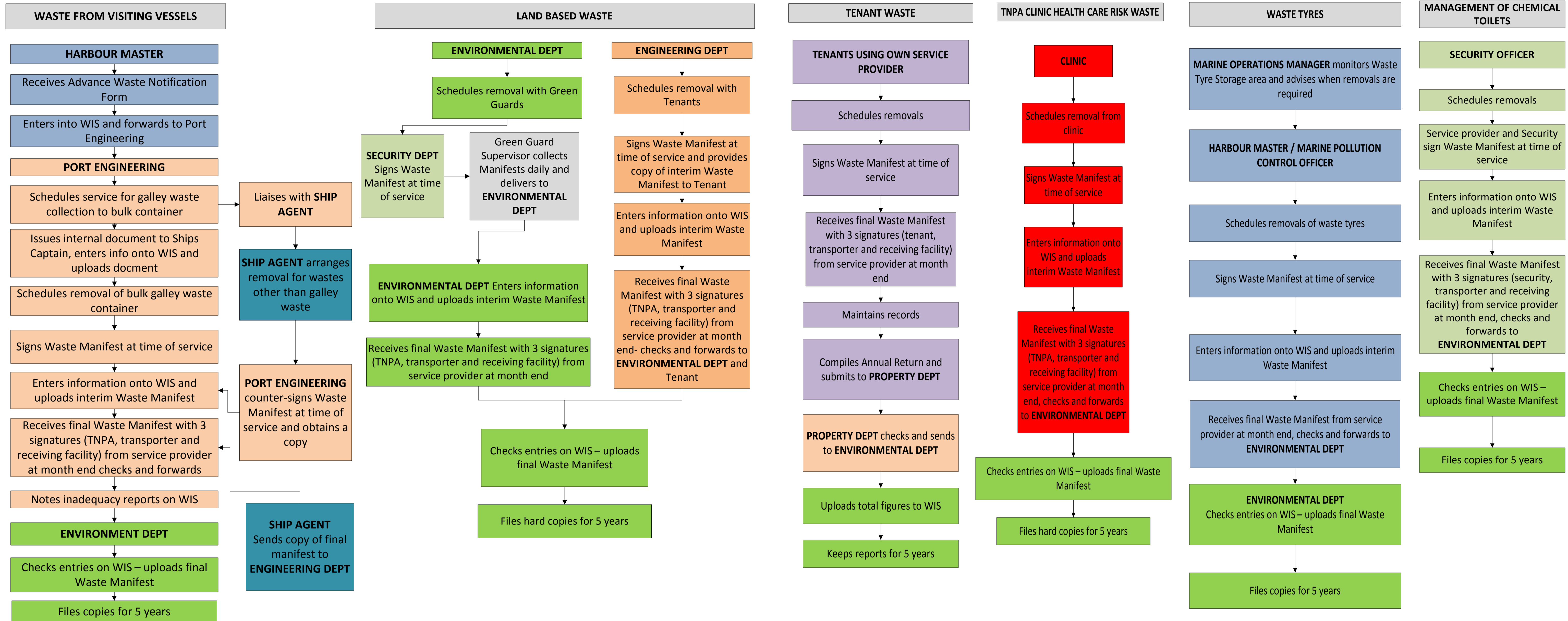
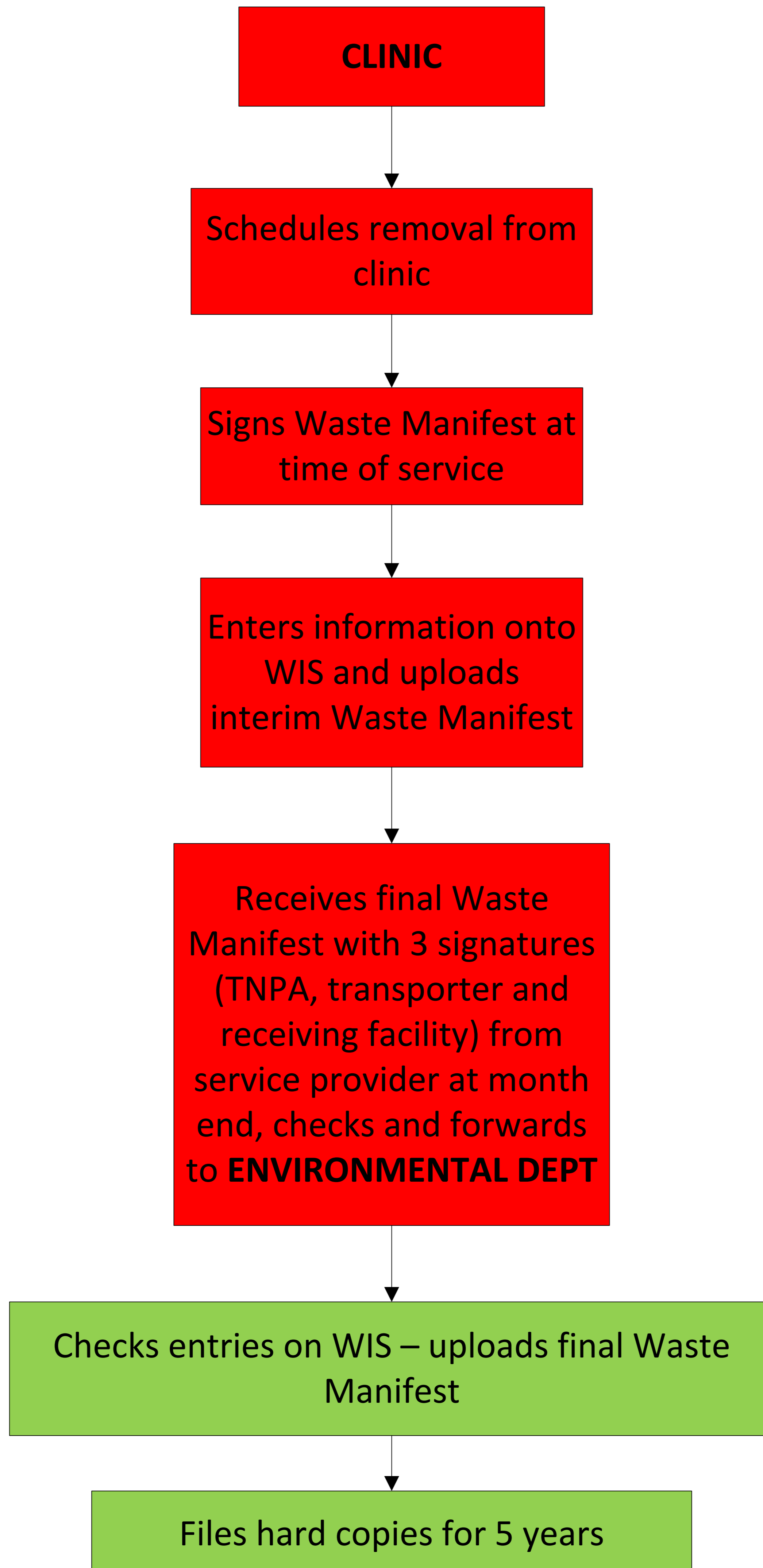


PORT OF PORT ELIZABETH'S WASTE INFORMATION SYSTEM

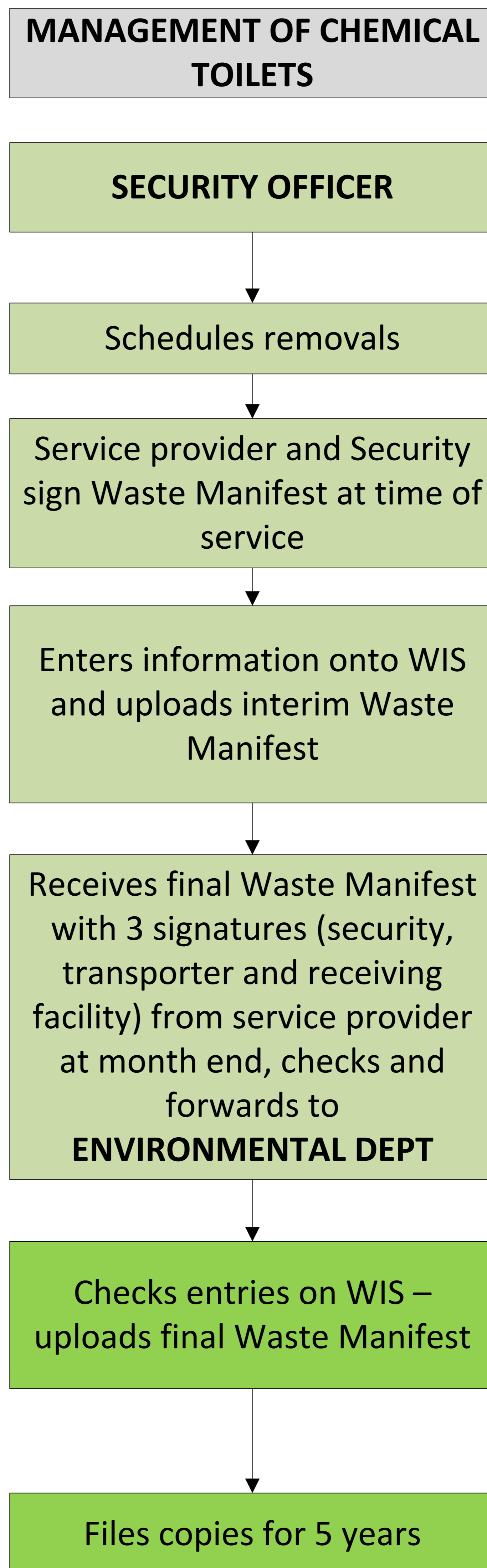


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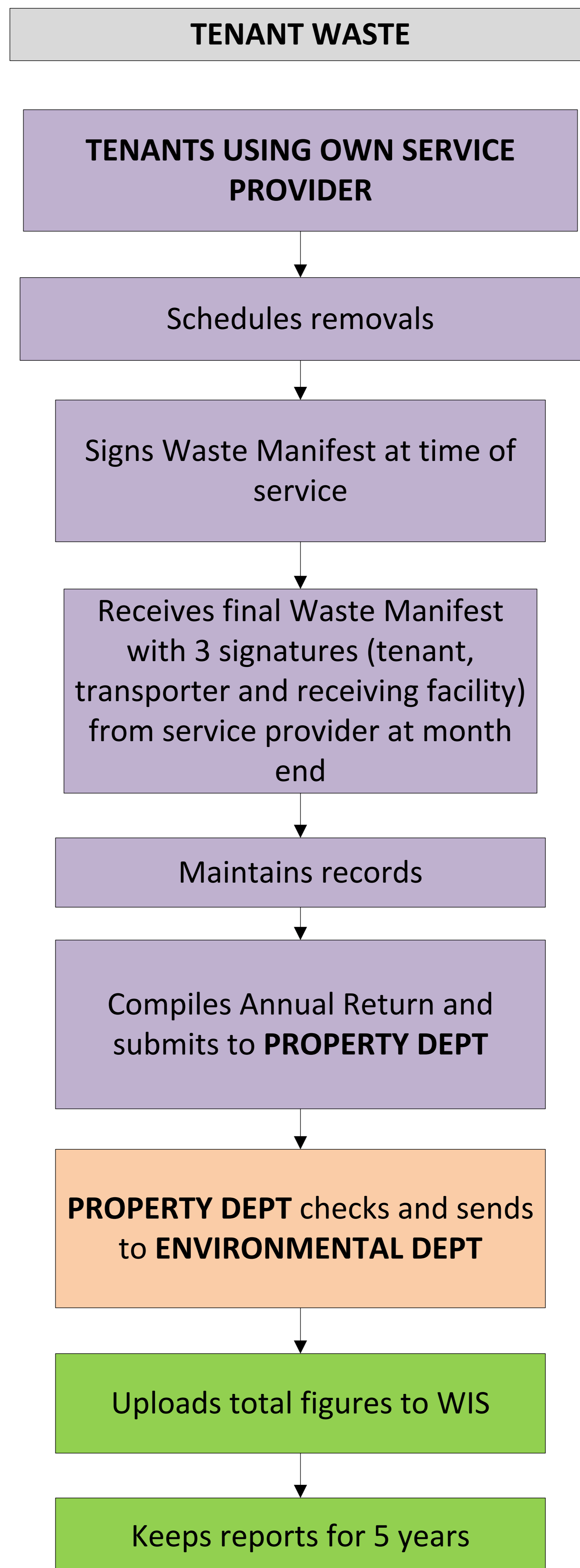
TNPA CLINIC HEALTH CARE RISK WASTE



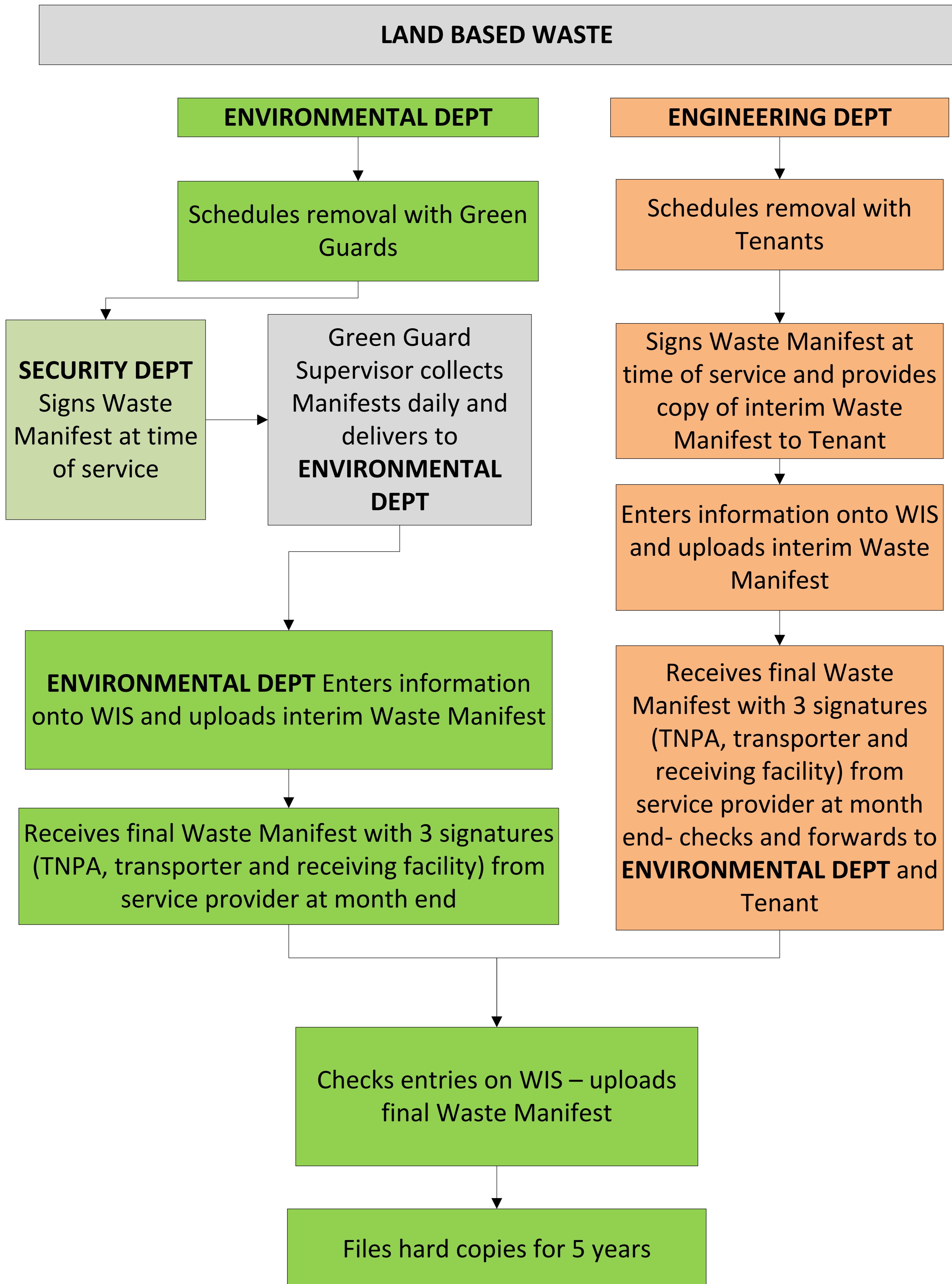
PORT OF PORT ELIZABETH'S WASTE INFORMATION SYSTEM



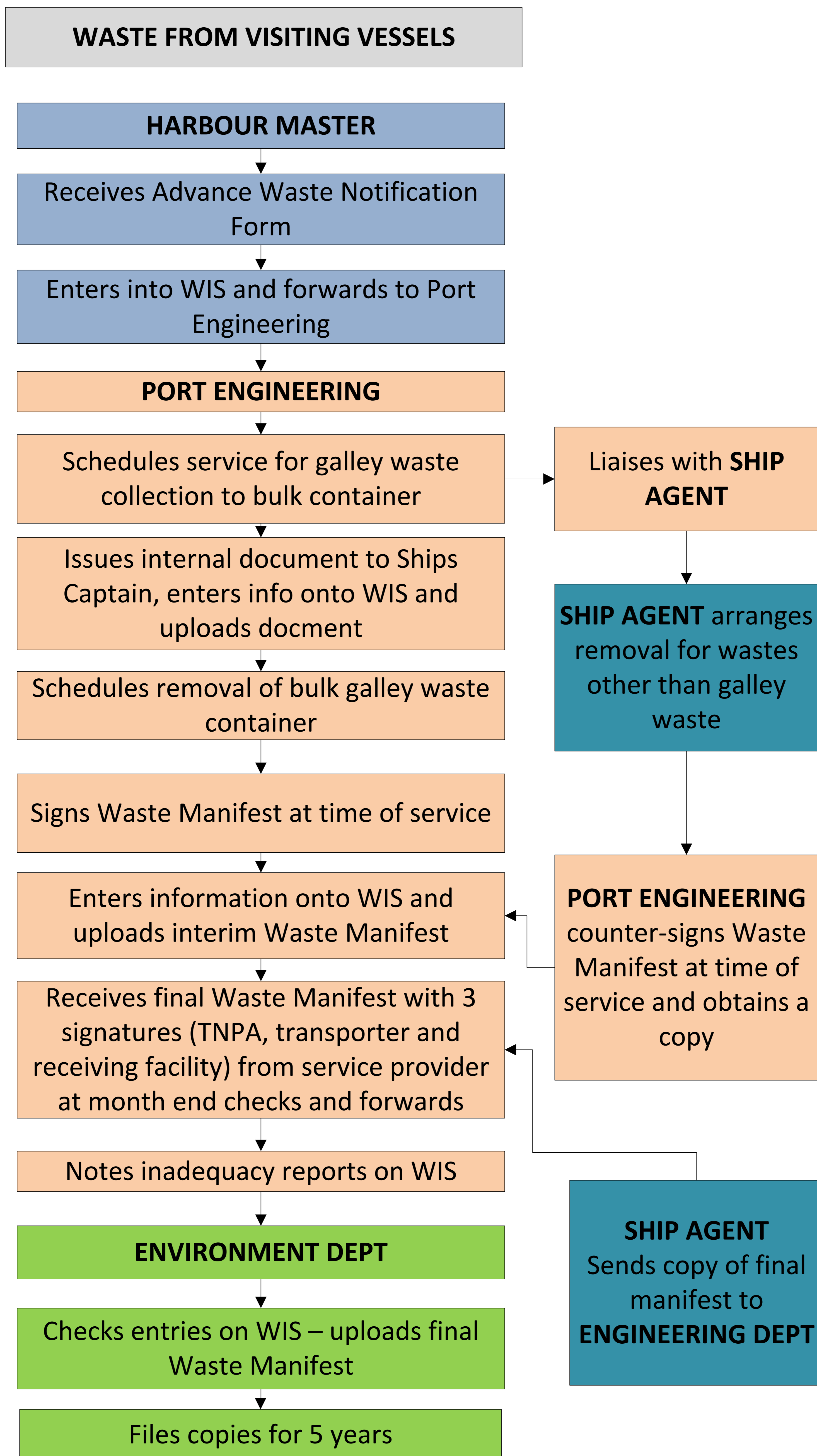
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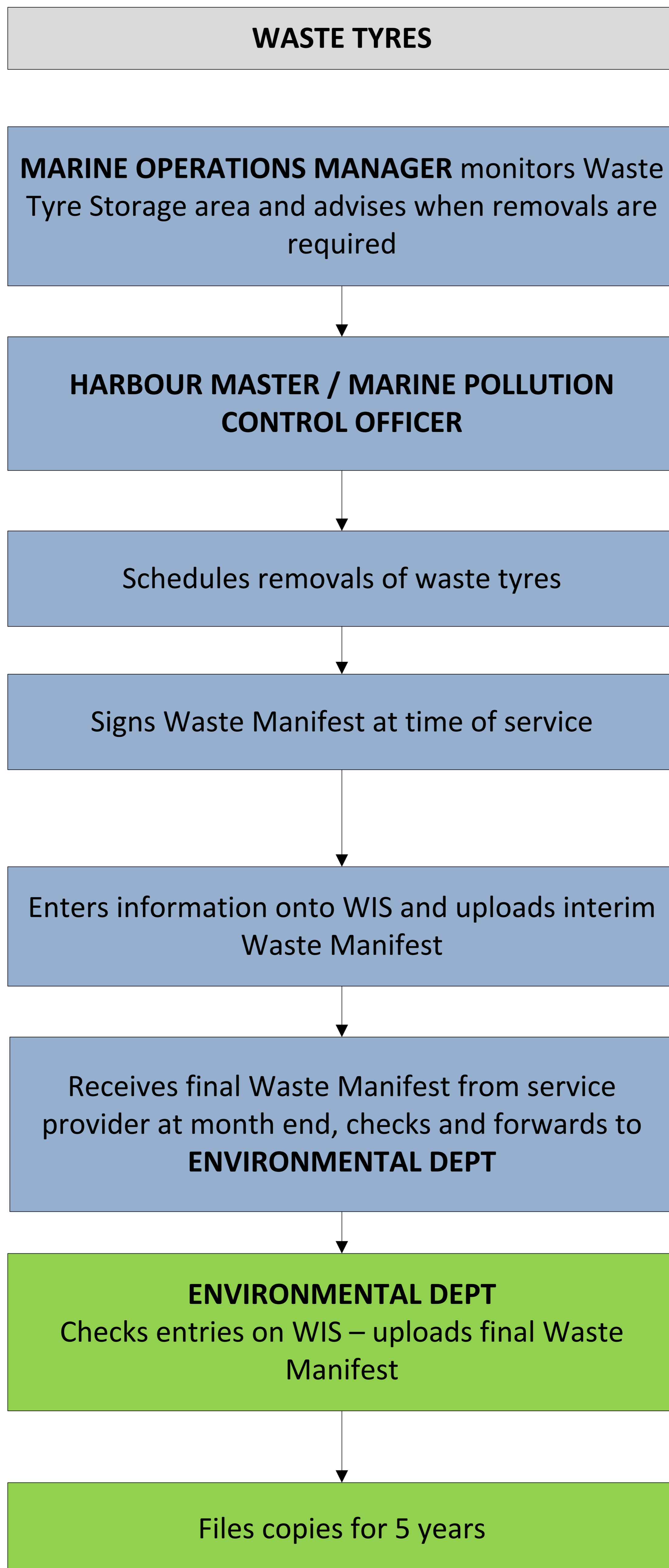
PORT OF PORT ELIZABETH'S WASTE INFORMATION SYSTEM



PORT OF PORT ELIZABETH'S WASTE INFORMATION SYSTEM



PORT OF PORT ELIZABETH'S WASTE INFORMATION SYSTEM



HIGHLIGHTS OF THE PORT OF PORT ELIZABETH'S WASTE MANAGEMENT PLAN (WMP)



MAKE SURE YOU HAVE THE LATEST COPY OF THE WMP AND THAT YOU KNOW YOUR RESPONSIBILITIES !



MAKE SURE YOU USE TNPA LICENSED WASTE CONTRACTORS ONLY!

SEPARATE GENERAL WASTE FROM HAZARDOUS WASTE AND REMOVE RECYCLABLES FROM ALL WASTE STREAMS!



GALLEY WASTE FROM FOREIGN VESSELS IS CONSIDERED HAZARDOUS!



Foreign vessels to submit 72 hr advance notification form.

Harbour Master Port Control

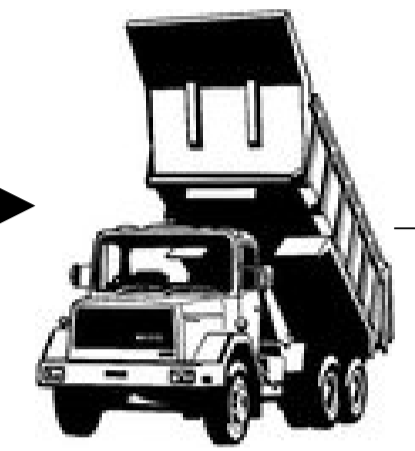
Port Engineering

Galley waste



Bulk galley waste container

TNPA licensed waste service provider



Licensed landfill

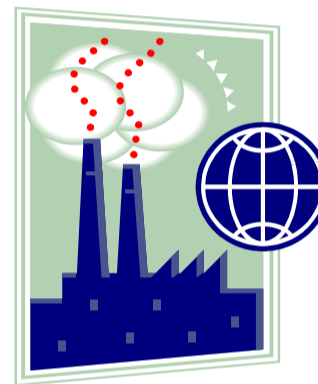
Ships Agent / Captain

Other waste streams

TNPA licensed waste service provider



Licensed recycling / treatment facility



Tenants

Own waste management via TNPA licensed waste service provider



Licensed landfill

Submit annual waste return to TNPA

Port Engineering waste removal service

TNPA licensed waste service provider



WASTE MANIFESTS (HAZARDOUS WASTE)

- Make sure the waste service provider is using a legally compliant waste manifest.
- Keep the copy signed at the time of service.
- Match the above copy with the final manifest showing where the waste was recycled / treated / disposed.



TNPA facilities and local vessels

Port Environmental Dept

TNPA appointed service provider Green Guards



TNPA clinic – health care risk waste

Nursing sister

Specialised service provider

Licensed treatment facility



WASTE CLASSIFICATION

- Generators must ensure their waste is classified.
- For TNPA wastes refer to the latest copy of the waste inventory included in the WMP.



TNPA WASTE INFORMATION SYSTEM

Database for capturing details of wastes generated and removed

Responsible parties-
 Harbour Master / Port Control / Marine Pollution Control Officer
 Port Engineering
 Security, Clinic Sister
 Environment Dept

DOCUMENTATION FOR THE DISPATCH OF HAZARDOUS WASTE

AS A HAZARDOUS WASTE GENERATOR YOU ARE LEGALLY RESPONSIBLE FOR THE PAPERWORK THAT IS USED TO REMOVE YOUR WASTE – THE WASTE MANIFEST.

The content of the waste manifest is prescribed by law.

WHAT SHOULD YOU BE DOING?

1. Make sure your Waste Contractor is using a legally compliant Waste Manifest.
2. Ensure that the Waste Manifest is filled in correctly.
3. Check the driver has a copy of the Safety Data Sheet or provide one to him / her.
4. Sign the Waste Manifest, have the driver sign it and keep a copy on file.
5. At month end, make sure you receive a copy of the same Waste Manifest with the signature of the receiving facility.
6. Reconcile your waste manifests to ensure all loads are accounted for and keep them on file for 5 years.

WHAT IS WASTE CLASSIFICATION AND WHO IS RESPONSIBLE?

BY LAW THE GENERATOR OF HAZARDOUS WASTE IS RESPONSIBLE FOR WASTE CLASSIFICATION

This is a legally prescribed process to determine how the waste must be managed so that the health and safety of persons is protected and pollution to the environment is prevented.

WHAT ARE THE GENERATOR'S RESPONSIBILITIES?

- ✓ Ensure that your waste stream is classified.
- ✓ Review the latest TNPA Port of Port Elizabeth (PoPE) Waste Inventory and ensure your waste stream is listed.
- ✓ Consult the PoPE Environmental Department before you remove your waste if it is not listed on the inventory.
- ✓ Comply with the requirements detailed in the Waste Inventory.
- ✓ Have a Safety Data Sheet on file for all hazardous waste (except for Health Care Risk Waste).
- ✓ Have a Waste Assessment Report on file if your waste is disposed to landfill (excluding pre-classified waste).

PAPER RECYCLING

WHY?

- ✓ Recycling benefits the environment in so many ways: for example: one ton of recovered paper saves three cubic meters of landfill space which is both costly and in short supply.
- ✓ Recycling will save you waste removal charges.
- ✓ Recycling is the right thing to do!

MAKE A DECISION TO START RECYCLING PAPER TODAY!

Have paper bins in close proximity to work stations. Place the following into the bins-

- ✓ Magazines.
- ✓ Gift wrap.
- ✓ Used beverage containers like milk cartons – wash before discarding.
- ✓ Office paper, envelopes and shredded paper.
- ✓ Cardboard.
- ✓ Old books and telephone directories.

Empty the office bins into the applicable bulk recycling container – consult the Port of Port Elizabeth's (PoPE) Environmental Department for the closest one to you.

Don't place the following into the paper bins-

- ✓ Wet or dirty paper, or sticky notes.
- ✓ Used paper plates, tissues or toilet paper.
- ✓ Food containers.
- ✓ Wax coated paper.

HARBOUR MASTER / PORT CONTROL'S WASTE MANAGEMENT RESPONSIBILITIES

- ✓ Have access to the latest revision of the TNPA Port of Port Elizabeth's (PoPE) Waste Management Plan (WMP).
- ✓ Ensure all vessels using the port are aware of their responsibilities with regard to waste management.
- ✓ Deny access to the Port by visiting vessels until the Waste Advance Notification Form is received.
- ✓ Communicate the waste requirements of visiting vessels to Port Engineering.
- ✓ Ensure that waste reception facilities for vessels are left in a good state before authorising a vessel to leave the quay.
- ✓ Keep an up to date register of vessels licensed in the Port and a register of the Captains/Ship Agents issued with the WMP.
- ✓ Maintain all waste management disposal / treatment paperwork for visiting vessels.
- ✓ Input the waste data into the TNPA Waste Information System.
- ✓ Assist with the enforcement of the requirements of the WMP by all vessels arriving and operating in the Port.

PORT SECURITY'S WASTE MANAGEMENT **RESPONSIBILITIES**

INSPECTIONS AND REPORTING

- ✓ Conduct inspections of the TNPA waste facilities and report issues/ inadequacies to the Port of Port Elizabeth's (PoPE) Environmental Department.
- ✓ Observe waste management practices of tenants and report any issues to the PoPE Environmental Department.
- ✓ Observe waste management practices of local vessels and report any issues to the PoPE Environmental Department and the Harbour Master.
- ✓ Report illegal dumping of waste to the PoPE Environmental Department and the Harbour Master.

MANAGEMENT OF WASTE CONTRACTORS

ONLY TNPA-LICENSED WASTE CONTRACTORS ARE PERMITTED TO OPERATE IN THE PORT!

- ✓ Deny entry to the Port by waste contractors who are not TNPA-licensed.
- ✓ Conduct random inspections of waste contractors leaving the Port for:
 - TREM cards and vehicle signage for vehicles transporting hazardous waste.
 - Waste manifests.
 - Safety data sheets for hazardous wastes.
 - Approved waste stream being removed – ie. Waste streams listed in the latest revision of the PoPE WMP.

***Have access to the latest revision of the TNPA
PoPE WMP.***

PORT ENGINEERING'S WASTE MANAGEMENT **RESPONSIBILITIES**

WASTE SERVICES

- ✓ Provide suitable waste receptacles to all TNPA administrative centres and ensure legally compliant removal and disposal of waste.
- ✓ Manage the collection of galley waste from visiting vessels and provide service note.
- ✓ Inspect and maintain galley waste reception facilities and ensure that they are secured at all times.
- ✓ Liaise with Ships Agents regarding other waste from visiting vessels.
- ✓ Ensure waste from visiting vessels is legally managed and disposed of.
- ✓ Provide general and hazardous waste collection services to tenants or Port Users who request it.
- ✓ Make use of only TNPA-licensed waste contractors.
- ✓ Comply with consignor requirements for the dispatch of hazardous waste.
- ✓ Sign the waste manifest documents for hazardous waste removal and provide the relevant Safety Data Sheet to the transporter.

RECORDS AND REPORTING

- ✓ Provide an internal document / service note for galley waste to the Captain/ Ships Agent.
- ✓ Maintain all waste management disposal / treatment / recycling paperwork.
- ✓ Input waste data into the TNPA Waste Information System.
- ✓ Submit monthly waste reports relating to visiting vessels to the Port of Port Elizabeth's (PoPE) Environmental Department.
- ✓ Report any inadequacies relating to waste receptacles to the PoPE's Environmental Department and lodge on the TNPA Waste Information System database.

Have access to the latest revision of the TNPA PoPE WMP.

WASTE MANAGEMENT FOR VISITING VESSELS – SHIPS **AGENTS**

NOTIFICATION OF WASTE REMOVAL REQUIREMENTS

The Captain of the vessel / Ship Agent must notify the Harbour Master/ Port Control 72 hr in advance using the Waste Advance Notification Form.

BILGE WATER / OIL / SEWAGE / OILY WASTE / SOLID WASTE

- ✓ The Ship Agent must arrange waste removal using only TNPA-licensed waste management contractors.
- ✓ The Ship Agent must provide proof of legal disposal (waste manifest with signatures of TNPA, transporter and receiving facility) to Port Control.

GALLEY WASTE

Must only be handled by Port Engineering.

- ✓ Port Control must notify Port Engineering who must provide the equipment and receptacles as required.
- ✓ Port Engineering must provide the Captain or Ship Agent with proof of galley waste removal to the bulk galley waste container.

INADEQUACIES

- ✓ The Ship's Agent must report inadequacies of waste handling facilities using the Alleged Waste Reception Facility Inadequacy Form.
- ✓ Port Engineering must input these details into the TNPA Waste Information System.

Make sure you have access to the latest revision of the TNPA Port of Port Elizabeth Waste Management Plan.

WASTE MANAGEMENT FOR VISITING VESSELS **TO THE ALGOA BAY YACHT CLUB**

NOTIFICATION OF WASTE DISPOSAL REQUIREMENTS

The Captain / owner of the vessel must notify the Yacht Club management of waste disposal requirements.

OIL / SEWAGE / OILY WASTE / OTHER SOLID WASTE

The yacht club management must provide a list of TNPA-licensed waste contractors and the Captain / owner must arrange the services directly with these contractors.

GALLEY WASTE

The Yacht Club management must arrange for the removal of galley waste via TNPA Port Engineering and must use the Waste Advance Notification Form and system.

RECORDS

The Captain / owner of the vessel must provide proof of disposal of oil / sewage / oily waste / other solid waste to the Yacht Club management. The Yacht Club management must maintain waste manifest records and submit the information as part of the annual waste return to the Port of Port Elizabeth's (PoPE) Environment Dept.

All parties must ensure that they have access to the latest revision of the TNPA Port of Port Elizabeth's (PoPE) Waste Management Plan (WMP).

WASTE MANAGEMENT FOR VESSELS REGISTERED IN THE PORT OF PORT ELIZABETH (PoPE)

Disposal into the Port is strictly prohibited!

Vessels are required to ensure that waste produced by their activities is legally managed and records thereof are maintained for inspection and auditing purposes.

1. Recycling

- ✓ Separate out the recyclables i.e. paper, glass, plastic etc.
- ✓ Dispose of the recyclable material into the recycling receptacles provided by TNPA.

2. Bilge and Sewage Waste

- ✓ Arrange for removal using only TNPA-licensed waste management contractors.
- ✓ Ensure that waste manifests (legal proof of management) are maintained for inspection and auditing purposes.

3. Oil and Oily Waste

- ✓ Make use of the TNPA provided oily waste receptacles.
- ✓ Ensure that oils are not contaminated with debris before discharging into the oily waste receptacles.
- ✓ Do not drop plastic into the oily waste receptacles.

4. Galley Waste, General Solid Waste and Hazardous Waste

- ✓ Dispose of galley waste and general solid waste into the TNPA-provided skip bins designated for general waste.
- ✓ Dispose of hazardous waste into the TNPA-provided skip bins designated for hazardous waste.
- ✓ Do not mix general and hazardous waste.

4. Inadequacies

- ✓ Report inadequacies of the waste receptacles to the Port Engineering who will lodge this in the TNPA Waste Information System.

Make sure you have access to the latest revision of the TNPA PoPE Waste Management Plan (WMP).

WASTE SEGREGATION AND SEPARATION

- ✓ Do not mix hazardous and general waste or solid and liquid waste.
- ✓ Separate waste into:
 - Solid hazardous e.g. empty chemical containers, oil filters, used oily rags, etc.
 - Liquid hazardous e.g. used oil.
 - General solid – e.g. office waste, litter, drink cans, bottles, packaging etc.
 - Garden refuse.
 - Empty used refrigerant containers – speak to Port Engineering for the designated storage areas.
- ✓ Separate general solid waste into the following recyclable fractions:
 - Paper (Cardboard, newspaper, magazines).
 - Plastic (Bags, containers, packaging).
 - Metal (Containers, cans, scrap metal).
 - Glass (Containers, bottles).
 - Polystyrene / Styrofoam.
- ✓ Ensure all recyclable waste is clean before placing into recycling receptacles.
- ✓ Ensure that the segregated waste is disposed of into the appropriate waste receptacle i.e. hazardous waste into the hazardous waste skips, general solid waste into the general waste skip, used oil into the designated oil recycling receptacle.
- ✓ Used lighting lamps cannot be disposed into waste containers destined for the landfill - speak to Port Engineering for the designated storage area.

WASTE MANAGEMENT SERVICE PROVIDERS' **RESPONSIBILITIES**

LEGAL COMPLIANCE

- ✓ Comply with all legislation pertaining to waste management.
- ✓ Have a valid TNPA license to manage waste in the Port of Port Elizabeth (PoPE).
- ✓ Only manage the waste for which you are authorised in terms of your TNPA licence.
- ✓ Be registered as a Waste Contractor with the Nelson Bay Metro.
- ✓ Register on the South African Waste Information System as necessary.

WASTE CONTAINERS

- ✓ Supply leakproof containers with covers.
- ✓ Ensure hazardous waste containers are labelled for transport prior to removal.

WASTE REMOVAL

- ✓ For hazardous wastes-
 - Provide the driver with the applicable TREMCARD.
 - Provide a legally compliant Waste Manifest and complete in full.
 - Ensure the driver has a Safety Data Sheet.
 - Placard the vehicle in line with the Safety Data Sheet.
- ✓ Ensure the facilities where waste is taken for treatment / disposal / recycling hold the necessary licence as applicable.

WASTE PAPERWORK

- ✓ Provide legally compliant signed waste manifests to the Port after the waste loads have been received at the waste management facility.

RANDOM CHECKS AND AUDITING

- ✓ Cooperate with the Security Dept during random inspections and avail your company to routine audits by various TNPA Departments.

Make sure you have access to the latest revision of the TNPA PoPE Waste Management Plan (WMP).

HAVE YOU OBTAINED YOUR COPY OF THE PORT OF PORT ELIZABETH'S WASTE MANAGEMENT PLAN?

WHAT IS THE PORT OF PORT ELIZABETH'S (PoPE) WASTE MANAGEMENT PLAN (WMP)?

The PoPE has developed a WMP to identify and inform the way in which waste must be managed in the Port environment to ensure that all legal requirements are met.

WHO IS RESPONSIBLE FOR COMPLYING WITH THE WMP?

All Port users! This includes-
Vessels – foreign and local.
Terminal Operators.
Tenants.
Waste Contractors.
Contractors to the PoPE.

WHAT IS EXPECTED OF YOU?

- ✓ Have a copy of the most recent revision of the TNPA PoPE WMP on hand.
- ✓ Ensure that you understand and comply with your responsibilities as detailed in the WMP.
- ✓ Train your employees so that they are aware of all the requirements.
- ✓ Keep the applicable waste records so that your compliance can be verified.

NON-COMPLIANCE WITH THE WMP WILL BE VIEWED IN A SERIOUS LIGHT BY THE PoPE!

For clarity on the WMP and your responsibilities please contact the PoPE Environmental Department.

PORT OF PORT ELIZABETH'S (PoPE) CARDINAL RULES **FOR WASTE MANAGEMENT**

RULE 1 – HAVE A COPY OF AND BE FAMILIAR WITH THE PoPE WASTE MANAGEMENT PLAN (WMP)

Understand and comply with the requirements.

RULE 2 – NO DUMPING IN THE PORT

Do not dump any waste in the Port for any reason whatsoever.

RULE 3 – APPLY THE WASTE HIERARCHY TO ALL WASTE DECISIONS

Review how waste can be avoided, minimised, re-used or recycled BEFORE you decide to dispose your waste to a landfill site.

RULE 4 – CLASSIFY YOUR WASTES

Classify your waste and keep the applicable records on file.

RULE 5 – STORE YOUR WASTE CORRECTLY

Store your waste in containers that prevent pollution to the environment.

RULE 6 – ONLY USE WASTE CONTRACTORS LICENCED BY TNPA

Make sure you confirm that your waste contractor is licenced by TNPA and check the waste streams that he / she is licenced to manage.

RULE 7 – USE THE CORRECT PAPERWORK WHEN WASTES ARE DISPATCHED FROM SITE

For hazardous waste, this means a compliant Waste Manifest document, signed and completed correctly.

RULE 8 – KEEP RECORDS FOR A FIVE YEAR PERIOD

Hazardous waste manifests must have three signatures proving the waste has been received at the disposal / treatment / recycling facility.