European Maritime Safety Agency

HAZMAT Working Group

Guidelines on Reporting HAZMAT in SSN

1st coordination meeting

Unit C.2 - Vessel Traffic and Reporting Services

Lisbon | 25 February 2014

Agenda

- Objectives
- Format
- Content
- Next steps

Objective

- To improve the quality and accuracy of Hazmat reporting through harmonisation by:
  - Identifying what has to be reported in accordance with the legal requirements
  - Enhancing awareness among stakeholders of why it is important to have accurate reporting
  - Better understanding how information should be reported
  - Guiding the reporting parties and the authorities in finding the correct information
  - Supporting authorities by providing options for validating information received
  - Providing a guide to available training and identifying best practices

Format

- A document available on web
- A holistic document that covers the requirements of both the industry and the public authorities or as two separate documents (as already supported by MS)
- A printed short leaflet (extract from the guidelines)
- In English, which MS may translate in national languages

Content

1. Introduction
2. Intended audience
3. Legal reporting obligations
4. The benefits of accurately reporting dangerous and polluting goods
5. Identification of dangerous and polluting goods
6. Which information to report
7. Where to find necessary information related to dangerous and polluting goods
8. How and where to report
9. What are the possible means of validation to ensure quality reporting
10. Available training and how to enhance HAZMAT expertise among the data providers and the Maritime Administrations
11. How to promote the best practices in reporting and verifying Hazmat
12. How to use the HAZMAT Reference Database (still to be developed)
13. Reporting of information on HAZMAT incidents

1. Introduction

- Highlights the objective of the document
- Recalls the results of the Hazmat survey:
  - Low quality of reporting
  - Incorrect reporting
  - Misinterpretations
  - Mis-declarations
- It is a 'living document' – with version control

2. Intended audience

- Reporting parties: as a reference
  - ship and cargo agents
  - masters
  - ship operators

- Member States authorities - as a validation measure, a 'training tool' and 'awareness' material
  - NCAs
  - National/ local authorities – Port, maritime, single window responsible for receiving and verifying DPG

- Other industry stakeholders – manufacturers, shippers, freight forwarders, logistics companies

3. Legal obligations

3.1 What to report

- VTMIS Directive
  - Defines dangerous and polluting goods (Art. 3)
  - Specifies the obligations of shippers (Art. 12)
  - Identifies when, how and to whom Hazmat should be notified, including exemption possibility (Art. 13-15)
- Relevant IMO legal instruments
  - MARPOL Annex I, II, III and Codes - BC, IMDG, IBC, IGC, INF
- IFCD data quality requirements (sections 4.6 and 5.2)

3. Legal obligations

3.2 When to report

- VTMIS Directive – Article 13
  - A ship **leaving a port of a MS** – at the latest at the moment of departure
  - A ship **arriving from a port outside the community** – at the latest upon departure from the loading port or as soon as the port/anchorage of destination is known

3.3 Who should report

- VTMIS Directive – Article 13
  - Operator, agent or master to competent authority
  - NCA to SSN

3. Legal obligations

3.4 Where to report

- VTMIS Directive – Article 13
  - Competent authority designated by MS, or
  - Port authority
- Reporting Formalities Directive (1 June 2015)
  - Information on HAZMAT (VTMIS Directive and FAL 7) are to be reporting to a NSW

3.5 How to report

- VTMIS Directive – Article 13
  - Electronically whenever practicable
  - Electronic exchange between MS
- Reporting Formalities Directive
  - electronically

4. The benefits of accurate reporting and sharing of information

- Describes the benefits of accurate reporting of Hazmat data and exchange in SSN:
  - Unambiguous identification of cargoes and their characteristics
  - allows appropriate handling, segregation and carriage
  - Minimizes risk of incidents and accidents
  - Safer and quicker response to accidents if location of Hazmat is easily identified
  - Facilitates accommodation at places of refuge and response measures
  - Minimise administrative burden of shipping industry
  - More reliable statistics on accidents involving ships carrying dangerous and polluting goods

5. Identification of dangerous and polluting goods

- Dangerous Goods means:
  - goods classified in the IMDG Code,
  - dangerous liquid substances listed in Chapter 17 of the IBC Code,
  - liquefied gases listed in Chapter 19 of the IGC Code,
  - solids referred to in Appendix B of the BC Code, and
  - Also included are goods for the carriage of which appropriate preconditions have been laid down in accordance with paragraph 1.1.3 of the IBC Code or paragraph 1.1.6 of the IGC Code.

5. Identification of dangerous and polluting goods

- polluting goods means:
  - oils as defined in Annex I to the MARPOL Convention,
  - noxious liquid substances as defined in Annex II to the MARPOL Convention, and
  - harmful substances as defined in Annex III to the MARPOL Convention.

- 'Relevant international instruments' ….in their up-to-date versions

6. Which information to report

In accordance with Article 13 and Annex I(3) of Directive 2002/59/EC, the notification of Hazmat includes the following:

- **DG Classification** – identifies the nature of the cargo on board and which IMO Code or Convention applicable to the declared DPG (IMDG, IBC, IGC, IMSBC, MARPOL I).
- **Technical names** - 'proper shipping name', 'product name', 'bulk cargo shipping name' or 'liquid category' depending on the applicable IMO Convention or Code.
- **UN Number, where they exist** – refers to the United Nations number of the DPG (where applicable) and allows the unambiguous identification of the cargo. (Incorrect use of the technical names and UN numbers).

6. Which information to report

- **IMO Hazard Classes in accordance with the IMDG, IBC and IGC Codes** - essential for the proper identification of the characteristics and properties of the substances, materials and articles.
- where appropriate, the **class of the ship** as defined by the INF Code.
- **Quantity** – essential, for example, for the proper assessment of the risk posed by certain goods.
- **Location on board** – vital in case of rescue or salvage operations and for assistance on board. The XML Ref. Guide includes recommendations for identifying the stowage position, but are not strictly followed.
- if they are being carried in cargo transport units other than tanks, the **identification number** thereof.

6. Which information to report

Data Elements XML Ref. Guide v3.00		Data Elements FAL form 7	Directive requirements Annex 1 3.b
Specific Elements	**Application**		
DG classification	Mandatory	No	*Yes*
Textual reference	Mandatory	Yes, proper shipping name	*the correct technical names of the dangerous or polluting goods*
IMO hazard class	Mandatory if IMDG and IGC	Yes, Class	*the IMO hazard classes in accordance with the IMDG, IBC and IGC Codes*
UN number	Mandatory if IMDG and IGC	Yes, UN Number	*the United Nations (UN) numbers where they exist*
Packing group	Optional	Yes	*No*
Subsidiary risks	Optional	Yes	*No*
Flashpoint	Optional	Yes	*No*
MARPOL pollution code	Optional	Yes, Marine Pollutant	*No*
EmS	Optional	Yes	*No*
Package Type	Optional	Yes, Number and kind of packages	*No*

6. Which information to report (cont.)

Data Element XML Ref. Guide v3.00		Data Elements FAL form 7	Directive requirements Annex 1 3.b
Specific Elements	**Application**		
Quantity and Unit Of Measurement	Mandatory e.g. GrossQuantity UnitOfMeasurementGross	Yes, Mass (kg)	*the quantities of such goods* [dangerous goods]
Location	Mandatory LocationOnBoard	Yes, Stowage position on board	*their* [dangerous goods] *location on board*
Identification No.	Mandatory TransUnitId	Yes, Marks & Numbers Container Id. No(s). Vehicle Reg. No(s).	*if they are being carried in cargo transport units other than tanks, the identification number thereof*
INF Type reporting	Optional INFShipClass	No	*the class of the ship needed for INF cargoes*

6. Which information is applicable

Classification / IMO Code	Textual Reference(Applicable Y/N)	UN number (Appl. Y/N)	IMO Hazard Class (possible classes)	Packing group (Applicable Y/N)	EMS (Applicable Y/N)	Subsidiary risk (Applicable Y/N)	Marpol code (Appl. Y/N)
IMDG	Y (i.e. Proper shipping name)	Y	(1), 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 (2), 2.1, 2.2, 2.3, 3, (4), 4.1, 4.2, 4.3, (5), 5.1, 5.2, (6), 6.1, 6.2, 7, 8, 9 or UNKNOWN	Y/N Only applicable for IMO Hazard Class: 3, 4.1, 4.2, 5.1, 6.1, 8, 9. Not every good of these classes has a packing group. Possible values I, II, III (and NONE).	Y/N Consists of 2 values, 1 for spillage and 1 for fire. Possible values spillage: S-A to S-Z. Possible values fire: F-A to F-Z.	Y/N Possible values refer to IMDG and IMO Hazard Class. More than one value is possible.	N
IBC	Y (i.e. Product name)	Y/N	Possible values: S, P, S/P or UNKNOWN	N	N	N	Y Possible values: X, Y, Z, OS UNKNOWN
IGC	Y (i.e. Product name)	Y	Possible values: 2.1, 2.2 or 2.3	N	Y/N	Y/N	N
IMSBC	Y (i.e. Bulk cargo shipping name)	Y/N	4.1, 4.2, 4.3, 5.1, 6.1, 7, 8, 9 MHB (material hazardous only in bulk)	N	Y/N	Y/N	N
MARPOL Annex 1	Y (i.e. Name of oil)	N	HEAVY, LIGHT or UNKNOWN	N	N	N	N

Source: XML Reference Guide v3.00 - Annex C

7. Where to find necessary information

	Dangerous and polluting goods references within Directive 2002/59/EC (as amended)						
	Dangerous				Polluting		
	IMDG	IBC	IGC	BC	MARPOL	MARPOL	MARPOL
References from Directive 2002/59/EC	Goods classified in the IMDG Code	Dangerous liquid substances listed in Chapter 17 of the IBC Code	Liquefied gases listed in Chapter 19 of the IGC Code	Solids referred to in Appendix B of the BC Code.	Oils as defined in Annex I to the MARPOL Convention	Noxious liquid substances as defined in Annex II to the MARPOL Convention	Harmful substances as defined in Annex III to the MARPOL Convention
		Goods for the carriage of which appropriate preconditions have been laid down in accordance with paragraph 1.1.3 of the IBC Code	Goods for the carriage of which appropriate preconditions have been laid down in accordance paragraph 1.1.6 of the IGC Code				

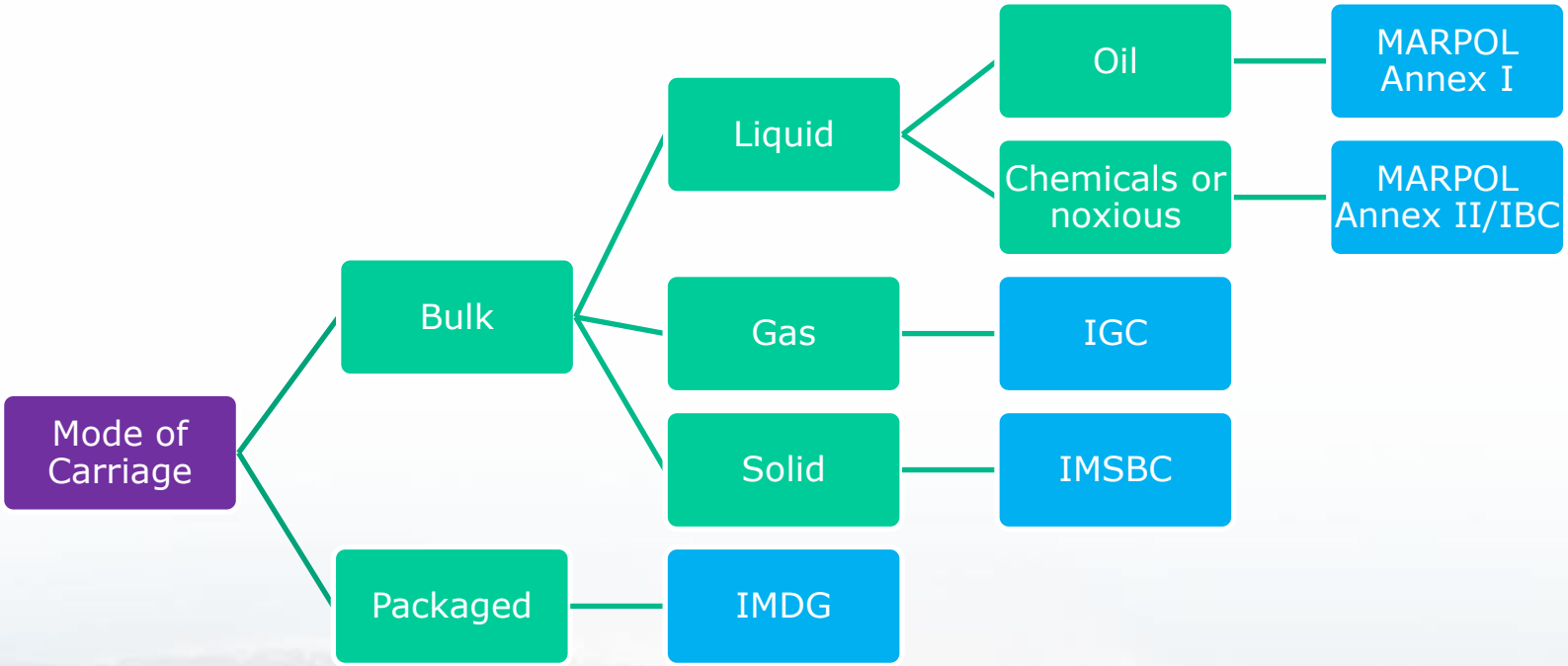
- Are the Directive references correct?

7. Where to find necessary information

	Dangerous and polluting goods references within Directive 2002/59/EC (as amended)						
	Dangerous				Polluting		
	IMDG	IBC	IGC	BC	MARPOL	MARPOL	MARPOL
References from Directive 2002/59/EC	Goods classified in the IMDG Code	Dangerous liquid substances listed in Chapter 17 of the IBC Code	Liquefied gases listed in Chapter 19 of the IGC Code	~~Solids referred to in Appendix B of the BC Code.~~	Oils as defined in Annex I to the MARPOL Convention	Noxious liquid substances as defined in Annex II to the MARPOL Convention	Harmful substances as defined in Annex III to the MARPOL Convention
		Goods for the carriage of which appropriate preconditions have been laid down in accordance with paragraph ~~1.1.3~~ 1.1.6 of the IBC Code	Goods for the carriage of which appropriate preconditions have been laid down in accordance paragraph 1.1.6 of the IGC Code	IMSBC Code Appendix 4 – materials with Group (B) or (A+B)	MSC.286(86) Recommendation for material safety data sheets for MARPOL Annex 1 oil cargo and oil Fuel.		

- Comments received from Member States

7. Where to find necessary information



HAZMAT Reporting Tree

7.1 Further guidance on reporting

- **Quantity**

XML Ref. Guide refers to the 'free text entry'. Indicating Quantity.

XML Ref. Guide v3.0:

Free text entry. Indicating Quantity.

- **Unit of measurement, as below:**

XML Ref. Guide v3.0:

Indication of the unit of measurement in which the weight (mas) or volume is expressed. Possible values are:

- KGM (kilogram)
- TNE (Metric tonne)
- M3 (Cubic meter)

7.1 Further guidance on reporting

Location On Board

XML Ref. Guide v3.0:

- The following formats for Stowage cells are recommended:

If container vessels as per ISO standard: Bay/Row/Tier in format: BBBRRTT. If Bay number is less than 3 characters it must be filled with leading zeros, e.g. "0340210".

If feeder vessels as per ISO standard: Hatch/Tier/Row in format: HHHTTRR. If hatch number is less than 3 characters it must be filled with leading zeroes.

If ro-ro vessels: Deck/Bay/Row/Tier in format: DDBBBRRTT

If general cargo vessels: 3 to 9 characters, format:

- firstly 3 characters (mandatory) for the cell number (01, 02, etc. with a further indication: S (starboard), P (Portside) of C (Centre));
- secondly 3 characters (optional) for the indication of the deck level:
  - WED = weather deck
  - TD9 = tween deck 9
  - …
  - TD1 = tween deck 1
  - LOH = lower hold
- thirdly 3 characters (optional) for a further indication within a hold, e.g. hatch covers.

If tanker vessel: tank number.

7.1 Further guidance on reporting

XML Ref. Guide v3.0:

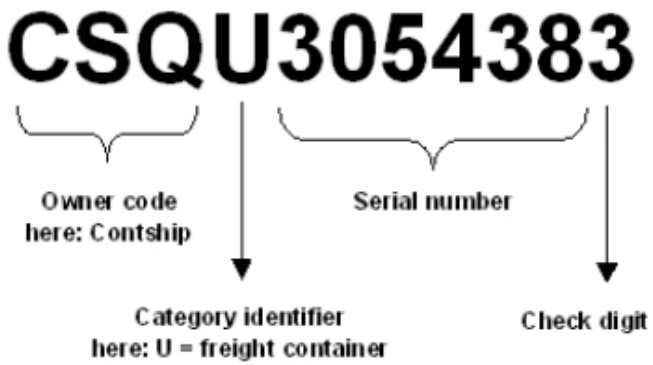
Identification number of cargo transport unit (if no tanks). For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code)

- Clarifications:
  - Do we refer to the chassis number when there is a container on the chassis (RO/ROs)
  - In case of commercial vehicles – do we provide their plate number
  - In case of trailers- do we provide the trailer plate number

7.1 Further guidance on reporting

ISO 6346

ISO 6346 is an international standard which describes the identification of a shipping container. The standard is maintained by the BIC (International Container Bureau) and covers the serial number, owner, country code, and size of any given shipping container.



Where category identifier can be:

- J: detachable freight container related equipment
- R: reefer (refridgerated) containers
- U: freight containers
- Z: trailers and chassis

7.1 Further guidance on reporting

- Are there more difficulties encountered when searching and reporting for DPGs?
- Do the legal instruments cover all dangerous and polluting goods?
- What is the procedure for reporting new products which are still not classified in accordance with the Codes and Conventions?

8. How and where to report

Legal obligations

- **How** to report
  - electronically (Dir. 2010/65/EU - transmission of information - and Dir. 2002/59/EC - sharing of information)
- **Where** to report
  - Industry to the national single window
    - (Dir. 2010/65/EU)
  - National single window to the National SSN system
    - (Dir. 2002/59/EC and Dir. 2010/65/EU)
  - National SSN system to the central SSN system
    - (Dir. 2002/59/EC and Dir. 2010/65/EU)

9. What are the possible means of validation to ensure quality reporting

1. Who is responsible for the accuracy of the data?

- General Maritime Information Business Rule 13 –
  - The provider of information to the NSW (master or any other person authorised by the operator of the ship) is responsible for the quality of the data delivered to the NSW.
  - The Competent Authority designated by the MS for the Single Window will be responsible for establishing the data quality checks of the information reported in the NSW.
- SSN NCA - IFCD data quality requirements (sections 4.6 and 5.2)

9. What are the possible means of validation to ensure quality reporting

2. Validation tools

- Automatic validation in the system
  - Built-in validation rules
  - Use of reference database
- Manual validation against reference database
- Onboard and ashore inspections

3. Where does validation takes place?

- Reporting party
- National single window authority
- Authority responsible for monitoring HAZMAT information
- SSN National Competent Authority
- EMSA MSS

10. Available training on HAZMAT

- Are there industry or legal minimum training requirements?
- What is the scope of such training requirements?
- What training is available?
  - Reference to commercial sources
  - Reference to established international organizations training – IMO/UN
  - References to training tools, documentation and reference material
- Is there scope for EMSA to develop training on HAZMAT reporting (e.g. included in SSN training)?

11. Promoting best practices

- What are the means already available at national level?
  - Guidelines
  - Awareness campaigns
  - Infringement procedures
  - others?

12. How to use the reference database

- This chapter is proposed to be left blank
- It will be updated once the requirements are completed and the system is developed

13. Reporting of information on HAZMAT incidents

- Reference to Incident Reporting Guidelines to inform other member states
- Examples of incident reporting:
  - Non-reporting of HAZMAT
  - Lost containers with HAZMAT
  - Misdeclaration – following validation (especially for departure notifications)
  - Results of inspections – e.g. undeclared Hazmat, incorrect segregation, wrong labelling

Next Steps

Action point	Date
EMSA will draft the text of the Guidelines based on the conclusions of the meeting	20 March 2014
Member States may provide references to related material and documents	
Member States to review text and provide comments	28 March 2014
First draft Guidelines to be submitted to SSN Group 21	April 2014
SSN Group 21 to consider and provide comments to the first draft	May 2014

Thank you