

# Guidance document for generation and transfer of EPR Certificate for E-Waste Management

(Under E-Waste (Management) Rules, 2022)



**Central Pollution Control Board (CPCB)**  
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**Delhi-32**

## 1.0 Background

The Ministry of Environment Forest and Climate Change (MoEF&CC) has notified the E-Waste (Management) Rules, 2022, vide notification No. GSR 801(E) dated November 02, 2022. The rules have come into effect from April 01, 2023, and have superseded E-Waste (Management) Rules, 2016. The overall objective of E-Waste (Management) Rules, 2022 is to take all steps required to ensure that E-Waste is managed in a manner which shall protect health and the environment against any adverse effects which may result from such E-Waste.

As per the rules, the producers are required to fulfil their Extended Producer Responsibility (EPR) obligations assigned to them through online purchase of EPR Certificates from registered Recyclers of E-Waste only. Further, as per the provisions laid in the Rules, the Central Pollution Control Board shall generate an EPR certificate through Portal in favour of registered Recyclers. The quantity eligible for generation of EPR certificate shall be based on the quantity of E-Waste recycled by the Recyclers.

The registered recyclers have to upload details of the quantity of E-Waste procured/collected, recycled, and end products produced and sold on the E-Waste EPR Portal. Based on the information uploaded on the Portal, EPR certificates will be generated in favour of the recycler by CPCB through the Portal. The certificates shall be subject to environmental audit by the Central Pollution Control Board or any other agencies authorised by the Central Pollution Control Board in this regard.

## 20 0 Guidance for Recyclers:

The present document provides detailed guidance on the generation & transfer of the EPR certificates/credits. Following are the guidance for e-waste recyclers.

- To ensure sequential submission/ upload of invoices with respect to procurement of raw material (e-waste – item code wise) and sale of end products.
- Sequence of procurement dates and sales dates are to be maintained. (Note: Oldest date needs to be provided first, and sequence needs to be maintained).
- To maintain records of the quantity of E-Waste collected/procured, processed/recycled and sold end product sold as per the forms on the EPR Portal along with the invoices & other details
- To ensure correctness of data w.r.t. E-Waste collected/procured, processed/recycled and sold end product sold.
- To generate ERR certificates/ credits based on the quantity of e-waste recycled and the quantity of end products sold.
- To upload invoices with respect to procurement of e-waste and sales of end products by the recycler. The end product sales invoices have to be GST-linked.
- To make available all records for verification or audit as and when required.
- To follow all the instructions/guidance as available on the EPR Portal as data edition/ deletion will not be allowed in case EPR certificate generation and transaction has been done by the recycler.
- To file annual and quarterly returns in the laid down form on the portal on or before the end of the month succeeding the quarter or year, as the case may be, to which the return relates.
- To ensure that the fractions or material not recycled in its facility is sent to the respective registered recyclers or/and authorised treatment storage disposal facility (TSDF).

- The validity of the extended producer responsibility (EPR) certificate shall be for two years from the end of the financial year in which it was generated and the expired certificate automatically extinguished after the period unless extinguished earlier as per the provisions of these rules.
- The details provided by the producer and registered recycler shall be cross-checked on the portal.
- In case of any difference, the lower figure shall be considered towards the fulfilment of the extended producer responsibility (EPR) obligation of the producer.

### **3.0 Guidance for SPCBs/PCCs for verification of recycling facilities**

- SPCBs/PCCs are required to periodically verify the recycler's recycling facilities (plants & machinery) and recycling operations for effective implementation of E-Waste (Management) Rules, 2022. SPCBs/PCCs can view details of stakeholders (Producer, Manufacturer, Recycler and Refurbisher) located in their respective States on the EPR Portal.
- SPCBs/PCCs can view the applications, uploaded documents, recycling facilities (plants & machinery), geo-tagged photographs and geotagged videos of recycling facilities.
- SPCBs/PCCs to carry out periodical verification of various documents/invoices/information uploaded by the E-Waste recyclers on the EPR Portal for quantity of E-Waste procured/collected, recycled, end product produced and sold for generation of EPR certificates
- SPCBs also to verify installed plant & machinery and their capacities and capability at the recycling unit at the time of verification.
- The capacity of the recyclers is to be assessed and verified based on the capacity of plant and machinery installed and available area for plant & machinery, storage area for raw materials, products and waste/residue generated.
- SPCBs/PCCs are required to verify the capacities and capabilities of recyclers.

### **4.0 Procedure for generation of EPR Certificates by recyclers:**

As per the rules, a producer under E-waste (M) Rules, 2022, is required to fulfil its annual EPR obligations through the purchase of EPR certificates from registered recyclers. The EPR certificates are to be generated by CPCB through the Portal in favour of the recyclers based on the quantity of E-Waste Recycled by them. The procedure for the generation of an EPR certificate involves the following steps:

- To provide information on the quantity of E-Waste Procurement data (in tonnes) and upload copies of corresponding invoices.
- To provide production details in terms of End Products based on the quantity of E-waste recycled from the quantity of procured E-Waste as at (i) above.
- To generate EPR credits in the form of four end products i.e. Gold, Iron, Copper & Aluminum
- To enter the quantity of end products sold.
- To upload GST-linked sales invoice corresponding to the end product sold
- To generate EPR Certificate in the denomination of 0.01, 0.001, 0.1, 0.5, 1, 10, 50, 100, 500, 1000.
- To sell EPR certificates to producers for fulfilment of their EPR obligations.

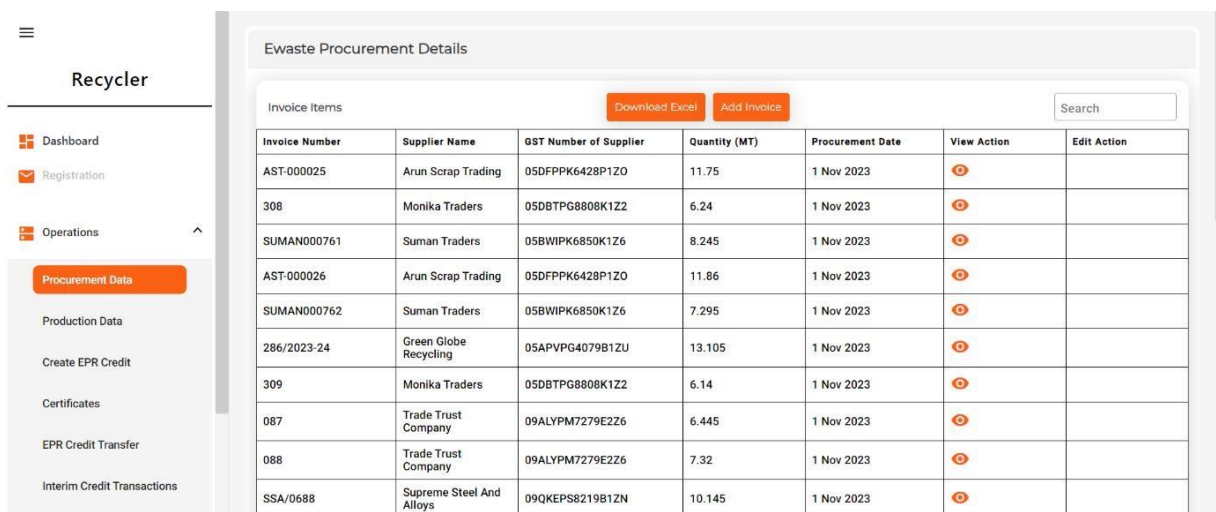
## Steps Required for Generation and Transfer Certificate

### Step 1

#### Procurement Details:

- Click on "Procurement Data" in the left menu.
- Click on "Add Invoice."
- Enter procurement details and click "Save."

**Validation for procurement Data entry:** Ensure that you do not procure e-waste per annum that is more than the total processing capacity in a financial year.



| Invoice Number | Supplier Name            | GST Number of Supplier | Quantity (MT) | Procurement Date | View Action | Edit Action |
|----------------|--------------------------|------------------------|---------------|------------------|-------------|-------------|
| AST-000025     | Arun Scrap Trading       | 05DFPPK6428P1ZO        | 11.75         | 1 Nov 2023       |             |             |
| 308            | Monika Traders           | 05DBTPG8808K1Z2        | 6.24          | 1 Nov 2023       |             |             |
| SUMAN000761    | Suman Traders            | 05BWIPK6850K1Z6        | 8.245         | 1 Nov 2023       |             |             |
| AST-000026     | Arun Scrap Trading       | 05DFPPK6428P1ZO        | 11.86         | 1 Nov 2023       |             |             |
| SUMAN000762    | Suman Traders            | 05BWIPK6850K1Z6        | 7.295         | 1 Nov 2023       |             |             |
| 286/2023-24    | Green Globe Recycling    | 05APVPG4079B1ZU        | 13.105        | 1 Nov 2023       |             |             |
| 309            | Monika Traders           | 05DBTPG8808K1Z2        | 6.14          | 1 Nov 2023       |             |             |
| 087            | Trade Trust Company      | 09ALYPM7279E2Z6        | 6.445         | 1 Nov 2023       |             |             |
| 088            | Trade Trust Company      | 09ALYPM7279E2Z6        | 7.32          | 1 Nov 2023       |             |             |
| SSA/0688       | Supreme Steel And Alloys | 09QKEPS8219B1ZN        | 10.145        | 1 Nov 2023       |             |             |

(Figure 1)

### Step 2

#### Production Data:

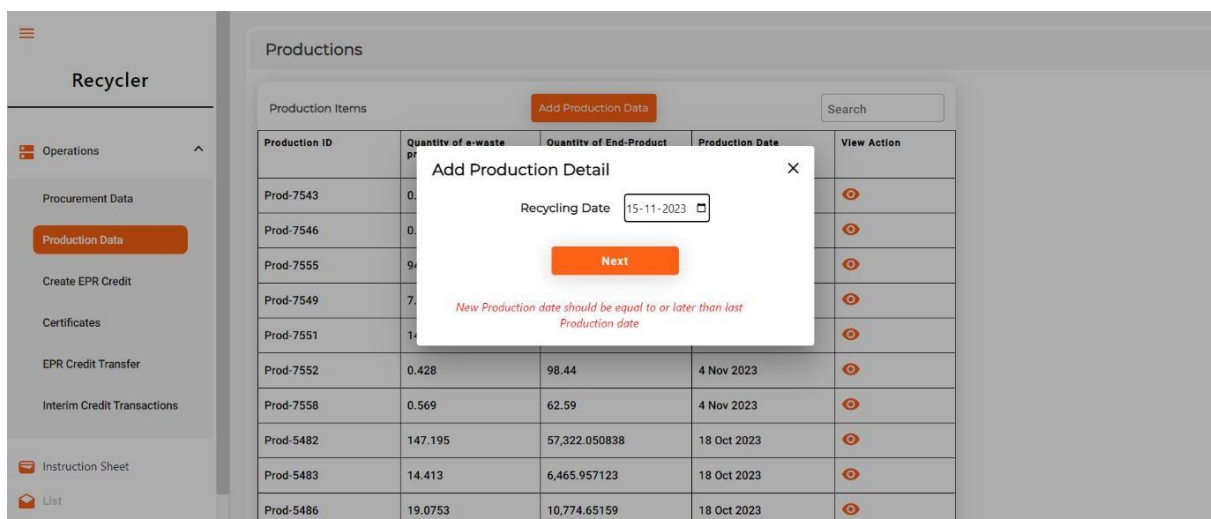
- Click on "Production Data" on the left menu.
- Click on "Add Invoice."
- Enter Recycling Date and proceed to enter production data.
- Click "Save."

| Production ID | Quantity of e-waste processed (MT) | Quantity of End-Product produced from recycling (Kg) | Production Date | View Action |
|---------------|------------------------------------|--|-----------------|-------------|
| Prod-5482     | 147.195                            | 57,322.050838  | 18 Oct 2023     | 👁           |
| Prod-5483     | 14.413                             | 6,465.957123   | 18 Oct 2023     | 👁           |
| Prod-5486     | 19.0753                            | 10,774.65159   | 18 Oct 2023     | 👁           |
| Prod-5488     | 160.769                            | 57,218.973   | 19 Oct 2023     | 👁           |
| Prod-5490     | 4.053                              | 1,570.891  | 19 Oct 2023     | 👁           |
| Prod-5492     | 0.006                              | 0.12   | 19 Oct 2023     | 👁           |
| Prod-5495     | 123.028                            | 46,201.576384  | 20 Oct 2023     | 👁           |
| Prod-5496     | 11.068                             | 5,843.196  | 20 Oct 2023     | 👁           |
| Prod-5499     | 204.225                            | 76,797.3614  | 21 Oct 2023     | 👁           |
| Prod-5504     | 0.156                              | 35.01827   | 21 Oct 2023     | 👁           |

(Figure 2)

### Validations for Production Data Entry:

- Production data must be entered in sequential order to ensure accuracy.
- Produce equal or lesser quantity than initially procured for a specific item code.
- Users are prohibited from entering production data for previous dates.
- If a user attempts to input production data for a date earlier than the last entered date, an error message will be displayed. [Changes cannot be made after the entry is complete]



### Step 3

#### Generate Credit against End Product Sale:

- Option 1: Click on "Create EPR Credit" from the left menu.
- Option 2: Click on "Create EPR Credit" from the dashboard.
- Enter Sale Date and proceed to enter data.

**Add Sales Invoice** ✕

End-Product\* Quantity (Kg)\*

Select Item

Iron

Gold

Copper

Aluminum

Invoice Not Uploaded Choose a file Upload

Total Quantity  
**0 Kg**

Invoice Number\*

GST Number\*

Billing To\*

Address\*

Bill Date\*

*Disclaimer: CPCB is facilitating these arrangements for meeting EPR targets and producers & recyclers shall have sole responsibility for malpractices/violations, if any.*

Cancel Save

(Figure 3)

- Dashboard
- ✉ Registration
- Operations ^
- Procurement Data
- Production Data
- Create EPR Credit
- Certificates
- EPR Credit Transfer
- Interim Credit Transactions
- 📄 Instruction Sheet
- 🏠 List

**Create EPR Credit**

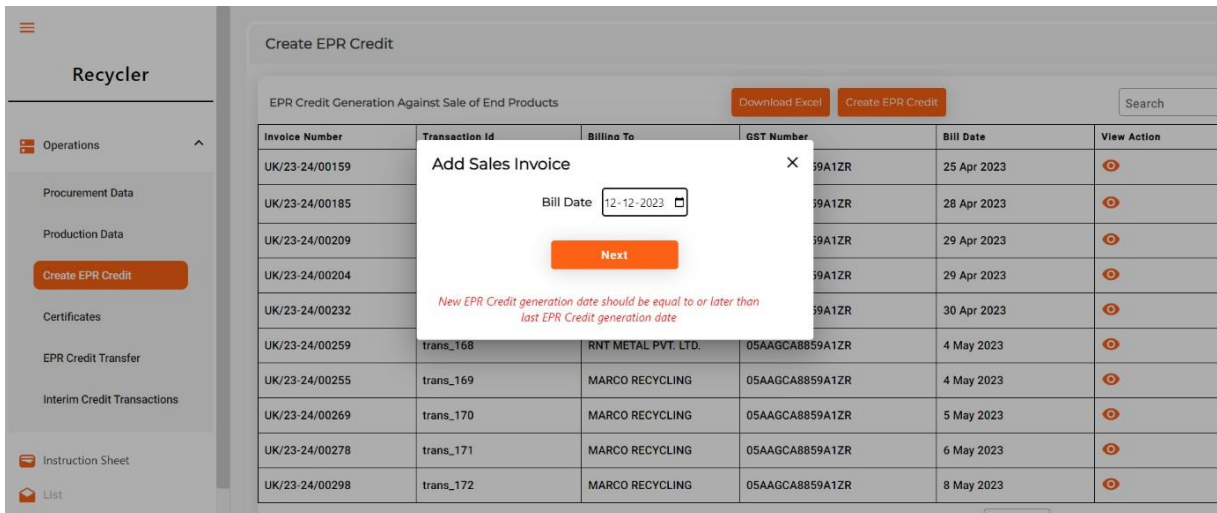
Download Excel
Create EPR Credit
Search

| Invoice Number | Transaction Id | Billing To               | GST Number      | Bill Date   | View Action                           |
|----------------|----------------|--------------------------|-----------------|-------------|---------------------------------------|
| UK/23-24/00159 | trans_138      | MARCO RECYCLING          | 05AAGCA8859A1ZR | 25 Apr 2023 | <span style="color: orange;">👁</span> |
| UK/23-24/00185 | trans_139      | MITTAL'S IMITATION WORKS | 05AAGCA8859A1ZR | 28 Apr 2023 | <span style="color: orange;">👁</span> |
| UK/23-24/00209 | trans_140      | Bhanu Trading Co.        | 05AAGCA8859A1ZR | 29 Apr 2023 | <span style="color: orange;">👁</span> |
| UK/23-24/00204 | trans_141      | MARCO RECYCLING          | 05AAGCA8859A1ZR | 29 Apr 2023 | <span style="color: orange;">👁</span> |
| UK/23-24/00232 | trans_142      | JUNAID TRADERS           | 05AAGCA8859A1ZR | 30 Apr 2023 | <span style="color: orange;">👁</span> |
| UK/23-24/00259 | trans_168      | RNT METAL PVT. LTD.      | 05AAGCA8859A1ZR | 4 May 2023  | <span style="color: orange;">👁</span> |
| UK/23-24/00255 | trans_169      | MARCO RECYCLING          | 05AAGCA8859A1ZR | 4 May 2023  | <span style="color: orange;">👁</span> |
| UK/23-24/00269 | trans_170      | MARCO RECYCLING          | 05AAGCA8859A1ZR | 5 May 2023  | <span style="color: orange;">👁</span> |
| UK/23-24/00278 | trans_171      | MARCO RECYCLING          | 05AAGCA8859A1ZR | 6 May 2023  | <span style="color: orange;">👁</span> |
| UK/23-24/00298 | trans_172      | MARCO RECYCLING          | 05AAGCA8859A1ZR | 8 May 2023  | <span style="color: orange;">👁</span> |

(Figure 4)

**Validations for Credit Generation Data Entry:**

- Credit Generation data must be entered in sequential order to ensure accuracy.
- Generate credit equal to or lesser than the produced quantity for a specific item code.
- Users are prohibited from entering Credit Generation data for previous dates.
- If a user attempts to input Credit Generation data for a date earlier than the last entered date, an error message will be displayed.
- Please review your entries carefully, ensuring the accuracy of the Date and Quantity before submission, as changes cannot be made after the entry is complete.



(Figure 4)

#### Step 4.

#### Certificate Trading Page:

Display of end product with details of corresponding quantities:

| Certificate Trading              |                  | Financial Year                   | <span>2023-2024</span> <span>Generate Certificate</span> <span>Transfer Certificate</span> <span>Certificate Details</span> |                                  |                    |                                  |                       |
|----------------------------------|------------------|----------------------------------|---|----------------------------------|--------------------|----------------------------------|-----------------------|
| <b>End-Product</b>               | <b>Iron (Kg)</b> | <b>End-Product</b>               | <b>Gold (Kg)</b>  | <b>End-Product</b>               | <b>Copper (Kg)</b> | <b>End-Product</b>               | <b>Alumunium (Kg)</b> |
| Quantity of End-Product Produced | 1,070,340.885    | Quantity of End-Product Produced | 0   | Quantity of End-Product Produced | 85,137.915         | Quantity of End-Product Produced | 153,003.63            |
| EPR Credit Generated             | 939,525          | EPR Credit Generated             | 0   | EPR Credit Generated             | 78,221             | EPR Credit Generated             | 120,975               |
| Available EPR Credit             | 783,705.249      | Available EPR Credit             | 0   | Available EPR Credit             | 74,075.114         | Available EPR Credit             | 105,992.7             |
| Total Certificate Value          | 155,819.751      | Total Certificate Value          | 0   | Total Certificate Value          | 4,145.886          | Total Certificate Value          | 14,982.3              |
| Transferred Certificate Value    | 0                | Transferred Certificate Value    | 0   | Transferred Certificate Value    | 0                  | Transferred Certificate Value    | 0                     |

(Figure 7)

Display sections for Certificate Generated, Available Certificates, Transferred Certificates, and Expired Certificates:

| Certificates Generated |                         |                      |              |                        |             | Available Certificates | Transferred Certificates | Expired Certificates |
|------------------------|-------------------------|----------------------|--------------|------------------------|-------------|------------------------|--------------------------|----------------------|
| S.No                   | Certificate No.         | Generated Date       | Expiry       | Certificate Value (Kg) | End-Product |                        |                          |                      |
| 1                      | 2024-Fe-0144-327776160  | Jan 6, 2024, 6:24 PM | Mar 31, 2026 | 155819.751             | Iron        |                        |                          |                      |
| 2                      | 2024-Cu-0144-744279690  | Jan 6, 2024, 6:26 PM | Mar 31, 2026 | 4145.886               | Copper      |                        |                          |                      |
| 3                      | 2024-Al-0144-1149709650 | Jan 6, 2024, 6:28 PM | Mar 31, 2026 | 14982.3                | Aluminium   |                        |                          |                      |

#### 4.1 Certificate Sections:

**4.1.1 Certificate Generated:** Display columns - S.No, Certificate No., Generated Date, Expiry, Certificate Value (Kg), End-Product

| Certificates Generated |                         |                          |              |                        |             |
|------------------------|-------------------------|--------------------------|--------------|------------------------|-------------|
| Available Certificates |                         | Transferred Certificates |              | Expired Certificates   |             |
| S.No                   | Certificate No.         | Generated Date           | Expiry       | Certificate Value (Kg) | End-Product |
| 1                      | 2024-Fe-0144-327776160  | Jan 6, 2024, 6:24 PM     | Mar 31, 2026 | 155819.751             | Iron        |
| 2                      | 2024-Cu-0144-744279690  | Jan 6, 2024, 6:26 PM     | Mar 31, 2026 | 4145.886               | Copper      |
| 3                      | 2024-Al-0144-1149709650 | Jan 6, 2024, 6:28 PM     | Mar 31, 2026 | 14982.3                | Aluminium   |

**4.1.2 Available Certificates:** Display columns - S.No, Certificate No., Generated Date, Expiry, Certificate Value (Kg), End-Product.

| Certificates Generated |                         |                          |              |                        |             |
|------------------------|-------------------------|--------------------------|--------------|------------------------|-------------|
| Available Certificates |                         | Transferred Certificates |              | Expired Certificates   |             |
| S.No                   | Certificate No.         | Generated Date           | Expiry       | Certificate Value (Kg) | End-Product |
| 1                      | 2024-Fe-0144-327776160  | Jan 6, 2024, 6:24 PM     | Mar 31, 2026 | 155819.751             | Iron        |
| 2                      | 2024-Cu-0144-744279690  | Jan 6, 2024, 6:26 PM     | Mar 31, 2026 | 4145.886               | Copper      |
| 3                      | 2024-Al-0144-1149709650 | Jan 6, 2024, 6:28 PM     | Mar 31, 2026 | 14982.3                | Aluminium   |

**4.1.3 Transferred Certificates:** Display columns - S.No, End-Product, Transferred Date, Transferred To, Certificate No., Certificate Value (Kg).

| Certificates Generated |             |                          |                |                      |                        |
|------------------------|-------------|--------------------------|----------------|----------------------|------------------------|
| Available Certificates |             | Transferred Certificates |                | Expired Certificates |                        |
| S.No                   | End-Product | Transferred Date         | Transferred To | Certificate No.      | Certificate Value (Kg) |
| 1                      | Copper      | Nov 20, 2023, 12:00 AM   | VOLTAS LIMITED | 64141                |                        |
| 2                      | Aluminium   | Nov 20, 2023, 12:00 AM   | VOLTAS LIMITED | 71880                |                        |
| 3                      | Iron        | Nov 20, 2023, 12:00 AM   | VOLTAS LIMITED | 73680                |                        |
| 4                      | Iron        | Nov 20, 2023, 12:00 AM   | VOLTAS LIMITED | 101970               |                        |
| 5                      | Iron        | Nov 20, 2023, 12:00 AM   | VOLTAS LIMITED | 121710               |                        |
| 6                      | Iron        | Nov 20, 2023, 12:00 AM   | VOLTAS LIMITED | 87650                |                        |

**4.1.4 Expired Certificates:** Display columns - S.No, Certificate No., Generated Date, Expiry, Certificate Value (Kg), End-Product.



|                        |                        |                          |                      |
|------------------------|------------------------|--------------------------|----------------------|
| Certificates Generated | Available Certificates | Transferred Certificates | Expired Certificates |
|------------------------|------------------------|--------------------------|----------------------|

| S.No | Certificate No. | Generated Date | Expiry | Certificate Value (Kg) | End-Product |
|------|-----------------|----------------|--------|------------------------|-------------|
|------|-----------------|----------------|--------|------------------------|-------------|

### Step 5.

#### Generate Certificate:

- Click on the "Generate Certificate" button.
- Enter denomination details (available: 0.01, 0.001, 0.1, 0.5, 1, 10, 50, 100, 500, 1000).
- Enter the count for each denomination to meet the required total.
- Click "Generate Certificate."

Generate Certificate

End Product  
Copper(Cu) ▼

Total Certificate Value (Kg)  
0

Denomination Details

| Denomination (Kg) |   | Count                          | = | Total                          |
|-------------------|---|--------------------------------|---|--------------------------------|
| 0.01              | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 0.001             | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 0.1               | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 0.5               | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 1                 | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 10                | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 50                | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 100               | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 500               | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
| 1000              | x | <input type="text" value="0"/> | = | <input type="text" value="0"/> |
|                   |   | Total (Kg)                     |   | 0                              |

Before Certificate Generation

| Description  | Value          |
|--|----------------|
| Total Quantity of End-Product Produced (Kg)          | 258,498.112431 |
| Total EPR Credit Generated (Kg)                      | 165,763.527467 |
| Available EPR Credit for Certificate Generation (Kg) | 165,355.927467 |
| Count of Certificates Generated                      | 7              |
| Total Certificate Value (Kg)                         | 407.600000     |
| Count of Available Certificates                      | 2              |
| Available Certificates Value (Kg)                    | 170.000000     |

After Certificate Generation

| Description  | Value          |
|--|----------------|
| Total Quantity of End-Product Produced (Kg)          | 258,498.112431 |
| Total EPR Credit Generated (Kg)                      | 165,763.527467 |
| Available EPR Credit for Certificate Generation (Kg) | 165,355.927467 |
| Count of Certificates Generated                      | 8              |
| Total Certificate Value (Kg)                         | 407.600000     |
| Count of Available Certificates                      | 3              |
| Available Certificates Value (Kg)                    | 170.000000     |

Cancel
Generate

(Figure 5)

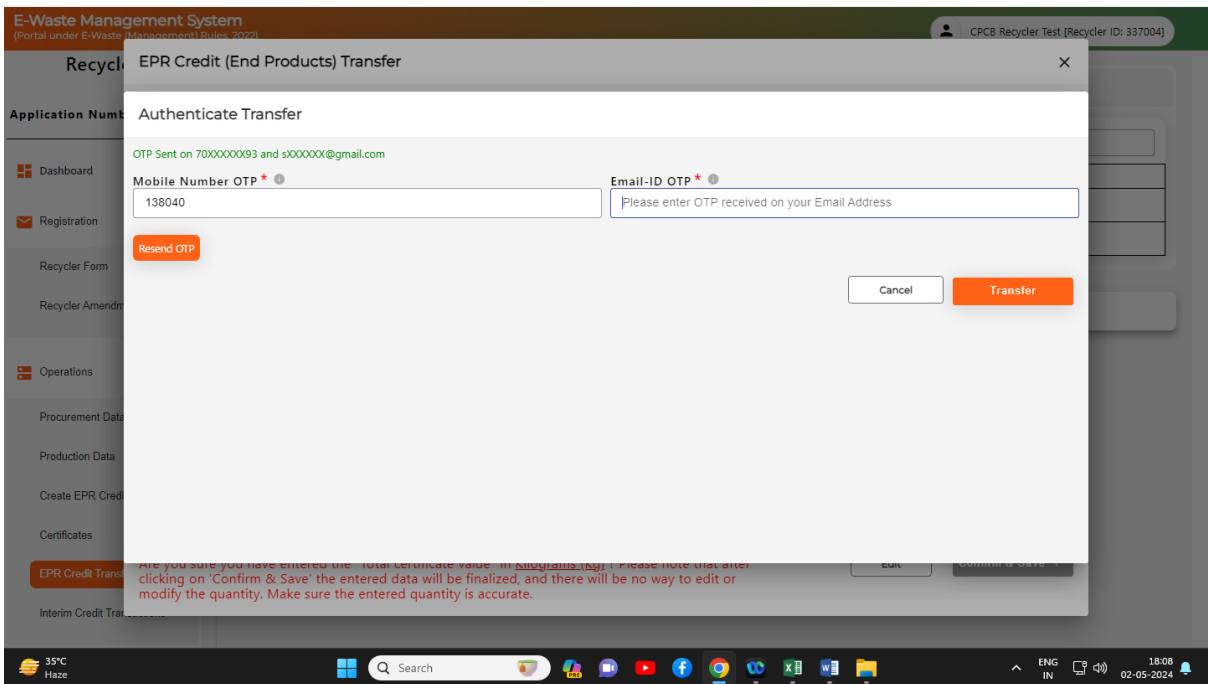
## Step 6.

### Transfer Certificate:

#### Secure Certificate Transfer

##### 1<sup>st</sup> Step to be followed by the recycler for EPR Certificate Transfer

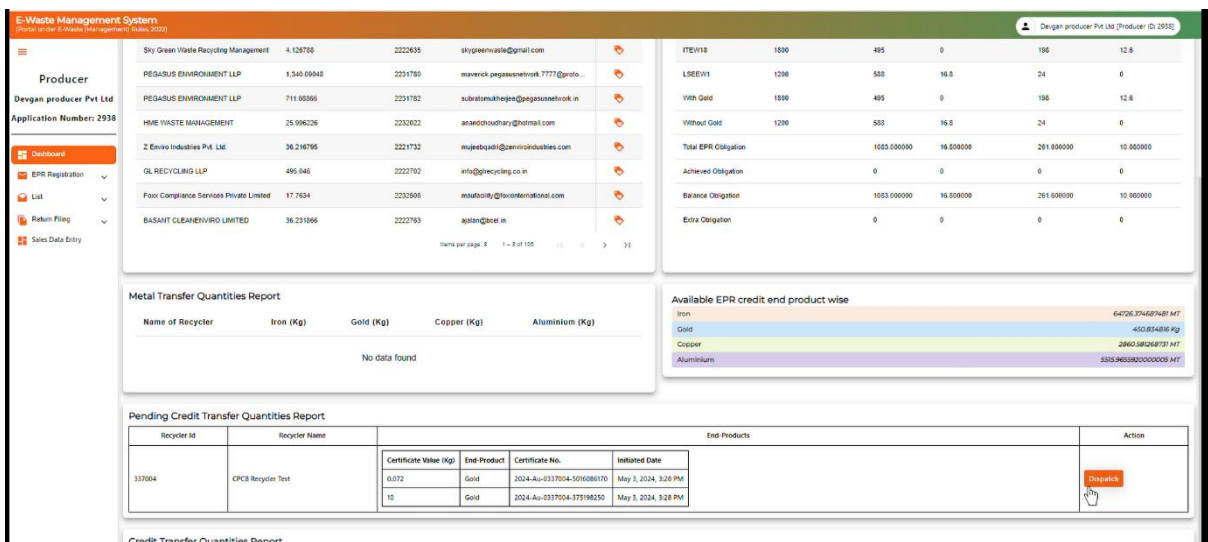
1. Select a certificate and choose a producer.
2. Click the select button OTP will be received on the Recyclers email ID and mobile number.



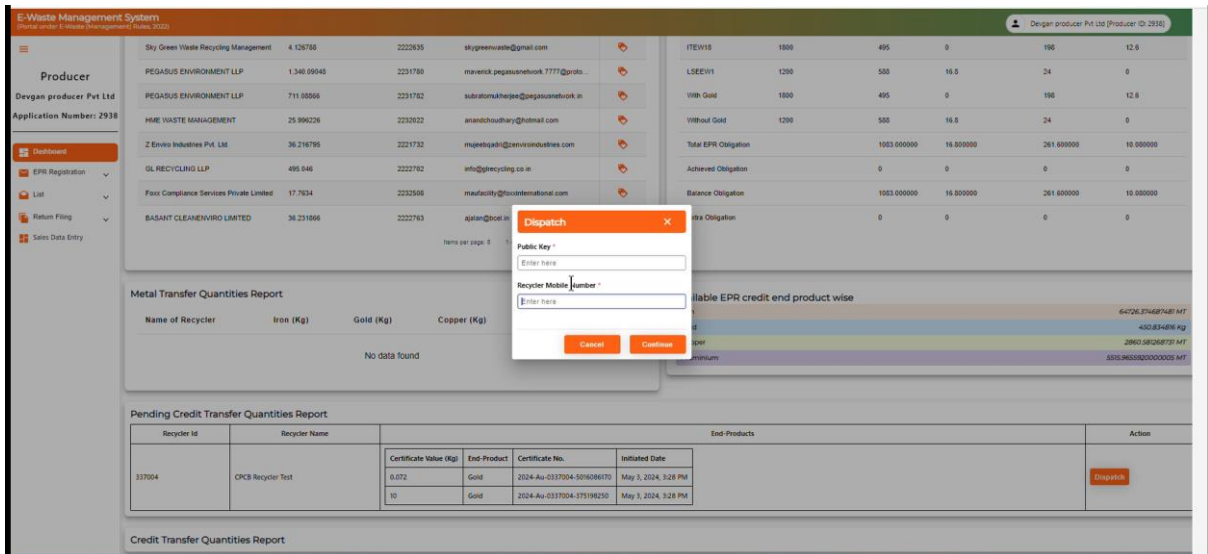
3. Enter the OTP and click the submit button then connect with the producers.

#### Steps to be followed by Producer:

1. The producer will log in and click the dispatch button.



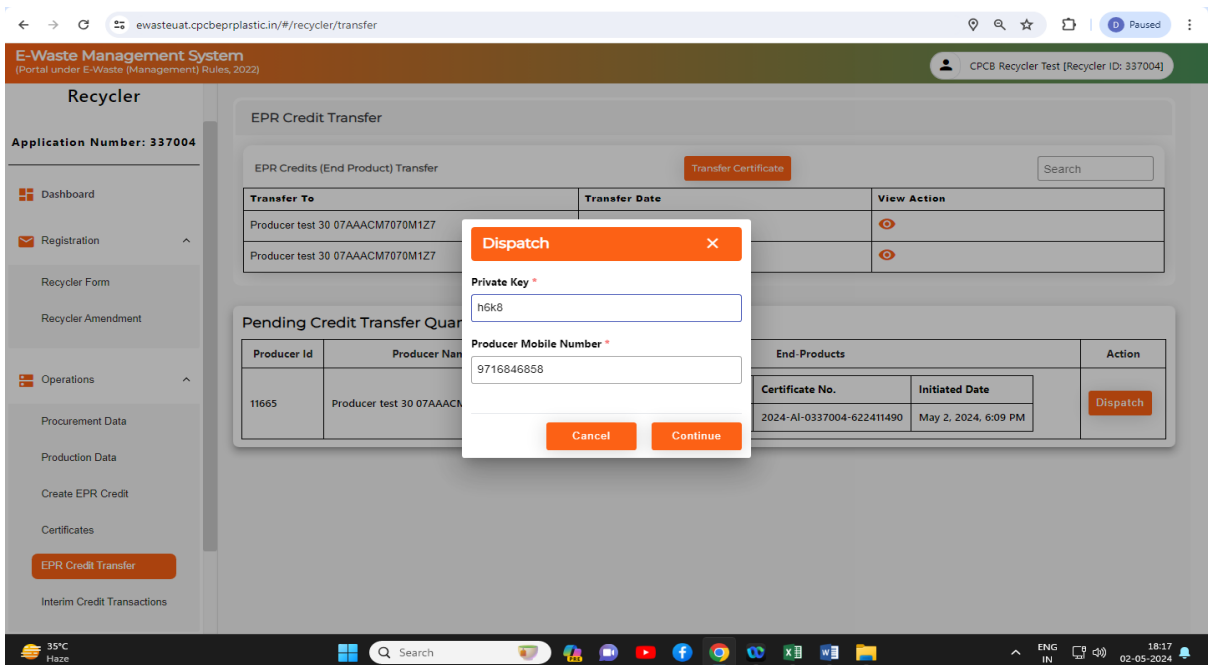
- The producer will enter the public key received by the recycler on the recycler's email and recycler's mobile number.



- Click the continue button to proceed.

### 2<sup>nd</sup> Step followed by the recycler.

- The Recycler will log in and click the dispatch button.
- He will fill in the public key received by the producer on his email and the producer's mobile number.



- Click the continue button to complete the transaction.

## **5.0 Environmental Auditing of EPR Certificate**

- The certificates shall be subject to environmental audit by the Central Pollution Control Board or any other agencies authorized by the Central Pollution Control Board in this regard.
- It may be noted that as per the rules, where any registered entity furnishes false information or willfully conceals 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, the registration of such entity may be revoked by the Central Pollution Control Board for a period up to three-years after giving an opportunity to be heard and in addition, environmental compensation charges may also be levied as per rule 22 in such cases.

### **Important Notes:**

- Perform all actions considering the system validations and restrictions.
- Follow the stepwise instructions to avoid errors.
- Ensure accurate data entry for successful certificate generation and transfer.
- Ensure the unit of the quantity entered is correct.
- After submission, data will not be edited, so kindly re-check all the entered fields and ensure that all the validations are fulfilled before submission.