

**S.O.P. FOR
AUTHORIZATION UNDER
THE SOLID WASTE
MANAGEMENT RULES, 2016**



KERALA STATE POLLUTION CONTROL BOARD

കേരള സംസ്ഥാന മലിനീകരണ നിയന്ത്രണ ബോർഡ്

Pattom P.O., Thiruvananthapuram – 695 004

പട്ടം പി.ഒ., തിരുവനന്തപുരം - 695 004



KSPCB/1225/2024-SEE-3

Date: 29/07/2024

**STANDARD OPERATING PROCEDURE FOR PROCESSING OF
APPLICATIONS FOR AUTHORIZATION FOR SOLID WASTE
MANAGEMENT ACTIVITIES OF LOCAL BODIES UNDER THE SOLID
WASTE MANAGEMENT RULES, 2016**

1. Background

As per rule 15(y),16(1)(c),21(3)of Solid Waste Management Rules, 2016 one time authorization shall be obtained by a Local Body for setting up waste processing, treatment or disposal facility including sanitary landfills, waste to energy plant etc., if the volume of waste exceeds five metric tonnes per day.

2. Application for Authorization

- Application shall be submitted online through the web portal www.keralapcbonline.com
- The Local Body may use the user account as per the One Time Registration (OTR) if already registered. Or else the company shall be registered.
- The user id of the local body will be the local body's PAN
- Log in using the PAN of LSGI. Register the waste treatment facilities under the LSGI for which the authorisation are applied for (See user manual on the homepage).
- Submit online application through the “Waste Management” link.

Online application shall be duly filled in with necessary details and the following documents shall be uploaded.

- i. ID proof
- ii. PAN Card of LSGI
- iii. Site Plan
- iv. Clearances as applicable (EC/CRZ/SWAK/Consent to Establish / Consent to Operate)
- v. MOU with the operator

vi. Annual Report in form IV as per the SWM Rules, 2016

The details to be filled in the application are as follows:

- i. Activity for which Authorisation is required (Waste processing/ Recycling/Treatment/Disposal at Secured Landfill)
- ii. Details of Processing/recycling/treatment/disposal of solid waste
 - a. Total Quantity of waste to be recycled/treated/disposed into landfill per day
 - b. Utilisation programme for waste processed (Product utilisation)
 - c. Methodology for disposal (with details)
 - d. Quantity of leachate and Treatment technology for leachate
 - e. Measures to be taken for prevention and control of environmental pollution
 - f. Measures to be taken for safety of workers working in the plant
 - g. Details on solid waste processing/recycling/ treatment/disposal facility (to be attached)
- iii. Details of Disposal of solid waste
 - a. Number of sites identified
 - b. Quantity of waste to be disposed per day
 - c. Details of methodology or criteria followed for site selection (attach)
 - d. Details of existing site under operation
 - e. Methodology and operational details of landfilling
 - f. Measures taken to check environmental pollution

In case of renewal applications, the following shall be complied

- a. Application for renewal of authorisation shall be submitted at least 60 days prior to the expiry of the previous authorisation.
- b. Annual report under the SWM Rules shall be submitted without fail every year on or before 30th June.

3. Fee details

- Fee shall be remitted Online. Authorization is issued for 5 years from the date of issue in the case of fresh applications. In case of renewal, the authorisation for next five years will be issued, after examining every application on merit and subject to the condition that the operator of the facility has fulfilled all the provisions of the rules, standards or conditions specified in the authorisation, consents or environment clearance. Hence fee for authorization for 5 years shall be remitted.
- Fee is calculated based on the type of local body (Grama Panchayat, Municipality & Corporation). The government order/circulars showing the annual rate of consent

fee is available in the tab “Fee structure” of the web portal. Fee calculator is also available.

4. Authorization Issuing Authority

Authorization shall be issued by the Head of Office of the Regional Office concerned (Chief Environmental Engineer/Senior Environmental Engineer) or District Office Heads (Senior Environmental Engineer/Environmental Engineer/Assistant Environmental Engineer) after scrutiny and verification of compliance

5. Appellate Authority

The Member Secretary of the Board will be the first appellate authority and The Chairman of the Board will be the second appellate authority

6. Time limit for processing of applications

- Applications with all the mandatory details – including necessary documents & fee alone will be considered as complete.
- Date of application will be the date on which a completed application as above is submitted.
- In case an application is returned for clarification, compliance of the same shall be resubmitted with necessary details/documents within 15 days.
- On receipt of an application, the Head of Office shall forward the same to the Assistant Engineer concerned for scrutiny.
- The Assistant Engineer shall scrutinize the application. Incomplete applications shall be returned for correction to the occupier. Authorization shall be generated in the applications that are complete and the file shall be forwarded to the issuing authority for approval
- The issuing authority shall verify the application & approve the Authorization.
- It is the duty of the Head of the District Office concerned to ensure that all completed applications are processed within the time limit notified under the Kerala Right to Service Act (60 days) with respect to Authorization under the SWM Rules.
- The completed applications received through K-SWIFT portal shall be disposed within 30 days.


CHAIRPERSON

To

1. The Chief Environmental Engineer,
Head Office, Thiruvananthapuram
Regional Office, Thiruvananthapuram /Ernakulam/Kozhikode.
2. The Senior Environmental Engineer,
District Office. Kottayam
3. The Environmental Engineer, District Office,
Thiruvananthapuram, Kollam, Pathanamthitta, Alapuzha, Idukki,
Ernakulam-1, Ernakulam-2, Environmental Surveillance Centre Eloor. Thrissur,
Palakkad, Malappuram, Kozhikode, Kannur, Wayanad, Kasargod.

Copy to:-

- 1) All Technical Staff in HO
- 2) IT Cell (for uploading in the website)
- 3) C.A. to CHN & MS