

**GOA STATE POLLUTION CONTROL BOARD****QUALITY ENVIRONMENT HEALTH AND SAFETY (QEHS)**

Doc No.: QEHS-SOP-02/02

**STANDARD OPERATING PROCEDURE:****Processing of Plastic Waste (Management and Handling) Authorisation**

Rev. No.: 01

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**1.0 PURPOSE:**

To define a procedure for granting Registration under Plastic Waste (Management and Handling) Rules, 2016.

**2.0 SCOPE:**

Plastic Waste (Management and Handling) rules shall apply to every waste generator, local body, Gram Panchayat, manufacturer, Importers and producer.

**3.0 DEFINITIONS:**

Refer GSPCB-QEHS-LEGOR-01, Section 10

**4.0 RESPONSIBILITIES:**

4.1 Dept. Head Technical is responsible for processing applications under Plastic Waste (Management and Handling) Rules, 2016.

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 Plastic waste registration from the units.	Conc. Inward Clerk	Form I OR Form II OR Form III as per PWMR 2016 and the attachments to the respective forms
5.1.2	Scrutinize as per Boards requirements the applications for Plastic waste authorisation.	Conc. Inward Clerk	
5.1.3	Once scrutinized, if application does not meet requirement do not accept for inward. Inform the applicant for needful.	Conc. Inward Clerk	
5.1.4	In case of complete application as per concerned Form and attachment, carry out site inspection within 5 days of satisfactory receipt of the application.	Conc. Taluka JEE	Form IV Order No.: 1/5/16-PCB/Vol.XXII/9512 dated 04.03.2016.

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<b>5.2</b>	<b>INSPECTION</b>		
5.2.1	The Conc. JEE 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. Taluka JEE	
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	
<b>5.3</b>	<b>GRANT OF AUTHORISATION</b>		
5.3.1	In case of grant for authorisation, MS forwards the file 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)	Order No. 1/5/14- PCB/Vol.XIX/7 001 dated 11.11.2015
5.3.3	RO forwards the Final Authorisation to MS for signature within 2 days.	RO/MS	Form II
<b>5.4</b>	<b>REJECTION OF AUTHORISATION</b>		
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	
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	

<b>5.5</b>	<b>ISSUE OF AUTHORISATION/ DIRECTIONS</b>		
5.5.1	After MS signature, authorisation/ Directions are sent to outward for outward no. within 24 hours.	Outward clerk	
5.5.2	The authorisation/ Directions 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 10 /Plastic waste (Management) Rules, 2016/ QEHS-MP-F(04-01)
<b>5.7</b>	<b>SUBMISSION OF ANNUAL REPORT</b>		
5.7.1	Receive annual returns from registered plastic waste unit by 31 <sup>st</sup> May every year.	Conc. EA	Form III
5.7.2	If the Annual report is not received by the registered plastic waste units , the Conc. EA intimates the authorised units via phone and ensures that the unit submits the same, if not the file is marked for show cause.	Conc. EA	
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 31 <sup>st</sup> of July for each financial year.	Conc. EA	Form IV
5.8	The Batteries authorisation for registration shall be valid for a period of five years.	-	LEGOR, Section 18 /Plastic -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 <sup>th</sup> of every month for Management Review.	Conc. EA	QEHS-MP-F(04-01)
<b>6.0</b>	<b>ABBREVIATIONS</b>		
6.1	Conc.	:	Concerned
6.2	Dept.	:	Department
6.3	RO	:	Regional Officer
6.4	HO	:	Head Officer

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- 6.5 JEE : Junior Environmental Engineer
- 6.6 EA : Engineering Assistant
- 6.7 MS : Member Secretary
- 6.8 LDC : Lower Division Clerk
- 6.9 GSPCB : Goa State Pollution Control Board
- 6.10 SLO : Senior Law Officer
- 6.11 ALO : Assistant Law Officer
- 6.12 JLO : Junior Law Officer
- 6.13 CPCB : Central Pollution Control Board

**7.0 RECORDS:**

- 7.1 Form I : Application for obtaining Authorisation
- 7.2 Form II : Format for issue of Authorisation to the Operator
- 7.3 Form III : Format of Annual Report to be submitted by Local Authority to the SPCB
- 7.6 Form-IV : Format of Annual Report to be submitted by SPCB/ Committees to CPCB
- 7.7 QEHS-MP-F(04-01) : QEHS Objectives

**8.0 REFERENCE:**

- 8.1.1 Plastic waste (Management)Rules, 2016
- 8.1.2 LEGOR, Section No.:10

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