Completion of electronic declaration form for hazardous waste and radioactive waste

Introduction

The purpose of this document is to provide operators and waste producers with the necessary information for completing declarations for hazardous and radioactive waste. The guide is an attachment to the "Norwegian Oil and Gas Association's recommended guidelines for waste management in the Offshore industry ". The hazardous and/or radioactive waste must be properly packaged. The packaging must be marked with the declaration's serial number, and if also dangerous goods, with the correct UN no, dangerous goods label and "proper shipping name". Hazardous waste classified as dangerous goods must be stored and transported in UN-approved packaging. In such cases, a transport document for dangerous goods (multimodal dangerous goods form) shall also be completed, see example in appendix 4.

Guidance resources for adaptation in the administration module

- The following information is available in guidances on http://tema.miljodirektoratet.no/Global/dokumenter/tema/avfall/avfallsdeklarering_brukerveiledning_eng.pdf:
    - Assigning of the correct role in Altinn
    - The administration module and the administrator
    - Company profile
    - End user
    - Authorizations
    - Preferred waste facility (waste contractor)
    - Filling in the declaration for hazardous waste

The administrator role

To be an administrator, one must have the Altinn role "Energy, environment and climate" for the waste producer in question. It should be facilitated for more people to have this role.

Facilitation for the waste producer/end user

- When creating an end user (contact person), one should add this on this form:
    - *Name*: Rig name/Platform name plus role for the person performing the declaration, e.g. "Platform A Material coordinator".
    - *Phone number*. Should be a number to where the person with the role may be reached.
    - *E-mail address:* Should be an address where the person with the role may be reached

Then it will appear like this for end user ("sluttbruker") in the module:

Sluttbrukere Hjelp

Sluttbruker opprettet					
+ LEGG TIL SLUTTBRUKER		VIS DEAKTIVERTE SLUTTBRUKERE		⬇ EKSPORTER TIL EXCEL	
Navn ↑	Epost	Telefon	Brukerident	Status	
▶ Plattform A Materialkoordinator	plattforma.materialkoordinator@operator.no	12345678	40616	Ikke aktivert	✏ ✈ ✖

Waste producer
- Avfallsdeklarering.no is structured around organizational numbers for the different fields; which can be accessed from the Central Coordinating Register for Legal Entities at the Brønnøysund Register Center. All waste producers (rigs/platforms) on a specific field will declare towards the same organizational number. Therefore, it is important to keep control when rigs move from one field to another. The administrator must then deactivate end users connected to the field where rig leaves and create/activate end user for the new field. Waste that is declared after such a change will be registered on the new field.

Authorizations
It is recommended to authorize the waste contractor to be able to declare on behalf of the waste producer. This is possible through the AUTHORIZATIONS tab in the administration module. This is for use in cases where the waste producer has not declared all the waste sent to land, or in cases where the waste contractor considers that the received ordinary waste must be declared as hazardous waste

Preferred Waste facility
- In the field PREFERRED WASTE FACILITY, the waste producer can enter one or more waste facilities that the company must use when delivering declared waste. Adding preferred waste facility to the administration module makes it easier to select waste facility when the end user completes the declaration form. Preferred waste facilities are shown where waste facility is registered in the declaration form. By ticking "Select waste reception facility", the end user will only be able to select one of the preferred facilities. This is recommended when entering into framework agreements with waste contractors.
- The waste facility cannot send the declaration to another waste contractor if an error has been entered. The declaration must then be rejected/withdrawn, and the end user must choose the right waste facility.

Use of templates: Copy of former declarations
In order to simplify the declaration process, a new declaration can be created based on a previous declaration for the same waste type. It is recommended to use a declaration in the "Finnished Declarations" tab, as this is controlled by the recipient. This is done by going to a declaration for waste of the same type and then clicking on the button for "Copy" (see picture below). By using declarations that are completed, you get the benefit of corrections made by the recipient, and thus utilizing the learning effect of the corrections.

Some information about the various fields in the declaration form:

Fields in the declaration field marked with an asterix (*) must be completed to obtain the declaration at all. An example of the completed declaration form is shown in Appendix 4.

Waste Producer
Fields for name, including organizational number, address and contact person are filled in with information registered in the company profile, based on end user login info. Declaration number is automatically created by the system.

"Annen referanse" (other references): This field is use in different ways. It can be used for the rigg/platform name, projectnumber, PO or other reference.

Waste
Type of waste: Here it must be selected whether the waste is 1) hazardous waste, 2) radioactive waste or 3) hazardous and radioactive waste.

Correct Norwegian waste code and EWL code to be entered, see attachements 2 for recommandations.

If oil-containing radioactive waste is to be declared, it is important to choose "hazardous and radioactive waste". Otherwise you will not be able to pick the right Norwegian waste code and/EAL code. When radioactive waste is to be declared, nuclide with specific activity must also be added. If gamma spectrometric analysis is not available, one can estimate these from experience. These are then corrected by the waste recipient for the waste in question.

Origin
Here, the municipal number where the waste is landed shall be entered.

Amount
Enter amount of waste in kg. Only waste oil satisfying specific requirements are to be stated in llitres. Type of packaging and number of items are entered.

Additional information
Please provide as much information as possible about the waste. Manifest number, container number, content, other information and properties of the waste that the recipient benefits from. If content of more hazardous properties than the Norwegian waste code describes, this is also stated in the field (for example, oily waste containing some mercury).
Here is also the installation where the waste was generated entered.
Here you can also upload attachments, such as data sheets, G-OMO analysis forms, other analysis reports and skip lists.

Properties
Is to be completed.
Field for halogens should be checked if Norwegian waste code describing content of halogens is used (e.g. 7041 eller 7151).
Field for flash point is not mandatory, but completing this is recommended for bulk transfer.

Transport classification
Choose both ADR and IMDG. When choosing ADR, fields for transport classification show up. This will be adequate for the transportation of the waste from the supply base to waste facility.

Waste reception facility and transporter
Choose correct waste reception facility. If this is chosen incorrectly, the declaration can be received by another party than the one receiving the waste physically. The facility that receives the waste will not get access to the declaration.
Enter the carrier. Normally it should be checked for "Other" and entered the company name and the vessel's name.

Transporter

Specify transporter	⑦ *	WASTE PRODUCER	WASTE FACILITY	OTHER
Name of transporter	⑦ *	"Ship owner" name and "Supply vessel" name		▼

Summary and submission
If any fields marked with an asterix are not completed an error message will appear in the up-right corner. Fields must be completed.
The declaration must be signed and sent electronically. This is very important. If it is not sent in electronically the solution, the recipient will not get up or find the declaration in his user interface.

PRINT DECLARATION	« PREVIOUS PAGE	SAVE AND RETURN TO THE WORK SURFACE	SIGN AND SUBMIT DECLARATION

Printout the declaration is sent together with the waste. Mark that the declaration number must be affixed to the packaging.

Correction of declarations after receipt
When the waste contractor receives the waste, a reception control is made, which also means that waste contractor can make corrections in the declaration, both by weight, classifications and other information. Declarations that are corrected appear on the work surface under "Corrected declarations" to the right of the search field.

Rejection of declarations
If a declaration has been sent to the wrong recipient, the declaration will be rejected and this will appear under "Rejected Declarations" to the right of the search field. The recipient does not have the technical opportunity to "forward" declarations to another waste company. It is possible for a waste facility to forward internally to another facility at the same local company.

To prevent declarations to remain untreated in the system for a long time (while the recipient is waiting for the waste to arrive) it is important to choose the right recipient.

The recipient must also reject the declaration if the facility does not have the opportunity to accept the waste, for example because the type of waste is not covered by a permit.