

User Manual for Operators and Competent Authorities

Registration of Operators

Version proposed by the Commission

Version 0.1

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Introduction

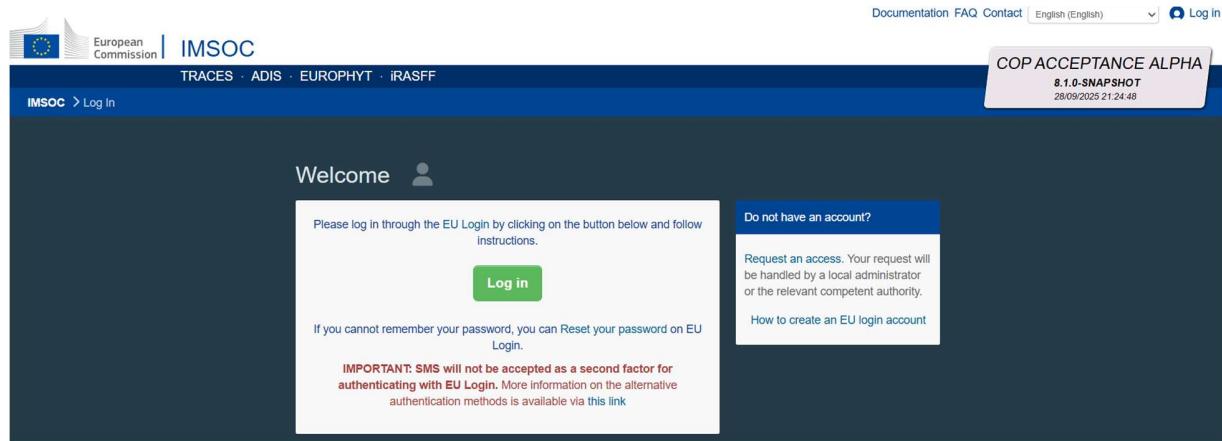
This document contains specific instructions on the use of Digital Waste Shipment System. In order to properly explain how certain operations work, this document often refers to the EU legislation concerning shipments of waste, to illustrate how certain requirements are reflected in DIWASS. This document does not contain any interpretation of these laws.

Abbreviations used in the document:

Abbreviation	Meaning
CA	Competent authority
DIWASS	Digital Waste Shipment System
Waste Shipment Regulation, WSR	Regulation (EU) 2024/1157 of the European Parliament and of the Council of 11 April 2024 on shipments of waste, amending Regulations (EU) No 1257/2013 and (EU) 2020/1056 and repealing Regulation (EC) No 1013/2006, <i>OJ L</i> , 2024/1157, 30.4.2024, <i>ELI</i> : http://data.europa.eu/eli/reg/2024/1157/oj
DIWASS Implementing Act	Commission Implementing Regulation (EU) 2025/1290 of 2 July 2025 laying down rules for the application of Regulation (EU) 2024/1157 of the European Parliament and of the Council as regards the requirements necessary for the interoperability between the central system for the electronic submission and exchange of information and documents related to shipments of waste and other systems or software, as well as other technical and organisational requirements necessary for the practical implementation of such electronic submission and exchange of information and documents, <i>OJ L</i> , 2025/1290, 14.7.2025, <i>ELI</i> : http://data.europa.eu/eli/reg_impl/2025/1290/oj

Chapter 1 How to log in to DIWASS using EU login

To access DIWASS please follow the link: <https://webgate.acceptance.ec.europa.eu/tracesnt-alpha/login> (**please, note that this link identifies the test environment**).



In order to use DIWASS, users are required to use the EU login account. If the user already has an EU Login from previous interaction with Commission's systems, this login and credentials can be used to access DIWASS.

If the user does not yet have an EU Login account, one must be created following the steps below:

- Go to the EU login page: <https://webgate.ec.europa.eu/cas/login>
- Click on the “Create an Account” link
- Enter your personal details as requested and click on the “Create an Account” button. You will be informed that you will receive an email allowing you to complete the registration process.
- After going through the EU login registration process, you will have the credentials (**username** and **password**) that allow you to access TRACES NT.

For further instructions concerning the EU login, please refer to the following website: https://trusted-digital-identity.europa.eu/eu-login-help/external-self-registered-account-faq_en

Chapter 2 How to register a new operator for users that are not yet active in DIWASS

General note

This chapter provides instructions for creating an operator in the situation where a user is not yet associated in DIWASS to represent any operator and where this operator is not yet registered in TRACES NT. This part of instructions should be followed when users access DIWASS **for the first time** for the purpose of registering the operator they represent.

In case a user is already associated with an (other) operator in DIWASS, but would like to create a new operator, the user should follow the instructions in Chapter 4 of this manual.

Please note that the steps explained here apply to the creation of “operators” and not to the creation of “sites of operators”. Registration of site is possible only when the “main operator” is already registered in DIWASS. For registration of sites of operators please follow the steps described in **Chapter XXX** [Chapter will be added in the next versions of this document] of this manual.

Please also note, that DIWASS is based on the TRACES NT platform, similarly as other Commission’s systems. The process of registration of operators in systems based on TRACES NT requires selection of certain options, by which it is indicated, that the operator will act in the DIWASS system. Some options visible in this process (e.g. buttons regarding “Organic Control Body”) are not relevant for registration of operators in DIWASS and should be disregarded.

Please note that in order to submit notification documents or Annex VII documents in DIWASS, all operators involved in a given shipment of waste need to be first registered in DIWASS, as DIWASS will allow only to select registered operators (via drop-down lists). Therefore, operators that act as notifiers or persons who arrange the shipment should ensure that all relevant operators involved in their shipment are registered in DIWASS before they start drafting notification document or Annex VII documents.

Specific instructions

1. Following the login, the user will see the screen and a communication that “You currently do not have any role allowing you to access the application”. Click on “Operator”.

The screenshot shows the 'Request authorisation' page. At the top, a yellow warning box states: 'You currently do not have any role allowing you to access the application.' Below it, a note says: 'Please select the type of organisation you're requesting access for.' A section titled 'IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.' is present. A list of organization types is shown in a table format:

Category	Description	Action
Operator	Economic operators such as <i>particular businesses, stores, non-profit organisations...</i>	Selected (highlighted in red)
Organic Control Body	Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235	>
Authority	Competent authority such as <i>Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities...</i>	>
Appointed Veterinary Offices	Description	>
Other body	Other bodies such as <i>translators, country administrators, customs systems (at national level)...</i>	>

At the bottom, a link says: 'Need help to find out which kind of organisation you belong to?' To the right, a 'Personal Information' sidebar shows the following details:

- Full Name: Importer USER TWENTY-ONE
- Domain: External
- Username: Importeruser
- Email: importer-user21@ec-traces.eu

Below the sidebar are three buttons:

- My account on EU Login
- Change your Password at EU Login
- Update your Information at EU Login

- Before allowing the creation of a new operator DIWASS will ask the user to verify whether the operator that the user intends to register in DIWASS has been already registered. This step allows to ensure that the same operator is not registered several times by different users. To do such a verification, user needs to provide the following data:
 - Country: the country where the operator has a main registered office,
 - Chapter: Waste Shipment Regulation
 - Section: Waste Shipment Regulation (WSR)
 - Activity type: WSR Operator
 - Search: any element of the name of operator or its identification number

The screenshot shows the 'Select an existing operator' search interface. At the top, the European Commission logo and the text 'IMSOC' are visible. Below that, a navigation bar includes 'TRACES · ADIS · EUROPHYT · IRASFF'. The main title is 'IMSOC > User Profile > Manage authorisation requests > Select Operators'. On the right, a status bar shows 'COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT 11/11/2025 14:47:08'. The search form has the following fields:

Country	Belgium (BE)	<input type="button" value=""/>
Chapter:	Waste Shipment Regulation	<input type="button" value=""/>
Section:	Waste Shipment Regulation (WSR)	<input type="button" value=""/>
Activity Type	WSR Operator	<input type="button" value=""/>

Below the form is a search bar with the placeholder 'Type business name, approval number...'. To the right of the search bar is a 'Search' button. At the top right of the search interface is a green button labeled 'Request authorisation' with a checked checkbox.

As a result of this search, DIWASS will return a list of operators that match the indicated criteria. Based on this list, a user can request access to any of the existing operators (in order to request such authorisation, please see instructions in **Chapter 3** of this document).

If the operator that the user intends to register is not on that list, the user has to create it by clicking "Create a new operator".

3. To register a new operator, the user needs to provide at least the following information:

- **Operator's name;**

To add operator's name fill in the free text field "Name" in box "Operator details".

- **Address;**

To add operator's address fill in the information on "City" and "Address" in box "Addresses".

Please note that Traces NT allows to insert multiple addresses, but such addresses will not be replicated in the waste shipment documents. Therefore, it is strongly recommended to insert here just 1 address of the operator.

In case a given operator has many addresses, that are relevant for its waste shipment activities, a registration of "sites of the operator" should be used. Please see **Chapter XXX** [Chapter will be added in the next versions of this document] concerning registration of sites of the operator and **this document** for more explanations concerning the sites [Commission will add the title of the document and a hyperlink leading to it].

- **Identifier:** please note that each operator should have one **main identification number**.

For most operators, the main identification number will be the EORI number. In case the operator is not required to have an EORI number¹, please see **this document** [Commission will add the title of the document and a hyperlink leading to it] explaining what identification number should be chosen as main identification number.

¹ See more information about the EORI number: [Economic Operators Registration and Identification number \(EORI\) - Taxation and Customs Union](#)

To add main identification number of the operator:

- Click on “+ Add identifier” in box “Operator Identifiers”



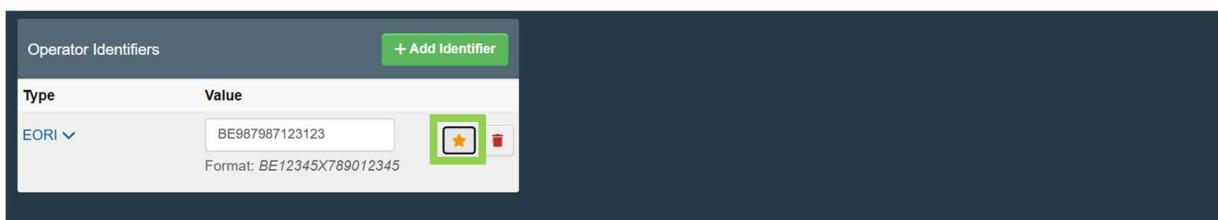
The screenshot shows a dark-themed user interface for managing operator identifiers. At the top, a header bar contains the text "Operator Identifiers" and a green button labeled "+ Add Identifier". Below the header, a message "No identifiers" is displayed. The entire interface is enclosed in a dark blue border.

- By clicking on the icon “v”, choose the name of the identification number to be provided;



The screenshot shows the "Operator Identifiers" page with the "Type" dropdown menu open. The "Central Business Register" option is selected and highlighted with a green box. The "Value" field contains the placeholder "Central Business Register". The bottom of the page includes a footer with links to "date: 2025", "Legal Notice", "Terms of Use", "Cookies", "Privacy Statement", "Accessibility", "Credits", "Contact", "Top Page", and "European Commission - DG Health & Food Safety".

- To mark the identification number provided as main identification number of the operator, click on the star icon.



The screenshot shows the "Operator Identifiers" page with the "Type" dropdown menu open. The "EORI" option is selected and highlighted with a green box. The "Value" field contains the identifier "BE987987123123". A green box highlights the star icon in the "Value" row. Below the table, a note states "Format: BE12345X789012345".

Please note that for EU operators it is also mandatory to provide a national **registration number**. Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] in order to verify what kind of number is required to be provided by the Member State where the operator has a registered office. Please note, that DIWASS will display just the label named “Registration number”, and not the national names of registration numbers required in the Member States.

In some Member States, it is required also to provide additional identification numbers. Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] to verify, if the Member State where the operator has a registered office requires providing any of such numbers.

Registration of third country operators

In general, the main identification number for third country operators should be the EORI number. In case the operator is not required to have such a number, the main identification number should

be an identification number required by the country where the operator is based. Please consult [this document](#) [Commission will add the title of the document and a hyperlink leading to it] listing identification number required by some third countries.

- **Chapter:** Waste Shipment Regulation

Please select this from the drop-down list of chapters available in Traces NT.

The screenshot shows the 'Operator Details' section of the DIWASS interface. On the left, there are fields for 'Name' (DIWASS Video Company 1), 'Country' (Belgium (BE)), and 'Phone'. On the right, a dropdown menu titled 'Chapter' is open, showing a list of options: Animal, EU Cites, Feed and Food of Non-Animal Origin, Fishing, Food, Imported Timber Products, Organic, Plant health, Waste Shipment Regulation, and Other. The 'Waste Shipment Regulation' option is visible in the list.

Following selection of this Chapter, additional boxes concerning Activity will appear.

Please also note, that at this stage DIWASS may display information warning about operators that are already registered in DIWASS with similar registration details. This is another mechanism preventing the users from registering the same operator twice.

The screenshot shows a list of similar operators found in the system. The table has columns for 'Name', 'Full Address', and 'Activities'. Each row includes a 'Request authorisation' link. The operators listed are: DIWASS 13 November (street 1, 1000 Brussel, Belgium), DIWASS 13 November (Street 1, 1000 Brussel, Belgium), DIWASS 13 November (Street 1, 1000 Brussel, Belgium), and Site nr 1 of WeSolveYourIssueZ (Street, 1000 Brussel, Belgium).

Name	Full Address	Activities
DIWASS 13 November	street 1 1000 Brussel, Belgium	> WSR Operator WSR ... Request authorisation
DIWASS 13 November	Street 1 1000 Brussel, Belgium	> fsasdfa Bovine establishment BOV-EST ... Request authorisation
DIWASS 13 November	Street 1 1000 Brussel, Belgium	> WSR Operator WSR ... Request authorisation
Site nr 1 of WeSolveYourIssueZ	Street 1000 Brussel, Belgium	> WSR Operator WSR ... Request authorisation

The users seeing such warning should verify whether any of the operators mentioned in the warning are not the same operator, that they intend to register. If this is the case, and the user intends to actively act for such operator in DIWASS, the user needs to ask for authorisation to do so (in order to request such authorisation, please see instructions in [Chapter 3](#) of this document).

- **Section:** Waste Shipment Regulation (WSR)

Please select it from the drop-down list in field “Section”, in box “Activity”, “Activity details”.

- **Activity:** WSR Operator

Please select it from the drop-down list in field “Activity”, in box “Activity”, “Activity details”.

- **Activity address:** requires choosing the address introduced before as main.

To select the address, please click on the icon next to “Adress”, in box “Activity”, “Activity Address”.

The screenshot shows the 'Activity' and 'Activity Address' sections of the DIWASS interface. The 'Activity' section contains fields for Section (No sections), Activity (No type), Identifier, Valid From (+01:00 CET), and Valid to (+01:00 CET). The 'Activity Address' section shows a list with one item: 'Street 1 1000 Brussel'.

- **Assigned responsible authorities:** user should select the authority responsible for registration of operator in DIWASS.

To add such authority, the user needs to:

- o Click on “Search responsible authorities” in box “Activity”, “Assigned responsible authorities”

The screenshot shows the 'Operator Identifiers' and 'Assigned responsible authorities' sections of the DIWASS interface. The 'Operator Identifiers' section shows an EORI value (BE987987123123). The 'Assigned responsible authorities' section shows a search bar and a table with columns: Name, Address, Role, and Code.

- o In the pop-up window, it will be possible to search for authorities based on name and address. The advanced search allows to search based on additional criteria: country, code of the authority and role of the authority

Select responsible authorities

Search:

Q Search

Advanced Search ▾

Country

NL No country selected

Code

Role

Name	Country	Address	Role	Code	Domain
Start searching with Search button.					

Close

- Following the search, the user needs to select the relevant competent authority and click on “Select”

Select responsible authorities

Search:

Q Search

Advanced Search ▾

Country

NL Belgium (BE)

Code

Role

Name	Country	Address	Role	Code	Domain
alex CA Be	Belgium	Rue 10000 1000 Brussel	WSR Competent Authority	BE00Alex	Select
Commission interrégionale de l'Emballage (CIE)	Belgium	Gaucheretstr 92- 94 / Rue Gaucheret 1030 Brussel 1000 Brussel	WSR Competent Authority	BE004	Waste Shipment Regulation WSR rw
IBGE-BIM Waste Shipment	Belgium	Avenue du Port/Havenlaan 86C/3000 1000 Brussel	WSR Competent Authority	BE002	Waste Shipment Regulation WSR rw
OVAM, Afdeling Afvalstoffenbeheer	Belgium	Stationsstraat 110 B-2800 2800 Mechelen	WSR Competent Authority	BE001	Waste Shipment Regulation WSR rw
Service public de Wallonie Agriculture Ressources naturelles	Belgium	Avenue Princes de Liège 15 5100 Namur	WSR Competent Authority	BE003	Waste Shipment Regulation WSR rw

Registration of EU operators

If the Member State has just 1 competent authority for shipment of waste, the user should select this authority. If the Member State has more than 1 competent authority for shipments of waste, the Member State introduced rules on division of competences between authorities in the field of registration of operators. Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] explaining which authority should be chosen as assigned responsible authority.

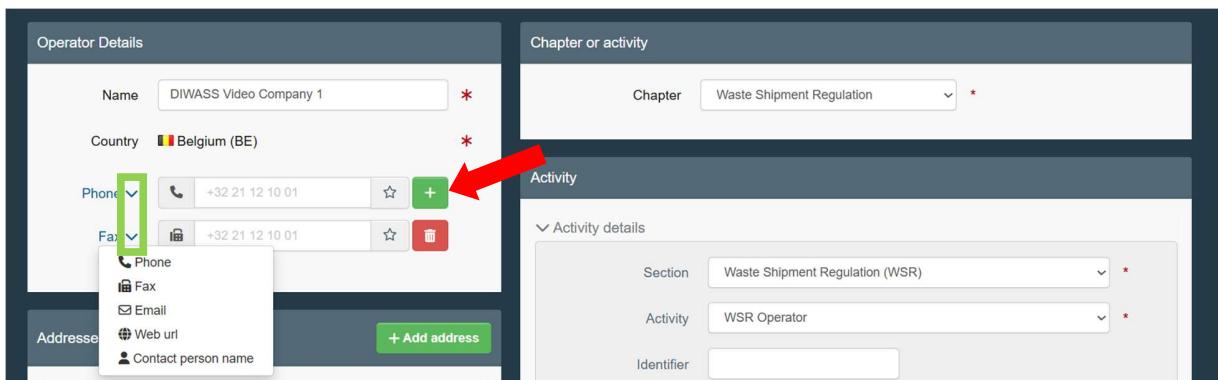
Registration of third country operators

In case of registration of third country operators: if the operator comes from third countries whose authorities actively use DIWASS, the competent authority of this country should be selected as assigned responsible authority. Please consult [this document](#) [Commission will add the title of the document and a hyperlink leading to it] to verify this information. If the third country competent authority does not use DIWASS, the user registering the third country operator should select in this field an EU competent authority, who, in the context of planned shipment of notified waste, would act as competent authority of dispatch, destination or transit respectively.

Example: A Brazilian company would like to ship waste to French facility. Brazilian CA does not use DIWASS. This company (or the French facility) introduces basic data of the Brazilian company into DIWASS and as an “assigned responsible authority” selects the French competent authority. French competent authority needs to approve the registration of that operator, and subsequently, will be able to edit the data of that company, in line with general rules on editing operator’s data.

The user may provide also additional information such as:

- Phone number, fax number, email address, url, contact person name – to do so, the user needs to go to box “Operator details” and click on the icon “v” to choose the type of information to be provided; to add another element, the user needs to click on the “+” icon;



The screenshot shows the DIWASS operator registration interface. On the left, the 'Operator Details' section is visible, containing fields for Name (DIWASS Video Company 1), Country (Belgium (BE)), and contact information (Phone and Fax numbers). A green box highlights the 'Phone' and 'Fax' input fields. A red arrow points to the green '+' icon located next to the 'Phone' field. On the right, the 'Chapter or activity' section is shown, with 'Waste Shipment Regulation' selected as the chapter. Below it, the 'Activity' section is expanded, showing 'Activity details' with 'Waste Shipment Regulation (WSR)' selected as the section and 'WSR Operator' as the activity.

- Coordinates, by filling in the respective fields in “Addresses” box:

- Additional identifiers by clicking on “+ Add identifier” in the “Operator Identifier” box and selecting a proper name of the identifier by clicking in “v” icon.

The Traces NT allows also, in box “Activity”, “Activity details” to:

- provide identifier for activity type,
- request the “activity” only for a certain period of time.

It is not advised to use these options in context of DIWASS.

After the form is filled click on the button “Create a new operator” on the top right corner of the page.

4. Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the operator directly to the selected competent authority responsible for the registration of operator (i.e. authority selected in field “assigned responsible authority”). Please note that providing such message is not mandatory.

Important note: during the registration of operators, the competent authorities are required to verify the correctness of data provided for the operator and whether the user asking to create the operator is authorities to represent such operator. Such verification may require users to provide some additional documents to the competent authority concerned. Transmission of such documents should be done outside of DIWASS.

Registration of EU operators

Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] indicating what documents are required for registration in DIWASS for

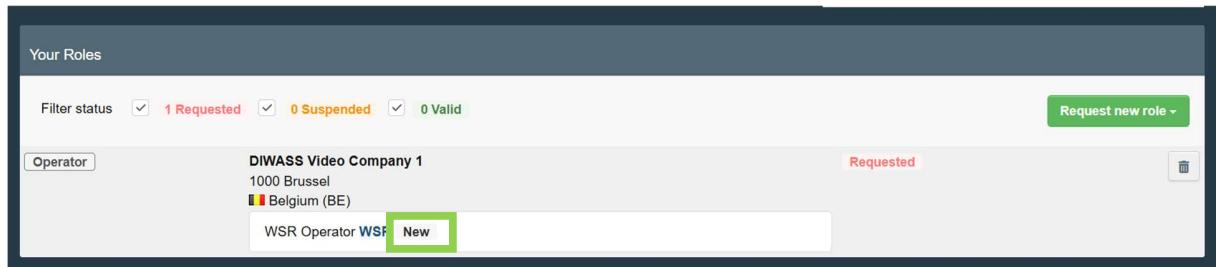
operator's with registered office in Member States and how these documents should be provided to competent authorities.

Registration of third country operators

Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] indicating what documents are required for registration in DIWASS by some third country authorities. In case the document does not contain data for the relevant third country, the operator should provide documents that are usually required for registration purposes in such a country.

Please also note, that the third country operators need to be registered in DIWASS for the purpose of selecting them as operators involved in shipments of waste. However, such registration does not mean, that third country operators are actively using DIWASS. It means that the EU operator may ask for registration of the third country operator, but such registration will not be linked with approving users representing such third country operators in DIWASS. More detailed information on third country operators in DIWASS please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it].

5. After the request is successfully sent, DIWASS will redirect the user in the “user profile” screen where the user will be able to see the status of registration requests. As soon as competent authority approves the registration request, the status of request will change from “New” to “Valid”.



6. The user may ask for registration of another operator immediately afterwards. Until the competent authority approves any of the operators, for registration of which user has requested, the user will see the screen below. To register another new operator, the user needs to click on “Operator” and follow steps described in points 2-5 of this Chapter.

Please note that registration of the site of the operator, described in [Chapter XXX](#) [Chapter will be added in the next versions of this document] of this manual, will be possible only after the registration of the main operator is approved by the competent authority.

The screenshot shows the IMSOC User Profile page. At the top, there is a navigation bar with links to Documentation, FAQ, Contact, and a language dropdown set to English (English). The top right shows the user's email (env-testuser13@ec-traces.eu) and a Log Out link. A pink banner in the top right corner reads "COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT 11/11/2025 14:47:08".

Request authorisation

i The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator Economic operators such as *particular businesses, stores, non-profit organisations...* >

Need help to find out which kind of organisation you belong to?

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name	Test USER Thirteen
Domain	External
Username	n00dr3gma
Email	env-testuser13@ec-traces.eu

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

Please note: The user will be able to act in DIWASS representing operator as soon as the competent authority approves the registration of that operator. Then, the user will be able to add other users representing that operator, following the steps described in **Chapter 6** of this manual.

Chapter 3: How to request to be authorised to represent operators in DIWASS as a user, in the case this user is not yet active in DIWASS

General note

This chapter provides instructions for users that intend to request authorisation to represent operators already registered in DIWASS, in case they do not have access to other operators in TRACES NT. If users already have such access, submitting such requests needs to be done in line with [Chapter 5](#) of this manual.

Please also note that DIWASS is based on TRACES NT platform, similarly as other Commission's systems. Some options visible in this process (e.g. buttons regarding "Organic Control Body") are not relevant for DIWASS.

Please also note, that each operator that intends to act in DIWASS should have at least one master user². Such master user is authorised to add further users or remove users within an operator's account in DIWASS³. Please note that CA are only obliged to approve the authorisation request from the first user from a given operator⁴ – any further authorisation requests should be approved by master users of such operator.

[EU operators must use DIWASS, whereas third country operators may use DIWASS on a voluntary basis. However, if they do not wish to do so, the operators should be still registered, and no users will be assigned to them. Commission works on more detailed instructions related to third country operators and how they work and appear in DIWASS]

Specific instructions

1. Following the login, the user needs to click on "Operators"

² Article 6(5) of DIWASS Implementing Act.

³ Article 6(3) point (a) of DIWASS Implementing Act.

⁴ Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.

Documentation FAQ Contact English (English) env-testuser13@ec-traces.eu Log Out

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IMSOC > User Profile > Manage authorisation requests

COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT 26/11/2025 23:34:52

Request authorisation

Operator
Economic operators such as *particular businesses, stores, non-profit organisations...*

Organic Control Body
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name: Test USER Thirteen
Domain: External
Username: n00dr-3gm
Email: env-testuser13@ec-traces.eu

My account on EU Login
Change your Password at EU Login

- “Search Operator” screen will open. The user needs to provide the following data:
 - Country: the country where the operator has a main registered office,
 - Chapter: Waste Shipment Regulation
 - Section: Waste Shipment Regulation (WSR)
 - Activity type: WSR Operator
 - Search: any element of the name of operator or its identification number

Documentation FAQ Contact English (English) env-testuser13@ec-traces.eu Log Out

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IMSOC > User Profile > Manage authorisation requests > Select Operators

COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT 26/11/2025 23:34:52

Select an existing operator

Request authorisation

Country: Belgium (BE)
Chapter: Waste Shipment Regulation
Section: Waste Shipment Regulation (WSR)
Activity Type: WSR Operator
Search: Produce

Search

- As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list user can request authorisation to represent any of the existing operators. To do so, the user needs to tick the box, next to the details of selected operator, and click on “Request authorisation” in the top right corner of the page.

MSOC > User Profile > Manage authorisation requests > Select Operators

26/11/2025 23:34:52

« Select an existing operator

+ Create a new operator Request authorisation

Country: <input type="button" value="Belgium (BE)"/>	<input type="button" value=""/>	<input type="button" value=""/>	*
Chapter: <input type="button" value="Waste Shipment Regulation"/>			
Section: <input type="button" value="Waste Shipment Regulation (WSR)"/>			
Activity Type: <input type="button" value="WSR Operator"/>			
Search: <input type="text" value="Produce"/>	<input type="button" value="Search"/>		

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Name	Address	Activities	<input type="checkbox"/>
WASTE BE Test Producer EORI: BE88992233	Test Street 67 2030 Antwerpen Belgium	WSR Operator Valid	<input type="checkbox"/>
WeProduceYourIssueZ EORI: BE123123123123	Street 1000 Brussel Belgium	WSR Operator Valid	<input checked="" type="checkbox"/>

4. Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the operator directly to the:

- competent authority responsible for the registration of operator,
- all master users⁵ authorised to represent this operator in DIWASS.

Please note that providing such message is not mandatory.

Confirm authorisation request for
WeProduceYourIssueZ

Optional, you can provide some additional useful information.

Message

Email

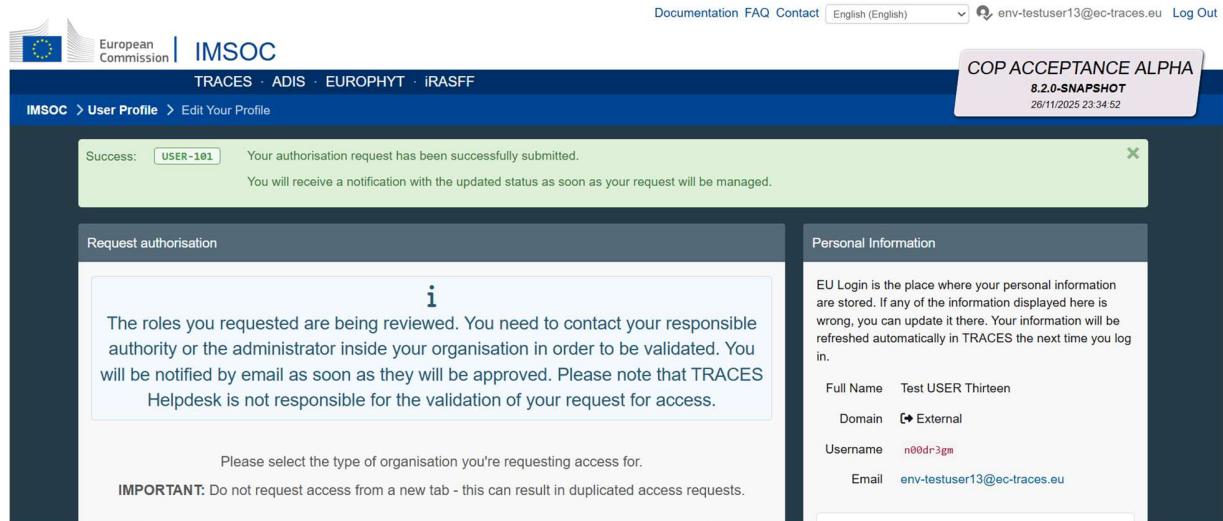
Phone

Please also note, that the competent authority is responsible only for authorizing the first user to represent an operator in DIWASS. All further users should be authorised by the master users already authorised to represent operator concerned in DIWASS.

⁵ Master users are authorised to add further users or remove users within an operator. Standard users are not authorised to do so.

Please note, that all users authorised to represent the operator in DIWASS have the same view rights, access rights and are able to submit, update or otherwise change any waste shipment documents in DIWASS.

5. After sending the authorisation request, the user will see a confirmation message.



The screenshot shows the IMSOC TRACES User Profile page. At the top, there is a navigation bar with links for Documentation, FAQ, Contact, and a language dropdown set to English (English). The top right corner shows the user's email (env-testuser13@ec-traces.eu) and a Log Out link. A pink banner in the top right corner displays 'COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT' and the date '26/11/2025 23:34:52'. The main content area has a blue header 'Request authorisation'. Below it, a message box shows a green success message: 'Success: [USER-101] Your authorisation request has been successfully submitted. You will receive a notification with the updated status as soon as your request will be managed.' To the right, a 'Personal Information' section shows the following details:

Information	Value
Full Name	Test USER Thirteen
Domain	External
Username	n00dr3gm
Email	env-testuser13@ec-traces.eu

Chapter 4 How to register a new operator for users that already have access to other operators in DIWASS

General note

This chapter provides instructions for creating an operator in the situation where a user is already associated in DIWASS to represent at least one operator. Such association may have been done in two situations:

- the user was the one registering an operator (following the steps described in **Chapters 1 and 2 of this manual**),
- the user was associated with an operator by the master user⁶ (master user followed the steps described in **Chapter 6** of this manual).

This part of instructions should be followed when users access DIWASS for the purpose of registering another the operator than the operator they are already associated with in DIWASS.

Please note that the steps explained here apply to creation of “operators” and not to the creation of “sites of operators”. For registration of sites of operators please follow the steps described in **Chapter XXX** [Chapter will be added in the next versions of this document] of this manual.

Please also note, that operators active on other domains of Traces NT platform do not need to go through the registration process once again, but may just request to be active also in DIWASS. To do so, they should follow steps described in **Chapter XXX** [Chapter will be added in the next versions of this document] of this document.

Please also note that DIWASS is based on TRACES NT platform, similarly as other Commission’s systems. The process of registration of operators in systems based on TRACES NT requires selection of certain options, by which it is indicated, that operator will act in DIWASS system. Some options visible in this process (e.g. buttons regarding “Organic Control Body”) are not relevant for registration of operators in DIWASS.

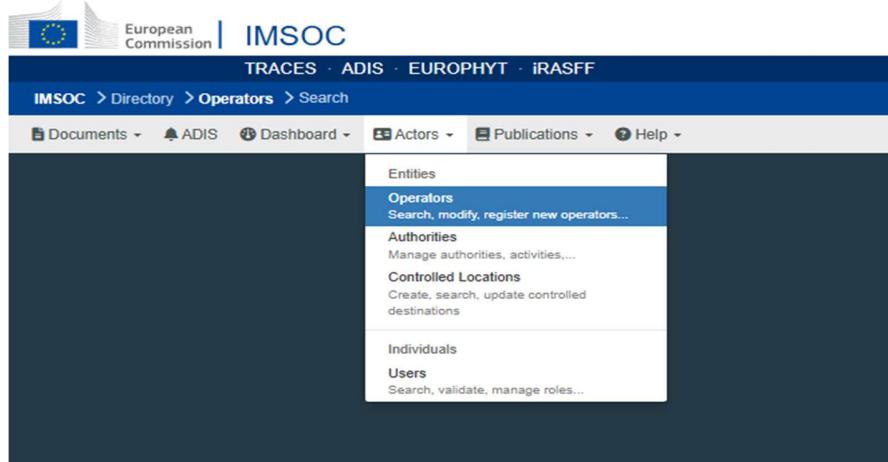
Please note that in order to submit notification documents or Annex VII documents in DIWASS, all operators involved in a given shipment of waste need to be first registered in DIWASS, as DIWASS will allow only to select registered operators (via drop-down lists). Therefore, operators that act as notifiers or persons who arrange the shipment should ensure that all relevant operators involved in their shipment are registered in DIWASS before they start drafting notification document or Annex VII documents.

⁶ Master users are authorised to add further users or remove users within an operator. Standard users are not authorised to do so.

Please note, that all users authorised to represent the operator in DIWASS have the same view rights, access rights and are able to submit, update or otherwise change any waste shipment documents in DIWASS.

Specific instructions

1. Following the login, the user needs to select the field “Actors” and then “Operators”.



2. “Search Operator” screen will open. The user should first check, if the operator user intends to register is already registered in DIWASS or not. To do such a verification, user needs to provide the following data:
 - Country: the country where the operator has a main registered office,
 - Chapter: Waste Shipment Regulation
 - Section: Waste Shipment Regulation (WSR)
 - Activity type: WSR Operator
 - Search: any element of the name of operator or its identification number

As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list, the user can request access to any of the existing operators.

If the operator that the user intends to register is not on that list, the user has to create it by clicking “+ New Operator”.

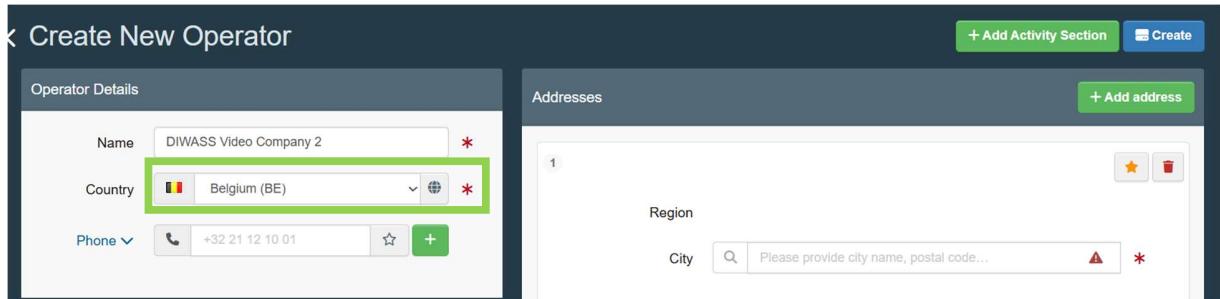
A screenshot of the 'Search Operator' interface. At the top, there is a search bar with the placeholder 'Please provide name, identifier...' and a green button labeled '+ New Operator'. Below the search bar are two filter sections: 'Operator Filter' and 'Operator Activity Filter'. The 'Operator Filter' section includes a 'Country' dropdown set to 'Belgium (BE)'. The 'Operator Activity Filter' section includes dropdowns for 'Chapter' (set to 'Waste Shipment Regulation'), 'Section' (set to 'Waste Shipment Regulation (WSR)'), and 'Activity type' (set to 'WSR Operator'). At the bottom right of the filter section is a 'Clear' button. The status bar at the top right indicates 'Showing 3 / 3 Total items'.

3. To register a new operator, the user needs to provide at least the following information:
 - **Operator's name;**

To add operator's name fill in the free text field "Name" in box "Operator details".

- **Country**

To provide the operator's country choose a country from the dropdown list in box "Operator details".



The screenshot shows the 'Create New Operator' interface. In the 'Operator Details' section, the 'Name' field contains 'DIWASS Video Company 2' with a red asterisk. The 'Country' field is highlighted with a green border, showing 'Belgium (BE)' with a red asterisk. The 'Phone' field contains '+32 21 12 10 01'. In the 'Addresses' section, there is a table with one row. The first column is 'Region' and the second column is 'City' with a placeholder 'Please provide city name, postal code...'. There are 'Add' and 'Delete' buttons for the address table.

- **Addresses:**

To add operator's address fill in the information on "City" and "Address" in box "Addresses".

Please note that Traces NT allows to insert multiple addresses, but such addresses will not be replicated in the waste shipment documents. Therefore, it is strongly recommended to insert here just 1 address of the operator.

In case a given operator has many addresses, that are relevant for its waste shipment activities, a registration of "sites of the operator" should be used.

Please see **Chapter XXX** [Chapter will be added in the next versions of this document] concerning registration of sites of the operator and **this document** [Commission will add the title of the document and a hyperlink leading to it] for more explanations concerning the concept of sites.

- **Identifier:** please note that each operator should have one **main identification number**.

For most operators, the main identification number will be the EORI number. In case the operator is not required to have an EORI number⁷, please see **this document** [Commission will add the title of the document and a hyperlink leading to it] explaining what identification number should be chosen as main identification number.

To add main identification number of the operator:

- Click on "+ Add identifier" in box "Operator Identifiers"

⁷ See more information about the EORI number: [Economic Operators Registration and Identification number \(EORI\) - Taxation and Customs Union](#)

< Create New Operator

+ Add Activity Section
 Create

Operator Details

Name	DIWASS Video Company 2	*
Country	Belgium (BE)	*
Phone	+32 21 12 10 01	 

Operator Identifiers



No identifiers

Addresses



1	 
Region	Brussels-Capital BE-BRU
City	1000 Brussel
Address	Street 1
Coordinates	Latitude  Longitude 

b. By clicking on the icon “v”, choose the name of the identification number to be provided;

Operator Identifiers



Type	Value
Central Business Register	 
CIN	
DUNS	
EORI	
Global Location Number	
IMO, mngmt	

Address

Street 1

Coordinates

Latitude  Longitude 

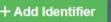
Operator Group 

+ Add to group

The current operator is not part of a group of operators.

c. To mark the identification number provided as main identification number of the operator, click on the star icon.

Operator Identifiers



Type	Value
EORI 	BE456456789789123 
Format: BE12345X789012345	

Address

Street 1

Coordinates

Latitude  Longitude 

Operator Group 

+ Add to group

Please note that for EU operators it is also mandatory to provide a national **registration number**. Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] in order to verify what kind of number is required to be provided by the Member State where the operator has a registered office. Please note, that DIWASS will display just the label named “Registration number”, and not the national names of registration numbers required in the Member States.

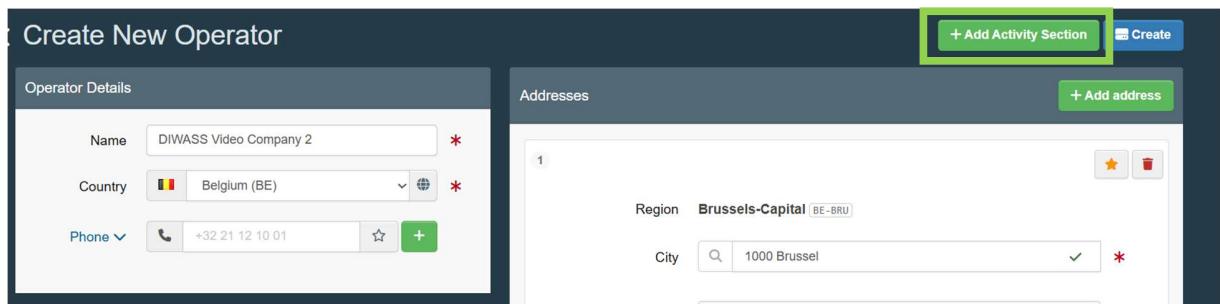
In some Member States, it is required also to provide additional identification numbers. Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] to verify, if the Member State where the operator has a registered office requires providing any of such numbers.

Registration of third country operators

In general, the main identification number for third country operators should be the EORI number. In case the operator is not required to have such a number, the main identification number should be an identification number required by the country where the operator is based. Please consult this document [Commission will add the title of the document and a hyperlink leading to it] listing identification number required by some third countries.

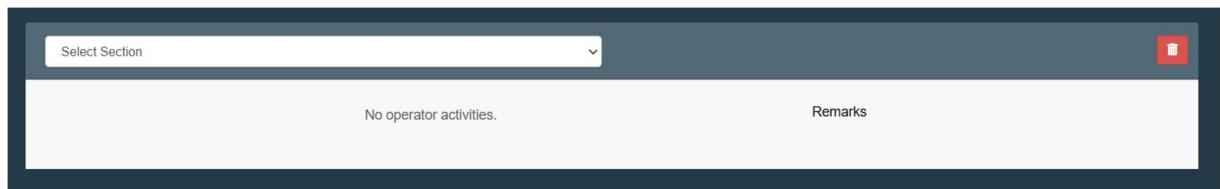
The user may provide also additional information such as: coordinates, contact details, additional identification numbers.

4. After completing this information, the user should click the button “+ Add Activity Section” in top right corner of the screen.



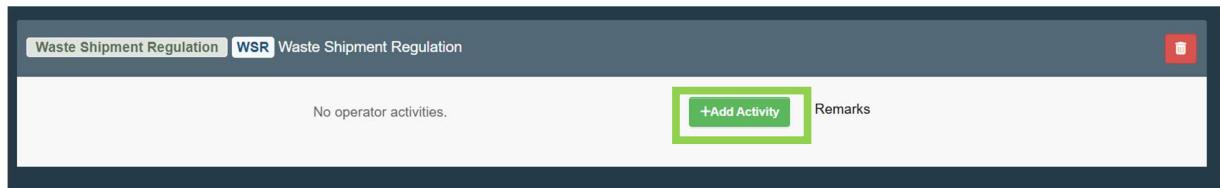
The screenshot shows the 'Create New Operator' interface. On the left, the 'Operator Details' section contains fields for Name (DIWASS Video Company 2), Country (Belgium (BE)), and Phone (+32 21 12 10 01). On the right, the 'Addresses' section shows a list with one entry: Region Brussels-Capital (BE-BRU) and City 1000 Brussel. The '+ Add Activity Section' button is highlighted with a green box.

Following that step, the user is required to select section “Waste Shipment Regulation (WSR)” from the drop-down list.



The screenshot shows a dropdown menu with the following options: Select Section, Waste Shipment Regulation, and WSR. The 'Waste Shipment Regulation' and 'WSR' options are highlighted with a green box.

5. Then, the user needs to click the button “+ Add activity”



The screenshot shows the 'Waste Shipment Regulation' section. It displays the message 'No operator activities.' and features a green '+Add Activity' button. The '+Add Activity' button is highlighted with a green box.

6. Next, the user should click on “Select Activity” and choose “WSR Operator”.

The screenshot shows a software interface for 'Waste Shipment Regulation' (WSR). At the top, there are tabs for 'Waste Shipment Regulation' and 'WSR'. Below the tabs, there is a search bar labeled 'Identifier' and a 'Select Activity' dropdown menu. To the right of the dropdown are buttons for deleting, editing, and adding activities, and a 'Remarks' section with a note 'No remarks'. The 'Select Activity' dropdown is highlighted with a green border.

The user will see also a field “Identifier”, but it is advised not to use this option in context of DIWASS.

Please also note, that at this stage DIWASS may alert the user about operators that are already registered in DIWASS with similar registration details. This is another mechanism to prevent users from registering the same operator twice.

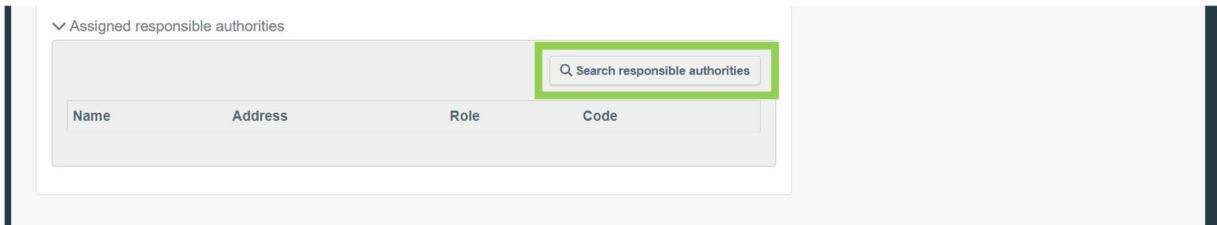
The screenshot shows a 'Create New Operator' interface. At the top, there is a button for 'Add Activity Section' and a 'Create' button. Below this, a message states: 'Following similar operators have been found in the system. Please select one of them or dismiss this message, if you want to continue with creation of a new operator.' A list of operators is displayed in a table format:

Name	Full Address	Activities	Actions
DIWASS 13 November	street 1 1000 Brussel, Belgium	> WSR Operator WSR	... Add to group Select
DIWASS 13 November	Street 1 1000 Brussel, Belgium	> fsasd Bovine establishment BOV-EST	... Add to group Select
DIWASS 13 November	Street 1 1000 Brussel, Belgium	> WSR Operator WSR	... Add to group Select
Site nr 2 of WeSolveYourIssueZ	Street 1000 Brussel, Belgium	> WSR Operator WSR	... Add to group Select

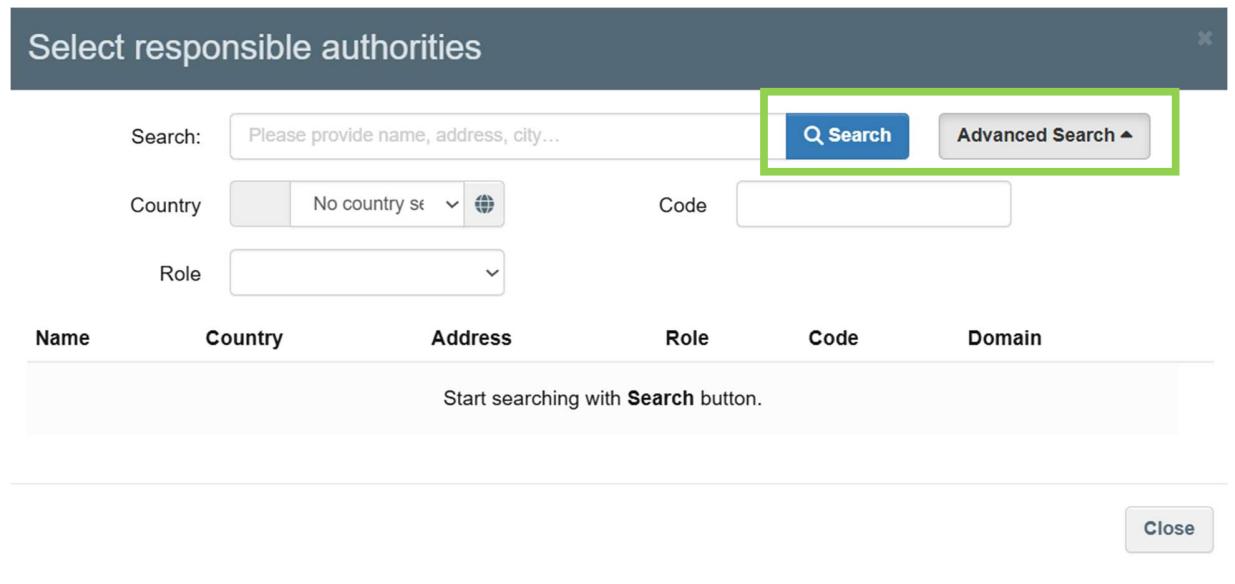
The users seeing such warning should verify whether any of the operators mentioned in the warning are not the same operator, that they intend to register. If this is the case, and the user intends to actively represent such operator in DIWASS, the user needs to ask for authorisation to do so (in order to request such authorisation, please see instructions in [Chapter 6](#)).

- Following that selection, additional three fields will become visible:
 - Activity Details:** The Traces NT allows also to request the “activity” only for a certain period of time. It is advised not to use this option in the context of DIWASS and leave these details blank.
 - Address:** this field requires the user to select the main address from the addresses introduced before. This address will be automatically pre-filled.
 - Assigned responsible authorities:** the user needs to select the authority responsible for registration of operator in DIWASS.

To select the authority, the user should click on the button “Search responsible authorities”.



In the pop-up window, it will be possible to search for authorities based on name and address. The advanced search allows to search based on additional criteria: country, code of the authority and role of the authority (import, export, transit).

A screenshot of a "Select responsible authorities" pop-up window. The search bar has a green box highlighting the "Search" button. The window includes search fields for name, address, country, code, and role, and a table for displaying search results.

Following the search, the user needs to select the relevant competent authority and click on “Select”

Select responsible authorities

Search:		Please provide name, address, city...		<input type="button" value="Search"/>	<input type="button" value="Advanced Search"/>
Country	Belgium (BE) <input type="button" value=""/>	Code			
Role	<input type="button" value=""/>				
alex CA Be	Belgium Rue 10000 1000 Brussel	WSR Competent Authority	BE00Alex	<input type="button" value="Select"/>	
Commission interrégionale de l'Emballage (CIE)	Belgium Gaucheretstr 92- 94 / Rue Gaucheret 1030 Brussel 1000 Brussel	WSR Competent Authority	BE004	<input type="button" value="Waste Shipment Regulation"/> 	<input type="button" value="Select"/>
IBGE-BIM Waste Shipment	Belgium Avenue du Port/Havenlaan 86C/3000 1000 Brussel	WSR Competent Authority	BE002	<input type="button" value="Waste Shipment Regulation"/> 	<input checked="" type="button" value="Select"/>
OVAM, Afdeling Afvalstoffenbeheer	Belgium Stationsstraat 110 B-2800 2800 Mechelen	WSR Competent Authority	BE001	<input type="button" value="Waste Shipment Regulation"/> 	<input type="button" value="Select"/>
Service public de Wallonie Agriculture Ressources naturelles	Belgium Avenue Princes de Liège 15 5100 Namur	WSR Competent Authority	BE003	<input type="button" value="Waste Shipment Regulation"/> 	<input type="button" value="Select"/>

Registration of EU operators

If the Member State has just 1 competent authority for shipment of waste, the user should select this authority. If the Member State has more than 1 competent authority for shipments of waste, the Member State introduced rules on division of competences between authorities in the field of registration of operators. Please see [this document](#) [Commission will add the title of the document and a hyperlink leading to it] explaining which authority should be chosen as assigned responsible authority.

Registration of third country operators

In case of registration of third country operators: if the operator comes from third countries whose authorities actively use DIWASS, the competent authority of this country should be selected as assigned responsible authority. Please consult [this document](#) [Commission will add the title of the document and a hyperlink leading to it] to verify this information. If the third country competent authority does not use DIWASS, the user registering the third country operator should select in this field an EU competent authority, who, in the context of planned shipment of notified waste, would act as competent authority of dispatch, destination or transit respectively.

Example: A Brazilian company would like to ship waste to a French facility. The Brazilian CA does not use DIWASS. This company (or the French facility intended to receive the waste) introduces the basic data of the Brazilian company into DIWASS and as an "assigned responsible authority"

selects the French competent authority. The French competent authority needs to approve the registration of the Brazilian operator, and subsequently, will be able to edit the data of that company, in line with the general rules on editing operator's data.

8. The user may also provide additional information such as:

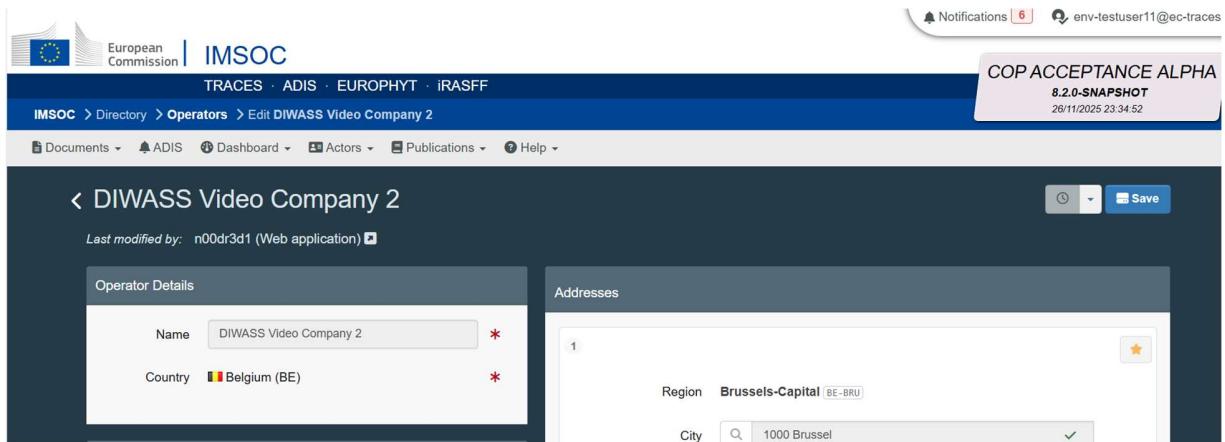
- Phone number, fax number, email address, URL, contact person name – to do so, the user needs to go to box “Operator details” and click on the icon “v” to choose the type of information to be provided; to add another element, the user needs to click on the “+” icon;
- Coordinates, by filling in the respective fields in “Addresses” box

The screenshot shows the 'Create New Operator' interface. The 'Operator Details' section on the left contains fields for Name (DIWASS Video Company 2), Country (Belgium (BE)), and two sets of Phone and Fax numbers. The 'Addresses' section on the right shows a single address entry for Brussels-Capital, with fields for Region, City (1000 Brussel), Address (Street 1), and Coordinates (Latitude and Longitude). A red arrow points to the Phone and Fax input fields in the Operator Details section, and a green box highlights the Coordinates field in the Addresses section.

9. Having completed all the elements described above, the user needs to click on the button “Create” in the upper right corner of the page.

The screenshot shows the 'Create New Operator' interface. The 'Operator Details' section on the left contains fields for Name (DIWASS Video Company 2), Country (Belgium (BE)), and two sets of Phone and Fax numbers. The 'Addresses' section on the right shows a single address entry for Brussels-Capital, with fields for Region, City (1000 Brussel), Address (Street 1), and Coordinates (Latitude and Longitude). The 'Create' button in the top right corner is highlighted with a green box.

10. The user will see the screen with all data of the operator, registration of which was requested.



The screenshot shows the IMSOC Operator Registration interface. At the top, there is a header with the European Commission logo, the text 'IMSOC', and a 'COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT' message. Below the header, the main content area has a dark header bar with the text '< DIWASS Video Company 2' and a 'Save' button. The main content is divided into two sections: 'Operator Details' and 'Addresses'. The 'Operator Details' section contains fields for 'Name' (DIWASS Video Company 2) and 'Country' (Belgium (BE)). The 'Addresses' section shows one address entry for 'Region Brussels-Capital BE-BRU' and 'City 1000 Brussel'. A note at the bottom of the page states: 'Please note: The user will be able to act in DIWASS representing operator as soon as the competent authority approved the registration of that operator. Then, the user will be able to add other users representing that operator, following the steps described in Chapter 5: How to request to be authorised to represent operators in DIWASS as a user, in the case this user already has access to other operators in DIWASS of this manual.'

Please note: The user will be able to act in DIWASS representing operator as soon as the competent authority approved the registration of that operator. Then, the user will be able to add other users representing that operator, following the steps described in **Chapter 5: How to request to be authorised to represent operators in DIWASS as a user**, in the case this user already has access to other operators in DIWASS of this manual.

Chapter 5: How to request to be authorised to represent operators in DIWASS as a user, in the case this user already has access to other operators in DIWASS

General note

This chapter provides instructions for users that intend to request authorisation to represent operators already registered in DIWASS and is relevant for situations, in which the user has already access to other operators in TRACES NT.

In practice, this chapter applies to situations, when:

- the user was the one registering an operator following the steps described in **Chapter 4** of this manual,
- the user would like to request access to the operator that was already registered in DIWASS.

Please note that submitting a separate request to represent an operator in DIWASS is not required for users, who register that operator for DIWASS for the first time, following the steps described in **Chapter 2** of this manual. In such case, the request for registration covers also a request for authorizing the submitting user as master user in DIWASS.

If the user has already a right to represent operators in DIWASS, that user may register other operators (e.g. third country operators that do not wish to actively use DIWASS), in order to make them selectable in context of any waste shipment documents in DIWASS. The user may wish not to represent them in DIWASS though. Therefore, when a user registers the operator following the steps in **Chapter 4** of this manual, in case this user intends to actively use DIWASS representing those operators, it must submit an authorisation request according to this chapter of the manual.

Please also note that DIWASS is based on TRACES NT platform, similarly as other Commission's systems. Some options visible in this process (e.g. buttons regarding "Organic Control Body") are not relevant for DIWASS.

Please also note, that each operator that intends to act in DIWASS should have at least one master user⁸. Such master user is authorised to add further users or remove users within an operator's account in DIWASS⁹. Please note that CA are only obliged to approve the authorisation request from the first user from a given operator¹⁰ – any further authorisation requests should be approved by master users of such operator.

⁸ Article 6(5) of DIWASS Implementing Act.

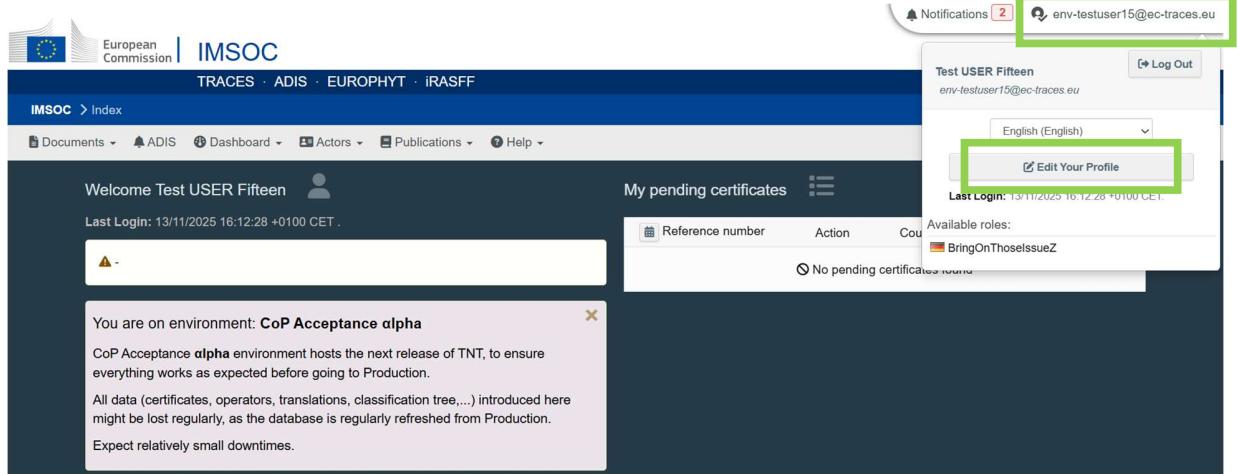
⁹ Article 6(3) point (a) of DIWASS Implementing Act.

¹⁰ Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.

[EU operators must use DIWASS, whereas third country operators may use DIWASS on a voluntary basis. However, if they do not wish to do so, the operators should be still registered, and no users will be assigned to them. Commission works on more detailed instructions related to third country operators and how they work and appear in DIWASS]

Specific instructions

- Following the login, the user needs click on its email address in the top right corner of the page, and then click on “Edit Your Profile”.



The screenshot shows the IMSOC platform's user profile page. At the top right, the user's email address 'env-testuser15@ec-traces.eu' is displayed with a green box highlighting the '@' symbol. Below the email, the user's name 'Test USER Fifteen' and the last login date '13/11/2025 16:12:28 +0100 CET' are shown. A green box highlights the 'Edit Your Profile' link in the top right corner of the profile card. The main content area shows a message about being on the 'CoP Acceptance alpha' environment, which is a test release of TNT. It also lists 'Available roles' including 'BringOnThoseIssueZ'.

- On the next screen, the user needs to scroll down to the bottom of the page, to see the box “Your Roles”. The user will see information on all operators in TRACES NT, that it can represent in this platform. Operators active in DIWASS will appear with “WSR Operator WSR” label.

To submit a request to represent another operator, the user needs to click on “Request new role” and select “Operator”.



The screenshot shows the 'Your Roles' page. At the top right, a green box highlights the 'Request new role' button. Below it, a dropdown menu is open, showing the 'Operator' option selected. The main table lists two operators: 'BringOnThoseIssueZ' (Valid) and 'IE DDS TRADER' (Valid). Each operator row shows its name, address, country, and status (Valid). The 'IE DDS TRADER' row also shows it is a 'EUDR Trader' and its status is 'Suspended'.

- The user will be moved to “Search operator” screen. The user needs to provide the following data:
 - Country: the country where the operator has a main registered office,
 - Chapter: Waste Shipment Regulation

- Section: Waste Shipment Regulation (WSR)
- Activity type: WSR Operator
- Search: any element of the name of operator or its identification number

European Commission | IMSOC

Notifications [2] env-testuser15@ec-traces.eu

TRACES · ADIS · EUROPHYT · iRASFF

COP ACCEPTANCE ALPHA
8.2.0-SNAPSHOT
26/11/2025 23.34.52

IMSOC > User Profile > Edit Your Profile > Select Operators

Documents · ADIS · Dashboard · Actors · Publications · Help

< Select an existing operator

Request authorisation

Country: Belgium (BE)

Chapter: Waste Shipment Regulation

Section: Waste Shipment Regulation (WSR)

Activity Type: WSR Operator

Search: Produce

Search

7. As a result of this search, DIWASS will return a list of operators that matches the indicated criteria. Based on this list a user can request authorisation to represent any of the existing operators. To do so, the user needs to tick the box, next to the details of the selected operator, and click on “Request authorisation” in the top right corner of the page.

IMSOC > User Profile > Manage authorisation requests > Select Operators

8.2.0-SNAPSHOT
26/11/2025 23.34.52

< Select an existing operator

+ Create a new operator Request authorisation

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Country: Belgium (BE)

Chapter: Waste Shipment Regulation

Section: Waste Shipment Regulation (WSR)

Activity Type: WSR Operator

Search: Produce

Search

Name	Address	Activities
WASTE BE Test Producer EORI: BE88992233	Test Street 67 2030 Antwerpen Belgium	WSR Operator WSR Valid
WeProduceYourIssueZ EORI: BE123123123123	Street 1000 Brussel Belgium	WSR Operator WSR Valid

8. Next, the user will see a pop-up window allowing to provide additional message regarding the authorisation of the user to represent the operator directly to the:

- competent authority responsible for the registration of operator,
- all master users authorised to represent this operator in DIWASS.

Please note that providing such message is not mandatory.

Confirm authorisation request for
WeProduceYourIssueZ

Optional, you can provide some additional useful information.

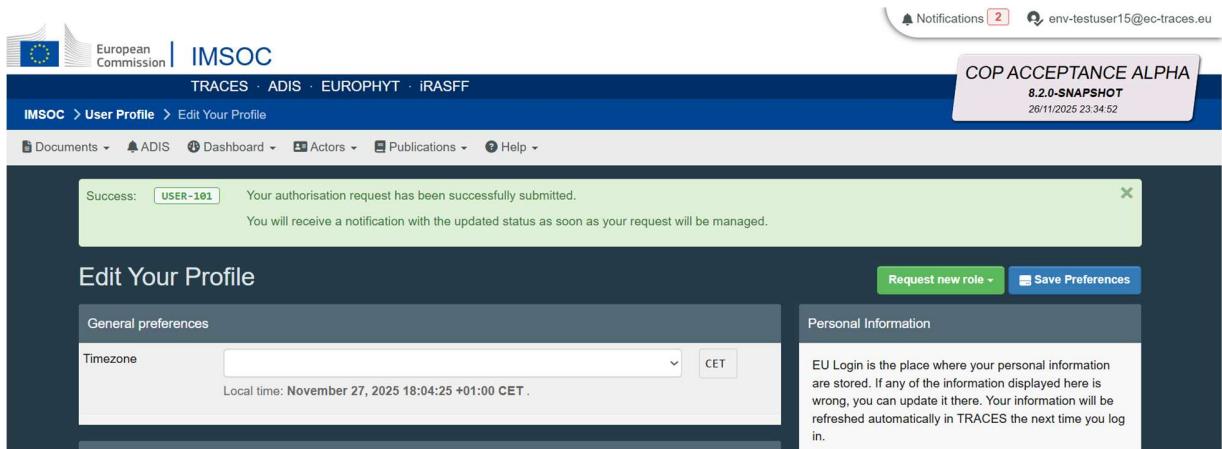
Message

Email

Phone

Please also note, that the competent authority is responsible only for authorizing the first user to represent an operator in DIWASS. All further users should be authorised by the master users already authorised to represent operator concerned in DIWASS.

- After sending the authorisation request, the user will see a confirmation message.



The screenshot shows the IMSOC User Profile page. At the top, there is a navigation bar with links for European Commission, IMSOC, TRACES, ADIS, EUROPHYT, and iRASFF. On the right, there are notifications for 'env-testuser15@ec-traces.eu' and a timestamp '26/11/2025 23:34:52'. A banner at the top right indicates 'COP ACCEPTANCE ALPHA 8.2.0-SNAPSHOT'. The main content area is titled 'Edit Your Profile'. A green success message box says: 'Success: USER-101 Your authorisation request has been successfully submitted. You will receive a notification with the updated status as soon as your request will be managed.' Below this, there are two sections: 'General preferences' (Timezone: CET) and 'Personal Information' (EU Login information). There are also buttons for 'Request new role' and 'Save Preferences'.

Chapter 6 How to approve authorisation requests of users that represent operators in DIWASS

General note

This chapter provides instructions on how to authorize additional users to represent a given operator in DIWASS.

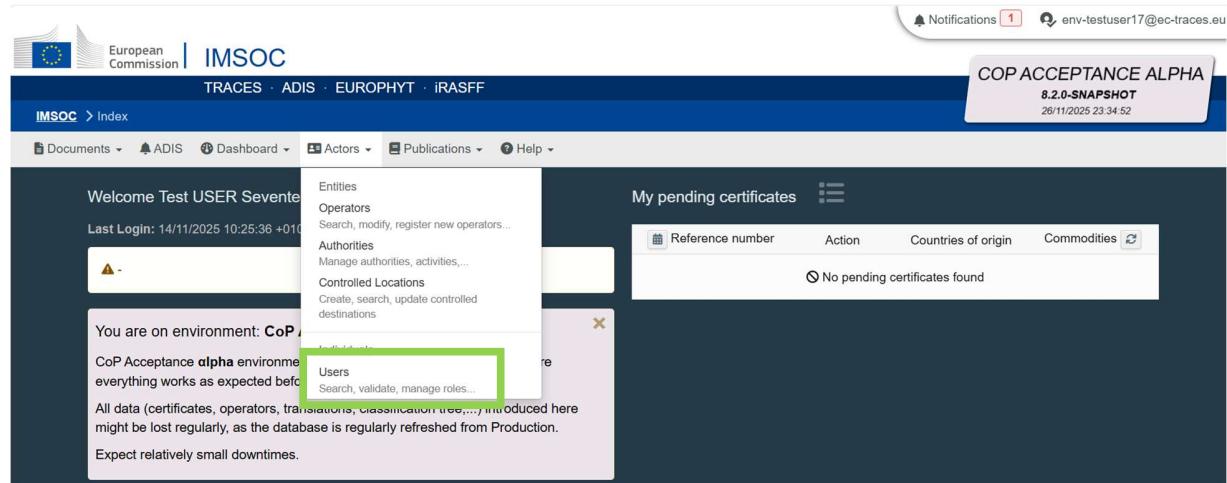
This operation can be done by:

- Competent authorities that are selected as competent authorities responsible for registration of a given operator in DIWASS,
- Master users¹¹ already authorised to represent a given operator in DIWASS.

Please also note, that the competent authority is notably responsible for authorizing the first user to represent an operator in DIWASS¹². All further users should be authorised by the master users already representing the operator concerned in DIWASS. It is therefore relevant, that the operators manage the user authorisation process effectively.

Specific instructions

1. Following the login, the user needs to select the field “Actors” and then “Users”.



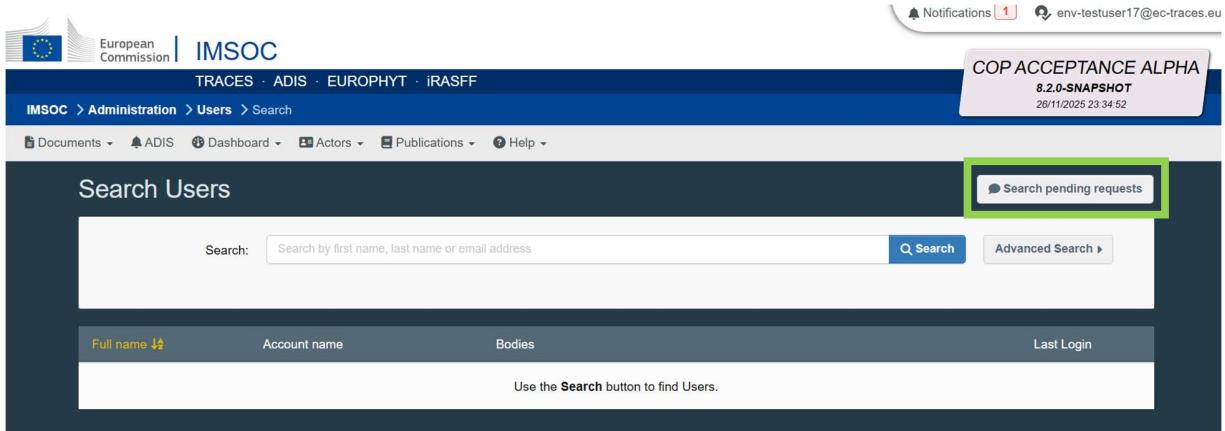
The screenshot shows the IMSOC DIWASS interface. At the top, there is a navigation bar with links for European Commission, IMSOC, TRACES, ADIS, EUROPHYT, iRASFF, and a user notification for 'env-testuser17@ec-traces.eu'. The main content area has a dark background. On the left, a sidebar menu is open, showing 'Entities', 'Operators', 'Authorities', 'Controlled Locations', and 'Users'. The 'Users' option is highlighted with a green box. The main panel shows 'My pending certificates' with a table that has one row: 'No pending certificates found'. At the bottom left of the main panel, there is a message: 'You are on environment: CoP Acceptance alpha environment. everything works as expected before the real environment is introduced here. All data (certificates, operators, translations, classification tree,...) introduced here might be lost regularly, as the database is regularly refreshed from Production. Expect relatively small downtimes.'

2. “Search Users” screen will open. The user needs to click on the “Search pending requests” at the right top corner of the page.

¹¹ Master users are authorised to add further users or remove users within an operator. Standard users are not authorised to do so.

Please note, that all users authorised to represent the operator in DIWASS have the same view rights, access rights and are able to submit, update or otherwise change any waste shipment documents in DIWASS.

¹² Article 7(2) point (a), (3) point (a) and (5) of DIWASS Implementing Act.



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IMSOC > Administration > Users > Search

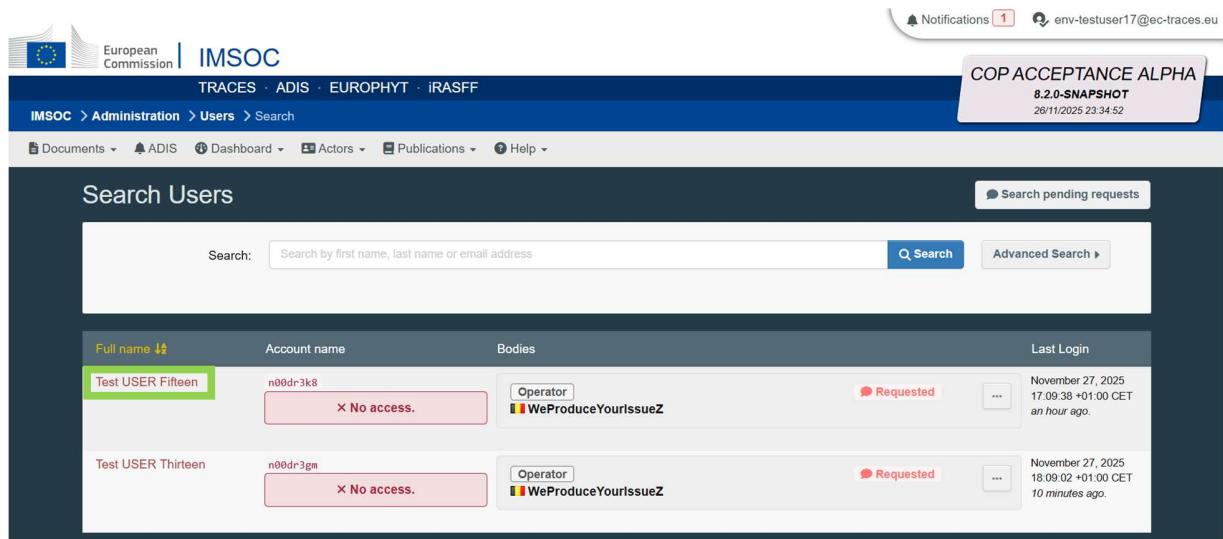
Search: Search by first name, last name or email address

Full name Account name Bodies Last Login

Use the **Search** button to find Users.

Search pending requests

- DIWASS will display the list of all pending authorisation requests, that the master user may authorise. To do this, the name of the user requesting authorisation needs to be clicked.



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IMSOC > Administration > Users > Search

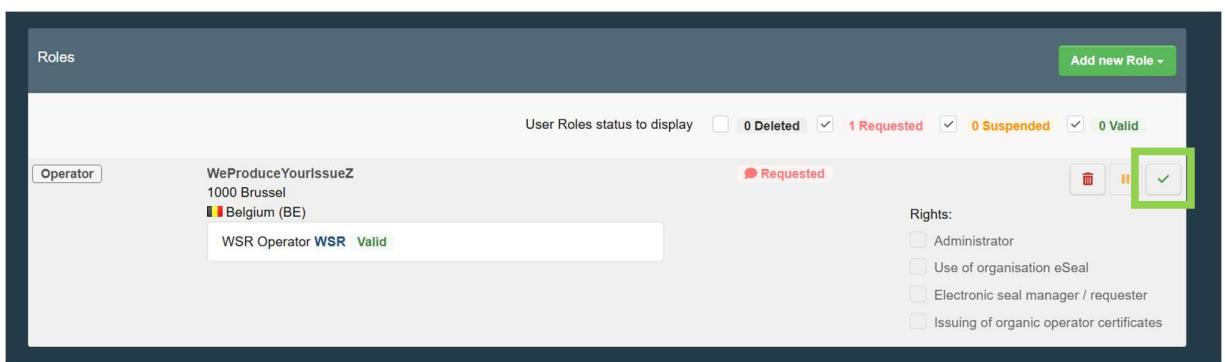
Search: Search by first name, last name or email address

Full name Account name Bodies Last Login

Test USER Fifteen	n00dr3k8	Operator WeProduceYourIssueZ	Requested	November 27, 2025 17:09:38 +01:00 CET an hour ago.
Test USER Thirteen	n00dr3gm	Operator WeProduceYourIssueZ	Requested	November 27, 2025 18:09:02 +01:00 CET 10 minutes ago.

Search pending requests

- Then, “Edit User” screen will open. To see the authorisation requests, the user needs to scroll down the page, to see the box “Roles”. To approve the request, it is necessary to:
 - Click on the green tick sign, next to the details of the operator



Roles

Add new Role +

User Roles status to display 0 Deleted 1 Requested 0 Suspended 0 Valid

Operator	WeProduceYourIssueZ 1000 Brussel Belgium (BE)	Requested	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
WSR Operator WSR Valid		Rights:	<input type="checkbox"/> Administrator <input type="checkbox"/> Use of organisation eSeal <input type="checkbox"/> Electronic seal manager / requester <input type="checkbox"/> Issuing of organic operator certificates

- Then, a possibility to indicate that the new user is an administrator, will appear. Granting such rights to the authorised user means, that such user will become a master user.

Roles

Add new Role ▾

User Roles status to display: 0 Deleted 0 Requested 0 Suspended 1 Valid

Operator WeProduceYourIssueZ 1000 Brussel **Belgium (BE)**

WSR Operator WSR **Valid**

Valid

Rights:

Administrator

Use of organisation eSeal

Electronic seal manager / requester

Issuing of organic operator certificates

- Then the button “Save changes” in top right corner of the page needs to be clicked.

< Edit User Test USER Fifteen n00dr3k8

Save changes

Roles

Add new Role ▾

User Roles status to display: 0 Deleted 0 Requested 0 Suspended 1 Valid

Operator WeProduceYourIssueZ 1000 Brussel **Belgium (BE)**

WSR Operator WSR **Valid**

Valid

Rights:

Administrator

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