

Back2Bolon Guidelines for General information requirements

Instructions for completing the Annex VII document

I. Introduction and purpose of the Annex VII document

1. The present instructions provide the necessary explanations for completing the Annex VII document. The Annex VII document is intended to accompany a shipment of waste at all times⁹ from the moment the shipment starts in the country of dispatch to its arrival at a recovery facility or laboratory in another country. The present instructions are applicable to shipments of waste as long as the waste shipped is located within the European Union, i.e. the Annex VII document relates to waste shipments within the EU, and from, into or through the EU. Relevant parties involved in the shipment (the person who arranges the shipment, carriers, the consignee where applicable, and the relevant recovery facility or laboratory) are to sign the document either upon delivery or receipt of the waste concerned.

Information supplied by Bolon			
ANNEX VII INFORMATION ACCOMPANYING SHIPMENTS OF WASTE AS REFERRED TO IN ARTICLE 3 (2) AND (4)			
Consignment information ⁽¹⁾			
1. Person who arranges the shipment Name Address Contact person Tel. Fax E-mail		2. Importer/consignee Name: Bolon AB Address: Industrivägen 12, SE-523 90 Ulricehamn Contact person Tel. +46 321 53 04 00 Fax E-mail info@bolon.com	
3. Actual quantity Tonnes (Mg): m ³ :		4. Actual date of shipment	
5.(a) 1st carrier ⁽²⁾ Name Address Contact person Tel. Fax E-mail Means of transport Date of transfer Signature	5.(b) 2nd carrier Name Address Contact person Tel. Fax E-mail Means of transport Date of transfer Signature	5.(c) 3rd carrier Name Address Contact person Tel. Fax E-mail Means of transport Date of transfer Signature	
6. Waste generator ⁽³⁾ Original producer(s), new producer(s) or collector: Name Address Contact person Tel. Fax E-mail		8. Recovery operation (or if appropriate disposal operation in the case of waste referred to in Article 3(4)) R-code/D-code R03 9. Usual description of the waste Vinyl flooring waste, post-consumer	
7. Recovery facility Laboratory Name: Bolon AB Address: Industrivägen 12, SE-523 90 Ulricehamn Contact person Tel. +46 321 53 04 00 Fax E-mail info@bolon.com		10. Waste identification (fill in relevant codes) (i) Basel Annex IX B3011 (ii) OECD (if different from (i)) B3011 (iii) Annex IIIA (4) EU3011 (iv) Annex IIIB (5) EU3011 (v) EC list of wastes 170203 (vi) National code 170203 (vii) Other (please specify)	
11. Countries/states concerned: Export/dispatch Transit Import/destination Sweden			
12. Declaration of the person who arranges the shipment: I certify that the above information is complete and correct to my best knowledge. I also certify that effective written contractual obligations have been entered into with the consignee (not required in the case of waste referred to in Article 3(4)) Name Date Signature			
13. Signature upon receipt of the waste by the consignee Name Date Signature			
TO BE COMPLETED BY THE RECOVERY FACILITY OR BY THE LABORATORY:			
14. Shipment received at recovery facility or laboratory		Quantity received Tonnes (Mg) m ³	
Name		Date Signature	

(1) Information accompanying shipments of green listed waste and destined for recovery or waste destined for laboratory analysis pursuant to Regulation (EC) No 1013/2006. For completing this document, see also the corresponding specific instructions as contained in Annex IC of Regulation (EC) No 1013/2006 on shipments of waste

(2) If more than 3 carriers, attach information as required in blocks 5 (a, b, c).

(3) When the person who arranges the shipment is not the producer or collector, information about the producer or collector shall be provided.

(4) The relevant code(s) as indicated in Annex IIIA to Regulation (EC) No 1013/2006 are to be used, as appropriate in sequence. Certain Basel entries such as B1100, B3010 and B3020 are restricted to particular waste streams only, as indicated in Annex IIIA. The BEU codes listed in Annex IIIB to Regulation (EC) No 1013/2006 are to be used.

You can find the Annex VII form via this link.

ANNEX VII

⁹ The person arranging the shipment is to ensure that the shipment is accompanied by the Annex VII document.

BOLON

Bolon HQ: Industrivägen 12, 523 90 Ulricehamn, Sweden

II. General requirements

2. A planned shipment subject to Article 18 may take place only after the Annex VII document has been fully completed pursuant to this Regulation¹⁰.
3. The Annex VII document should be completed either in typed format or by using capital letters in permanent ink throughout. Signatures should always be written in permanent ink and the name of the authorised representative should accompany the signature in capital letters. In the event of a minor mistake, a correction can be made by the person who arranges the shipment. The correction should be marked and signed or stamped, and the date of the modification noted. For major changes or corrections, a new document should be completed.
4. The Annex VII document has also been designed to be easily completed electronically. In such cases, appropriate security measures should be taken to prevent any misuse of the document, such as converting into an unalterable electronic format. Any changes made to a completed document should be visible. An Annex VII document may accompany the transport in an electronic form with a digital signature, if it can be read at any time during the transport and if this is acceptable to the competent authorities concerned.
5. To simplify translation, a code rather than text is required for the completion of some blocks. Where text is required, however, it should be in a language acceptable to the authorities of all countries involved¹¹.
6. A six-digit format should be used to indicate the date. For example, 29 January 2017 should be shown as 29.01.17 (Day.Month.Year).
7. Where annexes providing additional information are attached to the Annex VII document, these should include clear references (e.g. enumerated references) pointing to the relevant parts of the Annex VII document as well as a citation of the block(s) to which they relate.

III. Specific instructions for completing the Annex VII document

8. Before the actual start of the shipment, the person who arranges the shipment or its representative¹² is to complete blocks 1 to 12 and sign block 12, with the exception of block 5. At the time of taking possession of the consignment, the respective carrier or its representative¹³ is to complete block 5. The consignee is to complete and sign block 13 in the event that this is not the recovery facility or the laboratory and when it takes charge of a shipment of waste after it arrives in the country of destination. The recovery facility or the laboratory is to complete block 14 after receipt of the waste.
9. **Block 1:** Provide the name, address and all other required details of the person who arranges the shipment. The address should include the name of the country and telephone and fax numbers including the country code. Provide the phone and fax numbers and the e-mail address which should facilitate the contact of all relevant persons regarding an incident during the shipment. If a fax number cannot be provided write N/A. Where the person who arranges the shipment is a legal person such as a company, the name of the company should be filled-in under "Name" and information of an authorised person who can give additional information if needed should be added under "Contact person". The contact person should be responsible for the shipment including any incidents that may occur during the shipment. In case the person who arranges the shipment is a natural person, no contact person may need to be added.

¹⁰ It is noted that, according to paragraph 13 of the present Correspondents' guidelines, there may be an illegal shipment pursuant to Article 2(35)(g)(iii) of Regulation (EC) No 1013/2006 on shipments of waste if the Annex VII document is missing or if important information in this document is missing, including the signature in block 12, or is not correct.

¹¹ See Article 27 of Regulation (EC) No 1013/2006 on shipments of waste.

¹² A "representative" is a person employed and authorised in writing by the person who arranges the shipment.

¹³ A "representative" is a person employed and authorised in writing by the carrier.

10. Block 2: Provide the required information. Normally, the consignee would be the recovery facility or laboratory given in block 7. In some cases, however, the consignee may be another person, for example a dealer, a broker, or a corporate body, such as the headquarters or a mailing address of the receiving recovery facility in block 7. In order to act as a consignee, a dealer, broker or corporate body must be under the jurisdiction of the country of destination and possess or have some other form of legal control over the waste at the moment the shipment arrives in the country of destination¹⁴. The country appearing in the address of this block should be the same as that of block 7.

11. Block 3: Give the actual weight of the waste in tonnes (1 tonne equals 1 megagram (Mg) or 1000 kg).

12. Block 4: Enter the date when the shipment actually starts.

13. Block 5 (a-c): The information and signature required in block 5 should be provided by each carrier or carrier's representative when taking possession of the consignment. The address should include the name of the country, and telephone and fax numbers should include the country code. If a fax number cannot be provided write N/A. When more than three carriers are involved, appropriate information on each carrier should be attached to the Annex VII document.

14. Block 6: Provide the name, address and all other required information of the "waste generator"¹⁵. If the waste generator is the same as the person who arranges the shipment, then write "Same as block 1". If the waste has been produced by more than one generator, write "See attached list" and append a list providing the requested information for each generator (see footnote 3 of the Annex VII document). A "waste generator" may include the original producer, a new producer or a licenced waste collector. In case the generator is unknown, the name of the person in possession or control of such waste (holder) should be provided.

15. Block 7: Provide the name, address and all other required information (give destination of the shipment by ticking either recovery facility or laboratory). The address should be the actual address (i.e. no P.O.Box). The country appearing in the address of this block should be the same as that of block 2. If the recovery facility or laboratory is also the consignee, state here "Same as block 2".

16. Block 8: In case "Recovery facility" is ticked in block 7, indicate the type of recovery operation by using R-codes of Annex II to Directive 2008/98/EC on waste or, in case "Laboratory" is ticked in block 7, the type of recovery or disposal operation by using R-codes or D-codes of Annexes I and II to Directive 2008/98/EC on waste.

17. Block 9: Give the name or names by which the material is commonly known or the commercial name. In the case of a mixture of wastes listed in Annex IIIA to the WSR, provide the same information for the different fractions.

¹⁴ Some Member States have a stricter approach as to when such other person may act as consignee, for example that the consignee must have physical control over the waste at the moment the shipment arrives in the country of destination. See also the reply to question 5.2 in the Frequently Asked Questions (FAQs) on Regulation (EC) No 1013/2006 on shipments of waste (available at <http://ec.europa.eu/environment/waste/shipments/pdf/faq.pdf>).

¹⁵ As regards the completion of this block, see the Court judgement on Case C-1/11 (see: <http://curia.europa.eu/juris/document/document.jsf?text=&docid=121166&pageIndex=0&doclang=EN&mode=lst&dir=&occ=first&part=1&cid=839361>).

18. Block 10: Fill in the code or codes that identify the waste according to Annexes III, IIIA or IIIB to the WSR in the subheadings as indicated below. A code corresponding to one of the four following categories is to be specified in block 10:

- (a) Subheading (i): Basel code(s) from Basel Convention Annex IX which are listed in Part I of Annex III to the WSR should be provided (see also List B in Part 1 of Annex V to the WSR).
- (b) Subheading (ii): OECD codes should be used for wastes listed in Part II of Annex III to the WSR, i.e. wastes that have no equivalent listing in Annex IX to the Basel Convention or that have a different level of control under the WSR from the one required by the Basel Convention.
- (c) Subheading (iii): In case of mixtures of wastes listed in Annex IIIA to the WSR, provide the relevant code(s) as indicated in Annex IIIA as appropriate in sequence (cf. footnote 4 of Annex VII). Certain Basel entries, such as B1100 and B3020, as well as entry EU3011 are restricted to particular waste streams only, as indicated in Annex IIIA.
- (d) Subheading (iv): In case of waste listed in Annex IIIB to the WSR, provide the BEU codes listed in Annex IIIB (cf. footnote 5 of Annex VII). These codes are only valid in the EU and are to be used for shipments within, into or through the EU.

In addition, a code corresponding to the following categories should be specified in block 10:

- (a) Subheading (v): Provide the codes included in the European list of waste (see Commission Decision 2000/532/EC as amended)¹⁶.
- (b) Subheading (vi): Where applicable, national identification codes (other than the codes of the European list of waste) used in the country of dispatch and, if known, in the country of destination should be provided.
- (c) Subheading (vii): Where applicable, any other code or additional information that would facilitate the identification of the waste should be added here. Such codes may for example be included in Annex III (EU3011).

19. Block 11: Provide the name of the countries of dispatch, transit and destination or the codes for each country by using the ISO standard 3166 abbreviations¹⁷.

20. Block 12: At the time of shipment, the person who arranges the shipment or its representative¹⁸ should fill in his/her name and sign and date the Annex VII document. In case the person who arranges the shipment is a legal person, its representative that signs block 12 may differ from its representative that signs the contract but they should sign on behalf of the same legal entity.

21. Block 13: This block is to be completed and signed by the consignee, shown in block 2 in case the consignee is neither the recovery facility nor the laboratory and in case the consignee takes charge of the waste after the shipment arrives in the country of destination.

22. Block 14: This block is to be completed and signed by a representative¹⁹ of the recovery facility or the laboratory upon receipt of the waste consignment. Tick the box for either recovery facility or laboratory. Give the quantity of the waste received in tonnes (1 tonne equals 1 megagram (Mg) or 1000 kg).

¹⁶ See <http://ec.europa.eu/environment/waste/framework/list.htm> and <http://ec.europa.eu/environment/waste/legislation/a.htm>.

¹⁷ See <https://www.iso.org/obp/ui/#search/code/>.

¹⁸ A "representative" is a person employed and authorised in writing by the person who arranges the shipment.

¹⁹ A "representative" is a person employed and authorised in writing by the recovery facility or the laboratory.