

## PROCEDURE FOR PROCESSING OF ONLINE AUTHORIZATION APPLICATION UNDER BIOMEDICAL WASTE MANAGEMENT RULES, 2016

1. State Pollution Control Board is the **Prescribed Authority** for implementation of the provisions of the above said Rules. As per Rule-10 of Biomedical Waste Management Rules, 2016 every occupier or operator handling biomedical waste irrespective of the quantity is required to obtain authorization from the State Pollution Control Board. Authorization application for handling of biomedical waste is to be made in **Form-II (Click)** alongwith adequate fee online to the following offices to the Board.

Category of facilities	Name of the Office
1. Non-bedded health care facilities (Clinics, Diagnostic Centers & Patholabs).	Respective Regional Office.
2. Bedded health care facilities, Common Biomedical Waste Treatment Facilities and Institutions.	Head Office.

2. Odisha State Pollution Control Board has implemented online Biomedical Waste Authorization Management system since 01.05.2015 as a part of online Consent Management System. All the units handling biomedical waste need to register themselves in the website: [ospcboard.org/www.odocmms.nic.in](http://ospcboard.org/www.odocmms.nic.in)  
Information related to authorization application shall be filled up by the applicant online. The website is designed in such a way that all the filled in information can be compiled by the system to generate filled in authorization application, which is as per the prescribed format. There is no charge for filing of authorization application online. Details of payment of authorization fee shall be filled up in the application online, based on which authorization application will be processed without waiting for physical receipt.

3. The online application for Authorization can be viewed by the System Administrator of OSPCB sitting at Head Office at Bhubaneswar. The System Administrator has been assigned with the responsibility to segregate the applications and forward to the concerned dealing assistants of the Biomedical Waste Management Branch at Head Office/Regional Offices.
4. The dealing assistants shall scrutinize the online application and documents submitted alongwith the online applications and verify the adequacy of authorization fee paid. He / She shall put his / her observations especially on adequacy of fees, documents etc. in the online notes and put up the file to the concerned Board Officer assigned with the jobs.
5. The concerned officers at Head Office shall scrutinize the application and raise clarification to the applicant online, if any deficiency/discrepancies are observed in respect of authorization application or its accompaniments or fees. Simultaneously they will assign the concerned Regional Officer online for getting inspection report online so as to avoid delay and early disposal of the case (**In case of bedded HCFs, CBWTFs and institutions**).
6. The concerned officer of Regional Office of OSPCB shall conduct inspection of the applicant's unit operating inside Odisha to verify the present status of management of biomedical waste in accordance with the Rules and upload the detailed observations (inspection report) online.
7. Inspection reports of (bedded HCFs, CBWTFs and institutions) shall be forwarded by the Regional Office online to the designated officers of Head Office for grant/refusal of authorization/issuance of directions.

8. **AT HEAD OFFICE:** The concerned officer at Head Office (AEE/AES or DEE/DES, EE/ES and SEE/SES shall scrutinize the application technically with respect to compliance to the provisions of the Rules/directions (if any) etc. Decisions for grant or refusal of authorization shall be taken at the level of SEE/SES/MS as the case may be based on delegation of power.

When Biomedical waste authorization is approved online by the appropriate authority, as the case may be, the online file shall come back to concerned officer for preparation of draft authorization order. The draft authorization order shall be placed before the concerned authority for approval, after which biomedical waste authorization shall be issued online to the applicant. Hard copies of authorization order and all note sheets shall be kept in concerned hard files after due signature of all concerned for record.

9. **AT REGIONAL OFFICES:** After due inspection of the non-bedded HCFs the concerned officer at Regional Offices (AEE/AES or DEE/DES and RO) shall scrutinize the application technically with respect to compliance to the provisions of the Rules/directions (if any) etc. Based on observations the Regional Officer (RO) shall take a decision on grant / refusal of authorization.

When Biomedical waste authorization is approved online by the Regional Officer, the online file shall come back to concerned officer for preparation of draft authorization order. The draft authorization order shall be placed before the Regional Officer for approval, after which biomedical waste authorization shall be issued online to the applicant. Hard copies of authorization order and all note sheets shall be kept in concerned hard files after due signature of all concerned for record.