

# Getting started at Avfallsdeklarering.no

## 1. Assignment of the correct role at Altinn

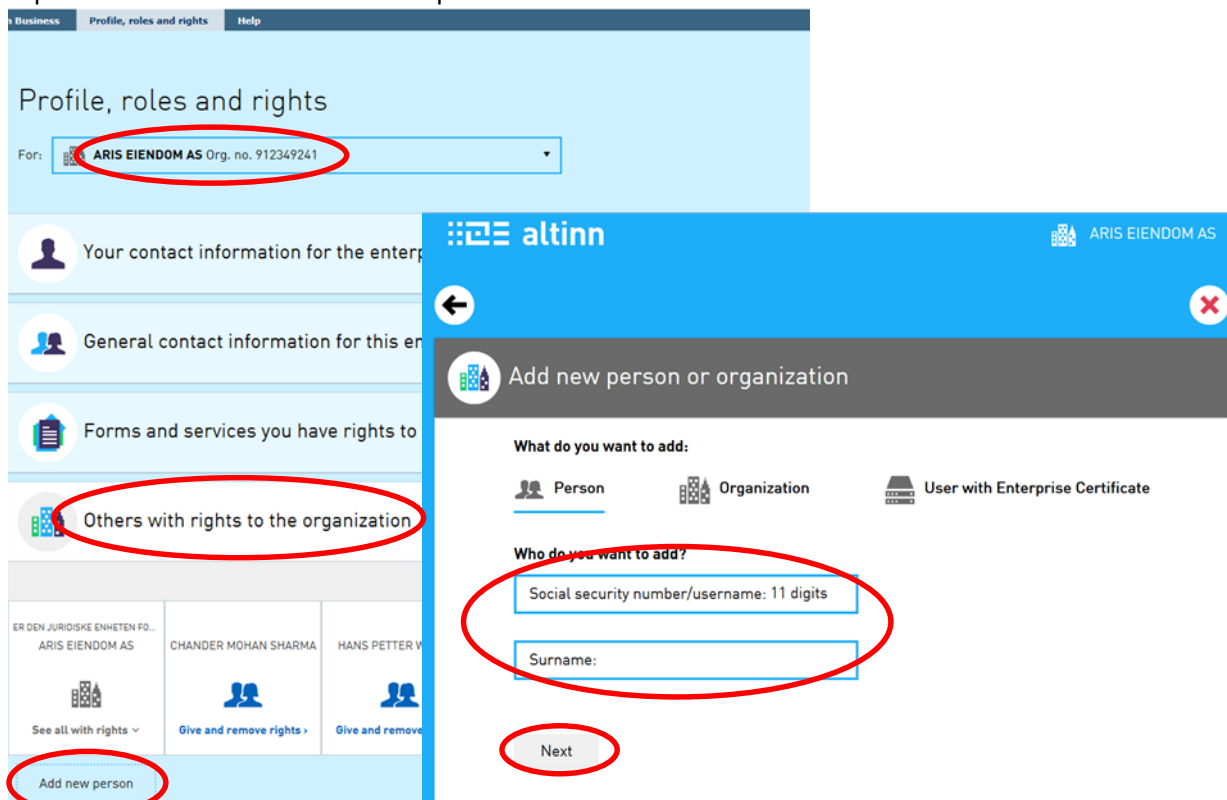
Before you can use Avfallsdeklarering.no (the Norwegian waste declaration website), you must decide who in your enterprise is to be registered as your administrator for the site. The administrator must have the role of “Energy, environment and climate” at the Altinn web portal.

The administrator is responsible for the company’s contents in the administration module. The administrator is verified at Altinn when she logs in. This will replace the signature on the declaration form.

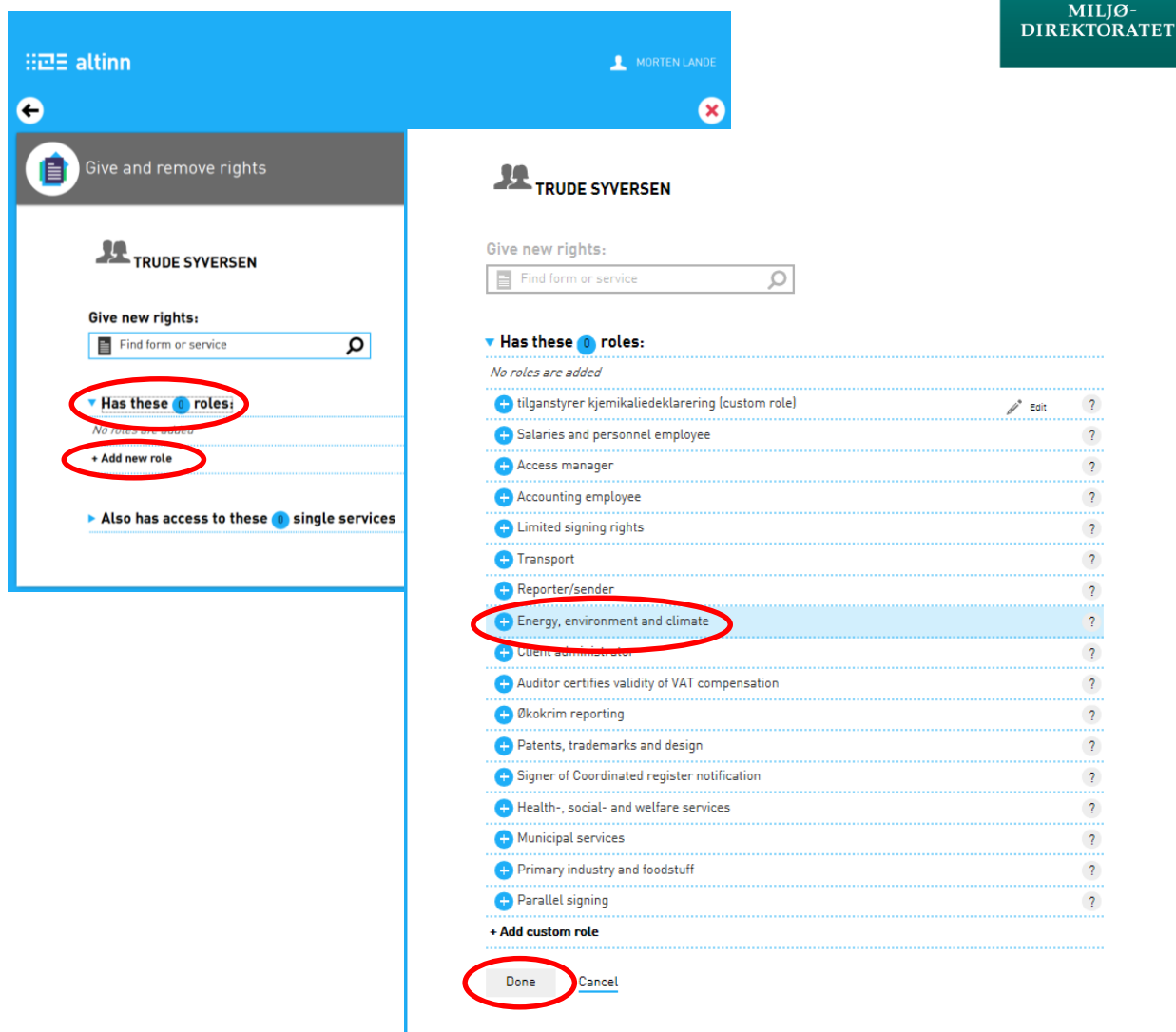
The CEO/general manager must delegate the role at Altinn and must therefore first log in at Altinn.no. For user support for Altinn, contact support@altinn.no or call +0047 75 00 60 00.

1. Choose “Profile, roles and rights” in the upper menu.
2. Choose the enterprise in question in the drop-down menu. Note that it is the organization number for the particular subsidiary/division/enterprise that is to be used, and not the organization number for the parent company.
3. Click on “Others with rights to the organization” and then on “Add new person”.
4. Identify the administrator by filling in “Social security number/username” and “Surname”. Click “Next”.
5. In the next window: Click on “Has these roles” and then on “Add new role”.
6. Click on the role “Energy, environment and climate” and then on “Done”.
7. You will receive a receipt when you click on “Done”.

If the enterprise has several subsidiaries/divisions with other administrators, points 1–7 must be repeated for each administrator in question.



The screenshot displays the Altinn web portal interface. The top navigation bar includes 'Business', 'Profile, roles and rights', and 'Help'. The main heading is 'Profile, roles and rights'. Below this, a dropdown menu is set to 'For: ARIS EIENDOM AS Org. no. 912349241'. The left sidebar contains several options: 'Your contact information for the enterprise', 'General contact information for this enterprise', 'Forms and services you have rights to', 'Others with rights to the organization' (highlighted with a red circle), and 'Add new person' (highlighted with a red circle). The 'Others with rights to the organization' section shows a list of users: 'ER DEN JURIDISKE ENHETEN FO...', 'ARIS EIENDOM AS', 'CHANDER MOHAN SHARMA', and 'HANS PETTER V...'. The 'Add new person or organization' dialog is open, showing the 'Person' tab. The 'Who do you want to add?' section has fields for 'Social security number/username: 11 digits' and 'Surname:'. The 'Next' button is highlighted with a red circle.



altinn MORTEN LANDE

Give and remove rights

TRUDE SYVERSEN

Give new rights:

Find form or service

▼ Has these 0 roles:

No roles are added

+ Add new role

► Also has access to these 0 single services

Give new rights:

Find form or service

▼ Has these 0 roles:

No roles are added

- + tilganstyrer kjemikaliedeklarering (custom role) Edit ?
- + Salaries and personnel employee ?
- + Access manager ?
- + Accounting employee ?
- + Limited signing rights ?
- + Transport ?
- + Reporter/sender ?
- + Energy, environment and climate ?
- + Client administrator ?
- + Auditor certifies validity of VAT compensation ?
- + Økokrim reporting ?
- + Patents, trademarks and design ?
- + Signer of Coordinated register notification ?
- + Health-, social- and welfare services ?
- + Municipal services ?
- + Primary industry and foodstuff ?
- + Parallel signing ?

+ Add custom role

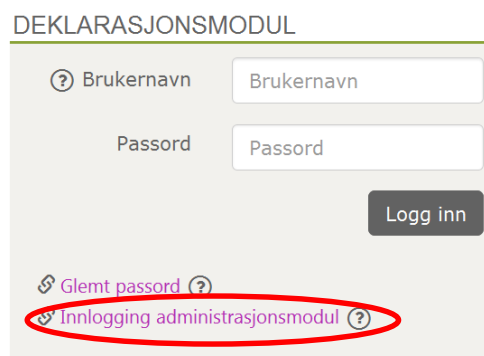
Done Cancel

## 2. The administration module and the administrator

The administration module is used to manage your enterprise. This module is only open to administrators.

When the administrator has been assigned the right role at Altinn, she can log in to the administration module at [Avfallsdeklarering.no](https://avfallsdeklarering.no). Click on “Innlogging administrasjonsmodul”

The administrator logs in via Altinn for verification before selecting the right enterprise.



DEKLARASJONSMODUL


② Brukernavn Brukernavn

Passord Passord


Logg inn

🔗 Glemt passord ②


🔗 Innlogging administrasjonsmodul ②




Altinn




SELECT AN ELECTRONIC ID:




MinID  
Use codes from SMS or PIN code letter




BankID  
With codes from your bank



Buypass  
Use smart card and card reader



Commfides  
Use your USB stick



BankID on Mobile  
With secure authentication on your mobile

Before the service can be started

**Avfallsdeklarerer**

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

974720604 - MILJØDIREKTORATET OSLO

< Cancel

Continue >

## Creating a company profile

**AVFALLSDEKLARERING.no**

Velg enhet 974720604 : MILJØDIREKTORATET OSLO

BEDRIFTSPROFIL SLUTTBRUKERE FULLMAKTER FORETRUKNE AVFALLSMOTTAK MASKIN TIL MASKIN-INTEGRASJON NUMMERSERIER

**VELKOMMEN SOM AVFALLSPRODUSENT**

Du har kommet til administrasjonsmodulen i det elektroniske deklarasjonssystemet. Som administrator for bedriften må du registrere og vedlikeholde diverse opplysninger i administrasjonsmodulen. Det er viktig at du først registrerer bedriftsopplysninger i bedriftsprofilen og oppretter sluttbrukere for bedriften. Dette er en forutsetning for å kunne deklare avfall. Nedenfor har vi kort forklart hva som ligger under valgene i menyen over, mer opplysninger finnes under de forskjellige menypunktene.

**BEDRIFTSPROFIL**

Her registrerer du administrative bedriftsopplysninger som navn og adresse. Bedriftsprofil må fylles ut og lagres før bedriften kan ta i bruk Avfallsdeklarerer.

## Creating a company profile

A company profile must be created before your enterprise can declare its waste.

- Choose the correct role (waste producer, consultant, or waste facility).  
In particular for waste facilities: Waste facilities also have rights as a waste producer, but in the administration module you must be registered as a waste facility and not as a waste producer. If you are not offered the correct choice, you must terminate the session and contact the authority that issued the permit (the County Governor, the Norwegian Radiation Protection Authority, or the Norwegian Environment Agency).
- Fill in/update the information, but note that the grey fields cannot be changed, because the content there has been accessed from the Central Coordinating Register for Legal Entities (*Enhetsregisteret*) at the Brønnøysund Register Centre. Waste facilities must register their billing address if this is not the same as their post address. Remember to save your data when you are finished.
- The information that the enterprise/administrator has registered can be changed later on.

## **Company info (only for waste facilities)**

Under the COMPANY INFO tab, waste facilities can register their home page and provide additional information about their activities. The information is shown at [Avfallsdeklarering.no](https://avfallsdeklarering.no) under the WASTE FACILITY tab.

## **End users**

The end user is the one declaring the waste or otherwise receiving and controlling declarations for the enterprise. The administrator registers the end users. When a new end user is added, she will receive an e-mail explaining how to activate user status. The end user has a week to activate this status. At any given time, the administrator can edit the information about the end users. If the administrator also intends to fill in the form for an end user, she must create an end user profile.

## **Authorizations**

Waste facilities and consultants can declare waste on behalf of waste producers. The waste producer must then authorize the waste facilities/consultants in question under the AUTHORIZATIONS tab. The authorization must be approved by the given waste facility/consultant before it comes into effect. Waste producers can declare waste on their own behalf even if they have authorized a waste facility/consultant to do so.

An authorization does not exempt the waste producer from the duty to deliver and declare waste pursuant to chapters 11 and 16 of the Waste Regulations.

## **Preferred Waste facilities (only for producers and consultants)**

This is an option for waste producers to add one or more preferred waste facilities. This makes it easier to select a facility when filling in the declaration form.

## **Machine-to-machine integration and number series**

This is used when the waste producer wants to transfer waste declaration data directly from its own data system to [Avfallsdeklarering.no](https://avfallsdeklarering.no). See the user guide for more information about this.

# **3. Support**

If you need help it is possible to contact user support by sending an e-mail to [brukerstotte@avfallsdeklarering.no](mailto:brukerstotte@avfallsdeklarering.no) or by calling +0047 951 61 748.

# **4. The declaration module**

The administrator and end user can log in to the declaration module.

In this module you can declare hazardous waste and/or radioactive waste and sign to control the received waste. The module's workspace varies according to whether you are a waste producer, consultant, or waste facility. Every variant includes an overview of the status of the declarations your enterprise has either registered or received through the module. The declarations are searchable.

### For waste producers and consultants

- The declarations are grouped into started (påbegynte deklarasjoner), submitted (sendte deklarasjoner), and finished (ferdige deklarasjoner). In order to create a declaration, click on “New declaration”. Submitted declarations are moved to finished declarations seven days after the waste facility has controlled the declarations, at which time they are also forwarded to the authorities.
- If the waste facility corrects or rejects a declaration, the waste producer will be informed of this in the workspace or via e-mail. In the event a declaration is rejected, the waste facility shall explain why they did so.
- For producers who declare the same type of waste on repeated occasions, it is possible to copy information from an existing declaration.

**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 korrigerte 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 | <input type="button" value="X"/> <input type="button" value="Kopier"/> <input type="button" value="Slett"/> <input type="button" value="Print"/> |
| 300.009.791 | 7021           | Oily and greasy waste | 1/14/2016 9:08 AM  | Trude Syversen | <input type="button" value="X"/> <input type="button" value="Kopier"/> <input type="button" value="Slett"/> <input type="button" value="Print"/> |
| 300.006.695 | 3021-1<br>7021 | Oily and greasy waste | 1/14/2016 9:34 AM  | Trude Syversen | <input type="button" value="X"/> <input type="button" value="Kopier"/> <input type="button" value="Slett"/> <input type="button" value="Print"/> |

Note that when the waste is delivered, the packaging must be clearly labelled with the declaration form's serial number. The labelling must be able to withstand physical and climatic wear and tear.

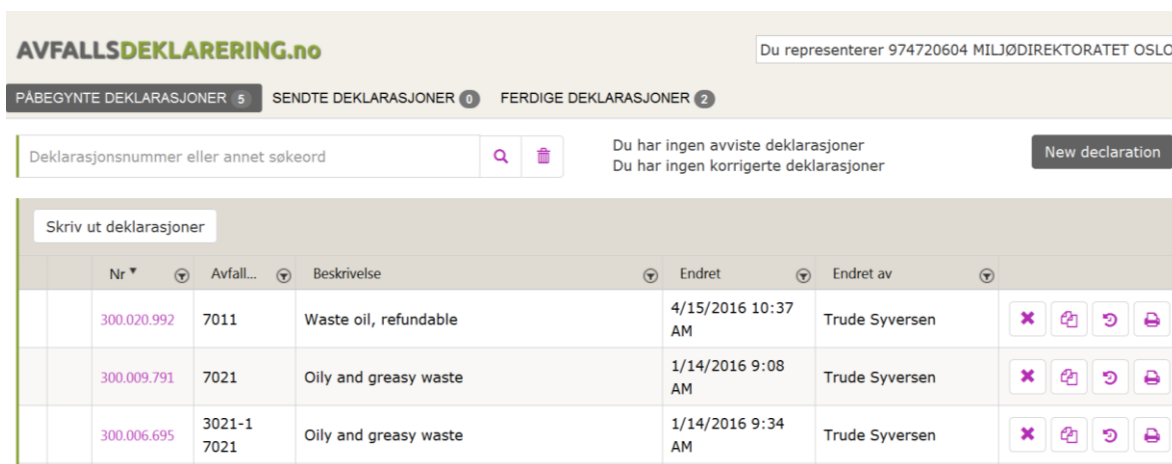
### For waste facilities

- 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 received declaration can be rejected, corrected, or split. Rejection may occur when for example the 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.

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## 5. Filling in the declaration for hazardous waste

1. Log in to the declaration module with the user name and password that have been sent to the end user's e-mail address.
2. Click on "New declaration".  
The name, address, and point of contact are automatically filled in with information registered in the company profile. The point of contact can be changed by clicking on the pencil next to the field.















**AVFALLSDEKLARERING.no** Du representerer 974720604 MILJØDIREKTORATET OSLO

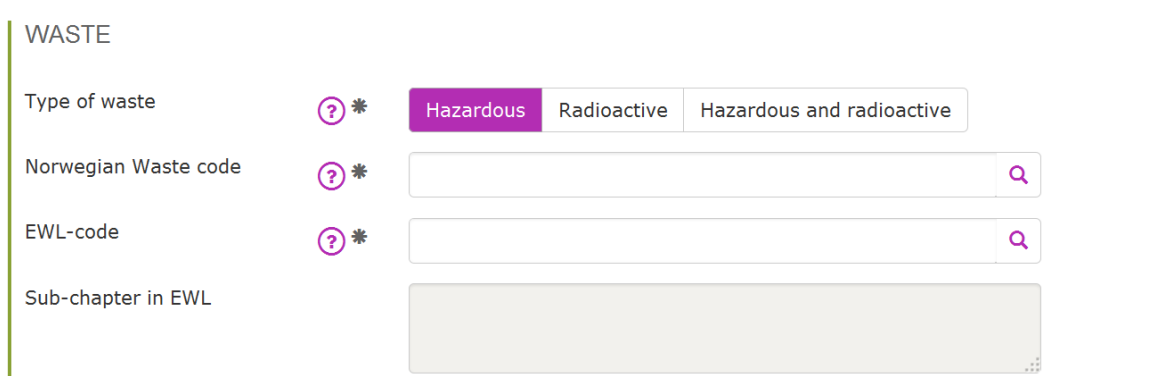
PÅBEGYNT DEKLARASJONER 5 SENDTE DEKLARASJONER 0 FERDIGE DEKLARASJONER 2

Deklarasjonsnummer eller annet søkeord   Du har ingen avviste deklarasjoner  
Du har ingen korrigerte 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<br>7021 | Oily and greasy waste | 1/14/2016 9:34 AM  | Trude Syversen |     |



3. Description of the waste.  
Choose the type of waste. Possible options are "Hazardous", "Radioactive", and "Hazardous and radioactive".
4. Register the Norwegian waste code and EWL-code code. Click on the magnifying glass to search for waste product numbers and EWL codes.



**WASTE**

Type of waste  \* **Hazardous** Radioactive Hazardous and radioactive

Norwegian Waste code  \*  

EWL-code  \*  

Sub-chapter in EWL

5. For origin, state the municipality where the waste originated (even if it is being delivered to another municipality) and whether the waste is business activities or households. For ships and waste from the offshore sector, register the municipality where the waste was taken ashore.

## ORIGIN

Municipality of origin ? \*  Q

Waste comes from ? \* Business activities Households

6. If the exact amount cannot be determined, state the estimated amount in kilos or litres. The number of parcels is the number of units the waste consists of. A package counts as one parcel even it contains many smaller packages inside. Choose the types of packaging from the overview.

## AMOUNT

Amount ? \*

Unit of measurement ? \* Kg Litres

Number of packages ? \*

Type of packaging ?

|                            |                               |                            |
|----------------------------|-------------------------------|----------------------------|
| Small packages             | Barrel                        | Barrel with small packages |
| Tank                       | IBC                           | IBC with small packages    |
| Container                  | Container with small packages | Bigbag                     |
| Bigbag with small packages | Pallet                        |                            |
| Pallet with small packages | Gas tank                      | Bulk car                   |
| Bulk boat/ship             | Other types of packaging      |                            |

7. Under “Additional information”, it is important to provide further information about the waste so that it is described as thoroughly as possible. This may prove necessary for the further management of the waste.
8. Under “Add attachments”, you can add attachments such as PDF datasheets.
9. Under “Properties”, fill in the fields that provide further information that might be relevant for the further treatment of the waste.
10. Transport classification  
Choose between ADR, RID, IMDG, or not subject to classification. The same fields are filled in for ADR and RID.  
The four-digit UN number is an international classification based on the properties of substances.  
ADR classification: Several classes can be chosen.  
Packing group: I: High danger substances, II: Medium danger substances, III: Low danger substances. Further options are possible.  
IMDG is an international agreement on maritime transportation. The form shall not be stored at Avfallsdeklarering.no, but it shall follow the transport.

11. Choose the waste facility, either from the drop-down menu or by searching for it.  
If the waste is being transported by another enterprise than the producer or the waste facility, fill in the name of the transporter.

12. Summary and submission

The final page provides a summary of the declaration. Any errors will be indicated in red. If any mistakes have been made, you can click “Edit” and make the necessary corrections. When everything has been correctly filled in, the “Sign and submit declaration” button becomes available.

After you have signed and submitted the form, you are directed to a receipt page. From there you can return to the workspace or begin a new declaration. If you are delivering the same waste substance on further occasions, you can copy a declaration you have previously made for this substance. This provides you with an identical declaration where only the number of parcels and the amount must be filled in.

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