

Service-related Information

Service Name: Registration and Renewal of Plastic Waste Processors through the Online EPR Portal under Plastic Waste Management Rules 2016

- I. **Competent Authority:** Central Pollution Control Board, Maharashtra Pollution Control Board
- II. **Governing Act/ Rule:** Plastic Waste Management Rules 2016
- III. **Delivery Mode:** Online only
- IV. **Service Link:** <https://eprplastic.cpcb.gov.in>
- V. **Validity:** Fresh Registration shall be valid for a period of one year; and the renewed Registration shall be valid for a period of three years.
- VI. **Document Checklist:**
 - i. PAN, GST, GIN 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
Geo-tagged pictures of plant machinery
 - vi. Copy of Electricity Bill
 - vii. Copy of Analysis report of characterization of waste generated
 - viii. Copy of documents giving Occupational safety and health aspects
 - ix. Copy of document giving details of pollution control measures
 - x. Copy of onsite /offsite Disaster management plan.
 - xi. Covering letter
 - xii. Document regarding any other information which the unit wishes to provide

VII. Registration Procedure Overview:

Sr. No	Action By	Stages/Step	Indicative time required for approval	Statutory Fee (in INR)
1	Applicant	Visit https://eprplastic.cpcb.gov.in/	-	-
		Select Login as -> PWP and Click on Register	-	-
		Fill in the required details. Refer Table 1.2 (Sr No. 1, 2 and 3) and click on register.	-	-
		Login to the portal by providing email id and password.	-	-
		Fill up the application form. Provide required details and documents. Refer Table 1.3 (From Sr No. 4)	-	-
		Pay Fees	-	Refer Table 1.3

2	MPCB	Online Application filed by PWP's will be transferred to MPCB on the same portal for further processing.	-	-
		The nodal officer or the authorized Official of MPCB has to get registered on the portal so as to receive the Applications filed by PWP.	-	-
		Rejection of Application in case if false/ irrelevant information /document is found to be submitted or processed.		
		Physical Audit of the PWP.	30 days of grant of Registration	
		Registration certificate shall be issued online to PWP's using digital signature integrated on portal.		
		The portal has provision for internal processing of application within MPCB, wherein the Member Secretary, MPCB shall be the approving authority and ROBMW is issuing of the Certificate.	-	-
3	Applicant	The applicant can download the signed certificate from the portal if the registration is successful.	-	-

Table 1.1

VIII. Section-wise instructions for filling application registration:

S. No.	Section	Information required	Guidance
1.	Company details	Name	Please enter name of the entity without pre-fixing M/s. Business Address
		Business Address	Should be same as provided in GST
		Postal Address	
		PAN	PDF copy to be uploaded
		CIN	PDF copy to be uploaded
		GST	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	<ul style="list-style-type: none"> 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 Name Person Details	Name	
		Designation	
		Email	
		Phone No.	

S. No.	Section	Information required	Guidance
		Aadhar card	PDF copy to be uploaded
		PAN card	PDF copy to be uploaded
4.	Date of commencement of unit's operation		To be submitted by industry
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	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	PDF copy of old Registration Date of issue to be provided.
7.	Type of Facility		Process code to be selected from the drop down menu as below: <ul style="list-style-type: none"> • 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 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		<p>i. PDF copy of a diagram to diagram be uploaded</p> <p>ii. Input raw material/ final product/ process steps I process conditions to be specified in document to be uploaded</p> <p>iii. Process flow diagram should be related to the process code.</p>
9.	Consents & Authorization		PDF copy of Consents / Authorization issued by SPCB to be provided

S. No.	Section	Information required	Guidance
10.	Upload geo-tagged pictures/ video of plant	Pictures/ video of raw material video of plant storage area, production and product dispatch area to be provided	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Plant 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 capacity. Recycled product produced & production facility to be given	<ul style="list-style-type: none"> i. Details should be compatible with be the process code; process flow diagram & other detail given. ii. Processing Capacity is to be given 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		<ul style="list-style-type: none"> i. PDF copy of electricity bill Power Load to be uploaded. ii. Sanctioned Power load should be compatible with the power rating of the different machines in the plant.
14.	Waste Management		Information as per Form II of PWM Rules to be provided
15.	Provide Details of the disposal facility, whether the facility is authorized by SPCB or PCC		
16.	Pollution Control Measures		Pdf copy of details regarding adequate pollution control systems uploaded.
17.	Details of Onsite/Offsite Disaster Management Plan		Pdf copy to be uploaded.
18.	Covering letter & Signatures		<ul style="list-style-type: none"> i. PDF copy to be uploaded ii. Png/jpeg/gif/ jpg Copy of signatures to be uploaded
19.	Any other information and enclosures		PDF copy of documents to be uploaded, if required

Table 1.2

IX. Fee (in INR) for Registration and Renewal:

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

S. No.	Processing capacity Slab (TPA)	Application Fee (in Rs.)
1.	< 200	5,000
2.	200 and < 2000	20,000
3.	>2000	50,000

Table 1.3

- i. The fees shall be paid online through the payment gateway integrated on the portal.
- 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.

X. Renewal of Registration

- iv. 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.
- v. PWP have to ensure that all due Annual Reports for the intervening Registration period have been submitted prior to submitting the renewal application.
- vi. Registration granted to PWP shall be renewed for a period of three years by SPCB/PCC.

XI. Specific Conditions of Registration:

The Registered Recyclers are required to comply with following conditions:

- i. The Recyclers shall not carry any business without having registration through online centralized portal developed by CPCB.
- ii. The Recyclers shall not deal with any entity not registered through online centralized portal developed by CPCB.
- iii. In case, it is found or determined that any Recycler registered on the on-line portal has provided false information or has willfully concealed information or there is any irregularity or deviation from the conditions stipulated while obtaining registration under BWM Rules, 2022, then the registration of such an entity would be revoked for a one –year period after giving an opportunity to be heard. The entities whose registration has been revoked shall not be able to register afresh for the period of revocation.
- iv. The Recyclers are required to comply with provisions of PWM Rules, 2022 failing to which necessary action as deemed fit shall be initiated against the violator.
- v. Registered Recyclers shall provide certificates for Battery Waste Recycling, which shall be considered for fulfillment of EPR obligations by the Producers.
- vi. Exchange of EPR certificates between Recyclers and Producers to be done as per mechanism to be provided in module three of the EPR portal for Battery Waste Management.
- vii. 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
- viii. 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.

XII. 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. SPCB/PCC will be the final authority for taking decision on cancellation or suspension.

XIII. **Helpdesk Contact Details:** 7045113344 / 7045113322

XIV. **References:**

- i. https://eprplastic.cpcb.gov.in/plastic/downloads/SOP%20PWP_0001.pdf
- ii. <https://eprplastic.cpcb.gov.in/plastic/downloads/Guidance%20Document.pdf>
- iii. https://eprplastic.cpcb.gov.in/assets/pdfs/Instruction_Sheet.pdf

Remarks: The procedural steps indicated above is uniform for all types of establishments, irrespective of risk category, size of firm, business location or type of investor (Foreign or Domestic).