



HARYANA STATE POLLUTION CONTROL BOARD
C-11, SECTOR-6, PANCHKULA
Website – www.hspcb.gov.in E-Mail: hspcb-solidwaste@gmail.com
Ph:0172-2577870-873

Office Order

Ministry of Environment and Forests, Govt. of India vide notification dated-08.04.2016 issued Solid Waste Management Rules, 2016 applicable w.e.f. 8.04.2016 and authorized the State Pollution Control Boards for grant of authorization to the urban local authority or an operator of a facility or any other agency authorized by local body for processing and disposal of solid waste under Solid Waste Management Rules, 2016.

The Industry Department Govt. of Haryana has forwarded the Business Reforms Action Plan, 2022 (BRAP, 2022) released by Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. As per BRAP action plan, system for authorization under SWM Rules, 2016 has to be developed through online single window clearance. The applicant desirous for obtaining authorization under SWM Rules, 2016 shall submit the application on HEPC portal regarding grant/renewal of authorization **in Form I** alongwith the list of documents **attached as Annexure-'A'**.

After receipt of complete application on HEPC portal from Urban Local Authority or an operator of a facility or any other agency authorized by local body which is responsible for processing and disposal of solid waste under Solid Waste Management Rules, 2016, the State Pollution Control Board, after such enquiry as it considers necessary and on being satisfied that the applicant posses appropriate facilities, technical capabilities and equipment to handle solid waste safely, may grant authorization to the applicant in **Form II** stipulating compliance criteria and environmental standards as specified in Schedule I and Schedule II of said rules including other conditions, as may be necessary. Inspections shall be carried out by two officer's i.e. Regional officer and Field officer of Board for verifying the submissions made by unit and compliance of SWM Rules, 2016.

State Pollution Control Board shall take decision on grant of authorization within stipulated time frame as prescribed by HEPC. The authorization granted under this rule shall initially be valid for 01 year unless revoked/suspended or cancelled & shall subsequently be renewed/granted for 05 years or upto the validity period of CTO in case validity of CTO is less than 5 years. Inspection of these facilities will be carried out by officers of the board in order to monitor the compliance of environmental standards and adherence to the conditions stipulated in authorization and standards specified in Schedule II for waste processing and disposal sites at least once in a year. Every application for renewal of authorization shall be made at least 90 days before expiry of validity of authorization.

The power to decide the cases of authorization for grant/ refusal shall be as per following criteria:-

1. Regional Officer may decide the authorization under SWM Rules, 2016 for applicant having investment upto 10 crores or CLU cases upto 01 Acre.
2. Regional Officer shall obtain approval of Nodal Officer HEPC, Panchkula for projects with investment above 10 crore or CLU cases more than 1 Acre.

The Status of all such authorization granted by the Board will be displayed on the website of the Board under the heading authorized facility under SWM Rules, 2016.

All the concerned shall ensure the compliance of the above said decision of the Board effectively.

Dated the Panchkula
13th October, 2022

P. Raghavendra Rao,
Chairman, HSPCB

Endst. No. HSPCB/SWM/2022/IT/137643

Dated 14/10/2022

A copy of the above is forwarded to the following for information and necessary action.

1. All Officers In Head Office of the Board.
2. All the Regional Officers in Field.
3. Nodal Officer (IT) for uploading the above procedure on the website of the Board and making necessary changes in HROCMMS.
4. Nodal Officer, HEPC, Panchkula.
5. P.S. to Chairman, HSPCB.
6. P.A to Member Secretary, HSPCB.

Sr. Env. Engineer (HQ)
For Chairman, HSPCB

Check list of documents required for authorization:

1. Form-1 as per SWM-2016 Rules.
2. No processing fee is applicable for such authorization.
3. Annual report (Form-4) as per SWM Rules, 2016 (**for renewal cases**).
4. Copy of valid CTE/CTO obtained from board.
5. Copy of Environmental clearance obtained by the facility (if applicable).
6. Copy of CA certificate.
7. Process flow chart.
8. Detailed Project Report (DPR) including details regarding solid waste processing/recycling/ treatment/disposal at site.
9. Agreement with private agency for solid waste management (if applicable).
10. Copy of fresh analysis reports of effluent/air emissions/ noise analyzed from Board's lab/recognized lab. (not more than 03 months old in renewal cases).
11. Details about methodology adopted for prevention and control of environmental pollution alongwith design Scheme of Effluent Treatment Plant/ Sewage treatment Plant, Air Pollution Control Devices / Hazardous Waste Management as applicable for compliance of provisions mentioned in SWM Rules, 2016 with Hydraulic Design and design calculations based upon the Pollution load and prescribed standards.
12. Undertaking regarding compliance of all provisions of SWM Rules, 2016 in prescribed format.
13. NOC from State Urban Development Department, the Town and Country Planning Department, District Planning Committee or Metropolitan Area Planning Committee, as may be applicable, Airport or Airbase Authority, the Ground Water Board, Railways, power distribution companies, highway department and other relevant agencies& other concerned departments regarding establishment of MSW processing/recycling/ treatment/disposal facility for which authorization sought.
14. Onsite and offsite Emergency plan alongwith measures taken to prevent fire incidents.
15. Details about occupational health & safety measures adopted.
16. Copy of agreement with plastic waste recycler/E-waste recycler/CBWTF/CHWTDF & Authorized recyclers under HWM Rules. (As applicable)

Undertaking

1. I -----an authorized officer of urban local authority /authorized person of agency hired by local body/operator of facility and also responsible for overall functioning (i.e. processing/ recycling/treatment and disposal) of the solid waste facility developed at _____.

2. That I am aware of all the provisions of MSW Rules, 2016 and standards/norms prescribed for discharge of pollutants under schedule-II of MSW Rules, 2016.

3. I undertake to comply with all the provisions mentioned in MSW Rules, 2016.

In case of the non compliance of above undertaking or false declaration found at any stage, the board will be at liberty to take penal action under the provisions of Environment (Protection) Act, 1986 (29 of 1986).

Authorized Signatory
Name & Designation
with Ph no., Email address
& seal of the company

Dated:

Name and address of Regional Office

No. :

Date:

To

M/s.....
.....
.....

Sub: Show Cause notice for refusal of Authorization under Municipal Solid Waste Management Rules, 2016.

Please refer to your application datedreceived in the Board for Authorization under Municipal Solid Waste Management Rules, 2016. Accordingly, Show Cause Notice for refusal of Authorization under above said Rules is issued for submitting reply or for taking corrective measures for the shortcomings observed in your application as per details given below:-

General Shortcomings :

In case, you fail to submit reply or submit compliance of the shortcomings within 15 days then authorization under Municipal Solid Waste Management Rules, 2016 sought vide your above referred application, shall be refused.

In future, your facility would be processing / recycling/treating / disposing solid waste at your own risk in violation of the above said rules and will be liable for penal action under the provisions of Environment (Protection) Act, 1986 (29 of 1986).

Regional Officer _____
For Haryana State Pollution Control Board

Name and address of Regional Office

No. :

Date:

To

M/s.....
.....
.....

Sub: Refusal of Authorization under Municipal Solid Waste Management Rules (MSW Rules), 2016.

Please refer to your application dated -----received in the Board for Authorization under MSW Rules, 2016. Your above referred application has been examined by the board and it has been observed that the application submitted by you is incomplete and not conforming to the provisions of MSW Rules, 2016. Accordingly, Show Cause notice for refusal of authorization under above said rules containing the shortcomings were issued on dated -----
-----But you have failed to take corrective measures for the shortcomings and incompleteness in your application referred above as per detail given below:

Shortcomings:

In view of above stated facts, the authorization under rule 15 (y) of MSW Rules, 2016 sought vide your above referred application, is hereby refused.

In future, your facility would be processing / recycling/treating / disposing solid waste at your own risk in violation of the above said rules and rendering yourself liable for penal action under provisions of Environment (Protection) Act, 1986 (29 of 1986).

Regional Officer _____
For Haryana State Pollution Control Board

Form-II

Name and address of Regional Office

No. :

Date:

To

M/s.....

.....

.....

Sub: Grant of Authorization under Municipal Solid Waste Management Rules, 2016.

1. Ref: Your application number _____ dated _____
2. The Haryana State Pollution Control Board after examining the proposal hereby authorizes _____ having administrative office at _____ to set up and operate waste processing/recycling/treatment/disposal facility at _____. The authorization is hereby granted to operate the facility for processing, recycling, treatment and disposal (optional) of _____ (Ton/Day) of solid waste as per the details given below:-

Detail of Authorization

Sr. No.	Quantity of waste processed by using various technologies	Authorized Quantity in Ton/Day	Mode of Disposal
1	Composting		
2	Vermi composting		
3	Bio-methanation		
4	Refuse Derived Fuel		
5	Waste to Energy technology such as incineration, gasification, pyrolysis or any other technology (give detail)		
6	Co-processing (raw material processed)		
7	Combustible waste supplied to cement plant		
8	Combustible waste supplied to solid waste based power plants		
9	Others		

The authorization is granted subject to the terms and conditions stated below and such conditions as may be otherwise specified in these rules and the standards laid down in Schedules I and II under these rules.

Term & Conditions:-

1. The validity of this authorization is till _____. Facility has to apply for renewal of authorization atleast 90 days prior to the expiry of the validity of authorization.
2. The Haryana State Pollution Control Board may, at any time, revoke any of the conditions applicable under the authorization and shall communicate the same in writing.
3. The Municipal Solid Waste should be handled, managed & disposed off strictly in accordance with Solid Waste Management Rules, 2016. In case of non-compliance of provisions of the SWM Rule, 2016 or violation of any of the conditions mentioned in the authorization, the authorization so granted will be cancelled/revoked besides that penal action will be taken against the concerned under provisions of the Environment (Protection) Act, 1986 (29 of 1986).
4. The facility will adopt all mitigation measures for prevention of fire incidents at MSW site and comply with all the directions issued by CPCB, MoEF &CC and State board from time to time.
5. The said facility will adopt all measures for occupational safety and health of the workers.
6. The unit shall comply with all the terms & conditions of CTO issued by State Board vide no. _____ dated _____.
7. The operator of the facility shall be liable to comply with all the guidelines issued by MoEF&CC or CPCB or State Govt. from time to time related with collection, disposal, reception, storage & treatment of Municipal Solid Waste Management Rules, 2016.
8. The facility will comply with the standards and norms specified under schedule-II of SWM Rules, 2016.
9. The unit shall ensure proper operation/maintenance of the pollution control equipments in order to control the fugitive emissions, odour from various activities/processes so as to ensure clean and safe environment in an around its premises.
10. The facility will comply with Ambient Air Quality standards as prescribed by MoEF & CC, Govt. of India vide Gazette notification dated 18.11.2009 for industrial area.
11. Authorization is being issued to the facility on the basis of document submitted by the applicant, if any discrepancies are found in the documents/facts submitted by applicant than this authorization shall be treated as revoked without any further notice and applicant shall be liable for action in accordance with provisions of law.
12. The ground water quality within 50 meter of the periphery of landfill site shall be periodically monitored covering different seasons in a year that is, summer, monsoon and post-monsoon period to ensure that the ground water is not contaminated. The parameter prescribed under schedule I should be applicable for usage of groundwater for drinking purpose.
13. Landfill gas control system including gas collection system shall be installed at landfill site to minimize odour, prevent off-site migration of gases, to protect vegetation planted on the rehabilitated landfill surface. For enhancing landfill gas recovery, use of geo-membranes in cover systems along with gas collection wells should be considered.
14. The concentration of methane gas generated at landfill site shall not exceed 25 per cent of the lower explosive limit (LEL).

Regional Officer _____
For Haryana State Pollution Control Board

FORM – I

[See rule 15 (y) 16 (1) (c), 21(3)]

**Application for obtaining authorization under solid waste management rules
for processing/recycling/treatment and disposal of solid waste**

To,

The Member Secretary,
Haryana State Pollution Control Board,
Panchkula

Sir,

We hereby apply for authorization under the Solid Waste Management Rules, 2016 for processing, recycling, treatment and disposal of solid waste.

1.	Name of the local body/agency appointed by them/ operator of facility	
2.	Correspondence address Telephone No. Fax No. E-mail	
3.	Nodal Officer & designation(Officer authorized by the local body or agency responsible for operation of processing/ treatment or disposal facility)	
4.	Authorization required for setting up and operation of the facility (Please tick mark)	waste processing recycling treatment disposal at landfill
5.	Attach copies of the Documents <ul style="list-style-type: none">• Site clearance (local body)• Proof of Environmental Clearance• Consent for establishment• Agreement between municipal authority and operating agency• Investment of the project	

6.	<p>(i) Processing/recycling/treatment of solid waste</p> <p>a) Total Quantity of waste to be processed (TPD)</p> <p>b) Quantity of waste to be recycled (TPD)</p> <p>c) Quantity of waste to be treated (TPD)</p> <p>d) Quantity of waste to be disposed into landfill (TPD).</p> <p>(ii) Utilization programme for waste processed (Product utilization) (TPD).</p> <p>(iii) Methodology for disposal (attach details).</p> <p>(iv) Quantity of leachate (in KLD) ❖ Treatment technology for leachate</p> <p>(v) Measures to be taken for prevention and control of environmental pollution.</p> <p>(vi) Measures to be taken for safety of workers working in the plant.</p> <p>(vii) Details regarding solid waste processing technology /recycling/treatment/disposal facility (to be attached).</p>	
7.	<p>Details of technologies adopted</p> <p>Composting</p> <p>Vermi composting</p> <p>Bio-methanation</p>	<p>Qty raw material processed TPD</p> <p>Qty final product produced TPD</p> <p>Qty sold TPD</p> <p>Qty of residual waste land filled TPD</p> <p>Qty raw material processed TPD</p> <p>Qty final product produced TPD</p> <p>Qty sold TPD</p> <p>Qty of residual waste land filled TPD</p> <p>Qty raw material processed TPD</p> <p>Qty final product produced TPD</p> <p>Qty sold TPD</p> <p>Qty of residual waste land filled TPD</p>

	Refuse Derived Fuel	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
	Waste to Energy technology such as incineration, gasification, pyrolysis or any other technology (give detail)	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
	Co-processing (raw material processed)	Qty TPD
	Combustible waste supplied to cement plant	Yes/No If yes, then provide detail
	Combustible waste supplied to solid waste based power plants	Yes/No If yes, then provide detail
	Others	Name Qty TPD
8.	Disposal of solid waste <ul style="list-style-type: none"> • Number of sites identified • Quantity of waste to be disposed per day • Details of methodology or criteria followed for site selection (attach) • Details of existing site under operation • Methodology and operational details of land filling • Measures taken to check environmental pollution 	
9.	Any other information.	

Verification Report of CMSWTSDF

1.	Name & Address of unit	
2.	Date of receipt of application	
3.	Application at Regional Office	
4.	Verification date	
5.	GPS coordinate of CMSWTSDF (8 digit after decimal mandatory)	Latitude Longitude
6.	Capacity of the waste processing facility (Ton/Day)	Quantity
7.	Area of facility for waste processing (in acre/sq. meter)	
8.	Industry type	
9.	Product	
10.	Industry is involved in prosecution/PIL/court case if yes, give details	
11.	Any complaint from public or Govt. Is pending if yes, give details	
12.	Quantity of Solid waste (Ton/Day)	
	I. Quantity of solid waste processed II. Quantity of waste to be recycled III. Quantity of waste to be treated IV. Quantity of waste to be disposed into landfill	
13.	Details of technologies adopted	
a)	Composting	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
b)	Vermi composting	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
c)	Bio-methanation	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
d)	Refuse Derived Fuel	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
e)	Waste to Energy technology such as incineration, gasification, pyrolysis or any other technology (give detail)	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
f)	Co-processing (raw material processed)	Qty TPD
g)	Combustible waste supplied to cement plant	Yes/No If yes, then provide detail
h)	Combustible waste supplied to solid waste based power plants	Yes/No If yes, then provide detail
i)	Others	Name Qty TPD

j)	Comments and details on compliance of guidelines followed by unit for installation of environmental sound technology regarding handling and management of waste at site.				
k)	Give details regarding compliance of conditions specified in authorization earlier granted (for renewal case)				
l)	Remarks				
m)	Over all recommendation for authorization under MSW Rules, 2016.				
n)	Giving Grant or Refuse		Grant/Refuse		
o)	Grant time period		From ___ to ___		
p)	Type of Effluent				
	Type of effluent	Year	No. of outlets	Quantity (KLD)	Mode of disposal
q)	Product Detail				
	Product name	product capacity		Unit.	
r)	Stack Detail				
	Stack name	stack height		unit	
s)	Type of Furnace/Incinerator/Boiler/other				
	Furnace/Incinerator/Boiler/other	Capacity		Unit	
t)	Type of Fuel				
	Fuel name	Capacity		Unit	

Spot Inspection Report of CMSWTSDF

1.	Name of the City/Town covered			
2.	Population of City/Town covered			
3.	Area in sq. Kilometers City/town covered			
4.	i. Name of the local body (having administrative control over CMSWTSDF) ii. Address of the local body iii. Telephone no. iv. Fax no. v. E-mail			
5.	i. Name of operator of the facility ii. Address of operator of the facility iii. Name of officer Incharge of the facility iv. Telephone no. v. Fax no. vi. E-mail			
6.	GPS coordinate of CMSWTSDF (8 digit after decimal mandatory)	Latitude	Longitude	
7.	Distance of processing facilities from city/town boundary			
8.	Capacity of the waste processing facility	Quantity (TPD)		
9.	Quantity of Solid waste			
a)	Estimated Quantity of solid waste generated in the local body area/area's	(TPD)		
b)	Quantity of solid waste collected per day	(TPD)		
c)	Quantity of solid waste processed	(TPD)		
d)	Quantity of solid waste disposed at landfill	(TPD)		
10.	Total waste storage capacity of facility and actually stored quantity	(TPD)		
➤	Type and Number of vehicles used for transportation (add view delete)	No of trips made	Number	Qty of waste transported in TPD
		Tractors		
		Non tipping truck		
		Tipping truck		
		Dumper placers		
		Refuse collectors		
		Compactors		
		JCB/loader		
		GPS available	Yes/No	
		others		
➤	Details of machinery installed			
➤	Area of facility for waste processing (in acre/sq. meter)			
➤	Land currently utilized for waste processing (in acre/sq. meter)			
➤	Solid waste processing facility operational or non operational			

11.	Details of technologies adopted	
a)	Composting	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
b)	Vermi composting	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
c)	Bio-methanation	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
d)	Refuse Derived Fuel	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
e)	Waste to Energy technology such as incineration, gasification, pyrolysis or any other technology (give detail)	Qty raw material processed TPD Qty final product produced TPD Qty sold TPD Qty of residual waste land filled TPD
f)	Co-processing (raw material processed)	Qty TPD
g)	Combustible waste supplied to cement plant	Yes/No If yes, then provide detail
h)	Combustible waste supplied to solid waste based power plants	Yes/No If yes, then provide detail
i)	Others	Name Qty TPD
12.	Status of Solid waste Dumping sites	
➤	No. of dump sites available with the local body	
➤	No. of sanitary landfill sites available with the local body	
➤	Area of such sites available for waste disposal (in acre/sq. meter)	
➤	Area of land currently used for waste disposal (in acre/sq. meter)	
➤	Distance of dumpsite/landfill facility from city/town	
➤	Distance from the nearest habitation	
➤	Distance from water body	
➤	Distance from state/national highway	
➤	Distance from Airport	
➤	Distance from important religious places or historical monument	
➤	Whether it falls in flood prone area	Yes/No
➤	Quantity of waste land filled per day	
➤	Whether landfill site is fenced	Yes/No
➤	Whether lighting facility is available on site	Yes/No
➤	Whether Weigh bridge facility available	Yes/No
➤	Vehicles and equipments used at landfill (specify)	Bulldozer, compactor, other
➤	Manpower deployed at landfill site	Yes/No If yes, then detail

➤	Whether covering is done on daily basis	Yes/No If not, Frequency of covering the waste deposited at the landfill
➤	Cover material used	Yes/No
➤	Whether adequate covering material is available	Yes/No
➤	Provisions for gas venting provided	Yes/No If yes, then Detail
➤	Provision for leachate collection	Yes/No (if yes, then detail)
➤	Whether waste processing facility/landfill site is having:- i. Waste inspection facility to monitor waste brought in. ii. Office facility for record keeping and shelter for keeping equipments and machinery etc.	Yes/No Yes /No
➤	Any fire incident noticed at site	Yes /No
➤	Whether provisions like: i. Fire protection equipments/other facility provided	Yes /No If yes detail
➤	Whether the operator of facility is maintaining record of waste received, processed and disposed and log book maintained	Yes /No If yes detail Attachment if any
➤	Whether the approach and/internal roads are concreted or paved or katcha path	Concreted /paved/ katcha path
➤	Whether utilities such as –drinking water & sanitary facility provided	Yes /No
➤	Whether provisions for parking, cleaning, washing of transport vehicle provided	Yes /No
➤	Whether the land filled waste is compacted in the layers by using heavy compactors	Yes /No
➤	Whether the landfill site be covered at the end of each working day with minimum 10cm of soil, inert debris or construction material	Yes /No
➤	Whether proper storm water drainage system provided to divert run off away from the active area of landfill	Yes /No
➤	Whether the non permeable lining system at the base & walls provided	Yes /No
➤	Whether provisions for management of leachate including its collection and treatment made at site	Yes/ No If yes, (technical data sheet)
➤	Whether the treated leachate: i. Is recycled or utilized as permitted ii. Or released in Sewer system iii. Released into open environment	Yes/No If yes (if yes, then detail) Yes/No Yes/No
➤	Whether proper green belt provided around the boundary of landfill/processing facility	Yes/No
➤	Provisions made for minimizing nuisance of odour, flies, rodents, bird menace and fire hazard	

➤	Provisions made for removal of pre process and post process rejects from the processing facility											
➤	Whether windrow area is having impermeable base	Yes/No If yes, then detail										
➤	ETP details	ETP Status- Installed/ not installed Detail										
➤	Ground Water Quality Monitoring	Detail										
➤	Incinerator details	Installed/ not installed Detail										
➤	Fuel used, Quantity, APCM	Fuel details <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Type of fuel</th> <th>Qty</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> APCM Detail <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>APCM Status</th> <th>APCM Type</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Type of fuel	Qty	Unit				APCM Status	APCM Type		
Type of fuel	Qty	Unit										
APCM Status	APCM Type											
➤	AAQ Monitoring	Detail										
13.	i. What separate provisions are made for: ii. Dairy related activities: iii. Slaughter houses waste: iv. C&D waste (construction debris):	Attach detail on proposals and steps taken Yes/No Yes/No Yes/No										
14.	Details of Post Closure Plan for landfill site:	Attach plan										
15.	Name of Representative	<table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Mob</th> <th>Email</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Designation	Mob	Email	Remarks					
Name	Designation	Mob	Email	Remarks								

<Officer Name, Designation>
(Inspecting Officer)
Regional Office <Name of Region>

(Signature and seal of unit Representative)
