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Confederaziun svizra

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 companies**

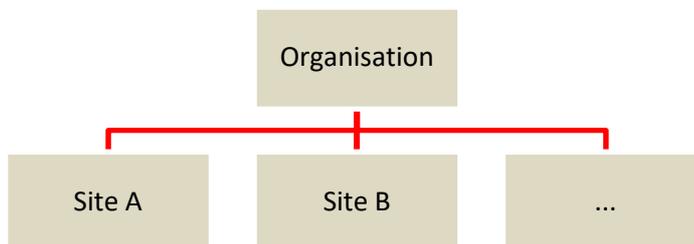
## DETEC eGovernment portal

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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 Why apply for a site?

Each site is given a company number, which is required for using other waste and resources services.

For example, the following processes require the site or company number:

- Annual waste reporting (nk)
- Duty to keep records for movements of waste within Switzerland
- Reporting of other waste which is subject to regulatory controls but not a duty to keep records
- Exporters who export waste abroad

## 2 Before starting

### 2.1 Log in to the DETEC eGovernment Portal

You have to log in to the DETEC eGovernment Portal to use its services. To get to the login screen, click the padlock icon on the top right. Follow the instructions there.



When you return to the DETEC eGovernment Portal, you are now logged in. The padlock on the top right is gone and instead you will see a person symbol, as shown here:



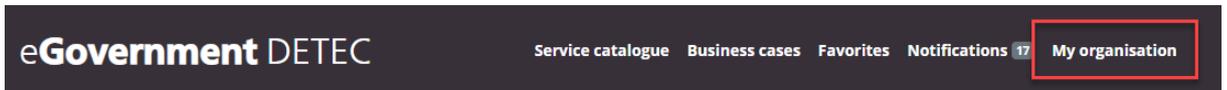
## 2.2 Create an organisation

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

**Important information for organisations from VeVA Online:** If your organisation is registered in VeVA Online, it will already have been automatically imported into the DETEC eGovernment portal. In this case, you should have received administration rights for your organisation. In the user menu (top right) under 'My permissions', you can see all organisations for which you are authorised, and you can select your access rights.

If you do not appear to be authorised for the organisation in question, please contact the canton responsible for your site. Once you have administration rights for your organisation, you can proceed directly to Chapter 4.

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](http://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.

## 2.3 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'.

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

## 3 Apply for a site

### 3.1 Data required

You need to provide some information when applying for a site. The following list shows only the data which must be entered, by site type.

#### **Mandatory fields for all site types**

- Responsible organisation
- Site name
- Responsible commune (municipality) and site address  
incl. email address and telephone number

#### **Waste generating companies**

- Type of industry

#### **Waste disposal facility (incl. disposal companies under the Ordinance on Movements of Waste, OMW)**

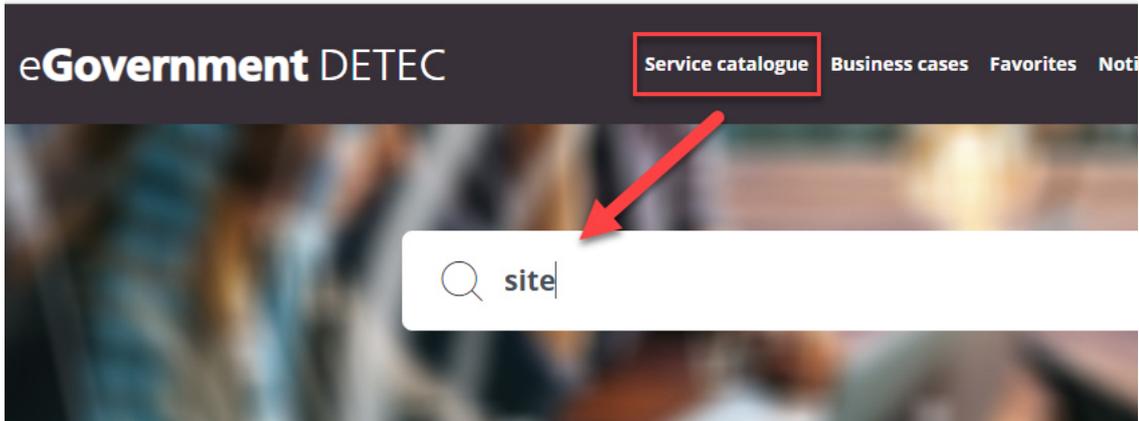
- Type of waste facility
- Lot number
- Waste codes, consisting of
  - Code with name
  - Hazard class
  - Disposal procedure
  - Valid until

#### **Additional information for landfill sites, waste incineration plants and material extraction sites**

- Site X and Y-coordinates

### 3.2 Access a service

1. The quickest way to access a service is to open the service catalogue and type 'site' in the search box.



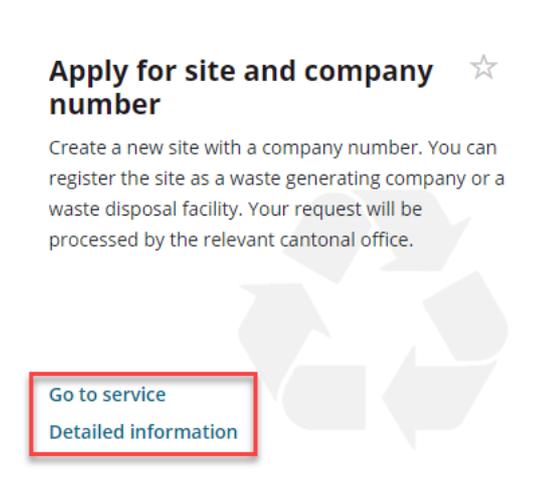
All services concerning sites will be displayed in the results.

2. Alternatively, you can access the service by navigating through the categories (Waste and resources / Site and company numbers):



Click 'view all services'.

3. Select and start the 'Apply for site and company number' service



**NB:** You will find important information and notes about the service under 'Detailed information'. We recommend reading this before starting the service.

### 3.3 Enter the basic information

First, enter all the basic information about the site:

#### 1. Responsibilities

##### Responsibilities

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

#### 2. Site address

The address is automatically checked using the Swiss Post validation service. You may choose to deactivate address validation. However, we recommend keeping this option.

Tip: start by entering the postal code.

##### Address

When entering the address, a validation service from the Swiss Post is used. You can deactivate the validation service with the checkbox below.

Postal code *	Town *
Street *	House number *

#### 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 v x ?

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 [cadastre.ch](http://cadastre.ch).

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

Lot number 234 <span style="float: right;">v</span>	
X-coordinate 2345122.67 <span style="float: right;">v</span>	Y-coordinate 1234567.89 <span style="float: right;">v ?</span>

For material extraction sites, landfill sites (types A to E) and waste incineration plants, the X and Y-coordinates must also be entered. The lot number is optional. Please make sure that the coordinates are entered in the format shown above.

5. Inspectorate details

If an inspectorate enters your data for annual waste reporting (nk), you can specify that here.

**Inspectorate**

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

Inspectorate for the compilation of the declaration v

Only known inspectorates may be selected. If you do not see your inspectorate on the list, you should contact them so they can register.

### 3.4 Enter waste codes for the waste disposal facility

**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.

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

- 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 wish 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 Restholz

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).

- 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 click the 'Accept selection' button in step 7.

7. To insert the waste codes you have selected, click on **Accept selection**.

**Accept selection**

- All codes are listed individually as shown below and can be edited as required. You can show or hide the detailed information using 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 * 01 03 04 [S] Säure bildende Aufbereitungsrückstände aus de... <a href="#">Show detailed information</a>	Disposal procedure D1	Valid until 18.06.2026	✕ ✕ +
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**NB:** Do you want to add more codes? Click the following button 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, click on **Add more waste codes**.

**Add more waste codes**

### 3.4.1 Add individual waste codes

- 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... <a href="#">Show detailed information</a>	Disposal procedure D1	Valid until 18.06.2026	✕ ✕ +
--	--------------------------	---------------------------	-------

- A blank field then appears.

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

LVA code *	Disposal procedure	Valid until	✕ ✕ +
<a href="#">Show detailed information</a>			

- 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 \*  
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▼ Hide detailed information

As you start typing, suggestions are displayed.

03 02

02 03 02 Wastes from preserving agents

03 02 01 [S] Halogenfreie organische Holzschutzmittel

Disposal procedure

Disposal procedure

### 3.4.2 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, click on **Add more waste codes**.

Add more waste codes

### 3.4.3 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 \*    Disposal procedure    Valid until

01 03 04 [S] Säure bildende Aufbereitungsrückstände aus de...    D1    18.06.2026

▲ Show detailed information

## 3.5 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

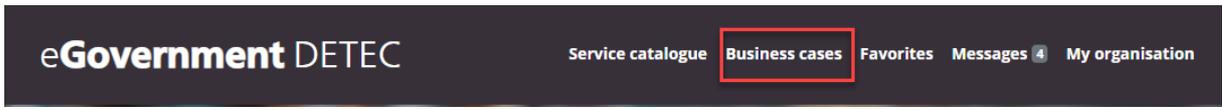
Upload the required documents for your site here.

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.

### 3.6 Find information about the requested site

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

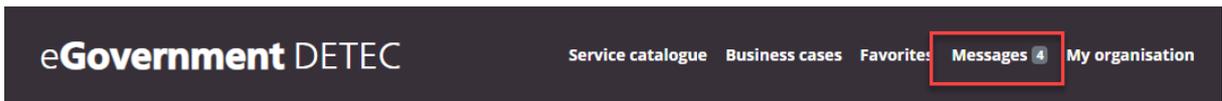


The screenshot shows the top navigation bar of the eGovernment DETEC portal. The 'Business cases' menu item is highlighted with a red box. Below the navigation bar, the breadcrumb 'Test English (street, 1700 Fribourg, CHE)' is visible. The main content area displays a table of submitted services.

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 from the canton or the Federal Office for the Environment can be accessed under 'Notifications'. You will also be informed about new messages by email.



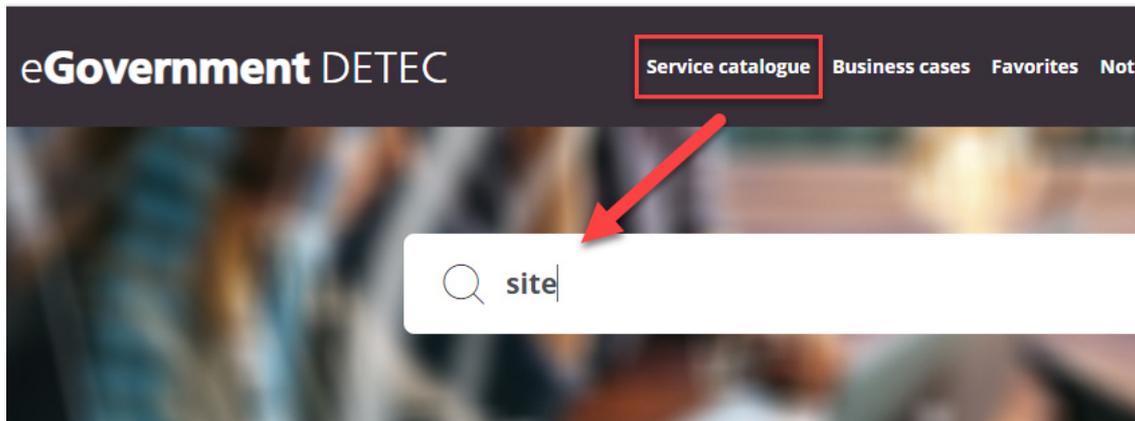
The screenshot shows the top navigation bar of the eGovernment DETEC portal. The 'Messages' menu item, which includes a notification badge with the number '4', is highlighted with a red box. The breadcrumb 'Test English (street, 1700 Fribourg, CHE)' is also visible.

## 4 Edit a site

A site can only be edited after the application has been submitted and approved. Company numbers and thus sites have been migrated from the 'VeVA Online' application and can also be edited.

### 4.1 Access a service

The quickest way to access a service is to open the service catalogue and type 'site' in the search box.



All services concerning sites will be displayed in the results.

Select and start the 'Edit site' service.

**All changes must be reapproved by the canton responsible.**

**NB:** You will find important information and notes about the service under 'Detailed information'. We recommend reading this before starting the service.

### 4.2 Edit a site

1. Select the organisation and the correct site. Go to the second page to start editing.
2. In the top part of the form you can change the basic data and add more information if you wish.
3. The selected waste codes which have already been approved are shown in the lower part.  
To edit the waste codes, proceed as described above in section 3.4.
4. Once you have made all your changes, go to the next page and complete the form. The canton responsible will then check the changes and notify you in all cases.  
The data entered can be updated after approval or rejection using the 'Edit site' service.
5. We recommend that you describe any changes you made in the contact field. This will make it easier for the cantons to process your request.