PROCEDURE

## FOR AUTHORIZATION UNDER MUNICIPAL SOLID WASTES (MANAGEMENT AND HANDLING) RULES, 2000

IN

#### **ONLINE CONSENT MANAGEMENT & MONITORING SYSTEM**



### STATE POLLUTION CONTROL BOARD, ODISHA (DEPARTMENT OF FOREST & ENVIRONMENT, GOVT. OF ODISHA) PARIBESH BHAWAN, A/118, NILAKANTHA NAGAR, UNIT- VIII, BHUBANESWAR – 751 012, ODISHA., E-mail:-paribesh1@ospcboard.org, ocmms@ospcboard.org

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### PROCEDURE FOR AUTHORIZATION UNDER MUNICIPAL SOLID WASTES (MANAGEMENT AND HANDLING) RULES, 2000 IN ONLINE CONSENT MANAGEMENT AND MONITORING SYSTEM

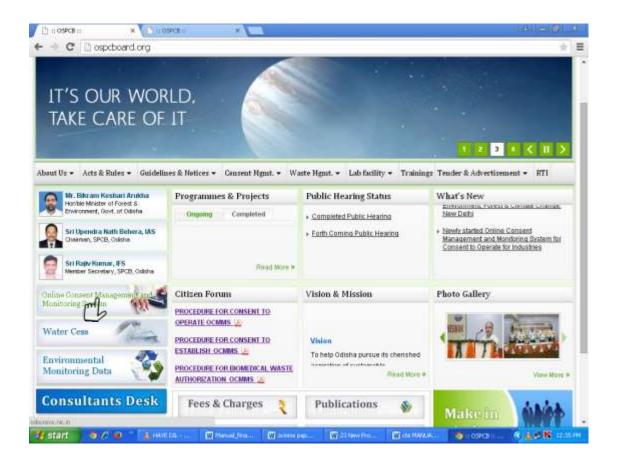
#### **INTRODUCTION**

In order to bring transparency in processing application for authorization Municipal Solid Wastes (Management and Handling) Rules, 2000 and amended thereof, an Online Consent Management and Monitoring System (OCMMS) has been introduced by the Board with effect from 10.06.2015 to dispose authorization application under Municipal Solid Wastes (Management and Handling) Rules, 2000. The system aims at reducing the processing time of application and related paper works, thereby overall performance will improve. The OCMMS is highly interactive menu driven, user friendly and a customized package which will be used by non-specialists and users. The navigation in the system is user friendly both for applicants and Boards officials.

There are two parts of operational procedure of on line Municipal Solid Waste Authorization system. Part-A of the procedure contains the instruction for the applicant who makes the application online and Part-B is for the officials of State Pollution Control Board, Odisha who will process the application. The step by step procedure in both the sections are presented so that a non-specialist can easily navigate through all the instructions for making a successful application to the Board and the State Pollution Control Board officials can process the application early.

#### <u> PART - A</u>

 For making an application for obtaining authorization under Municipal Solid Waste the applicant shall go through the State Pollution Control Board website at URL http://www.ospcboard.org or http://www.odocmms.nic.in in the home page of the URL. Please click on "online application".



Registration : Before submitting the application online, the applicant has to register , for the new users user ID and password is to be generated by clicking on the "New Urban Local Body Link of the website"

#### STEPS FOR ENTERING LOCAL BODY DETAIL INFORMATION FOR NEW URBAN LOCAL BODY REGISTRATION

Enter ULB details

Local Body Details Offic	HEALTH CARE ESTABLISHMENT CLocal Body		
Name of Local Body	(max 50 characters)		
Address	(enter industry/mine/hce address)		
City:	(enter city of industry locality)		
District:*	Not Selected 🔻		
Tehsil:	(enter industry tehsil)		
Classification of Local Body:*	Please Select   Please select classification of Local Body		
Class of Local Body:*	Please choose category to populate the Industry Type		
Whether Cess Paying :	NO VES		
Pin :	(enter PIN of industry address)		
Phone Number*:	(STD Code - Number)		
Fax No. With Code :	(STD Code - Number)		
E-Mail Address :	e.g. info@abc.com		
Commissioning Month/Year:*	January ▼ 1925 ▼		
Fields marked * are m	andatory		
	Save Reset		

MINING

Nodal Officer/In-charge			
Name			
•: Designation •:			
Address*:			
City/Village:	(city of address)		
District*:	(write district/state)		
Tehsil*:	(select tehsil)		
Pin:	(PIN of occupant address)		
Phone No. With Code*:	(STD Code - Number)		
Fax No. With Code :	(STD Code - Number)		
Mobile No:	(occupant mobile no)		
E-Mail Address*:	e.g. info@abc.com		
Hint Question*:	What is your Nickname?  V(select question)		
Your Answer*:			
Click to generate Password*:	Generate Click here to generate password		
Generated Password*			
Do you want to send login Credential in mail?	♀ es ● no (Click Yes to email registration details)		

- > After filling all details of Local bodies there is an option to fill up Officer details. In officer details "Hint Question" is very important for user because it is required in the case of change in password or when password is forgotten.
- > E mail address is also important in occupier details. Because of this mail address user will receive information from OCMMS.

The next important point is "Do you want to send login credential in mail?" To receive information by E-mail 'Yes' is selected

After clicking the "Save" button, user will receive the used ID and temporary password as highlighted on screen.



NOTE:-Please note down user ID & password for further reference

#### Change Password Option

On home page, the applicant has to select "industrial login", and user ID and password with captcha code are to be entered and login to be clicked. The first login shall be with auto generated password, however this password should be changed for security aspects

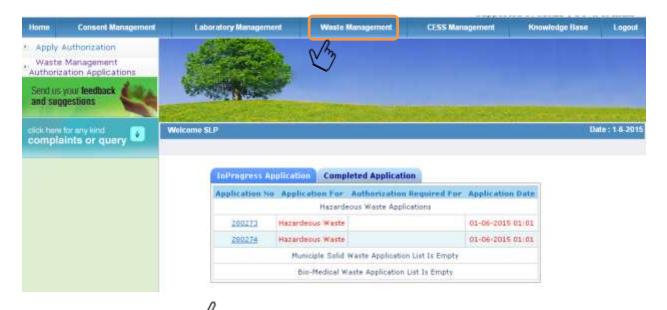
Home Page - Online Consent Management & monitoring system

The applicant r need to select "Industrial login" after registration to fill up their application immediately after signing up with OCMMS website and same login and password is to be used for subsequent applications.



#### STEPS FOR FILING OF Authorization APPLICATION ONLINE

The applicant can apply their authorization application by clicking on "apply for authorization. The applicant has to select hazardous waste to apply for authorization .



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# STEPS REQUIRED BY THE USER FOR FILLING UPMUNICIPAL SOLID WASTE APPLICATION

Click on General Details and it will retrieve data from Local Body Registration format



General	Municipal Solid Was	ste		
Nodal Offic	er Details ( Officer auth	horised by the municipal authority or		
agency res	ponsible for operation	of processing or disposal facility):		
Name of No	dal officer*:			
Designatio	n of Nodal officer*:			
Authorizati	ion Applied for*:	<ul> <li>Setting up &amp; operation of waste processing facility</li> <li>Setting up &amp; operation of disposal facility</li> </ul>		
Authorizati	ion Type:*	Iresh application Renewal application		
Processing	of waste			
Location of	f Site*:			
Quantity of	f waste to be	Quantity : Unit :		
processed		Metric Tonnes/Day		
prevention	o be taken for and control of ntal pollution*:	m1 m2 m3		
	o be taken for safety of orking in the plant*:	m1 m2 m3		
Investme o	n Project (In Lakhs)*:			
Expected R Laks)*:	eturn from Project (In			
Name of Wa Technology	aste Processing /*:			
Details of F	Processing Technology:	Choose File No file chosen		
Site clearer Authority):	nce (from Local	Choose File No file chosen		
	greement between authority and agency:	Choose File No file chosen		
	programme for waste (Product utilization):	Choose File No file chosen		
waste proc	gy for disposal of essing rejects nd quality):	Choose File No file chosen		

Number of sites indentified:	
Quantity of waste to be disposed	Quantity : Unit :
per day:	Metric Tonnes/Day 🔻
Nature of waste:	
Composition of waste:	
Details of Existing Site under Operation:	Choose File No file chosen
Measures taken to check enviornmental pollution*:	m1 m2 m3
Layout maps of site:	Choose File No file chosen
Details of methodology or criteria followed for site selection:	Choose File No file chosen
Methodology and operational details of landfilling:	Choose File No file chosen
Do You Want To Save The Applicat	ion as 🔍 Completed 💿 In Progress
Do You Want To Save The Applicat	ion as O Completed O In Progress Fields medical * are mendatory Save

The user can save this application in his account for making some changes in application, user need to save this application by selecting "In progress" (at the bottom of page).

Do You Want To Save The Application as	O Completed	⊙ In Progress
Save		

In progress application will not submitted to OSPCB office and can be modified by the user.

Once the applicant filled up the application form completely and upload all the required documents the applicant can select button 'completed' and followed by 'save'.

Do You Want To Save The Application as	Ocmpleted	🔘 In Progress
Save		

Then application will be automatically submitted to the Head Office.

#### STATUS OF APPLICATION

The status of application can be seen by login the website. The user can see the application status by in their user id Here the status of application is shown at the home page of user Id. There are two tabs 1st is "In progress Application" and the second one is "completed Application. "Completed Application " is to know with whom the file is pending.

#### In progress Application / Completed Application

After submission of application online, the applicant is required to take a print out of the application form filed online and sign the hard copy of the application and send it to the Board.

After receiving authorization application online, the application will be processed on line by the Board officials. Any clarification / decision on grant /refusal will be communicated to the proponent online.