

**Standard Operating Procedure for
Registration of Producer, Importer & Brand Owners
through Plastic EPR Portal a per PWM Rules 2016**



Central Pollution Control Board

Delhi

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1.0 Background

MoEF&CC notified Amendment to PWM Rules on February 16, 2022 as per which the producers Importers and brand-owners (PIBOs) shall comply with Extended Producer Responsibility as per provisions under the Rules and Guidelines given in Schedule II. As per Clause 10.1 of the Guidelines, PIBOs shall have to register through the online centralized portal developed by CPCB. Further, as per Clause 10.2, the SOP for registration and the action plan pro- forma shall be developed by CPCB. PIBOs shall obtain EPR registration from CPCB in case they operate in more than two States/UTs; whereas the remaining PIBOs have to be registered with the concerned SPCBs/PCCs in accordance with provision of Rules and this SOP.

In compliance to amendment notification, CPCB has initiated development of a centralised 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 PIBOs with CPCB/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 PIBOs, processing of applications by CPCB/SPCBs/PCCs with overall coordination by CPCB. The current module is applicable for Registration of PIBOs till 2024.

2.0 Guidance for filing of Application by PIBOs

PIBOs are required to fulfil EPR obligation by ensuring that plastic waste is processed through Plastic Waste Processors (PWPs) as per an action plan to meet assigned EPR targets. They shall obtain certificate from PWP according to quantity of plastic waste processed by PWPs and use such certificates to meet their EPR targets.

PIBOs shall have to get registered with CPCB / SPCBs/ PCCs on plastic EPR portal to comply with provisions under PWM Rules, 2016 as well to fulfil their EPR obligations.

The process of filing application starts with self-registration on web application www.cpcbepplastic.in to get credentials followed by filling of application in four parts namely (A) General Information (B) Details of effluent / waste generation, (C) Waste Generation Details and (D) Action plan for EPR implementation in twelve 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 of PIBOs received after its date of issue. The existing EPR registrations shall be aligned with notified EPR guidelines as per this SOP. PIBOs shall submit online application along with the relevant information, documents & Application fees to seek EPR registration.

Applications under process for grant of Registration shall henceforth be processed at www.cpcbepplastic.in portal developed by CPCB as per provisions of this SOP. CPCB/SPCBs shall also follow this SOP for processing of applications for EPR registration.

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 copy of following documents in pdf/ jpg/ png file formats is readily available with Applicant:

- i. PAN, GST , CIN, IEC (for importer) of the Company
- ii. Aadhar/ PAN of Authorized person
- iii. DIC Registration (if unit registered with DIC)
- iv. Process flow diagram (for producers only)
- v. Consents issued by SPCB/ PCC (if unit has a production facility)
- vi. Scanned copy of signatures of authorised persons.
- vii. Covering letter
- viii. Document regarding any other information which the unit wishes to provide.

Separate applications need to be filed in case a Brand-owner is also a Producer or importer and vice-versa.

2.3 Filing section wise information

Application pages have been designed separately for Producers, Brand-owners and Importers. PIBOs shall follow section-wise instructions as given in Table below for filing Application for EPR Registration.

Part A: General Information			
S.No	Section	Information required	Guidance
1a	Company Details	Name	Please enter name of the entity without pre-fixing 'M/s'
		Business Address	Should be same as provided in GST
		Postal Address	
		PAN	Pdf copy to be uploaded
		CIN	Pdf copy to be uploaded
		IEC	This documents in pdf file format is needed only for Importer

1b	Authorized Person Details	Name	
		Designation	
		Email	
		Phone No.	
		PAN No.	pdf copy to be uploaded
		Aadhar No.	pdf copy to be uploaded
1c	States/UTs in which the PIBO is operational	To be selected on the on the portal	At this section, there is in option to choose multiple States/UTs where PIBO is operational. -In case the PIBO is operating in one / two states/ UTs- the application will automatically be forwarded to concerned SPCB/PCC as the case may be.
2	Renewal of Registration	Registration No.; Date of issue; Validity date; Progress reports	Registration gets renewed based on information submitted in Annual Reports filed by PIBO. Format for Annual report will be provided in Annual Report module separately.
3a	Confirmation if a unit has a Production facility	Choose yes/No here.	Pdf copy of Consents to be provided in Section 6.0, if the unit has a production facility.
3b	Confirmation if the	Choose yes/No	pdf copy of DIC

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	unit is registered with District Industries Centre (DIC)	here.	Registration certificate to be provided if the unit is registered with DIC
4a	Details of capital investment in the project		
4b	Details of year of commencement of operations of the entity		
5a	Details regarding type & quantity of product produced / marketed		Pdf copy of document providing list of products with quantity to be provided
5b	Plastic consumption details	Year wise Quantity of plastic consumed in the two years previous to the year of filing of Registration application to be provided	For example: If the PIBO is filing Application for EPR registration in 2022-23; Plastic consumption for previous two years i.e. 2020-21 & 2021-22 has to be provided
5c	Process Flow diagram	Manufacturing process of product(s)	This information applicable for producers only. Pdf Copy of manufacturing process flow diagram to show input and output in terms of products and waste generated.

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5d	Status of compliance with PWM rules- w.r.t Thickness of Plastic Sheets (50 microns) & Carry bags (75 micron w.e.f 30.9.21 & Carry bag 120 Micron w.ef from 31.12.2022)	Information in Yes/No format for each item	Select in yes/no options
Part B: Details of Effluent / Emissions generation from Production facility			
6	Consent details	Validity date of consent issued under Air/Water Act to be provided	-To be provided by units having production units (may refer 3a above) - pdf Copy of Consents to be uploaded
Part C: Waste generation details			
7	Pre/Post Consumer waste	Year-wise/ Category-wise quantity of pre/ post-consumer plastic waste generated in the two years previous to the year of filing of Registration application to be provided	State-wise details of waste introduced by PIBO to be provided Example at 5b may be referred to
8a	Details of Plastic Raw material procured from Registered entities (Producer/	Information on, Name, Address, State (Country for importers) , Mobile No., category of	-Year-wise Details of raw material procured from to be provided for two years previous to the year of filing of Registration

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	Importer/ Recycler)	plastics and its quantity.	application Category of Plastic raw material procured should be related with the category of plastic waste generated (as reported in Section 7.0) as well as - It should also be compatible with the type & quantity of product produced / marketed Example at 5b may be referred to.
8b	Details of Plastic Raw material procured from unregistered entities	Information on, Name, Address, State (Country for importers) , Mobile No., category of plastics and its quantity.	Same as above
8c	Details of Plastic Raw material sold to Registered Brand-owners (For Producers & Importers)	Information on, Name, Address, State (Country for importers), Mobile No., category of plastics and its quantity.	Same as above
Part D: Action Plan for EPR Implementation for PWM			
9	EPR Target	Auto calculation of category-wise EPR Target for the year of filing of	EPR target for the year in which Application was filed will be calculated from EPR registration

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		application shall be generated based on information provided in application.	process. EPR targets for subsequent years shall be generated by system itself based on the information provided in the Annual report filed by the PIBO - For eg. If an application is being filed in 2022-23; then EPR target for 2022-23 shall be indicated in the Registration certificate. EPR Target for the year 2023-24 onwards shall be generated based on the information provided in the Annual report filed by the PIBO in the following years.
10	Covering letter		Pdf copy to be uploaded
11	Signatures		Png/jpeg/ gif/ jpf Copy of signatures to be uploaded
12	Any other information		Pdf copy of documents to be uploaded, if required

3.0 Application & Annual processing fees

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

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Sl. No.	Plastic Waste Generation (TPA)	Application fees (Rs.)
1	<1000	10000
2	1000-10000	20000
3	>10000	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 the time of filing annual returns

Application fee & processing fees to be shared between CPCB & SPCB /PCC in the ratio of 80: 20 when Registration of PIBO 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

Online Application filed by PIBOs will be transferred to the concerned SPCBs/PCCs in case the PIBOs are operating in one or two States – on the same portal for further processing. The remaining applications will be processed by CPCB.

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;

- i. 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.
- ii. If the application is not processed within the stipulated time; the system shall automatically process the application and generates deemed registration.
- iii. Applications shall be rejected if false/ irrelevant information /document is found to be submitted. Application fees shall be forfeited in such cases.

Fresh application along with application fees will have to be submitted for Registration

- iv. Registration certificate shall be issued online to PIBOs by CPCB/SPCB/PCC using digital signature integrated on portal.
- v. 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.
- vi. Fresh Registration shall be valid for a period of one year; and the renewed Registration shall be valid for a period of three years.

5.0 Renewal of Registration

- i. PIBO 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. PIBO have to ensure that Annual Reports are filed by June 30 of the following year (as per EPR Guidelines) for the intervening Registration period. Application for renewal will not be processed unless all due annual reports are filed.
- iii. Findings of Audit Reports shall be taken into consideration for renewal of PIBO Registration.
- iii Registration granted to PIBO shall be renewed for a period of three years by CPCB/SPCBs/PCCs within 15 days of receipt of complete documents from the Producers & Brand Owner.

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

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

- i. The PIBOs shall not carry any business without having registration through online centralized portal developed by Central Pollution Control Board.

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- ii. The PIBOs shall not deal with any entity not registered through on-line centralized portal developed by Central Pollution Control Board to meet EPR targets.
- iii. In case, it is found or determined that any PIBO registered on the on-line portal has provided false information or has wilfully concealed information or there is any irregularity or deviation from the conditions stipulated while obtaining registration under Extended Producer Responsibility guidelines, 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. In case any Producer also qualifies as Importer and Brand-owner; then the producer shall obtain EPR registration separately as Importer and Brand-owner and vice versa. PIBOs shall also take separate EPR authorisations from each State if they operate in just two States. However, only one EPR registration would be needed, even if, more than one unit are located in a State(s).
- v. The PIBO shall fulfil the year-wise / category-wise EPR Target as specified in the Registration certificate for the year in which Registration is granted. For the subsequent years EPR Target shall be calculated based on the information provided in the Annual report, the format of which shall be specified by CPCB.
- vi. The certificate provided by only registered plastic waste processors shall be considered for fulfilment of Extended Producer Responsibility obligations by PIBOs. In case where plastic waste is used in road construction the PIBOs shall provide a self-declaration certificate in pro-forma developed by Central Pollution Control Board.
- vii. Exchange of EPR credit between PIBOs and Plastic Waste Processors to be done as per mechanism provided by CPCB in "Trading & Settlement of EPR obligations" module of Plastic EPR portal being developed by CPCB.

- viii. The PIBOs shall file annual returns on the quantity of plastic packaging waste processed through PWPs and the corresponding certificates towards fulfilling obligations under Extended Producer Responsibility with the CPCB/SPCBs/PCCs as per pro forma prescribed by Central Pollution Control Board by the 30th June of the next financial year. Information on the reuse and/or recycled content used for packaging purposes along with details of the registered recyclers or PWP from whom the recycled plastic has been procured shall be provided in annual returns.
- ix. The PIBO shall pay annual fee for processing of returns as per Guidelines by CPCB.
- x. The Environment Compensation, as applicable, shall be levied by Central Pollution Control Board/SPCB/PCC on the Producers, Importers & Brand-Owners with respect to non-fulfilment of their Extended Producer Responsibility targets, responsibilities and obligations as per Guidelines specified by CPCB. Such EC will be generated on plastic EPR portal.
- xi. The PIBOs shall engage in manufacture, stocking, distribution, selling of banned SUP items as listed in Amendment to PWM Rules dated August 12, 2021
- xii. The PIBOs are required to comply with provisions of PWM Rules (as applicable) failing which necessary action as deemed fit shall be initiated against the violator.

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

7.0 Cancellation of Registration

- i. EPR registration granted to PIBOs is liable to be cancelled or suspended in at any stage, if the document submitted by the PIBO is found to be false, then the Registration issued shall be liable to be cancelled.
- ii. If any PIBO is found to be violating the provision of Registration, a notice shall be issued by CPCB.

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- iii. An opportunity will be given to hear the PIBO within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of Registration by CPCB.
- iv. The decision on cancellation or suspension of authorization will be intimated within 10 working days after hearing.
- v. Chairman CPCB will be the final authority for taking decision on cancellation or suspension.

8.0 Applicability of SOP

- i) SOP shall be applicable to all applications received on plastic EPR portal after the date of issue of this SOP.
- ii) The existing registrations shall be aligned with the SOP within three months of issue of SOP for which registered PIBOs shall re-submit the application online along with the relevant information & processing fees
- (ii) The applications under process at CPCB for grant of Registration shall be processed as per provisions of this SOP.

CPCB shall update the SOP from time to time in accordance with requirement and further Amendment to PWM Rules if any, as required.

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