User Manual for Operators and Competent Authorities

Registration of Operators

Version proposed by the Commission

Version 2.1

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Introduction

This document contains specific instructions on the use of Digital Waste Shipment System. In order to properly explain how certain operations work, this document often refers to 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.

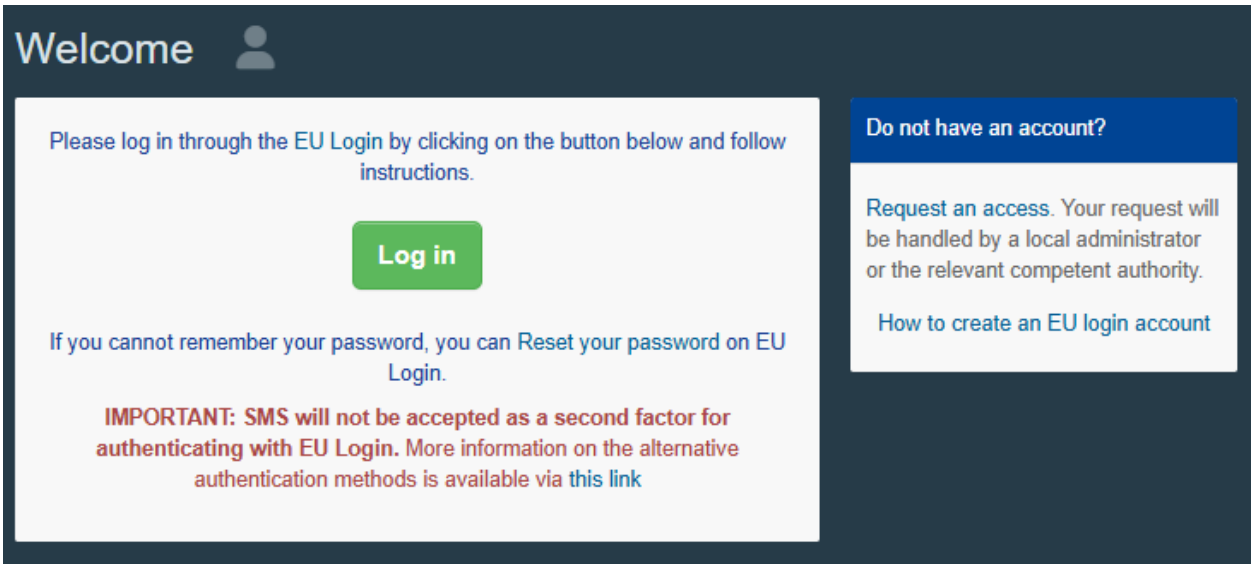
Abbreviations used in the document:

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*

Please note that this document contains print-screens from DIWASS test environment. The screens in DIWASS may slightly differ from the ones included in this version of instruction manual.

Chapter 1 How to log in to DIWASS using the EU login

To access DIWASS please follow the link: https://webgate.ec.europa.eu/env-traces



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.

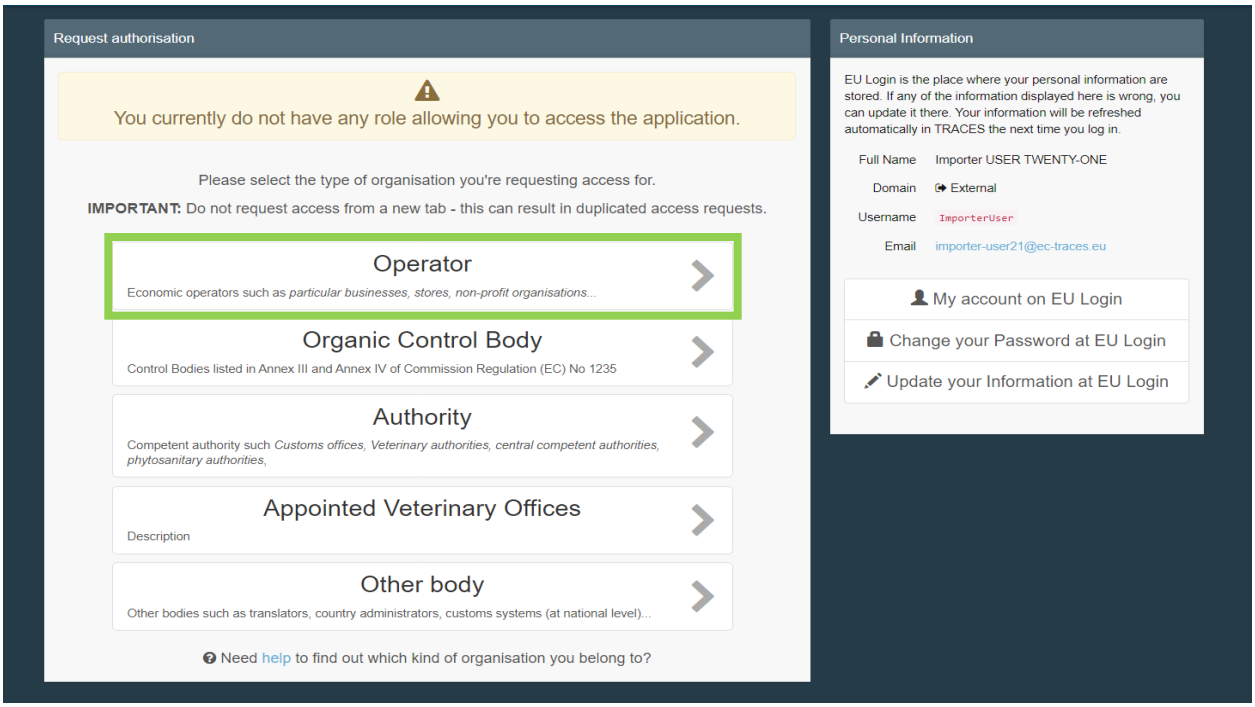
Please note that the steps explained here apply to the creation of "operators" and not to the creation of "sites of operators". Registration of site is possible only when the "main operator" is already registered in DIWASS. For registration of sites of operators please follow the steps described in Chapter 7 How to register a site of an operator in DIWASS.

As other Commission's IT systems, DIWASS is based on the TRACES NT platform. When registering an operator in any system based on TRACES NT, the user must select options to indicate that the operator will act in the DIWASS system. Certain options displayed in this process (e.g., buttons regarding "Organic Control Body") are not relevant for registration of operators in DIWASS and should be disregarded.

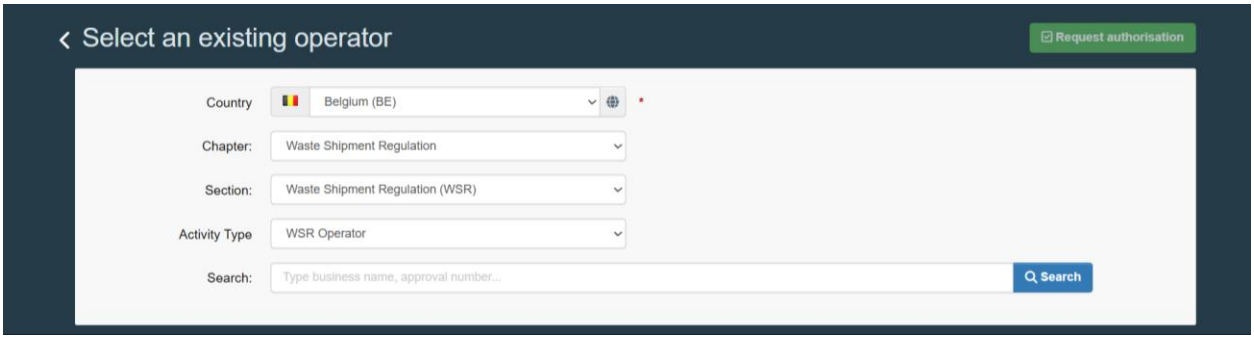
Please note that in order to submit notification documents or Annex VII documents in DIWASS, all operators involved in a given shipment of waste need to be first registered in DIWASS, as DIWASS will allow only to select registered operators (via drop-down lists). Operators that act as notifiers or persons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

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**".

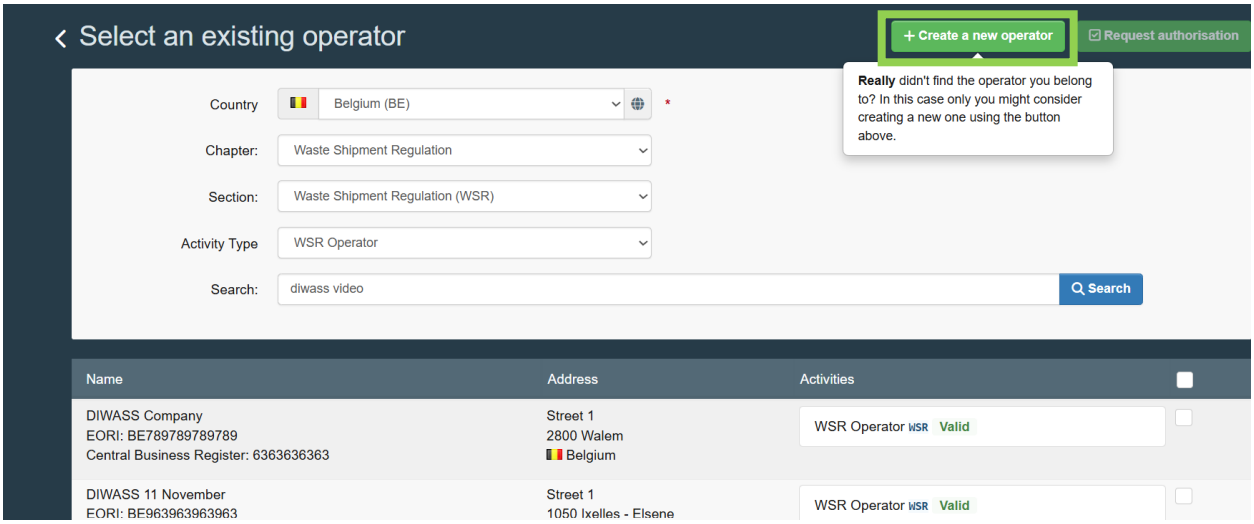


2. Before allowing the creation of a new operator DIWASS will ask the user to verify whether the operator that the user intends to register in DIWASS has been already registered. This step allows to ensure that the same operator is not registered several times by different users. To do such verification, 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, and
   - Search: any element of the name of the 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 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).

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 pieces of information:
   - **Operator's name**: to add the operator's name, fill in the free text "Name" field in the "Operator details" box.
   - **Address**: To add the operator's address, fill in the information on "City" and "Adress" in the "Addresses" box.

> Please note that, although TRACES NT allows the entry of multiple addresses, only the first address entered is reproduced on waste-shipment documents. To avoid inconsistencies between the system data and the official documents, the operator's record should contain **only one address**.
>
> In case a given operator has many addresses that are relevant for its waste shipment activities, each address must be registered as an individual site of the same operator. Please see Chapter 7 How to register a site of an operator in DIWASS for more information.

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

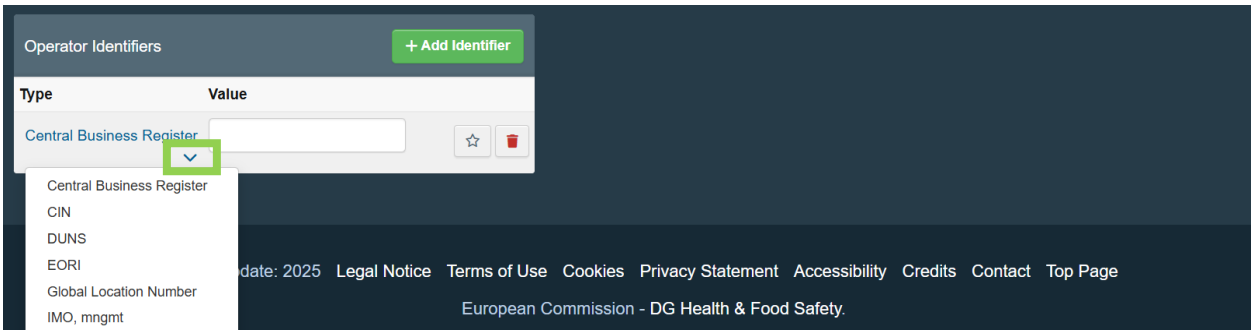
> For most operators, the main identification number will be the EORI number. In case the operator is not required to have an EORI number[1], please see this document explaining what identification number should be chosen as main identification number.
>
> Please also note that DIWASS does not contain the names of all national identification numbers. Therefore, the overview referred to above contains information on which label should be used to provide the required national numbers in DIWASS.

To add the main identification number of the operator:

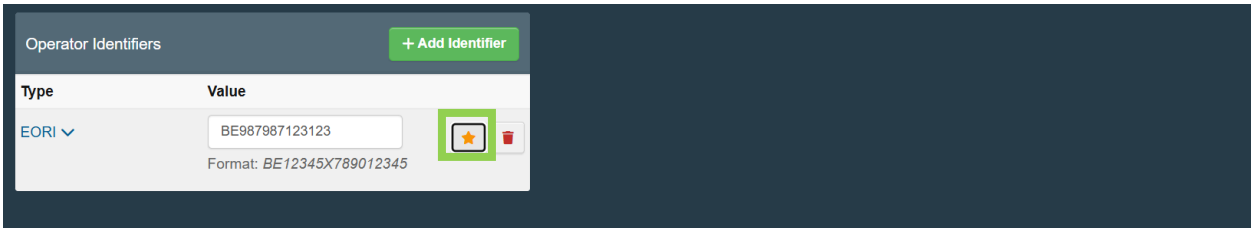
- Click on "**+ Add identifier**" in the "Operator Identifiers" box;

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

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



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



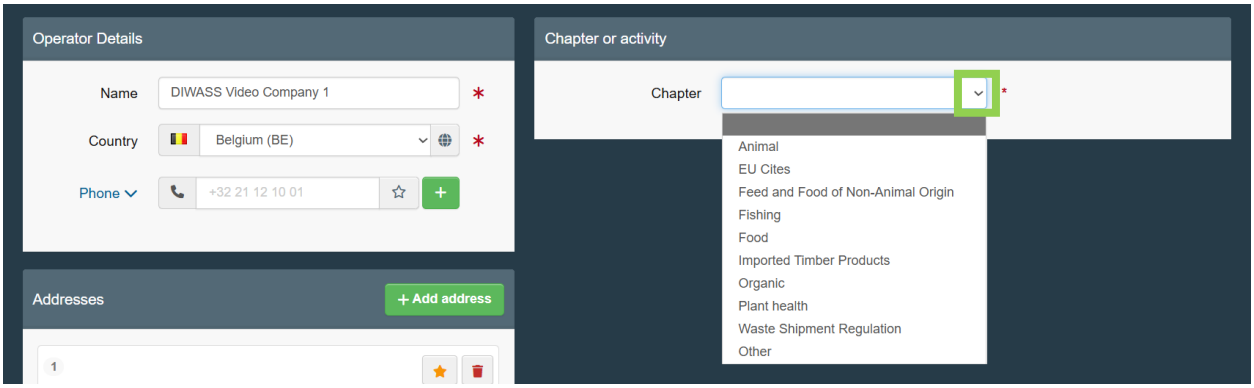
In some Member States, it is also required to provide additional identification numbers. Please see this document to verify, if the Member State where the operator has a registered office requires providing any of such numbers.

Please also note that an operator cannot have two identifiers of the same type (e.g., two VAT numbers, two registration numbers, etc.).

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

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 preventing the users from registering the same operator twice.

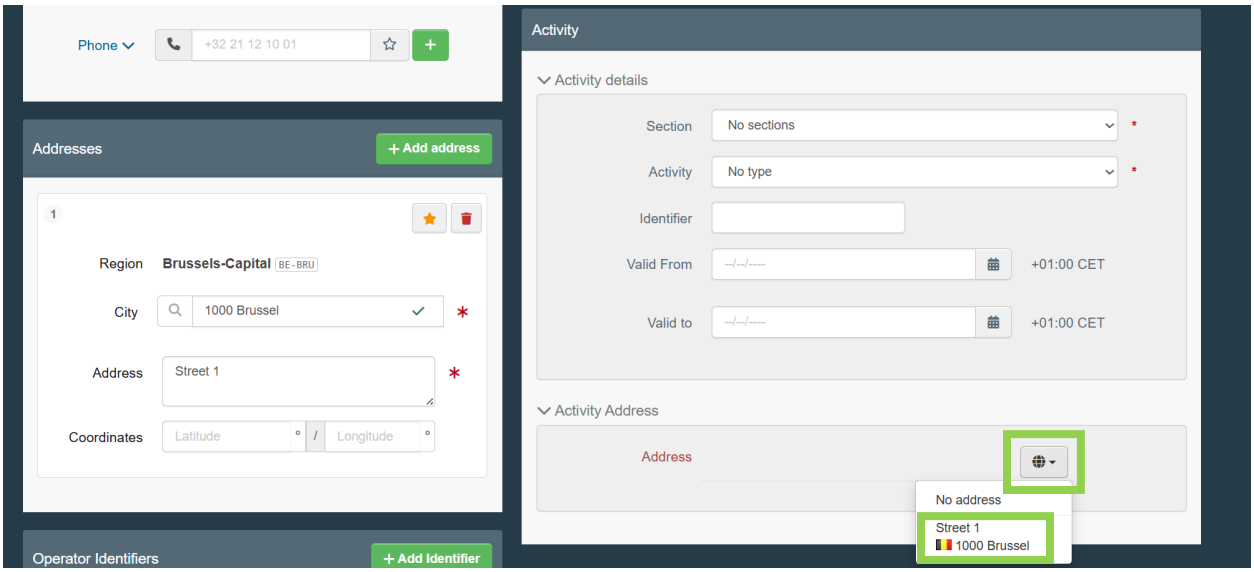
The users seeing such warning should verify whether any of the operators mentioned in the warning are not the same operator they intend to register. If this is the case, and the user intends to actively act for such operator in DIWASS, the user needs to ask for authorisation to do so (in order to request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

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

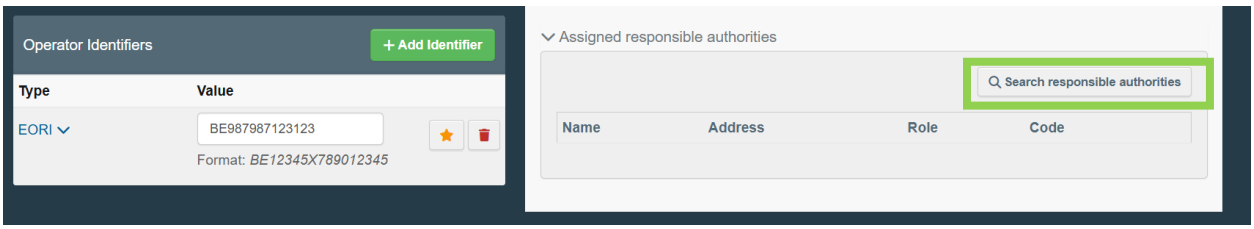
- **Activity**: WSR Operator
  Please select it from the drop-down list in the "Activity" field, in the "Activity" and "Activity details" boxes.

- **Activity address**: requires choosing the address introduced before as main.

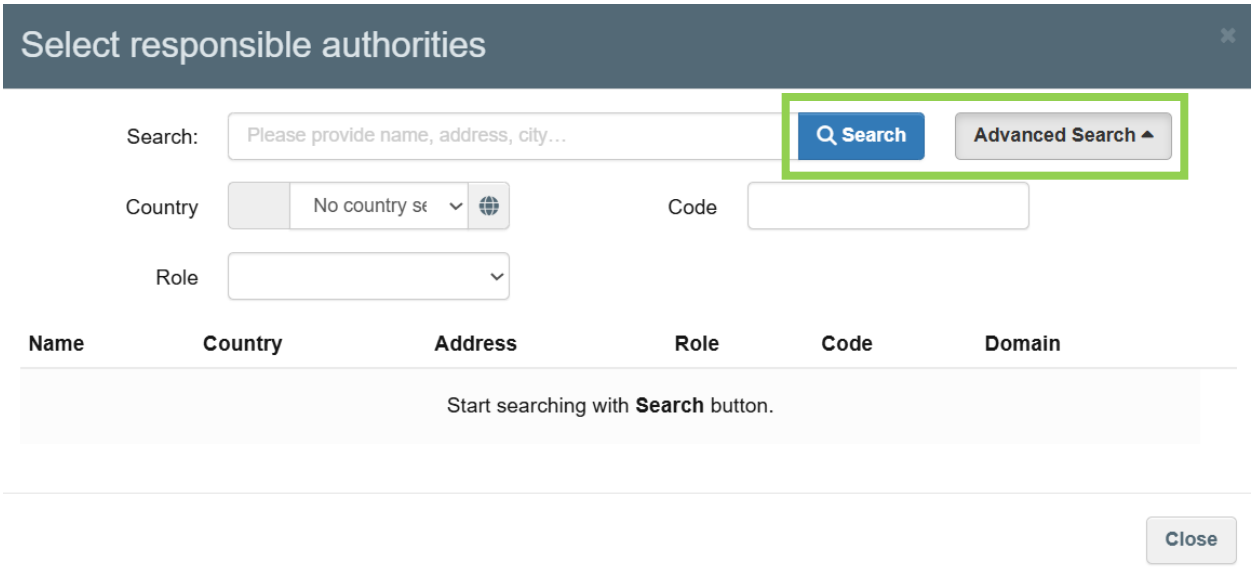
To select the address, please click on the **globe icon** next to “Adress”, in the “Activity” and “Activity Address” boxes.



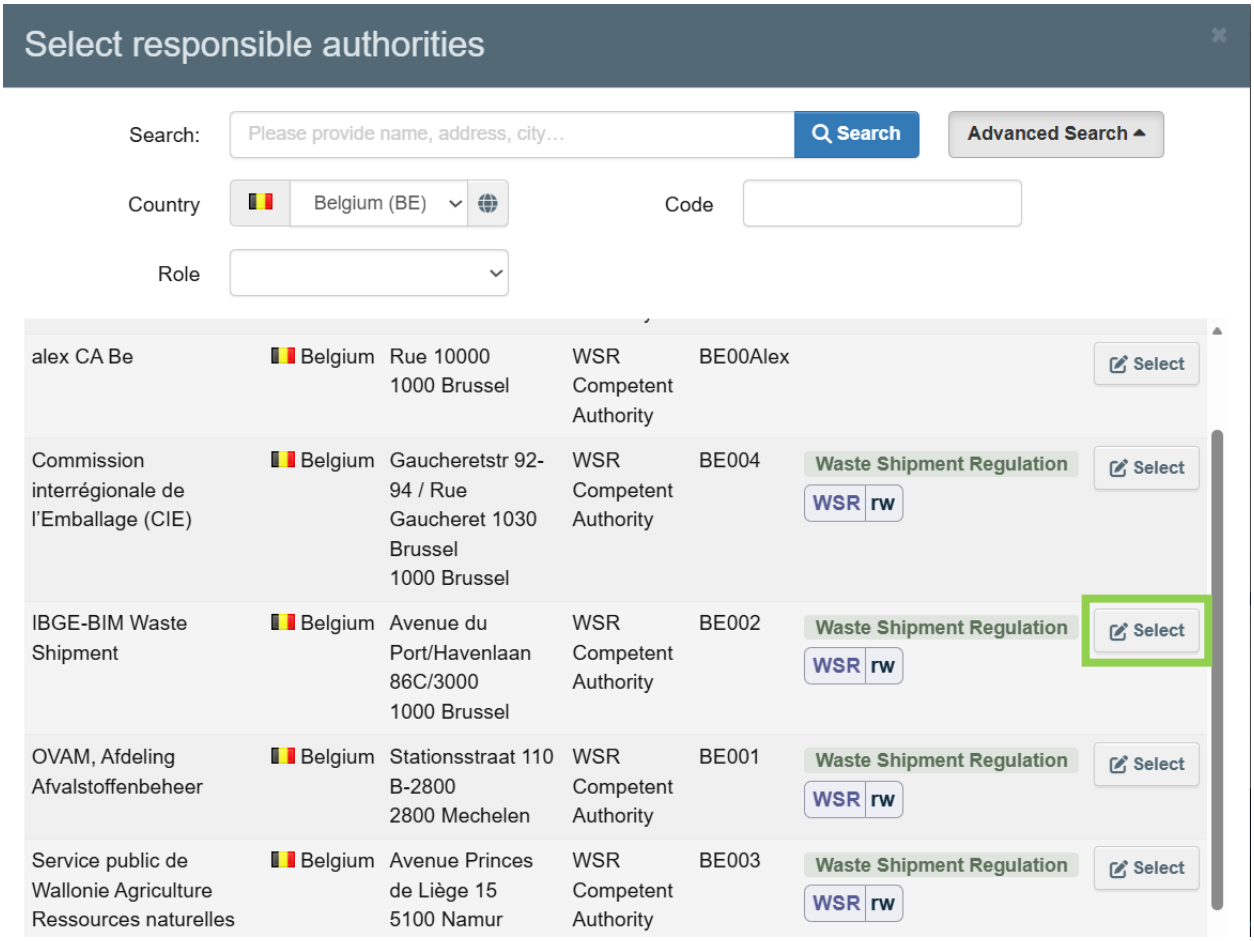
- **Assigned responsible authorities**: the user should select the authority responsible for registration of operator in DIWASS.
  To add such authority, the user needs to:
  - Click on “**Search responsible authorities**” in the “Activity” and “Assigned responsible authorities” boxes.



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



- Following the search, the user needs to select the relevant CA and click on "**Select**";



Registration of EU operators

If the Member State has just one CA for shipment of waste, the user should select this authority. If the Member State has more than one CA 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 explaining which authority should be chosen as assigned responsible authority.

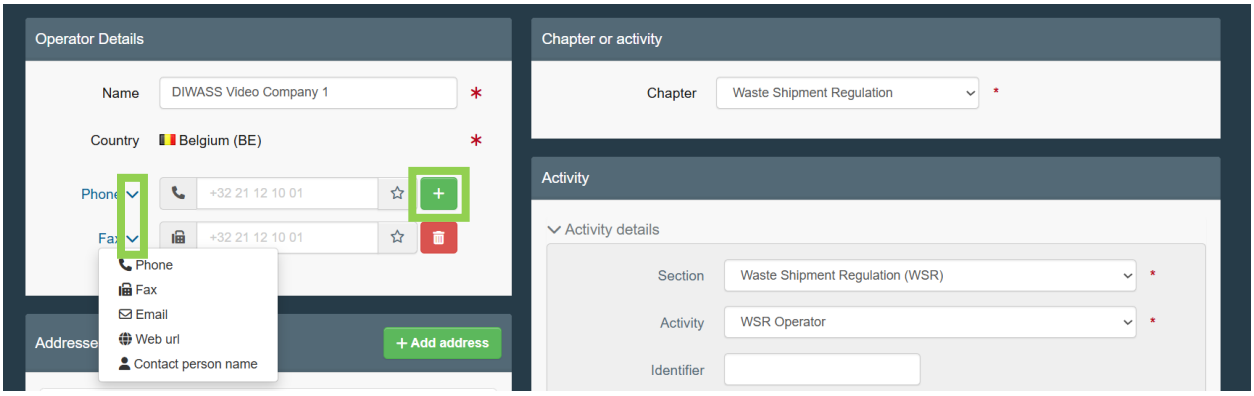
Registration of third country operators

In case of registration of third country operators: if the operator comes from third countries whose authorities actively use DIWASS, the CA of this country should be selected as assigned responsible authority. Please consult this document to verify this piece of information. If the CA of the third country does not use DIWASS, the user registering the third country operator should select in this field an EU CA which, in the context of planned shipment of notified waste, would act as CA of dispatch, destination or transit respectively.

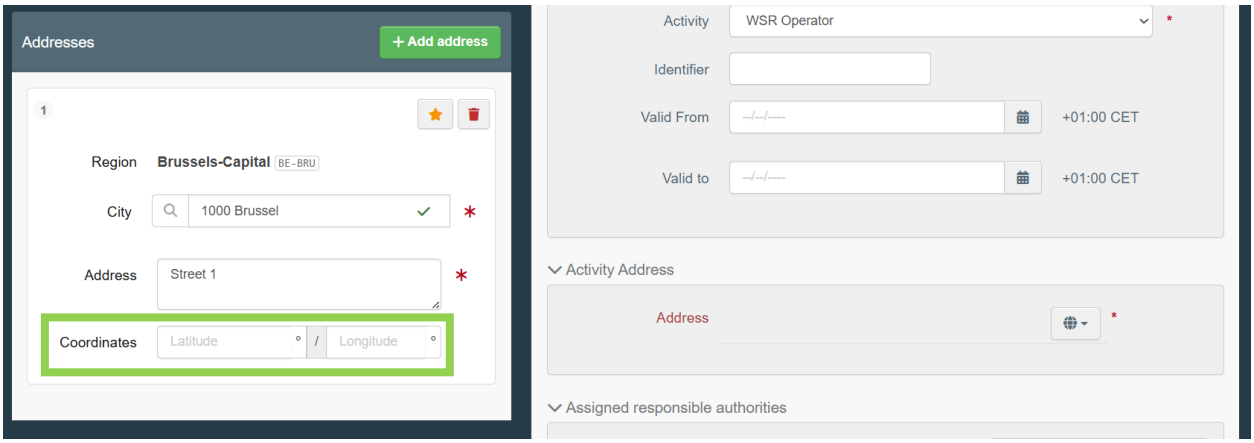
Example: A Brazilian company would like to ship waste to a French facility, but the Brazilian CA does not use DIWASS. This company (or the French facility) introduces basic data of the Brazilian company into DIWASS and as an "assigned responsible authority" selects the French CA. The French CA needs 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 also provide additional information, such as:

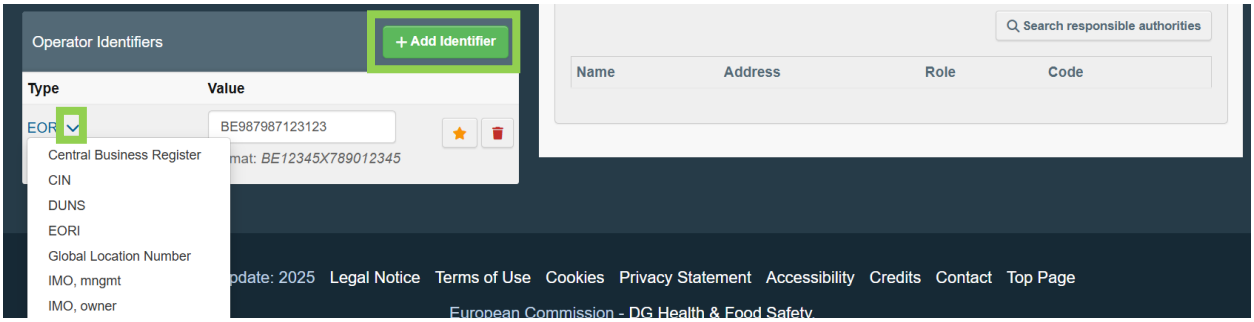
- Phone number, fax number, email address, URL, and contact person name; to do so, the user needs to go to the "Operator details" box and click on the "**v**" icon to choose the type of information to be provided; to add another element, the user needs to click on the "**+**" icon;



- Coordinates, by filling in the respective fields in the "Addresses" box:



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

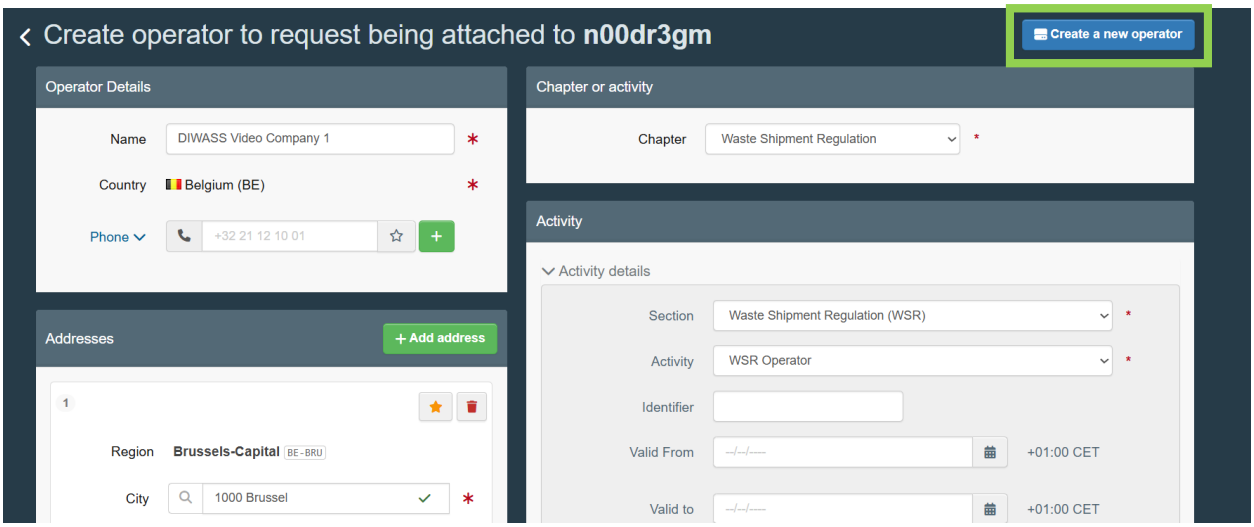


Traces NT also allows in the "Activity" and "Activity details" boxes to:

- Provide identifier for activity type,
- Request the "activity" only for a certain period of time.

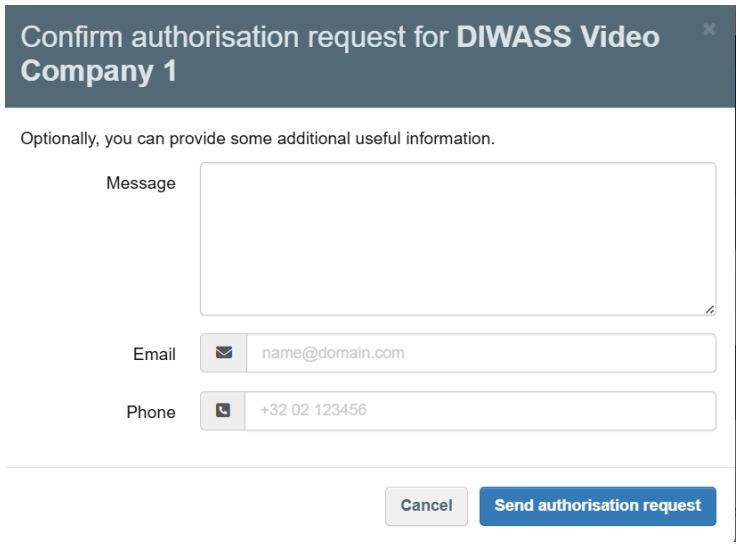
It is not advised to use these options in the context of DIWASS.

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



A pop-out window will open. In this window, the user may add a message for the selected CA responsible for registering the operator. This is the authority selected in the “assigned responsible authority” field. Adding a message is optional.

Finally, click on “**Send authorisation request**”.

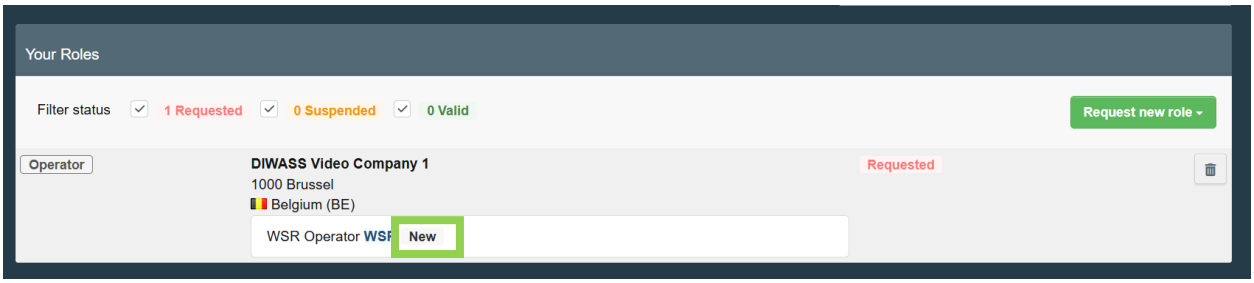


Important note: during the registration of operators, CAs are required to verify the correctness of data provided for the operator and whether the user asking to create the operator is authorised to represent such operator. Such verification may require users to provide some additional documents to the CA concerned. Transmission of such documents should be done outside of DIWASS.

Please note that third country operators must be registered in DIWASS before they can be selected as operators involved in shipments of waste. This registration does not mean that the third country operator actively uses DIWASS. It only means that an EU operator may request the registration of the third country operator in DIWASS. This registration is not linked to the approval of users representing that third country operator in DIWASS.

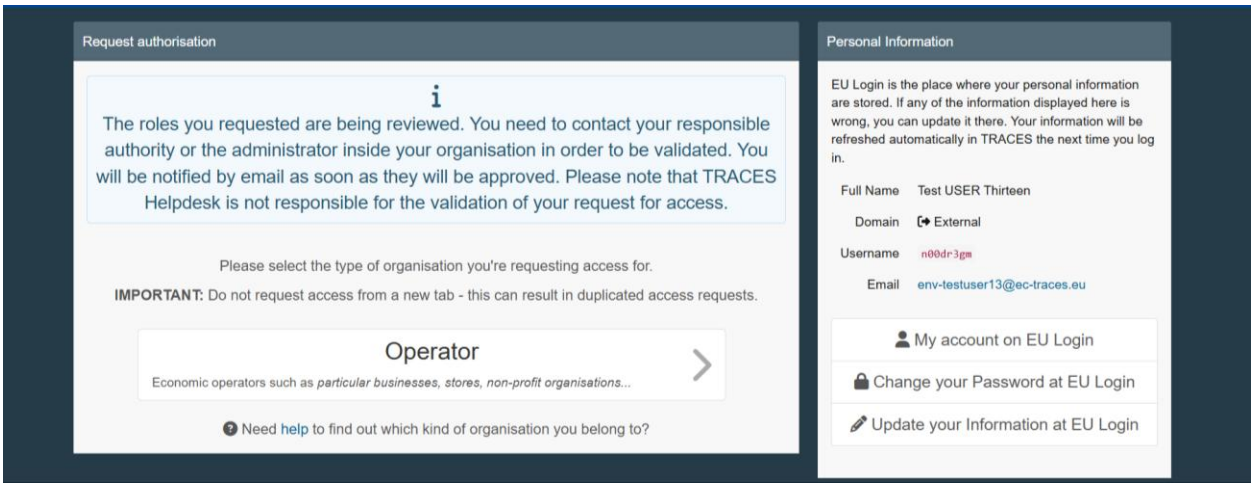
For more detailed information on third country operators in DIWASS, please see this document].

4. 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 the CA approves the registration request, the status of request will change from “New” to “Valid”.



5. The user may request the registration of another operator immediately after sending the first request. Until the CA approves the pending registration request, the user will see the screen below. To register another operator, the user needs to click on “Operator” and follow steps 2 to 5 of this Chapter.

   Please note that registration of the site of the operator, described in Chapter 7 How to register a site of an operator in DIWASS, will be possible only after the registration of the main operator is approved by the CA.



Please note: The user will be able to act in DIWASS representing an operator as soon as the CA 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 How to approve authorisation requests of users that represent operators in DIWASS.

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 explains how users can request authorisation to represent operators that are already registered in DIWASS. It applies when the user does not yet have access to any other operator in TRACES NT. If the user already has such access, the request must be submitted as explained 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, in the case this user already has access to other operators in DIWASS.

As other Commission's IT systems, DIWASS is based on the TRACES NT platform. Certain options displayed in this process (e.g., buttons regarding "Organic Control Body") are not relevant for DIWASS and should be disregarded.

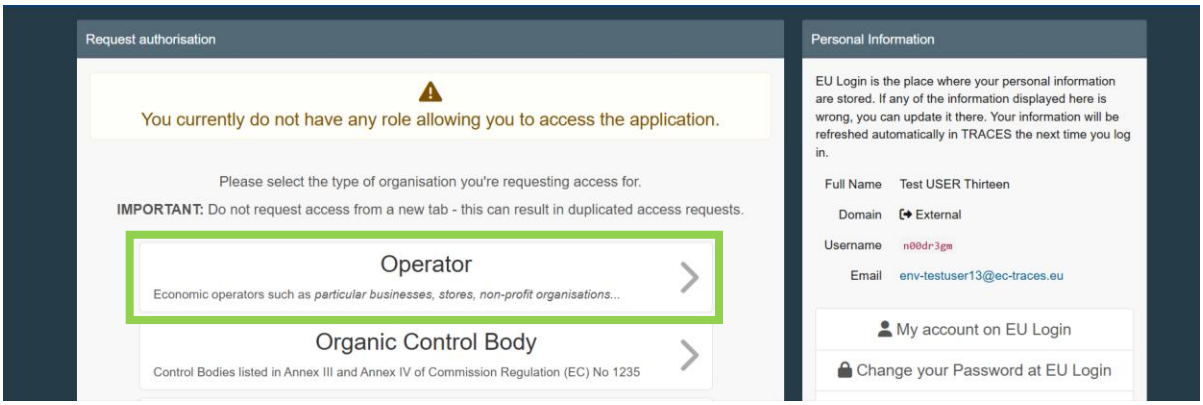
Please also note that each operator that intends to act in DIWASS should have at least one master user[2]. Such master user is authorised to add further users or remove users within an operator's account in DIWASS[3]. Please note that CA are only obliged to approve the authorisation request from the 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.

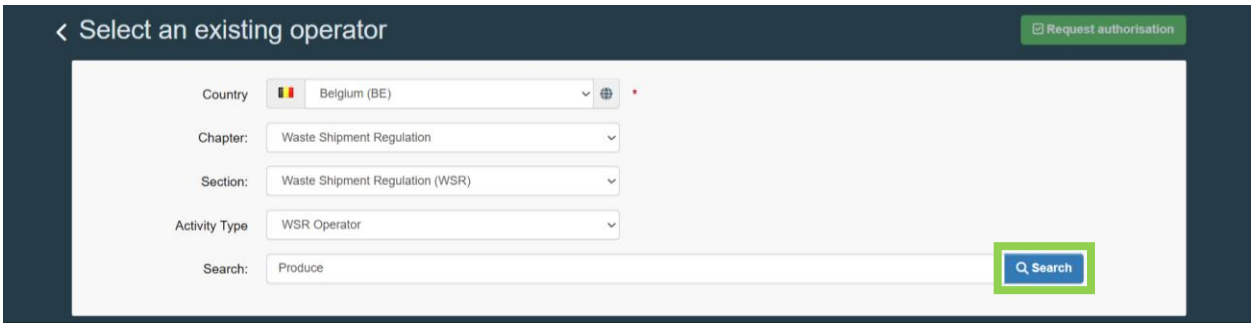
Specific instructions

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

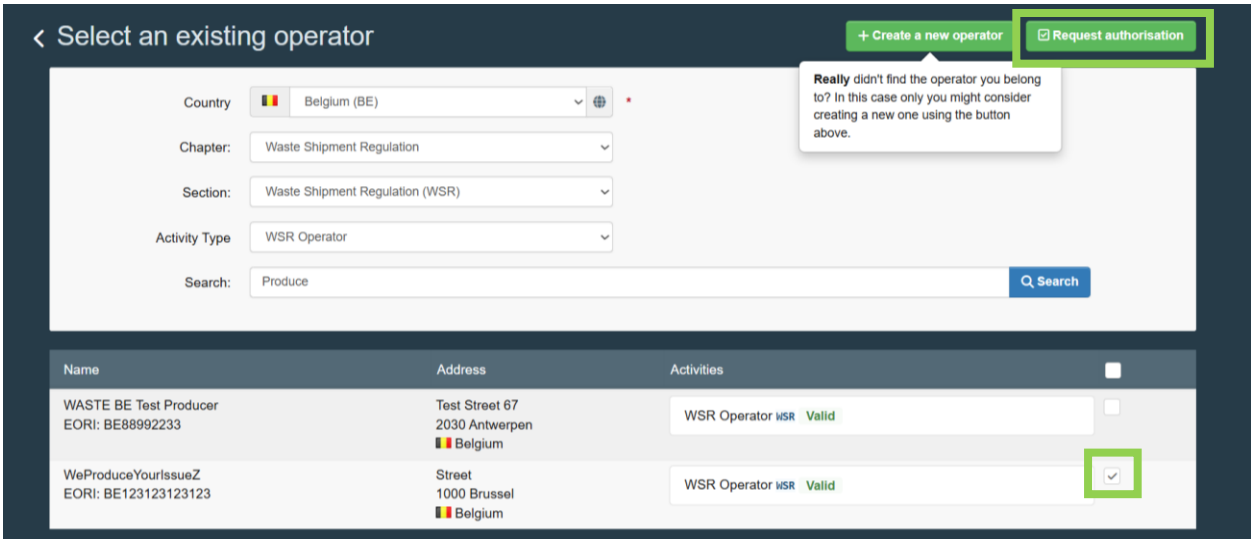
[2] Article 6(5) of DIWASS Implementing Act.
[3] Article 6(3) point (a) of DIWASS Implementing Act.
[4] Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.



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 the operator or its identification number.



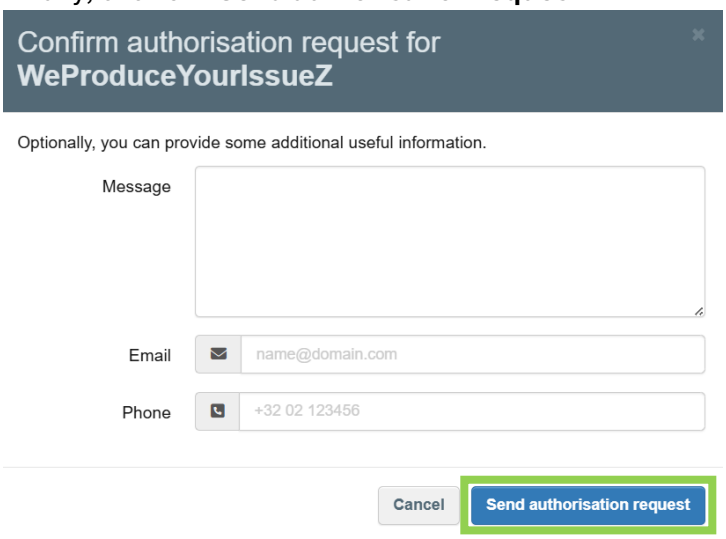
3. As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list, the user can request authorisation to represent any of the existing operators. To do so, the user needs to tick the box, next to the details of selected operator, and click on "**Request authorisation**" in the top-right corner of the page.



4. Next, the user will see a pop-out window allowing to provide an additional message regarding the authorisation of the user to represent the operator directly to:
   - The CA responsible for the registration of the operator; and
   - All master users[5] authorised to represent this operator in DIWASS.

   Please note that providing such message is not mandatory.

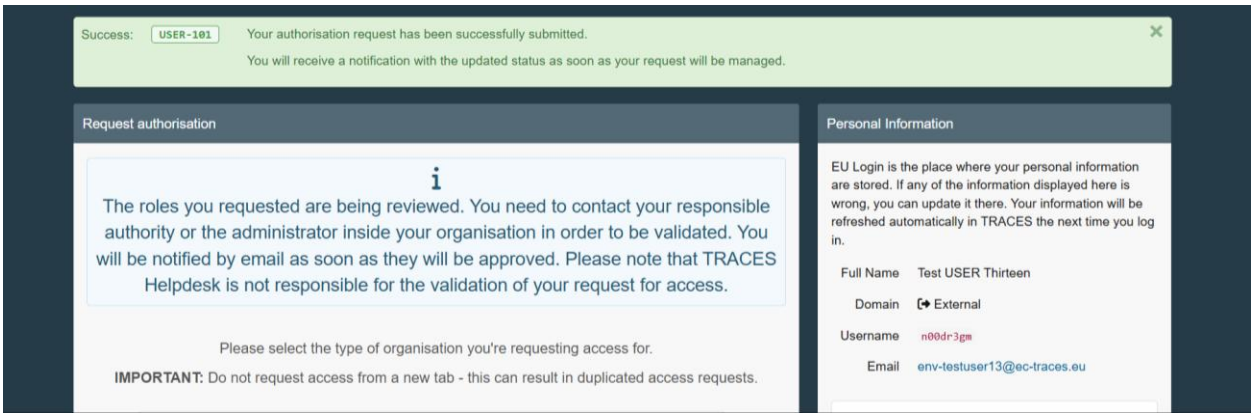
   Finally, click on "**Send authorisation request**".



Please also note that the CA is only responsible to authorise 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.

[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 the authorisation request is sent, a confirmation message will appear at the top of the screen.



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 to create 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 Chapter 1 How to log in to DIWASS using the EU login and Chapter 2 How to register a new operator for users that are not yet active in DIWASS); or
- The user was associated with an operator by the master user[6] (master user followed the steps described in Chapter 6 How to approve authorisation requests of users that represent operators in DIWASS).

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

Please note that the steps explained here apply to the creation of "operators" and not to the creation of "sites of operators". To register sites of operators, please follow the steps described in Chapter 7 How to register a site of an operator in DIWASS.

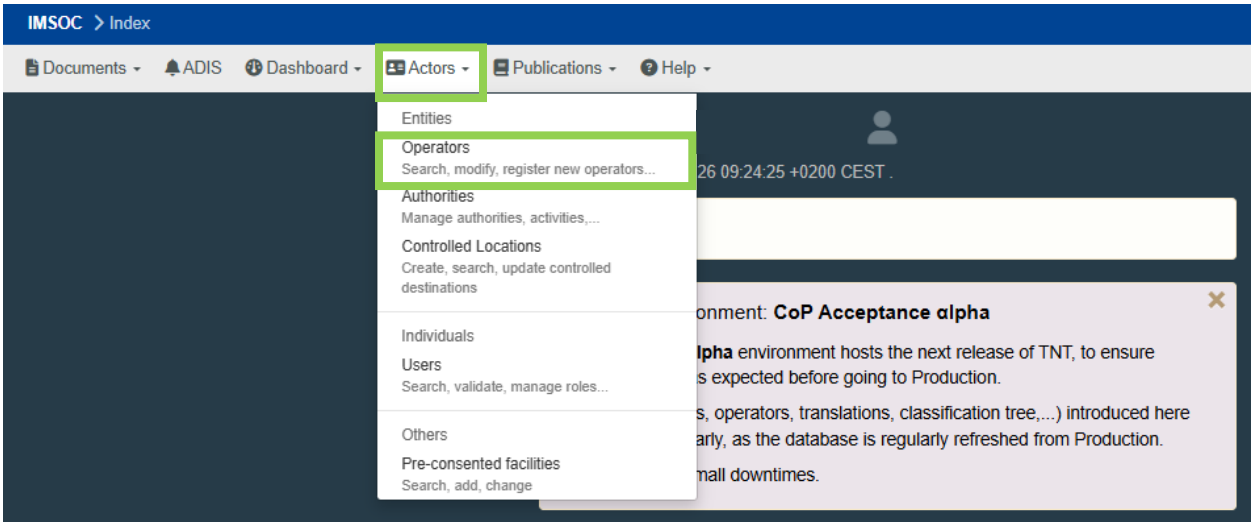
As other Commission's IT systems, DIWASS is based on the TRACES NT platform. When registering an operator in any system based on TRACES NT, the user must select options to indicate that the operator will act in the DIWASS system. Certain options displayed in this process (e.g., buttons regarding "Organic Control Body") are not relevant for the 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 only allow to select registered operators (via drop-down lists). Operators that act as notifiers or persons who arrange the shipment must ensure that all relevant operators involved in their shipment are registered in DIWASS before they start drafting notification document or Annex VII documents in DIWASS.

[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.

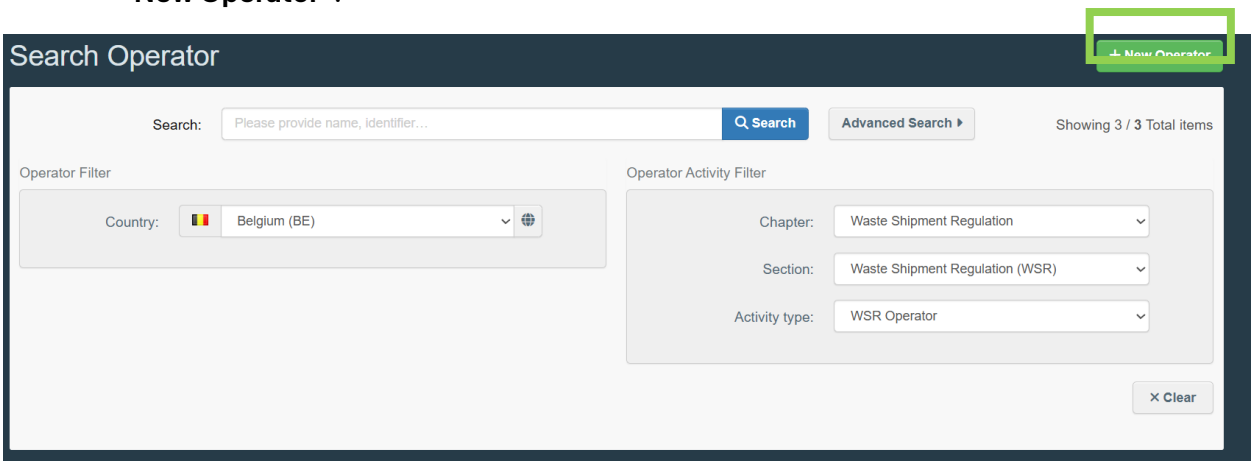
Specific instructions

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

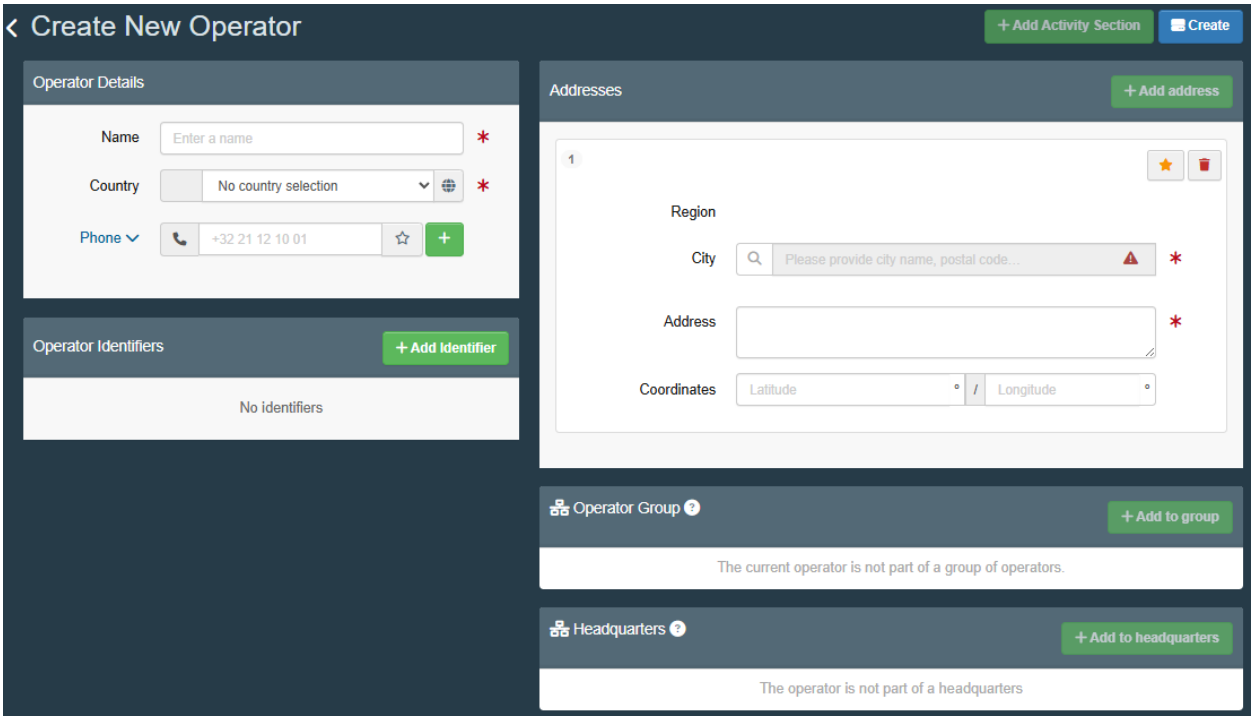


2. "Search Operator" screen will open. The user should first check, if the operator is already registered in DIWASS or not. To do so, the user needs to provide the following data:
   - Country: the country where the operator has a main registered office;
   - Chapter: Waste Shipment Regulation;
   -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

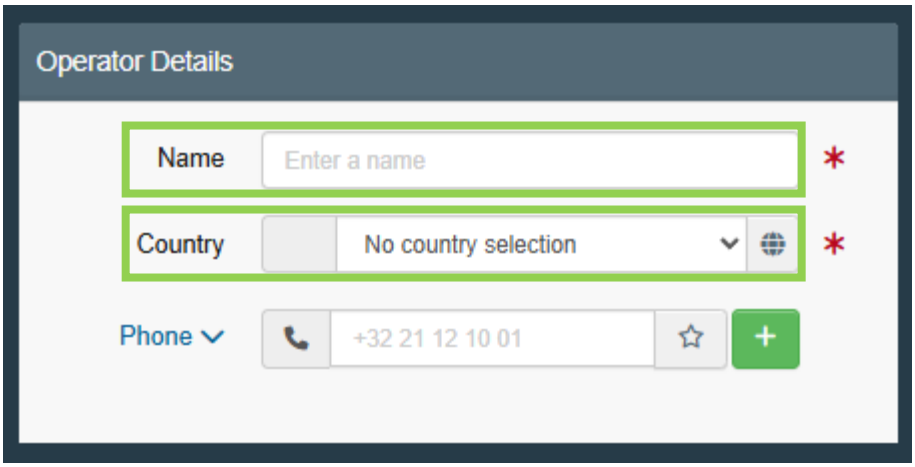
   As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list, the user can request access to any of the existing operators. If the operator that the user intends to register is not on that list, the user has to create it by clicking "**+ New Operator**".



The following screen will appear.



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

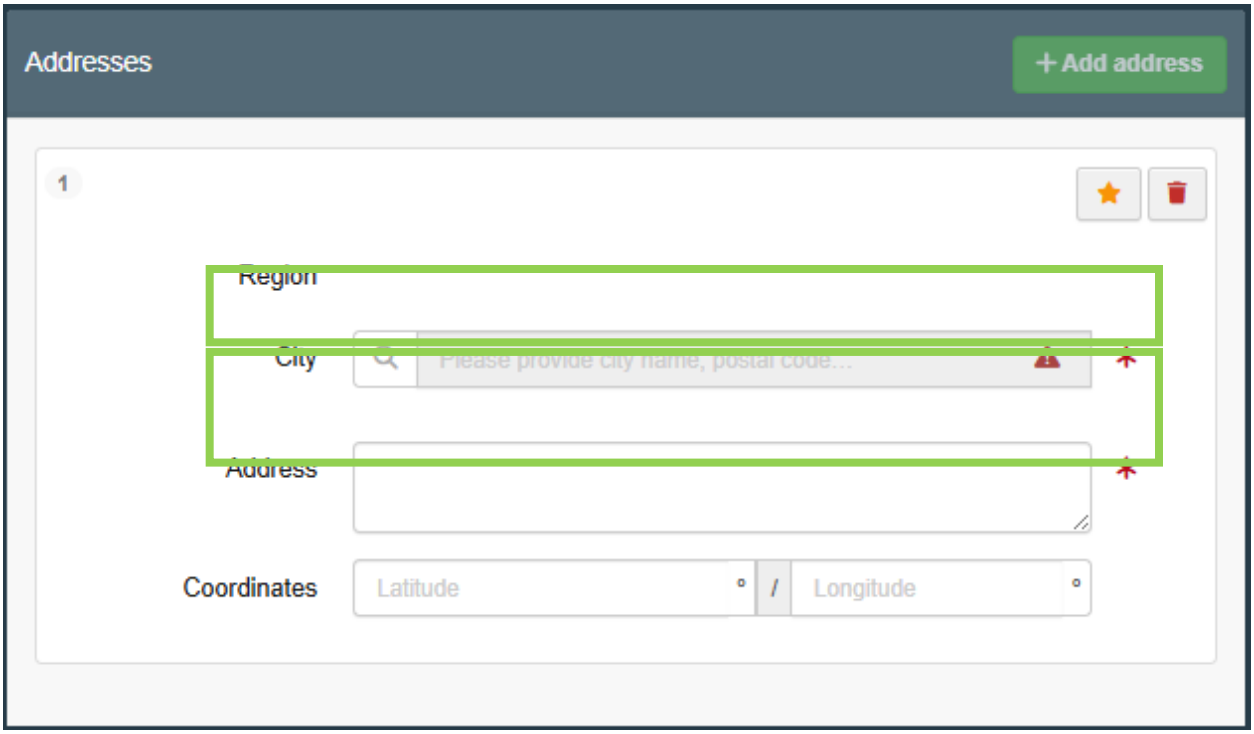


   - **Address**: To add the operator's address, fill in the information on "City" and "Adress" in the "Addresses" box.

Please note that, although TRACES NT permits the entry of multiple addresses, only the first address entered is reproduced on waste-shipment documents. To avoid

inconsistencies between the system data and the official documents, the operator's record should contain **only one address**.

In case a given operator has many addresses that are relevant for its waste shipment activities, each address must be registered as an individual site of the same operator. Please see Chapter 7 How to register a site of an operator in DIWASS for more information.



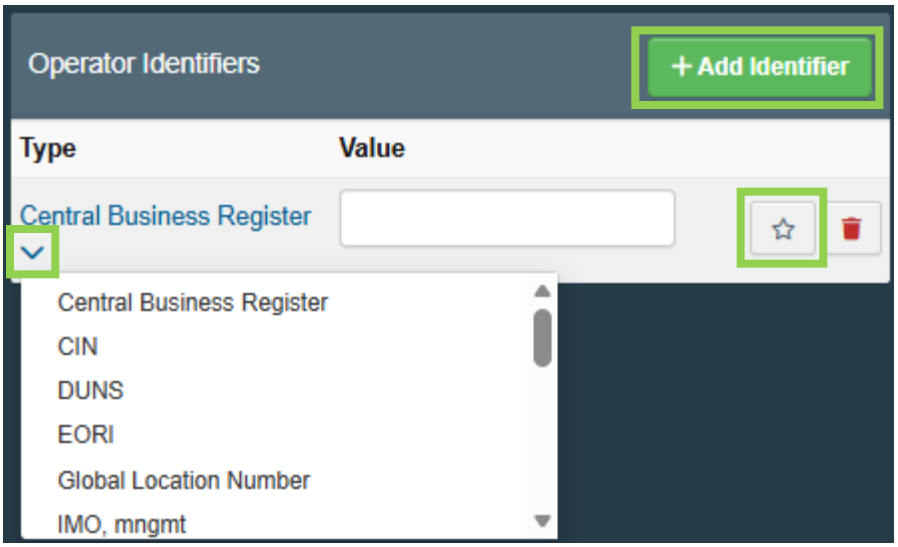
- **Identifier**: please note that each operator should have one **main identification number**.

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 explaining what identification number should be chosen as main identification number.
Please also note, that DIWASS does not contain the names of all national identification numbers. Therefore, the overview referred to above contains information on which label should be used to provide the required national numbers in DIWASS.

To add the main identification number of the operator:

- Click on "**+ Add identifier**" in the "Operator Identifiers" box;
- By clicking on the "**v**" icon, choose the name of the identification number to be provided;
- To mark the identification number provided as main identification number of the operator, click on the **star icon**.

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



In some Member States, it is also required to provide additional identification numbers. Please see this document to verify if the Member State where the operator has a registered office requires providing any of such numbers.

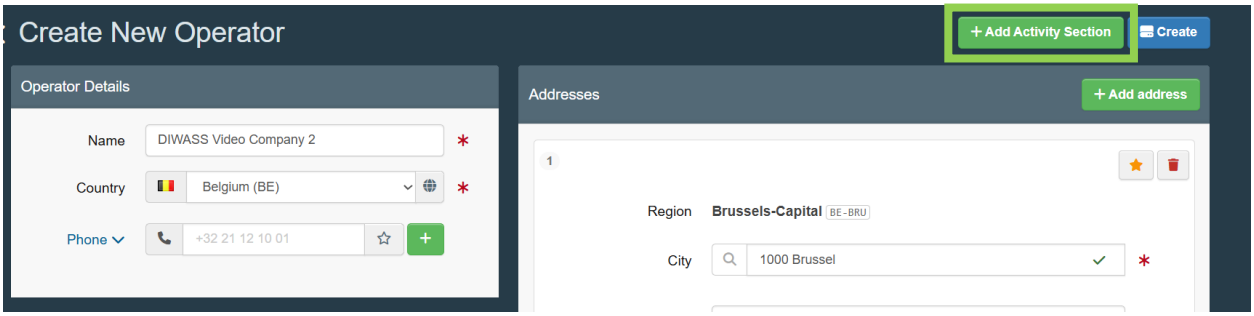
Please also note that an operator cannot have two identifiers of the same type (e.g., two VAT numbers, two registration numbers, etc.).

Registration of third country operators

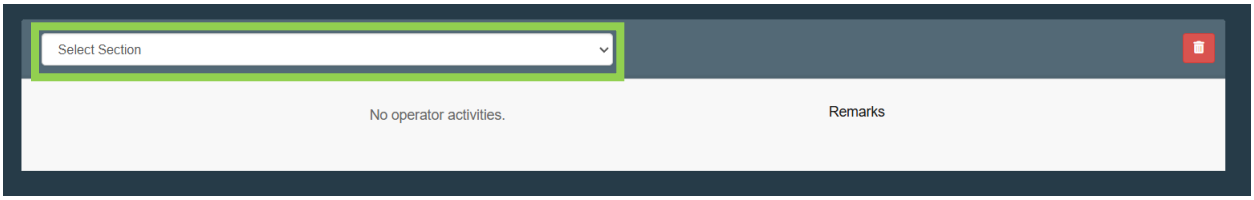
In general, the main identification number for third country operators should be the EORI number. In case the operator is not required to have such a number, the main identification number should be an identification number required by the country where the operator is based. Please consult this document listing identification number required by some third countries.

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

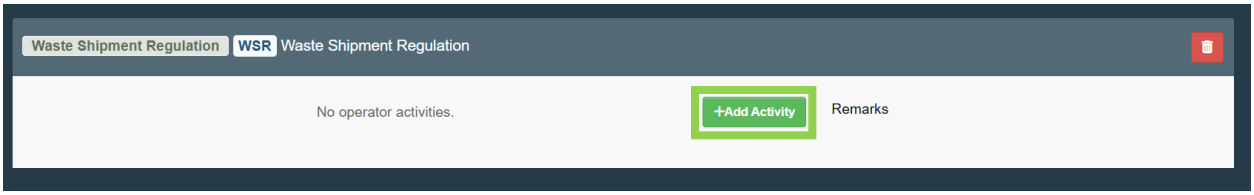
4. After completing this piece of information, the user should click the "**+ Add Activity Section**" button in top right corner of the screen.



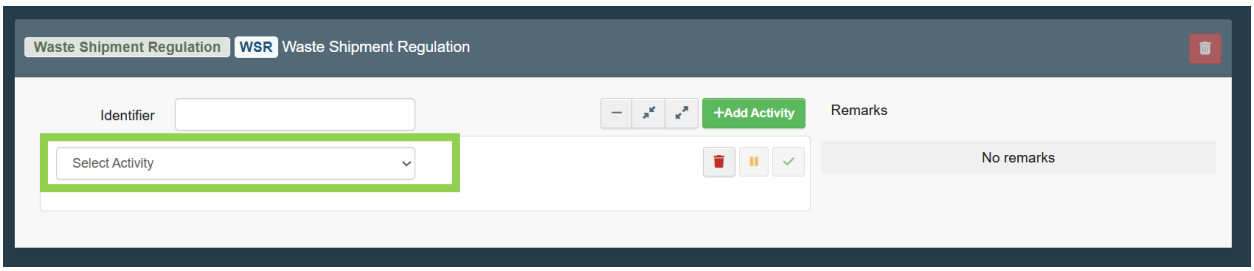
Following that step, the user is required to click on "**Select section**". A drop-down list will open; please select "Waste Shipment Regulation (WSR)".



5. Then, the user needs to click the "**+ Add activity**" button.

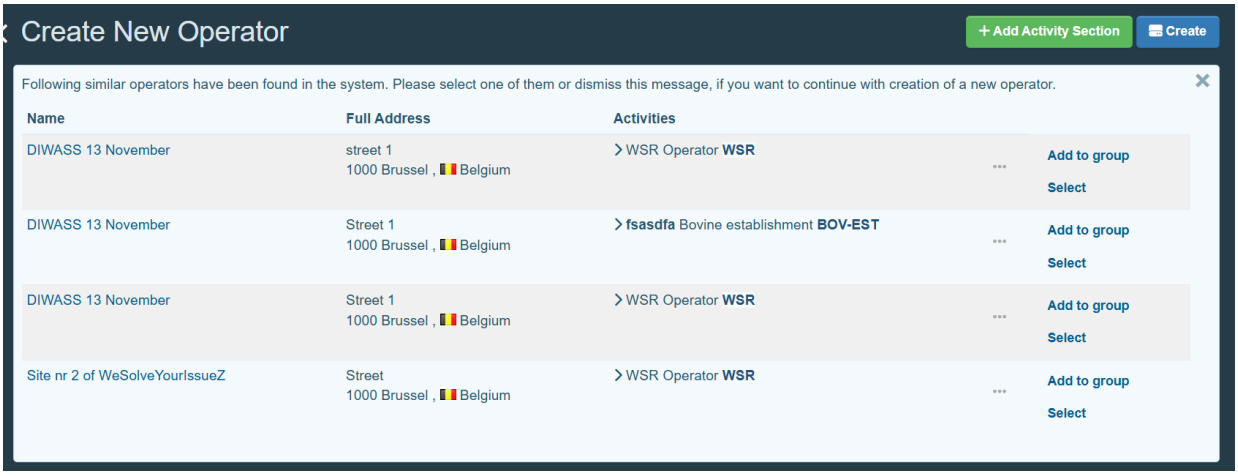


6. Next, the user should click on "**Select Activity**" and choose "WSR Operator".



The user will also see an "Identifier" field, but it is advised not to use this option in the 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.

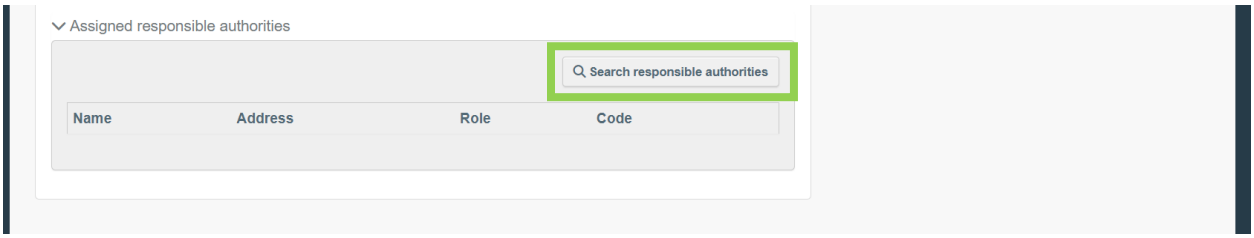


The users seeing such warning should verify whether any of the operators mentioned in the warning are not the same operator they intend to register. If this is the case, and the user intends to actively represent such operator in DIWASS, the user needs to ask for authorisation to do so (in order to request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

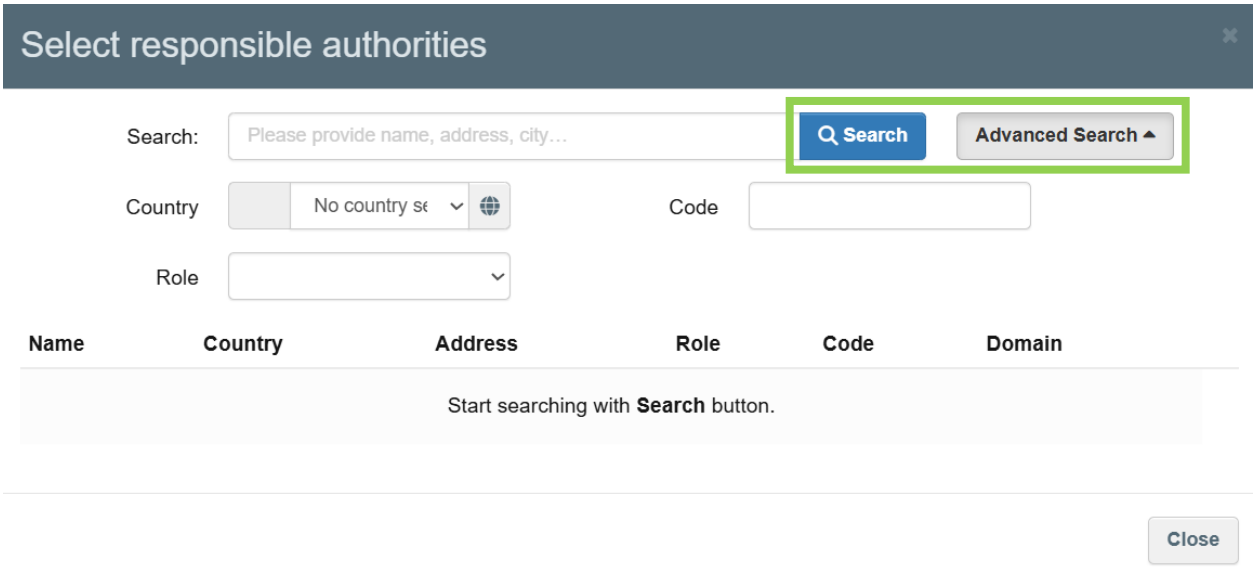
Chapter 6 How to approve authorisation requests of users that represent operators in DIWASS).

7. Following that selection, three additional fields will become visible:
   - **Activity Details**: Traces NT also allows to request the "activity" only for a certain period of time. It is advised **<u>not to use</u>** 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.

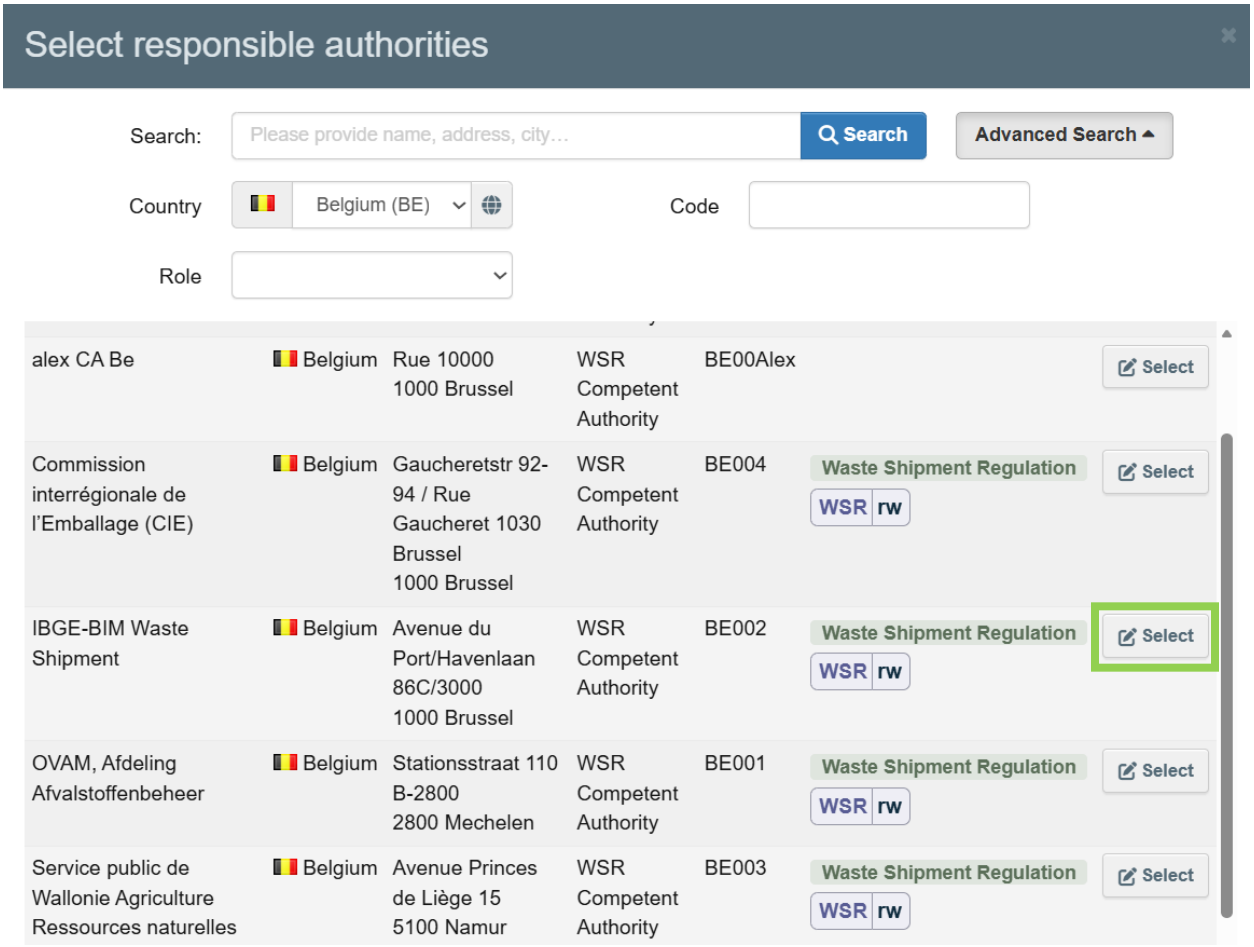
     To select the authority, the user should click on the "**Search responsible authorities**" button.



In the pop-out 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 CA and click on "**Select**".



Registration of EU operators

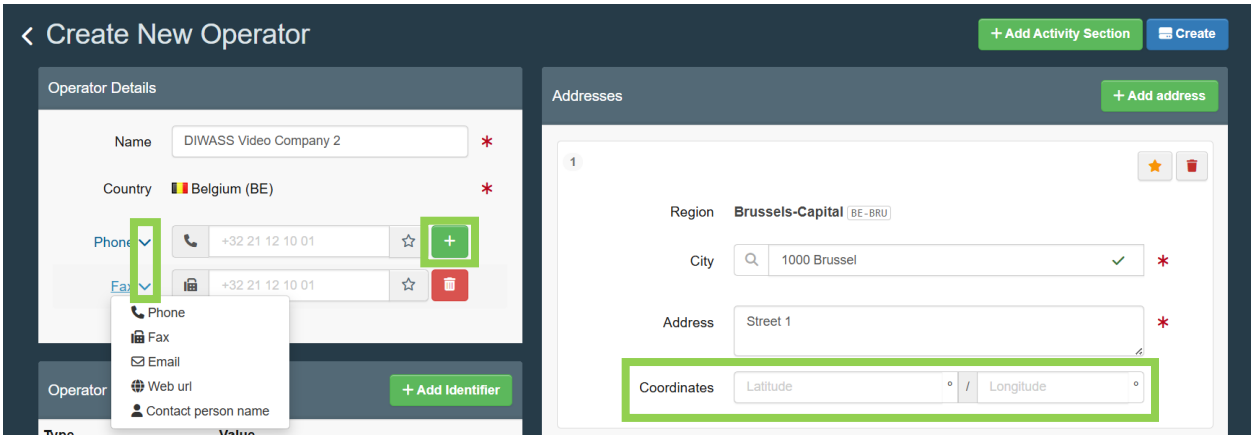
If the Member State has just one CA for shipment of waste, the user should select this authority. If the Member State has more than one CA for shipments of waste, the Member State introduced rules on division of competences between authorities in the field of registration of operators. Please see this document explaining which authority should be chosen as assigned responsible authority.

Registration of third country operators

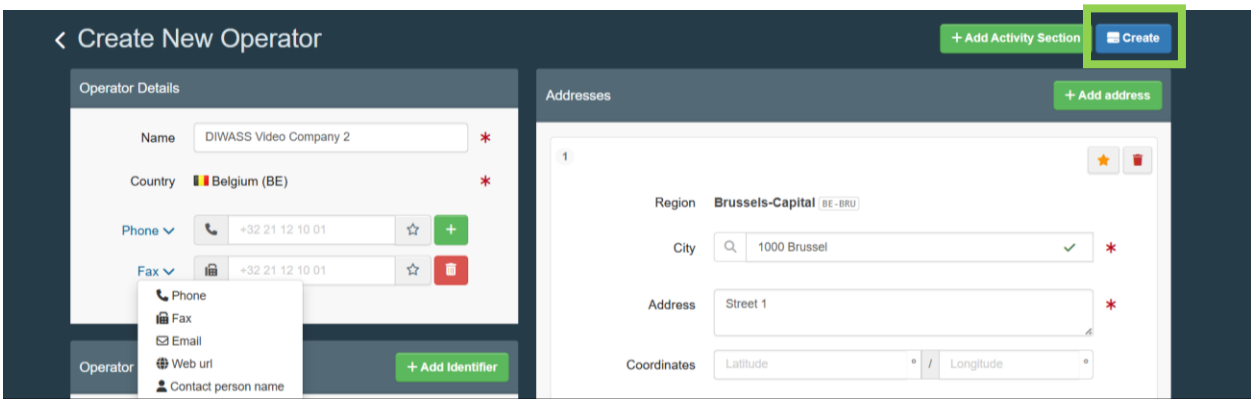
In case of registration of third country operators: if the operator comes from third countries whose authorities actively use DIWASS, the CA of this country should be selected as assigned responsible authority. Please consult this document to verify this piece of information. If the CA of the third country does not use DIWASS, the user registering the third country operator should select in this field an EU CA which, in the context of planned shipment of notified waste, would act as CA of dispatch, destination or transit respectively.

Example: A Brazilian company would like to ship waste to a French facility, but the 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 CA. The French CA 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.

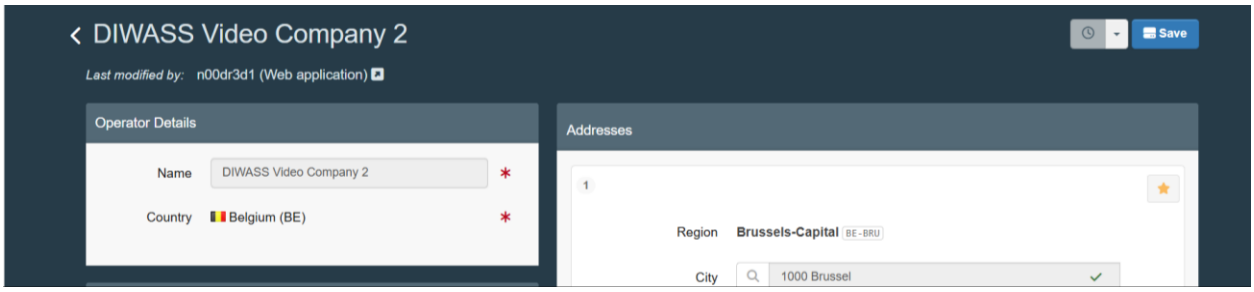
8. The user may also provide additional information, such as:
   - Phone number, fax number, email address, URL, contact person name; to do so, the user needs to go to the "Operator details" box and click on the "**v**" icon to choose the type of information to be provided; to add another element, the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



9. Having completed all the elements described above, the user needs to click on the "**Create**" button 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 CA 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 6 How to approve authorisation requests of users that represent operators in DIWASS.

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, in cases where the user has already access to other operators in TRACES NT.

In practice, this chapter applies when:

- The user registered an operator following the steps described in Chapter 4 How to register a new operator for users that already have access to other operators in DIWASS;
- The user would like to request access to the operator that was already registered in DIWASS.

Users do not need to submit a separate request to represent an operator in DIWASS when they register that operator for the first time, as explained in Chapter 2 How to register a new operator for users that are not yet active in DIWASS. In this case, the registration request also includes the request to authorise the submitting user as master user in DIWASS.

If the user is already authorised to represent at least one operator in DIWASS, the user may register other operators so that they can be selected in waste shipment documents. This may include, for example, third country operators that do not intend to actively use DIWASS. Registering such operators does not automatically mean that the user will represent them in DIWASS. If the user wants to actively represent those operators in DIWASS, after registering them as explained in Chapter 4 How to register a new operator for users that already have access to other operators in DIWASS, the user must submit an authorisation request as explained in this chapter.

Instructions in this Chapter also apply to requests to be authorised to represent a site of operator in DIWASS. For further information concerning sites of operator, please refer to Chapter 7 How to register a site of an operator in DIWASS.

As other Commission's IT systems, DIWASS is based on the TRACES NT platform. Certain options displayed in this process (e.g., buttons regarding "Organic Control Body") are not relevant for DIWASS and should be disregarded.

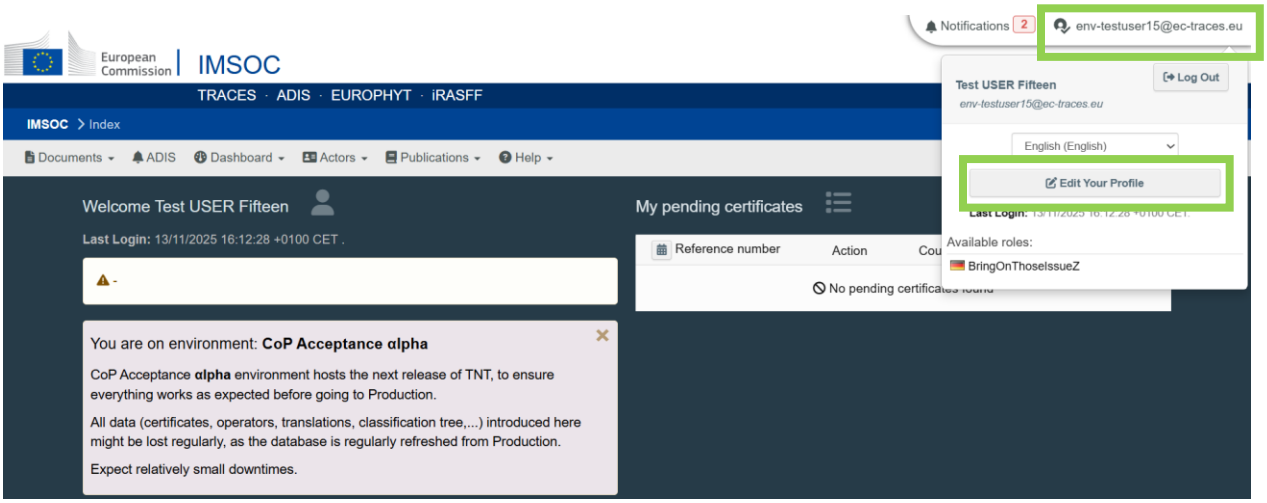
Please also note that each operator that intends to act in DIWASS should have at least one master user[8]. Such master user is authorised to add further users or remove users within an operator's account in DIWASS[9]. Please note that CAs are only obliged to approve the authorisation request from the 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.

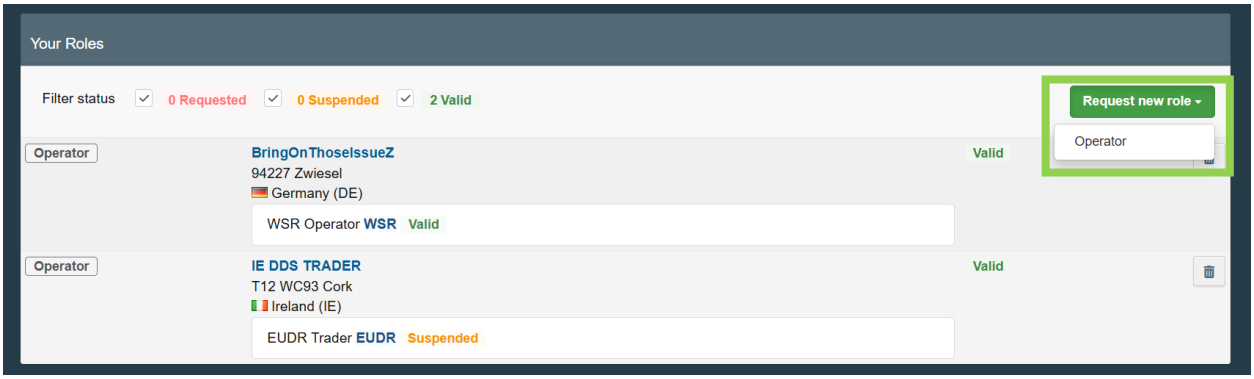
EU operators must use DIWASS, whereas third country operators may use DIWASS on a voluntary basis. However, if they do not wish to do so, the operators should be still registered, and no users will be assigned to them.

Specific instructions

1. Following the login, the user needs to click on its email address in the top-right corner of the page, and then click on "**Edit Your Profile**".

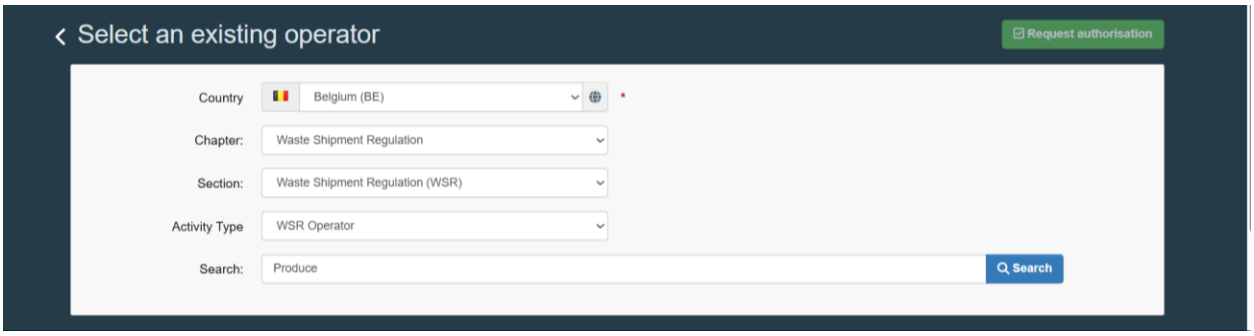


2. On the next screen, the user needs to scroll down to the bottom of the page, to see the "Your Roles" box. The user will see information on all operators in TRACES NT that it can represent in this platform. Operators active in DIWASS will appear with the "WSR Operator WSR" label. To submit a request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

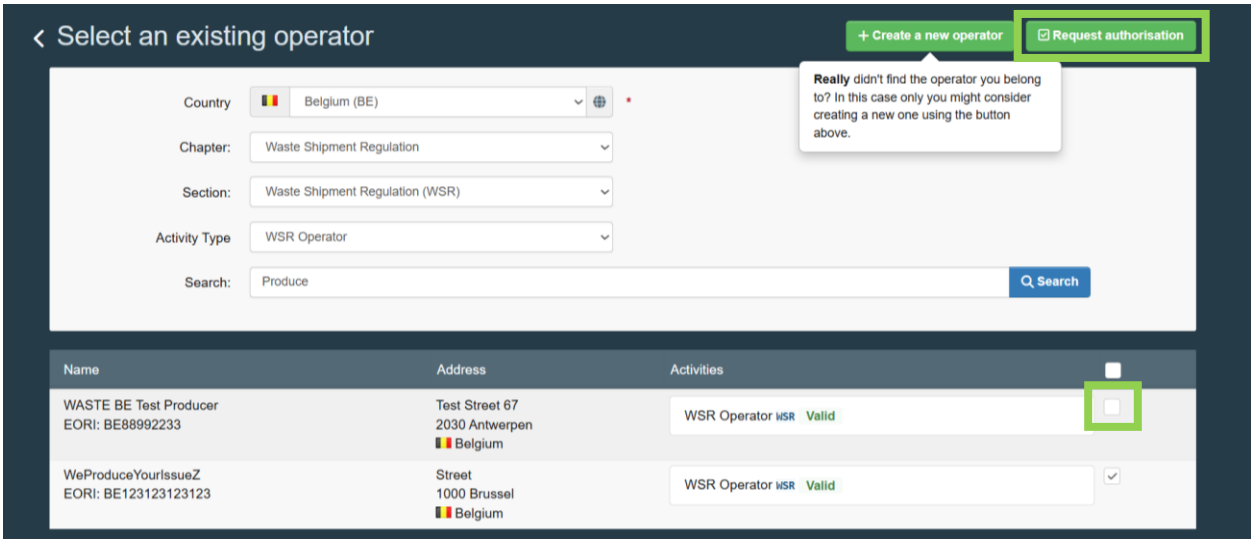


6. The user will be moved to the "Search operator" screen. The user needs to provide the following data:
   - Country: the country where the operator has a main registered office;
   - Chapter: Waste Shipment Regulation;
   - Section: Waste Shipment Regulation (WSR);
   - Activity type: WSR Operator;

- Search: any element of the name of the operator or its identification number.

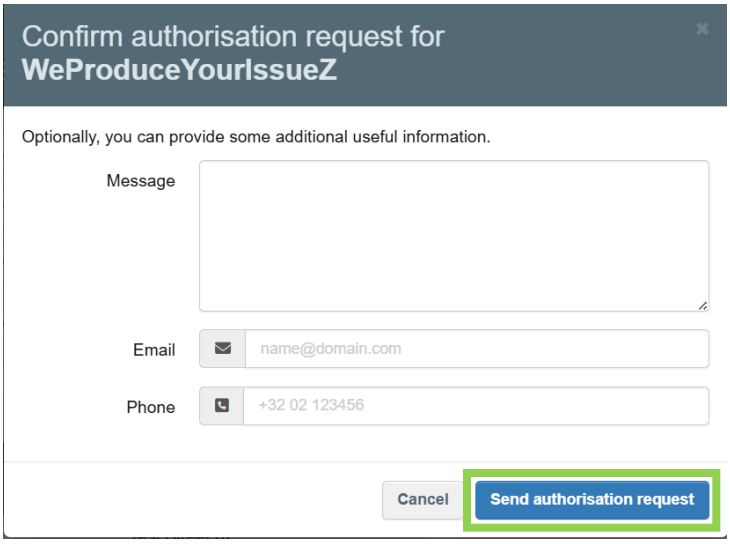


7. As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list a user can request authorisation to represent any of the existing operators. To do so, the user needs to tick the box, next to the details of the selected operator, and click on "Request authorisation" in the top right corner of the page.



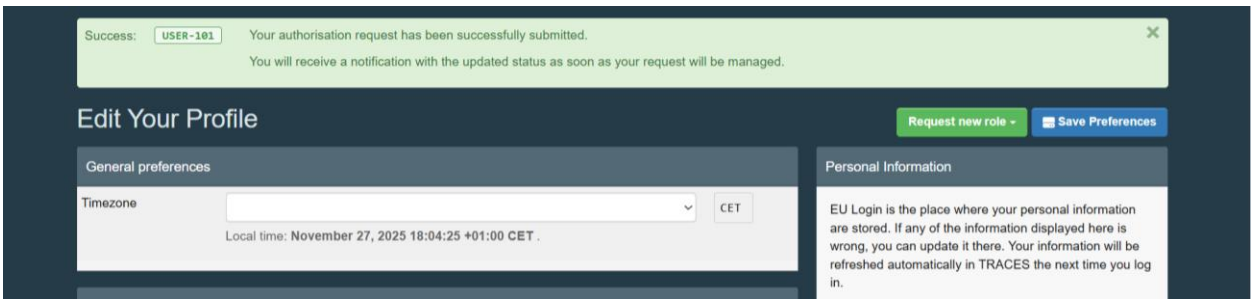
8. Next, the user will see a pop-out window allowing to provide an additional message regarding the authorisation of the user to represent the operator directly to the:
   - CA responsible for the registration of operator;
   - All master users authorised to represent this operator in DIWASS.

   Please note that providing such message is not mandatory.



Please also note that the CA 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 clicking on "**Send 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.

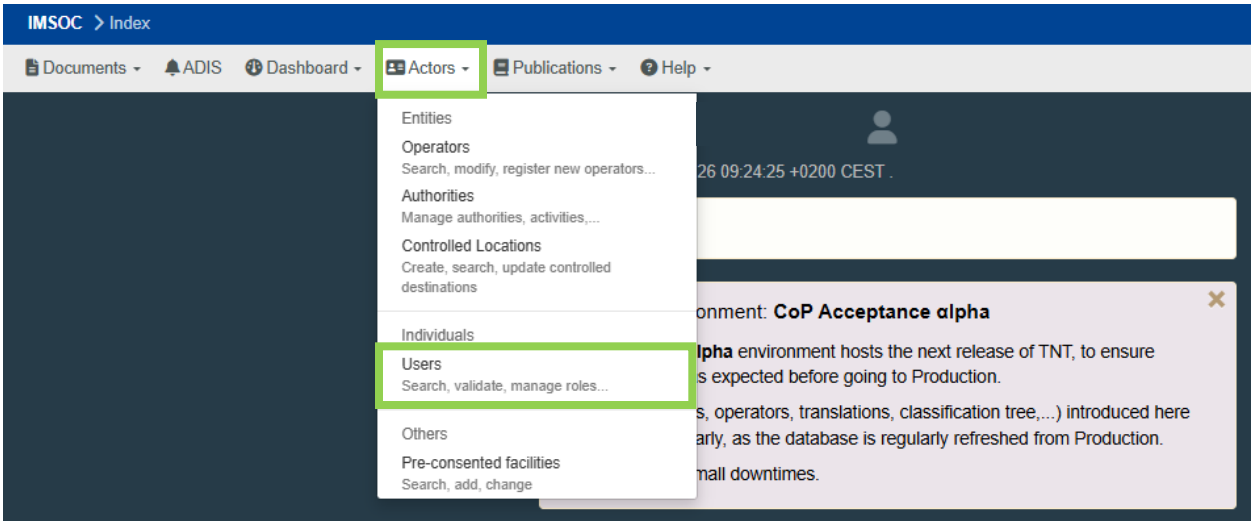
This operation can be done by:

- Competent authorities that are selected as CAs 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 CA is notably responsible to authorise 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.

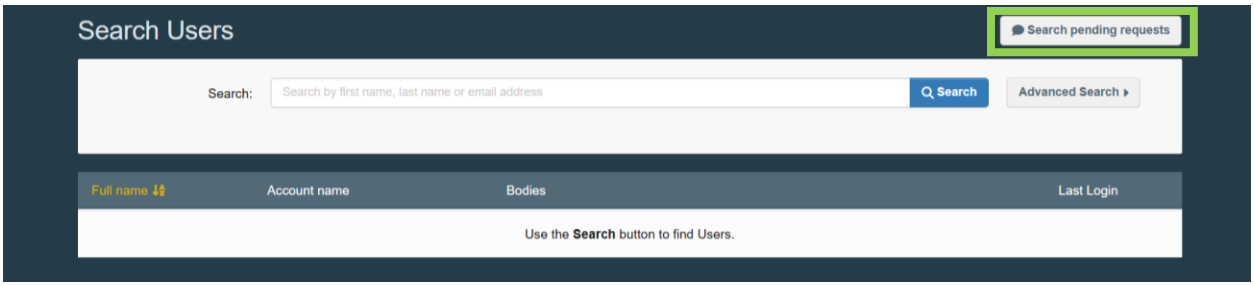
Specific instructions

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

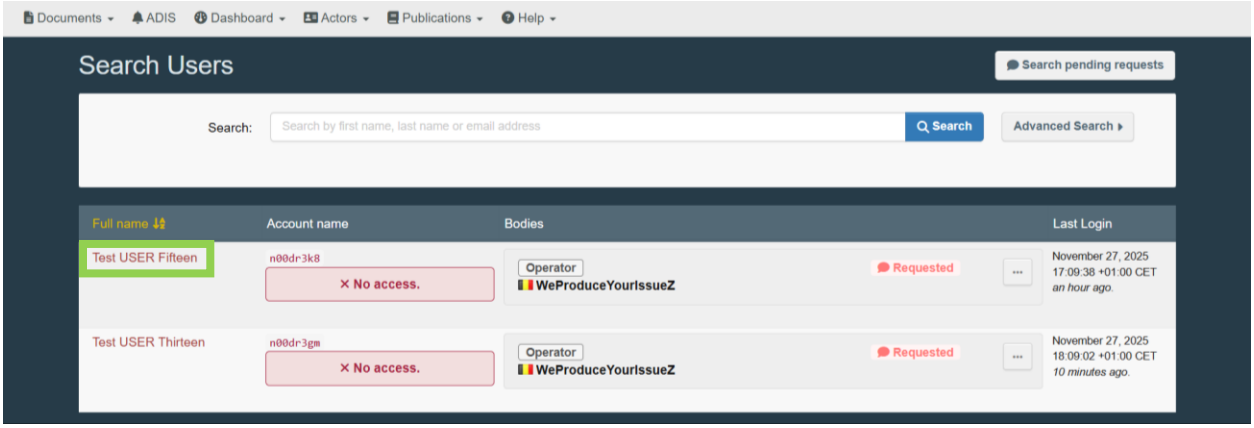


[11] Master users are authorised to add further users or remove users within an operator. Standard users are not authorised to do so.
Please note, that all users authorised to represent the operator in DIWASS have the same view rights, access rights and are able to submit, update or otherwise change any waste shipment documents in DIWASS.
[12] Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.

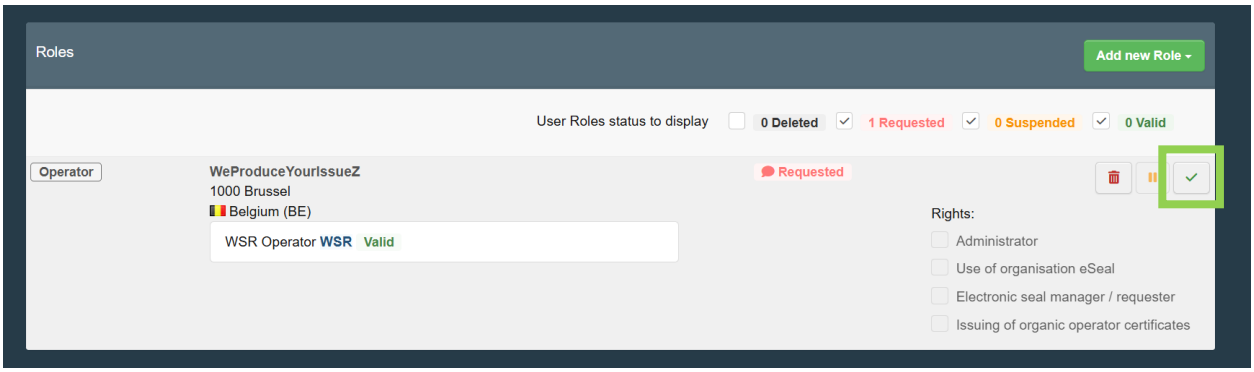
2. “Search Users” screen will open. The user needs to click on “**Search pending requests**” at the right top corner of the page.



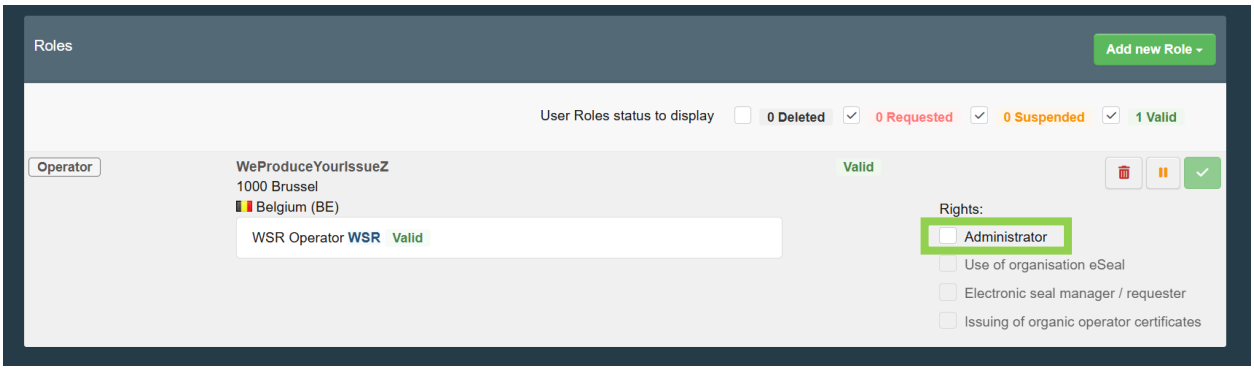
3. DIWASS will display the list of all pending authorisation requests that the master user may authorise. To do this, click the **name of the user requesting authorisation**.



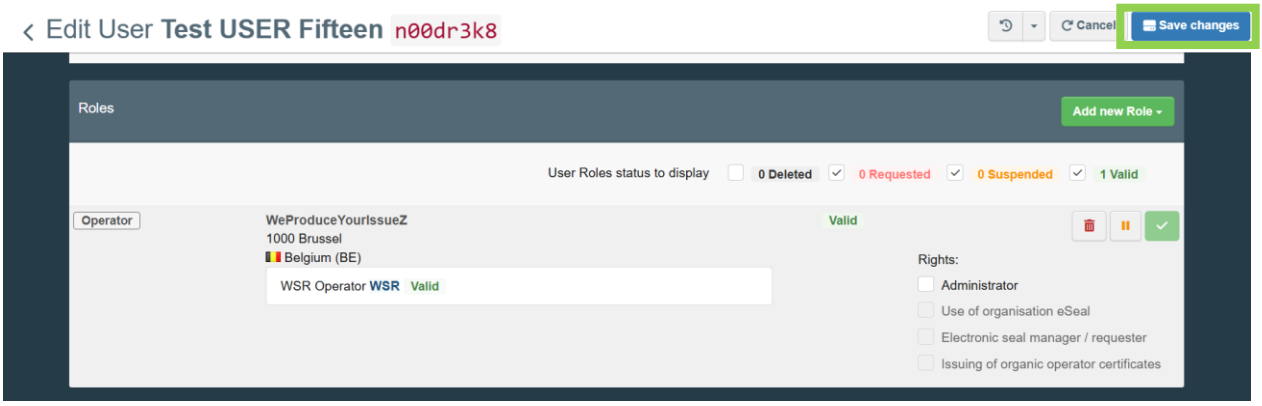
4. Then, “Edit User” screen will open. To see the authorisation requests, the user needs to scroll down the page, to see the “Roles” box. To approve the request, it is necessary to:
   - Click on the **green tick sign**, next to the details of the operator;



   - The user may also select whether the new user should be an administrator, by clicking the **white box** next to “Administrator”. If this option is selected, the authorised user will become a master user.



- Then, click the "**Save changes**" button in top-right corner of the page.



Chapter 7 How to register a site of an operator in DIWASS

General note

This chapter provides instructions for creating a site of an operator in DIWASS. It is structured around the following questions:

1. *What is a site of an operator?*
2. *How to register a site of an operator in DIWASS?*
3. *What is the difference between "site" and "main operator" in DIWASS?*
4. *How will DIWASS display information on sites of operators?*

Followed by a set of step-by-step instructions of the site registration process in DIWASS.

What is a site of an operator?

As indicated in the DIWASS Implementing act, "**site**" means a **location of an operator having a different address or name from the address or name indicated by such operator during their first registration in the systems or software, that is allowed under the respective national law to use the same main identification number as the operator concerned**.

Therefore, the sites in DIWASS:

- Cannot have the same name as the "main operator";
- Cannot have the address as the "main operator";
- Can provide identification numbers and registration numbers other than the identification numbers and registration number of its "main operator";
- Cannot indicate any of the identification numbers provided as their "main identification number";
- Will always be linked to the "main operator" (please see Specific instructions in point 4).

In practice, sites of operators could cover inter alia: branches of companies, facilities of a company having different addresses than the "main office" of the company, etc.

How to register a site of an operator in DIWASS?

The process of registering a "site of an operator" is very similar to the process of registration of the "operator". In the section below, you can find a step-by-step explanation of that process. Please note that in the DIWASS GUI the general term "operator" refers to both "sites of operator" and "operator". In this instruction manual, operators having main identification number are referred to as "main operators" or "headquarters".

The registration of a site is possible only when:

- The "main operator" is already registered in DIWASS. For the registration of operators, please follow the steps described in Chapter 2 How to register a new operator for users that are not

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

- User intending to register a site has already access to another operator or site in DIWASS.

What is the difference between "site" and "main operator" in DIWASS?

Within DIWASS, the differences between "site" and "main operator" are that:

- The "main operator" has one or more identification numbers, but one of the identification number(s) provided must be indicated as the "**main** identification number", whereas
- A "site" can have no identifications numbers or one or more identification numbers. However, from the identification number(s) provided, it cannot indicate any as the "**main** identification number".
- "Site" is always linked to the "main operator" (please see Specific instructions in point 4).

Please note that "site" and "main operator" can have a distinct set of users authorised to represent them in DIWASS. It means that:

- A user may be entitled to represent only the "main operator";
- A user may be entitled to represent only the "site";
- A user may be entitled to represent both "main operator" and its "site".

This depends on whether the user is assigned as main operator, site, or both.

For instructions on how to request authorisation to represent a "site" in DIWASS, please refer to 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.

How will DIWASS display information on sites of operators?

In all documents in DIWASS (notifications, movement and Annex VII documents) whenever a "site" is concerned as one of the actors involved in a given shipment, DIWASS will display not only the details of the "site" concerned by the document, but also the name and main identification number of the "main operator".

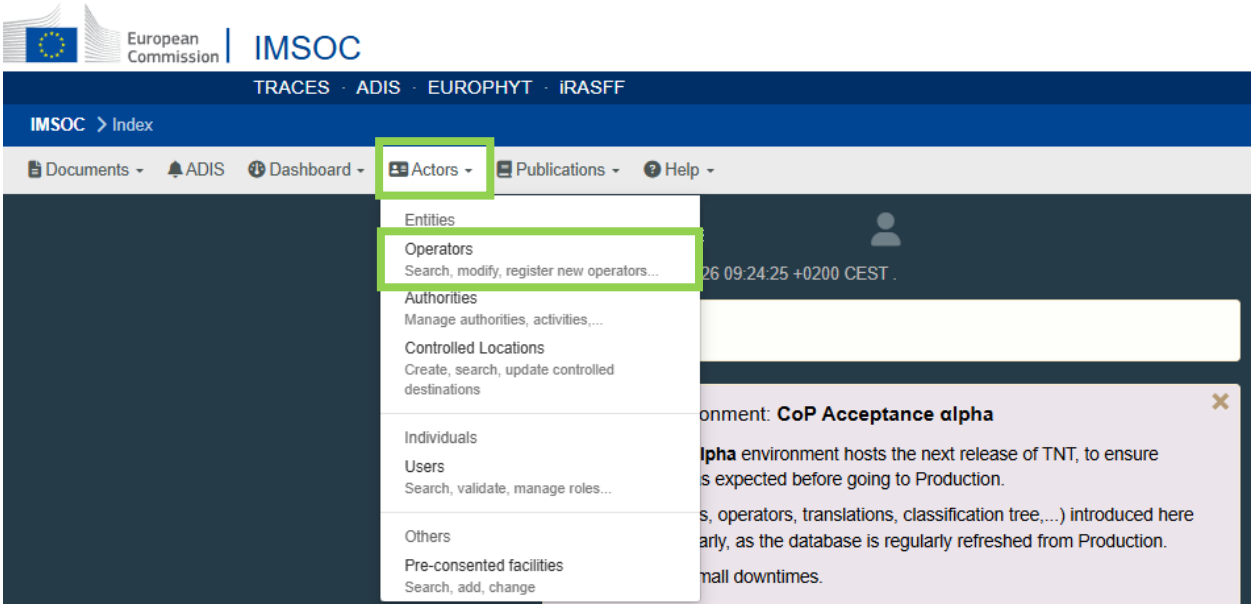
Other relevant notes

As other Commission's IT systems, DIWASS is based on the TRACES NT platform. When registering a site in any system based on TRACES NT, the user must select options to indicate that the operator will act in the DIWASS system. Certain options displayed in this process (e.g., buttons regarding "Organic Control Body") are not relevant for registration of "site" in DIWASS and should be disregarded.

Please note that, in order to submit notification documents or Annex VII documents in DIWASS, all sites of 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). Sites that act as notifiers or persons who arrange the shipment must ensure that all relevant operators or their sites involved in their shipment are registered in DIWASS before they start drafting notification document or Annex VII documents in DIWASS.

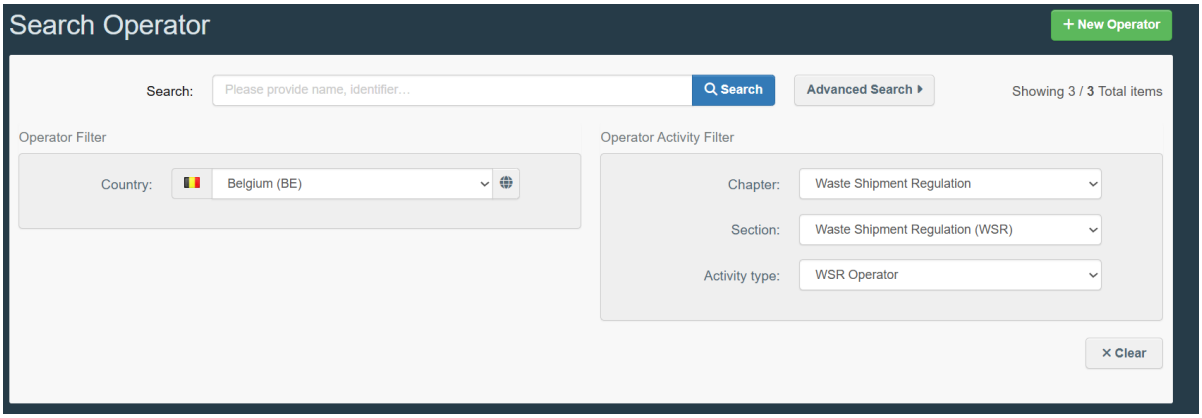
Specific instructions

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

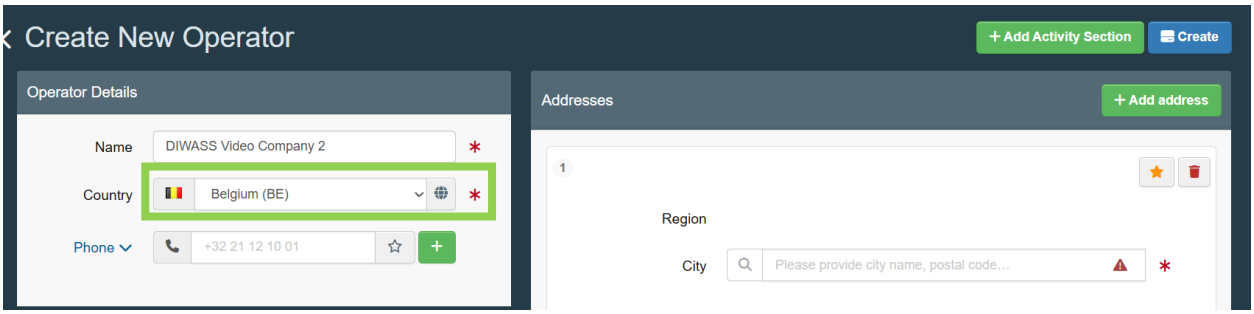


2. "Search Operator" screen will open. The user should first check if the site of an operator is already registered in DIWASS or not. To do such verification, user needs to provide the following data:
   - Country: the country where the operator has a main registered office;
   - Chapter: Waste Shipment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

   As a result of this search, DIWASS will return a list of operators and sites of operators that matches the indicated criteria. Based on this list, the user can request access to any of the existing operators or sites of operators. If the site of an operator that the user intends to register is not on the list, the user has to create the site by clicking on the "**+ New Operator**" button.



3. To register a new site of an operator, the user needs to provide at least the following information:
   - **Operator Details – name**. In this context, the Operator's name refers to the name of the site. To add the name of the operator's site, fill in the free text "Name" field in the "Operator details" box.
   - **Operator Details – country.** In this context, the Operator's country refers to the country where the site is located. To provide the country of the operator's site choose a country from the dropdown list in the "Operator details" box.



   - **Addresses**: In this context, the Operator's addresses refer to the addresses of the site. To add the address of operator's site, fill in the information on "City" and "Adress" in the "Addresses" box.

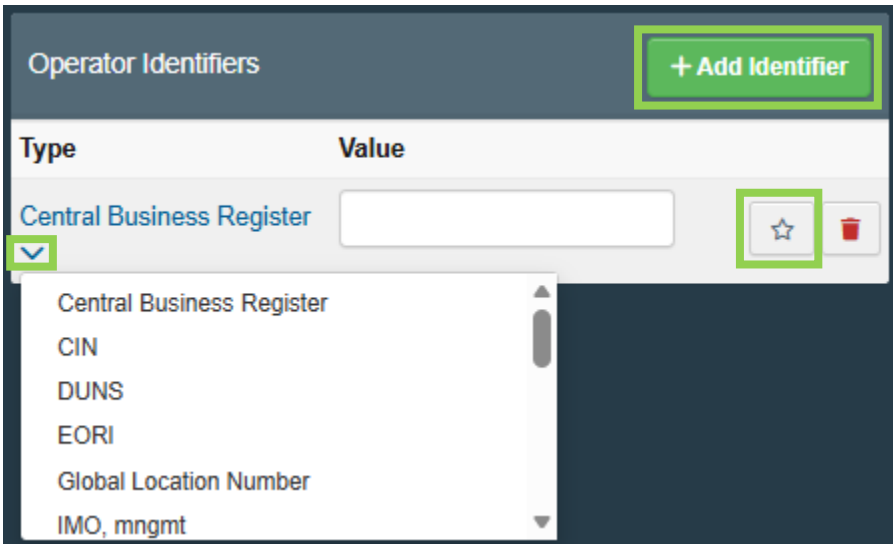
> Please note that, although TRACES NT permits the entry of multiple addresses, only the first address entered is reproduced on waste-shipment documents. To avoid inconsistencies between the system data and the official documents, the operator's record should contain **only one address**.
>
> In case a given operator has many addresses that are relevant for its waste shipment activities, each address must be registered as an individual site of the same operator. An operator can have multiple sites. This approach ensures that every relevant address is correctly reflected in the waste-shipment documentation.

   - **Operators Identifiers**: please note that a site of an operator can have:
     - No identification number;
     - One identification number; or
     - More identification numbers.

But, from the identification number(s) provided, the site of an operator cannot indicate any of the identification numbers as the main identification number.

To add an identification number:

- Click on "**+ Add identifier**" in the "Operator Identifiers" box;
- By clicking on the "**v**" icon, choose the name of the identification number to be provided;
- To mark the identification number provided as main identification number of the operator, click on the **star icon**.

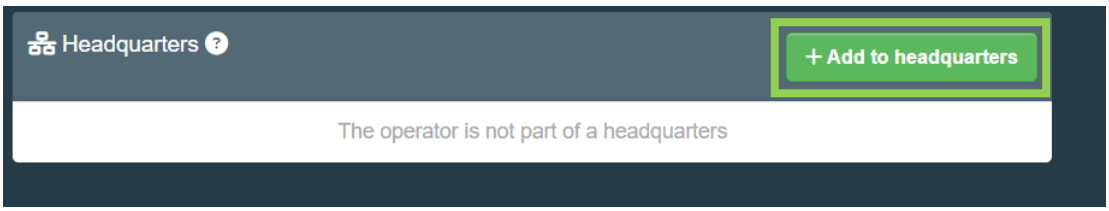


In some Member States, it is required to provide identification numbers for sites. Please see this document to verify, if the Member State where the operator has a registered office requires providing any of such numbers.

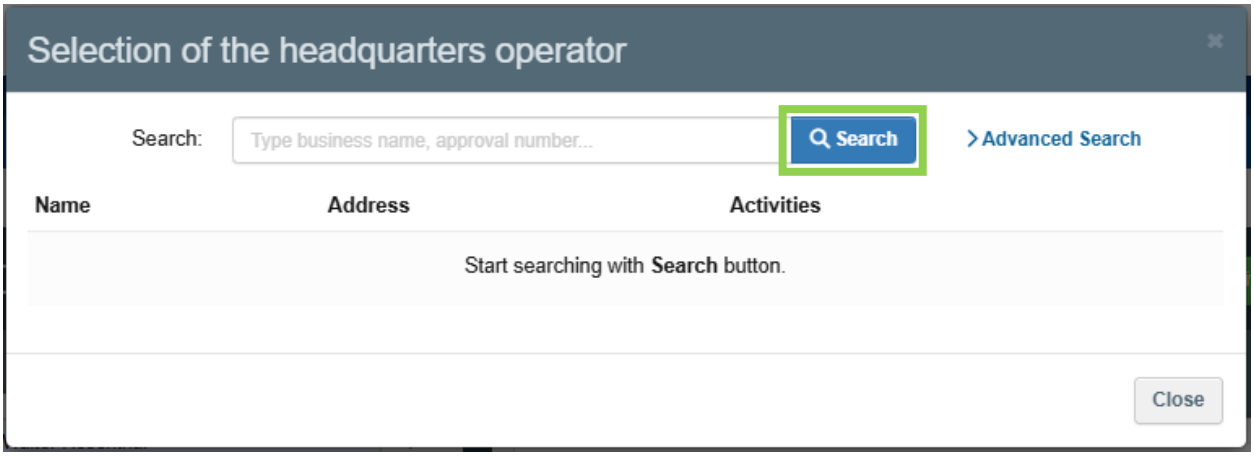
Please also note that the site of an operator cannot have two identifiers of the same type (e.g., two VAT numbers, two registration numbers, etc.).

The user may provide also additional information on the operators (meaning in this context a site) in the "Addresses" box, such as coordinates of the sites (latitude/longitude) and contact details.

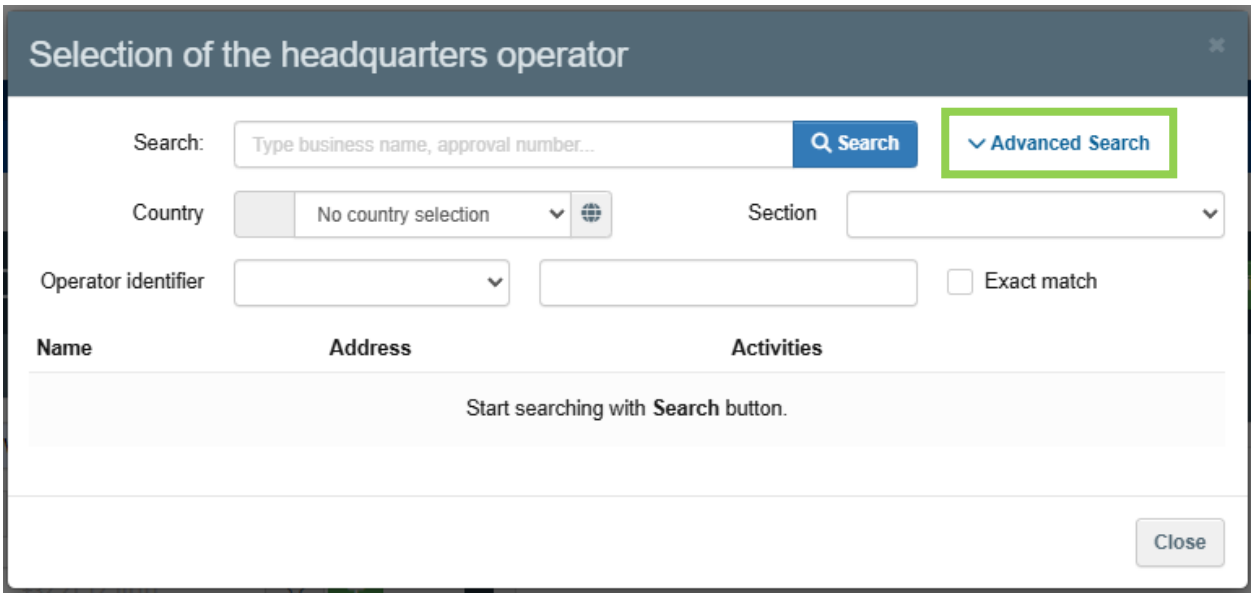
4. To link the site of the operator with the main operator, the user should go to section "Headquarters" and click "**+ Add to headquarters**".



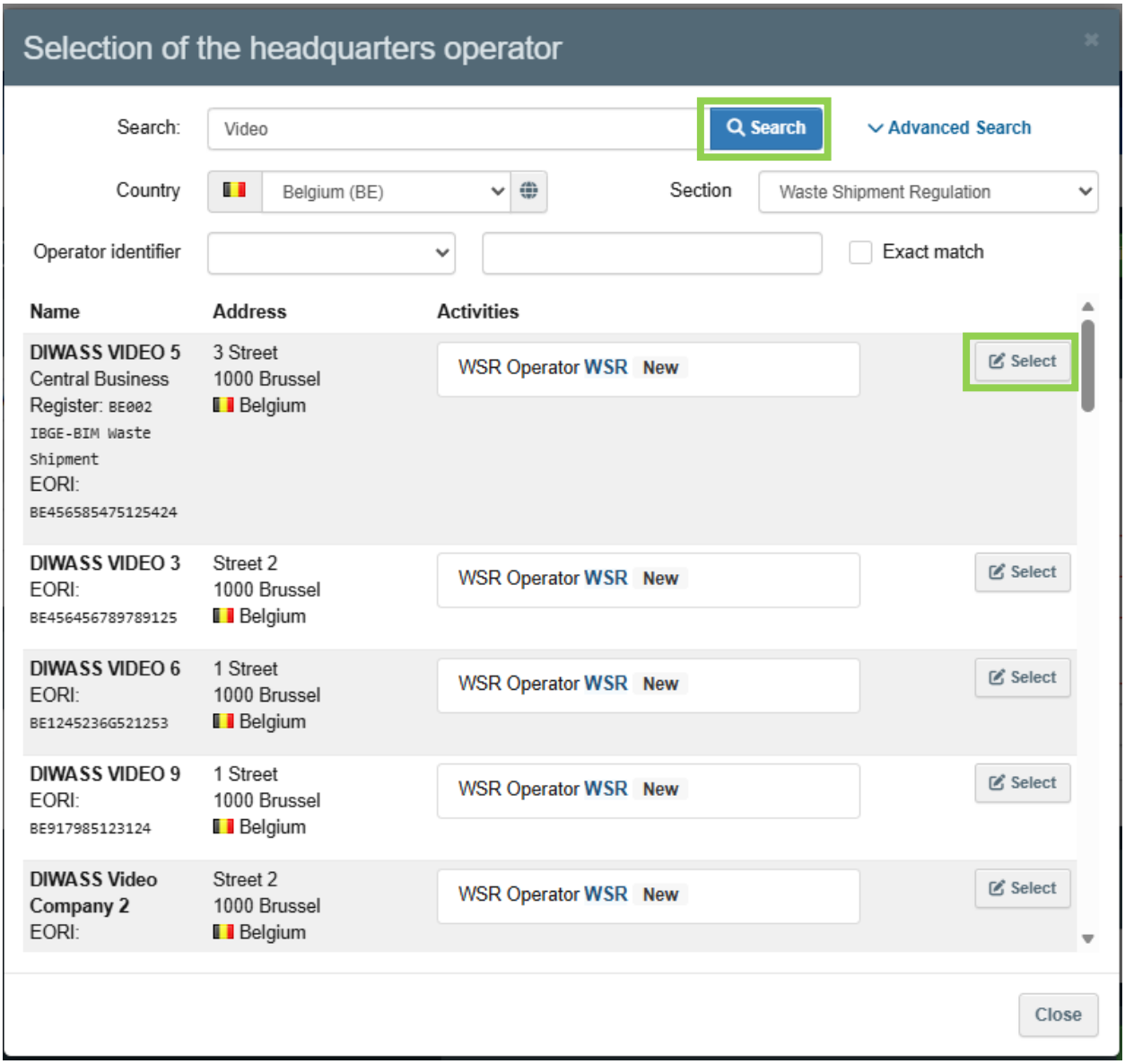
Following that, the user will see a pop-out window allowing to search for the main operator. The user can type the name of the main operator in the search box and click "**Search**".



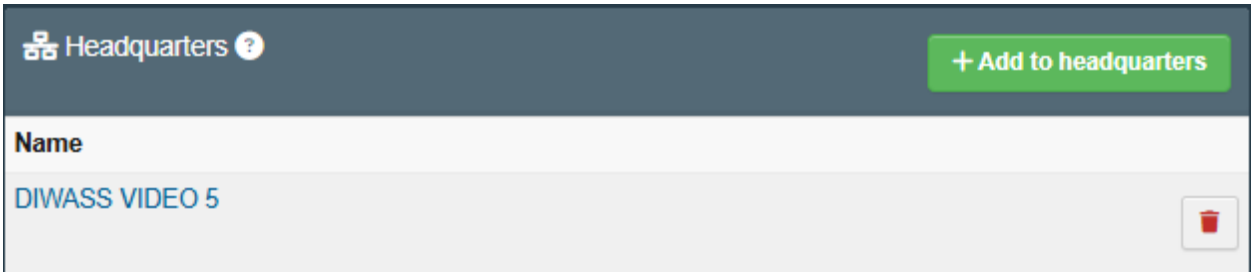
If the user clicks on "**Advanced search**", it will be able to limit the search to operators from certain countries, sections (Waste Shipment Regulation WSR,) or identifiers.



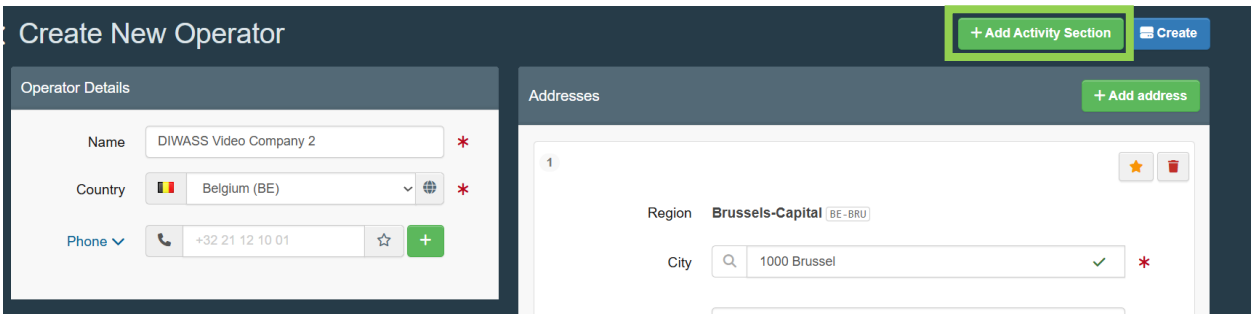
After clicking "**Search**", DIWASS will display a list of operators meeting the search criteria. The user should select the relevant main operator and click on "**Select**".



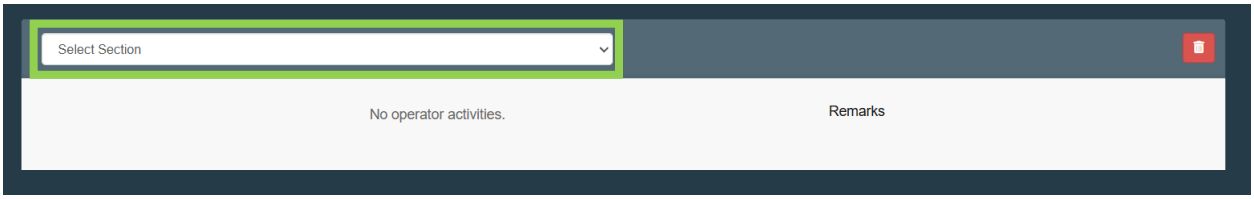
Following that, DIWASS will display the selected operator as “Headquarters”:



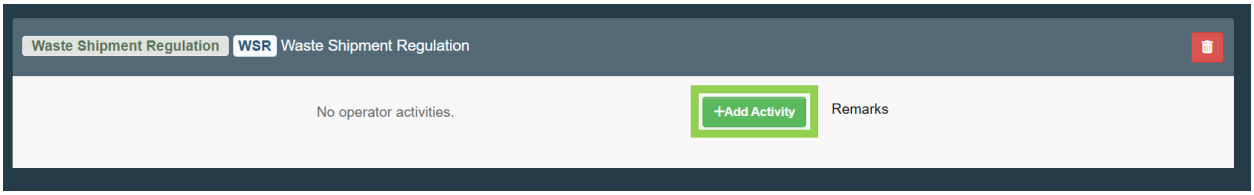
5. After completing this piece of information, the user should click the “**+ Add Activity Section**” button in top-right corner of the screen.



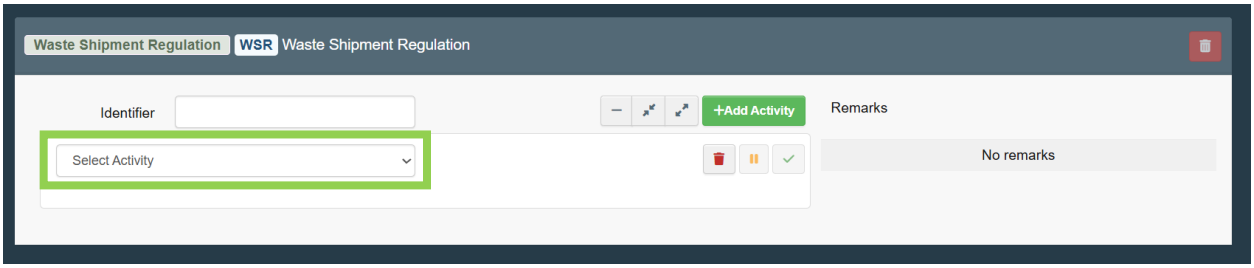
Following that step, the user is required to click on "**Select section**" and choose "Waste Shipment Regulation (WSR)" from the drop-down list.



6. Then, the user needs to click the "**+ Add activity**" button.



7. Next, the user should click on "**Select Activity**" and choose "WSR Operator".



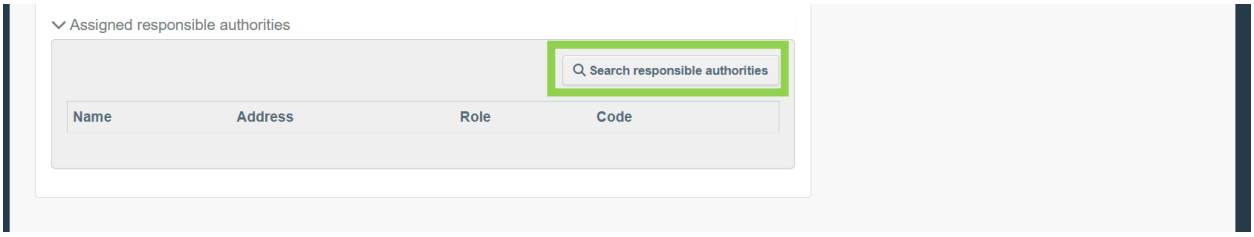
The user will also see an "Identifier" field, but it is advised not to use this option in the context of DIWASS.

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

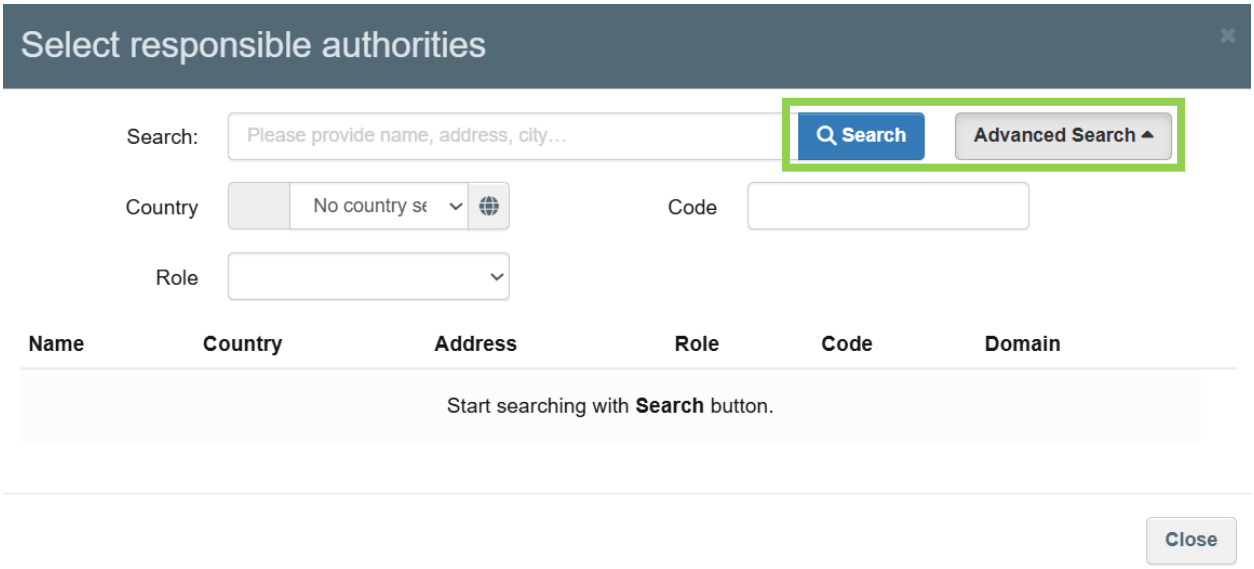
The users seeing such warning should verify whether any of the operators or sites of operators mentioned in the warning are not the same they intend to register. If this is the case, and the user intends to actively represent such operator or site of operator in DIWASS, the user needs to ask for authorisation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

8. Following that selection, three additional fields will become visible:
   - **Activity Details**: Traces NT also allows to request the "activity" only for a certain period of time. It is advised **<u>not to use</u>** 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 the operator in DIWASS.

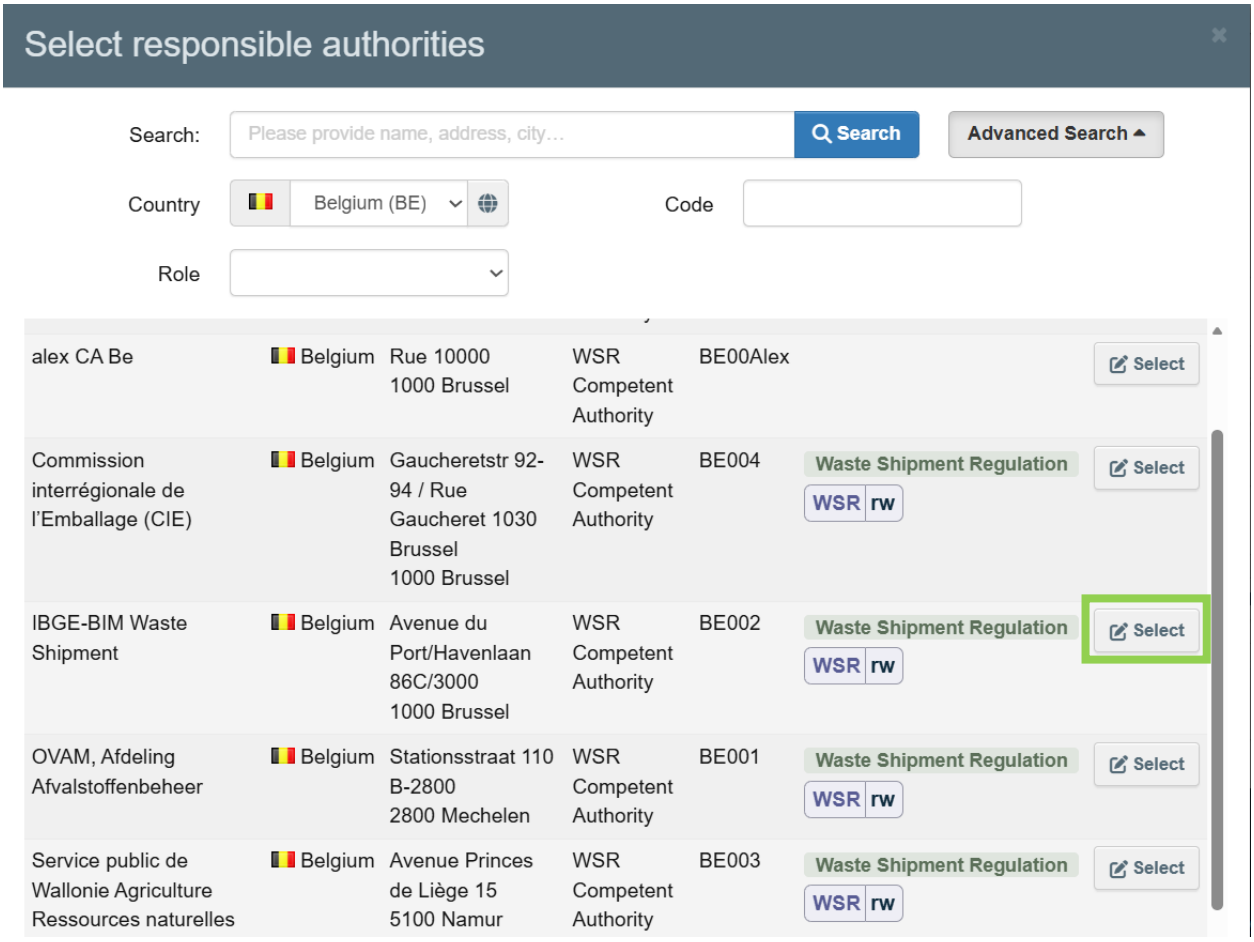
     To select the authority, the user should click on the "**Search responsible authorities**" button.



In the pop-out window, it will be possible to search for authorities based on their name and address. The "**Advanced search**" button allows to search based on additional criteria: country, code of the authority, and role of the authority (import, export, transit).



After clicking "**Search**", the user needs to select the relevant CA and click on "**Select**".



Registration of EU operators

If the Member State has just one CA for shipment of waste, the user should select this authority. If the Member State has more than one CA 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 explaining which authority should be chosen as assigned responsible authority.

If the main operator is established in one Member State and the site is located in another, the registration of the site in DIWASS should, for the time being, be handled by the CA of the Member State where the site is located.

This situation is not expressly regulated in Commission Implementing Regulation (EU) 2025/1290. The issue was discussed at the Expert Group on Waste meeting on 25 September 2025, where it was agreed that it should be addressed in future Commission guidance and that pending such guidance, the competent authority of the Member State in which the site is physically located should validate the registration.

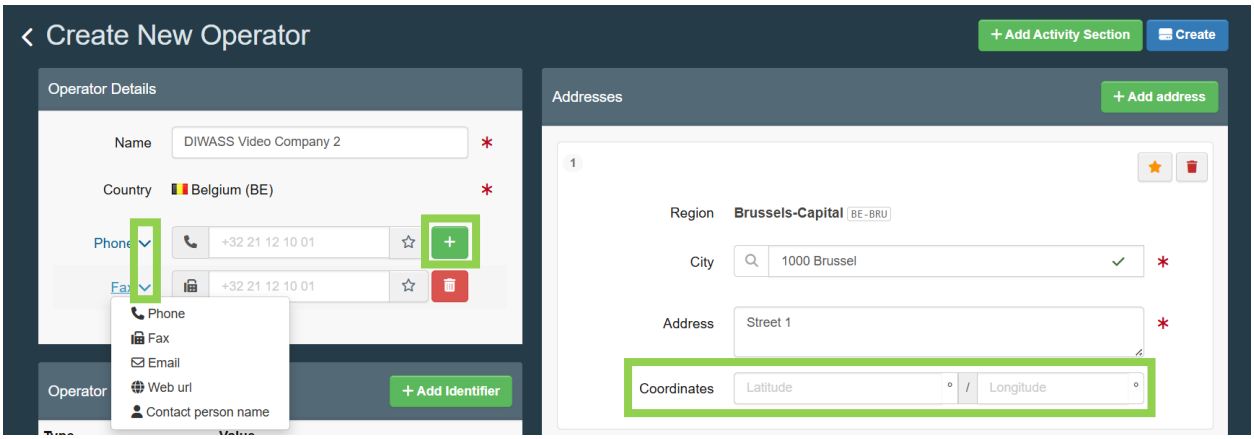
Registration of third country operators

In case of registration of third country operators: if the operator comes from third countries whose authorities actively use DIWASS, the CA of this country should be selected as assigned responsible authority. Please consult this document to verify this piece of information. If the CA of the third country does not use DIWASS, the user registering the third country operator should select in this field an EU CA which, in the context of planned shipment of notified waste, would act as CA of dispatch, destination or transit respectively.

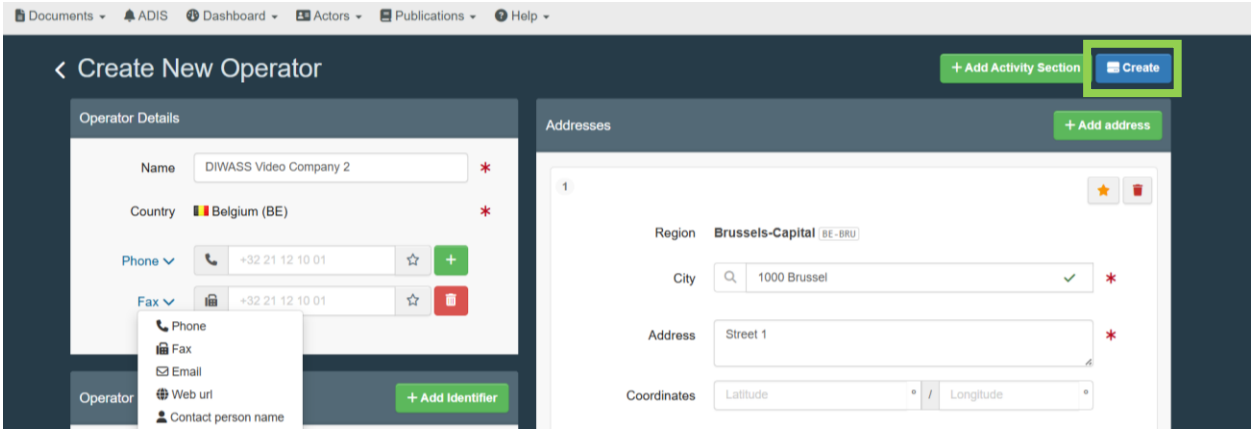
Example: A Brazilian company would like to ship waste to a French facility, but the Brazilian CA does not use DIWASS. This company (or the French facility) introduces basic data of the Brazilian company into DIWASS and as an "assigned responsible authority" selects the French CA. The French CA needs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

9. In the "Operators Details" box, the user may also provide additional information[13] such as:
   - Phone number, fax number, email address, URL, contact person name; to do so, the user needs to go to the "Operator details" box and click on the "**v**" icon to choose the type of information to be provided; to add another element, the use needs to click on the "**+**" icon;
   - Coordinates, by filling in the respective fields in the "Addresses" box.

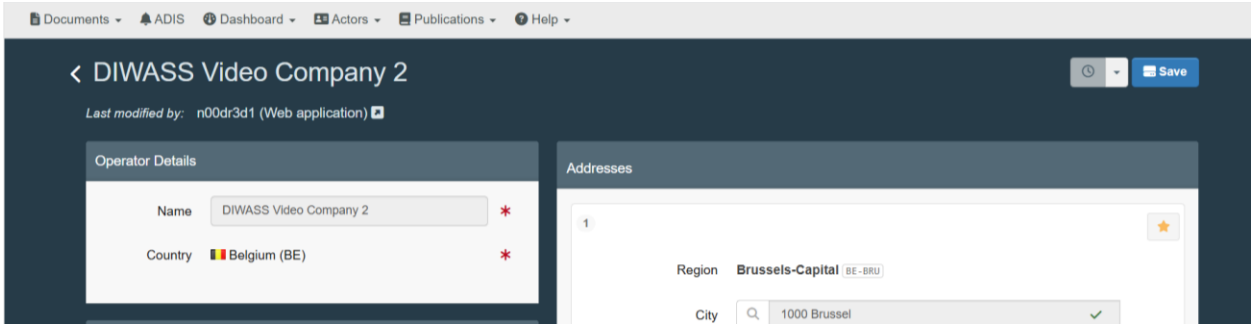
[13] In this context, the Operator's Details are pieces of information relevant for the site.



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



11. The user will see the screen with all data of the site of the operator, registration of which was requested.



Please note: The user will be able to act in DIWASS representing operator (site) only after the CA has approved the registration of that operator (site).