

THE PLANS ARE APPROVED IN
ACCORDANCE WITH THE MERCHANT
SHIPPING AND FISHING VESSELS
(PORT WASTE RECEPTION FACILITIES)
REGULATIONS 2003



Port of Belfast

Waste Management Plan

2017



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Belfast Harbour
Port Waste Management Plan

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- Annex I - Belfast Harbour Commissioners Waste Transfer Note (Season Ticket).

Record of Amendments

Issue Number	Date	Approved by	Change
a	June 2005	David Polley (MCA)	
2	January 2012	David Polley (MCA)	General revision
3	November 2016	David Knott	Minor Amendments
4	January 2017	David Polley (MCA)	General Revision

Distribution List

Copy No.	Plan Holder	Location
Master Copy	Compliance Manager	Port Operations
1	Harbour Master	Port Operations
2	MCA	Bregenz House, Bangor
3	Publically Available	Belfast Harbour Website www.belfast-harbour.co.uk

1. Introduction

This Waste Management Plan has been produced by Belfast Harbour to meet the requirements of the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997, the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, and subsequent Amendment Regulations.

The plan takes account of requirements introduced by the Waste Regulations (NI) 2011.

In the preparation of this Plan, due consideration has been given to the requirements of the specific legislation and the need for clear guidelines for those in the waste chain. The Plan identifies essential parts of that chain, providing information to assist in the discharge, collection, handling, transportation, storage, reuse, recycling and final disposal of all categories of waste in the prescribed manner.

1.1 Scope

The Plan is intended for use by all vessels which use those berths operated by Belfast Harbour Commissioners, also those shipping agents, and all others involved in the arrangement of waste disposal from ships. It is also intended to assist Licensed Waste Contractors operating within the jurisdiction of the Port who are employed to remove waste from vessels and quays.

Belfast Harbour Port Waste Management Plan only applies to vessels visiting berths owned and operated by Belfast Harbour. This plan does not apply to Belfast Harbour Marina (Abercorn Basin) for which separate arrangements are in place.

Separate plans have been filed with the MCA on behalf of Stenaline and the Isle of Man Steam Packet Company.

1.2 Purpose

The purpose of this Waste Management Plan is:

- To ensure that waste from vessels and quays is removed and treated in accordance with prevailing waste management legislation
- To implement the waste hierarchy
- To reduce the incentive for vessels to discharge waste at sea
- To fulfil Belfast Harbour Commissioners legal duties with regard to waste management
- To consult with users, agents, operators, contractors and regulators in the development and implementation of waste management processes
- To encourage reuse or recycling of waste wherever possible and to optimise diversion from landfill
- To dispose of waste so as to minimise adverse environmental effects
- To promote awareness of responsible waste management

This plan complies with the requirements of the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997 and the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended) by:

- Detailing waste reception facilities available for vessels
- Encouraging the use of such disposal facilities in a regular and environmentally compliant manner, and

- Improving communication between the providers and users of Port Waste Reception Facilities through dialogue and regular consultation.

1.3 Health, Safety and Environmental Policy

This Waste Management Plan has been prepared in accordance with and conforms to the Health and Safety Policy Statement and the Environmental Policy Statement approved by the Chief Executive Officer of Belfast Harbour Commissioners in November 2016 and January 2017 respectively. See Annex A for the Health and Safety and Annex B for the Environmental Policy Statements.

2. Programme of Consultation

It is recognised that consultation between the Port authority and Port users is essential to the Port Waste Management Planning process. Routine communication channels enable the Port authority to monitor the needs of vessel operators and disseminate details of the Port Waste reception facilities to all stakeholders.

Meetings are regularly held with Port Health, the Department of Agriculture, Environment and Rural Affairs, and the licensed waste contractor currently approved and engaged by BHC to provide Port Waste Management Services.

The following regular consultation meetings are held:

- Belfast Shipping Agents Association
- Belfast Harbour Marine Safety Forum
- Belfast Harbour Environmental Forum
- Belfast Harbour User Group (BHUG)
- Monthly performance review with the appointed waste management contractor
- Individual meetings with Port Users as required

3. Users of the Plan

Belfast Harbour Commissioners
Port Operations
Dufferin Road
Belfast
BT3 9AF
Tel: 028 90553014

Scruttons (NI) Ltd
2 - 10 Duncrue Road
Belfast
BT3 9BP
Tel: 028 90740777

Hamilton Shipping
2 – 10 Duncrue Road
Belfast
BT3 9BP
Tel: 028 90740777

Frizelle Shipping Services Ltd
4 Northern Road
Belfast
BT3 9AL
Tel: 028 90742232

TR Shipping Services
Victoria Terminal 3
Belfast
BT3 9JL
Tel: 028 90777968

Michael F Ewings Shipping Ltd
15 - 19 Corporation Square
Belfast
BT1 3AJ
Tel: 028 90242242

John McLoughlin & Son (Shipping) Ltd
Northern Road
Belfast
BT3 9AL
Tel: 028 90351714

William Reid Shipping Ltd

Jenkins Shipping Co. Ltd
13 West Bank Road
Belfast
BT3 JL
Tel: 028 90748912

PJ Skips Ltd
3 Tornaroy Road
Belfast
BT17 OND
Tel: 028 90604434

Doyle Shipping Group
Dufferin Road
Belfast
BT3 9AA
Tel: 028 90 357560

All Route Shipping (NI) Ltd
14-16 West Bank Road
Belfast
BT3 9JL
Tel: 028 90779088

Belfast Container Terminal
Victoria Terminal 3
Belfast
BT3 9JL
Mob: 07584078434

Heyn Shipping Solutions
1 Corry Place
Belfast
BT3 9AH
Tel: 028 90350000

David Ferran & Sons
Gotto Wharf 1
1 Herdman Channel Road
Belfast Harbour BT3 9LG
Tel: 028 90325751

York Dock Steel Terminal
Dufferin Road
Belfast Harbour BT3 9AA
Tel: 028 90754821

4. Regulatory Bodies

Maritime and Coastguard Agency

Belfast Marine Office
Bregenz House
Quay Street
Bangor
Co. Down
BT20 5ED
Tel: 028 91475310

Environmental Quality Branch Maritime and Coastguard Agency

Spring Place
105 Commercial Road
Southampton
SO15 1EG
Tel: 0203 817 2000

Department of Agriculture Environment and Rural Affairs

Portal Inspection Office
Coastal House
17 Herdman Channel Road
Belfast
BT3 9LG
Telephone: 028 90752466

Northern Ireland Environment Agency

Waste Management Team
First Floor, Klondyke Building
Cromac Avenue
Gasworks Business Park
Belfast
BT7 2JA
Tel: 028 9056 9358

Food Standards Agency (NI)

10A-10C Clarendon Road
Belfast
BT1 3BG
Tel: 028 90417700

Port Health

5 Corry Place
Belfast

BT3 9HY
Tel: 028 90351199

5. Legislation

The following notes summarise the prevailing legislation that governs the waste management plan:

5.1 EU Directive 2000/59/EC of the European Parliament and Council on Port Waste Reception Facilities for Ship Generated Waste and Cargo Residues

The purpose of this Directive is to reduce the discharges of ship-generated waste and cargo residues into the sea, especially illegal discharges, from ships using Ports in the Community, by improving the availability and use of Port reception facilities for ship-generated waste and cargo residues, thereby enhancing the protection of the marine environment.

The intention of the Directive is that all costs of installing and running Port waste reception facilities should be paid for by the ships using the Port. The Directive explicitly states that these costs include the costs of treating and disposing of the waste. Ships pay irrespective of use, but the charge should not be such as to provide an incentive to discharge waste into the sea.

5.2 The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and as amended 2009 and 2016.

These Regulations update the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 1997

The Regulations are applicable to any harbour or terminal within the UK. Every harbour authority and terminal operator shall provide waste reception facilities adequate to meet the needs of ships normally using the harbour or terminal in question without causing undue delay to ships.

The master of the ship must provide notification before entry into the Port of the waste they will discharge, including information on types and quantities by completing an Annex II checklist. Such notifications must be kept by the Port for six months. Fishing vessels and recreational craft authorised to carry, or normally carrying, no more than twelve passengers are exempt from these regulations.

Ships must deliver their waste to Port reception facilities before leaving the Port, unless they have sufficient dedicated storage capacity to store the waste until the next Port of call and have followed the required notification procedure.

Ships must pay a mandatory charge to make a significant contribution to the cost of Port reception facilities for ship generated waste, whether they use them or not. The notional charge from the dues representing the provision of waste reception facilities should be published in such a manner as will bring them to the notice of persons likely to be affected.

The Port must report any incidences of non discharge to the Maritime and Coastguard Agency (MCA) unless the vessel has given notice that it will keep its waste on board until the next Port of call or has applied for an exemption from the MCA.

Vessels can apply for exemptions (Marine Guidance Note 259 – Exemptions from the Port Waste Reception Facilities Regulations 2003) if they can prove that they are on regular, frequent and scheduled routes, and that they are notifying, landing, and paying a mandatory charge in another Port.

5.3 Marpol Regulations 1973/1978

The 1978 MARPOL Convention sought to eliminate and reduce the amount of garbage being dumped into the sea from ships.

Under Annex V of the Convention, garbage includes all kinds of food, domestic and operational waste, excluding fresh fish, generated during the normal operation of the vessel and liable to be disposed of continuously or periodically.

Annex V prohibits the disposal of plastics anywhere into the sea, and severely restricts the discharge of other garbage from ships into coastal waters and 'Special Areas'.

The Annex also obliges Governments to ensure the provision of facilities at Ports and terminals for the reception of garbage.

5.4 Compliance with the Department of Agriculture, Environment and Rural Affairs for Northern Ireland Regulations

The relevant legislation concerns the disposal of international catering waste to landfill and is encapsulated in the amendments to the Products of Animal Origin (Third Country Imports) (Amendment) (No.3) Regulations (NI) 2003.

5.5 EU Council Regulation 1774/2002/EC

These regulations set out the health rules concerning animal by-products not for human consumption.

Catering waste from means of transport operating internationally, e.g. ships, is defined as high risk Category 1 material. Although it can be disposed of by burial in an approved landfill, DAERA have identified significant risks if this is not dealt with effectively.

5.6 The Waste Regulations (NI) 2011 and as amended 2016.

The Regulations implement the provisions of Directive 2008/98/EC, on waste (the revised Waste Framework Directive) in order to help achieve its aim of providing "measures to protect the environment and human health by preventing or reducing the adverse impacts of the generation and management of waste and by reducing overall impacts of resource use and improving the efficiency of such use."

The regulations introduce some freestanding provisions, which include establishing:

- Waste prevention programmes, which must be:
 - Monitored and evaluated
 - Reviewed and modified, and
 - Open to the public to comment on;
- Duties relating to:
 - The waste hierarchy
 - The collection of waste, and
 - Collected waste.

Regulation 17 of the Waste Regulations (Northern Ireland) 2011 introduced a duty on waste operators to comply with the waste hierarchy outlined below:

- Prevention;
- Preparing for re-use;
- Recycling;
- Other recovery, and
- Disposal, in descending order of environmental preference.

It is an offence not to comply with the duties relating to the collection of waste and collected waste, and anyone failing to do so could be served one or more of the following enforcement notices:

- Compliance notice;
- Restoration notice; or
- Suspension notice.

5.7 Waste and Contaminated Land (NI) Order 1997

The aim of the Order is to set out provisions relating to waste on land, the collection and disposal of waste, land contamination by pollution, the controlled use, supply or storage of prescribed substances and articles and the obtaining of information on potentially hazardous substances.

5.8 Controlled Waste (Duty of Care) Regulations (NI) 2002 and as amended 2014

These Regulations are made in accordance with the Waste and Contaminated Land Order 1997 which places a statutory duty of care on people who handle controlled waste.

It is the duty of anyone who imports, produces, carries, keeps, treats, disposes of, or has control of, controlled waste, to take all measures necessary in order to:

- Prevent the unauthorised or harmful deposit, treatment or disposal of waste;
- Prevent the escape of waste;
- Only transfer the waste to an authorised person, and attach a written description.

The written description must provide as much information as someone else might need to handle the waste safely. In addition to the written description, all waste must be accompanied by a waste transfer note when it is transferred.

The transfer note will identify the waste by referring to the relevant six-digit code in the List of Wastes Regulations (NI) 2005.

The person transferring waste and the person receiving the waste must, at the same time as the written description of the waste is given, make sure that the waste transfer note is completed and signed.

Both persons involved in the transfer must keep copies of the waste transfer note and the written description of the waste for two years.

5.9 Hazardous Waste Regulations (NI) 2005 and as amended 2015

These regulations set out a regime to control and track the movement of hazardous waste. They work in conjunction with the List of Wastes Regulations (NI) 2005, which reproduce the list of wastes from Decision 2000/532/EC, which contains the current version of the European Waste Catalogue.

There is a requirement to pre-notify the NIEA at least three working days, and not more than one month, before a consignment of hazardous waste is removed from any premises. There are some exemptions allowed from this pre-notification.

A consignment note must be completed before hazardous waste is removed from any premises. There is also a schedule of carriers for when more than one carrier transports the consignment as well as provisions for carrier's rounds, which includes successions of rounds by the same carrier.

The List of Wastes Regulations (NI) 2005 outlines the different categories of waste which are classified by two-digit and four-digit chapter headings. Each waste under these respective headings is assigned its own six-digit code and any waste marked with an asterisk * is considered to be hazardous. This six-digit code must be quoted on the consignment note.

The NIEA can determine that a specific batch of waste can be treated as non-hazardous or hazardous, regardless of its original classification.

It is prohibited for anyone to mix hazardous waste without a permit and it is the responsibility of the holder of the waste to make arrangements for the separation of any waste that has been mixed.

If the consignment of hazardous waste is not accepted for whatever reason, the relevant part of the consignment note must be completed by the consignee. The carrier must also inform the NIEA, and seek advice from the consignor as to what to do next.

A register must be kept of all consignments as well as records by all producers, holders and consignors of waste. In addition, anyone who deposits hazardous waste through storage or disposal must record the location and identify the waste within 24 hours. Records must also be kept of hazardous waste recovered or received by treatment facilities and transfer stations.

5.10 Consolidated European Reporting System (CERS 3)

Waste Information

The reporting requirement for waste information comes from the Port Waste Facilities Directive 2000/59/EC (outlined at 5.1 above). This reporting requirement affects all vessels.

The obligation is currently fulfilled by completion of the Waste Declaration form. This is being phased out and this information should now be reported through CERS using the CERS Workbook.

The CERS Workbook

The CERS Workbook has been designed as an Excel Spreadsheet and contains individual tabs for each reporting area required. The Workbook replaces the existing forms used for reporting waste information (previously the Waste Declaration Form). Information in the Workbook should be familiar to users. The fields in the tabs match those used when information was reported separately using Waste Forms. The benefits of this approach are that all the information is submitted in one document, and it can be retained on board and amended for submission to the next port of call without having to complete a whole new form.

It is important to note that the reporting requirements have not changed. The method of reporting has changed to streamline the process and avoid duplication of reporting where possible.

A summary of the reporting process

Whenever a vessel enters a UK port it must complete the relevant parts of the CERS Workbook and submit it to the Port Authority for upload into CERS. This enables the UK to fulfil its mandatory reporting obligations and also facilitates the pre-arrival process when entering a UK port. It can also be submitted by copy to any other interested parties that require waste information for their own purposes.

If you do not complete this information and submit it to Belfast Harbour you will be in breach of your reporting obligations and the MCA may consider taking enforcement action.

6. Waste Management

6.1 General

The waste handling process consists of a number of links. Successful transfer of waste from vessel to final disposal site depends upon effective communication between each link in the waste management chain.

The Compliance Manager, Belfast Harbour is responsible for the implementation of the Port Waste Management Plan.

6.2 Vessels

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

- **Waste notification** – (via CERS 3) Information to be notified before entry into the Port of Belfast, under regulation 11 of the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Amendment Regulations SI 2016/1211 and Article 6 of Directive 200/59/EC. Reporting requirements are outlined at Annex E
- **Reporting alleged inadequacies** – To be completed if the Master of a ship has encountered difficulties in discharging waste to reception facilities and forwarded, together with supporting documentation, to the MCA.

6.3 Shipping Agents

Shipping agents act on behalf of vessels, and their participation is essential in the passage of information and arrangements for the disposal of waste. Ships agents are responsible for providing the vessels that they represent, with copies of the relevant sections of the Port Waste Management Plan and ensuring that correct procedures are followed, including the completion of relevant forms and input of required data to the Belfast Port Management Information Systems (PMIS).

The ships notification of waste is supplied to the agent 24 hours prior to arrival. The agent then notifies the Port Operations Centre of the waste to be removed. Port Operations check the requirements and either sanctions the ship to enter the Port of Belfast or not. If not, the ship is reported to the Maritime and Coastguard Agency by Port Operations for non-compliance with compulsory discharge provisions without an exemption.

6.4 Port Operations

The Port Operations centre is responsible for recording the information contained on the waste notification declaration for monitoring purposes. This data is also used to define the ships requirements which will fall into one of the categories below:

- 1) No waste (and that is permissible);
- 2) Waste within the quantity covered by the standard fee;
- 3) An exceptional amount of waste warranting a special fee for additional discharge.

Port Operations complete and record the waste transfer documentation within the Port Management Information System (PMIS).

6.5 Duty of Care

Waste poses a threat to the environment and to human health and safety if it is not managed properly and recovered or disposed of safely. The duty of care is designed to be a self-regulating system that is based on good business practice. It places a duty on anyone who in any way has a 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 waste reception facility. If the waste reception facilities are found to be inadequate or full, this must be reported to the Port Operations Centre. Ports must comply with a 'duty of care'. This duty applies to anyone who is the 'holder' of controlled wastes who must take all reasonable 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 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 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 ensure that it is accompanied by a written description of the waste.

7.0 Waste Reception Facilities at the Port of Belfast

7.1 The Need for Waste Reception Facilities

Belfast Harbour assess the need for waste reception facilities and notify the MCA accordingly. Detailed information on types and quantities of waste to be discharged is collected by Port Operations as part of the information required as a condition for entry and supplied on a periodic basis to the MCA. Refusal to comply by any vessel will also be notified to the MCA.

Belfast Harbour and the licensed waste contractors approved by Belfast Harbour Commissioners have maintained detailed information on waste discharged by vessels since the introduction of the 2003 Regulations. A summary of the previous 5 years is shown below:

Belfast Harbour – Breakdown of Port Waste by Category and Year (Tonnes)						
Category	EWC Code	2012	2013	2014	2015	2016
Category 1 (Galley) Waste	20.01.38	127	130	235	231	222
Paper and Cardboard packaging	15.01.01	249	240	132	442	441
Paper & Cardboard	20.01.01	0	5	1	24	3
Wooden Packaging	15.01.03	11	51	85	81	160
Other Wood	17.02.01	159	111	165	131	185
Soil and Stones	17.05.04	15	44	23	25	19
Construction & Demolition	17.09.04	4	0	11	33	13
Meal/ Grain	02.03.04	247	283	312	270	354
Mixed Waste	20.03.01	19	17	28	11	1
Ash	19.01.12	9	9	8	41	9
Glass	19.12.05	3	5	0	0	0
Scrap		3	1	0	2	0
Hazardous		7	3	2	1	3
Total		853	899	1002	1292	1410

The waste transfer documentation is available from 2012 onwards to support the above figures.

It is the responsibility of the waste contractor to retain for two years (for inspection by the NIEA) the Duty of Care: Controlled Waste Transfer Note (Waste and Contaminated Land (NI) Order 1997 (Article 5)).

Belfast Harbour Commissioners raise a Waste Transfer Note (Season Ticket) annually, an example is attached at Annex I.

7.2 Description of Waste Reception Facilities

A maximum of 26 open skips for ships waste (coloured yellow) are provided at the locations shown on the plan at Annex C as and when required.

A maximum of 26 closed skips for galley/international catering waste (coloured blue) are provided at the locations shown on the plan at Annex C as and when required.

A maximum of 7 roll on/roll off waste cargo skips (coloured green) are provided as and when required at the locations shown on the plan at Annex C.

Regard has been paid to the Landfill Directive and the Waste Electrical and Electronic Equipment Directive. Emphasis is placed in the Information to Users on the segregation of hazardous waste such as oily rags, batteries and paint tins, and also of recyclable materials including fluorescent tubes, where appropriate.

System capacity currently exceeds the demand. If demand exceeds capacity additional skips and collections will be provided.

7.3 List of prescribed wastes normally dealt with

There are several types of waste that can be dealt with at Belfast Harbour. All Category 1 waste disposed of at Belfast is removed in lidded, leak proof skips. It is the responsibility of the vessel to inform the Port in advance of the waste that is to be removed from the vessel so that appropriate facilities can be provided.

General Waste: is classed as any waste that is inert and can be taken to a landfill site. This waste **MUST NOT** contain any 'Hazardous' or 'Category 1 Catering Waste'.

Recyclable Waste: Recyclable material is waste that has been generated by a vessel during their normal operations which is of such a nature that it is capable of being processed to produce a useable raw material or product. At the time of writing the Port currently operates recycling facilities for Glass, Scrap Metal, Wood, paper and cardboard. All of the above wastes must not contain any 'Category 1 Catering Waste' or 'Hazardous Waste'.

Glass: Must be bagged up and clearly labelled.

Scrap Metal: Must be clean and contain no oil or hazardous substances.

Wood: When possible, wood will be stored to one side and collected for recycling, otherwise it will be collected in the same manner as general waste.

Paper: This must be clean, dry, bagged and clearly labelled.

Plastic and Cardboard: Should be segregated and where possible compacted and baled.

Galley (category 1) Waste: Is defined as any food waste or its packaging, such as tins, cardboard, glass jars, egg and milk cartons etc. This waste will be removed and disposed of to landfill. Galley waste must be deposited in the blue covered skips provided and clearly identified for this purpose.

Meal: Animal feed stuffs such as grain that is biodegradable should be placed in the appropriate cargo skips (green). Meal will be composted or used to supply energy from waste.

Hazardous Waste: Hazardous waste is all waste that has been generated by a vessel and is toxic, harmful, corrosive, irritant or carcinogenic and is contained in Schedule 2 of the Hazardous Waste Regulations. Prescribed substances likely to be found in Ports include: oils, emulsions, sludge, paints, solvents, cleaning substances, battery acid, fluorescent tubes etc. Hazardous Waste disposal requirements must be notified in advance and arrangements made with the ships agent to ensure legally compliant removal by an authorised Waste Management Company.

Waste Electronic Equipment (WEEE): should be segregated from other wastes and will be disposed of in accordance with current regulations through an approved waste processor.

7.4 Location and ease of use

Belfast Harbour considers that it has addressed the issue of location and ease of use of facilities by operating a system based on designated collection areas within the jurisdiction. The operation of this system is described in detail within the procedures in this plan supported by a diagrammatic plan displaying the waste reception facilities available at Annex C.

7.5 Procedure for collection of waste

The procedures for discharging waste are laid out in the Belfast Harbour & Vessel Information Guide issued to ships agents and available to mariners on the Belfast Harbour website (www.belfast-harbour.co.uk). A Copy of the Vessel Information Guide is attached at Annex D.

Belfast Harbours Commissioners approved and licensed waste contractor supplies 1 colour coded (blue) rear end loading skip fitted with plastic lids and steel back doors for galley waste and 1 colour coded (yellow) open top skip for general waste at 26 separate locations as and when required as shown on the plan at Annex C. These skips are checked daily and removed as required, but no less than weekly.

Hazardous wastes including tyres, fridge freezers, oily water, paint and other substances must not be disposed of in the skips provided for galley, general waste or cargo residues or left on the quayside without permission from Port Operations. Arrangements for legally compliant disposal must be made with the Ships Agent.

Daily inspection of the system by the contractor and periodic audits by Belfast Harbour Commissioners act as a deterrent to unauthorised use.

Belfast Harbour require that its appointed waste contractor has an environmental policy for the reuse and recycling of such products so far as is reasonably practical. This includes the segregation of general ships' waste other than galley waste so that metals, wood, paper/cardboard, glass, plastics, waste electronic equipment and batteries are all capable of being recycled and reused. The Port expects in excess of 85% of general waste to be re-used, recycled or otherwise diverted from landfill.

7.6 Special Provisions

Special provisions apply for cargo generated waste which can be recycled. The categories comprise dunnage, steel banding and plastics. The dunnage is checked by the Department of Agriculture, Environment & Rural Affairs to ensure that it is fit for such recycling and reuse. There is separate provision on the general user quays for the disposal of cargo waste.

Currently significant quantities of oily wastes and other hazardous wastes are collected under individual arrangements made by the agent with a licensed contractor on behalf of the vessel. Ships Agents shall ensure that notification of the type and quantities of all such transfers are supplied to the Port Operations Centre for onward submission to the Maritime and Coastguard Agency. Only authorised waste carriers shall transport such hazardous waste to authorised and licenced waste management companies for processing. See Annex F for a current list of authorised waste management companies.

7.7 Cruise Vessels

Cruise Vessels entering the Port of Belfast are required to segregate waste and are then provided with the appropriate number of receptacles/skips via the contractor for disposal in accordance with the Port Waste Management procedures. The waste transfer requirements of each cruise visit are assessed and charged individually in accordance with the prevailing rates agreed with Cruise Lines and Shipping Agents.

7.8 Royal Navy

Royal Navy vessels are exempt from the legislation and are not subject to waste charges.

7.9 Providing Information to Users

Belfast Harbour notifies shipping agents and vessels of the Waste Management plan and procedures via a leaflet (Belfast Harbour – Vessel Information Guide) that provides information to users. The information is also available on the Belfast Harbour website www.belfast-harbour.co.uk. The Vessel Information Guide is included within this plan (Annex D) and an example of the guide has been filed with the Maritime and Coastguard Agency. Agents understand their responsibility to distribute the leaflet having been notified and confirmed in writing. The data collection sheet completed by the ships agent and the Port Operations Centre shows how details of waste to be discharged are notified so that correct disposal routes and charging mechanisms can be implemented prior to arrival .

7.10 Legal Responsibilities and Liabilities

The Department for Agriculture, Environment and Rural Affairs (DAERA) has authorised the landing of waste at Belfast Harbour and its removal by Belfast Harbours' approved and licensed waste contractor.

Belfast Harbour Commissioners approved and licensed waste contractor is registered by the Department for Infrastructure (DFI) as a holder of a Goods Vehicle Operators Licence for national and international operations, holds a Waste Carriers Licence and has a Certificate of Registration issued by the DAERA and the NIEA under the Waste and Contaminated Land (NI) Order 1997. Waste is only transferred to waste transfer or final disposal sites that are authorised and licensed by the NIEA.

7.11 Charges and a description of the charging system

Port charges for ship generated waste

Belfast Harbour Commissioners are required by law as a Port Authority to levy a compulsory ship generated waste charge under the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003.

NOTES

These Regulations do not apply to:

(a) Any warship, naval auxiliary or other ship owned or operated by a State and used, for the time being, only on government non-commercial service

Belfast Harbour Port Waste Management Plan

- (b) Fishing vessels
- (c) Recreational craft authorised to carry, or designed to carry, no more than 12 passengers.
- (d) Vessels which provide evidence of a valid waste exemption certificate and are exempt from paying this charge.

Non trading vessels and Cruise Ships are price on application.

The charge covers (i) Galley Waste and (ii) Garbage. Other categories of waste i.e hazardous waste, as noted on the Waste Declaration should be handled by Approved Contractors appointed by the Ships Agent, who will deal with the Contractor's costs.

Charging Basis:

Charges are based on Gross Tonnage, ascertained in accordance with the requirements of the International Convention on Tonnage Measurement of Ships 1969. The charging regime for 2017 is shown in the table below. Prevailing rates are displayed in the current Schedule of Charges published on the Belfast Harbour Website annually (www.belfast-harbour.co.uk).

GT From	-	GT To	Charge per arrival
0	-	500	£42.99
501	-	1,000	£51.58
1,001	-	2,000	£60.17
2,001	-	3,000	£77.36
3,001	-	4,000	£94.52
4,001	-	5,000	£111.75
5,001	-	10,000	£163.30
10,001	-	20,000	£206.29
Exceeding 20,000	-	-	£240.66

7.12 Vessel Notifications

Details of the pre arrival details to be submitted via the ships agents (in accordance with CERS 3) can be found at Annex E. The notification information will be retained for 3 years by the Port Operations Centre.

Note: with effect from 1st April 2017 pre- arrival details shall be submitted via the CERS3 workbook.

7.13 Exemptions

A list of vessels that have applied for and have been granted exemptions by the Maritime and Coastguard Agency from the requirements to notify, deliver and pay a mandatory charge for ship generated waste at the Port of Belfast is attached at Annex H.

Copies of exemption certificates are recorded on the Belfast Harbour Port Management Information System (PMIS)

7.14 Reporting system for inadequacies

If a vessel entering the Port of Belfast is dissatisfied with the waste disposal facilities available, they should contact the Harbour Master who will investigate the issue in conjunction with the Compliance Department. Complaints may be made by the agent and will be investigated immediately. This does not affect the right of the Master to complain directly to the MCA Inadequacies Branch.

Belfast Harbour Commissioners may contact the MCA if they consider that a vessel is not complying with the prevailing regulations with regards to notification and waste disposal.

8.0 Monitoring and Review of the Plan

The implementation of this plan will be monitored and reviewed in accordance with Belfast Harbour Commissioners Procedure for Monitoring and Measurement of Health, Safety and Environmental Performance (HSE-CP-04) which is available on request.

This plan may be modified to take into account new port developments that will have an impact on shipping and associated waste reception requirements.

Belfast Harbour will endeavour to satisfy itself that ships' waste reception facilities are appropriate, affordable, accessible and monitored for continuing effectiveness. Policies and procedures will be reviewed periodically in order to ensure that the Port continues to meet the requirements of legislation and customer requirements for port waste management services.

Annex A

Belfast Harbour

Health and Safety Policy Statement

Belfast Harbour recognises that good Health and Safety management systems and performance are fundamental to our business.

We consider it a priority to reduce the health and safety risks to our employees and other stakeholders to a level as low as reasonably practical.

In order to achieve this we will:

- Comply with all applicable Health and Safety legislation, regulations, Approved Codes of Practice, recognised standards and conform to other requirements to which we subscribe including:
 - OHSAS 18001
 - The Port Marine Safety Code
 - The HSE Approved Code of Practice for Working in Docks
- Endeavour to prevent injury and ill health.
- Systematically identify and assess Health and Safety risks associated with our activities.
- Set measurable Health and Safety objectives and targets supported by a management programme that reviews effectiveness and evaluates compliance.
- Mitigate and control identified risks in order to conduct our activities safely.
- Develop, maintain, communicate and test emergency plans and procedures.
- Involve and consult employees and other interested parties on Health, and Safety issues as appropriate.
- Ensure that employees are competent to carry out their work and understand the impact their actions and behaviour may have for the health and safety of themselves and others.
- Provide our employees (and where appropriate customers, contractors and suppliers) with adequate information, training and supervision to enable them to understand and discharge their responsibilities for compliance with this policy.
- Communicate this policy to all persons working for and on behalf of Belfast Harbour Commissioners and make this policy available to the Public and other interested parties.
- Strive to achieve continual improvement to our Health and Safety performance and systems.

This Policy Statement is periodically reviewed by senior management to ensure that it remains relevant and appropriate to the scope of activities conducted by Belfast Harbour.



Roy Adair, CBE
Chief Executive Officer

HSE Policy Statement 01a v6 - November 2016

Annex B

Belfast Harbour

Environmental Policy Statement

Belfast Harbour recognises that effective environmental management systems and performance are fundamental to our business.

We consider it a priority to reduce the risks to our environment to a level as low as reasonably practical, to prevent pollution and to minimise the environmental impact of our activities, in order to achieve this we will:

- Comply with all applicable legislation, regulations, codes of practice and other requirements to which we subscribe including the:
 - Principles of sustainable development
 - ISO 14001:2015 Environmental Management Systems
 - European Sea Ports Organisation (ESPO) Green Guide
 - Port Marine Safety Code
 - Protection of Biodiversity consistent with our duties as a Harbour Authority
- Systematically identify and assess environmental risks associated with our activities.
- Set measurable environmental objectives and targets supported by a management programme that measures and monitors performance, reviews effectiveness and evaluates compliance.
- Mitigate and control identified risks in order to manage our activities in an environmentally responsible manner.
- Develop, maintain and test emergency response plans and procedures.
- Involve and consult interested parties on environmental issues where appropriate.
- Ensure that employees and others working on our behalf are competent to carry out their work and understand the impact their actions and behaviour may have on the environment.
- Provide our employees (and where appropriate; customers, contractors and suppliers) with adequate information, training and supervision to enable them to understand and discharge their responsibilities for compliance with this policy.
- Communicate this policy to all persons working for or on behalf of Belfast Harbour Commissioners and make this policy available to the public.
- Strive to achieve continual improvement in our environmental management systems and performance.

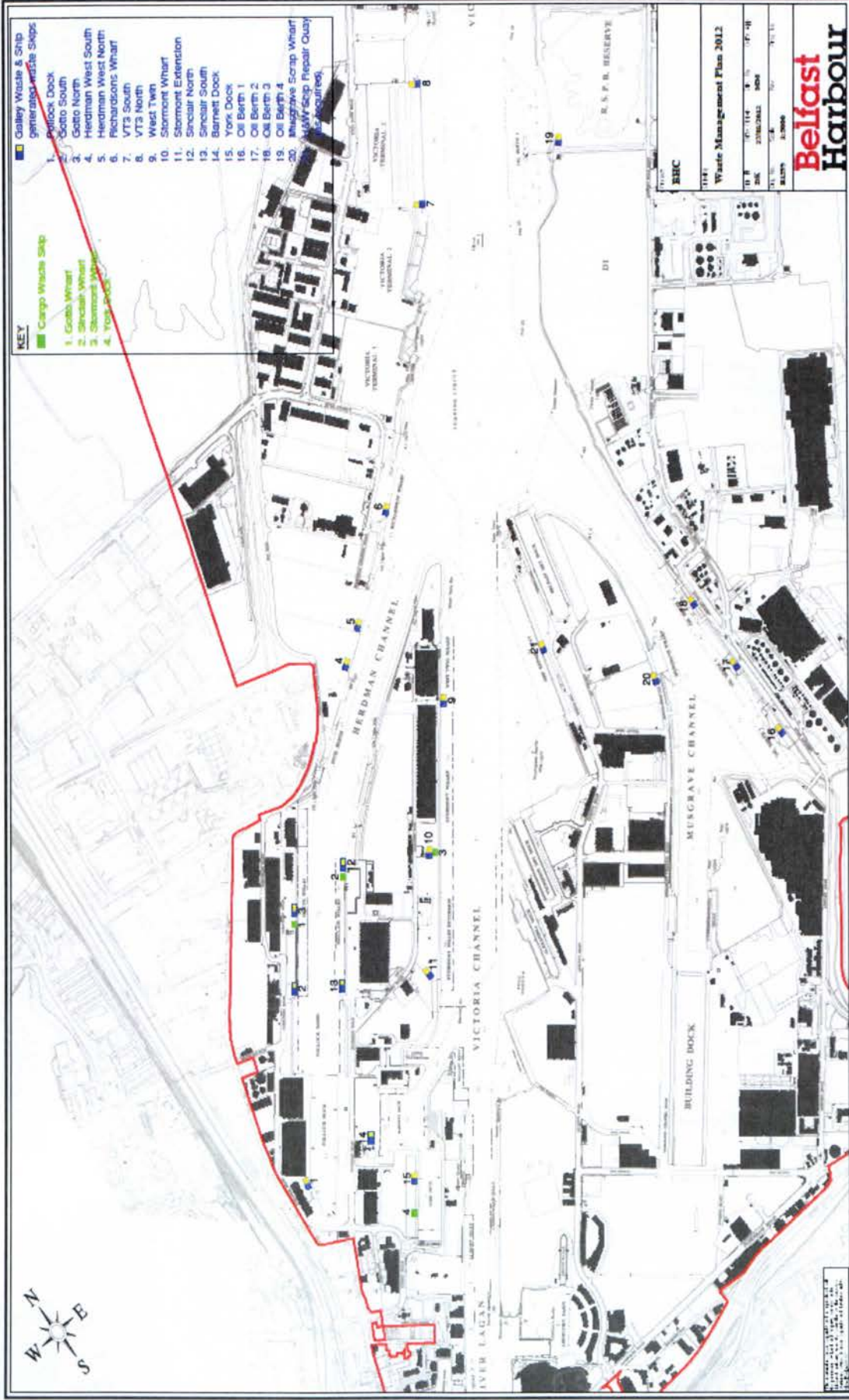
This Policy Statement is periodically reviewed by senior management to ensure that it remains relevant and appropriate to the scope of activities conducted by Belfast Harbour.



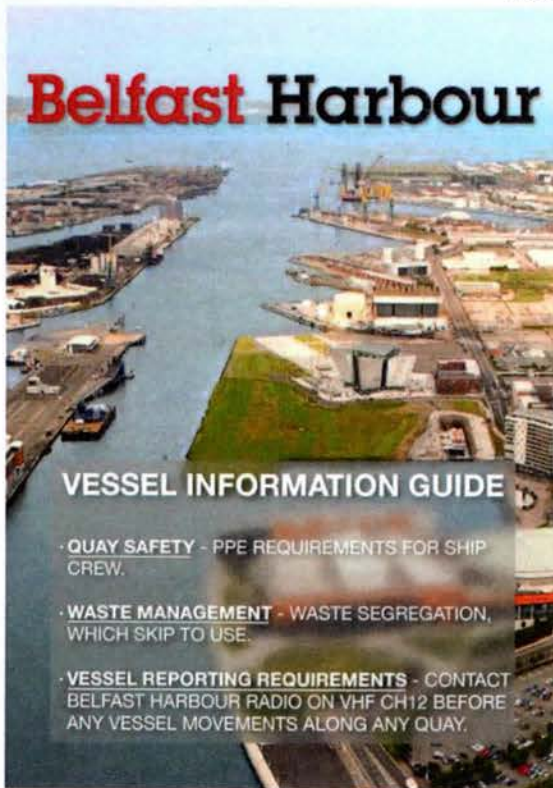
Roy Adair, CBE
Chief Executive Officer

HSE Policy Statement 01b v7 – January 2017

Annex C - Belfast Harbour Port Waste Reception Facilities



Annex D



VESSELS SHIFTING OR MOVING WITHIN BELFAST HARBOUR

Any vessel intending to move or shift berth within Belfast Harbour is required to ask traffic clearance from Belfast VTS on VHF CH12. This includes any movement from one berth to another and any change of mooring line position. Vessels engaged are to be available for all shift movements.

MAINTENANCE OF MOORINGS

A tide range of up to 3.5m may be encountered in Belfast Harbour, moorings will need to be adjusted whilst the vessel is alongside. Vessels should have adequate and secure moorings at all times.

NOTICE TO MARINERS

Current Notice To Mariners are available on Belfast Harbour's website:
www.belfast-harbour.co.uk/port/navigation-storage/notice-to-mariners

REPORTING OF INCIDENTS, DAMAGE OR POTENTIAL RISKS

Masters are required to report immediately any incident, damage or potential risks to the Harbour Master on Belfast Harbour Radio VHF CH12 or by telephone (3296) 553504. A written report is to be provided to the Harbour Master.

CONTACT INFORMATION

Port Operations - Tel: (0) 2890 553504 or
Email: operations@belfast-harbour.co.uk

VTS - Tel: (0) 2890 553504
Email: portcontroller@belfast-harbour.co.uk
Belfast Harbour Radio : VHF CH12

EMERGENCY CONTACT INFORMATION

Belfast Harbour Radio - VHF CH12 or TEL: (0) 2890 553504
Marine Coastguard Agency - VHF CH16 or TEL: (0) 2091 463933
Belfast Harbour Police - TEL: (0) 2890 553000
Harbour Masters Office - TEL: (0) 2890 553504
Northern Ireland Fire & Rescue Service - TEL: 999
Northern Ireland Ambulance Service - TEL: 999
Police Service of Northern Ireland - TEL: 999

2/04/17

Belfast Harbour
SHIP CREW REQUIREMENTS



HI-VIS VESTS MUST BE WORN ON OPERATIONAL QUAYS



HARD HATS MUST BE WORN ON OPERATIONAL QUAYS



LIFE JACKETS MUST BE WORN WITHIN 2m OF THE QUAY EDGE OR WHEN CROSSING THE RED LINE



SAFETY BOOTS MUST BE WORN ON OPERATIONAL QUAYS



DANGER!
OVERHEAD CRANE OPERATIONS



DANGER!
HEAVY PLANT MACHINERY AND FORKLIFT OPERATIONS

IF SHIPS CREW ARE GOING ASHORE, THE SAFEST AND SHORTEST ROUTE FROM THE VESSEL TO THE ROADWAY SHOULD BE USED

Belfast Harbour
WASTE SEGREGATION



GALLEY WASTE

BLUE SKIPS ARE FOR GALLEY WASTE WHICH WILL INCLUDE CATERING AND FOOD WASTE



SHIPS GARBAGE

YELLOW SKIPS ARE FOR SHIPS GARBAGE WHICH WILL INCLUDE PLASTICS, CARDBOARD



CARGO WASTE

GREEN SKIPS ARE FOR CARGO WASTE ONLY. THESE ARE TO BE USED BY THE STEVEDORE FOR CLEANING OPERATIONS. THIS SHOULD NOT BE USED BY VESSELS



WASTE OILS / CHEMICALS

WASTE OILS AND CHEMICALS MUST BE DISPOSED OF SAFELY. CONTACT YOUR SHIPPING AGENT TO ARRANGE THIS

ANY EXTRA COSTS DUE TO WASTE CONTAMINATION AS A RESULT OF IMPROPER WASTE SEGREGATION WILL BE CHARGED TO THE VESSEL

Belfast Harbour
Port Waste Management Plan



Annex F

Approved Waste Contractors	Address	WML No.	Contact No.	Email
Enva	The Old Mill Drumaness Ballynahinch, BT24 8LS	WML 09/27 LN/12/13 (Carryduff)	028 9756 1574	sales@envani.com
Ocean Support Services	Unit HG7 Howard Building Twin Spires Centre 155 Northumberland Street Belfast, BT13 2JF	ROC UT 3101	028 9023 7999	info@oceansupport.co.uk
AMI (Asset Management Ireland) Ltd	Unit 1 Mallusk View Central Park Industrial Estate Newtownabbey BT36 4FR	WML 23/25 LN/09/100	028 9084 4400	info@amiltd.ie
Irish Waste Services Ltd	116 - 120 Duncrue Street Belfast Co Antrim, BT3 9AR	WML 07/32 LN/08/06/M/ V2	028 9081 0000	
Progress Energy (NI)	33 Greenogue Road Dromore BT25 1RG	WML 06/26 LN/14/07	028 9269 2335	
Young Excavators Services Ltd	3 – 5 Tornaroy Road Hannahstown Belfast BT17 0ND	WML 07/45	028 90301392	transportservices2011@hotmail.co.uk
Greenacres Composting	102/104 Moira Road Crumlin Co. Antrim BT29 4HG	WML 01/22	028 9445 9409	
RTD Crawfords	20 Northern Road Belfast BT3 9AI	WML 07/42	028 9035 1119	info@rtdcrawford.com
Mullaghlass Landfill	26 Mullaghglass Road Lisburn BT28 2TG	P0090/05A		
Huhtamaki (Lisburn) Ltd	66 Ravarnett Road Lisburn BT27 5NB	WMEX 19/05	028 3832 7711	
SITA (Northern Ireland) Limited	105 Limestone Road Belfast BT15 3AB	LN/09/77	028 9035 2256	
River Ridge Recycling	91 Moy Road Portadown Craigavon, BT62 1QW	WML 30/01 LN/15/17	028 3835 3555	info@riverridgerecycling.com
Ulster Supported Employment and Learning (USEL)	182 – 188 Cambrai Street Belfast BT13 3JH	WML 31/08 LN/16/36	028 9035 6600	info@usel.co.uk

Please note this list is not exhaustive and other NIEA approved waste contractors may be used when necessary.

Annex G

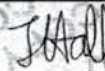
**CERTIFICATE OF REGISTRATION UNDER THE WASTE AND CONTAMINATED LAND
(NORTHERN IRELAND) ORDER 1997 (as amended)**

Name: THE DEPARTMENT OF THE ENVIRONMENT
NORTHERN IRELAND ENVIRONMENT AGENCY
Address: LICENSING SECTION
1ST FLOOR, KLONDYKE BUILDING
CROMAC AVENUE
GASWORKS BUSINESS PARK
BELFAST BT7 2JA
Tel: (028) 9056 9360 / (028) 9056 9358 Fax: (028) 9056 9376

The following information is hereby certified by the Department of the Environment to be information which at the date of this certificate* is entered in the register which it maintains under Regulation 3 of the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations (Northern Ireland) 1999

Name of Registered Carrier: Mr. David Knott
Registration Number: ROC UT 3528 Carrier
Business name (if any): Belfast Harbour Commissioners
Address of Registered carrier's principal place of business: Harbour Office
Corporation Square
Belfast
BT1 3AL
Tel: 02890 553007
Fax: 02890 553020
Date of registration: 29/10/2015
Date on which registration expires:** 29/10/2018
Date on which last amendment (if Any) was made to the carrier's entry in the register:

Signature of Authorised Officer
Of the Department of the Environment



Date: 23/10/2015

[See over]



An Agency within the Department of the
Environment
www.niea.gov.uk



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IN PEOPLE**

NIEA
www.ni-environment.gov.uk

Northern Ireland
**Environment
Agency**

Annex H


Vessels exemptions

The following Vessels have been granted exemptions from the requirements to notify, deliver and pay a mandatory charge for ship generated waste at Belfast harbour. Where appropriate, copies of exemption certificates are retained within the Port Management Information System (PMIS) by Port Operations.

Vessel Name	IMO
AQUASURVEYOR	99920066
AYTON CROSS	9206956
BARGE RED SQUIRREL	99920063
BARGE SB 5018	99920059
BEN-MY-CHREE	9170705
CMS WARRIOR	9765184
CORYSTES	8501517
DILLON OWEN	9456654
DINGENIS JAN	8887260
FLYING DUTCHMAN	8434312
GRANUAILE	9192947
HAVILAH	9193771
LOUGH FOYLE	7823310
MANANNAN	9176072
MASTERMAN	9569023
MERCHANTMAN	9433523
MICHAEL FRANCIS	99920055
RACHEL JAY	9040675
RONA	9327712
STAVROS S. NIARCHOS	9222314
STEFANIE-M	9334337
STENA HIBERNIA	9121637
STENA HORIZON	9332559
STENA LAGAN	9329849
STENA MERSEY	9329851
STENA PERFORMER	9506227
STENA PRECISION	9506239
STENA SUPERFAST VII	9198941
STENA SUPERFAST VIII	9198953
STENA SUPERFAST X	9211511
SVITZER SURREY	9019468
SVITZER SUSSEX	9019470
TUG SAMSON	99920065

Please note that vessel exemptions may change during the course of this plan. A current list is retained by Port Operations.

Annex I

Waste Transfer Note		Belfast Harbour
Season Ticket		
Section A – Description of the Waste		
Description of the waste being transferred	How is the waste contained?	
Paper & Cardboard Packaging	4yd Skip	
Wood/ Wooden Packaging	6yd Skip	
Soil & Stone	Lockable and covered 6yd Skip	
Meal	Lockable and covered 12yd Skip	
Galley Waste	12yd Skip	
Glass	30yd Roll on Skip	
Ash	40yd Roll on Skip	
scrap		
Mixed municipal		
Plastic Packaging		
List of Waste Regulation Codes (EWC)	1500 tonnes	
150101/ 150103 / 170201/ 170504/ 020304 200138/ 200301/150107/200140/190112/150102		
Section B – Current holder of the waste – Waste Producer (transferor)		
By signing Section E I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulation 17 of the Waste Regulations (NI) 2011		
Company Name	SIC Code	
Belfast Harbour Commissioners	52241	
Company Address		
Belfast Harbour Estate		
Section C – Waste Collection – (Transferee)		
Company Name	Waste Carrier Registration Number	
PJ Skips	ROC 099	
Address		
3 – 5 Tornaroy Road, Hannahstown, Belfast, BT17 OND		
Section D – Waste Destination – Site Details		
Company Name	WML No.	
Young Excavators Services Ltd 3 – 5 Tornaroy Road, Hannahstown, Belfast, BT17 OND	WML 07/45	
Greenacres Composting 102/104 Moira Road, Crumlin, County Antrim BT29 4HG	WML 01/22	
RTD Crawfords 20 Northern Rd, Belfast BT3 9AL	WML 07/42	
Mullaghlass Landfill 26 Mullaghglass Road, Lisburn BT28 2TG	P0090/05A	
Huhtamaki (Lisburn) Ltd 66 Ravarnett Road, Lisburn, BT27 5NB	WMEX 19/05	
SITA (Northern Ireland) Limited 105 Limestone Road, Belfast, BT15 3AB	LN/09/77	
T-MET Trench Road, Newtownabbey, BT36 4TY		
Section E		
Transferor's Signature	Carriers Signature	Date of Transfer (s)
	<i>E YORONG</i>	From :01.01.17 To: 31.12.17