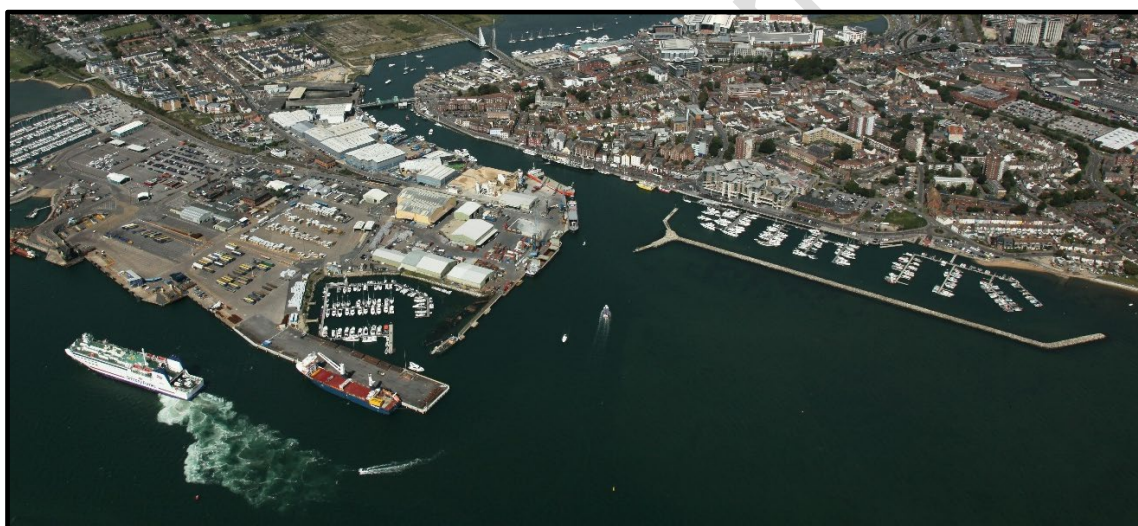




POOLE HARBOUR COMMISSIONERS
(Poole Harbour Acts and Orders 1756 to 2015)

Harbour Office, 20 New Quay Road, Poole, Dorset, BH15 4AF
Telephone: 01202 440200

Port Waste Management Plan



Version No: 5 Rev 0

Ref: SMS-88

Issue Date: December 2023

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(MCA approved 27/02/2024)



Maritime &
Coastguard
Agency

The mandatory sections of this plan have been approved by the Maritime and Coastguard Agency for the compliance with the Merchant Shipping (Port Waste Reception Facilities Regulations) as amended.

S Chandler

Marine Surveyor S Chandler
Southampton Marine Office

Date 27 Feb 2024

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Record of Amendments

This sheet is to be completed on receipt of amendments.

Amendment No.	Description	Date	Date Inserted	Inserted By
V1 Rev 0		Dec 2003		
V2 Rev 0	Complete Document Revision	Feb 2005		
V3 Rev 0	Complete Document Revision	August 2011		
V3 Rev 1	All pages re-issued to Plan holders	December 2014		
V4 Rev 0	3 yearly document revision	January 2018		
V4 Rev 1	Document re-issued. Distribution list simplified, BCP Council name change, Change to waste contractor, Other minor changes	March 2021		
V5 Rev 0	3 yearly document revision	December 2023		

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Distribution

- The paper and electronic master of this Plan is held by the Assistant Project Manager (Harbour Engineers Department)
- Controlled copy distribution is as follows
- Un-numbered copies should be considered as uncontrolled
- This document is digitally available to all PHC staff on the Safety Management System.

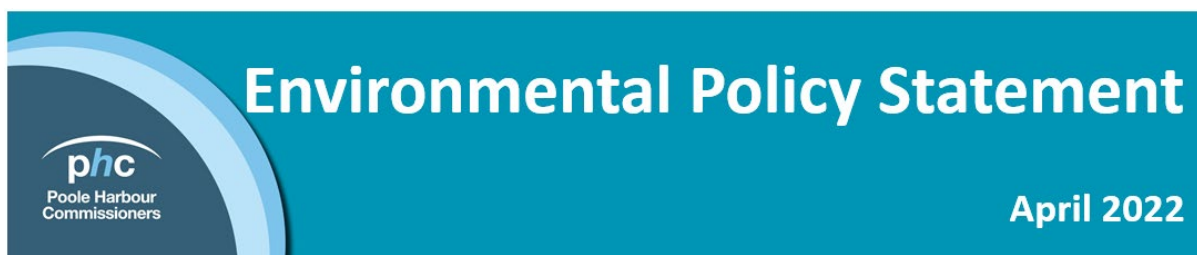
Ref #	Holder	Distributed to
1	PHC – Chief Executive	ceo@phc.co.uk
2	PHC – Harbour Master	harbourmaster@phc.co.uk
3	PHC - Harbour Control	harbourcontrol@phc.co.uk
4	PHC – Safety/Security Manager	safety@phc.co.uk
5	PHC - Port Manager	stevenmoors@phc.co.uk
6	PHC – Harbour Engineer	harbourengineer@phc.co.uk
7	PHC – Workshop Manager	tombooth@phc.co.uk
8	PHC – Assistant Harbour Masters	deancluett@phc.co.uk paulmatson@phc.co.uk warrenpym@phc.co.uk
9	PHC – Poole Quay Boat Haven & Port of Poole Marina Manager	kerrie@poolequayboathaven.co.uk
10	PHC – Website (Electronic pdf version) NB Uncontrolled when printed	Website ('marked up uncontrolled when printed')
11	Maritime and Coastguard Agency	sam.twitchin@mca.gov.uk
12	Environment Agency	enquiries@environment-agency.gov.uk
13	Animal & Plant Health Agency	Sonja.libbey@apha.gov.uk
14	Port Health Authority - Holder BCP Council	porthealth@bcpCouncil.gov.uk
15	Brittany Ferries	jo.bussell@brittanyferries.com
16	Condor Ferries Ltd	sammi.sutherland@condorferries.co.uk
17	All Ships Agents	on request
18	Security Contractor	freightgate@phc.co.uk
19	Poole and District Fishermen's Association	tomrussell1044@yahoo.co.uk
20	Poole Passenger Boat Operators	brownseaislandferries6@gmail.com carols@citycruises.com dave@dorsetbelle.com info@dorsetcruises.co.uk info@greensladepleasureboats.co.uk
21	RNLI – Poole Lifeboat Station	RST_SouthEast@rnli.org.uk
22	Channel Seaways	poole3@channelseaways.co.uk

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Poole Harbour Commissioners' mission statement is to promote the safe and sustainable use of Poole Harbour, balance the demands on its natural resources, develop strategic infrastructure, work closely with our stakeholders, support the safe management of appropriate activities within the Harbour and work strategically with key agencies in order to manage the Harbour in a sustainable and responsible manner whilst maintaining a sustainable and commercially viable medium sized trust port.

The Commissioners are committed to continuous improvement of their environmental performance by fulfilling their duties relating to conservation, regulation and enhancement of the port and harbour of Poole and complying with relevant legislation.

In implementing this policy, the Commissioners shall ensure that they:

Environmental Management

1. Endorse the principles of best practice.
2. Assess and mitigate environmental risks for all aspects of the Commissioners' operations.
3. Include measurable environmental objectives and targets in business plans.
4. Conduct regular management reviews and audits to identify areas for improvement.
5. Adhere to the PHC procurement policy.
6. Record all significant environmental occurrences.
7. Publish environmental performance in an annual environmental review.

Resource Management

1. Continue to monitor and where possible reduce resource consumption.
2. Seek opportunities to apply innovative technology to reduce emissions and energy consumption.

Waste Management

1. Continually assess recycling, re-use and waste minimisation opportunities.

Communication & Training

1. Communicate with employees, contractors, regulators and the general public to ensure people are aware of their roles and responsibilities and are competent in performing them.

Pollution Prevention and Control

1. Ensure that contingency plans and controls are in place and regularly reviewed and tested, to endeavour to prevent spills of oil, chemicals or potentially contaminating materials.

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2. Apply best available technology, without involving disproportionate costs, to plant acquisitions, facilities and activities to advance pollution control and emissions reduction.
3. Pursue good house-keeping policies to ensure tidiness on the Port Estate.
4. It is the Commissioners' policy for the 'polluter' to pay for the cost of clean-up and disposal following land and marine based incidents.

Nothing in this Policy shall subvert existing Harbour Byelaws, General Directions, regulations or terms and conditions.

Signed:
Captain Brian Murphy

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Poole Harbour Commissioners

Waste Management Plan

Part 1 – Marine Operations

Poole Harbour Commissioners is the Statutory Authority for Poole Harbour and are responsible for the management of waste disposal on the Port Estate, Town Quay, Poole Quay Boat Haven and the Port of Poole Marina.

Under the relevant Regulations (The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (SI 2003/1809) as amended in 2009, 2016 and 2018) every harbour authority must prepare a waste management plan.

This Waste Management Plan is split into two parts – Marine Operations and Port Operations. The former deals with the reception and disposal of waste from all vessels using the Port Estate, Town Quay, Poole Quay Boat Haven and Port of Poole Marina, while the latter deals with the disposal of waste generated internally.

Privately operated commercial berths, yacht clubs and marinas are not covered by this Plan. They will deal direct with the MCA. The Fishermen's Dock is managed by the Poole and District Fishermen's Association who will also deal direct with the MCA.

1. Introduction

1.1 Aim

To ensure that sufficient and appropriate facilities are readily available to receive waste materials from vessels using the port and to dispose of all waste in a timely and correct manner.

1.2 Objectives

- To comply with all legislation pertaining to the collection and disposal of waste.
- To ensure that all craft using the Port of Poole are able to land and dispose of all waste materials and to provide advice on how this must be achieved.
- To minimise the production of waste wherever possible.
- To reduce costs of waste disposal by minimising waste collected by private contractors.
- To reuse or recycle waste wherever possible.
- To dispose of waste wisely in order to minimise negative environmental effects.
- To promote education and awareness of wise waste management.

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2. Monitoring and Review

2.1 Facility provision and use

The Plan will be monitored on a regular basis by the PHC Management Team to ensure:

- Adequacy of the location, ease of use and facilities provided for the vessels normally visiting the Port.
- Information of the types and quantities of waste received is reported through CERS (Consolidated European Reporting System).
- Compliance with new legislation.
- Regular reviews are carried out.

Quarterly site audits for waste management practices will be carried out by the PHC Management Team. During these audits, non-conformances will be reported and where required further investigation and action will be taken.

2.2 Consultation

Consultation has taken place with the users of the Harbour to ensure that the provision of waste reception facilities is sufficient for their requirements and does not cause undue delay to ships, as well as meeting all legislation requirements. Ongoing consultation will be in accordance with the procedure outlined in Plan Review, paragraph 2.3. Currently all users are satisfied with the adequacy, location and ease of use of the waste facilities.

Users

- | | |
|---|---|
| • Poole Harbour Commissioners | Port of Poole (includes commercial berths, Town Quay, Poole Quay Boat Haven and Port of Poole Marina) |
| • Poole & District Fishermen's Association | Fishermen's Dock |
| • Brittany Ferries Ltd
Condor Ferries Ltd (Condor Ferries) | Ferry Terminal |
| • Channel Seaways & ships agents | Vessels berthing on conventional quays |
| • Passenger Boat Operators | Town Quay |

Regulatory Bodies

- | | |
|---------------------------------------|--------|
| • Maritime and Coastguard Agency | (MCA) |
| • Environment Agency | (EA) |
| • Animal & Plant Health Agency | (APHA) |
| • Port Health Authority (BCP Council) | (PHA) |

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2.3 Plan Review

The PHC Management Team comprising the following representatives will consult once a year (additionally when required) to review the Plan:

Chief Executive
Harbour Master
Harbour Control
Safety/Security Manager
Port Manager
Harbour Engineer
Workshop Manager
Assistant Harbour Masters
Poole Quay Boat Haven & Port of Poole Marina Manager

And shall include dialogue with the following as required:

Brittany Ferries
Condor Ferries
PHC Waste Contractor(s)
Maritime and Coastguard Agency
Environment Agency
Animal & Plant Health Agency
Port Health Authority, BCP Council

Poole Harbour Commissioners will review this Plan and submit for approval to the MCA in accordance with the regulations every three years. All interested parties will be consulted on any proposed future changes. Where there are significant changes to the operation and/or provision of waste management between formal review periods these changes will be implemented as soon as practicable, but within 9 months.

3. Reporting Inadequacy of Port Reception Facilities

- 3.1 If a ship finds that the facilities at the Port of Poole are inadequate for any reason, the Master or Officer responsible in the first instance should inform the Harbour Masters Department (through Harbour Control) who will investigate the complaint and rectify any deficiency. If the proper facilities cannot be provided, to the Master's reasonable satisfaction, the ship is to inform the Maritime and Coastguard Agency in accordance with MGN 563 (M+F) Amendment 1.

4. Notification by Vessels

- 4.1 All vessels using the Port (other than those with approved exemptions from the MCA) must give notification of waste disposal to Harbour Control in accordance with CERS
- where Poole is known to be the next port of call, at least 24 hours before arrival in Port, or
 - as soon as possible after the Port of Poole as a destination is known, or
 - where the duration of the voyage is less than 24 hours, at latest on departure from the previous port
- 4.2 Brittany Ferries and Condor vessels are currently exempted vessels.

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5. Delivery of Vessel-Generated Waste

- 5.1** The master of a vessel calling at the Port of Poole shall ensure that before the ship leaves port all vessel-generated waste is delivered to a waste reception facility unless sufficient dedicated storage capacity is available to store the waste until the next port of call and the correct notification procedure outlined in Section 4 has been followed.
- 5.2** All vessels are to dispose of their waste to the facilities provided in accordance with this Waste Management Plan. The Port Safety/Security Manager and the Harbour Masters Department will make random spot checks on waste being landed. Non-compliance will be reported to the MCA.
- 5.3** Section 11 describes the type and capacity of waste reception facilities provided by the Port for use by vessels.

6. Charges for Vessel-Generated Waste

- 6.1** All non-exempted vessels are required to pay a mandatory Environment Charge for the provision of waste reception facilities, whether they use them or not. This charge will cover the cost of disposal of general landfill garbage only.

It will be reviewed annually to take account of the actual costs and published in the Tariff of Charges. To ensure a fair charging regime the port operations have been divided into separate areas as follows:

Conventional Quays

The facilities outlined in Section 11.1 of this Plan will apply to all vessels using the conventional quays, i.e. New Quay, Bulwark Quay, Ballast Quay and South Quay (NB: Yard Quay is not part of the Port Estate). The mandatory charge is comprised of the costs of the provision of the general waste reception facilities. The cost for disposal of any international catering waste (Non-UK) will be charged in addition to the Port Mandatory Environment Charge.

The mandatory Environment Charge will however apply to exempted vessels should they have to land waste at the Port.

Bunker vessels that only come into Port to refuel vessels and not for cargo operations, and do not use the waste reception facilities, will not pay the Environment Charge.

RoRo Terminals

Brittany Ferries dispose of all their waste in France and Spain. Special arrangements will be made by the ferry company should these ships wish to dispose of waste in exceptional circumstances in Poole.

Brittany Ferries' vessels *Barfleur* and *MN Pelican* have received exemption from the MCA.

Condor Ferries have a separate waste contract for their entire disposal needs, independent of the port.

Condor vessels *Liberation* and *Voyager* have received exemption from the MCA.

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Bunker vessels that come into port for bunker operations only and do not use the waste reception facilities will not pay the Environment Charge.

Cruise Liners	For cruise liners, whose requirements for waste disposal are likely to be significantly more than ferries or cargo ships, extra facilities will be provided on a case by case basis. The cost of extra facilities will be charged in addition to the Port Mandatory Environment Charge.
Poole Town Quay	<p>A dedicated waste disposal compound for non-hazardous landfill garbage and recycling is provided for the exclusive use of the Passenger Boats operating from the Town Quay, as well as Poole Lifeboat Station, and PHC vessels berthed on Town Quay. The cost of this facility is included in the quay berth charge.</p> <p>Arrangements for the disposal of all other waste streams including hazardous waste are managed and paid for by the operators.</p>
Poole Quay Boat Haven and Port of Poole Marina	Visiting recreational craft are exempt from the regulations unless they are carrying more than 12 passengers. However, all costs incurred in the provision of waste reception facilities are included in the craft berthing charges.
Fishermen's Dock	Fishing vessels are exempt from the requirements of the regulations. The Poole & District Fishermen's Association (who manage Fishermen's Dock area) make their own arrangements and pay the associated costs for their waste management facilities.
Harbour Master's Vessels	Provision is made for the disposal of all waste from PHC's vessels (i.e. tug, work boats, pilot boats and patrol launches) at the Engineers Compound and Passenger Boat Stockade. Costs for PHC's own operational waste are budgeted separately.
Privately Operated Commercial Berths	These are not covered by this Plan. They make their own arrangements for notification, landing and payment for waste with the berth operators.

7. Exemptions

- 7.1** Vessels can apply for an exemption from some of the requirements of the Port Waste Reception Regulations. Ships so entitled should apply directly to the Maritime and Coastguard Agency in accordance with MGN 563 (M+F) Amendment 1 Annex B and, if approved, supply PHC with a copy of the Waste Exemption certificate.

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7.2 Workboats, pilot boats and other similar vessels that operate within the Commissioners' area of jurisdiction and do not normally leave the Port area fall outside the scope of the requirement to notify, deliver or pay charges.

7.3 A list of exempted vessels is to be held by Harbour Control.

8. Non-Compliance or Suspected Non-Compliance

8.1 Knowledge of non-compliance or suspected non-compliance will be reported to the Harbour Master for reporting to the MCA.

8.2 A vessel failing to comply with the need to notify and/or offload waste will be reported to the MCA. Such vessels may then be made a target by the MCA for inspection, who may inform other ports/terminals of their non-compliance. Vessels that fail to comply with the requirements shall be guilty of an offence and liable to summary conviction and a fine.

9. Provision of Information

9.1 All regular users of the Port have their own copy of the Port Waste Management Plan. Ships Agents may request a copy, or obtain additional information through Harbour Control for the information of visiting vessels.

9.2 The Port Waste Management Plan is available to download from Poole Harbour Commissioners' website. The document is uncontrolled when printed.
<https://www.phc.co.uk/environment/management/port-waste-management-plan/>

9.3 All PHC employees are able to access the Port Waste Management Plan through the online Safety Management System

10. International Catering Waste

10.1. PHC will supply and service enclosed containers to comply with the DEFRA guidelines for catering waste from international means of transport (Category 1 Animal By-Product Waste). See Annex 5.

Vessels that have been outside the UK, Channel Islands or Isle of Man, within the last 10 ports of call (as indicated on the Security tab on the CERS worksheet) will complete CERS indicating any ICW to be landed at the Port, and the necessary receptacle (item 3) will be provided and thereafter consolidated with shellfish waste (item 30) for removal as Cat 1 Waste. Refer to Section 15 for descriptions of waste reception facilities.

11. Waste Reception Facilities

This part of the Plan is split into separate sections dealing with the differing requirements of the users:

- Conventional Quays
- Ro-Ro Terminals
- Poole Town Quay
- Poole Quay Boat Haven
- Port of Poole Marina
- Fishermen's Dock

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11.1 Conventional Quays

The commercial berths; New Quay, Ballast Quay, Bulwark Quay and South Quay, are in regular use by general cargo vessels, Channel Seaways and cruise ships. (NB Yard Quay is not part of the Port Estate).

Waste Facilities Provided

Facility	Waste Type	Unit Size	Empty Schedule
Front End Loader (FEL) (Bulwark Quay)	General Landfill Garbage (plastic, glass, paper, cardboard, UK food, etc)	1 x 10CY	As required
Front End Loader (FEL) (New Quay South)	General Landfill Garbage (plastic, glass, paper, cardboard, UK food, etc)	1 x 10CY	Fortnightly
Front End Loader (FEL) (South Quay)	General Landfill Garbage (plastic, glass, paper, cardboard, UK food, etc)	1 x 10CY	Fortnightly
Additional skips supplied for cruise ships or visiting vessels discharging large volumes of waste	General Landfill Garbage (plastic, glass, paper, cardboard, UK food, etc)	As requested	As required
Wheelie bin, leak proof with lid (taken to Conventional Quay as required, on request)	International Catering Waste Category 1 Animal By-Product (Non-UK)	1 x 360 litres	As required

Requirements for all other Waste Streams

It is for the Ship's Agent to make the necessary arrangements with approved contractors to meet the requirements for all other waste streams that the ship may wish to land.

Cargo Residues and Hold Cleanings are the by-product of previous cargoes and usually consist of sweepings and solid materials.

Skips must be provided by arrangement through the Ships Agent. The skip(s) are either loaded directly onto the vessel or located as close to the vessel as possible on the adjacent quay. Notification for the arrangement of skips should be made to Harbour Control for onward transmission to the Harbour Engineers Department.

Washings from the hold must be pumped into the vessel's bilges for discharge ashore into road tankers (arranged directly by the Ships Agent) or into the vessel's holding tanks. Washings are not to be pumped into the Harbour.

Cost of disposal of cargo residues and hold cleanings are charged in addition to the mandatory Environment Charge.

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Hazardous Waste Includes:

- Tyres
 - Fluorescent lamps
 - Asbestos
 - Oil
 - Drums that contain oil or oily residues
 - Oil contaminated material
 - Electrical equipment (fridges, televisions, monitors, telephones etc)
 - Dry cell batteries (torch, AA, mobile phone, lithium, etc)
 - Lead Acid batteries
 - Solvents
 - Acids
 - Aerosols
 - Raw meats
 - Bilge water
 - Paint tins and paints (even if empty and/or where contents are dry)
- And any other hazardous material

Cost of disposal of the above noxious substances and hazardous waste is charged in addition to the mandatory Environment Charge.

Sewage – All arrangements must be made by the Ships Agent. Bulk sewage can be discharged into road tankers for disposal by an approved waste contractor in accordance with Marpol 73/78 Annex IV. (See Annex 3 for a list of Port approved waste contractors)

All other waste items not listed (e.g. pyrotechnics, clinical waste, etc) – All arrangements must be made by the Ships Agent for disposal by an approved waste contractor.

11.2 Ro-Ro Terminal

Generally speaking, Brittany Ferries have sole use of Ro-Ro Berth 3, and Condor Ferries sole use of Berth 2.

Brittany Ferries - Dispose of all their waste in France and Spain and are therefore not included in this Plan. Special arrangements will be made independently should these ships wish to dispose of waste in exceptional circumstances in Poole. Any costs incurred by PHC will be charged to Brittany Ferries Ltd accordingly.

Condor Ferries – Operate their own waste management contract. Wheelie bins kept on board Condor Ferries are exchanged at each arrival in Port. All the waste landed in the wheelie bins is then transferred into a compactor located at Berth 2. The compactor has an alarm to alert Condor when it is 75% full and will require emptying by their contractor. Additional spare bins are stored at Shed R.

All stores (including food) taken on board Condor Ferries are sourced in the UK and disposed in the UK. DEFRA International Catering Waste Animal By-Products Regulations do not therefore apply and their food waste is classified as UK catering waste.

Oily waste is placed into the drums provided for the purpose and disposed of by a licensed liquid hydrocarbon disposal agent. Bulk oil residues are pumped direct to sealed 40 gallon drums and collected by the same licensed contractor.

Clinical waste is placed in a different coloured wheelie bin (yellow) and is disposed of by an authorised contractor.

Conventional Cargo Vessels - Occasionally use the Ro-Ro berths. If the vessel using this berth has notified they intend to land waste under Section 4, arrangements will be made by the Port Operations Department for appropriate general waste reception facilities to be made available at the berth. For specific requirements the arrangements should be made through the Ships Agent in the first instance.

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It is the Port of Poole's policy for the Ship's Agent to make the necessary arrangements with approved contractors to meet the ships requirements for all other waste streams that the ship may wish to land.

11.3 Poole Town Quay

Passenger Boat Operators - A separate and dedicated waste disposal compound is provided for the exclusive use of the passenger boats operating from the Town Quay. The cost is included in the Quay Berth Charge.

Waste Facilities Provided

Facility	Waste Type	Unit Size	Empty Schedule
Passenger Boat Waste Stockade	General Landfill Garbage (UK food and its packaging, etc)	3 x 1100 litre	High season - 3 times a week Low season - weekly
	Co-mingled recycling (paper, cardboard, metal, plastics)	1 x 1100 litre	High season - 3 times a week Low season - weekly
	Glass	2 x 240 litre	High season - weekly Low season - monthly

Hazardous Waste - It is the Port of Poole's policy for the Passenger Boat Operators to make the necessary arrangements with approved contractors to meet their requirements for all other waste streams that their vessels may wish to land, including all hazardous waste.

Other Poole Quay Users - Special arrangements are made for wheelie bins to be supplied to other commercial and military vessels when required and charges made accordingly.

Leisure users who berth on Town Quay must dispose of their waste in the facilities provided at the Poole Quay Boat Haven. The cost of this is included in their quay berth charge.

11.4 Fishermen's Dock

The Poole & District Fishermen's Association manage the Fishermen's Dock area and make their own arrangements and pay the associated costs for the provision of their waste reception facilities.

Waste Facilities on site

Facility	Waste Type
Wheelie Bin	General Garbage
Metal tank held in bunded area.	Waste Oil
Storage Area	Empty Waste Oil Containers

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11.5 Poole Quay Boat Haven

The Boat Haven can accommodate up to approximately 125 visiting vessels, varying in length of stay from one night to one year.

Information on waste disposal is provided in the Poole Harbour and Marina Guide, and verbal advice is given on arrival. There is clear signage in the waste area.

Sewage pump-out charge is £10 per vessel (free of charge for annual berth holders).

Waste Facilities Provided

Facility	Waste Type	Unit Size	Empty Schedule
Wheelie Bin	General Landfill Garbage (UK food and its packaging, etc)	360 litre wheelie bins	High season - daily Mid-season – 3 times a week Low season – twice a week
Wheelie Bin	Co-mingled recycling (paper, cardboard, metal, plastics)	360 litre wheelie bins	High season - daily Mid-season – 3 times a week Low season – twice a week
Wheelie Bin	Glass	240 litre wheelie bins	High season - weekly Mid and Low season – on request
Container (Leak Proof with Lid)	International Catering Waste Category 1 Animal By-Product	Container	Transferred to shellfish skip on Port Estate
Container	Dry Cell Batteries	Small Container	Transferred to collection point on Port Estate
	Lead Acid Batteries		Transferred to battery box at Port of Poole Marina
Separate Marked Container	Oil Filters & Fuel Filters	Container	Transferred to waste compound at Port of Poole Marina
Drums	Waste Oil	2 x 45 litre drums on spill pad	Transferred to waste compound at Port of Poole Marina
Sewage Pump-out	Sewage	Direct to mains sewage	
Chemical Toilet disposal point	Sewage (Chemical)	Direct to mains sewage	

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11.6 Port of Poole Marina

The marina has been operational since the summer of 2011 and can accommodate approximately 90 vessels on short stay and yearly contracts. The facility is also used by visiting vessels as the overflow of Poole Quay Boat Haven.

Information on waste disposal is provided in the Poole Harbour and Marina Guide, and verbal advice is given on arrival.

There is a dedicated waste compound at the Marina which also receives any hazardous waste offloaded at Poole Quay Boat Haven. Signage is clearly displayed and waste is subsequently transferred to main disposal points on the Port Estate for collection.

At present no sewage pump-out or chemical toilet disposal is envisaged and customers are asked to take their vessels to the Poole Quay Boat Haven.

Waste Facilities on site

Facility	Waste Type	Unit Size	Empty Schedule
Wheelie Bin	General Landfill Garbage (UK food and its packaging, etc)	360 litre wheelie bins	High season - daily Mid-season – 3 times a week Low season – twice a week
Wheelie Bin	Co-mingled recycling (paper, cardboard, metal, plastics)	360 litre wheelie bins	High season - daily Mid-season – 3 times a week Low season – twice a week
Wheelie Bin	Glass	240 litre wheelie bins	High season - weekly Mid and Low season – on request
Container (Leak Proof with Lid)	International Catering Waste Category 1 Animal By-Product	Container	Transferred to shellfish skip on Port Estate
Container	Dry Cell Batteries	Small Container	Transferred to collection point on Port Estate
Separate Marked Container with Lid	Lead Acid Batteries	Container	Transferred to collection point on Port Estate
Clip top drum	Oil Filters	205 litre clip top drum	Transferred to collection point on Port Estate
Clip top drum	Fuel Filters	205 litre clip top drum	Transferred to collection points on Port Estate
Clip top drum	Oiled Absorbents	205 litre clip top drum	Transferred to collection point on Port Estate
Clip top drum	Paint tins	205 litre clip top drum	Transferred to collection point on Port Estate
Covered cabinet on spill pad	Waste Oil	Containers as left by marina users	Transferred to collection point on Port Estate

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Annex 1 Summary of Legislation

MARPOL Regulations 1973/78 - The International Convention for the Prevention of Pollution from Ships (as amended) (known as MARPOL 73/78) provides an international framework on how pollution from shipping should be regulated. MARPOL applies to all UK ships and all ships in UK Territorial waters, including fishing vessels, passenger ferries, small craft and yachts, harbour authorities and terminal operators. It requires Ports to ensure that the provision of waste reception facilities is 'adequate' and does not cause 'undue delay' to the ships using them.

'Adequate' means capable of receiving the types and quantities of prescribed wastes from ships normally using that harbour or terminal, taking into account the operational needs of the users of the harbour or terminal, its size and geographical location, the types of ships calling there and any exemption provided.

MARPOL covers six specific areas. These are enumerated as follows:

Annex I - Regulations for the Prevention of Pollution by Oil
Annex II - Regulations for the Prevention of Pollution by Noxious Liquid Substances
Annex III - Regulations for the Prevention of Pollution by Harmful Substances in Packaged Forms
Annex IV - Regulations for the Prevention of Pollution by Sewage
Annex V - Regulations for the Prevention of Pollution by Garbage
Annex VI – Prevention of Air Pollution from Ships (entered into force 19 May 2005)

The United Kingdom is a signatory to the above Annexes of the MARPOL Regulations

MARPOL 73/78 is implemented through the following regulations:

Directive 2000/59/EC of the European Parliament and of the Council of 27 November 2000 on port reception facilities for ship-generated waste and cargo residues (as amended) was given effect through **The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended)**. Post-Brexit this Directive has been repealed by **EU Directive 2019/883 of the European Parliament and of the Council on Port Reception Facilities for the Delivery of Waste from Ships, amending Directive 2010/65/EU and repealing Directive 2000/59/EC** – the purpose of this Directive is to protect the marine environment against the negative effects from discharges of waste from ships using ports located in the Union, while ensuring the smooth operation of maritime traffic, by improving the availability and use of adequate port reception facilities and the delivery of waste to those facilities.

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and as amended in 2009, 2016 and 2018 – implements EC Directive 2000/59/EC (repealed by EU Directive 2019/883) on port reception facilities for ship-generated waste and cargo residues. The Regulations provide a mechanism for landing shipping waste for appropriate disposal and prevent it from being disposed of at sea. This legislation controls the landing of waste and the provision of appropriate facilities.

The MCA's Marine Guidance Note (MGN) 563 (M+F) Amendment 1 provides guidance on the Regulations: [M Notice Template - MSF 5011 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/644411/M-Notice-Template-MSF-5011.pdf)

The Regulations permit the exemption from some of the provisions contained in the legislation. Vessels which satisfy certain criteria (i.e. that operate a scheduled, frequent or regular service between ports and are notifying, landing waste and paying a mandatory charge in another port). Applications for exemption can be made using Annex B of MGN 563 (M+F) Amendment 1.

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Environmental Protection Act 1990 (EPA 90) (as amended) & The Waste (England and Wales) Regulations 2011 (as amended) - The EPA 90 provides a framework for the Waste Management legislation, and defines waste. Part II defines any waste from industrial, commercial or domestic sources as controlled waste.

The Duty of Care (Section 34 of EPA 90) establishes the Duty of Care on anyone who produces, imports, carries, keeps, treats or disposes of controlled waste. This does not apply to householders. Within The Duty of Care is a system for transferring the waste to a receiver of the waste. A Waste Disposal Transfer Note is used with written descriptions and details of the controlled waste, and records of these transfers are kept for a minimum of 2 years.

The Waste (England and Wales) (Amendment) Regulations 2012 – Through their appointed waste contractors, Poole Harbour Commissioners has complied with the requirement to include Standard Industrial Classification (SIC) codes on Waste Transfer Notes

The Environmental Permitting (England & Wales) Regulations 2016 (as amended) – refers to activities that may require an environmental permit or an exemption under the legislation.

The Hazardous Waste (England and Wales) Regulations 2005 (as amended) (SI 2005/894) – implements the European Hazardous Waste Directive 91/689/EC. The main aims of these regulations are to:

- define hazardous waste in England and Wales
- require producers or consignors of hazardous waste to notify (register) their premises
- restrict mixing and require separation of wastes where appropriate
- make sure that companies document the movement of hazardous waste
- require consignees receiving hazardous waste to keep thorough records and provide the Environment Agency with information on the disposal and recovery of hazardous waste every three months

Regulations 39 and 40 of these Regulations specifically refer to the removal of waste from ships.

An audit trail of a fully completed Consignment Note for disposal of Hazardous Waste arranged through the Port must be retained for 3 years. If disposal is arranged directly between the Master/Agent and the approved waste contractor, it is not a requirement for the port authority to receive a copy of the Consignment Note.

Regulation (EC) No 1069/2009 of the European Parliament and of the Council - lays down health rules as regards animal by-products and derived products not intended for human consumption and repeals Regulation (EC) No 1774/2002 (Animal By-Products Regulation)

The Animal By-Product (Enforcement) (England) Regulations 2013 (as amended) – are regulated by DEFRA and make provision in England for the administration and enforcement of Council Regulation (EC) 1069/2009, laying down health rules concerning animal by-products not intended for human consumption.

The Regulations differentiate between food waste which originated within the European Union and that which originated from outside. It stipulates that there shall be different methods and disposal routes for EU and non-EU food waste (referred to as International Catering Waste, ICW) and that if the two waste streams are mixed, then the whole amount of waste shall be disposed of at the higher treatment level. ICW is defined as being 'catering waste from means of transport operating internationally'.

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In England, DEFRA has produced guidance information for the handling and disposal of ICW landed from vessels which have visited non-EU countries. This guidance is available at <https://www.gov.uk/guidance/handling-and-disposing-of-international-catering-waste>.

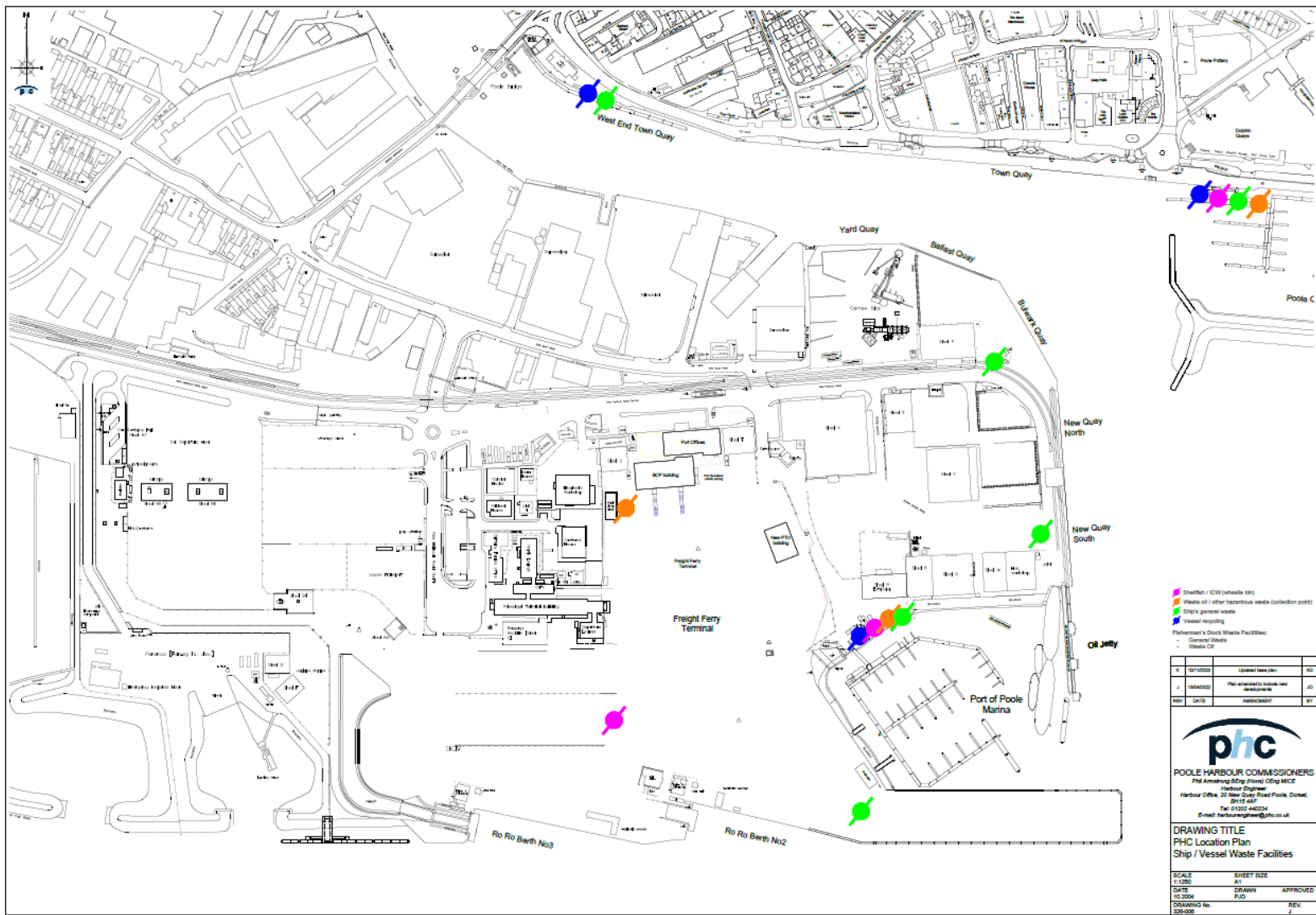
Consolidated European Reporting System (CERS) - The Waste information under this system is required under the Port Waste Facilities Directive.

The CERS Workbook has been designed as an Excel Spreadsheet and contains individual tabs for each reporting area, including one labelled Waste. The Workbook replaces the forms used for reporting waste (previously the Waste Declaration Form) and must be submitted by email prior to entry into the Port.

This system has the advantage that all information is provided in the same manner and the electronic reporting of information into CERS results in the MCA having all the required information on an on-going basis.

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Annex 2 Plan showing the location of the Ships/Vessels Waste Reception Facilities



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Annex 3 List of Poole Harbour Commissioners Approved Licensed Waste Contactors

SUEZ Poole Tel: 0800 542 3548 Email: customerservicessw.uk@suez.com	W&S Waste Management Ltd Poole BH12 4NZ Tel: 01202 675 564 Email: office@wsrecycling.co.uk
Viridor Waste Management Poole BH12 4FE Tel: 01202 577 944 Email: dorset@viridor.co.uk	BCP Council Commercial Waste and Recycling Services Unit 1, Newfields Business Park Stinsford Road Poole BH17 0NF Tel: 01202 128 333 Email: commercial.waste@bcpcouncil.gov.uk
Yellowstone Environmental Solutions Ltd For pump-out facilities, waste oil and haz waste Shaftesbury Tel: 0330 118 0381 Email: info@yellowstonesolutions.co.uk	Commercial Recycling For haz waste Wimborne, Dorset Tel: 01202 025 154 Email: enquiries@commercialrecycling.co.uk
LG&P Ltd For pump-out facilities Wellington, Somerset Tel: 01823 667 096 07860 227 289 Email: info@lgptotalwaste.co.uk	Rescue Rod Poole BH17 0UG Tel: 01202 393 541 Email: enquiries@rescuerodgroup.com
Slicker Recycling Waste oil collections Tel: 0330 159 8325 Email: bookings@slickerrecycling.com	AMS For haz waste, waste oil Wimborne, Dorset Tel: 01202 014 248 Email: aaron.jones@avonmaterialsupplies.co.uk

Further approved waste contractor lists can be obtained from the Environment Agency

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Annex 4 List of Useful Contacts

Poole Harbour Commissioners Harbour Office 20 New Quay Road Poole BH15 4AF Switchboard: 01202 440 200 Harbour Control VHF Channel: 14 Harbour Control Email: harbourcontrol@phc.co.uk Harbour Control Tel: 01202 440 230 Emergency: 07546 816 298 Website: www.phc.co.uk	
Maritime and Coastguard Agency Spring Place 105 Commercial Road Southampton SO15 1EG Tel: 0203 817 2000	Environment Agency – Area Office Rivers House Sunrise Business Park Higher Shaftesbury Road Blandford Forum DT11 8ST Emergency Tel: 0800 80 70 60 Office Tel: 03708 506 506
BCP Council (Port Health) Civic Centre Bourne Avenue Bournemouth BH2 6DY Tel: 01202 261 700 Email: porthealth@bcpcouncil.gov.uk Website: www.bcpcouncil.gov.uk	Department for Transport Ports Division Great Minster House 33 Horseferry Road London SW1P 4DR
Animal & Plant Health Agency – Regional Office Animal and Plant Health Agency, HM Land Registry, Melcombe Court, 1 Cumberland Drive, Weymouth, Dorset. DT4 9TT. Tel: 02080 267 341 DEFRA Website: https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs International Catering Waste information: https://www.gov.uk/guidance/handling-and-disposing-of-international-catering-waste	

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Part 2 – Port Operations

12. Generic Procedures for Waste Management

This waste management procedure defines for the Commissioners' personnel and contractors the regulatory compliance requirements for all wastes generated during routine operation of the Port of Poole.

The Environmental Protection Act imposes a 'Duty of Care' on any person who produces, carries or disposes controlled waste. Certain types of controlled waste are difficult or dangerous to dispose of; this is currently termed as hazardous waste. The Port of Poole produces controlled non-hazardous and hazardous waste from the operations that are carried out and receives waste from visiting vessels.

The following steps are intended as guidance for all personnel. This practical guidance is essential to ensure that environmental legislation is not breached by poor waste management.

12.1 Waste Minimisation

It is the Poole Harbour Commissioners' policy to encourage the minimisation of waste by reducing its volume, use or reuse of a material, and recycling. See the PHC Environmental Policy Statement at the beginning of this Plan.

12.2 Waste Stream Identification and Segregation

Every skip/bin, etc has signage indicating what can go in it. IF IN DOUBT CHECK. Everyone has a 'Duty of Care' to dispose of waste responsibly in the appropriate container.

Since 2004 it has been prohibited to dispose of any of the following in the general garbage skips on the Port Estate. They need to be disposed of separately and appropriately. See Section 15 facility list for appropriate disposal facility.

- Tyres
 - Fluorescent lamps
 - Asbestos
 - Oil
 - Drums that contain oil or oily residues
 - Oil contaminated material
 - Electrical equipment (fridges, televisions, monitors, telephones etc)
 - Dry cell batteries (torch, AA, mobile phone, lithium, etc)
 - Lead Acid batteries (car & truck)
 - Solvents
 - Acids
 - Aerosols
 - Raw meats
 - Bilge water
 - Paint tins and paints (even if empty and/or where contents are dry)
- And any other hazardous material

12.3 Storage of Waste

Containers used for the storage of waste must be in good condition and be maintained to minimise corrosion and wear. This will prevent any accidental spillage or leaking, weather affecting the container's integrity and allowing waste to escape, waste blowing away or falling while stored or transported and the scavenging of wastes by vermin. Wastes identified as hazardous will need suitable containers e.g. tanks, drums, etc.

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Spare clip top drums for the containment of accidental spills are held at the waste storage area and Engineering Workshop. These should be marked up with the appropriate label (available from the Harbour Engineers Department or Engineering Workshop) and placed on pallets at the Hazardous Waste Compound.

Do not put waste in a damaged container. Report it to your supervisor.

Port Operations Department will assist in moving waste items landed from vessels to appropriate safe storage areas prior to disposal off site by licensed waste contractors.

12.4 Labelling of Waste

Each waste container must be adequately labelled. Skips, bins or drums (side of drums not lids) must be clearly marked with the name of the waste/substance. Any previous name of the contents must be removed as this may result in the waste being handled incorrectly. Advice on appropriate labelling of waste containers can be obtained from the Assistant Project Manager (Harbour Engineers Department).

On no account should different wastes be mixed in the same container without prior authorisation from the Commissioners' waste contractor.

Labels for hazardous waste containers can be obtained from the Assistant Project Manager (Harbour Engineers Department) or the Engineering Workshop.

12.5 Sampling of Waste

No waste material may be dispatched off site without first ascertaining what it is. If necessary the waste contractor will take samples for analysis.

12.6 Waste Transfer Documentation

In the interests of saving paper PHC's current waste contractor, Suez, uses a digital recording system when removing general waste from the Port. The details are available online and queries can be flagged up and reported by email. The system includes a contract code, which can be related to the item number being emptied (as listed in Section 15), number and size of receptacles, and the waste type.

Hazardous Waste items are shown on a Consignment Note which is left on site, or emailed to the Assistant Project Manager (Harbour Engineers Department), and filed on receipt of completion of Part E, once the waste has been delivered to the final disposal point.

It is a legal requirement to keep Waste Transfer information for a minimum of 2 years and Hazardous Waste Consignment Notes for a minimum of 3 years. The Commissioners could be audited at any time by the Environment Agency, DEFRA or the MCA for their Duty of Care to waste management and audit trails for all waste movements.

12.7 Reporting Inadequacy of Waste Facilities

Problems or inadequacies with any of the bins, skips, etc or the Port's waste procedures should be reported to the Assistant Project Manager (Harbour Engineers Department) as soon as possible. All facilities should be fit for purpose, be in a presentable condition, and located correctly.

The facilities list in Section 15 shows all the waste facilities on the Port Estate, Town Quay and at Poole Quay Boat Haven and Port of Poole Marina. If a department does not have an appropriate receptacle for a specialist waste e.g. batteries, they are to ensure that it is transported to an appropriate receptacle in another department/location.

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12.8 Port Security

In accordance with the International Ship and Port Facility Security Code (ISPS), all waste contractor vehicle registration numbers and driver/crew names who will be attending the Port Estate will be advised in advance to the Port Safety/Security Manager so that Security can be briefed.

If the security level has been heightened, PHC may refuse access to un-notified collections and deliveries of waste facilities. To avoid any problems, the contractor is required to pre-notify for all unscheduled collections or deliveries.

Correct PPE including high visibility garments (and hard hats where appropriate) must be worn at all times by the waste contractors' employees and their subcontractors while on PHC property.

12.9 Fuel/Oil spills on the Port Estate

Where it has been necessary to use 'spill dry' for accidents/incidents where fuel or oil have been spilt on the Port Estate, it should be reported to the Port Operations Department so that the contract cleaners can be advised to clear up into appropriate clip top drums. Spare clip top drums are available from the Engineering Workshop and these must be used for disposal of used spill dry and other absorbents and be labelled appropriately. See Section 12.4 for labelling advice. This will then be disposed of as for Item 24 listed in Section 15.

There are four spare standard 205 litre drums labelled 'Waste Oil' stored at the rear of the Waste Collection Area for use in an emergency to decant fuel or oil into. This would then be disposed of as for item 76 in Section 15.

If there has been the need to use either of these items please advise the Assistant Project Manager (Harbour Engineers Department) as soon as possible after use, so that disposal and replacement drums can be arranged.

Should there be a serious spill please contact the Safety/Security Manager and he will contact the necessary agencies. PHC have an MCA authorised pollution spillage plan in place (Poolespill).

12.10 Contaminated Skip Procedure

Where a waste facility has become contaminated, e.g. general landfill rubbish (non-hazardous) with paint tins (hazardous), the Assistant Project Manager (Harbour Engineers Department) should be informed so that appropriate waste disposal can be arranged.

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13. Roles & Responsibilities

It is the responsibility of the Chief Executive through the management team to ensure compliance with these procedures. The Duty of Care extends to all staff and contractors as they must adhere to the legislation and this Port Waste Management Plan.

The PHC Management Team will carry out an annual review of the implementation of the procedures and will initiate changes where necessary in conjunction with the review of Part 1 of this Plan.

The PHC Management Team have responsibilities as follows:

- Ensure that all wastes generated within their departments are managed in accordance with this Port Waste Management Plan's requirements and the Duty of Care.
- The PHC Management Team in liaison with the Harbour Masters' Department shall prepare written procedures/standing instructions/rules as appropriate, to cover specific locations or activities for dissemination to their staff explaining an individual's role in this Plan, as appropriate. These procedures will be held in the Port Emergency Plan which should be read in conjunction with this Plan.
- Ensure that non-compliance events are identified and rectified through complaint/concerns reporting in the ISO 9000:2015 system. Anyone can identify a problem and pass it on to their Supervisor/Manager. This will be recorded as part of PHCs Safety Management System, discussed at safety meetings and recorded under ISO Procedure No.4 Measurement, Analysis and Improvement 4.1.
- Ensure support of waste minimisation, re-use, recovery and recycling options where practical and viable, and establish related performance targets.
- Where contractors are employed by the Commissioners to work on PHC property the PHC Management Team are responsible for ensuring the contractors deal with any waste arising in an appropriate manner.

Duty Foremen and Chargehands are responsible for overseeing the management of waste in their assigned areas; specifically they must:

- Identify controlled waste
- Identify hazardous waste and notify the Assistant Project Manager (Harbour Engineers Department), through Port Operations Department if necessary
- Make visual spot checks of all controlled waste consignments
- Check conditions of containers or packaging
- Ensure waste is correctly labelled
- Ensure waste is stored securely and properly signposted
- Send all waste transfer and consignment notes to the Assistant Project Manager (Harbour Engineers Department)
- Inform their Supervisor/Manager of non-compliance or concerns, for documenting through the ISO 9000:2015 reporting system (details above).

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Harbour Control is responsible for overseeing the vessel notifications system referred to in Section 4.

- Take receipt of CERS information from vessels expected in Port and forward to the MCA
- Forward special requests for skips or hazardous waste to the Assistant Project Manager (Harbour Engineers Department) by email
- Where notifications have not been received, follow up with the Ship's Agent to obtain information.

Poole Harbour Commissioners' Personnel Approved to Request Waste Collections

All requests for collections or exchanges should be emailed to the Waste Contractor, listing the item number, and location of the facility.

If the waste contractor is in any doubt, they will confirm the collection request with the Assistant Project Manager (Harbour Engineers Department).

Collection requests should only be made by authorised personnel.

14. Providing Information to PHC Personnel

The importance of training, education and staff awareness where waste management and pollution is concerned cannot be over-emphasised.

Annually, through departmental toolbox talks, information will be provided to employees about their responsibilities with regard to the disposal of all waste streams, drawing their attention to the regulations and legislation in relation to waste management.

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15. Waste Reception Facilities

PHC have the following waste reception facilities available on site. All other waste items that require disposal will be dealt with on a case-by-case basis by the Port Operations Department.

For the location of waste reception facilities refer to Annex 6.

Annex 7 refers to the Border Control Post separately to the following tables.

15.1 Conventional Quays – Ships waste Reception Facilities

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
1	Rear End Loader (FEL) (Bulwark Quay)	General Non-Hazardous Waste IC Landfill	1 x 10CY	Fortnightly
3	Wheelie bin (leak proof with lid) (Stored on Inside Terminal, moved to commercial quays on request)	International Catering Waste (Non-UK) Category 1 Animal By- Product Incinerated See Annex 5 for operating procedure	1 x 360 litre	As required
52	Wheelie Bins	General Non-Hazardous Waste IC Landfill	1 x 360 litre	Weekly
58	Rear End Loader (FEL) (New Quay South)	General Non-Hazardous Waste IC Landfill	1 x 10CY	Fortnightly
84	Roll on-Roll off Open Skip	General Non-Hazardous Waste IC Landfill	1 x 35CY	On request
89	Rear End Loader (FEL) (South Quay)	General Non-Hazardous Waste IC Landfill	1 x 10CY	Fortnightly
91	Skips requested by cruise ships or visiting vessels discharging large volume of waste	General Non-Hazardous Waste IC Landfill	1 x 12CY	On request
Note: All other waste streams landed from ships using the Port of Poole are arranged on a case by case basis. It is the Port of Poole's policy for the Ship's Agent to make the necessary arrangements with approved contractors to meet the ships requirements for all other waste streams that the ship may wish to land.				

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15.2 Conventional Quays – Port Operational Waste

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
7	Diesel Tank Bund (enclosed)	Diesel	1 x pump out	As required
50	Closed Skip	Grain and Animal feeds Composted	skip brought on site as required	As required
51	Mobile Crane Fuel Tank Bund	Water & Diesel	Fuel tank bund	As required
71	Scrap Metal skip	Scrap Metal	1 x 12CY	On request

15.3 Engineers Compound

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
10	Rear End Loader (FEL)	General Non-Hazardous Waste IC Landfill	1 x 10CY	Fortnightly
17	Open Skip (skip owned by PHC)	Scrap Metal Recycled	1 x 12CY	As required
20	Wheelie Bins	General Non-Hazardous Waste IC Landfill	6 x 360 litre	Weekly
21	Plastic self-bunded tank (owned by PHC)	Waste Oil	1 x 2500 litre	As required
25	Storage Box	Lead Acid Batteries	1 x storage box	As required
27	Lubricant Oil Tank Bunds	Lubricant Oils	5 x bunds	As required
33	Oil Separator	Oily waste	Every three months skimmed	As required
47	Clip Top Drum	Paint Tins	1 x 205 litre	On request
66	Wheelie Bin	Dry Mixed Recycling IC Recycled	2 x 360 litre	Weekly
67	Wheelie Bin	Dry Mixed Recycling IC Recycled	1 x 1100 litre	Weekly

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15.4 Hazardous Waste Compound (drums stored on pallets)

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
22	Clip Top Drum	Used Oil Filters	205 litre	On request
23	Clip Top Drum	Oiled Rags	205 litre	On request
24	Clip Top Drum	Oiled Absorbents	205 litre	On request
26	Clip Top Drum	Antifreeze	205 litre	On request
28	Clip Top Drum	Occasional thinners/solvent	205 litre	On request
45	Clip Top Drum	Aerosols	205 litre	On request
47	Clip Top Drum	Paint Tins	205 litre	On request
49	Clip Top Drum	Mixed flammable/oiled rags	205 litre	On request
60	Clip Top Drum	Grease	205 litre	On request
73	Bunded storage unit	Oily waste in small containers		On request
76	Clip Top Drum	Oil	205 litre	On request
98	Clip Top Drum	Fuel filters	205 litre	On request
	Oil drums for emergency use	Oil/Oily Absorbents	205 litre	On request
	Wash down Drain	Dig out drain and pit	At least annually	On request

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15.5 Inside Terminal – Port Operational Waste & Shellfish

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
2	Roll on-Roll off Open Skip	General Non-Hazardous Waste IC Landfill	1 x 35CY	On request
5	Roll on-Roll off Open Skip <i>(Note: waste stream generated by conventional cargo handling, mainly dunnage for disposal)</i>	Timber Recycled	1 x 35CY	On request
9	Collection Point	Abandoned truck & car tyres		On request
30	Closed drip proof Wheelie Bins	Category 2 – Animal By - Product waste (shellfish) See Annex 5 for operating procedure	2 x 1100 litre	As required
37	Designated storage area (Unit 29 - Portacabin near Berth 2)	All end of life electrical and electronic equipment (WEEE Waste)		On request
69	Wheelie Bin - Port Operations Office	Dry Mixed Recycling IC Recycled	1 x 1100 litre	Weekly
83	Wheelie Bin - in Lorry Lanes	General Non-Hazardous Waste IC Landfill	2 x 1100 litre	Weekly
87	Wheelie Bin - on Terminal	General Non-Hazardous Waste IC Landfill	2 x 1100 litre	Weekly
97	Wheelie Bin - on Terminal	General Non-Hazardous Waste IC Landfill	1 x 1100 litre	Weekly

15.6 Offices

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
35	Wheelie Bin - Harbour Office	General Non-Hazardous Waste IC Landfill	1 x 360 litre	Weekly
46	Battery box - Port Operations Office - Harbour Office - Engineer's Workshop Office	Dry Cell Batteries		On request
68	Wheelie Bin - Harbour Office	Dry Mixed Recycling IC Recycled	1 x 1100 litre	On request
	Battery box - Harbour Office	Lithium Batteries		Weekly

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15.7 Poole Quay Boat Haven

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
39	Wheelie Bins	General Non-Hazardous Waste IC Landfill	14 x 360 litre	High season – daily Mid season – 3 times a week Low season – weekly
40	Drip proof lidded container	International Catering Waste (Non-UK) Category 1 Animal By-Product See Annex 5 for operating procedure		Transferred to Shellfish skip on Port Estate
41	Drums	Waste Oil	2 x 45 litre drums on spill pad	Transferred to main collection points on Port Estate
46	Battery box	Dry cell batteries		Transferred to main collection points on Port Estate
70	Wheelie Bins	Dry Mixed Recycling IC Recycling	6 x 360 litre	High season – daily Mid season – 3 times a week Low season - weekly
94	Wheelie Bins	Glass Recycling	1 x 240 litre	High season – weekly Mid & low season – on request
	Marked Container	Lead Acid batteries		Transferred to main collection points on Port Estate
	Marked Container	Fuel and Oil Filters		Transferred to main collection points on Port Estate
N/A	Sewage Pump out	Sewage		Direct to mains sewerage
N/A	Chemical Toilet disposal point	Sewage (Chemical)		Direct to mains sewerage

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15.8 Port of Poole Marina

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
40	Drip proof lidded container	International Catering Waste (Non-UK) Category 1 Animal By-Product See Annex 5 for operating procedure		Transferred to Shellfish skip on Port Estate
46	Battery box	Dry Cell Batteries		Transferred to main collection points on Port Estate
77	Wheelie Bins	General Non-Hazardous Waste IC Landfill	8 x 360 litre	High season – daily Mid season – 3 times a week Low season – weekly
78	Wheelie Bins	Dry Mixed Recycling IC Recycling	6 x 360 litre	High season – daily Mid season – 3 times a week Low season – weekly
79	Clip Top Drum	Oil Filters	205 litre	Transferred to Haz Waste Compound when full
80	Clip Top Drum	Oily rags	205 litre	Transferred to Haz Waste Compound when full
81	Bunded container	Waste Oil, Oily Water	2 x 45 litre drums on spill pad	Transferred to Haz Waste Compound when full
82	Battery box with lid	Lead Acid Batteries		As required
95	Wheelie Bins	Glass Recycling	2 x 240 litre	High season – weekly Mid & low season – on request
98	Clip Top Drum	Fuel Filters	205 litre	Transferred to Haz Waste Compound when full

15.9 Passenger Boat Stockade – Town Quay

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
42	Wheelie Bins	General Non-Hazardous Waste IC Landfill	3 x 1100 litre	High season – 3 times a week Low season – weekly
90	Wheelie Bins	Dry Mixed Recycling IC Recycling	1 x 1100 litre	High season – 3 times a week Low season – weekly
96	Wheelie Bins	Glass Recycling	2 x 240 litre	High season – weekly Low season – monthly

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15.10 Iberia House

Item No.	Facility	Waste Type	Unit Size	Empty Schedule
99	Wheelie Bins	General Non-Hazardous Waste IC Landfill	1 x 1100 litre	Weekly

15.11 Wider Harbour Area

Item No.	Facility	Waste Type	Empty Schedule
43	Abandoned boats	Will be brought ashore onto the Port Estate. They will be kept until the owner can be found. If no owner can be found they will be sold if in a good state of repair, or disposed of as waste	
44	Town Quay Litter Bins	As the landowner of the quay frontage on Poole Town Quay, the Commissioners, through BCP Council, provide general and recycling litter bins for use by visitors to the quay (non-vessel waste) to keep the area clear of litter	Emptied daily by BCP Council

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Annex 5 International Catering Waste - Service Operating Plan

Poole Harbour Commissioners' Service Operating Plan for the Storage and Disposal of Catering Waste from International Means of Transport Category 1 Animal By-Product Waste and Category 2 Animal By-Product Waste (Shellfish)

ICW is food waste from international transport such as cruise ships, commercial vessels, ferries or private yachts. Food and drink are considered to be catering waste when the item is no longer intended for human consumption or has been mixed with food waste. Any vessel that travelled from outside the UK, Channel Islands or Isle of Man shall be considered as an international arrival, and therefore any food waste considered as ICW.

Advanced Proteins will service containers to comply with the DEFRA guidelines for catering waste.

If a commercial vessel wishes to dispose of ICW, it shall be declared in their CERS workbook.

A 360 litre plastic wheeled leak-proof container is located at the Security Gatehouse for Category 1 Animal By-Product (ABP) Catering Waste from ships. This will be moved to the Conventional Quay should it be required. If used, the waste will be transported manually and deposited into the 500 litre leak-proof containers located inside the Terminal.

If the Marinas' ICW leak-proof containers are used, the contents will be transported to the Port Estate and emptied into the leak-proof containers inside the Terminal.

Collections will be made by Advanced Proteins using enclosed and fully sealed collection vehicles with rear lifting equipment. The bins will be cleansed on site under the Port cleaning contract using a DEFRA approved disinfectant.

An ABP document complying with EC1069/2009 will be used when transporting ABPs and completed and left on site, to be retained for 2 years.

Shellfish waste (Category 2 ABP Waste (Shellfish)) is occasionally landed at the Port and this will be deposited, contained and secured in padlocked and chained plastic wheeled leak-proof containers. The bins will be located inside the Terminal and be clearly marked both in writing and visual picture depicting shellfish waste for non-English speaking drivers. Due to Category 1 waste being amalgamated with Category 2 waste, the bin is labelled as Category 1, EWC code 20-01-08.

Collections will be made within a week of use, in order to minimise and prevent the odour of the lingering dead catch, reducing the environmental impact on the location.

Due to the combination of Category 1 and 2 waste material, the whole consignment will be treated as Category 1 (high risk) for the purpose of road transport.

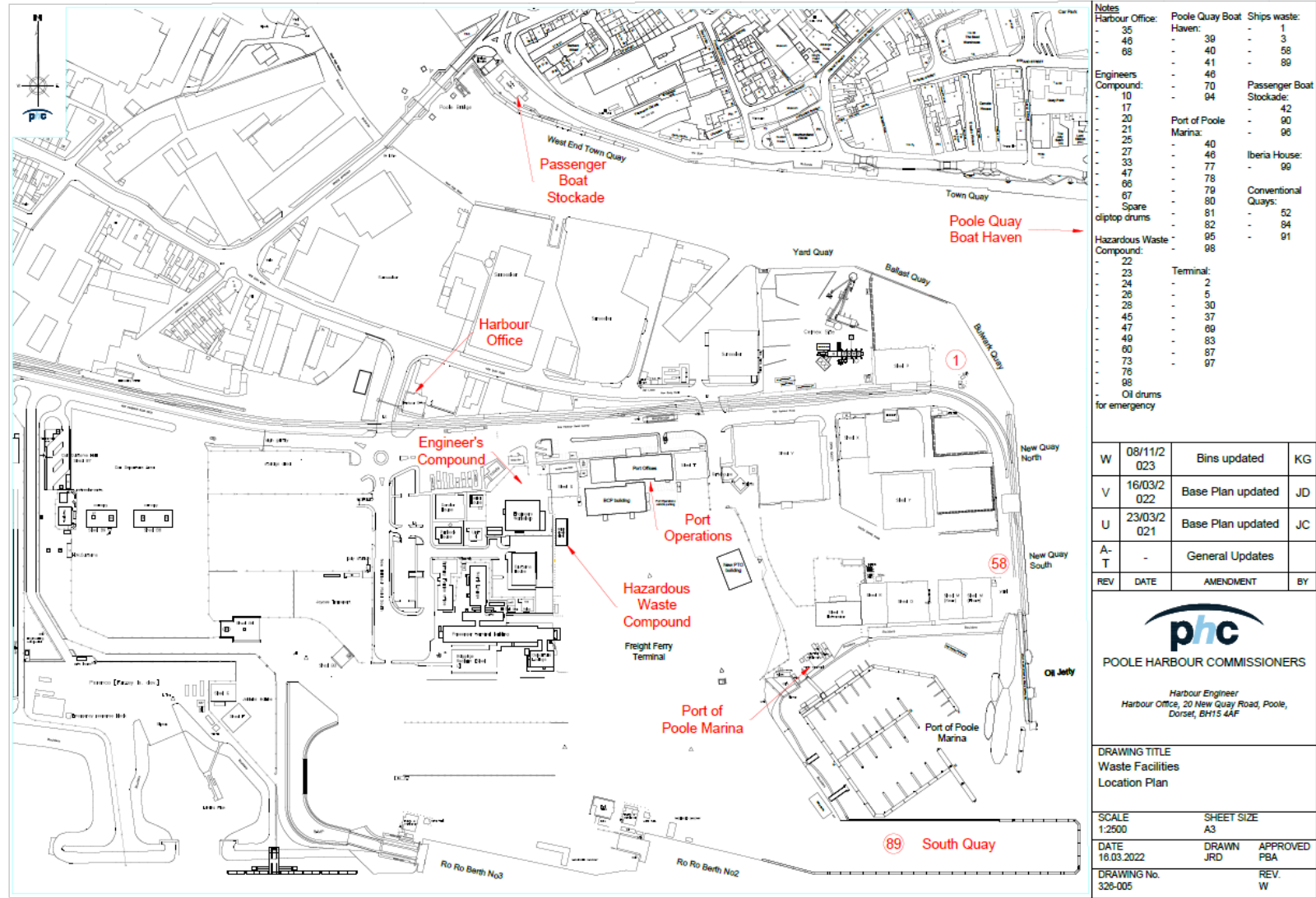
Both Category 1 and 2 ABP Waste collected from Poole Harbour Commissioners will be transported and rendered in a DEFRA licensed plant, Advanced Proteins, Bones Lane, Cheddleton, Stoke-on-Trent, ST13 7BT (Licence No: 37/065/8001/ABP/REN)

All product dispatches are fully documented and are monitored and audited by DEFRA on a regular basis in accordance with The Animal By-Products (Enforcement) (England) Regulations 2013.

All paperwork concerning the load, such as the Duty of Care, Disposal Certificate and Drivers Ticket will be kept in accordance with current legislation and for proof of correct disposal route.

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Annex 6 Location Plan for all Waste Reception Facilities




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Annex 7 Border Control Post

Following EU Exit, a Border Control Post (BCP) has been established at the Port of Poole, to accommodate the introduction of statutory checks on food and feed imported to GB from the EU, via the Port of Poole.

The following Standard Operating Procedure (SOP) relating to the storage and collection of waste generated by the activities of the BCP is taken from the Port Health Authority Manual, Border Control Post – Port of Poole (v1. Mar 22). The full document can be supplied on request.

Waste Storage Collection		Ref. Number	
		PHA006	
Related Documents		Current Version	
PHC Port Waste Management Plan (EXTERNAL DOCUMENT) Key Contact Details Pest Control Cleaning and Disinfection Detention and Rejection		Version 1.0	
Issued By	Stephen Cox		
Reviewed By	Caroline Fair		
Purpose			
<p>The purpose of this SOP is to ensure that:</p> <p>All waste generated by the BCP is stored and disposed of in such a way to minimise the risk of contamination.</p> <p>All waste generated by the BCP is stored and disposed of in compliance with the legislation.</p> <p>All parties concerned are aware of the procedures in place to store and dispose of waste generated by the BCP.</p>			
Scope			
To be applied by all PHA & BF Staff, PHC operatives and contractors working on behalf PHC			
Legislation			
<p>Environmental Protection Act 1990 (as amended) & The Waste (England and Wales) Regulations 2011 (as amended)</p> <ul style="list-style-type: none"> provides a framework for the waste management legislation and defines waste places a duty of care on anyone who produces, imports, carries, keeps, treats, or disposes of controlled waste <p>Animal by-products (Enforcement) Regulations, Regulation (EC) 1069/2009 and Regulation (EC)142/2011 The Animal By-Products (Enforcement) Regulations (ABPR) apply and enforce Regulation (EC) 1069/2009 and Regulation (EC) 142/2011.</p> <p>Together they provide</p> <ul style="list-style-type: none"> the definition of ABP categories for ABP, (categories 1, 2 and 3) permitted options for disposal or future use of ABP • the staining of ABP the storage and labelling of ABP the restriction of the movement of ABP which requires staining the service of legal notices for the disposal of ABP or for cleaning and disinfection of vehicles, containers, or establishments 			
Responsibility			
PHC are responsible for the storage and disposal of waste in the Port of Poole			

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The PHA are responsible for the storage of waste generated within the BCP.
PHC are responsible for the disposal of waste generated by the BCP.
 There is a joint responsibility between **PHC** and **the PHA** for the storage and disposal of ABP waste generated by the BCP.

Main Risks

Waste produced by the BCP becomes a contamination or environmental hazard.
 The PHA or PHC fail in their duty of care and/or to comply with relevant legislation with regards to the storage and disposal of waste.

Procedure

General Waste

- The PHA will provide refuse containers for the storage of waste within the BCP
- PHC will provide external refuse containers for the storage and disposal of waste generated by the BCP in accordance with the Port Waste Management Plan.
- PHA staff will ensure that general waste will be placed in the refuse bins within the BCP.
- PHC operatives/contractors will ensure that the refuse bins within the BCP are emptied on a weekly basis as part of their cleaning procedures (Cleaning and Disinfection SOP).
- PHC will ensure that the external refuse containers are emptied, and the refuse disposed of on a regular basis

Animal By-Product Waste

- Small quantities of ABP will be stored in a dedicated refuse bin marked "ABP Waste" and kept separated from any goods in the storage freezer.
- Large quantities of ABP will be stored in a reefer and kept frozen until disposal. The consignment will be taped and marked accordingly, and the reefer only used for this consignment.
- POAO and HRFNAO which requires to be destroyed will be disposed of at an APHA Approved incineration plant, covering categories 1, 2 and 3 ABP, and holding a relevant Environmental Permit from the Environment Agency.
- PHC will arrange for the disposal in agreement with the PHA and in accordance with their Port Waste Management Plan.
- The consignments will be accompanied by a **Pre-notification & Receipt of Consignment form Annex A4** to ensure correct disposal.
- All stages of the process will be recorded on the ABP waste record sheet.
- The party responsible for the load/import will cover all costs.

Animal By-Products (ABP) categories

ABPs are animal carcasses, parts of animals, or other materials which come from animals but are not meant for humans to eat. They can either be destroyed or can be used to make compost, biogas, or other products.

ABPs are divided into 3 categories, based on the risks they pose.

Category 1 ABPs are classed as high risk.

They include:

- carcasses and all body parts of animals suspected of being infected with TSE (transmissible spongiform encephalopathy)
- carcasses of wild animals suspected of being infected with a disease that humans or animals could contract
- carcasses of animals used in experiments
- parts of animals that are contaminated due to illegal treatments
- international catering waste

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- carcasses and body parts from zoo and circus animals or pets
- specified risk material (body parts that pose a particular disease risk, e.g., cows' spinal cords)

Category 2 ABPs are classed as high risk.

They include:

- animals rejected from abattoirs due to having infectious diseases
- carcasses containing residues from authorised treatments
- unhatched poultry that has died in its shell
- carcasses of animals killed for disease control purposes
- carcasses of dead livestock
- manure
- digestive tract content

Category 3 ABPs are classed as low risk.

They include:

- carcasses or body parts passed fit for humans to eat, at a slaughterhouse
- products or foods of animal origin originally meant for human consumption but withdrawn for commercial reasons, not because it's unfit to eat
- domestic catering waste
- shells from shellfish with soft tissue
- eggs, egg by-products, hatchery by-products and eggshells
- aquatic animals, aquatic, and terrestrial invertebrates
- hides and skins from slaughterhouses
- animal hides, skins, hooves, feathers, wool, horns, and hair that had no signs of infectious disease at death
- processed animal proteins (PAP)
- PAP are animal proteins processed from any category 3 ABP except:
- milk, colostrum, or products derived from them
- eggs and egg products, including eggshells
- gelatine
- collagen
- hydrolysed proteins
- dicalcium phosphate and tricalcium phosphate of animal origin
- blood products

Guidance

<https://www.gov.uk/guidance/animal-by-product-categories-site-approval-hygiene-and-disposal#disposing-of-abps>

[Animal by-product categories, site approval, hygiene, and disposal](#)

[Guidance for the animal by-product industry](#)

<https://www.gov.uk/government/publications/waste-classification-technical-guidance>

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Annex 8 Environmental Awareness – Waste

THINK BEFORE YOU BIN IT

Waste - Do you know where this should be properly and safely disposed?



General Sweepings and NON HAZARDOUS Waste (NO Liquids)

From terminal, and conventional quays. Item 2 large high sided 35CY roll on-roll off skip located inside the Terminal, near the Gatehouse. Inform Port Operations Dept when the skip is full



Recycling

We have mixed recycling therefore all clean dry paper, cardboard, drinks bottles & cans can be thrown into the recycling bins. (NO glass, polystyrene, bubble wrap or plastic bags)



Timber ONLY

Item 5, high sided roll on-roll off skip located inside the Terminal, near the Gatehouse. Inform Port Operations Dept when the skip is full



Scrap Metal

Take to the Engineering Compound (Item 17 or item 71) – See the Fitters Chargehand for which skip to use

Oil Drums/Oily containers of any size

Clearly label with contents, date, where they have come from e.g. hydraulic oil exchange on tug. Labels available from Engineering Workshop. Take to Haz Waste area behind the Washdown Bay and put small containers in the drum cabinet 'Drum Store' or put drums on a pallet

Clip Top Drums

Clearly label with contents, date, where they have come from e.g. 'oiled absorbents from hydraulic oil leak F19'. Labels available from Engineering Workshop. Take the drum to the Haz Waste area inside the Terminal behind the Washdown Bay and store on a pallet.



Batteries

Car/Truck Batteries: Take to Engineering Workshop or Port of Poole Marina waste compound and place in the dedicated battery box with lid

Small dry cell batteries, AA alkaline, cadmium, etc have to go to disposal points in Harbour Office, Port Operations Office, Engineers Workshop, Port of Poole Marina, Poole Quay Boat Haven.

NB Lithium batteries to be handed into Harbour Office Reception and not included with other batteries



Tyres

Item 9, collection point near the Washdown area on the Terminal



Electrical Items (fridges, TVs, monitors, computers, microwaves, telephones, etc) Item 37, take to Unit 29C inside the Terminal near Berth 2. Keys can be collected from the Gatehouse

X DO NOT Put Any Sweeping Of Any Kind In The Ships Waste Skips
(NO clay, grain, fragmented steel bits, etc. or other operational waste items)

X DO NOT Put Large Or Small Batteries, Aerosols Or Paint Tins In Any Skips Or Bins
(Check with Safety/Security Manager - there are separate specific drums/receptacles for all these items)

X DO NOT Put Any Liquid Waste In Any Skip Or Bin

**If unsure, please contact Dave Laut, Safety/Security Manager,
ext 135, mobile 07881 651 292 for further information**

For cleaning requirements contact Port Operations Dept, ext 122

**For Terminal and Conventional Quays, complete the daily report sheet for
waste items left at collection points and for items that need emptying**

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