

PPWIS External Portal User Guide.

Waste Management Accounting

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1. Waste managers

1.1. What is a waste manager?

According to the Law on Waste Management¹ (see the current version) **waste managers** companies that collect and/or transport and/or prepare for use, including initial treatment, and/or use and/or dispose of waste and carry out the organization and monitoring of these activities, subsequent maintenance of disposal sites. Waste managers include waste dealers or intermediaries carrying out the specified activities. Every business entity that wants to be a waste manager must register in the Unified Product, Packaging and Waste Record Keeping Information System PPWIS, following the Rules for Maintaining the State Register of Waste Managers² (see the current version).

The main legal acts that regulate the implementation of waste management accounting in Lithuania are the Rules for Accounting and Reporting on Waste Generation and Management³, the Rules for Waste Management⁴, the Law on Waste Management¹.

Important

When performing accounting, always follow the current versions of the legal acts regulating waste management accounting.

1.2. Who is required to carry out waste management accounting?

Waste managers who are required to carry out waste management accounting are specified in Section III of the Rules for the Accounting and Reporting of Waste Generation and Management² (see the current edition). Waste managers:

- performing waste processing;
- carrying out waste export from the Republic of Lithuania and/or import to the Republic of Lithuania;
- storing hazardous waste for longer than six months and non-hazardous waste for longer than one year at the site of waste generation;
- collecting and/or transporting waste;
- waste dealers and/or intermediaries.

¹ Law on Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.59267/asr>

² Rules for Maintaining the State Register of Waste Managers <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/faeed372d08d11e59019a599c5cbd673?jfwid=>

³ Rules for Accounting and Reporting on Waste Generation and Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

⁴ Rules for Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

Business entities must include the following in the waste management accounting:

- all waste managed;
- waste generated after waste management;
- treated waste;
- materials or items used during waste management, which were used in the production of materials and/or items from waste;
- materials and/or items obtained after waste treatment and management.

Please note

• *Information about materials, objects used in waste management, or waste that becomes materials or objects in the process of waste management, is filled in the waste management accounting journal, if there are ways of using or obtaining materials, objects specified in the Annex to the Rules for Accounting and Reporting of Waste Generation and Management. Materials, items that are used as auxiliary work tools during waste management (e.g. work clothes, napkins, absorbents for oil products, etc.) and that have become waste are accounted for in the waste generation accounting in accordance with the provisions of Section II of the Rules for Accounting and Reporting of Waste Generation and Management.*

• **Waste generated outside of waste management activities must not be included in the waste management accounting.** *Waste generated during non-waste management activities must be included in the accounting of waste generation, if the waste managers meet at least one of the criteria specified in clauses 6.1 - 6.8 of the Rules for Accounting and Reporting of Waste Generation and Management.*

Waste generated during non-waste management activities can be, for example, mixed municipal waste, repair and demolition waste, furniture no longer suitable for use by the business entity, computers, etc.

2. Waste management accounting – general information

Business entities perform accounting of waste management in the PPWIS section “Waste managers”, which is visible when the waste manager logs in to PPWIS (more information about logging in can be found in the user manual “Registration in PPWIS”).

When carrying out waste management accounting, the general information of the waste management site is displayed to the waste manager in PPWIS – the address of the waste management site, the date of the start of operations, the allowed waste management and their management activities, information about the waste management license and the right to issue documents proving the management.

The waste manager must provide and can specify information about his place of business at the selected waste management location – the contact information of the waste management location, if there was one at the beginning of the activity – indicate the initial residues of waste and materials, objects.

When carrying out waste management accounting, the waste manager must fill out waste management accounting documents: journals, create and approve summaries of these journals, create and submit annual reports. Also, the waste manager must register management contracts, form and approve waste transfer accompanying documents. When the waste manager brings waste into the territory of Lithuania or takes it out of the territory of Lithuania, the documents for transboundary waste transport must be filled out. Managers who have the right to issue documents proving the management of packaging and product waste issue these documents using PPWIS.

2.1. Registration of waste management site

A waste management site is registered by entering the GPAIS section "Waste Managers" and selecting the "Register" button. In the opened location registration form, under the "General Information" section, provide the name of the waste management site, its address, whether a mobile facility is being registered, the name and surname of the contact person for the waste management site, their phone number, and email address (Figure 1).

Administration of environment

Waste management

Waste management

Waste management

Administration of planned

Waste management

Waste management

register / edit waste management site

×

Information

Wastes

Name of waste management site *

Date of registration *

2025-01-27

Date of check out *

Address of waste management site

☒ Lithuania

☐ Foreign country

Municipality *

Pasirinkite savivaldybę

Location *

Pasirinkite vietovę

Street *

Pasirinkite gatvę

House No.

Building

Flat No.

Mobile facility (installation)

☐ Yes

MMA/MBA place

☐ Yes

Contacts

Subject contact is assigned representative

Contact person *

Email address *

Phone *

Close

Save

Register

Figure 1

In the "Wastes" section, add, edit, or remove waste lines. If you have added a waste line that requires civil liability insurance, you must check the "Yes" box at the bottom of the form. After filling out this form, you can choose "Save," and the data will be saved but not submitted for evaluation.

You can later modify it. If you wish to submit the completed form, choose "Register," and the completed form will be submitted for evaluation (Figure 2).

The screenshot shows a web form titled "register / edit waste management site". It has two main tabs: "Information" and "Wastes".

Information Tab:

- Fields: "Valid from", "Waste", "Specified name", "Waste is not received from other entities", "Waste management operation code".
- Buttons: "Close", "Save", "Register".

Wastes Tab:

Valid from	Waste	Specified name	Waste is not received from other entities	Waste management operation code
	01 03 04* rūgštis išskiriančios sulfidinės rūdos perdirbimo liekanos		No	D3 Giluminis įpurškimas
	01 01 01 mineralų kasybos atliekos, kuriose yra metalų		No	D1 Išvertimas ant žemės ar po žeme

Below the table, there is a checkbox labeled "Yes" and a "Register" button.

Figure 2

2.2. Waste management location in PPWIS and location data correction

In the waste manager section, the economic entity will see all its waste management sites registered in PPWIS(Figure 3). In the list of waste management sites, you can search by the waste management site, municipality, location, street, waste management site states, date of registration, or date of check out. The list displays active waste management sites. By checking the "Select deregistered waste management sites" box, the list will also show deregistered locations. Additionally, the list can be sorted by municipality, location, state date, registration date, and deregistration date.

Waste manager

Waste management sites

Waste management site

Municipality

Location

Street

Waste management site states

Date of registration

Date of check out

Order by:

Not defined

Not defined

Registration date (from z to a)

Filter

☐ Select deregistered waste management sites

Waste management sites

Form a status report

Deregister

Register

Objekto nr. GPOBJ0000021

E-GPAIS code	Name of waste management site	Municipality	Country	Status	Location	Street	Last status name	Status date	Date of registration	Date of check out
122	Vietos pavadinimas	Kauno rajono sav.		Approved	Adomkiškių k. (Vilkijos apylinkių sen.)	Daugužių g.	Approved	2025-01-20	2024-08-08	Preview

Figure 3

After selecting “View” (Figure 3), you will see the basic information of the selected waste management site – E-GPAIS code, the address of the waste management site, personal contact details, registration date and de-registration date, status, status date, mobile facility (installation), MA MBA place and history of statuses.

By selecting “Edit data” you will be able to adjust data of waste management site (Figure 4). The editing form is similat to the waste management site registration form (Figure 1, Figure 2)

Waste manager

Vietos pavadinimas (Waste management site: Kauno rajono sav., Adomkiškių k. (Vilkijos apylinkių sen.), Daugužių g.)

Select **Information about Waste management site** Accounting documents of waste management Accompanying letter Accumulated (kept) wastes Accumulated (kept) S: More -

Information about Waste management site **Edit data**

Address
Kauno rajono sav., Adomkiškių k. (Vilkijos apylinkių sen.), Daugužių g.

Contact person
Vardas Pavardė

Phone
860000000

Email address
el.pasto@adresas.lt

Date of registration
2024-08-08

Date of check out

Status
Approved

Status date
2025-01-20

Mobile facility (installation)
No

MA MBA place
No

History of statuses

Date of status	Status	User	Comment
2025-01-20	Approved	Vidinis naudotojas	
2025-01-20	Reviewed		

Figure 4

Once the form is submitted and awaiting evaluation, you can review the submitted data in the waste management site information section by clicking the "View Submitted Data" button (Figure 5). A form will open that is identical to the one you filled out when registering the waste management site, but in view-only mode with no editing capabilities.

Waste manager

Vietos pavadinimas (Waste management site: Kauno rajono sav., Adomkiškių k. (Vilkijos apylinkių sen.), Daugužių g.)

Select **Information about Waste management site** Accounting documents of waste management Accompanying letter Accumulated (kept) wastes Accumulated (kept) S: More -

Information about Waste management site **View updated data**

Address
Kauno rajono sav., Adomkiškių k. (Vilkijos apylinkių sen.), Daugužių g.

Contact person
Vardas Pavardė

Figure 5

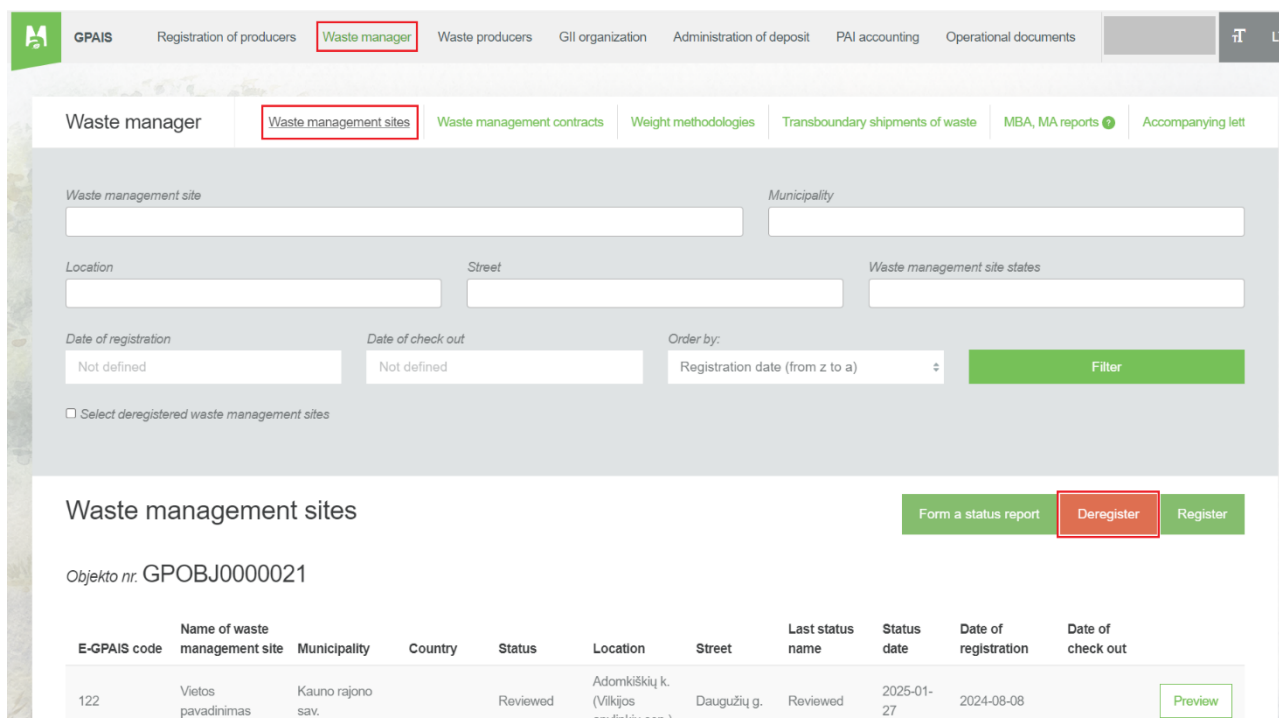
Please note

The indicated contact data will be visible in the accompanying documents for the transferred waste, and will be seen by all participants in the accompanying document for the transferred

waste. For this reason, it is recommended that the indicated contacts be of the employee who is responsible for the implementation of waste management records. Informative messages about changes in the status of accompanying documents, quarterly summaries and annual reports will be sent to the specified e-mail address.

2.3. Deregistration of waste management site

A waste management site is deregistered by entering the GPAIS section "Waste Managers" and selecting the "Deregister" button (Figure 6). In the opened deregistration form, select the sites you wish to deregister, specify the reason for deregistration, fill in other relevant fields, and click the "Add"  button (Figure 7).



Waste manager | Waste management sites | Waste management contracts | Weight methodologies | Transboundary shipments of waste | MBA, MA reports | Accompanying lett

Waste management site: Municipality:

Location: Street: Waste management site states:

Date of registration: Date of check out: Order by:

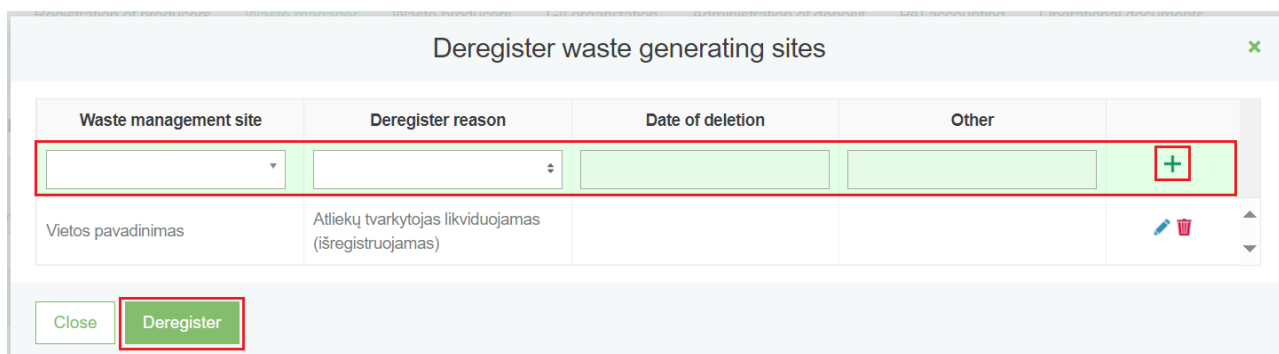
☐ Select deregistered waste management sites

Waste management sites

Objekto nr. GPOBJ0000021

E-GPAIS code	Name of waste management site	Municipality	Country	Status	Location	Street	Last status name	Status date	Date of registration	Date of check out	
122	Vietos pavadinimas	Kauno rajono sav.		Reviewed	Adomkiškių k. (Vilkijos apylinkių sen.)	Daugužių g.	Reviewed	2025-01-27	2024-08-08		Preview

Figure 6



Deregister waste generating sites

Waste management site	Deregister reason	Date of deletion	Other
			
Vietos pavadinimas	Atliekų tvarkytojas likviduojamas (išregistruojamas)		 

Figure 7

2.4. Initial waste balances before accounting in PPWIS and their correction

When a business entity begins to carry out waste management accounting, PPWIS must record all the waste stored (accumulated) at the waste management site, which was accumulated before the registration of a specific waste management site in and the start of accounting in PPWIS. Waste is recorded using eight-digit waste codes, and where an eight-digit waste code cannot be assigned, six-digit waste codes. The complete list of waste codes can be found in Section IV of Annex 1 of the Waste Management Rules⁵ (see the current version).

You can capture, view and adjust the waste balances stored (accumulated) at the waste management site in PPWIS for the first time by selecting Waste managers → Waste management sites → View → “Initial waste balances”. You can see this option by selecting “More” in the expanded options bar (Figure 8)

Waste manager Vietos pavadinimas (Waste management site: Kauno rajono sav., Akuotų k. (Vilkijos apylinkių sen.), Gėlių g.) « Back

Select Information about Waste management site Accounting documents of waste management Accompanying letter Accumulated (kept) wastes Accumulated (kept) S More -

Information about Waste management site

Address Kauno rajono sav., Akuotų k. (Vilkijos apylinkių sen.), Gėlių g. Contact person Vardas Pavardė

Phone 860000000 Email address el.pasto@adresas.lt

Date of registration 2024-08-08 Date of check out

Accumulated (kept) Substances, objects
Allowed to managed waste amounts
Waste and their management operations
The right to issue documentary evidence
License
Waste residues from beginning
Substances, objects residues from beginning
Documentary evidence

Figure 8

To capture the initial waste balance, select “Change” in the initial waste balance section (Figure 9).

Select Information about waste treatment site Accounting documents of waste treatment Accompanying letter Accumulated (kept) wastes Acc More -

Waste residues from beginning Edit

Indicated waste amount accumulated (kept) till waste managing accounted in the PPWIS

Code of waste	Name of waste	Residue of waste generated in LT, t	Imported waste residue, t	Total waste residue, t
Data unavailable				

Figure 9

In the window that opens, indicate all available accumulated waste (waste codes) and their amount in tons according to origin - the balance of waste generated in the Republic of Lithuania (LR) or the balance of imported waste. A complete list of waste codes is available in the waste drop-down list. In this list, select the waste you want to capture (its code), specify the amount in tons (maximum

⁵ Rules for Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

possible accuracy - 6 digits after the decimal point) and press the “Add” symbol  (Figure 10).

Using the “Edit”  and “Remove”  symbols, you can make the desired corrections to the already recorded waste balances - specify the specified quantities or remove the waste code from the list (Figure 10).

Please note

When specifying the amount of waste, it is important to correctly choose the box in which you will enter the amount of waste:

if the waste was generated in the territory of the Republic of Lithuania, indicate the amount of waste “the balance of the waste generated in the territory of the Republic of Lithuania, t”;

if the waste was not generated in the Republic of Lithuania, indicate the amount of waste in the field “Residue of imported waste, t”;

if the origin of the waste is mixed – divide the accumulated amount of waste by origin: how much waste was generated on the territory of the Republic of Lithuania, and how much was imported.

It is not possible to change the initial waste balance if the site has a summary with the status "Summary formed " or "Summary approved" or an annual report with the status "Evaluation report", "Annual report not accepted", "Formed", "Annual report accepted".

When the entire list of waste residues stored at the site is filled, select “Change” and the waste residues will be saved (Figure 10).

Waste remains at the beginning ✕

Waste	Residue of waste generated in LT, t	Imported waste residue, t	
			+
16 01 17 juodieji metalai	12.500000	5.000000	
16 01 18 spalvotieji metalai	5.000000		

Close
Edit

Figure 10

You can view and adjust the initial waste balances in the “Initial waste balances” section, which can be accessed as shown in Figure 8, by selecting “Change” (Figure 9 and Figure 10).

Important!

If the initial waste balance is adjusted, when at least one quarterly summary or annual waste management accounting report has been created or approved, it is necessary to reformat the summaries of all quarters in **chronological order** in order to properly transfer the

waste balances. If an annual report has also been prepared, after reformatting and approval of the quarterly summaries, it is necessary to re-create and submit the annual waste management accounting report.

2.5. Initial balances of materials and items before accounting in PPWIS and their correction

When the economic entity begins to carry out waste management accounting, in PPWIS must be recorded all materials and items stored (accumulated) at the waste management site, which were accumulated before the start of waste management accounting in PPWIS.

Materials and articles are recorded using four-digit Combined Nomenclature (CN) codes⁶. The complete list of combined nomenclature codes can be found in Commission Implementing Regulation (EU) 2021/1832 of 12 October 2021 amending Annex I to Council Regulation (EEC) No 2658/87 on tariffs and statistical nomenclature and on the Common Customs Tariff⁷ (see current updates).

If residues of materials and objects have accumulated at the waste management site before the start of waste management accounting, you can capture, view and correct these residues in PPWIS for the first time by selecting Waste managers → Waste management sites → View → “Initial residues of materials, objects”. You can see this option by selecting “More” in the expanded options bar (Figure 11).

The screenshot shows the PPWIS interface. At the top, there is a navigation bar with several tabs: 'Waste manager', 'Select', 'Information about waste treatment site', 'Accounting documents of waste treatment', 'Accompanying letter', 'Accumulated (kept) wastes', 'Accumulated (kept) Su', and a 'More' button with a dropdown arrow. The 'More' button is highlighted with a red box. Below the navigation bar, the 'Information about waste treatment site' section is visible. It contains fields for 'Address' (Vilniaus m. sav., Vilnius), 'Contact person', 'Phone', 'Email address', 'Date of registration' (2019-09-25), and 'Date of check out'. A dropdown menu is open from the 'More' button, showing a list of options: 'Accumulated (kept) Substances, objects', 'Allowed to managed waste amounts', 'Waste and their manage activities', 'The right to issue documentary evidence', 'License', 'Waste residues from beginning', 'Substances, objects residues from beginning', and 'Documentary evidence'. The option 'Substances, objects residues from beginning' is highlighted with a red box.

Figure 11

To record the initial balances of materials and items accumulated before the start of accounting in PPWIS, select “Change” in the initial materials, items balances section (Figure 12).

⁶ The Combined Nomenclature was created under Council Regulation (EEC) No 2658/87 on the Tariff and Statistical Nomenclature and on the Common Customs Tariff. It is updated annually and published in the Official Log of the European Union.

⁷ The relevant list of combined nomenclature for 2022 can be found in Annex 1 of Commission Implementing Regulation (EU) 2021/1832 (<https://eur-lex.europa.eu/legal-content/LT/TXT/?uri=CELEX:32021R1832>)

Select	Information about waste treatment site	Accounting documents of waste treatment	Accompanying letter	Accumulated (kept) wastes	Acc	More ▾
--------	--	---	---------------------	---------------------------	-----	--------

Substances, objects residues from beginning

Edit

Indicated substances, objects amount accumulated (kept) till waste managing accounted in the PPWIS

KN Code of substances or objects	KN name of substances or objects	Residue, t
Data unavailable		

Figure 12

In the window that opens, specify all available starting materials, items and their quantity in tons. The list of combined nomenclature codes identifying all materials and items is presented in the drop-down list of materials and items (Figure 13).

Substances, objects remains at the beginning

Substances, objects	Residue, t	
		+
8000 ALAVAS IR ALAVO GAMINIAI 7600 ALIUMINIS IR ALIUMINIO GAMINIAI 8700 ANTŽEMINIO TRANSPORTO PRIEMONĖS, IŠSKYRUS GELEŽINKELIO IR TRAMVAJAUS RIEDMENIS; JŲ DALYS IR REIKMENYS		

Figure 13

In this list, select the material, item (code) you want to capture, specify the quantity in tons (maximum possible accuracy – 6 numbers after the decimal point) and press the “Add” symbol +

(Figure 14). Using the “Edit”  and “Remove”  symbols, you can make the desired corrections to the balances of already recorded materials and items – to specify the specified amounts or to remove the material or item from the list (Figure 14 **Klaida! Nerastas nuorodos šaltinis.**).

When the entire list of material and item balances stored at the site is filled, select “Change” – the material and item balances will be saved (Figure 14).

Substances, objects remains at the beginning ×

Substances, objects	Residue, t	
		+
8000 ALAVAS IR ALAVO GAMINIAI	2.500000	✎ 🗑
8464 Akmenų, keramikos, betono, asbestcemenčio arba panašių mineralinių medžiagų apdirbimo staklės ir šaltojo stiklo apdirbimo staklės	0.550000	✎ 🗑

Close
Edit

Figure 14

Please note

It is not possible to change the initial waste balance if the site has a summary with the status "Summary formed " or "Summary approved" or an annual report with the status "Evaluation report", "Annual report not accepted", "Formed", "Annual report accepted".

You can view and adjust the initial balances of materials and items in the section “Initial balances of materials, items”, which can be accessed as shown in Figure 12, by selecting “Change” (Figure 13 and Figure 14).

Important!

If the initial balance of materials and items is adjusted, when at least one quarterly summary or annual waste management accounting report is created, it is necessary to reformat the summaries of all quarters in **chronological order** in order to properly transfer the waste balances. If an annual report has also been prepared, after reformatting and approval of the quarterly summaries, it is necessary to re-create and submit the annual waste management accounting report.

2.6. Waste and its management operations

The waste manager can view the waste allowed to be managed at the selected waste management site and their management activities by selecting Waste managers → Waste management sites → View → “Waste and their management activities” section. You can see this option by selecting “More” in the expanded options bar (Figure 15).

The screenshot shows the 'Waste manager' interface. At the top, there is a navigation bar with a 'Waste manager' label and a '« Back' button. Below this is a horizontal menu with several options: 'Select', 'Information about waste treatment site', 'Accounting documents of waste treatment', 'Accompanying letter', 'Accumulated (kept) wastes', 'Accumulated (kept) Substances, objects', and a 'More' button with a dropdown arrow. The 'Information about waste treatment site' section is active, displaying fields for 'Address' (Vilniaus m. sav., Vilnius), 'Contact person', 'Phone', 'Email address', 'Date of registration' (2019-09-25), and 'Date of check out'. The 'More' dropdown menu is open, showing a list of options: 'Accumulated (kept) Substances, objects', 'Allowed to managed waste amounts', 'Waste and theirs manage activities' (highlighted with a red box), 'The right to issue documentary evidence', 'License', 'Waste residues from beginning', 'Substances, objects residues from beginning', and 'Documentary evidence'.

Figure 15

The section on waste and its management activities is divided into two tabs – non-hazardous (Figure 16) and hazardous waste (Figure 17). In each section, you can search and sort the waste list.

The screenshot shows the 'Waste and their management operations' section. At the top, there is a navigation bar with a 'Waste manager' label and a 'Vietos pavadinimas (Waste management site: Kauno rajono sav., Akuotų k. (Vilijos apylinkių sen.), Gėlių g.)' label, and a '« Back' button. Below this is a horizontal menu with several options: 'Select', 'Information about Waste management site', 'Accounting documents of waste management', 'Accompanying letter', 'Accumulated (kept) wastes', 'Accumulated (kept) Substances, objects', and a 'More' button with a dropdown arrow. The 'Waste and their management operations' section is active, displaying two tabs: 'Not dangerous waste' (highlighted with a red box) and 'Dangerous waste'. Below the tabs are search filters: 'Ieškoti pagal atliekų tvarkymo veiklos kodą:' (search by waste management activity code), 'Ieškoti pagal kodą:' (search by code), and 'Order by:' (Last (newest) approval (state) date (Date from)). A green 'Filter' button is located to the right of the search filters. Below the filters is a table with the following data:

Waste code	Waste name	Waste management operation code	Waste management operation name	Specified name	Waste is not received from other entities	Date from	Date to	Valid
01 01 02	mineralų kasybos atliekos, kuriose nėra metalų	D2	Apdorojimas žemėje		Ne	2024-08-08		Gallioja
01 01 01	mineralų kasybos atliekos, kuriose yra metalų	D1	Išvertimas ant žemės ar po žeme		Ne	2024-08-08	2024-12-11	Negallioja

Figure 16

Waste manager
Vietos pavadinimas (Waste management site: Kauno rajono sav., Akuotų k. (Vilkijos apylinkių sen.), Gėlių g.)
« Back

Select
Information about Waste management site
Accounting documents of waste management
Accompanying letter
Accumulated (kept) wastes
Accumulated (kept) S
More -

Waste and their management operations

Not dangerous waste
Dangerous waste

Order by:
Last (newest) approval (state) date (Date from)
Filter

PATS notation	PATS name	Waste code	Waste name	Waste management operation code	Waste management operation name	Specified name	Waste is not received from other entities	Date from	Date to	Valid
TS-10	Naudoti netinkamos transporto priemonės ir jų atliekos	16 01 04*	eksploatuoti netinkamos transporto priemonės	R12	Atliekų būsenos ar sudėties pakeitimas, prieš vykdant su jomis bet kurią iš R1-R11 veiklų		Ne	2025-01-20		Galloja
TS-18	Rūgštinių tirpalų atliekos, rūgštys, rūgštis išskiriančios	01 03 04*	rūgštis išskiriančios sulfidinės rūdos nerūgštinimo	D3	Giluminis įpurškimas		Ne	2024-12-11		Galloja

Figure 17

Please note

Waste allowed to be managed and waste management activities in the PPWIS section “Waste and their management activities” must match the waste and their management methods specified in the valid pollution permit or integrated pollution prevention and control permit held by the waste manager.

2.7. Amounts of waste allowed to be managed

The waste manager can view the waste allowed to be managed at the selected waste management site and their quantities by selecting Waste managers → Waste management sites → View → “Waste volumes allowed to be managed” section. You can see this option by selecting “More” in the expanded options bar (Figure 18).

Waste manager

« Back

Select

Information about waste treatment site

Accounting documents of waste treatment

Accompanying letter

Accumulated (kept) wastes

Accumulated (kept) Substances, objects

More

Information about waste treatment site

Address

Vilniaus m. sav., Vilnius,

Contact person

Phone

Email address

Date of registration

2019-09-25

Date of check out

Accumulated (kept) Substances, objects

Allowed to managed waste amounts

Waste and theirs manage activities

The right to issue documentary evidence

License

Waste residues from beginning

Substances, objects residues from beginning

Documentary evidence

Figure 18

The "Allowed to managed waste amounts" section provides a list of permits and licenses with the permitted waste quantities, as specified by the Environmental Protection Agency specialists based on the PPWIS waste managers' data. By clicking the "View" button in the "Allowed to managed waste amounts" row, a window will open with more detailed information. (Figure 19).

Waste manager

Vietos pavadinimas (Waste management site: Kauno rajono sav., Akuotų k. (Vilkijos apylinkių sen.), Gėlių g.)

« Back

Select

Information about Waste management site

Accounting documents of waste management

Accompanying letter

Accumulated (kept) wastes

Accumulated (kept) Substances, objects

More

Allowed to managed waste amounts

State of allowed to managed waste amounts

Permit No.

Document type

Subtype

Gallojimo sustabdymo data

Gallojimo sustabdymo panaikinimo data

Permit issue date

Permit adjustment/change date

Allowed to managed waste amounts valid from

Authorization cancellation date (authorized quantities are valid until)

Divided by streams

Approved

leidNumeris

Permit

TIPK

2024-11-01

2024-11-01

No

Preview

Figure 19

In the window that opens, separate tabs contain information on the maximum permitted amounts of non-hazardous and hazardous waste. For non-hazardous waste, total cumulative amounts of waste according to activity methods are given, and for hazardous waste, amounts according to areas of activity and hazardous waste flows (Figure 20).

Allowed to managed waste amounts

×

State of allowed to managed waste amounts

Approved

Permit No.

leidNumeris

Permit issue date

2024-11-01

Allowed to managed waste amounts valid from**

2024-11-01

Authorization cancellation date (authorized quantities are valid until)**

Not dangerous waste

Dangerous waste

Field of operation	Size type	Amount, t
Waste removal	Didžiausias leidžiamas šalinti bendras atliekų kiekis, t/m	0.000000
Waste prepared for usage and (or) removal	Projektinis įrenginio pajėgumas, t/m (Paruošimas)	0.000000

Close

Figure 20

Please note
Amounts of waste allowed to be managed in the PPWIS section “Amounts of waste allowed to be managed” must coincide with the quantities of waste specified in the valid pollution permit or integrated pollution prevention and control permit held by the waste manager. If you see that this information does not match, you should contact the specialists of the Environmental Protection Agency to clarify the data.

If the data is not provided in the section “Amounts of waste allowed to be managed” (Figure 21), the waste manager can contact the specialists of the Environmental Protection Agency for the submission of this data in PPWIS.

Select

Information about waste treatment site

Accounting documents of waste treatment

Accompanying letter

Accumulated (kept) wastes

Acc

More ▾

Allowed to managed waste amounts

Data unavailable

Figure 21

2.8. Licenses

In the “Licenses” section, the waste manager can view the waste management license information. You can see the “Licenses” option by choosing Waste managers → Waste management sites → View → “More” in the expanded options bar (Figure 22).

License information is obtained from the Environmental Permits Information System (ALIS) (<https://www.alisas.lt/>)

The screenshot shows a web form titled "Information about waste treatment site". At the top, there is a navigation bar with tabs: "Select", "Information about waste treatment site", "Accounting documents of waste treatment", "Accompanying letter", "Accumulated (kept) wastes", "Accumulated (kept) Substances, objects", and a "More" dropdown. The "More" dropdown is open, showing a list of options: "Accumulated (kept) Substances, objects", "Allowed to managed waste amounts", "Waste and their management activities", "The right to issue documentary evidence", "License" (highlighted with a red box), "Waste residues from beginning", "Substances, objects residues from beginning", and "Documentary evidence". The main form area contains fields for "Address" (Vilniaus m. sav., Vilnius), "Contact person", "Phone", "Email address", "Date of registration" (2019-09-25), and "Date of check out".

Figure 22

If the waste manager does not have a single license, an information message with the text “No data” is displayed here (Figure 23).

The screenshot shows the "License" section of the form. Below the "License" heading, there is a light blue box with the text "Data unavailable".

Figure 23

Please note

If you have a waste management license, but this information is not provided in the PPWIS section “Licences”, it is necessary to contact the specialists of the Environmental Protection Agency for data clarification.

2.9. Right to issue proving documents

In the “Right to issue proving documents” section, which can be seen after selecting Waste managers → Waste management sites → View → “More” in the expanded options bar (Figure 24),

the waste manager can view information about the right granted to him to issue proving documents for different types of waste processed at the selected waste management site:

- taxable products;
- packages;
- electrical and electronic equipment (EEE);
- end-of-life vehicles (ELV);
- oils.

Waste manager « Back

Select [Information about waste treatment site](#) [Accounting documents of waste treatment](#) [Accompanying letter](#) [Accumulated \(kept\) wastes](#) [Accumulated \(kept\) Substances, objects](#) [More ▾](#)

Information about waste treatment site

Address
Vilniaus m. sav., Vilnius,

Contact person

Phone

Email address

Date of registration
2019-09-25

Date of check out

Accumulated (kept) Substances, objects

Allowed to managed waste amounts

Waste and theirs manage activities

The right to issue documentary evidence

License

Waste residues from beginning

Substances, objects residues from beginning

Documentary evidence

Figure 24

Relevant information about the right to issue documents proving the arrangement for different types of products is provided on different tabs. Only the tabs of those types of products are visible, for which the manager has the right to issue documents proving processing (Figure 25).

Waste manager « Back

Select [Information about Waste management site](#) [Accounting documents of waste management](#) [Accompanying letter](#) [Accumulated \(kept\) wastes](#) [Accumulated \(kept\) Substances, objects](#) [More ▾](#)

The right to issue documentary evidence

[Deregister reason](#) [History](#) [Change data](#)

[Taxable products](#) [Packages](#) [EEE](#) [Oils](#)

Kind of taxable products	Waste management operation code	Waste management operation name	Valid from	Valid to	Valid
Vidaus degimo variklių filtrai: degalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Galioti
Vidaus degimo variklių filtrai: tepalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Galioti
Automobilių hidrauliniai (tepaliniai) amortizatoriai	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Galioti

Figure 25

If the waste manager does not have the right to issue documents proving disposal, then in the section “Right to issue documents proving disposal” you will see the record “No data” (Figure 26). To register the rights, select the "Register" button.

Please note

If you have the right to issue documents proving waste management, but this information is not provided in the PPWIS section "Right to issue documents proving management", it is necessary to contact the specialists of the Environmental Protection Agency⁸ for clarification of the data.

Waste manager: [redacted] (Waste management site: [redacted]) « Back

Select: Information about Waste management site | Accounting documents of waste management | Accompanying letter | Accumulated (kept) wastes | Accumulated (kept) Sub: More ▾

The right to issue documentary evidence Register

Data unavailable

Figure 26

If you already have documents proving the rights, you will see a window with the "Edit Data" button (Figure 27). To register new rights or modify existing ones, click the "Edit Data" button.

Waste manager: [redacted] (Waste management site: [redacted]) « Back

Select: Information about Waste management site | Accounting documents of waste management | Accompanying letter | Accumulated (kept) wastes | Accumulated (kept) Sub: More ▾

The right to issue documentary evidence Deregister reason History Change data

Taxable products | Packages | **EEE** | Oils

Kind of taxable products	Waste management operation code	Waste management operation name	Valid from	Valid to	Valid
Vidaus degimo variklių filtrai: degalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Galioti
Vidaus degimo variklių filtrai: tepalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Galioti

Figure 27

In the opened registration window for the rights-proving documents (Figure 28, Figure 29), fill out the form as follows:

1. Management Activity – select the activities you are carrying out;
2. Classifier of processed waste – add product/packaging stream entries. You can select product/packaging streams only from those you have registered in PAI;
3. Weighing device data – add entries for the weighing equipment data by filling in the following information:
 - Certificate issue date;
 - Certificate valid until;
 - Certificate number;

⁸ Contacts of the Environmental Protection Agency on the Internet: <https://aaa.lrv.lt/lt/struktura-ir-kontaktai/kontaktai-1>

- Attachment (certificate);
 - Weighing device belongs to the manager.
4. Weighing device manager – this block will appear if you selected "Yes" for the "Weighing device belongs to the manager" field under "3. Weighing device data.";

Register the right to issue a supporting document

Information

Wastes

Waste management site name

Vietos pavadinimas

Management activity

☒ Usage (recycling)
 ☒ Export
 ☒ Collection
 ☒ Mixed municipal waste processing

Classifier of processed waste

Product/packaging stream	Taxable product	EEl category	Packaging type by material	
Vehicles				

Weighing device data

Certificate issue date	Certificate valid until	Certificate number	Attachment (certificate)	Weighing device belongs to the manager
2025-01-01		1	Choose File No files open	No

Weighing device manager

Certificate number	Contract made with	Type	Country	Code	Name/surname	Contract valid until	Attachment
1							

Figure 28

5. Do I carry out the activities of using (recycling) the waste specified in the application myself? – This field appears if you selected at least one of "Collection" or "Treatment of Mixed Municipal Waste" in the "1. Management Activity" block. The available options are "Yes" or "No." If you select "No," you will be required to add a contract.

6. Do I carry out waste collection activities? – This field appears if you selected at least one of "Use (Recycling)" or "Export" in the "1. Management Activity" block. The available options are "Yes" or "No." If you select "No," you will be required to add a contract.
7. If you carry out S5, R12 waste management activities, enter the contract(s) on the use (recycling) of the constituent materials or parts obtained after the initial processing of product waste (removal for use or recycling)" – this field will appear if you selected the Use (Recycling) activity in the application, one of the added streams is ENTP, AG, BA, or WEEE, and you added one of the S5 or R12 activities in the "Waste" section.
8. Attachments – This field is intended to add documents.

5. Do I carry out the activities of using (recycling) the waste specified in the application myself? *

☐ Yes

☒ No

[Dropdown Menu] [Green + Button]

No records

6. Do I carry out waste collection activities? *

☐ Yes

☒ No

[Dropdown Menu] [Green + Button]

No records

7. If you carry out S5, R12 waste management activities, enter the contract(s) on the use (recycling) of the constituent materials or parts obtained after the initial processing of product waste (removal for use or recycling)"

[Dropdown Menu] [Green + Button]

No records

8. Attachments

[Choose File] No file chosen [Green + Button]

No records

Figure 29

9. Next, select the "Waste" section (Figure 30) and add waste entries by filling in the following data.
 - Waste – you can select the waste that is valid for the waste site;
 - Waste management activity code – you can select the waste activity codes that are valid for the waste site, based on the waste management activity and product/packaging streams selected in the "General Information" section. If "Usage (recycling)" was selected as the management activity, you can choose from R1, R3, R4, R5, R9, R12, S5 activities. If "Export" was selected as the management activity, you can choose the S4 activity. If "Collection" was selected, you can choose the S1

activity. If "Mixed municipal waste processing" was selected, you can choose from S5, R12 activities;

- Is it collected from the municipal stream? – this field is active if you selected the S1 activity in the "Waste management activity code" field;
- Collected from – this field is active if you selected "Yes" in the "Is it collected from the municipal stream?" field;
- Contract – this field is active if you selected "Yes" in the "Is it collected from the municipal stream?" field. You can select more than one contract. You can choose from contracts with the types: Municipal Contract, Waste Management Organization Contract, or GII organization and waste manager contract for product/packaging waste organization;

10. After completing the data, click the "Prepare" button.

Figure 30

If you want to deregister all rights, click the "Deregister" button (Figure 31).

Kind of taxable products	Waste management operation code	Waste management operation name	Valid from	Valid to	Valid
Vidaus degimo variklių filtrai: degalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Gallioja
Vidaus degimo variklių filtrai: tepalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Gallioja

Figure 31

In the opened deregistration window for the rights-proving document (Figure 32), fill in the deregistration reason and click the "Deregister" button. The deregistration request will be submitted for evaluation.

Figure 32

If you want to view the history of rights-proving document requests and warnings, click the "History" button (Figure 33).

Kind of taxable products	Waste management operation code	Waste management operation name	Valid from	Valid to	Valid
Vidaus degimo variklių filtrai: degalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Galioti
Vidaus degimo variklių filtrai: tepalų	R4	Metallų ir metallų junginių perdirbimas ir (arba) atnaujinimas	2021-01-25		Galioti

Figure 33

In the opened window, you can see which date and which person submitted, approved, or rejected the requests (Figure 34).

History of statuses	
2025-01-08 14:31	Form has been submitted State changed by: [redacted]
2025-01-08 14:32	Form has been approved State changed by: Vidinis vartotojas
2025-01-08 14:33	Form has been edited and submitted State changed by: [redacted]
2025-01-08 14:34	Form has been approved State changed by: Vidinis vartotojas
2025-01-09 15:44	Form has been edited and submitted State changed by: [redacted]
2025-01-09 15:44	Form has been approved State changed by: Vidinis vartotojas
2025-01-21 12:38	Form has been edited and submitted State changed by: [redacted]
2025-01-21 12:38	Form has been approved State changed by: Vidinis vartotojas
Close	

Figure 34

Please note

If the waste manager wants to review not documents proving the right to issue, but already created, issued, accepted/rejected documents proving waste management or wants to start preparing a new proving document, then the waste manager must select the section “Proving documents”. You can see this section by selecting Waste managers → Waste management sites → View → “More” in the expanded options bar (Figure 35).

You can find out more about supporting documents in the PPWIS user manual “Preparation of proving documents”.

Waste manager « Back

Select

[Information about waste treatment site](#)
[Accounting documents of waste treatment](#)
[Accompanying letter](#)
[Accumulated \(kept\) wastes](#)
[Accumulated \(kept\) Sub:](#)
[More ▾](#)

Information about waste treatment site

Address

Vilniaus m. sav., Vilnius,

Phone

Date of registration

2019-09-25

Contact person

Email address

Date of check out

Accumulated (kept) Substances, objects

Allowed to managed waste amounts

Waste and theirs manage activities

The right to issue documentary evidence

License

Waste residues from beginning

Substances, objects residues from beginning

Documentary evidence

Figure 35

2.10. Form a status report

In the "Waste manager" section, a status report for summary/annual reports can be generated if required, showing the status of the waste managing sites accounting documents for a specified reporting period. In order to generate the status report for summary/annual reports, select button "Form a status report" (Figure 36).

The screenshot shows the 'Waste manager' section with a sub-tab 'Waste treatment sites'. A table lists waste treatment sites with columns: E-GPAIS code, Name of waste treatment site, Municipality, Location, Street, Date of registration, and Date of check out. A red box highlights the 'Form a status report' button in the top right corner of the table area.

E-GPAIS code	Name of waste treatment site	Municipality	Location	Street	Date of registration	Date of check out
219000186	UAB "ABC" Kauno sk. Palemono g. 1	Kauno m. sav.	Kaunas	Palemono g.	2016-05-12	

Figure 36

Clicking on the „Form a status report“ button will initiate the generation of a new status report (Figure 37). In the field Status report type, the values „Summary“, „Annual reports“ can be selected, if selected value is „Summary“ and in the field Reporting year selected value up to and including 2022 an additional field „Reporting quarter“ will appear (Figure 38). Once the fields have been filled in, select „Create“ button.

The screenshot shows a form titled 'New state report'. It has two dropdown menus: 'Status report type' and 'Reporting year'. At the bottom, there are two buttons: 'Close' and 'Create'.

Figure 37

New state report ✕

Status report type ✔

Suvestinė

Reporting year ✱

2022

Reporting quarter ✱

Close

Create

Figure 38

Clicking on the "Create" button displays the status report form (Figure 39). Report can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

State report ✕

Status report type Suvestinė

Reporting year 2023

Export data

Name of waste treatment site	Municipality	Area	Street	State
UAB "Žalvaris" AUC Palemono g. 171A	Kauno m. sav.	Kaunas	Palemono g.	Summary formed
UAB "Žalvaris" AUC Palemono g. 171A	Kauno m. sav.	Kaunas	Palemono g.	Summary formed
UAB "Žalvaris" AUC Palemono g. 171A	Kauno m. sav.	Kaunas	Palemono g.	Summary formed
UAB "Žalvaris" Panevėžio sk. Tinklų g.	Panevėžio m. sav.	Panevėžys	Tinklų g.	Journal is being prepared
UAB "Žalvaris" Kauno sk. Palemono g. 1	Kauno m. sav.	Kaunas	Palemono g.	Deficiencies identified

Rodomas 1 puslapis iš 5 viso 24 įrašų

1

2

3

4

5

Sekantis

Paskutinis

Figure 39

3. Waste management contracts

Article 4 of the Law on Waste Management⁹ and Clause 7 of the Rules for Waste Management¹⁰ (see current versions) specify the duty of the waste holder to have a written contract with the waste manager regarding the use and/or disposal of the transferred waste. Section 4 of the description of the procedure for issuing documents proving the disposal of product and/or packaging waste¹¹ states that documents proving disposal can only be issued to those persons with whom relevant contracts have been concluded and whose copies have been submitted to PPWIS (see the current version).

⁹ Law on Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.59267/asr>

¹⁰ Rules for Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

¹¹ Description of the procedure for issuing documents proving the disposal of product and/or packaging waste <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.449166/asr>

When carrying out cross-border transport of waste, it is mandatory to have a contract between the person organizing the transport and the recipient of the waste intended for use, in accordance with the provisions of Regulation No. 1013/2006¹². This contract must be valid for the entire period of transboundary waste transportation.

Please note

Waste management contracts concluded must be registered in PPWIS. If existing contracts are not registered in PPWIS, it will not be possible to create accompanying documents, create documents proving waste management for MAI and MAI organizations, and approve export, import documents for cross-border transport.

Important!

In all cases, information about the waste management contract must be uploaded to PPWIS by the recipient of the waste. This rule applies without exception, even in cases where the sender forms the accompanying document.

3.1. List of waste management contracts

Waste managers can see all contracts with their company registered in PPWIS in the “Waste managers” section of PPWIS by selecting “Waste management contracts” (Figure 40).

The screenshot shows the PPWIS interface for waste management contracts. The top navigation bar includes 'GPAIS', 'Registration of producers', 'Waste manager' (highlighted), 'Waste producers', 'GII organization', 'Administration of deposit', 'PAI accounting', 'Operational documents', and a user profile section. Below the navigation bar, there are tabs for 'Waste manager', 'Waste treatment sites', 'Waste treatment contracts' (highlighted), 'Weight methodologies', 'Transboundary shipments of waste', 'MBA, MA reports', and 'Accompanying letter'. The main section is titled 'Waste management contracts' and includes a 'Register' button. Below this, there are filter fields for 'Contract type' (set to 'All'), 'Contract No.' (set to 'All'), 'Contract participants' (set to 'All'), and 'Status' (set to 'All'). There are also 'Order by' and 'Then by' dropdowns and a 'Filter' button. At the bottom, a table displays contract information with columns: 'Contract type', 'Contract No.', 'Date of contract concluded', 'Contract participants', 'Valid from', and 'Valid to'. A single contract is listed with the following details: 'LR atliekų darytojo ir atliekų tvarkytojo sutartis', '111111111', '2023-09-07', '304557245 UAB "Ekobaltija"', '2023-09-07', and '2023-09-07'. A link 'Eksportuoti duomenis' is visible in the top right corner of the table area.

Contract type	Contract No.	Date of contract concluded	Contract participants	Valid from	Valid to
LR atliekų darytojo ir atliekų tvarkytojo sutartis	111111111	2023-09-07	304557245 UAB "Ekobaltija"	2023-09-07	2023-09-07

Figure 40

In the presented list of waste management contracts, you can see general contract information - contract type, number, date of conclusion, country and validity period. The list of waste management contracts can be searched by contract type, number, contract parties and status, it is

¹² Regulation (EC) No. 1013/2006 of the European Parliament and the Council <https://eur-lex.europa.eu/legal-content/LT/TXT/?uri=celex%3A32006R1013>

also possible to sort the list – by specifying the relevant filters and selecting “Filter”. Lists can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.(Figure 41).

Figure 41

You can see more detailed information about the waste management contract by selecting the “View”  symbol (Figure 42).

Contract type	Contract No.	Date of contract concluded	Contract participants	Valid from	Valid to	
GII organizacijos ir atliekų tvarkytojo sutartis dėl gaminių, pakuočių atliekų sutvarkymo	001	2022-04-01	302773365 VŠĮ "Elektronikos gamintojų ir importuotojų organizacija"	2022-04-01		

Figure 42

The window that opens will provide more detailed information about the revised waste management contract (Figure 43).

Figure 43

3.2. Registration of the waste management contract

Waste management contracts can be registered in PPWIS only by waste managers. The waste management contract between business entities is always registered by the waste receiver:

- If the contract is concluded between the waste producer and the waste manager, the waste manager registers it;
- If the contract is concluded between two waste managers – the contract is registered by the one who will accept the transferred waste;
- In cases where waste managers sign a mutual agreement – it is registered by both waste managers.

Please note

If you do not see the contract you have, contact the waste manager with whom you concluded the contract for the registration of the contract in PPWIS.

The registration of the waste management contract is started by selecting “Register” in the “Waste management contracts” section (Figure 44).

Waste management contracts

Register

Contract type: All

Contract No.: All

Contract participants: All

Status: All

Order by: Then by: Then by: Then by: Filter

Eksporuoti duomenis

Contract type	Contract No.	Date of contract concluded	Contract participants	Valid from	Valid to
LR atliekų darytojo ir atliekų tvarkytojo sutartis	111111111	2023-09-07	304557245 UAB "Ekobaltija"	2023-09-07	

Figure 44

A window will open containing the contract registration form (Figure 45).

Register waste treatment contract

Contract type *

Contract No. *
Date of contract concluded *
Valid from *
Valid to
Neterminuota

Contract object *

Contract participants *

Close Register

Figure 45

The value of “Contract type” is selected from the drop-down list of expected contract types (Figure 46)

- Contract between the waste manager with a foreign company regarding waste exported from Lithuania in order to issue a document proving waste management;
- Contract between MAI and the waste manager on the management of product and packaging waste;
- Contract between the MAI organization and the waste manager on the management of product and packaging waste;
- Contract between the waste producer and waste manager of the Republic of Lithuania;
- Contract between the waste manager of the Republic of Lithuania and a foreign company regarding the import of waste to Lithuania;
- Contract between the waste manager of the Republic of Lithuania and a foreign company regarding waste exported from Lithuania;
- Contract of waste managers of the Republic of Lithuania on waste management;
- Contract between MBA/MA and landfill operator for waste receipt.

x

Register waste treatment contract

*Contract type **

Contract type

- Atliekų tvarkytojo sutartis su užsienio šalies įmone dėl eksportuojamų/išvežamų iš Lietuvos atliekų siekiant išrašyti atliekų sutvarkymą įrodantį dokumentą
- GII ir atliekų tvarkytojo sutartis dėl gaminių, pakuočių atliekų sutvarkymo
- GII organizacijos ir atliekų tvarkytojo sutartis dėl gaminių, pakuočių atliekų sutvarkymo
- LR atliekų darytojo ir atliekų tvarkytojo sutartis
- LR atliekų tvarkytojo sutartis su užsienio šalies įmone dėl atliekų importo/ivežamo į Lietuvą
- LR atliekų tvarkytojo sutartis su užsienio šalies įmone dėl eksportuojamų/išvežamų iš Lietuvos atliekų
- LR atliekų tvarkytojų sutartis dėl atliekų tvarkymo
- MBA/MA ir sąvartyno operatoriaus sutartis dėl atliekų gavimo

*Contract object **

*Contract participants **

Close

Register

Figure 46

The information required to complete the registration of the waste management contract is provided in the registration window, depending on the type of contract chosen. When registering any type of contract, it is mandatory to specify the contract number, the date of conclusion, the date from which the contract is valid, and the object of the contract. Possible parties to the contract in the registration form: *Lithuanian legal person, Lithuanian natural person, foreign person.*

Please note

In the list of contracts of each waste manager, the combination of the following contract fields must be unique: “Contract type”, “Concluded with”, “Contract No.” and “Contract date”. If you try to register a waste management contract whose data in the fields “Contract type”, “Concluded with”, “Contract No.” and “Contract date” coincide with the information of a previously registered contract – you will not be able to register such a contract.

Different types of waste management contracts are relevant for different works in PPWIS:

- the waste manager’s contract with a foreign company regarding waste exported from Lithuania in order to issue a document proving waste management is relevant when carrying out cross-border waste transport, when a contract has been concluded with a foreign company regarding the management of exported products and packaging waste and the issuing of documents proving this;
- Contracts between MAI and the waste manager or MAI organizations and the waste manager regarding the treatment of products and packaging waste are relevant for the creation and submission of documents proving the treatment of product and/or packaging waste, which

the manager submits to manufacturers and/or importers or producer and/or importer organizations;

- Contracts between the waste producer and the waste manager of the Republic of Lithuania or the waste managers of the Republic of Lithuania regarding waste management are relevant when forming the accompanying documents for the transfer of waste;
- Contracts between the waste manager of the Republic of Lithuania and a foreign company regarding waste import to Lithuania or regarding waste exported from Lithuania are relevant when forming cross-border waste transport documents;
- Contract between the MBA/MA and the landfill operator is recorded on the receipt of waste is recorded when the waste remaining after processing by the MBA/MA is transferred to the landfill.

3.2.1. Contract between the waste manager with a foreign company regarding waste exported from Lithuania in order to issue a document proving waste management

A waste manager's contract with a foreign company regarding waste exported from Lithuania in order to issue a document proving waste management can only be concluded with a person from a foreign country.

Mandatory fields in the registration form are marked with an asterisk.

When registering this type of contract, a contract document signed by both parties must be attached to the registered contract (Figure 47).

Contract registration is completed by selecting "Register" at the bottom of the registration window. After selecting "Close", the waste management contract will not be registered (Figure 47).

Register waste treatment contract

Contract type ✓

Atliekų tvarkytojo sutartis su užsienio šalies įmone dėl eksportuojamų/išvežamų iš Lietuvos atliekų siekiant išrašyti atliekų sutvarkymą įrodantį dokumentą

Contract No. *
Date of contract concluded *
Valid from *
Valid to
Neterminuota

Contract object *

Contract participants *
Country *
Code *
Name *
Foreign person

Region *
Location *
Street
House No.
Building
Flat No.

Contract * ?
Choose File No file chosen

Close Register

Figure 47

3.2.2. Contract between MAI and the waste manager on the management of product and packaging waste

The Contract between MAI and the waste manager on the management of product and packaging waste can be concluded with a Lithuanian legal entity, a Lithuanian natural person or a person of a foreign state.

Mandatory fields in the registration form are marked with an asterisk.

When registering this type of contract, a contract document signed by both parties must be attached to the registered contract (Figure 48).

Contract registration is completed by selecting “Register” at the bottom of the registration window. After selecting “Close”, the waste management contract will not be registered (Figure 48).

Register waste treatment contract

Contract type ✓

GII ir atliekų tvarkytojo sutartis dėl gaminių, pakuočių atliekų sutvarkymo

Contract No. *

Date of contract concluded *

Valid from *

Valid to

Neterminuota

Contract object *

Contract participants *

Contract * ⓘ

Choose File No file chosen

Close Register

Figure 48

3.2.3. Contract between the MAI organization and the waste manager on the management of product and packaging waste

The contract between the MAI organization and the waste manager for the disposal of products and packaging waste can only be concluded with a Lithuanian legal entity.

Mandatory fields in the registration form are marked with an asterisk.

When registering this type of contract, a contract document signed by both parties must be attached to the registered contract (Figure 49).

Contract registration is completed by selecting “Register” at the bottom of the registration window. After selecting “Close”, the waste management contract will not be registered (Figure 49).

Register waste treatment contract

Contract type ✓

Gli organizacijos ir atliekų tvarkytojo sutartis dėl gaminių, pakuočių atliekų sutvarkymo

Contract No. *

Date of contract concluded *

Valid from *

Valid to

Contract object *

Contract participants *

Lithuania legal person

Company code *

Company name *

Contract *

Choose File No file chosen

Close

Register

Figure 49

3.2.4. Contract between the waste producer and waste manager of the Republic of Lithuania

The contract between the waste producer and waste manager of the Republic of Lithuania can be concluded with: a Lithuanian legal entity or a Lithuanian natural person.

Mandatory fields in the registration form are marked with an asterisk, the type of waste transporter is selected from the drop-down list (Waste transporter not specified in the contract; Lithuanian legal entity; Lithuanian natural person; Foreign person carrying out economic activities in Lithuania) and its information is specified, as well as the address of the place of waste generation. Address can be selected from the specified Lithuanian natural or legal person's waste generating sites or can be entered by hand. Clicking on the "Select all" button will add all registered sites. Clicking on the checkbox "Enter the address of the waste generation location manually" opens an additional column for data entry with address fields.(Figure 50).

Contract registration is completed by selecting "Register" at the bottom of the registration window. After selecting "Close", the waste management contract will not be registered (Figure 50).

✕
Register waste treatment contract

Contract type ✓

LR atliekų darytojo ir atliekų tvarkytojo sutartis

Contract No. *

Date of contract concluded *

Valid from *

Valid to

Contract object *

Contract participants *

Lithuania legal person

Company code *

Company name *

Atliekų vežėjas *

Atliekų vežėjas sutartyje nenurodytas

Address of waste generating site

	Waste generating site	Municipality	Location	Street	Start of accounting	
☐						
	Select all					+
No records						

☐ Enter the address of the waste generation location manually

Close

Register

Figure 50

3.2.5. Contract between the waste manager of the Republic of Lithuania and a foreign company regarding the import of waste to Lithuania

The contract between the waste manager of the Republic of Lithuania and a foreign company regarding the import of waste to Lithuania can only be concluded with a foreign legal entity.

Mandatory fields in the registration form are marked with an asterisk (Figure 51).

Contract registration is completed by selecting “Register” at the bottom of the registration window. If “Close” is selected, the waste management contract will not be registered (Figure 51).

Register waste treatment contract

Contract type ✓

LR atliekų tvarkytojo sutartis su užsienio šalies įmone dėl atliekų importo/vežamo į Lietuvą

Contract No. *

Date of contract concluded *

Valid from *

Valid to

Neterminuota

Contract object *

Contract participants *

Country *

Code *

Name *

Foreign person

Region *

Location *

Street

House No.

Building

Flat No.

Close

Register

Figure 51

3.2.6. Contract between the waste manager of the Republic of Lithuania and a foreign company regarding waste exported from Lithuania

The contract between the waste manager of the Republic of Lithuania and a foreign company regarding waste exported from Lithuania can only be concluded with a foreign legal entity.

Mandatory fields in the registration form are marked with an asterisk (Figure 52).

Contract registration is completed by selecting “Register” at the bottom of the registration window. After selecting “Close”, the waste management contract will not be registered (Figure 52).

Register waste treatment contract

Contract type ✓

LR atliekų tvarkytojo sutartis su užsienio šalies įmone dėl eksportuojamų/išvežamų iš Lietuvos atliekų

Contract No. *

Date of contract concluded *

Valid from *

Valid to

Neterminuota

Contract object *

Contract participants *

Foreign person

Country *

Code *

Name *

Region *

Location *

Street

House No.

Building

Flat No.

Close

Register

Figure 52

3.2.7. Contract of waste managers of the Republic of Lithuania on waste management

The contract of waste managers of the Republic of Lithuania on waste management can only be concluded with a Lithuanian legal entity.

Mandatory fields in the registration form are marked with an asterisk, , the type of waste transporter is selected from the drop-down list (Waste transporter not specified in the contract; Lithuanian legal entity; Lithuanian natural person; Foreign person carrying out economic activities in Lithuania) and its information is indicated. Address can be selected from the specified Lithuanian natural or legal person's waste management sites or can be entered by hand. Clicking on the "Select all" button will add all registered sites. Clicking on the checkbox " Enter the address of the waste generation location manually" opens an additional column for data entry with address fields.(Figure 53).

If the contract will be used for issuing waste management proof documents, mark "Yes" for the question "Is the contract used for issuing documents proving waste management?" and attach the signed contract. Otherwise, mark "No."

Contract registration is completed by selecting "Register" at the bottom of the registration window. If "Close" is selected, the waste management contract will not be registered (Figure 53).

Register waste management contract

Contract type ✓
 LR atliekų tvarkytojų sutartis dėl atliekų tvarkymo

Contract No. * Date of contract concluded * Valid from * Valid to
 Neterminuota

Contract object *

Contract participants * Company code * Company name *

Lithuania legal person

Atliekų vežėjas *
 Atliekų vežėjas sutartyje nenurodytas

Address of waste management site

	Waste management site	Municipality	Location	Street	Start of accounting	End of accounting	
☐							
☐	Select all						

No records

Is the contract used for issuing documents proving waste management? *

☐ Yes
☐ No

Close **Register**

Figure 53

3.2.8. Contract between MBA/MA and landfill operator for waste receipt

The contract between MBA/MA and landfill operator for waste receipt can only be concluded with a Lithuanian legal entity, and the waste carrier is additionally entered.

Mandatory fields in the registration form are marked with an asterisk, the type of waste carrier is selected from the drop-down list (Waste carrier not specified in the contract; Lithuanian legal entity; Lithuanian natural person) and its information is indicated (Figure 54).

Contract registration is completed by selecting “Register” at the bottom of the registration window. After selecting “Close”, the waste management contract will not be registered (Figure 54).

Register waste treatment contract

Contract type ✓

MBA/MA ir sąvartyno operatoriaus sutartis dėl atliekų gavimo

Contract No. * Date of contract concluded * Valid from * Valid to

Neterminuota

Contract object *

Contract participants * Company code * Company name *

Lithuania legal person

Atliekų vežėjas *

Atliekų vežėjas sutartyje nenurodytas

Close Register

Figure 54

3.2.9. Collection on behalf of the waste manager

A municipal contract can be concluded with a legal entity in Lithuania, a natural person in Lithuania, or a foreign entity conducting economic activities in Lithuania. The waste carrier must also be added as an additional entry.

In the registration form, the fields marked with an asterisk are mandatory. When registering this type of contract, the signed contract document by both parties must be attached to the registration.

The registration of the contract is completed by selecting "Register" at the bottom of the registration window. If you select "Close," the waste management contract will not be registered (Figure 55).

Register waste management contract

Contract type ✓

Surinkimas atliekų tvarkytojo vardu

Contract No. *

Date of contract concluded *

Valid from *

Valid to

Contract object *

Contract participants *

Lithuania legal person

Company code *

Company name *

Atliekų vežėjas *

Atliekų vežėjas sutartyje nenurodytas

Address of waste management site

	Waste management site	Municipality	Location	Street	Start of accounting	End of accounting	
☐							
☐							

No records

Contract * ?

Choose File No file chosen

Close

Register

Figure 55

3.2.10. Municipal contract

A municipal contract is concluded with the organizers of the municipal waste management system, selecting them from the list of contract parties.

In the registration form, the fields marked with an asterisk are mandatory.

The registration of the contract is completed by selecting "Register" at the bottom of the registration window. If you select "Close," the waste management contract will not be registered (Figure 56).

Register waste management contract

Contract type ✓
Komunalinė sutartis

Contract No. * Date of contract concluded * Valid from * Valid to
Neterminuota

Contract object *

Contract participants

No records

Municipality

No records

Waste Waste management operation code

No records

Close Register

Figure 56

3.3. Correction of waste management contract data

In the “Waste management contracts” section, the waste manager who has registered the waste management contract can correct the data of the waste management contract.

The waste management contract starts to be adjusted by selecting the symbol  next to the waste management contract you want to change (Figure 57).

Contract type	Contract No.	Date of contract concluded	Contract participants	Valid from	Valid to
GII organizacijos ir atliekų tvarkytojo sutartis dėl gaminių, pakuočių atliekų sutvarkymo	001	2022-04-01	302773365 VšĮ "Elektronikos gamintojų ir importuotojų organizacija"	2022-04-01	

Figure 57

The contract adjustment window will open, which contains the same information as the contract registration window (you can find more information about the relevant information at the time of contract registration in section [3.2, “Waste management contract registration”](#)). After making the desired corrections, select “Change” (Figure 58).

Only the recipient of waste can adjust waste management contracts, if the correction symbol is inactive in the “Waste management contracts” section - in this contract, you are the sender of waste and you should contact the recipient of waste for corrections to the contract.

Please note

If the waste management contract is used in at least one document (e.g. accompanying document), then all fields can be changed in the opened contract editing window, except for: “Contract type”, “Contract parties”, “Waste carrier”.

The updated contract details will be visible in all documents that use the adjusted contract.

Building	Flat No.

Figure 58

3.4. Removal of waste management contract

In the “Waste management contracts” section, a waste manager who has registered a waste management contract can remove an already registered waste management contract.

The waste management contract is removed by selecting the symbol  next to the desired waste management contract (Figure 59) and confirming your choice.

Contract type	Contract No.	Date of contract concluded	Contract participants	Valid from	Valid to	
GII organizacijos ir atliekų tvarkytojo sutartis dėl gaminių, pakuočių atliekų sutvarkymo	001	2022-04-01	302773365 VšĮ "Elektronikos gamintojų ir importuotojų organizacija"	2022-04-01		  

Figure 59

Only the waste recipient can remove the waste management contracts, if the removal symbol is inactive in the “Waste management contracts” section – in this contract, you are the sender of waste and you should contact the waste recipient for removal of the contract.

Please note

If the waste management contract is used in at least one document (e.g. accompanying document), you will not be able to remove this waste management contract, but you can make corrections to such a contract (see section 3.3 “Correction of waste management contract data”)

To indicate that the contract used in the PPWIS documents is no longer relevant, terminated, you must correct the contract data and indicate the end of the contract’s validity period. More information on contract data corrections can be found in section 3.3 “Correction of waste management contract data”.

4. Weight methodology

Waste managers can create their own methods of weight determination – the percentage distribution of the weight of processed waste into generated waste and/or materials, items used in waste management records. The methodology can also indicate the materials and objects used during waste management, if they were used (you can find more information about this in section 5.4.4.1. “Creating, editing, deleting a new record”). The use of a weight methodology is optional for waste management accounting, but sometimes weight methodologies can help to capture waste management records more quickly. Each waste manager can develop his own weight methods.

The list of weight methods can be seen in the “Weight methodologies” section of waste managers. If the waste manager has not yet created weight methodologies, there will be no data in this section (Figure 60).

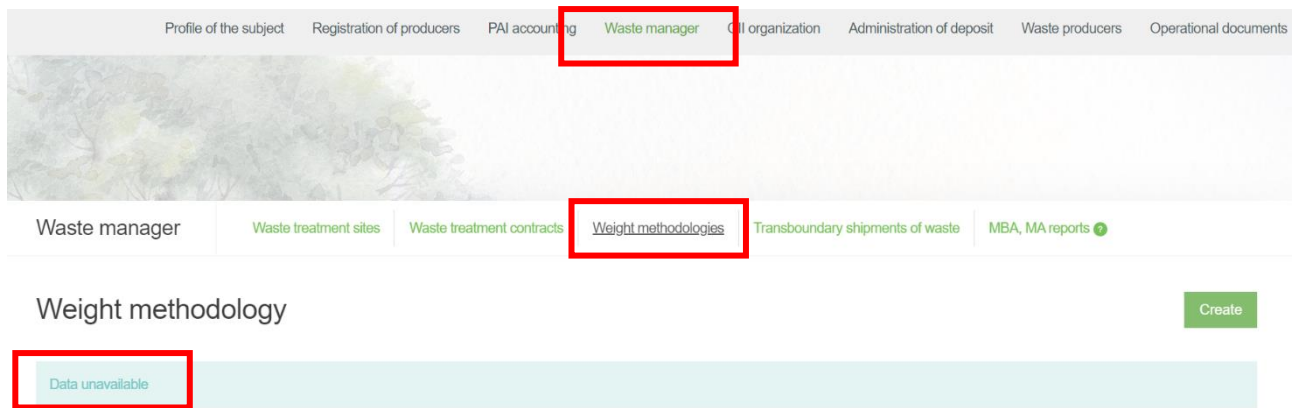


Figure 60

4.1. Creation of a new weight methodology

A new weight methodology can be created in the “Weight methodologies” section, select “Create” to initiate this action (Figure 61).

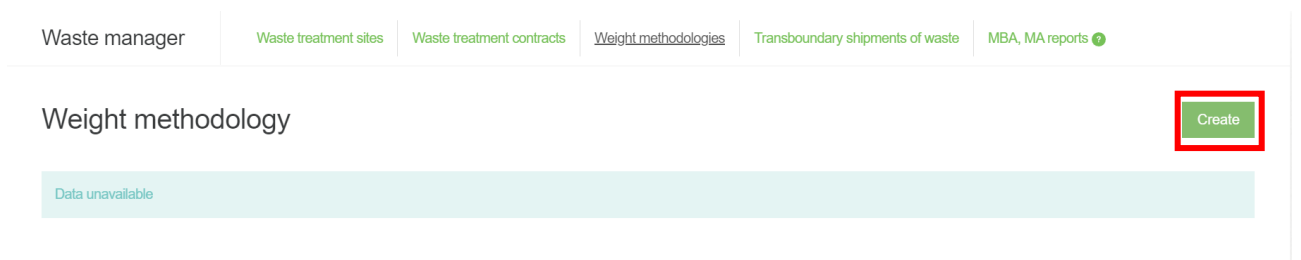


Figure 61

The weight methodology creation form will open in a new window (Figure 62).

Weight methodology ✕

Name of weight methodology *

Managed waste *

Select waste ▼

Generated amount of waste, %

0.000000

🔒

Generated amount of substances or objects, %

0.000000

🔒

Used amount of substances or objects, %

0.000000

🔒

Produced waste
Generated substances or objects
Used substances or objects

Generated waste

Generated amount,
%

🔍 ✕
+

No records

Cancel

Save

Figure 62

In the form, specify the name of the weight methodology and select the code¹³ of the managed waste for which you are creating this weight methodology from the drop-down list (Figure 63).

¹³ The complete list of waste codes can be found in Annex 1 of the Rules for Waste Management (see current version) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

Weight methodology

Name of weight methodology *

Managed waste *

Select waste

01 03 09 - aliuminio oksido gamybos raudonasis dumblas, nenurodytas 01 03 07

17 04 03 - švinas

01 03 99 - kitaip neapibrėžtos atliekos

01 04 08 - žvyro ir skaldos atliekos, nenurodytos 01 04 07

10 12 13 - nuotekų valymo jų susidarymo vietoje dumblas

17 04 05 - geležis ir plienas

Generated waste	Generated amount %	
No records		

Cancel Save

Figure 63

In the weight methodology creation form, waste generated during waste management, materials and objects generated, and materials and objects used during waste management are separated on separate tabs (Figure 64).

Weight methodology ✕

Name of weight methodology *

Managed waste *

Select waste

Generated amount of waste, %

0.000000

Generated amount of substances or objects, %

0.000000

Used amount of substances or objects, %

0.000000

Produced waste

Generated substances or objects

Used substances or objects

[Empty dropdown]

Generated waste

[Empty input]

Generated amount,
%

✕

+

No records

Cancel

Save

Figure 64

In the “Produced waste” tab, indicate what and how much (percentage) waste is generated during the management of the selected waste. To do this, press the “Add” symbol + and select the code¹⁴ of the waste that will be generated during waste management from the drop-down list and specify the percentage of the selected waste that will be generated during waste management. After specifying the waste code and amount (%), select the “Add” symbol + and it will be added to the weight methodology waste management tab (Figure 65).

¹⁴ The complete list of waste codes can be found in Annex 1 of the Rules for Waste Management (see current version) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

Weight methodology ✕

Name of weight methodology ✓

ENTP

Managed waste *

16 01 04 01* - M1, N1 klasės, triratės motorinės (išskyrus su simetriškai išdėstytais ratais) eksploatuoti netinkamos transporto priemonės

Generated amount of waste, %

0.000000

🔒

Generated amount of substances or objects, %

0.000000

🔒

Used amount of substances or objects, %

0.000000

🔒

Produced waste

Generated substances or objects

Used substances or objects

Generated waste

Generated amount, %

+

10 13 01 - mišinio ruošimo prieš terminį apdorojimą atliekos

17 04 09* - metalų atliekos, užterštos pavojingomis cheminėmis medžiagomis

10 13 07 - dujų valymo dumblas ir filtrų papločiai

01 04 13 - akmenų skaldymo ir pjautymo atliekos

No records

Figure 65

In the tab “Generated materials, items” indicate what and how much (percentage) materials and items are generated during the management of the selected waste. To do this, click on the “Add” symbol + and select the code¹⁵ of the combined nomenclature of the material or item that will be generated during waste management from the drop-down list and indicate the percentage of the selected material or item that will be generated during waste management. After specifying the material, item and quantity (%), select the “Add” symbol + and the material, item will be added to the tab of materials and items generated during waste management of the weight methodology (Figure 66).

¹⁵ The complete list of combined nomenclature codes can be found in Commission Implementing Regulation (EU) 2021/1832 of 12 October 2021 amending Annex I of Council Regulation (EEC) No 2658/87 on tariffs and statistical nomenclature and on the Common Customs Tariff (see current updates) (<https://eur-lex.europa.eu/legal-content/LT/TXT/?uri=CELEX:32021R1832>)

Weight methodology ✕

Name of weight methodology ✓

ENTP

Managed waste ★

16 01 04 01* - M1, N1 klasės, triratės motorinės (išskyrus su simetriškai išdėstytais ratais) eksploatuoti netinkamos transporto priemonės

Generated amount of waste, % Generated amount of substances or objects, % Used amount of substances or objects, %

0.000000 0.000000 0.000000

Produced waste Generated substances or objects Used substances or objects

Generated amount of substances or objects, %	Generated amount, %	+
No records		

skaičiavimo arba pakavimo mašinos, pieštukų drožtuvai, perforavimo arba susegimo apkabėlėmis mašinos)

8473 - Dalys ir reikmenys (išskyrus dangčius, futliarus ir panašius dirbinius), skirti vien tik arba daugiausia mašinoms, klasifikuojamoms 8469-8472 pozicijose

Cancel Save

Figure 66

The “Used materials or items” tab is filled in if additional materials are used during the technological process (e.g., solvents, etc.) during waste management. In this case, indicate what and how much (percentage) materials and objects were used in the management of the specific waste. To do this, press the “Add” symbol + and select the code¹⁶ of the combined nomenclature of the material or item that will be generated during waste management from the drop-down list and indicate the percentage of the selected material or item that was used during waste management. After specifying the material, item and quantity (%), select the “Add” symbol + and the material, item will be added to the tab of materials and objects used during waste management of the weight methodology (Figure 67).

¹⁶ The complete list of combined nomenclature codes can be found in Commission Implementing Regulation (EU) 2021/1832 of 12 October 2021 amending Annex I of Council Regulation (EEC) No 2658/87 on tariffs and statistical nomenclature and on the Common Customs Tariff (see current updates) (<https://eur-lex.europa.eu/legal-content/LT/TXT/?uri=CELEX:32021R1832>)

4.2. Adjustment of weight methodology data

Already created weighting methodologies can be adjusted, the data specified in the methodology can be clarified. In order to adjust the data of an already created weight methodology, select “Change” next to the weight methodology you want to adjust in the “Weight methodologies” section (Figure 69).

Waste manager	Waste treatment sites	Waste treatment contracts	Weight methodologies	Transboundary shipments of waste	MBA, MA reports
---------------	-----------------------	---------------------------	----------------------	----------------------------------	-----------------

Weight methodology		Create
Name of weight methodology	Waste	
ENTP	16 01 04 01* - IM1, N1 klasės, triratės motorinės (išskyrus su simetriškai išdėstytais ratais) eksploatuoti netinkamos transporto priemonės	EditRemove
amortizatoriai	16 01 21 03* - autotransporto priemonių amortizatoriai	EditRemove

Figure 69

The weight methodology creation window will open, with all relevant weight methodology information (you can find more information about weight methodology creation in section 4.1.

“Creation of a new weight methodology”). By selecting the “Edit” symbol  in the window that opens, you can edit the desired records of generated waste and generated or used materials and

objects. After making the desired correction of the record, select the “Save” symbol  and your change will be saved, if you select the “Cancel” symbol , your changes will not be saved.

Selecting the “Remove” symbol  will remove the entire record of the waste or material or item. After the corrections, select “Save” and the weight methodology will be updated (Figure 70).

Weight methodology ✕

Name of weight methodology ★

ENTP

Managed waste ★

16 01 04 01* - M1, N1 klasės, triratės motorinės (išskyrus su simetriškai išdėstytais ratais) eksploatuoti netinkamos transporto priemonės

Generated amount of waste, %

25.000000 🔒

Generated amount of substances or objects, %

0.000000 🔒

Used amount of substances or objects, %

0.000000 🔒

Produced waste Generated substances or objects Used substances or objects

Generated waste	Generated amount, %	
		+
16 01 17 - juodieji metalai	20.000000	✓ ✕
16 01 18 - spalvotieji metalai	5.000000	✎ 🗑

Cancel

Save

Figure 70

Please note

Adjustments to the weight methodology will have no effect on pre-existing waste management records that were created using the adjusted weighting methodology.

4.3. Removal of weight methodology

Created weight methodologies can be removed from the list of weight methodologies. You can remove an already created weight methodology in the “Weight methodologies” section, select “Remove” next to the weight methodology you want to remove and confirm your choice (Figure 71).

Waste manager

Waste treatment sites

Waste treatment contracts

Weight methodologies

Transboundary shipments of waste

MBA, MA reports 📌

Weight methodology

Create

Name of weight methodology	Waste	
ENTP	16 01 04 01* - M1, N1 klasės, triratės motorinės (išskyrus su simetriškai išdėstytais ratais) eksploatuoti netinkamos transporto priemonės	Edit Remove
amortizatoriai	16 01 21 03* - autotransporto priemonių amortizatoriai	Edit Remove

Figure 71

Please note

Removing a weight methodology will have no effect on pre-existing waste management records that were created using the removed weight methodology.

5. Waste management accounting in PPWIS

Section III of the Rules for Accounting and Reporting on Waste Generation and Management regulates the implementation of waste management accounting (see current version).

Waste management accounting in PPWIS is carried out in the “Waste managers” section for each waste management site separately. In the “Waste Management Accounting Documents” section, Waste Management Journals are created and completed, summaries are formed, approved, and annual reports are formed and submitted for AAA evaluation.

Waste management accounting is carried out by recording the receipt of waste, making waste management records, which indicate how much and what kind of waste was managed and how much and what kind of waste and materials, items were generated during the management of the specified waste. Also part of waste management accounting is transfer of waste to other waste managers and further use of materials and objects. Waste is transferred to other waste managers or obtained by forming accompanying documents for the transferred waste in the “Accompanying documents” section, and in the “Transboundary waste transportation” section (see the PPWIS user guide “Transboundary waste transportation”) documents for waste removal from Lithuania or importation to Lithuania are provided. You can find all the steps in waste management accounting in the following sections of this guide.

5.1. Receipt of waste to be managed

The possible methods of receiving waste into waste management accounting using PPWIS are provided for in clauses 34-38, 40 of the Rules for the Accounting and Reporting of Waste Generation and Management (see current version).

Waste can be entered into waste management accounting in PPWIS in several ways. Waste managers can receive waste:

- From other waste managers, when forming waste transfer accompanying documents in PPWIS (see section [6.2.1, “Transportation of waste transferred by the waste manager, return of quantities for clarification and completion of transportation”](#));
- From waste producers, when forming waste transfer accompanying documents in PPWIS (see section [6.2.3, “Transportation and completion of the transportation of the transferred waste by the waste producer who does not perform waste generation accounting in PPWIS”](#) and section [6.2.2, “Receipt and completion of the](#)

[transportation of the transferred waste by the waste producer who performs waste generation accounting in PPWIS](#)”);

- Indirectly from waste producers (e.g., using waste collection or sorting containers and/or other waste collection or sorting means, waste is collected by detour) (see section [5.4.2. “Waste received indirectly – adding and correcting a record”](#));
- When receiving waste directly from residents (see section [5.4.1. “Waste received from residents – adding and correcting a record”](#));
- When importing waste from another country (see the PPWIS user guide “Transboundary waste transportation”).

Regardless of how the waste is received, it must be reflected in the waste management accounting documents in PPWIS.

Important!

The waste manager can account for the received stray waste (e.g., collected during the “Darom” campaign) in PPWIS in several ways:

- If the waste was delivered by a waste manager – calculate the waste on the tab “Waste received indirectly” by entering the data requested by PPWIS, and in the box “specified origin of waste” indicate that the waste is stray;
- If the waste was delivered by a non-waste manager – record the waste on the “Waste received from residents” tab and indicate that the waste is stray.

Important!

Stray waste (both non-hazardous and hazardous) collected in public places by the waste manager, the owner of which is the municipal administration, which does not record the generation of waste in PPWIS, can be accounted for in PPWIS in several ways:

- As received indirectly. When filling in data on indirectly received waste in PPWIS, the origin “Public waste” is indicated in the waste origin column. In this case, a document confirming the transfer of waste must be submitted to the municipal administration, which must indicate the name of the transferred waste, the waste code according to the waste list and weight, and the date of the transfer of waste.
- Forming the accompanying document “Waste received from the person who does not keep records”. When forming this type of accompanying document, the waste manager must specify the specific sender of the waste that transfers that waste – the code, name and address of the municipal administration company.

5.2. Waste management accounting documents

Waste management accounting is carried out in the section “Waste management accounting documents” by creating accounting documents (journals, summary, annual reports) for a specific treatment location. You can see this section by selecting Waste managers → Waste management sites → clicking “View” next to the desired waste management site (Figure 72).

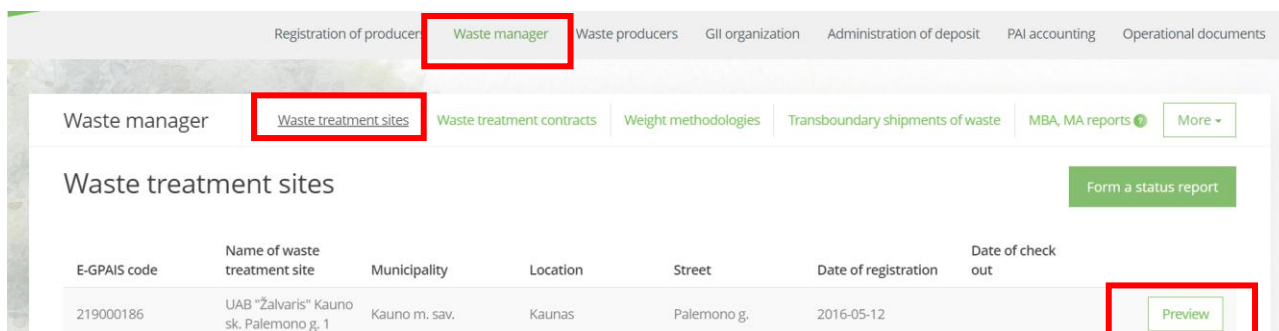


Figure 72

In the section of waste management accounting documents, you can see all waste management accounting documents and their statuses for a specific management site, create and prepare waste management accounting journals, create and approve quarterly summaries, create and submit annual waste management accounting reports for evaluation, view information on created documents (Figure 73).

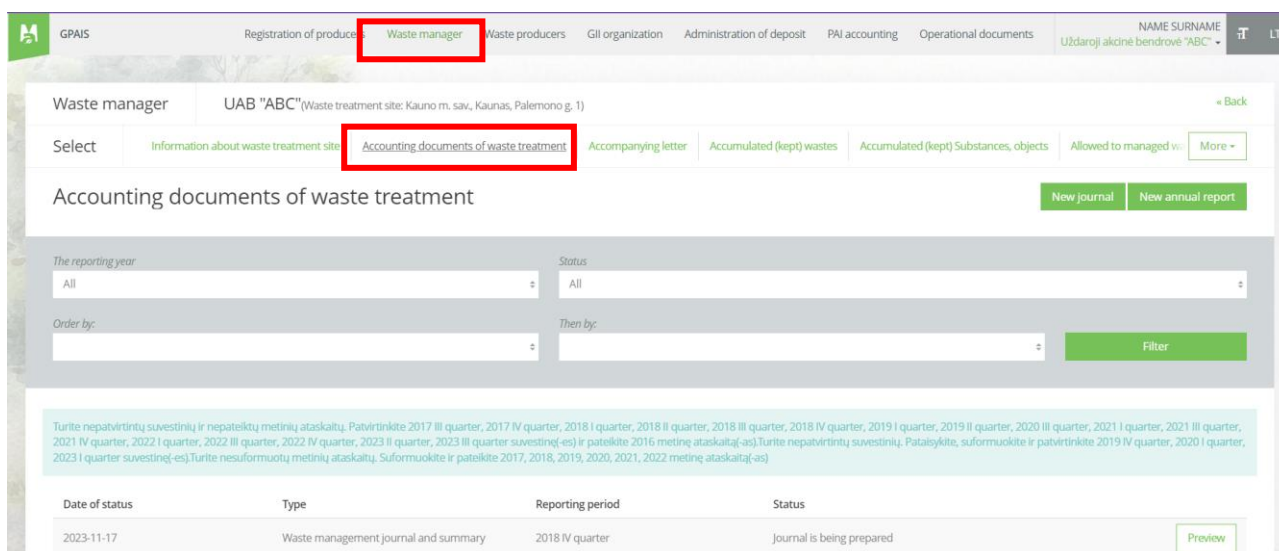


Figure 73

Accounting documents can be adjusted (only journals are adjusted, summaries and reports are reformatted based on the changed data), if the annual waste management accounting report has not been submitted for evaluation based on the quarterly summaries formed and approved. For more information, see section [5.5 "Adjustment and correction of errors in the journal whose summary is generated"](#).

Management accounting documents can be filtered by reporting year and document status or ordered by selected parameters (Figure 74), and you can also change the number of displayed records by choosing how many records you want to see on the page in the lower left corner of the screen under the status dates.

Waste manager: UAB "ABC" (Waste treatment site: Kauno m. sav., Kaunas, Palemono g. 1)

Select: Information about waste treatment site **Accounting documents of waste treatment** Accompanying letter Accumulated (kept) wastes Accumulated (kept) Substances, objects Allowed to managed waste More

Accounting documents of waste treatment New journal New annual report

The reporting year: All Status: All

Order by: Then by: Filter

Turite nepatvirtintų suvestinių ir nepateiktų metinių ataskaitų. Patvirtinkite 2017 III quarter, 2017 IV quarter, 2018 I quarter, 2018 II quarter, 2018 III quarter, 2018 IV quarter, 2019 I quarter, 2019 II quarter, 2020 III quarter, 2021 I quarter, 2021 III quarter, 2021 IV quarter, 2022 I quarter, 2022 III quarter, 2022 IV quarter, 2023 II quarter, 2023 III quarter suvestinę(-es) ir pateikite 2016 metinę ataskaitą(-as). Turite nepatvirtintų suvestinių. Patalykite, suformuokite ir patvirtinkite 2019 IV quarter, 2020 I quarter, 2023 I quarter suvestinę(-es). Turite nesuformuotų metinių ataskaitų. Suformuokite ir pateikite 2017, 2018, 2019, 2020, 2021, 2022 metinę ataskaitą(-as).

Date of status	Type	Reporting period	Status
2023-11-17	Waste management journal and summary	2018 IV quarter	Journal is being prepared

Preview

Figure 74

5.3. Creating a waste management accounting journal

When providing waste management accounting data, a waste management accounting journal is created in the Waste managers → Waste management sites → View → “Waste management accounting documents” section, selecting the relevant year and the relevant quarter. The journal is created by clicking “New journal” (Figure 75).

Waste manager: UAB "ABC" (Waste treatment site: Kauno m. sav., Kaunas, Palemono g. 1)

Select: Information about waste treatment site Accounting documents of waste treatment Accompanying letter Accumulated (kept) wastes Accumulated (kept) Substances, objects Allowed to managed waste More

Accounting documents of waste treatment **New journal** New annual report

The reporting year: All Status: All

Order by: Then by: Filter

Turite nepatvirtintų suvestinių ir nepateiktų metinių ataskaitų. Patvirtinkite 2017 III quarter, 2017 IV quarter, 2018 I quarter, 2018 II quarter, 2018 III quarter, 2018 IV quarter, 2019 I quarter, 2019 II quarter, 2020 III quarter, 2021 I quarter, 2021 III quarter, 2021 IV quarter, 2022 I quarter, 2022 III quarter, 2022 IV quarter, 2023 II quarter, 2023 III quarter suvestinę(-es) ir pateikite 2016 metinę ataskaitą(-as). Turite nepatvirtintų suvestinių. Patalykite, suformuokite ir patvirtinkite 2019 IV quarter, 2020 I quarter, 2023 I quarter suvestinę(-es). Turite nesuformuotų metinių ataskaitų. Suformuokite ir pateikite 2017, 2018, 2019, 2020, 2021, 2022 metinę ataskaitą(-as).

Date of status	Type	Reporting period	Status
2023-11-17	Waste management journal and summary	2018 IV quarter	Journal is being prepared

Preview

Figure 75

In the window that opens, specify the year and quarter of the journal to be created and select “Create” (Figure 76).

new journal

Year of journal *

Quarter of journal *

Cancel Create

Figure 76

Please note

*The selected reporting period must overlap at least one day with the waste management accounting performance period specified in the selected waste management site.
A new journal cannot be created if a journal for the same quarter already exists for the selected waste management location and selected reporting period.*

After creating a new waste management accounting journal, you will be directed to the “Information” section of the created journal. It shows general information about the waste management accounting journal and a status history showing who made the last changes and when (Figure 77).

Waste treatment journal and summary Information Journal

Information

Waste management site	Status	Date of status
Reporting period	Journal is being prepared	2022-08-30
2022 IV quarter	Beginning of accounting	End of accounting
The last change	2016-05-12	-
-		

History of statuses

Date of status	Status	User	Comment
2022-08-30	Journal is being prepared		

Figure 77

Please note!

If during the calendar quarter during the company’s activity, waste was not received and processed, materials and objects are not used - you do not have to fill out a waste management accounting journal. In this case, create a summary of the journal in which no

waste management record has been made. When creating a waste management accounting summary, PPWIS automatically transfers the last quarter's waste and materials, item balance data (for more information on creating summaries, see Section 9, "Formation and approval of the summary".

5.4. Filling in the waste management accounting journal

Filling in the accounting journal and periodicity of accounting are regulated by clauses 25, 28, 32, 36-38, 42 of the Rules for Accounting and Reporting on Waste Generation and Management¹⁷ (see the current version of the rules).

In accordance with the above-mentioned rules, waste management should be recorded in the journal no later than the next working day after its management (see current version).

When filling out the waste management accounting journal, the waste manager fills in information about imported, exported waste and waste generated, transferred, received and processed in the territory of Lithuania separately. The eight-digit waste codes specified in Appendix 1 of the Rules for Waste Management¹⁸ are used in waste management accounting (see current version). If the waste cannot be assigned an eight-digit waste code, a six-digit waste code is indicated.

The waste management accounting journal consists of 6 tabs (Figure 78):

- Waste received from residents
- Waste received indirectly
- ELVs accepted
- Waste managed
- Use of materials and objects generated during waste management
- Write-off

¹⁷ Rules for Accounting and Reporting on Waste Generation and Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

¹⁸ Rules for Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

Waste accepted from residents	Waste accepted indirectly	Accepted ELV	Managed waste	The use of substances or objects generated in waste managing process	Write down
-------------------------------	---------------------------	--------------	---------------	--	------------

Eksportuoti duomenis

[illegible]

Figure 78

Waste managers sometimes face difficulties in determining the weight of waste when it is not possible to weigh the waste. In such cases, it is possible to use the Waste Quantity Determination Rules, which provide the methodology for determining the quantity of waste piled up or stored in containers (see the current version of the rules).

When applying the calculation by volume to sewage sludge (statistical codes 11.11 and 11.12), the quantity must be calculated using the density of the dry material, the dry material mass balance diagram of the technical regulation of the installation may be used.

5.4.1. Waste received from residents – adding and correcting a record

Pursuant to Clause 37 of the Rules for Accounting and Reporting on Waste Generation and Management (see the current version of the rules), the amount of waste received from residents must be registered in the journal no later than within 5 working days after the end of the calendar month or before it is disposed of, or before the waste is transferred to another waste manager. Accounting data for the calendar quarter must be entered into PPWIS no later than the end of the calendar quarter.

The journal tab “Waste received from residents” records the waste that residents themselves deliver to waste collection sites. In order to record receipt of waste from residents in the journal, it is necessary to indicate the following (Figure 79):

- Identification number – to be filled in automatically;
- Date of receipt of waste;
- Select the received waste (its code) from the drop-down list;
- Quantity of received waste in tons (the field “Received quantity, unit” is filled in as needed);
- Waste producer;
- Document confirming the identity of the waste producer. The document type is selected from the drop-down list:

- Personal identity tab;
- Passport;
- Driver's license, which was issued from 01-11-2005;
- residence permit of a long-term resident of the Republic of Lithuania in the EU;
- Temporary residence permit in the Republic of Lithuania;
- Number of the document confirming the identity of the person;
- The municipality of the waste producer (choose from the drop-down list of municipalities);
- Origin of waste (choose from the drop-down list):
 - Waste of legal entities;
 - Other;
 - Household waste;
 - Garden community waste;
 - Waste from public places (street, park, etc.).

If the origin of waste received from residents will be "Other", before adding a record, you must provide an explanation about the origin of waste in the field "Clarified waste origin". It is recommended to provide additional information about the record in the "Notes" field.

Please note

You can only accept waste from residents that you can manage at the chosen waste management site.

After filling in all the relevant fields, select the "Add" symbol  (Figure 79) and the record of waste received from the residents will be saved, and the specified amount of waste will automatically contribute to the accumulated (stored) waste residues at the waste management site (more information about accumulated (stored) waste residues can be found in section [7 "Accumulated \(stored\) waste residues"](#)).

Please note

*Data in PPWIS about the waste received from residents can be entered by summarizing them: in the "Waste producer" field of the waste management accounting journal, by specifying "summary data", in the "Personal identity document" field, by choosing one of the options provided, and in the "Personal identity document number" field indicating zeros (Figure 79). **The amount of waste received from the same origin, municipality and type can be summed up in one record.***

You can adjust, refine or delete journal records using the following tools:

Edit record - 

Remove record - 

Copy entry - 

Clear - 

Additional tools to confirm or cancel changes to an editable record:

Save changes - 

Cancel changes - 

In the “Waste received from residents” tab, select the “Edit record” symbol  and make the desired corrections to a specific record, the record is saved by selecting the “Save changes” symbol , if you want to cancel the correction of the record and not save the changes - select the “Cancel changes” symbol  (Figure 79).

The record of receiving waste from residents can be deleted by selecting the “Remove record” symbol  (Figure 79).

Selecting multiple entries and pressing the "Remove entry" button will remove the marked entries.

The entry can be copied by selecting the "Copy" symbol , by pressing this button, the fields for adding a new record are filled with the values of the record being copied, the entry can be saved by pressing the "Add record" symbol , it is also possible to clear the filled fields by selecting the "Clear" symbol of the entry  (Figure 79).

Lits can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

Please note

If the status of the waste management accounting journal is “Summary being generated” or “Submitted for approval”, journal records cannot be edited or deleted.

Waste accepted from residents

Eksportuoti duomenis

☐														
☐	Identification number	Date of receipt	Waste	Amount received, vnt	Amount accepted, t	Waste maker	Identity document	Identity document number	Waste municipality	Origin of waste	Detailed origin of waste	Comment		
	55301	2023-04	12 01 05 plas...	20	200.00000t	a	Person identity#	11	Kauno r. sav.	Juridinių asme#				
☐	47201	2023-06-07	02 01 08* agrochemijos atliekos, kuriose yra pavojingų cheminių medžiagų	2	2.000000t	a	Passport	2	Kazlų Rūdos sav.	Namų ūkių atliekos				

Figure 79

Please note

Journal records are not automatically arranged in chronological order. For example, if you adjust a first quarter journal that has waste receipt records for all three months and delete the January record, and then post a January date to the waste receipt record, the record will remain at the very top of the journal above the February and March records. If necessary, it is recommended to use the function of filtering records.

5.4.2. Waste received indirectly – adding and correcting a record

Pursuant to Clause 36 of the Rules for Accounting and Reporting of Waste Generation and Management (see the current version of the rules), the amount of waste indirectly received from waste producers must be registered in the journal no later than within 5 working days after the end of the calendar month or before it is processed or before the waste is transferred to another waste manager. Accounting data for the calendar quarter must be entered into PPWIS no later than the end of the calendar quarter.

The journal tab “Waste received indirectly” records waste that was collected using waste collection or sorting containers and/or other waste collection or sorting means, waste is collected by bypassing.

In order to record the receipt of waste indirectly in the journal, it is necessary to indicate the following (Figure 80):

- Identification number – to be filled in automatically;
- Date of receipt of waste;
- Select the received waste (its code) from the drop-down list;
- Quantity of received waste (in tons);
- Municipality (choose from the drop-down list of municipalities);
- Waste carrier (choose from the drop-down list of carriers);
- Origin of waste (choose from the drop-down list):
 - Waste of legal entities;

- Other;
- Household waste;
- Garden community waste;
- Waste from public places (street, park, etc.).

If the origin of waste received indirectly will be “Other”, before adding a record, you must provide an explanation about the origin of waste in the field “Clarified origin of waste”. It is recommended to provide additional information about the record in the “Notes” field.

Please note

You can only receive waste indirectly that you can manage at the waste management site of your choice.

After filling in all the relevant fields, select the “Add” symbol  (Figure 80) and the record of indirectly received waste will be saved, and the specified amount of waste will automatically contribute to the accumulated (stored) waste residues at the waste management site (more information about accumulated (stored) waste residues can be found in section 7 “Accumulated (stored) waste residues”).

Waste accepted indirectly

Eksportuoti duomenis

☐	Identification number	Date of receipt	Waste	Amount accepted, t	Municipality	Waste transporter	Origin of waste	Detailed origin of waste	Comment	
										 
	55702	2023-05-01	02 01...	1.000000	Birštono sav.	111449549 Imple...	Juridinių asmenų atli...			 
☐	55701	2023-05-01	02 01 10 metalų atliekos	1.000000	Birštono sav.	111449549 Implementation & Technology Transfer, UAB	Juridinių asmenų atliekos			 

Figure 80

Please note

*Indirect waste data can be entered into PPWIS by summarizing them: by specifying “summary data” in the “Notes” field of the waste management accounting journal. **One record can be used to sum up the amount of waste received from the same origin, municipality, waste carrier and type.***

You can adjust, refine or delete journal records using the following tools:

Edit record - 

Remove record - 

Copy entry - 

Clear - 

Additional tools to confirm or cancel changes to an editable post:

Save changes - 

Cancel changes - 

In the tab “Waste received indirectly” select the “Edit record” symbol  and make the desired corrections of a specific record, the record is saved by selecting the “Save changes” symbol , if you want to cancel the correction of the record and not save the changes - select the “Cancel changes” symbol  (Figure 8o).

The record of receiving waste from residents can be deleted by selecting the “Remove record” symbol  (Figure 8o). Selecting multiple entries and pressing the "Remove entry" button will remove the marked entries.

The entry can be copied by selecting the "Copy" symbol , by pressing this button, the fields for adding a new record are filled with the values of the record being copied, the entry can be saved by pressing the "Add record" symbol , it is also possible to clear the filled fields by selecting the "Clear" symbol of the entry  (Figure 8o).

Lits can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

Please note

If the status of the waste management accounting journal is “Summary being generated” or “Submitted for approval”, journal records cannot be edited or deleted.

Please note

Journal records are not automatically arranged in chronological order. For example, if you adjust a first quarter journal that has waste receipt records for all three months and delete the January record, and then post a January date to the waste receipt record, the record will remain at the very top of the journal above the February and March records.

5.4.3. ELVs accepted – adding and correcting a record

Pursuant to Clause 38 of the Rules for Accounting and Reporting of Waste Generation and Management (see the current version of the rules), a waste manager who has accepted end-of-life vehicles (hereinafter referred to as ELVs) must provide relevant information about accepted ELVs to PPWIS no later than within 5 working days after the end of the calendar month or before processing them or before transferring the waste to another waste manager.

Receipt of ELVs in waste management accounting is recorded 2 times:

1. In the “Accompanying documents” section, when the ELV is received with an accompanying document (or by filling out documents for the transboundary waste transport) or in the “Waste received from residents” tab of the waste management journal, when the ELV is received from residents (see respectively Section 6 “[Waste transfer accompanying documents](#)” and section 5.4.1. “[Waste received from residents – adding and correcting a record](#)”);
2. Creating a record about the ELV received with an accompanying document (or document of transboundary waste transportation) and about the ELV accepted from residents in the ELV journal tab “Accepted ELVs”. In the “Accepted ELVs” tab, each ELV must be recorded separately, so that the data on the number of ELV units received are properly transferred to the waste management accounting quarterly summary and annual report. Multiple ELVs cannot be captured in one record.

In the “Accepted ELVs” tab of the waste management accounting journal, you can see the information of all accepted ELVs (Figure 81).

Information about each ELV is indicated separately. This is done by creating a new record about the accepted ELV. If the ELV was accepted before January 31, 2024, a new entry is created by selecting the "New record till 2024-01-31" button. If the ELV was accepted after January 31, 2024, a new entry is created by selecting the "New record from 2024-02-01" button.(Figure 81).

Journal Form summary

2024 | quarter

[Waste accepted from residents](#) [Waste accepted indirectly](#) [Accepted ELV](#) [Managed waste](#) [The use of substances or objects generated in waste managing process](#) [Write down](#)

Accepted ELV New record till 2024-01-31 New record from 2024-02-01

[Eksportuoti duomenis](#)

Date of reception	Destruction certificate no.	Class of vehicle	Primary waste source	Weight of one ELV, t	Market value	Generated ENTP destruction certificate	Signed certificate of ELV disposing	Document confirming representation	Transferred to another waste manager	ELV accepted through the collector	Comment

Figure 81

When creating an entry for ELVs accepted till January 31, 2024, a window opens where the relevant information about the accepted ELV is entered (Figure 82):

- ELV receipt date;
- Vehicle class (selected from the drop-down list)
 - 3-wheels;
 - M1
 - N1
 - Other vehicle class
- Primary source of waste (selected from the drop-down list):
 - Foreign market – if ELV was imported to the Republic of Lithuania;
 - The internal market of the Republic of Lithuania - if the vehicle has become waste ELV in Lithuania;
- Weight of one ELV in tons;
- Market value (selected from the drop-down list):
 - Positive;
 - Negative;
- Transfer to another waste manager:
 - Not transferred;
 - Transferred to the foreign market on 16 01 04 or 16 01 06 (ELV exported);
 - Transferred in the domestic market of the Republic of Lithuania on 16 01 04 or 16 01 06 (ELV is transferred to another manager in Lithuania);
- A completed ELV certificate of destruction¹⁹ is attached (selectable from your device, suitable formats - .doc, .docx, .rtf, .odf, .pdf).

In the “Notes” field, it is recommended to provide additional information about the ELV.

When all the relevant information about the received ELV is indicated - select “Save” (Figure 82) and the record will be saved in the “Accepted ELVs” tab.

¹⁹ Clause 10 of the rules for the handling of unusable vehicles (see the current version of the rules) states that the waste manager, who has accepted the ELV, must issue the certificate of destruction presented in the annex to these rules to its owner.

Rules for handling unfit vehicles <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.229976/asr>

Date of reception ✓

2024-01-01

Class of vehicle ✓

M1

Primary waste source ✓

Domestic (Lithuanian) market

Weight of one ELV, t ✓

1.95

certificate of ELV disposing

Choose File

2024-01-01 SP 0308.pdf

Market value ✓

Teigiama

Transferred to another waste manager ✓

Not delivered

Comment

Close

Save

Figure 82

When creating an entry for ELVs accepted after January 31, 2024, a window opens where you need to select which accepted ELV the entry is being created for (Figure 83):

- Accepted ENTPs for which a certificate of destruction is required;
- Accepted ENTPs for which a certificate of destruction is not required;

After making the selection, click the "Prepare" button.

Accepted EVL

☒ Accepted ENTPs for which a certificate of destruction is required

☐ Accepted ENTPs for which a certificate of destruction is not required

Close

Prepare

Figure 83

If you select "Accepted ENTPs for which a certificate of destruction is required" a window will open where you need to enter the following relevant information about the accepted ELV (Figure 84):

1. Date of reception;

2. Enter the vehicle's SDK and click the "Search" button. Based on the entered SDK, the following fields about the vehicle will be populated:
 - Identification No. (VIN);
 - SDK;
 - Vehicle make;
 - Vehicle model;
 - Responsible person's details. In this table, provide at least one contact detail (phone number or email address).
3. Enter other relevant data:
 - License plate;
 - Class of vehicle (select from the dropdown menu):
 - 3-wheelers;
 - M1;
 - N1;
 - Primary waste source (select from the dropdown menu):
 - Domestic market –if the vehicle became waste (ELV) in Lithuania ;
 - Foreign market – if the ELV was imported to Lithuania;
 - Weight of one ELV, in tons;
 - Market value (select from the dropdown menu):
 - Positive;
 - Negative;
 - Transferred to another waste manager (select from the dropdown menu):
 - Not transferred;
 - Transferred to the foreign market (16 01 04 or 16 01 06) (ELV exported);
 - Transferred to the domestic market (16 01 04 or 16 01 06) (ELV transferred to another manager in Lithuania);
 - Vehicle registration certificate number;
 - Waste code (select from the dropdown menu):
 - 16 01 04 01;
 - 16 01 06 01;
 - ELV owner's municipality of residence (select from the dropdown menu);
 - Remarks;
 - Document confirming representation;
 - Confirm that no restrictions apply to the vehicle.
4. After filling in the relevant information, click the "Generate" button to generate the destruction certificate.

Accepted EVL, for which a destruction certificate is mandatory

1.
Date of reception *

2.
SDK *
Search

Identification No. (VIN) *

SDK *

Vehicle make *

Vehicle model *

Type of person	Name and surname of the owner / Title	Personal code / Company code	Phone Nr.	Email	
No records					

3.
License plate *

Class of vehicle *

Primary waste source *

Weight of one ELV, t *

Market value *

Transferred to another waste manager *

TP registration confirmation document No. *

Waste code *

Comment

Document confirming representation

Choose File
No file chosen

☐ Patvirtinu, kad transporto priemonėi nėra taikomi jokie apribojimai

4.

Close
Generate
Confirm

Figure 84

In the "Accepted ELVs" section, select the edit button for the accepted ELV entry, and the editing window for the accepted ELV entry will open. At the bottom of the window, perform the following actions (Figure 86):

1. Download the generated ELV destruction certificate by selecting "Download";
2. Sign the downloaded destruction certificate and upload it under "Signed ELV Destruction Certificate";
3. After completing these actions, click the "Confirm" button, and the data will be confirmed.

Journal

2025 | quarter

Waste accepted from residents

Waste accepted indirectly

Accepted ELV

Managed waste

The use of substances or objects generated in waste managing process

Write down

Accepted ELV

New record from 2024-02-01

Eksportuoti duomenis

Date of reception	Destruction certificate no.	Class of vehicle	Primary waste source	Weight of one ELV, t	Market value	Generated ENTP destruction certificate	Signed certificate of ELV disposing	Document confirming representation	Transferred to another waste manager	ELV accepted through the collector	Comment	
2025-01-24	GPOBJ0000021/25-01-27-4	3-ratės	Domestic (Lithuanian) market	1.950000	Teigiama	GPOBJ0000...	-	-	Delivered to foreign market at 16 01 04 or at 16 01 06			 

Figure 85

1.

Generated ENTP destruction certificate
Download

2.

Signed ENTP Certificate of Destruction
Choose File pasirašytas_sunaik_paz_GPOBJ.pdf

Document confirming representation
Choose File No file chosen

Patvirtinu, kad transporto priemonė nėra taikomi jokie apribojimai

3.

CloseGenerateConfirm

Figure 86

If you selected "Accepted ENTPs for which a certificate of destruction is not required" a window will open where you need to enter the following relevant information about the accepted ELV (Figure 87):

1. ELV acceptance date;
2. Manually enter the vehicle's data:

- Identification Number (VIN);
 - SDK;
 - Vehicle make;
 - Vehicle model;
 - Responsible person's details. In this table, provide at least one contact detail (phone number or email address);
3. Enter the relevant other information:
- License plate number;
 - Vehicle class (select from the dropdown menu):
 - Other vehicle class;
 - Primary waste source (select from the dropdown menu):
 - Domestic market –if the vehicle became waste (ELV) in Lithuania ;
 - Foreign market – if the ELV was imported to Lithuania;
 - Weight of one ELV, in tons;
 - Market value (select from the dropdown menu):
 - Positive;
 - Negative;
 - Transferred to another waste manager (select from the dropdown menu):
 - Not transferred;
 - Transferred to the foreign market (16 01 04 or 16 01 06) (ELV exported);
 - Transferred to the domestic market (16 01 04 or 16 01 06) (ELV transferred to another manager in Lithuania);
 - Vehicle registration certificate number;
 - Waste code (select from the dropdown menu):
 - 16 01 04 02;
 - 16 01 06 02;
 - ELV owner's municipality of residence (select from the dropdown menu);
 - Remarks;
 - Document confirming representation;

After filling in the relevant information, click the "Generate" button to generate the destruction certificate.

Accepted EVL, for which a destruction certificate is optional ✕

1.

Date of reception *

2.

Identification No. (VIN) *

SDK

Vehicle make *

Vehicle model *

Type of person	Name and surname of the owner / Title	Personal code / Company code	Phone Nr.	Email	
⌵					+
No records					

3.

License plate *

Class of vehicle *

Kita TP klasé ⌵

Primary waste source *

Weight of one ELV, t *

Market value *

Transferred to another waste manager *

TP registration confirmation document No. *

Waste code *

Comment

Document confirming representation

Choose File No file chosen

4.

Close

Generate

Confirm

Figure 87

78

Sensitivity: Internal

In the "Accepted ELVs" section, select the edit button for the accepted ELV entry, and the editing window for the accepted ELV entry will open. At the bottom of the window, perform the following actions (Figure 89):

1. Download the generated ELV destruction certificate by selecting "Download";
2. Sign the downloaded destruction certificate and upload it under "Signed ELV Destruction Certificate";
3. After completing these actions, click the "Confirm" button, and the data will be confirmed.

Journal Delete journal Form summary

2025 | quarter

Waste accepted from residents | Waste accepted indirectly | Accepted ELV | Managed waste | The use of substances or objects generated in waste managing process | Write down

Accepted ELV New record from 2024-02-01

Eksportuoti duomenis

Date of reception	Destruction certificate no.	Class of vehicle	Primary waste source	Weight of one ELV, t	Market value	Generated ENTP destruction certificate	Signed certificate of ELV disposing	Document confirming representation	Transferred to another waste manager	ELV accepted through the collector	Comment
2025-01-24	GPOBJ0000021/25-01-27-5	Kita TP klasė	Foreign market	1.950000	Teigiama	GPOBJ0000...	pasirašytas_s...	-	Not delivered		

Figure 88

1.

Generated ENTP destruction certificate

Download

2.

Signed ENTP Certificate of Destruction

Choose File

No file chosen

pasirašytas_sunaik_paz_GPOBJ.pdf

Document confirming representation

Choose File

No file chosen

Close

Generate

3. Confirm

Figure 89

Please note
If, for some reason, the ELV destruction certificate is not issued, the reason for not issuing the certificate should be indicated in the "Notes" section, and then the system will allow you to save the filled-in information without the ELV destruction certificate.

You can edit or delete journal records using the following tools:

Edit record - 

Remove record - 

Copy entry - 

Move the record - .

If you select the “Edit record” symbol  in the “Accepted ELVs” tab, you will be able to make corrections to the selected ELV information – the ELV information window will open, where you can make the necessary corrections. After making changes, select “Save” and your changes will be saved. The record of the accepted ELV can be deleted by selecting the “Remove record” symbol  and confirming your choice (Figure 90). Selecting multiple entries and pressing the "Remove entry" button will remove the marked entries.

The entry can be copied by selecting the "Copy" symbol , by pressing this button, the fields for adding a new record are filled with the values of the record being copied (Figure 90).

Lits can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

The record of accepted ELV can be moved to the "Waste Received from Households" journal section by selecting the "Move"  button. This button is displayed only for records that have a generated ELV destruction certificate. After selecting this button, a record transfer window will open (Figure 91). Once the window is completed and the "Move" button is selected, a new record will be created in the "Waste Received from Households" section of the journal.

Journal

2025 | quarter

Waste accepted from residents

Waste accepted indirectly

Accepted ELV

Managed waste

The use of substances or objects generated in waste managing process

Write down

Accepted ELV

Delete journal

Form summary

New record from 2024-02-01

Eksportuoti duomenis

Date of reception	Destruction certificate no.	Class of vehicle	Primary waste source	Weight of one ELV, t	Market value	Generated ENTP destruction certificate	Signed certificate of ELV disposing	Document confirming representation	Transferred to another waste manager	ELV accepted through the collector	Comment
2025-01-24	GPOBJ0000021/25-01-27-5	Kla TP klasė	Foreign market	1.950000	Teigiama	GPOBJ0000...	pasirašytas_s...	-	Not delivered		

Figure 90

Move to "Waste accepted from residents"

Date of receipt *

2025-01-24

Waste *

16 01 04 02

Amount received, vnt.

Amount accepted, t *

1.950000

Waste maker *

Identity document *

Identity document number *

Waste municipality *

Origin of waste *

Detailed origin of waste *

Comment

Close

Move

Figure 91

Please note
Journal records are not automatically arranged in chronological order. For example, if you adjust a first quarter journal that has all three months of accepted ELV records and delete the January record, and then post the accepted ELV record to the January date, the record will remain at the very top of the journal above the February and March records.

Sensitivity: Internal

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5.4.4. Managed waste

Clauses 25, 28, 32, 33 of the Rules for Accounting and Reporting of Waste Generation and Management (see the current version of the rules) provide that waste managers must record waste, materials and objects generated during waste management activities (if waste is transformed into materials and objects during waste management) and those materials and objects that were used to carry out the activity during waste management. The amount of waste managed and the amount of waste generated during waste management is indicated in the journal no later than the next working day after waste management. The amount of sewage sludge is indicated in the waste management accounting journal converted to dry matter.

The waste manager records of waste management in the tab of the waste management accounting journal “Managed waste”. During waste management, other waste and materials and objects suitable for reuse may be generated from the managed waste.

Materials, items that are used as auxiliary work tools during waste management (e.g. work clothes, napkins, absorbents for oil products, etc.) and that have become waste are accounted for in the waste generation accounting²⁰.

The complete list of waste managed during the quarter can be seen on the tab “Managed waste”, the list contains the main information on waste management - date of management, code and name of the managed waste, quantity (tons), waste management activity, primary source of waste and notes, if any (Figure 92).

Waste accepted from residents | Waste accepted indirectly | Accepted ELV | **Managed waste** | The use of substances or objects generated in waste managing process | Write down

Managed waste

New record
Eksportuoti duomenis

☐	Date of treatment	Waste	Managed amount, t	Waste treatment process	Primary waste source	Comment	
☐	2023-06-27	06 05 02* nuotekų valymo įjų susidarymo vietoje dumblas, kuriame yra pavojingų cheminių medžiagų	10.000000	R12 - Atliekų būsenos ar sudėties pakeitimas, prieš vykdant su jomis bet kurią iš R1-R11 veiklų	Foreign market		

Figure 92

Please note

It is recommended to check the amount of waste accumulated (stored) at the waste management site according to the information recorded in PPWIS before entering the management data (see section 7 “Accumulated (stored) waste residues”). This is relevant not only because of the amount managed, but also because of the indication of the primary

²⁰ Atliekų tvarkytojų veikloje ne atliekų tvarkymo metu susidariusių atliekų apskaitai taikomos Atliekų susidarymo ir tvarkymo apskaitos ir ataskaitų teikimo taisyklių II skyriaus nuostatos, jei atliekų tvarkytojai atitinka bent vieną iš minėtų taisyklių 6.1 – 6.8 papunkčiuose nurodytų kriterijų. Žr. aktualią taisyklių redakciją <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

source of the amount managed (waste managed by the foreign or domestic markets of the Republic of Lithuania).

5.4.4.1. Creating, editing, deleting a new record

The creation of a waste management record is initiated by selecting “New record” (Figure 93).

The screenshot shows a web form for creating a waste management record. It includes fields for date, treatment process, waste type, source, and amounts. There are also checkboxes for specific waste characteristics, a weight methodology section, summary statistics, a comment field, a table for generated waste, and a bottom bar with 'Close' and 'Save' buttons.

1. Managed waste

2. Generated waste table:

Generated waste	Generated amount, t
16 01 17 juodieji metalai	0.500000

3. Weight methodology: Nenurodyta

4. ☐ Constituent materials or parts of waste (recycled) of products used for processing of which a proof is made, transmitted by another waste manager

5. ☐ Waste obtained from abroad

6. Close Save

Figure 93

1. Specify general waste management information in the waste management information window (Figure 93):

- Date of waste management,

- Waste management activities (you will be able to choose from a list of activities with which you can manage waste),
- Managed waste (choose from the drop-down list of waste codes);
- Primary waste source according to waste origin:
 - Foreign market – for waste generated abroad;
 - The internal market of the Republic of Lithuania - for waste generated in Lithuania;
- Amount of managed waste in tons.

Only the deposit system administrator fills in the “Ordered quantity, unit” field.

2. At the bottom of the waste management record window, separate tabs indicate information about waste generated during waste management, materials and objects generated, and materials and objects used during waste management (Figure 93).

The “Generated waste” tab indicates the amount of waste generated during waste management. Each waste is recorded separately. After selecting the “Add” symbol, select the waste code from the drop-down list of waste codes, specify the amount of the selected waste in tons (6 digits after the decimal point) and select the “Add” symbol - it will be added to the management record (Figure 94).

Lits can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

Figure 94

Please note

If the waste manager adds waste that cannot be generated at the place of its management, an information notice about this place will be presented in the approved journal summary section “Deficiencies identified” (for more information about deficiencies identified, see section 9.4. “Deficiencies identified”).

The tab “Generated materials or object” indicates the amount of materials and objects generated during waste management. Each material, item is recorded separately. After selecting the “Add” symbol, select the code of the combined nomenclature of the material or item from the drop-

down list of codes, specify the quantity of the selected material in tons (6 numbers after the decimal point) and select the “Add” symbol – the material, item will be added to the handling record (Figure 95).

Figure 95

The “Used materials or items” tab indicates the amount of materials and objects used during waste management. Each material, item is recorded separately. After selecting the “Add” symbol, select the code of the combined nomenclature of the material or item from the drop-down list of codes, indicate the amount of the selected material used during waste management in tons (6 digits after the decimal point) and select the “Add” symbol - the material, item used will be added to the management record (Figure 96).

Figure 96

Please note

If there should be no mass loss due to the activity method (e.g. R12), then the total weight of the processed waste and used materials and items should correspond to the total weight of the generated waste and the generated materials and items, that is, the mass balance is maintained.

3. Weight methodologies can be used during waste management accounting, more information about them is provided in Section 4 “Weight methodology”.

If you have created weight methodologies, you can use them to create a waste management record. You can select the weight methodology from the drop-down list in the waste management record window. After specifying the methodology used, select “Calculate” and the amount of handled waste you selected will be automatically broken down into tons according to the percentage distribution specified in the weight methodology (Figure 93).

Please note

Each time you use a weight methodology to create a waste management record, make sure that the weight methodology is correct.

Please note

After using the weight methodology, the data on the generated waste, materials (items) and used materials (items) can be refined.

4. If a proving document will be issued for the processed waste, then the waste manager must check the box “Used (recyclable) product waste, for which a proof document is issued, contains materials or parts transferred by another waste manager” (Figure 93). After ticking the box, an additional tab “Accompanying documents for the issuance of documents proving waste management” appears, which must contain an accompanying document confirming the transfer of product waste (Figure 97).

4. ☒ Constituent materials or parts of waste (recycled) of products used for processing of which a proof is made, transmitted by another waste manager

☐ Waste obtained from abroad

Weight methodology
 Nenurodyta Calculate ?

Generated waste amount, t: 1.000000 🔒
 Generated substances or objects amount, t: 0.000000 🔒
 Used substances or objects amount, t: 0.000000 🔒

Comment

Produced waste Generated substances or objects Used substances or objects

Accompanying letter on the issuance of documents proving the decontamination

Waste consignee

Waste management site

Address of waste management site
🔒 Include

Accompanying letter No.	Date of receipt	Accepted (weighed) amount of waste, t	Left to treat, t
No records			

Figure 97

The search for the accompanying document confirming the transfer of product waste is carried out according to the sender of the waste and the place of waste management (information is selected from the drop-down lists). Select “Add” and from the list, add the accompanying documents that confirm the waste for which proof documents will be issued.

In the accompanying documents, on the basis of which waste has been transferred, for the management of which it is planned to issue documents proving the management, an additional column “Managed amount, t” is visible, which provides information on how much of all waste transferred with the accompanying document has been managed (Waste managers → Waste management sites → View → Accompanying documents → the required accompanying document is selected).

5. If the managed waste was received from abroad, then the waste manager must mark the field “Waste received from abroad” (Figure 93). After checking the box, an additional tab “Receipt

data” appears. In this tab, the waste manager must indicate the document for the movement of transboundary waste transport (selected from the drop-down list) (Figure 98).

In the movement documents of transboundary shipments of waste, on the basis of which the waste was transferred, an additional tab “Waste management” is visible, which provides information about the management of waste transferred by the movement document (for more information, see the PPWIS User Guide “Transboundary waste transportation”).

Figure 98

6. When all the relevant information is listed in the waste management record window, select “Save” and you can see the saved waste management record in the “Managed waste” tab (Figure 93).

5.4.5. Review and correction of managed waste records

You can see the complete list of waste management records and basic information on waste management in the “Managed waste” tab.

You can see the detailed information of the waste management record by selecting the “Detailed information” symbol  (Figure 99) – the waste management record window will open, which contains all the relevant waste management information (you can learn more about this in section 5.4.4 “Managed waste”).

You can edit or delete waste management records using the following tools:

Edit record - 

Remove record - 

Copy entry - 

If you select the “Edit record” symbol  in the “Managed waste” tab, you will be able to make corrections to the selected waste management record - a window for creating a waste management record will open, where you can make the necessary corrections. After making changes, select “Save” and your changes will be saved. The waste management record can be deleted by selecting the “Remove record” symbol  (Figure 99) and confirming your choice. Selecting multiple entries and pressing the "Remove entry" button will remove the marked entries.

The entry can be copied by selecting the "Copy" symbol , by pressing this button, the fields for adding a new record are filled with the values of the record being copied.

Lits can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

Waste accepted from residents | Waste accepted indirectly | Accepted ELV | **Managed waste** | The use of substances or objects generated in waste managing process | Write down

Managed waste New record

Eksportuoti duomenis

☐	Date of treatment	Waste	Managed amount, t	Waste treatment process	Primary waste source	Comment	  
☐	2023-06-27	06 05 02* nuotekų valymo įų susidarymo vietoje dumblas, kuriame yra pavojingų cheminių medžiagų	10.000000	R12 - Atliekų būsenos ar sudėties pakeitimas, prieš vykdant su jomis bet kurią iš R1-R11 veiklų	Foreign market		  

Figure 99

If the status of the waste management accounting journal is “Summary being generated”, “Summary generated”, “Submitted for approval”, or “Summary approved”, waste management records cannot be edited or deleted.

Please note

Journal records are not automatically arranged in chronological order. For example, if you adjust a first quarter journal that has waste management records for all three months and delete the January record, and then re-enter the record with a January date, the record will remain at the very top of the journal above the February and March records.

5.4.6. Use of materials and objects generated during waste management – adding, correcting, deleting a record

The “Use of materials and objects generated during waste management” tab of the waste management accounting journal contains information on the use of materials and objects generated during waste management.

Please note

Before entering data on the use of materials and items, it is recommended to check the amount of materials and items accumulated (stored) at the waste management site according to the information recorded in PPWIS (for more information, see section 8 “Accumulated (stored) materials and items”).

The record of the use of materials and objects is recorded in the journal by specifying (Figure 100):

- Identification number – to be filled in automatically;
- Date of transfer for use;
- Material, item (combined nomenclature code is selected from the drop-down list);
- Amount of materials, items in tons;
- Description of use. Selectable from the list:
 - Burning
 - Other (with clarification)
 - Reuse
 - Recycling
 - Overlaying of landfills
 - Consumption.

If the description of the use of materials, items will be “Other”, before adding the record, you will have to provide a revised description of the use in the “Clarification” field. It is recommended to provide additional information about the record in the “Note” field.

After filling in all the relevant fields, select the “Add” symbol  (Figure 100) and a record of the use of materials, items will be added, and the quantities of used materials, items will be automatically transferred from the accumulated (stored) materials and item balances (more information about the remains of materials and items is provided in Section [8, “Accumulated \(stored\) materials and items”](#)).

The use of substances or objects generated in waste managing process

Eksportuoti duomenis

☐	Identification number	Date of transfer for use	Substances, objects	Amount, t	Description of usage	Detailization	Comment	 
☐	55704	2023-05-01	8000 - ALAVAS IR ALAVO GAMINIAI	1.000000	sąvartynų perdengimas			  

Figure 100

You can adjust, refine or delete journal records using the following tools:

Edit record - 

Remove record - 

Copy entry - 

Clear - 

Additional tools to confirm or cancel changes to an editable record:

Save changes - 

Cancel changes - 

In the tab “Use of materials, objects generated during waste management” select the “Edit record” symbol  and make the desired corrections of a specific record, the record is saved by selecting the “Save changes” symbol , if you want to cancel the correction of the record and not save the changes - select the “Cancel changes” symbol  (Figure 100).

The record of the use of materials and items can be deleted by selecting the “Remove record” symbol  (Figure 100). Selecting multiple entries and pressing the "Remove entry" button will remove the marked entries.

The entry can be copied by selecting the "Copy" symbol , by pressing this button, the fields for adding a new record are filled with the values of the record being copied, the entry can be

saved by pressing the "Add record" symbol , it is also possible to clear the filled fields by selecting the "Clear" symbol of the entry  (Figure 100).

Lits can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

If the status of the waste management accounting journal is “Summary being generated”, “Summary generated”, “Submitted for approval”, or “Summary approved”, waste management records cannot be edited or deleted.

Please note

Journal records are not automatically arranged in chronological order. For example, if you adjust the first quarter journal, which contains records of the use of materials, items for all three months, and delete the record for January, and then record the record of use of materials, items with the date of January, the record will remain at the very top of the journal above the records of February and March.

5.4.7. Write-off - adding and correcting a record

Waste write-off in PPWIS is recorded in accordance with Clause 42 of the Rules for Accounting and Reporting of Waste Generation and Management. (see current version).

In the “Writing-off” tab of the waste management accounting journal, the waste manager indicates the information of the waste to be written-off.

The write-off of waste is recorded in the journal by indicating the following (Figure 101):

- The write-off date;
- Waste code (selected from the drop-down list);
- Amount written-off in tons;
- Primary source of waste (foreign market or domestic market of the Republic of Lithuania);
- The reason for the write-off. Selectable from the list:
 - Impounded waste
 - Fire
 - Other
 - Theft

After specifying all relevant waste write-off information, press the “Add” symbol  (Figure 101). It is recommended to fill in the “Notes” field, indicating the document number on the basis of which the write-off was carried out, or other important information that can be used to identify the reason for the written write-off.

Write down

Eksportuoti duomenis

☐	Write down date	Waste	The amount written off, t	Primary waste source	The reason for the write off	Information about event	Comment	
								
	2023-05-01	01 01 01 mineralų kasybos atliekos, kuriose yra metalų	1.000000	Foreign market	Areštuotos atliekos	a		 
☐	2023-05-01	01 01 01 mineralų kasybos atliekos, kuriose yra metalų	1.000000	Foreign market	Areštuotos atliekos	a		 

Figure 101

Please note

Waste managers can write off the amount of waste from an event no older than the previous calendar quarter, if they have documents proving the reason for writing off waste (e.g. theft, fire, seizure of property in accordance with the procedure established by law, etc.).

Please note

After the waste is exported abroad, the existing balance of waste in PPWIS cannot be removed from the accounting by writing-off this waste. If you export waste, i.e. if you transfer your waste to foreign waste managers, you must fill in documents for the transboundary waste transport (for more information, see the PPWIS manual “Transboundary waste transportation”).

You can adjust, refine or delete journal records using the following tools:

Edit record - 

Remove record - 

Copy entry - 

Clear - 

Additional tools to confirm or cancel changes to an editable record:

Save changes - 

Cancel changes - 

In the tab “Description” the “Edit record” symbol  is selected and the desired corrections of a specific record are made, the record is saved by selecting the “Save changes” symbol , if you

want to cancel the correction of the record and not save the changes - select the “Cancel changes” symbol  (Figure 101).

The waste write-off record can be deleted by selecting the “Remove record” symbol  (Figure 101). Selecting multiple entries and pressing the "Remove entry" button will remove the marked entries.

The entry can be copied by selecting the "Copy" symbol , by pressing this button, the fields for adding a new record are filled with the values of the record being copied, the entry can be saved by pressing the "Add record" symbol , it is also possible to clear the filled fields by selecting the "Clear" symbol of the entry  (Figure 101).

Lits can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

Please note

Journal records are not automatically arranged in chronological order. For example, if you adjust a first quarter journal that has three months of waste write-off records and delete the January record, and then re-enter the waste write-off record with a January date, the record will remain at the very top of the journal above the February and March records.

5.5. Adjustment and correction of errors in the journal whose summary is formed

Pursuant to Clause 45 of the Rules for Accounting and Reporting on Waste Generation and Management²¹, the data of the waste management accounting journal of the last calendar quarter, on the basis of which the waste accounting summary is formed, can be adjusted only after stating the reason for the changes.

It may be necessary to correct the waste management accounting journal, the quarterly summary of which has already been created, if deficiencies are identified in the submitted summary for approval or if you notice errors in the waste management accounting.

The waste management accounting journal can be adjusted if its status is “Journal under preparation”. Journals whose summaries have already been created or submitted can also be adjusted, but this requires additional steps – returning the journal to the “Journal under preparation” status.

²¹ Rules for Accounting and Reporting on Waste Generation and Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

To correct the records of the waste management accounting journal, when the status of the journal is “Formulated summary” or “Confirmed summary”, select “Correct journal” in the section of the waste generation accounting journal (Figure 102) and confirm your choice in the message window that opens. If you are correcting a journal, the summary of which was not only created, but also approved, you will additionally have to indicate the reason for data correction in the message window.

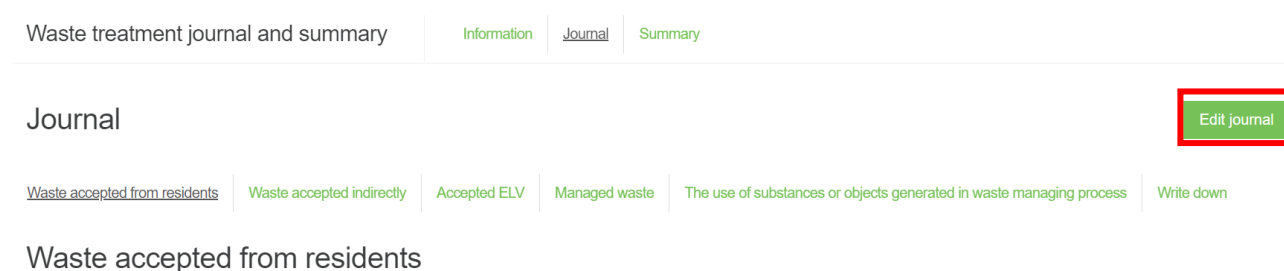


Figure 102

The main tools for adjusting records are:

Edit record - 

Remove record - 

Copy entry - 

Clear - 

Additional tools for confirming or canceling changes to a record being edited:

Save changes - 

Cancel changes - 

These tools allow you to make changes to your waste management journal records. How to adjust records for specific journal tabs can be found in the following sections of this manual:

[5.4.1. Waste received from residents – adding and correcting a record;](#)

[5.4.2. Waste received indirectly – adding and correcting a record;](#)

[5.4.3. ELVs accepted – adding and correcting a record;](#)

[5.4.5. Review and correction of managed waste records;](#)

[5.4.6. Use of materials and objects generated during waste management – adding and correcting a record;](#)

[5.4.7. Write-off - adding and correcting a record;](#)

After adjusting the journal records, it is **necessary** to re-create and confirm the summary (see section [9 “Formation and approval of the summary”](#)).

Please note

If the journal was adjusted, after which the summaries of subsequent quarters have already been formed and/or approved, it is necessary to cancel and re-formulate and approve all waste management summaries of subsequent quarters in sequence, so that the balances of waste and materials and items are updated. If the data of other than the last reporting year are adjusted, the summaries of all quarters of the adjusted year and all subsequent reporting years must be reformatted in the corresponding order, maintaining the sequence, in order to recalculate the balances of waste and materials (items) according to the changed data.

6. Waste transfer accompanying documents

Clause 9 of the Rules for Waste Management²² (see current version) indicates that the waste holder, who has transferred the waste himself or through the carrier to the relevant waste processing company, must have a document confirming the transfer of waste (e.g. invoice; waste transfer - acceptance act; waste transport note), which must indicate the name of the transferred waste, the waste code according to the waste list and the weight, and the date of the waste transfer. This requirement does not apply if the waste holder keeps performs accounting of waste generation or management in PPWIS. Clauses 42-45 of the Rules for Waste Management (see current version) regulate the formation of the transferable waste accompanying documents.

All waste treatment sites accompanying letters can be viewed by selecting the "Waste manager" and then the "Accompanying letter" column, in this section accompanying letters can only be viewed (Figure 103).

²² Rules for Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

Accompanying letter

Participating of mine: All | Type of accompanying letter: All

Atliekų tvarkymo vietos: All | Accompanying letter No.: All | Accompanying letter participants: All | Accompanying letter status: All

Period of accompanying letter status: Optional | Accompanying letter status date from: Not defined | Accompanying letter status date to: Not defined | Lydraščių perduodama atlieka: Visos

Order by: | Then by: | Then by: | Filter

☐ Show canceled shipments? ☐ Show archived shipments?

Eksportuoti duomenis

Atliekų tvarkymo vietos	Accompanying letter No.	Date of accompanying letter status	Accompanying letter status	Waste consignee	Waste recipient	Planned transfer date	Transfer date	Date of receipt
UAB "ABC" Kauno sk. Palemono g. 1	74607	2023-11-21	Adjustable accompanying letter	11 UAB "A"	120504795 Uždaroji akcinė bendrovė "Žalvaris"	2023-11-03	2023-11-03	2023-11-06

Preview

Figure 103

The accompanying documents for the transfer of waste are prepared in the “Accompanying documents” section. In this section, you can see the accompanying documents and their numbers of the transferred and received waste relevant to the waste manager, as well as other relevant information - the status of the accompanying documents, the participants in the accompanying documents and the dates of the accompanying documents. The accompanying documents can be filtered according to optional criteria. The information of a specific accompanying document can be seen by selecting “View” (Figure 104).

Accompanying letter

Participating of mine: All | Type of accompanying letter: All

Accompanying letter No.: All | Accompanying letter participants: All | Accompanying letter status: All | Period of accompanying letter status: Optional

Accompanying letter status date from: Not defined | Važtaraščių IVAZ Nr.: All | Accompanying letter status date to: Not defined | Lydraščių perduodama atlieka: Visos

Order by: | Then by: | Then by: | Filter

☐ Show canceled shipments? ☐ Show archived shipments?

Eksportuoti duomenis

Accompanying letter No.	Važtaraščių IVAZ Nr.	Date of accompanying letter status	Accompanying letter status	Waste consignee	Waste recipient	Planned transfer date	Transfer date	Date of receipt
74607	A1CPL2-20231103	2023-11-21	Adjustable accompanying letter	11 UAB "A"	11 Uždaroji akcinė bendrovė "B"	2023-11-03	2023-11-03	2023-11-06

Preview

Figure 104

Important!

The accompanying document is not filled out when the waste collector indirectly collects received waste from waste owners who are not required to have a written agreement on waste use and/or disposal and transports waste for treatment (e.g. in the case of mixed municipal waste transportation; in the case of waste collection by detour from residents, product distributors, packaging sellers).

6.1. Preparation of the accompanying document

The accompanying documents for the transferred waste are prepared in the section of waste managers after selecting a specific waste management site and the section “Accompanying documents” of that specific site.

The accompanying document for the transferred waste can only be formed when a waste management contract has been registered between the waste sender and the waste recipient (see section 3 “Waste management contracts” for more information on waste management contracts).

The preparers of the accompanying document can be both the waste sender and the waste recipient, depending on whether the waste sender performs waste generation or management accounting in PPWIS:

- If the waste sender carries out waste management accounting in PPWIS - the accompanying document for the transferred waste must be prepared by the waste sender;
- If the waste sender carries out waste generation accounting in PPWIS - the waste sender or the waste receiver can prepare the accompanying document for the transferred waste;
- If the waste sender does not perform accounting of waste generation in PPWIS – the accompanying document for the transferred waste is created and the waste transport is initiated and completed by the waste receiver. The waste receiver must also submit an accompanying document to the waste sender by e-mail or other means of communication.

A new accompanying document is started by selecting “Create accompanying document” in the “Accompanying documents” section (Figure 105).

Waste manager SITE 1 (Waste treatment site: Kauno m. sav., Kaunas, Palemono g. 1)

Select Information about waste treatment site Accounting documents of waste treatment **Accompanying letter** Accumulated (kept) wastes Accumulated (kept) Substances, objects Allowed to managed waste amounts Waste and it More +

Accompanying letter Prepare accompanying letter

Participating of mine: All Type of accompanying letter: All

Accompanying letter No.: All Accompanying letter participants: All Accompanying letter status: All Period of accompanying letter status: Optional

Accompanying letter status date from: Not defined Važtarašcio IVAZ Nr.: All Accompanying letter status date to: Not defined Lydrasčiu perdudama atlieka: Visos

Order by: Then by: Then by: Filter

☐ Show canceled shipments? ☐ Show archived shipments?

Eksportuoti duomenis

Accompanying letter No.	Važtarašcio IVAZ Nr.	Date of accompanying letter status	Accompanying letter status	Waste consignee	Waste recipient	Planned transfer date	Transfer date	Date of receipt
74607	A1CPL2-20231103	2023-11-21	Adjustable accompanying letter	11 UAB "A"	11 Uždaroji akcinė bendrovė "B"	2023-11-03	2023-11-03	2023-11-06

Preview

Figure 105

In the window that opens, select the accompanying document you want to prepare:

- The accompanying document for the waste transferred by the waste manager;
- The accompanying document for waste transferred by the waste producer, who performs accounting of waste generation;
- The accompanying document for the waste produced by the waste producer who does not perform accounting of the generation of waste;
- Transferred waste's accompanying letter of waste producer, when transferring by alternative means (pipelines, conveyors, etc.):
 - Transferring by alternative means;
 - Receiving in alternative ways.

After selecting the type of the accompanying document, select “Prepare” (Figure 106).

Prepare accompanying letter x

- ☐ Transferred waste's accompanying letter of waste manager's
- ☐ Transferred waste's accompanying letter of waste producer, which performs waste generation accounting
- ☐ Transferred waste's accompanying letter of waste producer, which does not perform waste generation accounting
- ☒ Transferred waste's accompanying letter of waste producer, when transferring by alternative means (pipelines, conveyors, etc.)
- ☐ Transferring by alternative means
- ☐ Receiving in alternative ways

Figure 106

6.1.1. Formation of the accompanying document for the waste transferred by the waste manager

Pursuant to Clause 42 of the Rules for Waste Management (see current version), when the waste sender and the waste receiver are waste managers who perform waste management accounting using PPWIS, the waste sender prepares the accompanying document using PPWIS – indicates all relevant information for the accompanying note and initiates waste transportation in PPWIS. **The waste manager transferring the waste must create an accompanying document using PPWIS no later than 1 working day before the planned waste transport.**

Important!

The PPWIS term “no later than 1 business day before the planned waste transportation” is calculated no later than one business day before the planned waste transportation (for example, if the waste is planned to be transported on Tuesday, then the waste transportation accompanying document must be formed no later than Monday before midnight, i. e. by 12:00 p.m., if the waste is planned to be transported on Monday, then the waste transportation accompanying document must be created no later than Friday midnight, i.e. before 12:00 p.m.).

In the opening window of the accompanying document being prepared, you will be redirected to the "General information" tab of the document. (Figure 107)

To stop preparing and remove the accompanying document , press Close” and then „Remove cover letter“ symbol  - the accompanying document will be removed.

1.

Prepare accompanying letter ×

General information

Transmitted waste

Broker / waste distributor

Route

Planned transfer date ★

2022-08-23

Bill of lading ROIK

Comment

Waste consignor

Waste consignor

UAB "Ekobazė" į.k. 300835462 🔒

Waste management site

UAB "Ekobazė", Vilniaus padalinys (Žarijų g.) 🔒

Address of waste management site

Vilniaus m. sav., Vilnius, Žarijų g. 2 🔒

Waste recipient

☒ Waste transmitted to waste manager
 ☐ Waste transmitted to waste consignor waste manager site

Waste management contract ★

UAB Atliekų tvarkymo centras į.k. 302445137 sutartis ATC/EKO2022 sudaryta 2022-01-01 ▼

Waste management site

UAB "Atliekų tvarkymo centras" Vilniaus padalinys ⬆

Address of waste management site

Vilniaus m. sav., Vilnius, Riovonių g. 2A

Waste transporter

☐ Waste carries waste carrier
 ☒ Waste consignor carries waste himself
 ☐ Waste carries logistic company
 ☐ Waste carrier is indicated in the triple contract with waster recipient

Vehicle license plate

Vehicle license plate ★

Close

Save

Prepare

Figure 107

1. The “General information” card of the accompanying document shows the main information of the accompanying document - the planned waste transfer date, the waste sender, the waste receiver and the waste carrier. In the “Planned transfer date” field, indicate the planned waste transfer date. It is recommended to provide additional information about waste transportation in the fields “Accompanying document ROIK” and “Note”. The waste sender’s data is filled in automatically (Figure 107).

2. In the accompanying document, the waste recipient is the waste manager to whom the waste is planned to be transferred. If you plan to transfer the waste to another waste manager, check the “Waste is transferred to a waste manager” option. From the list of waste management contracts, select the contract with the waste manager to whom you plan to transfer the waste. Also indicate the place of waste management and the address of the waste management place of the waste recipient, you must know this information before preparing the accompanying document, because without it you will not be able to select the waste to be transferred and form the accompanying document (Figure 107).

Please note

Make sure that the contract under which you plan to transfer the waste is valid. If you do not see the contract with the manager to whom you plan to transfer the waste in the list of contracts, contact the representative of the waste recipient for contract registration in PPWIS. More information on waste management contracts can be found in Section [3 “Waste management contracts”](#).

If you transfer the waste to another place of your business – check the option “Waste is transferred to the waste sender’s waste management site” (Figure 107) and indicate your waste management site to which you plan to transfer the waste. In this case, it is not necessary to specify the waste management contract.

3. Select the waste carrier and, depending on the selection, enter the requested information (Figure 107).

Please note

Make sure that the chosen waste carrier is registered with PPWIS as waste manager and has the right to transport the transferred waste.

4. Enter the vehicle license plate.

In the accompanying document tab “Transferred waste” from the drop-down list of waste, select the planned waste to be transferred - select the waste code from the drop-down list, indicate

the primary source of waste (domestic market of the Republic of Lithuania or foreign market) and press the “Add” symbol  (Figure 108). Specify the codes of all wastes planned to be transferred. You will only be able to add waste that the recipient has the right to manage at the specified waste management site.

Please note

It is recommended to check the amount of waste accumulated (stored) at the waste management site according to the information recorded in PPWIS before forming the accompanying documents for the waste to be transferred. It is relevant not only for the transferred quantity, but also for the indication of the primary source of the transferred quantity (waste managed by the foreign or domestic markets of the Republic of Lithuania)

Please note

Make sure that all the codes of the waste planned to be transferred are indicated on the waste accompanying document. If the accompanying document contains too few or too many waste codes, the waste manager will not be able to confirm receipt of the waste and such accompanying document will have to be cancelled.

The codes of the waste to be transferred can be adjusted up to the moment the accompanying note is drawn up, i.e. if only the “Save” button was used, after selecting “Formulate” you will no longer be able to correct the waste codes.

Mark whether it is planned to issue a document proving management for the transferred product and/or packaging waste (Figure 108):

- Product and/or packaging waste is transferred, for which it is planned to issue a document proving waste management;
- Waste is transferred, for which it is not planned to issue a document proving waste management.

Prepare accompanying letter ✕

General information
Transmitted waste
Broker / waste distributor
Route

☒ Transmitted goods and (or) packages waste, for which is planned write out of documentary evidence
 ☐ Transmitted goods and (or) packages waste, for which is not planned write out of documentary evidence

Waste	Primary waste source	
	Domestic (Lithuanian) market	+
19 12 12 01 kitos mechaninio atliekų apdorojimo atliekos po elektros ir elektroninės įrangos atliekų apdorojimo	Foreign market	
17 04 02 aliuminis	Domestic (Lithuanian) market	

Close
Save
Prepare

Figure 108

In the “Intermediary/Waste dealer” card of the accompanying document, indicate the intermediaries or waste dealers if they participate in the transfer of waste (Figure 109).

Prepare accompanying letter ✕

General information
Transmitted waste
Broker / waste distributor
Route

Broker

Broker ★

Not specified

Waste dealer

Waste dealer ★

Not specified

Close
Save
Prepare

Figure 109

The “RAAD notification” tab is filled in if it is planned to issue a document proving the disposal of product and packaging waste for the transferred products and/or packaging waste. In this section, indicate how the waste is transported - by rail or by road. If the waste is transported by

road - indicate the license plates of the vehicle transporting the waste and select the roads on which the specified vehicle will transport the waste from the drop-down list (Figure 110).

Figure 110

If you want to finish creating the accompanying document later, select “Save” and the accompanying document will be saved, it can be edited and created later. The saved accompanying document cannot be seen by the specified accompanying document participants. If “Close” is selected, the changes to the accompanying document made after the last save will not be saved (Figure 110).

After specifying all relevant information, select “Create” (Figure 110) and the accompanying document will be created, it will be visible to all participants of the cover letter in PPWIS. You will no longer be able to adjust the created accompanying document.

6.1.2. Receipt and completion of the transportation of the transferred waste by the waste producer who performs waste generation accounting in PPWIS

Clause 45 of the Rules for Waste Management²³ (see current version) regulates the formation of accompanying documents, when the waste producer must perform accounting of waste generation in PPWIS, and the waste recipient is the waste manager. In such a case, the

²³ Atliekų tvarkymo taisyklės <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

accompanying note can be prepared either by the waste producer or the waste manager, indicating relevant waste transfer information in the accompanying note. Before the waste is transported, the waste sender can correct the data of the accompanying document (e.g. the data of the waste carrier, indication of waste weighing). If the waste sender weighs the waste to be transferred, he shall indicate the amount of each weighted waste in the accompanying document before the waste is sent using the PPWIS. **The accompanying document for the waste to be transferred must be drawn up before the waste is transferred.**

In the opening window of the accompanying document being prepared, you will be redirected to the "General information" tab of the document. (Figure 111)

To stop preparing and remove the accompanying document , press Close” and then „Remove cover letter“ symbol  - the accompanying document will be removed.

Prepare accompanying letter

General information

Transmitted waste

Broker / waste distributor

Planned transfer date ✓ 1.
2022-08-24
Comment

Bill of lading ROIK

Waste consignor 2.
Waste management contract *
Gamintojų ir Importuotojų Asociacija [k. 300558218 sutartis 455 sudaryta 2022-01-01
Waste generating site
Veiklavietė
Address of waste generating site
Lithuania, Vilniaus m. sav., Vilnius, Fabijoniškių g. 96

Waste recipient 3.
Waste recipient
UAB "Ekobazė" [k. 300835462
Waste management site
UAB "Ekobazė", Vilniaus padalinys (Žarijų g.)
Address of waste management site
Vilniaus m. sav., Vilnius, Žarijų g. 2

Waste transporter 4.
☒ Waste carries waste carrier
☐ Waste consignor carries waste himself
☐ Waste carries logistic company
☐ Waste carrier is indicated in the triple contract with waster recipient
Atliekų vežėjas *
UAB "Ekobazė"
Waste management site ✓
UAB "Ekobazė", Vilniaus padalinys (Žarijų g.)
Address of waste management site
Vilniaus m. sav., Vilnius, Žarijų g. 2

Vehicle license plate
Vehicle license plate *

Close Save Prepare

Figure 111

1. The “General information” card of the accompanying document shows the main information of the accompanying document - the planned waste transfer date, the waste sender, the waste receiver and the waste carrier. It is recommended to provide additional information about waste transportation in the fields “Accompanying document ROIK” and “Note”. The waste sender’s data is filled in automatically (Figure 111).

In the “Planned transfer date” field, indicate the planned waste transfer date. The accompanying document for the waste transferred by the waste producer can be created before the time of waste removal. When forming the accompanying document, the planned transfer date of the waste cannot be an already passed date.

2. The waste sender in the accompanying document is the waste producer who plans to transfer the waste. From the list of waste management contracts, select the contract with the waste producer who plans to deliver the waste to you. Also indicate the waste producer’s place of waste generation, you must know this information before preparing the accompanying document, because without it you will not be able to form the accompanying document (Figure 111).

Please note

Make sure that the contract under which the waste is to be transferred is valid. If you do not see a contract with a waste sender who plans to deliver waste in the list of contracts, you should register a waste management contract in PPWIS.

If you see contracts in the list that are no longer valid, in the section “Waste management contracts” you must specify the contract’s validity period and you will no longer see invalid contracts.

More information on waste management contracts can be found in Section [3 “Waste management contracts”](#).

3. When the waste manager forms the waste receipt of the waste producer who keeps the waste generation accounting in PPWIS, the waste recipient section is filled in automatically. In the accompanying document, the waste recipient is the waste manager to whom it is planned to transfer the waste (Figure 111).

4. When forming the accompanying document, select the waste carrier and, depending on the choice, specify the requested information (Figure 111).

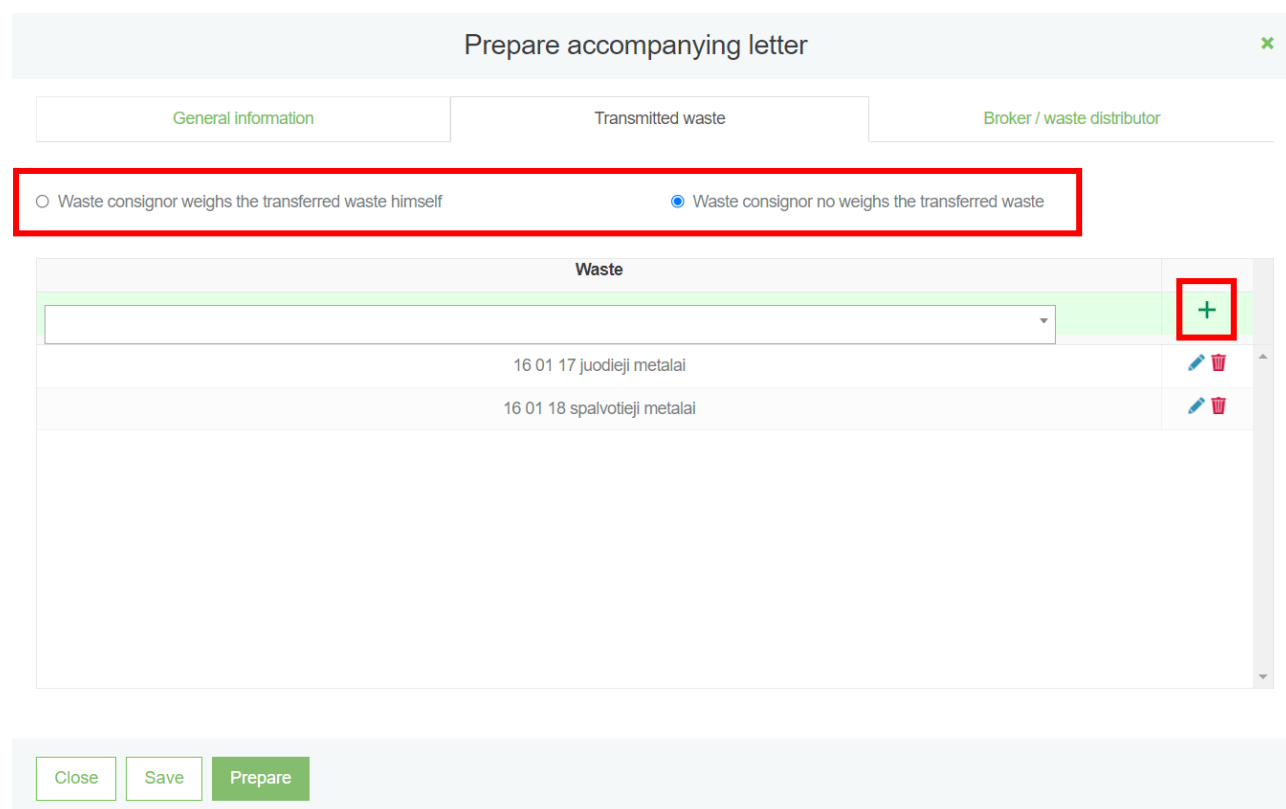
5. Enter the vehicle license plate.

Please note

Make sure that the chosen waste carrier is registered with PPWIS as waste manager and has the right to transport the transferred waste.

In the accompanying document tab “Transferred waste” from the drop-down list of waste, select the planned waste to be transferred (waste codes) and press the “Add” symbol  (Figure 112). Specify the codes of all wastes planned to be transferred. You will only be able to add waste that you are authorized to manage at the specified waste disposal site.

If the waste sender weighs the transferred waste, select “The waste sender weighs the transferred waste”, if he does not weigh the transferred waste, select “The waste sender does not weigh the transferred waste” (Figure 112).



Prepare accompanying letter

General information Transmitted waste Broker / waste distributor

☐ Waste consignor weighs the transferred waste himself ☒ Waste consignor no weighs the transferred waste

Waste	
	
16 01 17 juodieji metalai	 
16 01 18 spalvotieji metalai	 

Close Save Prepare

Figure 112

Please note

Make sure that all the codes of the waste planned to be transferred are indicated on the waste accompanying document.

The codes of the waste to be transferred can be adjusted up to the moment of drawing up the accompanying document, i.e. if only the “Save” button was used, after selecting “Formulate” you will no longer be able to correct the waste codes.

If the accompanying document contains too few or too many waste codes, the waste producer will be able to adjust the waste codes before the start of the shipment.

In the accompanying document tab “Intermediary/Waste dealer”, indicate the intermediaries or waste dealers, if they participate in the transfer of waste (Figure 113). The intermediary specified in the accompanying document is the company organizing the use or disposal of waste on behalf of another, including companies that do not physically purchase waste, and the

waste dealer is the company responsible for the purchase and sale of waste, including companies that do not physically purchase waste.

Prepare accompanying letter ✕

General information
Transmitted waste
Broker / waste distributor

Broker

Broker ★

Not specified ▼

Waste dealer

Waste dealer ★

Not specified ▼

Close

Save

Prepare

Figure 113

If you want to finish creating the v later, select “Save” and the accompanying document will be saved, it can be edited and created later. The saved accompanying document cannot be seen by the specified accompanying document participants. After selecting “Close”, the changes to the accompanying document will not be saved (Figure 114).

After specifying all relevant information, select “Create” (Figure 114) and the accompanying document will be created, it will be visible to all participants of the accompanying document in PPWIS. You will no longer be able to adjust the created accompanying document.

6.1.3. Formation of the accompanying document for the transport of waste to be transferred by a waste producer who does not keep records of waste generation

Clause 44 of the Rules for Waste Management ²⁴ (see current version) regulates the formation of accompanying documents, when the waste producer is not obliged to perform waste generation accounting in PPWIS, and the waste recipient is a waste manager. In such a case, the waste manager prepares the accompanying document, specifying the relevant waste transfer information in the accompanying document. The data of the accompanying document can be corrected before waste transport (e.g. data of the waste transporter). **The accompanying document for the waste to be transferred must be drawn up before the waste is transferred.**

²⁴ Rules for Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

In the opening window of the accompanying document being prepared, you will be redirected to the "General information" tab of the document. (Figure 114)

To stop preparing and remove the accompanying document , press Close” and then „Remove cover letter“ symbol  - the accompanying document will be removed.

Prepare accompanying letter

General information

Transmitted waste

Broker / waste distributor

Planned transfer date *

2022-08-24

Bill of lading ROIK

Comment

Waste consignor

Waste management contract *

Gamintojų ir Importuotojų Asociacija į.k. 300558218 sutartis 455 sudaryta 2022-01-01

Address of waste generating site

☐ Sutartyje nurodytas atliekų susidarymo vietos adresas
☒ Another waste generating site address

Municipality *

Vilniaus m. sav.

Location *

Vilnius

Street

Pasirinkite gatvę

House No.

98

Building

Flat No.

Waste recipient

Waste recipient

UAB "Ekobazė" į.k. 300835462

Waste management site

UAB "Ekobazė", Vilniaus padalinys (Žarijų g.)

Address of waste management site

Vilniaus m. sav., Vilnius, Žarijų g. 2

Waste transporter

☐ Waste carries waste carrier
☒ Waste consignor carries waste himself
☐ Waste carries logistic company
☐ Waste carrier is indicated in the triple contract with waster recipient

Vehicle license plate

Vehicle license plate *

Close

Save

Prepare

Figure 114

112

Sensitivity: Internal

1. The “General information” card of the accompanying document shows the main information of the accompanying document – the planned waste transfer date, the waste sender, the waste receiver and the waste carrier. It is recommended to provide additional information about waste transportation in the fields “Accompanying document ROIK” and “Note” (Figure 114).

In the “Planned transfer date” field, indicate the planned waste transfer date. The accompanying document for the waste transferred by the waste generator can be created before the time of waste removal. When forming the accompanying document, the waste transfer date cannot be an already past date (Figure 114).

2. The waste sender in the accompanying document is the waste producer who plans to transfer the waste. From the list of waste management contracts, select a contract with a waste producer who plans to transfer waste to you, but does not perform accounting of waste generation. Choose the address of the waste producer’s waste location - you can use the address of the waste site specified in the contract or specify another address of the waste site (Figure 114).

Please note

Make sure that the contract under which the waste is to be transferred is valid. If you do not see a contract with a waste sender who plans to deliver waste in the list of contracts, you should register a waste management contract in PPWIS.

If you see contracts in the list that are no longer valid, you can specify the expiration date of the contract in the “Waste management contracts” section and you will no longer see invalid contracts.

More information on waste management contracts can be found in Section [3 “Waste management contracts”](#).

3. When the waste manager forms the waste receipt of the waste producer who does not keep records of waste generation in PPWIS, the column of the waste recipient is filled in automatically. In the accompanying document, the recipient of waste is the waste manager to whom it is planned to transfer the waste (Figure 114).

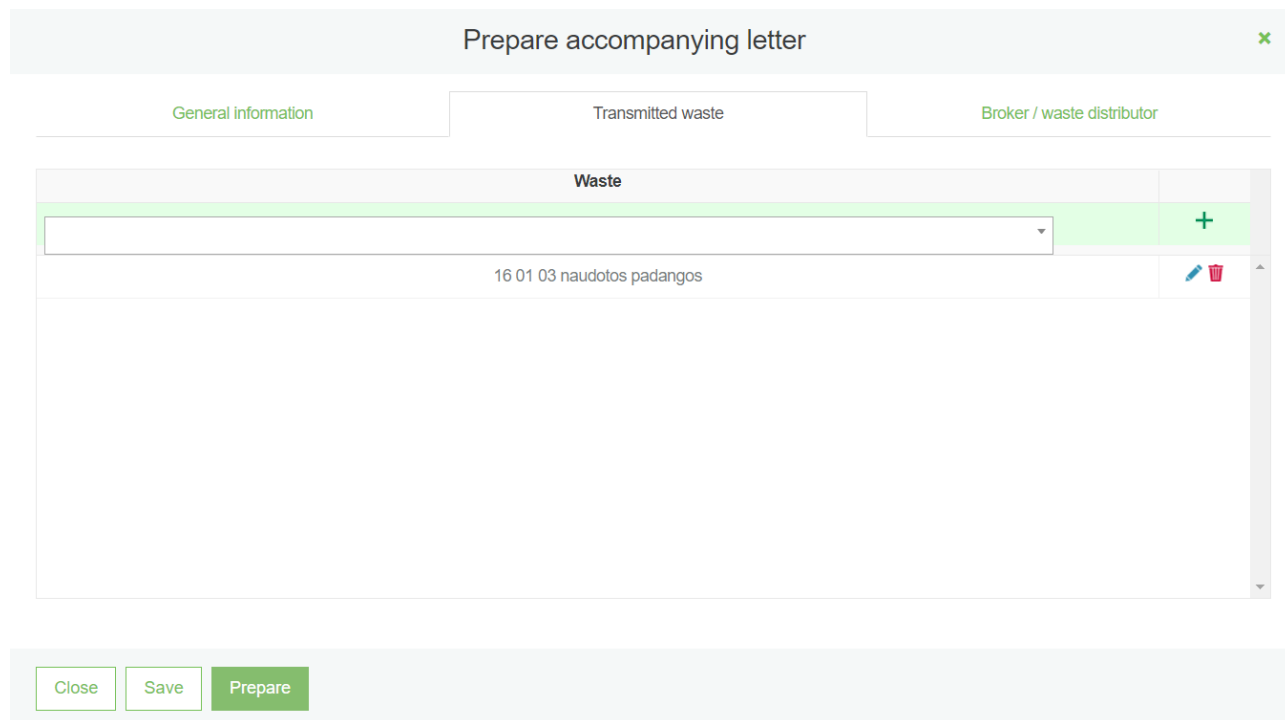
4. When forming the accompanying document, select the waste carrier and, depending on the choice, specify the requested information (Figure 114).

5. Enter the vehicle license plate.

Please note

Make sure that the chosen waste transporter is registered in PPWIS as waste manager and has the right to transport the transferred waste.

In the accompanying document tab “Transferred waste” from the drop-down waste list, select the planned waste to be transferred (waste codes) and press the “Add” symbol  (Figure 115). Specify the codes of all wastes planned to be transferred. You will only be able to add waste that the manager is authorized to manage at the specified waste management site.



Prepare accompanying letter

General information Transmitted waste Broker / waste distributor

Waste	
16 01 03 naudotos padangos	

Close Save Prepare

Figure 115

Please note

Make sure that all the codes of the waste planned to be transferred are indicated on the waste accompanying document. If the accompanying document contains too few or too many waste codes, you will not be able to confirm receipt of the waste and such accompanying document will have to be cancelled.

The codes of the waste to be transferred can be adjusted up to the moment the accompanying document is drawn up, i.e. if only the “Save” button was used, after selecting “Formulate” you will no longer be able to correct the waste codes.

In the “Intermediary/Waste dealer” tab of the accompanying document, indicate the intermediaries or waste dealers, if they participate in the transfer of waste (Figure 116).

Prepare accompanying letter

General information Transmitted waste Broker / waste distributor

Broker

Broker *

Not specified

Waste dealer

Waste dealer *

Not specified

Close Save Prepare

Figure 116

If you want to finish creating the accompanying document later, select “Save” and the accompanying document will be saved, it can be edited and created later. The status of the saved accompanying document is “Under preparation” and is not visible to the specified participants of the accompanying document. If “Close” is selected, the accompanying document data will not be saved (Figure 116).

After specifying all relevant information, select “Create” (Figure 116) and the accompanying document will be created, it will be visible to all participants of the accompanying document in PPWIS. You will no longer be able to adjust the created accompanying document.

6.1.4. Transferred waste's accompanying letter of waste producer, when transferring by alternative means (pipelines, conveyors, etc.)

In the “Preparing accompanying letter” window you will be redirected to the "General information" (Figure 117).

If you are preparing a accompanying letter for the transfer of waste from a waste manager (transferring by alternative means), you will be listed as the sender (Figure 117), If you are preparing an accompanying document for the transfer of waste from a waste maker (receiving in alternative ways), then you will be indicated in the document as the recipient of the waste (Figure 117).

Prepare accompanying letter

General information

Transmitted waste

Broker / waste distributor

Transfer period

1.

From

To

Bill of lading ROIK

Comment

Waste consignor

Waste consignor

Uždaroji akcinė bendrovė "abc" [k. 11]

Waste generating site

UAB ŽALIAS

Address of waste generating site

Lithuania, Klaipėdos m. sav., Klaipėda, Aguonų g. 2

Waste recipient

2.

☒ Waste transmitted to waste manager
☐ Waste transmitted to waste consignor waste manager site

Waste management contract

Pasirinkite sutartį

Waste management site

Address of waste management site

Vehicle license plate

Vehicle license plate

Close

Save

Prepare

Figure 117

If you want to finish formulating the accompanying letter at a later time, click “Save” and the accompanying letter will be saved. You will be able to edit and complete it later. When an accompanying letter is saved, it is not visible to other parties. By clicking “Close”, no accompanying letter data will be saved. If you want to remove an accompanying letter, click “Remove accompanying letter”  (Figure 118).

Preparing accompanying letter (2023-11-21)

Transferred waste's accompanying letter of waste producer, when transferring by alternative means (pipelines, conveyors, etc.)

Accompanying letter No. 76201	Transfered for dates -
Bill of lading ROIK -	Transfer date -
Valtarašio (VAZ) Nr. -	Date of receipt -

WASTE CONSIGNOR

Uždaroji akcinė bendrovė "abc"

(A11)

Waste generating site

UAB "Saulius"

Address of waste generating site

Ukmenų kaimo seniūn. (Sąjunga, apskr. U. 2)

Contacts of waste generating site

11

UNGDAUARELT

Waste generating site e-GPAIS code

11

Transmitted waste

CODE OF WASTE	NAME OF WASTE	TRANSMITTED AMOUNT, T	ACCEPTED (WEIGHED) AMOUNT OF WASTE, T

Figure 118

To continue accompanying letter forming select the "Prepare accompanying letter".

General accompanying letter information

1. In the accompanying letter section "General information" field "Transfer period" indicate the period for which the waste is transferred, fields "Bill of lading ROIK" and "Comment" are optional (Figure 118, Figure 119).

Please note

"Transfer period" - interval of days shall not exceed 7 days.

When preparing the accompanying document, was chosen option "Transferring by alternative means" (Figure 106))

2. The recipient of the waste in the accompanying document is another waste manager to whom the waste is planned to be transferred. If you plan to hand over the waste to another waste manager, click the option "Waste transmitted to waste manager". From the list of waste management contracts, select the contract and indicate the place of waste management, you need to know this information before the preparation of the accompanying document, because without it you will not be able to form an accompanying document (Figure 117).

When preparing the accompanying document, was chosen option "Receiving in alternative ways" (Figure 106))

3. The sender of the waste in the accompanying letter is the waste producer. From the list of waste management contracts, select a contract with the waste producer and indicate the place of waste management of the waste manager, you need to know this information

before the preparation of the accompanying document, because without it you will not be able to form an accompanying document (Figure 118).

Please note

Make sure that the contract on the basis of which it is planned to transfer the waste is valid. If you do not see a contract in the list with the waste recipient / consignor who plans transmit the waste or to whom it is planned to transmit the waste, you should register the waste management contract in PPWIS.

If you see contracts in the list that are no longer valid, you must specify the term of the contract in the "Waste management contracts" section and you will no longer see the invalid contracts.

For more information see section [„3 Waste management contracts“](#).

Transmitted waste description

If you are preparing an accompanying letter for the transfer of waste from a waste manager by alternative methods, in the document section “Transmitted waste”, from the drop-down list select the waste (waste code) and  k “Add” , indicate all waste codes of all wastes to be transferred.

Mark whether it is planned to issue a document proving management for the transferred product and/or packaging waste (Figure 119):

- Product and/or packaging waste is transferred, for which it is planned to issue a document proving waste management;
- Waste is transferred, for which it is not planned to issue a document proving waste management.

Prepare accompanying letter ✕

General information
Transmitted waste
Broker / waste distributor
Route

☒ Transmitted goods and (or) packages waste, for which is planed write out of documentary evidence
 ☐ Transmitted goods and (or) packages waste, for which is not planed write out of documentary evidence

Waste	Primary waste source	
		+
19 12 12 01 kitos mechaninio atliekų apdorojimo atliekos po elektros ir elektroninės įrangos atliekų apdorojimo	Foreign market	
17 04 02 aliuminis	Domestic (Lithuanian) market	

Close
Save
Prepare

Figure 119

If you are preparing an accompanying letter for the transfer of waste from a waste producer, choose “Waste consignor weighs the transferred waste himself” or “Waste consignor no weighs the transferred waste” (Figure 120).

Prepare accompanying letter

General information Transmitted waste Broker / waste distributor

☐ Waste consignor weighs the transferred waste himself
 ☒ Waste consignor no weighs the transferred waste

Waste
16 01 17 juodieji metalai +

Close Save Prepare

Figure 120

Please note

The accompanying note should include all waste planned to be transferred.

If you are preparing an accompanying letter for the transfer of waste from a waste producer you will be able to adjust the codes of the transferred waste until the moment the accompanying document is formed

If too many or too little codes are indicated in the accompanying letter, waste manager will be able to edit waste list before the start of the carriage.

Waste brokers/distributors

In the accompanying letter section “Broker/waste distributor” indicate brokers or waste distributors if they participate in the transfer of the waste (Figure 121).

Once all the relevant information is filled out, click “Prepare” (Figure 121) to form the accompanying letter. When this step is completed, the letter becomes visible to all parties indicated. In the formed accompanying letter, you will be able to edit the data in the "Waste brokers/distributors" tab.

Prepare accompanying letter

General information Transmitted waste Broker / waste distributor

Broker

Broker *
Not specified

Waste dealer

Waste dealer *
Not specified

Close Save Prepare

Figure 121

6.2. Waste transportation process in PPWIS

Clauses 42 and 45 of the Rules for Waste Management²⁵ indicate that waste cannot be transported until the waste sender, who performs waste generation accounting in PPWIS, has given the status “Transportation in progress” to the waste accompanying document (see current version).

The transportation of waste can be started only when the status of the accompanying document for the waste to be transferred is “Formulated accompanying document” (the “Execute transportation” symbol  is visible in the formed accompanying document (Figure 122).

The waste manager initiates waste transportation in 2 cases:

- When the waste manager transfers waste to another waste manager (waste transportation is initiated by the waste sender) (more in section [6.2.1 “Transportation of waste transferred by the waste manager, return of quantities for clarification and completion of transportation”](#));
- When the waste manager receives waste from a waste sender who is not obliged to perform waste generation accounting in PPWIS (more in section [6.2.3 “Transportation and completion of the transportation of the transferred waste by the waste producer who does not perform waste generation accounting in PPWIS”](#)).

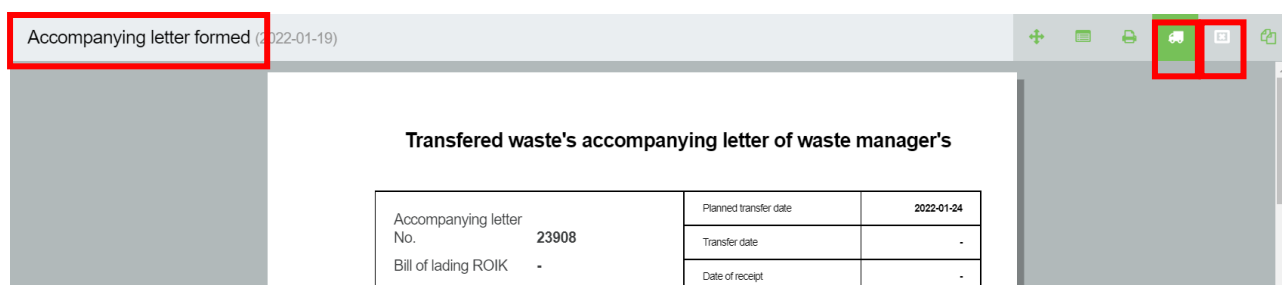
The waste producer initiates waste transportation only in 1 case:

²⁵ Rules for Waste Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

- If the waste sender performs waste generation accounting in PPWIS (more in section [6.2.2 “Receipt and completion of the transportation of the transferred waste by the waste producer who performs waste generation accounting in PPWIS”](#)).

6.2.1. Transportation of waste transferred by the waste manager, return of quantities for clarification and completion of transportation

The transport of waste is initiated by the waste sender in the accompanying document of the waste transferred by the waste manager. Waste transportation is initiated by selecting the “Execute transportation” symbol  in the created accompanying document (Figure 122).



Transferred waste's accompanying letter of waste manager's			
Accompanying letter No.	23908	Planned transfer date	2022-01-24
Bill of lading ROIK	-	Transfer date	-
		Date of receipt	-

Figure 122

You will be directed to the information window of the accompanying document, where you will have to indicate the waste transfer date on the “General information” tab (which must coincide with the planned waste transfer date), and on the “Transferred waste” tab, indicate the amount of waste to be transferred (tons) and the weight of the container in the load (tons) and adjust waste in case of need. Select “Execute transportation” (Figure 123) and the status of the accompanying document will change from “Formed accompanying document “ to “Transportation in progress” (see more in section [6 “Waste transfer accompanying documents”](#)).

Execute transportation

General information

Transmitted waste

Broker / waste distributor

Route

Packing weight of goods, t *

0.000000

Transferred waste *

Waste	Transmitted amount, t	Pirminis atliekų šaltinis	
			+
15 01 02 01 PET pakuotės	0.100000	Domestic (Lithuanian) market	

Close

Save

Execute transportation

Figure 123

When the status of the accompanying document changes to “Transportation in progress”, the waste sender will no longer be able to make any changes to the accompanying document. If you want to cancel the created accompanying document, select the “Cancel carriage” symbol (Figure 124) and the status of the accompanying document will change to “Canceled carriage”. Such an accompanying document will no longer be able to be used, in order to transfer the waste, a new waste transfer accompanying document will have to be created.

The accompanying document will need to be canceled if you notice that the codes of waste to be transferred, places of waste generation or handling are incorrectly indicated in the accompanying document.

When the waste recipient indicates the amount of waste received and confirms the receipt of the waste, the status of the accompanying document changes to “Transportation completed. Sender confirmation is required.”

Please note

Before confirming the completion of the transportation, review the quantities of waste transferred by the recipient and assess whether the specified quantities are correct and

whether there are no obvious errors (for example, the quantity is specified in kilograms instead of tons).

*In the waste sender's accounting, **the amount of waste specified in the waste recipient's accompanying document will be recorded as the transferred amount of waste**. Make sure that the amount of waste received by the waste recipient corresponds to the amount of waste recorded in your waste management records, which matches the actual amount of waste transferred. If you agree to quantities other than those recorded in your accounting, you will have to deal with the correction of positive or negative waste balances by technical means, by carrying out waste write-offs or marking the receipt of indirectly received waste, respectively.*

If you notice in the accompanying document that the waste recipient indicated the wrong amount of waste to be transferred, return the accompanying document for clarification. Select the “Return to adjust the data of the accompanying document” symbol , the status of the accompanying document will change to “Transportation in progress” (Figure 124). The waste recipient will have to reconfirm the receipt of the waste.

If you are sure that the waste recipient has indicated the correct amount of waste received, confirm the transfer of the waste. In the accompanying document whose status is “Transportation completed. Sender confirmation is required” select “Confirm transportation execution”  (Figure 124) and confirm your choice. The status of the accompanying document will change to “Transportation completed”, the transfer of waste will be recorded in the sender's waste management accounting, and the receipt of waste will be recorded in the recipient's accounting.

Transporting performed. Needs confirmation from consignor (2022-01-19)



Transferred waste's accompanying letter of waste manager's

Accompanying letter No.	2573846	Planned transfer date	2022-01-18
Bill of lading ROIK	-	Transfer date	2022-01-18
		Date of receipt	2022-01-18

Figure 124

Please note

The waste recipient must weigh the received waste and indicate the weight of each waste no later than the next working day after receiving the waste, thus confirming the receipt of the waste.

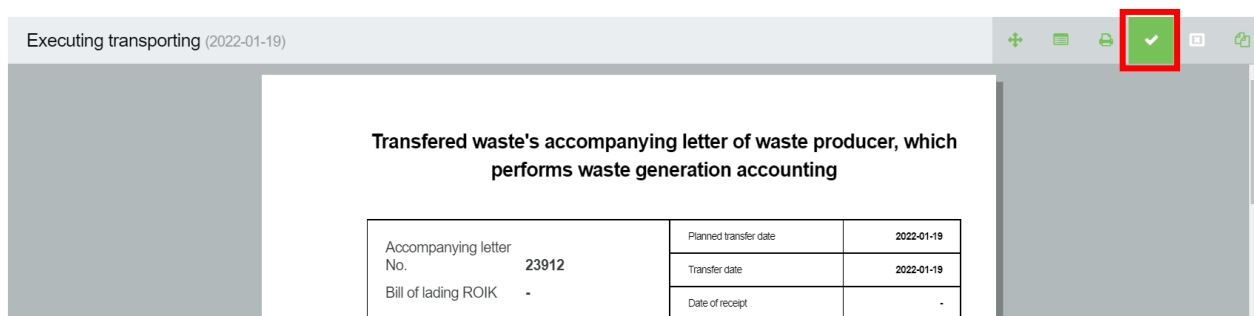
The waste sender must confirm (or return for correction) the amount of waste weighed by the recipient of waste no later than the next working day from the day of confirmation of receipt of waste.

6.2.2. Receipt and completion of the transportation of the transferred waste by the waste producer who performs waste generation accounting in PPWIS

The waste producer, who carries out the accounting of waste generation, initiates the waste transport in PPWIS himself (regardless of who created the waste transfer accompanying document - the waste manager or the waste producer). The status of the accompanying document for the waste to be transferred changes from “Formulated accompanying document” to “Transportation in progress”.

When the status of the accompanying document for the transferred waste is “Transportation in progress”, the waste manager (receiver) must indicate the amount of waste received and confirm the receipt of the waste.

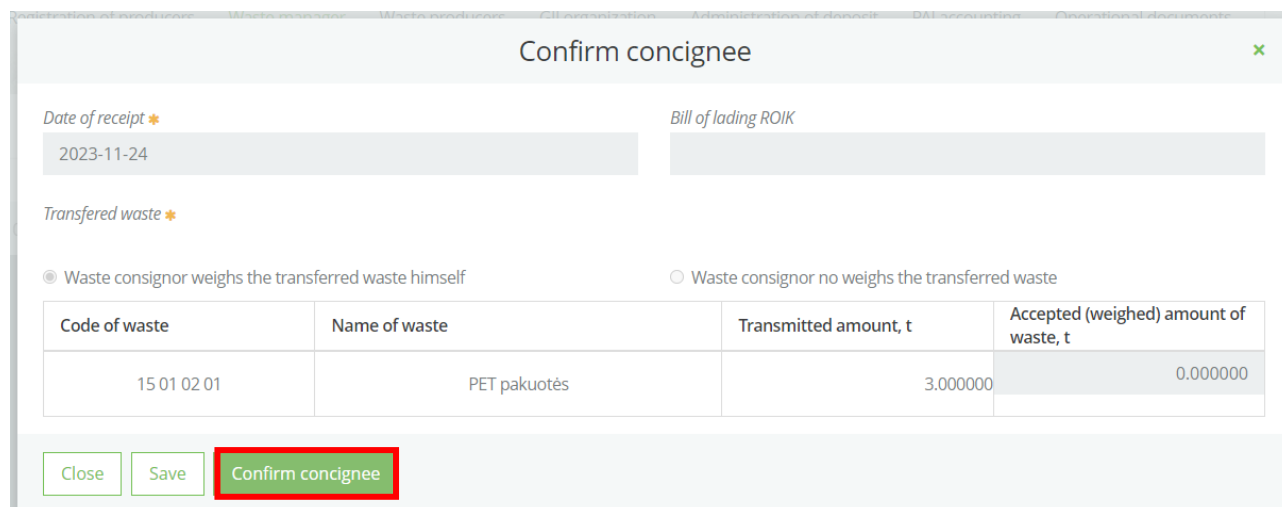
To confirm the receipt of waste, select the “Confirm receipt” symbol  in the accompanying document whose status is “Transportation in progress” (Figure 125).



Accompanying letter	Planned transfer date
No. 23912	2022-01-19
Transfer date	2022-01-19
Bill of lading ROIK -	-

Figure 125

In the opened information window of the accompanying document, indicate the date of waste receipt, the amount of waste received in tons and select “Confirm receipt” (Figure 126).



Code of waste	Name of waste	Transmitted amount, t	Accepted (weighed) amount of waste, t
15 01 02 01	PET pakuotės	3.000000	0.000000

Figure 126

The status of the accompanying document will change to “Transportation completed. Sender confirmation is required”. Only when the waste producer confirms the amounts of waste transferred by you, the status of the accompanying document will change to “Transportation completed” and the transfer of waste will be recorded in the waste generation account of the sender, and the receipt of waste will be recorded in the recipient's waste management account. If the waste producer does not confirm the amount of waste transferred within 5 working days, the waste manager (consignee) will be able to do so, and 5 working days after the end of the month when the receipt was confirmed, the completed shipment will be confirmed by the system. If the status of the accompanying note changes again to “Transportation in progress” - the waste producer has returned the amount of waste received for clarification. You must re-specify the quantities of waste received and confirm receipt again.

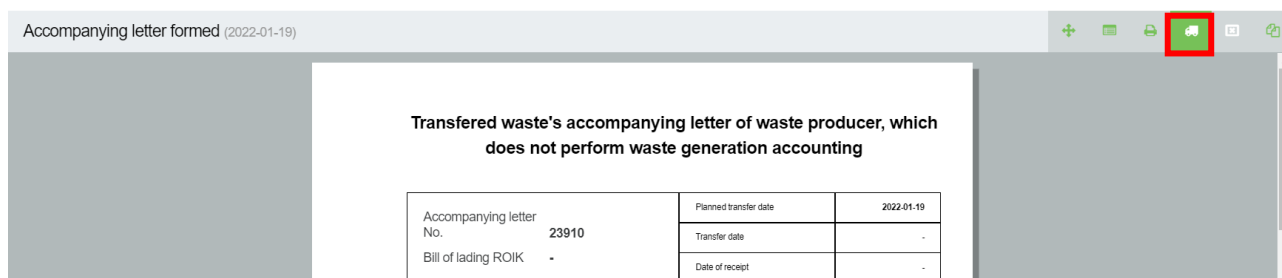
Please note

The waste recipient must weigh the received waste and indicate the weight of each waste no later than the next working day after receiving the waste, thus confirming the receipt of the waste.

The waste sender confirm (or return for correction) the amount of waste weighed by the recipient of waste no later than the next working day from the day of confirmation of receipt of waste.

6.2.3. Transportation and completion of the transportation of the transferred waste by the waste producer who does not perform waste generation accounting in PPWIS

The transport of waste is initiated by the waste manager (recipient) in the accompanying document of the waste generated by the waste producer who does not keep records of waste generation in the PPWIS. Waste transportation is initiated by selecting the “Transportation in progress” symbol  in the created accompanying document (Figure 127).



Accompanying letter formed (2022-01-19)

Transferred waste's accompanying letter of waste producer, which does not perform waste generation accounting

Accompanying letter No.	23910	Planned transfer date	2022-01-19
Bill of lading ROIK	-	Transfer date	-
		Date of receipt	-

Figure 127

You will be redirected to the information window of the accompanying document, where you will have to indicate the date of waste transfer in the “General information” tab, and also, if necessary, you will be able to change the waste carrier. Select “Execute transportation” (Figure 128),

the status of the accompanying document will change from “Formed accompanying document” to “Transportation in progress”.

Execute transportation

General information

Transfer date *

2023-11-30

Planned transfer date *

2023-11-16

Bill of lading ROIK

Broker / waste distributor

Comment

Waste transporter

☐ Waste carries waste carrier

☒ Waste consignor carries waste himself

☐ Waste carries logistic company

☐ Waste carrier is indicated in the triple contract with waster recipient

Vehicle license plate

Vehicle license plate *

abc123

Close

Save

Execute transportation

Figure 128

To confirm the receipt of waste, select the “Confirm receipt” symbol  in the accompanying document whose status is “Transportation in progress” (Figure 129).

Accompanying letter

« Back

Executing transporting (2022-01-19)

Transferred waste's accompanying letter of waste producer, which does not perform waste generation accounting

Accompanying letter No.	23910	Planned transfer date	2022-01-19
Bill of lading ROIK	-	Transfer date	2022-01-19
		Date of receipt	-

Figure 129

In the opening information window of the accompanying document, indicate the date of waste receipt, the amount of waste received in tons and select “Confirm receipt” (Figure 130).

x

Confirm consignee

*Date of receipt **

2023-11-24

Bill of lading ROIK

*Transferred waste **

☒ Waste consignor weighs the transferred waste himself
☐ Waste consignor no weighs the transferred waste

Code of waste	Name of waste	Transmitted amount, t	Accepted (weighed) amount of waste, t
15 01 02 01	PET pakuotės	3.000000	0.000000

Close

Save

Confirm consignee

Figure 130

The status of the accompanying document will change to “Transportation completed”, the receipt of waste will be recorded in the waste recipient's waste management records.

Please note

The waste recipient must weigh the received waste and indicate the weight of each waste no later than the next working day after receiving the waste, thus confirming the receipt of the waste.

When the waste sender does not keep records of waste generation, the receiver of waste, having confirmed the receipt of waste, must print the accompanying note for the transfer of waste and submit it to the sender of waste by e-mail or other means of communication.

6.2.4. Transportation and completion of the transferred waste's accompanying letter of waste producer, when transferring by alternative means (pipelines, conveyors, etc.)

If you are preparing an accompanying letter for the transfer of waste from a waste manager by alternative methods shipment of waste is initiated by the consignor (manager) of the waste, in other case shipment is initiated by the recipient (producer).

Waste transportation is initiated by selecting the “Transportation in progress” symbol  in the created accompanying document (Figure 131).



Accompanying letter formed (2023-11-07)

Transferred waste's accompanying letter of waste manager's, when transferring by alternative means (pipelines, conveyors, etc.)

Accompanying letter No. 74915	Transferred for dates	2023-11-02 - 2023-11-07
Bill of lading ROIK -	Transfer date	2023-11-30
Važtarašcio LVZ Nr. -	Date of receipt	-

Figure 131

You will be redirected to the information window of the accompanying document, where you will have to indicate the date of waste transfer in the “General information” tab. Select “Execute transportation” (Figure 132), the status of the accompanying document will change from “Formed accompanying document” to “Transportation in progress”.

Execute transportation

General information Transmitted waste Broker / waste distributor

Transfer period

From ★ To ★ Transfer date ★

2023-11-02 2023-11-07 2023-11-30

Bill of lading ROIK

Comment

Vehicle license plate

Vehicle license plate ★

15615

Close Save **Execute transportation**

Figure 132

When the accompanying letter for has a status of "Transportation in progress", the waste manager (recipient) must indicate the quantities of waste received and confirm the receipt of the waste.

To confirm the receipt of waste, select the “Confirm receipt” symbol  in the accompanying document whose status is “Shipment in progress” (Figure 133).

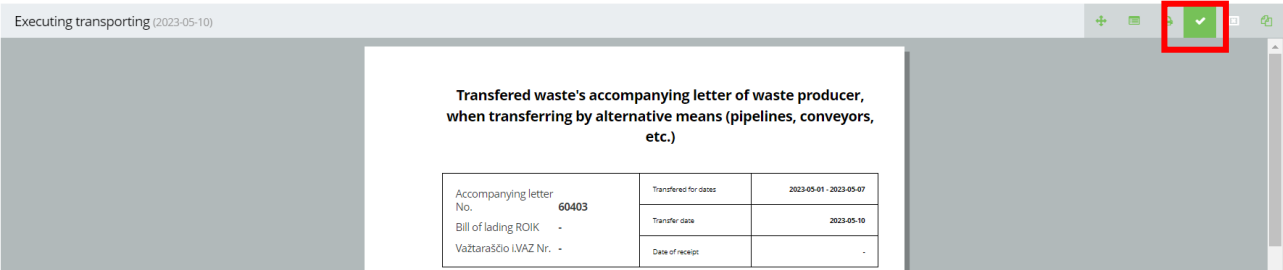
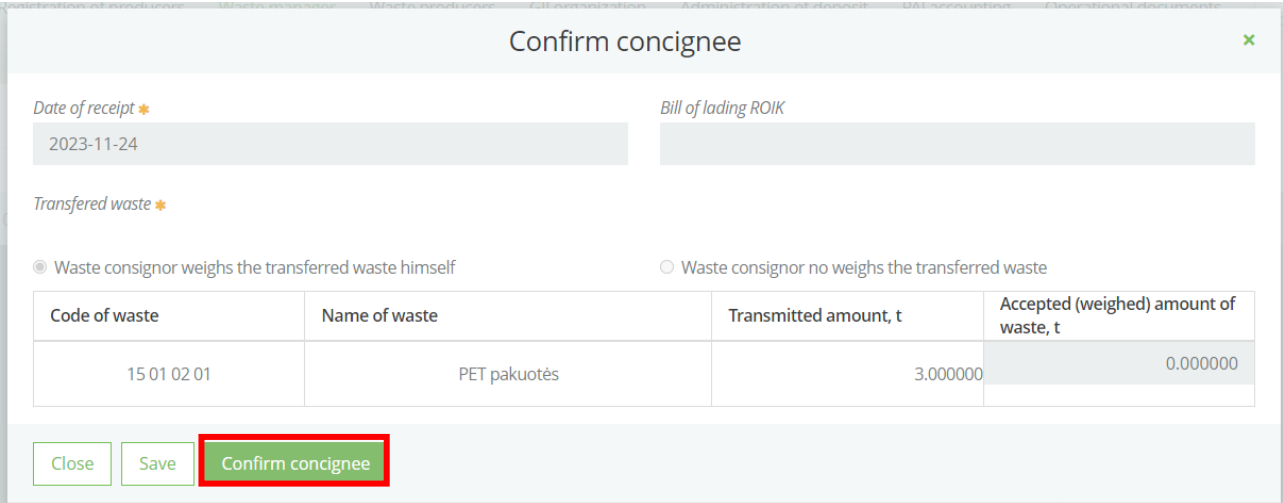


Figure 133

In the opening information window of the accompanying document, indicate the date of waste receipt, the amount of waste received in tons and select “Confirm receipt” (Figure 134).



Code of waste	Name of waste	Transmitted amount, t	Accepted (weighed) amount of waste, t
15 01 02 01	PET pakuotės	3.000000	0.000000

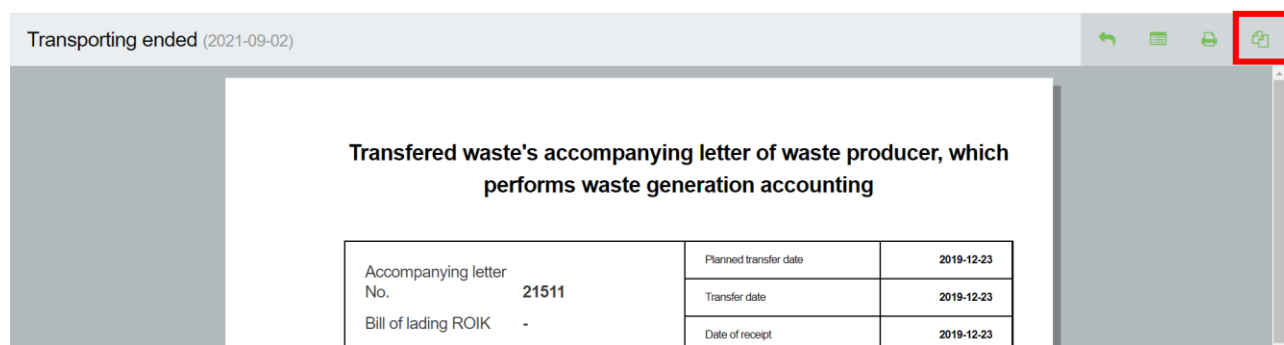
Figure 134

The status of the accompanying document will change to “Shipment completed”, the receipt of waste will be recorded in the waste recipient's waste management records.

6.3. Preparation of the accompanying document based on the old accompanying document

The accompanying document for the transferred waste can be prepared based on the data of the previously prepared accompanying document, then all the information of the previously prepared accompanying document is automatically transferred to the newly prepared accompanying document.

The preparation of an accompanying document based on the basis of the old cover letter is initiated by selecting the “Create new accompanying document” symbol  in the accompanying document (Figure 135).



Transporting ended (2021-09-02)

Transferred waste's accompanying letter of waste producer, which performs waste generation accounting

Accompanying letter No.	21511	Planned transfer date	2019-12-23
Bill of lading ROIK	-	Transfer date	2019-12-23
		Date of receipt	2019-12-23

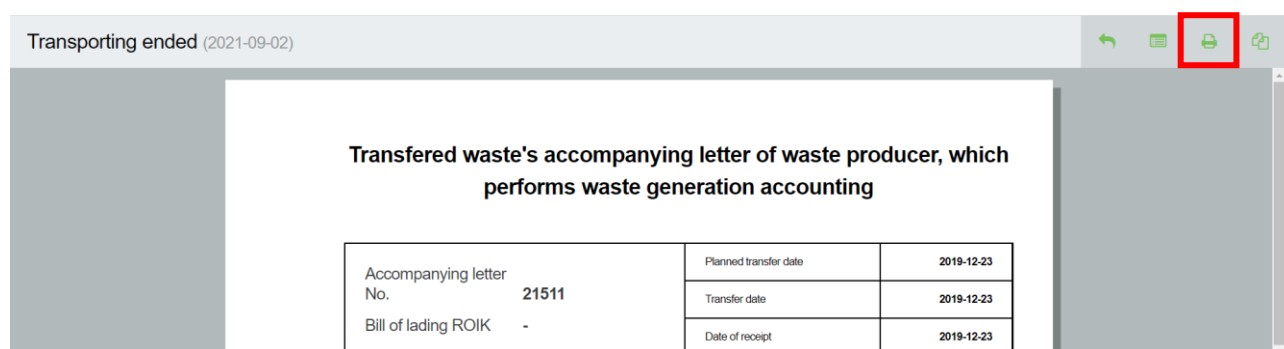
Figure 135

In the message window that opens, select “Create accompanying document “ and the prepared accompanying document will open, where you will see all the information of the old accompanying document, on the basis of which you are preparing a new accompanying document and continue the creation of the accompanying document according to the information in section [6.2 “Waste transportation process PPWIS”](#).

6.4. Printing and saving the accompanying document on the device

The accompanying document for the waste to be transferred can be printed or saved on the device in use in PDF format.

The printing of the accompanying document is initiated by selecting the “Print” symbol  in the accompanying document (Figure 136).



Transporting ended (2021-09-02)

Transferred waste's accompanying letter of waste producer, which performs waste generation accounting

Accompanying letter No.	21511	Planned transfer date	2019-12-23
Bill of lading ROIK	-	Transfer date	2019-12-23
		Date of receipt	2019-12-23

Figure 136

In the window that opens, select the desired printer and select “Print” (Figure 137).

Transferred waste's accompanying letter of waste producer, which performs waste generation accounting

Accompanying letter No. 23914	Planned transfer date	-
Bill of lading ROIK -	Transfer date	-
	Date of receipt	-

WASTE CONSIGNOR	WASTE RECIPIENT

WASTE TRANSPORTER	

Transmitted waste

CODE OF WASTE	NAME OF WASTE	TRANSMITTED AMOUNT, T	ACCEPTED (WEIGHED) AMOUNT OF WASTE, T
16 01 21 02*	vidaus degimo varikly jurbiamo oro filtrai	10.000000	0.000000
Total amount of waste, t:		10.000000	0.000000

Print 2 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options ☐ Headers and footers ☐ Background graphics

Save
Cancel

Figure 138

6.5. Accompanying document status history

The entire history of the statuses of the accompanying document can be seen by selecting the “History” symbol  in the accompanying document. In the window that opens, you will see the entire history of the statuses of the accompanying document, who made the changes and when.

6.6. Accompanying letter correction

The completed accompanying letter can be adjusted when the status of the document is "Shipment completed", select the symbol "Adjust"  (Figure 139).

Transporting ended (2023-11-08)

Transferred waste's accompanying letter of waste producer,
which performs waste generation accounting

Accompanying letter No. 74201	Planned transfer date	2023-10-31
Bill of lading ROIK -	Transfer date	2023-10-31
Važtaraščio IVAZ Nr. A1CPK9-20231030	Date of receipt	2023-10-31

WASTE CONSIGNOR	WASTE RECIPIENT
ABC <i>/k.11</i> Waste generating site Testavimai 2023 Address of waste generating site Lithuania, Kėdainių r. sav., Aristavėlių (Vilainių sen.) Contacts of waste generating site a. c. b. Waste generating site e-GPAIS code	AAA <i>/k.11 sudaryto 2023-02-01</i> Waste management site UAB "Polymer recycling" perdirbimo įrenginys Address of waste management site Švenčionių r. sav., Pabrada (Pabradės sen.), Moleitų g. 18-A Contacts of waste management site n. 5555 email@gmail.com

Figure 139

In the window of the accompanying letter adjustment form that opens, enter data correction reason, specify the updated amount of transferred waste and click on the button "Send correction for approval" (Figure 140).

Please note

The adjustment of the waybill is only possible once and before the adjustment deadline has passed (10 days after the end of the quarter).

If an attempt is made to correct the waybill when the quarterly summary of the waybill has been created or approved, the correction of the waybill is not possible.

Data correction reason *

Transferred waste *

Waste	Accepted (weighed) amount of waste, t	
15 01 02 01 PET pakuotės	5.400000	

Close

Send correction for approval

Figure 140

The status of the document changes to "Adjustable accompanying letter", a new column "Updated quantities" appears in the "Transferred waste" section (Figure 141).

Please note

If the recipient and the consignor are the same entity, then the role (manager or producer) that initiated the adjustment of the document can confirm the correction, but if the recipient and the consignor are different entities, only another entity specified in the accompanying document can confirm the adjustment of the document.

Adjustable accompanying letter (2023-04-14)

×

✓

Transferred waste's accompanying letter of waste producer, when transferring by alternative means (pipelines, conveyors, etc.)

Accompanying letter No. 43502	Transferred for dates	2023-03-01 - 2023-03-07
Bill of lading ROIK -	Transfer date	2023-03-21
Važtaraščio i.VAZ Nr. -	Date of receipt	2023-03-21

WASTE CONSIGNOR	WASTE RECIPIENT
Uždaroji akcinė bendrovė "Žalvaris" <i>/k. 120504795</i> Waste generating site Mil test 1 Address of waste generating site Lithuania, Akmenės r. sav., Agluonai (Akmenės sen.) Contacts of waste generating site gg. 55 g@gmail.com Waste generating site e-GPAIS code 432000051	UAB "Ecovox" <i>/k. 302416114, Waste management contract</i> <i>SutartiesNr1, sudaryta 2020-11-15</i> Waste management site UAB Ecovox Address of waste management site Plungės r. sav., Plungė (Plungės miesto sen.), Lentpjūvės g. 8 Contacts of waste management site 1234, 1234. lobergze@gmail.com Waste management site e-GPAIS code 468000002

Transmitted waste

Waste consignor weighs the transferred waste himself

		Pradiniai kiekiai		Atnaujinti kiekiai
CODE OF WASTE	NAME OF WASTE	TRANSMITTED AMOUNT, T	GAUTAS (PASVERTAS) ATLIEKU KIEKIS, T	ACCEPTED (WEIGHED) AMOUNT OF WASTE, T
15 01 02 01	PET pakuotės	8.000000	2.000000	2.000000
Total amount of waste, t:		8.000000	2.000000	2.000000

Figure 141

To reject the correction, select the "Reject correction" symbol . To confirm the correction of the accompanying letter, select the "Confirm correction" symbol  (Figure 141). In the confirmation window that appears, select "Confirm" (Figure 142).

Confirm accompanying letter correction 

Are you sure you want to reject the correction of the letter?

Close

Confirm

Figure 142

documents - you have indicated the quantities of waste received on the accompanying documents with a status of “Transportation in progress” so that the waste sender can confirm the quantities of waste delivered.

Before evaluating the waste balance, press “Refresh” to see the currently relevant balance of received waste, waste generated during waste management at the relevant site (Figure 144).

This section displays waste balances divided by waste origin (the balance of waste generated on the territory of the Republic of Lithuania and the balance of waste of foreign origin (PPWIS - “Imported waste balance, t.”) and shows the total balance of accumulated waste in tons. Please note the last update date of the waste balances so that you would appreciate the balances relevant for today.

List can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

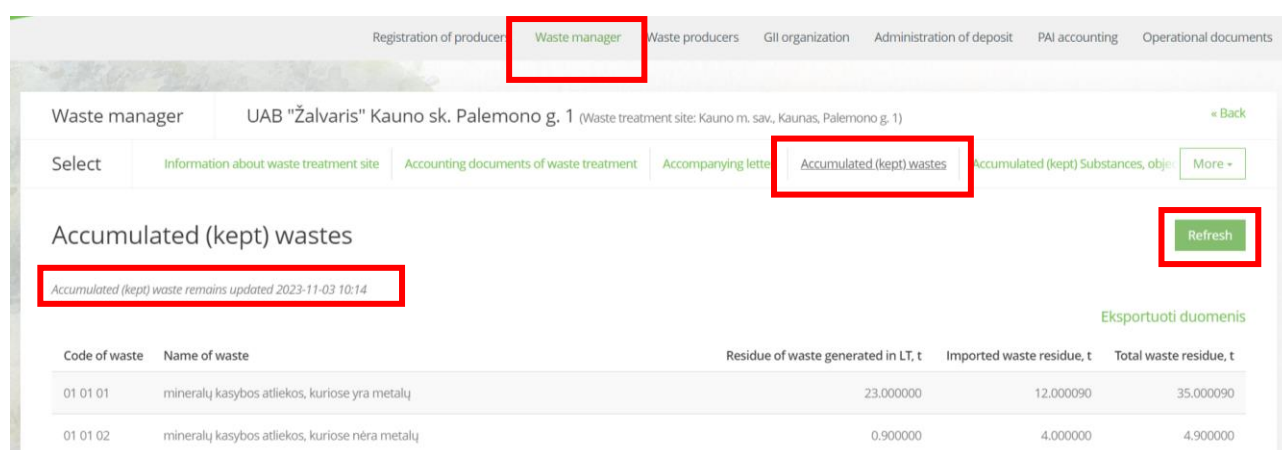


Figure 144

Please note

A negative balance of accumulated (stored) waste or an excess balance of waste that is not actually present at the site of activity indicates that the accounting of waste management is carried out incorrectly or that technical errors were made when forming the accompanying documents.

Regarding negative waste balances, pay attention to whether the records of treated waste do not indicate a higher amount of waste than was actually treated. Also, pay attention to whether the amount of waste received by the recipient of the waste indicated on the accompanying notes of the transferred waste is not greater than the amount of waste transferred by you. This can lead to negative waste balances in PPWIS.

Regarding waste residues in PPWIS, which are not actually present at the site of operation (all waste has been removed) or the accounting shows a larger residue of waste than is present at the site of operation - pay attention to whether the receipt of waste is correctly recorded. Also, whether the records of managed waste do not indicate a smaller amount of waste than was actually managed. Pay attention to whether the amount of waste received by the waste recipient indicated in the accompanying documents of the transferred waste is

not less than the amount of waste transferred by you. This may falsely indicate residual waste that is not actually present at your site. In case of discrepancies between the waste balances indicated in the PPWIS and the actual amount of waste at the site, you should make corrections to the waste accounting and correct the discrepancies. You can find more information about this in section 5 “Waste management accounting in PPWIS”.

8. Accumulated (stored) materials, items

In the section “Accumulated (stored) materials, items” you can see the materials and items currently stored at the place of business.

Before evaluating the balance of materials and items, select “Refresh” - after updating the balance of materials and items, you will see the balance of materials and items that were created after waste manager and stored at the site after the use of materials and items (Figure 145). In this section you will also see the last update date of materials, item balances.

List can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

Waste manager Uždaroji akcinė bendrovė « Back

Select Information about waste treatment site Accounting documents of waste treatment Accompanying letter Accumulated (kept) wastes **Accumulated (kept) Substances, objects** All More ▾

Accumulated (kept) Substances, objects Refresh

Accumulated (kept) substances, objects remains updated 2021-12-30 03:21:55

KN Code of substances or objects	KN name of substances or objects	Residue, t
4012	Restauruotos arba naudotos pneumatinės guminės padangos; padangos be kamerų (vientisos) arba su izoliuotu oro sluoksniu, padangų protektoriai ir padangų juostos, iš gumos	1.904000
7007	Beskeveldris stiklas, sudarytas iš grūdintojo (temperuotojo) arba sluoksniuotojo stiklo	1.938000
8507	Elektros akumuliatoriai, įskaitant jų skirtuvus (separatorius), staciakampus (įskaitant kvadratinus) arba ne staciakampus	0.805000
8708	Autotransporto priemonių, klasifikuojamų 8701-8705 pozicijose, dalys ir reikmenys	57.765120

Figure 145

Please note

A negative balance of accumulated (stored) materials, items or an excess balance of materials, items that are not actually present at the place of business indicates that waste management accounting is performed incorrectly.

Regarding negative material and item residues - pay attention to whether the use section of materials and items generated during the waste management does not indicate larger amounts of material items than were actually handed over for use.

Regarding material and item residues in PPWIS, which are not actually present at the site of activity - pay attention to whether the use section of materials and items generated during

waste management does not indicate smaller amounts of material items than were transferred for actual use.

In the event of discrepancies between the materials, item residues specified in the PPWIS and the actual amount of materials, items at the site of operation, you should make corrections to the waste management accounting and correct the discrepancies. You can find more information about this in section 5 “Waste management accounting in PPWIS”.

9. Accepted ENTPs under contracts with processors

The section “Accepted ENTPs under contracts with processors” is available after entering the waste management site and selecting the section “Accepted ENTPs under contracts with processors” (Figure 146). This section is displayed only at waste management sites where waste codes 16 01 04 or 16 01 06 with S1 activity are registered.

The screenshot shows the GPAIS 'Waste manager' interface. The 'Waste manager' tab is selected, displaying details for 'Pavyzdys' (Waste treatment site: Lithuania, Akmenės rajono sav., Agluonų k. (Akmenės sen.), Ateities g.). The interface includes a navigation bar with options like 'Profile of the subject', 'Registration of producers', 'PAI accounting', 'Waste manager', 'GII organization', 'Administration of deposit', 'Waste producers', and 'Operational documents'. The 'Waste manager' section shows 'Information about waste treatment site' with fields for Address, Contact person, Phone, and Email address. A dropdown menu is open, showing a list of options: 'Allowed to managed waste amounts', 'Waste and their management operations', 'The right to issue documentary evidence', 'License', 'Waste residues from beginning', 'Substances, objects residues from beginning', 'Documentary evidence', and 'Accepted ENTPs under contracts with processors' (highlighted with a red box).

Figure 146

A new record is created by selecting the “New entry” button (Figure 147).

The screenshot shows the 'Accepted ENTPs under contracts with processors' section of the GPAIS interface. The 'New entry' button is highlighted with a red box. Below the button is a table with columns for 'Date of admission', 'Destruction certificate no.', 'TP class', 'Primary source of waste', 'Weight of one ENTP, t', 'Market value', 'Generated ENTP destruction certificate', 'Signed certificate of ELV disposing', 'Document confirming representation', 'Transferred to another waste manager', and 'Note'. The table currently shows 'No records'.

Figure 147

When creating an entry for ELVs accepted after January 31, 2024, a window opens where you need to select which accepted ELV the entry is being created for (Figure 148):

- Accepted ENTPs for which a certificate of destruction is required;
- Accepted ENTPs for which a certificate of destruction is not required;

After making the selection, click the "Prepare" button.

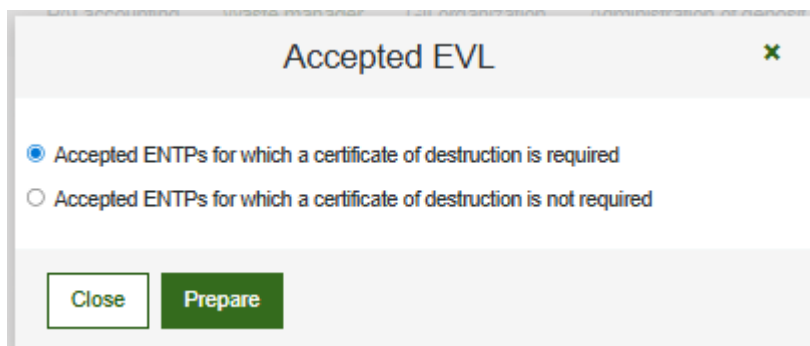


Figure 148

If you select "Accepted ENTPs for which a certificate of destruction is required" a window will open where you need to enter the following relevant information about the accepted ELV (Figure 149, Figure 150):

1. Specify the contract and the waste management site details:
 - Waste management contract;
 - Waste management site;
 - Address of waste management site – a non-editable field that is automatically filled based on the selected waste management site;
2. Date of reception;
3. Enter the vehicle's SDK and click the "Search" button. Based on the entered SDK, the following fields about the vehicle will be populated:
 - Identification No. (VIN);
 - SDK;
 - Vehicle make;
 - Vehicle model;
 - Responsible person's details. In this table, provide at least one contact detail (phone number or email address).
4. Enter other relevant data:
 - License plate;
 - Class of vehicle (select from the dropdown menu):
 - 3-wheelers;
 - M1;
 - N1;
 - Primary waste source (select from the dropdown menu):
 - Domestic market –if the vehicle became waste (ELV) in Lithuania ;

- Foreign market – if the ELV was imported to Lithuania;
 - Weight of one ELV, in tons;
 - Market value (select from the dropdown menu):
 - Positive;
 - Negative;
 - Transferred to another waste manager (select from the dropdown menu):
 - Not transferred;
 - Transferred to the foreign market (16 01 04 or 16 01 06) (ELV exported);
 - Transferred to the domestic market (16 01 04 or 16 01 06) (ELV transferred to another manager in Lithuania);
 - Vehicle registration certificate number;
 - Waste code (select from the dropdown menu):
 - 16 01 04 01;
 - 16 01 06 01;
 - ELV owner's municipality of residence (select from the dropdown menu);
 - Remarks;
 - Document confirming representation;
 - Confirm that no restrictions apply to the vehicle.
5. After filling in the relevant information, click the "Generate" button to generate the destruction certificate.

Accepted EVL, for which a destruction certificate is mandatory

Waste collector

Collection company/person code *
14100715
Name/surname of collection company/person *
Test P 1 užsienis

Waste management site *
Pavyzdys
Address of waste disposal site *
Lithuania, Akmenės rajono sav., Agluonų k. (Akmenės sen.), Ateities g.

Waste manager

1.
Waste management contract *
Pasirinkite...
Waste management site *
Pasirinkite...
Address of waste management site *

2.
Date of reception *
SDK *
Search

3.
Identification No. (VIN) *
SDK *
Vehicle make *
Vehicle model *

Type of person	Name and surname of the owner / Title	Personal code / Company code	Phone Nr.	Email	
No records					

Figure 149

4.

License plate *

Class of vehicle *

Primary waste source *

Weight of one ELV, t *

Market value *

Transferred to another waste manager *

TP registration confirmation document No. *

Waste code *

Comment

Document confirming representation

Choose File

No file chosen

☐ Patvirtinu, kad transporto priemonėi nėra taikomi jokie apribojimai

5.

Close

Generate

Confirm

Figure 150

In the "Accepted ELVs" section, select the edit button for the accepted ELV entry (Figure 151), and the editing window for the accepted ELV entry will open. At the bottom of the window, perform the following actions (Figure 152):

1. Download the generated ELV destruction certificate by selecting "Download";
2. Sign the downloaded destruction certificate and upload it under "Signed ELV Destruction Certificate";
3. After completing these actions, click the "Confirm" button, and the data will be confirmed.

Figure 151

Figure 152

1. Specify the contract and the waste management site details:
 - Waste management contract;
 - Waste management site;
 - Address of waste management site – a non-editable field that is automatically filled based on the selected waste management site;
2. ELV acceptance date;
3. Manually enter the vehicle's data:
 - Identification Number (VIN);
 - SDK;
 - Vehicle make;
 - Vehicle model;
 - Responsible person's details. In this table, provide at least one contact detail (phone number or email address);
4. Enter the relevant other information:

- License plate number;
 - Vehicle class (select from the dropdown menu):
 - Other vehicle class;
 - Primary waste source (select from the dropdown menu):
 - Domestic market –if the vehicle became waste (ELV) in Lithuania ;
 - Foreign market – if the ELV was imported to Lithuania;
 - Weight of one ELV, in tons;
 - Market value (select from the dropdown menu):
 - Positive;
 - Negative;
 - Transferred to another waste manager (select from the dropdown menu):
 - Not transferred;
 - Transferred to the foreign market (16 01 04 or 16 01 06) (ELV exported);
 - Transferred to the domestic market (16 01 04 or 16 01 06) (ELV transferred to another manager in Lithuania);
 - Vehicle registration certificate number;
 - Waste code (select from the dropdown menu):
 - 16 01 04 02;
 - 16 01 06 02;
 - ELV owner's municipality of residence (select from the dropdown menu);
 - Remarks;
 - Document confirming representation;
5. After filling in the relevant information, click the "Generate" button to generate the destruction certificate.

Accepted EVL, for which a destruction certificate is optional

Waste collector

Collection company/person code *
14100715
Name/surname of collection company/person *
Test P 1 užsienis

Waste management site *
Pavyzdys
Address of waste disposal site *
Lithuania, Akmenės rajono sav., Agluonų k. (Akmenės sen.), Ateities g.

Waste manager

1.
Waste management contract *
Pasirinkite...
Waste management site *
Pasirinkite...
Address of waste management site *

2.
Date of reception *

3.
Identification No. (VIN) *
SDK
Vehicle make *
Vehicle model *

Type of person	Name and surname of the owner / Title	Personal code / Company code	Phone Nr.	Email	
					+
No records					

Figure 153

4.

License plate *

Class of vehicle *

Kita TP klasė

Primary waste source *

Weight of one ELV, t *

Market value *

Transferred to another waste manager *

TP registration confirmation document No. *

Waste code *

Comment

Document confirming representation

Choose File No file chosen

5.

Close Generate Confirm

Figure 154

In the "Accepted ELVs" section, select the edit button for the accepted ELV entry, and the editing window for the accepted ELV entry will open. At the bottom of the window, perform the following actions (Figure 155, Figure 156):

1. Download the generated ELV destruction certificate by selecting "Download";
2. Sign the downloaded destruction certificate and upload it under "Signed ELV Destruction Certificate";
3. After completing these actions, click the "Confirm" button, and the data will be confirmed.

Pasirinkite

Atliekų tvarkymo vietos informacija

Atliekų tvarkymo apskaitos dokumentai

Lydraščiai

Sukauptos (laikomos) atliekos

Sukauptos (laikomos) medžiagos, daiktai

Leidžiami tvarkyti atliekų kiekiai

Daugiau -

Priimtos ENTP pagal sutartis su tvarkytojais

Naujas įrašas

Priėmimo data	Sunaikinimo pažymėjimo Nr.	TP klasė	Pirminis atliekų šaltinis	Vienos ENTP svoris, t	Rinkos vertė	Sugeneruotas ENTP sunaikinimo pažymėjimas	Pasirašytas ENTP sunaikinimo pažymėjimas	Dokumentas, patvirtinantis atstovavimą	Perduota kitam atliekų tvarkytojui	Pastaba		
2024-01-04		3-ratės	Užsienio rinka	10.000000	Teigiama	-	-	-	Neperduota	taip		

Figure 155

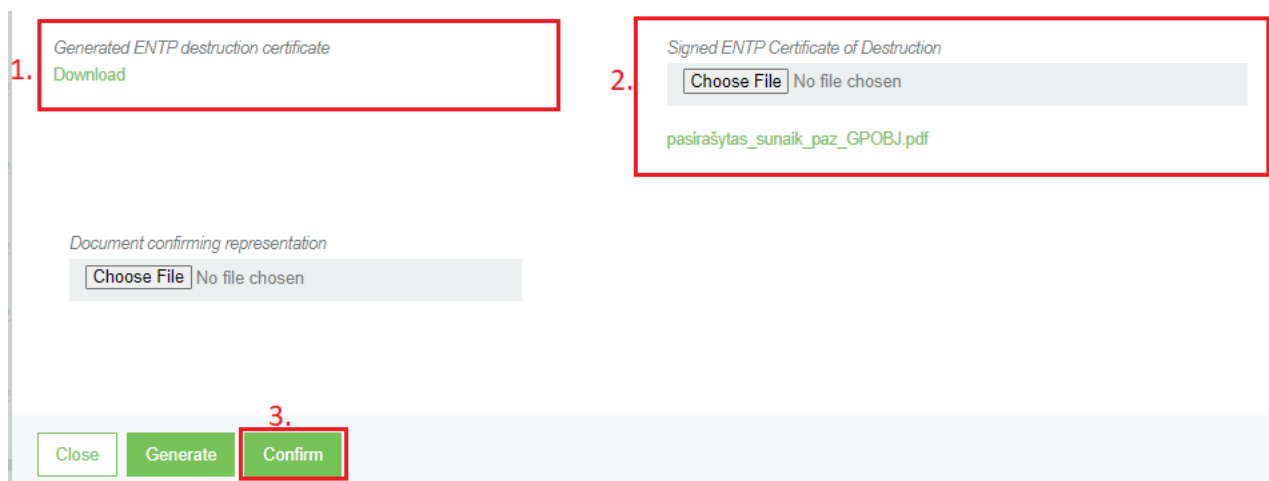


Figure 156

You can edit or delete journal records using the following tools:

Edit record - 

Remove record - 

If you select the “Edit record” symbol  in the “Accepted ELVs” tab, you will be able to make corrections to the selected ELV information – the ELV information window will open, where you can make the necessary corrections. After making changes, select “Save” and your changes will be saved. The record of the accepted ELV can be deleted by selecting the “Remove record” symbol  and confirming your choice. Selecting multiple entries and pressing the "Remove entry" button will remove the marked entries.

f

10. Formation and approval of the summary

10.1. Formation of the summary

Clause 43 and Clause 45 of the Rules for Accounting and Reporting on Waste Generation and Management²⁶ regulate the deadlines for the preparation and approval of the waste generation accounting summary (see current version). At the end of the calendar quarter, the person responsible for the waste management accounting of the company, the company's structural unit (branch, representative office) or a separate company unit (department) must prepare and approve the waste generation accounting summary in PPWIS no later than within 15 calendar days from the end of the quarter.

²⁶ Rules for Accounting and Reporting on Waste Generation and Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

The quarterly summary of waste management accounting is formed after the end of the quarter, after the waste management journal is fully filled in, so that it is possible to evaluate the submitted data in PPWIS and, if the data is correct, to approve the summary.

The summary can also be created without waiting for the end of the quarter, if you want to check whether all the information from the accompanying documents or transboundary transports has entered the current quarter's accounting correctly.

The summary starts to be formed in the waste management accounting journal after selecting "Form summary" (Figure 157) and confirming your choice.

Journal can be exported by filtering the list or exported complete, without specifying search or sorting filters, the list is exported by selecting "Export data" (Figure 157)

Also, the journal can be removed if it does not contain a single entry, the journal is removed by selecting "Delete journal" (Figure 157)

Please note

Before starting the summary, it is important to make sure that:

- *The waste management accounting journal is filled in correctly;*
- *Accounting corrections for the previous quarter will no longer be made;*
- *The status of all accompanying documents in which the "Received date" of the waste falls within the quarter being formed is "Completed";*
- *The status of all consignment notes, whose "Transfer Date" or "Planned Transfer Date" falls within the quarter being generated, is "Completed";*
- *The status of all movement documents, whose "Actual Transport Date" falls within the quarter being generated, is "Waste Received" or "Completed".*
- *Status "Waste received" or "Completed" for all transboundary transports, where the "Received date" of the waste falls within the quarter being formed;*
- *Canceled all accompanying documents that started to be formed, but are no longer needed.*

UAB "Žalvaris" Kauno sk. Palemono g. 1
Back

Waste treatment journal and summary
Information
Journal

Journal
Delete journal
Form summary

2023 III quarter

Waste accepted from residents
Waste accepted indirectly
Accepted ELV
Managed waste
The use of substances or objects generated in waste managing process
Write down

Waste accepted from residents

Eksportuoti duomenis

Identification number	Date of receipt	Waste	Amount received, vnt	Amount accepted, t	Waste maker	Identity document	Identity document number	Waste municipality	Origin of waste	Detailed origin of waste	Comment
52107	2023-08-16	02 01 10 metalų atliekos	1	1.000000	123	Passport	12341234	Kašiadorių r. sav.	Namų ūkių atliekos	kilme	pastaba

Figure 157

Please note

If waste transports (both when forming accompanying letters and transboundary waste transportation documents), which according to the date of receipt fall into the formed quarter, were completed later than the summary was formed, it is necessary to reformat the summary so that the data of completed waste transportation enter the summary accordingly.

After starting to generate the summary, the status of the waste management accounting journal will change to “Forming summary” and it will not be possible to adjust the records of the accounting journal (Figure 158). When the waste management accounting summary is created, the state of the journal changes to “Formed summary” (Figure 159) and the accounting journal can be corrected again by selecting “Correct journal” (see section [5.5 “Adjustment and correction of errors in the journal whose summary is formed”](#)).

Waste treatment journal and summary
Information
Journal

Information

Waste management site
Status
Summary is being formed
Date of status
2022-01-21

Reporting period
2022 I quarter
Beginning of accounting
2019-09-25
End of accounting
-

Figure 158

The formed waste management accounting summary can be viewed by selecting Waste managers → Waste management sites → View → Waste management accounting documents → select the summary of the desired quarter → section “Summary” (Figure 159). The summary shows the general information of the waste recorded during the quarter.

Waste treatment journal and summary

InformationJournalSummary

Information

Waste management site

StatusSummary formed

Date of status2022-01-21

Reporting period2022 I quarter

Beginning of accounting2019-09-25

End of accounting-

Figure 159

The waste management accounting cards contain information about the total quantities of waste and materials and objects for the quarter. Depending on the activity of the waste manager, different cards are presented in the summary.

The card “Summary of waste in the internal market of the Republic of Lithuania” contains a list of waste with the total amount of waste received, processed and transferred in the internal market of the Republic of Lithuania during the quarter (Figure 160).

Waste treatment journal and summary

InformationJournalSummary

Summary

Approve summary

Summary of LT domestic market wasteGeneral summary of waste managementSummary of accepted ELVSummary of substances or objects generated in waste managing process

Summary of LT domestic market waste

Code of waste	Name of waste	Balance at the beginning of year, t	Accepted from residents	Accepted indirectly, t	Received with accompanying letter, t	Generated quantity of waste during managing, t	Managed, t	Transmitted with accompanying letter, t	Exported, t	Written off, t	Balance at the end of year, t
13 02 08*	kita variklio, pavarų dėžės ir tepalinė alyva	0.025000	0.000000	0.000000	0.000000	0.009000	0.000000	0.000000	0.000000	0.000000	0.034000
16 01 03	naudotos padangos	0.660000	0.000000	0.000000	0.000000	0.320000	0.000000	0.000000	0.000000	0.000000	0.980000
16 01 07*	tepalių filtrai	0.002000	0.000000	0.000000	0.000000	0.001000	0.000000	0.000000	0.000000	0.000000	0.003000

Figure 160

The card “Summary of imported waste” contains a list of waste originating from the “Foreign market” with the total amount of waste for the reporting period (Figure 161).

Waste treatment journal and summary										
Information Journal Summary										
Summary										Approve summary
Summary of LT domestic market waste Summary of imported waste General summary of waste management										
Summary of imported waste										
Code of waste	Name of waste	Balance at the beginning of year, t	Imported, t	Received with accompanying letter, t	Generated quantity of waste during managing, t	Managed, t	Transmitted with accompanying letter, t	Exported, t	Written off, t	Balance at the end of year, t
16 02 15*	pavojingos sudedamosios dalys, išimtos iš nebenaudojamų įrangos	34.046000	0.000000	0.000000	12.252000	0.000000	0.000000	0.000000	46.298000	0.000000
16 02 16	sudedamosios dalys, išimtos iš nebenaudojamų įrangos, nenurodytos 16 02 15	99.972000	0.000000	0.000000	37.000000	0.000000	0.000000	13.727000	54.804000	68.441000
19 12 02 01	juodieji metalai po elektros ir elektroninės įrangos atliekų apdorojimo	89.340000	0.000000	0.000000	106.300000	0.000000	0.000000	0.000000	73.500000	122.140000
19 12 03 01	spalvotieji metalai po elektros ir elektroninės įrangos atliekų apdorojimo	24.122000	0.000000	0.000000	5.100000	0.000000	0.000000	0.000000	0.000000	29.222000
19 12 04 01	plastikai ir guma po elektros ir elektroninės įrangos atliekų apdorojimo	44.851000	0.000000	0.000000	50.700000	0.000000	0.000000	22.470000	20.831000	52.250000
19 12 05 01	stiklas po elektros ir elektroninės įrangos atliekų apdorojimo	49.241000	0.000000	0.000000	50.759000	0.000000	0.000000	0.000000	50.000000	50.000000

Figure 161

The tab “General summary of waste management” provides a general summary of waste management with total amounts of waste, depending on how the waste was received and what was done with it, as well as its balance at the beginning and end of the quarter (Figure 162).

Waste treatment journal and summary

InformationJournalSummary

Summary

Approve summary

Summary of LT domestic market waste

General summary of waste management

Summary of accepted ELV

Summary of substances or objects generated in waste managing process

General summary of waste management

Code of waste	Name of waste	Balance at the beginning of year, t	Received from doestic (LT) market, t	Imported, t	The amount of waste generated during the waste management process, t	Generated quantity of waste during managing, t	Managed, t	Transmitted in LT market, t	Exported, t	Written off, t	Balance at the end of year, t
13 02 08*	kita variklio, pavarų dėžės ir tepalinė alyva	0.025000	0.000000	0.000000	0.000000	0.009000	0.000000	0.000000	0.000000	0.000000	0.034000
16 01 03	naudotos padangos	0.660000	0.000000	0.000000	0.000000	0.320000	0.000000	0.000000	0.000000	0.000000	0.980000
16 01 07*	tepalių filtrai	0.002000	0.000000	0.000000	0.000000	0.001000	0.000000	0.000000	0.000000	0.000000	0.003000

Figure 162

The tab “Summary of received ELVs” contains information about ELVs received during the quarter (Figure 163).

Summary

Approve summary

Summary of LT domestic market waste General summary of waste management **Summary of accepted ELV** Summary of substances or objects generated in waste managing process

Summary of accepted ELV

Transferred to another waste manager Primary waste source

Class of vehicle	Priimtas ENTP skaičius, vnt	Teigiamą rinkos vertę turinčių ENTP skaičius, vnt	Neigiamą rinkos vertę turinčių ENTP skaičius, vnt	ENTP sunaikinimo pažymėjimų skaičius, vnt	Bendras ENTP svoris, t	Vidutinis ENTP svoris, t
M1	4.000000	4.000000	0.000000	4.000000	5.263000	1.315750
Iš viso:	4.000000	4.000000	0.000000	4.000000	5.263000	1.315750

Figure 163

The tab “Summary of materials, objects generated during waste management” contains a list of materials, objects and their generated, used quantity and balances at the beginning and end of the quarter (Figure 164).

Summary

Approve summary

Summary of LT domestic market waste General summary of waste management Summary of accepted ELV **Summary of substances or objects generated in waste managing process**

Summary of substances or objects generated in waste managing process

KN Code of substances or objects	KN name of substances or objects	Balance at the beginning of year, t	Generated quantity of waste during managing, t	Used, t	Balance at the end of year, t
7007	Beskeveldris stiklas, sudarytas iš grūdintojo (temperuotojo) arba sluoksniuotojo stiklo	2.753000	0.265000	0.511000 	2.507000
8507	Elektros akumulatoriai, įskaitant jų skirtuvus (separatorius), stačiakampius (įskaitant kvadratinčius) arba ne stačiakampius	0.723000	0.065000	0.230000 	0.558000

Figure 164

After selecting the symbol  in the summary of materials and objects created during waste management, an additional window will open with information about the use of the selected material or object during the quarter (Figure 165).

Using of substances, objects generated during waste managing ✕

Description of usage	Amount, t
pakartotinis naudojimas	0.511000

Close

Figure 165

Please note

*If during the quarter you did not carry out waste management activities, there were no waste receipts and transfers, and no accumulated materials and objects were used, there are no records in the waste management accounting journal, **the waste management accounting summary must still be created and approved**. This is important for the proper transfer of waste and material and item balances between different quarters in accounting.*

To ensure that the summary is generated automatically, you need to check the box "Automatic formation and approval of summary and annual reports" in the waste management accounting document window (Figure 166). The summary will be automatically generated 15 days after the end of the quarter.

Waste manager
Vietos pavadinimas (Waste management site: Kauno rajono sav., Akutų k. (Vilkijos apylinkių sen.), Gėlių g.)
« Back

Select
Information about Waste management site
Accounting documents of waste management
Accompanying letter
Accumulated (kept) wastes
Accumulated (kept) Sub:
More -

Accounting documents of waste management

New journal
New annual report

☒ Automatic formation and approval of summary and annual reports

The reporting year

All

Order by:

Status

All

Then by:

Filter

Figure 166

10.2. Approval of the summary

The summary is approved by selecting “Confirm summary” in the “Summary” section of the waste management accounting journal (Figure 167). Confirm your choice in the message window that opens.

Please note

Before starting the summary, it is important to make sure that the status of all consignment notes, whose "Transfer Date" or "Planned Transfer Date" falls within the quarter being generated, is "Completed". Otherwise, the summary will not be allowed to be confirmed.

Waste treatment journal and summary

Information Journal Summary

Summary

Approve summary

Summary of LT domestic market waste General summary of waste management Summary of accepted ELV Summary of substances or objects generated in waste managing process

Summary of LT domestic market waste

Code of waste	Name of waste	Balance at the beginning of year, t	Accepted from residents	Accepted indirectly, t	Received with accompanying letter, t	Generated quantity of waste during managing, t	Managed, t	Transmitted with accompanying letter, t	Exported, t	Written off, t	Balance at the end of year, t
13 02 08*	kita vaniklio, pavarų dėžės ir tepalinė alyva	0.025000	0.000000	0.000000	0.000000	0.009000	0.000000	0.000000	0.000000	0.000000	0.034000
16 01 03	naudotos padangos	0.660000	0.000000	0.000000	0.000000	0.320000	0.000000	0.000000	0.000000	0.000000	0.980000
16 01 07*	tepalių filtrai	0.002000	0.000000	0.000000	0.000000	0.001000	0.000000	0.000000	0.000000	0.000000	0.003000

Figure 167

If PPWIS does not identify deficiencies, the status of the journal will change to “Summary approved” (Figure 168). More information about identified flaws is provided in section [9.4 “Deficiencies identified”](#).

Waste treatment journal and summary

Information Journal Summary

Information

Waste management site	Status Summary approved	Date of status 2021-06-04
Reporting period 2020 II quarter	Beginning of accounting 2019-09-25	End of accounting -

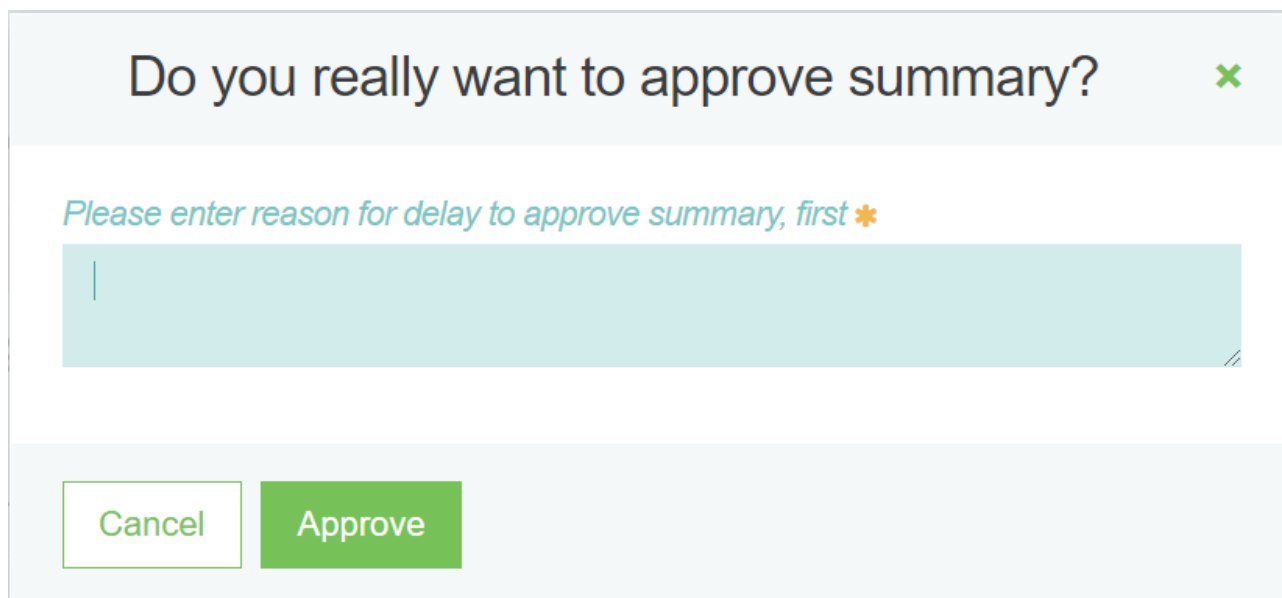
Figure 168

To ensure that the summary is approved automatically, you need to check the box "Automatic generation and approval of summaries and annual reports" in the waste management accounting

document window (Figure 166). The summary will be automatically approved 15 days after the end of the quarter.

10.3. Delay in confirming the summary

If there is a delay in the approval of the waste management accounting summary, you will have to indicate the reason for the delay in the message window that opens when approving the summary. Specify the reason for the delay and select “Confirm” (Figure 169).



The screenshot shows a light gray dialog box with a title bar. The title bar contains the text "Do you really want to approve summary?" in a dark blue font, followed by a green close button (an 'x' in a square). Below the title bar, there is a light blue text input field. Above this field, a light blue prompt text reads "Please enter reason for delay to approve summary, first" followed by a small orange asterisk icon. The input field is currently empty, with a vertical cursor line at the beginning. At the bottom of the dialog box, there are two buttons: a white button with a green border labeled "Cancel" and a solid green button labeled "Approve".

Figure 169

10.4. Deficiencies identified

After creating the waste management accounting summary, the status of the journal changes to “Formulated summary”. If PPWIS identifies deficiencies in the summary submitted for approval, the status of the journal changes to “Deficiencies identified” and an additional section “Deficiencies identified” appears (Figure 170).

Waste treatment journal and summary	Information	Journal	Summary	Deficiencies identified
-------------------------------------	-------------	---------	---------	-------------------------

Information

Waste management site	Status Deficiencies identified	Date of status 2022-01-14
Reporting period 2021 IV quarter	Beginning of accounting 2019-05-31	End of accounting -

Figure 170

The “Deficiencies identified” section provides information on identified deficiencies (Figure 171).

Waste treatment journal and summary	Information	Journal	Summary	Deficiencies identified
-------------------------------------	-------------	---------	---------	-------------------------

Deficiencies identified

Code	Name	Description
ATZ034	Neigiamas atliekų likutis	Ataskaitinio laikotarpio pabaigoje atliekų likutis turi būti lygus nuliui arba teigiamas. Atlieka: 20 01 35 05 (ATZ034)
ATZ034	Neigiamas atliekų likutis	Ataskaitinio laikotarpio pabaigoje atliekų likutis turi būti lygus nuliui arba teigiamas. Atlieka: 19 12 05 01 (ATZ034)
ATZ034	Neigiamas atliekų likutis	Ataskaitinio laikotarpio pabaigoje atliekų likutis turi būti lygus nuliui arba teigiamas. Atlieka: 19 12 04 01 (ATZ034)
ATZ034	Neigiamas atliekų likutis	Ataskaitinio laikotarpio pabaigoje atliekų likutis turi būti lygus nuliui arba teigiamas. Atlieka: 16 02 16 (ATZ034)

Figure 171

To correct these deficiencies, you must adjust the waste management accounting journal and re-form and submit the waste management accounting summary. If the journal has been adjusted after which subsequent quarterly summaries have already been generated and/or submitted, you must cancel and re-generate and submit all subsequent quarterly waste management summaries. It is necessary to reformat the summaries of subsequent quarters so that the balances of items change in the summaries of all periods after renewal of waste and materials. For more information on adjusting the log, see Section [5.5 “Adjustment and correction of errors in the journal whose summary is formed”](#).

Important!

The deficiency “Impossible waste generated during waste management” is determined when the manager of the waste generated during the management does not have any S4, S5, R1-R13, D1-D15 management activities in the waste management sites, although Integrated Pollution Prevention and Control or Pollution Permits must specify all waste expected to be stored, including waste generated during management.

The waste manager must contact the Environmental Protection Agency to clarify the conditions specified in the permits and include storage activities for those wastes generated during the waste management process. Until the permit is updated and the necessary

information is included, the waste management accounting summary in PPWIS will remain incomplete. However, the annual waste management report can still be approved, generated, and submitted.

11. Annual report

11.1. Creation of the annual waste management accounting report

Annual reports of waste management accounting for the previous calendar year are generated using PPWIS. All waste management accounting data is transferred to the annual report automatically from waste management accounting journals and waste transport accompanying documents.

The annual waste management report for the previous calendar year using PPWIS is submitted by 1 April each year. If waste was not managed in the reporting year, the company or a separate company unit shall submit the annual waste management report, which PPWIS forms with the latest available data on waste balances, by the deadline specified in this clause. The company must submit an annual waste management accounting report using PPWIS until the termination of the activity or until the deregistration of the activity. If the company ceases its activities or is deregistered during the year, an annual waste management accounting report is submitted for the period when the company was operating.

Clauses 46, 47, 48, 57 of the Rules for Accounting and Reporting on Waste Generation and Management.

The annual waste management accounting report is created in the section “Waste management accounting documents”, in this section select “New annual report” (Figure 172).

Waste manager UAB "ABC" (Waste treatment site: Kauno m. sav., Kaunas, Palemono g. 1)

Select Information about waste treatment **Accounting documents of waste treatment** Accompanying letter Accumulated (kept) wastes Accumulated (kept) Substances, objects Allowed to managed v: More +

Accounting documents of waste treatment New journal New annual report

The reporting year All Status All

Order by: Then by: Filter

Turite nepatvirtintų suvestinių ir nepateiktų metinių ataskaitų. Patvirtinkite 2017 III quarter, 2017 IV quarter, 2018 I quarter, 2018 II quarter, 2018 III quarter, 2018 IV quarter, 2019 I quarter, 2019 II quarter, 2020 III quarter, 2021 I quarter, 2021 III quarter, 2021 IV quarter, 2022 I quarter, 2022 III quarter, 2022 IV quarter, 2023 I quarter, 2023 III quarter suvestinę(-es) ir pateikite 2016 metinę ataskaitą(-as). Turite nepatvirtintų suvestinių. Pateikykite, suformuokite ir patvirtinkite 2019 IV quarter, 2020 I quarter, 2023 I quarter suvestinę(-es). Turite nesuformuotų metinių ataskaitų. Suformuokite ir pateikite 2017, 2018, 2019, 2020, 2021, 2022 metinę ataskaitą(-as).

Date of status	Type	Reporting period	Status
2023-11-17	Waste management journal and summary	2018 IV quarter	Journal is being prepared

Preview

Figure 172

In the new window, select the year for which you want to create an annual report and select “Create” (Figure 173).

New annual report ✕

The reporting year *

Cancel
Create

Figure 173

The waste management accounting report for the selected year will start to be generated, and when the status of the report changes to “Formed”, a new section “Report” will appear (Figure 174).

Atliekų tvarkymo apskaitos metinė ataskaita	Information Report
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Information

<i>Waste management site</i> <i>Reporting period</i> 2021	<i>Status</i> Formed <i>Beginning of accounting</i> 2019-09-25	<i>Date of status</i> 2022-01-21 <i>End of accounting</i> -
--	--	--

Figure 174

In different report cards, you can see the total amounts of waste and materials, items, depending on the performed activity (Figure 175).

Report

Submit

Obtained with accompanying letter Obtained from group of LT persons Accepted ELV Waste management Transferred with accompanying letter

LT domestic market waste remains General waste remains substances, objects remains

Code of waste	Name of waste	Balance at the beginning of year, t	Received from doestic (LT) market, t	Imported, t	The amount of waste generated during the waste management process, t	Generated quantity of waste during managing, t	Managed, t	Transmitted in LT market, t	Exported, t	Written off, t	Balance at the end of year, t
16 01 17	juodieji metalai	0.000000	0.000000	0.000000	0.000000	33.861000	0.000000	32.361000	0.000000	0.000000	1.500000
16 01 04 01*	M1, N1 klasės, triratės motorinės (išskyrus su simetriškai išdėstytais ratais) eksploatuoti netinkamos transporto priemonės	0.000000	159.065000	0.000000	0.000000	0.000000	148.309000	0.000000	0.000000	0.000000	10.756000

Figure 175

Please note

Only one relevant waste management accounting report can exist for the selected waste management site and the selected reporting year.

Please note

Before starting the annual report, make sure that the status of all quarterly accounting journal summaries is "Summary approved".

If the waste manager ceases its activities during the year, then the report is submitted after the waste management activities have been discontinued. In this case, the report is submitted when the summaries of the quarters during which waste management activities were carried out – from the beginning of the year until the cessation of activities – have been formed and approved.

If the waste manager started its activities during the year, then the report is submitted when the summaries of the waste management activities were formed and approved – from the beginning of the activity to the end of the year.

To ensure that the report is generated automatically, you need to check the box "Automatic generation and approval of summaries and annual reports" in the waste management accounting documents window (Figure 166). The report will be automatically generated on February 26 of the following year.

11.2. Approval of the annual waste management accounting report

The annual waste management accounting report is provided²⁷ by selecting "Submit" in the generated report section (Figure 176) and confirm your choice in the message window that opens.

²⁷ The deadlines for drawing up and submitting the annual waste accounting report are specified in Clause 48 of the Rules for Accounting and Reporting on Waste Generation and Management (see current version) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

Atliekų tvarkymo apskaitos metinė ataskaita	Information	Report
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Report

Submit

Obtained with accompanying letter
Obtained from group of LT persons
Accepted ELV
Waster management
Transferred with accompanying letter

LT domestic market waste remains
General waste remains
substances, objects remains

Code of waste	Name of waste	Geografinis kodas	Atliekų kilmės kodas	Amount accepted, t
16 01 04 01*	M1, N1 klasės, triratės motorinės (išskyrus su simetriškai išdėstytais ratais) eksploatuoti netinkamos transporto priemonės	49	Namų ūkių atliekos	1.370000

Figure 176

Please note

Before submitting the report, pay attention to whether the annual report is correctly formed, i.e. whether the data of the annual report coincide with the data of the respective quarters, for example, the waste balance at the beginning with the balance of the I quarter at the beginning, and the balance at the end with the balance of the IV quarter at the end. If you notice that these data do not match, reformat the quarterly summaries and re-create the annual report.

After submitting the annual waste management accounting report for approval, the status of the report changes to “Evaluated report” (up to and including 2022) and quarterly journals cannot be adjusted (Figure 177). After submitting the annual report for approval from 2023, the status of the report changes to "Submitted" and it is possible to adjust the quarterly journals (Figure 178).

Atliekų tvarkymo apskaitos metinė ataskaita	Information
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Information

<i>Waste management site</i> UAB "abc" Klaipėdos sk. Šilutės pl. <i>Reporting period</i> 2019 <i>The last change</i> Sistema - 2023-07-13 09:21:28	<i>Status</i> Report being evaluated	<i>Date of status</i> 2023-07-13 <i>End of accounting</i> -
	<i>Beginning of accounting</i> 2016-05-12	

Figure 177

Atliekų tvarkymo apskaitos metinė ataskaita	Information	
Information		
Waste management site UAB "abc" Klaipėdos sk. Šilutės pl.	Status Submitted	Date of status 2023-07-13
Reporting period 2023	Beginning of accounting 2016-05-12	End of accounting -
The last change Sistema - 2023-01-13 10:01:01		

Figure 178

Please note

The waste management accounting report is evaluated by the specialists of the Environmental Protection Agency.

After additional analysis, the status of the waste management accounting report can be changed to "Accepted" or "Not accepted" up to and including 2022, but from 2023 the status can be changed to "Not accepted" or remain "Submitted".

To ensure that the report is automatically approved, you need to check the box "Automatic generation and approval of summaries and annual reports" in the waste management accounting documents window (Figure 166). The report will be automatically approved on February 28 of the following year.

11.3. Unaccepted annual report

If the annual waste management accounting report does not meet the requirements, it is not accepted. As a result, using PPWIS, an information message is sent to the company, along with indicating the deficiencies and/or inaccuracies that have been eliminated in the annual waste management report.

The company must eliminate the deficiencies and/or inaccuracies identified in the waste management annual report and resubmit it no later than within 20 working days from the day of receiving the information notice.

If the deficiencies indicated in the annual waste management accounting report were not caused by the fault of the company and the company cannot eliminate the deficiencies, when resubmitting the annual waste management accounting report, the company, using PPWIS or e-mail, must inform the Environmental Protection Agency about this and submit proving documents.

Clauses 51, 52, 55 of the Rules for Accounting and Reporting on Waste Generation and Management²⁸ (see current version).

²⁸ Rules for Accounting and Reporting on Waste Generation and Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

The submitted annual waste management report may not be accepted if deficiencies are identified in the report – the status of the report will change to “Not accepted” and in the Notes section you will see the reason why the report was not accepted (Figure 179).

Atliekų tvarkymo apskaitos metinė ataskaita	Information	Report	Deficiencies identified
Information			
Waste management site Uždaroji akcinė bendrovė "TOKSIKA" Reporting period 2018 The last change Sistema - 2022-06-27 00:00:00	Status Not accepted Beginning of accounting 2017-03-31	Date of status 2022-06-27 End of accounting -	
History of statuses			
Date of status	Status	User	Comment
2022-06-27	Not accepted	Sistema	Atmesta imones prašymu gautu atlieku.ataskaitos@gamta.lt. Tikslinimo terminas: 2022-07-11
2019-10-22	Summary under assessment	Sistema	

Figure 179

11.4. Adjustment of annual report

In order to clarify the data of the annual waste management accounting report, the company must correct the data of the waste management accounting journals, create new waste management accounting summaries and resubmit the annual waste management accounting report. When making changes in waste management accounting journals, it is necessary to indicate the reason for such changes in PPWIS.
 Clause 58 of the Rules for Accounting and Reporting on Waste Generation and Management²⁹ (see current version).

The waste manager can adjust the annual waste management accounting report himself if the status of the report is “Created”, “Not accepted”, “Accepted”, „Pateikta“. The annual report is adjusted by making the necessary changes in the waste management accounting journals and reconfirming the quarterly summaries in order and submitting the annual report.

If the status of the annual waste management accounting report is “Evaluated report” and the reference year is until and including 2022, the waste manager will not be able to make the necessary corrections himself. The waste manager must apply to the Environmental Protection Agency³⁰ for the possibility of correcting the annual report submitted for assessment. The status of

²⁹ Rules for Accounting and Reporting on Waste Generation and Management <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

³⁰ To clarify the return of the annual waste reports, write to atlieku.ataskaitos@gamta.lt, indicate the company, the company code and the year of the report you want to clarify.

the annual report returned for correction will change to “Not accepted” and the necessary corrections can be made. If the accounting year of the annual waste generation report is from 2023, the waste producer will be able to make adjustments after the report submission.

In the annual waste management accounting report, errors are corrected and other corrections are made by adjusting the waste management accounting logs for the required quarters. For more information on editing a journal, see Section [5.5 “Adjustment and correction of errors in the log whose summary is formed”](#).

After corrections, consistently reconstitute and approve quarterly waste management accounting summaries and reconstitute and submit the annual report. It is also necessary to consistently reconstitute and present journal summaries and rereports for subsequent periods. It is necessary to do this so that the residues of waste and materials, items after the corrections are carried over to subsequent journals.

Information on the creation and approval of summaries is provided in section 9 “Formation and approval of the summary”, information on the creation and submission of annual reports is provided in sections [10.1 “Creation of the annual waste management accounting report”](#) and [10.2 “Approval of the annual waste management accounting report”](#).

12. End of waste management accounting

Waste management accounting is terminated if the waste manager stops the ongoing waste management activities. In this case, the Environmental Protection Agency and the Department of Environmental Protection must be informed.

When completing the waste management accounting PPWIS must have:

1. Accumulated (stored) waste removed and waste transport accompanying documents completed (not applicable – cancelled);
2. Formed and approved relevant quarterly waste management accounting summaries;
3. Created and submitted the annual waste management accounting report for the period from the beginning of the year to the termination of operations.

When the waste manager ceases waste management activities, a request for deregistration from the waste management site must be submitted.

Information on the creation and approval of summaries is provided in section 9 [“Formation and approval of the summary”](#), information on the creation and submission of annual reports is provided in sections [10.1 “Creation of the annual waste management accounting report”](#) and [10.2 “Approval of the annual waste management accounting report”](#).

Please note

Make sure that in case of termination of activity, there are no accumulated (stored) waste balances recorded in PPWIS and this is reflected in the formed annual waste management accounting report.

Please note

Discontinuation of the activities of waste managers who have been issued an Integrated Pollution Prevention and Control Permit (IPPC) or a Pollution Permit is possible only after the implementation of the conditions stipulated in the plan for the termination of waste management activities³¹, i.e. after informing the Department of Environmental Protection about the start and end of the implementation of the measures provided for in the plan for the termination of waste management activities and after handing over the accumulated (stored) waste to waste managers.

³¹ The waste management termination plan is prepared in accordance with Chapter IX of the Rules for Waste Management (see current version) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>