

April 26, 2020



**PPA MEMORANDUM CIRCULAR**  
No. 19 - 2020

**TO :** Port Managers  
Port Terminal Operators  
Private Port Operators  
VTMS Managers  
Cargo Handling Operators/Service Providers  
Shipping Companies and Agents  
Shore Reception Facility Service Providers  
All Concerned

**SUBJECT : COLLECTION OF SHIP GENERATED WASTES FROM CRUISE AND PASSENGER SHIPS**

In light of the government's policy to utilize cruise and passenger ships for the quarantine of Filipino seafarers and Overseas Filipino Workers (OFWs) and to allow the disembarkation in Philippine ports of Filipino crew from cruise ships, there is a need to supplement the guidelines of the Philippine Ports Authority (PPA) in the collection and disposal of wastes on board ships during Community Quarantine due to the COVID-19 pandemic.

The collection of wastes from cruise and passenger ships being used as quarantine facility or allowed to berth for the disembarkation of Filipino crew shall be allowed, subject to compliance with PPA Administrative Orders implementing MARPOL 73/78, as amended, and the following guidelines herein contained.

## **1. GUIDELINES**

The Shore Reception Facility Service Provider (SRF-SP) shall be accredited and authorized by PPA to operate in the port where the ship to be serviced is berthed, moored, or anchored. It shall also comply with rules and regulations prescribed by the Department of Environment and Natural Resources (DENR) and Local Government Unit (LGU) for the proper collection, transport, and treatment of ship-generated wastes.

1.1 SRF-SP shall render services only after the following are undertaken:

- 1.1.1 Submission of "*Free Pratique*" by the ship's master
- 1.1.2 Completion of mandatory quarantine and boarding formalities by the Bureau of Quarantine (BOQ)/Department of Health (DOH) boarding team
- 1.1.3 Completion of the Waste on Board Vessel Information Form (WOBVIF) by the shipping agent



- 1.1.4 Clearance from the BOQ for disposal of wastes indicated in the WOBVIF.
- 1.2 The collection and disposal of garbage from ships that have not been issued "*Free Pratique*" shall be prohibited.
- 1.3 SRF-SP personnel shall at all times observe mandatory health measures such as social distancing, wearing of appropriate and proper Personal Protective Equipment (PPE). In no case shall SRF personnel be permitted to board the ships to minimize physical contact with ship's crew and risks posed by interaction.
- 1.4 The Master of the Ship or its local agent shall inform PPA of the need and specific requirements for reception facilities for ship-generated wastes, at least 48 hours prior to the collection of wastes. The notice shall include information on the type and quantity of ship-generated wastes to be delivered in the port. The ship's agent and SRF-SP shall coordinate on the time and date of waste delivery.
- 1.5 The disposal of mask, gloves, PPEs, hygiene materials and non-infectious medical wastes shall be indicated at the WOBVIF in "Others (Specify)" and the corresponding weight/volume for approval by the BOQ. Such wastes shall be treated as hazardous wastes and must be segregated into separate enclosed receptacles, bins or completely sealed plastic bags prior to collection.
- 1.6 The SRF-SP shall dispose of waste in accordance with the Section 5.4 of PPA A.O. 02-2003
- 1.7 To prevent interaction and contact of between ship's crew and SRF-SP personnel during waste retrieval operations, the ship's crew shall place and leave the segregated garbage receptacle, bins/bags at the gangway area for subsequent collection by the SRF personnel.
- 1.8 The local ship agent shall also secure approval/clearance for transport/collection of liquid/oily waste and sludge from the Philippine Coast Guard (PCG) aside from the clearance issued by the BOQ for waste disposal.
- 1.9 Official documents such as Waste on Board Vessel Information Form (WOBVIF) and Certificate of Service Rendered (CSR) shall be place under plastic film and shall be disinfected prior to submission to PPA. Where possible, WOBVIF and CSR shall be filled out, signed and submitted to PPA via electronic means.
- 1.10. The options for disposal of ship generated waste shall be undertaken as outlined in the attachment (Figure 4).

## 2. REPORTORIAL REQUIREMENT



The status of the ships covered by this Circular, including ship's information, type, and quantity of wastes received by the SRF provider, shall be included in the Daily Status Report on the Management of COVID-19 Situation in compliance with PPA Memorandum Circular No. 01-2020 entitled "*Implementation in the Seaports of the Presidential Directive for the Management of the 2019 Novel Corona Virus Acute Respiratory Disease Situation*" and PPA Memorandum Circular No. 02-2020 entitled "*Management Port Protocols in Response to the Coronavirus Disease 2019 (COVID-19)*". Any matter or operation that does not comply with the provisions of this Circular shall likewise be reported.

### **3. COMPLIANCE WITH RELEVANT REGULATIONS**

The following laws and regulations shall be observed in the implementation of this Circular:

- a. Republic Act No. 9271 entitled as "The Quarantine Act of 2004"
- b. Bureau of Quarantine Memorandum Circular Nos. 2020-17 and 2020-18 (Guidelines for Use of Cruise Ships as Quarantine Facility and Guidelines for Repatriation via Cruise Ships and Other Maritime Vessels respectively)
- c. PPA Administrative Order No. 02-2003 entitled as "Implementing Guidelines on MARPOL 73/78 Requirement for Shore Reception Facility (SRF)"
- d. DENR Administrative Order No. 2013-22 entitled as "Revised Procedures and Standards for the Management of Hazardous Wastes (Revising DAO 2004-36)"
- e. PPA Administrative Order No. 07-2015 entitled "Guidelines on the Implementation of the PPA Orange Book on Safety, Health, Environmental Management and Handling of Dangerous Goods in Ports"
- f. International Convention on the Prevention of Pollution from Ships, 1973 and modified by the Protocol 1978 (MARPOL 73/78)
- g. International Chamber of Shipping (ICS) Coronavirus (COVID-19) Guidance for Ship Operators for the Protection of the Health of Seafarers
- h. PCG Memorandum Circular No. 01-2005 entitled "Revised Rules on Prevention, Containment, Abatement and Control of Marine Pollution"
- i. EMB Memorandum Circular No. 2020-16 entitled "Amendment of Interim Guidelines on Issuance of Special Permit to Transport (SPTT) for Transportation of Hazardous Waste within Community Quarantine Period"

### **4. REPEALING CLAUSE**

All PPA orders, rules and regulations, policies or circulars which are inconsistent herewith are hereby repealed and/or amended accordingly.

## 5. EFFECTIVITY

This Order takes effect immediately.

**JAY DANIEL R. SANTIAGO**  
General Manager

Attachment

