

USER GUIDE:

BALEARIC PORTS





1 WASTE FROM SHIPS

The *International Convention for the Prevention of Pollution from Ships* (MARPOL Convention) obliges, on the one hand, the ships to deliver their wastes (generated during their functioning and from the cargo they transport) in the ports at which they call and, on the other hand, the ports to provide reception facilities for these wastes.

The substances that can severely pollute the marine environment (in case of accident of the ship or uncontrolled actions of tanks or hold cleaning or cargo residues removal) are classified as shown in the box on the right, in accordance with the MARPOL Convention and the *Royal Decree 128/2022, of 15 February, on port reception facilities for waste from ships*.



Ship waste

ANNEX I: oil waters (bilge, sludge, ballast)

ANNEX IV: sewage (drains, sanitary waste, etc.)

ANNEX V: garbage (domestic waste and waste related to the cargo and normal maintenance of the ship)

ANNEX VI: waste from the exhaust gas-cleaning systems, and ozone-depleting substances and equipment containing such substances

Cargo residues

ANNEX I: cargo residues from hydrocarbons (rests and cleaning waters)

ANNEX II: noxious liquid substances transported in bulk (rests and cleaning waters)




ANNEX V: cargo residues from dry bulk (rests and cleaning waters)

Passively fished waste

Waste unintentionally collected in nets during fishing operations



From the previous wastes, the ones more frequently generated in the ports managed by the Port Authority of Balears are the following ones:

-  **Annex I:** bilge waters from the engine rooms, sludge generated during the functioning of the engines and oils used by the engines, generated in the moment of their substitution;
-  **Annex IV:** sewage from toilets and kitchens;
-  **Annex V:** waste generated during the maintenance or normal operation of the ship such as plastics, food waste, domestic waste (packages, bottles, cardboard, broken pieces, cans, cloths, etc.), cooking oil, electronic waste, incinerator ashes, operational waste, fishing gear and animal carcasses.

The wastes more frequently collected in the Balearic Ports are the ship wastes belonging to the **Annex I**, the **Annex IV** and the **Annex V**





2 PORT RECEPTION FACILITIES

The contact data and the waste managed by the Balearic reception facilities are presented below

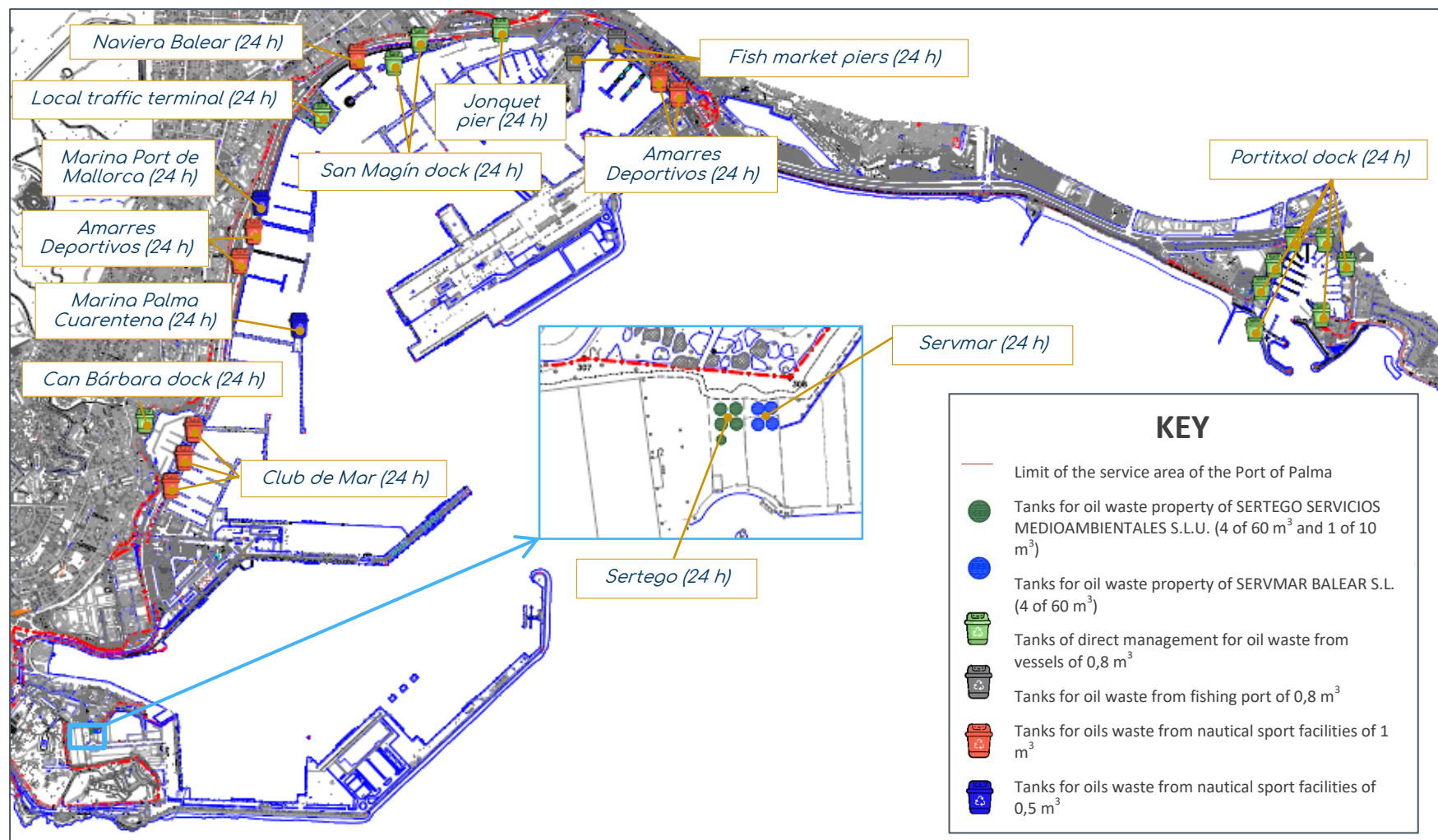
(<https://seu.portsdebalears.gob.es/seuapb/fitxa/1118/registro-de-empresas;jsessionid=MNNxi-MTV1rhqc0mjG2mt0oG.undefined>):

COMPANY	 Adalmo	 seroil	 sertego	 SERVMAR
Address	Àrea empresarial Ses Veles, Fonoll, 9-15, CP: 07110, Bunyola	Avenida Manuel Soto Ingeniero, 15, 4º-7º CP: 46024, Valencia	Edificio de arranque del Dique del Oeste, despachos A y B, CP: 07015, Palma	Camino de San Carlos, s/n, Dique del Oeste, 3F, CP: 07015, Palma
Telephone	(+34) 971.606.470	(+34) 693.896.016 / 609.623.034	(+34) 971.405.105	(+34) 971.400.408
Fax	(+34) 971.606.414	-	(+34) 971.405.105	-
Email	allabres@adalmo.com	info@seroil.com	jcuevas@sertego.com / jtorress@sertego.com	servmar@servmar.com

PORT	PALMA, ALCÚDIA AND MAÓ	EIVISSA	LA SAVINA
Annex I	  	  	 
Annex IV	   	   	   
Annex V	  	  	  
Annex VI	  	  	  

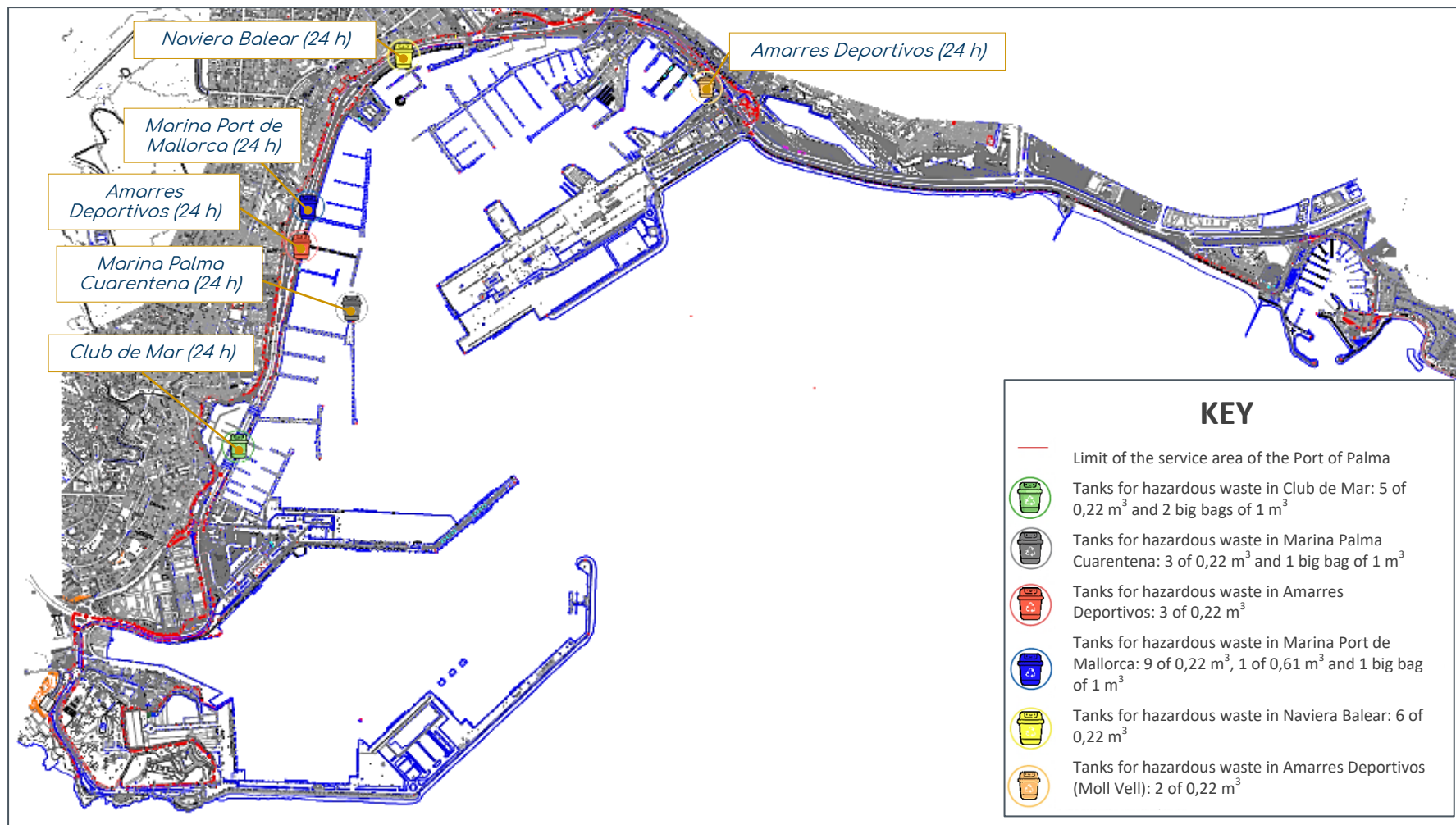


PORT RECEPTION FACILITIES OF THE PORT OF PALMA. ANNEX I



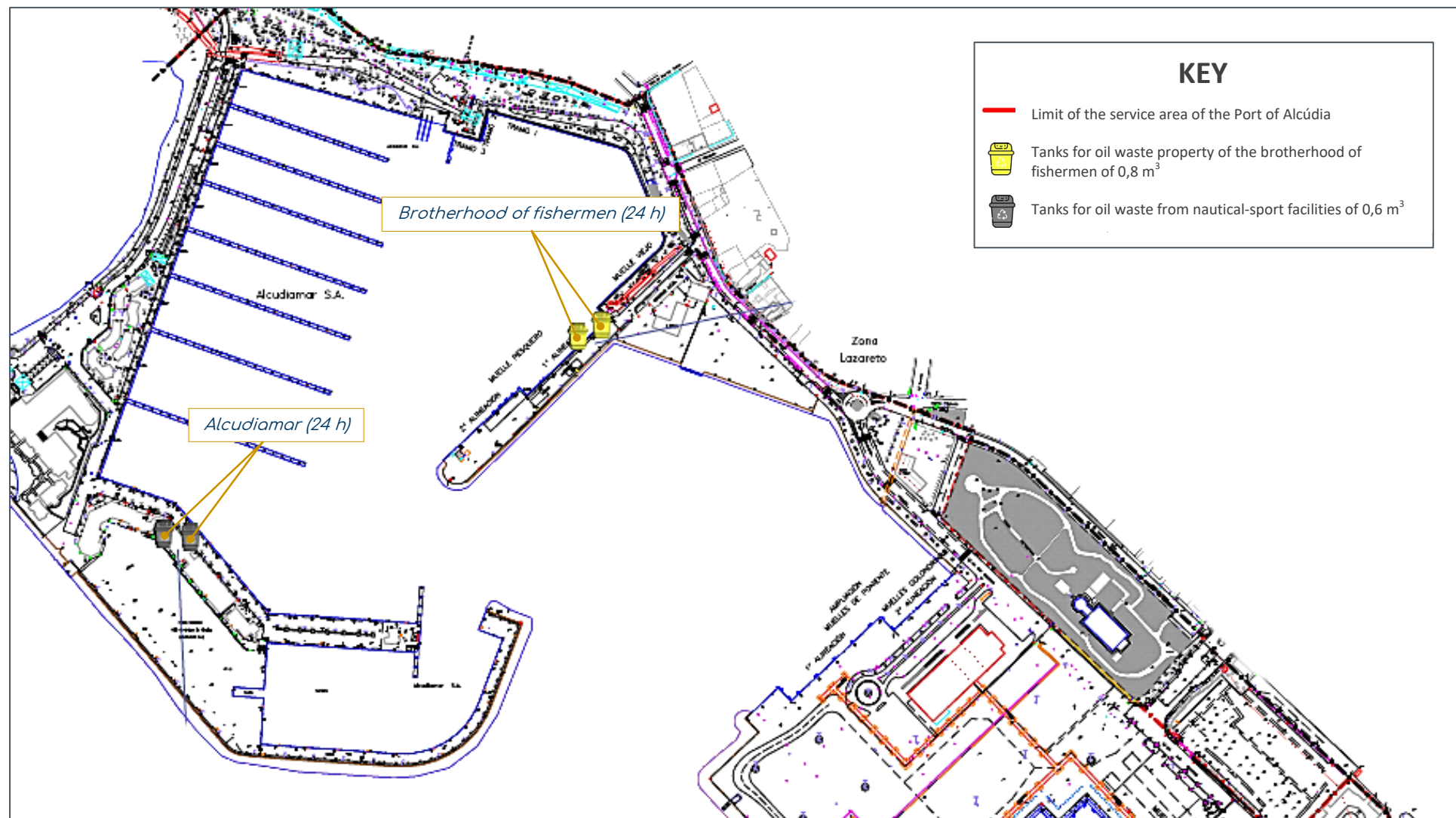


PORT RECEPTION FACILITIES OF THE PORT OF PALMA. ANNEX V



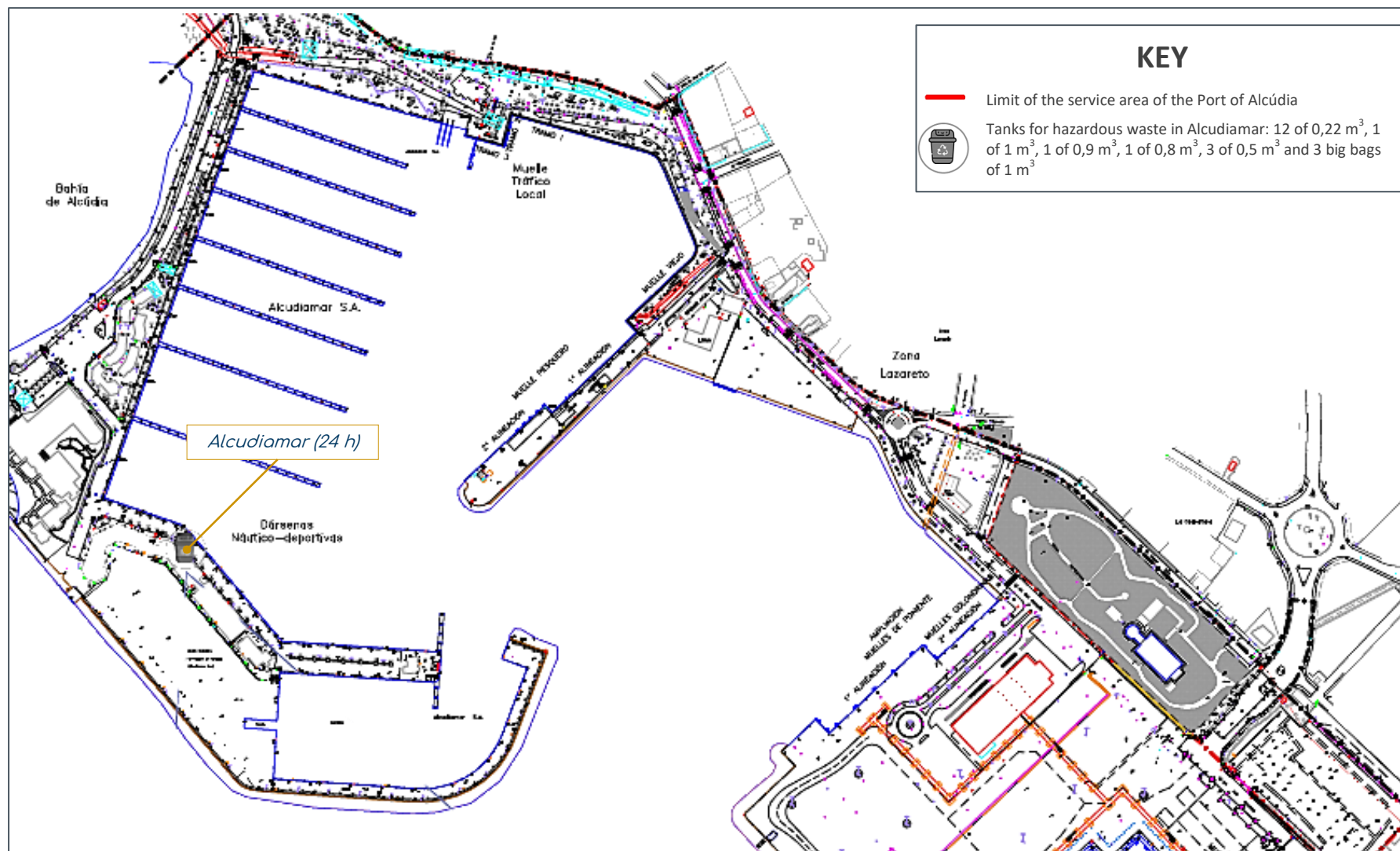


PORT RECEPTION FACILITIES OF THE PORT OF ALCÚDIA. ANNEX I



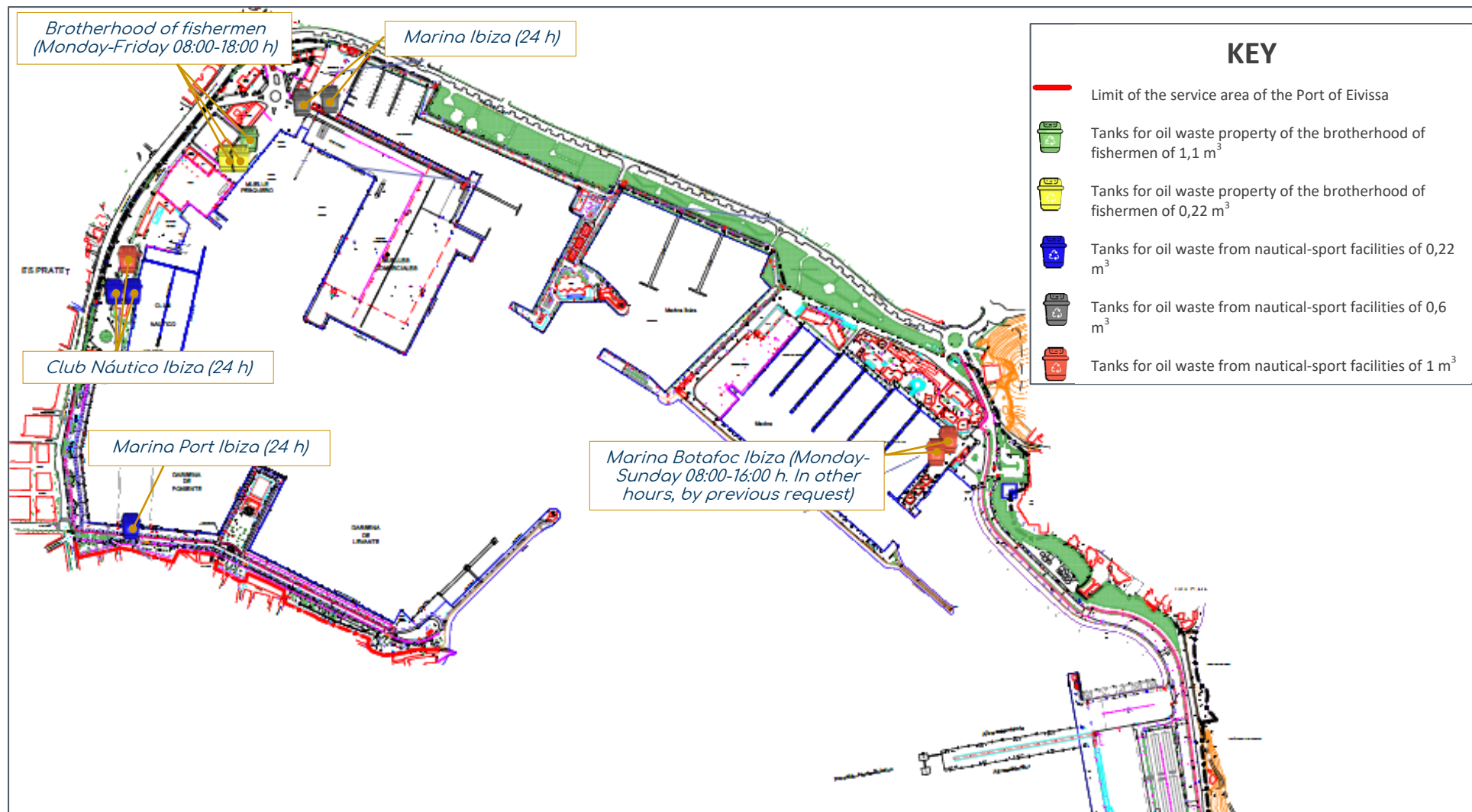


PORT RECEPTION FACILITIES OF THE PORT OF ALCÚDIA. ANNEX V



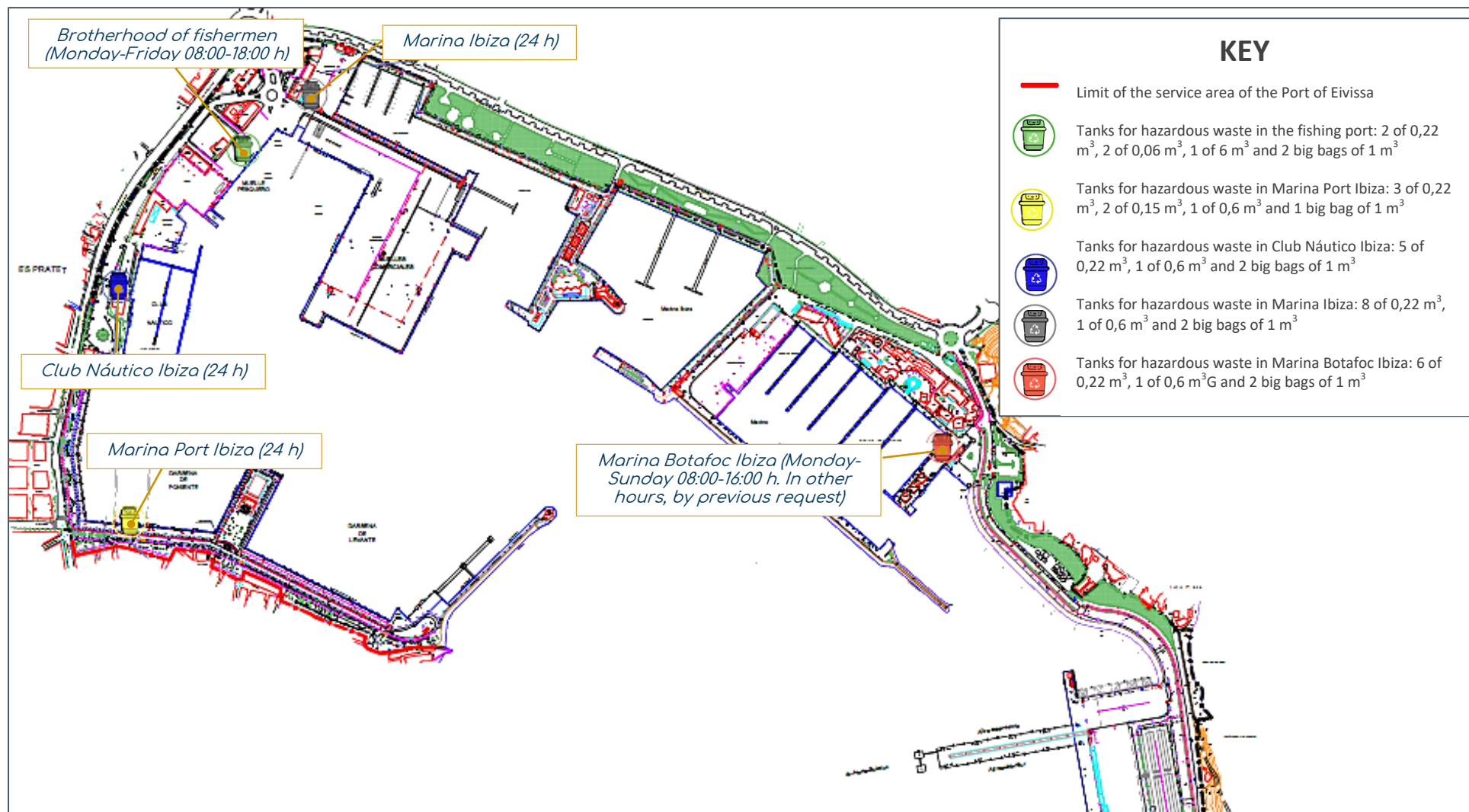


PORT RECEPTION FACILITIES OF THE PORT OF EIVISSA. ANNEX I



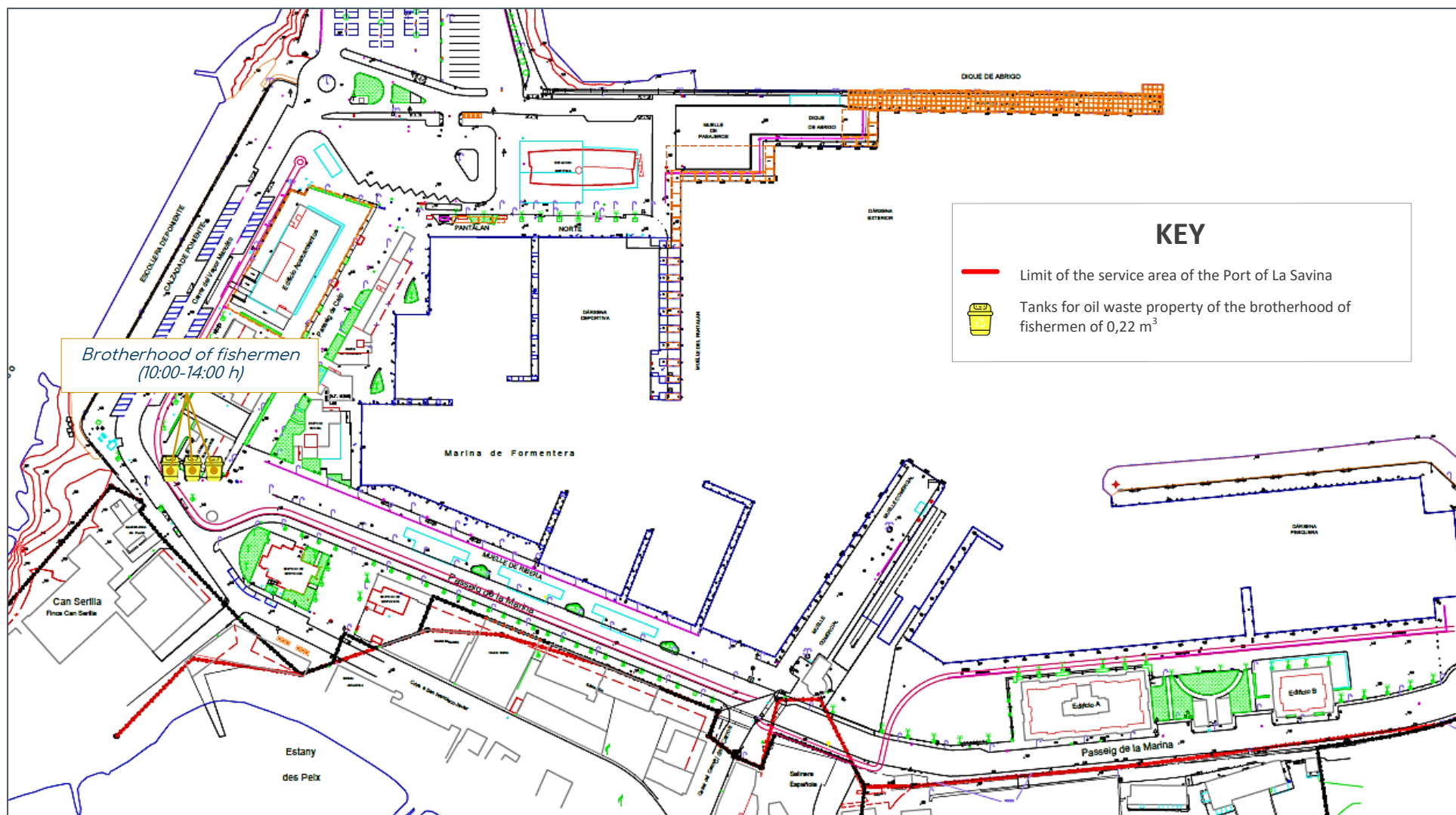


PORT RECEPTION FACILITIES OF THE PORT OF EIVISSA. ANNEX V



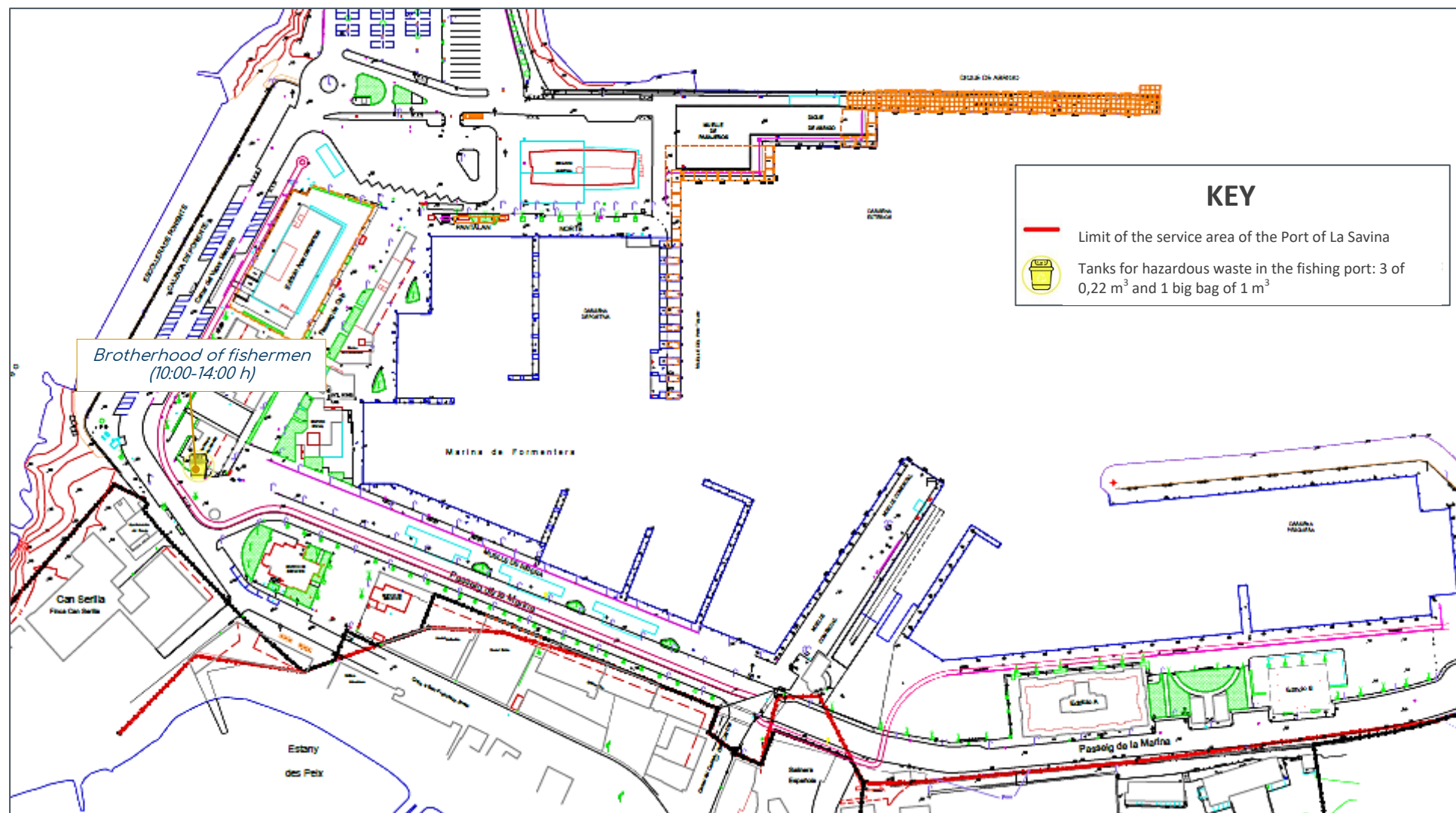


PORT RECEPTION FACILITIES OF THE PORT OF LA SAVINA. ANNEX I



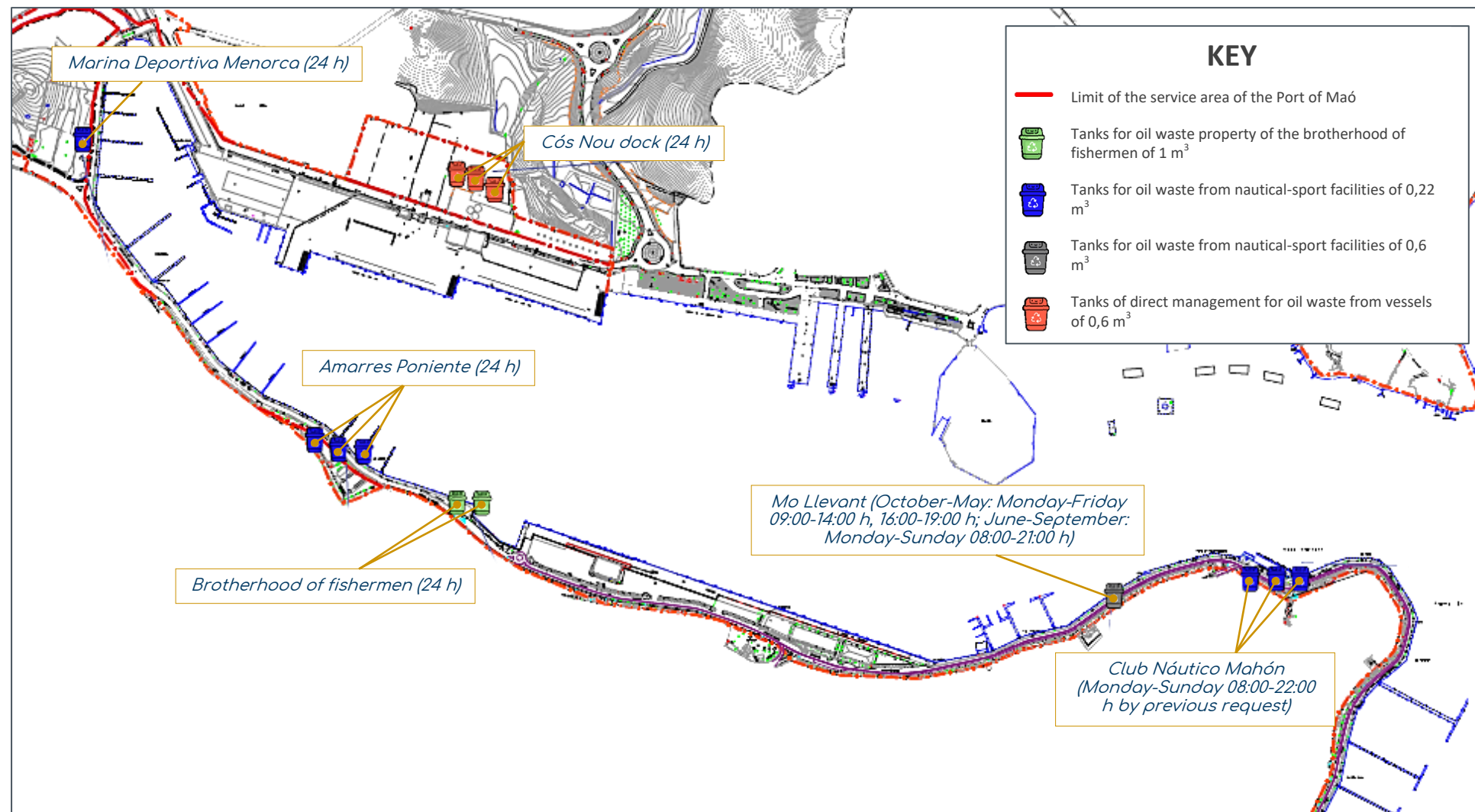


PORT RECEPTION FACILITIES OF THE PORT OF LA SAVINA. ANNEX V



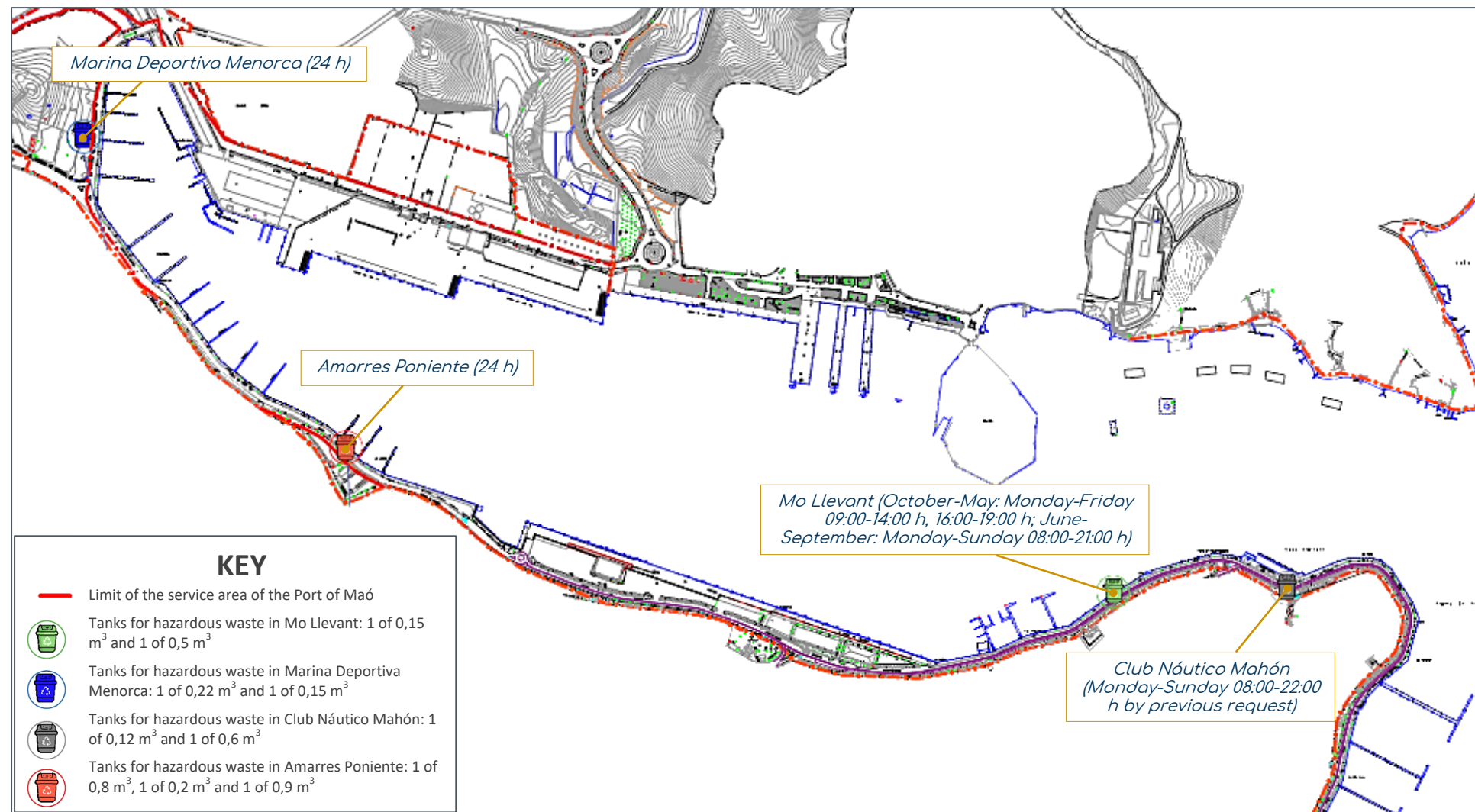


PORT RECEPTION FACILITIES OF THE PORT OF MAÓ. ANNEX I





PORT RECEPTION FACILITIES OF THE PORT OF MAÓ. ANNEX V




The procedure to perform in order to notify and deliver waste from ships is shown in the next diagram:

[illegible]

*Advance notification
form for wastes delivery
to port reception
facilities*

Waste delivery receipt



ESPAÑA • SPAIN

RECIBO CONFERENCIA DE ENTIDADES DE RESIDUOS

ESTADO JULIO Y AGOSTO DE 2017

Figura de gestión de residuos de la Conferencia de Entidades de Residuos. La presente declaración es una copia de la información que se comunica al resto de las entidades de la Conferencia de Entidades de Residuos. La información que se comunica es la que se ha comunicado a la Conferencia de Entidades de Residuos. La información que se comunica es la que se ha comunicado a la Conferencia de Entidades de Residuos.

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1. INFORMACIÓN DE LA ENTIDAD QUE DA DE ALTA LA RESERVA DEL PUERTO

1.1 Datos de identificación	1.2 Datos de identificación
1.1.1 Nombre de la entidad	1.2.1 Nombre de la entidad
1.1.2 Domicilio	1.2.2 Domicilio
1.1.3 Teléfono	1.2.3 Teléfono
1.1.4 Correo electrónico	1.2.4 Correo electrónico
1.1.5 Fecha de creación	1.2.5 Fecha de creación
1.1.6 Fecha de modificación	1.2.6 Fecha de modificación
1.1.7 Fecha de eliminación	1.2.7 Fecha de eliminación
1.1.8 Fecha de activación	1.2.8 Fecha de activación
1.1.9 Fecha de desactivación	1.2.9 Fecha de desactivación
1.1.10 Fecha de suspensión	1.2.10 Fecha de suspensión
1.1.11 Fecha de reactivación	1.2.11 Fecha de reactivación
1.1.12 Fecha de cancelación	1.2.12 Fecha de cancelación
1.1.13 Fecha de rescate	1.2.13 Fecha de rescate
1.1.14 Fecha de devolución	1.2.14 Fecha de devolución
1.1.15 Fecha de entrega	1.2.15 Fecha de entrega
1.1.16 Fecha de recepción	1.2.16 Fecha de recepción
1.1.17 Fecha de almacenamiento	1.2.17 Fecha de almacenamiento
1.1.18 Fecha de transporte	1.2.18 Fecha de transporte
1.1.19 Fecha de tratamiento	1.2.19 Fecha de tratamiento
1.1.20 Fecha de eliminación	1.2.20 Fecha de eliminación
1.1.21 Fecha de recuperación	1.2.21 Fecha de recuperación
1.1.22 Fecha de reutilización	1.2.22 Fecha de reutilización
1.1.23 Fecha de reciclaje	1.2.23 Fecha de reciclaje
1.1.24 Fecha de compostaje	1.2.24 Fecha de compostaje
1.1.25 Fecha de biogás	1.2.25 Fecha de biogás
1.1.26 Fecha de energía	1.2.26 Fecha de energía
1.1.27 Fecha de agua	1.2.27 Fecha de agua
1.1.28 Fecha de suelo	1.2.28 Fecha de suelo
1.1.29 Fecha de aire	1.2.29 Fecha de aire
1.1.30 Fecha de ruido	1.2.30 Fecha de ruido
1.1.31 Fecha de vibración	1.2.31 Fecha de vibración
1.1.32 Fecha de contaminación	1.2.32 Fecha de contaminación
1.1.33 Fecha de degradación	1.2.33 Fecha de degradación
1.1.34 Fecha de transformación	1.2.34 Fecha de transformación
1.1.35 Fecha de modificación	1.2.35 Fecha de modificación
1.1.36 Fecha de eliminación	1.2.36 Fecha de eliminación
1.1.37 Fecha de recuperación	1.2.37 Fecha de recuperación
1.1.38 Fecha de reutilización	1.2.38 Fecha de reutilización
1.1.39 Fecha de reciclaje	1.2.39 Fecha de reciclaje
1.1.40 Fecha de compostaje	1.2.40 Fecha de compostaje
1.1.41 Fecha de biogás	1.2.41 Fecha de biogás
1.1.42 Fecha de energía	1.2.42 Fecha de energía
1.1.43 Fecha de agua	1.2.43 Fecha de agua
1.1.44 Fecha de suelo	1.2.44 Fecha de suelo
1.1.45 Fecha de aire	1.2.45 Fecha de aire
1.1.46 Fecha de ruido	1.2.46 Fecha de ruido
1.1.47 Fecha de vibración	1.2.47 Fecha de vibración
1.1.48 Fecha de contaminación	1.2.48 Fecha de contaminación
1.1.49 Fecha de degradación	1.2.49 Fecha de degradación
1.1.50 Fecha de transformación	1.2.50 Fecha de transformación
1.1.51 Fecha de modificación	1.2.51 Fecha de modificación
1.1.52 Fecha de eliminación	1.2.52 Fecha de eliminación
1.1.53 Fecha de recuperación	1.2.53 Fecha de recuperación
1.1.54 Fecha de reutilización	1.2.54 Fecha de reutilización
1.1.55 Fecha de reciclaje	1.2.55 Fecha de reciclaje
1.1.56 Fecha de compostaje	1.2.56 Fecha de compostaje
1.1.57 Fecha de biogás	1.2.57 Fecha de biogás
1.1.58 Fecha de energía	1.2.58 Fecha de energía
1.1.59 Fecha de agua	1.2.59 Fecha de agua
1.1.60 Fecha de suelo	1.2.60 Fecha de suelo
1.1.61 Fecha de aire	1.2.61 Fecha de aire
1.1.62 Fecha de ruido	1.2.62 Fecha de ruido
1.1.63 Fecha de vibración	1.2.63 Fecha de vibración
1.1.64 Fecha de contaminación	1.2.64 Fecha de contaminación
1.1.65 Fecha de degradación	1.2.65 Fecha de degradación
1.1.66 Fecha de transformación	1.2.66 Fecha de transformación
1.1.67 Fecha de modificación	1.2.67 Fecha de modificación
1.1.68 Fecha de eliminación	1.2.68 Fecha de eliminación
1.1.69 Fecha de recuperación	1.2.69 Fecha de recuperación
1.1.70 Fecha de reutilización	1.2.70 Fecha de reutilización
1.1.71 Fecha de reciclaje	1.2.71 Fecha de reciclaje
1.1.72 Fecha de compostaje	1.2.72 Fecha de compostaje
1.1.73 Fecha de biogás	1.2.73 Fecha de biogás
1.1.74 Fecha de energía	1.2.74 Fecha de energía
1.1.75 Fecha de agua	1.2.75 Fecha de agua
1.1.76 Fecha de suelo	1.2.76 Fecha de suelo
1.1.77 Fecha de aire	1.2.77 Fecha de aire
1.1.78 Fecha de ruido	1.2.78 Fecha de ruido
1.1.79 Fecha de vibración	1.2.79 Fecha de vibración
1.1.80 Fecha de contaminación	1.2.80 Fecha de contaminación
1.1.81 Fecha de degradación	1.2.81 Fecha de degradación
1.1.82 Fecha de transformación	1.2.82 Fecha de transformación
1.1.83 Fecha de modificación	1.2.83 Fecha de modificación
1.1.84 Fecha de eliminación	1.2.84 Fecha de eliminación
1.1.85 Fecha de recuperación	1.2.85 Fecha de recuperación
1.1.86 Fecha de reutilización	1.2.86 Fecha de reutilización
1.1.87 Fecha de reciclaje	1.2.87 Fecha de reciclaje
1.1.88 Fecha de compostaje	1.2.88 Fecha de compostaje
1.1.89 Fecha de biogás	1.2.89 Fecha de biogás
1.1.90 Fecha de energía	1.2.90 Fecha de energía
1.1.91 Fecha de agua	1.2.91 Fecha de agua
1.1.92 Fecha de suelo	1.2.92 Fecha de suelo
1.1.93 Fecha de aire	1.2.93 Fecha de aire
1.1.94 Fecha de ruido	1.2.94 Fecha de ruido
1.1.95 Fecha de vibración	1.2.95 Fecha de vibración
1.1.96 Fecha de contaminación	1.2.96 Fecha de contaminación
1.1.97 Fecha de degradación	1.2.97 Fecha de degradación
1.1.9	

Wastes delivery
complementary receipt

NOTIFICATION

During the call authorisation, the ship indicates whether it wants to deliver waste, through the "Advance notification form for wastes delivery to port reception facilities". 🖱️

APPLICATION

The ship requests the service to the provider company and both reach an agreement on the delivery date, informing the Port Authority.

DELIVERY

The ship delivers its waste to the provider company, which fills and gives the ship the “Waste delivery receipt” and, in its case, the “Wastes delivery complementary receipt”. 🖱️

RECEIPTS

The ship sends the waste delivery receipts to the Port Authority and the Maritime Captaincy. In addition, the operation is registered in the port reception facility's registry and in the ship's registry.



4 COST RECOVERY SYSTEM

The cost of the reception service of waste from ships, excluding the cargo residues, is covered by the payment of fees on the part of the ships:

- Indirect fee (ship → Port Authority):** this fee is always paid, independently on whether the ship delivers waste, to cover indirect administrative cost from the disposal and provision of services on the part of the port reception facilities, and a significant proportion of the direct operation cost from the actual delivery of waste from ships. It does not include waste from exhaust gas-cleaning systems, whose cost is covered as a function of the type and quantity of the waste delivered.



The **indirect fee** to be paid by the ships to the Port Authority at each port call is the result of the following formula:



INDIRECT FEE [€] = (a · R1 + b · R2) · c, where:

- a** is a coefficient calculated as a function of the ship size, as shown in the following table:

SHIP SIZE	a
0 – 2.500 GT	1,50
2.501 – 25.000 GT	6 · 0,0001 · GT
25.001 – 100.000 GT	1,2 · 0,0001 · GT + 12
> 100.000 GT	24,00

- R1** is a basic amount of 75 for passengers ships and 80 for the rest of the ships
- b** is a coefficient that represents the number of people (including passengers and crew) in passengers ships and that is 0 in the rest of the ships
- R2** is a basic amount of 0,25
- c** is a coefficient that has a value of 1 in receptions in Zone I and 1,25 in receptions in Zone II



 **Direct fee (ship → port reception facility):** this fee covers the quantity of waste actually delivered that is not covered in the payment of the indirect fee. It does not include the delivery of waste from the annex V of the MARPOL Convention different to the cargo residues, in particular the passively fished waste, except when the delivered volume exceeds the maximum storage capacity or significantly differs from the notified volume. The fees are set by each provider company, always below the maximum fees established in the “**Sheet of particular prescriptions for the port service of ships waste and cargo residues reception in the Ports of Palma, Alcúdia, Maó, Eivissa and La Savina**” .



The **direct fee** to be paid by the ships to the port reception facilities in each waste delivery is the following one:




Waste of the annex I

 **Ports of Palma, Alcúdia, Eivissa, La Savina and Maó:** 88,57 €/m³

Waste of the annex IV

 **Ports of Palma, Alcúdia, Eivissa, La Savina and Maó:** 65 €/m³ (minimum 3 m³)

Waste of the annex V


PORT	PALMA AND ALCÚDIA	EIVISSA AND LA SAVINA	MAÓ
Adalmo 	42,78 €/m ³	32,95 €/m ³	56,21 €/m ³
	42,78 €/m ³	46,24 €/m ³	56,21 €/m ³
	42,78 €/m ³	42,78 €/m ³	42,78 €/m ³

Waste of the annex VI

 **Ports of Palma, Alcúdia, Eivissa, La Savina and Maó:** 58 €/m³



5 DEFICIENCIES NOTIFICATION

The user of the service that detects a deficiency of a port reception facility can notify it by the **“Format for reporting alleged inadequacies of port reception facilities”** of the appendix 1 of the MEPC.1/Circ.834/Rev.1 **“Consolidated guidance for port reception facility providers and users”** of the International Maritime Organisation (IMO). 

Once filled and signed, this form must be sent as soon as possible to the **Client Attention Service** of the Port Authority of Balears.

Client Attention Service

Telephone: 971.228.487

Fax: 971.726.948

Email: atcliente@portsdebalears.com

Complaints and suggestions section of the Electronic Office 

APPENDIX 1 FORMAT FOR REPORTING ALLEGED INADEQUACIES OF PORT RECEPTION FACILITIES¹

The master of a ship having encountered difficulties in discharging waste to reception facilities should forward the information below, together with any supporting documentation, to the Administration of the flag State and, if possible, to the competent Authorities in the port State. The flag State shall notify IMO and the port State of the occurrence. The port State should consider the report and respond appropriately informing IMO and the reporting flag State of the outcome of its investigation.

1 SHIP'S PARTICULARS		
1.1 Name of ship:	_____	
1.2 Owner or operator:	_____	
1.3 Distinctive number or letters:	_____	
1.4 IMO Number ² :	_____	
1.5 Gross tonnage:	_____	
1.6 Port of registry:	_____	
1.7 Flag State ³ :	_____	
1.8 Type of ship:	_____	
<input type="checkbox"/> Oil tanker	<input type="checkbox"/> Chemical tanker	<input type="checkbox"/> Bulk carrier
<input type="checkbox"/> Other cargo ship	<input type="checkbox"/> Passenger ship	<input type="checkbox"/> Other (specify) _____
2 PORT PARTICULARS		
2.1 Country:	_____	
2.2 Name of port or area:	_____	
2.3 Location/terminal name:	_____	
(e.g. berth/terminal/jetty)	_____	
2.4 Name of company operating the reception facility (if applicable):	_____	
2.5 Type of port operation:	_____	
<input type="checkbox"/> Unloading port	<input type="checkbox"/> Loading port	<input type="checkbox"/> Shipyard
<input type="checkbox"/> Other (specify) _____		
2.6 Date of arrival:	__/__/____ (dd/mm/yyyy)	
2.7 Date of occurrence:	__/__/____ (dd/mm/yyyy)	
2.8 Date of departure:	__/__/____ (dd/mm/yyyy)	

¹ This format was approved by MEPC 53.
² In accordance with the IMO ship identification number scheme, adopted by the Organization by Assembly resolution A.1117(30).
³ The name of the State whose flag the ship is entitled to fly.

3 INADEQUACY OF FACILITIES

3.1 Type and amount of wastes/residues for which the port reception facility was inadequate and nature of problems encountered

Type of wastes/residues	Amount for discharge (m ³)	Amount not accepted (m ³)	Problems encountered Indicate the problems encountered by using one or more of the following code letters, as appropriate: A No facility available B Unlawful entry C Use of facility technically not possible D Inconvenient location E Ship had to wait before receiving oily/water F Unreasonable charges for use of facilities G Other (please specify in paragraph 3.2)
MARPOL Annex I – related			
Oily bilge water			
Oily residues (sludge)			
Oily tank washings (slops)			
Dirty ballast water			
Scale and sludge from tank cleaning			
Other (please specify _____)			
MARPOL Annex II – related			
Category of NLS ⁴ residue/water mixture for discharge to facility from tank washings:			
Category X substance			
Category Y substance			
Category Z substance			
MARPOL Annex IV – related			
Sewage			
MARPOL Annex V – related			
A. Plastics			
B. Food wastes			
C. Domestic wastes			
D. Cooking oil			
E. Incinerator ashes			
F. Operational wastes			
G. Animal carcasses			
H. Fishing gear			
I. E-waste			
J. Cargo residues (non-HME) ⁵			
K. Cargo residues (HME) ⁵			

⁴ Indicate, in paragraph 3.2, the proper shipping name of the NLS involved and whether the substance is designated as “solidifying” or “high viscosity” as per MARPOL Annex II, regulation 1, paragraphs 15.1 and 17.1 respectively.

⁵ Indicate the proper shipping name of the dry cargo.

MARPOL Annex VI – related			
Oil-dispersing substances and equipment containing such substances			
Exhaust gas-cleaning residues			

3.2 Additional information with regard to the problems identified in the above table.

3.3 Did you discuss these problems or report them to the port reception facility?

☐ Yes ☐ No

If Yes, with whom (please specify) _____

If Yes, what was the response of the port reception facility to your concerns? _____

3.4 Did you give prior notification (in accordance with relevant port requirements) about the ship's requirements for reception facilities?

☐ Yes ☐ No ☐ Not applicable

If Yes, did you receive confirmation on the availability of reception facilities on arrival?

☐ Yes ☐ No

4 ADDITIONAL REMARKS/COMMENTS

Master's signature _____


Date: __/__/____ (dd/mm/yyyy)

Format for reporting alleged inadequacies of port reception facilities



THANKS FOR YOUR COLLABORATION

WASTE RECEPTION AND HANDLING PLAN

 **Review 6**



Ports de Balears

Autoritat Portuària de Balears