



GOA STATE POLLUTION CONTROL BOARD

QUALITY ENVIRONMENT HEALTH AND SAFETY (QEHS)

Doc No.: QEHS-SOP-02/05

STANDARD OPERATING PROCEDURE:

Management of e- Waste Authorisation

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1.0 PURPOSE:

To define a procedure for granting authorisation under e-waste Management Rules, 2016

2.0 SCOPE:

E-waste rules shall apply to every manufacturer, producer, consumer, bulk consumer, collection centres, dealers, e-retailer, refurbisher, dismantler and recycler involved in manufacture, sale, transfer, purchase, collection, storage and processing of e-waste or electrical and electronic equipment listed in Schedule I, including their components, consumables, parts and spares which make the product operational but shall not apply to :

- (a) used lead acid batteries as covered under the Batteries (Management and Handling) Rules, 2001 made under the Act;
- (b) micro enterprises as defined in the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006); and
- (c) radio-active wastes as covered under the provisions of the Atomic Energy Act, 1962 (33 of 1962) and rules made there under.

3.0 DEFINITIONS:

Refer GSPCB-QEHS-LEGOR-01, Section 12

4.0 RESPONSIBILITIES:

- 4.1 Dept. Head Technical is responsible for processing applications under e-waste (Management) rules.
- 4.2 Individual responsibilities of specific activities are described hereafter.

5.0 DESCRIPTION:

S.No.	Activity	Responsibility	Ref. Doc
5.1	APPLICATION RECEIPT		
5.1.1	Receive hard copy of applications for Fresh/ Renewal of Authorisation from the units with requisite fee.	Conc. Inward Clerk	Form I (a) (Application for Authorisation)/ Notification 3-154-2008/STE-DIR/795
5.1.2	The Conc. Inward Clerk marks the scanned copy of the application to the Conc. EA.	Conc. EA	Order No. 1/5/16-PCB/Vol.XXII/8427 dated 13.01.2016

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By Order

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5.2	INSPECTION			
5.2.1	The Conc. EA conducts inspection within 15 days of receipt of application and puts up the inspection report within a time period of 2 days and forwards the same to RO/HO.	Conc. EA		
5.2.2	Scrutinize the inspection report and forwards to EE for comments and recommendations, if any within 2 days.	HO /RO North/South		
5.2.3	Comments and recommendations, if any are forwarded to MS for approval within 2 days.	EE		
5.2.4	Approve recommendation with comments if any, forward to Chairman within 2 days.	MS		
5.2.5	Clearance for grant/rejection of Authorisation within 2 days and re-forward to MS.	Chairman		
5.3	GRANT OF AUTHORISATION			
5.3.1	In case of grant of authorisation, MS forwards the authorisation to the Conc. LDC/EA within 2 days.	MS		
5.3.2	The Conc. LDC prepares the final copy of authorisation. The final authorisation is sent for checking to the Conc. EA. The Conc. EA, checks the final copy and forwards the final copy for verification to RO/HO which is then forwarded back to LDC with comments, if any for final printout within 2 days to RO.	Conc. LDC /EA/ RO/(HO)		
5.3.3	RO forwards the Final Authorization to MS for signature within 2 days.	RO/MS	Form I (bb)	
5.4	REJECTION OF AUTHORISATION			
5.4.1	If the file is rejected by chairman (ref. 5.2.5), MS forwards the file to legal section for issue of directions within 2 days.	MS		
5.4.2	SLO marks the file to ALO/JLO/ Conc. LDC for drafting of directions. The draft directions are then marked to SLO for verification and comments, if any within 2 days.	SLO/ALO/JLO/ Conc. LDC		
5.4.3	If technical clearance is required, SLO marks the file to EE, if not, marks the file to MS for approval of draft within 2 days.	SLO		
5.4.4	EE with comments forwards the file back to SLO which is then forwarded to MS within 2 days.	EE/SLO		
5.4.5	MS approves the directions and forwards to the chairman for further approval within 2 days.	MS		
5.4.6	Chairman approves and marks the file back to MS. MS forwards the file to SLO. SLO marks back to ALO/JLO. ALO/JLO marks to Conc. LDC for final printout within 2 days.	Chairman/MS/ SLO/ALO/JLO/ Conc.LDC		

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5.4.7	The Conc. LDC takes the final printout and marks back to SLO. SLO forwards the directions to MS for signature within 2 days.	Conc. LDC/SLO	
5.5	ISSUE OF AUTHORISATION/ DIRECTIONS		
5.5.1	After MS signature, Authorization/ Directions are sent to outward for outward no. within 24 hours.	Outward clerk	
5.5.2	The Authorisation is copied and kept for records in the Conc. Unit file. The original copy is despatched by post within 24 hours.	Outward clerk	
5.6	The said Authorisation/Directions are to be submitted within 45 days maximum.		LEGOR, Section 12 /e- Waste (Management) Rules, 2016/ Form I (bb)/QEHS-MP-F(04-01)
5.7	SUBMISSION OF ANNUAL REPORT		
5.7.1	Receive Annual report on or before 30 th day of June following the financial year by the board's authorised manufacturer.	Inward clerk/Conc. EA	Form 3
5.7.2	If the Annual report is not received by the manufacturer, the Conc. EA intimates the authorised manufacturer via phone and ensures that the unit submits the same before 30 th June every year, if not the file is marked for show cause.	Conc. EA	Form 3
5.7.3	The Conc. EA updates the records and compiles the data to be sent, and forwards to EE, MS and Chairman for Approval for onward submission to CPCB.	Conc. EA	
5.7.4	On approval, Annual report is forwarded to CPCB before 30 th day of September every year.	EA	Form 5
5.8	The e-waste authorisation shall be valid for a period of five years.	-	LEGOR, Section 12 /e-waste (Management) Rules, 2016
5.9	Submit status of applications to MR including corrective and preventive actions taken and relevant communication with respect to applications by the 5 th of every month for Management Review.	Conc. EA/Conc. LDC	QEHS-MP-F(04-01)

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6.0 ABBREVIATIONS

6.1	Conc.	:	Concerned
6.2	Dept.	:	Department
6.3	RO	:	Regional Officer
6.4	HO	:	Head Officer
6.5	MS	:	Member Secretary
6.6	EE	:	Environmental Engineer
6.7	SLO	:	Senior Law Officer
6.8	ALO	:	Assistant Law Officer
6.9	JLO	:	Junior Law Officer
6.10	EA	:	Engineering Assistant
6.11	LDC	:	Lower Division Clerk
6.12	GSPCB	:	Goa State Pollution Control Board
6.13	CPCB	:	Central Pollution Control Board

7.0 REFERENCE:

7.1	Form I(a)	:	Application for Authorisation
7.2	Form I(bb)	:	e- waste Authorisation
7.3	Form 3	:	Submission of Annual report by the manufacturer
7.4	Form 5	:	Submission of Annual report to CPCB
7.5	QEHS-MP-F(04-01)	:	QEHS Objectives
7.6	GSPCB-LEGOR-01, Section No.:12	:	e-waste (Management)Rules, 2016

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