

PPWIS external portal user guide.
Waste generating accounting

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BEFORE WASTE GENERATING SITE REGISTRATION

1. Waste producer

Waste generating accounting in Lithuania is regulated under Waste Generating and Management Accounting and Reporting Rules¹, Waste Management Rules², Waste Management Act³.

Important!

When carrying out the accounting process, always follow the latest versions of the legal acts regulating the waste generating accounting.

1.1 Who is obliged to carry out waste generating accounting?

Waste generating accounting must be carried out by economic entities that meet at least one of the criteria indicated in the Chapter II, Clause 6 of the Waste Generating and Management Accounting and Reporting Rules (according to its latest version, 02/02/2019):⁴

- which are in accordance with the Rules for Issuing, Amending, and Revoking Permits for Integrated Prevention and Control of Pollution, approved by the Minister of the Environment of the Republic of Lithuania July 15th, 2013, order no. D1-528 “On the Approval of the Rules for Issuing, Amending and Revoking the Permits for the Integrated Prevention and Control of Pollution”, for economic activities carried out, it is necessary to obtain an Integrated Prevention and Control of Pollution Permit or according to the Rules for Issuing, Amending and Revoking Pollution Permits, approved by the Minister of the Environment of the Republic of Lithuania March 6th, 2014, order no. D1-259 “On the Approval of the Rules for Issuing, Amending and Revoking Pollution Permits”, for economic activities carried out must obtain a Pollution Permit and whose activities within a calendar year generate hazardous waste (excluding hazardous municipal waste) and/or more than 6 tons of non-hazardous waste (this amount does not include mixed municipal waste, which is specified in Chapter IV of Waste Management Rules Annex 1 (hereinafter – the list of waste), marked with waste code 20 03 01).
- whose activities within a calendar year generate hazardous waste (excluding hazardous municipal waste) and/or more than 12 tons non-hazardous waste (this amount does not include mixed municipal waste, marked code 20 03 01 in the list of waste).

¹ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

² Waste Management Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

³ Waste Management Act <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.59267/asr>

⁴ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

Important!

Waste generating accounting must be carried out regardless of the amount of hazardous waste generated. There is no minimum amount of generated hazardous waste, upon the occurrence of which the obligation to keep records of waste generating arises.

This requirement does not apply only if the company generates hazardous municipal⁵ waste only.

- which carry out technical maintenance and repair of vehicles, and waste is generated during the performance of these activities.
- which have 10 or more employees and carry out the activities of human and/or animal health care, and/or pharmacies, preparing and/or selling medicines, and waste is generated during the performance of these activities.
- whose activities generate oil waste.
- which are required to carry out waste generating accounting under the Construction Waste Management Rules approved by the Minister of the Environment of the Republic of Lithuania December 29th, 2006, order no. D1-637 “On the Approval of the Construction Waste Management Rules”.
- which carry out food production (preparation) activities, including hotels, motels, restaurants, cafes, other public catering, and food production businesses and/or food trade (wholesale or retail, and other food trade businesses) and in which more than 5 tons of public catering (food) waste and/or spoiled food waste is generated per calendar year.
- manufacturers and importers who use packaging for their own purposes, and who are obliged to keep records of packaging, established procedure is outlined in the Packaging and Packaging Waste Management Rules, approved by the Minister of the Environment of the Republic of Lithuania June 27th, 2002, order no. 348 “On Approval of Packaging and Packaging Waste Management Rules”.

Please note

Waste generating accounting is mandatory for manufacturers and importers who use packaging for their own use, they are obliged to carry out packaging accounting, regardless of the amount of packaging for their own use. Waste generating accounting is mandatory even if only a few kilograms of packaging waste from packaging for their own use is generated per year.

⁵ According to Article 2 Clause 39 of the Waste Management Law, municipal waste - mixed and separately collected household (generated in the household) waste, including paper and cardboard, glass, metals, plastic, biological, wood, textiles, packaging, electrical and electronic equipment, batteries, and accumulators, as well as large waste, including mattresses and furniture, and waste collected from other sources similar in nature or composition to household waste. Municipal waste does not include waste from production, health care, agriculture, forestry, fishing, septic tanks, as well as sewage and sewage treatment waste, including sewage sludge, unusable vehicles, and construction waste.

If you buy packaged products in Lithuania, the use of these products in your activities (unpacking) does not oblige you to perform waste accounting, because you are neither the manufacturer nor the importer of this packaging.

Important!

State and municipal institutions that hold property assets to be transferred to the state⁶, when the provisions of legal acts prohibit the realization of this property or it is recognized as waste and as a result is destroyed or handed over to waste managers for destruction, do not have to keep records of waste generating in GPAIS.

1.2 Waste producer registration in GPAIS

Waste producers are registered in GPAIS column “Waste producers”, which waste producers can locate by logging in to GPAIS (detailed information about logging in can be found in the user manual “Logging in to GPAIS”, Chapter 2).

Economic entities are obliged to register as waste producers, if they meet at least one criterion outlined in the Waste Generating and Management Accounting and Reporting Rules⁷ (for detailed information refer to 1.1. “Who is obliged to keep records of waste generating?”).

When registering a new waste producer, please select section “Waste producers” and indicate the criteria, according to which you must carry out waste generating accounting and click “Perform” (Figure 1). This selection is required only when registering the waste producer for the first time. At all following times, you will not need to take this action when selecting section “Waste producers”, however, the criteria can be edited if necessary, by selecting the "Waste generation accounting cases" column in the waste generators section. In the “Waste producers” section you will be directed to “Waste generating sites” section, where you will be able to view your registered waste generating sites and register new waste generating sites (for detailed information refer to 1.3. “Waste generating site registration in GPAIS”). Information about registered waste management contracts can be found in section “Waste management contracts” (for detailed information refer to 1.6. “Waste management contracts”).

⁶ In accordance with the Rules of the Ownerless, Confiscated, State Inherited, Transferred to the State, Material Evidence, Treasures and Finds, Accounting, Storage, Realization, Return and Recognition as Waste <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.234132/asr>

⁷ Waste Generation and Management Accounting and Reporting Rules, Clause 6 (refer to the latest version and clause) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

Figure 1

After registering waste producer in GPAIS, specific location of waste generating must also be registered.

1.3 Waste generating site registration in GPAIS

Economic entities are obliged to register all waste generating site locations, where according to the Clause 6 of the Waste Generating and Management Accounting and Reporting Rules⁸ (refer to the latest version), waste generating accounting must be carried out separately.

Waste generating site is registered in section “Waste producers” by selecting “Register” (Figure 2). This option is available only after waste producer registration is completed (for detailed information refer to 1.2. “Waste producer registration in GPAIS”).

Figure 2

1.3.1 General waste generating site information

When registering new waste generating site, you will be directed to waste generating site registration form (Figure 3).

⁸ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

General information in the registration form:

“Name of waste generating site” – company or division name (required field).

Please note

Waste generating site name must be unique (within the limits of the company data) and informative. Names must be clearly distinct from each other.

If there are more than one waste generating site of the same company, select names, which would help to identify specific waste generating site, this will make it easier to distinguish the waste generating sites in the list.

“Beginning of accounting” – the date from which it is mandatory to carry out the waste accounting (required field).

“End of accounting” – indicated only at the end of waste generating accounting (optional field). For detailed information refer to 7. “End of waste generating accounting”.

Address of waste generating site:

“Municipality” and “Location” – required fields, information is selected from a drop-down list and must correspond to the registered site, not the company’s headquarters. Fields “Street”, “House No.”, “Building” and “Flat No.” are optional. Field “Street” is completed by selecting information from the drop-down list and can only be selected after completing fields “Municipality” and “Location”.

Please note

Although the “Street”, “House No.”, “Building” and “Flat No.” fields are optional, this information is visible in the transferred waste accompanying documents. If these fields are filled out, they will be visible to waste managers to whom the waste is planned to be transferred.

Contacts:

Subject representative - this field allows you to select a person from the list of subject representatives. After selecting the subject representative, the fields "Contact person", "Phone" and "Email address" are filled in with the data of the selected representative. All fields are required and must be provided – “Contact person”, “Phone” and “E-mail address”.

Please note

The provided contact details will be visible to waste managers and other parties in the transferred waste accompanying documents. For this reason, it is recommended to provide contacts of the employee who is responsible for keeping records of waste generating.

Informational messages about the statuses of accompanying documents, quarterly summaries and yearly report status changes will be sent to the e-mail address provided in this form.

Register waste generating site ✕

Name of waste generating site * ?

Beginning of accounting * ?

End of accounting ?

Address of waste generation site

Municipality *

Location *

Street

House No.

Building

Flat No.

Contacts

Subjekto atstovas

Contact person *

Email address *

Phone *

Atliekų susidarymo vietoje yra atliekų likutis sukauptas (laikomas) iki atliekų susidarymo apskaitos vykdymo GPAIS

Atliekų susidarymo vietoje vykdoma transporto priemonių techninė priežiūra ir remontas

Close

Register

Figure 3

1.3.2 Maintenance and repair of motor vehicles activities

If you are registering at a waste generating site where vehicle maintenance and repair is carried out, check the box “Vehicle maintenance and repair is carried out at the waste generating site”. A field for adding a document will appear next to it, where the activity operator will be able to attach the declaration of the Operator performing technical

maintenance and repair of vehicles⁹ and a selection field for selecting the declaration from the list (address of the declaration will be displayed), which is compulsory to fill in if " Vehicle maintenance and repair is carried out at the waste generating site " is checked (Figure 4).

Atliekų susidarymo vietoje vykdoma transporto priemonių techninė priežiūra ir remontas

Declaration
Choose File No file chosen

Transport vehicle maintenance, repair and technical help service provider declarations ★
Pasirinkite deklaraciją

Figure 4

1.3.3 If waste was generated before registration in GPAIS

When an economic entity begins the waste generating accounting, all waste accumulated (kept) at the place of business must be recorded in GPAIS until the obligation has arisen for the economic entity to carry out waste generating accounting in GPAIS. Waste is recorded using eight-digit waste codes and, where an eight-digit waste code cannot be assigned – six-digit waste codes. You can find the complete list of waste codes in Chapter IV of Appendix 1 of the Waste Management Rules¹⁰ (refer to the latest version).

Important!

The amount of waste accumulated (kept) at the place of waste generating before the day of the start of waste accounting must be indicated only in two cases:

- if you start to carry out waste generating accounting, because during the calendar year you began to meet one of the criteria by which waste generating accounting must be carried out (for detailed criteria refer to 1.1. “Who is obliged to carry out waste generating accounting?”). In this case, indicate the actual quantities of waste kept.
- if the accounting of waste generating was carried out until 31/12/2017 and it is necessary to indicate the amounts of waste kept on 01/01/2018 (start of operation of GPAIS).

If waste was generated at place of waste generating before site registration in GPAIS, please select the option “At the place of waste generating, there is a waste residue kept before the implementation of waste generating accounting in GPAIS”. A field for all the residue waste will appear, where you will be able to indicate the waste by selecting each waste from the drop-down list and marking the weight of it in tons. The full list of waste codes will be shown in the drop-down list. In this list, select the waste residue you want to record, indicate its weight in tons (max. possible precision – 6 decimal places) and click “Add” (Figure 5). To avoid having

⁹ According to the Environmental Protection Requirements for Maintenance and repair of motor vehicles (refer to the latest version) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.302440/asr>

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

to search the entire list for a specific waste code, you can enter a fragment of the waste code or waste name and you will see all the options with this specific fragment.

Waste	Residue, t	
	0,015	+

No records

Figure 5

1.3.4 End of registration

Waste generating site registration is completed by clicking “Register” in the registration form of the waste generating site (Figure 6).

Please note

Before completing the registration, make sure to check whether you have provided the correct information for the waste generating site you are registering.

×
Register waste generating site

Name of waste generating site * ?

Beginning of accounting * ?

End of accounting ?

Address of waste generation site

Municipality *

Location *

Street

House No.

Building

Flat No.

Contacts

Subjekto atstovas

Contact person *

Email address *

Phone *

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Close
Register

Figure 6

You can view the registered waste generating site by selecting “Waste producers” and “Waste generating sites” (you will be directed to this section automatically).
 If economic entity needs to register another waste generating site, in which waste generating accounting must be carried out, select “Register” and complete the registration outlined in 1.3.

“Waste generating site registration in GPAIS” (Figure 7).

The screenshot shows the GPAIS interface for waste generating sites. The top navigation bar includes 'Waste producers' (highlighted in red). The main menu has 'Waste generating sites' (highlighted in red). The page contains several input fields for site details and a table of records. The 'Register' button is highlighted in red. The table below shows the following data:

E-GPAIS code	Waste generating site name	Municipality	Location	Street	Beginning of accounting	End of accounting	
KAS3036	Testavimui 2023	Kėdainių r. sav.	Aristavėlė	(Vilainių sen.)	2022-01-01		Preview

Figure 7

1.4 Waste generating site records and their correction

“Waste producers” section provides the full list of waste generating sites of the economic entity. By selecting “Preview” (Figure 8), you can view the full waste generating site information provided. Waste generating sites can be filtered by waste site name, municipality, location, street, start of accounting from, start of accounting to, end of accounting from and end of accounting to.

This screenshot is similar to Figure 7 but with the 'Waste producers' menu item highlighted in red. The 'Preview' button in the table is also highlighted in red.

Figure 8

If you want to edit the provided waste generating site information, select “Modify” in the waste generating site information section (Figure 9) and you will be directed to waste generating site information data table (the option “Remove” is visible only if there are no waste generating accounting or waste transfer accompanying documents formed).

Figure 9

You can make the relevant corrections in the waste generating site data table, such as – change the name, the address, the contact details, amend the initial waste residue details, waste generating accounting start and end dates, as well as attach updated declaration of the Operator performing technical maintenance and repair of vehicles. Once you have made the necessary corrections, click “Save” (Figure 10). For detailed information about waste generating site data refer to [1.3.1. “General waste generating site information”](#).

Please note

If initial waste residues, accumulated (kept) before the start of waste generating accounting in GPAIS, were provided, it is recommended to check whether the initial waste residues are indicated correctly. You can check the residues in the summary data column of the first accounting quarter – “Generated amount, t”.

When initial accumulated (kept) waste residue is modified without reformatting the summaries, the waste residues in formed and approved summaries will stay unchanged, meaning the accounting might be incorrect.

Initial waste residues can only be changed if there is no current summary (status: "Summary formed" or "Summary approved") and/or annual report (status: "Report under evaluation", "Report not accepted", "Formed", "Annual report approved") for the site of waste generation.

For more information about summaries, their formation and cancellation refer to 5. “Formation and approval of summary”.

Edit site ✕

Name of waste generating site * ?

Mil test 2

Beginning of accounting * ? End of accounting ?

2022-10-01

Address of waste generation site

Municipality * Location *

Akmenės r. sav. Agluonai (Akmenės sen.)

Street House No.

Pasirinkite gatvę

Building Flat No.

Contacts

Subjekto atstovas

Contact person *

Vardis Pavardis

Email address *

email@gmail.com

Phone *

55

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Close Save

Figure 10

1.5 Waste generating site removal

A waste generating site can be removed from the list of waste generating sites if the accounting using GPAIS was not started:

- the formation of the waste generating accounting journal was not created;

- none of the accompanying documents for the transfer of waste have been created.

Only if the specified criteria are met, the “Remove” option will be visible in the information section of the waste generating location.

If you want to remove a waste generating location from the list, click “Remove” in the waste generating site information section and confirm your selection (Figure 11).

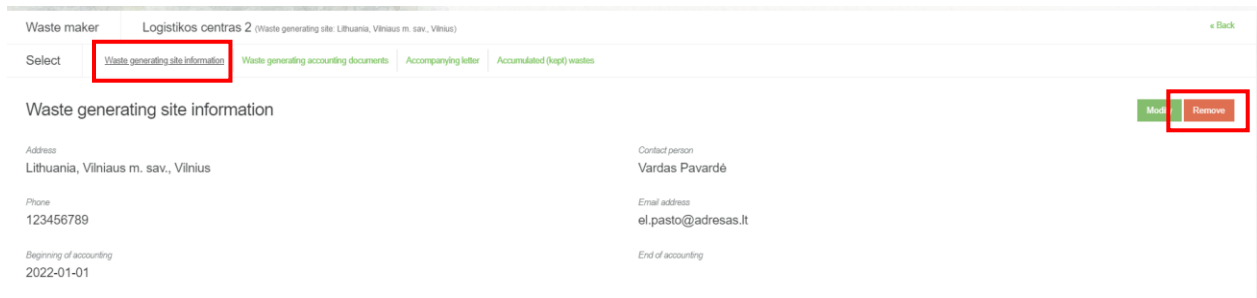


Figure 11

Waste generating site, where waste generating accounting has been started, cannot be removed. If you want to indicate that no waste generating accounting is carried out in the waste generating site, you must amend the waste generating site data and indicate the waste generating end of accounting date. For detailed information on editing the data refer to 1.4. “Waste generating site records and its correction”.

In the list of waste generating sites, you will see the waste generating site, where waste generating accounting is no longer carried out (for detailed information refer to 7. “End of waste generating accounting”). The waste generating accounting period will be specified for this waste generating site, and you will also be able to view the waste generating accounting documents of the location, but you will no longer be able to create new documents that do not fall within the specified accounting period.

1.6 Waste management contracts

Clause 4 of the Waste Management Law¹¹ and the Clause 7 of the Waste Management Rules¹² (refer to latest versions) indicate the obligation of the waste producer to have a written contract with the waste manager regarding the use and/or disposal of the transferred waste. Clause 15 of the Waste Generating and Management Accounting and Reporting Rules¹³ indicates that the generated waste is transferred to the waste manager in accordance with the written

¹¹ Waste Management Law <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.59267/asr>

¹² Waste Management Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

¹³ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

contract on the use and/or disposal of waste according to the procedure established in the Waste Management Rules.

Waste producer must have a written contract with the waste manager regarding the use and/or disposal of the transferred waste. Information about these contracts can be found in the “Waste management contracts” section, where waste producer can preview the contracts with waste managers and edit the contracts (Figure 12). Information about the contracts between the waste producers and waste managers is entered into GPAIS to be able to carry out waste transfer procedures in GPAIS by forming accompanying documents (for detailed information about accompanying documents refer to [3. “Waste transfer accompanying letters”](#)).

Please note

Waste producer cannot register these contracts, waste management contracts must be registered to GPAIS by the waste manager. However, waste producer can edit registered contracts, but the edit button is inactive, and it is not allowed to edit a contract if there are any not closed accompanying letters (status is not "Shipment cancelled" or " Shipment completed").

If you cannot view your existing contract – contact waste manager regarding contract registration to GPAIS.

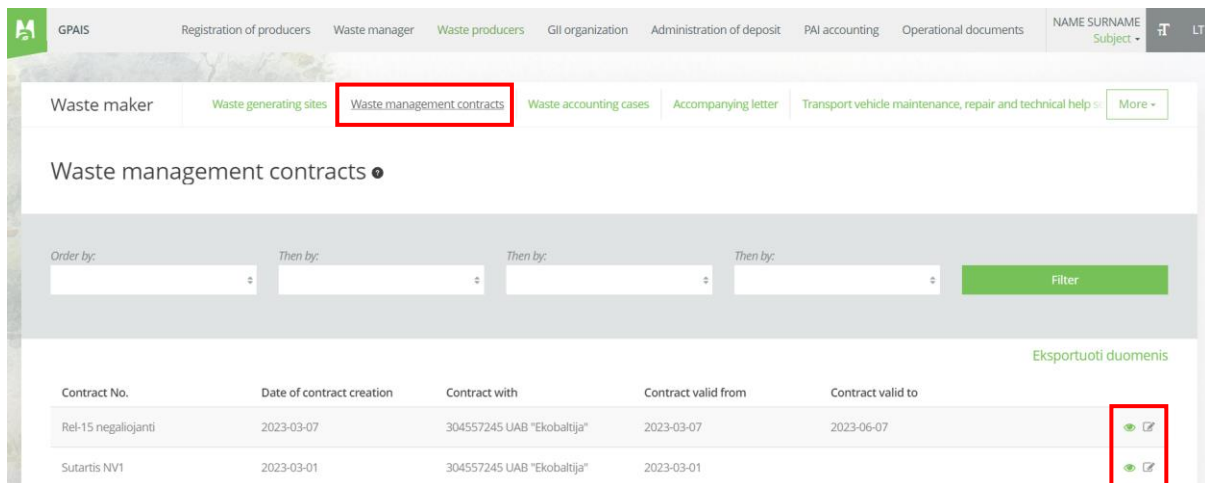


Figure 12

To view the contract information, click “Preview” in the waste management contracts section. In the pop-up window you can view the general information about the contract – contract number, contract object, validity period, waste manager details, contract parties and waste transporters, if these details are provided in the contract (Figure 13).

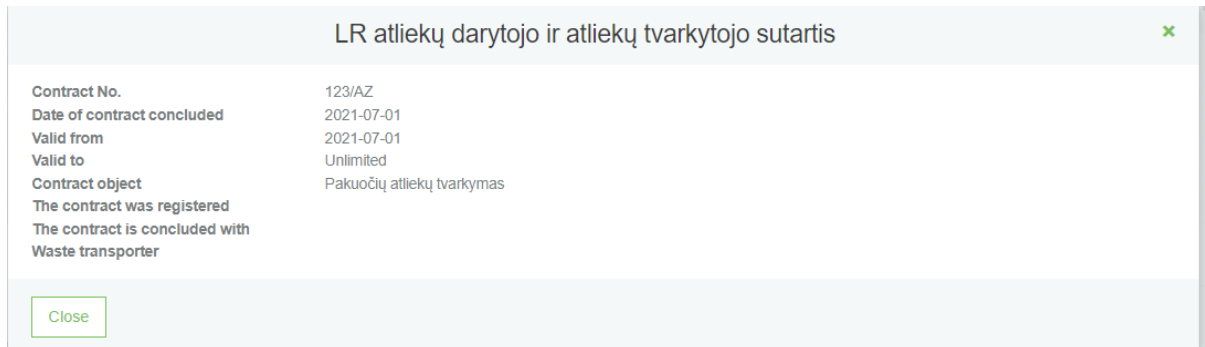


Figure 13

Selecting "Edit" in the waste management contracts window (Figure 12) will open the contract editing window, after editing the information click on the "Edit" button (Figure 14). Clicking on the "Select all" button will add all registered sites of the specified Lithuanian natural or legal person to the list of waste management site addresses. Clicking on the checkbox " Enter the address of the waste generation location manually" opens an additional column for data entry with address fields.

Edit waste treatment contract ✕

*Contract type **

LR atliekų darytojo ir atliekų tvarkytojo sutartis
🔒

<i>Contract No. *</i>	<i>Date of contract concluded *</i>	<i>Valid from *</i>	<i>Valid to</i>
<div style="border: 1px solid #ccc; padding: 2px;">Rel-9 TEST ID1</div>	<div style="border: 1px solid #ccc; padding: 2px;">2023-02-01</div>	<div style="border: 1px solid #ccc; padding: 2px;">2023-02-01</div>	<div style="border: 1px solid #ccc; padding: 2px;">Unlimited</div>

*Contract object **

rel9

<i>Contract participants *</i>	<i>Company code *</i>	<i>Company name *</i>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">Lithuania legal person 🔒</div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">120504795 🔒</div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">Uždaroji akcinė bendrovė "Žalvaris" 🔒</div>

*Atliekų vežėjas **

Atliekų vežėjas sutartyje nenurodytas
🔒

Address of waste generating site

	Waste generating site	Municipality	Location	Street	Start of accounting	
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Select all"/>
No records						+

Enter the address of the waste generation location manually

Close
Edit

Figure 14

1.7 Form a status report

In the "Waste producers" section, a status report for summary/annual reports can be generated if required, showing the status of the waste generating 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 15).

The screenshot shows the 'Waste generating sites' form in the GPAIS system. At the top, there are navigation tabs: 'Waste maker', 'Waste generating sites', 'Waste management contracts', 'Waste accounting cases', 'Accompanying letter', and 'Transport vehicle maintenance, repair and technical help service provider declarations'. The 'Waste generating sites' tab is active. In the top right corner, there are two buttons: 'Form a status report' (highlighted with a red box) and 'Register'. Below the tabs, there are several input fields: 'Waste site name', 'Municipality', 'Location', and 'Street'. There are also four date pickers for accounting periods: 'Apskaitos vykdymo pradžia nuo', 'Apskaitos vykdymo pradžia iki', 'Apskaitos vykdymo pabaiga nuo', and 'Apskaitos vykdymo pabaiga iki'. A 'Filter' button is located to the right of these date pickers. At the bottom, there is a table with columns: 'E-GPAIS code', 'Waste generating site name', 'Municipality', 'Location', 'Street', 'Beginning of accounting', and 'End of accounting'. The table contains one row with the following data: 'KAS3036', 'Testavimui 2023', 'Kėdainių r. sav.', 'Aristavėle (Vilainių sen.)', '2022-01-01', and an empty field. A 'Preview' button is located to the right of the table.

Figure 15

Clicking on the „Form a status report“ button will initiate the generation of a new status report (Figure 16). 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 17). Once the fields have been filled in, select „Create“ button.

The screenshot shows a dialog box titled 'New state report'. It has a close button (X) in the top right corner. Below the title, there are two dropdown menus: 'Status report type' and 'Reporting year'. At the bottom of the dialog, there are two buttons: 'Close' and 'Create'.

Figure 16

New state report

Status report type ✓
Suvestinė

Reporting year *
2022

Reporting quarter *

Close Create

Figure 17

Clicking on the "Create" button displays the status report form (Figure 18). 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 Export data

Reporting year 2023

Name of the waste generation site	Municipality	Area	Steet	State
Site 1	Alytaus m. sav.	Alytus	A. Baranausko g.	Journal is being prepared
Site 2	Klaipėdos m. sav.	Klaipėda	Aguonų g.	Journal is being prepared
Site 3	Kėdainių r. sav.	Aristavėlė (Vilainių sen.)		Journal is being prepared
Site 4	Akmenės r. sav.	Agluonai (Akmenės sen.)		Journal is being prepared
Site 5	Alytaus r. sav.	Bundoriai (Alytaus sen.)		Journal is being prepared

Rodomas 1 puslapis iš 5 viso 23 įrašų 1 2 3 4 5 Sekantis Paskutinis

Figure 18

1.8 Transport vehicle maintenance, repair and technical help service provider declarations

The waste producer has the possibility to register, edit and delete vehicle maintenance, repair and technical assistance service provider declarations by clicking on the "Register" button in the "Transport vehicle maintenance, repair and technical help service provider declarations" section to register a declaration (Figure 19). The vehicle maintenance, repair and

maintenance assistance provider declaration can be selected when registering waste generation site (see "1.3.2 *Maintenance and repair of motor vehicles activities*").

Figure 19

The declaration registration form contains fields (20):

- "Company/Person Code", "Company name/Person name", "Phone number", "Email address" - the contact information of the represented entity is displayed, these fields are not edited;
- "Activity start date" - the date from which the activity is carried out, mandatory field;
- "Activity end date" - the date until which the activity is carried out, optional field
- Transport vehicle maintenance, repair and technical help service address:
 - 'Municipality' and 'Location' are mandatory fields, the information is selected from a list. The fields: 'Street', 'Building', 'House No.' and 'Flat No' are optional. The information for the field 'Street' is selected from the list and can only be filled in after filling in the fields 'Municipality' and 'Location'.
- Vehicle maintenance and repair activity types - values to be indicated. At least one value must be ticked.
- Average amount of vehicles serviced per month, units / month - enter a positive number indicating the average number of vehicles serviced per month, mandatory field.
- Number of paint booths - enter 0 or a number greater than zero which indicates the number of paint booths, mandatory field.
- Capacity of paint booths, m³ /h - enter 0 or a real number greater than zero (3 decimal places) which indicates the capacity of the paint booths. If the value of the field 'Number of painting chambers' is 0, the value of this field must also be 0. This field is mandatory if the value of the field 'Number of painting chambers' is greater than 0.
- Used in heating and (or) drying system - At least one value must be marked.
- Room or building area, sq. m. - a real number (3 decimal places) of 0 or greater than zero, which represents the area of the room or building in square meters, mandatory field.

- Room or building premises/territory area, acre - a real number (3 decimal places) greater than zero which represents the area of the room or area of the building (courtyard) in acres, mandatory field.

Register transport vehicle maintenance, repair and technical help service provider declaration ✕

<p><small>Company / person code</small></p> <input style="width: 95%;" type="text" value="120504795"/>	<p><small>Company name / Person name</small></p> <input style="width: 95%;" type="text" value="Uždaroji akcinė bendrovė " zalvaris""=""/>
<p><small>Phone number</small></p> <input style="width: 95%;" type="text" value="+837490260"/>	<p><small>E-mail address</small></p> <input style="width: 95%;" type="text" value="j.baneliene@aaa.am.lt"/>
<p><small>Activity start date *</small></p> <input style="width: 95%;" type="text" value="mm/dd/yyyy"/>	<p><small>Activity end date</small></p> <input style="width: 95%;" type="text" value="mm/dd/yyyy"/>

Transport vehicle maintenance, repair and technical help service address

Address of waste generation site

<p><small>Municipality *</small></p> <input style="width: 95%;" type="text" value="Pasirinkite savivaldybę"/>	<p><small>Location *</small></p> <input style="width: 95%;" type="text" value="Pasirinkite vietovę"/>
<p><small>Street</small></p> <input style="width: 95%;" type="text" value="Pasirinkite gatvę"/>	<p><small>House No.</small></p> <input style="width: 95%;" type="text"/>
<p><small>Building</small></p> <input style="width: 95%;" type="text"/>	<p><small>Flat No.</small></p> <input style="width: 95%;" type="text"/>

Vehicle maintenance and repair activity types*

- Oro kondicionierių pildymas ir remontas
- Antikorozinis apdorojimas
- Kėbulo remontas
- Elektrinės įrangos remontas
- Elektroninių įpurškimo sistemų remontas
- Variklinių transporto priemonių dalių remontas
- Priekinių stiklų ir langų remontas
- Mechaninis remontas
- Dalių ir pagalbinių reikmenų įrengimas ne gamybos proceso metu
- Einamoji techninė priežiūra
- Padangų ir kamerų remontas, dėjimas ar keitimas
- Variklinių transporto priemonių sėdynių remontas
- Plovimas, poliravimas, purškimas ir dažymas

Average amount of vehicles serviced per month, units / month *

<p><small>Number of paint booths *</small></p> <input style="width: 95%;" type="text"/>	<p><small>Capacity of sprain booths, m³ / h *</small></p> <input style="width: 95%;" type="text"/>
---	---

Used in heating and (or) drying system*

- Dyzelinas
- Elektra
- Dujos
- Infraraudonieji spinduliai

<p><small>Room or building area, sq. m. *</small></p> <input style="width: 95%;" type="text"/>	<p><small>Room or building premises/territory area, acre *</small></p> <input style="width: 95%;" type="text"/>
--	---

Figure 20

AFTER WASTE GENERATING SITE REGISTRATION

2. Waste generating accounting

Chapter II of the Rules for Accounting and Reporting of Waste Generating and Management¹⁴ describes the procedure for accounting for waste generating, and Chapter IV describes the procedure for submitting annual waste accounting reports. The deadlines for the accounting of waste generating are indicated in Clauses 14, 19, 48 of the mentioned rules (refer to latest version).

Waste generating accounting in GPAIS begins with the creation and filling up to and including 2022 of quarterly and from 2023 annually waste generating accounting journals (for detailed information refer to [2.2. “Waste generating accounting journal formation”](#) and [2.3. “Waste generating accounting journal fulfilment”](#)). The journals record the amount of waste generated during the activity of the economic entity and, as needed, other journal sections are completed (such as transfer of waste to a non-waste handler, indirect transfer of municipal waste, write-off). The journal section "Accompanying letter data" displays the data on the waste transferred when generating accompanying letters for waste transfers, information in this section is automatically filled in. Waste is transferred to waste managers by forming waste transfer accompanying letters (for detailed information refer to [3. “Waste transfer accompanying letters”](#)). Up to and including 2022 year at the end of a quarter, a quarterly waste generating accounting summary is formed and approved (for detailed information refer to [5. “Summary approval”](#)), and from 2023 year at the end of a calendar year a annually waste generating accounting summary is approved. At the end of a calendar year – annual waste generating accounting report is formed and approved (for detailed information refer to [6. “Annual report”](#)).

If needed, it is possible to check the accumulated (kept) waste residue with the waste generating accounting data recorded in GPAIS in the section “Accumulated (kept) wastes” (for detailed information refer to [4. “Accumulated \(kept\) wastes after waste transfer”](#)).

2.1 Waste generating accounting documents

Please note

When starting the waste generating accounting, make sure that you do not have accumulated (kept) waste residue and, if you have, you have recorded them (for detailed information refer to [1.3.3. “If waste was generated before registration in GPAIS”](#) and [1.4. “Waste generating site records and their correction”](#)).

¹⁴ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

Waste generating accounting documents are filled and formed in the “Waste generating accounting documents” section. You can view and fill or amend all relevant waste generating accounting documents in this section, including:

- Waste generating accounting journals and summaries.
- Annual waste generating accounting reports.

These documents can be filtered by the reporting year and document status (Figure 21), you can also change the number of records displayed.

Date of status	Type	Reporting period	Status	
2022-04-01	Accounting journal and summary of waste generate	2022 II quarter	Journal is being prepared	Preview
2022-04-01	Accounting journal and summary of waste generate	2022 I quarter	Summary approved	Preview
2022-04-01	Report of waste generate accounting	2021	Summary under assessment	Preview

Figure 21

2.2 Waste generating accounting journal formation

A waste accounting journal is created when the waste generating accounting begins. The waste generating accounting journals are in the “Waste generating accounting documents” section, a new quarterly (up to and including 2022 and from 2023 annually) journal is created by selecting “New journal” (Figure 22).

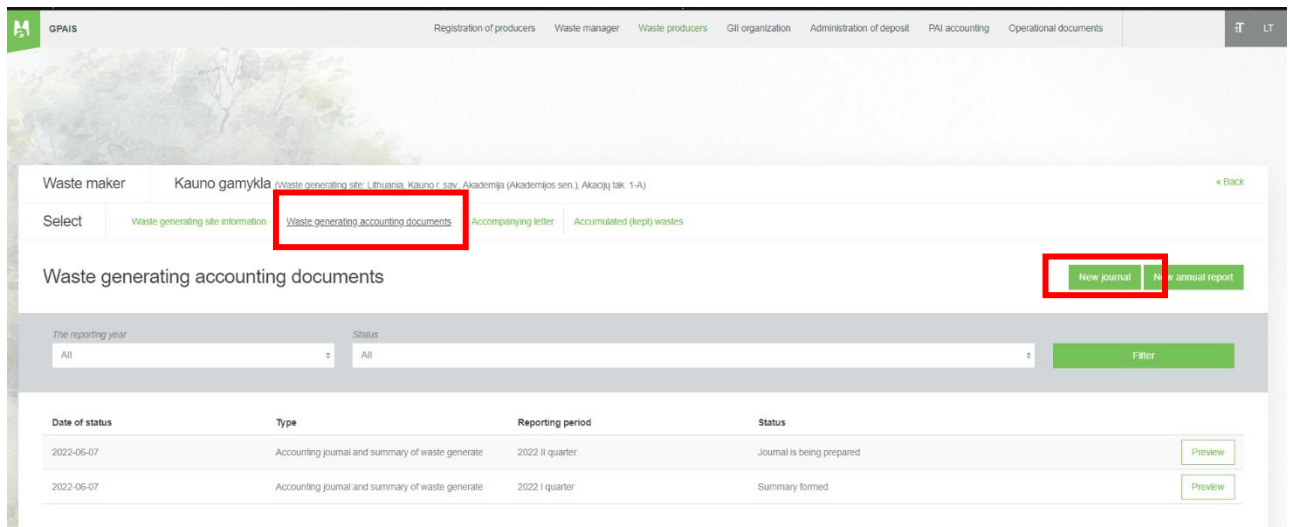


Figure 22

Please note

If you cannot create a new journal for the preferred period, make sure whether the correct accounting period is indicated. If needed, amend the start date of the waste generating accounting to include the whole period, when you are obliged to carry out waste generating accounting (for detailed information refer to [1.4. "Waste generating site records and its correction"](#)).

In the pop-up window that opens, specify the year and quarter (the quarter is indicated only until 2022 (inclusive), from the 2023 it is not indicated) of the journal to be created and select "Create" (Figure 23).



Figure 23

Please note

The selected reporting period must overlap for at least one day with the waste generating accounting fulfillment period specified in the selected waste generating site.

A new journal cannot be created if a journal already exists for the selected waste generating site and selected reporting period. Search for the required quarterly (up to and including 2022 and from 2023 annually) journal by using the filter function or by increasing the number of records displayed on the page.

After creating a new waste generating accounting journal, you will be directed to the “Information” section of the created journal. It shows the general information of the waste generating accounting journal and the status history, which shows who made changes and when (Figure 24).

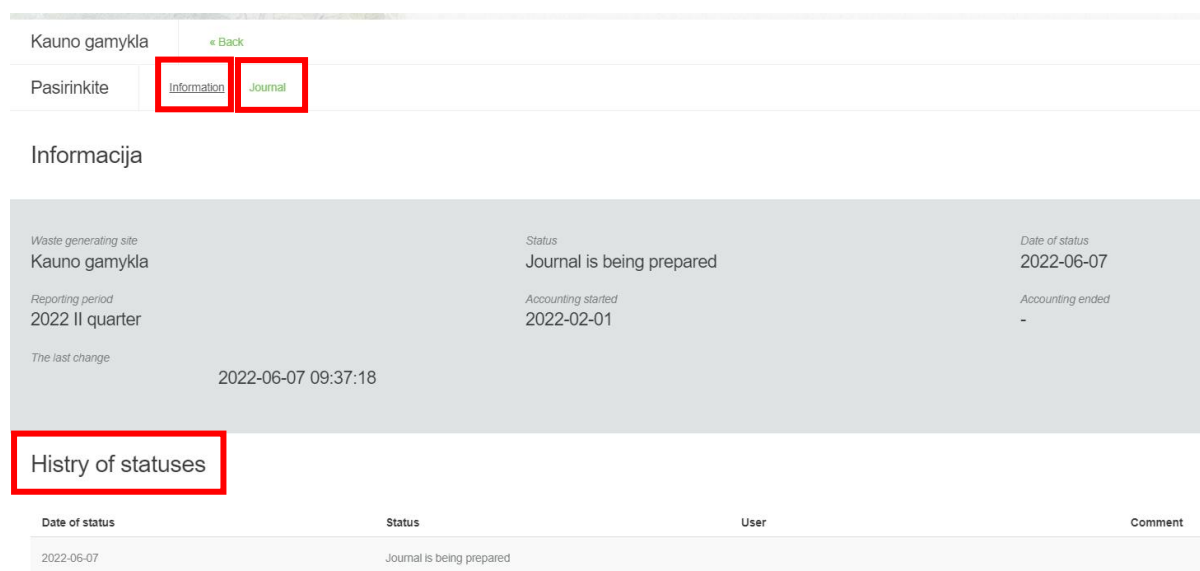


Figure 24

Please note

If no waste was generated by the economic entity during the calendar quarter, you do not have to fill out the waste generating journal, but the obligation to create a journal, and to form and approve a quarterly (up to and including 2022 and from 2023 annually) summary remains (for detailed information refer to 5. “Summary approval”).


2.3 Waste generating accounting journal fulfilment

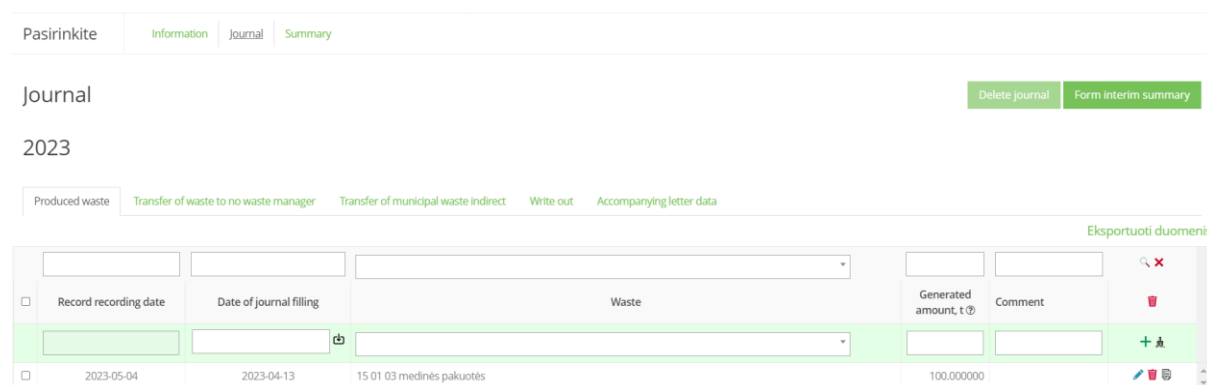
Accounting journal fulfillment and the accounting periodicity is regulated by the Waste Generating and Management Accounting and Reporting Rules¹⁵, Clauses 14, 16, 17 (refer to the latest version).

According to these Rules, the generated waste should be recorded in the journal at least once a month, and no later than 5 working days after the end of the month or on the last day of the quarter (if the waste of the last month of the quarter is recorded). If no waste is generated within a month, it should be recorded as soon as it is generated (refer to the latest version of the Rules).

Waste generating accounting in GPAIS is carried out by filling in the accounting journal of waste generating, in which **all waste** generated at the waste generating site must be recorded. The eight-digit waste codes specified in Annex 1 of the Waste Management Rules are used in the accounting of waste generating (refer to the latest version). In case the waste cannot be assigned an eight-digit waste code, a six-digit waste code is indicated.

Waste generating records are kept in section “Produced waste”, where the journal record recording date is automatically filled in, filling date is indicated, the waste you want to record (waste code¹⁶) is selected from a drop-down list, generated waste is indicated in tons.

To save the record, click “Add”  (Figure 25). In the “Comment” section you can leave additional information about the record.



Record recording date	Date of journal filling	Waste	Generated amount, t	Comment
2023-05-04	2023-04-13	15 01 03 medinės pakuotės	100.000000	

Figure 25

Important!

The waste generation accounting includes all the waste generated in the activities of the companies, company structural subdivisions (branches, representative offices), or separate company divisions (departments) specified in points 6.1–6.8 of the Waste Generation and

¹⁵ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

¹⁶ A complete list of waste codes is provided in Appendix 1 of the Waste Management Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

Management Accounting and Reporting Rules (hereinafter - the Rules), except for the waste specified in point 10 of the Rules and mixed municipal waste listed in the waste list under code 20 03 01.

If the waste producer operates in rented premises, the question may arise as to who is responsible for the accounting of mixed municipal waste – the tenant or the owner of the premises. There are several options regarding who should take the responsibility for accounting of mixed municipal waste, depending on who receives the bills for the management of mixed municipal waste:

- The tenant receives the invoice → the tenant declares;
- The owner of the premises receives the invoice → distributes it among the tenants – each tenant declares separately;
- The owner of the premises receives the invoice and does not distribute it to the tenants → the owner of the premises declares.


It is important to have a written agreement that stipulates that the owner of the premises does not distribute the fee to the tenants and is responsible for accounting of mixed municipal waste.

Important!

Distributors of products (electrical and electronic equipment, batteries, accumulators, tires) must accept the distributed products waste brought by residents. Distributors must account for the waste received from residents in the product waste accounting journals they keep, so there is no need to account for this waste in GPAIS.

2.4 Transfer of waste to no waste manager

Clause 17 of the Waste Generation and Management Accounting and Reporting Rules¹⁷ (refer to the latest version) indicates that waste transferred to a natural or a legal person who has the right to accept this waste, but does not manage it himself (e.g. farmers, product distributors), must be recorded in GPAIS.

In the waste generating accounting journal section “Transfer of waste to a no waste manager”, waste that is transferred to a no waste manager is recorded by providing following details – record recording date is automatically filled in, the transfer date, the relevant waste (waste code) that is selected from the drop-down list, the transmitted amount in tons, the waste recipient, the waste usage operation. To save the record, click “Add”  (Figure 26). If you choose “another” waste managing activity, this activity must be confirmed in “Another activity confirmation” field. In the “Comment” section you can leave additional information about the record.

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


In this section you should record the waste generated during the company’s activities, which is transferred to no waste managers, and indicate the waste utilization activities. For example, sewage sludge can be given to farmers to fertilize fields, wood ash can be transferred to be used in road construction. When transferring waste to no waste managers, it is important to make sure whether this natural or legal person can accept the waste transfer¹⁸.

The screenshot shows a web application interface for waste management accounting. At the top, there are tabs: 'Pasirinkite', 'Information', 'Journal' (highlighted with a red box), and 'Summary'. Below the tabs, there are buttons for 'Delete journal' and 'Form interim summary'. The main section is titled 'Journal' and '2023'. There are several sub-tabs: 'Produced waste', 'Transfer of waste to no waste manager' (highlighted with a red box), 'Transfer of municipal waste indirect', 'Write out', and 'Accompanying letter data'. Below these tabs is a table with columns: 'Record recording date', 'Transfer date', 'Waste', 'Transmitted amount, t', 'Waste recipient', 'Waste usage operation', 'Another activity confirmation', and 'Comment'. A red box highlights a search icon in the top right corner of the table area. The table contains one row of data: recording date 2023-04-07, transfer date 2023-01-01, waste code 01 01 01 mineralų kasybos atliekos, kuriuose yra metalų, amount 5.000000, recipient Gavėjas, and usage operation energijos gavimas (naudojimas kurui savo katilinėse).

Figure 26

2.5 Transfer of municipal waste (indirect)

The accounting of municipal waste, which is transferred to the waste manager indirectly under contracts of utilizing such waste or by paying a local fee for waste management, is recorded according to the Waste Generation and Management Accounting and Reporting Rules¹⁹ (refer to the latest version).

In the waste generating accounting journal section “Transfer of municipal waste indirect”, municipal waste that is transferred to the waste manager indirectly is recorded, by providing following details – record recording date is automatically filled in, the transfer date, the relevant waste (waste code) that is selected from the drop-down list, the transmitted amount in tons, the waste manager. To save the record, click “Add”  (Figure 27). In the “Comment” section you can leave additional information about the record.

Please note

In this section, not only the municipal waste (indirect) is recorded, but also transfer of any other municipal waste, e.g. paper and cardboard. If the economic entity has containers – bells and waste manager collects the waste in a bypassing manner.

¹⁸ Clause 4, Sewage and sludge management requirements (refer to latest version) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.143603/asr>

¹⁹ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

Pasirinkite Information **Journal** Summary

Journal Delete journal Form interim summary

2023

Produced waste Transfer of waste to no waste manager **Transfer of municipal waste indirectly** Write out Accompanying letter data

Eksportuoti duomenis

Record recording date	Transfer date	Waste	Transmitted amount, t	Waste manager	Comment	
2023-04-07	2023-01-01	01 01 01 mineralų kasybos atliekos, kuriose yra metalų	5,000000	110801759 Uždaroji akcinė bendrovė "Fegda"		

Figure 27

Important!

In some cases, it might be challenging to determine the weight of the transferred mixed municipal waste, you can determine it by:

- If the invoices indicate the amount of generated mixed municipal waste in cubic meters, it can be converted to tons by applying the coefficient 0,26²⁰ (i.e. 1 m³ corresponds to 260 kg);
- If the amount of the generated mixed municipal waste is not known neither from the invoice, or other documents, then this amount can be determined approximately by making calculations according to the capacity of the company's containers, how often it is emptied, whether it is fully filled when the waste is taken out, how many and what kind bags are thrown into the container per week/month. The same 0,26 coefficient is applied for converting from cubic meters to tons, e.g. a 35 l (0,035 m³) waste bag fits 0,035 * 0,26 = 0,0091 tons.

To calculate the amount of the indirectly transferred mixed municipal waste more precisely, you can contact the waste manager (collecting this waste) for a precise coefficient.


2.6 Waste write-out

Waste write-out is recorded in GPAIS by following Clause 18 of the Waste Generation and Management Accounting and Reporting Rules²¹ (refer to latest version).

In the waste generating accounting journal section "Write out", written off waste (e.g., theft, fire, confiscation of property in accordance with legal acts, waste lost in other ways) is recorded by providing following details –record recording date is automatically filled in, the write down date, the relevant waste (waste code) that is selected from the drop-down list, the amount written off in tons, the reason for the write off, the information about the event. To

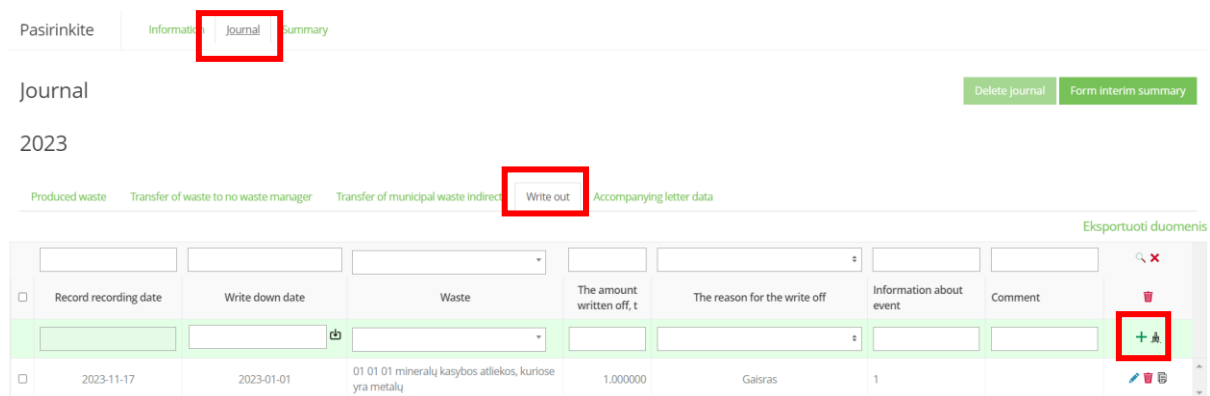
²⁰ According to Waste amount measurement rules (applicable from 01/05/2022) <https://www.e-tar.lt/portal/lt/legalAct/487b1bc0281311ecad73e69048767e8c>

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

save the record, click “Add”  (Figure 21). In the “Comment” section you can leave additional information about the record.

Please note

Waste producers can write off the amount of waste from an event that took place no later than in the previous calendar quarter, if they have documents proving the reason for waste write off.



Pasirinkite Informatika **Journal** Summary

Journal Delete journal Form interim summary

2023

Produced waste Transfer of waste to no waste manager Transfer of municipal waste indirect **Write out** Accompanying letter data

Eksportuoti duomenis





<input type="checkbox"/>	Record recording date	Write down date	Waste	The amount written off, t	The reason for the write off	Information about event	Comment		
<input type="checkbox"/>	2023-11-17	2023-01-01	01 01 01 mineralų kasybos atliekos, kuriose yra metalų	1.000000	Gaisras	1			

Figure 28

Please note!

Waste producers cannot write off waste to clarify waste generating accounting and adjust waste residues after waste disposal. The waste producer should adjust the amount of generated waste in the waste generating accounting journal, according to the amount specified by the waste manager in the accompanying document, if the waste producer does not weigh the waste himself and agrees with the amount specified by the waste manager. After making the corrections there will be no waste excess in the accounting, which does not actually exist; or negative waste residues, indicating that more waste was transferred than was accounted for.

For detailed information on the adjustment of waste generating accounting refer to [2.8. “Editing/removing journal records”](#) and [2.9. “Editing and error correction of already formed journal summary”](#).

2.7 Accompanying letter data

The waste generation accounting journal tab 'Accompanying letter data' display the data of accompanying letter data for which the 'Transfer Date' falls within the reporting period and the status of the accompanying letter is shipment completed. The fields - record recording date, date of receipt, waste, transmitted amount, t, waste recipient, accompanying letter number (click on the field to open the accompanying letter) is filled in automatically and is not editable (Figure 29).

Waste transfer date	Date of receipt	Waste	Transmitted amount, t	Waste recipient	Accompanying letter number
2023-05-04	2023-05-04	15 01 03 medinēs pakuotēs	100.000000	302416114 UAB "Ecovox"	58407
2023-04-28	2023-04-28	15 01 03 medinēs pakuotēs	0.000000	120504795 Uzdaroji akcinē bendrovē "Zaļvais"	57004

Figure 29

2.8 Editing/removing journal/copying/exporting records

Waste generating accounting journal records can be modified only if the status of the waste generating accounting journal is "Journal is being prepared".

If the status of the waste generating accounting journal is "Summary under assessment" or "Summary Approved", the journal records cannot be modified or removed. To edit or remove the journal records you must change the journal status to "Journal is being prepared" (for detailed information refer to [2.9. "Editing and error correction of already formed journal summary"](#)).


Journal records editing and removal tools:

Edit record – 


Remove record – 

Copy entry – 





Clear – 





Fill in the date field  – (clicking this button will be filled in with the latest journal entry field or if the journal is empty then the field will be filled in with the first day of the accounting period).

Additional tools, when you click “Edit journal”:

Save changes – 

Cancel changes – 

When you click “Edit journal”  in the waste generating accounting journal and you make any relevant changes of the record, click “Save changes”  to save the changes you made. If you want to cancel changes, click “Cancel changes”  to remove any changes you have made in the journal record. To delete a record in waste generating accounting journal, click “Remove”  (Figure 30).

Selecting multiple entries and clicking the delete button will remove the selected entries  you can copy an entry by selecting the "Copy entry" symbol  the record is saved by selecting the "Add record" symbol , it is also possible to clear completed fields by selecting the "Clear" symbol in the entry  (Figure 30). Report can be exported if required, by clicking on the "Export data" button, file in Excel format will be downloaded to the users device.

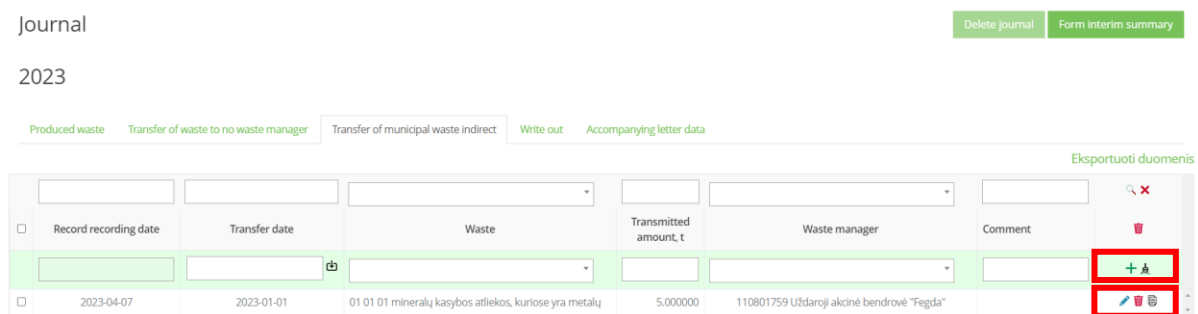


Figure 30

Please note

If the journal was edited, after which the summaries of subsequent quarters have already been formed and/or submitted, it is necessary to cancel, re-form and confirm all the waste generating accounting summaries for subsequent quarters so that the waste residues calculated for the beginning and end of the quarter are updated accordingly.

Please note

The waste accounting records are not automatically arranged in chronological order and the last record added will appear at the top of the list.

For example, if you adjust the first quarter journal, in which you recorded waste generating records for all three months, and you remove the record for January, and then enter a waste generating record with a date in January, the waste generating record will remain at the very top of the journal above the February and March records.

2.9 Editing and error correction of already formed journal summary

According to Clause 21 of the Waste Generation and Management Accounting and Reporting Rules²² the data of the waste generating accounting journal of the last calendar quarter up to and including 2022 when the summary is formed or approved, or from the 2023 when the summary is approved, based on which the waste accounting summary is formed, can be modified only by specifying the reason for the changes.

Waste generating accounting journal is user-initiated up to and including 2022, from 2023 summary is automatically generated. Waste generating accounting journal which summary is already formed or approved, can be modified. Waste producer can make the necessary amendments himself. The need to edit journal, which quarterly summary is already formed or approved, can arise, if deficiencies are identified in the summary submitted for approval or if you notice errors in the waste generating accounting.

Please note

Waste generating accounting journal records can be modified only if the status of the waste generating accounting journal is “Journal is being prepared”.

To edit the waste generating accounting journal records, when its status is “Summary under assessment” or “Summary approved”, in the waste generating accounting journal section click “Edit journal” (Figure 31).

²² Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

Pasirinkite [Information](#) [Journal](#) [Summary](#)

Journal Delete journal Form interim summary

2023

Produced waste [Transfer of waste to no waste manager](#) [Transfer of municipal waste indirect](#) [Write out](#) [Accompanying letter data](#) Eksportuoti duomenis

Record recording date	Date of journal filling	Waste	Generated amount, t	Comment
2023-05-04	2023-04-13	15 01 03 medinės pakuotės	100.000000	

Kauno gamykla [« Back](#)

Pasirinkite [Information](#) [Journal](#) [Summary](#)

Journal Edit journal

Produced waste [Transfer of waste to no waste manager](#) [Transfer of municipal waste indirect](#) [Write out](#)

Date of journal filling	Waste	Generated amount, t	Comment
2022-06-12	15 01 02 02 kitos plastikinės pakuotės	0.050000	
2022-06-12	15 01 01 popieriaus ir kartono pakuotės	0.100000	

Figure 31

In the pop-up window, to confirm click “Yes” (Figure 32).

Do you really want to edit journal? ×

Cancel Yes

Figure 32

When “Edit journal” is confirmed, the waste generating accounting journal status will change to “Journal is being prepared” and you will be able to make record corrections. For detailed information refer to 2.7. “Editing/removing journal records”.

When journal records corrections are made, **you must** re-form and approve the summary. For detailed information refer to [5.1. “Summary approval”](#).

Please note

If the journal was edited, after which the summaries of subsequent quarters have already been formed and/or submitted, it is necessary to re-form and confirm all the waste generating accounting summaries for subsequent quarters so that the waste residues calculated for the beginning and end of the quarter are updated accordingly.

2.10 Interim summary

The waste generation interim summary can be generated by clicking on the "Form interim summary" button (Figure 33).

Record recording date	Date of journal filling	Waste	Generated amount, t	Comment
2023-04-28	2023-01-01	15 01 02 01 PET pakuotės	1.000000	
2023-04-28	2023-01-01	15 01 02 01 PET pakuotės	90000.000000	
2023-04-28	2023-01-01	15 01 02 01 PET pakuotės	1.000000	
2023-04-28	2023-01-01	15 01 02 01 PET pakuotės	10000.000000	
2023-03-21	2023-01-01	01 01 01 mineralų kasybos atliekos, kuriose yra metalų	1.000000	

Figure 33

Clicking on the "Form interim summary" button provides the interim summary form (Figure 34). The fields 'Interim summary period start' and 'Interim summary period end' indicate the period for which the interim summary is to be produced. In the field 'Waste', a choice of values can be made - 'All waste', 'Part of waste', if 'Part of waste' is selected, an additional field for selecting waste is provided (Figure 34). Once the fields have been filled in, the 'Format' button is clicked.

Form interim summary

Interim summary period start ✓

Interim summary period end ✓

Waste*

All waste Part of the waste

Chosen waste*

Waste	+
01 01 01 mineralų kasybos atliekos, kuriose yra metalų	+

Cancel Format

Figure 34

Clicking on the "Form" button displays the interim summary (Figure 35). The summary can be exported if necessary, by clicking on the "Export summary" button. Clicking on the "Export data" button will download the report to the device in Excel format.

Interim summary		Waste generating site:Mil test 1							« Back	
Nuo 2023-03-01 iki 2023-11-01		Eksportuoti suvestinę								
Code of waste	Name of waste	Balance at the beginning of year, t	Generated amount, t	Transmitted for waste manager, t	Transmitted for not waste manager, t	Total transmitted, t	Written off, t	Balance at the end of year, t		
01 01 01	01 01 01 mineralų kasybos atliekos, kuriose yra metalų	10.000000	1.000000	0.000000	0.000000	0.000000	1.000000	10.000000		
15 01 02 01	15 01 02 01 PET pakuotės	99976.000000	100002.000000	100002.000000	0.000000	100002.000000	0.000000	99976.000000		

Figure 35

3. Waste transfer accompanying letters

3.1 Accompanying letters

Clause 45 of the Waste Management Rules²³ (refer to latest version) regulates the formation of accompanying letters, when waste producer is obliged to carry out waste generating accounting in GPAIS, and waste recipient is waste manager. In this case, the accompanying letter can be prepared by waste producer or the waste manager, indicating the relevant waste transfer information in the letter. Until the waste is transported, waste consignor can modify accompanying letter data (e.g. waste transporter data, indication on waste weighing). If waste consignor weighs the transferred waste himself, before the waste is transported, using GPAIS indicates the weight of each waste in the accompanying letter.

All waste generating sites accompanying letters can be viewed by selecting the "Waste producers" and then the "Accompanying letter" column, in this section accompanying letters can only be viewed (Figure 36).

²³ Waste Management Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

Figure 36

All transferred waste accompanying letters can be viewed in “Accompanying letter” section, along with accompanying letter numbers and other relevant information – accompanying letter status, the waste recipient, the planned transfer date, and the date of receipt. Accompanying letters can be sorted by selected criteria. To view the details of a specific accompanying letter, click “Preview” (Figure 37).

Please note

Transfer of mixed municipal waste is recorded in the waste generating journal section “Transfer of municipal waste (indirect)”, and not by creating accompanying letters. For detailed information about mixed municipal waste refer to [2.5. “Transfer of municipal waste \(indirect\)”](#).

3.2 Accompanying letter formation

Accompanying letters are formed in section “Waste producers” by selecting a specific waste generating site and selecting section “Accompanying letter”.

Accompanying letters can be formed by waste producers (waste consignor) or waste manager (waste recipient). Only waste producer can initiate waste shipping.

Please note

Waste producer’s transferred waste accompanying letter can be formed on the day of the transfer until the planned factual waste shipping the latest. Accompanying letters cannot be backdated.

New accompanying letter is formed in “Accompanying letter” section by clicking “Prepare accompanying letter” (Figure 37).

The screenshot shows the PAIS system interface for waste management. The top navigation bar includes 'Waste producers' and 'Accompanying letter' (highlighted with a red box). The main content area is titled 'Accompanying letter' and features a 'Prepare accompanying letter' button (highlighted with a red box). Below this, there are several filter fields for 'Accompanying letter No.', 'Accompanying letter participants', 'Accompanying letter status', and 'Period of accompanying letter status'. There are also fields for 'Accompanying letter status date from', 'Accompanying letter status date to', 'Važtarašio IVAZ Nr.', and 'Lydrošiu perduodama atlieka'. A 'Filter' button is present. At the bottom, a table displays a list of accompanying letters with columns for 'Accompanying letter No.', 'Važtarašio IVAZ Nr.', 'Date of accompanying letter status', 'Accompanying letter status', 'Waste recipient', 'Planned transfer date', 'Transfer date', and 'Date of receipt'. The first row shows ID 74401 with status 'Preparing accompanying letter' and a 'Preview' button (highlighted with a red box).

Figure 37

In the pop-up window, choose “Transferred waste’s accompanying letter of waste producer, which performs waste generation accounting” or “Transferred waste's accompanying letter of waste producer, when transferring by alternative means (pipelines, conveyors, etc.)” and click “Prepare” (Figure 38). Other options are not available to waste producer.

The screenshot shows a pop-up window titled 'Prepare accompanying letter'. It contains four radio button options:

- 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.)

At the bottom of the window, there are two buttons: 'Close' and 'Prepare' (highlighted with a green box).

Figure 38

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


In the “Preparing accompanying letter” window you will be redirected to the "General information" tab of the document. This tab shows the basic information of the accompanying letter – the planned transfer date, the waste consignor, the waste recipient, the waste transporter, and vehicle registration No. (Figure 39)

The screenshot shows a web form titled "Prepare accompanying letter" with a close button (X) in the top right corner. The form is divided into several sections:

- General information:** Includes a "Planned transfer date" field with a dropdown arrow.
- Transmitted waste:** Includes a "Bill of lading ROIK" field.
- Broker / waste distributor:** Includes a "Comment" text area.
- Waste consignor:** Includes fields for "Waste consignor", "Waste generating site", and "Address of waste generating site", each with a lock icon.
- Waste recipient:** Includes radio buttons for "Waste transmitted to waste manager" (selected) and "Waste transmitted to waste consignor waste manager site". It also has a "Waste management contract" dropdown menu (showing "Pasirinkite sutartį"), a "Waste management site" field with a dropdown arrow, and an "Address of waste management site" field.
- Waste transporter:** Includes radio buttons for "Waste carries waste carrier", "Waste consignor carries waste himself", "Waste carries logistic company", and "Waste carrier is indicated in the triple contract with waster recipient".
- Vehicle license plate:** Includes a "Vehicle license plate" field with a dropdown arrow.

At the bottom of the form, there are three buttons: "Close", "Save", and "Prepare".

Figure 39

Click “Close” if you want to close the preparing accompanying letter form, accompanying letter window will open. If you want to remove an accompanying letter, click “Remove accompanying letter”  and the letter will be removed (Figure 40Figure 40).

Preparing accompanying letter (2023-11-21)

+ - [X] [✓]

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

Accompanying letter No. 76001	Planned transfer date	-
Bill of lading ROIK -	Transfer date	-
Važtarasčio įrašų Nr. -	Date of receipt	-

WASTE CONSIGNOR

FIRMA
 JA11
 Waste generating site
 UAB "Dauja"
 Address of waste generating site
 Ušvarnės, Pašėvėnėnų apskr. (Riškiai, apskr.) 2
 Contacts of waste generating site
 +370 711
 18K8201085E17
 Waste generating site e-GPKM code
 32100071

Transmitted waste

CODE OF WASTE	NAME OF WASTE	TRANSMITTED AMOUNT T	ACCEPTED (RECEIVED) AMOUNT OF WASTE T

Figure 40

To continue accompanying letter forming select the “Prepare accompanying letter”.

General accompanying letter information

In the accompanying letter section “General information” field “Planned transfer date” indicate the planned waste transfer date, fields “Bill of lading ROIK” and “Comment” are optional. The fields for “Waste consignor” are filled out automatically (Figure 41).

Please note

“Planned transfer date” is a date, when you plan to transfer your waste to waste manager, it cannot be a passed date. Common mistake – the date of the accompanying letter formation or the shipping date agreed with the waste manager is input.

×
Prepare accompanying letter

General information	Transmitted waste	Broker / waste distributor
Planned transfer date * <div style="background-color: #f0f0f0; height: 20px; margin-top: 5px;"></div> This field is required.	Bill of lading ROIK <div style="background-color: #f0f0f0; height: 20px; margin-top: 5px;"></div>	
Comment <div style="background-color: #f0f0f0; height: 40px; margin-top: 5px;"></div>		
Waste consignor		
Waste consignor <div style="background-color: #f0f0f0; height: 20px; margin-top: 5px;"></div> 🔒		
Waste generating site <div style="background-color: #f0f0f0; padding: 2px 5px; margin-top: 5px;">Kauno gamykla</div> 🔒		
Address of waste generating site <div style="background-color: #f0f0f0; padding: 2px 5px; margin-top: 5px;">Lithuania, Kauno r. sav., Akademija (Akademijos sen.), Akacijų tak. 1-A</div> 🔒		

Figure 41

In the accompanying letter, waste recipient is the waste manager, to whom the waste is planned to be transferred. From the list of waste generating contracts select the relevant contract with the waste manager, to whom you plan to transfer the waste, indicate the waste management site and its address (this field is filled out automatically, when the waste management site is selected) (Figure 42). You must know the waste management site before you form the accompanying letter, as this information is important for completing the next steps of the accompanying letter formation.

Please note

If you cannot locate the specific contract with the waste manager, to whom you plan to transfer waste, in the list of contracts – contact the waste manager’s representative regarding the contract registration in GPAIS. For detailed information refer to [1.6. “Waste management contracts”](#).

Please note

If you do not know the exact waste management site your waste will be transferred to – this information can be clarified by waste manager, to whom you plan to transfer waste.

Waste recipient

Waste transmitted to waste manager Waste transmitted to waste consignor waste manager site

Waste management contract *

Pasirinkite sutantį

Waste management site

Address of waste management site

Figure 42

Select the relevant waste transporter and depending on your selection, indicate the relevant information (Figure 43).

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

Figure 43

Enter the vehicle license plate (Figure 44).

Vehicle license plate

Vehicle license plate *


Figure 44

Please note

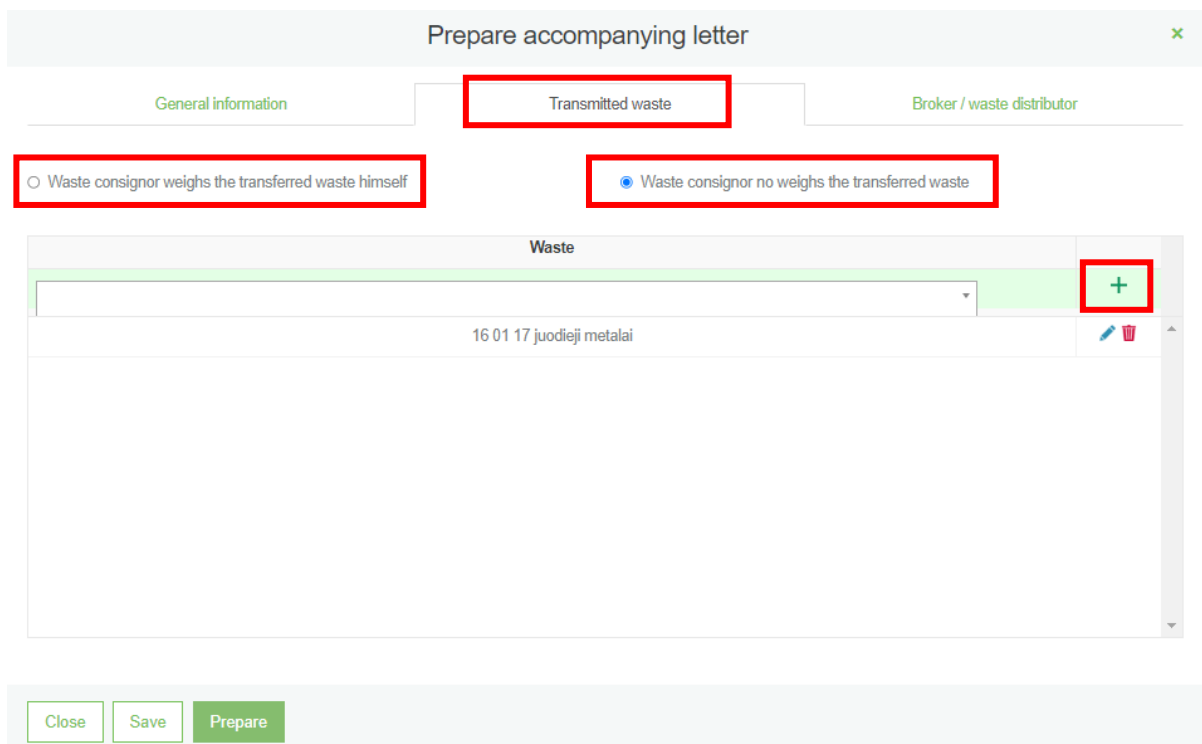
Hazardous waste transporter can only be a company registered with the GPAIS as waste manager and has drivers, who are fully trained to handle hazardous waste. For carrying nonhazardous waste, this requirement is not applied, the waste can be transported by logistics companies registered with the GPAIS as waste manager.

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 (Figure 45).

Transmitted waste description

In the accompanying letter section “Transmitted waste”, from the drop-down list select the waste (waste code) and click “Add”  , indicate all waste codes of all wastes to be transferred.

If you weigh the transferred waste yourself, select the “Waste consignor weighs the transferred waste himself” option, if you don’t weigh the transferred waste yourself, select the “Waste consignor no weighs the transferred waste” option (Figure 45).




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 45

Please note

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

If too many codes are indicated in the accompanying letter (additionally indicated not transferred waste codes), waste manager will be able to indicate “null” received waste amount.

If not all waste to be transferred will be indicated in the accompanying letter, additional accompanying letters will need to be formed to record them.

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 (Figure 45).

Once all the relevant information is filled out, click “Prepare” (Figure 32) 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 "Transmitted waste" tab.

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 46).

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 (Figure 46).


Once all the relevant information is filled out, click “Prepare” (Figure 46) 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.

The screenshot shows a web form titled "Prepare accompanying letter" with a close button (x) in the top right corner. The form has three tabs: "General information", "Transmitted waste", and "Broker / waste distributor". The "Broker / waste distributor" tab is active. Under the heading "Broker", there is a dropdown menu labeled "Broker *" with "Not specified" selected. Below this, under the heading "Waste dealer", there is another dropdown menu labeled "Waste dealer *" with "Not specified" selected. At the bottom of the form, there are three buttons: "Close", "Save", and "Prepare".

Figure 46

Waste transportation and accompanying letter cancellation

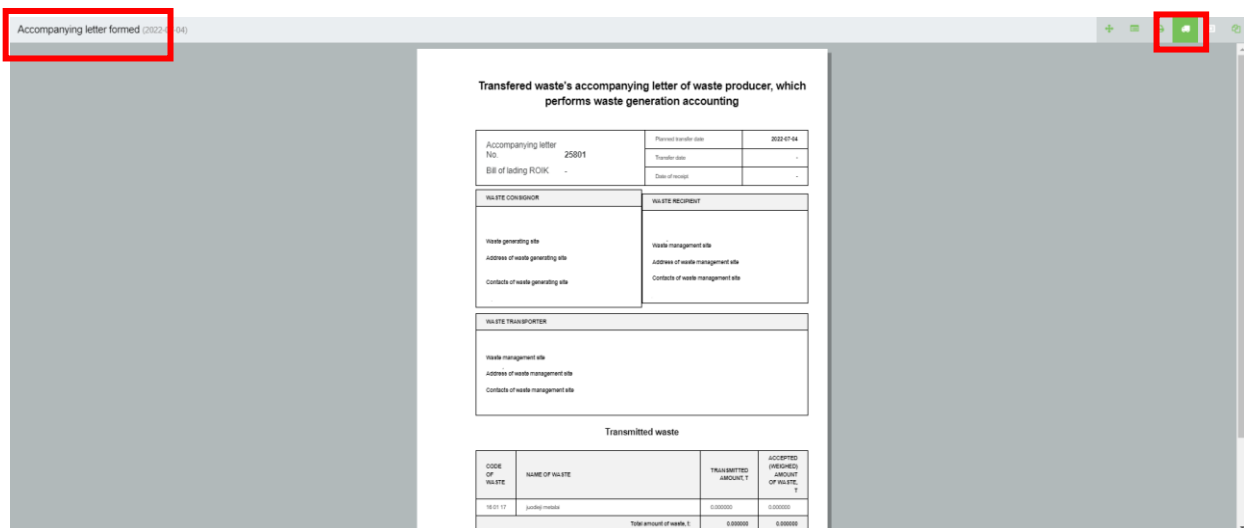
Clause 45 of the Waste Management Rules²⁴ regulates that waste cannot be transported until the waste consignor has not changed the status of the accompanying letter to “Execute transportation” in GPAIS (refer to the latest version).

Waste transportation is initiated when “Initiate transportation” is selected in the accompanying letter  (Figure 47) and clicking “Execute transportation” (Figure 48). When the status of the accompanying letter changes to “Execute transportation”, waste producer will not be able to change any accompanying letter statuses. When accompanying letter is set to this status, only the waste recipient (waste manager) can make changes (e.g., fill out the weight of the received waste and confirm transportation or cancel transportation).

Please note

If you weigh the transferred waste yourself, before clicking “Execute transportation” you will be required to fill out the amount of the transferred waste, you also will be able to modify the data in the "Transmitted waste" and "Waste brokers/distributors" cards (Figure 48).

If you send the waste to yourself to the waste treatment site (when preparing the accompanying letter, you checked the "Waste transmitted to waste consignor waste manager site") and indicated that you weigh the waste, after pressing the "Execute transportation" button, the status of the document changes to "Shipment completed", but if you do not weigh the waste, the status of the document will change to "Shipment completed" just after the recipient confirms the receipt of the waste.



Accompanying letter formed (2022-01-04)

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

Accompanying letter No: 25801	Received transfer date: 2022-01-04
Bill of lading F00K: -	Transfer date: -
	Date of receipt: -

WASTE CONSIGNOR	WASTE RECIPIENT
Waste generating site	Waste management site
Address of waste generating site	Address of waste management site
Contacts of waste generating site	Contacts of waste management site

WASTE TRANSPORTER	
Waste management site	
Address of waste management site	
Contacts of waste management site	

Transmitted waste			
CODE OF WASTE	NAME OF WASTE	TRANSMITTED AMOUNT	ACCEPTED (RECEIVED) AMOUNT OF WASTE
16.01.17	Landfill residues	0.00000	0.00000
Total amount of waste:		0.00000	0.00000

Figure 47

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

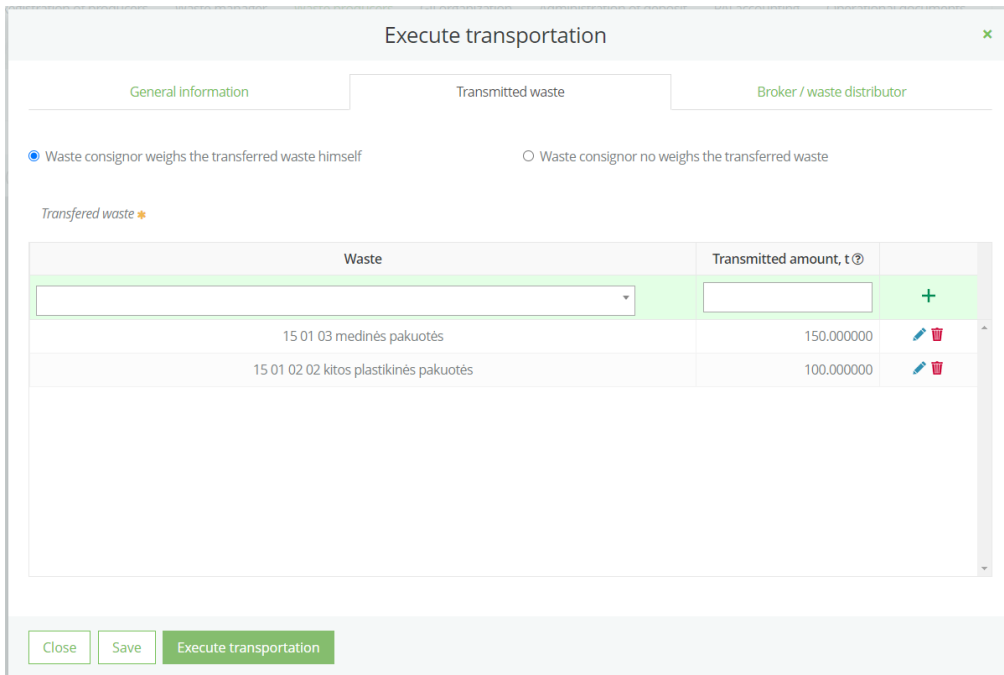



Figure 48

If you want to cancel the formed accompanying letter (when its status is “Accompanying letter formed”), click “Cancel transportation”  (Figure 49) and the status will change to “Cancelled transportation”. Cancelled accompanying letter cannot be used. If you want to transfer the waste indicated in the cancelled letter, you must form a new accompanying letter. For detailed information refer to 3.6. “Formation of accompanying letter based on a previous letter” or 3.2. “Accompanying letter formation”.

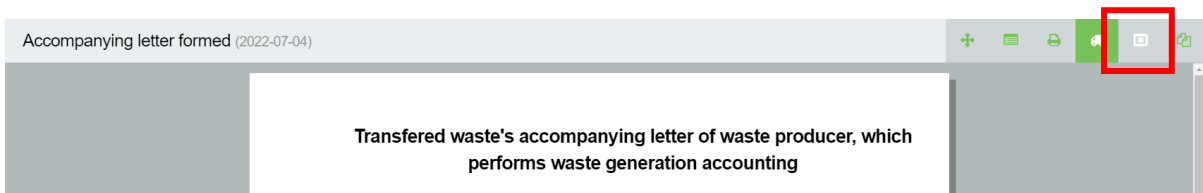


Figure 49

3.2.1 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" tab of the document. This tab shows the basic information of the accompanying


letter –transfer period, the waste consignor, the waste recipient, and vehicle registration No. (Figure 50)

The screenshot shows a web form titled "Prepare accompanying letter". It has three tabs: "General Information", "Transmitted waste", and "Broker / waste distributor". The "General Information" tab is selected. The form contains the following sections and fields:

- Transfer period:** Three input fields labeled "From", "To", and "Bill of lading ROIK".
- Comment:** A large text area for entering a comment.
- Waste consignor:**
 - Waste consignor: "Uždaroji akcinė bendrovė "abc" J.K. 11"
 - Waste generating site: "UAB ŽALIAS"
 - Address of waste generating site: "Lithuania, Klaipėdos m. sav., Klaipėda, Aguonų g. 2"
- Waste recipient:**
 - Radio buttons: "Waste transmitted to waste manager" (selected) and "Waste transmitted to waste consignor waste manager site".
 - Waste management contract: A dropdown menu with "Pasirinkite sutartį".
 - Waste management site: An input field.
 - Address of waste management site: An input field.
- Vehicle license plate:** An input field.

At the bottom of the form are three buttons: "Close", "Save", and "Prepare".

Figure 50

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”  and the letter will be removed (Figure 51).

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	Transferred for class	-
Bill of lading ROIK -	Transfer class	-
Važtarasčio IVAZ Nr. -	Date of receipt	-

WASTE CONSIGNOR

Uždaroji akcinė bendrovė "abc"
 JK11
 Waste generating site
 VAB20456
 Address of waste generating site
 Užuominė Našvėnų m. seni. gyvenvietė, Agonų g. 2
 Contacts of waste generating site
 11
 INQDQVARS.LT
 Waste generating site e-GPMIS code
 11

Transmitted waste

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

Figure 51

To continue accompanying letter forming select the “Prepare accompanying letter”.

General accompanying letter information

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. The fields for “Waste consignor” are filled out automatically (Figure 52Figure 41).

Please note

“Transfer period” - interval of days shall not exceed 7 days.

Prepare accompanying letter x

General information
Transmitted waste
Broker / waste distributor

Transfer period

From *

This field is required.

To *

Bill of lading ROIK

Comment

Waste consignor

Waste consignor

Waste generating site

Address of waste generating site

Figure 52

In the accompanying letter, waste recipient is the waste manager, to whom the waste is planned to be transferred. From the list of waste generating contracts select the relevant contract with the waste manager, to whom you plan to transfer the waste, indicate the waste management site and its address (this field is filled out automatically, when the waste management site is selected) (Figure 53). You must know the waste management site before you form the accompanying letter, as this information is important for completing the next steps of the accompanying letter formation.

Please note

If you cannot locate the specific contract with the waste manager, to whom you plan to transfer waste, in the list of contracts – contact the waste manager’s representative regarding the contract registration in GPAIS. For detailed information refer to [1.6. “Waste management contracts”](#).

Please note

If you do not know the exact waste management site your waste will be transferred to – this information can be clarified by waste manager, to whom you plan to transfer waste.

Waste recipient

Waste transmitted to waste manager Waste transmitted to waste consignor waste manager site

Waste management contract *
Pasirinkite sutarį

Waste management site

Address of waste management site

Figure 53

Enter the vehicle license plate (Figure 54).

Vehicle license plate

Vehicle license plate *

Figure 54

Transmitted waste description

In the accompanying letter section “Transmitted waste”, from the drop-down list select the waste (waste code) and click **+** “Add”, indicate all waste codes of all wastes to be transferred.

If you weigh the transferred waste yourself, select the “Waste consignor weighs the transferred waste himself” option, if you don’t weigh the transferred waste yourself, select the “Waste consignor no weighs the transferred waste” option (Figure 55).

Figure 55

Please note

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

If too many codes are indicated in the accompanying letter (additionally indicated not transferred waste codes), waste manager will be able to indicate “null” received waste amount.

If not all waste to be transferred will be indicated in the accompanying letter, additional accompanying letters will need to be formed to record them.

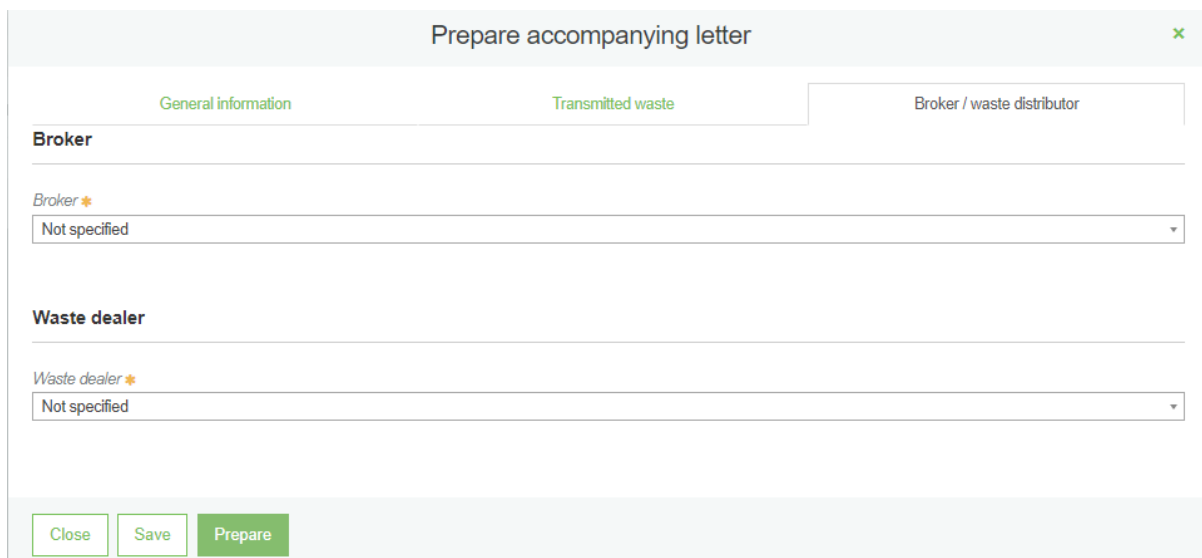
If you want to finish formulating the accompanying letter at a later time, click “Save” and the accompanying letter will be saved. You will be able to edit and complete it later. When an accompanying letter is saved, it is not visible to other parties. By clicking “Close”, no accompanying letter data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

Once all the relevant information is filled out, click “Prepare” (Figure 55) 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 "Transmitted waste" tab.

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 56).

Once all the relevant information is filled out, click “Prepare” (Figure 56) 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.




The screenshot shows a web interface titled "Prepare accompanying letter" with a close button (x) in the top right corner. Below the title, there are three tabs: "General information", "Transmitted waste", and "Broker / waste distributor". The "Broker / waste distributor" tab is active. Under this tab, there are two sections: "Broker" and "Waste dealer". Each section has a dropdown menu with "Not specified" selected. At the bottom of the form, there are three buttons: "Close", "Save", and "Prepare".

Figure 56

Waste transportation and accompanying letter cancellation

Clause 45 of the Waste Management Rules²⁵ regulates that waste cannot be transported until the waste consignor has not changed the status of the accompanying letter to “Execute transportation” in GPAIS (refer to the latest version).

Waste transportation is initiated when “Initiate transportation” is selected in the accompanying letter  (Figure 57) and clicking “Execute transportation” (Figure 58). When the status of the accompanying letter changes to “Execute transportation”, waste producer will not be able to change any accompanying letter statuses. When accompanying letter is set to

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

this status, only the waste recipient (waste manager) can make changes (e.g., fill out the weight of the received waste and confirm transportation or cancel transportation.

Please note

If you weigh the transferred waste yourself, before clicking “Execute transportation” you will be required to fill out the amount of the transferred waste, you also will be able to modify the data in the " Transmitted waste" and " Waste brokers/distributors" cards (Figure 58).

Accompanying letter formed (2023-05-04)

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

Accompanying letter No. 58408	Transferred for dates	2023-05-02 - 2023-05-07
Bill of lading ROIK -	Transfer date	-
Važtarašio iVAZ Nr. -	Date of receipt	-

WASTE CONSIGNOR	WASTE RECIPIENT
Ušdaroji akcinė bendrovė "BB" j&k11 Waste generating site UAB Zalgis Address of waste generating site Lituania, Klaipėdos m. sav., Klaipėda, Agonųj g. 2 Contacts of waste generating site mk, 86642399, MK@ZALGAS.LT Waste generating site e-GPAIS code 321000171	UAB "AA" j&k11 Tvardų 2020-11-15 Waste management site UAB Ecovox Address of waste management site Plungės r. sav., Plungė (Plungės miesto sen.), Lentgiūvės g. 8 Contacts of waste management site 1234, 1234, huangjefe@gmail.com Waste management site e-GPAIS code 46800002

Transmitted waste
Waste consignor weighs the transferred waste himself

CODE OF WASTE	NAME OF WASTE	TRANSMITTED AMOUNT, T	ACCEPTED (WEIGHED) AMOUNT OF WASTE, T
15 01 03	medinės pakuotės	150,000000	0,000000
15 01 02 02	kitos plastikinės pakuotės	100,000000	0,000000
Total amount of waste, t		250,000000	0,000000

Figure 57

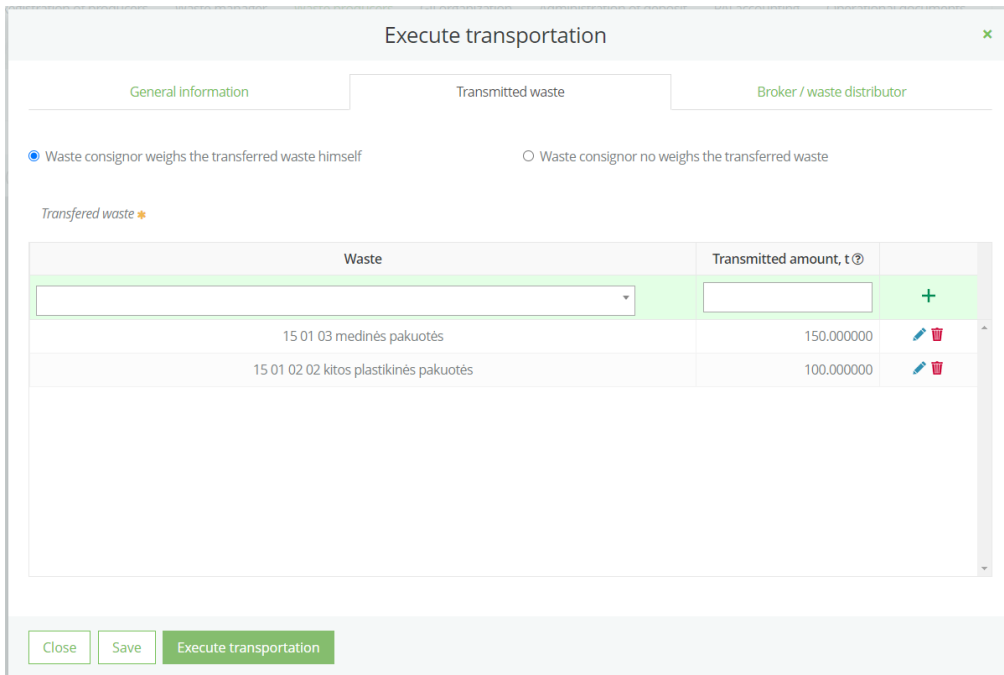


Figure 58

If you want to cancel the formed accompanying letter (when its status is “Accompanying letter formed”), click “Cancel transportation” (Figure 59) and the status will change to “Cancelled transportation”. Cancelled accompanying letter cannot be used. If you want to transfer the waste indicated in the cancelled letter, you must form a new accompanying letter. For detailed information refer to [3.5. “Formation of accompanying letter based on a previous letter”](#) or [3.2. “Accompanying letter formation”](#).

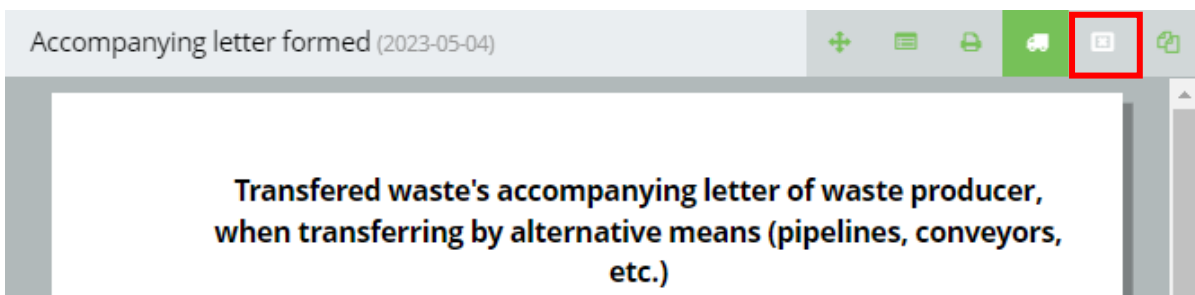


Figure 59

3.3 Accompanying letter return for revision

When waste recipient indicates the weight of the received waste and confirms the receipt of waste, the accompanying letter status changes to “Transporting performed. Needs confirmation from consignor”. If you noticed that the waste manager indicated wrong



transferred waste weight, return the accompanying letter for revision by clicking “Return accompanying letter for revision” . The status of the letter will change back to “Execute transportation” (Figure 60). Waste manager will need to re-confirm the receipt of waste and you will need to re-execute the transportation. For detailed information refer to 3.5. “Fulfillment of waste transportation”.

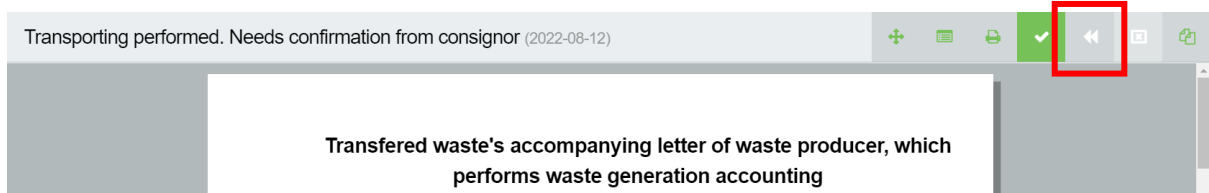



Figure 60

3.4 Fulfillment of waste transportation

Clauses 45, 48 of the Waste Management Rules²⁶ regulates the activities when the waste transportation is completed. According to these rules, waste recipient must indicate the weight of each waste received. Waste consignor is automatically informed about this action – he can confirm the weight indicated in the accompanying letter weighed by the waste recipient, return it for revision or cancel the transportation.

When waste manager (waste recipient) indicates the weight of the received waste and confirms the receipt of waste, the accompanying letter status changes to “Transporting performed. Needs confirmation from consignor”. You can confirm the transportation, by clicking “Confirm”  (Figure 61).

Please note

5 working days after the confirmation of receipt, the consignee can confirm the shipment, but 5 working days after the end of the month of receipt confirmation, the system confirms the shipment.

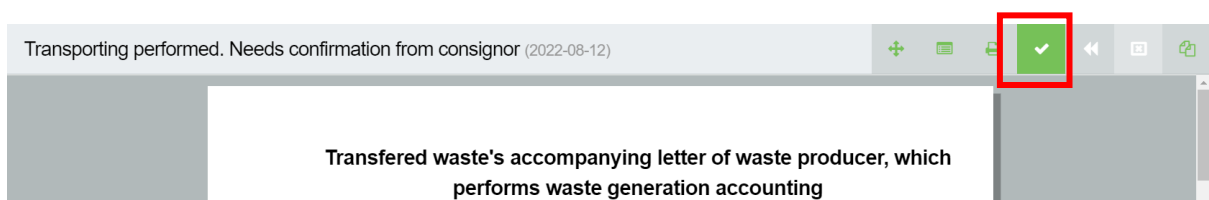


Figure 61

²⁶ Waste Management Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.84302/asr>

In the “Finish of shipment” window, click “Confirm” to execute the shipment. The accompanying letter status will change to “Transporting ended” (Figure 62).

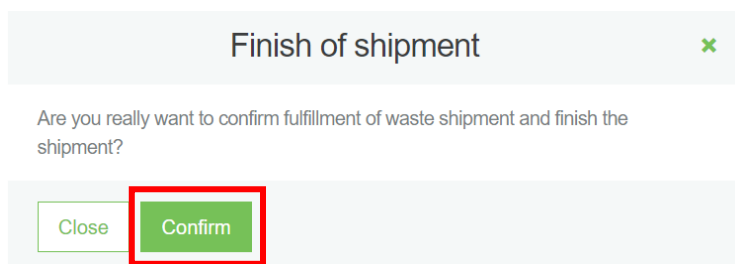


Figure 62

Please note

Before confirming the “Finish of shipment” make sure to check the waste manager’s provided transferred waste weights and consider if the indicated amount is correct, and whether no errors were made (e.g., weight is indicated in kilograms, not tons).

In waste producer’s report, the transferred waste weight (in accompanying letter “Accepted (weighed) amount of waste, t”) will be recorded as provided by the waste manager and confirmed by waste producer (you).

If the weight in the accompanying letter slightly differs and waste producer accepts the waste recipient’s indicated amount, waste producer should adjust the amount of waste in the waste generating accounting journal accordingly. After making the mentioned corrections there will be no waste excess in the accounting, which does not actually exist; or negative waste residues, indicating that more waste was transferred than was accounted for.

Regardless of whether the waste producers weigh the transferred waste or not, the waste must be accounted for at the frequency specified in the legal acts and before the waste is transported.

3.5 Formation of accompanying letter based on a previous letter

The transferred waste accompanying letter can be prepared based on the data of the previously prepared accompanying letter, when all the information of the previously prepared accompanying letter is automatically transferred to the newly formed accompanying letter.

To initiate the formation of accompanying letter based on a previous letter, click “Create new letter”  (Figure 63).

Transporting ended (2022-07-04)

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

Accompanying letter No.	25801	Planned transfer date	2022-07-04
Bill of lading ROIK	-	Transfer date	2022-07-04
		Date of receipt	2022-07-04

WASTE CONSIGNOR	WASTE RECIPIENT
Waste generating site	Waste management site
Address of waste generating site	Address of waste management site
Contacts of waste generating site	Contacts of waste management site

WASTE TRANSPORTER
Waste management site
Address of waste management site
Contacts of waste management site

Transmitted waste

CODE OF WASTE	NAME OF WASTE	TRANSMITTED AMOUNT	ACCEPTED (RECORDED) AMOUNT OF WASTE, T
16 01 17	Łupki miedzi	1,000000	1,000000
Total amount of waste, t		1,000000	1,000000

Figure 63

In the “Confirm creating of a new accompanying letter” window, click “Prepare accompanying letter” (Figure 64).

Confirm creating of new accompanying letter ✕

Do you really want to create new accompanying letter like accompanying letter 25801 pagrindu?

Figure 64

A new accompanying letter “Preparing accompanying letter” window will open, in which you will see the general information of the previous accompanying letter, based on which you will be able to form a new accompanying letter. However a new accompanying letter number will be created and the planned transfer date field will not be filled out. Click “Prepare letter” (Figure 65) and continue formulating the letter by following the steps outlined in [3.2. “Accompanying letter formation”](#).

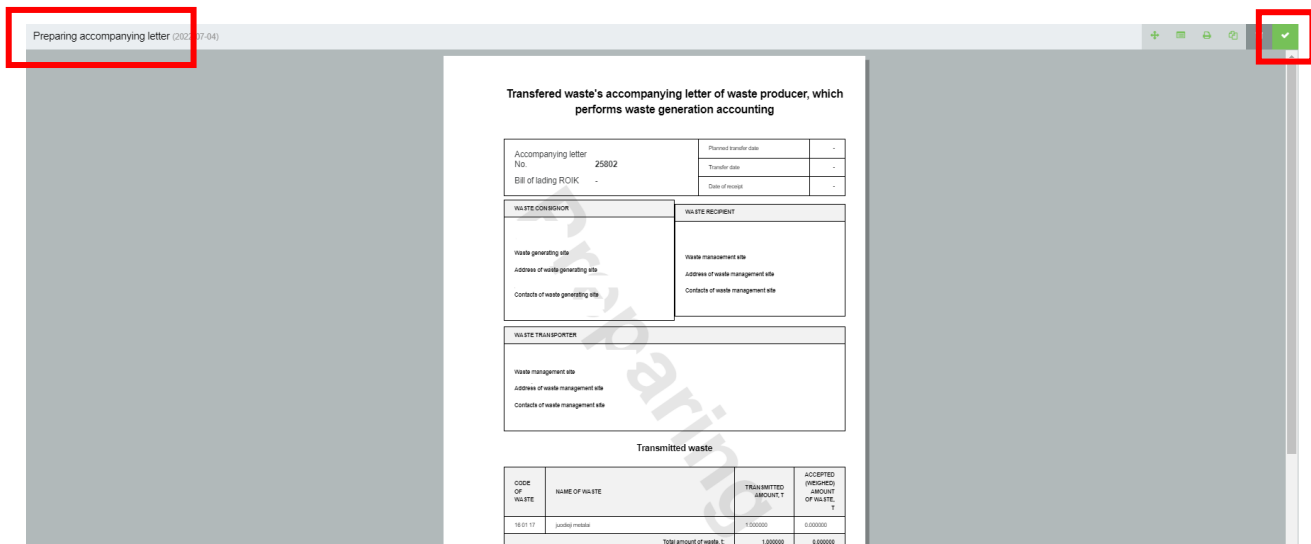



Figure 65

3.6 Printing and saving of the accompanying letter

Transferred waste accompanying letters are visible to waste producers in the waste management site section “Accompanying letter” or by selecting "Waste producers" and then "Accompanying letter", where you can find all previously formed transferred waste accompanying letters and preview their information.

If required, the transferred waste accompanying letters can be printed out or saved in your device in PDF format.

To initiate the printing of accompanying letter, click “Print”  (Figure 66).

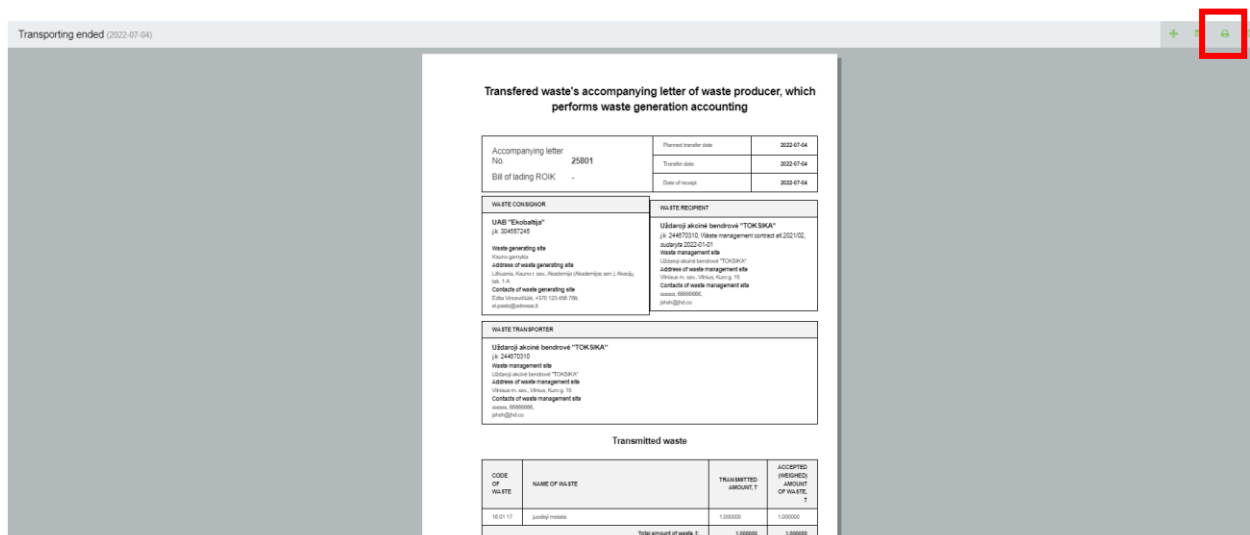


Figure 66

In the pop-up window, select the preferred printer and click “Print” (Figure 60).

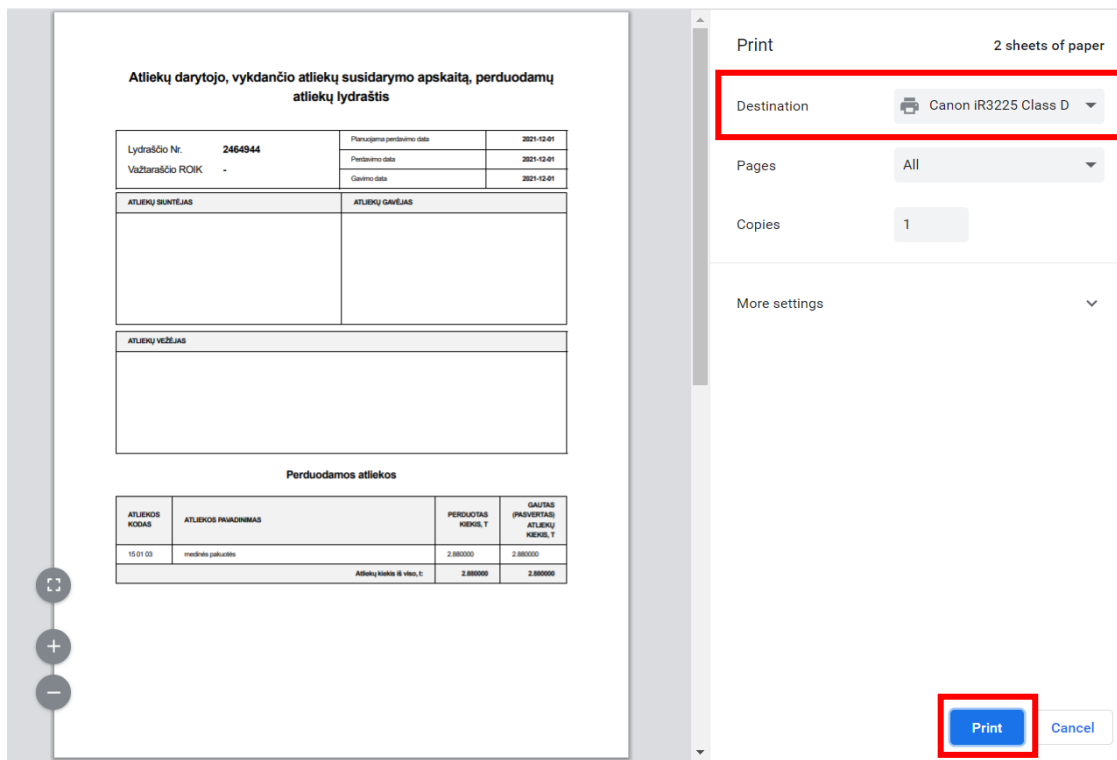


Figure 67

To save the accompanying letter on your device, click “Print” (Figure 60). In the pop-up window click “Save as PDF” and click “Save” (Figure 68).

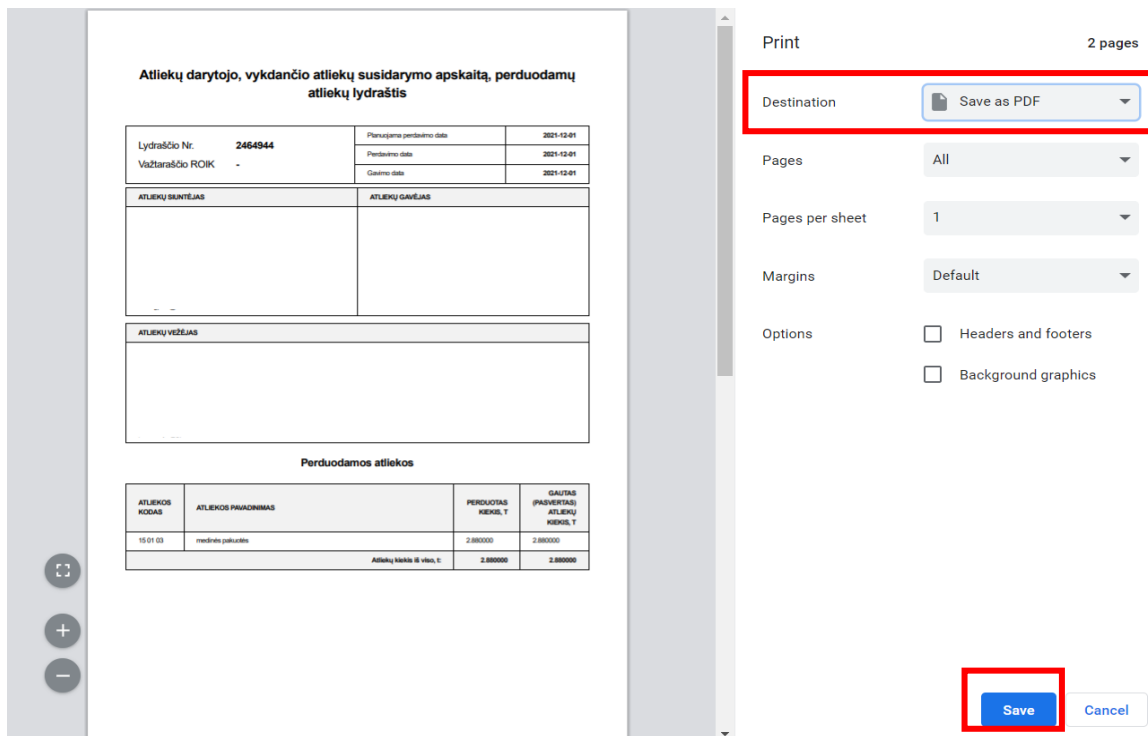



Figure 68

3.7 Accompanying letter history of statuses

The full accompanying letter history of statuses can be viewed by clicking “History” . In the pop-up window you will see the full history of statuses, who and when made changes (Figure 69).

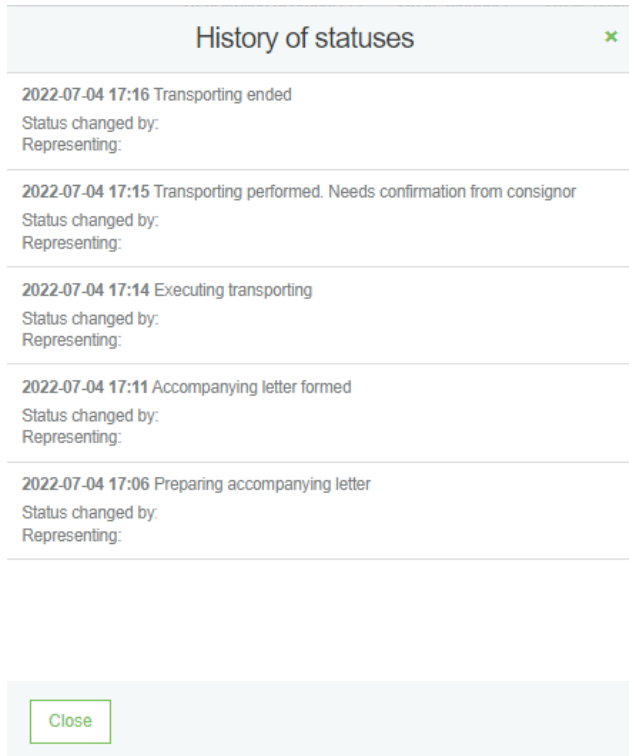



Figure 69

3.8 Accompanying letter correction

The completed accompanying letter can be adjusted when the status of the document is "Shipment completed", select the symbol "Adjust"  (Figure 70).

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 įk.11 Waste generating site Testavimui 2023 Address of waste generating site Lithuania, Kėdainių r. sav., Aristavėle (Vilainių sen.) Contacts of waste generating site a. c. b. Waste generating site e-GPAIS code	AAA įk.11 sudaryto 2023-02-01 Waste management site UAB "Polymer recycling" perdirbimo įrenginys Address of waste management site Švenčionių r. sav., Pabrade (Pabradės sen.), Moletų g. 18-A Contacts of waste management site n. 5555 email@gmail.com

Figure 70

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 71).

Please note

Adjustment of accompanying documents is possible only once and before the adjustment deadline has passed (after the end of the quarter, 15 days after the end of the quarter). If an attempt is made to adjust the accompanying document at the time when the quarterly summary of the accompanying document has been formed or approved, correction of the accompanying document 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 71

The status of the document changes to "Adjustable accompanying letter", a new column "Updated quantities" appears in the "Transferred waste" section (**Klaida! Nerastas n uorodos šaltinis.**).

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" į.k. 120504795 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" į.k. 302416114, Waste management contract SutartiesNr1, sudaryta 2020-11-15 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. lozergzefe@gmail.com Waste management site e-GPAIS code 468000002

Transmitted waste

Waste consignor weighs the transferred waste himself

CODE OF WASTE	NAME OF WASTE	Pradiniai kiekiai		Atnaujinti kiekiai
		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 72

To reject the correction, select the "Reject correction" symbol . To confirm the correction of the accompanying letter, select the "Confirm correction" symbol  (Figure 72). In the confirmation window that appears, select "Confirm" (Figure 73).

Confirm accompanying letter correction ✕

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

Close
Confirm

Figure 73

Transporting ended after correction (2023-04-14)

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

Accompanying letter No. 29601	Planned transfer date	2022-12-15
Bill of lading ROIK -	Transfer date	2022-12-15
Važtaraščio I.VAZ Nr. -	Date of receipt	2022-12-15
WASTE CONSIGNOR		WASTE RECIPIENT
Uždaroji akcinė bendrovė "Žalvaris" į.k. 120504795 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@.mail.com Waste generating site e-GPAIS code 432000051		UAB "Ekobaltija" į.k. 304557245, Waste management contract ASATEST, sudaryta 2022-12-03 Waste management site UAB "Ekobaltija" Address of waste management site Panevėžio m. sav., Panevėžys, Liublino g. 26 Contacts of waste management site h, 5555, loviuleee@gmail.com Waste management site e-GPAIS code 527000040
WASTE TRANSPORTER		
Uždaroji akcinė bendrovė "Žalvaris" į.k. 120504795		
DUOMENŲ TIKSLINIMO PRIEŽASTIS		
g		

Transmitted waste

Waste consignor weighs the transferred waste himself

CODE OF WASTE	NAME OF WASTE	Pradiniai kiekiai		Atnaujinti kiekiai
		TRANSMITTED AMOUNT, T	GAUTAS (PASVERTAS) ATLIEKŲ KIEKIS, T	ACCEPTED (WEIGHED) AMOUNT OF WASTE, T
15 01 02 01	PET pakuotės	5.000000	5.000000	4.000000
Total amount of waste, t:		5.000000	5.000000	4.000000

Figure 74

After the correction is confirmed, the status of the accompanying letter changes to "Transporting ended after correction" (Figure 74).

4. Accumulated (kept) wastes after waste transfer

In the section "Accumulated (kept) wastes" you can view the current wastes kept on site, recorded in GPAIS.

Before reviewing the waste residue, click "Refresh" – when refreshed, all accumulated (kept) waste on site can be viewed, according to GPAIS data (Figure 75).

Waste maker		UAB ŽALIAS (Waste generating site: Lithuania, Klaipėdos m. sav., Klaipėda, Ažuonų g. 2)		« Back
Select	Waste generating site information	Waste generating accounting documents	Accompanying letter	Accumulated (kept) wastes
				No activity during the reporting period
Accumulated (kept) wastes				Refresh
Accumulated (kept) waste remains updated 2023-11-22 08:44:46				
Code of waste	Name of waste	Waste on road	Residue, t	
01 01 01	mineralų kasybos atliekos, kuriose yra metalų	0.000000	174.000000	
01 01 02	mineralų kasybos atliekos, kuriose nėra metalų	0.000000	-4.000000	
01 03 04*	rūgštis (skiriamosios sulfidinės rūdos perdirbimo liekanos)	0.000000	1.000000	
01 03 05*	kitos liekanos, kuriose yra pavojingų cheminių medžiagų	0.000000	1.000000	
15 01 02 01	PET pakuotės	kelyje	113.000000	
5 Entries • Showing 1 to 5 of 7 entries.				

Figure 75

Before refreshing the accumulated (kept) waste residue, make sure that all transferred waste accompanying letters statuses are updated to “Transporting ended”, only then the waste amounts will be transferred to waste manager. If there are accompanying letters, which statuses are “Executing transporting” or “Transporting performed. Needs confirmation from consignor”, waste amounts indicated in these accompanying letters are not transferred to waste manager. Waste amounts are represented on the "Waste on road" column (if the consignor weighs the transferred waste the word "on the road" is represented if the consignor does not weigh then the transferred waste is represented).

Please note

Negative accumulated (kept) waste residues shows that waste generating accounting is carried out incorrectly.

Negative accumulated (kept) waste residue or waste excess, which is not factually kept at the site means that waste generating accounting is carried out incorrectly.

Regarding negative waste amount – please consider whether the waste amount indicated in the transferred waste accompanying letters is not larger than accumulated waste indicated in the journals. This can affect the negative waste residue amounts in GPAIS.

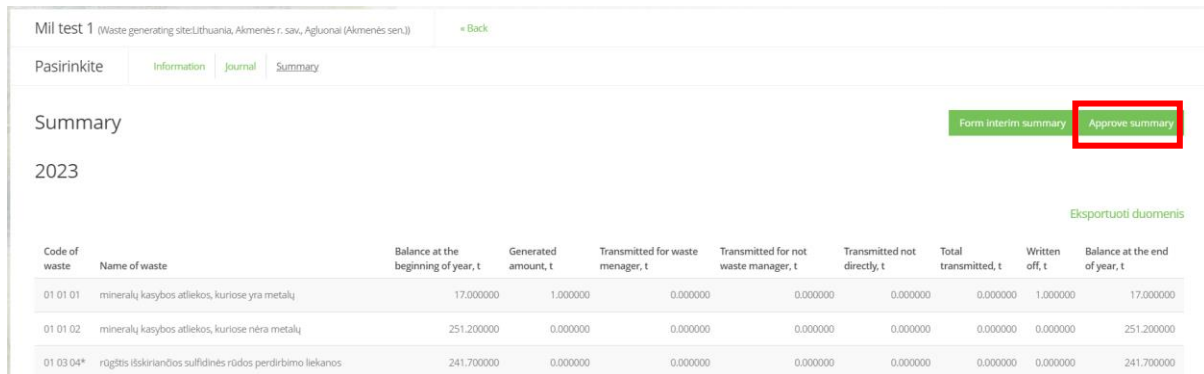
Regarding excess waste, which is not factually kept – please consider whether accumulated waste is recorded correctly, i.e. whether transferred waste amount indicated by the recipient is not smaller

In case of discrepancies between the waste residues specified in GPAIS and the actual amount of waste at the site, it is necessary to make a correction of the waste accounting and correct the discrepancies. For detailed information refer to [2. "Waste generating accounting"](#).

5. Summary approval

5.1 Summary approval

Summary is approved in the section “Summary” of the waste generating accounting journal by clicking “Approve summary” (Figure 76).



Code of waste	Name of waste	Balance at the beginning of year, t	Generated amount, t	Transmitted for waste manager, t	Transmitted for not waste manager, t	Transmitted not directly, t	Total transmitted, t	Written off, t	Balance at the end of year, t
01 01 01	mineralų kasybos atliekos, kuriose yra metalų	17,000000	1,000000	0,000000	0,000000	0,000000	0,000000	1,000000	17,000000
01 01 02	mineralų kasybos atliekos, kuriose nėra metalų	251,200000	0,000000	0,000000	0,000000	0,000000	0,000000	0,000000	251,200000
01 03 04*	rūgštis išskiriančios sulfidinės rūdos perdirbimo liekanos	241,700000	0,000000	0,000000	0,000000	0,000000	0,000000	0,000000	241,700000

Figure 76

In the pop-up window, click “Approve” to confirm the summary (Figure 77).

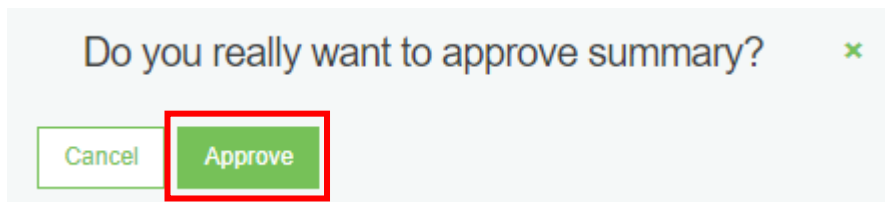


Figure 77

In order for waste generation summaries to be approved, the checkbox "Automatic formation and approval of summary and annual reports" must be checked in the Waste generation accounting documents (Figure 79). Then the summary will be approved after February 1 of the reporting year of the summary.

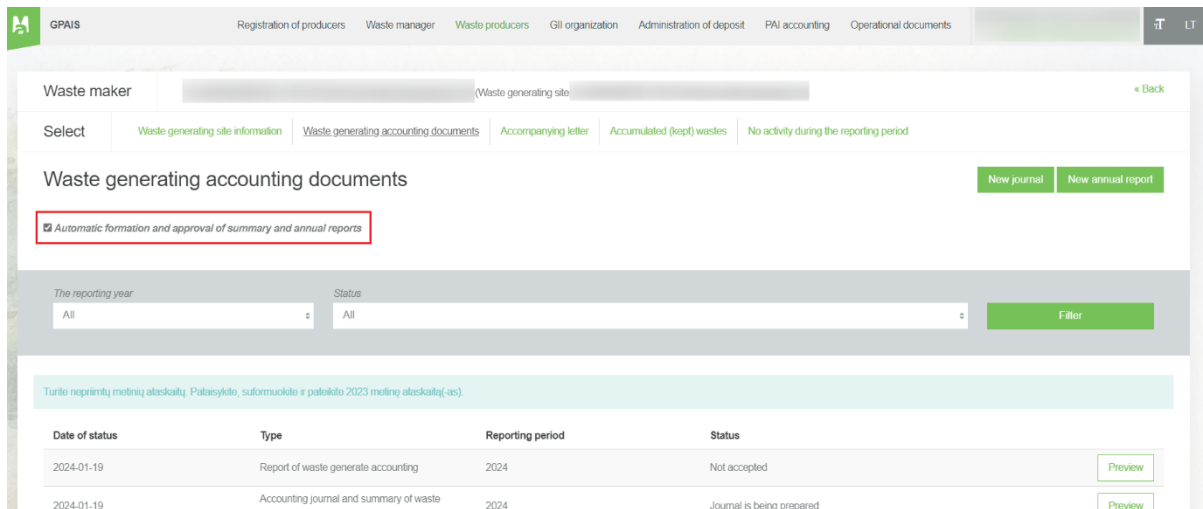


Figure 78

If GPAIS does not detect any deficiencies, the journal’s status will update to “Summary approved” (Figure 79). For detailed information about deficiencies refer to [5.3. “Deficiencies identified”](#).

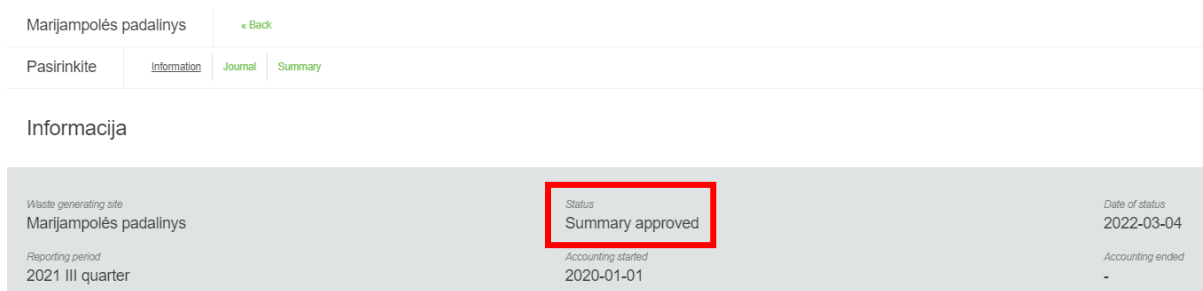


Figure 79

5.2 Summary approval delay

If there is a delay in approving the waste generating accounting summary, you will have to indicate the reason for the delay when approving the summary. Enter the reason for the delay and select "Approve" (Figure 80).

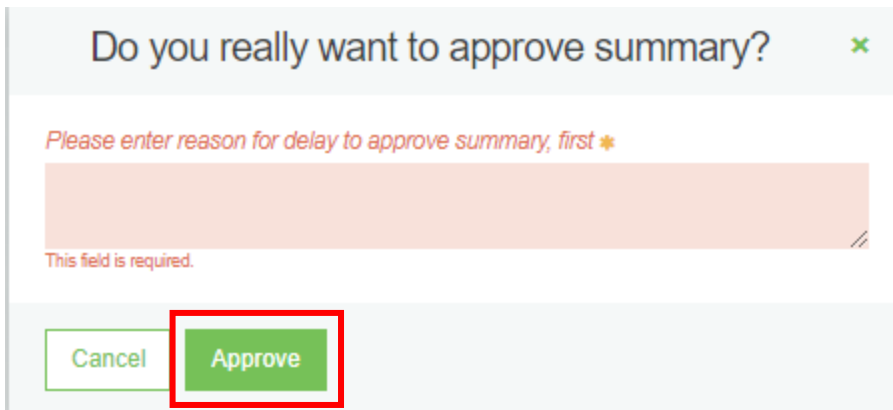


Figure 80

5.3 Deficiencies identified

After the waste generating accounting summary is formed, the document status changes to "Summary formed". If GPAIS identifies deficiencies in the submitted for approval summary, the document status changes to "Deficiencies identified" and an additional section "Deficiencies identified" (Figure 81).

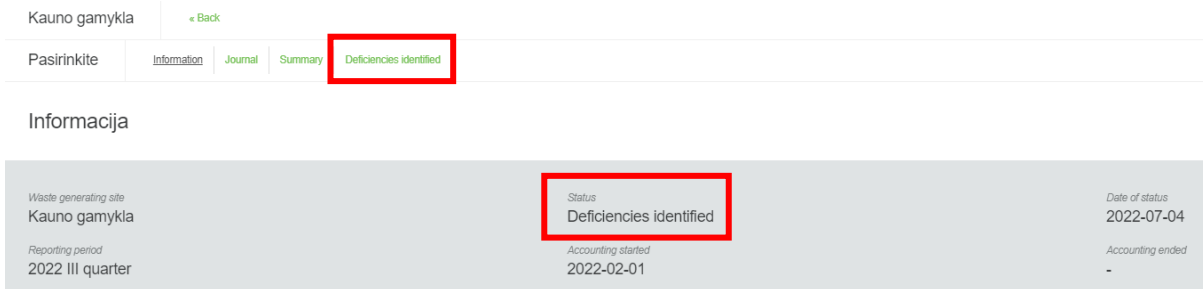


Figure 81

In "Deficiencies identified" section you can view the information about the identified deficiencies (Figure 82).

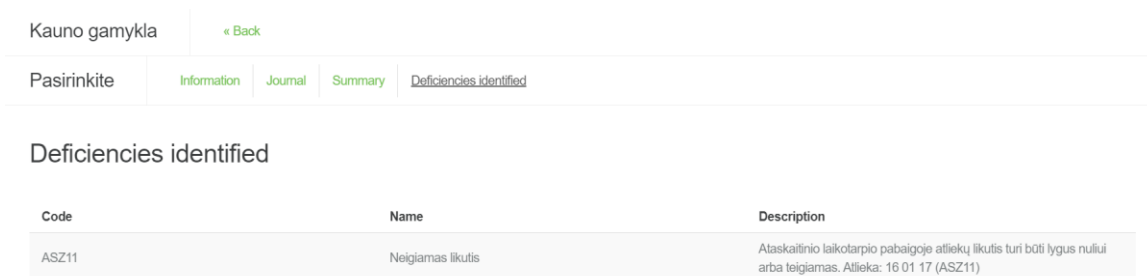


Figure 82

6. Annual report

6.1 Annual waste generating accounting report formation

Annual reports of waste generation accounting for the previous calendar year are formed using GPAIS. All accounting data on waste generation or management is transferred to annual reports automatically from waste generating accounting journals and waste transport delivery notes.

The annual report of waste generating for the previous calendar year is submitted in GPAIS by March 1st of each year. If no waste was generated during the reporting year, the company or its separate division shall submit the annual waste generating report, which GPAIS forms, with the latest available data on waste balances, by the deadline specified in above.

The company must submit the annual waste accounting report using GPAIS before the termination of its activities, or until the de-registration of its activities. If the company ceases its activities or is de-registered during the year, the annual report of waste generating accounting is submitted for the period when the company was still operating.

The operator performing maintenance and repair of vehicles submits the annual report of waste generating accounting and the declaration of the operator performing technical maintenance and repair of vehicles in GPAIS. If the data, that must be specified in the declaration, changes the operator must correct the declaration and submit it together with the annual report of waste generating accounting for the previous year in GPAIS. For detailed information refer to 1.3.2 “Maintenance and repair of motor vehicles activities”.

These requirements are outlined in Clauses 47, 57, 59 of the Waste Generation and Management Accounting and Reporting Rules²⁷.

Annual waste generating accounting report should be formed only after you check that summaries of all quarters or year are filled out with correct information and their status is “Summary approved”. Also, an annual report should be created only after making sure that the status of the accompanying letters for the entire reporting period is "Completed shipment" or "Cancelled shipment". The annual report²⁸ is formed in the “Waste generating accounting documents” section by clicking “New annual report” (Figure 83).

Waste maker: Kauno gamykla « Back

Select: Waste generating site information, **Waste generating accounting documents**, Accompanying letter, Accumulated (kept) wastes

Waste generating accounting documents New journals **New annual report**

The reporting year: All Status: All Filter

Date of status	Type	Reporting period	Status	
2022-07-04	Accounting journal and summary of waste generate	2022 III quarter	Summary is being formed	Preview

Figure 83

²⁷ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

²⁸ Annual waste generation accounting report formation and approval periods are outlined in Clause 48 of the Waste Generation and Management Accounting and Reporting Rules (refer to the latest version) <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

In the pop-up window, click “Create” to form new annual report (Figure 84).

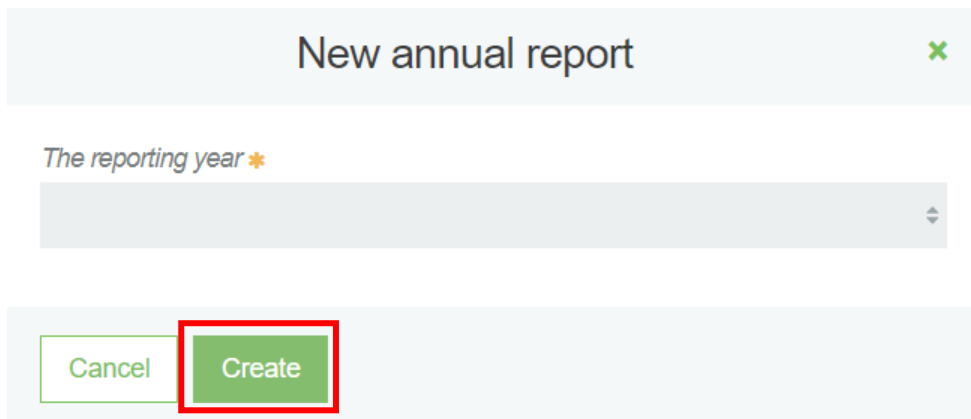


Figure 84

In order for the annual waste generation report to be generated automatically, the checkbox "Automatic formation and approval of summary and annual reports" must be selected in the Waste Generation Accounting Documents window (Figure 86). Then the annual report will be generated automatically after February 26 of the reporting year.

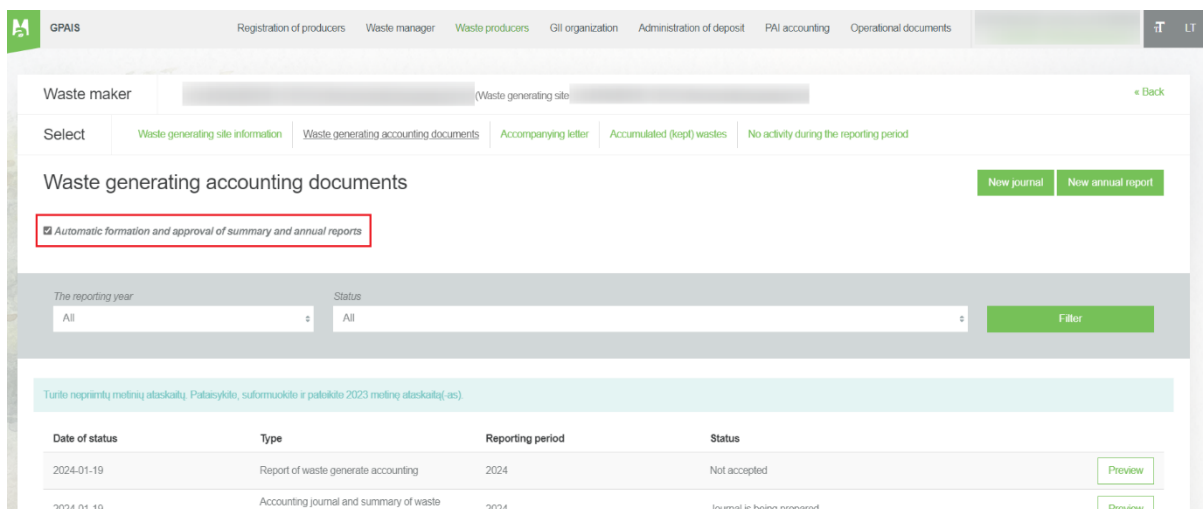


Figure 85

The waste generating accounting report for the selected year will begin to form, the status of the report will change to "Formed", and a new "Report" section will appear (Figure 86).

Pasirinkite Information Report

Informacija

Waste generating site Marijampolės padalinys	Status Formed	Date of status 2022-07-04
Reporting period 2021	Accounting started 2020-01-01	Accounting ended -

Figure 86

The report section "Produced waste" shows waste generating accounting information for the reporting year and includes – waste balances at the beginning and end of the period, the amount of waste generated and transferred (Figure 87).

Pasirinkite Information Report

Report

Produced waste Waste transmitted for not waste manager

Code of waste	Name of waste	Dangerous waste	Balance at the beginning of year, t	Generated amount, t	Transmitted for waste manager, t	Transmitted for not waste manager, t	Total transmitted, t	Written off, t	Balance at the end of year, t
10 01 03	lakieji durpių ir neapdorotos medienos pelenai	No	0.000000	5.600000	0.000000	0.000000	0.000000	0.000000	5.600000
15 01 01	popieriaus ir kartono pakuotės	No	0.000000	0.230000	0.000000	0.000000	0.000000	0.000000	0.230000
15 01 03	medinės pakuotės	No	0.000000	1.500000	0.000000	0.000000	0.000000	0.000000	1.500000
15 01 10*	pakuotės, kuriose yra pavojingų cheminių medžiagų likučių arba kurios yra jomis užterštos	Yes	0.000000	0.040000	0.000000	0.000000	0.000000	0.000000	0.040000

Figure 87

In the "Waste transmitted for waste manager" section of the report, information about the amounts of waste transferred to waste managers, sorted by waste codes (Figure 88), is provided.

Pasirinkite Information Report

Report

Produced waste **Waste transmitted for waste manager** Waste transmitted for not waste manager

Code of waste	Name of waste	Dangerous waste	Atliekų gavėjo įmonės/asmens kodas	Atliekų gavėjo pavadinimas	Atliekų gavėjo atliekų tvarkymo vieta	Waste treatment site address of waste recipient	Transmitted amount, t
20 03 01	mišrios komunalinės atliekos	No	141686027				0.750000

Figure 88

Please note

Only one relevant waste generating accounting report can exist for the selected waste generating site and the selected reporting year.

Please note

Before starting to form the annual report, make sure that all statuses of the quarterly or annually accounting journal summaries are set to “Summary approved”. If this step is not completed, you will not be able to form the annual report (Figure 89).

If waste producer ceases his activities during the year, then the annual report is submitted after operations are discontinued. In this case, the report is submitted after the quarterly summaries, during which the operations were ongoing, are formed and approved – from the start of the year until the termination of the operations (end of accounting).

If waste producer began activities during the year, then the report is submitted after summaries, during which the waste generating accounting was carried out are formed and approved – from the accounting start date until the end of the year.

New annual report ×

The reporting year *

2021 ▾

Not all summaries are approved for reporting period

Cancel Create

Figure 89

6.2 Annual waste generating accounting report submitting for assessment

The annual report of the waste generating accounting can be viewed by clicking "Submit" in the formed "Report" section (Figure 90).

Pasirinkite [Information](#) [Report](#)

Report Submit

Produced waste Waste transmitted for not waste manager

Code of waste	Name of waste	Dangerous waste	Balance at the beginning of year, t	Generated amount, t	Transmitted for waste manager, t	Transmitted for not waste manager, t	Total transmitted, t	Written off, t	Balance at the end of year, t
10 01 03	lakieji durpių ir neapdorotos medienos pelenai	No	0.000000	5.600000	0.000000	0.000000	0.000000	0.000000	5.600000
15 01 01	popieriaus ir kartono pakuotės	No	0.000000	0.230000	0.000000	0.000000	0.000000	0.000000	0.230000
15 01 03	medinės pakuotės	No	0.000000	1.500000	0.000000	0.000000	0.000000	0.000000	1.500000

Figure 90

In the pop-up window, click “Submit” to confirm (Figure 91).

Please note

Before submitting the annual report, make sure that the annual report is formed correctly, i.e., whether data in the annual report corresponds to data in the relevant quarterly summaries, e.g. waste balance at the start with the Q1 waste balance at the start, balance at the end with the Q4 balance at the end. If you notice that these numbers do not match – re-form the quarterly summaries and re-form the annual report.

Do you really want start annual report submit? ✕

Cancel Submit

Figure 91

In order for the annual waste generation report to be approved automatically, the checkbox "Automatic formation and approval of summary and annual reports" must be selected in the Waste Generation Accounting Documents window (Figure 93). Then the annual report will be automatically approved after February 28 of the reporting year.

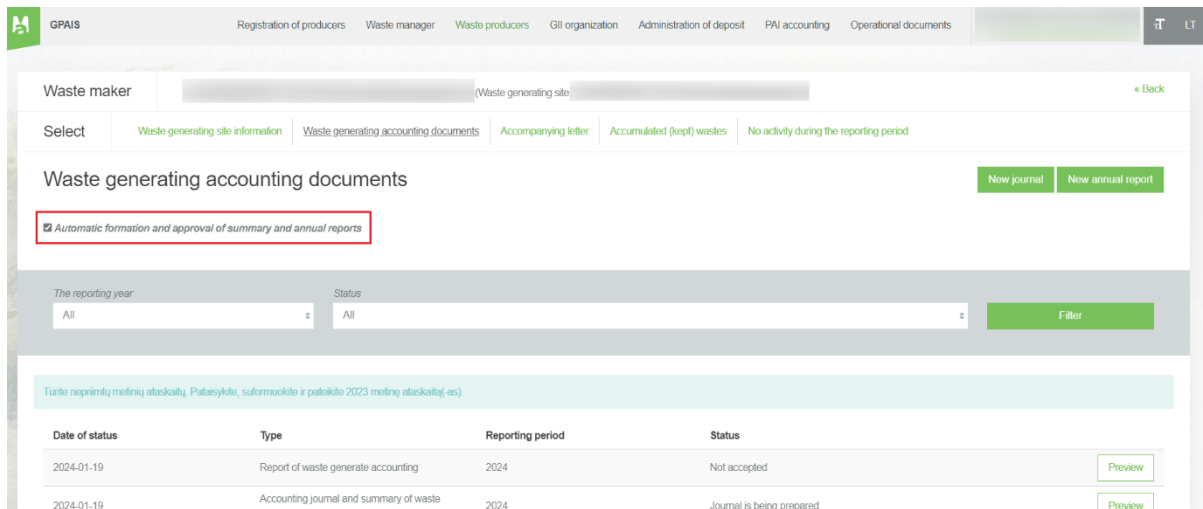


Figure 92

After submitting the annual waste generating accounting report up to and including 2022 for approval, the status of the report changes to "Submitted for assessment" and journals cannot be adjusted (Figure 93). However, when you submit an annual report for approval from 2023, the status of the report changes to "Submitted" and it is possible to adjust the journals

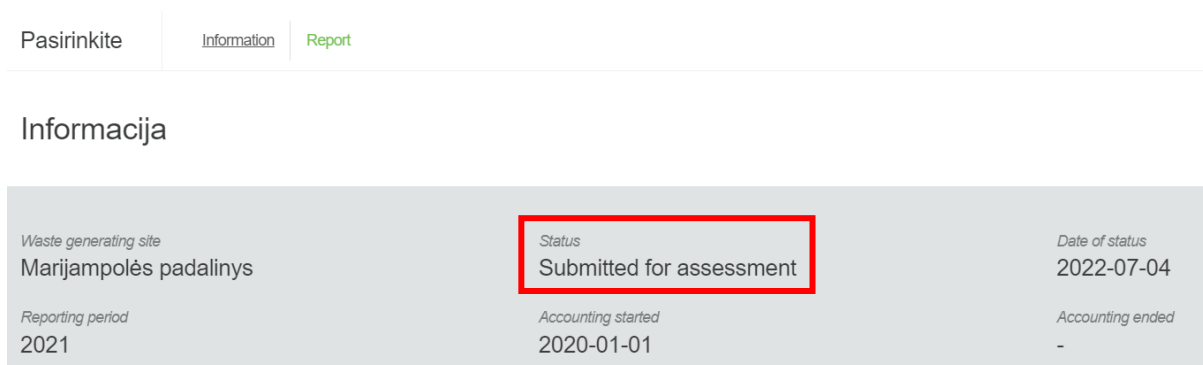


Figure 93

Please note

The waste generating accounting report is evaluated by the specialists of the Environmental Protection Agency. After additional analysis is carried out, the status of the waste generating accounting report can be changed to "Accepted" or "Not accepted" (until 2022 (inclusive)), from 2023 status can be changed "Not accepted" or remain "Submitted".

6.3 Annual report not accepted

If the annual waste generating accounting report does not match requirements, the report is not accepted. As a result, an informational notice is sent to the company using GPAIS, along

with indication of the deficiencies and/or inaccuracies that must be amended in the annual waste generating report.

The company must eliminate the deficiencies and/or inaccuracies identified in the annual waste generating report and re-submit it no later than within 20 working days from the day of receiving the informational notice.

If the deficiencies indicated in the annual waste generating accounting report are not the company fault and the company cannot eliminate these deficiencies, when re-submitting the annual waste generating accounting report, the company must inform the Environmental Protection Agency about this via GPAISS or by e-mail and provide supporting documents.

These requirements are outlined in Clauses 51, 52, 55 of the Waste Generation and Management Accounting and Reporting Rules²⁹ (refer to the latest version).

The submitted annual waste generating 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 comments section you will see the reason why the report was not accepted (Figure 94).

Pasirinkite | Information | Report

Informacija

Waste generating site Alytaus filialas	Status Not accepted	Date of status 2022-06-29
Reporting period 2021	Accounting started 2021-06-01	Accounting ended 2022-06-07
Correction period 2022-07-27	The last change Sistema - 2022-06-29 00:00:00	

History of statuses

Date of status	Status	User	Comment
2022-06-29	Not accepted	Sistema	Atmesta imones prašymu gautu atlieku ataskaitos@gamta.lt. Tikslinimo terminas: 2022-07-11
2022-06-07	Summary under assessment	Sistema	

Figure 94

6.4 Annual report editing

To clarify the data of the annual waste generating accounting report, the company must correct the data in the waste generating accounting journals, form new waste generating accounting summaries and re-submit the annual waste generating accounting report. When making changes in the waste generating accounting journals, it is necessary to indicate the reason for making these changes in GPAIS.

²⁹ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

This requirement is outlined in Clause 58 of the Waste Generation and Management Accounting and Reporting Rules³⁰ (refer to the latest version).

The economic entity can adjust the annual waste generating accounting report by himself if the status of the report is "Formed", "Not accepted", „Submitted“ or "Accepted". The annual report is adjusted by making the necessary changes in the waste generating accounting journals and re-confirming the quarterly or calendar year summaries and re-submitting the annual report.

If the status of the annual waste generating accounting report year is up to and including 2022, and status is "Submitted for assessment", the waste producer will not be able to adjust the report. The waste producer must refer to the Environmental Protection Agency for the possibility of correcting the annual report submitted for evaluation. The status of the annual report returned for correction will change to "Not Accepted" and the necessary corrections can then be made. If the accounting year of the annual waste generation accounting report is from 2023, the waste producer will be able to make adjustments after the submission of the report. In the annual waste generating accounting report, errors are corrected, and other amendments are made by adjusting the waste generating accounting journals of the relevant quarters. For detailed information refer to 2.7. "Editing/removing journal records".

After corrections are made, re-form and re-approve the quarterly waste generating accounting summaries, then re-form and re-approve the annual report. For detailed information refer to 5.1. "Summary formation" and 5.2. "Summary approval", 6.1. "Annual waste generating accounting report formation" and 6.2. "Annual waste generating accounting report submitting for assessment".

7. End of waste generating accounting

The accounting of waste generation in GPAIS can be ended if:

- the activities, due to which the company/division/department was obliged to carry out waste accounting, are ceased (refer to 1.1. "Who is obliged to carry out waste generating accounting?")
- the economic entity's operations are discontinued.

³⁰ Waste Generation and Management Accounting and Reporting Rules <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.398698/asr>

At the end of the waste generating accounting, the following steps in GPAIS must be completed:

1. Accumulated (kept) waste transferred and transferred waste accompanying letters completed (not relevant letters - cancelled).
2. Relevant quarterly or annually waste generating accounting summaries formed and approved.
3. Annual waste generating accounting reports for the entire waste generating accounting period and each specific waste generating site – formed and approved. For detailed information refer to 6.1. “Annual waste generating accounting report formation” and 6.2. “Annual waste generating accounting report submitting for assessment”.
4. The end of waste generating accounting in waste generating site data is indicated. For detailed information refer to 1.4. “Waste generating site records and their correction”.

In the list of waste generating sites, you will be able to view a waste generating site where waste generating accounting is no longer carried out. The waste generating accounting fulfillment period will be indicated for this waste generating site, you will also be able to view the waste generating accounting documents of the site, but you will no longer be able to create new accounting documents that are no longer fall within the accounting fulfillment period (Figure 95).

Waste generating site name	Municipality	Location	Street	Beginning of accounting	End of accounting	
Vilniaus logistikos centras	Vilniaus m. sav.	Vilnius		2021-07-01	2022-03-31	Preview
Kauno gamykla	Kauno r. sav.	Akademija (Akademijos sen.)	Akacijų tak.	2022-02-01		Preview

Figure 95

Please note

Make sure that in the event of termination of activities, no residual waste that has not been transferred to a waste manager is left in GPAIS (this can be checked in the "Accumulated (kept) waste" section, for detailed information refer to [4. "Accumulated \(kept\) wastes after waste transfer"](#) and the residue waste is not reflected in the formed annual waste generating accounting report.