

SUP Compliance Monitoring Portal

Instruction Sheet

Step 1: Access to the portal

- Access through cpcbplastic.in ; Click on **Screen Shot 1** : Homepage of Login portal
- Direct access through cpcbplastic.in/sup (Screenshot 1A)

SCREENSHOT 1A: REGISTRATION / LOGIN FOR SPCB/PCC/ Urban / Rural Local Bodies/ CPCB



STEP 2: Login for SPCBs/PCCs

- Select SPCBs/PCCs and Click on Register on Home page (Screen Shot 2)

Screenshot 2: Registration of SPCBs/PCCs

The screenshot shows a web browser window with the URL `cpcbplastic.in/sup/register`. The page title is "CPCB Monitoring Module for Compliance of SUP". A navigation bar contains links for Home, Plastic waste management rules, SUP Communications, National Dashboard, FAQ, and Instruction Sheet. The main content area is titled "New Registration" and contains the following form fields:

- User Type: Please Select (dropdown menu)
- First Name: [Text input field]
- Last Name: [Text input field]
- Address: [Text input field]
- Mobile: [Text input field]
- State: ANDAMAN AND NICOBAR ISLANDS (dropdown menu)
- Email Address: [Text input field]
- Password: [Text input field]

(b) Provide details- Name, email id, Phone no. etc. for Registration of SPCBs/PCCs (Screenshot 3) . Details of the nodal person of the SPCB/PCC to be provided .Initial Login Credential to be provided by CPCB. Subsequently, SPCBs/PCCs can change in the Password. How many logins to be permitted per State/ UT

Step 3: Registration of Local Bodies by SPCBs/PCCs

Screenshot 3: REGISTRATION OF LOCAL BODIES BY SPCBs/PCCs

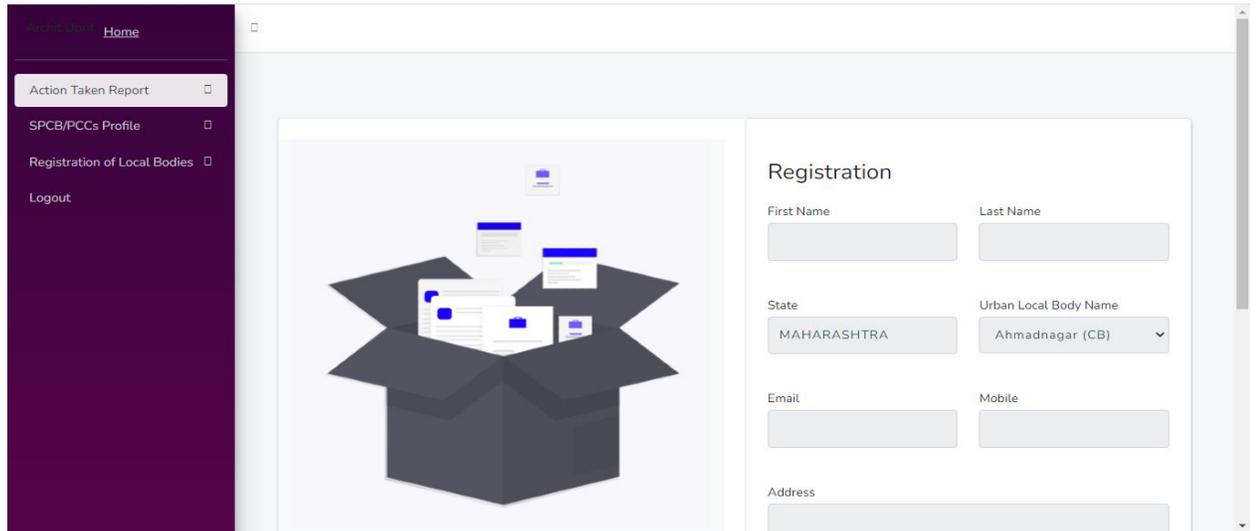
The screenshot shows a web browser window with the URL `cpcbplastic.in/sup/home`. The page title is "Action Taken Report on Sup Elimination". A sidebar on the left contains the following navigation options:

- Home
- Action Taken Report
- SPCB/PCCs Profile
- Registration of Local Bodies
 - Register
 - View
- Logout

The main content area displays the "Action Taken Report on Sup Elimination" with the following fields:

- Select Reporting Period:
 - Year: 2022 (dropdown menu)
 - Month: Jan (dropdown menu)
 - Fortnight: First (dropdown menu)
- PART A: Overall Status
- (1).Banned SUP Producers:
 - No of Units: [Text input field]
 - Cumulative Capacity: [Text input field]
 - Operational Capacity: [Text input field]
 - No. Consent Revoked/Modified: [Text input field]
- (2).No. of Major Commercial Establishment engaged in SUP sale: [Text input field]

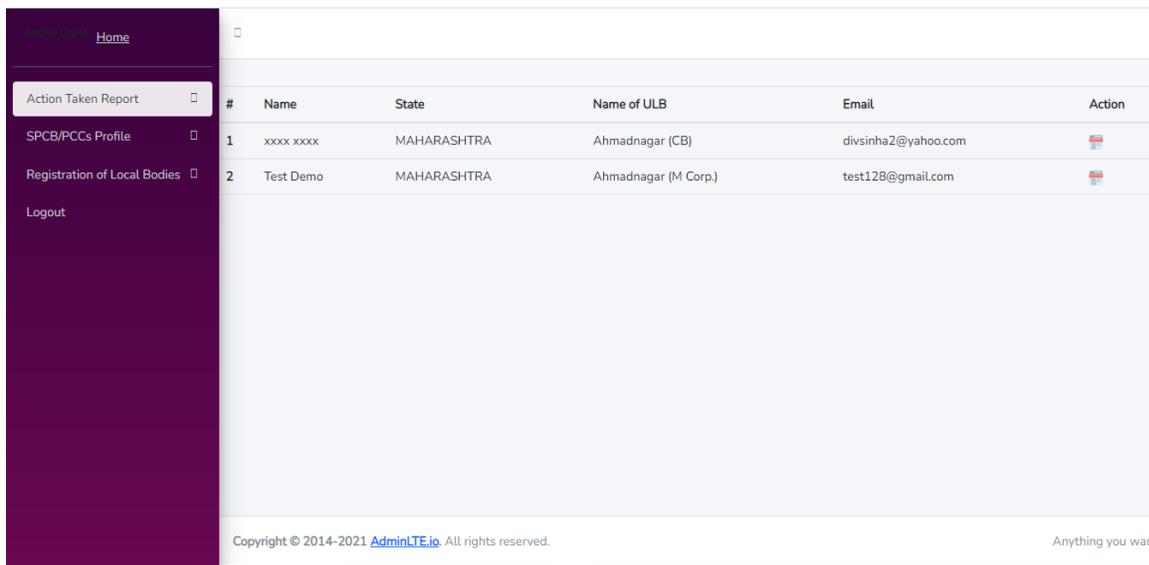
Screenshot 3A : REGISTRATION OF LOCAL BODIES BY SPCBs/PCCs



- (a) New Local Bodies can be added by clicking on Register in Screenshot 3
- (b) All Local Bodies in the State/UT to be Registered by the concerned SPCBs as per details given in Screenshot 3 A
- (c) Login credentials to be created by the SPCBs/PCCs and communicated to the Local Bodies, Email ids and Mobile no. of nodal person in the Local bodies to be provided by the Local body.

Step 4: View Registered Local Bodies by SPCBs/PCCs

Screenshot 4 : VIEW REGISTERED LOCAL BODIES BY STATE BOARD



- (a) Registered Local Bodies can be viewed by clicking on “View” in **Screenshot 3**
- (b) Registered Local bodies can be viewed in the format as given in **Screenshot 4**

Step 5: Login by Local Bodies

- (a) Registered Local bodies can login the portal by selecting Urban /Rural Local Bodies and clicking on Login on the Home page (**Screenshot 1A**)

Step 6 : Districtwise Inventory of SUP Producers,Sellers & Users By Local Bodies

Screenshot 6: Inventory of SUP entities

Inventory of SUP Entities

Registration of Field Officers

Allot Entities For Inspections

Logout

Inventorization of SUP Producers, Sellers & Users

View Listed SUP Producers, Sellers&Users

Add New Entity

State: MAHARASHTRA

District: Ahmadnagar (CB)

ULB/GP: Ahmadnagar (CB)

Ward no. (for ULBs):

Address with contact no.:

Email-ID:

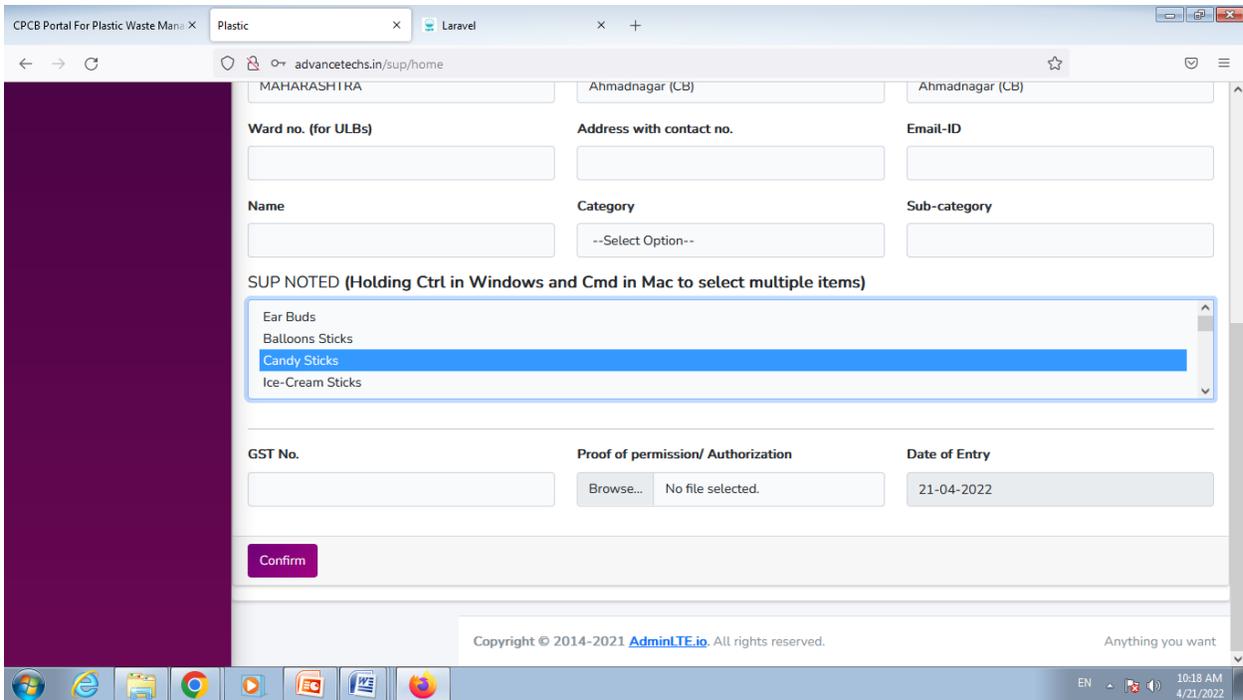
Name:

Category: --Select Option--

Sub-category:

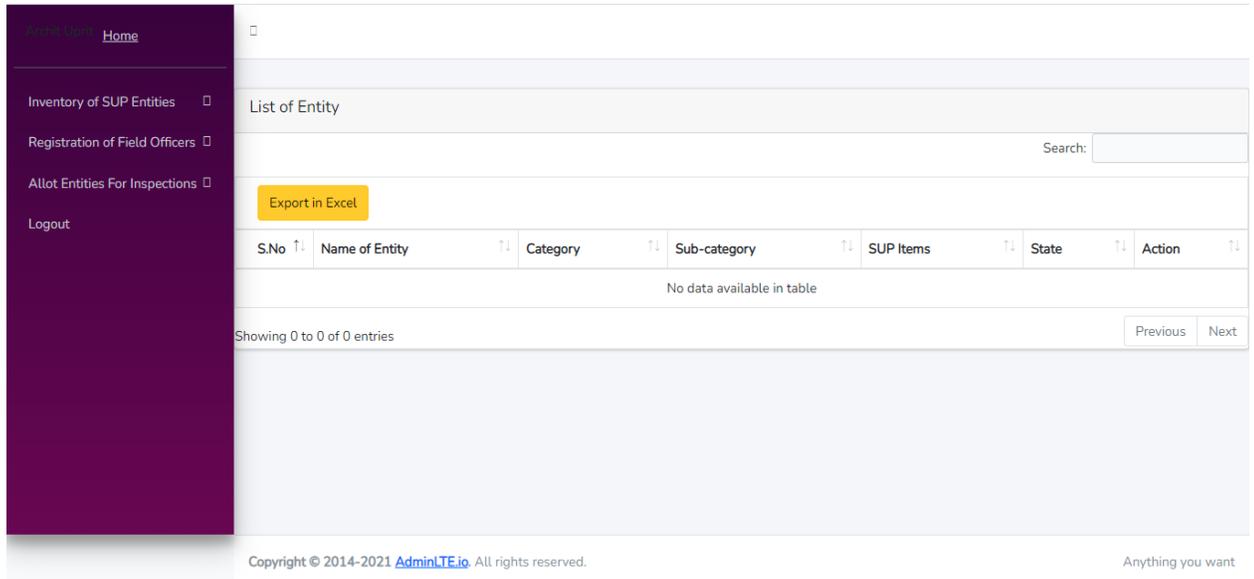
SUP NOTED (Holding Ctrl in Windows and Cmd in Mac to select multiple items)

Screenshot 6A: Inventory of SUP Entities (Continued)



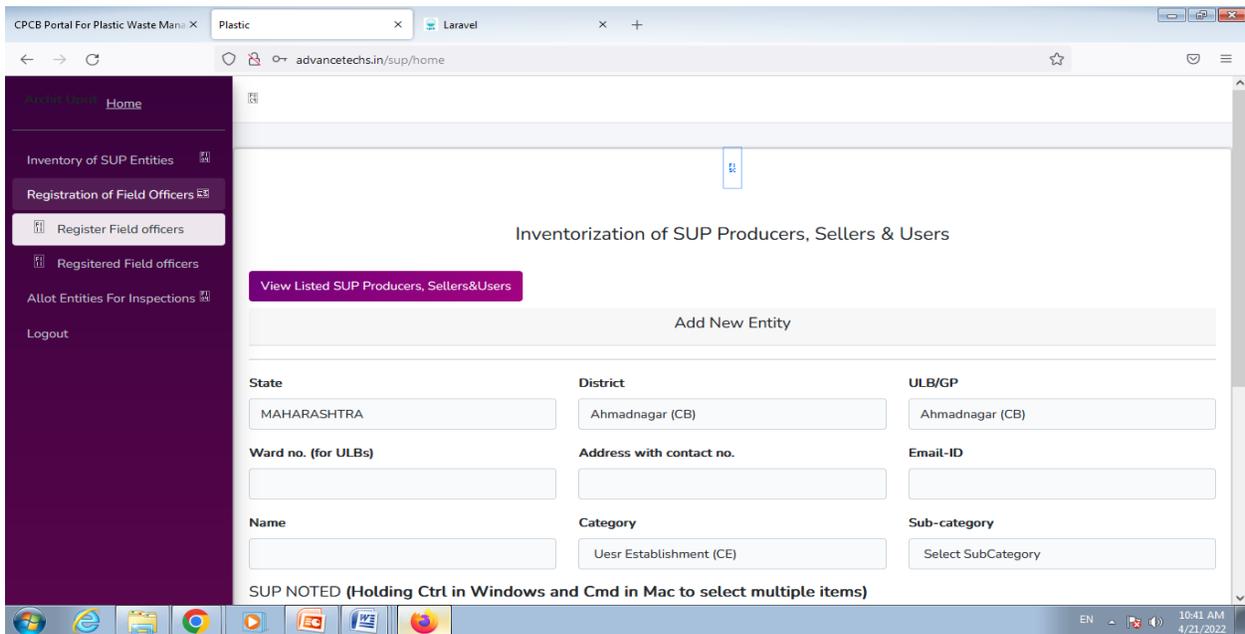
- (a) Local bodies to key in details of SUP Producers, Sellers & Users including :
- Name, Address (including contact no.) , email id, Ward No.,
 - Category (Producer, Seller, User establishment),
 - Subcategory :
 - ✓ Producer : Formal/ Informal
 - ✓ Seller: (Distributor, Retailer, Stockist, Shopkeeper)
 - ✓ User Establishment: (Mall, Hotels, Restaurants, Institutions, office, others)
 - SUPs noted onsite to be selected through Dropdown menu
 - GST No.
 - Soft copy Proof of permission/Authorization by local authority to be uploaded
- (b) Click on “Confirm” to confirm details of the existing entities (**Screenshot 6A**)
- (c) Existing listed entities can be viewed by clicking on “View Listed SUP Producers, Seller & Users” (**Screenshot 6**). The listed entities shall be displayed as shown in **Screenshot 6B**

Screenshot 6B: VIEW OF LISTED ENTITIES BY LOCAL BODIES

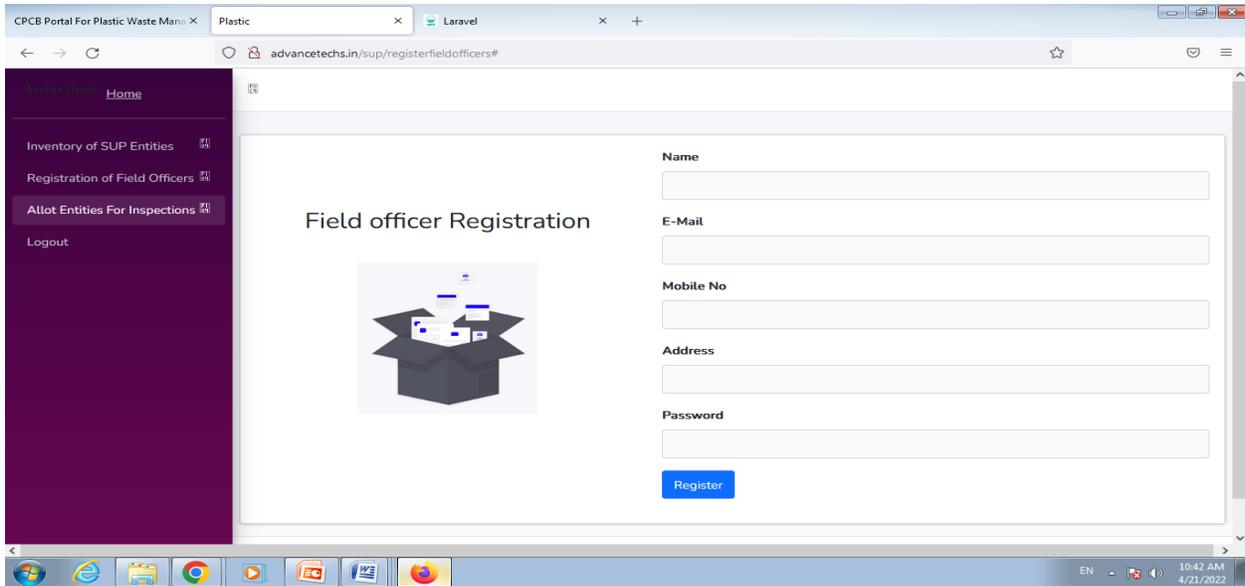


Step 7: Registration of Field Officers by Local Bodies

Screenshot 7: Registration of Field Officers



Screenshot 7a : Registration of Field Officers (Contd)



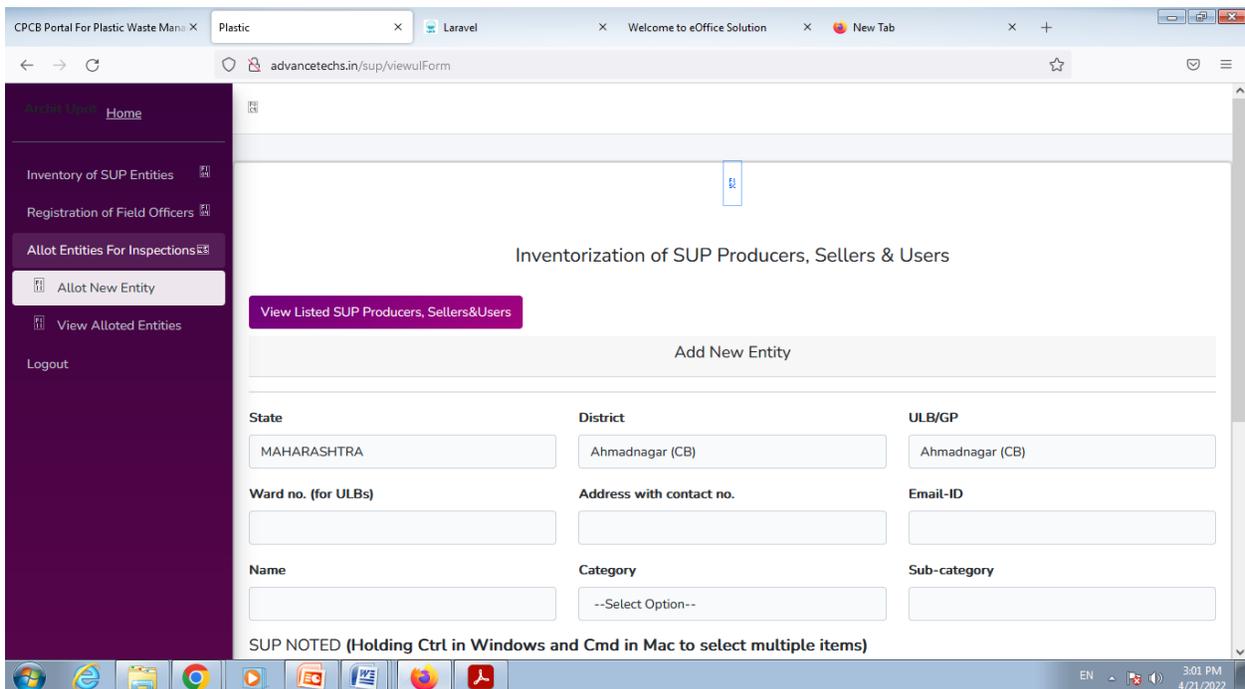
(a) Click on “Registration of Field Officers” followed by “Register Field officers” (**Screenshot 7**)

(b) Create Password & provide details (Name, Email id , Mobile No. & Password) of Field officers (**Screenshot 7 a**)

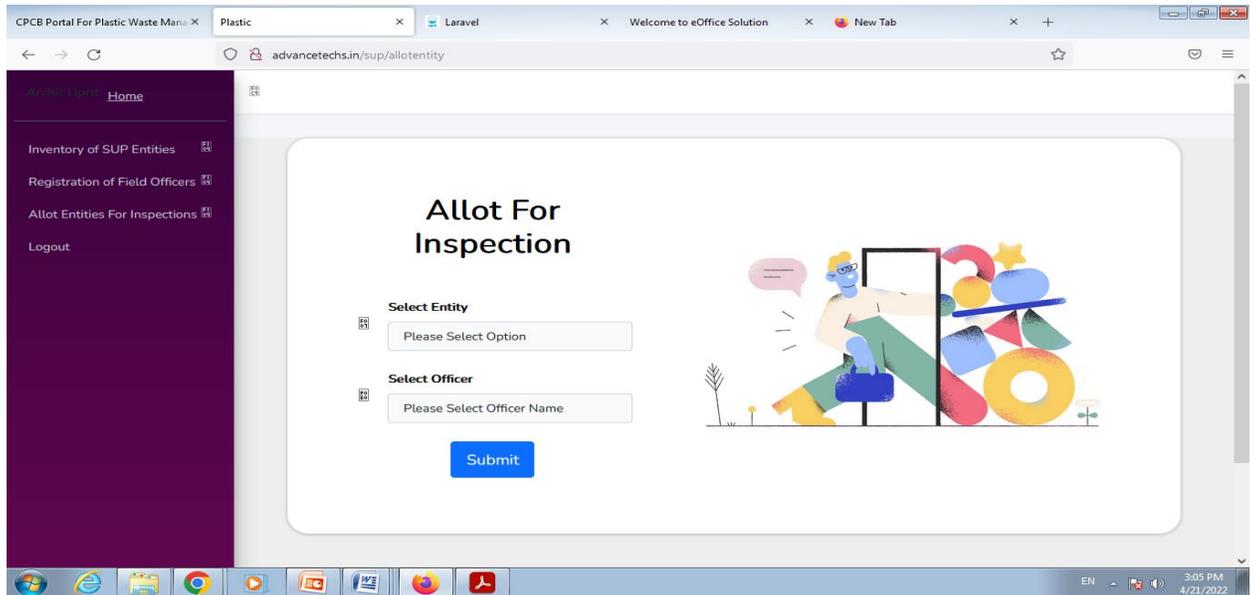
(c) Registered Field Officers can be viewed by clicking of “Registration of Field Officers” followed by “Registered Field officers” (**Screenshot 7**)

Step 8: Allotment of Entities for Inspection by Local Bodies

Screenshot 8 : Allotment of Entities for Inspection



Screenshot 8a: Allot Entities for inspection (Contd)

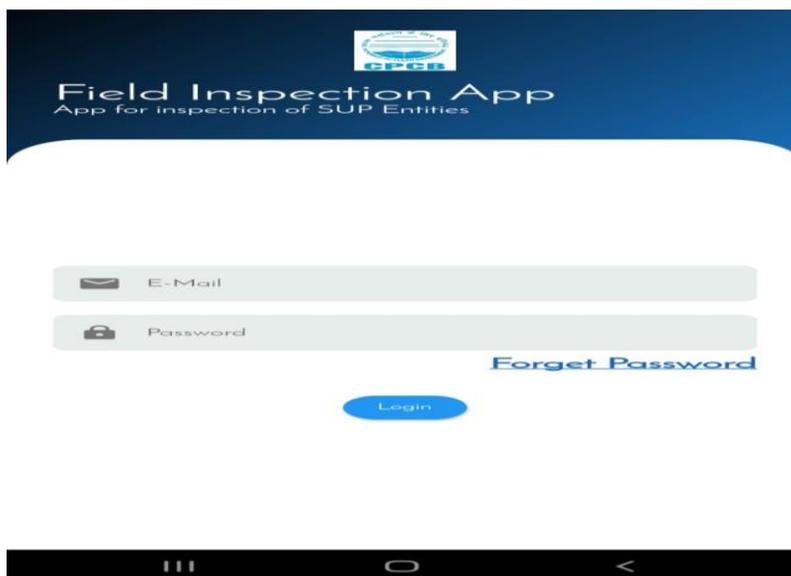


- (a) Local bodies can allocate the entities for inspection to the registered field officers by clicking on “Allot Entities for Inspection” and then “ Allot New Entity “ **(Screenshot 8)**
- (b) Entities to be allotted and the concerned field officer can be selected from the drop-down menu **(Screenshot 8A)**

Step 9: Field inspection by Field Officers

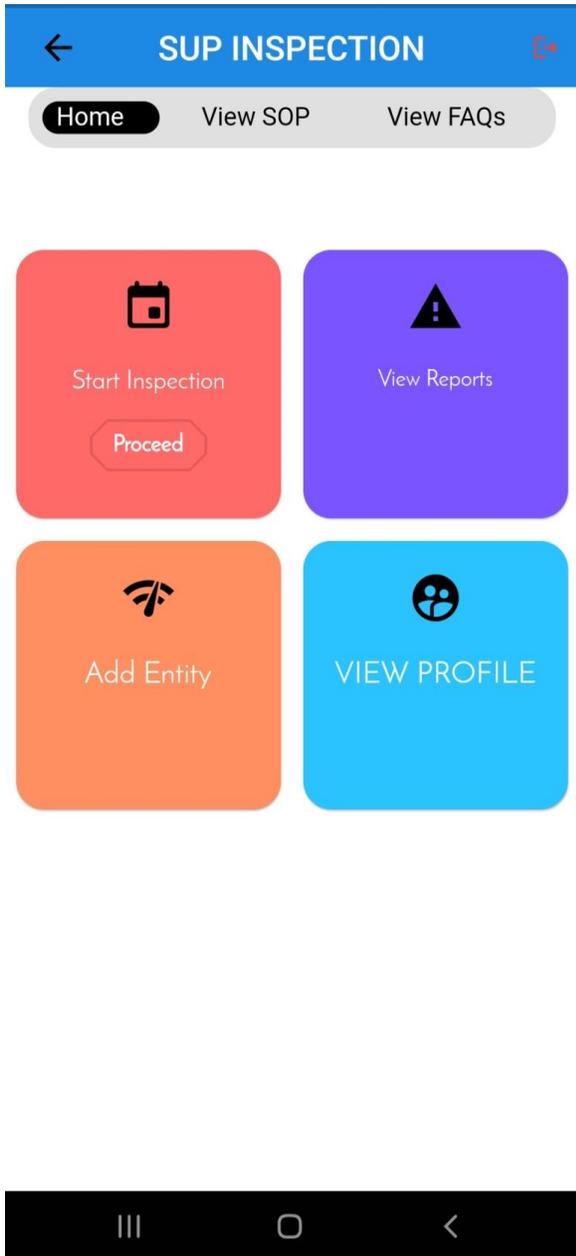
- (a) Field inspection by Field Officers can be initiated through the Field inspection module **(Screenshot 9, 9 A, 9B)**

Screenshot 9: Field Inspection Login of field officer

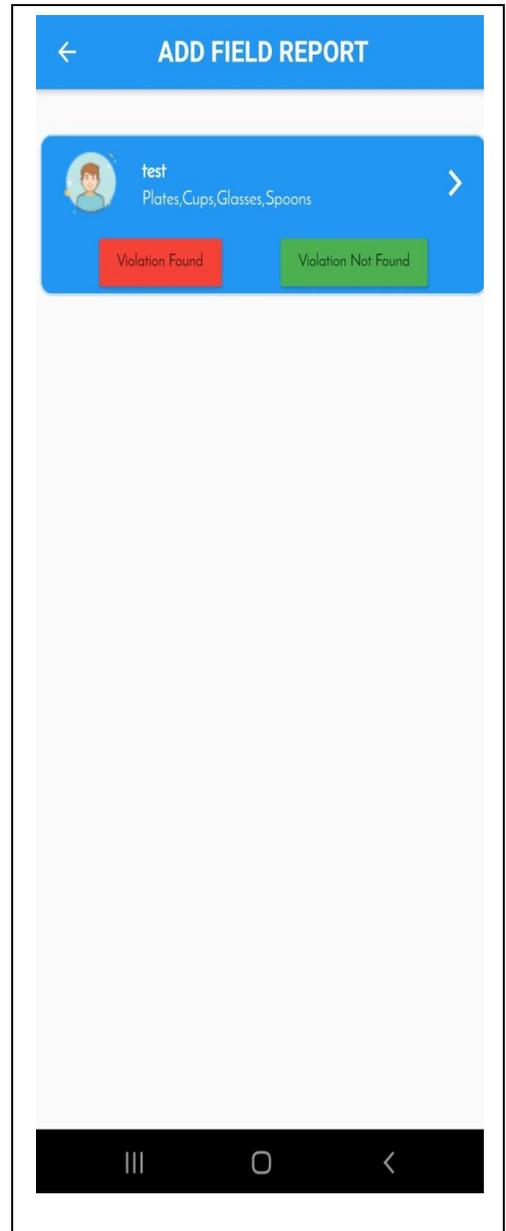


- (b)

Screenshot 9A : Starting inspection
Field Inspection module



Screenshot 9B: Adding Field
Inspection Report



Step 10: Filing of Information by SPCBs/PCCs

The format of Action taken Report has been prepared to provide fortnightly information w.r.t Comprehensive Directions for elimination of SUP issued to SPCB/PCC.

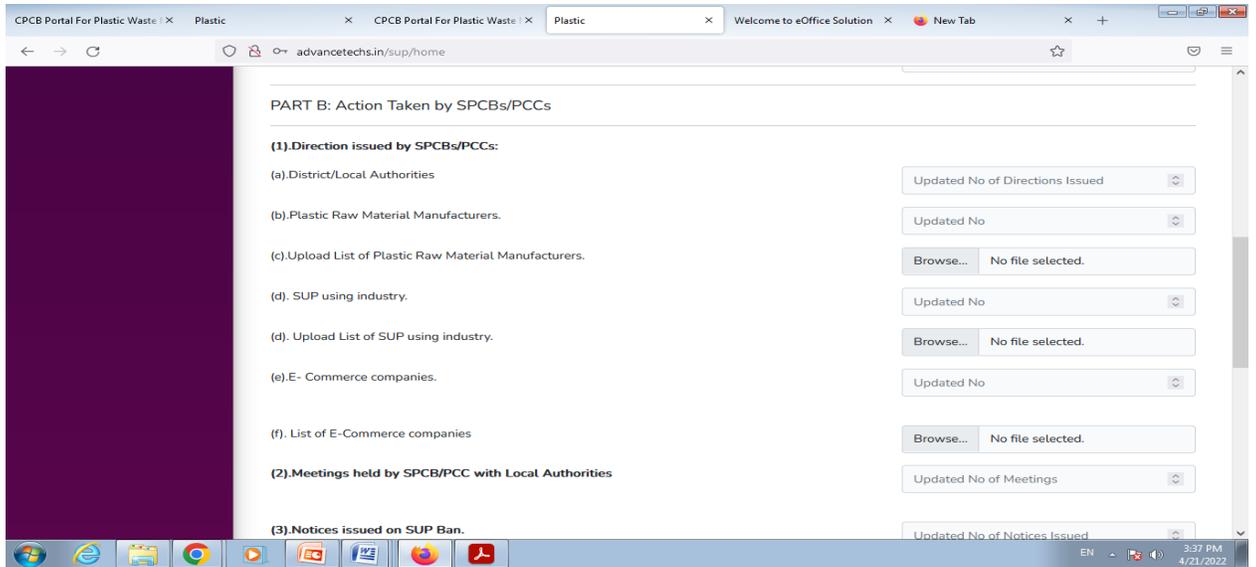
Information provided by Local bodies to be checked through random inspections and other desired means prior to it being submitted to CPCB

How will the consolidated information be made available to SPCB/PCC

Screenshot 10: Action Taken Report by SPCBs/PCCs

The screenshot displays a web browser window with the URL `advancetechs.in/sup/home`. The page title is "Action Taken Report on Sup Elimination". On the left, there is a dark purple sidebar menu with the following items: "SPCB/PCCs Profile", "Registration of Local Bodies", and "Logout". The main content area contains a "Select Reporting Period:" section with three dropdown menus: "Year" (set to 2022), "Month" (set to Jan), and "Fortnight" (set to First). Below this is a section titled "PART A: Overall Status". Underneath, there is a sub-section "(1).Banned SUP Producers:" which contains a table with four columns: "No of Units", "Cumulative Capacity", "Operational Capacity", and "No. Consent Revoked/Modified". Each column has a corresponding input field with the text "No of Units", "Capacity", "Operational Capacity", and "No of Consent Revoked/Modified" respectively. Below the table, there are two more rows of data: "(2).No. of Major Commercial Establishment engaged in SUP sale" with an input field containing "Updated No", and "(3).No of Commercial Esatblishments engaged in SUP usage" with an input field containing "Updated No". The browser's taskbar at the bottom shows various application icons and the system clock indicating 3:35 PM on 4/21/2022.

Screenshot 10A: Action Taken Report by SPCBs/PCCs (Continued)



Screenshot 10B: Action Taken Report by SPCBs/PCCs (Continued)

