

**These guidelines apply to the WSR Regulation 1013/2006**

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Always consult the latest version on the [OVAM website](#) to ensure you have the most up-to-date information. You can use the version number to check whether a new version is available. Manuals are updated as needed to reflect changes or clarify procedures. The guideline was created with AI support and verified by OVAM.

|                                                                              |   |
|------------------------------------------------------------------------------|---|
| Guidelines for completing a WSR notification at OVAM by email or post .....  | 1 |
| 1 Submitting a WSR notification at OVAM by email or post .....               | 3 |
| 1.1 Competent authorities outside Belgium .....                              | 3 |
| 1.2 Requesting a notification number at OVAM .....                           | 3 |
| 1.3 Financial guarantee .....                                                | 3 |
| 1.3.1 Sending the financial guarantee.....                                   | 4 |
| 1.3.2 Amount of the financial guarantee .....                                | 4 |
| 1.3.3 Releasing of the financial guarantee .....                             | 4 |
| 1.4 Administrative costs .....                                               | 4 |
| 1.4.1 Payment request .....                                                  | 4 |
| 1.4.2 Invoice .....                                                          | 5 |
| 1.5 Complete The notification document.....                                  | 5 |
| 1.5.1 Block 1 – Exporter/Notifier.....                                       | 5 |
| 1.5.2 Block 2: Consignee.....                                                | 6 |
| 1.5.3 Block 3: Notification number, number of shipments and PAF status ..... | 6 |
| 1.5.4 Block 4: Total intended number of shipments .....                      | 7 |
| 1.5.5 Block 5: Total intended quantity .....                                 | 7 |
| 1.5.6 Block 6: Intended period of time for shipment(s) .....                 | 7 |
| 1.5.7 Block 7: Packaging type(s) .....                                       | 8 |

|        |                                                                                          |    |
|--------|------------------------------------------------------------------------------------------|----|
| 1.5.8  | Block 8: Intended carrier(s) .....                                                       | 8  |
| 1.5.9  | Block 9: Waste generator(s) – producer(s) .....                                          | 9  |
| 1.5.10 | Block 10: Disposal facility or recovery facility .....                                   | 10 |
| 1.5.11 | Block 11: Disposal/recovery operation(s) .....                                           | 12 |
| 1.5.12 | Block 12: Designation and composition of waste .....                                     | 13 |
| 1.5.13 | Block 13: Physical characteristics .....                                                 | 13 |
| 1.5.14 | Block 14: Waste identification .....                                                     | 14 |
| 1.5.15 | Block 15: Countries/States concerned .....                                               | 14 |
| 1.5.16 | Block 16: Customs offices .....                                                          | 15 |
| 1.5.17 | Block 17: Exporter's-notifier's/generator's-producer's declaration .....                 | 15 |
| 1.5.18 | Block 18: Total numbers of annexes .....                                                 | 16 |
| 1.5.19 | Blocks 19, 20 and 21 .....                                                               | 16 |
| 1.6    | Complete the movement document .....                                                     | 16 |
| 1.6.1  | Report transboundary waste shipment to OVAM .....                                        | 16 |
| 1.6.2  | Blocks 1, 2, 3, 4, 7, 9, 10, 11, 12, 13 and 14 .....                                     | 17 |
| 1.6.3  | Reporting a shipment: blocks 2, 5, 6, 8 and 15 .....                                     | 17 |
| 1.6.4  | Block 17: Shipment received by importer – consignee (if not facility) .....              | 17 |
| 1.6.5  | Receiving a shipment: block 18: Shipment received at disposal or recovery facility ..... | 18 |
| 1.6.6  | Processing a shipment: block 19: Completion of disposal/recovery .....                   | 18 |
| 1.7    | Submit the notification at OVAM .....                                                    | 19 |
| 1.8    | OVAM notification and decision process .....                                             | 19 |
| 1.8.1  | Export from the Flemish region .....                                                     | 19 |
| 1.8.2  | Import into the Flemish region .....                                                     | 19 |
| 2      | Notification of shipment after consent .....                                             | 20 |
| 2.1    | Start of transboundary waste shipments .....                                             | 20 |
| 2.2    | Documents needed during transboundary waste shipment .....                               | 20 |
| 2.3    | Actions after completing all transboundary waste shipments .....                         | 20 |
| 2.4    | Submit modification request after approval .....                                         | 20 |

# 1 Submitting a WSR notification at OVAM by email or post

If you intend to ship waste under the European Waste Shipment Regulation (WSR), you must submit a [WSR notification](#) to the authority of the country of origin. For shipments starting in Flanders (Belgium), [OVAM](#) is the competent authority for waste import and export. This guideline provides a structured overview covering:

- Where and how to submit your WSR notification by email and post
- How to complete the notification and movement documents with annexes
- Authorities responsible for assessing the notification
- Timeline for receiving consent for shipment

## 1.1 COMPETENT AUTHORITIES OUTSIDE BELGIUM

There are four authorities responsible for WSR implementation in Belgium:

1. Public Waste Agency of Flanders (OVAM), E. [inuit@ovam.be](mailto:inuit@ovam.be)
2. Brussels Environment, E. [wasteshipment@leefmilieu.brussels](mailto:wasteshipment@leefmilieu.brussels)
3. Département du Sol et des Déchets (SPW) for Wallonia, E. [fabien.piron@spw.wallonie.be](mailto:fabien.piron@spw.wallonie.be)
4. Interregional Packaging Commission (IVC-CIE), E. [a.vanpoucke@ivcie.be](mailto:a.vanpoucke@ivcie.be)

Competent authorities outside Belgium:

- For EU Member States, consult the [European Commission's website](#).
- For countries operating under the Basel Convention, refer to the [Basel Convention website](#).

## 1.2 REQUESTING A NOTIFICATION NUMBER AT OVAM

Request the notification file:

- By email: [inuit@ovam.be](mailto:inuit@ovam.be)  
Give your company name, address, email, and (optionally) VAT-number. OVAM will provide a single-use notification number, which must be included on both the notification and movement documents.
- Via the [EVOA webportal](#)  
If you have a Belgian company or Belgian VAT-number, submit your notification via the EVOA webportal, using the [Dutch webpage](#).

## 1.3 FINANCIAL GUARANTEE

A financial guarantee is required for export and import from outside the EU to cover costs related to waste shipment, including transport, recovery and storage for up to 90 days. OVAM may use the financial guarantee if it appears that the waste is not being processed correctly. OVAM accepts two types of guarantees:

- A **specific financial guarantee** is linked to a single notification and must state the notification number. It remains valid for one year after the expiry date.
- A **general financial guarantee** covers multiple notifications and does not mention a notification number. It is valid for an indefinite period.

The guarantee must be issued by a financial institution (not the Deposit and Consignment Office of the Federal Public Service Finance) and is in favour of OVAM.

A template is available on the [OVAM website](#).

### 1.3.1 Sending the financial guarantee

Send a copy to [inuit@ovam.be](mailto:inuit@ovam.be). The bank sends the original document to: OVAM, Department AMB - Team Dossierbeheer EVOA, Koning Albert II-laan 15 bus 625, 1210 Brussels, Belgium.

### 1.3.2 Amount of the financial guarantee

The amount is determined by OVAM using a formula based on:

the total planned quantity (tonnage – block 5)

x 2 euros per ton (with a minimum amount of 1200 euros)

and

x 4 for hazardous waste (EC list of wastes code with asterisk – block 14)

and

x 2 for shipments to or from non-EU countries (except Iceland, Liechtenstein, Norway and

Switzerland, the calculation for the EU countries applies. An additional multiplication by a factor of 2 is then not necessary).

If exporting to a pre-consented recovery facility (PAF), the tonnage may be divided by the number of years or the transfer period (block 6).

### 1.3.3 Releasing of the financial guarantee

Once all shipments are completed and all movement documents processed, you can request the release of the financial guarantee by emailing [inuit@ovam.be](mailto:inuit@ovam.be). OVAM will not release the financial guarantee automatically when the period expires; a formal request is required.

## 1.4 ADMINISTRATIVE COSTS

OVAM charges a fee for processing each notification file. The amount depends on the type of file:

- € 400 for digital export files submitted via the [EVOA web portal](#).
- € 550 for paper export files not submitted via the web portal;
- € 550 for all import files;
- € 400 for horseshoe transports.

### 1.4.1 Payment request

After submitting your notification file by emailing [inuit@ovam.be](mailto:inuit@ovam.be) or once OVAM receives the import file from the authority of dispatch, you will receive a payment request with a reference number.

Please ensure that payments are:

- for the correct amount;
- made using the correct payment reference;
- sent to the specified account number.

Payments are processed by [mollie](#), OVAM's payment provider. Note that the account is registered to Mollie (Keizergracht 126, 1015 CW Amsterdam, The Netherlands, TVA-number NL815839091B01)

and not to OVAM. As OVAM is not the account holder, bank statements for this account cannot be provided.

Incorrect payments will be refunded by Mollie. Advance payments are not accepted. Please read the payment instructions carefully and follow them precisely.

#### 1.4.2 Invoice

After payment, you will receive an invoice by email.

### 1.5 COMPLETE THE NOTIFICATION DOCUMENT

The notification document is an official document with a unique number used by authorities to decide on waste shipment approval. It must detail the waste, parties, route, and processing. Blocks 1 to 17 must be completed. A template of the notification document is available on the [OVAM website](#).

Notifiers should fill in each field with relevant details and may attach extra documents if necessary.

#### 1.5.1 Block 1 – Exporter/Notifier

|                        |                  |
|------------------------|------------------|
| 1. Exporter – notifier | Registration No: |
| Name:                  |                  |
| Address:               |                  |
| Contact person:        |                  |
| Tel.                   | Fax              |
| Email:                 |                  |

Block 1 of the notification document is for entering information about the exporter-notifier. This is the entity or person responsible for shipping waste from Flanders to another country. The notifier must obtain approval from all competent authorities.

#### Who can be the notifier?

The notifier is, in order of priority:

1. The first producer
2. The licensed new producer
3. An authorised collector
4. A registered dealer
5. A registered broker
6. The holder (only if none of the above apply)

#### Required information:

- Registration number (from the country of dispatch; use the VAT-number)
- Full company name (including legal form)
- Address (street name, house number, city/town, postcode, country)
- Contact person (name, surname)
- Telephone number (with international dialling code)
- Email address
- Fax number (optional)

## Required Annexes

### 1. Contract between notifier and consignee

- Mandatory.
- The notifier must provide a contract with the consignee. This contract includes:
  - The notification number (from block 3 of the notification document).
  - The name and surname of the authorised representative signing the contract.
  - The date of signature.
- Contract templates are available on the [OVAM website](#) ('Downloads').

### 2. Authorisation

- Mandatory only when applicable.
- If the waste producer (block 9) is not the notifier (block 1), an authorisation to notify is required, unless the waste producer co-signs in box 17.
- Templates for this authorisation are available on the [OVAM website](#) ('Downloads').

#### 1.5.2 Block 2: Consignee

|                                          |     |
|------------------------------------------|-----|
| 2. Importer – consignee Registration No: |     |
| Name:                                    |     |
| Address:                                 |     |
| Contact person:                          |     |
| Tel.                                     | Fax |
| Email:                                   |     |

Block 2 is for entering information about the importer-consignee. This is the entity or person in the destination country who will receive the waste for recovery or disposal.

#### Required information:

- Registration number (from the country of destination; use the VAT-number)
- Full company name (including legal form)
- Address (street name, house number, city/town, postcode, country)
- Contact person (name, surname)
- Telephone number (with international dialling code)
- Email address
- Fax number (optional)

#### 1.5.3 Block 3: Notification number, number of shipments and PAF status

|                                                                  |                          |                              |                             |
|------------------------------------------------------------------|--------------------------|------------------------------|-----------------------------|
| <b>3. Notification No:</b>                                       |                          |                              |                             |
| <b>Notification concerning</b>                                   |                          |                              |                             |
| A. (i) Individual shipment:                                      | <input type="checkbox"/> | (ii) Multiple shipments:     | <input type="checkbox"/>    |
| B. (i) Disposal <sup>(1)</sup> :                                 | <input type="checkbox"/> | (ii) Recovery:               | <input type="checkbox"/>    |
| C. Pre-consented recovery facility <sup>(2)</sup> <sup>(3)</sup> |                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Block 3 is used to enter the notification number assigned by the authority of dispatch. It also records whether the shipment is individual (1 transport) or multiple (block 3A), and whether the waste is for disposal or recovery (block 3B).

#### Recovery

If the waste shipment is intended for recovery, indicate in block 3C whether the processing will take place at a pre-consented recovery facility (PAF). This facility must be licensed for both the specific waste and the treatment method, and the license must remain valid for the entire duration of the notification (block 6). For a list of international PAF-facilities, consult the [OECD website on transboundary movement of waste](#). When submitting the notification file, include the proof of the PAF-approval as an annex to block 10.

## Disposal

If the shipment is for disposal, a PAF-facility is not applicable.

### 1.5.4 Block 4: Total intended number of shipments

|                                        |
|----------------------------------------|
| 4. Total intended number of shipments: |
|----------------------------------------|

Block 4 is used to enter the number of shipments that can be carried out within the approved period. It is advised to enter a slightly larger number of shipments than actually needed, since cancelled shipments should also be included in this total.

For shipments to a pre-consented recovery facility (PAF) and selecting a longer shipment period, adjust the number of shipments accordingly.

When using multiple types of transport (e.g. ship and truck), the smallest means of transport (in this case the truck) determines the number of shipments.

### 1.5.5 Block 5: Total intended quantity

|                                                                     |
|---------------------------------------------------------------------|
| 5. Total intended quantity (4):<br>Tonnes (Mg):<br>m <sup>3</sup> : |
|---------------------------------------------------------------------|

Block 5 is for entering the expected total amount of waste to be shipped, expressed in tons. If the actual quantity is unknown, an estimate may be provided. Cubic metres (m<sup>3</sup>) do not need to be filled in.

After approval of the notification, you cannot apply to OVAM for an increase in the quantity of waste to be transferred.

The total quantity over the entire period (specified in block 6) must always be stated. Note: this also applies for shipments to a pre-consented recovery facility (PAF).

### 1.5.6 Block 6: Intended period of time for shipment(s)

|                                                                                     |
|-------------------------------------------------------------------------------------|
| 6. Intended period of time for shipment(s) (4):<br>First departure: Last departure: |
|-------------------------------------------------------------------------------------|

Block 6 is for specifying the time frame during which the waste shipments will take place. The maximum shipment period is one (1) calendar year. Enter the first and last day of the period (e.g., First departure: 10 January 2026; Last departure: 09 January 2027).

If the processing facility is a pre-consented recovery facility (PAF), authorization may be granted for

up to three (3) years. The facility in the destination country must apply for this approval from its authority, and proof of being a PAF must be included in the notification file.

### 1.5.7 Block 7: Packaging type(s)

|                                    |                               |                              |
|------------------------------------|-------------------------------|------------------------------|
| 7. Packaging type(s) (5):          | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Special handling requirements (6): |                               |                              |

Block 7 is for specifying the type(s) of packaging used for the waste shipment. You must use the codes (numbers) listed on the back of the notification document.

#### Packaging types include:

1. Drum
2. Wooden barrel
3. Jerrican
4. Box
5. Bag
6. Composite packaging
7. Pressure receptacle
8. Bulk (code 8)
9. Other (specify in detail, e.g. IBC in container or tanker, drums, pallets)

#### Required annex: Special handling requirements

- Mandatory only when applicable.
- If 'special handling requirements' apply, tick 'Yes' in block 7 of the notification document.
- List these requirements in a separate annex and submit this annex together with the movement document during shipment.

### 1.5.8 Block 8: Intended carrier(s)

|                                     |     |
|-------------------------------------|-----|
| 8. Intended carrier(s) Registration |     |
| No:                                 |     |
| Name(7):                            |     |
| Address:                            |     |
| Contact person:                     |     |
| Tel.                                | Fax |
| Email:                              |     |
| Means of transport (5):             |     |

Block 8 is for entering information about the registered carriers responsible for transporting the waste, as well as the planned means of transport.

#### Required information for the carriers

- Registration number (from the country of registration; use the VAT-number if the carrier is a Belgian company)
- Full company name (including legal form)
- Address (street name, house number, city/town, postcode, country)
- Contact name (name, surname)
- Telephone number (with international dialling code)
- Email address

- Fax number (optional)

### Means of transport

Specify the means of transport using the official codes stated on the back of the notification document:

**R** = Road

**T** = Train/rail

**S** = Sea

**A** = Air

**W** = Inland waterways

Multiple means of transport can be indicated. For example, if your shipment travels by road, then by sea, and then by road again, you should indicate this sequence using the codes 'R-S-R' on the notification document.

### Registration of a carrier

OVAM accepts carrier registrations and accreditations from all countries within the European Economic Area (EEA).

- If a carrier is already registered in an EEA country and has a company or VAT-number, no additional registration in Flanders is needed.
- [Registration with OVAM](#) is only valid in the Flemish region. For transports passing through Brussels, Wallonia, or other EU countries, consult the [overview of authorities](#) in each region/country for any extra requirements.

### Required Annex: Carriers list

- If multiple carriers are involved in the waste shipment, add a list of all carriers and refer to it in block 8 of the notification document ("See annex").
- Attach registration and insurance certificates for each carrier. This includes: registration numbers, policy numbers, carrier's name and address details.

### 1.5.9 Block 9: Waste generator(s) – producer(s)

|                                     |  |                  |
|-------------------------------------|--|------------------|
| 9. Waste generator(s) – producer(s) |  | Registration No: |
| (1);(7);(8)                         |  |                  |
| Name:                               |  |                  |
| Address:                            |  |                  |
| Contact person:                     |  |                  |
| Tel.                                |  | Fax              |
| Email:                              |  |                  |
| Site & process of generation        |  |                  |
| (6)                                 |  |                  |

Block 9 collects information about the producer(s) of the waste, whether they are the initial producer or a new producer who has changed the waste.

If the waste producer is different from the notifier (block 1), the producer must either sign the notification document in block 17 or provide a signed authorisation.

### Required information:

- Registration number (from the country of dispatch; use the VAT-number)
- Full company name (including legal form)

- Address (street name, house number, city/town, postcode, country)
- Contact person (name, surname)
- Telephone number (with international dialling code)
- Email address
- Fax number (optional)

### One waste producer

If there is only one producer, this producer should also be listed as notifier in block 1, unless another party acts as notifier. In this case, the producer must co-sign the authorisation. Templates are available on the [OVAM website](#) ('Downloads').

### Various waste producers

If the waste was collected from various producers, and the notifier is also listed as producer, an annex must specify from which producers the waste was collected (this can be at sector level, e.g., "garages").

### Waste generated site and method

At the bottom of block 9, specify the location and process by which the waste was generated (e.g., waste collection).

### Required Annexes:

#### 1. Authorisation

- Mandatory only when applicable.
- If the waste producer (block 9) is not the notifier (block 1), an authorisation to notify is required, unless the waste producer co-signs in box 17.
- Templates for this authorisation are available on the [OVAM website](#) ('Downloads').

#### 2. Origin of the waste

- Mandatory.
- Provide a clear description of the production process that generated the waste (origin).
- If the waste comes from different sources or is collected, specify the industry level (such as sector or type of business) where the waste was collected.

### 1.5.10 Block 10: Disposal facility or recovery facility

|                                                     |  |                                                    |  |
|-----------------------------------------------------|--|----------------------------------------------------|--|
| 10. Disposal facility (2): <input type="checkbox"/> |  | or recovery facility (2): <input type="checkbox"/> |  |
| Registration                                        |  |                                                    |  |
| No:                                                 |  |                                                    |  |
| Name:                                               |  |                                                    |  |
| Address:                                            |  |                                                    |  |
| Contact                                             |  |                                                    |  |
| person:                                             |  |                                                    |  |
| Tel.                                                |  | Fax                                                |  |
| Email:                                              |  |                                                    |  |
| Actual site of disposal/recovery:                   |  |                                                    |  |

Block 10 requires you to provide information about the facility that will process the waste, specifying whether it is for disposal or recovery. The facility must hold a valid environmental permit and if relevant, be approved as a pre-consented recovery facility (PAF).

### Required information:

- Registration number (from the country of destination; use the VAT-number)
- Full company name (including legal form)
- Address (street name, house number, city/town, postcode, country)
- Contact person (name, surname)
- Telephone number (with international dialling code)
- Email address
- Fax number (optional)

### **Interim disposal or interim recovery**

If the waste shipment involves interim disposal (codes D13, D14 or D15) or interim recovery (codes R12 or R13), include an annex to block 11 of the notification document. This annex provides information about the facility carrying out the interim operation and specify the actual location where the final disposal or recovery takes place.

### **Further processing at several operators**

If further processing occurs at several plants, include an annex specifying which waste fractions are processed and how at each facility. Also add company information (name, address, TVA-number).

### **Required Annexes**

#### **1. Environmental permit**

- Mandatory.
- The facility listed in block 10 of the notification document (the facility that will receive and process the waste, whether for disposal or recovery) must hold a valid environmental permit. This permit is an official authorization for the waste processing facility.
- A copy of the environmental permit must be included when submitting the notification file.
- If the facility is applying for pre-consented recovery status (PAF), the environmental permit is also mandatory.

#### **2. Pre-consented recovery facility permit (PAF)**

- Mandatory only when applicable.
- A PAF is a special status for recovery facilities that meet strict environmental and operational standards. It is granted by the competent authority in the country where the facility is located.
- The PAF status is only applicable for recovery operations, not for disposal. If your shipment is for disposal, you cannot use a PAF facility.
- Shipments to a PAF facility can be authorized for up to three years (instead of the usual one year).

For an international overview of PAF facilities, consult the [OECD website on transboundary movement of waste](#). For an overview of PAF facilities in Flanders, consult the [OVAM website](#) ('Webloket PAF').

### 1.5.11 Block 11: Disposal/recovery operation(s)

|                                        |
|----------------------------------------|
| 11. Disposal/recovery operation(s) (2) |
| D-code/R-code (5):                     |
| Technology employed (6):               |
| Reason for export (1);(6):             |

Block 11 is used to describe how the waste will be processed after shipment. It requires detailed information about the disposal or recovery operation. Enter the correct D-code (for disposal) or R-code (for recovery), as listed on the back of the notification document.

If the waste undergoes multiple operations indicate this sequence using the relevant codes. For example, first stored under R12 and then recovered under R01, indicate 'R12-R01' on the notification document.

#### Interim operations

If interim disposal (codes D13, D14, D15) or interim recovery (codes R12, R13) is involved, both interim and final operations must be entered in block 11.

#### Technology employed

Provide a brief description of the technology used for processing the waste.

#### Reason for export

Indicate the reason for export.

#### Required Annexes

##### 1. Processing

- Mandatory.
- Describe the method used to handle the waste at the disposal or recovery site.

##### 2. For recovery operations (codes R1 to R13): add 'residual value after recovery'

- Mandatory for recovery operations.
- In case of recovery, include:
  - Planned method for disposal of residual waste after recovery
  - Quantity of recovered materials vs. residual/non-recoverable waste
  - Estimated value of recovered material (expressed in currency)
  - Cost of recovery and disposal of residual waste (both expressed in currency)

##### 3. In case of interim recovery or interim disposal

- Mandatory only when applicable.
- If the site involves interim recovery or disposal, indicate where the waste will be finally processed. In an annex, include:
  - Company name, address, country, telephone number, fax (optional), registration number, contact person and email address for all sites involved.
  - The technology used by all disposal or recovery sites (method of disposal or recovery).
  - Environmental permit and pre-consented recovery facility permit (PAF), if applicable.

### 1.5.12 Block 12: Designation and composition of waste

12. Designation and composition of the waste (6):

Block 12 is for specifying the name and composition of the waste being shipped.

What to include?

- The (trade) name of the waste
- The main components of the waste, including their quantity and/or hazard
- The concentrations of these components

#### Required annexes

##### 1. Composition of the waste

- Mandatory only when applicable.
- The information stated in the annex must be:
  - Accurate and complete
  - As specific as possible, with a narrow range of characteristics
  - 100% comprehensive
- For mixed or composite waste (e.g., construction, demolition, industrial waste):
  - Indicate the fractions intended for recovery
  - Subdivide percentages into averages and take a range as narrow as possible
  - Subdivide residual fractions into their main components

##### 2. (Chemical) analysis

- Mandatory only when applicable.
- Attach a chemical analysis if required by authorities for proper assessment and classification. The analysis must be:
  - Unambiguously traceable to the waste
  - Not older than 1 year (unless still representative; if so, indicate this in the annex)

### 1.5.13 Block 13: Physical characteristics

13. Physical characteristics (5):

Block 13 indicates the physical form of the waste at normal temperature and pressure using one of the codes listed on the back of the notification document:

1. Powdery/powder
2. Solid
3. Viscous/paste
4. Sludgy
5. Liquid
6. Gaseous
7. Other (specify)

### 1.5.14 Block 14: Waste identification

|                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14. Waste identification (fill in relevant codes)<br>(i) Basel Annex VIII (or IX if applicable):<br>(ii) OECD code (if different from (i)):<br>(iii) EU list of wastes:<br>(iv) National code in country of export:<br>(v) National code in country of import:<br>(vi) Other (specify):<br>(vii) Y-code:<br>(viii) H-code (5):<br>(ix) UN class (5):<br>(x) UN Number:<br>(xi) UN Shipping name:<br>(xii) Customs code(s) (HS): |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Enter all relevant identification codes for the waste being shipped in block 14.

- For fields **(i)** and **(ii)**, specify only one (1) waste code from [Annex III and IV of the Regulation](#). Do not enter codes for both. If no code applies, write 'Not classified' or 'N/A'.
- For field **(iii)**, use the most appropriate EC code; if there are extra codes, include them in an annex. For more information, consult the [EURAL manual on the OVAM website](#).
- For fields **(iv)** and **(v)** use national codes for the import/export countries if applicable.
- Code **(vii)** is generally not required, unless the waste shipment falls under Basel Convention categories Y46 or Y47. In that case, enter the Basel code at field (i).
- The codes to be used in fields **(viii)** and **(ix)** are found on the back of the notification and movement document.
- If the waste is classified as dangerous, you must include UN and ADR codes. For fields **(x)** and **(xi)**, enter these codes if a UN class is specified at field (ix), using the official ADR descriptions. The correct transport name, as required by ADR regulations, must also be included on the movement document.
- For field **(xii)**, provide the customs (HS) code for EU imports/exports using the [World Customs Organisation's Harmonised System](#) or view the [harmonized system codes](#) at the foreign-trade website.
- If no codes apply for fields (iv) to (xii), enter a dash or 'n/a'.

### 1.5.15 Block 15: Countries/States concerned

| 15. (a) Countries/states concerned, (b) code No of competent authorities where applicable, (c) specific points of exit or entry (border crossing or port) |  |                                      |  |  |                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------|--|--|-------------------------------|
| State of export – dispatch                                                                                                                                |  | State(s) of transit (entry and exit) |  |  | State of import – destination |
| (a)                                                                                                                                                       |  |                                      |  |  |                               |
| (b)                                                                                                                                                       |  |                                      |  |  |                               |
| (c)                                                                                                                                                       |  |                                      |  |  |                               |

Block 15 is used to record information about the countries and authorities involved in the transboundary shipment of waste.

- Line **(a)**: Enter the full name of each country involved. Reference lists of competent authorities in the [EU](#) or [Basel](#) as needed.
- Line **(b)**: Enter the code number of the competent authority for each country. These codes are available on the European Commission's website under '[Implementation of Waste shipment Regulation](#)', in the section 'Contact details for competent authorities in member states'.
- Line **(c)**: Specify the border crossing point where the waste leaves or enters each country. For road transport, also include the road number at the border crossing.

## Required Annex: Route itinerary

### 1. Route itinerary

- Mandatory.
- Provide a detailed route description that the waste will follow from its point of departure to the disposal or recovery site. List every border crossing, including those in transit countries.

### 2. List of transit countries

- Mandatory only when applicable.
- If your shipment transits more than three countries, attach an annex listing each one, including:
  - code numbers for each competent authority
  - place of entry and exit for each transit country
  - relevant customs office if the shipment leaves or enters the EU.

## 1.5.16 Block 16: Customs offices

|                                                                              |       |         |
|------------------------------------------------------------------------------|-------|---------|
| 16. Customs offices of entry and/or exit and/or export (European Community): |       |         |
| Entry:                                                                       | Exit: | Export: |

Block 16 is only relevant for shipments outside the European Community (EU). It ensures all customs offices involved in the import or export of waste are identified.

- **Entry:** For imports into the EU, enter the customs office where the waste enters the European Community.
- **Exit:** For exports from the EU, enter the customs office where the waste leaves the European Community.
- **Export:** For exports from the EU, enter the customs office of clearance for the waste.

## Required Annex: Custom office

- Mandatory only when applicable.
- When the waste shipment enters or leaves the EU, attach an annex that provides details about the relevant customs office.

## 1.5.17 Block 17: Exporter's-notifier's/generator's-producer's declaration

|                                                                                                                                                                                                                                                                                                                                                                                    |       |            |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|--------------------------------|
| 17. Exporter's – notifier's – generator's – producer's (1) declaration:<br>I certify that the information is complete and correct to my best knowledge. I also certify that legally-enforceable written contractual obligations have been entered into and that any applicable insurance or other financial guarantee is or shall be in force covering the transboundary movement. |       |            | 18. Number of annexes attached |
| Exporter's – notifier's name:                                                                                                                                                                                                                                                                                                                                                      | Date: | Signature: |                                |
| Generator's – producer's name::                                                                                                                                                                                                                                                                                                                                                    | Date: | Signature: |                                |

Block 17 is for the declaration and signature of the authorized representatives involved in the waste shipment.

### Notifier and producer's signature

Enter the surname and name of the authorized representative signing the document, along with the date of signature.

- If the notifier (block 1) and the producer (block 9) are the same, only the notifier signs.

- If they differ, both must sign unless the producer authorizes the notifier to sign on their behalf; in that case both must also sign an authorisation form. Templates for this authorisation are available on the [OVAM website](#) ('Downloads').

#### Signature of an authorised representative

If signed by an authorised representative, enter the surname and name of the authorised person, along with the date of signature. An authorization describing the activities to which it applies must be included (e.g., 'authorisation for a registered trader or broker' or 'authorisation for administrative processing of notification'). This authorisation must be signed by the notifier and/or producer. Templates for authorisations are available on the [OVAM website](#) ('Downloads').

#### 1.5.18 Block 18: Total numbers of annexes

|                                   |
|-----------------------------------|
| 18. Number of<br>annexes attached |
|-----------------------------------|

In block 18 you enter the total number of annexes attached to the notification document.

#### 1.5.19 Blocks 19, 20 and 21

These blocks are reserved exclusively for the competent authorities. The notifier (the person or entity submitting the notification) is not permitted to fill in these sections.

### 1.6 COMPLETE THE MOVEMENT DOCUMENT

The movement document must contain the same information as the notification document. A template is available on the [OVAM website](#). The term "shipment" refers to a single load transport by truck, boat, airplane or train from the waste producer to the consignee and waste processor. One (1) movement document is used for each shipment of waste. A numbered copy must be included with each transport. You may not sign the transport document when submitting the notification file.

#### 1.6.1 Report transboundary waste shipment to OVAM

There is a **mandatory** requirement to report different types of declarations for each shipment to all competent authorities involved in transboundary waste shipments. The completed movement document must be sent by email to [shipment@ovam.be](mailto:shipment@ovam.be).

- **Declaration of departure:** Submit this notification no later than 3 working days before the waste shipment departs. Complete sections 2, 5, 6, 8 and 15 of the movement document.
- **Cancellation of shipment:** If a pre-notified shipment does not take place, report this as soon as it is known to the involved authorities. If the shipment date changes, cancel the original transport number; the new date receives a new sequential number. **It is not allowed to re-use a transport number.** To cancel, submit the movement document with a large diagonal line and the word 'cancellation' or 'withdrawn'.

- **Declaration of receipt:** No later than 3 days after the waste is received by the processor, notify the authorities that the waste has safely arrived at the processing site. Complete section 18 of the movement document.
- **Declaration of treatment:** No later than 30 days after the waste has been processed (which must occur within one year of receipt), notify the authorities. Complete section 19 of the movement document.
- **Rejection:** If the processor (partially) rejects the shipment, you must immediately notify the competent authorities. Return shipments may only depart after approval from all competent authorities.

#### 1.6.2 Blocks 1, 2, 3, 4, 7, 9, 10, 11, 12, 13 and 14

Only blocks 1, 2, 3, 4, 7, 9, 10, 11, 12, 13 and 14 must be completed when submitting a notification. All other sections should be completed only when reporting the actual shipment. Each block refers to the corresponding block in the notification document.

- Block 1: refers to block 3 of the notification document.
- Block 2: refers to block 4 of the notification document.
- Block 3: refers to block 1 of the notification document.
- Block 4: refers to block 2 of the notification document.
- Block 7: refers to block 7 of the notification document.
- Block 9: refers to block 9 of the notification document.
- Block 10: refers to block 10 of the notification document.
- Block 11: refers to block 11 of the notification document.
- Block 12: refers to block 12 of the notification document.
- Block 13: refers to block 13 of the notification document.
- Block 14: refers to block 14 of the notification document.

#### 1.6.3 Reporting a shipment: blocks 2, 5, 6, 8 and 15

Each shipment must be reported to all authorities involved and to the consignee **at least 3 working days prior** to the actual shipment date. Blocks 2, 5, 6, 8 and 15 of the movement document must be completed at the start of each individual shipment. It informs authorities of the shipment date and intended route.

Send the complete movement document to OVAM at [shipment@ovam.be](mailto:shipment@ovam.be). For other authorities, check their specific reporting procedures directly.

#### 1.6.4 Block 17: Shipment received by importer – consignee (if not facility)

|                                                                  |       |            |
|------------------------------------------------------------------|-------|------------|
| 17. Shipment received by importer — consignee (if not facility): |       |            |
| Name:                                                            | Date: | Signature: |

Block 17 should be completed as soon as the shipment arrives at the importer or consignee (but only if this is not a processing facility). If this situation does not apply, leave block 17 blank.

### 1.6.5 Receiving a shipment: block 18: Shipment received at disposal or recovery facility

|                                                                            |                                    |                                                      |
|----------------------------------------------------------------------------|------------------------------------|------------------------------------------------------|
| <b>18. Shipment received at disposal facility</b> <input type="checkbox"/> |                                    | <b>or recovery facility</b> <input type="checkbox"/> |
| Date of reception:                                                         | Accepted: <input type="checkbox"/> | Rejected (*): <input type="checkbox"/>               |
| Quantity received: Tonnes (Mg):                                            | m <sup>3</sup> :                   | (*) immediately contact competent authorities        |
| Approximate date of disposal/recovery:                                     |                                    |                                                      |
| Disposal/recovery operation (*):                                           |                                    |                                                      |
| Name:                                                                      |                                    |                                                      |
| Date:                                                                      |                                    |                                                      |
| Signature:                                                                 |                                    |                                                      |

The site operator must confirm receipt of the waste to both the relevant authorities and the notifier. The processing facility must complete block 18 **within 3 days of receiving the shipment**. This includes reporting:

- Tick either 'shipment received at disposal facility' or 'or recovery facility' box
- Date of reception
- Tick the box 'accepted' or 'rejected'
- Quantity received (in tonnes)
- Approximate date of disposal/recovery
- Disposal/recovery operation
- Name, date, and signature of the responsible person (not the company name)

If the shipment is rejected, the competent authorities must be contacted immediately.

Send the complete movement document to OVAM at [shipment@ovam.be](mailto:shipment@ovam.be). For other authorities, check their specific reporting procedures directly.

### 1.6.6 Processing a shipment: block 19: Completion of disposal/recovery

|                                                                                                 |
|-------------------------------------------------------------------------------------------------|
| <b>19. I certify that the disposal/recovery of the waste described above has been completed</b> |
| Name:                                                                                           |
| Date:                                                                                           |
| Signature and stamp:                                                                            |

After the waste has been processed, the facility (consignee/waste processor) must promptly declare to both the involved authorities and the notifier that disposal or recovery is completed. This is done using block 19 of the movement document, which must be signed, dated and stamped by the responsible person at the facility.

This declaration must be made **within 30 days after the completion of disposal or recovery**. It must also be reported no later than 1 calendar year after the waste was received.

Send the complete movement document to OVAM at [shipment@ovam.be](mailto:shipment@ovam.be). For other authorities, check their specific reporting procedures directly.

#### **In case of interim recovery or interim disposal**

If the interim operation at the consignee falls under codes D13, D14, D15 (disposal) or R12, R13 (recovery), the treatment site where the interim operation occurs is responsible for processing the shipment. After the provision (interim) operation, the report of final operation at third-party processors must be sent to [inuit@ovam.be](mailto:inuit@ovam.be)

## 1.7 SUBMIT THE NOTIFICATION AT OVAM

Submit the notification file to:

- Email: [inuit@ovam.be](mailto:inuit@ovam.be)
- Or postal services:  
Public Waste Agency of Flanders (OVAM)  
Department AMB - Team Dossierbeheer EVOA  
Koning Albert II Laan 15 bus 625  
1210 Brussels  
Belgium

## 1.8 OVAM NOTIFICATION AND DECISION PROCESS

OVAM handles notification files using a 'first in, first out' (FIFO) system, meaning the first file received is the first to be handled. It is recommended to submit your notification file at least three to six months before the planned shipment date.

### 1.8.1 Export from the Flemish region

- OVAM is the **country of dispatch** and checks the notification file for completeness, verifies that it meets legal requirements, and ensures all annexes are included. If necessary, OVAM requests additional administrative information from the notifier.
- Once all requirements are met, OVAM forwards the notification file to all other competent authorities concerned in block 15 of the notification document (country of dispatch, transit and receipt). All involved authorities check that your WSR notification complies with the law and regulations. The country of receipt sends the acknowledgement of receipt.
- A substantive review follows at OVAM with technical aspects, environmental impact, and regulatory compliance. Additional substantive questions may be asked if needed.
- OVAM must wait for an acknowledgement of receipt from the competent authority of destination before making a decision. After acknowledgement, OVAM has 30 calendar days to make a decision. For shipments to a pre-consented recovery facility (PAF), the decision period is 7 working days.

### 1.8.2 Import into the Flemish region

- OVAM is the **country of receipt** and checks the notification file for completeness and legal compliance, and ensures all annexes are present. If necessary, OVAM requests additional administrative information from the notifier.
- Once all requirements are met, OVAM send an **acknowledgement of receipt**. A substantive review is then conducted, assessing technical aspects, environmental impact, and regulatory compliance. Additional substantive questions may be asked if needed.
- After acknowledgement, OVAM has 30 calendar days to make a decision. For pre-consented recovery facilities (PAF), the decision period is 7 working days.

**Waste shipments can only start once all relevant authorities have provided their formal consent.** In some cases, a transit country may provide tacit consent instead of an explicit decision. Only after receiving consent from all relevant authorities can you begin transporting waste across national borders.

## 2 Notification of shipment after consent

### 2.1 START OF TRANSBOUNDARY WASTE SHIPMENTS

Transboundary waste shipments may only start after you have received **consent** from all competent authorities involved. This consent confirms that all parties (countries of dispatch, transit and destination) agree with the proposed transport and processing methods. Upon approval, you will receive a notification document signed in box 20 and a written decision from each competent authority. You must have received this consent from each authority before a shipment can start.

Authorities responsible for transit may also provide **tacit consent** where no written decision will be given. This tacit consent becomes effective 30 calendar days after the acknowledgement of receipt by the authority of destination. If the processing facility has a pre-consented recovery status (PAF), tacit consent becomes effective 7 working days after acknowledgement of receipt.

### 2.2 DOCUMENTS NEEDED DURING TRANSBOUNDARY WASTE SHIPMENT

During transboundary waste shipment, the carrier must have the following documents:

- Movement document
- Notification document, signed in box 20 by the competent authorities
- The written consent from the competent authorities

### 2.3 ACTIONS AFTER COMPLETING ALL TRANSBOUNDARY WASTE SHIPMENTS

After all waste shipments under a notification file have been carried out:

- You must check that all shipment notifications (departure, receipt, processing, cancellation, return shipment) have been sent to the competent authorities of dispatch, transit and destination, as well as to the consignee or notifier. If a shipment did not take place, a cancellation notification must also be sent.
- If a financial guarantee was required by OVAM, you request its release by email to [inuit@ovam.be](mailto:inuit@ovam.be)
- The notifier, consignee and processor must each retain all documents from the notification file for at least three years, starting from the date the shipment began.

### 2.4 SUBMIT MODIFICATION REQUEST AFTER APPROVAL

Exceptionally limited changes to a notification file are allowed after consent is granted. All changes must be approved by every competent authority (export, transit and import) before they take effect. Send your modification request by email to [inuit@ovam.be](mailto:inuit@ovam.be). Possible changes include:

- **Adding a carrier:** you can add a new carrier to the notification, but this requires approval from all authorities involved.

- **Adjustment of the approved period:** Only possible if the maximum period was not requested in the original application. The approved period is 1 year for a regular notification file, and 3 years if the waste processor is a pre-consented recovery facility (PAF). The new period must be updated in both the contract and the financial guarantee.
- **Other modifications:** OVAM reviews these individually for compliance with regulations and procedures.