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To all Agents

28 September 2020

**Re: Acquaintance with the procedure for ship-generated waste management in case of suspicion or certainty of infection of the crew with the COVID-19 virus**

Dear Sir/Madam,

In 2020, we are all adapting to a new situation caused by the COVID-19 virus. Due to this, determined changes were introduced in the Port of Koper in the collection and management of waste generated by ships.

We would like to inform you that in case of suspicion or certainty of infection of the ship's crew with the COVID-19 virus, a slightly modified protocol will apply upon the transfer of waste from the ship. Namely, the shipowner should continue to collect waste separately on board, but in case of some types of waste which could have been contaminated by the infected crew, the shipowner should provide that these types of waste are put in well-tied double bags and deposited in appropriate waste containers in the port which will be placed at the side of the ship. As concerns liquid waste disposal, a hose will have to be connected to the port equipment. In the case of waste disposal at sea, all waste needs to be delivered in tied double bags. Waste that cannot be deposited in bags will be dropped from the ship with a net into the container located on the waste-collector's boat. A more detailed description of waste management for each type of waste is presented in Enclosure 1. As Enclosure 2, we attach an explanation from the National Institute of Public Health (NIJZ).

Certificates on waste disposal shall be exchanged electronically.

The price of the service does not change.

We kindly ask you to adhere to the protocol. In the opposite case, we will be forced to refuse to collect your waste in order to avoid the risk of spreading the virus.

Thank you for your understanding and best regards.

Submitted by:

Franka Cepak  
Head of Environmental  
Protection Department



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Assisted by:

Andrej Pučko

Health Protection and Ecology Department Specialist

**Enclosures:**

- Enclosure 1: Procedure for ship-generated waste management where there is a suspicion or certainty of infection of the crew with the COVID-19 virus;
- Enclosure 2: Explanation of NIJZ on how to deal with ship-generated waste where there is a suspicion or certainty of infection of the crew with the COVID-19 virus.

## **Procedure for ship-generated waste management where there is a suspicion or certainty of infection of the crew with the COVID-19 virus**

We have prepared a description of the waste-delivery process and collection of waste from ships where infection of crew members with the COVID-19 virus is confirmed or has been recently confirmed. The procedure refers to waste normally handed over by ships.

### **1. Waste collection on shore**

<b>Waste No.</b>	<b>Waste designation</b>	<b>Waste handling by crew</b>
	Fecal water	The crew connects a hose.
I <sup>st</sup> category	Kitchen waste from ships	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.
08 01 11*	Waste paints and varnishes containing organic solvents or other dangerous substances	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.
13 04 03*	Ship's (bilge) oil from other ship traffic	The crew connects a hose.
13 05 07*	Oil-contaminated water from oil – water-separation devices	The crew connects a hose.
15 01 01	Paper and cardboard packaging	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.
15 01 02	Plastic packaging	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.
15 01 03	Wooden packaging	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.
15 01 04	Metal packaging	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.
15 01 07	Glass packaging	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.
15 01 10*	Packaging containing residues of hazardous substances or contaminated with hazardous substances	The crew delivers the waste to shore in a DOUBLE CLOSED BAG and disposes it in waste-collection containers located on shore which will be positioned under the ship.

15 02 02*	Absorbents, filter media, cleaning cloths and protective clothing contaminated with hazardous substances	The crew delivers the waste to shore in a DOUBLE CLOSED BAG and disposes it in waste-collection containers located on shore which will be positioned under the ship.
19 01 13*	Ash containing dangerous substances	The crew delivers the waste to shore in a DOUBLE CLOSED BAG and disposes it in waste-collection containers located on shore which will be positioned under the ship.
20 01 21*	Fluorescent tubes and other wastes containing mercury	The crew delivers the waste to shore in a DOUBLE CLOSED BAG and disposes it in waste-collection containers located on shore which will be positioned under the ship.
20 01 32	Medicines not listed under 20 01 31	The crew delivers the waste to shore in a DOUBLE CLOSED BAG and disposes it in waste-collection containers located on shore which will be positioned under the ship.
20 01 33*	Batteries and accumulators listed under 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries and accumulators	The crew delivers the waste to shore and disposes it into waste collection containers located on shore which will be positioned under the ship.
20 01 35*	Discarded electrical and electronic equipment containing dangerous substances, not listed under 20 01 21 and 20 01 23	The crew delivers the waste to shore and disposes it into waste collection containers located on shore which will be positioned under the ship.
20 01 36	Discarded electrical and electronic equipment containing dangerous substances, not listed under 20 01 21, 20 01 23 and 20 01 35	The crew delivers the waste to shore and disposes it into waste collection containers located on shore which will be positioned under the ship.
20 01 39	Plastics	The crew delivers the waste to shore in a DOUBLE CLOSED BAG and disposes it in waste-collection containers located on shore which will be positioned under the ship.
20 03 01	Mixed municipal waste	The crew delivers the waste to shore in a DOUBLE CLOSED BAG and disposes it in waste-collection containers located on shore which will be positioned under the ship.
20 03 07	Bulk waste	The crew delivers the waste to shore and disposes it in waste-collection containers located on shore which will be positioned under the ship.

## 2. Off-shore waste collection

If waste disposal occurs at sea and waste has to be collected by boat, the procedure is slightly different. The crew must dispose all waste in well-tied double bags and drop it on the boat. Waste that cannot be delivered in bags must be lowered with a net above a container of 5 m3 placed on the boat where a representative of the waste collector will release the net so that the waste can fall into the container.

### **3. Record of waste hand-over**

Waste delivery certificates are not signed at the place of waste delivery. The waste collector's representative forwards the scanned record of waste disposal to the shipowners' agent who signs it on behalf of the shipowner and returns it to the waste collector by e-mail.

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Ref. No. 092-52/2020-11 (533)

Koper, date: 26 August 2020

To:

Mr. Boris Kranjac

Director

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[Boris.Kranjac@luka-kp.si](mailto:Boris.Kranjac@luka-kp.si)

**Re: Answer to Your Letter No. 092-52/2020-10 (533)**  
**Explanation of how to deal with ship-generated waste when there is a suspicion or certainty of infection of the crew with the COVID-19 virus**

Dear Sir,

On 24 August 2020 we received your letter in which you informed us that you are performing the national commercial public service of waste collection from vessels in the Port of Koper area. In your letter, you also included a list of waste and waste materials that are usually generated on ships.

You asked us for an explanation whether contagious or potentially infectious waste retains the same name and designation classification number and who can handle them, and how.

We hereby submit the following instructions concerning waste management:

- Waste should be disposed in double plastic bags which have to be well tied.
- Mark the tied bags properly and do not open them under any circumstances.
- Store the tied bags for at least 72 hours separately from other waste in such a way that they do not pollute the environment or endanger human health.
- After 72 hours, waste can be handed over to the waste collector as usual.
- When handling waste, use appropriate protective equipment and ensure that your employees wash and disinfect their hands.

Best regards,

District Office Director - Dr. Boris  
Kopilović, dr.med., spec epid. in MDPŠ



*Boris Kopilović*  
spec. epidemiolog



Nacionalni inštitut  
za javno zdravje

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