GARBAGE MANAGEMENT MANUAL

Regulations for the Prevention of Pollution by Garbage from ships

(MARPOL 1973/78 Annex V)
M/T

Port of Registry

International Call Sign

Flag

IMO Number

THIS MANUAL WILL NEED TO BE MADE AVAILABLE FOR INSPECTION ON OCCASIONS.

Record of Revisions

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**Annexes**

- 2012 Guidelines for the implementation of MARPOL Annex V
- Garbage Management Manual designated personnel confirmation of reading
1. **AMENDMENT TO ANNEX V OF MARPOL 73/78 – REGULATION 10**

1.1 Placards, garbage management plans and garbage record-keeping

(1) (a) Every ship of 12 meters or more in length overall and fixed or floating platforms shall display placards which notify the crew and passengers of the discharge requirements of regulations 3, 4, 5 and 6 of this Annex, as applicable.

(b) The placards shall be written in the working language of the ship’s crew and, for ships engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention, shall also be in English, French or Spanish.

(2) Every ship of 100 gross tonnage and above, and every ship which is certified to carry 15 or more persons, and fixed or floating platforms shall carry a Garbage Management Plan which the crew shall follow. This plan shall provide written procedures for minimizing, collecting, storing, processing and disposing of ship-generated garbage, including the use of the equipment on board. It shall also designate the person or persons in charge of carrying out the plan. Such a plan shall be in accordance with the guidelines developed by the Organization and written in the working language of the crew.

(3) Every ship of 400 gross tonnage and above and every ship which is certified to carry 15 or more persons engaged in voyages to ports or offshore terminals under the jurisdiction of another Party to the Convention and every fixed and floating platform shall be provided with a Garbage Record Book. The Garbage Record Book, whether as a part of the ship’s official log book or otherwise, shall be in the form specified in the appendix to this Annex:

(a) Each discharge into the sea, to a reception facility or completed incineration, shall be promptly recorded in the Garbage Record Book and signed for on the date of the discharge or incineration by the officer in charge. Each completed page of the Garbage Record Book shall be signed by the master of the ship. The entries in the Garbage Record Book shall be at least in English, French or Spanish. Where the entries are also made in an official language of the State whose flag the ship is entitled to fly, these entries shall prevail in case of a dispute or discrepancy.

(b) the entry for each incineration or discharge shall include date and time, position of the ship, category of the garbage and the estimated amount incinerated or discharged;

(c) the Garbage Record Book shall be kept on board the ship and in such a place as to be available for inspection in a reasonable time. This document shall be preserved for a period of two years after the last entry is made on the record;

(d) In the event of any discharge or accidental loss referred to in regulation 7 of this Annex an entry shall be made in the Garbage Record Book, or in the case of any ship of less than 400 gross tonnage, an entry shall be made in the ship’s official log book, of the location, circumstances of, and the reasons for the discharge or loss, details of the items discharged or lost and the reasonable precautions taken to prevent or minimize such discharge or accidental loss.

(4) The Administration may waive the requirements for Garbage Record Book for:

(i) any ship engaged on voyages of 1 hour or less in duration which is certified to carry 15 persons or more; or
(ii) fixed or floating platforms while engaged in exploration and exploitation of the seabed.

(5) The competent authority of the Government of a Party to the Convention may inspect the Garbage Record Books or ship’s official log book on board any ship to which this regulation applies while the ship is in its ports or offshore terminals and may make a copy of any entry in those books, and may require the master of the ship to certify that the copy is a true copy of such an entry. Any copy so made, which has been certified by the master of the ship as a true copy of an entry in the ship’s Garbage Record Book or ship’s official log book, shall be admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of a Garbage Record Book or ship’s official log book and the taking of a certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

(6) The accidental loss or discharge of fishing gear as provided for in regulations 7.1.3 and 7.1.4 which poses a significant threat to the marine environment or navigation shall be reported to the State whose flag the ship is entitled to fly, and, where the loss or discharge occurs within waters subject to the jurisdiction of a coastal State, also to that coastal State.
2. GOALS AND DEFINITIONS

2.1 Goals
The goals of this Manual are to prevent any pollution deriving from vessel’s garbage establishing procedures for collection, storage, treatment, discharge ashore, destruction through vessel’s apparatus.

The manual is combination of three complementary techniques to manage garbage:

1) Source reduction at the place of origin
   The endeavour is to receive as little as possible packaging on board our ships.
   For reducing the amount of garbage arising in the galley, following steps are taken:
   • wrapping which protect goods on its way to the ship should be replaced in the port before receiving the goods;
   • storage and handling of goods on board should be organized without the need of packing material;
   • crew should be instructed to come on board with a minimum of packaging;
   • wrapping material should be removed in the provision room and the transport to the galley should be organized in two-way boxes.

2) Recycling
   Where packaging is imperative, two-way-packaging or recyclable material should be used preferably. Recyclable waste and packaging should be collected on board and disposed to special companies guaranteeing a proper recycling.

3) Disposal
   The proper disposal in the ports has the priority over discharge at sea. Suppliers are encouraged to apply the substitution principle in order to reduce to the greatest possible extent and at an early stage the generation of garbage on board ships. In order to determine the best possible processing each component has to be treated separately and to be grouped into categories as specified in Table 1.

Preparing and using this Manual the following should be taken into consideration:

IMO Guidelines on the implementation of annex v of MARPOL 73/78
IMO Guidelines for the development of garbage management plans (MEPC Circ. 317 dated 10.07.1996)

2.2 Definitions

Garbage all kinds of food wastes, domestic wastes and operational wastes, all plastics, cargo residues, incinerator ashes, cooking oil, fishing gear, and animal carcasses generated during the normal operation of the ship and liable to be disposed of continuously or periodically except those substances which are defined or listed in other Annexes to the present Convention. Garbage does not include fresh fish and parts thereof generated as a result of fishing activities undertaken during the voyage, or as a result of aquaculture activities which involve the transport of fish including shellfish for placement in the aquaculture facility and the transport of harvested fish including shellfish from such facilities to shore for processing;
Nearest land  The term "from the nearest land" means from the baseline from which the territorial sea of the territory in question is established in accordance with international law;

Special areas  a sea area where for recognized technical reasons in relation to its oceanographic and ecological condition and to the particular character of its traffic the adoption of special mandatory methods for the prevention of sea pollution by garbage is required. For the purposes of this Annex the special areas are the Mediterranean Sea area, the Baltic Sea area, the Black Sea area, the Red Sea area, the Gulfs area, the North Sea area, the Antarctic area and the Wider Caribbean Region;

The special areas are 8 in total as defined by Annex V – Regulation 1.

2.3 Garbage type definition

Garbage is classified by following categories:
A. Plastics
B. Food wastes
C. Domestic wastes (e.g., paper products, rags, glass, metal, bottles, crockery, etc.)
D. Cooking oil
E. Incinerator Ashes
F. Operational wastes
G. Cargo residues
H. Animal Carcass(es)
I. Fishing gear
3. **COLLECTION OF GARBAGE**

Garbage includes all kinds of victual, domestic and operational waste generated during the normal operation of the ship and liable to be disposed of, continuously or periodically except those substances which are defined or listed in other Annexes of MARPOL 73/78.

- **Annex I** Oil
- **Annex II** Noxious Liquid Substances in bulk
- **Annex III** Harmful Substances in Packaged Forms
- **Annex IV** Sewage
- **Annex VI** Air pollution from ships

### 3.1 Collecting

Suitable and separated receptacles (receptacles on board can be in the form of drums, metal bins, cans, container bags, or wheelie bins) will be provided where garbage arises and as the space allows. Their locations are clearly established in the dedicated paragraph 3.2.

Crew members must place the garbage in the relevant receptacles as shown on the placards posted on board the ship.

Crew responsibilities should be assigned for collecting or emptying of these receptacles and taking the garbage to the appropriate processing or storage location.

Crew should refer to **Company Poster n° 14B** for garbage disposal.

**NOTE:**

In order to avoid any confusion all garbage receptacles in addition to the different colours should also be stencilled with the name of garbage type.

For the special types of garbage not defined by **Company Poster n° 14B** (i.e. expired medicines, exhausted batteries, bulb lamps, pyrotechnics, ...) white colour receptacles will be used and the name of the type of garbage contained shall be stencilled.

### 3.2 Locations of receptacles

#### 3.2.1 Garbage in the crew area (accommodations, crew cabins)

The cabins of Officers are served by steward while all other crew cabins are served by the respective crew.

Crew must take their garbage to the central collection and/or separation stations in the receptacles located in their cabins.

#### 3.2.2 Garbage in the public rooms

Garbage arising is being collected in receptacles served by steward and/or deck boy.

#### 3.2.3 Garbage in pantries and galleys

Very different types of garbage are being generated here. They are divided into the categories as per **Company Poster n° 14B** which are the basis for separation. All waste is taken to the collecting places at least once a day.

#### 3.2.4 Deck waste

To be collected by deck personnel and placed in the central garbage collection for discharge ashore or at sea (where permitted) or incinerated.
3.2.5 Contaminated waste
Any kind of Garbage contaminated by pollutants must not be discharged to the sea, but have to be disposed in a port as special garbage (mixed). Garbage like this has to be stored on board separately as mixed garbage and has to be marked and labelled as per Company Poster n° 14B.

3.2.6 Engine waste
To be collected by engine personnel and placed in the central garbage collection for discharge ashore, incinerated or disposed at sea.

3.2 PERSON IN CHARGE (Environmental Control Officer)
The designated Environmental Control Officer is the Chief Mate who shall advise the contents of this plan to all crew members on board, sensitizing them about garbage treatment. He will be responsible for placards in accordance with Company instructions.

He is responsible for:
✓ ensuring that the crew complies with ship’s waste management strategy;
✓ ensuring incineration of waste in accordance with the equipment manufacturer’s instructions;
✓ ensuring the proper condition and functioning of all equipment for reception, collection, processing, incineration and disposal (maintenance);
✓ liaise with shore authorities for the port reception facilities;
✓ filling up and signing the garbage record book as required;
✓ monitoring the arising amount and composition of garbage;
✓ identify appropriate measures to dispose special garbage (i.e. used bandage);
✓ verifying the effectiveness of procedures of present GARBAGE MANAGEMENT MANUAL;
✓ introducing eventual improvement in agreement with Master as deemed necessary;
✓ advising new on signer crew member(s) about specific requirements relating to garbage management.

Cook, Waiter, Bosun and Chief Fireman (or Engine Room personnel) are the designated support staff in order to ensure an extensive support in collecting, separating, processing and disposal of garbage in all departments of the vessel to the Environmental Control Officer. The designated Environmental Control Officer shall organize for collection of the garbage from all the receptacles placed in the galley, pantry, laundry upon their completion, except for galley containers that shall be emptied daily.

Waste will have to be collected for differentiates categories and will have to be labelled in case of discharge ashore.
4. **PROCESSING OF GARBAGE**

4.1 **Responsibility**

The designated Environmental Control Officer is responsible for carrying out or arranging the processing of the Garbage.

4.2 **Treatment**

- All food waste will be ground with the relative kitchen’s plant, then disposed at sea or at shore if vessel is in port.
- Plastic garbage and packing material will be reduced to the minimum volume by compacting/compressing and stored until disposal ashore.
- All glasses and metal materials will be crushed into small pieces for minimizing the volume and stored until disposal ashore.
- All papers and derivatives that will be collected during the week will be burnt together with oiled/greased rags.
- Expired drugs will be collected and classified, indicating their expiration: will be disembarked ashore at first available opportunity.
- Exhausted batteries and lamps will be separately collected and disposed ashore.
- Incinerator ashes will be separately collected and disposed ashore.
- All food waste coming from food lifted in infect areas if disposed ashore must be collected in special double bags clearly labelled and delivered to authorized shore organisation only, for disposal.
- Expired pyrotechnics are to be separately collected and disposed ashore.
- Medicines will be separately collected and disposed ashore.

4.3 **Periodicity**

The processing of garbage shall occur as and when necessary.

4.4 **Transfer**

Garbage will be transported from ship to ashore through plastic bags when same will be full.

4.5 **Equipment on board for handling and treatment**

4.5.1 **Incinerator**

| Capacity | ____________ |
| Location | Engine Room |
| Responsibility | 1st Engineer |

4.5.2 **Waste grinder**

| Capacity | ____________ |
| Location | Kitchen |
| Responsibility | Chief Cook |
4.5.3 Containers

a) 3 (three) containers (food waste-plastic-paper/rags/glass/metal) of 50 litres each (or equivalent volume) properly painted and stencilled, located in the kitchen. The responsibility of same is of the cook/waiter.

b) 6 (six) drums for the different storage of 200 litres each (or equivalent volume), properly painted with colour and stencilled as per separation plan located on deck to be used when the ship is in port and for the collection and separation station.

c) 2 (two) containers of 50 litres (or equivalent volume) for the different storage (food waste/plastic) located in each pantry properly painted with colour and stencilled as per Table 1.

d) Each cabin, CCR, ECR, Bridge, Officer and Mess/Rest Room must be provided with necessary trash bins.

e) Each Washing machine room must be provided with 2 receptacles of 50 litres each (or equivalent volume) coloured and stencilled to receive plastic and paper waste.

f) Engine room must be provided with 2 receptacles of 50 litres each (or equivalent volume) coloured and stencilled to receive plastic and paper waste.

g) Electric Work shop must be provided with 2 receptacles of 50 litres each (or equivalent volume) coloured and stencilled to receive exhausted batteries and fluorescent lamps, bulbs, aerosol cans.

h) 2nd Officer store must be provided with 2 receptacles of 50 litres each (or equivalent volume) coloured and stencilled to receive expired medicines and expired pyrotechnics.

Colours of containers are defined by Company Poster n° 14B.

Containers are to be regularly checked for their conditions by Control Officer in correspondence of waste disposal operations. Any damage to containers shall be immediately fixed. If repair is not practicable the container shall be replaced.

4.6 Grinder Machine maintenance

For the waste grinder and the incinerator are to be followed the Maker’s instructions. The containers and drums will be washed at least three times a week.

4.7 Note for Incinerator

The Garbage Management Personnel’s attention is drawn to the special rules on incineration that may exist in some special areas.

Incineration of the following items requires special precaution due to the potential environmental and health effects from combustion of by-products: hazardous materials (e.g. scraped paint, impregnated wood) and certain types of plastics (e.g.-based plastics).

Batteries, expired medicine, Aerosol cans, fluorescent tubes, chemical waste, old paint and pyrotechnics must never be incinerated.

Incinerator operator should have attended the Incinerator and Garbage Waste Management Training, in order to familiarize with the starting-up procedures as per dedicated working instructions.

4.8 Note for Compactors

Compaction reduces the volume of garbage. In most cases, the output from compactor is a block of material which facilitates the shipboard storage of garbage and its discharging of the material in a port facility.
4.9 Note for Waste Grinder Machine

Outside special areas, ships operating primarily beyond three nautical miles from the nearest land are encouraged to install and use grinders to grind food wastes to a particle size capable of passing through a screen with openings no larger than 25 millimeters. Such a process is recommended even beyond 12 nautical miles because the particle size hastens assimilation into the marine environment.

When operating inside a special area, all food wastes must be comminuted or ground prior to discharge into the sea. All discharges are shall be done, as far as practicable, anyway at not less than 12 nautical miles from the nearest land or ice-shelf.
5. STORAGE OF GARBAGE

5.1 Storing

Rubbish will be stored in dedicated containers, labelled and coloured as required. The rubbish stored in drums out of accommodations for a later disposal ashore will be collected in order not to have any accidental spillage. Drums will be also covered in order to prevent any water that may enter and compromise the solidity of same. Sufficient storage space shall be provided. The storage area shall be divided up into the different classes of wastes according to Company Poster n° 14B.

5.2 Controlling and precaution

All processed and unprocessed garbage should be tightened up, and stored in securely covered containers. The designated Garbage Management Personnel must ensure that there is no build-up of gas from the waste in the storage area.

5.3 Designated space

The designated place for collecting waste that cannot be burnt is the on poop, outside the accommodations.
6. DISPOSAL

6.1 General

According with IMO “2012 GUIDELINES FOR THE IMPLEMENTATION OF MARPOL ANNEX V” MEPC.219(63), it is recommended that ships use port reception facilities as the primary means of discharge for all garbage.

When discharging garbage, the following points should always be considered:

✓ **Company Poster n° 14B** summarizes the requirements for garbage permitted to be discharged into the sea. In general, the discharge shall take place when the ship is “en route” and as far as practicable from the nearest land. Attempts should be made to spread the discharge over as wide an area as possible and in deep water (50 meters or more). Prevailing currents and tidal movements should be taken into consideration when discharging into the sea is permitted.

✓ To ensure timely transfer of ship-generated garbage to port reception facilities, ship agents are to be advised for guidance. Disposal needs should be identified particularly when arrangements are necessary for garbage requiring special handling.

6.2 MANAGEMENT OF CARGO RESIDUES OF SOLID BULK CARGOES

Cargo residues are included in the definition of garbage within the meaning of Annex V, regulation 1.9 and may be discharged as follows:

- 12 nautical miles from the nearest land for cargo residues that cannot be recovered using commonly available methods for unloading. These cargo residues shall not contain any substances classified as harmful to the marine environment.

- Discharge of cargo residues that cannot be recovered using commonly available methods for unloading, where all the following conditions are satisfied:
  ✓ cargo residues, cleaning agents or additives, contained in hold washing water do not include any substances classified as harmful to the marine environment, taking into account guidelines developed by the Organization.
  ✓ both the port of departure and the next port of destination are within the special area and the ship will not transit outside the special area between those ports;
  ✓ no adequate reception facilities are available at those ports taking into account guidelines developed by the Organization; and
  ✓ where the three conditions above have been fulfilled, discharge of cargo hold washing water containing residues shall be made as far as practicable from the nearest land or the nearest ice shelf and not less than 12 nautical miles from the nearest land or the nearest ice shelf. However, cargo material contained in the cargo hold bilge water should not be treated as cargo residues if the cargo material is not harmful to the marine environment and the bilge water is discharged from a loaded hold through the ship’s fixed piping bilge drainage system.

6.3 DISCHARGE IN SPECIAL AREAS

Discharge in special areas is strictly regulated by MARPOL Annex V, Regulation 6.

Special areas are sea areas where, for recognized technical reasons in relation to their oceanographic and ecological condition and to the particular character of their traffic, the adoption of special mandatory methods for the prevention of sea pollution by garbage is required. Special areas are, for Garbage pollution prevention purposes, the Mediterranean Sea area, the Baltic Sea area, the Black Sea area, the Red Sea area, the Gulf's area,
the North Sea area, the Antarctic area and the Wider Caribbean Region; which boundaries are defined in details by MARPOL Annex V, Regulation 1.14.
7. RECORDS

Vessel is equipped with a **GARBAGE RECORD BOOK** in which the following occasions must be recorded:

a) when garbage is discharged into the sea in accordance with regulation 4, 5 or 6 of Annex V of MARPOL;

b) when garbage is discharged to reception facilities ashore or to other ships;

c) when garbage is incinerated;

d) accidental or other exceptional discharges or loss of garbage into the sea, including in accordance with regulation 7 of Annex V of MARPOL.

(See MARPOL Appendix to Annex V, point 4 “Entries in the Garbage Record Book”).

7.1 Registration and Signature

Each discharge operation (or completed incineration) must be recorded in the **GARBAGE RECORD BOOK** and signed for, on the date of discharge (or of the incineration) by the Chief Mate. The record must be done in the working language of vessel.

Once a page of the **GARBAGE RECORD BOOK** has been completed it shall be provided to the Master, by the Environmental Control Officer, for signature.

7.2 Entries

Entries in the **GARBAGE RECORD BOOK** shall be made on each of following occasions:

a) When garbage is discharged to a reception facility ashore or to other ships:

1 - Date and time of discharge
2 - Port or facility, or name of ship
3 - Categories of garbage discharged
4 - Estimated amount discharged for each category in cubic meters
5 - Signature of officer in charge of the operation.

b) When garbage is incinerated:

1 - Date and time of start and stop of incineration
2 - Position of the ship (latitude and longitude) at the start and stop of incineration
3 - Categories of garbage incinerated
4 - Estimated amount incinerated in cubic meters
5 - Signature of the officer in charge of the operation.

c) When garbage is discharged into the sea in accordance with regulations 4, 5 or 6 of Annex V of MARPOL:

1 - Date and time of discharge
2 - Position of the ship (latitude and longitude). Note: for cargo residue discharges, include discharge start and stop positions.
3 - Category of garbage discharged
4 - Estimated amount discharged for each category in cubic meters
5 - Signature of the officer in charge of the operation.

d) Accidental or other exceptional discharges or loss of garbage into the sea, including in accordance with regulation 7 of Annex V of MARPOL:

1 - Date and time of occurrence
2 - Port or position of the ship at time of occurrence (latitude, longitude and water depth if known)
3 - Categories of garbage discharged or lost
4 - Estimated amount for each category in cubic meters
5 - The reason for the discharge or loss and general remarks.

NOTE: when using incinerator time of starting and time of stopping MUST ALWAYS BE RECORDED

7.3 Receipts

The Master should obtain from the operator of port reception facilities, which includes barges and trucks, a receipt or certificate specifying the estimated amount of garbage transferred.
The receipts or certificates must be kept on board the ship together with the Garbage Record Book for three years.

7.4 Amount of garbage

The amount of garbage on board should be estimated in cubic metres, if possible separately according to category. The Garbage Record Book contains many references to estimated amount of garbage.

It is recognized that the accuracy of estimating amounts of garbage is left to interpretation. Volume estimates will differ before and after processing. Some processing procedures may not allow for a usable estimate of volume, e.g. the continuous processing of food waste. Such factors should be taken into consideration when making and interpreting entries made in a record.
8. **TRAINING**

Specific training shall be given to person in charge for use of incinerator before they start to operate it; such training shall be provided by Chief Engineer to designated officers and recorded using dedicated form “Garbage management staff training”. Chief engineer will provide as well to designed engineers training about garbage processing equipment, handling and disposing of garbage as part of their operational responsibilities and content of this plan for avoiding the disposal at sea of not authorized waste.

All other members of garbage management staff shall be trained by Chief Officer about garbage processing equipment, handling and disposing of garbage as part of their operational responsibilities and content of this plan for avoiding the disposal at sea of not authorized waste before assignment; such training shall be recorded using dedicated form “Garbage management staff training”. Chief Engineer and Chief officer, upon completion of required trainings shall complete the form providing a final evaluation to grant the verification and effectiveness of training.

Monthly the Chief Mate will carry out refreshment meetings and training to his assistants. Monthly refreshments/training of designated garbage management persons will be recorded by filling up the dedicated section of monthly crew safety meeting form.

Chief Mate will provide for familiarization with this manual to each embarking crewmember. Material for training could include printed materials (e.g. placards, posters, brochures, etc.), photographs, DVDs, audio and video tapes; evidence of above will be recorded completing for all crew member the “Garbage Management Manual designated personnel confirmation of reading”
9. EU LEGISLATION

Directive 2000/59/EC of the European Parliament of 27 November 2000 on port reception facilities for ship-generated waste and cargo residues applies to all ship, irrespective of their flag, calling at or operating within a port of EU Member State.

In particular article 6 & 7 of the directive (notification & waste delivery), directly applying to vessels, and Annex II (notification form) are to be considered and to be followed to comply with regulation.