



Schweizerische Eidgenossenschaft
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Federal Department of the Environment, Transport,
Energy and Communications DETEC

Federal Office for the Environment FOEN
Waste and Resources Division

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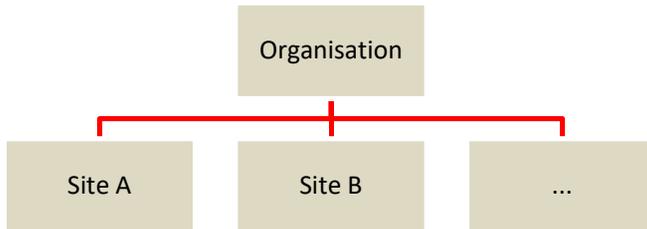
User manual for cantons

DETEC eGovernment portal

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An organisation consists of one or more sites. The organisation must be created in the DETEC eGovernment Portal (section 1) and the site must be applied for by the company and checked by the canton (section 2).



1 Organisation

There are two services available for creating an organisation: 'Create organisation' and 'Register a business partner as a service provider'.

For cantonal officials wishing to create an organisation, we recommend using the 'Register a business partner as a service provider' service. The advantage is that, when creating the organisation, they can add an administrator for the organisation by entering their email address. When the administrator then logs into the DETEC eGovernment Portal using that email address, the administration rights are automatically transferred from the canton to the organisation.

1.1 Register a business partner (organisation) as a service provider

If a company wishes to apply for a site, an organisation must first be created in the DETEC eGovernment Portal.

1. Select and start the 'Register a business partner as a service provider' service.
2. If you wish to create an organisation, select 'Organisation'.

Wählen Sie, ob Sie eine Organisation oder eine Person erfassen möchten.

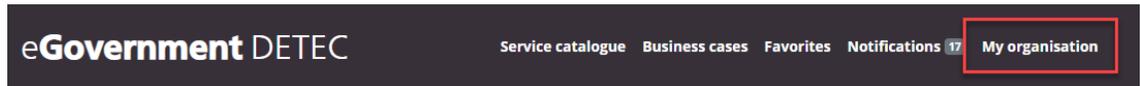
3. Then continue as described under section 1.2 'Create an organisation'.
4. To complete the process, enter the name and email address of the future administrator for the organisation. Please enter only person-specific email addresses (i.e. not an info@ address).

When the administrator then logs into the DETEC eGovernment Portal using that email address, the administration rights are automatically transferred from the canton to the organisation.

1.2 Create an organisation

You must create an organisation before you can apply for a site.

1. Select 'My organisation' in the menu to see all the services for organisations.



2. Select and start the 'Create organisation' service.
3. Follow the instructions in the form. We recommend creating your organisation using its UID number. If you do not know your organisation's UID, you can find it in the UID register (www.uid.admin.ch).

Further details can be found in the detailed information on the service.



4. Once you have created the organisation, you can apply for a site for it.

1.3 Set administrator for organisation (incl. site)

If an organisation or site does not have an administrator, you can set yourself or someone else as the administrator for that organisation. You can do this via the 'Set administrator' service, which you will find in the service catalogue under 'Approval by the cantons'.

Waste and resources
Here you will find all services relating to company numbers and sites as well as about reporting waste not subject to regulatory controls.

[view all services](#)

Site and company numbers
Here you will find all services relating to site and company numbers.

[view all services](#)

Waste reports
Here you will find all services relating to waste reports.

[view all services](#)

Approval by the cantons
Here you will find all services relating to approval by the cantons.

[view all services](#)

Set administrator ☆
Set an administrator for a site as a cantonal employee. The administrator then receives all the necessary rights for the defined organisation associated with the site.

[Go to service](#)
Detailed information

The procedure is as follows:

1. Search for the organisation in question via the site name or company number.

1. Search site

Search for a location using either the location name or the company number. Only sites located in your authorised canton will be displayed.

Search: Site name or Company number

Aluverarbeiter (035100040) - All Recycling AG

The corresponding organisation with its site is then displayed.

Selected site

Organisation: All Recycling AG

Site: Aluverarbeiter

2. You can enter either a user whose account has already been activated (e.g. yourself) or a user who has not yet registered, in which case the user will be granted access to the DETEC eGovernment Portal as soon as they log in for the first time.

When you enter the user's email address, the system automatically detects whether that user already exists.

- a. The user is not yet known. Enter additional information about the user.

2. Set administrator

The selected site does not have an administrator. Please enter the email address of the responsible administrator.

Email address of administrator
administrator@test.test ✓

The administrator you have set is not yet registered as a user in the DETEC eGovernment portal. Please enter further information. We will then send the user an e-mail with a request to register in the DETEC eGovernment Portal.

Sex * ▾

First name

Surname

- b. The user is already known.

2. Site data and existing authorisations

This location already has at least one administrator. You cannot use this service for the selected location.

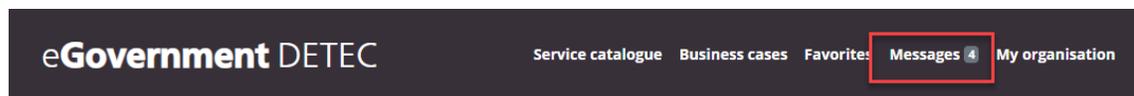
User ▾ Role Administrator ▾
Email address of administrator User status Active

3. When you close the service, the rights to the organisation will be activated straight away. The users in question are also informed.

NB: The user now has rights for all sites in the organisation and is entered as the organisation's administrator.

2 Check the requested site

Applications for new sites or changes to existing sites (e.g. new waste codes) are made by the companies in the Waste and Resources portal. You can find these applications under the 'Notifications' menu.



They are automatically assigned to the competent cantonal environmental agencies via the commune of the site in question.

Procedure for having a site checked by the competent cantonal environmental agency:

1. Open the application or the message under 'Notifications' to view the contents of the requested site.
2. In the message, click 'Edit business case'. A form showing all the associated information is displayed.



● ANTRAG FÜR STANDORT PRÜFEN

Print

Business partner Test English
Service name SiteCompilation
Business case f, Düdingen
Business case number 229300184
Status Prüfung durch Kanton
Reference BAFU-A-BA633401/36
Date 18.06.2021 13:21
From Federal Office for the Environment - Im Auftrag des zuständigen Kantons

Guten Tag

Es wurde ein Antrag für die Erfassung eines Standorts gestellt.

Der erfasste Standort kann unter dem Link «Geschäftsfall bearbeiten» eingesehen werden.
Sie können den Antrag annehmen, zurückweisen oder ablehnen.

Freundliche Grüsse
eGovernment Portal UVEK

[Edit business case](#)

Attachment

[f.Düdingen \(229300184\) - Nachricht Standort prüfen \(pdf\) - Freiburg.pdf](#)

3. You can now check the data entered by the company and adapt it if necessary. To do this, write directly in the input fields.
This process is described below.

2.1 Check the general site data

The following site information is displayed in different sections:

1. Responsibilities of the organisation

Responsibilities

Responsible organisation		
Site name *		
Contact person Ackermann Felix		
Responsible municipality *	Municipality number	Responsible canton

NB: Changing the data concerning responsibilities may have major consequences. You should be careful when changing the following data:

- a. **Responsible organisation**
If the site is assigned to another organisation, the person making the application may not have rights for this organisation, or you may assign a site to the wrong organisation so the applicant no longer has access to their application. Only change the organisation's data in consultation with the relevant contact person.
- b. **Responsible commune (municipality)**
The commune is always linked to the corresponding canton. If the commune is changed, the canton may change accordingly and you may end up approving an application on behalf of the other canton.

2. Site address

Address

Street *	House number *
Postal code *	Town *
Telephone number 1 *	Telephone number 2
Email address *	Fax

Unlike changes to the organisation, changes to the site address have no major consequences. Here too, we recommend only making changes in consultation with the applicant.

3. Company information

In the company information, a distinction is made between a waste generating company (a) and a waste disposal facility (b).

a. Site is a **waste generating company**:

Do not check the 'Site is a waste facility' box. You only need to select the industry under 'Commercial type'. Then complete the application. No further information is required.

Company information

State whether your site is a waste disposal facility (according to OMW). If your site is a waste generating company, you only need to select the corresponding industry.

Site is a waste facility ?

Define an industry for your waste generating company.

Commercial type *
H 50 Schifffahrt × ?

b. Site is a waste disposal facility.

Check the 'waste facility' box and fill in the rest of the information. Changing the type of waste disposal facility affects subsequent processes, e.g. in relation to the Ordinance on the Charge for the Remediation of Contaminated Sites (CSRCO) or the annual waste reporting (nk), and the mandatory fields to be completed ('Further information on the site').

Company information

State whether your site is a waste disposal facility (according to OMW). If your site is a waste generating company, you only need to select the corresponding industry.

Site is a waste facility ?

Type of waste facility *
Agricultural co-digestion plant × ?

4. Further information on the site

This is only shown if the application is for a waste disposal facility. The 'Site is a waste facility' box must be checked.

Further information on the site

You can also enter the plot's E-GRID identification code. You can find this identification code on cadastr.ch.

Add the coordinates according to the [National surveying system CH1903+ / LV95](#)

Lot number 234 ✓	
X-coordinate 2345122.67 ✓	Y-coordinate 1234567.89 ✓ ?

Please make sure that the coordinates are entered in the format shown above.

5. Inspectorate details

There are two different types of inspectorate:

Inspectorate

If applicable, please define the inspectorate responsible for recording/checking reports.

Inspectorate for the compilation of the declaration a)
Inspectorate for the examination of the declaration b)

a. Inspectorate for the compilation of the declaration

This inspectorate can only be set by the organisation. The cantons cannot change this information. The set inspectorate takes charge of entering data for

the annual waste reporting (nk). The organisation itself can view the annual waste reporting (nk) but cannot enter any data.

- b. Inspectorate for the examination of the declaration
This inspectorate can only be set by the canton. Only inspectorates which are registered as an organisation in eGOV can be set. To start your search, click inside the field and enter the organisation's name.

2.2 Waste disposal facilities: waste codes set

Waste disposal facilities are waste facilities under ADWO and disposal companies under OMW. Waste codes are only entered for ADWO waste (disposal) facilities. Companies that only generate waste are neither required nor able to set codes.

There are several ways to manage the waste codes already entered:

1. Add individual waste codes
2. Add waste code groups
3. Delete waste codes
4. Change the validity date
5. Change the disposal method

2.2.1 Add individual waste codes

1. Click the green + sign to add individual waste codes.

Waste codes added

Below you will find a list of all of the waste codes you have selected. If necessary, you can continue editing this list, add additional codes or remove codes.

LVA code * 01 03 04 [S] Säure bildende Aufbereitungsrückstände aus de... ✕	Disposal procedure D1	Valid until 18.06.2026 ✕ ✕ +
--	--------------------------	--

[▲ Show detailed information](#)

2. A blank field then appears.

Click 'Show detailed information' so you can enter all required data.

LVA code * ▼	Disposal procedure	Valid until ▼ ✕ +
---------------------------	--------------------	---

[▲ Show detailed information](#)

3. Enter the LVA code (purple), the disposal procedure (red) and a validity end date (green, no more than five years in the future).

LVA code * ▼	Disposal procedure	Valid until ▼ ✕ +
ADWO code - designation	Disposal procedure * ▼ ?	
Valid from 18.06.2021 ▼		
Waste imports according to OECD guidelines pre-consent. Further information can be found in the communication Transboundary movement of waste > chapter 6.4.1.		
Advance approval * ---		

[▼ Hide detailed information](#)

As you start typing, suggestions are displayed.



The screenshot shows a search input field with the text '03 02' entered. A red box highlights the input field. Below the input field, a dropdown menu displays two suggestions: '02 03 02 Wastes from preserving agents' and '03 02 01 [S] Halogenfreie organische Holzschutzmittel'. To the right of the input field, there are two buttons labeled 'Disposal procedu'.

2.2.2 Add waste code groups

You can also enter entire categories of waste codes. To do this, first check the 'Add more waste codes' box under 'Waste codes added'.

Waste codes added

Below you will find a list of all of the waste codes you have selected. If necessary, you can continue editing this list, add additional codes or remove codes.

To add more waste codes, check the box on the right.

Add more waste codes

NB: In order for the individual waste codes to be accepted, it is important that you follow the instructions below (steps 1–8) exactly.

You can only search for waste codes of one hazard class at a time. You should therefore divide up the codes to be entered by hazard class (S/akb, ak or nk). Start with S/akb waste codes and follow all eight steps described below. Then move on to the next hazard class, e.g. ak, and carry out the eight steps again.

1. Select the hazard class. You can choose between S/akb, ak and nk.
2. Select the coding system you wish to use to enter the waste codes. There are two options for entering waste types:
 - a. LVA codes
 - b. ADWO codes (these are also automatically saved as LVA codes in the background).
3. Select the corresponding codes.

Under point a. below you will see how to enter LVA codes. To enter ADWO codes, please go directly to point b.

After selecting the codes, continue to step 4.

 - a. **LVA codes:** Select either a section or a sub-section.

You can also type a term directly in the field. Only the search results containing that term will be displayed.

3. Select chapters or sub-chapters to record all corresponding LVA codes.

Chemisch

- 01 Abfälle, die beim Aufsuchen, Ausbeuten und Gewinnen sowie bei der physikalischen und chemischen Behandlung von Bodenschätzen entstehen
- 06 Abfälle aus anorganisch-chemischen Prozessen
- 07 Abfälle aus organisch-chemischen Prozessen
- 11 Abfälle aus der chemischen Oberflächenbearbeitung und Beschichtung von Metallen und anderen Werkstoffen; Nichteisen-Hydrometallurgie

All LVA codes of the section or sub-section are now included in the selection.

4. Add or remove individual LVA codes.

Waste code (LVA)

- 01 01 01 [nk] Abfälle aus dem Abbau von metallhaltigen Bodenschätzen x
- 01 01 02 Wastes from mineral non-metalliferous excavation x
- 01 03 06 Tailings other than those mentioned in 01 03 04 and 01 03 05 x
- 01 03 08 Dusty and powdery wastes other than those mentioned in 01 03 07 x

b. **ADWO codes:** Select a code directly. It is best to type in the term, and the corresponding code will then be displayed.

3. When choosing ADWO codes, the corresponding LVA codes are added automatically.

bio

- 6303 [nk] Biogene Abfälle aus kommunaler und übriger Sammlung
- 6304 [nk] Biogene Abfälle aus Landwirtschaft, Industrie und Gewerbe

When you select a code, the associated LVA codes are automatically included in the selection.

4. Add or remove individual LVA codes.

Waste code (LVA)

- 20 01 08 [nk] Biologisch abbaubare Küchen- und Kantinenabfälle x
- 20 01 38 [nk] Abfälle von naturbelassenem Holz x
- 20 02 01 [nk] Biologisch abbaubare Abfälle x
- 20 03 02 [nk] Marktabfälle x

4. This step applies again to both **LVA and ADWO codes**.

Now remove the codes you do not need from the selection.

4. Add or remove individual LVA codes.

Waste code (LVA)

- 20 01 08 [nk] Biologisch abbaubare Küchen- und Kantinenabfälle x
- 20 01 38 [nk] Abfälle von naturbelassenem Holz x
- 20 02 01 [nk] Biologisch abbaubare Abfälle x
- 20 03 02 [nk] Marktabfälle x

At this point you may also choose to enter more codes manually. Enter either the code directly (with spaces, i.e. XX XX XX) or a word from the description. If you want to enter more sections, sub-sections or ADWO codes, complete this entry process and follow the instructions.

20 03 02 [nk] Marktabfälle x holz

03 01 04 [S] Problematische Holzabfälle

03 01 05 [nk] Ausschliesslich mechanisch bearbeitetes Reschholz

5. Now enter the disposal procedures for the waste codes entered. Here, too, you can filter by keyword.

5. State the corresponding disposal procedures. You can find an overview in the following document: [Entsorgungsverfahren_PDF \(128 KB\)](#).

Disposal procedure *

D1 Ablagerung in oder auf dem Boden (d.h. Deponien) x |

The selected disposal procedure will be applied to all previously entered waste codes.

Only after the waste codes have been accepted (see step 8) can the disposal procedure be changed or additional ones added for each code entered (see step 8).

6. Please specify the date until which the permit for the waste codes entered is to be valid. Note: It is up to the canton to finalise the dates.

The period of validity may not exceed five years.

7. **NB:**

In order for the waste codes to be accepted, you have to have checked the 'Accept selection' box in step 7.

7. To insert the waste codes you have selected, **check the box**.

Accept selection

8. All codes are listed individually as shown below and can be edited as required. You can show or hide detailed information by clicking the button shown below.

Waste codes added

Below you will find a list of all of the waste codes you have selected. If necessary, you can continue editing this list, add additional codes or remove codes.

LVA code *	Disposal procedure	Valid until
01 03 04 [S] Säure bildende Aufbereitungsrückstände aus de... x	D1	18.06.2026 x x +
Show detailed information		

NB: Do you want to add more codes? Check the following box and begin the process again at step 1.

Waste codes added

Below you will find a list of all of the waste codes you have selected. If necessary, you can continue editing this list, add additional codes or remove codes.

To add more waste codes, **check the following box**.

Add more waste codes

2.2.3 Delete waste codes

Only individual waste codes can be deleted (not sections or entire groups). To do this, click the red cross next to the entry you wish to delete.

Waste codes added

Below you will find a list of all of the waste codes you have selected. If necessary, you can continue editing this list, add additional codes or remove codes.

LVA code * 01 03 04 [S] Säure bildende Aufbereitungsrückstände aus de... ×	Disposal procedure D1	Valid until 18.06.2026 × × +
▲ Show detailed information		

2.2.4 Change the validity date

The waste code validity date can be set either for each waste code individually or for all waste codes together.

Change the validity date for one waste code

1. Show the detailed information for the waste code in question (green).
2. Adjust the validity end date (red).

LVA code * 01 01 02 Wastes from mineral non-metalliferous excavation ×	Disposal procedure D1	Valid until 06.06.2024 × × +
▶ Show detailed information		
LVA code * 01 03 04 [S] Säure bildende Aufbereitungsrückstände aus de... ×	Disposal procedure D1	Valid until 06.06.2024 × × +
ADWO code - designation 4104 [S] Abfälle aus der Ausbeutung von Bodenschätzen	Disposal procedure * D1 Ablagerung in oder auf dem Boden (d.h. Deponien) × ?	
Valid from 18.06.2021 ×		

Waste imports according to OECD guidelines pre-consent. Further information can be found in the communication [Transboundary movement of waste](#) >

Change the validity date for all waste codes in the application

1. At the very end of the form, you will see the following function:

7. To insert the waste codes you have selected, check the box.

Accept selection

2. Enter the new date and check the box (red).

NB: If this box is not checked, the change will not be applied.

2.2.5 Change the disposal method

1. Show the detailed information for the waste code in question (green).
2. Several disposal methods can be selected. To do this, click inside the input field and start typing. Matching entries are then shown and you can select one of them.

You can delete individual codes by clicking the small black cross or all codes by clicking the large red cross.

LVA code * 01 01 02 Wastes from mineral non-metalliferous excavation	Disposal procedure D1	Valid until 06.06.2024
Show detailed information		
LVA code * 01 03 04 [S] Säure bildende Aufbereitungsrückstände aus de...	Disposal procedure D1	Valid until 06.06.2024
ADWO code - designation 4104 [S] Abfälle aus der Ausbeutung von Bodenschätzen	Disposal procedure * D1 Ablagerung in oder auf dem Boden (d.h. Deponien)	
Valid from 18.06.2021		

Waste imports according to OECD guidelines pre-consent. Further information can be found in the communication [Transboundary movement of waste](#) >

2.3 Select waste coding for reporting obligation

In addition to the waste codes, the canton must specify whether the company is to submit its annual waste reporting according to LVA or ADWO. This may also be left to the company's discretion.

Waste coding for reporting obligation *

ADWO

LVA

Selection by operation possible

2.4 Comments and comment history

The comment history shows all of the applicant's comments. If the application has already been rejected one or more times, the comments by the cantonal official in charge are also visible.

Comments

Optionally, enter a comment for the verification centre.

Thanks

Upload the required documents for your site here.

Attachments

Further comments can be added. It is advisable to enter a comment, particularly in the case of rejection. This comment is visible to both the company and the canton.

2.5 Take a decision on the application

One of the following decisions can be taken on the third page:

1. Reject application
No company number will be issued. The application is rejected in its entirety and a new application must be submitted, if desired.
2. Accept application
The company number is issued upon acceptance. The company can use the 'Edit site' service to request further changes. The canton will then re-examine the application.
3. Decline application
The application (or form) is returned to the applicant. The comment is visible to the applicant, who can change all details accordingly. The application is then resubmitted to the canton responsible for approval.

Decision

Please select one of the following options to proceed.

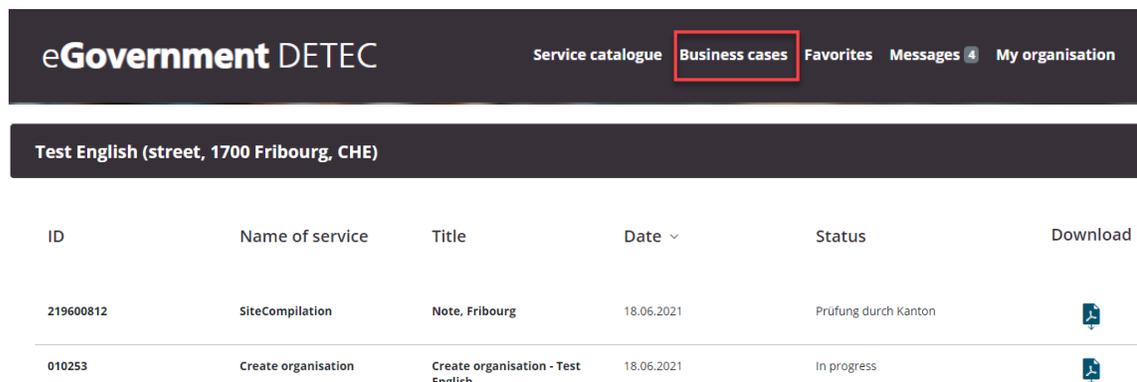
- a) Select 'Accept' if you want to issue a company number based on the information provided.
- b) Select 'Decline' if the organisation needs to change or add something to the request.
- c) Select 'Reject' if you do not want to issue a company number.



The screenshot shows a web form with a dropdown menu labeled "Decision *". The dropdown is open, showing three options: "Accept", "Decline", and "Reject". The "Accept" option is highlighted. To the right of the dropdown is a button labeled "Previous".

3 Find information about the site

You will find all forms sent and services submitted under 'Business cases'.



ID	Name of service	Title	Date	Status	Download
219600812	SiteCompilation	Note, Fribourg	18.06.2021	Prüfung durch Kanton	
010253	Create organisation	Create organisation - Test English	18.06.2021	In progress	

You can download a PDF showing a summary of the data submitted.

All messages can be accessed under 'Notifications'. You will also be informed about new messages by email.

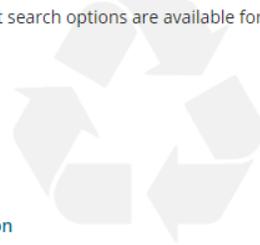
3.1 Search for an organisation and site

Alternatively you can use the 'Search for organisation and site' service.

This service displays all organisations with sites matching the search criteria.

Search for organisation and site

Search for registered organisations or sites (waste generating companies, waste disposal facilities, exporters). Different search options are available for this purpose.



[Go to service](#)

[Detailed information](#)