

**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)

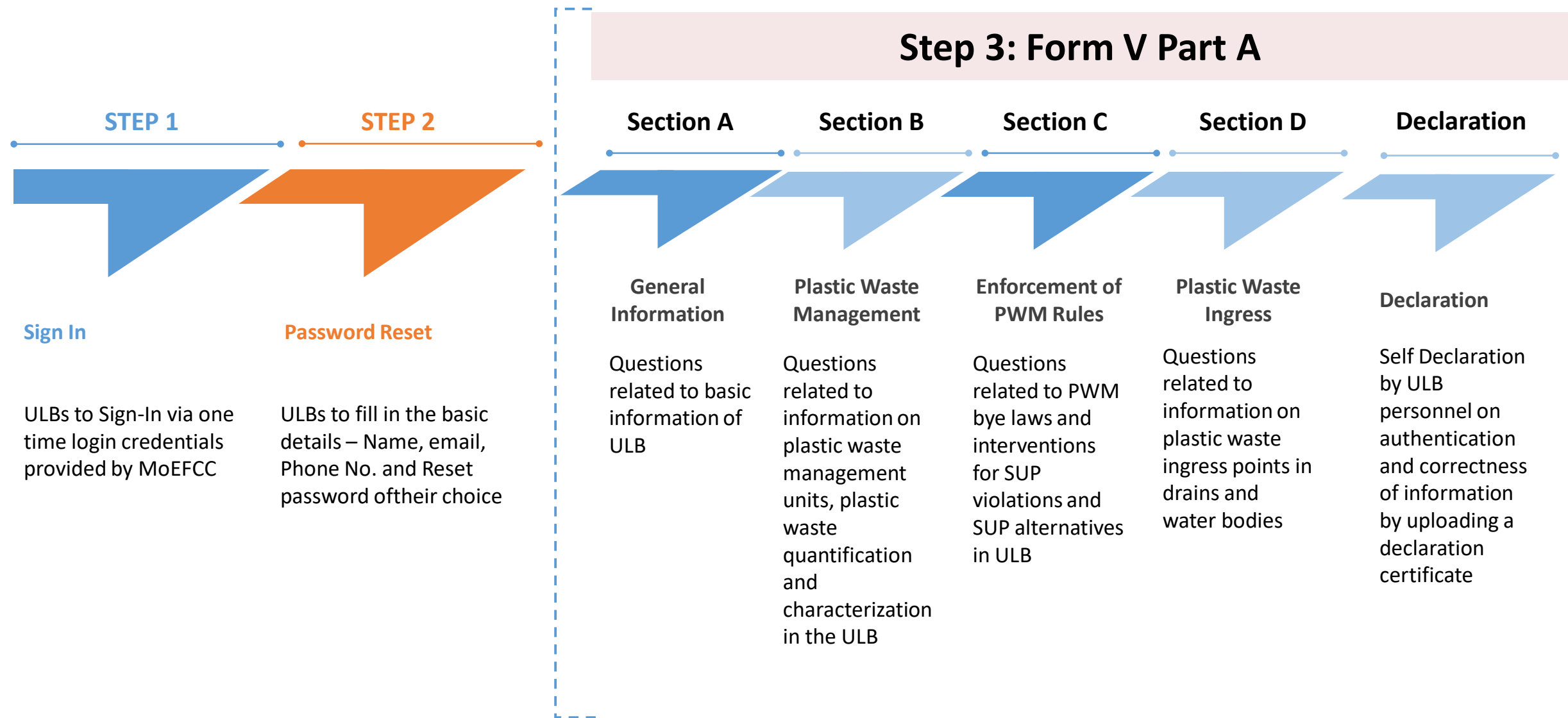
Training Module developed under “EU-India Resource Efficiency and Circular Economy Initiative (EUI RECEI) and “Circular Economy Solutions Preventing Marine Litter in Ecosystems” implemented by GIZ India in collaboration with Ministry of Environment, Climate Change and Forest. Trainings are Jointly conducted by MoEFCC, CPCB and GIZ India.



# 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)

No file chosen

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))

Attach Report

Choose FileNo file chosen

Attach image of Plastic Waste Characterization process

Choose FileNo file chosen

2. Compositional Characterization of Plastic Waste as per CPCB guidelines

Plastic Category	Quantity (in Tons Per Annum(TPA))	Remark
Cat I		
Cat II		
Cat III		
Cat IV		
Cat V		
Other (Recyclables)		
Other (Non-recyclables)		

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

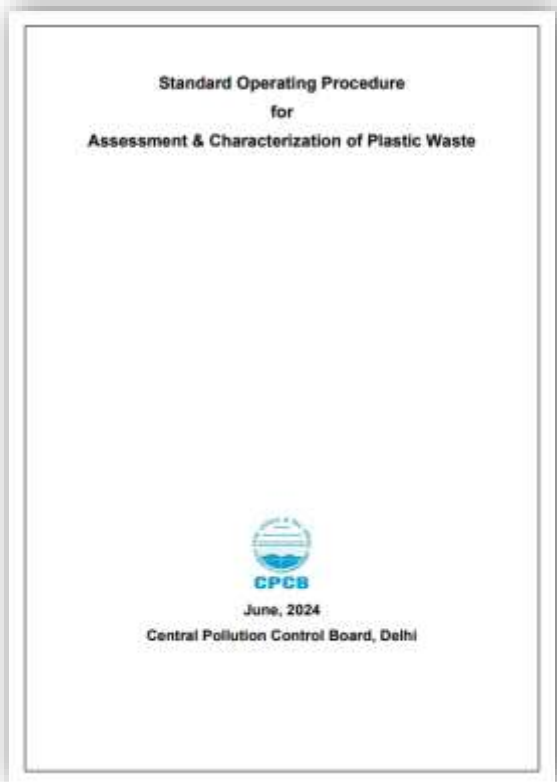
Attach report and image of waste characterization process

Update plastic waste quantities- category wise and remarks

# Projection of Plastic Waste to be Generated

- Population size and demographics type,
- Geographical size of the area,
- Economic growth,
- Type of consumer goods being sought and changes in manufacturing as well as packaging methods

# SOP for Plastic Waste Assessment by CPCB



- Parameters for waste assessment and characterisation
- Instructions on sampling locations and sample preparation
- Step wise procedure for plastic waste assessment for Urban Local Bodies
  - Quantity of Plastic waste generation, processed and disposed
  - Quantity of Plastic packaging waste generation, processed and disposed
  - Quantity of Single-use-plastic (SUP) generation, processed and disposed
  - Quantity of other (Non-packaging waste) generation, processed and disposed
- Information on validation of data reported by urban local bodies

**Link to access SOP for PW assessment and Characterisation:**

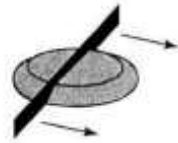
[https://cpcb.nic.in/uploads/plasticwaste/SOP\\_PWM\\_24062024.pdf](https://cpcb.nic.in/uploads/plasticwaste/SOP_PWM_24062024.pdf)

Sorting Sample size, number of vehicle loads, Vehicle load size and no. of days for sampling for Cities, Towns & Villages:

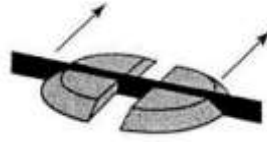
S. No.	Category	Minimum Population	Maximum Population	Confidence Level	Precision Level	Vehicle Load Size (kg)	Sorting Sample size (Kgs) (s)	Total no. of Samples To be collected (n)	Sampling Days (k)
1.	Village Panchayats	1000 (avg.)	4999	0.9	0.2	360#	90	7	5
2.	Cities & Towns	5000	99999	0.9	0.15	400	100	14	6
3.	Cities & Towns	>100000		0.95	0.1	480	120	45	7



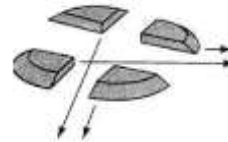
**Step:1- Preparation of cone**



**Step:2- Flattening & partitioning of cone in two parts**



**Step:3- Flattening & partitioning of cone in two parts**



**Step:4- partitioning of cone in four parts**



**Step:4- partitioning of cone in four parts**



**Step:5- Mix the two selected quarter for further analysis**

**Cone & Quarter Method as per CPCB SoP**

# 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				
b.Manual				

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--			Choose File N			+

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.	--select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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 f"/>	<input 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

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

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

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.

Choose File

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

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.

Choose File



# 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

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.								Choose File			

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.		--select--		+

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.							+

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.					--select--		+

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

Select

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

Themo 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

16. EPR Guidelines leveraged for PWM (Y/N)

Select

Details to be attached

Choose File No file chosen

← Previous

Next →

Enter EPR Registration number of ULB

Select from dropdown

Attach supporting document

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

Click 'Next' and proceed to next section

(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.		--select--			+

(vii) Details of Entities producing Alternatives

Sno.	Name of Entity	SUP Alternative Produced	Production Capacity (in Tons Per Annum(TPA))	Address	Add more +
1.					+

(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.							+

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

Sno.	Name	Address	Type of Alternative Sold	Add more +
1.				+

Previous

Next



## 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"/>	<div>Choose FileNo ...osen</div>	<input type="text"/>	<input type="text"/>	<div>+</div>

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"/>	<div>Choose FileNo ...osen</div>	<input type="text"/>	<input type="text"/>	<div>+</div>

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

Name

Designation

Mobile No

Email Id

Declaration Download

Upload Declaration

Choose File

No file chosen

Previous

Final Submit

Form Preview

Enter Name of authorized person

Enter Designation of authorized person

Enter Mobile Number

Enter Email ID

Download declaration format

Upload filled declaration form

Click 'Form Preview' to re-view the form

Click 'Final Submit' to submit the form

# Helpdesk Details

State and District Panchayat	Point of Contact Person & Details
<b>North Zone</b> Delhi, Chandigarh, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Punjab, Uttar Pradesh, Uttarakhand	<b>Mr Himendra Singh</b> <b>Mob:</b> +91-8279827621 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>
<b>Central &amp; West Zone</b> Chhattisgarh, DND&DNH, Goa, Gujarat, Madhya Pradesh, Maharashtra, Rajasthan	<b>Mr. Dhruv Tiwari</b> <b>Mob:</b> 9811222151 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>
<b>East Zone</b> Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Sikkim, Tripura, West Bengal	<b>Ms Bhumika Puri</b> <b>Mob:</b> +91-9599786742 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>
<b>South Zone</b> Andaman and Nicobar Islands, Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu, Telangana	<b>Shri Praveen Yadav</b> <b>Mob:</b> +91-9004162223 <b>Email:</b> <a href="mailto:plastics-mefcc@gov.in">plastics-mefcc@gov.in</a>

Thank You

Help Desk Email: [plastics-mefcc@gov.in](mailto:plastics-mefcc@gov.in)