

Standard Procedure for shipment of wastes pursuant to the provisions of Article 18.

Step One: Each time at the earliest possible, at least three full working days prior to commencing loading of waste, the Notifier should submit the following below to ERA, on ceu.shipments@era.org.mt, during office hours:

1. Accompanying Document (latest version of Annex VII form [click here](#)). Weight is not required at this stage; however, it should be provided immediately once obtained.
2. Payments for the relevant processing fees can be made through the [following link](#);
3. Loading details (template can be accessed through the [following link](#)). (The container number may be provided to ERA at a later stage, once available, but it must be submitted prior to loading.)

Changes to the submitted information should be notified immediately to ERA on ceu.shipments@era.org.mt

Step Two: Once the ERA receives the Accompanying Document, payment and loading information, on its own discretion the ERA may inspect the loading of the container based on the information submitted by the Notifier in Step One.

Step Three: The Notifier must submit photos of the material being loaded to ceu.shipments@era.org.mt .

Step Four: If the documentation and loading are in-line with the requirements of S.L. 549.65, ERA acknowledges the documents and informs the Customs Malta Department, informing that the shipment may proceed. If the documentation and/or loading are incorrect or the procedure is not adhered to, ERA objects to the shipment and informs the applicant in writing (through e-mail) indicating why ERA objected to the shipment. Once objected, the processing fees cannot be reimbursed/transferred. The notifier will be required to submit new export documents together with new processing fees.

N.B. The weigh slip or bill of lading indicating the actual weight (for each EWC Code) of the cargo should be submitted by the Notifier to ERA before the next shipment is acknowledged and not later than one week. Applicants are requested to abide by the above procedure to ensure a timely processing of documentation. The information in the Accompanying Document should tally with details of the planned shipment, and any conditions imposed by the countries of transit and destination, should be adhered to. Any declarations in the Accompanying Documents are the sole responsibility of the notifier and any wrong declarations will be investigated accordingly. It is Important for the notifier to ensure that the accompanying document is returned to the notifier, signed and stamped by the recovery facility once the waste is recovered.