

**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.