

User Manual for Competent Authorities

Notification documents

and

Movement documents

Version proposed by the Commission

Version 0.1

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Introduction

This document contains specific instructions on the use of Digital Waste Shipment System. In order to properly explain how certain operations work, this document often refers to 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, <i>OJ L</i> , 2024/1157, 30.4.2024, <i>ELI</i> : 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, <i>OJ L</i> , 2025/1290, 14.7.2025, <i>ELI</i> : 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 Act¹ 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 accounts²]

- 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
 - o inform the notifier about its lack of competence to proceed with the assessment of the notification,
 - o indicate the relevant competent authority (if possible),
 - o ask the notifier to cancel the notification, and submit a new one, with correct data on competent authorities, or
- consider the notification invalid (see instructions in **Chapter 3, 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.

Statues 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)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Notifier cannot change anything in the notification⁴ 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	<ul style="list-style-type: none"> CA dispatch considered it properly carried out and 	<ul style="list-style-type: none"> All CAs provide a decision, or Notifier cancels the notification 	<ul style="list-style-type: none"> Notifier cannot change anything in the notification, but can cancel it CAs cannot request additional information or invalidate the notification

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.

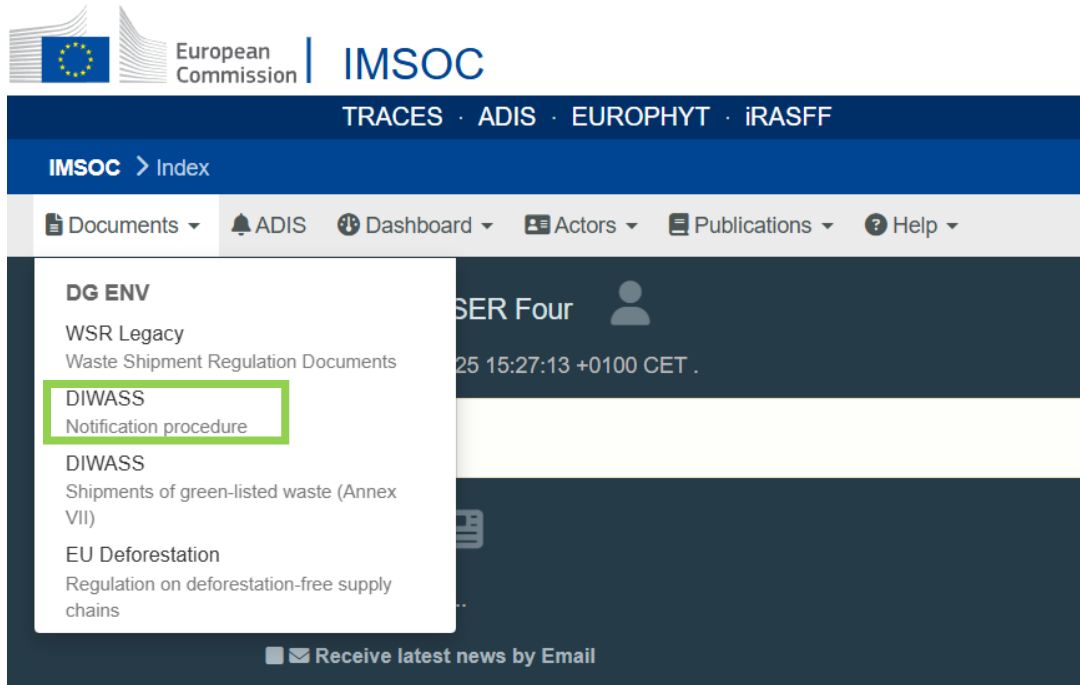
⁴ All communication between the notifier and the CA that invalidated the notification, that is aimed to ensure that the CA revalidates the notification should happen outside DIWASS – see detailed remarks in **Chapter 3** of this document.

	<ul style="list-style-type: none"> all CAs of transit and CA of destination considered it properly completed 		<ul style="list-style-type: none"> CAs can provide a decision on this notification
CANCELLED	<p>Notifier clicks on “cancel notification”. This action will be possible when notification has statuses: submitted, consented, objected</p>	Not applicable	<ul style="list-style-type: none"> No one can change anything in the notification Notification cannot be “uncancelled” In case notification was consented: <ul style="list-style-type: none"> it will not be possible to submit new movement documents under given notification; it will be possible to complete movement documents that were already submitted
CONSENTED	<p>all CAs consented to the notification (irrespective of validity period of each consent)</p>	<ul style="list-style-type: none"> any of the CAs updates its decision to “objection” or “withdraws the consent”, or notifier cancels the notification notifier marks the notification as completed 	<ul style="list-style-type: none"> 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	<p>at least one of the CAs objected to the notification (also through updating initial consent)</p>	<ul style="list-style-type: none"> any of the CAs issues or updates its decision to “objection” 	<ul style="list-style-type: none"> 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	<p>at least one of the CAs withdrew the consent [Please note that this functionality is not yet developed in DIWASS]</p>	<p>The CA that withdrew the consent updates the decision to “Consent”</p>	<ul style="list-style-type: none"> • 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	<p>Notifier may mark notification as completed when</p> <ul style="list-style-type: none"> • 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 <p>[Please note that this functionality is not yet developed in DIWASS]</p>	<p>Not applicable</p>	<p>No actions concerning notification (and movement documents based on it) can be performed.</p>

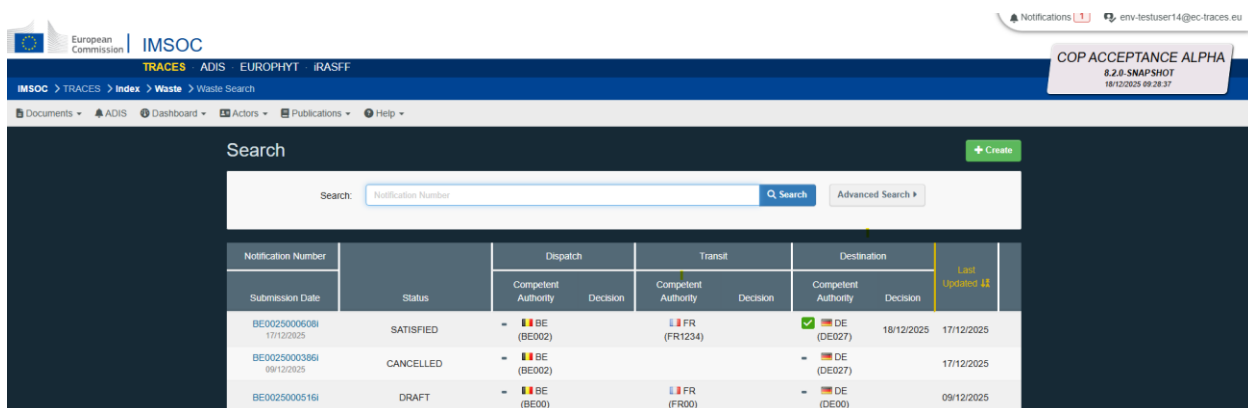
Specific instructions

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



2. Then, the user will see a list of all notification documents that were submitted in DIWASS, in which the 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:
 - o 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.

The screenshot displays the IMSOC web application interface. At the top, there is a header with the European Commission logo and the text 'IMSOC'. Below this, a navigation bar shows 'TRACES > ADIS > EUROPHYT > iRASFF' and 'IMSOC > TRACES > Index > Notification > New Notification'. A notification banner on the right indicates 'COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT 03/12/2025 16:41:44'. The main content area shows a notification for 'BE0025000209i' with a 'CONSENTED' status. A navigation menu is highlighted with a green box, containing 'DASHBOARD', 'NOTIFICATION', 'REQUEST INFORMATION', 'REQUEST CHANGE', and 'MOVEMENT'. Below the menu is a table titled 'Notification - CONSENTED - BE0025000209i'.

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

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".

BE0025000382i SUBMITTED

Deadline for next action (request additional information / consider notification properly carried out)

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

DASHBOARD NOTIFICATION **REQUEST INFORMATION**

Notification - SUBMITTED - BE0025000382i

Main actors	Country/Name	Checking	Decisions
Notifier	(BE)	Submission Date: 14-11-2025	Last update on: 14-11-2025
Dispatch	(BE) BE002	Acknowledgement date: 14-11-2025	Decision date: <input type="text"/> Decision type: <input type="text"/>
Transit	(FR) FR1234	Acknowledgement date: 14-11-2025	Decision date: <input type="text"/> Decision type: <input type="text"/>
Destination	(DE) DE027	Acknowledgement date: 14-11-2025	Decision date: <input type="text"/> Decision type: <input type="text"/>
Movement	Movement: <input type="text"/>	Quantities: <input type="text"/>	

Properly carried out Invalidate the notification

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

BE0025000382i SUBMITTED

Deadline for next action (request additional information / consider notification properly carried out)

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

DASHBOARD NOTIFICATION **REQUEST INFORMATION**


Competent authority concerned:

+Add request for additional information

Competent authority submitting the request	Date of the request	Content of the request	Date of the reply	Content of the reply	Status	Actions
No information requested						

Properly carried out Invalidate the notification

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”.



Request for additional information

Requested


Competent authority submitting the request: Belgium



Date of the request: 02/12/2025

Content of the request: Please provide the chemical analysis of waste.

Date of the reply: --/--

Content of the reply:

Attachments 

 Next  Cancel

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

The screenshot shows a web form titled "Request for additional information". At the top center, there is a blue circular icon with three horizontal lines. The form is divided into several sections:

- Requested**: This section contains the following fields:
 - Competent authority submitting the request: A dropdown menu showing the flag of Belgium and the text "Belgium".
 - Date of the request: A date input field containing "02/12/2025" with a calendar icon.
 - Content of the request: A text area containing the text "Please provide the chemical analysis of waste."
 - Date of the reply: A date input field with a calendar icon.
 - Content of the reply: A large empty text area.
- Attachments**: A section with a "+ Add" button on the right.
- File:**: A "Select File" button with a blue icon to its right.

At the bottom right of the form, there are two buttons: a blue "Next" button and a red "Cancel" button. Both the "Select File" button and the "Next" button are highlighted with a green rectangular border.

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.

STEP 2

STEP 1 - REQUEST FOR ADDITIONAL INFORMATION

Authentication details

Name	<input type="text" value="Test USER One"/>
Date	<input type="text" value="02/12/2025"/>
E-mail of the person authenticating the submission	<input type="text" value="env-testuser01@ec-traces.eu"/>
Role of the person authenticating the submission on behalf of the operator in its organisation	<input type="text"/>

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

The screenshot shows the IMSOC notification interface. At the top, there are logos for the European Commission and IMSOC, along with navigation links for TRACES, ADIS, EUROPHYT, and IRASFF. A notification banner indicates 'COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT 30/11/2025 13:49:54'. The main content area displays a notification for request ID 'BE0025000382i' with a 'SUBMITTED' status. Below this, there are tabs for 'DASHBOARD', 'NOTIFICATION', and 'REQUEST INFORMATION'. The 'REQUEST INFORMATION' tab is active, showing a table with the following data:

Competent authority submitting the request	Date of the request	Content of the request	Date of the reply	Content of the reply	Status	Actions
(BE)	02/12/2025	Please provide chemical a ...			REQUESTED	Edit

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”.


The screenshot shows the IMSOC web application interface. At the top, there is a navigation bar with the European Commission logo and the text "IMSOC". Below this, there are several tabs: "TRACES", "ADIS", "EUROPHYT", and "IRASFF". The main content area is titled "BE0025000382i" and "SUBMITTED". There are several tabs: "DASHBOARD", "NOTIFICATION", and "REQUEST INFORMATION". The "REQUEST INFORMATION" tab is active. Below the tabs, there is a table with the following columns: "Competent authority concerned", "Date of the request", "Content of the request", "Date of the reply", "Content of the reply", "Status", and "Actions". The table contains one row with the following data: "Competent authority submitting the request" is "(BE)", "Date of the request" is "02/12/2025", "Content of the request" is "Please provide chemical a ...", "Status" is "REQUESTED", and "Actions" is "Edit".

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.



Request for additional information

Requested

Competent authority submitting the request:  Belgium

Date of the request: 02/12/2025

Content of the request: Please provide chemical analysis of waste.

Date of the reply: --/--

Content of the reply:

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

Attachments

+ Add

▶ Next

Cancel

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.

☰

Request for additional information

Requested

Competent authority submitting the request: 🇧🇪 Belgium

Date of the request:

Content of the request:

Date of the reply:

Content of the reply:

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

Attachments + Add

▶ Next Cancel

- 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.

☰

STEP 2

STEP 1 - REQUEST FOR ADDITIONAL INFORMATION

Authentication details

Name:

Date:

E-mail of the person authenticating the submission:

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

◀ Previous Confirm Cancel

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.

The screenshot shows the IMSOC notification management interface. At the top, there is a navigation bar with the European Commission logo and the IMSOC logo. The main content area displays a notification document titled "BE00250006081" with a "SUBMITTED" status. Below the title, there is a table with the following data:

Main actors	Country/Name	Submission Date	Last update on	Waste Identification
Notifier	(BE)	17-12-2025	17-12-2025	BASEL-A1140
Dispatch	(BE) BE002	Acknowledgement date 17-12-2025	Decision date	Decision type
Transit	(FR) FR1234	Acknowledgement date	Decision date	Decision type
Destination	(DE) DE027	Acknowledgement date 17-12-2025	Decision date	Decision type

Below the table, there is a "Movement" section with a table:

Sequence number	Shipment date	Carriers	Facilities

At the bottom of the interface, there is a "Close" button and a "Properly carried out" button highlighted in green. There is also a red button labeled "Invalidate the notification".

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”.

Details

Date: 17/12/2025

Authority: DISPATCH-IBGE-BIM Waste Shipment

Next Cancel

- 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”.

STEP 1 - DETAILS

Authentication details

Name: Test USER One

Date: 17/12/2025

E-mail of the person authenticating the submission: env-testuser01@ec-traces.eu

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

Previous Confirm Cancel

[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 Act⁵ 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.

BE0025000608i SUBMITTED

Deadline for next action [[en] waste.notification.action.description.requestproperlycompleted]: 10 working days

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

Main actors		Country/Name	Checking	Decisions
Notifier		(BE) BE002	Submission Date 17-12-2025	Last update on 17-12-2025
Dispatch		(BE) BE002	Acknowledgement date 17-12-2025	Decision date
Transit		(FR) FR1234	Acknowledgement date	Decision date
Destination		(DE) DE027	Acknowledgement date 17-12-2025	Decision date

Waste identification: BASEL:A1140

Movement: Quantities:

Sequence number	Shipment date	Carriers	Facilities

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

Details

Date:

Authority:

- 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".

The screenshot shows a web interface with a dark blue header. On the left, there is a green circular icon with a white hamburger menu symbol, and below it, the text "STEP 1 - DETAILS". On the right side of the header, the text "STEP 2" is displayed. The main content area is titled "Authentication details" and contains four input fields:

- Name:** A text input field containing "Test USER One".
- Date:** A date picker input field showing "17/12/2025" with a calendar icon to its right.
- E-mail of the person authenticating the submission:** A text input field containing "env-testuser01@ec-traces.eu".
- Role of the person authenticating the submission on behalf of the operator in its organisation:** An empty text input field.

At the bottom right of the form, there are three buttons: a blue "Previous" button with a left-pointing arrow, a green "Confirm" button with a white border, and a red "Cancel" button.

[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 Regulation⁶ 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 objection⁷.

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

European Commission | IMSOC

TRACES ADIS EUROPHYT IRASFF

IMSOC > TRACES > Index > Notification > New Notification

Notifications 2 env-tesuser01@ec-traces.eu

COP ACCEPTANCE ALPHA
8.2.0 SNAPSHOT
12/12/2025 13:55:38

BE0025000608i SUBMITTED

DASHBOARD NOTIFICATION REQUEST INFORMATION

Notification - SUBMITTED - BE0025000608i

Main actors	Country/Name	Submission Date	Checking	Decisions
Notifier	(BE)	17-12-2025	Last update on	17-12-2025
Dispatch	(BE) BE002	Acknowledgement date	17-12-2025	Decision date
Transit	(FR) FR1234	Acknowledgement date		Decision date
Destination	(DE) DE027	Acknowledgement date	17-12-2025	Decision date

Waste Identification: BASELA1140

Decision type: []

Movement: [] Quantities: []

Sequence number, Shipment date, Carriers, Facilities

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Close Properly carried out **Invalidate the notification**

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


Details

Date: 17/12/2025

Next Cancel

- 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".


STEP 2



STEP 1 - DETAILS

Authentication details


Name

Date 

E-mail of the person authenticating the submission

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

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


IMSOC

Notifications 2 | env-testuser01@ec-traces.eu

IMSOC > TRACES > Index > Notification > New Notification
COP ACCEPTANCE ALPHA
8.2.0 SNAPSHOT
12/12/2025 13:05:38

Documents ADIS Dashboard Actors Publications Help





BE0025000608i
INVALID

DASHBOARD

NOTIFICATION

REQUEST INFORMATION

Notification - INVALID - BE0025000608i

Main actors	Country/Name	Submission Date	Checking	Decisions	Waste identification
Notifier	 (BE) BE002	17-12-2025	Last update on	17-12-2025	BASEL-A1140
Dispatch	 (FR) FR1234	Acknowledgement date	17-12-2025	Decision date	Decision type
Transit	 (FR) FR1234	Acknowledgement date	Decision date	Decision date	Decision type
Destination	 (DE) DE027	Acknowledgement date	17-12-2025	Decision date	Decision type

Movement

Movement: Quantities:

Movement			
Sequence number	Shipment date	Carriers	Facilities

Last update: 2025
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Accessibility
Credits
Contact
Top Page

Close
Revalidate notification

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.


The screenshot shows the IMSOC web application interface. At the top, there is a navigation bar with the European Commission logo and the IMSOC logo. Below the navigation bar, there is a breadcrumb trail: IMSOC > TRACES > Index > Notification > New Notification. The main content area displays a notification document titled "BE0025000608i" with a status of "INVALID". The notification details are shown in a table with columns for "Main actors", "Country/Name", "Submission Date", "Last update on", "Waste identification", "Dispatch", "Transit", and "Destination". The "Revalidate notification" button is highlighted with a green box at the bottom right 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”.

The screenshot shows a pop-up window titled "Details". The window has a header with a blue circular icon containing three horizontal lines. Below the header, there is a "Date:" label followed by a date input field containing "17/12/2025". At the bottom right of the window, there are two buttons: a blue button labeled "Next" with a right-pointing arrow, and a red button labeled "Cancel". The "Next" button is highlighted with a green box.


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”.

STEP 2



STEP 1 - DETAILS

Authentication details

Name	<input type="text" value="Test USER One"/>
Date	<input type="text" value="17/12/2025"/> 
E-mail of the person authenticating the submission	<input type="text" value="env-testuser01@ec-traces.eu"/>
Role of the person authenticating the submission on behalf of the operator in its organisation	<input type="text"/>




← Previous
Confirm
Cancel

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

BE0025000608i
SUBMITTED

Deadline for next action [en] waste.notification.action.description.requestproperlycarriedout : 7 working days
Please note, that the number of working days provided here concerns any day from Monday to Friday excluding 1 January, 1 May, 15 August, 1 November, 25 December, 26 December. In countries concerned by your notification, the working days may exclude some public holidays. To see the list of public holidays, please visit this website:

DASHBOARD
NOTIFICATION
REQUEST INFORMATION

Notification - SUBMITTED - BE0025000608i					
Main actors	Country/Name	Checking		Decisions	
Notifier	 (BE)	Submission Date	17-12-2025	Last update on	17-12-2025
Dispatch	 (BE) BE002	Acknowledgement date	17-12-2025	Decision date	
Transit	(FR) FR1234	Acknowledgement date		Decision date	
Destination	 (DE) DE027	Acknowledgement date	17-12-2025	Decision date	
Movement	Movement : <input type="text"/>		Quantities : <input type="text"/>		
Movement					
Sequence number	Shipment date	Carriers		Facilities	

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:
 - o a consent,
 - o a consent with specific conditions;
- The “objection” should be used for providing
 - o An objection,
 - o a decision “not to consent”⁸,
- Possibility of updating the decision should be also used to withdraw the consent⁹. [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 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.

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

⁹ Article 9(7) of Waste Shipment Regulation.

Please also note, that DIWASS will assume a tacit consent of the CA of transit¹⁰, 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.

The screenshot shows the IMSOC interface for a notification with ID BE0025000608i. The status is 'Satisfied'. The page includes a table with the following data:

Main actors	CountryName	Submission Date	Checking	Decisions	Waste Identification
Notifier	BE	17-12-2025	17-12-2025		BASEL:A1140
Dispatch	BE002	Acknowledgement date 17-12-2025	Decision date	Decision type	
Transit	FR1234	Acknowledgement date	Decision date	Decision type	
Destination	DE027	Acknowledgement date 17-12-2025	Decision date	Decision type	

At the bottom right of the page, a blue button labeled "Provide decision" is highlighted with a green box.

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.

Provide decision

Country: BE

Competent Authority: IBGE-BIM Waste Shipment

Decision Type: **CONSENT** OBJECTED

Give decision on: 17/12/2025

[▶ Next](#) [Cancel](#)

Country/Name	Checking	Decisions
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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.

STEP 1 - PROVIDE DECISION

Provide decision

Decision type: Consent

Decision valid from Decision valid until

Duly reasoned justification

Specific conditions Yes No

Specific conditions

Specific conditions

Consent valid only for the following waste quantity:

Consent valid only for the following number of shipments:

Attachments

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.

STEP 1 - PROVIDE DECISION

STEP 2

Provide decision

Decision type: Consent

Decision valid from: 18/12/2025

Decision valid until: 30/04/2026

Duly reasoned justification

Specific conditions: Yes No

Specific conditions

Specific conditions

Consent valid only for the following waste quantity:

Mass: Value: 0 Unit: Tonnes (Mg) **+ Add** Volume

Consent valid only for the following number of shipments:

Attachments **+ Add**

Previous **Next** **Cancel**

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.

The screenshot shows a web interface for 'STEP 1 - PROVIDE DECISION'. At the top, there are two circular icons with three horizontal lines, one green and one blue, labeled 'STEP 1 - PROVIDE DECISION' and 'STEP 2' respectively. Below the icons, the title 'Provide decision' is displayed. The main content area is enclosed in a green border and contains the following elements: 'Decision type: Objection', 'Reasons for objection' with a text input field, 'Duly reasoned justification' with a text input field, and 'Attachments' with a '+ Add' button. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Cancel'.

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

This screenshot is identical to the one above, showing the 'Provide decision' form. However, the green border is now positioned around the 'Attachments' section, specifically highlighting the '+ Add' button. The rest of the form, including the text input fields and navigation buttons, remains the same.

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.

The screenshot shows a user interface for providing a decision. It is divided into two steps: STEP 1 - PROVIDE DECISION and STEP 2. Under STEP 1, there is a section titled "Provide decision". This section contains the following elements:

- Decision type:** Objection
- Reasons for objection:** A large text input field.
- Duly reasoned justification:** A large text input field.
- Attachments:** A section with a "+ Add" button.
- File:** A section with a drop-down menu, a "Select File" button, a "+ Add" button, and a "Personal data" checkbox.

At the bottom of the interface, there are three buttons: "Previous", "Next", and "Cancel".

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.

The screenshot shows a web interface for providing a decision. It is divided into two steps: 'STEP 1 - PROVIDE DECISION' and 'STEP 2'. The main heading is 'Provide decision'. Under 'Decision type: Consent', there are two date pickers: 'Decision valid from' (18/12/2025) and 'Decision valid until' (31/03/2026). A text area for 'Duly reasoned justification' contains the text 'Notification document is ok'. Below this, there are radio buttons for 'Specific conditions', with 'Yes' unselected and 'No' selected. A section titled 'Specific conditions' contains a text area and two input fields: 'Consent valid only for the following waste quantity:' and 'Consent valid only for the following number of shipments:'. An 'Attachments' section has a '+ Add' button. At the bottom, there are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a green border.

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".

STEP 1 - PROVIDE DECISION STEP 2 - PROVIDE DECISION STEP 3

Authentication details

Name: Test USER One

Date: 18/12/2025

E-mail of the person authenticating the submission: env-testuser01@ec-traces.eu

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

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.

BE0025000608i SATISFIED

DASHBOARD **NOTIFICATION** REQUEST INFORMATION

Notification - SATISFIED - BE0025000608i

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

Movement

Sequence number	Shipment date	Carriers	Facilities

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".

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

Country	Competent Authority	Decision type	Decision date	Has specific conditions	Valid from	Valid to	Actions
(DE) Germany	Regierung von Bayern	CONSENT	18/12/2025	No	18/12/2025	30/04/2026	<input type="button" value="📄"/>

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.

The screenshot shows the IMSOC interface for notification BE0025000608i. The page is titled "Notification - SATISFIED - BE0025000608i". It contains a table with the following data:

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

At the bottom right of the page, there is a blue button labeled "Update decision" which is highlighted with a green box.

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”.

The screenshot shows a "Provide decision" pop-up window. It contains the following information:

- Country: DE
- Competent Authority: Regierung von Niederbayern
- Decision Type: CONSENT OBJECTED
- Give decision on: 18/12/2025

At the bottom right, there is a blue button labeled "Next" and a red button labeled "Cancel". The "Next" button is highlighted with a green box.

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".

The screenshot shows a web interface with a progress bar at the top indicating three steps: STEP 1 - PROVIDE DECISION, STEP 2 - PROVIDE DECISION, and STEP 3. Below the progress bar is a form titled "Authentication details". The form contains the following fields:

- Name: Test USER Four
- Date: 18/12/2025
- E-mail of the person authenticating the submission: env-testuser04@ec-traces.eu
- Role of the person authenticating the submission on behalf of the operator in its organisation: (empty field)

At the bottom right of the form, there are three buttons: "Previous", "Confirm", and "Cancel". The "Confirm" button is highlighted with a green border.

Below the form, there is a table with the following columns: (FR) FR1234, Acknowledgement date, Decision date, and Decision type.

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