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

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Central Pollution Control Board
(Ministry of Environment, Forest and Climate Change)
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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 1st 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 make entry
		Source of Used Oil	Source of Used Oil shall be selected from dropdown *(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

S. No.	Section	Information Required	Guidance
			value in MT in case of KL.
		Quantity of Used Oil procured (KL) Quantity of Used Oil procured (MT)	Manually enter the Quantity of Used Oil procured in KL or MT based on selection of unit. The system will auto calculate the value in MT in case of KL.
		Date of Procurement of Used Oil	Select the date of procurement from the calendar. *The system will allow to enter the procurement date from 1st April, 2024 onwards to the current date only.*
		Invoice Number	Recycler have to provide the invoice number of procurement bill.
		Invoice File (upload invoice max file size 2Mb)	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.

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*
		Add Production Data+	Click on the add 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 1st 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: *RRBO-L* *RRBO-H* *RRBO-M*
		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

			technology and type of oil recovered.
		Save	***It is necessary to click the SAVE button at the end of each row after making entry***

2.1	**Add Batch** *Click on add batch+ to enter the batch details*	Types of Used Oil	Select the type of used oil from drop down list for creating batch for that particular type of oil on selected date.
		Batch Number	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.
		Batch Date	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.
		Save	***It is necessary to click the SAVE button at the end of each row after making entry***

1.3	**Add Analysis Report** *Click on the add test report+ to make entry of test report of RRBO*	Batch Number	The batch numbers 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.
		Upload Analysis Report of RRBO	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***

3.	**Generate EPR Certificate (Create EPR 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 list will display in the drop down and user must 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.

EPR PORTAL FOR USED OIL MANAGEMENT

Recycler/Co-Processor

Sr.No	Recovered Oil	Total Qualified Quantity of Oil Recovered (MT)	Total Certificate Generating Potential (MT)	Total Oil Sold (MT)	Remaining Qualified Quantity of Oil Recovered (MT)	Certificates Generated (MT)	Remaining Certificate Generating Potential (MT)
1	RRBO-H	175.000	250.000	100.000	75.000	142.857	107.143
2	Hydraulic Oil	100.000	137.931	50.000	50.000	68.966	68.966
3	Transformed Oil	91.000	130.000	15.000	76.000	21.429	108.571
4	RRBO	120.000	171.428	100.000	20.000	142.857	28.571
Total					221.000	376.108	313.251

Generate EPR Certificate

Date Of Sale *

dd-mm-yyyy

Type Of Buyer *

Select Type Of Buyer

Name of the Buyer *

Class Of RRBO *

Select RRBO Class

Quantity of RRBO sold (in KG) *

Invoice Amount

Invoice Number

Invoice File (upload invoice max file size 2Mb) *

Choose File No file chosen

Save

Sr.No.	Date Of Sale	Type Of Oil Sold	Quantity Of Oil Sold	Certificate Generated
1	13-02-2025	RRBO	100	142.857
2	17-02-2025	Hydraulic Oil	50	68.966
3	17-02-2025	Transformed Oil	15	21.429
4	18-02-2025	RRBO-H	100	142.857

Showing 1 to 4 of 4 entries

4.	**Denominate EPR Certificates** *(Note: this section will enable once the SPCB/PCC will verify the facility physically)*	**Denominate EPR Certificates Dashboard**	The Dashboard will provide the information on following: a. Total value of Certificates generated (MT) b. Certificates denominated (MT) c. Remaining value of Certificates available for denomination (MT) *The above information will be auto populated based on the sales data, certificate denominated and transfer.*
		Total Certificate Value to Denominate	Enter the quantity user wants to denominate EPR certificate (in MT) as per requirement. The system will auto convert the value in KG. The system will denominate the value based on the total value of certificates generated (MT).

		Denomination Details (in Kg)	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.

		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 of Denomination	System will Display the date when the

			certificate was denominated.
		Total Certificate Value Denominated	The portal will Display the sum of all the individual certificate values as a single unit
		Denomination and their Count	Displayed the count of denomination
		Ids of Certificates Generated	An Unique ids will be generated against each denomination. By clicking on the button details on each certificate ID will be displayed.

Sr.No	Date of denomination	Total certificate value denominated	Denomination and their count		Ids of Certificates generated	
1	17-02-2025	183200	200 *	1	200 *	200_3C25D40BA067B2DAD1AAB220.06545258
			500 *	6	500 *	500_1FFE566AD067B2DAD1AC6CE7.41170622, 500_3FF22CD4B267B2DAD1AD05C5.33938334
			1000 *	30	1000 *	1000_820E5ED4B967B2DAD1AFC430.06612885, 1000_4A55BC3F8767B2DAD1B03F51.48138380
			10000 *	20	10000 *	10000_70138F71EA67B2DAD1BE2252.68123322, 10000_A7C0087FDA67B2DAD1BE9D68.24872791
2	18-02-2025	130000	1000 *	130	1000 *	1000_68A3C7E83F67B432302A99F7.45669956, 1000_6C8905B8B767B432302B31C8.00807513

5.	**Certificate Details**	Certificate Details	History of Certificate Details shall be displayed **Denominated** *(details on the certificate denominated so far)* **Transferred** *(details on the certificate transferred so far)* **Available** *(details on the certificate available as on date)*

SL.No	Certificate ID	Certificate Value	Generated By	Date & time of Denomination	Certificate Expiry Date	Current Owner	Certificate Mc
1	1000_ACD1F7ACCA67B4346E668BC7.39197080	1000	...h Manglani	18-02-2025 12:49:10	31-03-2027	...AT OIL COMPANY (INDIA)	
2	1000_3E210B8C9667B4346E661437.58695288	1000	...h Manglani	18-02-2025 12:49:10	31-03-2027	...T OIL COMPANY (INDIA) ...GD	
3	1000_EB93C4C9A367B4346E6596A7.96884430	1000	...h Manglani	18-02-2025 12:49:10	31-03-2027	BHARAT OIL COMPANY (INDIA) R	

SL.No	Certificate ID	Certificate Value	Generated By	Date & time of Denomination	Certificate Expiry Date	Current Owner	Certificate N
1	10000_4FBACA2A5B67B2DAD1C75AF2.27141077	10000	...h Manglani	17-02-2025 12:14:33	31-03-2027	...AT OIL COMPANY (INDIA) R...GD	
2	10000_D5569905EA67B2DAD1C6EFB5.70934869	10000	...h Manglani	17-02-2025 12:14:33	31-03-2027	...AT OIL COMPANY (INDIA) ...	

Showing 1 to 2 of 2 entries

SL.No	Certificate ID	Certificate Value	Generated By	Date & time of Denomination	Certificate Expiry Date	Current Owner	Certificate Mc
1	1000_ACD1F7ACCA67B4346E668BC7.39197080	1000	...h Manglani	18-02-2025 12:49:10	31-03-2027	...AT OIL COMPANY (INDIA) R...GD	
2	1000_3E210B8C9667B4346E661437.58695288	1000	...h Manglani	18-02-2025 12:49:10	31-03-2027	BHARAT OIL COMPANY (INDIA) REGD	
3	1000_EB93C4C9A367B4346E6596A7.96884430	1000	...h Manglani	18-02-2025 12:49:10	31-03-2027	...AT OIL COMPANY (INDIA)	

6.	Transfer Denominated Certificates	Denominate EPR Certificates Dashboard	The dashboard will be displayed, as described at Denominate EPR Certificates section.
		Transfer Certificate	Click on the section Transfer Certificate, a Dashboard shall display following details: *a. Total value of Certificates denominated (kg) b. Total value of Certificates Transferred (kg) c. Remaining value of Certificates available for transferring (kg)*
		Entity Type	Users must select the type of entity from dropdown

			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.

Wallet Details	
Available Certificates	Number of certificate available as on date
Remaining Certificate	Number of Remaining Certificate as on date

		Number of Certificate to be transferred	The number of certificates to be transferred will be immediately displayed when the user selects the checkbox in Denomination details section
	Receiving of EPR Certificates by Producer	**Receive Certificate-At Producer Login** *(Producer can view the details on certificates sent be recyclers at side bar menu)*	User can view the list of transactions received from recyclers for accepting the certificates *(Approval history is maintained)*
		Verify & Verify OTP *(OTP will be generated for each Transfer id)*	Under Action tab, Producer need to click 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 by the user as this is an OTP based submission process)** *Once certificates are accepted by Producer, the same will be displayed at the dash board 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

- Dashboard
- Registrations
- Current Financial year Sales Data
- EPR Target
- Change Request
- Available Certificates
- Receive Certificate

Receive Certificate

| 10 | entries per page | | | | | Search: | |

ID	Name & Address Of Recycler	Date of Receipt Transfer	Total Value Of Certificate in MT	Total Value Of Certificate in KG	Transfer ID	Action
1	SAHIBABAD INDUSTRIAL AREA, SAHIBABAD, Ghaziabad, Uttar Pradesh, 201010	17-02-2025	30	30000	txn 20250217021912	Verify

Showing 1 to 1 of 1 entry

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