



**KERALA STATE POLLUTION CONTROL BOARD**  
**Standard Operating Procedure for Consent Management**

**1. Standard Operating Procedure for Applicant**

Application for	Consent to Establish
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Printout of completed application form.</li> <li>2. Document indicating remittance of consent fee.</li> <li>3. Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry).</li> <li>4. Affidavit in INR 100 stamp paper or chartered accountant’s certificate as evidence on gross fixed capital investment. (The gross fixed capital investment shall include the cost of land, buildings, plant, machinery, etc. without depreciation upto the date of application. If the land is on lease 20 times of the annual lease amount shall be taken as cost of land.)</li> <li>5. Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/A4 size.</li> <li>6. Process flow diagram and proposal for effluent treatment plant with design details.</li> <li>7. Details of air pollution control measures proposed.</li> <li>8. Copy of land tax receipt and/or Possession Certificate.</li> </ol>
<b>Process description</b>	<ul style="list-style-type: none"> <li>— Step 1: Login to Kerala State Pollution Control Board’s Online Consent Management and Monitoring System (OCMMS) (<a href="http://krocmms.nic.in/KSPCB/">http://krocmms.nic.in/KSPCB/</a>) First time registrants may register using the “New Industry Registration” link in the same URL.</li> <li>— Step 2: Fill the application form for the type of industry for which consent is sought – Industrial Establishments, Hospitals &amp; Healthcare Institutions and Hotels, Offices, Residential Apartments&amp; Commercial Establishments. Select “Complete.</li> </ul>

	<p>Remit application fee through the online payment option available in OCMMS and submit application.</p> <ul style="list-style-type: none"> <li>— Step 3: Take a printout of the completed application form and submit the same at the concerned District Office of Kerala State Pollution Control Board.</li> <li>— Step 4: Scrutiny of application and supporting documents by the Board</li> <li>— Step 5: Site inspection by the authorised Officer.</li> <li>— Step 6: Disposal of consent application by the Board based on pre-defined criteria. (Copy of the Consent to Establish, if granted, can be downloaded by the occupier from the OCMMS website)</li> </ul>
<b>Procedure for Fees payment</b>	<p>Fee shall be remitted through the online fee payment option available in OCMMS using credit card/debit card/ net banking/ NEFT/RTGS.</p>
<b>List of Reference Documents</b>	<p>The Water (Prevention and Control of Pollution) Act, 1974</p> <p>The Air (Prevention and Control of Pollution) Act, 1981</p> <p>The Environment (Protection) Act, 1986</p> <p>The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016</p> <p>The Biomedical Waste Management Rules, 2016</p> <p>The Plastic Waste Management Rules, 2016</p> <p>The Solid Waste Management Rules, 2016</p>
<b>Time line for completing the process</b>	<p>4 months from the date of submission of completed application is the maximum time. The date on which the application is made complete in all respect will only be counted as the date of submission of completed application.</p>
<b>Checking of Application Status</b>	<p>Available in the website of the URL - <a href="http://krocmms.nic.in">http://krocmms.nic.in</a></p> <p>Industry shall log in to the user account and check status in the Completed Applications tab.</p>
<b>Key Contact Person from department</b>	<p>Concerned District Officer – details available in Board’s website <a href="https://kspcb.kerala.gov.in/">https://kspcb.kerala.gov.in/</a></p>

<b>Application for</b>	Consent to Operate
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Printout of completed application form.</li> <li>2. Document indicating remittance of consent fee.</li> <li>3. Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry).</li> <li>4. Affidavit in INR 100 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment. (The gross fixed capital investment shall include the cost of land, buildings, plant, machinery, etc. without depreciation upto the date of application. If the land is on lease 20 times of the annual lease amount shall be taken as cost of land.)</li> <li>5. Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/A4 size.</li> <li>6. Process flow diagram and proposal for effluent treatment plant with design details.</li> <li>7. Details of air pollution control measures proposed.</li> <li>8. Copy of land tax receipt and/or Possession Certificate.</li> <li>9. Analysis reports of effluent and emissions and sound level monitoring report.</li> </ol>
<b>Process description</b>	<ul style="list-style-type: none"> <li>— Step 1: Login to Kerala State Pollution Control Board's Online Consent Management and Monitoring System (OCMMS) (<a href="http://krocmms.nic.in/KSPCB/">http://krocmms.nic.in/KSPCB/</a>) First time registrants may register using the "New Industry Registration" link in the same URL.</li> <li>— Step 2: Fill the application form for the type of industry for which consent is sought – Industrial Establishments, Hospitals &amp; Healthcare Institutions and Hotels, Offices, Residential Apartments &amp; Commercial Establishments. Select "Complete" and submit application. Remit application fee through the online payment option available in OCMMS.</li> <li>— Step 3: Take a printout of the completed application form and submit the same at the concerned District Office of Kerala State Pollution Control Board.</li> <li>— Step 4: Scrutiny of application and supporting documents by the Board</li> <li>— Step 5: Site inspection by the authorised Officer.</li> </ul>

	— Step 6: Disposal of consent application by the Board based on pre-defined criteria. (Copy of the Consent to Operate, if granted, can be downloaded by the occupier from the OCMMS website)
<b>Procedure for Fees payment</b>	Fee shall be remitted through the online fee payment option available in OCMMS using credit card/debit card/ net banking/ NEFT/RTGS.
<b>List of Reference Documents</b>	<p>The Water (Prevention and Control of Pollution) Act, 1974</p> <p>The Air (Prevention and Control of Pollution) Act, 1981</p> <p>The Environment (Protection) Act, 1986</p> <p>The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016</p> <p>The Biomedical Waste Management Rules, 2016</p> <p>The Plastic Waste Management Rules, 2016</p> <p>The Solid Waste Management Rules, 2016</p>
<b>Time line for completing the process</b>	4 months from the date of submission of completed application is the maximum time. The date on which the application is made complete in all respect will only be counted as the date of submission of completed application.
<b>Checking of Application Status</b>	<p>Available in the website of the URL - <a href="http://krocmms.nic.in">http://krocmms.nic.in</a></p> <p>Industry shall log in to the user account and check status in the Completed Applications tab.</p>

### 1. Standard Operating Procedure for Approver

<b>Application for</b>	Consent to Establish/Consent to Operate
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Printout of completed application form.</li> <li>2. Document indicating remittance of consent fee.</li> <li>3. Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry).</li> <li>4. Affidavit in INR 100 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment. (The gross fixed capital investment shall include the cost of land,</li> </ol>

	<p>buildings, plant, machinery, etc. without depreciation upto the date of application. If the land is on lease 20 times of the annual lease amount shall be taken as cost of land.)</p> <ol style="list-style-type: none"> <li>5. Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/A4 size.</li> <li>6. Process flow diagram and proposal for effluent treatment plant with design details.</li> <li>7. Details of air pollution control measures proposed.</li> <li>8. Copy of land tax receipt and/or Possession Certificate.</li> <li>9. Analysis reports of effluent and emissions and sound level monitoring report.</li> </ol>
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<p><b>Time line for completing the process</b></p>	<p>120 days (4 months)</p>
<p><b>Departmental Work Flow</b></p>	<p>District Office:</p> <p>Environmental Engineer -&gt; Assistant Engineer/Assistant Environmental Engineer -&gt; Environmental Engineer -&gt; Disposal (Approval or Refusal of Consent)/Forwarded to Regional Office or Head Office if District Officer is not the consent issuing Authority.</p> <p>Regional Office:</p> <p>Chief Environmental Engineer-&gt;Assistant Engineer/Assistant Environmental Engineer -&gt; Chief Environmental Engineer for final disposal of application.</p>

Head Office:

Chairman/ Member Secretary ->Environmental Engineer ->Assistant Engineer ->Assistant Environmental Engineer -> Environmental Engineer -> Chief Environmental Engineer -> Member Secretary / Chairman-> final disposal of application.

## **2. Inspection Procedure:**

### **A. Pre-Inspection**

1. A scrutiny shall be conducted of the documents submitted by the applicant in terms of completeness and correctness of the information furnished with respect to the type of industry.
2. The Environmental Engineer shall raise inspection activity in OCMMS and assign the file to the concerned inspecting Officer
3. The inspecting Officer shall collect background information and previous compliance history (if available) of the applicant. This will enable the inspecting Officer to be familiar with the nature of operations of the industry and note down specific areas that may require more detailed investigation or verification during the inspection process.
  - The inspecting Officer shall obtain the following information about the industry.
    - ✓ Location of the industry
    - ✓ Past consents issued to the industry
    - ✓ Previous inspection reports
    - ✓ Notices issued to the industry for non-compliance and track record of the industry with respect to implementation of directions issued from the Board
    - ✓ Line of activity of the industry
    - ✓ Manufacturing process of the industry

### **B. Inspection**

1. At the beginning of the inspection, the inspecting Officer shall locate the occupier / his representative / person in charge of the industry and inform the purpose of the proposed inspection. The occupier of the industry shall extend all possible help to the inspecting Officer and shall apprise him of all the activities pertaining to the industry/establishment.

2. The inspecting Officer shall verify the following:
  - ✓ Correctness of the details mentioned in the application with regard to location of industry and boundaries of the site, raw materials, production process, products/by-products.
  - ✓ Effluent generating sources and control systems
  - ✓ Effluent collection, treatment and disposal measures.
  - ✓ Sources of air pollution and control systems.
  - ✓ Sources of solid and hazardous wastes generation, storage and disposal methods
  - ✓ Operation and maintenance records of effluent treatment plant
  - ✓ Operation and maintenance records of equipment installed to control air and noise pollution
  - ✓ Compliance of previous consent conditions.
  - ✓ The inspecting Officer shall verify the records of the establishment with regard to production capacity, control mechanisms taken to keep water and air pollution within permissible levels and mechanism for management of solid wastes.
3. The inspecting Officer may seek information / clarifications or documentary evidence from the representative or occupier to ascertain the correctness of the application.
4. If any representative / occupier of the industry willfully delays or obstructs the inspecting Officer in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
5. At the end of the inspection, the inspecting Officer may inform the representative of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

### **C. Post Inspection**

1. Inspection report should be submitted within 5 working days of completion of the inspection through close inspection activity in OCMMS.
2. A brief description shall be given and observations of the inspection should be included as a detailed report which shall be attached along with the above description while closing inspection.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

4. The Environmental Engineer based on the inspection report shall dispose the application (grant or refuse consent) or forward the online file to Regional Office or Head Office if District Officer is not the consent issuing Authority.

### **3. Checklist of Documents**

#### **For Application for Renewal of Consent to Establish/Consent to Operate**

1. Printout of completed application form.
2. Document indicating remittance of consent fee.
3. Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry).
4. Affidavit in INR 100 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment. (The gross fixed capital investment shall include the cost of land, buildings, plant, machinery, etc. without depreciation upto the date of application. If the land is on lease 20 times of the annual lease amount shall be taken as cost of land.)
5. Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/A4 size.
6. Process flow diagram and proposal for effluent treatment plant with design details.
7. Details of air pollution control measures proposed.
8. Copy of land tax receipt and/or Possession Certificate.
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