



Ref. T/16

Circular letter No.2683  
30 November 2005

To: All IMO Member States

Subject: **Global Integrated Shipping Information System (GISIS) – port reception facilities database**

1 As suggested by FSI 13 and approved by MEPC 53, the Secretariat has developed an Internet-based port reception facility database (PRFD) as a module of the IMO Global Integrated Shipping Information System (GISIS), with the aim of facilitating global access to information on port reception facilities around the world and promoting the exchange and accuracy of that data.

2 Information on the GISIS system, including the Manual for Member States' Administrations, has been communicated to Member States by means of Circular letter No.2639 dated 8 July 2005.

#### **Information provided by the PRFD**

3 The PRFD provides information on the available port reception facilities for the delivery of the following categories of ship-generated waste:

- .1 Oily waste (oily bilge water, oily residues (sludge), oily tank washings (slops), dirty ballast water, scale and sludge from tank cleaning, and oily mixtures containing chemicals;
- .2 NLS waste (Categories A, B, C and D);
- .3 Garbage;
- .4 Sewage;
- .5 Ozone-depleting substances and equipment containing such substances; and
- .6 Exhaust gas-cleaning residues.

4 For each one of the above waste categories the information set out at annex 1 would be provided in the database.

5 The PRFD also contains information regarding:

- the procedure for reporting alleged inadequacies of port reception facilities, including a copy of the consolidated reporting format (MEPC/Circ.469);
- the contact details of the national Authorities responsible for handling reports on alleged inadequacies of reception facilities, including their e-mail addresses; and

- cases of alleged inadequacies of port reception facilities reported to IMO and the follow-up response by the port States.

### **PRFD design**

6 The PRFD has been designed to allow the competent authorities of the Member States to update the database by introducing new entries, editing or deleting existing records pertaining to port facilities operating under their jurisdiction. Access to this interactive function of the database is strictly via a log-in password provided to Member States, to ensure authentication of the information contained in the PRFD (Circular letter No.2639).

7 The PRFD will be available to the general public through the GISIS web-page on a view-only basis for 24 hours a day with the possibility of searching the database and retrieving information on the available reception facilities per country, port and specific type of waste(s).

### **Data already populated in the database**

8 The PRFD has already been populated by the IMO Secretariat with data on port reception facilities for the reception of oily waste and noxious liquid substances by using the available data contained in MEPC.3/Circ.4 and MEPC.4/Circ.5 circulars respectively. However, in some cases the data contained in the aforementioned circulars were not fully compatible with the layout of the PRFD and the Secretariat had to make a number of adjustments. **Therefore, these data should be carefully reviewed and validated by the Member States.**

### **Action requested of Member States**

- 9 Prior to the database being made available to the general public, Member States are invited to:
- .1 review the existing data on port reception facilities for the reception of oily waste and noxious liquid substances contained in the database, with the aim of checking their accuracy, amending them as necessary and including any additional available data;
  - .2 populate the database with initial information on port reception facilities for the delivery of garbage, sewage, ozone-depleting substances and equipment containing such substances, and exhaust gas-cleaning residues; and
  - .3 provide the contact details of the national Authorities responsible for handling reports on alleged inadequacies of reception facilities.

10 In order to allow this exercise to be conducted in a smooth and efficient manner, a timeframe of three months will be allocated for this process. At the end of this trial period (**1 March 2006**) the database will go live to the public. If during the trial period Member States should encounter any problems whilst inputting the information, they should contact IMO at e-mail address: [info@imo.org](mailto:info@imo.org) or by fax +44 20 7 587 32 10.

11 Brief instructions on how to manage the data in the PRFD via the GISIS website are attached at annex 2.

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## ANNEX 1

## INFORMATION ON AVAILABLE PORT RECEPTION FACILITIES

The following information should be provided, as appropriate, in the database for each port of each Member State:

<b>Service provider</b>	Name
	Address
	Telephone
	Telex
	Fax
	E-mail
	Website
<b>Type of facility</b>	<i>Select one or more from:</i>
	F (fixed)
	T (tanker or barge)
	Tr (tank truck/portable tank)
	Other (specify)
<b>Discharge restriction/or limitations</b>	Minimum quantity (m <sup>3</sup> )
	Maximum quantity (m <sup>3</sup> )
	Maximum discharge rate (m <sup>3</sup> /h)
	Other (specify)
<b>Availability of the reception facility</b>	24 hours a day, 7 days per week
	24 hours a day, 5 days per week
	Business hours only, 7 days per week
	Business hours only, 5 days per week
	Other (specify)
<b>Minimum prior notice required</b>	(hours)
<b>Charging system</b>	<i>Select one from:</i>
	Free-of-charge
	Cost included in port dues
	Cost charged in addition to other services
	Other (specify)
<b>Additional information</b>	(free text)
<b>Last updated</b>	(date)

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## ANNEX 2

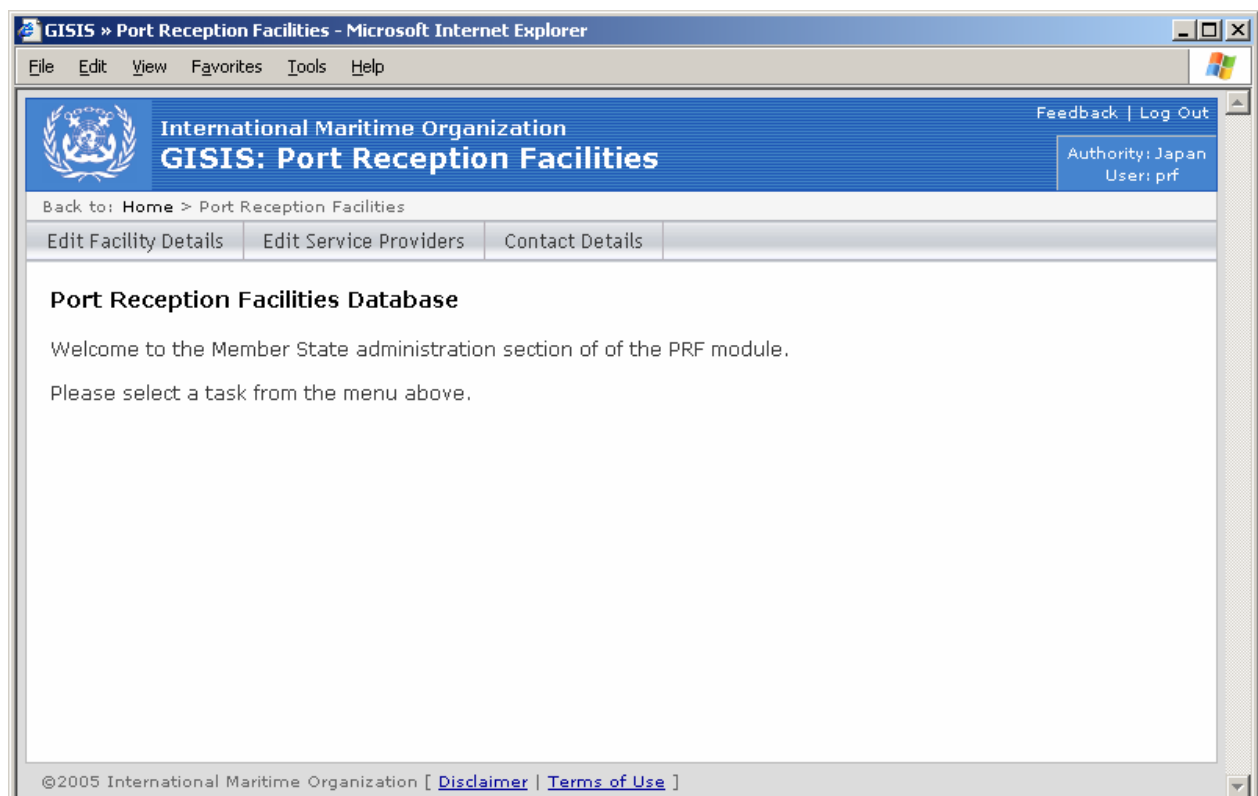
### BRIEF INSTRUCTIONS ON HOW TO MANAGE THE DATA IN THE PRFD

#### Member State Access to the GISIS Port Reception Facilities (PRF) Module

As part of the integrated GISIS system, access to the PRF module is via the GISIS Members' website at <https://gisis.imo.org/Members>.

The national Administrator for GISIS accounts is required to create user accounts with the appropriate privilege for accessing the PRF module. (The User Administration Manual for creating accounts and granting privileges is provided in Circular letter No.2639.)

The following screenshot illustrates an example of a user account. Upon logging into the GISIS Members' Area, the user with the appropriate privilege for accessing the PRF data will encounter the welcome screen as shown below:



## Reviewing existing data

Member States are requested to check the baseline data entered by the Secretariat on port reception facilities for the reception of oily waste and noxious liquid substances.

To check the facilities at each port, first click on **Edit Facility Details** on the top menu. Then select the port from the list, and click the button below:

https://gisis.qa.imo.org - Port Reception Facilities » Edit Port Facilities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

International Maritime Organization  
**GISIS: Port Reception Facilities**

Feedback | Log Out  
Authority: Japan  
User: prf

Back to: [Home](#) > [Port Reception Facilities](#) > [Select Port](#)

[Edit Facility Details](#) | [Edit Service Providers](#) | [Contact Details](#)

### Select port

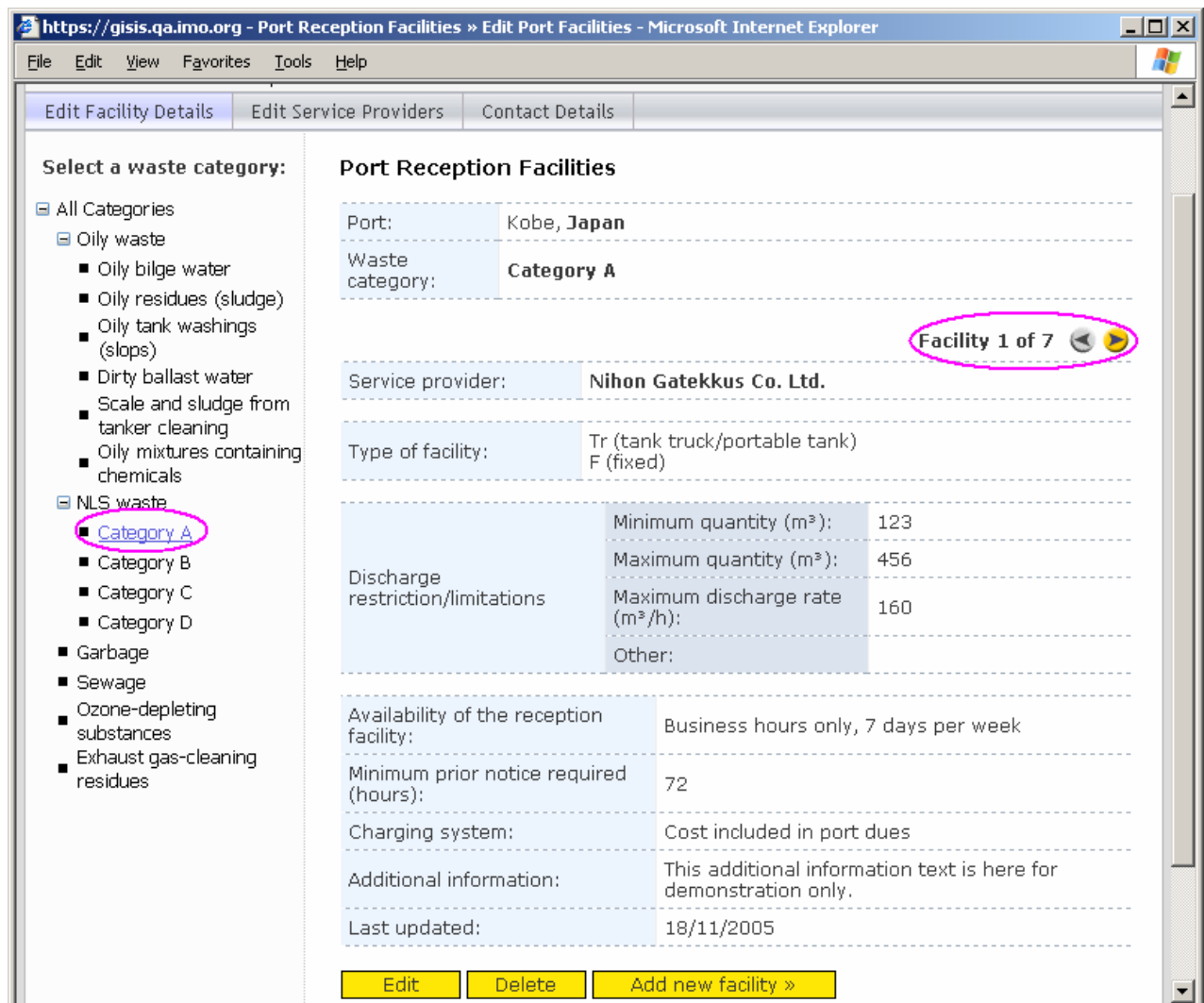
Please select a port whose facilities to manage.

Port:

[Edit facilities »](#)

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Select a waste category from the menu on the left to see reception facilities for that category. Use the paging buttons to scroll through multiple facilities for one waste category:



To edit the details of a facility, click on the **Edit** button. Click **Delete** to delete the waste facility entry.

Once details have been updated, click the **Save** button at the bottom of the page. Click **Cancel** to abandon your changes.

The screenshot shows a web browser window with the URL <https://gis.qa.imo.org> and the page title "Port Reception Facilities". The browser is Microsoft Internet Explorer. The page content is a form for configuring a port reception facility. On the left, there is a tree view under "NLS waste" with sub-items: Category A, Category B, Category C, Category D, Garbage, Sewage, Ozone-depleting substances, and Exhaust gas-cleaning residues. The main form area contains several sections:

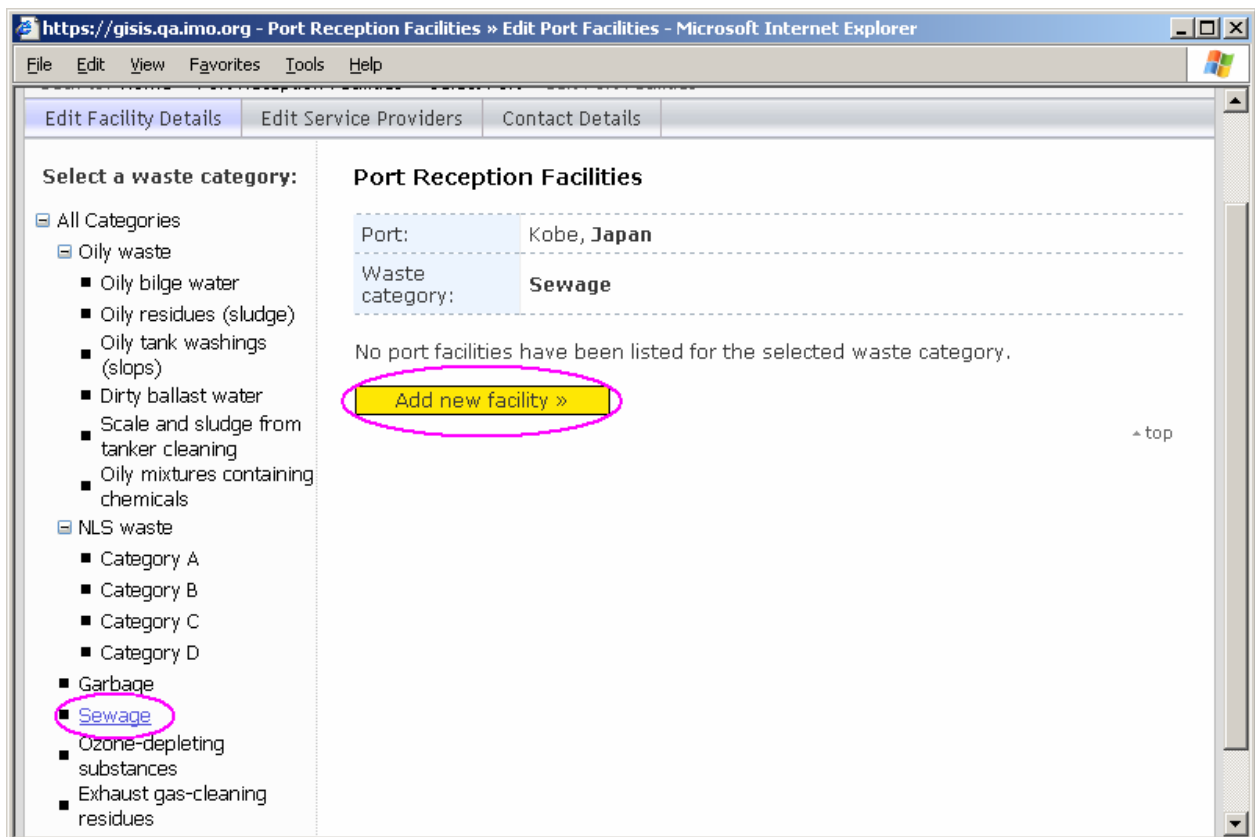
- Facility Type:** Radio buttons for "F (fixed)" (checked), "T (tanker or barge)", "Tr (tank truck/portable tank)" (checked), and "Other (please specify)". An "Other:" text input field is present.
- Discharge restriction/limitations:** A table with three rows: "Minimum quantity (m³):" with value 123, "Maximum quantity (m³):" with value 456, and "Maximum discharge rate (m³/h):" with value 160. An "Other:" text area is also present.
- Availability of the reception facility:** A dropdown menu set to "Business hours only, 7 days per week" and an "Other: If other, please specify" text input field.
- Minimum prior notice required (hours):** A text input field with the value 72.
- Charging system:** A dropdown menu set to "Cost included in port dues" and an "Other: If other, please specify" text input field.
- Additional information:** A large text area containing the text "This additional information text is here for demonstration only."

At the bottom of the form, there are two yellow buttons: "<< Cancel" and "Save >>". The "Save >>" button is circled in pink. In the bottom right corner, there is a status indicator "Facility 1 of 7" and a "top" link.



## Populating the PRF module with new data

To enter details of new port reception facilities in the database, follow the instructions in the previous section to **Edit facility details** of a port, and select the relevant waste category from the left. Then click **Add new facility**:



When adding a new facility, a Service Provider must be specified. Choose a previously-entered Service Provider from the list. To enter a new Service Provider, click on **Add new Service Provider**:

The screenshot shows a web browser window with the URL <https://gis.qa.imo.org> and the page title "Port Reception Facilities » Edit Port Facilities - Microsoft Internet Explorer". The page has three tabs: "Edit Facility Details", "Edit Service Providers", and "Contact Details".

**Select a waste category:**

- All Categories
  - Oily waste
    - Oily bilge water
    - Oily residues (sludge)
    - Oily tank washings (slops)
    - Dirty ballast water
    - Scale and sludge from tanker cleaning
    - Oily mixtures containing chemicals
  - NLS waste
    - Category A
    - Category B
    - Category C
    - Category D
  - Garbage
  - Sewage
  - Ozone-depleting substances
  - Exhaust gas-cleaning residues

**Port Reception Facilities**

Port: Kobe, Japan

Waste category: Sewage

**New facility details**

Service provider: -- Please select -- \*

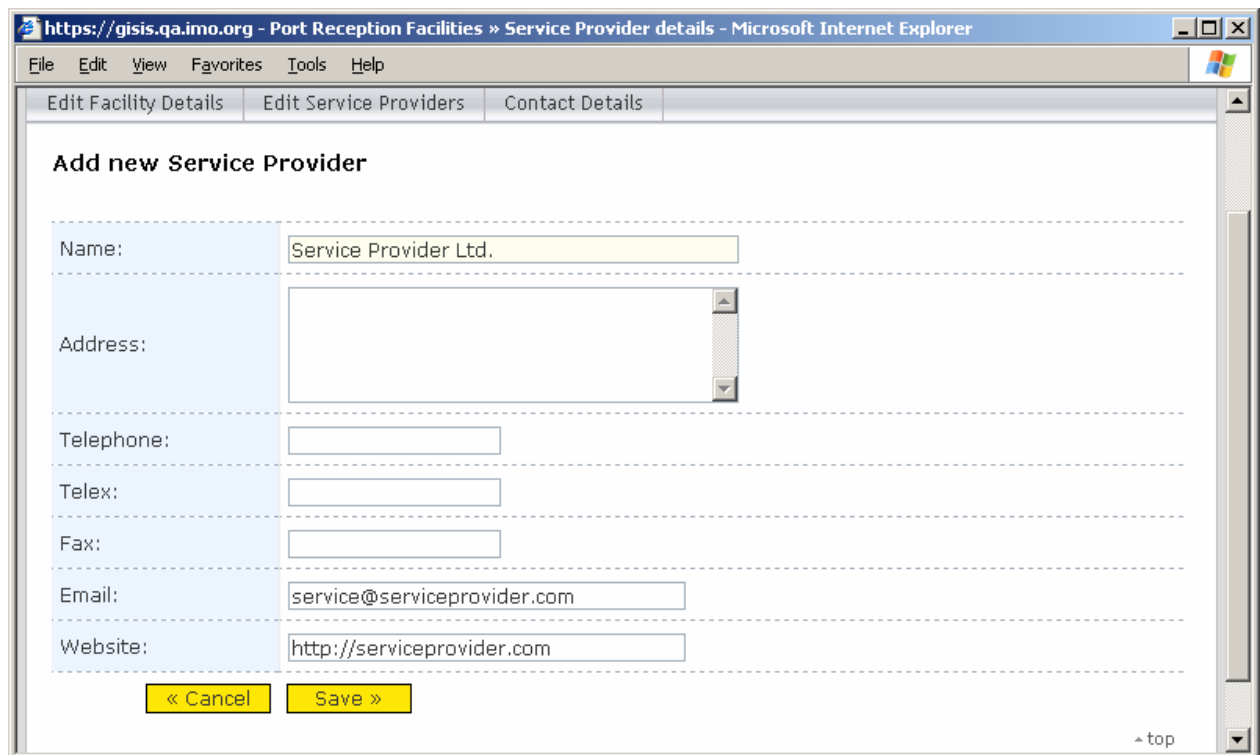
[Add new Service Provider »](#)

Type of Facility:

- F (fixed)
- T (tanker or barge)
- Tr (tank truck/portable tank)
- Other (please specify)

Other:

If the required Service Provider is not on the list, click on **Add** and enter the details of the new provider:



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying "https://gis.imo.org - Port Reception Facilities » Service Provider details". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is titled "Add new Service Provider" and contains a form with the following fields:

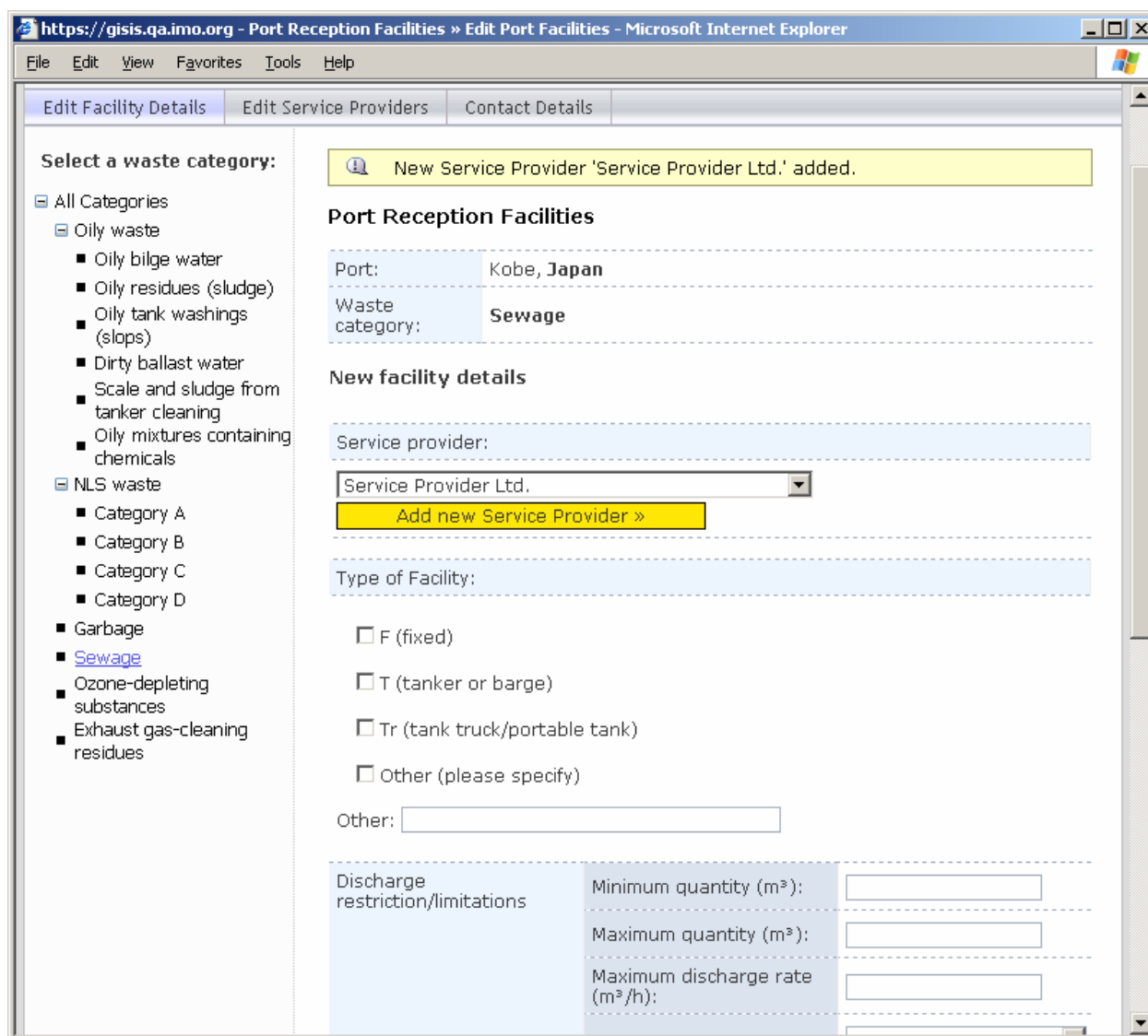
Name:	<input type="text" value="Service Provider Ltd."/>
Address:	<input type="text"/>
Telephone:	<input type="text"/>
Telex:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text" value="service@serviceprovider.com"/>
Website:	<input type="text" value="http://serviceprovider.com"/>

At the bottom of the form, there are two buttons: "<< Cancel" and "Save >>". A "top" link is also visible in the bottom right corner of the form area.

Click **Save** to add the new Service Provider.

You will then be brought back to the page to enter details of the new port facility. Notice that the newly added Service Provider is now selected in the list.

Once you have finished adding details of the new port reception facility, click **Save** at the bottom of the page to insert the new facility into the database:



https://gis.imo.org - Port Reception Facilities > Edit Port Facilities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Edit Facility Details Edit Service Providers Contact Details

Select a waste category:

- All Categories
- Oily waste
  - Oily bilge water
  - Oily residues (sludge)
  - Oily tank washings (slops)
  - Dirty ballast water
  - Scale and sludge from tanker cleaning
  - Oily mixtures containing chemicals
- NLS waste
  - Category A
  - Category B
  - Category C
  - Category D
  - Garbage
  - Sewage
  - Ozone-depleting substances
  - Exhaust gas-cleaning residues

New Service Provider 'Service Provider Ltd.' added.

**Port Reception Facilities**

Port: Kobe, Japan

Waste category: Sewage

**New facility details**

Service provider:

Service Provider Ltd.

Add new Service Provider >>

Type of Facility:

F (fixed)

T (tanker or barge)

Tr (tank truck/portable tank)

Other (please specify)

Other:

Discharge restriction/limitations

Minimum quantity (m<sup>3</sup>):

Maximum quantity (m<sup>3</sup>):

Maximum discharge rate (m<sup>3</sup>/h):

## Updating contact details of national Authorities

To update the details of the contact point in the Administration of the flag State and Authorities of the port State, select **Contact details** from the top menu.

When contact details have been updated, click on the **Update** button to save your changes.

https://gisis.qa.imo.org - Port Reception Facilities » Authority Contact Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

International Maritime Organization  
**GISIS: Port Reception Facilities**

Feedback | Log Out  
Authority: Japan  
User: prf

Back to: Home > Port Reception Facilities > Contact Details

Edit Facility Details Edit Service Providers **Contact Details**

**Contact details of the national Authorities responsible for handling reports on alleged inadequacy of reception facilities**

**Contact point in the Administration of the Flag State**

Name:

Organization:

Address:

Telephone:

Telex:

Fax:

Email:

Website:

**Contact point of the Authorities of the Port State**

Name:

Organization: