

User Manual for Competent Authorities

Registration of Operators and Competent Authorities

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 – Operators – 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]

- users representing CA may submit requests for registration of operators in DIWASS (see [Chapters 1, 2 and 4 of this document](#)), but there is no legal obligation for the CA to do that;
 - such possibility may be used e.g, in order to register third country operators in DIWASS, in cases where the CA introduces data from the documents received from third country, concerning import of waste into the EU; in practice, the EU operator acting as consignee / waste receiving facility should be interested in registering third country operators in DIWASS.

Please also note, that the CA cannot create the account for another CA – in order to have such account created, the Commission’s DIWASS helpdesk should be contacted.

[Please note that the Commission has shared with CAs the list with basic details of the EU CAs, for the purpose of its initial submission into 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 How to request authorisation to represent a CA in DIWASS for users that are not yet active in DIWASS

General remarks

This chapter provides instructions on how users representing competent authorities can request access to accounts of CA in DIWASS.

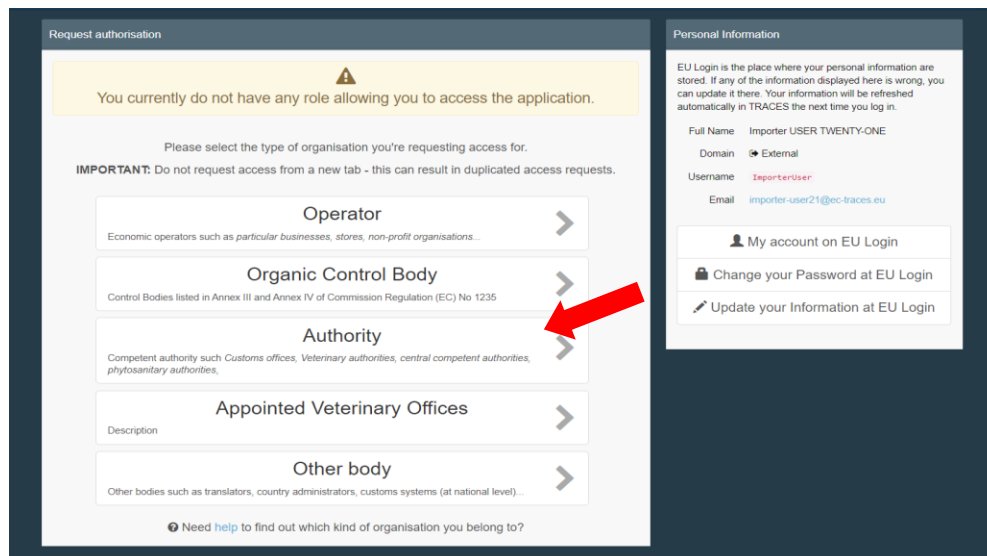
Specific instructions

1. To access DIWASS please follow the link:

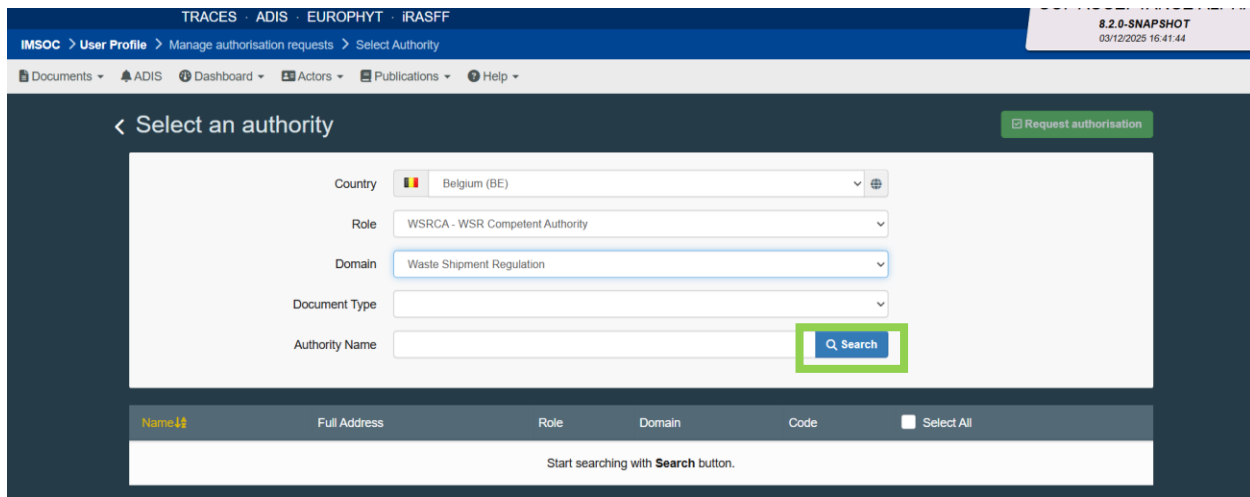
<https://test-traces.ec.europa.eu/acesm/acesm/acesm/login> (please, note that this link identifies the test environment).

[Please note that the DIWASS test environment does not require the user to perform a two-step authentication under the EU login, to facilitate the testing process.]

2. 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 “Authority”.



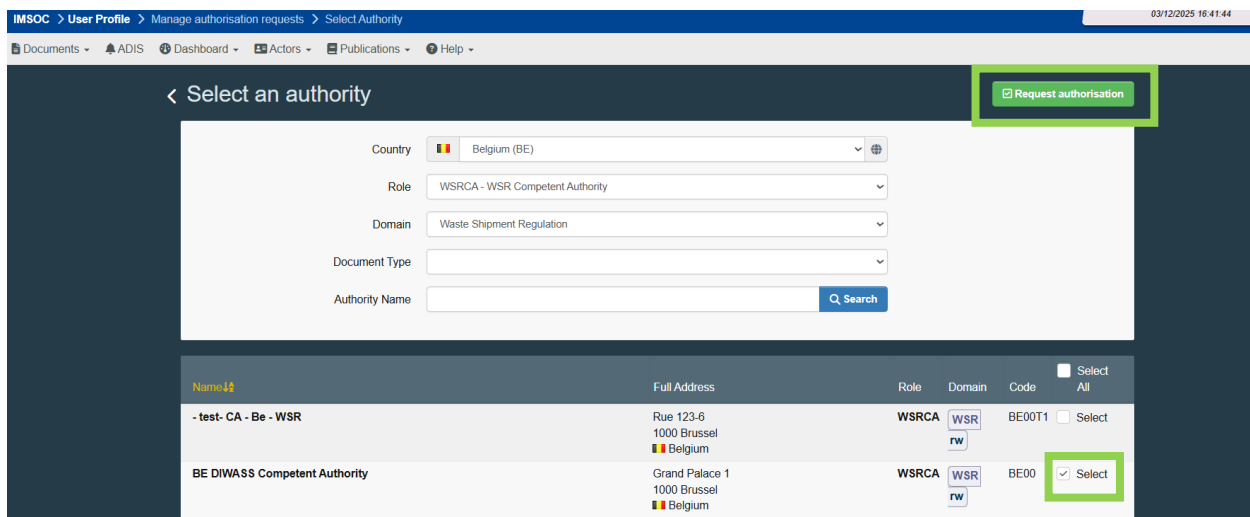
3. The user needs to search for the CA it wishes to represent in DIWASS by providing the following data:
 - Country: Member State of the CA you wish to represent
 - Role: WSRCA – WSR Competent Authority
 - Domain: Waste Shipment Regulation
 - Document type: please leave this field emptyand click on “Search”.



As a result of this search, DIWASS will return a list of competent authorities that match the indicated criteria. Based on this list, a user can request access to any of the existing CAs.

If the CA that you wish to get access to is not there, please contact the Commission by sending an email to ENV-DIWASS-GUI-ACCESS@ec.europa.eu and indicate the basic data of the CA: name, address, CA code, scope of competence (dispatch / transit / destination).

- Then, the user needs to select the relevant competent authority and click on “Request Authorization” in the top right corner of the page.



- Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the CA. Please note that providing such message is not mandatory. To submit a request, the user needs to click on “Send authorization request”.

Confirm authorisation request for BE00

Optionally, you can provide some additional useful information.

Message

Email

Phone

6. Following that, the user should send an email to (ENV-DIWASS-GUI-ACCESS@ec.europa.eu) asking for approving the request, indicating the: email address of the user requesting access, country and name of competent authority concerned.

[Please make sure that the Commission receives such email from 1 person representing each CA. This first person will be added by the Commission as master user and with approve further authorisation requests – for instructions on how to do this, please refer to Chapter 3 of this document.]

Chapter 2 How to request authorisation to represent a CA in DIWASS for users that already have access to DIWASS

General remarks

This chapter provides instructions on how users representing competent authorities can request access to accounts of CA in DIWASS.

[Please note that the DIWASS test environment allows one user to have access to several CAs accounts to facilitate the testing process.]

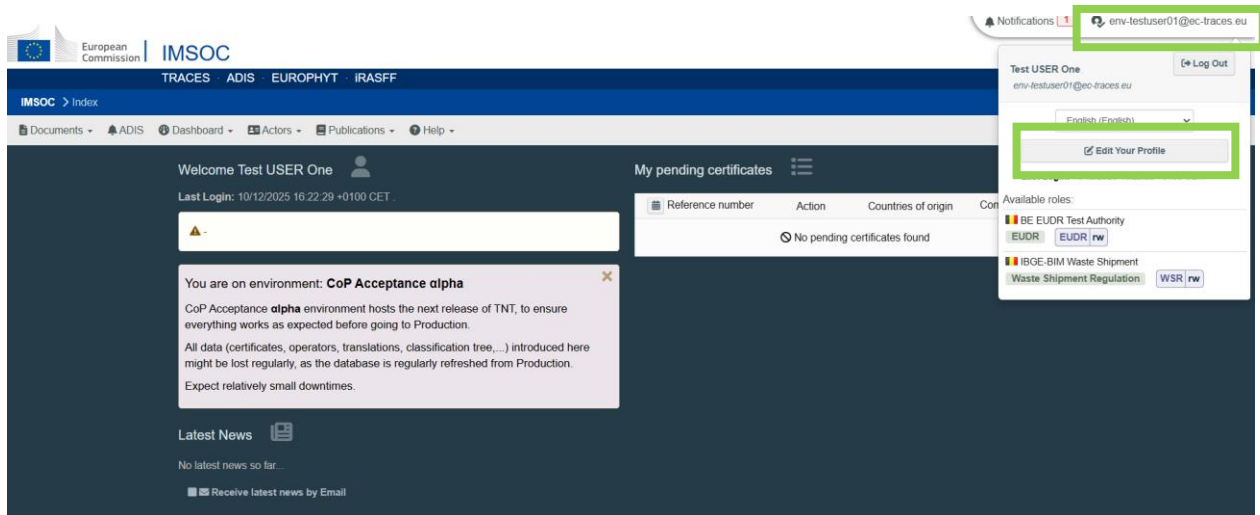
Specific instructions

1. To access DIWASS please follow the link:

<https://webgate.acceptance.ec.europa.eu/traces-nt-alpha/login> (please, note that this link identifies the test environment).

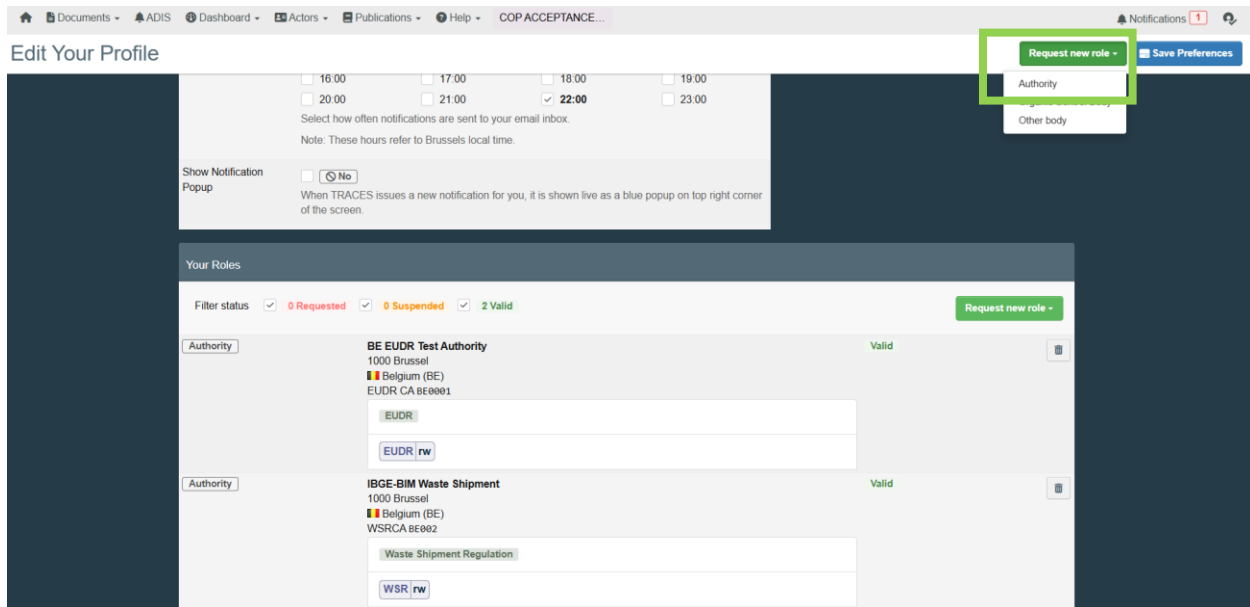
[Please note that the DIWASS test environment does not require the user to perform a two-step authentication under the EU login, to facilitate the testing process.]

2. Following the login, the user needs click on its email address in the top right corner of the page, and then click on “Edit Your Profile”.

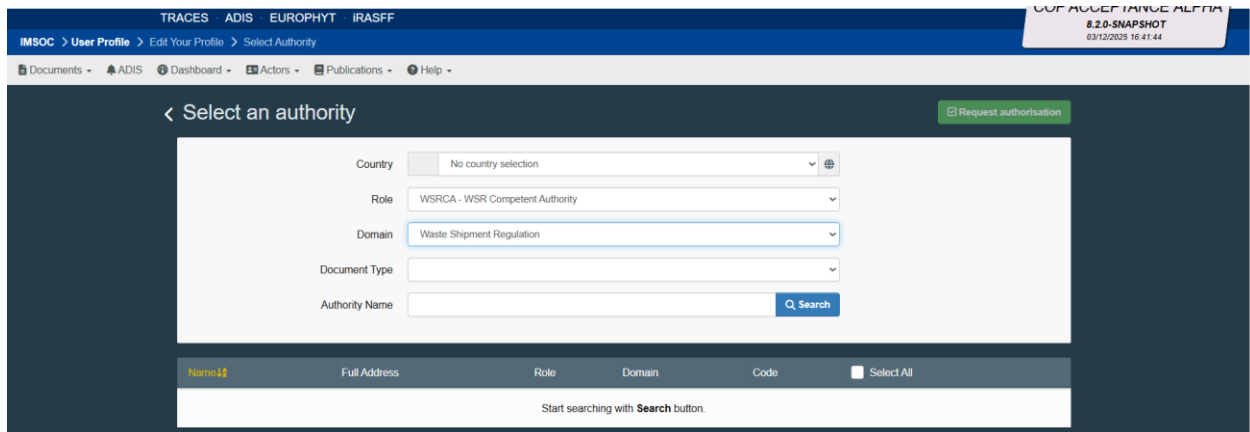


3. On the next screen, the user needs to scroll down to the bottom of the page, to see the box “Your Roles”. The user will see information on all CAs in TRACES NT, that it can represent in this platform. Operators active in DIWASS will appear with “Waste Shipment Regulation” label.

To submit a request to represent another CA, the user needs to click on “Request new role” and select “Authority”.



4. Then, the search screen will open. The user needs to search for the CA it wishes to represent in DIWASS by providing the following data:
- Country: Member State of the CA you wish to represent
 - Role: WSRCA – WSR Competent Authority
 - Domain: Waste Shipment Regulation
 - Document type: please leave this field empty
- and click on “Search”.



As a result of this search, DIWASS will return a list of competent authorities that match the indicated criteria. Based on this list, a user can request access to any of the existing CAs.

If the CA that you wish to get access to is not there, please contact the Commission by sending an email to ENV-DIWASS-GUI-ACCESS@ec.europa.eu and indicate the basic data of the CA: name, address, CA code, scope of competence (dispatch / transit / destination).

- Then, the user needs to select the relevant competent authority and click on “Request Authorization” in the top right corner of the page.

IMSOC > User Profile > Manage authorisation requests > Select Authority 03/12/2025 16:41:44

Documents - ADIS Dashboard - Actors - Publications - Help -

< Select an authority Request authorisation

Country 🇧🇪 Belgium (BE) 🌐

Role WSRCA - WSR Competent Authority ▼

Domain Waste Shipment Regulation ▼

Document Type ▼

Authority Name 🔍 Search

Name	Full Address	Role	Domain	Code	Select
- test- CA - Be - WSR	Rue 123-6 1000 Brussel 🇧🇪 Belgium	WSRCA	WSR rw	BE00T1	<input type="checkbox"/> Select
BE DIWASS Competent Authority	Grand Palace 1 1000 Brussel 🇧🇪 Belgium	WSRCA	WSR rw	BE00	<input checked="" type="checkbox"/> Select

- Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the CA. Please note that providing such message is not mandatory. To submit a request, the user needs to click on “Send authorization request”.

Confirm authorisation request for BE00 ✕

Optionally, you can provide some additional useful information.

Message

Email ✉

Phone ☎

- Following that, the user should send an email to (ENV-DIWASS-GUI-ACCESS@ec.europa.eu) asking for approving the request, indicating the: email address of the user requesting access, country and name of competent authority concerned.

[Please make sure that the Commission receives such email from 1 person representing each CA. This first person will be added by the Commission as master user and with approve further authorisation requests – for instructions on how to do this, please refer to Chapter 3 of this document.]

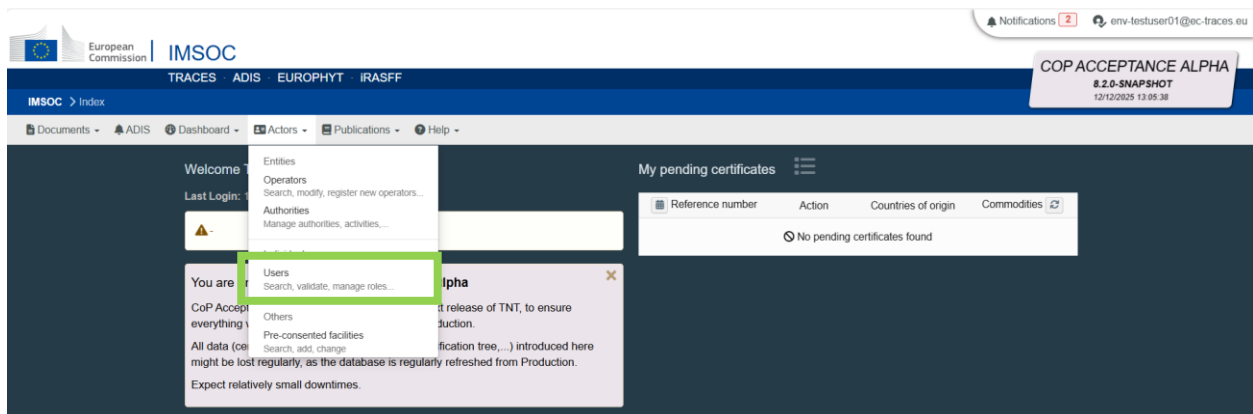
Chapter 3 How to approve authorisation requests of users that represent CAs in DIWASS

General remarks

This chapter provides instructions on how users representing competent authorities can approve authorisation requests from other users to access the accounts of CAs in DIWASS.

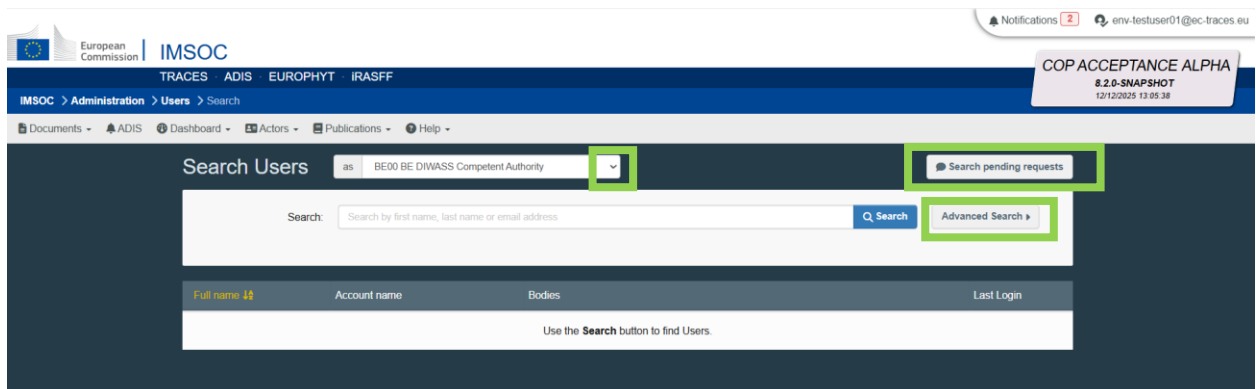
Specific instructions

1. Following login, click on “Actors” and “Users”.



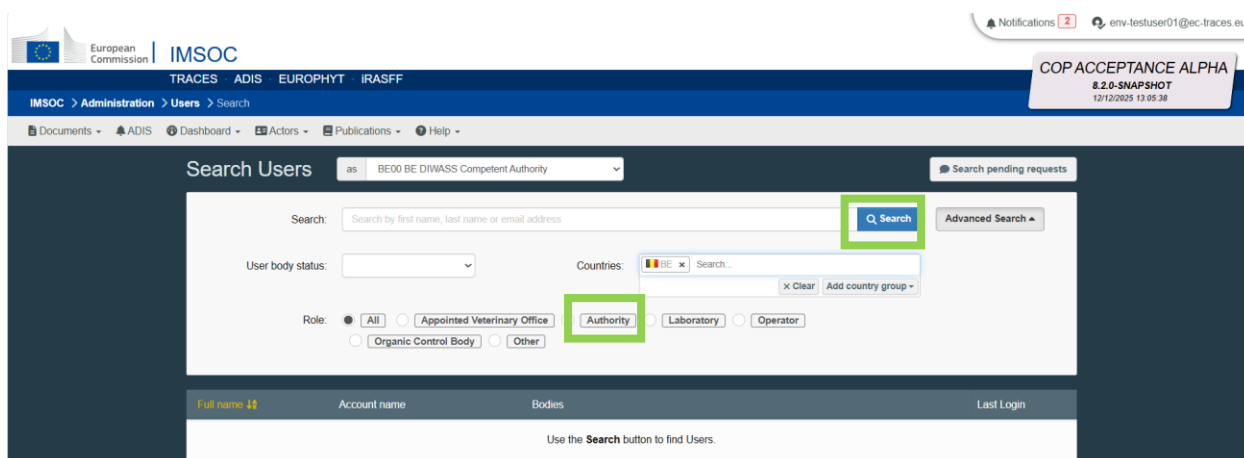
2. Then, search screen will open. In case you represent more than 1 authority in Traces NT, please choose the authority you do the search from the drop-down list.

Then, you can either type the name of your CA and click search, or click on “search pending requests”, or “Advanced search”.

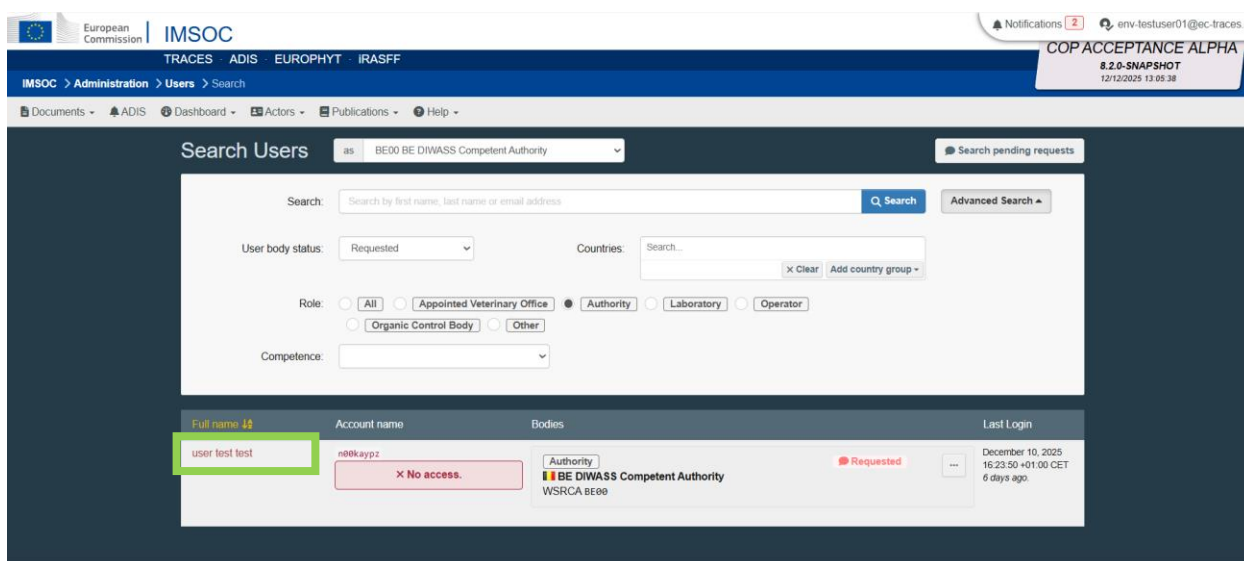


If you choose “search pending requests”, DIWASS will display all pending authorisation requests that the user may approve. The list will include requests from operators and authorities.

If you choose “Advanced search” you will be able to select “Authority” in the field “Role”. When you click on Search, DIWASS will display the list of all pending authorisation requests to represent CA, that the user may approve.



3. To proceed with the approval of authorisation request, the user needs to click on the name of the user, that submitted a request.



4. The screen presenting details of the CA will open. The user should scroll down to section “Roles” and click on the green tick sign next to the name of CA.

Edit User user test test n00kaypz [Cancel] [Save changes]

User details

Username: n00kaypz | Email: test.user.1.2.3.4.5.6.7.8.9.test.123456789@gmail.com

Domain: External | Phone: []

Full name: user test test | Fax: []

Digital signature authorized SEAL requester ID: Not authorized | Application access: No access.

Roles [Add new Role]

User Roles status to display: 1 Deleted, 1 Requested, 0 Suspended, 0 Valid

Authority: BE DIWASS Competent Authority, 1000 Brussel, Belgium (BE), WSRCA BE00

Waste Shipment Regulation: [WSR | rw]

Rights: [X] Administrator, [] Use of organisation eSeal, [] Electronic seal manager / requester, [] Issuing of organic operator certificates

Following that click, the status of the user will change from “Requested” to “Valid”.

The user asking for authorisation to represent the CA, is by default a master user. In case the newly added user should be only a standard user (i.e. user that do not have a right to authorise other users to represent the CA), the tick next to the box "Administrator" should not be selected.

- In order to approve the user to represent the CA the button “Save changes” in the top right corner of the screen should be selected.

Edit User user test test n00kaypz [Cancel] [Save changes]

User details

Username: n00kaypz | Email: test.user.1.2.3.4.5.6.7.8.9.test.123456789@gmail.com

Domain: External | Phone: []

Full name: user test test | Fax: []

Digital signature authorized SEAL requester ID: Not authorized | Application access: No access.

Roles [Add new Role]

User Roles status to display: 1 Deleted, 0 Requested, 0 Suspended, 1 Valid

Authority: BE DIWASS Competent Authority, 1000 Brussel, Belgium (BE), WSRCA BE00

Waste Shipment Regulation: [WSR | rw]

Rights: [X] Administrator, [] Use of organisation eSeal, [] Electronic seal manager / requester, [] Issuing of organic operator certificates

Chapter 4 How to approve a registration request from an operator

General remarks

This chapter provides instructions for CAs on approving operators' requests for registration.

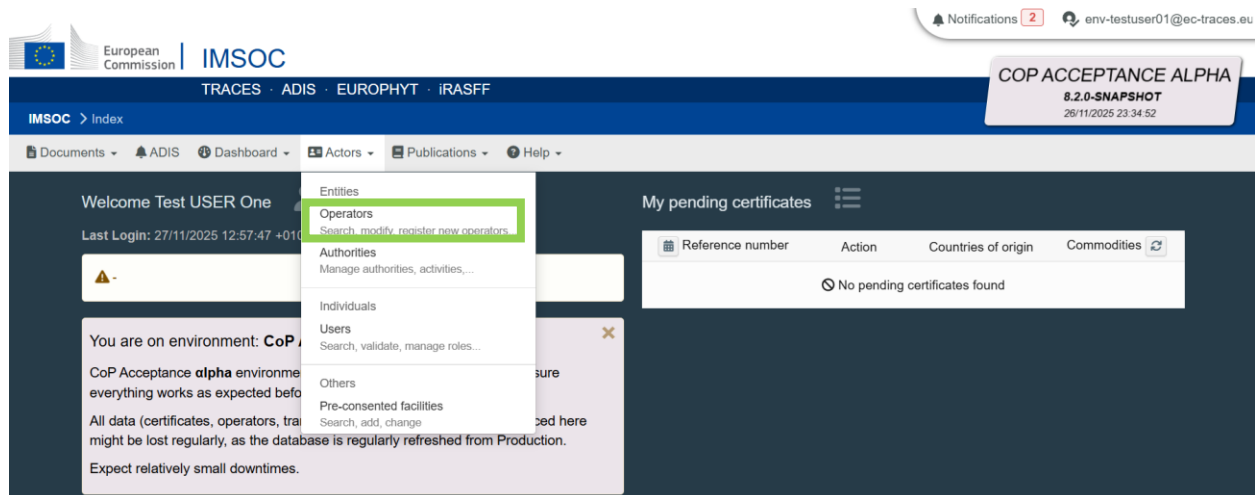
Please note that DIWASS will not allow users submitting such requests to add any attachments in DIWASS – such attachments need to be provided to CA in other manner. Also, DIWASS does not allow CA to ask for any additional information concerning such request in the system. This communication needs to be done outside DIWASS.

When approving the request, the CA should only verify whether the operator concerned exists and whether the user claiming to represent it is entitled to represent the operator concerned³.

Please note that in case a MS has more than 1 CA, and the user registering sends the request to the CA that is not competent according to the national rules, the CA that received such request will be able to change it by editing the request (see detailed instructions on that in point 4 below).

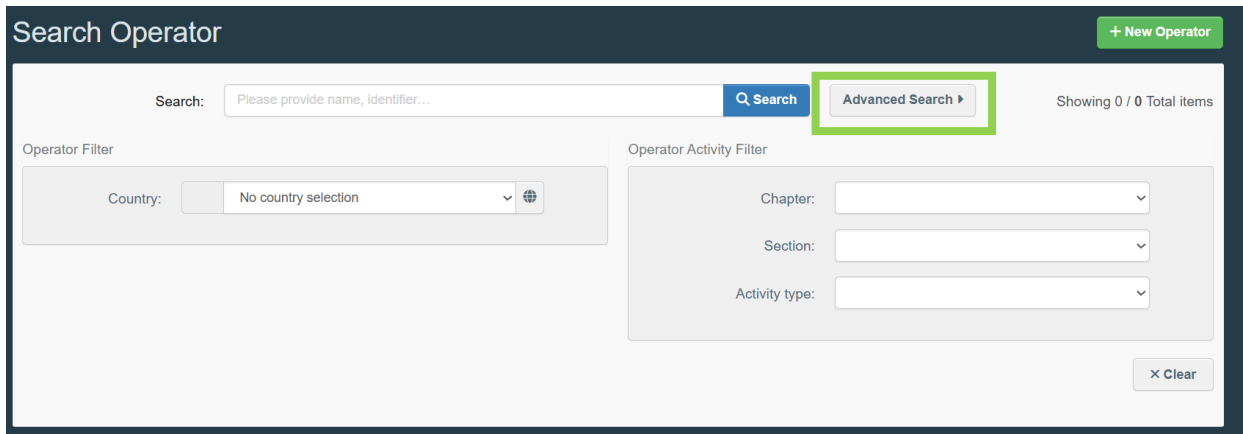
Specific instructions

1. Following the login, click on “Actors” and “Operators”.



2. “Search operator” screen will open. To facilitate the search, the user should click on “Advance Search”.

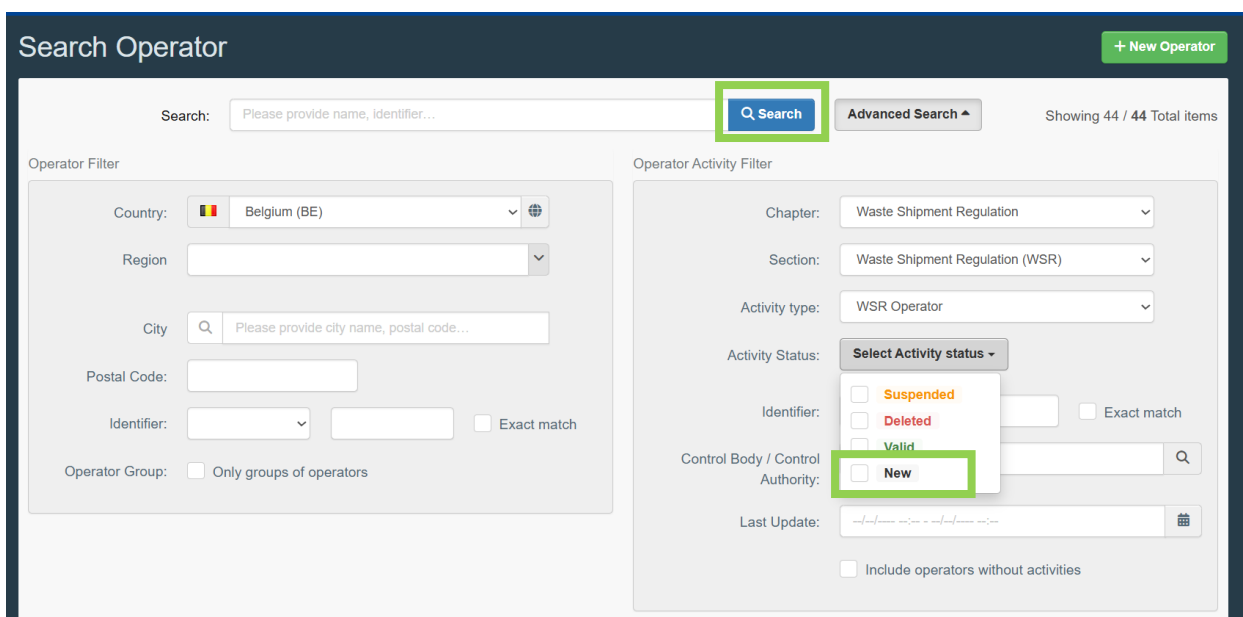
³ Article 7(7) of DIWASS Implementing Act.



Then, the user needs to provide the following data:

- Country: the country of its competent authority
- Chapter: Waste Shipment Regulation
- Section: Waste Shipment Regulation (WSR)
- Activity type: WSR Operator
- Activity Status: New

and click on “Search”.



3. Then, scrolling down the page, the user will see the list of operators, that await approval of their registration. To see the request of a particular operator, the user needs to click on the name of the operator.

Name	Country	Identifiers	Activities	Full Address
Site nr 2 of WeSolveYourIssueZ	Belgium	CBR 1234567899	Waste WSR WSR Operator Shipment Regulation	Street 1000 Brussel Brussels-Capital (BE-BRU) Belgium
TEst	Belgium	CBR 1234569 ☆	Waste WSR WSR Operator Shipment Regulation	Street 8380 Bruges West Flanders (BE-WV / Flanders (BE-VLG)) Belgium
Brussel energie	Belgium	EORI BE12345X789012555 ☆ CBR BE0123456789	Waste WSR WSR Operator Shipment Regulation	Leon monnoyerkaai 9 1000 Brussel Brussels-Capital (BE-BRU) Belgium
DIWASS Video Company 2	Belgium	EORI BE456456789789123 ☆	Waste WSR WSR Operator Shipment Regulation	Street 1 1000 Brussel Brussels-Capital (BE-BRU) Belgium

4. Next, the user will see the screen, containing all the basic data of the operator. The user should verify correctness of data provided.

< DIWASS Video Company 2

Last modified by: n00dr3d1 (Web application)

Operator Details

Name: DIWASS Video Company 2 *

Country: Belgium (BE) *

Phone: +32 21 12 10 01

Operator Identifiers

+ Add Identifier

Type	Value
EORI	BE456456789789123 <small>Format: BE12345X789012345</small>

Addresses

+ Add address

1

Region: Brussels-Capital (BE-BRU)

City: 1000 Brussel ✓ *

Address: Street 1 *

Coordinates: Latitude / Longitude

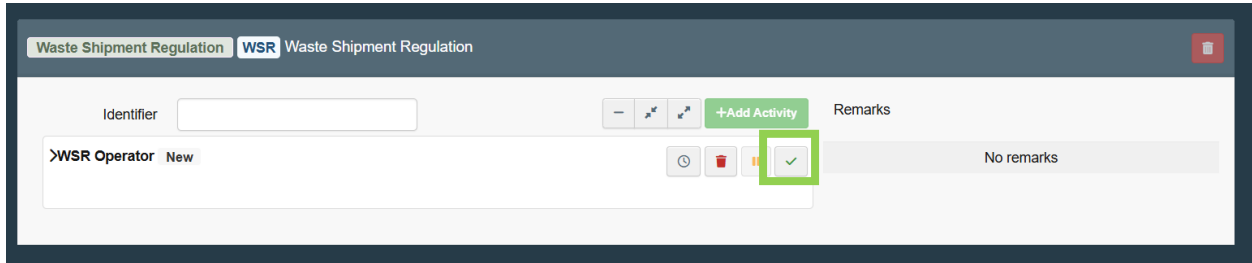
Important note: if the user finds that any element is missing or not provided, the competent authority may contact the operator outside DIWASS:

- to ask for deleting the registration request, and submitting a new one, with all relevant data, or
- add the missing data (e.g. a registration number), or correct the data (e.g. a typo in the name of the street) themselves, upon agreement of the operator.

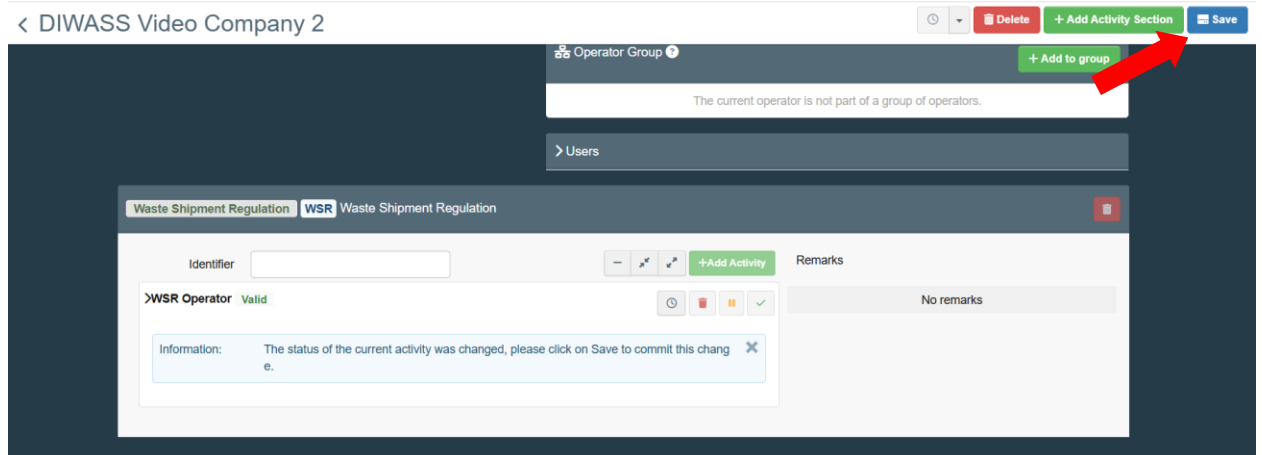
The approach to be taken depends on the decision of the competent authority. DIWASS will however not allow for:

- exchanging messages regarding a registration request between the operator and competent authority,
- edits by the operator of the registration request before it is approved by the competent authority.

5. After verification of operator's data and to approve the registration of the operator, the user needs to scroll down to the bottom of the website and in the box "Waste Shipment Regulation" click on the green tick next to "WSR Operator New" label.



The user will see that the status of the operator was changed from "New" to "Valid". The user will be also reminded by a message in light blue box, to save the changes. To do so, the user needs to click on "Save" in top right corner of the website.



Following that, the user will see a message informing about the successful action.

