

To,  
Shipping Agents,  
MPSAA- Gandhidham / Mundra.

Dated: 01<sup>ST</sup> of December 2018

**Trade Notice: Utilization of Centralized Port Reception Facility Portal : Swachh Sagar**

Dear Sirs,

Ministry of Shipping has developed a portal for waste disposal as an initiative for increasing the Utilization of Centralized Port reception facilities, Swachh Sagar. The Portal link is available on DGS website known as "Swachh Sagar" which can be accessed to avail the waste disposal services available at Mundra port.

The Ship captain / owner / manager/agent is required to access the portal for the reception service request which has been made mandatory by DGS. Once the request is made through the portal, Port will provide the necessary services. Please note that request also need to be send to the port as per present procedure so as not be overlooked.

Please refer the attached circular for more information.

The above is for your information and for further circulation please.

For, Adani Ports and SEZ LTD..



**Capt. Anubhav Jain**  
Head - Marine Services  
Cc: CEO desk



सत्यमेव जयते

भारत सरकार/GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय/MINISTRY OF SHIPPING  
नौवहन महानिदेशालय/DIRECTORATE GENERAL OF SHIPPING  
9वीं मंजिल, बिटा बिल्डिंग/9th floor, Beta Building  
आई थिंक टेक्नो कॅम्पस/I-Think Techno Campus  
कांजूर मार्ग (पूर्व)/Kanjur Marg (East)  
मुंबई/MUMBAI-400 042

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Web: www.dgshipping.gov.in

**F.No.:- ENG/OPP-MARPOL-38(5)/04 PT.II**

**Date:- 20.11.2018**

## **Circular No. 06 of 2018**

### **Utilization of Centralized Port Reception Facility Portal: Swachh Sagar**

#### **1. Introduction:**

India being a signatory to MARPOL Convention is obliged to provide adequate waste reception facilities in its ports for various ship generated wastes. The Merchant Shipping Act, 1958, mandates and imposes responsibility for the ports to provide in their own capacity such facilities to the satisfaction of Central Government. Notwithstanding the foregoing, the Directorate General of Shipping being the Indian Administration under Merchant Shipping Act, 1958 is responsible to International Maritime Organization and hence obligated to deal with any reported inadequacies of such port reception facility. Over the years, the Directorate has been answering a number of complaints registered on IMO GISIS Website by foreign ships on inadequacy of reception facility in Indian ports.

An assessment of port reception facilities provided by various Indian ports was carried out and it has been noted that many factors such as lack of advance notification; non-availability of details of port reception facility providers on port website; non-availability of port reception facilities for various ship generated waste in some ports and other administrative issues caused inadequacies in service delivery.

In order to facilitate ships and to help Indian ports create an efficient, effective and transparent port reception service delivery, the Directorate has developed an on-line Centralized Port Reception Facility portal. This portal, the link of which is available on DGS Website, is known as "Swachh Sagar". Apart from easing the provision of port reception facility, the portal will capture data to provide following other services in due course:

- a) Provision of adequate port reception facilities depending upon type of ships entering a port and the waste type given to shore facility.
- b) Tracking of end disposal of waste collected for compliance to National and local laws.
- c) Setting up of infrastructure for shore electric power supply by calculating electric power demand in various ports to control air pollution

## **2. Swachh Sagar: Web Portal**

The portal is designed to capture the inventory of ship generated waste on any ship on arriving at an Indian port. The ship captain/owner/manager/agent is required to access the portal and fill up certain required information irrespective of whether they require port reception facility or not. If the port reception facility is required, this necessary advance notification for the same can be raised through this portal. Subsequently portal will connect the captain/owner/manager/agent requesting for port reception facility with all port approved vendors of arrival port to negotiate and fix a suitable vendor and date and time for disposal of ship generated waste. All these communications are visible to port authority as well as DG shipping. Apart from handing over shore reception receipt to Master, a copy of the same will be uploaded by the vendor on the portal. The master/owner/managers/agent can also lodge a complaint regarding inadequate service delivery or non-availability of shore reception facility via the portal. In case of any complaints, communication done on this platform will only be considered as formal for investigation. Therefore, it is mandatory for ports, ships, vendors to use this platform for all MARPOL discharge related requests.

## **3. Application**

This circular is applicable to following Indian ports and Indian and foreign flag ships from the date of issue of this circular or 1<sup>st</sup> December 2018 whichever is earlier:

- a) Ports in the Union list of Constitution of India.
- b) Ports in the Concurrent list of Constitution of India.
- c) Foreign ships during each visit to any Indian port, anchorage, roadstead etc whether or not port reception facility is required.
- d) Indian ships registered under Merchant Shipping Act, 1958 during each visit to any Indian port, anchorage, roadstead etc whether or not port reception facility is required.

#### **4. Requirements**

##### **A) Ships**

- a) All ships visiting any Indian port or anchorage should access the web portal and give details as stated there including inventory of ship generated waste on board whether or not a port reception facility is required.
- b) If the ships are at anchorages such details are to be filled up weekly.
- c) In case port reception facilities are required, then the same is to be preferably requested 24 hours or more prior arrival.

##### **B) Ports**

- a) Ports are required to create identification data of all approved vendors and issue user id and password to each of such vendor. To do the same it is required that an admin page for each page is created and user id and password is given to each port. Each port is required to contact Directorate at psc-dgs@nic.in to create admin page with the following information:

Name of Port; Name of Port Representative looking after PRF portal; Mobile no.; Office contact no.

The above is to be completed as soon as possible and a circular to be issued by each port so that all ships visiting the said port fill up the details and if required request for port reception through the Swachh Sagar Web-site from 1<sup>st</sup> December 2018. Port authorities are required to deny entry of ships in their ports in case of non-compliance, that is, in case requisite data is not filled up (whether or not port reception facilities are required). List of ports which have already furnished the requisite information is attached as annexure to this circular and they should start compliance from 1<sup>st</sup> December 2018.

- b) Ports to monitor the performance of vendors and complaints as same will be a parameter during conduct of assessment of port reception facility by Administration Surveyors.

##### **C) Mercantile Marine Departments**

- a) Each MMD will be given access to monitor the performance of ports under their jurisdiction.
- b) MMD's to ensure compliance with this circular by all ports under their jurisdiction by 30<sup>th</sup> November 2018. A report stating the compliances achieved to be forwarded to the directorate by 30<sup>th</sup> November 2018.
- c) Assessment by MMD of individual ports to include the performance as monitored through this on-line portal.

Sd/-

Vikrant Rai

Engineer & Ship Surveyor-cum-DDG (Tech)

Annexure to Circular:Utilization of Centralized Port Reception Facility Portal: Swachh Sagar.

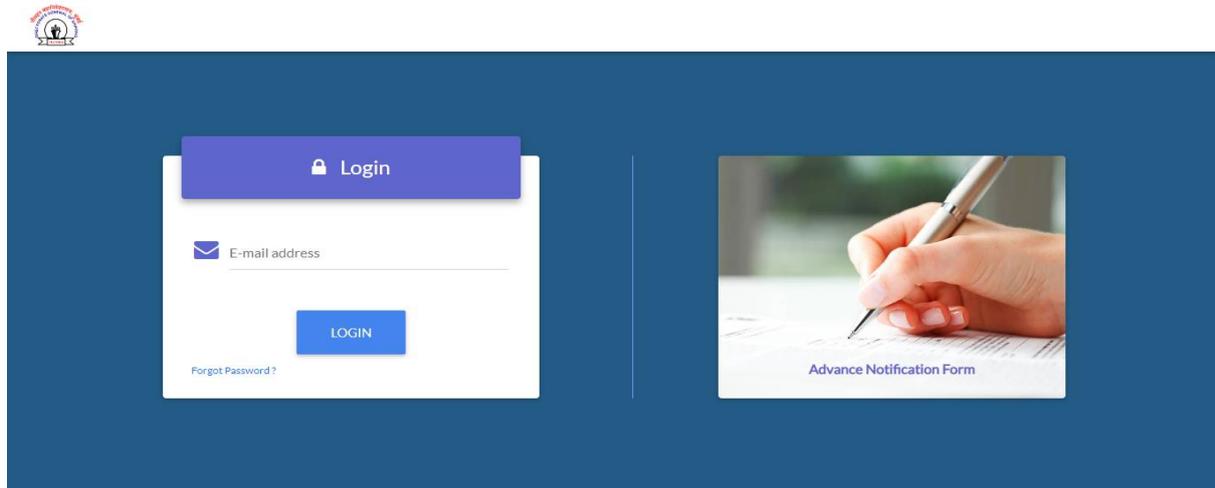
Annexure I

Sr. No.	Ports
1	Gangavaram
2	Finolex Ratnagiri
3	Gopalpur Ports Limited -Odisha
4	Thirukkadaiyur Ports
5	Pipavav UTCL Captive berth
6	Sikka Port
7	Dahej Chemical Port
8	Haldia Port
9	Kolkata Port
10	Kakinada Port
11	Essar Bulk Terminal Surat Port
12	Ennor Chennai Adani Katupallli
13	Chennai Port Trust
14	Cochin Port Trust
15	New Manglore Port Trust
16	JNPT
17	Paradip port
18	Vizag Port
19	Dharma Port
20	Kamraj Port
21	Angre Port near Ratnagiri
22	Sanegaon Jetty – IEIL
23	Karaikal Port
24	Kandala/Deendayal Port Trust
25	Jaigarh JSW Port

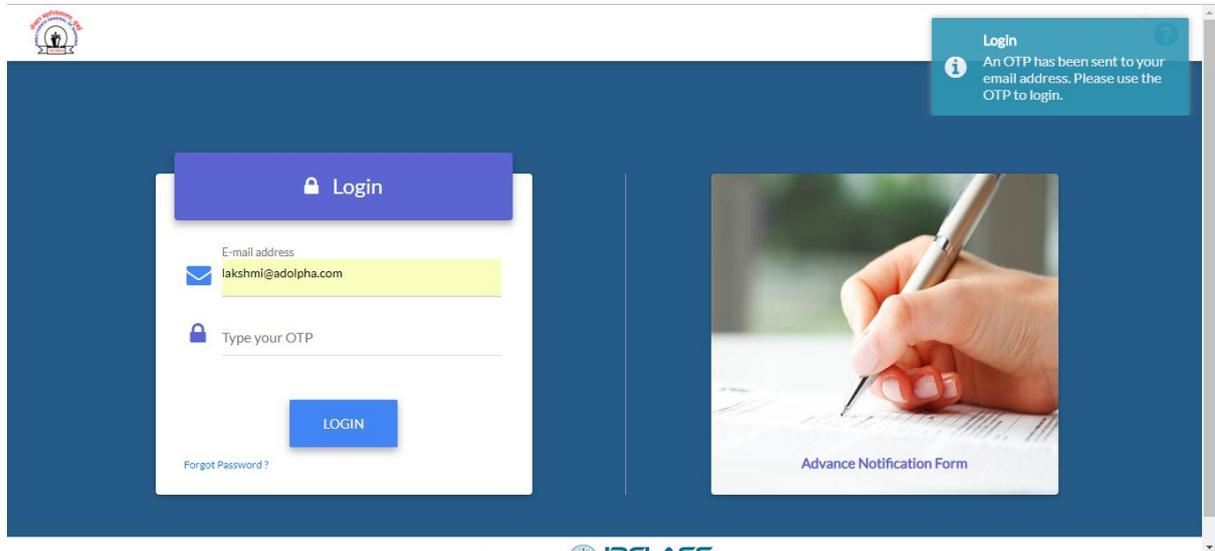
# Captain User Manual

## 1. Login:

- i. Enter email ID and click login.



- ii. On validation, OTP will be sent to your email id. Enter the OTP in the and click login again.
- iii. On successful login you'll be directed to the dashboard.



## ANF Form:

1. Ship Particulars: Enter appropriate details of the ship.
2. Port and Voyage Particulars: Enter details of the voyage and arriving details.
3. Type and amount of waste for discharge: Enter details of waste on board according to the MARPOL Annex categories

The screenshot shows the 'Advance Notification Form' interface. At the top, there is a header with the logo of the Ministry of Marine and Fisheries, Government of India, and the text 'Advance Notification Form'. Below the header, there is a dropdown menu for 'Notification of the Delivery of Waste to:' with the option '-- Select Port --'. The form is divided into two main sections: 'Ship Particulars' and 'Port and Voyage Particulars'. The 'Ship Particulars' section includes fields for Name of Ship, IMO Number, Gross Tonnage, Type of Ship (set to Oil Tanker), Owner or Operator, Distinct Number or Letters, Flag State (set to -- Select Flag State --), and Email Address. The 'Port and Voyage Particulars' section includes fields for Location/Terminal Name and POC, Arrival Date and Time (in IST) (set to Nov 20, 2018 6:15 PM), Departure Date and Time (in IST) (set to Nov 21, 2018 6:15 PM), Last Port and Country, Next Port and Country, Last port where waste was delivered, Date of Last Delivery (set to Nov 19, 2018), and Next Port of Delivery. A 'Back to Previous Page' link is visible in the top right corner of the form.

4. Check the checkbox if delivering all waste on board.

The screenshot shows the 'Advance Notification Form' interface, specifically the 'Type and amount of waste for discharge to facility' section. The header includes the logo of the Ministry of Marine and Fisheries, Government of India, and the text 'Advance Notification Form'. Below the header, there is a dropdown menu for 'Type and amount of waste for discharge to facility' with the option '-- Select Port --'. The form is divided into two main sections: 'Type and amount of waste for discharge to facility' and 'Port and Voyage Particulars'. The 'Type and amount of waste for discharge to facility' section includes a table with columns for MARPOL Annex I - Oil, MARPOL Annex II - NLS, MARPOL Annex IV - Sewage, MARPOL Annex V - Garbage, and MARPOL Annex VI - Air Pollution. The 'Type of waste' is set to 'Oily Bilge Water'. The 'Quantity in m³' field is empty. A green '+' button is visible next to the quantity field. Below the table, there is a text box with the instruction: 'Please share below the approximate amount of waste and residues remaining on board and the percentage of maximum storage capacity. If delivering all waste on board at this point please tick the box below. If delivering some or no waste, please fill all columns.' A checkbox is present with the text: 'I confirm that I am delivering all the waste held on board this vessel shown above at this point.' The checkbox is currently unchecked. Below the checkbox, there is another table with columns for MARPOL Annex I - Oil, MARPOL Annex II - NLS, MARPOL Annex IV - Sewage, MARPOL Annex V - Garbage, and MARPOL Annex VI - Air Pollution. The 'Type of waste' is set to 'Oily Bilge Water'. The 'Maximum dedicated storage capacity in m³' field is empty. The 'Amount of waste retained on board in m³' field is empty. The 'Port at which remaining waste will be delivered' field is empty. The 'Estimated amount of waste to be generated between notification and next port call in m³' field is empty. A 'Back to Previous Page' link is visible in the top right corner of the form.

## Dashboard:

On successful login, user is redirected to the dashboard.

### 1. Header Components

- i. **Logout:** Logs the user out of the Dashboard.

The screenshot shows the 'Port Reception Activity' dashboard. At the top right, there is a user profile icon for 'james@adolpha.com' with a blue arrow labeled '1' pointing to it. Below the header, there is a filter form with fields for Port Name (Gangavaram Port Limited), Date of Arrival (Oct 17, 2018 10:00 AM), IMO Number (1401145), Ship Name (Titanic II), and ANF Number (181024105738). The main content area is divided into four panels: Type of Waste (listing Dirty Ballast Water, Scale and Sludge from Tank Cleaning, and Oily Bilge Water), Matched Vendor(s) (No matched vendor(s)), Connected Vendor(s) (listing Navi Mumbai Raddiwala and neel), and Engaged Vendor(s) (listing neel-dev and Pending Vendor Confirmation).

### 2. Filter Form

- i. **Port Name:** The port name is selected by default for the particular ship based on the ANF form filled.
- ii. **Chat with port:** Clicking the chat icon opens up chat dialog to chat with the port where the ship arrives.
- iii. **Arrival Date:** It's a calendar dropdown field through which ship can select its arrival date.
- iv. **IMO Number:** Dropdown containing the IMO numbers of the ship while arriving on a given date.
- v. **Ship Name:** Ship name is displayed in this non-editable field.
- vi. **ANF number:** Select an ANF number to view respective details in the dashboard below.
- vii. **Edit ANF:** Link to edit ANF form based on the ANF number selected.

The screenshot shows the 'Port Reception Activity' dashboard with blue arrows labeled 1 through 7 pointing to specific elements in the filter form: 1 points to the Port Name dropdown, 2 points to the chat icon, 3 points to the Date of Arrival dropdown, 4 points to the IMO Number dropdown, 5 points to the Ship Name field, 6 points to the ANF Number dropdown, and 7 points to the edit ANF icon.

### 3. Dashboard Swim lanes

- i. **Waste type:** Lists the wastes that the selected ship is carrying by their category.
- ii. **Matched Vendors:** On selecting a waste type, this panel lists the vendors who handle that waste type. Captain can select multiple vendors from here.
- iii. **Connected Vendors:** Vendors from the matched vendors list who're shortlisted by the ship captain are listed here.
- iv. **Engaged Vendors:** The vendor with whom the ship captain has engaged finally for a specific waste disposal is displayed here. Only 1 vendor can be engaged for a specific waste type.
- v. **Rejected Vendors:** Vendors rejected by the captain are displayed here.
- vi. **Declined by vendors:** Vendors who declined the captain's request to connect are listed here.
- vii. **Horizontal dots to minimize the swimlanes**

The screenshot shows the 'Port Reception Activity' dashboard. At the top, there are search filters for Port Name (Gangavaram Port Limited), Date of Arrival (Oct 17, 2018 10:00 AM), IMO Number (1401145), Ship Name (Titanic II), and ANF Number (181024105738). The user profile 'james@adalpha.com' is visible in the top right. Below the filters are four swimlanes:
 

- Waste Type:** Lists 'Dirty Ballast Water' (1234.77 m³), 'Scale and Sludge from Tank Cleaning' (2234.77 m³), and 'Oily Bilge Water' (3234.77 m³).
- Matched Vendor(s):** Currently empty, showing 'No matched vendor(s)'. A blue arrow labeled '2' points to this panel.
- Connected Vendor(s):** Lists 'Navi Mumbai Raddiwala' and 'neel'. A blue arrow labeled '3' points to this panel.
- Engaged Vendor(s):** Lists 'neel-dev'. A blue arrow labeled '4' points to this panel.

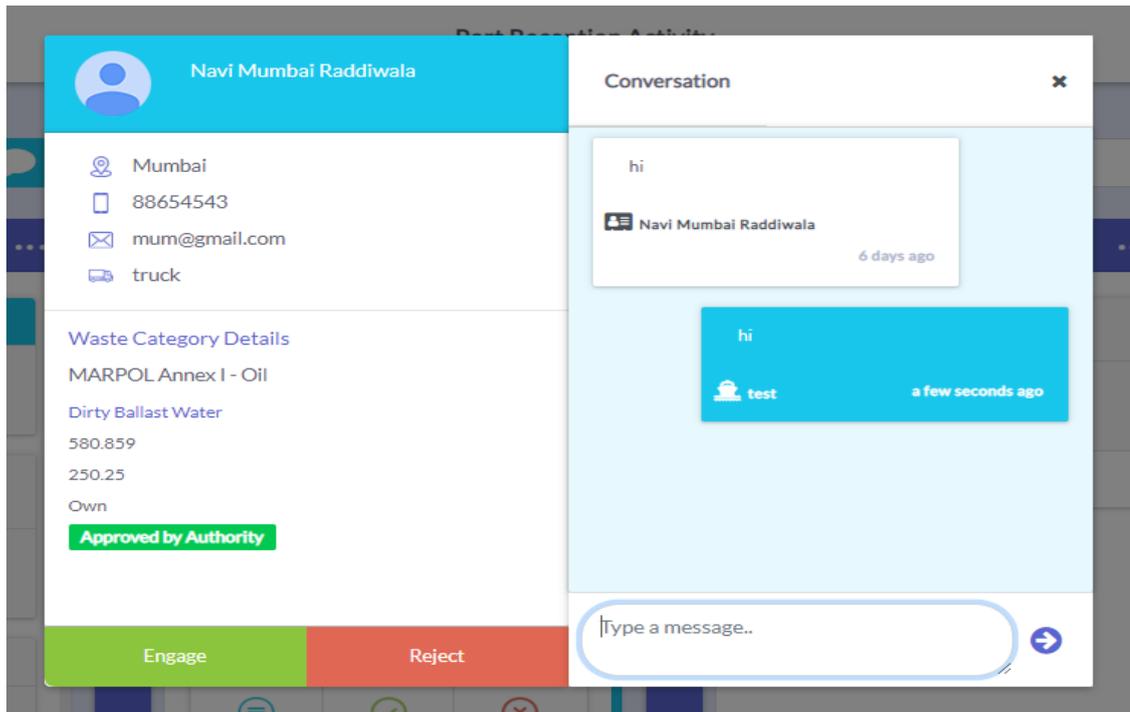
 A blue arrow labeled '1' points to the 'Type of Waste' header, and a blue arrow labeled '7' points to the horizontal dots on the 'Engaged Vendor(s)' header.

This screenshot shows the 'Rejected Vendor(s)' and 'Declined by Vendor(s)' swimlanes. The 'Type of Waste' panel is visible on the left. The 'Rejected Vendor(s)' panel lists 'Navi Mumbai Raddiwala'. A blue arrow labeled '5' points to this panel. The 'Declined by Vendor(s)' panel is currently empty, showing 'No declined vendor(s)'. A blue arrow labeled '6' points to this panel. Vertical bars for 'Matched Vendor(s)', 'Connected Vendor(s)', and 'Engaged Vendor(s)' are visible between the waste and rejected vendor panels.

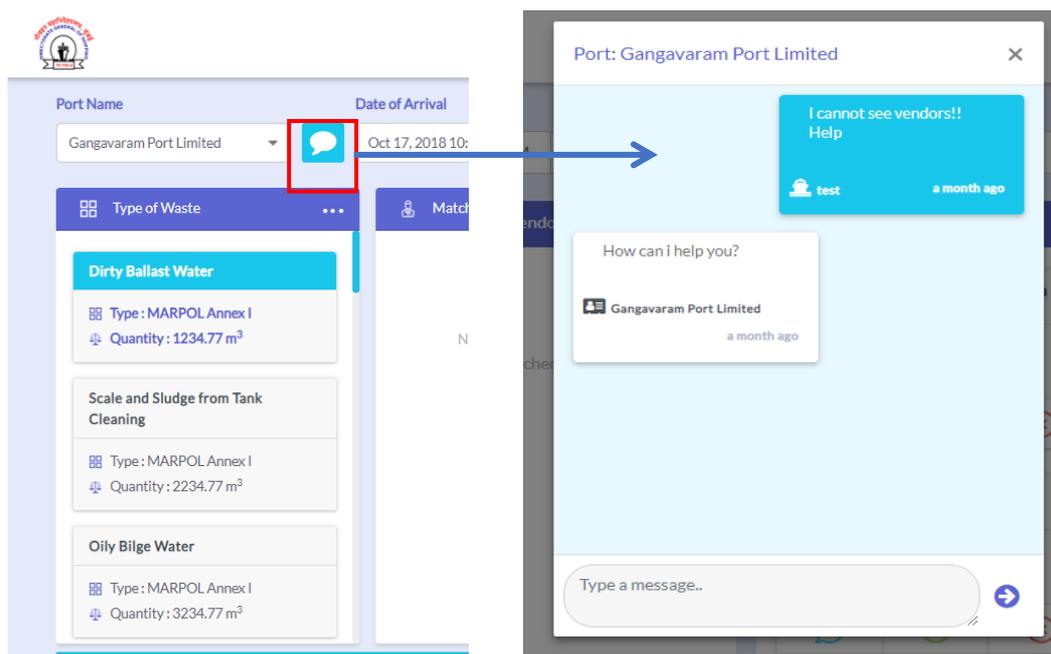
#### 4. Chat Windows

- A. **Captain-Vendor Chat:** Click the chat icon in the connected/engaged vendor cards to open the chat window between the ship captain and the vendor(s) along with the vendor information.
- B. **Port-Captain chat:** The chat button in the filter form opens up the chat between the port authority and the ship's captain.

A.



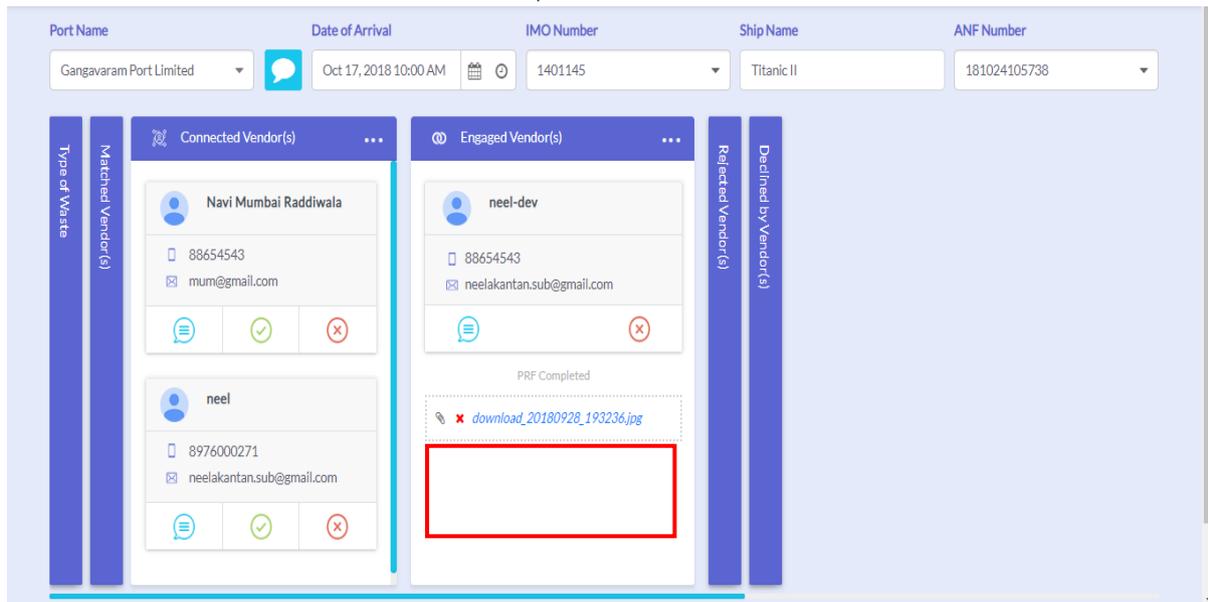
B.



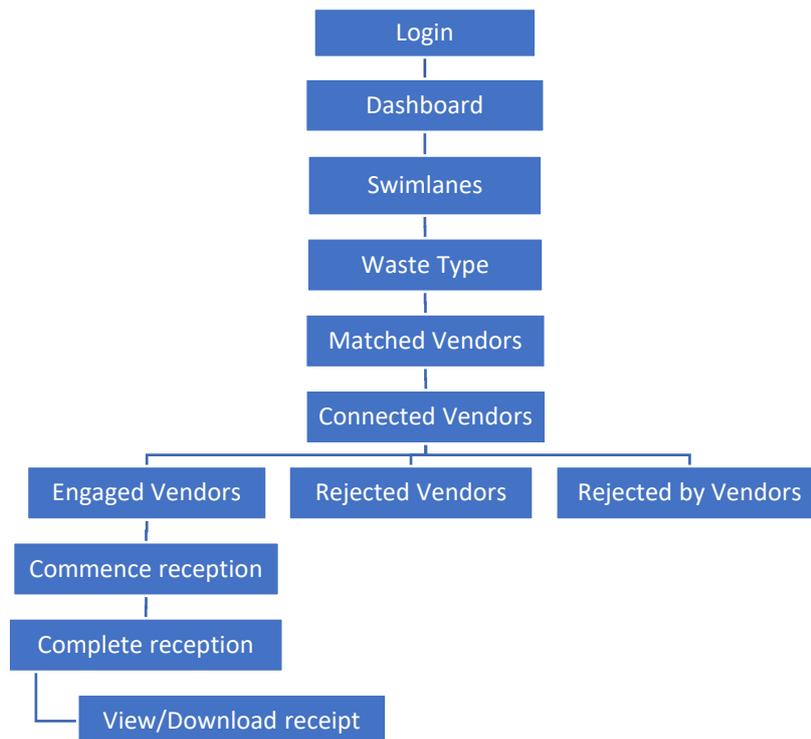
## 5. Captain/Vendor Transaction Status

The transaction status of both the captain and the engaged vendor is displayed in the engaged vendor section.

- i. **Captain** can request to commence the transaction and complete the transaction from his side.
- ii. **Vendor** can request to commence or accept the request to commence the transaction. Vendor cannot complete the transaction.
- iii. Once transaction is completed from vendor side, the vendor uploads a receipt. That is visible and available for download to the captain.



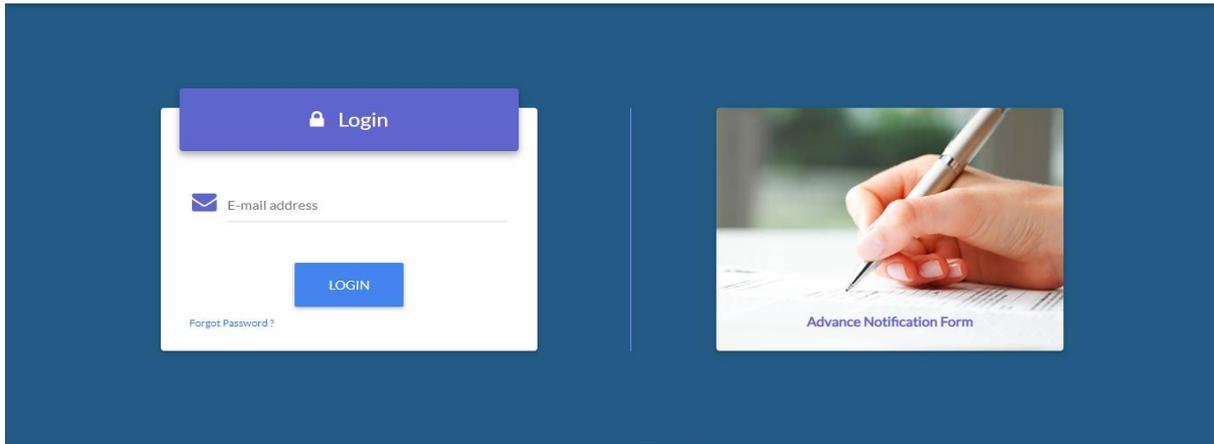
Control Flow:



# Vendor User Manual

## 1. Login, Forgot Password and Change Password

- i. Enter email ID and click login.
- ii. On validation, the password field will be shown. Enter the password and click login again.
- iii. On login you shall be redirected to the dashboard page.

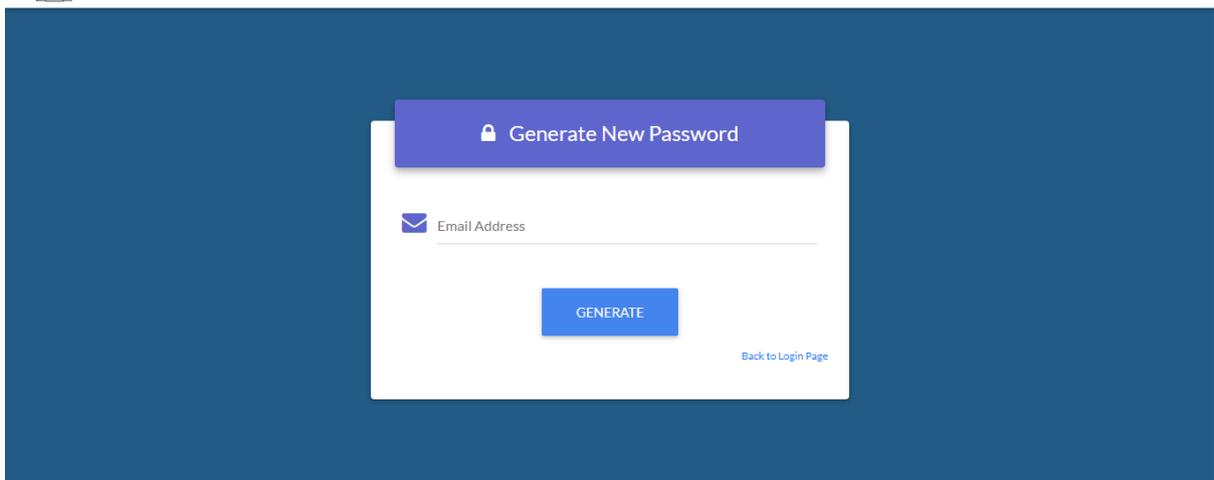


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- i. Click on forgot password link in Login page to be redirected to forgot password page.
- ii. Enter your registered email ID. If valid then your password shall be sent to the email ID.

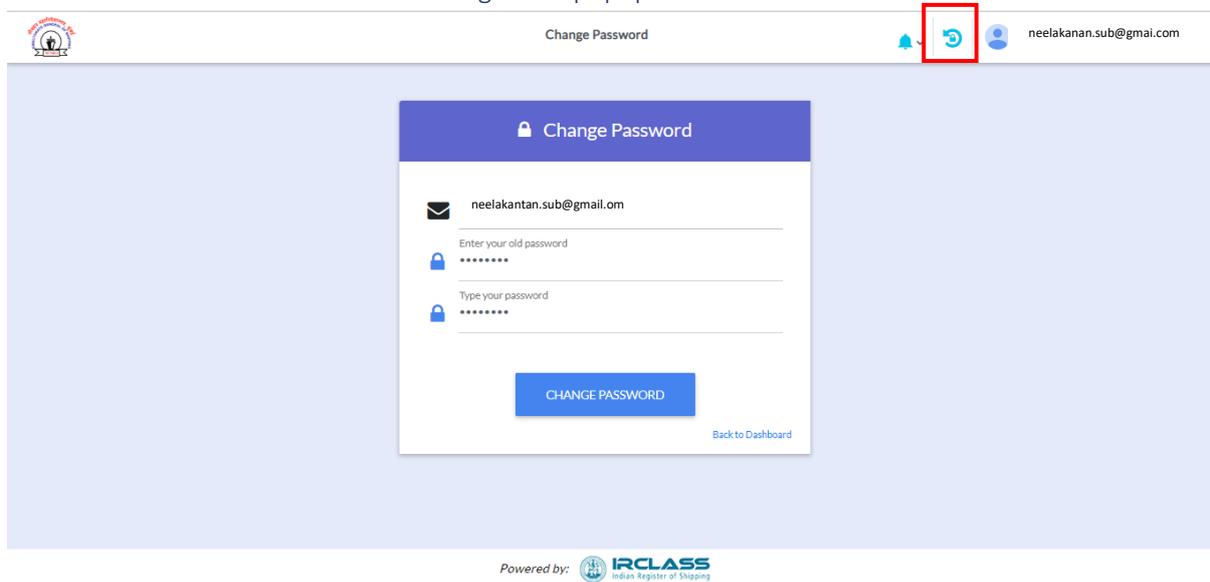


Forgot Password



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Indian Register of Shipping

- i. **Change password** page is accessible only after login, via a link in the header.
- ii. Your email id shall already be entered. Enter your current password and the new password you wish to set.
- iii. On success a notification message shall popup on the screen.

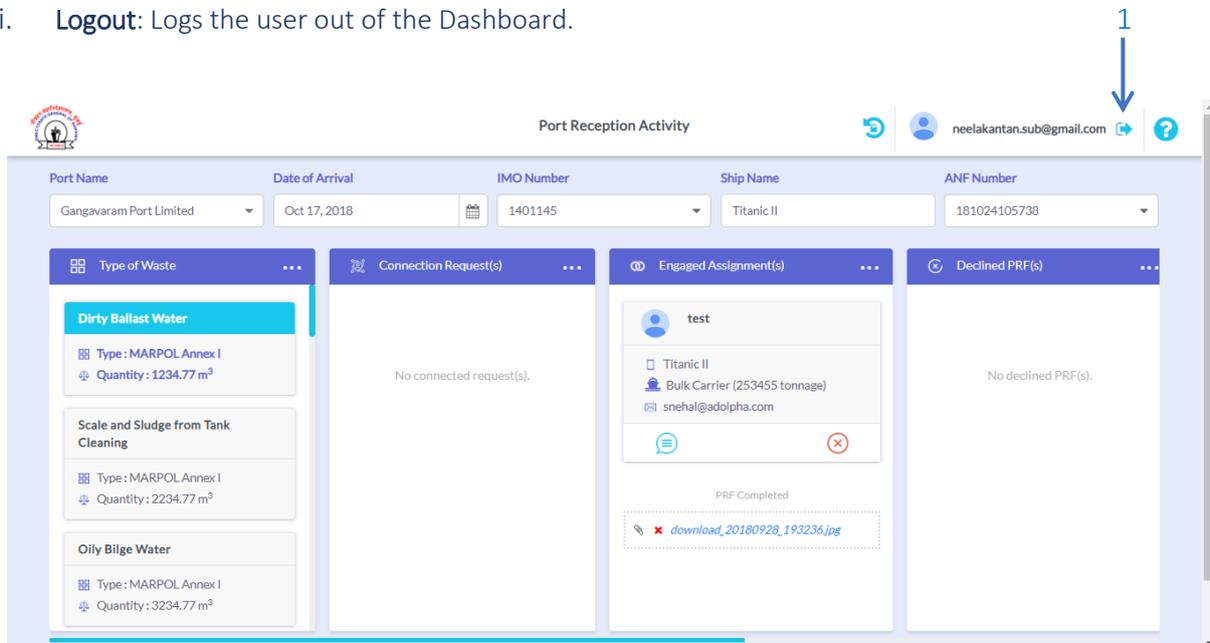


## Dashboard:

On successful login, user is redirected to the dashboard.

### 1. Header Components

- i. **Logout:** Logs the user out of the Dashboard.



## 2. Filter Form

- i. **Port Name:** The port name is selected by default for the particular ship based on the vendor registration details.
- ii. **Chat with port:** Clicking the chat icon opens up chat dialog to chat with the port where the vendor is registered.
- iii. **Arrival Date:** It's a calendar dropdown field through which vendor can check if any ships are docking on the selected date.
- iv. **IMO Number:** Dropdown containing the IMO numbers of the ship which are arriving on a given date.
- v. **Ship Name:** Ship name is displayed in this non-editable field.
- vi. **ANF number:** Select an ANF number to view respective details of that ship in the dashboard below.

Port Reception Activity

Port Name: Gangavaram Port Limited

Date of Arrival: Oct 17, 2018 10:00 AM

IMO Number: 1401145

Ship Name: Titanic II

ANF Number: 181024105738

User: james@adolph.com

## 3. Dashboard Swim lanes

- i. **Waste type:** Lists the wastes that the vendor deal with.
- ii. **Connection Request:** Ships that have requested connection for a waste disposal are listed here.
- iii. **Engaged Assignments:** The ship with whom the vendor has engaged for a specific waste disposal is displayed here.
- iv. **Declined PRFs:** Ships who have been declined by the vendor to connect are listed here.
- v. Horizontal dots to minimize the swimlanes

Port Reception Activity

User: neelakantan.sub@gmail.com

Port Name: Gangavaram Port Limited

Date of Arrival: Oct 17, 2018

IMO Number: 1401145

Ship Name: Titanic II

ANF Number: 181024105738

**Type of Waste**

- Dirty Ballast Water**
  - Type: MARPOL Annex I
  - Quantity: 1234.77 m<sup>3</sup>
- Scale and Sludge from Tank Cleaning**
  - Type: MARPOL Annex I
  - Quantity: 2234.77 m<sup>3</sup>
- Oily Bilge Water**
  - Type: MARPOL Annex I
  - Quantity: 3234.77 m<sup>3</sup>

**Connection Request(s)**: No connected request(s).

**Engaged Assignment(s)**

- test
  - Titanic II
  - Bulk Carrier (253455 tonnage)
  - snehal@adolph.com

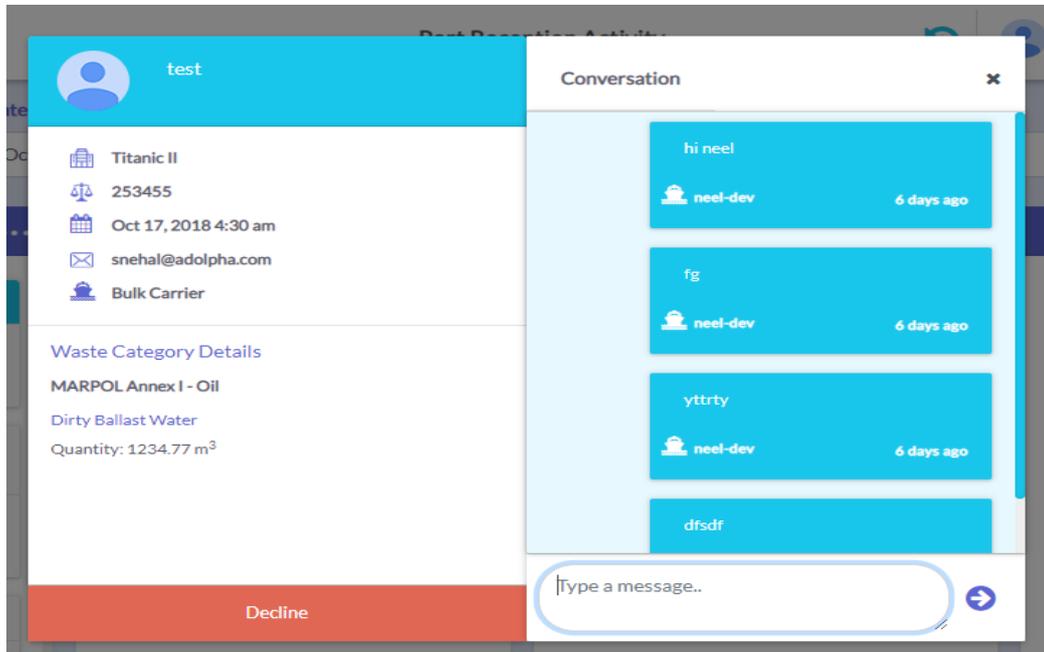
PRF Completed

download\_20180928\_193236.jpg

**Declined PRF(s)**: No declined PRF(s).

#### 4. Chat Windows

- A. **Vendor-Captain Chat:** Click the chat icon in the connected/engaged vendor cards to open the chat window between the ship captain and the vendor(s) along with the vendor information.



## 5. Captain/Vendor Transaction Status

The transaction status of both the captain and the engaged vendor is displayed in the engaged assignments section.

- i. **Captain** can request to commence the transaction and complete the transaction from his side.
- ii. **Vendor** can request to commence or accept the request to commence the transaction. Once vendor clicks on complete transaction button he's given option to upload receipt.
- iii. The uploaded receipt is visible and available for download to the captain and can be changed by the vendor later in case of any discrepancy.

The screenshot shows the 'Port Reception Activity' web application. At the top, there is a header with the application title, a refresh button, a user profile icon for 'neelakantan.sub@gmail.com', and a help icon. Below the header, there are search filters for 'Port Name' (Gangavaram Port Limited), 'Date of Arrival' (Oct 17, 2018), 'IMO Number' (1401145), 'Ship Name' (Titanic II), and 'ANF Number' (181024105738). The main content area is divided into four panels: 'Type of Waste', 'Connection Request(s)', 'Engaged Assignment(s)', and 'Declined PRF(s)'. The 'Type of Waste' panel lists three categories: 'Dirty Ballast Water' (1234.77 m³), 'Scale and Sludge from Tank Cleaning' (2234.77 m³), and 'Oily Bilge Water' (3234.77 m³). The 'Connection Request(s)' panel shows 'No connected request(s)'. The 'Engaged Assignment(s)' panel shows a user 'test' assigned to 'Titanic II' (Bulk Carrier, 253455 tonnage, snehal@adolpha.com). A red box highlights a 'PRF Completed' status with a download link 'download\_20180928\_193236.jpg'. The 'Declined PRF(s)' panel shows 'No declined PRF(s)'.

Control Flow:

