

# User Manual for Operators and Competent Authorities

## Notification documents and Movement documents

*Version proposed by the Commission*

*Version 0.1*

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# Introduction

This document contains specific instructions on the use of Digital Waste Shipment System. In order to properly explain how certain operations work, this document often refers to relevant provisions in the EU legislation concerning shipments of waste, to underpin how certain requirements are reflected in DIWASS. This document does not contain any interpretation of these laws.

Abbreviations used in the document:

Abbreviation	Meaning
CA	Competent authority
DIWASS	Digital Waste Shipment System
Waste Shipment Regulation, WSR	Regulation (EU) 2024/1157 of the European Parliament and of the Council of 11 April 2024 on shipments of waste, amending Regulations (EU) No 1257/2013 and (EU) 2020/1056 and repealing Regulation (EC) No 1013/2006, <i>OJ L</i> , 2024/1157, 30.4.2024, <i>ELI</i> : <a href="http://data.europa.eu/eli/reg/2024/1157/oj">http://data.europa.eu/eli/reg/2024/1157/oj</a>
DIWASS Implementing Act	Commission Implementing Regulation (EU) 2025/1290 of 2 July 2025 laying down rules for the application of Regulation (EU) 2024/1157 of the European Parliament and of the Council as regards the requirements necessary for the interoperability between the central system for the electronic submission and exchange of information and documents related to shipments of waste and other systems or software, as well as other technical and organisational requirements necessary for the practical implementation of such electronic submission and exchange of information and documents, <i>OJ L</i> , 2025/1290, 14.7.2025, <i>ELI</i> : <a href="http://data.europa.eu/eli/reg_impl/2025/1290/oj">http://data.europa.eu/eli/reg_impl/2025/1290/oj</a>

# Chapter 1 Submitting the notification

## General note

This chapter provides instructions on submitting a notification in DIWASS. To be able to submit a notification, it is necessary that:

- The operator that will act as a notifier is registered in DIWASS<sup>1</sup>,
- The user is authorized to represent the operator that will act as a notifier in DIWASS<sup>2</sup>,
- All operators that are involved in notification are registered in DIWASS.

Please note that the user acting in DIWASS is always representing a given operator, and that this operator acts in a certain role in the context of shipments of waste. The role in a given notification is established through the selection of the operator in one of the fields of the notification (e.g. notifier, carrier, treatment facility,...).

*Example: user Anna Smith represents the company Waste Management S.A. that is registered as an operator, and that in the context of a given notification acts as a notifier.*

To improve the readability of the instructions below, instead of using the formula “user representing the operator that in the context of given shipment acts as (...)”, references are to the simpler form “the user”.

Please also note, that for cases where waste is imported into the EU and the third country operator acting as the notifier does not actively use DIWASS, the notification will be introduced to DIWASS by an EU competent authority, which in context of that notification, is to act as competent authority of dispatch.

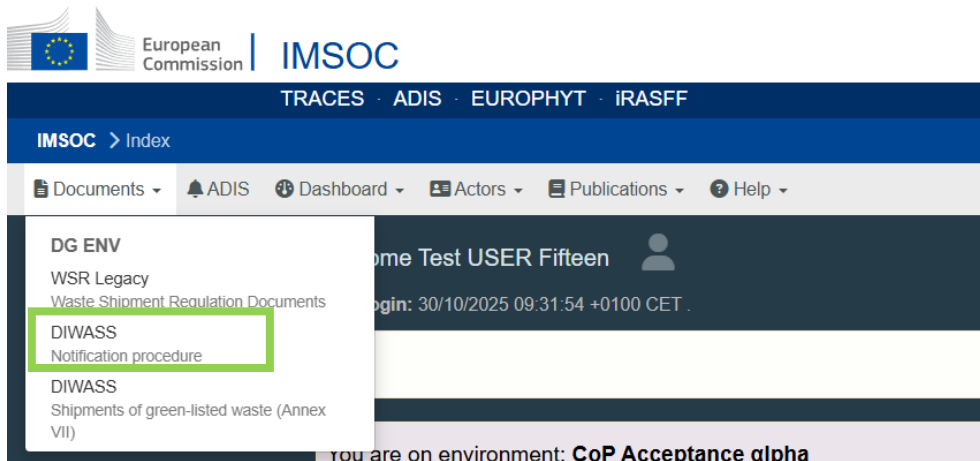
## Specific instructions

1. After logging in into TRACES NT, the user needs to select in the tab “Documents” the “DIWASS Notification procedure”.

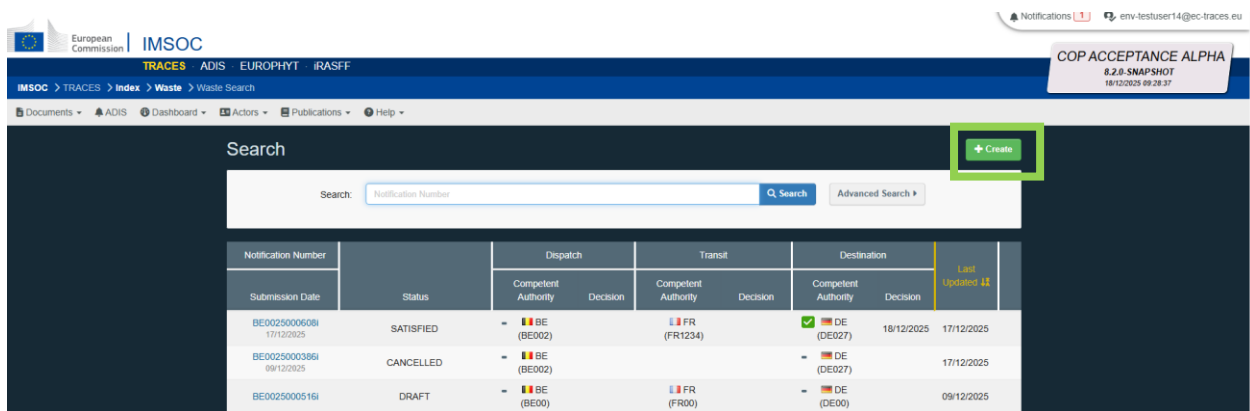
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<sup>1</sup> For registration of operators, please refer to **Chapters 1, 2 and 4** of the instruction manual on Operators [for operators and CAs].

<sup>2</sup> For authorisation of users to represent operators, please refer to **Chapters 3 and 5** of the instruction manual on Operators [for operators and CAs].



- The screen with a list of notifications, where the operator that user represents is involved, will be displayed. To create a new notification, the user should select the button "Create".



- A notification wizard will be opened, and the user will be asked to select the notifier. To do this, please select the operator from the operators that you are authorised to represent in DIWASS, that you will prepare the notification for. This selection needs to be made also in cases, where the user is authorised to represent only 1 operator in DIWASS. The selection should be done by selecting a name of respective operator from the drop-down list.

Confirm the selection by clicking "Next".

**Select the notifier**

WeSolveYourIssueZ

**address**  
 Postal Code: 9473 City: Erembodegem  
 Street: Recyclagedreef 22

**Contact Information**  
 Telephone Number: +320000000

**Operator's identifiers**  
 National Company Register\*: XYZABC123  
 EORI: BE1111111111

Next Cancel

- The user needs to indicate the countries and competent authorities for the notification from the drop-down lists provided. To add transit countries, the user needs to first click on "+ Add Transit". In case a notification involves more than 1 transit country, please list them in the correct order by using arrows next to the names of competent authorities of transit.

Confirm the selection by clicking "Next".

**STEP 1 - SELECT THE NOTIFIER**

**Select countries and competent authorities**

Dispatch \* Belgium (BE) (BE002)IBGE-BIM Waste Shipment

Transit \* France (FR) (FR1234)FR EUDR Test Authority

Transit \*

Destination \* Germany (DE) (DE027)Regierung von Niederbayern

Mandatory \*

Previous Next Cancel

- The screen will now display a summary of the data provided so far, and the user will be asked to confirm the selections made by clicking “Confirm”. Based on this data, the template of the notification will be created, and the remaining elements of notification documents can then be filled in in the next steps.

Please note, that in that draft notification, it will not be possible to change the elements concerning notifier, countries and competent authorities involved. When changes are needed on those elements, a new draft notification needs to be created. It is possible to -before confirming – return to previous screens through the button “Previous”.

When the button “cancel” is clicked here, the process of drafting the notification will be terminated.

**Confirm Notification Data**

Step 1 - Select the notifier - **WeSolveYourIssueZ**  
 Step 2 - Select countries and competent authorities -

	(a) Countries/States concerned	(b) code No of competent authorities where applicable
<b>Dispatch</b>	🇧🇪 (BE) Belgium	BE002 - IBGE-BIM Waste Shipment
<b>Transit</b>	🇫🇷 (FR) France	FR1234 - FR EUDR Test Authority
<b>Destination</b>	🇩🇪 (DE) Germany	DE027 - Regierung von Niederbayern

Step 3 - Confirm Notification Data -

Warning: If you click "CONFIRM", the system will generate the draft template of notification document based on the information provided in steps 1-3. It will not be possible to change this data afterwards. To change these elements, a new notification document will need to be created.

◀ Previous   **Confirm**   Cancel

- After confirming in the notification wizard, the main screen of the notification will open. Users will be able to save a draft notification at this stage and it is recommended to do so at this stage. To do so, please click on “Save” at the bottom right corner of the page.

The screenshot shows a web interface for creating a new notification. The title is "New Notification" and there is a "CREATING" status indicator in the top right. The interface is divided into two main sections: "1. Exporter - Notifier" and "2. Importer - consignee".

**1. Exporter - Notifier:**

- Name: \* WeSolveYourIssueZ
- Country: (BE) Belgium
- comp\_reg: XYZABC123
- address:
  - Postal Code: 9473
  - City: Erembodegem
  - Street: Recyclagedreef

**2. Importer - consignee:**

- Name: \*
- Country:
- Identifier:
- address
- Contact Information
- Operator's identifiers
- \* Mandatory

At the bottom right, there is a "Save" button highlighted with a green box, and a "View as PDF" button next to it. A "Close" button is visible at the bottom left.

The draft notification will be visible only for the notifier, as well as for the waste producers as indicated after completing box 9 of the draft notification document.

In the further instructions below, the steps are explained in the order of boxes of the notification document as laid down in Annex IA of the WSR, but the user will be able to fill in these boxes in any order.

[Please note that in notification document screen, some elements are marked as “mandatory” by adding an asterisk next to a given field. Please note, that the Commission reviews these data elements.]

- [Box 2 of notification document] In order to select the consignee, the user needs to click on the field “Edit”.

This screenshot is similar to the previous one, showing the "New Notification" form. The "1. Exporter - Notifier" section is filled out with the same data as in the first screenshot.

**2. Importer - consignee:**

- Name: \*
- Country:
- Identifier:
- address
- Contact Information
- Operator's identifiers
- \* Mandatory

The "Edit" button in the top right corner of the "2. Importer - consignee" section is highlighted with a green box.

Then, the user will be asked to provide a country of the consignee from the drop-down list.

**1. Exporter - Notifier**

Name: \* WeSolveYourIssueZ

Country: (BE) Belgium

comp\_reg : XYZABC123

address

Postal Code: 9473 City: Erembodegem

Street: Recyclagedreef 22

Next, the user will be able to search for the consignee, by typing in the name or identification number of the operator. The system will display search results after providing at least 3 characters.

**2. Importer - consignee**

Operator search

Country: Germany (DE)

Name/Identifiers: \* TES

WASTE DE Test Consignee

DE facility test operator

address

Contact Information

Operator's identifiers

\* Mandatory

The user should choose the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should verify, if this is the operator it intended to choose and approve the choice by clicking “Confirm”.

Please note, that when selecting operators for a given notification, the user should always carefully verify the details of the operator, to make sure the correct operators is selected. The user should pay particular attention to the possibility that the operator is registered with specific sites in DIWASS. Only users representing a specific site in DIWASS can select it; after having selected the correct site, the users authorized to represent such site in DIWASS will be able to see the submitted notification in DIWASS and contribute in the movement documents. For more information on sites, please refer to [this document](#) [link to Commission website – specific document explaining the concept of sides will be provided].

DASHBOARD	NOTIFICATION
<p>1. Exporter - Notifier</p> <p>Name:* <b>WeSolveYourIssueZ</b></p> <p>Country: <b>(BE) Belgium</b></p> <p>comp_reg : <b>XYZABC123</b></p> <hr/> <p><b>address</b></p> <p>Postal Code: <b>9473</b> City: <b>Erembodegem</b></p> <p>Street: <b>Recyclagedreef 22</b></p> <p><b>Contact Information</b></p> <p>Telephone Number: <b>+320000000</b></p> <p><b>Operator's identifiers</b></p> <p>National Company Register*: <b>XYZABC123</b></p> <p>EORI: <b>BE1111111111</b></p> <p>* Mandatory</p>	<p>2. Importer - consignee</p> <p>Operator search</p> <p>Country: <b>Germany (DE)</b></p> <p>Name/Identifiers:* <b>BringOnThoselssueZ</b></p> <p><b>Confirm</b></p> <hr/> <p><b>address</b></p> <p>Postal Code: <b>94227</b> City: <b>Zwiesel</b></p> <p>Street: <b>Abfallstrasse 1</b></p> <p><b>Contact Information</b></p> <p>Telephone Number: <b>+490000000000</b></p> <p><b>Operator's identifiers</b></p> <p>EORI*: <b>DE2222222222</b></p> <p>Central Business Register: <b>germanoperator</b></p> <p>* Mandatory</p>

[Please note that the Commission works also on adding in each box related to the operators (i.e. boxes 1, 2, 8, 9 and 10) a possibility to indicate a contact person for this particular notification. Respective fields, allowing to introduce this data as a free text, will be available in DIWASS.]

8. [Box 3 of notification document] The system will generate a unique notification number after a draft is saved for the first time. There is thus no need for the user to introduce such number manually.

[Please note that the Commission works on providing a functionality to allow the EU CA that submits all relevant information to the system pursuant to Article 51(2) point (b), Article 53(2) point (d), Article 57 or Article 58(1) and (2) of the Waste Shipment Regulation to introduce in the system that the user uses the notification number attributed by the competent authority of dispatch<sup>3</sup>].

In box 3, the user should specify, if the notification that the user creates is linked with another notification document or Annex VII document. The user can indicate this by providing the number of such related document.

- The user may indicate the link with another notification or Annex VII document where:
- the new notification seeks to continue shipments of waste that were consented to before (i.e. the same type of waste, the same notifier/waste producer(s), the same destination facility, etc.);
  - the notification is created due to a take-back of waste covered by another notification or Annex VII document.

The user should also specify the following:

- whether the new notification is created due to take back,

<sup>3</sup> See also Article 15(4) of DIWASS Implementing act.

- whether it is created in the context of the detection of illegal activities.

Choosing these options will have impact on the possibility to complete box 3a of the notification document.

The user should also indicate whether the notification concerns:

- individual or multiple shipment of waste: the user should indicate “Yes” if the notification concerns one shipment of waste only, and “No” if the user intends to submit a general notification,
- shipment of waste destined for disposal or recovery,
- shipment of waste destined for pre-consented facilities (see Article 14 WSR).

Choices made on the first two elements above will have impact on the possibility to complete boxes 4 and 10 of the notification document.

Indicating that the shipment of waste is destined for a pre-consented facility will impact the expected time for the competent authorities to ask for additional information, consider notification properly carried out and properly completed, as well as the timeline for providing the decision.

Please note, that DIWASS will allow to select that a shipment is destined to pre-consented facility only if the facility is listed as such facility in DIWASS.

[Please note that the module on pre-consented facilities is still being developed – no validations described above are in place.]

9. [Box 3.1 of notification document] The user needs to indicate the address of the location, from which the shipment starts.

If the notification is created due to take back, the user will be able to select “Custom address” and provide the address of the location from which the shipment starts in the free text box.

If the notification is not created due to take back, the user will be able to select the address of the location from which the shipment starts only as one of the address of

operators (notifier or waste producers) involved in this notification from the drop-down list.

If the shipment starts from the address of one of the waste producers, the user needs to first add waste producers in box 9 of the notification document, and only then will they be able to indicate the address of the relevant waste producer.

There is no possibility for manual introduction of this address in case the notification is not created due to take back.

[Please note that the Commission is still developing all the validations described above – they are not implemented yet. In practice it means e.g. that in test environment, it is possible to choose custom address for every shipment of waste etc.]

3. Notification No.

BE0025000608i

**This notification is created:**

in relation with notification no or Annex VII no:

due to take-back  Yes  No

due to detection of illegal shipment of waste  Yes  No

**This notification concerns:**

Individual shipment of waste  Yes  No

Destined for  Disposal  Recovery

Shipment of waste destined for pre-consent recovery facility  Yes  No

3.1. Address of the location from which the shipment starts

Shipment of waste starts from  Custom address  Operator's address

4. Total Intended Number of Shipments

5. Total intended quantity of waste to be shipped

+ Add

If the address of the location from which the shipment starts is not the same as the address of any of the operators that is displayed in DIWASS, please note that the shipment may concern not the selected operator, but its site. Please refer to [this document](#) [link to Commission website – specific document explaining the concept of sites will be provided] to learn more about sites of operators in DIWASS.

Please note that in case the notification concerns multiple shipments of waste, the address indicated in this box will be fixed for all movement documents created under this notification.

10. [Box 4 of notification document] In case the notification concerns multiple shipments of waste, the user needs to indicate the total intended number of shipments of waste by completing the box.

3. Notification No.

3.1. Address of the location from which the shipment starts

Shipment of waste starts from  Custom address  Operator's address

This notification is created:

in relation with notification no or Annex VII no:

due to take-back  Yes  No

due to detection of illegal shipment of waste  Yes  No

This notification concerns:

Individual shipment of waste  Yes  No

Destined for  Disposal  Recovery

Shipment of waste destined for pre-consent recovery facility  Yes  No

4. Total Intended Number of Shipments

5. Total intended quantity of waste to be shipped

+ Add

This number will define the maximum number of movement documents that could be submitted under this notification in DIWASS. Please note that this number may be decreased as a result of the competent authority's decision and/or specific condition for consenting to the shipment of waste.

11. [Box 5 of notification document] The user needs to provide the total intended quantity of waste to be shipped under the notification either by indicating the mass of waste in tonnes or the volume of waste in m<sup>3</sup>. Please click on "Add" and select volume or mass.

This notification concerns:

Individual shipment of waste  Yes  No

Destined for  Disposal  Recovery

Shipment of waste destined for pre-consent recovery facility  Yes  No

5. Total intended quantity of waste to be shipped

+ Add

Volume

Mass

Then, please indicate the correct value of mass or volume by filling in a free text box:

This notification concerns:

Individual shipment of waste  Yes  No

Destined for  Disposal  Recovery

Shipment of waste destined for pre-consent recovery facility  Yes  No

5. Total intended quantity of waste to be shipped

Mass: Value:  unit:

+ Add

This quantity will define the maximum total quantity of waste to be shipped under all the movement documents generated by the notifier in DIWASS under this notification. Please note that this quantity may be decreased as a result of the competent authority's decision and/or specific condition for consenting to the shipment of waste.

12. [Box 6 of notification document] The user needs to indicate the intended period for shipments by providing the dates of intended first departure and last departure. To select these dates, the user should click on the calendar icon and select the respective dates.

6. Intended period of time for shipment(s)

First Departure:   Last Departure:

7. Packaging type(s)

Packaging types:

Special handling requirements:  Yes  No

Packaging description:

8. Intended carrier(s)

No	Name	Main identification	E-mail	Address	Country	Means of	Status	Actions

13. [Box 7 of notification document] The user needs to select packaging types by clicking “+ Add” and selecting relevant type or types of packaging. The user should also indicate if there are any special handling requirements for the shipped waste. The user may also provide a packaging description in the free text box.

6. Intended period of time for shipment(s)

First Departure:   Last Departure:

7. Packaging type(s)

Packaging types:

Special handling requirements:  Yes  No

Packaging description:

8. Intended carrier(s)

No	Name	Main identification	E-mail	Address	Country	Means of	Status	Actions

[Please note that after this selection, DIWASS will display the full name of the selected option (e.g. box, composite packaging etc.), not just the number.]

14. [Box 8 of notification document] In order to add carriers, user needs to click “+ Add”.

8. Intended carrier(s)

No	Name	Main identification number	E-mail	Address	Country	Means of transport	Status	Actions

Next, in the pop-up window, user needs to click on “Edit”.

The screenshot shows a 'Carrier' form with the following elements:

- Name:** A text input field with an asterisk indicating it is mandatory.
- Country:** A text input field.
- Identifier:** A text input field.
- address** section with sub-sections:
  - Contact Information**
  - Operator's identifiers**
- Means of transport:** A dropdown menu with a downward arrow.
- A red asterisk and the word 'Mandatory' are located below the 'Means of transport' field.
- An **Edit** button with a pencil icon is highlighted with a green border in the top right corner.
- At the bottom, there are three buttons: **Add New** (blue), **Done** (blue), and **Cancel** (grey).

Then, the user needs to select the country from the drop-down list, by typing in the name or identification number of the operator. The system will display search results after providing at least 3 characters.

The screenshot shows the 'Carrier' form with the 'Operator search' section highlighted by a green box. The elements in this section are:

- Country:** A dropdown menu showing 'France (FR)' with a small French flag icon to its left.
- Name/Identifiers:** A text input field with an asterisk indicating it is mandatory.
- Cancel** and **Confirm** buttons are located to the right of the search fields.
- The **Means of transport** dropdown and the **\* Mandatory** label are visible below the search section.
- At the bottom, the **Add New**, **Done**, and **Cancel** buttons are visible.

The user should choose the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should verify, if this is the operator it intended to choose and approve the choice by clicking “Confirm”.

Please note, that when selecting operators for a given notification, the user should always carefully verify the details of the operator, to make sure the correct operators is selected. The user should pay particular attention to the possibility that the operator is registered with specific sites in DIWASS. Only users representing a specific site in DIWASS can select it; after having selected the correct site, the users authorized to represent such site in DIWASS will be able to see the submitted notification in DIWASS and contribute in the movement documents. For more information on sites, please refer to [this document](#) [link to Commission website – specific document explaining the concept of sides will be provided].

Then, the user should select the means of transport from the drop-down list.

The screenshot shows a web application window titled "Carrier" with a close button. The form is divided into several sections:


- Operator search:** Includes a "Country" dropdown menu set to "France (FR)", a "Name/identifiers" text input field containing "WASTE FR Test Carrier 1", and "Cancel" and "Confirm" buttons.
- address:** Includes "Postal Code" (75000), "City" (Paris), and "Street" (street) fields.
- Contact Information:** Includes "Telephone Number" (+32 887799397) and "E-mail" (test@gmail.com) fields.
- Operator's identifiers:** Includes an "EORI" field with the value FR0909.
- Means of transport:** A dropdown menu is highlighted with a green box. It is marked as mandatory with a red asterisk and the text "\*Mandatory".

At the bottom of the form, there are "Add New", "Done", and "Cancel" buttons. A red asterisk and the text "\*Mandatory" are also present at the bottom left of the form area.

Following that, the user may either add another carrier by clicking "Add New", following the steps described above, or click on "Done" to close the pop-up window for carrier selection.

Carrier

Operator search

Country:  France (FR)

Name/Identifiers\*: WASTE FR Test Carrier 1

---

**address**

Postal Code: 75000 City: Paris

Street: street


**Contact Information**

Telephone Number: +32 887799397

E-mail: test@gmail.com

**Operator's identifiers**

EORI\*: FR0909

Means of transport:  Train

\*Mandatory

\* Mandatory

15. [Box 9 of notification document] In order to add waste producers, user needs to click “+ Add”.

9. Waste Generator producer(s)

No	Name	Main identification number	E-mail	Address	Country	Status	Actions

Next, in the pop-up window, user needs to click on “Edit”.

## Waste producer

Name: \*  Edit

Country:

Identifier:

---

**address**

**Contact Information**

**Operator's identifiers**

Description of waste generation site:

Description of waste generation process:

\* Mandatory

Then, the user needs to first select the country from the drop-down list of countries. Next, the user will be able to search for the operator, by filling in the name or identification number of the operator. The system will display the results after providing at least 3 characters.

## Waste producer

The screenshot shows a web form titled "Waste producer". The "Operator search" section is highlighted with a green box. It contains a "Country:" dropdown menu set to "Belgium (BE)", a "Name/Identifiers:\*" text input field containing "Tes", and a dropdown menu with the following options: "test test test of Alex 3", "Test", "Test company in BE", and "WASTE BE Test Producer" (which is highlighted in blue). To the right of the search section are "Cancel" and "Confirm" buttons. Below the search section are two text boxes: "Description of waste generation site:" and "Description of waste generation process:". A legend at the bottom left indicates "\* Mandatory".

The user should choose the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should verify, if this is the operator it intended to choose and approve the choice by clicking “Confirm”.

Please note, that when selecting operators for a given notification, the user should always carefully verify the details of the operator, to make sure the correct operators is selected. The user should pay particular attention to the possibility that the operator is registered with specific sites in DIWASS. Only users representing a specific site in DIWASS can select it; after having selected the correct site, the users authorized to represent such site in DIWASS will be able to see the submitted notification in DIWASS and contribute in the movement documents. For more information on sites, please refer to [this document](#) [link to Commission website – specific document explaining the concept of sides will be provided].

Then, the user will be able to provide a description of site of generation of waste and process of generation of waste filling in the two free text boxes. Please note, that these descriptions are linked with a given waste producer.

**Waste producer** ✕

**Operator search**

Country: 🇧🇪 Belgium (BE) ▼

Cancel

Name/Identifiers\*: 

Confirm

---

ⓘ

**address**

Postal Code: **1000**

City: **Brussel**

Street: **Street**

**Contact Information**

**Operator's identifiers**

EORI\*: **BE123123123123**

Description of waste generation site:

Description of waste generation process:

\* Mandatory

Add New

Done

Cancel

To confirm the selection of the waste producer, user needs to click on “Done”. Following that, the user may either add another waste producer by clicking “Add New” and following the steps described above.

16. [Box 10 of notification document] In order to indicate the waste treatment facilities concerned by this notification, the user may;
- click “Copy from Consignee”, if the waste treatment facility is the same as the consignee, or
  - click on “+ Add”, if the waste treatment facility is not the same as the consignee.

10. Disposal/Recovery

+ Add

Copy from Consignee

No	Name	Main identification number	E-mail	Address	Country	Facility type	Interim facility	Actions

In case the user chose "+ Add", in the pop-up window, the user needs to click on "Edit".

The screenshot shows a web form titled "Disposal / Recovery facility". The form contains several input fields and sections:

- Name:** A text input field with an asterisk indicating it is mandatory.
- Country:** A text input field.
- Identifier:** A text input field.
- address** section with a plus icon for adding details.
- Contact Information** section.
- Operator's identifiers** section.
- Facility type:** A dropdown menu currently showing "disposal facility".
- Interim facility:** Radio buttons for "Yes" and "No", with "No" selected.
- Subsequent interim or non interim facility in another country:** Radio buttons for "Yes" and "No", with "No" selected.
- Subsequent interim or non interim facility in same country:** Radio buttons for "Yes" and "No", with "No" selected.
- Actual site of disposal/recovery:** A large text area with a mandatory asterisk.

An "Edit" button with a pencil icon is highlighted with a green box in the top right corner of the form. At the bottom right, there are "Done" and "Cancel" buttons.

Then, the user needs to first select the country from the drop-down list of countries. Next, the user will be able to search for the operator, by filling in the name or identification number of the operator. The system will display the results after providing at least 3 characters.

The user should choose the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should verify, if this is the operator it intended to choose and approve the choice by clicking “Confirm”.

Please note, that when selecting operators for a given notification, the user should always carefully verify the details of the operator, to make sure the correct operators is selected. The user should pay particular attention to the possibility that the operator is registered with specific sites in DIWASS. Only users representing a specific site in DIWASS can select it; after having selected the correct site, the users authorized to represent such site in DIWASS will be able to see the submitted notification in DIWASS and contribute in the movement documents. For more information on sites, please refer to [this document](#) [link to Commission website – specific document explaining the concept of sides will be provided].

Then, the user needs to indicate

- the type of waste treatment facility by selecting from the drop-down list,

- if this facility performs interim or non-interim treatment process with respect to waste shipped under this notification,
- provide a description of the actual site of disposal / recovery of waste covered by the notification by filling in a free text field.

**Disposal / Recovery facility**

Operator search

Country: Germany (DE)

Name/Identifiers:\* wetreat

+

**address**

**Contact Information**

**Operator's identifiers**

Facility type: disposal facility

Interim facility:  Yes  No

Subsequent interim or non interim facility in another country:  Yes  No

Subsequent interim or non interim facility in same country:  Yes  No

Actual site of disposal/recovery:

\* Mandatory

\* Mandatory

To confirm the selection, the user needs to click on “Done”.

**Important note:** In case the user selected in box 10 that the facility receiving waste under this notification is an interim waste treatment facility, the user will see two additional boxes – 10.1 and 10.2.

#### 10. Disposal/Recovery

[Replace from Consignee](#)

No	Name	Main identification number	E-mail	Address	Country	Facility type	Interim facility	Actions
1	WeTreatYourIssueZ	EORI:DE35251	test@gmail.com	21129 Hamburg, Freie Und Hansestadt	(DE)	recovery facility	true	

#### 10.1. Subsequent Interim or non-interim waste treatment facility located in another country than the country of destination

[+ Add](#)

No	Name	Main identification number	E-mail	Address	Country	Facility type	Interim facility	Actions
----	------	----------------------------	--------	---------	---------	---------------	------------------	---------

#### 10.2. Subsequent Interim or non-interim waste treatment facility located in the same country as the country of destination

[+ Add](#)

No	Name	Main identification number	E-mail	Address	Country	Facility type	Interim facility	Actions
----	------	----------------------------	--------	---------	---------	---------------	------------------	---------

17. [Box 10.1 of the notification document] This box concerns subsequent Interim or non-interim waste treatment facility located in another country than the country of destination.

The notifier needs to add all such facilities into this box. The facilities will not be able to contribute to any elements of the notification document or movement documents generated on its basis, but will be able to see it. The details related to connection between the facility indicated in box 10, and facilities indicated in box 10.1 should be explained in attachments (i.e. including types of waste and treatment processes, that facilities listed in box 10.1 should perform).

To add facilities in this box, please follow the steps as described for adding the facility in box 10 of notification.

18. [Box 10.2 of the notification document] This box concerns subsequent interim or non-interim waste treatment facility located in the same country as the country of destination.

The notifier needs to add all such facilities into this box. The facilities will not be able to contribute to any elements of the notification document or movement documents generated on its basis, but will be able to see it. Also, the facilities will be able to submit certificates confirming completion of a subsequent interim or non-interim recovery operation or a subsequent interim or non-interim disposal operation in accordance with Article 15(5) of the Waste Shipment Regulation<sup>4</sup>.

<sup>4</sup> Please see also Commission Delegated Regulation (EU) 2024/2571 of 19 July 2024 supplementing Regulation (EU) 2024/1157 of the European Parliament and of the Council by establishing the information

[Please note that the Commission works on development of this specific module of DIWASS. Submitting this certificate will be also possible for the notifier.]

To add facilities in this box, please follow the steps as described for adding the facility in box 10 of notification.

19. [Box 11 of notification document] The user needs to choose the code of waste treatment operation(s), by clicking “+ Add” and selecting the relevant operations. Then, the user should describe technology employed and reasons for export by filling in the free text boxes.

The screenshot displays the DIWASS interface for adding waste treatment operations. It is divided into three main sections: 11. Disposal / Recovery operations, 12. Designation and composition of the waste, and 13. Physical characteristics. In section 11, there are fields for 'D-code / R-code', 'Technology employed', and 'Reason for export'. A green box highlights the '+ Add +' button, which is open to a dropdown menu. This menu lists 13 different waste treatment operations (R1-R13) with their descriptions. Section 12 contains a large text area for 'Designation and composition of the waste'. Section 13 contains a 'Physical characteristics' section with a 'Description' field.

Please note, that the selection of codes of waste treatment operations and description of technologies should concern only the waste treatment facility indicated in box 10 of the notification, not the subsequent facilities indicated in boxes 10.1 or 10.2.

20. [Box 12 of notification document] The user should describe the designation and composition of waste by filling out the free text box.

The screenshot shows a close-up of the '12. Designation and composition of the waste' section. It features a large, empty text box with a light yellow background and a thin border, intended for the user to describe the waste.

21. [Box 13 of notification document] The user needs to choose the physical characteristics of waste concerned by this notification, by clicking “+ Add” and selecting the relevant description from the drop-down list. The user may describe these characteristics by filling in the free text box.

to be provided in the certificate confirming the completion of a subsequent interim or non-interim recovery operation or a subsequent interim or non-interim disposal operation, OJ L, 2024/2571, 27.9.2024, ELI: [http://data.europa.eu/eli/reg\\_del/2024/2571/oj](http://data.europa.eu/eli/reg_del/2024/2571/oj)

13. Physical characteristics

Physical characteristics:

Description:

**+ Add**

- Powdery/powder
- Solid
- Viscous/paste
- Sludgy
- Liquid
- Gaseous
- Other (specify)

**+ Add waste identification**

[Please note that still improvements will be made on how this box is displayed: after selecting an option from the drop-down list, DIWASS will for now display only a number; the improved display will show the full name of the selected element]

22. [Box 14 of notification document] The user needs to click on “+ Add waste identification” to select a proper list of waste identification codes. The user should select the respective list by clicking on it. The user may choose one or more waste identification lists.

14. Waste identification

**+ Add waste identification**

14.1. Custom codes

TODO

15. countries and points of exit or entry

	Countries / States concerned	CA code (where applicable)	specific points of exit or entry (border crossing)
State of export – dispatch	(BE) Belgium	BE002	Exit
State of transit	(FR) France	FR1234	Entry Exit
State of import – destination	(DE) Germany	DE027	Entry

- Basel
- OECD
- EU list of waste
- National code in the country of export
- National code in the country of import
- Other
- Y code
- H code
- UN class
- UN Number
- UN Shipping name

To add a waste code under the relevant list, the user should click on “+ Waste codes”.

For some of the available lists (Basel, OECD, EU list of waste, Y code, H code, UN class), user will be able to choose the code from the drop-down list.

14. Waste identification

Basel:

OECD:

EU list of waste:

National code in the country of export:

**+ Waste code**

- A1010
- A1020
- A1030
- A1040
- A1050
- A1060

**+ Add waste identification**

[Please note that the Commission works on improving this box to also include the description of the waste code]

For other of the available lists (national code in the country of import, national code in the country of export, UN Number, UN shipping name), user will be able to insert a code in the free text box.

14. Waste identification

Basel:	+ Waste code ▾	✕	+ Add waste identification ▾
OECD:	+ Waste code ▾	✕	
EU list of waste:	+ Waste code	✕	
National code in the country of export: <input type="text"/>	+ Waste code	✕	

[Please note that the Commission still works to improve this box – the intention is to provide the following functionality:

If the user selects “Other”, the user will be asked to make a further selection. If the user then selects “Other” or “Unlisted waste”, it will be possible to fill in a free text box. If the user selects one of the lists referring to WSR Annexes (WSR Annex III, WSR Annex IIIA, WSR Annex IIIB, WSR Annex IV), the user will be asked to select one of the waste codes from a drop-down list.]

[Please also note, that the Commission works on the development of box 14.1 which is relevant for customs codes]

23. [Box 15 of notification document] The user should indicate the name of the border crossing or port as the point of entry to or exit from a particular country of dispatch and destination. For transit countries, the user should provide points of entry and exit.

This information should be provided by filling in the free text boxes in column “specific points of exit or entry (border crossing or port)”.

15. countries and points of exit or entry

	Countries / States concerned	CA code (where applicable)	specific points of exit or entry (border crossing or port)	
State of export – dispatch	(BE) Belgium	BE002	<input type="text" value="Exit"/>	
State of transit	(FR) France	FR1234	<input type="text" value="Entry"/>	<input type="text" value="Exit"/>
State of import – destination	(DE) Germany	DE027	<input type="text" value="Entry"/>	

24. [Box 16 of notification document] For notifications involving a “third country element” i.e. covering:

- Export of waste from the EU/EEA Member States,
- Import of waste from the EU/EEA Member States,
- Transit of waste through the EU/EEA from and to third countries,
- Shipment of waste between EU/EEA Member States with transit via third countries,

the user should also indicate names of customs offices of entry and/or exit and/or export by filling in the free text boxes.

16. Customs offices of entry and/or exit and/or export (European Union)

Entry: Name	Exit: Name	Export: Name
Alternative entry: Name	Alternative exit: Name	Alternative export: Name

25. [Adding attachments] To add attachment, the user needs to click “+ Add attachment”.

Attachment type	File	Comment	Attachment contains personal data	Date	Action
Number of attachments					

In the pop-up window, the user should choose attachment type, by selecting one of the attachment labels from the drop-down list. The user will be able to add a file upon clicking on the grey field “Select file”. The user will be asked to indicate, if the attachment contains personal data. To confirm adding of attachment to the draft notification, the user needs to click on “Add”.

**Add attachment**

Attachment type:  ▼ Date: 17/12/2025

File:

Contains personal data  Yes  No

Comment:

\* Mandatory

26. When the user has provided all the required information, it may authenticate the notification document before submission.

This authentication process in DIWASS is an equivalent of signing the documents.

The authentication needs to be performed by the notifier, as well as all the waste producers listed in box 9 of the notification document.

Please note that the waste producers will not be able to edit the notification document. They will be able only to read and authenticate the document. Please also note, that the waste producers should authenticate the last version of the notification document. Therefore, in case the notifier decides to change the draft notification document after the waste producer authenticated it, the waste producer would need to re-authenticate the draft notification document in order to allow for its submission.

In order to authenticate the notification document, the notifier needs to click on the button “Authenticate” at the bottom of the screen.

17. Exporter's - notifier's / generator's - producer's declaration:

I certify that the information is complete and correct to my best knowledge. I also certify that legally-enforceable written contractual obligations have been entered into and that any applicable insurance or other financial guarantee is or shall be in force covering the transboundary movement.

No	Role	Operator's name	Name of the person authenticating the submission	Authentication date	Additional string
----	------	-----------------	--	---------------------	-------------------

18. Number of annexes attached

0

Attachments

+ Add attachment

Attachment type	File	Comment	Attachment contains personal data	Date	Action
Number of attachments					

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European Commission - DG Health & Food Safety


IMSOC - TRACES NT 8.2.0-SNAPSHOT (12/12/2025 13:05:38) - processed by cls1.

Close Authenticate View as PDF Delete draft Save

In the pop-up window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then the user should click on “Confirm”.

**Authentication details**

Name

Date  

E-mail of the person authenticating the submission

Role of the person authenticating the submission on behalf of the operator in its organisation

The information on which operators authenticated the notification and when will be displayed in box 17 of the notification document.

**17. Exporter's - notifier's / generator's - producer's declaration:**

I certify that the information is complete and correct to my best knowledge. I also certify that legally-enforceable written contractual obligations have been entered into and that any applicable insurance or other financial guarantee is or shall be in force covering the transboundary movement.

No	Role	Operator's name	Name of the person authenticating the submission	Authentication date	Additional string
1	EXPORTER	WeSolveYourIssueZ	Test USER Fourteen	17/12/2025 - 14:16:30 CET	

**18. Number of annexes attached**

27. When all the required authentications are performed, the user will be able to submit the notification by clicking on button "submit" on the right bottom corner of the page.

17. Exporter's - notifier's / generator's - producer's declaration:

I certify that the information is complete and correct to my best knowledge. I also certify that legally-enforceable written contractual obligations have been entered into and that any applicable insurance or other financial guarantee is or shall be in force covering the transboundary movement.

No	Role	Operator's name	Name of the person authenticating the submission	Authentication date	Additional string
1	EXPORTER	WeSolveYourIssueZ	Test USER Fourteen	17/12/2025 - 15:14:47 CET	
2	PRODUCER	WeProduceYourIssueZ	Test USER Seventeen	17/12/2025 - 15:10:09 CET	

18. Number of annexes attached

0

Attachments

+ Add attachment

Attachment type	File	Comment	Attachment contains personal data	Date	Action
Number of attachments					

Close Authenticate View as PDF Delete draft Save **Submit**

Please note that as soon as the notification document is submitted:

- The user can no longer edit the notification,
- The notification is automatically sent to competent authorities indicated by the notifier, that will be able to start resolving the notification.

The user will be able to edit the notification in case one of the competent authorities provides a request for additional information. Please see further information on that possibility in **Chapter 4** of this document.

28. After the notification document is submitted, the notification screen contains 3 tabs:

- o Dashboard: summing up the developments for this notification,
- o Notification: containing all the details of the notification document,
- o Request for information: indicating all the requests for additional information provided by the competent authorities and whether they were replied to.

European Commission | IMSOC

TRACES ADIS EUROPHYT IRASFF

IMSOC > TRACES > Index > Notification > New Notification

Documents • ADIS • Dashboard • Actors • Publications • Help

Notifications 1 | env-tesuser14@ec-traces.eu

COP ACCEPTANCE ALPHA  
8.2.0-SNAPSHOT  
12/12/2025 13:05:38

BE00250006081 SUBMITTED

Success: Notification has been saved. Waste producers should authenticate the notification in order to allow the notifier to submit it. Please be aware that any change done by the notifier after the waste producer authenticated the notification would require that the waste producer authenticates the updated draft notification once again in order to allow for its submission.

DASHBOARD NOTIFICATION REQUEST INFORMATION

Notification - SUBMITTED - BE00250006081

Main actors	Country/Name	Submission Date	Checking	Decisions	Waste Identification
Notifier	BE (BE)	17-12-2025	Last update on	17-12-2025	BASEL-A1140
Dispatch	BE (BE) BE002	Acknowledgement date	17-12-2025	Decision date	Decision type
Transit	FR (FR) FR1234	Acknowledgement date		Decision date	Decision type
Destination	DE (DE) DE027	Acknowledgement date	17-12-2025	Decision date	Decision type
Movement	Movement: <input type="text"/>		Quantities: <input type="text"/>		

Movement			
Sequence number	Shipment date	Carriers	Facilities

Close View as PDF Cancel notification

[Please note that the possibility to view notification as pdf in a clear manner is under development]

# Chapter 2 Reviewing the notification

## General note

This chapter provides general instructions on reviewing the notification by operators. Please note that:

- The notifier and waste producers listed in the notification can see the notification as soon as draft notification is saved in DIWASS,
- Consignees and facilities listed in the notification, as well as competent authorities will see the notification as soon as it is submitted,
- Carriers will see the notification document only when all CAs provide their consents.

The operators involved in the notification (except for carriers) will be able to monitor the progress related to the review of the notification by the CAs – after following the steps described in specific instructions. Please also note, that notification document will be assigned with a specific status – see the table below describing such statuses.

Please note as well, that in case the competent authority, after reviewing a given notification, considers that it does not have the competence to provide any decision on the substance, as it has been incorrectly selected by the notifier as the competent authority relevant for a given notification (i.e. due to a fact that another CA in the country is competent to proceed with the assessment of the notification), DIWASS does not allow this competent authority to “transfer” the notification document to a different competent authority. In such case, the competent authority can:

- either contact the notifier, outside DIWASS and
  - o inform the notifier about its lack of competence to proceed with the assessment of the notification,
  - o indicate the relevant competent authority (if possible),
  - o ask the notifier to cancel the notification, and submit a new one, with correct data on competent authorities, or
- consider the notification invalid (see instructions in **Chapter 3 of the Instruction manual concerning notification documents [for CAs only]**), and indicate to the notifier, outside DIWASS, the relevant competent authority for a given notification. The notifier will need to resubmit the notification, including the details of relevant competent authorities.

Irrespective of the way the CA acts, the notifier will need to re-submit the notification, with correct details, in DIWASS.

Please also note, that DIWASS will display timelines for certain actions, as provided for in the Waste Shipment Regulation, but will not block the possibility of performing the action in case the deadline is not complied with.

## Statutes of notification document in DIWASS

Status	When does the status start?	When does the status end?	Basic consequences of the status
DRAFT	Notifier saves a draft	Notifier submits the notification	Only notifier and waste producers listed in the notification can see the notification Notifier can update the notification until it is submitted <sup>5</sup>
DELETED	Notifier deletes the draft notification	Not applicable	Notification is deleted and cannot be further changed or submitted
SUBMITTED	Notifier submits the notification (when data required in the notification document is inserted into the draft and draft is authenticated by notifier and all waste producers)	<ul style="list-style-type: none"> <li>Any of the indicated CAs invalidates the notification, or</li> <li>Notifier cancels the notification, or</li> <li>CA of dispatch considers notification properly carried out and all CAs of transit and CA of destination considered it properly completed</li> </ul>	<ul style="list-style-type: none"> <li>All CAs indicated in the notification can see the document and start the review process (they can ask for additional information, consider it properly carried out, properly completed or invalid, as applicable)</li> <li>Notifier cannot change the document (except for when there is an unanswered request for additional information<sup>6</sup>)</li> <li>Operators indicated in the notification can see the notification (except for carriers)</li> <li>Notifier can cancel the notification</li> </ul>
INVALID	Any CA listed in the notification clicks on “invalidate”	CA that invalidated the notification revalidates it	<ul style="list-style-type: none"> <li>Notifier cannot change anything in the notification<sup>7</sup></li> <li>All the CAs can see the notification, but the only action allowed at this stage will be the revalidation of the notification by the CA that invalidated it</li> </ul>
SATISFIED	<ul style="list-style-type: none"> <li>CA dispatch considered it properly carried out and</li> </ul>	<ul style="list-style-type: none"> <li>All CAs provide a decision, or</li> </ul>	<ul style="list-style-type: none"> <li>Notifier cannot change anything in the notification, but can cancel it</li> </ul>

<sup>5</sup> If the update was done after the waste producer authenticated the draft notification, the waste producer will need to authenticate it again in order to allow the notifier to submit it.

<sup>6</sup> See detailed remarks in Chapter 2.

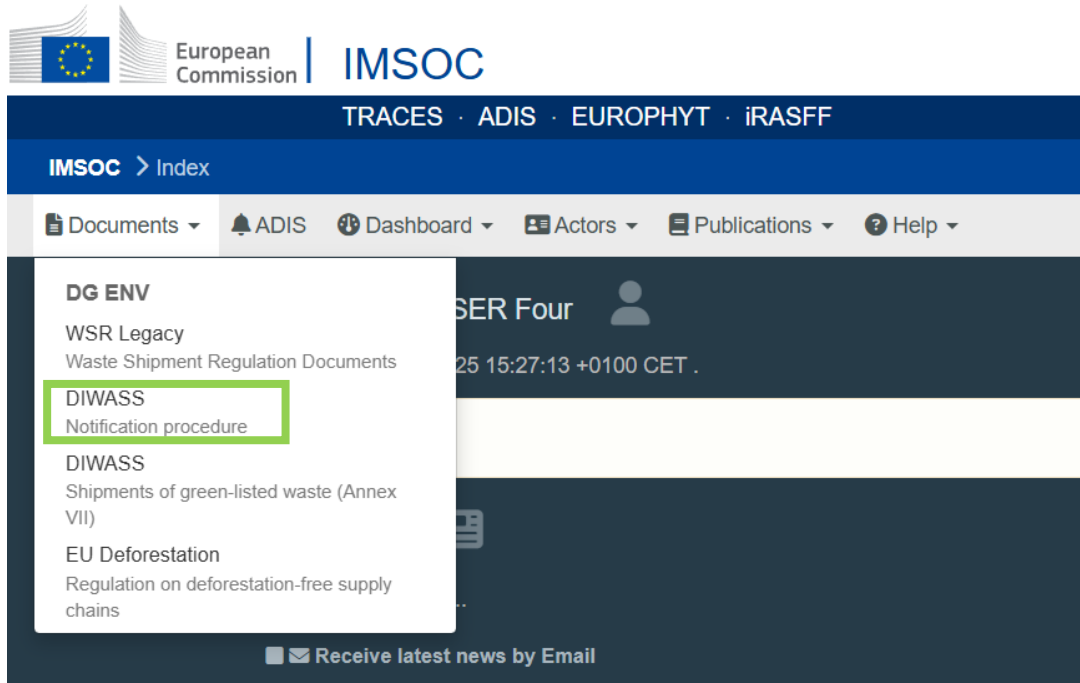
<sup>7</sup> All communication between the notifier and the CA that invalidated the notification, that is aimed to ensure that the CA revalidates the notification should happen outside DIWASS – see detailed remarks in Chapter 2.

	<ul style="list-style-type: none"> <li>all CAs of transit and CA of destination considered it properly completed</li> </ul>	<ul style="list-style-type: none"> <li>Notifier cancels the notification</li> </ul>	<ul style="list-style-type: none"> <li>CAs cannot request additional information or invalidate the notification</li> <li>CAs can provide a decision on this notification</li> </ul>
CANCELLED	<p>Notifier clicks on “cancel notification”. This action will be possible when notification has statuses: submitted, consented, objected</p>	Not applicable	<ul style="list-style-type: none"> <li>No one can change anything in the notification</li> <li>Notification cannot be “uncancelled”</li> <li>In case notification was consented: <ul style="list-style-type: none"> <li>it will not be possible to submit new movement documents under given notification;</li> <li>it will be possible to complete movement documents that were already submitted</li> </ul> </li> </ul>
CONSENTED	<p>all CAs consented to the notification (irrespective of validity period of each consent)</p>	<ul style="list-style-type: none"> <li>any of the CAs updates its decision to “objection” or “withdraws the consent”, or</li> <li>notifier cancels the notification</li> <li>notifier marks the notification as completed</li> </ul>	<ul style="list-style-type: none"> <li>notifier can submit movement documents (but only when all required consents are valid)</li> <li>notifier cannot change the notification, but can request changes in line with Article 17 WSR</li> <li>notifier can cancel notification</li> <li>any of the CAs can update their decisions and reply to notifier’s request for changes in the notification in line with Article 17 WSR</li> </ul>
OBJECTED	<p>at least one of the CAs objected to the notification (also through updating initial consent)</p>	<ul style="list-style-type: none"> <li>any of the CAs issues or updates its decision to “objection”</li> </ul>	<ul style="list-style-type: none"> <li>notifier cannot submit new movement documents</li> <li>respective boxes in movement documents that have been already submitted by the notifier can be updated by operators listed in the movement documents (carriers, consignee, facility)</li> <li>notifier can cancel notification</li> </ul>

WITHDRAWN	<p>at least one of the CAs withdrew the consent          [Please note that this functionality is not yet developed in DIWASS]</p>	<p>The CA that withdrew the consent updates the decision to "Consent"</p>	<ul style="list-style-type: none"> <li>• notifier cannot submit new movement documents</li> <li>• respective boxes in movement documents that have been already submitted by the notifier can be updated by operators listed in the movement documents (carriers, consignee, facility)</li> <li>• notifier can cancel notification</li> </ul>
COMPLETED	<p>Notifier may mark notification as completed when</p> <ul style="list-style-type: none"> <li>• all the movement documents generated based on a notification have been completed by all relevant operators,</li> <li>• there will be no more new movement documents submitted under the notification</li> </ul> <p>[Please note that this functionality is not yet developed in DIWASS]</p>	<p>Not applicable</p>	<p>No actions concerning notification (and movement documents based on it) can be performed.</p>

## Specific instructions

1. Following the login, the user needs to select the fields “Documents” and the “DIWASS Notification procedure”.



2. Then, the user will see a list of all notification documents that were submitted in DIWASS, in which the operator it represents is involved. The user needs to select a notification document, in relation to which the user intends to submit a request for additional information.

[Please note that the Commission works on improving the readability of this screen, i.e. providing information on notifier, destination facility and type of waste concerned by notification.]

Notification Number	Submission Date	Status	Dispatch		Transit		Destination		Last Updated
			Competent Authority	Decision	Competent Authority	Decision	Competent Authority	Decision	
BE0025000608	17/12/2025	SATISFIED	BE (BE002)		FR (FR1234)		DE (DE027)	18/12/2025	17/12/2025
BE0025000386	09/12/2025	CANCELLED	BE (BE002)				DE (DE027)		17/12/2025
BE0025000516		DRAFT	BE (BE00)		FR (FR00)		DE (DE00)		09/12/2025

3. Following the selection of a given notification document, the user will see a notification screen containing three tabs:
  - Dashboard: summing up the developments for this notification,

- Notification: containing all the details of the notification document,
- Request information: indicating all the requests for additional information provided by the competent authorities and replies of the notifier.

As soon as the notification is consented to by all relevant CAs, two additional tabs will appear:

- Request change: the notifier will be able to request changes of such notification document (Article 17 of the WSR) in this tab and CAs will be able to react to such requests;
- Movement: allowing to generate and complete movement documents under this notification.

European Commission | IMCOP | TRACES · ADIS · EUROPHYT · iRASFF

IMCOP > TRACES > Index > Notification > New Notification

Documents · ADIS · Dashboard · Actors · Publications · Help

Notifications | env-testuser14@ec-traces.eu

COP ACCEPTANCE ALPHA  
8.2.0-SNAPSHOT  
03/12/2025 16:41:44

BE0025000209i **CONSENTED**

DASHBOARD NOTIFICATION REQUEST INFORMATION REQUEST CHANGE MOVEMENT

Notification - CONSENTED - BE0025000209i

Main actors	Country/Name	Checking	Decisions
Notifier	(BE)	Submission Date: 10-11-2025 Last update on: 10-11-2025	Waste identification: NATIMP:4444,B...
Dispatch	(BE) BE002	Acknowledgement date: 10-11-2025 Decision date: 10-11-2025	Decision type: CONSENT
Transit	(FR) FR1234	Acknowledgement date: 10-11-2025 Decision date: 10-11-2025	Decision type: CONSENT
Destination	(DE) DE027	Acknowledgement date: 10-11-2025 Decision date: 10-11-2025	Decision type: CONSENT
Movement	Movement: <input type="text"/>	Quantities: <input type="text"/>	

4. If the user would like to check, whether the CAs considered the notification properly carried out / properly completed, the user should click on “Checking” in the tab called “Dashboard”.

BE0025000608i **SATISFIED**

DASHBOARD NOTIFICATION REQUEST INFORMATION

Notification - SATISFIED - BE0025000608i

Main actors	Country/Name	Checking	Decisions
Notifier	(BE)	Submission Date: 17-12-2025 Last update on: 17-12-2025	Waste identification: BASEL:A1140
Dispatch	(BE) BE002	Properly carried out: 17-12-2025	
Transit	(FR) FR1234	Properly completed: 17-12-2025	
Destination	(DE) DE027	Properly completed: 17-12-2025	
Movement	Movement: <input type="text"/>	Quantities: <input type="text"/>	

Movement

Sequence number	Shipment date	Carriers	Facilities

5. If the user would like to see whether the decision was issued by any of the involved CAs, the user should click on “Decisions” in the tab called “Dashboard”.

BE0025000608i SATISFIED

DASHBOARD NOTIFICATION REQUEST INFORMATION

Notification - SATISFIED - BE0025000608i

Main actors	Country/Name	Checking		Decisions			
Notifier	(BE)	Submission Date	17-12-2025	Last update on 17-12-2025	Waste identification	BASEL:A1140	
Dispatch	(BE) BE002	Acknowledgement date	17-12-2025	Decision date	Decision type		
Transit	(FR) FR1234	Acknowledgement date	Decision date		Decision type		
Destination	(DE) DE027	Acknowledgement date	17-12-2025	Decision date	18-12-2025	Decision type	CONSENT
Movement	Movement : <input type="text"/>		Quantities : <input type="text"/>				

Movement

Sequence number	Shipment date	Carriers	Facilities

To see the details of the decision, the user needs to click on tab called “Notification” and scroll down to box 20.

BE0025000608i SATISFIED

DASHBOARD NOTIFICATION REQUEST INFORMATION

Notification - SATISFIED - BE0025000608i

Main actors	Country/Name	Checking		Decisions			
Notifier	(BE)	Submission Date	17-12-2025	Last update on 17-12-2025	Waste identification	BASEL:A1140	
Dispatch	(BE) BE002	Acknowledgement date	17-12-2025	Decision date	Decision type		
Transit	(FR) FR1234	Acknowledgement date	Decision date		Decision type		
Destination	(DE) DE027	Acknowledgement date	17-12-2025	Decision date	18-12-2025	Decision type	CONSENT
Movement	Movement : <input type="text"/>		Quantities : <input type="text"/>				

Movement

Sequence number	Shipment date	Carriers	Facilities

To review the content of the decision, the user needs to click on the icon in the column “Actions”

20. Written consent to the movement provided by the competent authorities

Country	Competent Authority	Decision type	Decision date	Has specific conditions	Valid from	Valid to	Actions
(DE) Germany	Regierung von Niederbayern	CONSENT	18/12/2025	No	18/12/2025	30/04/2026	

The user will see a pop-up window indicating first the type of the decision. Following the review, the user should click on “next” to see details of decision.

**Provide decision**

Country: DE

Competent Authority: Regierung von Niederbayern

Decision Type:  CONSENT  OBJECTED

Give decision on: 18/12/2025

[Next](#) [Cancel](#)

Following this review, the user may either click on “Next”, to see the details on the user who authenticated the decision, or click on “Cancel” to close this view.

**STEP 1 - PROVIDE DECISION**

**Provide decision**

Decision type: Consent

Decision valid from: 18/12/2025

Decision valid until: 30/04/2026

Duly reasoned justification: Notification document is ok

Specific conditions:  Yes  No

Specific conditions:

Consent valid only for the following waste quantity:

Consent valid only for the following number of shipments:

Attachments: [+ Add](#)

[Previous](#) [Next](#) [Cancel](#)

[Please note that the Commission intends to improve the layout of the dashboard. Also, the Commission works on implementation of e-mail notification system for users, so that they can be informed about developments in DIWASS]

[Please note that the possibility to view notification as pdf in a clear manner is under development]

# Chapter 3 How a waste producer should authenticate the notification

## General note

This chapter provides general instructions on how a waste producer should authenticate the notification. Please note that:

- authentication process in DIWASS is an equivalent of signing the documents,
- in order to submit a notification document, it needs to be authenticated by all the waste producers listed in box 9 of the notification document,
- in case the notifier changes anything in the notification document after it was authenticated by the waste producer, the waste producer needs to re-authenticate this notification document, as DIWASS removes the former authentication of the waste producer.

DIWASS requires this re-authentication, to ensure that the waste producer is aware and agrees to the shipment of waste and its treatment as described in the final draft of the notification.

## Specific instructions


1. Following the login and selecting the relevant notification document from the list of all notification documents involving the operator, the user should review the notification. Following that, the user should click authenticate at the bottom of the screen.

The screenshot shows the DIWASS notification form for document BE0025000608i. The form is divided into two main sections: '1. Exporter - Notifier' and '2. Importer - consignee'. The 'Exporter - Notifier' section includes fields for Name (WeSolveYourIssueZ), Country (Belgium), comp\_reg (XYZABC123), address, contact information (telephone number +320000000), and operator's identifiers (EORI: BE1111111111, National Company Register: XYZABC123). The 'Importer - consignee' section includes fields for Name (BringOnThoselssueZ), Country (Germany), eori (DE2222222222), address, contact information (telephone number +49000000000), and operator's identifiers (EORI: DE2222222222, Central Business Register: germanoperator). At the bottom of the form, there is a section for '3. Notification No.' and '3.1. Address of the location from which the shipment starts'. A green box highlights the 'Authenticate' button in the bottom right corner of the form.

2. In the pop-up window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then the user should click on "Confirm".

**Authentication details**

Name

Date  

E-mail of the person authenticating the submission

Role of the person authenticating the submission on behalf of the operator in its organisation

The information on which operators authenticated the notification and when will be displayed in box 17 of the notification document.

**17. Exporter's - notifier's / generator's - producer's declaration:**

I certify that the information is complete and correct to my best knowledge. I also certify that legally-enforceable written contractual obligations have been entered into and that any applicable insurance or other financial guarantee is or shall be in force covering the transboundary movement.

No	Role	Operator's name	Name of the person authenticating the submission	Authentication date	Additional string
1	PRODUCER	WeProduceYourissueZ	Test USER Seventeen	17/12/2025 - 15:10:09 CET	

**18. Number of annexes attached**

[Please note that the possibility to view notification as pdf in a clear manner is under development]

# Chapter 4 Replying to requests for additional information

## General note

This chapter provides instructions on replying to a request for additional information submitted by the competent authority. To be able to submit a such a reply, it is necessary that:

- Notification document is submitted in DIWASS,
- The competent authority submitted a request for additional information in DIWASS.

Please also note, that in accordance with Article 8 of the Waste Shipment Regulation:

- As soon as notification document is submitted, only the competent authority of dispatch can submit a request for additional information,
- Only after the competent authority of dispatch considers that notification is properly carried out, the competent authorities of transit and destination may submit a request for additional information,
- The expiry of the deadline to submit such a request, does not deprive the competent authority of the right to submit a request for additional information,
- The expiry of the deadline to submit a reply to a request for additional information, does not deprive the notifier of the right to submit a reply for such a request,
- The competent authority may submit 3 requests for additional information per notification document. DIWASS will not allow to submit more such requests.

Please also note that:

- The notifier will be able to edit the notification, as soon as the request for additional information was submitted by any CA,
- The possibility to edit a notification will be closed as soon as the notifier provides a reply for request for additional information,
- The notifier will be able to edit all elements of the notification, except for countries and competent authorities concerned, and the data of notifier.
- Requests for additional information and notifier's replies will be visible for all the CAs and all operators involved in notification (except for carriers).

Please note as well, that the CA may update the request for additional information by changing the "content of the request" or adding an attachment. Such update does not impact the time in which the notifier should reply for such request. Therefore, the CAs should not use this functionality to add additional elements on the substance of the request (but only to extend the time of the reply, or correct typos).

## Specific instructions

1. Following the login and selecting the relevant notification document, the user needs to choose the "Request information" tab.

- Then, the user will see pending request for information. The user needs to click on “reply”, next to the request for information it intends to review and provide answer to.

Please also note, that if any of the CAs submitted a request for additional information, the notifier will be able to edit the notification document until it provides a reply to all the pending requests.

BE0025000608i SUBMITTED

Deadline for next action ( [en] waste.notification.action.description.replyrequest ): 10 working days

Please note, that the number of working days provided here concerns any day from Monday to Friday excluding 1 January, 1 May, 15 August, 1 November, 25 December, 26 December. In countries concerned by your notification, the working days may exclude some public holidays. To see the list of public holidays, please visit this website: [Information on Public Holidays](#)

DASHBOARD NOTIFICATION **REQUEST INFORMATION**

Competent authority concerned: No country selection

Competent authority submitting the request	Date of the request	Content of the request	Date of the reply	Content of the reply	Status	Actions
(BE)	17/12/2025	Please provide pictures o ...			REQUESTED	<span style="border: 2px solid green; padding: 2px;">Reply</span>

- Then, in the pop-up window, the user will see the content of the request. The user can provide a reply by filling in a respective free text field. The user can also add an attachment. The user should also indicate the date of reply. Then, the user should click on “Next”,

[Please note that the Commission works on improving the layout of this window, and intends to provide bigger text fields.]

**Request for additional information**

**Requested**

Competent authority submitting the request: Belgium

Date of the request: 17/12/2025

Content of the request: Please provide pictures of waste.

Date of the reply: --/--

Content of the reply:

Deadline to provide the reply extended by the following number of days:

Attachments

+ Add Next Cancel

- Then, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then the user should click on "Confirm".

**STEP 2**

**STEP 1 - REQUEST FOR ADDITIONAL INFORMATION**

**Authentication details**

Name: Test USER Fourteen

Date: 17/12/2025

E-mail of the person authenticating the submission: env-testuser14@ec-traces.eu

Role of the person authenticating the submission on behalf of the operator in its organisation:

Previous Confirm Cancel

5. Following that, the status of the request will be updated to “Resolved”.

[Please note that the Commission will change this status to “Replied”]

BE0025000608i SUBMITTED

DASHBOARD NOTIFICATION REQUEST INFORMATION

Competent authority concerned: No country selection

Competent authority submitting the request	Date of the request	Content of the request	Date of the reply	Content of the reply	Status	Actions
(BE)	17/12/2025	Please provide pictures o ...	17/12/2025	See the pictures	RESOLVED	View

[Please note that the possibility to view a notification as pdf in a clear manner is under development]

# Chapter 5 Cancelling the notification

## General note

This chapter provides instructions on cancelling the notification. Notifier may cancel the notification from the moment it was submitted, until the notifier considers the notification completed (see instructions on that in Chapter XXX of this document) [Chapter will be added when this functionality is developed].

Please note, that cancelling the notification cannot be reversed.

When the notification is cancelled:

- No new movement documents can be generated,
- It will be possible for respective carriers, consignee and facility to complete movement documents that were already submitted.

## Specific instructions


1. Following the login and selecting the relevant notification document, the user needs to click on red button “Cancel notification” at the bottom of the page.

The screenshot shows the IMSOC web application interface. At the top, there is a navigation bar with the European Commission logo and the IMSOC logo. Below the navigation bar, there is a breadcrumb trail: IMSOC > TRACES > Index > Notification > New Notification. The main content area displays a notification for BE0025000386i, which is in a 'SUBMITTED' state. The notification details are as follows:


Notification - SUBMITTED - BE0025000386i					
Main actors	Country/Name	Submission Date	Checking	Decisions	Waste identification
Notifier	BE (BE)	09-12-2025	Last update on	09-12-2025	BASEL:A3140,...
Dispatch	BE (BE) BE002	Acknowledgement date	09-12-2025	Decision date	Decision type
Transit	N/A				
Destination	DE (DE) DE027	Acknowledgement date	09-12-2025	Decision date	Decision type

At the bottom right of the page, there is a red button labeled "Cancel notification" which is highlighted with a green box. Other elements include a "Close" button and a "View as PDF" button.

2. Then, in the pop-up window the user may provide reasons for cancellation or add attachment. The confirm cancellation of notification, the user needs to click on “Confirm”.



### Cancellation details

Date:  


Reasons for cancellation:

Attachments + Add

Please be aware, that when you cancel your notification, it will not be possible to revert that operation. To re-submit this document, you will need to create a new draft and submit it.

Confirm
Cancel


3. Following that, notification will have status “cancelled”.


IMSOC

Notifications 1
env-testuser14@ec-traces.eu




IMSOC > TRACES > Index > Notification > New Notification

Documents ADIS Dashboard Actors Publications Help

<  BE0025000386i
CANCELLED

DASHBOARD
NOTIFICATION
REQUEST INFORMATION

Notification - CANCELLED - BE0025000386i

Main actors	Country/Name	Checking	Decisions
<b>Notifier</b>	 (BE)	Submission Date <b>09-12-2025</b>	Last update on <b>17-12-2025</b> Waste identification <b>BASEL-A3140,...</b>
<b>Dispatch</b>	 (BE) BE002	Acknowledgement date <b>09-12-2025</b>	Decision date Decision type
<b>Transit</b>	N/A		
<b>Destination</b>	 (DE) DE027	Acknowledgement date <b>09-12-2025</b>	Decision date Decision type
<b>Movement</b>	Movement: <input type="text"/>	Quantities: <input type="text"/>	

Movement			
Sequence number	Shipment date	Carriers	Facilities

[Please note that the possibility to view notification as pdf in a clear manner is under development]