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MEPC.1/Circ.644/Rev.1  
1 July 2013

**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).

3 At its sixty-fifth session (13 to 17 May 2013), the Marine Environment Protection Committee agreed to the recommendation made by the Sub-Committee on Flag State Implementation, at its twenty-first session, to reissue MEPC.1/Circ.644 by means of MEPC.1/Circ.644/Rev.1 containing the necessary consequential amendments following the entry into force of the revised MARPOL Annex V on 1 January 2013.

4 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.

5 This circular supersedes MEPC.1/Circ.644.

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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		A. Plastics	
Oily residues (sludge)		B. Food wastes	
Oily tank washings		C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
Dirty ballast water		D. Cooking oil	
Scale and sludge from tank cleaning		E. Incinerator ashes	
Other (please specify)		F. Operational wastes	
<b>MARPOL Annex II – NLS</b>	<b>Quantity (m<sup>3</sup>)/Name<sup>1</sup></b>	G. Cargo residues <sup>2</sup>	
Category X substance		H. Animal carcass(es)	
Category Y substance		I. Fishing gear	
Category Z substance		<b>MARPOL Annex VI – Air pollution</b>	<b>Quantity (m<sup>3</sup>)</b>
OS – other substances		Ozone-depleting substances and equipment containing such substances	
<b>MARPOL Annex IV – Sewage</b>	<b>Quantity (m<sup>3</sup>)</b>	Exhaust gas-cleaning residues	

<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>3</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>				
A. Plastics				
B. Food wastes				
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)				
D. Cooking oil				
E. Incinerator ashes				
F. Operational wastes				
G. Cargo residues <sup>4</sup>				
H. Animal carcass(es)				
I. Fishing gear				

Date: .....

Name and Position: .....

Time: .....

Signature: .....

<sup>3</sup> Indicate the proper shipping name of the NLS involved.

<sup>4</sup> Indicate the proper shipping name of the dry cargo.