

# Port Waste Management Plan

## Port of Leith

## Forth Ports Limited



**CONTROLLED COPY NUMBER :**

## **Contents Page**

- 1.1 General Introduction and Background
- 1.2 The Port of Leith
- 1.3 Purpose of the Waste Management Plan
- 1.4 Scope of the Plan
- 1.5 Plan Revision

Distribution list – internal

Distribution list – external

Revision history

## **2 The need for waste reception facilities**

- 2.1 A detailed description of the procedures for the reception and collection of prescribed wastes
- 2.2 A description of the charging system
- 2.3 Procedures for reporting inadequacies
- 2.4 Consultation procedures
- 2.5 Type and quantities of all wastes received and handled
- 2.6 Description of the type and capacity of waste reception facilities

## **3 Legislation, Roles and Responsibilities in the Port of Leith**

- 3.1 Identification of responsible parties
- 3.2 Description of pre-treatment (if any)
- 3.3 Description of methods used in recording the actual use of the facilities
- 3.4 Description of methods of recording amounts of prescribed wastes received
- 3.5 Description of how the prescribed wastes are disposed of

Appendix 1: Glossary and types of waste

Appendix 2: Contact details

Appendix 3: List of consultees

Appendix 4: Consultation Feedback

Appendix 5: Port berth plan

## 1.1 General Introduction and Background

It is widely recognised within the international community of maritime states that, in order to leave no excuse for ships to resort to the unacceptable practice of discharging their waste at sea, there must be a properly planned system of reception facilities in ports, which are easy to use and cost-effective. This is one of the requirements of the International Convention on the Prevention of Pollution by Ships (MARPOL 1973/78).

## 1.2 The Port of Leith

Forth Ports Limited are the Statutory Harbour Authority for the Firth of Forth extending from approximately one mile west of the Isle of May to Stirling. The Port of Leith is owned and operated by Forth Ports Limited which also own and operate the ports of Rosyth, Grangemouth, Kirkcaldy, Burntisland & Methil in the Forth Estuary, as well as Tilbury and Dundee.

The Port of Leith is situated on the South Shore of the River Forth, in Edinburgh, Scotland. The City of Edinburgh adjoins the Dock Estate to the South. There is a mainline rail connection into the dock however this is no longer in use

The Port of Leith comprises of 150 land hectares and 108 water hectares. It is entered from seaward via an entrance lock 259 metres long and handles vessels of up to 45,000 DWT of various types including: Cruise, Naval, Renewables, North Sea Oil related and a range of General Cargo vessels.

All the berths in the port are common user with no stand-alone terminal operator with the exception of the Imperial Dry Dock which is operated by Dales Marine. Appendix 5 shows a diagram of the ports outlining the berthing areas covered by the plan. Main commodities handled at the port include forest products, North Sea Oil related cargoes and a wide range of dry bulk materials such as grain, cement, coal, animal feeds, fertilisers, aggregates and ores. In the past there have been a number of lay up vessels that have utilised the port waste management facilities.

Ship's Masters are required to immediately notify the Forth & Tay Navigation Service (Leith Harbour - VHF CH 12) of any involuntary discharge of oil, oil based products and any hazardous substance into the Dock. Upon this notification the Forth Ports Oil Spill Contingency Plan, Clearwater Forth will be activated. The Port is required under the Merchant Shipping (Oil Pollution, Preparedness, Response and Co-operation Convention) Regulations SI 1056 of 1998 to prepare for and respond to pollution incidents at sea.

The Firth of Forth supports a number of nature conservation sites of both International and National importance as a waterfront habitat. Areas within the Estuary are designated as RAMSAR and Special Protection Area (SPA) sites. A number of habitats located along the coastline of the Firth of Forth are designated for their nature conservation importance under the Firth of Forth Site of Special Scientific Interest (SSSI). Within the enclosed dock system at Leith there is a SPA at the entrance to the Imperial Dock (Common Tern Colony).

As the Port of Leith operates in or near these conservation sites, the port must ensure the highest degree of protection to the environment. Furthermore, any operations that could have adverse effects on conservation should be minimised as far as practically possible.

This can be achieved by provision of suitable ship shore waste reception facilities with fair pricing, to encourage disposal of waste at the port.

### **1.3 Purpose of the Waste Management Plan**

The primary purpose is to encourage the regular disposal of vessel-generated wastes in an environmentally sustainable and legally correct manner. It is also the aim, to tailor and improve existing port waste facilities by streamlining and analysing them, to the requirements of the users, through regular consultation and dialogue.

The plan advises ship's personnel of the arrangements in place within the Port of Leith for the disposal of ship's waste in accordance with the relevant MARPOL Annexes.

The Plan also defines procedures that will ensure that waste reception facilities are adequate to meet the needs of ships normally using the port without causing undue delay.

### **1.4 Scope of the Plan**

The Plan relates to the Port of Leith Enclosed Dock System and will extend to the Leith Outer Berth upon completion. Tenants are responsible for administration of their own waste management plans for their facilities in accordance with the requirements of the Regulations. However, vessels servicing their premises come within the scope of the Leith Plan.

### **1.5 Plan Revision**

Following formal approval of this plan by the MCA, updates to it will be considered as a result of periodic review and regular monitoring. Should any proposals for change be considered necessary, the consultation process will continue to apply before any such changes are implemented.

This Plan has an approved lifespan of 3 years from the date of approval by the MCA and it will be submitted in its entirety for re-approval after that time or if any major changes in the port are likely to affect the volumes or types of waste received.

Approval of plan revision is the responsibility of the Senior Harbour Master.

All revisions will first be submitted to the MCA for their formal approval before being incorporated into the Manual. Once approved, revision update(s) will be forwarded to all Plan holders as notated in the distribution list of this plan.

### DISTRIBUTION LIST - INTERNAL

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Ships agents and port users as per appendix 3	On Request – UNCONTROLLED
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### REVISION HISTORY

Date	Section	Page (s)	Brief Details	Amended By
August 2022	All	All	New Edition	AMML



## **2 The need for waste reception facilities**

When vessels arrive in the Port of Leith, they will have been at sea for a period of time. Much of the traffic is of European origin but some vessels come from much further afield. As the Port of Leith develops, the types of vessels calling change. The tables 1-3 below represent the change in the vessel type and change in volumes of waste handled over the period 2018-2022 (inclusive).

The Port of Leith must provide adequate reception facilities for vessels calling as a legislative requirement. However, waste reception facilities are important to discourage vessels from dumping waste overboard while at sea. The practice of disposing of waste in such an uncontrolled manner is no longer an acceptable practice. Large volumes of waste have been disposed of in this way in the past, and as a result our seas and wildlife have suffered.

### **2.1 A detailed description of the procedures for the reception and collection of prescribed wastes**

Twenty four hours before arrival in port or no later than the time of departure from the previous port (if the sailing is less than 24 hours), the pre-arrival-CERS workbook should be sent to FTNS and the MCA containing details of all waste on board and what will be disposed of when in port. These details are retained by the MCA.

When a vessel is due to arrive at the Port of Leith, the vessel possibly via the agent is required to notify the operations department that the vessel requires skips. The Operations Department will then ensure that the required skips are placed on the berth that the ship is expected to arrive at. If a vessel fills a skip, further skips can be requested by contacting the Operations Department. The Operations Department will then ensure that any full skips removed to the skip compound. If required full skips will be replaced with empty skips. ICW skips will be weighed and a printed receipt provided to the vessel.

Only wastes falling into the category of 'International Catering Waste', 'General Waste' or Recyclable Waste are covered by this plan, all other wastes must be removed via a SEPA approved waste carrier. Such wastes could be (but are not restricted to): oils, oily rags/materials, oily mixtures, contaminated materials, paints, paint pots, chemicals, asbestos, cargo residues (e.g. dunnage), scrap, clinical/medical waste, batteries, sewage

A list of Forth Ports approved contractors can be found in Appendix 2. These will change over time; up to date lists can be obtained from the Forth Ports purchasing department in Grangemouth. It is the responsibility of the Master (perhaps via the agent) to ensure that the waste contractor they engage has the appropriate SEPA licence to handle and carry the waste they are contracted to remove. Forth Ports have carried out these checks for our approved suppliers.

## 2.2 A description of the charging system

With effect from 1st January 2022 a change was introduced to the Port of Leith Waste Management process and charges. The new process is designed and being adopted to encourage a more environmental attitude to waste being landed by vessels in the Port and also reflect a neutral cost approach to the uplift and management of waste currently handled and for the future.

Vessels will be charged a Port Waste Reception Charge of £100.00.

The waste reception charge is a statutory requirement to ensure that all vessels contribute to the provision of Port waste reception facilities. The charge for all vessels covers the use of one skip (ICW, GW or RW). This charge includes waste disposal of said skip.

The Port can provide any of the following skips at an additional cost: International Catering Waste (ICW), General Waste (GW) or Recycling Waste (RW). Skips are charged as per the below rates table from 1st January 2022:

**Table 1: Schedule of charges**

Skip Type	Initial Cost for skip	Additional charges
International catering waste	£99.81	£144.45 per tonne thereafter
General Waste	£99.81	
Recycling Waste	£84.05	
Mixed waste	Minimum 262.65 per skip	Subject to change as per Forth Ports waste contractor

These charges have been set to cover the costs the port incurs in the disposal of waste. To arrive at this number, the cost of skips, uplifts and landfill tax (where applicable) were taken (and subsequent cost), travel, taxes, disinfecting, skip hire costs and management time.

The schedule of charges has been notified to the agents via the enclosed letter and will be reflected in the Port of Leith Port Charges Booklet` which is published annually and issued to all port users. Following any interim re-assessment of the charges with changes to the landfill tax regime and contractor charges as noted above, port users are advised by letter on an individual basis via their agents.

## 2.3 Procedures for reporting inadequacies

The Master of a **UK Flagged** ship faced with a lack of reception facilities in the Port of Leith should bring the alleged inadequacy to the attention of the Port Manager and/or the Operations Manager immediately.

If the problem is not resolved at the time to the Masters satisfaction then the form at [Annex D](#) should be completed by the Master, ship-owner or agent and emailed to the MCA at the following address:

PWR Inadequacies  
Environmental Policy Branch  
Maritime and Coastguard Agency,  
Spring Place,  
150 Commercial Road



Southampton, SO15 1EG

Email: [environment@mcga.gov.uk](mailto:environment@mcga.gov.uk)

Where possible, the Master of a **foreign flagged** ship faced with a lack of reception facilities should bring the alleged inadequacy to the attention of the harbour or terminal concerned immediately. If the problem is not resolved at the time to the Masters satisfaction then the ship should contact their own flag, who should take appropriate action through the IMO.

Further details may be obtained from the MCA website <http://www.mcga.gov.uk> (reference MGN 563, section 19)

All complaints received by Forth Ports Limited will be forwarded to the Group Health, Safety & Environmental Manager. In the medium term, the Group Health, Safety & Environmental Manager will consider what corrective actions are necessary to prevent this type of complaint from occurring again and if any revisions are required to the Waste Management Plan are required.

The MCA will investigate the Master's report and where, in its opinion the allegation of inadequate facilities is justified it will take the matter up directly with the Port and also notify the European Commission.

If the Port fails to comply with the Regulations, it shall be guilty of an offence and liable on summary conviction to a fine.

## 2.4 Consultation procedures

The Port of Leith communicates with key stakeholders on a regular basis and any changes to the waste management plan will be highlighted in broad terms, as and when required.

## 2.5 Type and quantities of all wastes received and handled

The figures in table 2 have been used to estimate changes in waste volumes over coming years.

**Table 2: Number of vessels calling at Leith**

2018	2019	2020	2021	2022
333	350	451	295	142

Over this period, Table 3 illustrates the volumes of waste removed from the Port of Leith from vessels using our facilities.

**Table 3: Volumes and types of Waste at Leith**

Year	2018	2019	2020	2021	2022
Covered Waste -'Food' (m <sup>3</sup> )	136	177	42	27	56
General Waste (m <sup>3</sup> )	428	180	138	232	89
<b>Total (m<sup>3</sup>)</b>	564	357	180	259	145

This information has been used to estimate what trends in shipping, and therefore what changes to the waste will be received over the next few years, allowing the port to plan its waste facilities to cater for the needs of visiting vessels. Table 2 shows that the average number of vessel calls was 314 in the period 2018 – 2022. It is expected that the number of vessel types and calls should remain broadly the same as average levels. Past data shows that, the average vessel disposes of just under one tonne of waste each call. It is envisaged that over the following years, assuming 314 vessels call at the port per year, there will be approximately 314 tonnes of waste which will be received by the Port of Leith facilities.

The past 3 years has shown a decline in the total number of ships calling at Leith following a busy 2020 associated with project work. This has been attributed to the completion of project work, the COVID-19 Pandemic and the subsequent cancellation of Cruise seasons.

As of 2022 and with the return of cruise vessels we anticipate a rise in ICW landings.

## 2.6 Description of the type and capacity of waste reception facilities

The Port of Leith provides skips for vessels on arrival. In the conventional port the skips are held in a locked compound at the West end of the Edinburgh Dock and delivered to the quayside for use by vessels. When full they are returned to the compound and emptied by the contracted waste management company on a regular basis. At the Cruise Liner berth the skips are situated in a locked compound close to the terminal building and will be placed in the vicinity of the vessel's garbage discharge opening.

There are three types of front end loader skip, those for recycling, international catering waste (marked 'international catering waste') and skips for general waste – not food waste, 'special' or 'hazardous' wastes. Skips containing international catering waste will be weighed and a charge per tonne will be added to the provision cost. Any vessels who choose not to use the port waste facilities are required to engage the services of a SEPA approved waste carrier.

Table 4 illustrates the number of skips by type, and therefore the total port capacity. If required, additional skips will be provided.

**Table 4: Skip types and port waste reception capacity**

Waste Type	Number of Skips	Skip capacity (m <sup>3</sup> )	Port Capacity (m <sup>3</sup> )
International Food waste	12 (Conventional Port & Cruise Liner Berth)	6.1	73.2

General waste	12 (Conventional Port & Cruise Liner Berth)	6.1	73.2
Recycling	12 (Conventional Port & Cruise Liner Berth)	6.1	73.2
<b>Totals</b>	<b>36</b>		<b>219.6</b>

\* These totals cover the Cruise season

There is the capacity for twelve individual vessels to each have a food skip in the conventional port. It is unusual for six berths to be occupied at any one time. Note, if a large Naval visit is expected at the port, extra skips may be ordered prior to arrival to ensure that the ships do not impact upon the port capacity. During the cruise season the majority of waste landed at the Cruise Liner Berth is food waste. Therefore the majority of skips located in this vicinity are for International Food Waste.

## Legislation, Roles and Responsibilities in the Port of Leith

Since January 1998, UK legislation has required Ports to implement MCA approved waste management plans, Directive 2000/59/EC of the European Parliament and of the Council on port waste reception facilities for ship generated waste and cargo residues took the matter a stage further. The Directive requirements are now implemented in the UK through the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (S.I. 2003/No 1809).

Since July 2003, these 2003 Regulations revoke the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997 along with the associated guidance documents. These have been further updated with regards international food stuffs through the Animal By-Products (Scotland) Regulations 2003.

This plan has been prepared in accordance with the latest guidance for ports, given in Marine Guidance Note 563 which includes Annex E "Port Waste Management Planning – A Guide to Good Practice". This is issued by the Maritime and Coastguard Agency (MCA), who are responsible for applying the Regulations to all Harbours and Ports in the U.K.

The Plan will be submitted for approval to the MCA, as the competent National Authority, verifying that it is in compliance with the requirements of the Regulations.

In accordance with the Freedom of Information (Scotland) Act 2002, copies of the plan can be made available to the public on request.

### 2.7 Identification of responsible parties

- **The Senior Port Manager Leith, Dundee and Methil** is in overall charge of the operation of the ports and co-ordinates the different parties in the execution of their duties in the plan in these ports.
- **The Chief Harbour Master** administers the plan. The Harbour Master is also responsible for ensuring that port waste infringement reports are made to the MCA as required by the legislation.
- The responsibility for the commercial aspect of the contract with a licensed waste contractor for the reception facilities from ships is with **the procurement department**. They will undertake the pre-vendor assessment to approve waste contractors as well as monitoring contract compliance and ensuring the contractors have valid registration and accreditation as detailed in the management of contractor's procedure.
- **The Deputy Port Manager** is responsible for ensuring that any difficulties that arise in compliance with this Plan are resolved to the satisfaction of all concerned and that skips are delivered to ships and emptied as required by the waste contractor.

- **Group Health, Safety & Environment Manager** is responsible for investigating complaints and assessing requests for a charge reduction relating to environmentally friendly ships.
- **The Field Safety Advisor** is responsible for ensuring that operations are undertaken in line with company policy and risk assessments.
- **The Senior Purchasing Manager** is responsible for ensuring that the approved contractor complies with the contract and also maintains the list of approved suppliers

## 2.8 Description of pre-treatment (if any)

Separation of waste by vessels into recycling (**paper, card and cans only**), International catering waste and general waste.

## 2.9 Description of methods used in monitoring the actual use of the facilities

At any time, any employee of the port or the waste contracting firm may inspect the content of the skip. If any substances have been disposed of in the wrong designated skip, the vessel will be charged the full costs of disposal via the appointed waste contractor with a subsequent administration charge. This will also apply for vessels leaving materials on the quayside.

## 2.10 Description of methods of recording amounts of prescribed wastes received

On removal of the skips from site by the waste contractor, the Purchasing Department, collate the information for reconciliation against invoicing. The original (white copy) of the waste transfer notes are forwarded to accounts and are filed with the monthly invoice.

## 2.11 Description of how the prescribed wastes are disposed of

All waste placed in the Contracted Waste Skips will be removed from the quayside when full or as required and placed in the secure skip compound. The contracted waste management company then removes the covered international food waste skips from site. They are then treated as per the regulations and emptied in an approved landfill and subsequently disinfected using an approved disinfectant. A cleaned, empty skip is replaced in the skip compound. Non-international food waste skips are removed from the berth and held in the skip compound. The waste contractor will then remove the contents from site. The empty skip is returned to the designated skip compound.

## 3 Information for the ships and/or agents

Letters have been sent to all Agents currently acting for vessels at the Port of Leith notifying them of the waste reception facility requirements, as applicable to the Port. The most recent letter was sent in January 2022 following an extensive review of waste costs and the administration of waste within the port.

### Appendix 1: Glossary and types of waste

**Asbestos:** All asbestos containing materials as defined in the 2010 SI 2984 Merchant Shipping Regulations. (**Vessel or agent to organise uplift through Forth Ports approved contractor**)

**Batteries:** Vehicle or electronic batteries containing toxic materials excluded from land fill waste sites. (**Vessel or agent to organise uplift through Forth Ports approved contractor**)

**Chemicals:** Unidentified drums or containers containing chemical substances are to be automatically treated as hazardous waste this also applies to chemical spills. **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Clinical / Medical waste:** Normally waste associated with minor medical procedures. **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Contaminated waste:** Waste that includes oil-based products, paints and waste generated as a result of maintenance or any other waste that could be considered as 'contaminated', 'special' or 'hazardous' under UK regulations and laws. **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Dunnage:** from cargo operation originating out with the UK will be removed by skip for incineration. **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Explosives:** (flares etc.) **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Garbage:** Means all kinds of victual, domestic and operational waste, generated during the normal operation of galleys **(EXCLUDING International Food Waste)**.

**General waste:** Means all waste, which is generated during the offloading of ships, which includes paper and plastics but excluding oil.

**International Food Waste:** All food wastes originating beyond the UK. If there is any dubiety regarding the origin for food wastes it will be treated as international.

**Refrigerators:** All refrigerators and stand-alone Air Conditioning units are to be assumed as containing gases damaging to the environment and treated as special waste. **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Scrap Metal:** Off cuts of metal and scrap machinery. **(Requests for reception facilities for scrap will be considered on an individual basis.)**

**Sewage/Black Water:** waste water from toilets **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Tyres:** All tyres from motor vehicle and plant are considered special waste. **(Vessel or agent to organise uplift through Forth Ports approved contractor)**

**Any other waste.** **(Vessel or agent to organise uplift through SEPA approved waste contractor)**

## Appendix 2: Contact details

### FTNS

FTNS: +44 (0) 1324 498584  
Fax: +44 (0) 1324 668480  
Email: [fns@forthports.co.uk](mailto:fns@forthports.co.uk)

### Port of Leith

Deputy Port Manager: 0131 555 8725  
Operations Manager: 0131 555 8762  
Operations Department Fax: 0131 555 1212

Console Controller: 0131 555 8900 & VHF Channel 12 (call sign : Leith Harbour)

### Forth Ports Approved Waste Contractors

Dow Waste Management limited  
23 Lenziemill Road  
Cumbernauld  
G67 2RL

Tel: 01236 730730 Fax: 01236 730555 Mobile: 07530 261842

Foundry Steels  
Clyde Street,  
GRANGEMOUTH,  
FK3 8EU

Tel: 01324 474770 Fax: 01324 666342

Hazco Environmental Ltd  
14 Inchyra Road  
Grangemouth  
FK3 9XB

Tel: 01324 665577 Fax: 01324 666699

Augean Treatment Ltd  
36 Clark Street,  
Paisley,  
PA3 1RB

Tel: 0141 887 5689 Fax: 0141 887 7846

### MCA – Waste Reception Facilities Complaints:

PWR Inadequacies  
Environmental Policy Branch  
Maritime and Coastguard Agency,  
Spring Place,  
150 Commercial Road  
Southampton, SO15 1EG

Email: [environment@mcga.gov.uk](mailto:environment@mcga.gov.uk)

### **Appendix 3: List of consultees**

W Knight Watson

Cory Brothers

Denholm Wilhelmsen Agency Forth

Clarkson Port Services Forth

Global Port Services

Inchcape Shipping

GAC Shipping

GP Shipping

T Ward shipping

Searoute Port Services

Targe Towage

Dales Marine Services

Port Manager, Dundee, Methil & Leith

Group Health, Safety & Environmental Manager

Port Engineer, Leith

Deputy Port Manager, Leith

Forth & Tay Navigation Service

Senior Purchasing Manager

Harbour Master Forth & Tay

Forth Pilots

Leith Boatmen

MCA

Port Waste Contractor

## **Appendix 4: Consultation Feedback**

From the first round of consultation (for the 2005 plan), feedback principally related to charging. There were also comments relating to skip availability and the health and safety implications of a waste management contractor operating on the quayside.

Further feedback received from the consultation was in relation to provision of the forms in an electronic format.

The charging and availability elements are addressed through review as and when required. All drivers coming onto the berth should have been through the relevant Port of Leith induction and all agents have been issued with MS Word file versions of the Waste Management forms.

### 2008 Update

Shipping agents have been reminded on a number of occasions regarding the need to conform with the regulations and of Forth Ports obligation to report any infringements to the MCA.

Electronic versions of the waste reports have also been forwarded on request to shipping agents or in some cases directly to shipowners.

### 2012 Update

Various shipping agents advised that they received complaints from ships/masters that the port don't issue the ships with garbage receipts. Having checked this problem in the past the MCA confirmed that the required self declaration pre-arrival and pre-departure forms will act as receipts.

Comments have been made about the required about re-labelling skips to make it clearer about the required contents; but EU waste regulations require skips to be labelled in a specific manner.

### 2013 Update

Various shipping agents advised that they received complaints from ships/masters that the port does not have any recycling facilities. Waste Regulations are due to change in 2014, although this will not affect shipping. Present Waste Disposal Contractor has confirmed that they recycle, as far as practical, all non-food waste.

### 2015 Update

The plan was sent out for consultation on the 20<sup>th</sup> April with comments to be received by 6<sup>th</sup> May 2015. Various shipping agents advised that they receive complaints from ships/masters that the port does not have any recycling facilities. Forth Ports are currently in discussions with Animal Health regarding recycling, and the present Waste Disposal Contractor has confirmed that they recycle, as far as practical, all non-food waste.

Plan approved by the MCA on the 28<sup>th</sup> May 2015.

### 2018 Update

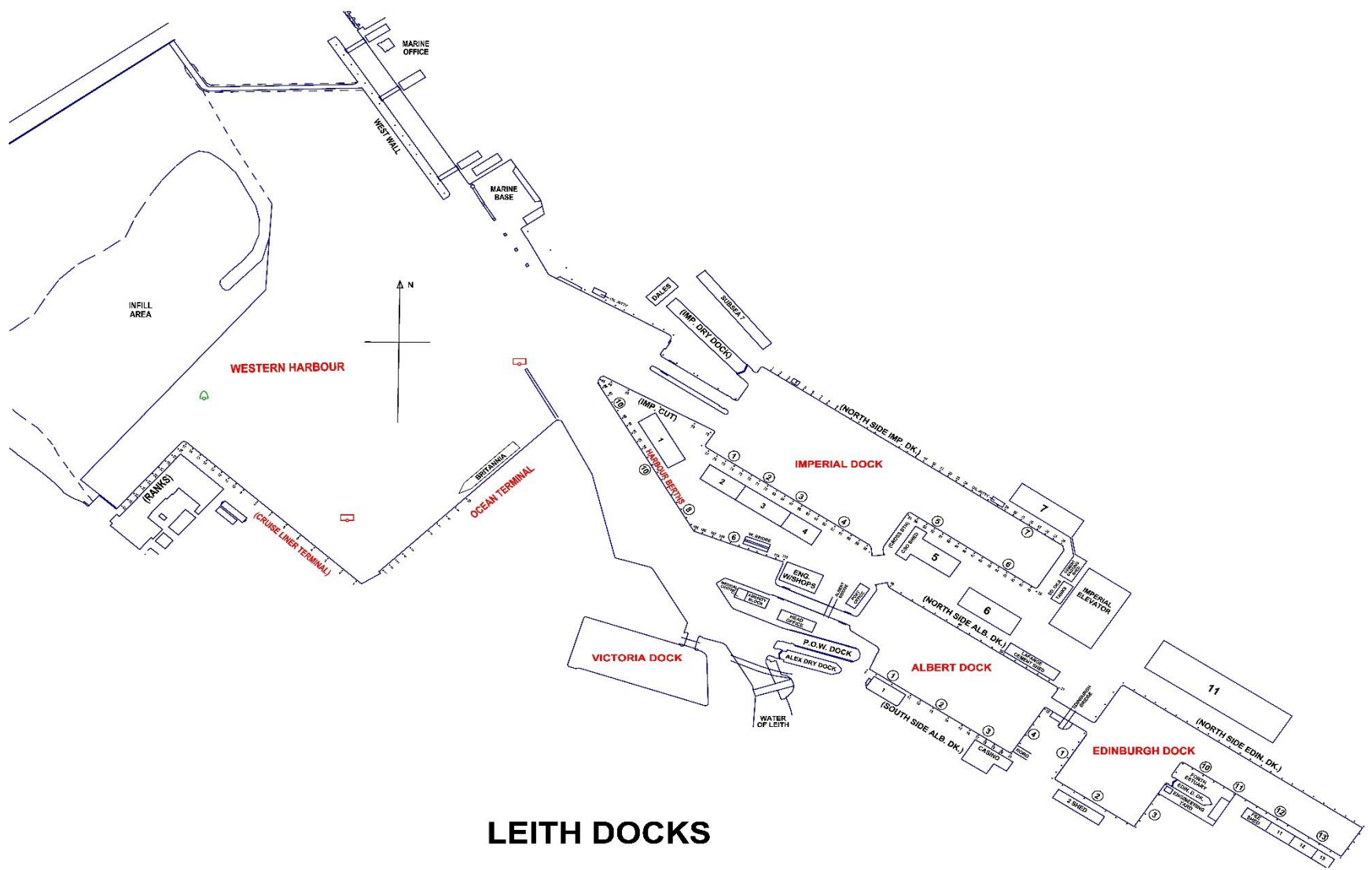
The plan has been updated to reflect the implementation of CERS. The ports of Kirkcaldy and Methil have been removed as these are now the responsibility of the Port of Dundee. Update to some job titles, job roles and approved waste suppliers. Section 2.3 update to reflect changes to the procedures for reporting alleged inadequacies. Section 3.3 updated to remove the mention of notification prior to leaving port. Appendix 5 added to show a diagram of the ports outlining the berthing areas covered by the plan. Updates to section 1.2 paragraph 4 to reference the port diagram and operation of the Imperial Dry Dock by Dales Marine.

### 2019 Update

Changes to reflect the new port management as well as a change to the tariff following a comprehensive review of disposal costs and subsequent costs to the port. The plan has been updated to reflect the new skip management procedure.



# Appendix 5: Port Berth Plan



## LEITH DOCKS