

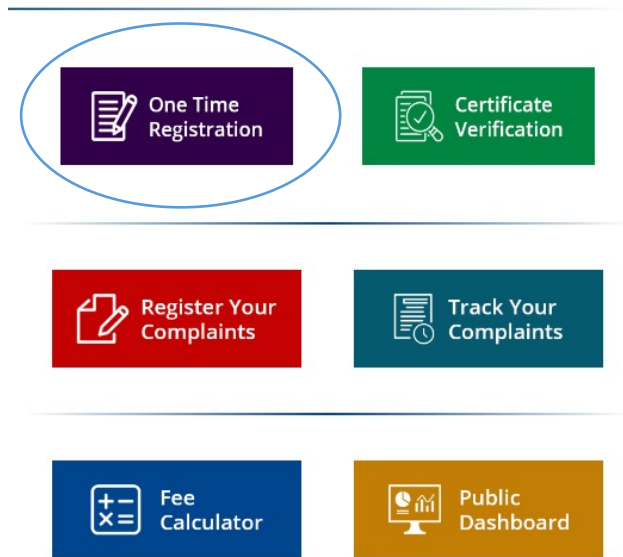
**ONLINE SUBMISSION OF MANIFEST & ANNUAL RETURNS**

*As per Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016*

***USER MANUAL***

# KSPCB Home screen

- Open **KSPCB online** page.([www.keralapcbonline.com](http://www.keralapcbonline.com))
- Select **One Time Registration**
- Fill all the mandatory fields and save

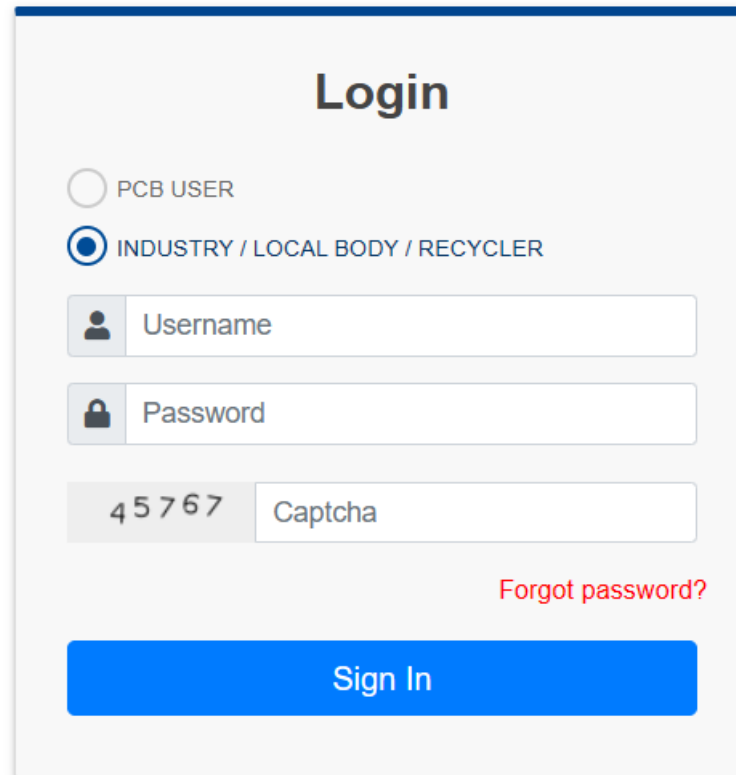


The image shows a screenshot of the 'One Time Registration Of Industries/ Establishments' form. The form is titled 'One Time Registration Of Industries/ Establishments' and contains the following fields and sections:

- USER TYPE\***: A dropdown menu with the text 'Please select user type'.
- DISTRICT\***: A dropdown menu with the text 'Select'.
- FIRST NAME\***: A text input field.
- LAST NAME\***: A text input field.
- GENDER\***: Radio buttons for 'Male', 'Female', and 'Others'.
- DATE OF BIRTH\***: A date input field with the format 'dd/mm/yyyy'.
- EMAIL ADDRESS\***: A text input field.
- MOBILE NO\***: A text input field.
- COMMUNICATION ADDRESS\***: A large text area for input.
- SELF DECLARATION\***: A checkbox and a text area containing the declaration: 'I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.'
- ENTER CAPTCHA\***: A captcha input field showing the number '86108'.
- Save**: A blue button at the bottom right of the form.

# LOGIN PROCESS

- **USER ID** and **OTP** will be generated at the time of registration
- Select **Industry/ Local Body/ Recycler** Login Button
- Enter **User ID, Password** and **Captcha** code and click on Sign In



The screenshot shows a login form with the following elements:

- Title:** Login
- Radio Buttons:** Two radio buttons are present. The first is labeled "PCB USER" and is unselected. The second is labeled "INDUSTRY / LOCAL BODY / RECYCLER" and is selected.
- Username Field:** A text input field with a user icon on the left and the placeholder text "Username".
- Password Field:** A text input field with a lock icon on the left and the placeholder text "Password".
- Captcha Field:** A text input field with a grey box containing the numbers "4 5 7 6 7" on the left and the placeholder text "Captcha".
- Forgot password?:** A red text link located below the password field.
- Sign In Button:** A large blue button with the text "Sign In" centered on it.

# INDUSTRIES/ ESTABLISHMENT

- Select **Industries/ Establishment** option.
- Click **Add New**
- Fill all the mandatory fields and
- **Save & Next**



INDUSTRIES/ ESTABLISHMENT DETAILS

Type Search Content Here.

#	INDUSTRY/ ESTABLISHMENT	ESTABLISHMENT TYPE	PHONE NO	LOCATION

**Add New +**

The screenshot shows the 'Industries/ Establishment Details' form. The form includes the following fields and options:

- SELECT ESTABLISHMENT TYPE\***: Industries (dropdown)
- INDUSTRY REGISTRATION/LICENSE NO**: Text input
- LEASED/ RENT**: Radio buttons for Yes/No
- COST OF LAND (RS IN LAKHS)\***: Text input
- COST OF BUILDING (RS IN LAKHS) \***: Text input
- COST OF PLANT & MACHINERY (RS IN LAKHS)\***: Text input
- GROSS FIXED CAPITAL INVESTMENT INCLUDING COST OF LAND, BUILDING, PLANT & MACHINERY WITHOUT DEPRECIATION (RS IN LAKHS) \***: Text input
- SCALE OF INDUSTRY\***: Text input
- MANAGEMENT\***: Select (dropdown)
- MOBILE NUMBER\***: Text input
- FAX NO. WITH CODE**: Text input
- E-MAIL ADDRESS\***: Text input
- WASTE TYPES HANDLED BY THE ESTABLISHMENT**: Checkboxes for Bio-Medical Waste, Plastic Waste, Construction & Demolition Waste, Solid Waste, E-Waste, Hazardous Waste, Battery waste.
- Save & Next** (button, circled in blue)

Version 1.3.2 Dated 14th.1

# MANIFEST SUBMISSION

- Select **Manifest** option
- Click **Add New**
- Select **year and industry name** and click **Save**

The screenshot displays the Kerala State Pollution Control Board's manifest submission interface. A modal window titled "Add Manifest for Hazardous And Other" is open, showing a form with two dropdown menus: "YEAR" (selected as 2023-24) and "INDUSTRY NAME" (selected as Select Industry). A "SAVE" button is visible at the bottom of the modal. The background shows a table with manifest entries, including columns for #, YEAR, ESTABLISHMENT NAME, ESTABLISHMENT TYPE, ADDRESS, and STATUS. The status for both entries is "Not Submitted".

#	YEAR	ESTABLISHMENT NAME	ESTABLISHMENT TYPE	ADDRESS	STATUS
1	2019-20	Arun Test	Industries Establishment		Not Submitted
2	2023-24	Industry	BMW Establishment	Mavelikkara,Chennithala (CT), ALAPPUZHA	Not Submitted

# MANIFEST SUBMISSION (Contd.)

- Click on the **Industry Name**
- Fill all the mandatory fields and click **Update**.

The screenshot shows the 'Manifest' submission form on the Kerala State Pollution Control Board website. The form is divided into four main sections: Sender Details, Transporters Details, Receiver Details, and Waste Details. Each section contains several mandatory fields marked with an asterisk (\*).

**Sender Details**

<b>Senders Name*</b>	<b>Senders Contact No:*</b>	<b>Senders Mail Address:*</b>
Aneesh Kumar s	4534534531	Test1@gmail.com
<b>Authorization Number*</b>	<b>Manifest Document No: *</b>	
1234123423411	354234523411	

**Transporters Details**

<b>Transporters Name*</b>	<b>Transporters Contact No:*</b>	<b>Transporters Mail Address:*</b>
Sanith mohan	6345634569	test1111@gmail.com
<b>Type of Vehicle*</b>	<b>Transporter Registration Number*</b>	<b>Vehicle Registration No: *</b>
<input type="radio"/> Truck <input checked="" type="radio"/> Tanker <input type="radio"/> Special Vehicle	13246546554	kl-22-4658

**Receiver Details**

<b>Receivers Name*</b>	<b>Receivers Contact No:*</b>	<b>Receivers Mail Address:*</b>
Arjun test	9457863321	arjun1@gmail.com
<b>Receivers Authorization Number*</b>		
3433335		

**Waste Details**

<b>Physical Form*</b>	<b>Total Quantity *</b>	<b>No. of Containers *</b>
<input checked="" type="radio"/> Solid <input type="radio"/> Semi-Solid <input type="radio"/> Sludge <input type="radio"/> Oil <input type="radio"/> Tar <input type="radio"/> Slurry <input type="radio"/> Liquid	1222222	78777

# MANIFEST SUBMISSION (Contd.)

- Click **Generate** option and save the pdf document.

Receiver Details

<b>Receivers Name*</b>	<b>Receivers Contact No:*</b>	<b>Receivers Mail Address:*</b>
Arjun test	9457863321	arjun1@gmail.com
<b>Receivers Authorization Number*</b>		
3433335		

Waste Details

<b>Physical Form*</b>	<b>Total Quantity *</b>	<b>No. of Containers *</b>
<input checked="" type="radio"/> Solid <input type="radio"/> Semi-Solid <input type="radio"/> Sludge <input type="radio"/> Oily <input type="radio"/> Tarry <input type="radio"/> Slurry <input type="radio"/> Liquid	1222222	78777
<b>Waste Description Name*</b>	<b>Special Handling Instructions*</b>	<b>Additional Information*</b>
test	test	test

No file selected.

# MANIFEST SUBMISSION (Contd.)

- Click **Browse** button and select the saved document.
- Click **Upload**, then **Submit**.

The screenshot shows a web form for manifest submission. It includes two input fields: 'No. of Containers \*' with the value '78777' and 'Additional Information\*' with the value 'test'. Below these fields is a 'Browse...' button with the text 'No file selected'. To the right of the 'Browse...' button is a red oval highlighting four buttons: 'Upload Document' (blue), 'UPDATE' (blue), 'GENERATE' (yellow), and 'SUBMIT' (green).



# ANNUAL RETURNS SUBMISSION

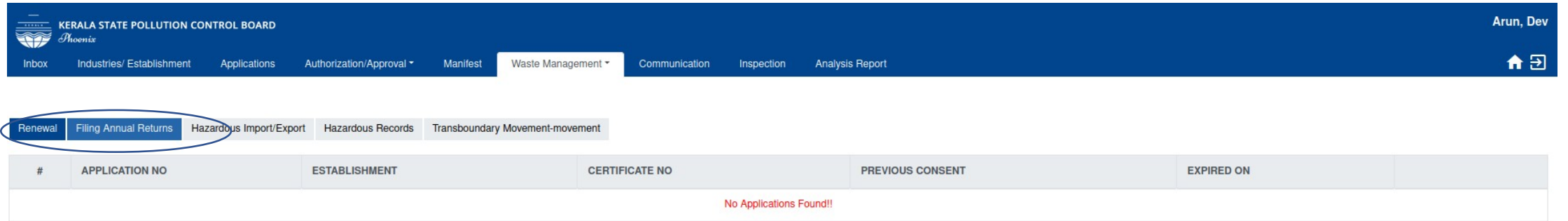
0 Click on **Waste Management** and select **Hazardous Waste**.

The screenshot shows the Kerala State Pollution Control Board website interface. The top navigation bar includes 'Inbox', 'Industries/ Establishment', 'Applications', 'Authorization/Approval', 'Manifest', 'Waste Management', 'Communication', 'Inspection', and 'Analysis Report'. The 'Manifest' dropdown menu is open, showing options: 'Bio Medical Waste', 'Hazardous Waste' (highlighted in green), 'E-Waste', 'Plastic Waste', 'Solid Waste', 'Construction & Demolition Waste', and 'Battery Waste'. Below the navigation, there are tabs for 'Sender In Kerala', 'Receiver', and 'Sender From Another State'. A table titled 'MANIFEST APPLICATIONS' is displayed with columns for '#', 'YEAR', 'ESTABLISHMENT NAME', 'ESTAB', 'LOCATION', and 'STATUS'. Two entries are shown, both with a status of 'Not Submitted'. An 'Add New +' button is located in the top right corner of the table area.

#	YEAR	ESTABLISHMENT NAME	ESTAB	LOCATION	STATUS
1	2019-20	<a href="#">Arun Test</a>	Industri	Neyyattinkara,Balaramapuram, THIRUVANANTHAPURAM	Not Submitted
2	2023-24	<a href="#">Industry</a>	BMW Establishment	Mavelikkara,Chennithala (CT), ALAPPUZHA	Not Submitted

# ANNUAL RETURNS SUBMISSION (Contd.)

0 Click on **Filing Annual Returns** option.



The screenshot shows the Kerala State Pollution Control Board website. The header includes the logo and name of the board, and a navigation menu with options like 'Inbox', 'Industries/ Establishment', 'Applications', 'Authorization/Approval', 'Manifest', 'Waste Management', 'Communication', 'Inspection', and 'Analysis Report'. Below the header, there is a sub-menu with options: 'Renewal', 'Filing Annual Returns', 'Hazardous Import/Export', 'Hazardous Records', and 'Transboundary Movement-movement'. The 'Filing Annual Returns' option is highlighted with a blue box. Below the sub-menu is a table with columns: '#', 'APPLICATION NO', 'ESTABLISHMENT', 'CERTIFICATE NO', 'PREVIOUS CONSENT', and 'EXPIRED ON'. The table is currently empty, displaying the message 'No Applications Found!!' in red text.

#	APPLICATION NO	ESTABLISHMENT	CERTIFICATE NO	PREVIOUS CONSENT	EXPIRED ON
No Applications Found!!					

# ANNUAL RETURNS SUBMISSION (Contd.)

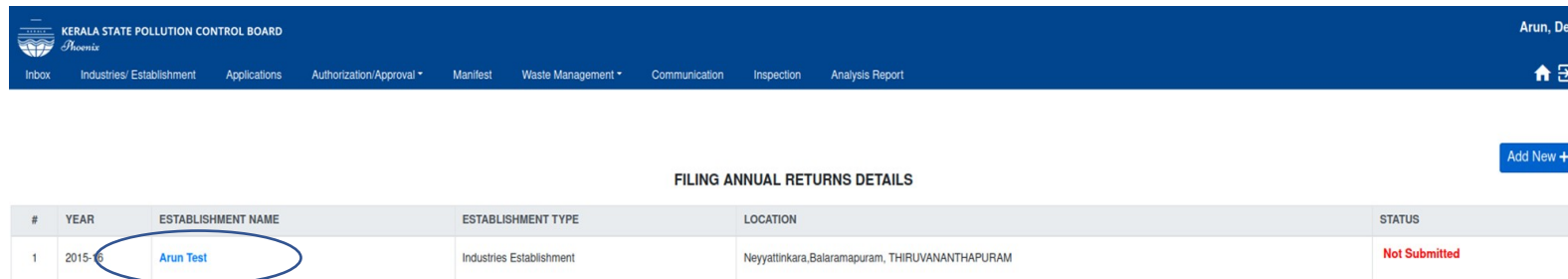
- Click on **Add New** and select **year and industry name**.
- Click **Save**.

The screenshot displays the Kerala State Pollution Control Board web portal. The header includes the board's name and logo, navigation tabs (Inbox, Industries/ Establishment, Applications, Authorization/Approval, Manifest, Waste Man), and the user name 'Arun, Dev'. A modal window titled 'New Annual Return' is open, featuring two dropdown menus: 'YEAR1' with '2023-24' selected, and 'INDUSTRY NAME' with 'Select Industry' selected. A blue 'SAVE' button is located at the bottom right of the modal. In the background, a table lists existing entries with columns for '#', 'YEAR', 'ESTABLISHMENT NAME', 'ESTABLISHMENT TYPE', and 'STATUS'. One entry is visible with year '2015-16', name 'Arun Test', and status 'Not Submitted'. An 'Add New +' button is also visible in the top right of the main content area.

#	YEAR	ESTABLISHMENT NAME	ESTABLISHMENT TYPE	STATUS
1	2015-16	Arun Test	Industries Establishment	Not Submitted

# ANNUAL RETURNS SUBMISSION (Contd.)

0 Click on **Establishment Name** and fill all the mandatory details



KERALA STATE POLLUTION CONTROL BOARD  
Phoenix

Inbox Industries/ Establishment Applications Authorization/Approval Manifest Waste Management Communication Inspection Analysis Report

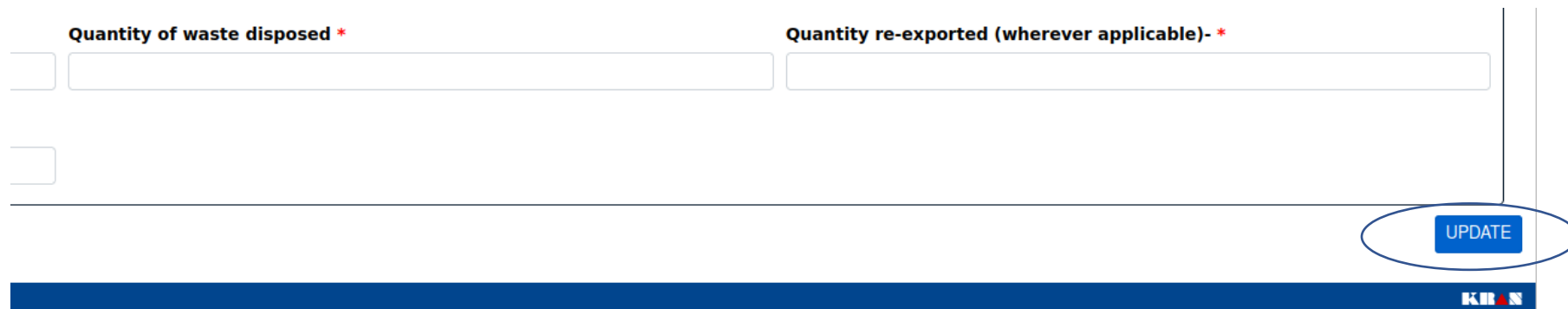
Arun, Dev

Add New +

FILING ANNUAL RETURNS DETAILS

#	YEAR	ESTABLISHMENT NAME	ESTABLISHMENT TYPE	LOCATION	STATUS
1	2015-16	Arun Test	Industries Establishment	Neyyattinkara,Balarapuram, THIRUVANANTHAPURAM	Not Submitted

0 click **Update** and then **Submit**.



Quantity of waste disposed \*

Quantity re-exported (wherever applicable)- \*

UPDATE

KPS

**THANK YOU**