



**PORT RECEPTION FACILITY**

**COCHIN PORT TRUST**

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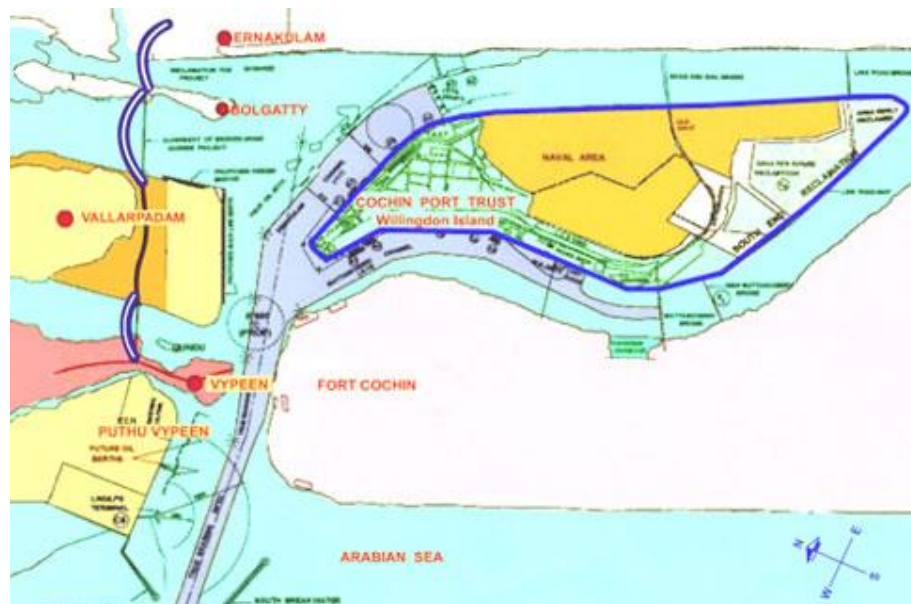
### ABBREVIATIONS

CoPT	:	Cochin Port Trust
EGCS	:	Exhaust Gas Cleaning Systems
GISIS	:	Global Integrated Shipping Information
IMO	:	International Maritime Organization
MARPOL	:	International Convention for the Prevention of Pollution from Ships
MEPC	:	Marine Environment Protection Committee
NGOs	:	Non-Governmental Organizations
ODS	:	Ozone Depletion Substances
OILPOL	:	International Convention for the Prevention of Pollution of the Sea by Oil
PRF	:	Port Reception Facility
PRFD	:	Port Reception Facility Database
PSC	:	Port State Control
PWHP	:	Port Waste Reception and Handling Plan
RRFP	:	Regional Reception Facilities Plan
UNCLOS	:	United Nations Convention on the Law of the Sea
KSPCB	:	Kerala State Pollution Control Board
ETP	:	Effluent Treatment Plant
PPM	:	Parts Per Million
SOP	:	Standard Operating Procedure
NRV	:	Non Return Value
HWM	:	Hazardous Waste Management
OCM	:	Oil Content Meter
CPCB	:	Central Pollution Control Board
DGS	:	Directorate General of Shipping
SOLAS	:	Safety Of Life At Sea

## A. Port Of Cochin.

**Cochin Port** or **Kochi Port** is a major port on the southern part of India on the West coast, adjacent to international sea route to Gulf of Aden. It is a port at river entrance. It serves to this part of India with berths for POL, Containers, General Cargo, Bulk , LPG and LNG. It caters to container ships of max. 14.5 Mtrs draft and Oil tankers of max. 12.5 Mtrs draft. The port also has SPM for unloading Crude catering to VLCC vessels of max. DWT 3,00,000 Tons with an available depth of 30 Mtrs.

Adjacent to Kochi Port inner Harbour, we have Southern Naval Command and Cochin Ship Yard.



## **B. Introduction to Port Waste Mgmt. Plan:**

### **1. UNCLOS provides that:**

States have a general obligation to protect and preserve the marine environment (Article192); States have a duty to take measures, using the best practicable means at their disposal and in accordance with their capabilities, to minimise to the fullest possible extent pollution from ships, in particular measures for preventing intentional and unintentional discharges (Article 194);and

Flag States have a duty to adopt laws and regulations which have at least the same effect as that of generally accepted international rules and standards established through the IMO (Article211(2)).

2. The United Nations Sustainable Development Goal 14 calls all nations to conserve and sustainably use the oceans, seas and marine resources for sustainable development. In line with SDG 14, one of the specific tasks in IMO action plan to reduce Marine Plastic litter, set forth in MEPC Res.310 (73), is to **improve the effectiveness of port reception facilities and treatment in reducing marine plastic litter.**
3. UNCLOS and MARPOL establish a framework of rights and duties. Coastal States have the right to prohibit polluting discharges from foreign and domestic shipping in their coastal zones. If they exercise this right, they have a duty to ensure the provision of adequate reception facilities for ships' wastes in their ports. This duty is explicit in MARPOL. It is implicit in UNCLOS that each right also entails a duty.
4. States Parties to MARPOL 73/78 have specifically undertaken to ensure the provision of adequate waste reception facilities in their ports. **Most States have delegated this duty to their ports industry or to other public or private bodies, but States retain the ultimate responsibility for ensuring that their undertaking is fulfilled.** As per Section 356 I of the Merchant Shipping Act, 1958, the powers of the port authority shall include the power to provide reception facilities. Thus, concerned port authorities have a regulatory duty to ensure provisioning of adequate port reception facilities and the Directorate General of Shipping being custodian of Merchant Shipping Act, 1958 has a moral responsibility to ensure such provisions.
5. All ship generated wastes received and generated in a port are part of the waste stream of a country. As MARPOL only addresses the provision of port reception facilities for ships, ship-generated wastes become a part of the total waste stream of a port, once received on shore. **Both ship-generated wastes and land-generated wastes in the port thus, should be handled in an environmentally sound way and therefore, must comply with local municipal laws.**

Otherwise, actions taken to prevent pollution may merely transfer the problem from the sea to the land or vice versa. For example, if ship-generated waste is dumped onshore, soil or groundwater contamination and risk to human health may be the result.

6. States Parties failing to provide adequate reception facilities will be in breach of their MARPOL 73/78 obligations, and can be a finding during the forthcoming audit of Indian Maritime Administration by team of IMO auditors.
7. Although the proper management of wastes is expensive, the costs for remedial actions are extremely high and the threat of adverse health and ecological effects is never completely removed. An integrated approach to waste handling that incorporates the entire life cycle of waste (from the moment of generation until its final disposal) may save considerable future expenses (**cradle-to-grave approach**). All Indian ports are expected to incorporate an integrated approach to waste handling.

### **C. Vision, Purpose and Objectives:**

This Port Waste Management Plan has been prepared by the Marine Division, Cochin Port Trust to ensure the provision of adequate reception facilities for ships' wastes. Adequate facilities are those that are fully used by mariners instead of discharging their ship's waste into the sea. To achieve this, facilities should meet the needs of the DG Shipping, Govt. of India. To this end Cochin port trust has attempted to remove as far as possible any disincentives towards use of such facilities.

In particular the facilities provided should:

- Cater for all types of waste that are usually landed at the Cochin Port Harbour.
- Be easy to use.

The Manager (Marine pollution control) is responsible for the implementation of the Port Waste Management Plan as well as monitoring the efficiency of the reporting procedures and facilities provided, as well as ensuring any reported inadequacies are investigated.

## **D. Information to Port Users**

Complying with regulations and protecting the marine environment is of the utmost importance to Cochin Port Trust. This is achieved by ensuring suitable and adequate waste reception facilities are available and monitored in the various harbour locations under Cochin Port Trust's jurisdiction.

Shipping agents can provide details of port waste reception facilities and forward reporting forms to vessels using their service.

Cochin Port Trust does not provide any pre-treatment facilities for waste landed.

Cochin Port Trust does not handle any vessels carrying cargoes under Marpol Annex II (Noxious Liquids in bulk), and therefore is not providing any reception facilities for these types of vessels.



## E. Definitions

1. 'Ship' means a seagoing vessel of any type operating in the marine environment, including fishing vessels, recreational craft, hydrofoil boats, air-cushion vehicles, submersibles and floating craft;
2. 'Waste from ships' means all waste, including cargo residues, which is generated during the service of a ship or during loading, unloading and cleaning operations and which falls within the scope of Annexes I, II, IV, V and VI to MARPOL Convention, International Convention for the Control and Management of Ships Ballast Water and Sediments (BWM Convention), International Convention on the Control of Harmful Anti-fouling Systems on Ships (AFS Convention) , as well as waste such as expired medicines, pyrotechnics etc.

### DEFINITION OF WASTES Definitions in MARPOL 73/78 Regulations.

- Annex I Oily Wastes (bilges, sludge, ballast, slops)
  - Annex II Noxious Liquid Substances Carried in Bulk (dirty ballast, slops, tank washings)
  - Annex III Pollution by Harmful Substances Carried by Sea in Packaged Form
  - Annex IV Sewage
  - Annex V Garbage .... which includes - hazardous waste, food waste, glass, metal, plastics, paper/cardboard, wood, paint tins, batteries
  - Annex VI Prevention of Air Pollution from Ships
3. 'port reception facility' means any facility which is fixed, floating or mobile and capable of providing the service of receiving the waste from ships;
  4. 'port' means a place or a geographical area made up of such improvement works and equipment designed principally to permit the reception of all types of ships, including fishing vessels and recreational crafts for the loading and unloading of passengers, cargo, stores, equipment, fuel, fish from commercial or sport fishing or for repairs, berthing or other related activities and include the anchorage area within the jurisdiction of the port;
  5. port administration: public or private organization or partnership with the responsibility for the operation of the port.
  6. Port authority: organizations, either public or governmental, that manages the operations of a port, in whole or part.

7. Terminal: specific and distinct cargo or passenger loading and unloading facility for ships.
8. hazardous waste: As defined under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016} means any waste which by reason of characteristics such as physical, chemical, biological, reactive, toxic, flammable, explosive or corrosive, causes danger or is likely to cause danger to health or environment, whether alone or in contact with other wastes or substances, and shall include –
  - 8.1 waste specified under column (3) of Schedule I of said.
  - 8.2 waste having equal to or more than the concentration limits specified for constituents in class A and class B of Schedule II of said Rules or any of the characteristics as specified in class C of Schedule II; and
  - 8.3 wastes specified in Part A of Schedule III of said Rules in respect of import or export of such wastes or the wastes not specified in Part A but exhibit hazardous characteristics specified in Part C of Schedule III;
9. medical waste: any solid waste that is generated in the diagnosis, treatment, or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biological materials, including but not limited to isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes and potentially contaminated laboratory wastes and dialysis wastes. As per WHO, medical waste is distinguished between two categories: infectious and non-infectious.
10. Quarantine waste: any solid or liquid waste that requires special handling, segregation and disposal due to its potential to spread disease, diseases, or plant and animals' pests when discharged or delivered ashore.
11. cargo residues: remnants of any cargo material which are not covered by Annexes I, II, IV and VI of the MARPOL convention and which remain on the deck or in holds following loading or unloading, including loading and loading excess or spillage, whether in wet or dry conditions or entrained in wash water but not including cargo dust remaining on the deck after sweeping or dust on the external surfaces of the ship. Dry bulk cargo residues may include substances that are harmful to the marine environment.
12. food wastes: means any spoiled or unspoiled food substances and includes fruits, vegetables, dairy products, poultry, meat products and food scraps generated aboard ship. In some States food waste may require special waste handling and treatment techniques (e.g. quarantine waste, which in some States needs to be incinerated).

13. Domestic wastes: means all types of wastes not covered by other Annexes of MARPOL that are generated in the accommodation spaces on board the ship. It does not include grey water.
14. Cooking oil: means any type of edible oil or animal fat used or intended to be used for the preparation or cooking of food, but does not include the food itself that is prepared using these oils.
15. Incinerator ashes: means ash and clinkers resulting from shipboard incinerators used for the incineration of garbage.
16. Operational wastes: means all solid wastes (including slurries) not covered by other Annexes that are collected on board during normal maintenance or operations of a ship, or used for cargo stowage and handling. This also includes cleaning agents and additives contained in cargo hold and external wash water. It does not include grey water, bilge water or other similar discharges essential to the operation of a ship, taking into account the guidelines developed by the Organization. Other similar discharges essential to the operation of a ship include, but are not limited to: boiler/economizer blowdown; chain locker effluent; controllable pitch propeller and thruster hydraulic fluid and other oil to sea interfaces (e.g. thruster bearings, stabilizers, rudder bearings, etc.); distillation/reverse osmosis brine; firemain systems water.
17. Grey water means drainage from dishwater, shower, laundry, bath and washbasin drains. It does not include drainage from toilets, urinals, hospitals and animal spaces, as defined in regulation 1.3 of MARPOL Annex IV (sewage) and drainage from cargo spaces. Grey water is not considered garbage in the context of MARPOL Annex V
18. E-waste: means electrical and electronic equipment used for the normal operation of the ship or in the accommodation spaces, including all components, subassemblies and consumables, which are part of the equipment at the time of discarding, with the presence of material potentially hazardous to human health and/or the environment.
19. Garbage: means all kinds of food wastes, domestic wastes and operational wastes, all plastics, cargo residues, incinerator ashes, cooking oil, fishing gear, and animal carcasses generated during the normal operation of the ship and liable to be disposed of continuously or periodically except those substances which are defined or listed in other Annexes to the MARPOL Convention. Garbage does not include fresh fish and parts thereof generated as a result of fishing activities undertaken during the voyage, or as a result of aquaculture activities which involve the transport of fish including shellfish for placement

in the aquaculture facility and the transport of harvested fish including shellfish from such facilities to shore for processing

20. Waste recovery: recycling, reclamation or treatment of waste for reuse.

21. Swachh Sagar Portal: web portal designed and developed by Directorate General of Shipping to capture the inventory of ship generated waste on any ship on arriving at an Indian port. The ship captain/owner/manager/agent is required to access the portal and fill up certain required information irrespective of whether they require port reception facility or not. If port reception facility is required, the necessary advance notification for the same can be raised through this portal' Subsequently portal will connect the captain/owner/manager/agent requesting for port reception facility with all port approved vendors of arrival port to negotiate and fix a suitable vendor and date and time for disposal of ship generated waste.

## **F. Legislations:**

- The International Convention for the Prevention of Pollution from Ships 1973, and its 1978 Protocol (MARPOL 73/78).
- The Merchant Shipping (MARPOL Protocol I - Reports on Incidents Involving Harmful Substances)
- Merchant Shipping (MARPOL Annex I - Prevention of Pollution by Oil) Regulations 2006
- Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 2000
- Merchant Shipping (MARPOL Annex II - Control of Pollution of Noxious Liquid Substances in Bulk) Regulations 2008
- The Merchant Shipping (MARPOL Annex III - Prevention of Pollution by Harmful Substances)
- Merchant Shipping (MARPOL Annex IV - Prevention of Pollution by Sewage)
- Merchant Shipping (MARPOL Annex V - Prevention of Pollution by Garbage)
- Merchant Shipping (MARPOL Annex VI - Prevention of Air Pollution)

Besides Above the following acts as a guide-

1. The Environment (Protection) Act, 1986 & The Environment (Protection) Rules 1986 with Hazardous Wastes (Management & Handling) Rules 1989 .
2. Indian Ports Act 1908 (Act No. 15 of 1908)
3. The Major Port Trust Act, 1963.
4. The IMO manual "Port Reception Facilities – How to do it," 2015
5. 2012 Guidelines for the implementation of MARPOL Annex V, MEPC 219(63)
6. Guidelines for ensuring adequacy of Port Waste Reception Facilities, MEPC 83 (44), 2000

## **G. GIMO GUIDELINES ON PORT RECEPTION FACILITIES:**

- a. The use and provision of port reception facilities for ship-generated wastes and residues is fundamental to the overall success of the MARPOL Convention in its objective of reducing and ultimately eliminating intentional pollution of the marine environment by ships. In order to improve the efficient delivery of MARPOL wastes and residues to port reception facilities, the IMO has developed specific additional guidance that outlines how the shipping community and PRF providers can best conduct their operations in order to comply with MARPOL:
- i) 2014 Consolidated guidance for port reception facility providers and users (Circular MEPC.1/Circ.834): This guidance consolidates in a single document the Guide to good practice for port reception facility providers and users (MEPC.1/Circ.671/Rev.1) and four other circulars related to port reception facilities (MEPC.1/Circ.469/Rev.2, MEPC.1/Circ.644/Rev.1, MEPC.1/Circ.645/Rev.1 and MEPC.1/Circ.470/Rev.1). This is intended to be a practical users' guide for ships' crew who seek to deliver MARPOL residues/wastes ashore and for port reception facility providers who seek to provide timely, efficient port reception services to ships. It provides a basis for establishing best practice procedures, with an eye towards improving the integration of PRFs into a more comprehensive waste management scheme in which final disposal of MARPOL residues/wastes occurs in a manner that protects the environment, with due regard for the health and safety of workers and the general population.
  - ii) Guidelines for ensuring the adequacy of Port Waste Reception Facilities, MEPC 83(44), 2000: This guideline contains information for the provision and improvement of port waste reception facilities and are designed to complement the IMO Comprehensive Manual on Port Reception Facilities and also sets out a checklist to help assess adequacy of a port reception facility. The assessment checklist in this SOP is based on the assessment checklist available in these guidelines.
  - iii) 2011 Guidelines for reception facilities under MARPOL Annex VI: Resolution MEPC.199 (62): The main objective of these guidelines is to assist port and terminal operators and ship repair ports, and ship recycling facilities in assessing the need for and providing adequate reception facilities for Ozone Depletion Substances (ODS) and equipment containing ODS and exhaust gas cleaning residues.
  - iv) 2012 Guidelines for the implementation of MARPOL Annex V; MEPC 219(63): The main objective of these guidelines is to assist port and terminal operators in assessing the

need for, and providing, adequate reception facilities for garbage generated on all types of ships.

- v) The IMO manual “Port Reception Facilities – How to Do It, 2015: The manual contains practical information to Governments and competent (port) authorities, in particular to those in developing countries, as well as to the shipping industry, agencies and waste contractors seeking guidance when implementing MARPOL.

## **H. IMO's Global Integrated Shipping Information System (GISIS):**

- a. In order to facilitate the dissemination of information and promote public access to sets of data collection by the IMO Secretariat, the IMO has developed an internet-based database on information for shipping: The Global Integrated Shipping Information System (GISIS).
- b. This database contains information available to the general public. Also it provides a member's area section with more specific information accessible to registered IMO users (Administrations).
- c. The Port Reception Facility Database (PRFD) provides data on facilities for the reception of all categories of ship-generated waste. While the public is allowed free access (following a simple initial registration) to all the information on a view-only basis, the respective party States can update data for reception facilities via a login password. The database aims at improving the rate of reporting alleged inadequacies of port reception facilities so that the problem can be tackled more effectively.



## I. D.G Shipping

Section 356 of the Merchant Shipping Act, 1958 also put the onus of fulfillment of MARPOL requirements for the provision of adequate Port reception facilities to the satisfaction of Central government on Ports, harbours and terminal operators.

The Merchant Shipping Act, 1958 designates the Director General of Shipping as the administrative head of the Maritime Administration and thus is responsible for all matters related to shipping under MS Act 1958. This includes supervision and control of implementation of various International regulations relating to safety of ships (SOLAS 74 as amended), prevention of pollution (MARPOL as amended and other conventions of IMO to which India is a party. The Following circulars from D.G. Shipping address Port Reception Facilities in India. New Mangalore Port complies with the requirement of both.

### **D.G shipping order no.2 Assessment of Port Reception Facilities under MARPOL73/78**

- a) Information regarding availability of Port reception facilities shall be displayed on Port website.
- b) Availability of waste collection facility for all types of waste identified in the MARPOL.
- c) Data with regard to the approved contractor.
- d) Charges for the different category of waste are displayed in the Port website.
- e) Monitoring of the waste once collected and are disposed off in accordance with Local and National laws.
- f) Single point contract person for disposal to be identified and detailed to be publish on Port website.
- g) The duration of availability of reception facility in the Port.
- h) In order to fulfil its responsibility for effective supervision and control of the provisions of MARPOL, it is decided that all major and non-major shall be access every year for the availability and adequacy of Port Reception facilities including methodology on the verification on assured treatment storage and disposal management of waste received from ships in compliance with the provisions of the Water (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and Control of Pollution) Act, 1981 and the rules made there under and as amended from time to time including the “Hazardous and other Wastes (Management and Transboundary Movement ) Rules 2016”, Framed under Environment (Protection) Act, 1986, published by the Ministry of Environment, Forest and Climate Change.

**D.G shipping Circular No. 06 of 2018, Utilization of Centralised Port Reception Facility  
Portal: SwachhSagar.**

D.G. Shipping directed each vessel has to declare waste quantities on ship (irrespective of whether reception facility is required or not). Further, Ports have to ensure the necessary data is filled up prior allowing the vessel to berth.

- The all ship visiting the NMPT fillup the details through SwachhSagar website.
- The Port Authority is required to deny the entry of the ship in their Port in case of noncompliance.
- The Port to monitor the performance of the vendor and complaints regarding the surveys.
- Requirement of the Ship as per DGshipping:
  - a) All ships visiting to any Indian Port or anchorage should access the web portal and give details as stated there including inventory of ship generated waste on board whether or not a Port reception facility is required.
  - b) If the ships are at anchorage such details are to be filled up weekly.
  - c) In case Port reception facilities are required, then the same is to be preferably requested 24 hours or more prior arrival.

**Mandatory Discharge**

All vessels MUST discharge ship-generated waste before leaving The New Mangalore Port unless it can be demonstrated that storage space for such waste is sufficient. If retaining waste on board, a legitimate reason for not use.

**Audit & Review Plan**

Review of the Port reception Plan will be carried out at least every three years as per guidelines issued by DGS. The frequency for review will be yearly, conducting the assessment based on the procedure given in the Appendix of "Guidelines for ensuring adequacy of Port Reception Facility" MEPC 83 (44) and also will involve consultation with representatives of the port users, regulatory authorities and other concerned bodies. The above should ensure a full paper trail of all waste landed from vessel to final disposal and be available to inspection at anytime.

**Plan Awareness & Training Programme**

Awareness on waste management, environment management & protection, shall be arranged for different levels of the management and staff on a continuing basis. The trainings shall be awareness, creation & knowledge enhancing. Port user awareness of the plan will be achieved by supplying copies

to representatives of the various groups of port users, including shipping agents, for distribution to their clients. In house training carried out for familiarization periodically under the Swachh Bharath Programme. Information for available of Port reception facility is given by the pilot on arrival and is also mentioned in the Feedback Form for taking the feedback from the visiting vessel which has to be taken for improvement.

## J. SwachhSagar: D.G. Shipping Webportal

The portal is designed to capture the inventory of ship generated waste on any ship on arriving at an Indian port. The ship captain/owner/ manager/ agent is required to access the portal and fill up certain required information irrespective of whether they require port reception facility or not. If the port reception facility is required, this necessary advance notification for the same can be raised through this portal' Subsequently portal will connect the captain/owner/manager/agent requesting for port reception facility with all port approved vendors of arrival port to negotiate and fix a suitable vendor and date and time for disposal of ship generated waste. All these communications are visible to port authority as well as DG shipping. Apart from handing over shore reception receipt to Master, a copy of the same will be uploaded by the vendor on the portal. The master/owner/mangers/agent can also lodge a complaint regarding inadequate service delivery or non- availability of shore reception facility via the portal. In case of any complaints, communication done on this platform will only be considered as formal for investigation. **Therefore, it is mandatory for ports, ships, vendors to use this platform for all MARPOL discharge related**

WASTE HANDLED BY COCHIN PORT

**Annex I: Oily Wastes (bilges, sludge, ballast, slops)**

Annex IV: Sewage

Annex V: Garbage .... which includes - hazardous waste, food waste, glass, metal, plastics, paper/cardboard, wood

OFFICER IN CHARGE:

**MANAGER (MARINE POLLUTION CONTROL)**

COCHIN PORT TRUST.

EMAIL- [mmpc@cochinport.gov.in](mailto:mmpc@cochinport.gov.in)

TEL.- 0484-2582526

Sl no.	Name of the officer	Period	Signature

# APPENDIXES

## Appendix 1



सत्यमेव जयते

भारत सरकार/GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय/MINISTRY OF SHIPPING

नौवहन महानिदेशालय/DIRECTORATE GENERAL OF SHIPPING

टेलीफोन: 022 - 25752040/1/2/3

फैक्स: 022 - 25752029/35

ई-मेल: dgship-dgs@nic.in

वेब: WWW.dgshipping.gov.in

9वीं मंजिल, बिटा बिल्डिंग/9th floor, Beta Building

आई थिंक टेक्नो कैंपस/I-Think Techno Campus

कांजूर मार्ग (पूर्व)/Kanjur Marg (East)

मुंबई/MUMBAI-400 042

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Web: www.dgshipping.gov.in

F.No.:- ENG/OPP-MARPOL-38(5)/04 PT.II

Date:- 20.11.2018

### **Circular No. 06 of 2018**

#### **Utilization of Centralized Port Reception Facility Portal: Swachh Sagar**

##### **1. Introduction:**

India being a signatory to MARPOL Convention is obliged to provide adequate waste reception facilities in its ports for various ship generated wastes. The Merchant Shipping Act, 1958, mandates and imposes responsibility for the ports to provide in their own capacity such facilities to the satisfaction of Central Government. Notwithstanding the foregoing, the Directorate General of Shipping being the Indian Administration under Merchant Shipping Act, 1958 is responsible to International Maritime Organization and hence obligated to deal with any reported inadequacies of such port reception facility. Over the years, the Directorate has been answering a number of complaints registered on IMO GISIS Website by foreign ships on inadequacy of reception facility in Indian ports.

An assessment of port reception facilities provided by various Indian ports was carried out and it has been noted that many factors such as lack of advance notification; non-availability of details of port reception facility providers on port website; non-availability of port reception facilities for various ship generated waste in some ports and other administrative issues caused inadequacies in service delivery.

In order to facilitate ships and to help Indian ports create an efficient, effective and transparent port reception service delivery, the Directorate has developed an on-line Centralized Port Reception Facility portal. This portal, the link of which is available on DGS Website, is known as "Swachh Sagar". Apart from easing the provision of port reception facility, the portal will capture data to provide following other services in due course:



- a) Provision of adequate port reception facilities depending upon type of ships entering a port and the waste type given to shore facility.
- b) Tracking of end disposal of waste collected for compliance to National and local laws.
- c) Setting up of infrastructure for shore electric power supply by calculating electric power demand in various ports to control air pollution

## **2. Swachh Sagar: Web Portal**

The portal is designed to capture the inventory of ship generated waste on any ship on arriving at an Indian port. The ship captain/owner/manager/agent is required to access the portal and fill up certain required information irrespective of whether they require port reception facility or not. If the port reception facility is required, this necessary advance notification for the same can be raised through this portal. Subsequently portal will connect the captain/owner/manager/agent requesting for port reception facility with all port approved vendors of arrival port to negotiate and fix a suitable vendor and date and time for disposal of ship generated waste. All these communications are visible to port authority as well as DG shipping. Apart from handing over shore reception receipt to Master, a copy of the same will be uploaded by the vendor on the portal. The master/owner/managers/agent can also lodge a complaint regarding inadequate service delivery or non-availability of shore reception facility via the portal. In case of any complaints, communication done on this platform will only be considered as formal for investigation. Therefore, it is mandatory for ports, ships, vendors to use this platform for all MARPOL discharge related requests.

## **3. Application**

This circular is applicable to following Indian ports and Indian and foreign flag ships from the date of issue of this circular or 1<sup>st</sup> December 2018 whichever is earlier:

- a) Ports in the Union list of Constitution of India.
- b) Ports in the Concurrent list of Constitution of India.
- c) Foreign ships during each visit to any Indian port, anchorage, roadstead etc whether or not port reception facility is required.
- d) Indian ships registered under Merchant Shipping Act, 1958 during each visit to any Indian port, anchorage, roadstead etc whether or not port reception facility is required.

#### **4. Requirements**

##### **A) Ships**

- a) All ships visiting any Indian port or anchorage should access the web portal and give details as stated there including inventory of ship generated waste on board whether or not a port reception facility is required.
- b) If the ships are at anchorages such details are to be filled up weekly.
- c) In case port reception facilities are required, then the same is to be preferably requested 24 hours or more prior arrival.

##### **B) Ports**

- a) Ports are required to create identification data of all approved vendors and issue user id and password to each of such vendor. To do the same it is required that an admin page for each page is created and user id and password is given to each port. Each port is required to contact Directorate at psc-dgs@nic.in to create admin page with the following information:

Name of Port; Name of Port Representative looking after PRF portal; Mobile no.; Office contact no.

The above is to be completed as soon as possible and a circular to be issued by each port so that all ships visiting the said port fill up the details and if required request for port reception through the Swachh Sagar Web-site from 1<sup>st</sup> December 2018. Port authorities are required to deny entry of ships in their ports in case of non-compliance, that is, in case requisite data is not filled up (whether or not port reception facilities are required). List of ports which have already furnished the requisite information is attached as annexure to this circular and they should start compliance from 1<sup>st</sup> December 2018.

- b) Ports to monitor the performance of vendors and complaints as same will be a parameter during conduct of assessment of port reception facility by Administration Surveyors.

##### **C) Mercantile Marine Departments**

- a) Each MMD will be given access to monitor the performance of ports under their jurisdiction.
- b) MMD's to ensure compliance with this circular by all ports under their jurisdiction by 30<sup>th</sup> November 2018. A report stating the compliances achieved to be forwarded to the directorate by 30<sup>th</sup> November 2018.
- c) Assessment by MMD of individual ports to include the performance as monitored through this on-line portal.

Sd/-

Vikrant Rai

Engineer & Ship Surveyor-cum-DDG (Tech)

Annexure to Circular:Utilization of Centralized Port Reception Facility Portal: Swachh Sagar.

Annexure I

Sr. No.	Ports
1	Gangavaram
2	Finolex Ratnagiri
3	Gopalpur Ports Limited -Odisha
4	Thirukkadaiyur Ports
5	Pipavav UTCL Captive berth
6	Sikka Port
7	Dahej Chemical Port
8	Haldia Port
9	Kolkata Port
10	Kakinada Port
11	Essar Bulk Terminal Surat Port
12	Ennor Chennai Adani Katupalli
13	Chennai Port Trust
14	Cochin Port Trust
15	New Manglore Port Trust
16	JNPT
17	Paradip port
18	Vizag Port
19	Dharma Port
20	Kamraj Port
21	Angre Port near Ratnagiri
22	Sanegaon Jetty – IEIL
23	Karaikal Port
24	Kandala/Deendayal Port Trust
25	Jaigarh JSW Port

## Appendix 2



### कोच्चिन पोर्ट ट्रस्ट COCHIN PORT TRUST

Office of the Deputy Conservator  
Willington Island, Cochin- 682 009

Phone : +91 (0484) 2582500/ Tele Fax : +91 (484) 2666417  
E-mail : dc@cochinport.gov.in / Web: www.cochinport.gov.in



No. DC/Reception Facilities/ 2018

5<sup>th</sup> January 2019.

#### CIRCULAR

Sub: Use of the "Swachh Sagar" portal of D.G. Shipping for the utilisation of Reception Facilities in the port.

DG Shipping has set up a portal in their website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) for the Port reception facilities of all Indian Ports named "Swachh Sagar".

Masters of vessels calling the ports which require reception facilities as well as the vendors empanelled by the port are required to use the portal.

Attached is the "Captain user manual" which gives instructions on the usage of the portal by the ships and is to be brought to the notice of the ships calling Cochin Port wishing to use the reception facilities available.

The "Vendor user manual" attached gives instructions on the usage of the Swachh Sagar portal by the waste vendors empanelled by Cochin Port Trust. Advance Notification Form (ANF) for the landing of any waste in the port is to be filled by the vendors prior to the arrival of the ship for all the waste being landed by ships in the port henceforth.

Manual request for landing of wastes will be discontinued by the end of January 2019.

Any clarifications regarding the same may be addressed to the Manager, Marine Pollution Control, CoPT at [mmpc@cochinport.gov.in](mailto:mmpc@cochinport.gov.in) or to the portal at [psc-dgs@nic.in](mailto:psc-dgs@nic.in).

DEPUTY CONSERVATOR

Encl: 1. Captain User Manual  
2. Vendor User Manual

Copy : Steamer Agents  
All the vendors empanelled by CoPT.  
TM/HM/DM/Port Control CoPT.  
P.S. to Chairman / P.S. to Dy. Chairman.  
Principal Officer, M.M.D. Kochi.



**कोच्चिन पोर्ट ट्रस्ट**  
**COCHIN PORT TRUST**

Office of the Deputy Conservator  
Willingdon Island, Cochin- 682 009

Phone : +91 (0484) 2582500/ Tele Fax : +91 (484) 2666417  
E-mail : dc@cochinport.gov.in / Web: www.cochinport.gov.in



No. DC/MMPC/MARPOL/2019

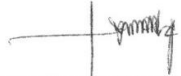
07-06-2019

**CIRCULAR**

All ships calling at Cochin Port are required to comply with DG Shipping Circular No. 06 of 2018, regarding utilization of Centralized Port Reception Facility Portal: SWACHH SAGAR (<http://prf.irclass.net/anf>). The link of the portal is available on DG Shipping website ([www.dgshipping.gov.in](http://www.dgshipping.gov.in)), which can be used by Master/Owner/ Manager/ Agents of vessels. The portal is designed to capture the inventory of ship generated wastes on any ship on arriving at an Indian Port.

The Captain/ Owner/Manager/ Agent of each vessel calling Cochin Port is required to access the portal and fill up the required information irrespective of whether they require port reception facility or not. This is compulsory for both Indian and foreign flag vessels as per DG Shipping. Ships at anchorage should fill up details of ship generated waste every week.

If port reception facility is required, necessary advance notification (ANF) can be raised through this portal 48 hours prior arrival. The appropriate port approved vendor, date and time for waste removal can then be selected. On completion of collection, apart from handing over the shore reception receipt to the Master, a copy of the same will be uploaded by the vendor on the portal. Complaints can also be lodged regarding inadequacy of service. Manager (Marine Pollution Control) can be contacted at [mmpc@cochinport.gov.in](mailto:mmpc@cochinport.gov.in) for any clarification.

  
DEPUTY CONSERVATOR

Encl: DG Shipping Circular No.6 of 2018

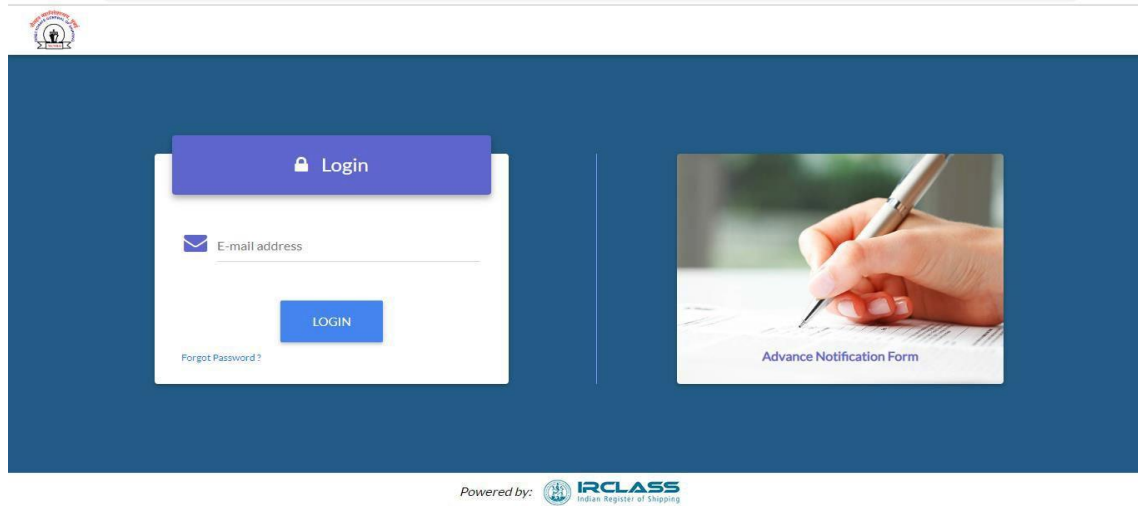
Copy to:

1. Secretary, Cochin Steamer Agents Association  
(With request to circulate to all the members)
2. Empanelled Vendors for Waste reception as per list.
3. Harbour Master, CoPT

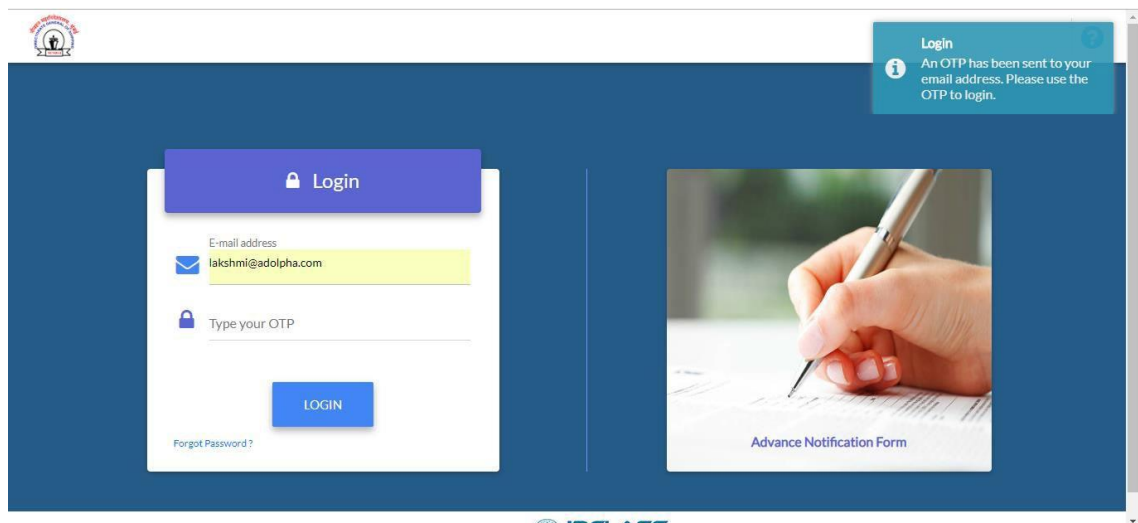
**Appendix 3**  
**Captain User Manual**

**1. Login:**

- i. Enter email ID and click login.



- ii. On validation, OTP will be sent to your email id. Enter the OTP in the and click login again.
- iii. **On successful login you'll be directed to the dashboard.**



## ANF Form:

1. Ship Particulars: Enter appropriate details of the ship.
2. Port and Voyage Particulars: Enter details of the voyage and arriving details.
3. Type and amount of waste for discharge: Enter details of waste onboard according to the MARPOL Annex categories

The screenshot shows the 'Advance Notification Form' interface. At the top, there is a logo on the left and a question mark icon on the right. Below the title, there is a dropdown menu for 'Notification of the Delivery of Waste to:' with the option '-- Select Port --'. The form is divided into two main sections: 'Ship Particulars' and 'Port and Voyage Particulars'. The 'Ship Particulars' section includes fields for Name of Ship, IMO Number, Gross Tonnage, Type of Ship (set to 'Oil Tanker'), Owner or Operator, Distinct Number or Letters, Flag State (set to '-- Select Flag State --'), and Email Address. The 'Port and Voyage Particulars' section includes fields for Location/Terminal Name and POC, Arrival Date and Time (in IST) (set to 'Nov 20, 2018 6:15 PM'), Departure Date and Time (in IST) (set to 'Nov 21, 2018 6:15 PM'), Last Port and Country, Next Port and Country, Last port where waste was delivered, Date of Last Delivery (set to 'Nov 19, 2018'), and Next Port of Delivery. A 'Back to Previous Page' link is visible in the top right corner of the form.

4. Check the checkbox if delivering all waste onboard.

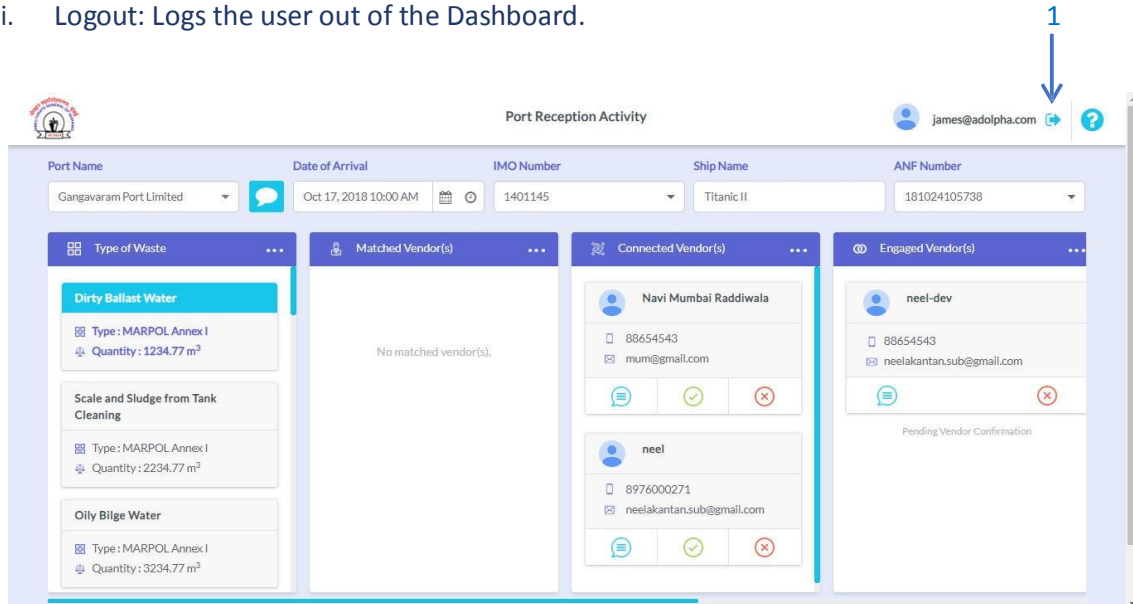
The screenshot shows the 'Advance Notification Form' interface, specifically the 'Type and amount of waste for discharge to facility' section. At the top, there is a logo on the left and a question mark icon on the right. Below the title, there is a 'Back to Previous Page' link. The form is divided into five tabs: 'MARPOL Annex I - Oil', 'MARPOL Annex II - NLS', 'MARPOL Annex IV - Sewage', 'MARPOL Annex V - Garbage', and 'MARPOL Annex VI - Air Pollution'. The 'MARPOL Annex I - Oil' tab is selected. Below the tabs, there is a form for entering waste details. The 'Type of waste' is set to 'Oily Bilge Water'. The 'Quantity in m<sup>3</sup>' field is empty, and there is a green '+' button next to it. Below the form, there is a text box with the following text: 'Please share below the approximate amount of waste and residues remaining on board and the percentage of maximum storage capacity. If delivering all waste on board at this point please tick the box below. If delivering some or no waste, please fill all columns.' Below this text, there is a checkbox with the text 'I confirm that I am delivering all the waste held on board this vessel shown above at this point.' The checkbox is currently unchecked. Below the checkbox, there is another set of tabs for 'MARPOL Annex I - Oil', 'MARPOL Annex II - NLS', 'MARPOL Annex IV - Sewage', 'MARPOL Annex V - Garbage', and 'MARPOL Annex VI - Air Pollution'. Below these tabs, there is a table with three columns: 'Type of waste', 'Maximum dedicated storage capacity in m<sup>3</sup>', and 'Amount of waste retained on board in m<sup>3</sup>'. The first row has 'Oily Bilge Water' in the 'Type of waste' column, and empty fields in the other two columns. Below the table, there is a form for entering 'Port at which remaining waste will be delivered' and 'Estimated amount of waste to be generated between notification and next port call in m<sup>3</sup>'. Both fields are empty.

## Dashboard:

On successful login, user is redirected to the dashboard.

### 1. Header Components

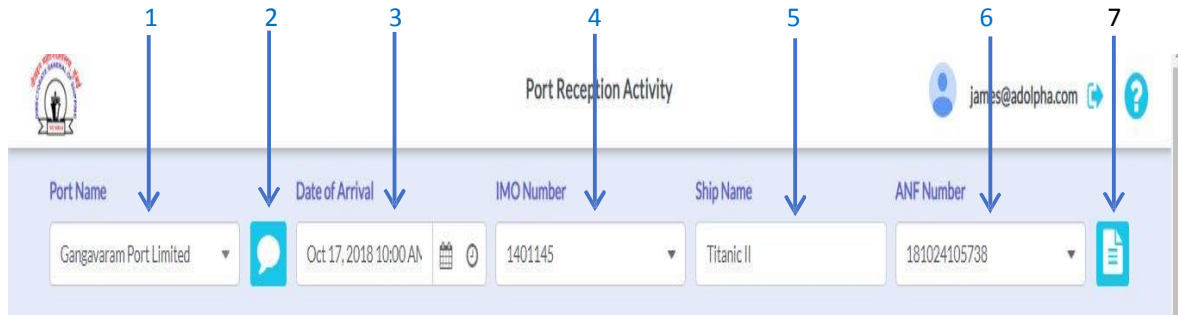
- i. Logout: Logs the user out of the Dashboard.



### 2. Filter Form

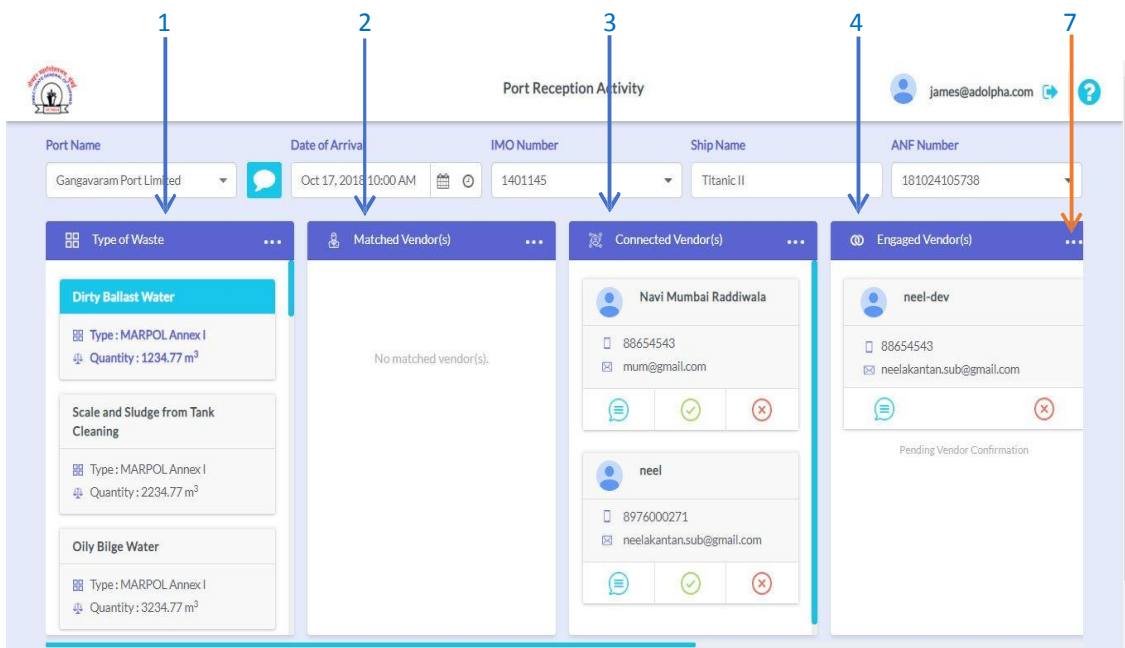
- i. Port Name: The port name is selected by default for the particular ship based on the ANF form filled.
- ii. Chat with port: Clicking the chat icon opens up chat dialog to chat with the port where the ship arrives.
- iii. Arrival Date: It's a calendar dropdown field through which ship can select its arrival date.
- iv. IMO Number: Drop down containing the IMO numbers of the ship while arriving on a given date.
- v. Ship Name: Ship name is displayed in this non-editable field.
- vi. ANF number: Select an ANF number to view respective details in the dashboard below.
- vii. Edit ANF: Link to edit ANF form based on the ANF number selected.





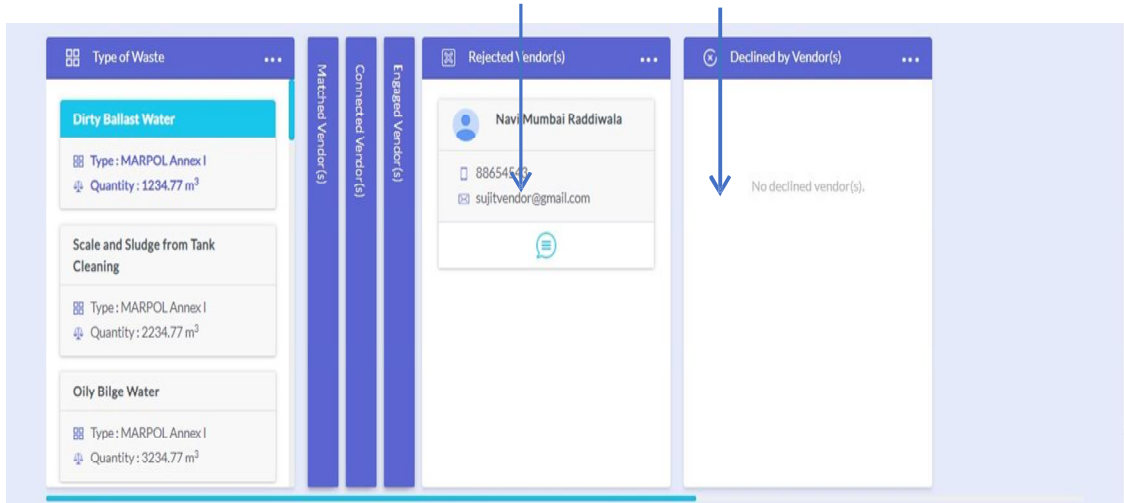
### 3. Dash board Swimlanes

- i. Waste type: Lists the wastes that the selected ship is carrying by their category.
- ii. Matched Vendors: On selecting a waste type, this panel lists the vendors who handle that waste type. Captain can select multiple vendors from here.
- iii. Connected Vendors: Vendors from the matched vendors list who're shortlisted by the ship captain are listed here.
- iv. Engaged Vendors: The vendor with whom the ship captain has engaged finally for a specific waste disposal is displayed here. Only 1 vendor can be engaged for a specific waste type.
- v. Rejected Vendors: Vendors rejected by the captain are displayed here.
- vi. Declined by vendors: Vendors who declined the captain's request to connect are listed here.
- vii. Horizontal dots to minimize the swim lanes



5

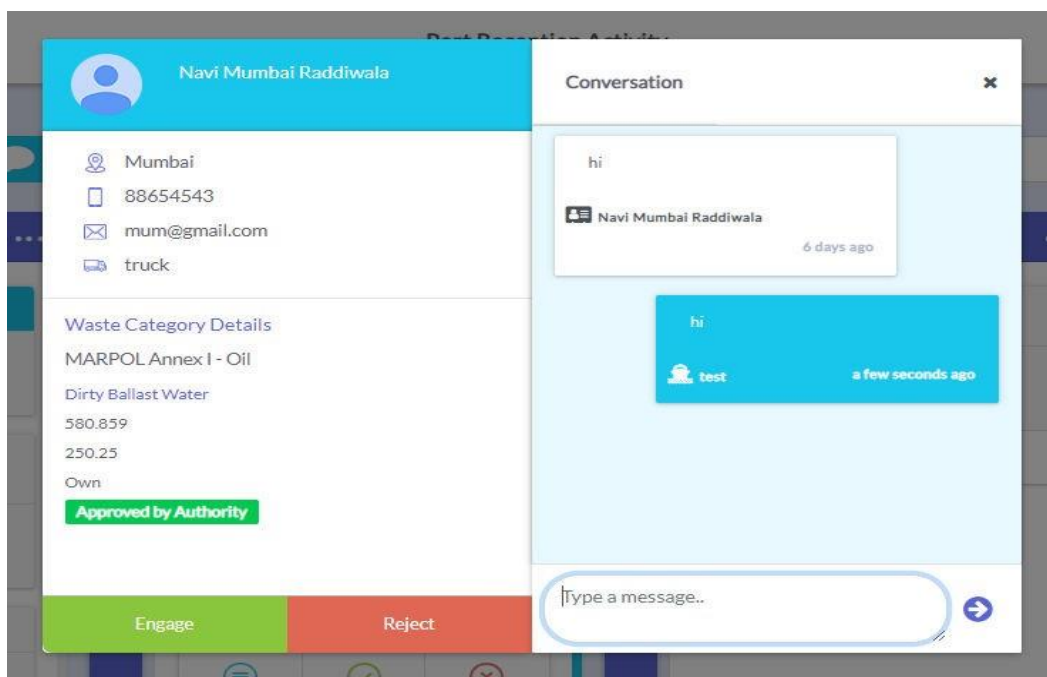
6



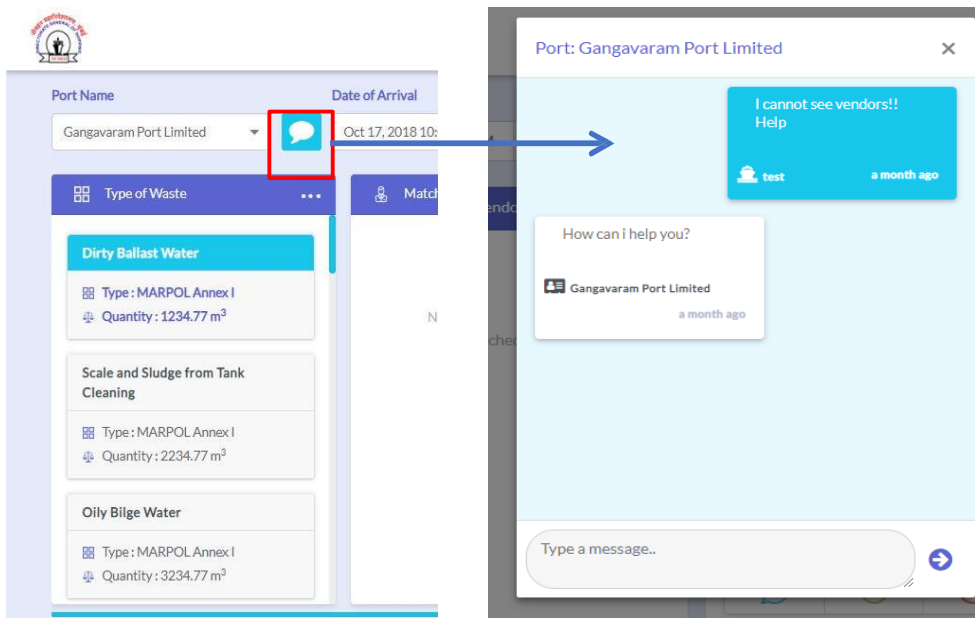
#### 4. Chat Windows

- A. Captain-Vendor Chat: Click the chat icon in the connected/ engaged vendor cards to open the chat window between the ship captain and the vendor(s) along with the vendor information.
- B. Port-Captain chat: The chat button in the filter form opens up the chat between the port authority and the ship's captain.

A.



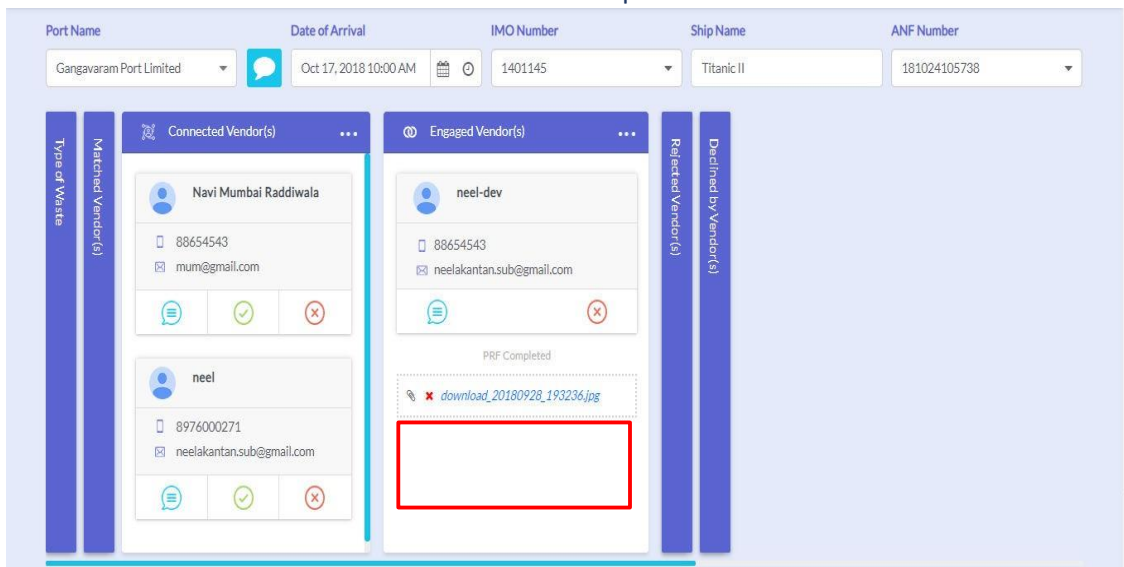
B.



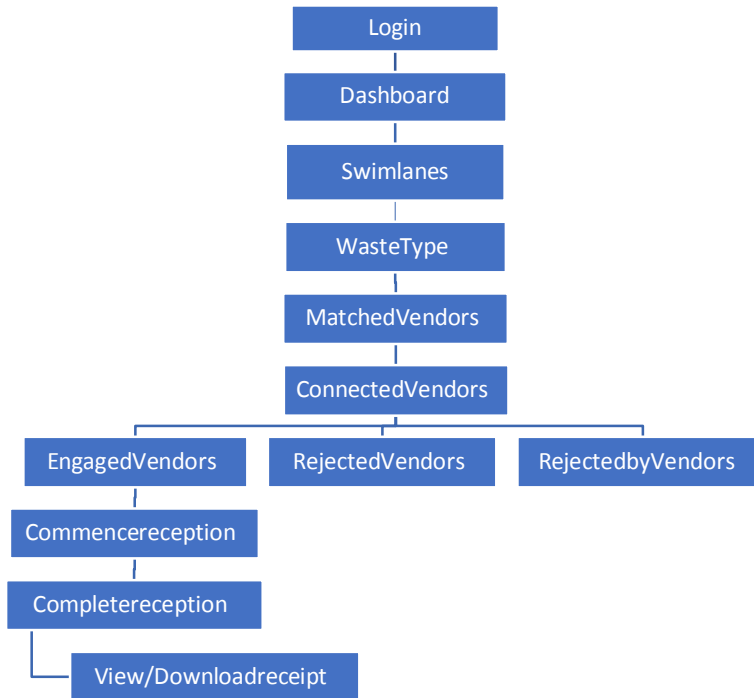
## 5. Captain/Vendor Transaction Status

The transaction status of both the captain and the engaged vendor is displayed in the engaged vendor section.

- i. Captain can request to commence the transaction and complete the transaction from his side.
- ii. Vendor can request to commence or accept the request to commence the transaction. Vendor cannot complete the transaction.
- iii. Once transaction is completed from vendor side, the vendor uploads a receipt. That is visible and available for download to the captain.



**ControlFlow:**

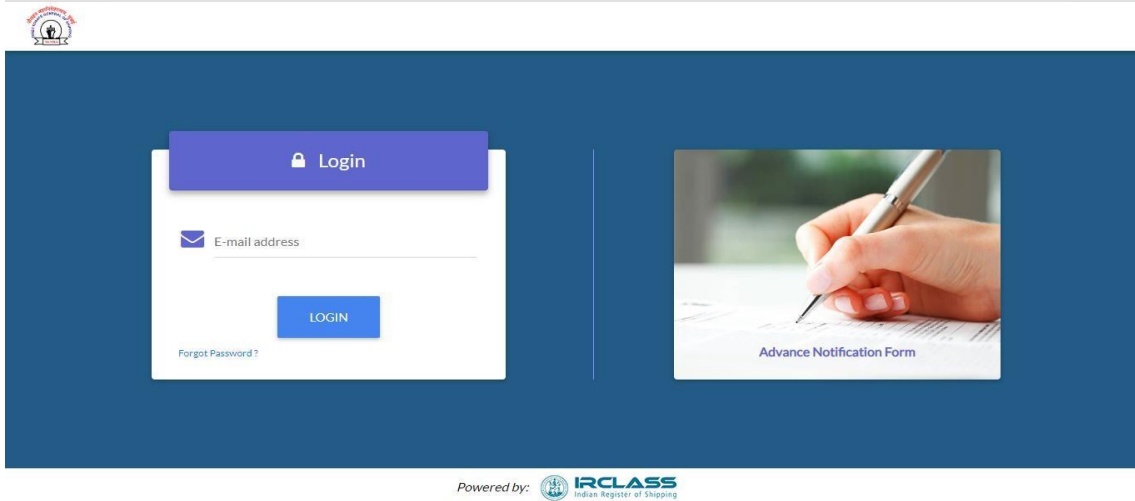


## Appendix 4

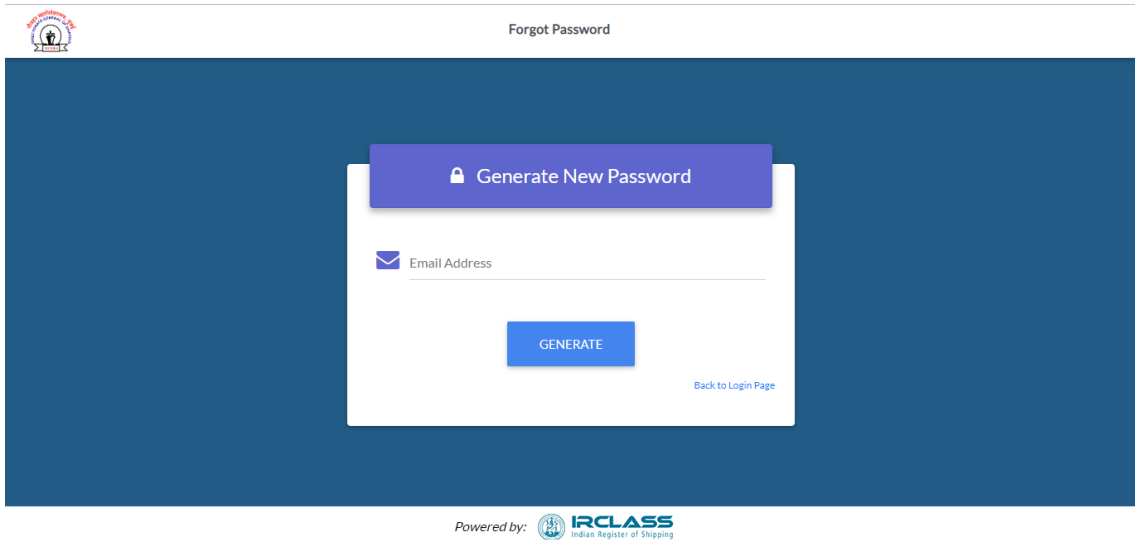
### Vendor User Manual

#### 1. Login, Forgot Password and Change Password

- i. Enter email ID and click login.
- ii. On validation, the password field will be shown. Enter the password and click login again.
- iii. On login you shall be redirected to the dashboard page.

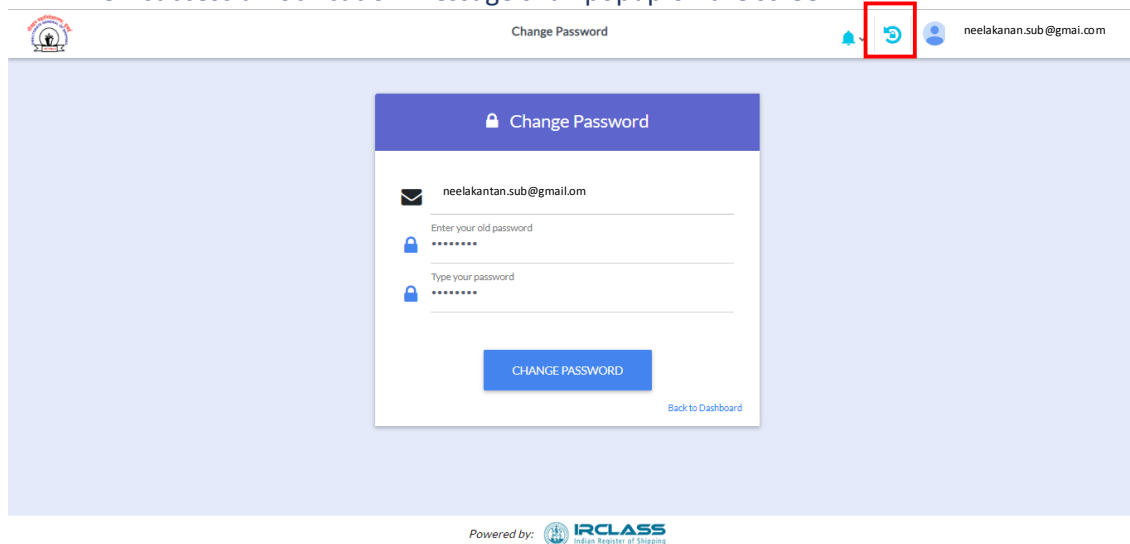


- i. Click on forgot password link in Login page to be redirected to forgot password page.



- ii. Enter your registered email ID. If valid then your password shall be sent to the email ID.

- i. Change password page is accessible only after login, via a link in the header.
- ii. Your email id shall already be entered. Enter your current password and the new password you wish to set.
- iii. On success a notification message shall popup on the screen.

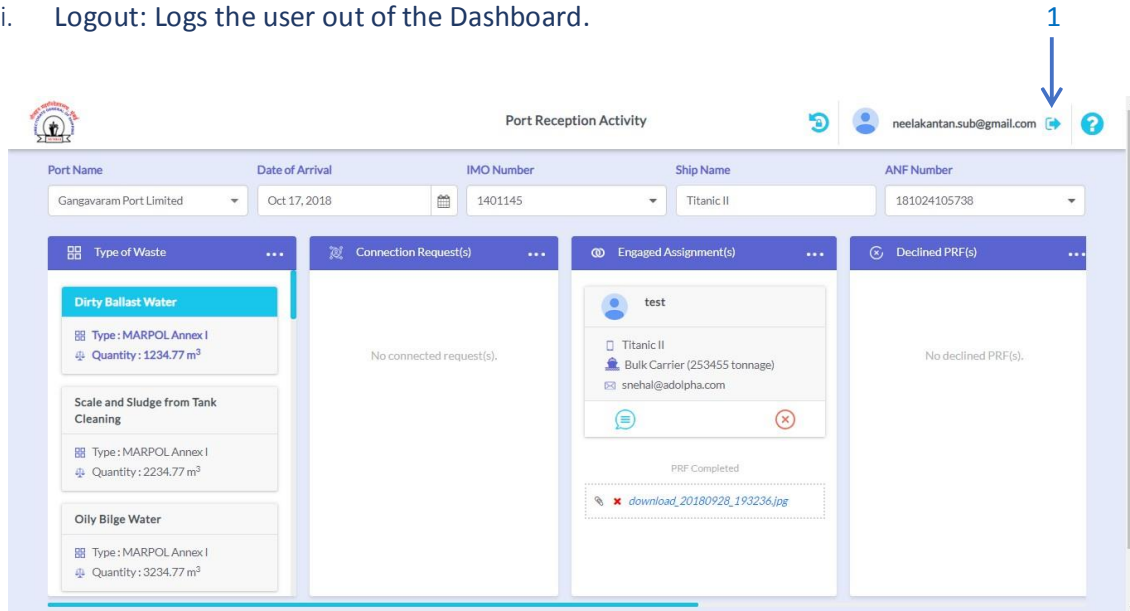


**Dashboard:**

On successful login, user is redirected to the dashboard.

**1. Header Components**

- i. Logout: Logs the user out of the Dashboard.



## 2. Filter Form

- i. Port Name: The port name is selected by default for the particular ship based on the vendor registration details.
- ii. Chat with port: Clicking the chat icon opens up chat dialog to chat with the port where the vendor is registered.
- iii. Arrival Date: It's a calendar dropdown field through which vendor can check if any ships are docking on the selected date.
- iv. IMO Number: Dropdown containing the IMO numbers of the ship which are arriving on a given date.
- v. Ship Name: Ship name is displayed in this non-editable field.
- vi. ANF number: Select an ANF number to view respective details of that ship in the dashboard below.

Port Reception Activity

Port Name: Gangavaram Port Limited

Date of Arrival: Oct 17, 2018 10:00 AM

IMO Number: 1401145

Ship Name: Titanic II

ANF Number: 181024105738

## 3. Dashboard Swim lanes

- i. Waste type: Lists the wastes that the vendor deal with.
- ii. Connection Request: Ships that have requested connection for a waste disposal are listed here.
- iii. Engaged Assignments: The ship with whom the vendor has engaged for a specific waste disposal is displayed here.
- iv. Declined PRFs: Ships who have been declined by the vendor to connect are listed here.
- v. Horizontal dots to minimize the swimlanes

Port Reception Activity

Port Name: Gangavaram Port Limited

Date of Arrival: Oct 17, 2018

IMO Number: 1401145

Ship Name: Titanic II

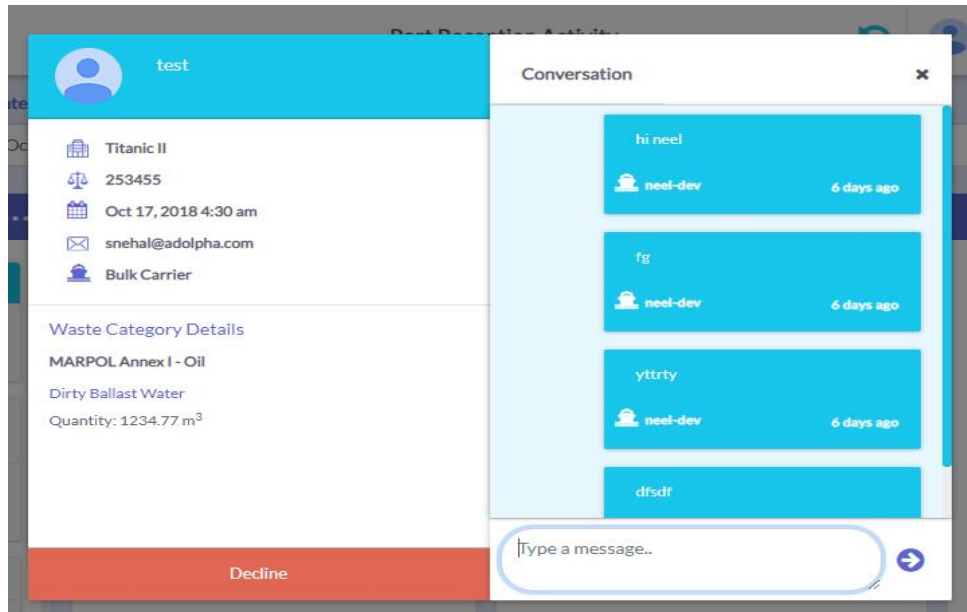
ANF Number: 181024105738

Swimlanes:

- 1. Type of Waste: Dirty Ballast Water (Type: MARPOL Annex I, Quantity: 1234.77 m<sup>3</sup>), Scale and Sludge from Tank Cleaning (Type: MARPOL Annex I, Quantity: 2234.77 m<sup>3</sup>), Oily Bilge Water (Type: MARPOL Annex I, Quantity: 3234.77 m<sup>3</sup>)
- 2. Connection Request(s): No connected request(s).
- 3. Engaged Assignment(s): test (Titanic II, Bulk Carrier (253455 tonnage), snehal@adolpha.com), PRF Completed (download\_20180928\_193236.jpg)
- 4. Declined PRF(s): No declined PRF(s).
- 5. Horizontal dots to minimize the swimlanes

#### 4. Chat Windows

- A. Vendor-Captain Chat: Click the chat icon in the connected/engaged vendor cards to open the chat window between the ship captain and the vendor(s) along with the vendor information.





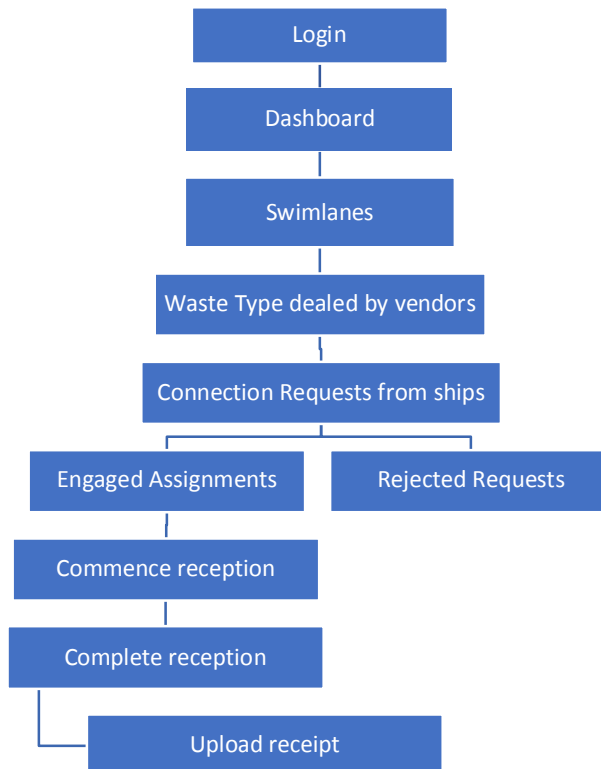
## 5. Captain/Vendor Transaction Status

The transaction status of both the captain and the engaged vendor is displayed in the engaged assignments section.

- i. Captain can request to commence the transaction and complete the transaction from his side.
- ii. Vendor can request to commence or accept the request to commence the transaction. Once vendor clicks on complete transaction button he's given option to upload receipt.
- iii. The uploaded receipt is visible and available for download to the captain and can be changed by the vendor later in case of any discrepancy.

The screenshot displays the 'Port Reception Activity' interface. At the top, there are filters for Port Name (Gangavaram Port Limited), Date of Arrival (Oct 17, 2018), IMO Number (1401145), Ship Name (Titanic II), and ANF Number (181024105738). The main content area is divided into four sections: 'Type of Waste', 'Connection Request(s)', 'Engaged Assignment(s)', and 'Declined PRF(s)'. The 'Type of Waste' section lists three categories: 'Dirty Ballast Water' (Quantity: 1234.77 m³), 'Scale and Sludge from Tank Cleaning' (Quantity: 2234.77 m³), and 'Oily Bilge Water' (Quantity: 3234.77 m³). The 'Connection Request(s)' section shows 'No connected request(s)'. The 'Engaged Assignment(s)' section shows a user 'test' with details for 'Titanic II' (Bulk Carrier, 253455 tonnage) and contact 'snehal@adolpha.com'. A red box highlights a 'PRF Completed' status with a download link 'download\_20180928\_193236.jpg'. The 'Declined PRF(s)' section shows 'No declined PRF(s)'.

### Control Flow:



THANK YOU