ONLINE CONSENT MANAGEMENT & MONITORING SYSTEM

Officer User Manual

LOGIN PROCESS

- Open OCMMS Home Page.(www.krocmms.nic.in/KSPCB)
- Select KSPCB radio button.
- Please Select KSPCB Login Radio Button
- Enter User Id, Password and Captcha code and click on Login.



CONSENT MANAGEMENT PROCESS

- Login with KSPCB User Id & Password.
- Head of the officer will be the receiving officer for Consent Management system
- Based on the **Taluk**, Head of the officer will forward application to respective Assistant Engineers

Modules

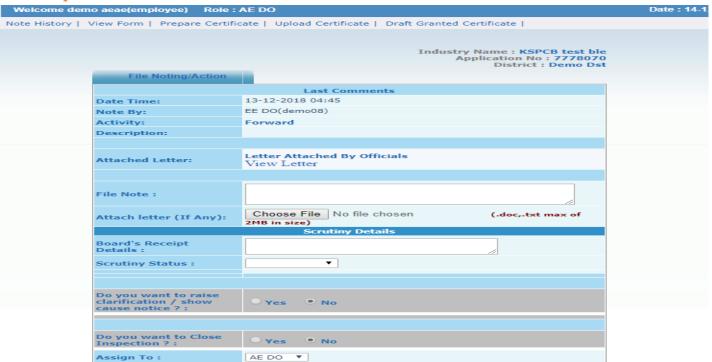
- Consent Management
- E- correspondence
- Inspection Management
- Waste Management

Related Links

- User Management View / Edit / Update Profile
- Consent application search View application, note history and other things
- Consent application processed View the report for all the processed application
- Bulk transfer completed/pending Transfer file to another user

CONSENT MANAGEMENT STEPS?

- First click on the Application Id, file noting/action on Consent file will be activated
- Officer can perform below mentioned activities
 - 1. View Note History
 - 2. View Form
 - 3. Prepare certificate
 - 4. View Draft Certificate
 - 5. View Upload Certificate

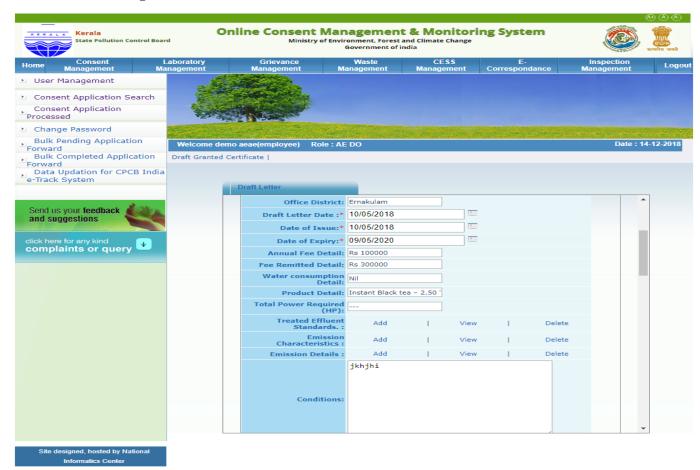


CONSENT MANAGEMENT PROCESS

- * Application should be scrutinized thoroughly. The details entered shall be cross checked with accompanying documents/previous file. Keep handy the list of documents required for ICE/ICO (fresh, renewal, expansion, variation)
- ❖ If the application is complete in all respects, the "Scrutiny Status" shall be set as "Complete". On setting scrutiny status as complete the industry will receive the receipt for submission of online application.
- ❖ If any field in the application is required to be filled in or if documents need to be attached select "Incomplete" for scrutiny status and the application will be returned to the industry account. The details of defects noticed while scrutiny shall be entered in "scrutiny description".
- * The file shall not be forwarded to superior Officer unless the scrutiny status is set as complete. If file is closed without setting scrutiny status as complete, the industry will not be able to submit further applications.

HOW TO GENERATE CERTIFICATE?

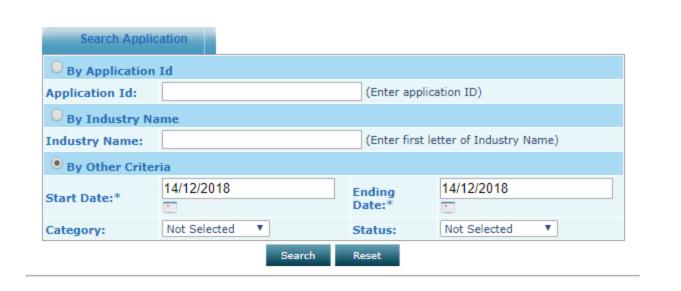
- Select <u>prepare certificate</u> link
- Prepare certificate form will be activated with questionnaires and custom file
- Once click on the <u>Generate certificate</u> button, Draft consent certificate will be generated with pdf



HOW TO SEARCH CONSENT APPLICATION?

Search Consent File By

- 1. Application Id
- 2. <u>Industry Name</u>
- 3. <u>Date Filter</u>



REPORTS

Regional Office	Name Of Officer	Pending beyond 120 days	Pending between 90 and 120 days	Pending between 60 and 90 days	Pending between 30 and 60 days	Pending upto 30 days	To
	EE1 HO Ramya G	0	0	0	0	0	0
	AE1 RO Sulith S	0	0	0	0	0	0
	AEE Anikar K R	0	0	0	0	0	0
	MS Thankappan T A	0	0	0	0	0	0
	AE1 HO Sruthi S	0	0	0	0	0	0
	AEE1 HO Saritha R	0	0	0	0	0	0
	CEE HO Thankappan T A	0	0	0	0	0	0
	Help Desk GEA One	0	0	0	0	0	(
	EE Biju B	0	0	0	0	4	4
	AE1 Sajmi C Salim	0	0	0	0	4	4
DO ALP(KSPCB)	AE3 RO Sruthy S Kumar	0	0	0	0	0	(
יייי (ווטיייט)	AEE RO Sabah Nazemudeen	0	0	0	0	0	(
	AE2 HO Anishamol V O	0	0	0	0	0	(
	AE2 Suraiya M Iqbal	0	0	0	0	3	3
	CEE RO TVM Sreekala S	0	0	0	0	0	(
	AE3 Preethi Gopinath	0	0	0	0	4	4
	AE4 Abdul Razak S	0	0	0	0	2	2
	AE2 RO Athira M	0	0	0	0	0	(
	CHN Sajeevan K	0	0	0	0	0	(
	Record Room Admin PCB	0	0	0	0	0	(
	EE2 HO Bindu V Gopal	0	0	0	0	0	0
	Total	0	0	0	0	17	1
	Grand Total:	0	0	0	0	17	1

ONLINE CONSENT MANAGEMENT & MONITORING SYSTEM

E - Correspondence User Manual

LOGIN PROCESS

- Open OCMMS Home Page.(www.krocmms.nic.in/KSPCB)
- Select KSPCB radio button.
- Please Select KSPCB Login Radio Button
- Enter User Id, Password and Captcha code and click on Login.



E - CORRESPONDANCE PROCESS

- Login with KSPCB User Id & Password.
- Select E correcpodance link from menu
- E correcpodance dashboard will appear having all the received correspondace



1	Recieved Correspondance/Report Closed Corr			Closed Cor	respondance/Report			
	S.No.	S.No. Correspondance Correspondance Type		Date & time	Industry Name	Industry Address	Subject	
					List Is Empty			

HOW TO START NEW E - CORRESPONDANCE?

- Select <u>Start New Correspondence</u> link from left sidebar.
- To start correspondence give input as **Industry Name /Industry id** all the other data will be filled automatically
- Then click Next and choose office
- File will be submitted to the assigned officer
- Officers can do the file noting, file forwarding and all the other activities





Start Correspondance	
Whether the industry is applied or not?:	Yes ▼
Industry Name /Industry id :	Enter 5 Characters. (Industry Name)
Industry Name :	
District :	
Section	
Category/Classification:	
Industry Type:	
Enoting Type:	Select Please Select Enoting Type
	Previous Application details
	Previous E-Noting details
Address & login id of the industry:	
Whether Industry Visited:	No Yes
Subject:	
Note/Observations :	4
Recommendations:	
Nove	Doest

CORRESPONDENCE TO INDUSTRY SUCH AS PERIODIC REPORTS CALLED FOR, DIRECTIONS ETC..

Attach letter (If Any):	Choose File No file chosen 2MB in size)	(.doc,.txt max
Raise Query for periodic report :	• Yes O No	
Periodic Order Note:		,
Attach letter for Periodic Report:	Choose File No file chosen	(.doc,.txt max o
Do you want to Close Periodic Report ? :	○ Yes ● No	
Do you want to raise General Letter ? :	• Yes O No	
General Letter Note :		
Reply General Letter within:	days.	
Attach letter for General Report:	Choose File No file chosen 2MB in size) Copy To	(.doc,.txt max o
Do you want to raise Inspection ? :	○ Yes ● No	
Do you want to Close	○ Yes ● No	

PERIODIC REPORT SUBMISSION



OTHER ONLINE CORRESPONDENCES...

Do you want to raise Inspection ? :	O Yes	● No
Do you want to Close Inspection ? :	O Yes	● No
Do you want to raise clarification ? :	○ Yes	● No
Do you want to raise show cause notice ? :	O Yes	● No
Do you want to Revoke Consent/Authorization ? :	O Yes	● No
Do you want to raise Notice to issue directions?:	○ Yes	● No
Do you want to issue directions of restoration (Permanent/Temporary)?:	O Yes	● No
Do you want to issue Proceedings ? :	O Yes	● No
Do you want to Close Correspondance ? :	O Yes	● No

HOW TO SEARCH E - CORRESPONDANCE?

Abcd

- Select <u>Search E-Correspondance</u>link from left sidebar.
- <u>Search E-Correspondance</u>
 - 1. <u>Correspondance Id</u>

9035346

- 2. <u>Industry Id</u>
- 3. <u>Date Filter</u>



2018-10-12

Pendina

KSPCB163

ONLINE CONSENT MANAGEMENT & MONITORING SYSTEM

AUTHORISATION UNDER BIO MEDICAL WASTE (MANAGEMENT AND HANDLING) RULES

INDUSTRY REGISTRATION

Kerala State Pollution Control Board Ministry of Environment, Forest and Climate Change Online Consent Management & Monitoring System Government of india **CONTACT US VSOP'S** GRIEVANCE/SUGGESTIONS **6**HELP DESK **User Login** usion of he ● KSPCB Login ○ Industry Login ate Change t issued.... User ID River Basin 19 under the Password: nister. The reme Court Captcha Code ponse to an /ironment & 🔻 About SPCB Hazardous Waste Management Granted Applications The Pollution Control Board has been Hazardous Waste Management Granted Forgot Password established as a regulatory authority for Applications. pard implementing various pollution control New Industry Registration laws. More>> Fee Calculator Consent Applications Under Consent Granted and Climate Consent Type: ICE □ ICO Industry Type: ORANGE OWHITE O

The Pollution Control Board has been established as a regulatory authority for implementing various pollution control laws. The board is committed to provide pollution free environment to the people of state. The Board has undertaken various studies of underground water, solid and air to take remedial steps to control pollution.

Send us your feedback and suggestions



click here for any kind complaints or query



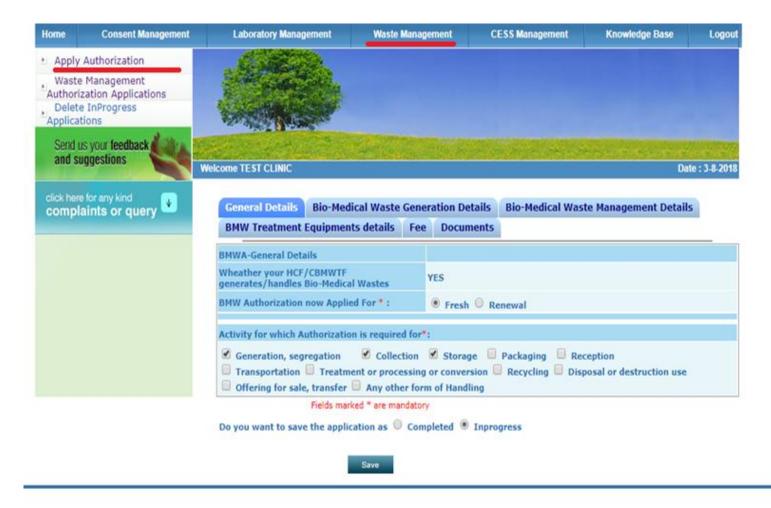
- Industries Establishment
- Residential Establishment
- Commercial Establishment
- O House Boat

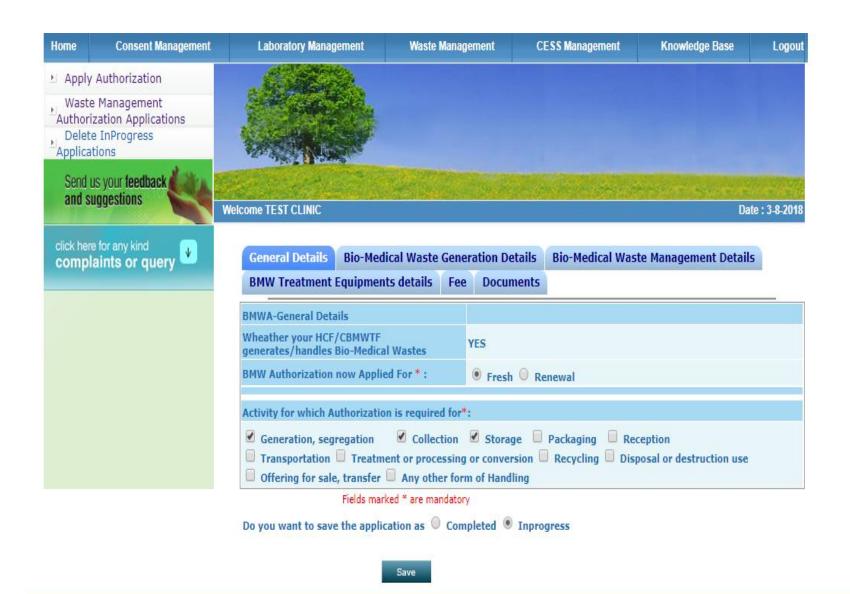
- Hotels Establishment
- Offices Establishment
- Health Care Institution
- O Diesel Generators

BMW **Establishment**

HCE Details Occupier Detai	ls
Name of HCE *:	(Do not use !@#\$%^&*)
Address *:	
Pin Code*:	
District:*	Not Selected ▼ Regional Office Areas For Ernakulam(Click to view)
Taluk: *	v
Village *:	
Survey No. *:	
Address of Registered Office/Administrative Office	Same as Industry Address yes no
Type Of HCE:*	Not Selected ▼
Category:*	Not Selected ▼

HOW TO APPLY..





	$\overline{\mathbf{v}}$
ery	_

General Details Bio-Medical Waste Generation	Details Bio-Medical Waste Management Details
BMW Treatment Equipments details Fee Doo	cuments
NCE/COMMITTE Towns	HCF
HCF/CBMWTF Type *	Clinic(Non-Bedded) ▼
Bio-Medical Waste Facility Status *	Dental clinic
CBMWTF-location and Office address of treatment and	M/s IMAGE, Manthuruthy, Kanjikkode West, Pal
disposal *	M/s IMAGE, Manthuruthy, Kanjikkode West, Pal
Mode of Transportation of BMW	Common Facility Vehicle
Status of CTE/CTO-latest consent type, issued date an validity date	nd Z
GPS Coordinates -Lat/Lon of the location of applicant (in Decimal degrees with 6 decimals): Ex: Latitude: 8.123456 N, 12.236544 N, etc Longitude: 77.235648 E, 78.253674 E,etc	Latitude N Decimal Degrees Longitude E Decimal Degrees
Details of directions or notices or legal actions if any d the period of earlier authorisation (Attach documents	
Details of Activity 8	& Facility-For HCF only
a) Medical treatment Facility provided to Outpatients	Nos./Day
b) Medical treatment Facility provided to Inpatients	Nos./Day
c) No of Beds of HCF	Nos.
d) For Non bedded Hospital (Specify)	
e) Total number of inpatients & outpatients treated per month in the HCF	

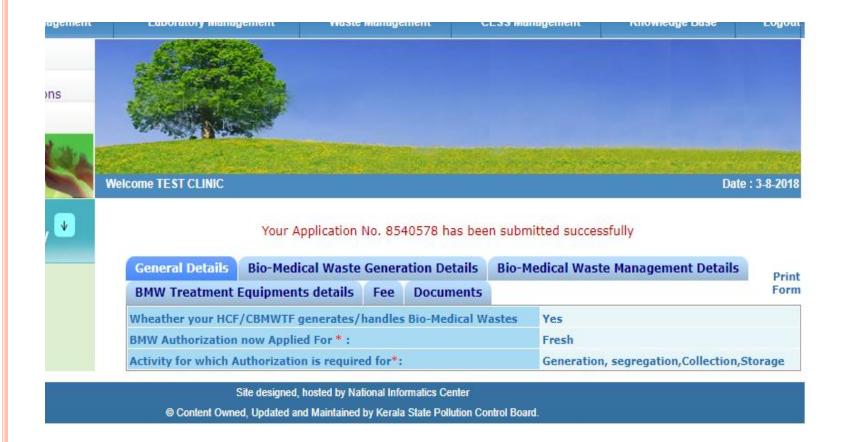
ny kind s or query	Genera	l Details	Bio-Medical Was	te Genera	ation Details	Bio-Medical Wa	ste Management Details
	BMW Tr	reatment E	quipments details	Fee	Documents		
Quan	tity of BM	W handled,	treated or disposal				
Cate	egory		Type of Waste		collected	y Generated or d in Kg/day or qd./day	Method of Treatment and Disposa as per Schedule-I
	a) Human An	atomical Waste		0		
	b) Animal An	atomical Waste				
	c)	c) Soiled Waste			30		
	d)) Expired or	Discarded Medicin	es	12		
Yellov	w e)) Chemical S	Solid Waste				
	f)) Chemical L	iquid Waste		4		
			linen, mattresses, l I with blood or bod		0		
)Microbiolog linical labor	gy, Biotechnology a atory waste	nd other	85		
Red	C	ontaminate	d waste (Recyclable	e)			
White Trans	e(slucent)	aste sharps	including Metals		9		
	G	lassware					
Blue	М	letallic Body	Implants				
	To	otal			140		Total doesn't contains the "(f) Chemical Liquid Waste" quantity

Fields marked * are mandatory

Do you want to save the application as $\ \ \bigcirc$ Completed $\ \ \$ Inprogress

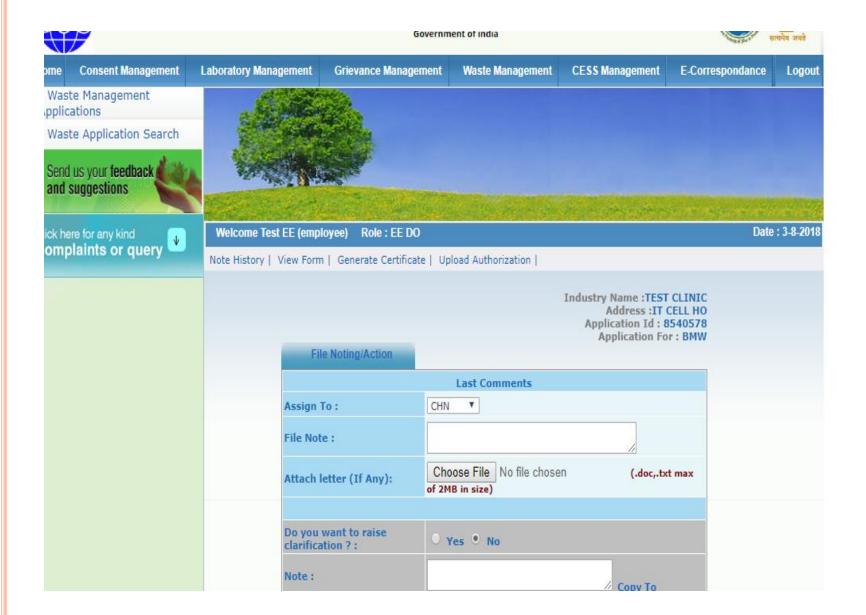
Bio-Medical Waste Management Details General Details Bio-Medical Waste Generation Details **BMW Treatment Equipments details** Fee **Documents** Details of Treatment Equiments available for treatment of Bio-Medical Waste Treatment equipment No of Units Type and capacity of each unit SI No. Incinerators Plasma Pyrolysis Autoclaves Microwave Hydroclave Shredders Needle tip cutter or destroyer 6 Sharp encapsulation or Concrete pit Deep burial pits Chemical disinfection 12 10 11 Any other treatment equipment

- FEE REMITTANCE
- DOCUMENT UPLOADING AS PER CONSENT MANAGEMENT



OFFICER ACCOUNT







KERALA STATE POLLUTION CONTROL BOARD AUTHORISATION

(Authorisation for operating a facility for Generation, Collection, Storage, of bio-medical wastes.)

Reference: Application No: 8540578

1. Authorisation Number : AGGHGH12233

2. Date of Issue : 03/08/2018 3. Date of Expiry : 31/08/2023

4.Quantity and Category of waste : YELLOW- 25 kg/d.

RED-10 kg/d.

5. Mode of disposal of waste: : IMAGE

 M/s TEST CLINIC,IT CELL, HO, is hereby granted and authorisation for below listed activities to be carried out at common treatment facility in accordance with Biomedical Waste (Management and Handling) Rules, 2016.

Generation

Collection

Storage

This authorisation is subject to the conditions as per Annexure I and to such other conditions as may be specified in the rules for the time being in force under the Environment (Protection) Act, 1986.

Other Conditions

1. Test



SIGNATURE OF ISSUING AUTHORITY ENVIRONMENTAL ENGINEER

To

TEST CLINIC IT CELL

ANEXTURE I

Terms and Conditions of Authorisation

- The authorisation shall comply with the provisions of the Environment (Protection) Act, 1986 and the rules made there under.
- The authorisation or its renewal shall be produced for inspection at the request of an officer authorised by the prescribed authority.
- The person authorised shall not rent, lend, sell, transfer or otherwise transport the biomedical wastes without obtaining prior permission of the prescribed authority
- Any unauthorised change in personnel, equipment or working conditions as mentioned in the application by the person authorised shall constitute a breach of his authorisation
- It is the duty of the authorised person to take prior permission of the prescribed authority to close down the facility and such other terms and conditions may be stipulated by the prescribed authority.
- Any other conditions for compliance as per the Guidelines issued by the MoEF&CC or CPCB from time to time.

Kerala State Pollution Control Board

Note: This digitally signed document is legally valid as per the Information Technology Act 2000.

Draft Letter For:	Granted ▼
Authorization No:	AGGHGH12233
Designation of Approving Officer:	
Quantity and Category of waste:	
Mode of disposal of waste:	
Previous Order No:	
Previous Order Date:	
Date of Issue :	
Date of Expiry :	
Other Conditions:	▼
Industry Name and Addi	ess:
TEST IT CELL Kspcb	
Activity For Which Authorization Is Sought:*	✓ Generation ✓ Collection ✓ Storage

ONLINE CONSENT MANAGEMENT & MONITORING SYSTEM



LOGIN PROCESS

- Open OCMMS Home Page.(www.krocmms.nic.in/KSPCB)
- Select KSPCB radio button.
- Please Select KSPCB Login Radio Button
- Enter User Id, Password and Captcha code and click on Login.



INSPECTION MANAGEMENT PROCESS

- Login with KSPCB User Id & Password.
- Select <u>Inspection Management</u> link from menu
- Inspection dashboard having all the pending Inspection list / Completed application list



Pending Inspection Completed Inspection							
Inspection Number		spection nth/Year	Application Type	Industry Name	Industry Address	Category	Scale
8997943	4	1/2018	сто	PBT	LEENA SADAN	ORANGE	Medium
8995609	12/2018		сто	PBT	LEENA SADAN	ORANGE	Medium
8995560	8	3/2018	сто	PBT	LEENA SADAN	ORANGE	Medium
8940211	ġ	9/2018	сто	KSPCB ble Auto renewal 11 5	kspcb Auto renewal	GREEN	Small
<u>8940205</u>	9	9/2018	сто	abc	ajdhdghj	GREEN	Small

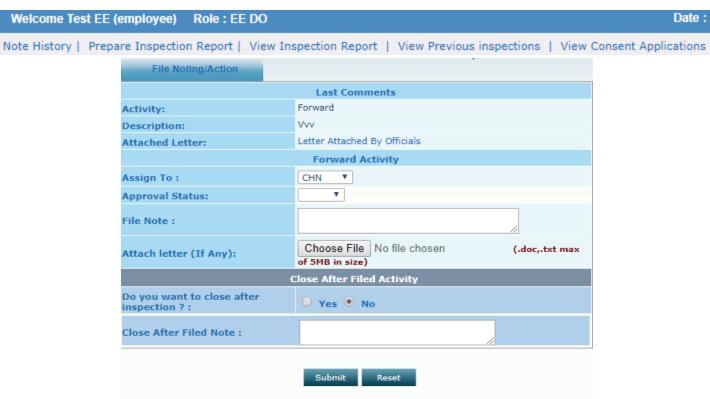
Pending Ins	Pending Inspection Completed Inspection										
Inspection Number	Inspection Month/Ye		Application Type	Industry Name	Industry Address	Туре	Note History				
8940209	9/2018		сто	abcd	ABCD INDUSTRIES TVC/12	Regular	Note History	View Inspection Report			
8940207	9/2018		сто	PBT A	PBT A	Regular	Note History	View Inspection Report			
8924710	10/2018	3	сто	PBT	LEENA SADAN	Regular	Note History	View Inspection Report			

How to Do Inspection?

• First click on the Inspection Id, file noting/action on Inspection file will be activated

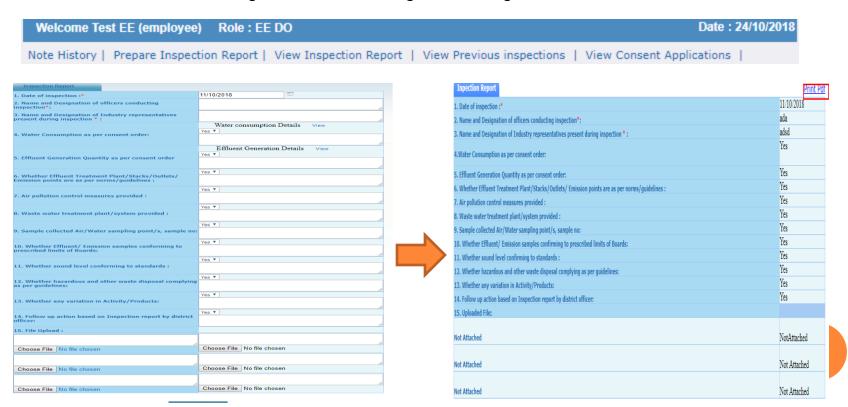
Date: 24/10/2018

- Officer can perform below mentioned activities
 - 1. View Note History
 - 2. Prepare Inspection report
 - 3. View Inspection report
 - 4. Download Inspection report
 - 5. View previous Inspections
 - 6. View all the consent application



HOW TO GENERATE INSPECTION REPORT?

- Select <u>prepare inspection report</u> link
- Prepare Inspection form will be activated with questionnaires and custom file upload option including photos.
- Once click on the <u>Generate certificate</u> button, Inspection report will be generated with pdf and form view mode
- Officers can do follow up action/edit inspection report



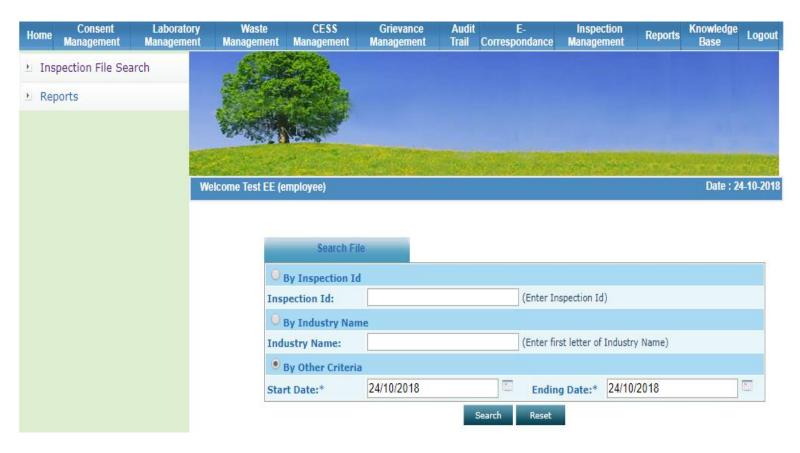
FOLLOW UP ACTION

• Officers can do follow up action through view inspection report link in e corrrespondence.

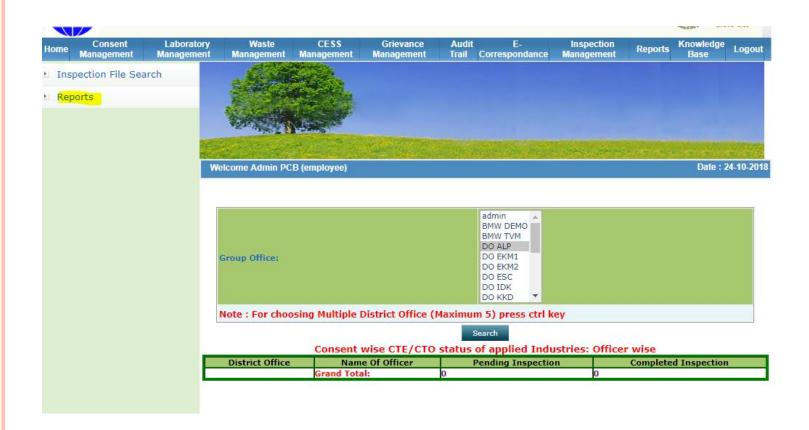
Note History	View Note Details View Previous	s Enoting View Previous Application View Inspection	Report
		Industry Name : Sut Ho	spital
	File Noting/Action		
		Last Comments	
	Assign To :	CHAIRMAN ▼	
	File Note:		
			//
	Attach letter (If Any):	Choose File No file chosen (.doc,.txt	max
	Attach letter (II Ally).	of 2MB in size)	
	Raise Query for periodic	•	
	report:	○ Yes ● No	
	Do was want to Class		
	Do you want to Close Periodic Report ? :	○ Yes • No	
	Do you want to raise General Letter 2:	○ Yes ● No	

How to Search inspection?

- Search Inspection File By
 - 1. <u>Inspection Id</u>
 - 2. <u>Industry Name</u>
 - 3. <u>Date Filter</u>



REPORTS



Thank You