Guidance Document for Registration of Recycler/ Co-Processor at EPR Portal for Used Oil Management

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

Contents

1.0 Background

The Ministry of Environment, Forest and Climate Change amended the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 vide notification G.S.R 677(E) dated 18th September 2023 as "The Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023; where instrument of EPR (Extended Producer Responsibility) has been introduced for the management of Used Oil in the Country.

As per the provisions of the said rules, every Producer of Base Oil or Lubrication Oil and Importer of Used Oil has the obligation for Extended Producer Responsibility (EPR) on the basis of quantity of Base Oil or Lubrication Oil placed in the market and quantity of Used Oil imported.

The Producers shall fulfil their EPR obligations by purchasing Extended Producer Responsibility Certificates from registered recyclers. As per para 26 of the said rules, Producers, Collection Agents, Recyclers and Used Oil Importers are required to registered on the EPR portal developed by CPCB.

This document outlines the Standard Operating Procedures for the Registration of Recyclers as defined under the rules in line with the "The Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023. This SOPs also provides guidance on filling of applications by Recyclers and processing of applications.

As per above said rules, Recyclers means any person or entity engaged in the process of recycling of used oil; recycling" means any process of re-refining of used oil to produce base oil or lubrication oil or any process of energy recovery from used oil in an environmentally sound manner with facilities as elaborated in the standard operating procedure or guidelines issued by the Central Pollution Control Board; "re-refining" means any process of removing undesirable impurities from used oil and making base oil or lubrication oil as end product in accordance with the standard operating procedure or guidelines issued by the Central Pollution Control Board

2.0 Applicability of SOP

The SoPs shall be applicable to recycler and co-processor of used oil, who will be registered as "Recycler/Co-processor" on the portal.

Used Hydraulic Oil, Transformer Oil, Cutting Oil, Thermal Fluids, General Purpose Lubrication Oil, Engine Oil, Brake Oil, Gear Oil, Turbine Oil, Compressor oil are mainly covered for the recycling.

Recycler/Co-processor shall submit an online application along with the relevant information, documents and registration fees as per the details outlined in subsequent sections of this document.

3.0 Guidance for filling of Applications by Recyclers

The Recyclers/Co-processors are required to start the process of filing the application by signing up at the web portal www.eprusedoil.cpcb.gov.in followed by filling of registration form consisting of 6 parts namely (1) General Details of the Recycling Facility (2) Recycling Equipment and Laboratory Facility (3) Geo-Images (4) Details of Pollution Control Device (5) Declaration (6) Payment of Fees

3.1 Procedure of Signing Up of Recyclers/Co-processors)

For registration of Recyclers/Co-processors at the EPR Portal for Used Oil under the Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023, the Recyclers/Co-processors are required to generate login credentials by providing details as tabulated below:

S. No.	Section	Information Required	Guidance
1.	**Type of Entity**	Entity type	Unit with a common GST number can select the multiple types of entities (i.e., Producer, Recycler, Importer, Collection agent) if the unit is currently engaged in multiple types of activities (i.e., Import, Production, Collection & Recycling) for creating single login credentials. In case entity has separate GST number for each type of activity, then entity can create separate login credential for each entity type.

S. No.	Section	Information Required	Guidance
2.	**Company Details**	GST Number	Enter GST number of the Company
		Name of Company	System will auto fetch the name of the company

S. No.	Section	Information Required	Guidance
		Trade Name / Legal Name	System will auto fetch the trade/legal name of the company
		Company E-mail ID	E-mail ID of the company shall be entered (for getting communication and other details)
		Type of Business	Select the type of business from the drop-down list
		State/UT	Select the name of State/UT from the drop-down list
		District	Select the name of district from the drop-down list
		Registered Address	As provided in the GST
		PIN Code	PIN code of the registered address
		PAN Number	Permanent Account Number of the company. In the case of Proprietor-ship, the PAN number of Authorized person is to be provided.
		TIN Number	Taxpayer Identification Number shall be provided
		IEC Number	Import Export Code shall be provided (Mandatorily) in case the entity involved in the import-export of oil
		CIN Number	Corporate Identification Number is to be provided if the business is registered with Ministry of Corporate Affairs

Company Details

GST Number * (i) — GST No

Name of Company * — Name of Company

Trade/Legal Name * — Trade Name

Company Email * (i) — Company Email ID — **Get OTP**

Type of Business * — Select Type of Busines

State/UT * — Select State

District * — Select District

Registered Address * — Registered Address

Pin Code* — PIN Code

PAN Number * (i) — PAN NO

TIN Number (i) — TIN NO

IEC Number (i) — IEC NO

CIN (i) — CIN No

S. No.	Section	Information Required	Guidance
3.	**Authorized Person Details**	Name of Authorized person	Name of authorized company/business official. Name of any consultant or agent or any other agencies working on behalf of Recyclers/Co-processors shall not be provided.
		Designation	Designation of authorized person in the company
		Landline Number	Landline number of the authorized person
		Mobile Number	10-digit mobile number of the authorized person (should be in use) for getting necessary information /communication
		Email ID	E-mail ID of the authorized person is to be provided for getting necessary information/ communication
		PAN Number	Permanent Account Number of authorized Person.

Authorized Person Details

Name of the Authorized person * — Name

Designation * — Designation

Landline Number — Enter Lanline Number

Mobile Number * (i) — Mobile Number — **Get OTP**

Email ID * (i) — Person Email ID — **Get OTP**

PAN Number * (i) — PAN

Captcha — C bDYj7 — Enter Text Here — Enter captcha

Sign Up

Enter the captcha then click on Sign-up, the login credentials (i.e., User name and Tentative Password) shall be auto-generated and communicated through e-mail to the registered company email ID and authorized person e-mail ID.

Thereafter, the applicant may login the portal using credential provided in the e-mail and change the tentative password. After changing the password, and logging in the applicant [which shall be a.) Length 8 – 16 Characters; b.) At least 1 Alphabet in upper case; c.) At least 1 Alphabet in lower case; d.) At least 1 Special Character; & e.) At least 1 Numeric] submit the registration form as outlined in the next section.

3.2 Submission of Registration Form

After login, the user may select the type of entity (in case more than one entity selected during sign-up) and initiate Registration Process. The user shall ensure that the copy of following documents (pdf document) is readily available with them for filing the registration form:

1. Company GST certificate
2. PAN card of the company
3. IEC certificate
4. CIN document
5. TIN document
6. PAN card of authorized person
7. Copy of authorization

3.3 Section Wise Filling of Information

A.) Recyclers

Recyclers shall follow section wise instructions as given in the table below for filling applications for registration:

S. No.	Section	Information Required	Guidance
1.	General Details	Name of Company	This information will be auto filled as per the details provided in the sign up form
		Trade/Legal Name	This information will be auto filled as per the details provided in the sign up form
		Company E-mail ID	This information will be auto filled as per the details provided in the sign up form

S. No.	Section	Information Required	Guidance
		GST Number	This information will be auto filled as per the details provided in the sign up form
		Upload GST certificate	GST certificate of the company shall be uploaded
		Type of Business	This information will be auto filled as per the details provided in the sign up form
		State/UT	This information will be auto filled as per the details provided in the sign up form
		District	This information will be auto filled as per the details provided in the sign up form
		Registered Address	This information will be auto filled as per the details provided in the sign up form
		PIN Code	This information will be auto filled as per the details provided in the sign up form
		PAN Number	This information will be auto filled as per the details provided in the sign up form
		Upload PAN card	PAN card of the company shall be uploaded
		TIN Number	This information will be auto filled as per the details provided in the sign up form
		Upload TIN Document	TIN document shall be uploaded (If provided during Sign-up)
		IEC Number	This information will be auto filled as per the details provided in the sign up form

S. No.	Section	Information Required	Guidance
		Upload IEC certificate	IEC certificate shall be uploaded (If provided during Sign-up)
		CIN Number	This information will be auto filled as per the details provided in the sign up form
		Upload CIN Document	CIN Document shall be uploaded (If provided during Sign-up)
		Name of Authorized person	This information will be auto filled as per the details provided in the sign up form
		Designation	This information will be auto filled as per the details provided in the sign up form
		Landline Number	This information will be auto filled as per the details provided in the sign up form
		Mobile Number	This information will be auto filled as per the details provided in the sign up form
		Email ID	This information will be auto filled as per the details provided in the sign up form
		PAN Number	This information will be auto filled as per the details provided in the sign up form
		Upload PAN card	PAN card of authorized person shall be uploaded.

Save the information and move to next section. After saving poral will ask for the selection of type of recycler-(i)Re-refining of used oil to RRBO and (ii) Co-processing. Select the type of recycler based on the activitiy performed by applicant. For the Re-refining of used oil to RRBO following procedures required to be followed:

S. No.	Section	Information Required	Guidance
2.	**General Details of Recycling Facility**	Additional authorized person details	Recycler shall provide the details of the another authorized person details namely name, designation, landline number, mobile number, PAN number.
		Address of Recycling Facility	Recycler shall provide the address of the recycling facility.
		GPS Location	Recycler shall select the location of facility in the map, accordingly, latitude and longitude of the facility will be fetched by the system.
		State	Select the name of the state where the facility is located from the drop down provided.
		Consent Application Number(CTO)	Recycler shall provide the CTO number. Click on the check button, then the portal will verify the CTO application number through Online Consent Management & Monitoring System (OCMMS).
		Consent Validity	Select the validity of consent to operate through calendar.
		Upload CTO	Upload the copy of CTO issued by SPCB/PCC *(only PDF max file size 2Mb)*
		Recycling capacity (in MTA)	Enter the consented recycling capacity in MT per annum only.
		Year of Establishment	Select year of established of the facility from drop down.
		Upload Process Flow Diagram	Upload the recycling process flow diagram of the unit. *(only PDF max file size 2Mb)*
		Upload Material Balance Sheet	Upload the material balance sheet of the recycling process. *(only PDF max file size 2Mb)*
		Upload Last 3 FY Annual Report	Upload the copy of last 03 years (2021-22, 2022-23 and 2023-24) annual return. In case, facility not starts their operation after 2021-22 or

S. No.	Section	Information Required	Guidance
			2022-23 upload the self-certification in this regard. *(only PDF max file size 2Mb)*
		Validity of authorization	Select the validity of authorization issued by SPCB/PCC under the HOWM Rules, 2016 through calendar.
		Upload Authorization	Upload the copy of authorization issued by SPCB/PCC *(only PDF max file size 2Mb)*
		Technology Used	Select the type of technology applicable to the user. In case type of technology not mentioned/covered in the list, click on any others technology and specify the same in the text box provided.
		Type of Used Oil	Select the type of oil(s) collects for the re-refining.

General Details   Recycler Type   **General Details of the Recycling Facility**   Recycling Equipment and Laboratory Facility   Geo-Images   Details of Pollution Control Devices   Declaration   Payment Details

(1) Additional Authorized Person Details

Name of Authorized Person *

Enter Name of Authorized Person

Designation *

Enter Designation

Landline Number

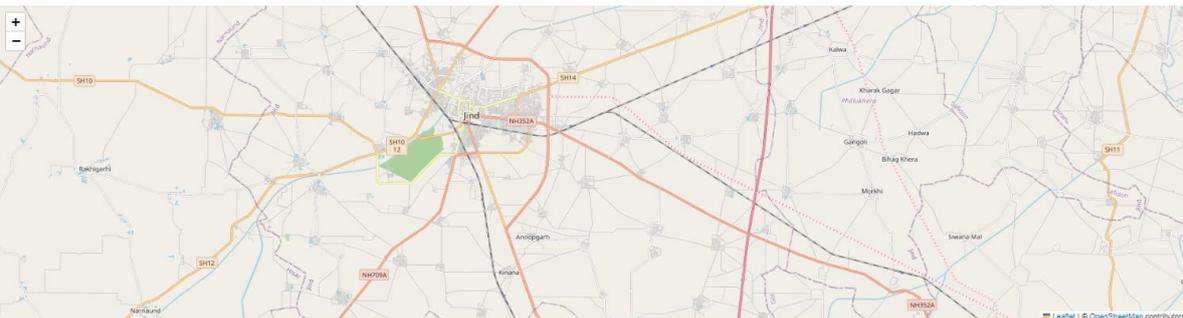Enter Tandline Number

Mobile Number *

Enter Mobile Number   Get OTP

PAN Number *

ENTER PAN NUMBER

Upload PAN card(Only PDF max file size 2Mb) *

Choose File No file chosen

(2) General Details of the Recycling Facility

*Fields marked with * are mandatory*

Address *

Enter Address

GPS location *

Latitude   Latitude   Longitude   Longitude
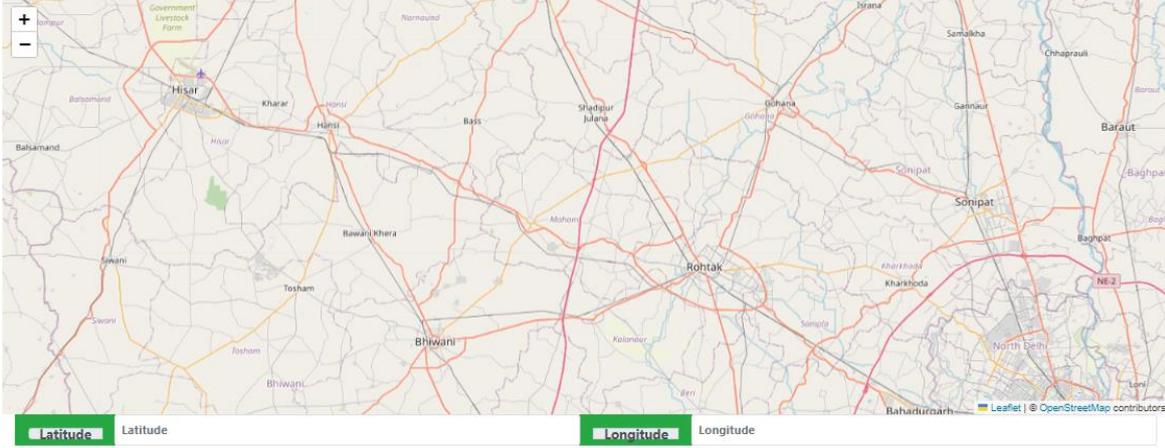
State *

Select State

Consent Application Number(CTO) *

Enter Consent Application Number

Check

Consent Validity *

dd-mm-yyyy

Upload CTO (Only PDF max file size 2Mb) *

Choose File | No file chosen

Recycling Capacity(in MTA) *

Enter Recycling Capacity

Year of Establishment *

Select Year of Establishment

Upload Process Flow Diagram(Only PDF max file size 2Mb)*

Choose File | No file chosen

Upload Material Balance Sheet(Only PDF max file size 2Mb) *

Choose File | No file chosen

Upload Last 3 FY Anunual Report(Only PDF max file size 2Mb)

FY 2021-2022 *

Choose File | No file chosen

FY 2022-2023 *

Choose File | No file chosen

FY 2023-2024 *

Choose File | No file chosen

Validity of authorization under hazardous and other wastes (Management and Transboundary Movement), Rules, 2016 *

dd-mm-yyyy

Upload authorization: Only PDF max file size 2Mb) *

Choose File | No file chosen

Technology Used

☐ Vacuum Distillation with Clay Treatment

☐ Vacuum Distillation followed by Solvent Extraction

☐ Vacuum distillation followed by Hydrotreating

☐ Thin / Wiped film distillation with Clay Treatment

☐ Thin / Wiped film distillation followed by Solvent Extraction

☐ Thin / Wiped film distillation followed by Hydrotreating

☑ Any other Technology, Please specify.

Please specify*

Enter specify Technology

Type of used oil *

☐ Hydraulic Oil

☐ Transformer Oil

☐ Turbine Oil

☐ Thermal Fluids

☐ Compressor oil

☐ Engine Oil-Automotive

☐ Gear Oil- Automotive

☐ Transmission Oil

☐ Used lubricating oil

☐ Neat cutting oil

☐ Used Synthetic lubricating Oil

☐ Gear Oil- Industrial

☐ Engine Oil-Industrial

‹ Previous | 💾 Save | Next ›

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
3.	**Recycling Equipment and Laboratory Facility**	Recycling-Re-refining Equipment	Recycler shall select the type of equipment used in the recycling process, their number and upload the image of the same.
		Types of Process Equipment	Recycler shall select the type of equipment from the drop-down provided.
		Number of equipment	Recycler shall provide the number of equipment available with them.
		Upload image of equipment	Recycler are required to upload the image of each equipment in pdf.
		Recycler can add the type of equipment, their number and images after clicking on the + sign.	
		The above filled information to be saved for each row	
		Whether lab facility available ?	Recycler shall select the option (Yes/No) as per the availability of lab.
		If recycler have lab facility, then following information are required to be provided.	
		Number of Staff Engaged	Recycler shall provide the number of staff engaged in the laboratory.

S. No.	Section	Information Required	Guidance
		Upload lab photo with staff details	Upload the photograph of laboratory facility along with details of staff engaged in lab. *(only PDF max file size 2Mb)*
		Whether Laboratory is Recognized/Accredited ?	Recycler shall select the (Yes/No) for recognition/accreditation of laboratory facility.
		If laboratory is recognized, Recognized/Accredited By	Select the option from drop-down. In case of other, please enter the Name of Accreditation
		Upload Accreditation Certificate	Upload the copy of accreditation certificate. *(only PDF max file size 2Mb)*
		Provide the details on the parameters tested in the laboratory.	Recycler shall provide details on the parameters tested (Yes/No/Outsourced), Testing methods and Instrument/Equipment Used.

(3) Recycling-Re-refining Equipments

*Fields marked with * are mandatory*

Types of Process Equipments:	Number of Equipments	Images	Action

Types of Process Equipments: *
Select Type of Process Equipment

Number of Equipments *
Enter Number of Equipment

Upload Images of Equipments(Only PDF max file size 2Mb) *
Choose File No file chosen   +

Whether lab facility available ? ⦿ Yes ○ No

Number of Staff Engaged: *
Enter Number of Staff Engaged

Upload lab photo with staff details(Only PDF max file size 2Mb) *
Choose File No file chosen

Whether Laboratory is Recognized/Accredited ?
⦿ Yes ○ No

Recognized/Accredited By *
Other

Please Enter Name of Accreditation *

Upload Accreditation Certificate(Only PDF max file size 2Mb) *
Choose File No file chosen

Sr. no	Parameters	Unit	Whether Parameter Tested Yes/No	Test Methods (IS no./International standards)	Instrument/Equipment Used (Comma separated for multiple entries)
1	Colour		○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
2	Flash Point	(°C)	○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
3	Pour Point	(°C)	○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
4	Kinematic Viscosity	(mm2 /s)	○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
5	Viscosity Index		○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
6	Total Acid Number	(mg KOH/g)	○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
7	Sulphur	(percent by mass)	○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
8	Saturates	(percent by mass)	○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
9	Copper strip corrosion at 100 °C for 3 h		○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
10	Water content		○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used
11	Foaming test	(ml/ml)	○ Yes ○ No ○ Outsourced	Enter Test Method	Enter Instrument/Equipment Used

Please fill out this field.

S. No.	Section	Information Required	Guidance
4.	**Geo Images**	Geo-tagged photo of facility	Recycler shall upload the geo-tagged image of the recycling facility. *Take the photo through GPS camera of the mobile (capturing longitude and latitude of the facility) paste in the word file and save as pdf for uploading.* (only PDF max file size 2Mb)
		Geo-tagged photo of oil storage	Recycler shall upload the geo-tagged image of oil storage area. *Take the photo through GPS camera of the mobile (capturing longitude and latitude of the facility) paste in the word file and save as pdf for uploading.* (only PDF max file size 2Mb)
		Geo-tagged photo of recycling machinery	Recycler shall upload the geo-tagged image of recycling machinery. *Take the photo through GPS camera of the mobile (capturing longitude and latitude of the facility) paste in the word file and save as pdf for uploading.* (only PDF max file size 2Mb)
		Geo-tagged video of recycling plant	Recycler shall upload the geo-tagged video of recycling plant. *Record the video through GPS camera of the mobile (capturing longitude and latitude of the facility) and upload the video.* (Upload Video max file size 10Mb)
		Total area of the unit (in sq. meter)	Enter the area of the facility in square meter.
		Total storage shed area of the unit (in sq. meter)	Enter the storage shed area of the facility in square meter.

S. No.	Section	Information Required	Guidance
		No. of shift operated per day	Recycler shall select the number of shift operating per day from the drop down.

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
5.	**Details of Pollution Control Devices**	Air Pollution	Recycler shall add the air pollution control device and upload the image of the pollution control device in next column. Click on + button to add more pollution control device. After adding the device details the same will be listed down in the table. *(only PDF max file size 2Mb)*
		Water Pollution	Recycler shall add the water pollution control device and upload the image of the pollution control device in next column. Click on + button to add more pollution control device. After adding the device details the same will be listed down in the table. *(only PDF max file size 2Mb)*
		Noise Pollution	Recycler shall add the noise pollution control device and upload the image of the pollution control device in next column. Click on + button to add more pollution control device. After adding the device details the same will be listed down in the table. *(only PDF max file size 2Mb)*

(5) Details of Pollution Control Devices

*Fields marked with * are mandatory*

Air pollution

Add Air Pollution Control Device

Upload Image (Only PDF max file size 2Mb)

Choose Files   No file chosen   +

Water pollution

Add Water Pollution Control System

Upload Image (Only PDF max file size 2Mb)

Choose Files   No file chosen   +

Noise pollution

Add Noise Pollution Control Device

Upload Image (Only PDF max file size 2Mb)

Choose Files   No file chosen   +

[< Previous] [Save] [Next >]

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
6.	**Declaration**	Declaration box	Recycler shall tick in box for complete the undertaking.

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
7.	**Payment Details**	Payment of fees	Based on the recycling capacity fee will be auto calculated by system (as per the payment slab). The entity selects the 'Make payment' button and submit the registration fee, upon which the registration is deemed to be submitted.

| General Details | Recycler Type | General Details of the Recycling Facility | Recycling Equipment and Laboratory Facility | Geo-Images | Details of Pollution Control Devices | Declaration | Payment Details |

5) Details of Payment

Recycling Capacity

Sr. No.	Recycling Capacity	Unit
1		Metric Ton

Recycling Capacity (MT)		MT
Registration Fees Amount (INR)		25000 ₹

Payment slab for registration fee for recycler

Sr. No.	Capacity of the recycling facility (MTPA)	Registration Fees Amount (INR)
1	>20,000 MT	75,000/-
2	10,000-20,000 MT	50,000/-
3	5,000-10,000 MT	35,000/-
4	< 5,000 MT	25,000/-

B.) Co-processors

Co-processors shall follow section wise instructions as given in the table below for filling applications for registration:

S. No.	Section	Information Required	Guidance
1.	General Details	Name of Company	This information will be auto filled as per the details provided in the sign up form
		Trade/Legal Name	This information will be auto filled as per the details provided in the sign up form
		Company E-mail ID	This information will be auto filled as per the details provided in the sign up form
		GST Number	This information will be auto filled as per the details provided in the sign up form
		Upload GST certificate	GST certificate of the company shall be uploaded
		Type of Business	This information will be auto filled as per the details provided in the sign up form
		State/UT	This information will be auto filled as per the details provided in the sign up form
		District	This information will be auto filled as per the details provided in the sign up form
		Registered Address	This information will be auto filled as per the details provided in the sign up form
		PIN Code	This information will be auto filled as per the details provided in the sign up form
		PAN Number	This information will be auto filled as per the details provided in the sign up form

S. No.	Section	Information Required	Guidance
		Upload PAN card	PAN card of the company shall be uploaded
		TIN Number	This information will be auto filled as per the details provided in the sign up form
		Upload TIN Document	TIN document shall be uploaded (If provided during Sign-up)
		IEC Number	This information will be auto filled as per the details provided in the sign up form
		Upload IEC certificate	IEC certificate shall be uploaded (If provided during Sign-up)
		CIN Number	This information will be auto filled as per the details provided in the sign up form
		Upload CIN Document	CIN Document shall be uploaded (If provided during Sign-up)
		Name of Authorized person	This information will be auto filled as per the details provided in the sign up form
		Designation	This information will be auto filled as per the details provided in the sign up form
		Landline Number	This information will be auto filled as per the details provided in the sign up form
		Mobile Number	This information will be auto filled as per the details provided in the sign up form
		Email ID	This information will be auto filled as per the details provided in the sign up form

S. No.	Section	Information Required	Guidance
		PAN Number	This information will be auto filled as per the details provided in the sign up form
		Upload PAN card	PAN card of authorized person shall be uploaded.

Save the information and move to next section. After saving poral will ask for the selection of type of recycler-(i)Re-refining of used oil to RRBO and (ii) Co-processing. Select the the 'Co-processing of used oil' in the scroll down and the following procedures required to be followed:

S. No.	Section	Information Required	Guidance
2.	**General Details of Recycling Facility**	Additional authorized person details	Co-processor shall provide the details of the another authorized person details namely name, designation, landline number, mobile number, PAN number.
		Address of Recycling Facility	Co-processor shall provide the address of the recycling facility.

S. No.	Section	Information Required	Guidance
		GPS Location	Co-processor shall select the location of facility in the map, accordingly, latitude and longitude of the facility will be fetched by the system.
		State	Select the name of the state where the facility is located from the drop down provided.
		Consent Application Number(CTO)	Co-processor shall provide the CTO number. Click on the check button, then the portal will verify the CTO application number through Online Consent Management & Monitoring System (OCMMS).
		Consent Validity	Select the validity of consent to operate through calendar.
		Upload CTO	Upload the copy of CTO issued by SPCB/PCC *(only PDF max file size 2Mb)*
		Year of Establishment	Select year of established of the facility from drop down.
		Validity of authorization	Select the validity of authorization issued by SPCB/PCC under the HOWM Rules, 2016 through calendar.
		Upload Authorization	Upload the copy of authorization issued by SPCB/PCC *(only PDF max file size 2Mb)*
		Upload Process Flow Diagram	Upload the recycling process flow diagram of the unit. *(only PDF max file size 2Mb)*

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
3.	**Geo Images**	Geo-tagged picture of the facility	Co-processor shall upload the geo-tagged image of the Co-processing facility. *Take the photo through GPS camera of the mobile (capturing longitude and latitude of the facility) paste in the word file and save as pdf for uploading.* *(only PDF max file size 2Mb)*

S. No.	Section	Information Required	Guidance
		Geo-tagged picture of used oil storage area	Co-processor shall upload the geo-tagged image of oil storage area. *Take the photo through GPS camera of the mobile (capturing longitude and latitude of the facility) paste in the word file and save as pdf for uploading.* (only PDF max file size 2Mb)
		Geo-tagged picture of used oil feeding point	Co-processor shall upload the geo-tagged image of used oil feeding point to the co-processing. *Take the photo through GPS camera of the mobile (capturing longitude and latitude of the facility) paste in the word file and save as pdf for uploading.* (only PDF max file size 2Mb)
		Geo-tagged video of cement kiln	Co-processor shall upload the geo-tagged video of recycling plant. *Record the video through GPS camera of the mobile (capturing longitude and latitude of the facility) and upload the video.* (Upload Video max file size 10Mb)
		Total area of the used oil storage area (in sq. meter)	Enter the area of the facility in square meter.
		No. of shift operated per day	Recycler shall select the number of shifts operating per day from the drop down.

① General Details Recycler Type ② General Details of the Co-Processing Facility ③ Geo-Images ④ Co-processing Details & Equipments ⑤ Details of Pollution Control Devices Declaration ⑥ Payment Details

(4) Geo-Images

*Fields marked with * are mandatory*

Geo-tagged picture of the unit's location *
[Choose File] No file chosen

Geo-tagged image of the used oil storage area(Only PDF max file size 2Mb) *
[Choose File] No file chosen

Geo-tagged picture of the used oil feeding point(Only PDF max file size 2Mb) *
[Choose File] No file chosen

Geo-tagged video of cement kiln *
[Choose File] No file chosen

Total area of the used oil storage area- (in sq meter) *
[Enter total of the used oil storage area]

No. of shift operated per day- (in no's) *
[Select number of shift operated ▾]

[‹ Previous] [💾 Save] [Next ›]

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
4.	**Recycling Equipment and Laboratory Facility**	Total consented clinker production capacity	Co-processor shall enter the total consented clinker production capacity in Metric Tonnes/annum.
		Total energy consumed in kWh/ ton of clinker	Co-processor shall enter the average energy consumed in kWh/ ton of clinker.
		Authorized capacity of co-processing	Co-processor shall enter the consented Co-processing capacity in Metric Tonnes/annum.
		Calorific value of used oil in co-processing	Co-processor shall enter the Calorific value of used oil in co-processing in KCal.
		Type of used oil	Co-processing shall select the type of oil(s) collects for the co-processing from the list of oils.
		Processing capacity	Co-processor shall enter the processing capacity of Used oil in Metric Tonnes/annum.
		Max. feed rate of co-processing	Co-processor shall enter the maximum feed rate of fuel for co-processing in Metric Tonnes/annum.
		Max. feed rate of co-processing of used oil: (in TPA)	Co-processor shall enter the maximum feed rate of used oil for co-processing in Metric Tonnes/annum.

① General Details ② Recycler Type ③ General Details of the Co-Processing Facility ③ Geo-Images ④ Co-processing Details & Equipments ⑤ Details of Pollution Control Devices ⑤ Declaration ⑥ Payment Details

Total consented clinker production capacity- (in MTA) *
Enter total consented clinker production capacity

Total energy consumed in kWh/ ton of clinker- (in kWh) *
Enter total energy consumed

Authorized capacity of co-processing- (in MTA) *
Enter authorized capacity

Calorific value of used oil in co-processing- (in kcal) *
Enter calorific value of used oil

(2) Used oil processing capacity

Fields marked with * are mandatory

Type of used oil *
Select used oil

Processing capacity – in (TPA) *
Enter processing capacity

Max. feed rate of co-processing: (in TPA) *
Enter max. feed rate

Max. feed rate of co-processing of used oil: (in TPA) *
Enter max. feed rate

‹ Previous   Save   Next ›

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
5.	**Details of Pollution Control Devices**	Air Pollution	Co-processor shall add the air pollution control device and upload the image of the pollution control device in next column. Click on + button to add more pollution control device. After adding the device details the same will be listed down in the table. *(only PDF max file size 2Mb)*
		Water Pollution	Co-processor shall add the water pollution control device and upload the image of the pollution control device in next column. Click on + button to add more pollution control device. After adding the device details the same will be listed down in the table. *(only PDF max file size 2Mb)*
		Noise Pollution	Co-processor shall add the noise pollution control device and upload the image of the pollution control device in next column. Click on + button to add more pollution control device. After adding the device details the same will be listed down in the table. *(only PDF max file size 2Mb)*

① General Details ② Recycler Type ③ General Details of the Co-Processing Facility ④ Geo-Images ⑤ Co-processing Details & Equipments ⑥ Details of Pollution Control Devices Declaration Payment Details

(5) Details of Pollution Control Devices

*Fields marked with * are mandatory*

Air pollution
Add Air Pollution Control Device

Upload Image (Only PDF max file size 2Mb)
Choose Files | No file chosen [+]

Water pollution
Add Water Pollution Control System

Upload Image (Only PDF max file size 2Mb)
Choose Files | No file chosen [+]

Noise pollution
Add Noise Pollution Control Device

Upload Image (Only PDF max file size 2Mb)
Choose Files | No file chosen [+]

‹ Previous | 🖫 Save | Next ›

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
6.	**Declaration**	Declaration box	Recycler shall tick in box for complete the undertaking.

Save the information and move to next section.

S. No.	Section	Information Required	Guidance
7.	**Payment Details**	Payment of fees	Based on the recycling capacity fee will be auto calculated by system (as per the payment slab). The entity selects the 'Make payment' button and submit the registration fee, upon which the registration is deemed to be submitted.

4.0 Registration Fees

The entity shall pay the registration fees as per the details given below along with the application for registration:

Table-1: Registration fee for Recycler/ Co-processor		
S No	Recycling/ Co-processing Capacity (MTA)	Registration Fees Amount (INR)
1	> 20,000 MT	75,000/-
2	10,000 – 20,000 MT	50,000/-
4	5,000-10,000 MT	35,000/-
5	< 5,000 MT	25,000/-

5.0 Processing of Application

Once the application submitted by producer, CPCB will follow the procedure for processing the application for grant of registration:

1. The application shall be processed within 21 working days. The registration shall be either granted or rejected as the case may be within this period.

2. After processing, if the application found to be incomplete with respect to any document being not submitted or any missing information, then the applicant shall be informed through portal only.

   Accordingly, the applicant shall submit the requisite information sought by CPCB for further processing of the application.

3. Applications shall be rejected if false/ irrelevant information /document submitted. Application fees shall be forfeited in such cases. Fresh applications along with application fees will have to be submitted for Registration.

4. Portal-generated digitally signed Registration Certificate shall be granted through the Portal.

5. The portal has a provision for the internal processing of applications within CPCB, wherein the Member Secretary, CPCB shall be the approving authority for issuing of the Certificate.

6.0 Late Fee Mechanism:

After submission of application it is reviewed by concerned authorities. In case the application found incomplete, the same will be return back to user for re-submission. The applicant can resubmit the application without any late fee, if submitted within the stipulated time period. However, a late fee may apply

in case of prolonged delay in re-submission. The details of late fee structure will be updated in due course of time.

7.0 Amendment of Registration:

Amendment refers to the process of making changes to the registration details of Producers.

1. For any amendments within 21 days after submitting the form for registration no charges will be applicable, however for any amendments after the 21 days, CPCB charges Rupees 10,000 for processing and implementing each requested amendment to registration documents.

2. CPCB shall review amendment requests and may require additional documentation or verification before approving changes to the registration.

8.0 Revocation of Registration:

1. Any registered entity furnishes false information or willfully conceals information for registration or return or report or information required to be provided or furnished under the said Rules or in case of any irregularity, the registration of such entity may be revoked by the CPCB for a period up to five-years after giving an opportunity to be heard and in addition, environmental compensation charges may also be levied as per provisions under said Rules and amendment thereof.

2. The Producer will be given an opportunity to be heard, prior to the CPCB considering the cancellation or suspension of the registration.

Note: CPCB shall update the document from time to time in accordance with requirements and further Amendment to Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023 if any, as required.

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