



Stornoway Port Authority Port Waste Management Plan



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Stornoway Port Authority

Port Waste Management Plan

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Author: Ian Buchan

Reviewer: Graeme Duff

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Glasgow

Craighall Business Park
 8 Eagle Street
 Glasgow
 G4 9XA
 0141 341 5040
info@envirocentre.co.uk
www.envirocentre.co.uk

Aberdeen

Banchory Business
 Centre
 Burn O’Bennie Road
 Banchory
 AB31 5ZU
 01330 826 596

Inverness

Alder House
 Cradlehall Business Park
 Inverness
 IV2 5GH
 01463 794 212

Edinburgh

Suite 114
 Gyleview House
 3 Redheughs Rigg
 Edinburgh
 EH12 9DQ
 0131 516 9530

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1 GENERAL INTRODUCTION AND BACKGROUND

1.1 General Introduction and Background

It is widely recognised within the international community of maritime states that, in order to leave no excuse for ships to resort to the unacceptable practice of discharging their waste at sea, there must be a properly planned system of reception facilities in ports, which are easy to use and cost-effective. This is one of the requirements of the International Convention on the Prevention of Pollution by Ships (MARPOL 1973/78).

1.2 Port of Stornoway

The Port of Stornoway is the primary port for the Outer Hebrides and one of the busiest ports on the west coast of Scotland, north of the Clyde.

The Port is central to the economy of the Island, facilitating the lifeline ferry service and supporting almost all economic activities from fishing to aquaculture, construction, retail and marine leisure.

The Port is operated by Stornoway Port Authority (SPA), a Trust Port with the twin objectives of working for the benefit of port users and the wider community.

SPA follow the Modern Trust Ports for Scotland Guidance for Good Governance, and have established a Board with a balance of specialist skills and experience.

Admiralty Chart No. 2529 covers Stornoway Harbour and Approaches to Stornoway.

1.3 Purpose of the Waste Management Plan

The primary purpose of the Waste Management Plan is to encourage the regular disposal of vessel-generated wastes in an environmentally sustainable and legally correct manner. It is also the aim, to tailor and improve existing port waste facilities by streamlining and analysing them, to the requirements of the users, through regular consultation and dialogue.

The plan advises ship's personnel of the arrangements in place within the Port of Stornoway for the disposal of ship's waste in accordance with the relevant MARPOL Annexes.

The Plan also defines procedures that will ensure that waste reception facilities are adequate to meet the needs of ships normally using the port without causing undue delay.

“Adequate” means being capable of receiving all types and quantities of prescribed wastes from ships normally using the Port, taking into account the operational needs of the Port users and the types of ships calling there.

1.4 Scope of the Plan

The Plan relates to shipping utilising Stornoway Port Authority operated Quays and Piers. No facilities exist for transfer of waste from vessels at anchor.

Tenants are responsible for administration of their own waste management plans for their facilities in accordance with the requirements of the Regulations.

1.5 Purpose

The purpose of the Waste Management Plan for the Port of Stornoway is to protect the marine environment by reducing discharges into the sea of ship generated wastes and cargo residues, to improve the availability and use of reception facilities and strengthen the enforcement regime.

The overall objectives of this plan are to:

- Consult with users, agents, operators, contractors and regulators in the development and implementation of waste management strategies;
- Fulfil legal duties with regard to waste management;
- Minimise the production of waste wherever possible;
- Dispose of waste so as to minimise negative environmental effects;
- Encourage the responsible use of reception facilities in the port and to promote the reuse and recycling of waste, where practical;
- Explain the obligations and responsibilities of all parties in the port waste management chain, from ship to waste contractor;
- Consult with port users, waste contractors, regulators, and other interested parties on the implementation of the port waste management system

Nothing in the plan absolves the berth/terminal operator from their obligation to provide adequate waste reception facilities consistent with the requirements of MARPOL 73/78.

The Stornoway Port Authority Waste Management Plan provides information to all vessels using Stornoway Port to enable them to make best use of the waste reception facilities available in the port. It complies with the requirements of the Maritime & Coastguard Agency and the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended) by:

- Detailing waste reception facilities for vessels,
- Encouraging the use of such disposal facilities in a regular and environmentally correct manner, and
- Improving communication between the providers and users of port waste reception facilities through dialogue and regular consultation.

1.6 Plan Revision

Following formal approval of this plan by the MCA, updates to it will be considered as a result of periodic review and regular monitoring. Should any proposals for change be considered necessary, the consultation process will continue to apply before any such changes are implemented.

This Plan has an approved lifespan of 3 years from the date of approval by the MCA and it will be submitted in its entirety for re-approval after that time or if any major changes in the port are likely to affect the volumes or types of waste received.

Approval of plan revision is the responsibility of the Harbour Master.

All revisions will first be submitted to the MCA for their formal approval before being incorporated into the Manual. Once approved, revision update(s) will be forwarded to all Plan holders as notated in the distribution list at the beginning of this document.

1.7 Distribution List, internal

- | | | |
|--------------------------|-----------------------|--------|
| 1. Harbour Master | (Document Controller) | Copy 1 |
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| 3. Deputy Harbour Master | | Copy 3 |
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1.8 Distribution List, external

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|---|----------------|
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| 3. Other interested parties on request. | Not Controlled |

1.9 Revision list

Date	Section	Page	Details	Amended by

2 LEGISLATION AND GUIDANCE

2.1 Overview

EU Directive 2000/59/EC on port reception facilities for ship-generated waste and cargo residues as amended by Directive 2007/71/EC which are incorporated into law by the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (SI 2003/No: 1809) as amended.

Under the Regulations harbour authorities are required to provide reception facilities for ship landed waste including oily residues, noxious liquid substances and ship generated waste (including sewage) without causing undue delay to vessels. This duty may be contracted out. Harbour authorities are required to have a pre-notification system and a mandatory charging system in place.

The International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78), Annex V requires harbour authorities to provide adequate reception facilities for garbage. See also MCA Guidance Note 563

2.2 European Legislation

Directive 2000/59/EC on Port reception facilities for ship-generated waste and cargo residues [[Directive 2000/59/EC](#)]

- All EU ports are to provide adequate reception facilities and to develop waste reception and handling plans.
- All wastes are to be delivered to reception facilities unless there is the capacity on board for retention until next port of call.
- All ships, except recreational craft authorized to carry 12 or fewer passengers or fishing vessels, are required to notify ports in advance of intention to use facilities and quantities of waste on board (notification requirement).
- A fee system will be introduced to encourage use of facilities.

2.3 UK and Scottish Legislation

- The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 as amended 2009 and 2016
- Merchant Shipping Act 1995
- Merchant Shipping and Maritime Security Act 1997
- The Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships) Regulations 2008
- The Waste (Scotland) Regulations 2012
- Environmental Protection (Duty of Care) (Scotland) Regulations 2014
- Special Waste Regulations 1996 as amended
- Controlled Waste Regulations 1992 as amended
- Waste Management Licensing (Scotland) Regulations 2011
- Animal By-Products (Scotland) Regulations 2003 as amended (International Foodstuffs)

2.4 IMO Publications

- MARPOL 73/78 (International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978).
- Comprehensive Manual on Port Reception Facilities
- Guidelines for the Provision of Adequate Reception Facilities on Ports – Part 1, Oily Wastes.
- Guidelines for the Provision of Adequate Reception Facilities on Ports – Part 2, Residues and Mixtures containing Noxious Liquid Substances.
- Guidelines for the Implementation of Annex V of MARPOL 73/78.
- Guidelines for Ensuring the Adequacy of Port Waste Reception Facilities

2.5 Guidance

- MGN 358 (M+F) - Consolidated European Reporting System (CERS) Reporting requirements in respect of Port Waste Infringements and Bulk Carrier Infringements
- MGN 387 (M+F) - Guidance on the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and amendments
- MSN 1678 (M+F) - The Special Waste Regulations 1996 Instructions to Surveyors
- MSN 1807 (M+F) The Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships) Regulations 2008 (PDF document) (replacing MSN 1720 (M+F))
- Port Waste Management Planning – A Guide to Good for marine operators and coastal clubs – The 2003 Regulations
- RESOLUTION MEPC.71(38) Guidelines for the Development of Garbage Management Plans IMO Marine Environment Protection Committee 1996
- Preparing a Waste Management Plan: A methodological guidance note – European Commission Directorate-General Environment (2012)
- Type Approval of Marine Equipment (EC Notified Bodies) – This Merchant Shipping Notice issued by the MCA amends MSN 1734, revoking and replacing MSN 1734 Amendment 9 – The purpose of the Marine Equipment Directive is to a) enhance safety at sea and b) the prevention of marine pollution through the uniform application of the relevant international instruments relating to marine equipment for which EC type approval safety certificates are issued. This Notice gives information and guidance about the procedures for obtaining type approval in conformity with the Directive through Notified Bodies nominated by the UK.

3 THE REQUIREMENT FOR WASTE RECEPTION FACILITIES

3.1 Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended)

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 as amended by the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) (Amendment) Regulations 2009 (hereafter called the 2003 Regulations as amended) transpose the requirements of Directive 2000/59/EC of the European Parliament and Council on reception facilities for ship-generated waste and cargo residues, as amended, into UK law.

The 2003 Regulations require ports, harbours, terminals, installations, marinas, piers and jetties to provide and manage waste reception facilities for ship-generated wastes. The Regulations set out a structured planning process for waste management issues, including a formal consultation process and the estimation of the amounts of different wastes landed at ports.

3.2 The Environmental Protection Act 1990 – Duty of Care

Section 34 of the Environmental Protection Act 1990 (as amended) lays out a number of duties with respect to the management of waste. Waste must be managed correctly by storing it in an appropriate manner, only transferring it to the appropriate persons and ensuring that when it is transferred it is sufficiently well described to enable its safe recovery or disposal without harming the environment.

The Environmental Protection Act 1990 imposes a duty on any person who imports, produces, keeps or manages controlled waste to take appropriate measures in ensuring there is written description of a waste product when it is transferred. This Statutory Instrument provides personnel transferring and receiving waste must, at the same time as the written description of waste is transferred, complete and sign a transfer note in respect of the waste.

The Waste (Scotland) Regulations 2012 amended Section 34 of the Act to implement a number of actions in the Scottish Government's Zero Waste Plan. This requires that: "separate collection" meaning that waste is presented for collection, and collected, in a manner that ensures that—

- i. Dry recyclable waste is separated from other waste;
- ii. Waste from one dry waste stream is kept separate from waste in another such stream; and
- iii. Food waste is kept separate from other waste.

The Environmental Protection (Duty of Care) (Scotland) Regulations 2014 requires a transfer note to be signed by the transferor and transferee of waste, specifies information to be included and requires copies to be retained for two years from the date of transfer of the waste. These regulations revoke the Environmental Protection (Duty of Care) Regulations 1991.

The Special Waste Amendment (Scotland) Regulations 2004 impose procedures for Special Waste that add to those already required under the Duty of Care, including requirements for transportation and disposal within a strict documented framework. The Regulations provide a new definition of

Special Waste in accordance with the EC Hazardous Waste Directive (91/689/EEC). The Hazardous Waste List has been expanded and refined and is now included in the European Waste Catalogue.

3.3 The Need for Waste Reception Facilities

When vessels arrive in Stornoway, they will have been at sea for a period of time, dependant on the type and size of vessel. As the Port develops the types of vessels calling change.

The Port of Stornoway must provide adequate reception facilities for vessels calling as a legislative requirement. Suitable waste reception facilities are important to discourage vessels from dumping waste overboard while at sea. The practice of disposing of waste in such an uncontrolled manner is no longer acceptable. Large volumes of waste have been disposed of in this way in the past, and as a result our seas and wildlife have suffered.

Stornoway Port Authority has run an on-going Beach Cleaning campaign since 2006, initially in conjunction with the Local Authority Comhairle nan Eilean Siar (CNES) and the neighbouring landowner the Stornoway Trust. This campaign concentrated on beach cleans in the Inner Harbour round to the Sandwick Shore, including the lower reaches of the Bayhead River. The team collect litter and waste from the shore on a weekly basis, recovering varied waste- wood/rope/ old tyres/ plastics/ cans and bottles etc.

The majority of the waste collected is not thought to be from the local marine industry.

SPA operatives clean, and uplift litter etc., on a daily basis around the Piers and Quays.

Dedicated Recycling Bins have been provided at the Yacht Marina, with the waste collected and processed by the Local Authority CNES, on a weekly basis. A skip is also provided for general waste at peak times, or on the occasions that CNES cannot uplift Recycling Bins when requested.

3.4 Definition of Wastes

Definitions of waste are set out in MARPOL 73/78 Regulations¹.

MARPOL Annexes include the following:

- **Annex I Regulations for the Prevention of Pollution by Oil**

Covers prevention of pollution by oil from operational measures as well as from accidental discharges; the 1992 amendments to Annex I made it mandatory for new oil tankers to have double hulls and brought in a phase-in schedule for existing tankers to fit double hulls, which was subsequently revised in 2001 and 2003.

- **Annex II Regulations for the Control of Pollution by Noxious Liquid Substances in Bulk**

Details the discharge criteria and measures for the control of pollution by noxious liquid substances carried in bulk; some 250 substances were evaluated and included in the list appended to the

¹ [http://www.imo.org/en/About/conventions/listofconventions/pages/international-convention-for-the-prevention-of-pollution-from-ships-\(marpol\).aspx](http://www.imo.org/en/About/conventions/listofconventions/pages/international-convention-for-the-prevention-of-pollution-from-ships-(marpol).aspx)

Convention; the discharge of their residues is allowed only to reception facilities until certain concentrations and conditions (which vary with the category of substances) are complied with.

In any case, no discharge of residues containing noxious substances is permitted within 12 miles of the nearest land.

- **Annex III Pollution by Harmful Substances Carried by Sea in Packaged Form**

Contains general requirements for the issuing of detailed standards on packing, marking, labelling, documentation, stowage, quantity limitations, exceptions and notifications.

For the purpose of this Annex, “harmful substances” are those substances which are identified as marine pollutants in the International Maritime Dangerous Goods Code (IMDG Code) or which meet the criteria in the Appendix of Annex III.

- **Annex IV Prevention of Pollution by Sewage from Ships**

Contains requirements to control pollution of the sea by sewage; the discharge of sewage into the sea is prohibited, except when the ship has in operation an approved sewage treatment plant or when the ship is discharging comminuted and disinfected sewage using an approved system at a distance of more than three nautical miles from the nearest land; sewage which is not comminuted or disinfected has to be discharged at a distance of more than 12 nautical miles from the nearest land.

- **Annex V Prevention of Pollution by Garbage from Ships**

Deals with different types of garbage and specifies the distances from land and the manner in which they may be disposed of; the most important feature of the Annex is the complete ban imposed on the disposal into the sea of all forms of plastics.

In July 2011, IMO adopted extensive amendments to Annex V which prohibits the discharge of all garbage into the sea, except as provided otherwise, under specific circumstances.

- **Annex VI Prevention of Air Pollution from Ships**

Sets limits on sulphur oxide and nitrogen oxide emissions from ship exhausts and prohibits deliberate emissions of ozone depleting substances; designated emission control areas set more stringent standards for SO_x, NO_x and particulate matter.

A chapter adopted in 2011 covers mandatory technical and operational energy efficiency measures aimed at reducing greenhouse gas emissions from ships.

Categories normally under consideration at Stornoway

The categories normally under consideration at Stornoway are Annexes I and V. Arrangements for disposal are made as required. Arrangements are also made on request in respect of Annex III waste which would be required very occasionally and, likewise, for discharge of sewage waste. Annex VI came into force internationally on the 19th May 2005.

3.5 Obtaining Receipts

Regulation 9 of Annex 5 of MARPOL 73/78 states that amongst other things, every ship of 400 tonnes gross or above and every ship authorised to carry 15 passengers or more shall carry a Garbage Management Plan and maintain a Garbage Record Book. In relation to this the Master of these vessels should obtain from the operator of the Port Reception Facilities or from the Master of a ship receiving the garbage, a receipt or certificate specifying the estimated amount of garbage transferred. The receipt or certificates must be kept on board the ship for two years.

3.6 Procedures for the reception and collection of prescribed wastes

A minimum of twenty four hours before arrival in port or as soon as departing the previous port (if the sailing is less than 24 hours).

When a vessel is due to arrive at Stornoway, Stornoway Harbour is notified. The Operations Department ensures there are skips placed on the berth the ship is expected to arrive at. Where two vessels are berthed next to each other, they may be expected to share the facilities. If a vessel fills a skip, further skips can be requested by contacting Stornoway harbour on VHF 12

Only wastes falling into the category of 'International Food Waste' or 'general waste' (e.g. office waste, paper etc.) are covered by this plan, all other wastes must be removed via a port approved licensed waste contractor. Such wastes could be (but are not restricted to): oils, oily rags/materials, oily mixtures, contaminated materials, paints, paint pots, chemicals, asbestos, cargo residues (e.g. dunnage), scrap, clinical/medical waste, batteries, sewage

A list of approved contractors can be found in Appendix A. These will change over time; up to date lists can be obtained from the Harbour Master. It is the responsibility of the Ship's Master (if required, via the agent) to ensure that the waste contractor has the appropriate licence to handle the waste they are contracted to remove.

Stornoway Port Authority also provides facilities for the safe disposal of oily bilge water or slops. The waste can be pumped ashore via a pipeline at No. 3 Pier East, or in 20 litre drums as appropriate for smaller vessels. The oily waste is removed from the SPA tank by licenced contractors by road tanker for processing on the mainland.

Small fishing boats and yachts that do not required Waste Transfer Notes can use skips and Recycling Bins in the Inner Harbour area at all times.

3.7 The Charging System

The charges for waste disposal are published annually in the Stornoway Port Authority Schedule of Rates and Dues.

All vessels entering Stornoway Harbour are charged a flat rate fee incorporated in the Rates and Dues to cover use of waste reception facilities, regardless of whether or not they use the provided facilities. In line with the legislation, this is to encourage vessels to place their waste in the provided facilities and to discourage vessels throwing waste over the side while at sea or in port.

These charges have been set following the government guidance to charge a minimum of 30% of the costs the port incurs in the disposal of waste. To arrive at this number, the total volumes of waste removed (and subsequent cost), travel, taxes, disinfecting, skip hire costs and management time over the previous years were totalled, and divided by the number of calling vessels. This figure was then used to derive the charge.

Where ships request dedicated skips for general waste, these are hired out at a set rate, as detailed in the current Schedule of Rates and Dues.

Following any interim re-assessment of the charges with changes to the landfill tax regime and contractor charges as noted above, port users are advised by letter on an individual basis via their agents.

3.8 Consultation procedures

The Port of Stornoway communicates with key stakeholders on a regular basis and any changes to the Waste Management Plan will be highlighted in broad terms, as and when required.

A list of key Organisations and Individuals consulted on this update to the Port Waste Plan can be found in Appendix B.

3.9 Type and quantities of all wastes received and handled

Table 3-1 below represent the change in the vessel type over the period 2014 - 2018 (inclusive).

Table 3-1 Vessels arriving in the Port of Stornoway

Vessel arrivals at Stornoway			2016	2017	2018
RoRo				8823049	8805540
Container				0	0
Other				1206724	1259184
Total gross tonnes					
TOTAL Vessel Arrivals				10029773	10064724

The figures in table 3-2 to 3-7 have been used to estimate change in volumes of waste handled 2012 - 2016 (inclusive).

Table 3-2 Waste types Arriving at the Port of Stornoway

Breakdown of Port waste by category and year (Tonnes)						
Category	EWC Code	2014	2015	2016	2017	2018
Category 1. (Galley) Waste	20.01.38				81.38	25.24
Paper and cardboard packaging	15.01.01					
Paper and cardboard	20.01.03					
Wooden packaging	15.01.03					
Other wood	17.02.01					
Meal/ Grain	02.03.04					
Mixed Waste	20.03.01					
Ash	19.01.12					
Glass	19.12.05					

Scrap						
Hazardous/ Special						
Mixed					1263.13	81.8
Total					1344.51	107.04

Table 3-3 Water/Oil Slops discharged 2012 (tonnes)

Month	Sludge	Bilge Water	Other Oils	Declared	Actual	Diff
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Table 3-4 Water/Oil Slops discharged 2013 (tonnes)

Month	Sludge	Bilge Water	Other Oils	Declared	Actual	Diff
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Table 3-5 Water/Oil Slops discharged 2014 (tonnes)

Month	Sludge	Bilge Water	Other Oils	Declared	Actual	Diff
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Table 3-6 Water/Oil Slops discharged 2017 (tonnes)

Month	Sludge	Bilge Water	Other Oils	Declared	Actual	Diff
January						
February			2.9			
March			0.62			
April			1.925			
May			1.12			
June			0.68			
July			0.14			
August			0.25			
September			2.37			
October			0.585			
November			1.96			
December			3.125			

Table 3-7 Water/Oil Slops discharged 2018 (tonnes)

Month	Sludge	Bilge Water	Other Oils	Declared	Actual	Diff
January			3.385			
February			3.4			
March			5.9			
April			5.565			
May			4.7			
June			5.51			
July			.9			
August			2.112			
September			5.225			
October			3.37			
November			1.89			
December			1.37			

4 PROCEDURE FOR THE RECEPTION AND COLLECTION OF PRESCRIBED WASTE

4.1 Introduction.

The port's waste management system consists of a number of essential steps and links. Successful transfer of waste from vessels to the waste carrier depends upon effective communication between each link in the waste management chain.

4.2 Key Roles and Responsibilities

The Harbour Master or his Deputy will be responsible for the implementation of the Port of Stornoway Waste Management Plan.

The International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78), Annex V requires Stornoway Port Authority to provide adequate reception facilities for garbage. See also MCA Guidance Note 563

Under the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended) the following is required:

- a) Ships must notify the harbour authority or terminal operator before entry into the port/terminal of the waste they will discharge, including information on types and quantities. The waste notification form is set out in Annex A. Ships do not have to notify about sewage if they intend to discharge it at sea in accordance with MARPOL.
- b) Ships must deliver their waste to port reception facilities before leaving the port or terminal, unless it is sewage or they have sufficient dedicated storage capacity for the waste that has accumulated and is expected to accumulate during the voyage to the next port of call
- c) Ships must pay a mandatory charge to significantly contribute to the cost of port reception facilities for ship generated waste, whether they use them or not.
- d) Recreational craft authorised to carry, or designed to carry no more than 12 passengers and fishing vessels must deliver their waste (other than sewage) to port reception facilities but are exempted from the requirement to notify before entry into port and the requirement to pay a mandatory charge.²

4.3 Duty of Care/Waste Transfer/Waste Disposal

Reception and storage are the key elements to the successful management of port waste reception facilities.

Improper disposal of waste classified as "Special" or "Hazardous" into common user skips can render Stornoway Port Authority liable to prosecution for breach of internal Scottish legislation without having recourse to an untraceable waste producer, i.e. the vessel concerned. The use of a waste

² MARINE GUIDANCE NOTE (MGN) 563 (M+F) Guidance on the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and amendments

transfer system and a transparent audit trail of waste producers is deemed to counteract the likelihood of a breach of the Regulations. Stornoway Port Authority will issue waste Transfer notes for all waste landed. . While a waste contractor collecting wastes should be fully prepared and have all the paperwork that is required, the vessels should also be aware of their responsibilities and not give any waste to anyone without the appropriate paperwork.

Stornoway Port Authority is similarly committed to fostering good practice in the areas of compacting and recycling. As Stornoway Port Authority is aware that the opening hours of municipal landfill sites reflect the considerations of local residents, it proposes a transfer and disposal system which obviates the need to apply for the hours of opening to be extended.

4.4 Notification and delivery of waste and cargo residues

The master of a ship bound for the Port of Stornoway, other than a ship in regular scheduled service, is required to notify the Port of Stornoway of delivery of waste and cargo residues: (This will be recorded in the CERS workbook, which is a mandatory reporting system required by the MCA)

- a) At least 24 hours prior to arrival if the port of call is known, or
- b) As soon as the port of call is known, if this information is available less than 24 hours prior to arrival, or
- c) At the latest upon departure from the previous port, if the duration of the voyage is less than 24 hours.

4.5 Notification Requirement

The following information is required from all vessels prior to arrival

- Name/call sign/IMO number;
- Flag state;
- Estimated time of arrival (ETA);
- Estimated time of departure (ETD);
- Previous port of call;
- Next port of call
- Last port and date when ship generated wastes was delivered;
- Whether delivering all/some/none of ship generated wastes into facilities;
- Type and amount of waste to be delivered/stored on board plus maximum storage capacity; and
- The unit of measurement is cu m/kg.

4.6 Mandatory Discharge

All vessels must discharge ship-generated waste before leaving the Port of Stornoway unless it can be demonstrated that storage space for such waste is sufficient. If retaining waste on board, a

legitimate reason for not using the port reception facilities must be given. Failure to do so will result in detention in port until waste has been discharged.

In the latter case, if there is reason to believe that there is a risk of waste being discharged into the sea because adequate facilities are not available at the next port of call, or if that port of call is unknown, these will also be grounds for detention.

4.7 Waste Reception Facilities

The Port provides reception facilities for garbage wastes and provides a list of approved waste contractors for Agents to contact to arrange for the reception of all other ship-generated wastes. The reception facilities available for each type of waste are outlined below. These waste reception arrangements apply to all berths in the Port.

4.8 Cargo Waste

It is the responsibility of both the ship and the cargo receiver to collect and dispose of all waste accumulated from the loading/ discharge of cargo.

The receiver will, as soon as possible after completion of cargo loading/discharge, dispose of any residues remaining on the berth, and any spillages between the berth and the warehouses.

Failure of the cargo receiver to adequately remove and dispose of cargo residue will result in Stornoway Port Authority undertaking this duty and charging the receivers for this work. The charges will be determined by the time taken and disposal charges incurred.

4.9 Garbage Wastes

The Port of Stornoway provides reception facilities for ship-generated garbage wastes which include the following:

- Plastic
- Food waste (including International Catering Waste)
- Ground-down paper products, rags, glass, metal, bottles, crockery etc.
- Cargo residues, paper products, rags, glass, metal, bottles, crockery etc.
- Dunnage, lining or package materials
- Incinerator ash

The Port of Stornoway provides one enclosed garbage skip to every vessel visiting Stornoway. More skips can be arranged on request.

4.10 Ships discharging oily wastes

Vessels will continue to make arrangements through their agents for transfer and disposal of oily waste, and the licensed waste contractors. Ship-generated oily wastes include the following:

- Oily bilge water;

- Oily residues (sludge);
- Oily tank washings (slops);
- Dirty Ballast Water;
- Oily mixtures containing chemicals;
- Scale and sludge from tank cleaning. Oily wastes may be collected by road tanker or by barge.

Most waste contractors require at least 24 hour notice to collect oily waste.

Any oil contaminated garbage, such as oily filters or rags, must be treated as a hazardous (special) waste and collected by an approved waste contractor arranged by the agent. These wastes must be collected in drums or bags.

4.11 Delivery of Waste

Vessels calling at the Port of Stornoway must ensure that all waste is delivered into reception facilities before the ship leaves the port. The only exceptions to this are as follows:

1. If the waste is sewage and it is the intention to discharge at sea in accordance with Regulation 11 of Annex IV of MARPOL 73/78.
2. The vessel has sufficient dedicated storage capacity available on board to store the current waste, and any additional waste that will be generated in the period until the ship reaches the next port of call where it can be landed.

4.12 Exempt Vessels

To be exempted, a ship must be engaged in scheduled traffic with frequent and regular port calls and there needs to be sufficient evidence of an arrangement ensuring the delivery of ship-generated waste (this now includes sewage) and payment of charges in a port along the ship's route³.

Vessels must prove that they are on regular, frequent and scheduled routes (such as short sea shipping and ferries) and that they are notifying, landing and paying a mandatory charge in another port (i.e. have an arrangement with a waste disposal contractor).

Workboats, pilot boats and other similar vessels that operate principally within the Port authority area fall outside the scope of the requirement to notify, deliver or pay charges⁴.

4.13 Location of Facilities

Stornoway Port Authority has the duty to prepare and revise this Port Waste Management Plan and to ensure that adequate and convenient garbage reception facilities are available throughout its area of jurisdiction.

³ MGN 387 (M+F) Guidance on the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and amendments

⁴ MGN 469 (M) Inland Waterways – Non-Passenger Vessels: Applicable Safety Standards for Vessels Operating Solely on Inland Waterways in the United Kingdom

The provision of Port waste reception facilities shall be provided to ensure they are in line with MARPOL Regulations. Facilities are listed below. It is the policy of Stornoway Port Authority to work with all interested parties to ensure that provision of waste reception facilities are adequate for all vessels using the Port. After consultation with all interested parties the present waste reception facilities are assessed suitable for the existing type and frequency of vessel visits to the Port of Stornoway.

No. 1 Pier

9 cubic metre enclosed skips.

No. 2 Pier

9 cubic metre enclosed skips.

No. 3 Pier

9 cubic metre enclosed skips.

28,000 litre oily waste tank with pipeline to south end of pier. Connections available on east/west side of pier.

Figure 4-1 Examples of closed skips at the Port of Stornoway



4.14 Port Waste Reception Facilities Charging System

The EU Directive says that each vessel must contribute 'significantly' to the cost of port waste reception facilities for ship-generated waste, without that cost providing a disincentive to use. This is reflected in the Statutory Instrument as 'every port authority shall ensure that the costs of waste reception facilities are covered by means of a due collection of a fee from ships.'

There is a usage charge of £225 inclusive of vat for the hire of a skip.

Where a vessel requires a full size skip, which must be taken to landfill immediately, the full cost of disposal will be charged. (This is covered by the cost of hiring a skip)

The disposal system is operated by a licenced waste contractor.

4.15 Records

Vessel Notification Forms

All notifications received are reviewed by the Harbour master or Deputy Harbour master and retained for a minimum period of two years.

Contractor Waste Reports

All waste contractors provide the Authority with reports detailing the type and quantities of waste handled. This information is collated and reviewed then retained for a minimum period of two years.

4.16 Inadequate Facilities Grievance Procedure

The Master of a ship faced with a lack of reception facilities in the Port of Stornoway should bring the alleged inadequacy to the attention of the Harbour Master and/or the Harbour Office.

Complaints should be made immediately a problem arises through the agent to Stornoway Port Authority complaints may be made verbally or in writing, but, if the latter, should be supported by written documentation at the earliest possible opportunity to facilitate resolution.

If the problem is not resolved at the time to the Master's satisfaction, the MCA should be contacted at the following address:

PWR Inadequacies, Environmental Policy Branch, Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton, SO15 1EG.

E-mail: environment@mcga.gov.uk

There is standard reporting form which should be used in MGN 563 Annex D.

The MCA will investigate the Master's report and where, in its opinion the allegation of inadequate facilities is justified it will take the matter up directly with the Port and also notify the European Commission.

If the Port fails to comply with the Regulations, it shall be guilty of an offence and liable on summary conviction to a fine⁵.

4.17 Vessel Non-Compliance

Where possible Stornoway Port Authority faced with a vessel that has not complied with the need for notification and / or not off loaded waste as required by the Regulations, the nearest Marine Office should be informed. Such vessels may then be targeted by the Maritime and Coastguard Agency for inspection and destination ports / terminals will be warned of their non-compliance. Vessels that fail

⁵ The Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004

to comply with the requirements of the Regulations shall be guilty of an offence and liable on summary conviction to a fine.

Where the Harbour Master has reason to believe that the owner, manager, demise charterer or master has committed an offence under the Regulations by disposal from the ship of garbage he, if the disposal was into the waters of the Harbour, may detain the ship

4.18 Audit and Review

To ensure that Port waste management facilities are relevant and are up to date, and that plans are implemented effectively the plan will be subject to periodic audit and review.

4.19 Consultation

Representatives from Port Agents, Port Users and the Approved Waste Contractor will be consulted on an annual basis in order to confirm the adequacy of the system.

4.20 Plan Review

There should be an ongoing process to assess the effectiveness of the Plan's operation. The Plan should be kept up to date. Under the regulations there must be formal reassessment of this Plan every three years and the revised plan must be submitted to MCA for approval⁶. The Harbour Master will coordinate the revisions.

In reviewing the plan consideration shall be given to:

- Continuous feedback from consultation
- Changes in type and volume of traffic using the port
- Improved record keeping of amounts of waste notified and landed

⁶ MGN 563 (M+F) Guidance on the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and amendments

APPENDICES

A. CONTACT DETAILS

Stornoway Port Authority,

Amity House
Esplanade Quay
Stornoway
HS1 2XS
Tel (24 hours) 01851 702688
Fax 01851 70705714
Email sypa@stornowayport.com

Comhairle nan Eilean Siar (Bennadrove Landfill site operator)

Sandwick Road
Stornoway
HS1 2BW
Tel 01851 600501
Email : enquiries@cne-siar.gov.uk

Bennadrove Landfill Site (site contact)

Marybank
Stornoway HS2 0DL
Tel 01851 706744

Zero Waste Western Isles (CNeS Recycling centre)

Creed IWM Facility
Stornoway
HS2 9JB
Tel: 01851 709900

Creed Enterprise Park

Lochs Road
Hebrides Alpha Trading CIC (beach cleaning contractor)
The Old Casting Shed
Rigs Road
Stornoway
HS1 2RF
Tel 01851 705054
Email: info@hebridesalpha.co.uk

A Maciver Ltd (Skip hire and haulage)

2 Rigs Road,
Stornoway
HS1 2RF
Tel 01851 705155

Stornoway Skip Hire (skip hire and recycling)

The Big Shed
Caberfeidh Road
Stornoway
HS1 2SE
Tel 01851 703050
Email info@stornoway-skips.co.uk

B. LIST OF CONSULTEES:

Stornoway Fishermen's Co-Operative Ltd, Stornoway	(Fishermen's organisation)
Cory Brothers, Grangemouth	(Ships Agents)
Caledonian Macbrayne, Stornoway	(Ferry operators)
Stornoway Sailing Club, Stornoway	(Local leisure boat owners)
Stornoway Shipping Services	(Ships Agents)
MCA	
SEPA	

The method of consultation has taken a number of forms, depending on the nature of the user and the location of the facility. However Stornoway Port Authority will, as a matter of course, use the following consultation process:-

- By letter to regular and key potential users of the waste reception facilities.
- Through meetings (Ship's agents, Terminal Operators etc.)
- On notice boards within the port.

Any relevant returns from the above organisations are listed in Appendix C

C. RELEVANT RESPONSES TO CONSULTATION

- SEPA responded on the 30th of April 2019 requesting more details be put in Section 4.3 Duty of Care/Waste Transfer with reference to Waste Transfer notes and waste contractors. The section was amended accordingly .

D GLOSSARY AND TYPES OF WASTE

Asbestos All asbestos containing materials as defined in the 2010 SI 2984 Merchant Shipping Regulations.

Batteries Vehicle or electronic batteries containing toxic materials excluded from land fill waste sites.

Chemicals Unidentified drums or containers containing chemical substances are to be automatically treated as hazardous waste this also applies to chemical spills.

Clinical / Medical waste Normally waste associated with minor medical procedures.

Dunnage from cargo operation originating out with the UK will be removed by skip for incineration. (

Explosives (flares etc.) for guidance on disposal of explosives, seek the advice of the Maritime and Coastguard Agency, see MGN 419: <http://www.dft.gov.uk/mca/>

Garbage Means all kinds of victual, domestic and operational waste, generated during the normal operation of galleys (EXCLUDING International Food Waste).

General waste Means all waste, which is generated during the offloading of ships, which includes paper, plastics, and wood but excluding oil.

International Food Waste All food wastes originating beyond the UK. If there is any dubiety regarding the origin for food wastes it will be treated as international.

Refrigerators All refrigerators and stand-alone Air Conditioning units are to be assumed as containing gases damaging to the environment and treated as special waste.

Scrap Metal Off cuts of metal and scrap machinery. (Requests for reception facilities for scrap will be considered on an individual basis.)

Tyres All tyres from motor vehicle and plant are considered special waste.