

## **Legal acts**

1. Act on Port Facilities for Collecting Waste from Ships (Dz.U. of 2022, item 1250),
2. Act on Preventing Sea Pollution from Ships (Dz.U. of 2023, item 1072, as amended)
3. International Convention for the Prevention of Pollution from Ships – MARPOL Convention (Dz. U. of 1987 No. 17, item 101 with amending acts),
4. Regulation of the Minister of Infrastructure of 20 July 2022 on the application form for approval of the ship waste management plan (Dz.U. of 2022, item 1603)
5. Regulation of the Minister of Infrastructure of 5 August 2022 on the report form regarding the operation and use of port facilities for collecting waste from ships (Dz.U. of 2022, item 1741)
6. Regulation of the Minister of Infrastructure of 5 August 2022 on the receipt form for waste collection from ships (Dz.U. of 2022, item 1750)
7. Regulation of the Minister of Infrastructure on the form containing information on on-board waste from ships (Dz.U. of 2022, item 1716),
8. Act of 14 December 2012 on waste (consolidated text of Dz. U. of 2023, item 1587, as amended), called the Waste Act

## **Abbreviations**

NSW – National Single Window – an electronic platform connecting the National SafeSeaNet System, the electronic system of customs administration and electronic systems for the transmission of information by the shipowner or master  
BDO – Database on products and packaging and on waste management

## **Responsibility**

1. Pursuant to Art. 10(3) of the Act on Preventing Pollution from Ships, the master or their representative provides information at least 24 hours before the ship arrives at a port located in the territory of the Republic of Poland.
2. Before entering the port, the ship's master or their representative shall notify the port authority of the intention to transfer waste from ships by providing complete, detailed and accurate information on the ship's waste prior to entering port using the NSW pursuant to Art. 10(3) of the Act on Preventing Pollution from Ships.
3. The master or their representative is responsible for the correctness and completeness of the waste data entered into the NSW. The master or their representative will be responsible for the problems and will bear the costs arising from incorrect information given by the ship's master.
4. In the event of a violation of the provisions on the transfer of waste from ships to port collection facilities, the ship's master will be liable to a financial penalty in accordance with Art. 37 of the Act on Preventing Sea Pollution from Ships.
5. The Port of Gdynia Authority SA is liable for damage related to the collection of waste from ships if the ship's operator proves that it was caused by the fault of the Port of Gdynia Authority SA or by the fault of persons or entities acting on behalf of the Port of Gdynia Authority SA.
6. The Port of Gdynia Authority SA is not liable for damages or losses resulting from force majeure.

7. Any doubts regarding the above-mentioned conditions should be clarified in accordance with Polish law by the Common Court competent for the port location.

## **Fee system**

Pursuant to the provisions of Chapter 4 of the Act on Port Facilities for Collecting Waste from Ships, by Resolution No. 119/IX/2025 the Management Board of PGA SA introduced and published on the website [www.port.gdynia.pl](http://www.port.gdynia.pl), in the "For the Ship" tab, a price list of port services for the collection and management of waste from ships, consisting of:

1. indirect fee – understood as a fee for the provision of port services for the collection and management of waste, paid for each ship regardless of the actual transfer of waste from ships. The amount of the indirect fee varies depending on the type and size of the ship.
2. fees related to the collection of waste/sewage from ships mooring at the Liquid Fuel Transshipment Station (SPPP) using a watercraft, additionally charged in accordance with the price list for port services for the collection and management of waste from ships - table no. 2, in accordance with the requirements described in this document for ships discharging waste/sewage:
  - a) a fee for extending the time of waste/sewage disposal to more than 2 hours, counted from the time the watercraft moors to the ship until its unmooring, resulting from the ship's fault (e.g. too poor efficiency of ship's equipment resulting in slow waste discharge),
  - b) fees for canceling waste collection less than 2 hours before the planned start of the operation (completion of unloading fuels from the ship);
3. additional fee – understood as collection and disposal of additional quantities of waste from ships not covered by the indirect fee
4. special fee – understood as the collection of waste from ships during and under conditions other than those specified in the ship waste management plan.

The indirect fee is not collected from a ship that:

1. stays at the roadstead being part of the port or harbour infrastructure without the intention to call at the port or sea harbour;
2. pursuant to Art. 10(16) of the Act on Preventing Sea Pollution from Ships, the ship has been exempted from the obligation to notify about ship waste in advance, to transfer ship waste each time before leaving the port or harbour, and pay the indirect fee each time;
3. participates in the categories of port services defined in Art. 1(2) of Regulation (EU) 2017/352 of the European Parliament and of the Council of 15 February 2017 establishing a framework for the provision of port services and common rules on the financial transparency of ports (OJ L 57, 3.3.2017, p. 1), namely:
  - bunkering,
  - mooring,
  - pilotage,

- towage
  - collection of waste from ships.
4. belongs to the floating units of the Navy, Border Guard and Police;
  5. performs special state service

Pursuant to the Regulation of the Minister of Infrastructure on the form containing information on on-board waste from ships, which transposes into national law Directive (EU) 2019/883 of the European Parliament and of the Council of 17 April 2019 on port reception facilities for the delivery of waste from ships, amending Directive 2010/65/EU and repealing Directive 2000/59/EC (OJ L 151, 7.6.2019, p. 116), the master or their representative is obliged to provide information on the maximum storage capacity for waste from ships (m<sup>3</sup>). According to the above directive, these data are the basis for determining the amount of solid waste (Annex V to MARPOL) transferred within the limit. If the master or their representative fails to comply with the above obligation, the blank field in the NSW declaration form will be set to '0' and therefore the garbage collection will be made at an additional fee.

Ships that are exempted from paying the indirect fee each time and have entered into an agreement with the PGA pursuant to Art. 10(16) of the Act on Preventing Sea Pollution from Ships, will be accounted for the collection and management of ship waste in accordance with the terms of the said agreement.

The Port of Gdynia Authority S.A. reserves the right to make any changes to the toll system depending on market conditions.

### **Types of waste**

1. Pursuant to the Polish law, a ship calling at the port in Gdynia is required to transfer to the port collection facilities all waste on the ship's side.
2. As part of the indirect fee, the Port of Gdynia Authority SA, provides the collection and management of the following types of ship waste with assigned codes in accordance with the Regulation of the Minister of Climate of 2 January 2020 on the Waste Catalogue (Dz.U. of 2020, item 10):
  - o Oily wastes and their mixtures listed in MARPOL Annex I;
  - o Sewage listed in MARPOL Annex IV;
  - o Garbage generated on board and listed in MARPOL Annex V; taking into account the guidelines for the implementation of that Annex, including cargo-related waste other than cargo residues.
3. The Port of Gdynia Authority SA provides the collection and management of flue gas treatment residues on commercial terms, in accordance with MARPOL Annex VI, after prior arrangement of the terms of collection with companies acting on behalf of the Port of Gdynia Authority SA.
4. The recipient of cargo from the ship is obliged to collect cargo residues on its own. Pursuant to Art. 25(6) of the Act on Port Facilities for Collecting Waste from Ships, the recipient of cargo informs the port authority about the planned collection of cargo residues from the ship 24 hours in advance and then provides the authority with a document confirming their collection.
5. The following are exempt from the obligation to each time transfer waste:
  - o Ships exempt from the obligation to notify about ship waste in advance, to transfer ship waste each time before leaving the port or harbour, and

to each time pay the indirect fee each time in accordance with the provisions of the Act on Preventing Sea Pollution from Ships;

- Ships that have sufficient capacity to store waste from ships, which results from information provided by the master or their representative pursuant to Art. 10 of the Act on Preventing Pollution from Ships and the Regulation of the Minister of Infrastructure on the form containing information on on-board waste from ships (Dz.U. 2022, item 1716). Sufficient storage capacity is determined by the competent Director of the Maritime Office in inspection mode, using the methods, indicators and criteria set out in Commission Implementing Regulation (EU) 2022/89 of 21 January 2022 laying down rules for the application of Directive (EU) 2019/883 of the European Parliament and of the Council as regards the method to be used for the calculation of sufficient dedicated storage capacity (OJ L 15, 24.1.2022, p. 1).

6. The Port of Gdynia Authority SA does not collect the following waste from ships:

- radioactive waste;
- ballast water;
- chemical packaging;
- washings from cleaning of tanks in ships carrying chemicals specified in Annex II to MARPOL;
- effluent sludge from effluent treatment systems on ships;
- waste generated as a result of repair, replacement, assembly or disassembly of on-board equipment and systems containing controlled substances specified in Annex I to Regulation (EC) No. 1005/2009 of the European Parliament and of the Council of 16 September 2009 on substances that deplete the ozone layer (OJ L 286, 31.10.2009, p. 1, as amended), which have to be collected and managed pursuant to the Waste Act (Dz. U. of 2020, item 797, as amended) by the entity providing the above-mentioned services,
- Filters from EGCS-Sox systems and catalysts from EGCS-NOx systems, generated as a result of repair, replacement, assembly or disassembly, which have to be collected and managed pursuant to the Waste Act (consolidated text of Dz. U. of 2023, item 1578, as amended) by the entity providing the above-mentioned services,

The said waste may be collected by companies on commercial terms after determining the method of waste collection and management with the Port of Gdynia Authority SA and relevant maritime administration services.

7. In addition to the price list of port services, the Port of Gdynia Authority SA provides the collection of:

- hospital waste;
- oily waste containing emulsifiers preventing separation into water and oil fractions;
- washings from cleaning of oil tanks;
- waste generated on the ship during: staying in the yard, long-term stay in the port;
- washings from cleaning the waste gas treatment system.

The above waste is collected on commercial terms by companies indicated in the port ship waste management plan.

8. The amount of waste collected as part of the indirect fee is specified in the price list of port services of for collection and management of waste from

ships and published on the website of the Port of Gdynia Authority SA. ([www.port.gdynia.pl](http://www.port.gdynia.pl)) in the Environmental Protection/Waste Management tab.

### **Veterinary waste**

Pursuant to Commission Regulation (EU) No 142/2011 of 25 February 2011 implementing Regulation (EC) No 1069/2009 of the European Parliament and of the Council laying down health rules as regards animal by-products and derived products not intended for human consumption and implementing Council Directive 97/78/EC as regards certain samples and items exempt from veterinary checks at the border under that Directive (EU No. 142/2011) and Commission Regulation (EC) No. 132/2008 of 14 February 2008 amending Regulation (EC) No 745/2004 laying down measures with regard to imports of products of animal origin intended for personal consumption, the following is considered veterinary waste:

- Catering waste from international means of transport, i.e. kitchen waste from ships (so-called "food waste");
- Products of animal origin for personal consumption imported from third countries (so-called "sandwich waste").

In order to collect "sandwich waste", the Port of Gdynia Authority SA, in cooperation with the Poviát Veterinary Officer and Customs Services, places special containers under the gangway of ships coming from countries outside the European Union, marked in accordance with Commission Regulation (EC) No. 745/2004, used for collection of consignments containing food products of animal origin, imported by passengers arriving from third countries to the European Union in their personal luggage or sent to private persons.

This recommendation does not apply to travellers bringing small quantities of products of animal origin intended for individual consumption from the territory of: Greenland, Iceland, Norway, San Marino and the Faroe Islands.

## Waste collection companies

Pursuant to the "Port Waste Management Plan for Ships" and under the agreements made with the Port of Gdynia Authority SA, the collection of ship waste using the system of indirect, additional and special fees established in accordance with the Act on Port Facilities for Collecting Waste from Ships (Dz.U. 2022, item 1250) is provided by the following companies:

Company name	Contact phone numbers, faxes and e-mail addresses	Scope of service
<p>Consortium:</p> <p>Aqua Port Spółka z o.o.</p> <p>Oiler Spółka z o.o.</p>	<p>80-175 Gdańsk Ul. Jabłoniowa 20/116 Tel. +48 572 342 560 Tel. +48 728 436 791 E-mail: <a href="mailto:biuro@aqua-port.pl">biuro@aqua-port.pl</a></p> <p>81-336 Gdynia Al. Solidarności 2 Tel. +48 538 458 198 Tel. +48 728 436 791 E-mail: <a href="mailto:biuro@aqua-port.pl">biuro@aqua-port.pl</a></p>	<p>Collection of oily waste MARPOL Annex I</p>
CTL PÓŁNOC Sp. z o.o.	<p>Aleja Solidarności 2 Street, 81-336 Gdynia phone no. +48 58 627 44 28 phone no. +48 692 405 491 e-mail: <a href="mailto:dyspozytor.polnoc@ctl.pl">dyspozytor.polnoc@ctl.pl</a></p>	<p>Collection of garbage, sandwich waste MARPOL Annex V</p>
Przedsiębiorstwo Portowe SIEĆ Sp. z o. o.	<p>Rotterdamka 7 Street, 81-337 Gdynia phone no. +48 58 627 45 15 phone no. +48 501 245 299 e-mail: <a href="mailto:siec@siec.gdynia.pl">siec@siec.gdynia.pl</a></p>	<p>Sewage collection MARPOL Annex IV</p>

In addition, in accordance with the "Port Waste Management Plan for Ships", the Port of Gdynia Authority SA provides the collection of the following waste on commercial terms by the following companies:

Company name	Contact phone numbers, faxes and e-mail addresses	Scope of service
Aqua Port Spółka z o.o.	<p>80-175 Gdańsk Ul. Jabłoniowa 20/116 Tel. +48 572 342 560 Tel. +48 728 436 791 E-mail: <a href="mailto:biuro@aqua-port.pl">biuro@aqua-port.pl</a></p>	<p>Cargo residues MARPOL Annex I,</p>
COMAL Sp. z o.o.	<p>Kujawska 10 Street, 80-550 Gdańsk phone no. +48 58 511 90 90 phone no. +48 506 083 598 e-mail: <a href="mailto:office@comal.com.pl">office@comal.com.pl</a></p>	<p>Cargo residues MARPOL Annex I,</p>
PORT SERVICE Sp. z o. o.	<p>Mjr H. Sucharskiego 75 Street, 80-601 Gdańsk phone no. +48 58 343 79 77 e-mail: <a href="mailto:portservice@portservice.com.pl">portservice@portservice.com.pl</a></p>	<p>Cargo residues MARPOL Annex I, II and V</p>
OILER Sp. z o. o.	<p>Aleja Solidarności 2 Street, 81-336 Gdynia phone no. +48 572 342 490 phone no. +48 602 610 956</p>	<p>Cargo residues MARPOL Annex I and VI</p>

	e-mail: <a href="mailto:gdynia@oiler.pl">gdynia@oiler.pl</a>	
CTL PÓŁNOC Sp. z o.o.	Aleja Solidarności 2 Street, 81-336 Gdynia phone no. +48 58 627 44 28 phone no. +48,692 405,491 e-mail: <a href="mailto:dyspozytor.polnoc@ctl.pl">dyspozytor.polnoc@ctl.pl</a>	Cargo residues, Residues from exhaust gas treatment. MARPOL Annex V and VI
Samodzielna Kolumna Transportu Sanitarnego	uSrebrniki 9 Street, 80-282 Gdańsk phone no. +48 58 520 40 22 ext. 23-25 phone no. for Gdynia region +48 58 629 91 13	Hospital waste

### General conditions

The method and conditions for the collection and management of ship waste at the Port of Gdynia are specified in the "Port Waste Management Plan for Ships" approved by the Marshal of the Pomeranian Voivodeship.

For technical reasons, the Port of Gdynia Authority SA provides direct collection of oil waste at the Southern Pier only from ships mooring stern to the Dutch Quay. If it is necessary to moor the ship in a different way, it is possible to collect the waste after towing the ship at another quay. The cost of towing is then borne by the ship.

1. Ships exempt each time from paying the indirect fee in pursuant to Art. 10(16) of the Act on Preventing Sea Pollution from Ships that have entered into an agreement with external companies are obliged to provide data on the quantity and type of waste transferred to the Port of Gdynia once a quarter by the 15th of the following month.
2. In case of any questions, comments or ambiguities concerning the method of waste ship collection at the Port of Gdynia, please contact:

7:00 to 15:30

Environmental Protection Department  
phone no. +48 58 627 40 46, +48 627 46 30  
e-mail: [srodowisko@port.gdynia.pl](mailto:srodowisko@port.gdynia.pl)

24/7:

Department of the Chief Port Dispatcher  
phone no. +48 58 627 40 38, +48 58 627 40 40  
e-mail: [dyspozytor@port.gdynia.pl](mailto:dyspozytor@port.gdynia.pl)

### Procedure for notifying the Port of Gdynia Authority SA about the demand for waste collection and its implementation

1. Before entering the port, the ship's master or their representative shall notify the port authority of the intention to transfer waste from ships by providing complete, detailed and accurate information on the ship's waste prior to entering port using the NSW pursuant to Art. 10(3) of the Act on Preventing Pollution from Ships.
2. The declaration of waste intended for transfer at the Port of Gdynia by the ship automatically becomes an order for the collecting companies.
3. In the event of the Master's refusal to transfer the waste to the port collection facilities after prior declaration in the NSW, the ship will be charged with a

special fee included in the price list of port services published on the website of the Port of Gdynia Authority SA.

4. If it is not possible to make changes to the information on waste in NSW, the Master is obliged to notify the port authority of the intention to transfer waste from ships by providing information to the Department of the Chief Port Dispatcher of the Port of Gdynia pursuant to the Regulation of the Minister of Infrastructure on the form containing information on on-board waste from ships (Dz.U. 2022, item 1716).

### **Method for collection of waste from ship**

1. Collection of liquid waste and oily sludge is done by marked road tankers placed at the ship's side.
2. The collection of wastewater from commercial ships in the area of the Port of Gdynia is done by marked aseptic tanks placed at the ship's side.
3. Collection of sewage from passenger ships mooring at French Quay and ferries moored at Polish Quay consists in its direct discharge using ship pumps to the dedicated sanitary infrastructure in the port. Wastewater discharge from the above-mentioned ships is done using special measurement platforms that continuously record the quality parameters of sewage from the ship. Appendix 1 to that document specify the parameters of wastewater from passenger ships and ferries, which is collected without an additional fee.
4. The collection of garbage is done using marked containers placed at the ship's side.
5. Food waste is collected, handled and managed in the manner approved by the Poviats Veterinary Officer.
6. Collection and management of waste from ships under sanitary quarantine is done in accordance with the decisions and recommendations of the Border Veterinary Inspectorate in Gdynia ([www.gdynia.wetgiw.gov.pl](http://www.gdynia.wetgiw.gov.pl)).
7. If it is necessary to collect waste/sewage from ships moored at the Liquid Fuels Reloading Berth (SPPP) using a vessel, the transfer of waste/sewage may take place only after the completion of unloading of liquid fuels from the ship, i.e. after disconnecting the hoses and removing the barrier. Due to technological reasons and the necessity to use a vessel, the estimated time of the waste and sewage collection operation may be approx. 3.5 hours and more (including approx. 1.5 hours for providing the vessel and 2 hours for unloading waste).
8. The ship or its representative receives confirmation of waste transfer in the form of a "Confirmation of waste delivery" issued by the service technician; the form contains information on the type and quantity of collected waste as well as the date, time and terms of collection.
9. A model "Confirmation of waste delivery" is available on the website of the Port of Gdynia Authority SA.
10. The amount and type of waste and cargo residues transferred at the Port of Gdynia is recorded and made available to maritime administration authorities.
11. The Port of Gdynia Authority SA reserves the right to claim damages against companies that do not comply with the law.
12. The Port of Gdynia Authority SA reserves the right to make any changes to the method for collecting and managing waste from ships at the Port of Gdynia.

## **Conditions to be met by the service technician collecting waste from ships at the Port of Gdynia**

1. All service technicians collecting cargo residues and other waste from ships on commercial terms at the Port of Gdynia are obliged to meet environmental protection standards, have valid documents listed below, as required by Polish law to conduct the above-mentioned activities, the copies of which should be submitted to the Environmental Protection Department of the Port of Gdynia Authority SA before starting operations in the area of the Port of Gdynia. In the case of updating or obtaining new permits, they should be immediately submitted to the above-mentioned department of the Port of Gdynia Authority SA.
2. All service technicians shall ensure that all employees receive the necessary training to acquire the knowledge which is essential for their work on dealing with waste, with specific attention to health and safety aspects pertaining to dealing with hazardous materials, and that training requirements are regularly updated to meet the challenges of technological innovation.

### **Hazardous waste**

- Entry in the BDO register;
- If the company is not a waste producer, it is necessary to make an entry in Section VII of BDO regarding the transport;
- If the company is a waste producer, it is necessary to make an entry in Section XII of BDO (in accordance with Article 3, point 1, section 32 the Waste Act);
- Decision to collect or process hazardous waste;
- Valid certificate of approval of the vehicle for the transport of hazardous materials, if required;
- Current certificates of training for drivers of vehicles carrying hazardous materials;
- Instructions for the collection of hazardous waste from ships, approved by the Maritime Office in Gdynia and the Port of Gdynia Authority SA.

### **Food waste**

- Entry in the BDO register;
- If the company is not a waste producer, it is necessary to make an entry in Section VII of BDO regarding the transport;
- If the company is a waste producer, it is necessary to make an entry in Section XII of BDO (in accordance with Article 3, point 1, section 32 the Waste Act);
- Decision of the District Veterinary Officer authorising the collection and transport of animal by-products cat. 1.

### **Non-hazardous waste**

- Entry in the BDO register;
- If the company is not a waste producer, it is necessary to make an entry in Section VII of BDO regarding the transport;
- If the company is a waste producer, it is necessary to make an entry in Section XII of BDO (in accordance with Article 3, point 1, section 32 the Waste Act);
- Decision to collect or process non-hazardous waste

## Sewage

- Documentation specifying the method of managing wastewater collected from ships;
  - Permit to conduct activity for emptying septic tanks and transporting liquid waste in the area of the City of Gdynia;
  - Agreement for liquid waste collection from septic tankers with PEWIK Gdynia Sp. z o. o.
3. After completing the service, the service technician collecting cargo residues and other waste from ships on commercial terms is obliged to deliver the following to the Port of Gdynia Authority SA . Environmental Protection Department: information including name of vessel, IMO number, date and time of collection and the quantity and type of waste or cargo residues collected from ships and the method for managing the listed waste:
- Environmental Protection Department  
phone no. +48 58 627 40 46, +48 58 627 46 30  
e-mail: [srodowisko@port.gdynia.pl](mailto:srodowisko@port.gdynia.pl)

For this purpose, you can use the "Confirmation of waste delivery" available on the website of the he Port of Gdynia Authority SA.

4. If unable to collect waste from ships in their collection facilities, waste collection companies are obliged to notify the Port Dispatcher about this fact and the expected time of non-operation of the facilities no later than 3 hours before the ship enters the port. If such a situation occurs after the ship has entered the port, the Port Dispatcher should be notified immediately.

## Conditions to be met by a ship when transferring waste

### Oily waste pursuant to MARPOL Annex I

1. in order to facilitate pumping, oil sludge may be heated by the ship to a maximum temperature of 60<sup>0</sup>. The ship's personnel should each time notify the operator of the collection facilities about the temperature to which the sludge has been heated. The ship's personnel is responsible for maintaining the temperature at the appropriate level.
2. the minimum handling speed (capacity of pumps on board) for liquid oil waste should be 7.5 m<sup>3</sup>/h;
3. the ship should have standardised joints in the shape and dimensions of flanges pursuant to provision 19 of MARPOL Annex I.
4. the maximum waiting time of the service technician until the start of waste transfer is 30 minutes.

### Sewage pursuant to MARPOL Annex IV

1. sewage does not require disinfection,
2. sewage pumps on commercial ships should ensure efficiency so that the time of wastewater pumping to collection facilities does not exceed one hour
3. in the case of wastewater collection from ferries to Helskie II Quay, the discharge points are equipped with meters, and the discharge itself is done in the presence of an employee of Przedsiębiorstwo Portowe "Sieć" Sp. z o.o., who fills in the " Confirmation of waste delivery ", then confirmed by the ship's master,

4. in the case of sewage collection from ferries at the Polish Quay, the capacity of the port facilities is 105 m<sup>3</sup>/hour, while the efficiency of the sanitary system dedicated to the collection of wastewater from passenger ships at the French Quay is 200 m<sup>3</sup>/hour. Both systems are equipped with flow meters, and the discharge itself is done in the presence of an employee of Przedsiębiorstwo Portowe "Sieć" Sp. z o.o., who fills in the " Confirmation of waste delivery ", then confirmed by the ship's master,
5. the maximum waiting time of the service technician until the start of wastewater transfer is 30 minutes.

#### Garbage pursuant to MARPOL Annex V

1. garbage must be sorted at least into:
  - o food waste,
  - o cooking oils,
  - o plastics,
  - o cargo residues,
  - o oily rags,
  - o other
2. food waste must be collected and transferred in separate sealed containers,
3. hazardous household waste must be sorted and placed in closed, sealed and labelled containers;
4. garbage transferred to the Port of Gdynia must be disposed of directly into the provided containers, in accordance with their marking.

Collection of waste from vessels docked at the Liquid Fuels Transfer Station (SPPP) on the breakwater using a vessel:

- a) Oily water - pumping of waste from ship tanks to receiving tanks on the barge is carried out by ship pumps. Only oily liquid waste pumped at ambient temperature can be accepted.
- b) Wastewater - the pumping of wastewater from the ship's tanks to the receiving tanks on the barge is done by ship's pumps.
- c) Solid waste - the handling of waste from the ship to the deck of the barge is carried out with the help of ship's equipment. Waste must be packed in big-bags, or other sturdy packaging. For safety reasons in handling, the weight of a single load must not exceed 0.5 tons.

#### Procedures for reporting irregularities related to the operation of port collection facilities

1. In the case of a request for collection of waste that cannot be collected at the port (failure of facilities or lack of technical capacity), the Port Dispatcher immediately notifies the shipowner or the ship's agent by phone or e-mail.
2. In the event of irregularities related to the operation of port collection facilities during the handling of the ship, the ship's agent or master should immediately notify the Department of Chief Dispatcher of PGA SA and the Maritime Office in Gdynia of the situation in order to immediately remove the irregularities or explain the situation.
3. Complaints concerning improper operation of collection facilities are accepted by the Director of the Maritime Office in Gdynia in writing or in the form available at [www.port.gdynia.pl](http://www.port.gdynia.pl) and [www.umgdy.gov.pl](http://www.umgdy.gov.pl)
4. If it is impossible to collect waste from ships, the collecting company reports this event by filling in the "Information about the impossibility to collect waste

at the Port of Gdynia" (available at <http://www.port.gdynia.pl/pl/dla-statku/odbior-odpadow>) and sending it to:

Department of the Chief Port  
Dispatcher  
phone no. +48 58 627 40 38  
phone no. +48 58 627 40 40  
e-mail: [dyspozytor@port.gdynia.pl](mailto:dyspozytor@port.gdynia.pl)

and

Harbour Masters Office  
phone no. +48 58 620 28 53  
phone no. +48 600 422 297  
e-mail: [kpgdynia@umgdy.gov.pl](mailto:kpgdynia@umgdy.gov.pl)