



Circular No.(27) 2020

تعميم رقم (٢٧) لعام ٢٠٢٠م

To:

إلى:

All Ports General Directors
All Maritime Shipping Agents
All Ports Operators

جميع مديري عموم الموانئ
جميع الوكلاء البحريين
جميع الشركات المشغلة العاملة بالموانئ

CC:

نسخة إلى:

Vice President of Maritime Sector-TGA

نائب الرئيس لقطاع النقل البحري بالهيئة العامة للنقل

Vice President of Marine Environment & Coastal Areas - GAMEP

نائب الرئيس للبيئة البحرية والمناطق الساحلية بالهيئة العامة للأرصاد وحماية البيئة

Subject: Procedures of advance notification for waste delivery to port reception facilities

الموضوع: الإجراءات التنظيمية لإزالة نفايات مخلفات السفن بالموانئ السعودية

Under Developing and Improving the regulatory procedures at Saudi Ports, please find attached the procedures of advance notification for waste delivery to port reception facilities.

في ظل تطوير وتحسين الإجراءات التنظيمية في الموانئ السعودية أرفق لكم إجراء إزالة نفايات مخلفات السفن بالموانئ السعودية.

You are kindly obliged to the attached procedures in your respective areas of competence. Note that these procedures do not relieve of any related rules or regulations by the concerned authorities.

عليه أمل الالتزام والعمل بالإجراءات المرفقة كلا فيما يخصه، علماً أن هذه الإجراءات لا تعفي من أي أنظمة أو لوائح ذات علاقة من قبل الجهات المختصة.

نائب الرئيس للتشريعات والتراخيص
Vice President for Legislation and Licensing



عبدالرحمن بن عبدالله الغامدي

Abdulrhman Abdullah Alghamdi



Mawani

Saudi Ports Authority

Procedures for Removing Ship Waste

Description	Preparation	Revision	Approval
Job	Head of the Directorate General of Maritime Operations and Safety (Marine & Safety Head)	Authority's Quality Representative	President of the Authority
Name	Eng. Faisal Al-Jarbu'	Eng. Mohammed Al- Gandoul	Eng. Saad bin Abdulaziz Al-Khlab
Signature			



(Sequence of Procedures FLOW CHART)

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The ship sends an ANF form notice to the maritime agent requesting the removal of residues

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The maritime agent sends the form to the waste transporter that is authorized by the General Authority of Meteorology and Environmental Protection and permitted to work for the Saudi Ports Authority, and then the waste is transported to the approved waste center.

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The waste receipt certificate is issued in WDR form and sent to the maritime agent.

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The maritime agent provides the ship with copies of the certificates of the forms.

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The maritime agent submits the certificates of the forms to the General Authority of Meteorology and Environmental Protection on the website shown in these procedures as well as a copy for the ports, and this copy is saved through the environmental unit at the port for a period of not less than 2 years.



1) Purpose:

- The procedures explain how to deal with the processes of removing waste and residues from ships and the mechanism for controlling the process with the highest quality levels.
- How to follow up supervisors and evaluate the work of maritime control processes to ensure the quality of the work.

2) Scope of Application of the Procedures:

- The scope of the Procedures includes all ships visiting ports.
- Supervisors of work evaluation and follow-up in the departments of maritime affairs in the ports and administrations of environmental units in the ports.
- Directorates of maritime operations and safety and environment of the main authority.
- General Authority of Meteorology and Environmental Protection.
- Public Transport Authority

3) References:

- Environment Public Law of the General Authority of Meteorology and Environmental Protection.
- Requirements of the International Convention for the Prevention of Pollution (MARPOL)

4) Procedures:

- 1- The ships send a notice (ANF) to the maritime agent of the ship requesting the waste to be unloaded. The notice must contain all information about the waste that will be unloaded, specifying its quality and quantity measured in cubic meters according to the form prepared for this purpose by the General Authority of Meteorology and Environmental Protection. The notice (ANF) must also be stamped with the ship's seal.



- 2- The maritime agent selects the carrier licensed by the General Authority of Meteorology and Environmental Protection and permitted to work by the Saudi Ports Authority to transport those wastes.
- 3- The licensed carrier, after receiving a notice from the maritime agent in coordination with the environmental unit at the port, receives the incoming waste from the ship and transports it to the waste collection center licensed by the General Authority of Meteorology and Environmental Protection and permitted by the Saudi Ports Authority, which in turn receives these wastes from the carrier for treatment and disposal according to the environmental procedures applicable in the Kingdom.
- 4- Upon receiving the waste by the center (waste collection and treatment center) as listed under Item No. 3 of the ship's waste contained in the ANF, a waste receipt certificate (WDR) will be issued and sent to the ship's maritime agent after being signed by the center and stamped with the center's seal (waste collection and treatment center), and after writing down the name of the receiving center.
- 5- The maritime agent of the ship delivers the waste receipt certificate (WDR) included in Item No. 4 to the ship.
- 6- The maritime agent also sends a copy of ANF stamped with the seal of the ship, as well as a copy of WDR stamped with the seal of the center collecting the waste listed under Item No. 4, to the General Authority of Meteorology and Environmental Protection via e-mail (marpol@pme.gov.sa), and a copy is sent to the Saudi Ports Authority at the headquarters through the environmental unit in the ports.
- 7- The environmental unit in the ports shall keep copies of these notices for a period of not less than three years, enter the data in records and send copies to the Public Transport Authority for registration in the Global Integrated Shipping Information System (GISIS) of the International Maritime Organization (IMO) through the Public Transport Authority.
- 8- The Saudi Ports Authority shall keep a copy of the license for waste transporters licensed by the General Authority of Meteorology and Environmental Protection.



5) Forms:

Serial No.	Form Title	Code No.	Retention Time
1	Advanced notification form (ANF)	MAWANI/MAR-P-06-F-01	To be issued periodically
2	Waste Delivery Form (WDR)	MAWANI/MAR-P-06-F-02	To be issued periodically
3	Work permit (for waste transporters)	MAWANI/MAR-P-06-F-03	To be issued periodically

6) Performance Indicators:

- The number of waste notices and certificates issued to ships every six months.

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APPENDIX 2

STANDARD FORMAT OF THE ADVANCE NOTIFICATION FORM FOR WASTE DELIVERY TO RECEPTION FACILITIES

Notification of the Delivery of Waste/Residues to:

The master of a ship should forward the information below to the designed authority at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours.

This form should be retained on board the ship along with the appropriate Oil Record Book, Cargo Record Book or Garbage Record Book.

DELIVERY FROM SHIPS (ANF)

1. SHIP PARTICULARS

1.5 Owner or operator	1.1 NAME OF SHIP:
1.6 Distinctive number or letters:	1.2 IMO number:
1.7 Flag State:	1.3 GROSS tonnage:
1.4 type of ship: <input type="checkbox"/> Oil tanker <input type="checkbox"/> Chemical tanker <input type="checkbox"/> Bulk carrier <input type="checkbox"/> Container <input type="checkbox"/> Other cargo ship <input type="checkbox"/> passenger ship <input type="checkbox"/> Ro-ro <input type="checkbox"/> Other(specify)	

2. PORT AND VOYAGE PARTICULARS

2.6 Last port where wastes/residues were delivered:	2.1 Location/Terminal name and /POC:
2.7 Date and Last Delivery:	2.2 Arrival Date and Time:
2.8 Next Port of Delivery (if known)	2.3 Departure Date and Time:
2.9 Person submitting this form is (if other than the master):	2.4 Last Port and Country:
	2.5 Next Port and Country (if known):

3. PORT AND VOYAGE PARTICULARS

MARPOL Annex I - Oil	Quantity (ms)
Oily bilge water	
Oily residues (sludge)	
Oily tank washings	
Dirty ballast water	
Scale and sludge from tank cleaning	
Other (please specify)	
MARPOL Annex II NLS	Quantity (ms)/ Name:
Category X substance	
Category Y substance	
Category Z substance	
OS other substances	
MARPOL Annex IV sewage	Quantity (ms)

MARPOL Annex V Garbage	Quantity (ms)
A. Plastics	
B. Food wastes	
C. Domestic wastes	
D. Cooking oil	
E. Incinerator ashes	
F. Operational wastes	
G. Animal carcasses	
H. Fishing gear	
I. F-waste	
J.Cargo residues (non-HME)	
K. Cargo residues (HME)	
MARPOL Annex VI Air pollution	Quantity (ms)
Ozone-depleting substance and equipment containing such substances	
Exhaust gas-cleaning residues	

Indicate the proper of the proper shipping name of the NLS involved.
Indicate the proper of the proper shipping name of the Dry cargo.

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Name of ship:	IMO Number:
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Please state below the approximate amount of wastes/residues remaining on board and the percentage of maximum strong capacity if delivering all wastes/residues on board at this port please strike through this table and lock the box below, if delivering some or no waste residue, please complete all columns.

Confirm that I am delivering all the wastes/residues held on board this vessel (as shown on page 1) at this port.

Type	Maximum dedicate storage capacity (ms)	Amount of wastes/residues contained on board (ms)	Port at which remaining will be delivered (if known)	Estimate amount of wastes/residues to be generated between notification and next port of call (ms)
MARPOL Annex I - Oil				
Oily bilge water				
Oily residues (sludge)				
Oily tank washings				
Dirty ballast water				
Scale and sludge from tank cleaning				
Other (please specify)				
MARPOL Annex II NLS				
Category X substance				
Category Y substance				
Category Z substance				
OS other substances				
MARPOL Annex IV Sewage				
Sewage				
MARPOL Annex V Garbage				
Plastics				
Food wastes				
Domestic wastes				
Cooking oil				
Incinerator ashes				
Operational wastes				
Animal carcasses				
Fishing gear				
F-waste				
Cargo residues (non-HME)				
Cargo residues (HME)				
MARPOL Annex VI Air pollution				
Ozone-depleting substance and equipment containing such substances				
Exhaust gas-cleaning residues				

Date:
 Time:

Name and Position:
 Signature:

Indicate the proper of the proper shipping name of the NLS involved.
 Indicate the proper of the proper shipping name of the Dry cargo.

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 Port



APPENDIX 3

The designated representative of the reception facility provider should provide the following for the master of a ship that has just delivered wastes/residues

This form shall be retained on board the ship along with the appropriate Oil Record Book, Cargo Record Book, or Garbage Record Book.

1. RECEPTION FACILITY AND PORT PARTICULARS

1.1 Location/Terminal name
1.2 Reception facility provider(s)
1.3 Treatment facility provider(s) - if different from above
1.4 Waste/residue Discharge Date and Time from :to

2. SHIP PARTICULARS

1.5 Owner or operator	1.1 NAME OF SHIP:
1.6 Distinctive number or letters:	1.2 IMO number:
1.7 Flag State:	1.3 GROSS tonnage:
1.4 type of ship: - Oil tanker -Chemical tanker -Bulk carrier -Container -Other cargo ship -passenger ship -Ro-ru -Other(specify)	

3. PORT AND VOYAGE PARTICULARS

MARPOL Annex I - Oil	Quantity (ms)
Oily bilge water	
Oily residues (sludge)	
Oily tank washings	
Dirty ballast water	
Scale and sludge from tank cleaning	
Other (please specify)	
MARPOL Annex II NLS	Quantity (ms)/ Name:
Category X substance	
Category Y substance	
Category Z substance	
OS other substances	
MARPOL Annex IV sewage	Quantity (ms)

MARPOL Annex V Garbage	Quantity (ms)
A. Plastics	
B. Food wastes	
C. Domestic wastes	
D. Cooking oil	
E. Incinerator ashes	
F. Operational wastes	
G. Animal carcasses	
H. Fishing gear	
I. F-waste	
J.Cargo residues (non-HME)	
K. Cargo residues (HME)	
MARPOL Annex VI Air pollution	Quantity (ms)
Ozone-depleting substance and equipment containing such substances	
Exhaust gas-cleaning residues	

On behalf of the part facility I confirm that the above wastes/residues were delivered.

Signature: Full name and company stamp.....

 Indicate the proper of the proper shipping name of the NLS involved.
 Indicate the proper of the proper shipping name of the Dry cargo.

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Work permit (for waste transporters)

Based on the license issued by the General Authority of Meteorology and Environmental Protection, the details of which are shown below:			
Company's name	Record number	Record date	Type of activity
Number of the license issued by the Meteorology Authority	License date:	Licensed activity:	Port of work
The aforementioned Company is allowed to operate in the port of (.....), based on the data of the license issued by the General Authority of Meteorology and Environmental Protection.			
Environment Unit at the port of Name: Signature: Note: The aforementioned Company must adhere to all the regulations and instructions in force at the port and bear the responsibility for that, and in the event that it violates any of the regulations and instructions, a fine will be imposed in accordance with the instructions applicable in this regard.		The Company received the original permit. Name: Signature: * The Environmental Protection Unit at the port shall keep a copy of the Company's file. * A copy of the permit shall be delivered to the competent entity of the General Authority of Meteorology and Environmental Protection.	
Greetings to His Excellency the Director of Maritime Affairs at the Port We inform you that the Company whose data are described above has fulfilled all the requirements for permission to operate within the limits of the port administration. Seal Environment Unit Officer at the Port			

Indicate the proper of the proper shipping name of the N.I.S involved.

Indicate the proper of the proper shipping name of the Dry cargo.