

PROCEEDINGS

Sub: STANDARD OPERATING PROCEDURE & TIMELINES - FOR SUBMITTING APPLICATIONS FOR REGISTRATION FOR PRODUCERS OR BRAND OWNERS UNDER PLASTIC WASTE (MANAGEMENT) RULES - Orders issued

KERALA STATE POLLUTION CONTROL BOARD

PCB/HO/SEE-2/IT CELL/63/2017 Thiruvananthapuram, Dated: 19/01/2020

The standard operating procedure (SOP) for registration for producers or brand owners under plastic waste (Management) rules is given below:

1. Application for registration has to be submitted by producers or brand owners through online platform only. Hard copies of the application will not be entertained.
2. Activities related to the treatment & disposal of Plastic Waste comes under the consent purview of the Board. Applications, for such activities should be submitted through the online portal www.kswift.kerala.gov.in.
3. The following points shall be taken into account while submitting application for registration by producers of plastic products:
 - a. The Part I pertains to Producers & Part II pertains to Brand Owners.
 - b. In Part I (Producers), name & address of the unit is to be specified.
 - c. The activity for which registration is required is to be mentioned. Production of banned items as per O.O (Ms) No.7/2019/ENVT dated 17.12.2019, O.O (Ms) No. 6/2019/ENVT and G.O. (Ms) No.4/2020/ENVT dated 16.02.2020 will not be permitted.
 - d. The manufacturing capacity & capital investment of the project shall be mentioned.
 - e. Capital investment means cost of land, building and machinery in total.
 - f. The details of raw materials & products have to be filled or attached as a pdf document. The details of machinery shall also be furnished.
 - g. The quantity of solid waste generated has to be specified.
 - h. The details of persons supplying plastic as raw material & brand owner to which products will be supplied have to be specified.
 - i. Action plan for collecting back the plastic waste shall be attached as pdf file. The registration will be issued only if there is a correct action Plan.

- j. Name & full address of the occupier or the person duly authorized shall be provided.
- k. Correct contact no. & e mail of the occupier have to be provided.
4. The following points shall be taken into account while submitting application for registration by producers or brand owners:
- a. Name, address & contact details of the occupier or the person duly authorized shall be provided.
 - b. Trademark details & year of branding shall be provided.
 - c. Capital investment means cost of land, building and machinery in total.
 - d. The details of raw materials & products have to be filled or attached as a pdf document. The details of machinery shall also be furnished.
 - e. The quantity of solid waste generated has to be specified.
 - f. Action plan for collecting back the plastic waste shall be provided in detail.
 - g. The annual Authorization Fee is ₹ 1000/-.
 - h. Authorization is issued for a period of 5 years. Hence the fee to be remitted is ₹ 5000/-. The Authorization Fee is to be remitted online.
 - i. The documents to be enclosed along with the application:
 1. Site plan of the unit showing the unit, the plot boundary & the residences/water bodies nearby.
 2. Undertaking in ₹ 200 stamped paper stating that all the information mentioned are true.
 - l. Help Desks are available in Board's offices to help those who are unable to fill & submit the application.
 - m. Inspection is not required. Authorization will be issued online and the applicant can download the Authorization issued from the site itself.

Timeline for processing & issuing registration under the Plastic Waste Management Rules are defined below:

1. Time limit for processing the application & to return the application in case of defective applications : 7 days
2. Time limit for issuing Authorization after receipt of Completed application : 7 days

Sd/-
MEMBER SECRETARY

Copy to:-

Stock file

FORWARDED / BY ORDER

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line extending to the right.

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