

Instruction sheet to access Web-Portal for EPA recognition and filing application

1. The user has to access the following web page for registration of the laboratory (<https://cpcbepalab.in/epalab>).
2. New User has to register in the web portal by clicking on **New Registration tab**. Before going into registration, laboratory has to select category of the laboratory at home page first.
3. Details of Laboratory with mailing address, E-mail ID and phone number has to be provided to generate the login credentials and followed the acceptance and rejection of the registration after verification from DH Inst Lab.
4. Name of Laboratory Head/Authorized Person, Contact details like Mobile number and E-mail ID has to be filled in the respective columns.
5. After Registration, the user has to login through **Already Registered tab** and fill the prerequisite information, which are mandatory.
6. In case of Change of the laboratory name and Change of the laboratory address, apply afresh and fee shall be applicable accordingly.
7. In case of Addition/substitution of Govt. Analysts, apply as a renewal case and fee shall be applicable accordingly.
8. The details as filled during the registration will be auto-fetched at the time of filling the application.
9. After filling all the information, laboratory has to confirm the application and proceed for payment before submitting the application.
10. All the files to be uploaded should in PDF format of maximum size of 2MB.
11. Timely alerts will be received in the form of SMS/E-mail.
12. Application status can be viewed on the Applicant DASHBOARD.
13. Applications incomplete in any form may be returned to concerned laboratory. The lab may be update/edit the application as per the requirement and submit it through the **verification form** link only. The laboratory should make sure that the application is submitted only after completing all the required fields.
14. Applicant is advised to check the portal on regular intervals for updates regarding application form.

Note: -

1. *It is advisable to keep all the uploading documents (as per E(P)A guidelines) handy for seamless filling up of application.*
2. <https://cpcb.nic.in/list-recognized-laboratories/> go through this website prior to application filling