

**Sub: Empanelment of Licensed Vendors for Providing Oily Waste Reception Facilities at Mumbai Port**

Effective 1st January 2023

**Standard Operating Procedure (SOP) for MARPOL Annexure I waste.**

Following actions are mandatory for reception of waste oil/bilge oil/sludge from vessels. Any empaneled vendor not following the SOP is liable for suspension of Empanelment.

1. Generation of Advance Notification Form (ANF) by Vessel Agent and Master of Vessel on Swachh Sagar Portal as well as an intimation through an email to Harbour Master (hm@mumbaiport.gov.in).
2. If the ANF is generated by/Request received from Master then ships local agent to be informed by vendor.
3. Intimation/ Permission from Customs Department.
4. Reception of Waste from Vessels and issue of Certificate (Sample attached) as per Swachh Sagar Portal Categories and Format and uploading of Certificate by vendor.
5. Each certificate issued to vessel should have serial number and signature of authorized person of vendor who is present during discharge operation and Master of ship.
6. Entry of Hazardous Waste quantity in Pass Book provided by MPCB.
7. Obtaining permission from traffic department for storage/landing.
8. Use of 200 L Steel barrel/drum is permitted up to 3 KL quantity only. Drum containing oil (Oily waste) to be stored on the Metal tray/ thick Plastic sheet/ Tarpaulin to avoid oil spillage. However transport barrel/drums shall be through Hazardous Lorry.
9. Use of 1000L IBC caged tanks is permitted upto 8 KL, in view of shortage of Hazardous road tankers, however transport of IBC containers shall be through Hazardous Lorry.
10. Hazardous tanker loaded with waste oil/bilge oil or sludge should be park only at designated place. Tanker to be manned at all time.
11. Barge used for reception from ship should be approved type, record of barge operation to be maintained by vendor using the barge, especially when two vessels reception done in one barge.
12. Empanaelled vendor should have agreement/ MOU with barge owner for collection of oily waste copy of same to be submitted to EMC.
13. Received material to be landed in custom bound area and stored in area nominated by traffic department only. The vendor shall keep it under his surveillance till exit from MbPA to avoid any untoward incidents like oil spill, fire etc.
14. Intimation/ Permission from Environmental Management Cell on the Letter head of Vessel Agent with the copy of Swacha Sagar print out and e-mail correspondence.
15. Sampling by Customs Department.
16. Weighment of Collected Waste.
17. Payment of charges such as Wharfage, Dummerage, Customs Duty, Weighbridge charges etc. and on Waste Collected per MT. Delayed payments will attract penal interest.
18. Exit from the Orange Gate only.
19. While transporting from orange gate to reception facility/Factory MPCB and other local authorities guidelines to be followed.
20. Deposition of copies of all documents with Environmental Management Cell.
21. The Entire process needs to be completed within one month from the date of reception. Any delay in clearing the collected waste to be imntimated to EMC.
22. Any instructions/ Directions/ SOP issued by MbPT/ Customs/ MPCB from time to time.
23. This SOP will be effective from 01/01/2023 and supersedes all SOP issued earlier.

**Dy. Conservator**