



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° POL 010 Rev. 1

PORT RECEPTION FACILITIES

REPORTING INADEQUACIES, NOTIFICATION AND DELIVERY RECEIPTS

**TO: RECOGNIZED ORGANIZATIONS, SHIPOWNERS,
SHIPS' OPERATORS AND MANAGERS, MASTERS**

APPLICABLE TO: ALL VESSELS
EFFECTIVE AS FROM: DATE OF THIS CIRCULAR

4th December 2013

Under current International Maritime Organization (IMO) guidelines, a report highlighting the specific deficiencies should be forwarded to the Flag Administration when a ship's Master encounters inadequate or non-existent port reception facilities. If possible, this Report should also be sent to the concerned Port State Authorities.

Revised consolidated format for reporting alleged inadequacies of port reception facilities

When Masters of St Vincent and The Grenadines vessels encounter inadequacies of port reception facilities, they should use the revised consolidated format as indicated in annex to MEPC.1/Circ.469/Rev.2 to report them to this Administration and to the Authorities of the concerned port State if possible.

Standard format for the advance notification form for waste delivery to port reception facilities

Masters are encouraged to forward the advance notification form for waste delivery, as indicated in annex to MEPC.1/Circ.644/Rev.1, to the designated authority at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours.

The Advance Notification Form should be retained onboard the vessel along with the appropriate Oil Record Book, Cargo Record Book or Garbage Record Book.

Standard format for the waste delivery receipt following a ship's use of port reception facilities

The designated representative of the port reception facility provider should provide the waste delivery receipt form, as indicated in annex to MEPC.1/Circ.645/Rev.1 to the ship's Master who has just delivered the waste. The Waste Delivery Receipt Form should be retained on board the vessel along with the appropriate Oil Record Book, Cargo Record Book or Garbage Record Book.

Managing Companies/Ship Operators should include provisions of the IMO Circulars MEPC.1/Circ.469/Rev.2, MEPC.1/Circ.644/Rev.1 and MEPC.1/Circ.645/Rev.1 in their procedures for shipboard operations as required under Clause 7 of the ISM Code.

Annex to this circular:

MEPC.1/Circ.469/Rev.2,
MEPC.1/Circ.644/Rev.1
MEPC.1/Circ.645/Rev.1

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MEPC.1/Circ.469/Rev.2
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REVISED CONSOLIDATED FORMAT FOR REPORTING ALLEGED INADEQUACIES OF PORT RECEPTION FACILITIES

1 The ability of ships to comply with the discharge requirements of MARPOL depends largely upon the availability of adequate port reception facilities, especially within Special Areas. The lack of reception facilities in many ports worldwide poses a serious threat of pollution to the marine environment.

2 In accordance with MARPOL, the Government of each Party:

- .1 undertakes to ensure that reception facilities are adequate to meet the needs of the ships using them without causing undue delay to the ships; and
- .2 shall notify the Organization, for transmission to the Parties concerned, of all cases where the facilities are alleged to be inadequate.

3 Since the possibility for improving reception facilities is dependent, at least partly, on the receipt of adequate information about alleged inadequacies and in order to provide a standard format for the related communication process, the Marine Environment Protection Committee (MEPC), at its twenty-sixth session (September 1988), approved by means of MEPC/Circ.215, the consolidated format for reporting alleged inadequacies of port reception facilities for oily wastes (MARPOL Annex I), noxious liquid substances (MARPOL Annex II) and garbage (MARPOL Annex V). This format was subsequently revised by MEPC 42 (November 1998) to make it more user-friendly and circulated by means of MEPC/Circ.349.

4 The Marine Environment Protection Committee, at its fifty-third session (July 2005), having considered the recommendation made by the Sub-Committee on Flag State Implementation, at its thirteenth session, approved the revised consolidated format for reporting alleged inadequacies of port reception facilities, set out in the annex, to include reference to sewage (MARPOL Annex IV), ozone-depleting substances and exhaust gas-cleaning system residues (MARPOL Annex VI), which was circulated by means of MEPC/Circ.469.

5 The Marine Environment Protection Committee, at its fifty-sixth session (July 2007), agreed to the recommendation made by the Sub-Committee on Flag State Implementation, at its fifteenth session, to reissue MEPC/Circ.469 by means of MEPC.1/Circ.469/Rev.1 containing the necessary consequential amendments following the entry into force of the

revised MARPOL Annex II on 1 January 2007 and the introduction of the new NLS categories X, Y and Z.

6 At its sixty-fifth session (May 2013), the Marine Environment Protection Committee agreed to the recommendation made by the Sub-Committee on Flag State Implementation, at its twenty-first session, to reissue MEPC.1/Circ.469/Rev.1 by means of MEPC.1/Circ.469/Rev.2 containing the necessary consequential amendments following the entry into force of the revised MARPOL Annex V on 1 January 2013.

7 Flag States are requested to:

- .1 distribute the revised format to ships and urge Masters to use this format to report alleged inadequacies of port reception facilities to the Administration of the flag State and, if possible, to the Authorities of the port State;
- .2 notify IMO, for transmission to the Parties concerned, of any case where facilities are alleged to be inadequate; and
- .3 inform the port State of the alleged inadequacies.

Notification should be made as soon as possible following the completion of the alleged inadequacies reporting format and should include a copy of the Master's report, together with any supporting documentation.

8 Port States should ensure the provision of proper arrangements to consider and respond appropriately and effectively to reports of inadequacies, informing IMO and the reporting flag State of the outcome of their investigation.

9 Shipping companies should be encouraged to include the provisions of this circular in their procedures for shipboard operations required under section 7 of the ISM Code.

10 Member Governments are invited to bring this circular to the attention of all Parties concerned.

11 This circular supersedes MEPC.1/Circ.469/Rev.1.

ANNEX

**REVISED CONSOLIDATED FORMAT FOR REPORTING ALLEGED INADEQUACIES OF
PORT RECEPTION FACILITIES¹**

The master of a ship having encountered difficulties in discharging waste to reception facilities should forward the information below, together with any supporting documentation, to the Administration of the flag State and, if possible, to the competent Authorities in the port State. The flag State shall notify IMO and the port State of the occurrence. The port State should consider the report and respond appropriately informing IMO and the reporting flag State of the outcome of its investigation.

1 SHIP'S PARTICULARS

- 1.1 Name of ship: _____
- 1.2 Owner or operator: _____
- 1.3 Distinctive number or letters: _____
- 1.4 IMO Number²: _____
- 1.5 Gross tonnage: _____
- 1.6 Port of registry: _____
- 1.7 Flag State³: _____
- 1.8 Type of ship:
- | | | |
|---|--|--|
| ☐ Oil tanker | ☐ Chemical tanker | ☐ Bulk carrier |
| ☐ Other cargo ship | ☐ Passenger ship | ☐ Other (specify) _____ |

2 PORT PARTICULARS

- 2.1 Country: _____
- 2.2 Name of port or area: _____
- 2.3 Location/terminal name: _____
(e.g. berth/terminal/jetty)
- 2.4 Name of company operating
the reception facility (if applicable): _____
- 2.5 Type of port operation:
- | | | |
|--|---------------------------------------|-----------------------------------|
| ☐ Unloading port | ☐ Loading port | ☐ Shipyard |
| ☐ Other (specify) _____ | | |
- 2.6 Date of arrival: ____/____/____ (dd/mm/yyyy)
- 2.7 Date of occurrence: ____/____/____ (dd/mm/yyyy)
- 2.8 Date of departure: ____/____/____ (dd/mm/yyyy)

¹ This format was approved by the fifty-third session of the Marine Environment Protection Committee in July 2005.

² In accordance with the *IMO ship identification number scheme* adopted by the Organization by Assembly resolution A.600(15).

³ The name of the State whose flag the ship is entitled to fly.

3 INADEQUACY OF FACILITIES

3.1 Type and amount of waste for which the port reception facility was inadequate and nature of problems encountered

Type of waste	Amount for discharge (m ³)	Amount <u>not</u> accepted (m ³)	Problems encountered Indicate the problems encountered by using one or more of the following code letters, as appropriate. A No facility available B Undue delay C Use of facility technically not possible D Inconvenient location E Vessel had to shift berth involving delay/cost F Unreasonable charges for use of facilities G Other (please specify in paragraph 3.2)
MARPOL Annex I-related			
Type of oily waste:			
Oily bilge water			
Oily residues (sludge)			
Oily tank washings (slops)			
Dirty ballast water			
Scale and sludge from tank cleaning			
Other (please specify)			
MARPOL Annex II-related			
Category of NLS ⁴ residue/water mixture for discharge to facility from tank washings:			
Category X substance			
Category Y substance			
Category Z substance			
MARPOL Annex IV-related			
Sewage			
MARPOL Annex V-related			
Type of garbage:			
A. Plastics			
B. Food wastes			
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)			
D. Cooking oil			
E. Incinerator ashes			
F. Operational wastes			
G. Cargo residues			
H. Animal carcass(es)			
I. Fishing gear			
MARPOL Annex VI-related			
Ozone-depleting substances and equipment containing such substances			
Exhaust gas-cleaning residues			

⁴ Indicate, in paragraph 3.2, the proper shipping name of the NLS involved and whether the substance is designated as "solidifying" or "high viscosity" as per MARPOL Annex II, regulation 1, paragraphs 15.1 and 17.1 respectively.

3.2 Additional information with regard to the problems identified in the above table.

3.3 Did you discuss these problems or report them to the port reception facility?

☐ Yes ☐ No

If Yes, with whom (please specify)

If Yes, what was the response of the port reception facility to your concerns?

3.4 Did you give prior notification (in accordance with relevant port requirements) about the vessel's requirements for reception facilities?

☐ Yes ☐ No ☐ Not applicable

If Yes, did you receive confirmation on the availability of reception facilities on arrival?

☐ Yes ☐ No

4 ADDITIONAL REMARKS/COMMENTS

Master's signature

Date: __/__/____ (dd/mm/yyyy)

Name of ship:	IMO Number:
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Please state below the approximate amount of waste and residues remaining on board and the percentage of maximum storage capacity. If delivering all waste on board at this port please strike through this table and tick the box below. If delivering some or no waste, please complete all columns.

I confirm that I am delivering all the waste held on board this vessel (as shown on page 1) at this port ☐

Type	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port at which remaining waste will be delivered (if known)	Estimate amount of waste to be generated between notification and next port of call (m ³)
MARPOL Annex I – Oil				
Oily bilge water				
Oily residues (sludges)				
Oily tank washings				
Dirty ballast water				
Scale and sludge from tank cleaning				
Other (please specify)				
MARPOL Annex II – NLS³				
Category X substance				
Category Y substance				
Category Z substance				
OS – other substances				
MARPOL Annex IV – Sewage				
Sewage				
MARPOL Annex V – Garbage				
A. Plastics				
B. Food wastes				
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)				
D. Cooking oil				
E. Incinerator ashes				
F. Operational wastes				
G. Cargo residues ⁴				
H. Animal carcass(es)				
I. Fishing gear				

Date: Name and Position:

Time: Signature:

³ Indicate the proper shipping name of the NLS involved.
⁴ Indicate the proper shipping name of the dry cargo.

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MEPC.1/Circ.644/Rev.1
1 July 2013

STANDARD FORMAT FOR THE ADVANCE NOTIFICATION FORM FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES

1 In some ports, for logistical reasons, the providers of port reception facilities may require advance notification from the ship of its intention to use the facilities. Further information on this requirement is provided in section 4 of the *Guidelines for ensuring the adequacy of port waste reception facilities* adopted by resolution MEPC.83(44).

2 With a view to enhancing the smooth implementation and uniform application of this requirement, thus minimizing the risk of a ship incurring delay, the Marine Environment Protection Committee, at its fifty-eighth session (6 to 10 October 2008), approved the Advance Notification Form (ANF) in accordance with the Committee's Action Plan on Tackling the Inadequacy of Port Reception Facilities (see document MEPC 58/23, paragraph 10.57).

3 At its sixty-fifth session (13 to 17 May 2013), the Marine Environment Protection Committee agreed to the recommendation made by the Sub-Committee on Flag State Implementation, at its twenty-first session, to reissue MEPC.1/Circ.644 by means of MEPC.1/Circ.644/Rev.1 containing the necessary consequential amendments following the entry into force of the revised MARPOL Annex V on 1 January 2013.

4 Member Governments and Parties to the MARPOL Convention are invited to bring this circular to the attention of all entities concerned and, in particular, the ship and port operators.

5 This circular supersedes MEPC.1/Circ.644.

ANNEX**STANDARD FORMAT OF THE ADVANCE NOTIFICATION FORM
FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES**

Notification of the Delivery of Waste to: (enter name of port or terminal)

The master of a ship should forward the information below to the designated authority at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours.

This form shall be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB.

DELIVERY FROM SHIPS (ANF)**1. SHIP PARTICULARS**

1.1 Name of ship:	1.5 Owner or operator:
1.2 IMO number:	1.6 Distinctive number or letters:
1.3 Gross tonnage:	1.7 Flag State:
1.4 Type of ship: ☐ Oil tanker ☐ Chemical tanker ☐ Bulk carrier ☐ Container ☐ Other cargo ship ☐ Passenger ship ☐ Ro-ro ☐ Other (specify)	

2. PORT AND VOYAGE PARTICULARS

2.1 Location/Terminal name and POC:	2.6 Last Port where waste was delivered:
2.2 Arrival Date and Time:	2.7 Date of Last Delivery:
2.3 Departure Date and Time:	2.8 Next Port of Delivery (if known):
2.4 Last Port and Country:	2.9 Person submitting this form is (if other than the master):
2.5 Next Port and Country (if known):	

3. TYPE AND AMOUNT OF WASTE FOR DISCHARGE TO FACILITY

MARPOL Annex I – Oil	Quantity (m ³)	MARPOL Annex V – Garbage	Quantity (m ³)
Oily bilge water		A. Plastics	
Oily residues (sludge)		B. Food wastes	
Oily tank washings		C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
Dirty ballast water		D. Cooking oil	
Scale and sludge from tank cleaning		E. Incinerator ashes	
Other (please specify)		F. Operational wastes	
MARPOL Annex II – NLS	Quantity (m³)/Name¹	G. Cargo residues ²	
Category X substance		H. Animal carcass(es)	
Category Y substance		I. Fishing gear	
Category Z substance		MARPOL Annex VI – Air pollution	Quantity (m³)
OS – other substances		Ozone-depleting substances and equipment containing such substances	
MARPOL Annex IV – Sewage	Quantity (m³)	Exhaust gas-cleaning residues	

¹ Indicate the proper shipping name of the NLS involved.

² Indicate the proper shipping name of the dry cargo.

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1 July 2013

**STANDARD FORMAT FOR THE WASTE DELIVERY RECEIPT
FOLLOWING A SHIP'S USE OF PORT RECEPTION FACILITIES**

1 The Action Plan on Tackling the Inadequacy of Port Reception Facilities identified that a standard Waste Delivery Receipt (WDR) should be developed in order to provide uniformity of records throughout the world.

2 The Marine Environment Protection Committee, at its fifty-eighth session (6 to 10 October 2008), approved the standard format for the Waste Delivery Receipt (WDR) in accordance with the Committee's Action Plan on Tackling the Inadequacy of Port Reception facilities (see document MEPC 58/23, paragraph 10.58).

3 At its sixty-fifth session (13 to 17 May 2013), the Marine Environment Protection Committee agreed to the recommendation made by the Sub-Committee on Flag State Implementation, at its twenty-first session, to reissue MEPC.1/Circ.645 by means of MEPC.1/Circ.645/Rev.1 containing the necessary consequential amendments following the entry into force of the revised MARPOL Annex V on 1 January 2013.

4 Member Governments and Parties to the MARPOL Convention are invited to bring this circular to the attention of all entities concerned and, in particular, the ship and port operators.

5 This circular supersedes MEPC.1/Circ.645.

ANNEX

STANDARD FORMAT FOR THE WASTE DELIVERY RECEIPT

*The designated representative of the reception facility provider should provide the following form to the master of a ship that has just delivered waste.
This form should be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB.*

1. RECEPTION FACILITY AND PORT PARTICULARS

1.1 Location/Terminal name:	
1.2 Reception facility provider(s)	
1.3 Treatment facility provider(s) – if different from above:	
1.4 Waste Discharge Date and Time from:	to

2. SHIP PARTICULARS

2.1 Name of ship:	2.5 Owner or operator:
2.2 IMO number:	2.6 Distinctive number or letters:
2.3 Gross tonnage:	2.7 Flag State:
2.4 Type of ship: ☐ Oil tanker ☐ Other cargo ship	☐ Chemical tanker ☐ Bulk carrier ☐ Container ☐ Passenger ship ☐ Ro-ro ☐ Other (specify)

3. TYPE AND AMOUNT OF WASTE RECEIVED

MARPOL Annex I – Oil	Quantity (m³)
Oilily bilge water	
Oilily residues (sludge)	
Oilily tank washings	
Dirty ballast water	
Scale and sludge from tank cleaning	
Other (please specify)	
MARPOL Annex II – NLS	Quantity (m³)/Name¹
Category X substance	
Category Y substance	
Category Z substance	
OS – other substance	
MARPOL Annex IV – Sewage	Quantity (m³)

MARPOL Annex V – Garbage	Quantity (m³)
A. Plastics	
B. Food wastes	
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
D. Cooking oil	
E. Incinerator ashes	
F. Operational wastes	
G. Cargo residues ²	
H. Animal carcass(es)	
I. Fishing gear	
MARPOL Annex VI – related	Quantity (m³)
Ozone-depleting substances and equipment containing such substances	
Exhaust gas-cleaning residues	

On behalf of the port facility I confirm that the above wastes were delivered.

Signature: Full Name and Company Stamp:

¹ Indicate the proper shipping name of the NLS involved.
² Indicate the proper shipping name of the dry cargo.