

**臺灣港務股份有限公司花蓮港務分公司
在港船舶廚房及船員住艙垃圾收運申請作業須知**

(The Collection Guideline for Ship-Generated Waste(Galley Waste and Crew Cabins Garbage) in Haulien Harbor)

一、為加強在港船舶廚房及船員住艙垃圾收運，簡化申請手續，特訂定本須知 (This guideline aims to simplify the application process for the collection of galley waste and rubbish from crews' quarters.)。

二、收運申請 (How to apply?)：

(一)為簡化申請手續，接受電話或傳真申請。受理申請單位為本分公司勞安處。電話：(03)8343700 傳真(03)8343700。(In order to simplify the application process, the application form can be submitted to waste reception department, Occupational Safety Department, by telephone or fax. Tel: 03-8343700; Fax: 03-8343700)。

(二)受理申請時間：上班日上午 8 時 30 分至下午 16 時。

Office Hours：Monday to Friday (except Taiwan public holidays)；
08:30 ~16:30

(三)申請時應將船公司(代理行)連絡人、電話號碼、收運垃圾船名、停泊位置、預定開航時間、船上負責交運人員等有關事項告知本分公司勞安處，俾便收運。

服務費用係包含於港埠業務費率表之垃圾清理費內，不另增收費用。若需開立收運證明者，由船公司(代理行)先至本分公司網頁下載收運憑(簽)證，格式(如附表)製作三份，送本分公司勞安處加蓋戳章並抽存一份，另二份交收運人員查核數量無誤後遞交船方及代理行。

Prior to collection, ships (or agents acting on their behalf) must provide information such as person to contact, his/her telephone number, vessel's name, moorage, and departure time, to the Occupational Safety Department。

The waste collection fee is included in the mandatory waste fee, and there is no additional charge. For applying the collection evidence, ships or agents should complete 3 copies of application form, which available from <http://www.hlhb.gov.tw/>, and then deliver them to Occupational Safety Department for sealing. Having sealed the certificate, Occupational Safety Department will keep one copy and give others to the collector for collation. Once the collations have done, two copies will be returned to ship or

agents。

三、收運作業：

(一)本港委外作業垃圾車每週 1 至週 6，上午 10 時 00 分至 12 時由 16 號碼頭出發，播放收運音樂，沿 12 號崗→13 號碼頭→14 號碼頭→15 號碼頭→12 號碼頭中鋼公司→11 號碼頭→10 號碼頭亞泥公司，9 號碼頭→8 號碼頭→7 號碼頭→6 號碼頭→5 號碼頭→4 號碼頭→3 號碼頭→2 號碼頭→1 號碼頭→17 號航道→18 號碼頭→19 號碼頭→20 號碼頭→21 號碼頭→22 號碼頭→23 號碼頭→24 號碼頭→25 號碼頭→行政大樓每艘船邊停 5 分鐘，收運在港船舶廚房及船員住艙分類後之一般生活垃圾。

Every Monday to Saturday garbage trucks will departure from dock 16 at between 10:00 to 12:00 am, and then visit post 12 , dock 13 , dock 14, dock 15,dock 12 China Steel Corporation, dock 11,dock 10 Asia Cement Corporation , dock 9 , dock 8 , dock 7 , dock 6 , dock 5 , dock 4 , dock 3 , dock 2 , dock 1 , dock 17 ,dock 18 , dock 19 , dock 20 , dock 21 , dock 22 , dock 23 , dock 24 ,dock 25, Haulien Port Main Building ,by sequence. While collection, the trucks playing the notice music and will spend 5 minutes for each ship waiting for waste disposal.

(二)垃圾車前往收運時，船方必須負責派員於約定時間、地點自行搬運垃圾上車(垃圾不落地)，並避免垃圾散落碼頭面及掉落港池。

Ships must carry her waste to the truck at the appointed time and place and ensure that waste is not dropped to land and pool.

(三)如無法於收運時間收運垃圾，代理行可事先以電話向本分公司勞安處環境管理科申請登記約定時間，勞安處另派回收車至船邊清運。

The collection will be delivered base on the sequence of applications.

The agents could also phone the Occupational Safety Department for special disposal arrangements.

四、船方應行配合事項：

(一) 非廚房及船員住艙垃圾之事業廢棄物，由船公司自行清運處理，請勿提出申請。(Waste and garbage not from the ketch and crew's living quarters will not be accepted) .

(二) 廚房及船員住艙垃圾，應先行分類(分可回收及不可回收)分別包裝妥當，以免垃圾四處散落。(Galley waste and garbage from the crew's living quarters should be packed in accordance with environmental laws as recyclable or non-recyclable)

(三) 廚房及船員住艙一般生活垃圾內，不得夾雜有清艙事業廢棄物或危

險與違禁物品及非垃圾之未稅物品。(Do not mix garbage from cleaning, dangerous articles, prohibited goods and duty unpaid products with galley waste and garbage)

(四) 收運人員不得登船收運垃圾，請船方協助自行將垃圾包放置於垃圾(車)內，并隨時接受港警安全檢查。(The crew must take out the waste and garbage from the ship to the truck, since the collectors are not permitted to board on ships. accept a safety examination by harbor policemen.)

(五) 垃圾袋請貼上船名標記以資區別，內如夾帶有危險違禁之物品及非垃圾之未稅物品，由船方自負法律責任。(Please mark the garbage bags with the name of the ship. Ships are liable to legal penalties if galley waste and garbage is mixed with dangerous articles, prohibited goods and duty unpaid products) .

五、收運人員遇下列各項狀況，得拒絕收運：(Collectors must refuse to do garbage collection if one of the following occurs

(一) 垃圾袋無註記船舶船名者。(Trash bags without marks.)

(二) 收運內容與收運憑(簽)證所載資料明顯不符
(Waste to be collected is not in accordance with the documents) 。

(三) 收運內容非屬廚房及船員住艙垃圾及未做好垃圾分類者。
(Waste to be collected is neither from the galley nor the crews' quarters or waste haven't been sorted.)

(四) 收運內容夾雜有清艙或危險與違禁物品及非垃圾之未稅物品。
(Waste to be collected is mixed with garbage from cleaning, dangerous articles, prohibited goods and duty unpaid products) 。

(五) 清運船舶未按規定時間(逾約定時間5分鐘以上)、地點與作業方式配合收運車輛及人員者。
(The applicant cannot transport the garbage to the truck or boat at the appointed time (a delay of over 15 minutes)and/or place and by the agreed method) 。

六、本須知奉本分公司總經理核定後實施，修正時亦同 (

This procedure will enter into effect as of the date of promulgation.)

臺灣港務股份有限公司花蓮港務分公司在港船舶廚房及船員住艙垃圾收運憑(簽)證

Certificate for Collection and Disposed of Garbage
Port of Hualien, Taiwan International Ports Corporation, Ltd.

船舶編號:

請運垃圾船名 Vessel's Name	中文	停泊位置 Moorage		滯留本港時間 Duration	自 from y/ m/ d ____ : ____ 至 to y/ m/ d ____ : ____
	英文	自何港來 Come from		往何港去 Sail to	
船公司(代理行) Company(or Agency)					
收運工具 垃圾車 Truck	請運垃圾 數量 The Quantity Demands Disposed	項 目 Category of waste	單 位 Unit	數 量 Quantity	備 註 Remark
		塑膠製品 Plastic products			
		廚房廢棄物 Galley Waste			
		一般生活廢棄物 Garbage			
		其他 Others			

茲證明上述船舶於本港停泊期間，由本公司收運垃圾至花蓮市公所掩埋場處理。

The wastes listed above are collected by the Port of Hualien, Taiwan International Ports Corporation, Ltd, and they are shipped to the landfill of Hualien City Office.

臺灣港務股份有限公司花蓮港務分公司勞安處 Occupational Safety, Port of Hualien ,Taiwan International Ports Corporation, Ltd.

申請人簽章 Signature: _____

船公司(代理行)Ship Company (or Agency)

電話 tel:()

傳真 Fax:()