_\_\_
- 1.7 Flag State<sup>3</sup>: \_\_\_\_\_
- 1.8 Type of ship:
- Oil tanker       Chemical tanker       Bulk carrier
- Other cargo ship    Passenger ship       Other (specify) \_\_\_\_\_

#### 2 PORT PARTICULARS

- 2.1 Country: \_\_\_\_\_
- 2.2 Name of port or area: \_\_\_\_\_
- 2.3 Location/terminal name: \_\_\_\_\_  
(e.g. berth/terminal/jetty)
- 2.4 Name of company operating  
the reception facility (if applicable): \_\_\_\_\_
- 2.5 Type of port operation:
- Unloading port       Loading port       Shipyard
- Other (specify) \_\_\_\_\_
- 2.6 Date of arrival: \_\_\_/\_\_\_/\_\_\_ (dd/mm/yyyy)
- 2.7 Date of occurrence: \_\_\_/\_\_\_/\_\_\_ (dd/mm/yyyy)
- 2.8 Date of departure: \_\_\_/\_\_\_/\_\_\_ (dd/mm/yyyy)

<sup>1</sup> This format was approved by MEPC 53.

<sup>2</sup> In accordance with the *IMO ship identification number scheme*, adopted by the Organization by Assembly resolution A.1078(28).

<sup>3</sup> The name of the State whose flag the ship is entitled to fly.

### 3 INADEQUACY OF FACILITIES

3.1 Type and amount of waste for which the port reception facility was inadequate and nature of problems encountered

Type of waste	Amount for discharge (m <sup>3</sup> )	Amount <u>not</u> accepted (m <sup>3</sup> )	<b>Problems encountered</b> Indicate the problems encountered by using one or more of the following code letters, as appropriate. A No facility available B Undue delay C Use of facility technically not possible D Inconvenient location E Vessel had to shift berth involving delay/cost F Unreasonable charges for use of facilities G Other (please specify in paragraph 3.2)
<b>MARPOL Annex I-related</b>			
Type of oily waste:			
Oily bilge water			
Oily residues (sludge)			
Oily tank washings (slops)			
Dirty ballast water			
Scale and sludge from tank cleaning			
Other (please specify .....)			
<b>MARPOL Annex II-related</b>			
Category of NLS <sup>4</sup> residue/water mixture for discharge to facility from tank washings:			
Category X substance			
Category Y substance			
Category Z substance			
<b>MARPOL Annex IV-related</b>			
Sewage			
<b>MARPOL Annex V-related</b>			
Type of garbage:			
A. Plastics			
B. Food wastes			
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)			
D. Cooking oil			
E. Incinerator ashes			
F. Operational wastes			
G. Cargo residues			
H. Animal carcass(es)			
I. Fishing gear			
<b>MARPOL Annex VI-related</b>			
Ozone-depleting substances and equipment containing such substances			
Exhaust gas-cleaning residues			

<sup>4</sup> Indicate, in paragraph 3.2, the proper shipping name of the NLS involved and whether the substance is designated as "solidifying" or "high viscosity" as per MARPOL Annex II, regulation 1, paragraphs 15.1 and 17.1 respectively.

3.2 Additional information with regard to the problems identified in the above table.

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3.3 Did you discuss these problems or report them to the port reception facility?

Yes                       No

If Yes, with whom (please specify)

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If Yes, what was the response of the port reception facility to your concerns?

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3.4 Did you give prior notification (in accordance with relevant port requirements) about the vessel's requirements for reception facilities?

Yes                       No                       Not applicable

If Yes, did you receive confirmation on the availability of reception facilities on arrival?

Yes                       No

**4            ADDITIONAL REMARKS/COMMENTS**

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\_\_\_\_\_  
Master's signature

Date: \_\_/\_\_/\_\_\_\_ (dd/mm/yyyy)

## APPENDIX 2

### STANDARD FORMAT OF THE ADVANCE NOTIFICATION FORM FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES

**Notification of the Delivery of Waste to:** ..... (enter name of port or terminal)

*The master of a ship should forward the information below to the designated authority at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours.*

*This form shall be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB.*

#### DELIVERY FROM SHIPS (ANF)

##### 1. SHIP PARTICULARS

1.1 Name of ship:	1.5 Owner or operator:
1.2 IMO number:	1.6 Distinctive number or letters:
1.3 Gross tonnage:	1.7 Flag State:
1.4 Type of ship: <input type="checkbox"/> Oil tanker <input type="checkbox"/> Chemical tanker <input type="checkbox"/> Bulk carrier <input type="checkbox"/> Container <input type="checkbox"/> Other cargo ship <input type="checkbox"/> Passenger ship <input type="checkbox"/> Ro-ro <input type="checkbox"/> Other (specify)	

##### 2. PORT AND VOYAGE PARTICULARS

2.1 Location/Terminal name and POC:	2.6 Last Port where waste was delivered:
2.2 Arrival Date and Time:	2.7 Date of Last Delivery:
2.3 Departure Date and Time:	2.8 Next Port of Delivery (if known):
2.4 Last Port and Country:	2.9 Person submitting this form is (if other than the master):
2.5 Next Port and Country (if known):	

##### 3. TYPE AND AMOUNT OF WASTE FOR DISCHARGE TO FACILITY

MARPOL Annex I – Oil	Quantity (m <sup>3</sup> )	MARPOL Annex V – Garbage	Quantity (m <sup>3</sup> )
Oily bilge water		A. Plastics	
Oily residues (sludge)		B. Food wastes	
Oily tank washings		C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
Dirty ballast water		D. Cooking oil	
Scale and sludge from tank cleaning		E. Incinerator ashes	
Other (please specify)		F. Operational wastes	
<b>MARPOL Annex II – NLS</b>	<b>Quantity (m<sup>3</sup>)/Name<sup>1</sup></b>	G. Cargo residues <sup>2</sup>	
Category X substance		H. Animal carcass(es)	
Category Y substance		I. Fishing gear	
Category Z substance		<b>MARPOL Annex VI – Air pollution</b>	<b>Quantity (m<sup>3</sup>)</b>
OS – other substances		Ozone-depleting substances and equipment containing such substances	
<b>MARPOL Annex IV – Sewage</b>	<b>Quantity (m<sup>3</sup>)</b>	Exhaust gas-cleaning residues	

<sup>1</sup> Indicate the proper shipping name of the NLS involved.

<sup>2</sup> Indicate the proper shipping name of the dry cargo.

Name of ship:	IMO Number:
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Please state below the approximate amount of waste and residues remaining on board and the percentage of maximum storage capacity. If delivering all waste on board at this port please strike through this table and tick the box below. If delivering some or no waste, please complete all columns.

I confirm that I am delivering all the waste held on board this vessel (as shown on page 1) at this port

Type	Maximum dedicated storage capacity (m <sup>3</sup> )	Amount of waste retained on board (m <sup>3</sup> )	Port at which remaining waste will be delivered (if known)	Estimate amount of waste to be generated between notification and next port of call (m <sup>3</sup> )
<b>MARPOL Annex I – Oil</b>				
Oily bilge water				
Oily residues (sludges)				
Oily tank washings				
Dirty ballast water				
Scale and sludge from tank cleaning				
Other (please specify)				
<b>MARPOL Annex II – NLS<sup>3</sup></b>				
Category X substance				
Category Y substance				
Category Z substance				
OS – other substances				
<b>MARPOL Annex IV – Sewage</b>				
Sewage				
<b>MARPOL Annex V – Garbage</b>				
A. Plastics				
B. Food wastes				
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)				
D. Cooking oil				
E. Incinerator ashes				
F. Operational wastes				
G. Cargo residues <sup>4</sup>				
H. Animal carcass(es)				
I. Fishing gear				
<b>MARPOL Annex VI – Air pollution</b>				
Ozone-depleting substances and equipment containing such substances				
Exhaust gas-cleaning residues				

Date: ..... Name and Position: .....

Time: ..... Signature: .....

<sup>3</sup> Indicate the proper shipping name of the NLS involved.

<sup>4</sup> Indicate the proper shipping name of the dry cargo.

## APPENDIX 3

### STANDARD FORMAT FOR THE WASTE DELIVERY RECEIPT

The designated representative of the reception facility provider should provide the following form to the master of a ship that has just delivered waste.

This form should be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB.

#### 1. RECEPTION FACILITY AND PORT PARTICULARS

1.1 Location/Terminal name:	
1.2 Reception facility provider(s)	
1.3 Treatment facility provider(s) – if different from above:	
1.4 Waste Discharge Date and Time from:	to

#### 2. SHIP PARTICULARS

2.1 Name of ship:	2.5 Owner or operator:
2.2 IMO number:	2.6 Distinctive number or letters:
2.3 Gross tonnage:	2.7 Flag State:
2.4 Type of ship: <input type="checkbox"/> Oil tanker <input type="checkbox"/> Chemical tanker <input type="checkbox"/> Bulk carrier <input type="checkbox"/> Container <input type="checkbox"/> Other cargo ship <input type="checkbox"/> Passenger ship <input type="checkbox"/> Ro-ro <input type="checkbox"/> Other (specify)	

#### 3. TYPE AND AMOUNT OF WASTE RECEIVED

MARPOL Annex I – Oil	Quantity (m <sup>3</sup> )	MARPOL Annex V – Garbage	Quantity (m <sup>3</sup> )
Oily bilge water		A. Plastics	
Oily residues (sludge)		B. Food wastes	
Oily tank washings		C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
Dirty ballast water		D. Cooking oil	
Scale and sludge from tank cleaning		E. Incinerator ashes	
Other (please specify)		F. Operational wastes	
<b>MARPOL Annex II – NLS</b>	<b>Quantity (m<sup>3</sup>)/Name<sup>5</sup></b>	G. Cargo residues <sup>6</sup>	
Category X substance		H. Animal carcass(es)	
Category Y substance		I. Fishing gear	
Category Z substance		<b>MARPOL Annex VI – related</b>	<b>Quantity (m<sup>3</sup>)</b>
OS – other substance		Ozone-depleting substances and equipment containing such substances	
<b>MARPOL Annex IV – Sewage</b>	<b>Quantity (m<sup>3</sup>)</b>	Exhaust gas-cleaning residues	

On behalf of the port facility I confirm that the above wastes were delivered.

Signature: ..... Full Name and Company Stamp: .....

<sup>5</sup> Indicate the proper shipping name of the NLS involved.

<sup>6</sup> Indicate the proper shipping name of the dry cargo.