

Standard Operating Procedure
for
Registration of Recycler through the Online EPR
Portal under Battery Waste Management Rules,
2022



Central Pollution Control Board, Delhi
August, 2022

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1.0 Background

Ministry of Environment Forest and Climate Change notified Battery Waste Management (BWM) Rules on 22nd August, 2022 as per which all recyclers shall register with the State Pollution Control Board through the online portal.

As per Rules, Recycling of Waste Battery means recycling of Battery materials such as lead, nickel, lithium, nickel, cobalt, plastics, rubber, glass, etc. Waste Battery Recyclers shall have to register with concerned SPCBs/PCCs in accordance with provision 9 (1) of BWM Rules, 2022 on the EPR portal for Battery Waste Management developed by CPCB.

This document outlines the Standard Operating Procedure for the Registration of Recyclers with SPCBs/PCCs in line with BWM Rules, 2022. This SOP provides guidance on the filing of applications by the Recyclers.

2.0 Guidance for filing of Application by Recyclers

The process of filing the application starts with signing up by Recycler on the online portal **www.eprbatteryapcb.in** followed by filling of the application in 6 parts namely (A) General Details (B) Information on Battery (C) Documents (D) Geo Images (E) Recycling Capacity and (F) Payment of Fees

2.1 Applicability of SOP

This SOP shall be applicable to all recyclers who are required to obtain registration from concerned SPCB/PCC and under Battery Waste Management Rules, 2022. Recyclers shall submit online application along with relevant information, documents & Application fees for registration as per the details given in subsequent sections of this document.

Applications under process for grant of Registration shall henceforth be processed at **www.eprbatteryapcb.in** by SPCB/PCC as per provisions of this SOP.

2.2 Procedure for Signing Up

To submit the application for registration under Battery Waste Management Rules, 2022, the recycler shall create login credentials by providing details as mentioned in the table below:

S. No.	Section	Information required	Guidance
1.	Applicant Type	Category of applicant	Select the option under which registration is to be granted
2.	Company Details	Name of Company	Please enter the name of the entity without Pre-fixing 'M/s'. Certificate will be issued on the name of company provided by the Recycler
		Trade Name	Should be the same as provided in GST. If Trade name is not mentioned, name of the company is to be entered.
		Type of Business	Select the type of business from the drop - down menu
		State/UT	-
		Registered Address	Should be the same as provided in GST. Registration certificate will be issued having the registered address of the Recycler.
		District	-
		Pin code	Pin code of the registered address

		PAN	Permanent Account Number of the company in 'AAAAA9999A' format. In the case of Proprietor-ship, the PAN number of Authorized person is to be provided.
		CIN	Corporate Identification Number in is to be provided if the business is registered with Ministry of Corporate Affairs.
3.	Authorized Person	Name	Name of authorized company official. Name of any consultant or agent or any other agencies working on behalf of Recycler shall not be provided.
		Designation	Position in company
		Mobile	10 digit mobile number should be in use
		PAN	Permanent Account Number of authorized Person in 'AAAAA9999A' format.
		Aadhar No.	Aadhar number of the authorized person
4.	Login Details	Authorized Email ID	Authorized Email ID of the Recycler will be used as the User ID for login.
		Password	Use of strong password is recommended. Password should be minimum 8 digits in length. It must contain at least one capital letter, one small letter, one number and One special character.
		Confirm Password	Same password to be entered.
After clicking on Sign Up , OTP will be sent to the registered mobile number. The applicant shall enter the OTP to proceed with filling up of application			

2.3 Submission of Application

After the creation of account, the applicant will log in to **initiate the registration** process. However, prior to filling application form, it shall be ensured that copy of the following mandatory documents in only pdf format is readily available with the Applicant:

1. Company GST Certificate
2. PAN Card of the company
3. Process Flow Diagram of the recycling process
4. Consent Issued by SPCBs/PCCs under Air/Water Act and authorization under Hazardous & Other Waste (Management & Transboundary Movement) Rules, 2016
5. District Industries Centre (DIC) Certificate

2.4 Filing section-wise information

Recyclers shall follow section-wise instructions as given in the Table below for filing Application for Registration.

S. No.	Section	Information required	Guidance
PART – A	(1) Recycling Unit Details	Name of Unit	This information is auto-filled
		Registered address of Recyclers	This information is auto-filled
		District	This information is auto-filled.

General Information		GST No.	Enter GST number as per GST certificate.
		PAN No.	Permanent Account number of the Company is to be entered.
		Consent validity under Air Act	Select validity of the Consent under Air Act.
		Consent validity under Water Act	Select validity of the Consent under Water Act.
		Authorization under Hazardous and Other Wastes	Select validity of Authorization under Hazardous and Other Wastes
		DIC certificate validity	Select validity of DIC certificate
		Select the Category of Recycler	Select the category of Recycler out of the following (Multiple selection can be made): (i) R1: Lead Acid Battery Recycler (ii) R2: Only Battery Dismantling and Physical separation (Processing till Black Mass Generation) of all types of battery except Lead acid battery (iii) R3: Refiners – Only Black Mass Processor (Processing till metals are obtained in compound form) of all types of battery except Lead acid battery (iv) R4: Battery Dismantling, Physical Separation and Refining (Black Mass Processing) of all types of battery except Lead acid battery
	(2) Authorized Person Details	Name	These information are auto-filled from sign up page.
		Mobile No.	
		Email Id.	
		Designation	
	(3) Enter Recycling Capacity of The Unit (in Tonnes per Annum):	Enter the Recycling capacity of the unit as per Consent to Operate (CTO) in Tonnes Per Annum	The capacity should be as per the CTO provided by the respective SPCB/PCC. Application fees will be based on the Recycling Capacity entered in this field.
Part – B	(1) Add Battery Details	Select Battery Type	Select type of battery being recycled. If the unit is involved in processing of black mass, then 'other' option is to be selected
		Kind of Battery	Recycler shall select kind of battery (Lead-acid, Lithium Ion, Nickel, Cadmium, Zinc based, and others) If 'other's is selected, then the Recycler shall mention the other kind

Information on Battery			of battery name.
		Select Technology being used	Select Technology being used for each battery type and composition of battery (i) Hydro-metallurgical / Electro-Chemical Process (ii) Pyro-metallurgical Process (iii) Physical Separation processes
			Key Battery Metals
	(2) Add Procurement Data (Procurement of Waste Battery from registered as well as unregistered entities in last 3 FY years, i.e., 2020-21, 2021-22, and 2022-23)	Select Financial Year	Select financial year for which data is to be provided
		Select Type of Battery	Select type of battery type. If the unit is involved in processing of black mass, then 'other' option is to be selected
		Select Kind of Battery	Recycler shall select kind of battery (Lead-acid, Lithium Ion, Nickel, Cadmium, Zinc based, and others) If 'other's is selected, then the Recycler shall mention the other kind of battery name.
		HSN Code	Enter HSN Code of Waste battery. HSN Code should be of 8 digits
		Quantity (in Tonnes per Annum)	Enter quantity of Waste Battery Procured in Tonnes per Annum
		Note: If the Unit is newly established, then Procurement data should be filled as '0'.	
	(3) Add Quantity of Battery Recycled (Quantity of Waste Battery recycled in last 3 FY years, i.e., 2020-21, 2021-22, and 2022-23)	Select Financial Year	Select financial year for which data is to be provided
		Select Kind of Battery	Recycler shall select composition of battery (Lead-acid, Lithium Ion, Nickel Cadmium, Zinc based, and others)
		Select Battery Type	Select type of battery recycled. If the unit is involved in processing of black mass, then 'other' option is to be selected.
		Total Quantity Recycled (in Tonnes per Annum)	Enter the quantity of waste battery recycled (in Tonnes per Annum)
		Key Battery Metals Recovered	Select all the metals that were recovered either in compound form or pure form by the recycling unit.
	Note: If the Unit is newly established, then Quantity of battery recycled data should be filled as '0'.		
Part – C Documents	Upload Relevant Documents	GST Certificate*	Upload GST certificate in PDF only (Max. File size is 2 MB)

	(*represents mandatory documents)	PAN card of Company*	Upload PAN card of company in PDF only (Max. File size is 2 MB)
		Valid Consent under Air and Water Act*	Upload Valid Consent document in a single PDF file (Max. File size is 2 MB)
		Valid Authorization under rule 6 of the Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016 *	Upload Authorization document in PDF file (Max. File size is 2 MB)
		District Industries Center (DIC) registration Certificate	Upload DIC document in PDF only (Max. File size is 2 MB)
		Process Flow Diagram of the recycling process	Upload Process Flow Diagram in PDF only (Max. File size is 2 MB)
		Last 3 FYs annual returns	The Recycler will upload the Annual Returns for the last three FY i.e., 2020-21, 2021-22, and 2022-23 in a single PDF File. (Max. File size is 2 MB)
PART – D Geo Images	Upload Geo Images (A geo-tagged image is a photograph which is associated with a geographic position by geotagging. This is done by assigning at least a latitude and longitude to the image.)	Geo-tagged pictures of the unit's location on the Map	Upload Geo-tagged image of the unit's location in a PDF file
		Geo-tagged pictures of waste battery storage area (Upload all images in a single PDF file)	Upload Geo-tagged images of waste battery storage area

		Geo-tagged pictures of recycling machineries (Upload images in a single PDF file)	Upload Geo-tagged images of recycling machineries
		Video of recycling plant (Provide link of Video)	Provide link of the video of Recycling Unit. The video may include the important machineries, equipment of the unit. Video may be uploaded on Google drive or any other server and the link of the same is to be provided.
		Location of Recycling Unit	Recycler shall select the location of the Recycling unit on the MAP or shall enter the latitude and longitude of the Recycling unit.

S. No.	Section	Information Required		Guidance
Part – E Recycling Equipments	(1) Battery Dismantling & Pre-treatment Details	Add battery dismantling details	Select battery dismantling equipment details	Select battery dismantling equipment – (i) Automatic battery cutting machine; (ii) Battery hydro-mechanical separation; (iii) Shredder / Crusher; (iv) other Note: If ‘other’ is selected, name of the equipment used for battery dismantling is to be mentioned
			Capacity (Tonnes/day)	Enter capacity of equipment used for battery dismantling
	(2) Details of Equipments for Recovery of Battery Materials	Add material processing equipment details	Select Recycling Technology	Select Recycling Technology – (i) Hydro-metallurgy; (ii) Pyro-metallurgy; (iii) others Note: If ‘others’ is selected, name of the process used is to be mentioned
			Select Equipment	Select equipment – (i) Smelting / Blast / Rotary Furnace; (ii) Acid Leaching

				equipment; (iii) Solvent Extraction Equipment; (iv) Furnace; (v) Gravity Separator; (vi) Magnetic Separator; (vii) Others Note: If 'other' is selected, name of the equipment used is to be mentioned
			Total Capacity (in Tonnes / Day)	Enter capacity of equipment selected in Tonnes / Day

3.0 Application & Returns Processing Fees

The applicant shall pay the application fees as per the details given below along with the application for Registration:

S. No.	Recycling Capacity (in Tonnes per Annum)	Application Fee (in Rs.)
1.	< 1000	10,000
2.	1000 – 5000	20,000
3.	> 5000	40,000

- Recycling Capacity (Tonnes per Annum) – As per information filled in Point (3) – 'Enter the Recycling capacity of the unit as per Consent to Operate (CTO) in Tonnes Per Annum' under PART (A) – General Details
- Fees for renewal of Registration shall be the same as the Registration fee.
- The fees shall be paid online through the payment gateway integrated in the portal.
- Application Fees is exclusive of any transaction charges.
- 25% of Application fees is to be paid as Annual Processing Fees at time of filling returns.

4.0 Processing of Applications

The application will be processed by SPCB/PCC. Processing of applications for grant of registration shall be ensured as below:

- The application for registration shall be processed within 15 working days. The registration shall be either granted or rejected as the case may be within this period.
- If after processing, the application is found to be incomplete with respect to any document being not submitted or any missing information, then the applicant shall be informed of the same through the portal.
- Applications shall be rejected if false/ irrelevant information /document is found to be submitted. Application fees shall be forfeited in such cases. Fresh applications along with application fees will have to be submitted for Registration.
- Portal-generated Registration certificate duly signed by Competent Authority shall be uploaded on the Portal.
- The portal has a provision for the internal processing of applications within SPCBs/PCCs, wherein the Member Secretary, SPCB/PCC shall be the approving authority for issuing of the Certificate.
- Fresh Registration shall be valid for a period of five years from the date of grant of registration.

5.0 Renewal of Registration

- i. Recycler shall submit the application for renewal 60 days before the expiry of the Registration along with the necessary documents as discussed in the previous sections.
- ii. Recyclers have to ensure that Quarterly Returns are filed within 30 days after end of each quarter. Application for renewal will not be processed unless all due returns are filed.
- iii. Findings of Audit shall be taken into consideration for renewal of Registration.
- iv. Registration granted to Recyclers shall be renewed for a period of five years by SPCB within 15 working days of receipt of complete documents from the Recyclers.

6.0 Specific Conditions of Registration

The Registered Recyclers are required to comply with following conditions:

- i. The Recyclers shall not carry any business without having registration through online centralized portal developed by CPCB.
- ii. The Recyclers shall not deal with any entity not registered through online centralized portal developed by CPCB.
- iii. In case, it is found or determined that any Recycler registered on the on-line portal has provided false information or has willfully concealed information or there is any irregularity or deviation from the conditions stipulated while obtaining registration under BWM Rules, 2022, then the registration of such an entity would be revoked for a one –year period after giving an opportunity to be heard. The entities whose registration has been revoked shall not be able to register afresh for the period of revocation.
- iv. The Recyclers are required to comply with provisions of BWM Rules, 2022 failing to which necessary action as deemed fit shall be initiated against the violator.
- v. Registered Recyclers shall provide certificates for Battery Waste Recycling, which shall be considered for fulfillment of EPR obligations by the Producers.
- vi. Exchange of EPR certificates between Recyclers and Producers to be done as per mechanism to be provided in module three of the EPR portal for Battery Waste Management.

Additional conditions specific to local conditions may be incorporated by SPCBs/PCCs with intimation to CPCB

7.0 Cancellation of Registration

- i. Registration granted to Recyclers is liable to be canceled or suspended at any stage, if the document submitted by the Recyclers is found to be false.
- ii. State Pollution Control Board shall suspend and/or cancel the registration of the Recycler, and/or impose Environmental Compensation in case of violation of Battery Waste Management Rules, 2022.
- iii. An opportunity will be given to hear the Recyclers within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of Registration by SPCB.

SPCBs/PCCs shall update the SOP from time to time in accordance with requirements and further amendments to BWM Rules, 2022 if any, as required.
