



मुंबई पत्तन प्राधिकरण
Mumbai Port Authority
MARINE DEPARTMENT
Environmental Management Cell

**STANDARD OPERATING PROCEDURE (SOP) FOR PROVIDING OILY WASTE
RECEPTION FACILITIES AT MUMBAI PORT
(EFFECTIVE FROM 01.03.2026 - SUPERSEDES ALL PREVIOUS SOPS)**

A. General Requirements

The following actions are **mandatory** for the reception of waste oil, bilge oil, Slop and sludge from vessels. These procedures must be followed **strictly** by employees of empanelled vendors. Failure to comply will result in **suspension of empanelment and forfeiture of deposits.**

B. Advance Notification

1. **Advance Notification Form (ANF):**
The Vessel Agent or Master must generate the **ANF on the Swachh Sagar Portal**, along with an intimation email to: hm@mumbaiport.gov.in.
2. **Intimation to Vessel Agent:**
If the ANF or request is submitted directly by the Master of vessel, the vendor must inform the vessel's local agent accordingly.

C. Permissions and Intimations

3. Obtain necessary **intimation/permission from Customs.**
4. Obtain **intimation/permission from the Director, Environmental Management Cell (EMC)** on the vessel agent's letterhead, along with the Swachh Sagar ANF printout and email trail.
5. Facilitate **sampling by Customs** as required.

D. Reception of Waste

6. Receive oily waste from the vessel and issue a **Certificate** as per categories and formats prescribed in the **Swachh Sagar Portal**. The certificate must also be uploaded on the portal.
7. Each certificate must include:
 - o Serial number
 - o Signature of authorized vendor representative
 - o Signature of the Master of the Ship
8. Enter the hazardous waste quantity in the **MPCB Passbook.**
9. Barges used must be of **approved type** and vendors must maintain operational records, especially when handling waste from two vessels using one barge.
10. Vendors must have an **Agreement/MoU with the barge owner** for oily waste handling. A copy must be submitted to EMC.

E. Storage and Handling

11. Obtain **permission from Traffic Department** for landing/storage of waste.
12. **200-L steel barrels/drums** may be used for quantities up to **3 KL**. These must be stored on:
 - o Metal tray / thick plastic sheet / tarpaulin.
 - o Transportation must be through a **hazardous-category lorry**.
13. **1000-L IBC caged tanks** may be used up to **8 KL** owing to Hazardous tanker shortages. Transportation must also be through hazardous Lorries.
14. Hazardous tankers with waste must be parked only at **designated locations** and must be **manned at all times**.
15. All received waste must be landed in **Customs-bonded areas** and stored at Traffic Department-designated locations. Vendors must maintain continuous surveillance to avoid spills, fires, or incidents.

F. Weighment, Payments, and Documentation

16. Carry out **weighment** of collected waste.
17. Pay all applicable charges (Wharfage, Demurrage, Customs Duty, Weighbridge charges, etc.). Delayed payments attract **penal interest**.
18. Submit copies of all relevant documents to **EMC**.
19. Complete the entire process **within one month** from the date of waste reception; delays must be immediately reported to EMC.

G. Exit and Transportation

20. Exit the port **only through Orange Gate**.
21. Transporting waste from Orange Gate to the reception facility must fully comply with **MPCB and local authority guidelines**.

H. General Compliance

Vendors must comply with all instructions, directions, circulars, and SOPs issued by **MbPA / Customs / MPCB**, as amended from time to time.

The vendor responsible for collecting oily waste from the vessel shall maintain comprehensive end-to-end documentation.

Maha
25/02/26

DEPUTY CONSERVATOR