

WASTE MANAGEMENT PLAN OF INKOO SHIPPING OY AB'S AND FORTUM
POWER AND HEAT OY'S INKOO PORT AREAS

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1. BACKGROUND

In accordance with Chapter 9, Section 3 of the Act on Environmental Protection in Maritime Transport, the port operator must draw up a waste management plan in order to organise the management of ship-generated waste.

The reception, collection, storage, treatment and recovery of ship-generated waste must be planned with consideration to the type and size of the port and of the vessels calling at the port. In recent years some 320-360 vessels have visited the Inkoo Shipping port, and about 120-160 vessels have visited Fortum Power and Heat Oy's port annually.

This waste management plan applies to the waste management of Inkoo Shipping Oy Ab and Fortum Power and Heat Oy's Inkoo ports.

2. LEGISLATION

Acts guiding the port's waste management and the organisation of it:

- Environmental Protection Act (527/2014)
- Environmental Protection Decree (713/2014)
- Waste Act (646/2011)
- Government Decree on Waste (179/2012)
- Act on Environmental Protection in Maritime Transport (1672/2009)
- Government Decree on Environmental Protection for Seafaring (76/2010)

1672/2009, Chapter 10, Section 2:

“In order to cover waste reception and management expenses, the port authority shall charge a fee from every ship that calls at the port, regardless of whether the ship delivers any waste in the port. The fee shall cover the expenses of managing the following ship-generated waste:

- 1) oily waste
- 2) garbage, excluding cargo residues
- 3) sewage

In order to cover waste reception and management expenses, the port authority shall also charge a fee from those ships that call at the port and deliver cargo residues to the port reception facilities.”

1672/2009, Chapter 10, Section 4:

“The Finnish Transport Safety Agency may, upon written application, grant exemptions from the mandatory delivery of ship-generated waste and cargo residues, set out in section 1, and the obligation to provide notification of ship-generated waste and cargo residues, set out in section 3, to ships engaged in regular service, meaning that they operate on a schedule or a pre-confirmed route, between designated ports and that they call at one designated Finnish port located along the route at least once every two weeks.”

“Exemptions may be granted on the condition that the ship has concluded a waste management agreement with a qualified waste management company or port.”

3. DEFINITIONS

Waste is any substance or object which the holder has discarded, or intends or is required to discard.

Ship-generated waste is waste originating from the ordinary operating of a vessel, including oily waste from the engine room, sewage, solid waste, and cargo waste, including cargo residue left in the vessel during the loading or unloading of cargo, support lumber, pallets, tie-down and packaging materials, plywood, cardboard, paper, steel wire and steel bands.

Cargo residue is material remnants of any cargo material on board in cargo holds that must be removed from the vessel when the unloading procedures are completed. In this waste management plan, residue that has fallen onto the dock or in the handling areas is also considered as cargo residue.

Municipal waste is waste generated by households as well as comparable waste in terms of its properties, composition and volume that is generated by industrial, service or other activities, excluding, however, hazardous waste and sewage. Municipal waste includes, e.g., household waste, office waste, small industry waste, general sanitation waste, and some construction waste.

International catering waste is food waste generated during the consumption or preparation of food on board a vessel arriving from non-EU countries. The wrappers, plastics and packaging around prepared food are considered international catering waste.

Hazardous waste is waste with chemical or other properties that may cause especially hazardous or adverse impacts to health or the environment.

Special waste refers to waste whose collection, transportation or handling requires special measures, such as the immediate covering of the waste in landfills, but which is not hazardous waste. Special waste includes, e.g. biowaste and sewage. Also international catering waste is included in this category.

Waste collection is the collecting, sorting or mixing of waste for transportation or utilisation or processing.

4. COORDINATION OF IN-PORT WASTE MANAGEMENT

4.1 Responsible for implementation of the waste management plan

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4.2 Responsible for waste management and the condition of the reception facilities

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4.3 Responsible for waste record book

Jörgen Qvarnström, contact information above

4.4 Ship-generated waste notifications

Jörgen Qvarnström, contact information above

4.5 Supervision and responsibility

It is the port's responsibility to arrange for the waste collection from vessels and the proper, possible interim, storage in the port area, as well as to make agreements with properly permitted transportation and waste management companies.

The port is responsible for the waste generated in its own operations and for the proper handling of it. The port maintains a record of the waste received and the waste generated in its own operations as well as the forwarding of it while taking into consideration the obligations related to the handling and forwarding of hazardous waste and special waste. The waste holder's responsibility for organising waste management will terminate and transfer to a new holder when the waste is delivered to a consignee referred to in section 29. Responsibility does not transfer to a carrier transporting waste on behalf of another party.

If, contrary to section 29, the waste is delivered to a consignee other than the one referred to therein, both the new and previous holder of waste shall be responsible for organising waste management.

4.6 Vessel notification procedure and mandatory delivery of waste

Vessels are obligated to notify the port of their intention to leave waste at the port 24 h prior to port entry, or, if the travel time from the previous port is less than 24 h, immediately after departing the previous port. If the vessel's port of call is known less than 24 hours before arrival, the notification shall be given as soon as the port of call is known. Notification of vessel waste does not apply to recreational craft that can take a maximum of 12 passengers nor to fishing boats.

Mandatory delivery of waste

According to provisions, all vessels calling at Finnish ports shall, before departure, deliver to port reception facilities all their ship-generated waste and cargo residues that, under the MARPOL Convention and the 1992 Helsinki Convention, must not be discharged into the Baltic Sea.

The provision on mandatory delivery of waste applies to the following types of waste:

- Oily waste from machinery and cargo spaces
- Bilge water, unless the vessel is fitted with a bilge water separating equipment or if the vessel is navigating exclusively in an area where bilge water separators must not be used
- Cargo residues from chemical tankers of category X or Y and for which tank prewash is required
- Solid waste, with the exception of food waste
- Untreated sewage, if the vessel is navigating exclusively in Finnish waters.
- The provision on mandatory delivery of waste does not apply to:
- Bilge water in the bilge water holding tank, if the vessel is fitted with a bilge water separator

- Cargo residues from chemical tankers of category Y or Z and for which tank prewash is not required
- Untreated sewage, if the vessel is navigating outside Finnish waters
- Food waste, if the vessel is navigating outside Finnish waters.

Reduced quantities of waste carried in the vessel's slop tanks need not, however, be delivered to reception facilities. In the case of oily waste from the engine room, for example, "reduced quantities" may be interpreted as 25 per cent of the total capacity of the slop tanks or 5 m³, whichever is the greater. If the total capacity of the vessel's slop tanks is less than 5 m³, the tanks need not be emptied until they are almost full. The vessel shall, however, always have sufficient capacity for waste generated during the following voyage.

Ship-generated waste notifications must be made through PortNet. Based on the information received from the ship, a ship owner's agent will make the notification. The vessel reports the amounts to the ship owner's agent, tel. +358 207 631 500, e-mail: agency@inkooshipping.fi.

4.7 Waste collection equipment, collection and sorting

The waste management equipment needed to implement vessel waste management is provided by a properly permitted waste management company (or companies), which is responsible for the condition of the equipment, the number of them, the markings, and the collection frequency. Possible shortcomings must be reported to the party responsible for the waste management and the condition of the reception facilities.

Vessels and those operating in the port area must collect the waste they generate to the appropriate collection equipment. All Fortum's port area waste management stations are presented on the accompanying map in Appendix 2, and the waste management stations in Inkoo Shipping's port area are in Appendix 3. The waste station intended for ship-generated waste is equipped with instructions in Finnish, Swedish and English. Waste is separated in accordance with the waste management instructions in Appendix 1.

The oily waste of vessels (bilge water, etc.) is not stored in the port area; rather, direct transport to a hazardous waste plant is ordered for it.

Vessel sewage is also transported directly by tanker truck to a sewage treatment plant.

Likewise, other hazardous waste or special waste are not stored in the port area; instead, direct transport to a hazardous waste plant is ordered for it. The exception to this is the storage (in Fortum or Inkoo Shipping port areas) of solid oily waste, small amounts waste oil (canisters), paints, and batteries in the proper containers provided by a waste management company. Hazardous waste containers are marked with the appropriate warning labels.

Dedicated waste receptacles have been reserved for office waste, mixed waste or oily waste generated from the company's own operations; these receptacles are located in close proximity to where the main volume of the waste is generated.

Sanitary water from the office and social building is collected in a sealed cesspit from which it is transported to a wastewater treatment plant.

4.8 Documents, waybills

A transport document is not compiled for the collection of ordinary waste; rather, the reporting and the determination of the waste amount are based on the collected waste categories and the volumes reported on the waste management company bill.

A movement document is always compiled for hazardous waste. Movement documents are maintained for a minimum of three years.

4.9 Reporting

By the end of February of every year the port reports on the waste generated in port operations and on ship-generated waste. The reporting is made in the environmental administration's electronic system. The report is also submitted to the Uusimaa ELY Centre and Inkoo municipality's environmental committee.

4.10 Information for vessels

Vessels arriving in port receive information bulletins about the port's waste management system, as outlined in Appendix 3. The same bulletins are submitted in advance to vessels or to the shipping companies by shipping agents. The shipping agent also informs the vessels of the location of the waste stations and provides a map if needed.

5. WASTE MANAGEMENT FEES

The port charges all vessels a waste management fee unless the vessel has received a fee waiver from Traficom.

The fee is charged separately for solid waste, oily waste and grey water. The fees are based on the vessel's net tonnage. The current waste management fees are provided to shipping companies upon request.

6. WASTE GENERATED IN PORT OPERATIONS OR SHIP-GENERATED WASTE, GENERAL OUTLINE

Waste is classified in accordance with Appendix 4 of the Government Decree on Waste 179/2012.

6.1 Recyclable waste

6.1.1 Energy waste

Class:	20 03 01, mixed municipal waste
Properties:	Waste unsuitable for paper or cardboard recycling due to degree of soiling or to some other characteristic, wood and burnable packaging, plastic (not PVC), textiles, tarps
Generation origin and method:	Vessels, incoming goods packaging, wood, paper, construction material and other waste generated in conjunction with office work and stevedoring
Sorting instructions:	Burnable waste, cardboard, soiled paper, wood, plastic (not PVC)
Collection containers:	Proper containers supplied by the waste management company

6.1.2 Paper

Class:	20 01 01, paper
Properties:	Clean and dry office paper
Generation origin and method:	Paper waste generated at the port office and in common areas
Sorting instructions:	Copy paper, newspapers and periodicals, advertisements and brochures, coloured paper, recycled paper and envelopes
Collection containers:	Proper containers supplied by the waste management company

6.1.3 Metal

Class:	20 01 40, metal
Properties:	Metal
Generation origin and method:	Vessels, port's own operations
Sorting instructions:	Scrap iron, scrap steel, steel wires and bands, metal piping, metal cans and containers, and metal parts
Collection containers:	Roll-off dumpster Sign: "KERÄYSMETALLI, METALL, METAL"

6.2 Landfill waste

6.2.1 Mixed municipal waste

Class:	20 03 01 mixed municipal waste
Properties:	Can include the following waste components: mixed office and production waste, cleaning waste, biowaste, other unsorted mixed waste
Generation origin and method:	Port area, vessels
Sorting instructions:	All unsorted waste, no hazardous waste, no recyclable waste, and no special waste
Collection method:	Ship-generated waste is placed into a mixed-waste container (Appendix 2)
Collection container:	Waste from port operations is collected into the appropriate collection receptacle located at the port office (Appendix 2).

6.2.2 Storm drain sludge

Class:	20 03 06, waste from cleaning storm drains
Properties:	Bottom sludge from storm drains that is suitable for landfill
Generation origin and method:	Port area's storm drain system
Sorting instructions:	Emptying of drains with a suction truck twice a year
Collection method:	Emptying with a suction truck by the waste management company

6.3 Special waste

6.3.1 International catering waste

Class:	20 01 08, biodegradable kitchen and canteen waste
Properties:	Food waste generated during the consumption or preparation of food, including the wrappers, plastics and packaging around prepared food, on board a vessel arriving from non-EU countries
Generation origin and method:	Vessels arriving from non-EU countries
Sorting instructions:	International catering waste must be kept separate from all other waste
Collection containers:	Vessels are obligated to notify the port of their intention to leave waste at the port. Container for the collection of international catering waste in Inkoo Shipping Oy Ab's port area.

6.3.2 Vessel sewage

Class:	20 03 04 septic tank sludge
Properties:	Vessel's "grey water"
Generation origin and method:	Vessel's toilets and lavatories

Collecting arrangements:

Vessels that want to leave sewage must provide the port with advance notification; the port receives the sewage into tanker trucks to be transported to the municipal wastewater treatment plant.

6.4 Hazardous waste

6.4.1 *Bilge water, and other oils*

Class:	13 04 02, bilge water from jetty sewers 13 02 08, other engine, gear and lubricating oils
Characteristics:	Hazardous waste
Generation origin and method:	Ship-generated waste
Sorting instructions:	Pumped into a tanker truck, which transports the waste to a hazardous waste treatment plant; a moving document must be compiled
Collection method:	Collected into a tanker truck based on vessel's advance notification

6.4.2 *Solid oily waste*

Class:	16 07 08, waste containing oil
Properties:	Hazardous waste
Generation origin and method:	Ship-generated waste or waste generated by the port's engine maintenance
Sorting instructions:	Solid oily waste is collected into the designated containers
Collection containers:	Ship-generated waste is collected into the appropriate receptacle (Appendix 2) The waste management company empties the receptacles upon notification.

6.4.3 *Waste oil, clear*

Class: 13 02 08, other engine, gear and lubricating oils

Properties: Hazardous waste, recyclable

Generation origin and method:

Waste generated by the port's engine maintenance

Sorting instructions: Collected into a designated container

Collection containers: Containers are emptied by the waste management company upon notification. The containers are located in the port area at the coal work machine maintenance (Appendix 2).

6.4.4 *Waste oil, black*

Class: 13 02 05, mineral-based non-chlorinated engine, gear and lubricating oils

Properties: Hazardous waste

Generation origin and method:

Waste generated by the port's engine maintenance, ship-generated waste

Sorting instructions: Collected into a designated container

Collection containers: Small amounts of oil (canisters) are taken from vessels to the container located in conjunction with Inkoo Shipping's repair shop (Appendix 3). Waste generated by port operations is collected into 1000-litre containers, which are emptied by the waste management company upon notification. The container is located in coal work machine maintenance hall in the port area (Appendix 2)

6.4.5 *Sludge from oil separator holds*

Class: 13 05 02, Sludge from oil separators

Properties: Hazardous waste

Generation origin and method:

Waste sludge from the oil separator holds of the ports' engine halls

Sorting instructions: Collected with a suction truck

Collection method: Collected with waste management company's suction truck and transported directly to a hazardous waste treatment plant

6.4.6 *Paint and solvent waste*

Class: 14 06 03, other solvents and solvent mixtures
20 01 27, paint, inks, adhesives and resins containing dangerous substances

Properties: Hazardous waste

Generation origin and method:

Ship-generated waste

Sorting instructions: Paint and solvent wastes are collected separately and transported to a hazardous waste treatment plant

Collection containers: Paints and solvents in their own containers are collected in dedicated receptacle at Inkoo Shipping's port (Appendix 3). The receptacle is emptied by the waste management company upon notification.

6.4.7 *Lead batteries*

Class: 16 06 01, lead batteries

Properties: Hazardous waste

Generation origin and method:

Vessels (occasionally)

Sorting instructions: Transported to the plastic collection container located in conjunction with Inkoo Shipping's repair shop

Collection containers: Plastic container with a lid. Batteries are transported to the waste collection facility.

6.4.8 *Battery waste*

Class: 20 01 34, batteries

Properties: Hazardous waste

Generation origin and method:

Ship-generated waste, waste generated by port operations

Sorting instructions: Batteries removed from use

Collection containers: A dedicated receptacle for battery collection. Emptied by the waste management company upon notification. The receptacle is located at Inkoo Shipping's port (Appendix 3).

6.4.9 Electrical and electronic waste

Classes: 20 01 21, 20 01 23, 20 21 35, fluorescent lamps containing hfc compounds, others

Properties: Electrical and electronic waste

Generation origin and method:

Ship-generated waste, waste generated by port operations

Sorting instructions: Vessel waste site

Collection containers: Waste is collected to the waste collection site from where it is transported to the waste collection facility.

6.4.10 Pyrotechnic waste

Class: 16 04 02, fireworks waste

Properties: Emergency flares and torches (occasional small amounts)

Generation origin and method:

Ship-generated waste

Sorting instructions: The primary aim is to deliver the waste to the party selling the pyrotechnics, if it is a matter of updating the pyrotechnic equipment. Secondly, put the pyrotechnic waste in an airtight container and keep it in a fire- and explosion-proof container.

Collection containers: Waste is collected at the waste collecting site, from where it is transported to a waste collection facility.

7 TRANSPORTATION OF WASTE FROM THE PORT, UTILISATION/HANDLING

Properly permitted waste management companies are responsible for waste collection. The port's responsibility for the waste ends when the waste management company has picked up the waste. The waste management company is responsible for transportation and delivery of the waste for the appropriate treatment or final disposal.

Recyclable waste

Recyclable waste is transported for recycling, either for reuse or for use as an energy raw material.

Landfill waste

Landfill waste is transported to the waste treatment facility that has the proper handling permit.

Special waste

Special waste is transported to a waste treatment facility that has the proper handling permit.

Hazardous waste

Hazardous waste is transported to an approved hazardous waste treatment facility. Oily waste from vessels (bilge water, etc.) is, in general, picked up by Fortum Recycling and Waste Solutions

8 WASTE MANAGEMENT EQUIPMENT















Collection equipment, No.	Waste collected	Total volume of container(s), m ³	Set-up and colour	Material	Location (IS=Inkoo Shipping's port, FT=Fortum's port)	Markings	Note	Emptying frequency
8	Mixed waste	660 l		Plastic	Main waste point, IS	"Sekajäte" FI,		Weekly
1	Metals (small)	660 l		Plastic	Main waste point, IS	"Pienmetalli" FI, SVE, ENG		By order
1	Glass	660 l		Plastic	Main waste point, IS	"Keräyslasi" FI, SVE, ENG		By order
1	Solin oily waste	660 l		Plastic	Main waste point, IS	jäte", FI, SVE, ENG		By order
1	International biowaste	Locked 240 l		Plastic	Main waste point, IS	"Biojäte", FI, ENG		By order
1	Battery waste	0,005		Plastic	Main waste point, IS	"Paristot" FI, ENG		By order
1	Energy waste, used large sacks	15 m ³		Metal	End of Hall 7 IS	"Tyhjät suursäkit", FI		By order
1	Solid oily waste	660l		Plastic	Workshop, IS	"Kiinteä öljyjäte", FI ENG		By order
1	Liquid oli waste, clear	1000 l		Plastic	Workshop, IS	"Kirkas jäteöljy" FI, SVE		By order
1	Liquid oli waste, black	1000 l		Plastic	Workshop, IS	"Musta jäteöljy" FI, SVE		By order
1	Mixed waste	660 l		Plastic	Workshop, IS	"Sekajäte" FI, SVE, ENG		Weekly
1	Paper (no data protection)	660 l		Plastic	Workshop, upstairs, IS	"Paperinkeräys" FI		Every 4th week
1	Paint and solvent waste	660 l		Plastic	Workshop, IS	liuotinjäte" FI, ENG		By order
1	Biowaste	240 l		Plastic	Canteen, IS	"Biojäte" FI, SVE, ENG		Every other week
2	Mixed waste	660 l		Plastic	Canteen, IS	"Sekajäte" FI, SVE, ENG		Weekly
2	Paper (data protection)	0,24		Plastic	Office, IS	"Tietosuoja-paperi" FI		By order
3 lokerikkoja	Cargo residue	15	Katos	Concrete/Ca nopy	Storage area, IS	"Etibor/Kaoliini/Soija"	-	By order
1 kpl vaihtolava	Untreated wood waste	7		Metal	Edn of hall 7, IS	"Käsittelemätön puujäte"		By order
1 kpl vaihtolava	Metal waste	7		Metal	Edn of hall 7, IS	"Metallijäte"		By order
1	Solid oily waste	660 l		Plastic	Fortum	"Kiinteä öljyinen jäte" FI, SVE, ENG		By order
8	Mixed waste	660 l		Plastic	Fortum	"Sekajäte" FI, SVE, ENG		Weekly

APPENDICES

- Appendix 1 Sorting instructions
- Appendix 2 Location of waste sorting stations in Fortum's port area
- Appendix 3 Location of waste sorting stations in Inkoo Shipping's port area

APPENDIX 1

LAJITTELUOHJEET / SORTERINGANVISNINGAR / SORTING INSTRUCTIONS

 BIOJÄTE KYLLÄ <ul style="list-style-type: none"> • elintarvikkeet • suodatinpaperit poroineen • talouspaperit ja lautasliinat • munakennot • kasvit multineen • puiset aterimet ja hammastikut • kompostoituvat jätteet 	 ENERGIAJÄTE KYLLÄ <ul style="list-style-type: none"> • pakkausmuovi (ei PVC) • likoiset paperit ja pahvit • kartongit • puupakkaukset • muovit (ei PVC) • solumuovi, styroksia • vaatteet <ul style="list-style-type: none"> • kyllästettyä puuta • metalleja, lasia • PVC-muovia • kiviä, hiekkaa • biojätettä • ongelmajätteitä 	 KERÄYSLASI Värillinen ja väriltön KYLLÄ <ul style="list-style-type: none"> • tyhjät lasipullot • tyhjät lasipurkit 	 KERÄYSPAHVI, -KARTONKI KYLLÄ <ul style="list-style-type: none"> • kartonkipakkaukset: muro- ja keksipaketit, pitsalaatikat ja kananmunakennot • kartonkitölkkit: maito, mehu-, jogurtti-, viini ja pesuainetölkkit • aaltopahvi • kertakäyttöastiat (kartonkiset) • paperikassit, paperirullat • pahlilaatikat ja ruskeakartonki 
 KERÄYSPAPERI KYLLÄ <ul style="list-style-type: none"> • sanoma- ja aikakauslehdet • mainokset ja esitteet • värilliset paperit • kirjekuoret • uusiopaperi 	 PIENMETALLI KYLLÄ <ul style="list-style-type: none"> • säilyketölkkit ja metallipurkit • alumiinivuoat ja foliot • metallikannet • kruunu- ja kierrekorkit • pantittomat juomatölkkit • tyhjät ja kuivat maali- ja aerosolipurkit • tyhjät ja aerosolittomat purkit • tyhjät alumiinivuubit Vain tyhjät pakkaukset kierrätykseen 	 SEKAJÄTE KYLLÄ <ul style="list-style-type: none"> • lajittelematon sekajäte 	 SER-ROMU Sähkö- ja elektroniikkaromu KYLLÄ <ul style="list-style-type: none"> • käytöstä poistetut pienkoneet ja sähkölaitteet • tietokoneet, näytöt ja näppäimistöt • televisiot, kylmälaitteet, sähkö-hammasharjat, mikroaaltouunit, kahvinkeitin jne. 

Biowaste

YES

- Foodstuffs
- Coffee grounds and filters
- Paper towels and napkins
- Egg shells
- Soil and plants
- Wooden cutlery and toothpicks
- Compostable waste

Energy waste

YES

- Packaging plastic (not PVC)
- Dirty paper and cardboard
- Cartonboard
- Wood packaging
- Plastics (not PVC)
- Foam, styrofoam
- Textiles

NO

- Impregnated wood
- Metal, glass
- PVC plastic
- Stones, sand
- Biowaste
- Hazardous waste

Recyclable glass**Coloured and colourless**

- Empty glass bottles
- Empty glass jars

Recyclable cardboard, cartonboard**YES**

- Cartonboard packaging: cereal and biscuit packages, pizza boxes and egg containers
- Cartonboard containers: milk, juice, yoghurt, wine and detergent packages
- Corrugated cardboard
- Disposable dishes (cartonboard)
- Paper bags, paper rolls
- Cardboard boxes and brown cartonboard

Paper**YES**

- Newspapers, magazines
- Advertisements and brochures
- Coloured paper
- Envelopes
- Recycled paper

Metal (small)**YES**

- Tins and metal cans
- Aluminium pans and foil
- Metal lids
- Crown and screw caps
- Beverage cans without deposit
- Empty and dry paint cans
- Empty and unpressurised aerosol bottles
- Empty aluminium tubes

Only empty packaging to recycling

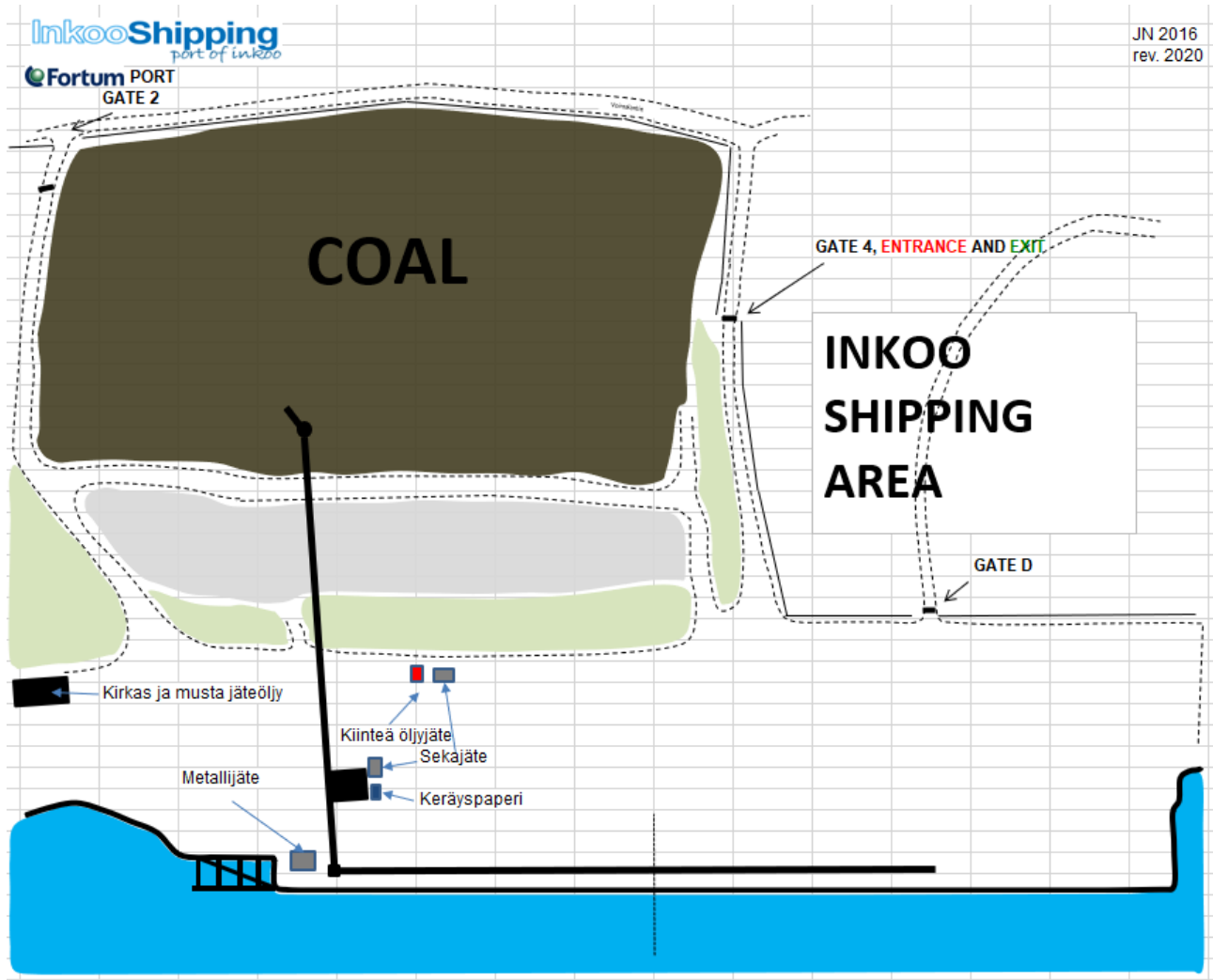
Mixed waste**YES**

- Unsorted mixed waste

Electrical and electronic waste**YES**

- Discarded small appliances and electrical equipment
- Computers, displays and keyboards
- TVs, refrigeration devices, electric toothbrushes, microwave ovens, coffee makers etc.

APPENDIX 2



APPENDIX 3

