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General Authority for Suez Canal Economic Zone
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Adabyia Port



General Authority Suez Canal Economic Zone (Southern Region) Adabyia Port Ship-Generated Waste Management Plan

1st Edition

March 2019





**Suez Canal Economic
(Southern Region)**

Adabyia Port

**Ship- generated waste
Management plan**

1St Edition

March 2019

Approved:

Rear. Adm. Mohamed Shaaban Marhy

**Deputy of chairman of Suez Canal Economic
Authority for Southern Region**

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2. Distribution List

No.	Entity		
1	General Manager of Adabyia Port		
2	Deputy Manager of Port		
3	Head of Security Department		
4	Head of Movement Department		
5	Head of Berths Department		
6	Head of Electronic system Department		
7	The Operating Center		

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3. Introduction

The International Convention for the Prevention of Pollution from Ships, MARPOL 73/78, specified main obligations on parties to this convention, including provision of adequate reception facilities according to needs of ships calling ports, terminals or ships repair ports within those parties, to ensure that ships will not discharge their wastes into the sea.

IMO Resolution MEPC 83 (44) issued on 13 March 2000, concerning Guidelines for ensuring the adequacy of port waste reception facilities; stated that the development of a port waste management plan **is vital**.

This Waste Management Plan has been prepared according to the provisions of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78 and the provisions of the Environment Law No. 4 from the year 1994 as amended by Law No. 9 from the 2009 and its executive regulations as well as to achieve the objectives of Egypt's strategy to implement IMO instruments (August 2016 – August 2020).

This Plan has been prepared according to the following IMO Guidelines:

- IMO Resolution MEPC.83 (44) Concerning Guidelines for ensuring the adequacy of port waste reception facilities
- IMO Manual on Port reception Facilities – How to do it
- Consolidated Guidance for Port Reception Facility Providers and Users – MEPC.1/Circ.834/Rev.1

This Plan has been prepared under the supervision of the IMSAS Committee within the Egyptian Authority for Maritime Safety (EAMS) with the participation of officials from the Maritime Transport Sector, Egyptian Environment affairs Agency (EEAA) and Marine Environment Protection Departments within the Egyptian ports.

This plan has been translated into English by the translator of the IMSAS Committee within EAMS

4. Definitions

It is meant in implementing this plan using the following terms, definitions stated below each term defined in MARPOL convention and the Egyptian Environmental Law.

Environment:

The biosphere which encompasses living organisms together with the substances it contains and the air, water and soil that surround it, as well as the establishments set up by man.

Convention:

The International Convention for the Prevention of Marine Pollution from Ships (1978), and international conventions, to which the Arab Republic of Egypt adhere the area of the protection of the marine environment from pollution and compenss; for pollution accidents.

Environment pollution:

Any change in environmental properties that leads directly or indirectly to undermining man's health, negatively impacting his ability to lead a normal life, or harming natural habitats, living organisms or biological diversity.

Environmental Degradation:

Effect on the environment that reduces its value, or changes its nature, depletes its resources or harms living organisms or monuments.

Environmental Protection:

Protecting and promoting the components of the environment and preventing or reducing their degradation or pollution. These components encompass air, seas, internal waters, including the river Nile, lakes and subterranean water, land, natural protectorates, and other natural resources.

Water Pollution

The introduction of any substance or energy into the water environment, whether intentionally or unintentionally, directly or indirectly, which causes damage to living or non-living resources, poses a threat to human health or hinders water activities, fishing and tourist activities or impairs the quality of sea water so as to render it unfit for use, diminish the enjoyment thereof or alter its properties.

Water Polluting Substances:

Any substance whose discharge into the water environment, intentionally or unintentionally, leads to a change in its properties, or contributes to such change directly or indirectly to an extent that can harm man, natural resources, sea water or marine tourist areas, or which interferes with other legitimate uses of the sea. These substances include:

- A. Oil or oily mixtures.
- B. Harmful and dangerous wastes as determined in the international conventions to which the Arab Republic of Egypt adheres.
- C. Any other substance (solid, liquid or gaseous) as determined in the executive regulations of this law.
- D. Untreated industrial waste or effluents from industrial establishments.
- E. Toxic military containers.
- F. Substances listed in the Convention and its annexes.

Oil

Crude oil and its products in all forms, including any kind of liquid hydrocarbons, lubricating oil, fuel oil, refined oil, furnace oil, tar and other petroleum derivatives or waste.

Oily mixture

Any mixture containing oil in a ratio of more than 15: 1,000,000.

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 present 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.

Hazardous Substances:

Substances having dangerous properties which are hazardous to human health or which adversely affect the environment, such as contagious, toxic, explosive or flammable substances or those with ionizing radiation.

Hazardous Wastes:

Waste of activities and processes or its ashes which retain the properties of hazardous substances and have no subsequent original or alternative uses, like clinical waste from medical treatments or the waste resulting from the manufacture of any pharmaceutical products, drugs, organic solvents, printing fluid, dyes and painting materials.

Substance Handling:

Anything that leads to the displacement of substances; for the purpose of assembling, transporting, storing, treating, or using them.

Waste Management:

Collecting, transporting, recycling and disposing of waste.

Waste Disposal:

Processes which do not extract or recycle waste such as composting, deep subterranean injection, discharge to surface water, biological treatment, physio-chemical treatment, permanent storage or incineration.

Waste Recycling:

Processes which allow the extraction or recycling of waste, such as using it as fuel, or extracting metals and organic materials or soil treatment or oil re-refining.

Liquid substances that harms the marine environment

means any substance indicated in the Pollution Category column of chapter 17 or 18 of the International Bulk Chemical Code or provisionally assessed under the provisions of regulation 6.3 as falling into Category X, Y or Z.

Reception Facilities

Installations, equipment and basins designed to receive, filter, treat and dispose of contaminated substances or ballast water, as well as installations provided by companies working in the field of shipping and unloading petroleum products; or other administrative agencies supervising ports and waterways

Ship-generated waste Management Plan

Is intended to identify a number of common elements which all ports should consider when planning waste management facilities; regardless of the size and type of port or

the types of wastes received. These common elements are embodied in a framework which can be applied flexibly in any port.

Discharge:

Any leakage, effluence, emission, draining or disposal of any kind of pollutants into the river Nile, watercourses, territorial waters, or the exclusive economic zone, or the sea; taking into consideration the limits and pollutants loads determining certain substances pursuant to the executive regulation of this law, and what is determined by the Egyptian Environmental Affairs Agency EEAA in coordination with relevant authorities without violating the rules of this law and its executive regulation.

The ship

Any floating marine vessel of any type, vessels which move over hydrofoil cushions or underwater establishments. Also, any fixed or mobile establishment constructed along the coasts or on surface water for the purpose of conducting commercial, industrial, touristic or scientific activities

Harmful Materials Carrier:

A ship constructed originally or redesigned for the purpose of carrying cargoes of harmful liquid substances in bulk, including oil tankers when fully or partially loaded with harmful liquid substances not packed in accordance with the provisions stated in Chapter One, Part Three of this Law

Environmental Impact Assessment:

Studying and analyzing the environmental feasibility of proposed projects, whose construction or activities might affect the safety of the environment in order to protect it.

Environmental Disaster:

An accident resulting from natural factors or human action which causes severe damage to the environment and requires resources beyond the local means.

The competent administrative agency concerned with the protection of the water environment:

Any of the following agencies, each within its field of competence:

- A. The Environmental Affairs Agency (EEAA)
- B. The Egyptian Authority for Maritime Safety.

- C. The Suez Canal Authority.
- D. Port Authorities in ARE.
- E. The General Egyptian Organization for the Protection of the Coast.
- F. Egyptian General Petroleum Corporation. (EGPC).
- G. General Department of Surface Water Police.
- H. Tourism Development Authority.
- I. Other agencies designated by a Prime Ministerial Decree.

The Integrated Environmental Management of coastal zones

A method based on the participation of all relevant authorities to coordinate among each other to ensure the environment protection in coastal zones.

Adequacy of Port Reception facilities

Means that the ship-Generated waste reception facilities currently available in the port satisfy the requirements of the ships without any undue delay.

5. Adabyia Port:

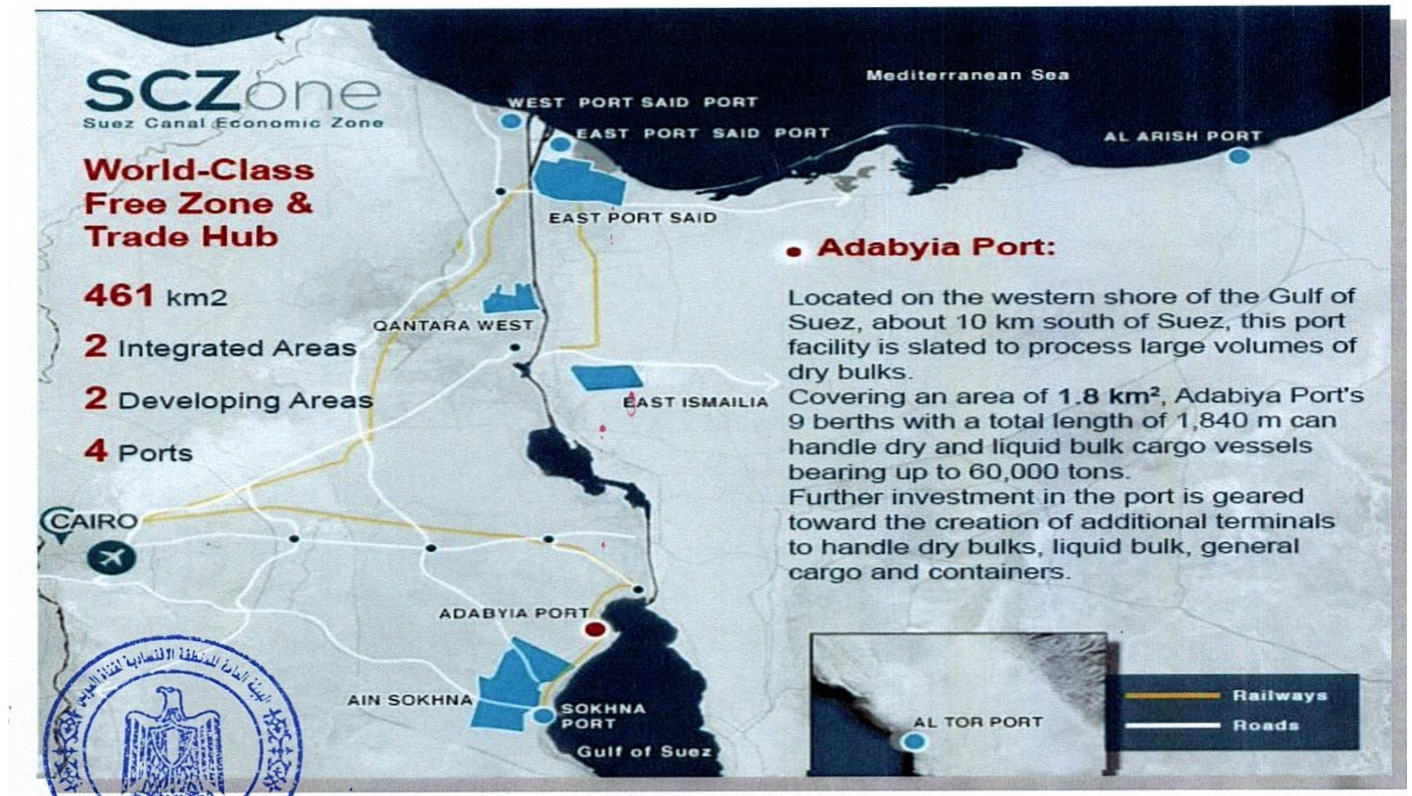
Adabyia port is considered one of the most important Egyptian ports in the Gulf of Suez region; it was established in 1942 during the Second World War for Al- Halfaa service. In 1954, it was entrusted with the operation of the Egyptian administration and following the issuance of presidential Decree NO. 330 of 2015 concerning the establishment of the General Authority for Suez Canal Economic Zone, its mandate were transferred from the General Authority for the Red Sea Ports to Suez Canal Economic Zone in 19/8/2015.

Location:

It is located on the western coast of the Gulf of Suez, and is about 17 kilometers from the city of Suez. This port consists of nine of berths, the length of which is about 1840 meters, and the draft ranges between 9:13 meters.

Longitude 29 32 / E,

Latitude 52 29 / N.



Port Characteristics:

- Water Area: 58073000 square meters outside the port and affiliated with the General Authority for Red Sea ports (It is a joint area between Suez port – petroleum Basin - Adabiya).
- Floor area: 1140000 square meters.
- Total yards and stores: 209601 square meters.
- Covered stores: 62905 square meters.
- Open yards: 146696 square meters.

Maximum design capacity (absorption):

- General Cargo: 4600000 tons.
- Dry Bulk: 3300000 tons.
- Liquid Bulk: 3100000 tons.
- Working hours: 24 hours, two shifts daily.



Numbers of Berths:

Nine berths with a length of about 1840 meters and a draft ranging 9:13 meters. They include for general cargo – containers – Liquid bulk cargo – dry bulk cargo – War Dock and other purpose.

In addition to the locomotive Dock:

A berth for marine services / receiving small ships has been established with a length of 352 meters, a depth of 7 meters and a handling area of 450000 square meters.

Numbers of Terminals:

(1) Dry bulk terminal under construction.

Types of ships received by the port:

- Containers Ship.
- General cargo vessels.
- Oil and Chemical Products Tanker.
- Bulk Carrier.
- Live Stock Carrier (very few).

Main types of Cargo received at the Port:

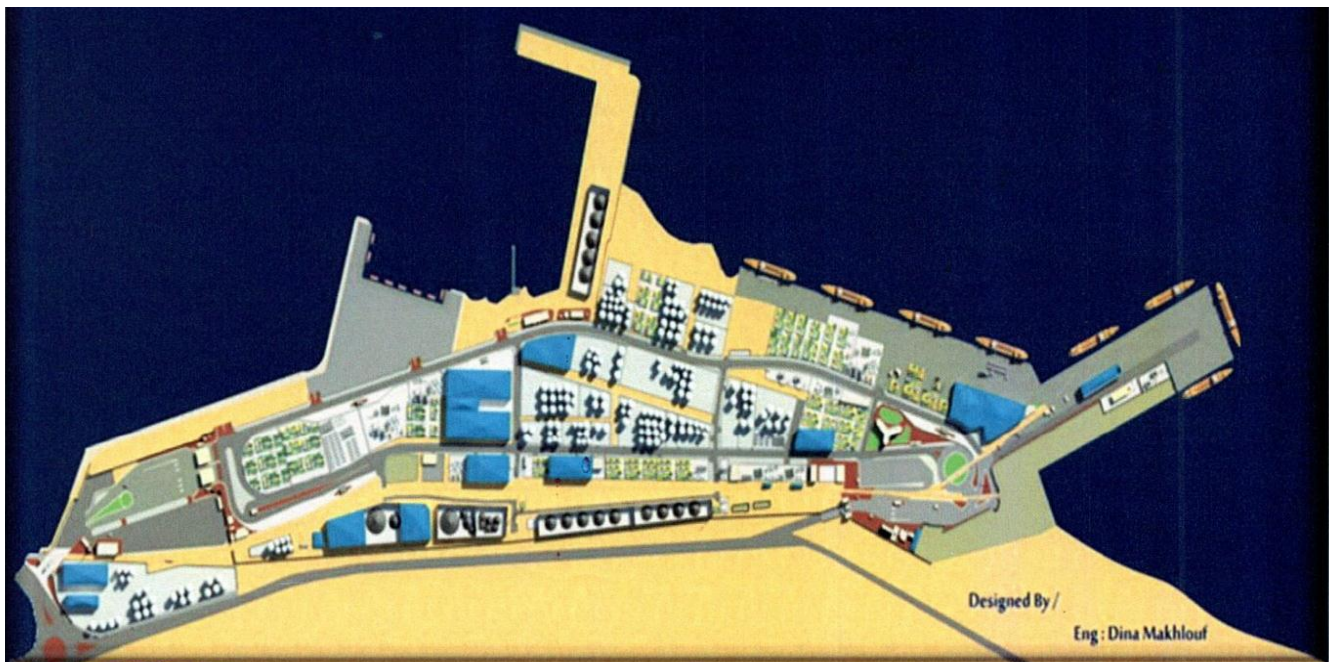
- General cargo

- Dry Bulk
- Liquid Bulk
- Containers
- Equipment

Port website:

<https://www.sczone.eg>

Map of Adabyia Port:



6. The purpose of the Plan

This plan aims at ensuring that all Concerned entities managing all activities and services related to ship-generated waste reception starting from receiving these wastes from ships, handling within the port , transferring to the final safe disposal stage or recycling are complying with relevant provisions of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78 and to relevant provisions of the Environment Law no. 4 from the year 1994 as amended by Law no. 9 from the year 2009 and its executive regulations, as well as Guidelines issued by IMO resolution MEPC.83 (44) on Ensuring the Adequacy of Port Waste Reception Facilities.

This Plan also specifies responsibilities of all Concerned Entities managing all activities and services related to ship-generated waste reception including ship Masters, ship agents, marine works contractors and companies working in the fields of

waste collecting, transferring and final safe disposal or recycling.

This plan also aims at achieving the following objectives:

- To ensure receiving all ship-generated wastes from ships calling the Egyptian ports in order to protect the marine environment within the Egyptian territorial waters as well as offering these services in a timely manner without causing undue delay to ships
- Periodical assessment for the adequacy of port reception facilities for ships calling the Egyptian ports
- To Ensure the final safe disposal of ship-generated wastes
- To ensure provision and availability of information related to port reception facilities , their locations and capacities
- Raise the environmental awareness of the employees working in all activities and services related to reception of ship-generated wastes.
- Implementing the best international practices in the field of ship-generated waste management.

7. Scope of Application

This plan applies to all activities and services related to reception of ship-generated wastes starting from receiving wastes from ships, handling and transferring from ports and berths located within the geographical scope of the General Authority for Adabyia port and its statement is as follows:

- Marine docks from 2:9

8. Legal basis for implementing and enforcing the waste management plan

This plan is implemented and enforced according to the provisions of MARPOL Convention 73/78 as amended and its Annexes to which Egypt is a party, in addition to the National Laws, decrees and regulations as follows:

- Article 11 (1) (d) of MARPOL Convention, concerning communication of information to IMO regarding port reception facilities in the Egyptian ports including their locations, capacities, according to MARPOL 73/78 annexes to which Egypt is a party.
- Provisions of MARPOL Annex 1 Regulation 38, concerning obligation of states parties to MARPOL Annex 1 to provide of adequate port reception facilities for oily wastes generated from ships.
- Provisions of MARPOL Annex 2 Regulation 18, concerning obligation of states parties to MARPOL Annex 2 to provide adequate port reception

facilities for Noxious Liquid Substances' residues generated from ships.

- Provisions of MARPOL Annex 4 Regulations 12 & 13, concerning obligation of states parties to MARPOL Annex 4 to provide adequate port reception facilities for sewage generated from ships.
- Provisions of MARPOL Annex 5 Regulation 8, concerning obligation of States parties to MARPOL Annex 5 to provide adequate port reception facilities for garbage generated from ships.
- Provisions of chapter 1 of part 3 (protection of water environment from pollution) of Egypt Environment law no. 4 from the year 1994 as amended by law 9 from the year 2009.
- The Executive Regulations of the Environment Law issued by the Prime Minister's Decree No. 338 from the year 1995 as amended.
- The provisions and requirements of MARPOL 73/78 concerning the special areas specified by the IMO which designated the Mediterranean Sea and Red sea as special areas in relation to the provisions of MARPOL Annex I on prevention of pollution by oil and MARPOL Annex V on prevention of pollution by Garbage from ships.
- The Objectives of Egypt's National Strategy to implement III Code (August 2016 – August 2020).

9. List of ship types calling the ports and types of wastes received from ships

9.1 Types of ships that called Adabyia port in 2018:

Container ship	39
General cargo ships	198
Liquid bulk carrier	132
Dry bulk carrier	160
Livestock carrier	9
Equipment ships	5

9.2 List of different types of wastes received by Adabyia port in2018:

Solid wastes (plastic, glass, paper, etc....) are received from ships on the berths of Adabiya port.

Waste type	quantity
Solid waste	94 tons per month

10. Description of port reception facilities , location and capacity

NO	Type of Wastes	Number of reception facilities	capacity	location
1	Solid wastes (non - hazardous)	Non-hazardous solid wastes are lifted directly on to the means of transportation. (Garbage transport vehicles for marine contractors.)	<ul style="list-style-type: none"> • Car $\frac{3}{4}$ ton has a payload of 4 tons. • Car $\frac{1}{2}$ ton has a payload 1.5 – 2 ton. 	The wastes are received from docked ships at berths of Adabyia port
2	Liquid wastes (water resulting from washing tanks and used oil of all kinds)	<ul style="list-style-type: none"> • There are no licensed contractors approved by General Authority for Economic Zone to receive liquid waste from docked ships in Adabyia port. • Disposal of them through the licensed contractors approved by the General Authority for Red Sea ports who have obtained the environmental approvals and have floating units (boats) that are docked in Zayteyat port and liquid waste (water resulting from washing tanks and used oil of all kinds) are delivered to Petro trade Company. • A coordination report is underway between General Authority for Economic Zone, the southern sector, and General Authority for Red Sea Ports, for the following reasons: <ul style="list-style-type: none"> • The licensed contractors by General Authority for Red Sea Ports to receive oily residues from docked ships at berth of Adabyia port using floating units (boats) of their own; it's located in zayteyat port. • Providing us with data of the licensed contractors approved by the General Authority for Red Sea ports to receive liquid waste, and an update is made to save that data in Electronic System Department and add it on website of port to notify the agencies and allow them to work inside Adabyia port. • Follow-up on the safe disposal of liquid waste (oily residues) by sending the quantities received from docked ships 		

		monthly to the Environment Protection Department of General Authority for Red Sea Ports, in order to review the environment record of contractors and ensure the safe disposal of these wastes.
3	Hazardous liquid waste/ chemicals / liquid toxic substances , water resulting from cleaning holds of ship	<ul style="list-style-type: none"> • There are no reception facilities at General Authority for Economic zone to receive water generated from washing the cargo hold. • A study is underway to make a contract with a company that has obtained the necessary approvals and licenses to receive the washing water of the cargo hold of ships and treat it (safe disposal). Therefore, a reception facility will be provided for the waste related to the second appendix of the agreement MARPOL (chemicals and liquid toxic substances).
4	Sewage	<ul style="list-style-type: none"> • Ship waste from sewage is not received in Adabyia port. • There are some environmental approvals issued by Environmental Affairs Agency for marine contractors who are licensed by General Authority for Red Sea Ports and who have floating units that are docked on berth of zayteyat port. • A study is underway to make modifications to the treatment terminal in Adabyia port, where (there are two treatment terminals with a capacity of 50 square meters/day, and a contract is underway with a specialized company to operate it) in order to receive sewage water from ships, and thus a reception facility will be provided for the waste related to the fourth appendix (sewage) from MARPOL agreement 73/78.

A map showing the location of ship waste reception facilities in Adabyia port:

There is no collection point for solid waste inside Adabyia port, and it is lifted directly from ship on the means of transport (it is not done any storage operations and solid wastes inside Adabyia port.



11-Procedures for receiving ship-generated wastes from the port till final disposal facility.

- Ship master notifies the ship agent to submit an Advance Notification Form (Appendix 1) for waste delivery to port reception facilities at least 24 hours before arrival, specifying types and quantities of wastes required to be delivered to shore.
- Ship agent shall notify the Port Administration, the Environment Protection Department within the port and the licensed contractor with the Advance Notification Form (Appendix 1) at least 24 hours in advance of ship arrival, specifying the types and quantities of waste to be delivered to shore.
- Contractors shall obtain a prior permission on the same Advance Notification Form mentioned-above, from the Department of Environment Protection within the port before moving the marine unit or the waste transport vehicle.
- Contractors shall deliver the ship master the original waste delivery receipt (Annex 3) stating types and quantities of wastes received. A copy of the receipt shall be delivered

to the Department of Environmental Protection within the port. Contractors shall keep a copy of the waste delivery receipts. Contractors shall record waste delivery receipt information (receipt number, types and quantities of waste received) in an environmental record approved by the Port Authority.

- The company licensed to collect wastes in the port shall sign the copy of waste delivery receipt received from contractors. The company shall keep a copy of the receipt. The company shall record waste receipt information (receipt number, types and quantities of waste received) in an environmental record approved by the Port Authority.
- The company licensed to transfer the wastes from the port to the final disposal facility shall request prior permission from the Department of Environment Protection within the port to transfer ship wastes from the port, the request shall specify name and location of the final disposal facility, as well as types and quantities of waste to be transferred from the port. These procedures shall also apply in ports provided with waste treatment plants or incinerating facility.
- The company licensed to transfer wastes from the port to the final disposal facility shall record all types and quantities of wastes transferred from the port in an environmental record approved by the Egyptian Environmental Affairs Agency (EEAA).
- Upon delivery of wastes to the final disposal facility, the company which transferred the wastes from the port shall notify the Environmental Protection Department within the port with the delivery receipt, signed and stamped by the final disposal facility; the delivery receipt shall state types and quantities of wastes delivered.

12-Special procedures for specific types of ship-generated wastes:

Ships are required to deliver different types of garbage and solid wastes inside classified tightly closed packs according to MARPOL Convention annex V

13-Restrictions on receiving certain types of Ship-generated wastes

Radioactive Residues – Batteries and Fluorescent lamps –Harmful flammable chemicals - Medical Wastes.

- **Flowchart showing the solid waste receiving cycle from ships:**

14-A flowchart showing the process of receiving ship- generated wastes from port:

– Ship agent shall notify the Port Administration, the Movement Department, and the Environment Protection Department within the port and the licensed contractor with the Advance Notification Form (Appendix 1) at least 24 hours in advance of ship arrival.

– Contractors shall obtain a prior permission on the same Advance Notification Form mentioned-above, from the Department of Environment Protection within the port that includes the request to deliver the waste of ship.

– Contractors shall deliver the ship master the original waste delivery receipt (Annex 3) stating types and quantities of wastes received. A copy of the receipt shall be delivered to the Department of Environmental Protection within the port. Contractors shall keep a copy of the waste delivery receipts. Contractors shall record waste delivery receipt information (receipt number, types and quantities of waste received) in an environmental record approved by the Port Authority.

-The company licensed to collect wastes in the port shall sign the copy of waste delivery receipt received from contractors. The company shall keep a copy of the receipt.

– The company licensed to transfer the wastes from the port to the final disposal facility shall request prior permission from the Department of Environment Protection within the port to transfer ship wastes from the port, the request shall specify name and location of the final disposal facility, as well as types and quantities of waste to be transferred from the port. The company shall record waste receipt information (receipt number, types and quantities of waste received) in an environmental record approved by the Port Authority.

– Upon delivery of wastes to the final disposal facility, the company which transferred the wastes from the port shall notify the Environmental Protection Department within the port with the delivery receipt, signed and stamped by the final disposal facility; the delivery receipt shall state types and quantities of wastes delivered.

15-Record keeping for activities and services of port reception facilities

15.1 Contractors shall record all information of received ship-generated wastes in environmental records approved by the Port Authority. Those records shall include the following details as a minimum:

- Ship details and type
- Types and quantities of wastes
- Receiving time

Contractors shall keep a copy of all Advance Notification Forms submitted by ship agents as well as a copy of Waste Delivery Receipts stating types and quantities of wastes received from each ship.

15.2 Companies in charge of collecting wastes inside the port shall record all information of wastes received from contractors in environmental records approved by the Port Authority, Those records shall include the following details as a minimum:

- Ship details and type
- Types and quantities of wastes
- Receiving time

Companies in charge of collecting wastes inside the port shall keep a copy of all waste delivery receipts received from contractors.

15.3 Companies in charge of transferring wastes from the port to the final disposal facility shall keep a copy of all waste receipts received from the port and delivered to the final disposal facility. Information of all wastes received from the port shall be recorded in environmental records approved by the Egyptian Environmental Affairs Agency; this record shall include the following as a minimum:

- Types and quantities of wastes delivered
- Receiving time from ports
- Information of final disposal facility that received wastes
- Delivery time to final disposal facility

16- Port rules regarding business hours of waste reception facilities

16.1 Garbage/ Solid Wastes

According to the rules of the port, port reception facilities for solid wastes are provided daily and during the whole week. After receiving garbage/solid wastes from ships, these wastes are loaded in equipped cars then moved to the final disposal facility (approved by the Egyptian Environmental Affairs Agency in the Governorate)

16.2 Oily Residues

According to the rules of the port, port reception facilities for oily wastes are provided daily and during the whole week. These wastes are delivered to a collecting terminal intended for this purpose during daylight hours, and then loaded in Road tankers of petroleum Services Company which is approved by the Egyptian Environmental Affairs Agency.

17- Charging system of waste Reception Facilities

Charging System for Port reception facilities services within Red Sea ports is according to the Red Sea Ports' Chairman Decree no. 74 from the year 2018. The charging system is subject to periodical revision when it deems necessary. The approved charging system is circulated to all ship agents and available on the website of Red Sea Ports Authority.

18- Emergency Response procedures (within the port – outside the port till the final disposal facility)

In Case of emergency (discharge - leakage - spillage - fire) during handling or transferring of ship-generated wastes within the port area at sea or on shore, both of the Environment Protection department within the port and the Civil Defense Department in the port shall be immediately informed (Annex 5) . Contingency plan of the port shall be followed and the details of the incident shall be reported including date, time and nature of accident (Leakage - fireetc), quantities and types of wastes spilled.

In case of emergency (discharge - leakage - spillage – fire) during handling or transferring of ship-generated wastes outside the port area, both of the Egyptian Environmental Affairs Agency (EEAA) and the General Department of Civil Defense of the relevant governorate shall be immediately informed. (Annex 5). Contingency plan of the EEAA shall be followed and the details of the incident shall be reported.

19- Requirements and procedures for issuing Licenses for contractors

19.1 All contractors receiving and handling ship-generated wastes shall obtain Licenses from the Port Authority to work in the activities of port reception facilities. The following are the requirements for issuing licenses to contractors

19.2 Contractors shall fulfill all required documents to issue the work licenses as follows:

- A copy of ID and the criminal records Certificate.
- Contract of establishment of the activity
- Evidence of ownership of the company
- Evidence of Membership in a Chamber of shipping
- An official extract of the Commercial register stating the activity of contractor
- Tax card stating the activity of contractor

19.3 The capital should be at least 250,000 L.E for each type of activity.

19.4 The Licensed contractors shall provide insurance of 10,000 LE in cash or by means of an unconditioned guarantee letter for the port authority which can be collected back at the expiry of the work license

19.5 The applicant shall pay (3000) L.E for issuance / renewal of work license for each type of activity (marine contracting – marine supplies) and an amount of (9000) L.E for place utilization

19.6 Work license is valid for 3 years and may be renewed for a similar period in case of fulfilling requirements and conditions

19.7 All companies transferring ship-generated wastes from the port to the final disposal facilities shall obtain the required environmental permissions to practice this activity as well as safe disposal contract of those wastes from the Egyptian Environmental Affairs Agency.

20- Procedures for Receiving ship's complaints Related to port reception facilities

20.1 For any complaints related to waste reception facilities within the port such as non-response or service delay of port reception facilities or any other complaints, the complaint shall be filled using the standard Format for reporting alleged inadequacies of port reception facilities (appendix 2), the complaint can be sent by fax or Email (appendix 5) to both of the Port Administration and the Environmental Protection Department within the port.

The responsible officers of the Environmental Protection Department within the port shall immediately investigate the complaint and seek out appropriate solutions that ensure provision of the service without causing undue delay to ships; Records of all complaints received from ships shall be kept.

20.2 For any complaints related to transferring of ship-generated wastes from the port to the final disposal facility. The complaint shall be sent to the Egyptian Environmental Affairs Agency EEAA by fax or the Email (appendix 5). The responsible officers of the EEAA shall immediately investigate the complaint and seek out appropriate solutions that ensure safe transfer; handling and disposal of ship-generated wastes, Records of all complaints shall be kept.

21- Responsibilities of Concerned entities in implementing ship-generated waste management plan

21.1 Responsibilities of Ship Master

- Notifying ship agent to submit the Advance Notification form for waste delivery to port reception facilities (appendix 1) at least 24 hours prior to arrival and specifying types and quantities of wastes required to be delivered to shore
- Ensure delivery of ship-generated wastes to port reception facilities and obtaining waste delivery receipt (appendix 3) stating types and quantities of wastes delivered to the contractor
- Immediately inform the port in case of pollution incident resulting during delivery of ship-generated wastes to reception facilities and act immediately to stop the source of pollution.
- Immediately Notify the Environment Protection Department within the port in case of any complaint from port reception facilities using the standard Format for reporting alleged inadequacies of port reception facilities (appendix 2) by fax or Email.

21.2 Responsibilities of ship Agent

- Early Coordination with the ship Master in a sufficient time before the arrival of the ship as well as receiving the Advance Notification from ship (appendix 1) specifying types and quantities of wastes required to be delivered to the shore.
- Submitting Advance Notification of ship to the Port Administration, Environment Protection Department and licensed contractor using the Advance Notification form (appendix 1) specifying types and quantities of wastes required to be delivered to the shore at least 24 hours prior to ship arrival.

- Informing Environment Protection Department of any complaints related to port reception facilities against the contractors.

21.3 Responsibilities of Contractors

- Adherence to the requirements specified in the environmental approvals issued by the Egyptian Environmental Affairs Agency as well as the requirements of the work license and instructions issued by the Port Authority.
- Providing reception facilities for ship-generated wastes in a timely manner after receiving the Advance Notification for waste delivery from ship agent to ensure provision of the service without causing undue delay.
- Compliance with port instructions regarding business hours of waste reception facilities
- Deliver the ship master the original waste delivery receipt (appendix 3) stating types and quantities of wastes received and deliver a copy of the receipt to the Environment Protection Department within the port.
- Deliver a copy of the waste delivery receipt to the company in charge of collecting ship-generated wastes within the port.
- Keeping a copy of waste delivery receipts and recording details of receipts, types and quantities of wastes received in an environmental record approved by the Port Authority.
- Informing the Environment Protection Department within the port, of any incident (leakage - discharge – spillage) of ship-generated wastes during receiving and transferring from the ships to waste collecting stations.
- Informing both of the Environment Protection Department and the Department of Civil Defense within the port in case of fire resulting from handling or transferring wastes from ships to waste collecting stations.
- Adherence to the route specified to vehicles starting from receiving wastes from ships till the final disposal facility
- Ensure that barges, marine units and vehicles are fully equipped with all safety appliances and are in a good working condition and ready for use under all circumstances in addition to taking all necessary precautions to prevent any leakage of wastes.
- Ensure Regular maintenance of barges, marine units and vehicles used in receiving, handling and transferring ship-generating wastes.

21.4 Responsibilities of companies in charge of Waste collecting stations within the port

- Adherence to the requirements specified in the environmental approvals issued by the Egyptian Environmental Affairs Agency as well as the requirements of the work license and instructions issued by the Port Authority.
- Signing the copy of waste delivery receipt from contractors
- Keeping copy of waste delivery receipts from contractors and recording details of the receipt, types and quantities of wastes delivered in an environmental record approved by the Port Authority.
- Informing the Environment Protection Department within the port, of any incident (leakage - discharge – spillage) of ship-generated wastes during receiving and handling wastes within waste collecting stations.
- Informing the Environment Protection Department and the Department of Civil Defense within the port in case of fire resulting during receiving and handling of wastes within waste collecting stations
- Ensure that barges, marine units and vehicles are fully equipped with all safety appliances, covered and tightly closed and are in a good working condition and ready for use under all circumstances in addition to taking all necessary precautions to prevent any leakage of wastes during handling and transferring wastes in order to prevent pollution or fire.
- Regularly maintaining barges, marine units and vehicles used in receiving and handling ship-generated wastes.
- Ensure Regular maintenance of barges, marine units used in collecting wastes.

21.5 Responsibilities of the companies in charge of transferring ship-generated wastes from the port to the final disposal facility

- Adherence to the requirements specified in the environmental approvals issued by the Egyptian Environmental Affairs Agency as well as the requirements of the work license and instructions issued by the Port Authority.
- Recording all types and quantities of wastes received from the port in an environmental record approved by Egyptian Environmental Affairs Agency
- presenting waste delivery receipts, approved by the final disposal facility to the Environment Protection Department within the port,

- Informing the Egyptian Environmental Affairs Agency, of any incident (leakage – discharge – spillage) of ship-generated wastes during handling and transferring of wastes from the port to the final disposal facility.
- Informing the Egyptian Environment Affairs Agency and the department of civil defense in the governorate of the port or in the relevant governorate of the final disposal facility whichever is nearer in case of fire resulting during handling or transferring wastes from the port to the final disposal facility.
- Ensuring that vehicles used in transferring wastes are fully equipped with all safety appliances in addition to taking all necessary precautions to prevent leakage of wastes during transferring and handling.
- Regarding ship-generated waste vehicles , to stick to the route and timings specified by the Traffic, Civil Defense and Environment Departments in the governorate
- Adherence to the route specified to vehicles starting from receiving wastes from ships till the final disposal facility
- Ensure Washing vehicles and containers used in collecting and transferring hazardous wastes after each use and getting rid of liquid wastes resulting from washing in the specified places prepared for this purpose by the governorate.
- Ensure Regular maintenance of all vehicles used in transferring wastes.

21.6 Responsibilities of the Environment Protection Department within the port

- Regular monitoring on all activities of port reception facilities within the port through periodical inspections on reception facilities and waste collecting station within the ports to ensure their compliance with the laws and regulations related to environment protection in addition to the provisions of this plan as well as rules and regulations specified by the port authority to regulate services of ship-generated waste reception.
- Keeping Records of all activities and services of port reception facilities on a daily basis as follows:
 - Number and types of ships calling the port daily
 - The Advance Notifications received from ships including types and quantities of wastes required to be delivered to port facilities.
 - Details of types and quantities of wastes received from ships on a daily basis
 - A copy of all waste delivery receipts starting from receiving wastes from ships till delivery to final disposal facility

- Reports by Masters of ships calling the port on alleged inadequacies of port reception facilities or any other complaints
- Informing the Maritime Transport Sector of an updated list of the reception facilities available in the port (type - capacity – location) in order to update the information of the reception facilities on the Global Integrated Shipping Information System (GISIS) (<http://gisis.imo.org>)
- Receiving complaints and pollution incidents reports , coordinating with the concerned entities to control and combat oil spills, and participating in implementation of the National contingency plan on combating pollution within the port.

22- Monitoring systems of Port Reception Facilities

22.1 Responsibilities of regular monitoring on all activities of port reception facilities lie on Environment Protection Department within the port which conducts periodical inspections on port reception facilities to verify their compliance with all the laws and regulations related to environment protection as well as the rules and regulations issued by the port for regulating port reception facilities services.

22.2 Responsibilities of regular monitoring on all activities and services related to transferring ship -generated wastes from the port to the final disposal facility, lie on the Egyptian Environment Affairs Agency , which conducts periodical inspections on companies in charge of transferring wastes from the port as well as the final disposal facility to verify their compliance with all the laws and regulations related to environment protection in addition to the rules and regulations issued by the Egyptian Environment Affairs Agency.

22.3 The Environment Protection Department within the port, monitors all the activities and services related to ship-generated waste reception starting from receiving these wastes from ships till transferring them from the port.

22.4 The Environment Protection Department within the port shall keep and record all the activities and services related to ship-generated wastes reception on daily basis as follows:

- Number and types of ships calling the port on daily basis
- The advance notifications received from ships including the types and quantities of wastes required to be delivered to the facilities within the port.
- A list of all the types and quantities of wastes received from ships on daily basis

- Reports prepared by the masters of ships calling the port on reporting alleged inadequacies of port reception facilities or any other complaints

23- Procedures against Violations and non-compliance with the plan

- 23.1 In case of a violation from any contractor or any company in charge of collecting ship-generated wastes within the port against provisions of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78 or the Laws and regulations related to environment protection or provisions of this plan or the rules and regulations specified by the port on regulating ship-generated waste reception services within the port, the Environment Protection department shall take all the necessary legal procedures to investigate the case and impose appropriate penalties (first time warning – temporary suspension of License – License Withdrawal – impose fines etc) .Violations and penalties imposed by Environment Protection department shall be recorded, the EEAA should be notified when necessary .
- 23.2 In case of a violation from any company in charge of transferring wastes from the port to the final disposal facility against provisions of the Laws and regulations related to environment protection or provisions of this plan or rules & regulations issued by EEAA on regulating ship-generated waste handling activities from the port to the final disposal facility, EEAA shall take all necessary legal procedures to investigate the case and impose appropriate penalties (first time warning – temporary suspension of license – license withdrawal– impose fines etc) Violations and penalties imposed by Environment Protection department shall be recorded by the EEAA

24- Training programs required to implement the plan

- The Environment Protection department within the port in coordination with EEAA, the General Department of Civil Defense& Fire brigade and other concerned entities, shall organize regular training programs for all employees dealing with receiving, handling activities of ship-generated wastes and their delivery to companies in charge of collecting and transferring to final disposal facility.
- The Environment Protection department within the port shall ensure that all employees dealing with receiving, handling ship-generated wastes and their

delivery to companies in charge of collecting & handling wastes, have passed training required to implement this plan.

- The Environment Protection department within the port shall keep records of training programs related to implementing this plan.
- The Training programs should include special training for employees working for contractors and companies in charge of collecting & handling ship-generated wastes from the port to the final disposal facility.

Training Program should include the following:

- Wastes generated from ships , their classification according to type, Hazard degree and reception facilities required to be provided
- Integrated Management Systems for wastes, methodologies, the executive plans and its role in achieving the added value to ports and the competitiveness in the field of Maritime transport.
- Keeping environment records and documents related to activities of the integrated management systems for wastes, starting from its source of Generation to final disposal facility.
- The Reasonable systems for charging of services provided by ports to ships with regard to disposal of wastes according to different types of ship-generated wastes.
- Raising awareness of ship-generated waste management plan, its implementation, duties and responsibilities of all the concerned entities.
- Raising awareness of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78, concerning ship-generated waste reception.
- Raising awareness of the provisions of the National laws and regulations issued by both of the Egyptian Environmental Affair Agency and the port authority regarding ship-generated waste reception.
- Raising awareness of Egypt’s National Strategy to implement IMO III Code (August 2016 – August 2020) on providing ship-generated waste reception facilities.
- Raising awareness of potential threats that Might arise while receiving and handling specific types of ship-generated wastes as dangerous goods and chemicals
- Emergency procedures related to receiving, handling and transferring of ship-generated wastes.

- First aid procedures and dealing with potential injuries for the employees working in receiving, handling and transferring of ship-generated wastes.

25- Consultations with port users to assess their needs regarding the port reception facilities in order to improve the services

25-1 The Environment Protection Department within the port consults with port users on periodically to assess their needs regarding availability of ship-generated waste reception facilities in order to improve the service. Results of consultations are considered critical for reviewing and updating this plan.

25-2 The Environment Protection Department within the port consults with port users through annual meetings or when it deems necessary. The annual meetings should include ship masters, ship agents, Contractors, officials from EEAA, MTS, EAMS, Civil Defense Department, Quarantine Department, ports & shipyards operators and any other related entities in order to study all the possible means to improve port reception facilities services.

26- Periodical assessment on the adequacy of port reception facilities

26.1 The Environment Protection Department within the port shall prepare monthly and annual reports on all activities and services related to port reception facilities based on all the Records of the Department.

26.2 The Environment Protection Department within the port shall carry out periodical assessment every 2 years and when it deems necessary to verify the adequacy of port reception facilities according to the guidelines issued by IMO (Resolution MEPC.83 (44)) as amended. Periodical assessment should be carried out prior to the periodical audit of the plan.

26.3 Periodical assessment on the adequacy of port reception facilities depends on the following information and statistics:

- Reports submitted by masters of ships calling the port on alleged inadequacies of port reception facilities
- Annual statistics on information mentioned in advance notification forms submitted by ships calling the port including types and quantities of wastes required to be delivered to port reception facilities.
- Monthly and annual reports on the activities related to ship-generated wastes reception facilities, including list of ships calling the port and types & quantities of wastes received.

- The results of consultation with reception facilities users in order to assess their needs and improve the service.
- Development projects of Ports and Terminals(if any)
- Complaints and proposals by users of reception facilities

27- Periodical audit on waste management activities

- This plan is subject to periodical audit on regular intervals not exceeding two years or when it deems necessary to verify compliance of all concerned entities with the provisions of this plan.
- The audit shall be carried by a committee independent from port's activities and consists of qualified auditors representing the following entities:
 - Egyptian Environmental Affairs Agency (EEAA)
 - The Egyptian Authority for Maritime Safety (EAMS)
 - Maritime Transport Sector (MTS)
 - Port Authorities
- The periodical audit of ship-generated wastes management plan aims at the following:
 - Ensuring effectiveness of plan implementation and appropriateness to all services related to reception of ship-generated wastes.
 - Ensuring compliance of concerned entities with provisions of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78.
 - Ensuring compliance of concerned entities with provisions of the National laws and regulations on environment protection.
 - Ensuring compliance of concerned entities with requirements and instructions of the port authority and EEAA
- The periodical audit should include all the activities related to reception and handling of ships-generated wastes since reception from ships till final disposal facility.
- In January every year, the Maritime Transport Sector should organize in cooperation with port authorities, Egyptian Environmental Affairs Agency and the Egyptian Authority for Maritime Safety, periodical audit program on ports and appoint a committee to carry out the audit program.

- The format for ship-generated wastes reception facilities assessment, appended to MEPC.83 (44) as amended, to be used as an audit standard for auditing activities and issuing annual reports including audits' results.
- In case of non-conformities to the plan, concerned entities shall define and implement necessary corrective actions and inform the audit committee with the implementation follow-up reports of corrective actions.

28- Contact Lists of Stakeholders

The Environment Protection Department within the port shall notify ship Agents with an updated contact list of approved contractors as well as an updated contact list of all concerned entities involved in implementing the plan and responding to emergency situations & pollution incidents. Taking into consideration, disseminating these contact lists on the Website of the port authority.

- Appendix 4 includes an updated contact list of Approved Contractors
- Appendix 5 includes an updated contact list of concerned entities involved in implementing the plan and dealing with emergency situations & pollution incidents related to ships-generated waste handling activities as well as handling any inquiries or complaints or obstacles or proposals from port reception facilities users.

29- Reviewing and updating the plan

This plan is subject to formal revision on intervals not exceeding 3 years, as well as regular revision when it deems necessary.

29.1 The purpose of reviewing and updating the plan:

- Incorporating any modifications related to port reception facilities.
- Incorporating any relevant amendments to the provisions of the National Laws and regulations on Environment protection
- Incorporating any relevant amendments to the provisions of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78
- Incorporating any proposals or requests from port reception facilities' users
- Review charging system of port Reception facilities' services when it deems necessary.

29.2 Procedures for formal revision of the plan

The Environment Protection Department within the port invites representatives of concerned entities to form a committee for the formal revision of the plan, before the date of the revision or in case of any reasons that call for modifying the plan.

The revision committee should include representatives from the following entities:

- Head of Port Authority or his deputy.
- Environment Protection Department of the port.
- Egyptian Environmental Affairs Agency
- Maritime Transport Sector
- Egyptian Authority for Maritime Safety
- The Civil Defense & Fire brigade Department within the port.
- Operators of different terminals for Containers, Cargo and passengers.
- shipbuilding and repair yards
- Ship Agents
- Contractors
- Any other concerned entities.

29.3 Items to be considered while carrying out official revisions on the plan:

The committee appointed for reviewing the Ship-Generated Waste Management Plan should consider the following items:

- Results of consultation with port reception facilities' users to assess their needs in order to improve the service.
- Development projects of Port and Terminals (if any).
- Changes in the number and types of ships calling the port
- Annual reports on the activities of receiving ship-generated wastes in the port including types and quantities of wastes received
- Any relevant amendments to the provisions of National laws and regulations regarding the Environment protection and port operation
- Any relevant amendments to the provisions of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78
- Any complaints or proposals received from reception facilities' users
- Reports on alleged inadequacies of reception facilities within the port
- Results of the periodical audit on Ship-Generated Waste Management Plan
- Proposals and requests for amendment to charging system of port reception facility services.
- Any other relevant issues

30- Approval of the plan and its amendments

After finalizing the necessary revision of the plan and incorporating necessary amendments, the amended plan shall be approved by the chairman of the port authority or his deputy, approval date and issue date to be recorded on the amended plan.

The Environment Protection Department within the port should ensure that an updated edition of the plan is distributed to all concerned entities involved in implementation of the plan according to the distribution list specified in item 2 above, Taking into consideration, uploading an updated and approved edition of the plan on the port's website for dissemination on users of port reception facilities

31- Appendices

- Appendix 1 Standard format of the advance notification form for waste delivery to port reception facilities**
- Appendix 2 Format for reporting alleged inadequacies of port reception facilities**
- Appendix 3 Standard format for waste delivery receipt**
- Appendix 4 List of Approved Contractors and their contact details**
- Appendix 5 Contact details of concerned entities involved in implementation of the plan and response to Emergency situations**