


Inspection Procedure and Checklist

Haryana State Pollution Control Board (HSPCB)

Inspection Policy Link: https://hspcb.gov.in/content/Inspection_Policy.pdf

Mandate link: https://hspcb.gov.in/Inspection_Checklist.pdf



HARYANA STATE POLLUTION CONTROL BOARD
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Office Order

Whereas, inspection policy was circulated vide order Endst. No. HSPCB/PLG-142/2016/5371-95 dated 24.02.2016 wherein procedure for inspection of the industries/projects to be carried out by the officers of the board, has been prescribed;

Whereas, as per provision of Business Reform Action Points-2018 it has to be mandated that inspections (except in case of complaint based inspection) shall be limited to the checklist.

In view of above and provisions of inspection policy of the Board issued vide order Endst. No. HSPCB/PLG-142/2016/5371-95 dated 24.02.2016 as amended from time to time, it is hereby ordered that the inspection of the industries/projects will be carried out by authorized officers of the Board as per following Check list of inspections for implementation of various Environmental Acts/Rules (except in case of complaint based inspection) subject to prior permission of the prescribed competent authority and compliance of the inspection policy of the Board:-

Sr. No.	Type of inspection	Prescribed competent authority for permitting inspection
1.	Inspection for which orders issued from Head Office for the purpose of verifying the compliance of the units.	Chairman
2.	Mandatory Inspection of industries allotted through Central Inspection System.	Member Secretary
3.	Inspection in compliance of orders/directions of various courts/ Tribunals/ Appellant Authority/ CPCB.	Member Secretary
4.	Inspection for re-sampling on the request of unit itself.	Member Secretary
5.	Inspection on request of non complying units which have made compliance.	Member Secretary
6.	Inspection of units for grant of authorization/registration under various waste management Rules.	Member Secretary
7.	Quarterly inspection of Common Treatment and Disposal Facilities (CTDFs), CETPs and STPs of the towns.	Member Secretary
8.	Inspection of the industry before granting the 1 st consent to operate.	Regional Officer
9.	Inspection of the units after grant of the 1 st CTO for collection of samples of effluent/ air emissions/ noise.	Regional Officer
10.	Inspection to initiate legal action against illegally established/ operating units.	No permission required

These orders shall come into force with immediate effect.


Dated Panchkula, the
31st October, 2018

Ashok Kheterpal
Chairman

Endst. No. HSPCB/PLG/2018/ 2307-2333 **Dated: 31/10/18**

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

1. The Director, Industries & Commerce Department, Haryana, Chandigarh.
2. All Branch Incharges in Head Office.
3. All Regional Officers in the field.
4. Nodal Officer of the HSPCB, Haryana Enterprises Promotion Centre (HEPC) Bay No. 63-64-65-66, Sector 2, Panchkula.
5. PS to Chairman/ PA to Member Secretary for information of the officers.
6. Nodal Officer (IT) for uploading the orders on the website of the Board.


Sr. Environmental Engineer-I HQ
For Chairman

Inspection procedure and checklist under The Water (Prevention and Control of Pollution) Act, 1974 and The Air (Prevention and Control of Pollution) Act, 1981:

Inspection Procedure and Checklist for compliance inspection under The Water (Prevention and Control of Pollution) Act, 1974 and The Air (Prevention and Control of Pollution) Act, 1981

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 there after:-
 - 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 has been designed and developed for computerized allocation of the inspectors. The same inspecting officer of the Board will not inspect the same unit twice consecutively.

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 their under 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.

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4 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 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.

5 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.

Checklist cum Inspection Report Format:

Inspection Policy Link: https://hspcb.gov.in/content/Inspection_Policy.pdf

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	:

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) :

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	

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