



**PORT OF  
CROMARTY  
FIRTH**

# **WASTE MANAGEMENT PLAN**

**August 2015**

**Copy No: CFPA/Master**

## WASTE MANAGEMENT PLAN

---

This document has been approved for content and authorised for use by the following signatory.

Authorised Torquil Macleod  
Harbour Master

Authorised Bob Buskie  
Chief Executive

### AMENDMENT CONTROL

Approved amendments and reissues to this document are automatically distributed to personnel who appear on the distribution page. Further copies may be obtained on request from the Harbour Master. Under no circumstances are unauthorised copies to be made of controlled documents.

Copies outside the distribution list will not be maintained unless requested.

### AMENDMENT RECORD

Rev. No.	Pages affected	Approved by: (Initials)	Date
Original	1-7, A-F + 9 attachments		November 1998
Rev 01	2, 3, 6, 6a, 7		June 2001
Rev 02	1-5, 7-13 + Appendices (A&B		March 2004
Rev 03	1-19		May 2007
Rev 04	1-18		May 2010
Issue 02	All pages reviewed	KG	August 2010
Issue 03	All pages reviewed	TM	December 2013
Issue 04	Reference of 'CFPA' changed to 'PoCF'	TM	January 2015
Issue 05	All - Updated in line with Waste (Scotland) Regulations 2012		August 2015

## WASTE MANAGEMENT PLAN

---

### DISTRIBUTION

	<b>Copy No.</b>
<b>Port of Cromarty Firth:</b>	
<b>Chief Executive</b>	<b>1</b>
<b>Harbour Master</b>	<b>2</b>
<b>Facilities Foreman</b>	<b>3</b>
<b>Maritime &amp; Coastguard Agency</b>	<b>4</b>

## WASTE MANAGEMENT PLAN

---

### Contents

Waste Management Plans .....	5
Relevant Legislation .....	5
Boundaries of Cromarty Firth Port Authority Jurisdiction .....	6
Operators within Port Limits.....	6
Location of Waste Reception Facilities .....	6
Port Waste Management Consultation .....	7
Nigg Energy Park .....	7
Cromarty Harbour.....	7
Highland Deephaven Jetty .....	7
Nigg Oil Terminal.....	7
Admiralty Pier .....	7
Evaluation of Waste Reception Needs of Vessels.....	8
Waste Collection – Port of Cromarty Firth Facilities.....	9
1. Analysis of Needs .....	9
2. Amounts of Waste Actually Received in the Port Area .....	9
3. Means of Recording of Waste Landed and Use of Reception Facilities.....	10
Provision and Cost Information – Port of Cromarty Firth Facilities.....	11
1. Reception Facilities for General Waste.....	11
2. Reception Facilities for Other Types of Waste.....	11
3. Disposal of Waste.....	11
4. Notification .....	12
5. Charging .....	12
6. Reporting Inadequacies of Segregated Waste Reception Facilities.....	12
Port Waste Management Facilities Table 2008 .....	13
Port Waste Management Facilities Table 2009 .....	14
Port Waste Management Facilities Table 2010 .....	15
Port Waste Management Facilities Table 2011 .....	16
Port Waste Management Facilities Table 2012 .....	17
Waste Reception Information for Users of Port of Cromarty Firth Facilities .....	18

## WASTE MANAGEMENT PLAN

---

### Waste Management Plans

#### Relevant Legislation

Statutory Instrument 2003 No.1809 – The merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 as amended.

MGN 358 (M+F) Consolidated European Reporting System (CERS) Reporting requirements in respect:- Port Waste Infringements and Bulk Carrier Infringements.

MGN 377 (M+F) - Guidance for the Completion of the Notification Form Required under the Merchant Shipping and Fishing Vessel (Port Waste Reception Facilities) Regulations 2003 (SI 2003/1809), as amended.

MGN 385 (M+F) – Guidance on the Merchant Shipping (Prevention of Pollution by Sewage and Garbage from ships) Regulations 2008

MGN 387 (M+F) – Guidance on the Merchant Shipping and Fishing Vessel (Port Waste Reception Facilities) Regulations 2003 and amendments

Environment Protection Act 1990 as amended by the Waste (Scotland) Regulations 2012 – requires that: “separate collection” meaning that waste is presented for collection, and collected, in a manner that ensures that—

- (i) dry recyclable waste is kept separate from other waste;
- (ii) waste from one dry waste stream is kept separate from waste in another such stream;
- and
- (iii) food waste is kept separate from other waste;”.

Furthermore “(2E) It shall, from 1st January 2014, be the duty of any person who produces controlled waste (other than an occupier of domestic property as respects household waste produced on the property) to take all reasonable steps to ensure the separate collection of dry recyclable waste.

These regulations and guidance outline the requirement for harbour authorities and terminal operators to provide segregated waste reception facilities which are adequate to deal with waste of types covered by the regulations from ships normally using the harbour or terminal. In addition it requires the harbour or terminal to prepare, submit for approval and thereafter to implement a waste management plan.

## WASTE MANAGEMENT PLAN

---

### Person Responsible for implementation of this Plan

The person responsible for the implementation of this plan will be the Harbour Master for Port of Cromarty Firth.

### Boundaries of Cromarty Firth Port Authority Jurisdiction

On the north, a straight line drawn from the rock which dries 6 feet situated about 0.45 miles 190° from Port an Righ to a position in latitude 57° 42.5' north, longitude 3° 52' west; on the east, a straight line drawn from a position latitude 57° 42.4 north, longitude 3° 52' west to a position latitude 57° 38' north, longitude 3° 57' west; on the south so much of a straight line drawn from Navity Chimney to a position in latitude 57° 38' north, longitude 3° 57' west as lies to seaward of the coast.

### Operators within Port Limits

Operators of marine facilities within the port area are:

Nigg Energy Park	operated by Global Energy Services
Nigg Oil Terminal	operated by Talisman Energy
Saltburn Pier	operated by Port of Cromarty Firth
Admiralty Pier	operated by Bannerman & Co
Invergordon Service Base	operated by Port of Cromarty Firth
Highland Deephaven Jetty	operated by Technip UK Ltd
Cromarty Harbour	operated by Cromarty Harbour Trust

### Location of Waste Reception Facilities

The aim is to locate segregated waste reception facilities within easy access of the vessel whilst alongside. Any request for specialised waste facilities will be sited at the appropriate vessel or as near as practicable to it.

## WASTE MANAGEMENT PLAN

---

### Port Waste Management Consultation

Since this plan was originated, a Port users forum has been established for the Cromarty Firth and ongoing consultation regarding waste is held with the forum at regular meetings

Discussions with persons and organisations that are users or represent users of waste reception facilities have been undertaken. Discussions have also been undertaken with the owners / operators of the Nigg Oil Terminal, Nigg Energy Park, Highland Deephaven Jetty, Admiralty Pier and Cromarty Harbour. Details of annual vessel arrivals at the facilities in the Cromarty Firth can be found in the tables annexed to this plan.

#### Nigg Energy Park

Discussion with Group QHSE for Global Energy Group.

The number of vessels calling at the Energy Park at Nigg is low, skips for segregated waste are organised by the vessel agent as necessary.

#### Cromarty Harbour

Discussion Harbour Master.

This is a small harbour used by full and part time fishermen and seasonal leisure craft. Highland Council segregated waste facilities at the harbour which are emptied on a weekly basis.

#### Highland Deephaven Jetty

Discussion with PFSO for Technip UK Ltd at Highland Deephaven.

This pipeline loading facility is operated by Technip UK Ltd. The number of vessel calls is low and seasonal. Skips provided for segregated waste during periods of shipping activity are emptied as necessary by a waste contractor.

#### Nigg Oil Terminal

Discussion with Marine Superintendent and PFSO.

Crude Oil Tankers call at Nigg Oil Terminal to load or discharge. On average between 30 and 60 tankers call at Nigg Oil Terminal annually. Arrangements for the reception of segregated waste consist of 1.1 m<sup>3</sup> Eurobins, additional skips are arranged via local waste contractor if required.

#### Admiralty Pier

Discussion with PFSO for Bannermans.

This pier is owned by Bannerman & Co and is primarily used by cruise liners during the summer months and offshore and subsea vessels during the winter. Segregated waste skips are provided as required via the ships agent.

## WASTE MANAGEMENT PLAN

---

### Evaluation of Waste Reception Needs of Vessels

The original calculations which were used for the 1998 plan are as detailed below:

1. A record of vessels utilising the piers and jetties for 1997 was compiled.
2. A breakdown into vessel types on piers and jetties for 1997.
3. Estimation of waste and garbage generated from these vessels.
4. The following assumptions have been used in arriving at waste quantities:
  - a) 1Kg of garbage per day per person
  - b) A figure of 5 days at sea since last port was assumed
  - c) Vessels in port for repair and maintenance are provided with waste reception facilities on an individual basis

These calculations have stood the test of time and although the amount of waste declared varies from year to year the facilities provided have been adequate to cope with the volumes received.

In recent years the number of vessels using the port has tended to be steady.



## WASTE MANAGEMENT PLAN

---

### Waste Collection – Port of Cromarty Firth Facilities

#### 1. Analysis of Needs

The practice at Port of Cromarty Firth quays and jetties is that all normal domestic waste reception facilities required for vessels are provided by PoCF. Within the Service Base, separate enclosed skips for segregated waste streams are provided for use by contractors on site and are available for ships' waste. These segregated waste streams are provided by a local licensed waste contractor, who is responsible for emptying and replacing the waste reception facilities on an as required basis. Separate skips for co-mingled recyclables and non-recyclable wastes will be provided at Saltuburn Pier and at various locations on the Service Base. The license waste contractor will separate the co-mingled recyclable materials at the receiving site.

Mobile Offshore Units (MOU's): these semi-submersible and jack-up units utilise the Service Base facilities for shipyard services, separate enclosed skips for segregated waste streams are part of the contractor's provisions.

Cruise Liners: this is a seasonal trade and separate enclosed skips for segregated waste streams are provided on an individual basis, through the vessel's agent.

Reception facilities for waste oils, oily waste and sewage, within Cromarty Firth, are provided by approved contractors. This is on an as required basis with the ships agents ordering the services directly. In the case of MOU's in for repair and maintenance, this service is once again provided by the same approved contractors but organised by the Project Manager.

#### 2. Amounts of Waste Actually Received in the Port Area

The table below shows the actual quantity of waste declared as landed by ships over the past five years 2008 – 2012 (incl.) N.B. This excludes MOU's.

<u>Year</u>	<u>General Waste</u>	<u>Waste Oil/Water Mixture</u>
<b>2008</b>	668.72m3	159.36m3
<b>2009</b>	350.119m3	159.96m3
<b>2010</b>	834.69m3	472.1m3
<b>2011</b>	599.222m3	275.16m3
<b>2012</b>	634.77m3	90.27m3

## WASTE MANAGEMENT PLAN

---

### 3. Means of Recording of Waste Landed and Use of Reception Facilities

The quantity of waste landed at facilities in the Cromarty Firth is obtained by adding together the totals for all returns received by the Port of Cromarty Firth, in the calendar year. This figure is retained for statistical purposes and provided to government agencies as required. It is assumed that all waste declared is landed at the reception facilities provided. PoCF is charged by their contractor for the weekly uplift of waste; each uplift is itemized on the contractor's monthly invoice allowing the ability to monitor usage of reception facilities at berths owned/ operated by the Port of Cromarty Firth.

Waste Transfer Notes (WTNs) detailing the nature and quantity of all waste uplifted from the Invergordon Service Base are prepared by waste management contractors. The waste producer's copies are collected by PoCF and retained on file for a minimum of 2 years.

## WASTE MANAGEMENT PLAN

---

### Provision and Cost Information – Port of Cromarty Firth Facilities

#### 1. Reception Facilities for Segregated Waste Streams

##### Saltburn Pier

Two enclosed skips are located on the pier for the sole use of ships, one for co-mingled recyclable waste and the other for non-recyclable materials; as shown on the plan (Appendix A). These will cope with general waste and dry recyclables and are emptied on a weekly basis, or more frequently if required by a licensed waste contractor. The co-mingled recyclables are separated by the waste contractor at the receiving site.

##### Service Base

Enclosed skips for co-mingled recyclables and non-recyclable waste are provided at various points on the service base. These locations are detailed below, and shown on the plan (Appendix A).

- Berths 1 and 2: One co-mingled recyclables skip and one non-recyclables skip are located adjacent to the workshops between berths 1 and 2.
- Berths 3 and 4: One co-mingled recyclables skip and one non-recyclables skip are located on the quayside between berths 3 and 4.
- Queen's Dock: One co-mingled recyclables skip and one non-recyclables skip are located adjacent to the workshops to the east of the Queen's Dock.
- Phase 3: One co-mingled recyclables skip and one non-recyclables skip are located on the Phase 3 quayside.

These skips are emptied on a weekly basis or as required, by a licensed waste contractor. The co-mingled recyclables are separated by the waste contractor at the receiving site. If additional capacity is required extra segregated waste receptacles can be provided alongside a ship on request.

Small commercial workboats operating within the Cromarty Firth use the same domestic waste reception facilities, as are provided by the Port of Cromarty Firth for larger vessels. There are also 2 Eurobins for co-mingled recyclables and non-recyclable waste located in the West Harbour; close to where the small boats/recreational users berth. The pilot boats operated by the Port of Cromarty Firth are not normally away from the base for more than a few hours at a time. They share the same domestic waste facilities as the Port of Cromarty Firth.

#### 2. Reception Facilities for Other Types of Waste

Reception facilities for other types of waste, including oils, sewage, medical and non EU food waste are available on request when declared prior to the vessel arriving. These are chargeable and budget costs are available from local contractors – Highland Waste Services, Shanks, Biffa, Sureclean & M.S. Industrial Services, etc.

#### 3. Disposal of Waste

All non-recyclable waste handled by local contractors, is taken out of the area and disposed of by incineration or land fill at licensed sites in either Aberdeen-shire or the central belt.

## WASTE MANAGEMENT PLAN

---

### 4. Notification

Notification by ships of the waste they are carrying and wish to land is passed:

- a) Via their Agent or
- b) Direct to the Port

Vessels may submit their notification by fax or e-mail. Vessels and their agents are aware of the procedure as laid down by the Directive 2000/59/EC and common throughout Europe

The Port of Cromarty Firth maintains a record of all waste declarations made by vessels using the facilities in the Cromarty Firth, it is anticipated that under normal circumstances declarations will be retained for a 5 year period.

### 5. Charging

The mandatory waste charge is 0.5p per gt for vessels of 50 gross tonnes and over berthing on the Port of Cromarty Firth facilities. This charge includes the provision of waste reception facilities for ship's normal domestic waste for each period of seven calendar days or part thereof. The above charge includes the costs of treatment and disposal of the waste.

The above charge is included in berth dues. Vessels, ship owners, agents and port users are made aware of the fee, as it is clearly stated in the Port of Cromarty Firth's standard schedule of charges which is widely distributed and is also available from the Port of Cromarty Firth free of charge on request.

It is calculated based on the total revenue raised by vessels berthing on Port of Cromarty Firth facilities divided by the total costs of provision of facilities, disposal and treatment of ship's domestic waste.

100% of the total costs for providing waste reception at PoCF facilities are recovered by the mandatory charge.

### 6. Reporting Inadequacies of Segregated Waste Reception Facilities

Vessels are free to contact Port Radio through VHF or telephone to request additional segregated bins / enclosed skips if these are required. This service may also be requested via the vessel agent.

Complaints from vessels regarding inadequacies in the port waste reception facilities are received directly from the vessel or via the agent. All such complaints will be investigated and adequate facilities provided where required.

## WASTE MANAGEMENT PLAN

---

### Port Waste Management Facilities Table 2008

#### Vessel Arrivals

Facility (Operator)	Tanker	Dry Cargo	Oil-Field Related Vessels	MOU's	Passenger	Non- Trading	Fish Vessels	2008 TOTAL
Nigg Energy Park (GEG)		5	2					7
Nigg Oil Terminal (Talisman)	27		1					28
Saltburn Pier (PoCF)	2	39	15		2	38		96
Admiralty Pier (Bannerman)	3	3	5		44			55
Service Base (PoCF)	16	85	94	7	3	27	2	234
Highland Deephaven (Technip)			6					6
Firth		3	31	4		2		40

## WASTE MANAGEMENT PLAN

---

### Port Waste Management Facilities Table 2009

#### Vessel Arrivals

Facility (Operator)	Tanker	Dry Cargo	Oil-Field Related Vessels	MOU's	Passenger	Non- Trading	Fish Vessels	2009 TOTAL
Nigg Energy Park (GEG)		14	9					23
Nigg Oil Terminal (Talisman)	63							63
Saltburn Pier (PoCF)	5	49	8			41		103
Admiralty Pier (Bannerman)		1	8		46	2		57
Service Base (PoCF)	18	61	80	4	4	60		227
Highland Deephaven (Technip)			16					16
Firth		1	13	3		10		27

## WASTE MANAGEMENT PLAN

---

### Port Waste Management Facilities Table 2010

#### Vessel Arrivals

Facility (Operator)	Tanker	Dry Cargo	Oil-Field Related Vessels	MOU's	Passenger	Non- Trading	Fish Vessels	2010 TOTAL
Nigg Energy Park (GEG)		24	31					55
Nigg Oil Terminal (Talisman)	58							58
Saltburn Pier (PoCF)		80	15		7	82		184
Admiralty Pier (Bannerman)	2	7	14		50			73
Service Base (PoCF)	14	45	74	5	2	48		188
Highland Deephaven (Technip)			6					6
Firth	4	2	24	6	2	23		61

## WASTE MANAGEMENT PLAN

---

### Port Waste Management Facilities Table 2011

#### Vessel Arrivals

Facility (Operator)	Tanker	Dry Cargo	Oil-Field Related Vessels	MOU's	Passenger	Non- Trading	Fish Vessels	2011 TOTAL
Nigg Energy Park (GEG)		23	26					49
Nigg Oil Terminal (Talisman)	63							63
Saltburn Pier (PoCF)		58	17		6	71		152
Admiralty Pier (Bannerman)	3	2	8		52			65
Service Base (PoCF)	18	42	79	6	4	81		230
Highland Deephaven (Technip)			8					8
Firth	12	4	43	3		35		96



## WASTE MANAGEMENT PLAN

### Port Waste Management Facilities Table 2012

#### Vessel Arrivals

Facility (Operator)	Tanker	Dry Cargo	Oil-Field Related Vessels	Oil Rigs	Passenger	Non- Trading	Fish Vessels	2012 TOTAL
Nigg Energy Park (GEG)		19	41	2				61
Nigg Oil Terminal (Talisman)	61							61
Saltburn Pier (PoCF)		54	21		8	73		153
Admiralty Pier (Bannerman)	5	12	21		53			91
Service Base (PoCF)	15	36	85	4	6	39		185
Highland Deephaven (Technip )			14					14
Firth	26	3	31	5	3	41		109

## WASTE MANAGEMENT PLAN

---

### Waste Reception Information for Users of Port of Cromarty Firth Facilities

In order to ensure compliance with the Merchant Shipping and Fishing Vessel (Port Waste reception Facilities) Regulations 2003 as amended and the Waste (Scotland) Regulations 2012, it is fundamentally important that vessel Masters' and Agents take note of the requirements for landing segregated waste as outlined below while using berths and facilities owned or operated by Port of Cromarty Firth. For other berths and facilities within the Cromarty Firth, clarification should be sought with the berth operator, by the vessel agent, in respect to the provision of segregated waste facilities.

#### Location of Waste Reception Facilities:

##### **Saltburn Pier**

Two enclosed skips are located on the pier for the sole use of ships, one for co-mingled recyclable waste and the other for non-recyclable materials; as shown on the plan. These will cope with general waste and dry recyclables only, and are emptied on a weekly basis, or more frequently if required.

##### **Service Base**

Enclosed skips for co-mingled recyclables and non-recyclable waste are provided at various points on the service base. These locations are detailed below, and shown on the plan.

- Berths 1 and 2: One co-mingled recyclables skip and one non-recyclables skip are located adjacent to the workshops between berths 1 and 2.
- Berths 3 and 4: One co-mingled recyclables skip and one non-recyclables skip are located on the quayside between berths 3 and 4.
- Queen's Dock: One co-mingled recyclables skip and one non-recyclables skip are located adjacent to the workshops to the east of the Queen's Dock.
- Phase 3: One co-mingled recyclables skip and one non-recyclables skip are located on the Phase 3 quayside.

These skips will cope with general waste and dry recyclables only, and are emptied on a weekly basis, or as required.

In addition there are also 2 Eurobins for co-mingled recyclables and non-recyclable waste located in the West Harbour; close to where the small boats/recreational users berth. These facilities are provided for the use of small or recreation vessels only.

#### Types of Waste Handled

The above facilities are provided for ships segregated dry waste only. Reception facilities for other types of waste, including oils, sewage, medical, and non EU food waste are available on request when declared prior to the vessel arriving. These are chargeable and budget costs are available from local contractors via the vessel agent.

#### Procedures for Delivery

## WASTE MANAGEMENT PLAN

---

Vessels should in the first instance make a declaration of waste to be landed, using the statutory waste declaration form available on the PoCF website [www.cfpa.co.uk](http://www.cfpa.co.uk). This should be either e-mailed ([shipping@cfpa.co.uk](mailto:shipping@cfpa.co.uk)) or faxed (00 44 1349 854172) to Port of Cromarty Firth Port Radio. Once alongside, the segregated waste should be placed in the appropriate receptacles provided. Where non-general waste is to be landed or additional facilities are required, the vessel Master should ensure that additional facilities have been ordered by the agent as required.

### Charges

The mandatory waste charge is 0.5p per gt for vessels of 50 gross tonnes and over berthing on the Port of Cromarty Firth facilities. This charge includes the provision of waste reception facilities for ship's normal domestic waste for each period of seven calendar days or part thereof. The above charge includes the costs of treatment and disposal of the waste and is included in the berth dues. Vessels are free to contact Port Radio through VHF or telephone to request additional bins / skips if these are required. This service may also be requested via the vessel agent.

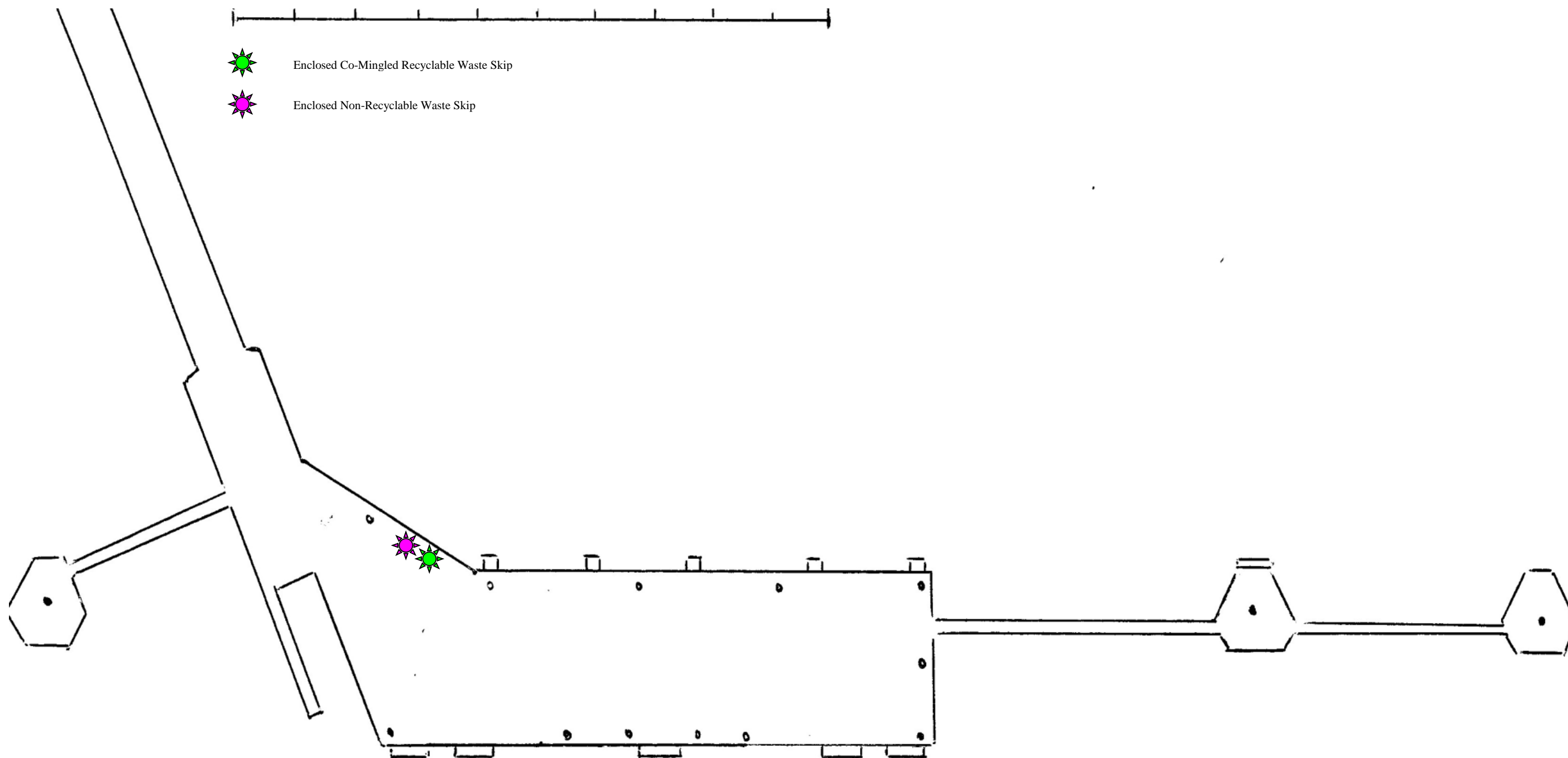
### Reporting Inadequacies of Waste Reception Facilities

Vessels should contact Port Radio by VHF (CH: 11), telephone (01349 852308) or via the agent to request additional bins / skips if these are required.

Complaints from vessels with respect to the inadequacy of waste reception facilities will be investigated and adequate facilities provided where required and prior notification received.

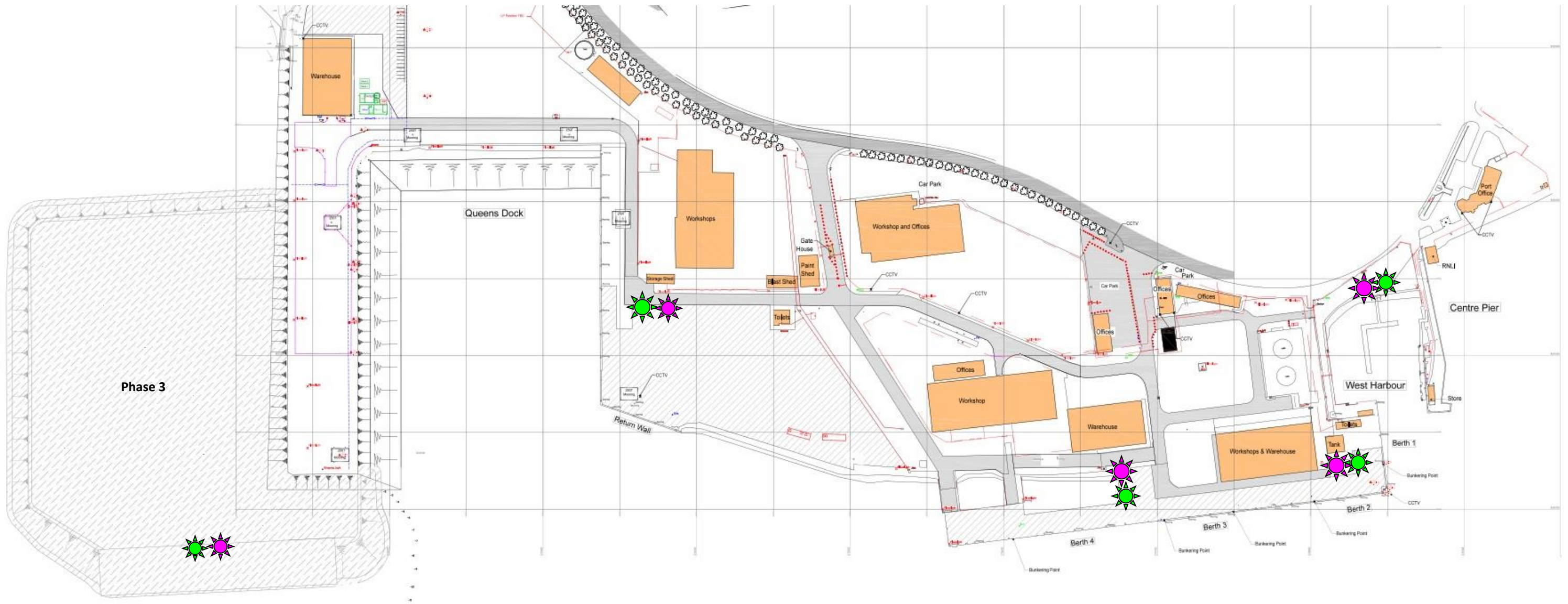
### WASTE MANAGEMENT PLAN



#### Location of Waste Reception Facilities at Saltburn Pier



# WASTE MANAGEMENT PLAN

## Location of Waste Reception Facilities at the Service Base



-  Enclosed Co-Mingled Recyclable Waste Skip
-  Enclosed Non-Recyclable Waste Skip

## WASTE MANAGEMENT PLAN

---

### List of Approved Waste Contractors

#### General Waste

##### **Highland Waste Services Ltd**

Unit 1  
Cromarty Firth Industrial Park  
Invergordon  
Ross-shire  
01349 853660

##### **Pat Munro Waste Services**

35 - 39 Lotland Street  
Inverness  
IV1 1ST  
01463 226080

##### **Biffa Waste Services Ltd**

Greenbank Road  
East Tullos Industrial Estate  
Aberdeen  
01224 894042

##### **Shanks**

Evanton Industrial Estate  
Evanton  
Ross-shire  
01349 830852

#### Oil & Sewage Waste

##### **MS Industrial Services Ltd**

Admiralty Base  
Shore Road  
Invergordon  
Ross-shire  
01349 854454

##### **Sureclean Ltd**

10 River Drive  
Teaninich Industrial Estate  
Alness,  
Ross-shire  
01349 884480