

BRUDALEX - WASTE REPORT

Instructions Waste holder

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1. INTRODUCTION

You are a waste holder 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 a waste collection or treatment facility, you are under obligation to enter an annual waste report (as the new producer of waste). After all, you determine the next destination of this waste.

Another holder or producer of waste submits a waste report when it is asked for by Brussels Environment².

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".

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 a waste collection or treatment facility, you are also required to submit an annual waste report as a destination for waste. More information about this waste report can be found in the instructions for the destination of waste.

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

² Art. 1.8 §4 Brudalex.



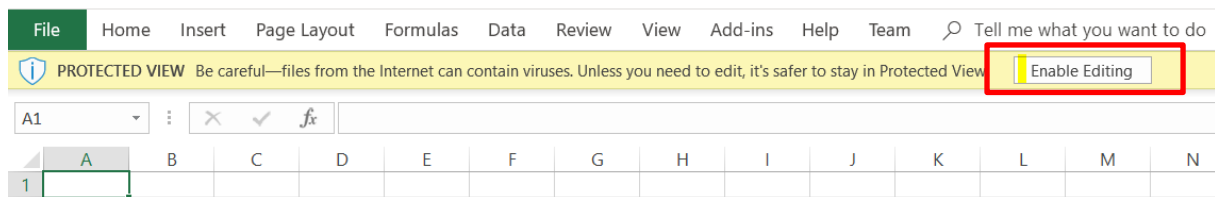
2. THE WASTE REPORT OF A WASTE HOLDER

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 « **destination** » (collection or treatment facility) are shown in green.

n°enterprise	enterprise_he ad office_name	enterprise_he ad office_street	enterprise_he ad office_n°1	enterprise_he ad office_PC	enterprise_he ad office_town	enterprise_he ad office_countr	enterprise_est abliishment unit_name	enterprise_est abliishment unit_street	enterprise_est abliishment unit_n°1	enterprise_est abliishment unit_PC	enterprise_est abliishment unit_town	enterprise_est abliishment unit_country
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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 it is a Belgian or foreign company, use:

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

n°enterprise	enterprise_he ad office_name	enterprise_he ad office_street	enterprise_he ad office_n°1	enterprise_he ad office_PC	enterprise_he ad office_town	enterprise_he ad office_countr	enterprise_est abliishment unit_name	enterprise_est abliishment unit_street	enterprise_est abliishment unit_n°1	enterprise_est abliishment unit_PC	enterprise_est abliishment unit_town	enterprise_est abliishment unit_country
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3.3 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 (m ³ x density)				
		unit kg	unit m ³			
European waste code	waste description	annual quantity - kg	annual quantity - m ³	density - kg/m ³	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
VIIES	"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 VIIES
CDB	Collector, dealer or broker in waste
EWC	European Waste Catalogue https://eur-lex.europa.eu/legal-content/NL/TXT/?uri=CELEX:02000D0532-20150601