



# Waste handling

in Port of Helsingborg  
(Ship's manual)

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 **HELSINGBORGS HAMN**  
**PORT OF HELSINGBORG**

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Forms to fill:

See **Permits and regulations** on [www.port.helsingborg.se](http://www.port.helsingborg.se)

- Notification of Arrival
- Specification of engine room waste
- Safety regulations
- Waste declaration, information to be notified

# CHAPTER I

## - Legislation and valid regulations

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

The basis of the Swedish National Administration of Shipping and Navigation's - Swedish Transort 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-directives on Port Reception Facilities for ship generated waste and cargo residues

# CHAPTER 2

## - Organizational details

### Head office

Visiting adress:  
Oceangatan 3, 252 25 Helsingborg

Postal address:  
Port of Helsingborg  
SE 251 89 Helsingborg

Phone HPC: +46 42 10 63 22  
E-mail: [hpc@port.helsingborg.se](mailto:hpc@port.helsingborg.se)

### Contact and person accountable for information

The Terminal Manager Logistics is the one to report to if there is any deficiency found in procedures or waste reception facilities.

Phone: +46 42 10 63 00, + 46 42 10 63 22 (A.O hours)



# CHAPTER 3

## - Notice of delivery

Vessels requesting to deliver ship-generated waste to the port of Helsingborg shall report this on line 20 of the NOTIFICATION OF ARRIVAL form (FARTYGS-ANMÄLAN) , encl.1, and complement the information according to enclosures 2 and 3.

All forms are available at [www.port.helsingborg.se](http://www.port.helsingborg.se)

Vessels agent normally handles the arrival notice according to enclosure 1.

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



# CHAPTER 4

## - Reception facility

### Solid ship generated waste:

When the vessel reports that it is ready to deliver waste a mobile waste station collecting unit alternatively a single waste container is brought alongside directly adjacent to the vessel. Containers are clearly marked in different languages.

### Liquid ship generated waste:

Sludge, oil contaminated bilge-water or black- and grey-water to be pumped directly to a tank vehicle.

Parking may only take place in specially arranged and marked areas.

Type of waste	To be disposed to
Garbage / Domestic waste	Container
Other / Unsorted waste	Container
Black- and grey-water	Tank vehicle
Plastic waste	Container
Paper waste	Container
Wood waste	Container
Solid or liquid harmful waste in package, drum or cans	Container, bins
Sludge	Tank vehicle
Bilge water	Tank vehicle
Medical waste (contageous, cutting/pricking) and garbage from means of transport operating internationally (outside the EU Member states)	Container
Special waste	Container

## CHAPTER 5

### - Waste separation

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: Marking and signs in different languages makes this easy.

**5.1 Garbage / Domestic waste and comparable solid waste:** Waste from kitchen, mess rooms and cabins.

**5.2 Black- and grey water:** Sewage from toilets and bath-, dish-, and wash-water.

**5.3 Plastic waste:** Packaging waste consisting of hard plastics material.

**5.4 Boardwaste:** Office paper, newspapers, cardboard, corrugated cardboard, wrapping paper.

**5.5 Wooden waste:** Dunnage, pallets, plywood.

**5.6 Other / Unsorted, non-specified waste:** Cargo-related, heavy- and residual waste.

**5.7 Solid harmful waste:** Oily waste in drums or cans, oily cotton twist or rags, paintcans, batteries, fluorescent tubes etc.

**5.8 Sludge:** Oily, liquid engine-room waste.

**5.9 Bilge water:** Oily bilge water.

**5.10 Medical waste, garbage (outside the EU Member states):**  
Contagious and cutting / picking waste from vessel infirmary.  
Garbage from means of transport operating internationally.

**5.11 Special waste:** Wires, steelband and other types of waste not accounted for in any of the groups 5.1 – 5.10

**5.12 Scrap and metal**

**5.13 Glass (Transparent) Glass (Coloured)**

**5.14 Combustible waste**

**Vessel is obliged to separate the waste in the correct containers. If not complied with an additional fee will be charged.**

#### Waste receipt

Garbage receipt may be issued upon request. If requested - vessel or its agent to advise in notice of delivery.

Garbage receipt will be sent to agent or directly to vessel.

Vessels are requested to fill out the contact information, preferably email address.

## CHAPTER 6

### - Description of the fee system

Waste- and environmental fee will be charged by gross tonnage – GT after classification of the ship according to the categories listed below. Irrelevant of delivering waste or not the fee is charged according to “non special fee”

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” or it’s appendix.

#### Vessel categories

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, separation 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, normally 5 m<sup>3</sup>/hr.

**Waste not generated from vessel’s normal operation such as cargo residues, result from repair work or scrubber waste will be additionally charged.**



## Chapter 7

### - 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.

## Chapter 8

### - Inadequacy

The vessels reporting inadequacy of port reception facilities.

Use the form on the next page!



# 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

Name of ship:

Owner or operator:

Distinctive number or letters:

IMO No:

Gross tonnage:

Port of registry:

Type of ship:

oil tanker      ferry      cargo ship  
bulk carrier      cruise ship      chemical tanker  
other, specify:

## PORT PARTICULARS

Country:

SWEDEN

Name of Port or Area:

Helsingborg

Terminal Name:

Name of company operating reception facility:

Helsingborgs Hamn AB

Unloading port      Loading port      Shipyard

Date of arrival:

Date of occurrence:

Date of departure:

## TYPE AND AMOUNT OF WASTE FOR DISCHARGE TO FACILITY

Type:      Waste to be delivered m<sup>3</sup>

1. Waste Oils

Sludge  
Bilge water  
Others (Specify)

2. Garbage

Food waste  
Plastic  
Combustion ashes  
Other (Specify)

3. Sewage (included greywater)

4. Cargo-associated waste\* (specify):

5. Cargo Residues\* (specify):

\* May be estimates

## INADEQUACY OF FACILITIES

Was any waste not accepted by the facility?

Yes      If yes, 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      No

Did you receive confirmation on the availability of reception facilities on arrival:

Yes      No

Master's signature:

Owner or operator:

Print name:

Address Port State Authority:  
Transportstyrelsen  
Sjöfartsavdelningen  
[sjofart@transportstyrelsen.se](mailto:sjofart@transportstyrelsen.se)

Address Port Authority Helsingborg:  
Helsingborgs Hamn AB  
251 08 Helsingborg  
[hpc@port.helsingborg.se](mailto:hpc@port.helsingborg.se)