



Ref. T5/1.01

MEPC.1/Circ.644  
4 November 2008

**STANDARD FORMAT FOR THE ADVANCE NOTIFICATION FORM  
FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES**

1 In some ports, for logistical reasons, the providers of port reception facilities may require advance notification from the ship of its intention to use the facilities. Further information on this requirement is provided in section 4 of the “Guidelines for Ensuring the Adequacy of Port Waste Reception Facilities” adopted by resolution MEPC.83(44).

2 With a view to enhancing the smooth implementation and uniform application of this requirement, thus minimizing the risk of a ship incurring delay, the Marine Environment Protection Committee, at its fifty-eighth session (6 to 10 October 2008), approved the Advance Notification Form (ANF) in accordance with the Committee’s Action Plan on Tackling the Inadequacy of Port Reception Facilities (see document MEPC 58/23, paragraph 10.57), which is set out in the annex.

3 Member Governments and Parties to the MARPOL Convention are invited to bring this circular to the attention of all entities concerned and, in particular, the ship and port operators.

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## ANNEX

**STANDARD FORMAT OF THE ADVANCE NOTIFICATION FORM  
FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES**

**Notification of the Delivery of Waste to:** ..... (enter name of port or terminal)

*The master of a ship should forward the information below to the designated authority at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours*

*This form shall be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB*

**DELIVERY FROM SHIPS (ANF)**

**1. SHIP PARTICULARS**

1.1 Name of ship:	1.5 Owner or operator:
1.2 IMO number:	1.6 Distinctive number or letters:
1.3 Gross tonnage:	1.7 Flag State:
1.4 Type of ship: <input type="checkbox"/> Oil tanker <input type="checkbox"/> Chemical tanker <input type="checkbox"/> Bulk carrier <input type="checkbox"/> Container <input type="checkbox"/> Other cargo ship <input type="checkbox"/> Passenger ship <input type="checkbox"/> Ro-ro <input type="checkbox"/> Other (specify)	

**2. PORT AND VOYAGE PARTICULARS**

2.1 Location/Terminal name and POC:	2.6 Last Port where waste was delivered:
2.2 Arrival Date and Time:	2.7 Date of Last Delivery:
2.3 Departure Date and Time:	2.8 Next Port of delivery (if known):
2.4 Last Port and Country:	2.9 Person submitting this form is (if other than the master):
2.5 Next Port and Country (if known):	

**3. TYPE AND AMOUNT OF WASTE FOR DISCHARGE TO FACILITY**

MARPOL Annex I – Oil	Quantity (m <sup>3</sup> )	MARPOL Annex V – Garbage	Quantity (m <sup>3</sup> )
Oily bilge water		Plastic	
Oily residues (sludge)		Floating dunnage, lining, or packing material	
Oily tank washings		Ground-down paper products, rags, glass, metal, bottles, crockery etc.	
Dirty ballast water		Cargo residues <sup>2</sup> , paper products, rags, glass, metal, bottles, crockery, etc.	
Scale and sludge from tank cleaning		Food waste	
Other (please specify)		Incinerator ash	
<b>MARPOL Annex II – NLS</b>	<b>Quantity (m<sup>3</sup>)/Name<sup>1</sup></b>	Other wastes (specify)	
Category X substance		<b>MARPOL Annex VI – Air pollution</b>	<b>Quantity (m<sup>3</sup>)</b>
Category Y substance		Ozone-depleting substances and equipment containing such substances	
Category Z substance		Exhaust gas-cleaning residues	
OS – other substances			
<b>MARPOL Annex IV – Sewage</b>	<b>Quantity (m<sup>3</sup>)</b>		

<sup>1</sup> Indicate the proper shipping name of the NLS involved.

<sup>2</sup> Indicate the proper shipping name of the dry cargo.

Name of ship:	IMO Number:
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Please state below the approximate amount of waste and residues remaining on board and the percentage of maximum storage capacity. If delivering all waste on board at this port please strike through this table and tick the box below. If delivering some or no waste, please complete all columns.

I confirm that I am delivering all the waste held on board this vessel (as shown on page 1) at this port

Type	Maximum dedicated storage capacity m <sup>3</sup>	Amount of waste retained on board m <sup>3</sup>	Port at which remaining waste will be delivered (if known)	Estimate amount of waste to be generated between notification and next port of call m <sup>3</sup>
<b>MARPOL Annex I – Oil</b>				
Oily bilge water				
Oily residues (sludges)				
Oily tank washings				
Dirty ballast water				
Scale and sludge from tank cleaning				
Other (please specify)				
<b>MARPOL Annex II – NLS<sup>1</sup></b>				
Category X substance				
Category Y substance				
Category Z substance				
OS – other substances				
<b>MARPOL Annex IV – Sewage</b>				
Sewage				
<b>MARPOL Annex V – Garbage</b>				
Plastic				
Floating dunnage, lining or packing material				
Ground paper products, rags, glass, metal, bottles, crockery				
Cargo residues <sup>2</sup> , paper products, rags, glass, metal bottles, crockery				
Food waste				
Incinerator ash				
Other wastes (specify)				

Date: .....

Name and Position: .....

Time: .....

Signature: .....

<sup>1</sup> Indicate the proper shipping name of the NLS involved.

<sup>2</sup> Indicate the proper shipping name of the dry cargo.