

Training Module II
Detailed Instructions on Form V Part-A

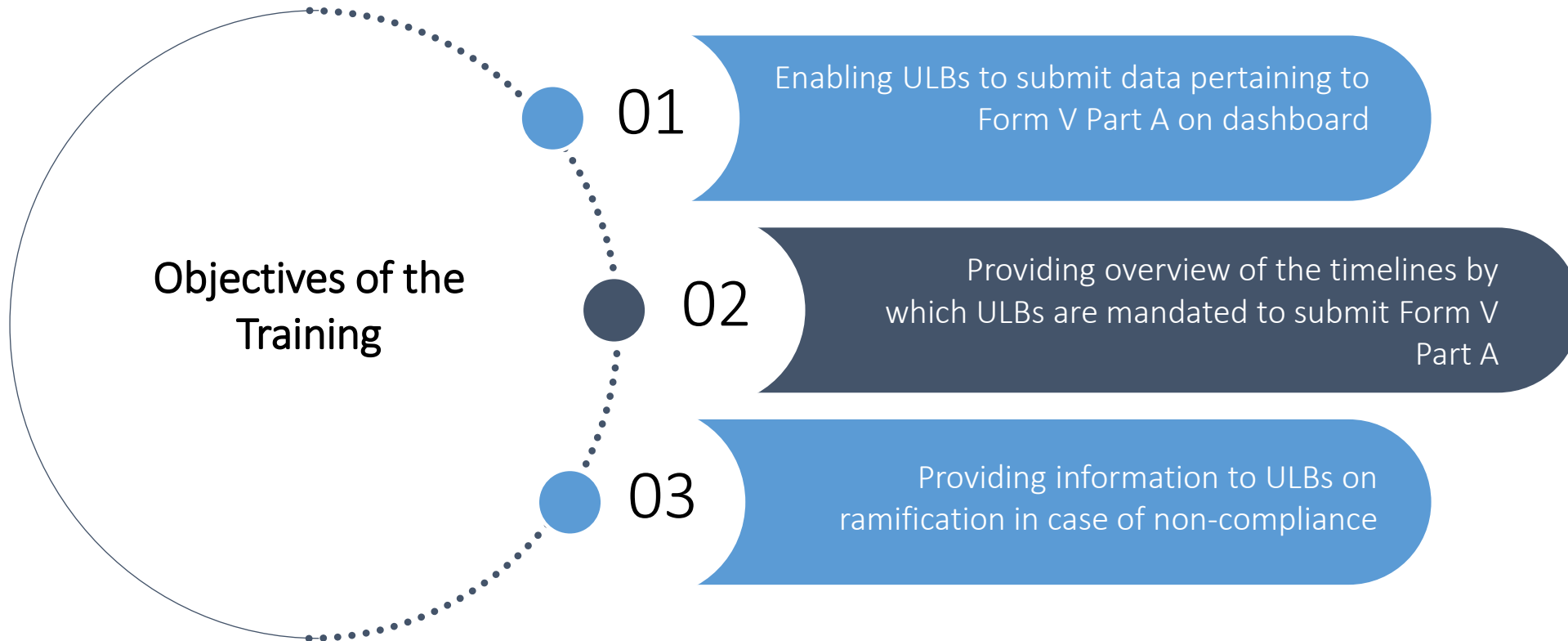
Form V Part A :
Annual Report on Plastic Waste Management
by
Urban Local Bodies (ULBs)

Training Module developed under Indo-German Bilateral Project “Circular Economy Solutions Preventing Marine Litter in Ecosystems”
implemented by GIZ India in collaboration with Ministry of Environment, Forest and Climate Change (MoEFCC)



Objective of this Training Manual

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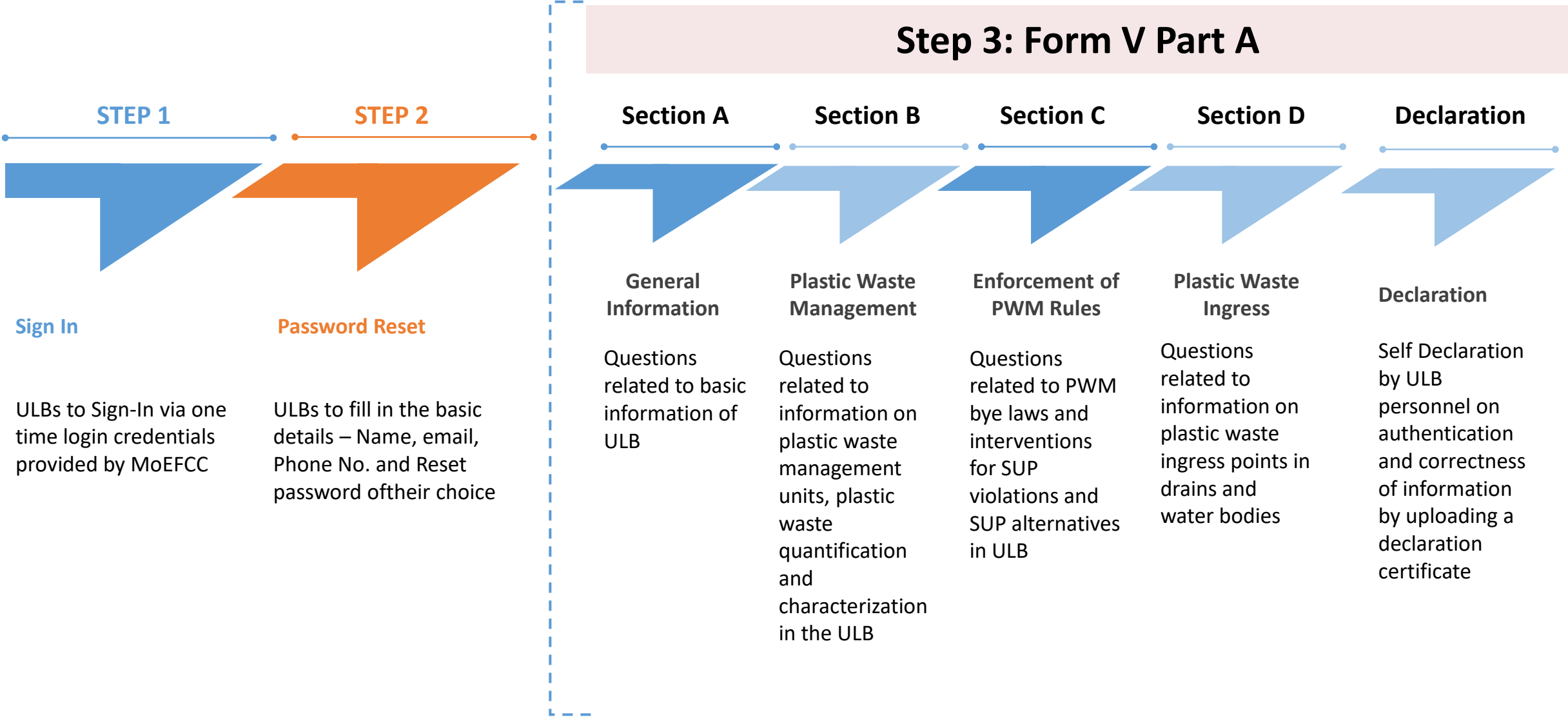




Form V Part A

Key steps and Form Overview

Key Steps and Overview of Form





Section A: General Information

Steps to follow

Section A – Question 1- 5

Reporting Year
--select--

1. Name of city or Town and State
City or Town

State
Select

2. Name & Address of local Body
Name

Address

3. Contact Email

4. Contact Phone No.

5. Population

Select the year of reporting

Enter name of your city

Select state/UT from drop-down

Enter Complete Name, Address of ULB and Contact Details of Nodal officer

Update population as per latest estimates or Census 2011

Section A – Question 6-11

| | | |
|---|-------------------------------------|--|
| 6. Area in Sq. Kilometers | <input type="text"/> | Enter area of ULB in Sq. Kms |
| 7. Whether separate Plastic Waste Management Cell is operational (Y/N) | <input type="text" value="Select"/> | Select Yes/No from Drop-Down |
| 8. Staff Deployed in Plastic waste Management cell | <input type="text"/> | Update PWM staff details (numbers) |
| 9. Total numbers of the wards in the area under jurisdiction | <input type="text"/> | Update total number of wards |
| 10. Total numbers of households in the area under jurisdiction- ward wise | <input type="text"/> | Update total number of households ward wise |
| 11. Number of households covered by door-to-door collection- ward wise | <input type="text"/> | Update number of households covered by door-to-door collection |

Section A – Question 12

12. Total number of commercial establishments and Institutions in the area under jurisdiction and those covered by door-to-door collection

| Establishments | Total Number establishments | Covered with Door-to-Door | Remark |
|---------------------------------|-----------------------------|---------------------------|----------------------|
| a. Commercial establishments | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Institutional establishments | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Update number of commercial establishments and Institutional establishments in ULB

Update number of commercial establishments and Institutional establishments covered by door-to-door collection

Section A – Question 13

13. (i) Details of Human Resources including waste pickers in informal sector (Concessionaire or own resource) deployed for

| Activity | Own Resources (Numbers) | Concessionaire (Numbers) | Remark |
|----------------------|-------------------------|--------------------------|----------------------|
| a. Collection | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Street sweeping | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c. Secondary Storage | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d. Transportation | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| e. Processing | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| f. Disposal | <input type="text"/> | <input type="text"/> | <input type="text"/> |

(ii) Details of Waste Pickers engaged in Plastic Waste Management – Ward wise ←

Total No. of waste pickers

Ward wise waste pickers: Attach document (Excel)

Choose File No file chosen

Next →

Enter details of sanitation workforce:

- ULB own resource
- Concessionaire
- Remarks (If applicable)

Update details of waste pickers and attach list of ward wise waste pickers recognised by ULB

Click 'Next' button to go to next section



Section B: Plastic Waste Management

Steps to follow

Section B – Question 1 & 2

1. Quantity of plastic waste generated during the year from area under jurisdiction as per CPCB Methodology (in Tons Per Annum(TPA))

Quantity of plastic waste generated (Auto Generated from Q No. 2)

Attach Report No file chosen

Attach image of Plastic Waste Characterization process No file chosen

2. Compositional Characterization of Plastic Waste as per CPCB guidelines

| Plastic Category | Quantity (in Tons Per Annum(TPA)) | Remark |
|-------------------------|-----------------------------------|----------------------|
| Cat I | <input type="text"/> | <input type="text"/> |
| Cat II | <input type="text"/> | <input type="text"/> |
| Cat III | <input type="text"/> | <input type="text"/> |
| Cat IV | <input type="text"/> | <input type="text"/> |
| Cat V | <input type="text"/> | <input type="text"/> |
| Other (Recyclables) | <input type="text"/> | <input type="text"/> |
| Other (Non-recyclables) | <input type="text"/> | <input type="text"/> |

Quantity of plastic waste generated (Auto Generated from Q No. 2)

Attach report and image of waste characterization process

Update plastic waste quantities-category wise and remarks

Section B – Question 3 & 4

3. Door to Door collection of segregated waste (coverage in % or number of households) – ward-wise

Total households covered

Ward-wise details: Attachment (Excel) [Download Format](#)

Choose File No file chosen

4. Total no. and capacity of MRF

| Type of MRF | Number of Facility | Total Waste (Plastic) segregation capacity (in Tons Per Annum(TPA)) | Actual Waste (Plastic) Segregated (in Tons Per Annum(TPA)) | Remark |
|--------------|----------------------|---|--|----------------------|
| a.Mechanical | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b.Manual | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Details of individual units

| Sno. | Type of MRF | Total Waste (Plastic) segregation capacity(in Tons Per Annum(TPA)) | Actual Waste (Plastic) Segregated(in Tons Per Annum(TPA)) | Upload Geotagged Photo | Latitude Coordinates | Longitude Coordinates | Add More + |
|------|-------------|--|---|------------------------|----------------------|-----------------------|----------------------------------|
| 1. | --select-- | <input type="text"/> | <input type="text"/> | Choose File N | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

Enter details of door-to-door collection of segregated solid waste and attach document

Download format, fill it, then submit it below

Update details of MRF with numbers, total capacity, operational capacity and Remarks (if Applicable)

Enter details of individual MRF facilities:

- Total capacity
- Actual waste segregated
- Geotagged photo
- Latitude and Longitude Coordinates

Add rows for more entries

Section B – Question 5

5. Number of Plastic recycling facility with details of category wise

Total Number, Capacity, Plastic, Waste Recycled. ←

| Category | Number of Recyclers | Total Processing Capacity (in Tons Per Annum(TPA)) | Actual Quantity of Waste recycled (in Tons Per Annum(TPA)) | EPR Certificates generated | EPR Certificates transferred to ULB |
|---------------------|----------------------|--|--|----------------------------|-------------------------------------|
| Cat I | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Cat II | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Cat III | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Cat IV | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Cat V | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Other plastic waste | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Details of individual units ←

| Sno. | Category | Name | Address | EPR Registration Number | Total Processing Capacity (in Tons Per Annum(TPA)) | Actual Quantity of Waste recycled (in Tons Per Annum(TPA)) | EPR Certificate Generated in the year (in Tons Per Annum(TPA)) | EPR Certificate transferred to ULBs | Upload Geotagged Photo | Latitude Coordinates | Longitude Coordinates | Add more + |
|------|----------|----------------------|----------------------|-------------------------|--|--|--|-------------------------------------|------------------------|----------------------|-----------------------|---|
| 1. | --sele | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Choose f | <input type="text"/> | <input type="text"/> | <input style="background-color: green; color: white; border: none; padding: 2px 5px;" type="button" value="+"/> |

Enter category wise details of recycling facilities in ULB

Update details for individual recycling facilities;

- Select category
- EPR Registration Number
- Total Capacity
- Actual Quantity recycled
- EPR Certificate Generated
- EPR Certificate transferred to ULBs
- Geotagged Photo
- Latitude and longitude details

Add rows for more entries

Section B – Question 6 & 7

Enter details of Industrial composting units and Remarks

6. Number and capacity of industrial composting unit for compostable plastics

Summary of Industrial Composting Units

| Total Number of Industrial Composting Units | Total Capacity of Industrial Composting units (in Tons Per Annum(TPA)) | Total Waste Composted (in Tons Per Annum(TPA)) | Total Compostable Plastic Processed (in Tons Per Annum(TPA)) | Remark |
|---|--|--|--|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Details of individual units

| Sno. | Name | Address | EPR Registration Number | Capacity (in Tons Per Annum(TPA)) | Waste Composted (in Tons Per Annum(TPA)) | Compostable Plastic Processed (in Tons Per Annum(TPA)) | Remark | Upload Geotagged Photo | Latitude Coordinates | Longitude Coordinates | Add more + |
|------|----------------------|----------------------|-------------------------|-----------------------------------|--|--|----------------------|------------------------|----------------------|-----------------------|----------------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Choose File | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

7. Number and capacity of Operational Waste to energy Plants

Summary of Waste to Energy Plants

| Total Number of Waste to energy Plants | Total Capacity of Waste to energy plants (in Tons Per Annum(TPA)) | Total Plastic Waste Processed (in Tons Per Annum(TPA)) | Total Energy Produced (Kwhr) | Remark |
|--|---|--|------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Details of individual units

| Sno. | Name | Address | EPR Registration Number | Capacity of Waste to energy plant (in Tons Per Annum(TPA)) | Plastic Waste Processed (in Tons Per Annum(TPA)) | Energy Produced (Kwhr) | Remark | Upload Geotagged Photo | Latitude Coordinates | Longitude Coordinates | Add more + |
|------|----------------------|----------------------|-------------------------|--|--|------------------------|----------------------|------------------------|----------------------|-----------------------|----------------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Choose File | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

Update details in sub form :

- EPR registration number
- Capacity
- Waste Composed
- Compostable Plastic Processed
- Geo tagged photo
- Latitude and Longitude Coordinates

Add rows for more entries

Enter details of Waste to Energy plants in ULB

Update details in sub form :

- EPR registration number
- Capacity
- Plastic Waste Processed
- Energy Produced
- Geo tagged photo
- Latitude and Longitude Coordinates

Add rows for more entries

Section B – Question 8

8.Number and capacity of operational Waste to Oil units ←

Summary of Waste to Oil Plants

| Total Number of Waste to Oil Plants | Total Capacity of Waste to Oil plants (in Tons Per Annum(TPA)) | Total Plastic Waste Processed (in Tons Per Annum(TPA)) | Total Oil Produced (KLD) | Remark |
|-------------------------------------|--|--|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Details of individual units ←

| Sno. | Name | Address | EPR Registration Number | Capacity of Waste to Oil plant (in Tons Per Annum(TPA)) | Plastic Waste Processed (in Tons Per Annum(TPA)) | Oil Generated (KLD) | Remark | Upload Geotagged Photo | Latitude Coordinates | Longitude Coordinates | Add more + |
|------|----------------------|----------------------|-------------------------|---|--|----------------------|----------------------|--|----------------------|-----------------------|---|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Choose File"/> | <input type="text"/> | <input type="text"/> | <input style="background-color: green; color: white; border: none; padding: 2px 5px;" type="button" value="+"/> |

Enter details of Waste to Oil plants in ULB and Remarks (if applicable)

Update details of individual units:

- Name
 - Address
 - EPR Registration Number
 - Capacity
 - Plastic Waste Processed
 - Oil generated
 - Remark
 - Geotagged Photo
 - Latitude and Longitude Details
- Add rows for more entries

Section B – Question 9

9.Cement plants for plastic waste coprocessing ←

Summary of a and b:

| Sno. | Total Number of Plants linked | Category of Plastic Waste | Total Plastic Waste Co-processed [sum of all entries under (a and b)] | Add more + |
|------|-------------------------------|---------------------------|---|----------------------------------|
| 1. | <input type="text"/> | --select-- | <input type="text"/> | <input type="button" value="+"/> |

a) Unsegregated Waste ←

| Sno. | Name | Address | EPR Registration Number | Total Unsegregated waste received (in Tons Per Annum(TPA)) | Percentage of Plastic Waste in Unsegregated waste | Plastic Waste Co- Processed (in Tons Per Annum(TPA)) | Add more + |
|------|----------------------|----------------------|-------------------------|--|---|--|----------------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

b) Segregated Waste ←

| Sno. | Name | Address | EPR Registration Number | Total Segregated waste received (in Tons Per Annum(TPA)) | Category of Plastic Waste | Plastic Waste Co- Processed (in Tons Per Annum(TPA)) | Add more + |
|------|----------------------|----------------------|-------------------------|--|---------------------------|--|----------------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | --select-- | <input type="text"/> | <input type="button" value="+"/> |

Enter details of cement plants for plastic waste coprocessing

Update details in sub form :

- EPR registration number
 - Total Unsegregated Waste Received
 - Percentage of plastic waste in unsegregated waste
 - Plastic Waste co-processed
- Add rows for more entries

Update details in sub form:

- EPR Registration number
 - Total Segregated Waste received
 - Category of plastic waste
 - Plastic Waste Co-processed
- Add rows for more entries

Section B – Question 10 - 12

10. Quantity and capacity of Plastic waste used in road construction along with KM ←

Road length constructed (KM) in the year

Total Quantity of plastic waste processed in the year (in Tons Per Annum(TPA))

Details

11. Disposal of thermoset plastic as per guidelines ←

Yes/No

Thermoset plastic waste sent to secured landfills (in Tons Per Annum(TPA))

Thermo set plastic waste sent to co-processed (in Tons Per Annum(TPA))

Details

12. Quantity of inert material disposed from recyclers and other waste processor, in Sanitary landfill (in Tons Per Annum(TPA)) ←

Enter the quantity and capacity of plastic waste used in road construction along with road length constructed in Kms

Update details of disposal of thermoset plastic as per guidelines

Update quantity of inert material disposed from recyclers and other waste processors in Sanitary Landfills in TPA

Section B – Question 13 & 14

13. Scientific Landfill site ←

Number of site

Capacity (in Tons Per Annum(TPA))

Waste received (in Tons Per Annum(TPA))

14. Legacy waste site ←

Number of sites

Quantity of Legacy waste (in Tons Per Annum(TPA))

Waste Processed to RDF (in Tons Per Annum(TPA))

Plastic Waste in RDF (%age)

Waste Remaining (in Tons Per Annum(TPA))

Update details of Scientific landfills in ULB

- Number of sites
- Capacity (TPA)
- Waste received annually (TPA)

Update details of legacy waste sites in ULB

- Number of sites
- Quantity of legacy waste (TPA)
- Waste processed to RDF
- Remaining waste

Section B – Question 15 & 16

15. EPR Registration Number of ULB ← Enter EPR Registration number of ULB

16. EPR Guidelines leveraged for PWM (Y/N) ← Select from dropdown

Details to be attached ← Attach supporting document

Choose File No file chosen

← Previous Next → Click 'Next' and proceed to next section



Section C: Enforcement of Plastic Waste Management

Steps to follow

Section C – Question 1 & 2

1. Please confirm if Bye- laws have been framed(Yes/No) ←

Select

Link to upload attachment

Choose File No file chosen

2. No. of violations & action taken on non-compliance of provisions of PWM Rules, 2016, except for banned Single Use Plastics and plastic carry bags (Rule 12)

(i) Total no of Violations (e.g., Burning/ Littering of plastic waste)

Burning

Littering of plastic waste

Others than identified SUP, burning and littering

(ii) Actions Taken (Fines/penalties Imposed Rs.)

Actions

Choose from dropdown and upload document if yes

Update details as per violation

- Numbers of violations
- Action taken
- Total fine imposed(INR)

Section C – Question 3 Part 1

3. Implementation of ban imposed under Rule 4 including on identified single use Plastic items, plastic carry bags having thickness less than 120 microns (Ward-wise) (quarterly reporting)

(i) Registration number CPCB SUP Compliance App

(ii) Total number of commercial establishments and Institutions and Hotspots in the area under jurisdiction

(a) Commercial Establishments (Malls, Cinema Halls, Airports, Railway Stations, Metro Stations, others)

(b) Institutions (Schools, Colleges, Office Complex etc.)

(c) Hotspots (Tourist spots, sabzi Mandi, Wholesale market, Fish Market, Flower market, Religious Places etc)

(iii) Total Number of Inspections carried out

(iv) Total Fine imposed (Rs.)

(v) Quantity of Banned SUP seized (in Tons Per Annum(TPA))

Enter CPCB SUP Compliance application registration number

Update Total number as well as category wise numbers for Commercial, Institutional and Hotspots within the Jurisdiction of ULB

Update details for

- Total number of inspections
- Total fine imposed (INR)
- Quantity of SUP seized (Tons)

Section C – Question 3 Part 2

Update details of mode of disposal of seized SUP

Enter details of entities producing alternatives

- Name
- SUP Alternative Produced
- Capacity
- Address

Add rows for multiple entries

Enter details of entities producing compostable and biodegradable plastic

- Production capacity (Compostable)
- Production Capacity (Biodegradable)
- Address
- EPR Registration number
- CPCB E-certification number

Add rows for more entries

(vi) Details of mode of disposal of seized SUP

| Sno. | Qty of SUP Seized(in Tons Per Annum(TPA)) | Mode of Disposal | Name of the Plastic Waste Processor | Address of the Plastic Waste Processor | Add more + |
|------|---|------------------|-------------------------------------|--|----------------------------------|
| 1. | <input type="text"/> | --select-- | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

(vii) Details of Entities producing Alternatives

| Sno. | Name of Entity | SUP Alternative Produced | Production Capacity (in Tons Per Annum(TPA)) | Address | Add more + |
|------|----------------------|--------------------------|--|----------------------|----------------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

(viii) Entities producing Compostable and Biodegradable Plastic

| Sno. | Name of Entity | Production Capacity (in Tons Per Annum(TPA))- Category (Compostable) | Production Capacity (in Tons Per Annum(TPA))- Category (Biodegradable) | Address | EPR registration no. | CPCB E-certification no. | Add more + |
|------|----------------------|--|--|----------------------|----------------------|--------------------------|----------------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

(ix) Shops for Eco Alternatives for banned Single use Plastic items

| Sno. | Name | Address | Type of Alternative Sold | Add more + |
|------|----------------------|----------------------|--------------------------|----------------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> |

Click 'Next' and proceed to next section



Section D: Data on Ingress of Littered Plastic Waste in Water Bodies

Steps to follow

Section D – Question 1 & 2

1. Identified ingress points for plastic waste at Drain and Water Body.

Water Bodies

| Sno. | Name of Water Body | Measures taken to stop | Upload Geotagged Photo | Latitude Coordinates | Longitude Coordinates | Option to add additional rows |
|------|----------------------|------------------------|--|----------------------|-----------------------|--|
| 1. | <input type="text"/> | <input type="text"/> | <input type="button" value="Choose File"/> <input type="button" value="No ...osen"/> | <input type="text"/> | <input type="text"/> | <input style="background-color: green; color: white; border: none; padding: 5px 10px;" type="button" value="+"/> |

Drains

| Sno. | Name of Drain | Measures taken to stop | Upload Geotagged Photo | Latitude Coordinates | Longitude Coordinates | Option to add additional rows |
|------|----------------------|------------------------|--|----------------------|-----------------------|--|
| 1. | <input type="text"/> | <input type="text"/> | <input type="button" value="Choose File"/> <input type="button" value="No ...osen"/> | <input type="text"/> | <input type="text"/> | <input style="background-color: green; color: white; border: none; padding: 5px 10px;" type="button" value="+"/> |

Measures taken to stop Ingress of Plastic Waste ←

2. Surface water bodies including river stretches ←

Number of surface water bodies

Quantity of Plastic waste collected (in Tons Per Annum(TPA))

Update details of ingress points for plastic waste in

- Water Bodies
- Drains

Click add button for multiple entries

Add measures taken by ULB to stop ingress

Provide number of surface water bodies cleaned and plastic waste collected (TPA)

Section D – Question 3

3. Number of drains cleaned from Plastic Waste

Total Length of Drains (KMs)

Total length of Drains cleaned from Plastic Waste

Plastic waste collected (in Tons Per Annum(TPA))

Silt collected (in Tons Per Annum(TPA))

[← Previous](#) [Next →](#)

Provide details on drain cleaning

- Total Length of Drains
- Total length of drains cleans from plastic waste
- Plastic waste collected (TPA)
- Silt collected (TPA)

Enter 'Next' to submit the form



Declaration

Steps to follow

Declaration

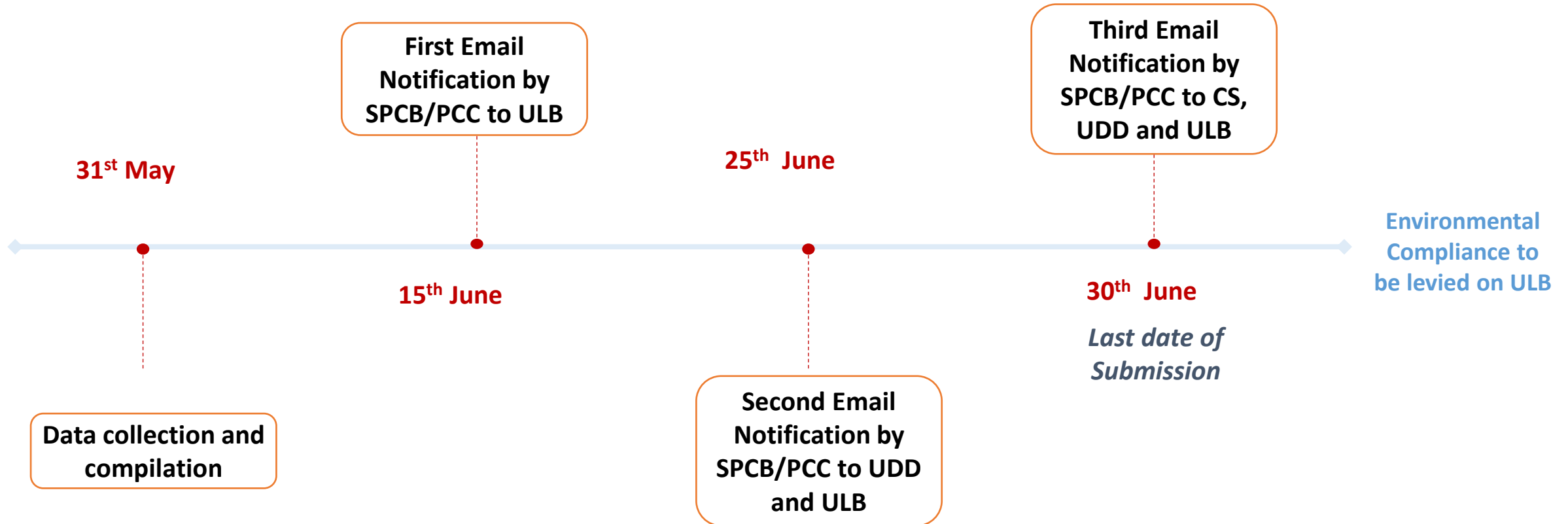
The form contains the following elements:

- Name**: Input field with instruction "Enter Name of authorised person".
- Designation**: Input field with instruction "Enter Designation of authorized person".
- Mobile No**: Input field with instruction "Enter Mobile Number".
- Email Id**: Input field with instruction "Enter Email ID".
- Declaration Download**: Link with instruction "Download declaration format".
- Upload Declaration**: Section with a file upload button labeled "Choose File" and "No file chosen", with instruction "Upload filled declaration form".
- Navigation Buttons**: Three buttons at the bottom: "Previous" (green), "Final Submit" (blue), and "Form Preview" (yellow with a document icon).
 - "Form Preview" has instruction "Click 'Form Preview' to re-view the form".
 - "Final Submit" has instruction "Click 'Final Submit' to submit the form".



Timeline for Submission - Form V Part A

Timeline for Submission



Thank You