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**HARYANA STATE POLLUTION CONTROL BOARD**  
**C-11, SECTOR-6, PANCHKULA**  
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**OFFICE ORDER**

**Subject:- Procedure for grant of registration under Plastic Waste Management Rules, 2016 (as amended) till date.**

Whereas the GoI, MoEF & CC, vide notification dated 18th March, 2016 has framed the Plastic Waste Management Rules, 2016, which applies to every waste generator, Local Body, Gram Panchayat, Manufacturer, Importer & Producer. As per Rule 13 of these rules, no Producer, Recycler & Manufacturer shall manufacture carry bags or recycle plastic bags or multilayer packaging without obtaining registration from State Pollution Control Board or PCC as the case may be. Consequently, the Haryana State Pollution Control Board had issued the procedure vide order Endst. no. HSPCB/2018/4208-4231 dated 05.06.2018 for obtaining registration under PWM Rules, 2016 through HEPC portal.

Whereas after issue of principal rules 2016, Ministry of Environment, Forest & Climate Change has made various amendments vide notification dated 27.03.2018, 12.08.2021, 17.09.2021, 16.02.2022, 06.07.2022, 27.04.2023, 30.10.2023 and 14.03.2024. In accordance to Plastic Waste Management (amendment) Rules, 2022 notified by MoEF&CC on 16.02.2022, Central Pollution Control Board had issued Standard Operating Procedure (SOP) for registration of Plastic Waste Processor (PWP), Producer, Importer & Brand Owner through Centralized Plastic EPR Portal developed by CPCB.

Whereas after commencement of above stated Centralized EPR Portal and upto date amendment made in Plastic Waste Management Rules, 2016, the procedure circulated by the Board vide order Endst. no. HSPCB/2018/4208-4231 dated 05.06.2018 for grant of registration through HEPC portal deserve to be withdrawn/cancelled, and the services regarding obtaining registration through HEPC portal which is still active needs to be deactivated, because every entity covered under PWM Rules, 2016 (as amended till date) has to be registered on Central EPR Portal developed by CPCB, and the cases of registrations are required to be processed by the concerned authorities i.e. CPCB/SPCBs/PCCs pertaining to the respective jurisdiction as defined by CPCB in the SOPs.

Whereas for the purpose of obtaining registration under Plastic Waste Management Rules, 2016 (as amended till date) through Centralized EPR Portal, the detailed procedure for filing the step wise application form alongwith details of documents required, processing

fees and time for processing the application has already been prescribed by CPCB in the following Standard Operating Procedures (SOPs) issued on 15.03.2022:-

- Standard Operating Procedure (SOP) for Plastic Waste Processors (PWWs). A copy of the same is enclosed at **Annexure-A**, which can also be downloaded from online portal of CPCB i.e. <https://eprplastic.cpcb.gov.in/#/plastic/home>
- Standard Operating Procedure (SOP) for Producer, Importer, Brand Owners (PIBOs). A copy of the same is enclosed at **Annexure-B**, which can also be downloaded from online portal of CPCB i.e. <https://eprplastic.cpcb.gov.in//plastic/home>

Therefore, in view of the facts stated above, the procedure issued by Haryana State Pollution Control Board vide order Endst. no. HSPCB/2018/4208-4231 dated 05.06.2018 for obtaining registration under PWM Rules, 2016 through HEPC portal is hereby withdrawn/revoked/cancelled, and also the services still operative on HEPC portal for grant of registration under PWM Rules are deactivated with immediate effect.

**Dated: Panchkula the  
07th February, 2025**

**Vineet Garg, IAS  
Chairman**

**Endst. NO. HSPCB/SWM&PLG/2025/**

**Dated:**

A copy of the above is forwarded to the following for information and necessary action:-

1. Chief Environmental Engineer I & II.
2. All Branch Incharges(HQ). SEE (IT) is requested to upload the above orders on the website of the Board.
3. All Regional Officers in the field.
4. P.S. to Chairman/PA to M.S. for information of the officers.

**Signed by Satinder Pal**

**Date: 07-02-2025 17:49:15**

**Sr. Environmental Engineer  
(SWM & PLG Cell)  
For Chairman**

**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.cpcbepwplastic.in](http://www.cpcbepwplastic.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.cpcbepwplastic.in](http://www.cpcbepwplastic.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.cpcbepwplastic.in](http://www.cpcbepwplastic.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:  <ul style="list-style-type: none"> <li>• R1 : Recycling of CAT-I PW to Pellet/Chips</li> <li>• R2 : Recycling of CAT-II PW to Pellets/Chips</li> <li>• R3 : Recycling of CAT-III PW to Pellets/Chips/fibers</li> <li>• R4 : Recycling of CAT-I PW to Products</li> <li>• R5 : Recycling of CAT-II PW to Products</li> <li>• R6 : Recycling of CAT-III</li> </ul>

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	Section	Information required	Guidance
			<p>PW to make Products</p> <ul style="list-style-type: none"> <li>• C1 : Processing CAT-IV PW for industrial composting</li> <li>• E1 : End of life PW co-processing in cement plants</li> <li>• E2 : End of life PW co-processing in steel plants</li> <li>• E3: End of life PW processing in Waste to Energy plants</li> <li>• E4: End of life PW processing in Waste to Oil Units</li> </ul>
8	Process flow diagram		<p>i. PDF copy of a diagram to be uploaded</p> <p>ii. Input raw material/ final product/ process steps / 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 &		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	<p>i. Pictures/videos to be related to the production process at site and other details provided in the application.</p> <p>ii. Use GPS enabled cameras to generate pictures/videos.</p> <p>iii. The GPS location of the plant should match with the GPS location of the uploaded pictures/ videos.</p>
11	Plant machinery details	Name of machine, power rating, operating hours, processing capacity, Geo-tagged Picture of Plant Machinery	<p>i. Plant machinery should be compatible with the selected Process Code</p> <p>ii. Plant machinery GPS location should match with GPS location of the plant.</p>
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.

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**Standard Operating Procedure for  
Registration of Producer, Importer & Brand Owners  
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 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](http://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](http://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](http://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.



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.e.f from 31.12.2022.)	Information in Yes/No format for each item	Select in yes/no options
<b>Part B: Details of Effluent / Emissions generation from Production facility</b>			
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
<b>Part C: Waste generation details</b>			
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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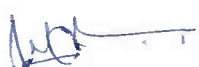
	Importer/ Recycler)	plastics and its quantity.	application Category of Plastic raw material procured should be related with the category of plastic waste generated (as reported in Section 7.0) as well as - It should also be compatible with the type & quantity of product produced / marketed Example at 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
<b>Part D: Action Plan for EPR Implementation for PWM</b>			
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

		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;

- 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 process 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.

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.

- 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.

- 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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**Guidance for**  
**Registration of Micro & Small Producers, Sellers, Manufacturer & Importer of raw**  
**materials through Plastic EPR Portal a per PWM Rules, 2016 (as amended)**



**Central Pollution Control Board**

**Delhi**

**December 04, 2024**

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## **1.0 Background**

MoEF&CC notified Amendment to PWM Rules on March 14, 2024 as per which the Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall have to register with concerned SPCBs/PCCs in accordance with provision of PWM Rules, 2016 on the centralized EPR portal developed by CPCB.

In compliance to above, CPCB has developed comprehensive EPR portal comprising of modules for registration, trading & settlement of EPR obligations, filing of Annual Returns, levying of Environmental Compensation (EC), and Third Party Audits.

This document outlines the Standard Operating Procedure for Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials with SPCB/PCC in line with PWM Rules, 2016, as amended, as well as the Guidelines given at Schedule II of the Rules. This Guidance manual provides guidance on filing of application by Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials, processing of applications by SPCBs/PCCs and overall coordination and monitoring by CPCB.

## **2.0 Guidance on filing of Application**

Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials 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.

Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall have to get registered with SPCBs/PCCs on plastic EPR portal to comply with provisions under PWM Rules, 2016.

The process of filing application starts with self-registration on web application <https://eprplastic.cpcb.gov.in/#/plastic/home> to get credentials followed by filling of application. The following sections provide guidance in filling information and including relevant documents on the portal.

## **2.1 Applicability of Guidance manual**

This Guidance manual shall be applicable to all applications received after the date of issue. The existing registrations shall be aligned with the Guidance manual within three months of issue of Guidance manual for which the applicant 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 <https://eprplastic.cpcb.gov.in/#/plastic/home> portal developed by CPCB as per provisions of this Guidance manual.

## **2.2 Submission of Application**

After self-registration, the Applicant will get credentials for login to <https://eprplastic.cpcb.gov.in/#/plastic/home> 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:

- i. PAN, GST, CIN of the Company
- ii. PAN of Authorized person
- iii. Supporting Documents for Micro & Small Category (Udyam Certification for Producer)
- iv. Copy of IEC certificate (for importers of raw material only)
- v. Copy of supporting documents for registration with the DIC or DCSSI of the State Government or Union Territory
- vi. Covering letter
- vii. 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 Registration of Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials.

### 2.3.1 Micro & Small Producers

<b>PART - A</b>		
<b>General</b>		
<b>S. No.</b>	<b>Sections</b>	<b>Guidance</b>
<b>1.</b>	<b>Company Details</b>	
a)	Name	Auto filled from the PAN details uploaded during sign up
b)	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.
c)	Registered Address	Manufacturing plant address
d)	Postal Address	Same if plant address and postal address is same
e)	PAN No.	PAN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
f)	GST No.	Enter GST No. which is issued in the name of unit & PDF copy to be uploaded.
g)	CIN No. (Applicable for companies)	CIN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
h)	Udyam Registration No.	Enter Udyam Reg. No. which is issued in the name of unit clearly specifying the type of business (Micro/small/medium) & PDF copy to be uploaded.
<b>2.</b>	<b>Authorized Person Details</b>	
a)	Name	Auto filled from the PAN details uploaded during sign up

b)	Designation	Provide designation of the authorized person. Preferably of the person who is associated with the unit
c)	Mobile No.	<i>Auto filled from Sign up</i>
d)	Email	<i>Auto filled from Sign up</i>
e)	PAN No.	PAN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
3.	Plastic packaging manufactured:	Provide category wise manufacturing capacity (in TPA). In case unit is involved in manufacturing plastic packaging of different categories then the total manufacturing capacity of the unit shall be distributed in each category, accordingly.
4.	Year of commencement of business	Provide year of commencement of operations
5.	Total Capital invested in project (Rs. In Lacs)	Enter project cost
<b>Part B</b>		
<b>Details on plastic packaging</b>		
6.	Manufacturing details	Provide details/information in below sections
6.1	Raw material procured (TPA)	Provide year wise quantity (in TPA) for each type of plastic raw material procured in previous two financial years, which can be selected from the dropdown. In case, the type of plastic is not included, applicant shall select 'Other' and provide the details.
6.2	Plastic packaging produced category-wise	Provide category wise plastic packaging produced capacity (in TPA) for the previous two financial years of filing of registration application.
6.3	Total Plastic packaging sold category-wise (MT)	Provide details/information in below sections.

	a. Plastic packaging sold to Brand owner	Provide category wise plastic packaging sold capacity (in TPA) to Brand Owners for the previous two financial years of filing of registration application.
	b. Plastic packaging sold to Producer (Large and Medium)	Provide category wise plastic packaging sold capacity (in TPA) to Producers (Large & Medium) for the previous two financial years of filing of registration application.
	c. Plastic packaging sold to Producer (Small and micro)	Provide category wise plastic packaging sold capacity (in TPA) to Producers (Small & Micro) for the previous two financial years of filing of registration application.
	d. Plastic packaging sold to seller	Provide category wise plastic packaging sold capacity (in TPA) to Sellers for the previous two financial years of filing of registration application.
6.4	Pre-consumer plastic packaging waste (TPA)	Provide category wise Pre-consumer plastic packaging waste (in TPA) generated for the previous two financial years of filing of registration application.
7.	Status of Compliance with Rule 4 of Plastic Waste Management Rules, 2016 as amended	Information required in Yes / No format. Select in Yes / No options.
8.	Cover Letter (with attachment)	Pdf copy to be uploaded
9.	Name of authorized signatory and Digital Signature	PDF Copy of signatures uploaded

### 2.3.2 Manufacturer of plastic Raw Materials

PART -A		
GENERAL		
<b>1.</b>	<b>Company Details</b>	
(a)	Name	Auto filled from the PAN details uploaded during sign up
(b)	location of the unit	Location to be highlighted on the Google map to auto fetch longitude and latitude.  The Google Map to be zoomed to the maximum possible resolution while marking the location.
(c)	Address of the unit	Manufacturing plant address
2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory?	Choose Yes/No
	If yes, attach a copy.	PDF copy of DIC Registration certificate to be provided if the unit is registered with DIC
3.(a)	Total capital invested on the project (Rs. In Crores)	Enter project cost
(b)	Year of commencement of production	Enter Year of commencement
(c)	Production details of last two financial years	Download the excel sheet format. Provide year wise details of type of plastic raw material being produced by the unit and quantity of annual production (in TPA) of previous two financial years. Upload the excel sheet.
(d)	List of producers and quantum of raw materials supplied to	Download the excel sheet format.



	producers/sellers in last two financial years	Provide year wise details of type of plastic raw material sold to registered / unregistered Sellers or Producers (including Micro & Small) units. Provide details of sale including EPR registration no. if sale made to registered entity, name of unit, address and contact information, type of raw material sold, and quantity of raw materials (in MT) sold in previous two financial years.  Upload the excel sheet.
4.(a)	Cover Letter (with attachment)	Pdf copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

### 2.3.3 Importer of plastic Raw Materials

PART -A		
GENERAL		
<b>1.</b>	<b>Company Details</b>	
(a)	Name	Auto filled from the PAN details uploaded during sign up
(b)	Registered Address of the unit	Provide registered address of the unit
2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory?	NA
	If yes, attach a copy.	NA

3.(a)	Total capital invested on the project (Rs. In Crores)	NA
(b)	Year of commencement of production	Provide Year of commencement of operations of the unit
(c)	Import details of last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise details of type of plastic raw material being imported by the unit. Provide details of the import including name of the seller, country, address and contact details, type of plastic raw material and quantity of imported plastic packaging (in MT) of previous two financial years.</p> <p>Upload the excel sheet.</p>
(d)	List of producers and quantum of raw materials supplied to producers/sellers in last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise details of type of plastic raw material sold to registered / unregistered Sellers or Producers (including Micro &amp; Small) units. Provide details of sale including EPR registration no. if sale made to registered entity, name of unit, address and contact information, type of raw material sold, and quantity of raw materials (in MT) sold in previous two financial years.</p> <p>Upload the excel sheet.</p>
4.(a)	Cover Letter (with attachment)	Pdf copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

### 2.3.3 Sellers of plastic raw material

PART -A		
GENERAL		
<b>1.</b>	<b>Company Details</b>	
(a)	Name	Auto filled from the PAN details uploaded during sign up.
(b)	Registered Address of the unit	Provide registered address of the unit.
2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory? If yes, attach a copy.	NA
3.(a)	Total capital invested on the project	NA
(b)	Year of commencement of production	Provide Year of commencement of operations of the unit.
©	Procurement details of last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise quantity (in TPA) for each type of plastic raw material procured in previous two financial years. Provide details of procurement including raw material procurement from registered / unregistered Manufacturer / Importer</p>
(d)	Sales details of last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise details of type of plastic raw material sold to registered Sellers or Producers (including Micro &amp; Small) units. Provide details of sale including EPR registration no. of registered entity, name of unit, address and contact information, type of raw material sold, and quantity</p>

		of raw materials (in MT) sold in previous two financial years.  Upload the excel sheet.
4.(a)	Cover Letter (with attachment)	Pdf copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

### 3.0 Application fees & Annual Processing Fees

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

- (A) Application Fee for Manufacturers & Importers of Plastic Raw Material, and Sellers at the rate of ₹10/ton of the production capacity.
- (B) Application Fee for Micro & Small Producers at the rate of ₹5/ton of production capacity.

The key features of the above fee structure are as follows:

- a. 25% of Application fees is to be paid as Annual Processing Fees at the time of filing annual returns.
- b. Audit fee shall be applicable for payment along with the annual filing fees.
- c. Online Application filed by Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials will be transferred to the concerned SPCBs/PCCs as per amendment to PWM Rules, 2016.
- d. Application fee & processing fees is proposed to be shared between CPCB & SPCB /PCC in the ratio of 80:20.
- e. Audit fee shall be payable/transferred to the SPCBs/PCCs for audits conducted by them.
- f. The fees shall be paid online through the payment gateway integrated on the portal.

- g. The above application fees shall be revised annually as per the annual rate of inflation based on all India Wholesale Price Index (WPI).

#### **4.0 Processing of Application by SPCBs**

Online Application filed by Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials will be transferred to the concerned SPCBs/PCCs on the EPR 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;

- i. The application for registration shall be processed within 15 days. The registration shall be either granted or rejected as the case may be within this period.
- ii. Applications shall be rejected, if false/ irrelevant information /document is found to be submitted. Application fees shall be forfeited in such cases.
- iii. Registration certificate shall be issued online to Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials by SPCB/PCC using digital signature integrated on portal.
- iv. 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.

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

The Registered Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials are required to comply with the following conditions, which will be incorporated in the certificates being generated by the portal.

- i. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not carry any business without obtaining registration through online centralized portal developed by Central Pollution Control Board.
- ii. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not deal with any entity not registered through centralized Plastic EPR portal
- iii. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall file annual returns on the EPR portal under PWM Rule and the guidelines as per the online pro-forma prescribed by CPCB by the 30th June of the next financial year.
- iv. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials 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
- v. In case, at any stage it is found that the information provided by the Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials is false, the unit shall be debarred by SPCB, as per procedure laid down by CPCB, from operating under the EPR framework for a period of one year. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials whose registration has been revoked shall not be able to register afresh for the period of revocation

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 is found to be false, then the Registration issued shall be liable to be cancelled.

- ii. If any Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials 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 Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials 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 Guidance manual shall be updated from time to time in accordance with requirement and further Amendment to PWM Rules if any, as required.

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