

Haryana State Pollution Control Board

Inspection Policy

In order to streamline and simplify the process of inspections of the units/industries, Haryana State Pollution Control Board (HSPCB) has decided to issue the following policy for inspection of industries/ projects for checking the compliance of the provisions of Water (Prevention and Control of Pollution) Act, 1974, Air (Prevention and Control of Pollution) Act, 1981, and Environment (Protection) Act, 1986 and Rules made there under:-

1 Requirement of Inspections of industries/projects under various Acts/Rules.

It is the prime duty and responsibility of the HSPCB to implement various Environmental Acts/ Rules in the State to Control the pollution and to save the environment from degradation. The inspections of the industries/ projects are required to be done from time to time to check and ensure the compliance of the various provisions of the following environmental Acts/Rules for the purpose of their implementation:-

1. The Water (Prevention and Control of Pollution) Act, 1974.
2. The Water, (Prevention and Control of Pollution) Cess Act, 1977.
3. The Air (Prevention and Control of Pollution) Act, 1981.
4. The Environment (Protection) Act, 1986 and following Rules made thereafter:-
 - a) The Hazardous Wastes (Management, Handling and Trans-boundary Movement) Rules, 2008.
 - b) The Manufacture, Storage and Import of Hazardous Chemicals rules, 1989.
 - c) The Biomedical Waste (Management and Handling) Rules, 1998.
 - d) The Plastics Waste (Management and Handling) Rules, 2011.
 - e) The Municipal Solid Waste (Management & Handling) Rules, 2000.
 - f) The Noise Pollution (Regulation and Control) Rules, 2000.
 - g) The Batteries (Management and Handling) Rules, 2001.
 - h) The Public Liability Insurance Act, 1991.

2 Designing and implementation of a system for identifying Establishments needed to be inspected.

- 2.1 Schedule of Mandatory Inspections has been conceived in such a manner that only less than 20% of the total consent applied/ granted units (projects/ industries/ establishments) are inspected in any financial year. Selection of industries shall be done through a system developed for identifying the establishments that need to be inspected, based on computerized risk assessment considering the different compliance requirements and prevailing categorization of industry.
- 2.2 Other than Mandatory Inspections, there may be a requirement to inspect in following circumstances:-
 - (a) In compliance of orders of various courts/ Tribunals.

- (b) Orders issued from Head Office for the purpose of verifying the compliance made by the unit.
- (c) Re-sampling on the request of unit itself.
- (d) For verification of complaints.
- (e) To initiate legal action against illegally established / operating units.

3 Inspection by Authorized officers of the Board.

Every inspection shall be carried out after permission of the competent authority except in the case of inspection of those illegal units which are found established & operating without CTE and CTO of the Board. A computerized system will be designed and developed for computerized allocation of the inspectors. The same inspecting officer of the Board will not inspect the same unit twice consecutively as per the provisions of the order issued vide Endst. No. HSPCB/PLG-135/2016/5235-60 dated 04.02.2016.

4 Purpose and events of the inspection of the units.

4.1 Consent to Establish (CTE)

4.1.1 New Consent to Establish

No inspection is required for the purpose of dealing the cases of CTE unless violation come to the notice of the Board and self certification for compliance of prescribed policies & norms will be considered sufficient to decide the consent to establish applications subject to submission of complete application alongwith prescribed documents & consent fee.

4.1.2 Extension of Consent to Establish

There will be a provision for auto renewal of CTE subject to compliance of the policies of the Board framed in this regard. Inspection will not be carried out and auto renewal of CTE will be done on the basis of self declaration of the unit regarding compliance of the conditions of the original CTE and Environmental Clearance (EC) if applicable and undertaking for installation of pollution control measures/ devices as per scheme/ proposal already submitted.

4.1.3 Consent to Establish for Expansion of the project

Inspection will not be carried out for processing the case for Consent to Establish for Expansion of the project and Consent to Establish for Expansion of the project will be granted in case the unit submits required documents and prescribed consent fee as per policies of the Board alongwith (a) self certification regarding compliance of prescribed standards for discharge of Environmental Pollutants in the existing operating project of the unit (b) submission of copy of valid CTO under Water Act, 1974/ Air Act, 1981 and authorization under HWM, Rules (c) copies of latest Mandatory Inspection reports and (d) Analysis Reports of effluent / air emissions/ noise as applicable from Board's Laboratories or Recognized laboratories.

4.2 Consent to Operate (CTO)

4.2.1 1st Consent to Operate

No separate trial consent will be granted. 1st consent to operate will include trial consent. Inspection of the industry will be carried out by the authorized officer/ officers of the Board before commissioning of the production in the unit and before giving the 1st CTO, after approval from the Competent Authority to check the status regarding installation of pollution control measures/ devices undertaken at the time of obtaining the CTE as well as their structure adequacy before deciding the cases of 1st CTO.

After grant of the 1st CTO the inspection of the unit will be carried out by the authorized officer within a period of 3 months of grant of 1st CTO for collection of samples of effluent/ air emissions/ noise in case sampling is required.

In case the analysis report of samples of Air/ effluent/ noise so collected are found complying the standards prescribed under EP Rules, 1986, the 1st CTO so granted will remain valid for the period of CTO for which it has been granted based upon the category of the unit or as was demanded by the unit but in case of failure of sample the 1st CTO so granted will be revoked/ cancelled after following the due procedure.

4.2.3 Renewal of Consent to Operate

There will be provision of auto renewal of CTO as per policy of the Board framed in this regard, but there will be no requirement of inspection of industries at the time of renewal of CTO in case the unit submits fresh analysis reports (not more than 3 months old) of effluent, air emissions and noise as applicable, from any of the recognized laboratories showing the compliance of prescribed standards with self certification and undertaking for compliance of the relevant provisions of Acts/Rules as applicable and adherence to the prescribed standards alongwith latest Mandatory Inspection report / analysis reports conducted by the team of officer of the Board as per provisions of this policy.

In case the unit wants to get their samples of effluent/air emissions/noise, analyzed from Board's laboratories for the purpose of renewal of consent to operate, the inspection will be carried out for the purpose of this sampling by the officer of the Board permitted by Competent Authority.

4.2.4 Mandatory Inspections

The category wise list of all the units covered under consent management and BMW Rules will be uploaded in the software system to be developed by the Board for implementation of inspection policy and the same shall be updated from time to time by the concerned Regional Officers.

The periodicity of inspections/ sampling of various units by the authorized officers of the Board under various categories for existing units will be as under:-

Sr. No.	Category of the industries/ projects	Periodicity
(a)	17 type highly polluting industries defined by CPCB (among red category)	3 Years
(b)	Red category of industries other than those mentioned at Sr. No. (a) above	5 Years
(c)	Orange category of industries	7 Years

At the time of collecting the samples of effluent/ air emission/ noise by the authorized officer of the Board during the above Mandatory Inspection, the relevant legal provisions of sec. 21 of Water Act, 1974 and sec. 26 of Air Act, 1981 and Rules made thereunder shall be complied with by the inspecting officer.

The list of industries / projects to be inspected every month and name of the inspecting officers for inspecting these industries will also be selected through software system based on computerized risk assessment and will be uploaded on the website of the Board and copy of the same will be supplied to the concerned.

4.2.5 Inspections for Redressal of Complaints received through CM Window portal, Grievances Committees at District Levels under the Chairmanship of Hon'ble Minister and otherwise by Deputy Commissioners.

Inspection of only those units against which complaints will be received only through CM Window portal, District Level Grievance Committees and otherwise by Deputy Commissioners, will be done by the authorized officers of the Board with due permission of competent authority.

4.2.6 Directions/ orders from various Courts/Tribunal/ Appellant Authority/CPCB.

The authorized officers of the Board will visit the units as per requirement for compliance of orders passed by various Courts/Tribunals/ Appellant Authority/CPCB from time to time after taking approval from Competent Authority for which the concerned Regional Officer will submit the proposal to Head Office immediately after receipt of such orders.

4.2.7 Inspection on the request of the Industry

4.2.7.1 As per policy of the Board, the units which are found not complying with the prescribed standards for discharging environmental pollutants, due to inadequate Pollution Control Devices (PCDs) or improper operation of the same, then such units after making up-gradation or making rectification in the component of PCDs or after sorting out their operational problems, can request the Board to get their units inspected for verification of the same and for re-sampling afresh to prove the compliance of the prescribed standards and to avoid the legal/ closure action against their units. On receipt of request from such unit the inspection of such units will be allowed by the competent authority on priority basis to check the compliance status and for re-sampling.

4.2.7.2 As per policy of the Board, the industries are at liberty to get the samples of their effluent/ air emissions/ noise as applicable, analyzed either from the Board's Lab or from any other Labs recognized by the Board for the purpose of renewal of CTO. In case any such unit makes request for sampling and testing of their samples of effluent/ air emissions/ noise from the Board Labs then the ROs will update the list of such units in the software system on regular basis and sampling program for such units will be issued separately from H.O. through software system.

The detail of such pending samples, requested by the units, will be submitted by RO immediately after notification of this policy and no such samples will be collected by ROs at their own level.

Thrust will be given that units obtain CTO for 5 years in case of Red category and 10 year in case of orange category of industries to minimize necessity of inspections.

4.2.8 Inspection of illegal industries/ units.

The field officers will also visit those industries which are found established and operating illegally without obtaining CTE/CTO and authorization/registration under relevant Acts/Rules as applicable on such units. No approval is required from the Competent Authority for such inspections but such inspections will include proper sampling of effluent/ air emissions/ noise, as required by following the due legal procedure laid down for legal samples under relevant Acts/Rules.

5 Requirement of Sampling and submission of analysis report from Board's Laboratories.

The industries covered under consent management will submit analysis report of effluent/air emission/noise as applicable only from the Board's laboratories at the time of obtaining 1st regular CTO and thereafter the industries will be at liberty to get their samples analyzed from any other Government/Semi Government/Private laboratories recognized by Board for the purpose of renewal of CTO, instead of year to year basis.

In the case of Mandatory Inspections, court matters, re-sampling and complaints, the samples will be got analyzed from the Board Laboratories.

6 Verification and Assessment under Water (Prevention and Control of Pollution) Cess Act, 1977.

In case the units have installed water meters on all the sources of water and at all the distribution systems for use under different heads as prescribed in the Act and file the cess returns every month, then such units will not be inspected for verification of cess for that particular period and assessment orders will be issued based upon the cess returns filed by such units and self certification submitted by them alongwith cess returns stating that the cess returns filed are based on actual consumption and further they undertake to pay the difference of cess amount if any found at the time of actual cess verification at site. The actual verification in case of such unit will be done at the time of Mandatory Inspection of industry to be conducted for verification of CTO application or on other events. RO will ensure that all the units covered under Water Cess Act should install water meters at all appropriate locations and file cess returns every month as per provisions of Water Cess Act, 1977. Water meter of such units will be sealed by the Board.

The industries / establishments which have not installed water meters and are not filing cess returns regularly, will be inspected for verification of the cess at the time of the verification of CTO application of the said industry or on other events as per approval of the competent authority. In case the verification of CTO application is not required then such units will be inspected once in a year exclusively for the purpose of verification of water cess which is mandatory to have actual assessment of water cess based upon actual consumption of water under various heads as per provisions of Water Cess

Act, 1977. The inspection report will be submitted as per proforma enclosed as **Annexure-1**. ROs will update the list of such units in the software system on regular bases and inspection schedule for such units will be issued separately from Head Office through software system.

7 Inspection of Health Care Units (HCUs) required for authorization under Bio Medical Waste (M&H) Rules, 1998;

The HCUs having 20 beds or more are covered under consent management and therefore will be governed by the provisions of this policy prescribed for the industries/projects/units requiring CTE and CTO.

Rest of HCUs will be inspected only at the time of obtaining 1st authorization and thereafter at the time of its renewal on approval from competent authority. ROs will update the list of such units in the software system on regular bases and inspection schedule for such units will be issued separately from H.O. through software system.

8 Common Treatment and Disposal Facilities (CTDFs).

8.1 Registration under E-Waste (M&H) Rules, 2011, Plastic Waste (M&H) Rules, 2011, Hazardous Waste (MH &TM) Rules, 2008 and Authorization to service providers for common Bio Medical Waste Treatment and disposal facility under Bio Medical Rules (M&H) Rules 1998.

Where an industry/ project proponent applies for registration under E-Waste (M&H) Rules, 2011 or under Plastic Waste (M&H) Rules, 2011 or under Hazardous Waste (MH &TM) Rules, 2008 or any service provider for authorization of common Bio Medical Waste Treatment and disposal facility under Bio Medical (M&H) Rules, 1998 then Regional Officer will seek the prior permission from competent authority for conducting the inspection of such facilities/ establishments to check the installation of pollution control devices and arrangements based on environmentally sound technologies as per provisions of these Rules and guidelines issued by Central Pollution Control Board/Haryana State Pollution Control Board for registration/authorization of such units.

8.2 Regular inspection of CTDFs

Common treatment and disposal facilities for Hazardous Waste, Bio Medical Waste, Municipal Solid Waste and Common Effluent Treatment Plant and Sewage Treatment Plant of the towns will be inspected quarterly by the team of officers allotted for the inspection by the competent authority. Regional Officers will update the list of all such facilities from time to time in the software system for this purpose.

9 Reporting of inspections

Reports of all the inspections/samplings will be done by the officer inspecting the industries/ projects through online system (to be developed by the Board), within 48 hours of each inspection to the Head Office, stating the outcome of inspection as per prescribed format for industries/ projects under Water Act, 1974, Air Act, 1981 and EP Rules given at **Annexure-A** and for

Health Care units under BMW Rules given at **Annexure-B** which will also be accessible to the concerned units.

The inspection reports in case of common treatment and disposal facilities such as CETPs/ STPs, common facilities for treatment and disposal of Bio Medical Waste and Hazardous Waste, recyclers/re-processors of Hazardous Waste, dismantlers and recyclers of e-waste and recyclers of plastic waste will be submitted on the already prescribed performas.

The order for submission of inspection reports within 48 hours has already been issued separately vide order Endst. No. HSPCB/PLG-135/2016/5235-60 dated 04.02.2016. The non submission of inspection reports within 48 hours by the inspecting officers will not render the inspection so carried out invalid but would entail disciplinary action against the inspecting officer/ officers.

The users will be allowed to login to the portal to view and download the submitted inspection reports of their units.

10 Action against units found violating the provisions on Environmental Acts/ Rules.

In case of industries/projects/units which are found during inspection not complying the applicable provisions of the relevant Acts/ Rules/ Policies or conditions of the Environmental Clearance (if applicable) and conditions of CTE/CTO/Authorizations/Registrations/NOCs granted by the Board or not installed or not operating the pollution control measures or not complying the standards prescribed for discharge of Environmental Pollutants or any other violations noticed during inspections, the proposal for taking the appropriate action against such units under the relevant Acts/Rules/Policies will be submitted by the concerned Regional Office to the Head Office within 07 days of inspection or after receipt of analysis report of samples collected during the inspection of the unit and the same will be uploaded on the website of the Board.

Annexure-1

Sub: Cess Verification report under section -6(i) of Water (Prevention & Control of Pollution) Cess Act, 1977 for the period from _____ to _____ of M/s _____.

(A) General Details :-

1.	Date of Commissioning of unit	
2.	Process / product /activity of the unit/project	
3.	Status regarding compliance of section 25 of Water Act, 1974	
4.	Status of ETP and compliance of all standards laid down in EPA, 1986.	
5.	Returns U/S 5(2) (details if filed)	
6.	Whether unit is consuming water with in the limits prescribed under Water Cess Act, 1977.	
7.	Whether unit generates Hazardous Waste	
8.	Cess already assessed upto	

(B) Details of Water Consumption and Cess :-

There is change/no change in the process/consumption of water from previous assessment period and the details of Water consumption under various 'Heads' is as under (Calculation sheet for assessment of water consumption enclosed).

Sr. No.	Purpose for which water is consumed	Qty. (KL) Month	Period (Months)	Total Consumption (KL)	Rate (Paisa/ KL)	Amount (in Rs.)
1.	Domestic consumption					
2.	Industrial cooling, spraying mine pits or boiler feeds					
3.	Processing Whereby water gets polluted and the pollutants are- i. Easily bio degradable; or non-toxic; or ii. Both non toxic and Easily Bio-Degradable					
4.	Processing Whereby water gets polluted and the pollutants are- i. Not Easily bio degradable; or ii. Toxic; or iii. Both non toxic and Easily Bio-Degradable					
	Gross Total					

Signature of the representative of the unit Name Designation & Address

Signature of the Officer/Officers of the Board who conducted the inspection

Name & Designation

HARYANA STATE POLLUTION CONTROL BOARD
SPOT INSPECTION REPORT OF THE INDUSTRIES

A General Information of unit

1. Name & Address of the unit : _____

2. Email id of the unit/occupier :
3. Telephone Nos. :
4. Fax Nos. :
5. Date & Time of Inspection :
6. Category of Unit : Red/Orange/Green
7. Type of Units : 17 Category/Seriously Polluting /others
8. Size of unit based upon investment cost of Plant & Machinery : Large/ Medium/ Small
9. Name of the representative of the unit with designation present at the time of the inspection. :
10. Name of the Directors/partners/Proprietor/ Manager/Occupier etc. :
11. Detail of products/by product manufactured (with capacity of installation & quantity per annum) :
12. Detail of Raw Material used (with quantity per annum) :
13. Manufacturing Process (in brief) :
14. Detail of Machinery installed involving polluting process :
15. Date of Commissioning of the unit :
16. Status of Consent to Establish :
17. Status of Consent to Operate :
18. Status of Authorization under HWM Rules. :

B Air Pollution

1. Sources of air emissions from process of unit including fugitive emissions with type of Boilers/Furness, capacity & stack height. :
2. Status of online monitoring System (Stacks/ AAQ): if applicable
3. Details about deviation in the details/ stack of Air : emission/ type of fuel if any already provided to Board.

4. Detail of Stacks/ Chimneys/ Vents :
5. Whether Height of all stacks/ Chimneys as per norms :
6. Capacity of D.G. Sets :
7. Stack height of D.G. Sets above programme and whether as per norms :
8. Status of Acoustic Enclosure on D. G. Sets :
9. Noise results of DG Sets Monitored during inspection :
10. Type & Quantity of Fuel used (Separate for each source) :
11. Status of Air Pollution Control Devices (APCD) :
 - (a) Required or Not :
 - (b) Provided or Not :
 - (c) Detail of APCD provided with detail of all Components. :
 - (d) Whether Structurally adequate or Not :
 - (e) Whether operating APCD Satisfactorily :
12. Whether provided separate flow meters in case of wet scrubber :
13. Whether maintained Log Book for consumption of Electricity/ Chemicals/ water for APCD. :
14. Detail of treatment of effluent in case of wet scrubber & its mode of disposal. :
15. Whether provided Sampling arrangements on all stacks /chemneys including DG Sets. :
16. General Remarks :

C Water Consumption

1. Sources of water supply :
2. Detail of measuring devices provided if any such as flow Meters, V- notch etc. :
3. Whether measuring devices has been sealed :
4. Whether maintained the log book for supply of water from all sources & consumption for various uses. :
5. Detail of Water Consumption per day/ month
 - (a) Domestic Purpose :
 - (b) Boiler / Cooling :
 - (c) Industrial use (Easily Biodegradable) :
 - (d) Industrial use (Not Easily Biodegradable) :
 - (e) Other :
6. General Remarks :

D Water Pollution

1. Source & processes of Water Pollution including raw water treatment if any :

- | | | | | |
|-----|--|---|-----------|-----|
| 2. | No. of outlets for discharge of effluent | : | Domestic: | |
| | | | Trade: | |
| 3. | Quality of Effluent in KLD | : | Domestic: | |
| | | | Trade: | |
| 4. | Status of Effluent Treatment Plant (ETP)/
Sewage Treatment Plant (STP) | : | | |
| | (a) Required or Not | : | STP | ETP |
| | (b) Installed or Not | : | | |
| | (c) Detail of STP/ETP Provided (if required) with
detail of all components and technology used | : | | |
| | (d) Whether structurally adequate or not | : | | |
| | (e) Whether operating STP/ETP Satisfactorily | : | | |
| | (f) Whether provided online chemical dosing system/
pH meter | : | | |
| 5. | Mode of Discharge of effluent | : | Domestic: | |
| | | | Trade: | |
| 6. | Name of Water recipient body if any | : | | |
| 7. | Detail of land in case effluent is discharged for
percolation/ irrigation purpose with justification for
its 100% utilization. | : | | |
| 8. | Status of ZLD as per CPCB directions if applicable : | : | | |
| 9. | Whether provided flow meters on outlet & inlet of
ETP/STP | : | | |
| 10. | Whether provided separate electricity meter on
ETP/STP | : | | |
| 11. | Whether maintained Log Book for consumption of
Electricity/ Chemicals/Quantity of effluent. | : | | |
| 12. | Status of online monitoring System, if applicable | : | | |
| 13. | General Remarks | : | | |

E Hazardous Waste Management

- | | | | |
|----|--|---|--|
| 1. | Category of Hazardous Waste generated as per rules | : | |
| 2. | Type & Qty. of Hazardous Waste generated | : | (i) incinerable
(ii) recyclable
(iii) disposable
for landfill
(iv) Total |
| 3. | Stock-Pile Quantity of Hazardous Waste | : | |
| 4. | Mode of Disposal & treatment of Haz. Waste | : | |
| 5. | Size of Hazardous waste storage site | : | |
| 6. | Display Board for Hazardous Waste at Factory Gate
Provided or not | : | |
| 7. | Whether agreement made with the service provider | : | |

for disposal of hazardous waste (if yes, give detail with validity)

8. Details of Hazardous Waste transported to service provider :

F Hazardous Chemicals Handling & Management and PLI Act, 1991

1. List & Qty. of Hazardous chemical handled & used: (if any) with threshold quantity
2. Whether prepared on site emergency plan and taken Insurance policy under PLI Act, 1991. :
3. Name of insurer agency with date & validity of policy :
4. Whether Hazardous chemicals handling & storage : facility is adequate
5. Remarks

Signature of the representative of the unit
Name Designation & Address
inspection

Signature of the Officer/Officers
of the Board who conducted the

Name & Designation

HARYANA STATE POLLUTION CONTROL BOARD

Spot Inspection Report

(For Health Care Units/Institution under Bio Medical Waste (M&H) Rules, 1998)

1. Name & Address of the Health Care Unit/ Institution etc. with Email ID, Telephone No. and Fax No. of the unit. : M/s
2. Date and time of inspection. :
3. Name & designation of the representative of the unit present at the time of inspection. :
4. Name & designation of the owners/occupier/ Manager etc. of the unit with address. :
5. Status of authorization with date and validity. :
6. Type of health care unit.(Hospital/ Nursing Home/Clinic/ Blood Bank/ Veterinary Institution etc.) :
7. No. of Patients in OPD/Day :
8. No. of Beds :
9. Whether agreement with authorized service provider executed or not ? : Yes/ No
10. Name & address of Service Provider with Whom agreement executed with date of agreement and its validity. :
11. Detail of arrangements made for safe disposal Of Bio Medical Waste in case agreement not executed with service provider. :
12. Needle destroyer provided or not : Yes/No
13. Whether Hypo Chlorite treatments given to plastic waste/sharp waste or not? : Yes/No
14. Whether desired colored bins provided or not? : Yes/No
15. Whether waste being segregated at the site or not? : Yes/No
16. Status of ETP/ STP :
17. Capacity of D.G. Sets :
18. Stack height of D.G. Set above roof level and whether as per norms. :
19. Status of Acoustic Enclosure on D. G. Sets. :
20. Noise results of DG Sets Monitored during Inspection. :
21. Over all remarks :
Signature of the representative of the unit Name Designation & Address : Signature of the Officer/Officers of the Board who conducted the inspection

Name & Designation