

REGULATION NO. 10
on Procedure for Filling out of Report and Information Documents for the
Waste Management Activities

Dated 6 November, 1998

Article 1

This Regulation sets out the procedure for the filling out of all documents concerning the reporting and information related to the waste management activities.

Article 2

This Regulation aims at receiving complete and reliable information related to the waste management activities, by defining the procedures of documenting and reporting of data, as well as obligations of the persons generating, transporting and/or treating wastes.

Article 3

- (1) The data about the waste management activities shall be collected via:
1. reporting documents;
 2. information from the owner of a site, whose activity generates wastes under Article 7 of the LHIWEA.
 3. information from the owner of a waste disposal site as under Article 22 of the LHIWEA.
 4. declarations concerning the expected hazardous waste quantities.
 5. information registries for permits issued under the LHIWEA, closed sites and activities.
 6. any other manner such as results from inspections by competent authorities, monitoring, customs declarations etc.
- (2) The information, collected as data under paragraph 1, items 2, 3, 5 and 6 , shall be presented as free text.
- (3) The information hereunder shall be collected and disseminated by natural and legal persons, governmental authorities and municipalities, in observation of the procedures under Chapter 2 of Environmental Protection Act.
- (4) Summarised information hereunder shall be published in the State of the Environment Report, under Article 4 of the Environment Protection Act.

Article 4

- (1) The reporting documents hereunder shall be:
1. report books on waste
 2. annual reports including:
 - a) information cards-report on the wastes by type as determined under Article 2, paragraph 1 of the LHIWEA;
 - b) report on the implementation of the waste management programmes according to Article 31, paragraph 1 of the LHIWEA;
 3. report cards on the submission, transportation and acceptance of hazardous waste.
- (2) The documents under paragraph 1 shall be kept for a period of five years.

Article 5

The documents concerning the industrial and hazardous waste reports and information shall be kept according to the procedures and forms determined herein,

by a person authorised with an order by the holder of the treatment and/or transportation permit.

Article 6

- (1) Report books on the industrial and hazardous waste shall be kept by:
 1. persons whose activity generates industrial waste in quantities over 100 kg or 0.100 cub.m. per 24 hours;
 2. persons, whose activity generates hazardous wastes, unless generated only once as a result of household-related activities;
 3. natural and legal persons who treat waste.
- (2) The report books under paragraph 1 shall be kept in accordance with the model in Annex 1.
- (3) The report books shall be kept and stored by the persons under Article 5.
- (4) The report books shall be filled out autographically at least once in a week or at the time of acceptance of a delivery of waste for treatment. Where no activities of receiving and/or treatment of waste have been conducted during the weekly period, this shall also be entered in the report book.
- (5) The report books shall be certified and inspected by the RIEW at least once per year.

Article 7

The information cards-report for industrial and hazardous waste shall be filled in each year by:

- 1 the persons under Article 6, items 1, 2 and 3 and in accordance with the models shown in Annex 2 and Annex 3;
- 2 the persons carrying out waste recovery and recycling, quoted in Annex 4, according to a model in Annex 2.

Article 8

The annual industrial and hazardous waste reports shall be prepared for the preceding year and shall be submitted to the RIEW until March 31 of the subsequent year.

Article 9

- (1) The information card-declaration for the registration of expected hazardous waste quantities for the current year shall be submitted by the persons under Article 6, item 2.
- (2) The declaration under paragraph 1 shall be submitted to the RIEW by January 31 of the current year according to the model shown in Annex 5.

Article 10

- (1) The report cards for the „Submission, transportation and acceptance of hazardous waste" shall be filled out upon submission, transportation and acceptance of hazardous waste consecutively by the waste generator, the carrier, the persons performing intermediate treatment and the person receiving the waste for disposal.
- (2) The report cards under paragraph 1 shall be filled out in accordance with a model indicated in Annex 6.
- (3) The data in the report cards shall be used in the keeping of the report books.
- (4) The report cards shall be presented to the competent authorities for reporting and control.

Article 11

(1) The documents concerning the domestic and construction waste reports and information shall be kept

1. the municipality administration on whose territory the wastes are generated and/or treated;
2. the specialized companies carrying out the activities of collection, transportation and disposal of the waste.

(2) The mayor of the municipality or the manager of the company shall appoint in writing persons responsible for the keeping of the reports under the preceding paragraph.

(3) The reporting of the companies carrying out collection and treatment of domestic and construction waste shall follow the procedures established by the rules for work of the companies dealing with collection, transportation and disposal of domestic and construction waste, stipulated in their contracts with the municipality.

Article 12

(1) The specialized companies carrying out activities of disposal of domestic and construction waste shall keep report books according to the model in Annex 7.

(2) The report books under paragraph 1:

1. shall be kept by the persons under Article 11, paragraph 2;
2. shall be filled out on a daily basis;
3. shall be certified and inspected by the RIEW and the municipality at least once per year.

Article 13

(1) The annual reports on domestic and construction waste shall be prepared by the municipality administration and shall be submitted to the RIEW by March 31 of the subsequent year.

(2) The information report cards shall be filled out for the preceding year according to the models in Annexes 8 and 9.

Article 14

(1) The companies under Article 11, paragraph 1, item 2 shall prepare reports on the implementation of the waste management programme and shall submit it to the municipal administration and the RIEW.

(2) Where activities are carried out on the territory of more than one municipality or RIEW, the companies under Article 11, paragraph 1, item 2 shall submit the report for the implementation of the waste management programme of each municipality and RIEW.

Article 15

The persons responsible for recording the reports and the information required hereunder shall provide for the forms at their own expense and may use copies of the models.

Article 16

(1) For the purposes hereof the RIEW shall:

1. certify and inspect the report books;

2. collect the declarations for the expected hazardous waste quantities by January 31 of the current year;

3. collect the annual reports under Article 4, paragraph 1, item 2.

(2) The Regional Inspectorates of Environment and Water shall control and submit the information to the Executive Environmental Agency within one month as of receipt thereof.

Article 17

In the event of cases of collection, submitting and dissemination of information not regulated hereunder, the relevant provisions of Chapter 2 of the Environment Protection Act, and Chapter 6 of the Limitation of the Harmful Impact of Waste on the Environment Act shall apply.

CONCLUSIVE PROVISION

Sole paragraph: This Regulation is issued pursuant to Article 26 of the Limitation of the Harmful Impact of Waste on the Environment Act.

Annex 4 under Article 7, item 2

LIST OF PERSONS INVOLVED IN WASTE REUSE AND RECYCLING

1 Enterprises and organisations, collecting and processing waste paper and cardboard

2 Enterprises and organisations, collecting and processing glass waste.

3 Enterprises and organisations, collecting and processing plastics waste, including residues from production of plastic goods.

4 Enterprises and organisations, including casting workshops, collecting and processing scrap ferrous and non-ferrous metals.

5 Enterprises and organisations, collecting and processing unusable waste vehicle tires and other rubber residues (included the regeneration facilities).

6 Enterprises and organisations, collecting and processing textile waste.

7 Other enterprises and organisations, collecting and processing waste by some of the following operations:

R1 - Solvent reclamation/regeneration

R2 - Recycling/reclamation of organic substances which are not used as solvents

R3 - Recycling/reclamation of metals and metal compounds

R4 - Recycling/reclamation of other inorganic materials

R5 - Regeneration of acids or bases

R6 - Recovery of components used for pollution abatement

R7 - Recovery of components from catalyst

R8 - Oil re-refining and other re-uses of oils

R9 - Use principally as a fuel or other means to generate energy

R10 - Spreading on the land resulting in benefit to agriculture or ecological improvement, including composting and other biological transformation processes, except in the cases of animal waste, manure and other non-hazardous substances used in agriculture

R11 - Use of wastes obtained from any of the operations numbered R1 - R10

R12 - Exchange of waste for submission to any of the operations numbered R1 - R11

R13 - Storage of materials intended for submission any of the operations listed herein, excluding temporary storage and pending collection, on the site where it is produced.

ANNEX 1

under Article 6, paragraph 2

REPORT BOOK
for industrial and hazardous waste

Waste name and code..... 

Availability at the time of entry in the report book: landfilled t/m³
temporarily stored t/m³

ANNEX 2
under Article 7, item 1

INFORMATION CARD FOR THE YEAR □□□□
INDUSTRIAL WASTE REPORT

BULSTAT Code of the Enterprise:

**REGIONAL INSPECTORATE OF
ENVIRONMENT AND WATER**

Town.....

Street.....

No.....

Phone/Fax.

Verified by Inspector:.....

(Name, signature)

Director of RIEW:.....

(Name, signature, seal)

1. Industrial Branch.....

2. Administration.....

**3. Enterprise/ company/ person
previous name shall be pointed out in brackets)**

4. Department of enterprise.....

5. Town/village.....

6. Municipality.....

7. District.....

8. Address.....

Phone.....Fax.....

9. Unified settlements code:□□□□

10. Permit under Art.12 of LHIWEA №

I. Characteristics of the enterprise (division)

1. Property.□□□□

2. Main production.....

3. Number of departments (units).

4. Number of waste types.....

II. Characteristics of the department

1. Name.....

**2. Work schedule.....Working days per
annum..... □□□**

3. Main raw materials.....

3.1 Imported materials □□□□□□

III. Characteristics of waste No.....

□□□□□□

1. Name.....

2. Code.....

3. Origin

4.Total amount, included.....

4.1 Generated in the enterprise.....(tons).....(m³)

4.2 Received from other enterprises.....(tons).....(m³)

4.3 Temporal stored to 31.12 of the preceding year.....(tons).....(m³)

5. Physical (aggregation) properties

01 solid

04 powders

07 emulsions

02 liquid

05 suspensions

03 gases

06 residues/sludges/sediments

6. Properties:

01 stable

04 irritant

02 soluble

05 odorous

03 combustible

06 other.....

7. Physical-chemical parameters

8. Chemical composition.....

9. Method of treatment prior to transportation.....

10. Transport:

10.1 Type of transport:		10.2 Type of packaging	
01 road	04 water	01 bulk	04 drums
02 railway	05 pipeline	02 sacks	05 tanks
03 air	06 other.....	03 containers	06 other.....

11. Transboundary transport

11.1 Import:	11.2. Export
11.1.1 State.....	11.2.1
State.....	
11.1.2. Amount.....(tons).....(m ³)	11.1.2.
Amount.....(tons).....(m ³)	

12. Treatment (on site or outside the enterprise):

12.1 Amount.....
(tons).....(m³)

12.2 Treatment method
.....

12.3 Type of
facility.....

12.4. Enterprise..... . BULSTAT Code
*****

12.5. Address..... Unified settlements
code *****

12.6. Permit No..... Issued
by.....

13. Disposal (on site or outside the enterprise):

13.1 Amount.....
(tons).....(m³)

13.2 Method of
disposal.....

13.3 Type of
facility.....

13.4. Enterprise..... BULSTAT Code
*****

13.5. Address..... Unified
settlements' code *****

13.6. Permit No..... Issued
by.....

14. Landfilling:

14.1 Disposed in landfill..... (tons).....
.....(m³)

14.2. Accumulated..... (tons).....
.....(m³)

14.2 Type of the storage facility:

1 tailing ponds 3 storage site 5 special landfill
2 spoils heaps 4 collection site 6 municipal landfill

7 other.....

14.4 Type of territories according to the of land use:

14.4.1 Rural - cadastral

No.....

14.4.2

Forests.....

.....

14.4.3. Settlements and other urbanized territories - cadastral

No.....

14.4.4 Rivers and water
bodies.....

14.4.5 Territories for excavation of natural resources and solid waste
landfills.....

14.4.6 Other.

.....

14.5. Characteristics of landfill:

14.5.1 Location (town, village, locality)

.....

14.5.2 Distance (km).....(direction)

.....

14.5.3. Area (dka)

.....

14.5.4. Legal status 1 legal Permit No.....Issued by.....

2

14.5.5. Operation: beginning..... end.....

14.6. Way of landfilling mixed separately

15. Temporary storage:

15.1 Amount..... (tons).....

.....(m³)

15.2 Type of the storage facility open-air roofed facility

15.3 Type of packaging:

bulk sacks containers drums tanks

other.....

16. Treatment in preceding years.

(tons).....(m³)

17. Precautions.....

.....

18. Other notes.....

.....

Date.....

Completed by:.....

(name, signature)

Manager.....

(name, signature, seal)

INSTRUCTIONS

FOR THE FILLING OUT OF THE INFORMATION REPORT CARD FOR INDUSTRIAL WASTE

GENERAL COMMENTS

1. The holders of waste shall keep records on the wastes according to Article 4, paragraph 3, item 5 of the Limitation of the Harmful Impact of Waste upon the Environment Act (LHIWEA) and the Regulation No.10 on Procedure for Filling out of Report and Information Documents for the Waste Management Activities.

The report shall be annual. It shall be drawn for the preceding year by March 31 of the current year.

2. For each individual industrial waste generated daily in quantities higher than 100kg and/or 0.100 m³, a separate card shall be filled out. A card shall be filled out also in the cases where industrial waste is generated after treatment and/or disposal of waste in the same enterprise.

Where no waste has been generated during the reported year, but there is waste accumulated from the previous years, a separate card is also filled out for the latter and their quantity shall be entered under item 14.2.

3. The information card is made in 4 copies, two of which are sent to the Regional Inspectorate of Environment and Water (RIEW), the third one remains for storage in the enterprise, and the fourth one is sent to the Municipality on whose territory the enterprise is located.

4. The RIEW retains one copy, and sends the second one to the Environmental Executive Agency at the Ministry of Environment and Water (MEW).

The RIEW controls the reporting and submission of information on the waste related activities according to Article 58, paragraph 2 of the LHIWEA. Each information card shall be signed by the RIEW expert who inspects and certifies the data reliability, following which it shall be obligatory authenticated with the signature and seal of the Director of the RIEW.

5. All persons whose activity is related to the generation and/or treatment of industrial waste shall draw up annual reports according to Article 24, paragraph 4 of the LHIWEA. Each information card shall be signed by its compiler and shall be authenticated by the enterprise manager with signature and seal.

6. In the event of no records being kept, untrue data or non-compliance with the schedule for submission of information cards, the violators shall be responsible according to Article 66, paragraph 1, item 7, paragraphs 2 and 3 of the LHIWEA and Article 313 of the Penal Code.

I. CHARACTERISTICS OF THE ENTERPRISE (BRANCH)

1. The type of property is completed in text: state-owned, private, mixed property, other (to be described).

2. Enter the main production of the enterprise (branch), generating industrial waste.

3. Enter the number of departments of the enterprise (branch), generating industrial waste.

4. Enter the number of waste generated in enterprise (branch). The number of waste, generated in amounts more than 100 kg and/or 0.100 m³ per day must correspond to the number of completed forms for industrial waste.

II. CHARACTERISTICS OF THE DEPARTMENT

1. Enter the name of the department generating industrial waste.
2. Enter the working regime: one-, two- or three shifts, the number of working days per year.
3. Enter the main input materials for the production activity of the department.
 - 3.1. Enter the imported input materials used in the department.

III. CHARACTERISTICS OF WASTE No.....

(enter the waste code with respect to the number of waste according to item I(4) of the guidelines)

1. Enter the name of the industrial waste according to Annex 1 to the Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification (State Gazette, No. 120/1998).
2. Enter the code of the industrial waste according to Annex 1 to the Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification.
3. Origin - describe in text the technological process which generates the waste or, if the waste is generated in another enterprise, point out its name (if the latter are more than one, attach a list of these enterprises with the corresponding waste amounts).
4. Enter the total amount of industrial waste for the reported year in tons and in cubic meters, including:
 - 4.1. Amount of a waste generated by the technological processes in tons and in cubic meters.
 - 4.2. Amount of a waste received from another enterprise in tons and in cubic meters.
 - 4.3. Amount of a waste stored in the enterprise till 31.12 of the preceding year in tons and in cubic meters.The total amount of waste under item 4 must be equal to the total of the amounts of treated waste under 11.2+12.1+13.1+14.1+15.1.
5. Physical (aggregation) state - tick with "X"-mark the corresponding box (not more than one).
6. Properties - tick with "X"-mark the corresponding box (describe the properties in "Other").
7. Physical-chemical characteristics - complete the physical-chemical data related to the waste (for example, granulometric composition, specific density, volume, flash point, melting or/and boiling point, etc.).
8. Chemical composition - complete the chemical composition of the waste. Note the concentrations, if available (attach a protocol of chemical analysis).
9. Describe all of the ways of primary processing of waste in the enterprise in order to render them in conditions, appropriate for transport.
10. Transportation:
 - 10.1. Tick with "X"-mark the box, corresponding to the way of transport (describe the type in "Other").
 - 10.2. Tick with "X"-mark the box, corresponding to the packaging for transport (describe the packaging in "Other").
11. Transboundary transport:

11.1 . Complete the State, where the waste is imported from and its amount in tons and cubic meters.

11.2. Complete the State, where the waste is exported to and waste amount in tons and cubic meters.

12. Treatment is any activity, which changes the properties and the composition of waste, rendering it to an input material for production of end products or being an end product itself. To be completed:

12.1 .The amount of industrial waste, treated in the enterprise or transferred for treatment in another enterprise, in tons and cubic meters.

12.2. The way of treatment.

12.3 The type of the processing facility.

12.4. The name of the processing enterprise and its statistical code (BULSTAT).

12.5 . The address of the processing enterprise and the Unified Settlements Code.

12.6 . The number of the permit according Article 12 of LHIWEA and who issued it.

13. The disposal is such an impact on the waste (incineration, neutralisation, etc.) by which the hazard for human health and for environment pollution do not exceed the established standards. To be completed:

13.1. The amount of industrial waste, disposed of in the enterprise or submitted for treatment in another enterprise, in tons and cubic meters.

13.2. The way of disposal.

13.3. The type of the treatment facility.

13.4. The name of the disposal enterprise and its statistical code (BULSTAT).

13.5. The address of the disposal enterprise and its code according to the Unified Code of Settlements.

13.6. The number of the permit according Article 12 of LHIWEA and issuing authority

14. Landfilling will mean storage of waste for more than 6 months in a way, that does not present a threat for the human health and the environment and does not presume next treatment of the waste. Describe:

14.1 The amount of the landfilled waste during the reported year in tons and cubic meters.

14.2. The total amount of the accumulated amounts of waste from the preceding years, in tons and cubic meters.

14.3. The type of the landfill - tick with "X"-mark the corresponding box (describe the typing "other").

14.4. Describe the terrain occupied by the landfill according to the types of lands and territories following the Guidelines for preparation of the balances of Republic of Bulgaria according to the Unified Cadastre Act.

14.4.1. Write down the cadastre numbers from the land regulation projects and the plans for land division.

14.4.2. Write down the numbers of the departments and sub-departments of the land regulation plans.

14.4.3. Write down the cadastre number of the terrain.

14.4.4. Describe in text the water stream or the water basin.

14.4.5. Describe in text the corresponding territory.

14.4.6. Describe territories not included in the above items.

14.5. Characteristics of the landfills. Fill in:

14.5.1. Location (town, village, locality).

14.5.2. Distance to the nearest settlement in kilometers and direction (i.e. SE - south-east, S - south, etc.)

14.5.3. Area in dekar.

14.5.4. Legal status - tick with "X" the corresponding box. [01] to be filled the permit number and issuing authority. [02] for all other cases describe in text the reasons for landfill operation.

14.5.5. Operation - beginning and closure of operation period (according to the design)

14.6. Way of landfilling - tick with "X"-mark the right box.

15 Temporary storage - intermediate and safe storage of waste for a period less than 6 months. Longer term of storage is considered as landfilling and the amount should be rendered to item 14.1.

15.1. Complete the amount of the stored waste to 31.12. of the reported year in tons and cubic meters.

15.2. Type of storage facility - tick with "X"-mark the right box.

15.3. Type of packaging at storage - tick with "X" the right box (describe the type of packaging in "other").

16. Treatment of waste from preceding years. Treatment means collection, storage and disposal of waste and all intermediate activities, as well as its reuse, recycling and recovery or production of energy and materials from waste. Describe the amounts of the treated industrial waste from those accumulated according to item 14.2 from preceding years in tons and cubic meters (if any).

17. Describe in text the necessary precaution measures.

18. Fill out the specific characteristics, not mentioned above, of the industrial waste and the removal methods.

Annex 3
under Article 7, item 1

INFORMATION CARD FOR YEAR

REPORT FOR HAZARDOUS WASTE

BULSTAT Code of the enterprise:

**REGIONAL INSPECTORATE FOR
ENVIRONMENT AND WATER**

Town

Street.....**No.** ...

Phone/Fax.

Verified by Inspector:.....

(Name, signature)

Director of RIEW:.....

(Name, signature, seal)

1. Industrial Branch.....

2. Administration.....

3. Enterprise/company/person
previous name shall be pointed out in brackets)

4. Department of enterprise.....

5. Town/village.....

6. Municipality.....

7. Region.....

8. Address.....

Phone.....**Fax**.....

9. Unified Code of Settlements:**№**

10. Permit under Art.12 of LHIWEA №

I. Characteristics of the enterprise (division)

1. Property.....**№**

2. Main production.....

3. Number of departments(units).....

4. Number of waste types.....

II. Characteristics of the department

1. Name.....

2. Work schedule.....**Working days**
annually..... **№**

3. Main input materials

3.1 Imported materials

III. Characteristics of waste No....

1. Name.....

2. Code..... **№**

2.1 Code according to Basle Convention.....**Y** **№**

2.2 Class of hazardous properties.....**H** **№**

3. Origin.....

4.Total amount, included.....

4.1 Generated in the enterprise.....(tons)..... (m³)

4.2 Received from other enterprises.....(tons)..... (m³)

4.3 Temporarily stored till the 31.12 of the preceding year.....(tons) (m³)

5. Physical (aggregation) state

01 solid	04 powders	07 emulsions
02 liquid	05 suspensions	
03 gases	06 sludges	

6.Properties: 01 explosive 06 flammable 11 corrosive 16
with strong odor

02 corrosive 07 self-ignition 12 carcinogen 17
other.....

03 stable	08 combustible	13 infectious
04 soluble	09 incompatible	14 poisonous
05 volatile	10 radioactive	15 irritant

7. Chemical composition.....

8. Method of treatment prior to transportation.....

9. Transport:

9.1 Type of transport:		9.2 Type of packaging	
01 road	04 water	01 bulk	04
drums			
02 railway	05 pipeline	02 sacks	05
tanks			
03 air	06 other.....	03 containers	06
other			

10. Transboundary transport

10.1 Import:..... 11.2. Export
10.1.1 State..... 11.2.1. State
10.1.2. Amount.....(tons).....(m³) 11.2.2.
Amount.....(tons)(m³)

11. Treatment (on site or outside the enterprise):

11.1 Amount.....(tons) (m³)
11.2 Method of treatment.....
11.3 Type of facility.....
11.4.Enterprise BULSTAT Code
11.5.Address..... Unified Code
Settlements
11.6. Permit No..... Issued by.....

13. Disposal (on site or outside the enterprise):

13.1 Amount.....
(tons).....(m³)
13.2 Method of
disposal.....
13.3 Type of
facility.....

13.4. Enterprise..... BULSTAT Code
13.5. Address..... Unified Code of
Settlements
13.6. Permit No..... Issued
by.....

14. Landfilling:

14.1 Disposed in landfill..... (tons).....
.....(m3)
14.2. Accumulated..... (tons).....
.....(m3)
14.2 Type of the storage facility:
1 tailing ponds 3 storage site 5 special landfill 7
other.....
2 spoils heaps 4 collection site 6 domestic waste landfill
14.4 Type of territories according to the way of land use:
14.4.1 Rural - cadastral
No.....
14.4.2
Forests.....
.....
14.4.3. Settlements and other urbanized territories - cadastral
No.....
14.4.4 Rivers and water
bodies.....
14.4.5 Territories for excavation of natural resources and solid waste
landfills.....
14.4.6 Other.
.....
14.5. Characteristics of landfill:
14.5.1 Situation (town, village, locality)
.....
14.5.2 Distance (km).....(direction)
.....
14.5.3. Area (dka)
.....
14.5.4. Legal status 1 Legal Permit No..... Issued by.....
2
14.5.5. Operation: beginning..... end.....
14.6. Way of disposal mixed separately

15. Temporary storage:

15.1 Amount..... (tons).....
.....(m3)
15.2 Type of the storage place open-air covered
15.3 Type of packaging:
bulk sacks containers drums tanks
other.....

16. Treatment in preceding years.
(tons).....(m3)

17. Precautions.....

.....

18. Other notes.....

.....

Date.....

Completed by:.....

(name, signature)

Manager.....

(name, signature, seal)

INSTRUCTIONS

FOR THE FILLING OUT OF INFORMATION CARD-REPORT FOR HAZARDOUS WASTE

GENERAL COMMENTS

1. The holders of waste shall keep waste records according to Article 4, paragraph 3, item 5 of the Limitation of the Harmful Impact of Waste on the Environment Act (LHIWEA) and the Regulation on the on Procedure for Filling out of Report and Information Documents for the Waste Management Activities

The report shall be annual. It shall be drawn for the preceding year by March 31 of the current year.

2. For each individual hazardous waste a separate card shall be filled out. A card shall be filled out also in the cases where hazardous waste is generated after treatment and/or disposal of waste in the same enterprise.

Where no waste has been generated during the reported year, but there is waste accumulated from the previous years, a separate card is also filled out for the latter and their quantity shall be entered under item 13.2.

3. The information card is made in 4 copies, two of which are sent to the Regional Inspectorate of Environment and Water (RIEW), the third one remains for storage in the enterprise, and the fourth one is sent to the Municipality on whose territory the enterprise is located.

4. The RIEW retains one copy, and sends the second one to the Environmental Executive Agency at the Ministry of Environment and Water (MEW).

The RIEW controls the reporting and submission of information on the waste related activities according to Article 58, paragraph 2 of the LHIWEA. Each information card shall be signed by the RIEW expert who inspects and certifies the data reliability, following which it shall be obligatory authenticated with the signature and seal of the Director of the RIEW.

5. All persons whose activity is related to the generation and/or treatment of hazardous waste shall draw up annual reports according to Article 24, paragraph 4 of the LHIWEA. Each information card shall be signed by its compiler and shall be authenticated by the enterprise manager with signature and seal.

6. In the event of no records being kept, untrue data or non-compliance with the schedule for submission of information cards, the violators shall be responsible according to Article 66, paragraph 1, item 7, paragraphs 2 and 3 of the LHIWEA and Article 313 of the Penal Code.

I. CHARACTERISTICS OF THE ENTERPRISE (BRANCH)

1. The type of property is completed in text: state-owned, private, mixed property, other (to be described).

2. Enter the main operating activities of the enterprise (subdivision), generating hazardous waste.

3. Enter the number of departments of the enterprise (subdivision), generating hazardous waste.

4. Enter the number of waste generated in enterprise (subdivision). The number of waste must correspond to the number of completed cards for hazardous waste.

II. CHARACTERISTICS OF THE DEPARTMENT

1. Enter the name of the department, generating hazardous waste.
2. Enter the working regime: one-, two- or three shifts, the number of working days per year.
3. Enter the main input materials for the production activity of the department.
 - 3.1. Enter the imported input materials used in the department.

III. CHARACTERISTICS OF WASTE NO.....

(enter the waste code with respect to the number of waste according to item I(4) of the Guidelines)

1. Enter the name of the hazardous waste according to Annex 1 of Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification (State Gazette, No. 120/1998).
2. Enter the code of the hazardous waste according to Annex 1 of Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification.
 - 2.1. Enter the code of the group under the Basle Convention on the Control of Transboundary Movement of Hazardous Waste and their Disposal (SG, issue 1/1997)
 - 2.2. Enter the category of hazardous properties according to Annex 2 of the Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification.
3. Origin - describe in text the technological process at which the waste is generated or if the waste is received from another enterprise, point out its name (if the latter are more than one, attach a list of these enterprises with the corresponding waste amounts).
4. Enter the total amount of hazardous waste for the reported year in tons and in cubic meters, including:
 - 4.1.. Amount of waste generated by the technological processes in tons and in cubic meters.
 - 4.2. Amount of waste received from another enterprise in tons and in cubic meters.
 - 4.3. Amount of waste stored at the enterprise till 31.12 of the preceding year in tons and in cubic meters.
5. Physical state - enter an "X"-mark in the corresponding box (not more than one).
6. Properties - enter an "X"-mark in the corresponding box (describe the properties in "Other").
7. Describe the chemical composition of the hazardous waste. Describe the concentrations, if available (attach a chemical analysis statement).
8. Describe all waste pre-treatment methods in the enterprise aimed at rendering thereof transportable.
9. Transportation:
 - 9.1. Tick with "X"-mark the box, corresponding to the way of transport (describe the type in "Other").
 - 9.2. Tick with "X"-mark the box, corresponding to the packaging for transport (describe the packaging in "Other").
10. Transboundary transport:

10.1 . Complete the State, where the waste is imported from and its amount in tons and cubic meters.

10.2. Complete the State where the waste is exported to and its amount in tons and cubic meters.

11. Treatment is any activity, which changes the properties and the composition of waste, rendering it to an input material for production of end products or being an end product itself. To be completed:

11.1 .The amount of hazardous waste treated in the enterprise or submitted for treatment in another enterprise, in tons and cubic meters.

11.2. The way of treatment.

11.3 The type of the treatment facility.

11.4. The name of the treatment enterprise and its statistical code (BULSTAT).

11.5 . The address of the treatment enterprise and the Unified Code of Settlements.

11.6 . The number of the permit according Article 12 of LHIWEA and issuing authority.

12. The disposal is such an impact on the waste (incineration, neutralisation, etc.) by which the hazard for human health and for environment pollution do not exceed the established standards. To be completed:

12.1. The amount of hazardous waste, disposed of in the enterprise or submitted for treatment in another enterprise, in tons and cubic meters.

12.2. The way of disposal.

12.3. The type of the treatment facility.

12.4. The name of the disposal enterprise and its statistical code (BULSTAT).

12.5. The address of the disposal enterprise and its code according to the Unified Code of Settlements.

12.6. The number of the permit according Article 12 of LHIWEA and issuing authority

13. Landfilling will mean storage of waste for more than 6 months in a way, that does not present a threat for the human health and the environment and does not presume next treatment of the waste. Describe:

13.1 The amount of the landfilled waste during the reported year in tons and cubic meters.

13.2. The total amount of the accumulated amounts of waste from the preceding years, in tons and cubic meters.

13.3. The type of the landfill - tick with "X"-mark the corresponding box (describe the typing "other").

13.4. Describe the terrain occupied by the landfill according to the types of lands and territories following the Guidelines for preparation of the balances of Republic of Bulgaria according to the Unified Cadastre Act.

13.4.1. Write down the cadastre numbers from the land regulation projects and the plans for land division.

13.4.2. Write down the numbers of the departments and sub-departments of the land regulation plans.

13.4.3. Write down the cadastre number of the terrain.

13.4.4. Describe in text the water stream or the water basin.

13.4.5. Describe in text the corresponding territory.

13.4.6. Describe territories not included in the above items.

13.5. Characteristics of the landfills. Fill in:

13.5.1. Location (town, village, locality).

13.5.2. Distance to the nearest settlement in kilometers and direction (i.e. SE - south-east, S - south, etc.)

13.5.3. Area in dekar.

13.5.4. Legal status - tick with "X" the corresponding box. [01] to be filled the permit number and issuing authority. [02] for all other cases describe in text the reasons for landfill operation.

13.5.5. Operation - beginning and closure of operation period (according to the design)

13.6. Way of landfilling - tick with "X"-mark the proper box.

14 Temporary storage - intermediate and safe storage of waste for a period less than 6 months. Longer term of storage is considered as landfilling and the amount should be rendered to item 13.1.

14.1. Complete the amount of the stored waste to 31.12. of the reported year in tons and cubic meters.

14.2. Type of storage facility - tick with "X"-mark the right box.

14.3. Type of packaging at storage - tick with "X"-mark the proper box (describe the type of packaging in "other").

15. Treatment of waste from preceding years. Treatment means collection, storage and disposal of waste and all intermediate activities, as well as its reuse, recycling and recovery or production of energy and materials from waste. Describe the amounts of the treated hazardous waste from those accumulated according to item 13.2 from preceding years in tons and cubic meters (if any).

16. Describe in text the necessary precaution measures.

17. Fill out the specific characteristics, not mentioned above, of the industrial waste and the removal methods.

Annex 5
under Article 9, item 1

INFORMATION FORM FOR THE YEAR 2000
DECLARATION FOR HAZARDOUS WASTE REGISTRATION

BULSTAT Code of the enterprise: 00000000

**REGIONAL INSPECTORATE FOR
ENVIRONMENT AND WATER**

Town.....

Street.....No.

Phone/Fax.

Verified by Inspector:.....

(Name, signature)

Director of RIEW:.....

(Name, signature, seal)

1. Industrial Branch.

2. Administration.....

**3. Enterprise/company/person
(previous name shall be pointed out in brackets)**

4. Department of enterprise.....

5. Town/village.....

6. Municipality

7. Region

8. Address

Phone.....Fax.....

9. Unified Code of Settlements: 00000

10. Permit under Art.12 of LHIWEA №

I. Characteristics of the enterprise (division)

1. Property

2. Main production.....

3. Number of departments

4. Number of wastes.....

II. Characteristics of the department

1. Name.....

2. Work schedule..... Working days annually 00

3. Main input materials

3.1 Imported

III. Characteristics of waste No....

1. Name.....

2. Code..... 000000

2.1 Code according to Basel Convention..... Y 00

2.2 Class of hazardous properties H 00

3. Origin.

4.Total amount, included.....

4.1 Generated at the enterprise.....(tons)(m³)

4.2 Received from other enterprises.....(tons)(m³)

4.3 Temporarily stored till the 31.12 of the preceding year.....(tons)(m³)

5. Physical (aggregation) state

01 solid

04 powders

07 emulsions

02 liquid 05 suspensions
03 gases 06 sludges

6.Properties: 01 explosive 06 flammable 11 corrosive 16
with strong odor
 02 corrosive 07 self-ignition 12 carcinogen 17
other.....
 03 stable 08 combustible 13 infectious
 04 soluble 09 incompatible 14 poisonous
 05 volatile 10 radioactive 15 irritant

7. Chemical composition.....

8. Method of treatment prior to transportation.....

**9. Amount of waste designated to treatment (on site or outside the
enterprise).....(tons).....(m³)**

9.1 Enterprise.....BULSTAT Code

9.2 Address.....Unified Code of
Settlements *****

Date.....

Completed by:
(name, signature)

Manager:
(name, signature, seal)

INSTRUCTIONS FOR THE FILLING OUT OF THE HAZARDOUS WASTE DECLARATION INFORMATION CARD

GENERAL COMMENTS

1. The holders of waste shall keep records of waste according to the Article 4, paragraph 3, item 5 of the Limitation of the Harmful Impact of Waste on the Environment Act (LHIWEA) and the Regulation on the Procedure for Filling out of Report and Information Documents for the Waste Management Activities

The report shall be annual. It shall be drawn for the preceding year by March 31 of the current year.

2. For each individual hazardous waste a separate card shall be filled out. The information card is made in 6 copies, two of which are sent to the Regional Inspectorate of Environment and Water (RIEW), the third one remains for storage in the enterprise, and the fourth one is sent to the Municipality on whose territory the enterprise is located. The last two copies are sent to the waste treatment enterprise, and one of them shall be returned to the generator with a confirmation or denial for waste disposal

3. The RIEW retains one copy, and sends the second one to the Environmental Executive Agency at the Ministry of Environment and Water (MEW).

The RIEW controls the reporting and submission of information on the waste related activities according to Article 58, paragraph 2 of the LHIWEA. Each information card shall be signed by the RIEW expert who inspects and certifies the data reliability, following which it shall be obligatory authenticated with the signature and seal of the Director of the RIEW.

4. All persons whose activity is related to the generation and/or treatment of industrial waste shall draw up annual reports according to Article 24, paragraph 4 of the LHIWEA. Each information card shall be signed by its compiler and shall be authenticated by the enterprise manager with signature and seal.

5. In the event of no records being kept, untrue data or non-compliance with the schedule for submission of information cards, the violators shall be responsible according to Article 66, paragraph 1, item 7, paragraphs 2 and 3 of the LHIWEA and Article 313 of the Penal Code.

II. CHARACTERISTICS OF THE DEPARTMENT

1. Enter the name of the department, generating hazardous waste.
2. Enter the working regime: one-, two- or three shifts, the number of working days per year.
3. Enter the main input materials for the production activity of the department.
 - 3.1. Enter the imported input materials used in the department.

III. CHARACTERISTICS OF WASTE NO.....

(enter the waste code with respect to the number of waste according to item I(4) of the Guidelines)

1. Enter the name of the hazardous waste according to Annex 1 of Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification (State Gazette, No. 120/1998).

2. Enter the code of the hazardous waste according to Annex 1 of Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification.
 - 2.1. Enter the code of the group under the Basle Convention on the Control of Transboundary Movement of Hazardous Waste and their Disposal (SG, issue 1/1997)
 - 2.2 .Enter the category of hazardous properties according to Annex 2 of the Order No.RD-323/1998 of the Minister of Environment and Water and the Minister of Health for the waste classification.
3. Origin - describe in text the technological process, at which the waste is generated, or, if the waste is received from another enterprise, point out its name (if the latter are more than one, attach a list of these enterprises with the corresponding waste amounts).
4. Enter the total amount of hazardous waste for the reported year in tons and in cubic meters, including:
 - 4.1.. Amount of waste generated by the technological processes in tons and in cubic meters.
 - 4.2. Amount of waste received form another enterprise in tons and in cubic meters.
 - 4.3. Amount of waste stored at the enterprise till 31.12 of the preceding year in tons and in cubic meters.
5. Physical state - enter an "X"-mark in the corresponding box (not more than one).
6. Properties - enter an "X"-mark in the corresponding box (describe the properties in "Other").
7. Describe the chemical composition of the hazardous waste. Describe the concentrations, if available (attach a chemical analysis statement).
8. Describe all waste pre-treatment methods in the enterprise aimed at rendering thereof transportable.
9. Enter the amount of waste, treated in the enterprise or submitted for treatmetn in another enterprise, in tons and cubic meters.
 - 9.1 Enter the name of the enterprise and its statistics code (BULSTAT).
 - 9.2 The address of the processing enterprise and the Unified Code of Settlements.

Annex 6
to Article 11, item 2

**REPORT FORM FOR DELIVERY, TRANSPORTATION AND
RECEPTION OF HAZARDOUS WASTE**

Series.....No.....

Section A
(to be filled by
the holder)

Name:.....
Address.....BULSTAT 
Permit according to Article 37 of LIHWEA No
Contact person:..... Phone/Fax
1. Data for delivery(ies):
· Name of waste code
· Origin.....
· General characteristics.....
(description of the properties determining the waste as hazardous one)
.....
UN-Number..... class. code
International transport document - ADR / RID / IMDG-Code / ICAO (delete the unnecessary)
2. Deliveries number..... kind.....
3. Total amount (volume or bruto weight) Total
amount (volume or gross mass) m³ (tons)
"I certify, that the handling over load is admitted to transportation by the corresponding
kind of transport and its conditions corresponds to all of the requirements for packaging,
marking, labelling and notification and that the carrier is informed about the load
character and the necessary precautions"
Name..... position.....
Signature/seal..... Date
of holder

Section B
(to be filled by
the carrier)

Name:.....
AddressBULSTAT 
Permit according to Article 37 of LIHWEA No.....
Contact person: Phone/Fax.....
Vehicle: type..... Reg.No
Route.....
"I certify, that the load is in a condition corresponding to the descriptions and the
information in Section A is correct"
Name..... position.....
Signature..... Date..... Hour

Section C
(to be filled by

Name:.....
AddressBULSTAT 

the receiver) Permit according to Article 37 of LIHWEA No
Contact person: Phone/Fax.....
"I certify that the waste, described in Section A is delivered by
vehicle.....Reg.Noon
(date).....Hour.....
and the latter corresponds to the conditions of reception"
Name..... position.....
Signature/seal

Date

LIPSV A OT BG texta NA STR 24 OTCHETNA KARTA ZA DEPO
annex 7 reporting book for landfill

Annex 8
under Article 13 paragraph 2

INFORMATION FORM FOR THE YEAR 2000

DOMESTIC WASTE REPORT CARD
UNIFIED CODE OF THE SETTLEMENTS, MAINTAINING THE LANDFILL
2000

**REGIONAL INSPECTORATE
FOR ENVIRONMENT AND WATER**

Town.....
Street.....**No**.....
.....
Phone/Fax

Inspector:
(Name, signature)
Director of RIEW:
(Name, signature, seal)

1. District.....
2. Municipality.....
3. Mayor.....
4. Town/village.....
5. Landfill operator.....
6. Address.....
7. Phone.....**Fax**.....

I. LANDFILL No.....

1. Location

1.1 Name of the locality.....

1.2 Distance (km).....

1.3. Direction

1.4. Types of occupied territories according to the type of land use

1.4.1 Rural, cadastre No	1.4.4. Rivers and water basins
1.4.2 Forests, No	1.4.5. Territories for recovery of ores and minerals and landfills for waste
1.4.3. Settlements and other urbanised territories, cadastre No	1.4.6 Other

2. Settlements serviced by the landfill.....

2.1 Population, number of citizens

3. Area.....

3.1 According to design (dka).....

3.2 Occupied (dka).....

4. Capacity:

4.1. According to design (m³).....

4.2. Residual(m³).....

5. Legal status:

5.1. assigned controlled	5.3. non-assigned
5.2. assigned non-controlled	5.4. criminal

6. First designation

- 6.1. domestic
6.2. construction

- 6.3. industrial
6.4. mixed

7. Operation:

7.1. Beginning..... year 7.2 End..... year

8. Recultivated terrain (dka).....

II. TREATMENT OF DOMESTIC WASTE

1. Collected during the year (tons)

2. Treated total (tons)

including by:

2.1 Biothermal methods:

2.1.1 Soil coverage (tons)

2.1.2. Composting (tons)

2.2. Thermal methods:

2.2.1. Combustion (tons)

2.2.2. Pyrolysis (tons)

2.3. Mechanical methods:

2.3.1 Bricketing (tons)

2.4. Other methods.....

3.. Landfilled:

3.1. For the reported year (tons)

3.2. Since the beginning of operation (tons)

III. CHARACTERISTICS OF DOMESTIC WASTE

1. Amounts according to their origin

1.1. From households (tons..... 1.5. From urban sources

1.2. From offices(tons)..... (garbage from street and public
sites cleaning)

1.3 Commercial (tons..... 1.6. Other sources

1.4. Industrial activity (tons).....

2. Composition of waste (wt.%)

2.1 Paper 2.6. Food residues, gardens refuse
and similar

2.2. Textile

2.3 Plastics 2.7. Construction waste

2.4. Glass..... 2.8. Leather, rubber.....

2.5. Metals..... 2.9. Other waste

3. Physical and chemical characteristics:

- 3.1. Density (kg/ m³) 3.5.Organics (%dry
weight).....
3.2. Total moisture (%) 3.6. Inorganic substances (% dry
wt)
3.3. Heat capacity (kcal/kg)
3.4. Active reaction (pH)

4. Other notes:

.....
.....

Date.....**year**

Compiled by

Mayor

INSTRUCTIONS FOR THE FILLING OUT OF DOMESTIC WASTE REPORT CARD

GENERAL COMMENTS

1 The holders of waste shall keep waste records according to Article 4, paragraph 3, item 5 of the Limitation of the Harmful Impact of Waste on the Environment Act (LHIWEA) and the Regulation

on Procedure for Filling out of Report and Information Documents for the Waste Management Activities.

The report shall be annual. It shall be drawn for the preceding year and to be submitted by March 31 of the current year. The municipality shall provide the data from the companies contracted for waste collection and landfill operation

2 For each individual landfill a separate card shall be filled out by the landfill operator (natural or legal person having permit thereof).

3 The information card is made in 4 copies, two of which are sent to the Regional Inspectorate of Environment and Water (RIEW), the third one remains for storage in the company, and the fourth one is sent to the company operating the landfill.

4 The RIEW retains one copy, and sends the other to the Executive Environmental Agency at the Ministry of Environment and Water (MEW).

The RIEW controls the reporting and submission of information on the waste related activities according to Article 58, paragraph 2 of the LHIWEA. Each information card shall be signed by the RIEW expert who inspects and certifies the data reliability, following which it shall be obligatory authenticated with the signature and seal of the Director of the RIEW.

5. All persons whose activity is related to treatment of domestic waste shall draw up annual reports according to Article 24, paragraph 4 of the LHIWEA. Each information card shall be signed by its compiler and shall be authenticated by the enterprise manager with signature and seal.

6. In the event of no records being kept, untrue data or non-compliance with the schedule for submission of information cards, the violators shall be responsible according to Article 66, paragraph 1, item 7, paragraphs 2 and 3 of the LHIWEA and Article 313 of the Penal Code.

I. LANDFILL NO.

1 Describe the site, where the landfill is situated.

1.1 The name of the locality, where the landfill is situated.

1.1. Distance from the landfill to the settlement, which is to maintain it.

1.2. Direction of the landfill toward the settlement (i.e. SE - south-east, S - south, etc.).

1.3. Describe the terrain, occupied by the landfill, according to the lands and territories following the Guidelines for preparation of the balances of Republic of Bulgaria according to the Unified Cadastre Law.

1.4.1. Write the cadastre numbers from the land regulation projects and the plans for land division.

- 1.4.2. Write the numbers of the departments and sub-departments of the forest regulation plans.
- 1.4.3. Write the cadastre number of the terrain.
- 1.4.4. Describe in text the water stream or the water basin.
- 1.4.5. Describe in text the corresponding territory.
- 1.4.6. Describe territories not described in the above items.
- 2 Describe all the settlements which are served by the landfill.
 - 2.1. Complete the population of all of the listed settlements.
- 3 Area - complete:
 - 3.1. The design area of the landfill - in dka.
 - 3.2. The occupied area till the reported year - in dka.
- 4 Complete:
 - 4.1. The design capacity - in cubic meters.
 - 4.2. The available capacity till the reported year- in cubic meters.
- 5 Tick with "X"-mark the proper box and describe the document for establishment of the landfill.
 - 5.1. Landfills established by a commission, according to project having a final EIA report and decision, with ensured supervision on import and storage of waste and the precautions for a safe operation.
 - 5.2. Landfills established by a commission, according to project having a final EIA report and decision, but without ensured supervision on import and storage of waste and the precautions for a safe operation.
 - 5.3. Landfills established by a mayor's order only.
 - 5.4. Landfills established without any administrative procedure.
- 6 Initial designation of the landfill - tick with "X"-mark the proper box.
- 7 Fill at the start and the end of use of the landfill according to its project design or the relevant administrative procedure.
- 8 Fill for the area of recultivated areas of the landfills in dka.

II. TREATMENT OF DOMESTIC WASTE

- 1 Enter the total amount of domestic waste collected for the reported year in tons, for all of the settlements according to item 2.
- 2 Enter the total amount of treated domestic waste.
 - 2.1. Biothermal methods - fill in:
 - 2.1.1. The amounts of waste covered by soil, in tons
 - 2.1.2. The amounts of composted waste in tons - controlled biodegradation of solid organic waste at aerobic conditions, in tons.
 - 2.2. Thermal methods - to fill in:
 - 2.2.1. The amounts of waste for incineration - controlled thermal treatment in conditions of excess of oxygen, having the aim of disposal, in tons.
 - 2.2.2. The amounts of waste for pyrolysis - thermal degradation in inert medium by drying, dry distillation, gasification and combustion of the coke residues, in tons.
 - 2.3. mechanical methods - to fill-in
 - 2.3.1. The amounts of waste for briquetting - grinding and pressing the solid waste in specialised facilities, in tons.
 - 2.4. Complete in text other methods for waste treatment.
- 3 Landfilling - complete:
 - 3.1. The amounts of the landfilled waste for the reported year in tons.

3.2. The amounts of the accumulated waste in the landfill since the beginning of its operation, in tons.

III. CHARACTERISTICS OF THE DOMESTIC WASTE

- 1 Describe the amounts of waste with respect to their origin of generation, in tons.
- 2 Complete the contents of the corresponding components in % (wt.), if available.
- 3 Provide data for the different characteristics, if available.
- 4 Other notes - complete in text specific data for the landfills not mentioned in the above items, i.e. waste characteristics, ways of removal and amounts of the treated waste and the sites of treatment; possibilities for monitoring (drilling wells at or around the landfill, leachate drainage and discharge), collection and transport of waste in settlements (organised or non-organised), etc.

Annex 9
under Article 13 paragraph 2

INFORMATION FORM FOR THE YEAR □□□□

**REPORT FOR CONSTRUCTION WASTE
UNIFIED CODE OF THE SETTLEMENT, MAINTAINING THE
LANDFILL**

**REGIONAL INSPECTORATE
FOR ENVIRONMENT AND WATER**

Town.....
Street.....**No**.....
.....
Phone/Fax

Inspector:
(Name, signature)
Director of RIEW:
(Name, signature, seal)

1. District.....
2. Municipality.....
3. Mayor

4. Town/village.....
5. Landfill operator

6. Address.....
7. Phone.....**Fax**.....

I. LANDFILL No.....

1. Location

1.1 Name of the locality.....
1.2 Distance (km).....
1.3. Direction

1.4. Types of occupied territories according to the type of land use

1.4.1 Rural, cadastre No	1.4.4. Rivers and water basins
1.4.2 Forests, No	1.4.5. Territories for recovery of ores and minerals and landfills for waste
1.4.3. Settlements and other urbanised territories, cadastre No	1.4.6 Other

2. Settlements serviced by the landfill.....
2.1 Population, number of citizens

3. Area..

3.1 According to design (dka).....	3.2 Occupied (dka).....
------------------------------------	-------------------------

4. Capacity:

4.1. According to design (m ³).....	4.2. Residual(m ³).....
---	-------------------------------------

5. Legal status:

5.1. assigned controlled	5.3. non-assigned
5.2. assigned non-controlled	5.4. criminal

6. First designation

6.1. domestic
6.2. construction

6.3. industrial
6.4. mixed

7. Operation:

7.1. Beginning..... year 7.2 End..... year

8. Recultivated terrain (dka).....

II. GENERATION AND TREATMENT OF CONSTRUCTION WASTE

1. Generated during the year (tons)

2. Treated total (tons)

3. Method of treatment

4.. Landfilled:

4.1. For the reported year (tons) 3.2 Accumulated
(tons)

Date.....

Compiled by

Mayor

(name,

signature, seal)

INSTRUCTIONS FOR THE FILLING OUT OF THE CONSTRUCTION WASTE REPORT CARD

GENERAL COMMENTS

1. The holders of waste shall keep records on the wastes according to Article 4, paragraph 3, item 5 of the Limitation of the Harmful Impact of Waste on the Environment Act (LHIWEA) and the Regulation on the Procedure for Filling out of Report and Information Documents for the Waste Management Activities

The report shall be annual. It shall be drawn for the preceding year and submitted by March 31 of the current year.

- 2 For each individual landfill a separate card shall be filled out by the landfill operator (natural or legal person having permit thereof).
- 3 The information card is made in 4 copies, two of which are sent to the Regional Inspectorate of Environment and Water (RIEW), the third one remains for storage in the company, and the fourth one is sent to the company operating the landfill.
- 4 The RIEW retains one copy, and sends the other to the Executive Environmental Agency at the Ministry of Environment and Water (MEW).
The RIEW controls the reporting and submission of information on the waste related activities according to Article 58, paragraph 2 of the LHIWEA. Each information card shall be signed by the RIEW expert who inspects and certifies the data reliability, following which it shall be obligatory authenticated with the signature and seal of the Director of the RIEW.
5. All persons whose activity is related to treatment of domestic waste shall draw up annual reports according to Article 24, paragraph 4 of the LHIWEA. Each information card shall be signed by its compiler and shall be authenticated by the enterprise manager with signature and seal.
6. In the event of no records being kept, untrue data or non-compliance with the schedule for submission of information cards, the violators shall be responsible according to Article 66, paragraph 1, item 7, paragraphs 2 and 3 of the LHIWEA and Article 313 of the Penal Code.

I. LANDFILL

1. Provide data for:
 - 1.1 The name of the region, where the landfill is situated.
 - 1.1.1. Distance from the landfill to the settlement, which is to maintain it.
 - 1.2. Direction of the landfill toward the settlement(i.e. SE - south-east, S - south, etc.).
 - 1.3. Describe the terrain, occupied by the landfill, according to the lands and territories following the Guidelines for preparation of the balances of Republic of Bulgaria according to the Unified Cadastre Law.
 - 1.4.1. Write the cadastre numbers from the land regulation projects and the plans for land division.
 - 1.4.2. Write the numbers of the departments and sub-departments of the forest regulation plans.

- 1.4.3. Write the cadastre number of the terrain.
- 1.4.4. Describe in text the water stream or basin.
- 1.4.5. Describe in text the corresponding territory.
- 1.4.6. Describe territories not described in the above items.
2. Describe all settlements which are served by the landfill.
3. Complete:
 - 3.1. The design area of the landfill - in dka.
 - 3.2. The occupied area till the reported year - in dka.
4. Complete:
 - 4.1. The design capacity - in cubic meters.
 - 4.2. The free capacity till the reported year- in cubic meters.
- 5 Tick with "X"-mark the proper box and describe the document for establishment of the landfill.
 - 5.1. Landfills established by a commission, according to project having a final EIA report and decision, with ensured supervision on import and storage of waste and the precautions for a safe operation.
 - 5.2. Landfills established by a commission, according to project having a final EIA report and decision, but without ensured supervision on import and storage of waste and the precautions for a safe operation.
 - 5.3. Landfills established by a mayor's order only.
 - 5.4. Landfills established without any administrative procedure.
- 6 Initial designation of the landfill - tick with "X"-mark the proper box.
- 7 Fill at the start and the end of use of the landfill according to its project design or the relevant administrative procedure.
- 8 Fill for the area of recultivated areas of the landfills in dka.

II. GENERATION AND TREATMENT OF CONSTRUCTION WASTE

1. Fill the total amount of construction waste generated for the reported year in tons.
2. Fill the total amount of treated construction waste, in tons.
3. Complete in text: the way of treatment of construction waste. For non-specialised sites for disposal of construction waste describe whether the construction waste is used during the site operation, e.g. for coverage of domestic waste.
4. Complete:
 - 4.1. The amounts of landfilled construction waste for the reported year, in tons.
 - 4.2. The amounts of the accumulated waste in the landfill since the beginning of its operation, in tons.

