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Annexure - IV

Meghalaya State Pollution Control Board

Forests & Environment Department, Government of Meghalaya
'ARDEN' Lumpyngngad, Shillong-793014
Website: <http://megspcb.gov.in>



No. MPCB/GEN-148/2019/2020-21/33

Dt. Shillong the 16th November 2020

OFFICE ORDER

In pursuance of the Ease of Doing Business which is a priority of the Government of Meghalaya, in consonance with the Business Reform Action Plan of the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India, the State Government has decided to introduce an online-based inspection system called the Central Inspection System (hereafter also referred to as CIS) and Meghalaya State Pollution Control Board is included in it to ensure simplification, transparency and accountability of inspection and ease of compliance of law by the Establishments under various acts and rules:

Following shall be key features of Computerized Central Inspection System and related aspects:

1. **Compliance based inspections shall only be done through CIS.**
2. **Frequency of Inspection:** Frequency of compliance-based inspections of the establishments/industries shall be in accordance with Risk Categories as mentioned below:

S. No.	Industrial Category/Facility	Frequency of Mandatory Inspection for Environmental Standards
1.	Highly Polluting 17 Category of Industries	3 months
2.	Red Category (other than 17 category industries)	6 months
3.	Orange Category Industries	1 year
4.	Green Category Industries	2 years
5.	CBWTF/CHWT/SDF/CMSWTDF/CETP/STP	3 months

3. **Surprise Inspections and inspections based on complaints:** shall be carried out at any time only with prior approval of the Member Secretary, Meghalaya State Pollution Control Board.

- a. Complaint based inspections may be carried out on the basis of:
 - i. Complaints received from Citizens, institutions working in the field of environment etc.
 - ii. Instruction received from the State Government, Lok Ayukta, or Elected Public Representatives or other competent authorities.
 - iii. Relating to Judicial matters or Court cases.

4. **Random allocation of establishments and inspectors for online inspection:**

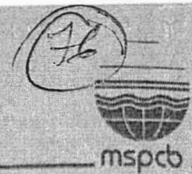
- a. The Computerized Central Inspection System will randomly select establishments/industries on the basis of frequency of inspections fallen due as per Risk Category as mentioned in serial number 2.
- b. Allocation of inspectors shall be done by Computerized Central Inspection System.
- c. Same inspector will not inspect the same establishment twice consecutively.

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5. Jurisdiction of Inspectors:

- a. In order to implement the Centralized Inspection System seamlessly, government of Meghalaya allows the inspectors from Meghalaya State Pollution Control Board to conduct compliance-based inspections outside their local limits.
- b. In case of inspection of an establishment or industry in the area other than the jurisdiction of the inspecting officer, the officer having administrative jurisdiction can take up follow-up action.

6. Inspection Procedure, Checklist and uploading the inspection reports:

- a) Inspection is to be carried out as per Inspection procedure and a comprehensive inspection checklist/form (copy enclosed). This comprehensive inspection checklist/form needs to be strictly followed by the inspectors.
- b) All such Inspection Report shall be submitted to the appropriate authority through the online Central Inspection System portal and uploaded, within 48 hours of completion of the inspection.

7. Changes from time to time: Frequency of inspection with respect to risk categories, categorization of risk, inspection check-list, differentiation in inspection requirements and criteria for selection of third party are subject to change from time to time through a notification by the Member Secretary, Meghalaya State Pollution Control Board.

The above instructions are issued in order to achieve various mandates under 'Ease of Doing Business'. However, in the matter related to legal cases, complaints, issues referred by Govt. & other authorities, officials shall carryout inspections as per the instructions issued therein so as to take further action for implementation of various Environmental Laws.

B. K. Lyngwa, IFS
CHAIRMAN

Meghalaya State Pollution Control Board,
Shillong

Memo No. MPCB/GEN-148/2019/2020-21/33-A

Dt. Shillong the 16th November 2020

Copy to:

1. The Chairman, Meghalaya State Pollution Control Board for kind information.
2. The Sr. Scientist, MSPCB for kind information
3. The Environmental Engineer-I for kind information and necessary action
4. The Environmental Engineer-II for kind information and necessary action
5. The Assistant Environmental Engineer's I, II, III, IV, V, VI for kind information and necessary action
6. The Junior Environmental Engineer for kind information and necessary action
7. The Draughtsman for kind information and necessary action

CHAIRMAN

PROCEDURE FOR CARRYING OUT INSPECTION

A- Red Category

- *The Inspection Team usually comprises of one or more officers, as the case may be, authorized to carry out inspections under the provisions of various environmental legislations.*
- 1. A notice is served by the Inspection Team for entry/ Inspection of the premises to the occupier or Authorized /responsible person in case of samples to be collected u/s 21 of Water (Prevention & Control of Pollution) Act, 1974 and u/s 26 of Air (Prevention& Control of Pollution) Act,1981.
- 2. The Team shall verify the following, in the presence of the occupier or authorized / responsible person:-
 - i) Operation of plant(s), product(s) being manufactured, raw material being used with quantity,
 - ii) Status of operation of Environment Management System comprising of generation and control measures taken for Water /Air /Solid Wastes/ Hazardous Wastes and their storage and disposal.
 - iii) Number of outlets provided for disposal of waste water/liquid waste and compliance of thereof.
 - iv) Number of emission stacks / vents / boilers/ furnaces with their capacity etc.
 - v) Area within or outside the premises to check any unauthorized disposal or general housekeeping.
 - vi) The compliance of the conditions of previously granted Consents / Authorizations under Environmental Laws.
 - vii) Online Continuous Monitoring system details (if applicable)
- 3. The Team shall also collect sample(s) of waste water, emission(s) and hazardous waste(s), as deemed necessary by the Team, depending upon the environmental circumstances during the visit.
- 4. The Inspection Team prepares a detailed visit report indicating observations/ non-compliances, observed, if any, and they are brought to their notice with required corrective measures. A copy of the Inspection Report shall be provided on demand after getting receipt.
- 5. Checklist of documents that may be verified by the Inspection Team during its visit are as follows:
 - i) Production details
 - ii) Water Consumption Data
 - iii) Solid Wastes / Hazardous Waste Generation and Disposal Records and Logbooks

B- Amber/Orange Category

- The Inspection Team usually comprises of one or more officers, as the case may be, authorized to carry out inspections under the provisions of various environmental legislations.
1. A notice is served by the Inspection Team for entry/ Inspection of the premises to the Occupier or Authorized /responsible person in case of samples to be collected u/s 21 of Water (Prevention & Control of Pollution) Act, 1974 and u/s 26 of Air (Prevention & Control of Pollution) Act, 1981.
 2. The Team shall verify the following , in the presence of the occupier or authorized / responsible person:-
 - i) Operation of plant(s), product(s) being manufactured.
 - ii) Status of operation of Environment Management System comprising of generation and control measures taken for Water /Air /Solid Wastes/ Hazardous Wastes and their storage and disposal.
 - iii) Number of outlets provided for disposal of waste water/liquid waste and compliance of thereof.
 - iv) Number of emission stacks /vents /boilers/ furnaces with their capacity etc.
 - v) Area within or outside the premises to check any unauthorized disposal or general housekeeping.
 - vi) The compliance of the conditions of previously granted Consents under Environmental Laws.
 3. The Team shall also collect sample(s) of waste water and emission(s) and hazardous waste(s), as deemed necessary by the Team, depending upon the environmental circumstances during the visit.
 4. The Inspection Team prepares a detailed visit report indicating observations/ non-compliances, observed, if any, and they are brought to their notice with required corrective measures. A copy of the Inspection Report shall be provided on demand after getting receipt.
 5. Checklist of documents that may be verified by the Inspection Team during its visit are as follows:
 - i) Production details
 - ii) Water Consumption Data
 - iii) Solid Wastes / Hazardous Waste Generation and Disposal Records.

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C- Green Category

- The Inspection Team usually comprises of one or more officers, as the case may be, authorized to carry out inspections under the provisions of various environmental legislations.
- 1 A notice is served by the Inspection Team for entry/ Inspection of the premises to the Occupier or Authorized /responsible person in case of samples to be collected u/s 21 of Water (Prevention & Control of Pollution) Act, 1974 and u/s 26 of Air (Prevention & Control of Pollution) Act,1981.
 - 2 The Team shall verify the following , in the presence of the occupier or authorized / responsible person:-
 - i) Operation of plant(s), product(s) being manufactured.
 - ii) Status of operation of Environment Management System comprising of generation and control measures taken for Water /Air /Solid Wastes and their storage and disposal.
 - iii) Number of outlets provided for disposal of waste water/liquid waste and compliance of thereof.
 - iv) Number of emission stacks / vents / boilers/ furnaces with their capacity etc.
 - v) Area within or outside the premises to check any unauthorized disposal or general housekeeping.
 - vi) The compliance of the conditions of previously granted Consents / Authorizations under Environmental Laws.
 3. The Team shall also collect sample(s) of waste water, emission(s) as deemed necessary by the Team, depending upon the environmental circumstances during the visit.
 4. The Inspection Team prepares a detailed visit report indicating observations/ non-compliances, observed, if any, and they are brought to their notice with required corrective measures. A copy of the Inspection Report shall be provided on demand after getting receipt.
 5. Checklist of documents that may be verified by the Inspection Team during its visit are as follows:
 - i) Production details
 - ii) Water Consumption Data
 - iii) Solid Wastes Generation and Disposal.

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INSPECTION REPORT FORMAT

Meghalaya State Pollution Control Board, Shillong-793014

1.0	Name and Complete Postal Address of the Industry	
2.0	Tel./Fax/	
3.0	Type of Industry	
4.0	Category	
5.0	Date of Visit	
6.0	Products/By Products	
7.0	Name of the Officials visiting the Unit	
8.0	Status of Consent under the Water Act. 1974	
8.1	Source of water (Surface or groundwater)	
8.2	Status of the ETP	
8.3	Name of the Treatment Units in the System	
8.4	Source of effluent	
9.0	Status of Consent under the Air Act. 1984	
9.1	Status of the Emission Control Systems (ECS)	
9.2	Name of the Emission Control Units in the System	
9.3	Adequacy of the ECS (Adequate/Not adequate)	
10.0	Status of the Authorisation under the Hazardous & Other Waste (Management & Transboundary Movement) Rules 2016	
10.1	Hazardous Waste Disposal	
10.2	Type of Disposal Facility Existing	
10.3	Adequacy of the Disposal Facility (Adequate/Not adequate)	
11.0	Implementation of MSIHC Rules, 1989	
12.0	Applicability of Bio-Medical Waste Rules, 2016	
13.0	Overall Observations	
14.0	Signatures of Visiting Official	