

SOPs for E-Waste Recycler
[Information Required for Registration of E-Waste Recycler on the Portal under E- Waste
(Management) Rules, 2022]



Central Pollution Control Board
Waste Management Division-III
(Ministry of Environment, Forest & Climate Change, Government of India)
'Parivesh Bhawan', East Arjun Nagar
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1.0 Background:

MoEF&CC has notified E-Waste (Management) Rules, 2022 vide notification No. GSR 801(E) dated November 02, 2022. The rules are effective from April 01, 2023 and have superseded existing E-Waste (M) Rules 2016. The rules intend to manage e-waste in an environmentally sound manner (ESM) and also promote Circular Economy through the regime of Extended Producer Responsibility (EPR).

1.1 Entities under Extended Producer Responsibility (EPR) Framework:

The E-Waste (M) Rules, 2022 stipulate EPR framework [Rule 4 (1)] for implementation of these Rules. The EPR framework provides for the following four types of entities namely:

- (a) manufacturer;
- (b) producer;
- (c) refurbisher; and
- (d) recycler

The above entities are required to register on the portal which is defined vide Rule 3 (1)(s) as an online system developed by the Central Pollution Control Board for the purposes of these rules. In case any entity falls in more than one categories as above then the entity has to register under those categories separately. No entity will carry out any business without registration. **The entities registered on the portal shall not deal with any unregistered manufacturer, producer, recycler and refurbisher.**

1.2 Recyclers as defined in the E-Waste (Management) Rules, 2022:

Any person or entity who is engaged in recycling and reprocessing of waste electrical and electronic equipment or assemblies or their components or their parts for recovery of precious, semi-precious metals including rare earth elements and other useful recoverable materials to strengthened the secondary sourced materials and having facilities as elaborated in the guidelines of the Central Pollution Control Board.

2.0 Registration of recyclers on the Portal;

- a) All the application for registration has to be made on-line through the designated portal available at the URL: <https://eprewastecpcb.in>
- b) The validity of registration will be of five (05) Years from the date of grant of Registration on the EPR Portal.
- c) In case of incomplete application, all the shortcomings will be communicated through the portal to the **Recyclers** within 30 working days of receiving of the application on the portal. **Recyclers** has to reply within 07 working days on the portal. On receiving of the reply on the portal the application will be processed.

Part A

Section 1: Basic Information

For Registration under above the said Rules, the recyclers have to submit on the portal following basic information and documents/declaration/affidavits:

- i. Name of the company
- ii. Details of the recycling facility
 - a. Address
 - b. Geo coordinates
 - c. Email id
 - d. Contact number: (Mobile & landline)
 - e. Year of establishment
 - f. CTE under air and water act (number and date of issue)
 - g. CTO under air and water act (number and date of issue)
 - h. Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 (number and date of issue)
 - i. PAN Number
 - j. GST Number
 - k. CIN Number (optional)
- iii. Details of authorized person
 - a. Name, Designation, Email & Mobile Number of authorized person
 - b. Aadhar number of authorized person

Section 2. Documents in support of basic information

Following documents to be uploaded:

- i. Copy of CTE under water and air act issued by concerned SPCB/PCC
- ii. Copy of the CTO under water and air act issued by concerned SPCB/PCC
- iii. Copy of Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 issued by concerned SPCB/PCC
- iv. PAN Card
- v. GST Certificate
- vi. Incorporation Certificate if available (optional)
- vii. Aadhar Card of authorized person

Section 3: Details of recycling

1. **Details of E-Waste – The recyclers have to provide details of Waste EEE items for which it wishes to have Registration:**
2. **Capacity in Tonnes per Year: (As per CTO)**
 - i. **Production details i.e., Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance.**

Category of E-Waste	End Products for EPR Certificates	Other products of recycling for ensuring material balance

- ii. **Documents to be attached.**
 - a. **Recycling capacity in terms of both raw material & product**
 - b. **Geotagged Video of the unit with all plant and machinery**
 - c. **Geotagged Pictures of the unit**
 - d. **Self-Declaration on submission of authentic data (as per template given at Annexure-I). The self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in the plant. (On the company's letter head with signature of authorized person & company seal)**

The recycler will be provided registration on the EPR Portal on the basis of information/document/geo tagged photographs/geo tagged Video provided by the applicant recycler on the EPR Portal. Physical/virtual inspection of the recycling unit for verification of documents and facilities and their claims will be carried out by CPCB/ SPCBs/PCCs within 120 working days from grant of registration on the EPR Portal. Recycler Registration Certificate will be issued after verification.

3.0 Digital Checklist for evaluation of application for recyclers

The following digital check list on the portal will be used for evaluation of applications for registration. CPCB will specify short-comings if any in remarks column and digital copy of the check list will be forward through the portal to applicant recyclers The applicant recyclers can see the check list using his log in credentials on the portal after CPCB sends it.

Digital Checklist for evaluation of Application for Recycler Registration

S.No	Details of information required	Provided (Yes / No)	Remarks
1.	Name and full address along with telephone, GST and PAN number, e-mail and other contact details of Recycler (It should be the place where recycling facility is located).		
2.	Name of the Authorised Person and full address with e-mail, telephone, PAN & Aadhar number)		
3.	List of documents to be uploaded: i. Copy of CTE & CTO ii. Copy of Authorisation under HOW(M&TM) Rules, 2016 iii. Geo coordinates iv. PAN (Company and Authorised person) v. GST vi. Aadhar vii. Video of the recycling facility		
4.	Basic details <ul style="list-style-type: none"> • List of EEE to be recycled • Annual recycling capacity (As per CTO) • Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance. • Details of installed equipment for recycling 		
5.	Self-Declaration on submission of authentic data. The self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in the plant. (On the company's letter head with signature of authorized person & company seal)		

4.0 Guidance to applicant recycler seeking Registration under E-Waste (Management) Rules, 2022 for filling on line application on the Portal [URL: <https://eprewastecpcb.in>] for grant of Registration and issue of Registration certificates

The following table will provide guidance to applicant **recycler** in filling up Application on the portal for Registration and EPR Targets/Obligation

S. No	Information sought	Guidance for providing information
1.	Name and full address of the recycler along with telephone, GST and PAN number, e-mail and other contact details of Recycler (It should be the place where recycling facility is located).	<ul style="list-style-type: none"> i) The address of should be the place from where the recycling facility is located. Do note that address given by the applicant in its supporting documents i.e., CTE, CTO and Authorisation, GST Certificate, should be same as the address given in sign up form ii) The contact information i.e phone number, mobile number, e-mail provided should be functional and readily accessible by the applicant.
2.	Name of the Authorised Person and full address with e-mail, telephone, PAN & Aadhar number)	<ul style="list-style-type: none"> i. Provide name of authorised person along with its full postal address, e-mail id, mobile number, landline number. ii. It is always better to have alternate authorised persons and his/her required details. iii. The authorised person can be the person who will be managing /handling the Recycling operation and facility. iv. In case of change of authorised person, the recycler has to inform CPCB about the same immediately. <p>Note: Any communication regarding status/processing of the application will be done only with the authorized person of the company. CPCB will not interact with any other person other than authorized person (s).</p>
3.	<p>List of documents to be uploaded:</p> <ul style="list-style-type: none"> i. Copy of CTE & CTO ii. Copy of Authorisation HOW(M&TM) Rules, 2016 iii. Geo coordinates iv. PAN (Company and Authorised person) v. GST vi. Aadhar vii. Geo tagged Video of the recycling facility 	<ul style="list-style-type: none"> i. Recycler have to upload on the portal, scan copy of their CTE, CTO, Authorisation, geo coordinates, PAN, GST Aadhar and Video of recycling facility ii. (Address in GST/ CTO, Authorisation should be as per address given in sign up form.) <p>(The Recycler is also required to ensure that the address in above documents should be the place where recycling facility is located).</p>
4.	Basic Details	Recyclers are required to select EEE which can be recycled at their facility

S. No	Information sought	Guidance for providing information
		Annual recycling capacity as per CTO <ul style="list-style-type: none"> • Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance. • Details of installed equipment for recycling
5.	Self-declaration	Self-Declaration on submission of authentic data (as per template given at Annexure-I). The self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in the plant. (On the company's letter head with signature of authorized person & company seal)

5.0 Target Time and modality of granting registration

- i. CPCB shall examine the applications for registration of recycler so received on the portal and respond with digital check-list through the portal within **30 working days** in case of incomplete applications. A digital check list of short comings will be issued through the portal by the concerned Division of the CPCB. The applicant recycler can see the digital checklist of short comings by logging on the portal using their login credentials.
- ii. CPCB **shall grant Registration** to Recycler after evaluation of recycler's application submitted with respect to the required information as per this SOP within **30 working days after ensuring that application is complete in all respect.**
- iii. CPCB shall **conduct verification of the recycling facility within 120 working days from granting the registration on the EPR Portal either through physical or video conferencing mode.** The physical verification will be **for confirming the information provided by the applicant recyclers.**
- iv. In case of non-confirmation, the registration will be suspended after issuing notices and seeking explanation from the recycler and after giving opportunity for hearing to the recycler before the Approving Authority, CPCB
- v. The grant of recycler registration will be in the form of a digital certificate through the portal based on information/documents provided by the recycler and will be issued after verification.

6.0 Grant of Registration on the portal and issue of EPR certificates

- i. Member Secretary, CPCB shall be the Approving Authority for grant of recycler registration and for amendments in the recycler registration.
- ii. The concerned Division of CPCB shall evaluate the application on the portal as per this SOP. Once the application found complete as per the SOP, the Division will submit the application to the Member Secretary for approval. Upon approval of Member Secretary, CPCB, the concerned Divisional Head, CPCB would issue the Registration Certificate, and amendments through Portal to the applicant recycler.

7.0 Revocation of Registration

As per Rule 4(5) of the E-Waste (M) Rules, 2022, registration of registered entity (recycler) will be revoked, by the Central Pollution Control Board if it is found that the registered entity has furnished false information or willfully concealed information for getting registration or return or report or information required to be provided or furnished under these rules or in case of any irregularity found, for a period up to three-years after giving an opportunity to be heard and in addition, environmental compensation charges may be levied as per rule 22 of the above said rules.

8.0 Appeal

- i. As per Rule 21 E-Waste (M) Rules, 2022 any person aggrieved by an order of revocation of registration passed by the Central Pollution Control Board, within a period of thirty days from the date on which the order is communicated to him, prefer an appeal to the Additional Secretary or Joint Secretary, Ministry of Environment, Forest and Climate Change duly nominated by the Central Government in this regard.
- ii. The Appellate Authority may entertain the appeal after expiry of the said period of thirty days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

9.0 Verification and Audit

The Central Pollution Control Board by itself or through a designated agency shall verify compliance of, recyclers through inspection and periodic audit, as deemed appropriate and the actions against violations and for non-fulfillment of extended producer responsibility target, obligations and responsibilities shall be in accordance with the rule 24 of the E-Waste (Management) Rules, 2022.

9.0 Registration Fee:

Registration fee will be charged from the recycler as per the fee structure given at Annexure II.

Annexure-I

Self-Declaration

Dated:

We, M/s _____ hereby declare that information provided for registration as a Recycler on the EPR E-Waste portal under E-Waste (Management) Rules, 2022 are true to the best of our knowledge and belief and that it conceals nothing and that no part of it is false.

We, M/s ----- also hereby declare and confirm that adequate occupational safety/Health and fire safety measures have been taken in the recycling.

We also hereby undertake that all the responsibilities of correctness of information as provided will be ours. In case of any data and information found false or misleading at any stage, actions as per the rules may be initiated against us.

(Name and Signature of the Authorized Person)

Designation:

Company Seal

(Hint: On the company's letter head with signature of authorized person & company seal)

Annexure-II

The fee structure for registration of Recycler and Annual Maintenance Charges for all stakeholders for registration on EPR Portal under E-Waste (Management) Rules, 2022

S. No	User Type	Activity	Registration fee/charges (Rs.)
1	Recycler	New Recycler (1 st time registration valid for five years)	15,000/-
		Renewal of registration-(after five years)	7,500/- + 0.625/MT for quantity of EPR certificate transaction in the preceding five years
		In case of any amendments/addendum	3,000/-
2	Annual Maintenance charges for all stake holders	Annual Maintenance charges for Recycler	5,000/-