

In order to prioritise your case, we kindly ask you to respect the following guidelines for any e-mail concerning transboundary waste shipments.

**ADMINISTRATIVE CIRCULAR ON THE EMAILS FORMULATIONS
FOR THE TRANSBOUNDARY WASTE SHIPMENTS
AUTHORITY OF WALLONIA**

I. To transmit the file of transboundary waste shipments

EMAIL ADDRESS TO USE: ttd.dsd.dgo3@spw.wallonie.be
unless you are responding to an individual request from an agent.

The subject line of the email always starts with the notification number, in the following forms:

- The number of the notification without any space even between letters and numbers, without any other characters;
- A space;
- A hyphen;
- A space;
- The word in capital letters used in the subject line of the email.

Example: BE0003002876 - WARRANTY

In the only specific case of a refusal movement, it is requested to add:

- The number of the movement with a separation "/" with the slash character.

Example: BE0003002876 / 17 RETURNSHIPMENT

TRANSMITTED HYPOTHESES

- o **Before you get your notification number :**
Please submit a new file and request a new notification number:

Object	Content
NEW NUMBER – Your company name	1. ° Receipt of the transfer or, ° indication of the company holding the account on which a provision has been made to our authority; 2. Contact person: name, surname, e-mail.

- **After obtaining your notification number :**

Object	Content
Notification number - electronic COPY of paper file	<ul style="list-style-type: none"> ° Notification number; ° Contact person: surname, first name, e-mail; ° File with appendice(s).
Notification Number - Electronic Financial GUARANTEE	<ul style="list-style-type: none"> ° Notification number; ° Contact person: surname, first name, e-mail ; ° Financial guarantee signed by the bank.
Notification number - Proof of TRANSFER of the application fees	<ul style="list-style-type: none"> ° Notification number; ° Contact person: surname, first name, e-mail; ° Bank transfer receipt.
Notification number - Request for RELEASE OF THE FINANCIAL GUARANTEE	<ul style="list-style-type: none"> ° Notification number; ° Contact person: surname, first name, e-mail; ° Summary table of the movements made on the notification.
Notification number – ADDITIONAL required	<ul style="list-style-type: none"> ° Notification number; ° Contact person: surname, first name, e-mail; ° All the additional information requested.
Notification number – Request for AMENDMENT - Purpose of the amendment	<ul style="list-style-type: none"> ° Notification number; ° Contact person: surname, first name, e-mail; ° Description of the requested modification and any appendice(s).
Notification number - Number of the movement concerned – Total or partial REFUSAL	<ol style="list-style-type: none"> 1. Notification number; 2. Number of the movement in question; 3. Contact person: name, surname, e-mail; 4. Reason for refusal; 5. Quantity concerned (accepted, refused and total quantity); 6. Return destination: <ul style="list-style-type: none"> ° Producer (listed in box 9 of the notification form); ° Alternative treatment: description of the treatment/ agreement of the treatment facility/ if applicable, existence of a notification to this facility 7. Appendices : Referred Movement Document, CMR Consignment Note, Weighing Slip, Analysis Report (if available).
Notification No. – Request for STATUS of the case	<ul style="list-style-type: none"> ° Notification number; ° Contact person: surname, first name, e-mail; ° Request for the status of the file.

- For any other general questions

Object	Content
Request for Information – Any OTHER request for information	° Contact person: surname, first name, e-mail; ° Your question.

II. To transmit the waste movement documents in the context of an authorised transboundary waste shipment file

EMAIL ADDRESS TO USE: mouvements.ttd.dsd.dgo3@spw.wallonie.be
unless you are responding to an individual request from an agent.

The subject of the email always starts with the notification number, in the following forms:

- The number of the notification without any space even between letters and numbers, without any other characters;
- A space;
- A hyphen;
- A space;
- The word in capital letters used in the subject line of the email.

- Ex. BE0003002876 – 25 to 30

TRANSMITTED HYPOTHESES

- o For any transmission of movement documents

Object	Content
Notification Number – Movement NUMBER(S)	Only the legible movement document (e.g. do not send internal documents to your company); If sending several movement documents of the same notification, transmitted in ascending order of movement numbers.

- o For any other general questions

Object	Content
Request for Information – Any OTHER request for information	° Contact person: surname, first name, e-mail; ° Your question

Done at Jambes,

26. 01. 2026

The Chief Executive Officer,

Renaud BAIWIR