



## Guidelines on reporting

# PortPlus and exemptions in SafeSeaNet

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## Acronyms

ATA	Actual Time of Arrival
ATD	Actual Time of Departure
CSO	Company Security Officer
CSD	Central Ships Database
DOC	Document Of Compliance
EMSA	European Maritime Safety Agency
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
GISIS	IMO Global Integrated Shipping Information System
HAZMAT	Dangerous or polluting goods
IFCD	Interface and Functionalities Control Document
IMO	International Maritime Organisation
ISPS	International Ship and Port Facility Security Code
ISSC	International Ship Security Certificate
MARPOL	International Convention for the Prevention of Pollution from Ships
MARSEC	Maritime Security Committee
MAS	Maritime Assistance Service
MMSI	Maritime Mobile Safety Information
MS	Member State
LCA	Local Competent Authority
MRS	Mandatory Ship Reporting System
MSS	EMSA Maritime Support Services
NCA	National Competent Authority
NIR	New Inspection Regime (PSC)
NSW	National Single Window
PRF	Port Reception Facilities
PSC	Port State Control
PSCO	Port State Control Officer
RF	Reporting Formalities
SAR	Search and Rescue
SBT	Single Ballast Tank
SHT	Single Hull Tanker
SOLAS	International Convention for the Safety of Life at Sea
SSN	SafeSeaNet
SSO	Ship Security Officer
SSP	Ship Security Plan
VTMIS	Vessel Traffic Monitoring and Information System
VTS	Vessel Traffic Service
XMLRG	SSN XML Messaging Reference Guide

# 1. Introduction

## 1.1 Background

These guidelines were drafted at the request of HLSG 13 (Brussels, 5 June 2015) which agreed that the implementation of SSN v.3 has operational consequences (besides the technical challenges at central and national level). The HLSG agreed on the need for guidelines for PortPlus reporting in SSN and decided to set up a correspondence group (comprising EMSA, the Commission and volunteer representatives of the MS/shipping industry) to develop guidelines on reporting PortPlus in SSN.

## 1.2 Purpose

The purpose of these guidelines is to provide advice, recommendations and examples to Member States authorities (NCAs, LCAs), 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. PortPlus Guidelines are part of SSN technical and operational documentation.

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 should be considered as a “living document” which would be updated when considered necessary.

The current version of document addresses the PortPlus notification in a general manner. As in the case of the HAZMAT guidelines (where detailed guidelines have been drafted), similar guidelines need to be drafted for each type of the messages (e.g. waste, security, exemptions etc.). Following that, the PortPlus Guidelines would be updated accordingly and ultimately the different guidelines would be consolidated into one document.

## 1.3 Scope

The document provides guidance on the following notifications included in the SSN PortPlus message:

- Port call information reported at least 72 hours before the ship's arrival in an EU port whenever the ship is eligible for an expanded Port State Control (PSC) inspection;
- Port call information reported at least 24 hours before the ship's arrival in an EU port;
- Waste and cargo residues information (reported before arrival);
- Security information (reported before arrival);
- Arrival notification (reported upon actual ship's arrival); and
- Departure notification (reported upon actual ship's departure from an EU port).

Furthermore, this document provides guidance on exemptions from reporting Port call, security and waste notifications as applicable.

The document does not provide detailed guidance on:

- The notification of dangerous and polluting goods carried on board a ship leaving or bound for an EU port (HAZMAT) (according to Article 13 of Directive 2002/59/EC as amended), as this is described in detail in the Guidelines on reporting HAZMAT<sup>1</sup>;
- The technical structure of the messages as this is described in the XMLRG<sup>2</sup>.
- How to use the SSN system as Data Requestor.
- Procedures and guidance on how to issue exemptions<sup>3</sup>.

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<sup>1</sup> Available at: <http://www.emsa.europa.eu/emsa-homepage/169-operational-projects/2266-reporting-of-hazmat-in-safeseanet.html>

<sup>2</sup> Available at: <http://www.emsa.europa.eu/ssn-main/documents.html>

<sup>3</sup> See Chapter 5 of these Guidelines.



## 1.4 Audience

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, and;
- 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.

The guidelines are also available at: <http://www.emsa.europa.eu/ssn-main/documents.html>.



## 2. EU Legal background

The legal requirements related to SSN PortPlus message are defined by the following legal instruments:

- **Directive 2002/59/EC** (as amended) 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**);
- **Directive 2000/59/EC** of the European Parliament and of the Council of 27 November 2000 on port reception facilities for ship-generated waste and cargo residues (**PRF Directive**);
- **Directive 2009/16/EC** of the European Parliament and of the Council of 23 April 2009 on port State control (**PSC Directive**), as amended;
- **Regulation EC 725/2004** of the European Parliament and of the Council of 31 March 2004 on enhancing ship and port facility security (**Security Regulation**);
- **Directive 2010/65/EU** of the European Parliament and of the Council of 20 October 2010 on reporting formalities for ships arriving in and/or departing from ports of the Member States and repealing Directive 2002/6/EC (**RFD**).

In addition to the above, certain requirements are defined by the Interface and Functionalities Control Document (IFCD) developed and maintained by the Commission and the Member States, in accordance with Annex III of Directive 2002/59/EC.

### 2.1 VTMIS Directive (2002/59/EC)

The VTMIS Directive is the Union legal act which established the Union maritime information and exchange system (SSN) to enable the receipt, storage, retrieval and exchange of information for the purpose of maritime safety, port and maritime security, marine environment protection and the efficiency of maritime traffic and maritime transport. The provisions of the VTMIS Directive relevant to these guidelines are:

- a. **Article 4 “Notification prior to entry into ports of the Member States”**: regulates the information that a ship bounding for a port of a Member State has to notify as well as the relevant reporting timeframes.
- b. **Article 13 “Notification of dangerous or polluting goods carried on board”**: regulates the information that has to be included in a HAZMAT notification and the relevant reporting timeframes. Further detailed information on HAZMAT reporting in SSN is described in the “Guidelines on reporting HAZMAT”.
- c. **Article 14 “Computerised exchange of data between Member States”**: defines the set of information (listed in Annex 1 of the Directive) to be exchanged via SSN.
- d. **Article 15 “Exemptions”**: defines the conditions for the Member States on how to exempt scheduled services from the requirements of Article 4 and 13.
- e. **Article 22a “SafeSeaNet”**: provides that MSs shall establish a dedicated IT system, at national or local level, to process the information referred to this Directive.
- f. **Article 23 “Cooperation between Member States and the Commission”**: sets the obligation for Member States to cooperate with other Member States and the Commission in “ensuring the interconnection and interoperability of the national systems used for managing the information referred to in Annex 1 (of the Directive) and developing and updating SSN”.
- g. **Annex I(1) & I(3) “List of Information to be notified”**: identifies the information to be notified in accordance with Article 4 and Article 13.
- h. **Annex III “Electronic messages and SafeSeaNet”**: describes the general conditions for the management, development and maintenance of SafeSeaNet.

### 2.2 Directive 2010/65/EU (RFD)

The RFD regulates the electronic transmission of reporting formalities covered in its Annex. Article 5 requires the reporting formalities to be reported to a Single Window (NSW) and made available to relevant national authorities of the port of call in the Member State.

In addition, Article 6 “Exchange of data” states that the reporting formalities provided in a legal act of the Union are to be made available in the national SSN so that the relevant parts are exchanged through SSN. However, unless otherwise provided by a Member State, this shall not apply to border control information and customs formalities received pursuant to the Schengen Border Code and the Union Customs Code, respectively. Four of the formalities included in the PortPlus message are:

- Notification prior to entry into ports of the Member States (Article 4 of VTMS Directive);
- Notification of dangerous or polluting goods carried on board (Article 13 of VTMS Directive<sup>4</sup>);
- Notification of waste and cargo residues (Article 6 of PRF Directive);
- Notification of security information (Article 6 of Regulation EC 725/2004).

### 2.3 PRF Directive (2000/59/EC)

The PRF Directive regulates the delivery of ship generated waste and cargo residues to EU ports. To that end it provides for a pre-arrival notification of the waste and cargo residues that the ship intends to deliver at the next port of call, as well as information on the amounts and types of waste and cargo residues that were delivered in the last port of call, as well as information on the maximum dedicated storage capacity. This information, specified in Annex II to the Directive, should be notified prior to entry into a port of a Member State and within the relevant reporting timeframes. The relevant provisions are:

- a. **Article 6 “Notification”**: regulates the information on waste (including volumes delivered) and cargo residues that has to be notified by a ship bound for a port of a Member State and the associated reporting timeframes.
- b. **Article 7 “Mandatory delivery of ship generated waste”**: provides for an obligation for the ship to deliver all its waste, except when it follows from the information provided in the advance waste notification that there is sufficient storage capacity on board for all ship generated waste that has been accumulated and will be accumulated until the port of delivery.
- c. **Article 9 “Exemptions”**: defines the conditions and the procedures for granting exemptions from the obligations set out in Article 6, Article 7(1) and Article 8 of the Directive.
- d. **Annex II “Information to be notified before entry into the port of destination”**: identifies the detailed information on waste and cargo residues to be notified in accordance with Article 6 of this Directive.

It should be noted that Annex II has been revised by Commission Directive 2015/2087 of 18 November 2015. This revision has, to the extent possible, incorporated the revised garbage categorisation from MARPOL Annex V into the waste notification (as also reflected in the advance waste notification form developed by IMO, in MEPC.1/Circ.834. It has also included the reporting of the types and amounts of waste that were delivered in the previous port of call among the information that shall be notified through the advance waste notification. It should be noted that MARPOL Annex VI waste is not included in this revision, as it is at the present time not covered by the definition of “ship generated waste” in the PRF Directive.

### 2.4 PSC Directive (2009/16/EC)

The PSC Directive regulates the information for an expanded PSC inspection and when this notification shall be made as well as the notification of the actual arrival and departure time of a ship.

- a. **Article 9 “Notification of arrival of ships”**: regulates that, whenever a shipbound for a port of a Member State is eligible for an expanded PSC inspection this shall be notified in advance and states when this notification shall be transferred to the inspection database. Article 9 also refers implicitly to Article 4 of the VTMS Directive, making the 24 hour pre-arrival notification a legal obligation for all foreign ships.
- b. **Article 14.1 “Expanded inspections”**: defines which categories of ships shall be eligible to an expanded inspection.
- c. **Article 24.2 “Inspection database”**: states that Member States shall ensure that the actual time of arrival (ATA) as well as actual time of departure (ATD) shall be transferred to THETIS through SSN.
- d. **Annex III “Notification referred to in Article 9(1)”**: identifies the detailed information on the pre-arrival to be notified whenever a ship is eligible for an expanded PSC inspection according to Article 9.1. of this Directive.

<sup>4</sup> Article 13 of VTMS Directive is further explained in the “Guidelines on reporting HAZMAT”.

- e. **Annex I:** stipulates that ships shall be considered for an additional inspection if a port call, waste or security notification has not been submitted.

## 2.5 Maritime Security Regulation (Reg. EC 725/2004)

Regulation EC (No) 725/2004 on enhancing ship and port facility security requires that the information referred to in paragraph 2.1 of regulation 9 of SOLAS XI-2 shall be provided before the ship's entry into a port of a EU Member State.

- a. **Article 6(1) “Provision of security information prior to entry into a port of a Member State”:** states that when a ship, subject to the requirements of the special measures to enhance maritime security of the SOLAS Convention, the ISPS Code or Article 3 of Regulation 725/2004 announces its intention to enter a port of a Member State the competent authority for maritime security of this Member States shall require that the ship provides the information referred to in paragraph 2.1 of regulation 9 of SOLAS Convention. Article 6.2 regulates when the security information referred to in paragraph 6.1 shall be provided at least 24 hours in advance or, if the voyage time is less than 24 hours at the time the ship leaves the previous port; or if the port of call is not known or if it is changed during the voyage, as soon as the port of call becomes known<sup>5</sup>.
- b. **Article 7 “Exemptions from the provision of security information prior to entry into a port”:** states that Member States may exempt scheduled services performed between port facilities located on their territory from the requirement laid down in Article 6 where the conditions laid out in Article 7(1) are met. When an international scheduled service is operated between two or more Member States, any of the Member States involved may request of the other Member States that an exemption be granted to that service, in accordance with the conditions laid down in paragraph 1.
- c. **Annex I: Amendments to the Annex of the international Convention for the safety of life at sea, 1974 as amended – Chapter XI-2 “Special measures to enhance maritime security”** (Regulation 9 “Control and compliance measures”): stipulates the security information described in paragraph 2.1 which every ship intending to enter the port of another a Contracting Government and to which this chapter applies shall provide on the request of the competent authority for the maritime security<sup>6</sup> and the effects of the control measures.

## 2.6 Interface and Functionality Control Document (IFCD)

The IFCD describes in detail the performance requirements and procedures applicable to the national and central elements of SSN, including:

- mandatory SSN system functionalities (sending, receipt, storage, retrieval and exchange of information by electronic means required by the SSN legal framework);
- the quality and performance standards;
- roles and responsibilities including access rights assigned to users and their restrictions;
- the processes of messages and system information;
- operational services and procedures to be followed;
- system management and tests; and
- system security.

PortPlus information concerning port calls, HAZMAT, security and waste and cargo residues and information on exemptions are part of the mandatory SSN system functionalities.

<sup>5</sup> The form is set out in the Appendix of Directive 2010/65/EU.

<sup>6</sup> In accordance with Article 6 of Regulation (EC) 725/2004

### 3. Ships required to report PortPlus notifications

The following table describes the type of vessels for which PortPlus notifications shall be provided:

Reporting Formality	Phase of notification	SCOPE
<b>PSC 72HRS Pre-Arrival Notification</b> (Art. 9.1 Dir. 2009/16/EC & Annex III)	<b>Pre-arrival</b>	<b>Art. 14.1:</b> The following categories of ships are eligible to an expanded inspection: a. ships with a high risk profile;  b. passenger ships, oil tankers, gas or chemical tankers or bulk carriers, older than 12 years of age;  c. ships with a high risk profile or passenger ships, oil tankers, gas or chemical tankers or bulk carriers, older than 12 years of age, in cases of overriding or unexpected factors;  d. ships subject to a re-inspection following a refusal of access order issued in accordance with Article 16.
<b>PORT Notification</b> (Art. 4 Dir.2002/59/EC) and Art 9.2 Dir. 2009/16/EC)		<b>Art. 2:</b> All ships of 300 gross tonnage and upwards, except: a. warships, naval auxiliaries and other ships owned or operated by a Member State and used for non-commercial public service;  b. fishing vessels, traditional ships and recreational craft with a length of less than 45 metres;  c. bunkers on ships below 1,000 gross tonnage and ships' stores and equipment for use on board all ships.
<b>HAZMAT Non EU Departure Notification</b> <sup>7</sup> (Art. 13 Dir.2002/59/EC)		<b>Art. 13.2:</b> [...] a ship, irrespective of its size, carrying dangerous or polluting goods coming from a port located outside the Community and bound for a port of a Member State or an anchorage located in a Member State's territorial waters [...]
<b>WASTE Notification</b> (Art. 6 Dir.2000/59/EC)		<b>Art. 3:</b> All ships, including fishing vessels and recreational craft, irrespective of their flag, calling at, or operating within, a port of a Member State, with the exception of any warship, naval auxiliary or other ship owned or operated by a State and used, for the time being, only on government non-commercial service.  <b>Art 6:</b> Fishing vessels and recreational craft authorised to carry no more than 12 passengers are not required to send the notification.

<sup>7</sup> For further details, see "Guidelines on reporting HAZMAT", available at: <http://www.emsa.europa.eu/emsa-homepage/169-operational-projects/2266-reporting-of-hazmat-in-safeseanet.html>

Reporting Formality	Phase of notification	SCOPE
<b>SECURITY Notification</b> (Art. 6 Reg. 725/2004)		<b>Art. 3.1, art.3.2 and art3.3:</b> a. All ships engaged in international voyages (passenger ship regardless of tonnage and cargo ships ≥ 500 GT and mobile offshore drilling units); b. Class A passenger ships operating in domestic services <sup>8</sup> ; c. Other categories of ships operating domestic services other than those referred in “b” <sup>9</sup> .
<b>PSC Actual Time of Arrival / Departure</b> (Art. 24.2 Dir. 2009/16/EC)	<b>Arrival</b>  <b>and</b>  <b>Departure</b>	<b>Art. 3.1:</b> This Directive shall apply to any ship and its crew calling at a port or anchorage of a Member State to engage in a ship/port interface. [...]  <b>Art. 3.4:</b> Fishing vessels, warships, naval auxiliaries, wooden ships of a primitive build, government ships used for non-commercial purposes and pleasure yachts not engaged in trade shall be excluded from the scope of this Directive.
<b>HAZMAT EU Departure Notification</b> (Art. 13 Dir.2002/59/EC)	<b>Departure</b>	<b>Art. 13.1:</b> [...] a ship, irrespective of its size, carrying dangerous or polluting goods and leaving a port of a Member State [...]

Table 1 –Vessels for which reporting requirements apply

Member States may exempt a ship from reporting to the NSW (and consequently to the SSN system) following the procedure described in chapter 5. These exemptions do not apply to ATA and ATD notifications by ships covered by the PSC Directive.

<sup>8</sup> Article 4 of Directive 98/18/EC (17 March 1998) on safety rules and standards for passenger ships.

<sup>9</sup> In accordance with the Security Business Rules security notifications in respect of domestic shipping may not be reported through NSW and exchanged via SSN. Unless there is an exemption granted by the Member State, this does not exempt the scheduled services performed between port facilities located within the Member State from the obligation to report security information prior to enter into a port.

## 4. PortPlus Notifications in SSN

### 4.1 What is a PortPlus notification?

A PortPlus notification is a message which has to be reported to SSN for every ship call consolidating several reporting requirements. These reporting formalities are reported to the NSW and the relevant parts are made available to the National SSN, and subsequently to the central SSN using the PortPlus notification, in order to be available for exchange between SSN users.

The PortPlus notification should be seen as a message compiling information from different notifications (e.g. port, HAZMAT, waste and security information) for the same ship call<sup>10</sup>. Every PortPlus message regarding a specific port call is associated to a system ship call identifier (ShipCallID). This identification number is defined by the NCA and must be unique for each call in a port of a Member State. The national SSN system automatically assigns the unique identifier to ship calls.

The PortPlus message is divided in data groups which can be reported in distinct instances for the same ship call. This applies also to updates since there is no need to repeat data groups already provided in previous messages (though the user is not prevented to do so). However, there are certain limitations applied to the Vessel, Voyage and ATA/ATD data groups as detailed in the XMLRG.

The content of the data groups received from a message overwrites the information previously received for that data group. It should be noted that information regarding the vessel and the voyage are mandatory information and must therefore always be provided together with the ship call identifier.

Business rules related to the PortPlus message are found in the XMLRG.

### 4.2 When to report PortPlus

A PortPlus notification is regulated by the legal requirements mentioned in Chapter 2. The reporting of the different information contained in the PortPlus message has to be done in accordance with the relevant legal provisions governing the information (data group). Prior to entry into a port of a Member State a notification should be made:

- a. at least twenty-four hours in advance; or
- b. at the latest, at the time the ship leaves the previous port, if the voyage time is less than twenty-four hours; or
- c. if the port of call is not known or it is changed during the voyage, as soon as this information is available.

In addition, specific pre-arrival information for ships eligible for an expanded mandatory inspection and bound for a port or anchorage of a Member State shall be notified at least 72 hours before the arrival in the port or anchorage, or before leaving the previous port or anchorage if the voyage is expected to take less than 72 hours.

The 72h pre-arrival notification is not a mandatory element of the PortPlus notification. Therefore, the lack of this element will not trigger the rejection of the PortPlus message, even if the vessel in question is considered to be subject to an expanded inspection. Furthermore, the next port of call information, the information on Estimated Time of Arrival (ETA) at the next port of call and number of persons on board should be provided at departure from the port of call if the vessel is carrying HAZMAT.

An example of PortPlus reporting for a single voyage of a ship coming from a port outside the Union is provided in the following picture:

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<sup>10</sup> The PortPlus messaging flow-charts (single notifications and a message compiling information from different notifications) are presented in Annex 3



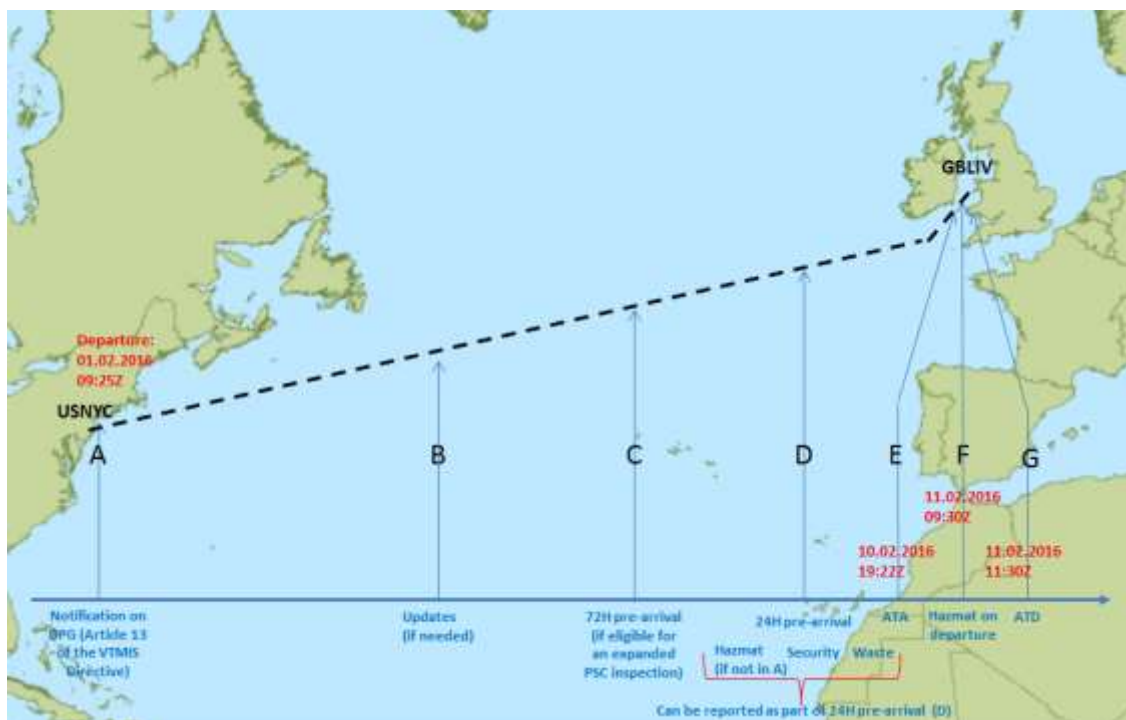


Figure 1: Sequence of PortPlus reporting for a voyage from USNYC to GBLIV

Depending on the type of vessel and the cargo carried, more than one message or data group has to be notified at different time intervals (from the time of departure from the non-EU port up to the time when the ship leaves the EU port of call).

On departure from the non-EU port the ship has to submit the HAZMAT notification to the EU port of call. The HAZMAT notification also includes the required port call information. For those ships eligible for an expanded inspection, a pre-arrival notification should initially be provided at least 72 hours before the ship's arrival<sup>11</sup>. Subsequently, the waste and security information and the pre-arrival information have to be submitted, at least 24 hours before arrival in the EU port of call.

According to Annex 1 section 5 of the VTMIS Directive ships must forthwith inform the competent authority concerned of any change to the information notified pursuant to this Annex. Therefore, the updates to notifications which have already been submitted should be carried out as soon as new information is known. It is advised to update a ship call whenever ETA to the port of call, ETD or ETA to next port changes by 2 hours from its previous submission. Likewise, changes to HAZMAT, waste and security information should be notified in the NSW and the SSN as soon as they take place.

The PortPlus notification should be updated with the Actual Time of Arrival (ATA) in port. Furthermore, HAZMAT on departure should be sent before leaving and finally the Actual Time of Departure (ATD) when the ship leaves the port.

### 4.3 Who has to report

Notifications should be made by the master or any other person duly authorised by the operator of the ship in accordance with the legal provisions described in chapter 2.

### 4.4 Content of PortPlus

The content of the different data groups included in the PortPlus messages are indicated in the tables presented in the XMLRG. The tables also indicate the mandatory and optional fields. The data groups of the PortPlus message are further explained in paragraphs 4.4.1 to 4.4.5 below:

<sup>11</sup> Article 9 of PSC Directive.



#### 4.4.1 Ship and voyage specific information

Ship and voyage pre-arrival notification include the following:

##### a. Ship and voyage specific information

Ship's port call (pre-arrival) information includes: information on ship identification (name, call sign, IMO identification number or MMSI number); port of destination; estimated time of arrival at the port of destination or pilot station (as required by the competent authority) and estimated time of departure from that port; previous port call; estimated time of departure from the previous port of call; total number of persons on board.

For arrival and departure notifications, ship's identification (e.g. name, IMO number, MMSI number, call sign, flag) are necessary for correctly identifying the ship. The ships are identified by the IMO number (shall be considered as "unique identifier" if available). If the ship does not have an IMO number, the MMSI number can be used as a "unique identifier" if available.

No exchange of data through SSN would be possible for ships not identified by an IMO number or MMSI. Messages will be rejected by the central SSN if they do not include one of these data elements.

##### b. Details of voyage specific information (at departure)

The following port call information is to be provided at departure from the port of the call: port of destination; estimated time of arrival at the port of destination; total number of persons on board.

##### c. Details of ship and voyage information for vessels eligible to an expanded inspection

The following information should be provided in the case of a vessel eligible to an expanded inspection: ship configuration; conditions of cargo and ballast tanks; cargo; planned operations at the port or anchorage of destination; planned statutory survey inspections and substantial maintenance and repair works to be carried out whilst in the port of destination.

For the accuracy of ships' targeting, relevant data shall be constantly kept updated and any changes are reporting in SSN.

#### 4.4.2 Waste and cargo residues notification

When bound for a port located in the Community, all ships shall complete accurately, the information required in Annex II of the PRF Directive, as revised by Commission Directive (EU) 2015/2087, for its onward transmission via a national single window<sup>12</sup> to the authority or body designated for this purpose by the Member State in which that port is located. The relevant information will be exchanged via the SSN system with other Member States.

The PRF Directive specifies the reporting requirements which include the ship and the voyage details (see description in section 4.4.1). When this information is already reported in the notification of the ship and voyage specific information, there is no need to be reported twice. All the other fields are mandatory fields unless the ship is exempted from providing the pre-arrival notification. In accordance with the PSC Directive, not providing the pre-arrival notification will make the ship Priority two. Consequently, the Port State may decide to select the ship for inspection.

The following information on waste and cargo residues shall be provided: last port and date when ship-generated waste was delivered; amount of waste delivered, waste delivery status; type of waste and/or residues to be delivered and/or remaining on board; amount of waste and/or residues to be delivered; waste retained on board; maximum dedicated storage capacity; port at which remaining waste will be delivered; estimate amount of waste to be generated between notification and next port of call<sup>13</sup>.

#### Clarification on specific data elements and attributes

<sup>12</sup> Article 6 of PRF Directive.

<sup>13</sup> More specific information on the waste notifications is provided in Commission Notice 2016/C 115/05, "Guidelines for the interpretation of Directive 2000/59/EC on port reception facilities, O.J. C, 1 April 2016. 115/5.

### Waste Type Codes

- The waste type codes should be in line with the list provided in Annex B of the XMLRG<sup>14</sup>. This list addresses the waste type codes and it is consistent with both Annex II PRF Directive, as amended, and IMO MEPC.1/Circ. 834.
- The data provider should be able to insert in free text the description of the relevant waste types by quoting the specific codes ("other") as listed in the Annex B of the XMLRG. This action should be made if the waste type is not included in the predefined values.

### Quantity

- Since the information is being provided on a pre-arrival basis the data provider should estimate the quantity in M<sup>3</sup> for reporting waste to be delivered, waste stored on board and waste expected to be generated between the notification and the next port of call.
- To report the maximum dedicated storage capacity, the data provider should notify the data according to the ship's documents as appropriate.

Further guidance on completing the revised notification form can be found in Annex 2 of this document.

## **4.4.3 Ship Security notification in SSN**

All data elements required by the security form included in the Appendix to Directive 2010/65/EU shall be reported to the NSW and exchanged via SSN. The following ship security data should be provided: ship's Certificate Of Registry data (Certificate number, issue date and place; gross tonnage; type of ship, name of company and company identification number); Inmarsat call numbers (if available); port of arrival; port facility of arrival (if known); purpose of call; brief cargo description; does the ship have a valid ISSC (if not – the reason); does the ship have an approved SSP on board; any security-related matter to report; ISSC related data (type, issuer, validity); security level at which the ship is currently operating; agent of ship at intended port of arrival (name and contact details); CSO (name and 24 hour contact details); last 10 calls at port facilities; if the ship take any additional security measures beyond those in the approved ship security plan (SSP); Ship to ship activities during the last 10 calls; where the ship security procedures specified in SSP maintained during each of these ship-to-ship activities; if negative – to provide details on the security measures applied.

Regulation EC No 725/2004 includes also the information for notifying the ship particulars and voyage information (see description in section 4.4.1).

There is no need to report twice the information which is already reported in the notification of the ship and voyage specific information.

### **Clarification on specific data elements and attributes**

#### Vessel details

Detailed information on the ship such as gross tonnage, ship type, Inmarsat number, port of registry and company information are mandatory when the security notification is reported. If the ship is exempted from providing the security notification these data elements would be optional information.

#### Date/Times

All date/times included in the notification (SentAt, ETA, ATA, etc.) must be in UTC time.

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<sup>14</sup> This Annex would have to change in view of the revised Annex II of the PRF Directive.

### Port facility

- The GISIS<sup>15</sup> maritime security database should be used to identify the port facility. This information is also mandatory if the security information is to be reported in the pre-arrival information.
- The GISIS code consists of the LOCODE plus a 4-digit code separated with a dash. However, only the last 4 digits following the LOCODE should be provided to SSN.
- It is crucial that the proper GISIS code is provided since the information is meant to be communicated to other Member States<sup>16</sup>.
- Specific arrangements can be implemented in the user interface to facilitate the identification of the port facility (e.g. dropdown list with terminal names).

### Locations

To identify the location in case of ship-to-ship activity, three options are available of which only one should be provided. They are listed in the recommended priority order:

- LOCODE
- LAT/LONG
- Location name

### Issuer

Information on the “Issuer” is referring to the name of the administration or issuing body that has issued the International Ship Security Certificate (ISSC). This information should be provided in free text. In this case it is not sufficient to report only the country code for “Issuer”, the full name of the organisation has to be quoted.

### Issuer type<sup>17</sup>

The “Issuer type” should indicate the type of the issuing authority. Two possible values are:

- “GVT” for contracting government<sup>18</sup>, or
- “RSO” for Recognized Security Organization.

## **4.4.4 Specific arrival/departure information (ATA/ATD)**

These notifications are mandatory for vessels eligible for PSC inspections flying a flag other than the State of the port of call.

The ATA and ATD are reported as updates to the previously sent PortPlus message(s) with the pre-arrival information (port call, HAZMAT, waste and security information), and transferred automatically to the inspection database (THETIS) through the central SSN. ATA and ATD will be forwarded to THETIS regardless of whether Waste or Security data elements are included in a PortPlus notification.

ATA and ATD should be transferred within a reasonable time to the inspection database. This means that ATA and ATD should be made promptly in order for the PSCOs to get knowledge whether a ship may be available for an inspection.

The reporting of ATA/ATD does not “nullify” the requirement to submit Security pre-arrival notification. The pre-arrival information, including the security notification, can be reported separately from the ATA and ATD.

Therefore, the ATA and ATD can be reported as updates to the previously sent PortPlus message with the pre-arrival information.

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<sup>15</sup> Refer to IMO Global Integrated Shipping Information System, see <https://gisis.imo.org>

<sup>16</sup> For the moment, SSN does not control the value provided for port facility.

<sup>17</sup> The eMS group agreed to include this optional element in the MS2SSN\_ShipCall\_Res and SSN2MS\_ShipCall\_Res messages.

<sup>18</sup> SOLAS allows delegating the issuance of certificates also to another Administration (Flag state)

Certain restrictions on time limits should apply for reporting ATA and ATD, for detailed information see the business rules in XMLRG. The following information shall be provided on a ship call for vessels eligible for PSC inspections: actual time of arrival (ATA); anchorage (yes/no); actual time of departure (ATD).

The PSC Directive specifies the information for notifying the details on the ship and the voyage in question. This information is already described in section 4.4.1 of the ship and voyage specific information and therefore was not duplicated above. There is no need to report twice the information which is already reported in the notification of the ship and voyage specific information.

Furthermore, to support the provision of reliable data to THETIS, the Central SSN applies some quality checks for ATA or ATD:

- ATA must be before ATD,
- Should ATA or ATD be submitted more than 3 hours in the future, Central SSN will not provide such data to THETIS although the information will not be rejected. However, a warning message will be sent to the data provider.

#### 4.4.5 Information on dangerous and polluting goods (HAZMAT)

For detailed information see the business rules in XMLRG. The guidance for reporting information on dangerous or polluting goods is contained in the Guidelines for reporting HAZMAT in SafeSeaNet:

<http://emsa.europa.eu/related-projects/reporting-of-hazmat-in-safeseanet.html>.

### 4.5 Updates

PortPlus messages which have already been notified should be updated if the information changes.

If there is a need to delete some of the information previously reported, e.g. the waste notification, this may be done by sending an update message, as specified by the XMLRG. However, this is only possible for specific data groups concerning HAZMAT, Waste and Security notifications. The port of call should not be changed after a PortPlus message has been sent unless:

- the updated value quotes another port within the permitted locations<sup>19</sup> of the notifying authority;
- the notifying authority wants to cancel the ship call (see next paragraph).

Although SSN accepts updates of PortPlus messages provided within 1 year from the provision of ATA, it is recommended that the data provider submits updates before the departure of the vessel from its current port of call.

### 4.6 Cancellation

A PortPlus message may be cancelled (e.g. if the notification was made by mistake or the ship cancelled its port call). A ship call can be cancelled until ATA is provided. If the port of call is changed after a PortPlus message has been sent and ATA was not provided, the ship call may be cancelled by quoting the LOCODE "ZZCAN" as a port of call.

When receiving a cancellation, Central SSN discards all the PortPlus messages previously received for the same ship call. Therefore, SSN will not process such information any further. In case a ship call needs to be cancelled after the ATA provision, the NCA should contact the PSC coordinator to disregard the ship call created in THETIS and inform EMSA MSS.

### 4.7 Request for Information

Depending on the access rights, a data requestor in Member State "A" may request for detailed information on PortPlus reported by Member State "B". Central SSN will request the details to Member State "B" (e.g. HAZMAT, Waste or Security) about a given vessel and forward the response to Member State "A".

<sup>19</sup>For further information on locations see chapter 7.

A description of the queries that are possible to request through the SSN is presented in XMLRG and SSN User Interface Manual<sup>20</sup>. A description of some of the ship call queries that are possible to request through the SSN web interface is presented in Annex 1 to these Guidelines.

## 4.8 Data Storage and Availability

The PortPlus notification sent from the national SSN to the Central SSN contains limited information. The full information is available by the National SSN system upon request (i.e. details about HAZMAT, Waste and Security)<sup>21</sup>.

The SSN NCAs are responsible to make the relevant information available, upon request to other Member States through the SSN system. The Interface and Functionalities Control Document (IFCD), drawn-up in accordance with the VTMS Directive, establishes requirements for the PortPlus data availability in the SSN system.

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<sup>20</sup> Available at: <http://emsa.europa.eu/ssn-main/documents.html> .

<sup>21</sup> The HLSH 15 (6-7 July 2016) approved the revised Waste Business Rules and agreed that the whole waste information would be included in the PortPlus notification. This would be implemented as part of SSN v.4.

## 5. Exemptions

Member States may exempt<sup>22</sup> a ship from reporting the following details to the NSW and national SSN System:

- Pre-arrival notifications (Article 4 of VTMIS Directive);
- Notifications of dangerous or polluting goods carried on board (Article 13 of VTMIS Directive<sup>23</sup>);
- Notifications of security information (Article 6 of Regulation (EC) 725/2004), and;
- Notification, payment of a fee or the delivery of waste and cargo residues – either all three or any combination of these three actions (Article 6 of PRF Directive).

Member States cannot exempt ships from the reporting requirements of PSC-related information (72hrs pre-arrival, ATA and ATD) for ships eligible to a PSC inspection.

The following table describes which PortPlus notifications may be exempted and the relevant legal instruments:

Reporting requirements	Legal basis for exemption and definition on “scheduled service”
<b>PORT Notification</b> (Art. 4 Dir.2002/59/EC) & <b>HAZMAT Notification</b> (Art. 13 Dir.2002/59/EC)	<b>Art.15 Dir.2002/59/EC:</b> Scheduled services performed between ports located on the territory of a Member State or between ports located on the territory of two or more Member States.  <b>Art.3 (t) Dir.2002/59/EC:</b> ‘scheduled service’ means a series of ship crossings operated so as to serve traffic between the same two or more ports, either according to a published timetable or with crossings so regular or frequent that they constitute a recognisable systematic series.
<b>SECURITY Notification</b> (Art. 6 Reg. 725/2004)	<b>Art. 7 Reg. 725/2004:</b> Ships performing scheduled services between port facilities located on the territory of a Member State and when an international schedule service is operated between ports of two or more Member States.  <b>Art.2 (10) Reg. 725/2004:</b> ‘scheduled service’ means a series of sailings organised in such a way as to provide a service linking two or more port facilities: (a) either on the basis of a published timetable; (b) or with a regularity or frequency such as to constitute a recognisable systematic service.
<b>WASTE Notification</b> (Art. 6 Dir.2000/59/EC)	<b>Art. 9 Dir.2000/59/EC:</b> Ships engaged in scheduled traffic with frequent and regular port calls <sup>24</sup> .

Table 2 – PortPlus that may be exempted

MSs should notify the Commission and any MS concerned on Companies and ships for which exemptions have been granted<sup>25</sup>. At HLSG 10, MSs agreed that the use of SSN to report such information would fulfil the legal obligation stemming from the various Union legal acts.

<sup>22</sup> Procedures and guidance on how to issue exemptions are not included in these Guidelines. These may be drafted at a later stage once agreed by the relevant fora.

<sup>23</sup> For further details, see “Guidelines on reporting HAZMAT”.

<sup>24</sup> The term “scheduled, frequent and regular traffic” for Directive 2000/59/EC is qualified in the Commission Notice 2016/C 115/05, “Guidelines for the interpretation of Directive 2000/59/EC on port reception facilities, O.J. C, 1 April 2016. 115/5.

<sup>25</sup> Article 15.4 of VTMIS Directive; Article 7.4 of Reg. 725/2004, and Article 9 of PRF Directive.

The decision to grant an exemption should clearly specify to which ship, port and route, period of validity, as well as any applicable condition, that the exemption is valid for. An exemption notification should be sent to the Central SSN system each time an exemption is granted to a ship and each time changes are applied to an exemption e.g. to update or cancellation.

When a ship has been exempted a data requestor who requested a notification information will only get a response including the ship identifiers, the type of exemption granted, the time of validity of the exemption, the company name, the route, the authority(ies) granting exemption and the 24/7 point of contact for requesting more detailed information. However, if information was provided to SSN, even for exempted vessels, the data requestor will retrieve the full notification details.

An exemption as reported to SSN applies to a single ship and should be treated individually. A ship may be subject to several exemptions of the same type for e.g. different voyages and/or different types for the same voyage. Member States should bear in mind that an exemption from one requirement does not automatically mean that other requirements are exempted, e.g. an exemption from port call is ineffective unless the ship is exempted from all notifications and hence the Member State does not have to send a PortPlus message.

For example, a vessel might be exempted for HAZMAT, port call information and security but not for waste. It should also be noted that in the latter example, the required information for waste (including ship particulars and port call information) should be provided even if it is exempted for Port call notification. Furthermore, Member States are encouraged to put in place national or local procedures for assessing, granting, controlling and revoking exemptions.

## 5.1 Cooperation between MSs

The request from another Member State to grant an exemption may facilitate and ease the burden for both authorities and the company of the scheduled voyage concerned. However, it is up to Member State where the port of call is situated to evaluate and grant an exemption as well as periodically check that the conditions are being met.

## 5.2 Exemption on reporting port call information

Member States may exempt individual ships providing scheduled services in ports located on their territory for domestic and international voyages<sup>26</sup>.

An exemption from the reporting requirements pursuant to Article 4 and Article 13 of VTMS Directive may be granted only if the following conditions are met<sup>27</sup>:

- if the service is intended to be operated for a minimum of one month;
- exemptions are only granted to individual vessels as regards a specific service;
- exemptions are limited to voyages of a scheduled duration of up to 12 hours;
- any deviations from the estimated time of arrival at the port of destination or pilot station of three hours or more shall be notified to the port of arrival or to the competent authority in accordance with the requirements;
- for each voyage performed, the required information shall be kept available for the competent authority upon request. The company shall establish an internal system to ensure that, upon request 24 hours a day and without delay, such information can be sent to the competent authority electronically, in accordance with the requirements.

Member States are obliged to periodically check that the conditions for granting an exemption are being met. Where at least one of these conditions is no longer being met, Member States shall immediately withdraw the benefit of the exemption from the company concerned.

Port call information may still have to be given even if a ship is exempted from providing this information by one authority but the ship is not exempted from providing the waste or security notification.

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<sup>26</sup> The PSC Directive does not allow exemptions from reporting ATA and ATD.

<sup>27</sup> Article 15 of VTMS Directive.



### 5.3 Exemption on reporting security information

Member States may exempt scheduled services performed between port facilities located on their territory from the provision of security information prior to entry into a port where the following conditions are met<sup>28</sup>:

- a) the company operating the scheduled services referred to above keeps and updates a list of the ships concerned and sends it to the competent authority for maritime security for the port concerned;
- b) for each voyage performed, the information referred to in paragraph 2.1 of regulation 9 of the special measures to enhance maritime security of the SOLAS Convention is kept available for the competent authority for maritime security upon request. The company must establish an internal system to ensure that, upon request 24 hours a day and without delay, the said information can be sent to the competent authority for maritime security.

When an international schedule service is operated between two or more Member States, any of the Member States involved may request of the other Member States, that an exemption be granted to that service.

Exemptions are treated individually. If a ship engaged in scheduled service is exempted of providing pre-arrival information under Article 15 of Directive 2002/59/EC but not under Article 7 of Regulation EC 725/2004, the pre-arrival security information needs to be reported.

### 5.4 Exemption on reporting waste information

When ships are engaged in scheduled traffic with frequent and regular port calls and there is sufficient evidence of an arrangement to ensure the delivery of ship-generated waste and payment of fees in a port along the ship's route, Member States of the ports involved may exempt<sup>29</sup> these ships from the reporting obligation (Article 6), payment the fee (Article 8) or the mandatory delivery of the waste (Article 7), as provided in the PRF Directive. Exemptions can be given for all three obligations or any combination of, these obligations<sup>30</sup>.

Currently, SSN only includes the exemption from providing the notification (as per Article 6)<sup>31</sup>.

### 5.5 How to report exemptions in SSN

An exemption may be reported by:

- a. using XML/SOAP: XML message might be used by a Member State to report exemption details to the Central SSN system regarding a granted exemption. Each message supports the provision of one exemption type for a specific vessel and can be referred to a voyage between 2 or more ports; or
- b. through SSN WEB interface of the Central SSN system, as an alternative to the XML message.

#### What to report

The following information should be provided when an exemption, irrespective of the type, is notified to SSN: exemption ID; vessel; LOCODE(s); update status; exemption type; company; validity period; authority issued an exemption. A user can only select one type per exemption message.

The contact details to be included are those of the contact person (or function) from where further detailed information on the exempted services may be obtained on a 24/7 basis.

<sup>28</sup> Article 7(1) of Regulation (EC) No 725/2004.

<sup>29</sup> Article 9.1 of the PRF Directive. More detailed information on granting waste exemptions is provided in Commission Notice 2016/C 115/05, "Guidelines for the interpretation of Directive 2000/59/EC on Port reception facilities, O.J. C, 1 April 2016. 115/5, as well as in the Waste Business Rules document.

<sup>30</sup> At present it is possible to register only exemptions from waste notifications. SSN would be updated to allow for the registration of the other types of waste exemptions.

<sup>31</sup> HLSG 15 agreed to upgrade SSN (as part of SSN v.4) to include the registration of all waste exemption types.

## 6. Operational reporting issues

### 6.1 Anchorages

#### a. Port pre-arrival and HAZMAT reporting at anchorages

In respect to the anchorage areas within their territorial waters, Member States should consider including them in the SSN specific LOCODE list to be used for reporting to SSN. This is especially important for a ship, irrespective of its size, carrying dangerous or polluting goods coming from a port located outside the EU and bound for a port of a Member State or an anchorage located in a Member State's territorial waters. A HAZMAT notification shall be made at the latest upon departure from the loading port or as soon as the location of the anchorage is known<sup>32</sup>.

#### b. PSC-related reporting at anchorages (including 72h, ATA and ATD)

Regarding the pre-arrival and arrival and departure information, the following definitions should be considered<sup>33</sup>:

- "Ship at an anchorage" means a ship in a port or another area within the jurisdiction of a port, but not at berth, carrying out a ship/port interface;
- "Ship/port interface" means the interactions that occur when a ship is directly and immediately affected by actions involving the movement of persons or goods or the provision of port services to or from the ship.'

To fulfil the PSC requirements, the call at anchorage needs to be reported to SSN in accordance with all of the following criteria:

- The vessel shall fly a foreign flag,
- A ship/port interface shall take place, and
- The anchorage shall be within the jurisdiction of the port<sup>34</sup>.

If one of the above conditions is not met, 72h, ATA and ATD reporting is not mandatory, however it may be provided.

#### c. Waste pre-arrival reporting at anchorages

If the ship is bound for an anchorage within the port the Waste pre-arrival notifications should be provided. The PRF Directive uses the term "bound for a port located within the EU", with port described as: "a place or geographical area made up improvement works and equipment as to permit principally the reception of ships..."

#### d. Security pre-arrival reporting at anchorages

The security pre-arrival notification should be provided if the ship is bound for a port facility. Article 2(11) of Regulation (EC) No 725/2004 states that a port facility means a location where the ship/port interface takes place, including areas, such as anchorages, awaiting berths and approaches from seaward.

### 6.2 Domestic Voyages

Pre-arrival notifications, including Port call notifications, waste notifications, and HAZMAT notifications at departure should be made also for seagoing vessels engaged in domestic voyages, unless the ships have been exempted from such notifications. There is no need to submit the security notifications for ships engaged in domestic voyages to the NSW, unless otherwise provided<sup>35</sup>.

<sup>32</sup> Article 13 of VTMS Directive.

<sup>33</sup> Article 2 of PSC Directive.

<sup>34</sup> The jurisdiction of a port should be defined in accordance with national legislation.

<sup>35</sup> MARSEC EWG/ Security message – Business Rules.

### 6.3 Ship's Movements in Port Areas

If a voyage or a shifting takes place between two locations under the jurisdiction of the same port, this should be considered as an internal port movement; therefore, it is recommended that the data provider updates the PortPlus message with the new location information (*PositionInPortOfCall* and/or *PortFacility*).

### 6.4 Inland Ports

Ships engaged in seagoing voyages and bound for inland ports shall provide the pre-arrival notifications (port, HAZMAT, waste and security) as appropriate quoting the inland port as port of call<sup>36</sup>.

In addition, 72h, ATA and ATD should be provided if the vessel is eligible for PSC inspections. PortPlus notification should also be provided if a ship is leaving an inland port along a river or channel for a seagoing voyage. However, for voyages that only take place between ports situated in an inland waterway and without leaving that inland water, currently it is not required to report PortPlus information to SSN.

### 6.5 Examples

The following scenarios consider that the ship and ports are not exempted from any reporting obligation and that the ship's flag is always different from the country of call:

#### 6.5.1 Scenario 1 – change of destination

**MS reported the pre-arrival information to a port. The ship during the voyage has changed her destination bounding for another port in the same MS.**

The 1st ship call must be cancelled (port of call = ZZCAN) and a new ship call must be reported.

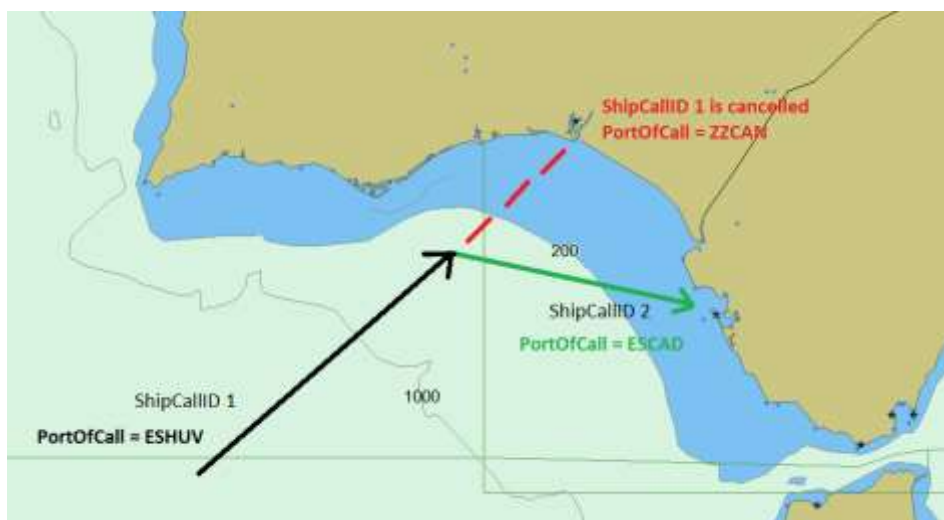


Figure 2: Scenario 1 – change of destination

#### 6.5.2 Scenario 2 - ship engaged in domestic voyages

**A ship engaged in domestic voyages leaves a port bound for another port within the same country.**

All reporting obligations apply (HAZMAT on departure, pre-arrival, waste and security) unless this route is exempted from the reporting obligations.

Note: There is no exemption from reporting ATA and ATD.

<sup>36</sup> If the inland port does not have a UN/LOCODE an SSN specific LOCODE may be created (note SSN LOCODE Guidelines)



Figure 3: Scenario 2 - ship engaged in domestic voyages

### 6.5.3 Scenario 3 – inland navigation voyages

**This scenario relates to river ports (inland navigation).**

If the ship is coming from a sea port and bounds to a port in an inland waterway:

- she shall be subject to the reporting obligations (HAZMAT, pre-arrival, security and waste).
- It shall be the same as a ship is leaving a port along a river or channel, to join a port at sea.

Note: ATA and ATD have to be reported for the inland port.



Figure 4: Scenario 3 – inland navigation voyages

### 6.5.4 Scenario 4 – voyages related to off-shore installations

**A supply ship calls at an oil rig. It carries HAZMAT for being delivered to that oil rig. After delivering its supplies the supply ship returns to a port (a different or the same) with polluting residues from the oil rigs, considered as cargo.**

- Whenever a vessel leaves an EU port for an off-shore installation with HAZMAT on board, this should be reported as an EU Departure HAZMAT (in line with Article 13.1 of Directive 2002/59/EC). Each oil rig or platform may have a specific LOCODE. If this is not the case, the LOCODE XZOFF should be used instead (see LOCODEs Guidelines for further information).
- Whenever a vessel leaves an off-shore installation for an EU port, the ship call should be reported by this port.



Figure 5: Scenario 4 – voyages related to off-shore installations

### 6.5.5 Scenario 5 – bounding to anchorage

The ship coming from a Non EU port is bound for an anchorage located within the limits of a MS port or in the territorial waters of a MS.

- the pre-arrival information and HAZMAT (if any) have to be reported.
- Waste and Security Pre-Arrival should be provided if the ship is bound for an anchorage within the port.
- Regarding provision of ATA and ATD there are two options:

a. the ship is expected to anchor but not to carry any ship/port interface or the anchorage is not recognized for PSC purposes: ATA and ATD are **not** to be reported.

b. the ship is expected to anchor and is going to carry a ship/port interface and the anchorage is recognized for PSC purposes: ATA and ATD have to be reported. When reporting ATA, the attribute “Anchorage” has to be set to “Yes”.



Figure 6: Scenario 5 – bounding to anchorage

### 6.5.6 Scenario 6 – departing from anchorage

The ship mentioned in the previous scenario leaves the anchorage and heads to another port.

Whether or not ATA and ATD were provided, ESCAD should provide a HAZMAT notification if applicable.





Figure 7: Scenario 6 – departing from anchorage

### 6.5.7 Scenario 7 - calls at a berth

**Ship coming from a non EU port bounding for an anchorage located within the limits of a MS port or in the territorial waters of a MS. After some hours the ship leaves the anchorage and calls at a berth in the same port.**

**Option (a):** if the anchorage is not recognized for PSC purposes or there is no ship/port interface then, the MS should update this ShipCall with ATA (once berthed) and ATD (when departed) and HAZMAT (if any) when leaving. It is a single ship call from the arrival in port to the departure from berth. The arrival at anchorage shall be ignored.

**Option (b):** if the anchorage is recognized for PSC purposes (ATA and ATD provided for anchorage) this is a new call from PSC perspective, even though inside the same port area. Therefore, a new ship call has to be reported to/from the berth. In these cases, MS are reminded that the locations should be properly identified (the anchorage one and the berth itself), either using different LOCODEs or using the attributes "PositionInPortOfCall" or "PortFacility" under VoyageInformation element.

The notification for the call at the anchorage shall contain the "anchorage yes" attribute.

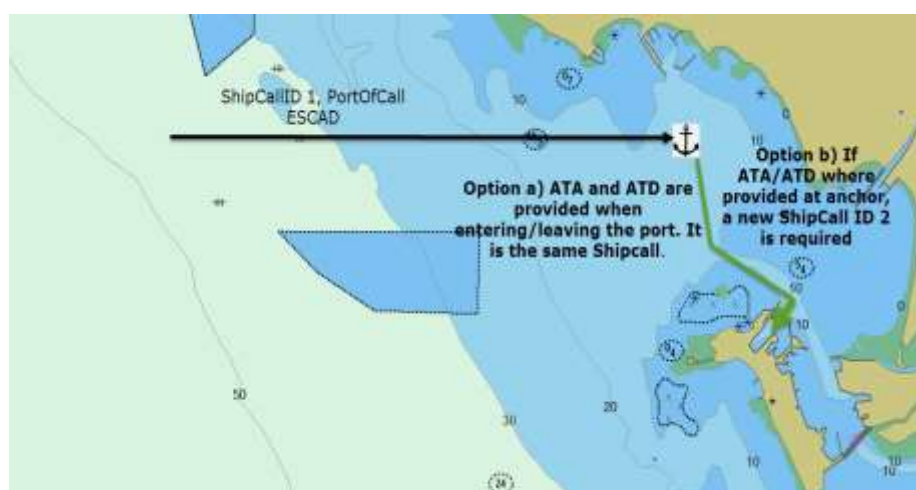


Figure 8 : Scenario 7 - calls at a berth

### 6.5.8 Scenario 8 – involvement of tug

**A particular journey is conducted by a tug pulling a ship to another port.**

All the reporting obligations required in accordance with the legal requirements have to be reported for both ships.

## 7. Validation of PortPlus notifications

### 7.1 Control and enforcement

The Central SSN does not perform any type of automatic checks in regard to the provision of information mandatory by EU legal acts. Different ships may have different reporting obligations and it is up to the competent authorities responsible at national level to ensure that the data provision to SSN is made in accordance with the legal requirements.

However, EMSA MSS performs manual SSN data quality checks on a regular basis. The Central SSN does not reject information which is provided late. Despite this, it should be noted that failure to provide any of the pre-arrival, waste or Security notifications may trigger an additional PSC inspection in the port of call. The IFCD recognises that the actors involved in the data quality chain are:

- SSN data originators (agents, masters or operators and authorities);
- Local Competent Authorities (LCAs);
- National Competent Authorities (NCAs); and
- EMSA MSS.

Ship data providers are responsible for the correctness of the data which has to be validated by the data providers prior to submitting it to the NSW. The competent authorities are required to take “appropriate measures” and as far as possible ensure the validity of data.

Member States should ensure that the automatic data quality rules agreed by the SSN group are applied in their national SSN systems prior to notifications being sent to the Central SSN system. The XMLRG includes data quality procedures and standards to:

- Prevent mistaken data to enter into SSN. Before sending the information to the Central SSN system, the Member State's SSN national applications will perform a complete set of checks based on specific predefined rules ensuring the data cohesion.
- During the checking process, the national SSN application will verify that the message corresponds to the agreed format. If no conflict is detected the message will be sent to the Central SSN system, otherwise it will be rejected by giving a relevant warning to the message originator about the nature of the mistake.
- Common data quality checking rules shall be applied in all systems that are linked (central SSN, National SSN and NSW). This is of particular importance to the NSW systems that are the entry point for all the information.
- Additional checks at EU level by the Maritime Support Service at EMSA will ensure harmonized implementation.

National SSN systems should comply with the agreed technical set of rules in order to maintain the data quality requirements stated in the IFCD.

EMSA may verify the information received but will not modify any notification coming from the Member States. Any failure in data quality identified by EMSA will be brought to the attention of the Member State concerned.

### 7.2 Data Validation Methods

The main validation methods include the following:

- Manual checking of what is reported against the relevant legal instruments and reference databases.
- Electronic checking using reference databases.
- Built-in validation rules.
- On board and ashore inspections.

The validation that is carried out by the Central SSN system takes place when a PortPlus message is received. The Central SSN system controls if the message complies with the structure, format and business rules. If one



control fails, the whole message is rejected. Acceptance and rejection are indicated in the receipt message, as well as details of rejected elements.

As regards the content of the information in the PortPlus message, the Central SSN system rejects a notification if the Member State has reported that a ship is carrying dangerous goods but one of the mandatory fields is not provided or the content of the field is not in compliance with the XMLRG. The Central SSN system does not check whether there is a mismatch between the data injected. Such checks may be carried out by EMSA MSS but in no case will EMSA modify any notification coming from a Member State. If an incorrect value is detected, EMSA will draw the attention of the Member State concerned.

## 7.3 Databases

### a. Central Ship Database (CSD)

This database is hosted at EMSA as a common service for EMSA and all Member States.

The CSD information is available to the MSs, who may use it as a reference database in their national systems for example when submitting PortPlus through the NSW, or for cross-checking with data stored within their established national ship databases.

CSD will be populated by the several data sources: EU LRIT ship database, THETIS ship database, PortPlus, ship particulars provided by other MSs. Further details about the CSD are available at:

[https://extranet.emsa.europa.eu/index.php/document-repository/cat\\_view/264-safeseanet/267-ssn-workshops-and-meetings/475-rvd-working-group-restricted](https://extranet.emsa.europa.eu/index.php/document-repository/cat_view/264-safeseanet/267-ssn-workshops-and-meetings/475-rvd-working-group-restricted) and,

<http://emsa.europa.eu/related-projects/central-ship-database-pilot-project.html>

### b. Location Codes (LOCODEs) Database

A LOCODE consists of five characters divided into two letters identifying the country and three letters identifying the location within the country. Additional code elements may also be used to indicate subsidiary locations, such as areas within a port, or terminals, according to an agreed structure.

LOCODEs must be used when referring to locations (ports or geographical places e.g. anchorages) in the SSN system. The LOCODEs used should be listed in the UNECE LOCODE list or included in the SSN specific LOCODE list.

Member States should ensure that the LOCODEs used in the national systems are consistent with that list. The NCA is responsible for the management of the national system ensuring that UN LOCODEs are assigned.

EMSA has developed and is maintaining a central location codes database (LOCODEs) in order to harmonise the location data and to avoid inconsistencies in the SSN system.

The database consists of:

- UNECE LOCODEs (UN/LOCODEs),
- SSN Specific LOCODEs, and
- Temporary LOCODEs.

This exhaustive list of European maritime location codes, should be used by Member States when referring to locations (ports or geographical places e.g. anchorages) in the SSN system. New versions of the UNECE LOCODEs with function 1 (port) and 7 (confirmed off-shore installation) are being downloaded and included in the database. Member States should ensure that the LOCODEs used in the national systems are updated in accordance with the list.

In order to update the function of the LOCODE at UNECE level a Member State has to apply procedure 3.5 of the SSN LOCODEs Guidelines. As a temporary solution a SSN specific location can be created by a Member State while the process of creating/updating of UN/LOCODE list is in progress<sup>37</sup>.

Moreover, for more detailed position of port facilities as regards ship security notifications, the IMO Port Facility Number (GISIS database) should be used. As this information is meant to be communicated to other Member States, it is crucial that the proper GISIS code is provided<sup>38</sup>.

Further details are available in the SSN LOCODE Guidelines available at the following link:

<http://www.emsa.europa.eu/ssn-main/documents/technical-documentation.html>

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<sup>37</sup> SSN LOCODE Guidelines (V.1.4), section 2.3.

<sup>38</sup> SSN LOCODE Guidelines (V.1.4), section 3.10.

## 8. Access rights

The SSN NCA is responsible for providing the relevant information to the central SafeSeaNet system.

The management of the waste and security profiles, at local and national level, and user's credentials, in the SSN system, shall be made by the SSN NCA in cooperation with the competent authority identified in terms of Directive 2000/59/EC and Regulation 725/2004, respectively.

The competent authority designated by the MS for the NSW is responsible for the provision of access rights to the entitled local and national public authorities to information in the NSW. The information transmitted to the NSW shall be made available to the competent authorities that are entitled to information as established in national legislation. Access rights to information in the NSW should be provided accordingly.

According to the IFCD, there is only one restriction associated to waste, security and port call information management. This restriction will be applied, at local level. Ports will have access only to the information of ships bound to and departing from their port. There is no restriction to access information for the other existing SSN profiles.

The rules applicable for access rights are further explained in the SafeSeaNet Interface and Functionalities Control Document (SSN IFCD).

## 9. Benefits of exchanging accurate PortPlus information

The PortPlus notification contains information that a ship has to notify at a port call within the European Union. Accurate reporting of PortPlus information as well as sharing of the detailed information in electronic format (in accordance with the access rights rules) brings operational benefits to different stakeholders as explained below.

### 9.1 VTMISS domain

The VTMISS Directive establishing the Union Maritime Information and Exchange system requires Member States to notify to SSN certain information to (1) enhance the safety and security; (2) the efficiency of maritime traffic and maritime transport; and (3) improving the response of authorities to incidents and contributing to a better prevention and detection of pollution by ships.

It requires that the operator, the agent or master of a ship bound for a port of a Member State, shall notify, to that Member State, in advance information concerning the ship particulars, the port of destination, ETA, ETD, number of persons on board and detailed information on dangerous or polluting goods if carried on board. Specific notification requirements are also set up for ships leaving a port of a Member State<sup>39</sup>.

The knowledge of information about the ship's voyage and on dangerous or polluting goods is of paramount importance for Member States to monitor the risk of pollution at sea and prepare effective counter-pollution operations.

The availability of accurate ETAs, ETDs and HAZMAT can support port management, risk assessment of ports and coastal areas as well as the response in case of emergency or for dealing with ships in need of assistance seeking a place of refuge.

Furthermore, the number of persons on board is valuable operational information for Search and Rescue authorities.

### 9.2 PSC domain

PSC Directive requires certain information received by Member States to be transferred to THETIS<sup>40</sup> via SSN. Data that SSN conveys to THETIS is crucial to support PSC operational processes for:

- ship inspecting targeting;
- calculating of the fair share (the amount of inspections that each Member State has to conduct);
- supporting PSCOs in planning inspections.

Data made available in THETIS from SSN includes:

- 72 hour pre-arrival notifications for ships eligible to expanded inspection<sup>41</sup>;
- 24h pre-arrival notifications<sup>42</sup>;
- Notifications on the actual arrival and actual departure of ships calling EU ports and anchorages;
- Waste and security notifications.

Each notification has a different importance and originates from different needs. The 72 and 24 hours pre-arrival notifications are important to allow the PSCO to prepare for inspections and to set up special arrangements if needed. Also special arrangements may be needed in the case of ships at anchorage or having a short port visit.

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<sup>39</sup> Annex 1 of Directive 2002/59/EC.

<sup>40</sup> THETIS is the information system that supports the new Port State Control inspection regime (NIR).

<sup>41</sup> As per IFCD, this information is mandatory if no other national arrangement is in place.

<sup>42</sup> Article 4 of Directive 2002/59/EC.

Additionally, all the notifications are important for the daily management of the inspections and the related workload. A ship will only be available for allocation for inspection whenever there is a call notification in the system. If an ATA has been reported, THETIS will consider the ship available for inspection. Furthermore, a ship can no longer be allocated to an inspector after reporting ATD, thus creating the risk of being counted as a missed inspection.

Finally, ATAs/ATDs are highly important in the system to support the calculation of the fair share. ATA/ATD will also be the key for monitoring purposes like verification of the number of missed inspections by the Member States and management of the projected fair share.

### 9.3 PRF domain

According to PRF Directive<sup>43</sup> ships are obliged to notify the type and amount of waste and residues to be delivered to the port 24 hours before arrival or at the latest when departing previous port, as well as the type and amount of waste that was delivered in the previous port of call.

Efficient delivery of waste and cargo residues from ship to shore relies on advance planning. The effectiveness of port reception facilities can be improved by early information concerning the quantity and the type of waste to be delivered. This would minimize delays and unexpected costs and improve environmental management practices.

In addition, the information about the waste remaining on board, as well as the information on how much was delivered in the previous port, can be beneficial to the relevant authorities, in the Member State of the port of call to ensure compliance with the PRF Directive as well as in the Member State of the next port of call to ensure that the waste notification is consistent with the information provided in the previous port of call. In the latter case the information can be obtained by requesting the waste notification via SSN.

The waste notification shall not only be used to share information with relevant authorities within a MS, through the reporting into the NSW, but, as also required by the RFD, that the information can be shared with other MS in order to enable the reporting once principle and the re-use of the data. This can facilitate an immediate access to the information for any involved responsible authority, in order to support them in establishing the amount of waste delivered in the last port of call and the declared storage capacity in view of the next port of call; deciding if the ship needs to deliver its waste or not; and selecting the vessel for inspection.

### 9.4 Maritime Security domain

Information notified in accordance with Regulation 725/2004/EC contributes to the effective implementation of measures to enhance maritime security. In this respect, the competent authority for the maritime security shall analyse the information provided by the ship and apply the procedures foreseen in paragraph 2.1 of regulation 9 of SOLAS Chapter XI-2.

The availability of early ship security pre-arrival information in electronic format contributes to carry out an efficient analysis of the completeness and timeliness of such information.

Furthermore, the competent authority for maritime security might benefit from the electronic exchange of such information to improve the effectiveness of risk assessment and to target specific vessels before their arrival in port.

### 9.5 Exemptions

Central SSN is the main platform for reporting and exchanging information on port call information, HAZMAT, security and waste exemptions. This reduces the administrative burden and facilitates the reporting and updating of exemptions for the Member States as there is no need to send separate notification to the Commission because they will have access to the information via SSN.

Member States also have easy access to more complete and up-to-date information and it will be easier to identify which ships have failed to provide port call information, HAZMAT, security as well as waste notifications.

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<sup>43</sup> Article 6 of PRF Directive.

## 9.6 Efficiency of shipping

The availability of reliable information via SSN may streamline the administrative processes managed by the relevant authorities, avoiding time consuming operations. Both authorities and the industry would benefit from such smooth and efficient processes.

## 9.7 Summary

The need for accurate reporting is vital for minimising safety hazards, allowing for quick and effective response to maritime incidents, saving lives and protecting property, maintain security and contributing to preventing pollution. At the same time it improves the efficiency and facilitation of maritime transport and maritime traffic.

In summary, the benefits of exchanging PortPlus information are:

- a. availability of reliable and accurate information in an electronic format;
- b. timely preparations for a port visit and PSC;
- c. all information is made available to various competent authorities and allows Member States: rapid access to reported information;
- d. identification of dangerous and polluting cargoes and their characteristics;
- e. as a consequence, accident response teams can assess correctly the situation and thus give an efficient response to accidents;
- f. provides access to information in case of a request to accommodate a ship in need of assistance at a place of refuge<sup>44</sup>;
- g. risk assessments in ports and waters under the jurisdiction of a Member State;
- h. monitoring the legal requirements;
- i. compilation of statistical information;
- j. minimize the impact on marine and coastal environment;
- k. contributes to the integrated maritime system and services.

**The effectiveness of SSN depends greatly on the Member States enforcing its implementation strictly. Accurate data must be provided in time.**

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<sup>44</sup> See also PoR Operational Guidelines (available at: <http://emsa.europa.eu/implementation-tasks/places-of-refuge.html> ).

## 10. Ships which fail to comply with the mandatory PortPlus notifications

Member States shall monitor and take all necessary and appropriate measures to ensure that the masters, operators or agents of ships, as well as shippers or owners of dangerous or polluting goods carried on board such ships, comply with the requirements under this Directive<sup>45</sup>. The notification requirements need to be supervised to ensure that all vessels entering or leaving a port made an appropriate PortPlus notification.

In case of breach of the above provisions, sanctions should be imposed to those parties concerned that have not complied with the reporting requirements. In addition, ships which have failed to comply with the notification and reporting requirements imposed by this Directive shall be considered to be ships posing a potential hazard to shipping or a threat to maritime safety, the safety of individuals or the environment<sup>46</sup>.

Therefore, **Member State holding relevant information on such ships shall communicate this as an Incident Report (IR) to the coastal stations concerned in other Member States located along the planned route of the ship.**

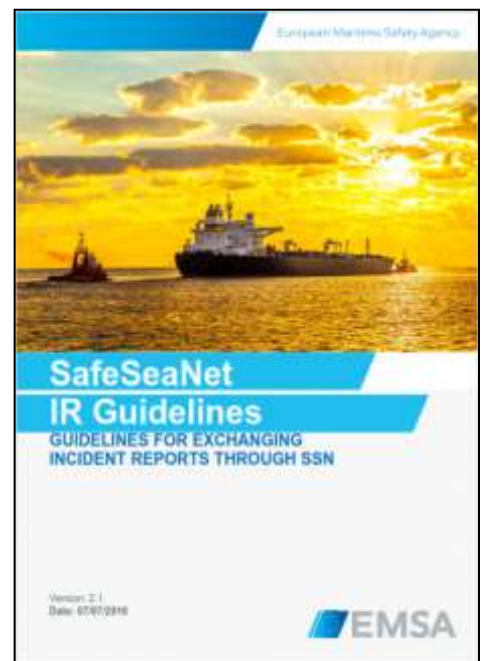
Within the limits of the available staff capacity, Member States shall carry out any appropriate inspection or verification in their ports either on their own initiative or at the request of another Member State, without prejudice to any port State control obligation. They shall inform all Member States concerned of the results of the action they take.

In the case of failure of complying with the reporting requirements included in this document, an Incident Report should be notified to SSN by the competent authority and distributed, when appropriate, to other Member States along the planned route of the ship as well as to the flag State, if EU flag.

Such a report should be sent to SSN in accordance with the “Incident Reporting Guidelines”, available in the EMSA website at the link:

<http://emsa.europa.eu/ssn-main/documents.html>

**Failure to comply with one or more of the notification requirements may trigger an additional PSC inspection in the port of call.**



<sup>45</sup>Article 1 of the VTMS Directive.

<sup>46</sup>Article 16 and 25 of the VTMS Directive.



## Annex 1: Description of queries

Depending on the access rights, a data requestor may request for PortPlus information available in SSN. The description of some of the ship call queries that are possible to request through the SSN web interface is provided in the table.

Type of query	Result of query	Business rules on parameters
<b>Relevant Voyages</b>	The query provides the various stages of a Ship Call for a given vessel, including: <ul style="list-style-type: none"> <li>- The current Ship Call;</li> <li>- The next Ship Calls;</li> <li>- The historical Ship Calls;</li> <li>- In all of the above cases, the details of the hazardous cargo on board (if they exist);</li> <li>- The relevant Incident Notifications.</li> </ul>	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> </ul>
<b>Expected Call Of Selected Ship</b>	Central SSN will provide information on ship calls: <ul style="list-style-type: none"> <li>- With no ATA to PortOfCall, and</li> <li>- With ETAToPortOfCallafter and closest to selected time period.</li> </ul>	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time must be between [SentAt – 30 days] and [SentAt + 30 days]</li> <li>- If StartDate/Time is not provided, SentAt value is considered</li> </ul>
<b>Most Recent Arrival Of Selected Ship</b>	Central SSN will provide the ship call: <ul style="list-style-type: none"> <li>- With ATAPortOfCallbefore and closest to StartDate/Time, and</li> <li>- With ATDPortOfCall, if available, after StartDate/Time.</li> </ul> HAZMAT information in results is as reported before departure from the port.	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time must be between [SentAt – 30 days] and [SentAt]</li> <li>- If StartDate/Time is not provided, SentAt value is considered</li> </ul>
<b>Most Recent Departure Of Selected Ship</b>	Central SSN will provide the ship call with ATDPortOfCallbefore and closest to StartDate/Time. HAZMAT information in results is as reported before departure from the port.	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time must be between [SentAt – 30 days] and [SentAt]</li> <li>- If StartDate/Time is not provided, SentAt value is considered</li> </ul>
<b>Recent And Current Ship Calls Of Selected Ship</b>	Central SSN will provide the list of ship calls with ATAPortOfCallwithin the time period defined by StartDate/Time and EndDate/Time. If no time period is defined, Central SSN will provide the list of latest [NumberOfCalls] consolidated PortPlus messages with ATAPortOfCall before SentAt. HAZMAT information in results is as reported before departure from the port.	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time and EndDate/Time may be used in any order (Start before End or End before Start). Central SSN will consider the time period defined between the closest date and the farthest date.</li> <li>- Time period must be before SentAt, cannot be older than [SentAt – 60 days] and cannot be longer than 30 days.</li> <li>- If only StartDate/Time or End Date/Time is provided, then SentAt value is considered for the missing one.</li> <li>- If none is provided, then NumberOfCalls is considered.</li> <li>- If NumberOfCalls is not provided, then default value “10” is considered.</li> <li>- NumberOfCalls cannot be more than 50.</li> <li>- If StartDate/Time or EndDate/Time is provided,</li> </ul>

Type of query	Result of query	Business rules on parameters
		then NumberOfCalls is not considered.
<b>Expected Ship Calls At EU Port</b>	<p>Central SSN will provide the list of ship calls:</p> <ul style="list-style-type: none"> <li>- With ETAToPortOfCall within the time period defined by StartDate/Time and EndDate/Time, and</li> <li>- Without ATAPortOfCall.</li> </ul> <p>If no time period is defined, Central SSN will provide the list of [NumberOfCalls] correlated voyages:</p> <ul style="list-style-type: none"> <li>- With ETAToPortOfCall after SentAt, and</li> <li>- Without ATAPortOfCall.</li> </ul> <p>HAZMAT information in results is as valid before arrival to the port.</p>	<ul style="list-style-type: none"> <li>- PortOfCall must be provided.</li> <li>- PortOfCall = "ZZUKN" is not allowed.</li> <li>- StartDate/Time and EndDate/Time may be used in any order. (Start before End or End before Start). Central SSN will consider the time period defined between the closest date and the farthest date.</li> <li>- Time period must be after SentAt, must be within [SentAt + 60 days] and cannot be longer than 30 days.</li> <li>- If only StartDate/Time or EndDate/Time is provided, then SentAt value is considered for the missing one.</li> <li>- If none is provided, then NumberOfCalls is considered.</li> <li>- If NumberOfCalls is not provided, then default value "10" is considered.</li> <li>- NumberOfCalls cannot be more than 50.</li> <li>- If StartDate/Time or EndDate/Time is provided, then NumberOfCalls is not considered.</li> </ul>
<b>Current Ship Calls At EU Port</b>	<p>Central SSN will provide the list of ship calls</p> <ul style="list-style-type: none"> <li>- With PortOfCall = defined PortOfCall, and</li> <li>- With ATAPortOfCall after StartDate/Time, and</li> <li>- Without ATDPortOfCall.</li> </ul> <p>HAZMAT information in results is as reported before departure from the port.</p>	<ul style="list-style-type: none"> <li>- PortOfCall must be provided.</li> <li>- PortOfCall = "ZZUKN" is not allowed.</li> <li>- StartDate/Time must be between [SentAt – 30 days] and [SentAt].</li> <li>- If StartDate/Time is not provided, [SentAt – 30 days] is considered.</li> </ul>
<b>Completed Ship Calls At EU Port</b>	<p>Central SSN will provide the list of ship calls:</p> <ul style="list-style-type: none"> <li>- With PortOfCall = defined PortOfCall, and</li> <li>- With ATDPortOfCall after StartDate/Time.</li> </ul> <p>HAZMAT information in results is as reported before departure from the port.</p>	<ul style="list-style-type: none"> <li>- PortOfCall must be provided.</li> <li>- PortOfCall = "ZZUKN" is not allowed.</li> <li>- StartDate/Time must be between [SentAt – 30 days] and [SentAt]</li> <li>- If StartDate/Time is not provided, [SentAt – 30 days] is considered</li> </ul>
<b>Latest Call Updates</b>	<p>Central SSN will provide the list of ship calls which were registered or updated within the specified time period.</p>	<ul style="list-style-type: none"> <li>- StartDate/Time must be &lt; EndDate/Time</li> <li>- StartDate/Time and EndDate/Time must be between [SentAt – 24h] and [Sent At].</li> </ul>
<b>List Expected Calls Of Selected Ship</b>	<p>Central SSN will provide the list of ship calls:</p> <ul style="list-style-type: none"> <li>- Without ArrivalDetails element, and</li> <li>- With ETAToPortOfCall after StartDate/Time, and</li> <li>- Without ATAPortOfCall.</li> </ul> <p>HAZMAT information in results is as valid before arrival to the port.</p>	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time must be between [SentAt] and [SentAt + 30 days]</li> <li>- If StartDate/Time is not provided, SentAt value is considered</li> </ul>

Type of query	Result of query	Business rules on parameters
<b>Selected Ship Call</b>	Central SSN will provide the ship call with the specified ShipCallID. HAZMAT information in results is as reported before departure from the port.	ShipCallID is mandatory
<b>Get Active HAZMAT For Selected Ship</b>	Central SSN will provide the most relevant ship call and associated HAZMAT details which are active at StartDate/Time. Information may come from different PortPlus messages (different values of ShipCallID).	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time must be between [SentAt – 7 days] and [SentAt + 7 days]</li> <li>- If StartDate/Time is not provided, SentAt value is considered</li> </ul>
<b>Get Active Security For Selected Ship</b>	Central SSN will provide the most relevant ship call and associated security details. <ul style="list-style-type: none"> <li>- without ATDPortOfCall and</li> <li>- with closest ETAToPortOfCall or ATAPortOfCall to StartDate/Time</li> </ul>	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time must be between [SentAt – 7 days] and [SentAt + 7 days]</li> <li>- If StartDate/Time is not provided, SentAt value is considered</li> </ul>
<b>Get Active Waste For Selected Ship</b>	Central SSN will provide the most relevant ship calls and associated waste details. <ul style="list-style-type: none"> <li>- without ATDPortOfCall and</li> <li>- with closest ETAToPortOfCall or ATAPortOfCall to StartDate/Time</li> </ul>	<ul style="list-style-type: none"> <li>- IMONumber or MMSINumber must be provided.</li> <li>- StartDate/Time must be between [SentAt – 7 days] and [SentAt + 7 days]</li> <li>- If StartDate/Time is not provided, SentAt value is considered</li> </ul>

## Annex 2: Guidance on completing the revised waste notification form for delivering ship-generated waste in EU ports

This Annex provides guidance for the ship data provider (owner, operator and master of the ship) for use when completing the notification required in accordance with Annex II to Directive 2000/59/EC of the European Parliament and the Council on Port Reception Facilities (PRF) for ship-generated waste and cargo residues, as last amended by Commission Directive 2015/2087. Article 6 of the Directive requires that the notification in Annex II has to be completed and the information notified by ships that are bound for a port located in the EU.

Element in the Notification	Guidance	
<b>Title: Information to be Notified before Entry into the Port of .....</b>	Insert the port of call (. The <b>port of call should be understood as:</b> "the port that the ship is <i>en route</i> to".	
<b>Sections 1 (ship particulars) and 2 (Flag State)</b>	Insert data on the ship's name, call sign and, if available, the IMO identification number of the ship, as appropriate.	
<b>Section 3 (ETA)</b>	Insert the estimated time of arrival in the port of call. This is needed to provide adequate notice to the port to provide PRF during the period your ship is in port, without incurring undue delay.	
<b>Section 4 (ETD)</b>	Insert the estimated time of departure from the port of call. This is needed to provide adequate PRF during the period the ship is in port, without incurring undue delay.	
<b>Section 5 (previous port of call)</b>	Fill in appropriately.	
<b>Section 6 (next port of call)</b>	In this section, enter the next port of call (i.e. the port to be visited after the port of call).	
<b>Section 7 (port and date when waste was last delivered), including the quantities and types of waste that were delivered)</b>	Insert the last port and date where waste was delivered. The amounts and types of waste that were delivered should also be added. For example if a ship is calling in the port of Hamburg, after travelling from Lisbon to Antwerp, and 7m <sup>3</sup> of garbage, and 5m <sup>3</sup> of oily residues are delivered in Antwerp and 4m <sup>3</sup> of sewage was delivered in Lisbon, then only the garbage and oily waste delivered in Antwerp should be entered. The actual waste delivered in Lisbon would have been reported before entry into Antwerp.	
<b>Section 8</b>	If the ship is landing all of its waste, then the information on waste to be delivered, the estimated amount of waste to be generated and the types and amounts of waste delivered should be inserted. If the ship is delivering some or none of its waste, then the information on waste to be delivered, the estimated amount of waste to be generated, the types and amounts of waste delivered, the port at which remaining waste will be delivered and the estimated amount of waste to be generated between notification and next port of call should be inserted Where no waste is to be delivered then the section on waste to be delivered should be filled in with zeroes.	
<b>Section 9: Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity.</b>	These figures should be inserted appropriately. If waste was mixed, it should be listed under the more hazardous category of waste	
	<i>Column 2 (waste to be delivered)</i>	This information should include the amount of waste for each category of waste that is to be delivered in the port of call. This figure is likely to be an estimation as the vessel is still sailing.
	<i>Column 3 (maximum dedicated storage capacity)</i>	Enter the maximum storage capacity on the ship for each category of waste being

Element in the Notification	Guidance	
		delivered. Unless changes are made in the way waste is stored on board a ship, these figures should remain constant for each notification.
	<i>Column 4 (amount of waste retained on board):</i>	Enter the amount of waste for all the categories of waste that will be kept on board until the port of delivery in this column. This waste should be kept on board and delivered in the next port of call. Although this figure could be an estimation, it is expected that the amount recorded will be very close to the actual amount to be kept on board.
	<i>Column 5 (port at which remaining waste will be delivered):</i>	Enter the port at which the waste recorded in Column 4 will be landed. This should be the next port of call as waste notification works on a port to port basis. If there is sufficient capacity on-board the vessel to store the waste at the port after the next port of call, then this should be reflected in the notification to that port.
	<i>Column 6 (estimated amount of waste to be generated between notification and next port of call)</i>	Enter the estimated amount of waste that will be produced before the ship enters the next port of call for each category of waste.
	<i>Column 7 (amounts and types of waste delivered at the last port of delivery)</i>	Enter the amount of waste actually delivered to the ship's <b>last</b> port of call. This can be obtained through receipts, if they have been given by the port/PRF, or from entries in the record books and logs on board the ship (see Section 7 above for an example).
	<i>Row 6: Sewage.</i> (Business Rules Annex 1, 9 (2))	Please note that this does not need to be completed if it is the intention to make an authorised discharge at sea under Annex IV MARPOL.
	<i>Row 7: Garbage</i> (Business Rules Annex 1, 9 (3))	<i>Garbage</i> is defined in line with MARPOL Annex V and includes all kinds of food wastes, domestic wastes and operational wastes, all plastics, incinerator ashes, cooking oil, and animal carcasses generated during the normal operation of the ship and liable to be disposed of continuously or periodically except those substances which are defined or listed in other Annexes to the present Convention. Garbage does not include fresh fish and parts thereof generated as a result of fishing activities undertaken during the voyage, or as a result of aquaculture activities which involve the transport". Also, Annex II does not include fishing gear, as fishing vessels are excluded from the waste notification obligation in article 6". Furthermore, MARPOL Annex V cargo residues are not included in this row, but instead in row 15, which provides a separate category for cargo residues.
	<i>Row 8: Plastics</i>	<i>Plastics</i> is defined as in MARPOL Annex

Element in the Notification	Guidance	
	(Business Rules Annex 1, 9 (3.1))	V – “a solid material which contains as an essential ingredient one or more high molecular mass polymers and which is formed (shaped) during either manufacture of the polymer or the fabrication into a finished product by heat and/or pressure. Plastics have material properties ranging from hard and brittle to soft and elastic. For the purposes of this annex, “all plastics” means all garbage that consists of or includes plastic in any form, including synthetic ropes, synthetic fishing nets, plastic garbage bags and incinerator ashes from plastic products”.
	<i>Row 9: Food Wastes</i> (Business Rules Annex 1, 9 (3.2))	<i>Food Waste</i> is defined as in MARPOL Annex V “any spoiled or unspoiled food substances and includes fruits, vegetables, dairy products, poultry, meat products and food scraps generated aboard ship”.
	<i>Row 10: Domestic Wastes</i> (Business Rules Annex 1, 9 (3.3))	<i>Domestic Wastes</i> is defined as in MARPOL Annex V – “all types of wastes not covered by other Annexes that are generated in the accommodation spaces on board the ship. Domestic wastes do not include grey water”.
	<i>Row 11: Cooking Oil</i> (Business Rules Annex 1, 9 (3.4))	<i>Cooking Oil</i> is defined as in MARPOL Annex V – “any type of edible oil or animal fat used or intended to be used for the preparation or cooking of food, but does not include the food itself that is prepared using these oils”.
	<i>Row 12: Incinerator Ashes</i> (Business Rules Annex 1, 9 (3.5))	<i>Incinerator Ashes</i> is defined as in MARPOL Annex V- “ash and clinkers resulting from shipboard incinerators used for the incineration of garbage”.
	<i>Row 13: Operational wastes.</i> (Business Rules Annex 1, 9 (3.6))	<i>Operational wastes</i> is defined as in MARPOL Annex V – “all solid wastes (including slurries) not covered by other Annexes that are collected on board during normal maintenance or operations of a ship, or used for cargo stowage and handling. Operational wastes also include cleaning agents and additives contained in cargo hold and external wash water. Operational wastes do not include grey water, bilge water, or other similar discharges essential to the operation of a ship, taking into account the guidelines developed by the Organization”.
	<i>Row 14: Animal Carcass(es)</i> (Business Rules Annex 1, 9 (3.7))	<i>Animal Carcass (es)</i> is defined as in MARPOL Annex V: “the bodies of any animals that are carried on board as cargo and that die or are euthanized during the voyage”.
	<i>Row 15: Cargo Residues</i> (Business Rules Annex 1, 9 (4))	<i>Cargo Residues</i> is defined as in article 2(d) of the Directive, and shall mean “the remnants of any cargo material on board

Element in the Notification	Guidance	
		<p>in cargo holds or tanks which remain after unloading procedures and cleaning operations are completed and shall include loading/unloading excesses and spillage". This would thus cover washing waters containing oily residues as specified in MARPOL Annex I, and MARPOL Annex II, as well as cargo residues defined in MARPOL Annex V. Information on cargo residues should be categorised according to the relevant Annexes of MARPOL, in particular MARPOL Annexes I, II and V.</p>
<b>Signature</b>	<p>A signature is not needed during the electronic notification procedure as the user's identification in the system is accepted for authentication of the submission in lieu of a signature.</p>	



## Annex 3: PortPlus reporting schemas

### 1. Single notifications

This section presents the reporting requirements for different notifications (e.g. port, HAZMAT, waste and security information) which can be reported in distinct instances for the same ship call.

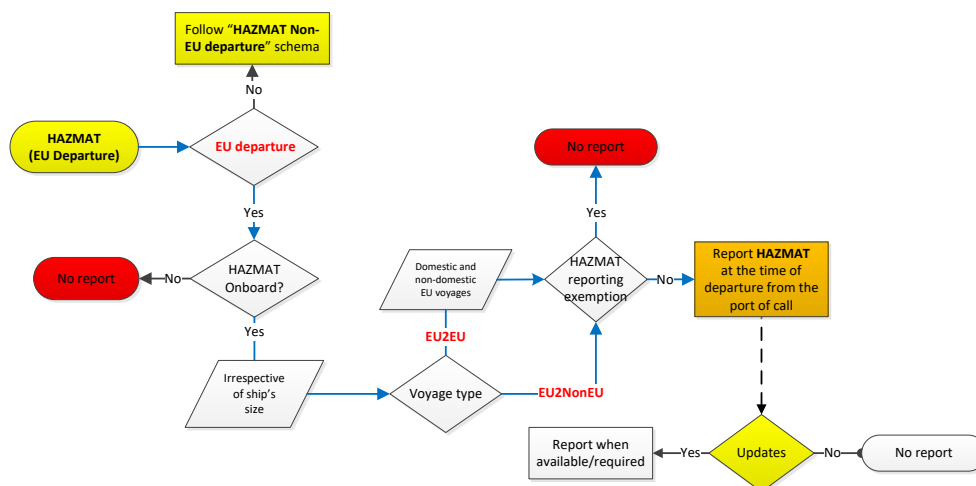


Figure 1.1(a): HAZMAT report– EU departure (Art.13.1 of Directive 2002/59/EC)

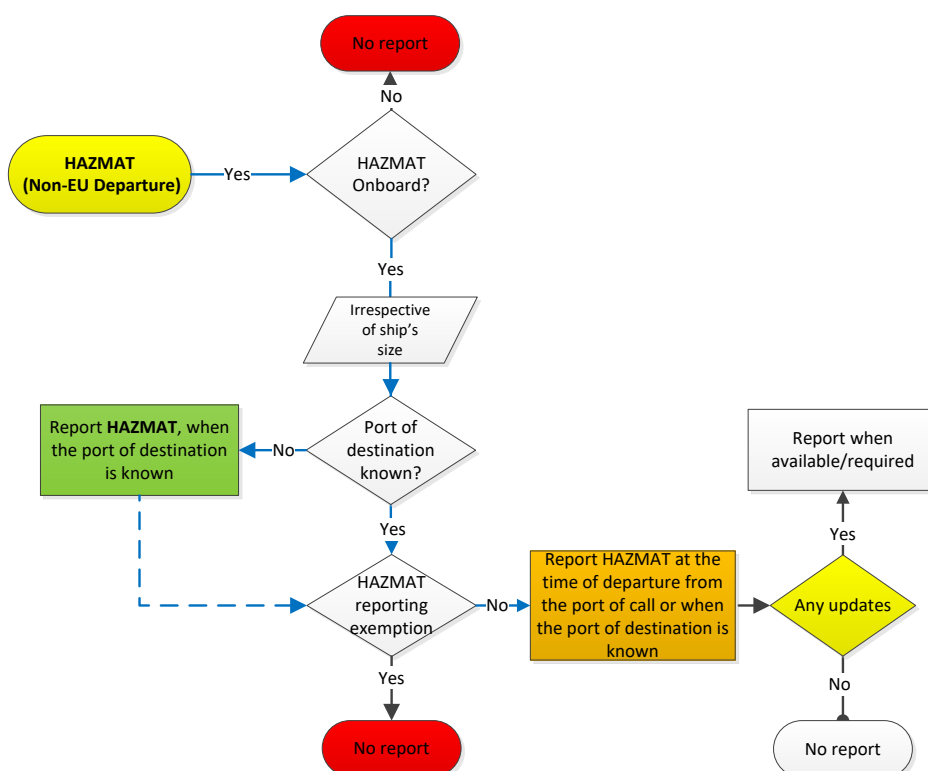


Figure 1.1(b): HAZMAT report: non-EU departure (Art.13.2 of Directive 2002/59/EC)

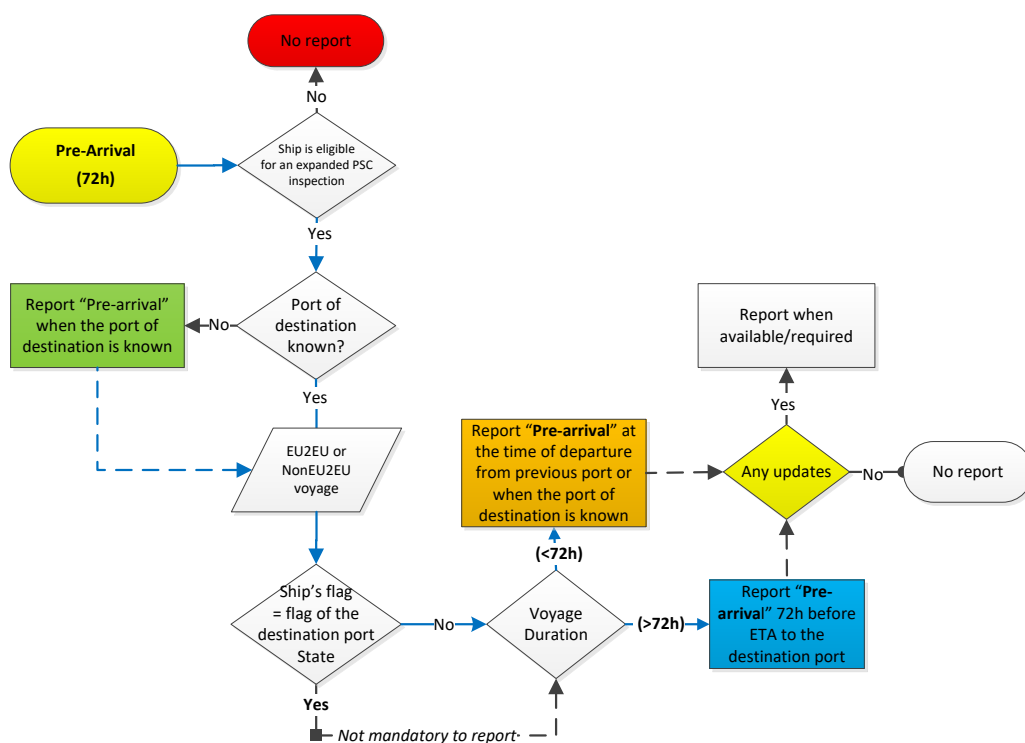


Figure 1.2: 72-hours pre-arrival report (Art. 9.1 of Directive 2009/16/EC &amp; Annex III)

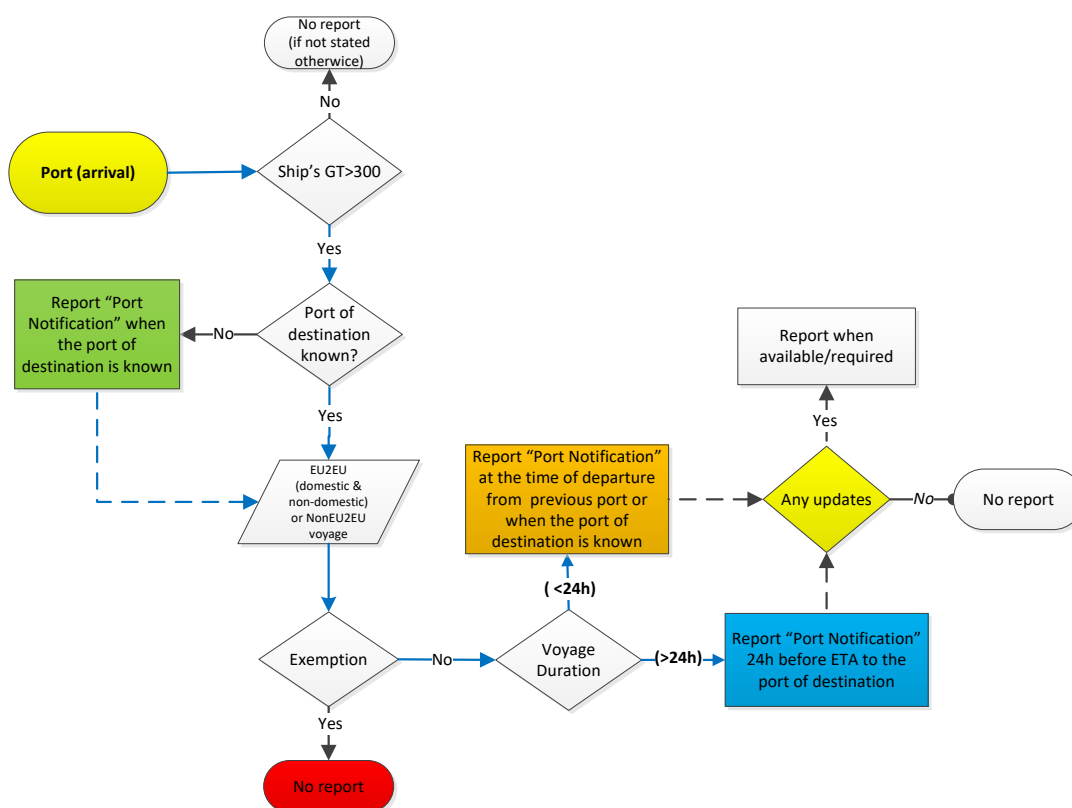


Figure 1.3: Port (arrival) Notification (Art.4 of Directive 2002/59/EC)

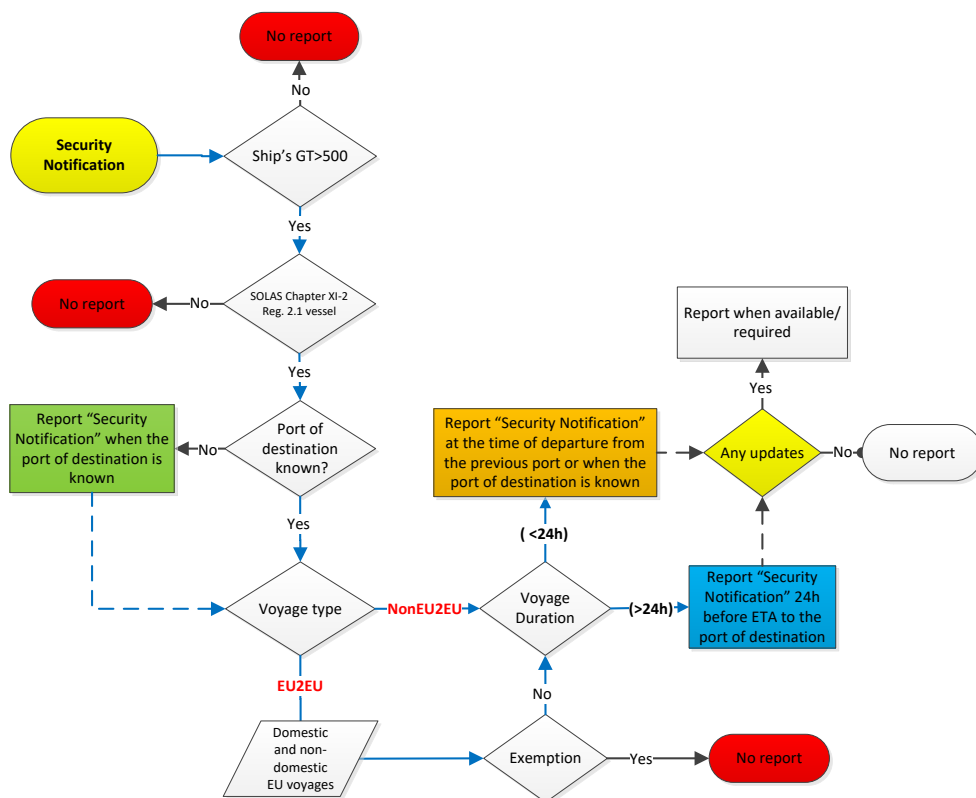


Figure 1.4: Security Notification (Art. 6 of Regulation 725/2004)

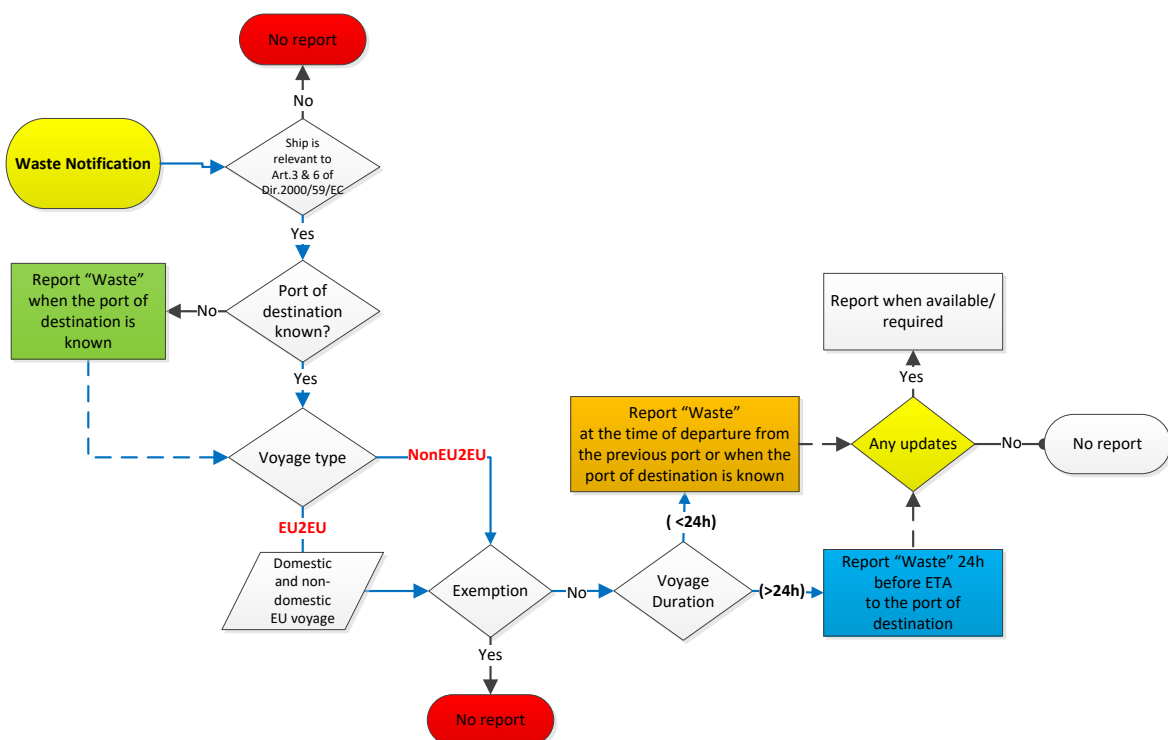


Figure 1.5: Waste Notification (Art. 6 of Directive 2000/59/EC)

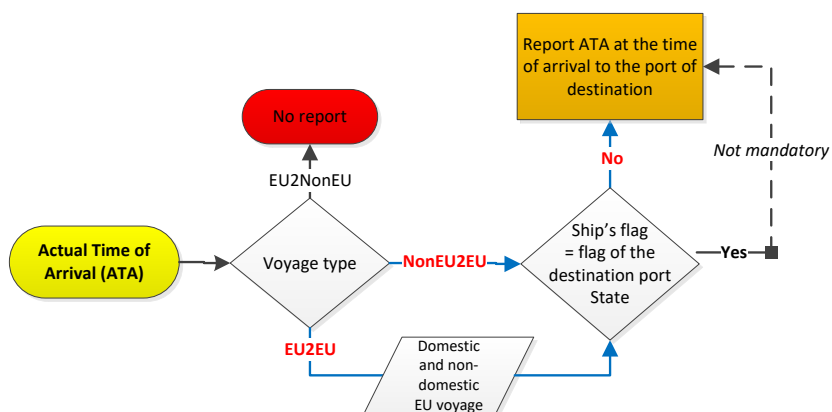


Figure 1.6: Actual Time of Arrival (ATA) Notification (Art. 24.2 of Directive 2009/16/EC)

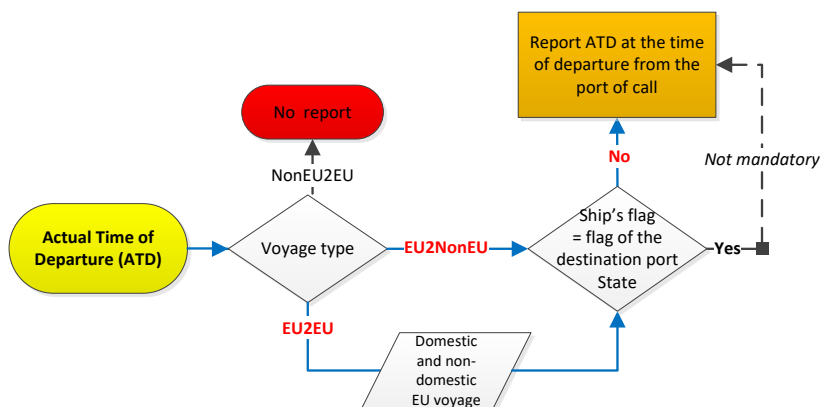


Figure 1.7: Actual Time of Departure (ATD) Notification (Art. 24.2 of Directive 2009/16/EC)

## 2. Combined notifications

This section presents the PortPlus notification compiling information from different notifications (e.g. port, HAZMAT, waste and security information) for the same ship call.

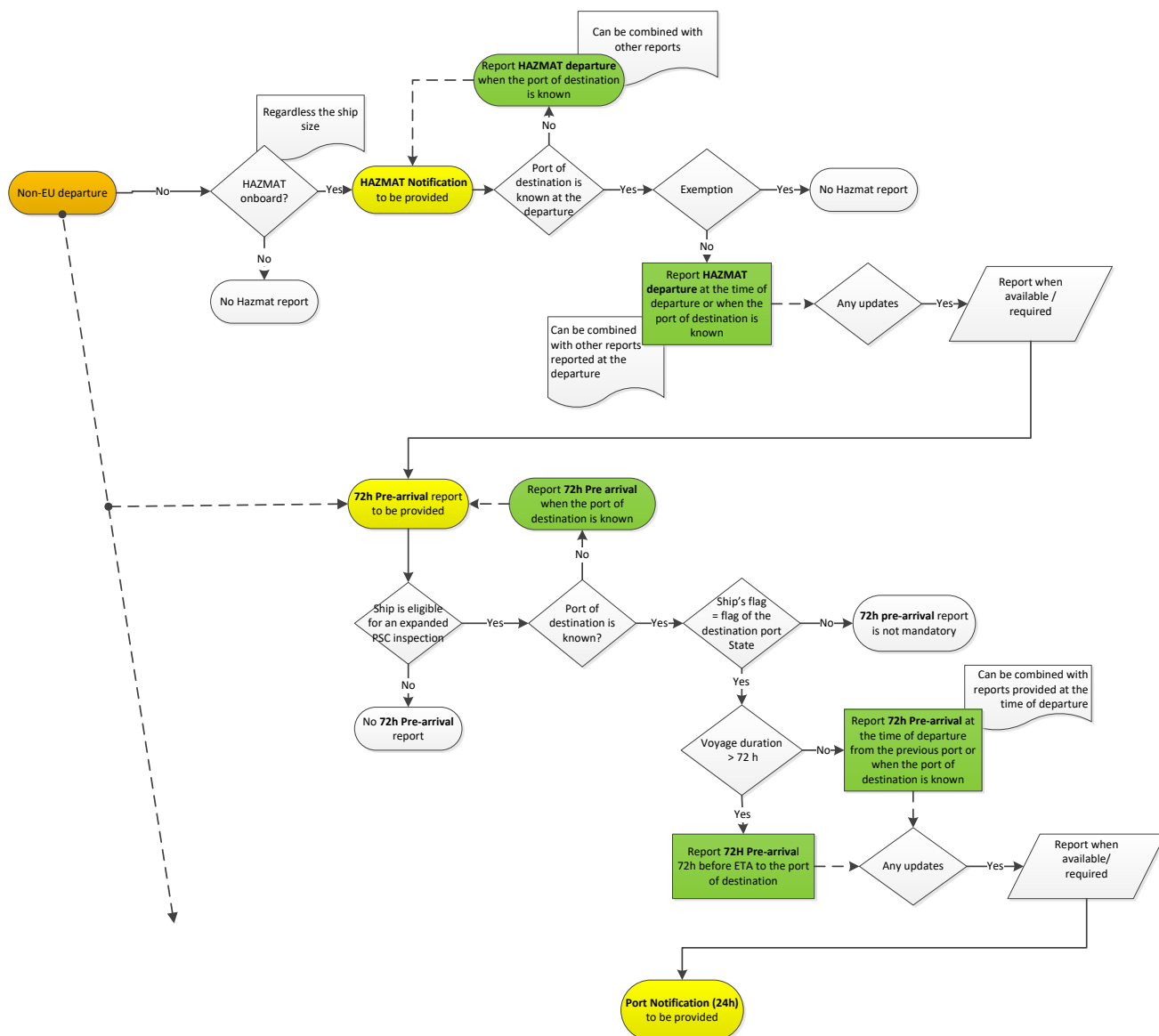


Figure 2(1): Combined PortPlus Notification

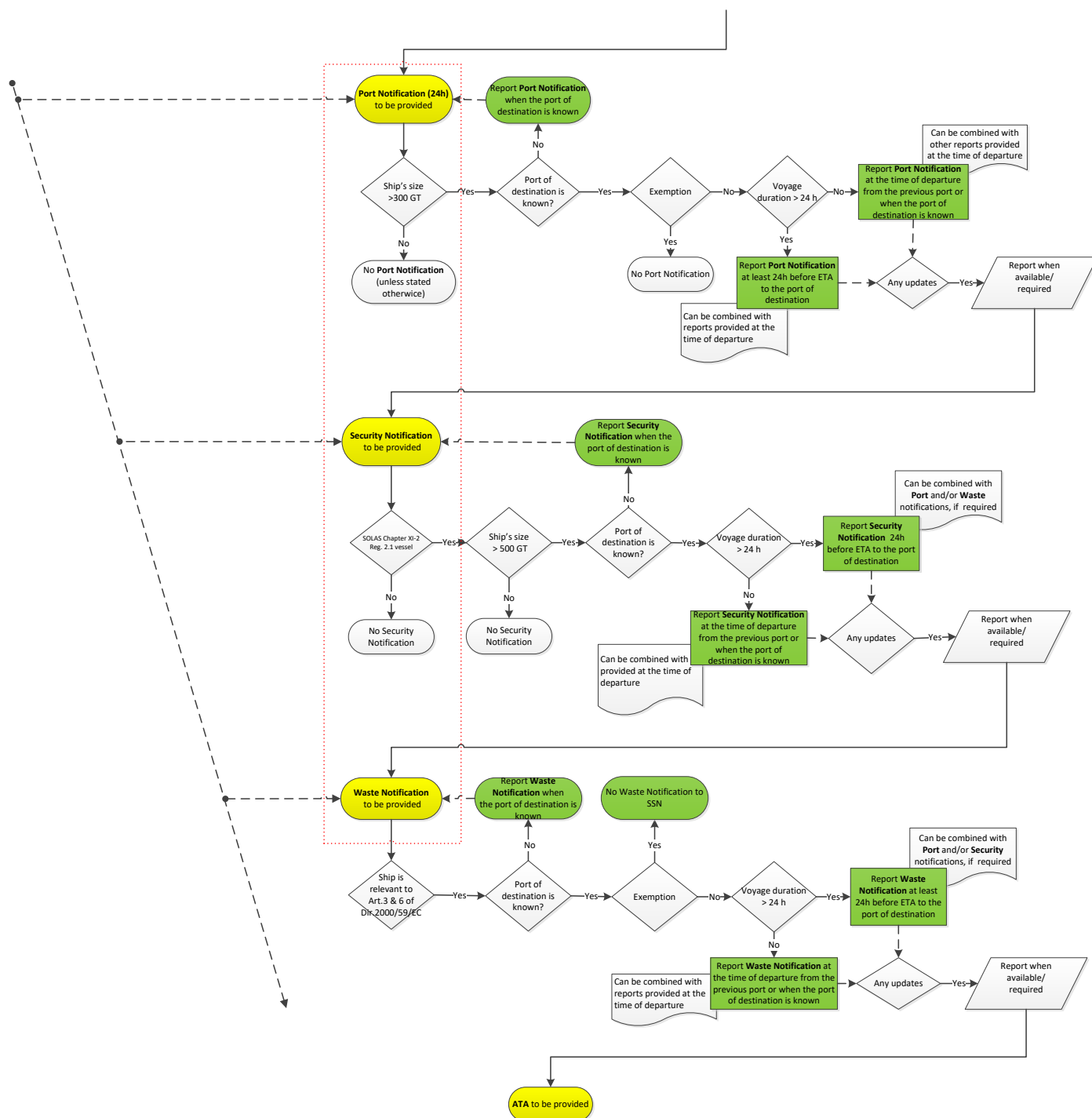


Figure 2(2): Combined PortPlus Notification (cont.)

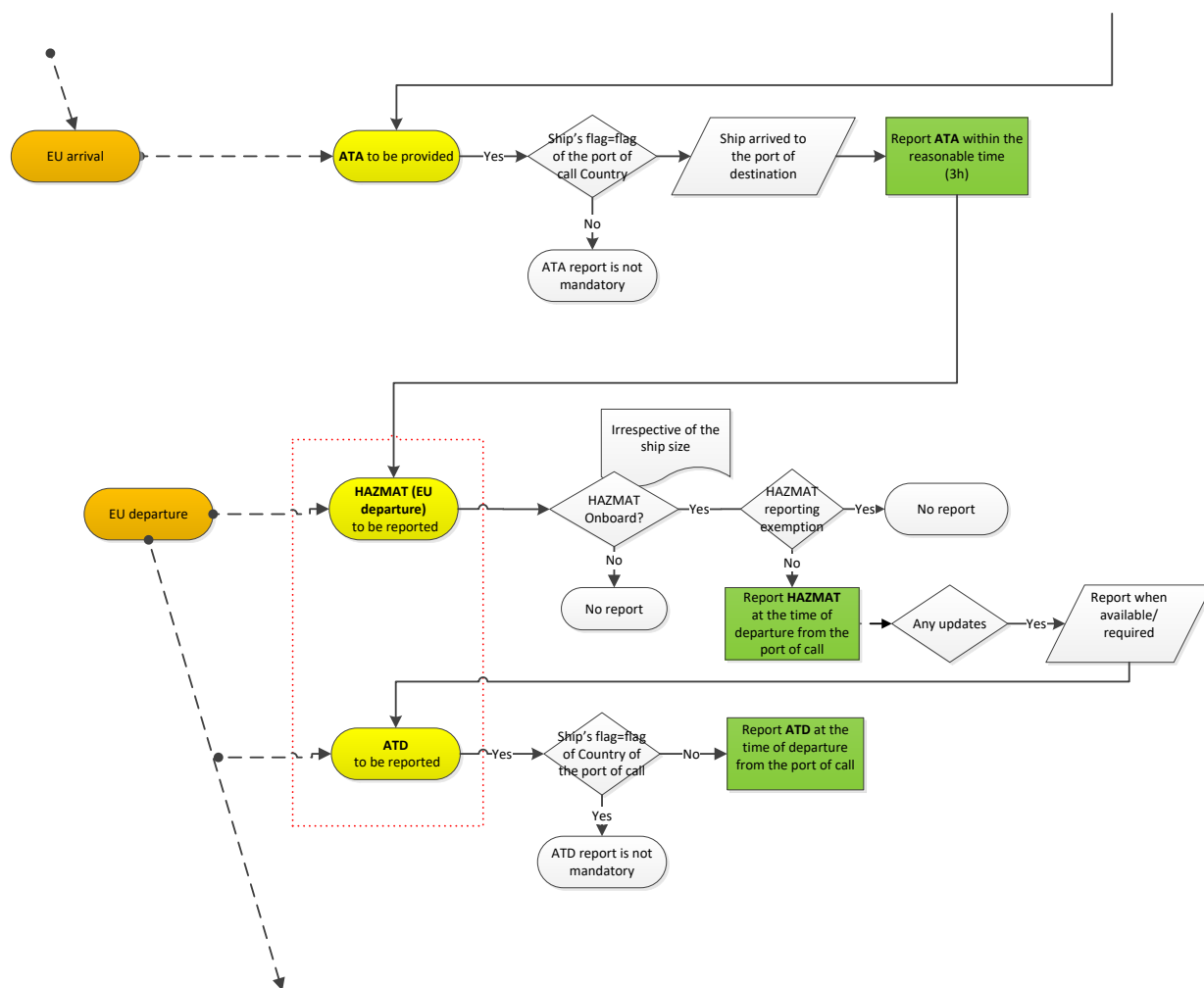


Figure 2(3): Combined PortPlus Notification (cont.)





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