

# WASTE HANDLING

in

## Port of Helsingborg

(ship's manual)



2002-06-06  
Rev. 2004-01-01  
Rev. 2006-12-27  
Rev. 2007-08-01  
Rev. 2010-07-23  
Rev. 2011-04-05  
Rev. 2014-04-01  
Rev. 2016-11-09

## LIST OF CONTENTS

Chapter		Sida
<b>1</b>	<b>Legislation and regulations in force</b>	3
<b>2</b>	<b>Organizational information</b>	3
<b>3</b>	<b>Notification</b>	4
<b>4</b>	<b>Waste reception facilities</b>	4
<b>5</b>	<b>Waste separation</b>	4
<b>6</b>	<b>Fee system</b>	5
<b>7</b>	<b>Inadequacy of port reception facilities</b>	6
<b>8</b>	<b>Miscellaneous</b>	7

### Enclosures

<b>1</b>	Form <i>Arrival notification</i> (in swedish only)	8
<b>2</b>	Form <i>Information to be notified before entering the port of Helsingborg</i>	9
<b>3</b>	Form <i>Specification of engine room waste</i>	10
<b>4</b>	Form <i>Reporting alleged inadequacy of port reception facilities</i>	11
<b>5</b>	Safety Regulations	12
<b>6</b>	Map over the harbours	13

## Chapter 1

### LEGISLATION AND VALID REGULATIONS

International agreements and national legislation and regulations are the foundations for the demand for taking care of waste from vessels.

The basis of the Swedish National Administration of Shipping and Navigation's - Swedish Transport Agency rules and regulations on reception of waste from vessels (SJÖFS 2001:12 – TSFS 2010-96) is the Act (1980:424) on measurements against pollution from vessels and the regulation (1980:789) on measurements against pollution from vessels which in order are founded on:

- MARPOL-convention with its five annexes that handle different categories of waste
- The Helsinki convention
- EU-directive on Port Reception Facilities for ship generated waste and cargo residues

## Chapter 2

### Organizational details

Address:	Helsingborgs Hamn AB, P.O. Box 821, S – 251 08 Helsingborg, Sweden
Phone number	+ 46 – (0) 42 10 63 22 HPC
Fax number	+ 46 – (0) 42 18 72 83 HPC
E-mail	<a href="mailto:hpc@port.helsingborg.se">hpc@port.helsingborg.se</a>
Contact and person accountable for information	The Port and Terminal Manager is the one to report to if there is any deficiency found in procedures or waste reception facilities. Phone No: + 46 (0) 42 10 48 87, + 46 (0) 42 10 63 22 (a.o. hours)

## Chapter 3

### Notice of delivery

Vessels having intention to deliver ship-generated waste to the port of Helsingborg reception facilities shall report this on line 20 of the FARTYGSANMÄLAN form (Arrival Notification form), encl.1, and complement the information according to enclosures 2 and 3. The vessels' local agent normally handles the arrival notice according to enclosure 1.

Vessel should keep the port agent well informed about waste delivery/reception requirements prior to arrival

## Chapter 4

### Reception facility

When the vessel reports that it is ready to deliver waste a mobile waste collecting unit alternatively a single waste container is brought alongside or close to the vessel. Sludge, oil contaminated bilge-water or black- and grey-water to be pumped directly to a tank vehicle.

Type of waste	Color code	Container
Garbage / Domestic waste	Brown	
Other / Unsorted waste	Black	
Black- and grey-water		Tank vehicle
Plastic waste	White	
Paper waste	Blue	
Wood waste	Orange	
Solid or liquid harmful waste in package, drum or can	Red	
Sludge		Tank vehicle
Bilge waster		Tank vehicle
Medical waste (contagious, cutting/pricking) and garbage from means of transport operating internationally (outside the EU Member states)		Special container
Special waste		Container

## Chapter 5

### Grouping of separation of waste

To encourage the separation of waste and to minimize the waste harmfulness and amount to deposit, the Port of Helsingborg has grouped the waste into the following categories:

5.1	Garbage / Domestic waste and comparable solid waste: <ul style="list-style-type: none"> <li>Waste from kitchen, mess rooms and cabins</li> </ul>
5.2	Black- and grey water: <ul style="list-style-type: none"> <li>Sewage from toilets and bath-, dish-, and wash-water</li> </ul>
5.3	Plastic waste: <ul style="list-style-type: none"> <li>Packaging waste consisting of hard plastics material</li> </ul>
5.4	Boardwaste: <ul style="list-style-type: none"> <li>Office paper, newspapers, cardboard, corrugated cardboard, wrapping paper</li> </ul>
5.5	Wooden waste: <ul style="list-style-type: none"> <li>Dunnage, pallets, plywood</li> </ul>
5.6	Other / Unsorted, non-specified waste: <ul style="list-style-type: none"> <li>Cargo-related, heavy- and residual waste</li> </ul>
5.7	Solid harmful waste: <ul style="list-style-type: none"> <li>Oily waste in drums or cans, oily cotton twist or rags, paintcans, batteries, fluorescent tubes etc.</li> </ul>
5.8	Sludge: <ul style="list-style-type: none"> <li>Oily, liquid engine-room waste</li> </ul>
5.9	Bilge water: <ul style="list-style-type: none"> <li>Oily bilge water</li> </ul>
5.10	Medical waste, garbage (outside the EU Member states): <ul style="list-style-type: none"> <li>Contagious and cutting / picking waste from vessel infirmary</li> <li>Garbage from means of transport operating internationally</li> </ul>
5.11	Special waste: <ul style="list-style-type: none"> <li>Wires, steelband and other types of waste not accounted for in any of the groups 5.1 – 5.10</li> </ul>

## Chapter 6

### Description of the fee system

The waste- and environmental fee will be charged by gross tonnage – GT after classification of the ship according to the categories listed below.

An alternative fee for cruise- and passenger vessels based on number of passengers in stead of gross tonnage may be used by the Port of Helsingborg.

The actual size of the waste- and environmental fee is presented in the Port of Helsingborg publication "*Harbour Dues & Charges*" or it's appendix.

<b>Vessel categories</b>
Tankers
Other vessels
Vessels in regular liner traffic
Cruise- and Passenger vessels

## **ADDITIONAL FEE**

An additional fee will be charged for additional costs that the port of Helsingborg is exposed to as a result of:

- A)** If notice of delivery acc. to chapter 3 have not been made on time according to the Swedish National Administration of Shipping and Navigation's rules and regulations.
- B)** If the Port of Helsingborg has not been notified about the contents of alien substances, solvent or detergents in the sludge, or drums and packages with oily residues or other harmful waste are not correctly packed and marked with label of content or if delivery and placing is not performed in the way that the port requires.
- C)** If delivery is not carried out on agreed time.
- D)** If waiting time occurs as an effect of that the vessel does not have personnel in readiness for the delivery of the sludge.
- E)** If the pumping capacity is exceptionally low at the delivery of sludge compared to recommended minimum pumping capacity.

## **Chapter 7**

### **The vessels reporting inadequacy of port reception facilities**

Use attached form, Encl. 4	
The vessel shall send the completed form to The Swedish Shipping Inspectorate. A copy for information to the Port of Helsingborg	<p><b>Transportstyrelsen</b>  <b>Sjöfartsavdelningen</b>  <b>S - 601 78 NORRKÖPING</b>  <b>Telefax No : + 46 – (0)11 10 19 49</b>  <a href="mailto:sjofartsverket@sjofartsverket.se">sjofartsverket@sjofartsverket.se</a></p>

## **Chapter 8**

### **Miscellaneous**

A) The vessel to be at liberty to ask the Port for a receipt stating the amount of ship-generated waste that has been delivered to the port reception facilities.

B) If the Port for some unforeseen reason is not capable to accept all or part of the waste the vessel has notified for delivery to the port reception facilities, the vessel to be at liberty to request a certificate from the Port stating the reason for the inability.

**FARTYGSANMÄLAN**

## Inkommande fartyg

Anmälan skall vara Helsingborgs Hamn AB, Trafikcentralen, tillhanda senast 24 timmar innan fartyget beräknas ankomma. Ändring av lämnade uppgifter skall göras så snart de är kända.

1	<b>Fartygets namn</b>			
2	<b>Fartygskategori</b> (enligt SCB kodbilaga 4)			
3	<b>Signalbokstäver</b>			
4	<b>Hemort, Flagg</b> (SCB kodbil. 1)			
5	<b>Bruttotonnage</b> (enligt intl. mätbrev)	<b>5a</b> Tankfartygens tonnage för ev. undantagna utrymmen		
6	<b>L.o.a. x B max</b>			
7	<b>Beräknad ankomst/ETA</b>	(år, mån, dag & klockslag)		
8	<b>Beräknad avgång/ETD</b>			
9	<b>Max djupgående vid Ank.</b> (om överstigande 6,0 m)	<b>10 Önskad kajplats:</b>		
11 a	<b>Ursprungshamn</b> (om annan än 11 b.)  För punkterna 11a.-13, se kodbil. 2 & 3	<b>11 b Senaste hamn</b> (som angjorts för lastning/ lossning till Helsingborg, om annan än 11 a)		
12	<b>Via hamn</b> (senast besökta om annan än i 11b)			
13	<b>Avgår till</b> (nästa hamn)			
14	<b>Skäl för anlop</b>	<input type="checkbox"/> Lossning  Varuslag:	<input type="checkbox"/> Lastning  Varuslag:	
15	<b>Annat skäl för anlop</b>			
16	<b>Avlastare/Mottagare</b>			
17	<b>Farligt gods</b>  (gäller även gods i transit)	ja <input type="checkbox"/> nej <input type="checkbox"/> Om <b>ja</b> ska särskild förhandsanmälan om farligt gods inlämnas till Helsingborgs Hamn AB, Trafikcentralen senast 24 timmar före godsets ankomst till hamnen.		
18	<b>Mäklare och Linje</b>			
19	<b>Kopia av internationellt mätbrev inlämnat</b>	ja <input type="checkbox"/> nej <input type="checkbox"/> Om <b>nej</b> ska kopia av mätbrev inlämnas till Helsingborgs Hamn AB, Trafikcentralen omgående efter fartygets ankomst, dock senast kl. 10.00 dagen efter.		
20	<b>Fartyget önskar</b>	<input type="checkbox"/> vatten* <input type="checkbox"/> bunkra* <input type="checkbox"/> avlämna avfall** <input type="checkbox"/> annat (spec.)*	* Särskild anmälan till Trafikcentralen  ** Särskild anmälan skall göras till Helsingborgs Hamn AB, Trafikcentralen senast 24 timmar innan avlämningen avses äga rum	
21	<b>Övriga upplysningar</b>	..... .....		
22	<b>Typ av fart</b>	<b>inrikes</b>	<b>utrikes</b>	<b>komb. utrikes</b>
23	<b>Antal passagerare</b>	<b>ankommande</b>	<b>avgående</b>	



## INFORMATION TO BE NOTIFIED

### BEFORE ENTERING THE PORT OF HELSINGBORG

It should be noted that it is compulsory in Sweden to deliver to shore reception facility all sludge and oily bilge water, if more than 25 % of dedicated capacity is utilized, and all solid waste

1. Ship's name: ....., Call sign: .....,  
IMO No: .....
2. Flag State: .....
3. Estimated time of arrival (ETA): .....
4. Estimated time of departure (ETD): .....
5. Previous port of call: .....
6. Next port of call: .....
- 7a Last port and date when sludge/bilge water was delivered.  
Port: ..... Date: .....
- 7b Last port and date when other waste was delivered.  
Port: ..... Date: .....
8. How much waste to be delivered ( all , some  non )
9. Type and amount of waste and residues to be delivered and/or remaining on board.

*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 <sup>1)</sup></b>					
Sludge					
Bilge water					
Others (specify)					
<b>2. Garbage</b>					
Food waste					
Plastic					
Cumbustion ashes					
Other					
<b>3. Sewage</b> (included greywater)					
<b>4. Cargo-associated waste *</b> (specify)					
<b>5. Cargo Residues *</b> (specify)					

*Notes: This information may be used for port State control and other inspection purposes*

**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

Signature:.....

Date:.....

Time: .....

Printed name:.....

Position:.....

1) A special declaration is to be filled in \*May be estimates

**SPECIFICATION OF ENGINE ROOM WASTE (SLUDGE)**

Name of ship: .....

Homeport: .....

Previous port of call: .....

Quantity of sludge to deliver to port installation: ..... m<sup>3</sup>

Is the sludge possible to pump?       Yes     No

Is the connection onboard acc. to      State actual flange coupling:  
IMO:s recommendation?       Yes     No    .....

Is the sludge delivered in (tight) barrels?  Yes     No    Nos:...    Marking:.....

**Sludge and other waste generated onboard, prohibited to dispose of into the sea, can be delivered to the Port of Helsingborg according to the "No-Special-Fee-System"**

Has any detergent been added  
to the waste?       Yes     No    Which? .....

Does the waste contain other additives?  
(e.g.; PCB, chlorine, solvents or other)     Yes     No    Which? .....

Is the Flame Point less than +60° C?     Yes     No    Actual Flame Point? .....° C

**Delivery of the waste to take place and be completed during ordinary working hours in the Port, weekdays 07.00-16.00, unless otherwise agreed.**

Ship's officer responsible for the delivery: .....  
Name (print)      Position

**For the vessel**

**For and on behalf of Helsingborg Hamn AB**

**Date:** .....

.....  
Signature (responsible officer)

.....  
Signature (Port representative)

## REPORTING ALLEGED INADEQUACY OF PORT RECEPTION FACILITIES

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, preferably, to the competent Authorities in the port State. The flag State shall notify the port State of the occurrence.

SHIP'S PARTICULARS	PORT PARTICULARS
Name of ship:	Country: <b>SWEDEN</b>
Owner or operator:	Name of Port or Area: <b>HELSINGBORG</b>
Distinctive number or letters:	Terminal Name:
IMO No:	<b>Name of company operating reception facility</b>
Gross tonnage:	<b>Helsingborgs Hamn AB</b>
Port of registry:	<input type="checkbox"/> Unloading port, <input type="checkbox"/> Loading port, <input type="checkbox"/> Shipyard
Type of ship: <input type="checkbox"/> oil tanker, <input type="checkbox"/> ferry, <input type="checkbox"/> cargo ship, <input type="checkbox"/> bulk carrier, <input type="checkbox"/> cruise ship, <input type="checkbox"/> chemical tanker <input type="checkbox"/> or other (specify) .....	Date of arrival:
	Date of occurrence:
	Date of departure:

TYPE AND AMOUNT OF WASTE FOR DISCHARGE TO FACILITY	INADEQUACY OF FACILITIES																										
<table border="1"> <thead> <tr> <th>Type</th> <th>Waste to be delivered m<sup>3</sup></th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>1. Waste Oils</b></td> </tr> <tr> <td>Sludge</td> <td></td> </tr> <tr> <td>Bilge water</td> <td></td> </tr> <tr> <td>Others (specify):</td> <td></td> </tr> <tr> <td colspan="2"><b>2. Garbage</b></td> </tr> <tr> <td>Food waste</td> <td></td> </tr> <tr> <td>Plastic</td> <td></td> </tr> <tr> <td>Cumbustion ashes</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><b>3. Sewage (included greywater)</b></td> </tr> <tr> <td colspan="2"><b>4. Cargo-associated waste *</b> (specify): * May be estimates</td> </tr> <tr> <td colspan="2"><b>5. Cargo Residues *</b> (specify): * May be estimates</td> </tr> </tbody> </table>	Type	Waste to be delivered m <sup>3</sup>	<b>1. Waste Oils</b>		Sludge		Bilge water		Others (specify):		<b>2. Garbage</b>		Food waste		Plastic		Cumbustion ashes		Other		<b>3. Sewage (included greywater)</b>		<b>4. Cargo-associated waste *</b> (specify): * May be estimates		<b>5. Cargo Residues *</b> (specify): * May be estimates		Was any waste not accepted by the facility? Yes <input type="checkbox"/> Type: see left columns Remarks on inadequacies:  Location of facilities:  If you experienced a problem, with whom did you discuss this problem or report it to?:  Did you give prior notification about the vessel's requirements for reception facilities? Yes <input type="checkbox"/> No <input type="checkbox"/> Did you receive confirmation on the availability of reception facilities on arrival: Yes <input type="checkbox"/> No <input type="checkbox"/>
Type	Waste to be delivered m <sup>3</sup>																										
<b>1. Waste Oils</b>																											
Sludge																											
Bilge water																											
Others (specify):																											
<b>2. Garbage</b>																											
Food waste																											
Plastic																											
Cumbustion ashes																											
Other																											
<b>3. Sewage (included greywater)</b>																											
<b>4. Cargo-associated waste *</b> (specify): * May be estimates																											
<b>5. Cargo Residues *</b> (specify): * May be estimates																											

Master's signature ..... Date .....

Print name: .....

<b>Adress Port State Authority:</b> Transportstyrelsen Sjöfartsavdelningen S - 601 78 NORRKÖPING Telefax No : + 46 - (0)1110 19 49 <a href="mailto:sjofartsverket@sjofartsverket.se">sjofartsverket@sjofartsverket.se</a>	<b>Adress Port Authority Helsingborg:</b> <b>Helsingborgs Hamn AB</b> <b>Box 821 Fax nr 042-18 72 83</b> 251 08 Helsingborg <a href="mailto:hpc@port.helsingborg.se">hpc@port.helsingborg.se</a>
--	---

## **SAFETY REGULATIONS**

**Safety regulations issued by the Swedish National Administration of Shipping and Navigation (SJÖFS 2001:12), when delivering and receiving oil contaminated liquid waste.**

### **Preparations before pumping start.**

1. If reception facilities are a vessel, shall the Master on the receiving ship designate a deck watch who is familiar with the vessel.
2. The driver of the receiving vehicle or the Master of the receiving vessel shall notify the officer in command in the discharging vessel about the maximum pressure that can be accepted and maximum quantity that could be filled into each tank.
3. All scuppers on board a vessel receiving oil contaminated waste and cargo residues shall be plugged.
4. All tanks venting systems on receiving vehicle or vessel shall be equipped with devices to prevent overfilling of tanks.
5. All valves on receiving vessel must be checked to ensure that the predestinated tank is filled.
6. Drip trays must be placed under loading and discharging vessels and vehicles manifold connections.
7. Hoses to be rigged in a way that prevent the hoses from being damaged by own or vessel movements.
8. Hoses, pipelines and the handling area must be illuminated so that leaks can be discovered.
9. Safe communication between discharging vessel and receiving vehicle or vessel of oil contaminated waste and cargo residues must be established.  
This communication must continue through the delivery and to the end of delivery until the hose has been disconnected.

### **Control during delivery**

1. Hose connections are to be continuously checked for possible leakage.
2. The driver of the receiving vehicle and the deck watch on discharging vessel must during the whole delivery operation be positioned so that each of them immediately can order shutdown of pumping.

### **After completed pumping**

Hoses are to be disconnected in a way to prevent any spillage of oil contaminated waste. Drip trays are to be used. Hoses without a closing valve have to be provided with blind flanges and blind plugs before being brought back to receiving vehicle or vessel.

