

**Standard Operating Procedure (SOP) for
Registration of Plastic Waste Processor through
Plastic EPR Portal a per PWM Rules 2016**



**Central Pollution Control Board
Delhi**

March 15, 2022

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1.0 Background

MoEF&CC notified Amendment to PWM Rules on February 16, 2022 as per which the Producers, Importers, Brand-owners (PIBOs) shall carry out Extended Producer Responsibility for management of plastic waste as per Guidelines given in Schedule II of PWM Rules. As per Clause 11.1 of the Guidelines, Plastic Waste Processors (PWPs) namely the recyclers, waste to energy plants including co-processing cement plants, plastic waste to oil units, and industrial composting facilities shall have to register with concerned SPCBs/PCCs in accordance with provision 13(3) of PWM Rules, 2016 on the centralized EPR portal developed by CPCB. Further, CPCB shall lay down uniform procedure for PWP registration within three months of the publication of these guidelines.

In compliance to above, CPCB has initiated development of a comprehensive EPR portal comprising of following modules:

- i. EPR Registration for PIBOs
- ii. Registration of PWPs
- iii. Trading & Settlement of EPR obligations by PIBOs
- iv. Filing of Annual Returns by stakeholders
- v. Levying of Environmental Compensation
- vi. Third Party Audits
- vii. Training / Capacity Building of stakeholders

CPCB has completed development of two modules for (i) Registration of PIBOs and (ii) Registration of PWPs so as to commence implementation of EPR as per guidelines.

This document outlines the Standard Operating Procedure for Registration of PWP with SPCB/PCC in line with PWM Rules, 2016 as well as the Guidelines given at Schedule II of the Rules. This SOP provides guidance on filing of application by PWPs, processing of applications by SPCBs/PCCs and overall coordination and monitoring by CPCB.

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2.0 Guidance on filing of Application by PWPs

PWPs are the important and responsible stakeholders under PWM Rules, 2016, for their role in processing of plastic waste as well as issuance of certificates against plastic waste processed. These certificates are used by PIBOs to meet their EPR targets. The PWP shall be able to issue certificates to PIBOs post conduction of Audit and validation of its facilities by the SPCB/PCC.

PWPs shall have to get registered with SPCBs/PCCs on plastic EPR portal to comply with provisions under PWM Rules, 2016 as well to become eligible to generate certificates for plastic waste processing.

The process of filing application starts with self-registration on web application www.cpcbepplastic.in to get credentials followed by filling of application in 19 sections. The following sections provide guidance in filling information and including relevant documents on the portal.

2.1 Applicability of SOP

This SOP shall be applicable to all applications received after the date of issue. The existing registrations shall be aligned with the SOP within three months of issue of SOP for which the PWPs shall submit the application online along with the relevant information & Application fees.

The applications under process at SPCB/PCC for grant of Registration shall henceforth be processed at www.cpcbepplastic.in portal developed by CPCB as per provisions of this SOP.

2.2 Submission of Application

After self-registration, the Applicant will get credentials for login to www.cpcbepplastic.in to file Application form. However, prior to filling up Application form it shall be ensured that following documents in pdf/ jpg/ png file formats is readily available with Applicant:

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- i. PAN, GST, CIN of the Company
- ii. Aadhar/ PAN of Authorized person
- iii. Process flow diagram
- iv. Consents under Air / Water Act & Authorization under HWM Rules issued by SPCB/ PCC
- v. Geo-tagged pictures of raw material storage area, production area and product dispatch area
- vi. Geo-tagged pictures of plant machinery
- vii. Copy of Electricity Bill
- viii. Copy of Analysis report of characterization of waste generated
- ix. Copy of documents giving Occupational safety and health aspects
- x. Copy of document giving details of pollution control measures
- xi. Copy of onsite /offsite Disaster management plan
- xii. Covering letter
- xiii. Document regarding any other information which the unit wishes to provide

2.3 Filing Section wise information

Section-wise instructions as per Table given below are to be followed for PWP Registration.

	Section	Information required	Guidance
1	Company details	Name	Please enter name of the entity without pre-fixing M/s.
		Business Address	i. Should be same as provided in GST
		Postal Address	
		PAN	i.PDF copy to be uploaded
		CIN	i.PDF copy to be uploaded

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	Section	Information required	Guidance
		GST	i. PDF copy to be uploaded
		State/ UT	Select from drop-down list
		District	
		PIN	
		Plot Area (sqm)	In square meters
		No. of Workers	Should include contract worker
2	Location	GPS Location	i. Location to be highlighted on the Google map to auto fetch longitude and latitude. ii. The Google Map to be zoomed to the maximum possible resolution while marking the location.
3	Authorized Person Details	Name	
		Designation	
		Email	
		Phone No.	
		Aadhar card	i. PDF copy to be uploaded
		PAN Card	ii. PDF copy to be uploaded
4	Date of commencement of unit's operation		

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	Section	Information required	Guidance
5	Registration under PWM Rules	Unit to confirm whether or not it is registered with SPCB/PCC through offline mode Registration no. Date of issue; Validity date	i. PDF copy of the Registration to be provided in case already registered with SPCBs
6	Renewal of Registration	Registration No.; Date of issue; Validity date	i. PDF copy of old Registration to be provided.
7	Type of facility		i. Process code to be selected from the drop down menu as below: • R1 : Recycling of CAT-I PW to Pellet/Chips • R2 : Recycling of CAT-II PW to Pellets/Chips • R3 : Recycling of CAT-III PW to Pellets/Chips/fibers • R4 : Recycling of CAT-I PW to Products • R5 : Recycling of CAT-II PW to Products • R6 : Recycling of CAT-III

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	Section	Information required	Guidance
			PW to make Products • C1 : Processing CAT-IV PW for industrial composting • E1 : End of life PW co-processing in cement plants • E2 : End of life PW co-processing in steel plants • E3: End of life PW processing in Waste to Energy plants • E4: End of life PW processing in Waste to Oil Units
8	Process flow diagram		i. PDF copy of a diagram to be uploaded ii. Input raw material/ final product/ process steps / process conditions to be specified in document to be uploaded iii. Process flow diagram should be related to the process code.
9	Consents &		i. PDF copy of Consents /

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	Section	Information required	Guidance
	Authorization		Authorization issued by SPCB to be provided
10	Upload geo-tagged pictures/ video of plant	Pictures/ video of raw material storage area, production and product dispatch area to be provided	i. Pictures/videos to be related to the production process at site and other details provided in the application. ii. Use GPS enabled cameras to generate pictures/videos. iii. The GPS location of the plant should match with the GPS location of the uploaded pictures/ videos.
11	Plant machinery details	Name of machine, power rating, operating hours, processing capacity, Geo-tagged Picture of Plant Machinery	i. Plant machinery should be compatible with the selected Process Code ii. Plant machinery GPS location should match with GPS location of the plant.
12	Plastic waste processing	PW Category, Processing	i. Details should be compatible with the

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	Section	Information required	Guidance
	capacity	capacity; Recycled product produced & production facility to be given	process code; process flow diagram & other detail given. ii. Processing Capacity is w.r.t to the category & quantity of plastic waste which can be processed in the plant iii. Production capacity is w.r.t category & quantity of product (including energy) which shall be produced in the plant
13	Sanctioned Power Load		i. PDF copy of electricity bill to be uploaded ii. Sanctioned Power load should be compatible with the power rating of the different machines in the plant
14	Waste management		i. Information as per Form II of PWM Rules to be provided
15	Provide details of the disposal facility, whether		i. Details of disposal facility authorized by SPCB/PCC





	Section	Information required	Guidance
	the facility is authorized by SPCB or PCC		
16	Pollution Control Measures		i. Pdf copy of details regarding adequate pollution control systems uploaded
17	Details of Onsite/Offsite Disaster Management Plan		i. Pdf copy to be uploaded
18	Covering letter & Signatures		i. PDF copy to be uploaded ii. Png/jpeg/gif/ jpg Copy of signatures to be uploaded
19	Any other information and enclosures		i. PDF copy of documents to be uploaded, if required

PWP shall submit the application for renewal four months before the expiry of the Registration along with the necessary documents as discussed in the previous sections.

3.0 Application fees & Annual Processing Fees

- (i) The applicant shall pay the application fees as per details given below along with the application for Registration:

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Sl. No.	Processing capacity Slab (TPA)	Application Fees (Rs.)
1	< 200	5000
2	200 and < 2000	20000
3	>2000	50000

(ii) Fees for renewal of Registration shall be same as same as Registration fee.

(iii) 25% of Application fees is to be paid as Annual Processing Fees at time of filling annual returns.

Application fee & processing fees to be shared between CPCB & SPCB /PCC in the ratio of 80: 20 when Registration of entity is with CPCB and vice-versa. The fees shall be paid online through the payment gateway integrated on the portal.

4.0 Processing of Application by SPCBs

Online Application filed by PWP's will be transferred to the concerned SPCBs/PCCs on the same portal for further processing.

The nodal officer or the authorized Official of SPCB has to get registered on the portal so as to receive the Applications filed by PWP. Processing of applications for grant of registration shall be ensured as below;

- The application for registration shall be processed within 15days. The registration shall be either granted or rejected as the case may be within this period.
- If the application is not processed within the stipulated time; the system shall automatically processes the application and generates deemed registration.
- Applications shall be rejected, if false/ irrelevant information /document is found to be submitted. Application fees shall be forfeited in such cases.

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Fresh application along with application fees will have to be submitted for Registration in such cases.

- iv. Physical Audit of the PWP to be completed by SPCB/PCC within 30 days of grant of Registration. The PWP shall be able to issue certificates to PIBOs post conduction of Audit and validation of its facilities by the SPCB/PCC.
- v. Registration certificate shall be issued online to PWPs by SPCB/PCC using digital signature integrated on portal.
- vi. The portal has provision for internal processing of application within SPCBs/PCCs, wherein the Member Secretary, SPCB/PCC shall be the approving authority for issuing of the Certificate.
- vii. Fresh Registration shall be valid for a period of one year; and the renewed Registration shall be valid for a period of three years.

4.1 Renewal of Registration

- i. PWP shall submit the application for renewal four months before the expiry of the Registration along with the necessary documents as discussed in the previous sections.
- ii. PWP have to ensure that all due Annual Reports for the intervening Registration period have been submitted prior to submitting the renewal application.
- iii. Registration granted to PWP shall be renewed for a period of three years by SPCB/PCC within 15 days of submission of application from the PWP.

5.0 Specific Conditions of Registration (as per PWM Rules (as amended))

The Registered PWPs are required to comply with the following conditions, which will be incorporated in the certificates being generated by the portal.



- i. The PWPs shall not carry any business without obtaining registration through online centralized portal developed by Central Pollution Control Board.
- ii. The PWPs shall not deal with any entity not registered through centralized Plastic EPR portal
- iii. The total quantity of plastic waste processed by plastic waste processors and attributed to PIBOs on an annual basis, will be made available on the centralized portal and webpage developed by CPCB.
- iv. Registered PWPs shall provide certificates for plastic waste processing, which shall be considered for fulfillment of EPR obligations by PIBOs.
- v. separate certificates will be generated for category-wise plastic packaging and shall include GST data of the recycled or processed material sold by PWPs
- vi. Exchange of EPR credit between PWPs and PIBOs to be done as per mechanism provided in module three of the plastic EPR portal.
- vii. Plastic packaging waste recycled or processed by PWPs, beyond the installed capacity shall not be considered for issuance of certificates.
- viii. The PWPs shall file annual returns on the plastic packaging waste collected and processed towards fulfilling obligations under PWM Rule and the guidelines as per the online pro-forma prescribed by CPCB by the 30th June of the next financial year.
- ix. The PWPs shall not engage in manufacture, stocking, distribution, selling and using of banned SUP items as listed in Amendment to PWM Rules dated August 12, 2021
- x. In case, at any stage it is found that the information provided by the PWP is false, the PWP shall be debarred by SPCB, as per procedure laid down by CPCB, from operating under the EPR framework for a period of one year.

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The PWPs whose registration has been revoked shall not be able to register afresh for the period of revocation

- xi. The PWPs are required to comply with provisions of PWM Rules and conditions prescribed under Consent to Operate (as applicable) failing which necessary action as deemed fit shall be initiated against the violator. The Environment Compensation, as applicable, shall be levied by CPCB/SPCB/PCC on the violators.

Additional conditions specific to local conditions may be incorporated by SPCBs/PCCs with intimation to CPCB.

6.0 Cancellation of Registration

- i. At any stage, if the document submitted by the PWP is found to be false, then the Registration issued shall be liable to be cancelled.
- ii. If any PWP is found to be violating the provision of Registration, a notice shall be issued by SPCB/PCC.
- iii. An opportunity will be given to hear the PWP within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of Registration by SPCB/PCC.
- iv. The decision on cancellation or suspension of authorization will be intimated within 10 working days after hearing.
- v. Chairman SPCB/PCC will be the final authority for taking decision on cancellation or suspension.

This SOP shall be updated from time to time in accordance with requirement and further Amendment to PWM Rules if any, as required.

