

Instruction Sheet

for

Registration of Recyclers through Online EPR Portal for Battery
Waste Management



Central Pollution Control Board, Delhi

August, 2022

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1.0 Background

Ministry of Environment Forest and Climate Change notified Battery Waste Management (BWM) Rules on 22nd August, 2022 as per which all recyclers shall register with the State Pollution Control Board through the online portal.

This Document outlines Illustrative Guidance for the Registration of Recyclers of Waste Battery through the Online Portal.

2.0 Sign-Up Procedure

2.1 The user can go to the Sign-up page by clicking on “Create Account” on the Homepage (**Figure 1**). After selection of Applicant type as Recycler, Sign Up form (**Figure 2**) shall open up.

2.2 The applicant shall provide the following information during Sign-up:

- (i) Applicant Type
 - a) Producer/Importers/Manufacturers/Recyclers/Refurbishers

- (ii) Company Details
 - a) Name of Company
 - b) Trade Name (As per GST)
 - c) Type of Business (Private/Public/ Proprietorship etc.)
 - d) State/UT
 - e) Registered Address
 - f) District
 - g) Pin Code
 - h) PAN
 - i) CIN

- (iii) Authorized Person
 - a) Name
 - b) Designation
 - c) Mobile
 - d) PAN
 - e) Aadhar No.

- (iv) Login Details
 - a) Authorized Email ID
 - b) Password
 - c) Confirm Password

Figure 1: Login or Create Account on the EPR Portal

Login

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Captcha not visible

LoginDon't have an account? [Create Account](#)

Instruction Sheet

Figure 2: Sign Up for Registration of Producers

Applicant type

Company Details

Name of Company* <input style="width: 95%; border: none;" type="text" value="Name of Company"/>	Trade Name* <input style="width: 95%; border: none;" type="text" value="Trade Name"/>	Type of Business* <input style="width: 95%; border: none;" type="text" value="Select Type of Business"/>
State/UT* <input style="width: 95%; border: none;" type="text" value="Select State"/>	Registered Address* <input style="width: 95%; border: none;" type="text" value="Registered Address"/>	District* <input style="width: 95%; border: none;" type="text" value="Please Select Any One"/>
Pin Code* <input style="width: 95%; border: none;" type="text" value="PIN Code"/>	Pan (i) <input style="width: 95%; border: none;" type="text" value="PAN No"/>	CIN (i) <input style="width: 95%; border: none;" type="text" value="CIN No"/>

Authorized Person Details*

Name* <input style="width: 95%; border: none;" type="text" value="Name"/>	Designation* <input style="width: 95%; border: none;" type="text" value="Designation"/>	Mobile* <input style="width: 95%; border: none;" type="text" value="Mobile Number"/>
Pan(i) <input style="width: 95%; border: none;" type="text" value="PAN"/>	Aadhaar No <input style="width: 95%; border: none;" type="text" value="Aadhaar No"/>	

Login Details

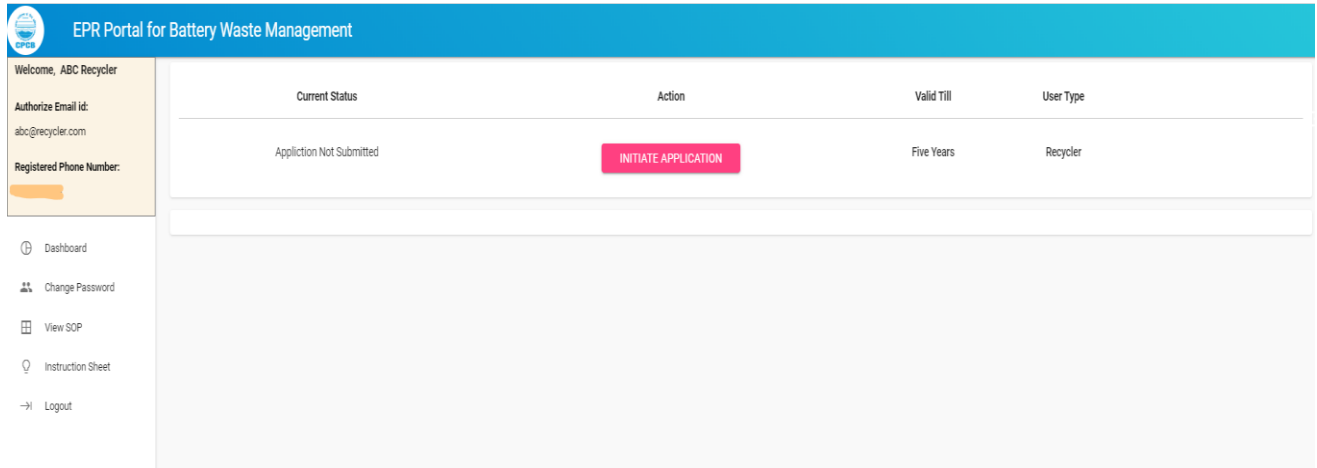
Authorized Email Id* <input style="width: 95%; border: none;" type="text" value="Authorized Email Id"/>	Password(i)* <input style="width: 95%; border: none;" type="text" value="password"/>	Confirm Password <input style="width: 95%; border: none;" type="text" value="Confirm Password"/>
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Sign Up

3.0 Filling up of Application Form

After sign up and login, Recycler’s dashboard shall appear (**Figure 3**). Click on ‘Initiate Registration’ to fill the application form.

Figure 3: Dashboard of Recycler



3.1 PART – A (General Information)

- The pro-forma for PART A: General Information is given in Figure 4 and Figure 5.
- Information provided during sign up shall be auto fetched (Name of Unit, State, District, Registered address and Authorized person details)
- Recycler has to enter GST No., PAN No., Consent Validity Under Air and Water Act, Validity of Authorization under Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016, Validity of DIC Certificate, Type of Recyclers and the recycling capacity of the unit as per CTO granted by respective SPCB/PCC.

(1).Recycling Unit Details

Name of Unit ABC Recycler	State ANDHRA PRADESH
District Guntur	Registered Address Block Number, Sector Number, GUNTUR, ANDHRA PRADESH (AP) - 522503
GST No 28AAAAA9999A1Z5	PAN No AAAAA9999A
A. Consent Validity Under Air Act, 1981; Valid up to 30-09-2026	B. Consent Validity Under Water Act, 1974; Valid up to 30-09-2026
Validity of Authorisation under rule 6 of the Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016 Valid up to - 01-08-2026	Validity of certification of registration with District Industries Centre Valid up to - 01-08-2026
Please Select Type of Recycler R1: Lead Acid Battery Recycler, R4: Battery Dismantling, Physical Separation and Refining (Black Mass Processing) of all types of battery except Lead acid	

Figure 4: (1) Recycling Unit Details

(2).Authorized Person Details

Name XYZ	Mobile No ██████████
Email Id. abc@recycler.com	Designation CEO

(3).Enter Recycling Capacity of The Unit as Per CTO (in Tonnes per Annum):

Enter Total Recycling Capacity of The Unit.
4000

Figure 5: (2) Authorized Person Details and (3) Enter Recycling Capacity of the Unit as per CTO (in Tonnes per Annum)

3.2 PART – B (Information on Battery)

- The pro-forma for PART B: Information on Battery is given in Figure 6, Figure 7 and Figure 8.
- Under Add Battery Details - Recycler shall select Battery type, Kind of Battery, Technology used for recycling, and key battery material recovered from each type for battery
- Under Add Procurement Data - Recycler shall select the Financial Year, Select the type of battery, Select the Kind of Battery, 8-digits HSN code of Waste Battery, and Quantity of Waste battery procured (in Tonnes per Annum)
- Under Quantity of Battery Recycled - select the Financial Year, select kind of battery, select battery type, and total quantity recycled (in Tonnes per Annum), and Enter Key Battery metals recovered.

Type of Battery being Recycled

Select Battery Type ▼

Kind of Battery

Select Kind of Battery ▼

Technology being used

Select Technology Used ▼

Key Battery Metals Recovered

Select Metals Recovered ▼

SUBMIT

CLOSE

Figure 6: Add Battery Details

Financial Year

Select Financial Year ▼

Type of Battery

Select Type of Battery ▼

Kind of Battery

Select Kind of Battery ▼

HSN Code

Quantity (in Tonnes per Annum)

Enter Quantity in Tonnes per Annum

SUBMIT

Figure 7: Add Procurement Data

Financial Year

Select Financial Year ▼

Kind of Battery

Select Kind of Battery ▼

Type of Battery

Select Battery Type ▼

Total Quantity Recycled(Tonnes per Annum)

Enter Quantity Recycled

Key Battery Metals Recovered

Enter Key Battery Metals Recovered

SUBMIT

Figure 8: Add Quantity of Battery Recycled

3.3 PART – C (Documents)

- (a) The pro-forma for PART C: Documents is given in Figure 9.
- (b) Recycler shall upload the following documents (* represents mandatory document):
- (i) GST Certificate*
 - (ii) PAN card of Recycling Unit*
 - (iii) Valid Consent under Air and Water Act*
 - (iv) Valid Authorisation under rule 6 of the Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016*
 - (v) District Industries Center (DIC) registration Certificate
 - (vi) Process Flow Diagram of the recycling process
 - (vii) Last 3 FYs annual returns

SNo.	Document/Certificate Type (* represents mandatory document)	Upload Document/Certificate
1.	GST Certificate *	<input type="button" value="UPLOAD GST CERTIFICATE"/> <input type="text"/> <input type="button" value="VIEW DOCUMENT"/>
2.	PAN card of Recycling Unit *	<input type="button" value="UPLOAD PAN COPY"/> <input type="text"/> <input type="button" value="VIEW DOCUMENT"/>
3.	Valid Consent under Air and Water Act *	<input type="button" value="UPLOAD CONSENT COPY"/> <input type="text"/> <input type="button" value="VIEW DOCUMENT"/>
4.	Valid Authorisation under rule 6 of the Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016 *	<input type="button" value="UPLOAD AUTHORIZATION"/> <input type="text"/> <input type="button" value="VIEW DOCUMENT"/>
5.	District Industries Center (DIC) registration Certificate	<input type="button" value="UPLOAD DIC COPY"/> <input type="text"/> <input type="button" value="VIEW DOCUMENT"/>
6.	Process Flow Diagram of the recycling process	<input type="button" value="UPLOAD FLOW DAIGRAM"/> <input type="text"/> <input type="button" value="VIEW DOCUMENT"/>
7.	Last 3 FYs annual returns	<input type="button" value="UPLOAD ANNUAL REPORTS"/> <input type="text"/> <input type="button" value="VIEW DOCUMENT"/>

Figure 9: Upload Documents

3.4 PART – D (GEO Images)

- (a) The pro-forma for PART D: Geo Images is given in Figure 10 and Figure 11.
- (b) Recycler shall upload the Geo-Tagged Images (A geo-tagged image is a photograph which is associated with a geographic position by geotagging. This is done by assigning at least a latitude and longitude to the image.) and video link (g-drive link or any other cloud link).
- (c) Recycler shall either select the location of Recycling unit on Map or enter the Latitude and Longitude Coordinates of the Recycling Unit

SNo.	Document/Certificate Type	Upload Document/Certificate
1.	Geo-tagged pictures of the unit's location on the Map (Upload Image PDF file)	<input type="button" value="UPLOAD PDF"/> _____ <input type="button" value="VIEW UPLOADED"/>
2.	Geo-tagged pictures of waste battery storage area (Upload all images in a single PDF file)	<input type="button" value="UPLOAD PDF"/> _____ <input type="button" value="VIEW UPLOADED"/>
3.	Geo-tagged pictures of recycling machineries (Upload images in a single PDF file)	<input type="button" value="UPLOAD PDF"/> _____ <input type="button" value="VIEW UPLOADED"/>
5.	Video of recycling plant (Provide link of Video)	_____

Figure 10: Upload Geo-Tagged Images

Latitude Coordinates of Unit Longitude Coordinates of Unit

Figure 11: Select Location on Map. Red Pin indicates the location of the Recycling Unit

3.5 PART – E (Recycling Equipments)

- (a) The pro-forma for PART E: Recycling Capacity is given in Figure 12, Figure 13, and Figure 14.
- (b) **Recycler shall select Battery Dismantling Equipment Details, and Battery material processing equipment details.**

Select Battery Dismantling Equipment Details

Select Battery Dismantling Equipment ▼

Capacity (Tonnes/day)

0.00

Figure 12: Battery Dismantling Equipment Details

Select Refining Details

Select Process ▼

Select Equipment

Select Equipment ▼

Total Capacity (in Tonnes/day)

Enter Total Capacity (in MT/Day)

SUBMIT

CLOSE

Figure 13: Battery material processing equipment details

3.6 Initiate Payment

(a) Select the Declaration checkbox as shown in Figure 15. After selection of the checkbox payment table will appear

(b) After 'Confirm & Initiate Payment', fee payment page will appear

Declaration

I XYZ on behalf of ABC Recycler hereby declare that the information furnished is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my registration shall be liable to be cancelled without notice or any compensation in lieu thereof.

Figure 14: Declaration

S.No	Recycling Capacity(MTA)	Application Fee(in Rs.)	Initiate Payment
1.	Less than 1000	10,000	CONFIRM & INITIATE PAYMENT
2.	1000-5000	20,000	CONFIRM & INITIATE PAYMENT
3.	Greater Than 5000	40,000	CONFIRM & INITIATE PAYMENT

Figure 15: Confirm and Initiate Payment

Current Status	Action	Valid Till	User Type	Financial Year
In Process with ANDHRA PRADESH SPCCB	VIEW APPLICATION	Five Years	Recycler	2022 - 2023

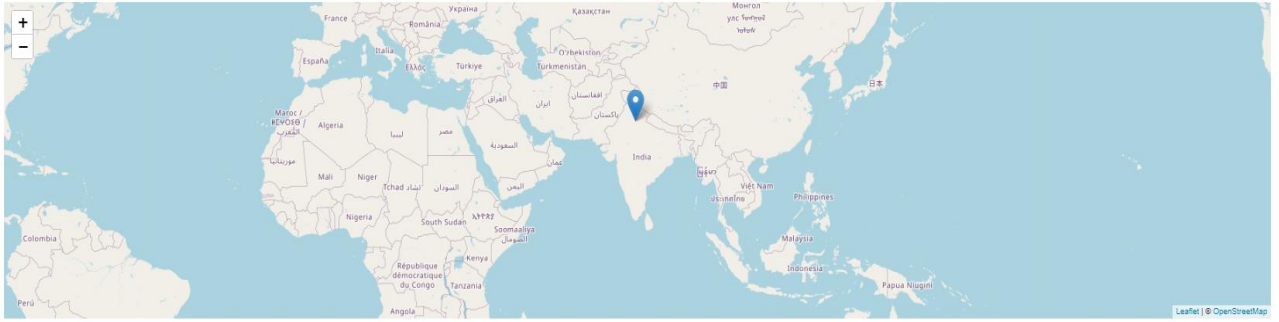


Figure 16: Dashboard of Recycler after submission of application

Applicant can see the preview of filled application by clicking on ‘View Application’ Option on the Dashboard

(1).Preview Application
... General Information
... Information on Battery
... Uploaded Documents
... Geo Tagged Images
... Recycling Equipment
... Payment Fees

Figure 17: Preview Application
