

SHIP-GENERATED WASTE AND CARGO RESIDUES RECEPTION AND HANDLING PLAN

1. General provisions

- 1.1 Ship-generated waste and cargo residues reception and handling plan (hereinafter: the Plan) establishes the procedure of reception and handling of ship-generated waste and cargo residues received from a ship calling at the harbours (Old City Harbour, Muuga Harbour, Paldiski South Harbour, Paljassaare Harbour, Saaremaa Harbour) of Port of Tallinn (hereinafter also referred to as the "Port"). The procedure described in the plan shall not regulate handling of waste generated as a result of operations of the entrepreneurs operating on port area, in the course of cargo transport or storage in the Port, also as a result of pollution or ambient air pollution.
- 1.2 The objective of the plan is to establish organizational requirements to notification, delivery and reception of ship-generated waste and cargo residues and intensify availability and use of the reception facilities of ship-generated waste and cargo residues.
- 1.3 The scope of the plan corresponds to the requirements of §26 of the Port Act and is completed based on the Port Act and regulation no. 78 of the minister of economic affairs and communications dated 29 July 2009 "Organizational requirements of delivery and reception of ship-generated waste and cargo residues".
- 1.4 The Plan has been approved by the Environmental Board on 13.07.2018 by letter no. 8-2/18/10581-6.

2. General terms

- 2.1 Ship-generated waste includes any kind of waste, other than cargo residues, including sewage, garbage, bilge water, waste including oil products and oil from the engine room or cargo tank and waste, which are generated during the operation of a ship and fall under the scope of international convention for the prevention of pollution from ships 73/78 annexes I, IV, V and VI (hereinafter: MARPOL), and cargo-associated waste as defined in the guidelines for the implementation of annex V to MARPOL 73/78.
- 2.2 Cargo residues include the remnants of any cargo material on board in cargo holds or tanks, which remain after completion of loading, unloading procedures and cleaning operations, including loading/unloading excesses.
- 2.3 Garbage includes any food, municipal and other waste generated during normal operation of a ship and established in annex V of MARPOL, which need to be delivered continuously or periodically, excluding raw fish and its parts and substances determined in other annexes to MARPOL.
- 2.4 Sewage includes:
 - 2.4.1 Blackwater - whichever type of liquid drained off through toilet, pissoir, bidet or WC drainer established in annex IV to MARPOL or other waste, liquid drained off through a washtub located in the medical room (dispensary, hospital section), wash piping or drainer, liquid drained off from a room containing livestock or other sewage mixed with drained off liquids or waste listed above; and
 - 2.4.2 Greywater - drainage from dishwater, shower, laundry, bath and washbasin drains.
- 2.5 Cargo-associated waste includes whichever materials on board a ship becoming waste as a result of fastening or processing of cargo, including for example dunnage, pallets, padding and packaging material, plywood, paper, cardboard, steel ropes and slings and alike.
- 2.6 MARPOL Annex VI-related wastes include exhaust gas-cleaning residues and ozone depleting substances and equipment containing such substances.

- 2.7 Port reception facilities include fixed facilities as well as floating and mobile units suitable for receiving ship-generated waste and cargo residues.
- 2.8 Bio-degradable waste includes biologically degradable waste, like garden and refurbishing and food and kitchen waste.
- 2.9 Hazardous waste includes waste, which due to at least one of the hazardous properties specified in the Annex to Commission Regulation (EU) No 1357/2014 may cause a hazard to human health, property or the environment.
- 2.10 Mixed municipal waste includes waste remaining over from collection of municipal waste by type or their sorting residues.
- 2.11 Waste handling includes collection, transport, recycling and elimination of waste, including actions taken as a dealer or broker.
- 2.12 Waste handling company is a company engaged in collection, transport, recycling and elimination of waste in accordance with the terms established in the waste permit.
- 2.13 Waste collection includes gathering of waste, including prior sorting and temporary storage of waste, also mechanical treatment of waste without changing the composition and substance of waste, with the objective to its transport to the waste handling site for further handling.
- 2.14 Collecting of waste by type includes an activity during which waste is separated based on its type and substance for facilitation of its further handling, including promoting of recycling.
- 2.15 Waste treatment includes a recycling or elimination procedure, including preparation of waste for recycling or elimination.
- 2.16 Consignment note for hazardous waste is a document including data on the type, composition, quantity and main characteristics of hazardous waste delivered for handling and the generator, deliverer for handling, carrier and receiver of such waste.
- 2.17 Infectious waste includes hazardous waste comprising vital micro-organisms or their toxins, which are known or assumed to induce illnesses to people or other living organisms.
- 2.18 Pyrotechnic product is a product meant for generating heat, light, sound, gas or smoke or combination of these phenomena with the help of a non-explosive exothermic chemical reaction and which includes an explosive or pyrotechnic substance.
- 2.19 Ship agent is the representative of the interests of the ship owner in the port.

3. Types and quantities of ship-generated waste and cargo residues received and handled

- 3.1 Number of ships calling at Port by type of ship in 2018 by ship types (incl. rental, bunker and other service ships):

	Old City Harbour	Muuga Harbour	Paldiski South Harbour	Paljassaare Harbour	Saaremaa Harbour	Total
Passenger ships	4762	532	237	0	0	5531
Tankers	0	361	134	31	0	526
Bulkers	0	89	83	31	0	203
Container ships	0	342	0	0	0	342
Cruise ships	352	0	0	0	9	361
Multi-purpose ships	0	179	156	27	0	362
RO-RO ships	0	0	248	1	0	249
Other ship	30	432	358	183	117	1120
Total	5144	1935	1216	273	126	8694

3.2 Types and quantities of ship-generated waste and cargo residues received during 2018 (m³):

Harbour	MARPOL Annex I			MARPOL Annex V							
	Sludge	Bilge water	Used engine oil	Food waste	Mixed domestic waste	Cooking oil	Plast	Paper	Glass	Metal	Timber
Muuga Harbour	1106	701	73	99	688	2	189	88	10	18	144
Old City Harbour	8489	8462	774	4014	24073	160	2550	6077	1558	684	769
Paldiski South Harbour	1479	958	9	72	301	3	192	161	8	17	9
Paljassaare Harbour	175	233	30	3	68	0	8	3	1	1	1
Saaremaa Harbour	0	0	0	7	10	0	12	7	4	4	1
Total	11249	10354	886	4195	25140	165	2951	6335	1581	725	925

Harbour	MARPOL Annex V							MARPOL Annex IV	MARPOL Annex I cargo residues	MARPOL Annex VI related waste
	Ceramics	Hazardous waste	Electrical and electronic equipment waste	Incinerator ashes	Dated Pyro-technics	Other waste	Dunnage, lining or packing material	Sewage	Slops	Exhaust gas-cleaning residues
Muuga Harbour	0	78	5	5	0	6	60	22	348	0
Old City Harbour	139	1480	207	146	2	993	0	63539	0	1411
Paldiski South Harbour	0	77	2	3	2	55	0	2849	162	339
Paljassaare Harbour	0	11	1	0	0	1	0	78	65	0
Saaremaa Harbour	0	1	0	0	0	0	0	0	0	0
Total	139	1647	216	154	4	1055	60	66488	575	1750

4. Description of type and capacity of port reception equipment and evaluation of the need for reception equipment

4.1 In the port availability of the following reception equipment is guaranteed:

Types of ship-generated waste and cargo residues	Old City Harbour	Muuga Harbour	Paljassaare Harbour	Paldiski South Harbour	Saaremaa Harbour
Sewage (MARPOL Annex IV)	1. Tank vehicles (7-17m ³) 2. Public sewage system on berths no. 1 and no. 3 (total 80m ³ /h), no. 5, 7, 8, 10, 12-15 (up to 100m ³ /h from each berth) and no. 24-27 (up to 200m ³ /h from each berth)	Tank vehicles (7-17m ³)			Tank vehicles (7m ³)
Waste oils (MARPOL Annex I)	Tank vehicles (7-32m ³) or recovery vessels (150-300m ³)				Tank vehicles (7-32m ³)
Garbage (MARPOL Annex V), cargo associated waste (MARPOL Annex V)	Waste vehicles (up to 30m ³) and metal or plastic containers (0.6 – 30m ³)				
MARPOL Annex VI related	Reception of pumped wastes with tank vehicles (7-32m ³), reception of other wastes with waste vehicles (up to 30m ³) and metal or plastic containers (0.6 – 30m ³)				
Cargo residues (MARPOL Annexes I, II, V)	Reception of pumped cargo residues with tank vehicles (7-32m ³) or recovery vessels (150-300m ³), reception of other cargo residues with waste vehicles (up to 30m ³) and containers (0.6 – 30m ³)			Reception of pumped cargo residues with tank vehicles (7-32m ³), reception of other cargo waste with waste vehicles (up to 30m ³) and containers (0.6 – 30m ³)	

4.2 Waste classification compliance between MARPOL 73/78 and Regulation no. 70 of the Minister of the Environment dated 14.12.2015 "Procedure for the classification of waste and the list of waste" has been provided in annex no. 6.

4.3 Information on waste handling companies has been provided in annex no. 3.

4.4 Evaluation of the need of reception equipment in the port, considering the needs of ships calling at the port.

4.4.1 Considering data provided in article 3.1 on the number and ship type of ships calling at the port, data provided in article 3.2 on ship-generated waste and cargo residues, also data provided in article 4.1 on the type and capacity of reception equipment and taking into consideration the fact that the port has not received any notification according to the format provided in annex no. 5 on the alleged shortcomings of port reception equipment (see article 15.3), the existing reception equipment is sufficient for ensuring required reception of ship-generated waste and cargo residues from ships.

5. Description of the procedures indicating the quantity of ship-generated waste and cargo residues received and the actual use of port reception facilities

5.1 Reception of ship-generated waste and cargo residues shall take place based on the information of the ship's captain or ship's agent (hereinafter "Ship's representative") presented via Estonian Maritime Document Exchange (hereinafter EMDE):

5.1.1 at least 24 hours prior to calling at the port, if the port of entry is known;

5.1.2 immediately upon learning of the port of call, if this information is available less than 24 hours prior to arrival at the port of entry;

5.1.3 upon departure from the previous port of call at the latest, if the journey lasts under 24 hours.

5.2 Notification on ship-generated waste and cargo residues delivered shall be given in accordance with form information to be notified to the port of call in annex 1 (hereinafter the "Notice").

- 5.3 The notice shall include information on the type and quantity of all ship-generated waste and cargo residues delivered in the Port.
- 5.4 All companies rendering ship-generated waste and cargo residues reception service shall after rendering of the service leave two (2) copies of Ship's Waste Receipt (see annex 2) on the ship.
- 5.5 Information regarding quantities of ship-generated waste and cargo residues received shall be entered to EMDE.
 - 5.5.1 Information regarding quantities received for a waste fee shall be entered by AS Green Marine.
 - 5.5.2 Ship's Waste Receipt of reception quantities not received for a waste fee shall be entered by Ship's representative.

6. Description of the procedures of reception, collection and further handling of bilge water and sludge

- 6.1 The notice provided to the EMDE shall indicate type and quantity of bilge water and sludge.
- 6.2 Handling of quantities received for a waste fee (see article 13) shall be organized by AS Green Marine. Contact data has been provided in annex no. 3.
- 6.3 Reception of quantities not received for a waste fee shall be performed by private companies having the respective license. Information on waste handling companies rendering services in the port has been provided in annex no. 3.
- 6.4 Waste shall be delivered to the tank vehicle on the berth (non-vacuum collection, capacity up to 30 m³) or collected to recovery vessel (capacity up to 300 m³) beside the ship.
- 6.5 In order to ensure environmental safety and to prevent unforeseen incidents on berths, the length of the hose line shall not exceed 60 (sixty) meters between the connecting flange of the ship and the connecting flange of the tank vehicle.
- 6.6 The ship shall deliver the waste using a ship's pump with a minimum pumping speed of at least 7.5 m³/h. Upon lower pumping speed Ship's representative shall agree with the waste handling company separately on work terms and the waste handling company shall have a right to request a reasoned additional fee for the time of the reception procedure from the Ship's representative.
- 6.7 The crew shall perform hose connection on board and ensure presence of the watchman for avoiding of possible leakages and ensuring of safety.
- 6.8 The ship shall ensure compliance of hoses and connection flanges with international requirements on the ship.
- 6.9 Pressure in the hose between the ship and collection equipment (tank vehicle, recovery vessel) shall not exceed 0.5 Mpa (5 kp/cm²).
- 6.10 Laytime of the tank vehicle or recovery vessel starting from readiness for delivery shall not exceed 30 minutes. This also includes time spent on hose ship connection.
- 6.11 The ship must notify the Vessel Traffic Shift Manager of the commencement and termination of the pumping of waste.
- 6.12 At air temperature under minus 20°C prior to pumping ship-generated waste shall be heated to at least plus 60°C (at 0°C to 40°C respectively).
- 6.13 In case the ship lacks a technical possibility to pump out ship-generated waste or in other analogous situations Maritime Administration shall be notified of this.
- 6.14 The waste handling company may apply a reasoned additional fee for the use of pumps on the shore on the basis of an hourly tariff in accordance with the price list of the waste handling company to ships lacking technical equipment for pumping out ship-generated waste.
- 6.15 At the rendering of the service a ship-generated waste and cargo residues delivery act shall be prepared.
- 6.16 At the delivery of ship-generated waste a consignment note of hazardous waste shall be prepared in accordance with regulation no. 41 of the minister of environmental affairs dated September 25th 2008 "Form of the consignment note of hazardous waste and procedure of preparation, forwarding and registration of the consignment note".

- 6.17 All waste shall be delivered to companies having the respective registration certificate, a waste permit or an environmental complex permit (in case of hazardous waste, also hazardous waste management license) for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

7. Description of the procedures of reception, collection and further handling of garbage, including hazardous waste and cargo-associated waste

- 7.1 The notice provided to the EMDE shall indicate type and quantity of waste, incl. hazardous waste and cargo-associated waste delivered.
- 7.2 Handling of quantities received for a waste fee (see article 13) shall be organized by AS Green Marine. Contact data has been provided in annex no. 3.
- 7.3 Reception of quantities not received for a waste fee shall be performed by private companies having the respective license. Information on waste handling companies rendering services in the port has been provided in annex no. 3.
- 7.4 Ships shall by type collect and deliver to the waste handling company garbage generated, incl. solid hazardous waste and cargo residues.
- 7.5 Requirements to waste collection and delivery by type have been established in the sorting guidelines of AS Green Marine at <https://greenmarine.ee/en/main-page/sorting-guides/>.
- 7.6 Upon violation of requirements to waste collection and delivery by type the waste handling company shall have a right to request from the Ship's representative a reasoned additional fee for compensation for additional expenses incurred due to violation.
- 7.7 At the emptying of the ship's own waste containers or if the delivered quantity is small (up to 0.6m³), waste shall be delivered to the waste vehicle (capacity up to 30m³). In other cases, waste shall be delivered to waste tanks located on the berth (capacity 0.6 – 30m³), which are brought separately to every ship based on the data provided in the notice. All liquid wastes shall be handed over in securely sealed containers.
- 7.7.1 In Paldiski South Harbour waste shall be delivered to the waste tanks located on the territory (capacity 0.6 - 18m³), where the crew shall take the waste, if it has not been agreed differently with the waste handling company. To open the waste containers, ship representative shall call to AS Green Marine (24h phone: +372 515 9303). The exact location of waste tanks has been provided on the scheme of annex 4.
- 7.8 Laytime of the waste vehicle starting from readiness for delivery shall not exceed 30 minutes.
- 7.9 Ship-generated waste and cargo-associated waste delivery act shall be prepared on rendering of the service.
- 7.10 At the delivery of ship-generated waste a consignment note of hazardous waste shall be prepared in accordance with regulation no. 41 of the minister of environmental dated September 25th 2008 "Form of the consignment note of hazardous waste and procedure of preparation, forwarding and registration of the consignment note".
- 7.11 All waste shall be delivered to companies having the respective registration certificate, a waste permit or an environmental complex permit (in case of hazardous waste, also hazardous waste management license) for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

8. Description of the procedures of reception, collection and further handling of sewage

- 8.1 Procedures for reception, collection and further handling of sewage **by a tank vehicle** in Muuga Harbour, Paldiski South Harbour, Paljassaare Harbour, Saaremaa Harbour and in Old City Harbour.
- 8.1.1 The Notice provided to the EMDE shall state the quantity of sewage delivered.
- 8.1.2 Handling of quantities received for a waste fee (see article 13) shall be organized by AS Green Marine. Contact data has been provided in annex no. 3.

- 8.1.3 Reception of quantities not received for a waste fee shall be performed by private companies having the respective license. Information on waste handling companies rendering services in the port has been provided in annex no. 3.
 - 8.1.4 Waste shall be delivered to the tank vehicle on the berth (non-vacuum collection, 7-17m³ tanks).
 - 8.1.5 Quantitative restrictions on the acceptance of sewage by tank vehicles:
 - 8.1.5.1 In Saaremaa Harbour the maximum capacity is up to 18m³ per day.
 - 8.1.5.2 At the quay no. 17 in the Old City Harbour the maximum capacity is up to 150m³ per day.
 - 8.1.6 The ship shall deliver the waste using a ship's pump with a minimum pumping speed of at least 7.5 m³/h. Upon lower pumping speed Ship's representative shall agree with the waste handling company separately on work terms and the waste handling company shall have a right to request a reasoned additional fee for the time of the reception procedure from the Ship's representative.
 - 8.1.7 Black- or greywater pumped ashore shall not contain contamination of other waste or products such as oily waste, chemicals or other substances that can be harmful to sewage treatment plants. The pollutant concentration values in the discharged sewage shall not exceed the limit values set by the water undertaking, otherwise AS Green Marine is entitled to demand a reasonable surcharge from the Ship's representative to cover the costs generated by over pollution.
 - 8.1.8 The crew shall perform hose connection on board and ensure presence of the watchman for avoiding of possible leakages and ensuring of safety.
 - 8.1.9 In the event of a spill, the Port Vessel Traffic Management Department shall be notified immediately, and the first steps shall be taken to eliminate the spill.
 - 8.1.10 The hoses and connection flanges used shall comply with international requirements.
 - 8.1.11 Pressure in the hose between the ship and the tank vehicle shall not exceed 0.5 Mpa (5 kp/cm²).
 - 8.1.12 Laytime starting from readiness for delivery shall not exceed 30 minutes. This also includes time spent on hose ship connection.
 - 8.1.13 At the rendering on the service a ship-generated waste and cargo residues delivery act shall be prepared.
 - 8.1.14 The company providing the sewer discharge service shall have a contract with the water undertaking, in whose area the service shall be rendered.
- 8.2 Procedures for reception, collection and further handling of sewage **via sewerage piping system** in Old City Harbour.
- 8.2.1 The Notice provided to the EMDE shall state the quantity of sewage delivered.
 - 8.2.2 Reception of sewage via sewerage piping system is possible from ships mooring at Old City Harbour berths no. 1 and no. 3 (total 80m³/h), no. 5, 7, 8, 10, 12-15 (up to 100m³/h from each berth) and no. 24-27 (up to 200m³/h from each berth).
 - 8.2.3 Reception of sewage from cruise ships shall be organized by the AS Green Marine.
 - 8.2.4 Reception of sewage from passenger ships shall be organized by the ship's crew and connections to the shore pipeline shall be made with the ship's own hoses.
 - 8.2.5 The declaration concerning the discharge of sewage (see annex no. 7) shall be signed between cruise ship's representative and AS Green Marine prior to discharge via sewerage piping system.
 - 8.2.6 In case when cruise ships are requesting to discharge sewage simultaneously, the order of discharge shall be determined by AS Green Marine.
 - 8.2.7 Upon delivery of the cruise ship's sewage at quay no. 1, AS Green Marine shall monitor and ensure that the maximum amount of sewage (80m³/h) is not exceeded, when sewage is discharged simultaneously at berths no .1 and 3.
 - 8.2.8 Prior to pumping blackwater ashore, the ship shall mix the pumped blackwater and greywater in a ratio of 1:5 or, if there is no technical capability on board, the ship shall first pump the blackwater and then the greywater in a ratio of 1: 5.
 - 8.2.9 Undiluted blackwater and sewage sludge (bio-residuals) shall not be pumped into sewerage system, but shall be transferred to a tank vehicle as described in section 8.1.
 - 8.2.10 Black- or greywater pumped ashore shall not contain contamination of other waste or products such as oily waste, chemicals or other substances that can be harmful to sewage treatment plants. The pollutant concentration values in the discharged sewage shall not exceed the limit

values set by the local water undertaking AS Tallinna Vesi, otherwise the Port is entitled to demand a reasonable surcharge from the Ship's representative to cover the costs generated by over pollution.

- 8.2.11 The crew shall perform hose connection on board and ensure presence of the watchman for avoiding of possible leakages and ensuring of safety.
 - 8.2.11.1 The crew of passenger ships shall also perform hose connections on berth.
- 8.2.12 In the event of a spill, the Port Vessel Traffic Management Department shall be notified immediately, and the first steps shall be taken to eliminate the spill.
- 8.2.13 The hoses and connection flanges used shall comply with international requirements (shore pipeline system connections are CAMLOCK 4").
- 8.2.14 Pressure in the hose between the ship and the piping system shall not exceed 0.5 Mpa (5 kp/cm²).
- 8.2.15 Laytime of AS Green Marine, starting from readiness for delivery, shall not exceed 30 minutes. This also includes time spent on hose ship connection.
- 8.2.16 At the rendering on the service a ship-generated waste and cargo residues delivery act shall be prepared.
 - 8.2.16.1 Passenger ships shall submit a monthly statement of the quantities of wastewater discharged to the Vessel Traffic Management Department by the second working day of the month following the month of admission.
- 8.2.17 Sewage received via sewerage piping system shall be directed to the public sewage system of the city of Tallinn.

9. Description of the procedures of reception, collection and further handling of MARPOL Annex VI-related waste

- 9.1 The Notice provided to the EMDE shall state the type and quantity of MARPOL Annex VI-related wastes.
- 9.2 Handling of MARPOL Annex VI-related wastes shall be organized by AS Green Marine. Contact data has been provided in annex no. 3.
- 9.3 Procedures of reception, collection and further handling of MARPOL Annex VI-related wastes shall be performed as follows:
 - 9.3.1 Pumped wastes in accordance with article 6;
 - 9.3.2 Other wastes in accordance with article 7.
- 9.4 At the rendering of the service a ship-generated waste and cargo residues delivery act shall be prepared.
- 9.5 At the delivery of hazardous waste, a consignment note of hazardous waste shall be prepared in accordance with regulation no. 41 of the minister of environmental affairs dated September 25th 2008 "Form of the consignment note of hazardous waste and procedure of preparation, forwarding and registration of the consignment note".
- 9.6 All waste shall be delivered to companies having the respective registration certificate, a waste permit or an environmental complex permit (in case of hazardous waste, also hazardous waste management license) for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

10. Description of the procedures of reception, collection and further handling of cargo residues

- 10.1 The Notice provided to the EMDE shall state the type and quantity of cargo residues delivered.
- 10.2 Reception of cargo residues shall be performed by companies having a respective operating license and equipment. Information on waste handling companies operating in the Port has been provided in annex no. 3.
- 10.3 Procedures of reception, collection and further handling of cargo residues shall be performed as follows:
 - 10.3.1 Cargo residues including pumped oil products and oil in accordance with article 6;
 - 10.3.2 Other pumped cargo residues in accordance with article 8;
 - 10.3.3 Other cargo residues in accordance with article 7.

- 10.4 At the rendering of the service a ship-generated waste and cargo residues delivery act shall be prepared.
- 10.5 At the delivery of hazardous waste, a consignment note of hazardous waste shall be prepared in accordance with regulation no. 41 of the minister of environmental affairs dated September 25th 2008 "Form of the consignment note of hazardous waste and procedure of preparation, forwarding and registration of the consignment note".
- 10.6 All waste shall be delivered to companies having the respective registration certificate, a waste permit or an environmental complex permit (in case of hazardous waste, also hazardous waste management license) for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

11. Description of the procedures of reception, collection and further handling of exceptional waste

- 11.1 Procedures of reception, collection and further handling of infectious waste.
 - 11.1.1 Reception of infectious waste shall be performed only at the official coordination of the Health Board. The garbage and sewage of the ship in quarantine may be infectious.
 - 11.1.2 Infectious sewage of the ship shall be collected into the ship's sewage tank and shall be disinfected by a disinfection company. Procedures of reception, collection and further handling of disinfected sewage shall be performed in accordance with article 8.
 - 11.1.3 Reception of infectious garbage shall be performed by companies having the hazardous waste handling license. Information on waste handling companies rendering services in the port has been provided in annex no. 3.
 - 11.1.4 Reception of infectious garbage shall be performed with the help of equipment modified for the reception of the respective type of waste (capacity of reception equipment 0.6 – 30m³).
 - 11.1.5 A ship-generated waste and cargo residues delivery act shall be prepared on the rendering of the service.
 - 11.1.6 Infectious garbage shall be delivered to companies having the respective registration certificate, a waste permit or an environmental complex permit (in case of hazardous waste, also hazardous waste management license) for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.
 - 11.1.7 The Ship's representative shall pay for the reception of infectious waste directly to the waste handling company in accordance with the delivered quantity and price list of the waste handling company.
- 11.2 Procedures of reception, collecting and further handling of pyrotechnic equipment.
 - 11.2.1 The Notice presented to the EMDE shall indicate the type and quantity of pyrotechnic equipment.
 - 11.2.2 Old pyrotechnic products belonging to ship's safety equipment (signal lights and rockets, alarm lighting rockets, smoke rockets, etc.) shall be delivered to the company engaged with pyrotechnics and elimination of pyrotechnic products. Contact data has been provided in annex no. 3.
 - 11.2.3 Reception of pyrotechnic products shall be performed in accordance with equipment modified for the respective type of waste (capacity of reception facility 0.6 – 15m³).
 - 11.2.4 A ship-generated waste and cargo residues delivery act shall be prepared on the rendering of the service.
 - 11.2.5 The Ship's representative shall pay for the reception of pyrotechnic products directly to the receiver of pyrotechnic equipment in accordance with the delivered quantity and price list of the receiver.
- 11.3 Procedures of reception, collection and further handling of ballast water and ballast sludge.
 - 11.3.1 The Notice presented to the EMDE shall indicate the quantity of ballast water and ballast sludge delivered.
 - 11.3.2 Ballast water and ballast sludge shall be received only from ships, on which ballast water tank repairs and cleaning is performed in the port.

- 11.3.3 Ballast water and ballast sludge shall be received and handled as ordinary sewage/sludge of ships (waste code 19 08 05) and the procedures of reception, collection and further handling shall be performed in accordance with article 8.
- 11.3.4 Information on waste handling companies rendering sewage reception services in the port has been provided in annex no. 3.
- 11.3.5 A ship-generated waste and cargo residues delivery act shall be prepared on the rendering of the service.
- 11.3.6 The Ship's representative shall pay for reception of ballast water and ballast sludge directly to the waste handling company in accordance with the quantity delivered and price list of the waste handling company.

12. Description of pre-handling equipment and processes

- 12.1 Pre-handling of ship-generated waste and cargo residues is not performed.

13. Description of the fee system

- 13.1 Waste fee is levied from all ships calling at the Port for each call, in case of passenger ships for one call per day, irrespective of the actual use of reception equipment. At the establishing of the waste fee rate the following shall be considered:
 - 13.1.1 ship's type;
 - 13.1.2 ship's gross tonnage (GT);
 - 13.1.3 calculated average ship-generated waste quantity;
 - 13.1.4 price fixed in the contract concluded with the company performing waste handling.
- 13.2 Waste fee is levied by Port of Tallinn. Waste fee rates have been provided on Port homepage at <https://www.ts.ee/en/rules-rates/> under the document Port Charges and Fees and ship agents shall be notified of changes in the rates at least one month prior to the date of effecting of the changes.
- 13.3 The following ship-generated waste shall be received from ships for a waste fee:
 - 13.3.1 bilge water;
 - 13.3.2 sludge;
 - 13.3.3 sewage;
 - 13.3.4 garbage
 - 13.3.5 hazardous waste;
 - 13.3.6 cargo-associated waste (Annex V of MARPOL);
 - 13.3.7 other ship-generated waste, which are generated during the operation of a ship and fall under the scope of MARPOL 73/78 annexes I, IV, V and VI (excl. cargo residues).
- 13.4 If waste fee does not cover all costs related to reception of ship-generated waste from ships, the uncovered part of the costs may be covered by the additional fee levied based on the type and quantity of ship-generated waste actually delivered by ship on a cost basis. More detailed terms and procedure of payment of the additional fee shall be agreed with the Ship's representative separately.
- 13.5 7m³ of sewage shall be received for waste fee. The Ship's representative shall pay directly to the sewage company for sewage quantities exceeding 7m³ included in the waste fee in accordance with the quantity delivered and price list of the waste handling company.
- 13.6 The restriction laid down in section 13.5 does not apply to cruise ships and passenger ships in Old City Harbour.
- 13.7 The Ship's representative shall pay directly to the waste handling company for the reception of cargo residues in accordance with the quantity of cargo residues delivered and the price list of the waste handling company.
- 13.8 All ships calling at Port of Tallinn, excluding fishing ships, small crafts, military ships and ships on state duty, have a waste fee payment obligation.
- 13.9 Exemption from the obligation of waste fee payment.

- 13.9.1 A regular line ships frequently calling at the port will be exempted from the obligation of payment of the waste fee, in case:
 - 13.9.1.1 the ship has a written agreement with some port on the route according to which ship-generated waste is received and the fee for reception is collected in that port;
 - 13.9.1.2 the Estonian Maritime Administration has sufficient proof on the fact that reception and payment of the fee for all ship-generated waste and cargo residues is ensured in one port on the route of the ship.
- 13.9.2 For ship's exemption from the obligation to pay a waste fee a corresponding application shall be forwarded to the Port and the Estonian Maritime Administration.
- 13.9.3 The port shall notify the ship and Maritime Administration of its consent on the exemption from the obligation to pay the waste fee.
- 13.9.4 The port shall exempt the ship from the obligation to pay the waste fee on a precondition that Maritime Administration has issued to a ship owner a certificate on exemption from obligatory delivery of ship-generated waste and notification in the ports of the Republic of Estonia.
- 13.9.5 The ship shall be exempted from the obligation to pay a waste fee starting from the date of the issuing of the certificate issued by the Maritime Administration on precondition that the Ship's representative forwards this to the port during the period of 3 business days from the time of validity of the certificate.

14. Reception of ship-generated waste from ships exempted from waste fee

- 14.1 Reception of ship-generated waste of ships having the certificate of exemption from obligatory reception and notification of ship-generated waste in the ports of the Republic of Estonia issued by the Maritime Board.
 - 14.1.1 Ships having the certificate of exemption from obligatory reception and notification of ship-generated waste in the ports of the Republic of Estonia issued by the Maritime Board shall organize their waste handling in accordance with the contract and take their ship-generated waste to the ports indicated in the contract on a regular basis.
 - 14.1.2 If in an exceptional case the ship wants to deliver ship-generated waste in some other Port of Tallinn port of entry, the procedures of reception, collection and further handling of ship-generated waste do not differ from the ones described in the Plan, excluding the obligation of presentation of the Notice and payment of the waste fee.
 - 14.1.3 The Ship's representative shall pay for the reception of ship-generated waste and cargo residues to the waste handling company directly in accordance with the delivered quantity and price list of the waste handling company.
- 14.2 Reception of ship-generated waste from fishing boats, small crafts, military vessels and vessels on sate duty.
 - 14.2.1 Procedures of reception, collection and further handling of ship-generated waste from fishing boats, small crafts, military vessels and vessels on sate duty do not differ from those described in the Plan, excluding the obligation of presentation of the Notice and payment of the waste fee.
 - 14.2.2 The Ship's representative shall pay for the reception of ship-generated waste and cargo residues to the waste handling company directly in accordance with the delivered quantity and price list of the waste handling company.
- 14.3 Reception of ship-generated waste of small crafts calling at the marina located in the Old City Harbour.
 - 14.3.1 Reception of bilge water and other pumped waste including oil and oil products shall be performed on berth no. 23, where with the help of the shore pump is possible to pump bilge water and other pumped waste including oil products and oil into the tank located on the berth (capacity of reception facility 1m³).
 - 14.3.2 Garbage and hazardous waste can be delivered to the respective containers of the waste facility located on berth no. 22 (capacity of each reception equipment up to 0.6m³). All liquid wastes shall be handed over in securely sealed containers.

- 14.3.3 Emptying of toilet tanks and chemical toilets shall be performed on berth no. 23, where sewage can be pumped with the help of shore pump into the tank located on the berth (capacity of reception equipment 3m³).
- 14.3.4 Reception fee of the aforementioned waste is included in the port dues and charges of the marina, notification of which changes shall be performed one month prior to the beginning of the navigation season at the latest on Port of Tallinn homepage at <https://www.ts.ee/en/rules-rates/>.
- 14.3.5 All waste shall be delivered to companies having the respective registration certificate, a waste permit or an environmental complex permit (in case of hazardous waste, also hazardous waste management license) for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

15. Procedure of notification of shortcomings in port reception facilities

- 15.1 The employee of Port Vessel Traffic Management Department shall notify the Ship's representative and other interested parties immediately, if temporary restrictions or shortcomings have occurred or can be foreseen at the reception of ship-generated waste and cargo residues.
- 15.2 All problems and complaints related to the port reception facilities shall be immediately reported to the Port Vessel Traffic Management Department.
- 15.3 Ship's captain shall notify Environmental Inspectorate of the alleged shortcomings of Port reception equipment in writing at <https://www.kki.ee/en>. The form of notification of the alleged shortcomings of port reception equipment has been provided in annex no. 5.

16. Procedure of information Exchange between port users, waste handling companies and other interested parties

- 16.1 Information exchange between the Port, Port users, waste handling companies and other interested parties shall take place via e-mail, phone calls, meetings and through port homepage www.ts.ee, newsletters and client satisfaction studies.
- 16.2 Ships calling at the Port and other interested parties shall receive information on reception, handling and fees' system of ship-generated waste and cargo residues through ship agents and the Port Vessel Traffic Management Department and on Port homepage at <https://www.ts.ee/en/rules-rates/>.
- 16.3 Ship agents shall be notified of the provisions of the present plan through port homepage www.ts.ee and also via e-mail immediately after adoption of changes.
- 16.4 All port users, waste handling companies and other interested parties shall notify the Port Vessel Traffic Management Department or manager of the quality and environmental management department of violation of requirements established in the Plan.

17. Waste calculation and reporting

- 17.1 Calculation of ship-generated waste and cargo residues received.
 - 17.1.1 The Port keeps record of the type and quantity of ship-generated waste and cargo residues based on ship-generated waste and cargo residues delivery acts.
 - 17.1.2 All waste handling companies rendering ship-generated waste and cargo residues reception service in the Port shall keep continuous record of ship-generated waste and cargo residues received, stored or intermediary-stored, transported, handled recycled or eliminated in the Port by type and quantity according to waste codes and upon the request of the Port present the aforementioned data to the Port.
 - 17.1.2.1 If ship-generated waste and cargo residues are delivered to the other waste handling company, record shall also be kept of the site of destination, collection frequency, transportation mode and recycling and elimination procedures of waste and upon the request of the Port the aforementioned data shall be presented to the Port.

17.2 Waste reporting.

- 17.2.1 Waste report shall treat ship-generated waste and cargo residues reception activity in the calendar year preceding the presentation of the report.
- 17.2.2 Waste report shall be provided in accordance with the requirements of regulation no. 1 of the Minister of Environment dated 15.01.2010”.
- 17.2.3 Waste report shall be prepared by AS Green Marine and presented to Port of Tallinn in a format enabling its presentation to Environmental Board by Port of Tallinn. The quality and environmental management department shall ensure timely presentation of the waste report.
- 17.2.4 At the classification of ship-generated waste and cargo residues and establishing of waste codes regulation no. 78 of the minister of economic affairs and communications dated 29 July 2009 “Organizational requirements of delivery and reception of ship-generated waste and cargo residues “ annex 3 classification list or regulation no. 70 of the Minister of the Environment dated 14.12.2015 “Procedure for the classification of waste and the list of waste”, if annex 3 cannot be implemented, shall be taken as a bases.

18. Rights and obligations of the ship’s representative

- 18.1 The Ship’s representative shall have the right to ask and receive information from the Port and the waste handling company on possibilities to deliver different ship-generated waste and cargo residues in the port.
- 18.2 The Ship’s representative shall present the Notice in a timely manner (see article 5.1) and correctly completed. Upon appearing of incorrect data, the Ship’s representative shall annul the Notice and present the new Notice with correct data.
- 18.3 The Ship’s representative shall deliver all ship-generated waste and cargo residues at the port of entry.
- 18.4 The Ship’s representative shall not be required to deliver all ship-generated waste and cargo residues, if the information presented in the notice indicates that the existing ship tanks are sufficient for holding ship-generated waste already accumulated and to be accumulated during the voyage until calling the port of delivery, excluding the following cases:
 - 18.4.1 in case of ship-generated waste tank with the capacity of over 10 m³ its utility rate prior to departure from the port is over 25%;
 - 18.4.2 delivery port of ship-generated waste or port of destination is unknown;
 - 18.4.3 there is bases to assume that the planned port of delivery does not have sufficient reception equipment and the respective information has been presented to the ship;
 - 18.4.4 garbage collected for delivery, excluding food waste;
 - 18.4.5 X and Y category environmentally hazardous chemicals from pre-wash of vehicle tanks, excluding cases indicated in sections 6 and 7 of rule 16 of annex II to international convention for the prevention of pollution from ships.
- 18.5 If more stringent requirements to exceptions indicated in article 18.4 have been established with international conventions, the requirements of the respective conventions shall be applied.
- 18.6 In addition to stipulations of articles 18.4 cargo residues shall not be delivered, if:
 - 18.6.1 according to international convention for the prevention of pollution from ships delivery is not required;
 - 18.6.2 the ship has a written agreement with the owner of the next port of entry, according to which respective cargo residues are received in this port;
 - 18.6.3 new cargo includes the same substance constituting the previous cargo, or if cargo residues are eliminated with the help of ventilation on the sea or if an entry is made into the cargo record book reasoning the remaining of cargo residues on board the ship and the entry is confirmed by the acknowledged chemical tanker loading operation surveyor according to the Maritime Safety Act.
- 18.7 The Ship’s representative shall deliver ship-generated waste and cargo residues generated by type and upon delivery mixing of different types of ship-generated waste and cargo residues shall be avoided. All hazardous waste shall be collected and delivered to the waste handling company separately.

- 18.8 The Ship's representative shall notify the waste handling company the date and time, when the ship is ready to deliver its ship-generated waste and cargo residues and ensure delivery of ship-generated waste and cargo residues by the time agreed by the ship.
- 18.9 The Ship's representative shall in an efficient manner notify the Port Vessel Traffic Management Department and the waste handling company of changes in the data indicated on the Notice and of other circumstances possibly hindering rendering of the waste handling service to the ship, upon the request of the waste handling company provide additional information on ship-generated waste and cargo residues.
- 18.10 The Ship's representative shall follow all organization requirements of notification, reception and delivery of ship-generated waste and cargo residues established in the Plan. Upon violation of requirements the port shall immediately notify the Environmental Inspectorate, whereas the latter shall forward the respective information to the Maritime Board.

19. Rights and obligations of the waste handling companies

- 19.1 The waste handling company shall have the right to ask for and receive information from the Ship's representative, which is necessary for the planning and performing of delivery and reception of ship-generated waste and cargo residues.
- 19.2 The waste handling company shall coordinate with the ship's representative the time for performing of the planned work.
- 19.3 The waste handling company shall fulfill obligations coordinated with the Ship's representative and Port Vessel Traffic Management Department in a timely manner, at the agreed terms and to the agreed extent.
- 19.4 The waste handling company shall immediately notify the ship's representative and Port Vessel Traffic Management Department of hindrances or changes at the rendering of the waste handling service and provide efficient solutions to avoid unnecessary delay to the ship in the port or non-provision of the waste handling service.
- 19.5 The waste handling company shall organize and perform all work, following occupational protection, fire safety, sanitary and environmental requirements effective in the port, follow signs and identifications regulating traffic and fulfill requirements arising from other legal acts and good customs.

20. Summary of legal acts and procedures regulating delivery of ship-generated waste and cargo residues

Legal Act	Summary of procedures
<p>Port Act</p> <p>Basis for establishing procedures.</p>	<p>Reception of ship-generated waste and cargo residues from ships, which the port services have been organized in the Port;</p> <p>The Port does not deal directly with waste handling and has delegated reception of ship-generated waste to the contractual partner AS Green Marine. Reception of cargo residues shall be performed by companies having the respective equipment and operating license for that;</p> <p>The Port has the “Ship-generated waste and cargo residues handling plan “, fully corresponding to the requirements of § 26 of the Port Act;</p> <p>Waste fee levied for the reception of ship-generated waste and bases for its calculation are understandable and publicly available for port users.</p>
<p>Regulation no. 78 of the minister of economic affairs and communications dated 29 July 2009 “Organizational requirements of delivery and reception of ship-generated waste and cargo residues “.</p> <p>Organizational general requirements of notification delivery and reception of ship-generated waste and cargo residues.</p>	<p>The plan includes organizational requirements of notification, delivery and reception of ship-generated waste and cargo residues;</p> <p>The plan includes the form of notice and the form of delivery receipt of ship-generated waste and cargo residues delivered and remaining on board provided to the port of entry;</p> <p>The plan includes the form of notification of shortcomings of port reception facilities;</p> <p>Record is kept on the type and quantities of ship-generated waste and cargo residues received in the Port and the respective report is prepared on ship-generated waste and cargo residues received in the port during the calendar year.</p>
<p>Waste Act</p> <p>General requirements of waste management.</p>	<p>The plan includes general requirements of collection and delivery of ship-generated waste and cargo residues by type;</p> <p>All waste handling companies rendering ship-generated waste and cargo residues reception service in the Port shall have the waste permit issued based on §73 of the Waste or registration certificate issued based on §74 of the Waste Act. For the reception of hazardous waste in addition the waste permits the waste handling company shall also have hazardous waste handling license issued based on §99 of the Waste Act;</p> <p>The Port shall not perform further handling following collection of ship-generated waste and cargo residues. Further handling (performing of recycling and elimination procedures) shall be performed by companies having the respective registration certificate, a waste permit or an environmental complex permit (in case of hazardous waste, also hazardous waste management license) ensuring further handling in accordance with the established legislation.</p>

<p>Regulation no. 70 of the Minister of the Environment dated 14.12.2015 "Procedure for the classification of waste and the list of waste"</p> <p>Waste list division codes and basis for establishing waste code numbers.</p>	<p>The plan includes bases for establishing of types of ship-generated waste and cargo residues and for establishing of waste codes.</p>
<p>Regulation no. 41 of the minister of environmental affairs dated September 25th 2008 "Form of the consignment note of hazardous waste and procedure of preparation, forwarding and registration of the consignment note".</p> <p>Procedure of preparing of the consignment note of hazardous waste.</p>	<p>The plan includes the procedure of presenting of the consignment note of hazardous waste.</p> <p>Regulation no. 41 of the minister of environmental affairs dated September 25th 2008 "Form of the consignment note of hazardous waste and procedure of preparation, forwarding and registration of the consignment note".</p>
<p>Regulation no. 1 of the minister of environmental affairs dated 15.01.2010 "Waste report format, extent of data provided and procedure for presentation of report".</p> <p>Format requirements and basis for presentation of the waste report.</p>	<p>The plan includes the procedure for preparation and provision of the waste report.</p>
<p>Regulation no.39 of the minister of economic affairs and communications „Statute of Estonian Maritime Document Exchange “</p> <p>General requirements of entering information regarding ship-generated waste and cargo residues to EMDE</p>	<p>The Plan includes the procedure for entering data of ship-generated waste and cargo residues to the EMDE</p>

21. Approval and implementation of the plan

- 21.1 Prior to implementation of the Plan and least in every three years and after substantial changes in port operations, the Plan shall be submitted to the Environmental Board for approval.
- 21.2 The head of the quality and environmental management shall be responsible for implementation of the plan. Contact data: phone +372 505 8902, e-mail: e.kaasik@ts.
- 21.3 Entering into force of the plan shall be approved with the directive of the head of the management board of Port of Tallinn

Annex 1

TEATIS SISSEÕIDUSADAMALE INFORMATION TO BE NOTIFIED INTO THE PORT OF CALL

Sissesõidusadam / Port of call

1. Laeva nimi, kutsung, IMO number / Name, call sign, IMO identification number of ship :
 2. Lipuriik / Flag State :
 3. Eeldatav saabumise aeg / Estimated time of arrival (ETA) :
 4. Eeldatav lahkumise aeg / Estimated time of departure (ETD) :
 5. Eelmine sissesõidusadam / Previous port of call :
 6. Järgmine sissesõidusadam / Next port of call :
 7. Viimane laevaheitmete äraandmine (sadam ja kuupäev) / Last port and date when ship generated waste was delivered :
 8. Kas sadama vastuvõtusadamatesse anti ära (mürgistage vastav ruut) / Are you delivering (tick appropriate box):
 kõik / all osa / some ei antud ära / none laevaheitme(i)d? / of your waste into port reception facilities ?
 9. Üleantavate ja/või pardale jäävate jäätmete ja jääkide liik ning kogus ja vastava laeva hoidla täituvus protsentides / Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity :
- Kui antakse ära kõik laevaheitmed, tuleb täita vastavalt teine veerg / If delivering all waste, complete second column as appropriate.
- Kui antakse ära osa või ei anta laevaheitmeid ära, siis tuleb täita kõik veerud / If delivering some or no waste, complete all columns

Laevaheitmete ja lastijäätmete liik / Type of waste	Äraantavad heitmed / Waste to be delivered m ³	Maksimaalne hoidla maht / Maximum dedicated storage capacity m ³	Laevale jäävate heitmete maht / Amount of waste retained on board, m ³ / täituvus / used %	Sadam, kus laevale jäävad heitmed ära antakse / Port at which remaining waste will be delivered	Teavitamisest kuni järgmise sadamani eeldatav tekkivate heitmete maht / Estimated amount of waste to be generated between notification and next port of call, m ³ / eeldatav täituvus / estimated use, %	Heitmed, mis anti üle eespool punktis 7 nimetatud viimases üleandmise sadamas (m ³) / Waste that has been delivered at the last port of delivery identified under point 7 above (m ³)
1. Naftat, naftasaadusi ning õli sisaldavad jäätmed (MARPOL Lisa I) / Waste oils (MARPOL Annex I)						
1.1 Setted / Sludge						
1.2 Pilsivesi / Bilge water						
1.3 Kasutatud mootoriõli / Used engine oil						
1.4 Muud / Other (täpsustada / specify)						
2. Prügi (MARPOL Lisa V) / Garbage (MARPOL Annex V)						
2.1 Toidujäätmed / Food waste (märkida juhul, kui on kogutud ja antakse üle sorteeritult / mark only if you have collected and will discharge separately)						
2.2 Segalmejjäätmed (Mixed domestic waste)						
2.3 Toiduõli / Cooking oil						
2.4 Muud taaskasutatavad jäätmed ja pakendijäätmed / Other recyclable waste						
2.4.1 Plast / Plastic						
2.4.2 Paber ja papp / Paper						
2.4.3 Kaltsud / Rags						
2.4.4 Klaas / Glass						
2.4.5 Pudelid / Bottles						
2.4.6 Metall ja metallpakendid / Metal and tin						
2.4.7 Puitalused ja muud puitdetailid / Pallets and other waste timber						
2.4.8 Savinõud / Crockery						
2.5 Ohtlikud jäätmed / Hazardous waste (täpsustada / specify)						
2.6 Elektri- ja elektroonikaseadmed / Electrical and electronic equipment waste						
2.7 Rahvusvahelised toidujäätmed / International catering waste						
2.8 Põletustuhk / Incinerator ashes						
2.9 Loomakorjused / Animal carcasses						
2.10 Laevateki ja välispinna pesuvesi, mis sisaldab merkeskkonnale kahjulikke puhastusvahendeid või lisandeid / Deck and external surfaces wash water containing cleaning agents or additives harmful to the marine environment						
2.11 Aegunud pürotehnika / Dated pyrotechnics						
2.12 Muud / Other (täpsustada / specify)						
3. Reovesi (MARPOL Lisa IV) / Sewage (MARPOL Annex IV)						
3.1 Reovesi / Sewage						
4. Lastiga seotud jäätmed (MARPOL Lisa V) / Cargo associated waste (MARPOL Annex V)						
4.1 Pakkimispuit, katte- või pakkematerjal / Dunnage, lining or packing material						
4.2 Muud / Other (täpsustada / specify)						
5. Lastijäätmed (MARPOL Lisad I, II ja V) / Cargo residues (MARPOL Annexes I, II and V)						
5.1. MARPOL Lisa I / MARPOL Annex I						
5.1.1. Naftase ja õlise tangi pesemine (slops) / Oily tank washings (slops)						
5.1.2. Must ballastvesi / Oily (dirty) ballast water						
5.1.3 Katlakivi ja setted tangi pesemisest / Scale and sludge from tank cleaning						
5.1.4 Muud / Other (täpsustada / specify)						
5.2. MARPOL Lisa II / MARPOL Annex II						
5.2.1. Pesuvesi, mis sisaldab kahjulikke lastijäätmeid: X, Y, Z või OS kategooria aine / Washing waters containing noxious cargo residues: specify in category X, Y, Z, OS:						
5.2.2. Ballastvesi, mis sisaldab kahjulikke lastijäätmeid: X, Y, Z või OS kategooria aine / Ballast waters containing noxious cargo residues: specify in category X, Y, Z, OS:						
5.2.3. Muud / Other (täpsustada / specify)						

5.3 MARPOL Lisa V / MARPOL Annex V						
5.3.1. Lastiruumi pesuvesi, mis sisaldab jäämeid ja/või merekeskkonnale kahjulikke puhastusvahendeid või lisaaineid / <i>Cargo hold washing water containing residues and or cleaning agents or additives harmful to the marine environment</i>						
5.3.2. Lastiruumi pesuvesi, mis sisaldab jäämeid ja/või merekeskkonnale mittekahjulikke puhastusvahendeid või lisaaineid / <i>Cargo hold washing water containing residues and or cleaning agents or additives not harmful to the marine environment</i>						
5.3.3. Merekeskkonnale kahjulikud kuivlastijäätmad / <i>Dry cargo residues harmful to the marine environment</i>						
5.3.4. Merekeskkonnale mittekahjulikud kuivlastijäätmad / <i>Dry cargo residues not harmful to the marine environment</i>						
5.3.5. Muud / <i>Other</i> (täpsustada / specify)						
6. MARPOL Lisa VI seonduv / Annex VI related						
6.1. Laevade tulekustutusüsteemidest pärinevad osoonikihti kahandavad ained / <i>Ozone-depleting substances and equipment containing such substances</i>						
6.2. Heitgaaside puhastusseadmete jäätmad / <i>Exhaust gas-cleaning residues</i>						

Kinnitan allkirjaga (kapten) / *I (master) confirm that:*

Esitatud andmed on tõesed ja korrektsed ja laevas on piisavalt hoidlate mahtu teavitamisest kuni järgmise sissesõidusadamani eeldatavalt tekkivate laevaheitmete mahutamiseks. / *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.*

Kuupäev/ *Date:*

Kellaeg /
Time:

Kapten / *Master:*

(allkiri) /
(signature)

Annex 2

LAEVAHEITMETE VASTUVÖTMISE AKT / WASTE DELIVERY RECEIPT

1. LAEVA, VASTUVÖTUSEADMETE JA SADAMA ANDMED / SHIP, RECEPTION FACILITY AND PORT PARTICULARS

1.1 Laeva nimi: Name of ship:		
1.2 Sadama nimi ja kai number: Name of port, number of berth:		
1.3 Vastuvõtuseadmete haldaja(d): Reception facility provider(s):		
1.4 Heitmete üleandmise kuupäev ja kellaaeg Waste Discharge Date and Time	algus: from:	lõpp: to:

2. VASTUVÖETUD HEITMETELIIK JA KOGUS / TYPE AND AMOUNT OF WASTE RECEIVED

Laevaheitmete ja lastijäätmete liik / Type of waste	Üleantud heitmed, m ³ / Waste delivered, m ³
1. Naftat, naftasaadusi ning õli sisaldavad jäätmed (MARPOL Lisa I) / Waste oils (MARPOL Annex I)	
1.1. Setted / Sludge	
1.2. Pilsivesi / Bilge water	
1.3. Kasutatud mootoriõli / Used engine oil	
1.4. Muud / Other (täpsustada / specify)	
2. Prügi (MARPOL Lisa V) / Garbage (MARPOL Annex V)	
2.1. Toidujäätmed / Food waste (märkida juhul, kui on kogutud ja antakse üle sorteeritult / mark only if you have collected and will discharge separately)	
2.2. Segalmejjäätmed / Mixed domestic waste	
2.3. Toiduõli / Cooking oil	
2.4. Muud taaskasutatavad jäätmed ja pakendijäätmed / Other recycable waste	
2.4.1. Plast / Plastic	
2.4.2. Paber ja papp / Paper	
2.4.3. Kaltsud / Rags	
2.4.4. Klaas / Glass	
2.4.5. Pudelid / Bottles	
2.4.6. Metall ja metallpakendid / Metal and tin	
2.4.7. Puitalused ja muud puitdetailid / Pallets and other waste timber	
2.4.8. Savinõud / Crockery	
2.5. Ohtlikud jäätmed (nt meditsiinilised jäätmed, õlised kaltsud, värv, purgid, akud, toonerid) / Other special items (e.g. medical waste, oily rags, paint, cans, batteries, print cartridges, etc.) (täpsustada / specify)	
2.6. Elektri- ja elektroonikaseadmed / Electrical and electronic equipment waste	
2.7. Rahvusvahelised toidujäätmed / International catering waste	
2.8. Põletustuhk / Incinerator ashes	
2.9. Loomakorjused / Animal carcasses	
2.10. Laevateki ja välispinna pesuvesi, mis sisaldab merekeskkonnale kahjulikke puhastusvahendeid või lisaaineid / Deck and external surfaces wash water containing cleaning agents or additives harmful to the marine environment	
2.11. Aegunud pürotehnika / Dated pyrotechnics	
2.12. Muud / Other (täpsustada / specify)	
3. Reovesi (MARPOL Lisa IV) / Sewage (MARPOL Annex IV)	
3.1. Reovesi / Sewage	
4. Lastiga seotud jäätmed (MARPOL Lisa V) / Cargo associated waste (MARPOL Annex V)	
4.1. Pakkimispuit, katte- või pakkematerjal / Dunnage, lining or packing material	
4.2. Muud / Other (täpsustada / specify)	

5. Lastijäätmed (MARPOL Lisad I, II ja V) / Cargo residues (MARPOL Annexes I, II and V)	
5.1. MARPOL Lisa I / MARPOL Annex I	
5.1.1. Naftase ja õlise tangi pesemine (slops) / Oily tank washings	
5.1.2. M ust ballastvesi / Oily (dirty) ballast water	
5.1.3. Katlakivi ja setted tangi pesemisest / Scale and sludge from tank cleaning	
5.1.4. Muud / Other (täpsustada / specify)	
5.2. MARPOL Lisa II / MARPOL Annex II	
5.2.1. Pesuvesi, mis sisaldab kahjulikke lastijäätmeid: X, Y, Z või OS kategooria aine / Washing waters containing noxious cargo residues: specify in category X, Y, Z, OS:	
5.2.2. Ballastvesi, mis sisaldab kahjulikke lastijäätmeid: X, Y, Z või OS kategooria aine / Ballast waters containing noxious cargo residues: specify in category X, Y, Z, OS:	
5.2.3. M uud / Other (täpsustada / specify)	
5.3. MARPOL Lisa V / MARPOL Annex V	
5.3.1. Lastiruumi pesuvesi, mis sisaldab jäätmeid ja/või merekeskkonnale kahjulikke puhastusvahendeid või lisaaineid / Cargo hold washing water containing residues and or cleaning agents or additives harmful to the marine environment	
5.3.2. Lastiruumi pesuvesi, mis sisaldab jäätmeid ja/või merekeskkonnale mittekahjulikke puhastusvahendeid või lisaaineid / Cargo hold washing water containing residues and or cleaning agents or additives not harmful to the marine environment	
5.3.3. Merekeskkonnale kahjulikud kuivlastijäätmed / Dry cargo residues harmful to the marine environment	
5.3.4. Merekeskkonnale mittekahjulikud kuivlastijäätmed / Dry cargo residues not harmful to the marine environment	
5.3.5. M uud / Other (täpsustada / specify)	
6. MARPOL Lisa VI seonduv / Annex VI related	
6.1. Laevade tulekustutussüsteemidest pärinevad osoonikihti kahandavad ained / Ozone-depleting substances and equipment containing such substances	
6.2. Heitgaaside puhastusseadmete jäätmed / Exhaust gas-cleaning residues	

ÜLEANDJA / DELIVERED BY	VASTUVÕTJA / RECEIVED BY	MÄRKUSED / NOTES
Nimi, allkiri, laeva tempel (Name, signature, vessel's stamp)	Nimi, allkiri (Name, signature)	

Annex 3

WASTE HANDLING COMPANIES

Reception of ship-generated waste for waste fee

GREEN MARINE AS
Tel (372) 631 8253
Mob (372) 51 59 303 (24h)
e-mail greenmarine@greenmarine.ee
Homepage www.greenmarine.ee

Reception of ships waste not for waste fee

Reception of garbage

GREEN MARINE AS
Tel (372) 631 8253
Mob (372) 51 59 303 (24h)
e-mail greenmarine@greenmarine.ee
Homepage www.greenmarine.ee

EESTI KESKKONNATEENUSED AS
Tel 1919
e-mail info@keskkonnateenused.ee
Homepage www.keskkonnateenused.ee

RAGN-SELLS AS
Tel 15 155
e-mail info@ragnsells.ee
Homepage www.ragnsells.ee

PRÜGIMEES OÜ
Tel (372) 4 53 16 03
e-mail saaremaa@keskkonnateenused.ee
Homepage www.keskkonnateenused.ee

Reception of hazardous waste

BLRT IK OÜ
Tel (372) 6 10 23 15
e-mail ik@blrt.ee
Homepage www.blrt.ee

GREEN MARINE AS
Tel (372) 631 8253
Mob (372) 51 59 303 (24h)
e-mail greenmarine@greenmarine.ee
Homepage www.greenmarine.ee

EPLER & LORENZ AS
Tel (372) 6 39 52 22
e-mail tallinn@epler-lorenz.ee
Homepage www.http://epler-lorenz.ee

VAGGEN AS
Tel (372) 6 46 46 02
e-mail beb@beb.ee

PRÜGIMEES OÜ
Tel (372) 4 53 16 03
e-mail saaremaa@keskkonnateenused.ee
Homepage www.keskkonnateenused.ee

RAGN-SELLS AS
Tel 15 155
e-mail info@ragnsells.ee
Homepage www.ragnsells.ee

Reception of sewage

GREEN MARINE AS
Tel (372) 631 8253
Mob (372) 51 59 303 (24h)
e-mail greenmarine@greenmarine.ee
Homepage www.greenmarine.ee

PRÜGIMEES OÜ
Tel (372) 4 53 16 03
e-mail saaremaa@keskkonnateenused.ee
Homepage www.keskkonnateenused.ee

Reception of pyrotechnic equipment

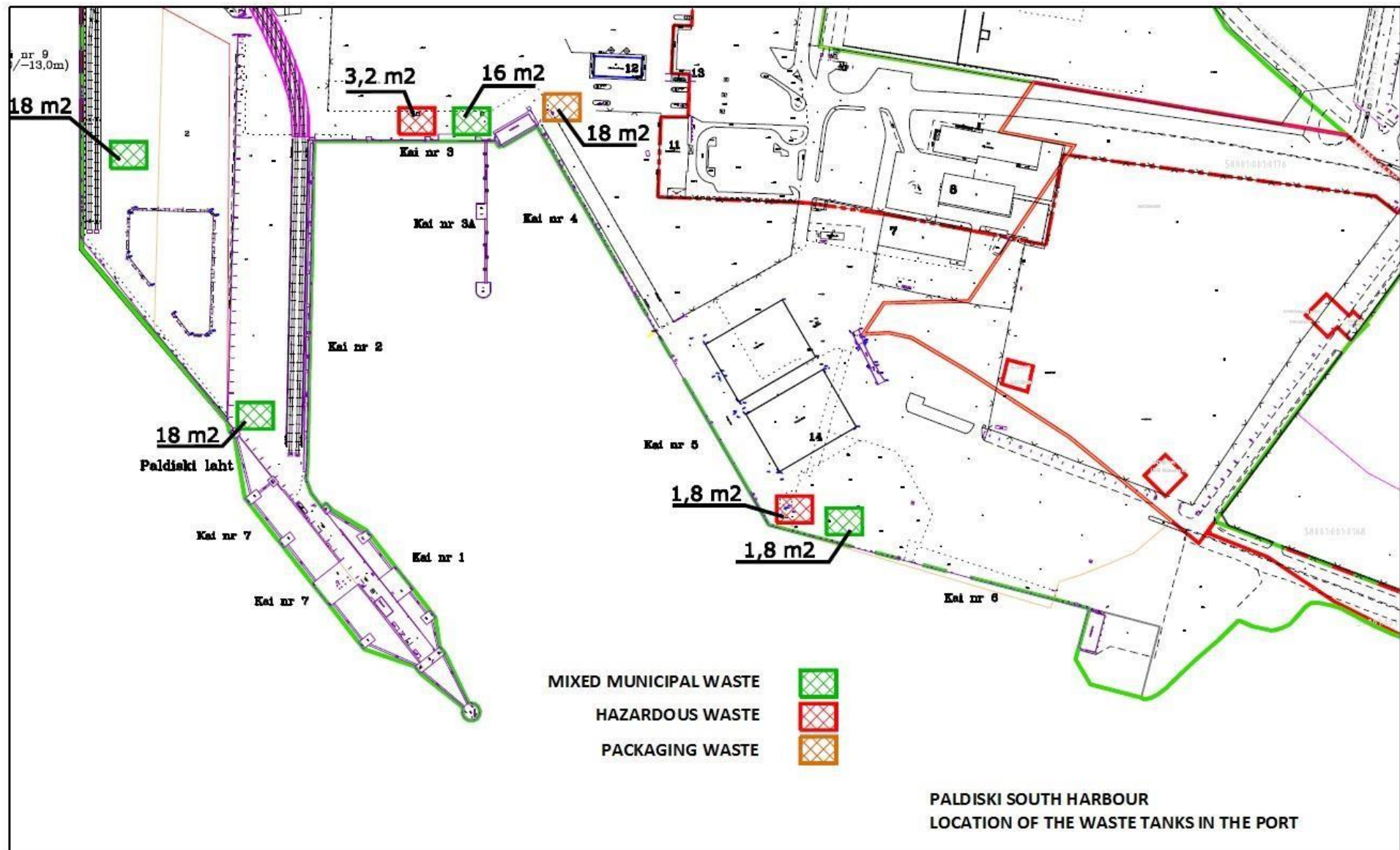
RUF EESTI AS
Tel (372) 658 7053
Mob (372) 50 33187
e-mail: ruf@fireworks.ee
Homepage www.fireworks.ee

ILUTULESTIKU KESKUS ARNIKA OÜ
Tel (372) 433 5111
Mob (372) 51 46258
e-mail: info@arnika.ee
Homepage www.arnika.ee

Waste handling companies by port:

Types of ship-generated waste and cargo residues	Old City Harbour	Muuga Harbour	Paljassaare harbour	Paldiski South Harbour	Saaremaa Harbour
Sewage (MARPOL Annex IV)	AS GREEN MARINE				AS GREEN MARINE, OÜ PRÜGIMEES
Waste oils (MARPOL Annex I)	AS GREEN MARINE, BLRT IK, VAGGEN AS,				AS GREEN MARINE
Garbage (MARPOL Annex V), cargo associated waste (MARPOL Annex V)	Non-hazardous waste: AS GREEN MARINE, EESTI KESKKONNATEENUSED AS, RAGN-SELLS AS				AS GREEN MARINE, OÜ PRÜGIMEES
	Hazardous waste: AS GREEN MARINE, EPLER & LORENZ AS, RAGN-SELLS AS				
MARPOL Annex VI related	AS GREEN MARINE				AS GREEN MARINE, OÜ PRÜGIMEES
Cargo residues (MARPOL Annexes I, II, V)	AS GREEN MARINE, BLRT IK, VAGGEN AS,				AS GREEN MARINE, OÜ PRÜGIMEES
Pyrotechnic equipment	RUF EESTI AS, ILUTULESTIKU KESKUS ARNIKA OÜ				

Annex 4



Annex 5

SADAMA VASTUVÖTUSEADMETE VÄIDETAVATEST PUUDUSTEST TEAVITAMISE VORM FORM FOR REPORTING ALLEGED INADEQUACIES OF PORT RECEPTION FACILITIES

1. Laeva andmed / Ship's particulars			
1.1. Laeva nimi / Name of ship			
1.2. Valdaja või operaator / Owner or operator:			
1.3. Eristatav number või tähed / Distinctive number or letters:			
1.4. IMO number / IMO Number			
1.5. Brutotonnaaž / Gross tonnage			
1.6. Kodusadam / Port of registry			
1.7. Lipuriik / Flag State			
1.8. Laeva tüüp / Type of ship:			
Tanker / Oil tanker ↑Keemiline tanker / Chemical tanker ↑Puistlastilaev / Bulk carrier			
Muu kaubalaev / Other cargo ship ↑Reisilaev / Passenger ship ↑Muu (täpsusta) / Other (specify)			
2. Sadama andmed / Port particulars			
2.1. Riik / Country			
2.2. Sadama või piirkonna nimi / Name of port or area			
2.3. Asukoht/terminali nimetus (nt. kai/terminal/jett) / Location/terminal name (e.g. berth/terminal/jetty):			
2.4. Ettevõtte nimi, mis opereerib sadama vastuvõtuseadmeid (kui on kohaldatav) / Name of company operating the reception facility (if applicable):			
2.5. Sadama töö tüüp:			
↑Lossimissadam / Unloading port ↑Laadimissadam / Loading port ↑Laevadokk / Shipyard↑Muu (täpsusta)			
2.6. Saabumise aeg / Date of arrival: / / (pp/kk/aaaa) / (dd/mm/yyyy)			
2.7. Juhtumi aeg / Date of occurrence: / / (pp/kk/aaaa) / (dd/mm/yyyy)			
2.8. Lahkumise aeg / Date of departure: / / (pp/kk/aaaa) / (dd/mm/yyyy)			
3. Vastuvõtuseadmete puudused / Inadequacy of facilities			
Laevaheitmete ja lastijäätmete liik ja kogus, mida sadama vastuvõtuseadmed ei olnud võimelised vastu võtma ning tekkinud probleemide sisu / Type and amount of waste for which the port reception facility was inadequate and nature of problems encountered			
Laevaheitmete ja lastijäätmete liik / Type of waste	Kogus üleandmiseks (m3) / Amount for discharge (m3)	Vastuvõtmata kogus (m3) / Amount not accepted (m3)	Tekkinud probleemid / Problems encountered A Puuduvad vastuvõtuseadmed / No facility available B Liigne viivitus / Undue delay C Vastuvõtuseadmete kasutamine on tehniliselt võimatu / Use of facility technically not possible D Ebamugav asukoht / Inconvenient location E Laev pidi kaid vahetama, põhjustades viivitust/kulusid / Vessel had to shift berth involving delay/cost F Ebamõistlikud tasud vastuvõtuseadmete eest / Unreasonable charges for use of facilities G Muu (täpsustada paragrahvis 3.2) / Other (specify in paragraph 3.2)
MARPO L Lisaga I seotud ning naftased ja õilised laevaheitmed / MARPO L Annex I-related type of oily waste:			
Naftane ja õiline pilsivesi / Oily bilge water			
Naftased ja õilised lastijäägid (setted) / Oily residues (sludge)			
Naftase ja õilise tangi pesemine (jääköli) / Oily tank washings (slops)			
Must ballastvesi / Dirty ballast water			
Katlakivi ja setted tangi pesemisest / Scale and sludge from tank cleaning			
Muu (täpsusta) / Other (specify)			
MARPO L Lisaga II seotud kahjuliku vedelaine 1 jääk/segude üleandmiseks vastuvõtu- seadmetesse tangipesust / MARPO L Annex II-related Category of NLS residue/water mixture for discharge to facility from tank washings:			
X-kategooria aine / Category X:			
Y-kategooria aine / Category Y:			
Z-kategooria aine / Category Z:			

MARPO L Lisa IV seotud / MARPO L Annex IV-related: Reovesi / Sewage			
MARPO L Lisa V seotud / MARPO L Annex V-related: Prügi liik / Type of garbage:			
Plast / Plastic			
Ujuv pakkimispuut, katte- ja pakkematerjal / Floating dunnage, lining, or packing materials			
Peenestatud pabertooted, kalts, klaas, metall, pudelid, savinõud jne / Ground paper products, rags, glass, metal, bottles, crockery, etc.			
Lastijäätmed, pabertooted, kalts, klaas, metall, pudelid, savinõud jne / Cargo residues, paper products, rags, glass, metal, bottles, crockery, etc.			
Toidujäätmed / Food waste			
Põletustuhk / Incinerator, ash			
Muu (täpsusta) / Other (specify)			
MARPO L Lisaga VI seotud / MARPO L Annex VI-related:			
Osoonikihti kahandavad ained ning neid aineid sisaldavad seadmed / Ozone-depleting substances and equipment containing such substances			
Heitgaaside puhastamisjäätmed / Exhaust gas-cleaning residues			

3.2. Lisainformatsioon, mis on seotud ülalpool olevas tabelis tuvastatud probleemidega / Additional information with regard to the problems identified in the above table.

3.3. Kas Te arutasite neid probleeme või andsite nendest teada sadama vastuvõtuseadmetele? / Did you discuss these problems or report them to the port reception facility?

Jah / Yes Ei / No

Kui jah, siis kellega (täpsustada) / If Yes, with whom (specify)

Kui jah, siis mis oli vastus Teie probleemile? / If Yes, what was the response of the port reception facility to your concerns?

3.4. Kas Te esitasite eelnevalt teatise (vastavalt sadama nõuetele) laeva nõuetest vastuvõtuseadmete suhtes? / Did you give prior notification (in accordance with relevant port requirements) about the vessel's requirements for reception facilities?

Jah / Yes Ei / No Ei ole kohaldatav / Not applicable

Kui jah, kas saite kinnitust vastuvõtuseadmete olemasolust saabumisel? / If Yes, did you receive confirmation on the availability of reception facilities on arrival?

Jah / Yes Ei / No

4. Täiendavad märkused/kommentaariid / Additional remarks/comments

Kapteni allkiri / Master's signature

Kuupäev / Date: __/__/____ (pp/kk/aaaa) (dd/mm/yyyy)

Annex 6

Waste classification compliance between MARPOL 73/78 and Regulation no. 102 of the Government of the Republic dated 06.04.2004 "List of waste, including hazardous waste"

MARPOL 73 / 78		Regulation no. 102 of the Government of the Republic dated 06.04.2004 "List of waste, including hazardous waste"
Type of ship-generated waste and cargo residues	MARPOL 73 / 78 Annex	
OILY WASTE	I	–
Bilge water, oily ballast water		13 04 bilge water
Oily tank washings (slops)		16 07 08* waste containing oil
Sludge		16 07 08* waste containing oil
Used motor oil		13 02 motor oil
CARGO RESIDUES (Category of NLS residues)	II	–
Washing waters containing noxious cargo residues		16 07 09* waste containing other hazardous substances
Ballast waters containing noxious cargo residues		16 07 09* waste containing other hazardous substances
SEWAGE	IV	–
Blackwater		–
Sewage sludge		19 08 05 sewage cleaning residues
GARBAGE	V	–
Plastic		20 01 39 plastic, 15 01 02 plastic packaging
Food waste		20 01 08 bio wastes
Domestic waste		20 domestic waste (excluding 20 01 39 ja 20 01 08)
Cooking oil and fat		20 01 25 cooking oil and fat
Incinerator ashes		19 01 wastes generated by incineration
Operational waste		use the waste list to find appropriate waste code
Dry bulk cargo residues (washing water)		16 07 99 wastes not otherwise specified
Animal carcasses		–
Fishing nets		02 01 04 plastic (excluding packaging)
Paper		20 01 01 paper, 15 01 01 paper packaging
Rags		20 01 11 textile
Glass		20 01 02 glass, 15 01 07 glass packaging
Metal and tin		20 01 40 metal, 15 01 04 metal packaging
Bottles		15 01 02 plastic packaging, 15 01 07 glass packaging
Crockery		20 03 01 mixed domestic waste
Dunnage, lining or packing material		15 packaging waste (excluding 15 01 03, 15 01 03 wood packaging)
Ozone-depleting substances and equipment containing such substances	VI	14 06 01* chlorofluorocarbons, HCFC-, HFC-substances; 16 05 04* gases containing hazardous substances (including halons).
Exhaust gas-cleaning residues		10 01 18* waste from gas cleaning containing dangerous substances 10 01 19 waste from gas cleaning, which are not specified in 10 01 18

*marked as hazardous wastes according to the Regulation

Annex 7

**Port of Tallinn
Concerning the discharge of sewage**

DATE:

VESSEL NAME:

IMO NR:

AGENT:

BERTH NR:

A - Ship declaration:

With the signature I hereby state that:

- **Black- or Greywater pumped ashore do not contain contamination of other waste or products such as oily waste, chemicals or other substances that can be harmful to sewage treatment plants;**
- **Prior to pumping Blackwater ashore, the ship mixes the pumped Blackwater and Graywater in a ratio of 1:5 or, if there is no technical capability on board, the ship will first pump the Blackwater and then the Graywater in a ratio of 1: 5;**
- **Hose flushing shall be done from ship side.**

Chief engineer/ Officer in charge

B – Instructions for discharging:

Approximate quantity of Blackwater _____ m³

Approximate quantity of Greywater _____ m³

Confirmed ship pumping rate _____ m³/hour

Flow Meter start _____

Flow Meter stop _____

Actual quantity received _____ m³

Waste handling company
in charge Green Marine representative

Chief engineer/ Officer