



OFFICE OF THE CHAIRMAN
ECOLOGY CENTER

✉ Bldg. 157, Bonifacio St., Subic Bay Freeport Zone, Philippines 2222
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Doc Ref.: ISOOP-EC-001	Rev. No.: 00	Effectivity Date: 4/28/03
Doc. Title: Waste Management Guidelines		

Pursuant to Sections 96 and 103 of the Implementing Rules and regulations of R.A. 7227 series of 1992, the following provisions are hereby promulgated:

ARTICLE I

Section 1.0 Basic Policy

It is the policy of the Subic Bay Metropolitan Authority (SBMA) to maintain a high degree of environmental quality as a precursor to the sustainable economic development of the areas both under and adjacent to its jurisdiction. Thus, Republic Act 7227 created the Ecology Center (EC) with the responsibility of adopting and implementing measures and standards for environmental pollution control and enforcement of national environmental laws, rules and regulations. It shall also promote sound waste management technologies such as recycling, waste segregation and waste minimization, among others.

Section 2.0 Objectives

This Guidelines shall have the following objectives:

- a. Ensure that all types of waste are properly managed and disposed of;
- b. Establish guidelines and procedures in the proper disposal of such; and
- c. Establish reasonable rates for regulation.

Section 3.0 Definition of Terms

Collection Frequency	The number of times collection is provided in a given period of time.
Commercial Establishments	All enterprises which include but are not limited to those engaged in transportation, communication, storage, commerce, service and the like.
Construction Waste	Lumber, excess and broken concrete, sand, gravel, cement, wood residues, metal tailings, ashes and other substances not sewage or industrial wastes which may cause or tend to cause pollution or contribute to the pollution of water, air, and land.
DENR	Department of Environment and Natural Resources
EC	Ecology Center

Doc Ref.: ISOOP-EC-001	Rev. No.: 00	Effectivity Date: 04/28/03
Doc. Title: Waste Management Guidelines		

Environmentally Critical Area (ECA)	An area that is environmentally sensitive and is so listed under Presidential Proclamation No. 2146 Series of 1981 as well as other areas which the President may proclaim as environmentally critical in accordance with Section 4 of PD 1586.
Hazardous Waste	Substances that are without any safe, commercial, industrial, agricultural or economic usage. They are substances which, due to their ineffectivity, equitability, corrosivity, radioactivity and toxicity can cause a negative impact on public health and the environment. They shall also mean by-products, side products, process residues, spent reactions, media-contaminated plant or equipment or other substances from manufacturing operations and as consumer discards of manufactured products which present unreasonable risk and/or injury to health and safety and to the environment.
Industrial Establishments	All enterprises which include but not limited to those engaged in manufacturing, assembly, power generating, oil and gas industries, utilities, construction, garments and the like.
Industrial Waste	Any liquid, gaseous, or solid matter or other waste substances or combination thereof resulting from any process of industry, manufacturing, trade or business or from the development, processing or recovery of any natural resources which may cause or tend to cause pollution, or contribute to the pollution of water, air and land resources.
Household Waste	Waste paper, cardboard, plastic, textile remnants, food packaging, food waste, vegetable and fruit peelings, beverage and food containers, wood, glass and the like resulting from household activities.
Sanitary Landfill	A site where solid waste is disposed of using an engineering method in a manner that protects the environment by spreading the waste in thin layers, compacting it to the smallest practical volume and covering it with soils by the end of each working day.
Scrap	Waste materials such as used carton boxes, textiles/textile remnants, styrofoam, large metal sheets and bars, plastic moldings and the like which can be given away or sold and re-used.

Scrap Haulers	SBMA-accredited enterprises permitted to haul scrap materials from locators.
Solid Waste	Combination of industrial, commercial and household waste. It does not include solids or dissolved materials in domestic sewage or other significant pollutants in water resources such as silt, dissolved or suspended solids in industrial wastewater effluents and/or other common water pollutants, explosive and incendiary wastes and contaminated wastes from medical and radiological processes.
SBFZ	Subic Bay Freeport Zone. For purposes of this policy, shall refer to the area within the confines of the former U.S. Naval Facility in Subic Bay.
SWMD	Solid Waste Management Division of the Ecology Center tasked to collect and dispose of solid waste.
Yard Waste	Grass and tree trimmings, stumps, twigs, leaves and the like.

**ARTICLE II
SCOPE OF SOLID WASTE MANAGEMENT OPERATIONS**

Section 1.0 Coverage

The SWMD of the EC shall provide collection, transport and disposal services of solid waste including management, operations and maintenance of the SBMA landfill. Services shall be limited to the area within the confines of the former U.S. Naval Facility in Subic Bay.

Section 2.0 Frequency of Collection

The following collection schedule shall be followed:

a. Residential Areas

- Kalayaan Housing Area : Mondays and Thursdays (Household Waste)
Saturdays (Yard Waste)
- Binictican Housing Area : Tuesdays and Fridays (Household Waste)
Sundays (Yard Waste)
- Cubic Housing Area : Wednesdays and Saturdays (household Waste)
Mondays (Yard Waste)

Doc Ref.: ISOOP-EC-001	Rev. No.: 00	Effectivity Date: 04/28/03
Doc. Title: Waste Management Guidelines		

- b. Hotels/Restaurants/
Eateries/Canteens/
Food Stalls : Daily including holidays
- c. SBMA offices/shops/
recreational facilities : Daily and/or as requested
- d. Yard Waste : As requested
- e. Commercial/Industrial
establishments : As requested

All concerned shall be immediately informed of any change in schedule.

Section 3.0 Special Rules for Residential Areas

All residents shall be required to provide for their own covered waste receptacles which are to be staged within the residents' premises.

All residents shall refrain from placing household waste outside of their homes other than the specified days of collection to prevent animals and birds from scavenging. They shall also refrain from using public trashcans for their household garbage. They are encouraged to maintain cleanliness within their premises and to collect and properly contain spilled garbage and other wastes.

Section 4.0 Special Rules for Commercial and Industrial Establishments

Commercial and industrial establishments shall be required to fill-up an official request form (attached herein as Annex A) to determine their preferred frequency of collection. If a locator's business is located in two or more separate areas, it shall be required to accomplish 2 separate request forms for waste collection.

Solid waste generated by these establishments shall be collected and disposed of by the SWMD. Only scraps and/or recyclable wastes shall be collected by SBMA-accredited scrap haulers.

Section 5.0 Special Rules for Restaurants, Canteens, Eateries, Food Stalls

All establishments falling under this section shall maintain good housekeeping practices to prevent vermin, roach and rodent infestation. They shall ensure proper containment of wastes to prevent spillage and foul odor and should make sure that waste receptacles are strategically located within the establishment's premises.

Prior to collection by SWMD, food wastes from restaurants, canteens, eateries, food stalls and the like shall be properly contained in plastic liners to prevent spillage. All establishments engaged in the selling and/or giving away food wastes to private haulers shall ensure that the

Doc Ref.: ISOOP-EC-001	Rev. No.: 00	Effectivity Date: 04/28/03
Doc. Title: Waste Management Guidelines		

same are accredited by SBMA and comply with all sanitation requirements of the EC and the Health and Welfare Department of SBMA.

Section 6.0 Uncontained and/or Scattered Wastes

In order to provide efficient service, all solid wastes shall be placed in plastic bags and properly sealed or tied up for easy handling and pick-up. The maximum weight per bag shall not exceed thirty (30) pounds. All uncontained and/or scattered waste may be collected by SWMD subject to payment of appropriate rate and penalty/ies.

Section 7.0 Scraps and Recyclable Waste

Commercial and industrial establishments shall designate a separate collection area for scraps and recyclable wastes. These shall only be collected by the SWMD or by SBMA-accredited scrap haulers. Scrap haulers are prohibited from collecting and disposing of regular solid waste from all commercial and industrial establishments within the SBFZ. Prior to transport of scrap materials outside of the SBFZ, scrap haulers shall obtain necessary clearances from the Bureau of Customs, Law Enforcement Department, Seaport Department, Procurement and Property Management Department and the EC.

Section 8.0 Toxic and Hazardous Wastes

The storage, handling and disposal of toxic and hazardous wastes shall be governed by Chapter VII of DENR AO 29, Implementing Rules and Regulations of RA 6969 otherwise known as the “Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990.”

Section 9.0 Construction Wastes

The SWMD shall not collect construction wastes. The proper storage, transport and disposal of such wastes in the SBMA landfill shall be the responsibility of the contractor/s. Should there be wastes deemed unacceptable to the landfill, disposal sites may be identified by the contractor/s and approved by the EC or jointly identified by the contractor/s and the EC.

Section 10.0 Visiting Vessels

All visiting vessels shall dispose of their wastes properly. The Seaport Department shall immediately notify the EC of the presence of visiting vessels. Solid wastes shall be properly contained prior to collection. Sewage and toxic and hazardous wastes which may be present in the vessels shall be collected only by SBMA and DENR-accredited haulers and transporters. Vessels to be serviced by the SWMD shall fill-up a Service Call form, as shown in Annex B. Should vessels require the services of a cargo handler to load and unload cargo, corresponding fees relative to the number of stevedores needed shall be charged. No vessel shall be allowed to depart without clearance (Annex E) from the Ecology Center. Shipping agents shall be held liable for departed vessels which violate any provision of this Guidelines.

Doc Ref.: ISOOP-EC-001	Rev. No.: 00	Effectivity Date: 04/28/03
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**ARTICLE III
DISPOSAL OF WASTES**

Section 1.0 Use of SBMA Landfill

All wastes, except for toxic and hazardous wastes, generated within the SBFZ shall, at all times, be disposed of at the SBMA landfill. The landfill shall be operated and maintained in a manner consistent with the SBMA's environmental and sanitary rules and regulations.

Parties who intend to use the landfill shall secure a duly-signed Solid Waste Transfer Document from the EC, attached herein as Annex B. This Document shall have a validity of only two weeks. A fee of US\$15 per truckload with a maximum capacity of 15 cu.m. shall be charged. Payments shall be made to the SBMA Treasury Department.

The landfill shall be operational Mondays to Sundays from 0800 – 1145 hours and 1300 – 1630 hours.

Only areas designated by the Landfill Dumpmaster shall be utilized to abate excessive and random stockpiling of wastes.

Use of the landfill after 1700 hours to 0800 hours of the following day may be arranged with the EC provided that excess hourly overtime rates of personnel involved shall be at the expense of the locator and/or contractor/s.

Section 2.0 Waste Picking Activities

Only SBMA-accredited cooperatives and their duly-recognized members shall be allowed to undertake waste picking activities in the landfill. They shall be governed by guidelines attached herein as Annex F.

**ARTICLE IV
COLLECTION FEES**

Section 1.0 Schedule and Payment of Fees

Residents and commercial and industrial establishments within the SBFZ shall pay a waste collection fee following a schedule attached herein as Annex F. Subject fees shall be billed on a monthly basis and are payable to the SBMA Treasury Department.

Doc. Title: Waste Management Guidelines**ARTICLE V
FINES AND PENALTIES*****Section 1.0 Prohibited Acts***

The following acts are prohibited:

- a. Illegal landfilling and/or improper storage of wastes;
- b. Dumping of all types of waste in all water bodies and in ECAs as listed in Annex G.
- c. Use of hazardous waste transporters not accredited by SBMA and DENR;
- d. Use of oversized bags;
- e. Any action resulting to vermin and rodent infestation;
- f. Transporting and/or taking out of waste outside SBFZ;
- g. Use of dump trucks which have a capacity beyond 15 cu. m.;
- h. Transferring of wastes from one place to another;
- i. Disposal of hazardous wastes without an approved permit from EC; and
- j. Mixing of hazardous with non-hazardous wastes;

Section 2.0 Fines and Penalties

The penalty of a fine of Five Thousand Pesos (P5,000.00) per day for every day upon which the violation continues shall be imposed upon all persons/corporations who shall violate Section 1(a) hereof.

The penalty of a fine ranging from One Thousand Pesos (P1,000.00) to Ten Thousand Pesos (P10,000.00) shall be imposed upon all persons/corporations who shall violate Section (b) (j) hereof, inclusive. IN addition, the penal provisions of PD 984 and RA 6969, particularly Section 14 thereof, shall also apply to all persons/corporations who shall violate Section 1 hereof. This shall be over and above the penalty of a fine of Fifty Thousand Pesos (50,000.00) for violation of solid waste management conditions of a corporation's Environmental Compliance Certificate (ECC).

Doc. Title: Waste Management Guidelines**ARTICLE VI
FINAL PROVISIONS*****Section 1.0 Separability Clause***

If any section or provision of these guidelines is held or declared unconstitutional or invalid by a competent court, the other sections or provisions hereof shall continue to be in force as if the sections or provisions so annulled or voided had never been incorporated herein.

Section 2.0 Repealing Clause

All Rules and Regulations or parts of said rules and regulations of pertinent laws inconsistent with this Guidelines are hereby revised, amended, modified and/or superseded as the case may be by this Guidelines.

Section 3.0 Amendments

This Guidelines may be amended and/or modified from time to time by the EC.



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Annex A

OFFICIAL REQUEST FORM

DATE: _____

LOCATOR'S NAME: _____

BLDG. NO (s) & ADDRESS: _____

POINT OF CONTACT: _____

TEL. NO.: _____

NAME OF AUTHORIZED SIGNATORIES: _____

PREFERRED FREQUENCY OF COLLECTION: _____

LOCATION OF PICK-UP POINTS: _____

REQUESTOR: _____
SIGNATURE OVER PRINTED NAME

DESIGNATION: _____

Annex B



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Annex C

SPECIAL COLLECTION SERVICE CALL FORM

Requestor:	Action Taken:
<i>1. Company:</i>	<i>1. Agreed Collection Schedule:</i>
<i>2. Address:</i>	<i>Date:</i>
	<i>Time:</i>
<i>3. Caller:</i>	<i>2. Place of Collection:</i>
	<i>3. Truck No.:</i>
<i>4. Tel. No.</i>	<i>4. Driver:</i>

Call Received By: _____

Date: _____

Time: _____

Dispatched By: _____

 Name & Signature



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Annex D
SPECIAL COLLECTION FORM

Control No. _____

Issued by: _____

Date and Time: _____

PRELIMINARY INFORMATION:

Requested By: _____

Location: _____

Contact Person: _____ Tel. No. _____

Scheduled By: _____

Description of Waste: *(Specify Contents)* _____

Estimated Qty./Volume: _____

Mode of Request: Telephone Call Personal Appearance Others(specify) _____

ACTION TAKEN:

Collected

Cancelled

Remarks: _____

Type of Waste Collected: _____

Volume/Qty.: _____

Date of Collection: _____ Time: _____

Printed Name and Signature of Vehicle Operator

Truck No.

CONFIRMATION:

(Printed Name & signature)

Waste Generator Representative

Date and Time: _____

(Printed Name & signature)

Landfill Dump Master

Date & Time: _____

Chief, Disposal Section

Date and Time: _____



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Annex E
ENVIRONMENTAL COMPLIANCE FOR DEPARTURE

This clearance for departure is applicable only to ships, barges, tankers and other similar sea vessels leaving or exiting the terminal. Requirements stated below shall be complied prior to departure. Non-Compliance will defer vessel from departure

NAME OF VESSEL: _____ BERTH: _____
DATE/TIME OF ARRIVAL: _____ DATE/TIME OF DEPARTURE: _____
NAME OF SHIPPING AGENT: _____
ADDRESS: _____
TELEPHONE NO.: _____ FAX NO.: _____
ACTIVITY: _____

REQUIREMENTS PRIOR TO DEPARTURE:

SOLID WASTE

Source of Solid Waste:

Solid Waste Services Paid

Ship Cargo Handler

Yes No

Shipping Agent Locator

Yes

No

Amount: _____

Date Paid: _____

Solid Waste Collected:

Yes No

OR#: _____

Remarks: _____

REQUIREMENTS PRIOR TO DEPARTURE:

TOXIC AND HAZARDOUS WASTE

Toxic and Hazardous Waste Collected:

Yes No Not Applicable

REQUIREMENTS PRIOR TO DEPARTURE IN CASE OF OIL SPILLS:

Occurrence of Oil Spillage:

Fine: _____

Yes No

Date Paid: _____

OR#: _____

1. Water Quality within the outer boom containing the vessel shall be free from hazardous contamination, and shall be approved by an authorized personnel from the Ecology Center and Seaport Department.
2. Date/time of departure shall be coordinated first with the Ecology Center and/or Seaport Operations Department.

VESSEL IS PERMITTED TO DEPART:

Yes No

Remarks:

Name/Signature of Inspector
Date of Inspection: _____

Name/Signature of Inspector
Date of Inspection: _____

Name/Signature of Approving Officer
Handler/(Ecology Center)

Name/Signature of Ship Rep/Cargo
Shipping Agent/Locator

Annex F

Guidelines for Waste Picking Activities

1. All authorized participants engaged in waste picking shall comply with the specific requirements of various SBMA departments including those of the Labor Center, Pass Processing and Control, Health and Welfare, Law Enforcement, Public Works and Technical Services Group (PWTSG), Legal Department and the Ecology Center.
2. The group shall designate an Officer-in-Charge (OIC) who will supervise sorting and waste picking operations at all times. The OIC shall coordinate with all SBMA departments specified in Item 1.
3. Authorized waste picking operations shall be limited to a maximum of forty (40) scavengers per day, Mondays through Saturdays only, 0830 – 1600 hours.
4. All authorized waste pickers shall be eighteen (18) years old and above and shall be provided with uniforms.
5. Salvaged refuse shall be brought to a designated staging area within the landfill vicinity where it will undergo checking and/or inspection by the Landfill Dumpmaster and representative/s from the Law Enforcement Department (LED) to ensure that unauthorized items are not among the items salvaged. The salvaged items shall then be loaded on the trucks(s), which when filled up or when time demands, shall proceed under escort by representative(s) from the LED directly to the appropriate gate as exit point off-base.
6. Truck(s) used for this operation shall obtain the necessary clearance(s) from the PWTSG including vehicle safety inspection.
7. Assigned trucks for waste picking activities shall not be utilized for hauling wastes from locators and investors.
8. Due to some sensitive contents of the dumpsite, all trucks to be used for this purpose shall be equipped with first aid kits and other related supplies. Accordingly, all participants shall be provided with personal protective equipment such as gloves, goggles, safety shoes, etc.
9. In the event of accidents involving minor injuries, SBMA shall assist within its resource capability to aid the injured. In no case shall SBMA and its employees be liable for death or serious injury.
10. Participants are to be thoroughly briefed that they are not apprehend unauthorized persons who may be conducting waste picking activities at the dumpsite. They are, however, expected to inform SBMA authorities for proper disposition.

Annex G

Schedule of Fees Solid Waste Management

a. Residential Area : US\$10.00 per household/month

b. Commercial and Industrial Establishments:

1 – 50 bags per month	US\$ 1.00 per bag
>50 - <100 bags per month	50.00
>100 - <200 bags per month	100.00
>200 - <300 bags per month	150.00
>300 - <500 bags per month	200.00
>500 - <750 bags per month	500.00
>750 - <1,000 bags per month	750.00
>1,000 - <1,500 bags per month	1,000.00

c. Visiting Vessels : US\$1.00 per bag

d. Special Collection : This refers to collection of wastes other than the specified and/or requested time and day of collection. A special collection fee of U\$30.00/truck shall be imposed.

All residents and locators are limited to a maximum of 30 bags per collection. Bags exceeding this number shall fall under special collection.

e. A minimum tipping fee of US\$15.00 per truckload (maximum of 15 cu.m.) shall be imposed upon all residents, locators and contractors who shall use the SBMA landfill for their wastes. Said fee may be waived if the waste, such as fill materials, intended for disposal may be used by the SBMA landfill for its operations. All users shall secure a Solid Waste Transfer Document from the Solid Waste Management Division of the Ecology Center prior to disposal.

f. Cargo handlers:

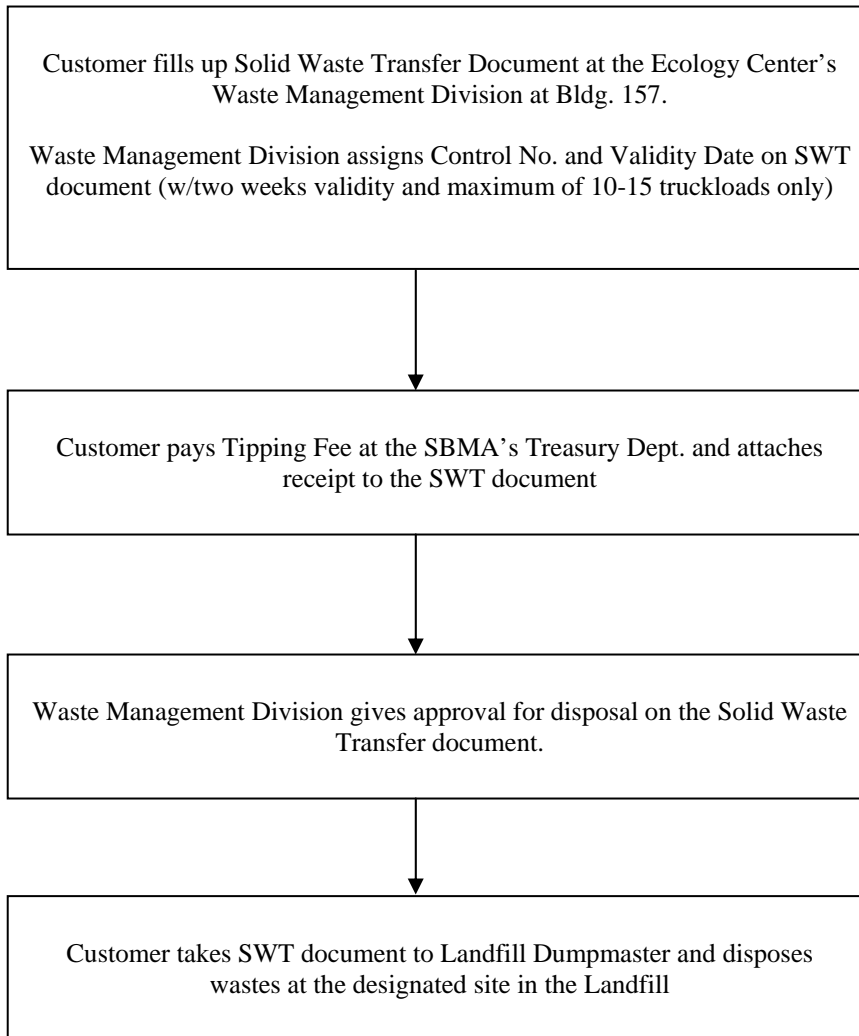
No. of Stevedores

0 – 100	US\$ 3/day
101 – 200	5/day
201 – 300	7/day
301 – 400	10/day
401 – 500	12/day
Above 500	15/day

List of Environmentally Critical Areas (ECAs)

1. All areas declared by law as national parks, watershed reserves, wildlife preserves and sanctuaries
2. Areas set aside as aesthetic potential tourist spots
3. Areas which constitute the habitat for any endangered or threatened species of indigenous Philippine wildlife (flora and fauna)
4. Areas of unique historic archeological or scientific interest
5. Areas which are traditionally occupied by cultural communities or tribes
6. Areas frequently visited and/or hard-hit by natural calamities (geologic hazards, floods, typhoons, volcanic activity, etc.)
7. Areas with critical slopes
8. Areas classified as prime agricultural lands
9. Recharge areas of aquifer
10. Water bodies characterized by one or any combination of the following conditions:
 - a. tapped for domestic purposes
 - b. within the controlled and/or protected areas declared by appropriate authorities
 - c. which support wildlife and fishery activities
11. Mangrove areas characterized by one of any combination of the following conditions:
 - a. with primary pristine and dense young growth
 - b. adjoining mouth of major river systems
 - c. near or adjacent to traditional productive fry or fishery grounds
 - d. which act as natural buffers against shore erosion, strong winds and storm floods
 - e. on which people are dependent for their livelihood
12. Coral reefs characterized by one of any combination of the following conditions:
 - a. with fifty percent (50%) and above live corraline cover
 - b. spawning and nursery grounds for fish
 - c. which act as natural breakwater of coastlines

TIPPING PROCEDURES
(for SBMA locators/investors who intend to dump at the SBMA Landfill)

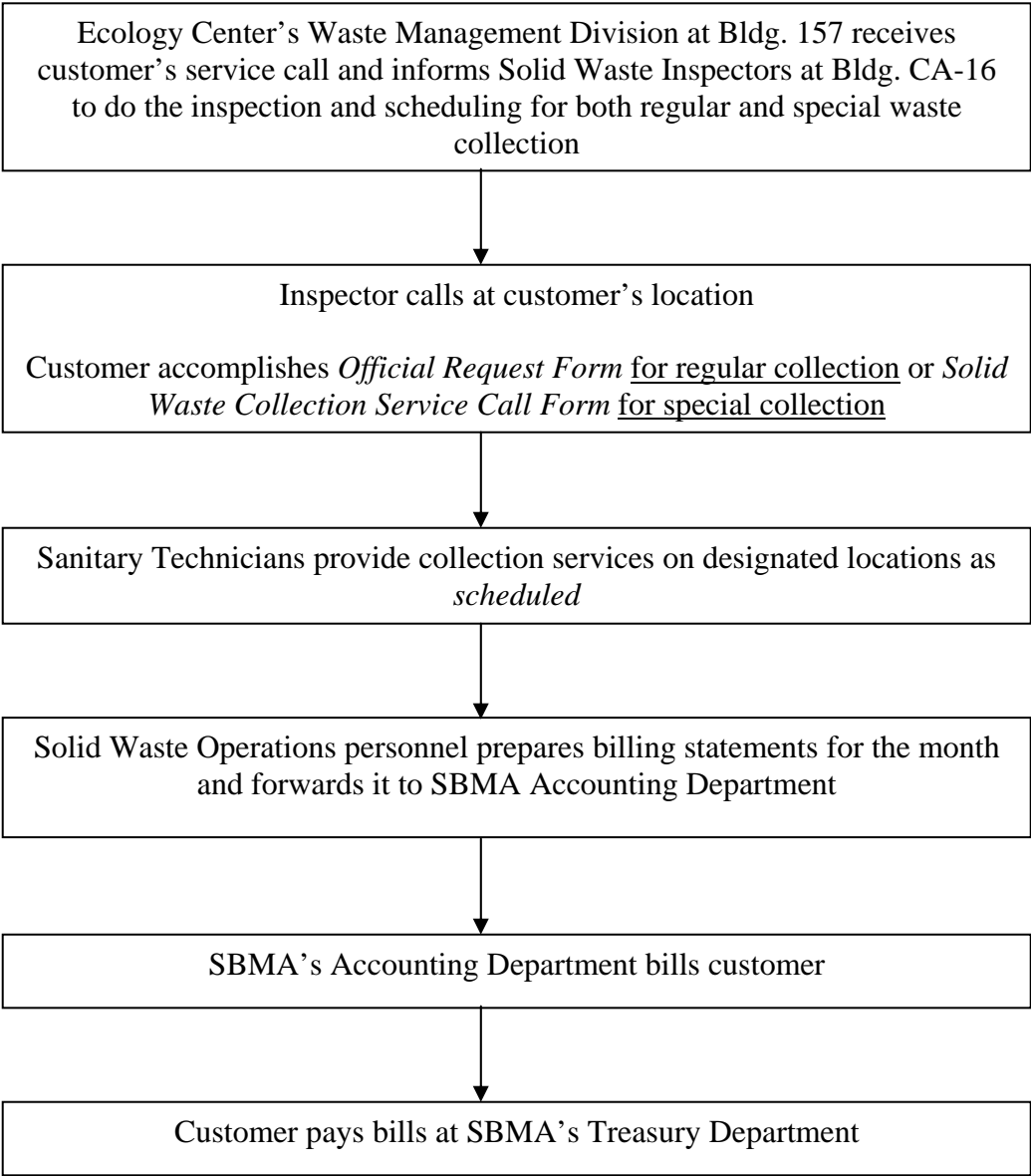


Note: Only SBMA-accredited vehicles owned by the locator/investor with a capacity within 8-15 cubic meters are allowed to be used in collection and dumping of wastes.

WORKFLOW CHART
FOR REGULAR AND SPECIAL WASTES COLLECTION

REGULAR COLLECTION – scheduled on a regular basis according to customer’s preferences (e.g., daily, Mon-Wed-Fri or Tues-Thurs-Sat schedule etc.)

SPECIAL COLLECTION – scheduled on an as-needed basis only



Note: Only SBMA-owned vehicles/equipment are to be used in collection and dumping of wastes, for both regular and special collection options. Pursuant to the Waste Management Guidelines of the Ecology Center (EC), for the Subic Bay Freeport Zone (SBFZ), the following provisions are hereby promulgated:

1. Guidelines covering the Solid Waste Collection System in the SBFZ.
 - a. The EC shall be notified of the presence of visiting vessels for the schedule of collection.
 - b. All solid wastes shall be contained, preferably in plastic bags prior to collection.
 - c. The Solid Waste Management Division of (SWMD) Operations Group of the EC is responsible for the collection, transport and disposal of solid wastes.
 - d. A collection fee of US\$1.00 per garbage bag shall be charged to the waste generator.
 - e. SBMA shall not accept toxic, hazardous, radioactive or medical wastes.

2. Guidelines for Hazardous Waste Transporters and Generators.
 - a. Only SBMA and DENR accredited haulers/transporters are allowed to collect. Transport and dispose hazardous waste (defined in RA 6969, DAO-29).
 - b. Provide Material Safety Data Sheet (MSDS) of material to be disposed.
 - c. Necessary permit(s) shall be secured from the EC prior to disposal.
 - d. Disposal of sanitary wastes shall require clearance from the EC and can only be done by SBMA accredited hauler, this shall be disposed only in the Sewer Treatment Facility of Subic Water, Inc.
 - e. Disposal of bilge water shall be done only by SBMA and DENR accredited transporters/haulers.

3. Guidelines for Bunkering Operations.
 - a. Bunkering shall be conducted during daylight hours, 0800H to 1630H.
 - b. Ship to ship bunkering shall not be allowed except for emergency cases.
 - c. Prior to the commencement of bunkering operation, Pollution Avoidance Checklist and Safety Checklist shall be satisfactorily complied.
 - d. During bunkering operations, the Seaport Department shall provide a Safety Officer to ensure that SBMA Safety Regulations are complied with. The SBMA Fire Department representative shall oversee the safety during the operation. The EC shall be available for monitoring the operation for environmental compliance.
 - e. "No Smoking" signs shall be posted in conspicuous areas and smoking within the area of operation shall not be permitted.
 - f. Oil spill contingency and recovery equipment must be present prior to the start of operations.