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PREPARED BY: Head of Safety and Environment	APPROVED BY: Head of Health, Safety and Environment
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1.- GENERAL OPERATING STANDARDS

Companies operating in the Port of Bilbao service area must comply with current environmental regulations and, where applicable, any Port Authority of Bilbao environmental requirements that apply to them. They shall also be responsible for obtaining and maintaining any environmental licences and authorisations required by law, and must send copies of such documents to the Port Authority of Bilbao (PAB).

This instruction applies to all companies providing services in the Port of Bilbao service area through an administrative concession, authorisation, contract, licence, etc. granted by the Port Authority of Bilbao.

The **main contractors** are responsible for compliance with the requirements established with regard to self-employed workers or other companies subcontracted by them.

The Port Authority of Bilbao may halt any work or activities that fail to comply with the legal regulations or requirements established in this document, taking any additional measures that may be necessary.

Compliance with these requirements does not exempt companies from their liability for any damage they may cause to the physical environment or from criminal liability for environmental offences.

Companies must include any environmental pollution risks arising from their activity in their civil liability policies.

The concessionaire must have an environmental management system based on UNE-EN-ISO-14001 or EMAS in place within three (3) years of the start of the activity, the scope of which must coincide with the scope included in the concession title.

2.- WASTE MANAGEMENT

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The waste producer is responsible for its collection, classification, storage and delivery to an authorised waste manager.

The waste producer must keep the documentation proving the waste management available to the Port Authority.

Holders of concessions and authorisations for port services must submit a waste management report to the Port Authority when requested.

It is prohibited to dump any type of waste into the sea or into the Port's sanitation and rainwater networks without authorisation, or to abandon it in the Service Area.

3.- DISCHARGE MANAGEMENT

It is strictly prohibited to discharge any type of hazardous product (oils, greases, solvents, paints, etc.) into the sewage system (including storm drains).

Any deposits of hazardous products with a risk of accidental spillage, leakage or overflow must be removed from the Port's drains and sumps.

In the event of accidental spillages of hazardous products as a result of its activity, the company must have absorbent materials available for collection and subsequent removal from the premises.

If the company cannot contain the spillage using its own resources, it must contact the Port Authority of Bilbao Emergency Control Centre. In any case, any significant spillage must be reported to the Emergency Control Centre.

Under no circumstances shall the docks be hosed down, in order to prevent waste from being discharged into the water through the drainage system or the dock itself.

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Docks shall only be cleaned by sweeping, using sweeping machines, manual sweeping or mechanical shovels.

Exceptionally, if it is essential for port operations (e.g. the need to deposit bulk goods for food use on the dock), docks may be hosed down, provided that the concessionaire has been authorised to do so by the Head of Operations. In these exceptional cases, the docks must first be swept as best as possible.

3.1.- DISCHARGES INTO PUBLIC PORT WATERS

Concession holders who discharge (sanitary and/or industrial) wastewater or surface runoff into public maritime port waters must apply for the relevant land-to-sea discharge authorisation from the Basque Water Agency and comply with the requirements set out therein.

The party producing the discharge shall take samples and analyse the water quality as established in the authorisation, reporting and justifying any abnormal results to the Health, Safety and Environment Department of the Port Authority of Bilbao, making the results of these measurements available to the latter if so required.

In accordance with the "Port of Bilbao Sanitation Project Phases I and II", developed as part of the work carried out under the Collaboration Agreement between the Port Authority of Bilbao, the Bilbao Bizkaia Water Consortium and the Basque Water Agency, all sanitary and industrial water discharges must be connected to this sanitation network as soon as it is technically feasible.

Discharges through the Port Authority of Bilbao's water network

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Whenever water is discharged through the Port Authority's water collection network, in addition to complying with the above requirements, a connection authorisation must be requested from the Port Authority of Bilbao's Head of Maintenance, providing the following information:

- Sewage plan showing the location of the connection point and inspection chamber
- Source of the water to be discharged
- Purification facilities project
- Estimated average daily flow and annual discharge volume

The characteristic discharge pollution parameters shall not exceed the maximum limits established in the authorisation from the Basque Water Agency, a copy of which shall be sent to the APB's Health, Safety and Environment Department.

3.2.- DISCHARGES INTO THE BILBAO BIZKAIA WATER CONSORTIUM COLLECTOR

Concession holders wishing to discharge (sanitary and/or industrial) wastewater into the Bilbao Bizkaia Water Consortium collector must apply for the relevant authorisation from the Consortium and, after connection, request and retain the "Declaration/permit for connection to the collector".

4.- ATMOSPHERIC EMISSION MANAGEMENT

Concessionaires whose activity is included in the "catalogue of potentially atmospheric polluting activities" established in current legislation must have the required Authorisation or, where applicable, have notified the autonomous region's competent body, within the deadlines established in said legislation. Concessions for the handling and storage of solid bulk materials in the open air must adopt the technical measures derived from the Authorisation/Notification process in order to improve the levels of particulate matter recorded at the APB's measuring stations.

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The recommendations of the *"Guide to Good Practices in the Handling and Storage of Solid Bulk Materials in Port Facilities"* issued by the State Ports Authority (Puertos del Estado) shall be followed for the handling of solid bulk materials, and particular attention shall be paid to:

- Ensuring that buckets are closed properly
- Opening buckets as close as possible to the deposit
- In adverse weather conditions, slowing down shovel handling and moistening the goods by sprinkling them with water or, where possible, covering them with plastic sheets or tarpaulins.

When self-monitoring is required at a facility that is likely to produce atmospheric emissions, either due to legal requirements or those of the Port Authority of Bilbao, such records shall be made available to the Port Authority.

The burning of any type of waste or material is strictly prohibited.

5.- SOIL CONTAMINATION MANAGEMENT

5.1.- POTENTIALLY CONTAMINATING ACTIVITIES

Concession holders who carry out a potentially polluting activity, according to current legislation, must send the Port Authority of Bilbao's Department of Health, Safety and Environment a copy of all reports and communications they send to the Autonomous Region's environmental body arising from the obligations established by law.

Likewise, at the end of the concession period, they must obtain and submit to the Port Authority the soil quality declaration issued by the Autonomous Region's environmental body. If the soil is declared contaminated, the concessionaire shall take the necessary recovery measures and, in order to prove such recovery, shall submit to the Port Authority

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the resolution issued by the Autonomous Region’s environmental body, declaring that the soil is no longer considered contaminated.

5.2.- MEASURES TO PREVENT SOIL CONTAMINATION

The following preventive measures shall be taken to prevent soil contamination:

- Any kind of washing, oil changes, maintenance and repairs of vehicles and/or machinery shall be carried out exclusively in facilities or workshops that are equipped and authorised for this purpose.
- Hazardous liquid storage areas shall be waterproofed.
- Buckets capable of retaining any type of accidental spill, overflow or leak shall be available.
- Safety data sheets shall be available for all hazardous substances stored.
- Any activities liable to contaminate the soil without spill containment systems in place are prohibited.

6.- NOISE MANAGEMENT

The acoustic quality objectives established by the General State Administration in the specific zoning plans for state-owned infrastructure must be met, except in cases where the Administration establishes acoustic easement zones for existing urbanised areas.

In addition, the following general rules shall be taken into account to minimise noise:

- Use vehicles, boats and machinery that comply with current regulations regarding atmospheric noise emissions.
- At night, scrap metal or similar products shall be unloaded by lowering the grab bucket flush with the deposit.

7.- EMERGENCY PLANS

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All concessions must have a Self-Protection Plan adapted to the Port of Bilbao's Self-Protection Plan, the content of which must comply with applicable legislation. This Plan shall be sent to the APB's Health, Safety and Environment Department, as shall any updates or substantial changes.

Concessionaires affected by legislation relating to the control of risks inherent in serious accidents involving dangerous substances shall also send the Risk Analysis and its corresponding updates.

Concessionaires affected by legislation relating to accidental marine pollution must have a certificate of approval for their Internal Maritime Plan issued by the Harbour Master's Office following a binding report issued by the APB.

8.- ENERGY EFFICIENCY AND SUSTAINABILITY

If the concessionaire's Construction Project includes the construction of buildings, these must comply with the requirements relating to the energy certification of buildings established in current legislation.

Within two (2) years of the start of the concession or, in the case of construction work, from the start of the activity, all the energy contracted for the electricity supply must be from renewable sources, with a certificate of guarantee of origin issued by the National Commission for Markets and Competition (CNMC).

The roofs of warehouses, offices and facilities belonging to the concessionaire that are not used for the concessionaire's own photovoltaic installations may be used by the Port Authority of Bilbao, without direct financial compensation, for the installation of facilities for collective or shared consumption within the port area, under the terms established by the Port Authority and provided that this is technically feasible.



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