

Getting started with Avfallsdeklarering.no

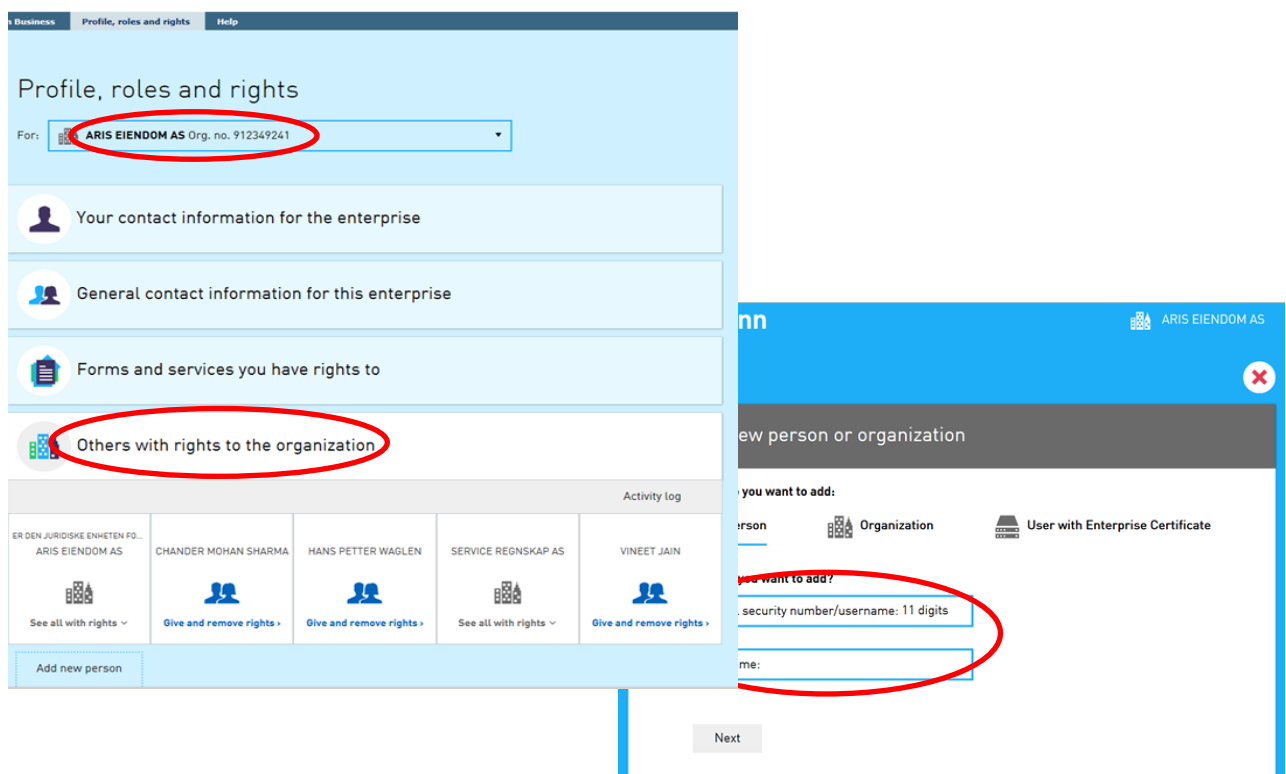
1. Assignment of Correct Role at Altinn

To use Avfallsdeklarering.no (the Norwegian waste declaration website), an enterprise must designate an administrator for the site. The administrator needs to have the “Energy, environment and climate” role assigned through the Altinn web portal.

The administrator manages the company’s content within the administration module and is verified via Altinn when logging in, which serves as a replacement for signing the declaration form.

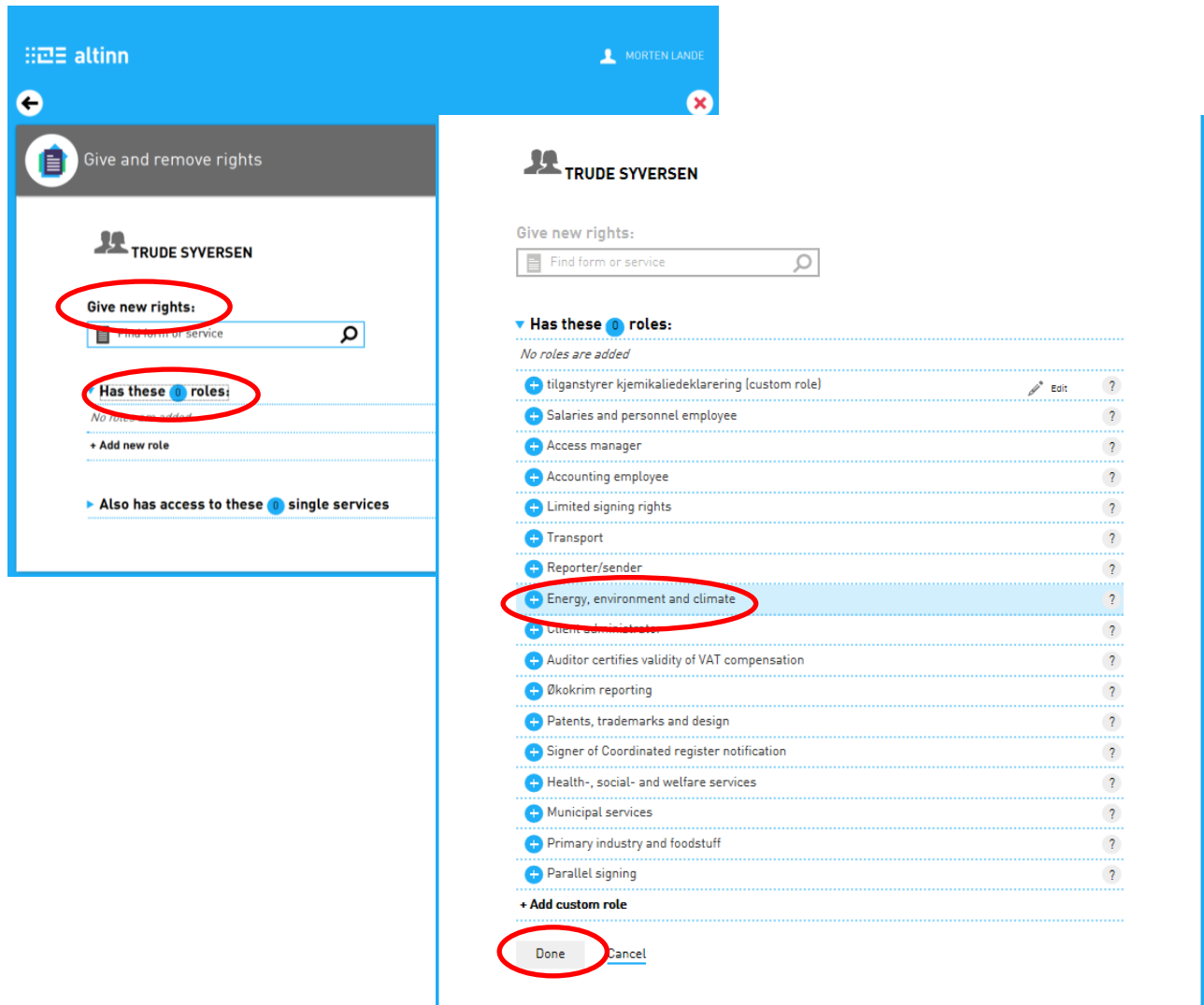
The CEO or general manager is required to delegate this role at Altinn and must first log in at Altinn.no. For support regarding Altinn, contact support@altinn.no or call +0047 75 00 60 00.

1. Select “Profile, roles and rights” from the top menu.
2. In the drop-down menu, select the relevant enterprise. Note that the organization number for the specific subsidiary/division/enterprise should be used, rather than the organization number of the parent company.
3. Navigate to “Others with rights to the organization” and select “Add new person”.
4. Enter the required administrator information in the fields “Social security number/username” and “Surname”, then proceed by selecting “Next”.



The screenshot displays the Altinn web portal interface. The main page is titled "Profile, roles and rights" and is for the organization "ARIS EIENDOM AS" (Org. no. 912349241). The page has a top navigation bar with "Business", "Profile, roles and rights", and "Help". The main content area includes sections for "Your contact information for the enterprise", "General contact information for this enterprise", "Forms and services you have rights to", and "Others with rights to the organization". The "Others with rights to the organization" section is highlighted with a red circle. Below this section is a table listing users with their names and roles, and an "Add new person" button. A modal window titled "Add new person or organization" is open, showing options to add a "Person", "Organization", or "User with Enterprise Certificate". The "Person" option is selected, and the "security number/username" field is highlighted with a red circle. The "Surname" field is also visible. A "Next" button is located at the bottom of the modal.

1. In the next window, select “Has these roles” and click “Add new role”.
2. Choose “Energy, environment and climate”, then click “Done”.
3. A receipt will be generated after you click “Done”.



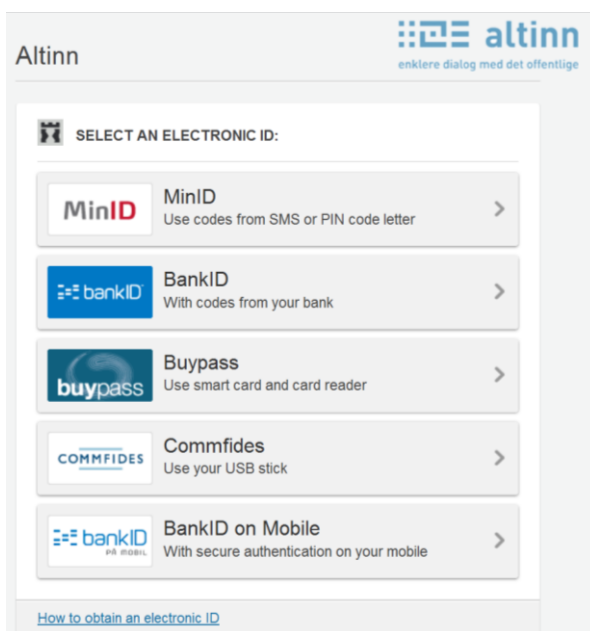
If the organisation comprises multiple subsidiaries or divisions managed by different administrators, steps 1–7 should be completed separately for each respective administrator.

2. Administrator

The administration module is designed for managing an enterprise. Access to this module is restricted to users with administrator permissions.

After receiving the appropriate role in Altinn, the administrator can log into the administration module at Avfallsdeklarering.no by selecting "Innlogging administrasjonsmodul."

Login is completed through Altinn for verification before the relevant enterprise is selected.



Before the service can be started

Avfallsdeklarering

Valid parties are shown in the drop-down list below. Select party:

974720604 - MILJØDIREKTORATETOSLO

< Cancel

Continue >

3. Administration Module



The screenshot shows the top navigation bar of the Avfallsdeklarering.no system. It includes the logo, a dropdown menu for 'Velg enhet' (selected: 974720604 : MILJØDIREKTORATET OSLO), and a menu with items: BEDRIFTSPROFIL, SLUTTBRUKERE, FULLMAKTER, FORETRUKNE AVFALLSMOTTAK, MASKIN TIL MASKIN-INTEGRASJON, and NUMMERSERIER. Below the navigation is a heading 'VELKOMMEN SOM AVFALLSPRODUSENT' followed by a paragraph of introductory text and a sub-heading 'BEDRIFTSPROFIL' with a short description.

3.1 Creating a Company Profile

A company profile must be established prior to your organisation submitting a waste declaration.

1. Select the appropriate role (waste producer, consultant, or waste facility). For waste facilities: Waste facilities possess the same rights as waste producers; however, registration in the administration module should be as a waste facility rather than as a waste producer. If the correct option is unavailable, end the session and contact the relevant authority that issued the permit (the County Governor, the Norwegian Radiation Protection Authority, or the Norwegian Environment Agency).
2. Enter or update the necessary information. The grey fields cannot be modified, as their content is retrieved from the Central Coordinating Register for Legal Entities (*Enhetsregisteret*) at the Brønnøysund Register Centre. If a waste facility's billing address differs from its postal address, it must be registered separately. Data should be saved upon completion.
3. Registered information provided by the enterprise or administrator can be edited at a later time.

3.2 Company Info (for waste facilities only)

On the COMPANY INFO tab, waste facilities are able to register their website and share further details regarding their operations. This information is displayed on Avfallsdeklarering.no within the WASTE FACILITY section.

3.3 End Users

The end user declares or receives waste declarations for the enterprise, and is registered by the administrator. Upon registration, the end user gets an email with activation instructions and has one week to activate their status. The administrator can edit end user information at any time. To submit forms on behalf of an end user, the administrator must create an end user profile.

3.4 Authorizations

Waste facilities and consultants may declare waste for producers, who must authorize them under the AUTHORIZATIONS tab. This approval takes effect once confirmed by the facility or consultant. Producers may also declare their own waste, even if an authorization exists.

Authorization does not remove the producer's obligation to deliver and declare waste as required by chapters 11 and 16 of the Waste Regulations.

3.5 Preferred Waste Facilities (only for producers and consultants)

Waste producers can add preferred waste facilities for quick selection when completing the declaration form.

3.6 Machine-to-Machine Integration and Number Series

Use this when transferring waste declaration data directly from your system to Avfallsdeklarering.no. See the user guide for details.

4. Declaration module

Administrators and end users can access the declaration module to report hazardous or radioactive waste and verify received waste. The workspace adapts to roles—waste producer, consultant, or facility—but all versions display searchable status overviews of submitted and received declarations.

5. Waste Producers and Consultants

Declarations are categorized as started, submitted, or finished. To create a declaration, select “New declaration.” After seven days of review by the waste facility, submitted declarations become finished and are forwarded to authorities.

If a declaration is corrected or rejected, the producer will be notified in the workspace or by email; reasons for any rejection are provided.

Producers can duplicate information from previous declarations for recurring waste types.

AVFALLSDEKLARERING.no
Du representerer 974720604 MILJØDIREKTORATET OSLO

PÅBEGYNT DEKLARASJONER **5**
SENDTE DEKLARASJONER **0**
FERDIGE DEKLARASJONER **2**

Deklarasjonsnummer eller annet søkeord

🔍
🗑️

Du har ingen avviste deklarasjoner

Du har ingen korrigerede deklarasjoner

New declaration

Skriv ut deklarasjoner

Nr	Avfall...	Beskrivelse	Endret	Endret av	
300.020.992	7011	Waste oil, refundable	4/15/2016 10:37 AM	Trude Syversen	✖ 📄 ↶ 🖨️
300.009.791	7021	Oily and greasy waste	1/14/2016 9:08 AM	Trude Syversen	✖ 📄 ↶ 🖨️
300.006.695	3021-1 7021	Oily and greasy waste	1/14/2016 9:34 AM	Trude Syversen	✖ 📄 ↶ 🖨️

When waste is delivered, the packaging should display the declaration form’s serial number clearly. The label must be durable enough to resist physical and climatic damage.

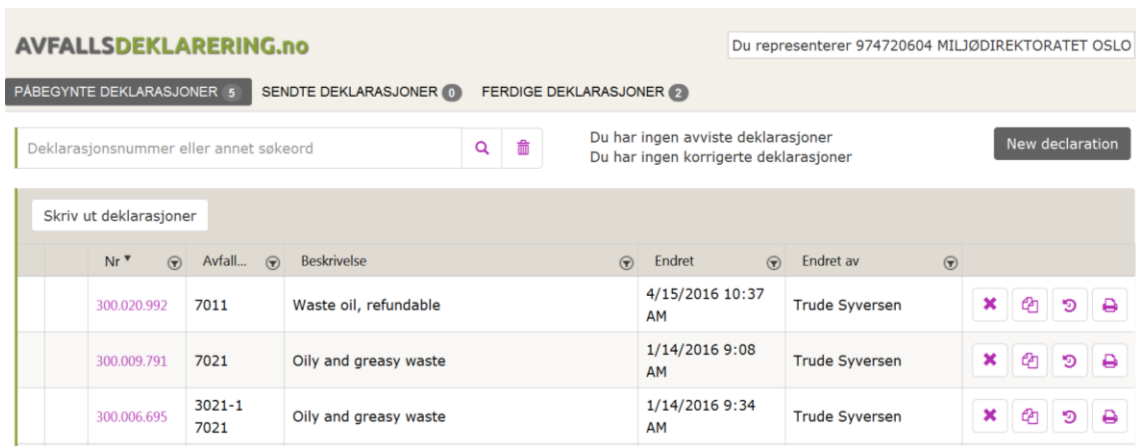
6. Waste Facilities

The declarations are grouped into incoming (innkommende), received waste (avfall mottatt), controlled (kontrollert), and finished (ferdig). Incoming declarations are moved to received waste when you confirm this under “Incoming”. Controlled declarations are moved to “finished” seven days after being controlled, at which time they are also forwarded to the authorities.

A declaration received can be rejected, corrected, or split. Rejection may occur when, for example, waste has not been received, or the declarations have been sent to the wrong waste facility. Corrections may be done in the fields with a yellow background. See the user guide for more information about splitting a declaration.

7. Filling in the Declaration for Hazardous Waste

1. Log in to the declaration module using the username and password sent to your email
2. Click “New declaration.” The system auto-fills your name, address, and point of contact from the company profile; update the contact by clicking the pencil icon if needed.



The screenshot shows the AVFALLSDEKLARERING.no interface. At the top, it says "Du representerer 974720604 MILJØDIREKTORATET OSLO". Below that are navigation tabs: "PÅBEGYNT DEKLARASJONER 5", "SENDTE DEKLARASJONER 0", and "FERDIGE DEKLARASJONER 2". There is a search bar for "Deklarasjonsnummer eller annet søkeord" and a "New declaration" button. Below the search bar is a table titled "Skriv ut deklarasjoner" with the following data:

Nr	Avfall...	Beskrivelse	Endret	Endret av	
300.020.992	7011	Waste oil, refundable	4/15/2016 10:37 AM	Trude Syversen	[X] [Pencil] [Refresh] [Print]
300.009.791	7021	Oily and greasy waste	1/14/2016 9:08 AM	Trude Syversen	[X] [Pencil] [Refresh] [Print]
300.006.695	3021-1 7021	Oily and greasy waste	1/14/2016 9:34 AM	Trude Syversen	[X] [Pencil] [Refresh] [Print]

3. Describe the waste and select its type: “Hazardous”, “Radioactive”, or “Hazardous and radioactive”.
4. Enter the Norwegian waste code and EWL code. Use the magnifying glass icon to search for relevant codes.

WASTE

Type of waste	<input type="radio"/> ? *	<input checked="" type="radio"/> Hazardous	<input type="radio"/> Radioactive	<input type="radio"/> Hazardous and radioactive
Norwegian Waste code	<input type="text"/> ? *	<input type="text"/>		
EWL-code	<input type="text"/> ? *	<input type="text"/>		
Sub-chapter in EWL	<input type="text"/>			

5. Specify the municipality where the waste originated, regardless of the delivery location, and indicate whether the waste is from business activities or households. For ships and offshore sector waste, record the municipality where the waste was brought ashore.

ORIGIN

Municipality of origin	<input type="text"/> ? *	<input type="text" value="0301 OSLO"/>	
Waste comes from	<input type="radio"/> ? *	<input checked="" type="radio"/> Business activities	<input type="radio"/> Households

6. If the exact amount is unknown, provide an estimated value in kilos or litres. Enter the number of parcels (each package, regardless of internal contents, counts as one parcel). Select packaging from the overview.

AMOUNT

Amount	<input type="text"/> ? *	<input type="text"/>	
Unit of measurement	<input type="radio"/> ? *	<input type="radio"/> Kg	<input type="radio"/> Litres
Number of packages	<input type="text"/> ? *	<input type="text"/>	
Type of packaging	<input type="radio"/> ? *	<input type="radio"/> Small packages <input type="radio"/> Barrel <input type="radio"/> Barrel with small packages <input type="radio"/> Tank <input type="radio"/> IBC <input type="radio"/> IBC with small packages <input type="radio"/> Container <input type="radio"/> Container with small packages <input type="radio"/> Bigbag <input type="radio"/> Bigbag with small packages <input type="radio"/> Pallet <input type="radio"/> Pallet with small packages <input type="radio"/> Gas tank <input type="radio"/> Bulk car <input type="radio"/> Bulk boat/ship <input type="radio"/> Other types of packaging	

7. Under “Additional information,” it is essential to include comprehensive details about the waste to ensure thorough documentation. Providing this information may be necessary for subsequent waste management processes.
8. In the “Add attachments” section, relevant files such as PDF datasheets can be uploaded.
9. Within “Properties,” complete all fields that offer additional and potentially relevant information for handling or processing the waste.
10. For Transport classification, select from ADR, RID, IMDG, or indicate if the material is not subject to classification. The same fields must be completed for both ADR and RID. The required four-digit UN number serves as an international identifier based on substance properties. When specifying ADR classification, multiple classes may be selected if applicable. For Packing group, choose I (high danger), II (medium danger), or III (low danger); additional options may exist. IMDG relates to international maritime transportation regulations. Note that the form will not be stored at Avfallsdeklarering.no but should accompany the transported waste.
11. Select the appropriate waste facility either via the drop-down menu or by using the search function. If a party other than the producer or waste facility handles transport, provide the transporter’s name.
12. The Summary and submission page presents an overview of your declaration, with any errors highlighted in red. To correct inaccuracies, click “Edit” and make the necessary adjustments. Once all required fields are accurately completed, the “Sign and submit declaration” button will become available. After signing and submitting, you will be redirected to a receipt page, where you may return to the workspace or initiate a new declaration. If you need to declare the same type of waste on future occasions, you may copy a previous declaration for that substance, updating only the parcel quantity and amount as needed.

8. Support

For assistance, you can contact user support by emailing brukerstotte@avfallsdeklarering.no or calling +0047 951 61 748.