

How to perform the annual waste reporting (nk)



1. Create an account or log in

Create an account or log in by clicking the padlock icon (login) on the top right.

Is this your first time logging in?

The first time you log in, you will be asked for some information about yourself. It is important to enter your contact details so that DETEC staff can contact you.



The information about your organisation or company will be entered later. Page 3 of the form shows the permissions that already exist for organisations. **Is your organisation not listed?** Please proceed directly to point 2 below.

How do I navigate around the DETEC eGovernment Portal, and how do I get to the service I want?

All DETEC digital services and functions of the eGovernment Portal are called services. You will find all services in the **service catalogue** and also under 'My organisation'. In the service catalogue, you can browse through the various service groups (e.g. Waste and Resources) to get to individual services. Each service has a detailed information page (**green**) and the corresponding form (**yellow**).

On the **detailed information** page, click the button on the lower right to start the service.

Annual waste reporting nk

Submit your site's annual report for waste not subject to regulatory controls [nk]. This information must be submitted every year and is checked by the cantonal offices.

[Go to service](#)

[Detailed information](#)

[Start Service](#)



2. Create an organisation or request permission

Organisation has been migrated: Proceed directly to point 3 below.

Organisation has not yet been created: Start the [Create organisation](#) service under [My organisation](#).

Organisation has been migrated and you do not have access: Start the [Apply for organisation rights](#) service under [My organisation](#).

→ You then have to wait for the administrator's approval. You will be informed about any decision by email and also under Messages.

Tip

Use your organisation's UID: Go to www.uid.admin.ch and copy the UID number. Then return to the DETEC eGovernment Portal and paste this number in the 'UID' field. The required data is transferred automatically.

[Service catalogue](#) [Business cases](#) [Favorites](#) [Messages 1](#) [My organisation](#)



3. Apply for a site with a company number or check whether the number has been migrated

All company numbers and thus all sites have been migrated from 'VeVA Online'. Company numbers and waste disposal licences are entered and administered in the eGovernment Portal as sites. Each site still has a unique company number. A company may have several sites and thus several company numbers. **Not sure whether a site has been migrated?** Start the [Edit site](#) service and you will see all the related data. If the site is not listed, you have to apply for it.

Apply for new site: In the service catalogue, search for and start the [Apply for site and company number](#) service.

All site data is checked by the canton responsible. This may take some time.

You will be informed of their decision directly in the portal.



! Important tips for entering waste codes

Make sure to follow points 1 to 7 below and the two additional tips on the next page.

1

From the classifications nk, ak and S/akb, select nk.

2

Select LVA or ADWO as the code **group**. In both cases, the selection can be narrowed down by the LVA codes shown. The instructions here are explained using the example of LVA grouping.

3

Select a **section or sub-section**. Click in the field and enter a keyword. All (sub-)sections are filtered directly. Only one (sub-)section can be selected each time you run steps 1 to 7.

4

All **codes of the selected (sub-)section** are shown. You can delete unwanted codes of a (sub-)section by clicking the cross. To add further individual codes, click in the field and type the name or code.

5

At least one **disposal method** must be selected. For each method, click again in the field and select a result. Tip: Start typing to see the options available.

6

Enter a **validity end date** (maximum 5 years) for the selected codes.

7

Make sure you click the **button** in step 7. Otherwise the codes you selected will not be accepted.

[Accept selection](#)

Continued from "Important tips for entering waste codes".

Other classifications and/or sections

Click the button to repeat steps 1 to 7 and add new codes to the selection.

Changing accepted codes

You can still change codes after accepting them. When you click [Show detailed information](#), all information is displayed and can be edited.

Add more waste codes

LVA code *

02 01 09 Agrochemical wa...

Disposal procedure

D1

Show detailed information



4. Start the annual waste reporting (nk)

In the service catalogue, search for and start the [Annual waste reporting \(nk\)](#) service.

waste reporting

Select the site data first. For the **reporting period**, you can select the current year or the past year. However, reporting can only be completed for the past year. If the canton responsible for your site has not specified a particular **type of reporting**, you can decide whether you wish to enter the reporting with LVA or ADWO codes.

Acceptance

You will find a previously entered list of waste codes (based on the waste codes from step 3 of the user guide). You can either use a CSV upload (see tip on the right) or enter the required data manually. Each waste code may be selected more than once.

LVA code *
02 01 09 Agrochemical wa... X

Disposal procedure
D1

Valid until
11.08.202 X



Purple arrow: Click here to delete code 09 01 07 only. The other fields remain unchanged.

Orange arrow: Click here to delete the entire entry or row for waste code 09 01 07.

Green arrow: Click here to create a new entry for another code.

Forwarding

All forwarded waste must be reported accordingly, specifying the waste code, quantity and recipient (site). You can search for a site by entering either the site number or the site name. Start typing and the search will start automatically. You can enter more forwarded waste using the green + sign.

Output products

Products resulting from the treatment of the waste received can also be entered. Select the product from the existing dropdown list and then the quantity. You can enter more products using the green + sign.

There are **two ways** to end the entry process.

1. Temporary save

Select 'Next page', 'Complete' and then 'Submit'. All the data is stored, but the canton responsible is not yet informed. The annual waste reporting is not completed and can be accessed again. Only upon completion (see right column) is the data definitively submitted.

2. Complete the entry process and report all data to the canton

Only when you check the box at the end of the form will the data be definitively submitted to the canton responsible and the annual waste reporting completed.

X Close report for this period

If all data has been correctly submitted, the waste reporting is approved. If this is not the case, you will be notified through the eGovernment Portal and can change your data as required.

Contact for support

Callpoint_fuer_bafu@callpoint.ch

Tip for using a CSV file

Upload your data using a CSV file. Instructions with a sample file can be found directly in the form and the detailed description of the annual waste reporting (nk).

Use only one CSV file for all data to be submitted. Each uploaded CSV file overwrites all previous data. Thus, only the data in the last uploaded CSV file is saved.

NB: Format the 'Company number' column in the CSV file as text and add up to nine leading zeros. All sites and company numbers can be found using the [Search organisation and site service](#).