

3. INFORMATION ON A SERVICE AVAILABLE TO ALL PORT USERS

The reception scheme for ship-generated waste and cargo residues at the Port of Koper is kept with the collector of waste from vessels as well as at the office of employee health and environmental protection service. Information in relation to this service is available to all users of the Port of Koper, and can be found at the *Luka Koper* website (www.luka-kp.si/eng/).

3.1 Brief instructions on the precise delivery of ship-generated waste and cargo residues, as well as a description of collection procedures

Ship operator by means of a form from the Enclosure 2 to the Decree on the port's facilities for the collection of ship-generated waste and cargo residues (Official Gazette of RS, No. 78/2008) and/or through the application National Single Window (NSW) conveys the required data on the waste delivery to the Maritime Directorate of the Republic of Slovenia and waste collector at least 24 hours prior to the ship's arrival resp. as soon as the port of call is known.

Collection and disposal of ship-generated waste and cargo residues starts when the ship moores at berth resp. when it is moored in the port. A proper collection of waste that the ship-generated waste collector can not or is not allowed to collect, shall be organised by an authorised operator.

A proper disposal of waste is essential to ensure environmental protection as well as health and safety of all parties involved in maritime transport operations and the provision of port services.

During regular working hours, the collection and disposal of waste shall be implemented as follows: the representatives of ship-generated waste shall visit vessels moored in the Port. In the presence of the master, waste shall be collected in the prescribed manner. Sorted wastes, each type of which must be in the prescribed format, shall be collected separately. Upon waste collection, the vessel's master shall confirm the types and quantities of waste being collected on a submitted form. In the event that the vessel using the port cannot be reached from the quayside, the same procedure shall be implemented by means of a watercraft, which shall come alongside the visiting vessel.

Luka Koper provides the collection of separated waste and namely: plastics, waste timber, paper, metals and hazardous substances are all collected separately by a vehicle (on the quayside) or a watercraft (in the harbour) which then disposes the waste materials at the Port's waste management centre.

Organic (galley) waste shall be collected in special sealable 50-litre casks (empty casks shall be delivered by the ship-generated waste collector) which prevent the spread of infection thanks to an adapted closure.

Oil-contaminated bilge waters are collected by a road tanker and afterwards they are re-pumped at the collecting facility, from where they are passed to an authorised provider for further treatment. Connecting a pipeline from the collector to a flange on board the vessel shall be the obligation of the vessel's crew. Any such flange must comply with international maritime standards (in the event of a non-compliance the customer is obliged to provide a

new one). The vessel must be equipped with a functional pump capable of transferring waste liquids from any storage tank to the collection truck ashore.

The vessel's agent is obliged to inform the master that a representative or crewmember should oversee the pumping of waste, as well as ensure that a pumping operation is immediately halted in the event of any danger or spillage. In the event that the vessel using the port cannot be reached from the quayside, the same procedure shall be implemented by means of a watercraft.

The collection of faecal (grey) waters from vessels shall be implemented either by a harbour launch or quayside vehicle. Such waters are collected untreated and discharged into the municipal sewage system.

Cargo residue wastes shall be collected by the vehicle or watercraft and transported to the waste management centre for reprocessing.

Outside of regular working hours, waste shall only be collected through an order and any such collection shall be subject to a higher tariff, as defined in the price list.

3.2 Location of port reception facilities for ship-generated waste and cargo residues

A vessel using the Port of Koper can deliver waste to the quayside where it is moored or relinquish it at anchorage. The collection shall be performed at the quayside by an appropriate vehicle or at the sea by an especially designated launch. Both waste collector and vessel shall strive not to obstruct cargo handling operations as a consequence of waste collection. If such is not possible, then the collection process should present the least possible inconvenience to unloading/loading.

3.3 Ship-generated waste and cargo residues that are collected at the Port of Koper

The Port of Koper collects all types of ship-generated waste. The Tables 22 and 23 (below) illustrate hazardous and non-hazardous wastes of the types which are usually collected from vessels using the Port of Koper.

Some waste has not been collected yet and some waste some has not been classified yet in the table, since in principle it is not expected. In the event there could be a need to deliver the waste waste not listed in the table, we can provide for the collection, since the waste collector can act as an agent.

Table 22: Hazardous waste collected from ships using the Port of Koper

Classification No.	Waste Type
Category I	Ship-generated kitchen waste
13 04 03*	Bilge oils from other navigation
13 05 07*	Oily water from oil / water separators
15 01 10*	Packaging containing residues of hazardous substances or polluted with hazardous substances
15 02 02*	Absorbents, filtering agents, cleaning cloths, protective clothing polluted with hazardous substances
16 06 07*	Oil filters
16 01 07*	Lead batteries
19 01 13*	Ashes containing hazardous substances
20 01 21*	Fluorescent tubes and other mercury-containing waste

20 01 31*	Cytotoxic and cytostatic medicines
20 01 33*	Batteries and accumulators listed under 16 06 01, 16 06 02 or 16 06 03, and unsorted arrays or collections of batteries and accumulators which contain such listed types of battery and/or accumulator
20 01 35*	Electrical and electronic equipment containing hazardous substances of a type not listed under 20 01 21 and 20 01 23
-	Faecal waters

* - Hazardous waste

Table 23: Non-hazardous waste collected from ships using the Port of Koper

Classification No.	Waste
15 01 01	Paper and cardboard packaging
15 01 02	Plastic packaging
15 01 03	Wood packaging
15 01 04	Metal packaging
15 01 07	Glass packaging
20 01 32	Medicines not listed under 20 01 31
20 01 34	Batteries and accumulators not listed under 20 01 33
20 01 36	Electrical and electronic equipment not listed under 20 01 21, 20 01 23 and 20 01 35
20 01 39	Plastic
20 03 01	Mixed municipal waste
20 03 07	

3.4 Contact information: available services and their providers

Waste collection service

Waste collection services for ship-generated waste at the Port of Koper are undertaken by the *Luka Koper d.d.* subsidiary *Luka Koper INPO d.o.o.*

The contact person: Mr Kristifor Pantelin, head of public utility service unit

Contact details:

Telephone: +386 (0)5 66 56 762

Fax: +386 (0)5 66 56 406

E-mail: inpokomunala@luka-kp.si

In the event that the collector of ship-generated waste cannot or it is not permitted to collect a particular waste type from vessels, the said collector shall act as an agent and he shall organise the collection of waste via an appropriate authorised collector of such waste.

Complaints regarding the collection of ship-generated waste and cargo residues

Contact details of *Luka Koper d.d.*

Telephone: +386 (0)5 66 56 100

E-mail: portkoper@luka-koper.si

3.5 Fee system

The fee system or financing sources for the collection of ship-generated waste and cargo residues is regulated by the Decree on the manner, subject and conditions for the performance of mandatory public utility service in relation to the collection of ship-generated waste at the Port of Koper (Official Gazette of RS, No. 59/2005). The port fees are determined by the Maritime Code (The Official Gazette, No. 62/2016, 41/2017).

The tariff for provision of the mandatory public utility service in relation to the collection of the ship-generated waste is made out in compliance with the Resolution on definition

of tariffs related to the provision of services by a mandatory public utility service in the Port of Koper (Official Gazette of RS, No. 120/2005, 17/2006).

The tariff of port's services and the tariff for provision of the mandatory public utility service in relation to the collection of the ship-generated waste in the Port of Koper are publicly available via the *Luka Koper* website.

3.6 Communication on alleged irregularities in relation to the collection of ship-generated waste and cargo residues

Luka Koper is bound to act in compliance with the Decree on port reception facilities for ship-generated waste and cargo residues (Official Gazette of RS, No. 78/2008) as well as to provide adequate port facilities for the collection of ship-generated waste.

Irregularities and comments may be communicated in the following way:

- by way of the Waste Delivery Receipt
- emailed to (portkoper@luka-kp.si),
- emailed to the environmental protection officer, Mrs. Franka Cepak (franka.cepak),
- submitted via contacts on the (www.luka-kp.si/eng/contact/5) website.