

# **Standard Operating Procedures for Registration of Producer at EPR Portal for Used Oil Management**



**June, 2024**



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

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## 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 18<sup>th</sup> 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 Producers 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 Producers and processing of applications.

As per above said rules, Producer means any person or entity, irrespective of the selling technique used such as dealer, retailer, e-retailer, who, -

- (i) manufactures and offers to sell base oil or lubrication oil domestically under its own brand; or
- (ii) offers to sell lubrication oil domestically under its own brand, using the base oil manufactured by other manufacturers or suppliers; or
- (iii) offers to sell imported base oil or lubrication oil domestically.

## 2.0 Applicability of SOP

The SoPs shall be applicable to all Manufactures/ Importers of Base oil/ lubrication oil/ other products manufactured from base oil who will be registered as “Producer” on the portal.

Type of oils covered under EPR framework are Virgin Base Oil, White Oil, Hydraulic Oil, Transformer Oil, Cutting Oil, Rubber Processing Oil, Thermal Fluids, Anti-Rust Oil, General Purpose Lubrication Oil, Engine Oil, Brake Oil, Grease, Re-Refined / Recycled Base Oil, Gear Oil, Turbine Oil, Compressor oil.

Producers 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 Producers

The producers of base oil and/or lubrication oil are required to start the process of filing the application by signing up at the web portal [www.eprusedoil.cpcb.gov.in](http://www.eprusedoil.cpcb.gov.in) followed by filling of registration form consisting of 6 parts namely (1) General Details (2) Type of Producers (3) Procurement Data (4) Sale Data (5) Declaration and Submit (6) Payment of Fees

#### 3.1 Procedure of Signing Up

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

S. No.	Section	Information Required	Guidance
1.	Type of Entity	Entity type	<p>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 &amp; Recycling) for creating single login credentials.</p> <p>In case entity has separate GST number for each type of activity, then entity can create separate login credential for each entity type.</p>



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

<b>S. No.</b>	<b>Section</b>	<b>Information Required</b>	<b>Guidance</b>
		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 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

2 **Company Details**


GST Number \* (i)  Name of Company \*  Trade/Legal Name \*

Company Email \*(i)

Type of Business \*  State/UT \*  District \*

Registered Address \*  Pin Code\*  PAN Number \* (i)

TIN Number (i)  IEC Number (i)  CIN (i)



S. No.	Section	Information Required	Guidance
3.	<b>Authorized Person Details</b>	Name of Authorized person	Name of authorized company/business official.  Name of any consultant or agent or any other agencies working on behalf of Producer 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.

3 **Authorized Person Details**


Name of the Authorized person \*  Designation \*  Landline Number

Mobile Number \* (i)

Email ID \* (i)

PAN Number \* (i)

Captcha  Enter Text Here



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

### 3.3 Section Wise Filing of Information

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

<b>S. No.</b>	<b>Section</b>	<b>Information Required</b>	<b>Guidance</b>
1.	<b>General Details</b>	Financial Year	Select the financial year - 2022-23 to fill the details of FY 2022-23. After submitting the details of FY 2022-23, the system will prompt to fill in the details for 2023-24.  In case facility starts production after 2022-23, then select 2023-24.
		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

<b>S. No.</b>	<b>Section</b>	<b>Information Required</b>	<b>Guidance</b>
		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
		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)



<b>S. No.</b>	<b>Section</b>	<b>Information Required</b>	<b>Guidance</b>
		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
		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.

S. No.	Section	Information Required	Guidance
2.	Type of Producer	Select Producer Type	Producer shall select the type of producer category under which it operates. Multi-selection feature is available. Details regarding types of producer categories are provided at Annexure-I.
		Production facility details	If producer has production facility, then select yes and provide the details. Producer shall enter the name and address of each production facility, type of production facility (from Drop-down list), state in which facility is located, GST number corresponding to the location of facilities and year of commencement of the production facility.

EPR PORTAL FOR USED OIL MANAGEMENT

Dashboard Registrations

General details | **Type of Producer** | Procurement Data | Sales Data | Declaration

Financial Year 2022-23

Type of Producer\*

Sr No.	Code	Title	Select
1	P1	Manufactures and Sells base oil	<input type="checkbox"/>
2	P2	Importer of base oil	<input checked="" type="checkbox"/>
3	P3	Manufactures base oil & Sells lubrication oil under its brand/co-brand	<input type="checkbox"/>
4	P4	Importer of lubrication oil	<input type="checkbox"/>
5	P5	Procures base oil domestically and sells base oil & its products under its brand /co-brand	<input type="checkbox"/>
6	P6	Procures lubrication oil domestically and sells under its brand/co-brand	<input type="checkbox"/>
7	P7	Procures base oil domestically and sells lubrication oil under its brand/ co-brand	<input type="checkbox"/>
8	P8	Procures re-refined/recycled base oil domestically and sells lubrication oil under its brand/ co-brand	<input type="checkbox"/>
9	P9	Manufactures and sells re-refined/recycled base oil under its brand/ co-brand	<input type="checkbox"/>

If unit has production facility  
 Yes  No

Sr No.	Name & Address of Production Facility	Type of Production Facility	State/UT	GST Number	Year of Commencement of Product	Action
1	production-45555-ct5225	base oil	Gujarat	gdte3555cd	2026	Delete
2	hgpp hyyvb	lubrication oil	Madhya Pradesh	hhn852+	2030	Delete

S. No.	Section	Information Required	Guidance
3.	Procurement Data	Select Oil Type	Producer shall select the type of oils procured from the dropdown list provided.
		HSN Code of base oil or lubrication oil	Producer shall select the relevant HSN code of Oil, that has been procured during the FY 2022-23 or FY 2023-24.  Note: only one entry for one HSN code.
		Enter Quantity Produced Domestically (MT)	Enter the quantity produced in Metric Tonnes (MT) corresponding to the selected type of oil.
		Enter Quantity Procured Domestically (MT)	Enter quantity procured in MT corresponding to the selected type of oil.
		Enter Quantity Imported (MT)	Enter quantity imported in MT corresponding to the selected type of oil
		The above filled information to be saved for each row CA Certified Procurement Data	Producer shall upload CA certified procurement data.

EPR PORTAL FOR USED OIL MANAGEMENT

Dashboard Registrations

Producer: [dropdown]

Financial Year 2022-23

Type of Oil: [dropdown] HSN Code: [dropdown] Quantity Produced Domestically (in MT): [input] Quantity Procured Domestically (in MT): [input] Quantity Imported (in MT): [input]

Sr No.	Type of Oil	HSN Code	Quantity Produced Domestically (in MT)	Quantity Procured Domestically (in MT)	Quantity Imported (in MT)	Action
1	Virgin base Oils	27101971	100	523	0	
2	White Oil	27101984	20	0	100	
3	Hydraulic Oil	27101983	52	56	52	
4	Transformer Oil	85049010	32	852	5555	
5	Cutting Oil	27101982	52	0	52	
6	Rubber Processing Oil		89	100	20	
7	Thermal Fluids	27101985	20	25	25	

CA Certified Procurement Data (Only PDF max file size 2MB)\*  
 No file chosen

S. No.	Section	Information Required	Guidance
4.	Sales Data	Type of oil and corresponding HSN code will be provided in tabular form	Producer shall enter sales data based on type of oil and HSN code for the chosen year.
		Total Quantity Sold Domestically (MT)	Enter the total quantity of corresponding base/lubrication oil sold (MT) in the selected FY.  <i>Quantity reported in this column will be used for estimating EPR target, however the target will be adjusted later (after registration) once the other Producers, who received the material for placing on the market on his own brand also gets registered at EPR portal.</i>
		Quantity Sold/transferred to Other Producers (MT) (who are making Products and selling - with their brand names)	Enter the quantity in MT and upload the details of producers, to whom sold in the excel template (provided at top of the page)  <i>Quantity reported in this column will not be used for adjusting EPR target at Registration stage. Applicant should give proper details of quantity sold / transferred to other Producers as per excel template file.</i>  Note: Please don't change the template of excel file format,

<b>S. No.</b>	<b>Section</b>	<b>Information Required</b>	<b>Guidance</b>
			else system may not allow to upload.
		Quantity sold to other Producers (MT) who are selling directly with brand name	<p>Enter the quantity in MT and upload the details of producers, to whom sold in the excel template (provided at top of the page)</p> <p><i>Quantity reported in this column will not be used for adjusting EPR target at Registration stage. Applicant should give proper details of quantity sold / transferred to other Producers as per excel template file.</i></p> <p>Note: Please don't change the template of excel file format, else system may not allow to upload.</p>
		Quantity sold to other Producers (MT) who are Co-branding	<p>Enter the quantity in MT and upload the details of producers, to whom sold in the excel template (provided at top of the page)</p> <p><i>Quantity reported in this column will not be used for adjusting EPR target at Registration stage. Applicant should give proper details of quantity sold / transferred to other Producers as per excel template file.</i></p> <p>Note: Please don't change the template of excel file format, else system may not allow to upload.</p>
		Quantity sold in Open market (MT) with brand name by adopting any selling method	<p>System will auto calculate the quantity and therefore the data may not be entered.</p> <p><i>Quantity reported in this column will not be used for</i></p>

<b>S. No.</b>	<b>Section</b>	<b>Information Required</b>	<b>Guidance</b>
			<i>adjusting EPR target at Registration stage.</i>
		Whether residual oil generated	<p>Select Yes/No</p> <p>If yes, the quantity reported for that type of oil will qualify for EPR target calculation.</p> <p>If No, EPR target will be nil for the type of oil.</p> <p>However, the details provided will be subject to scrutiny/verification by CPCB.</p>
		Operational losses after Usage (in %)	<p>Enter the operation loss in % Based on the percentage (%) loss provided, EPR target will be calculated.</p> <p>However, the details provided will be subject to scrutiny/verification by CPCB.</p>
		Qualified Quantity for EPR Target	No need to make any entry. The system will auto fill the EPR Target after calculation.
		Tentative EPR target in MT	<p>System will auto fill the EPR target value (in MT) after calculation and the same will be reflected on the dash board.</p> <p>Note: EPR targets are tentative and subject to change as per actual verification during scrutiny/inspection/audit and declaration of the same by entity involved in procurement &amp; transfer of the same.</p>
		Brand name's (comma separated)	Brand name (s) shall be provided by the producers.

S. No.	Section	Information Required	Guidance
			Producers may enter, multiple brand name separated with comma (example-brand1, brand2, etc.)
		<b>Note: It is necessary to click the SAVE button at the end of each row after making entry.</b>	
		Upload CA certified sales data	Producer shall upload CA certified sales data in proof of above information.

S. No.	Section	Information Required	Guidance
5.	Declaration	Quantity of base/lubrication oil sold	System will auto fill the cumulative quantity of Base oil/& Lubrication oil sold from the inputs provided at sales data
		Upload undertaking	Producer shall upload the undertaking at company letter head as per the format provided at Annexure-II.
After filling of 2022-23, system will direct to fill the information for 2023-24, the steps to be followed is similar to the guidance provided for FY 2022-23.			

General details    Type of Producer    Procurement Data    Sales Data    Declaration

Financial Year 2022-23

Total quantity of lubrication/base oil sold (MT) \*

50.00    Upload undertaking \* [See Doc](#)     No file chosen

CPCB on behalf of **sghs8566** hereby declares that the information furnished is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my registration shall be liable to be cancelled without notice or any compensation in lieu thereof.

S. No.	Section	Information Required	Guidance
6.	Payment Details	Payment of fees	Based on the average of cumulative quantity of oils sold (information provided by applicant at sales data), 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.

EPR PORTAL FOR USED OIL MANAGEMENT    Producer:     sghs8566 CPCB

Dashboard    Registrations

General details    Type of Producer    Procurement Data    Sales Data    Declaration    Payment Details

Sale of base Oil/Lubrication Oil (MT)

Sr. No.	Financial Year	Unit	Total Quantity Sold Biennially
1	2022-23	Metric Ton	500
2	2023-24	Metric Ton	100
<b>Total</b>		<b>600 MT</b>	
<b>Average Quantity Sold (MT)</b>		<b>300 MT</b>	
<b>Registration Fee Amount (INR)</b>		<b>25000 ₹</b>	

**Payment slab for registration fee for producers**

Sr. No.	Sale of Base oil / Lubrication Oil (MT)	Registration Fees Amounts (INR)
1	> 1,00,000	10,00,000
2	50,000 - 1,00,000 MT	5,00,000
3	10,000 - 50,000 MT	2,00,000
4	5000 - 1,00,000 MT	10,000
5	< 5000 MT	28,000

< Previous    View Payment >

## 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 Producers		
S No	Sale of Base oil/Lubrication Oil (MTPA)	Registration Fees Amount (INR)
1	> 1,00,000 MT	10,00,000
2	> 50,000 - 1,00,000 MT	5,00,000
3	> 10,000 - 50,000 MT	2,00,000



4	5000-10000 MT	50,000
5	< 5000 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 SoP 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.*

\*\*\*\*\*

## Type of Producers

Code	Producer Type	Explanation
P1	Manufactures and Sells Base Oil	A Producer who is involved in manufacturing of Base Oils at production facility and sells manufactured Base Oils in the market.
P2	Importer of Base Oil	A Producer who is involved in import of Base Oil.
P3	Manufactures Base Oil & Sells Lubrication Oil under its brand/Co-brand	A Producer who is involved in manufacturing of Base Oils at production facility and sells lubrication oil manufactured from Base Oil under its own brand name or with co-brand name.
P4	Importer of Lubrication Oil	A Producer who is involved in import of Lubrication Oil.
P5	Procures Base Oil domestically and sells Base Oil & its products under its brand /Co-brand	A Producer who procures Base Oil domestically and sells Base Oil and products derived from Base Oil under its own brand name or with co-brand name.
P6	Procures Lubrication Oil domestically and sells under its brand/Co-brand	A Producer who procures Lubrication Oil domestically and sells under its own brand name or co-brand name.
P7	Procures Base Oil domestically and sells Lubrication Oil under its brand/ Co-brand	A Producer who procures Base Oil domestically and sells Lubrication Oil manufactured from Base Oil under its own brand name or co-brand name.
P8	Procures Re-refined/Recycled Base Oil domestically and sells Lubrication Oil under its brand/ Co-brand	A Producer who procures Re-refined/Recycled Base Oil domestically and sells Lubrication oil manufactured from Re-refined/Recycled Base Oil under its own brand name or co-brand name.
P9	Manufactures and sells Re-refined /Recycled Base Oil under its brand/ Co-brand	A Producer who is involved in manufacturing or Re-refined/Recycled Base Oil and sells Re-refined/Recycled Base Oil under its own brand name or co-brand name.

**Undertaking Format**

Date:

We, M/s \_\_\_\_\_ hereby declare that information provided for registration on the EPR Portal for Used Oil under the Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023 as a “Producer” 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 that the information with regard to Sales data provided for calculation of EPR obligation are true to the best of our knowledge and belief and that nothing has been concealed and no part of it is false.

We also hereby undertake that all the responsibilities of correctness of information as provided will be ours. In case of any false or misleading data or information provided, actions as per the Rules may be initiated.

(Name and Signature of the Authorized Person)

Designation: Company Seal

*(Note: above declaration may be provided on the company’s letter head with signature of authorized person & company seal)*