



Port Waste Management Plan

for

Port of Lerwick

Approved by the Maritime and Coastguard Agency

2nd December 2008

Prepared to comply with the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003

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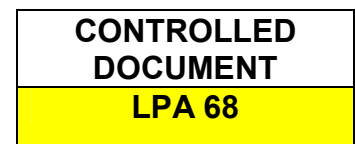


TABLE OF CONTENTS

		PAGE
	TABLE OF CONTENTS	1 -2
	AMENDMENT RECORD	3
	DISTRIBUTION LIST & CONSULTATION LIST	4-5
	BACKGROUND	6
1	INTRODUCTION	7
1.1	Aim	7
1.2	Objectives	7
1.3	The need for waste reception facilities	7
1.4	RO-RO	7
1.5	Duty of Care	7-8
2	MONITORING AND REVIEW	8
2.1	Facility provision & use	8
2.2	Consultation	8
2.3	Plan Review	9
3.0	WASTE RECEPTION FACILITIES AND TYPE OF WASTE RECEIVED	9
3.1	Responsibility	9
3.2	Marina's & Boating Clubs	9
3.3	Victoria Pier	9
3.3.1	Bins (domestic)	9
3.3.2	Skips & Location Table	9-10
3.4	Contaminated skip procedures	10
3.5	Storage of waste	10
3.6	Hazardous (Special) Waste	10
3.7	Types of special waste	11
3.8	Cargo Residues/Hold Cleanings & Dunnage	11
3.9	International Catering Waste (ICW)	11-12
3.10	Requirements for all other waste streams	12
4	WASTE CONTROL AND VOLUME RECEIVED	12
4.1	Shipping Agents	12
4.2	Total Waste Management Alliance PLC (TWMA)	12
4.2.1	60 North Recycling Ltd	12
4.2.2	Contractor Waste Reports	13
4.3	Shetland Islands Council - Energy Recovery Plant	13
4.4	Annual waste streams totals – LPA managed waste	13

5	NOTIFICATION BY VESSELS	13
5.1	Shetland Islands Council Operations	13-14
6	DELIVERY OF GENERATED WASTE	14
6.1	Waste Notification	14
6.2	Reporting Alleged Inadequacies	14
7	CHARGES FOR VESSEL GENERATED WASTE	14
8	EXEMPTIONS	14
9	PORT SECURITY	14-15
10	FUEL & OIL SPILLS	15
11	ROLES & RESPONSIBILITIES	15
11.1	Managers & Shore Superintendents	15
11.2	The Systems/Compliance Manager	15
11.3	The Harbourmaster & Deputy Harbourmaster	15-16
11.4	Shore Superintendents & Operations Personnel	16
12	UK LEGISLATION	16
12.1	European Legislation	17
12.2	Marine Coastguard Agency	17
12.3	IMO Publications	17
Annex 1	WASTE NOTIFICATION FORM	18-19
Annex 2	LIST OF USEFUL CONTACTS	20
Annex 3	OIL SPILL CONTINGENCY PLAN (OSCP)	21-23
Annex 4	MEMORANDUM TO USERS	24
Annex 5	LIST OF APPROVED LICENSED WASTE CONTRACTORS / DISPOSAL SITES	25
Annex 6	WASTE FACILITY LOCATION MAP SECTION	26-33
Annex 7	SEPA EXEMPTION NOTE	34-35
Annex 8	M.C.A APPROVAL LETTER	36

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4	Systems & Compliance Manager /Operations Manager	Lerwick Port Authority	Ground Floor Albert Building
5	Pilot/Assistant Harbourmasters	Lerwick Port Authority	Albert Building
6	Port Control	Lerwick Port Authority	Albert Building
7	Shore Superintendents	Lerwick Port Authority	Operations Centre
8	Operations Centre Messroom	Lerwick Port Authority	Operations Centre
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Issue Version: C		Amendment No: 0	Page 4 of 36
			Dated: 2 nd December 2008

21	Shetland Islands Council	Ports and Harbours Operations	Sella Ness
22	Plant Manager	Energy Recovery Plant	Lerwick
23	Operations Manager	R.N.L.I	Lerwick
24	Office Manager	Shetland Fishermen's Association	Lerwick
25	The Secretary	Bressay Boating Club	Bressay
26	The Secretary	Lerwick Boating Club	Lerwick
27	The Secretary	Lerwick Marina	Lerwick
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29	Managing Director	60 North Recycling	Lerwick
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31	Dr Jonathan Wills	Bressaboats (Seabirds & Seals)	Lerwick
32	Managing Director	Lerwick Fish Traders	Lerwick
33	Managing Director	Malakoff Limited	Lerwick
34	Managing Director	Ocean Kinetics	Lerwick
35	Managing Director	Shetland Catch	Lerwick
36	Manager	Shetland Fish Products	Lerwick
37	Animal Health Officer	DEFRA - Regional Office	Kirkwall
38	Veterinary Officer	DEFRA – Divisional Office	Inverurie
39	Area Manager	SEPA – Regional Office	Lerwick

BACKGROUND STATEMENT

The Merchant Shipping (Port Waste Reception Facilities Regulations 2003 require ports, harbours, and terminals to adequately manage port waste reception facilities for ship generated wastes.

The Regulations implements the EU's Directive 2000/59/EC on port reception facilities for ship generated waste.

This third edition of the Port Waste Management Plan for Port of Lerwick, produced in December 2008, has been introduced to update the previous plan, as part of our planned review procedures.

The third edition also ensures that Lerwick Port Authority (LPA) complies with other relevant legislation and guidelines, including, Marine Guidance Note (MGN) 253 and A Guide to Good Practice – Port Waste Management Planning, issue by the Maritime and Coastguard Agency (MCA).

The International Conventions on the prevention of Pollution from Ships (MARPOL 73/78) provide the international framework on how pollution from ships should be handled and require that ports provide 'adequate' waste reception facilities which do not cause undue delay to the vessels using them. The MCA now ask ships' Masters to comment on the 'adequacy' of the waste facilities during inspections.

Continued development and implementation of the Plan demonstrates the Authority's ongoing commitment to controlling and managing waste from ships (including International Catering Waste) in order to ensure a cleaner environment at sea and indeed at the port itself. The overall aim of Plan is to assist in the reduction of the quantity of all types of wastes entering the sea.

The Plan is intended for use by all vessels, which use those berths operated by LPA, Shipping Agents and relevant businesses that use the facilities of the port. It is also intended to assist the waste contractors currently contracted to remove and manage waste from vessels and port operations.

1. **INTRODUCTION**

1.1 **Aim:**

The aim of Lerwick Port Authority is to ensure that adequate facilities and services are available to accommodate all waste materials landed by vessels using Lerwick Harbour.

1.2 **Objectives:**

- To comply with all legislation pertaining to the collection and disposal of waste.
- To ensure that all vessels using Lerwick Harbour are adequately able to land and dispose of all waste materials, and also to advise on how this can be achieved.
- To minimise the production of waste where ever possible.
- To consult with users, agents, operators and contracted waste disposal specialists in the development and implementation of waste management strategies.
- To reuse or recycle waste wherever possible.
- To dispose of waste in such a way to minimise negative environmental effects.
- To promote education and awareness of responsible waste management.

1.3 **The need for waste reception facilities:**

Lerwick Port Authority uses operational experience, retained historical data from waste operators, agents and internally generated monthly reports when assessing the need for waste reception facilities.

Table of regular visiting vessels to Lerwick Harbour

Fishing	Oil Related	Industrial	Tourism/Pleasure	Others
Factory Trawlers	Tankers	Container Ships	Cruise Ships	Sail Training
Small Inshore Boats	Cable Ships	Bulk Cargo	Visiting Yachts	RO-RO*
Protection Vessels	Diving Support	General Cargo	Sailing Ships	Coastguard
Research Vessels	Pipe Layer	Livestock Vessels	Local Boats	Warship
Live Fish Carriers	Seismic	Reefers	Local Yachts	S.I.C Ferries
Local Fleet	Stand-by			
	Supply			
	Anchor Handling			
Estimate of total number of vessels calling at the Port of Lerwick (per year) = 5000				

1.4 **RO-RO:**

Domestic ferry operators operate from Holmsgarth Terminal; the company disposes of their waste at alternative ports and have their own Waste Management Plans and recycling strategies, which Lerwick Port Authority fully supports.

1.5 **Duty of Care:**

Waste poses a threat to the environment and to human health if it is not managed properly and recovered or disposed of safely. The duty of care is designed to be an essentially self-regulating system that is based on good business practice. It places a duty on anyone who has responsibility for controlled waste to ensure that it is managed properly and recovered or disposed of safely. It is the Master's responsibility to ensure that waste is placed in the correct facility. If the waste reception facilities are found to be inadequate or full, this

should be reported to the berth contact. It should be noted that nothing in this plan should be deemed to extend the duty of care or impose ownership of waste beyond the usual parameters. Ports must comply with a “duty of care” as laid down in the Environmental Protection (Duty of Care) Regulations 1991. This duty applies to anyone who is the “holder” of controlled wastes who must take all measures to prevent the escape of waste from his control and to ensure that waste is transferred only to an authorised contractor and is accompanied by a written description of the waste. The Regulations also stipulate that land is kept free from litter and refuse as far as is possible. The duty of care as set out in the Environmental Protection Act 1990 stipulates that those subject to the duty must try:

- To prevent any other person from committing the offences of depositing, disposing of or recovering waste without a waste management licence, contrary to the conditions of a licence, or in a manner likely to cause environmental pollution or harm to health.
- To prevent the escape of waste, that is to contain it.
- To ensure that, if waste is transferred, it goes only to an authorised person or to a person for authorised transport purposes.
- When waste is transferred, to make sure that there is also a written description of the waste.

2. MONITORING AND REVIEW

2.1 Facility provision and use:

The plan shall be monitored on a regular basis by the Systems/Compliance Manager to ensure:

- Adequacy of the location, ease of use and facilities provided for vessels frequenting the port.
- Compliance with new legislation.
- Regular reviews are carried out.
- Waste analysis reports and all associated records are kept up-to date.

Any deficiencies shall be reported to the Harbourmaster and/or deputy for review/corrective action.

2.2 Consultation:

Consultation is on-going with the users of Lerwick Harbour to ensure that the provisions of waste reception facilities are sufficient for their requirements and do not cause undue delay to the vessels, as well as meeting all the legal requirements. All regular harbour users have a copy of the plan and are encouraged to notify LPA of any improvements or amendments which they feel are necessary, all comments are discussed with the Harbourmaster/Deputy and action taken if required. Formal consultation shall take place every three years as mentioned in the plan review.

Irregular or new users of the port shall be informed of waste management procedures through, Port Control and Agents. A summary copy of the plan shall be made accessible to interested parties via the company website. Hard copies are available on request from the Harbourmaster.

2.3 Plan Review:

The plan shall be reviewed for MCA approval every three years. All interested parties shall be consulted. Any significant changes to the plan, between the formal review period, which affect operation and provision of waste facilities, shall be implemented as soon as is reasonably practicable, or within a period nine months, as per regulations.

3. WASTE RECEPTION FACILITIES AND TYPE OF WASTE RECEIVED

3.1 Responsibility:

Lerwick Port Authority provides an adequate quantity of covered skips and covered litter bins at all berths (**ANNEX 6**). Their presence is communicated to all harbour users by Memorandum (**ANNEX 4**) which is supplied to vessels by their agents, posted on notice boards in boat clubs and on piers, and forwarded to other relevant parties by post, fax or email.

It is the responsibility of Vessels' Agents to ensure that said Memorandum is brought to the attention of Masters and Skippers on the arrival of their vessels.

It is the responsibility of Masters and Skippers to make use of said reception facilities when their vessels are in Lerwick Harbour.

It is the responsibility of the Lerwick Port Authority to monitor skips and litter bins to ensure that they are emptied as required. LPA personnel contact the waste contractor to provide supply, uplift and replenishment services. The frequency of emptying the skips is proportionate to the amount of vessels using the port.

3.2 Marina's and Boating Clubs:

Lerwick Marina, Bressay Boating Club and Lerwick Boating Club are all individually responsible for the provision of waste facilities; however consultation/monitoring takes place to ensure such facilities are adequate.

3.3 Victoria Pier:

In addition to the LPA waste facilities, Victoria Pier is also complimented with recycling facilities for aluminium drink cans and glass bottles, these are provided and serviced by the Shetland Amenity Trust.

3.3.1 Bins: (Domestic Waste)

40 gallon sized litter bins with spring-loaded lids are supplied in large numbers and are strategically placed around the waterfront. A quantity of spare bins is retained by the LPA at all times.

3.3.2 Skips: (See Map Section **ANNEX 6**)

Covered rubbish skips, painted green and clearly marked with the **contractors name / Ships Waste only** in white lettering, are strategically placed to cater for each dock/pier, and each skip is for general ship's domestic waste.

Refer to Table overleaf

SKIP LOCATION	QUANTITY	CAPACITY	EMPTY SCHEDULE
Victoria Pier	1	12 cubic yards	As required
*Victoria Pier	1 *Summer Months	12 cubic yards	As required
Albert Wharf	1	12 cubic yards	As required
Alexandra Wharf	1	12 cubic yards	As required
Shearers Quay	1	12 cubic yards	As required
Morrison Dock	1	12 cubic yards	As required
Holmsgarth No 5	1	12 cubic yards	As required
Holmsgarth No 4	2	12 cubic yards	As required
Holmsgarth No 1	2	12 cubic yards	As required
Holmsgarth Jetty	1	12 cubic yards	As required
Gremista Quay	2	12 cubic yards	As required
Greenhead Base	2	12 cubic yards	As required
Dales Voe Pier	1	12 cubic yards	As required
	Total 16 + (1)		

3.4 Contaminated Skip Procedures:

Where a waste facility has become contaminated, e.g. oily waste, international catering waste and/or other 'hazardous' waste, the Harbourmaster/Deputy should be informed so appropriate disposal/decontamination can be arranged.

It is the responsibility of the waste contractor to ensure that containers used for the storage of waste are kept in good condition and maintained to minimise corrosion and wear. This shall prevent: accidental spillage or leaking; weather affecting the container and allowing waste to escape; waste blowing away or falling while stored or transported; and the scavenging of vermin.

Lerwick Port Authority personnel shall monitor the condition of the waste storage facilities and report any problems or inadequacies to the Harbourmaster/Deputy who shall take appropriate action.

3.5 Storage of Waste:

As previously agreed with the Scottish Environment Protection Agency (**ANNEX 7**), the approved contractor shall uplift the Special Waste and retain it at a secure location until sufficient quantities have been amassed for the transportation to the Special Waste Disposal Facility. While this will serve to reduce costs, the Duty of Care of the waste remains with the Masters/Agents until the waste has been disposed of. The relevant environmental paperwork should be carried out by Vessels' Agents. (**ANNEX 1**)

3.6 Hazardous (Special) Waste:

The Special Waste Regulations (SI 1996/972, as amended) define special waste and detail the requirements of removing special waste from ships in a harbour area.

Where vessels land special wastes, they should be clearly marked with the vessel's name and Lerwick Port Authority should be advised that such waste has been landed by best means available i.e. through Agents or by Channel 12 VHF to Port Control.

3.7 Types of Special Waste:

The Special Waste Regulations 1996 list all waste which is defined as special waste, examples landed at Lerwick Harbour include:

- Tyres
- Electrical Equipment
- Paints & Paint Tins (empty tins included)
- Dry Cell Batteries
- Solvents
- Oil
- Bilge Water
- Waste Diesel Oil
- Drums that contain oily residues etc
- Oil contaminated debris

3.8 Cargo Residues/Hold Cleanings and Dunnage – are the by product of previous cargoes and usually consist of sweepings and solid materials. Appropriate collection facilities shall be provided by the Ships Agent in the first instance. The method of collection i.e. skips, bins, refuse bags etc, are either loaded directly onto the vessel or located as close to the vessel as possible on the adjacent jetty.

Washings from the hold must be pumped into the vessel's bilges for discharge ashore into road tankers (arranged by Agent) or into the vessels holding tanks, washings are not pumped into the harbour.

Lerwick Port Authority staff must report all observed non-compliances in this regard to the Harbourmaster / Deputy for further investigation and action, if necessary.

3.9 International Catering Waste (ICW)

International catering waste is defined Under the Animal By-Products Regulations as a category 1 material which can only be disposed of by rendering or incineration. ICW may also be disposed of by burial in an approved landfill site.

Catering waste which is unloaded from vessels which operate outside of European Union member states is subject to additional waste management controls. This is to prevent any possible transmission of disease from animal by-products, such as Foot and Mouth disease, to animals in the UK.

International catering waste is subject to strict controls on how it should be handled and disposed of.

Disposal of International Catering Waste (ICW) by visiting yachts - Yacht Crews arriving from countries outside the *European Union are requested to contact Port Control to arrange appropriate disposal of food waste and its packaging. ICW must not be placed in the green domestic skips provided. LPA personnel shall ensure that any ICW landed by yachts is double bagged and immediately delivered to an approved Shetlands Islands Council Waste Disposal site using a SEPA SA Consignment Note. **The following countries, in addition to EU countries do not produce ICW - Iceland, Andorra, Norway, the Channel Islands, the Isle of Man, and Gibraltar.*

Disposal of International Catering Waste (ICW) by all other visiting Vessels - Where vessels land ICW, it should be clearly marked with the vessel's name/ICW. Lerwick Port Authority and/or Ships Agent should be advised that such waste has been landed by best means available i.e. Channel 12 VHF to Port Control or through Agents communications. Lerwick Port Authority and/or Agents shall ensure that suitable waste receptacles are

provided for the management of ICW. Ships Agents shall supply Lerwick Port Authority with relevant data on ICW landed at Lerwick Harbour.

3.10 Requirements for all other waste streams:

It is for the Ship's Agent to make necessary arrangements with the approved contractors to meet the requirements for all other waste streams that the ship may wish to land. At the request of the ship's Agent, the Harbourmaster/Deputy Harbourmaster can make arrangements on his behalf with the waste contractor.

4. WASTE CONTROL AND VOLUME RECEIVED

4.1 Shipping Agents:

Shipping Agents act on behalf of vessels, and their participation is essential in the passing of information and making arrangements for the disposal of waste. Waste contractors engaged by Agents are properly licensed.

Ship Agents are responsible for providing the vessels that they represent, with copies of the relevant sections of the Port's Waste Management Plan and ensuring that proper procedures are followed, including the completion of relevant forms.

4.2 Total Waste Management Alliance PLC (TWMA):

TWMA, with its fully certified and integrated management system (ISO 9000, ISO 14001 and OHSAS 18001) is instrumental in the advancement of technologies offering environmentally acceptable disposal of oil based mud cuttings, contaminated solids, liquids, sludge and hazardous wastes. TWMA also provides tank, interceptor and vessel cleaning, high pressure water jetting, vacuum tank hire and tank farm storage.

TWMA operates its unique thermal desorption system – RotoMill™, that enables the recovery of the constituent parts from OBM cuttings. These components are of sufficiently clean quality as to enable reuse by industry. At its other sites, TWMA can provide full treatment and disposal technologies for most hydrocarbon contaminated wastes. TWMA takes full ownership of such contaminated wastes thereby accepting and providing producers with full Duty of Care compliance.

This waste service extends to incorporate the full range of wastes that are generated on the island including the various salmon farming wastes, oil industry, power and utilities supply, and other hazardous wastes. TWMA fully manages the transfer, treatment, and disposal of all such wastes fully in compliance with demanding wastes legislation.

The provision of comprehensive and detailed reports for individual clients as well as individual assets/locations is an integral part of TWMA's service. Analysis of waste types, handling, and fate are readily available and are provided to Lerwick Port Authority.

4.2.1 60 North Recycling Ltd:

60 North Recycling Ltd provide waste management and recycling service to domestic, Industrial and offshore clients. The company holds the quality standard ISO 9001-2001 and the Environmental standard ISO 14001-2004 certification.

A 24 hour service is in operation from their licensed waste transfer station which is closely linked to the Shetland Islands Council approved Landfill and Energy Recovery Plant sites. Facilities at their site include modern sorting and processing equipment specifically designed to handle today's complex waste stream. Extra skips can be hired at any time.

4.2.2 Contractor Waste Reports:

60 North Recycling Ltd invoices provide information pertaining to volume, type and cost of waste management.

Total Waste Management Alliance PLC submit waste analysis reports detailing all associated waste streams. (4.2)

All such information shall be retained by the Harbourmaster for a minimum period of three years and shall be made available to the MCA on request.

4.3 Shetland Islands Council Energy Recovery Plant:

This state of the art facility provides an economic, safe and reliable recycling and disposal facility for combustible offshore waste. This in turn is complemented by the Gremista Landfill Facility, capable of handling non-combustible items of the waste stream.

4.4 Annual Waste Stream Totals - Lerwick Port Authority managed waste.

Year	Domestic Waste (60 North Recycling) Kgs	General Waste (SIC) Kgs	Waste Oil (TWMA) Litres
2004	255,700	61,280	25,830
2005	246,310	61,580	17,220
2006	225,460	25,320	22,755
2007	246,240	64,640	15,375
2008*	169,160	44,960	17,220
*2008 data up to and including October.			
The above data does not include waste managed by Ships Agents.			

5. NOTIFICATION BY VESSELS

All vessels landing waste at Lerwick Harbour (other than those with approved exemptions from the MCA) must give notification of waste disposal to Port Control on accordance with the form at **ANNEX 1**.

- Where Lerwick is known to be the next port of call at 24 hours before arrival, or
- as soon as possible after the Port of Lerwick as a destination is known,
- where the duration of the voyage is less than 24 hours, at latest on departure from the previous port.

The ship may use their own notification form if the information on that form meets the requirements at **ANNEX 1** and submit it by fax or email. A copy of the notice referred to shall be retained on board the ship until at least the next port of call in accordance with the MCA guidance in Marine Guidance Note MGN 253 (M + F).

All notifications received by the port must be passed to the Harbourmaster or Deputy Harbourmaster who shall retain all information for a minimum period of 3 years.

5.1 Shetland Islands Council Operations:

Shetland Islands Council Ferries are exempt from notification and manage their own waste, details from the S.I.C. Port Waste Management Plan for Lerwick Operations are as follows:

Shetland Islands Council	Port Waste Management Plan	January 2007
Waste Oil Disposal:		
Waste oils are landed from each of the Shetland Island Council ferries in drums for collection by the Infrastructure Services, Ferry Services and are then forwarded to a local specialist contractor for disposal in full compliance with The Waste Management Licensing Regulations 1994.		
Garbage Disposal:		
Waste bunkers have been provided at the ferry terminals at Vidlin, Laxo walls, Foula, Papa Stour, Belmont, Gutcher, Ulsta, Oddsta, Maryfield and Lerwick . The Cleansing Services section of the Shetland Islands Council has been contracted to dispose of the garbage from these bunkers.		

6. DELIVERY OF VESSEL GENERATED WASTE

Waste is generated on board vessels and must be disposed of as required by the MARPOL Convention and UK Merchant Shipping Regulations. To comply with pre-notification and post-landing requirements the Master should communicate the following:

6.1 Waste Notification:

Information to be notified before entry into Lerwick Harbour, under regulation 11 of the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and Article 6 of Directive 2000/59/EC. (Section 5)

6.2 Reporting Alleged Inadequacies:

If ships find that waste reception facilities at Lerwick Harbour are inadequate for any reason, the Master or Officer responsible in the first instance should inform the Harbourmaster (through Port Control) who shall investigate the complaint and rectify the deficiency. If the proper facilities can not be provided, to the Master's reasonable satisfaction, the ship is to inform the Maritime Coastguard Agency in accordance the MCA Guidance Note MGN 253 (M + F).

All vessels are to dispose of their waste to the facilities provided in accordance with this Waste Management Plan. The Harbourmaster and his Assistants shall make random spot checks on waste being landed. Non-compliance shall be reported to the MCA.

7. CHARGES FOR VESSEL GENERATED WASTE

All vessels are required to pay for the provision of waste reception facilities whether they use them or not. This charge shall cover the cost of the disposal of general garbage only.

Lerwick Port Authority consolidates waste reception costs within the relevant harbour dues. Details of Harbour charges can be found in the LPA document '**Harbour Charges 2008**', in addition all charges are published on the company website: <http://www.lerwick-harbour.co.uk/charges.html>

8. EXEMPTIONS

Vessels can apply from exemptions from some of the requirements of the Port Waste Management Reception Regulations. Ships so entitled should apply to the Maritime Coastguard Agency in accordance with MCA Guidance Note MGN 259 (M+F), who shall then advise the Lerwick Port Authority if a vessel operating in their jurisdiction has received such exemption.

9. PORT SECURITY

In accordance with the International Ship and Port Facility Security Code (ISPS), all approved waste contractor personnel who attend the waste facilities of the Port are issued with identification passes.

If security level has been heightened the LPA may refuse access to un-notified collections and deliveries of waste facilities. To avoid this potential difficulty the contractor is required to pre-notify for unscheduled collections or deliveries.

Correct Personal Protective Equipment (PPE) shall be worn at all times by the contractor while on LPA property.

10. **FUEL & OIL SPILLS**

A copy of the Lerwick Harbour's Oil Spill Contingency Plan (Waste Management Section) can be found at **ANNEX 3**.

11. **ROLES & RESPONSIBILITIES**

It is the responsibility of the Chief Executive through the management team to ensure compliance with these procedures. The duty of care extends to all staff and contractors as they must adhere to the legislation and this management plan.

The Systems/Compliance Manager in conjunction with the Harbourmaster & Deputy Harbourmaster shall carry out an annual review of the implementation of the procedures and initiate changes where necessary (Section 2 Reviews and Monitoring)

11.1 **Managers & Shore Superintendents** have responsibilities which are as follows:

- Ensure that all wastes generated within their departments are managed in accordance with this Port Waste Management Plan's requirements and the Duty of Care.
- To promulgate information to their staff explaining the individual's role and responsibilities in this plan.
- Ensure that non-compliance events are identified, reported and rectified.
- To discuss any waste issues at the Integrated Annual Management meeting.

11.2 **The Systems/Compliance Manager** shall liaise with the Harbourmaster/Deputy Harbourmaster in the preparation and update, as necessary, written procedures for the Port Waste Management Plan.

11.3 **The Harbourmaster & Deputy Harbourmaster** shall provide information and advise regarding all waste matters and initiate and control other responsibilities as follows:

- Assist the Systems/Compliance Manager in the preparation, and update as necessary, written procedures for Port Waste Management Plan and co-ordinate the overall Plan for the Lerwick Port Authority.
- Ensure all relevant staff are informed of their roles and responsibilities with regard to waste and receive the appropriate training where necessary.
- To liaise with Agents and the Approved Waste Contractor to ensure the provision of appropriate facilities for waste collection, storage and disposal.
- Ensure that adequate steps are taken to accurately identify and describe the waste in accordance with the relevant legislation and ensure that a licensed Waste Contractor and Licensed Disposal Sites are used.
- Keep records of all waste transfer, in accordance with legislation.
- Arrange for the disposal of waste that are identified as Hazardous (Special) Waste.

- Liaise with the Shipping Agent to ensure that all hazardous waste landed is done so in accordance with the Waste Management Plan.

11.4 Shore Superintendents & Operations Personnel are responsible for overseeing the management of waste in their assigned areas, specifically they must:

- Make spot visual checks on controlled waste landings.
- Check conditions of waste facilities.
- Liaise with the Harbourmaster and Deputy Harbourmaster of non-compliances, which should be documented as per regulations.

12. UK LEGISLATION

- **Merchant Shipping (Port Waste Reception Facilities) Regulation 2003** (SI 2003/1809)

A port must prepare a report to Government on how they plan and operate their port waste reception facilities. The plan refers to facilities provided for ships only. Reviewed biannually.

- **Merchant Shipping and Maritime Safety Act 1997.**

- **The Animal By-Products Regulations 2003 (No.1482).**

- **Controlled Waste Regulations 1992** (SI 1992/588)

Cleaning and disposal measures needed, e.g., Controlled Waste Transfer notes, identify waste, type of container and treatment/disposal site. Identifies classification of waste.

- **Waste Management Licensing Regulations 1994** (SI 1994/1056) (amended SI 1995/288, SI 1995/1950, SI 1996/1279, SI 1997/351, SI 1997/2203, SI 1998/606)

- **Special Waste Regulations 1996** (SI 1996/972) (amended SI 1996/2019 and SI 1997/251, SI 2001/3148)

Defines special waste and provides a consignment note system to monitor the movement and location of special waste. Producers need to keep records and pay consignments notes. Mixing special waste with non-special waste is prohibited.

- **Environment Act 1995**

Part V (section 93-95) gives the Secretary of State power to make regulations imposing obligations on waste producers for the purpose of promoting or securing increased re-use, recovery or recycling of products or materials.

- **Control of Pollution (Amended) Act 1989**

Provisions for the registration of controlled waste carriers.

- **Landfill Tax Regulations 1996** (SI 1996/1527) (amended SI 1996/2100 and SI 1998/61)

Imposes a tax on the disposal of waste to landfill.

- **Environmental Protection Act 1990 (EPA 90) (as amended)**

The EPA 90 provides a framework for the waste management legislation and defines waste.

- **Environmental Protection (Duty of Care) Regulations 1991** (SI 1991/ 507, SI 1991/2839)

Requires all persons subject to the Duty of Care to prepare and retain written descriptions of waste and transfer notes and to furnish copies on request.

12.1 EUROPEAN LEGISLATION:

- Directive 2000/59/EC on Port reception facilities for ship-generated waste and cargo residues.

12.2 MARITIME COASTGUARD AGENCY:

- MGN 253 (M+F) Port Waste Reception Facilities Regulations 2003.
- MGN 259 (M+F) Exemptions to the Port Waste Reception Facilities Regulations 2003.
- MCA booklet 'Port Waste Management Planning – A Guide to Good Practice' December 2003.
- MCA 'Port Waste Management Planning – Addendum Proforma' December 2003.
- MCA 'Informal Guidance on the Mandatory Charge Element of the Port Waste Facilities Regulations 2003'.
- Merchant Shipping Notice No. M1262, Prevention of Pollution of the Sea by Garbage from Ships and Offshore Installations.
- Merchant Shipping Notice No. M1389, Prevention of Pollution of the Sea by Garbage from Ships.
- Merchant Shipping Notice No. M1543, Merchant Shipping (Prevention of Pollution by Garbage) (Amendment) Regulations 1993.
- The Quality of Provision of MARPOL Facilities at UK Ports (Wrc research report for the MSA).
- Quantifying Waste Generated by all Ships and Platforms Operating in the North Sea (Research project for the MSA).

12.3 IMO PUBLICATIONS:

- MARPOL 73/78 (International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978).
- International Maritime Organisation, Comprehensive Manual on Port Reception Facilities (sales Number IBO-597E, ISBN 92-801-1325-9).
- Guidelines for the Provision of Adequate Reception Facilities on Ports – Part 1, Oily Wastes.
- Guidelines for the Provision of Adequate Reception Facilities on Ports – Part 2, Residues and Mixtures containing Noxious Liquid Substances.
- Guidelines for the Implementation of Annex V of MARPOL 73/78.

ANNEX 1 – WASTE NOTIFICATION FORM.

LERWICK PORT AUTHORITY - WASTE NOTIFICATION REPORTING FORM					
Name, call sign and where appropriate, IMO identification number of the ship:					
Flag state:					
Estimated time of arrival (ETA):					
Estimated time of disposal (ETD):					
Previous port of call:					
Next port of call:					
Last port of call where waste was landed:					
Are you delivering: <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None of your waste into port reception facilities?					
Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity: (If delivering all waste, complete second column as appropriate. If delivering some or no waste, complete all columns.)					
Type	Waste to be delivered (m ³)	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port at which remaining waste will be delivered (m ³)	Estimated amount of waste to be generated between notification and next port of call (m ³)
OIL					
Sludge					
Bilge Water					
Others (specify)					
GARBAGE					
Food waste					
International Catering Waste					
Plastic					
Other					
Separated for recycling					
CARGO-ASSOCIATED WASTE (MAY BE ESTIMATES)					
Dunnage					
Other (specify)					

CARGO RESIDUES (MAY BE ESTIMATES)					
--	--	--	--	--	--

Scale & Sludge from tank cleaning					
Other (specify)					

Sewage					
---------------	--	--	--	--	--

Untreated					
Part Treated					

1. This information may be used for Port State Control and other inspection purposes.
 2. Member States will determine which bodies will receive copies of this notification.
 3. This form is to be completed unless the ship is covered by an exemption in accordance with Art 9 of Directive 2000/59/EC.
 4. International Catering Waste (ICW) is defined under the EU Animal By-products Regulations (1774/2002EC) as "catering waste from means of transport operating internationally". Any catering waste from a vessel that has berthed/landed in non EU countries, even if the vessel has been provisioned in the EU.
 If a declaration from the Ship's Master is provided stating that the ship's stores have been emptied, cleaned, disinfected and re-stocked in the EU, catering waste from these supplies would not be considered to be ICW. Please refer to <http://www.defra.gov.uk/animalh/int-trde/icw/guidance.htm>

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

Date: _____ Time: _____

Signature:.....

Notes:

ANNEX 2 - LIST OF USEFUL CONTACTS.

Contact	Address	Tel/Fax number
Lerwick Port Authority	Albert Building Lerwick Shetland, ZE1 0LL	Tel: 01595 692991 Fax: 01595 693452 Fax: 01595 695911 (Port Control) Email: info@lerwick-harbour.co.uk
Northlink Ferries Limited	Holmsgarth Terminal Holmsgarth Road Lerwick Shetland, ZE1 0PR	Tel: 01595 697600 Fax: 01595 690696 Email: jane.leask@northlinkferries.co.uk
Scottish Environment Protection Agency	The Esplanade Lerwick Shetland, ZE1 0LL	Tel: 01595 696926 Fax: 01595 696946 Email: david.okill@sepa.org.uk
Graypen Ltd	PO Box 11652 Annadale, Firth Shetland, ZE2 9YZ	Tel: 01806 242476 Email: sullom-voe@graypen.co.uk
Marine Coastguard Agency	HM Coastguard Sector Office Knab Road Lerwick Shetland, ZE1 0BB	Tel: 01595 696712 Fax: 01595 692160 Email: wm@shet_mcga.gov.uk
Peterson SBS (Shipping)	Greenhead Base Lerwick Shetland, ZE1 0PY	Tel: 01595 694242 Fax: 01595 692767 Email: ops@petersonsbs.com
60 North Recycling	Rova Head Lerwick, Shetland, ZE1 0PY	Tel: 01595 692974 Fax: 01595 694814 Email: enquiries@60northrecycling.co.uk
LHD Limited	5 Alexandra Buildings Lerwick Shetland, ZE1 0LL	Tel: 01595 693768 Fax: 01595 695323 Email: richie@lhdshetland.co.uk
Streamline Shipping Group	Garthspool Lerwick Shetland, ZE1 0NY	Tel: 01595 692869 Fax: 01595 692234 Email: mike.davies@streamlineshippinggroup.com
Total Waste Management Alliance PLC	Vatster Gott Shetland, ZE2 9SG	Tel: 01595 840431 Fax: 01595 840703 Email: vatster@twma.co.uk
OBC - GAC	GAC-OBC Offshore - Scalloway and Lerwick Blacksness Pier Scalloway Shetland, ZE1 OTQ	Tel: 01595 880 463 (24 hours) Fax: 0207 067 9133 Email: Adrian.Henry@gacworld.com

ANNEX 3 - OIL SPILL CONTINGENCY PLAN.

Waste Management Plan (Taken from controlled document LPA 85)

Note: oiled waste is classed as special waste and the transfer and final disposal of all such material is governed by the Special Waste Regulations.

GENERAL

Wherever possible, spilled oil should be recovered for recycling and re-use. However, any shoreline clean-up operation is likely to result in amounts of oily waste far in excess of the original oil on the shoreline.

The following types of waste can arise:

- recovered oil (not debris contaminated)
- water in oil emulsion - untreated
- water in oil emulsion - treated with dispersant
- thick weathered oil - lumps
- semi-solid bunker oil
- oil and sand mixtures
- dry waste
- oiled shingle
- oiled seaweed and other debris

In Tier One and Tier Two incidents, any oil recovered from harbour waters shall be transferred to the waste oil disposal / recycling contractor.

The only licensed site in Shetland for the storage of oiled materials lies within Sullom Voe Terminal; it is unlikely that access to this site shall be granted for oiled materials resulting from an oil spill within the Port of Lerwick.

Temporary Storage:

Clean-up activities may produce quantities of oil and oily debris at a faster rate than they can be properly disposed of and temporary storage will frequently be necessary. Lerwick Port Authority may be able to make limited hard standing available for temporary storage purposes; such an area would require to be bunded and would require the agreement of SEPA on an incident basis.

Areas which could possibly be made available are:

- Gremista Pipe Yard
- Victoria Quay Car Park
- Ness of Sound – redundant Fish Farm

The table overleaf summarises temporary storage methods that can be used:

Oily waste type	Storage Facility	Comments
Liquid	Barges	Suitable for initial storage
	Road Tankers	Ideal for routing to final disposal site
	Pits	Must be lined with sand to protect essential heavy duty plastic liner
	Bunds	Cheaper than pits. Liners required
	Tanks	Fastank or similar
Liquid/solid mixture	Pits	As above
	Bunds	As above
	Skips	Versatile, robust and cheap
	Oil Drums	Difficult to handle when full
	Plastic Containers	Quick deployment. Useful for inaccessible areas
	Heavy Duty Plastic Bags	Ideal for manual clean-up. Cheap, easy to deploy. Can create disposal problems.
Solids	Hardstanding	Preferably sloping site with drainage
	Lorries	Restricted to solid debris. Access problems.

DISPOSAL METHODS

Recovery to Oil Processing Installation:

Reprocessing is the preferred option. In general only pure oil and possibly oil/water mixtures will be acceptable.

Landfill:

This option is not available in Shetland. Where landfill is identified as the preferred disposal option, all oiled materials will require to be shipped to a licensed site on the UK Mainland. However, it is recognised that future legislation on landfill disposal is likely to be more restrictive.

Subject to the agreement of SEPA, it may be possible to locally landfill oiled material that has been treated in a rotary kiln.

Stabilisation:

This is an expensive method but is likely to be used increasingly as landfill becomes further restricted. This option is not available in Shetland.

Land Farming / Bioremediation:

This can only make a limited contribution to oil spill disposal and is becoming less acceptable. However it may be suitable for small quantities of oily waste such as contaminated seaweed. Again, there are no sites on Shetland where land farming would be permitted.

Combustion:

Uncontrolled combustion is unsatisfactory because of air pollution. Commercial waste incinerators can dispose of limited quantities of lightly oiled waste. The only commercial incinerator on Shetland is located in Lerwick

A rotary kiln is operated by the waste oil recycling company. It may be possible to treat oiled, non-combustible materials at this facility prior to landfill disposal.

Waste Oil Recycling Contractor

Address	Contacts	Contact Numbers
Total Waste Management Alliance plc TWMA Depot Vatster, Gott, Shetland. ZE2 9SG	Office Mr. R Garrick (Director) Mr. D Leask (Operations Manager)	Tel: 01595 840431 (24 hours) Fax: 01595 840703 Email: vatster@twma.co.uk Mobile: 07733121372 (24 hours) Email: rgarrick@twma.co.uk Mobile: 07717 537360 Email: dleask@twma.co.uk
Facilities: Waste oil recycling / disposal service. Rotary kiln.		

ANNEX 4 – MEMORANDUM TO USERS:



MEMORANDUM

TO: All Users of Lerwick Harbour	SUBJECT: Waste disposal in Lerwick Harbour
FROM: Captain Calum C S Grains	DATE:

Lerwick Port Authority (LPA) encourages the use of quayside skips and bins; these should be used for general ship's domestic wastes only.

In line with legislation (Port Waste Reception Facility) Regulations 2003, a charge for the use of such facilities is necessary. This charge is consolidated into the mandatory harbour dues.

Hazardous (Special) Wastes (including International Catering Waste) (ICW) should be landed in leak-proof containers, adjacent to, but not in the domestic ships waste quayside skips.

Examples of Hazardous (Special) Waste include:

Tyres Drums that contain oily residues Electrical Equipment Aerosols	Dry Cell Batteries Asbestos Lead Acid Batteries Oil Contaminated Material	Acids Fluorescent Lamps Raw Meats Paint Tins (Including empty)
---	--	---

AND ANY OTHER HAZARDOUS MATERIAL

The landing of special wastes, ICW and unusually large amounts of waste, i.e. fishing nets, wires etc. should be brought to the attention of LPA by best means available (through Agents; VHF Channel 12 to Lerwick Port Control, fax or email) so that at the request of the Ship's Agent the Harbourmaster can arrange disposal. A charge is levied for the disposal of such material.

Further details on Harbour charges can be found in the LPA document '**Harbour Charges 2008**', which is available on request. in addition all charges are published on the company website: <http://www.lerwick-harbour.co.uk/charges.html>

Waste facility location maps and relevant sections of the 'Port Waste Management Plan' are available through Shipping Agents or Port Control.

If you require any further information please do not hesitate to contact me.

Captain Calum A S Grains - Harbourmaster
Lerwick Port Authority
Albert Building
Lerwick
Shetland
ZE1 0LL

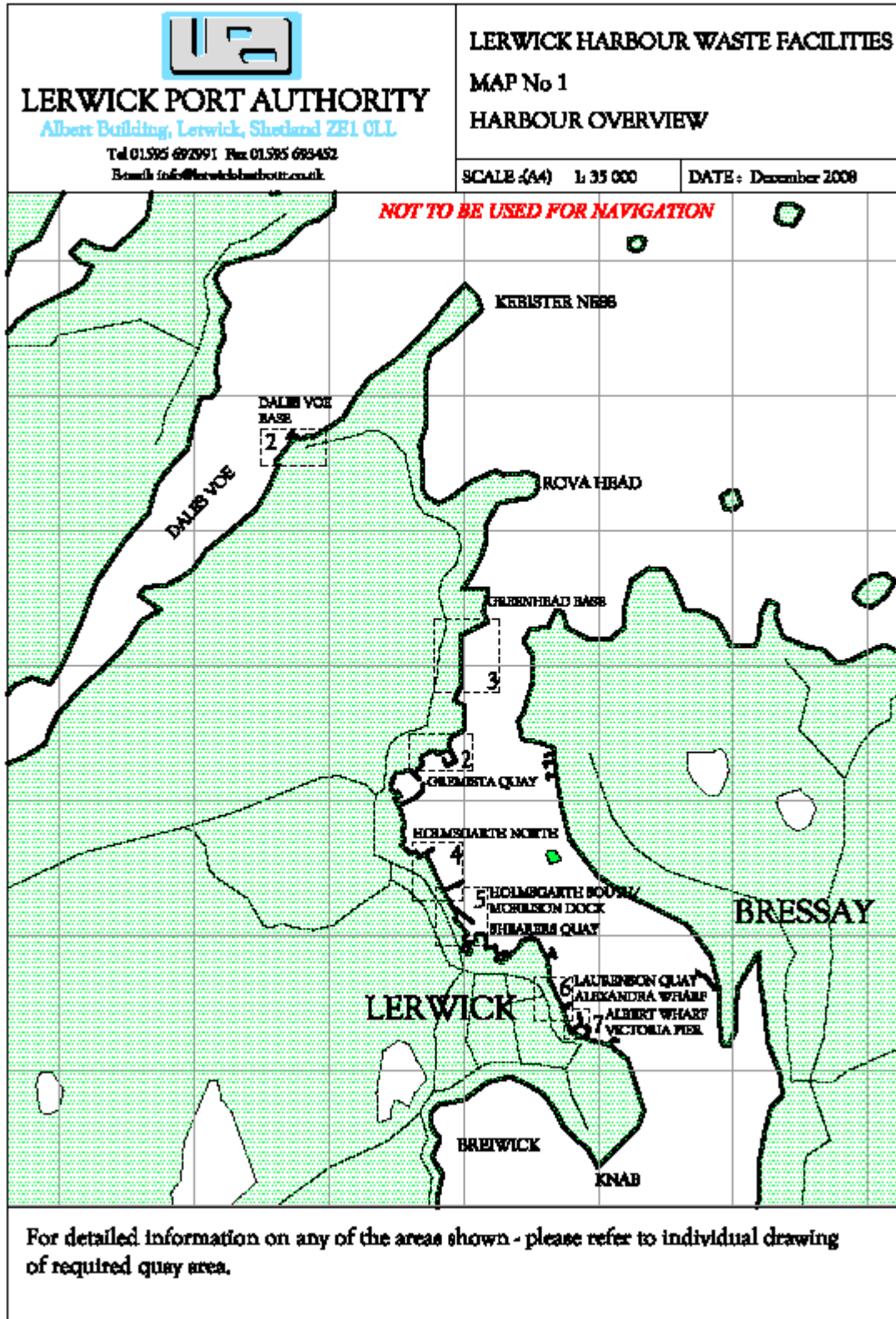
Tel: 01595 69 2991 Fax: 01595 69 3452 Email: info@lerwick-harbour.co.uk

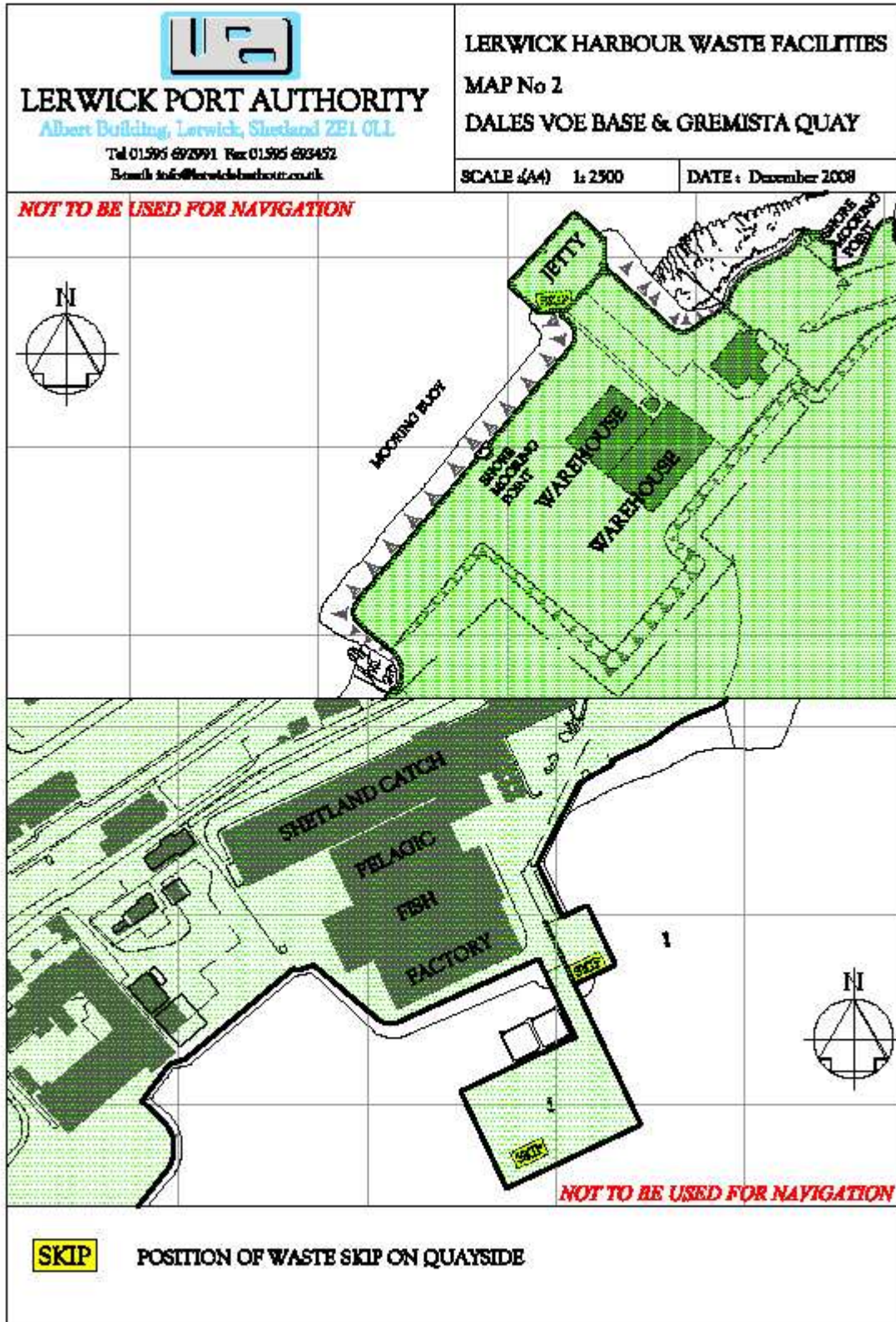
ANNEX 5 - LIST OF APPROVED LICENSED WASTE CONTRACTORS/DISPOSAL SITES.

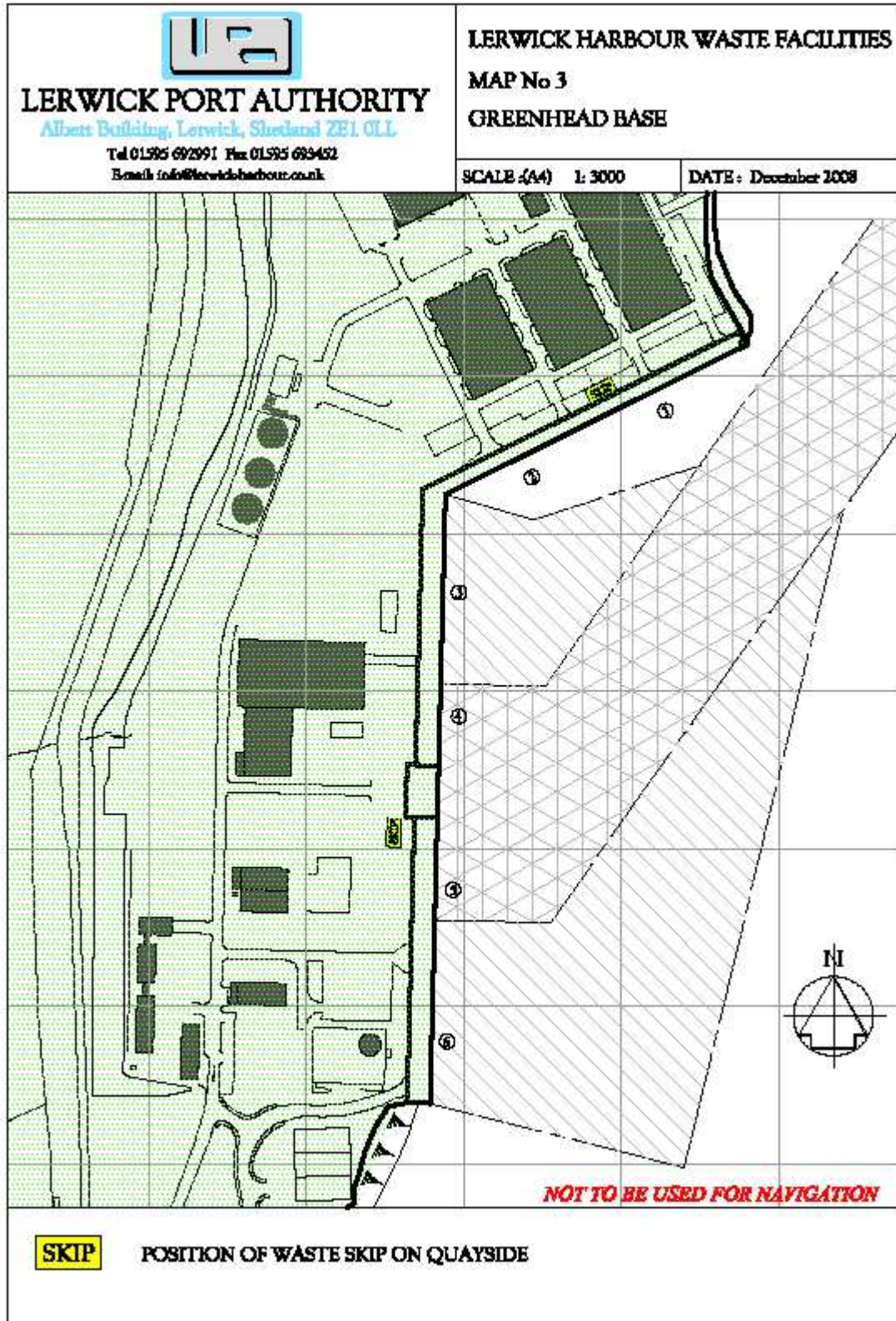
Contact	Address	Tel/Fax number
Total Waste Management Alliance PLC (TWMA) Special Waste Disposal	Vatster, Gott, Shetland ZE2 9SG	Tel: 01595 840 431 Fax: 01595 840 703 Email: vatster@twma.co.uk
60 North Recycling Ltd Skip Hire & Scrap Removal	Rova Head, Lerwick, Shetland, ZE1 0PY	Tel: 01595 69 2974 Fax: 01595 69 4814 Email: enquiries@60northrecycling.co.uk
Shetland Islands Council Energy Recovery Plant Local Authority Recycling Plant.	Greenhead, Lerwick, Shetland, ZE1 OPY.	Tel: 01595 69 0448 Fax: 01595 745175
Shetland Islands Council The Gremista Waste Management Facility.	Gremista Lerwick, Shetland	Tel: 01595 743960 Fax: 01595 741334
Shetland Amenity Trust Recycling Agency	Garthspool, Lerwick, Shetland. ZE1 0NY	Tel: 01595 69 4688 Fax: 01595 69 3956 Email: shetamenity.trust@zetnet.co.uk

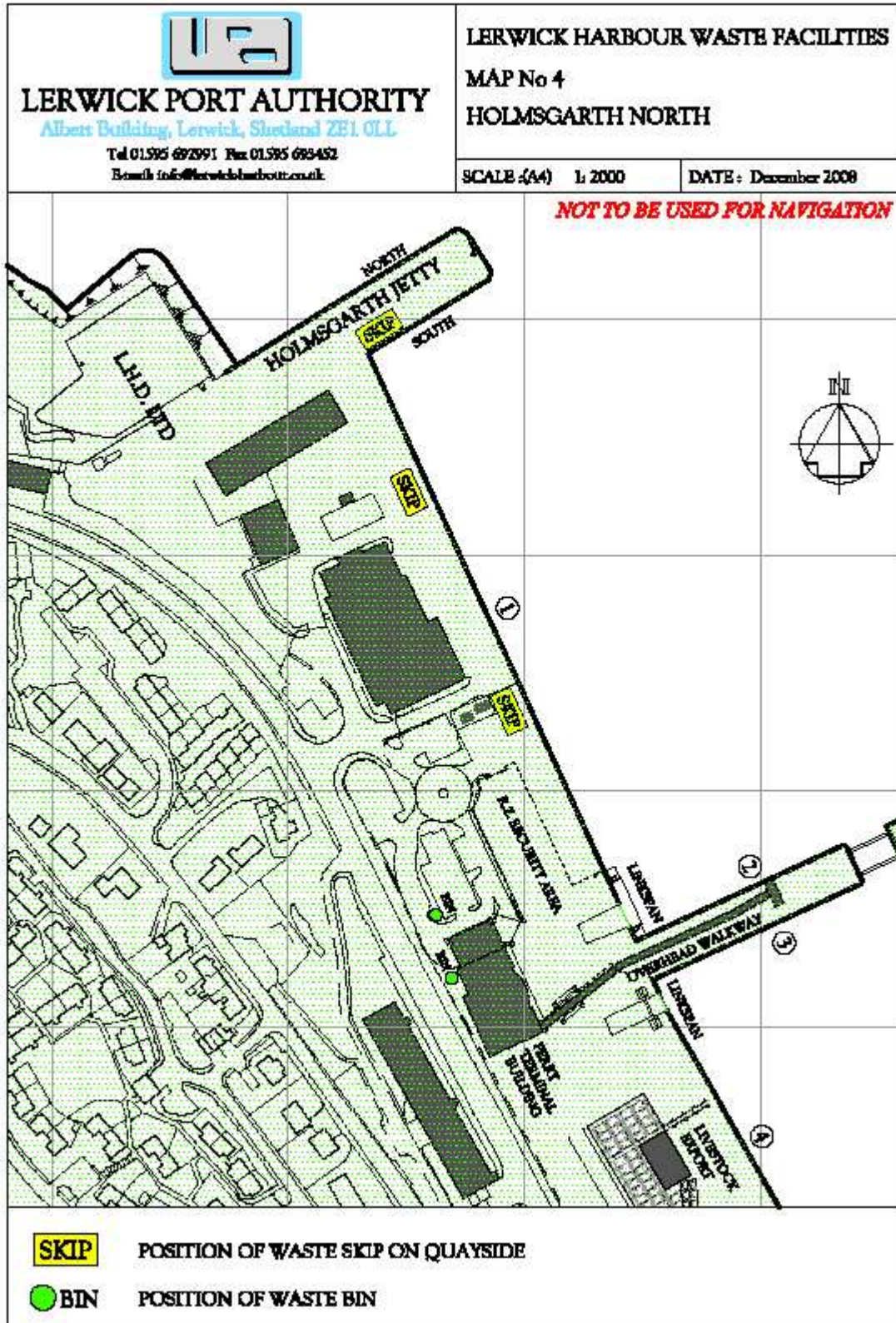
ANNEX 6 – WASTE FACILITY LOCATION MAPS.

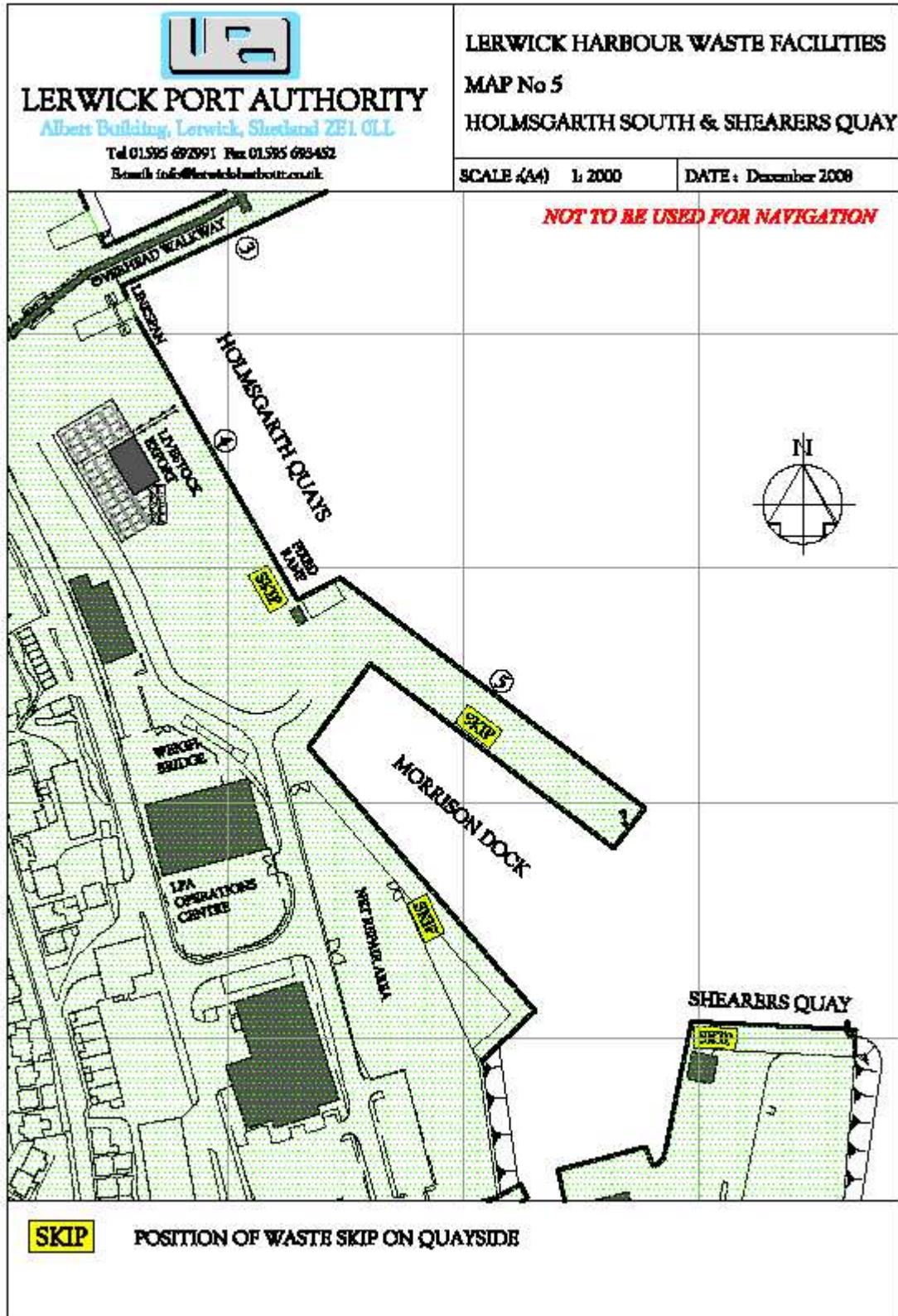
Map No	Location
Map 1	Overview of Lerwick Harbour
Map 2	Dales Voe & Gremista Quay
Map 3	Greenhead Base
Map 4	Holmsgarth North
Map 5	Holmsgarth South & Shearers Quay
Map 6	Laurenson Quay & Alexandra Wharf
Map 7	Victoria Pier & Albert Wharf

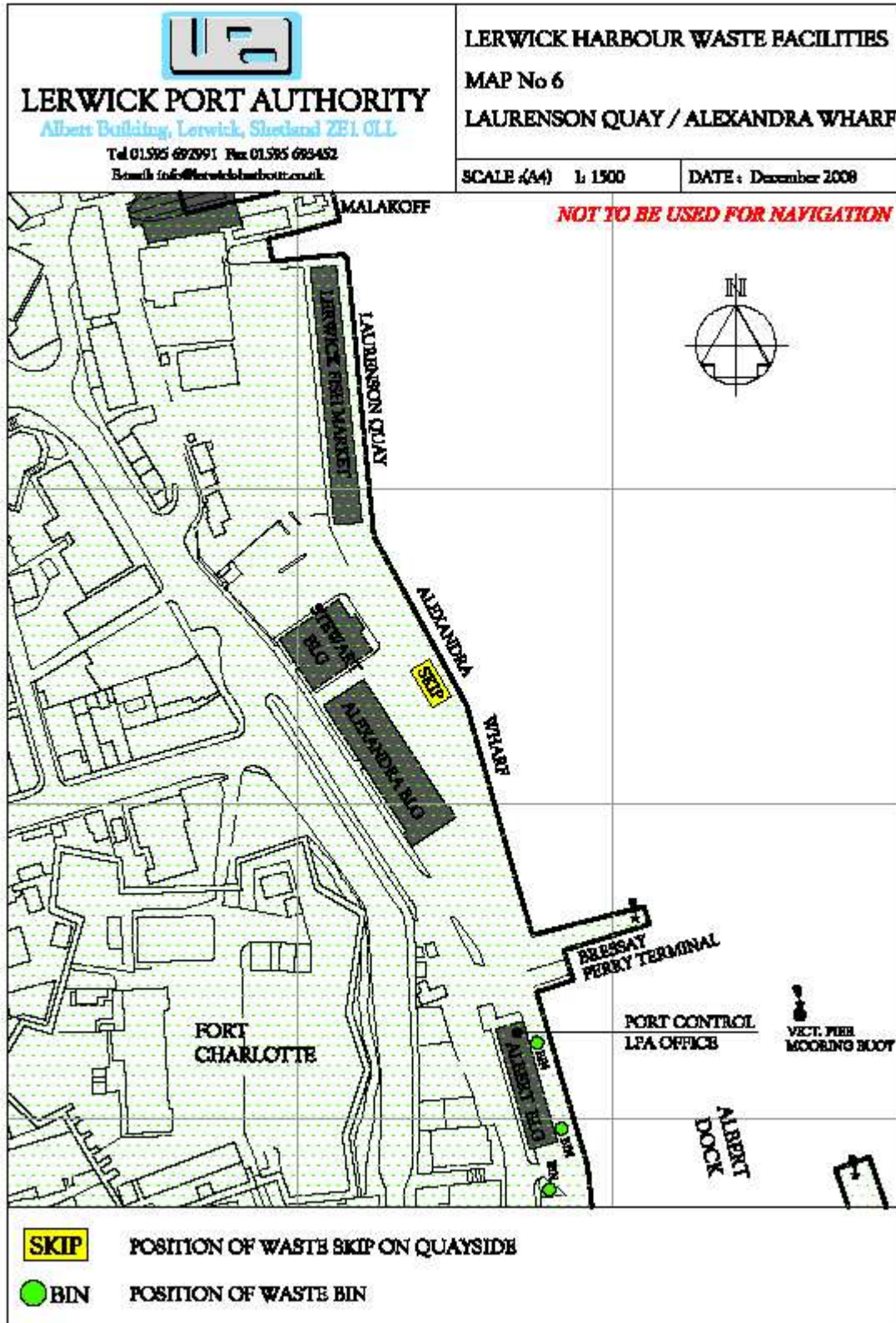


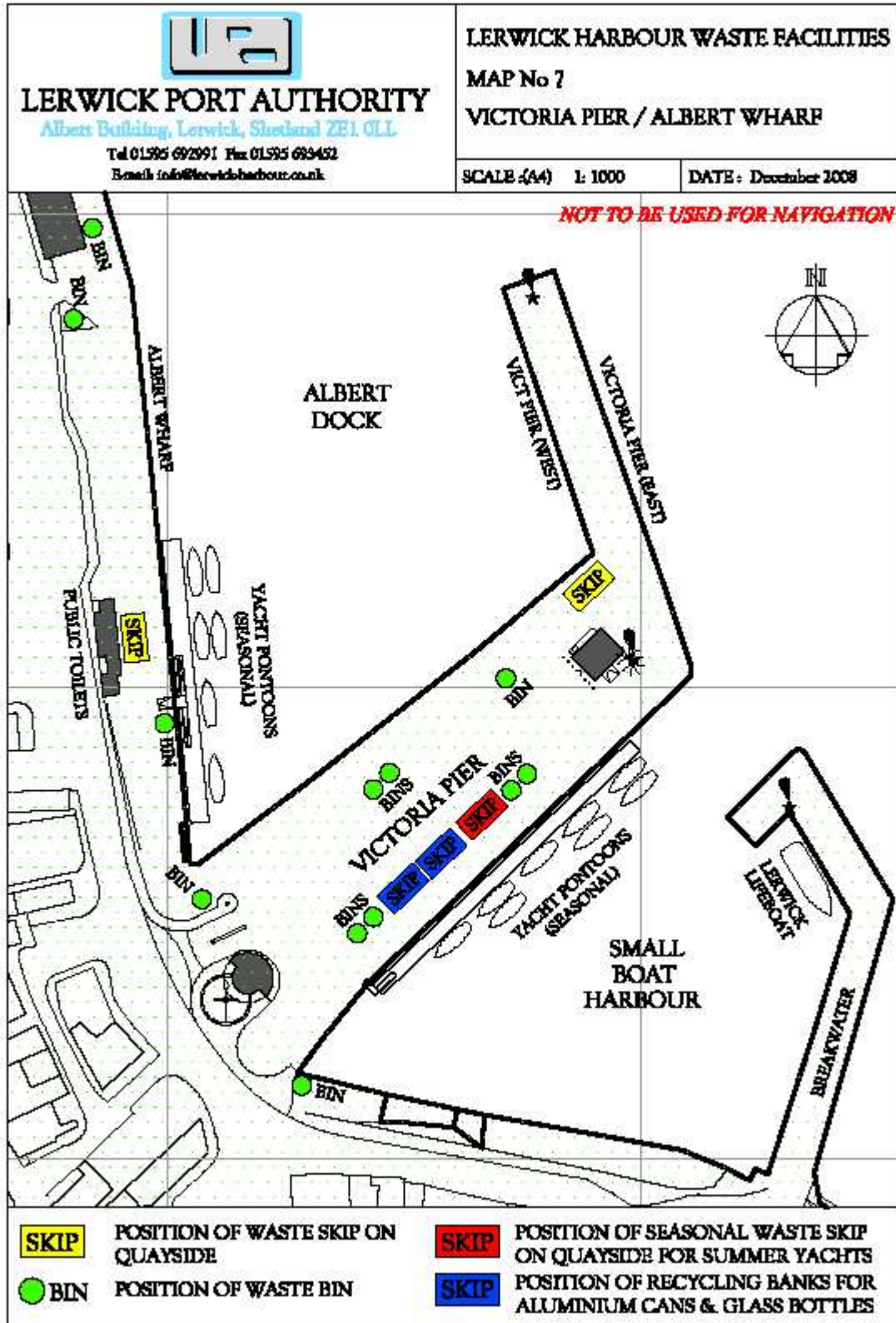












ANNEX 7 – SEPA EXEMPTION DETAILS

Systems/Compliance Manager Lerwick Port Authority Albert Building Lerwick Shetland Islands ZE10LL
Your notification for an exempt activity under the Waste Management Licensing Regulations 1994 (as amended) (WML) has been successfully registered by SEPA.
Your Waste Exemption number is: WML/XS/1031638.
If you have any queries or issues with your registration, please contact the Shetland team on 01595 696926 quoting your Waste Exemption number.
Please find below a summary of your registration:

AGENT CONTACT DETAILS	
Name:	Lerwick Port Authority
Tel No.:	01595 692991
Organisation:	Lerwick Port Authority
Address 1:	Lerwick Port Authority
Address 2:	Albert Building
Town:	Shetland
Postcode:	ZE1 0LL
OPERATOR CONTACT DETAILS	
Name:	Lerwick Port Authority
Tel No.:	01595 692991
Organisation:	Lerwick Port Authority
Address 1:	Lerwick Port Authority
Address 2:	Albert Building
Town:	Shetland
Postcode:	ZE1 0LL

EXEMPTION SITE DETAILS	
Activity:	Paragraph 18 - Secure storage of specified wastes on any premises.
Address 1:	Warehouse
Address 2:	Dale Voe Base
Town:	Dales Voe
Postcode:	ZE1 0PY
NGR:	HU 4578 4560
Thank you for your registration.	

ANNEX 8 – MCA APPROVAL LETTER



Andrew Rendle
MCA Aberdeen Marine Office
Marine House
Blaikies Quay
Aberdeen
AB11 5EZ

Lerwick Port Authority
The Harbour Master
Albert Building
LERWICK
ZE1 0LL

Tel(M): +44 (0)7776454173
Tel : +44 (0)1224 587910
E-mail: andrew.rendle@mca.gov.uk

Your ref:
Our ref: PWMP_Lerwick2008

2 December 2008

Dear Sir,

Lerwick Port Authority – Port of Lerwick- Port Waste Management Plan – 2008

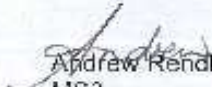
Thank you for submitting your 2008 Waste Management Plan.

We are content that the plan demonstrates compliance with the Port Waste Reception Facilities Regulations 2003.

This plan is approved until 1 December 2011, subject to any change in circumstances or legislation.

Any revision of the plan shall be submitted to the appropriate Marine Office.

Yours faithfully,


Andrew Rendle
MS3

Inverness Coastguard Sector Base
Longman Drive
Inverness
IV1 1SU

Andrew.rendle@mca.gov.uk
07776454173

MCA Aberdeen Marine Office
Marine House
Blaikies Quay
Aberdeen
AB11 5EZ
01224 587910



An executive agency of the
Department for
Transport