GUIDANCE AND
BEST PRACTICES

EMSA

INTRODUCTION

Training nowadays is an increasingly complex activity because of a growing and vast regulatory framework, which introduces a number of obligations for the Member States to be enforced in relation to technology evolution and application procedures. Therefore in close co-operation with the Consultative Network for Technical Assistance (CNTA), the Agency has been developing and disseminating guidance notes and best practices to support the Member States' officials to implement the Union acquis.

Until today the following documents have been prepared:

- EMSA'S Best Practice Guidance on the Inventory of Hazardous Materials
- Guidance for Ship Inspections under the Port Reception Facilities Directive (Directive 2000/59/EC)
- Guidance on LNG Bunkering to Port Authorities and Administrations
- Sulphur Inspection Guidance.

Furthermore, the Agency in close cooperation with the Member States develops and publishes practical guidelines and best practice documents on topics of common interest. These are drafted jointly by Member States experts and EMSA, aiming to facilitate the exchange of experience, expertise and practical information across the EU on specific issues where further guidance and exchange of experience is deemed necessary.

Until today, such documents include:

- EU States Claims Management Guidelines – Claims arising due to maritime pollution incidents
- Addressing Illegal Discharges in the Marine Environment
- Places of Refuge for Ships in need of assistance – EU Operational Guidelines.

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SafeSeaNet (SSN) is the Union maritime information and exchange system developed by the Commission and the Member States.

Upon the request of the SafeSeaNet High Level Steering Group a set of Guideline documents have been developed to ensure the proper technical implementation and operation of the SSN system.

(These Guidelines are living documents to be updated or upgraded whenever so considered by the SSN Group).

Until today such documents include:

- Guidelines for exchanging Incident Reports through SafeSeaNet
- Guidelines on reporting PortPlus and exemptions in SafeSeaNet
- Guidelines on reporting Hazmat in SafeSeaNet
- Guidelines for exchanging MRS notifications through SafeSeaNet
- SafeSeaNet LOCODES Guidelines.

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EMSA'S BEST PRACTICE GUIDANCE ON THE INVENTORY OF HAZARDOUS MATERIALS

This document provides best practice guidance and a harmonised approach to the development and maintenance of inventories of hazardous materials in accordance with Article 5 and Article 12 of the Regulation (EU) 1257/2013 of the European Parliament and the Council on ship recycling (hereinafter referred to as "the Regulation" or as "the SRR"). This document has been prepared on the basis of current knowledge and experience from the Member States, the industry and EMSA and other stakeholders.

Furthermore, this document provides guidance for a harmonised and effective approach to the inspection of ships ascertaining their compliance, to identifying non-compliances and to applying control procedures for the enforcement of the Regulation as regards the development and maintenance of an IHM on board ships.

EMSA's Best Practice Guidance is a non-binding document and nothing in this guidance document should be construed as generating mandatory requirements on any of the involved parties.

"EMSA's Best Practice Guidance on the Inventory of Hazardous Materials" - Date: 28-10-2016 is the original document. The publication titled: "EMSA Guidance on the Inventory of Hazardous Materials" is an illustrated version issued for practical reasons which does not differ from the original one but, in any case, reference should be made to the original version.

http://www.emsa.europa.eu/implementation-tasks/environment/ship-recycling/

GUIDANCE FOR SHIP INSPECTIONS UNDER THE PORT RECEPTION FACILITIES DIRECTIVE (DIRECTIVE 2000/59/EC)

The goal of this document is to provide a harmonised approach to the enforcement of Directive 2000/59/EC on Port Reception Facilities for Ship-Generated Waste and Cargo Residues (hereafter referred to as 'the PRF Directive').

This guidance has been developed to facilitate Ship Inspections that are presently being undertaken by the European Union Member States (hereafter referred to as MS) to enforce the PRF Directive. It should be noted that DG Move and EMSA are currently developing systems to gather and provide additional pertinent information to help the PRF Inspector efficiently undertake PRF inspections based on the revised advanced notification form format in Directive (EU) 2015/20871. As such new functionalities and information will become available in THETIS-EU. When these functionalities become available EMSA will inform the MS and revise this document accordingly.

http://www.emsa.europa.eu/emsa-documents/latest/item/2876-guidance-for-ship-inspections-under-the-port-reception-facilities-directive-directive-2000-59-ec.html

GUIDANCE ON LNG BUNKERING TO PORT AUTHORITIES AND ADMINISTRATIONS

The guidance was prepared in close cooperation with the European Commission (DG MOVE), member states and industry within the context of the European Sustainable Shipping Forum. It aims to support port authorities and administrations backing the use of LNG as a ship fuel, as part of a joint effort to increase safety and sustainability.

http://www.emsa.europa.eu/emsa-documents/latest/item/3207-guidance-on-lng-bunkering-to-port-authorities-and-administrations.html

BALLAST WATER MANAGEMENT - GUIDANCE FOR BEST PRACTICES ON SAMPLING

This document provides best practice guidance and a harmonised approach to sampling for compliance in accordance with Article 9 of the IMO Ballast Water Convention 2004. This document has been prepared based on IMO Guidelines for Ballast Water Sampling (G2) and related IMO documents and on current knowledge and experience obtained from 2010 EMSA Study.

EMSA's BWM Guidance for best practices on sampling is a non-binding document and nothing in this guidance document should be construed as generating mandatory requirements on any of the involved parties.

http://www.emsa.europa.eu/emsa-documents/latest/item/3472-ballast-water-management-guidance-for-best-practices-on-sampling.html

EU STATES CLAIMS MANAGEMENT GUIDELINES – CLAIMS ARISING DUE TO MARITIME POLLUTION INCIDENTS

These Guidelines were developed under the framework of the Consultative Technical Group for Marine Pollution Preparedness and Response (CTG MPPR) by a Working Group comprised of representatives from Member States and EMSA.

This publication aims to provide useful and practical information based on prior experience and to guide and assist Member States with the processes necessary to achieve a successful claim or cost recovery following maritime incidents polluting or threatening to pollute the environment.

These Guidelines are intended to support authorities involved in the claims management and cost recovery processes (e.g. national response organisations and their claims managers or claims handlers).

http://emsa.europa.eu/publications/guidelines-manuals-and-inventories/item/720-eu-states-claims-management-guidelines-claims-arising-due-to-maritime-pollution-incidents.html

ADDRESSING ILLEGAL DISCHARGES IN THE MARINE ENVIRONMENT

Since Directive 2005/35/EC on ship-source pollution and on the introduction of penalties, including criminal penalties, for pollution offences was adopted, progress has been made by Member States in addressing illegal discharges in the marine environment.

This publication aims to provide a general overview of the enforcement chain from beginning to end, addressing issues related to illegal discharges in the marine environment, building upon and complementing tools and publications existing at regional level. It is intended to support authorities involved in the enforcement chain addressing illegal pollution (e.g. surveillance operators, inspectors and investigators, Port State Control Officers, law enforcement officials).

This document was developed by a Working Group comprised of representatives from Regional Sea Conventions, Member States, relevant regional and international organisations, the European Commission and EMSA.

http://emsa.europa.eu/publications/guidelines-manuals-and-inventories/item/1879-addressing-illegal-discharges-in-the-marine-environment.html
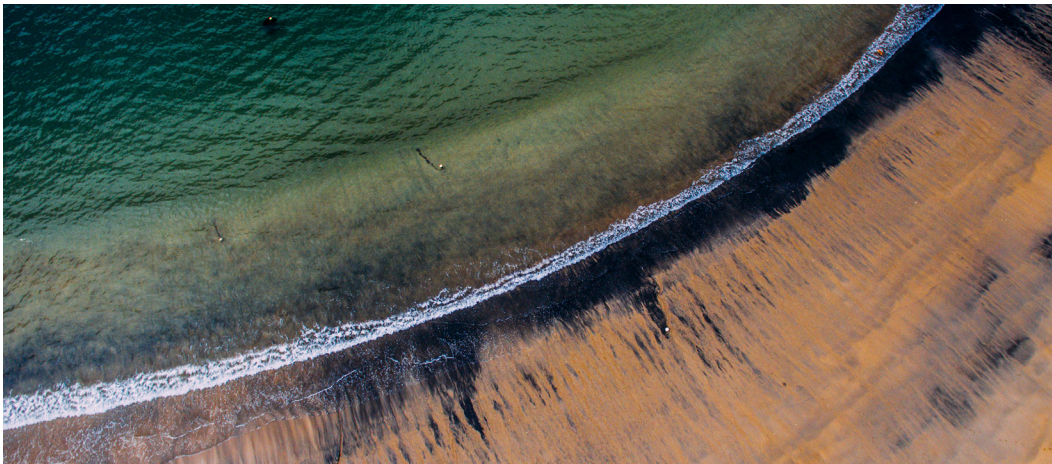
PLACES OF REFUGE FOR SHIPS IN NEED OF ASSISTANCE – EU OPERATIONAL GUIDELINES

Following recent maritime incidents involving ships in distress in waters outside the jurisdiction of any one State, the Member States of the European Union, together with the European Commission and the European Maritime Safety Agency (EMSA), decided to review the framework for co-operation and co-ordination between States in such cases, to improve the existing arrangements.

As a matter of principle, each State involved in the response operation should examine their ability to provide a place of refuge. These Operational Guidelines have been prepared in a spirit of enhanced co-operation and coordination among all parties involved, including Member States' Authorities and concerned Industry.

http://emsa.europa.eu/implementation-tasks/places-of-refuge.html
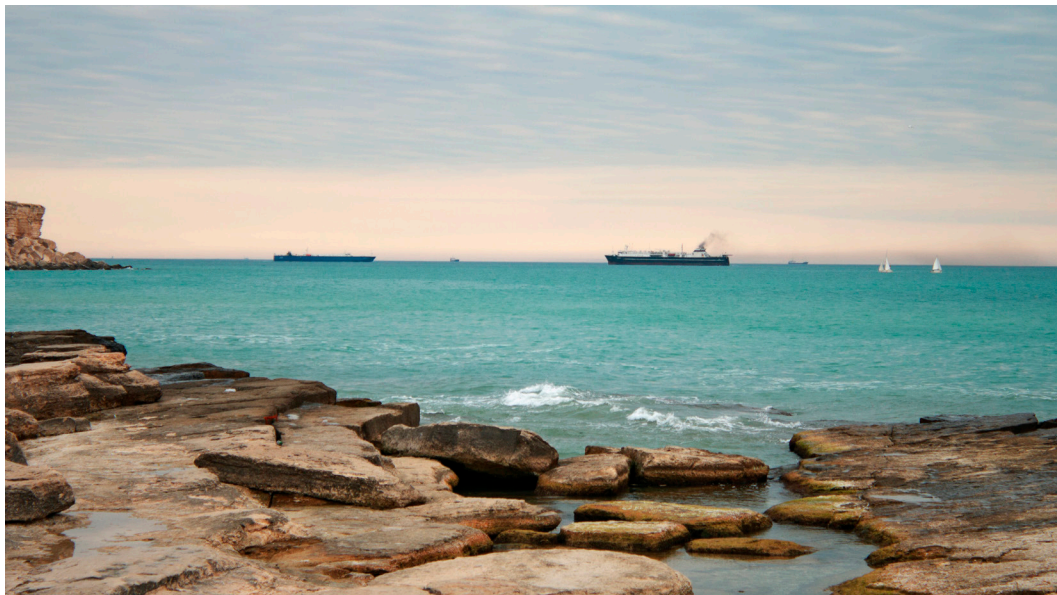
GUIDELINES FOR EXCHANGING INCIDENT REPORTS THROUGH SAFESEANET

The purpose of the Incident Reporting Guidelines is to provide information and advice to SafeSeaNet users in Member States and participating EFTA States on how and when to report and share, through SSN, information on incidents and accidents. This will enable harmonisation of the procedures between users in accordance with the requirements of Directive 2002/59/EC, as amended. The guidelines also make clear the benefits accrued as a result of users sharing such information. The document does not introduce any additional reporting requirements for ships not already under such obligation according to the Directive 2002/59/EC as amended or under any relevant EU legislation.

The guidelines are intended primarily for use by maritime authorities at national and local levels, including but not limited to:

- National Competent Authorities (NCAs) responsible for the implementation of incident reporting
- national SSN users
- maritime offices at local and regional level
- coastal stations, such as the following: Vessel Traffic Services (VTS); Coastal stations associated with Mandatory Ship Reporting Systems (MRS); Search and Rescue (SAR) coordination centres; Maritime Assistance Services (MAS); Counter-pollution Services
- port authorities, and Port State Control (PSC) officers.

The guidelines may also be of interest to officials and staff in governmental authorities which deal with the broader aspects of maritime affairs.

http://emsa.europa.eu/publications/guidelines-manuals-and-inventories/item/1879-addressing-illegal-discharges-in-the-marine-environment.html

GUIDELINES ON REPORTING PORTPLUS AND EXEMPTIONS IN SAFESEANET

The purpose of these guidelines is to provide advice, recommendations and examples on what, who, how, where and when to properly notify PortPlus messages through SSN in accordance with legal requirements and formats. The guidelines also aim at enhancing the quality and accuracy of the reported information. These guidelines address the PortPlus notification which includes information on port call, waste and cargo residues, security, actual time of arrival and departure notifications, as well as related exemptions.

- These guidelines are intended primarily for use by competent authorities at national and local levels, including:
- National Competent Authorities (NCAs) responsible for the national implementation of SSN
- Local Competent Authorities (LCAs) (e.g. port authorities, Port State Control Officers (PSCOs), Vessel Traffic Services (VTS), Search and Rescue (SAR) coordination centres, Maritime Assistance Services (MAS), counter-pollution services, competent authorities for maritime security etc.)
- Authorities involved in the management and operations of national single windows
- other SSN users.

In addition, these guidelines should be useful to the shipping industry and is recommended to bring to the attention of ship reporting parties (masters, ship agents, and ship operators) to assist them to report correctly and accurately. The guidelines may also be of interest to officials and staff in governmental authorities which deal with the broader aspects of maritime affairs.

http://www.emsa.europa.eu/ssn-main/documents/item/3050-guidelines-on-reporting-portplus-and-exemptions-in-ssn-v1-00.html

GUIDELINES ON REPORTING HAZMAT IN SAFESEANET

The purpose of these Guidelines is to improve the quality and accuracy of dangerous and polluting goods (HAZMAT) reporting in SafeSeaNet (SSN) through harmonisation.

The aim of the Guidelines is to help authorities:

- Identify what has to be reported in accordance with the legal requirements
- Enhance awareness among stakeholders of why it is important to have accurate reportin
- Understand better how information should be reported
- Guide the reporting parties and the authorities in finding the correct information
- Support authorities by providing options for validating information received
- Provide a guide to the available training on HAZMAT
- Share the best practices in the area of reporting HAZMAT.

The main stakeholders in reporting HAZMAT carried on board ships and therefore the intended audience of this document are:

- Industry stakeholders (manufacturers, shippers, freight forwarders, logistics companies)
- Ship reporting parties (masters, ship agents, and ship operators)
- Relevant MS authorities (SSN NCAs, single window, port, maritime, and security authorities).

http://www.emsa.europa.eu/ssn-main/documents/item/2298-ssn-guidelines-on-reporting-hazmat-v3-00.html

GUIDELINES FOR EXCHANGING MRS NOTIFICATIONS THROUGH SSN

The purpose of this document is to provide information and advice to SSN users on how and when to report MRS notifications to SSN. The basic principle followed in the document is that the relevant resolution requirements adopted by the Maritime Safety Committee (MSC) of the International Maritime Organisation (IMO) shall always be respected and prevail.

The objective of the document is limited only to the reporting obligations of the MRS Authorities to SSN and the exchange of the MRS information through SSN in accordance with the requirements of Directive 2002/59/EC of the European Parliament and of the Council of 27 June 2002 establishing a Community vessel traffic monitoring and information system and repealing Council Directive 93/75/EEC, as amended ("VTMIS Directive"). Any change to the reporting obligations of the shipping industry to the MRS authorities is absolutely outside the scope of the guidelines.

The guidelines are intended primarily for use by competent authorities at national and local levels.

The audience includes, but is not limited to:

- • National Competent Authorities (NCAs) responsible for the implementation of MRS reporting to SSN
- • National SSN users, such as Coastal stations associated with MRS, Vessel Traffic Services (VTS), Search and Rescue (SAR) coordination centres, Maritime Assistance Services (MAS), Counter-pollution Services, port authorities, and Port State Control (PSC) offices.

The guidelines may also be of interest to officials and staff in governmental authorities which deal with the broader aspects of maritime affairs.

**http://www.emsa.europa.eu/ssn-main/documents/item/2069-mrs-guidelines-final-draft. html**

SAFESEANET LOCODES GUIDELINES

The identification of a particular location is frequently required in international trade and transport to track the movement of goods. The names of such locations are often spelt in different ways, and sometimes the same location is given different names in different languages, which creates confusion and difficulties for data exchange. The identification, in a unique and unambiguous way, of any place involved in international trade is essential, so a coding system was developed for this purpose. The coding system is referred to as the "United Nations LOCODE" (UN/LOCODE), and it is intended to cover ports and other locations for purposes of international trade data interchange.

Directive 2002/59 defines the SafeSeaNet National Competent Authority (NCA) as being responsible for the management of LOCODEs in the national SSN system. In terms of LOCODEs, EMSA developed and maintains the Central Location Database (CLD) in order to harmonise the data and to avoid inconsistencies. These guidelines have been developed to assist the SSN National Competent Authorities manage information LOCODE related information in the CLD.

http://www.emsa.europa.eu/ssn-main/documents/item/1629-ssn-locodes-guidelines.html
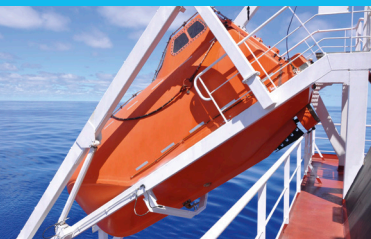
ABOUT THE EUROPEAN
MARITIME SAFETY AGENCY

The European Maritime Safety Agency is one of the European Union's decentralised agencies. Based in Lisbon, the Agency's mission is to ensure a high level of maritime safety, maritime security, prevention of and response to pollution from ships, as well as response to marine pollution from oil and gas installations. The overall purpose is to promote a safe, clean and economically viable maritime sector in the EU.

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