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## 1. GENERAL PART

### 1.1 ESTABLISHMENT AND SCOPE OF THE PORT RULES

- 1.1.1. Port rules and changes to it are approved by AS Tallinna Sadam (Port of Tallinn) (hereinafter also referred to as the port owner), coordinating the port rules with the Maritime Board.
- 1.1.2. All persons operating in the port are notified of changes to the port rules on the port web site at: [www.portoftallinn.com](http://www.portoftallinn.com) or in some other way at least one month prior to the date of the entering into force of the changes.
- 1.1.3. The present port rules is valid on all port areas of the harbours belonging to the Port of Tallinn and its fulfilment is obligatory for all persons operating in the port or visiting it.

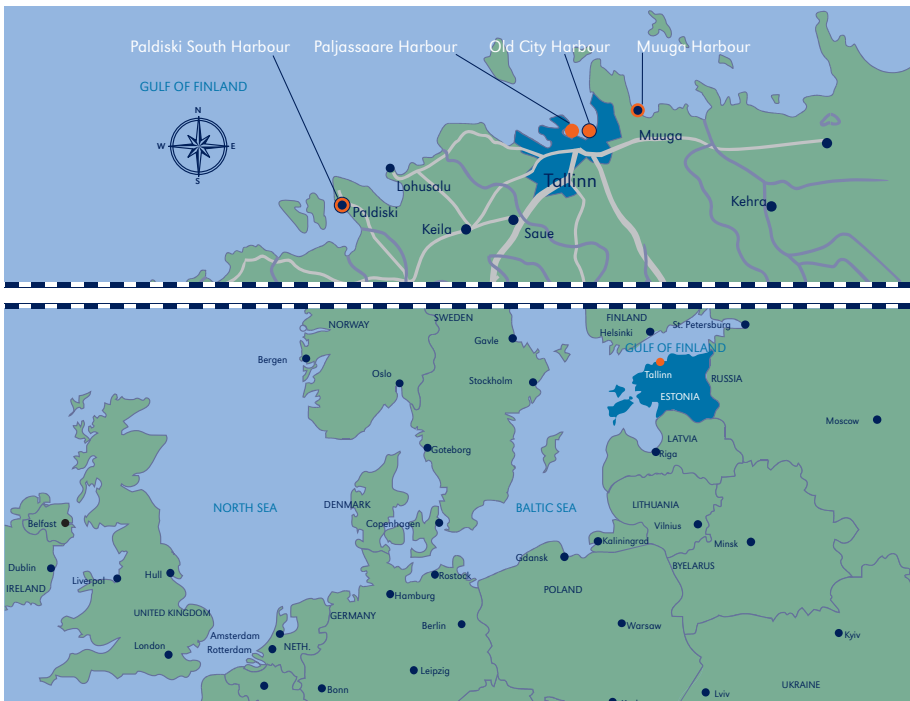
### 1.2 TYPE OF COMMERCIAL UNDERTAKING

Port of Tallinn (register code 10137319) operates as a public limited company based on the articles of association of the Port of Tallinn, commercial code and other legal acts of the Republic of Estonia.

### 1.3 FIELDS OF ACTIVITY OF PORT OF TALLINN

Port of Tallinn operates as a landlord type of port and its main fields of activity include the maintenance and development of infrastructure and reception of vessels.

### 1.4 PORT LOCATION



## 1.5 TECHNICAL DATA OF THE PORT

### 1.5.1 Description of the port

Port of Tallinn comprises:

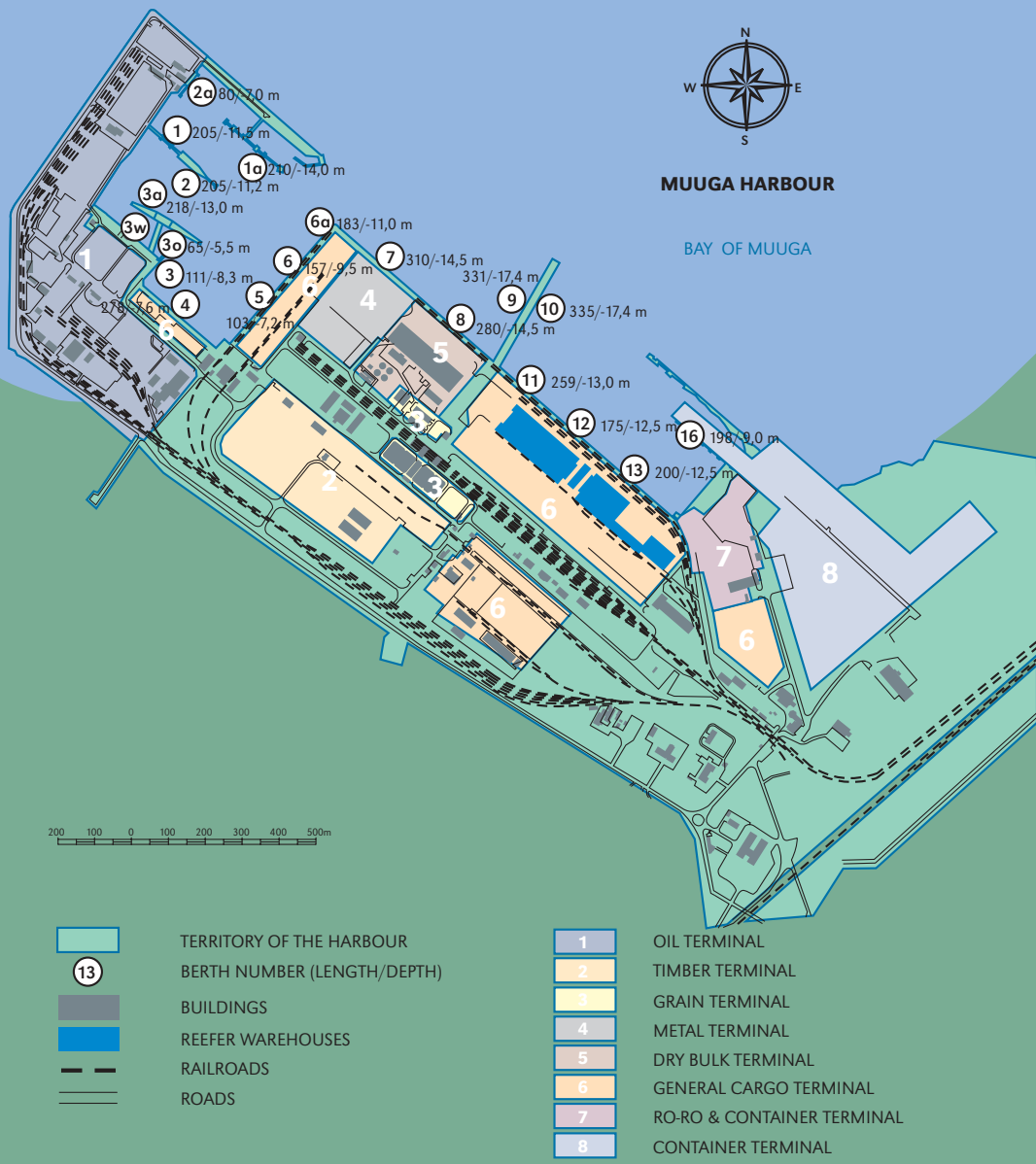
- Vanasadam (Old City Harbour)
- Muuga Harbour
- Paljassaare Harbour
- Paldiski South Harbour

Harbour Location	Territory of the harbour (ha)	Aquatory of the harbour (ha)	Canal		No. of quays	Total length of quays (m)	Max. depth (m)	Max. measures of vessels received	
			Width (m)	Depth (m)				Length (m)	Width (m)
Old City Harbour $\varphi=59^{\circ}27'N$ $\lambda=24^{\circ}46'E$	54.2	75.9	none	none	21	3,396	10.7	300	40
Muuga Harbour $\varphi=59^{\circ}30'N$ $\lambda=24^{\circ}58'E$	409.4	752.0	none	none	21	4,028	17.4	300	40
Paljassaare Harbour $\varphi=59^{\circ}27'N$ $\lambda=24^{\circ}42'E$	43.6	35.5	90–150	9.0	11	1,859	9.0	190	30
Paldiski South Harbour $\varphi=59^{\circ}20'N$ $\lambda=24^{\circ}05'E$	55.2	43.6	75	9.0	6	918	12.0	180	30
TOTAL	562.4	907			59	10,201			



### 1.5.1.1 Old City Harbour

Old City Harbour is a passenger port, which also serves the purpose of a cargo port – it is possible to load-discharge general cargo, timber, container and ro-ro cargo.

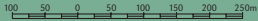


### 1.5.1.2 Muuga Harbour

In the harbour it is possible to load–discharge oil and oil products, general and bulk cargo, timber, reefer cargo, container and ro-ro cargo.

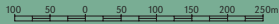


## PALJASSAARE HARBOUR

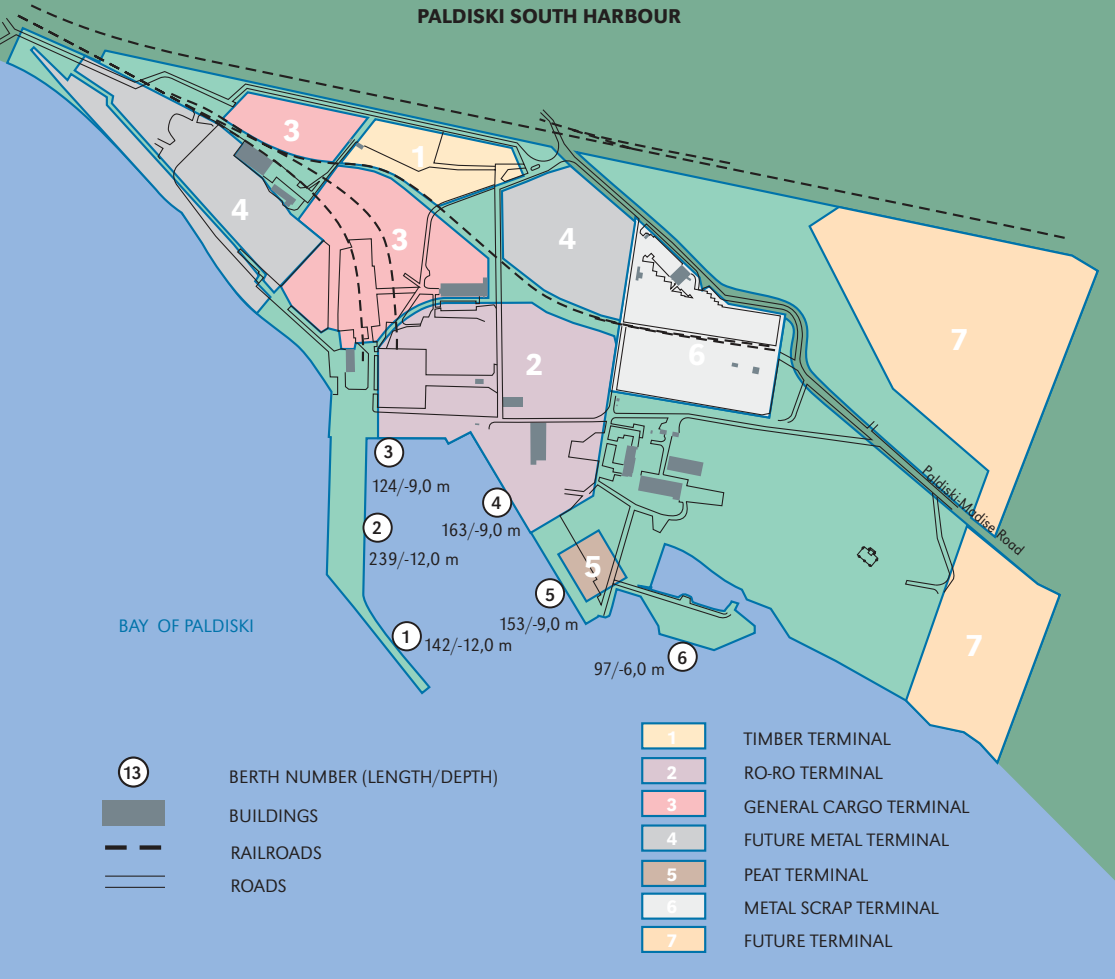


### 1.5.1.3 Paljassaare Harbour

In the harbour it is possible to load–discharge oil and oil products, general and bulk cargo, timber, reefer cargo and container cargo.



### PALDISKI SOUTH HARBOUR



#### 1.5.1.4 Paldiski South Harbour

In the harbour it is possible to load-discharge oil and oil products, general and bulk cargo, timber, container and ro-ro cargo.

1.5.1.5 Servicing of non-professional seafarers in the harbours is performed only on an exceptional basis in the Old City Harbour.

1.5.2 The declared depths of the harbours at the datum of the water level are the following:

1.5.2.1 Old City Harbour

Basin no.1	Berth no.1	4.7 m
	Berth no.2	7.5 m
	Berth no.3 (with ramp)	7.5 m
	Berth no.5 (with ramp)	8.5 m
Basin no.2	Berth no.7 (with ramp)	8.2 m
	Berth no.8 (with ramp)	7.1 m
	Fitting-out berth no. 9	5.2 m
	Berth no.10 (with ramp)	8.1 m
	Fitting-out berth no.11	7.5 m
Basin no.3	Berth no.12 (with ramp)	7.5 m
	Berth no.13 (with ramp)	8.0 m
	Berth no.14	10.7 m
	Berth no.15	10.7 m
	Berth no.16	10.7 m
	Berth no.17	10.7 m
	Berth no.18	5.5 m
Admiralty basin	Berth no.19 (boat bridge)	5.5 m
	Berth no.20 (boat bridge)	5.5 m
	Berth no.21 (with ramp)	5.5 m
	Berth no.22 (with ramp)	5.5 m
	Berth no.23	5.5 m

1.5.2.2 Muuga Harbour

Berth no.1A	14.0 m
Berth no.2A	7.0 m
Berth no.1	11.5 m
Berth no.2	11.2 m
Berth no.3	8.3 m
Berth no.3A	13.0 m
Fitting-out berth no.3W	5.5 m
Fitting-out berth no.3O	5.5 m
Fitting-out berth	5.5 m

Berth no.4	7.6 m
Berth no.5 (with ramp)	7.2 m
Berth no.6	9.5 m
Berth no.6a	11.0 m
Berth no.7	14.5 m
Berth no.8	14.5 m
Berth no.9	17.4 m
Berth no.10	17.4 m
Berth no.11	13.0 m
Berth no.12	12.5 m
Berth no.13 (with ramp)	12.5 m
Berth no.16 (with ramp)	10.5 m

#### 1.5.2.3 Paljassaare Harbour

Berth no.31	from bollard no.1 to bollard no.2	3.4 m
	from bollard no.2 to bollard no.5	4.2 m
	from bollard no.5 to bollard no.6	5.4 m
Berth no.32	from bollard no.6 to bollard no.8	5.4 – 6.3 m
	from bollard no.8 to bollard no.13	6.4 m
	from bollard no.13 to bollard no.17	6.5 m
Berth no.33	from bollard no.17 to bollard no.24	8.7 m
Berth no. 34	from bollard no.24 to bollard no.27	6.7 m
	from bollard no.27 to bollard no.28	5.9 – 6.4 m
Berth no.35	from bollard no.14 to bollard no.30	9.0 m
Berth no.36	from bollard no.1 to bollard no.13	6.4 m
Berth no.37	from bollard no.1 to bollard no.5	4.5 m
Berth no.38	from bollard no.5 to bollard no.7	4.5 – 4.7 m
Berth no.39	from bollard no.8 to bollard no.10	4.5 m
Berth no.40	from bollard no.12 to bollard no.15	4.2 m
	from bollard no.15 to bollard no.17	6.0 m
Berth no.41	from bollard no.1 to bollard no.5	6.0 m

Vessels enter and leave the port through the canal, the length of which is 800 m, width 90–150 m, depth 9.0 m.

## 1.5.2.4 Paldiski South Harbour

Berth no.1	12.0 m
Berth no.2	12.0 m
Berth no.3	9.0 m
Berth no.4 (with ramp)	9.0 m
Berth no.5	9.0 m
Berth no.6	6.0 m

- 1.5.3 Depending on weather conditions, the sea level in harbours may differ from the datum by +100 to -80 cm. Information on the sea level can be obtained from the Harbour Master's office.

**1.6 BUSINESS HOURS**

- 1.6.1 Port Authority works five days a week, from Monday to Friday. Business hours are from 8 a.m. to 4.45 p.m. Servicing of vessels takes place 24 hours a day in accordance with the placed order. Navigation season lasts from January 1 to December 31.

**NATIONAL HOLIDAY**

February 24 Independence Day, Anniversary of the Republic of Estonia

**PUBLIC HOLIDAYS**

January 1	New Year
	Good Friday
	Easter
	Whitsunday
May 1	Spring Holiday
June 23	Victory Day
June 24	Midsummer's Day
August 20	Reindependence Day
December 25	Christmas Day
December 26	Second Day of Christmas

- 1.6.2 Local time differs from UTC by +2 hours.  
In summer time established with Estonian legislation (from last Sunday in March until last Sunday in October): by + 3 hours.

## **1.7 TRAFFIC REGULATION ON PORT TERRITORY**

- 1.7.1 All mobile and removable mechanisms located and operating on port territory shall be equipped with warning lights, owner's name or identification and number. Parking of such vehicles at quays and outside the parking area marked with corresponding signs is prohibited. Standing of vehicles at the quay, railroads and craneway is prohibited, except for cases when it is necessary for the serving of vessels. In that case the vehicle shall not be left without surveillance. Vehicles parked in a wrong manner are removed at owner's expense.
- 1.7.2 The use of lifting equipment in the port is performed in accordance with the conditions of work environment established by the manufacturer of the lifting equipment (temperature, wind speed, etc).
- 1.7.3 Portal cranes shall at least 30 minutes prior to vessel's arrival/departure be parked in a manner that vessel's safe manoeuvring at mooring and laying off from the quay will be ensured.  
When hauling, cranes shall not work and trains not move at the quay. If necessary the presence of the crane driver shall be ensured.
- 1.7.4 Loading of cars and embarking of passengers to passenger ferries shall be completed five minutes prior to the scheduled departure of the vessel.
- 1.7.5 Entering the port with a vehicle is performed on the basis of a permit issued by the port owner. The port owner has the right to establish the rules of paid entrance and exit to/from the harbours.

## **1.8 TIDINESS ON PORT TERRITORY**

- 1.8.1 Companies operating in the port must ensure tidiness, order and fulfilment of fire-precaution and environmental requirements on the territory and at the quays used by them.
- 1.8.2 In winter the operators shall clean the quay at their use, especially the surroundings of bollards and fire precaution hydrants from ice and snow, and organise sanding. Snow mixed with refuse shall be removed from the quays and taken to the site designated by the port owner. Pure unsmearred snow may be shoved into water only with the permission of the Harbour Master's office.
- 1.8.3 At the quay there shall be no objects disturbing hauling.
- 1.8.4 Performing operations that generate noise and refuse (dust) on the vessels standing in the port, is prohibited.
- 1.8.5 Cleaning of railcars can be carried out at sites consented with the port owner.
- 1.8.6 Smoking on the territory of the port is prohibited, except for places allocated for this.
- 1.8.7 All accidents, both with people and technology, pollution of the aquatory, damage to vessels, quays and fenders shall immediately be reported to the Harbour Master's office.

## 2. ENTERING AND LEAVING OF VESSELS IN THE PORT

### 2.1 ORGANISING OF PILOTAGE

2.1.1 When entering or leaving the port, pilotage is compulsory for all vessels with the exception of vessels sailing under the Estonian flag (GT of 300 and less), technical ships and dredging vessels of the port.

2.1.2 Pilotage of AS Eesti Loots (Estonian Pilot) is carried out 24 hours a day.

Pilot stations are located at the following points:

- Suurupi, buoy no.2 (Suurupi) (Lat = 59°29,4'N; Long = 24°33,0'E);
- Tallinn, buoy no.1 (Tallinn) (Lat = 59°37,5'N; Long = 24°38,0'E)
- North-Eastern fairway of Muuga Bay (Lat = 59°39,0'N; Long = 25°05,4'E)
- North-Western fairway of Muuga Bay (Lat = 59°39,0'N; Long = 24°44'E)
- 4 miles to NW from the gate of Paldiski South Harbour (Lat = 59°23'N, Long = 24°00'E)

2.1.3 Pilot is ordered for vessels through an agent from Estonian Pilot (VHF channels 13, 16 and 71, duty officer: phone +372 6 05 38 88, fax 6 05 38 81) in the following manner:

**upon entering:**

- 24 hours prior to the vessel's arrival at the pilot station at the latest;
- in case the time of departure from the last harbour is less than 24 hours, at the departure from the port;
- the order shall be specified 6 hours and after this 2 hours prior to the vessel's arrival at the pilot station;

**upon leaving:**

- 4 hours prior to leaving at the latest, the order shall be specified 1 hour prior to leaving.

### 2.2 PROCEDURE OF ANNOUNCING THE ENTERING AND LEAVING INTENTION OF THE VESSEL

2.2.1 The captain and/or agent of the vessel entering the port shall notify of his planned arrival 72 and 24 hours beforehand. Advance notice must include information about the name of the vessel, expected time of arrival, country of origin, port of destination, general measures, designation of the cargo and the quantity, real draft and aim of entrance, the type and quantity of the vessel refuse discharged in the port and data about the technical state of the vessel and health of the crew and the

passengers (See Notice of Arrival, annex 5). In case of dangerous goods see article 5 of the present rules "Handling of dangerous cargo".

- 2.2.2 Harbour Master shall provide the state supervisory bodies with information on the arrival or departure of the vessel and the ship agent or in case of absence of the ship agent the ship owner the required documents (Annex 8) in accordance with the procedure established by the Government of the Republic.
- 2.2.3 The vessel entering or leaving the port shall obtain a permission to do so from the Harbour Master's office. The permission is valid for 15 minutes.
- Old City Harbour call sign Tallinn-Radio 5 (Port Control) on VHF, channel 14 not closer than 1 geographical mile from the port gate (North-Western mole);
  - Paljassaare Harbour call sign Tallinn-Radio 32 (Port Control) on VHF, channel 11;
  - Muuga Harbour call sign Muuga-Radio 5 (Port Control) on VHF, channel 67;
  - Paldiski South Harbour call sign "Paldiski Harbour" on VHF, channels 9 and 16.
- 2.2.4 At the simultaneous entering or leaving of vessels Harbour Master's Office will establish the order.
- 2.2.5 Liners have the right of way when entering and leaving the port. Upon delay the liner loses its right of the way and is permitted to enter the port when possible.

## **2.3 REGISTRATION OF THE ARRIVAL-DEPARTURE OF THE VESSEL**

- 2.3.1 The captain shall himself or through his agent register the vessel's arrival or departure at/from the port and present the required documents to the Harbour Master's office not later than 6 hours after the arrival of the vessel at the port and at least one hour (in case of dangerous cargo at least three hours) prior to vessel's departure from the port.
- 2.3.2 Passenger ferries may register their departure immediately prior to the departure of the vessel.
- 2.3.3 At the registration of the arrival and departure of the vessel copies of the General Declaration and the Crew List drawn up in accordance with the requirements are presented.
- 2.3.4 At the vessel's first call at the port in a current year copies of International Tonnage Certificate, Certificate Registry, in case of passenger vessels Passenger Ship Safety Certificate, will be presented. In case of need the Harbour Master has the right to require the presentation of other internationally required certificates.

## **2.4 THE REQUIREMENTS OF STATE SUPERVISORY BODIES AT THE ENTERING AND LEAVING OF THE VESSELS**

- 2.4.1 The arranging of the entering and leaving formalities of the vessel in the harbours in relation to the quarantine, customs and border regime is performed in accordance with the procedure established by the legal acts of the Republic of Estonia, including border control is performed in accordance with the border regime rules and the rules of the working procedure of the border point and customs control proceeding from the order of customs formalities of the Estonian ports.
- 2.4.2 A border guard unit is always present at the border point of the port. Border control at the entering and leaving of the vessel is performed by the called border guard unit. For the calling of the border guard unit performing border control the captain of the vessel, the agent or at the absence of the agent, the ship owner shall through port administration submit a respective application to the border point (border guard station).
- 2.4.3 The vessel arriving at the port from foreign waters or leaving from the port into the foreign waters shall for the purpose of passing border control moor at the berth at a place indicated by the Harbour Master.
- 2.4.4 At the entering of the vessel into the port nobody shall leave the vessel, take goods or items to the shore prior to the arrival of the official performing border and customs control. Nobody shall board the vessel without the permission of the border guard.
- 2.4.5 The vessel having passed border and customs control for the departure from the port shall immediately leave the port.

### 3. VESSEL TRAFFIC IN PORT AQUATORY

#### 3.1 MOORING OF VESSELS

- 3.1.1 During the mooring of cargo vessels a representative of the operator shall be present at the quay.
- 3.1.2 The mooring master indicates the location of the vessel's bow using a flag or a blinker for that purpose.
- 3.1.3 In the port's aquatory the vessel shall move at minimum speed at which it can maintain manoeuvrability with the steer. The operating regime of the vessel's propellers shall be such that it will not endanger the vessels laying at the quay.
- 3.1.4 The entering of the vessel in the port if its measurements are greater than permitted, takes place only with the permission of the Harbour Master in each separate case. In Old City Harbour, vessels the length of which exceeds 180 m, are placed at berths no.14, 15 and 16 with the left boardside. Exceptions are possible only with the permission of the Harbour Master. In Paldiski South Harbour the vessels shall be located at berth no.5 in such a way that their structures would not limit the visibility of the leading line.
- 3.1.5 The distance of the vessels moored at the quay of the port must be at least 1/10 of the total length of the largest vessel.
- 3.1.6 The linesmen of the port owner release and secure the mooring ropes of the vessels, except for auxiliary vessels, unless agreed differently with the port owner.

#### 3.2 SHIFTING OF VESSELS

- 3.2.1 Shifting of a vessel in port aquatory is allowed only with the permission of Harbour Master's office.
- 3.2.2 In the course of shifting the vessel in the port, the main propulsion, steering, anchor and moorage gear must generally be in working order.
- 3.2.3 Vessels with the length of 100 to 150 m may be hauled along the quay without tugboats up to 50 m, hauling over 50 m shall be performed with the help of tugboats. Shifting a vessel in the port or hauling along the quay over 100 m shall take place with a pilot on board. Vessels with the length of 150–180 m shall be hauled along the quay only with the help of tugboats. Vessels longer than 180 m are not hauled, shifting of such vessels will be consented with the Harbour Master.
- 3.2.4 In Old City Harbour and Paljassaare Harbour the use of a port pilot at shifting and hauling the vessel along the quay over 100 m, is compulsory. Pilot shall be ordered at least 1 hour prior to the shifting. For exceptional cases the Harbour Master gives permission.

### **3.3 SPECIAL TERMS**

- 3.3.1 In case of poor visibility vessel's captain together with the Harbour Master's office will decide the entrance and leaving of the vessel into/from the port.
- 3.3.2 The Harbour Master shall determine restrictions to the overall dimensions of the vessel at its entrance into the port by the berths. The captain of the vessel shall determine the level of free water under the keel, which shall be at least 10% of the draught of the vessel.
- 3.3.3 In Muuga Harbour the moorage of vessels at berths no. 7, 8, 9 and 10 is allowed in cases wind speed does not exceed 12 m/s, at berths no. 7 and 8 only in case of favourable weather forecast for the next 24 hours.
- 3.3.4 As a rule vessels with the length over 150 m enter and leave Paljassaare Harbour only if the wind speed does not exceed 10 m/s.
- 3.3.5 In Paldiski South Harbour at the speed of south, southwest and west winds of 20 m/s and over, mooring at berth no. 1 is prohibited, the vessel laying at quay no.1 shall in this case be taken to the road.
- 3.3.6 At the request of the port owner, the vessel is required to free the berth.

### **3.4 TOWING OF VESSELS**

The use and the required number of tugboats shall be determined by the captain of the vessel, except for when proceeding from the provisions of the present rules the use of tugboats is compulsory.

### **3.5 VESSEL TRAFFIC IN ICE-CONDITIONS**

- 3.5.1 Applications regarding the use of the services of an icebreaker are submitted through an agent to the Centre of Ice Works or the Harbour Master with a 24-hour advance notice.
- 3.5.2 The time when the ship caravan (vessel) leaves the port and the time of formation of the caravan at ice-border is established by the Centre of Ice Works or the Harbour Master, who will through its agents notify the captain of the vessel of this.
- 3.5.3 Ice breaking work in the aquatory of the harbours of the Port of Tallinn is performed at the expense of the port owner. The need and extent of the ice breaking work shall be determined by the Harbour Master of every harbour. Upon the mooring of the vessel the washing away of ice from between the quay and the vessel shall be performed with the tugboats at the expense of the ship owner.

## 4. STANDING OF VESSELS IN THE PORT

### 4.1 REQUIREMENTS TO MOORED VESSELS

- 4.1.1 Vessels standing alongside a quay shall heave the anchor to the hawse.
- 4.1.2 Standing of vessels abreast alongside whichever quay may take place only with the permission of the Harbour Master. In Muuga Harbour standing abreast is not permitted to vessels (except for vessels of the port's fleet).
- 4.1.3 Vessels standing alongside a quay shall not use propellers. As an exception, these are allowed to be used by small vessels with the length of 100 m at the lowest speed when preparing main propulsion for going out to the sea or shifting.
- 4.1.4 Part of the crew shall always stay on board of the vessel while standing alongside the quay, who in case it proves necessary are able to guarantee vessel's fast leaving to the road. The main propulsions, steering and anchor gears shall be in working order. Any repair or maintenance operations that may prolong the time necessary for readiness to depart, may take place only with the written permission of the Harbour Master.
- 4.1.5 The moored vessel will have a gangway corresponding to the berth, under which there is protection. During the dark the gangway shall be lightened.
- 4.1.6 All accidents, both with people and equipment, pollution of the aquatory, damage to vessels, quays and fenders shall be immediately reported to the Harbour Master's office.

### 4.2. SPECIAL TERMS

- 4.2.1 Upon receiving a storm warning (wind speed 25 m/s and over) the captain of the vessel or chief officer will arrive at the vessel. In such a case vessels will be plugged off the electricity system on shore. The warning is forwarded by the Harbour Master's office, which sets the order of vessels leaving the port.
- 4.2.2 In Old City Harbour vessel standing at berth no.1 shall in case of a strong northern wind (20m/s and over) be relocated or shifted to the road.
- 4.2.3 The aquatory of Muuga Harbour and inner roads are not protected from northwest, north and northeast winds. If the speed of such winds exceeds 17 m/s, the standing of vessels, especially at berths no. 4, 7, 8 and 11, will due to high sea become dangerous for the vessel. If the height of waves exceeds 1.5 m, the use of tugboats will be restricted. Then the captain of the vessel together with the Harbour Master's office will decide the leaving of the vessel.

- 4.2.4 In Paljassaare Harbour vessels standing at berth no.35 between bollards no. 20 and 28 shall at the corresponding order of the Harbour Master's office fasten additional mooring ropes to the bridle, if the speed of the wind blowing from the quay exceeds 18 m/s.

### **4.3 DECK OPERATIONS ON MOORED VESSELS**

- 4.3.1 Welding operations and other work with fire on the open deck are allowed with the permission of the Harbour Master's office. Harbour Master's office shall be informed of the commencement and completion of such operations.
- 4.3.2 Outboard operations, fire and abandon ship drills, launching of boats and rafts will be allowed only with the permission of the Harbour Master's office.
- 4.3.3 Cleaning of the vessels with chemicals, removing of old paint, cleaning the body from rust is prohibited in the port. A pollution license shall be issued for the painting of the vessel.

### **4.4 MEANS OF RADIO CONNECTION**

VHF radio station of the port is working 24 hours a day with the following sign calls:

#### **4.4.1 Old City Harbour**

- Tallinn-radio 5 (Port Control) – vessel traffic regulation group of Harbour Master's office, which regulates vessel traffic in port aquatory. Watch channel/working channel 14;

Phone: (372) 6 318 588, fax: (372) 6 318 313

Dispatcher – phone (372) 6 318 363

#### **4.4.2 Muuga Harbour**

- Muuga-radio 2 – port dispatcher. Watch channel/working channel – 35.
- Muuga-radio 5 (Port Control) – vessel traffic regulation group of Harbour Master's office, which regulates vessel traffic in port aquatory. Watch channel/working channel – 67

Phone: (372) 6 319 532; fax: (372) 6 319 544

Dispatcher – phone: (372) 6 319 523

#### **4.4.3 Paljassaare Harbour**

- Tallinn-radio 32 (Port Control) – vessel traffic regulation group of Harbour Master's office, which regulates vessel traffic in port aquatory. Watch channel/working channel – 11.

Phone: (372) 6 100 835; fax: (372) 6 100 828

#### 4.4.4 Paldiski South Harbour

Paldiski South Harbour (Port Control). Watch channel – 16, working channel – 9  
Dispatcher – phone: (372) 6 741 264; fax: (372) 6 741 801

### 4.5 PLUGGING OF VESSELS INTO THE QUAY SYSTEMS

- 4.5.1 Supplying with water and plugging the vessel into the energy systems takes place at the permission of the port dispatcher.
- 4.5.2 Possibility to supply with water exists at all quays of Old City Harbour and Paldiski South Harbour, in Paljassaare Harbour at berths no. 31, 33, 35, 36, 37, 38 and in Muuga Harbour at all quays except for berths no.1, 1A, 2, 2A, 3, 3A and 16.
- 4.5.3 Maximum possibility to receive water from one valve is 10–12 tons per hour, in Muuga Harbour up to 20 tons per hour.
- 4.5.4 Possibility to use communication services exists at all quays.
- 4.5.5 Electricity supply of 200 kW, 380/220 V and 50 Hz from any electric box is possible from all quays.

### 4.6 DREDGING AND DIVING OPERATIONS

- 4.6.1 The area where dredging operations are to be carried out is consented with the Harbour Master. Upon the arrival of the dredging ship the captain of the ship shall present to the Harbour Master's office the work instruction, instruction for ensuring navigational safety and the plan for the location of anchors of the dredging ship.
- 4.6.2 Dredging ships and vessels serving them will ensure constant radio communication with the Harbour Master's office at VHF channels.
- 4.6.3 For carrying out underwater operations the manager shall obtain permission from the Harbour Master's office.
- 4.6.4 The vessel or vehicle lowering divers into the water shall have constant VHF radio connection with the Harbour Master's office. In case of absence of VHF radio connection, a mobile phone may be used, the number of which will be announced to the chief of the shift of the Harbour Master's office.

## 5. HANDLING OF DANGEROUS CARGO

- 5.1 Handling of dangerous cargo in the port is performed in accordance with the International Maritime Dangerous Goods Code, MSC/Circ. 675 "Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas", and Regulation No.4 of the Minister of Transport and Communication of the Republic of Estonia dated January 26, 1998 "Rules on Receiving, Handling, Storage, and Issuing of Hazardous Cargo in the Port".
- 5.2 Harbour Master's office shall be notified of the arrival of dangerous cargo both by land and water at least 24 hours in advance, unless agreed differently. Advance notice will be submitted in a written form or sent by fax.
- 5.3 All dangerous cargoes arriving at the port (excl. bulk and general cargo) shall be packaged and labelled in accordance with the requirements of the IMDG code and have the required documents.
- 5.4 In case dangerous cargo is not packaged and labelled in accordance with the requirements or its delivery has not been announced to the port in accordance with the current regulations, the port owner may prohibit the discharging or delivering of such a cargo to the port area.
- 5.5 For sending to the port a particularly dangerous cargo (IMDG Code: classes 1, 6.2, 7) or for sending big quantities of dangerous cargo, the person having the right of disposal of such a cargo shall receive a prior agreement from the port owner.
- 5.6 Operators operating in the port shall provide the port owner with the requisites of the person responsible for the safe handling of dangerous cargo. Operators shall fulfil the regulation on the reception, storage, handling and delivery of dangerous cargo.
- 5.7 For the dangerous cargo stored on port area, prior to the arrival of the dangerous cargo a corresponding Dangerous Goods Declaration, Container Packing Certificate and Transport Emergency Instruction shall be presented to the port owner. Upon transit of dangerous cargo through the port the responsible person of the operating company shall have the above-mentioned documents and they must be available if necessary at any moment, until dangerous cargo is located on port area.
- 5.8 Port operators (excl. operators storing dangerous cargo of third class in stationary tanks) shall provide the Harbour Master's Office with information on the existence, quantity and storage place of dangerous cargo. The aforementioned information as of 8 a.m. shall be submitted once a day by 11 a.m. at the latest.
- 5.9 The person in charge submits a quarterly report concerning the movement of dangerous cargo through the port area to the Harbour Master by the 10th day of the following month of the quarter.

## 6. HANDLING OF OIL AND OIL PRODUCTS

### 6.1 LOADING/DISCHARGING OF TANKERS

- 6.1.1 The loading and discharging of oil and oil products established in annex 1 to MARPOL (Marine Pollution) 73/78 to tankers shall take place at a berth built or modified for that purpose in accordance with requirements. If the loaded or discharged cargo, depending on its characteristics, remains floating (does not dissolve or evaporate completely), the person in charge of loading operations shall ensure quick deployment of suitable booms for the localization of pollution.
- 6.1.2 Determination of the mutual obligations of the terminal and the tanker is based on "International Safety Guide for Oil Tankers & Terminal" (I.S.G.O.T.T.).
- 6.1.3 Organisational and technical measures, which ensure the safety of workers, prevention of fire and sea pollution and the localisation and liquidation of their after-effects, shall be developed in the terminal.  
The responsible persons of both parties concord and sign the safety regulations concerning the co-operation between the terminal and the tanker immediately after the arrival of the tanker.
- 6.1.4 Prior to the commencement of the loading and discharging operations of the tanker, the safety checklist of the vessel/shore approved by the Minister of Transport and Communication (or provided in the appendix of I.S.G.O.T.T.) shall be filled out. The copy of the safety checklist shall be preserved for at least 30 days.

### 6.2 BUNKERING

- 6.2.1 Bunkering of vessels both from a car and tanker, takes place in consent with the Harbour Master's office.
- 6.2.2 Prior to the commencement of operations a prior bunkering checklist required by the port owner shall be completed (annex 7) and measures for preventing the pollution of the port area applied.
- 6.2.3 At the bunkering of vessel from cars, the fire extinguishing equipment and measures for liquidating local pollution shall be in the immediate proximity of the bunkering site. The bunkering site shall be surrounded and marked to restrict access of the outsiders to the bunkering area.
- 6.2.4 Bunkering of passenger vessels may take place after the disembarkment of passengers and before the embarkment of new passengers.

- 6.2.5 Bunkering on the road may take place if the height of the waves does not exceed 1m and the wind speed does not exceed 8m/s.
- 6.2.6 The captain of the vessel has responsibility to immediately notify the management of the terminal and the Harbour Master's office of every emergency or dangerous environmental pollution. Liquidation of pollution takes place at the expense of the party causing the pollution. In Old City Harbour, Paljassaare Harbour and Muuga Harbour it is possible to order a recovery vessel through the Harbour Master's office 24 hours a day.
- 6.2.7 The company performing bunkering shall have an insurance accepted by the port owner.
- 6.2.8 When loading-discharging and bunkering a tanker, a signal code flag "B" (BRAVO) shall be hoisted and a red signal light switched on for the night.

## 7. RECEPTION OF VESSEL WASTE

- 7.1 Reception of vessel waste from ships is performed in accordance international agreements, the Waste Law and other legal acts of the Republic of Estonia.
- 7.2 Solid garbage is received:
- by the port owner for a corresponding fee
  - according to the contract between the company having the waste handling licence and the owner of the vessel,
- Reception of waste is arranged by the agent.
- 7.3 Oily mixtures (bilge water) and sewage can be delivered to companies having the corresponding handling licence 24 hours a day. Advance notification time is not less than 24 hours (see annex 6).
- 7.4 Chemical waste and ballast water cannot be delivered in the port.
- 7.5 Additional information concerning the reception of waste can be obtained from the Harbour Master's office.

## **8. FIRE PRECAUTION REQUIREMENTS IN THE PORT AND ORGANIZING OF RESCUE OPERATIONS**

- 8.1 Ensuring of fire precaution on port area and the objects located there is provided in “General Requirements of Fire Precaution”, approved by the Minister of Internal Affairs of the Republic of Estonia and the fire precaution instructions of the port.
- 8.2 Companies operating in the port shall ensure the fulfilment of fire precaution requirements on port territory at their use and/or at other objects.
- 8.3 Performing of fire operations on port territory shall be organised in accordance with the requirements approved by the Minister of Internal Affairs of the Republic of Estonia, the fire operation rules of the port and be consented with the Harbour Master’s office.
- 8.4 Free access shall be ensured to all port buildings and facilities, items must not be stored in fire precaution corridors. Digging or closing of ways and passages is allowed only with the permission of the port owner.
- 8.5 Buildings and facilities located on port territory shall be equipped with fire fighting and rescue equipment in accordance with the Estonian legal acts.
- 8.6 Fire fighting equipment shall be in working order, located at a clearly visible place and there must be free access to it.
- 8.7 Fire fighting and rescue equipment on the vessels standing at the port shall be readily available for its possible use.
- 8.8 All companies operating on port territory shall prepare a plan of activities for the protection of people and assets in case of fire, natural disaster, catastrophe, accident, explosion, etc. The plan of activities shall be consented with the port owner.
- 8.9 The company handling or engaged in the storage of oil products shall prepare a fire fighting plan together with the list of necessary distinguishers, technical and other measures and consent it with the rescue office.
- 8.10 In case of fire in the port or on the vessel standing in the port, all other vessels shall get ready the fire precaution and rescue equipment and the main engine for providing help at fire extinguishing operations. On the vessels standing nearby general alarm will be announced.
- 8.11 Port owner inspects the fulfilment of fire precaution requirements on port territory and the requirements introduced by the port owner for ensuring fire safety are subject to compulsory fulfilment.

## 9. REGULATIONS ON SERVING PASSENGERS IN THE PORT

- 9.1 The servicing staff of the port organises the movement of passengers and provides them with necessary information.
- 9.2 In the passenger terminals tickets are sold by the agencies of the ship owner.
- 9.3 In Old City Harbour there are port and tourist information centres, pharmacies, currency exchange offices, cash machines, insurance agencies, a luggage room, bars, shops, etc.
- 9.4 Passengers shall follow the fire precaution rules established in the port. Movement of passengers on port territory is performed by buses. An individual road user shall strictly follow the safety requirements of traffic rules and loading-discharging operations. Movement in the loading area is prohibited.
- 9.5 Emergency aid in the port: in case of need the corresponding emergency service shall be summoned at 112.

## 10. PORT DUES AND CHARGES FOR SERVICES RENDERED TO VESSELS

### 10.1 GENERAL TERMS

10.1.1 Compulsory port dues and charges for vessels include:

- tonnage dues
- quay charges
- mooring charges
- road charges
- pilotage dues
- lighthouse dues
- ice dues
- passenger fee

Tonnage dues, quay charges, mooring charges, road charges and pilotage dues in case of pilotage within the port and passenger fee are levied by the Port of Tallinn. Lighthouse dues and ice dues are levied by the Estonian Maritime Board, pilotage dues are levied by AS Eesti Loots (Estonian Pilot Ltd).

10.1.2 When calculating the charges, the period of time will be rounded off to 0.5 hours. A period of less than 30 min. is considered 0.5 hours and a period over 30 min. 1 hour.

10.1.3 Quay charges are levied from the vessels calling at the port only for bunkering, discharge of bilge water or sewage, repairs, etc. in accordance with clause 10.2.2.6.

10.1.4 Rigid barge caravans are considered one vessel. The captain of the caravan shall notify the port of the total length and greatest width of the caravan. The captain of the barge caravan shall present a Tonnage Certificate for every part of the caravan and the tugboat.

10.1.5 The entrance of a vessel into any of Port of Tallinn harbours for loading operations and/or embarking/d disembarking passengers is considered a separate call. Conveyance of a vessel from one harbour of Port of Tallinn to another is not considered a separate call.

10.1.6 In case of conveyance of a vessel from one harbour of Port of Tallinn to another for loading operations, mooring charges are levied at each harbour separately, quay charges and tonnage dues only in the first harbour.

10.1.7 Tonnage dues are not levied from vessels on road.

10.1.8 Shifting a vessel to the road with a later mooring to the quay and turning, is considered re-mooring.

- 10.1.9 Ship owners, operators or their agents shall submit proposals for drawing up a schedule for their liners and cruise vessels every year by September 1 at the latest. The proposals submitted later shall be considered in case of possibility after the schedule based on timely submitted schedules has been drawn up.
- 10.1.10 On the vessel's arrival at the port the captain shall himself or through his agent present ship's papers to the Harbour Master's office. The agents operating in Port of Tallinn shall have an appropriate licence and they ensure the payment of the charges associated with the vessel to the port owner in a timely manner.
- 10.1.11 Port dues and charges are paid to the bank account indicated on the invoice by the residents of the Republic of Estonia in Estonian kroons (EEK) and by non-residents in euros (EUR) at the rate quoted by Eesti Pank (Bank of Estonia) on the day of vessel's departure from the port.
- 10.1.12 All invoices are due within 15 days from the date the invoice is issued, unless established otherwise in the contract. For every delayed day, the port owner is entitled to a fine in the amount of 0.15% of the sum to be paid.
- 10.1.13 Port owner reserves the right to change the amount of port dues and charges for the services rendered in the port.
- 10.1.14 According to the legal acts of the Republic of Estonia, the Harbour Master may refuse to issue a permission for the vessel to leave.

## 10.2 PORT DUES

### 10.2.1 Tonnage dues

- 10.2.1.1 Tonnage dues are levied on the basis of gross tonnage of the vessel (GT) separately for each entrance and leaving of the vessel - 0.2 EUR/GT per unit.
- 10.2.1.2 Dues are levied from passenger and cruise vessels for entering and leaving the port separately at the first call in the calendar year to any harbour of Port of Tallinn.
- 10.2.1.3 In case of conveyance of a vessel from one harbour of Port of Tallinn to another for loading-discharge operations, tonnage dues are levied at the entrance and departure only in the first harbour.
- 10.2.1.4 Tonnage dues (separately for each entrance and leaving of the vessel) are paid differently by:
- tankers with liquid cargo (GT up to 15,000) 0.35 EUR/GT per unit
  - tankers with liquid cargo (GT 15,001 and over) 0.44 EUR/GT per unit
  - cruise vessels (GT 5,001 and over) 0.15 EUR/GT per unit  
(at the first call of the vessel in a calendar year)
  - fishing boats 0.05 EUR/GT per unit
  - yachts and sailing crafts (GT up to 1, 000) are exempted from paying tonnage dues

- 10.2.1.5 Fishing boats are considered boats that are built for fishing or processing of fish and that really fulfil at least one of the aforementioned functions.
- 10.2.1.6 Tonnage dues are not levied from vessels calling at the port only for bunkering, discharge of bilge water or sewage, repairs, etc.

## 10.2.2 Quay charges

- 10.2.2.1 Quay charges are levied from all vessels on the basis of their gross tonnage (GT) according to the rates of quay charges.

Rates of quay charges:

	GT	EUR		GT	EUR		
1	-	150	15	4,001	-	5,000	980
151	-	250	35	5,001	-	6,000	1,080
251	-	350	50	6,001	-	8,000	1,280
351	-	500	100	8,001	-	10,000	1,650
501	-	750	200	10,001	-	12,500	1,800
751	-	1,000	310	12,501	-	15,000	1,950
1,001	-	1,500	360	15,001	-	20,000	2,560
1,501	-	2,000	460	20,001	-	30,000	3,070
2,001	-	2,500	520	30,001	-	50,000	4,610
2,501	-	3,000	620	50,001	-	70,000	4,900
3,001	-	3,500	720	70,001	-	100,000	5,200
3,501	-	4,000	870	100,001	-	and over	5,500

- 10.2.2.2 Quay charges of barge caravans are calculated on the basis of total gross tonnage.
- 10.2.2.3 Quay charges are increased by 10% for tankers arriving at the port for reloading of liquid cargo.
- 10.2.2.4 Quay charges are levied from all vessels for each call.
- 10.2.2.5 If a vessel for reasons caused by herself delays alongside the quay after the completion of loading - discharging operations, thus disturbing work at the quay, a charge of 7.5 EUR per 24 hours for every meter of the length of the vessel indicated in the Tonnage Certificate shall be applied.
- 10.2.2.6 For the use of a free quay prior ordered by the vessel for operations, which are not connected to loading-discharging operations, a charge of 3.0 EUR per 24 hours for every meter of vessel length indicated in the Tonnage Certificate shall be applied.

10.2.2.7 Deductions on quay charges

10.2.2.7.1 For passenger vessels on regular line are valid for every calendar year separately

first 30 calls	0%
31-90 calls	10%
91-350 calls	35%
starting from the 351st call	40%

10.2.2.7.2 From passenger vessels on regular line that call at the port 2 or more times a day, quay charges are levied once a day according to the deduction system of clause 10.2.2.7.1. The deduction is granted according to the number of paid calls.

10.2.2.7.3 For cruise vessels are valid for every calendar year separately

vessel GT up to 5,000	2-9 calls	30%
	starting from the 10th call	40%
vessel GT 5,001 and over	2-4 calls	30%
	starting from the 5th call	40%

10.2.2.7.4 Deductions are valid for each vessel separately in case of fulfilling the schedule.

### 10.2.3 Mooring charges

10.2.3.1 Mooring charges are levied according to the gross tonnage of the vessel (GT) separately for every mooring operation according to the rates of mooring charges.

Rates of mooring charges:

GT	EUR	GT	EUR
(for a single mooring operation)		(for a single mooring operation)	
1 - 150	5	4,001 - 5,000	107
151 - 250	10	5,001 - 6,000	118
251 - 350	15	6,001 - 8,000	133
351 - 500	31	8,001 - 10,000	148
501 - 750	41	10,001 - 12,500	159
751 - 1,000	51	12,501 - 15,000	174
1,001 - 1,500	56	15,001 - 20,000	189
1,501 - 2,000	61	20,001 - 30,000	210
2,001 - 2,500	66	30,001 - 50,000	230
2,501 - 3,000	77	50,001 - 70,000	256
3,001 - 3,500	87	70,001 - 100,000	270
3,501 - 4,000	97	100,001 and over	275

10.2.3.2 A single mooring operation is considered mooring, unmooring or hauling (less than 100 m). Re-mooring a vessel from one berth to another is considered two mooring operations. Shifting the vessel to the road with a later mooring to a quay and turning, is considered re-mooring.

10.2.3.3 Shiftings of a vessel (re-mooring and hauling) take place at the expense of the vessel in the following cases:

- first shifting
- next shiftings in case they are connected with handling different cargo on special quays or servicing of the vessel
- in case of shifting the vessel to the road due to poor weather conditions

In other cases the vessel is shifted at the expense of the party ordering the shifting.

10.2.3.4 Vessels refusing the ordered operation less than 1 hour prior to the time agreed upon, are subject to paying a fine in the amount of 75 EUR.

#### 10.2.4 Special terms

10.2.4.1 Mooring charges and pilotage dues within the port are increased

from 6 p.m. to 6 a.m. 25%

on during a national and public holidays 100%

10.2.4.2 Deductions for liners:

10.2.4.2.1 A regular line is a maritime transport of cargo based on an officially announced regular schedule with one or several vessels, which call at the ports indicated in the schedule in accordance with the line terms.

A container and ro-ro regular line is a regular line, where container vessels and ro-ro vessels operate and where the aforementioned cargo is in a quantitative surplus. The port owner has the right to demand from the ship owner information on it on regular basis.

10.2.4.2.2 For container and ro-ro vessels on regular lines from tonnage dues and quay charges for every calendar year separately:

1–20 calls 20%

21–50 calls 30%

starting from the 51st call 50%

For container and ro-ro vessels on a regular line, the number of calls of which is 3 and more times a week, starting from the first call 65%

10.2.4.2.3 For other vessels on a regular line from tonnage dues and quay charges for every calendar year separately:

1–20 calls 10%

21–50 calls 20%

starting from the 51st call 40%

10.2.4.2.4 Deductions are valid only in case of fulfilment of the schedule for each line in the course of one calendar year.

10.2.4.2.5 The schedule shall be coordinated with the port owner 1 month prior to the opening of the line at the latest. Upon non-following of the schedule discounts to vessels on a regular line are offered only if the non-following of the schedule has been caused by force majeure, accident or hindrances caused by third persons and consequences proceeding from these. The port owner shall be immediately notified of the possible changes of the schedule in a written form. The bringing of an additional vessel or a replacement vessel with different parameters on a line shall be coordinated with the port owner.

- 10.2.4.3 For fishing boats deductions from quay charges are valid to the extent of 50%.
- 10.2.4.4 For reefer vessels with reefer cargo deductions from tonnage dues and quay charges are valid to the extent of 50%.
- 10.2.4.5 For vessels arriving in the harbours of Port of Tallinn for the loading of timber, deductions from tonnage dues and quay charges are valid in the amount of 20%.

### 10.2.5 Road charges

- 10.2.5.1 In case cargo operations or passengers embark-disembark are performed on the road, road charges are levied on the basis of the rate of quay charges (clause 10.2.2.1). In case the aforementioned operations are not performed, road charges are levied to the extent of 10% of the rate of quay charges.
- 10.2.5.2 Road charges are not levied in case the vessel is on the road in waiting for cargo operations or in waiting for authorities to draw up the arrival/departure of the vessel.

### 10.2.6 Lighthouse, ice and pilotage dues

- 10.2.6.1 Lighthouse and ice dues are levied by the Estonian Maritime Board, pilotage dues are levied by AS Eesti Loots (Estonian Pilot Ltd).
- 10.2.6.2 In case pilotage within the port is performed by the port pilot, pilotage due is levied according to the rates of pilotage dues.

#### Rates of pilotage dues

GT	EUR
(pilotage due in case of pilotage within the port)	
100 – 250	20
251 – 500	41
501 – 1,000	82
1,001 – 1,500	123
1,501 – 2,000	164
2,001 – 3,000	205
3,001 – 5,000	245
5,001 – 7,500	307
7,501 – 10,000	368

GT	EUR
(pilotage due in case of pilotage within the port)	
10,001 – 12,500	409
12,501 – 15,000	491
15,001 – 18,000	573
18,001 – 24,500	654
24,501 – 30,000	777
30,001 – 40,000	900
40,001 – 60,000	1,032
60,001 and over	1,227

### 10.2.7 Passenger fee

- 10.2.7.1 Passenger fee is levied at arrival/departure of a vessel according to the number of passengers provided by the captain of the vessel, who arrived at (or left) the port or the road. Passenger fee is levied regardless of whether the passengers disembarked or not.
- 10.2.7.2 Passenger fee is levied for every passenger at arrival and departure based on the following rates, considering the number of passengers during one calendar year:
- |   |                    |
|---|--------------------|
| 1–750,000 passengers                    | 1.28 EUR/passenger |
| 750,001–1,500,000 passengers            | 0.96 EUR/passenger |
| starting from the 1,500,001st passenger | 0.64 EUR/passenger |
- 10.2.7.3 One-time passenger fee in the amount of 1.02 EUR is levied for every passenger arriving at the port or on the road on board a cruise ship and continuing his/her journey by the same ship.
- 10.2.7.4 Calculating the number of passengers according to clause 10.2.7.2 passengers of age under 12, exempted from the fee, are not considered.

## 10.3 OTHER FEES

### 10.3.1 Electricity supply and communication charges

Plugging the vessel into the electricity system on shore for each kilowatt used per hour – according to the tariff established in the port

Plugging the vessel into the telephone network on the shore (for plugging and use of the telephone network)

– according to the tariff established by the provider of the service

In case of unauthorised plugging into the electricity system, the violator will be charged 10 times the amount of the sum calculated on the basis of the tariffs established in the port.

### 10.3.2 Water supply and waste disposal charges

Water supply through quay systems

- according to the tariff established in the port

Disposal of garbage and waste from the vessel (excl. radioactive waste)

- according to the tariff established by the receiver

Reception of wastewater

- according to the tariff established by the receiver

Reception of bilge water (excl. bilge water of the engine room)

- according to the tariff established by the receiver

Reception of bilge water of the engine room

- on account of port dues

### 10.3.3 Fee for the use of port's auxiliary vessels

Liquidation of oil pollution 122 EUR/hour + short term use of the vessel

Deployment of oil booms for loading- discharging operations 112 EUR/operation

Short-term use of vessels:

Boom deployment vessel "Endla" 46 EUR/hour

Recovery vessels "Ronk", "Karen", "Piiber", "Täht", "Lõhe" 38 EUR/hour

Recovery vessel "Vares" 71 EUR/hour

Diving boat "Võru" 120 EUR/hour

Mooring launch "AMA 120", "AMA 121" 33 EUR/hour

Pilot launch "Loots" 29 EUR/hour

## 10.4 CARGO CHARGE

10.4.1 The following cargo charge rates are valid for clients not having concluded contracts on the use of infrastructure with the Port of Tallinn:

All self-propelled means of transport (excl. motorcycles, automobiles and mini-buses, the length of which does not exceed 6 m) 50 EEK/unit

All non-self-propelled means of transport (trailers, roller trailers, etc.) 50 EEK/unit



# ANNEX 1

## OPERATORS IN PORT OF TALLINN

	Phone	Fax	E-mail	Internet	Cargo
<b>MUUGA HARBOUR</b>					
DBT	(372)6 31 93 89	(372)6 31 91 89	dbt@dbtmuuga.ee	www.dbtmuuga.ee	dry bulk
E.O.S. (Termoil)	(372)6 26 61 00	(372)6 26 61 60	eos@datanet.ee		liquid bulk
Eurodek Muuga Service	(372)6 31 98 50	(372)6 31 98 72	eurodek@eurodek.ee		liquid bulk
Muuga CT	(372)6 31 95 93	(372)6 31 96 96	victoria@ct.tk.ee	www.tk.ee	container and ro-ro cargo
Muuga Grain Terminal	(372)6 31 92 32	(372)6 31 91 79	mgt@mgt.ee		grain
Neste Eesti	(372)6 31 93 30	(372)6 31 93 29	neste.eesti@fortum.com	www.fortum.com	liquid bulk
Nybit AS	(372)6 31 94 22	(372)6 31 94 23	secretary@nybit.ee		liquid bulk
Oiltanking Tallinn	(372)6 31 94 03	(372)6 31 94 06	tallinn@oiltanking.com	www.oiltanking.com	liquid bulk
Pakterminal	(372)6 31 98 20	(372)6 31 98 01	pakterminal@pakterminal.ee	www.pakterminal.ee	liquid bulk
Refetra	(372)6 31 94 08	(372)6 31 91 13	refetra@refetra.tk.ee	www.refetra.ee	general cargo, dry bulk
Stivis	(372)6 31 97 88	(372)6 31 94 64	stivis@stivis.ee	www.stivis.ee	general cargo, dry bulk
Transcontinental	(372)6 31 95 72	(372)6 31 94 89	Mtrans@online.ee		vehicles
<b>OLD CITY HARBOUR</b>					
HTG Invest	(372)6 31 84 63	(372)6 31 30 34	htg@htg.tk.ee	www.tk.ee	container and ro-ro cargo, general cargo
<b>PALJASSAARE HARBOUR</b>					
ScanTrans	(372)6 60 22 51	(372)6 60 22 47	strans@online.ee		liquid bulk
KS Stevedoring	(372)6 10 09 99	(372)6 10 09 90	KS@stevedore.ee	www.stevedore.ee	general cargo, dry bulk
Petromaks Stividori	(372)6 50 77 77	(372)6 50 77 00	stividori@pmg.ee		general cargo, dry bulk
<b>PALDISKI SOUTH HARBOUR</b>					
Alexela Terminal	(372)6 50 85 05	(372)6 50 85 09	terminal@alexelaterminal.ee	www.alexelaterminal.ee	liquid bulk
Estonian Metal Export	(372)6 25 86 00	(372)6 32 83 90	emex@emex.ee		general cargo
Esteve	(372)6 74 12 25	(372)6 74 12 26	esteve@esteve.ee	www.esteve.ee	general cargo
Est Steve	(372)6 83 06 01	(372)6 80 05 01	andres@salva.ee		general cargo
Eurokai	(372)6 40 1800	(372)6 31 35 06	info@eurokai.ee		general cargo, dry bulk
Hansatee Cargo	(372)6 40 98 00	(372)6 40 99 34	info@hansatee.ee	www.tallink.ee	ro-ro cargo
Stora Enso Mets	(372)6 26 13 70	(372)6 26 13 73	storaenso@storaenso.ee		timber
Transfennica	(372)6 74 24 24	(372)6 74 24 22	Info.paldiski@transfennica.com		ro-ro cargo

## ANNEX 2

### SHIPPING AGENCIES IN PORT OF TALLINN\*

	Phone	Fax	E-mail	Internet
Abelco	(372) 6 39 87 35	(372) 6 39 87 04	abelco@stv.ee	
Amisco	(372) 6 55 61 95	(372) 6 55 61 94	amisco@online.ee	
AVR Marine	(372) 6 99 11 64	(372) 6 99 11 65	eduard@onako.ee	
Baltipoint	(372) 6 31 96 43	(372) 6 31 93 34	bpoint@online.ee	
Brokmak	(372) 6 31 13 25	(372) 6 31 13 26		
CF & S Agentide	(372) 6 11 65 56	(372) 6 66 44 44	cfs@cfs.ee	www.cfs.ee
Dajwest	(372) 6 39 67 53	(372) 6 39 67 54	daiivs@hotmail.ee	
Denato	(372) 6 61 60 81	(372) 6 60 19 53	dnt@estpak.ee	www.denato.ee
Eckerö Line AB OY Estonian Branch	(372) 6 61 47 14	(372) 6 61 47 15	info@eckeroline.ee	www.eckeroline.ee
Esti Mereagentuur	(372) 6 40 18 00	(372) 6 31 35 60	info@estma.ee	www.estma.ee
Ella Kaubanduse	(372) 6 27 96 00	(372) 6 41 12 17		
Esteve	(372) 6 74 12 25	(372) 6 74 12 26	esteve@esteve.ee	
Estonian Chartering & Maritime Agency	(372) 6 39 51 25	(372) 6 39 51 24	ecma@online.ee	
Euro-Baltic Shipping Service	(372) 6 41 91 40	(372) 6 41 91 39	shipping@ebss.ee	www.ebss.ee
Freselle	(372) 6 06 15 09	(372) 6 06 15 20	arno@freselle.ee	
Grönqvist Shipping	(372) 6 11 65 40	(372) 6 11 65 47		
Inflot	(372) 6 03 33 83	(372) 6 03 33 81	inflot@inflot.ee	www.inflot.ee
Interbalt Maritime Agency	(372) 6 39 87 60	(372) 6 39 87 61		
Kompass Transiit	(372) 6 62 33 04	(372) 6 62 33 67	kompasstransiit@hotmail.ee	
Maersk Eesti	(372) 6 65 00 60	(372) 6 65 00 55		
Marinsak	(372) 6 61 78 92	(372) 6 61 78 93	marinsak@stv.ee	
Maritime Transport & Agencies	(372) 6 45 44 16	(372) 6 45 44 16		
Maseko	(372) 6 26 44 50	(372) 6 26 44 60	masnord@infonet.ee	

	Phone	Fax	E-mail	Internet
Merktrans	(372) 6 59 93 50	(372) 6 59 93 51	info@merktrans.ee	
MSC Eesti	(372) 6 46 15 00	(372) 6 46 15 10	info@medship.ee	
Muuga Inflat	(372) 6 31 97 91	(372) 6 31 97 24	mginf@mginf.estnet.ee	
Muugafertek	(372) 6 31 97 10	(372) 6 31 97 85		
Nesco Agency	(372) 6 33 94 00	(372) 6 33 94 99	nesco@nesco.ee	www.nesco.ee
Nurminen Maritime Eesti	(372) 6 13 00 67	(372) 6 13 00 69	tallinn@nurminenmaritime.com	
Panbal	(372) 6 60 22 36	(372) 6 60 22 40	panbal@panbal.estnet.ee	
Petromaks Spediitori	(372) 6 50 76 00	(372) 6 50 76 01	spediitori@pmg.ee	
Pirita Marine	(372) 6 39 66 66	(372) 6 39 67 62	info@pmarine.ee	
Reval Logistik	(372) 6 40 97 51	(372) 6 40 97 86	info@rlog.ee	www.rlog.ee
Sankotrans	(372) 6 31 98 42	(372) 6 31 91 48	info@sankotrans.ee	www.sancotrans.ee
Silja Line Eesti	(372) 6 26 12 36	(372) 6 26 12 37	silja.tallinn@silja.ee	www.silja.ee
SIS Internationale Speditions Eesti				
	(372) 6 01 42 39	(372) 6 01 42 36	office@sis-eesti.ee	www.sis-eesti.ee
Stivtrans	(372) 6 39 87 36	(372) 6 39 80 49		
Tallink Grupp	(372) 6 40 98 00	(372) 6 40 98 10	info@tallink.ee	www.tallink.ee
Tallship	(372) 6 39 87 78	(372) 6 39 87 70		
Testeli	(372) 6 74 11 18	(372) 6 74 10 45	testeli@hot.ee	
Tramp Mereagentuuri	(372) 6 05 43 51	(372) 6 25 88 64		
Transeon	(372) 6 31 83 83	(372) 6 31 83 73		
Transfennica	(372) 6 74 24 24	(372) 6 74 24 22	Info.paldiski@transfennica.com	
Transocean Eesti	(372) 6 31 89 95	(372) 6 31 89 96	barwill.eesti@transocean.ee	
Unieveem Eesti	(372) 6 30 01 29	(372) 6 30 01 30	unieveem@online.ee	
Uniship	(372) 6 39 89 05	(372) 6 39 89 06		
Wmh. Muller Eesti	(372) 6 27 20 40	(372) 6 31 44 19	info@krogius.ee	www.krogius.ee
Österströmi Laevanduse	(372) 6 41 65 98	(372) 6 41 66 35		

\* the list is not complete

## ANNEX 3

### USEFUL INFORMATION

#### PORT OF TALLINN

Port Authority  
 25 Sadama Str., 15051 Tallinn  
 Phone (372) 6 31 80 02  
 Fax (372) 6 31 81 66  
 Harbour Master (372) 6 31 83 29  
 E-mail [portoftallinn@portoftallinn.com](mailto:portoftallinn@portoftallinn.com)  
 Internet <http://www.portoftallinn.com>

Old City Harbour  
 25 Sadama Str., 15051 Tallinn (372) 6 31 85 54  
 Harbour Master (372) 6 31 83 29  
 Harbour Master's office (372) 6 31 85 88  
 Dispatcher (372) 6 31 83 63

Muuga Harbour  
 57 Maardu Road, 74115 Maardu (372) 6 31 95 02  
 Harbour Master (372) 6 31 95 21  
 Harbour Master's office (372) 6 31 95 23

Paljassaare Harbour  
 28 Paljassaare Road, 10313 Tallinn (372) 6 10 08 03  
 Harbour Master (372) 6 10 08 34  
 Harbour Master's office (372) 6 10 08 35

Paldiski South Harbour  
 15 Rae Str., P.O.Box 35, 70806 Paldiski (372) 6 74 12 41  
 Harbour Master (372) 6 74 11 29

#### STATE MARITIME INSPECTION

76 Kopli Str., 10416 Tallinn (372) 6 60 33 33  
 Short number (372) 1313  
 Fax (372) 6 96 22 37

## ESTONIAN BOARD OF BORDER GUARD

Border point in Old City Harbour  
27 Sadama Str., 10111 Tallinn (372) 6 31 87 77  
Fax (372) 6 31 87 78  
E-mail ag@sadam.pv.ee

Border point in Muuga Harbour  
10 Veose Str., 74115 Maardu (372) 6 31 97 26  
Fax (372) 6 31 97 14  
E-mail kp@sadam.pv.ee

Border point in Paljassaare Harbour  
28d Paljassaare Road, 10313 Tallinn (372) 6 10 09 64  
E-mail allikas@sadam.pv.ee

Border point in Paldiski Harbour  
10 Rae põik, 70806 Paldiski (372) 6 74 13 32  
E-mail paldiski.kordon@mail.ee  
Paldiski South Harbour (372) 6 74 11 16

## ESTONIAN CUSTOMS BOARD

5 Lökke Str., 10122 Tallinn (372) 6 96 77 22  
Customs information (372) 6 96 74 35  
Fax (372) 6 96 77 27

Customs office in Old City Harbour  
21 Sadama Str., 10111 Tallinn (372) 6 96 74 35  
Phone (372) 6 96 74 36

Customs office in Muuga Harbour  
57 Maardu Road, PO Box 27, 74115 Maardu (372) 6 31 99 82  
Fax (372) 6 31 93 43  
E-mail merike.leht@ti.customs.ee

Customs office in Paljassaare Harbour  
28d Paljassaare Road, 10313 Tallinn (372) 6 10 09 60

Paldiski service center  
 10 Rae põik, 70806 Paldiski (372) 6 79 00 99  
 Fax (372) 6 79 00 97

## ESTONIAN MARITIME BOARD

4 Valge Str., 11413 Tallinn (372) 6 20 55 00  
 Fax (372) 6 20 55 06

## EESTI LOOTS AS (ESTONIAN PILOT LTD)

Sadama tee 9  
 Rohuneeme, Viimsi vald  
 74001 Harjumaa  
 Phone (372) 6 05 38 00  
 Fax (372) 6 05 38 10  
 Old City Harbour pilots (372) 6 05 38 23  
 Muuga pilots (372) 6 05 38 24  
 Paljassaare pilots (372) 6 05 38 22  
 Paldiski pilots (372) 6 74 10 10

## PORT HEALTH AUTHORITY

48 Narva Road, 10150 Tallinn (372) 6 48 43 79  
 Fax (372) 6 48 40 26

## ESTONIAN PLANT PRODUCTION INSPECTORATE

Teaduse 2, 75501 Saku (372) 6 71 26 02  
 Fax (372) 6 71 26 04  
 E-mail tallinnasadamad@plant.agri.ee  
 E-mail plant@plant.agri.ee

Border point in Old City Harbour  
 Uus-Sadama 19/8, 10120 Tallinn  
 Phone/fax (372) 6 31 83 75  
 Mobile (372) 5 14 08 45  
 E-mail p.vanasadam@plant.agri.ee

Border point in Muuga Harbour

Veose 16, 74115 Maardu

Phone/fax

(372) 6 31 96 24

Mobile

(372) 5 07 42 33

E-mail

p.muuga@plant.agri.ee

Border point in Paljassaare Harbour

Paljassaare tee 28d, 10313 Tallinn

Phone/fax

(372) 6 10 09 20

Mobile

(372) 5 02 05 49

E-mail

p.paljassaare@plant.agri.ee

Border point in Paldiski South Harbour

Rae põik 10, 70806 Paldiski

Phone/fax

(372) 6 31 88 57

Mobile

(372) 5 26 18 65

E-mail

p.paldiski@plant.agri.ee

#### VETERINARY AND FOOD BOARD BORDER SERVICE

Border point in Old City Harbour

19/8 Uus-Sadama Str., 10120 Tallinn

Fax

(372) 6 31 86 40

(372) 6 31 82 89

Border point in Muuga Harbour

57 Maardu Road, PO Box 55, 74115 Maardu

Fax

(372) 6 31 96 88

(372) 6 31 96 90

E-mail

muuga@vet.agri.ee

Border point in Paljassaare Harbour

28d Paljassaare Road, 10313 Tallinn

(372) 6 10 09 27

Border point in Paldiski South Harbour

10 Rae põik, 70806 Paldiski

Phone/fax

(372) 6 74 12 19

Mobile

(372) 5 20 12 10

POLICE 110

RESCUE BOARD 112

## WASTE HANDLING COMPANIES IN TALLINN

### RECEPTION OF GARBAGE

ERIAUTOBAASI AS

Phone (372) 6 56 28 26, (372) 6 56 28 38

Fax (372) 6 56 28 28

KRISSAN AS

Phone (372) 6 56 28 24

Fax (372) 6 56 28 25

RAGN-SELLS EESTI AS

Phone (372) 6 27 76 80

Fax (372) 6 27 78 79

VANSPO SERVICE AS

Phone/Fax (372) 6 38 11 58

LASNAMÄE HALJASTUS OÜ

Phone (372) 56 22 29 99

Faks (372) 6 00 79 86

### RECEPTION OF HAZARDOUS WASTE

ECOPRO AS

Phone (372) 6 60 47 62

Fax (372) 6 60 47 63

KESTO AS

Phone (372) 6 39 52 22

Fax (372) 6 39 52 21

**MASP AS**

Phone (372) 6 39 30 34

Fax (372) 6 39 34 34

**PESUTEHNIKA AS**

Phone (372) 6 31 11 96

Fax (372) 6 31 11 32

**RECEPTION OF BILGE WATER AND SEWAGE****NT MARINE AS**

Phone (372) 6 68 43 33

Fax (372) 6 69 43 30

**TOWING SERVICES****AS PKL**

Phone (372) 6 31 81 47

Fax (372) 6 31 31 00

**AS VAGGEN**

Phone (372) 6 46 46 01

Fax (372) 6 46 42 00

**COMMUNICATION SERVICES****AS EESTI TELFON (ESTONIAN PHONE COMPANY)**

Phone (372) 6 06 30 03

Fax (372) 6 35 25 57

E-mail hooldus@et.ee

## ANNEX 4

### REGULAR LINES FROM/TO PORT OF TALLINN

#### CARGO VESSELS

Muuga Harbour – Bremenhaven – Hamburg –Helsinki– Muuga Harbour  
Muuga Harbour – Bremenhaven – Riga – Helsinki – Kotka – Muuga Harbour  
Muuga Harbour – Felixstowe – Antwerp – Muuga Harbour  
Muuga Harbour – Helsinki – Muuga Harbour  
Muuga Harbour – Copenhagen – Arhus – Kiel – Muuga Harbour  
Muuga Harbour – Turku – Kiel – Bremenhaven – Harwich – Cuxhaven – Muuga Harbour  
Muuga Harbour – Riga – Antwerp – Felixtowe – Kotka – Helsinki – Muuga Harbour  
Muuga Harbour – Helsinki – Rotterdam – Antwerp – Helsinki – Muuga Harbour  
Paldiski South Harbour – Hanko – Paldiski South Harbour

#### PASSENGER VESSELS

Old City Harbour – Helsinki – Old City Harbour  
Old City Harbour – Stockholm – Old City Harbour  
Paldiski South Harbour – Kapellskär – Paldiski South Harbour  
Helsinki – Old City Harbour – Rostock – Old City Harbour – Helsinki

\* the list is subject to change

## ANNEX 5

Name, address and licence number of vessel's agent

Notice of arrival (date, no) \_\_\_\_\_

### PORT OF TALLINN

Harbour \_\_\_\_\_

Estimated position of vessel in the harbour (berth or station, terminal)	
---	--

Name of vessel	Port of registry
Flag	Name of master
Shipowner	

Purpose of call	Cargo
Quantity of cargo	
Laytime	
Draught of vessel Tf=      Taf=	
Dangerous cargo <input type="checkbox"/> NO <input type="checkbox"/> YES    IMO no	Class      Quantity

Waste to be delivered, m <sup>3</sup>	
Bilge water (excl. bilge water of the engine room)	Bilge water of the engine room
Garbage	Sludge
Cargo residues	Faecal water

IMO no	
Draught max (m)	
Length max (m)	
Breadth max (m)	

Port's confirmation of taking vessel to the port

## ANNEX 6

### INFORMATION TO BE NOTED TO THE PORT OF CALL PORT OF TALLINN

Name, call sign, IMO identification number of vessel	
Estimated time of arrival (ETA)	Estimated time of departure (ETD)
Previous port of call	Next port of call
Last delivery of ship generated waste (port and date)	
Was waste delivered into the port reception facilities (tick appropriate box)? all <input type="checkbox"/> some <input type="checkbox"/> none <input type="checkbox"/>	

Type and amount of waste to be delivered and / or remaining on board, and percentage of maximum storage capacity					
If delivering all waste, complete the second column as appropriate in the table beneath. If delivering some or no waste, complete all columns.					
Type of ship generated waste	Waste to be delivered, m <sup>3</sup>	Maximum dedicated storage capacity m <sup>3</sup>	Amount of waste retained on board, m <sup>3</sup> /used, %	Port at which remaining waste will be delivered	Estimated amount of waste to be generated between notification and next port of call m <sup>3</sup> /estimated use, %
1. Waste oil					
Sludge					
Bilge water (excl. bilge water of the engine room)					
Bilge water of the engine room					
Other (specify)					
2. Garbage					
Food waste					
Plastic					
Other					
3. Cargo associated					
waste* (specify)					
4. Cargo residues*					
(specify)					

\* may be estimated

I (the master) confirm that:

- the above details are accurate and correct
- there is sufficient dedicated onboard capacity to store all the waste generated between notification and the next port at which the waste will be delivered

Date

Time

Master \_\_\_\_\_ (signature)

# ANNEX 7

## PRE-BUNKERING CHECKLIST

Name of bunker barge/ truck \_\_\_\_\_  
 Licence number \_\_\_\_\_  
 Master's/ driver's name \_\_\_\_\_  
 Date of bunkering " \_\_\_\_ " \_\_\_\_\_

Name of vessel taking bunker \_\_\_\_\_  
 Master's name \_\_\_\_\_  
 Place of bunkering \_\_\_\_\_  
 Time of bunkering \_\_\_\_\_

BUNKER BARGE/ TRUCK	VESSEL TAKING BUNKER
1. Quantity of bunker product: Diesel _____ tons _____ m <sup>3</sup> Fuel oil _____ tons _____ m <sup>3</sup> Lub oil _____ tons _____ m <sup>3</sup>	1. Quantity of the received product Diesel _____ tons _____ m <sup>3</sup> Fuel oil _____ tons _____ m <sup>3</sup> Lub oil _____ tons _____ m <sup>3</sup>
2. Means of communication between the bunker barge/ truck and the vessel taking bunker: _____	2. Means of communication between the vessel taking bunker and the bunker barge/ truck: _____
3. Who is responsible for communication with the vessel taking bunker? Name _____ Position _____	3. Who is responsible for communication with the bunker barge/ truck? Name _____ Position _____
4. Who is responsible for safe bunkering? Name _____ Position _____	4. Who is responsible for safe bunkering? Name _____ Position _____
5. (a) Are the pumps equipped with an emergency switch Yes _____ No _____ Where is the switch located? _____ (b) Have the emergency procedures been agreed upon with the vessel taking bunker? Yes _____ No _____	5. How often is the contents of the bunker tanks checked and who is responsible for taking the measurements? Every _____ minutes Name _____ Position _____
6. Agreed maximum pumping rates and line pressures Rate _____ tons/hour Pressure in bars _____	6. Agreed maximum pumping rates and line pressures Rate _____ tons/hour Pressure in bars _____
I confirm that I shall not exceed the allowed pumping rates and line pressures and that there is foam at the hose connection to ensure safe bunkering and quick response in case of emergency.	I confirm that I am able to receive the above volumes at the pumping rates and line pressures agreed to above and ensure that the ship's engineers in charge of the reception of bunkers will not without prior agreement with the bunker barge/ truck close any valve, which will restrict the flow of the product and that there is foam at the hose connection to ensure safe reception of the bunker and quick response in case of emergency.
Barge Master/ Driver	Master/ Chief Engineer

The checklist has to be completed prior to the commencement of bunker operations

## ANNEX 8

### DOCUMENTS PROVIDED AT THE ARRIVAL AND DEPARTURE OF A VESSEL

In accordance with the procedure of entering and leaving of vessels and small crafts into/from inland sea and ports, the captain of the vessel shall at the entering of the vessel into the port and prior to the departure from the port through the ship agent, at the absence of the agent through the ship owner provide the following documents to the state supervisory bodies and the Harbour Master:

- 1) General Declaration – Border Guard Region; customhouse performing customs surveillance of the port; coordination centre of the Estonian National Maritime Board; Estonian Sanitary Quarantine Service; Plant Production Inspectorate (in case of respective cargo); Veterinary and Food Board (in case of respective cargo); Harbour Master.
- 2) Crew List and the List of Passengers – Border Guard Region; customhouse performing customs surveillance of the port; Estonian Sanitary Quarantine Service; Harbour Master.
- 3) Maritime Declaration of Health – Estonian Sanitary Quarantine Service.
- 4) Cargo Declaration, Declaration of Vessel Supplies, Cargo Manifests and Bills of Lading – customhouse performing customs surveillance of the port and in case of respective cargo the Estonian Plant Production Inspectorate and/or Veterinary and Food Board and the Border Guard Region only the cargo manifest.
- 5) Crew's Effects Declaration – customhouse performing customs surveillance of the port.
- 6) Declaration of Vessel Food Supplies and information on garbage – Veterinary and Food Board.

At the entering into the port the documents shall be provided prior to the beginning of the loading operations, but not later than 6 hours after the entrance.

At the departure from the port the documents shall be provided prior to the departure, advisably 2 hours prior to departure.