

THE MINISTRY OF ENVIRONMENTAL PROTECTION, PHYSICAL PLANNING AND CONSTRUCTION

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Pursuant to Article 12 and Article 104, paragraph 1, item 1 of the Waste Act (Official Gazette 178/04 and 111/06), the Minister of Environmental Protection, Physical Planning and Construction, hereby issues the

ORDINANCE

ON WASTE MANAGEMENT

I GENERAL PROVISIONS

Article 1

This Ordinance establishes the procedures of recovery and/or disposal of waste, the categories and technical-technological requirements that facilities for waste storage must comply with, the necessary professional qualifications of persons performing the activities of storage, recovery and/or disposal of waste and the method of keeping and delivering information on waste management.

Article 2

The terms used in this Ordinance have the following meaning:

1. » *waste storage facility* « means a facility which serves the purpose of collection and temporary storage, sorting and mixing of waste within the business premises of a producer and/or holder of waste and facilities intended for waste management (hereinafter referred to as: waste storage);
2. » *recycling yard* « means a facility intended for sorting and temporary storage of special types of waste;
3. » *register of waste generation and flow* « means a register, prescribed under this Ordinance, which any waste producer and holder, as well as any person authorised for waste management must keep in written and/or electronic form, which consists of a register form and of all consignment notes for individual types of waste in the current year;
4. » *waste management plan of the waste producer* « means a prescribed form which waste producers are obliged to fill out and deliver for each four-year period pursuant to the Waste Act;
5. » *consignment note* « means a document prescribed under this Ordinance consisting of the original and five copies, which serves as the document which a waste producer and/or holder is obliged to fill out for every shipment of waste when delivering it to a person authorised for waste management;
6. » *registration form* « means a document prescribed pursuant to this Ordinance which, pursuant to the Waste Act, has to be filled out and delivered to the competent office by any waste producer and holder, as well as by any person authorised for waste management in

order to register the total quantity of each type of waste for the purpose of keeping records in the waste cadastre.

II PROCEDURES OF WASTE RECOVERY AND/OR DISPOSAL

Article 3

(1) Waste shall be treated, recovered and/or disposed in such a way which does not endanger human health by using procedures which do not cause harm to the environment or cause harm to the smallest extent possible.

(2) Facilities for treatment, recovery and/or disposal of waste must comply with the regulations on building, as well as with any other special regulation depending on the procedure of treatment, recovery and/or disposal of waste and the properties of substances which are a component part of waste.

Article 4

Waste disposal procedures are:

- D 1 Depositing waste into or onto land (e.g., landfill, etc.),
- D 2 Land treatment of waste (e.g., biodegradation of liquid or sludgy discards in soils, etc.),
- D 3 Deep injection of waste (e.g., injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.)
- D 4 Surface impoundment of waste (e.g., placement of liquid or sludgy discards into pits, ponds or lagoons, etc.)
- D 5 Landfilling of waste into a specially engineered landfill (e.g., placement into lined discrete cells which are capped and isolated from one another and the environment, etc.),
- D 6 Release of waste into a water body except seas/oceans,
- D 7 Release of waste into seas/oceans including sea-bed insertion,
- D 8 Biological treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12,
- D 9 Physico-chemical treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12 (e.g., evaporation, drying, calcination, etc.),
- D 10 Waste incineration on land,
- D 11 Waste incineration at sea,
- D 12 Permanent storage of waste (e.g., emplacement of containers in a mine, etc.),
- D 13 Blending or mixing of waste prior to submission to any of the procedures numbered D 1 to D 12,
- D 14 Repackaging of waste prior to submission to any of the procedures numbered D 1 to D 13, and
- D 15 Storage of waste pending the submission to any procedures numbered D 1 to D 14 (excluding temporary storage of waste, pending collection, on the generation).

Article 5

Waste recovery procedures are:

- R 1 Use of waste principally as a fuel or other means to generate energy,
- R 2 Waste solvent reclamation/regeneration,
- R 3 Recycling/reclamation of waste organic substances which are not used as solvents

- (including composting and other biological transformation processes),
- R 4 Recycling/reclamation of waste metals and metal compounds,
 - R 5 Recycling/reclamation of other waste inorganic materials,
 - R 6 Regeneration of waste acids or bases,
 - R 7 Recovery of waste components used for pollution abatement,
 - R 8 Recovery of waste components from catalysts,
 - R 9 Waste oil re-refining or other reuses of waste oils,
 - R 10 Land treatment of waste resulting in benefit to agriculture or ecological improvement,
 - R 11 Recovery of waste obtained from any of the procedures numbered R 1 to R 10,
 - R 12 Exchange of waste for submission to any of the procedures numbered R 1 to R 11, and
 - R 13 Storage of waste pending any of the recovery procedures numbered R 1 to R 12 (excluding temporary storage, pending collection, on the generation site).

III CATEGORIES AND TECHNICAL-TECHNOLOGICAL REQUIREMENTS WHICH WASTE STORAGE FACILITIES HAVE TO COMPLY WITH

Waste storage facilities

Article 6

- (1) Depending on the properties of waste, the storages may be:
- Storage for hazardous waste,
 - Storage for non-hazardous waste, and
 - Storage for inert waste.
- (2) The storage referred to in paragraph 1 of this Article according to the state of matter may be:
- Storage for solid waste, and/or
 - Storage for liquid waste, and/or
 - Storage for gaseous waste.

Article 7

Depending on the waste management activity and the site where waste is generated, a waste storage may be:

- recycling yard and/or trans-shipment (transfer) station,
- waste storage in the business premises of a waste producer and/or holder and
- waste storage as a part of waste management activity.

Technical-technological requirements which waste storage facilities have to comply with

Article 8

- (1) Storage for non-hazardous and inert waste must comply with the following basic technical-technological requirements:
- it must be closed and covered,
 - it must be built from firm material, a completely closed or enclosed covered area into which inflow of precipitation waters is prevented,
 - storage within an economic activity must be physically separated from the principal activity,

- waste must be stored separately according to its property, type and state of matter,
 - the floor surface of a storage must be impermeable and resistant to the effects of stored waste,
 - it must be equipped in such a way as to prevent dispersion or spillage of waste, spreading of dust, noise, odours and other emissions,
 - it must be equipped with devices, equipment and instruments for notifying, extinguishing and preventing the spreading of fire, as well as with other safety equipment pursuant to special regulations,
 - stationary containers, tanks and other packaging in a storage shall be manufactured in a way that enables safe filling, emptying, venting, sampling and impermeable closing and sealing, and uncovered tanks must have a double lining or must be attested for the storage of substances which are a component part of waste
 - the sign “action plan in case of emergency” shall be posted in a visible location of a storage and it shall contain the following information on: types of waste which are being stored; possible emergencies; name, surname and phone numbers of responsible persons and their competences; phone number of the police; phone number of the fire department and phone number of the ambulance,
 - a waste storage shall be marked with the sign “waste storage” containing information on types of waste which are being stored, key number from the Waste Catalogue pursuant to a special regulation, legal or natural person’s name and working hours.
- (2) For the storage of liquid waste, in addition to the requirements listed in paragraph 1 of this Article, a catch basin or vessel (emergency container) with a volume of at least 10% of all vessels which can be stored on a related drainage surface, provided that its volume cannot be less than the volume of the largest vessel or tank.
- (3) For the storage of gaseous waste, in addition to the requirements listed in paragraph 1 of this Article, vessels and tanks from a resistant material for safe filling, emptying, venting, sampling and impermeable closing and sealing shall be secured.

Article 9

- (1) A recycling yard must comply with the following basic technical-technological requirements:
- it must be enclosed,
 - an open tank must be in a specially enclosed covered space into which inflow of precipitation waters is prevented,
 - waste must be stored separately according to its property, type and state of matter,
 - the floor surface must be impermeable and resistant to the effects of stored waste,
 - it shall be equipped in such a way as to prevent dispersion or spillage of waste, spreading of dust, noise, odours and other emissions,
 - it shall be equipped with devices, equipment and instruments for notifying, extinguishing and preventing the spreading of fire as well as with other safety equipment pursuant to special regulations,
 - a stationary container, tank and other packaging shall be manufactured in such a way that enables safe filling, emptying, venting, sampling and impermeable closing and sealing, while uncovered tanks shall have a double lining or shall be attested for the storage of substances which are a component part of waste,
 - the sign “action plan in case of emergency” shall be posted in a visible location and shall contain the following information on: types of waste which are being stored; possible emergencies; name, surname and phone numbers of responsible persons and their competences; phone number of the police; phone number of the fire department and phone

number of the ambulance,

–it must be marked with the sign “recycling yard” containing information on types of waste which are being stored, key number from the Waste Catalogue pursuant to a special regulation, legal or natural person’s name and working hours.

(2) The requirements referred to in paragraph 1 of this Article shall also apply to a trans-shipment station (transfer station).

Article 10

In addition to technical-technological requirements referred to in Article 8 and Article 9 of this Ordinance, in a hazardous waste storage, as well as in a recycling yard and transfer station which also store hazardous waste, depending on the type and state of matter of hazardous waste, the following must be ensured:

- the setup of lighting with artificial light sources for the safe handling of hazardous waste,
- the compliance with special regulations for devices and other safety equipment for the storage and handling of dangerous substances contained in hazardous waste,
- the construction of energy, gas, water, ventilation and other installations under special regulations which lay down the storage and handling of dangerous substances contained in hazardous waste.

IV THE PERFORMANCE OF ACTIVITIES OF STORAGE, RECOVERY AND/OR DISPOSAL OF WASTE

Article 11

(1) The responsible person in a legal or natural person who produces or holds waste shall also be responsible for the temporary storage of waste on the generation site.

(2) The legal or natural person who is the waste producer and/or holder and is in possession of a waste storage within its business premises and/or holds a recycling yard and/or transfer station shall not be obliged to obtain the waste management permit pursuant to the Waste Act, but shall have the operational permit for the facilities listed.

Article 12

(1) The legal or natural person who is in possession of a waste storage, depending on its activities shall be obliged to:

- ensure the waste storage pursuant to the requirements referred to in Article 8 and Article 9 of this Ordinance,
- ensure a vehicle for the needs of internal transport, which is equipped in such a way as to prevent dispersion or spillage of waste, spreading of dust, noise and odours,
- ensure vessels, tanks or other packaging for the storing and transport of waste which have a sign with information on the producer of waste, name of the waste type and key number, ensure that the material must be resistant to the effects of stored waste and must ensure a clear legibility of information until the moment of final treatment, recovery and/or disposal of waste,
- ensure the capacity of facilities, devices and equipment for an undisturbed performance of activity.

(2) The legal or natural person who is authorised for storing hazardous waste shall also be obliged to ensure the following:

- the waste storage in accordance with the requirements referred to in Article 8 and Article 10

of this Ordinance,

- the continuous monitoring of the storage and the prevention of access to unauthorised persons and
- keep a record of extraordinary events in the hazardous waste storage.

Article 13

(1) The legal or natural person carrying out the activities of collection, transport and storage of municipal, non-hazardous and inert waste shall be obliged to appoint the responsible person.

(2) The person responsible for activities referred to in paragraph 1 of this Article must have at least a secondary school degree in a technical, biological, health or similar profession and one year of professional working experience.

(3) Secondary tasks for the activities referred to in paragraph 1 of this Article may also be carried out by employees of a lower degree of professional qualification after receiving training on the working method, hazards and safety measures and general work safety which is implemented by the responsible person referred to in paragraph 2 of this Article who is also obliged to draw up minutes thereon.

Article 14

(1) The legal or natural person carrying out the activities of collection, transport and mediation in the management and storage of hazardous waste shall be obliged to appoint the person responsible.

(2) The person responsible for activities referred to in paragraph 1 of this Article must have at least a secondary school degree in a technical, biological, health or similar profession and three years of professional working experience.

(3) Secondary tasks for the activities referred to in paragraph 1 of this Article may be also carried out by employees of a lower degree of professional qualification after receiving training on the working method, hazards and safety measures and general work safety which is implemented by the responsible person referred to in paragraph 2 of this Article who is also obliged to write the minutes about it.

Article 15

(1) The legal or natural person carrying out the activities of treatment, recovery and/or disposal of municipal, non-hazardous, inert and hazardous waste shall be obliged to appoint the person responsible.

(2) The person responsible for activities referred to in paragraph 1 of this Article must have at least a university degree in a technical, biological, health or similar profession and one year of professional working experience, or at least a two-year post-secondary school degree in the same profession and three years of professional working experience.

(3) Secondary tasks for the activities referred to in paragraph 1 of this Article may also be carried out by employees of a lower degree of professional qualification after receiving training on the working method, hazards and safety measures and general work safety which is implemented by the responsible person referred to in paragraph 2 of this Article who is also obliged to write the minutes about it.

(4) At least one person with a secondary school degree in a technical profession must be employed on the site of depositing any type and category of waste.

V METHOD OF KEEPING AND DELIVERING INFORMATION ON WASTE MANAGEMENT

Waste management plan of the waste producer

Article 16

- (1) The form of the Waste management plan of the waste producer or holder shall be drafted for a four-year period in three copies, one of which is kept by the waste producer or holder, one is delivered to the competent office and one to the Croatian Environment Agency.
- (2) The form referred to in paragraph 1 of this Article shall be published under the label PGO – PO in Annex I of this Ordinance and forms an integral part thereof.

Register of waste generation and flow

Article 17

- (1) The legal or natural person carrying out the activities of production, holding, collection, transport, mediation, storage, treatment, recovery or disposal, for each waste type must keep a register of waste generation and flow which contains two parts:
1. the register form and
 2. consignment notes for an individual waste type in the current year.
- (2) The register form referred to in paragraph 1 of this Article shall be kept in a written and/or electronic form and shall contain information on:
- the legal or natural person who produces/holds or manages waste,
 - the activity and production process in which waste was generated when the register is kept by the waste producer/holder,
 - the origin of waste when concerning waste management, which is demonstrated by a copy of the Consignment note,
 - the name and key number of waste in accordance with the Waste Catalogue pursuant to a special regulation,
 - the quantity of waste which is produced or managed,
 - the method of packing, the properties of waste pursuant to a special regulation, state of matter of waste and
 - the intended method of treatment, recovery, disposal or export of waste.
- (3) The Consignment note in the Register referred to in paragraph 1 item 2 of this Article must be certified by the waste treatment operator or by the person authorised for recovery and/or disposal or must have attached a relevant authorised document on the export of waste pursuant to a special regulation.
- (4) Content and format of the register form referred to in paragraph 1 item 1 of this Article shall be published under the label ONTO in Annex II of this Ordinance and forms an integral part thereof.
- (5) The instructions for completing and delivering of the form ONTO may be found in Annex II of this Ordinance.

Consignment note

Article 18

(1) The producer or holder of hazardous, non-hazardous and inert waste and the collector or holder of municipal waste shall be obliged to submit a completed relevant form of the Consignment note with every shipment of waste which is submitted to the person authorised for the collection, transport, mediation, treatment, recovery or disposal of waste.

(2) The producer or holder of hazardous waste of the same origin, chemical composition and physical properties, intended for the procedures D and R referred to in Article 4 and Article 5 of this Ordinance except for D 15 and R 13 and when the annual quantity exceeds one tonne, shall submit to the authorised person, together with the Consignment note, also a declaration in the form of the report on testing of physical and chemical properties of waste which is not older than one year and issued by an accredited laboratory.

(3) The producer or holder of hazardous waste of the same origin, chemical composition and physical properties, intended for the procedures D and R referred to in Article 4 and Article 5 of this Ordinance except for D 15 and R 13 and when the annual quantity is less than or equal to one tonne, shall be obliged to submit to the authorised person, together with the Consignment note, under the moral, material and criminal liability also the signed and authorised declaration on the physical and chemical properties of waste on the DFKSO form from Annex V of this Ordinance.

(4) The declaration referred to in paragraph 3 of this Article must contain the following information:

1. name and short name with the address and headquarters of the producer/holder of hazardous waste,
2. name of activity and technological process from which the waste was generated,
3. basic properties of hazardous waste considering used raw materials in a technological process and the technical safety sheet for dangerous substances forming a component part of hazardous waste and
4. the key number of waste from the Waste Catalogue pursuant to a special regulation.

(5) The forms of Consignment notes referred to in paragraph 8 items 1 and 2 of this Article shall contain the original and five copies, and the form referred to in paragraph 8 item 3 of this Article shall contain the original and four copies and all of them shall contain information on:

1. the waste producer or holder,
2. the key number and quantity of waste,
3. the characteristics (properties) and state of matter of waste,
4. the description of waste and the process in which the waste was generated,
5. the intended method of recovery or disposal,
6. the type of transport device and the method of packing waste,
7. the collector/carrier with vehicle registration and/or the mediator, and
8. the exporter or the person authorised for the treatment, recovery and/or disposal of waste.

(6) The person authorised for the collection, transport, mediation, treatment, recovery and/or disposal of waste shall be obliged to certify the form of the consignment note at the appropriate location.

(7) The persons carrying out the activity of waste management shall complete the form of the Consignment note and handle that form according to instructions listed on the back of the form.

(8) The forms of consignment notes referred to in paragraph 1 of this Article shall be published in Annex III of this Ordinance and form an integral part thereof under the following labels:

1. PL – Oo – Consignment note for hazardous waste;
3. PL – No/Io – Consignment note for non-hazardous/inert waste; and
4. PL – Ko – Consignment note for municipal waste.

Registration form

Article 19

(1) The legal or natural person carrying out the activities of production, holding, collection, transport, mediation, export, treatment, recovery or disposal of waste shall be obliged to deliver the annual information from the register to the competent office on the form of the Registration form.

(2) Registration forms for the producer/holder, collector, treatment operator and the person authorised for recovery and/or disposal of municipal and industrial waste contain information on:

1. name, headquarters, registration number, activity, number of employees, capacities and the contact person of a legal or natural person of the producer/holder of municipal and industrial waste,
2. name, key number and quantity of waste generated in the previous year, including stock,
3. the method of determining the quantity of temporary stored or delivered waste,
4. the method of internally recovered and/or disposed waste pursuant to Article 4 and Article 5 of this Ordinance, and
5. the key number and quantity of waste delivered to the collector/carrier or directly for treatment, recovery and/or disposal in the Republic of Croatia, and/or of exported waste.

(3) The information referred to in paragraph 2 of this Article shall be entered into the following forms:

1. Form PL – PPO – Registration form for the producer/holder of industrial waste,
2. Form PL – SKO – Registration form for the collection/transport/mediation of municipal waste,
3. Form PL – SPO – Registration form for the collection/transport/mediation of industrial waste, and
4. Form PL – OPKO – Registration form for the treatment, recovery and/or disposal of municipal and/or industrial waste.

(4) The completed form of the Registration form shall be delivered to the competent office and a certified copy of the registration form shall be kept by the registration applicant who is obliged to keep it for a five-year period.

(5) The instructions for completing the Registration forms shall be listed on the back of the form.

(6) The forms of the Registration forms shall be published under the given labels referred to in paragraph 3 of this Article in Annex IV of this Ordinance and form an integral part thereof.

VI TRANSITIONAL AND FINAL PROVISIONS

Article 20

By virtue of the entry into force of this Ordinance, Articles 3, 4, 5, 10, 11, 30, 31 and 32 of the Ordinance on requirements for handling waste (Official Gazette 123/97 and 112/01) shall cease to have effect.

Article 21

By virtue of the entry into force of this Ordinance, Articles 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 42, 43, 44, 45, 46, 47, 48, 49 and 50 of the Regulation on requirements for handling hazardous waste (Official Gazette 32/98) shall cease to have effect.

Article 22

By virtue of the entry into force of this Ordinance, Articles 5, 19, 20, 21, 22, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37 and 40 of the Ordinance on waste types (Official Gazette 27/96) shall cease to have effect.

Article 23

This Ordinance shall enter into force on the eighth day after the day of its publication in the Official Gazette.

Class: 351-01/06-04/9
Reg. No.: 531-08-07-1
Zagreb, 20 February 2007

Minister
Marina Matulović Dropulić, m.p.

ANNEX I

This Annex prescribes the form and content of the Form PGO – PO – Waste management plan of the waste producer and/or holder and it is to be completed for every type of waste generated by their activity.

Instructions for completing the PGO – PO Form:

This form is to be completed for a four-year period and delivered pursuant to Article 12 of the Waste Act (Official Gazette 178/04 and 111/06).

In **Chapter I** the information on the waste producer/holder are to be listed.

Name of the waste producer and/or holder, full address and headquarters of the waste producer and/or holder, registration number and names and numbers with contact person information are entered.

The activity of generation: a six-digit number of the activity from the list of activities which generate waste is entered pursuant to the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05).

Process code: a four-digit number of the code within the activity which generates waste is entered pursuant to the Waste Catalogue from the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05).

Generation process: name is entered beside the process code pursuant to the Waste Catalogue from the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05).

For a four-year period: the date of completing the form and the same date after four years is entered.

In **Chapter II** the information on the waste type and key number pursuant to the Waste Catalogue from the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05) and the existing state and the planned trend of waste generation within the meaning of annual quantities of waste with the measures for preventing the generation as well as with the existing and planned own facilities and devices for waste management with entered names and addresses of facilities and devices.

The Form PGO – PO is to be completed in three copies of which the first copy is delivered to the competent office of the county or City of Zagreb, the second copy is delivered to the Croatian Environment Agency and the third copy is retained by the waste producer/holder.

PROVISIONAL TRANSLATION

I. DATA ON PRODUCER / HOLDER OF WASTE

signature

ANNEX II

This Annex prescribes the form and content of the ONTO form– Register of waste generation and flow. Instructions for completing the ONTO form:

In the first part of the register, by placing an “X” into the appropriate field, the legal or natural person declares itself regarding the list of activities on the left side and in continuation provides the company name and full address.

Information on the activity and process in which waste was generated, method of packing, properties of waste pursuant to a special regulation and state of matter of waste is entered in the next chapter, either by description or by placing an “X” into the appropriate box, but only when the register kept by the waste producer is concerned. The persons authorised for the collection, treatment, recovery and/or disposal and exporting of waste complete only the tabular part of the register by entering quantities of delivered waste into appropriate fields and, when recovery and/or disposal of waste are concerned, they write in the corresponding procedure mark R or D referred to in Article 5 or Article 4 of this Ordinance.

In the next chapter the name of the waste type and the key number is entered pursuant to the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05).

For each waste type or key number it is required to open a separate ONTO Form.

The next chapter is the tabular part which describes in short all changes in quantities of waste type from the title, and any change in the column “exit” which means the delivery of waste to the procedures of collection, treatment, recovery and/or disposal must be proved with the completed and authorised Consignment note. The mark of the procedure referred to in Article 5 of this Ordinance is entered in the column concerning the delivery of waste for the procedure R, in the box after the quantity box, and the mark of the procedure referred to in Article 4 of this Ordinance is entered in the column concerning the delivery of waste for the procedure D, in the box after the quantity box. In the column concerning waste treatment the quantity of delivered waste is to be written only in mass units.

The last column concerns the quantities of exported waste and here each quantity shall also be entered only in mass units and certified with the corresponding document on transboundary movement of waste pursuant to a special regulation.

The tabular part of the ONTO form in which the changes in quantities and flow of waste are entered is made in the required number of pages.

[illegible]

ANNEX III

This Annex prescribes the form and the content of the following forms:

1. Form PL – Oo – Consignment note for hazardous waste;
2. Form PL – No/Io – Consignment note for non-hazardous / inert waste, and
3. Form PL – Ko – Consignment note for municipal waste.

Instructions for filling out the forms are placed on the backside of the abovementioned forms.

PROVISIONAL TRANSLATION

CONSIGNMENT FORM FOR HAZARDOUS WASTE		
PART 1: DATA ON PRODUCER/HOLDER OF WASTE		
Name of producer (company)		
Address		
Contact person		
Phone/fax no.		
Operator's unique registry no.		
Trade's unique registry no.		
Waste key number	Waste quantity kg	
Waste name (type):		
Characteristics of waste: mark H from Appendix II of the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05)	H1 <input type="checkbox"/> H4 <input type="checkbox"/> H8 <input type="checkbox"/> H12 <input type="checkbox"/> H2 <input type="checkbox"/> H5 <input type="checkbox"/> H9 <input type="checkbox"/> H13 <input type="checkbox"/> H3A <input type="checkbox"/> H6 <input type="checkbox"/> H10 <input type="checkbox"/> H14 <input type="checkbox"/> H3B <input type="checkbox"/> H7 <input type="checkbox"/> H11 <input type="checkbox"/>	State matter of waste <input type="checkbox"/> Solid <input type="checkbox"/> Dust <input type="checkbox"/> Liquid sludge <input type="checkbox"/> Other <input type="checkbox"/> Liquid
Description of activity generating waste		
Process generating waste	Planned recovery and/or disposal procedures RECOVERY PROCEDURES R <input type="checkbox"/> R <input type="checkbox"/> R <input type="checkbox"/> R <input type="checkbox"/> DISPOSAL PROCEDURES D <input type="checkbox"/> D <input type="checkbox"/> D <input type="checkbox"/> D <input type="checkbox"/> CONDITIONING AND/OR TREATMENT	
Type of transportation <input type="checkbox"/> Road	Method of waste packaging: <input type="checkbox"/> Containers	
<input type="checkbox"/> Waterway <input type="checkbox"/> Air <input type="checkbox"/> Railway	<input type="checkbox"/> Vessels (up to 1m ³) <input type="checkbox"/> Tanks	
Signature of responsible person:	<input type="checkbox"/> Plastic bags <input type="checkbox"/> Other	
PART 2: DATA ON WASTE COLLECTOR/CARRIER/MEDIATOR		
Name of collector:	e-mail:	
Address:		
Phone/fax number:		
Unique registry number:		
Signature of responsible person:		
Name of carrier:	e-mail:	
Registration of transporting vehicle:		
Driver's signature:		
Date of loading:		
Name of mediator:	e-mail:	
Address:	Phone/fax:	
Mediator's signature:		
PART 3: DATA ON PERSON AUTHORISED FOR TREATMENT, RECOVERY AND/OR DISPOSAL OF WASTE		
Name of legal person and facility:		
Address:		
Phone number:		
Permit class:		
Unique registry number:		
Date of takeover:		
Signature of responsible person:	MP	

INSTRUCTIONS FOR FILLING OUT THE CONSIGNMENT FORM FOR HAZARDOUS WASTE

(The producer and/or holder of waste should fill out separate sheet for each type and shipment of waste)

I DATA ON PRODUCER /HOLDER OF WASTE – write in the name of the company, full address, contact person, phone/fax number and unique registry number of the operator (Commercial Court) or unique registry number of the trade (Trade Registry);

Key number and name (type) of waste and amount of waste – write in the key number followed by the star and name of the type of waste according to the Waste Catalogue from the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05) and write in the quantity in mass units only.

Description of activity in which waste was generated: write in the six-figure number and name of activity from the list of activities generating waste from the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05).

Process in which waste was generated: write in the four-digit code number and name after the number according to the Waste Catalogue from the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05).

Planned recovery and/or disposal procedure: place the x sign in the box which corresponds to D or R procedure referred to in Articles 4 and 5 of this Ordinance, or write in the appropriate treatment procedure, i.e., conditioning;

Type of transportation – place the x sign in the box which corresponds to the transportation mean and to the method of packaging waste;

Characteristics and the state of matter of waste – place the x sign in the boxes which correspond to the H label referred to in the Regulation (OG 50/05) and to the state of matter;

Signature of responsible person – write in the name of the person who is responsible for accuracy of data and who is signing the form;

II DATA ON WASTE COLLECTOR/CARRIER/MEDIATOR – write in the name of the company, address and unique registry number.

The consignment note is signed by the responsible person of the collector/carrier/mediator at the moment of taking over the waste from the producer and/or holder of waste.

Data on the collector/carrier/mediator and vehicle registration is written in the appropriate part of the form.

III DATA ON AUTHORISED PERSON FOR TREATMENT, RECOVERY AND/OR DISPOSAL OF WASTE – write in the name of the company, natural or legal person and name of the facility with full address and other foreseen data.

Date of taking over the waste (year, month and day according to ISO 8601 standard), Class of the waste management permit (issued by MEPPPC) and unique registry number of the operator or trade which will perform waste treatment/recovery/disposal;

The consignment note is signed by the responsible person for treatment/recovery/disposal at the moment of taking over the waste from the waste collector/carrier/mediator.

Signature of responsible person – write in block letters first and last name of the responsible person who is signing the form.

Original form (sheet no. 1) is sent to CEA by the person responsible for treatment/recovery/disposal.

First copy (sheet no. 2) of the form is kept by the person responsible for treatment/recovery/disposal.

Second copy (sheet no. 3) of the form, the person responsible for treatment/recovery/disposal returns to the producer/holder.

Third copy (sheet no. 4) of the form keeps the collector (after it is signed by the person responsible for treatment/recovery/disposal).

Fourth copy (sheet no. 5) keeps the carrier or mediator (after it is signed by the person responsible for treatment/recovery/disposal).

Fifth copy (sheet no. 6) keeps the producer/holder of waste (with the signature of the collector/carrier/mediator).

CONSIGNMENT FORM FOR NON-HAZARDOUS/INERT WASTE

PART 1: DATA ON PRODUCER/HOLDER OF WASTE			
Name of producer:			
Address:			
Contact person:			
Phone/fax number:			
Operator's unique registry no.			
Waste key number		Waste quantity kg	
Waste name (type):			
State matter of waste			
<input type="checkbox"/> Solid	<input type="checkbox"/> Liquid/sludge	<input type="checkbox"/> Liquid	<input type="checkbox"/> Dust <input type="checkbox"/> Other
Description of activity generating waste:			
Process generating waste		Planned recovery and/or disposal procedures	
		RECOVERY PROCEDURES R <input type="checkbox"/> R <input type="checkbox"/> R <input type="checkbox"/> R <input type="checkbox"/>	
		DISPOSAL PROCEDURES D <input type="checkbox"/> D <input type="checkbox"/> D <input type="checkbox"/> D <input type="checkbox"/>	
		CONDITIONING AND/OR TREATMENT	
Type of transportation	<input type="checkbox"/> Road	Method of waste packaging:	<input type="checkbox"/> Bulk
<input type="checkbox"/> Waterway	<input type="checkbox"/> Air		<input type="checkbox"/> Vessels (up to 1m ³)
	<input type="checkbox"/> Railway		<input type="checkbox"/> Plastic bags
Signature of responsible person:			<input type="checkbox"/> Containers
			<input type="checkbox"/> Tanks
			<input type="checkbox"/> Other
PART 2: DATA ON WASTE COLLECTOR/CARRIER/MEDIATOR			
Name of collector:		e-mail:	
Address:			
Phone/fax number:			
Unique registry number:			
Signature of responsible person:			
Name of carrier:		e-mail:	
Registration of transporting vehicle:			
		Driver's signature:	
Date of loading:			
Name of mediator:		e-mail:	
Address:		Phone/fax:	
Signature of responsible person:			
PART 3: DATA ON PERSON AUTHORISED FOR TREATMENT, RECOVERY AND/OR DISPOSAL OF WASTE			
Name of legal person and facility:			
Address:			
Phone number:			
Permit class: UP/I			
Unique registry number:			
Date of takeover:			
Signature of responsible person:		MP	

INSTRUCTIONS FOR FILLING OUT THE CONSIGNMENT FORM FOR NON-HAZARDOUS/INERT WASTE

(The producer and/or holder of waste shall fill out a separate sheet for each type and shipment of waste)

I DATA ON PRODUCER /HOLDER OF WASTE – write in the name of the company, full address, contact person, phone/fax number and unique registry number of the operator (Commercial Court) or unique registry number of the trade (Trade Registry);

Key number and name (type) of waste and amount of waste – write in the key number and name of the type of waste according to the Waste Catalogue from the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05) and write in the quantity in mass units only;

Waste state of matter, packaging method and type of transportation – place the x sign in the box which corresponds to state of matter of waste, type of packaging and type of transportation;

Description of activity in which waste was generated: write in the six-figure number and name of activity from the list of activities generating waste from the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05).

Process in which waste was generated: write in the four-digit code number and name after the number according to the Waste Catalogue from the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05).

Planned recovery and/or disposal procedure: place the x sign in the box which corresponds to D or R procedure referred to in Articles 4 and 5 of this Ordinance, or write in the appropriate treatment procedure, i.e., conditioning;

Signature of responsible person – write in block letters first and last name of the responsible person who is signing the form;

II DATA ON WASTE COLLECTOR/CARRIER/MEDIATOR – write in the name of the company, natural or legal person and name of the facility with full address and other foreseen data;

The consignment note is signed by the responsible person of the collector/carrier/mediator at the moment of taking over the waste from the producer and/or holder of waste.

Data on the collector/carrier/mediator and vehicle registration is written in the appropriate part of the form.

III DATA ON AUTHORISED PERSON FOR TREATMENT, RECOVERY AND/OR DISPOSAL OF WASTE – write in the name of the company, natural or legal person and name of the facility with full address and other foreseen data;

Date of taking over the waste (year, month and day according to ISO 8601 standard), Class of the waste management permit (issued by MEPPPC or State administration office in the county or City of Zagreb) and unique registry number of the operator or trade which will perform waste treatment/recovery/disposal;

The consignment note is signed by the responsible person for treatment/recovery/disposal at the moment of taking over the waste from the waste collector/carrier/mediator.

Signature of responsible person – write in block letters first and last name of the responsible person who is signing the form.

Original form (sheet no. 1) is sent to State administration office in the county or City of Zagreb by the person responsible for treatment/recovery/disposal.

First copy (sheet no. 2) of the form is kept by the person responsible for treatment/recovery/disposal.

Second copy (sheet no. 3) of the form, the person responsible for treatment/recovery/disposal returns to the producer/holder.

Third copy (sheet no. 4) of the form is kept by the collector (after it is signed by the person responsible for treatment/recovery/disposal).

Fourth copy (sheet no. 5) is kept by the carrier or mediator (after it is signed by the person responsible for treatment/recovery/disposal).

Fifth copy (sheet no. 6) keeps the producer/holder of waste (with the signature of the collector/carrier/mediator).

I. DATA ON LOCAL SELF-GOVERNMENT UNIT WHERE MUNICIPAL WASTE WAS GENERATED

II. GENERAL DATA ON THE MUNICIPAL WASTE COLLECTOR

Name of waste collector: _____

[illegible]

Contact person:	
-----------------	--

III. DATA ON WASTE

Waste no.	Quantity	Unit
-----------	----------	------

Method of municipal waste collection of

Name of carrier: e-mail:

Vehicle registration of collector /carrier:

Mediator's signature: _____

IV. DATA ON PERSON AUTHORISED FOR TREATMENT, RECOVERY AND/OR DISPOSAL

Y

Name of addressed person	TREATMENT

DISPOSAL[illegible]

Unique reg. no.

--	--	--	--	--	--	--	--	--

[illegible]

Date of takeover

--	--	--	--	--	--	--	--	--	--

M.P.

Signature of responsible person

INSTRUCTIONS FOR FILLING OUT THE CONSIGNMENT FORM FOR MUNICIPAL WASTE

(The collector shall fill out a separate sheet for each shipment of municipal waste)

I DATA ON LOCAL SELF ADMINISTRATION UNIT WHERE MUNICIPAL WASTE WAS GENERATED – write in the municipality or town and the county and neighbourhood of the local self administration unit on whose territory the municipal waste was generated.

II DATA ON THE MUNICIPAL WASTE COLLECTOR – write in the name of the company, full address, contact person, phone/fax number and unique registry number of the operator (Commercial Court) or unique registry number of the trade (Trade Registry).

III DATA ON WASTE

Key number and name (type) and amount of waste – write in the key number and name of the type of waste according to the Waste Catalogue from the Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste (OG 50/05) and write in the quantity in mass units only;

Method of municipal waste collection and method and form of separating waste at the place of origin: place x sign in the appropriate box on the Form;

Data on the carrier/mediator and vehicle registration with the date of loading and signature of the driver and/or signature of the mediator shall be written in the appropriate part of the form.

IV DATA ON PERSON AUTHORISED FOR RECOVERY AND/OR DISPOSAL OF MUNICIPAL WASTE

Authorised person and address: write in the name of the company, natural or legal person and name of the facility with full address and other foreseen data;

Date of taking over the waste (year, month and day according to ISO 8601 standard), Class of the waste management permit (issued by MEPPPC or State administration office at the county or City of Zagreb) and unique registry number of the operator or trade which will perform waste treatment/recovery/disposal;

The consignment note is signed by the responsible person for treatment/recovery/disposal at the moment of taking over the waste from the waste collector/carrier/mediator.

Signature of responsible person – write in block letters first and last name of the responsible person who is signing the form.

Original form (sheet no. 1) is sent to the county office by the person responsible for recovery and/or disposal.

First copy (sheet no. 2) of the form is kept by the person responsible for recovery and/or disposal.

Second copy (sheet no. 3) of the signed form, the collector delivers to the competent administrative department at the local self administration unit on whose territory was collected the municipal waste.

Third copy (sheet no. 4) of the signed form is kept by the collector.

Fourth copy (sheet no. 5) of the form is kept by the carrier or mediator, or collector if there is no authorised carrier or mediator (after it is signed by the person responsible for treatment/recovery/disposal).

ANNEX IV

This Annex shall prescribe the form and the content of the following forms:

1. Form PL – PPO – Registration form for producer/holder of industrial waste,
2. Form PL – SKO – Registration form for collection/transportation/mediation of municipal waste,

3. Form PL – SPO – Registration form for collection/transportation/mediation of industrial waste, and
4. Form PL – OPKO – Registration form for treatment, recovery and/or disposal of municipal and/or production waste.
- Instructions for filling out the forms are placed on the backside of the abovementioned forms.

Waste cadastre
Form PL-PPO

Report for the year _ _ _

—

REGISTRATION FORM FOR PRODUCER OF INDUSTRIAL WASTE

1. DATA ON THE PRODUCER OF INDUSTRIAL WASTE	
1.1. Company or name:	
1.2. Operator's or trade's unique registry number:	
1.3. WEB address:	
2. DATA ON ORGANISATIONAL UNIT AT THE SITE	
2.1. Name of the organisational unit at the site:	
2.2. Code of the organisational unit at the site:	2.3. Number of employees
2.4. Address of organisational unit at the site	
2.4.1. Street and number:	
2.4.2 Town/settlement:	2.4.3. Postal code
2.5. Activities which generate waste (NKD sub-class)	
Sub-class	Name of activity
— — - — -	
2.6. Gauss Kruger coordinates of centroids of the organisational unit at the site: Y= X=	
2.7. Production capacity of the organisational unit at the site; t/year	
2.8. Capacity of temporary storage: t	
2.9. Contact person (first and last name):	
2.9.1. Phone/fax:	2.9.2. E-mail:

Responsible person:

In _____,

MP

_____ first and last name

Date:

_____ signature

Note!

This form is prescribed by the Ordinance on waste management. It must be filled out for each organisational unit which is part of the producer of industrial waste. The filled out form shall be delivered to the competent office of state administration in the county where the organisational unit is located, or to the city office of the City of Zagreb by 31 March of the current year for the previous year. Producer of industrial waste shall be obliged to keep the copy of the form for 5 years. Instructions for filling out the form are placed at the backside of the form.

Additional instructions: Croatian Environment Agency, www.azo.hr, e-mail: info@azo.hr phone: 01 4886 840

PROVISIONAL TRANSLATION

Sheet no. _____ of total _____

REGISTRATION FORM FOR PRODUCER OF INDUSTRIAL WASTE

Report for _____

[illegible]

* If all data does not fit on one sheet, the remaining data shall be presented on the additional sheet.

1) According to Waste Catalogue (Regulation on categories, types and classification of waste with waste catalogue and list of hazardous waste, Official Gazette 50/05). If it is hazardous waste, then in the upper right corner (boxes in column 1) an asterisk shall be entered.

2) From the catalogue of unit operations and processes (Ordinance on cadastre of emissions into the environment, Official Gazette; 36/96)

3) Write in the total amount of waste in process for the reporting year. It is calculated in such a way that the quantity of waste in temporary storage on January 1 of the reporting year is added to the quantity of produced waste in the reporting year, and the quantity of waste in temporary storage on December 31 of the previous year and the quantity of waste disposed/recovered at the place of origin is subtracted from that. The amount obtained should be equal to the sum of the amount of waste submitted to the collector and to exports, and to the sum of the amount of waste submitted to the treatment operator and to exports $(5=6+(7-8)-9)=11+17=(13+14+15)+17$.

4) **Waste disposal procedures:** **D1** Depositing waste into or on to land (e.g., landfill, etc.), **D2** Land treatment of waste (e.g., biodegradation of liquid or sludgy discards in soils, etc.), **D3** Deep injection of waste (e.g., injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.), **D4** Surface impoundment of waste (e.g., placement of liquid or sludgy discards into pits, ponds or lagoons, etc.), **D5** Landfilling of waste into a specially engineered landfill (e.g., placement into lined discrete cells which are capped and isolated from one another and the environment, etc.), **D6** Release of waste into a water body except seas/oceans, **D7** Release of waste into seas/oceans including sea-bed insertion, **D8** Biological treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12, **D9** Physico-chemical treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12 (e.g., evaporation, drying, calcination, etc.), **D10** Waste incineration on land, **D11** Waste incineration at sea, **D12** Permanent storage of waste (e.g., emplacement of containers in a mine, etc.), **D13** Blending or mixing of waste prior to submission to any of the procedures numbered D 1 to D 12, **D14** Repackaging of waste prior to submission to any of the procedures numbered D 1 to D 13, and **D15** Storage of waste pending the submission to any procedures numbered D 1 to D 14 (excluding temporary storage of waste, pending collection, on the generation site).

5) **Waste recovery procedures** **R1** Use of waste principally as a fuel or other means to generate energy, **R2** Waste solvent reclamation/regeneration, **R3** Recycling/reclamation of waste organic substances which are not used as solvents (including composting and other biological transformation processes), **R4** Recycling/reclamation of waste metals and metal compounds, **R5** Recycling/reclamation of other waste inorganic materials, **R6** Regeneration of waste acids or bases, **R7** Recovery of waste components used for pollution abatement, **R8** Recovery of waste components from catalysts, **R9** Waste oil re-refining or other reuses of waste oils, **R10** Land treatment of waste resulting in benefit to agriculture or ecological improvement, **R11** Recovery of waste obtained from any of the procedures numbered R 1 to R 10, **R12** Exchange of waste for submission to any of the procedures numbered R 1 to R 11, and **R13** Storage of waste pending any of the procedures numbered R 1 to R 12 (excluding temporary storage, pending collection, on the generation site).

INSTRUCTIONS FOR FILLING OUT THE FORM PL-PPO
Registration form for producer of industrial waste

Report for the year ____ - write in the calendar year to which data in the form refer to.

1. DATA ON PRODUCER OF INDUSTRIAL WASTE

- 1.1 Company or name – write in the full name of commercial company or other legal person, as is registered in the registry of the Commercial Court, or of the natural person as is registered in the Trade Registry.
- 1.2 Unique registry number of the company or unique registry number of the trade – write in the unique registry number of the operator from the registry kept by the competent Commercial Court or unique registry number of trade from the Trade Registry which is kept by the competent office in the county or the city office of the City of Zagreb.
- 1.3 WEB address – write in the web address of the company (if there is one).

2. DATA ON THE ORGANISATIONAL UNIT AT THE SITE

- 2.1 Name of the organisational unit at the site – write in the name of the organisational unit at the site.
- 2.2 Code of the organisational unit at the site – write in the unique numerical mark which the producer added to the organisational unit at the site. Once this code is assigned to a location, it can be changed only with consent from the competent office of state administration in the county or city office of the City of Zagreb.
- 2.3 Number of employees – write in the total number of employees at the organisational unit on the site.
- 2.4 Address of the organisational unit at the site – (2.4.1.) – (2.4.3) write in the name of the street and street number, name and postal code of the town where the organisational unit is located.
- 2.5 Activity which generates waste (NKD sub-class) – write in the NKD sub-class and the accompanying number of activity which generates waste according to the National Classification of Activities – NKD 2002 (Official Gazette 13/03).
- 2.6 Gauss-Krüger coordinates of centroids of organisational unit at the site – write in the coordinates of a centroid (approximate geometric centre) of the organisational unit at the site, as determined from the basis of Gauss-Krüger projection.
- 2.7 Production capacity of the organisational unit at the site – write in the annual production of the main product (t/year), if applicable.
- 2.8 Capacity of the temporary storage of waste – write in the total capacity of the temporary storage of waste at the location (t) (*Note: if there are several temporary storages of waste within one organisational unit, then the total sum of capacities of all waste storages shall be written*).
- 2.9 Contact person – write in first and last name, phone/fax and e-mail of the person responsible for managing the Waste Cadastre at the level of the organisational unit at the site. The place and the date of completing the form, legible first and last name of the responsible person, his/her signature and official stamp shall be written at the end of the form.

Table: QUANTITIES SHALL ONLY BE WRITTEN IN TONNES WITH THREE DECIMAL PLACES

Sheet no. ____ of total ____ - of all data does not fit on one sheet, the remaining data shall be presented on an additional sheet.

Columns 1 and 2 – write in the six-digit key number and full name of waste pursuant to the Waste Catalogue (Regulation on categories, types and classification of waste with the waste catalogue and list of hazardous waste, Official Gazette 50/05).

Column 3 – write in the code of unit operation or process in which the waste was generated (Catalogue of unit operations and processes, Ordinance on Cadastre of emissions into the environment, OG 36/96).

Column 4 – write in the basis for determining the amount of waste. For hazardous waste write in only number 1 (weighing) and for non-hazardous waste write in either 1 if it is weighing or 2 if it is an assessment.

Column 5 – write in the total amount of waste in process for the reporting year. It is calculated in such a way that the quantity of produced waste in the reporting year is added with the quantity of waste in temporary storage on January 1 of the reporting year, and from that is subtracted the quantity of waste in temporary storage on December 31 of the previous year and the quantity of waste disposed/recovered at the place of origin. Obtained amount should be equal to the sum of the amount of waste submitted to the collector and to exports, and to the sum of the amount of waste submitted to the treatment operator and to exports ($5=6+(7-8)-9=11+17=(13+14+15)+17$).

Column 6 – write in the total amount of produced waste in the reporting year.

Columns 7 and 8 – write in the amount of waste in temporary storage of waste on January 1 of the reporting year, and on 31 December of the reporting year.

Column 9 – write in the amount of recovered or disposed waste at the place of origin.

Column 10 – write in the process of recovery (R) or of disposal (D) of the amount of waste written in column 9 (*Note: in one box write only one recovery or disposal procedure. If for the same type of waste two or more processes of recovery or disposal were conducted, then the data on the quantity of recovered or disposed waste for each procedure is given in a separate row*).

Column 11 – write in the total amount of waste submitted to the waste collector.

Column 12 – write in the company or the name and address of the collector to whom the waste was submitted.

Columns 13, 14 and 15 – write in the quantities of waste submitted to treatment operator for recovery and/or disposal (*Note: if there are several treatment operators, then data for each treatment operator should be written in separate row*).

Column 16 – write in the company or the name and address of the treatment operator to whom the waste was submitted for recovery and/or disposal or the name of the landfill if the waste was sent to landfill.

Column 17 – write in the quantity of waste exported by the waste producer.

REGISTRATION FORM FOR THE MUNICIPAL WASTE

COLLECTOR

1. DATA ON THE MUNICIPAL WASTE COLLECTOR	
1.1. Company or name:	
1.2. Operator's or trade's unique registry number:	
1.3. WEB address:	
2. DATA ON ORGANISATIONAL UNIT	
2.1. Name of the organisational unit:	
2.2. Code of the organisational unit:	
2.3. Address of organisational unit	
2.3.1. Street and number:	
2.3.2 Town/settlement:	2.3.3. Postal code
2.4. Activity (NKD sub-class)	
Sub-class	Name of activity
__ - __ - __ - __	
2.5. Gauss Krüger coordinates of centroids of the organisational unit at the site: Y= X=	
2.6. Capacity of temporary storage: t	
2.7 Codes of other counties where the organisational unit of the municipal waste collector performs the activities:	
2.8. Contact person (first and last name):	
2.8.1. Phone/fax:	2.8.2. E-mail:

Responsible person:

In _____,

MP

first and last name

Date:

signature

Note!

This form is prescribed by the Ordinance on waste management. It should be filled out for each organisational unit which is part of the municipal waste collector. Filled out form should be delivered by the end of February of the current year for the previous year to the administrative body of the City of Zagreb, town or municipality where the municipal waste collector performs these activities (Article 20 of the Waste Act, Official Gazettes 178/04 and 111/06), and deliver one copy of the form to the competent office of state administration in the county where the municipal waste

collector performs these activities. Instructions for filling out the form are placed at the backside of the form.
Additional instructions: Croatian Environment Agency, www.azo.hr, e-mail: info@azo.hr phone: 01 4886 840

PROVISIONAL TRANSLATION

Report for the
year_____[illegible]

3) **Waste disposal procedures:** **D1** Depositing waste into or on to land (e.g., landfill, etc.), **D2** Land treatment of waste (e.g., biodegradation of liquid or sludgy discards in soils, etc.), **D3** Deep injection of waste (e.g., injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.), **D4** Surface impoundment of waste (e.g., placement of liquid or sludgy discards into pits, ponds or lagoons, etc.), **D5** Landfilling of waste into a specially engineered landfill (e.g., placement into lined discrete cells which are capped and isolated from one another and the environment, etc.), **D6** Release of waste into a water body except seas/oceans, **D7** Release of waste into seas/oceans including sea-bed insertion, **D8** Biological treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12, **D9** Physico-chemical treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12 (e.g., evaporation, drying, calcination, etc.), **D10** Waste incineration on land, **D11** Waste incineration at sea, **D12** Permanent storage of waste (e.g., emplacement of containers in a mine, etc.), **D13** Blending or mixing of waste prior to submission to any of the procedures numbered D 1 to D 12, **D14** Repackaging of waste prior to submission to any of the procedures numbered D 1 to D 13, and **D15** Storage of waste pending the submission to any procedures numbered D 1 to D 14 (excluding temporary storage of waste, pending collection, on the generation site).

4) **Waste recovery procedures** **R1** Use of waste principally as a fuel or other means to generate energy, **R2** Waste solvent reclamation/regeneration, **R3** Recycling/reclamation of waste organic substances which are not used as solvents (including composting and other biological transformation processes), **R4** Recycling/reclamation of waste metals and metal compounds, **R5** Recycling/reclamation of other waste inorganic materials, **R6** Regeneration of waste acids or bases, **R7** Recovery of waste components used for pollution abatement, **R8** Recovery of waste components from catalysts, **R9** Waste oil re-refining or other reuses of waste oils, **R10** Land treatment of waste resulting in benefit to agriculture or ecological improvement, **R11** Recovery of waste obtained from any of the procedures numbered R 1 to R 10, **R12** Exchange of waste for submission to any of the procedures numbered R 1 to R 11, and **R13** Storage of waste pending any of the procedures numbered R 1 to R 12 (excluding temporary storage, pending collection, on the generation site).

PROVISIONAL TRANSLATION

INSTRUCTIONS FOR FILLING OUT THE FORM PL- SKO
Registration form for the municipal waste collector

Report for the year ____ - write in the calendar year to which the data in the form refer to.
Report for ____ county - write in the code of the county on whose territory the organisational unit of the waste collector performs its activity (Zagreb - 1, Krapina-Zagorje - 2, Sisak-Moslavina - 3, Karlovac - 4, Varazdin - 5, Koprivnica-Krizevci - 6, Bjelovar-Bilogorje - 7, Primorje-Gorski kotar - 8, Lik-Senj - 9, Virovitica-Podravina - 10, Požega-Slavonija - 11, Brod-Posavina - 12, Zadar - 13, Osijek-Baranja - 14, Šibenik-Knin - 15, Vukovar-Srijem - 16, Split-Dalmatia - 17, Istria - 18, Dubrovnik-Neretva - 19, Medjmurje - 20, City of Zagreb - 21)

1. DATA ON THE MUNICIPAL WASTE COLLECTOR

- 1.1. Company or name - write in the full name of company or other legal person, as it is registered in the registry of the Commercial Court, or of the natural person as it is registered in the Trade Registry.
1.2. Unique registry number of the company or unique registry number of the trade - write in the unique registry number of the operator from the registry kept by the competent Commercial Court or unique registry number of trade from the Trade Registry which is kept by the competent office in the county or the city office of the City of Zagreb.
1.3. WEB address - write in the web address of the company (if there is one).

2. DATA ON THE ORGANISATIONAL UNIT

- 2.1 Name of the organisational unit - write in the name of the organisational unit of the municipal waste collector.
2.2 Code of the organisational unit - write in the unique numerical mark which the collector added to the organisational unit. Once this code is assigned to a location it can be changed only with consent from the competent office of state administration in the county or city office of the City of Zagreb.
2.3 Address of the organisational unit - (2.3.1.) - (2.3.3) write in the name of the street and street number, name and postal code of the town where the organisational unit is located. Write in the address of the motor pool of the municipal waste collector if waste is directly transported to recovery/disposal. If the municipal waste collector owns a temporary storage of waste (e.g. recycling yard), write in its address (*Note: for each temporary storage of waste a separate form shall be filled*).
2.4 Activity (NKD sub-class) - write in the NKD sub-class and the accompanying number of activity according to the National Classification of Activities - NKD 2002 (Official Gazette 13/03).
2.5 Gauss-Krüger coordinates of centroids of the collector's organisational unit - write in the coordinates of a centroid (approximate geometric centre) of the collector's organisational unit, as determined in the basis of Gauss-Krüger projection, if there is a storage.
2.6 Capacity of the temporary storage of waste - write in the total capacity of the temporary storage of waste (t).
2.7 Codes of other counties where the municipal waste collector performs its activities - write in the county code of other counties where the organisational unit of the municipal waste collector performs its activity.
2.8 Contact person - write in first and last name, phone/fax and e-mail address of the person responsible for managing the Waste Cadastre at the level of the organisational unit of municipal waste collector. The place and the date of completing the form, legible first and last name of the responsible person, his/her signature and official stamp shall be written at the end of the form.

Table: QUANTITIES SHOULD ONLY BE WRITTEN IN TONNES WITH THREE DECIMAL PLACES

Sheet no. ____ of total ____ - of all data does not fit on one sheet, the remaining data shall be presented on the additional sheet.

Column a - write in the municipality or the town on whose territory was waste collected. (*Note: if there are several types of waste collected in the same area, it is sufficient to write in the name of the area only once up to the point where the new area (municipality/town) is written in the column and empty boxes should be left in between*)

Column b - write in the company or the name and address of the collector whom the utility company has sub-contracted for emptying containers and vessels from public areas, or for some other waste collecting activity on the territory covered by the utility company.

Columns c and d - write in the six-digit key number and full name of waste pursuant to the Waste Catalogue (Regulation on categories, types and classification of waste with the waste catalogue and list of hazardous waste, Official Gazette 50/05).
Column e - write in the basis for determining the amount of waste. For hazardous waste write in only number 1 (weighing) and for non-hazardous waste write in either 1 if it is weighing or 2 if it is an assessment.

Column f - write in the total amount of waste in process for the reporting year. It is calculated in such a way that the quantity of total collected waste is added with the quantity of waste in temporary storage on January 1 of the reporting year, and from that is subtracted the quantity of waste in temporary storage on December 31 of the previous year. Obtained amount should be equal to the sum of the amount of waste submitted to collector, treatment operator and exports ($f = g + l - m = n + p + r + s + u$).

Column g - write in the total amount of municipal waste collected (taken over) in the reporting year.

Column h - write in how much of the total amount of collected waste was collected from households.

Column i - write in how much of the total amount of collected waste was collected through containers and vessels in public areas.

Column j - write in how much of the total amount of collected waste was collected through recycling yards.

Column k - write in how much of the total amount of collected waste was collected from public areas (e.g., bulk waste)

Columns l and m - write in the amount of waste in temporary storage of waste on January 1 of the reporting year, and on 31 December of the reporting year.

Column n - write in the amount of waste submitted to another collector

Column o - write in the company or the name and address of the collector to whom the waste was submitted.

Columns p, r, and s - write in the quantities of waste submitted to treatment operator for recovery and/or disposal (*Note: if there are several treatment operators, then data for each treatment operator should be written in separate row*).

Column t – write in the company or the name and address of the treatment operator to whom the waste was submitted for recovery and/or disposal or the name of the landfill if the waste was deposited at a landfill.
Column u – write in the quantity of waste exported by the waste collector.

Waste cadastre
Form PL-SPO

Report for the year _ _ _ _

REGISTRATION FORM FOR INDUSTRIAL WASTE COLLECTOR

1. DATA ON THE INDUSTRIAL WASTE COLLECTOR					
1.1. Company or name:					
1.2. Operator's or trade's unique registry number:					
1.3. WEB address:					
2. DATA ON ORGANISATIONAL UNIT					
2.1. Name of the organisational unit:					
2.2. Code of the organisational unit:					
2.3. Address of organisational unit					
2.3.1. Street and number:					
2.3.2 Town/settlement:			2.3.3. Postal code:		
2.4. Activity (NKD sub-class)					
Sub-class		Name of activity			
_ _ - _ _ - _					
2.5. Gauss Krüger coordinates of centroids of the organisational unit at the site: Y= X=					
2.6. Capacity of temporary storage: t					
2.7. Origin of waste					
County code	Waste key number	Quantity (t)	County code	Waste key number	Quantity (t)
2.8. Contact person (first and last name):					
2.8.1. Phone/fax:			2.8.2. E-mail:		

Responsible person:

In _____,

MP

first and last name

Date:

signature

Note!

This form is prescribed by the Ordinance on waste management.
It must be filled out for each organisational unit which is part of the collector of industrial waste. Filled out form should be delivered to the competent office of state administration at the county where the organisational unit is located, or to the city office of the City of Zagreb by 31 March of the current year for the previous year (Article 20 of the Waste Act, Official Gazettes 178/04 and 111/06). Collector of industrial waste shall be

obliged to keep the copy of the form for 5 years.

Instructions for filling out the form are placed at the backside of the form.

Additional instructions: Croatian Environment Agency, www.azo.hr, e-mail: info@azo.hr phone: 01 4886 840

PROVISIONAL TRANSLATION

* If all data does not fit on one sheet, the remaining data shall be presented on the additional sheet.

2) Waste disposal procedures: **D1** Depositing waste into or on to land (e.g. landfill, etc.), **D2** Land treatment of waste (e.g., biodegradation of liquid or sludgy discards in soils, etc.), **D3** Deep injection of waste (for example injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.), **D4** Waste surface impoundment of (for example, placement of liquid or sludgy discards into pits, ponds or lagoons, etc.), **D5** Landfilling of waste into a specially engineered landfill (for example, placement into lined discrete cells which are capped and isolated from one another and from the environment, etc.), **D6** Release of waste into a water body except seas/oceans, **D7** Release of waste into seas/oceans including sea-bed insertion, **D8** Biological treatment of waste not specified elsewhere in this procedures and which results in final compounds or mixtures which are disposed by means of any of the procedures numbered D 1 to D 12, **D9** Physico-chemical treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are disposed by means of any of the operations numbered D 1 to D 12 (e.g., evaporation, drying, calcination, etc.), **D10** Waste incineration on land, **D11** Waste incineration at sea, **D12** Permanent storage of waste (na primer, placing of containers in a mine, etc.), **D13** Blending or mixing of waste prior to its submission to any of the procedures numbered D 1 to D 12, **D14** Repackaging of waste prior to its submission to any of the procedures numbered D 1 to D 13; **D15** Storage of waste pending the submission to any procedures numbered D 1 to D 14 (excluding temporary storage of waste, before collection, at the generation site).

3) **Waste recovery procedures** **R1** Use of waste principally as a fuel or other means to generate energy, **R2** Waste solvent reclamation/regeneration, **R3** Recycling/reclamation of waste organic substances which are not used as solvents (including composting and other biological transformation processes), **R4** Recycling/reclamation of waste metals and metal compounds, **R5** Recycling/reclamation of other waste inorganic materials, **R6** Regeneration of waste acids or bases, **R7** Recovery of waste components used for pollution abatement, **R8** Recovery of waste components from catalysts, **R9** Waste oil re-refining or other reuses of waste oils, **R10** Land treatment of waste resulting in benefit to agriculture or ecological improvement, **R11** Recovery of waste obtained from any of the procedures numbered R 1 to R 10, **R12** Exchange of waste for submission to any of the procedures numbered R 1 to R 11, and **R13** Storage of waste pending any of the procedures numbered R 1 to R 12 (excluding temporary storage, pending collection, on the generation site).

INSTRUCTIONS FOR FILLING OUT THE FORM PL- OPKO
Registration form for the industrial waste collector

Report for the year ____ - write in the calendar year to which the data in the form refer to.

1. DATA ON THE TREATMENT OPERATOR OF INDUSTRIAL AND/OR MUNICIPAL WASTE

1.1 Company or name – write in the full name of commercial company or other legal person, as it is registered in the registry of the Commercial Court, or of the natural person as it is registered in the Trade Registry.

1.2 Unique registry number of the subject or unique registry number of the trade – write in the unique registry number of the subject from the registry kept by the competent Commercial Court or unique registry number of trade from the Trade Registry which is kept by the competent office in the county or the city office of the City of Zagreb.

1.3 WEB address – write in the web address of the company (if there is one).

2. DATA ON THE ORGANISATIONAL UNIT AT THE SITE

2.1 Name of the organisational unit – write in the name of the collector's organisational unit at the site.

2.2 Code of the organisational unit at the site – write in the unique numerical mark which the industrial waste collector associated with the organisational unit at the site. Once this code is assigned to a location, it can be changed only with consent of the competent office of state administration in the county or city office of the City of Zagreb.

2.3 Address of the organisational unit – (2.3.1.) – (2.3.3) write in the name of the street and street number, name and postal code of the town where the organisational unit is located. Write in the address of the headquarters of the treatment operator's transportation fleet if the waste is directly transported for recovery/disposal. If the collector has a temporary storage of waste (e.g., recycling yard, etc.) write in the address of the temporary storage of waste.

2.4 Activity (NKD sub-class) – write in the NKD sub-class and the accompanying number of activity according to the National Classification of Activities – NKD 2002 (Official Gazette 13/03).

2.5 Gauss-Krüger coordinates of centroids of the collector's organisational unit – write in the coordinates of a centroid (approximate geometric centre) of the organisational unit of the collector, as determined in the basis of Gauss-Krüger projection, if there is a storage.

2.6 Capacity of the temporary storage of waste – write in the total capacity of the temporary storage of waste (t).

2.7 Origin of waste – write in the code of the county where the collector has taken over the waste, key number and amount of waste taken over in that county (Zagreb – 1, Krapina-Zagorje – 2, Sisak-Moslavina – 3, Karlovac – 4, Varazdin – 5, Koprivnica-Krizevci – 6, Bjelovar-Bilogorje – 7, Primorje-Gorski kotar – 8, Lik-Senj – 9, Virovitica-Podravina – 10, Požega-Slavonija – 11, Brod-Posavina – 12, Zadar – 13, Osijek-Baranja – 14, Šibenik-Knin – 15, Vukovar-Srijem – 16, Split-Dalmatia – 17, Istria – 18, Dubrovnik-Neretva – 19, Međimurje – 20, City of Zagreb – 21)

2.8 Contact person – write in first and last name, phone/fax and e-mail address of the person responsible for managing the Waste Cadastre at the level of the organisational unit of industrial waste collector. The place and the date of completing the form, legible first and last name of the responsible person, signature of that person and official stamp shall be written at the end of the form.

Table: QUANTITIES SHOULD ONLY BE WRITTEN IN TONNES WITH THREE DECIMAL PLACES

Sheet no. ____ of total ____ - if all data do not fit on one sheet, the remaining data shall be presented on additional sheet.

Columns a and b – write in the six-digit key number and full name of waste pursuant to the Waste Catalogue (Regulation on categories, types and classification of waste with the waste catalogue and list of hazardous waste, Official Gazette 50/05).

Column c - write in the total amount of waste in process for the reporting year. It is calculated in such a way that the quantity of waste in temporary storage on January 1 of the reporting year is added to the quantity of waste taken over, and the quantity of waste in temporary storage on December 31 of the previous year is subtracted from that. Obtained amount should be equal to the sum of the amount of waste submitted to another collector, treatment operator and to the exports ($c = d + e - f = g + (i + j + k) + m$).

Column d – write in the total amount of collected (taken over) waste.

Columns e and f – write in the amount of waste in temporary storage of waste on January 1 of the reporting year, and on 31 December of the reporting year.

Column g – write in the amount of waste submitted to another collector.

Column h – write in the company or the name and address of the collector to whom the waste was submitted.

Columns i, j and k - write in the quantities of waste submitted to treatment operator for recovery and/or disposal (*Note: if there are several treatment operators, then data for each treatment operator should be written in a separate row*).

Column l – write in the company or the name and address of the treatment operator to whom the waste was submitted for recovery and/or disposal or the name of the landfill if the waste was deposited at a landfill.

Column u – write in the quantity of waste exported by the waste treatment operator.

REGISTRATION FORM FOR THE TREATMENT OPERATOR OF INDUSTRIAL AND/OR MUNICIPAL WASTE

1. DATA ON THE TREATMENT OPERATOR OF INDUSTRIAL AND/OR MUNICIPAL WASTE	
1.1. Company or name:	
1.2. Operator's or trade's unique registry number:	
1.3. WEB address:	
2. DATA ON ORGANISATIONAL UNIT AT THE SITE	
2.1. Name of the organisational unit at the site:	
2.2. Code of the organisational unit at the site:	2.3. Number of employees:
2.4. Address of organisational unit at the site	
2.4.1. Street and number:	
2.4.2 Town/settlement:	2.4.3. Postal code:
2.5. Activity (NKD sub-class)	
Sub-class	Name of activity
--- -- --	
2.6. Gauss Krüger coordinates of centroids of the organisational unit at the site: Y= X=	
2.7. Data on equipment/facilities for recovery/disposal of waste at the site	
Equipment/facility for:	Capacity (t/year)
2.8. Capacity of temporary storage of waste: t	
2.9. Name of landfill and landfill address (or nearest town):	Total capacity of the landfill t
	2.9.1.
	Total amount landfilled in the reporting year t/year
2.9.2. Origin of waste deposited at the landfill of municipal waste (town/municipality):	
2.10. Contact person (first and last name):	
2.10.1. Phone/fax:	2.10.2. E-mail:

Responsible person:

In _____,

MP

first and last name

Date:

signature

Note!

This form is prescribed by the Ordinance on waste management. It should be filled out for each organisational unit which is part of the treatment operator of industrial and/or municipal waste. Treatment operator of municipal waste should deliver the filled out form to the administrative body of the City of Zagreb, town, or municipality by the end of February of the current year for the previous year, and one copy to the competent office of state administration where the organisational unit is located. Treatment operator of industrial waste should deliver the filled out form to the competent office of state administration at the county where the organisational unit is located, or to the city office of the City of Zagreb by 31 March of the current year for the previous year (Article 20 of the Waste Act, Official Gazettes 178/04 and 111/06). Instructions for filling out the form are placed at the backside of the form. Additional instructions: Croatian Environment Agency, www.azo.hr, e-mail: info@azo.hr phone: 01 4886 840

*Sheet no. _____ of total _____

REGISTRATION FORM FOR THE TREATMENT OPERATOR OF MUNICIPAL/INDUSTRIAL WASTE	Report for the year _____	FORM PL-OPKO
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Waste key number	Waste name	Total quantity of waste in process ¹⁾ (t)	Total amount taken over in the reporting year (t)	Balance of temporary storage on the date (t)		Handling waste									
						Disposal (D)				Recovery (R)				Produced waste after recovery/ disposal of the waste taken over	
				1.1.	31.12.	Depositing waste D ₁ ²⁾	Incineration (without energy recovery) D ₁₀ ²⁾	Quantity (t)	Other procedure (D ₁₁) ²⁾	Incineration with recovery of energy (waste is used as fuel) R ₇ ³⁾	Composting R ₅ ³⁾	Quantity (t)	Other procedure (R ₈) ³⁾	Quantity (t)	Waste key number
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
									D				R		
									D				R		
									D				R		
									D				R		
									D				R		
									D				R		
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									D				R		
									D				R		
									D				R		
									D				R		

* If all data do not fit on one sheet, the remaining data shall be presented on the additional sheet.

1) Write in the total amount of waste in process in the reporting year. It is calculated in such a way that the quantity of waste in temporary storage on January 1 of the reporting year is added to the quantity of total taken over waste in the reporting year with, and from that is subtracted the quantity of waste in temporary storage on December 31 of the previous year. Obtained amount should be equal to the sum of the amount of recovered and disposed waste ($c = d + e - f = g + h + i + k + l + m$)

2) **Waste disposal procedures:** **D1** Depositing waste into or on to land (e.g., landfill, etc.), **D2** Land treatment of waste (e.g., biodegradation of liquid or sludgy discards in soils, etc.), **D3** Deep injection of waste (e.g., injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.), **D4** Surface impoundment of waste (e.g., placement of liquid or sludgy discards into pits, ponds or lagoons, etc.), **D5** Landfilling of waste into a specially engineered landfill (e.g., placement into lined discrete cells which are capped and isolated from one another and the environment, etc.), **D6** Release of waste into a water body except seas/oceans, **D7** Release of waste into seas/oceans including sea-bed insertion, **D8** Biological treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12, **D9** Physico-chemical treatment of waste not specified elsewhere in this procedures which results in final compounds or mixtures which are discarded by means of any of the operations numbered D 1 to D 12 (e.g., evaporation, drying, calcination, etc.), **D10** Waste incineration on land, **D11** Waste incineration at sea, **D12** Permanent storage of waste (e.g., emplacement of containers in a mine, etc.), **D13** Blending or mixing of waste prior to submission to any of the procedures numbered D 1 to D 12, **D14** Repackaging of waste prior to submission to any of the procedures numbered D 1 to D 13, and **D15** Storage of waste pending the submission to any procedures numbered D 1 to D 14 (excluding temporary storage of waste, pending collection, on the generation site).

3) **Waste recovery procedures** **R1** Use of waste principally as a fuel or other means to generate energy, **R2** Waste solvent reclamation/regeneration, **R3** Recycling/reclamation of waste organic substances which are not used as solvents (including composting and other biological transformation processes), **R4** Recycling/reclamation of waste metals and metal compounds, **R5** Recycling/reclamation of other waste inorganic materials, **R6** Regeneration of waste acids or bases, **R7** Recovery of waste components used for pollution abatement, **R8** Recovery of waste components from catalysts, **R9** Waste oil re-refining or other reuses of waste oils, **R10** Land treatment of waste resulting in benefit to agriculture or ecological improvement, **R11** Recovery of waste obtained from any of the procedures numbered R 1 to R 10, **R12** Exchange of waste for submission to any of the procedures numbered R 1 to R 11, and **R13** Storage of waste pending any of the procedures numbered R 1 to R 12 (excluding temporary storage, pending collection, on the generation site).

INSTRUCTIONS FOR FILLING OUT THE FORM PI- SPO
Registration form for the treatment operator of municipal/industrial waste

Report for the year ____ - write in the calendar year to which the data in the form refer to.

1. DATA ON THE TREATMENT OPERATOR OF MUNICIPAL/INDUSTRIAL WASTE

- 1.1 Company or name – write in the full name of commercial company or other legal person, as it is registered in the registry of the Commercial Court, or of the natural person as it is registered in the Trade Registry.
1.2 Unique registry number of the subject or unique registry number of the trade – write in the unique registry number of the subject from the registry kept by the competent Commercial Court or unique registry number of trade from the Trade Registry which is kept by the competent office in the county or the city office of the City of Zagreb.
1.3 WEB address – write in the web address of the company (if there is one).

2. DATA ON THE ORGANISATIONAL UNIT AT THE SITE

- 2.1 Name of the organisational unit at the site – write in the name of the organisational unit at the site.
2.2 Code of the organisational unit at the site – write in the unique numerical mark which the treatment operator of municipal/industrial waste associated with the organisational unit at the site. Once this code is assigned to a location it can be changed only with consent of the competent office of state administration in the county or city office of the City of Zagreb.
2.3 Number of employees – write in the total number of employees at the organisational unit at the site.
2.4 Address of the organisational unit at the site – (2.4.1) – (2.4.3) write in the name of the street and street number, name and postal code of the town where the organisational unit at the site is located.
2.5 Activity (NKD sub-class) – write in the NKD sub-class and the accompanying number of activity according to National Classification of Activities – NKD 2002 (Official Gazette 13/03)
2.6 Gauss-Krüger coordinates of centroids of organisational unit at the site – write in the coordinates of a centroid (approximate geometric centre) of the organisational unit at the site, as determined in the basis of Gauss-Krüger projection.
2.7 Data on equipment/facilities for recovery/disposal of waste at the site – write in the type of equipment or facility for waste recovery/disposal at the site and total annual capacity (t/year). If within one technological unit there is more than three pieces of equipment or facilities for waste recovery/disposal, a list with additional information shall be added to this form.
2.8 Capacity of the temporary storage of waste – write in the total capacity of the temporary storage of waste (t) (*Note: if there are several temporary storages of waste within one organisational unit, then the total sum of capacities of all waste storages shall be written*).
2.9. Name of landfill and address (or name of the nearest town) – write in the name and address of the landfill or the name of the nearest town.
2.9.1 Capacity of the landfill – write in the total capacity of the landfill (t) and/or amount of the waste deposited at the landfill during the reporting year.
2.9.2 Origin of waste deposited at the landfill of municipal waste (town/municipality) – write in the town or the municipality from where the waste deposited in the reporting year originates (collection area).
2.10 Contact person – write in first and last name, phone/fax and e-mail of the person responsible for managing the Waste Cadastre at the level of the organisational unit at the site. The place and the date of completing the form, legible first and last name of the responsible person, signature of that person and official stamp shall be written at the end of the form.

Table: QUANTITIES SHOULD ONLY BE WRITTEN IN TONNES WITH THREE DECIMAL PLACES

Sheet no. ____ of total ____ - if all data do not fit on one sheet, the remaining data shall be presented on the additional sheet.

Columns a and b – write in the six-digit key number and full name of waste pursuant to the Waste Catalogue (Regulation on categories, types and classification of waste with the waste catalogue and list of hazardous waste, Official Gazette 50/05).
Column c - write in the total amount of waste in process for the reporting year. It is calculated in such a way that the quantity of waste in temporary storage on January 1 of the reporting year is added to the quantity of waste taken over in the reporting year with and from that sum is subtracted the quantity of waste in temporary storage on December 31 of the previous year. The obtained amount shall be equal to the sum of the amount of recovered and disposed waste ($c = d + e - f = g + h + i + k + l + m$).
Column d – write in the total amount of the waste taken over.
Columns e and f – write in the amount of waste in temporary storage of waste on January 1 of the reporting year, and on 31 December of the reporting year.
Column g – write in the amount of waste deposited at a landfill (D1).
Column h – write in the amount of the incinerated waste (without energy recovery D10).
Column i - write in the amount of waste disposed using the procedure listed in column j.
Column j – write on the line type (number) of the implemented waste disposal procedure D (except for 1 and 10). (*Note: in the box of the column j write in only one waste disposal procedure. If several disposal procedures (except for 1 and 10) were applied to the same type of waste, write in a different row for each disposal procedure the quantity of disposed waste*).
Column k – write in the amount of waste incinerated using energy recovery (waste was used as fuel R₁).
Column l – write in the amount of the composted waste (R₃).
Column m – write in the amount of waste recovered using the procedure listed in column n.
Column n - write in the type (number) of the implemented waste recovery procedure R (except for 1 and 3). (*Note: in the box of the column n write in only one waste recovery procedure. If several recovery procedures (except for 1 and 3) were applied to the same type of waste, write in a different row for each recovery procedure the quantity of recovered waste*).
Column o – write in the amount of waste produced after implementing recovery/disposal procedures of taken over waste (*Note: newly generated waste after implementing recovery/disposal of the waste taken over is reported on the form for industrial waste producer*).
Column p – write in the six-digit key number and full name of waste pursuant to the Waste Catalogue (Regulation on categories, types and classification of waste with the waste catalogue and list of hazardous waste, Official Gazette 50/05).

ANNEX V

This Annex prescribes the form and content of the Form DFKSO – declaration on physical and chemical properties of waste.

The Form DFKSO is completed and certified by the waste producer/holder with every shipment of hazardous waste for which the declaration in the form of a report on the testing of physical and chemical properties of waste issued by an accredited laboratory is not obligatory. The Form DFKSO must contain at least the following information:

1. name and short name with the address and headquarters of the producer/holder of hazardous waste,
2. name of activity and technological process from which the waste was generated,
3. basic properties of hazardous waste considering used raw materials in a technological process and the technical safety sheet for dangerous substances forming a component part of hazardous waste and
4. the key number of waste from the Waste Catalogue pursuant to a special regulation.

INSTRUCTIONS FOR COMPLETING THE DECLARATION ON PHYSICAL AND CHEMICAL PROPERTIES OF WASTE

I. INFORMATION ON THE WASTE PRODUCER/HOLDER – write in the company name, full address, contact person, phone/fax number and registration number of the subject (The Commercial Court Register) or the registration number of the craft (The Craft Register) and the subgroup of activity;

II. INFORMATION ON WASTE:

1. Name: write in the name (type) of waste into the provided fields and the key number with an asterisk pursuant to the Waste Catalogue from the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05) and then write in the quantity exclusively in mass units;
2. The activity of waste generation: a six-digit number and the name of activity from the list of activities which generate waste is entered pursuant to the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05);
3. The process of waste generation: a four-digit number of the code and the name beside the number is entered pursuant to the Waste Catalogue from the Regulation on categories, types and classification of waste with the Waste Catalogue and list of hazardous waste (Official Gazette 50/05);
4. Description of waste: list all mentioned properties in point four on the Form and append the technical safety sheet for all known dangerous substances forming a component part of hazardous waste in the shipment concerned.

Signature: write in the place and date as well as the name of the person responsible for information accuracy and the managers which also put their signature on the form.

I. DATA ON WASTE PRODUCER / HOLDER

I. DATA ON WASTE PRODUCER / HOLDER									
Name of producer/holder: _____									
Activity/sub-group: _____									
Address: Street and number : _____					Town/municipality: _____				
Neighbourhood: _____					County : _____				
Operator's unique reg. no.: _____					Trade's unique reg. no.: _____				
Ord. no. of technological unit: _____									
Contact person / e-mail _____									
Phone / Fax: _____									
II. DATA ON WASTE									
1.	Name of waste according to the Waste Catalogue pursuant to a special regulation (OG 50/05)								
	Waste key number: _____								
	* _____ quantity kg								
2.	Waste generating activity:								
3.	Waste generating process:								
4.	Description of waste (name and chemical compound of all components, concentrations, ph, etc.) including technical safety sheet for hazardous substances which are a component part of hazardous waste:								

_____, date: _____

Person responsible for accuracy of data:

Manager:

first and last name

MP.

first and last name

signature

signature