



# Inverness Harbour Trust

## Port Waste Management Plan

**Contents**

**Page Number**

|     |                            |    |
|-----|----------------------------|----|
| 1.  | Introduction               | 3  |
| 2.  | Legislation                | 4  |
| 3.  | Objectives                 | 6  |
| 4.  | Waste Types and Quantities | 6  |
| 5.  | Facilities                 | 7  |
| 6.  | Consultation               | 8  |
| 7.  | Charging Structure         | 9  |
| 8.  | Prior Notification         | 9  |
| 9.  | Delivery of Waste          | 10 |
| 10. | Non-Compliance             | 10 |
| 11. | Deficiency Reporting       | 10 |
| 12. | Exemptions                 | 10 |
| 13. | Contractor Lists           | 11 |
| 14. | Useful contacts List       | 11 |
| 15. | Review                     | 12 |
| 16. | MCA Annual Reporting Forms | 12 |
| 17. | Appendices                 | 12 |

## 1. Introduction

The Port of Inverness is a thriving commercial enterprise, situated at the mouth of the River Ness. The Port handles close to three quarters of a million tonnes of cargo per annum. The number of commercial vessels using the Port remains steady at approximately 220 per annum, but the general size of vessel has increased significantly over the last few years, and cargo tonnages have therefore shown a steady increase. The Port is tidal, and can handle vessels up to 5000 DWT.

The major import is of various grades of fuel oils, virtually all from UK based refineries. Other significant imports are processed timber, salt, grains, carbon blocks, animal feed and general cargo, from around the European area. Exports include sterling board, grains, wood chips, wood pellets and general, to European ports. Exports have on occasion gone to the USA, and cargo continues to be exported to Turkey.

Inverness Harbour Trust has had an operational Port Waste Management Plan, authorised by the MCA, since October 1998. The requirement to do so was initially stipulated under the Merchant Shipping (Port Waste Reception Facilities Regulations) 1997. Subsequent legislation has modified the requirements on the Port, and the customers who use it. Amendments to the original plan were made by way of addendums by the MCA, and the plan itself periodically locally reviewed to ensure its relevance and effectiveness.

During 2007/2008 a ten hectare extension was constructed at the mouth of the river. This has created additional lay-down areas, a new 150 metre quay called "North Longman", and a new 150 berth Marina.

During 2010 a new road access for the Port was built.

This was constructed with a bellmouth opening, specifically for the movement of turbine blades up to 50m in length from the Port.

The Marina operation is a joint venture between Inverness Harbour Trust and Caley Marina, and the company formed to run it is called Inverness Marina Ltd. Their waste streams are totally separate to that of the Harbour, and they hold their own Waste Plan. Contact details for Inverness Marina Ltd are on page 11.

Responsibility for implementation of the Waste Management Plan rests with the Harbourmaster, as directed by Inverness Harbour Trust.

Contact;

Captain Ken Maclean  
Harbourmaster  
Inverness Harbour Trust  
Harbour Office,  
Longman Drive  
Inverness  
IV1 1SU

Tel           01463 715715  
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E-mail       [hm@portofinverness.co.uk](mailto:hm@portofinverness.co.uk)

## 2. Legislation

### 2.1

#### **MARPOL Regulations 1973/78 - The International Convention for the Prevention**

**of Pollution from Ships** (Known as MARPOL 73/78) provides an international framework on how pollution from shipping should be regulated. MARPOL applies to all UK ships and all ships in UK

Territorial waters, including fishing vessels, passenger ferries, small craft and yachts, harbour authorities and terminal operators. It simply requires states to ensure that the provision of waste reception facilities are 'adequate' and do not cause 'undue delay' to the ships using them.

'Adequate means capable of receiving the types and quantities of prescribed wastes from ships normally using that harbour or terminal taking into account the operational needs of the users of the harbour or terminal, its size and geographical location, the types of ships calling there and any exemption provided'.

MARPOL covers five specific areas. These are enumerated as follows:

ANNEX 1 - Regulations for the Prevention of Pollution by Oil.

ANNEX 2 - Regulations for the Prevention of Pollution by Noxious Liquid Substances.

ANNEX 3 - Regulations for the Prevention of Pollution by Harmful Substances in Packaged Forms.

ANNEX 4 - Regulations for the Prevention of Pollution by Sewage.

ANNEX 5 - Regulations for the Prevention of Pollution by Garbage.

The United Kingdom is a signatory to Annexes 1, 2, 3, 4 & 5

This plan will be amended when the Annex 4 of MARPOL has been incorporated into UK legislation.

**MARPOL 73/78 is implemented in the UK through the following regulations.**

#### **STATUTORY INSTRUMENTS :-**

##### **2003 No. 1809 -MERCHANT SHIPPING**

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003

**Amended by**

##### **2009 No. 1176 - MERCHANT SHIPPING**

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) (Amendment) Regulations 2009

##### **2008 No. 3257 - MARINE POLLUTION**

The Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships) Regulations 2008

Amended by

##### **2010 No. 897 - MARINE POLLUTION**

The Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships)(Amendment) Regulations 2010

and

## **2011 No. 3056 - MERCHANT SHIPPING**

The Merchant Shipping (Ship Inspection and Survey Organisations) (Revocation) Regulations 2011

and

## **2014 No. 3306 - MARINE POLLUTION**

The Merchant Shipping (Prevention of Pollution) (Limits) Regulations 2014

### **MARINE GUIDANCE NOTES :-**

**MGN 387** Guidance on the Merchant Shipping & Fishing Vessels (Port Waste Reception Facilities) Regulations 2003

### **MERCHANT SHIPPING NOTICES**

#### **MSN 1678 – THE SPECIAL WASTE REGULATIONS 1996**

These Regulations aim to ensure that anyone who may consign, carry or receive special waste should be responsible for the proper handling and disposal of that waste.

### **OTHER LEGISLATION**

**The Duty of Care Regs** - Section 34 establishes the Duty of Care was established on anyone who produces, imports, carries, keeps, treats or disposes of controlled waste. This does not apply to householders. Within The Duty of Care is a system for transferring the waste to a receiver of the waste. A Waste Disposal Transfer Note is used with written descriptions and details of the controlled waste, and records of these transfers are kept for a minimum of 2 years.

#### **The Waste (Scotland) Regulations 2012. SI. 148**

These regulations aim to ensure that the minimum level of service on offer to households and businesses across Scotland is better than that of today and signal the end of landfilling biodegradable municipal waste in Scotland. Also known as “Zero Waste Regulations”.

### **3. Objectives of the Plan**

To bring to the attention of Port users their responsibilities as a result of legislation.

To inform Port users of the facilities available to them for the disposal of waste, at the Port.

To ensure facilities provided comply with the regulations and meet the needs of Port users.

### **4. Waste types and quantities**

#### **4.1 Introduction**

It is a requirement of the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, that the responsible Port Authority carries out an assessment of the types and quantities of waste expected. This assessment will then be compared with the quantities actually received. This is done annually in January and statutory reports forwarded to the MCA.

#### **Vessel Categorisation**

Coastal tankers importing various grades of fuel oils make up a quarter of the vessels calling at the Port.

These short sea vessels discharge their cargoes to a facility in the upper part of the Port, with the vessels taking river water for ballast prior to sailing. There is therefore no requirement for them to dispose of dirty ballast water, this being dealt with at Immingham and occasionally Grangemouth, where the majority of the tankers are loaded.

Short sea bulk and general cargo vessels make up the other three quarters of vessel types using the Port. These cargoes are both imported and exported, and the Longman quay, at the lower part of the Port is the area where the vast majority of these vessels are handled. Along with the normal ship generated waste, a significant amount of operational cargo waste is generated. This comprises dunnage, slings, battens, steel banding and polythene sheeting. The vessels' agents are responsible for arranging for the disposal of all cargo-related waste in an appropriate manner.

#### **Other producers of waste**

A 150 berth yacht facility was constructed during 2008 as part of the Longman Quay extension project.

The Harbour Office is used by the Port Authority on the upper floor, and offices downstairs are leased out to the Maritime & Coastguard Agency. Normal Harbour Office rubbish is gathered nightly and disposed of in the same covered skips as are provided for commercial ship use. Plain paper is collected in dedicated office bins for recycling. Plastic bottles and cans are also collected in a dedicated bin for recycling.

The MCA Coastguard staff, who occupy offices within the Harbour Office building, dispose of their own rubbish off-site and independent of this Waste plan.

There is one small company who leases operational space at the upper harbour, from the Port Authority. This company makes their own arrangements for the collection and disposal of their own generated daily office waste, and such waste is disposed of outwith the Port facilities.

## 5. Facilities

The Port Authority provides one covered skip, three x 1,100 litre eurocarts and two wheelie bins, for the reception of ship garbage within the Port. These are currently provided through a local contractor, Northern Recycling.

The skips, eurocarts and wheelie bins are situated at three points:-

1. The downriver end of Longman quay
2. On Citadel quay close to the tanker berth.
3. North Longman Quay

A daily check is kept on how quickly the skips are filling, and they are emptied appropriately. The cost of these skips is borne by the Port Authority. (See appendix 1 for a schematic plan of the locations.)

These skips and Eurocarts are for commercial vessel use only, visiting yachts must use the facilities provided for them within the Marina.

Disposal of very large amounts of garbage, requiring more than one skip, must be arranged through the Agent, and paid for accordingly.

**“Segregated Waste”**. There are limited segregated facilities for the reception of different types of ships garbage for recycling. These are located at the three locations as detailed above.

Two separate appropriately signed euro-carts have been provided for paper, cardboard, glass and plastic.

Two separate appropriately signed wheelie bins have been provided for glass.

The euro-carts and wheelie bins are emptied every four weeks for recycling.

The Port Authority also has a small 1,200 litre oil reception tank/pump, mounted on a trailer. This tank is for receiving small quantities of waste oil and bilges, from Coastguard vessels, operational craft, and from servicing port vehicles.

This service is provided free of charge and the cost is borne by the Port Authority.

A very small amount of waste oil in 25 litre drums is disposed of by the Port, on behalf of Port users. The Port maintains a separate Waste Oil Register for recording such quantities received.

Commercial vessels wishing to land 205 litre drums, either empty or part filled, must arrange their disposal directly through the ships Agent. Under no circumstance are they to be left beside garbage skips, or on the quayside.

The Port does not provide skips for reception of cargo wastes. The main company operating on the dry goods side at the port is Scotlog Sales. This company makes their own arrangements, through Finnies, for the adequate provision of open skips for the reception of dunnage, slings, battens, steel banding and polythene sheeting. The costs of these are borne by Scotline directly.

There are no dedicated facilities at the Port for the reception of tank washings, oily mixtures containing oils in bulk, sludge, scale, or sewage. Should a vessel of any type require to land this material, then it can be facilitated by the use of a road tanker, from an approved waste disposal contractor, arranged directly through the ships agent. Twenty-four hours notice is usually required for this facility.

Approved contractors will normally invoice ships Agents for payments for disposals, but Masters should obtain receipts for quantities. (Details should be entered in ships record book for future inspection by Port State Inspectors).

Each year, the Port Authority will check with the individual shipping Agents as to how many such road tankers have been employed. It is usually three, or less. This info forms part of the annual return to the MCA.

Yachts wishing to pump out sewage holding tanks or the emptying of chemical toilets, have dedicated facilities provided for them within the Marina, operated by Inverness Marina Ltd, IML.

**“Special waste”**, and waste from **“Harmful Substances in Packaged Form”**, from a vessel must be disposed of via an approved waste disposal contractor, arranged directly through the ships Agent. Special waste includes; lead acid batteries, fluorescent light tubes, tyres, television/computer monitors, aerosols, asbestos, solvents, and any other item listed in MSN 1678.

Redundant fridges/freezers or washing machines must not be left adjacent to skips. Arrange disposal through your ships Agent.

The above items must never be added to a normal harbour quayside skip, which would then have to be classed as Special waste in its entirety, causing greatly increased costs. Should this occur, then the Harbour reserves the right to charge the ships Agent acting on behalf of the vessel for the recovery of all costs incurred in disposing of any such contaminated skip.

**“International Catering Waste”** may on occasion be received at the Port. Given that this is only for food waste from non-EU countries that qualifies, and that the type of short sea shipping operating in and out of the Port is generally only trading with other EU countries, a dedicated facility has not been put in place. However the Port has had numerous contacts with the approved waste contractors as to the likely costs involved of receiving and disposing of such waste, along with the costs of subsequent disinfection of containment used.

It is the responsibility of the Master of a vessel arriving from a non-EU country, to liaise with his ships Agent for the collection of any ICW held aboard. Given that the quantity is likely to be small and that ICW has to be transported out of the Highlands for disposal at licensed landfill, the most cost effective option for the vessel may be to retain it aboard for disposal at a larger, southern port. If however it must be landed, then it must be received into an appropriate sized closed skip arranged through the ships Agent.

ICW must never be added to a normal harbour quayside skip, which would then have to be classed as ICW in its entirety and disposed of accordingly, causing greatly increased costs. Should this occur, then the Harbour reserves the right to charge the ships Agent acting on behalf of the vessel for the recovery of all costs incurred in disposing of any such contaminated skip.

## **6. Consultation**

As with the previous Port Waste Plan, Inverness Harbour Trust is required to consult with all Port users and other organisations having a reasonable interest in the proper disposal of waste arising from shipping and Port activities. The simplest way of ensuring that reception facilities meet the needs of Port users and complying with the requirements of the regulations, is to talk to those who need to make use of them

This Plan is intended to be a “live” document and as such users are encouraged to notify the Port Authority of amendments and/or improvements as they occur, rather than waiting for planned review meetings, which will be held at intervals not exceeding three years. The effectiveness of the Plan will be subject to constant monitoring with any subsequent proposed changes being subject to full consultation with the users.

The consultation exercise for this Plan has included representation from Port users, ships agents, waste management contractors, the local Maritime & Coastguard Agency, Port Health Authority, members of the yachting community, and operational staff.

The following are some of those consulted;

|                |  |
|----------------|--|
| Mr Murdo Grant | Self Storage 4U                          |
| Mr S Catto     | Scotlog Sales                            |
| Mr A Cook      | Caledonian oils Ltd / Certas Energy      |
| Mr A McLarty   | Costain                                  |
| Mr H Young     | Maritime & Coastguard Agency             |
| Mr L Seaton    | Sureclean Ltd                            |
| Mrs A. Booth   | Northern Recycling Ltd                   |
| Mr S Finnie    | Finnies Ltd                              |
| Ms V. Taylor   | Veterinary Officer, Scottish Government  |
| Mr A. Yates    | Highland Council Environmental Health    |
| Mr A Galloway  | Scottish Environmental Protection Agency |

Vessel Masters in both James Fishers Tankers and Scotline fleets.

## **7. Charging Structure**

Under the “polluter pays” principle, ships should bear the cost of providing reception, treatment and disposal of waste, but the cost of using port waste reception facilities should not be so high that it encourages disposal of waste at sea.

All ships must pay the Port a mandatory charge, which makes a significant contribution to the cost of port waste reception facilities, irrespective of the actual use of the facilities.

The policy of Inverness Harbour Trust is to consolidate the mandatory charge within the port dues. This is done by incorporating an additional charge of 1.5 pence per gross tonne, within the overall charge for berthing dues, applicable to all commercial vessels calling at the port.

The cost of the Waste facility provision, against that received from the vessels, is checked on an annual basis. At present there is a 100% recovery of costs.

## **8. Prior notification**

At least twenty-four hours prior to arrival in port, the Master of a vessel is required to inform the Port authority, by e-mail or fax, of the type and quantity of waste to be delivered to the waste reception facility. This does not apply to fishing vessels or to pleasure craft authorised to carry no more than twelve passengers.

It is the responsibility of the Master of a vessel arriving from a non-EU country, to liaise with his ships Agent for the collection of any ICW held aboard.

Virtually all commercial craft now have their own version of the pre-notification form required, but should a vessel not have one, then on contacting their Agent, or the Port Authority, a pro-forma can be either faxed or e-mailed to the vessel, for their use.

An example of this pro-forma is attached within the annex to this plan.

E-mail address     [hm@portofinverness.co.uk](mailto:hm@portofinverness.co.uk)  
Fax                     01463 715705.

The notification forms are retained on file for the current year, plus twelve months.

Data from the notification forms are retained on monthly summary sheets, and used for compiling the annual notifications to the MCA

## **9. Delivery of Waste**

The Master of a vessel calling at the Port of Inverness shall ensure that before the vessel leaves the port, all vessel-generated waste is delivered to a waste reception facility, unless sufficient dedicated storage capacity is available to store the waste until the next port of call, and the correct notification procedure has been followed.

## **10. Non-Compliance**

The responsibility for ensuring that the quantity and type of waste landed, is as stated on the pre-notification to the port, lies solely with the ships Master. Port staff may make random spot checks on the waste being landed.

Non-Compliance will be reported to the MCA via the Central European Reporting System (CERS) website. (Ref MGN 387). Such vessels may then be made a target by the MCA for inspection, who may inform other ports/terminals of their non-compliance. Vessels that fail to comply with the requirements shall be guilty of an offence and liable on summary conviction to a fine.

## **11. Deficiency reporting**

Given that the large majority of vessels trading to the Port, are regularly returning throughout the year, and that the type of wastes being landed is fairly mundane, it has not been the policy of the Port Authority to issue a form for reporting deficiencies to each and every vessel attending the port. Feedback is obtained verbally from the port users, and regular vessel Masters, if there is any issue arising.

Masters should in the first instance contact the Harbour Master, to allow the complaint to be investigated, and to rectify the deficiency. (A copy of the MCA form from MGN 387 Annex D is attached to this form.)

For the vessels that have not been to the Port before, a General Information sheet on the Port is given to vessel Masters by the Pilot, on boarding the vessel on arrival. This form has the plan of the harbour, giving the garbage skip locations, printed on the reverse.

At the same time any issues to do with the provision of waste facilities, and their locations may be discussed.

(A copy of the Information sheet is annexed to this plan.)

## **12. Exemptions**

Vessels can apply for an exemption from some of the requirements of the Port Waste Reception Regulations. Ships so entitled should apply to the MCA in accordance with MGN 387, who will then advise Inverness Harbour Trust, if such a vessel has received an exemption.

Workboats, pilot boats and other similar vessels that operate within the Ports area of jurisdiction, and do not normally leave the area, fall outside of the scope of the requirement to notify, deliver or pay charges.

### **13. Contractor Lists**

|                                  |   |     |              |
|----------------------------------|---|-----|--------------|
| Sureclean Ltd                    | Cromba House, 4 River Drive,<br>Alness, IV17 0PG                    | Tel | 01349 884480 |
| Northern Recycling Solutions Ltd | Alexander House, River House<br>Teaninich Ind Est, Alness, IV17 0PG | Tel | 0345 8945130 |
| Finnies Skip Hire                | 32 Longman Drive, Inverness   | Tel | 01463 713637 |
| MSIS                             | Admiralty Base, Shore Rd, Invergordon                               | Tel | 01349 854454 |
| Northburn Industrial Services    | Blackdog Industrial Centre, Aberdeen                                | Tel | 01224 825448 |

### **14. Useful contacts list**

|  |   |     |  |
|--|---|-----|--|
| Inverness Harbour Trust  | Harbour Office, Longman Drive<br>Inverness, IV1 1SU                                     | Tel | 01463 715715   |
| MCA<br>(Douglas Temple)<br>Nautical Surveyor                                       | East SCOTNI, Aberdeen Marine Office<br>Marine House, Blaikies Quay<br>Aberdeen AB11 5EZ | Tel | 01224 597900<br><a href="mailto:douglas.temple@mcga.gov.uk">douglas.temple@mcga.gov.uk</a> |
| Inverness Marina Ltd   | Longman Drive<br>Inverness, IV1 1SU   | Tel | 01463 220501   |
| SEPA<br>(Mr Alasdair Galloway)   | Graesser House, Fodderty Way<br>Dingwall, IV15 9XB                                      | Tel | 01349 862021   |
| APHA (Animal & Plant Health Agency)<br>(Scottish Government)<br>(Ms V Taylor)      | Longman House,<br>28 Longman Road,<br>Inverness, IV1 1SF                                | Tel | 01463 728800   |
| Highland Council Environmental<br>(Mr Alan Yates)<br>Environmental Health Manager. | Glenurquhart rd, Inverness  | Tel | 01349 886606   |
| Highland Council Waste<br>Services<br>(Mr Andy Hume)                               | Community Services, Ross House<br>High Street, Dingwall<br>IV15 9RY                     | Tel | 01349 868614   |

## **15. Review**

Review of the Port Waste Management Plan will be carried out at least every three years, and will involve consultation with representatives of the Port users, regulatory authorities, and other concerned bodies.

## **16. MCA Annual Reporting Forms**

There are two sets of information that must be submitted on an annual basis to the local Marine Office by the plan holder. In both cases the information should be submitted by the end of April each year, and should take the form of a written or electronic return.

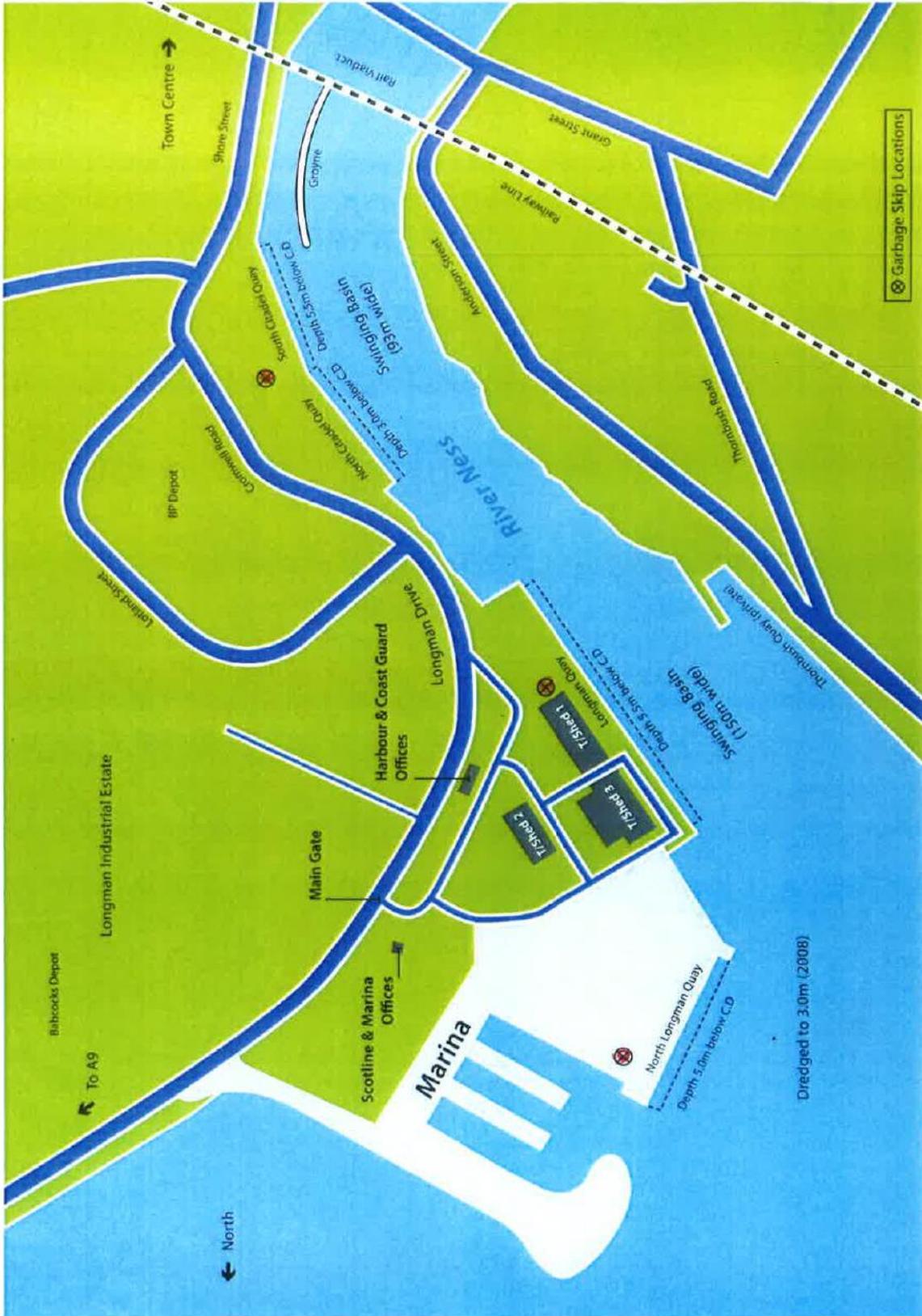
There is a continuing requirement under MARPOL 73/78 for the UK to provide information to the international Maritime Organisation (IMO), as to the type, capacity, and notice required to use reception facilities for oily wastes, noxious liquid substances, tank washings and slops. A copy of this form is annexed to the Plan.

The UK Regulations and EC Directive require information on amounts of waste landed, and totals for the amounts retained onboard vessels, to be collated by the Plan holder, and returned to the MCA. This return should break down the amounts of waste into the format found in the notification form (Schedule 2 of the Regulations), and should additionally provide an update on the Ports mandatory charge for the provision of port waste reception facilities, if there have been changes made that year. A copy of this second form is also annexed to this plan.

## **17. Appendices**

1. Harbour plan showing garbage skip location.
2. Advice to Masters form.
3. Example of pre-notification form.
4. Example of MCA "MARPOL" annual form.
5. Example of MCA "EC Directive" annual form.
6. Example of Port Reception Inadequacies form.

Appendix 1



## INFORMATION FOR MASTERS

## APPENDIX 2

Inverness Harbour Radio - Channels 12 and 16 VHF.

Telephone contact numbers in case of Emergency whilst berthed at Inverness Harbour

|                              | <u>During day</u>                        | <u>After hours</u>   |
|------------------------------|--|----------------------|
| Inverness Harbour Office     | 01463 715715                             | 01463 715715         |
| Police Scotland              | <b>Emergency 999 / Non-emergency 101</b> |                      |
| Fire Brigade                 | 01463 222722 or 999                      | Same                 |
| Ambulance                    | 01463 225200 or 999                      | Same                 |
| Coastguard                   | 01463 220577 or 999                      | 01224 592334 or 999. |
| <b><u>Ships Agents</u></b>   |  |                      |
| OBC                          | 01224 213312                             | 07799 710606         |
| Certas Energy Ltd            | 01463 220055 / 236950                    | 07825 996375         |
| Scotline                     | 01463 230802 / 223821                    | 01463 223821         |
| Highland Stevedoring Ltd     | 01349 856777                             | 07909 914167         |
| Cory Brothers                | 01324 473382                             | Same                 |
| GP Shipping                  | 01349 854260                             | Same                 |
| ALS (Abnormal Load Services) | 01224 937211                             | 07540 994900         |

**MOORINGS** : Whilst berthed in the Port of Inverness, Masters must ensure that adequate moorings are used. Hydro-electric sluices could be opened without prior warning, so an efficient watch must be kept on moorings at all times.

### **GARBAGE/WASTE DISPOSAL**

- **General non-segregated garbage** must only be placed in the large green, enclosed skips which are located as per the Harbour layout graphic.  
Under no circumstances can general garbage be placed in any type of open skip, in use around the Harbour. Please ensure that your crew is aware of this.
- **Segregated waste** for recycling – There are 2 “wheelie bins” in use. The large one is for mixed paper/magazines/tin cans & plastic bottles only.  
The smaller one is for bottles only.
- **Oily/Rags & Filters** - There is no facility. Arrange disposal through your Ships Agent.
- **White goods** - There is no facility. Arrange disposal through your Ships Agent.
- Regarding the use of road tankers for disposal of bulk oily residues, sludge or chemical mixtures, the Harbour office must be informed of intention to transfer, prior to any transfer commencing.

**FRESH WATER** Available on all quays. Request must be made on arrival.

**BUNKERING** The Master is responsible for this operation, and must ensure that operational checklists, on both the part of the vessel, and the road tanker operative, have been fully completed and agreed, prior to any transfer commencing. The Harbour Office must be informed of intention to bunker, prior to transfer, and will give authorisation for the operation to proceed. Bunkering permitted during daylight hours only.

**ACCESS** : A proper gangway or accommodation ladder to be rigged as per the Statutory requirements at all times. An effective safety net to be rigged below the access. A lifebuoy with lifeline to be available in the vicinity of the gangway or other means of access. During the hours of darkness, the means of access to be adequately illuminated. There are no dedicated walkways within the Port. Masters should instruct crew members going ashore to be aware that forklift trucks and road haulage vehicles are operating twenty-four hours a day. Crew members are prohibited from walking within areas of stowed cargo.

**VEHICLES** : Only essential vehicles (Chandlers/stores & repair technicians) permitted within the Harbour area, car parking available in outside car park adjacent to Harbour office. Permission and directions for essential vehicles and pedestrians to be granted by Harbour Office.. Portable barriers, coned working areas and safe routes to be observed.

**GANGWAY/DECK WATCHMEN** : Ships' personnel provide own watchmen.

**STEVEDORES** Companies operating at the Harbour are Scotlog Sales Ltd, Highland Stevedoring Ltd and Whytes (grain cargoes), arranged as required through own agent.

**CRANES** : Mobile cranes up to a maximum tonnage of 70 tonnes available locally, arranged as required through own agent. Larger cranes of up to 1000 tonnes can be easily arranged with prior notice.

**LEAVES** : Masters should be aware that during the Autumn, large amounts of leaves can be carried down by the river. These can build up between the hull and the quay. Ballasting times may therefore be extended. Masters should also ensure that cooling water intakes to main engines, and auxiliary equipment, are checked clear, prior to departure.

**DIVING OPERATIONS** No diving operations are permitted within the Port without the prior authorisation of the Harbour Master. A Dive Permit from the Harbour will have to be completed by the contractor, prior to authorisation being given.

**SMOKING** Is not permitted within Port Areas.

**HATCHES** Cargo hatches must be closed on entering and departing Port.

**DAMAGED VESSELS ENTERING PORT** : Any vessel in a damaged or unseaworthy condition is prohibited from entering Port Limits without the prior consent of the Harbourmaster.

**IMMOBILISATION OF ENGINES** : No vessel at anchor or alongside is permitted to immobilise engines without first having obtained the permission of the Harbourmaster.

**MANNING REQUIREMENT** : A sufficient number of personnel to deal with an emergency, must be present on board at all times during the vessels stay.

**BURNING / WELDING** : No burning or welding is permitted on any berth without having first obtained the permission of the Harbourmaster. A Hot Work Permit will require to be issued from the Harbourmaster, prior to any work commencing.

**TANK WASHING** Is not permitted aboard any vessel whilst alongside within the Port.

**SAFETY NOTICES** : Masters shall cause notices to be displayed where they can clearly be seen by persons on board, or about to board the vessel.

**INFORMATION TO BE NOTIFIED BEFORE ENTRY INTO  
THE PORT OF INVERNESS**

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(The harbour, terminal or port referred to in regulation 11 of the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2002 and Article 6 of Directive 2000/59/EC)

1. Name, call sign and, where appropriate, IMO identification number of the ship:

4. Flag State:

5. Estimated time of arrival (ETA):

6. Estimated time of departure (ETD):

7. Previous port of call:

8. Next port of call:

9. Last port and date when ship-generated waste was delivered:

10. Are you delivering

all  some  none (\*) of your waste into port reception facilities?

9. Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity:

(\*)Tick appropriate box.

*If delivering all waste, complete second column as appropriate.*

*If delivering some or no waste, complete all columns.*

| Type   | Waste to be Delivered m <sup>3</sup> | Maximum dedicated storage capacity m <sup>3</sup> | Amount of waste retained on board m <sup>3</sup> | Port at which remaining waste will be delivered | Estimated amount of waste to be generated between notification and next port of call m <sup>3</sup> |
|--|--------------------------------------|---|--|---|---|
| <b>1. Waste oils</b>   |                                      |   |  |   |   |
| Sludge   |                                      |   |  |   |   |
| Bilge Water  |                                      |   |  |   |   |
| Others (specify)   |                                      |   |  |   |   |
| <b>2. Garbage</b>  |                                      |   |  |   |   |
| Food waste   |                                      |   |  |   |   |
| Plastic  |                                      |   |  |   |   |
| Other  |                                      |   |  |   |   |
| <b>3. Sewage<sup>(1)</sup><br/>(specify)</b>                 |                                      |   |  |   |   |
| <b>4. Cargo-associated waste<sup>(2)</sup><br/>(specify)</b> |                                      |   |  |   |   |
| <b>5. Cargo residues<sup>(2)</sup><br/>(specify)</b>         |                                      |   |  |   |   |

“Sewage may be discharged at sea in accordance with Regulation 11 of Annex IV of

(1) MARPOL 73/78. The corresponding boxes do not need to be completed if it is the intention to make an authorised discharge at sea.

(2) May be estimates.

**Notes:**

1. This information may be used for port State control and other inspection purposes.
2. EEA 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.

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

Date

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Time

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Signature

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**REPORT OF COST, TYPE & CAPACITY OF PORT WASTE RECEPTION FACILITIES**

NAME OF PORT: ....., CALENDAR YEAR .....

ESTIMATE OF TOTAL NUMBER OF VESSELS CALLING AT PORT (PER YEAR): .... PLUS .... LOCAL VESSELS ON COMPOUND HARBOUR DUES

|   |                                  | OIL                 |                       |                                    |  |                  |                                      | Noxious Liquid Substances | Sewage | Garbage     |
|---|----------------------------------|---------------------|-----------------------|------------------------------------|--|------------------|--------------------------------------|---------------------------|--------|-------------|
| Type & Size of Facility                   | Method of Use (Where Applicable) | Dirty Ballast Water | Tank Washings (Slops) | Oily Mixtures Containing Chemicals | Scale & Sludge from Tank Cleaning Operations | Oily Bilge Water | Sludge from Purification of Fuel Oil | Categories A, B or C      |        |             |
| Is Notice required? (if Yes, no of hours) |                                  |                     |                       |                                    |  | 24 HOURS         |                                      |                           |        | NO          |
| Frequency of Emptying                     |                                  |                     |                       | AS REQUIRED                        |  | AS REQUIRED      |                                      |                           |        | AS REQUIRED |
| Annual Capacity                           |                                  |                     |                       |                                    |  |                  |                                      |                           |        |             |
| Cost of Use                               |                                  |                     |                       |                                    |  |                  |                                      |                           |        | NIL         |

NOTE: This form should be returned to the local MCA Office, with the report to Government. The information will then be collated and submitted to the International Maritime Organisation. Full 'oil' information is not required for ports that cannot receive any tankers or any other vessel over 400 Gross Tonnage. Information on cost is only required where there is a charge for using facilities. Annual capacity should be given in Kg or Tonnes. The MARPOL provision for regulation sewage from ships is not yet in force - however, ports should provide facilities of the disposal of sewage when required by the port users.

**REPORT ON PORT WASTE RECEPTION FACILITIES  
EUROPEAN INFORMATION REQUIREMENTS**

FROM .....INVERNESS...HARBOUR

CALENDAR YEAR

TOTAL NUMBER OF VESSEL MOVEMENTS:

TOTAL NUMBER OF VESSEL MOVEMENTS UNDER THE REGULATIONS:

NUMBER OF VESSEL MOVEMENTS REPORTING THEY ARE RETAINING WASTE:

| TYPE                             | WASTE NOTIFIED FOR ACTUAL DELIVERY M3 | AMOUNT OF WASTE ACTUALLY DELIVERED M3 | AMOUNT OF WASTE RETAINED FOR DELIVERY AT ANOTHER PORT/TERMINAL M3 |
|----------------------------------|---------------------------------------|---------------------------------------|---|
| <b>1. WASTE OILS</b>             |                                       |                                       |   |
| SLUDGE                           |                                       |                                       |   |
| BILGE WATER                      |                                       |                                       |   |
| OTHERS (SPECIFY)                 |                                       |                                       |   |
| <b>2. GARBAGE</b>                |                                       |                                       |   |
| FOOD WASTE                       |                                       |                                       |   |
| PLASTIC                          |                                       |                                       |   |
| OTHER                            |                                       |                                       |   |
| <b>3. CARGO ASSOCIATED WASTE</b> |                                       |                                       |   |
| <b>4. CARGO RESIDUES</b>         |                                       |                                       |   |

**Charging Regime**

A short report should be appended to this document outlining any changes to the Ports Mandatory charge, the manner upon which this was calculated and justification for changes applied to the vessels. This should update the information in the approved Port Waste Management Plan but does not supersede the requirement to submit a new plan if there are major changes in the charging structure.

## REVISED CONSOLIDATED FORMAT FOR REPORTING ALLEGED INADEQUACY OF PORT RECEPTION FACILITIES<sup>1</sup>

The Master of a UK flagged ship having encountered difficulties in discharging waste to reception facilities should forward the information below, together with any supporting documentation, to the Maritime and Coastguard Agency.

### 1. SHIPS PARTICULARS

1.1 Name of Ship \_\_\_\_\_

1.2 Owner or Operator: \_\_\_\_\_

1.3 Distinctive Numbers or Letters: \_\_\_\_\_

1.4 IMO No<sup>2</sup>: \_\_\_\_\_

1.5 Gross Tonnage: \_\_\_\_\_

1.6 Port of Registry: \_\_\_\_\_

1.7 Flag State<sup>3</sup>: \_\_\_\_\_

1.8 Type of Ship:

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Oil tanker       | <input type="checkbox"/> Chemical tanker | <input type="checkbox"/> Bulk carrier          |
| <input type="checkbox"/> Other cargo ship | <input type="checkbox"/> Passenger ship  | <input type="checkbox"/> 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:

|  |                                       |                                   |
|--|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Unloading Port        | <input type="checkbox"/> Loading Port | <input type="checkbox"/> Shipyard |
| <input type="checkbox"/> 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 the fifty-third session of the Marine Environment Protection Committee in July 2005.

<sup>2</sup> In accordance with the IMO ship identification number scheme adopted by the Organization by Assembly resolution A.600(15).

<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 not accepted (m <sup>3</sup> ) | Problems encountered<br><br>Indicate the problems encountered by using one or more of the following code letters, as appropriate:<br>A No facility available<br>B Undue delay<br>C Use of facility technically not possible<br>D Inconvenient location<br>E Vessel had to shift berth involving delays/cost<br>F Unreasonable charges for use of facilities<br>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:   |  |                                       |  |
| Plastic  |  |                                       |  |
| Floating dunnage, lining, or packing materials   |  |                                       |  |
| Ground paper products, rags, glass, metal, bottles, crockery, etc..                              |  |                                       |  |
| Cargo residues, paper products, rags, glass, metal, bottles, crockery                            |  |                                       |  |
| Food waste   |  |                                       |  |
| Incinerator, ash   |  |                                       |  |
| Other (please specify .....)   |  |                                       |  |
| <b>MARPOL Annex VI – related</b>   |  |                                       |  |
| Ozone-depleting substances and equipment containing such substances                              |  |                                       |  |
| Exhaust gas-cleaning residues  |  |                                       |  |

4. 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 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)