INTEGRATED ENVIRONMENTAL INFORMATION SYSTEM (EÇBS), MOTAT and GUIDE ON WASTE ELECTRIC AND ELECTRONIC EQUIPMENT(WEEE) MANAGEMENT

2018

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TÜBİSAD

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Definition of Abbrevetions

ATSS	VEHICLE TRACKING SERVICE PROVIDERS
EÇBS	INTEGRATED ENVIRONMENTAL DATA SYSTEM
EEE	ELECTRICAL AND ELECTRONIC EQUIPMENT
EU	EUROPEAN UNION
KDS	MASS BALANCE SYSTEM
MOTAT	ONLINE MOBILE WASTE TRACKING SYSTEM
SGK	SOCIAL SECURITY INSTITUTION
T.C.	TURKISH REPUBLIC
TABS	HAZARDOUS WASTE DECLARATION SYSTEM
TKN	TRANSPORT CONTROL NUMBER
TÜBİSAD	TURKEY INFORMATICS INDUSTRY ASSOCIATION
TYK	TÜBİSAD COMPLIANCE SCHEME
TYK ATS	TYK WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT TRACKING SYSTEM
UATF	NATIONAL WASTE TRANSFER FORM
UAVT	NATIONAL ADDRESS DATABASE
WEEE	WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT

I

1. INTRODUCTION

This guide has been prepared as a guideline for the manufacturers, importers, traders and distributors of Electrical and Electronic Equipment (EEE).

The aim of this guide:

- To login the Integrated Environmental Information System (EÇBS) prepared by the Ministry of Environment and Urbanization
- To make declarations to the EEE and WEEE Information System

The guide contains:

Information regarding manufacturers of Waste Electrical and Electronic Equipment (WEEE) to make request for transportation through the MoTAT system.

This document based on:

- Mainly the Environmental Law published with directive number of 18132 dated 11.08.1983,
- WEEE Control Regulation,
- Compliance scheme's Procedures and Principles,
- Waste Management Regulation,
- Declaration of the transport of Hazardous Wastes on highways and Guideline on EEE & WEEE Information System.

Distributor: Any real or legal person who delivers electrical or electronic equipment to the user commercially, including sales made through electronic communications

Producer: Any real and legal person who

- Sells EEE produced by other suppliers with its own brand,
- With its own brand, produces and sells EEE,
- Imports EEE for commercial purposes.

Note: In case of any mistake arising from the guide, TÜBİSAD does not take any responsibilities, since it is mandatory for companies to follow and check the guidance published by the Ministry of Environment and Urbanization or other authorized institutions regularly.

The updates to be made by the Ministry on the system shall be notified by TÜBİSAD information / announcement mails to the manufacturer / importer. Furthermore, it is advised to check the TYK mails regularly.

2. LEGISLATION

2.1. Relevant Legislation

According to WEEE control regulation published in with the directive number 28300 and dated 22.05.2012, producers / Importers have to perform declaration and management of their EEE and WEEE.

2.2. Purpose

All relevant regulations are aimed at the following items of **the EEE**;

- ♻ protection of environment and human health from production to ultimate disposal
- ♻ Limit the use of certain harmful substances
- ♻ Determination of applications to be exempted from restrictions of some harmful substances
- ♻ Control of imports
- ♻ Regulation of the legal and technical scopes related to reuse, recycling, recovery methods and targets in order to reduce the amount of waste to be disposed

2.3. The difference of Domestic (B2C) / Non-domestic (B2B) WEEE

Based on the WEEE Control Regulation, as defined in clause #4.g :

2.3.1. Domestic (B2C) WEEE;

It is defined as;

- ♻ Coming from households
- ♻ In terms of features and quantity, similar to those from houses including
  - o commercial,
  - o institutional,
  - o industrial,
  - o and other sources

2.3.2.Non-domestic (B2B) WEEE;

B2B products are considered the ones that are Put on Market for business use purposes. They are expected to not to have similarities with residential use electronics in terms of quantity and characteristics. Wastes, which are not covered by domestic WEEE, can be classified in this group.

2.4. Obligations

The WEEE Control regulation issued by the Ministry of Environment and Urbanization in 2012 introduces various obligations to the EEE manufacturer / importer and distributor. Firms can fulfill the obligations defined in the legislation through TÜBİSAD Compliance Scheme (TYK).

2.4.1. Obligations of Producer / Importer Companies

According to WEEE Control regulation, producers are defined as the following

Producer: Real and legal person who puts EEE on the market, regardless of the method of sale, including the sales made by distance contracts within the scope of published on with the directive number 27866 and dated 6/3/2011 the Regulation on Distance Agreements,

- ♻ company that sells EEE produced by other suppliers with its own brand,
- ♻ With its own brand, produce and sell EEE,
- ♻ Import EEE for commercial purposes

Basic responsibilities of producer/importer are listed under the relevant headings:

2.4.1.1. Declarations:

T.C. Ministry of Environment and Urbanization:

- ♻ Manufacturers / importers of T.C. Ministry of Environment and Urbanization must register in the Integrated Environmental Information System (EÇBS) and make declarations through this system.

- ♻ Until the end of February of each year, Annex-3 "Compliance Declaration Form" and Annex-5 "Producer Reporting Tables" are filled in through the EEE and AEEE information systems and sent to T.C. Ministry of Environment and Urbanization. Method of implementation and examples are given in clause 3.4#.

- ♻ Firms are obliged to prepare the WEEE management plan for the fulfillment of the obligations arising from the regulation and submit it to the Ministry for approval. This obligation is fulfilled by the company itself or the Compliance scheme.

- ♻ Firms involved in the Compliance scheme are required to declare to the Ministry of Environment and Urbanization that they are involved in the organization.

TÜBİSAD Compliance Scheme TYK:

- ♻ In parallel with the declarations of the Ministry of Environment and Urbanization, the entrances to the TYK WEEE Tracking System (TYK ATS) developed by TÜBİSAD should be

performed by the companies in order to follow and manage the obligations of the stakeholders required by the relevant legislation.

♻ Access to TYK ATS from www.tyk.org.tr address by using "TYK ATS" button.

♻ Stakeholders can use their own usernames and passwords to log in to the system.

♻ User's guide of system is under the heading "Company""Firma" in the system.

♻ On behalf of the members of the authorized company, TÜBİSAD presents WEEE management systems to the Ministry of Environment and Urbanization, monthly and annually.

2.4.1.2. Objectives

♻ Obligations of producers / importers are to provide recycling and recovery of products which are put on the market or imported at the rates determined in clause #15 * of the WEEE Control Regulation. (* The Ministry of Environment and Urbanization has revised the rates in clause # 15 of the WEEE control regulation as follows (Official Gazzette number :139115 dd. 24.11.2015):

Table 1: Acording to years, WEEE collecting targets

EEE Kategorileri	Yıllara Göre Toplama Hedefi (%)				
	2013	2014	2015	2016	2018
1. Buzdolabı/Soğutucular/İklimlendirme cihazları	1,25	2,25	4,25	8,5	17
2. Büyük beyaz eşyalar (Buzdolabı/ soğutucular/iklimlendirme cihazları hariç)	2,5	3,75	8	16	32,5
3. Televizyon ve monitörler	1,5	2,5	5,5	11	21,5
4. Bilişim ve telekomünikasyon ve tüketici ekipmanları (Televizyon ve monitörler hariç)	1,25	2	4	8	16
5. Aydınlatma ekipmanları	0,25	0,5	0,5	1	2
6. Küçük ev aletleri, elektrikli ve elektronik aletler, oyuncaklar, spor ve eğlence ekipmanları, izleme ve kontrol aletleri	0,75	1,5	2,75	5,5	11

TYK fulfills these obligations of companies to reach the targets of companies by improving collection systems and increasing the collection efficiency of WEEE.

2.4.1.3. Product Marking in line with WEEE Legislation

♻ In line with TS-EN No. 50419, Turkish Standard and WEEE Regulation (22.05.2012) EEE producers should mark EEE put on the market. Following symbol is placed in ANNEX-6 of WEEE Regulation.

Figure 1: symbol of "e-waste is not waste"

♻ "Product manual shall contain "Inline with WEEE Regulation" statement.
♻ In order to ensure that WEEEs are processed in accordance with technical criteria, including collection, reuse, recycling and recovery, for each new EEE put on market, **guide or electronic information source for use has to be published.** This guide or electronic information consists of components, materials used and information on the location of the hazardous substances and preparations contained in the product.

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♻ According to RoHS and EU directives, EEEs to be put on the European market should have the CE symbol in Figure 2.

Figure 2: Symbol of CE

2.4.1.4. Guarantee

♻ The producers are obliged to provide the Ministry of Environment and Urbanization with the guarantee that they will cover the costs resulting from the relevant Regulation for EEE products. Membership in Compliance Scheme is considered as a guarantee. Companies which prefer to fulfil legislative requirements individually, need to take care of Guarantees inline with The Ministry of Environment and Urbanization indications.

(In order to be member of TYK, you can take information from www.tyk.org.tr or by calling 0850 360 2333)

In addition to the above , the below listed collection system to be fulfilled by the legislative directive, education awareness and awareness studies are performed by non-profit TYK on behalf of producers

Costs Resulting from the Legislation include:

♻ Access to WEEE

♻ Transport of WEEE to recycling facilities

♻ Recycling fees in case of occurence

♻ Organizing training and awareness raising campaigns

♻ It should support cooperation with the Special Provincial Administrations to collect domestic WEEEs outside the competence of the municipalities.

♻ As stated in the procedures and principles of the Compliance scheme, some activities related to recycling such as public awareness and a public spot raising from activities should be prepared.
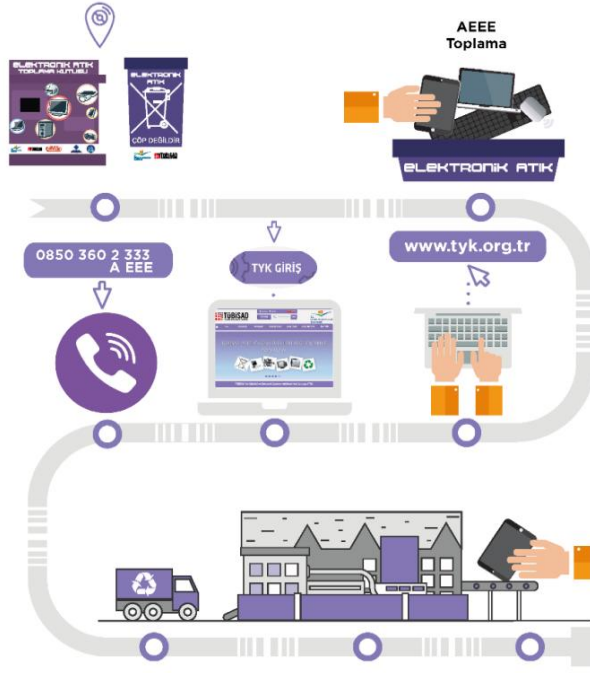
Figure 3: TYK Collecting WEEE system

2.4.2.Obligations of Distributor companies:

According to WEEE control regulation, definition of distributers is as follows:

Distributor: Any real or legal person that delivers EEE to the user commercially, including sales made through electronic communications

Distribution companies within the scope of the regulation;

- ♻ Free of charge WEEE acceptance by the end user when a new equivalent EEE is purchased.

- ♻ Placement of WEEE collection equipment within physical borders of the sales area

- ♻ By informing the Ministry of Environment and Urbanization, domestic WEEE collected from consumers should be sent to the collection systems specified in the Regulation or to treatment facilities holding environmental permit.

- ♻ Information regarding collection of WEEE, recycling of WEEE, collection points of other WEEE, the symbol in Figure 1 and the meaning of this symbol should be given at the point of sale and the place where end users can easily see.

III

3. INTEGRATED ENVIRONMENTAL INFORMATION SYSTEM

In order to access to EEE and WEEE Data Declaration System with Motat, firstly Producers/Importers must login the Integrated Environmental Data System (EÇBS). In this section, required steps for EÇSB are explained.

3.1. Login

Headings provided below cover information regarding company activation in EÇBS, completion of transfer process and application for additional processes.

3.1.1. First time Registry in Online Environmental System
3.1.1.1. Register in EÇSB

Companies, which do not have an account in the Ministry system, need to register in the ECSB. The following steps are followed for this process.

♻ Click on the "Enter e-Government" button on the screen shown in Figure 4 at www.ecbs.cevre.gov.tr. The system is entered with Turkish ID number of the person and e-Government password.
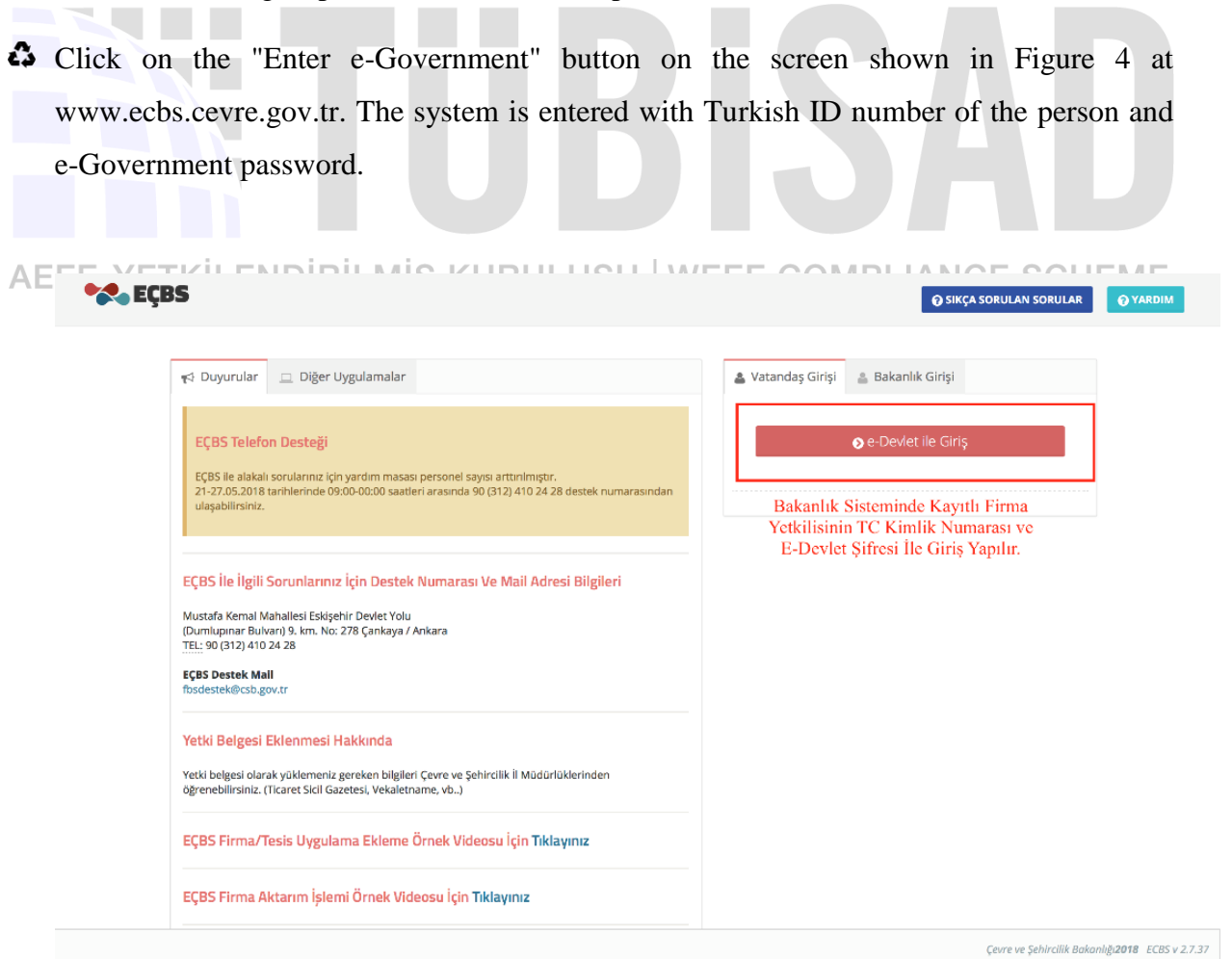
Figure 4:Screen of integrated environmental information system

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- Select "New Account (Company, Institution ...)" "Yeni Hesap (Firma, Kurum…) option . (Figure 5)
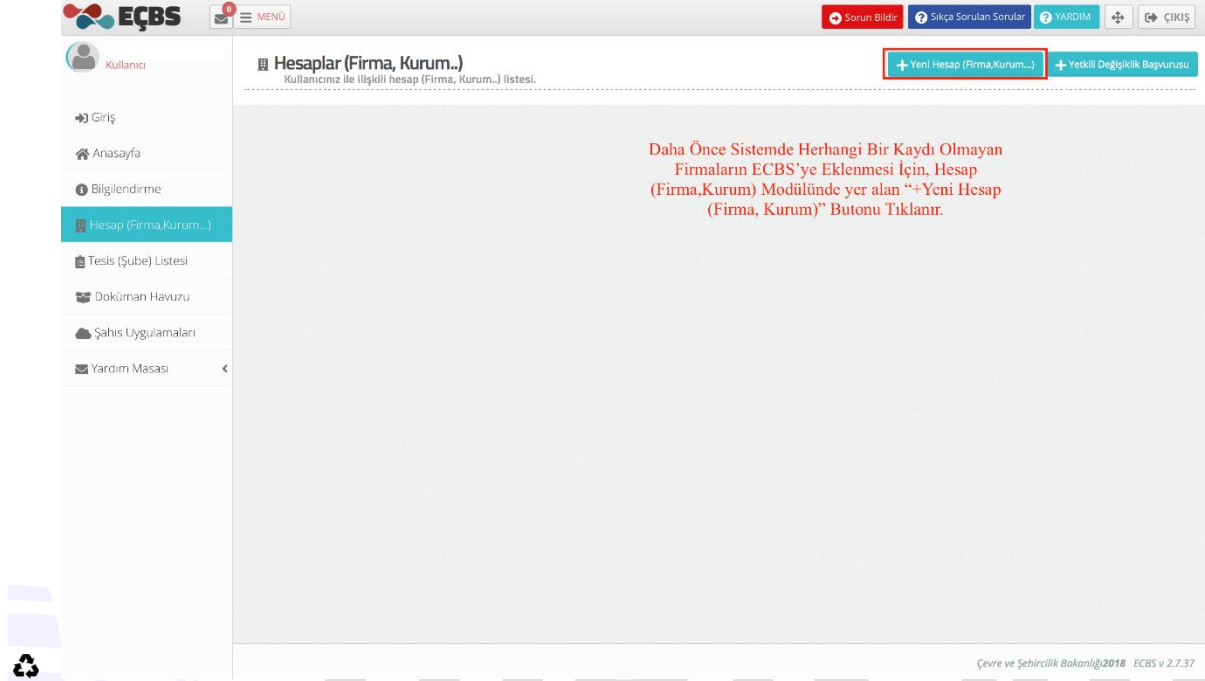
Figure 5: Create a new account

- The company must fill in the required fields to complete the registration. (Figure 6) After completing these steps, a confirmation mail is sent by the system to the mail address specified during registration. Print, stamp and sign the registration application page once the registration confirmation is received on given e-mail account. Signee needs to be indicated as company representative on Circulars of Signature. This delivered to the Provincial Directorates for Environment and Urbanization. the process is completed, once the approval is given by the Provincial Directorates of Environment and Urbanization.

Figure 6: Company Infromatıon Page

3.1.1.2. Adding Facility

- Company representative should login the system with personal ID number and e-government password. Select "Facility (Agency) List" "Tesis (Şube) Listesi" on the left side of EÇSB screen. The process starts with the "Add New Facility""Yeni Tesis Ekle" button. (Figure 7)

Figure 7: Adding a new facility

- Enter the facility/agency information, check the information entered and move on the next step. (Figure 8)

Figure 8: "Facility/Agency ınformatıon" phase

- Contact information required spaces are filled in and moved to next step. (Figure 9)

Figure 9: "Contact Information" phase

- Location: location is marked on the map as shown in activation screen. (Figure 10)
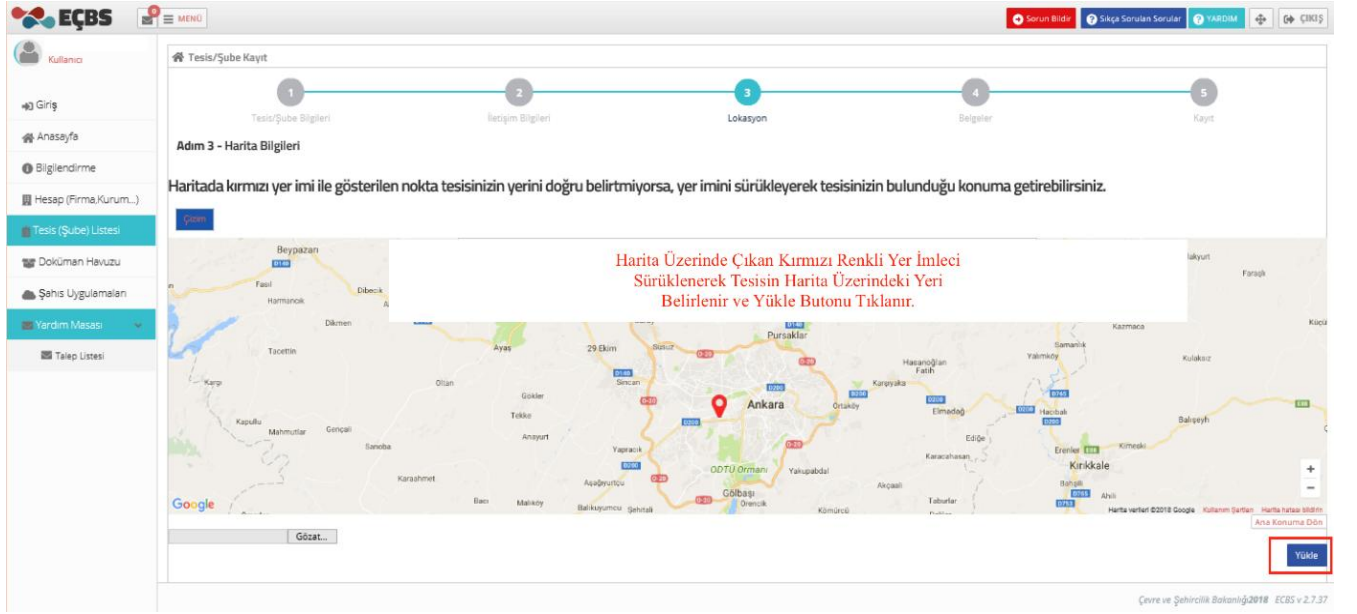
Figure 10: "Location" stage

- Documents: Company licensee loading and confirmation. (Figure 11)
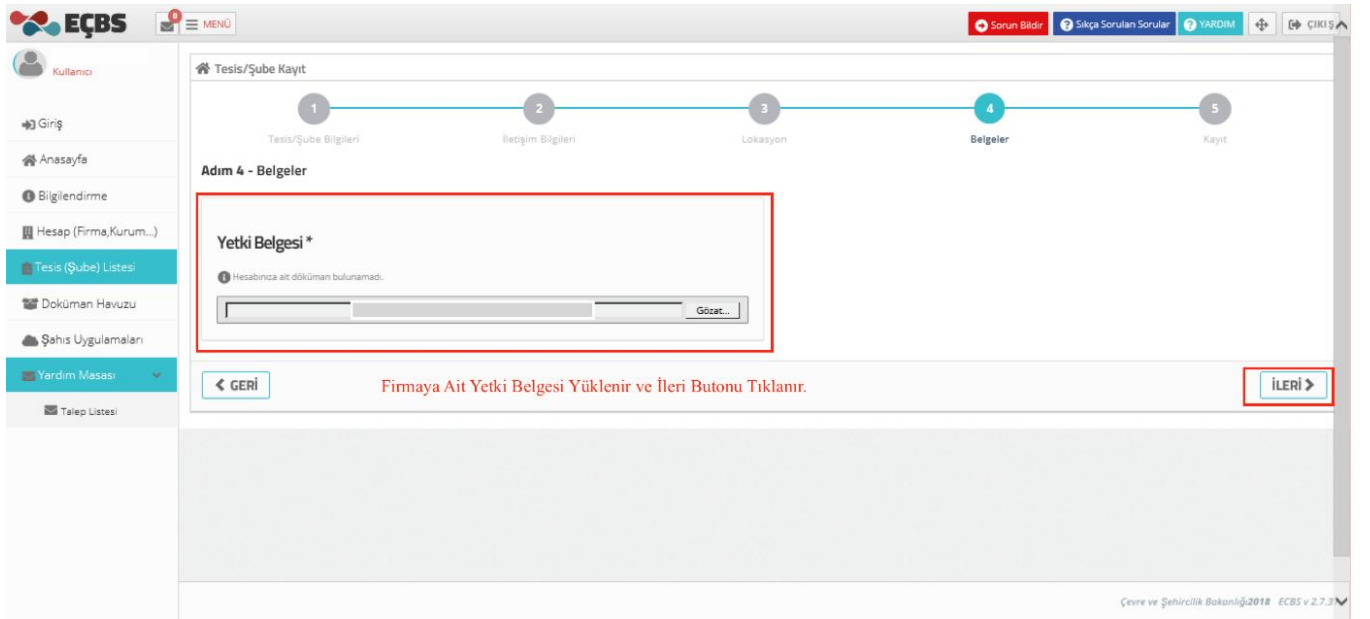
Figure 11: "Documents" phase

- After completing the above steps, you will see on the screen that the system has sent a confirmation mail to the mail address specified at the registration stage. Once the registration is confirmed via this mail, the request for the downloadable petition needs to be printed out on the EÇBS screen. Stamped and signed version of the petition by the authorized person should be delivered to the Provincial Directorates for

Environment and Urbanization. When the approval is given by the Provincial Directorate for Environment and Urbanization, the transaction is completed.

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3.1.2. Activation of Registered Companies in EÇBS

Companies registered in the Ministry system need to carry out the activation process on the Integrated Environmental Information System, which is done for once only.

As described in the first item under heading 3.1.1, the company representative accesses to the system by ID Number and E-government password. Login: www.ecbs.cevre.gov.tr. Company activation procedures are done by following steps below.

- Select "Account (Company, Institution ...)" "Hesap (Firma, Kurum…)"
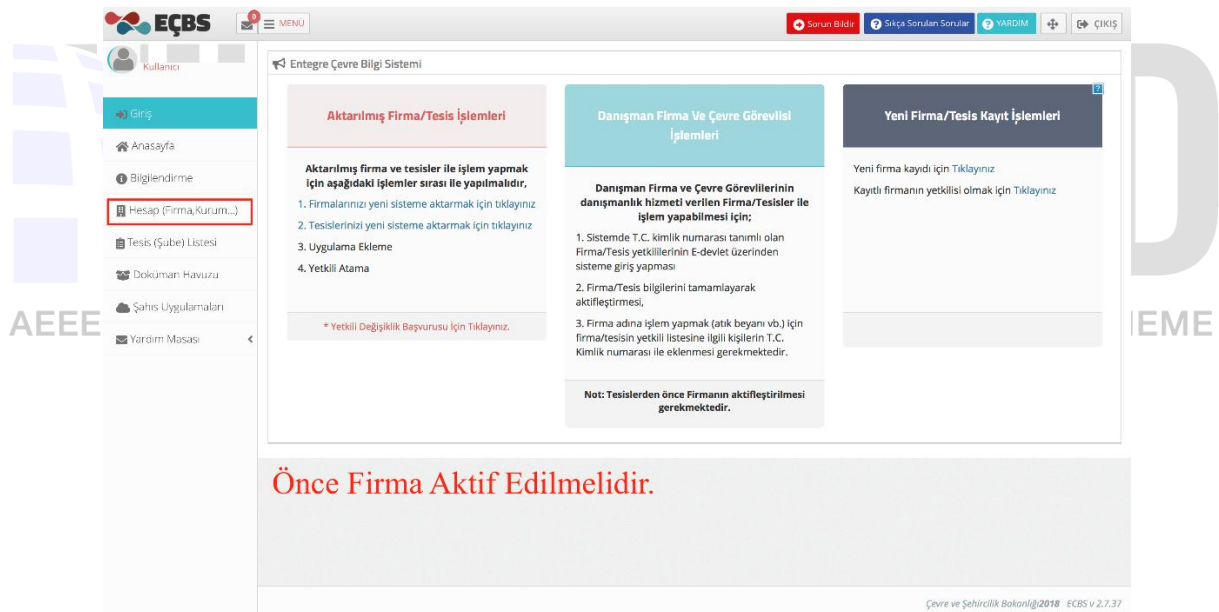
Figure 12: "Accounts (Company, Institution ...)" screen

- Select :Activate "Aktifleştir" button in Figure 13.
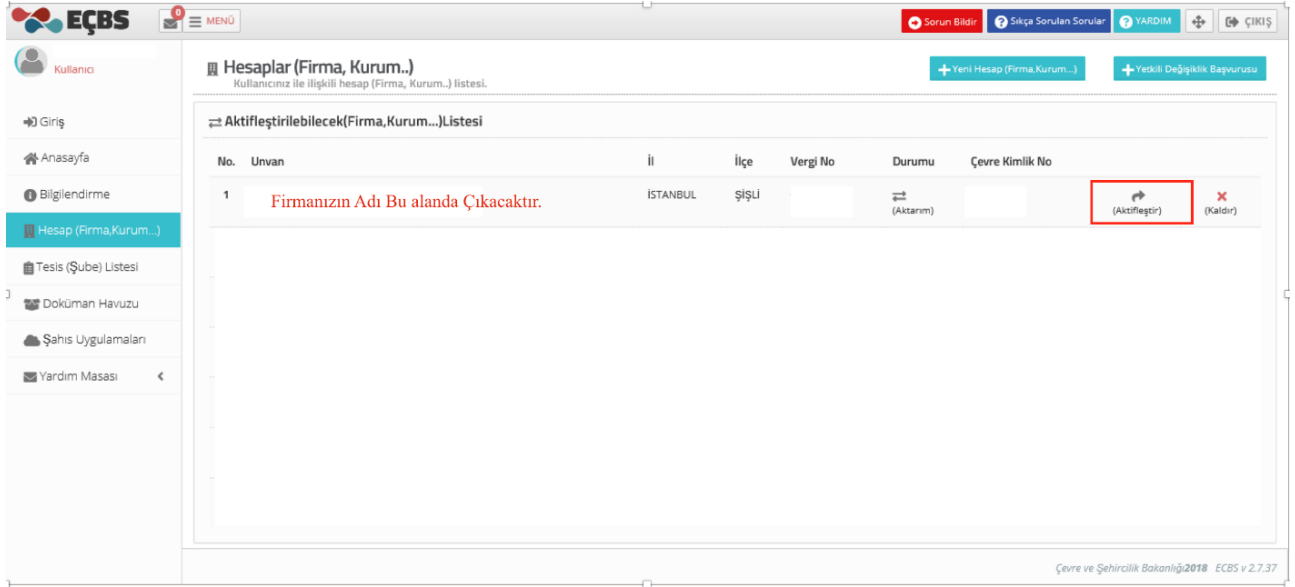
Figure 13: Activate "Accounts (Company, Institution ...)" button

- Fill in relevant fields "Tax Number Entry" "Vergi Numarası Girişi" (Figure 14)
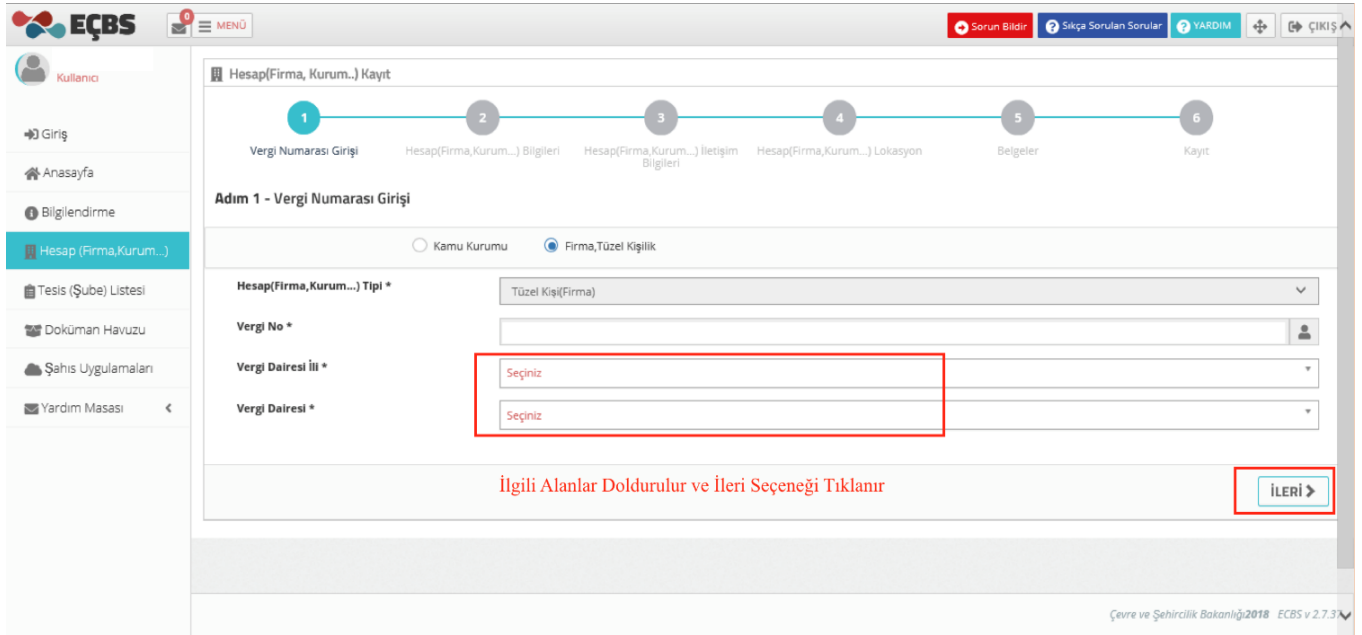
Figure 14: "Enter tax number" stage

- Account: Enter SGK No information and the date of Establishment on the Account (Company, Institution ...) Information page and click the next-ileri button. (Figure 15)

Figure 15: "Account(Firm, Organization…) Information stage

- In 3rd step, the "I do not know UAVT code" "UAVT Kodumu Bilmiyorum" option is selected, the company contact information is filled in and the UAVT number is created. In case of no UAVT number, the applicant is referred to the relevant municipality. The "Kep Address" on the screen is not a mandatory; it can be left blank if not known. The next button is used to move to the next step. (Figure 16)

Figure 16: "Account(Firm, Organization …) Contact information step

- Company Location Information: the company location should be marked and the next button should be selected by using the red cursor on the map (Figure 17).

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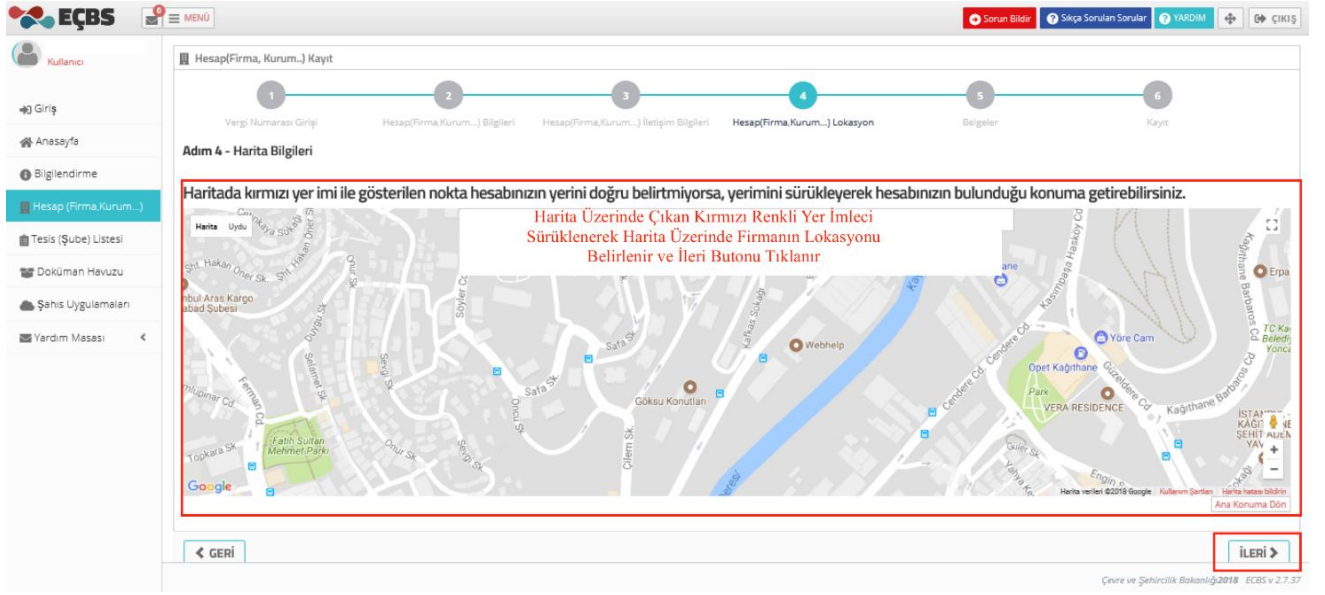
Figure 17: "Account (Firm, …) Location İnformation Step

- Step: Select relevant option and add required documents (Figure 18).
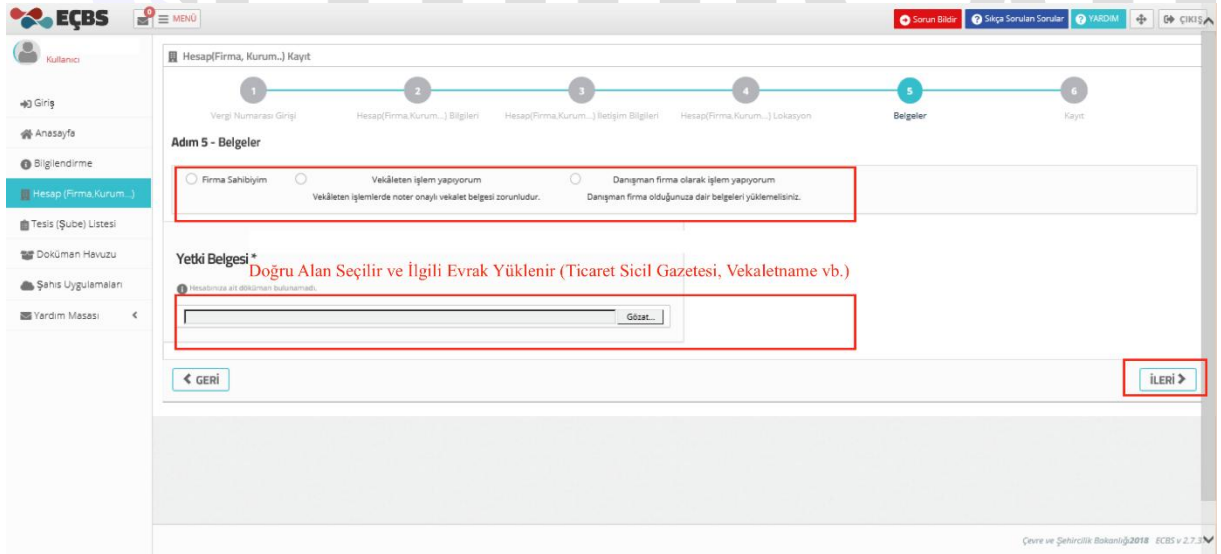
Figure 18: "Documents" stage

- Registration phase: Click on the "Complete the Application""Başvuruyu Tamamla" button. Process completed. "Your account registration has been successfully completed" "Hesabınızın kayıt işlemleri başarıyla tamamlandı." information box is displayed in Figure 19.

Figure 19: Registration step

Figure 20: "Hesabınızın kayıt işlemleri başarıyla tamamlandı" The "Your account registration has been successfully completed" information box

3.1.2.2. Transfer of Facility Process

EEE and WEEE Information System, does not allow companies/ facilities access to Motat applications, unless transfer is carried out.The company once activate needs to be transferred on EÇBS.

♻ The "Facility (Branch) List""Tesis (Şube) Listesi" heading on the left side of the EÇSB screen is selected. The process starts with the "Transfer to EÇBS""EÇSB'ye Aktar" button. (Figure 21)

Figure 21: Transfer of Facility screen

- In the opened page, the facility / branch information is entered, this information is checked and click on the next-ileri button. (Figure 22)

Figure 22: "Facility/Agency Information" Step

- At contact information, required areas are filled and it is passed to the next step (Figure 23).

Figure 23: Contact Information "İletişim Bilgileri" Step

♻ Location: Mark the location on the map. Follow with next/ileri (Figure 24).

Figure 24: "Location' stage

Documents: Load company licensee and move on with confirmation. (Figure 25)
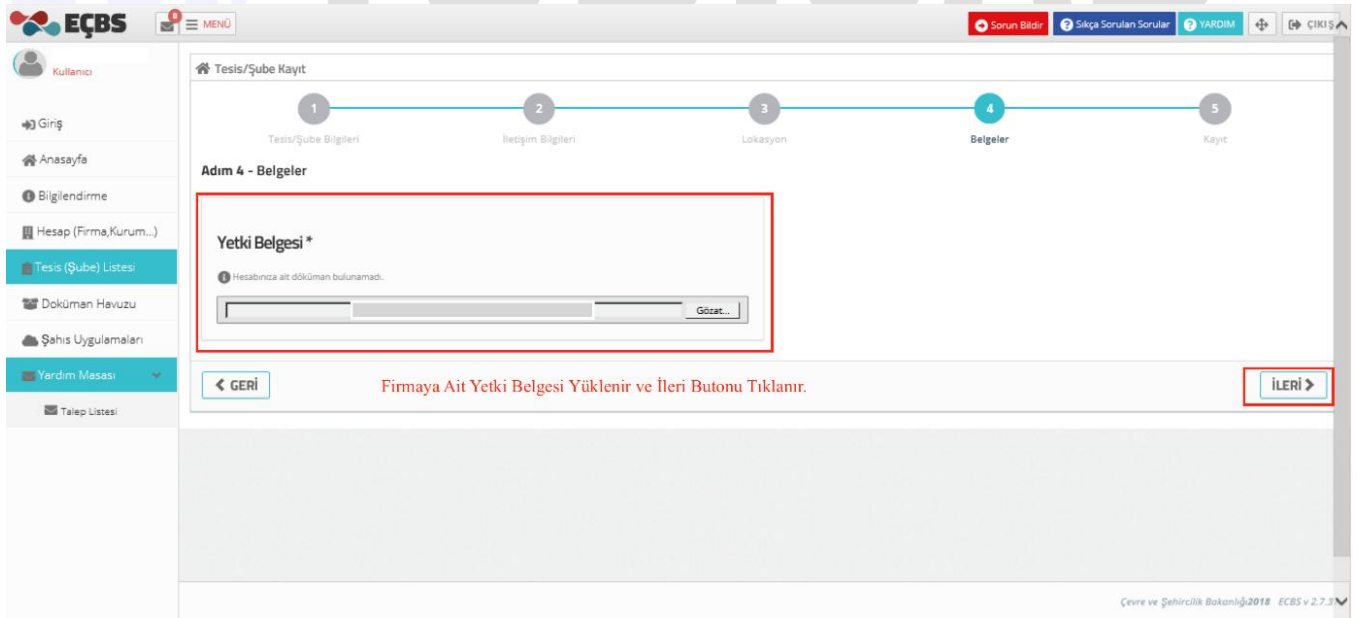
Figure 25: "Documents" section

- Select "Complete the application" "Başvuruyu Tamamla" and the process is done.
  (Figure 26)

Figure 26:" Complete the application" Screen

3.1.3. Adding Application

The following steps are taken in order to add the application (EEE / WEEE Information System, Waste Management Application (Hazardous Waste Declaration System (TABS), MOTAT etc.) for the company on EÇBS.

- Select EÇBS screen, "Facility (Branch) List""Tesis (Şube) Listesi" located on the left. Then, select the "Operate""İşlem Yap" button next to the company desired. (Figure 27)
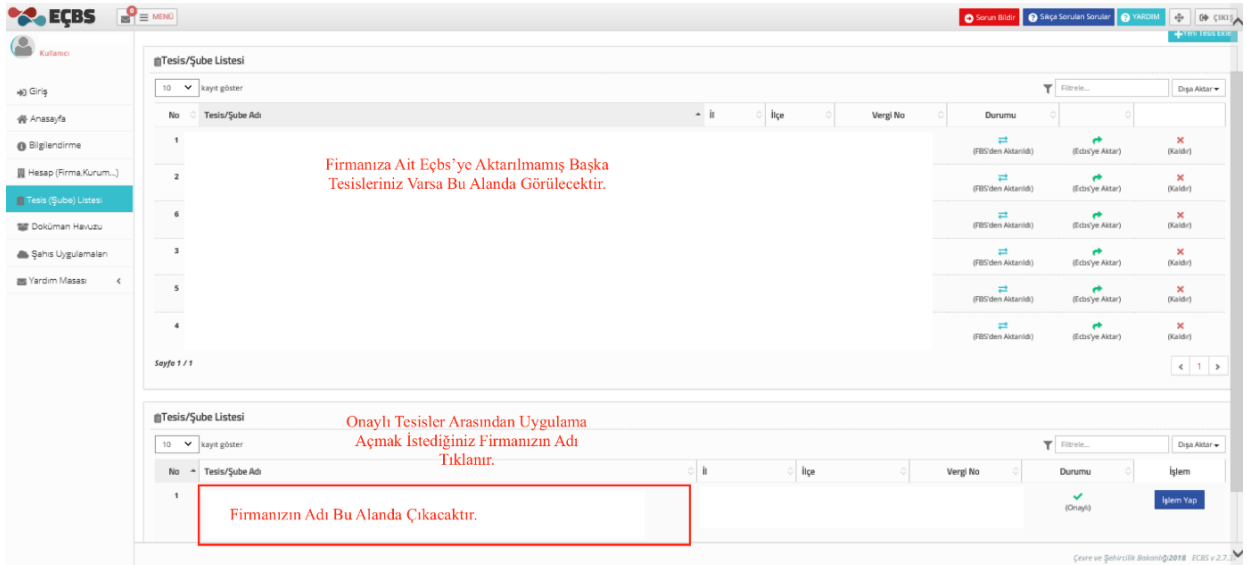
Figure 27: "Facility/Branch List" screen

- Select "Application List" "Uygulama Listesi". Select add button next to application to activate(Figure 28)

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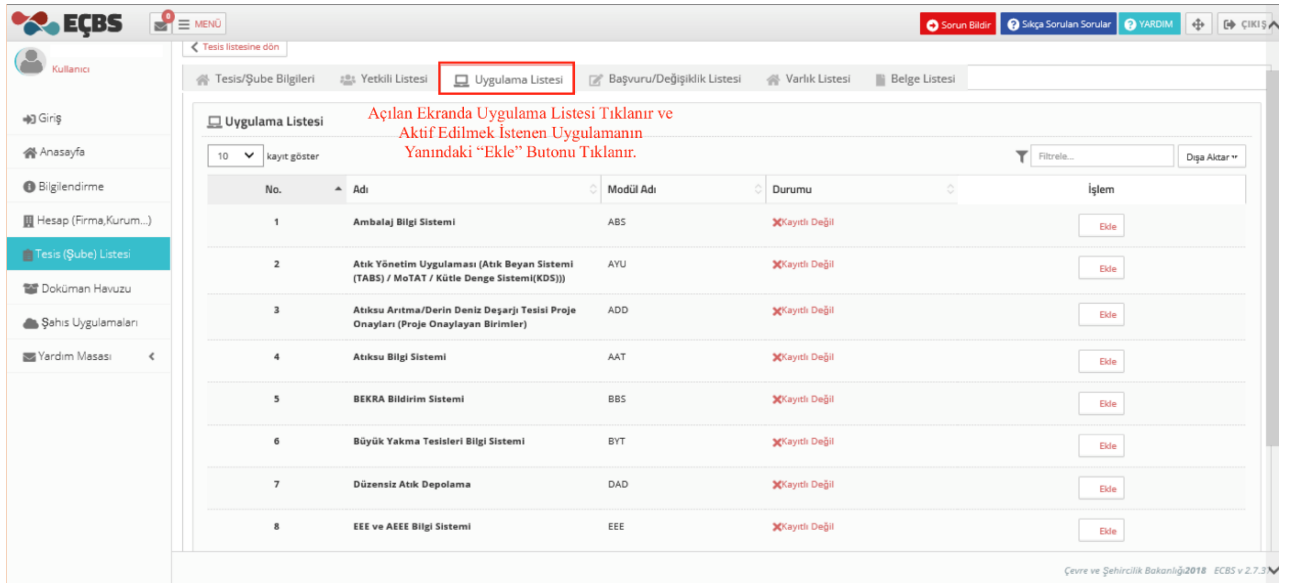
Figure 28: Add Application screen

- In order to access to added application, Select Go to Application Button "Uygulamaya Git Butonu". (Figure 29)
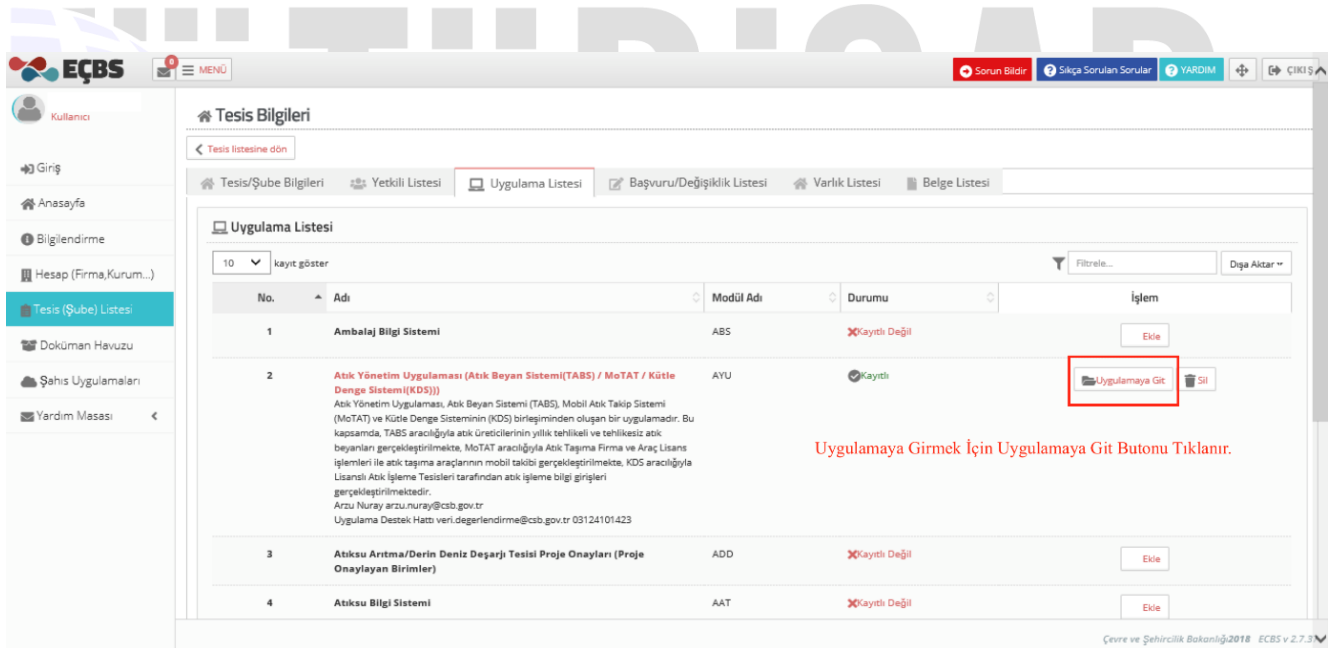
Figure 29: Activated application screen

3.1.4. Adding Authorized Person

- Authorized Person has to submit his / her T.C. ID number and e-government password by using www.ecbs.cevre.gov.tr. Authorized Person activation is necessary.

- Login: Select "Facility /Branch List" "tesis/Şube Listesi" from the left part of the page. Select relevant one from drop down list.
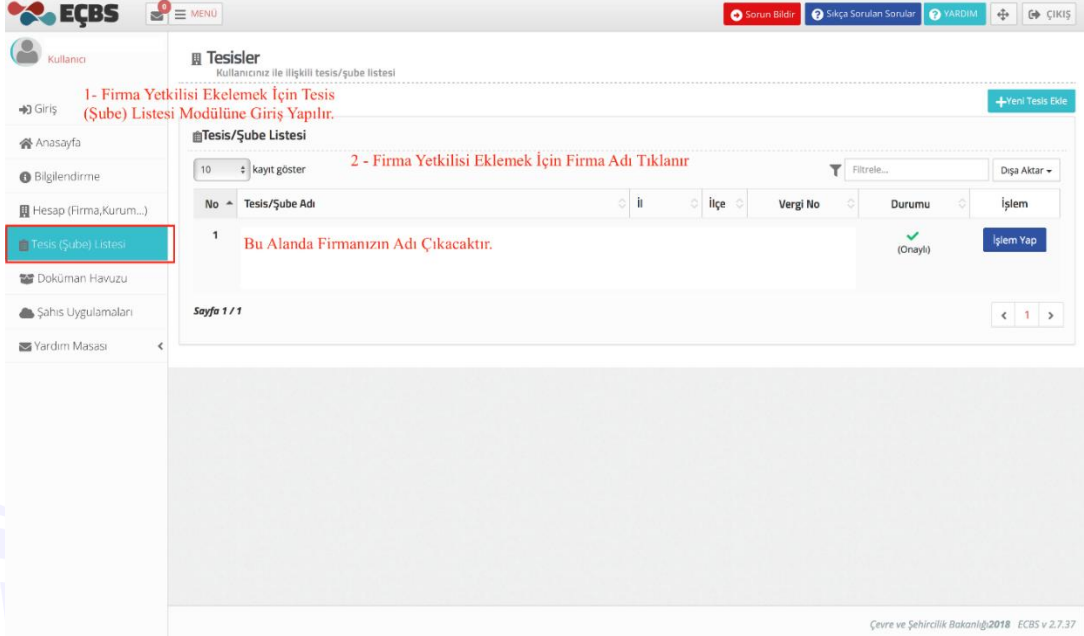
Figure 30: "Facility List" screen

- The "Authorized Person""Yetkili Listesi" is selected. Click the "Add new authorized person""Yeni yetkili ekle" button. Enter the relevant information. The authorized person logs in the system from www.ecsb.cevre.gov.tr with the identification number and e-government password and approves himself as the company representative. After this process, the new authorized person accesses the system with his ID number and E-government password. (Figure 31)

Figure 31: "New Authorizated person" Screen

IV

4. EEE and AEEE Data System

4.1. Login

♻ In order to conduct EEE and WEEE operations in Turkey, Importer and producers should register their related information and requested data on online governmental site.

♻ Companies already holding a username and a password should login to **EEE and AEEE (WEEE) Data System** (EEE ve AEEE Bilgi Sistemi) following the link: www.ecbs.cevre.gov.tr. (Figure 32).

Figure 32: EEE ve AEEE Data System

♻ The screen below will open on your computer. Menu button is a drop down list where the main page and announcements of applications are accessible from. Your company information can be found under "Firma" / "Company" which leads you to (Figure 33)

Figure 33: System Menu Headings

4.2. Declaration of Put on Market (POM) Value

♻ From the **"Piyasaya Sürme"** "Put on Market" section, producers / importers are required to make EEE entries for the previous year's market. This process is carried out in the following way:

Important note*: Since login to the Ministry of Environment and Urbanization system are made in weight (kg), the weight corresponding to quantities must be determined and prepared as "Kg" before declaration process.*

♻ From the list shown in Figure 33, click on "**"Piyasaya Sürme" "Put on Market"**

♻ The "New declaration" **"Yeni beyan"** button is selected on the "2017 Yılında Piyasaya Sürülen Ürünlere Ait Beyanlar" "Declarations about products put on the market in 2017" page displayed. (Figure 34) This section expects the user to enter the PoM value of the previous year.

Figure 34: List of declarations regarding products put on the market

♻ Subsequently, the required places in the "Put EEE on the market" page are filled in. In the description part, POM value of the previous year should be entered . Don't forget to save your entries "kaydet" to complete the process. (Figure 35)

Figure 35: information of products put on the market page

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♻ *After the warning of" the declaration about put on the market is created", using the "Add product" button (Figure 36), the information including the type of product supply, whether it is domestic or not, the product category, the amount of the product and the authorized establishment is specified in this section. (Figure 37)*

Make Sure the Weight Is Correct !
Weights should be specified to include gram information. If you don't enter the grams value the system automatically will.
If it is kilograms even, make sure to add a comma "," and two zeros (00) at the end.

APPLICATION EXAMPLE;
If there are five thousand three hundred and twenty five kilogram of EEE imports, then the spelling should be 5325.00

Important note:
Annex-1 and Annex-2 parts of this document can be used to determine the main and sub categories of the products to be declared.

Figure 36: Declaration put on the market screen

♻ Once POM value is entered in detail make sure to save your entry. Repeat the same procedure for each product. (Figure 37)

Figure 37: Product put on the market screen

For example;

Company A POM products include; mobile phones, printers, laptops and monitors. Entries for declaration should be done following steps below.

Select: "Product Main Category", "Product Sub Category", "Quantity (kg)", "Domestic / Non-Domestic", Compliance Scheme "YK" information and clicking on *"Kaydet" to Save* for each product by using "Add Product" button eg. Mobile Phones, printers, etc. POM by the company.

♻ After this process, you can change it from "process-detail" or delete the saved part from "Sil" / "delete".

♻ After completing the POM for all products, select "Confirm Declaration" / " Beyan Onayla" button to complete the transaction. You cannot make any changes on the information saved after the approval of the declaration. (Figure 38)

♻ After the approval process, it is necessary to take a screen shot of this page to share with TUBISAD Compliance Scheme (TYK) for the purpose of preventing against troubles that may occur in the system.

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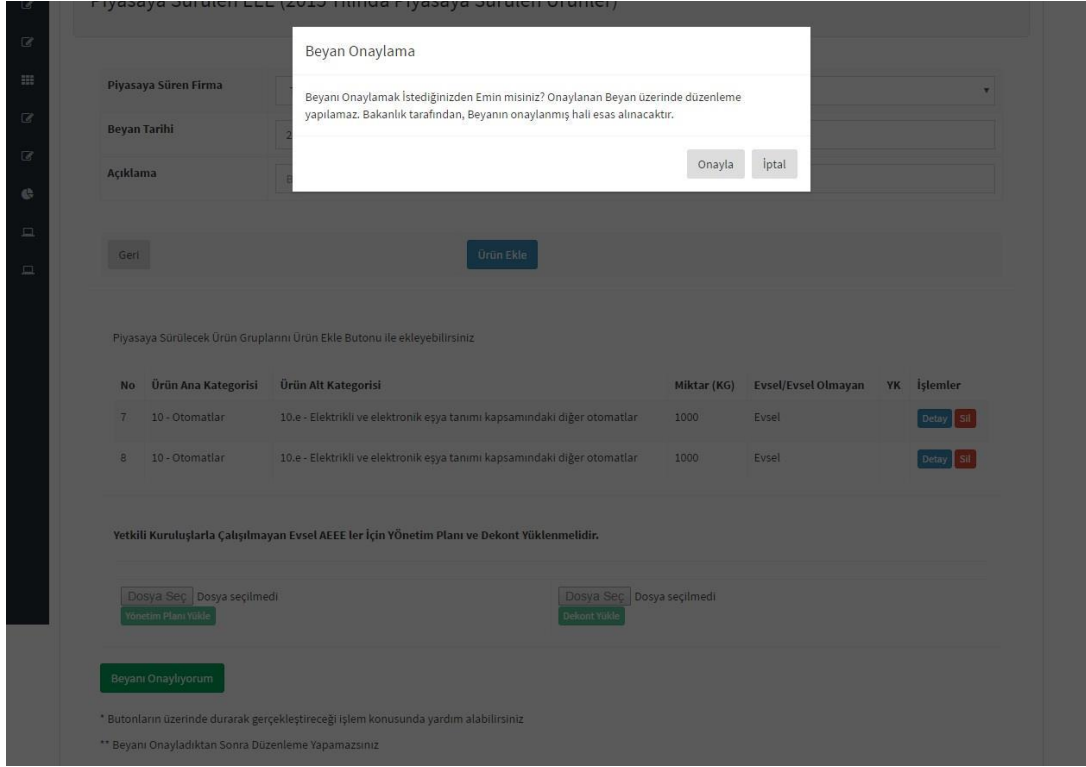
Figure 38: Piyasaya sürülen ürün beyan işleminin onaylanmasının ardından gösterilen bilgi kutu

4.3. Declaration Forms

According to the WEEE Control regulation, the manufacturer / importer companies are required to fill Annex-3 and Annex-5 declaration forms by EEE and WEEE Information System latest **till the end of February of** each year. The following steps are followed to fill forms over the system.

4.3.1. Annex-3Declaration form:

♻ 'Annex-3 ve Annex-5 Declaration' shown in Figure 3 is clicked and then "Annex-3 Beyan listesi" "Annex-3 Declaration list" is selected.

♻ In the Annex-3 Declaration list page, the "New Annex-3 Declaration"**"Yeni Annex-3 Beyanı"** button is selected. (Figure 39)

Figure 39: Annex-3 Declaration Page

♻ Select categories in which the imported / produced products belong to in "Annex-3 Declaration of Conformity" **"Annex-3 Uygunluk Beyanı"** window (Figure 40)

♻ . EEE Product and Category Match can be found in Annex-1 and Annex-2.) Make sure to "Save"**"Kaydet"** the transaction.

Figure 40: Annex-3 Uygunluk Beyanının yapılacağı ekran

♻ Once completed declarations can be edited or deleted by using "Edit-Delete""Düzenle-Sil" .

4.3.2. Annex-5 Declaration Form:

♻ ,Select "Annex-5 Declaration list"**"ek-5 Beyan listesi"** from "Annex-3 and Annex-5 Declaration" **"EK-3 ve EK-5 Beyanı" as shown** in Figure 33

♻ With the "New Annex-5 Declaration" button, information related to company and declaration date should entered and saved on the " Quantities of Collected and exported AEEE Declaration" **"Toplanan ve ihraç edilen AEEE Miktarları Beyanı"** page. (Figure 41 – 42)

Figure 41: Annex-5 Declaration List page

Figure 42: The page on which the collected and exported WEEE Quantities are specified.

♻ Select: The active button of 'Quantities of Collected and exported WEEE' **"Toplanan ve İhraç Edilen AEEE Miktarları"** on the ANNEX-5 statement list Page. (Figure 43)
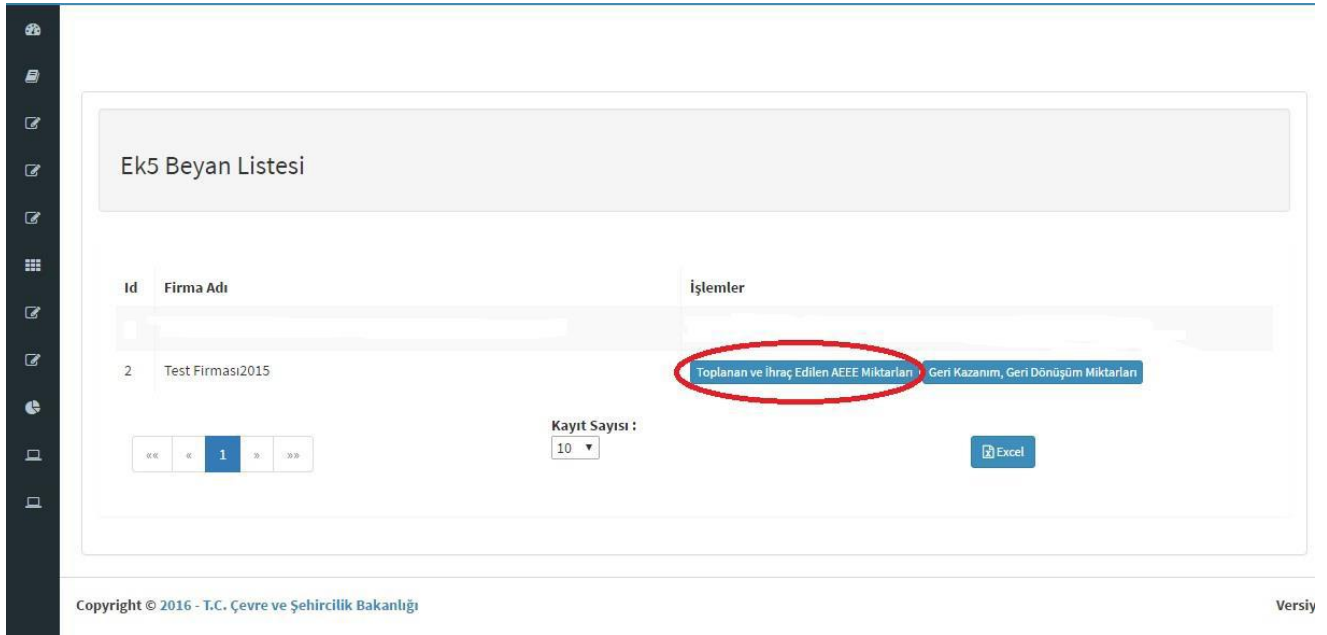
Figure 43: Screen where the "Collected and Exported WEEE Quantities" button

♻ Fill in the Required information: List of WEEE quantity declaration list which is collected and exported in Kg basis' **"Kg bazında toplanan ve ihraç edilen AEEE miktarı beyan listesi"** (Figure 44) contains The "New quantity declaration"**"Yeni miktar beyanı"** button. "Collected Domestic WEEE Quantity" "Toplanan Evsel AEEE Miktarı" in this table is provided by TYK to the company.. Previously declared "Quantity of POM""Piyasaya Sürülen Ürün Miktarı" and all other information is filled by the company.

♻ Save / Kaydet all your entries.

♻ After the approval process, it is necessary to take a screenshot of this page in order to share with TYK and to prevent the possible problems that may occur in the system.
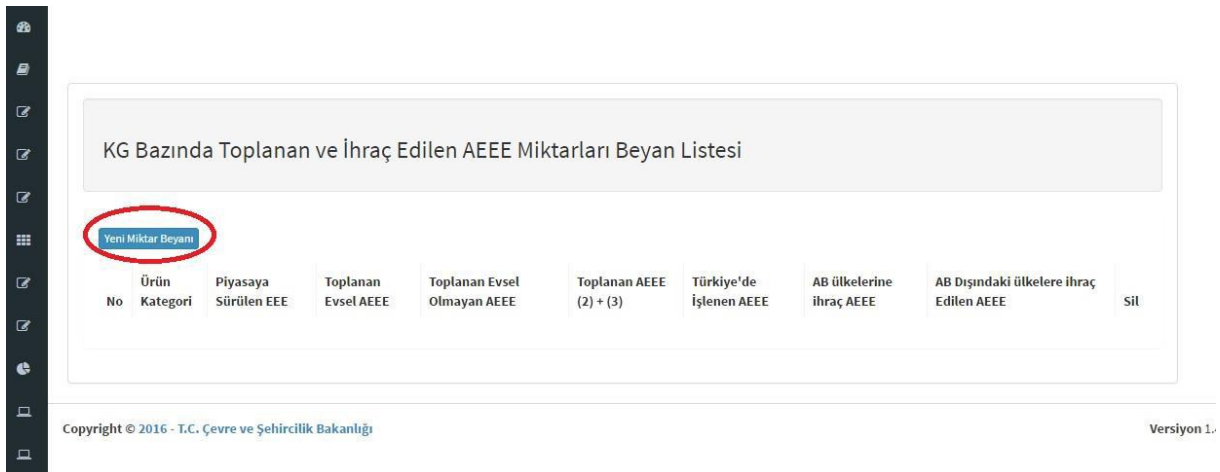
Figure 44: List of AEEE Quantities Collected and Exported in Detail

♻ Then, the same processes are repeated for the "Recycling and Recovery Quantities" sections.

5. MoTAT APPLICATION

The online Mobile Waste Tracking System(MoTAT) prepared by Ministry of Environment and Urbanization replaces National Waste Transfer Form (UATF) that was in use in Turkey. The purpose of MOTAT can be found as an itemized list: iss

♻ Saving information regarding waste transfer at the source
♻ Licensing of waste transport vehicles and companies
♻ Monitoring vehicles hauling waste during the journey
♻ Effective monitoring waste transportation operation

Users of MOTAT system are:

- T. C. Ministry of Environment and Urbanization (administrator),
- Provincial Directorates of Environment and Urbanization,
- Waste Manufacturers / Compliance schemes,
- Licensed Recycle and Disposal Facilities,
- Licensed Waste Transport Companies
- Vehicle Tracking Service Providers (ATSS)

Waste producers including companies, and municipalities must use MOTAT when they want to send their waste to recycling/disposal facilities. Waste producers should access to Motat through Integrated Environment Data System in order to implement their waste transfer operations.

In order to register the system, waste producers which are non-registered to Integrated Environment Data System;

♻ The registration process can be completed by following the steps under the heading ""3.1.1.Firms that will be registered for the first time in the Cabinet System"

5.1. Activation of MoTAT application through EÇBS Waste generators, both new registrants to the ECBS and waste producers registered in the EECBS but having non activated MoTAT application, can activate the MoTAT application by following the steps below;

♻ Selec:t: "Facility (Branch) List" on ECBS screen.

♻ Select: The "Operate""İşlem Yap" button . This button can be found next to the company to be opened from the approved facilities.

♻ Select "Application List""Uygulama Listesi" at the top. In this list, "Waste Management Application (Waste Declaration System (TABS) / MoTAT / Mass Balance System (KDS))" is applied. Move on forward with "Ekle" "Add" button and the add button next to it is selected.

♻ In order to access the application after the system is activated, you can login to the system with the "Go To Application Button""Uygulamaya Git Butonu" next to the application name.

♻ **5.2.**. **Waste disposal operations through MoTAT application**

The following steps should be followed by the waste producer for waste disposal:

♻ "Waste Management Application (Waste Declaration System (TABS) / MoTAT / Mass Balance System (KDS))" application is found under the heading "Application list" in the opened window. Click on "Go to application "button to switch to the MoTAT application.

♻ On the opening page, request for online waste transportation is made from the "Add Transport Request" "Taşıma Talebi Ekleme" screen under "Waste Disposal Operations" "Atık Gönderim İşlemleri" menu. (Figure 45)

Figure 45: waste disposal operation

♻ "The relevant parts of the "Transport Request""Taşıma Talebi" screen are filled and the request is created by using the "Save as draft""Taslak olarak kaydet" and then the "Confirm" "Onayla" button.

♻ After the "Confirm" button, it is important to take note of the Transport Control Number (TKN) number that is generated and to take a screenshot if necessary. When the waste loading is completed, the relevant carrier firm will request this number from the company.

Important Note: In order to find out the information such as the waste code, H number, etc. on the " Request for Transportation" "Taşıma Talebi" page, contact with TYK officials.

Figure 46: Request for transfer form

♻ TKN resulting from the request for online waste transport is entered the mobile device during waste loading.

♻ The "Transport Number" can be viewed by the stakeholders including waste producers, transport company and waste treatment facility through Waste Management Application.

What Can Be Tracked On Screen?

- Requests, which have been created but not yet transported, can be tracked "Waiting Transportion""Bekleyen Taşımalar",

- Requests that have been started to be transported by loading to the licensed vehicle of the carrier company "Transportation on the Road""Yoldaki Taşımalar",

- Facility receipt confirmation "Waiting for Acceptance","Kabul Bekleyen Taşımalar",

- Tracking of wastes which have been accepted by the facility and have been processed or have undergone the necessary procedures "Accepted Transportation" "Kabulü Yapılmış Taşımalar",

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│    Atık Üreticisi    │                          │ Geri dönüşüm/Bertaraf Tesisi │
└─────────────────────┘                          └──────────────────────────┘
           │                                                    │
           ▼                                                    ▼
┌─────────────────────────┐                      ┌──────────────────────────┐
│ Entegre Çevre Bilgi Sistemi │                   │ Entegre Çevre Bilgi Sistemi │
│  ( www.ecbs.cevre.gov.tr )  │                   │  ( www.ecbs.cevre.gov.tr )  │
└─────────────────────────┘                      └──────────────────────────┘
           │                                                    │
           ▼                                                    ▼
┌─────────────────────┐                          ┌──────────────────────────┐
│  Tesis (Şube) Listesi │                         │   Tesis (Şube) Listesi    │
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           │                                                    │
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┌─────────────────────────┐                      ┌──────────────────────────┐
│ Onaylı tesisler sayfasında ilgili │             │ Onaylı tesisler sayfasında ilgili │
│     tesis şube seçilir     │                    │     tesis şube seçilir     │
└─────────────────────────┘                      └──────────────────────────┘
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┌─────────────────────┐                          ┌──────────────────────────┐
│   "İşlem yap" butonu  │                         │ Onaylı tesisler sayfasında ilgili │
└─────────────────────┘                          │     tesis şube seçilir     │
           │                                      └──────────────────────────┘
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│ Uygulamalar başlığı seçilir │                   ┌──────────────────────────┐
└─────────────────────┘                          │ Uygulamalar başlığı seçilir │
           │                                      └──────────────────────────┘
           ▼                                                    │
┌─────────────────────────┐                                    ▼
│ Listede, MoTAT yanında    │                     ┌──────────────────────────┐
│ bulunan Uygulamaya Git    │                     │ Listede, MoTAT yanında    │
│    butonuna tıklanır       │                     │ bulunan Uygulamaya Git    │
└─────────────────────────┘                       │    butonuna tıklanır       │
           │                                       └──────────────────────────┘
           ▼                                                    │
┌─────────────────────┐                                        ▼
│ Atık Gönderim İşlemleri │                        ┌──────────────────────────┐
└─────────────────────┘                           │    Bekleyen Taşımalar     │
           │                                       └──────────────────────────┘
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│ Taşıma Talebi Ekleme │                             (  Detay  )
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  ( Taslak Olarak Kaydet )                         │   TDN    │
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│  Bekleyen Taşımalar  │                                        │
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                               │  Taşıyıcı Firma Şoförü  │
                               └──────────────────────┘
                                          │
                                          ▼
                         ┌──────────────────────────────┐
                         │ Mobil Cihaz Üzerinde TKN - TDN Girişi │
                         └──────────────────────────────┘
                                          │
                                          ▼
                         ┌──────────────────────────────┐
                         │  Eşleşme gerçekleşince BON oluşur  │
                         └──────────────────────────────┘
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                                          ▼
┌─────────────────────────────────────────────────────────────────────────────────┐
│ Atık İşleme tesisi tarafından Taşıyıcı firmaya bildirilen BON, şoför tarafından Mobil cihaza girilir ve atık boşaltım işlemi gerçekleştirilir. │
└─────────────────────────────────────────────────────────────────────────────────┘
                                          │
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            ┌──────────────────────────────────────────────────────┐
            │ Tamamlanan işlemin ekran görüntüsü alınır ve TYK ile paylaşılır. │
            └──────────────────────────────────────────────────────┘
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6. APPENDIX

Electrical and Electronic Equipment Categories

According to the regulation of WEEE, EEEs are divided into 10 categories whilst AEEE has 6 categories.

1 - Large household appliances
2 - Small Home Appliances
3 - Information and Telecommunication Equipment
4 - Consumer Equipment
5 - Lighting Equipment
6 - Electrical and Electronic Appliances (Except Large and Fixed Industrial Appliances)
7 - Toys, leisure and Sports Equipment
8 - Medical Devices
9 - Monitoring and Control Devices
10 - Vending machines

DETAILED LIST OF ELECTRONIC AND ELECTRONIC EQUİPMENT CATEGORIES

1. Large household appliances

a) Large cooling devices

b) Refrigerators

c) Freezers

ç) Other large appliances used for cooling, preserving and storing food

d) Washing machines

e) Drying machines

f) Dishwashers

g) Cooking devices

ğ) Electric cookers

h) Electrical sheets

ı) Microwave ovens

i) Other large cooking appliances and preparatory equipment

j) Electric heaters

k) Electric radiators

l) Other large appliances used for heating rooms, beds and seating groups

m) Electric fans / aspirators

n) Air conditioning devices

o) Other fans, ventilation and air conditioning equipment

ö) Other large household items within the definition of electric and electronic equipment

2. Small Household Appliances

a) Vacuum cleaners
b) Carpet washing machines
c) Other cleaning machines
ç) Knitting, weaving, sewing machines and other fabric processing machines
d) Ironing machines, ironing and other clothing maintenance tools
e) Toaster
f) Deep Frier

g) Grinders, coffee machines, packaging machines

ğ) Electric knives

h) Haircuts, hair dryers, tooth brushing, shaving, massage and other body care equipment

ı) Devices used for wall clock and wrist watches and others

i) Scales

j) Other small appliances within the definition of electric and electronic appliances

3. IT and telecommunication equipment

    a) Central data processing:

1) Mainframe

2) Mini computers

3) Printer Units

    b) Personal computer equipment:
  1. Personal computers (including central processing unit, mouse, display and keyboard)
  2. Laptops (Central processing unit, notebook, laptop and similar, including mouse, display and keyboard)
  3. Palmptop computers (Notepad and so on)
  4. Printers
  5. Copying equipment
  6. Electrical and electronic typewriters

  7) Pocket and desk calculators and other products for collecting, storing, processing, presenting or transmitting electronic data

  8) User terminals and systems

  9) Fax machines

  10) Telex

  11) Phones

  12) Payphones

  13) Wireless phones

  14) Mobile phones

  15) Equipment such as answer phone and telecommunication used for transmitting voice, image and other information

  16) Other information and telecommunications equipment within the definition of electrical and electronic equipment

4. Consumer Equipment

 a) Radio receivers

b) Television receivers

c) Video cameras

ç) Video recorders

d) Hi-fi recorders

e) Megaphones

f) Musical instrument

g) Except telecommunication, other products and equipment used for image and sound recording or reproduction including signals and other sounding telecommunication signals and other technologies

ğ) Other consumer equipment within the definition of electrical and electronic goods

5. Lighting equipment

a) Fluorescent illuminators except for domestic use

b) Flat fluorescent lamps

c) Compact fluorescent lamps

d) High-intensity discharge lamps, including pressure sodium lamps and metal halide lamps

d) Low pressure sodium lamps

e) Other equipment for lighting or light control, excluding incandescent lamps

f) Other lighting equipment within the definition of electrical and electronic goods

6. Electrical and electronic equipment (except large and fixed industrial appliances)

a) Drills

b) Saws

c) Sewing machines

ç) Lathe, milling, sanding, sandpapering, cutting, crushing, drilling, boring, forging, folding, bending and other processing tools used in the processing of wood, metal or other materials

d) Riveting, crushing, screwing; tools for removing rivets, nails, screws, etc.

e) Welding, soldering and similar machines

f) Equipment used for spraying, dispersing, rubbing or other forms of application of liquid or gaseous substances

g) Tools used in mowing and other gardening works

ğ) Other electrical and electronic equipment within the definition of electrical and electronic goods

7. Toys, leisure and sports equipment

a) Electric train and racing car sets

b) Hand-held video game consoles

c) Video games

ç) Computers used for sports like riding bike, running, rowing, etc.

d) Electrical or electronic sports equipment

e) Coin-operated machines

f) Other toys within the definition of electrical and electronic goods, leisure and sports equipment

8. Medical devices (excluding implantation products and infective products

a) Radiotherapy equipment

b) Cardiology equipment

c) Dialysis

ç) Pulmotor

d) Nuclear medical equipment

e) Laboratory equipment for tube diagnostics

f) Analysis equipment

g) Deep Freezers

ğ) Reproduction tests

h) Other devices and instruments used to analyze, prevent, monitor, treat, alleviate diseases, wounds and injuries

ı) Other medical devices within the definition of electrical and electronic goods

9. Monitoring and control equipment

a) Smoke detector

b) Heat balancer

c) Thermostats

ç) Measuring, weighing and adjusting instruments and appliances used in domestic or laboratory environment

d) Other control and monitoring instruments used in industrial installations (eg control panels)

e) Monitoring and control instruments within the definition of electrical and electronic goods

10. Automatic dispensers

a) Hot drinks dispensers

b) Hot or cold bottle or box dispensers

c) Vending machines for solid products

ç) Money vending machines

d) All instruments that deliver all kinds of products automatically

e) Other vending machines within the definition of electric and electronic equipment

WASTE ELEKTRICAL AND ELECTRONIC EQUİPMENT CATEGORIES

1. CATEGORY: Refrigerators / Freezers / Air-conditioners

2. CATEGORY: Large white goods (except refrigerators / freezers / air conditioners)

3. CATEGORY: Television and monitors

4. CATEGORY: Information, telecommunication and consumer equipment (except TV and monitors)

5. CATEGORY: Lighting equipment

6. CATEGORY: Small home appliances, Electrical and electronic equipment, toys, sports and leisure equipment, monitoring and control instruments

EÇBS İŞ AKIŞI

FİRMANIZ KAYITLI MI?

EVET — HAYIR

SİSTEME E-DEVLET İLE GİRİNİZ

1. adım

2. adım

Hesap (Firma/Kurum) sayfasında kayıtlı hesaplarınız görüntüleniyor mu?

Tesis sayfasında kayıtlı tesisleriniz görüntüleniyor mu?

EVET — HAYIR

EVET — HAYIR

Firma aktifleştir (eksik bilgilerin tamamlanması)

Yetkili değişiklik başvurusu (Kayıtlı firmaların yetkilisi olabilmek için yapılacak başvuru)

Onaylı firma ile yapılabilecek işlemler

Uygulama ekleme

Uygulamaya erişim

Firma yetkilisi ekleme/çıkarma

Maliyeden firma bilgilerini güncelleme

Firma faaliyetine son verme

Bu aşamadan sonra İL MÜDÜRLÜĞÜ'NE gitmelisiniz.

Tesis aktifleştir (eksik bilgilerin tamamlanması)
Not: Tesislerin aktifleştirilebilmesi için öncelikle bağlı olunan tesisin aktifleştirilmesi gerekmektedir.

Yetkilisi/sorumlusu olduğunuz tesislerin sayfanızda görüntülenebilmesi için bahse konu tesisin bağlı olduğu firmanın yetkilisi sizi tesis sorumlusu olarak tanımlamalıdır.

Onaylı tesis ile yapılabilecek işlemler

Uygulama ekleme

Uygulamaya erişim

Tesis yetkilisi ekleme/çıkarma

Tesis devir işlemi

Tesis faaliyetine son verme

SİSTEME E-DEVLET İLE GİRİNİZ

1. FİRMA EKLEME

1. Hesap(Firma/kurum) sayfasına girilir,
2. Sağ üstte bulunan "Yeni Hesap(Firma/kurum)" 'a tıklanır,
3. Hesap Tipi seçimi, Vergi No girişi, Vergi Dairesi seçimi,
4. Kuruluş Tarihi girilir, mevcut ise Hesap SGK no girişi
5. UAVT(Adres Kodu) seçimi
6. Telefon ve Eposta adresi girişi, mevcut ise KEP Adresi girişi,
7. Harita üzerinden konum girişi/seçimi,
8. Firma Sahibi/Vekaleten/Danışman Firma durumlarına göre ilgili belgeler yüklenir, bilgiler girilir,
9. "Başvuru Tamamla" tıklanır,
10. İletişim Bilgileri kısmında girilen eposta adresine gönderilen doğrulama epostası ile doğrulama yapılır,
11. Sistem tarafından oluşturulan formda belirtilen Çevre ve Şehircilik Bakanlığı İl Müdürlüğü onayı için başvuru yapılır.

2. İL MÜDÜRLÜĞÜ ONAYI

Onaylı firma ile yapılabilecek işlemler

Uygulama ekleme

Uygulamaya erişim

Firma yetkilisi ekleme/çıkarma

Maliyeden firma bilgilerini güncelleme

Firma faaliyetine son verme

3. TESİS EKLEME

1. Hesap(Firma/kurum) sayfasına girilir,
2. Onaylı Hesap(Firma/Kurum) listesinden eklenecek tesisin bağlı olduğu hesabın detayına girilir,
3. Tesis/Şube Listesi sekmesine geçiş yapılır,
4. Tesis listesi eklenecek tesisin halihazırda ekli olup olmadığı kontrol edilir,
5. Tesisin listede bulunmaması durumunda "Yeni Tesis Ekle" tıklanır,
6. Tesis/Şube Adı girilir,
7. Nace(Faaliyet) kodu maliyeden vergi kimlik numarası ile çekilen kodlar arasından seçilir,
8. UAVT(Adres Kodu) seçilir,
9. Telefon ve Eposta adresi girişi, mevcut ise KEP Adresi girişi yapılır,
10. Harita üzerinden konum girişi/seçimi yapılır,
11. Tesis üzerinde işlem yapmaya yetkili olduğunuzu gösterir belgeler yüklenir, bilgiler girilir,
12. "Başvuru Tamamla" tıklanır,
13. İletişim Bilgileri kısmında girilen eposta adresine gönderilen doğrulama epostası ile doğrulama yapılır,
14. Sistem tarafından oluşturulan formda belirtilen Çevre ve Şehircilik Bakanlığı İl Müdürlüğü onayı için başvuru yapılır.

Onaylı tesis ile yapılabilecek işlemler

Uygulama ekleme

Uygulamaya erişim

Tesis yetkilisi ekleme/çıkarma

Tesis devir işlemi

Tesis faaliyetine son verme

4. İL MÜDÜRLÜĞÜ ONAYI

T.C.
ÇEVRE VE ŞEHİRCİLİK BAKANLIĞI

EÇBS