

## **Zanzibar Maritime Authority**

### **Standard Operating Procedure for Assessment of Adequacy of a Port Reception Facility**

#### **1 Purpose**

The purpose of this procedure is to provide guidance to ensure uniform application and interpretation of the requirements in the assessment of adequacy of a port reception facility. The SOP also attempts to provide the details of key requirements under different National and International regulatory regimes concerning port reception and management of waste received.

#### **2 Authority**

This procedure is based on Port Reception Facility Regulations, 2019.

#### **3 Background**

In pursuant to Port reception facility Regulations, 2019, all ports shall be assessed annually for adequacy of Port Reception Facility (PRF). In order to ensure uniform application and interpretation of the requirements in the assessment of adequacy of a port reception facility, this standard operating procedure (SOP) has been prepared and is to be applied by all stakeholders.

#### **4 Scope**

**4.1** This procedure is applicable to Zanzibar Maritime Authority (ZMA), Zanzibar Ports Corporation (ZPC), Zanzibar Environmental Management Authority (ZEMA), Receiving Company, Waste Transport Company, Master of ship, Port Health Office, Ship Manager and Disposal Entity.

**4.2** This procedure shall come into effect on the date of approval of the Board of director of ZMA.

## **5 Responsibility**

- 5.1** The Director General (DG) of ZMA is overall responsible for the development, implementation, maintenance and continuous improvement of this procedure.
- 5.2** The Head of Safety and Security (HSS) is responsible for ensuring the implementation and promotion of this procedure.
- 5.3** The officer in-charge for the implementation of this procedure is Head Marine Environment whose address is:

Head Marine Environment  
P.O.BOX 401  
Zanzibar  
Tanzania  
Mizingani Road opposite Zanzibar Ports Corporation  
Phone No: +255242236795  
[info@zma.go.tz](mailto:info@zma.go.tz)

## **7. Procedures**

A key component of any assessment strategy is its ability to facilitate the collection and interpretation of all necessary information. The procedure of assessment is set out the forms (Section A-E) attached to this Standard Operating Procedure.

## **8. Date for Review**

This procedure shall be reviewed every year after its approval by Board of Director.

**9. Related Documents**

- 9.1 Marpol Convention 73/78 as amended
- 9.2 Resolution MEPC.83 (44)
- 9.3 Marine Pollution Act, 2018
- 9.4 Port Reception Facility Regulations 2019

**10. Approval of the Procedure**

Approved by the Board of Directors of ZMA on this .....  
day of .....2018

Signature.....

Chairman of BoD (ZMA)

Signature.....

Director General (ZMA)

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**Section A Assessment Details**

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Auditor:	Organization & Address:	Contact Details Phone: Fax:	Date
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Name of Port and Location
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Name and contact Details of Port Representatives

**Name:**

**Position:**

**Organization:**

**Address:**

**Telephone/Fax:**

**e-mail:**

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**Name:**

**Position:**

**Organization:**

**Address:**

**Telephone/Fax:**

**e-mail:**

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**Name:**

**Position:**

**Organization:**

**Address:**

**Telephone/Fax:**

**e-mail:**

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### Section B Summary of Waste Reception Facilities Provided

Type of Waste	Can waste be Received (Y or N)	Types of Reception Facility (Fixed, Road Tanker or Barge)	Any Limitations in Capacity (m <sup>3</sup> )	Service Provider (Port, Private contractor, state Authority or other) Indicate the number of service providers
Oily				
Oily tank washings				
Dirty ballast water				
Oily bilge water				
Oil sludges				
Used lubricating oil				
Noxious Liquid Substances <sup>9</sup>				
Category A				
Category B				
Category C				
Category D				
Sewage				
Garbage				
Category 1				
Category 2				
Category 3				
Category 4				
Category				
Quarantine				

## Section C Demand for Waste Reception Facilities

Ship Types*	No of ship visits during the period of review	Average Range of dead weight (Tonnes)	Average No. of Persons on Board	Number of Request for Waste Collection				
				Oily Wastes	Noxious Liquid Substances	Sewage	Garbage	Quarantine Wastes
Oil Tankers*								
Crude oil tankers*								
Combination Carriers*								
Chemical Tankers*								
General cargo								
Container carriers								
Bulk carriers								
Passenger Ships								
Livestock carriers								
Fishing Vessels								
Recreation Crafts								
Other								

\*The ship types marked with an asterisk (\*) are defined in the Annexes to MARPOL 73/74. The other types of ships have been indicatively inserted as their operations may influence the reception facilities required.

## Section D Assessment of Waste Reception Facilities

### Section D 1 Oily Wastes

Question	Yes	No
<p><b>1</b> How are the oily wastes disposed of? (Please give details, on separate sheet, if available)</p> <p style="text-align: right;">Separation of oil and water then recycling land disposal recycled incineration other(specify)</p>		
<p><b>2</b> Are there any restrictions on receipt or collection of oily wastes by services providers?(Please give details if available)</p> <p style="text-align: right;">Minimum quantity Maximum quantity Discharge rate (m<sup>3</sup>/hour) Vessel type Vehicle access to Berth Other specify</p>		
<p><b>3</b> Are oily waste reception facilities available –</p> <p style="text-align: right;">24 hours a day,7 days per week 24 hours a day,5 days per week Business hours a day,7 days per week Business hours a day,5 days per week</p>		
<p><b>4</b> Is prior notice for receipt of oily wastes required –</p> <p style="text-align: right;">0 hours 12 hours 24 hours 48 hours</p>		
<p><b>5</b> .1Is waste receipt service available</p> <p style="text-align: right;">At no cost At a cost incorporated into standing port use charge At a cost charged in addition to other services</p> <p>.2 Is the cost:</p> <p style="text-align: right;">reasonable in terms of services a disincentive other(specify)</p>		
<p><b>6</b> Is a waste collection service available:</p> <p style="text-align: right;">at all berths at most berths at only one berth to vessels anchored within the port to vessels anchored outside the port other specify</p>		
<b>Comments:</b>		

Based on the above, please provide an assessment of the provision of waste receipt facilities:




1.Less than satisfactory

2.Satisfactory

3.Fully meet the requirement



**Section D 2 Noxious Liquid Substances (NLS)**

Question	Yes	No
<p><b>1</b> Where is the NLS wastes disposed of? (Please give details if available)</p> <p style="padding-left: 150px;">Directly from the ship to a mobile facility Ships to a holding tanks prior to being pumped out other(specify)</p>		
<p><b>2</b> Are there any restrictions on receipt or collection of NLS wastes by services providers?(Please give details if available)</p> <p style="padding-left: 150px;">Minimum quantity Maximum quantity Discharge rate (m<sup>3</sup>/hour) Vessel type Vehicle access to Berth</p>		
<p><b>3</b> Are NLS reception facilities available –</p> <p style="padding-left: 150px;">24 hours a day,7 days per week 24 hours a day,5 days per week Business hours a day,7 days per week Business hours a day,5 days per week Other(specify)</p>		
<p><b>4</b> Is prior notice for receipt of NLS required –</p> <p style="padding-left: 150px;">0 hours 12 hours 24 hours 48 hours</p>		
<p><b>5</b> Is waste receipt service available</p> <p style="padding-left: 150px;">At no cost At a cost incorporated into standing port use charge At a cost charged in addition to other services</p>		
<p><b>6</b> Is a waste collection service available:</p> <p style="padding-left: 150px;">at all berths at most berths at only one berth to vessels anchored within the port to vessels anchored outside the port other specify</p>		
<p><b>Comments:</b></p>		

Based on the above, please provide an assessment of the provision of waste receipt facilities:




1.Less than satisfactory

2.Satisfactory

3.Fully meet the requirement

**Section D 3 Sewage**

Question	Yes	No
<p><b>1</b> Where is the sewage disposed of? (Please give details if available)</p> <p style="padding-left: 100px;">Directly to a reticulated sewerage system Direct to mobile a mobile facility Ships to holding tanks then pumped to a mobile facility Ships to on-site treatment facility to sewerage system other(specify)</p>		
<p><b>2</b> Are there any restrictions on receipt or collection of sewerage wastes by services providers?(Please give details if available)</p> <p style="padding-left: 100px;">Minimum quantity Maximum quantity Discharge rate (m<sup>3</sup>/hour) Vessel type Vehicle access to Berth</p>		
<p><b>3</b> Are sewerage reception facilities available –</p> <p style="padding-left: 100px;">24 hours a day,7 days per week 24 hours a day,5 days per week Business hours a day,7 days per week Business hours a day,5 days per week Other (specify)</p>		
<p><b>4</b> Is prior notice for receipt of sewerage required –</p> <p style="padding-left: 100px;">0 hours 12 hours 24 hours 48 hours</p>		
<p><b>5</b> Is waste receipt service available</p> <p style="padding-left: 100px;">At no cost At a cost incorporated into standing port use charge At a cost charged in addition to other services</p>		
<p><b>6</b> Is a waste collection service available:</p> <p style="padding-left: 100px;">at all berths at most berths at only one berth to vessels anchored within the port to vessels anchored outside the port</p>		

**Comments:**

Based on the above, please provide an assessment of the provision of waste receipt facilities:




**1.Less than satisfactory**

**2.Satisfactory**

**3.Fully meet the requirement**

Section D 4 Garbage Disposal- On Shore

Question	Yes	No
<p><b>1</b> Where is the garbage disposed of? (Please give details if available)</p> <p style="text-align: right;">Local Government dump/landfill Private dump/landfill Transfer station Materials Recycling Don't know</p>		
<p><b>2</b> Where are quarantine wastes disposed of? (Please give details if available)</p> <p style="text-align: right;">Incinerator Sterilization Deep burial Normal landfill</p>		
<b>Garbage Disposal –Ship to Shore</b>		
<p><b>3</b> Are there any restrictions on receipt or collection of garbage wastes?(Please give details if available)</p> <p style="text-align: right;">Minimum quantity Maximum quantity Vessel type Vehicle access to Berth</p>		
<p><b>4</b> Are garbage waste reception facilities available –</p> <p style="text-align: right;">24 hours a day,7 days per week 24 hours a day,5 days per week Business hours a day,7 days per week Business hours a day,5 days per week</p>		
<p><b>5</b> Is prior notice for receipt of waste required –</p> <p style="text-align: right;">0 hours 12 hours 24 hours 48 hours</p>		
<p><b>6</b> Is waste receipt service available</p> <p style="text-align: right;">At no cost At a cost incorporated into standing port use charge At a cost charged in addition to other services</p>		
<p><b>7</b> Is a waste collection service available:</p> <p style="text-align: right;">at all berths at most berths at only one berth to vessels anchored within the port to vessels anchored outside the port</p>		
<b>Comments:</b>		

Based on the above, please provide an assessment of the provision of waste receipt facilities:




1.Less than satisfactory

2.Satisfactory

3.Fully meet the requirement

## Section D 5 Waste Management System

Question	Yes	No
<b>1</b> Has a Waste Management Plan (WMP) been developed and implemented for ship waste?		
<b>2</b> Is the Waste Management Plan part of an overall Environmental Management System (EMS) for the port?		
<b>3</b> Are marinas and fishing harbors covered by the port EMS or required to develop their own EMS?		
<b>4</b> Does the WMP provide a brief summary of the types of wastes received and the collection and disposal facilities/services?		
<b>5</b> Does the WMP address and provide management objectives for:		
<b>6</b> Operations: <ul style="list-style-type: none"> <li>Facility Management</li> <li>Maintenance</li> <li>Signage</li> <li>Infrastructure</li> <li>Contractual arrangements</li> <li>Emergency Response</li> <li>Seasonal Variations</li> <li>Training and Education</li> <li>Delegation of Responsibilities and Accountability</li> <li>Compliance with regulatory conditions, including auditing</li> </ul>		
<b>7</b> Technical Standards: <ul style="list-style-type: none"> <li>Facility Requirements</li> <li>Incorporation of new technologies</li> <li>Cleaning requirements</li> <li>Maintenance of equipment to technical standards</li> </ul>		
<b>8</b> Environmental Considerations: <ul style="list-style-type: none"> <li>Prevention of pollution to surface waters</li> <li>Noise Emissions</li> <li>Visual Impacts</li> <li>Odor Emissions</li> <li>Special considerations due to surrounding environment (eg. proximity to wetland or mangrove areas)</li> <li>Coastal Processes (eg. extreme tides)</li> </ul>		
<b>9</b> Plans for future expansion / upgrades: <ul style="list-style-type: none"> <li>Oily Wastes</li> <li>Noxious Liquid Substances</li> <li>Sewage</li> <li>Garbage</li> <li>Recycling of wastes</li> <li>Quarantine wastes</li> </ul>		
<b>10</b> Are contact details held for all waste service providers?		
<b>11</b> Are the service providers licensed/approved as required by legislation?		
<b>12</b> Are copies of the licenses on file?		
<b>13</b> Are copies of the licenses for the waste disposal facilities used by the service providers held on file?		
<b>Questions</b>		
<b>14</b> Have receipts for waste disposal been sighted / copies held on file?		

<b>15</b>	Are alternative waste service providers or disposal facilities available (e.g. spare drums, waste oil recyclers)?		
<b>16</b>	Is there a procedure for choosing waste disposal service providers (e.g. list of preferred contractors)?		
<b>17</b>	Are the details of back-up facilities available on file?		
<b>18</b>	Does the WMP include an emergency response plan?		
<b>19</b>	Is the plan adequate in that it addresses at least the following issues?  Oily wastes Noxious Liquid Substances Sewage Garbage Recycling of wastes Quarantine wastes		
<b>20</b>	Is information recorded on the quantities of each waste stream which are received, date of receipt, disposal contractor and method of disposal or treatment? (Data sighted/copies attached).  Oily wastes Noxious Liquid Substances Sewage Garbage Recycling of wastes Quarantine wastes		
<b>21</b>	Are there variations in the quantities of each waste stream received?: in any one month (e.g. due to shipping variations) in any one year (e.g. due to seasonal effects) over a number of years(e.g. due to industry growth) don't know		
<b>22</b>	Is this information analyzed on an on-going basis to detect changes in usage (both short term season variations and long term growth or reductions) and assist in formulating future plans? (Graphs sighted)		
<b>23</b>	Is on-going consideration given to changes in demand for waste reception facilities?		
<b>24</b>	Do plans exist for future upgrades, extensions or reductions to the waste reception facilities?		
<b>25</b>	Is there an on-going process for reviewing existing facilities and determining changes that may be required to meet adequacy, timing or waste generation demands?		
<b>26</b>	Are there provisions for audits against the WMP (at least within 2 years of implementation and thereafter every 3 years)?		
<b>27</b>	Is there provision for periodic review of the WMP?		
<b>28</b>	Are the relevant requirements of the MARPOL 73/78, UNCLOS and IMO generally adhered to by the users of the port?		
<b>Question</b>			
<b>29</b>	Is there information on the state and local regulations regarding (please list legislation if known): Waste management Pollution of water Pollution of air Noise emissions Discharges to sewer Storage of dangerous goods		

Local Government requirements			
<b>30</b>	Is there information on waste minimization hierarchy i.e. avoid / reduce / reuse/ recycle / reprocess?		
<b>31</b>	Is an open and co-operative relationship maintained between the port authority and the relevant authorities and agents?		
<b>32</b>	Are there channels of communication and consultation with relevant organizations to ensure that particular changes in demand are considered in providing waste reception facilities? (Give examples of consultation methods)		
<b>33</b>	Do training programs for port employees (both of the port authority and users) include a section on waste management and the facilities provided at the port?		
<b>34</b>	Is there a section in the WMP or a separate document which is included in agreements with port users and specifies requirements for the usage of port waste reception facilities?		
<b>35</b>	Is clear and visible signage for waste reception facilities present and includes: advice at initial vessel contact point of waste reception facilities: direction to receptacle or disposal point location: labeling of all receptacles and disposal points: contact numbers: emergency procedures: translation into other languages as required:		
<b>36</b>	Are there information sheets/ leaflets available for each waste reception facility?		
<b>37</b>	How is this information conveyed to ships?		
<b>Comments:</b>			

Based on the above, please provide an assessment of the provision of waste receipt facilities:




1.Less than satisfactory

2.Satisfactory

3.Fully meet the requirement

