

**HUNDIPEA**

**PALJASSAARE HARBOUR**

**WASTE FROM SHIPS RECEPTION AND  
HANDLING PLAN**

Shall apply from 01.08.2023.

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## 1. GENERAL PROVISIONS

- 1.1. Waste from ships reception and handling plan (the “Plan”) has been established by OÜ Hundipea.
- 1.2. The plan sets out the procedure of reception and handling of waste from ships received from a ship calling at the Paljassaare Harbour (hereinafter also referred to as the “Port”). The procedure described in the plan shall not regulate handling of waste generated as a result of operations of the entrepreneurs operating on port area, in the course of cargo transport or storage in the Port, also as a result of pollution of ambient air pollution.
- 1.3. The objective of the plan is to establish organizational requirements to notification, delivery and reception of waste from ships and intensify availability and use of the reception facilities of waste from ships.
- 1.4. The scope of the plan corresponds to the requirements of §26 of the Port Act and is completed based on the Port Act.
- 1.5. The plan has been prepared on 25.07.2023
- 1.6. The Plan has been approved by the Environmental Board on 15.09.2023 by letter no. 8-2/23/15402-4.

## 2. DEFINITIONS

For the purposes of this Plan, the following terms shall have the following meanings.

<b>Waste from ships</b>	all waste, including cargo residues, which is generated during the operation of a water craft or during loading, unloading and cleaning operations, and which is covered by Annexes I, II, IV, V and VI of the International Convention for the Prevention of Pollution from Ships (hereinafter MARPOL), and waste caught passively by fishing gear in commercial fishing.
<b>Cargo residues</b>	remnants remaining on the deck, in the cargo space or tank of a watercraft after completion of loading, unloading and cleaning operations, including loading and unloading residues, which remains on deck after sweeping, or dust on the outside of the ship, except for cargo dust.
<b>Garbage</b>	any type of food, household and other waste generated in the normal course of business of a water craft and defined in Annex V to MARPOL, in the case of which continuous and periodic disposal is required, with the exception of fresh fish and parts thereof and substances that are defined or specified in other Annexes to MARPOL.
<b>Sewage</b>	Blackwater - liquids or other waste discharged through any type of toilet, urinal, bidet or WC drain, liquid discharged

	through a washtub, wash pipe or drain in a medical room (dispensary, hospital section), liquid discharges from rooms containing live animals or other garbage mixed with the above listed discharged liquids or waste which are defined in Annex IV to MARPOL; and greywater drainage from dishwater, shower, laundry, bath and washbasin drains.
<b>Cargo-related waste</b>	any materials turned into waste on board a ship as a result of securing or handling cargo, such as dunnage, pallets, lining and packing materials, plywood, paper, cardboard, steel wire ropes and slings and other such materials.
<b>MARPOL Annex VI related wastes</b>	exhaust gas-cleaning residues and ozone depleting substances and equipment containing such substances.
<b>Port reception facilities</b>	fixed, floating or mobile devices capable of receiving waste from ships
<b>Food waste</b>	food defined in Article 2 of Regulation (EC) No 178/2002 of the European Parliament and of the Council that has become waste.
<b>Hazardous waste</b>	waste, which due to at least one of the hazardous properties specified in the Annex to Commission Regulation (EU) No 1357/2014 may cause a hazard to human health, property or the environment.
<b>Mixed municipal waste</b>	mixed waste and separately collected waste from other sources which because of its composition or properties is similar to waste from households.
<b>Waste handling</b>	the collection, transport, recovery, including sorting, and disposal of waste, including the activities of a broker or dealer.
<b>Treatment of waste</b>	recovery or disposal operations, including preparation of waste for recovery or disposal.
<b>Consignment note for hazardous waste</b>	document which contains information concerning the type, composition, quantity and main properties of the hazardous waste transferred for handling and the producer of such waste, the person who transfers the waste for handling, the transport operator and the consignee.
<b>Infectious waste</b>	wastes whose collection and disposal is subject to special requirements in order to prevent infection.
<b>Pyrotechnical product</b>	product meant for generating heat, light, sound, gas or smoke or combination of these phenomena with the help of a non-explosive exothermic chemical reaction and which includes an explosive or pyrotechnic substance.

<b>Ship agent</b>	representative of the interests of the ship owner in the port.
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### 3. THE TYPES AND QUANTITIES OF SHIP-GENERATED WASTE AND CARGO RESIDUES TO BE RECEIVED AND MANAGED

3.1. Number of vessels calling at ports by type of vessel (including charter, bunker and other service vessels) in 2022:

Bulker	1
Dry cargo	22
Reefer vessel	4
Other	1
Barge	3
Bilge water collector	125
Platform	1
Bulk carrier	3
Bunker vessel	255
Passenger ship	3
Tanker	4
Research vessel	2
Universal	54
<b>TOTAL</b>	<b>479</b>

3.2. Types and quantities of ship-generated waste and cargo residues received in 2022 (m<sup>3</sup>):

<b>Waste in MARPOL Annex I</b>	
Sludge	161.05
Bilge water	148.4
Used engine oil	15.59
<b>Waste in MARPOL Annex V</b>	
Food waste	4.12
Mixed municipal waste	232.52
Cooking oil	0.51
Plastic	9.97

Paper	11.93
Glass	0.43
Hazardous waste (e.g., medical waste,	16.89
Electrical and electronic equipment	0.479
Other (except cargo residues)	16.88
<b>Waste in MARPOL Annex IV</b>	
Wastewater	1320
<b>Cargo residues in MARPOL Annex I</b>	
Washing residues from oily containers	0

**4. A DESCRIPTION OF THE TYPE AND CAPACITY OF RECEPTION FACILITIES AND AN ASSESSMENT OF THE NEED FOR RECEPTION FACILITIES**

4.1. The following reception facilities are available in the Port:

Type of ship-generated waste and cargo residues	Description and capacity of reception facilities	Ship-generated waste and cargo residues reception operator
<b>Wastewater MARPOL Annex IV</b>	Tank trucks (14 m <sup>3</sup> )	AS Green Marine
<b>Ship-generated waste containing petroleum, petroleum products and oil MARPOL Annex I</b>	Tank trucks (7-30 m <sup>3</sup> ) or pollution control vessels (150-300 m <sup>3</sup> )	AS Green Marine
<b>Garbage (MARPOL Annex V),</b>	Waste collection trucks (up to 30 m <sup>3</sup> ) and metal or plastic containers (up to 30 m <sup>3</sup> ).	AS Green Marine
<b>Waste related to MARPOL Annex VI</b>	Reception of pumpable cargo residues with tank trucks (7-30 m <sup>3</sup> ) or pollution control vessels (150-300 m <sup>3</sup> ), other solid cargo residues with waste collection trucks (up to 30 m <sup>3</sup> ) and containers (0.6-30 m <sup>3</sup> ).	AS Green Marine

<p><b>Cargo residues MARPOL Annexes I, II and V</b></p>	<p>Reception of pumpable cargo residues with tank trucks (7-30 m<sup>3</sup>) or pollution control vessels (150-300 m<sup>3</sup>), other solid cargo residues with waste collection trucks (up to 30 m<sup>3</sup>) and containers (0.6-30 m<sup>3</sup>).</p>	<p>AS Green Marine</p>
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- 4.2. Waste classification compliance between MARPOL 73/78 and Regulation no. 70 of the Minister of the Environment dated 14.12.2015 "Procedure for the classification of waste and the list of waste" has been provided in annex no. 3.
- 4.3. Information on the waste management companies providing services in the Port is provided in Annex 2 to the Plan.
- 4.4. Assessment of the need of port reception facilities, considering the needs of ships calling at the port.
- 4.4.1. Considering data provided in article 3.2 on the number and ship type of ships calling at the port, data provided in article 3.3 on waste from ships, also data provided in article 4.1 on the type and capacity of port reception facilities and taking into consideration the fact that the port has not received any notification on the alleged shortcomings of port reception facilities (see article 15.3), the existing port reception facilities are sufficient for ensuring required reception of waste from ships from ships.

**5. DESCRIPTION OF THE PROCEDURES INDICATING THE QUANTITY OF WASTE FROM SHIPS RECEIVED AND THE ACTUAL USE OF PORT RECEPTION FACILITIES**

- 5.1. Reception of waste from ships shall take place 24 hours a day, 7 days a week based on an advance notification submitted by the ship's captain or ship's agent (hereinafter "**Ship's representative** ") via Transport Document Exchange (hereinafter **EMDE**):
  - ✓ at least 24 hours prior to arrival in the port;
  - ✓ immediately, if such information is available less than 24 hours;
  - ✓ at the latest upon departure from the previous port of call, if the duration of the voyage to the next port is less than 24 hours
- 5.2. Notification on waste from ships delivered shall be given in accordance with form in [annex 2 of the Directive \(EU\) 2019/883 of the European Parliament and of the Council on port reception facilities for the delivery of waste from ships, amending Directive 2010/65/EU and repealing Directive 2000/59/EC.](#)
- 5.3. The notice shall include information on the type and quantity of all waste from ships delivered in the Port.



- 5.4. There is no need of submission of an advance notification by the following vessels:
- 5.4.1. fishing vessels, historic vessels and recreational craft less than 45 meters in length;
  - 5.4.2. military ships and border guard ships and other ships performing public administration functions;
  - 5.4.3. ships holding an exemption certificate specified in § 29 of Ports Act
  - 5.4.4. vessels of gross tonnage less than 300.
- 5.4. Ships listed in article 4.4 must contact the waste handler by telephone or email to dispose of the waste. Contact details are provided in Annex no 2
- 5.5. All companies rendering waste from ships reception service shall after rendering of the service leave two (2) copies of Ship's Waste Receipt on the ship in accordance with form in [annex 3 of the Directive \(EU\) 2019/883 of the European Parliament and of the Council on port reception facilities for the delivery of waste from ships, amending Directive 2010/65/EU and repealing Directive 2000/59/EC](#)
- 5.6. Information regarding quantities of waste from ships received shall be entered to EMDE.
- ✓ Information regarding quantities received for a waste fee shall be entered by AS Green Marine.
  - ✓ Ship's Waste Receipt of reception quantities not received for a waste fee shall be entered by Ship's representative.

## **6. DESCRIPTION OF THE PROCEDURES OF RECEPTION, COLLECTION AND FURTHER HANDLING OF BILGE WATER, SLUDGE AND USED ENGINE OIL**

- 6.1. The notice provided to the EMDE shall indicate type and quantity of bilge water, sludge and used engine oil.
- 6.2. Handling of quantities received for a waste fee (see article 12) shall be organized by AS Green Marine. Contact data has been provided in annex no. 2.
- 6.3. Reception of quantities not received for a waste fee shall be performed by private companies having the respective license. Information on waste handling companies rendering services in the port has been provided in annex no. 2.
- 6.4. Waste shall be delivered to the tank vehicle on the berth (non-vacuum collection, capacity up to 30 m<sup>3</sup>) or collected to recovery vessel (capacity up to 300 m<sup>3</sup>) beside the ship.
- 6.5. In order to ensure environmental safety and to prevent unforeseen incidents on berths, the length of the hose line shall not exceed 40 (fourty) meters between the connecting flange of the ship and the connecting flange of the tank vehicle, nor must the connections of hose lines be above the water.
- 6.6. The ship shall deliver the waste using a ship's pump with a minimum pumping speed of at least 7.5 m<sup>3</sup>/h. Upon lower pumping speed Ship's representative shall agree with the waste handling company separately on work terms and the waste handling

company shall have a right to request a reasoned additional fee for the time of the reception procedure from the Ship's representative.

- 6.7. The crew shall perform hose connection on board and ensure presence of the watchman for avoiding of possible leakages and ensuring of safety.
- 6.8. The ship shall ensure compliance of hoses and connection flanges with international requirements on the ship.
- 6.9. Pressure in the hose between the ship and collection equipment (tank vehicle, recovery vessel) shall not exceed 0.5 Mpa (5 kp/cm<sup>2</sup>).
- 6.10. Laytime of the tank vehicle or recovery vessel starting from readiness for delivery shall not exceed 30 minutes. This also includes time spent on hose ship connection.
- 6.11. The ship must notify the Vessel Traffic Shift Manager of the commencement and termination of the pumping of waste.
- 6.12. At air temperature under minus 20°C prior to pumping ship-generated waste shall be heated to at least plus 60° C (at 0o C to 40°C respectively)
- 6.13. The waste handling company may apply a reasoned additional fee for the use of pumps on the shore based on an hourly tariff in accordance with the price list of the waste handling company to ships lacking technical equipment for pumping out ship-generated waste.
- 6.14. At the rendering of the service a waste from ships delivery act shall be prepared.
- 6.15. At the delivery of waste from ships a consignment note of hazardous waste shall be prepared in accordance with regulation no. 4 of the minister of environmental affairs dated 15.01.2021 "Data composition of the consignment note of hazardous waste and the procedure of preparation, forwarding and registration of the consignment note".
- 6.16. All waste shall be delivered to companies having an appropriate environmental protection permit for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

## **7. DESCRIPTION OF THE PROCEDURES OF RECEPTION, COLLECTION AND FURTHER HANDLING OF GARBAGE, HAZARDOUS WASTE AND CARGO-ASSOCIATED WASTE**

- 7.1. The notice provided to the EMDE shall indicate type and quantity of waste, hazardous waste and cargoassociated waste delivered.
- 7.2. Handling of quantities received for a waste fee (see article 13) shall be organized by AS Green Marine. Contact data has been provided in annex no. 2.
- 7.3. Reception of quantities not received for a waste fee shall be performed by private companies having the respective license. Information on waste handling companies rendering services in the port has been provided in annex no. 2.
- 7.4. Ships shall by type collect and deliver to the waste handling company garbage generated, incl. solid hazardous waste and cargo residues.

- 7.5. Requirements to waste collection and delivery by type have been established in the sorting guidelines of AS Green Marine
- 7.6. Upon violation of requirements to waste collection and delivery by type the waste handling company shall have a right to request from the Ship's representative a reasoned additional fee for compensation for additional expenses incurred due to violation.
- 7.7. At the emptying of the ship's own waste containers or if the delivered quantity is small (up to 0.6m<sup>3</sup>), waste shall be delivered to the waste vehicle (capacity up to 30m<sup>3</sup>). In other cases, waste shall be delivered to waste tanks located on the berth (capacity up to 30m<sup>3</sup>), which are brought separately to every ship based on the data provided in the notice and the ship's crew shall monitor their filling and, if necessary, order emptying. All liquid wastes shall be handed over in securely sealed containers.
- 7.8. Laytime of the waste vehicle starting from readiness for delivery shall not exceed 30minutes.
- 7.9. At the rendering of the service a waste from ships delivery act shall be prepared.
- 7.10. At the delivery of ship-generated waste from ships a consignment note of hazardous waste shall be prepared in accordance with regulation no. 4 of the minister of environmental affairs dated 15.01.2021 "Data composition of the consignment note of hazardous waste and the procedure of preparation, forwarding and registration of the consignment note".
- 7.11. All waste shall be delivered to companies having an appropriate environmental protection permit for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

## **8. DESCRIPTION OF THE PROCEDURES OF RECEPTION, COLLECTION AND FURTHER HANDLING OF SEWAGE**

- 8.1. The Notice provided to the EMDE shall state the quantity of sewage delivered.
- 8.2. Handling of quantities received for a waste fee (see article 12) shall be organized by AS Green Marine. Contact data has been provided in annex no. 2.
- 8.3. Reception of quantities not received for a waste fee shall be performed by private companies having the respective license. Information on waste handling companies rendering services in the port has been provided in annex no. 3.
- 8.4. Waste shall be delivered to the tank vehicle on the berth (non-vacuum collection, 14m<sup>3</sup> tanks).
- 8.5. The ship shall deliver the waste using a ship's pump with a minimum pumping speed of at least 7.5 m<sup>3</sup> /h. Upon lower pumping speed Ship's representative shall agree with the waste handling company separately on work terms and the waste handling company shall have a right to request a reasoned additional fee for the time of the reception procedure from the Ship's representative.
- 8.6. Black- or greywater pumped ashore shall not contain contamination of other waste or products such as oily waste, chemicals or other substances that can be harmful to sewage treatment plants. The pollutant concentration values in the discharged

sewage shall not exceed the limit values set by the water undertaking, otherwise AS Green Marine is entitled to demand a reasonable surcharge from the Ship's representative to cover the costs generated by over pollution.

- 8.7. The crew shall perform hose connection on board and ensure presence of the watchman for avoiding of possible leakages and ensuring of safety.
- 8.8. In the event of a spill, the Port Vessel Traffic Management Department shall be notified immediately, and the first steps shall be taken to eliminate the spill.
- 8.9. The hoses and connection flanges used shall comply with international requirements.
- 8.10. Pressure in the hose between the ship and the tank vehicle shall not exceed 0.5 Mpa (5 kp/cm<sup>2</sup>).
- 8.11. The waiting time from the point of being ready for collection shall not exceed 30 minutes. This includes the time needed to connect the hoses to the vessel.
- 8.12. At the rendering on the service a waste from ships delivery act shall be prepared.
- 8.13. The company providing the sewer discharge service shall have a contract with the water undertaking, in whose area the service shall be rendered.

## **9. DESCRIPTION OF THE PROCEDURES OF RECEPTION, COLLECTION AND FURTHER HANDLING OF MARPOL ANNEX VI-RELATED WASTE**

- 9.1. The Notice provided to the EMDE shall state the type and quantity of MARPOL Annex VI-related wastes.
- 9.2. Handling of MARPOL Annex VI-related wastes shall be organized by AS Green Marine. Contact data has been provided in annex no. 2.
- 9.3. Procedures of reception, collection and further handling of MARPOL Annex VI-related wastes shall be performed as follows:
  - 9.3.1 Pumped wastes in accordance with article 6;
  - 9.3.2 Other wastes in accordance with article 7.
- 9.4. At the rendering of the service a waste from ships delivery act shall be prepared.
- 9.5. At the delivery of ship-generated waste from ships a consignment note of hazardous waste shall be prepared in accordance with regulation no. 4 of the minister of environmental affairs dated 15.01.2021 8 "Data composition of the consignment note of hazardous waste and the procedure of preparation, forwarding and registration of the consignment note".
- 9.6. All waste shall be delivered to companies having an appropriate environmental protection permit for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

## **10. DESCRIPTION OF THE PROCEDURES OF RECEPTION, COLLECTION AND FURTHER HANDLING OF CARGO RESIDUES**

- 10.1. The Notice provided to the EMDE shall state the type and quantity of cargo residues delivered.

- 10.2. Reception of cargo residues shall be performed by companies having a respective operating license and equipment. Information on waste handling companies operating in the Port has been provided in annex no. 2.
- 10.3. Procedures of reception, collection and further handling of cargo residues shall be performed as follows:
  - 10.3.1. Cargo residues including pumped oil products and oil in accordance with article 6;
  - 10.3.2. Other pumped cargo residues in accordance with article 8;
  - 10.3.3. Other cargo residues in accordance with article 7.
- 10.4. At the rendering of the service a waste from ships delivery act shall be prepared.
- 10.5. At the delivery of ship-generated waste from ships a consignment note of hazardous waste shall be prepared in accordance with regulation no. 4 of the minister of environmental affairs dated 15.01.2021 "Data composition of the consignment note of hazardous waste and the procedure of preparation, forwarding and registration of the consignment note".
- 10.6. All waste shall be delivered to companies having an appropriate environmental protection permit for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

## **11. DESCRIPTION OF THE PROCEDURES OF RECEPTION, COLLECTION AND FURTHER HANDLING OF EXCEPTIONAL WASTE**

- 11.1 Procedures of reception, collection and further handling of infectious waste.
  - 11.1.1 Reception of infectious waste shall be performed only at the official coordination of the Health Board. The garbage and sewage of the ship in quarantine may be infectious.
  - 11.1.2 Infectious sewage of the ship shall be collected into the ship's sewage tank and shall be disinfected by a disinfection company. Procedures of reception, collection and further handling of disinfected sewage shall be performed in accordance with article 8.
  - 11.1.3 Reception of infectious garbage shall be performed by companies having an appropriate environmental protection permit. Information on waste handling companies rendering services in the port has been provided in annex no. 2.
  - 11.1.4 Reception of infectious garbage shall be performed with the help of equipment modified for the reception of the respective type of waste (capacity of reception facilities 0.6 – 30m<sup>3</sup>).
  - 11.1.5 A waste from ships delivery act shall be prepared on the rendering of the service.
  - 11.1.6 Infectious garbage shall be delivered to companies having an appropriate environmental protection permit for further handling (for performing of recycling and elimination procedures) ensuring further handling in accordance with valid legislation.

11.1.7 The Ship's representative shall pay for the reception of infectious waste directly to the waste handling company in accordance with the delivered quantity and price list of the waste handling company.

11.2 Procedures of reception, collecting and further handling of pyrotechnic equipment.

11.2.1 The Notice presented to the EMDE shall indicate the type and quantity of pyrotechnic equipment.

11.2.2 Old pyrotechnic products belonging to ship's safety equipment (signal lights and rockets, alarm lighting rockets, smoke rockets, etc.) shall be delivered to the company engaged with pyrotechnics and elimination of pyrotechnic products. Contact data has been provided in annex no. 2.

11.2.3 Reception of pyrotechnic products shall be performed in accordance with equipment modified for the respective type of waste (capacity of reception facility up to 15m<sup>3</sup>).

11.2.4 A waste from ships delivery act shall be prepared on the rendering of the service.

11.2.5 The Ship's representative shall pay for the reception of pyrotechnic products directly to the receiver of pyrotechnic equipment in accordance with the delivered quantity and price list of the receiver.

11.3 Procedures of reception, collection and further handling of ballast water and ballast sludge. 11.3.1 Vessel ballast water and ballast sludge cannot be disposed of at the port.

## **12. DESCRIPTION OF PRE-HANDLING EQUIPMENT AND PROCESSES**

12.1 Pre-handling of waste from ships is not performed

## **13. DESCRIPTION OF THE FEE SYSTEM**

13.1 Waste fee is levied from all ships calling at the Port for each call, irrespective of the actual use of port reception facilities. At the establishing of the waste fee rate the following shall be considered:

13.1.1 ship's type;

13.1.2 ship's gross tonnage (GT);

13.1.3 calculated average waste from ships quantity;

13.1.4 price fixed in the contract concluded with the company performing waste handling.

13.2. The waste fee is charged by the Port. Waste fee rates can be found on the Port's website at [www.paljassaaresadam.ee](http://www.paljassaaresadam.ee) OÜ Hundipea Paljassaare Harbour's Port Fees. Changes in port fees shall be notified to the Vessel Agents at least one month before the date the changes enter into force.

13.3. The following waste from ships shall be received from ships for a waste fee: bilge water;

- 13.3.1. sludge;
  - 13.3.2. used engine oil;
  - 13.3.3. sewage;
  - 13.3.4. garbage;
  - 13.4.5. hazardous waste;
  - 13.4.6. waste caught passively by fishing gear in commercial fishing
  - 13.5.7. other waste from ships, which are generated during the operation of a ship and fall under the scope of MARPOL 73/78 annexes I, IV and V.
- 13.4. If the waste fee does not cover all the costs related to the reception of ship-generated waste from a ship, the unrecovered part of the costs may be covered by a surcharge based on the type and quantity of ship-generated waste actually delivered by the ship, the rates of which shall be established on a cost basis. The exact terms and procedures for the payment of the surcharge will be agreed on separately with the Ship's representative.
- 13.5. For the waste fee, 5 m<sup>3</sup> of wastewater is accepted. For the collection of wastewater exceeding the 5 m<sup>3</sup> included in the waste fee, the Ship's representative shall pay directly to the waste management company according to the transferred quantities and the waste management company's price list.
- 13.6. The Ship's representative shall pay directly to the waste handling company for the reception of cargo residues and MARPOL Annex VI-related wastes in accordance with the quantity of cargo residues delivered and the price list of the waste handling company.
- 13.7. All ships calling at Paljassaare harbour, excluding military ships and ships on state duty, have a waste fee payment obligation.
- 13.8. Exemption from the obligation to pay the waste fee
- 13.8.1. A ship making a regular voyage on a specific route and making frequent calls at the port shall be exempted from the obligation to pay the waste fee if:
    - 13.8.1.1. the ship has a written agreement with another port of call to accept ship-generated waste and to pay a fee for the acceptance of ship-generated waste at that port; and
    - 13.8.1.2. the Transport Administration has sufficient proof on the fact that reception and payment of the fee for all waste from ships is ensured in one port on the route of the ship.
  - 13.8.2. For ship's exemption from the obligation to pay a waste fee a corresponding application shall be forwarded to the Port and the Transport Administration.
  - 13.8.3. The port shall notify the ship and Transport Administration of its consent on the exemption from the obligation to pay the waste fee.
  - 13.8.4. The port shall exempt the ship from the obligation to pay the waste fee on a precondition that Transport Administration has issued to a ship owner a

certificate on exemption from obligatory delivery of ship-generated waste and notification in the ports of the Republic of Estonia.

13.8.5. The ship shall be exempted from the obligation to pay a waste fee starting from the date of the issuing of the certificate issued by the Transport Administration on precondition that the Ship's representative forwards this to the port during the period of 3 business days from the time of validity of the certificate.

#### **14. RECEPTION OF WASTE FROM SHIPS FROM SHIPS EXEMPTED FROM WASTE FEE**

14.1. Reception of waste from ships having the certificate of exemption from obligatory reception and notification of waste from ships in the ports of the Republic of Estonia issued by the Transport Administration.

14.1.1. Ships having the certificate of exemption from obligatory reception and notification of waste from ships in the ports of the Republic of Estonia issued by the Transport Administration shall organize their waste handling in accordance with the contract and take their ship-generated waste to the ports indicated in the contract on a regular basis.

14.1.2. If in an exceptional case the ship wants to deliver waste from ships, the procedures of reception, collection and further handling of waste from ships do not differ from the ones described in the Plan, excluding the obligation of presentation of the Notice and payment of the waste fee.

14.1.3. The Ship's representative shall pay for the reception of waste from ships to the waste handling company directly in accordance with the delivered quantity and price list of the waste handling company.

14.2 Reception of waste from ships from military vessels and vessels on sate duty.

14.2.1. Procedures of reception, collection and further handling of waste from ships from military vessels and vessels on sate duty do not differ from those described in the Plan, excluding the obligation of presentation of the Notice and payment of the waste fee.

14.2.2. The Ship's representative shall pay for the reception of waste from ships to the waste handling company directly in accordance with the delivered quantity and price list of the waste handling company.

#### **15. PROCEDURE OF NOTIFICATION OF SHORTCOMINGS IN PORT RECEPTION FACILITIES**

15.1. The Port Administration shall inform the Ship's representative and other interested parties immediately if temporary restrictions or shortcomings have occurred or can be foreseen at the reception of waste from ships.

15.2. All problems and complaints related to port reception facilities must be immediately reported to the Port Administration.



- 15.3. The vessel Master must notify, through EMDE, the Environmental Board and in foreign states additionally the competent authority of the country of location of the port of alleged deficiencies in the port reception facilities. The notification of deficiencies in the port's reception facilities shall be based on the data set established by the International Maritime Organization (IMO).

## **16. PROCEDURE OF CONTINUOUS INFORMATION EXCHANGE BETWEEN PORT USERS, WASTE HANDLING COMPANIES AND OTHER INTERESTED PARTIES**

- 16.1. Information is exchanged between the Port, port users, waste management companies and other interested parties by e-mail, telephone, meetings, conferences and the Port's website, the address of which is given in Annex 1 of the Plan.
- 16.2. When preparing a waste from ships reception and handling plan and substantially amending it, a port authority consults the port users or their representatives, where necessary representatives of the competent authorities of the local government, waste handlers and civil society.
- 16.3. Ships calling at the Port and other interested parties shall receive information on reception, handling and fees system of ship-generated waste and cargo residues through ship agents and the Port Administration.
- 16.4. Ship agents shall be notified of the provisions of the present plan through port homepage [www.paljassaaresadam.ee](http://www.paljassaaresadam.ee) and also via e-mail immediately after adoption of changes.

## **17. WASTE CALCULATION AND REPORTING**

- 17.1 The Port keeps record of the type and quantity of waste from ships based on waste from ships delivery acts.
- 17.2 All waste handling companies rendering waste from ships reception service in the Port shall keep continuous record of waste from ships received, stored or intermediary-stored, transported, handled recycled or eliminated in the Port by type and quantity according to waste codes and upon the request of the Port present the aforementioned data to the Port.
- 17.3 At the classification of waste from ships and establishing of waste codes regulation no. 70 of the Minister of the Environment dated 14.12.2015 "Procedure for the classification of waste and the list of waste" shall be taken as a bases.

## **18. RIGHTS AND OBLIGATIONS OF SHIP'S REPRESENTATIVE**

- 18.1. The Ship's representative shall have the right to ask and receive information from the Port and the waste handling company on possibilities to deliver different waste from ships in the port.

- 18.2. The Ship's representative shall present the Notice in a timely manner (see article 5.1) and correctly completed. Upon appearing of incorrect data, the Ship's representative shall annul the Notice and present the new Notice with correct data. The agent is obliged to dispose of all ship-generated waste and cargo residues at the port of call.
- 18.3. The Ship's representative shall deliver all the waste from ships before leaving the Port
- 18.4. The Ship's representative shall not be required to deliver all the waste from ships, where it appears from the information submitted in the advance notification that the existing storage facilities of the ship are sufficient for holding the waste from ships already accumulated and to be accumulated during the intended voyage until the arrival in the port of delivery, with the exception of:
  - 18.4.1 the port of delivery of waste from ships or port of destination is unknown;
  - 18.4.2 there is reason to believe that the proposed port of transfer does not have sufficient reception facilities and this information has been presented to the ship;
  - 18.4.3 in the event of garbage collected for transfer, with the exception of food waste;
  - 18.4.4 in the event of category X and Y environmentally hazardous chemicals from pre-wash of vehicle tanks, excluding cases indicated in sections 6 and 7 of rule 16 of annex II to international convention for the prevention of pollution from ships.
- 18.5. Where the exemptions set out in point 18.4 are subject to more stringent requirements under an international convention, the requirements of that convention shall apply.
- 18.6. In addition to the provisions set out in point 18.4, cargo residues do not need to be handed over if:
  - 18.6.1. according to international convention for the prevention of pollution from ships delivery is not required;
  - 18.6.2. the ship has a written agreement with the owner of the next port of entry, according to which respective cargo residues are received in this port;
  - 18.6.3. new cargo includes the same substance constituting the previous cargo, or if cargo residues are eliminated with the help of ventilation on the sea or if an entry is made into the cargo record book reasoning the remaining of cargo residues on board the ship and the entry is confirmed by the acknowledged chemical tanker loading operation surveyor according to the Maritime Safety Act.
- 18.7 The Ship's representative shall deliver waste from ships generated by type and upon delivery mixing of different types of waste from ships shall be avoided. All hazardous waste shall be collected and delivered to the waste handling company separately.

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

**19. RIGHTS AND OBLIGATIONS OF THE WASTE HANDLING COMPANIES**

- 19.1 The waste handling company shall have the right to ask for and receive information from the Ship's representative, which is necessary for the planning and performing of delivery and reception of waste from ships.
- 19.2 The waste handling company shall coordinate with the ship's representative the time for performing of the planned work. 18.3 The waste handling company shall fulfil obligations coordinated with the Ship's representative and Port Vessel Traffic Management Department in a timely manner, at the agreed terms and to the agreed extent.
- 19.4 The waste handling company shall immediately notify the ship's representative and Port Vessel Traffic Management Department or the head of the quality and environmental management department of hindrances or changes at the rendering of the waste handling service and provide efficient solutions to avoid unnecessary delay to the ship in the port or non-provision of the waste handling service.
- 19.5 The waste handling company shall organize and perform all work, following occupational protection, fire safety, sanitary and environmental requirements effective in the port, follow signs and identifications regulating traffic and fulfil requirements arising from other legal acts and good customs.

**20. SUMMARY OF LEGAL ACTS AND PROCEDURES REGULATING DELIVERY OF WASTE FROM SHIPS**

<b>Legal act</b>	<b>Summary of procedures</b>
<b>Port Act Basis for establishing procedures.</b>	Reception of waste from ships from ships, which the port services have been organized in the Port; The Port does not deal directly with waste handling and has delegated reception of waste from ships to the contractual partner AS Green Marine. Reception of cargo residues shall be performed by companies having an appropriate environmental protection permit; Waste fee levied for the reception of waste from ships and bases for its calculation are understandable and publicly available for port users.
<b>Regulation no. 31 of the minister of economic affairs and communications dated 21 April 2022 "Requirements for the submission of information regarding the transfer and receipt of waste from ship and the bases for determining the waste fee".</b>	The plan includes requirements for the provision of information on waste from ships. Waste fee levied for the reception of waste from ships and bases for its calculation are understandable and publicly available for port users.
<b>Waste Act General requirements of waste management.</b>	The plan includes general requirements of collection and delivery of waste from ships by type; All waste handling companies rendering waste from ships reception service in the Port shall have an appropriate environmental protection permit;
<b>Regulation no. 70 of the Minister of the Environment dated 14.12.2015 "Procedure for the classification of waste and the list of waste" Waste list division codes and basis for establishing waste code numbers.</b>	The Plan sets out the basis for classifying ship-generated waste and cargo residues and assigning waste codes.

<p><b>Regulation no. 4 of the minister of environmental affairs dated 15.01.2021 “Data composition of the consignment note of hazardous waste and the procedure of preparation, forwarding and registration of the consignment note”. Procedure of preparing of the consignment note of hazardous waste.</b></p>	<p>The plan includes the procedure of presenting of the consignment note of hazardous waste..</p>
<p><b>Maritime Safety Act (passed 12.12.2001)</b></p>	<p>The supervisory officials of the Transport Administration may prohibit a ship from leaving a port if environmental safety requirements, including the requirements regarding delivery of waste from ships, are violated.</p>
<p><b>Regulation no.39 of the minister of economic affairs and communications „Statute of Transport Document Exchange “ General requirements of entering information regarding waste from ships to EMDE</b></p>	<p>The Plan includes the procedure for entering data of waste from ships to the EMDE</p>
<p><b>International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) Annexes I, IV, V and VI and the protocols in force to that Convention</b></p>	<p>The port has sufficient port reception facilities</p>

## **21. APPROVAL AND IMPLEMENTATION OF THE PLAN**

- 21.1. Prior to the implementation of the Plan, and at least every 5(five) years, and after any significant changes in the operation of the Port, the Plan shall be submitted to the Environmental Board for approval.
- 21.2 The harbourmaster is responsible for the implementation of the plan. Contact details can be found in Annex 1 of the Plan.

Created by: harbourmaster, capt. Stanislav Vassenin

## ANNEX 1 PALJASSAARE HARBOUR CONTACTS

### Port contact information:

Address: Paljassaare tee 28d, 10313 Tallinn, Estonia

Telephone: +372 51 992 509

Web page: [www.paljassaaresadam.ee](http://www.paljassaaresadam.ee)

E-mail address: [harbour@hundipea.ee](mailto:harbour@hundipea.ee)

### Harbourmaster:

Name: Stanislav Vassenin

Telephone: +372 51 997 804

E-mail address: [Stanislav.Vassenin@hundipea.ee](mailto:Stanislav.Vassenin@hundipea.ee)

### Port Control Centre:

Telephone: +372 51 992 509

E-mail address: [Juhtimiskeskus@hundipea.ee](mailto:Juhtimiskeskus@hundipea.ee)

## ANNEX 2 WASTE MANAGEMENT COMPANIES

### Waste accepted for the waste fee

GREEN MARINE AS

Tel.: +372 631 8252

Mobile: +372 51 59 303 (24h)

E-mail: [greenmarine@greenmarine.ee](mailto:greenmarine@greenmarine.ee)

Web page: [www.greenmarine.ee](http://www.greenmarine.ee)

### Acceptance of waste quantities not covered by the waste fee

#### Municipal waste

GREEN MARINE AS

Tel.: +372 631 8252

Mobile: +372 51 59 303 (24h)

E-mail: [greenmarine@greenmarine.ee](mailto:greenmarine@greenmarine.ee)

Web page: [www.greenmarine.ee](http://www.greenmarine.ee)

EESTI KESKKONNATEENUSED AS

Tel.: +371 1919

E-mail: [info@keskkonnateenused.ee](mailto:info@keskkonnateenused.ee)

Web page: [www.keskkonnateenused.ee](http://www.keskkonnateenused.ee)

RAGN-SELLS AS

Tel.: +372 60 60 439

E-mail: [info@ragnsells.ee](mailto:info@ragnsells.ee)

Web page: [www.ragnsells.ee](http://www.ragnsells.ee)

#### Hazardous waste

EPLER & LORENZ AS

Tel.: +372 639 5222

E-mail: [tallinn@eppler-lorenz.ee](mailto:tallinn@eppler-lorenz.ee)

Web page: [www.eppler-lorenz.ee](http://www.eppler-lorenz.ee)

VAGGEN AS

Tel.: +372 646 4603

E-mail: [beb@beb.ee](mailto:beb@beb.ee)

Web page: [www.beb.ee](http://www.beb.ee)

GREEN MARINE AS

Tel.: +372 631 8252

Mobile: +372 51 59 303 (24h)

E-mail: [greenmarine@greenmarine.ee](mailto:greenmarine@greenmarine.ee)

Web page: [www.greenmarine.ee](http://www.greenmarine.ee)

EESTI KESKKONNATEENUSED AS

Tel.: +371 1919

E-mail: [info@keskkonnateenused.ee](mailto:info@keskkonnateenused.ee)

Web page: [www.keskkonnateenused.ee](http://www.keskkonnateenused.ee)

RAGN-SELLS AS

Tel.: +372 60 60 439

E-mail: [info@ragnsells.ee](mailto:info@ragnsells.ee)

Web page: [www.ragnsells.ee](http://www.ragnsells.ee)

### Reception of wastewater

GREEN MARINE AS

Tel.: (+372) 631 8252

Mobile: (+372) 51 59 303 (24h)

E-mail: [greenmarine@greenmarine.ee](mailto:greenmarine@greenmarine.ee)

Web page: [www.greenmarine.ee](http://www.greenmarine.ee)

### Reception of pyrotechnic products

RUF EESTI AS

Tel.: +372 653 1068

Mobile: +372 50 33 187

E-mail: [ruf@fireworks.ee](mailto:ruf@fireworks.ee)

Web page: [www.fireworks.ee](http://www.fireworks.ee)

ILUTULESTIKU KESKUS ARNIKA OÜ

Tel.: +372 433 5111

Mobile: +372 51 46 258

E-mail: [info@arnika.ee](mailto:info@arnika.ee)

Web page: [www.arnika.ee](http://www.arnika.ee)



## ANNEX 3

### Waste classification compliance between MARPOL 73/78 and Regulation no. 70 of the Government of the Republic dated 14.12.2015 "Procedure for the classification of waste and the list of waste"

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

		containing hazardous substances (including halons).
Exhaust gas-cleaning residues		10 01 18* waste from gas cleaning containing dangerous substances 10 01 19 waste from gas cleaning, which are not specified in 10 01 18

\* marked as hazardous wastes according to the Regulation

# ANNEX 4 HARBOUR MAP

## PALJASSAARE HARBOUR

Berths where the Waste Management Company will place necessary reception facilities, next to the moored vessels, described in the plan:

- BERTH 31
- BERTH 32
- BERTH 33
- BERTH 34
- BERTH 35
- BERTH 36
- BERTH 37
- BERTH 38
- BERTH 39
- BERTH 40

- Locations of waste containers (capacity 0.6 - 30m³) which are placed by the Waste Management Company.

