



MANUAL OF GOOD ENVIRONMENTAL AND SAFETY PRACTICES



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This manual presents a series of simple guidelines and safety rules for users, aiming to raise awareness and provide information on the activities that can be carried out within the marina, ensuring that daily operations are conducted sustainably and in an environmentally responsible manner while guaranteeing the safety of individuals.

BEST PRACTICES

ENERGY

- Use **energy-efficient** appliances
- **Adjust** the heating and air conditioning **thermostat**
- **Make use of natural light**

WATER

- **Ensure** taps and hoses are closed properly
- Use of **shut-off nozzles** is mandatory for wash-downs
- **Use seawater to wash down vessels**; use fresh water only when necessary
- Do not use toilets as trash receptacles
- **Visually check the condition of fixtures** and O-rings while using water to prevent accidental leaks

WATER QUALITY

- **Use the bilge/wastewater collection station** (located next to the fuel station)
- **Discharge of any pollutants** (solid waste, oils, hydrocarbons, paints, bilge water) **is prohibited**

WASTE

- Practice responsible and sustainable consumption while minimizing the waste generated:
REDUCE, REUSE, AND RECYCLE

ATMOSPHERIC EMISSIONS

- Periodically inspect **engines, machinery, and equipment** to ensure proper operation and prevent excessive consumption and emissions resulting from their use.
- The shipyard has **two controlled-atmosphere areas** for painting vessels.
- The marina has a **dedicated booth for painting masts**.

NOISE POLLUTION

- **Do not keep boat engines running** except during maneuvers
- **Secure halyards** correctly
- **Limit the volume** of audio equipment

LIGHT POLLUTION

- The emission of light upwards or towards other users, or the causing of glare, **is not permitted**.

SAFETY RULES

COORDINATION OF BUSINESS ACTIVITIES

- In compliance with Law 31/1995 and Royal Decree 171/2004, carrying out industrial work or activities at ACPET (Catalan Association of Sports and Tourist Ports) marinas requires valid **registration and validation on the ACPET Business Activity Coordination Platform**.

<https://cae.portscatalunya.com>

FACILITIES

NOT PERMITTED:

- **Lighting fires**, bonfires, or barbecues, or using fireworks.
- **Fishing, bathing, swimming, or engaging in water sports** within the harbor or at the harbor entrance.
- Vehicles exceeding a **maximum speed of 30 km/h** within the harbor or on access roads
- **Driving or parking vehicles** outside designated areas.
- Vessels exceeding a speed of **3 knots** within the harbor—or a lower speed if the vessel creates a wake noticeable to other vessels.

SLIPWAYS

- **Access restricted to pre-authorized personnel only.**
- **Access and usage regulations** are available for consultation at the offices and on our website: www.portginesta.com

GAS STATION

- **Refueling is permitted only at the marina's fueling station**, which is equipped with fire-fighting and anti-pollution systems.
- **Both the fuel intake and the MARPOL suction connection** must be positioned so that any accidental overflow can be contained, preventing discharge into the sea.
- **Any minor spills** must be cleaned up using the absorbent material provided at the fueling station.
- **Engines must be turned off** during refueling operations.
- **Smoking and using mobile phones are strictly prohibited** both during refueling and while docked at the fuel pier.



WASTE MANAGEMENT



- Waste must be deposited in the appropriate segregated containers within the marina to ensure maximum recovery and recycling.
- Depositing waste at any other location within the marina facility is prohibited.
- Cardboard boxes must be fully flattened before being placed in the designated container.
- Waste must be deposited in a manner that prevents spillage.
- Waste must be placed in sealed bags, except for items collected for recycling that do not require bagging.
- Discarding burning materials or depositing sharp objects is prohibited.
- Do not tamper with or misuse the containers in a way that could cause damage or deterioration.

SELECTIVE

Solid waste similar to household waste: **Packaging, Glass, Paper/Cardboard, Organic, and Residual Waste.**



Floating docks/piers:
Recycling Bins

**SMALL
BAGS
(MAX. 5L)**



**NEW WASTE
FACILITY:**

Recycling bins

LARGE BAGS



General waste bins:

**FOR SMALL
WASTE
ONLY**

BULKY

Bulky, non-hazardous non-municipal waste: Wood, pruning waste, paper/cardboard, packaging, and residual waste.

Bulky Waste Facility: Compactors and containers are for the exclusive use of and access by marina personnel.

To dispose of any waste, please consult port staff, who will provide the necessary instructions and inform you of any applicable costs.

The disposal of other types of waste or bulky items (mattresses, appliances, furniture, etc.) is not permitted; the waste generator must arrange for their disposal directly through municipal services.

Wastewater and hydrocarbon-contaminated water

Bilge water and vessel wastewater.

Harbourmaster's Pier: Free Waste Pump-out Station

The discharge of any waste and/or pollutants is prohibited. Proper management of bilge water and wastewater is a legal requirement to prevent marine pollution. Vessel owners must provide documentary proof of proper waste management using the appropriate MARPOL waste documentation.



WASTE MANAGEMENT

SPECIAL WASTE

Punt Net Slipways



Punt Net Industrial Zone



Hazardous waste resulting from the maintenance and repair of vessels.

- Dispose of waste during regular boatyard hours, and always within the designated and clearly marked containers.
- It is strictly prohibited to deposit this type of waste anywhere in the marina other than the "Punt Net."



Contaminated absorbents, rags, and protective clothing



Used engine oil



Aerosols



Hydrocarbon-contaminated water



Zinc anodes



Batteries



Scrap metal



Electronic scrap



Contaminated metal/plastic containers



Oil, diesel, and air filters



Fluorescent lights



Sludge



Combustible mixtures



Batteries



LOCATION PLAN



Recycling bins for packaging, glass, cardboard, organic waste, and general waste



Central Sorting Station: Containers for packaging, glass, cardboard, organic waste, and general waste



Central Bulky Waste Station: Wood, garden waste, plastics, cardboard, and general waste



General waste bins



Collection station: Hydrocarbon-contaminated water and vessel wastewater.



Punt Net Boatyard



Punt Net Industrial Area

EMERGENCIES

PORT GINESTA

Alarm Receiving Centre

(Marina access control booth)

Tf. 00 34 93 636 28 58

Duty Seaman

(via VHF radio from the vessels)

CANAL 9 VHF

Tf 00.34.660 295 350



EMERGENCY
PHONE NUMBER



112



INFORMATION

You can consult our **Environmental Policy** and **Environmental Statement** on our website, www.portginesta.com, where details regarding our environmental data are provided, along with other information of interest.

For more information, please contact Port Ginesta.



936643661 – 677527008



info@portginesta.com



Final Passeig Marítim de Castelldefels s/n -08860- Les Botigues de Sitges (Barcelona)

Protecting the environment and ensuring safety is everyone's responsibility;

every small effort counts, and together we can achieve meaningful change.

The **participation** and **involvement of Marina users** in environmental protection and in ensuring health and safety are fundamental to the effectiveness of the actions and improvements implemented at the marina under our integrated **management system for Environment, Quality, and Occupational Health and Safety** (ISO 14001, EMAS, ISO 9001, and ISO 45001).

This system serves as a tool for conducting our operations in a sustainable, efficient, and safe manner, and for performing the self-assessment that enables us to drive a process of **continuous improvement** in the marina's daily activities, fostering safe, responsible, and environmentally friendly practices.

 COLLABORATION

We encourage port users to actively collaborate on sustainable development.

We look forward to receiving your **suggestions for improvement**.

- rarroyo@portginesta.com

**EVERYONE'S EFFORT
ADDS UP**





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