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MEPC.1/Circ.759  
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## **GUIDELINES FOR A SHIPBOARD OILY WASTE POLLUTION PREVENTION PLAN**

1 The Marine Environment Protection Committee, at its sixty-second session (11 to 15 July 2011), approved the Guidelines for a shipboard oily waste pollution prevention plan and agreed to disseminate the Guidelines by means of an MEPC circular (MEPC 62/24, paragraph 11.8).

2 Member Governments are invited to encourage the use of the Guidelines, attached in the annex, by shipowners and operators when drawing plans for oil waste prevention for ships flying their flags and to bring the contents of the Guidelines to the attention of all parties concerned.

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## ANNEX

### GUIDELINES FOR A SHIPBOARD OILY WASTE POLLUTION PREVENTION PLAN

#### 1 Introduction

1.1 These guidelines are intended to assist shipowners and operators in the development of shipboard oily waste pollution prevention plans for machinery spaces of ships to support the environmental objectives required by the ISM Code.

1.2 Key elements of the shipboard oily waste pollution prevention plan should include documented ship-specific company procedures as laid out in these Guidelines.

#### 2 Initial assessment

These procedures should be based on an initial assessment of the company's existing arrangements, shipboard incinerator and oil filtering equipment and related oily waste and bilge water management systems, including minimizing waste generation directly associated with the maintenance, cleaning, and operation of all equipment and systems within a machinery space.

#### 3 Shipboard oily waste pollution prevention plan

The shipboard oily waste pollution prevention plan should contain measures, including as provided for in paragraphs 4 to 14, in order to ensure proper oily waste disposal in accordance with relevant flag State and port State regulations. The measures could be directly incorporated in a shipboard oily waste pollution prevention plan or in the Safety Management System (SMS).

#### 4 Storage, treatment and disposal

A specific company policy on the storage, treatment and disposal of oily waste and bilge water management.

#### 5 Continuous review

A company policy to encourage improvement\* in the management of oily waste. This policy may include procedural, maintenance, operational and system improvements.

#### 6 Authority and accountability

Defined levels of authority and accountability to ensure proper oily waste management, including:

- .1 lines of communication between shore and ship personnel;
- .2 methods to assure shore side and shipboard accountability; and
- .3 compliance verification.

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\* Installation of add-on equipment or changes to installed type-approved equipment may require flag Administration approval.

## **7 Identification of waste streams**

Procedures for determining and documenting waste streams, by volume and types.

## **8 Minimizing wastes**

Procedures to minimize oily waste generation, bilge contaminants and segregation of clean water,\* including:

- .1 maintenance, procedures and operational controls; and
- .2 minimizing waste and contaminant generation directly associated with the maintenance, cleaning, and operation of equipment and systems within a machinery space.

## **9 Documentation and record-keeping**

Document control procedures, including oil record book.

## **10 Reducing potential for human error**

Arrangements and procedures to reduce any potential for human error and promote accuracy of record-keeping and integrity of equipment operation.

## **11 Reporting of accidents**

Reporting procedures for accidents and non-conformities.

## **12 Responding to emergencies**

Procedures for preparing for and responding to shipboard emergencies, specifically related to discharge of oily bilge water.

## **13 Equipment instructions**

Procedures to ensure proper functioning of oily water separators, incinerators and bilge water management and treatment systems, including maintenance, troubleshooting and operation for controls and specialized equipment.

## **14 Training**

Procedures for the evaluation of shipboard personnel competence, awareness and training, specifically relating to oily waste pollution prevention and bilge water treatment systems operation.

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\* Refer to the 2008 Revised guidelines for systems for handling oily wastes in machinery spaces of ships incorporating guidance notes for an integrated bilge water treatment system (IBTS) in MEPC.1/Circ.642, as may be amended.