

## **Procedure and list of documents for obtaining Registration under PWM Rules and Authorisation under EWM Rules.**

1. Registration/ Renewal under Plastic Waste Management Rules, 2016 (PWR)
2. Registration/ Renewal under E-Waste (Management) Rules, 2016 (EWA)

### **Procedure to be followed by Applicant to submit authorisation application:**

1	The applicant should visit <a href="https://ocmms.tn.gov.in/OCMMS/">https://ocmms.tn.gov.in/OCMMS/</a> and register his/her industry
2	Post registration, applicant logs in with respective user credentials
3	Once logged in applicant can choose to apply for the authorisation application (PWR/EWA).
4	The applicant can refer to the detailed user manual while filling the authorisation application (PWR/EWA) – Refer screen shots for filling PWR/EWA application available under guideline tab in OCMMS home page
5	The documents to be uploaded along with application are mentioned in Annexure 1.
6	Once the documents are uploaded and details are filled, an authorisation application number is generated.
7	The applicant no need to pay the fees through an online payment gateway for PWR/EWA i.e. there is no fees charged for authorisation

### **Procedure followed by TNPCB to process authorisation application through the online system:**

The back end procedure followed by TNPCB is based on the risk based classification defined

#### **For PWR Application**

##### **Category of Industry: All Categories**

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification
4	The industry will respond to observations raised by the DEE through the OCMMS portal.

5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
8	After conducting inspection, the AEE/AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection
9	The DEE will directly approve the application and application sent to AEE/AE for preparation of registration order.
10	AEE/AE prepares registration order and send it to DEE for approval
11	DEE approves registration order and closes the application. The digitally signed copy of plastic waste registration is sent to industry online. An email/SMS alert is sent to the industry
12	The industry can log in to the OCMMS portal and download the digitally signed PWR and inspection report. The industry can monitor the status of application at any time through the portal.

### For EWA Application

#### 1. Category of Industry: 17 Category

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards the application to the concerned Joint Chief Environmental Engineer (Monitoring) - JCEE (M).
2	JCEE (M) forwards the application to Environmental Engineer (Monitoring) - EE (M) / Assistant Environmental Engineer (Monitoring) - AEE (M) for verification
3	EE (M) / AEE (M) after verification sends observations to JCEE (M).
4	If any discrepancy is noted in the observation JCEE (M) will return application to Industry for rectification
5	The industry will respond to observations raised by the JCEE (M) through the OCMMS portal.
6	The DEE receives the response from the industry and forwards the application to JCEE (M).
7	JCEE (M) forwards the application to EE (M) / AEE (M) for verification along

	with response sent by the industry to observations raised.
8	If found ok, application is sent by EE (M) / AEE (M) to JCEE (M) for inspection. If discrepancy continues step 4, 5, 6 and 7 will repeat
9	The JCEE (M) will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
10	After conducting inspection, the JCEE (M) will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection
11	JCEE forwards application to EE/AEE/AE for verification.
12	After verification of application by EE/AEE/AE, the application is sent back to JCEE with observations, if any.
13	If discrepancy noticed, JCEE can return the application to industry for rectification.
14	The industry will respond to observations raised by the JCEE through the OCMMS portal.
15	The DEE receives the response from the industry and forwards the application to JCEE (M).
16	JCEE (M) forwards application to JCEE.
17	JCEE forwards application to AEE/AE/EE for verification
18	EE/AEE/AE after verification will send the application to JCEE with note
19	JCEE forwards application to MS for approval. After approval MS sends application to JCEE for preparation of authorisation order
20	JCEE forwards application to EE/AEE/AE for preparation of authorization order
21	EE/AEE/AE after preparation of authorization order sends application to JCEE for approval.
22	JCEE approves authorization order & closes the application. The digitally signed copy of authorisation order is sent to industry online. An email/SMS alert is sent to the industry
23	The industry can log in to the OCMMS portal and download the digitally signed authorization order and inspection report. The industry can monitor the status of application at any time through the portal.

## 2. Category of Industry: Red Large and Red Medium

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification
4	The industry will respond to observations raised by the DEE through the OCMMS portal.
5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
8	After conducting inspection, the DEE will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
9	JCEE forwards application to EE/AEE/AE for verification
10	EE/AEE/AE forwards the application to JCEE after verification with observations.
11	If any discrepancy is observed, application is returned to industry by JCEE.
12	The industry will respond to observations raised by the JCEE through the OCMMS portal
13	The response is received by the DEE who forwards the application to AEE/AE for verification
14	After verification AEE/AE forwards the application to DEE.
15	DEE will forward the application to JCEE.
16	JCEE forwards application to EE/AEE /AE for verification.
17	EE/AEE/AE after verification will send the application to JCEE with note
18	JCEE forwards application to MS for approval. After approval MS sends application to JCEE for preparation of authorisation order
19	JCEE forwards application to EE/AEE/AE for preparation of authorization order
20	EE/AEE/AE after preparation of authorization order sends application to JCEE for approval.
21	JCEE approves authorization order & closes the application. The digitally signed copy of authorisation order is sent to industry online. An email/SMS alert is sent to

	the industry
22	The industry can log in to the OCMMS portal and download the digitally signed authorization order and inspection report. The industry can monitor the status of application at any time through the portal.

### 3. Category of Industry: Red Small, Orange Large, Orange Medium

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification.
4	The industry will respond to observations raised by the DEE through the OCMMS portal.
5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
8	After conducting inspection, the AEE/AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection
9	DEE forwards application to JCEE (M) and JCEE (M) forwards the application to EE(M)/AEE(M) for verification
10	EE(M)/AEE(M) forwards the application to JCEE(M) after verification with observations.
11	If any discrepancy is observed, application is returned to industry by JCEE(M).
12	The industry will respond to observations raised by the JCEE(M) through the OCMMS portal
13	The response is received by the DEE who forwards the application to AEE/AE for verification
14	After verification AEE/AE forwards the application to DEE.
15	DEE will forward the application to JCEE(M).
16	JCEE(M) forwards application to EE(M)/AEE(M) for verification.

17	EE(M)/AEE(M) after verification will send the application to JCEE(M) with note for approval
18	After approval, the JCEE(M) sends application to EE(M)/AEE(M) for preparation of authorisation order
19	EE(M)/AEE(M) after preparation of authorization order sends application to JCEE(M) for approval.
20	JCEE(M) approves authorization order & closes the application. The digitally signed copy of authorisation order is sent to industry online. An email/SMS alert is sent to the industry
21	The industry can log in to the OCMMS portal and download the digitally signed authorization order and inspection report. The industry can monitor the status of application at any time through the portal.

#### **4. Category of Industry: Orange Small, All green categories**

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification.
4	The industry will respond to observations raised by the DEE through the OCMMS portal.
5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection
8	After conducting inspection, the AEE/AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
9	The DEE will directly approve the application and application sent to AEE/AE for preparation of authorization order
10	AEE/AE prepares authorization order and send it to DEE for approval
11	DEE approves authorization order and closes the application. The digitally signed

	copy of plastic waste registration is sent to industry online. An email/SMS alert is sent to the industry
12	The industry can log in to the OCMMS portal and download the digitally signed PWR and inspection report. The industry can monitor the status of application at any time through the portal.

## Annexure I

<b>1. Plastic Waste Registration under Plastic Waste Management Rules, 2016</b>	
<b>Sl.No</b>	<b>Item</b>
<b>For Producer</b>	
1	Covering Letter
2	Copy of the latest Consent order/Renewal Issued
3	Manufacturing process with Flow Sheet indicating input, output and sources of Plastic Waste
4	List of Raw material supplier to manufacture compostable carry bags and Plastic sheets or Multilayered Packaging
5	List of personnel or Brand Owners to whom Products will be supplied
6	Action plan on collecting back the Plastic Wastes based on Extended Producers Responsibility
7	An undertaking in a judicial stamp paper (value of RS 100 /-) stating that the product will be marketed/sold in Tamilnadu state or union territory only
<b>For Brand Owner</b>	
1	Covering Letter
2	Copy of the latest Consent order/Renewal Issued
3	Provide list of person supplying plastic material
4	Action plan on collecting back the Plastic Wastes based on Extended Producers Responsibility
5	An undertaking in a judicial stamp paper (value of RS 100 /-) stating that the product will be marketed/sold in Tamilnadu state or union territory only
<b>For Recycler</b>	
1	Covering Letter
2	Copy of the latest Consent order/Renewal Issued
3	Manufacturing process with Flow diagram for each product

4	Waste collection and transportation details
5	Occupational safety and health aspects
6	The details of pollution control system or equipment to meet standards of emission or effluent
<b>For Raw Material Manufacturer</b>	
1	Covering Letter
2	Copy of the latest Consent order/Renewal Issued
<b>2. E-Waste Authorization under E-Waste (Management) Rules, 2016</b>	
<b>Sl.No</b>	<b>Item</b>
<b>For Manufacturer or Refurbisher</b>	
1	Covering Letter
2	Copy of the latest Consent order/Renewal Issued
3	Details of facilities for storage/handling/treatment/refurbishing
<b>For Dismantler or Recycler</b>	
1	Covering Letter
2	Copy of the latest Consent order/Renewal Issued
3	Copy of Dismantling or Recycling process
4	Copy of agreement with collection centre
5	Copy of agreement with Producer
6	Copy of agreement with Recycler