Guidance Document for EPR Certificate Generation and Transfer Module for Registered Recyclers and Producers at Used Oil EPR Portal

February, 2025



Central Pollution Control Board (Ministry of Environment, Forest and Climate Change) Parivesh Bhawan, East Arjun Nagar, Shahdara, Delhi – 110032

EPR Certificate Generation and Transfer Module

This guidance document shall be applicable to recycler of used oil, who are registered at Used Oil EPR Portal for generation and transfer of EPR Certificate. The portal will allow only registered recycler to provide the details on procurement and processing of used oil. Based on which EPR certificate generation potential will be generated and after sales of re-refined oil, the EPR certificate will be generated by portal considering the type of technology and quality oil re-refined oil.

The entire generation and transfer module comprises of 06 sections i.e. (i) Procurement Data, (ii) Production Data, (iii) Generate EPR Certificate, (iv) Denominate EPR Certificate, (v) Certificate Details and (vi) Transfer Denominated Certificate. This module will be enable once recycler of used oil get registered with CPCB at portal.

S. No.	Section	Information Required	Guidance
1.	Procurement Data	Financial Year & Dashboard	Page will open after selecting FY from the drop down. The Quantity Procured during the financial year will be displayed in dashboard (All the values will be displayed in MT)
		Opening Balance	When recycler will log into the portal after getting registration certificate, the opening balance are required to provided. This is one- time activity and recycler have to provide the quantity of used oil (category-wise) available at the premises as on 1 st April 2024.
	Add Procurement Data	Financial year of Used Oil Procurement	Select the FY from the drop down list. The information must be submitted in accordance with respect to financial year starting from FY 2024- 2025 onwards

Add Procurement Data+	Click on the add procurement data to
Source of Used Oil	make entrySource of Used Oilshall be selected fromdropdown(i)Importer Used Oil(ii)Collection Agent(iii) Producer(iv) Bulk Generator
Name of Supplier	Based on the source of used oil, the name of supplier (only registered entity list will be available in the drop down list) can will be selected from drop down. In case of bulk generator, text box has been provided to enter the name.
GST Number of the supplier	Based on the name of supplier selected, the system will auto fetch the GST number. In case of bulk consumer, recycler have to provide the GST number in the text box.
Type of Used Oil	Used oil has been categorised into 03 types, -Mixed Used Oil -Transformer Oil -Hydraulic Oil Based on the type of oil procured, the category may be selected from drop down list.
Unit Type	The quantity of used oil procured can be reported either in KL or MT. Select the value from the drop down list, the system will auto calculate the

							value in MT in case of KL.
				Quan procu	ntity of Us ared (KL)	sed Oil	Manually enter the Quantity of Used Oil procured in KL or MT based on selection of
				Quan procu	ntity of Us ared (MT)	sed Oil	unit. The system will auto calculate the value in MT in case of KL.
		Date Used	of Procus l Oil	rement of	Select the date of procurement from the calendar. The system will allow to enter the procurement date from 1 st April, 2024 onwards to the current date only.		
			Invoi	ce Numb	er	Recycler have to provide the invoice number of procurement bill.	
				Invoi invoi 2Mb)	ce File ce max	(upload file size	User shall upload the pdf copy of Invoice. The name of the file does not contain any special character.
				Save			Recycler by clicking on save button can save the details. The history of each entry will be reflected below in the page.
	L FOR USED OIL						Register/Co-Processor v (MDMA) REG
Deshboard Application		Recycling Capacity - 100	Opening Balance (MT)		Procured Quantity (MT)		Quantity Available in Recycling Unit
Procurement Data		Mixed Used Oil	100		125		42 90
Generate EPR Certificate		Transformer oil	300 MT		300 605 MT		235 MT
Denominate EPR Certificat Certificate Details	5	Add Procurement Data					Fields marked with * are mandatory
Transfer Denominated Cer	tificate	Financial year of Used Oil Procurement * Select Year		~	Source of Used Oil * Select Oil		Name of Supplier *
		GST Number of the supplier *			Type of Used Oil *		Unit Type (KL/MT) * In Kio Litres (KL)
		Quantity or Used Oil procured (KL) *			eventity of used OII procured (MT) *	2Mb) *	unite of Procurement of used us * dd-mm-yyyy
					Choose File No file chosen		
						Save	
	-	FY Date of Procurement 2024-2025 10-02-2025	Source of Used Oil Producer	Name of supplier SIDDHARTH GREASE LUBES PR	Type of Used Oil VATE LIMITED Hydraulic oil	Quantity of Used Oil Procured (KL) 138.889	Quantity of Used Oil Procured (MT) GST No. Invoice Number Invoice File 125 06AAGCS4108N12W 101010 Invoice Number
S. No.	Section	on		Info	mation l	Required	Guidance

2.	Production Data	Financial Year & Dashboard	Select the FY from the drop down list. The information must be submitted in accordance with respect to financial year starting from FY 2024- 2025 onwards
		Auu Flouuction Data+	production data to enter the processing of used oil date-wise.
		Type of Used Oil	Used oil has been categorised into 03 types, -Mixed Used Oil -Transformer Oil -Hydraulic Oil Based on the type of oil processed, the category may be selected from drop down list.
		Quantity of Used Oil Processed (MT)	The recycler is required to enter the quantity of used oil processed in MT.
			Note: The portal will not allow to enter quantity of used oil process more than the quantity available in the unit.
		Date	The recycler can select the date of processing from the calendar. The system will allow to enter the processing date from 1 st April, 2024 onwards to the current date only.
		Enter the quantity of RRBO produced (MT)	The recycler is required to enter the quantity of RRBO produced in MT.
		Whether RRBO is meeting BIS standards	The recycler is required to select the option – "Yes" or "No" based on

		the quality of RRBO produced by them.
	If Yes, Specify the class of RRBO	In case recycler select Yes, type of RRBO produced may be selected from the drop down based on BIS standard: <i>RRBO-L</i> <i>RRBO-H</i> <i>RRBO-M</i>
	If "No" is Selected	Only RRBO shall select
	Electricity Meter Reading	The reading of the electricity meter on the day of processing shall be provided.
	Batch Number	Recycler have to select the batch number from the drop down list for that particular day. In case batch number not reflecting in the drop down, user have to add batch number provided in the side bar menu.
	Recycler Technology	Recycler can select the technology from drop down followed for processing of used oil for the selected type of oil and date of processing as provided during the registration.
	Qualified Quantity of RRBO Produced	The portal will auto calculate the qualified quantity of RRBO based on recycling technology and type of oil recovered.
	Qualified Potential	The portal will auto calculate the qualified potential for EPR certificate generation based on recycling

							technol oil recov	ogy a: vered	nd type	of
				Save			It is click th at the row c entry	nece ne SA end ufter	ssary VE butto of eac makir	to m xh vg
	L FOR USED OIL						Recycler/C	o-Processor 🗸	BHARAT OIL COMPANY ()	INDIA) REG
Destaboard Application Production Data Production Data Preduction Data Add Each Add Each	Debtored Systems Systems Mark Application Sr.Mo. Type of UNed DI Processed Total Quantity Procure Producement Data 1 Markanical 22.3 Production Data 2 Mixed Used Dil 28.0 Production Data 3 Transformer oil 400 Att Stahn Add Entransformer Stat Stat				Remaining Quantity of Used Oil 25 90 20 35 MT	Type of Oil Recovered Hydraulic Oil RRBO RRBO-H Transformed Oil -	Total Qualified Quantity of Oil 100.000 120.000 175.000 91.000 486.000	Recovered	Total Certificate Generating Potent 137:931 171:428 250:000 130:000 689:359	tial
Add Test Report Generate EFR Certificate Denominate EFR Certificate Certificate Details Transfer Denominated Certificate	es	Add Production Types of Used Oil * Pesse Select Oil Whether RBBO is meeting BIS standards * ```Yes ``No Qualified Quantity of RBBO Produced	~	Quantity of Used Oil Processed * Total Quantity Bectricity Meter Reading * Qualified Potential	Date * dd-mn Batch Nu	n-yyyy miber *	•	Enter the quantity of RF Recycler Technology *	Fields marked with * an	e mandiatory
		Sr.No. Date Of Processing 1 1 17-02-2025 1	Type of Used Oil Processed	Quantity of Used Oil Processed	Type of Technology Adopted	Typ ent Trar	pe of Oil Recovered Qualified rsformed Oil 70.000	Quantity of RRBO	Certificate generating potenti 100.000	ial
2.1	Add B Click o enter t	atch on add bata the batch d	ch+ to letails	Types of	Used Oil		Select t oil from for crea that par oil on se	he ty drop ating rticul electe	pe of use down li batch fe ar type d date.	ed st or of
				Batch N	umber		Recycler have to enter the batch number manually in the text box as per practice followed. The batch number will be added in the drop down list of the batch number at Production data entry as well as for test report entry.			er er xt ze ill op h or
				Batch D	ate	Select the date of production for creating batch date. The batch date will be linked with drop down list of date for selecting batch at production data.			of 1g De 7n 1g Dn	
				Save			It is click th at the row c entry	nece ae SA end after	ssary VE butto of eac makir	to m xh vg

🙆 Dashboa	ard						
		Add Batch					
🛃 Applicati	ion	Types of Used Oil *	Batch Number *	Batch Date *			
Procurer	nent Data	Please Select Oil	v	dd-mm-ww			
Producti	on Data						
Productio	n Data						
Add Batch		Save					
Add Test F	Report		D-4-1. N1	751 1 1 1 1 1 1 1 1 1			
	Click on the add to report+ to make en of test report of RRB		Upload Analysis Report of RRBO	added will reflect in the drop down list of the batch number. Recycler have to select the particular batch number for adding the test report of RRBO pertaining to that particular batch. Recycler have to upload the analysis report of RRBO produced from that particular batch.			
			Save	It is necessary to click the SAVE button at the end of each row after making entry			
Dashboard Application Procurement Date	Add Te Batch ! ata Please	est Report Number * e select Batch Number	Upload File * Choose File No file chosen				
Production Data		ave					
Add Batch							
Add Test Report							
3.	Generate E Certificate (Create EP)	CPR R Credits)	Date Of Sale	The recycler has to select the date of sale from calendar			
			Type Of Buyer	Select the type of buyer from drop down list -Registered Producer User -Non-Registered User			
			If case "Registered Producer User" Selected	Name of the Buyer lis will display in the dro down and user mus select the name of buyer			

	If case of "Non- Registered Producer User"	Two additional field will be open to provide the details of buyer. 1.Name of the Buyer 2. Address 3. GST Number 4. Email
	Class of RRBO	Recycler shall select the type of RRBO from the drop-down list. The list of RRBO will be available in the drop- down list based on type of RRBO produced so far.
	Quantity of RRBO Sold	Manually enter the quantity of oil sold in KG
	Invoice Amount	To be entered Manually (Total amount paid by the recipient)
	Invoice Number	To be entered Manually
	Invoice File (upload invoice max file size 2mb)	Upload the copy of Invoice document (pdf file)
	Save	It is necessary to click the SAVE button at the end of each row after making entry The history of each entry will be reflected below in the page.

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CPCB MA	ANAGEMENT		÷						Red	ycler/Co-Processo	or 🗸		Lexesh Manglani
⑦ Dashboard		Cr.11	Recovered Of	Total Qualified Quantity of C	т піс	íotal Certi	ficate Generating	Total Oil Sold	Remaining Qualified Q	uantity of Oil	Certificates		Remaining Certificate Generating
Application		Sr.No	Kecovered Oil	Recovered (MT)	F	Potential (MT)	(MT)	Recovered (MT)		Generated (M	T)	Potential (MT)
Procurement D	lata	1	RRBO-H	175.000	2	250.000		100.000	75.000		142.857		107.143
Production Dat	a	2	Hydraulic Oil	100.000	1	137.931		50.000	50.000		68.966		68.966
Generate EPR C	Certificate	3	Oil	91.000	1	30.000		15.000	76.000		21.429		108.571
Denominate FR	PD Certificates	4	RRBO	120.000	1	71.428		100.000	20.000		142.857		28.571
		Total							221.000		376.108		313.251
Certificate Deta	alls		. mage stat										
 Transfer Denor 	ninated Certificate	Gen	erate EPR Certificat	te									
	dd-mm-yyyy						Select Type Of Buyer			~	the Buyer -		
	Class Of RRBO *						Quantity of RRBO sold	(in KG) *		Invoice Amo	unt		
	Select RRBO Class					~							
		In	voice Number				Choose File No file d	oice max file size 2 hosen	Mb) *				
C Save													
		Sr.No.		Date Of Sale	Ţ	ype Of Oil	Sold	Quan	tity Of Oil Sold		Certifica	ite Genera	sted
		1		13-02-2025	R	RBO		100			142.857		
		2		17-02-2025	н	lydraulic Oi	I.	50			68.966		
		3		17-02-2025	Ti	ransformed	Oil	15			21.429		
		4		18-02-2025	R	RBO-H		100			142.857		
		Showin	g I to 4 of 4 entrie	cs.									< (1 > »
				Coj	pyright ©	2024 - C	PCB, Government of I	ndia. All Rights Re	served.				
4	Deno	mi	nate l	FDD	ח	011	minal	FD	P	The	Dasl	hhc	ord will
т.	Deno	C: -	nate i				sei a a da			Inc		1	Jaiu will
	Certificates				Certificates					provide the			
	(Note:	th	is sec	ction will	Dashboard					information on			
	enabl	е	onc	e the						follo	owing	g:	
	SPCB	P/P	CC w	ill verifu						a. T	otalv	valı	le of
	the fa	, cilit	tu nhi	usicallu)						Cer	tifica	tes	generated
	uic ju	ciii	g prig	JSiccurg					(MT) b. Certificates denominated (MT) c. Remaining value of				
										Certificates available for denomination (MT) <i>The above information</i>			
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		Denon (in Kg)	ninatio	on Detai	ls	As per requirement, User can select the value ranging from 100 kg to 10,000 kg. The system will auto calculate the value as per details provided i.e. denomination value and number. The Total Certificate Value in KG will be reflected below.
EPR PORTAL FOR USE MANAGEMENT						Recycler/Co-Processor Y REGD
 Dashboard 	Denominate EPR Certific	ates				
Application	Total value of Certificates get	nerated (MT)	Certificates denom	inated (MT)	Remaining val	ue of Certificates available for denomination (MT)
Procurement Data Production Data	376.108		363.200		12.908	
Generate EPR Certificate	Total Certificate Value to Denom	ninate (MT)	Total Certifica	te Value in KG		
Denominate EPR Certificates	10		10000			
Certificate Details	Denomination Details In	KG				
Transfer Denominated Certificate	Denomination	Count		Total		
	100 *			0		
	200 *			0		
	500 *	10		5000		
	1000 *	5		5000		
Application Procurement Data Production Data	Total value of Certificates ger 376.108	nerated (ОК	Cancel	of Certificates available for denomination (MT)
Generate EPR Certificate	Total Certificate Value to Denon	hinate (MT)	Total Certifica 10000	te Value in KG		
Certificate Details	Denomination Details In	KG				
Transfer Denominated Certificate	Denomination	Count		Total		
		Save				After entering the value save the entry. While saving the entry system will ask for OTP verification. Once click on Ok, OTP will be sent to registered mobile number. User are required to enter the OTP to denominate the EPR certificate. Once entry saved, details will be displayed below.
		Date o	fDenc	ominatio	on	System will Display the

	1				I								
											certificate was		
											denominated.		
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					Denominated					value	The portal will Display		
					Denominated						the sum of all the		
											individual certificate		
											values as a single unit		
					Do	nomir	anti	210	0.0	nd .	Displayed the count of		
					the	ir Col	iau	,11	ai	Iu	denomination		
					am				denomination				
					Ids	of Ce	rtifi	62	ate	8	An Unique ids will be		
						nerate	ed		acc.	5	generated against each		
						lioiuu	cu				denomination. By		
											clicking on the button		
											details on each		
											certificate ID will be		
											displayed.		
		SrNo	Date of	Total certificate	value	Denomination	and their	Ide	s of Cert	ificates generated			
			denomination	denominated		count			, or cert				
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			17 00 0005	102200		500 *	6	5	500 *	500_3FF22CD4B267	B2DAD1AD05C5.33938334		
		Ľ	17-02-2025	165200		1000 * 30 1000 * 1000_820 1000_4A			1000 *	1000_820E5ED4B96 1000_4A55BC3F876	7782DAD1AFC430.06612885, 5782DAD1803F51.48138380		
						10000 *	20	1	10000	10000_70138F71EA 10000_A7C0087FDA	6782DAD18E2252.68123322,		
							1		1000	1000 604267502567			
		2	18-02-2025	130000		1000 * 130 1000_08A3C783F6 * 1000_6C8905B8B76				1000_668905888767	578432302831C8.00807513		
				Copyr	ight © 2024	· CPCB, Governn	nent of Indi	a. All	Rights I	Reserved.			
5.	Certif	ica	te Deta	ils	Cei	rtifica	te D	et	tail	s	History of Certificate		
•••					000			ς.	cui	.0	Details shall be		
											displayed		
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											Available		
											(details on the		
											certificate available as		
											on date)		

EPR PORTAL FO MANAGEMENT					Recycler/Co-Pro	ocessor v	B COMPAN	IY (INDIA) REGD
 Dashboard 	Certificate Details							
Application	Denominated Transf	erred Available						
Procurement Data	SI No. Certificat	e ID	Certificate Value	Generated By	Date & time of Denomination	Certificate Evniny Da	ate Current Owner	Certificate Mr
Production Data	SLING CERTIFICA		Certificate value	denerated by	Date & time of Denomination	Certificate Expiry Da		Certificate Mit
Generate EPR Certificate	1 1000_ACE	1F7ACCA67B4346E668BC7.39197080	1000	Nanglani	18-02-2025 12:49:10	31-03-2027	COMPANY (INDIA)	
Denominate EPR Certificates	2 1000_3E2	10B8C9667B4346E661437.58695288	1000	Manglani	18-02-2025 12:49:10	31-03-2027	B COMPANY (INDIA)	
Certificate Details	3 1000 FB9	30400436784346565964796884430	1000	h Manglani	18-02-2025 12:49:10	31-03-2027	COMPANY (INDIA)	
 Transfer Denominated Certifica 	te 5 1000_cb5	5465K5675454626556K7.56654456	1000		10-02-2023 12-43-10	51-65-2627	F	
EPR PORTAL FO MANAGEMENT					Recycler/Co-Pro	cessor v	Nutrinitingiani	Y (INDIA) REGD
 Dashboard 	Certificate Details							
Application	Denominated Transf	Available						
Procurement Data	SL.No Certificat	e ID	Certificate Value	Generated By	Date & time of Denomination	on Certificate Expiry D	Date Current Owner	Certificate N
Production Data	1 10000 45	2474745057020401775452 2714107	7 10000	h Manalani	17.02.2025 12:14:22	21.02.2027		
Generate EPR Certificate	1 10000_41	ACA2A580/820AD1C/5AF2.2/1410/	7 10000	- Mangiani	17-02-2025 12:14:33	31-03-2027	REED	
Denominate EPR Certificates	2 10000_D5	569905EA67B2DAD1C6EFB5.7093486	9 10000	- Manglani	17-02-2025 12:14:33	31-03-2027	COMPANY (INDIA)	
Certificate Details	Showing 1 to 2 of 2 e	entries					-	
Transfer Denominated Certifica	te						× ×	1 > >
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EPR PORTAL FC					Recycler (Co. Bro		E COMPANY	Y (INDIA) REGD
MANAGEMENT	_				Recycler/co-Pro		Neroch Manglani	
 Dashboard 	Certificate Details							
Application	Denominated Transfe	erred Available						
Procurement Data	SL.No Certificat	e ID	Certificate Value	Generated By	Date & time of Denomination	Certificate Expiry Da	te Current Owner	Certificate Mc
Production Data	1 1000_ACD	1F7ACCA67B4346E668BC7.39197080	1000	Manglani	18-02-2025 12:49:10	31-03-2027	COMPANY (INDIA)	
Generate EPR Certificate								
Denominate EPR Certificates	2 1000_3E2	10B8C9667B4346E661437.58695288	1000	Manglani	18-02-2025 12:49:10	31-03-2027	COMPANY (INDIA) REGD	
Certificate Details	te 3 1000_EB9	3C4C9A367B4346E6596A7.96884430	1000	Nanglani	18-02-2025 12:49:10	31-03-2027	COMPANY (INDIA)	
6. Tra	nsfer	D	enomi	nate E	PR	The das	hboard w	vill be
Den	ominated		ertifica	ates		displaye	d. as des	cribed
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						drondor-	entity	11 0111
1						ur opdow	11	

				Importer Producer			
			Entity Name	Once type of entity select, the system will auto populate the list of registered entity names in the drop down list. The recycler have to select the name form the list to whom he wants to transfer the EPR certificate.			
			Denomination Details in KG	Recycler can select the one or more certificates wants to transfer by clicking on checkbox			
				(Certificates already transferred and expired will not be selectable)			
			Submit	After selection, when click on submit button an OTP will be sent to registered mobile of recycler for verification. The user are required to enter the OTP to complete the transfer process.			
	EPR PORTAL FOR MANAGEMENT	USED OIL 🚔	R	Rcycler/Co-Processor V Naresh Delani			
	 Dashboard 	Trasfer Certificate					
	Application Procurement Data	Total value of Certificates de	enominated KG Total value of Certificates Transferred Rer 30000 33:	maining value of Certificates available for transferring 3200			
	Production Data	Entity Type	Entity Name				
	Generate EPR Certificate	seven chory type					
	Denominate EPR Certificates	Denomination Details in KG					
	Transfer Denominated	SL.No Certificate ID	Certificate Value Generated By Date & time	of Denominat Wallet Details Available Certificates 313200 KG			
		1000_ACD1F7ACCA	6784346E6688C7.39197080 1000 N	249:10 Remaining Certificate 313200.00 KG Number of certificate to be transfered 0			
		D 1000_3E210B8C966	784346E661437.58695288 1000 18-02-2025 12	2:49:10			
		D 1000_EB93C4C9A36	3784346E6596A7.96884430 1000 Nares Nares	2:49:10			
╞			Wallet Details				
			Available Certificates	Number of certificate available as on date			
			Remaining Certificate	Number of Remaining Certificate as on date			

		m1 1 0
	Number of Certificate	The number of
	to be transferred	certificates to be
		transferred will be
		immediately displayed
		when the user selects
		the checkbox in
		Denomination details
		section
		5000000
Receiving of EPR	Receive Certificate-At	User can view the list of
Certificates by	Producer Login	transactions received
Broducer	(Producer pop view the	from requelers for
FIGURCEI	detaile on cortificates	nom recyclers for
	act he requelere at eide	accepting the
	sent be recyclers at side	certificates
	bar menuj	Approval nislory is
		maintained)
	Verify & Verify OTP	Under Action tab,
	(OTP will be generated	Producer need to click
	for each Transfer id)	on Verify. Upon
		clicking the same, OTP
		will be sent to Recycler.
		The Producer can get
		OTP from Recycler
		telephonically to
		receive the certificates
		OTP will be generated
		for each Transfer id
		and one certificate at
		a time can be verified
		bu the user as this is
		an OTP based
		submission proces
		Once certificates are
		googntad by Producer
		the same will be
		discolory of at the disch
		hoged of the dush
		boara of producer.
		Note: In case, Producer
		does not accept the
		request within 7 days (7
		days from movement
		receive in their account),
		the EPR certificates will
		be send back to
		recycler. The same will
		be reflected in the
		Available tab

EPR PORTAL FOR USED	oil 😑			Prod	ucer Y	0 =
 Dashboard 	Receive Certificate					
Registrations Current Financial year Sales Data	10 🗸 entries per page				Search:	
EPR Target	ID Name & Address Of Recycler	Date of Receipt Transfer	Total Value Of Certificate in MT	Total Value Of Certificate in KG	Transfer ID	Action
Change Request	1	17-02-2025	30	30000	txn)	17021912 Verify
Available Certificate	Showing 1 to 1 of 1 entry					« < 1 > :
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