

**Gujarat Pollution Control Board**  
**Head Office, 'Paryavaran Bhavan',**  
**Sector-10 A, Gandhinagar-382010.**

**CIRCULAR**

**Subject:** Offline Manifest System for Plastic Waste Management

MoEF&CC has published Plastic Waste Management Rules, 2016 on 18/03/2016 and the same is amended on 27/03/2018. As per the plastic rules, producer, importer and brand owners are made responsible to work out modalities (EPR) for back collection of post-consumer plastic waste generated due to their product. Producer, importer and brand owners (PIBOs) shall work out this plan involving State Urban Development Departments, either individually or collectively, through their own distribution channel or through the local body concerned.

To track the movement of plastic waste from collection point to ultimate disposal through receiver (i.e. recycler/reprocessor/coprocessor/waste to oil manufacturer by pyrolysis/others) and to monitor the compliance of EPR submitted by PIBOs, the manifest system is introduced. Manifest system shall strictly follow by the PIBOs, waste management agency, transporter, receiver and local bodies and others involved in management of plastic waste. Guidelines for management and transportation of plastic waste along with the manifest system attached herewith (Annexure-1).

The order shall come into force with immediate effect. All concerned are directed to comply with these instructions in circular.



(A.V. Shah)

Member Secretary

No: GPCB/RP-GEN-54/ 554325

21 MAR 2020

Copy to:

1. PS to Chairman.....For information.
2. PS to Member Secretary.....For information.
3. All Unit Head, GPCB, Gandhinagar.....To implement and to check the compliance during approval of registration of producers/ importers/ brandowners under Plastic Waste Management Rules, 2016.
4. All Regional Officer, GPCB.....For Information and to implement it within your jurisdiction.
- ✓ 5. Unit Head, IT branch,.....To upload it on GPCB Website

**Guidelines for management and transportation of plastic waste for Producer/Importers/Brand owners (PIBOs) under Extended Producer Responsibility as per Plastic Waste Management Rules, 2016 and amended**

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*State of Gujarat*

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## **1. Background:**

To provide a regulatory frame work for management of plastic waste generated in the country, Plastic Waste Management Rules were enforced on 18<sup>th</sup> March, 2016 and further amended on 27<sup>th</sup> March, 2018.

As per plastic waste Management Rules, localbody is defined as urban local body with different nomenclature such as municipal corporation, municipality, nagarpalika, nagarnigam, nagar panchayat, municipal council including notified area committee (NAC) and not limited to or any other local body constituted under the relevant statutes such as gram panchayat, where the management of plastic waste is entrusted to such agency.

Every Local Body (LB) is responsible for development and setting up of infrastructure for segregation, collection, storage, transportation, processing and disposal of the plastic waste either on its own or by engaging agencies or producers in their jurisdictions.

As per Plastic Waste Management Rules, PIBOs (Producer, Importer and Brand owners) are defined as below.

“Producer” means persons engaged in manufacture or import of carry bags or multilayered packaging or plastic sheets or like, and includes industries or individuals using plastic sheets or like or covers made of plastic sheets or multilayered packaging for packaging or wrapping the commodity;

“Importer” means a person who imports or intends to import and holds an Importer -Exporter Code number, unless otherwise specifically exempted

“Brand owner” means a person or company who sells any commodity under a registered brand label.

The concept of Extended Producer Responsibility was newly introduced in Plastic Waste management Rules, 2016. EPR is a practice and policy approach in which Producer, Importer and Brand owners are made responsible to work out modalities for back collection of post-consumer plastic waste generated due to their product. They shall work out this plan involving State Urban Development Departments, either individually or collectively, through their own distribution channel or through the local body concerned.

EPR lays a closed loop approach to manage products whereby waste generated from a product is used to produce another product. Therefore, this approach significantly reduced the environmental impact of the waste.

## **2. Alternatives for preparing Action plan for Back collection of post consumer plastic waste and its management:**

PIBOs (Producer, Importer and Brand owners) are major plastic waste generators and Local Bodies are major waste handlers; hence, PIBOs and LBs play a major

role in proper implementation of EPR Action plan. A proper linkage establishment is must between PIBOs and Local Body for success of EPR model in plastic waste management.

EPR Action plan shall clearly mention liability of PIBOs regarding back collection of plastic waste. Quantum of plastic equivalent to the production or quantity of plastic used in packaging is considered for liability. The plastic waste can be sent for co- processing in cement mills/ Road making or any other waste processing facility. Recyclable plastic waste shall be recycled by registered recyclers only.

If PIBOs are engaging third party for establishment of the system for plastic waste management, agreement between PIBO and Waste management agency is to be included in the action plan.If PIBOs are engaged with LB for plastic waste management, than agreement/MoU between PIBOs and LB shall be included in the action plan. Agreement/MoU between PIBOs and Recycler/Re-processor is also to be enclosed with action plan.

It is necessary to have a mechanism to ensure proper implementation of EPR Action Plan and track the movement of plastic waste. This document gives the outline of action plan for waste management manifest system (Movement document) for the same.

As per the provisions of Plastic Waste Management Rule, there are three alternatives for preparing action plan by PIBOs for plastic waste management as below. PIBOs can chose any one or combination of them for management of plastic waste.

- **Through own distribution channel:**
- **Through Local Bodies (LBs):**
- **Through Waste Management Agency (WMA):**

### **3. Implementation and Monitoring Plan:**

- (i) PIBOs need to submit verification process in case of engagement of Agency to confirm that said quantity of waste has been managed by the Agency and there is no overlap/duplication with other PIBOs.
- (ii) The Action Plans submitted by PIBOs shall be sent to concern SPCBs for confirmation.
- (iii) The PIBOs to submit the details of waste collected through
- (iv) SPCB in turn to verify the claims submitted by the PIBOs with the concerned LBs/recyclers and confirm the same to GPCB within 15 days of receipt of the details.

#### **4. Validation of Information submitted by PIBOs**

- (i) The PIBOs shall be solely responsible for the information provided to SPCB.
- (ii) If, at any stage, information provided by the PIBOs is found to be incorrect, then the Registration granted by GPCB shall be cancelled.

#### **5. Responsibilities for PIBOs for handling of Plastic Waste**

- Handling, transportation and disposing the plastic waste in environmentally friendly manner for quantum of plastic waste as per their EPR liability specified in approved action plan
- In case of involvement of Waste Management Agency, Ensure to have MoU with Agencies having adequate facilities for plastic waste management
- To have valid MoU with WMAs and/or Local Body associated with clearly indicating EPR Liability in terms of MT/M.
- To ensure disposal of plastic waste through recyclers (reprocessors / co-processors / oil makers / others) having valid registration.
- Submission of quarterly progress report clearly indicating achieved quantum vs EPR Liability to concern Govt. organizations including SBM and SPCB.
- Generation manifest clearly indicating quantum of plastic waste collected to its ultimate disposal and maintains the records of the same.

#### **Transportation**

The PIBOs and Waste Management Agency should ensure that

- Ensure that the plastic waste shall be properly segregated, packed and sealed to prevent any mix up and spillage of waste during transportation. The packaging should not be in loose form and should be properly baled.
- Ensure the packing of plastic waste should be clearly visible labeled for
  - Type of waste
  - Name, address and registration no. of PIBOs
  - Name, address and registration no. of recycler/Re-processor
  - Date of waste collection
- Packaged in a manner suitable for safe handling, storage and transportation.

- PIBOs, Waste Management Agency, Transporter and Recycler/Reprocessor all are equally responsible for environmentally sound management of plastic waste.
- In case of transportation of plastic waste through a state other than the state of origin or destination, the PIBOs should intimate the concerned State Pollution Control Board, before handing over the plastic waste to the transporter.
- Vehicle used for transportation shall be in accordance with the provisions under the Motor Vehicle Act, 1988, and rules made there under.

#### **6. Responsibilities of Waste Management Agency (WMA)**

- Valid MoU with PIBOs clearly indicating Name and address of PIBOs and liability as per approved action plan, validity of MoU etc.
- Adequate facilities for collection, segregation, storage, transportation and disposal for plastic waste management with necessary approval as per Plastic Waste management rules, 2016, wherever is required.
- To maintain the records of their collection network, collection centres, valid MoU with recyclers or local body as well as with PIBOs.
- To maintain records of EPR liability, collection, storage, segregation, transportation and disposal details individually for every of PIBOs
- In case of MoUs with collection centres and/or recyclers ensure to have valid registration.
- Ensure movement of waste is as per manifest system
- Waste Management Agency is equally responsible for environmentally sound management of plastic waste.
- Submission of quarterly progress report for every PIBOs clearly indicating quantum achieved vs EPR Liability to concern Govt. organizations including SBM and SPCB.

#### **7. Responsibilities of LBs**

- Prepare/declare a list of collection and segregation centres clearly indicating their locations.
- To evaluate the quantum of plastic waste generation within their Jurisdiction of concern LB as well as at each individual collection centre.
- To have MoU with WMAs and/or PIBOS clearly indicating EPR Liability vs waste generation within their jurisdiction of concern LB in terms of MT/M with its validity.

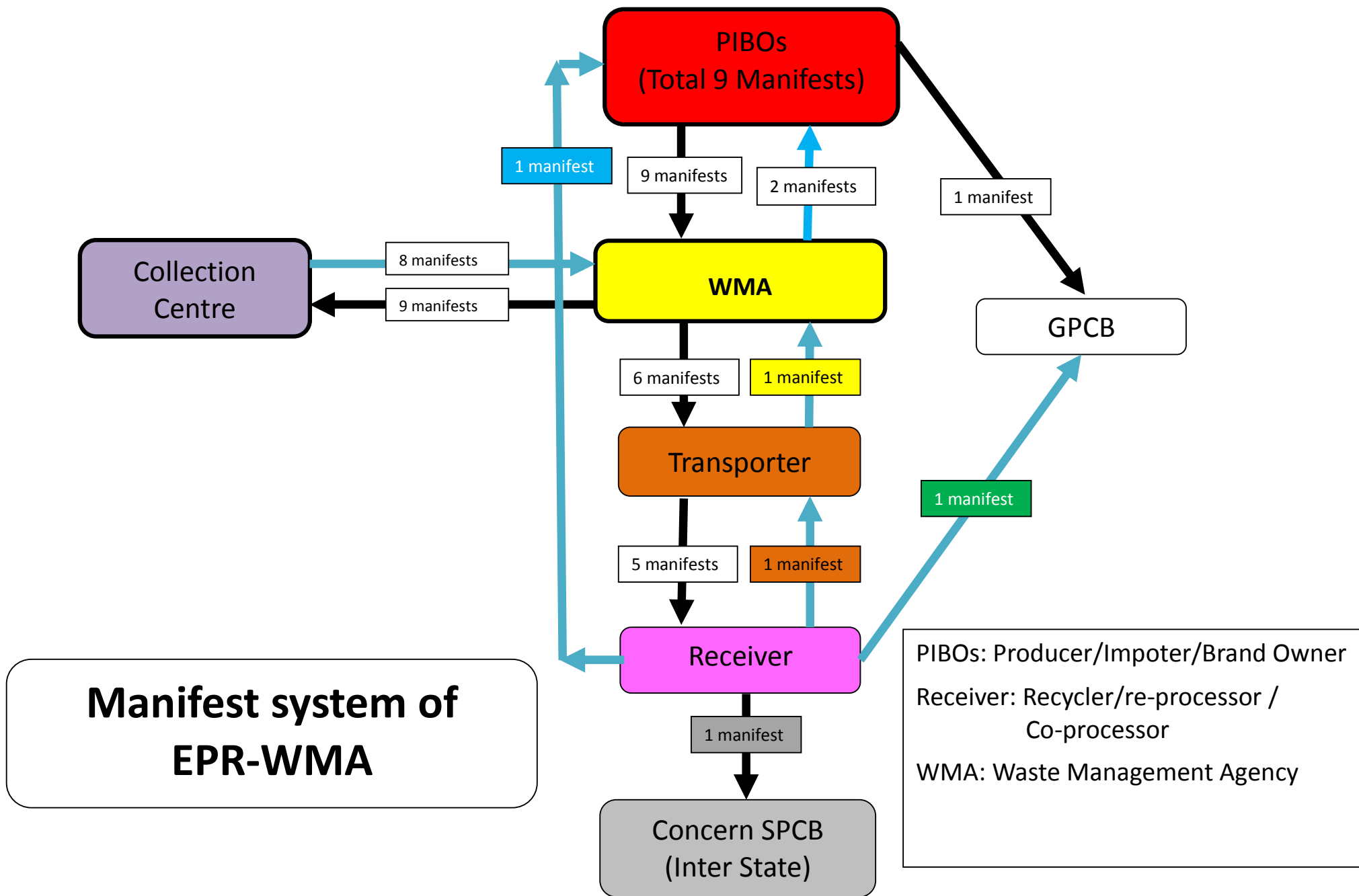
- To provide plastic waste only to PIBOS and/or WMA having approved action plan and valid MoU with concern LB.
- Ensure movement of waste only as per manifest system and maintain its records.
- To maintain day to day records of plastic waste (MT) collected at collection centre, against that waste lifted by WMAs/PIBOs along with their name and address of the same.
- Submit quarterly cumulative report to concern SPCB, SBM and other competent organization clearly indicating total quantum of plastic waste generated and waste lifted by each individual WMA and/or PIBOS along with their name and address.

#### 8. Development of Manifest System (Movement Document)

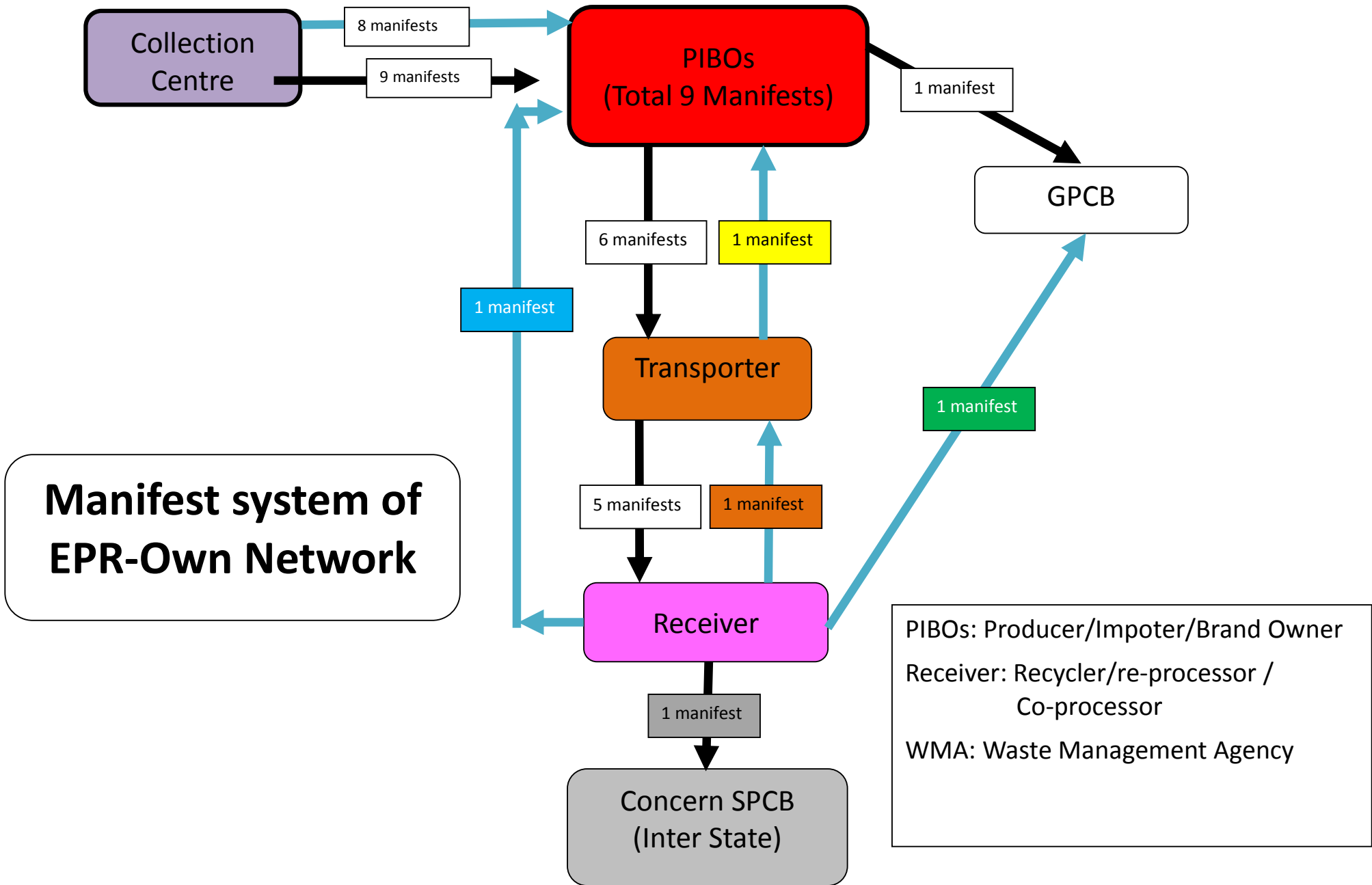
To ensure proper monitoring and implementation of Action plan as per EPR liability and trace the movement of plastic waste mentioned therein, manifest system is being introduced.

According to that the PIBOs shall prepare 9 copies duly signed by authorized persons and comprising of color code indicated below:

<b>Copy number with color code</b>	<b>Purpose</b>
<b>Copy 1 (Purple)</b>	To be retained by the collection center after duly signed by PIBOs and WMA (if appointed)
<b>Copy 2 (Red)</b>	To be retained by the PIBOs after sign by WMA (if appointed) and collection center.
<b>Copy 3 (white)</b>	To be forwarded by the PIBOs to the State Pollution Control Board (GPCB) duly signed by WMA (if appointed), Collection center and PIBOs.
<b>Copy 4 (Yellow)</b>	To be handed over to WMA (if appointed) or PIOBs after taking signature on it from the transporter and the rest of the 5 copies are to be carried by transporter
<b>Copy 5 (Orange)</b>	To be handed over to the transporter by the receiver after accepting waste
<b>Copy 6 (Pink)</b>	To be retained by the receiver after receiving the waste and the remaining 3 copies are to be signed by the receiver
<b>Copy 7 (Green)</b>	To be sent by receiver to the GPCB
<b>Copy 8 (Blue)</b>	To be sent by the receiver to the PIBOs
<b>Copy 9 (Grey)</b>	To be sent by the receiver to the other SPCB if the receiver is located in other state







<b>Symbol</b>	<b>Plastic Waste Manifest</b>	<b>Manifest No.</b>	<b>Date</b>	<b>Copy No. &amp; Color</b>
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**PIBOs Details**

<b>1</b>	<b>Name &amp; Address:</b>	
<b>2</b>	<b>Consent No:</b>	
<b>3</b>	<b>Registration No:</b>	

**Mode of Plastic Waste Collection**

<b>4</b>	<b>(A) Plastic Waste collected from Local Body</b> a) Name & Address of Site from where plastic waste collected b) Quantity (MT)	<b>Yes/No</b>
<b>And/ OR</b>	<b>Plastic Waste collected through Waste Management Agency</b> a) Name & Address of Site from where plastic waste collected b) Quantity (MT)	<b>Yes/No</b>
<b>And/ OR</b>	<b>Plastic Waste collected by own distribution Channel</b> a) Name & Address of Site from where plastic waste collected b) Quantity (MT)	<b>Yes/No</b>

**Transporter Details**

<b>5</b>	<b>Transporters Name and Registration No :</b>	
<b>6</b>	<b>Vehicle No &amp; Type :</b>	

**Receiver Details**

<b>7</b>	<b>Name &amp; Address :</b>	
<b>8</b>	<b>Registration No. (under Plastic Rules):</b>	
<b>9</b>	<b>Plastic Waste Received (MT)</b>	

**\*PIBOs:** Producer/Importer/Brand owners

**\*Receiver:** Recycler/Reprocessor/Coprocessor/Waste to oil maker/Road maker

**\*WMA:** Waste Management Agency

**\*OLB:** Other than Local Body

## Certificates

<b>10</b>	<b>PIBOs Certificate :</b>	I hereby declare _____ <u>MT</u> quantity of plastic waste collected for the compliance of EPR and that the contents of the consignment are fully and accurately described above and are categorized, packed, marked, and labeled, and are in all respects in proper condition for transport by road according to applicable national government regulations.
<b>Name &amp; Stamp of PIBOs</b> <span style="margin-left: 200px;"><b>Date:</b></span> <span style="float: right;"><b>Signature:</b></span>		
<b>11</b>	<b>Waste Management Agency's Certificate:</b>	I hereby declare that I have received _____ <u>MT</u> quantity of Plastic waste from the above mentioned site on behalf of PIBOs and the same will be transported by road according to applicable national government regulations to the above mentioned receiver
<b>Name &amp; Stamp of WMA (Responsible person)</b> <span style="margin-left: 200px;"><b>Date:</b></span> <span style="float: right;"><b>Signature:</b></span>		
<b>12</b>	<b>Local Body And/OR Collection center other than Local body Certificate:</b>	<p>I hereby declare that above waste management agency has collected _____ <u>MT</u> quantity of Plastic waste from above mentioned site of local body/OLB on behalf of PIBOs and the same is transported by road according to applicable national government regulations to the above mentioned receiver.</p> <p style="text-align: center;"><b>OR</b></p> <p>I hereby declare that above mentioned PIBOs has collected _____ <u>MT</u> quantity of Plastic waste from above mentioned site of local body/OLB and the same is transported by road according to applicable national government regulations to the above mentioned receiver.</p>
<b>Name &amp; Stamp of Chief officer or Talati (In case of Local Body)/ Responsible person (In case of OLB)</b> <span style="margin-left: 200px;"><b>Date:</b></span> <span style="float: right;"><b>Signature:</b></span>		
<b>13</b>	<b>Transporter's Acknowledgement of Receipt of waste</b>	I hereby declare that I have received _____ <u>MT</u> quantity of Plastic waste from above mentioned site on behalf of PIBOs and the same is transported by road according to applicable national government regulations to the above mentioned receiver.
<b>Name &amp; Stamp of Transporter</b> <span style="margin-left: 200px;"><b>Date:</b></span> <span style="float: right;"><b>Signature:</b></span>		
<b>14</b>	<b>Receiver's Certification of receipt of Plastic waste</b>	I hereby declare that I have received _____ <u>MT</u> quantity of Plastic waste from the transporter mentioned above and the same is received at the above mentioned site.
<b>Name &amp; Stamp of Receiver</b> <span style="margin-left: 200px;"><b>Date:</b></span> <span style="float: right;"><b>Signature:</b></span>		