

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.

Note: 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.

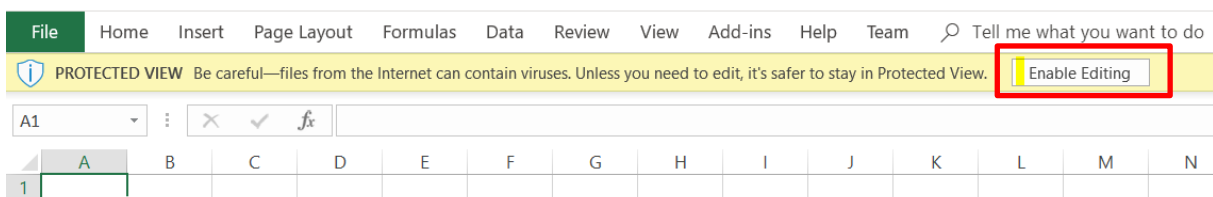
2. THE WASTE REPORT OF A COLLECTION OR TREATMENT FACILITY AS A DESTINATION OF WASTE

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** ».



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 « **collector, dealer or broker** » are shown in blue.

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	registration nr BE	accreditation nr BE
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The data regarding the « **holder** » are shown in orange.

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	Production address - address production_street	Production address - address production_n°1	Production address - address production_PC
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The data regarding the « **waste** » are shown in grey/black.

		complete in kg or in (m³ x density)				
		unit kg	unit m³			
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)

CBE VIES other households	n*enterprise	enterprise_head office_name	enterprise_head office_street	enterprise_h ead office_n°1	enterprise_h ead office_PC	enterprise_h ead office_town	enterprise head office_count ry	Production address - address production_stre et	Production address - address production_n °1	Production address - address production_PC	Production address - address production_town	Production address - address production_count ry
CBE	0236916956	Brussels Environment	Havenlaan	86 C	1000	Brussels	BEL	Tuinbouwersstra	89	1020	Brussels	BEL

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** ».



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 WHEN DELIVERED BY COLLECTOR/DEALER/BROKER										COMPLETE WHEN DELIVERED BY HOLDER				
COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN OTHER										COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE				
Delivered by:	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	legislation nr BE	accreditation nr BE	BE RES other households	n°enterprise	enterprise_head office_name	address production_n°1	address production_PC
CDB														
HOLDER														

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.

COMPLETE WHEN DELIVERED BY COLLECTOR/DEALER/BROKER										COMPLETE WHEN DELIVERED BY HOLDER - COMPLETE WHEN DELIVERED BY HOLDER - COMPLETE WHEN DELIVERED BY HOLDER - COMPLETE WHEN DELIVERED BY HOLDER									
COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN OTHER										COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE									
Delivered by:	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	legislation nr BE	accreditation nr BE	BE RES 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	address production_n°1	address production_PC
CDB																			
HOLDER																			

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.).

REPORT DESTINATION - REPORT DESTINATION - REPORT DESTINATION - REPORT DESTINATION -										
COMPLETE WHEN DELIVERED BY HOLDER - COMPLETE WHEN DELIVERED BY HOLDER - COMPLETE										
COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN OTHER - COMPLETE WHEN										
COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE - COMPLETE WHEN ENTERPRISE - COMPLETE										
Production address - Production address -										
CBE	n enterprise	enterprise_head	enterprise_head	enterprise_head	enterprise_head	enterprise_head	enterprise_head	address	address	address
VIES		office_name	office_street	ad office_n1	d office_PC	ad office_town	head office_cou	production_stre	production_	production_PC
other households							ntry	et	n1	
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).

		complete in kg or in (m³ x density)				
		unit kg		unit m³		
European waste code	waste description	annual quantity - kg	annual quantity - m²	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 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