Data 20/02/2026   Protocollo N°   0126969 Class: H.400.02.2   Fasc.   Allegati n. 1

Oggetto: Informativa in merito all'applicazione dei Reg. (UE) 2024/1157 e Reg. (UE) 2025/1290 relativi alle spedizioni transfrontaliere dei rifiuti.

A tutte le aziende operanti nelle spedizioni transfrontaliere di rifiuti sul territorio veneto

Come noto, a seguito dell'entrata in vigore dei Regolamenti comunitari in oggetto, a partire dal 21.05.2026 (data di applicazione del Reg.UE 2024/1157) la trasmissione e lo scambio di informazioni e documenti relativi alle spedizioni transfrontaliere di rifiuti avverrà unicamente attraverso il sistema informatico centrale della Commissione Europea denominato Digital Waste Shipment System (DIWASS).

In vista di tale scadenza, si ritiene utile fornire di seguito alcune prime informazioni ed indicazioni, al fine di assicurare una transizione la più semplice ed efficace possibile.

Modalità di accesso al sistema DIWASS

Il Regolamento 2025/1290 prescrive che, entro il 3 febbraio 2026, le Autorità competenti dovessero comunicare alla Commissione UE le modalità di accesso al sistema centrale DIWASS da parte loro e degli utenti che rappresentano gli operatori con sede legale in Italia coinvolti nelle spedizioni transfrontaliere di rifiuti in partenza o arrivo nel territorio veneto.

Al fine di garantire agli Operatori di poter continuare ad utilizzare un sistema operativo già conosciuto, quale il SITT, Regione del Veneto, ha deciso che l'accesso a DIWASS e la trasmissione e lo scambio di informazioni e documenti relativi alle spedizioni transfrontaliere di rifiuti soggette a procedura di notifica e autorizzazione preventiva scritta dovranno avvenire tramite il sistema SITT.

Le implementazioni al SITT necessarie per raggiungere la piena interoperabilità con il DIWASS, sono in itinere.

L'utilizzo del SITT dal 21.05.2026 sarà pertanto obbligatorio per tutti gli operatori coinvolti nelle notifiche per le spedizioni transfrontaliere di rifiuti di competenza della Regione del Veneto, all'esito positivo delle prove di interoperabilità previste dal Reg.UE 2025/1290; nel caso in cui, invece, a tale data le prove di interoperabilità non fossero ancora completate con esito positivo, come previsto dall'art. 11(9) del Reg.UE2025/1290, gli Operatori potrebbero comunque accedere al DIWASS tramite 'Interfaccia Grafica Utente' (GUI) realizzata dalla

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Commissione Europea.

Importante evidenziare che ciò vale sia per le notifiche di esportazione che di importazione.

La trasmissione e lo scambio di informazioni e documenti relativi alle spedizioni transfrontaliere di rifiuti soggette alla cosiddetta procedura di "Lista verde", considerando che già oggi non sono gestite dal SITT, avverranno invece tramite accesso diretto a DIWASS utilizzando l'interfaccia (GUI) realizzata dalla Commissione Europea.

Registrazione degli operatori in DIWASS

Al fine di poter utilizzare il DIWASS, ogni operatore coinvolto in una spedizione transfrontaliera di rifiuti deve essere registrato nel sistema.

Regione del Veneto provvederà a registrare automaticamente in DIWASS tutti gli operatori (Notificatori/Produttori) registrati nel SITT e che abbiano preso parte ad almeno una spedizione soggetta a notifica negli ultimi 3 anni.

Tale modalità potrebbe essere limitata alla registrazione degli operatori di competenza di Regione del Veneto in base alle indicazioni sulla ripartizione delle competenze di registrazione degli operatori tra le diverse Autorità italiane, che dovrebbero essere definite dallo Stato secondo quanto previsto dall'art.7(8) del Reg.UE 2025/1290.

A tal fine, si invitano tutti i Notificatori/Produttori già registrati nel SITT a verificare la correttezza/completezza della propria scheda anagrafica, segnalando prontamente all'Ufficio eventuali dati non corretti o incompleti. Si suggerisce di estendere la verifica anche alle anagrafiche dei destinatari/impianti di destino/vettori esteri registrati in SITT dai Notificatori.

Infatti, qualora il numero di identificazione principale (si ipotizza sarà il VAT number) non corrispondesse a quello registrato in DIWASS dalle Autorità estere competenti per la registrazione dei tali operatori, non sarà possibile trasmettere la notifica da SITT a DIWASS.

La registrazione degli operatori con sede legale in Italia che agiscono esclusivamente nel ruolo di vettore o degli operatori che intendono spedire rifiuti esclusivamente secondo le procedure di "Lista Verde" dovrà essere effettuata accedendo al DIWASS direttamente tramite GUI. A tal proposito si allega una prima versione del manuale operativo per la registrazione degli operatori in DIWASS tramite GUI, fornito dalla Commissione europea. Questo manuale di istruzioni è una bozza preliminare e non copre tutte le operazioni pertinenti (ad esempio, i documenti per gli operatori saranno integrati da capitoli riguardanti i siti). I manuali non riguardano solo aspetti strettamente tecnici ma contengono anche alcune spiegazioni pratiche funzionamento del DIWASS, per facilitarne l'uso. Sono indicati [in grigio tra parentesi] gli elementi ancora da migliorare e sviluppare.

Disposizione transitorie

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Come previsto dall'art. 85 del Reg. (UE) 2024/1157:

• il Reg. (CE) 1013/2006 continua ad applicarsi anche alle spedizioni per le quali è stata presentata una notifica e per le quali l'autorità competente di destinazione ha fornito conferma di ricevimento conformemente all'articolo 8 del medesimo regolamento prima del 21 maggio 2026.

• il recupero o lo smaltimento di rifiuti in una spedizione per i quali le Autorità competenti interessate hanno rilasciato l'autorizzazione a norma dell'articolo 9 del Reg. (CE) 1013/2006 sono portati a termine entro un anno a decorrere dal 21 maggio 2026 (quindi entro il **20.05.2027**).;

• una spedizione per la quale le autorità competenti interessate hanno rilasciato l'autorizzazione a norma dell'articolo 14, paragrafo 2, del Reg. (CE) 1013/2006 è portata a termine entro tre anni a decorrere dal 21 maggio 2026 (quindi entro il **20.05.2029**).

• l'autorizzazione preventiva di un impianto in conformità dell'articolo 14 del Reg. (CE) 1013/2006 cessa di essere valida entro cinque anni dal 20 maggio 2024 (quindi entro il **19.05.2029**).

• **ATTENZIONE**: il Reg. (UE) 2024/1157 prevede che le notifiche presentate conformemente all'articolo 4 del Reg. (CE) 1013/2006 ma che prima del 21.05.2026 non abbiano ottenuto la conferma di ricevimento da parte dell'Autorità competente di destinazione, vengano **ARCHIVIATE**.

Al fine pertanto di assicurare una transizione al nuovo Regolamento e al nuovo sistema informativo nel modo più ordinato ed efficace possibile consentendo la continuità operativa delle Aziende, Regione del Veneto intende proporre la presentazione delle notifiche nel SITT già redatte in conformità ai requisiti del Reg. (UE) 2024/1157 **a far data dal primo maggio 2026**.

Si ritiene infatti che, considerato il volume delle pratiche attualmente in gestione da Regione del Veneto e dalle altre Autorità competenti, tale modalità consentirà di ridurre il rischio di non portare a termine per tempo numerose notifiche (con perdita dei relativi oneri amministrativi versati, oltre che dell'impegno per la predisposizione delle stesse) che, se presentate ancora ai sensi del Reg. (CE) 1013/06 troppo a ridosso del 21 maggio 2026, difficilmente riceverebbero "l'avviso di ricevimento" da parte dell'Autorità di destino prima di tale data. D'altro lato, la presentazione anticipata su SITT di notifiche già coerenti con il nuovo Regolamento consentirà agli Operatori di trasmetterle alle Autorità estere tramite SITT (interoperabile con DIWASS) già a partire dal 21 maggio 2026, garantendo una sostanziale continuità operativa alle aziende.

Di seguito si riassumono, a titolo di promemoria, le altre principali novità introdotte dal Reg. (UE) 2024/1157.

Divieto di esportazione, all'interno dell'Unione, di rifiuti destinati allo smaltimento

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Sono vietate le spedizioni di tutti i rifiuti destinati alo smaltimento (art. 4) salvo il caso in cui si sia ottenuta l'autorizzazione in conformità dell'art. 11.

Esportazione dall'Unione verso paesi ai quali si applica la decisione OCSE

Per paesi extra UE es: Svizzera, Giappone aderenti all'OCSE è necessario allegare alla documentazione di notifica l'audit effettuato da soggetto terzo presso l'impianto di destino (art 46)

Importazione nell'Unione da paesi ai quali si applica la decisione OCSE

Se il notificatore non è stabilito nell'Unione e non ha accesso al sistema DIWASS, l'autorità competente di destinazione nell'Unione provvede affinché tutte le informazioni siano inserite nel sistema oltre che trasmesse a mezzo posta convenzionale o, se del caso, via posta elettronica con firma digitale.

Altre novità introdotte dal nuovo Regolamento da tenere in considerazione

• firma digitale in formato Pades (non più in formato p7m) in quanto il formato dei documenti da allegare potrà essere solo pdf o Jpeg;
• informazioni contenute nel contratto (art. 6);
• tragitto principale e alternativo;
• inclusione delle operazioni D8 e D9 tra le operazioni intermedie di smaltimento;

Distinti saluti

Il DIRETTORE
Ing. Francesco Chiosi
(firmato digitalmente)

PO Rifiuti Transfrontalieri – Monitoraggio esecuzione interventi finanziati: Arch. Maurizio Zanta
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copia cartacea composta di 4 pagine, di documento amministrativo informatico firmato digitalmente da FRANCESCO CHIOSI, il cui originale viene conservato nel sistema di gestione informatica dei documenti della Regione del Veneto - art.22.23.23 ter D.Lgs 7/3/2005 n. 82

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User Manual for Operators and Competent Authorities

Registration of Operators

Version proposed by the Commission

Version 0.1

Table of Contents

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 the EU legislation concerning shipments of waste, to illustrate 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, *OJ L, 2024/1157, 30.4.2024, ELI:* http://data.europa.eu/eli/reg/2024/1157/oj
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, *OJ L, 2025/1290, 14.7.2025, ELI: http://data.europa.eu/eli/reg_impl/2025/1290/oj*

Chapter 1 How to log in to DIWASS using EU login

To access DIWASS please follow the link: https://webgate.acceptance.ec.europa.eu/tracesnt-alpha/login *(please, note that this link identifies the test environment*).
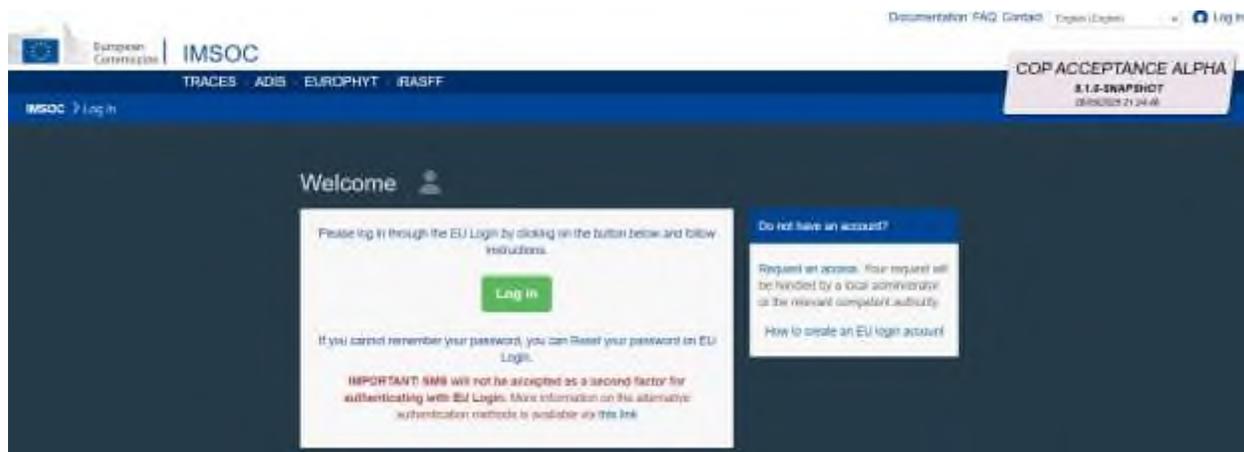
In order to use DIWASS, users are required to use the EU login account. If the user already has an EU Login from previous interaction with Commission's systems, this login and credentials can be used to access DIWASS.

If the user does not yet have an EU Login account, one must be created following the steps below:

- Go to the EU login page: https://webgate.ec.europa.eu/cas/login
- Click on the "Create an Account" link
- Enter your personal details as requested and click on the "Create an Account" button. You will be informed that you will receive an email allowing you to complete the registration process.
- After going through the EU login registration process, you will have the credentials (**username** and **password**) that allow you to access TRACES NT.

For further instructions concerning the EU login, please refer to the following website: https://trusted-digital-identity.europa.eu/eu-login-help/external-self-registered-account-faq_en

Chapter 2 How to register a new operator for users that are not yet active in DIWASS

General note

This chapter provides instructions for creating an operator in the situation where a user is not yet associated in DIWASS to represent any operator and where this operator is not yet registered in TRACES NT. This part of instructions should be followed when users access DIWASS **for the first time** for the purpose of registering the operator they represent.

In case a user is already associated with an (other) operator in DIWASS, but would like to create a new operator, the user should follow the instructions in Chapter 4 of this manual.

Please note that the steps explained here apply to the creation of "operators" and not to the creation of "sites of operators". Registration of site is possible only when the "main operator" is already registered in DIWASS. For registration of sites of operators please follow the steps described in Chapter XXX [Chapter will be added in the next versions of this document] of this manual.

Please also note, that DIWASS is based on the TRACES NT platform, similarly as other Commission's systems. The process of registration of operators in systems based on TRACES NT requires selection of certain options, by which it is indicated, that the operator will act in the DIWASS system. Some options visible in this process (e.g. buttons regarding "Organic Control Body") are not relevant for registration of operators in DIWASS and should be disregarded.

Please note that in order to submit notification documents or Annex VII documents in DIWASS, all operators involved in a given shipment of waste need to be first registered in DIWASS, as DIWASS will allow only to select registered operators (via drop-down lists). Therefore, operators that act as notifiers or persons who arrange the shipment should ensure that all relevant operators involved in their shipment are registered in DIWASS before they start drafting notification document or Annex VII documents.

Specific instructions

1. Following the login, the user will see the screen and a communication that "You currently do not have any role allowing you to access the application". Click on "Operator".
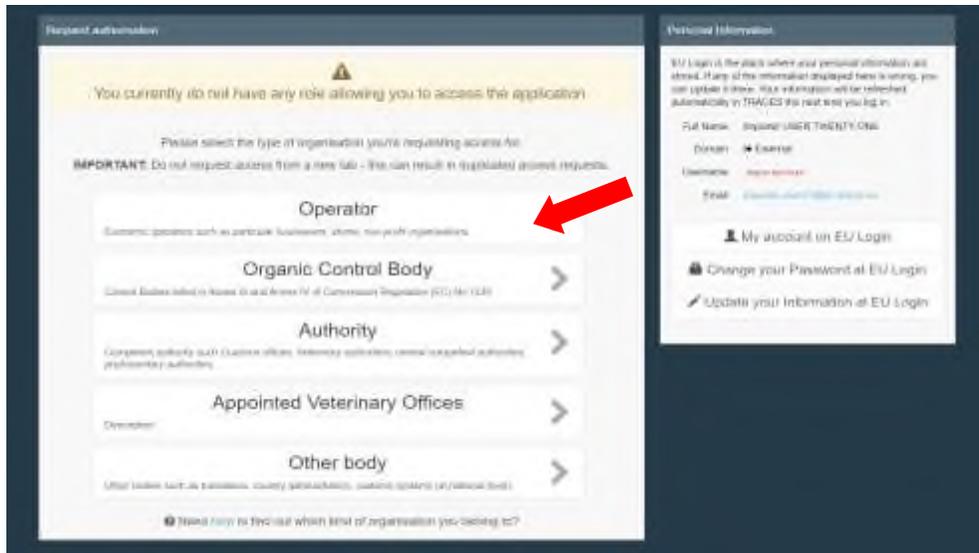
2. Before allowing the creation of a new operator DIWASS will ask the user to verify whether the operator that the user intends to register in DIWASS has been already registered. This step allows to ensure that the same operator is not registered several times by different users. To do such a verification, user needs to provide the following data:
   - Country: the country where the operator has a main registered office,
   - Chapter: Waste Shipment Regulation
   - Section: Waste Shipment Regulation (WSR)
   - Activity type: WSR Operator
   - Search: any element of the name of operator or its identification number
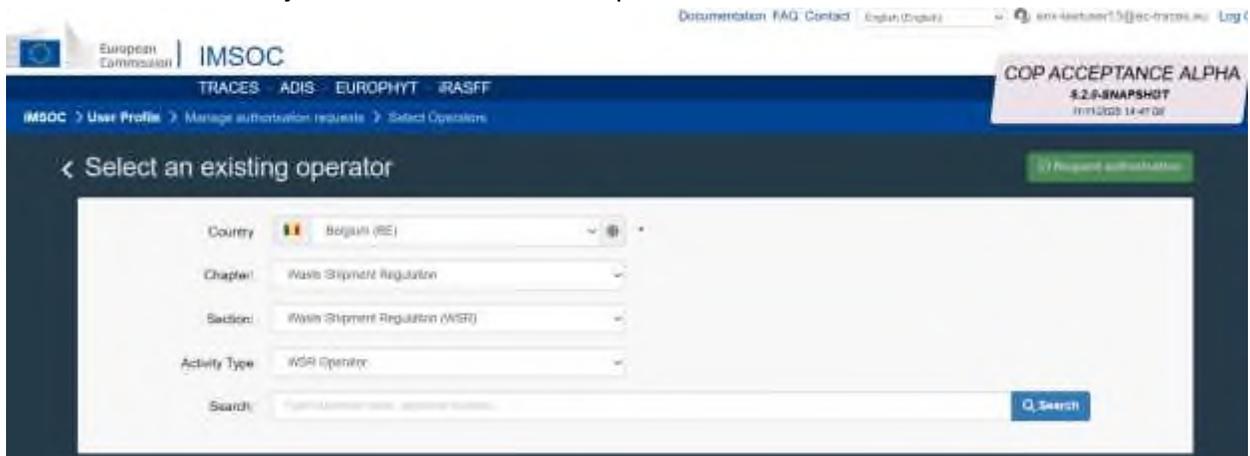
As a result of this search, DIWASS will return a list of operators that match the indicated criteria. Based on this list, a user can request access to any of the existing operators (in order to request such authorisation, please see instructions in Chapter 3 of this document).

If the operator that the user intends to register is not on that list, the user has to create it by clicking "Create a new operator".

3. To register a new operator, the user needs to provide at least the following information:
   - **Operator's name**;
     To add operator's name fill in the free text field "Name" in box "Operator details".

   - **Address**;
     To add operator's address fill in the information on "City" and "Adress" in box "Addresses".

> Please note that Traces NT allows to insert multiple addresses, but such addresses will not be replicated in the waste shipment documents. Therefore, it is strongly recommended to insert here just 1 address of the operator.
> In case a given operator has many addresses, that are relevant for its waste shipment activities, a registration of "sites of the operator" should be used. Please see Chapter XXX [Chapter will be added in the next versions of this document] concerning registration of sites of the operator and this document for more explanations concerning the sites [Commission will add the title of the document and a hyperlink leading to it].

   - **Identifier**: please note that each operator should have one **main identification number.**

> For most operators, the main identification number will be the EORI number. In case the operator is not required to have an EORI number[1], please see this document [Commission will add the title of the document and a hyperlink leading to it] explaining what identification number should be chosen as main identification number.

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[1] See more information about the EORI number: Economic Operators Registration and Identification number (EORI) - Taxation and Customs Union

To add main identification number of the operator:

- o Click on "+ Add identifier" in box "Operator Identifiers"

- o By clicking on the icon "v", choose the name of the identification number to be provided;

- o To mark the identification number provided as main identification number of the operator, click on the star icon.

Please note that for EU operators it is also mandatory to provide a national **registration number**. Please see this document [Commission will add the title of the document and a hyperlink leading to it] in order to verify what kind of number is required to be provided by the Member State where the operator has a registered office. Please note, that DIWASS will display just the label named "Registration number", and not the national names of registration numbers required in the Member States.

In some Member States, it is required also to provide additional identification numbers. Please see this document [Commission will add the title of the document and a hyperlink leading to it] to verify, if the Member State where the operator has a registered office requires providing any of such numbers.

Registration of third country operators
In general, the main identification number for third country operators should be the EORI number. In case the operator is not required to have such a number, the main identification number should

be an identification number required by the country where the operator is based. Please consult this document [Commission will add the title of the document and a hyperlink leading to it] listing identification number required by some third countries.

- **Chapter**: Waste Shipment Regulation
  Please select this from the drop-down list of chapters available in Traces NT.

Following selection of this Chapter, additional boxes concerning Activity will appear.

Please also note, that at this stage DIWASS may display information warning about operators that are already registered in DIWASS with similar registration details. This is another mechanism preventing the users from registering the same operator twice.

The users seeing such warning should verify whether any of the operators mentioned in the warning are not the same operator, that they intend to register. If this is the case, and the user intends to actively act for such operator in DIWASS, the user needs to ask for authorisation to do so (in order to request such authorisation, please see instructions in Chapter 3 of this document).

- **Section:** Waste Shipment Regulation (WSR)
  Please select it from the drop-down list in field "Section", in box "Activity", "Activity details".

- **Activity**: WSR Operator
  Please select it from the drop-down list in field "Activity", in box "Activity", "Activity details".

- **Activity address**: requires choosing the address introduced before as main.
  To select the address, please click on the icon next to "Adress", in box "Activity", "Activity Address".
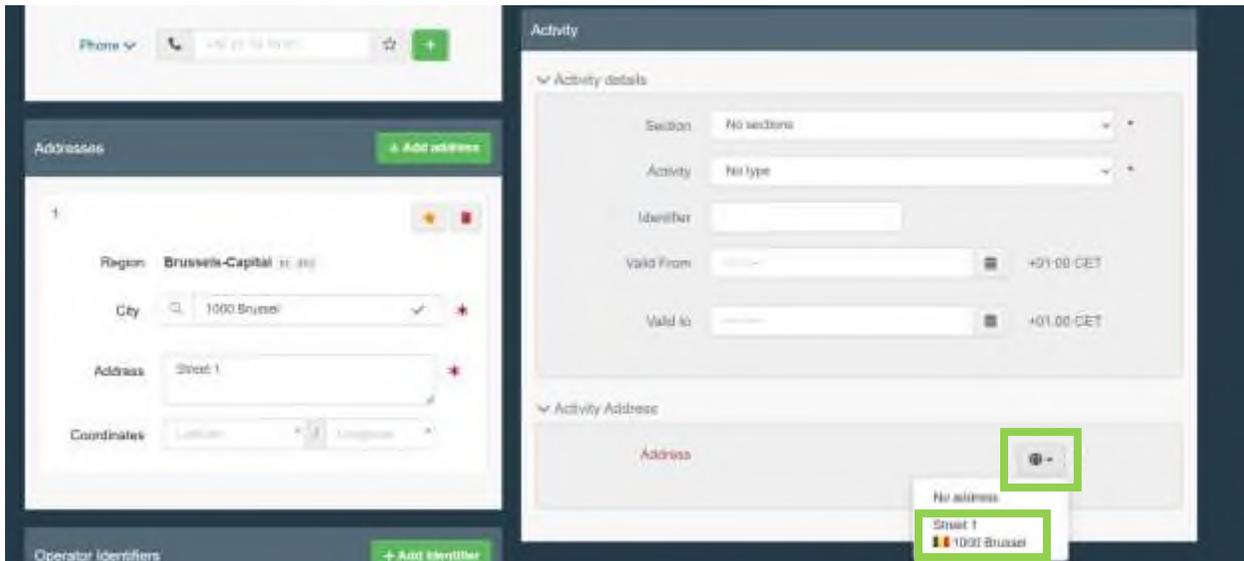
- **Assigned responsible authorities**: user should select the authority responsible for registration of operator in DIWASS.
  To add such authority, the user needs to:
  o Click on "Search responsible authorities" in box "Activity", "Assigned responsible authorities"

  o In the pop-up window, it will be possible to search for authorities based on name and address. The advanced search allows to search based on additional criteria: country, code of the authority and role of the authority

o Following the search, the user needs to select the relevant competent authority and click on "Select"

Registration of EU operators
If the Member State has just 1 competent authority for shipment of waste, the user should select this authority. If the Member State has more than 1 competent authority for shipments of waste, the Member State introduced rules on division of competences between authorities in the field of registration of operators. Please see ==this document== [Commission will add the title of the document and a hyperlink leading to it] explaining which authority should be chosen as assigned responsible authority.

Registration of third country operators
In case of registration of third country operators: if the operator comes from third countries whose authorities actively use DIWASS, the competent authority of this country should be selected as assigned responsible authority. Please consult ==this document== [Commission will add the title of the document and a hyperlink leading to it] to verify this information. If the third country competent authority does not use DIWASS, the user registering the third country operator should select in this field an EU competent authority, who, in the context of planned shipment of notified waste, would act as competent authority of dispatch, destination or transit respectively.

Example: A Brazilian company would like to ship waste to French facility. Brazilian CA does not use DIWASS. This company (or the French facility) introduces basic data of the Brazilian company into DIWASS and as an "assigned responsible authority" selects the French competent authority. French competent authority needs to approve the registration of that operator, and subsequently, will be able to edit the data of that company, in line with general rules on editing operator's data.

The user may provide also additional information such as:
- o Phone number, fax number, email address, url, contact person name – to do so, the user needs to go to box "Operator details" and click on the icon "v" to choose the type of information to be provided; to add another element, the use needs to click on the "+" icon;
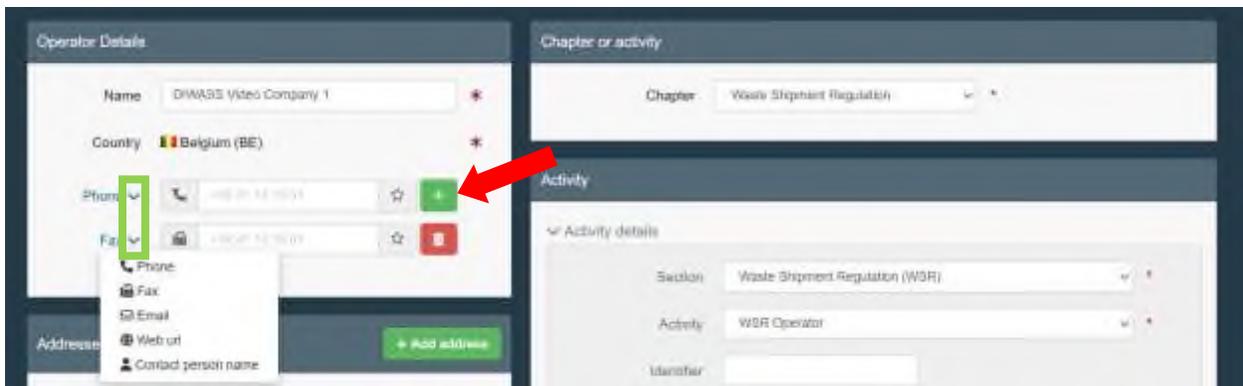
- o Coordinates, by filling in the respective fields in "Addresses" box:

- o Additional identifiers by clicking on "+ Add identifier" in the "Operator Identifier" box and selecting a proper name of the identifier by clicking in "v" icon.

The Traces NT allows also, in box "Activity", "Activity details" to:
- o provide identifier for activity type,
- o request the "activity" only for a certain period of time.

It is not advised to use these options in context of DIWASS.

After the form is filled click on the button "Create a new operator" on the top right corner of the page.

4. Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the operator directly to the selected competent authority responsible for the registration of operator (i.e. authority selected in field "assigned responsible authority"). Please note that providing such message is not mandatory.

> **Important note**: during the registration of operators, the competent authorities are required to verify the correctness of data provided for the operator and whether the user asking to create the operator is authorities to represent such operator. Such verification may require users to provide some additional documents to the competent authority concerned. Transmission of such documents should be done outside of DIWASS.
>
> Registration of EU operators
> Please see this document [Commission will add the title of the document and a hyperlink leading to it] indicating what documents are required for registration in DIWASS for

operator's with registered office in Member States and how these documents should be provided to competent authorities.
Registration of third country operators Please see this document [Commission will add the title of the document and a hyperlink leading to it] indicating what documents are required for registration in DIWASS by some third country authorities. In case the document does not contain data for the relevant third country, the operator should provide documents that are usually required for registration purposes in such a country.
Please also note, that the third country operators need to be registered in DIWASS for the purpose of selecting them as operators involved in shipments of waste. However, such registration does not mean, that third country operators are actively using DIWASS. It means that the EU operator may ask for registration of the third country operator, but such registration will not be linked with approving users representing such third country operators in DIWASS. More more detailed information on third country operators in DIWASS please see this document [Commission will add the title of the document and a hyperlink leading to it].

5. After the request is successfully sent, DIWASS will redirect the user in the "user profile" screen where the user will be able to see the status of registration requests. As soon as competent authority approves the registration request, the status of request will change from "New" to "Valid".
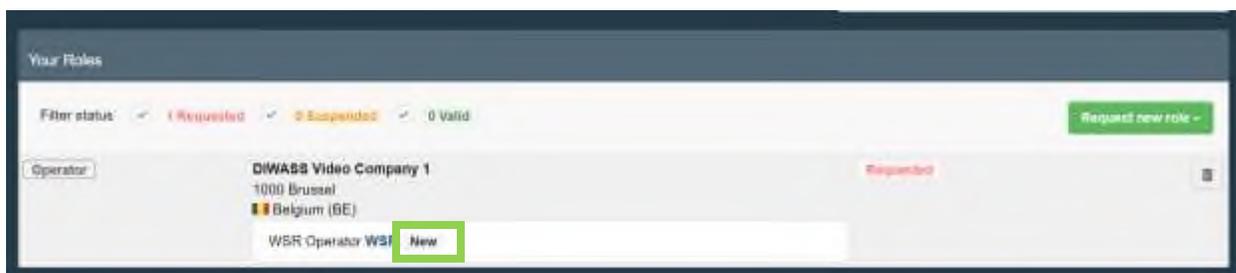
6. The user may ask for registration of another operator immediately afterwards. Until the competent authority approves any of the operators, for registration of which user has requested, the user will see the screen below. To register another new operator, the user needs to click on "Operator" and follow steps described in points 2-5 of this Chapter.

Please note that registration of the site of the operator, described in Chapter XXX [Chapter will be added in the next versions of this document] of this manual, will be possible only after the registration of the main operator is approved by the competent authority.

Please note: The user will be able to act in DIWASS representing operator as soon as the competent authority approves the registration of that operator. Then, the user will be able to add other users representing that operator, following the steps described in Chapter 6 of this manual.

Chapter 3: How to request to be authorised to represent operators in DIWASS as a user, in the case this user is not yet active in DIWASS

General note

This chapter provides instructions for users that intend to request authorisation to represent operators already registered in DIWASS, in case they do not have access to other operators in TRACES NT. If users already have such access, submitting such requests needs to be done in line with Chapter 5 of this manual.

Please also note that DIWASS is based on TRACES NT platform, similarly as other Commission's systems. Some options visible in this process (e.g. buttons regarding "Organic Control Body") are not relevant for DIWASS.

Please also note, that each operator that intends to act in DIWASS should have at least one master user[2]. Such master user is authorised to add further users or remove users within an operator's account in DIWASS[3]. Please note that CA are only obliged to approve the authorisation request from the first user from a given operator[4] – any further authorisation requests should be approved by master users of such operator.

[EU operators must use DIWASS, whereas third country operators may use DIWASS on a voluntary basis. However, if they do not wish to do so, the operators should be still registered, and no users will be assigned to them. Commission works on more detailed instructions related to third country operators and how they work and appear in DIWASS]

Specific instructions

1. Following the login, the user needs to click on "Operators"

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[2] Article 6(5) of DIWASS Implementing Act.
[3] Article 6(3) point (a) of DIWASS Implementing Act.
[4] Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.
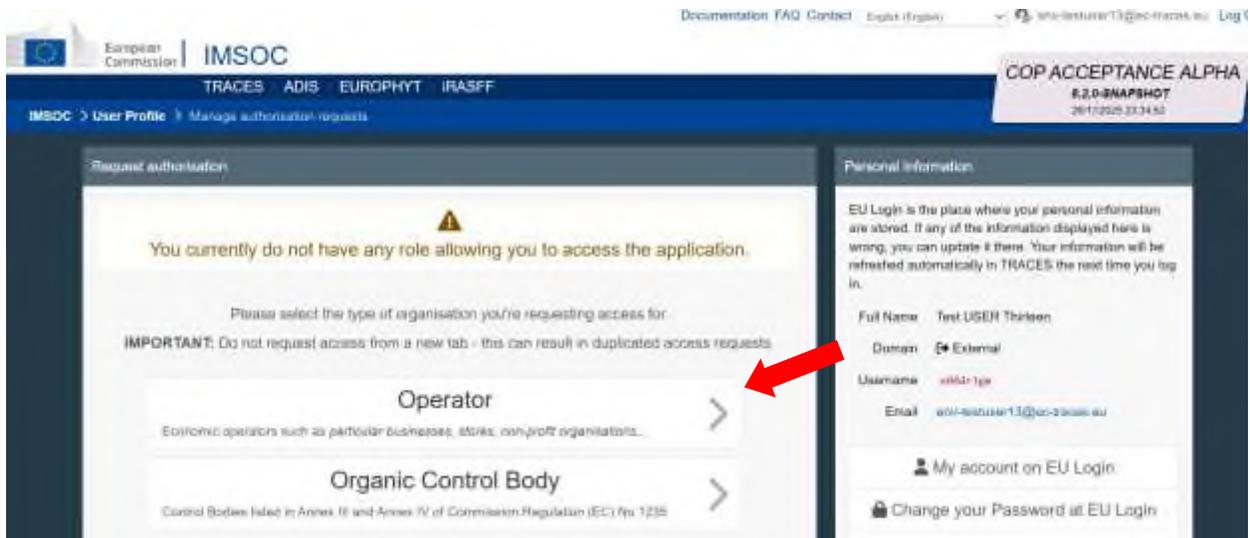
2. "Search Operator" screen will open. The user needs to provide the following data:
   - Country: the country where the operator has a main registered office,
   - Chapter: Waste Shipment Regulation
   - Section: Waste Shipment Regulation (WSR)
   - Activity type: WSR Operator
   - Search: any element of the name of operator or its identification number
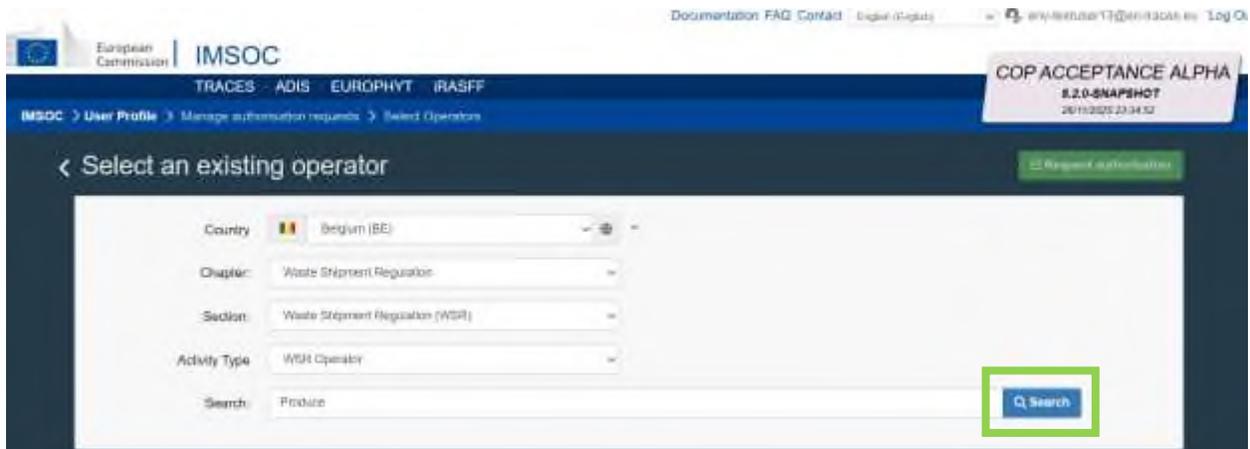
3. As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list user can request authorisation to represent any of the existing operators. To do so, the user needs to tick the box, next to the details of selected operator, and click on "Request authorisation" in the top right corner of the page.
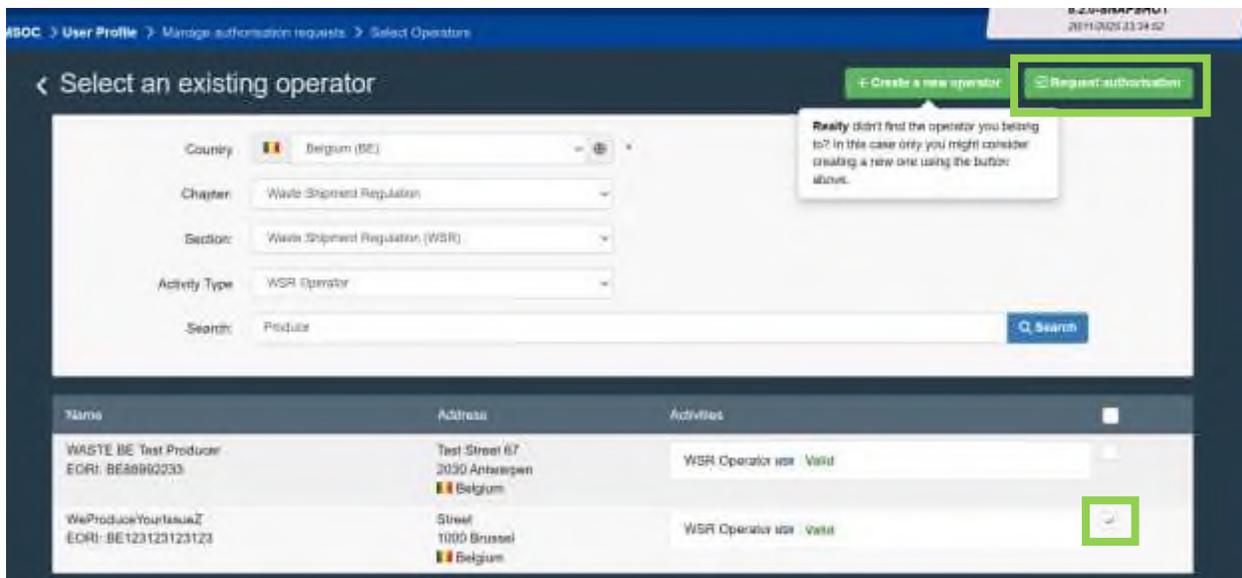
4. Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the operator directly to the:
   - competent authority responsible for the registration of operator,
   - all master users[5] authorised to represent this operator in DIWASS.
   Please note that providing such message is not mandatory.

Please also note, that the competent authority is responsible only for authorizing the first user to represent an operator in DIWASS. All further users should be authorised by the master users already authorised to represent operator concerned in DIWASS.

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[5] Master users are authorised to add further users or remove users within an operator. Standard users are not authorised to do so.
Please note, that all users authorised to represent the operator in DIWASS have the same view rights, access rights and are able to submit, update or otherwise change any waste shipment documents in DIWASS.

5. After sending the authorisation request, the user will see a confirmation message.

Chapter 4 How to register a new operator for users that already have access to other operators in DIWASS

General note

This chapter provides instructions for creating an operator in the situation where a user is already associated in DIWASS to represent at least one operator. Such association may have been done in two situations:

- the user was the one registering an operator (following the steps described in Chapters 1 and 2 of this manual),
- the user was associated with an operator by the master user[6] (master user followed the steps described in Chapter 6 of this manual).

This part of instructions should be followed when users access DIWASS for the purpose of registering another the operator than the operator they are already associated with in DIWASS.

Please note that the steps explained here apply to creation of "operators" and not to the creation of "sites of operators". For registration of sites of operators please follow the steps described in Chapter XXX [Chapter will be added in the next versions of this document] of this manual.

Please also note, that operators active on other domains of Traces NT platform do not need to go through the registration process once again, but may just request to be active also in DIWASS. To do so, they should follow steps described in Chapter XXX [Chapter will be added in the next versions of this document] of this document.

Please also note that DIWASS is based on TRACES NT platform, similarly as other Commission's systems. The process of registration of operators in systems based on TRACES NT requires selection of certain options, by which it is indicated, that operator will act in DIWASS system. Some options visible in this process (e.g. buttons regarding "Organic Control Body") are not relevant for registration of operators in DIWASS.

Please note that in order to submit notification documents or Annex VII documents in DIWASS, all operators involved in a given shipment of waste need to be first registered in DIWASS, as DIWASS will allow only to select registered operators (via drop-down lists). Therefore, operators that act as notifiers or persons who arrange the shipment should ensure that all relevant operators involved in their shipment are registered in DIWASS before they start drafting notification document or Annex VII documents.

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[6] Master users are authorised to add further users or remove users within an operator. Standard users are not authorised to do so.
Please note, that all users authorised to represent the operator in DIWASS have the same view rights, access rights and are able to submit, update or otherwise change any waste shipment documents in DIWASS.

Specific instructions

1. Following the login, the user needs to select the field "Actors" and then "Operators".

2. "Search Operator" screen will open. The user should first check, if the operator user intends to register is already registered in DIWASS or not. To do such a verification, user needs to provide the following data:
- Country: the country where the operator has a main registered office,
- Chapter: Waste Shipment Regulation
- Section: Waste Shipment Regulation (WSR)
- Activity type: WSR Operator
- Search: any element of the name of operator or its identification number

   As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list, the user can request access to any of the existing operators.
   If the operator that the user intends to register is not on that list, the user has to create it by clicking "+ New Operator".
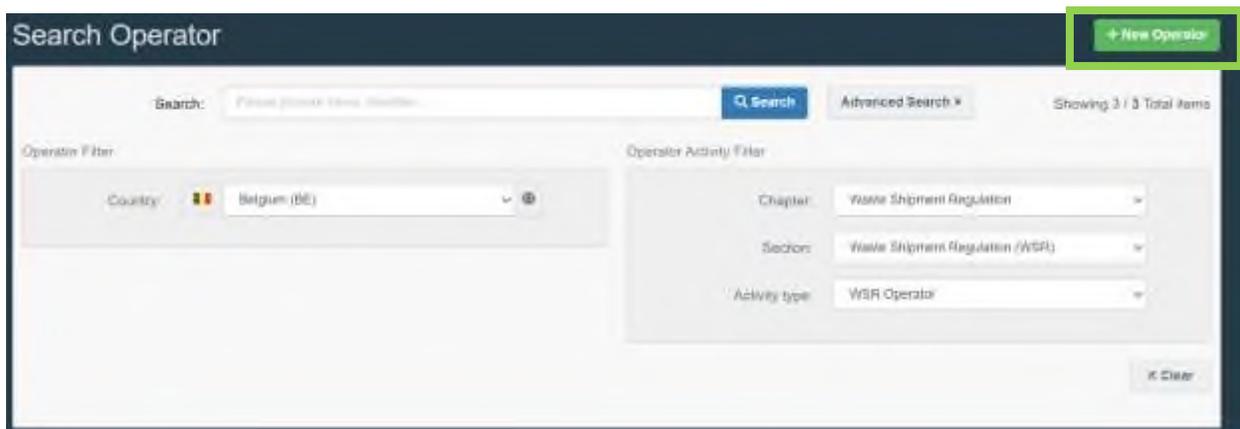
3. To register a new operator, the user needs to provide at least the following information:
- **Operator's name**;

To add operator's name fill in the free text field "Name" in box "Operator details".

- **Country**

    To provide the operator's country choose a country from the dropdown list in box "Operator details".
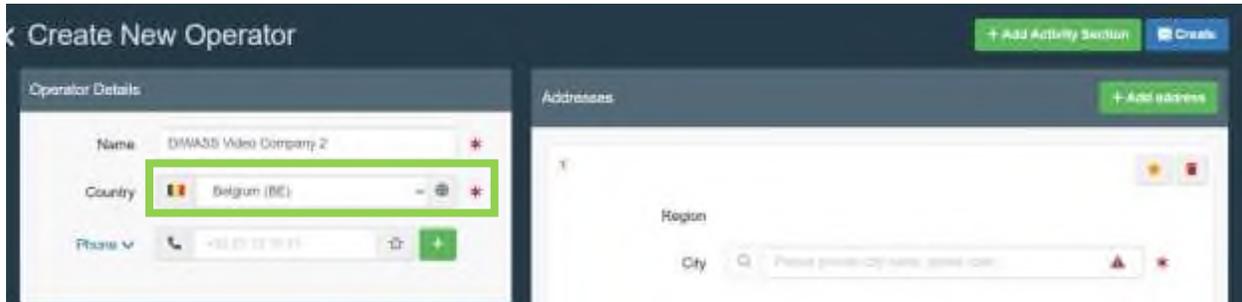
- **Addresses**;

    To add operator's address fill in the information on "City" and "Adress" in box "Addresses".

Please note that Traces NT allows to insert multiple addresses, but such addresses will not be replicated in the waste shipment documents. Therefore, it is strongly recommended to insert here just 1 address of the operator.
In case a given operator has many addresses, that are relevant for its waste shipment activities, a registration of "sites of the operator" should be used.
Please see Chapter XXX [Chapter will be added in the next versions of this document] concerning registration of sites of the operator and this document [Commission will add the title of the document and a hyperlink leading to it] for more explanations concerning the concept of sites.

- **Identifier**: please note that each operator should have one **main identification number**.

For most operators, the main identification number will be the EORI number. In case the operator is not required to have an EORI number[7], please see this document [Commission will add the title of the document and a hyperlink leading to it] explaining what identification number should be chosen as main identification number.

    To add main identification number of the operator:
    a. Click on "+ Add identifier" in box "Operator Identifiers"

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[7] See more information about the EORI number: Economic Operators Registration and Identification number (EORI) - Taxation and Customs Union

b. By clicking on the icon "v", choose the name of the identification number to be provided;

c. To mark the identification number provided as main identification number of the operator, click on the star icon.

Please note that for EU operators it is also mandatory to provide a national **registration number**. Please see this document [Commission will add the title of the document and a hyperlink leading to it] in order to verify what kind of number is required to be provided by the Member State where the operator has a registered office. Please note, that DIWASS will display just the label named "Registration number", and not the national names of registration numbers required in the Member States.

In some Member States, it is required also to provide additional identification numbers. Please see this document [Commission will add the title of the document and a hyperlink leading to it] to verify, if the Member State where the operator has a registered office requires providing any of such numbers.

> Registration of third country operators
> In general, the main identification number for third country operators should be the EORI number. In case the operator is not required to have such a number, the main identification number should be an identification number required by the country where the operator is based. Please consult this document [Commission will add the title of the document and a hyperlink leading to it] listing identification number required by some third countries.

The user may provide also additional information such as: coordinates, contact details, additional identification numbers.

4. After completing this information, the user should click the button "+ Add Activity Section" in top right corner of the screen.
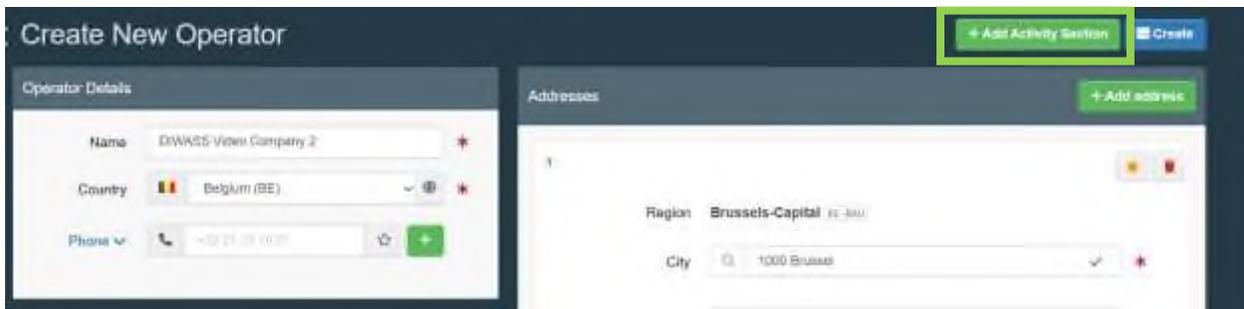
Following that step, the user is required to select section "Waste Shipment Regulation (WSR)" from the drop-down list.
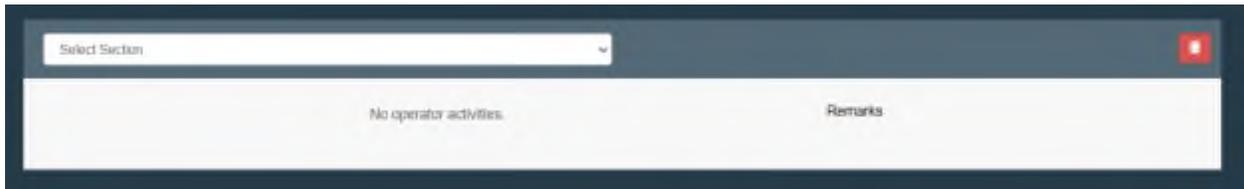
5. Then, the user needs to click the button "+ Add activity"
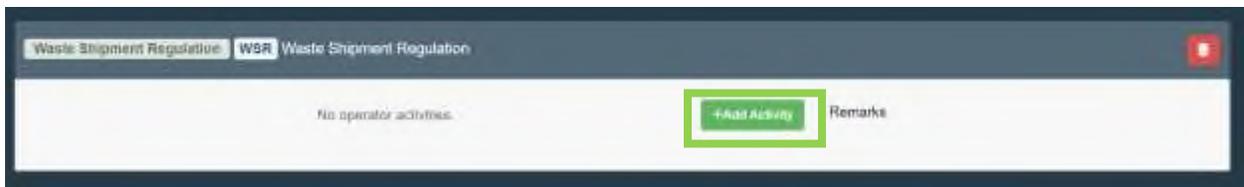
6. Next, the user should click on "Select Activity" and choose "WSR Operator".

The user will see also a field "Identifier", but it is advised not to use this option in context of DIWASS.

Please also note, that at this stage DIWASS may alert the user about operators that are already registered in DIWASS with similar registration details. This is another mechanism to prevent users from registering the same operator twice.

The users seeing such warning should verify whether any of the operators mentioned in the warning are not the same operator, that they intend to register. If this is the case, and the user intends to actively represent such operator in DIWASS, the user needs to ask for authorisation to do so (in order to request such authorisation, please see instructions in <mark>Chapter 6</mark>).

7. Following that selection, additional three fields will become visible:

- Activity Details: The Traces NT allows also to request the "activity" only for a certain period of time. It is advised **not to use** this option in the context of DIWASS and leave these details blank.

- **Address:** this field requires the user to select the main address from the addresses introduced before. This address will be automatically pre-filled.

- **Assigned responsible authorities**: the user needs to select the authority responsible for registration of operator in DIWASS.

To select the authority, the user should click on the button "Search responsible authorities".
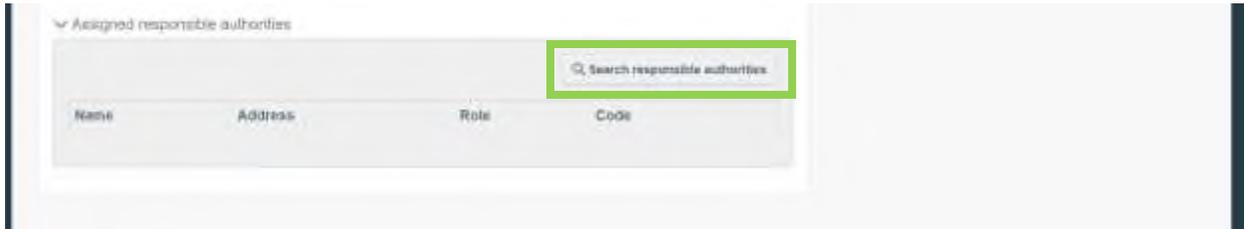
In the pop-up window, it will be possible to search for authorities based on name and address. The advanced search allows to search based on additional criteria: country, code of the authority and role of the authority (import, export, transit).

Following the search, the user needs to select the relevant competent authority and click on "Select"

Registration of EU operators

If the Member State has just 1 competent authority for shipment of waste, the user should select this authority. If the Member State has more than 1 competent authority for shipments of waste, the Member State introduced rules on division of competences between authorities in the field of registration of operators. Please see this document [Commission will add the title of the document and a hyperlink leading to it] explaining which authority should be chosen as assigned responsible authority.

Registration of third country operators

In case of registration of third country operators: if the operator comes from third countries whose authorities actively use DIWASS, the competent authority of this country should be selected as assigned responsible authority. Please consult this document [Commission will add the title of the document and a hyperlink leading to it] to verify this information. If the third country competent authority does not use DIWASS, the user registering the third country operator should select in this field an EU competent authority, who, in the context of planned shipment of notified waste, would act as competent authority of dispatch, destination or transit respectively.

Example: A Brazilian company would like to ship waste to a French facility. The Brazilian CA does not use DIWASS. This company (or the French facility intended to receive the waste) introduces the basic data of the Brazilian company into DIWASS and as an "assigned responsible authority"

selects the French competent authority. The French competent authority needs to approve the registration of the Brazilian operator, and subsequently, will be able to edit the data of that company, in line with the general rules on editing operator's data.

8. The user may also provide additional information such as:
   o Phone number, fax number, email address, URL, contact person name – to do so, the user needs to go to box "Operator details" and click on the icon "v" to choose the type of information to be provided; to add another element, the use needs to click on the "+" icon;
   o Coordinates, by filling in the respective fields in "Addresses" box

9. Having completed all the elements described above, the user needs to click on the button "Create" in the upper right corner of the page.

10. The user will see the screen with all data of the operator, registration of which was requested.
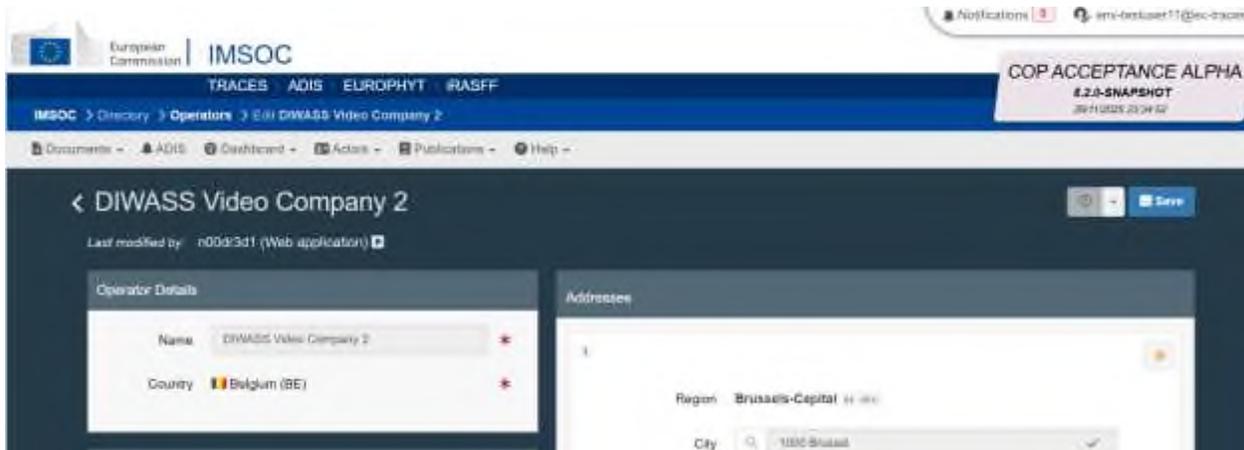
Please note: The user will be able to act in DIWASS representing operator as soon as the competent authority approved the registration of that operator. Then, the user will be able to add other users representing that operator, following the steps described in Chapter 5: How to request to be authorised to represent operators in DIWASS as a user, in the case this user already has access to other operators in DIWASS of this manual.

Chapter 5: How to request to be authorised to represent operators in DIWASS as a user, in the case this user already has access to other operators in DIWASS

General note

This chapter provides instructions for users that intend to request authorisation to represent operators already registered in DIWASS and is relevant for situations, in which the user has already access to other operators in TRACES NT.

In practice, this chapter applies to situations, when:

- the user was the one registering an operator following the steps described in Chapter 4 of this manual,
- the user would like to request access to the operator that was already registered in DIWASS.

Please note that submitting a separate request to represent an operator in DIWASS is not required for users, who register that operator for DIWASS for the first time, following the steps described in Chapter 2 of this manual. In such case, the request for registration covers also a request for authorizing the submitting user as master user in DIWASS.

If the user has already a right to represent operators in DIWASS, that user may register other operators (e.g. third country operators that do not wish to actively use DIWASS), in order to make them selectable in context of any waste shipment documents in DIWASS. The use may wish not to represent them in DIWASS though. Therefore, when a user registers the operator following the steps in Chapter 4 of this manual, in case this user intends to actively use DIWASS representing those operators, it must submit an authorisation request according to this chapter of the manual.

Please also note that DIWASS is based on TRACES NT platform, similarly as other Commission's systems. Some options visible in this process (e.g. buttons regarding "Organic Control Body") are not relevant for DIWASS.

Please also note, that each operator that intends to act in DIWASS should have at least one master user[8]. Such master user is authorised to add further users or remove users within an operator's account in DIWASS[9]. Please note that CA are only obliged to approve the authorisation request from the first user from a given operator[10] – any further authorisation requests should be approved by master users of such operator.

[8] Article 6(5) of DIWASS Implementing Act.
[9] Article 6(3) point (a) of DIWASS Implementing Act.
[10] Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.

[EU operators must use DIWASS, whereas third country operators may use DIWASS on a voluntary basis. However, if they do not wish to do so, the operators should be still registered, and no users will be assigned to them. Commission works on more detailed instructions related to third country operators and how they work and appear in DIWASS]

Specific instructions

1. Following the login, the user needs click on its email address in the top right corner of the page, and then click on "Edit Your Profile".
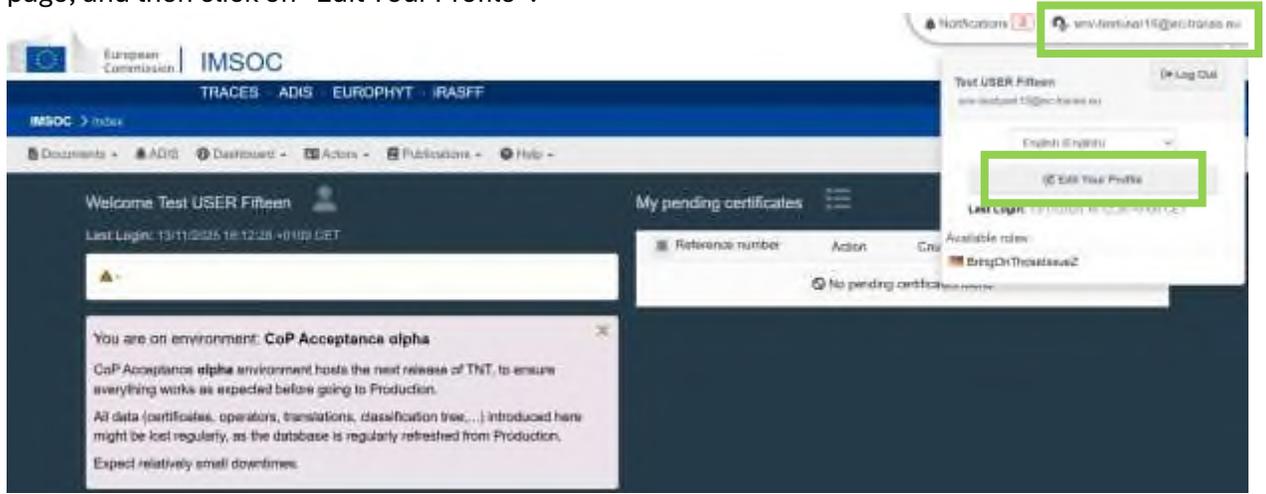
2. On the next screen, the user needs to scroll down to the bottom of the page, to see the box "Your Roles". The user will see information on all operators in TRACES NT, that it can represent in this platform. Operators active in DIWASS will appear with "WSR Operator WSR" label.
   To submit a request to represent another operator, the use needs to click on "Request new role" and select "Operator".


6. The user will be moved to "Search operator" screen. The user needs to provide the following data:
   - Country: the country where the operator has a main registered office,
   - Chapter: Waste Shipment Regulation

- Section: Waste Shipment Regulation (WSR)
- Activity type: WSR Operator
- Search: any element of the name of operator or its identification number
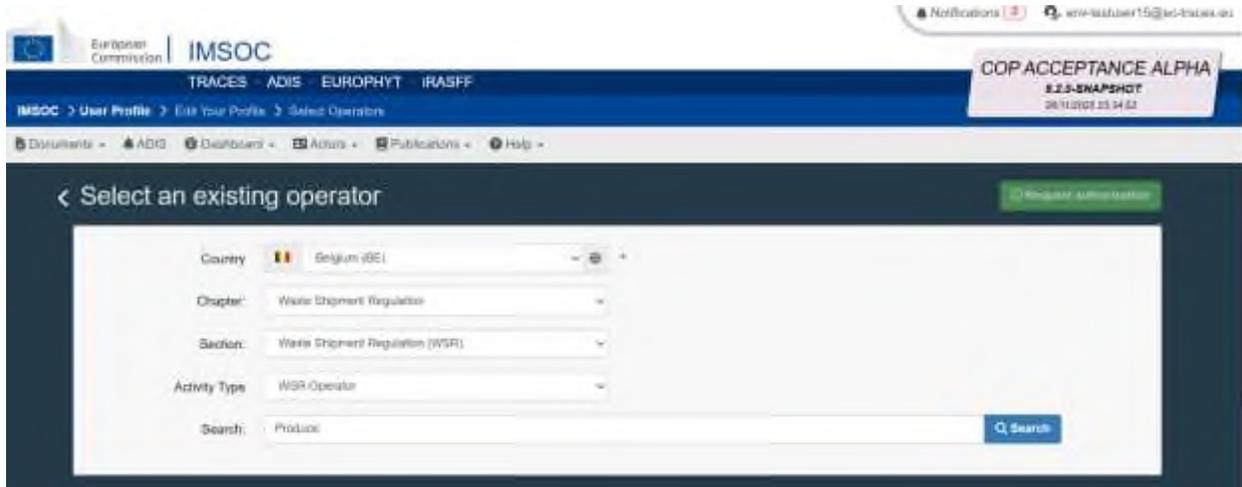
7. As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list a user can request authorisation to represent any of the existing operators. To do so, the user needs to tick the box, next to the details of the selected operator, and click on "Request authorisation" in the top right corner of the page.
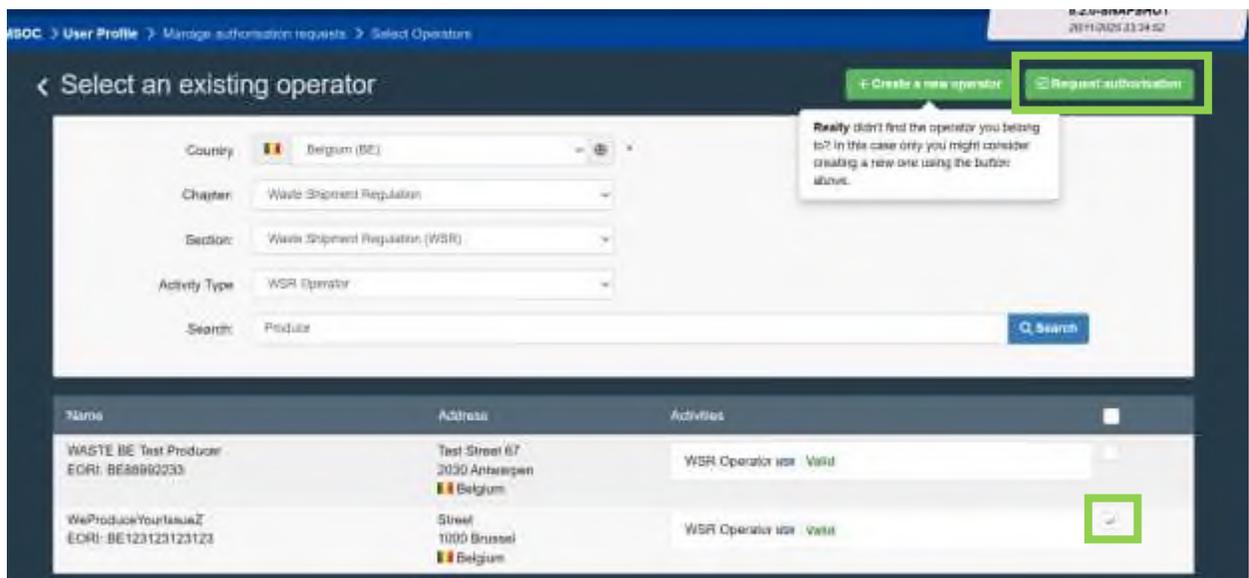
8. Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the operator directly to the:
- competent authority responsible for the registration of operator,
- all master users authorised to represent this operator in DIWASS.
Please note that providing such message is not mandatory.

Please also note, that the competent authority is responsible only for authorizing the first user to represent an operator in DIWASS. All further users should be authorised by the master users already authorised to represent operator concerned in DIWASS.

9. After sending the authorisation request, the user will see a confirmation message.

Chapter 6 How to approve authorisation requests of users that represent operators in DIWASS

General note

This chapter provides instructions on how to authorize additional users to represent a given operator in DIWASS.

This operation can be done by:

- Competent authorities that are selected as competent authorities responsible for registration of a given operator in DIWASS,
- Master users[11] already authorised to represent a given operator in DIWASS.

Please also note, that the competent authority is notably responsible for authorizing the first user to represent an operator in DIWASS[12]. All further users should be authorised by the master users already representing the operator concerned in DIWASS. It is therefore relevant, that the operators manage the user authorisation process effectively.

Specific instructions

1. Following the login, the user needs to select the field "Actors" and then "Users".
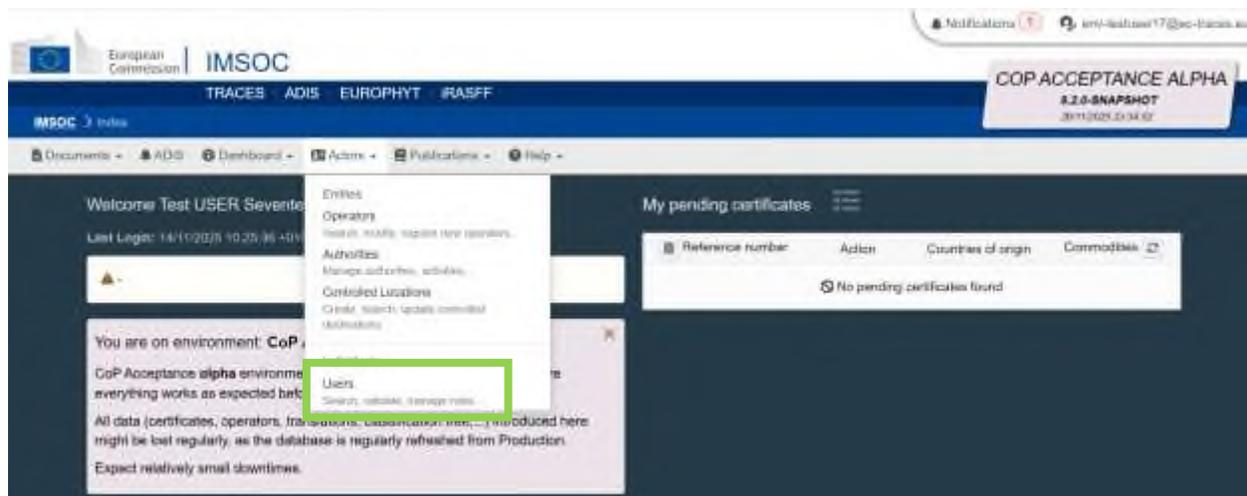

2. "Search Users" screen will open. The user needs to click on the "Search pending requests" at the right top corner of the page.

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[11] Master users are authorised to add further users or remove users within an operator. Standard users are not authorised to do so.
Please note, that all users authorised to represent the operator in DIWASS have the same view rights, access rights and are able to submit, update or otherwise change any waste shipment documents in DIWASS.
[12] Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.
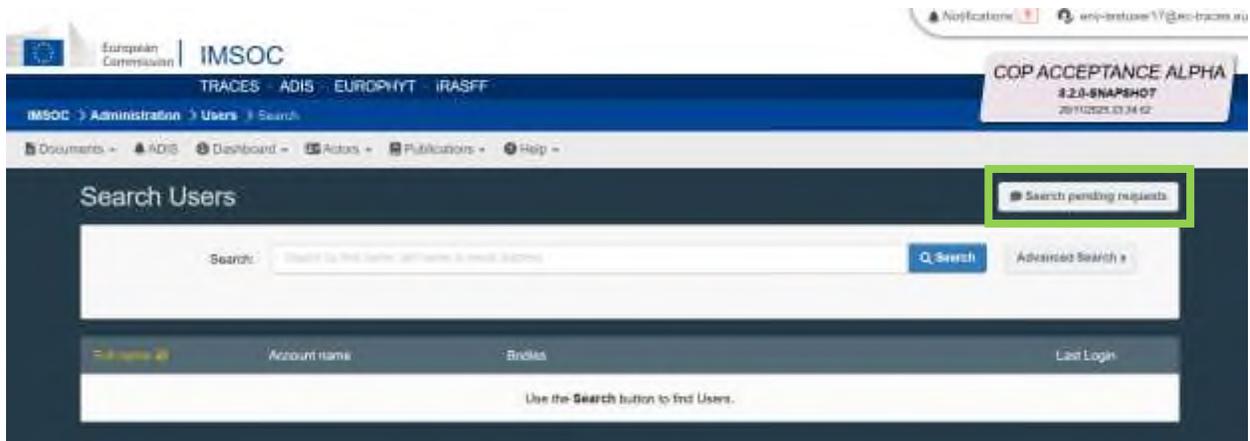
3. DIWASS will display the list of all pending authorisation requests, that the master user may authorise. To do this, the name of the user requesting authorisation needs to be clicked.
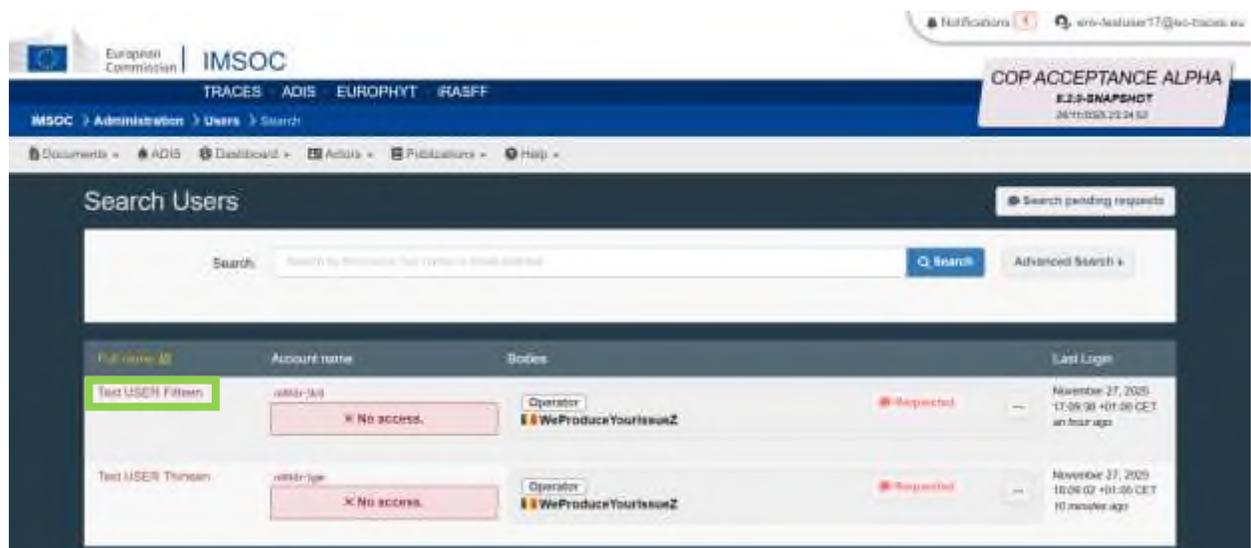
4. Then, "Edit User" screen will open. To see the authorisation requests, the user needs to scroll down the page, to see the box "Roles". To approve the request, it is necessary to:
   o Click on the green tick sign, next to the details of the operator
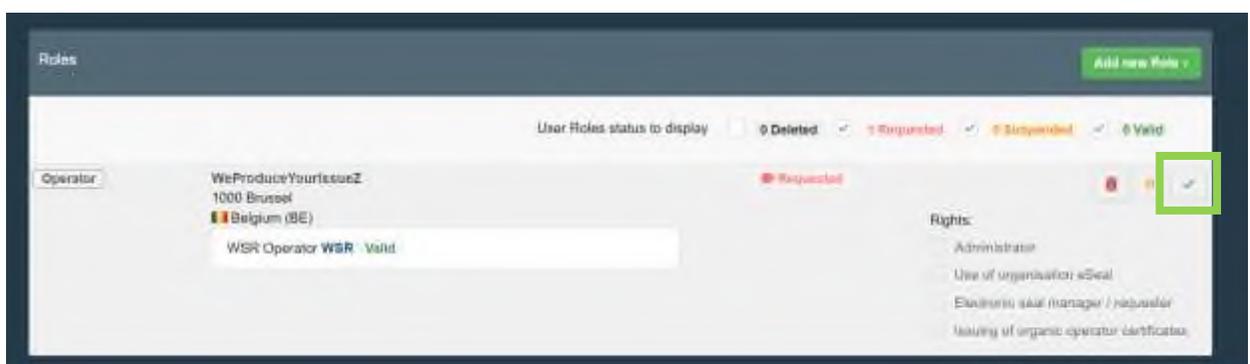
o Then, a possibility to indicate that the new user is an administrator, will appear. Granting such rights to the authorised user means, that such user will become a master user.

o Then the button "Save changes" in top right corner of the page needs to be clicked.