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BRUDALEX - WASTE REPORT

Instructions Collection or treatment facility – Destination of waste

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1. INTRODUCTION

You are the operator of a waste collection or treatment facility in the Brussels-Capital Region. Brudalex¹, the framework law regarding waste management, has been in force since 23 January 2017. Brudalex (Bruxelles/Brussels-Déchets-Afvalstoffen-LEX) offers an integrated approach to ensure the traceability of waste.

An important element of this traceability is the submission of the mandatory waste report. This report is to be submitted on an annual basis, in compliance with the requirements laid down in Brudalex. In order to comply with this reporting, Brussels Environment provides forms (in Excel format).

As of 2019, you are required to use the new **BRUDAWEB** platform to submit the mandatory waste report. The Excel forms can be uploaded in **BRUDAWEB**. This web platform also offers you the possibility to create your report by way of a "wizard".

As an operator of a waste collection or treatment facility, you are under obligation to enter an annual waste report as the destination for waste. This instruction memo only discusses the form to be used for this waste report. Below, we explain a number of aspects in order to clarify how best to complete the form.

<u>Note</u>: As an operator of a waste collection or treatment facility, you are also required to submit an annual waste report as a waste holder (i.e. the new waste producer). More information about this waste report can be found in the instructions for the waste holder.

¹ Decree of 1 December 2016 of the Government of the Brussels-Capital Region on waste management.





2. THE WASTE REPORT OF A COLLECTION OR TREATMENT FACILITY AS A DESTINATION OF WASTE

2.1 THE STANDARD EXCEL FORM

A waste report follows the path of the waste. The Excel form has been structured in the same manner. A row in the Excel table represents the trajectory of a waste stream.

2.2 THE FORMATTING OF THE EXCEL FORM

A number of cells in the form have been protected by Brussels Environment. To create the waste report, click **« Enable Editing »**.

File	Home	Insert	Page	Layout	Formulas	Data	Review	View	Add-ins	Help	Team	∕⊃ Tell n	ne what	you wan	t to do
D PRC	DTECTED VI	EW Be car	eful—fil	es from the	e Internet can o	contain vir	uses. Unless y	ou need t	to edit, it's sa	fer to stay i	n Protecteo	d View.	Enable	Editing	
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1															

In order to enable correct data processing by Brussels Environment, please keep in mind the following:

- Only the first tab of the Excel table should be used for entering the data.
- The first seven rows of the Excel table must be preserved. They may not be changed.
- The order of the columns in the Excel table must be preserved. The order may not be changed.
- The row starting in **cell A7** contains the drop-down menus. This row can be copied.
- The first row of data in the Excel table must start in cell A8.
- The table may not contain empty rows. An empty row means the end of the report.
- The **required format** of some data is specified in the text boxes and drop-down menus (see example below).

CBE VIES other households	n°enterprise		enterprise_head office_name	enterprise_head office_street	enterprise_head office_n°1	enterprise_head office_PC	enterprise_head office_town	enterprise_head office_country
		for some sta	·					
		format: "01234567	790"					
		no "." ";"						
		···· ,	· · ·					





2.3 THE MEANING OF THE COLOURS

Information is requested for each transition throughout the trajectory of the waste. These transitions are visualised by means of colours.

The data regarding the « collector, dealer or broker » are shown in blue.

						enterprise_head office_country	registration nr BE	accreditation nr BE
--	--	--	--	--	--	-----------------------------------	--------------------	---------------------

The data regarding the « holder » are shown in orange.

									Production addres	Production address - Production address			
1	CBE	n°enterprise	enterprise_head	enterprise_head	enterprise_head	enterprise_head	enterprise_head	enterprise_head	address	address	address		
	VIES		office_name	office_street	office_n°1	office_PC	office_town	office_country	production_street	production_n°1	production_PC		
	other												
	households												

The data regarding the « waste » are shown in grey/black.

			complete in kg or	r in (m³ x density)						
		unit kg	unit kg unit m ³							
European waste code	waste description	annual quantity - kg	annual quantity - m³	density - kg/m³	annual quantity - kg	treatment R/D-code				

2.4 THE DETAILS OF A COMPANY

To indicate whether you are a Belgian or a foreign company, select:

- **« CBE »** for a company registered in the Belgian Crossroads Bank for Enterprises. (https://kbopub.economie.fgov.be/kbopub/zoeknummerform.html)
- « VIES » for a company registered in another EU Member State. (http://ec.europa.eu/taxation_customs/vies/?locale=en)

								Production ad	dress - Pro	duction address -	Production address	-
CBE	n*enterprise	enterprise_head	enterprise_head		enterprise_hea			address	address	address	address	address
VIES	i	office_name	office_street	ead	d office_PC	ad office_town	head	production_stre	production_n	production_PC	production_town	production_country
other	!			office_n°1			office_count	et	°1			
households							ry					
CBE	0236916956	Brussels Environment	Havenlaan	86 C	1000	Brussels	BEL	Tuinbouwersstra	89	1020	Brussels	BEL
CBE	0236916956	Brussels Environment	Havenlaan	86 C	1000	Brussels	BEL	Tuinbouwersstra	89	1020	Brussels	





3. FOLLOW THE TRAJECTORY OF THE WASTE

The collection or treatment facility receives waste. This waste can be delivered by a collector, dealer or broker, or by a waste holder. Finally, the information regarding the actual waste itself is also included in the table.

3.1 CREATE A UNIQUE ROW ID

Each row of the table contains the data of the trajectory of a specific waste. The row ID is entered **in column A**. You are free to choose the format of this unique number.

You can identify a specific row of waste data through this unique row ID, in case we ask you to correct data.

3.2 DETERMINE WHO HAS DELIVERED THE WASTE TO YOUR FACILITY

This choice is made by way of a drop-down menu.

The waste can be delivered by a waste « collector, dealer or broker - CDB » or by a waste « HOLDER ».

Delivered by:	
CDB	
HOLDER	1
	_

Select « **CDB** » if the waste is delivered to your collection or treatment facility by a collector, dealer or broker. In this case, complete the blue information field with the address details of the CDB's head office (see box below outlined in red). The orange information field should be left empty.

	COMPLETE V	VHEN DELIVER	RED BY COLLE	ECTOR/DEALE	R/BROKER					COMPLE	TE WHEN DI	ELIVERED BY
											COMPLETE WHE	
											COMPLETE WHE	NENTERPRISE -
Delivered by:	n°enterprise	enterprise head	enterprise head	enterprise_head	enterprise head	enterprise head	enterprise_head	registration nr BE	accreditation nr BE	BE	n°enterprise	enterprise_head
OB IOLDER							office_country			IES		office_name
IOLDER										ther ouseholds		
DB										ousenoius		

Select « **HOLDER** » if the waste is delivered by a waste holder to your collection or treatment facility. In this case, complete the orange information field with the holder's details. The blue information field should be left empty.

	OMPL	ETE WHEN	DELIVERE	D BY COLL	ECTOR/DE	ALER/BRO	KER			COMPL	ETE WHE	N DELIVERE	D BY HOLDE	ER - CO	MPLETE	WHEN D	ELIVER	RED BY H	OLDER	- COMPLET
													IPLETE WHEN OTH							
											COMPLETE V	VHEN ENTERPRISE	- COMPLETE WHEN	ENTERPRIS	E - COMPLETE	WHEN ENTE	RPRISE - C			
																	Production ad		duction address -	
Delivered by: r CDB	Interprise	enterprise_head office_name	enterprise_head office_street	enterprise_head office_n:1		enterprise_head office_town	enterprise_head office_country	registration nr BE	accreditation nr BE	BE IES				enterprise_he ad office_n'1	enterprise_hea doffice_PC	erxerprise_he ad	enterprise_ head	address production_stre		address production_PC
HOLDER										ther ouseholds						office_town	office_cou	et	n1	
HOLDER																				





3.3 IF THE CUSTOMER IS A WASTE HOLDER, DETERMINE WHICH HOLDER

This choice is made by way of a drop-down menu.

If the customer who delivers the waste to the collection or treatment facility is a waste holder, complete the details of this holder in the orange information field. Often the waste holder is the producer of the waste.

The waste holder can be a household, a commissioner for certain specific waste streams (see « other » below) or a Belgian or foreign company.

Select « **households** » when a household delivers the waste to the collection or treatment facility. In that case, there is no need to enter the address of the household. The boxes of the orange information field should be left empty.

EPORT DESTINATION - REPORT DESTINATION - REPORT DESTINATION - REPORT DESTINATION - COMPLETE WHEN DELIVERED BY HOLDER - COMPLETE BY HOLD

	С	OMPLETE V	VHEN OTHER - CON	IPLETE WHEN OTHE	R - COMPL	ETE WHEN OT	HER - COMPI	LETE WHEN			
_	С	OMPLETE V	VHEN ENTERPRISE	- COMPLETE WHEN	ENTERPRISE	- COMPLETE	WHEN ENTER	RPRISE - C	OMPLETE WHE	EN ENTERPR	RISE - COMPLETE
									Production ad	dress - Pro	duction address -
CBE	in	enterprise	enterprise_head	enterprise_head	enterprise_he	enterprise_hea	enterprise_he	enterprise_	address	address	address
VIES	i.		office_name	office_street	ad office_n'1	d office_PC	ad	head	production_stre	production_	production_PC
other	1						office_town	office_cou	et	n'1	
households	!							ntry			
households											

Select « **other** » when it concerns street-cleaning waste (EWC 20 03 03), waste from public waste bins (EWC 20 03 01) or illegal deposits of waste that cannot be assigned to the waste holder (EWC 20 03 99). In this case, please complete the orange information field with the address of your client's head office (see box below outlined in red).

EPORT	DESTINA	TION - REP	ORT DESTIN	ATION ·	· REPOR	T DESTIN	NATIOI	I - REPO	RT DES	TINATION -
COMPL	ETE WHE	N DELIVERE	D BY HOLDE	R - CO	MPLETE \	WHEN D	ELIVE	ED BY H	OLDER	- COMPLETE
	COMPLETE V	VHEN OTHER - CON	IPLETE WHEN OTHE	R - COMPL	ETE WHEN OT	HER - COMPI	LETE WHE			
	COMPLETE V	VHEN ENTERPRISE -	COMPLETE WHEN	ENTERPRISE	- COMPLETE	WHEN ENTER	RPRISE - (OMPLETE WHI	EN ENTERPR	RISE - COMPLETE W
								Production ad	dress - Pro	duction address - P
CBE	n'enterprise	enterprise_head	enterprise_head	enterprise_he	enterprise_hea	enterprise_he	enterprise_	address	address	address
VIES	i	office_name	office_street	ad office_n'1	d office_PC	ad	head	production_stre	production_	production_PC
other	ļ.					office_town	office_cou	et	n'1	
households							ntry			
other	-									





Select « **CBE** » or « **VIES** », when the holder of the waste is a company, an industrial site or an institution (CBE if registered in Belgium; VIES if registered in another member state of the EU). In this case, each box of the orange information field should be completed: the address of the head office of the waste holder, including the address where the waste is produced (e.g. the address of the site unit, the construction site, etc.).

EPORT	DESTINA	TION - REP	ORT DESTIN	ATION .		T DESTI		- REPO	RT DES	TINATION -
COMPL	ETE WHE	N DELIVERE	D BY HOLDE	R - CO	MPLETE	WHEN D	ELIVER	ED BY H	OLDER	- COMPLET
	COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN									
	COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPR									
								Production ad	dress - Pro	duction address -
	n'enterprise	enterprise_head	enterprise_head	enterprise_he	enterprise_hea	enterprise_he	enterprise_	address	address	address
VIES	i	office_name	office_street	ad office_n'1	d office_PC	ad	head	production_stre	production_	production_PC
other						office_town	office_cou	et	n'1	
households							ntry			
CBE										

3.4 DESCRIBE THE WASTE

The grey/black information field contains the data of the waste itself.

The quantity of waste is expressed in « kg » or « m³ ». Certain wastes are not weighed but are expressed in terms of volume. In this case, you also need to enter the density, so that calculation by mass is possible.

The comma is only used to indicate the decimal (e.g. 50,50 kg). No full stops nor commas are used to indicate thousands (e.g. 523236,23 kg).

		unit kg	unit m ^s			
European waste code	waste description	annual quantity - kg	annual quantity - m³	density - kg/m³	annual quantity - kg	treatment R/D-code





4. CONTACT

If you have any questions about the above, please contact us by e-mail at <u>brudaweb@leefmilieu.brussels.</u>

5. ABBREVIATIONS:

BE	Brussels Environment	
Brudalex	Bruxelles/Brussels-Déchets-Afvalstoffen-LEX: Decree of 1 December 2016 of the Government of the Brussels-Capital Region on the management of waste	
CBE	Crossroads Bank of Enterprises https://kbopub.economie.fgov.be/kbopub/zoeknummerform.html	
VIES	"VAT Information Exchange System", an electronic system allowing the validation of VAT identification numbers of economic operators registered in the European Union http://ec.europa.eu/taxation_customs/vies/?locale=en	
N° enterprise	Enterprise number of the head office as mentioned in CBE or VIES	
CDB	Collector, dealer or broker in waste	
EWC	European Waste Catalogue https://eur-lex.europa.eu/legal-content/NL/TXT/?uri=CELEX:02000D0532-20150601	

