User Manual for Competent Authorities

Notification documents

and

Movement documents

Version proposed by the Commission

Version 0.1

Table of contents

Introduction **4**

General note **5**

Chapter 1 Reviewing the notification **6**

General note 6

Specific instructions 10

Chapter 2 Requesting for additional information **12**

General note 12

Specific instructions 12

Submitting request for additional information 12

Updating the request for additional information 17

Extending the deadline for providing a reply for the request for additional information 18

Chapter 3 Other CA actions concerning review of notification **20**

General note 20

Specific instructions 21

Considering notification properly carried out 21

Introductory remarks 21

Detailed instructions 21

Considering notification properly completed 23

Introductory remarks 23

Detailed instructions 23

Declining the “pre-consented facility” status of waste receiving facility for a given notification 26

Introductory remarks 26

Detailed instructions 26

Disregarding "pre-consented facility" timeline in accordance with Article 14(16) of the WSR 27

Introductory remarks 27

Detailed instructions 27

Declaring notification invalid 28

Introductory remarks 28

Detailed instructions 28

Revalidating the notification 31

Introductory remarks 31
Detailed instructions 31
Chapter 4 How to provide a decision 33
General note 33
Specific instructions 34
Issuance of a decision 34
Update of a decision 42

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*

General note

This instruction manual is addressed only for users representing the competent authorities. It covers only instructions concerning actions in DIWASS, that can be performed by users representing the competent authorities.

Please note, that all the actions that can be performed by users representing (i) operators, and (ii) competent authorities, are described in this document [Commission will add the title of the document and a hyperlink leading to "Instruction manual – Notification and movement documents - for operators and CAs]. Please refer to it respectively. Please also take note that:

- DIWASS as well as DIWASS Implementing Act[1] do not allow a user to represent competent authority and operator at the same time,

[Please note that in order to conduct tests of DIWASS that would include acting as CA and as operator as well, a person needs to create two different accounts in DIWASS – based on 2 different email addresses and 2 different EU login accounts[2]]

- As indicated in Waste Shipment Regulation, in cases of:
  - shipments of waste concerning
    - (i) export of waste from the EU to third country,
    - (ii) imports of waste from third country into EU,
    - (iii) shipment of waste between EU countries transiting through EU, or
    - (iv) shipment of waste between EU Member States transiting through countries,
  - where third country CA or third country operator does not use DIWASS,

  EU CAs or EU operators are obligated to introduce data from paper documents into DIWASS. To do so, EU CAs will be required to submit a notification, as provided for in this document [Commission will add the title of the document and a hyperlink leading to "Instruction manual – Notification and movement documents - for operators and CAs].

[Commission will add specific instructions concerning this obligation and how to comply with them when using DIWASS]

[1] Article 6(2) of the DIWASS Implementing Act.

[2] Instruction how to create EU login account is provided for in Chapter 1 of [Instruction manual] Operators [for operators and CAs].

Chapter 1 Reviewing the notification

General note

This chapter provides general instructions on reviewing the notification. To be able to do so, it is necessary that:

- Notification document is submitted in DIWASS (CAs do not have access to drafts of documents),
- The competent authority intending to review the notification was selected as one of the competent authorities involved in the notification document.

Please also note, 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
    - inform the notifier about its lack of competence to proceed with the assessment of the notification,
    - indicate the relevant competent authority (if possible),
    - 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, sub-section Declaring notification invalid), 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.

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.

Please also see the general information on the statutes of notification document in the table below.

Statuses 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[3]
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)	• Any of the indicated CAs invalidates the notification, or • Notifier cancels the notification, or • CA of dispatch considers notification properly carried out and all CAs of transit and CA of destination considered it properly completed	• 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) • Notifier cannot change the document (except for when there is an unanswered request for additional information) • Operators indicated in the notification can see the notification (except for carriers) • Notifier can cancel the notification
INVALID	Any CA listed in the notification clicks on "invalidate"	CA that invalidated the notification revalidates it	• Notifier cannot change anything in the notification[4] • 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
SATISFIED	• CA dispatch considered it	• All CAs provide a decision, or	• Notifier cannot change anything in the notification, but can cancel it

[3] 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.

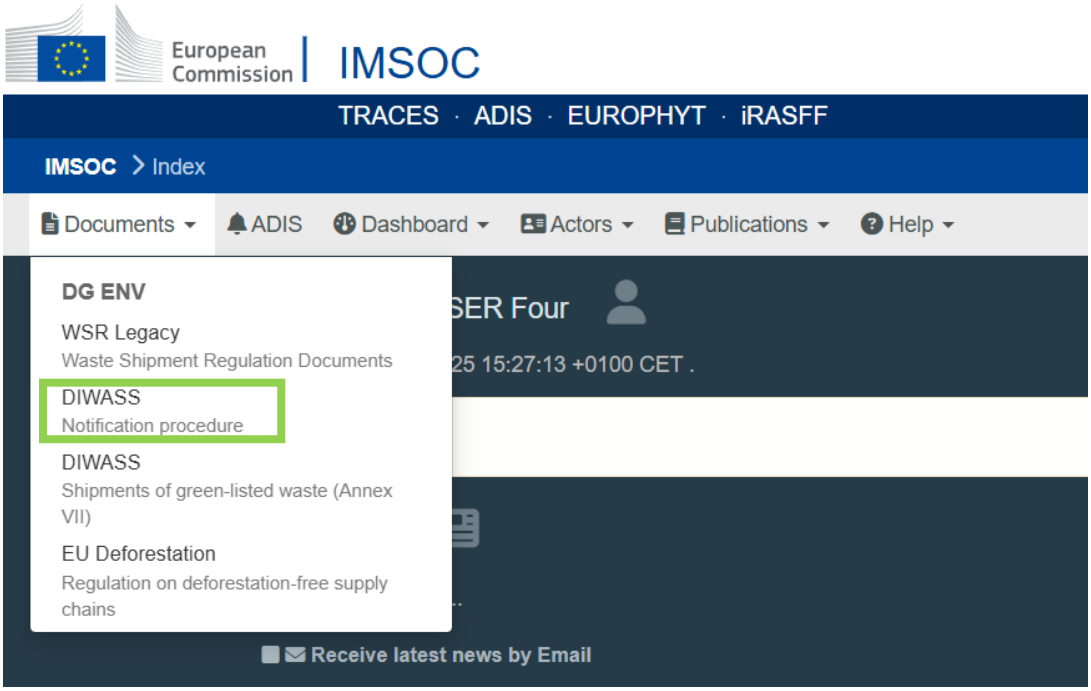
[4] All communication between the notifier and the CA that invalidated the notification, that is aimed to ensure that the CA revalidates the notification should happen outside DIWASS – see detailed remarks in Chapter 3 of this document.

	properly carried out and • all CAs of transit and CA of destination considered it properly completed	• Notifier cancels the notification	• CAs cannot request additional information or invalidate the notification • CAs can provide a decision on this notification
CANCELLED	Notifier clicks on "cancel notification". This action will be possible when notification has statuses: submitted, consented, objected	Not applicable	• No one can change anything in the notification • Notification cannot be "uncancelled" • In case notification was consented: o it will not be possible to submit new movement documents under given notification; o it will be possible to complete movement documents that were already submitted
CONSENTED	all CAs consented to the notification (irrespective of validity period of each consent)	• any of the CAs updates its decision to "objection" or "withdraws the consent", or • notifier cancels the notification • notifier marks the notification as completed	• notifier can submit movement documents (but only when all required consents are valid) • notifier cannot change the notification, but can request changes in line with Article 17 WSR • notifier can cancel notification • 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
OBJECTED	at least one of the CAs objected to the notification (also through updating initial consent)	• any of the CAs issues or updates its decision to "objection"	• notifier cannot submit new movement documents • 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)

			• notifier can cancel notification
WITHDRAWN	at least one of the CAs withdrew the consent [Please note that this functionality is not yet developed in DIWASS]	The CA that withdrew the consent updates the decision to "Consent"	• notifier cannot submit new movement documents • 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) • notifier can cancel notification
COMPLETED	Notifier may mark notification as completed when • all the movement documents generated based on a notification have been completed by all relevant operators, • there will be no more new movement documents submitted under the notification [Please note that this functionality is not yet developed in DIWASS]	Not applicable	No actions concerning notification (and movement documents based on it) can be performed.

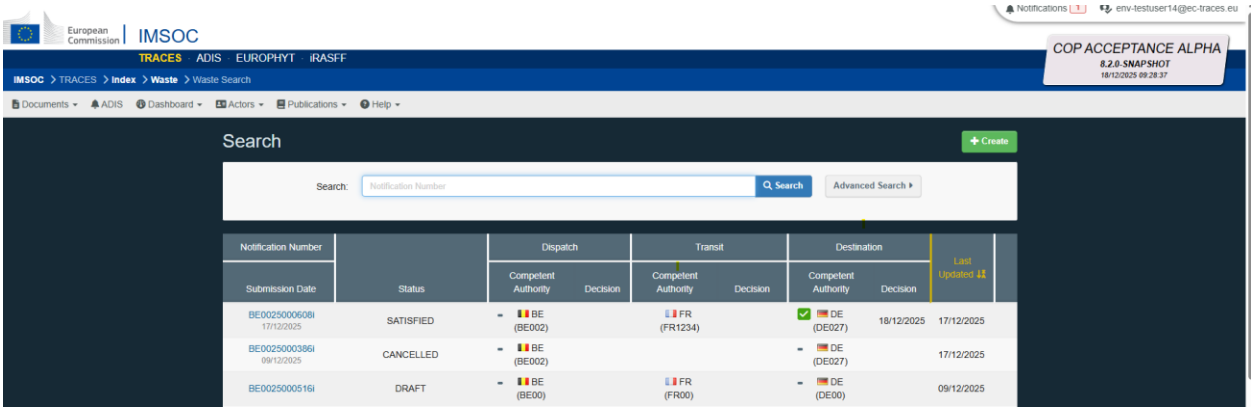
Specific instructions

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 competent authority the user represents was selected as one of the competent authorities 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.]

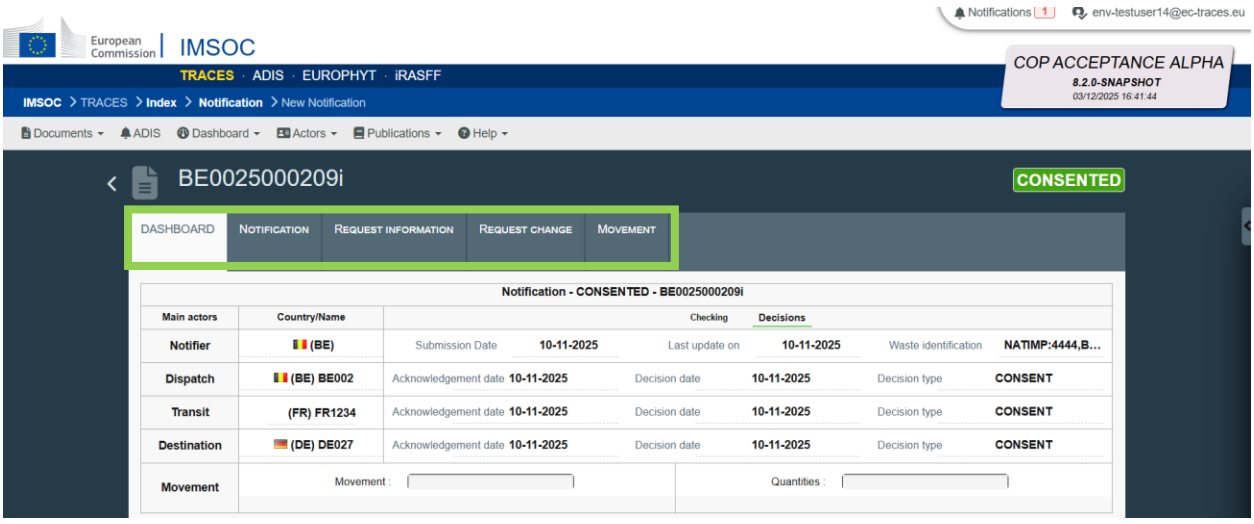


3. Following the selection of a given notification document, the user will see a notification screen containing three tabs:

- 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.



Chapter 2 Requesting for additional information

General note

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

- Notification document is submitted in DIWASS,
- The competent authority intending to submit a request was selected as one of the competent authorities involved in the notification document.

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;
- After the competent authority of dispatch considers that notification is properly carried out, it can no longer submit any requests for additional information,
- After the competent authority of transit or destination consider that notification is properly completed, they can no longer submit any requests for additional information,
- The expiry of the deadline to submit a request for additional information 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.

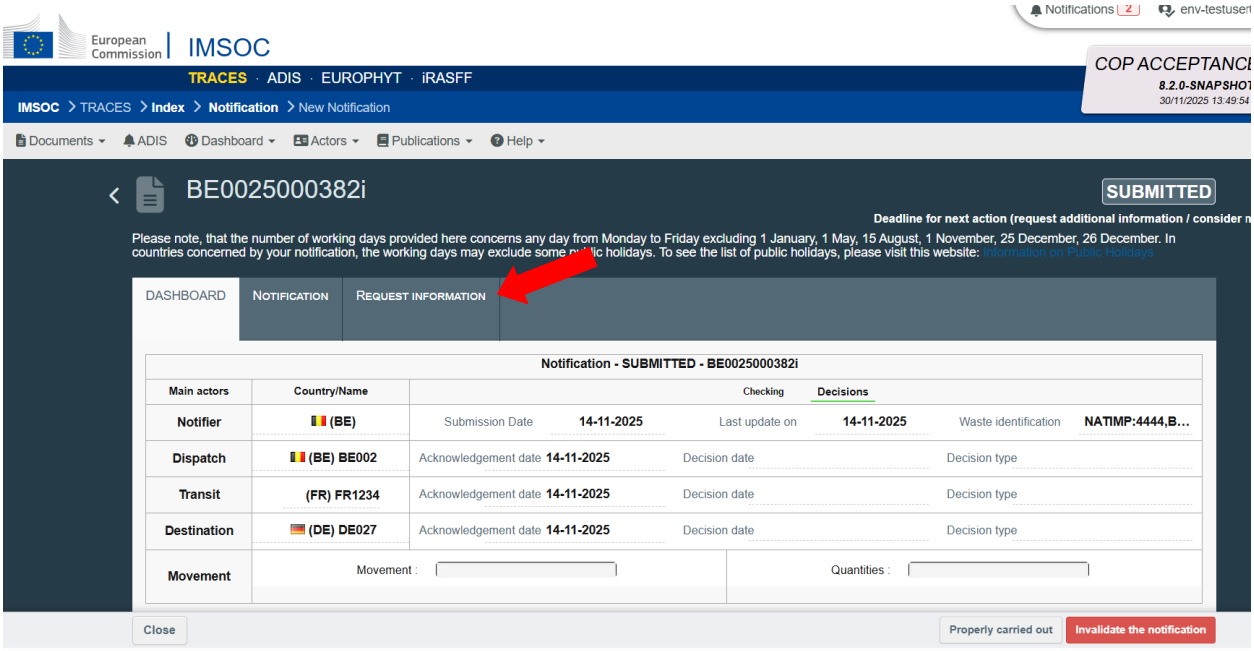
Please also note that:

- 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).

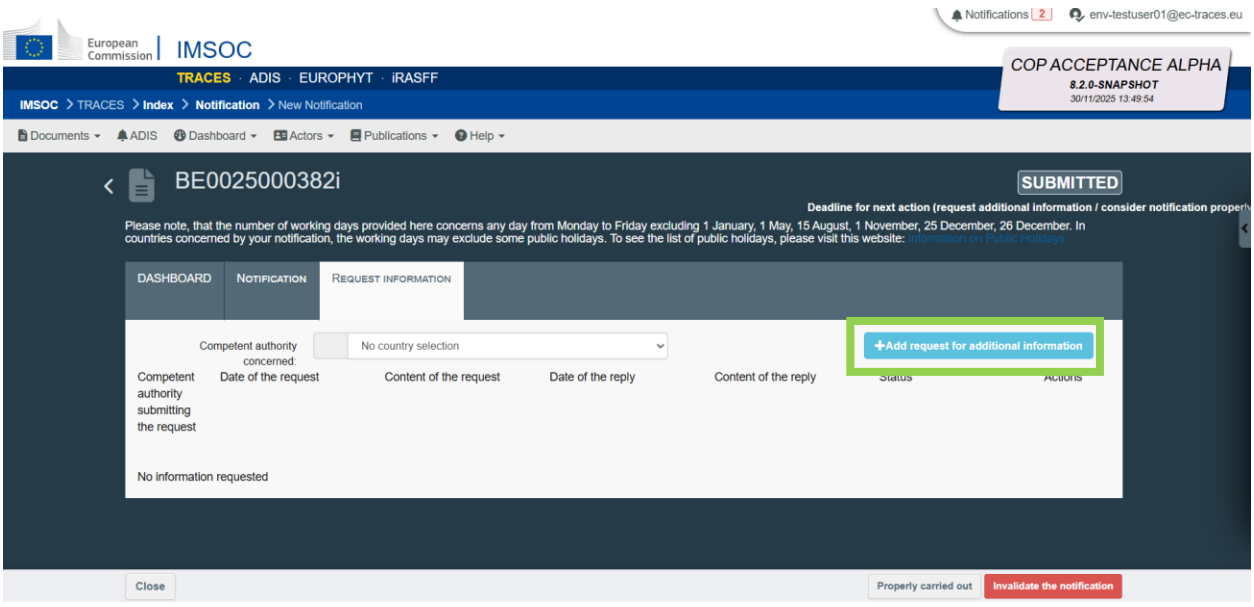
Specific instructions

Submitting request for additional information

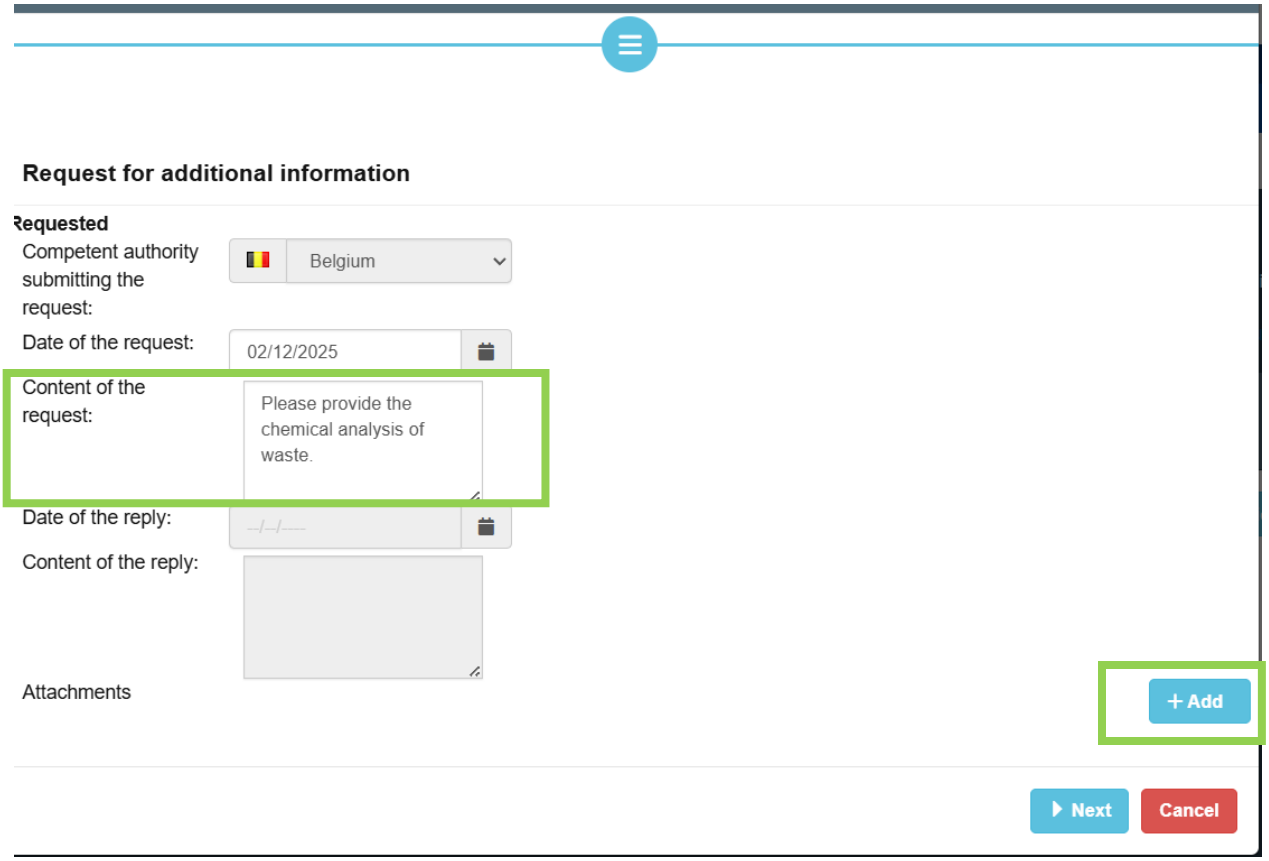
1. Following the login and selecting the relevant notification document the user needs to choose the "Request for information tab".



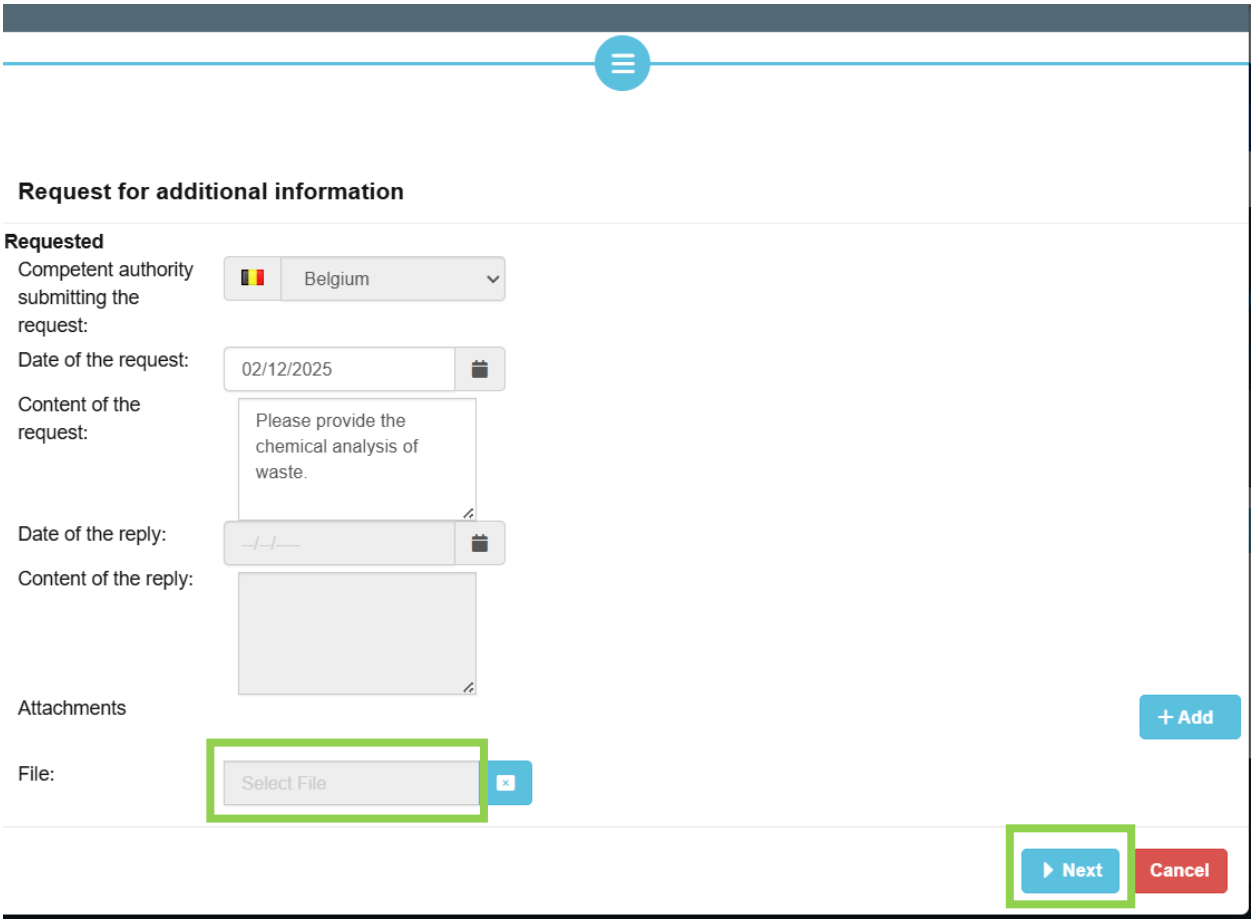
2. Next, the user needs to click on "+ Add request for additional information".



3. In the pop-up window, the user will be able to provide a request for additional information by filling in a free text box "Content of the request".
   The user can also add an attachment by clicking on "+ Add".



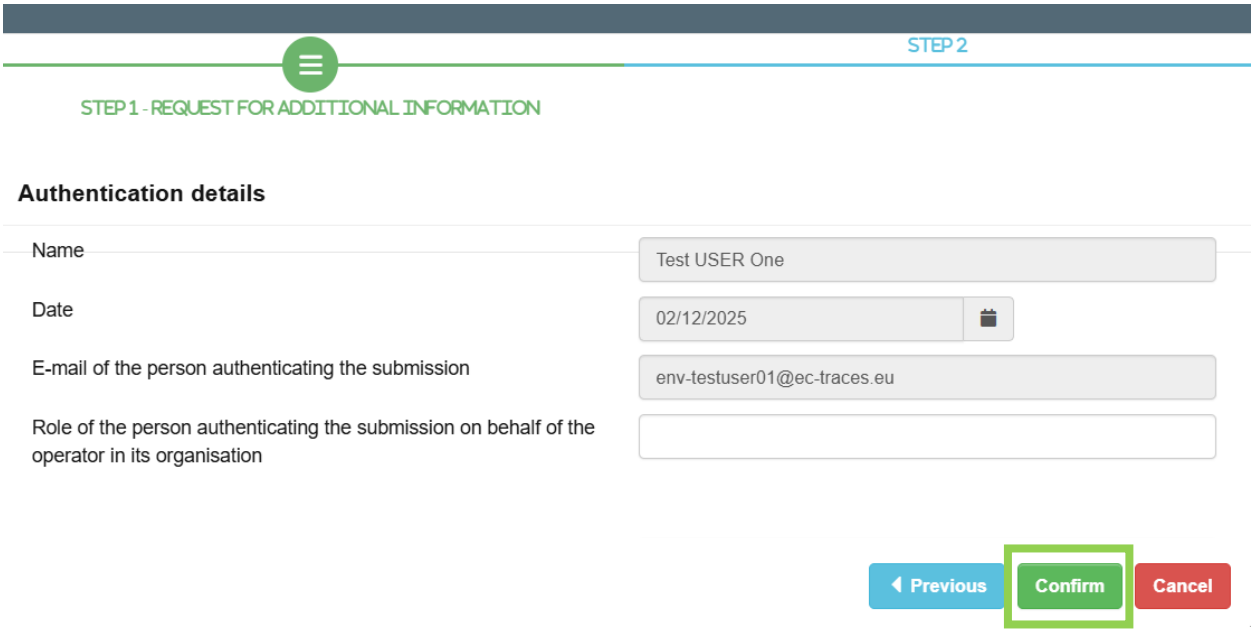
The user will be able to add a file upon clicking on the grey field “Select file”.
Then, the user should click on “Next”.



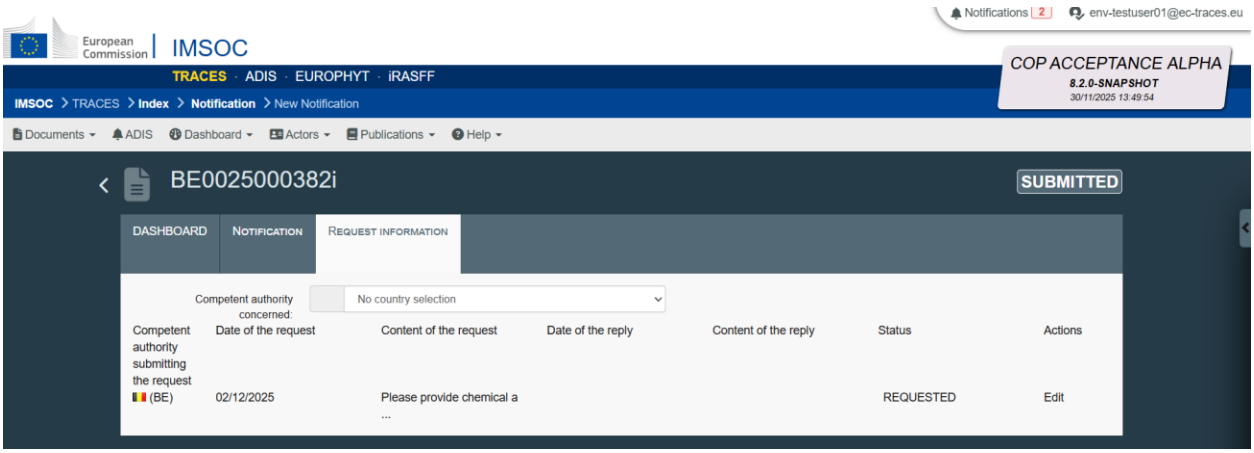
In the pop-up window, the user will be asked to authenticate the request for additional information before submission. This authentication process in DIWASS is an equivalent of signing the documents.

For this purpose, the user should indicate what is the role they perform in the organisation of the competent authority (e.g. Minister, Head of Section, Specialist etc.).

Then the user should click on “Confirm”, and the request for additional information is submitted.



4. Following the submission, user will the the following screen:



Please note that:

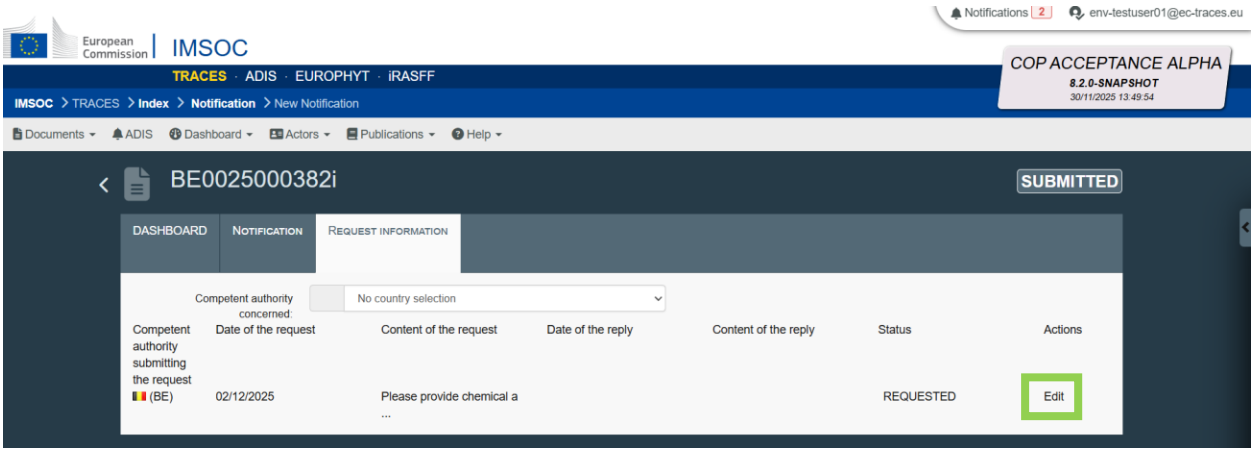
- The status of request for additional information is summarized in tab “Request information” in the notification screen,
- As soon as the request for additional information is submitted, the notifier is allowed to edit the notification. Such edits may cover amendments of all boxes of the notification document, except for notifier, countries and competent authorities concerned.
- The possibility to edit the notification will be closed as soon as the notifier provides the reply to the request for additional information.
- The changes made by the notifier will not be specifically marked – DIWASS will display only the latest version of the document. It is therefore crucial for the competent authorities to carefully review the notification document as soon as the notifier replied to the request for additional information.

- Only after the notifier replies to request for additional information, the competent authority will be able to consider the notification properly carried out (CA of dispatch) or properly completed (CA of transit and CA of destination).
- However, the competent authority will be able to: invalidate the notification, decline the "pre-consented facility" status of waste receiving facility for a given notification as well as disregard the "pre-consented facility" timeline in accordance with Article 14(16) of the Waste Shipment Regulation when the request for additional information had not been replied to.

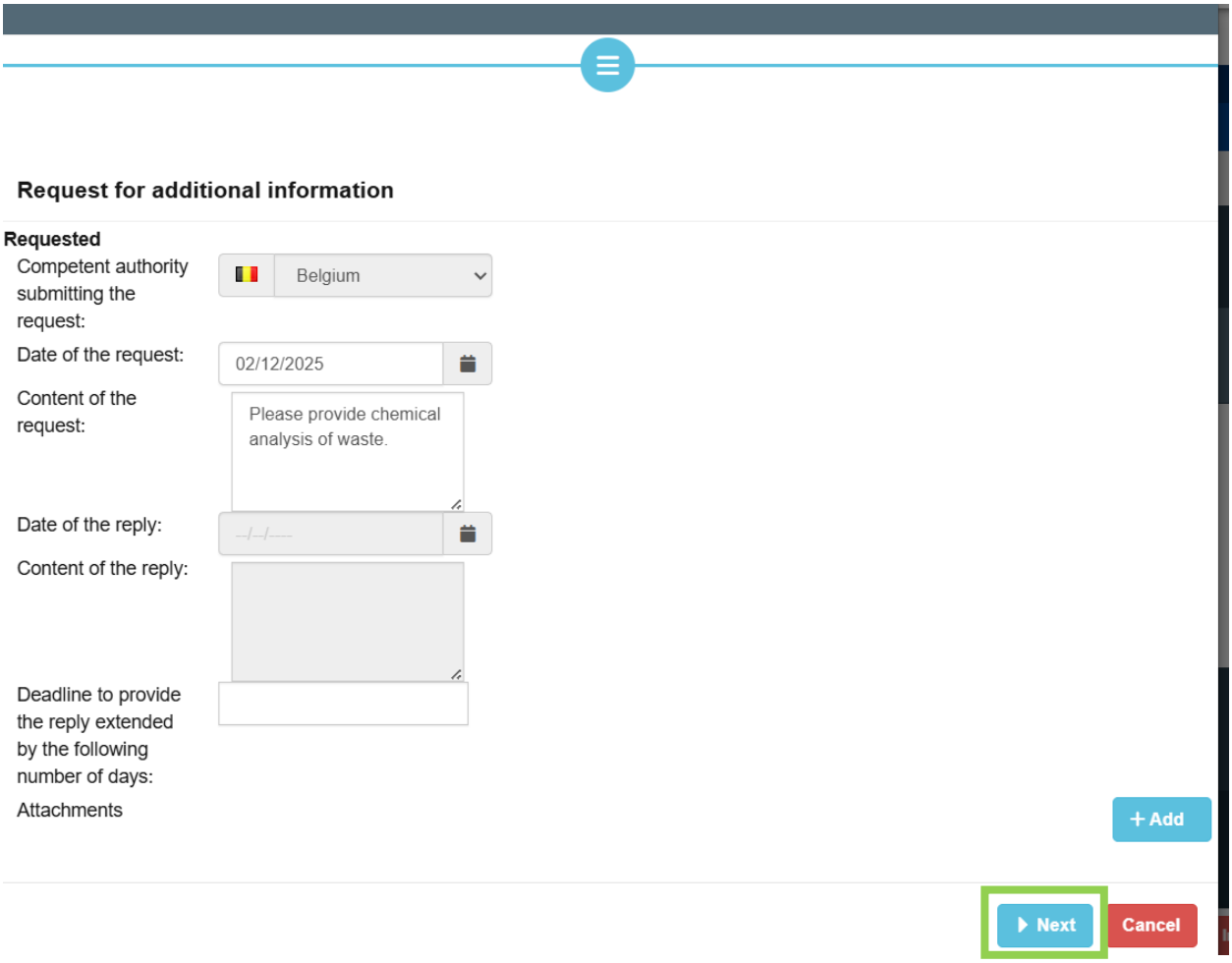
[The Commission still works on development of "history of changes" in DIWASS]

Updating the request for additional information

1. Following the login and selecting the relevant notification document, the user needs to choose the "Request for information tab".
2. Next, the user should identify the request the user intends to edit and click on the icon in the column "Actions".



3. Then, in the pop-up window the user will be able to: edit the request by changing the text in field "Content of the request" and add attachments.

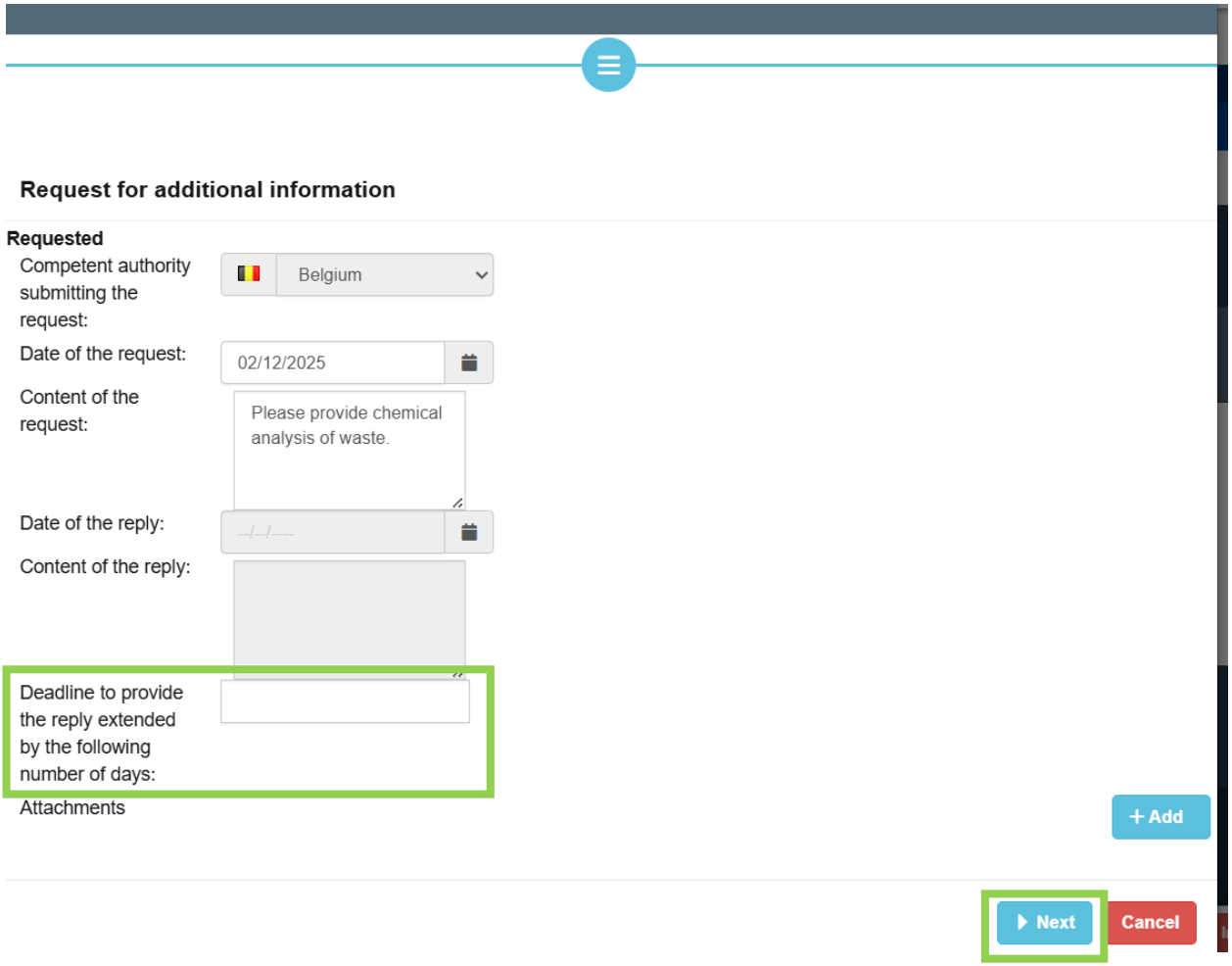


4. Next, the user should click on “Next” and fill in the authentication details, as described in step 5 of section on “Submitting request for additional information”. Click on “Confirm” to approve the change.

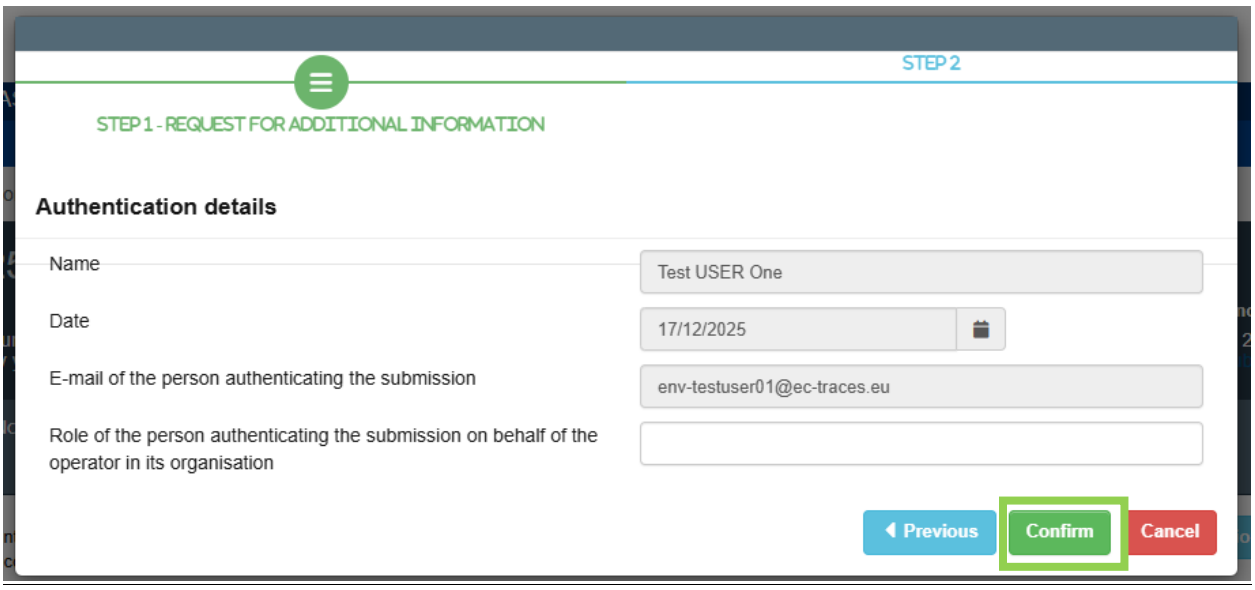
Please note that updating the request for additional information by changing the “content of the request” or adding an attachment does not impact the time in which the notifier must reply for such request. Therefore, the CAs should not use this functionality to add additional elements on the substance of the request.

Extending the deadline for providing a reply for the request for additional information

1. The user needs to follow steps 1-2 described in the section on “Submitting the request for additional information”.
2. Then, in the pop-up window the user will be able to indicate the number of days by which the notifier’s deadline to provide response is extended.



3. Next, the user should click on “Next” and fill in the authentication details, as described in step 5 of section on “Submitting request for additional information”. Click on “Confirm” to approve the change.



Chapter 3 Other CA actions concerning review of notification

General note

This chapter provides instructions on actions that competent authorities (CAs) may do when they review the notification. Please note that this chapter does not cover the following actions:

- Submitting and updating requests for additional information – please refer to Chapter 2 of this manual,
- Providing decisions – please refer to Chapter 4 of this manual.

Please note that the actions covered by this Chapter are available to the competent authorities only in specific situations, as described in the introductory part of specific sections of this Chapter.

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, with a specific exception for assuming that notification is properly completed by CA of transit, described in section “Considering notification properly completed” below.

Specific instructions

Considering notification properly carried out

Introductory remarks

Considering notification properly carried out is an action reserved only for CA of dispatch, and can be performed only when the following conditions are met:

- Notification document is submitted in DIWASS (CAs do not have access to drafts of documents),
- The CA intending to review the notification was selected as CA of dispatch in the notification document,
- There is no pending request for additional information submitted by this CA (either there is no request at all, or the request is replied to).

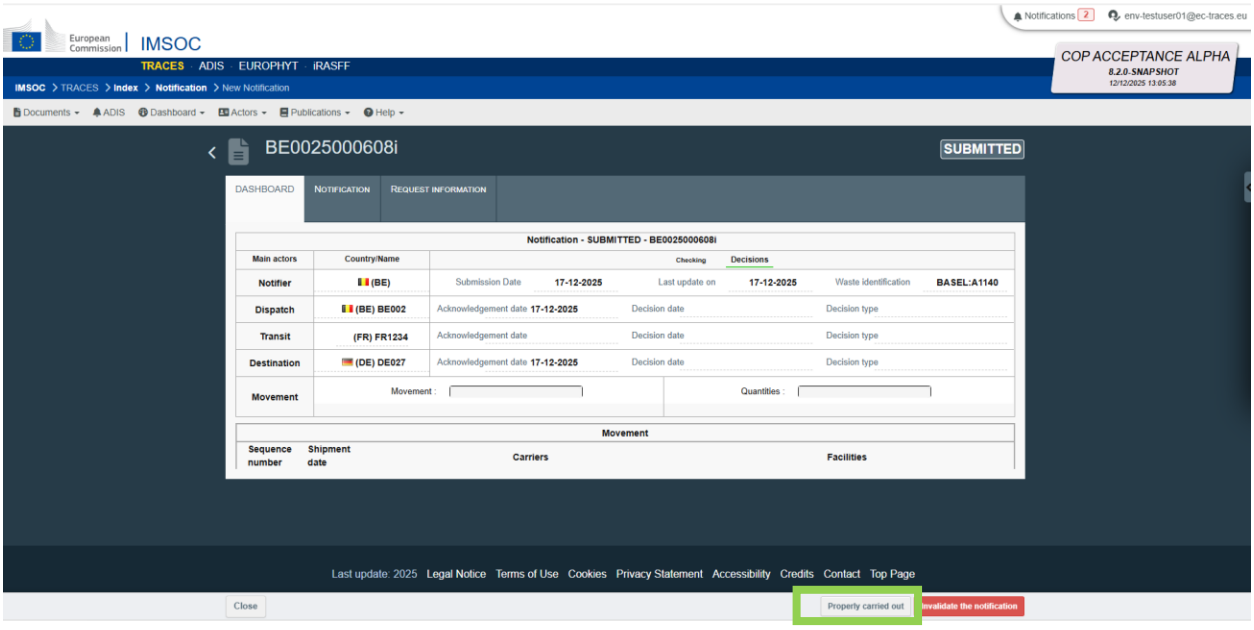
As soon as CA of dispatch consider the notification properly carried out:

- This CA cannot request for additional information or consider the notification invalid,
- This CA cannot undo this operation,
- Possibility for requesting for additional information is opened for CAs of transit and destination.

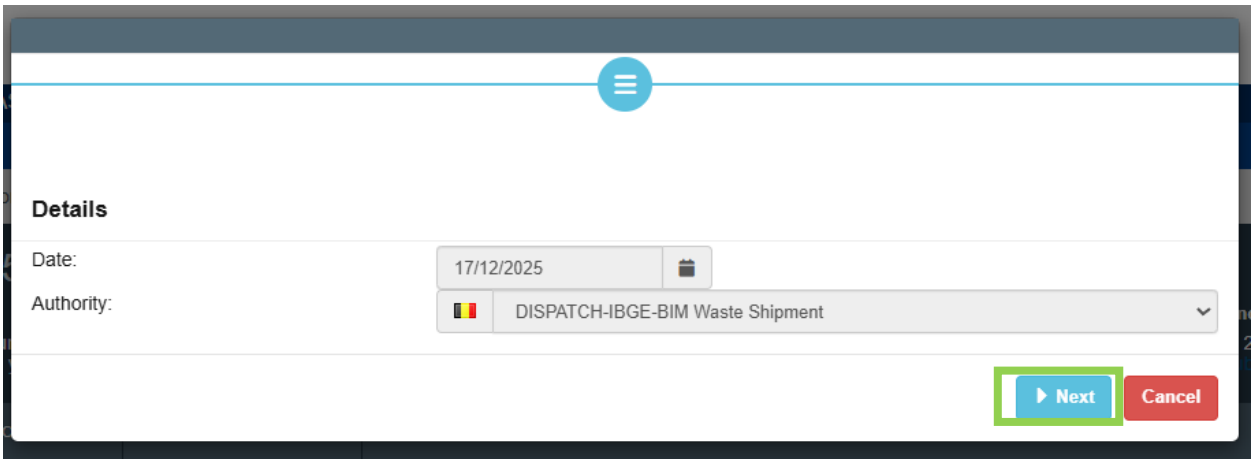
The next action for CA of dispatch will be to issue a decision – this possibility will be made available when all other CAs consider the notification as properly completed.

Detailed instructions

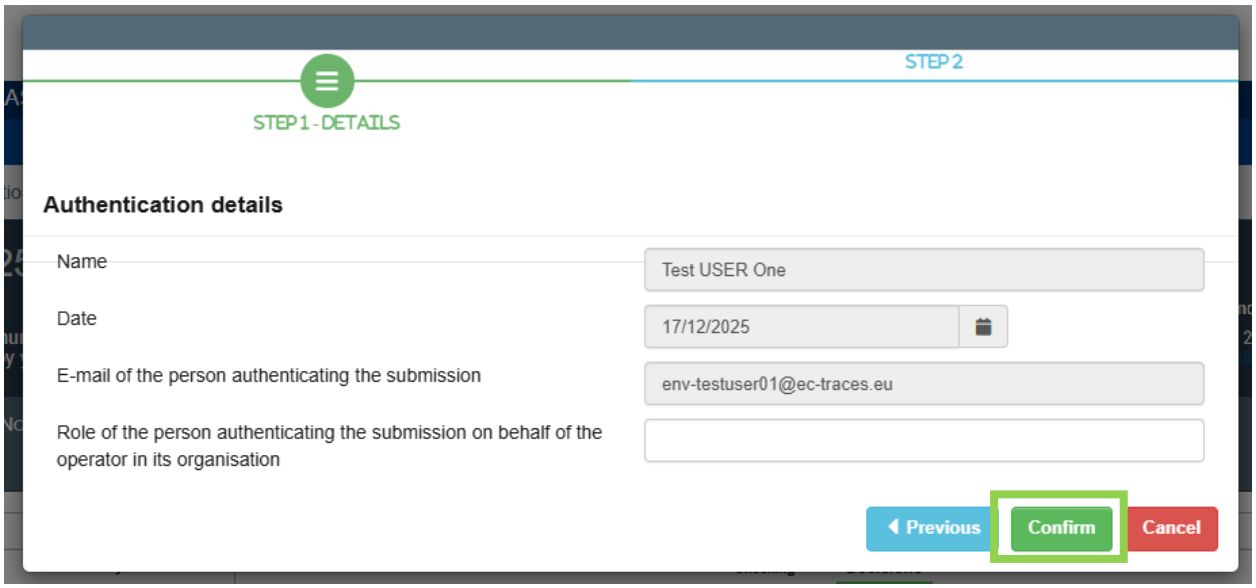
1. Following the login and selecting the relevant notification document, the user needs to choose the button “properly carried out” at the bottom of the page.



2. In the pop-up window, the user will see the details related to considering the notification properly carried out. The user should click on “Next”.



3. In the pop-up window, the user should indicate what is the role they perform in the organisation of the CA (e.g. senior expert, director etc.). Then the user should click on "Confirm".



[Please note that in the test environment DIWASS allows the CA of dispatch to declare the notification invalid even if this CA considered it properly carried out – this possibility will be removed in the final DIWASS version.]

Considering notification properly completed

Introductory remarks

Considering notification properly completed is an action reserved only for CAs of transit and destination, and can be performed only when the following conditions are met:

- Notification document is submitted in DIWASS (CAs do not have access to drafts of documents),
- The CA intending to review the notification was selected as CA of transit or destination in the notification document,
- CA of dispatch considered notification properly carried out,
- There is no pending request for additional information submitted by this CA (either there is no request at all, or the request is replied to).

As soon as CA of transit or destination considers the notification properly completed:

- This CA cannot request for additional information or consider the notification invalid,
- This CA cannot undo this operation.

The next action for CA of transit or destination that considered notification as properly completed will be to issue a decision – this possibility will be made available when all other CAs consider the notification as properly completed.

Please also note, that the DIWASS Implementing Act[5] requires DIWASS to mark the notification as properly completed by the CA of transit, provided that:

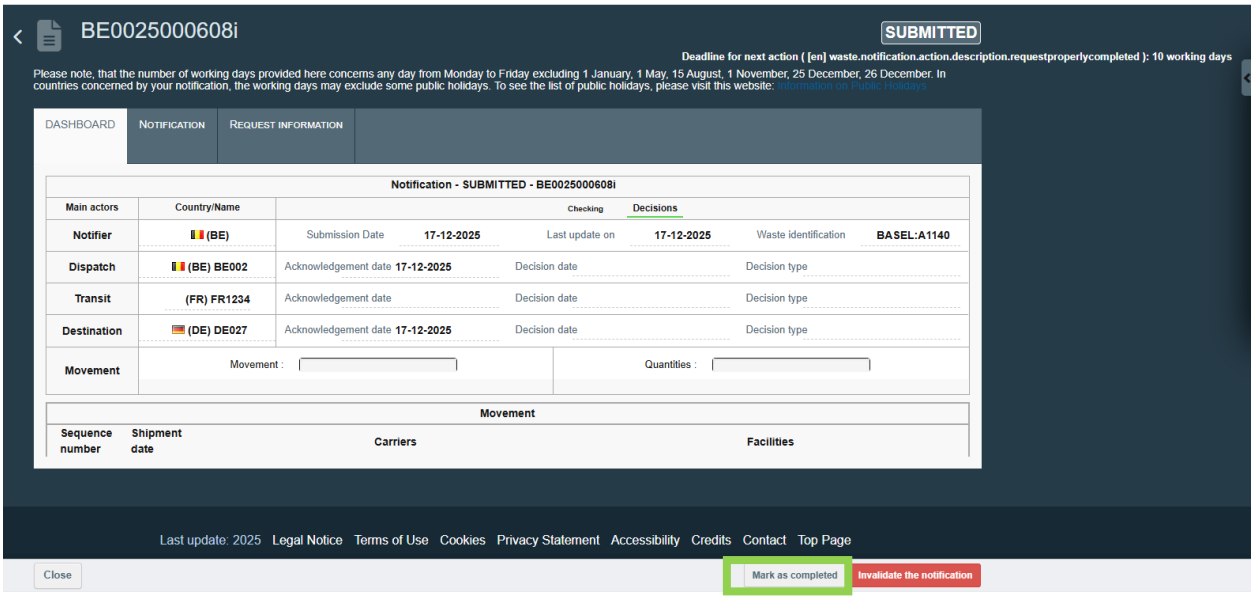
- this CA of transit did not submit a request for additional information within the timeline referred to in Article 8(7) of Waste Shipment Regulation,
- CA of dispatch considered the notification properly carried out,
- CA of destination considered the notification properly completed.

Detailed instructions

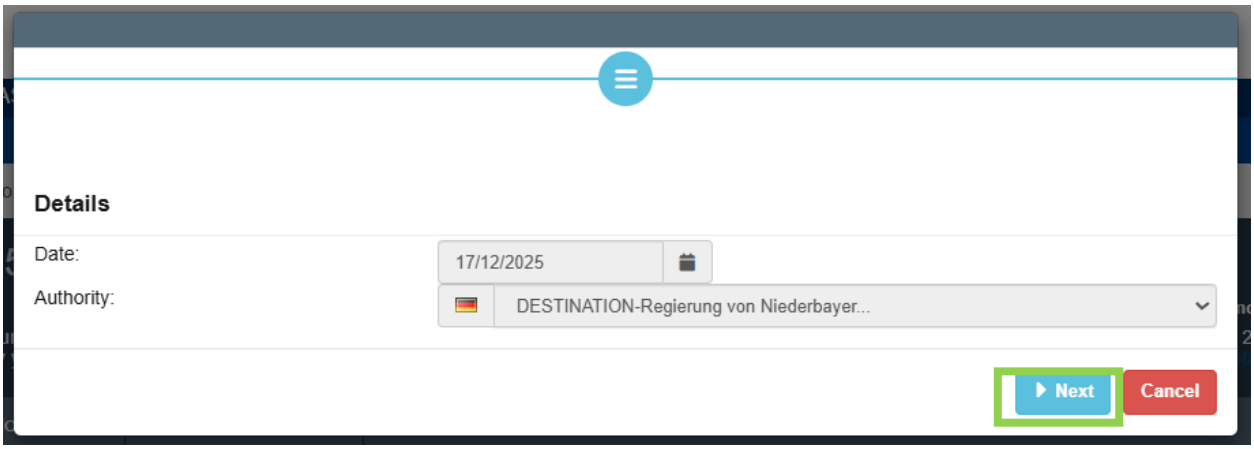
1. Following the login and selecting the relevant notification document, the user needs to choose the button “mark as completed” at the bottom of the page.

[Please note that the Commission will change the name of this button to “Properly completed”]

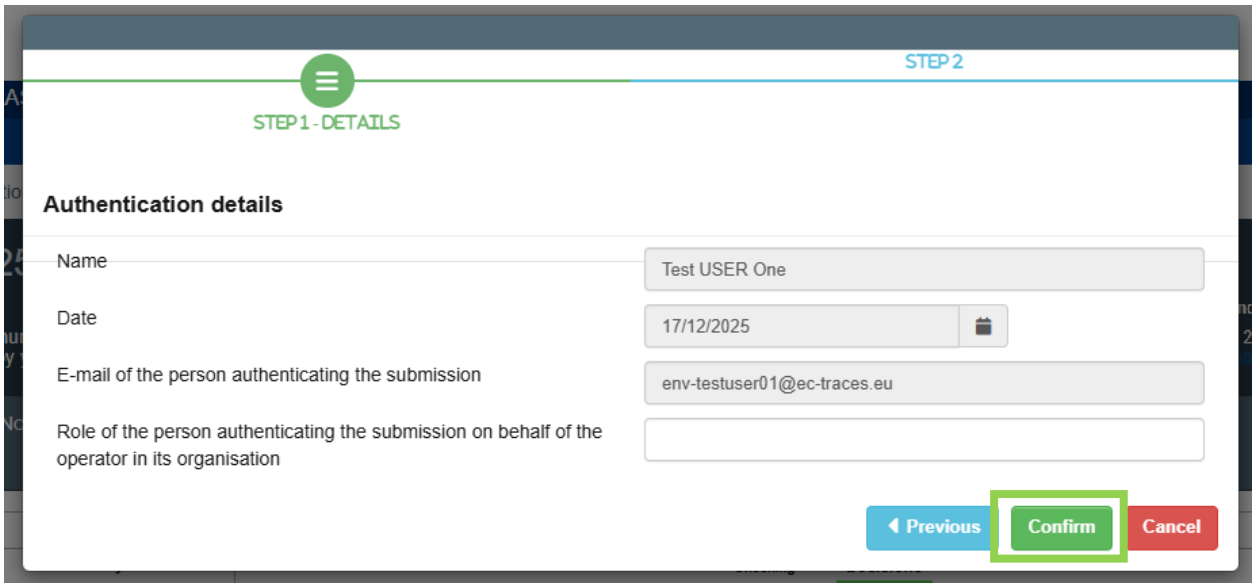
[5] Article 17(13) of DIWASS Implementing Act.



2. In the pop-up window, the user will see the details related to considering the notification properly completed. The user should click on “Next”.



3. In the pop-up window, the user should indicate what is the role they perform in the organisation of the CA (e.g. senior expert, director etc.). Then the user should click on “Confirm”.



[Please note that in the test environment DIWASS allow the CA of dispatch to declare a notification invalid even if this CA considered it properly carried out – this possibility will be removed.]

Declining the “pre-consented facility” status of waste receiving facility for a given notification

Introductory remarks

DIWASS allows the notifier to indicate in box 3 of the notification document that a given shipment of waste is destined for a pre-consented facility. DIWASS will allow to submit such a notification only, if the facility is included in the list of pre-consented facilities maintained in DIWASS. However, DIWASS will not automatically check whether the scope of pre-consent is adequate to indicate that shipment of waste covered by a given notification should be considered as shipment of waste to pre-consented facility. Such verification, focused on assessment of waste types and recovery operations covered by pre-consent and submitted notification, needs to be performed by the CAs.

In case the CA considers that a given notification covers shipment of waste not covered by the pre-consent, it should perform the action of “declining the “pre-consented facility” status of waste receiving facility for a given notification”.

Please note that this action can be performed:

- only when notification document indicating that a shipment is destined for a pre-consented facility is submitted in DIWASS,
- by any of the CAs selected as one of the competent authorities involved in the notification document,
- cannot be undone by this CA.

As a result of performing this action:

- the reply to question in box 3 of the notification document “Shipment of waste destined for pre-consent recovery facility” will be changed from “yes” to “no”,
- timeline for all the CAs actions will be reset to the standard ones (i.e. applicable for shipments of waste not destined to pre-consented facilities),
- issuance of a consent for shipment of waste will be possible for a maximum period of 1 year.

Detailed instructions

[The Commission still works on development of the module for pre-consented facilities. Instructions on that element will be provided when this module is ready.]

Disregarding "pre-consented facility" timeline in accordance with Article 14(16) of the WSR

Introductory remarks

DIWASS allows the notifier to indicate in box 3 of the notification document that a given shipment of waste is destined for a pre-consented facility. DIWASS will allow to submit such a notification only, if the facility is included in the list of pre-consented facilities maintained in DIWASS. However, DIWASS will not automatically check whether the scope of pre-consent is adequate to indicate that shipment of waste covered by a given notification should be considered as shipment of waste to pre-consented facility. Such verification, focused on assessment of waste types and recovery operations covered by pre-consent and submitted notification, needs to be performed by the CAs (please see detailed explanations in Section "Declining the "pre-consented facility" status of waste receiving facility for a given notification" above).

However, the Waste Shipment Regulation[6] provides a CA with a possibility to decide that more time is needed for the review of notification than foreseen in cases of shipments of waste to pre-consented facilities. If this is the case, the CA should perform the action of "Disregarding "pre-consented facility" timeline in accordance with Article 14(16) of the WSR".

Please note that this action can be performed:

- only when notification document indicating that a shipment is destined for a pre-consented facility is submitted in DIWASS,
- only when the CAs verified the scope of pre-consent and scope of shipment covered by a notification document,
- by any of the CAs selected as one of the competent authorities involved in the notification document,
- cannot be undone by this CA.

As a result of performing this action:

- the timelines displayed in DIWASS for actions of all CAs will be reset to standard ones (i.e. applicable for shipments of waste not destined to pre-consented facilities),
- issuance of a consent for shipment of waste will be possible still for a maximum period of 3 years.

Detailed instructions

[The Commission still works on development of the module for pre-consented facilities. Instructions on that element will be provided when this module is ready.]

[6] Article 14(16) of Waste Shipment Regulation

Declaring notification invalid

Introductory remarks

Please note that this action:

- can be performed only when notification document is submitted in DIWASS,
- may be done by any of the CAs selected as one of the competent authorities involved in the notification document,
- can be undone by this CA (i.e. revalidation of notification).

DIWASS will not provide a possibility for the notifier to react – directly in DIWASS – for the invalidation of notification. However, the notifier may contact the CA that invalidated the notification outside DIWASS, and, as relevant, provide the CA with information enabling this CA to revalidate the notification.

Please also note, that this operation may be used by CAs to issue an objection to a shipment of waste before declaring that the notification is properly carried out / properly completed, in cases where it is evident that the conditions for consenting to a notification have not been fulfilled or that there are grounds for objection[7].

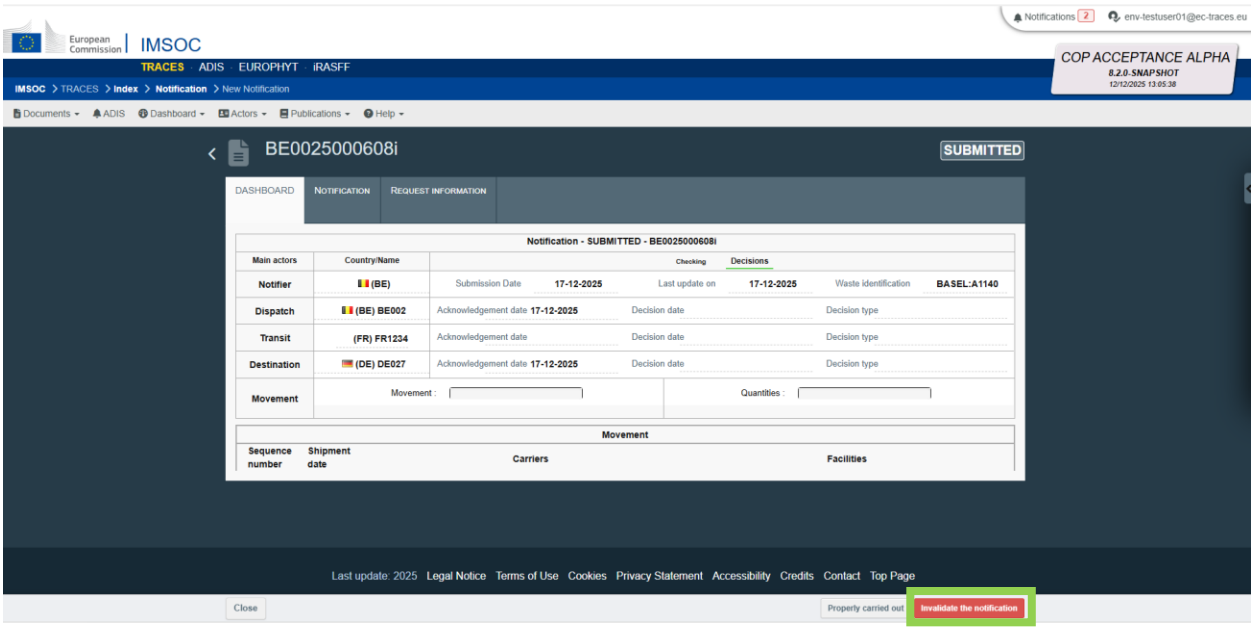
Please note that in such case, the notifier will not be able to update the notification to introduce changes that could allow the CA that objected to the notification at this stage to withdraw the objection. In such case, there are two possibilities of further actions:

a) the notifier submits a new notification,
b) after exchanges with the notifier outside of DIWASS, the CA revalidates the notification and submits a request for additional information, indicating the notifier the elements that need to be changed in the notification document; the notifier will be – as in case of any request for additional information – update the notification document until the moment of providing a reply to such a request.

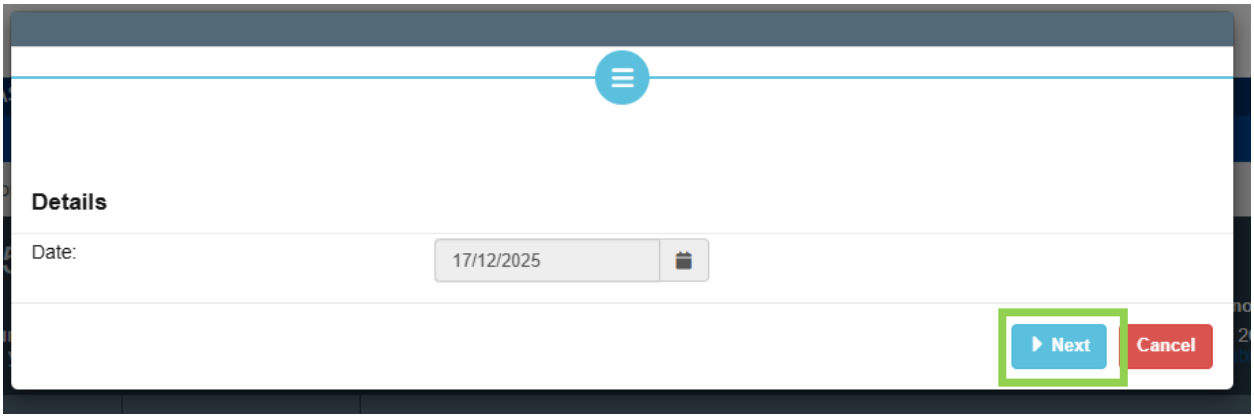
Detailed instructions

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

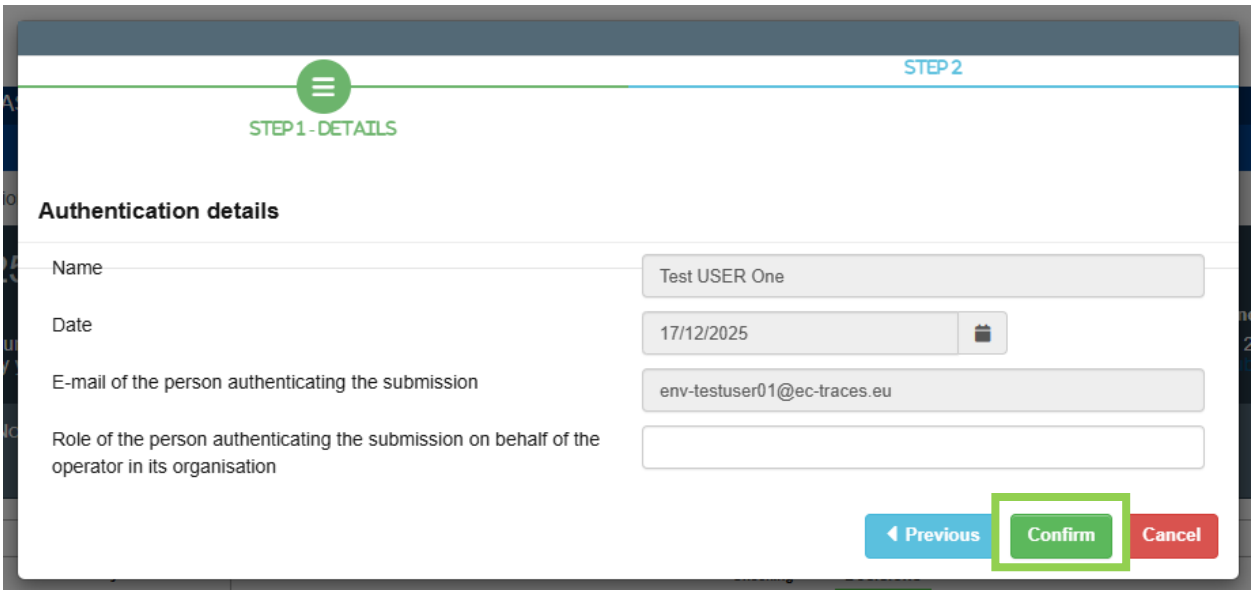
[7] Second and third subparagraph of Article 9(1) of the Waste Shipment Regulation



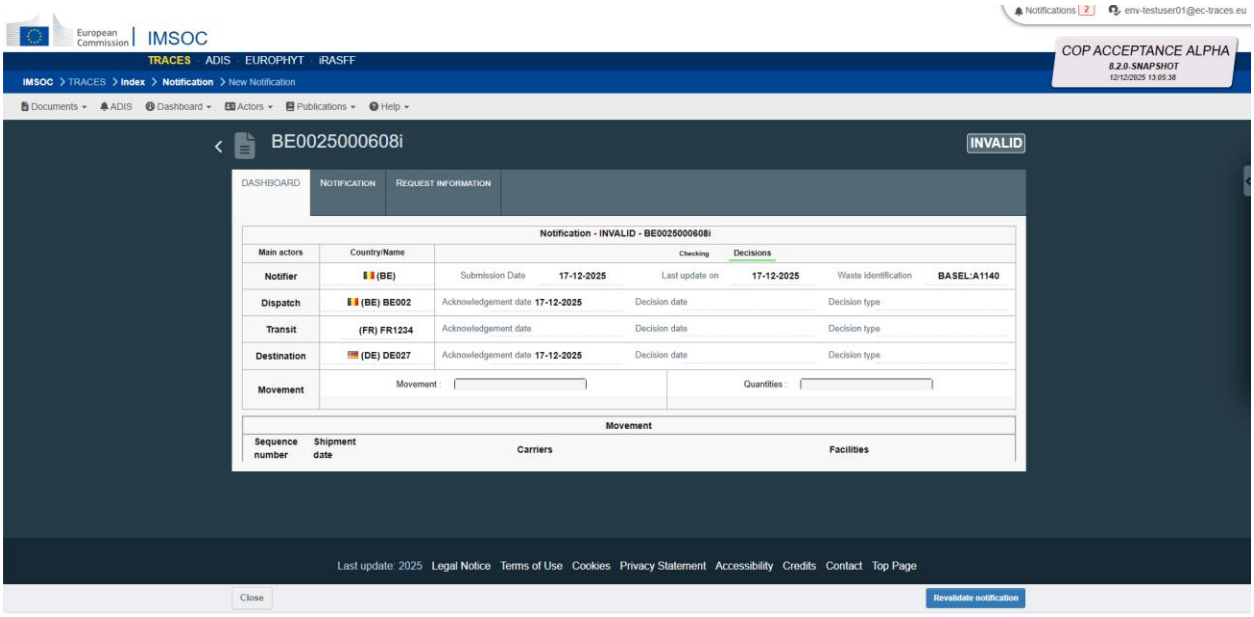
2. In the pop-up window, the user will see the details related to invalidation. The user should click on “Next”.



3. In the pop-up window, the user should indicate what is the role they perform in the organisation of the CA (e.g. senior expert, director etc.). Then the user should click on “Confirm”.



Following that, the status of notification will be changed to “invalid”.



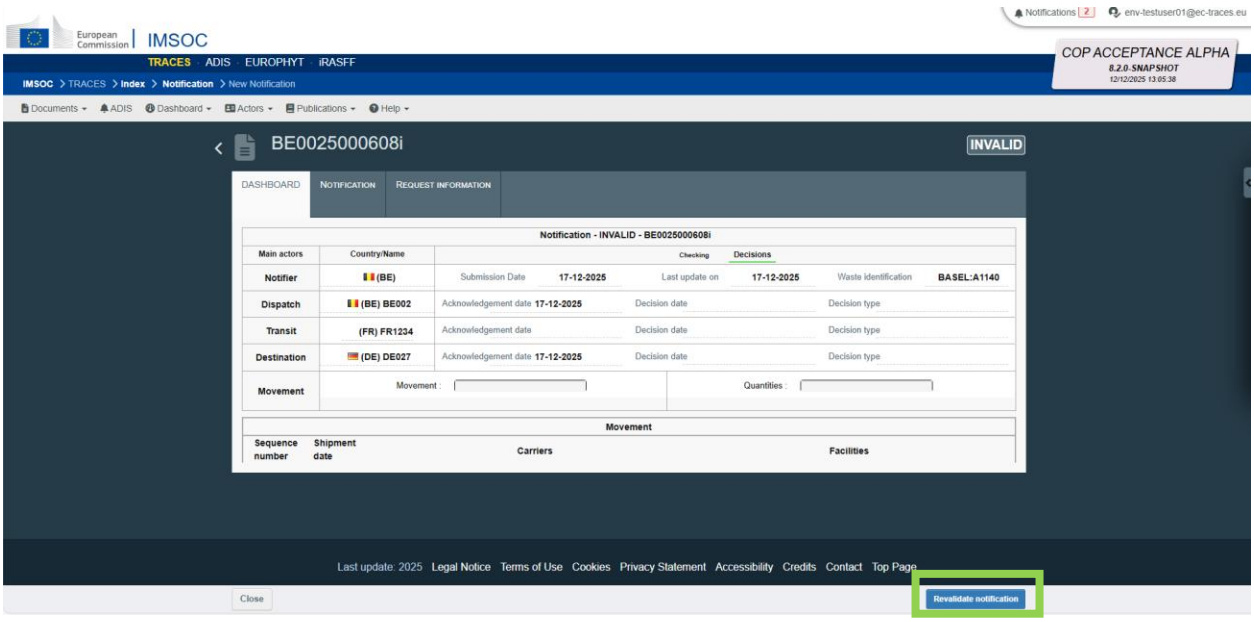
Revalidating the notification

Introductory remarks

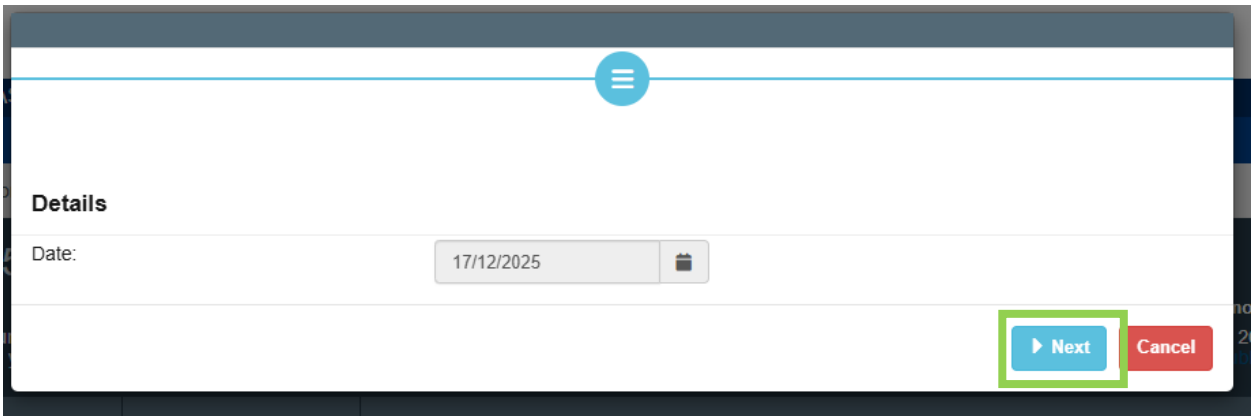
The CA that invalidated the notification may re-validate it – examples of situations are described in introductory remarks in sub-chapter “Declare the notification invalid”.

Detailed instructions

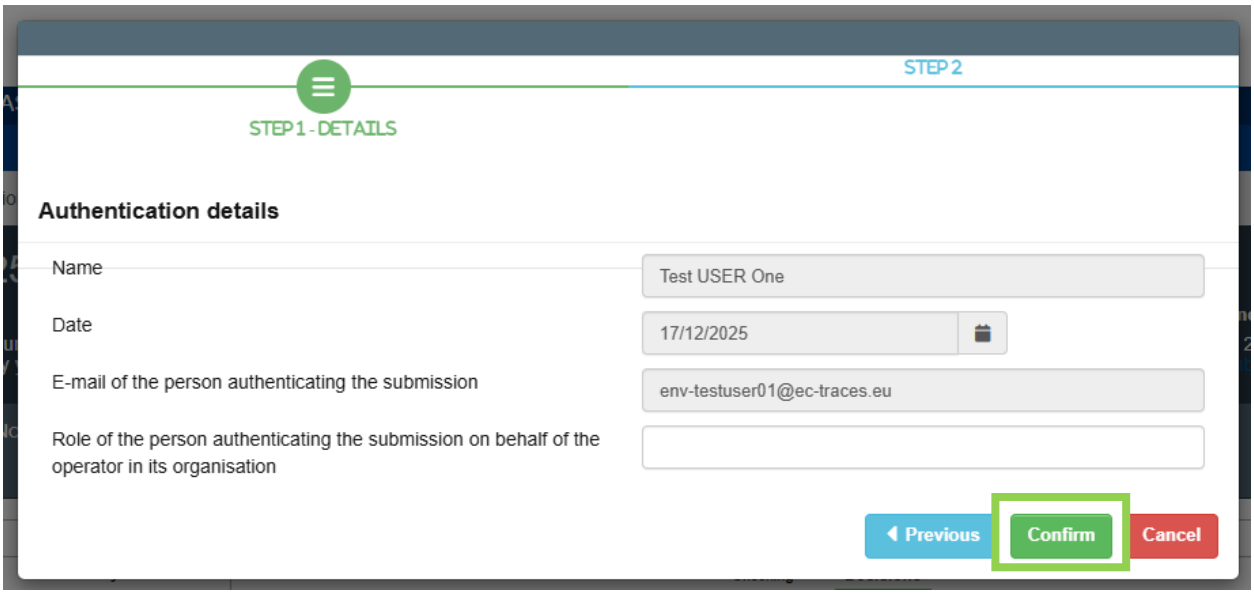
1. Following the login and selecting the relevant notification document, the user needs to click on blue button “Revalidate notification” at the bottom of the page.



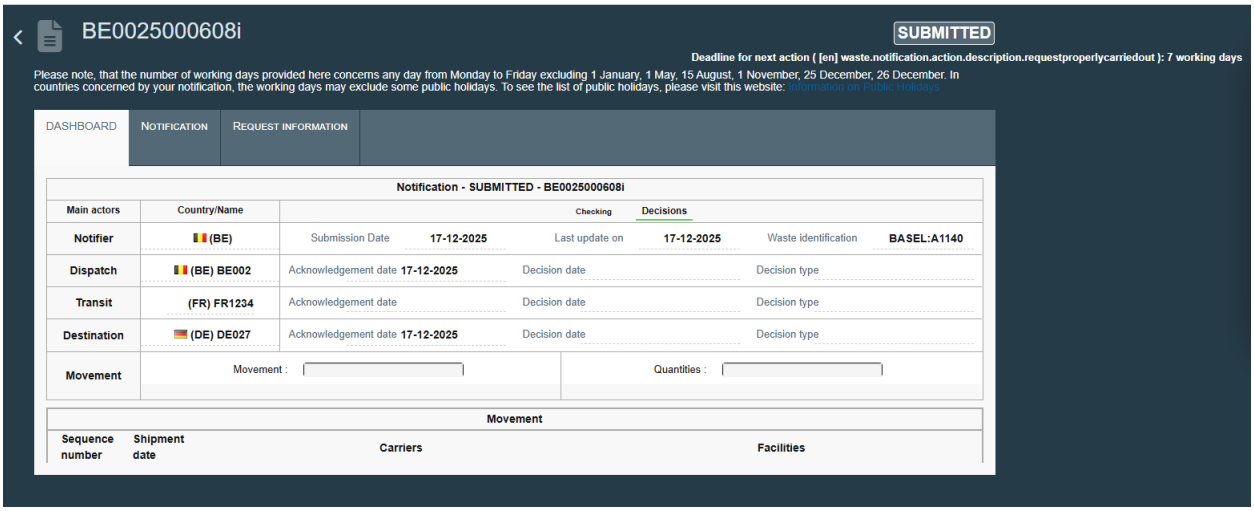
2. In the pop-up window, the user will see the details related to revalidation of the notification. The user should click on “Next”.



3. In the pop-up window, the user should indicate what is the role they perform in the organisation of the CA (e.g. senior expert, director etc.). Then the user should click on “Confirm”.



Following that, status of the notification will be changed again to “submitted”.



Chapter 4 How to provide a decision

General note

This chapter provides instructions on how to provide and update decisions by the competent authorities (CAs).

To be able to do so, it is necessary that:

- Notification document is submitted in DIWASS,
- CA of dispatch considered it properly carried out,
- All CAs of transit and CA of destination considered it properly completed,
- Notification document has status satisfied.

After the decision of a given CA is provided, this CA may update the decision.

Please note that:

- DIWASS recognizes two types of decisions: objection and consent;
- The "consent" type should be used to providing:
    - a consent,
    - a consent with specific conditions;
- The "objection" should be used for providing
    - An objection,
    - a decision "not to consent"[8],
- Possibility of updating the decision should be also used to withdraw the consent[9]. [Please note that the Commission still develops this functionality]

Please note as well, that if the CA provides a consent with conditions, DIWASS will ask for providing two conditions in a structured manner, i.e. by responding to specific questions related to conditions. These questions concern:

- Total quantity of waste for shipment under a given notification for which this CA agrees to,
- Total number of shipments under a given notification for which this CA agrees to.

Thanks to providing these pieces of information in a structured manner, DIWASS will – comparing the data from notification document and decisions of all CAs involved in a notification – allow the notifier to create only the lower number of movement documents, and only movement documents that summed up will not exceed total quantity of waste that can be shipped under a notification.

In case CA does not provide these two pieces of information in a structured manner (i.e. in reply to these specific questions), DIWASS will not technically restrict generation of movement documents as such or movement documents concerning higher quantity of waste than allowed.

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

[8] Article 9(1)(d) of Waste Shipment Regulation.
[9] Article 9(7) of Waste Shipment Regulation.

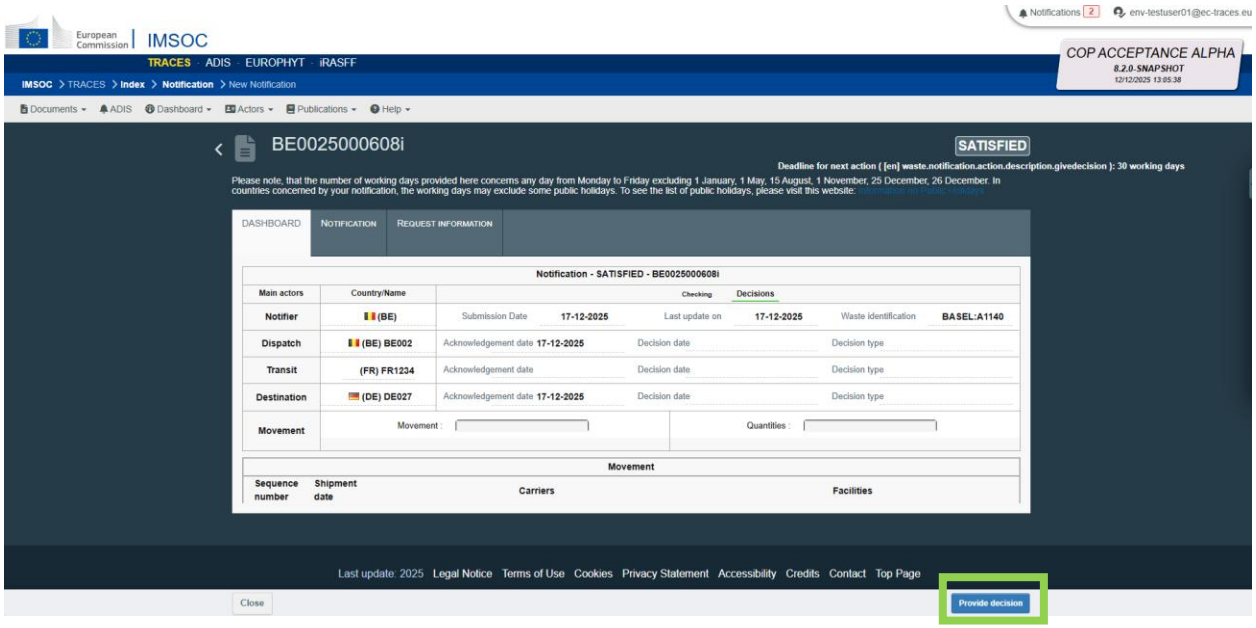
is not complied with, with a specific exception for assuming a tacit consent by the CA of transit, described in section “Issuance of decision” below.

Please also note, that DIWASS will assume a tacit consent of the CA of transit[10], in case this CA does not submit an objection within 30 days since the moment in which the notification has been considered properly completed by last of the relevant involved CAs.

Specific instructions

Issuance of a decision

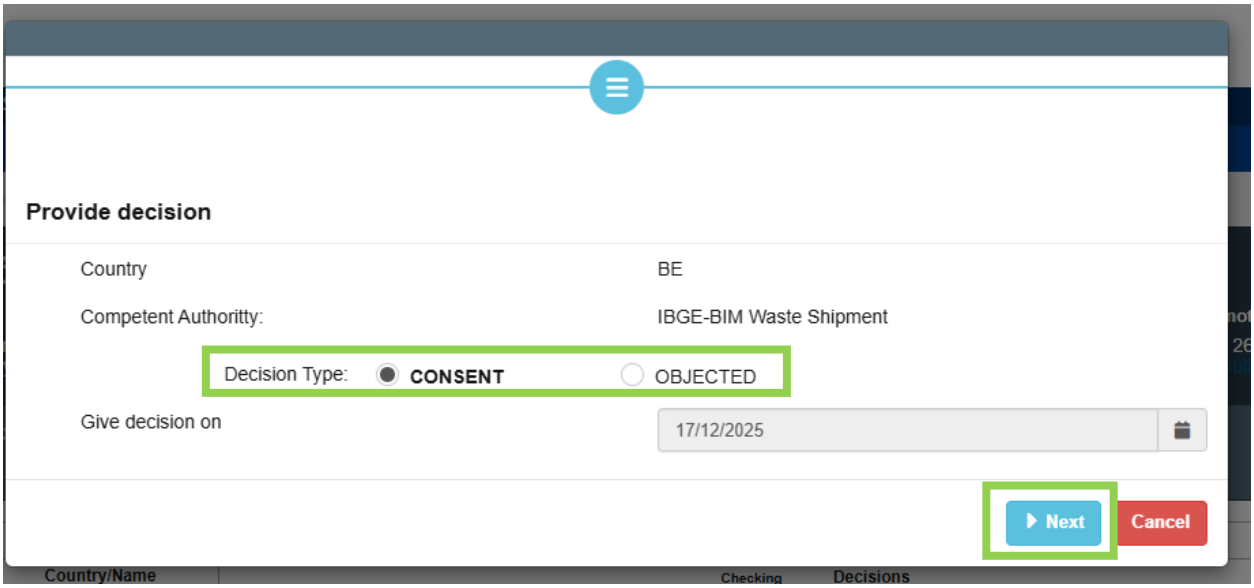
1. Following the login and selecting the relevant notification document, the user needs to click on blue button “Provide decision” at the bottom of the page.



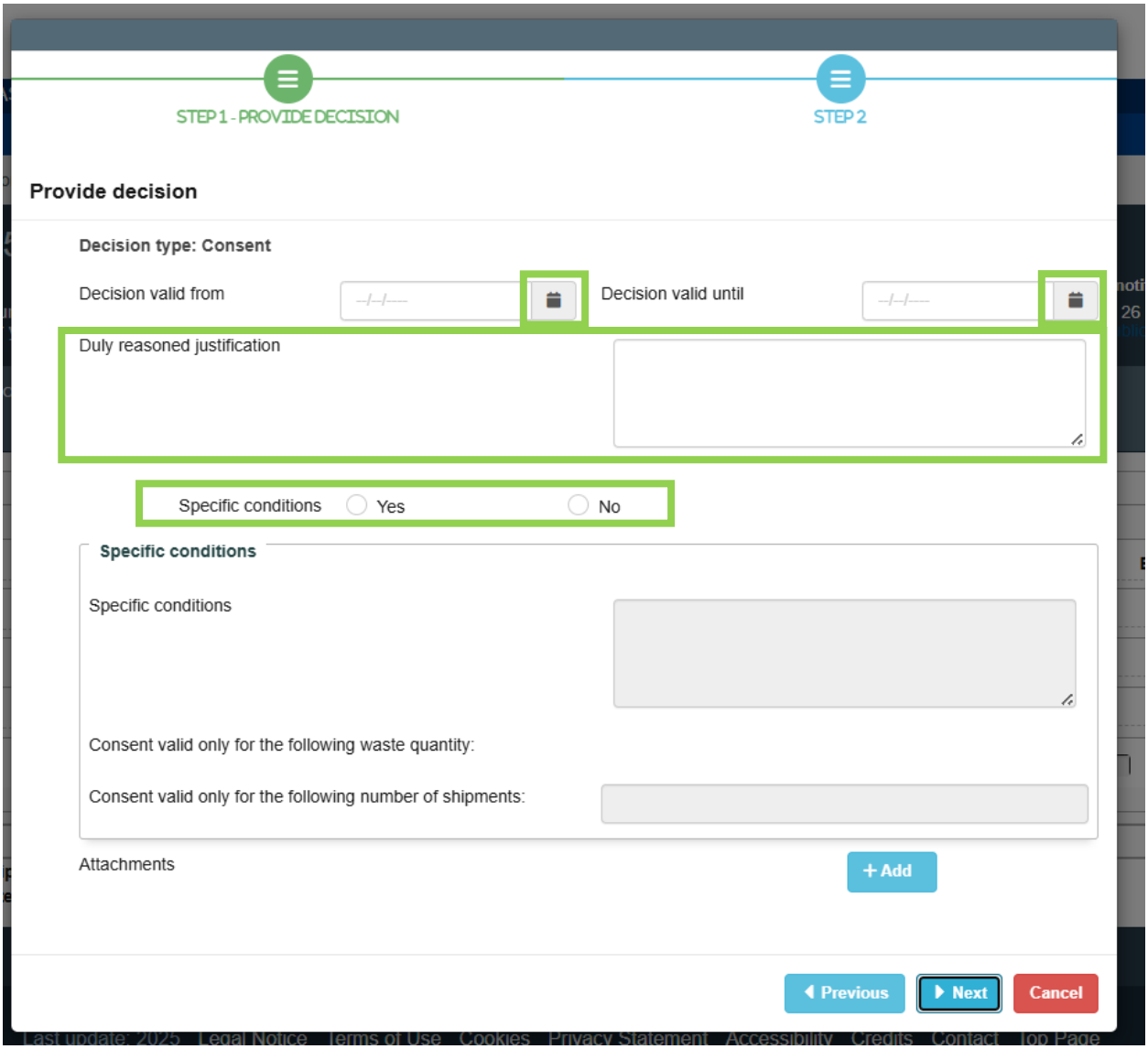
2. In the pop-up window, the user will see the details related to decision and will be asked to select the type of decision, choosing either “consent” or “objection”. The user should click on “Next”.

[Please note that the Commission will change the “objected” to “objection”]

[10] Article 9(1), fourth sub-paragraph of the Waste Shipment Regulation.

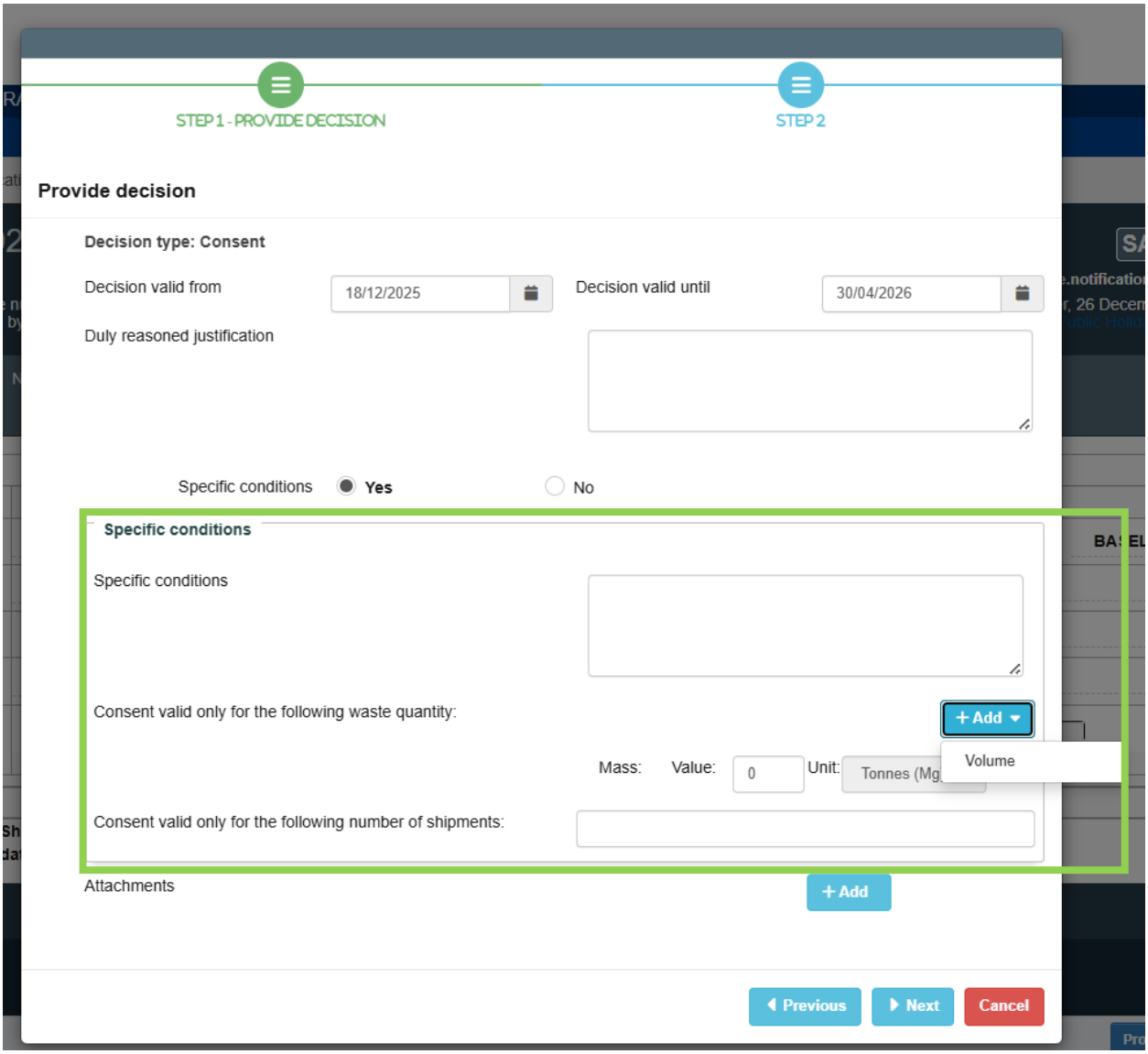


3. If the user chose “consent”, the user will be asked to fill in the details related to the consent by:
    - providing dates for validity period of the consent, by clicking on the calendar icon and choosing the relevant date,
    - providing a duly reasoned justification, by completing a free text field,
    - indicating if the consent has any specific conditions.



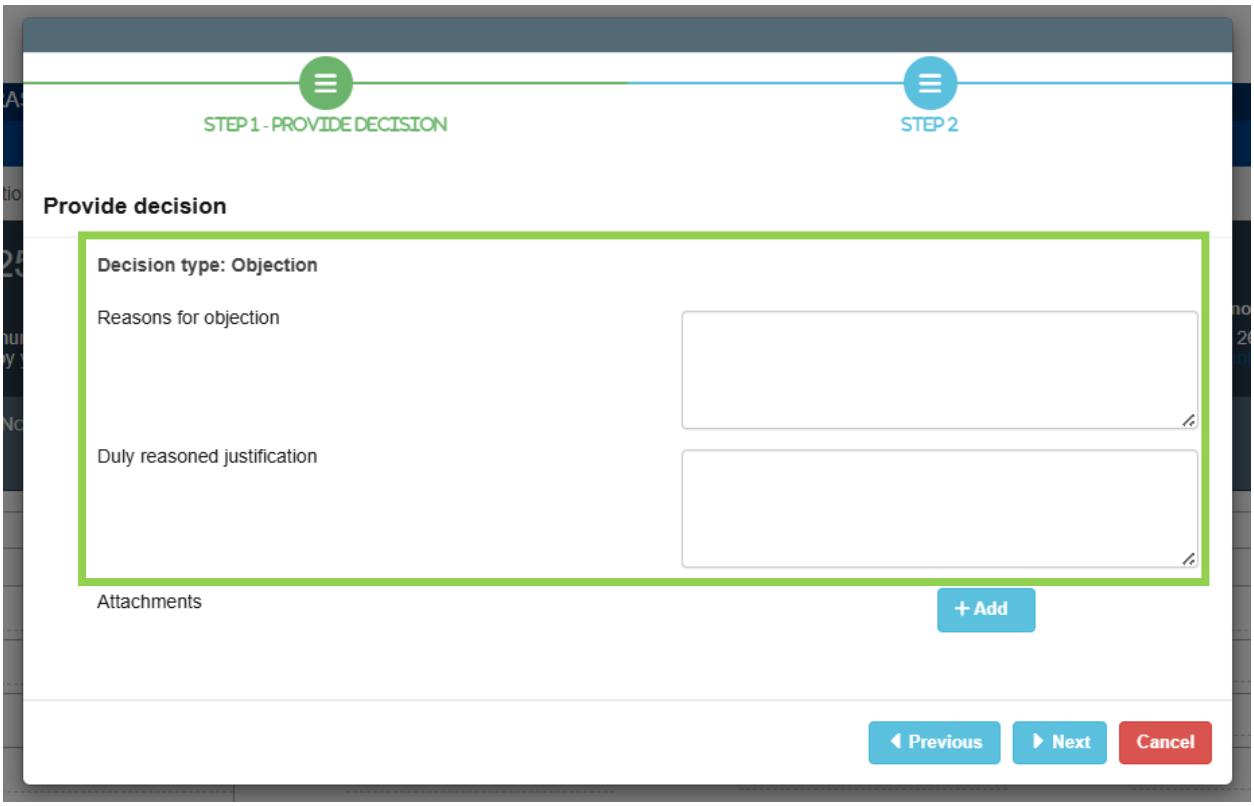
In the case user indicates, the consent should contain specific conditions, the user will be able to indicate such conditions by providing:

- in a free text box, the specific conditions (other than specific conditions referred to in two specific questions below)
- a lower quantity of waste than the notifier indicated in the notification document, for which the consent is granted, by clicking on "+ Add", selecting whether this condition applies to mass or volume, and providing a figure in a free text box,
- a lower number of shipments than the notifier indicated in the notification document, for which the consent is granted, by filling in the free text box.

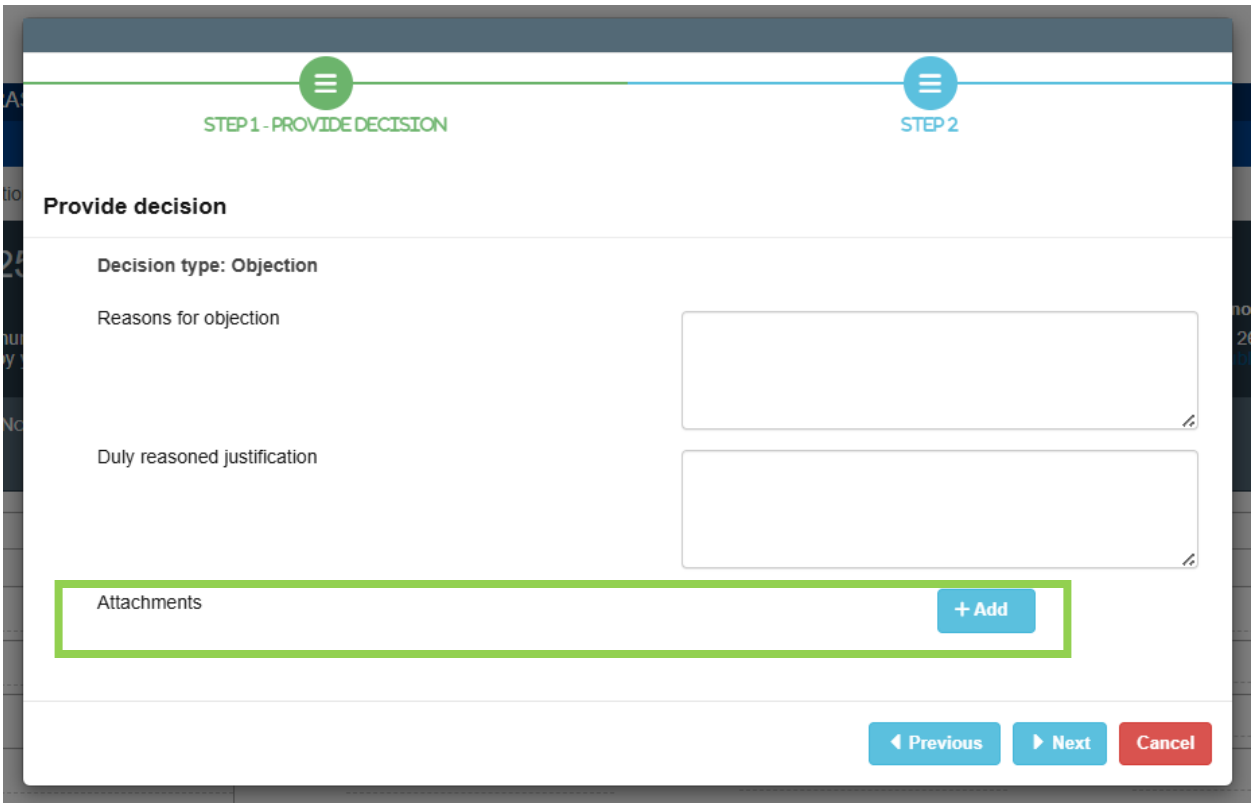


4. If the user chose “objected”, the user will be asked to fill in the details related to the objection by providing in free text fields:
    - Reasons for objection
    - Duly reasoned justification.

    In case the CA decides to provide a decision “not to consent”, the user should indicate it in the free text box, indicating as well the reasons for deciding so.

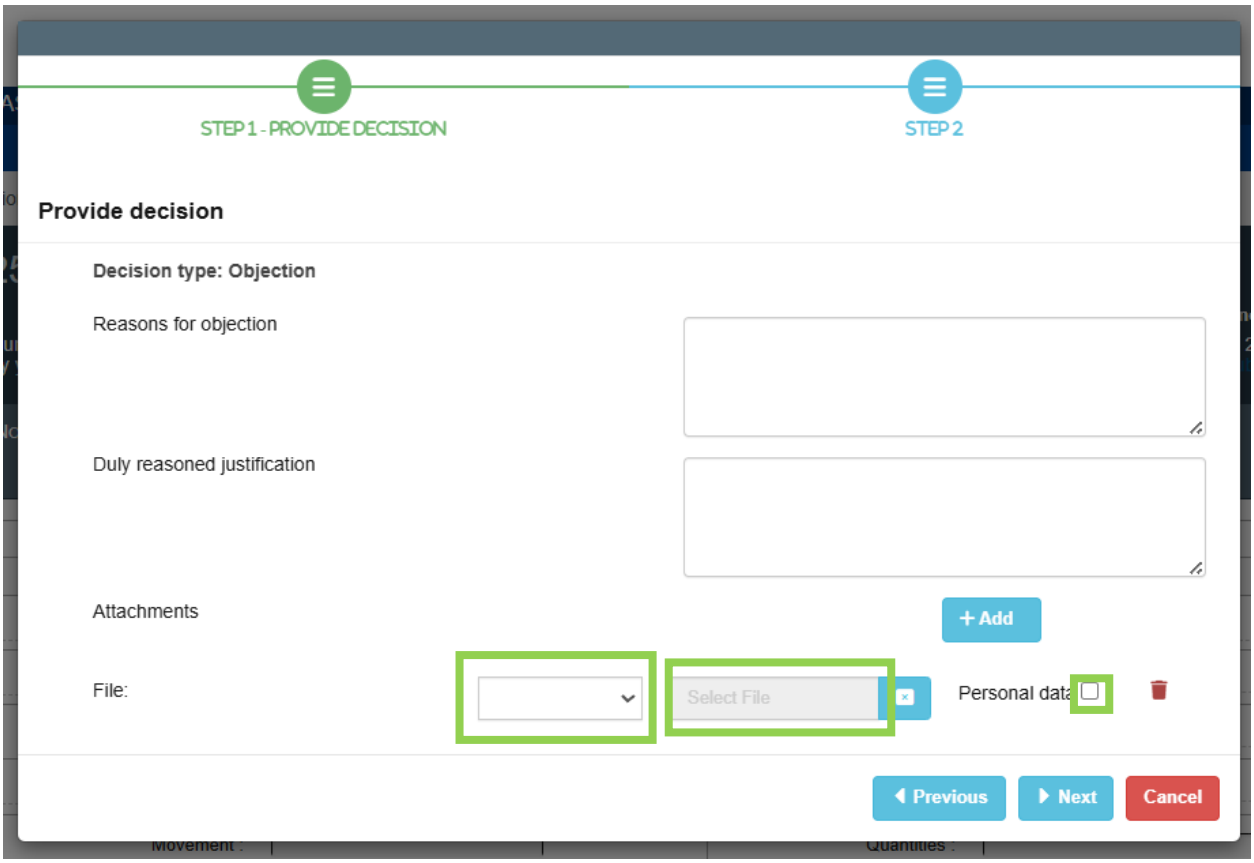


5. The user will be able to add an attachment to any type of decision, by clicking "+ Add".

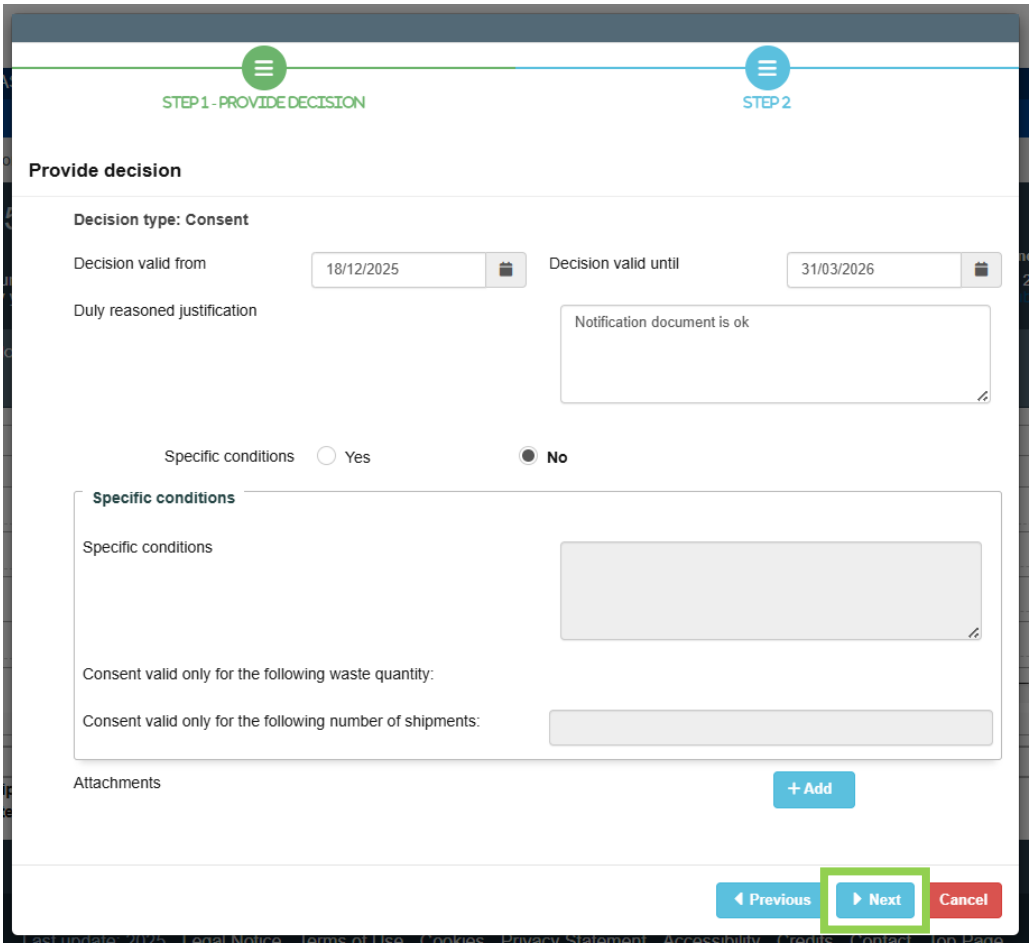


Then, the user will be asked to:

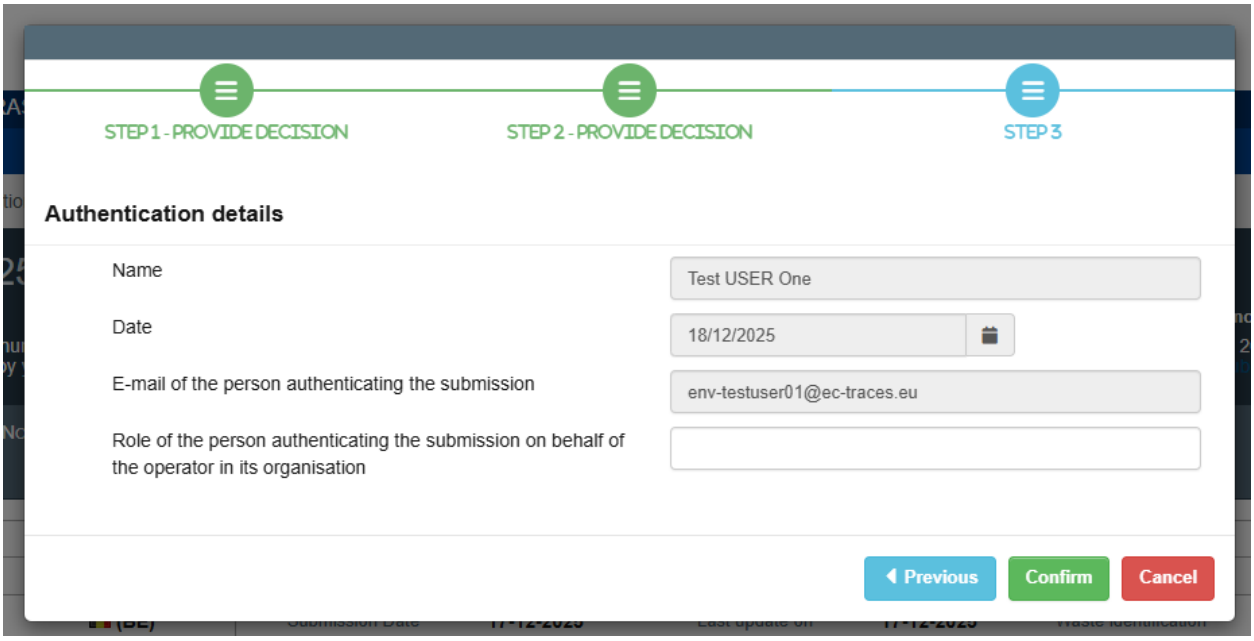
- select an attachment type from the drop-down list,
- click on grey field to select the attachment the user wishes to add,
- tick the box next to “Personal data” if the added attachment contains personal data.



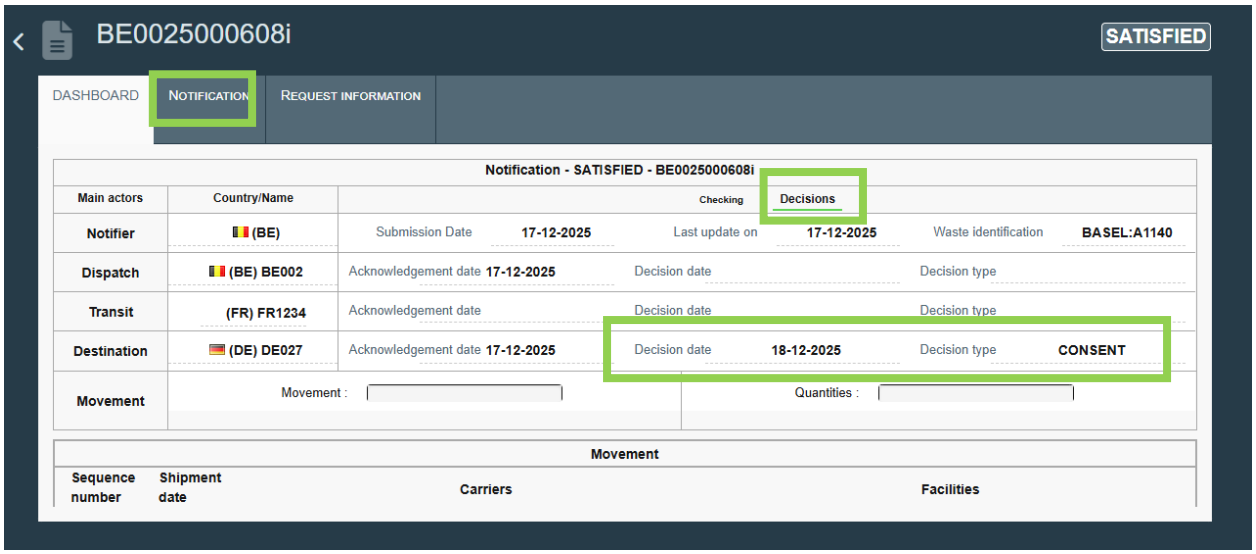
6. When the user filled in information concerning the decision, and attached attachment if needed, the user should click on “Next” on the bottom of pop-up window.



7. In the pop-up window, the user should indicate what is the role they perform in the organisation of the CA (e.g. senior expert, director etc.). Then the user should click on “Confirm”.



8. The decision is issued and reflected in the tab called “Dashboard”. To see the details of the decision, the user needs to click on tab “Notification” and scroll down to box 20.

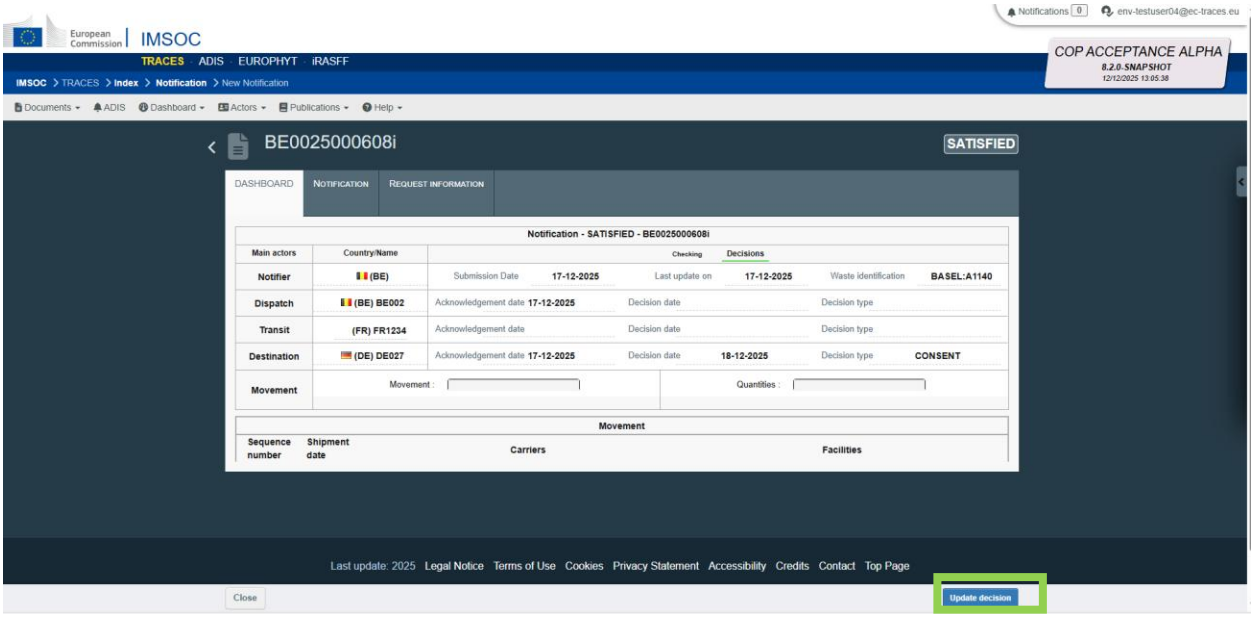


Information about the decision is visible in box 20 of the notification document. To review the content of the decision, the user needs to click on the icon in the column “Actions”.

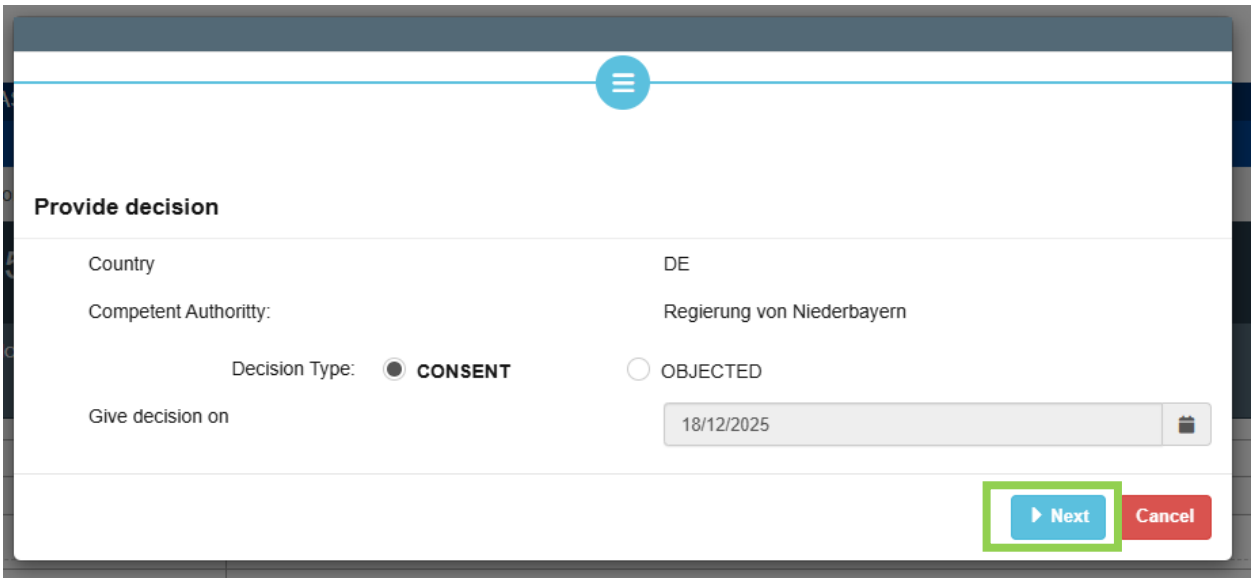


Update of a decision

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

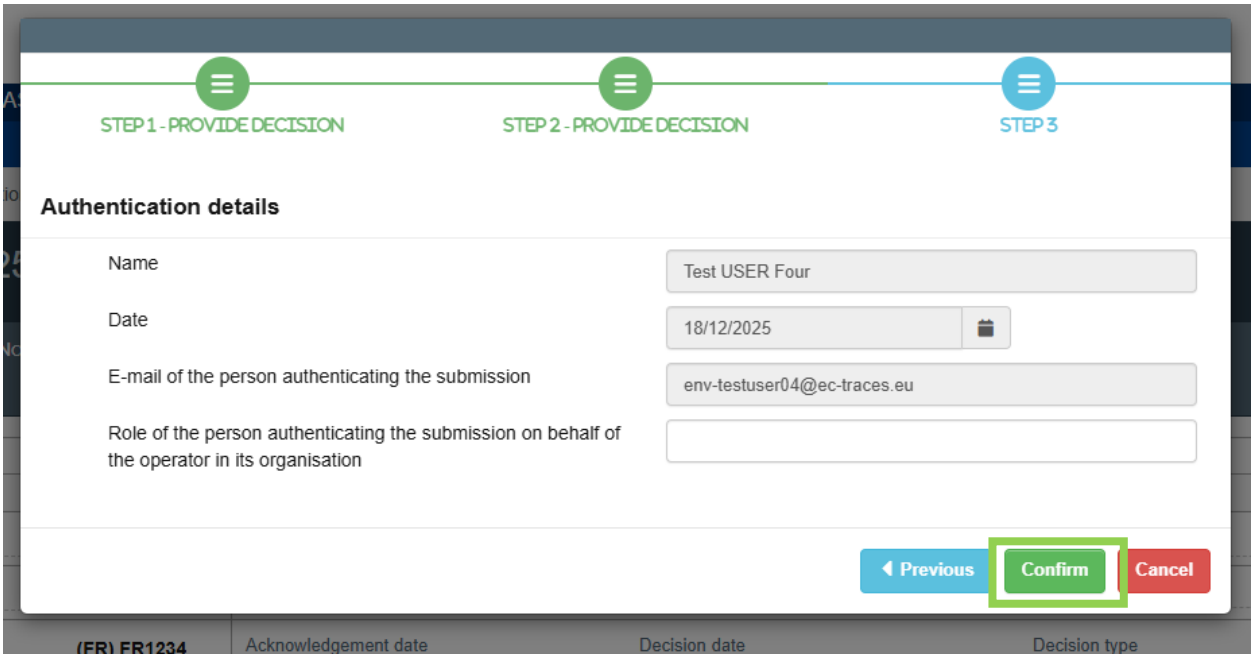


2. Then, the user will see the pop-up window with decision type, showing the option selected when providing the first decision. The user may edit this by simply changing decision type. Then, click on “Next”.



3. Depending on the selected decision type, the user will see a pop-up window related to the chosen decision type. The user should change (if the decision type is the same) or provide (if the decision type was changed) the decision details and click on next.
Please also refer to the sub-chapter on Issuance of decision.

4. In the pop-up window, the user should indicate what is the role they perform in the organisation of the CA (e.g. senior expert, director etc.). Then the user should click on “Confirm”.



[Please note that the Commission still develops the functionality of withdrawing a consent]