

BRUDALEX - WASTE REPORT

Instructions CDB

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1. INTRODUCTION

You are a registered and/or accredited collector, dealer or broker of waste 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 a collector, dealer or broker of waste, you are under obligation to enter an annual waste report. 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.

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

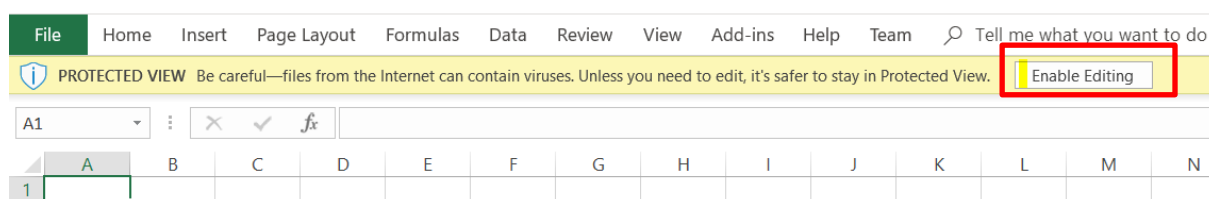
2. THE WASTE REPORT OF A COLLECTOR, DEALER OR BROKER (CDB)

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** ».



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

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 « **holder** » are shown in orange.

CBE VIES other households	n ^o enterprise	enterprise_head office_name	enterprise_head office_street	enterprise_head office_n ^o 1	enterprise_head office_PC	enterprise_head office_town	enterprise_head office_country	Address of receipt - Address of receipt - Address of receipt		
								address of receipt_street	address of receipt_n ^o 1	address of receipt_PC

The data regarding the « **destination** » (collection or treatment facility) are shown in green.

CBE VIES	n ^o enterprise	enterprise_head office_name	enterprise_head office_street	enterprise_head office_n ^o 1	enterprise_head office_PC	enterprise_head office_town	enterprise_head office_country	enterprise_establi shment unit_name	enterprise_establi shment unit_street	enterprise_establi shment unit_n ^o 1	enterprise_establi shment unit_PC	enterprise_establi shment unit_town	enterprise_establi shment unit_country
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The data regarding the « **waste** » are shown in grey/black.

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

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)

CBE VIES other households	n ^o enterprise	enterprise_head office_name	enterprise_head office_street	enterprise_head office_n ^o 1	enterprise_head office_PC	enterprise_head office_town	enterprise_head office_country	Address of receipt - Address of receipt - Address of receipt - Address of receipt			
								address of receipt_street	address of receipt_n ^o 1	address of receipt_PC	address of receipt_town
CBE	0236916396	Brussels Environnmet	Havenlaan	86 C	1000	Brussels	Belgium	Tuinbouwerstraat	89	1020	Brussels

3. FOLLOW THE TRAJECTORY OF THE WASTE

The CDB collects waste from a holder of waste and takes it to the next destination. 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 THE HOLDER « CBE / VIES / OTHER / HOUSEHOLDS »

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

The orange information field is for the information regarding the client of the CDB, namely the waste holder. 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 is the holder of the waste. In that case, there is no need to enter the address of the household. The other boxes of the orange information field should be left empty.

COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER										
HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER
	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER
	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE
CBE	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	Address of receipt	Address of receipt	Address of receipt
VIES								address of receipt_street	address of receipt_n°1	address of receipt_PC
other								address of receipt_town		
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).

COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER										
HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER	HOLDER
	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER	COMPLETE WHEN OTHER
	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE	COMPLETE WHEN ENTERPRISE
CBE	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	Address of receipt	Address of receipt	Address of receipt
VIES								address of receipt_street	address of receipt_n°1	address of receipt_PC
other								address of receipt_town		
households										
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 in the Brussels-Capital Region where the waste is produced (e.g. the address of the site unit, the construction site, etc.).

COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER - REPORT COLLECTOR/DEALER/BROKER													
HOLDER - HOLDER - HOLDER - HOLDER - HOLDER - HOLDER - HOLDER - HOLDER - HOLDER - HOLDER - HOLDER - HOLDER													
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	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	Address of receipt					Address of receipt
								address of receipt receipt_street	address of receipt receipt_n°1	address of receipt receipt_PC	address of receipt receipt_town	address of receipt receipt_country	
CBE													

3.3 DETERMINE THE DESTINATION OF THE WASTE

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

The data regarding the destination of waste are shown in the green information field. The destination is always a Belgian or a foreign company. So select « **CBE** » or « **VIES** » accordingly.

It is necessary to complete the details of the head office and of the establishment unit (where the waste was actually delivered).

CBE	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	enterprise_establi shment unit_name	enterprise_establi shment unit_street	enterprise_establi shment unit_n°1	enterprise_establi shment unit_PC	enterprise_establi shment unit_town	enterprise_establi shment unit_country
VIES													

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).

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

4. CONTACT

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

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