

CONTENT

SL.NO	TOPIC
1	Introduction
2	Procedure
3	Forms with details
4	Self- Certification
5	Inspection Reform
6	Notification

Chapter 1

About Us

1.1 Introduction

State Pollution Control Board, Assam is an autonomous statutory organization constituted on 2nd June, 1975 under the provision of section 4 of the Water (Prevention & Control of Pollution) Act 1974 with a view to protecting the environment and preventing and controlling the pollution of water and air in the State of Assam, occupying a prominent niche in progressive and industrial development of the country.

1.2 Function & Activities

The primary activities, functions and responsibilities are based on as per provisions of the Acts & Rules, and the Board has been performing following activities within the State of Assam :

1.	Comprehensive programme on Water, Air, Land etc., Pollution Control and Execution thereon.
2.	Advice and liaison with the State Government on any matter concerning environmental pollution.
3.	Collection and dissemination of data and information on pollution and environmental problems and preparation of reports thereon.
4.	Investigation and research relating to pollution and environmental problems.
5.	Collaboration with the programmes of the Central Pollution Control Board, Ministry of Environment and Forests, State Government, NGOs and other organizations relating to pollution control and environment and organise Mass Education Programmes.
6.	Issue of N.O.C. and Consent to industries and other development projects.
7.	Inspections of sewage, trade effluent sites, industries, various industrial, plants and Sewage Treatment Plants.
8.	Monitoring of industrial/trade effluents, water bodies, air and soil, and laboratory analysis thereon.
9.	To evolve economical and reliable methods of treatment of sewage and effluent.
10.	To evolve economical and reliable methods of treatment of sewage and effluent.
11.	To establish or to recognize laboratories for performing functions under the Acts and Rules.
12.	Assessment and collection of water cess.
13.	Environmental education to public, students and others, and publication of mass-education materials.
14.	Advise the State Government regarding location of industries, etc.
15.	Enforcement of the provisions of the aforesaid rules and monitoring thereof.

1.3 Constitution of the Board

The State Government nominates the members of Pollution Control Board, Assam. The board originally constituted as per Section 4 of the Water (prevention & Control of Pollution) Act, 1974 on 2nd June, 1975, was reconstituted during 1981, 1982, 1984, 1985, 1986, 1991, 1993, 1994, 1996, 1997, 2000, 2005 and 2008.

The constitution of present Board is given below:

Commissioner & Secretary to the Govt. of Assam, Environment & Forests Department, Dispur or his nominee	Er. Hemanta Kumar Gogoi. Chairman, Pollution Control Board, Assam	The Chief Conservator of Forests wildlife
Deputy Secretary to the Govt. of Assam, Finance Department		Shri H. K. Choudhury. WWT.
Chief Public Health Engineer or Addl. Chief Public Health Engineer, Assam		Director of Industries/ Addl. Director of Industries of Assam
Director, Urban Development Department, Government of Assam		Managing Director, Assam Petrochemicals Ltd.
Public Analyst to the Govt. of Assam, State Public Health Laboratory, Bamunimaidam, Guwahati-21.		Dr. Dulal Goswami (Retd.) Head of Environmental Science, Guwahati University.
Dr. A. K Baruah (Retd.), Director, ASTEC		Dr. Anowaruddin Choudhury,
Assam Science Society (President or his representative)		Sri Abhijit Baruah, Ex-Chairman, CII, NE Chapter.
Shri Mozibur Rahman, Ex-Lecturer, Nagaon College		Member Secretary Pollution Control Board, Assam

1.4 List of Approvals

SL NO	LIST OF PRE ESTABLISHMENT APPROVALS	REMARK
1	Application for Consent to Establish (under Water Act, 1974 and Air Act, 1981)	
2	Application for Consent to Establish (under Water Act, 1974 and Air Act, 1981) for Expansion Units 3	
	LIST OF PRE OPERATION APPROVALS	
3	Application for Consent to Operate (under Water Act, 1974 and Air Act 1981)	

4	Application for Consent to Operate (under Water Act, 1974 and Air Act, 1981) for Expansion Units 47	
5	Application for Consent to Operate (under Water Act, 1974 and Air Act, 1981) for combined existing and expansion Units 48	
6	Application for obtaining authorization for generation/ collection/storage/dismantling/recycling/ of e-waste under the Electronic Waste Management Rules, 2016 (Form I) 13	
7	Application for authorization for handling Municipal Solid Waste for Processing/recycling/treatment and disposal of solid waste under the Solid Waste Management Rules, 2016 (Form I) 18	Not to be made online only offline download.
8	Application for authorization for handling biomedical waste under the Bio Medical Waste Management Rules, 2016 42	
9	Application required for grant of authorisation for generation or collection or storage or transport or reception or recycling or reuse or recovery or pre-processing or co-processing or utilisation or treatment or disposal of hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form I)	
10	Application required for grant of authorisation to the occupiers, recyclers, re-processors, re-users, users and operators of disposal facilities under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form II) 35 (certificate)	
11	Application for authorization to create construction and demolition waste processing facility under Construction and Demolition Waste Management Rules, 2016 46	
12	Application for Registration of Unit for Manufacture of Plastic Carry Bags & Containers, Multi layered Plastics Pouch or Sachet under the Plastic Waste Management Rules, 2016 41	
13	Application for Registration of Unit for Producers or brand owners under the Plastic Waste Management Rules, 2016 (Form I) 37	
14	Application form for registration of units engaged in processing or Recycling of plastic waste under the Plastic Waste Management Rules, 2016 (Form II) 38	
15	Application for registration for manufacturers of plastic raw materials under the Plastic Waste Management Rules, 2016 (Form III) 39	
	LIST OF POST COMMENCEMENT APPROVALS	
16	Application required for grant/renewal of authorisation for generation or collection or storage or transport or reception or recycling or reuse or recovery or pre-processing or co-processing or utilisation or treatment or disposal of hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form I) 34	
17	Application for consent for establishing or taking any steps for establishment of Industry operation process or any treatment disposal system for discharge, continuation of discharge under section 25 or section 26 of the Water (Prevention and Control of Pollution) Act, 1974. (Form XIII) 49	
	ANNUAL RENEWALS AND RETURNS	
18	Renewal for Consent to Operate (under Water Act, 1974 and Air Act, 1981) 50	
19	Application Form for filling Annual Returns for E Waste 17	
20	Application for Annual Returns by producer/collection centre/dismantler/recycle under the Electronic Waste Management Rules, 2016 (Form III) 15	
21	Application for renewal of authorisation under the Bio Medical Waste Management Rules, 2016. (Form II) 43	

22	Application for ANNUAL REPORT to be submitted by the occupier of health care facility (HCF) or common bio-medical waste treatment facility (CBWTF)] under the Bio Medical Waste Management Rules, 2016 (Form – IV) 45	
23	Application for Annual Returns in Form-IV by operator of plastic waste processing or recycling facility of plastic waste to be submitted to the local body under the Plastic Waste Management Rules, 2016 40	
24	Application Form for filing (Half Yearly) returns of Sale of new batteries and collection of used batteries To be submitted by manufacturer / assembler / re-conditioner under the Batteries (Management and Handling) Rules, 2001 (Form I) 4	
25	Application Form for filing (Half Yearly) returns of Sale of Lead Acid Batteries to be submitted by the Importer of New Lead batteries under the Batteries (Management and Handling) Rules, 2001 (Form IV) 7	
26	Application Form for filing (Half Yearly) returns by recyclers of used batteries under the Batteries (Management and Handling) Rules, 2001 (Form VII) 10	
27	Application Form for filing (Half Yearly) returns for bulk consumers of batteries under the Batteries (Management and Handling) Rules, 2001 (Form VIII) 11	
28	Application Form for filing (Half Yearly) returns by auctioneer of used batteries under the Batteries (Management and Handling) Rules, 2001 (Form IX) 12	
29	Application required for renewal of authorisation for generation or collection or storage or transport or reception or recycling or reuse or recovery or pre-processing or co-processing or utilisation or treatment or disposal of hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form I) 34	
30	Application required for renewal of authorisation to the occupiers, recyclers, re-processors, re-users, users and operators of disposal facilities under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form II) 35	
31	Application Form for filing annual returns under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form IV) 24	
	OTHER APPROVALS, RETURNS & RENEWALS	
32	Application for Consent to Operate (under Water Act, 1974 and Air Act, 1981) based on self-certification/third party certification 51	
33	Auto Renewal for Consent to Operate (under Water Act, 1974 and Air Act, 1981) based on self-certification/third party certification 52	
34	Form for maintaining records of e-waste handled/generated (Form 2) 14	Not to be made online only offline download.
35	Application form for registration of facilities possessing environmentally sound management practice for recycling e-waste (Form 4) 16	
36	Form for registration of importer of new lead acid Batteries/ primary lead under the Batteries (Management and Handling) Rules, 2001 (Form II) 5	Not to be made online only offline download
37	Undertaking to be submitted by importer of new lead acid batteries (Form III) 6	Not to be made online only offline download
38	Form for filing half yearly returns of Sale of New batteries and collection of old batteries to be submitted by dealers to the manufacture under the Batteries (Management and Handling) Rules,	Not to be made online only offline download

	2001 (Form V) 8	
39	Application Form for registration of facilities possessing environmentally sound management practice for recycling of used Lead Acid batteries (Form VI) 9	
40	Application Form for Accident Reporting under the Solid Waste Management Rules, 2016. 19	Not to be made online only offline download
41	Format Solid Waste Management Rules, 2016. (Form III) 20	Not to be made online only offline download
42	Format of annual report to be submitted by the operator of facility to the local body under the Solid Waste Management Rules, 2016. (Form III)	Not to be made online only offline download
43	Format for maintaining records of hazardous and other wastes under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form III) 23	Not to be made online only offline download
44	Application for import or export of hazardous and other waste for reuse or recycling or recovery or co-processing or utilisation under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form V) 25	
45	Form for Transboundary movement - movement document under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form VI) 26	
46	Application form for one time authorisation of traders for part-d of schedule III, waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form VII) 27	
47	Labelling of containers of hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form VIII) 28	Not to be made online only offline download
48	Transport emergency (TREM) card (To be carried by the transporter during transportation of hazardous and other wastes, provided by the sender of waste) under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form IX) 29	Not to be made online only offline download
49	Manifest for hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form X) 30	Not to be made online only offline download
50	Format for reporting accident under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form XI) 31	Not to be made online only offline download
51	Application for filing appeal against the order passed by State Pollution Control Board under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form XII) 32	Not to be made online only offline download
52	Notice of inspection under the Air (Prevention and Control of Pollution) Act, 1981. (Form II under rule 10(2) 53	Not to be made online only offline download
53	Notice of inspection under the Water (Prevention and Control of Pollution) Rules, 1975. (Form XIV under rule 33(2) 54	Not to be made online only offline download
54	Application Form for Accident Reporting under the Bio Medical Waste Management Rules, 2016. (Form I) 42	Not to be made online only offline download
55	Application for renewal of authorisation under the Bio Medical Waste Management Rules, 2016. (Form II) 43	

Chapter-2

Procedure

2.1 Consent to Establish

- 2.1.1 Check the website of the PCBA to locate Regional Office which is closest to the proposed site.
- 2.1.2 Visit the Regional Office and guidance from the Regional Officer and collect information on documents and fees to be furnished along with Application Form, this information are available in the PCBA website also.
- 2.1.3 Submit Application Form along with documents and fees (DD in favour Member-Secretary, Pollution Control Board, and Assam) at Regional Office.

- 2.1.4 Received by Regional Office, assigned to concerned AE/AEE for verification and scrutiny.
- 2.1.5 If the above are found to be in order then, inspection is done; if not, the applicant is informed to submit the lacking documents and fees.
- 2.1.6 The file is forwarded to the higher officer for further scrutiny.
- 2.1.7 All applications for 'Consent to Establish' are recommended and forwarded to the Head Office.
- 2.1.8 At the Head Office, the application is received and endorsed to the concerned zone.
- 2.1.9 Processing of the application is initiated by concerned AE/AEE through EE-SEE-ACEE-MS, finally approved / not approved by the Chairman.
- 2.1.10 If approved the Consent order is prepared and by the Member-Secretary for issuance.
- 2.1.11 If not approved, regrets letter is sent to the applicant.

Source: As per the notification No. WB/G-1248/15-16/35 issued by Pollution Control Board, Assam

2.2 Consent to Operate

- 2.2.1 Check the website of the PCBA to locate Regional Office which is closest to the proposed site.
- 2.2.2 Visit the Regional Office and guidance from the Regional Officer and collect information on documents and fees to be furnished along with Application Form, these information are available in the PCBA website also.
- 2.2.3 Submit Application Form along with documents and fees (DD in favour Member-Secretary, Pollution Control Board, and Assam) at Regional Office.
- 2.2.4 Received by Regional Office, assigned to concerned AE/AEE for verification and scrutiny.
- 2.2.5 If the above are found to be in order then, inspection is done; if not, the applicant is informed to submit the lacking documents and fees.
- 2.2.6 The file is forwarded to the higher officer for further scrutiny.
- 2.2.7 Initial 'Consent to Operate' are recommended and forwarded to the Head Office. Also the following are forwarded to the Head Office
 - (a) 'Consent to Operate' applications of Red category industries.
 - (b) 'Consent to Operate' applications of Health Care Units having investment more than 50 lakhs.
 - (c) 'Consent to Operate' applications of DG sets having investment more than 10 lakhs.
 - (d) 'Consent to Operate' applications of all Green and Orange category industries having investment more than 5.0 crore.
- 2.2.8 If the investment of the project is less than 5.0 crore, the 'Consent to Operate' order is issued by the Regional Officer. Such applications include:
 - (a) Green and Orange Category industries having investment below 5.0 crore.
 - (b) Stone Crushers having investment below 10 lakhs.

(c) Pathological Laboratories total having investment below 5.0 lakhs.

(d) DG Sets having investment more than 10 lakhs.

2.2.9 At the Head Office, the application is received and endorsed to the concerned zone.

2.2.10 Processing of the application is initiated by concerned AE/AEE through EE-SEE-ACEE-MS, finally approved / not approved by the Chairman.

2.2.11 If approved the Consent order is prepared and by the Member-Secretary for issuance.

2.2.12 If not approved, regrets letter is sent to the applicant.

Source: As per the notification No. WB/G-1248/15-16/35 issued by Pollution Control Board, Assam.

2.3 Authorization of Hazardous Waste

2.3.1. Check the website of the PCBA to locate Regional Office which is closest to the proposed site.

2.3.2. Visit the Regional Office and get guidance from the Regional Officer and collect information on documents to be furnished along with Application Form, these information are available in the PCBA website also.

2.3.3. Submit application Form along with documents at Regional Office.

2.3.4. Received by Regional Office, assigned to concerned AE/AEE for verification and scrutiny.

2.3.5. If the above are found to be in order, then inspection is done; if not, the applicant is informed to submit the lacking documents & fees.

2.3.6. The file is forwarded to the higher officer for further scrutiny.

2.3.7. Regional Officer recommends and forwards the application to Head Office.

2.3.8. Processing of the application is received and Endorsed to the concerned zone.

2.3.9. Processing of the application is initiated by concerned AE/AEE through EE-SEE-ACEE- MS, finally approved/not approved by the Chairman.

2.3.10. If approved, the Authorization order is prepared and signed by the Member-Secretary for issuance.

2.3.11. If not approved, the regret letter is sent to the applicant.

Source: As per the notification No. WB/G-1248/15-16/35 issued by Pollution Control Board, Assam.

2.4 Common Procedure

2.4.1 Download a sample copy of the form, from the EODB PORTAL.

2.4.2 Check the sample copy of the form to ensure that all required information and documents as per the checklist are available with you.

- 2.4.3 Click on "Apply Online" link of the form.
- 2.4.4 Read the Instructions & Procedures provided for online application carefully.
- 2.4.5 Read the checklist provided and ensure all required documents are scanned either in pdf or jpg/jpeg format. Ensure that the file size does not exceed 2 MB each.
- 2.4.6 Read the user agreement carefully and click on "I Agree", before proceeding to fill up the online form.
- 2.4.7 Fill up the online application form with all relevant information, while ensuring that no facts are misrepresented.
- 2.4.8 Upload scanned copy of all the required documents along with the scanned copy of the fee paid Challan/deposit slip (If paid offline).
- 2.4.9 In case you wish to submit few documents by courier due to its voluminous nature, please tick the option of "Send by Courier" against the particular document in the upload section.
- 2.4.10 Check the preview of the form to ensure that all filled up information and uploaded documents are in order and correct. In case some discrepancy is noted, you may edit the form as required. If everything is in order, you can click on Submit.
- 2.4.11 After the preview, once the form is submitted, no further alteration can be made in the form. At this stage you may download a copy of the final filled out form in pdf or you may print the same for your reference and record.

In case you have opted to send documents by courier, please follow the following additional steps, however if you have uploaded all relevant documents electronically, please skip steps 12 to 14 below.

- 2.4.12 Please send the particular document by courier to the department office along with a printed copy of your filled up application form (address of the relevant office will be displayed for your convenience).
- 2.4.13 Click on the relevant application form under "Incomplete Applications" section in your Dashboard or alternatively you may click and open the relevant application form under Incomplete Applications tab in the My Applications menu.
- 2.4.14 Once the relevant application form displays, enter the courier details (Name of Courier Service, Consignment Number, and Date of Sending Courier) as required and click on Submit.
- 2.4.16 In case you wish to deposit fee through e-payment gateway (i.e. Net Banking, Debit Card or Credit Card), click on Pay Fee Online and subsequently click on Submit. You will then be re-directed to the Payment Gateway.

Please Note: E-Payment facility is currently available for few departments only. Once this facility is enabled by the respective department, the same will be made available on the EODB Portal.

- 2.4.17 Once the payment process is complete, submit the application form.
- 2.4.18 An Acknowledgement will be generated by the system automatically with your UAIN (Unique Application Identification Number) which serves as your unique application tracking ID.
- 2.4.19 Upon submission the Application form reaches the Facilitator of the concerned department. The Facilitator may either send a Query (if some documents, information is found to be inadequate) to the applicant or else the Facilitator shall forward the form to the respective Inspector / Officer for further processing / verification.

In case you had opted to send documents by courier, the Facilitator shall be required to enter the receipt of the courier in the system and make note of the receipt date and time.

- 2.4.20 Once the Application Form is received by the concerned Inspector / Officer, he/she may either opt to send a Query (if some documents, information is found to be inadequate) to the applicant or else the Inspector / Officer may schedule a Physical Verification (if required). Alternatively, if a physical verification is not required, the Inspector / Officer may process the form within their department levels.

The Inspector / Officer may also reject the form if he/she is of the opinion that such Permission/License/Registration cannot be granted to the applicant, on basis of their application. However in case of Rejection, the Inspector / Officer will be required to enter the reasons for rejection. Such reasons can then be viewed by the applicant.

- 2.4.21 If a Physical Verification is scheduled, the Date of such Verification along with the Checklist of Documents shall be intimated to the applicant by the Inspector / Officer who has scheduled the Verification Visit.

- 2.4.22 Upon Completion of the Verification Visit, the Inspector / Officer shall prepared and upload his/her Verification Report on the system and the same can be viewed by the applicant.

- 2.4.23 Once the processing of the form is complete at various levels, the same shall then be forwarded to the respective Issuing Authority for Approval and Issue of Certificate.

- 2.4.24 Once the Application Form is received by the concerned Issuing Authority, he/she may either opt to send a Query (if some documents, information is found to be inadequate) to the applicant or else the Issuing Authority may Approve the form for subsequent issue of Permission/License/Registration Certificate.

The Issuing Authority may also reject the form if he/she is of the opinion that such Permission/License/Registration cannot be granted to the applicant, on basis of their application. However in case of Rejection, the Issuing Authority will be required to enter the reasons for rejection. Such reasons can then be viewed by the applicant.

- 2.4.25 Once Approved, the Issuing Authority shall then Issue the system generated Permission/License/Certificate.

- 2.4.26 The Permission/License/Certificate shall then be signed and sealed by the Issuing Authority and subsequently uploaded onto the system. Once the signed copy of Permission/License/Certificate is uploaded, the process is complete and the applicant can then download the same from his dashboard.

Chapter-3

Form wise details

3.1 Application for Consent to Establish (under Water Act, 1974 and Air Act, 1981)

3.1.1 Eligibility

The entrepreneurs who want to set up their industry should obtain prior to establishing any industry or process or plant.

3.1.2 Procedure

For procedure please refer Chapter 2 (2.1).

3.1.3 Checklist

- a) Duly filled up prescribed Application form (Schedule-I)
- b) Land documents such as Sale deed, Jamabandi, Type Map, Non-encumbrance Certificate and revenue Clearance Certificate of the proposed plot. (if the plot is rented/ lease hold then in addition to the above documents rent deed/ lease deed should be submitted) or Allotment

- letter of designated authority for the site of project, if located in the designated industrial area/ industrial estate.
- c) Project report containing the detailed Environment Management Plan.
 - d) Site plan prepared by Competent Engineer.
 - e) Layout plan showing location of the-
 - Units/Stack/ Chimney/ Emission points.
 - Drainage and final disposal for liquid effluent.
 - Solid Waste collection/ storage/ disposal facility.
 - Demarcation of open area in the industry premises and green belt within the compound with dimensions.
 - f) NOC from local authority.
 - g) Non-agricultural land certificate from Circle officer if the land is classified as agricultural land.
 - h) Copy of article and memorandum of Associate/ Partnership deed/deed of Attorney (except Proprietorship Firm).
 - i) Estimated project cost on land, building and plant and machinery duly certified by CA or declaration in the form of Affidavit/ Undertaking on non-judicial stamp paper of Rs. 10/- duly signed and notarized.
 - j) Registration certificate of DI&CC.
 - k) Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable online banking/ credit card/ debit card, based on the investment of the project as per latest notification.
 - l) Environmental Clearance Certificate (EC) if the proposed industry is required to obtain prior EC from MoEF&CC/SEIAA as per EIA Notification 2006 in force.
 - m) Affidavit declaring that the terms and conditions of the Board shall be abided by the proponent and pollution control devices mentioned in the Environment Management Plan shall be installed before commissioning of the unit.

Source: As per the notification no WB/G-1248/15-16/35

3.1.4 Timeline

- i. Disposal of CTE Applications under Water Act, 1974 and Air Act, 1981 for industries falling under Green Category
-30 working days
- ii. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Orange Category
-40 working days
- iii. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Non-EIA Projects & without TAC)
-70 working days
- iv. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (EIA Projects with TAC)
-100 working days

- v. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Projects covered under EIA Notification 2006)
-120 working days
- vi. Validity period of grant of Consent to Establish (CTE) under both Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981 as amended, to the industries irrespective of category will be valid till the date of commissioning of the unit or up to 5 years whichever is earlier.

Source: As per the notification no WB/G-1248/15-16/31.

3.1.5 Fees & Payment

The application form fees is Rs. 100/- and is available at all the offices of the Board or can be downloaded from the Website. The amount is to be submitted as DD in favour of the Member Secretary, Pollution Control Board, Assam payable at Guwahati.

Sl No	Total capital investment (in Rupees)	Consent to Establish (NOC) (in Rupees)
1.	Industries having total investment upto Rs. 5.00 lakhs	2,000.00/-
2.	Industries having total investment exceeding Rs. 5.00 lakhs but not exceeding Rs. 10.00 lakhs.	5,000/-
3.	Industries having total investment exceeding Rs. 10.00 lakhs but not exceeding Rs. 20.00 lakhs.	8,000/-
4.	Industries having total investment exceeding Rs. 20.00 lakhs but not exceeding Rs. 50.00 lakhs.	12,000/-
5.	Industries having total investment exceeding Rs. 50.00 lakhs but not exceeding Rs. 1.00 crores.	50,000/-
6.	Industries having total investment exceeding Rs. 1.00 crore but not exceeding Rs. 5.00 crores.	75,000/-
7.	Industries having total investment exceeding Rs. 5.00 crore but not exceeding Rs. 10.00 crores.	1,00,000/-
8.	Industries having total investment exceeding Rs. 10.00 crores but not	2,00,000/-

	exceeding Rs. 50.00 crores.	
9.	Industries having total investment exceeding Rs 50.00 crore but not exceeding Rs. 100.00 crores.	3,00,000/-
10.	Industries having total investment exceeding Rs. 100.00 crore but not exceeding Rs. 200.00 crores.	5,00,000/-
11.	200.00 crores above	7,00,000/-

Source: <http://pcbassam.org/consent.htm>

3.2 Application for Consent to Establish (under Water Act, 1974 and Air Act, 1981) for Expansion Units

3.2.1 Eligibility

- i. The entrepreneurs who want to set up their industry should obtain prior to establishing any industry or process or plant.

3.2.2 Procedure

For procedure please refer Chapter 2 (2.1).

3.2.3 Checklist

- i. Duly filled up prescribed Application form (Schedule-I)
- ii. Land documents such as Sale deed, Jamabandi, Type Map, Non-encumbrance Certificate and revenue Clearance Certificate of the proposed plot. (if the plot is rented/ lease hold then in addition to the above documents rent deed/ lease deed should be submitted) or Allotment letter of designated authority for the site of project, if located in the designated industrial area/ industrial estate.
- iii. Project report containing the detailed Environment Management Plan.
- iv. Site plan prepared by Competent Engineer.
- v. Layout plan showing location of the-
 - Units/Stack/ Chimney/ Emission points.
 - Drainage and final disposal for liquid effluent.
 - Solid Waste collection/ storage/ disposal facility.
 - Demarcation of open area in the industry premises and green belt within the compound with dimensions.
- vi. NOC from local authority.

- vii. Non-agricultural land certificate from Circle officer if the land is classified as agricultural land.
- viii. Copy of article and memorandum of Associate/ Partnership deed/deed of Attorney (except Proprietorship Firm).
- ix. Estimated project cost on land, building and plant and machinery duly certified by CA or declaration in the form of Affidavit/ Undertaking on non-judicial stamp paper of Rs. 10/- duly signed and notarized.
- x. Registration certificate of DI&CC.
- xi. Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable online banking/ credit card/ debit card, based on the investment of the project as per latest notification.
- xii. Environmental Clearance Certificate (EC) if the proposed industry is required to obtain prior EC from MoEF&CC/SEIAA as per EIA Notification 2006 in force.
- xiii. Affidavit declaring that the terms and conditions of the Board shall be abided by the proponent and pollution control devices mentioned in the Environment Management Plan shall be installed before commissioning of the unit.

Source: As per the notification no WB/G-1248/15-16/35. Same as Consent to Establish.

3.2.4 Timeline

- i. Disposal of CTE Applications under Water Act, 1974 and Air Act, 1981 for industries falling under Green Category
-30 working days
- ii. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Orange Category
-40 working days
- iii. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Non-EIA Projects & without TAC)
-70 working days
- iv. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (EIA Projects with TAC)
-100 working days
- v. Disposal of CTE Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Projects covered under EIA Notification 2006)
-120 working days
- vi. Validity period of grant of Consent to Establish (CTE) under both Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981 as amended, to the industries irrespective of category will be valid till the date of commissioning of the unit or up to 5 years whichever is earlier.

Source: As per the notification no WB/G-1248/15-16/31

3.2.5 Fees and Payments

The application form fees is Rs. 100/- and is available at all the offices of the Board or can be downloaded from the Website. The amount is to be submitted as DD in favour of the Member Secretary, Pollution Control Board, Assam payable at Guwahati.

Sl. No	Total capital investment (in Rupees)	Consent to Establish (NOC) (in Rupees)
1.	Industries having total investment up to Rs. 5.00 lakhs	2,000.00/-
2.	Industries having total investment exceeding Rs. 5.00 lakhs but not exceeding Rs. 10.00 lakhs.	5,000/-
3.	Industries having total investment exceeding Rs. 10.00 lakhs but not exceeding Rs. 20.00 lakhs.	8,000/-
4.	Industries having total investment exceeding Rs. 20.00 lakhs but not exceeding Rs. 50.00 lakhs.	12,000/-
5.	Industries having total investment exceeding Rs. 50.00 lakhs but not exceeding Rs. 1.00 crores.	50,000/-
6.	Industries having total investment exceeding Rs. 1.00 crore but not exceeding Rs. 5.00 crores.	75,000/-
7.	Industries having total investment exceeding Rs. 5.00 crore but not exceeding Rs. 10.00 crores.	1,00,000/-
8.	Industries having total investment exceeding Rs. 10.00 crores but not exceeding Rs. 50.00 crores.	2,00,000/-
9.	Industries having total investment exceeding Rs 50.00 crore but not exceeding Rs. 100.00 crores.	3,00,000/-
10.	Industries having total investment exceeding Rs. 100.00 crore but not exceeding Rs. 200.00 crores.	5,00,000/-
11.	200.00 crores above	7,00,000/-

Source: <http://pcbassam.org/consent.htm>

3.3 Application for Consent to Operate (under Water Act, 1974 and Air Act 1981)

3.3.1 Eligibility

- i. Once the industry or process plant is established along the required pollution control systems, the entrepreneur is required to obtain consent to operate the unit. The consent is given for a particular period, which is mandatory to be renewed regularly.

3.3.2 Procedure

- i. For procedure please refer Chapter 2(2.2).

3.3.3 Checklist

- a. Duly filled up prescribed Application Form (Schedule-I).
- b. Proposed steps in order to comply with the terms & conditions stipulated in Environmental Clearance Certificate issued to the applicant (if EC is applicable).
- c. Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable through online banking/ credit card/ debit card, based on the investment of the project as per latest notification.
- d. Point wise evidence based Compliance Report of previous CTE/CTO including production details etc.
- e. CA's Certificate regarding updated capital investment in the project including land, building plant and machinery without depreciation as on date/ end of the financial year.
- f. Effluent Analysis report in case of Consent under Water Act and Source Emission and Ambient Air Quality monitoring report in case of Consent under Water and Air Act.

Source: As per the notification no WB/G-1248/15-16/35

3.3.4 Timeline

- i. Disposal of Consent to Operate Applications under Water Act, 1974 and Air Act, 1981 for industries falling under Green Category is 30 working days
- ii. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Orange Category is 40 working days
- iii. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Non-EIA Projects & without TAC) is 70 working days

iv. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (EIA Projects with TAC) is 100 working days

v. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Projects covered under EIA Notification 2006) is 120 working days

Source: As per the notification no WB/G-1248/15-16/31

3.3.5 Fees & Payment

The application form fees for Consent to Operate under the Water Act and Air Act is Rs. 100/- and is available at all the offices of the Board or can be downloaded from the Website. The amount is to be submitted as DD in favour of the Member Secretary, Pollution Control Board, Assam payable at Guwahati.

Sl	Total capital investment (in Rupees)	Consent under Air Act (in rupees) Initial	Consent under Water Act (in rupees) Initial
1.	Industries having total investment upto Rs. 5.00 lakhs	1,000/-	1,000/-
2.	Industries having total investment exceeding Rs. 5.00 lakhs but not exceeding Rs. 10.00 lakhs.	2,500/-	2,500/-
3.	Industries having total investment exceeding Rs. 10.00 lakhs but not exceeding Rs. 20.00 lakhs.	5,000/-	5,000/-
4.	Industries having total investment exceeding Rs. 20.00 lakhs but not exceeding Rs. 50.00 lakhs.	7,500/-	7,500/-
5.	Industries having total investment exceeding Rs. 50.00 lakhs but not exceeding Rs. 1.00 crores.	10,000/-	10,000/-
6.	Industries having total investment exceeding Rs. 1.00 crore but not exceeding Rs. 5.00 crores.	25,000/-	25,000/-
7.	Industries having total investment exceeding Rs. 5.00 crore but not exceeding Rs. 10.00 crores.	50,000/-	50,000/-
8.	Industries having total investment exceeding Rs. 10.00 crores but not exceeding Rs. 50.00 crores.	1,00,000/-	1,00,000/-
9.	Industries having total investment exceeding Rs 50.00 crore but not exceeding Rs. 100.00 crores.	2,00,000/-	2,00,000/-
10.	Industries having total investment exceeding Rs. 100.00 crore but not exceeding Rs. 200.00 crores.	3,00,000/-	3,00,000/-
11.	200.00 crores above	5,00,000/-	5,00,000/-

Source: <http://pcbassam.org/consent.htm>

3.4 Application for Consent to Operate (under Water Act, 1974 and Air Act, 1981) for Expansion Units

3.4.1 Eligibility

Once the industry or process plant is established along the required pollution control systems, the entrepreneur is required to obtain consent to operate the unit. The consent is given for a particular period, which is mandatory to be renewed regularly.

3.4.2 Procedure

- i. For procedure please refer Chapter 2(2.2).

3.4.3 Checklist

- a. Duly filled up prescribed Application Form (Schedule-I).
- b. Proposed steps in order to comply with the terms & conditions stipulated in Environmental Clearance Certificate issued to the applicant (if EC is applicable).
- c. Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable through online banking/ credit card/ debit card, based on the investment of the project as per latest notification.
- d. Point wise evidence based Compliance Report of previous CTE/CTO including production details etc.
- e. CA's Certificate regarding updated capital investment in the project including land, building plant and machinery without depreciation as on date/ end of the financial year.
- f. Effluent Analysis report in case of Consent under Water Act and Source Emission and Ambient Air Quality monitoring report in case of Consent under Water and Air Act.

Source: As per the notification no WB/G-1248/15-16/35

3.4.4 Timeline

- i. Disposal of Consent to Operate Applications under Water Act, 1974 and Air Act, 1981 for industries falling under Green Category is 30 working days
- ii. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Orange Category is 40 working days
- iii. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Non-EIA Projects & without TAC) is 70 working days
- iv. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (EIA Projects with TAC) is 100 working days
- v. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Projects covered under EIA Notification 2006) is 120 working days

Source: As per the notification no WB/G-1248/15-16/31

3.4.5 Fees and Payments

The application form fees for Consent to Operate under the Water Act and Air Act is Rs. 100/- and is available at all the offices of the Board or can be downloaded from the Website. The amount is to be submitted as DD in favour of the Member Secretary, Pollution Control Board, Assam payable at Guwahati.

Sl.No	Total capital investment (in Rupees)	Consent under Air Act (in rupees) Initial	Consent under Water Act (in rupees) Initial
1.	Industries having total investment upto Rs. 5.00 lakhs	1,000/-	1,000/-
2.	Industries having total investment exceeding Rs. 5.00 lakhs but not exceeding Rs. 10.00 lakhs.	2,500/-	2,500/-
3.	Industries having total investment exceeding Rs. 10.00 lakhs but not exceeding Rs. 20.00 lakhs.	5,000/-	5,000/-
4.	Industries having total investment exceeding Rs. 20.00 lakhs but not exceeding Rs. 50.00 lakhs.	7,500/-	7,500/-
5.	Industries having total investment exceeding Rs. 50.00 lakhs but not exceeding Rs. 1.00 crores.	10,000/-	10,000/-
6.	Industries having total investment exceeding Rs. 1.00 crore but not exceeding Rs. 5.00 crores.	25,000/-	25,000/-
7.	Industries having total investment exceeding Rs. 5.00 crore but not exceeding Rs. 10.00 crores.	50,000/-	50,000/-
8.	Industries having total investment exceeding Rs. 10.00 crores but not exceeding Rs. 50.00 crores.	1,00,000/-	1,00,000/-
9.	Industries having total investment exceeding Rs 50.00 crore but not exceeding Rs. 100.00 crores.	2,00,000/-	2,00,000/-
10.	Industries having total investment exceeding Rs. 100.00 crore but not exceeding Rs. 200.00 crores.	3,00,000/-	3,00,000/-
11.	200.00 crores above	5,00,000/-	5,00,000/-

Source: <http://pcbassam.org/consent.htm>

3.5 Application for Consent to Operate (under Water Act, 1974 and Air Act,1981) for combined existing and expansion Units.

3.5.1 Eligibility

Once the industry or process plant is established along the required pollution control systems, the entrepreneur is required to obtain consent to operate the unit. The consent is given for a particular period, which is mandatory to be renewed regularly.

3.5.2 Procedure

- i. For procedure please refer Chapter 2(2.2).

3.5.3 Checklist

- a. Duly filled up prescribed Application Form (Schedule-I).

b. Proposed steps in order to comply with the terms & conditions stipulated in Environmental Clearance Certificate issued to the applicant (if EC is applicable).

c. Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable through online banking/ credit card/ debit card, based on the investment of the project as per latest notification.

d. Point wise evidence based Compliance Report of previous CTE/CTO including production details etc.

e. CA's Certificate regarding updated capital investment in the project including land, building plant and machinery without depreciation as on date/ end of the financial year.

f. Effluent Analysis report in case of Consent under Water Act and Source Emission and Ambient Air Quality monitoring report in case of Consent under Water and Air Act.

Source: As per the notification no WB/G-1248/15-16/35.Same as consent to operate.

3.5.4 Timeline

i.Disposal of Consent to Operate Applications under Water Act, 1974 and Air Act, 1981 for industries falling under Green Category is 30 working days

ii.Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Orange Category is 40 working days

iii.Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Non-EIA Projects & without TAC) is 70 working days

iv.Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (EIA Projects with TAC) is 100 working days

v.Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Projects covered under EIA Notification 2006) is 120 working days

Source: As per the notification no WB/G-1248/15-16/31.Same as consent to operate.

3.5.5 Fees and Payment

The application form fees for Consent to Operate under the Water Act and Air Act is Rs. 100/- and is available at all the offices of the Board or can be downloaded from the Website. The amount is to be submitted as DD in favour of the Member Secretary, Pollution Control Board, Assam payable at Guwahati.

Sl	Total capital investment (in Rupees)	Consent under Air Act (in rupees) Initial	Consent under Water Act (in rupees) Initial
1.	Industries having total investment upto Rs. 5.00 lakhs	1,000/-	1,000/-
2.	Industries having total investment exceeding Rs. 5.00 lakhs but not exceeding Rs. 10.00 lakhs.	2,500/-	2,500/-
3.	Industries having total investment exceeding Rs. 10.00	5,000/-	5,000/-

	lakhs but not exceeding Rs. 20.00 lakhs.		
4.	Industries having total investment exceeding Rs. 20.00 lakhs but not exceeding Rs. 50.00 lakhs.	7,500/-	7,500/-
5.	Industries having total investment exceeding Rs. 50.00 lakhs but not exceeding Rs. 1.00 crores.	10,000/-	10,000/-
6.	Industries having total investment exceeding Rs. 1.00 crore but not exceeding Rs. 5.00 crores.	25,000/-	25,000/-
7.	Industries having total investment exceeding Rs. 5.00 crore but not exceeding Rs. 10.00 crores.	50,000/-	50,000/-
8.	Industries having total investment exceeding Rs. 10.00 crores but not exceeding Rs. 50.00 crores.	1,00,000/-	1,00,000/-
9.	Industries having total investment exceeding Rs 50.00 crore but not exceeding Rs. 100.00 crores.	2,00,000/-	2,00,000/-
10.	Industries having total investment exceeding Rs. 100.00 crore but not exceeding Rs. 200.00 crores.	3,00,000/-	3,00,000/-
11.	200.00 crores above	5,00,000/-	5,00,000/-

Source: <http://pcbassam.org/consent.htm>

3.6 Application for obtaining authorization for generation/ collection/storage/dismantling/recycling/ of e-waste under the Electronic Waste Management Rules, 2016 (Form I).

3.6.1 Procedure

- i. The manufacturer shall make an application for authorisation, within a period of ninety days from the date of these rules coming into force in prescribed format [Form 1(a)] to the concerned State Pollution Control Board for grant of authorisation.
- ii. On receipt of the application complete in all respects for the authorisation, the concerned State Pollution Control Board may, after such enquiry as it considers necessary and on being satisfied that the applicant possesses appropriate facilities, technical capabilities and equipment to handle e-waste safely, grant within a period of one hundred and twenty days an authorisation in prescribed format [Form 1(bb)] to the applicant to carry out safe operations in the authorised place only, which shall be valid for a period of five years.
- iii. The applicant shall take all steps to comply with the conditions specified in the authorisation.

[Source: The E-Waste (Management) Rules, 2016, See Rule 13(2)]

- iv. Every Dismantler or Recycler of e-waste shall make an application, within a period of one hundred and twenty days starting from the date of coming into force of these rules, in Form-4 in triplicate to the concerned State Pollution Control Board accompanied with a copy of the following documents for the grant of authorisation, namely:-
 - (a) Consent to establish granted by the concerned State Pollution Control Board under the Water (Prevention and Control of Pollution) Act, 1974, (25 of 1974) and the Air (Prevention and Control of Pollution) Act, 1981(21 of 1981)
 - (b) Certificate of registration issued by the District Industries Centre or any other government agency authorised in this regard.
 - (c) Proof of installed capacity of plant and machinery issued by the District Industries Centre or any other government agency authorised in this behalf.
- (d) In case of renewal, a certificate of compliance of effluent and emission standards, treatment and disposal of hazardous wastes as applicable from the concerned State Pollution Control Board or any other agency designated for this purpose.

[Source: The E-Waste (Management) Rules, 2016, See Rule 13(3)]

3.6.2 Eligibility

- i. The manufacturer generating e-waste shall obtain an authorisation from the concerned State Pollution Control Board.

3.6.3 Checklist

- I.** Location of site (provide map)
- II.** Details of processing technology
- III.** Type and Quantity of waste to be processed per day
- IV.** Site clearance (from local authority, if any)
- V.** Utilization of the e-waste processed
- VI.** Method of disposal of residues (details to be given)
- VII.** Quantity of waste to be processed or disposed per day
- VIII.** Details of categories of e-waste to be dismantled/processed
- IX.** Methodology and operational details
- X.** Measures to be taken for prevention and control of environmental pollution including treatment of leachate.
- XI.** Investment of Project and expected returns
- XII.** Measures to be taken for safety of workers working in the plant

[Source: As per list of enclosures given in the form.]

3.6.4 Timeline

- i. Grant of Authorization under E-waste (Management and Handling) Rules 2012 is 120 working days.

Source: As per the rule 13 (2) of The Hazardous Waste Management Rules (2016).

3.6.5 Fees & Payment

- i. To be collected from the concerned Department.

3.7 Application for authorization for handling Municipal Solid Waste for Processing/recycling/treatment and disposal of solid waste under the Solid Waste Management Rules, 2016 (Form I)

3.7.1 Procedure

- i. Make an application in Form-I for grant of authorisation for setting up waste processing, treatment or disposal facility.
- ii. The State Pollution Control Board or Pollution Control Committee shall examine the proposal for authorisation and make such inquiries as deemed fit, after the receipt of the application for the same in Form I from the local body or any other agency authorised by the local body.
- iii. The local body or an operator of facility or an agency designated by them proposing to set up waste to energy plant of more than five tonnes per day processing capacity shall submit an application in Form-I to the State Pollution Control Board or Pollution Control Committee, as the case may be, for authorisation.

[Source: The Solid Waste Management Rules, 2016, See Rule 16, 21]

3.7.1 Eligibility

- i. The local body or an operator of facility or an agency designated by them proposing to set up waste to energy plant of more than five tonnes per day processing capacity shall submit an application in Form-I to the State Pollution Control Board or Pollution Control Committee.

3.7.2 Checklist

- i. Site clearance (local body)
- ii. Proof of Environmental Clearance
- iii. Consent for establishment
- iv. Agreement between municipal authority and operating agency
- v. Investment on the project and expected return.

[Source: As per list of enclosure given in the form.]

3.7.3. Timeline

- i. 60 days.(As per the rule 16 (1 (c) and 21(4)))

3.7.4 Fees & Payment

- i. To be collected from the concerned Department.

3.8 Application for authorization for handling biomedical waste under the Bio Medical Waste Management Rules, 2016

3.8.1 Procedure

- i. Every occupier or operator handling bio-medical waste, irrespective of the quantity shall make an application in Form II to the prescribed authority i.e. State Pollution Control Board and Pollution Control Committee, as the case may be, for grant of authorisation and the prescribed authority shall grant the provisional authorisation in Form III and the validity of such authorisation for bedded health care facility and operator of a common facility shall be synchronised with the validity of the consents.
- ii. The authorisation shall be one time for non-bedded occupiers and the authorisation in such cases shall be deemed to have been granted, if not objected by the prescribed authority within the stipulated time.
- iii. Every application for authorisation shall be disposed of by the prescribed authority within a period of ninety days from the date of receipt of duly completed application along with such necessary documents, failing which it shall be deemed that the authorisation is granted under these rules.
- iv. In case of any change in the bio-medical waste generation, handling, treatment and disposal for which authorisation was earlier granted, the occupier or operator shall intimate to the prescribed authority about the change or variation in the activity and shall submit a fresh application in Form II for modification of the conditions of authorisation.

[Source: The Bio-Medical Waste Management Rules, 2016; See rule 10]

3.8.2 Eligibility

- i. Every occupier or operator handling bio-medical waste, irrespective of the quantity shall make an application.

3.8.3 Checklist

- i. Contingency plan of common bio-medical waste treatment facility (CBWTF).
- ii. Brief description of arrangements for handling of biomedical waste.

Source: As per given in the list of enclosures of the form.

3.8.4. Timeline

- i. Within a period of ninety days.(As per the rule 10 (3) of BMW rule 2016).

3.8.5 Fees & Payment

- i. To be collected from the concerned Department.

3.9 Application required for grant of authorisation for generation or collection or storage or transport or reception or recycling or reuse or recovery or pre-processing or co-processing or utilisation or treatment or disposal of hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form I)

3.9.1 Procedure

- i. For procedure please refer Chapter 2(2.3).

3.9.2 Eligibility

- i. Every occupier of the facility who is engaged in handling, generation, collection, storage, packaging, transportation, use, treatment, processing, recycling, recovery, pre-processing, co-processing, utilisation, offering for sale, transfer or disposal of the hazardous and other wastes shall be required.

3.9.3 Checklist

- i. Form-1 duly filled up
- ii. Valid Consent to Operate of the Board.
- iii. Copy of the Project Report.
- iv. Hazardous Waste Management plan.

Source: As per the notification no WB/G/1248/15-16/35

3.9.4 Timeline

- i. 120 working days.

Source: As per the notification no WB/G/1248/15-16/31

3.9.5 Fees & Payment

- i. No fee required.

3.10 Application required for grant of authorisation to the occupiers, recyclers, re-processors, re-users, users and operators of disposal facilities under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form II) (Back End Certificate)

3.10.1 Procedure

3.10.2 Eligibility

3.10.3 Checklist

3.10.4 Timeline

3.10.5 Fees & Payment

3.11 Application for authorization to create construction and demolition waste processing facility under Construction and Demolition Waste Management Rules, 2016

3.11.1 Procedure

- i. The operator of the facility as specified in Rules 7(1) shall apply in Form I for authorization from State Pollution Control Board or Pollution Control Committee.
- ii. The site for storage and processing or recycling facilities for construction and demolition waste shall be selected as per the criteria given in Schedule I in the rule.

[Source: The Construction and Demolition Waste Management Rules, 2016, See Rule 7(1) (2)]

3.11.2 Eligibility

- i. The operator of the storage and processing or recycling facilities for construction and demolition waste shall apply in Form I for authorization from State Pollution Control Board or Pollution Control Committee.

3.11.3 Checklist

- i. Site clearance from Prescribed Authority
- ii. Salient points of agreement between competent authority or local authority and operating agency (attach relevant document).

3.11.4 Timeline

- i. To be collected from the concerned Department.

3.11.5 Fees & Payment

- i. To be collected from the concerned Department.

3.12. Application for Registration of Unit for Manufacture of Plastic Carry Bags & Containers, Multi layered Plastics Pouch or Sachet under the Plastic Waste Management Rules, 2016 (Form-I)

3.12.1 Procedure

- i. No person shall manufacture carry bags or recycle plastic bags or multilayered packaging unless the person has obtained a registration from the State Pollution Control Board or the Pollution Control Committee of the Union Territory concerned, as the case may be, prior to the commencement of production.
- ii. On receipt of the application complete in all respects for the registration for recycling or processing of plastic waste, the State Pollution Control Board may, after such inquiry as it considers necessary and on being satisfied that the applicant possesses appropriate facilities, technical capabilities and equipment to handle plastic waste safely, may grant registration to the applicant on fulfilment of the conditions as may be laid down in terms of registration

[Source: The Plastic Waste Management Rules, 2016, See Rule 13]

3.12.2 Eligibility

- i. 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 (Producers).
- ii. Collection centres.
- iii. Dismantler.
- iv. Recycler.

3.12.3 Checklist

- i. If the unit is registered with DCSSI or Department of Industries of the State Government/Union Territory Administration then attach a copy of it.
- ii. If the unit have a valid consent under the Water (Prevention and Control of Pollution) Act, 1974 (6 of 1974) then attach a copy of it.
- iii. If the unit have a valid consent under the Air (Prevention and Control of Pollution) Act, 1981 (14 of 1981) then attach a copy of it.

[Source: As per the list of enclosure given in the form.]

3.12.4 Timeline

- i. 90 days (As per the rule 13 (8) of PWM 2016).

3.12.5 Fees & Payment

- i. To be collected from the concerned Department.

3.13 Application for Registration of Unit for Producers or brand owners under the Plastic Waste Management Rules, 2016 (Form I)

3.13.1 Procedure

- i. Every producer shall, for the purpose of registration or for renewal of registration, make an application to the State Pollution Control Board or the Pollution Control Committee of the Union territory concerned, in Form I
- ii. On receipt of the application complete in all respects for the registration for recycling or processing of plastic waste under sub-rule (3), the State Pollution Control Board may, after such inquiry as it considers necessary and on being satisfied that the applicant possesses appropriate facilities, technical capabilities and equipment to handle plastic waste safely, may grant registration to the applicant on fulfilment of the conditions as may be laid down in terms of registration.

[Source: The Plastic Waste Management Rules, 2016, See Rule 13]

3.13.2 Eligibility

- i. 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 (Producers).
- ii. Means a person or company who sells any commodity under a registered brand (Brand owners).

3.13.3 Checklist

- i. Is the unit registered with the District Industries Centre of the State Government or Union Territory? If yes, attach a copy.
- ii. Does the unit have a valid consent under the Water (Prevention and control of Pollution) Act, 1974 (6 of 1974)? If yes, attach a copy.
- iii. Does the unit have a valid consent under the Air (Prevention and Control of Pollution) Act, 1981 (14 of 1981)? If yes, attach a copy.
- iv. Attach or Provide list of person supplying plastic to be used as raw material to manufacture carry bags or plastic sheet of like or multilayered packaging.
- v. Attach or provide list of personnel or Brand Owners to whom the products will be supplied.
- vi. Attach or Provide list of person supplying plastic material.

[Source: As per the list of enclosure given in the form.]

3.13.4 Timeline

- i. Grant of Authorization under Plastic Waste (Management & Handling) Rules, 2016 is 90 working days.(As per the rule 13 (8) of PWM 2016)

3.13.5 Fees & Payment

- i. To be collected from the concerned Department.

3.14 Application form for registration of units engaged in processing or Recycling of plastic waste under the Plastic Waste Management Rules,2016 (Form II)

3.14.1 Procedure

- i. Every person recycling or processing waste or proposing to recycle or process plastic waste shall make an application to the State Pollution Control Board or the Pollution Control Committee, for grant of registration or renewal of registration for the recycling unit, in Form II.
- ii. On receipt of the application complete in all respects for the registration for recycling or processing of plastic waste under sub-rule (3), the State Pollution Control Board may, after such inquiry as it considers necessary and on being satisfied that the applicant possesses appropriate facilities, technical capabilities and equipment to handle plastic waste safely, may grant registration to the applicant on fulfilment of the conditions as may be laid down in terms of registration.

iii.

[Source: The Plastic Waste Management Rules, 2016, See Rule 13]

3.14.2 Eligibility

- i. Every person recycling or processing waste or proposing to recycle or process plastic waste.

3.14.3 Checklist

- i. Flow diagram of the manufacturing process flow diagram for each product.
- ii. Waste Collection and transportation (attach details).

- iii. Attach the analysis report of characterization of waste generated (including leachate test if applicable).
 - iv. List of enclosure as per rules.
- Source: As per the list of enclosure given in the form.

3.14.4 Timeline

- i. Grant of Registration under Plastic Waste (Management & Handling) Rules, 2016 is 90 working days.

3.14.5 Fees & Payment

- i. To be collected from the concerned Department.

3.15 Application for registration for manufacturers of plastic raw materials under the Plastic Waste Management Rules, 2016 (Form III)

3.15.1 Procedure

- i. Every manufacturer engaged in manufacturer of plastic to be used as raw material by the producer shall make an application to the State Pollution Control Board or the Pollution Control Committee of the Union territory concerned, for the grant of registration or for the renewal of registration, in Form III.
- ii. On receipt of the application complete in all respects for the registration for recycling or processing of plastic waste under sub-rule (3), the State Pollution Control Board may, after such inquiry as it considers necessary and on being satisfied that the applicant possesses appropriate facilities, technical capabilities and equipment to handle plastic waste safely, may grant registration to the applicant on fulfilment of the conditions as may be laid down in terms of registration.

[Source: The Plastic Waste Management Rules, 2016, See Rule 13]

3.15.2 Eligibility

- i. A person or unit or agency engaged in production of plastic raw material to be used as raw material by the producer (Manufacturer).

3.15.3 Checklist

- i. If the Unit is registered with the DIC or DCSSI of the State Government or Union Territory then attach a copy of it.
- ii.

3.15.4 Timeline

- i. Grant of Registration under Plastic Waste (Management & Handling) Rules, 2016 is 90 working days.(As per the rule 13 (8) of PWM 2016)

3.15.5 Fees & Payment

- i. To be collected from the concerned Department.

3.16 Application required for grant/renewal of authorisation for generation or collection or storage or transport or reception or recycling or reuse or recovery or pre-processing or co-processing or utilisation or treatment or disposal of hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form I)

3.16.1 Procedure

- i. For procedure please refer Chapter 2(2.3).

3.16.2 Eligibility

- i. Every occupier of the facility who is engaged in handling, generation, collection, storage, packaging, transportation, use, treatment, processing, recycling, recovery, pre-processing, co-processing, utilisation, offering for sale, transfer or disposal of the hazardous and other wastes shall be required.

3.16.3 Checklist

- i. Form-1 duly filled up
- ii. Valid Consent to Operate of the Board.
- iii. Copy of the Project Report.
- iv. Hazardous Waste Management plan.

Source: As per the notification no WB/G/1248/15-16/35.

3.16.4 Timeline

- i. 120 working days.

3.16.5 Fees & Payment

- i. No fee required.

3.17 Application for consent for establishing or taking any steps for establishment of Industry operation process or any treatment disposal system for discharge, continuation of discharge under section 25 or section 26 of the Water(Prevention and Control of Pollution) Act, 1974. (Form XIII)

3.17.1 Procedure

- i. For procedure please refer Chapter 2(2.1).

3.17.2 Eligibility

3.17.3 Checklist

- i. Attach the description of the process of treatment plant for industrial, domestic or combined effluents.
- ii. Attach information on the quality of treated effluent vis-a-vis the standards.

3.17.4 Timeline

3.17.5 Fees & Payment

3.18 Renewal for Consent to Operate (under Water Act, 1974 and Air Act, 1981)

3.18.1 Eligibility

- ii. Once the industry or process plant is established along the required pollution control systems, the entrepreneur is required to obtain consent to operate the unit. The consent is given for a particular period, which is mandatory to be renewed regularly.

3.18.2 Procedure

- ii. For procedure please refer Chapter 2(2.2).

3.18.3 Checklist

- a. Duly filled up prescribed Application Form (Schedule-I).
- b. Proposed steps in order to comply with the terms & conditions stipulated in Environmental Clearance Certificate issued to the applicant (if EC is applicable).
- c. Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable through online banking/ credit card/ debit card, based on the investment of the project as per latest notification.
- d. Point wise evidence based Compliance Report of previous CTE/CTO including production details etc.
- e. CA's Certificate regarding updated capital investment in the project including land, building plant and machinery without depreciation as on date/ end of the financial year.
- f. Effluent Analysis report in case of Consent under Water Act and Source Emission and Ambient Air Quality monitoring report in case of Consent under Water and Air Act.

Source: As per notification no WB/G/1248/15-16/35 issued by Pollution Control Board Assam.

3.18.4 Timeline

- i. Disposal of Consent to Operate Applications under Water Act, 1974 and Air Act, 1981 for industries falling under Green Category is 30 working days
- ii. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Orange Category is 40 working days
- iii. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Non-EIA Projects & without TAC) is 70 working days
- iv. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (EIA Projects with TAC) is 100 working days
- v. Disposal of Consent to Operate Applications under Water Act, 1974 and the Air Act, 1981 for industries falling under Red Category, (Projects covered under EIA Notification 2006) is 120 working days

Source: As per notification no WB/G/1248/15-16/31 issued by Pollution Control Board Assam.

3.18.5 Fees & Payment

The application form fees for Consent to Operate under the Water Act and Air Act is Rs. 100/- and is available at all the offices of the Board or can be downloaded from the Website. The amount is to be submitted as DD in favour of the Member Secretary, Pollution Control Board, Assam payable at Guwahati.

Sl	Total capital investment (in Rupees)	Consent under Air Act (in rupees) Initial	Consent under Water Act (in rupees) Initial
1.	Industries having total investment upto Rs. 5.00 lakhs	1,000/-	1,000/-
2.	Industries having total investment exceeding Rs. 5.00 lakhs but not exceeding Rs. 10.00 lakhs.	2,500/-	2,500/-
3.	Industries having total investment exceeding Rs. 10.00 lakhs but not exceeding Rs. 20.00 lakhs.	5,000/-	5,000/-
4.	Industries having total investment exceeding Rs. 20.00 lakhs but not exceeding Rs. 50.00 lakhs.	7,500/-	7,500/-
5.	Industries having total investment exceeding Rs. 50.00 lakhs but not exceeding Rs. 1.00 crores.	10,000/-	10,000/-
6.	Industries having total investment exceeding Rs. 1.00 crore but not exceeding Rs. 5.00 crores.	25,000/-	25,000/-
7.	Industries having total investment exceeding Rs. 5.00 crore but not exceeding Rs. 10.00 crores.	50,000/-	50,000/-
8.	Industries having total investment exceeding Rs. 10.00 crores but not exceeding Rs. 50.00 crores.	1,00,000/-	1,00,000/-
9.	Industries having total investment exceeding Rs 50.00 crore but not exceeding Rs. 100.00 crores.	2,00,000/-	2,00,000/-
10.	Industries having total investment exceeding Rs. 100.00 crore but not exceeding Rs. 200.00 crores.	3,00,000/-	3,00,000/-

11.	200.00 crores above	5,00,000/-	5,00,000/-
-----	---------------------	------------	------------

Source: <http://pcbassam.org/consent.htm>

3.19 Application Form for filling Annual Returns for E Waste. (not to be made online; form to be submitted by the State Pollution Control Board to the Central Pollution Control Board)

3.19.1 Procedure

3.19.2 Eligibility

3.19.3 Checklist

3.19.4 Timeline

3.19.5 Fees & Payment

3.20 Application for Annual Returns by producer/collection centre/dismantler/recycle under the Electronic Waste Management Rules, 2016 (Form III)

3.20.1 Procedure

- i. Every person authorised under the provision of this rule shall file annual returns of its activities of previous year in Form-3 to the Central Pollution Control Board on or before 30th day of June of every year.

[Source: The Electronic Waste Management Rules, 2016; See Rules 4(5), 5(5), 8(6), 9(4), 10(8), 11(9), 13 (1) (xi), 13(2)(v), 13(3)(vii) and 13(4)(v)]

3.20.2 Eligibility

- i. To be submitted by producer/collection centre/dismantler/recycler.

3.20.3 Checklist

- i. List of total quantity e-waste sold/purchased/sent for processing during the year for each category of electrical and electronic equipment listed in the Schedule
- ii. The applicant shall provide details of funds received (if any) from producers and its utility with an audited certificate.
- iii. Enclose the list of recyclers to whom e-waste have been sent for recycling.

Source: As per given in the list of enclosure of the concerned form.

3.20.4 Timeline

- i. Filing annual returns in Form-3, to the Central Pollution Control Board on or before the 30th day of June following the financial year to which that return relates.

[Source: As per given in the rule 4(5), 5(5) of the Electronic Waste Management Rules, 2016.]

3.20.5 Fees & Payment

- i. To be collected from The Pollution Control Board, Assam.

3.21 Application for renewal of authorisation under the Bio Medical Waste Management Rules, 2016. (Form II)

3.21.1 Procedure

- i. Every occupier or operator handling bio-medical waste, irrespective of the quantity shall make an application in Form II to the prescribed authority i.e. State Pollution Control Board and Pollution Control Committee, as the case may be, for grant of authorisation and the prescribed authority shall grant the provisional authorisation in Form III and the validity of such authorisation for bedded health care facility and operator of a common facility shall be synchronised with the validity of the consents.
- ii. The authorisation shall be one time for non-bedded occupiers and the authorisation in such cases shall be deemed to have been granted, if not objected by the prescribed authority within a period of ninety days from the date of receipt of duly completed application along with such necessary documents. In case of refusal of renewal, cancellation or suspension of the authorisation by the prescribed authority, the reasons shall be recorded in writing: Provided that the prescribed authority shall give an opportunity of being heard to the applicant before such refusal of the authorisation.
- iii. Every application for authorisation shall be disposed of by the prescribed authority within a period of ninety days from the date of receipt of duly completed application along with such necessary documents, failing which it shall be deemed that the authorisation is granted under these rules.
- iv. In case of any change in the bio-medical waste generation, handling, treatment and disposal for which authorisation was earlier granted, the occupier or operator shall intimate to the prescribed authority about the change or variation in the activity and shall submit a fresh application in Form II for modification of the conditions of authorisation.

[Source: The Bio- Medical Waste Management Rules, 2016; See Rule 10]

3.21.2 Eligibility

- i. Occupier of health care facility or common bio-medical waste treatment facility.

3.21.3 Checklist

- i. A map with GPS locations of CBMWTF and area of coverage.

- ii. Brief description of arrangements for handling of biomedical waste.
- iii. Contingency plan of common bio-medical waste treatment facility (CBWTF).

[Source: As per the list of enclosure asked in the Form-II of BMW Rule 2016.]

3.21.4 Timeline

- i. Grant of authorization under Bio-Medical Waste (Management & Handling) Rules, 1998 is 90 working days.

[Source: As per rule 10 (3) of the BMW rule 2016.]

3.21.5 Fees & Payment

- i. To be collected from the Pollution Control Board, Assam.

3.22 Application for ANNUAL REPORT to be submitted by the occupier of health care facility (HCF) or common bio-medical waste treatment facility (CBWTF)] under the Bio Medical Waste Management Rules, 2016 (Form – IV)

3.22.1 Procedure

- i. For return no procedure required.

3.22.2 Eligibility

- i. The occupier of health care facility (HCF) or common bio-medical waste treatment facility (CBWTF) under the Bio Medical Waste Management Rules, 2016.

3.22.3 Checklist

- i. Remedial Action taken.
- ii. Attach minutes of meeting held during the reporting period.
- iii. List of member HCF not handed over bio-medical waste.

[Source: As per the list of enclosure given in the concerned form]

3.22.4 Timeline

- i. To be submitted to the prescribed authority on or before 30th June every year for the period from January to December of the preceding year.

[Source: As per given in the form IV]

3.22.5 Fees & Payment

- i. To be collected from the Pollution Control Board, Assam.

3.23 Application for Annual Returns in Form-IV by operator of plastic waste processing or recycling facility of plastic waste to be submitted to the local body under the Plastic Waste Management Rules,2016

3.23.1 Procedure

- i. Every person engaged in recycling or processing of plastic waste shall prepare and submit an annual report in Form-IV to the local body concerned under intimation to the concerned State Pollution Control Board or Pollution Control Committee by the 30th April, of every year.
- ii. Every local body shall prepare and submit an annual report in Form –V to the concerned Secretary in-charge of the Urban Development Department under intimation to the concerned State Pollution Control Board or Pollution Control Committee by the 30th June, every year.
- iii. Each State Pollution Control Board or Pollution Control Committee shall prepare and submit an annual report in Form VI to the CPCB on the implementation of these rules by the 31st July, of every year.
- iv. The CPCB shall prepare a consolidated annual report on the use and management of plastic waste and forward it to the Central Government along with its recommendations before the 31st August of every year.

[Source: The Plastic Waste Management Rules, 2016; See Rule 17]

3.23.2 Eligibility

- i. Every person engaged in recycling or processing of plastic wastes.

3.23.3 Checklist

- i. Attach status of compliance to environmental conditions, if any specified during grant of Consent or registration.

3.23.4 Timeline

- i. Submission of Annual Report to the local body concerned under intimation to the concerned State Pollution Control Board or Pollution Control Committee should be done by the 30th April, of every year.

3.23.5 Fees & Payment

- i. To be collected from the concerned Department.

3.24 Application Form for filing (Half Yearly) returns of Sale of new batteries and collection of used batteries to be submitted by manufacturer / assembler / re-conditioner under the Batteries (Management and Handling) Rules, 2001 (Form I)

3.24.1 Procedure

- i. It shall be the responsibility of a manufacturer, importer, assembler and re-conditioner to file a half-yearly return of their sales and buy-back to the State Board in Form-I latest by the stipulated time.

[Source: The Batteries (Management and Handling) Rules, 2001; See rule 4(iii)]

3.24.2 Eligibility

- i. In relation to any factory manufacturing lead acid batteries thereof means a person or Chief Executive Officer (CEO) of the company who has control over the affairs of the factory or the premises for sale and collection of lead acid batteries or components thereof (Manufacturer).
- ii. A person who manufactures lead acid batteries by assembling various components (Assembler).
- iii. A person who is involved in repairing of lead acid batteries for selling the same in the market (Reconditioner).
- iv. A person who imports new lead acid batteries or components containing lead thereof for the purpose of sale (Importer).

3.24.3 Checklist

- i. Enclose the list of recyclers to whom batteries have been sent for recycling.

[Source: As per given in the list of enclosure of the form]

3.24.4 Timeline

- i. To be submitted by 30th June (for the period October –March) and 31st December (for the period April- September) every year.

[Source: As per given in the form]

3.24.5 Fees & Payment

- i. To be collected from Pollution Control Board, Assam.

3.25 Application Form for filing (Half Yearly) returns of Sale of Lead Acid Batteries to be submitted by the Importer of New Lead batteries under the Batteries (Management and Handling) Rules, 2001 (Form IV)

3.25.1 Procedure

- i. The importer shall get him registered with the Ministry of Environment and Forests or an agency designated by it by submitting details in Form-II.
- ii. Valid registration with the Reserve Bank of India (with Importers Code Number).
- iii. Custom clearance of imports shall be contingent upon undertaking in Form-III; and a copy of the latest half-yearly return in Form-IV.

[Source: The Batteries (Management and Handling) Rules, 2001; See Rule 6]

3.25.2 Eligibility

- i. A person who imports new lead acid batteries or components containing lead thereof for the purpose of sale (Importer).

3.25.3 Checklist

- i. Enclose a complete list of total number of used batteries of different categories.

[Source: As per given in the Form IV]

3.25.4 Timeline

- i. To be submitted by the Importer of new lead acid batteries by 30th June (for the period October–March) and 31st December (for the period April–September) every year.

[Source: As per given in the Form IV Batteries (Management and Handling) Rules, 2001 (Form IV)]

3.25.5 Fees & Payment

- i. To be collected from Pollution Control Board, Assam.

3.26 Application Form for filing (Half Yearly) returns by recyclers of used batteries under the Batteries (Management and Handling) Rules, 2001 (Form VII)

3.26.1 Procedure

- i. Recycler shall apply for registration to the Ministry of Environment and Forests.
- ii. Shall submit annual returns as per Form VII to the State Board.

[Source: The Batteries (Management and Handling) Rules, 2001; See Rule 8]

3.26.2 Eligibility

- i. An occupier who processes used lead acid batteries or components thereof for recovering lead (Recycler).

3.26.3 Checklist

- i. Enclose list of other agencies.

Source: As per given in the form VII of

3.26.4 Timeline

- i. To be submitted by recyclers by 30th June and 31st December of every year.

[Source: As per given in the form VII Batteries (Management and Handling) Rules, 2001]

3.26.5 Fees & Payment

- i. To be collected from The Pollution Control Board, Assam.

3.27 Application Form for filing (Half Yearly) returns for bulk consumers of batteries under the Batteries (Management and Handling) Rules, 2001 (Form VIII)

3.27.1 Procedure

- i. For return there is no procedure required

3.27.2 Eligibility

- i. A consumer such as Central or State Government Department of Railways, Defence, Telecom, Posts & Telegraph, State Road Transport Undertakings, State Electricity Boards and others who purchase

batteries through central 'rate' of running contract centrally placed on behalf of individual department or user units under their jurisdiction (Bulk Consumer).

3.27.3 Checklist

- i. Enclose list of manufacture/dealer/importer/registered recyclers/ or any other agency to whom the used batteries scrap was sent.

[Source: As per given in the Form-VIII of the Batteries (Management and Handling) Rules, 2001]

3.27.4 Timeline

- i. To be submitted to the State Board by 30th June (for the period October-March) and 31st December (for the period April-September) every year.

[Source: As per given in the Form-VIII of the Batteries (Management and Handling) Rules, 2001]

3.27.5 Fees & Payment

- i. To be collected from The Pollution Control Board, Assam.

3.28 Application Form for filing (Half Yearly) returns by auctioneer of used batteries under the Batteries (Management and Handling) Rules, 2001 (Form IX)

3.28.1 Procedure

- ii. For return there is no procedure required

3.28.2 Eligibility

- i. A person(s) who auctions used batteries or components thereof (Auctioneer).

3.28.3 Checklist

- i. Enclose list of number of used batteries and total Tonnage (of MT) sent to the registered recyclers.

Source: As per given in the form IX the Batteries (Management and Handling) Rules, 2001

3.28.4 Timeline

- i. To be submitted by the auctioneer to State Board by 30th June and 31st December of every year.

[Source: As per given in the Form-IX the Batteries (Management and Handling) Rules, 2001]

3.28.5 Fees & Payment

- i. To be collected from The Pollution Control Board, Assam.

3.30 Application required for renewal of authorisation for generation or collection or storage or transport or reception or recycling or reuse or recovery or pre-processing or co-processing or utilisation or treatment or disposal of hazardous

and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form I) 34

3.30.1 Procedure

- i. For procedure please refer Chapter 2(2.3).

3.30.2 Eligibility

- i. Every occupier of the facility who is engaged in handling, generation, collection, storage, packaging, transportation, use, treatment, processing, recycling, recovery, pre-processing, co-processing, utilisation, offering for sale, transfer or disposal of the hazardous and other wastes shall be required.

3.30.3 Checklist

- i. Form-1 duly filled up
- ii. Valid Consent to Operate of the Board.
- iii. Annual Report in Form-IV.

Source: As per the Notification no WB/G/1248/15-16/35 issued by Pollution Control Board.

3.30.4 Timeline

- i. 120 working days.

Source:

3.30.5 Fees & Payment

- i. To be collected from The Pollution Control Board, Assam.

3.31 Application required for renewal of authorisation to the occupiers, recyclers, re-processors, re-users, users and operators of disposal facilities under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form II) 35(back end)

3.31.1 Procedure

3.31.2 Eligibility

3.31.3 Checklist

3.31.4 Timeline

3.31.5 Fees & Payment

3.32 Application Form for filing annual returns under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form IV)

3.32.1 Procedure

- i. For return there is no procedure required.

3.32.2 Eligibility

- i. Every occupier authorized under Hazardous and waste management rules.
- ii. The importer of the hazardous and other wastes.
- iii. The operator of common facility or occupier of a captive facility.
- iv. The occupier handling hazardous and other wastes and operator of disposal facility

3.32.3 Checklist

- i. To be collected Pollution Control Board Assam

3.32.4 Timeline

- i. To be submitted to State Pollution Control Board by 30th day of June of every year for the preceding period April to March.

3.32.5 Fees & Payment

- i. To be collected Pollution Control Board Assam

3.33 Application for Consent to Operate (under Water Act, 1974 and Air Act, 1981) based on self-certification/third party certification 51

3.33.1 Procedure

3.33.2 Eligibility

3.33.3 Checklist

3.33.4 Timeline

3.33.5 Fees & Payment

3.34 Auto Renewal for Consent to Operate (under Water Act, 1974 and Air Act, 1981) based on self-certification/third party certification.

3.34.1 Procedure

Please refer to Chapter 4.

3.34.2 Eligibility

- i. The industries where there is no increase in overall production capacity and also, in pollution load.
- ii. If there is marginal increase (upto max 10) in the capital investment which is due to infrastructure development, clean technology, pollution control system and better production management without increase in pollution load, the industries self-submit corresponding fees for consent to establish and also difference in consent to operate fees since the blocks year the capital investment is made on pro-rata basis.

3.34.3 Checklist

- i. Format of self-certification on compliance of earlier consent condition duly signed by person authorized by company's board.
- ii. Copy of said resolution.
- iii. Commitment towards consent conditions and the environment laws in prescribed format.

Source: As per the notification no WB/G-1248/15-16/29 issued by Pollution Control Board, Assam.

3.34.4 Timeline

- i. 15 days.

3.34.5 Fees & Payment

- i. To be collected from the concerned Department.

***Source: As per notification no. WB/G1248/15-16/29**

3.35 Form for maintaining records of e-waste handled/generated (Form 2)

3.35.1 Procedure

- i. Maintaining records in Form-2 of the e-waste handled and make such records available for scrutiny by the Central Pollution Control Board or the concerned State Pollution Control Board.

[Source: The Electronic Waste Management Rules, 2016; See Rule 4(4), 5(4), 6(5), 8(7), 9(2), 10(7), 11(8), 13(1) (xi), 13(2)(v), 13(3)(vii) and 13(4)(v)]

3.35.2 Eligibility

- i. Every person (Producer, Refurbisher, Dismantler and Recycler) authorised under these rules shall maintain the record of e-waste handled by them in Form-2.

3.35.3 Checklist

- i. To be collected from The Pollution Control Board, Assam.

3.35.4 Timeline

- i. To be collected from The Pollution Control Board, Assam.

3.35.5 Fees & Payment

- i. To be collected from The Pollution Control Board, Assam.

3.36 Application form for registration of facilities possessing environmentally sound management practice for recycling e-waste (Form 4)

3.36.1 Procedure

- i. Every Dismantler or Recycler of e-waste shall make an application, within a period of one hundred and twenty days starting from the date of coming into force of these rules, in Form-4 in triplicate to the concerned State Pollution Control Board accompanied with a copy of the following documents for the grant or renewal of authorisation, namely:-
 - (a) Consent to establish granted by the concerned State Pollution Control Board under the Water (Prevention and Control of Pollution) Act, 1974, (25 of 1974) and the Air (Prevention and Control of Pollution) Act, 1981(21 of 1981);
 - (b) Certificate of registration issued by the District Industries Centre or any other government agency authorised in this regard;
 - (c) Proof of installed capacity of plant and machinery issued by the District Industries Centre or any other government agency authorised in this behalf;
 - (d) In case of renewal, a certificate of compliance of effluent and emission standards, treatment and disposal of hazardous wastes as applicable from the concerned State Pollution Control Board or any other agency designated for this purpose:
 - Provided that any person authorised or registered under the provisions of the Hazardous Wastes (Management, Handling and Transboundary Movements) Rules, 2008, and the E-waste (Management & Handling) Rules, 2011 prior to the date of coming into force of these rules shall not be required to make an application for authorisation till the period of expiry of such authorisation or registration.

[Source: The Electronic Waste Management Rules, 2016; See Rule 13(3)]

3.36.2 Eligibility

- i. any person who is engaged in recycling and reprocessing of waste electrical and electronic equipment or assemblies or their components and having facilities as elaborated in the guidelines of Central Pollution Control Board (Recycler).

3.36.3 Checklist

- ii. Please attach manufacturing process flow diagram of each product(s).
- iii. Waste water treatment (provide flow diagram of the treatment scheme)
- iv. Industrial
- v. Domestic
- vi. Analysis of treated waste for pH, BOD, COD, SS, O & G, any other parameter stipulated SPCB/SPCC
- vii. Waste collection and Transportation (Attach details).
- viii. Analysis report of characterization of hazardous waste generated (including leachate test, if applicable)

[Source: As per the list of enclosures mentioned in the form 4 of the E-waste]

3.36.4 Timeline

- i. Recycler of e-waste shall make an application, within a period of one hundred and twenty days.

Source: As per the rule mentioned in the 13 (3(iii)) of the Ewaste Management rules 2016.

3.36.5 Fees & Payment

- i. To be collected from the concerned Department.

3.37 Form for registration of importer of new lead acid Batteries/ primary lead under the Batteries (Management and Handling) Rules, 2001 (Form II).

3.37.1 Procedure

- i. Every occupier or operator handling bio-medical waste, irrespective of the quantity shall make an application in Form II to the prescribed authority i.e. State Pollution Control Board and Pollution Control Committee, as the case may be, for grant of authorisation and the prescribed authority shall grant the provisional authorisation in Form III and the validity of such authorisation for bedded health care facility and operator of a common facility shall be synchronised with the validity of the consents.
- ii. The authorisation shall be one time for non-bedded occupiers and the authorisation in such cases shall be deemed to have been granted, if not objected by the prescribed authority within a period of ninety days from the date of receipt of duly completed application along with such necessary documents.
- iii. Every application for authorisation shall be disposed of by the prescribed authority within a period of ninety days from the date of receipt of duly completed application along with such necessary documents, failing which it shall be deemed that the authorisation is granted under these rules.
- iv. In case of any change in the bio-medical waste generation, handling, treatment and disposal for which authorisation was earlier granted, the occupier or operator shall intimate to the prescribed authority about the change or variation in the activity and shall submit a fresh application in Form II for modification of the conditions of authorisation

[Source: the Batteries (Management and Handling) Rules, 2001; See Rules 10]

3.37.2 Eligibility

- i. A person who imports new lead acid batteries or components containing lead thereof for the purpose of sale (Importer).

3.37.3 Checklist

- i. Valid registration with the Reserve Bank of India (with Importers Code Number).

Source: As per the rule 6(i) of the Batteries Management Rule.

3.37.4 Timeline

- i. Grant of registration under Battery Waste (Management & Handling) Rules 2001 is 30 working days.

Source: As per the notification no WB/G/1248/15-16/31 by Pollution Control Board Assam.

3.37.5 Fees & Payment

- i. To be collected from Pollution Control Board, Assam.

3.38 Undertaking to be submitted by importer of new lead acid batteries (Form III)

3.38.1 Procedure

- i. No procedure mentioned in the Rule book.

3.38.2 Eligibility

- i. A person who imports new lead acid batteries or components containing lead thereof for the purpose of sale (Importer).

3.38.3 Checklist

- i. One time registration with the Ministry of Environment and Forests.

[Source: As per the rule 6 (ii) of the Batteries Management rule 2001]

3.38.4 Timeline

- i. To be collected from the Pollution Control Board, Assam.

3.38.5 Fees & Payment

- i. To be collected from the Pollution Control Board, Assam.

3.39 Form for filing half yearly returns of Sale of New batteries and collection of old batteries to be submitted by dealers to the manufacture under the Batteries (Management and Handling) Rules, 2001 (Form V)

3.39.1 Procedure

- i. It shall be the responsibility of a dealer to file half-yearly returns of the sale of new batteries and buy-back of old batteries to the manufacture in Form-V by the stipulated time.
[Source: The Batteries (Management and Handling) Rules, 2001; See rule 7 (iv)]

3.39.2 Eligibility

- i. A person who sells and receives lead acid batteries or components thereof to and from the consumers or other dealers or retailers on behalf of the manufacturers, importers, assemblers and reconditioners or to otherwise (Dealers).

3.39.3 Checklist

- i. Enclose the list of recyclers to whom batteries have been sent for recycling.

[Source: As per the list of enclosure mentioned in the form V of the Batteries (Management and Handling) Rules, 2001]

3.39.4 Timeline

- i. To be submitted by dealers to the manufacture by 31st May (for sale during October-March) and 30th November (for sale during April-September) every year.

[Source: As per timeline mentioned in the form-V of the Batteries (Management and Handling) Rules, 2001]

3.39.5 Fees & Payment

- i. To be collected from the Pollution Control Board, Assam.

3.40 Application Form for registration of facilities possessing environmentally sound management practice for recycling of used Lead Acid batteries (Form VI)

3.40.1 Procedure

- i. Each recycler shall apply for registration to the Ministry of Environment and Forests or an agency designated by it if not applied already, by submitting information in Form VI.

[Source: The Batteries (Management and Handling) Rules, 2001; See Rule 8 (i), 9(1) & 9(5)]

3.40.2 Eligibility

- i. An occupier who processes used lead acid batteries or components thereof for recovering lead (Recycler).

3.40.3 Checklist

- i. Attach manufacturing process flow diagram for each product (s).
- ii. Attach analysis report of characterization of hazardous waste generated (including leachate test if applicable).
- iii. A copy of the valid consents under Water (Prevention and Control of Pollution) Act, 1974, as amended and Air (Prevention and Control of Pollution) Act, 1981, as amended;
- iv. A copy of the valid authorisation under Hazardous Wastes (Management and Handling) Rules, 1989 as amended;

- v. A copy of valid certificate of registration with District Industries Centre ;
- vi. A copy of the proof of installed capacity issued by either State Pollution Control Board /District Industries Centre.

[Source: As per the attachment mentioned in the form-VI of the Batteries (Management and Handling) rules 2001 and rule 9(1) of the Batteries (Management and Handling) rules 2001]

3.40.4 Timeline

- i. 120 Working Days.

[Source: Rule 9 (3) of the Batteries (Management and Handling) rules 2001].

3.40.5 Fees & Payment

- i. To be collected from the concerned Department.

3.41 Application Form for Accident Reporting under the Solid Waste Management Rules, 2016.

3.41.1 Procedure

- i. No procedure is mentioned in the Rule Book of the Concerned Dept.

3.41.2 Eligibility

- i. In case of an accident at any solid waste processing or treatment or disposal facility or landfill site, the Officer- in- charge of the facility shall report to the local body.

3.41.3 Checklist

3.41.4 Timeline

3.41.5 Fees & Payment

3.42 Format of annual report to be submitted by the operator of facility to the local body under the Solid Waste Management Rules, 2016. (Form III)

3.42.1 Procedure

- i. The operator of the solid waste processing and treatment facility shall submit annual report in Form III each year by 30th April to the State Pollution Control Board or Pollution Committee and concerned local body.
- ii. Each State Pollution Control Board or Pollution Control Committee as the case may be, shall prepare and submit the consolidated annual report to the Central Pollution Control Board and Ministry of Urban Development on the implementation of these rules.
- iii. The Central Pollution Control Board shall prepare a consolidated annual review report on the status of implementation of these rules by local bodies in the country and forward the same to the

Ministry of Urban Development and Ministry of Environment, Forest and Climate Change, along with its recommendations before the 31st day of August each year.

- iv. The annual report shall be reviewed by the Ministry of Environment, Forest and Climate Change during the meeting of Central Monitoring Committee.

[Source: The Solid Waste Management Rules, 2016; See Rule 19 (6), 24]

3.42.2 Eligibility

- i. The operators of the solid waste processing and treatment facility.

3.42.3 Checklist

- i. To be collected from the concerned Department.

3.42.4 Timeline

- i. The operator of the solid waste processing and treatment facility shall submit annual report in Form III each year by 30th April to the State Pollution Control Board or Pollution Committee and concerned local body.

[Source: As per the rule 24 (1) of the Solid Waste Management Rule 2016]

3.42.5 Fees & Payment

- i. To be collected from the concerned Department.

3.43 Format of annual report to be submitted by the local body under the Solid Waste Management Rules, 2016. (Form IV).

3.43.1 Procedure

- i. The local body shall submit its annual report in Form-IV to State P Control Board or P Committee and the Secretary-in-Charge of the Department of Urban Development of the concerned State or Union Territory in case of metropolitan city and to the Director of Municipal Administration or Commissioner of Municipal Administration or Officer in -Charge of Urban local bodies in the state in case of all other local bodies of state on or before the 30th day of June every year.

[Source: The Solid Waste Management Rules, 2016; See Rule 24 (2)]

3.43.2 Eligibility

- i. The local body under the Solid Waste Management Rules, 2016.

3.43.3 Checklist

- i. Action Plan an Action Plan has been prepared for improving solid waste management practices in the city.
- ii. Separate provisions are made for:
 - a. Dairy related activities:
 - b. Slaughter houses waste:
 - c. C&D waste (construction debris):

3.43.4 Timeline

- i. Annual Report should be submitted in Form IV on or before the 30th April of the succeeding year to the Commissioner or Director, Municipal Administration or designated Officer.

[Source: As per the rule 15(za) of the Solid Waste Management Rule 2016]

3.43.5 Fees & Payment

- i. To be collected by the concerned Department.

3.44 Format for maintaining records of hazardous and other wastes under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form III)

3.44.1 Procedure

- i. Every occupier authorized under these rules, shall maintain a record of hazardous and other wastes managed by him in Form 3 and prepare and submit to the State Pollution Control Board, an annual return containing the details specified in Form 4 on or before the 30th day of June following the financial year to which that return relates.
- ii. The importer of the hazardous and other wastes shall file an annual return in Form 4 to the State Pollution Control Board on or before the 30th day of June following the financial year to which that return relates.
- iii. The operator of common facility or occupier of a captive facility shall file an annual return in Form 4 to the State Pollution Control Board on or before the 30th day of June following the financial year to which that return relates.
- iv. The occupier handling hazardous and other wastes and operator of disposal facility shall send annual returns to the State Pollution Control Board in Form 4.

[Source: The Hazardous and Wastes (Management and Transboundary Movements) Rules, 2016; See Rule 6(5), 13(7), 14(6), 16(5) and 20 (1)]

3.44.2 Eligibility

- i. Every Occupier authorized under the Hazardous and waste management rules.
- ii. The importer of the Hazardous and Other Waste.
- iii. The exporter of the hazardous and other wastes.
- iv. The operator of common facility or occupier of a captive facility.
- v. The occupier handling hazardous or other wastes and operator of disposal facility

3.44.3 Checklist

- i. To be collected from the Pollution Control Board, Assam

3.44.4 Timeline

- i. Before the 30th day of June following the financial year to which that return relates.

3.44.5 Fees & Payment

- i. To be collected from the Pollution Control Board, Assam.

3.45 Application for import or export of hazardous and other waste for reuse or recycling or recovery or co-processing or utilisation under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form V)

3.45.1 Procedure

- i. Actual users intending to import or transit for trans boundary movement of hazardous and other wastes specified in Part A and Part B of Schedule III shall apply in Form 5 along with the documents listed therein, to the Ministry of Environment, Forest and Climate Change for the proposed import together with the prior informed consent of the exporting country in respect of Part A of Schedule III waste, and shall send a copy of the application, simultaneously, to the concerned State Pollution Control Board for information and the acknowledgment in this respect from the concerned State Pollution Control Board shall be submitted to the Ministry of Environment, Forest and Climate Change along with the application.
- ii. On receipt of the complete application with respect to Part A and Part B of Schedule III, the Ministry of Environment, Forest and Climate Change shall examine the application considering the comments and observations, if any, received from the State Pollution Control Boards, and may grant the permission for import within a period of sixty days subject to the condition that the importer has –
 - (i) the environmentally sound facilities;
 - (ii) adequate arrangements for treatment and disposal of wastes generated;
 - (iii) a valid authorization and consents from the State Pollution Control Board;
 - (iv) prior informed consent from the exporting country in case of Part A of Schedule III wastes.
- iii. The Ministry of Environment, Forest and Climate Change shall forward a copy of the permission to the concerned Port and Customs authorities, Central Pollution Control Board and the concerned State Pollution Control Board for ensuring compliance with respect to their respective functions given in Schedule VII.

[Source: The Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016; See Rule 13 (1), 14(1)]

3.45.2 Eligibility

- i. Actual users intending to import or transit for Trans boundary movement of hazardous and other wastes.

3.45.3 Checklist

- i. Enclose a copy each of valid authorization and valid consent to operate from SPCB.

Source: As per the rule list of enclosure mentioned in form 5 of The Hazardous and Other (Management and Transboundary Movement) Rules, 2016.

Wastes

3.45.4 Timeline

- i. 60 Days.

Source: As per the rule 13(5) of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.

3.45.5 Fees & Payment

- i. Free of cost.

3.46 Form for Transboundary movement - movement document under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form VI)

3.46.1 Procedure

- i. For the import of other wastes listed in Part D of Schedule III, the importer shall not require the permission of the Ministry of Environment, Forest and Climate Change . However, the importer shall furnish the required information as per Form 6 to the Customs authorities, accompanied with the following documents in addition to those listed in Schedule VIII, wherever applicable.
- ii. The Port and Customs authorities shall ensure that shipment is accompanied with the movement document as given in Form 6 and the test report of analysis of the waste, consignment, wherever applicable, from a laboratory accredited or recognized by the exporting country. In case of any doubt, the customs may verify the analysis.

[Source: The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016; See Rule 13 (2)(10), 14 (5)]

3.46.2 Eligibility

- i. Any person or occupier who imports hazardous or other waste (Importer).

3.46.3 Checklist

- i. Incase the transporter is more than one please attach a list.

Source: As per the list of enclosure given in the form VI of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form VI)

3.46.4 Timeline

- i. 60 Days.

Source: As per the rule 13 (5) of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

3.46.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.47 Application form for one time authorisation of traders for part-d of schedule III, waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form VII)

3.47.1 Procedure

- i. Importer who is a trader, importing waste on behalf of actual users, shall obtain one time authorisation in Form 7 and copy of this authorisation shall be appended to Form 6.

[Source: The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016; See Rule 13 (2)(c)]

3.47.2 Eligibility

- i. Importer who is a trader, importing waste on behalf of actual users, shall obtain one time authorization in Form 7 and copy of this authorization shall be appended to Form 6.

3.47.3 Checklist

- i. While applying online for registration there is no need of any document but kindly keep ready all the related documents at the time of inspection all these documents to be verified by Respected Inspector.

3.47.4 Timeline

- i. 60 days.

[Source: As per the rule 13 (5) of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016]

3.47.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.48 Labelling of containers of hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form VIII)

3.48.1 Procedure

- i. Any occupier handling hazardous or other wastes and operator of the treatment, storage and disposal facility shall ensure that the hazardous and other wastes are packaged in a manner suitable for safe handling, storage and transport as per the guidelines issued by the Central Pollution Control Board from time to time. The labelling shall be done as per Form 8.
- ii. The label shall be of non-washable material, weather proof and easily visible.
- iii. The occupier shall label the hazardous and other wastes containers as per Form 8

[Source: As per rule 17 (1 & 2) and 18 (2) of the Hazardous and Waste Management rules]

3.48.2 Eligibility

- i. Any occupier handling hazardous or other wastes and operator of the treatment, storage and disposal facility.

3.48.3 Checklist

- i. To be collected from Pollution Control Board Assam.

3.48.4 Timeline

- i. To be collected from Pollution Control Board Assam.

3.48.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.49 Transport emergency (TREM) card (To be carried by the transporter during transportation of hazardous and other wastes, provided by the sender of waste) under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form IX)

3.49.1 Procedure

- i. The occupier shall provide the transporter with the relevant information in Form IX, regarding the hazardous nature of the wastes and measures to be taken in case of an emergency and shall label the hazardous and other wastes containers as per Form VIII.

[Source: As per the rule 18 (2) of the Hazardous and Waste Management Rule]

3.49.2 Eligibility

- i. A person who has, control over the affairs of the factory or the premises and includes in relation to any hazardous and other wastes, the person in possession of the hazardous or other waste (Occupier).

3.49.3 Checklist

- i. To be collected from Pollution Control Board Assam.

3.49.4 Timeline

- i. To be collected from Pollution Control Board Assam.

3.49.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.50 Manifest for hazardous and other waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form X) 30

3.50.1 Procedure

- i. The sender of the waste shall prepare seven copies of the manifest in Form 10 comprising of colour code indicated below and all seven copies shall be signed by the sender:

Copy number with color code

Purpose

(1)

(2)

Copy 1 (White)

To be forwarded by the sender to the State Pollution Control Board

after signing all the seven copies.

Copy 2 (Yellow)	To be retained by the sender after taking signature on it from the transporter and the rest of the five signed copies to be carried by the transporter.
Copy 3 (Pink)	To be retained by the receiver (actual user or treatment storage and disposal facility operator) after receiving the waste and the remaining four copies are to be duly signed by the receiver.
Copy 4 (Orange)	To be handed over to the transporter by the receiver after accepting waste.
Copy 5 (Green)	To be sent by the receiver to the State Pollution Control Board.
Copy 6 (Blue)	To be sent by the receiver to the sender.
Copy 7 (Grey)	To be sent by the receiver to the State Pollution Control Board

- ii. The sender shall forward copy 1 (white) to the State Pollution Control Board, and in case the hazardous or other wastes is likely to be transported through any transit State, the sender shall intimate State Pollution Control Boards of transit State s about the movement of the waste.
- iii. No transporter shall accept waste from the sender for transport unless it is accompanied by signed copies 3 to 7 of the manifest.
- iv. The transporter shall submit copies 3 to 7 of the manifest duly signed with date to the receiver along with the waste consignment.
- v. The receiver after acceptance of the waste shall hand over copy 4 (orange) to the transporter and send copy 5 (green) to his State Pollution Control Board and send copy 6 (blue) to the sender and the copy 3 (pink) shall be retained by the receiver.
- vi. The copy 7 (grey) shall only be sent to the State Pollution Control Board of the sender, if the sender is in another State.

[Source: As per the rule 19 of The Hazardous Waste and management]

3.50.2 Eligibility

- i. The Sender of the Hazardous waste.

3.50.3 Checklist

Copy number with color code	Purpose
(1)	(2)
Copy 1 (White)	To be forwarded by the sender to the State Pollution Control Board after signing all the seven copies.
Copy 2 (Yellow)	To be retained by the sender after taking signature on it from the transporter and the rest of the five signed copies to be carried by the transporter.
Copy 3 (Pink)	To be retained by the receiver (actual user or treatment storage and disposal facility operator) after receiving the waste and the remaining four copies are to be duly signed by the receiver.
Copy 4 (Orange)	To be handed over to the transporter by the receiver after accepting waste.
Copy 5 (Green)	To be sent by the receiver to the State Pollution Control Board.
Copy 6 (Blue)	To be sent by the receiver to the sender.
Copy 7 (Grey)	To be sent by the receiver to the State Pollution Control Board

Source: As per the 19(1) of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 .

3.50.4 Timeline

- i. To be collected from Pollution Control Board Assam.

3.50.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.51 Format for reporting accident under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form XI)

3.51.1 Procedure

- i. Where an accident occurs at the facility of the occupier handling hazardous or other wastes and operator of the disposal facility or during transportation, the occupier or the operator or the transporter shall immediately intimate the State Pollution Control Board through telephone,e-mail about the accident and subsequently send a report in Form 11.

[Source: As per the rule 22 of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules]

3.51.2 Eligibility

- i. The facility or sender or receiver or transporter to the State Pollution Control Board

3.51.3 Checklist

- i. To be collected from Pollution Control Board Assam.

3.51.4 Timeline

- i. 30 days.

3.51.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.52 Application for filing appeal against the order passed by State Pollution Control Board under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (Form XII)

3.52.1 Procedure

- i. Any person aggrieved by an order of suspension or cancellation or refusal of authorization or its renewal passed by the State Pollution Control Board may,within a period of thirty days from the date on which the order is communicated to him, prefer an appeal in Form 12.
- ii. The Appellate Authority may entertain the appeal after expiry of the said period of thirty days ,if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- iii. Every appeal filed under this rule shall be disposed of within a period of sixty days from the date of its filing.

[Source: As per the rule 24 of the Hazardous and Waste management rules]

3.52.2 Eligibility

- i. Any person aggrieved by an order of suspension or cancellation or refusal of authorization or its renewal passed.

3.52.3 Checklist

- i. Certified copy of the order to be attached with.

Source: As per the checklist mentioned in the form-12 of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

3.52.4 Timeline

- i. 60 days from the date of filling.

[Source: As per the rule 24(3) of The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016]

3.52.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.53 Notice of inspection under the Air (Prevention and Control of Pollution) Act, 1981. (BE)

3.53.1 Procedure

3.53.2 Eligibility

3.53.3 Checklist

3.53.4 Timeline

3.53.5 Fees & Payment

3.54 Notice of inspection under the Water (Prevention and Control of Pollution) Rules, 1975. (BE)

3.54.1 Procedure

3.54.2 Eligibility

3.54.3 Checklist

3.54.4 Timeline

3.54.5 Fees & Payment

3.55 Application Form for Accident Reporting under the Bio Medical Waste Management Rules, 2016. (Form I)

3.55.1 Procedure

- i. It shall be the duty of every occupier to report major accidents including accidents caused by fire hazards, blasts during handling of bio-medical waste and the remedial action taken and the records relevant thereto, (including nil report) in Form I to the prescribed authority and also along with the annual report.
- ii. Information regarding all other accidents and remedial steps taken shall be provided in the annual report

[Source: The Bio-Medical Waste Management Rules, 2016; See Rule 5(i) 15(2)]

3.55.2 Eligibility

- i. The authorised person under the Bio Medical Waste Management.

3.55.3 Checklist

- i. To be collected from Pollution Control Board Assam.

3.55.4 Timeline

Report within twenty-four hours in writing regarding the remedial steps taken in Form I
Source: As per the 15 (1) of the Bio Medical Waste Management Rules, 2016.

3.55.5 Fees & Payment

- i. To be collected from Pollution Control Board Assam.

3.56 Application for renewal of authorisation under the Bio Medical Waste Management Rules, 2016. (Form II)

3.56.1 Procedure

- i. Every occupier or operator handling bio-medical waste, irrespective of the quantity shall make an application in Form II to the prescribed authority i.e. State Pollution Control Board and Pollution Control Committee, as the case may be, for renewal of authorisation.
- ii. The authorisation shall be one time for non-bedded occupiers and the authorisation in such cases shall be deemed to have been granted, if not objected by the prescribed authority within a period of ninety days from the date of receipt of duly completed application along with such necessary documents.
- iii. In case of refusal of renewal, cancellation or suspension of the authorisation by the prescribed authority, the reasons shall be recorded in writing. Provided that the prescribed authority shall give an opportunity of being heard to the applicant before such refusal of the authorisation.
- iv. Every application for authorisation shall be disposed of by the prescribed authority within a period of ninety days from the date of receipt of duly completed application along with such necessary documents, failing which it shall be deemed that the authorisation is granted under these rules.

[Source: As per the rule 10 of the Bio Medical Waste Management Rules, 2016]

3.56.2 Eligibility

- i. Occupier of health care facility or common bio-medical waste treatment facility.

3.56.3 Checklist

- i. A map with GPS locations of CBMWTF and area of coverage.
- ii. Brief description of arrangements for handling of biomedical waste.
- iii. Contingency plan of common bio-medical waste treatment facility (CBWTF).

[Source: As per the list of enclosures given in the form II of the Bio Medical Waste Management Rules, 2016]

3.56.4 Timeline

- i. Grant of authorization under Bio-Medical Waste (Management & Handling) Rules, 1998 is 90 working days.

[Source: As per the rule 10(3) of the Bio Medical Waste Management Rules, 2016]

3.56.5 Fees & Payment

- i. To be collected from the Pollution Control Board, Assam.

Chapter 4

Self Certification

5.1 Auto Renewal of validity period of CTE under Water Act,1974 and Air Act,1981 based on self certification under Ease of Doing Business.

The Department of Industrial Policy & Promotion (DIPP) has mandated the Auto Renewal of CTE validity as one of the action points under 'Ease of Doing Business' programme. In response to that, the Board hereby decided to introduce auto renewal of validity period of CTE.

The guidelines shall be followed for implementation of auto-renewal of 'Consent to Establish':

5.1.1. The ROs/Head Office shall extend the validity period of CTE to the industries on receipt of the followed from the proponent:

- i. Requisition letter in the format from the industry directly to the Authority who has issued the Authority who has issued the said CTE order (i.e. RO/HO).
- ii. Copy of valid CTE order and EC order and EC order (in case of project covered under EIA notification)
- iii. The progress of construction of the project including installation and construction of Air/Water Pollution Control System along with the photographs.
- iv. Reasons for extension of validity of CTE order and time required to complete the project.
- v. Longitude and latitude of the site.

5.1.2. There is no need for the inspection report of the site by the Regional Office for extension of CTE validity period.

5.1.3. The CTE order shall not be Auto extended for the projects which have not started construction of the project (Construction wall/security room shall not be considered) during the validity period and applied for extension after expiry of the order.

5.1.4. The CTE order shall be extended for a period as requested by the industry not more than 5 years. In case of projects covered under EIA Notification, the auto extension shall be till validity of EC Order.

5.1.5. The issuing authority has to issue order extending the validity of CTE order for 5 years within a period of one week.

The system of auto renewal of CTE shall be carefully implemented by the Regional Office/Head Office.

5.2 Auto-renewal of 'Consent to Operate' based on Self-Certification

Subject to approval of the Board, Pollution Control Board, Assam intends to initiate Auto renewal of 'Consent to Operate' for Green Category of industries which will submit a self-certification on Environmental Regulations. The strategies for effective implementation of environmental regulations include enforcement and compliance aspects which are being handled simultaneously with the consent.

In order to explain the consent, it is now proposed to emphasis enforcement and compliance as discrete activities along with the responsibility of declaring the compliance of regulations by the industry while seeking renewal of consent. Initially the proposed scheme of auto-renewal of consent based on self-certification and Commitment letter will be rolled out for Green categories of industries.

The key features of this scheme are as follows:

5.2.1. The auto-renewal of consent will be applicable when there is no increase in overall production capacity and also, in pollution load.

5.2.2. This scheme is applicable, only in case if there is marginal increase (upto max 10%) in the capital investment which is due to infrastructure development, clean technology, pollution control system and better production management, without increase in production or pollution or pollution load, the industry shall submit corresponding fees for Consent to Establish

and also difference in Consent to operate fees since the blocks year the capital investment is made on pro-rata basis.

- 5.2.3.** In case, if there is increase in Capital investment by over 10% then the applicable for grant of renewal of Consent under Auto-renewal Policy will not be considered. The industry needs to apply in prescribed application form.
- 5.2.4.** In case, if the capital investment is decreased, then the application for grant of renewal of Consent under Auto-renewal Policy will not be considered. The industry needs to apply in prescribed application form.
- 5.2.5.** For the Auto-renewal, industry shall submit format of Self-Certification on compliance of earlier Consent conditions duly signed by person authorised by Company's Board and shall submit the copy of the said Resolution along with the prescribed fees at PCBA HO/Ros and, also industry shall submit Commitment towards compliance of the Consent conditions & the Environmental Laws in prescribed format.
- 5.2.6.** The industries need to submit self-certification in prescribed format along with prescribed fee either PCBA through online under EoDB web portal. The renewal will be reflected in the EoDB web portal within 15 days.

[Source: As per notification no WB/G-1248/15-16/29]

Chapter 5

Inspection

5.1 Inspection Procedure for Compliance Inspection under Water and Air Acts

Compliance inspections are inspections done to evaluate or verify compliance status after necessary conditions have been stipulated to the establishments/ industries.

5.1.1 Objective:

- The objective of the compliance inspection is to verify whether the industries/ establishments are operating in compliance with stipulated conditions and if not, to collect the evidence for taking

action to prevent environmental pollution.

- The compliance inspection is also aimed to provide necessary guidance/ directions to the industries to improve their compliance status with the stipulated conditions.
- The compliance inspections help the Board to ensure that industries take all necessary measures to control environmental pollution.

5.1.2 Computerized Inspection Allocation:

- The 'Computerized Inspection Allotment' system will allot the Board Official (herein after referred to as 'Inspector') for compliance inspection of the establishment/industry under water and Air Acts.
- The Inspector shall inspect the industry to verify compliance status of the condition stipulated under Water and Air Acts by duty following the procedure as given below:

5.1.3 Pre-Inspection Activities:

- In order to carry out thorough and complete inspection, the inspector shall make necessary preparation.
- The inspector shall collect background information such as address and compliance history of the industry to be inspected. This background information enables the inspector to become familiar with the industry operations and any previous issues before entry. This will also enable the inspector to note areas that may not need more detailed verification/ investigation during the inspection.
- The inspector can obtain and review the following information about the industry, which may be available at RO or HO:
 - Exact location of the industry.
 - Latest consent orders issued to the industry.
 - Line of activity and operating scale of the industry.
 - Previous inspection records and reports.
 - Track record of the industry with respect to closure orders/directions issued by the Board if any.

5.1.4 Inspection procedure

- Inspection shall be made during regular working hours of the establishment/industry except when special circumstances indicative otherwise.
- Before entering into the industry the inspector shall inspect surrounding areas along the boundary of the industry to verify if there is any discharge of effluents or dumping of solid or hazardous waste.
- Thereafter, the inspector shall inspect the industry. At the beginning of the inspection, the inspector shall locate the occupier / representative of the occupier/person in charge of the industry and reform about the purpose of the proposed inspection.
- The inspector shall inspect following areas in the industry premises, in addition to other areas as required , to verify compliance status:
 - Manufacturing areas
 - Raw materials and finished products storage area.
 - Water storage area.
 - Effluent generating sources.

- Effluent collection, storage, treatment and disposal areas.
- Air pollution sources and control systems.
- Solid and hazardous waste generation sources, storage and disposal areas.
- Environmental management cell to verify record maintenance.
- The inspector shall verify all the records pertaining to production, water pollution & control, air pollution & control, management of solid and hazardous waste.
- The inspector shall verify and collect specific information on the following points:
 - Operational status of the industry (Whether in operation / seasonal/ sick/ closed, etc.)
 - Production records for a period of atleast six months (RG-I copies)
 - Consumption quantities of major raw material during a period of last six months.
 - Fresh water sources and storage capacity along with details of tanks.
 - Status of flow meters provided for recording water consumption for various purposes along with meter reading at the time of inspection.
 - Details of water cess assessment and payment.
 - Effluent generations sources and quantities (as per records)
 - Effluent collection, treatment and disposal details.
 - Operation and maintenance of effluent treatment systems.
 - Status of flow meters provided for recording effluent generations, treatment and air pollution control systems along with meter readings at the time of inspections.
 - Details of solid and hazardous waste generations, storage and disposal.
- The inspector shall collect photographic evidence for observations of non- compliance.
- The inspector may seek information / clarifications or documentary evidence from the industry to ascertain compliance status.
- If any representative/occupier of the industry wilfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
- During inspection, the inspector shall take all safety precautions required such as PPE, helmets, masks, goggles, etc.
- At the end of the inspection, the inspector may inform the representatives of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

5.1.5 Post- Inspection activities:

- The inspector shall carefully record all the information collected and observation made during the information.
- The inspector shall then prepare inspection report in the prescribed format duly reporting compliance status of the industry with the conditions stipulated under Water and Air acts.
- Any additional information may be recorded under remarks.
- The inspector may also indicate additional measures to be taken up by the industry to comply with conditions.
- The inspection report shall be carefully checked and then submitted online within 48 hours of the inspection.
- The supporting documents and photographs obtained during inspection, if any shall uploaded along with the inspection report.

5.2 Checklist for Compliance Inspection under Water Act, 1974 & Air Act, 1981

1.	Verify consent status of the industry.
2.	Manufacturing process & Production
3.	Pollution sources (Water, Air & Solid waste) & status of control systems
4.	Status of flow meters
5.	Status of water cess payment.

Chapter 6

Sl no	Date	Memo No	Brief
1	03/11/2016	No.WB/G-1248/15-16/34	Auto Renewal of validity period of CTE under Water Act,1974 and Air Act,1981 based on self certification under Ease of Doing Business.
2	03/11/2016	No.WB/G-1248/15-16/37	Inspection Reform Enablers-Inspection of Establishment (Industries)-Executives Instructions Issued reg. Under Ease of Doing Business.

3	03/11/2016	No. WB/G-1248/15-16/35	Information on the Procedures and Checklist of the documents for submission and steps followed for processing of Consent (under Water Act,1974 & Air 1981)/Authorization (under Hazardous Waste Rule,2016) Applications.
4	20/05/2016	No. WB/G-1248/15-16/31	Defined Timelines for disposal of the cases related with CTE, CTO and Authorization.
5	20/05/2016	No. WB/G-1248/15-16/30	Review of Validity period of Consent to Operate (CTO) granted by the Board under the provisions of Water (Prevention and Control of Pollution) Act,1974 and Air (Prevention and Control of Pollution) Act,1981
6	20/05/2016	No. WB/G-1248/15-16/29	Auto-renewal of 'Consent to Operate' based on Self-certification
7	10/05/2016	No. WB/G-1248/15-16/27	Notified Laboratories for Environmental Monitoring and Sampling
8	05/05/2016	No. WB/G-1248/15-16/25	The monitoring and sampling frequency of different categories of industries (Red, Orange & Green) as per Emission regulation
9	03/11/2016	No. WB/G-1248/15-16/36	Exemption of Green Category of Industries from Inspection – addendum to the Notification under reference
10	04/05/2016	No. WB/G-1248/15-16/23	Validity period of Consent to Establish granted by the Board under both Water (Prevention and Control of Pollution)
11	05/05/2016	No. WB/G-1248/15-16/26	Punitive action against officers due to non compliance of timeline
12	15/03/2016	No. WB/G-1248/15-16/11	Submission of Inspection report by inspectors within 48 hrs.
13	30/08/2016	No. WB/G-1063/14-15/03	Amendment to the list of Industries not requiring Consent of Pollution Control Board, Assam

Notification