



IPOS

User Manual

EU Waste Recording

Port of Tilbury (London) Ltd



MARINE



Forth Ports Limited

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Forth Ports Limited	User Manual	CMC Limited
EU Waste Recording		

This document has been prepared by members of the IPOS team, which is a part of the MIS Department in Forth Ports Limited.

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Introduction

The Port of Tilbury has an approved Port Waste Management Plan as required by the Port Waste Reception Facilities Regulations 2003. Under provisions of the plan, returns are required to be made to the regulatory authorities by the port itemising the quantities of waste landed by visiting ships and carried onwards to other ports.

Previously ships, via their agents, were required to submit waste reports before each arrival and departure with the required information for the returns. These reports were sent to the Port of Tilbury and the information was entered into IPOS.

The IPOS waste application enables the different categories of ship waste to be closely monitored and ships not complying with the reporting regulations to be identified.

From 1 April 2013 the above process will be altered so that agents will enter the necessary information directly into the Port of Tilbury's IT system, IPOS.

As outlined in the Port of Tilbury (London) Ltd Notice to Mariners No. 4 of 2013, this process is mandatory and failure to comply could lead to the Marine Coastguard Agency taking direct action against the vessel's shipping agent.

Introduction to IPOS

IPOS (Integrated Port Operating System) is one of the Port of Tilbury's main IT systems. It is designed to support the operational, invoicing and reporting requirements of the Port.

IPOS contains a number of modules, one of which is the Marine module which contains the Waste Recording functionality.

The Waste Recording screen is used to record the volumes of waste for vessels on arrival and upon departure.

IPOS uses standard Windows functionality with functionality accessed either by pointing and clicking with a mouse or via a keyboard using shortcut keys. It allows for multi windows and multi sessions.

Reports produced from IPOS are in the PDF format with the associated features.

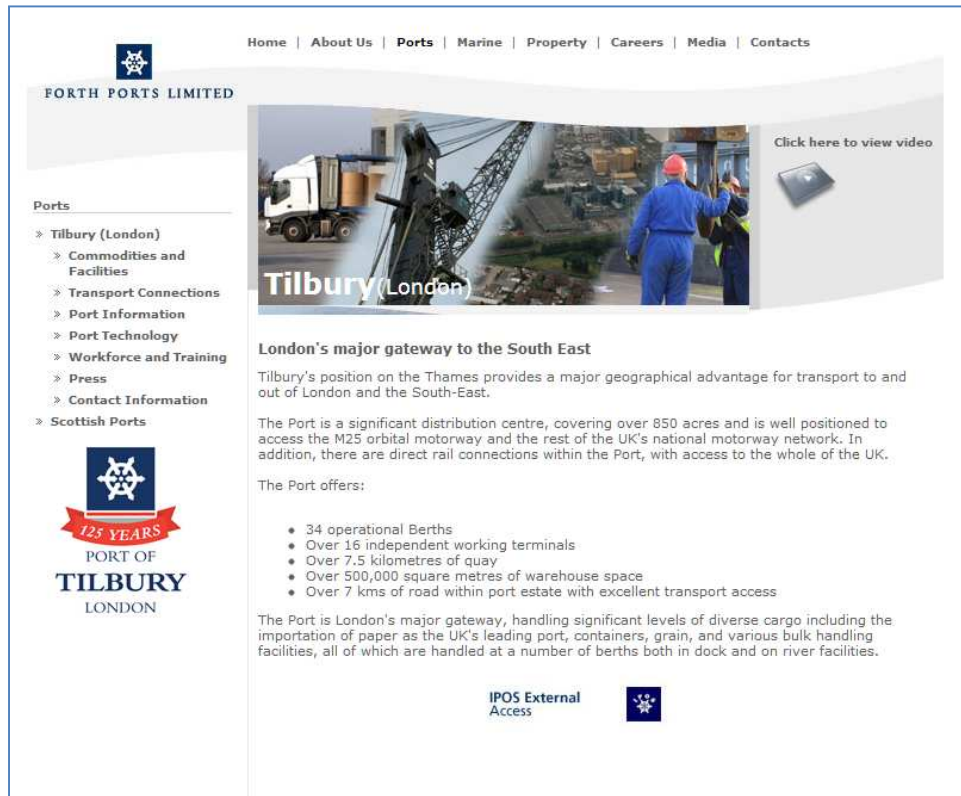
IPOS allows for remote customer access. Agents will be set as external users with a special security profile that restricts access to only cargo and transactions associated with that customer identifier.

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Logging into IPOS

You will access IPOS via the Forth Ports Limited website. Use the link below to navigate to the correct page: -

<http://www.forthports.co.uk/ports/ports/tilbury/>



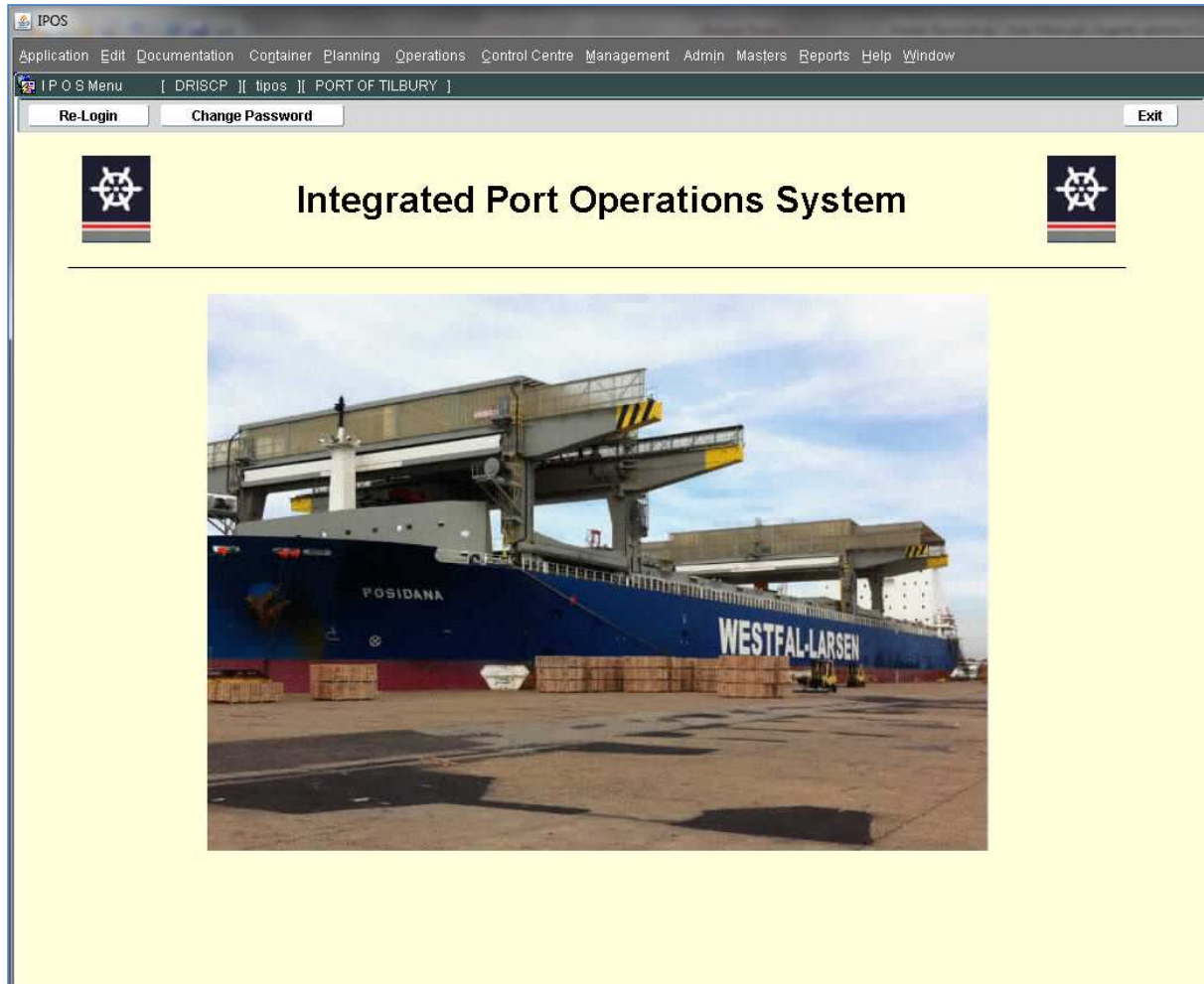
Click on the  icon.

IPOS will open in a browser window, and the login prompt (below) will be displayed: -

At the login prompt, enter you **User Name** and your **Password**. There is no need to change the Terminal option.

Click on the button or press the Enter / Return button.

The IPOS home screen (below) will be displayed: -



On logging in for the first time, use the Change password function to modify your password. See the section 'Changing IPOS Password' on page 20.

Passwords must be changed every 30 days, and cannot match any of the last 10 passwords. A warning will be displayed 7 days prior to the expiry date.

Once you have changed your password you can navigate to the Waste Recording screens.

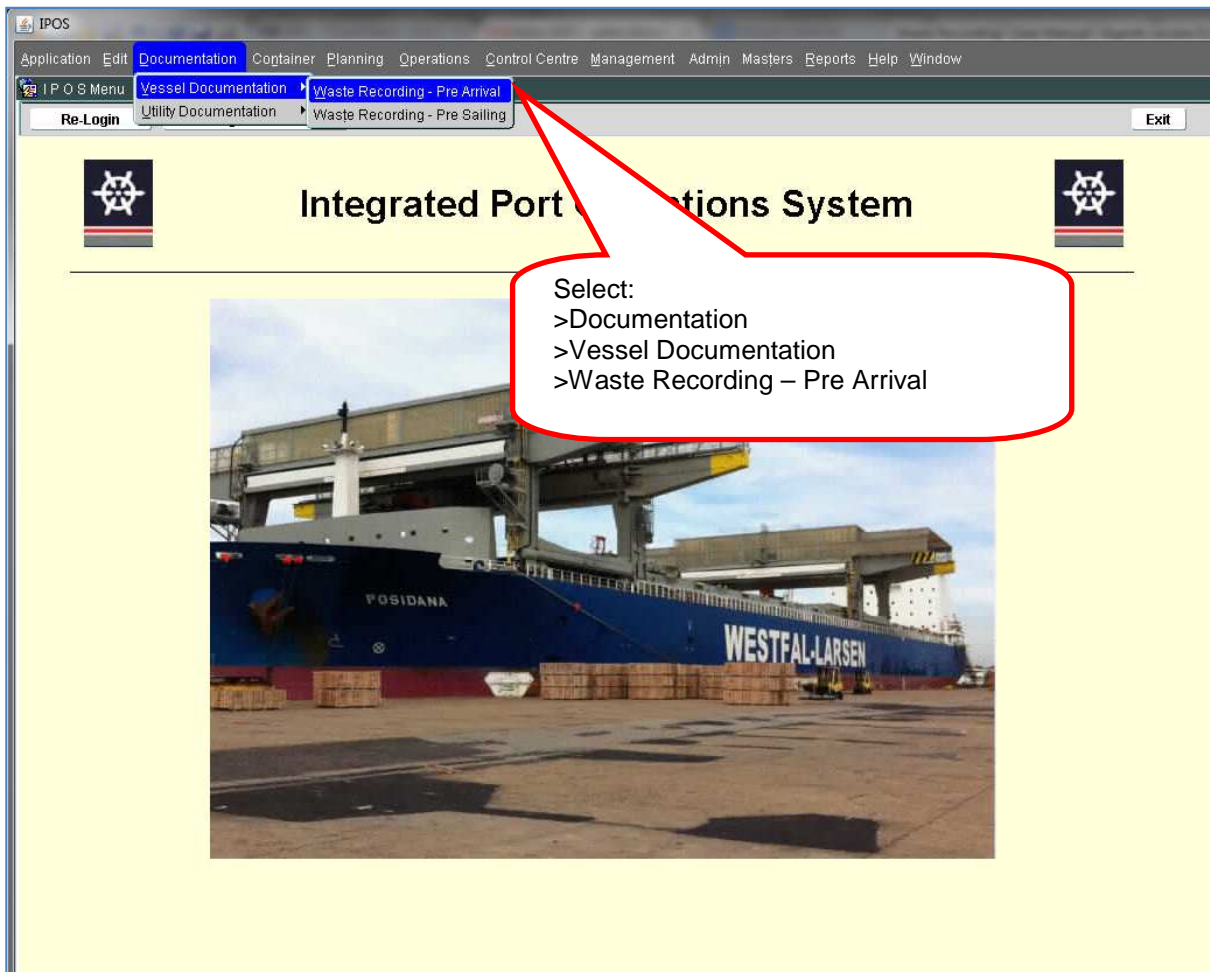
System Navigation - Waste Recording

To navigate to the Waste Recording screens from the main IPOS screen you should do the following:

Click on [Documentation > Vessel Documentation > Waste Recording – Pre Arrival](#)
(Keyboard shortcut **Alt+D+V+W**)

or

[Documentation > Vessel Documentation > Waste Recording – Pre Sailing](#)
(Keyboard shortcut **Alt+D+V+T**)

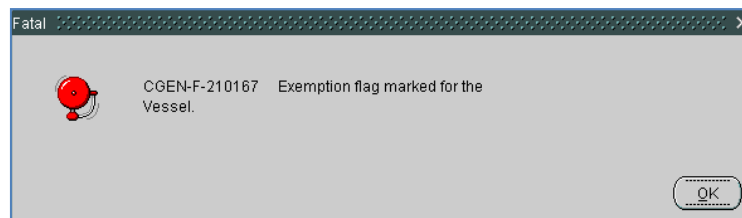


Overview of Waste Recording – Pre Arrival

On clicking on Waste Recording – Pre Arrival you will see the screen below:

You will need to enter the following information:

1. Enter the **VCN**. Vessel name, static details and ETA are automatically displayed (yellow fields). The VCN can be found in a look up by either clicking on the down arrow to the right of the field or by pressing the F9 key. The lookup will be restricted to only display voyages linked to the login. **If a voyage is not displayed, the Marine Department at the Port of Tilbury should be contacted to check that vessel has been allocated to the correct agent.** If the vessel is exempt for waste recording the system will display the warning message below. The waste exemption flag is set by the Port of Tilbury’s Marine Department;



2. Enter the **Last Port Where Ship Generated Waste Was Delivered**. As at point 1, a list of codes can be found by clicking on the down arrow to the right of the field or by pressing the F9 key;
3. Enter the **Date When Ship Generated Waste Was Delivered**. If no date is entered this does not mean incomplete data classification;

4. Complete the boxes. Waste to be delivered is a compulsory column and has to be filled in. When no data is available enter – 0;
5. If this is the vessel's first visit then the Maximum dedicated storage capacity will need to be populated. After the first call the first call the data will be held in the IPOS database and will not need re-entering;
6. Choose the category that applies to the vessel from the following options:
 - 1) No data supplied
 - 2) Incomplete data supplied
 - 3) Complete data supplied;
7. Mark the **Pre Arrival Waste Closure** – the date and your user name is automatically completed. Any voyage which does not have closure marked will appear on an exception report. If an amendment arrives the closure may be unmarked for updating;
8. Click on **Save**.

Overview of Waste Recording – Pre Sailing

On clicking on Waste Recording – Pre Sailing you will see the screen below:

The screenshot shows the IPOS software interface for 'Waste Recording - Pre Sailing'. The interface includes a menu bar (Application, Edit, Documentation, etc.), a toolbar with 'Clear' and 'Delete' buttons, and a 'Save' button highlighted with a red callout box labeled '7'. The main form contains several sections:

- 1:** Vessel details including VCN (1202808), Vessel Name (TRANSPULP), IMO (9343261), LOA (190.7), Terminal Code (180), Terminal Name (PORT OF TILBURY), Beam (26), DWT (15960), ETA (08.10.2012 16:00), ETD (08.10.2012 16:00), ATA, and ATD.
- 2:** 'Last Port where ship generated waste was delivered' field.
- 3:** A table for recording waste types and quantities, including 'Waste Oils', 'Garbage', 'Cargo Associated Waste', and 'Cargo Residues'. The table has columns for Type, Waste Delivered (m3), Maximum dedicated storage Capacity (m3), Amount of waste retained on board (m3), Port/Terminal at which remaining waste will be delivered, and Estimated waste generated between notification and next port of call (m3).
- 4:** 'Category' dropdown menu.
- 5:** 'Remarks' text area.
- 6:** 'Pre Sailing Waste Closure' checkbox, with 'Date' and 'User' fields.

1. Enter **VCN**. Vessel name, static details and ETA are automatically displayed (yellow fields);
2. The **Last Port Where Ship Generated Waste Was Delivered** and date is recovered from the Pre Arrival screen;
3. Complete the form. If necessary input the data into the **Other Details** section and add the information whether the Garbage and Waste Oils were discharged at a port or stored for discharge at another port;
4. Choose the category that applies to the vessel from the following options:
 - 1) No data supplied
 - 2) Incomplete data supplied
 - 3) Complete data supplied;
5. Record any relevant remarks in **Remarks** field with regard to the details that have been recorded;
6. Mark the **Pre Sailing Waste Closure** – the date and your user name is automatically completed. If further information needs to be added the closure may be unmarked for updating. Any voyage, which does not have closure marked will appear on an exception report;
7. Click on **Save**.

Reports

Agents will have access to the Waste Exception report and the Waste Arrival Departure Report.

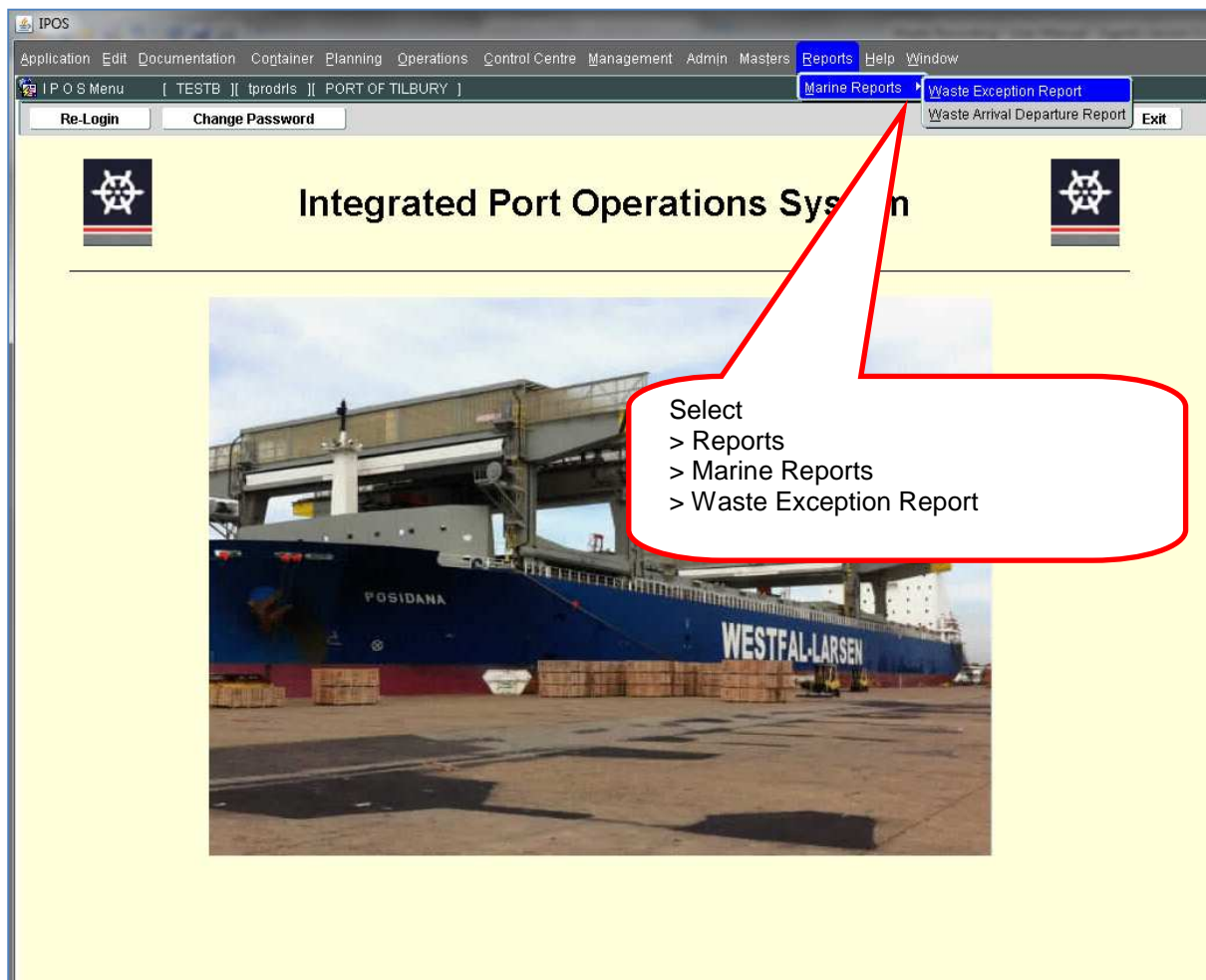
Waste Exception Report

This report allows for the identification of those vessels where either a report for waste closure has not been submitted or has been submitted and is incomplete.

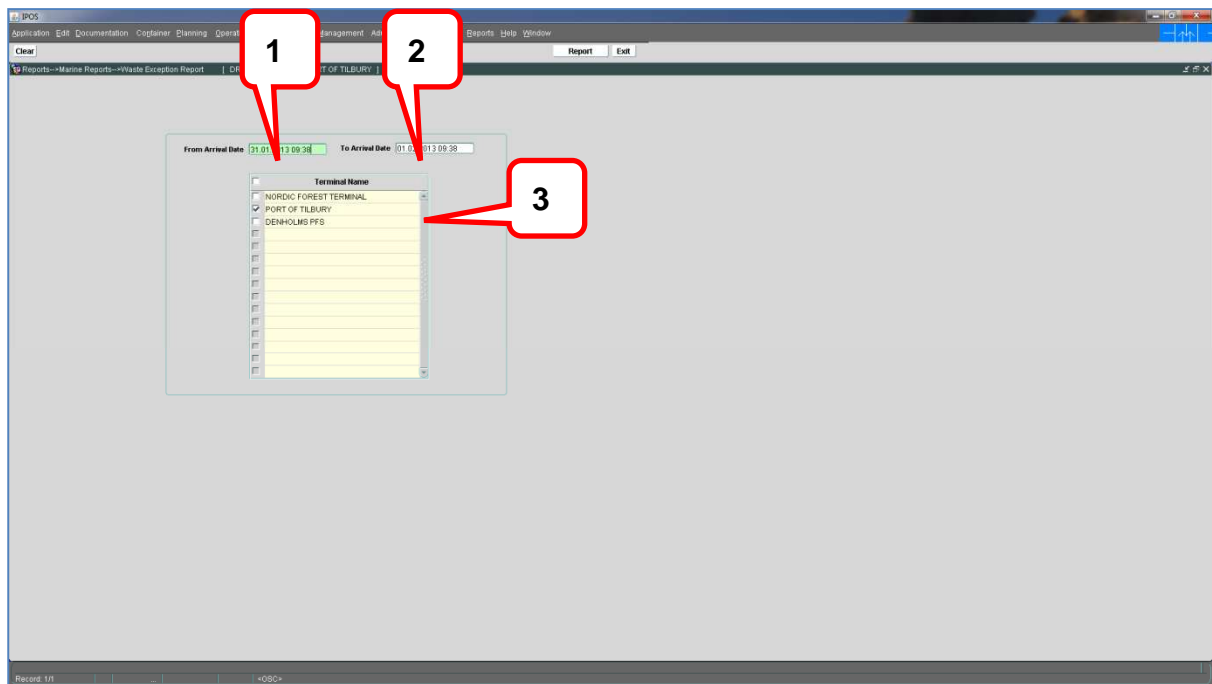
As per the restrictions on the recording screens, agents will only see vessels which are associated with the user ID.

To navigate to the Waste Exception report from the main IPOS screen you should do the following:

Click on [Reports > Marine Reports > Waste Exception Report](#)



The screen below will be displayed:



1. Enter the start date and time of the period for which you require information;
2. Enter the end date and time of the period for which you require information;
3. Leave the tick in Port Of Tilbury Terminal Name;
4. Click on the **Report** button in the top right hand corner of the screen.

The completed report will open automatically and will appear as below:

EU Waste Recording

PORT OF TILBURY

Forth Ports Limited

28.02.2013 16:26



Waste Exception Report



Query Parameters:

FromDate: 01.01.2013 00:00

To Date: 28.02.2013 16:23

Terminals: PORT OF TILBURY

Terminal Name	VCH	Vessel Name	ETA	ATA	ATD	Arrival Waste Closed Date	Sailing Waste Closed Date
PORT OF TILBURY	1300425	SAPMARINE NOKWANDA	07.02.2013 08:30	07.02.2013 00:00	08.02.2013 10:47		
PORT OF TILBURY	1300013	BALTHASAR SCHULTE	01.01.2013 03:00	31.12.2012 03:22	01.01.2013 00:48		
PORT OF TILBURY	1300012	RIO DE LA PLATA	02.01.2013 15:00	31.12.2012 15:52	02.01.2013 14:30		
PORT OF TILBURY	1300030	SELANDIA SEAWAYS	02.01.2013 08:00	02.01.2013 07:20	04.01.2013 18:46		
PORT OF TILBURY	1300015	WILHELMINE	02.01.2013 14:00	02.01.2013 13:36	02.01.2013 22:15		
PORT OF TILBURY	1300014	SANTARITA	02.01.2013 16:00	02.01.2013 16:28	03.01.2013 12:18		
PORT OF TILBURY	1300035	KATHERINE BORCHARD	03.01.2013 14:00	03.01.2013 02:41	03.01.2013 13:44		
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	DT00914	SAMSKIP COURIER	03.01.2013 08:00	03.01.2013 08:49			
PORT OF TILBURY	1300062	SANTOS EXPRESS	03.01.2013 15:00	03.01.2013 15:18	04.01.2013 14:46		
PORT OF TILBURY	1300063	MAERSK GATESHEAD	03.01.2013 17:00	03.01.2013 18:13	04.01.2013 16:56		
PORT OF TILBURY	1300055	WILHELMINE	03.01.2013 17:00	03.01.2013 20:20	04.01.2013 01:00		
PORT OF TILBURY	1300005	GRANDE AFRICA	04.01.2013 00:01	04.01.2013 17:00	09.01.2013 09:25		
PORT OF TILBURY	1300017	TRANSPULP	05.01.2013 04:00	05.01.2013 04:06	05.01.2013 14:00		
PORT OF TILBURY	1300057	WILHELMINE	05.01.2013 06:00	05.01.2013 05:06	05.01.2013 15:36		
PORT OF TILBURY	1300086	LONTANO	05.01.2013 14:00	05.01.2013 14:15	06.01.2013 22:30		
PORT OF TILBURY	1300090	JORK RULER	06.01.2013 01:00	06.01.2013 01:00	06.01.2013 18:52		

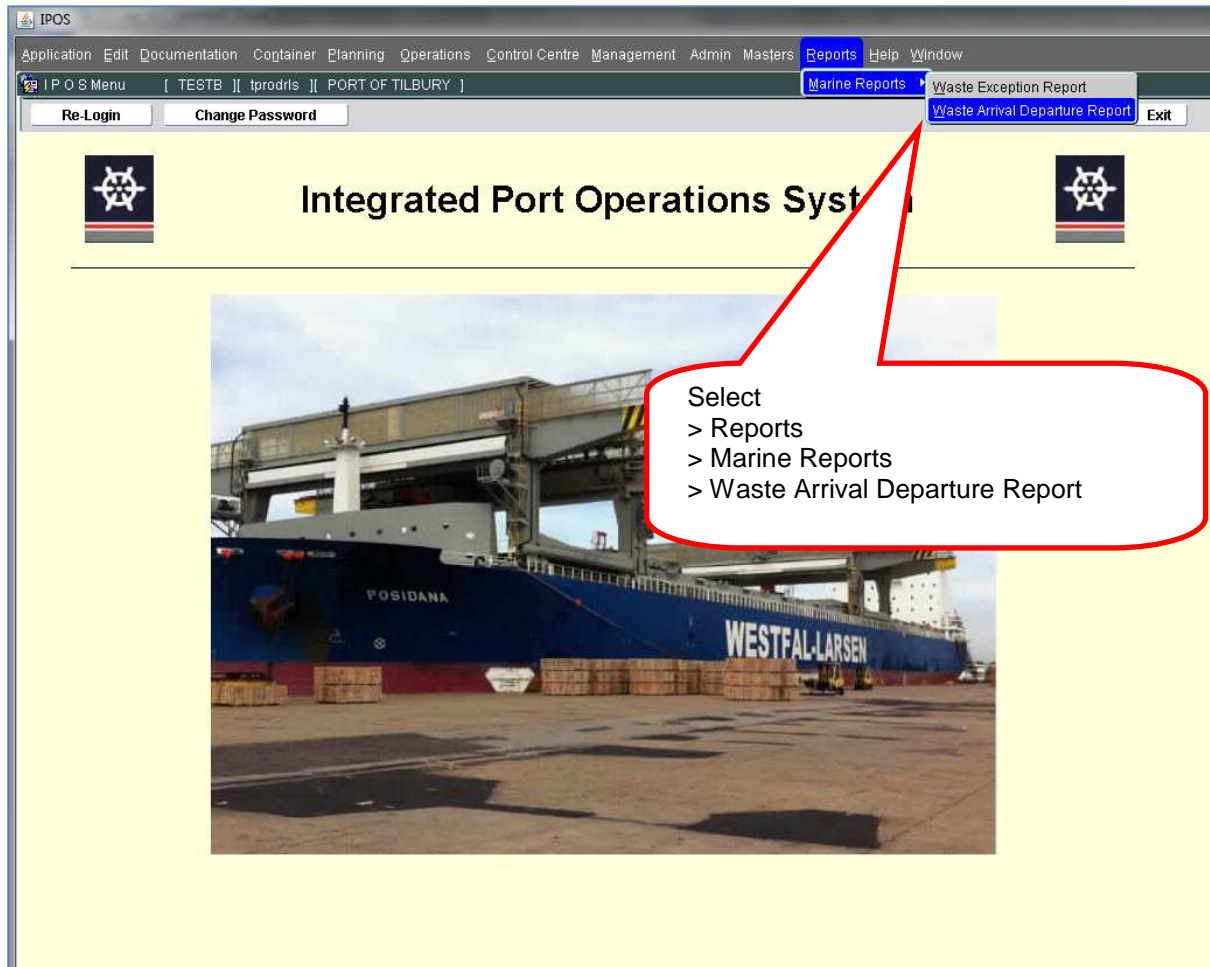
Waste Arrival Departure Report

The report gives qualitative values of reports, i.e. a report was either not made, incomplete or full.

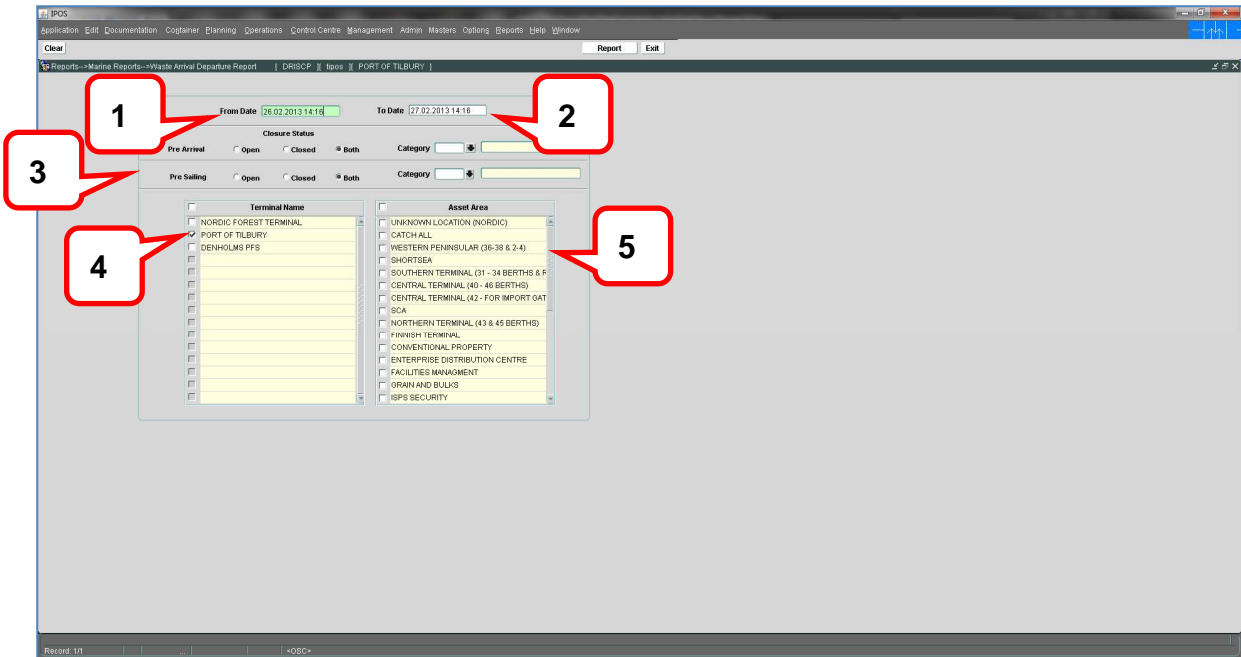
As per the restrictions on the recording screens, agents will only see vessels which are associated with the user ID.

To produce the Waste Exception report, from the main IPOS screen you should do the following:

Click on [Reports > Marine Reports > Waste Arrival Departure Report](#)



The screen below will be displayed:



1. Enter the start date and time of the period for which you require information;
2. Enter the end date and time of the period for which you require information;
3. Set the combination of Pre Arrival, Pre Sailing, Open, Closed as required;
4. Leave the tick in Port Of Tilbury Terminal Name;
5. Leave the Asset Area as unticked;
6. Click on the **Report** button in the top right hand corner of the screen.

The completed report will open automatically and will appear as below:

PORT OF TILBURY

Forth Ports Limited

28.02.2013 16:46



Arrival and Departure by Vessel - Waste Recording Report



Query Parameters:

Terminals:

Asset:

From Date: 01.01.2013 00:00

To Date: 28.02.2013 16:34

Terminal Name: PORT OF TILBURY

Asset Area: SHORTSEA

Vessel Name: SAMSKIP COURIER

Sr.	VCN	IMO	Arrival Date	Departure Date	Last Port	Next Port	Closure ?		Category	
							Arr	Dep	Arr	Dep
1	1300011	9322578	03.01.2013 08:50	03.01.2013 21:15			Y	Y	3	3
2	1300157	9322578	15.01.2013 12:10	15.01.2013 22:46			Y	Y	3	3
3	1300159	9322578	17.01.2013 13:10	18.01.2013 02:09			Y	Y	3	3
4	1300230	9322578	27.01.2013 09:11	27.01.2013 19:26			Y	Y	3	3
5	1300356	9322578	10.02.2013 09:19	10.02.2013 21:03			Y	Y	3	3
6	1300429	9322578	12.02.2013 12:10	13.02.2013 01:05			Y	Y	3	3
7	1300431	9322578	14.02.2013 12:25	15.02.2013 02:03			Y	Y	3	3

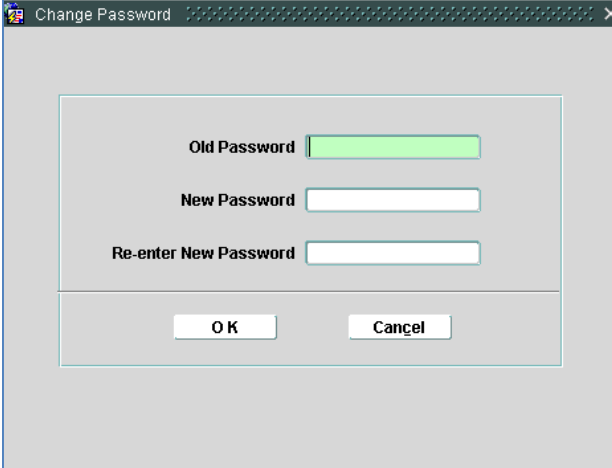
Vessel Total : 7

Vessel Name : SAMSKIP INNOVATOR

Changing IPOS Password


This is done by clicking on the  button in the top left hand corner of the screen;

The screen below will be displayed:

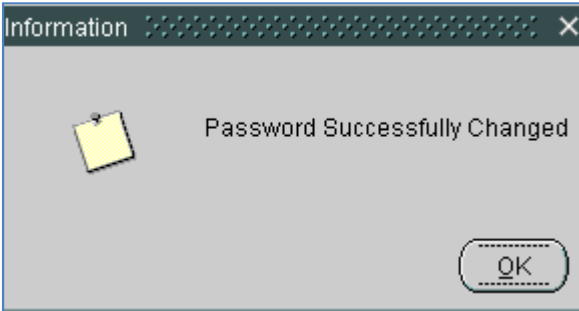


A screenshot of a 'Change Password' dialog box. The dialog has a title bar with 'Change Password' and a close button. Inside, there are three text input fields: 'Old Password' (with a green highlight), 'New Password', and 'Re-enter New Password'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

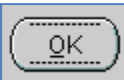
Enter your password in the **Old Password** field and then enter the new password in both the **New Password** and **Re-enter New Password** fields

Click on the  button or press the Enter / Return on your keyboard.

The screen below will be displayed:



A screenshot of an 'Information' dialog box. The dialog has a title bar with 'Information' and a close button. Inside, there is a yellow sticky note icon on the left and the text 'Password Successfully Changed' in the center. At the bottom right, there is an 'OK' button.

Click on the  button or press the Enter / Return on your keyboard.