



PPGY NOTICE TO AGENTS, SHIP AND BERTH OPERATORS 04 2024

Reminder of Mandatory Requirements for Port Users

Following a recent spate of issues, agents, ship operators and berth operators are hereby reminded of the correct procedures and requirements of the port of Great Yarmouth with regard to the following topics;

Online Booking Portal/PortLinks

- All commercial vessel arrivals should be booked via PortLinks. Organisations that do not already have an account should visit <https://portlinks.peelports.com/> and select the link 'Request an account'.
- Agents must select the correct customer for each vessel. If your customer is not showing in the drop-down list please contact Great Yarmouth Harbour Office who will add the customer to your account.
- Pilot and Mooring service requests should be added to the booking prior to submission.
- Please ensure PortLinks bookings ETA's and ETD's are as accurate as possible and updated with any changes. Any amendments to the vessel booking times/dates i.e. earlier arrival or later departure need to be approved by the Harbour Office/LPS before submission to avoid double booking. Block-booking (requesting a large date range where timings are not known) is generally unacceptable as it hinders our ability to serve other vessels/customers efficiently, and wastes time and resources. If a vessel misses a booking slot, they will need to re-book through their agent/owner to avoid impacting unreasonably on other port users.
- Please ensure any cargoes loaded or unloaded are added to the vessel booking on creation. Cargoes are any items not carried as standard ship stores or equipment and include project items, lifting frames, CCU's etc. If the cargo type or quantity is not known please select 'All Other Cargoes' and enter an estimated tonnage until details are known.
- Cargo manifests must be uploaded within 48hrs of a vessels departure.

Mandatory PPE

- Please ensure all vessels are made aware of the PPE requirements for persons on quaysides and in other operational areas. There has been a significant increase in reports of crew members on the port estate not wearing appropriate PPE. For the avoidance of doubt, minimum requirements are;
 1. Hard Hat (not bump cap)
 2. Hi-Viz outer clothing
 3. Safety footwear
 4. Safety glasses
 5. Gloves
 6. Lifejacket (if working close to the quay edge – past the blue line)



Waste Reception Facilities – Large Commercial Vessels

- Following recent changes in legislation, most of the food waste disposed of by visiting vessels is classed as International Catering Waste which is a high-risk category 1 animal by-product. The Port has supplied ICW bins at the following berths: 04A, 05A, 05B, 07A, 07B, 14A, NT1, NT2, WT3, WT4. There are also bins for dry mixed recycling at the same locations. Due to abuse of these facilities, we are introducing a new procedure for any vessels that wish to use the ICW and DMR bins as follows;
 1. Vessel to ensure that they submit an accurate record of waste to be delivered via the CERS3 workbook. For vessels which fall outside the scope of CERS, a Waste Notification Form should be completed (see MGN 563 Amendment 2, Annex A).
 2. Vessel or agent to email gysecurity@peelports.com providing the following information;
 - a. Name of Vessel
 - b. Berth
 - c. Types of waste to be landed i.e. International Catering Waste and/or dry mixed recyclables
 - d. Requested date/time for waste to be landed
 3. Security will respond to vessel/agent confirming date/time for landing waste
 4. Security will attend and unlock the appropriate bins and monitor the items being placed inside
 5. Security will re-lock the bins
- For the avoidance of doubt, the *only* permitted types of waste are as follows;
 1. ICW – All food waste whether raw or cooked, including light packaging contaminated with food residues. All items must be double-bagged and sealed to avoid spillage.
 2. DMR – Clean and dry paper, cardboard, recyclable plastics and plastic bottles, aluminium cans, foil and trays, steel cans, tins. Items should be disposed of loose (unbagged) where possible.
- Up to 1m³ may be disposed of by each vessel per week.
- Vessels which dump waste in the wrong bins, or fly-tip waste on the quay or in other locations (such as in oil spill kits) will be charged the cost of disposal plus sanitation costs plus administration fees.

Waste Reception Facilities – Smaller Commercial Vessels Berth 21

- The Port has supplied International Catering Waste bins at berths 21B and 21D. There are also three bins for General Waste (domestic non-hazardous compactable waste). Due to abuse of these facilities, vessels and owners are reminded;
 1. Vessels wishing to dispose of waste into the provided bins must complete and submit a Waste Notification Form (see MGN 563 Amendment 2, Annex A).
 2. It is understood that smaller vessels may have difficulty separating and storing general domestic waste and recycling, so General Waste bins can be used for both.
 3. Smaller vessels must use the same procedure as large vessels to book a time for disposal of waste by contacting security as above.
 4. These bins must not be used for disposal of any other types of waste, for example cargo containers, oil cans, paint tins, dunnage, clothing, ropes etc. – all of which have been recently dumped in, or fly-tipped beside the provided bins.

PEEL PORTS GREAT YARMOUTH

Vanguard House, South Beach Parade, Great Yarmouth.

Main Telephone: +44 (0)1493 335510



5. Due to misuse, the bins are frequently left overflowing. If used correctly, it is anticipated that this issue will be resolved.
6. Fly-tipping is a criminal offence, which may be aggravated by dumping on land owned by a Borough Council, in public areas, and if hazardous substances are present. We may report any acts of fly-tipping to the Council and/or Environmental Health as appropriate.

General Waste Management

- All other types of waste must be placed into a suitable receptacle provided by an appropriate waste management supplier. These could include a lidded skip, sealed drum or similar.
- The Harbour Office can arrange for suitable receptacle to be delivered on request. This will incur an additional administration fee. Alternatively, vessels or agents can source these directly.
- Permission should be sought for the use of open-top skips. The Harbour office will only provide consent for open-topped skips if the waste is non-polluting, non-hazardous and cannot be disburshed by wind or vermin.
- Agents/owners are expected to arrange collection of skips/receptacles and any other items at the earliest opportunity, whether this is at the time of vessel departure, or early the next day for overnight departures. Storage charges may be applied to items that are left on the quay for unreasonable periods. Alternatively, the Harbour Authority may arrange for removal of items and recharge costs to the vessel/agent along with additional administration fees.

Date of Issue: 22nd October 2024