Guidance Document for Producers
under Battery Waste Management

Central Pollution Control Board, Delhi

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1. Introduction

The Ministry of Environment Forest and Climate Change notified Battery Waste Management (BWM) Rules on 22nd August, 2022 as per which every producer and person or an entity involved in manufacturing of batteries shall have to register with CPCB. Producers and manufacturers of batteries shall register through the online centralized portal developed by CPCB.

As per the provision under Rule 4 (1), the producer has the obligation of Extended Producer Responsibility (EPR) for the Battery that they introduce in the market to ensure the attainment of the recycling or refurbishing obligations. Producers are required to fulfill their EPR obligation by ensuring that waste batteries are recycled through certified waste battery recyclers to meet assigned EPR targets. They shall obtain EPR certificates from recyclers according to the quantity of waste batteries recycled by recyclers and use such certificates to meet their EPR targets.

This document provides a comprehensive detail of the Online EPR Portal for producers and entities involved in battery manufacturing, for compliance with the Battery Waste Management (BWM) Rules, 2022.

2. Sign-up on the EPR Portal

After accessing the EPR Portal for Battery Waste Management, users can sign-up on the portal using the 'Create Account' option. When the user clicks on it, a pop-up box appears asking the user to select the Applicant Type. On this pop-up, please select the 'Producer (Importer, Manufacturer)' option. The user then needs to click on the Submit button which directs the user to the sign-up form.

The Producer sign-up form has the following fields-

Field Name	Input Description / Type
Application Type	
User Type	Type of user is pre-filled to Producer, based on selection made in the previous step
GST No.	Enter the Goods and Services Tax Number. (Text field, Alphanumeric)
Company Details	
Name of Company	Official name of the company fetched from GST No.
Legal Name	Legal name of the company fetched from GST No.
Establishment Year	Select the year in which the company was established. (Dropdown selection or Date Picker)
Type of Business	Select the business type from the provided list. (Dropdown selection)
State/UT	Select the state or union territory where the company is registered. (Dropdown selection)

Registered Address	Enter the registered address of the company. (Text field)
District	Select the district from the provided list. (Dropdown selection)
Pin Code	Enter the postal code of the registered address. (Text field, Numeric)
CIN (Company Identification Number)	Enter the Company Identification Number. (Text field, Alphanumeric)

PAN	Enter the Permanent Account Number. (Text field, Alphanumeric)
Authorized Person Details	
Name	Enter the full name of the authorized person. (Text field)
Designation	Enter the designation or job title of the authorized person. (Text field)
Mobile	Enter the mobile number of the authorized person. (Text field, Numeric)
PAN	Enter the PAN of the authorized person. (Text field, Alphanumeric)
Aadhaar No	Enter the Aadhaar number of the authorized person. (Text field, Numeric)
Login Details	
Authorized Email Id	Enter the email ID for login purposes. (Text field, Email format)
Password	Create a password for login. (Text field, Password format)
Confirm Password	Re-enter the password to confirm. (Text field, Password format)

Once the user has filled the form with the right validations, they can click on the 'Sign Up' button to complete the sign-up process and access their account.

Applicant type

User Type*	GST No*
Producer	GST No

Company Details

Name of Company*	Legal Name*	Establishment Year*
Name of Company	Trade Name	Please Select Date

Type of Business*	State/UT*	Registered Address*
Select Type of Business	Select State	Registered Address

District *	Pin Code*	Pan * (i)
Please Select Any One	PIN Code	PAN No

CIN (i)
CIN No

Authorized Person Details

Name*	Designation*	Mobile*
Name	Designation	Mobile Number

Pan* (i)	Aadhaar No
PAN	Aadhaar No

Login Details

Authorized Email Id*	Password(i)*	Confirm Password*
Enter Authorized Email Id	Password	Confirm Password

Sign Up

Note: The authorized email ID and password created during sign-up should be used for future logins to the portal.

3. Dashboard

The user dashboard is a centralized and visually organized display of relevant information, which offers a quick overview of key information, data, or actions related to the user's account.
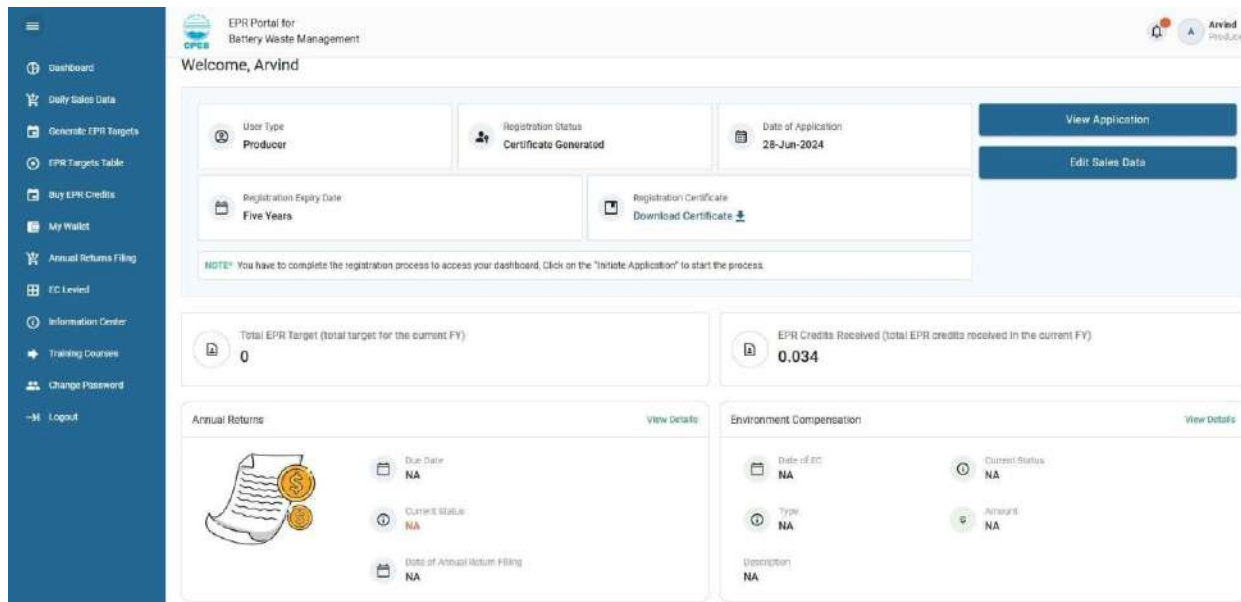
Following information will be shown in cards-

- **General User Information:**
  - User Type = Producer
  - Registration Status - as per the current registration status of the user
  - Date of Application - show date on which registration application submitted by the user
  - Application Number - show registration application number
  - Registration Expiry Date - show if registration application of the user is approved and certificate is generated, otherwise show '-na-'
  - Registration Certificate - show a Download button if registration application of the user is approved and certificate is generated, otherwise show '-na-'. When user clicks on download, their Registration Certificate is downloaded (as per the format provided by CPCB)
- **Data Stats:**
  - EPR Target - total target for the current FY
  - Achieved Target - target achieved for the current FY
  - Remaining Target - target remaining for the current FY
- **Annual Returns:**
  - Due Date - show last date on which return can be filed for the quarter (30 days after quarter end)
  - Current Status - Filed, Not Filed, Delayed
  - Date of Annual Return Filing - date on which user has filed the current quarter return, show '-na-' if use has not filed the return yet
  - View Details button - redirects the user to 'Quarterly Returns' section
- **Environment Compensation:**
  - Date of EC - date on which EC is imposed
  - Current Status - Unpaid, Paid, or '-na-'
  - Type - NC in Audit. NC in Return
  - Amount - amount of EC imposed. Show '-na' if no EC imposed
  - View Details button - redirects the user to 'Environment Compensation' section

4. Daily Sales Data

In this section, all sales data pertaining to batteries will be shown. Sales data entered by the user in the Registration form will also be shown here, but this data will be non-editable. Users can add new data using the 'Add Data' button. This section will have tabs based on FYs, and data of each FY will be listed in the respective FY tab in a tabular format with following information-

- S.No.
- Date of Sale
- Financial Year
- Quarter
- Battery Type
- Battery Composition
- Name of Battery
- Quantity Sold (in kg)
- View Invoice
- Actions - edit, delete
  (Edit and delete button against a listing is disabled after 30-June of every year or annual return for that FY is filed, whichever is earlier)

Filters on this section: Financial Year, Quarter, Type of Battery, Kind of Battery
Sorting in data listing table columns

When user clicks on 'Add Data' a form appears in pop-up with following fields-

Field Name	Type	Mandatory	Validation
Date of Sale	Calendar, select date	Yes	–

Financial Year	Pre-filled based on date selected	Yes, pre-filled	–
Quarter	Pre-filled based on date selected	Yes, pre-filled	–

Battery Type	Single select dropdown, based on: 1. Schedule II of BWM Rules, 2022 for current FY 2. Battery Type in which user deals	Yes	–
Battery Composition	Single select dropdown based on Battery Composition in which user deals	Yes	–
Name of Battery Brand	Input Field	Yes	Alphanumeric
Quantity Sold (in kg) Also has a note "Note: This also includes quantity utilized for self-use"	Input Field	Yes	Whole Numbers

** Target Year and EPR Target are calculated based on Schedule II of BWM Rules 2022.

Users can add only one sales data entry per Type and Kind of Battery for one Quarter. After adding the data, the user needs to click on the 'Save' button to save the data. Users can choose to cancel the action by closing the pop-up from the top-right close button. A user can also view, edit

and delete the entries made by them using the respective buttons in the Action column. However, edit is allowed only up till the end of FY for which sales data was entered.

Users can add multiple sales data using the 'Add Data' option, and each entry will be reflected in the sales data listing table.

5. Generate EPR Targets

Under this section, users can generate EPR Targets for a particular Battery Type and Battery Composition as per the sales data entered by them. This is represented in a tabular format with following columns-
- S.No.
- Sales Year
- Battery Type
- Battery Composition
- Total Weight
- Target Year
- Total Weight
- Add Material - Add Material button

Filters on this section: Sales Year, Battery Type, Battery Composition, Target Year
Sorting on data listing table columns

In this listing table, 'Target Year' and 'Target Weight' is calculated on the basis of Battery Waste Management Rules, 2022. This is based on Battery Type, Battery Composition and Sales Year. When the user clicks on the 'Add Material' button, the user is redirected to a screen to add key

battery metal percentage data. (Note: The 'Add Material' form remains as it is in the existing portal. Also, this gets activated for an entry after 30th June, that is 90 days after the end of FY).

When the user has added the battery material percentage, it is added to the EPR Target of the particular metal in the EPR Targets table on the dashboard.

6. EPR Targets Table

Under this section a Producer can see their metal-wise target for each financial year. This is listed in a tabular format as shown in the snapshot below-

7. Buy EPR Credits

Under this section net available credits with Recyclers for each battery metal is listed in tabular format with following column-
- S.No.
- End Products
- Net Available (in tonnes)

The Net Available (in tonnes) shows the total of metal wise credits available with all registered recyclers. When user clicks on any of the battery metal, user is directed to 'Status of Net Credits Availability with Recyclers' page listing net available credits of the selected metal with each recycler in tabular format with following columns-

- S.No.
- Recycler Name
- Address
- Email
- Phone
- Net A vailable Credits (in tonnes

EPR Portal for
Battery Waste Management

Arvind
Producer

Status of Net Credits Availability with Recyclers in Lead

S.No	Recycler Name	Email	Phone	Address	Net Available Credits
1	WIPRO LIMITED	mameb68668@albarulo.com	7060841998	shadara delhi	234
2	UNIVERSAL E WASTE RECYCLING PRIVATE LIMITED	abhishekjadhav15@gmail.com	8787878777	PLOT NO. 14 PACE CITY-1 SECTOR-37 Gurugram Haryana 122006	0
3	THE BATTERY SHOP SALES & SERVICES	abhishekjadhav12@gmail.com	9822345634	haryana	-4
4	TATA MOTORS LIMITED	arvindrecycler@yopmail.com	7896789236	Jaipur	0
5	TATA Consultancy Services Limited	tcs@yopmail.com	6789876545	kerala	6
6	NATIONAL BATTERIES	abhishekjadhav11@gmail.com	7030234573	tester	0
7	NATIONAL BATTERIES	abhishekjadhav100@gmail.com	9900909000	test raod	0
8	MAHALUXMI SCREENING PLANT	mahaluxmi@yopmail.com	7658934563	Kerala	0

8. My Wallet

EPR Credits Wallet has cards for all key battery materials listing following information-
- Target (tonnes) - a number
- Credits Received (tonnes) - a number
- View Certificates button - a button which redirects to view credit transaction list

1.1   View Certificates

When the user clicks on the View Certificates button on a metal card, the user is redirected to a page listing all certificate transactions for the selected metal. It is listed in a tabular format with following columns-
- S.No.
- Current Owner
- Generate By
- Certificate Number
- Quantity (in tonnes)
- Date of Procurement
- Action - Transfer Certificate
  (This button is visible only against those certificates which are not used in filing annual returns)

1.2 Transfer Certificate (Producer to Producer Transfer)

When the user clicks on the Transfer button against a certificate, a pop-up form appears with following fields-

Field Name	Type	Mandatory	Validation
Battery Metal	Pre-filled	Yes, pre-filled	–
Select Registered Producer	Single select dropdown with list of registered producers, Name and GSTIN	Yes	–

Transfer Certificate

Battery Metal *

lithium

Quantity *

0.001000

Select Registered Producer *

09AABCI1947G1ZL / INTEGRATED BATTERIES INDIA PRIVATE LIMITED ▼

[Submit] [Close]

When the user clicks on the cancel button, the user is redirected to the View Certificates page after confirming the close action. When the user clicks on the Submit button, the certificate is transferred to the selected producer's wallet and the current owner is updated in records.

9. Annual Returns Filing

Under this section, users can file their annual returns. At first, the user has to select the Financial Year, and then click on 'File Annual Report Metal Wise' button to proceed with the return filing. If in case the user has filed the return and they want to view the submitted report, they can do so by clicking on the 'View Submitted Report' button.

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Producer

Financial year
2023-2024 ▼

[File Annual Report MetalWise]   [View Submitted Report]

The annual returns filing form is divided into several sub-sections (or tabs) as listed below-

(A) **General Information**
Data in this field is pre-filled based on the user profile. Users cannot edit this data. This has following fields-

Field Name	Type	Mandatory	Validation
A. General Information			
Name of Producer	Pre-filled, non-editable	Yes, prefilled	–
Registered Address	Pre-filled, non-editable	Yes, prefilled	–
Name of Authorized Person	Pre-filled, non-editable	Yes, prefilled	–
Designation	Pre-filled, non-editable	Yes, prefilled	–
Email	Pre-filled, non-editable	Yes, prefilled	–
Mobile	Pre-filled, non-editable	Yes, prefilled	–

To proceed with the form, the user needs to click on the 'Save & Next' button.

(B) Information on Waste Battery collected and sent to Recycler
In this section the user provides information on the Waste Battery that user has collected in the FY, and the quantity of Waste Battery user has sent to a registered Recycler.

Users can click on the 'Add Data' button to add new data. The form has following fields-

Field Name	Type	Mandatory	Validation
Type of Battery	Single select dropdown, mentioning all types	Yes	–
Kind of Battery	Single select dropdown, mentioning all kinds	Yes	–
Source of Waste Battery collection	Single select from: (1) Collection Center (2) Others When (1) is selected, a new input field named 'Mention Name of Collection Center' appears, which is mandatory and accepts alphanumerics When (2) is selected, a new input field named 'Define Others'' appears, which is mandatory and accepts alphanumerics	Yes	Alphanumeric
Quantity of Waste Battery collected (in tonnes)	Input Field	Yes	Whole Numbers
Name of registered Recycler	Single select dropdown, mentioning all registered Recycler names	Yes	
Quantity of Waste Battery sent to Recycler	Input Field	Yes	Whole Numbers

After filling in the required information, the user needs to click on 'Save & Next' to proceed with the form submission. Users can also 'Skip' this section if in case they do not have any Recycler data, but have Refurbisher data.

(**Entering data in either Refurbisher or Recycler section is mandatory)

(C)   Information on Used Battery collected and sent to Refurbisher

In this section the user provides information on the Used Battery that user has collected in the FY, and the quantity of Used Battery user has sent to a registered Refurbisher.

Users can click on the 'Add Data' button to add new data. The form has following fields-

Field Name	Type	Mandatory	Validation

Type of Battery	Single select dropdown, mentioning all types	Yes	–
Kind of Battery	Single select dropdown, mentioning all kinds	Yes	–
Source of Used Battery collection	Single select from: (1)　Collection Center (2)　Others When (1) is selected, a new input field named 'Mention Name of Collection Center' appears, which is mandatory and accepts alphanumerics When (2) is selected, a new input field named 'Define Others'' appears, which is mandatory and accepts alphanumerics	Yes	Alphanumeric
Quantity of Used Battery collected (in tonnes)	Input Field	Yes	Whole Numbers
Name of registered Refurbisher	Single select dropdown, mentioning all registered Recycler names	Yes	
Quantity of Used Battery sent to Refurbisher	Input Field	Yes	Whole Numbers

After filling in the required information, the user needs to click on 'Save & Next' to proceed with the form submission. Users can also 'Skip' this section if in case they do not have any Refurbisher data, but have already filled in Recycler data.

(**Entering data in either Refurbisher or Recycler section is mandatory)

(D) **End Products Data**

In this section the user has a list of all End Products and their associated annual targets. Users need to utilize credits from their Credits Wallet to meet their annual target against individual End Product. A user can only utilize credits up to a maximum of the target of that particular End Product for that FY. In cases when users do not have a Credit Balance for an End Product target, they can submit the form by mentioning 0 credits, and an EC shall be levied as per rules in this case.

The End Products Data table in this section have the following columns-
- S.No.
- End Product - all 10 end products listed in this column
- Annual Target - Annual target for this FY fetched for End Products from EPR Targets

- Available Credits - number of credits available in wallet for individual End Product
- Target Achieved - by default this is zero (0). Users can utilize/add credits against the target using the 'Add Credits to meet Targets' column. As and when credits are added, the number 0 is updated   in this column
- Add Credits to meet Targets - there is a plus (+) icon using with users can add credits against the End Product
- Final Status - Filed, Not Filed, Not Applicable

EPR Portal for Battery Waste Management

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Producer

Annual Returns for Financial Year 2023 - 2024

(A).General Information

Name Of Producer *	Registered Address *	Name of the authorised person *
AMUL INDUSTRIES PVT LTD	Ahmedabad	Arvind

Designation *	Email *	Mobile *
Owner	amulindia@yopmail.com	7654567898

(B).Information on Waste Battery collected and sent to Recycler

S.No	Financial - Year	Type of Battery	Kind of Battery	Source	Quantity Collected (Tonnes)	Registered Recycler	Quantity Sent To Recycler (Tonnes)	Action

ADD Data

(C).Information on Used Battery collected and sent to Refurbisher

S.No	Financial - Year	Type of Battery	Kind of Battery	Source	Quantity Collected (Tonnes)	Registered Refurbisher	Quantity Sent To Refurbisher (Tonnes)	Action

ADD Data

(D).Add Data to File Annual Return

S.no	End Product	Target	Target Achieved	Credits Recieved	Add Credits To Return	Final Status
1.	Lead	0	0	0	☑	Filed
2.	Lithium	0	0	0.034200	☑	Filed
3.	Nickel	0	0	0	☑	Filed
4.	Cadmium	0	0	0	☑	Filed
5.	Cobalt	0	0	0	☑	Filed
6.	Manganese	0	0	0	☑	Filed
7.	Iron	0	0	0	☑	Filed
8.	Aluminium	0	0	0	☑	Filed
9.	Copper	0	0	0	☑	Filed
10.	Zinc	0	0	0	☑	Filed

Make Payment

Add Credits to meet Targets
When the user clicks on the Plus (+) button, - - - page is not working; need another login.

**A credit certificate expires after 7 years of date of creation (created by Recycler).

Final Status
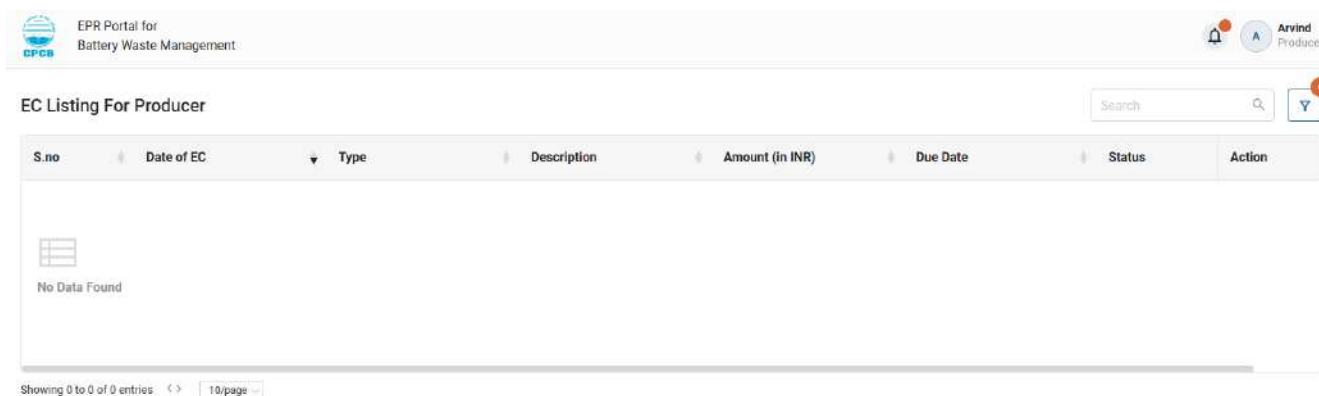The final status can be Filed, Not Filed, or Not Applicable. This is-
- Filed, in case there was an 'Annual Target' against the End Product, and the user has added credits to meet the targets
- Not Filed, in case there was an 'Annual Target' against the End Product, and the user has not added credits to meet the targets
- Not Applicable, in case 'Annual Target' against the End Product is zero (0).

Note: in case the user is not able to meet the target for any battery metal, the shortfall is added to the target of the metal for next financial year.

10. EC Levied

This section details Environmental Compensation levied on the user, if any. There is a table listing all EC's levied so far. If there are no EC's levied, 'No data to display' text is displayed. The EC listing table has following columns-
- S.No.
- Date of EC
- Type - NC in Audit. NC in Return, Return not Filed
- Description
- Amount
- Due Date
- Status - Paid, Overdue, Pending
- Action - Pay Now

The EC listing can have the following status-
- Paid: When user has paid the EC amount using the Pay Now button
- Overdue: When the due date has passed, but the user has not yet paid the EC.

- Pending: When the user has not paid the EC, but the due date has not passed yet
- Waived: When the concerned authority has waived off the EC

The 'Pay Now' button remains active until payment is not made by the user.

The Return Not Filed type of EC is levied automatically on the user if the user fails to file return before the return filing period expires (30-June of every year, for Producers).

11. Information Center

This section has all useful information, help documentation, or any other informational data issued by the CPCB. At present, we have the following three documents available-

1. Standard Operating Procedure for Registration of Producers through the Online Portal under Battery Waste Management Rules, 2022.
2. Instruction Sheet.
3. Guidance document on Interim Arrangement for Generation & Transfer of EPR credits These documents are available in PDF formats, and users can view/download them.

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Information Center

S.No	Document Name	Action
1	Standard Operating Procedure for Registration of Producers through the Online Portal under Battery Waste Management Rules, 2022	👁
2	Instruction Sheet for Producers	👁
3	Guidance document on Interim Arrangement for Generation & Transfer of EPR credits	👁
4	Guidance Document for Edit Sales Data for Producers	👁