PORT OF HAMINAKOTKA

Port of HaminaKotka Ltd

WASTE MANAGEMENT PLAN

2024

PORT OF HAMINAKOTKA

Contents

INTRODUCTION

Port of HaminaKotka Ltd is the biggest full-service general port in Finland, located on the Gulf of Finland as the easternmost seaport in Finland, only 35 kilometres from the Russian border. The logistics, industrial and stevedoring operations cover a total of 1,100 hectares within the port area, rendering it a unique unit on the Baltic Sea. Transport connections to the foremost economic areas in Finland and Russia and a fairway with a draught of 15 metres enable excellent connections between the Port of HaminaKotka and the rest of the world. The Port of HaminaKotka serves all types of cargo: container, ro-ro, liquid bulk, dry bulk, lolo, project cargo and passenger traffic. The areas and functions of the Port of HaminaKotka are presented in Appendix 1.

The Port of HaminaKotka drew up a waste management plan in accordance with the Finnish Act on Environmental Protection in Maritime Transport concerning the arrangement of waste management from ships in 2013. The waste management plan has been submitted in accordance with the Act on Environmental Protection in Maritime Transport as part of the environmental permit application under the Finnish Environmental Protection Act. The waste management plan has now been updated and its content has been revised. The content of the plan is based on the Act on Environmental Protection in Maritime Transport (1672/2009) and the Decree on Environmental Protection in Maritime Transport (76/2010).

The waste management plan of the Port has been updated to take into account the changes in the Act on Environmental Protection in Maritime Transport (669/2021) related to ship waste management and the waste management plan. The description section specifies the information stated on the port form and also adds a legal section on waste management. The changes are mainly technical and concern issues such as the verification of contact information and the specification of the description of the waste management operations already operating in the Port. It is hoped that the amendment to the proposal for the waste management plan will bring benefits to the implementation of the waste management services offered by the Port of HaminaKotka to its customers, in the updating of the waste management plan and in the co-operation between the operator and the authorities.

From the point of view of the customers of the Port, the waste management instructions and sorting instructions included in the waste management plan are essential documents guiding practical actions. The instructions are available to customers on the website of the Port of HaminaKotka at https://www.haminakotka.com/instructions/waste-management.

The Act on Environmental Protection in Maritime Transport does not apply to waste generated by the operations of the Port itself, which is why the actual focus of the waste management plan is on waste from ships. Waste generated by the activities of various port operators is their own responsibility. Waste generated elsewhere in the Port area is the responsibility of either Kotkan Satamatalot Oy or Port of HaminaKotka Ltd. The Port areas covered by this waste management plan are the following areas of Kotka and Hamina: Mussalo, Kantasatama, Hietanen-Etelä, Hietanen, Sunila, Halla, Jänskä and Hamina.

1. AUTHORITY SUPERVISING THE OPERATION OF THE PORT AND LEGISLATION RELATED TO PORT AND SHIP WASTE MANAGEMENT

1.1 Authorities supervising waste management at the Port

The operations of the Port in waste management matters are supervised by the Economic Development Centre of Southeast Finland and the towns of Kotka and Hamina.

The Centres for Economic Development, Transport and the Environment are responsible for supervising ports that are subject to an environmental permit. The waste management plans of ports that are subject to a permit have been processed as part of the environmental permit. The waste management plans of ports and their updates are entered in the environmental protection information system. In addition, the Centres for Economic Development, Transport and the Environment supervise that the waste fees concerning ports comply with the law.
The Kymi Waste Board started its operations on 1 May 2012. The Waste Board is included in the organisation of the City of Kouvola, and all municipalities in the region of Kymenlaakso are represented in it. The official duties in waste management have been transferred from the municipalities to the joint Waste Board, with the exception of the supervision of waste management. The tasks of the Waste Board include approving waste management regulations, decision-making related to waste fees and the waste transport system, and maintaining the waste management register. These regulations apply to the Port, but not to ships. Moreover, the municipal environmental authorities take care of the supervision tasks of the municipality in accordance with the Environmental Protection Act.

The Ministry of Transport and Communications is responsible for the general supervision of the Act on Environmental Protection in Maritime Transport. The Finnish Transport and Communications Agency (Traficom) supervises, unless otherwise provided in the Act on Environmental Protection in Maritime Transport, compliance with the Act on Environmental Protection in Maritime Transport and the provisions and regulations issued under it. Traficom is to supervise compliance with the provisions and regulations concerning ships, their structure, fuel, emissions into the air, hazardous substances used to protect ships, equipment, manning, use, documents, and notification obligation under the Act on Environmental Protection in Maritime Transport as well as with the provisions and regulations issued under it.

The Finnish Environment Institute (SYKE) is responsible for monitoring the discharges of ships into waters in the territorial waters and exclusive economic zone of Finland. The Border Guard is obliged to participate in surveillance especially in the territorial waters and exclusive economic zone of Finland.

Traficom is responsible for monitoring the discharges of ships into waters in inland waterways. The police are obliged to participate in surveillance especially in inland water areas.

The Finnish Food Authority supervises compliance with the regulations laid down in the Regulation on By-products concerning the collection, transport and treatment of food waste from international transport.

1.2 Legislation related to Port and ship waste management

The primary principle of the legislation is to reduce the amount of waste generated and its harmfulness. According to Section 8 of the Finnish Waste Act (646/2011), all activity shall, where possible, comply with the

order of priority. First priority shall be given to reducing the quantity and harmfulness of waste generated. If waste is, however, generated, the waste holder shall first and foremost prepare the waste for re-use or, secondarily, recycle it. If recycling is not possible, the waste holder shall recover the waste in other ways, including by means of energy recovery. If recovery is not possible, the waste shall be disposed of.

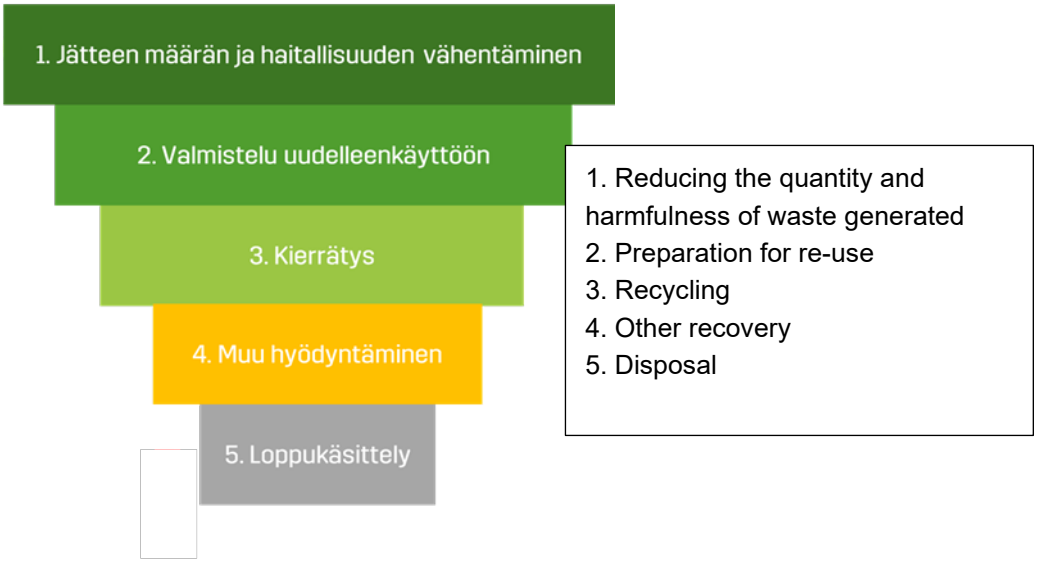


Figure 1. Illustration of the general obligation of waste legislation to follow the order of priority.

The principle of ship waste management is the delivery of waste ashore for further processing. A ship must report the leaving of ship-generated waste and cargo residues at the Port before arriving at the Port, and this waste shall be left at the Port before leaving the Port. A fee must be charged for ship-generated waste regardless of whether the ship leaves waste in the Port or not. However, the Finnish Transport and Communications Agency Traficom may grant an exemption from the obligation to leave waste if the ship is in regular traffic and has an agreement with a qualified waste management company or port.

1.3 Definition of waste

The Finnish Waste Act defines waste as a substance or object that the holder discards, intends to discard or is required to discard. At the Port, waste is classified as recyclable waste, special waste and hazardous waste.

Recyclable waste refers to waste that can be used as material for new products or in energy production. Recyclable waste therefore covers recyclables and mixed waste.

Special waste is not classified as hazardous waste, but it requires special treatment. Special waste includes, for example, data security waste.

Hazardous waste refers to waste that has a hazardous property. For example, waste oils and chemical waste are hazardous waste.

1.4 Waste management regulations in general

The environmental legislation guiding Finnish shipping consists of the regulations of the International Maritime Organization (IMO) (MARPOL 75/78 Convention), EU directives (including the Waste Directive), the recommendations of HELCOM (Commission for the Protection of the Marine Environment of the Baltic Sea), the Helsinki Conventions, as well as national legislation.

1.4.1 Waste Act (646/2011)

1 § Purpose of the Act
The objectives of this Act are to promote a circular economy and the sustainability of the use of natural resources, to reduce the quantity and harmfulness of waste, to prevent waste and waste management from endangering and harming health and the environment, to ensure effective waste management and to prevent littering.
Link to the text of the Act: https://www.finlex.fi/api/media/statute-foreign-language-translation/688070/mainPdf/main.pdf?timestamp=2011-06-16T21%3A00%3A00.000Z

1.4.2 Government Decree on Waste (978/2021)

The Government Decree on Waste (978/2021) defines:

- The general requirements for the arrangement of waste management
- The authorities and expert institutions and their tasks
- Separate collection and recovery obligations of waste
- Record-keeping and reporting obligations on waste, transfer documents
- Approval and notification procedures
- Miscellaneous provisions
- Entry into force provisions and transitional provisions.

Link to the Decree: https://www.finlex.fi/fi/laki/alkup/2021/20210978#Lidm45053757421168

1.4.3 Environmental Protection Act (527/2014)

1 § Purpose of the Act
The purpose of this Act is to:

1) prevent the pollution of the environment and any risk of this, prevent and reduce emissions, eliminate adverse impacts caused by pollution and prevent environmental damage;
2) safeguard a healthy, pleasant, ecologically sustainable and biologically diverse environment, support sustainable development and combat climate change;
3) promote sustainable use of natural resources, reduce the amount and harmfulness of waste, and prevent adverse impacts caused by waste;
4) make the assessment of activities causing pollution and the consideration of the impacts as a whole more effective; and
5) improve the opportunities of citizens to affect decision-making concerning the environment.

Link to the text of the Act: https://www.finlex.fi/api/media/statute-foreign-language-translation/687946/mainPdf/main.pdf?timestamp=2014-06-26T21%3A00%3A00.000Z

1.4.4 Environmental Protection Decree (713/2014)

1 § Permit matters processed by the State Environmental Permit Authority
The State Environmental Permit Authority decides on environmental permit matters under the Environmental Protection Act for ports or loading or unloading quays that are mainly intended for use by merchant shipping and are suitable for vessels with a carrying capacity of more than 1350 tonnes.
Decree as a whole: https://www.finlex.fi/fi/laki/ajantasa/2014/20140713

1.4.5 Waste management regulations by Kymi Waste Board

The Kymi waste management area uses waste management regulations that entered into force on 1 June 2023. The waste regulations apply to the following municipalities: Hamina, Iitti, Kotka, Kouvola, Lapinjärvi, Miehikkälä, Mäntyharju, Pertunmaa, Pyhtää and Virolahti. The Port of HaminaKotka complies with these waste management regulations.

The regulations describe, among other things, the collection of waste, the sorting and separate collection obligations, waste containers and their emptying intervals and placement. The goal of municipal waste management regulations is to promote the implementation of the Waste Act, taking into account local conditions.

Link to the waste management regulations of Kymi Waste Board: https://www.kymenjatelautakunta.fi/wp-content/uploads/2023/05/Kunnalliset-jatehuoltomaaraykset-27.4.2023_lopullinen.pdf

1.5 Regulations on the management of waste from ships and the Port

1.5.1 Act on Environmental Protection in Maritime Transport (1672/2009)

1 § Purpose of the Act

The purpose of this Act is to prevent environmental pollution resulting from the normal operation of ships, by prohibiting discharges and emissions of noxious substances into water and air, or by setting limits on discharges and emissions into water and air. Furthermore, the purpose of this Act is to organise the port reception of waste resulting from the normal operation of ships.

The Act lays down the provisions for the national implementation of international commitments binding on Finland and European Community legal instruments pertaining to the prevention of environmental pollution resulting from the normal operation of ships, as well as other provisions pertaining to the prevention of environmental pollution resulting from the normal operation of ships.

Link to the text of the Act: https://www.finlex.fi/api/media/statute-foreign-language-translation/688148/mainPdf/main.pdf?timestamp=2009-12-28T22%3A00%3A00.000Z

1.5.2 Government Decree on the Protection of the Environment in Maritime Transport (76/2010)

1 § Purpose of Decree

This Decree lays down more detailed provisions referred to in the Act on Environmental Protection in Maritime Transport (1672/2009) for the implementation of the MARPOL Convention, the Helsinki Convention and other international obligations binding on Finland, as well as European Union regulations, in the territorial waters and exclusive economic zone of Finland and, in the case of Finnish ships, also outside the territorial waters and exclusive economic zone of Finland.
The Decree defines the following issues:

- Prevention of oil spills from ships
- Transfer of harmful and hazardous cargo and waste as well as supply of fuel from one ship to another
- Prevention of discharges of harmful liquid substances from ships
- Prevention of discharges of toilet sewage from ships
- Prevention of emissions of solid waste from ships
- Prevention of air pollution from ships
- Reception of waste in ports
- Leaving of waste at ports
- Miscellaneous provisions
- Obligation to provide the ship with a receipt of the waste delivered.

Link to the Decree: https://www.finlex.fi/fi/laki/ajantasa/2010/20100076

1.5.3 Act on the Amendment of the Act on Environmental Protection in Maritime Transport (669/2021)

3 § Scope of the Act
This Act applies to a vessel sailing in the territorial waters or exclusive economic zone of Finland. This Act also applies to Finnish vessels outside the territorial waters and exclusive economic zone of Finland.
Link to the text of the Act: https://finlex.fi/fi/laki/alkup/2021/20210669#Lidm45053758747216

1.5.4 International food waste

International food waste concerns shipping that arrives in Finland from outside the EU. Category 1 food waste from these ships refers to food waste generated in connection with the meals and food preparation of passengers and crew.

Operators responsible for the collection points of food waste from international transport must register themselves with the Finnish Food Authority as operators referred to in the by-products regulation ((EC) No 1069/2009). [1]

More information on international food waste: https://www.ruokavirasto.fi/elaimet/elaimista-saatavat-sivutuotteet-ja-kuolleet-elaimet/elaimista-saatavat-sivutuotteet/kansainvalinen-ruokajate/

[1] Finnish Food Authority, 2020. Food waste from international traffic [online document]. Finland: Finnish Food Authority. Available: https://www.ruokavirasto.fi/elaimet/elaimista-saatavat-sivutuotteet-ja-kuolleet-elaimet/elaimista-saatavat-sivutuotteet/kansainvalinen-ruokajate/ [referenced on 31 March 2023].

2. WASTE MANAGEMENT PLAN PROPOSED TO BE ENTERED IN THE ENVIRONMENTAL PROTECTION INFORMATION SYSTEM

The first waste management plans for the Ports of Kotka and Hamina were drawn up in 2004. The waste management plans were combined and updated into the waste management plan of Port of HaminaKotka in 2013. This is a periodic review and updating of the waste management plan in accordance with the laws on waste management in the Port.

3. CONTACT INFORMATION OF PORT AUTHORITY/OWNER

See port form

4. NAME, LOCATION AND OPERATING PERIOD OF PORT

See port form

5. CURRENT PERMITS, DECISIONS, AGREEMENTS, ETC. OF THE ACTIVITY

See port form

6. WASTE MANAGEMENT PLAN OF PORT

The Port of HaminaKotka is a commercial port and an industrial port. The lengths of the quays are presented in Table 1 below.

Table 1. Lengths of quays

	Length of quays
Halla	242 m
Hamina	3000 m
Hietanen	1441 m
Hietanen-Etelä	360 m
Jänskä	133 m
Kantasatama	442 m
Mussalo	3150 m
Sunila	400 m

The types of vessels calling at the Port, number of vessel calls and vessels with special permits calling at the port are presented in the port form and in Appendix 5.

6.1 Types of waste to be received, size and emptying of waste containers, and estimate of the quantities generated annually

The types of waste to be received, the size of the waste containers and their emptying are presented in the port form. The estimate of the amount of waste generated annually is based on the amount of waste collected

in 2022 and 2023. The amounts of waste are presented in section G 1 of the port form and broken down for Mussalo & Jänskä, Hietanen and Hamina in Appendix 6.

Waste collection points are located in Halla (1), Hamina (11), Hietanen (2), Hietanen-Etelä (1), Jänskä (2), Kantasatama (2), Mussalo (7) and Sunila (1). The number in parentheses indicates the number of waste collection points serving ship waste management. Five of these are sorting points where separate collection of cardboard, glass packaging, metal, paper and biowaste has been arranged. In addition, Hamina and Mussalo have their own waste collection points serving the office buildings and other functions of the port. There are 9 waste collection points with a collection container for hazardous waste. The sorting points also have collection containers for food waste from international traffic.

The containers at the waste collection points are rented. The waste containers are owned and the waste collection points are maintained by a waste management entrepreneur with its own equipment, which meets modern requirements and is technically suitable for sorting and is clear to use for the user. As a rule, the system uses waste containers and emptying equipment equipped with front loader technology. The collection vehicles are equipped with waste compression equipment. The further routing of the received waste fractions and disposed waste can be illustrated as a waste flow diagram. Each waste fraction and disposed waste has its own container with a specific colour, and a sticker in the English language is glued to the side of the containers, indicating which fractions or waste can be put in the container.

A transfer document containing the information required by Government Decree 179/2012 is drawn up for each transfer of hazardous waste. Transfer documents are also drawn up for transfers of food waste from international transport in accordance with the By-products Regulation. Transfer documents for food waste from international transport are kept for at least two years, and transfer documents for hazardous waste are kept for at least three years.

6.2 Waste pre-treatment equipment and methods

Port of HaminaKotka Ltd does not have any waste pre-treatment equipment at its disposal, i.e. waste is not pre-treated at the Port.

6.3 Contact information of the person responsible for waste management and the implementation of the waste management plan of the Port

Operations Manager Oskari Aarnio
See port form

6.4 Contact details of the person responsible for the reception facilities and their condition in the Port area

Deficiencies in the reception equipment of the Port are reported to the Operations Manager.

Operations Manager Oskari Aarnio
See port form

APPENDIX 1 WASTE MANAGEMENT INSTRUCTIONS AND WASTE POINT MAP

Port of HaminaKotka Ltd
Waste management instruction

GENERAL INSTRUCTIONS
By virtue of the Finnish legislation concerning ship waste management, ships must leave all their waste generated at the ship and cargo residues to port reception facilities (this concerns liquid oil-containing waste, liquid and solid hazardous waste, sewage and solid waste including cargo residues, category 1 food waste, and waste for which the port does not have a specific collection system). Moreover, the ship must provide the port of arrival with a notification concerning waste generated at the ship and cargo residues in accordance with a form confirmed by Traficom. As a rule, this notification must be made 24 hours before arrival at the port.

If a ship is found to have left its waste inappropriately sorted, the ship will be invoiced in accordance with the additional costs caused by the further treatment of waste (sorting, transport, disposal, etc.).

RECYCLABLE WASTE FROM SHIPS, INCLUDING CARGO RESIDUES
The solid waste fractions currently received at the Port of HaminaKotka are biowaste, energy waste, metal packaging, glass packaging, cardboard, paper, mixed waste and mixed wood waste (sorting instructions in Appendix 2). The sorting and waste collection points for recyclable waste from ships are specifically marked. Ships must take their waste to these waste collection points only.

HAZARDOUS WASTE FROM SHIPS
It is absolutely prohibited to leave hazardous waste in places other than the designated containers!
Hazardous waste is only received by order. The order must be placed 24 hours prior to the delivery of waste with the Duty Officer of the Traffic Services unit, **tel. +358 (0)20 790 8840**.
In Hamina at Lakulahti, on the EU quay and at the Oil Harbour, Hietanen, Mussalo A, C and D quays as well as at the Mussalo Liquid Harbour, there are hazardous waste reception containers into which the ship's personnel must deliver their hazardous waste themselves under the supervision of the personnel of the Port. In other parts of the Port, hazardous waste is delivered according to a separate agreement. Hazardous waste must always be marked appropriately, and waste classified as hazardous, such as chemical waste, must not be left lying around at waste collection points. According to the law, the producer of the waste must be aware of what kind of waste has been produced and also pass on the necessary information about the waste to the next processor or possessor of the waste. Cleaning waste from exhaust gases must be packaged and labelled, and delivered to hazardous waste collection.

FOOD WASTE FROM INTERNATIONAL TRAFFIC
Food waste originating from international traffic refers to food waste or waste which has been in contact with food, delivered from vessels which have deviated on their route to outside the European Union. This waste must be delivered separately from other waste and packed in a leak-proof waste bag in the waste container provided for them. When making a notification of waste, the delivery of such food waste must be stated separately.

SEWAGE
The delivery time of sewage must be ordered from the Duty Officer at least 24 hours before it is delivered. Port of HaminaKotka Ltd orders the discharge service on the basis of the order. Sewage is pumped directly into a sewage suction truck, which will deliver it for further treatment. The drain pipe must have a fastening specified by Traficom.

OIL-CONTAINING WATERS
The leaving of oil-containing water must be notified to the Duty Officer of the Traffic Services unit, tel. +358 (0)20 790 8840, 24 hours before arrival at the Port. Port of HaminaKotka Ltd orders the discharge service on the basis of the notification.

WASTE FOR WHICH THE SHIP MUST ORDER THE TREATMENT DIRECTLY FROM THE SERVICE PROVIDER
- ballast waters
- washing waters of tanks, cargo hold or similar facilities
- substances listed in IMDG or ADR/RID substance list
- cargo residues
- other waste not originating from the normal operation of the ship
- the Duty Officer or Operations Manager of the Port of HaminaKotka must be informed of the delivery of these waste types.

Service providers operating in the area can be inquired from the Duty Office or Operations Manager.

CONTACT INFORMATION
In waste management matters, you are served by the Traffic Services unit of the Port of HaminaKotka.

WASTE POINT MAP MUSSALO, HAMINA & HIETANEN

An up-to-date map of waste collection points has been published on the website of the Port and can be found at:
https://www.haminakotka.com/instructions/waste-management

Waste instructions

for vessels in Port of HaminaKotka

- Mixed waste

- Mixed waste
- Energy waste

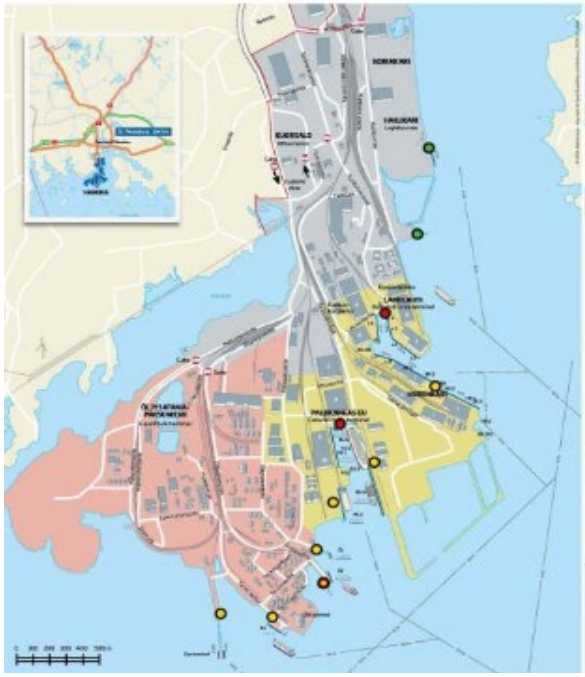
- Mixed waste
- Energy waste
- Hazardous waste
- Food waste from outside the EU
- Metal, biowaste, paper, paperboard, glass

- Mixed waste
- Energy waste
- Hazardous waste

PORT OF HAMINAKOTKA

Mussalo

Hamina



Hietanen Kantasatama

APPENDIX 2 SORTING INSTRUCTIONS, COLLECTION EQUIPMENT, STORAGE AND RECOVERY

Paper

The following can be sorted as paper:

- Newspapers and periodicals
- Advertisements and brochures
- Envelopes
- Copy paper and printouts
- Books and product catalogues with soft covers, or with hard covers removed
- White paper bags

Please note that you must not dispose of paper that needs to be treated based on data security principles. Do not put wet, dirty, plastic-coated or waxed paper in paper recycling.

Sorting instructions:
There is no need to remove metal staples or paper clips from recycled paper. Plastic must not be disposed of in recycled paper.
Collection:
Paper is collected at sorting points in containers of 240 litres.
Processing/recovery:
Recovered paper is mainly used to make newsprint.

Cardboard

The following can be sorted as cardboard:

- Cardboard boxes
- Corrugated cardboard
- Brown cardboard
- Kraft paper
- Paper bags and sacks

Wet or dirty cardboard must not be disposed of with recycled cardboard. Packaging styrofoam must be removed from the cardboard and recycled as energy waste.

Sorting instructions:
There is no need to remove tapes, hooks or labels.
Collection:
Cardboard is collected at sorting points in containers of 660 litres.
Processing/recovery:
Recycled cardboard is used to make cardboard, especially raw material for core board.

Glass packaging

Coloured and clear glass bottles and jars used as **packaging** may be recycled as glass packaging.

Do not sort the following as glass packaging:

- Glass bottles with deposit
- Glassware (such as drinking glasses and coffee pots)
- Porcelain, ceramics or crystal glass
- Window glass, mirror glass
- Glass objects such as lamps or lamp shades
- Opal glass (such as opaque glass of cosmetic packaging)
- Hospital glass

Sorting instructions:
Remove lids and caps. Collar rings or labels do not need to be removed.
Collection:
Glass packaging is collected at sorting points in containers of 240 litres.
Processing/recovery:
Recycled glass is used to make new glass packaging, such as jam jars. Recycled glass is also used as a raw material for glass wool and foam glass.

Metal packaging

The following can be sorted as metal packaging:

- Preserve cans
- Non-deposit beverage cans
- Small metal objects, caps and lids
- Pots and pans
- Aluminium pans and foils
- Empty and dry paint cans

The following must not be sorted as metal packaging:

- Hazardous waste
- Electrical equipment and electronic waste
- Large scrap metal that does not fit in the container

Sorting instructions:
Metal containers must be rinsed and packed inside each other before being delivered for collection. Metal cans should be flattened or packed inside each other to save space.
Collection:
Metal packaging is collected at sorting points in containers of 600 litres.
Processing/recovery:
Metal can be recycled almost indefinitely. Recycled metals are used as raw material for the manufacture of new metal products.

Biowaste

The following can be sorted as biowaste:

- Food leftovers and spoiled food
- Fruit and vegetable peels
- Coffee filter papers with coffee grounds
- Tissue papers, such as paper napkins
- Plant parts and withered flowers
- Fishbones and bones

The following must not be sorted as biowaste:

- Large amounts of liquids
- Plastic products and packaging
- Biodegradable diapers or sanitary napkins
- Animal droppings
- Soil or sand

Collection:
Biowaste is collected at sorting points in containers of 240 litres.
Processing/recovery:
Biowaste is composted or digested in a controlled manner at the treatment plant. In this way, it can be used as compost soil for landscaping or as biofuel.

International food waste

The following can be sorted as international food waste:

- All food produced outside the EU
- All materials that have come into contact with food, meals and food leftovers, such as:
  - Food packaging and wrappers
  - Cardboard packages and polystyrene boxes
  - Disposable tableware and cutlery
  - Napkins, paper towels and tissues
  - Garbage bags

The following must not be sorted as international food waste:

- Empty metal cans
- Empty metal jars and beverage cans
- Empty glass bottles
- Hazardous waste
- Recoverable clean and dry packaging waste
- Waste that has not been in contact with food
- Food waste produced in the EU

Collection:
International food waste is collected from vessels in containers of 240 litres at certain sorting and waste points.
Processing/recovery:
International food waste must be disposed of by incineration. International food waste is incinerated in a waste incineration plant. The energy generated in incineration is utilised in the production of heat and electricity.

Energy waste

Energy waste refers to separately sorted highly combustible waste, which is used for purposes such as producing recycled fuel for industrial uses. Recyclable waste (such as recycled paper, cardboard, recovered metal, packaging glass, biowaste, plastic packaging and hazardous waste) must be removed, in other words sorted separately, from energy waste.

Energy fractions include:

- Dirty plastic products, packaging and styrofoam
- Dirty paper and cardboard
- Textile waste
- Wood-based waste

Collection:
The energy fraction is collected in the port area in containers of 4–8 m^3 operated by front loaders.
Processing/recovery:
The energy fraction is primarily used to produce recycled fuel for industrial uses to replace fossil fuels. The energy generated in incineration is utilised in the production of heat and electricity.

Mixed waste

Mixed waste refers to non-recyclable mixed waste that is mainly used as energy. Recyclable waste (such as recycled paper, cardboard, recovered metal, packaging glass, biowaste, plastic packaging and hazardous waste) must be removed, in other words sorted separately, from mixed waste.
Mixed waste includes:

- Dirty plastic products, packaging and styrofoam
- Dirty paper and cardboard
- Used toiletries, diapers
- Cleaning waste, dust bags
- Textile waste
- Leather, rubber, fibreglass
- Wood-based waste

Collection:
Mixed waste is collected in the port area in containers of 4 m^3, 6 m^3 and 8 m^3 operated by front loaders.
Processing/recovery:
Combustible waste is incinerated in a waste incineration plant. The energy generated in incineration is utilised in the production of heat and electricity.

Wood waste

The following can be sorted as mixed wood waste:

- Painted and treated wood
- Clean wood
- Wood-based boards
- Hardboards
- Boards and branches
- Firewood and other small wood

The following must not be sorted as mixed wood waste:

- Impregnated wood
- Metal
- Intact and recyclable pallets

Collection:

Mixed wood waste is collected on skips in the port area.

Processing/recovery:

Mixed wood waste is used to produce recycled fuel, which is used to replace fossil fuels, among other things.

Special waste (collected only from Port office buildings)

Paper subject to data protection requirements

Paper subject to data protection requirements comprises clean office paper containing personal information and identifiers and other paper documents that are not public.

The following, among other things, should be sorted as paper subject to data protection requirements:

- Invoices
- Memos
- Receipts
- Agreements
- Papers containing personal information

No other confidential material may be mixed with paper subject to data protection requirements.

Collection:

Paper subject to data protection requirements is collected in locked containers of 240 litres.

Processing/recovery:

Paper subject to data protection requirements is shredded. The shredded pulp is used to make tissue paper raw material.

Material subject to data protection requirements (records and materials to be destroyed)

Material subject to data protection requirements includes waste (typically plastic waste) that contains personal data or identifiers or other confidential material. The following waste fractions, among others, must be sorted as material subject to data protection requirements (also known as records and materials to be destroyed):

- Floppy disks and CDs
- Films and photographs
- Flash drives

Paper and plastic stickers can be taken off by tearing. If the sticker tears off easily, it is paper and can be sorted as paper subject to data protection requirements.

Collection

Plastic material subject to data protection requirements is collected in locked data protection waste containers of 140 litres. Each party must deliver the material subject to data protection requirements generated in their own work to the collection containers themselves, which is the best way to ensure data security.

Processing/recovery

Plastic subject to data protection requirements is shredded, burned and utilised as energy. Any metal in the material is recycled.

Hazardous waste

Hazardous waste refers to waste that has a hazardous property. If the waste has just one hazardous property, it is classified as hazardous waste; knowledge of all the hazardous properties is required in order to be able to mark, transport and handle the waste safely.

However, not all products classified as hazardous waste have a warning label, such as these:

- Batteries and small accumulators
- Waste from electrical and electronic equipment
- Fluorescent tubes and energy-saving lamps
- Ink and toner cartridges

Figure 2: Symbols of hazardous properties of hazardous waste

Different types of hazardous waste must be kept separate from each other and delivered to a designated collection point. **Hazardous waste must always be marked.** The collection container often has a marking on what hazardous waste is collected in it. If this is not the case, the container/package in which the hazardous waste has been collected must be marked by the party delivering the waste.

Hazardous waste is delivered to a hazardous waste treatment plant subject to a permit. Hazardous waste must be taken away from the property for treatment at least once a year. Based on its nature, hazardous waste can either be recycled, disposed of by incineration at an incineration plant for hazardous waste or disposed of at a landfill for hazardous waste.

Batteries and small accumulators

All batteries, button batteries, rechargeable small batteries and accumulators as well as dry accumulators must be recycled as batteries. Do not dispose of lithium and lithium-ion batteries or accumulators with battery waste.

Collection:
Batteries are collected in a separate collection receptacle in a hazardous waste container.
Processing/recovery:
The batteries are crushed and the metal concentrates are separated from them to be used as raw material for processed metal products.

Lead-acid battery waste

Lead-acid batteries of equipment must be recycled as lead-acid battery waste. Dry accumulators or batteries, alkaline accumulators, such as lye accumulators, lithium and lithium-ion batteries, **must not** be disposed of with lead-acid battery waste. These should be collected separately.

Collection:
Batteries are collected in a battery box in a hazardous waste container.
Processing/recovery:
Lead-acid batteries are recycled as material. The batteries are crushed and the battery components are separated for recycling. Lead can be reused almost an unlimited number of times.

Waste from electrical and electronic equipment

All discarded and non-repairable machines and equipment containing electronics should be recycled as waste from electrical and electronic equipment, such as:

- Discarded small machines and electrical equipment
- Computers, monitors, keyboards
- TVs, refrigeration appliances, electric toothbrushes, microwave ovens, coffee makers
- LED tubes

Collection:
Waste from electrical and electronic equipment is collected in a container for hazardous waste.

Processing/recovery
Waste from electrical and electronic equipment is taken to a recycling company, where the materials to be recovered are separated for recycling and other materials are directed to appropriate treatment.

Fluorescent tubes and energy-saving lamps

Fluorescent tubes, mercury lamps, energy-saving lamps or LED lamps used in lighting fixtures must not be disposed of with ordinary waste.
The following should be sorted as energy-saving lamps:

- Energy-saving lamps (and mercury lamps)
- Compact fluorescent lamps and bulb-based LEDs
- Na lamps

Incandescent lamps or halogen lamps or LED tubes longer than 30 cm must not be recycled as energy-saving lamps. Make sure that the lamps are intact when placed in the container.
Fluorescent tubes are collected as a separate collection. The collection of fluorescent tubes covers all fluorescent tubes over 30 cm in length. The smaller ones must be sorted as energy-saving lamps.
LED lamps are waste from electrical and electronic equipment. Incandescent and halogen bulbs should be sorted as combustible waste.

Collection:
Fluorescent tubes and energy-saving lamps are collected in their own separate collection receptacles in a hazardous waste container.
Processing/recovery:
The waste management company will pick up the collection containers and deliver them for appropriate treatment.

Aerosol waste

All propellant gas cylinders must be placed in aerosol waste. Do not dispose of other waste with aerosol waste.

Collection:
Aerosol waste is collected in a container for hazardous waste.
Processing/recovery:
The waste management company will pick up the collection containers and deliver them for appropriate treatment.

Solid oil-containing waste

You can dispose of the following with solid oil-containing waste:

- Oil filters
- Oil canisters
- Oil absorbents
- Oil-containing absorbent cloths and cleaning wool
- Other solid waste contaminated with oil
- Objects with a maximum length of 50 cm

Do not dispose of solvent rags, paint residues or other hazardous waste with solid oil-containing waste.

Collection:
Solid oil-containing waste is collected in vessels of 660 litres in hazardous waste containers.
Processing/recovery:
The waste management company will pick up the collection containers and deliver them for appropriate treatment.

Solid paint waste

The following should be sorted as solid paint waste:

- Objects with a maximum length of 50 cm
- Solvent-containing solid waste, such as used washcloths with absorbed solvent
- Solid paint, varnish and adhesive waste
- Hardened resin waste
- Dye tank waste

Do not dispose of wood preservatives or other hazardous waste with solid paint waste.
Collection:
Solid paint waste is collected in vessels of 660 litres in hazardous waste containers.
Processing/recovery:

The waste management company will pick up the collection containers and deliver them for appropriate treatment. In connection with treatment, the metal in paint cans, for example, is separated and delivered to recycling.

Non-halogenated solvent waste

The following should be sorted as non-halogenated solvent waste:

- Solvent detergents
- Liquid fuels
- Acetone, thinner, turpentine
- Thinners
- Windshield washer fluids

Do not dispose of the following with non-halogenated solvent waste:

- Chlorine-containing solvents
- Brake and coolant fluids
- Heavy fuel oil waste
- Alkaline or acidic detergents
- Other hazardous waste

Collection:

Solvent waste is collected in its own packaging, such as canisters, in hazardous waste containers.

Processing/recovery:

The waste management company will pick up the collection containers and deliver them for appropriate treatment.

APPENDIX 3 SHIP WASTE NOTIFICATION FORM

An up-to-date form for submitting a ship waste notification can be found on the website of the Port.

Link to the website: https://www.haminakotka.com/instructions/waste-management
Direct link to the actual notification form (form in English):
https://www.haminakotka.com/sites/default/files/attachment/Alusj%C3%A4teilmoitus%202023.pdf

APPENDIX 4 CALLS BY VESSELS AND WASTE COLLECTION POINTS 2024

Calls by vessels and waste collection points

	Harbour	Number of waste collection points	Sorting point
HAMINA			
	Hailikari	1	
	Hiirenkari	1	
	Gas quay	1	
	Container terminal	2	
	Lakulahti	2	X
	Palokangas	1	X
	Oil harbour	3	
KOTKA			
	Halla	1	
	Hietanen	2	X
	Hietanen Etelä	1	
	Jänskä	2	
	Kantasatama	2	
	Mussalo (containers)	3	X
	Mussalo (dry bulk)	2	X
	Mussalo (liquid bulk)	1	
	Sunila	1	
	Total (quantity)	26	5

Other waste collection points used by the Port

	Harbour	Waste points
HAMINA		
	Border control post	1
	Gate area	1
	Main building of Port	1
KOTKA		
	Vehicle inspection centre/Mussalo	1
	Truck parking/Mussalo	1
	Parking places/Mussalo	1
	Office/Mussalo	1
	Long-term parking/Mussalo	1
	New Customs area	1

APPENDIX 5 TOTAL AMOUNT OF WASTE IN THE PORT, AND THE WASTE RECORDS OF HAMINA AND KOTKA FOR 2023

Waste management companies that have a contractual relationship with the Port of HaminaKotka report the waste volumes they receive by type of waste to the Port of HaminaKotka. The Port of HaminaKotka reports these to the environmental authority through an electronic service used by the authorities.

Non-hazardous waste	Quantity (t)
Mixed waste	247.32
Energy waste	59.63
Biowaste	38.70
Metal	3.11
Brown cardboard and cardboard	1.40
Recycled paper	0.92
Wood waste	40.24
International food waste, by-product class 1	7.47
Construction waste	4.70
Mixed glass	0.58

Hazardous waste	Quantity (t)
Oil-containing waste (solid)	33.89
Lubricating oil, clear	0.451
Paint waste (solid)	18.93
Oil-water mixture (liquid)	1.84
Waste from electrical and electronic equipment	0.824
Fluorescent tubes	0.494
Fire extinguisher waste	0.022
Heavy metal battery waste	0.410
Lead-acid battery waste	0.083
Organic waste (solid)	0.943
Non-halogenated solvent waste (liquid)	0.083
Oxidizing waste (solid)	0.012
Polymerizable waste / separately fed waste (liquid)	12.33

Special waste	Quantity (t)
Material subject to data protection requirements	1.08

APPENDIX 6 PRICE LIST

An up-to-date price list can be found on the website of the Port.
Link to the price list:
https://www.haminakotka.com/sites/default/files/attachment/HKS_Pricelist_2026_ENG_final.pdf

APPENDIX 7 ENVIRONMENTAL PERMITS OF THE PORT OF HAMINAKOTKA

A list of valid environmental permits of the Port of HaminaKotka can be found in the port form.