



मुंबई पत्तन प्राधिकरण
Mumbai Port Authority
MARINE DEPARTMENT
Environmental Management Cell

**STANDARD OPERATING PROCEDURE (SOP) FOR PROVIDING GARBAGE
WASTE RECEPTION FACILITIES AT MUMBAI PORT
(EFFECTIVE FROM 01.08.2026)**

A. General Requirements

The following actions are **mandatory** for the reception of Garbage Wastes from the vessels at Mumbai Port Anchorage. These procedures must be followed **strictly** by employees of empanelled vendors. Failure to comply will result in **suspension of empanelment and forfeiture of deposits**.

B. Advance Notification

1. Advance Notification Form (ANF):

The Vessel Agent or Master must generate the **ANF on the Swachh Sagar Portal**, along with an intimation email to: hm@mumbaiport.gov.in.

2. Intimation to Vessel Agent:

If the ANF or request is submitted directly by the Master of vessel, the vendor must inform the vessel's local agent accordingly.

C. Permissions and Intimations

1. Obtain necessary **intimation/permission from Customs**.
2. Obtain **permission from Traffic Department**.
3. Obtain **intimation/permission from the Director, Environmental Management Cell (EMC)** on the vessel agent's letterhead, along with the Swachh Sagar ANF printout and email trail.

D. Reception of Waste

1. Receive Garbage Waste from the vessel and issue a **Certificate** as per categories. The certificate must also be uploaded on the Swachh Sagar portal.
2. Each certificate must include:
 - o Serial number
 - o Signature of authorized vendor representative
 - o Signature of the Master of the Ship



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E. Storage and Handling

1. Obtain **permission from Traffic Department** for landing/storage of waste.
2. Vendors must adhere to the maximum tariffs, excluding GST (charged by vendors to ship owners through respective Steamer Agents):
 - P and V Anchorage: ₹3500 per cubic meter.
 - West of the main channel: ₹5000 per cubic meter. - East of the main channel and JD/PP: ₹7000 per cubic meter.
 - Trade waste / cargo waste / garbage from custom-notified areas inside Mumbai Port: ₹1000 per cubic meter.
 - Minimum charges: 5 cubic meters. - Vendors are not authorized to collect any other charges.
3. Complaints regarding overcharging will be grounds for license cancellation.
 - Vendors are not authorized to handle Annexure I,II, IV & VI wastes.
4. Waste/garbage collected by barge from anchorage or any other areas must be handled at 23 ID only or at any other place authorized by the Deputy Conservator. Vendors must maintain continuous surveillance to avoid spills, fires, or incidents.
5. Vendors are expected to collect garbage waste from ships in spill-proof bags, transport it to their facility, and segregate it. Non-hazardous waste such as food waste, organic waste, wet waste, and biodegradable waste must be handed over to MCGM/Panvel/Thane/Navi Mumbai Municipal Waste Landfill sites or professional waste management companies like Mumbai Waste Management or similar. Hazardous waste must be handed over to professional waste management companies like Mumbai Waste Management or similar.
6. Vendors must have permission from MCGM / Panvel / Thane/Navi Mumbai Municipal Waste Landfill sites or tie-ups with professional waste management companies like Mumbai Waste Management or similar to dump the remaining waste after segregation at their facility.
7. Vendors must not dispose of garbage in MbPA dustbins or harbour waters.
8. Vendors must not service vessels in anchorages under the jurisdiction of JNPA / Jawahar Customs.



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F. Weighment, Payments, and Documentation

1. Carry out **weighment** of collected waste.
2. Pay all applicable charges (Wharfage, Demurrage, Customs Duty, Weighbridge charges, etc.). Delayed payments attract **penal interest**.
3. Submit copies of all relevant documents to **EMC**.
4. Vendors must submit a monthly service report with a detailed breakdown of the garbage collected to EMC, including copies of clearance documents, receipts issued to the vessel's master, and receipts received from MCGM / Panvel landfill or other authorized organizations. Failure to submit monthly reports will lead to the cancellation of empanelment.

G. Exit and Transportation

1. Exit the port **only through Orange Gate**.
2. Transporting waste from Orange Gate to the reception facility must fully comply with **MPCB and local authority guidelines**.

H. General Compliance

1. Vendors must comply with all relevant rules, regulations, extant procedures, trade circulars, and SOPs of the Mumbai Port Authority as they stand amended. Violations or complaints will lead to the cancellation of empanelment.
2. Vendors engaging in malpractice, fraudulent practices, or misusing this license will be blacklisted for three years and removed from the Swachh Sagar Portal. The blacklisting policy of the Dock Entry Permit section is applicable to vendors.

The vendor responsible for collecting garbage waste from the vessel shall maintain comprehensive end-to-end documentation.

 28/07/26
DEPUTY CONSERVATOR