

**S.O.P. FOR AUTHORIZATION
UNDER THE HAZARDOUS AND
OTHER WASTE (MANAGEMENT
AND TRANSBOUDARY
MOVEMENT) 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 AUTHORISATION FOR COLLECTION AND INTERSTATE TRANSPORT OF HAZARDOUS WASTE UNDER THE HAZARDOUS & OTHER WASTES (MANAGEMENT & TRANSBOUNDARY MOVEMENT) RULES, 2016

1. Background

As per rule 18(7) of Hazardous & Other Wastes (Management & Transboundary Movement) Rules, 2016 the authorization for interstate transport of Hazardous Waste shall be obtained either by the sender or by the receiver on whose behalf the transport is being arranged.

2. Applications for Authorization

- Application shall be submitted online through the web portal www.keralapcbonline.com
- The industry 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 industry will be the industry's PAN
- Log in using the industry PAN. Register the unit for which the authorisation is 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. Photo ID proof
- ii. Industry PAN
- iii. GST Registration Certificate
- iv. Proof of capital investment (Audited balance sheet or certificate from Chartered Accountant. Capital Investment includes land, building and machinery)

- v. Valid Consent to Operate (under Water Act,1974) from the State Pollution Control Board concerned.
- vi. Valid Consent to Operate (under Air Act,1981) from the State Pollution Control Board concerned.
- vii. Valid Authorization under Hazardous Waste Management Rules obtained from concerned Pollution Control Board where the unit is operating.
- viii. Valid Passbook obtained from the concerned State Pollution Control Board of where the unit is operating.
- ix. In case of renewal applications, the following details shall also be submitted /uploaded.
 - a. Copy of the updated passbook
 - b. Copy of Annual return in form 4 for the preceding period April-March submitted by 30th of June every year
 - c. Copies of manifests (pink) for the preceding period April – March

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

Quantity and category as specified in Schedule I of Hazardous & Other Wastes (Management & Transboundary Movement) Rules, 2016 of each type of Hazardous Waste proposed to be collected from Kerala in both **kl/annum** and **tonnes/annum**.

3. Fee details

- Fee shall be remitted Online. Authorization will be valid for 1 year from the date of issue in the case of fresh applications. In case of renewal, authorization will be issued for 1 year from the date of expiry of the previous authorization. Hence authorisation fee shall be remitted for a period of 1 year at a time.
- Fee is calculated based on the Capital Investment. The government order regarding the annual rate of consent fee is available in the tab “Fee structure” on the web portal. The details are also available in the fee calculator on the home page.

Sl. No.	Capital Investment (CI) (₹)	Annual Rate of Consent fee (₹)		
		Category		
		Red	Orange	Green
1	Up to 1 lakh	600	550	500
2	1 to less than 2 lakh	700	650	600
3	2 to less than 3 lakh	850	750	700
4	3 to less than 4 lakh	950	900	850
5	4 to less than 5 lakh	1,050	1,000	950

6	5 lakh	1,250	1,150	1,050
7	Above 5 to less than 6 lakh	1,650	1,500	1,350
8	6 to less than 7 lakh	1,750	1,600	1,550
9	7 to less than 8 lakh	1,850	1,750	1,700
10	8 to less than 9 lakh	1,950	1,850	1,800
11	9 to less than 10 lakh	2,300	2,100	1,900
12	10 lakh	2,800	2,550	2,500
13	Above 10 to less than 15 lakh	4,050	3,750	3,300
14	15 to less than 20 lakh	4,450	4,100	3,600
15	20 to less than 25 lakh	4,800	4,450	3,800
16	25 to less than 30 lakh	5,800	5,300	4,000
17	30 to less than 35 lakh	7,100	6,000	4,500
18	35 to less than 40 lakh	7,700	7,100	5,000
19	40 to less than 50 lakh	9,600	9,100	5,500
20	50 to less than 75 lakh	18,000	15,000	10,000
21	75 to less than 100 lakh	22,000	18,000	15,000
22	1 to less than 5 crore	25,000 + 5,000 for each additional crore above 1 crore	22,000 + 4,000 for each additional crore above 1 crore	17,000 + 2,500 for each additional crore above 1 crore
23	5 to less than 10 crore	50,000 + 5,000 for each additional crore above 5 crore	35,000 + 4,000 for each additional crore above 5 crore	30,000 + 2,500 for each additional crore above 5 crore
24	10 to less than 50 crore	75,000 + 3,000 for each additional crore above 10 crore	65,000 + 3,000 for each additional crore above 10 crore	52,000 + 2,000 for each additional crore above 10 crore
25	50 to less than 1000 crore	2,00,000 + 1,500 for each additional crore above 50 crore	1,90,000 + 1,000 for each additional crore above 50 crore	1,55,000 + 500 for each additional crore above 50 crore
26	1000 crore and above	0.02% of CI	0.015% of CI	0.01% of CI

4. Category

Category shall be Red.

5. Authorization Issuing Authority

Authorization will be issued by the Member Secretary of the Board after verification and subject to compliance

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, head of the respective district office shall scrutinize the application.
- The head of the respective district office shall forward the application to the issuing authority after verifying all the necessary details and documents.
- The issuing authority shall forward the application to the concerned section head for verification of details and for preparation of draft authorization
- The issuing authority shall approve the Authorization and issue the same within the time limit notified under the Kerala Right to Service Act (120 days) with respect to Authorization under the Hazardous & Other Wastes (Management & Transboundary Movement) Rules, 2016 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



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KSPCB/1225/2024-SEE-4

Date: 29/07/2024

STANDARD OPERATING PROCEDURE FOR PROCESSING OF APPLICATIONS FOR AUTHORISATION FOR IMPORT OF OTHER WASTE BY ACTUAL USERS/TRADERS ON BEHALF OF ACTUAL USERS UNDER THE HAZARDOUS & OTHER WASTES (MANAGEMENT & TRANSBOUNDARY MOVEMENT) RULES, 2016

1. Background

As per rule 13(2) of Hazardous & Other Wastes (Management & Transboundary Movement) Rules, 2016, the importer of other waste listed in part D of Schedule III (with **) shall obtain authorisation from the State Pollution Control Board.

2. Applications for Authorization

- One Time Authorization shall be obtained for each consignment.
- Application shall be submitted in form 7 through the online web portal www.keralapcbonline.com
- The industry 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 industry will be the industry's PAN
- Log in using the industry PAN. Register the unit for which the authorisation is 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. Photo ID proof
- ii. Industry PAN
- iii. GST Registration Certificate
- iv. IEC Certificate
- v. Name, Quantity & Basel Number of each type of the Other waste to be imported.

- vi. Details of actual user on whose behalf the import is carried out. Details of actual user of each type of waste shall be mentioned separately.
- vii. Valid Consent to Operate (under Water Act,1974) of the actual user, from the State Pollution Control Board concerned.
- viii. Valid Consent to Operate (under Air act,1981) of the actual user, from the State Pollution Control Board concerned.

3. Fee details

Fee shall be remitted online. Authorization fee is Rs.10,000/- per consignment.

4. Authorization Issuing Authority

Authorization will be issued by Member Secretary after verification and subject to compliance

5. 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, head of the respective district office shall scrutinize the application.
- The head of the respective district office shall forward the application to the issuing authority after verifying all the necessary details and documents.
- The issuing authority shall forward the application to the concerned section head for verification of details and for preparation of draft authorization
- The issuing authority shall approve the Authorization and issue the same within the time limit notified under the Kerala Right to Service Act (120 days) with respect to Authorization under the Hazardous & Other Wastes (Management & Transboundary Movement) Rules, 2016 Rules.
- The completed applications received through K-SWIFT portal shall be disposed within 30 days.


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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.

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