

Kerala State Pollution Control Board കേരള സംസ്ഥാന മലിനീകരണ നിയന്ത്രണ ബോർഡ്

User Manual for KSPCB -Occupier

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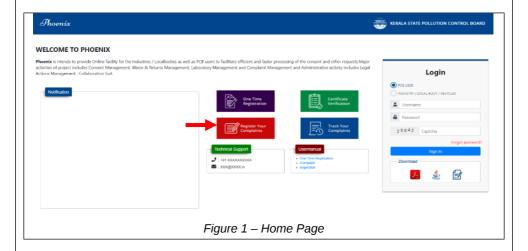
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# USER MANUAL - KSPCB (OCCUPIER)

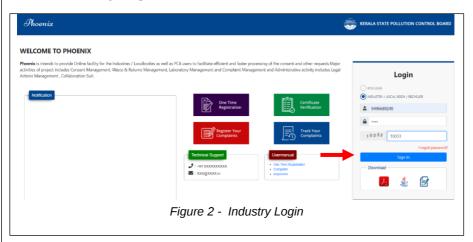
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### 1. ACCESSING HOME PAGE



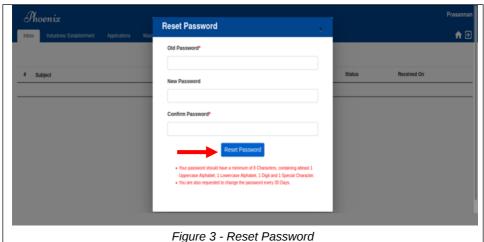
To access Kerala State Pollution Control Board's portal, the new user has to login on One Time Registration.

# 1. 1 Industry login



Select Industry Login, enter the *Username*, *password* and *captcha* provided and then click on **[sign in]** button (Refer Figure 2).

### 1. 2 Reset Password

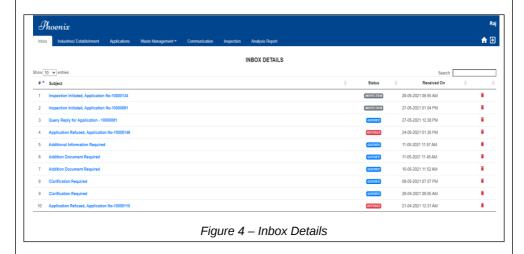


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Once successful login using registered *User name* and *password*, reset *password* (Refer Figure 3), after entering required fields click on [ Reset Password] button.

**Note:** Password must contain mminimum eight characters, must have a numerical value and a capital Letter or a special character.

#### 1. 3 Inbox Tab



After login a page will open with following tabs,

Inbox

Industries and Establishment

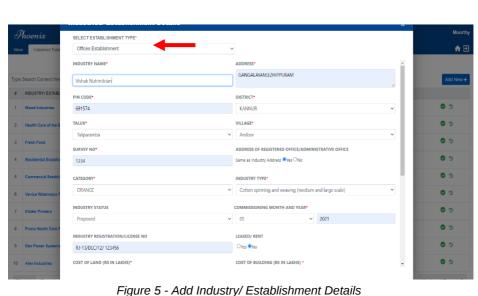
Application

Waste Management

- Communication
- Inspection
- Analysis Report

Click on Inbox *tab* to view/ search the status of application (Refer Figure -8).

# 1.4 Industry/Establishment Tab



Here user can perform Industry registration. Enter the details such as,

Industry Name, Address, Pin Code, District, Village, Taluk, Commissioning month and year, Cost of Land/Machines/Building, Phone Number, email etc. needs to be entered

- The scale of industry based on the value of cost of land, building, plant П and machinery, industry type based on category (ORANGE, WHITE, RED and GREEN) during registration process.
- П Add additional details like HCE type, category, Hospital Status, no. of bed if the establishment type is Biomedical Waste (BMW) establishments.
- Occupier details along with the registration Name & Address of the П occupier, designation, Nationality, email address etc. needs to be entered.
- Click on [Save Next] button to save details that you have entered (Refer Figure 6).

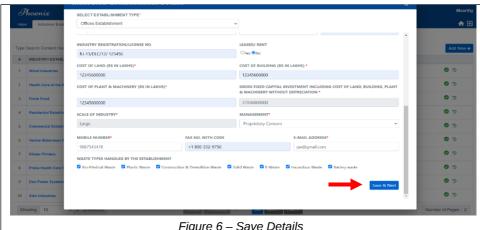
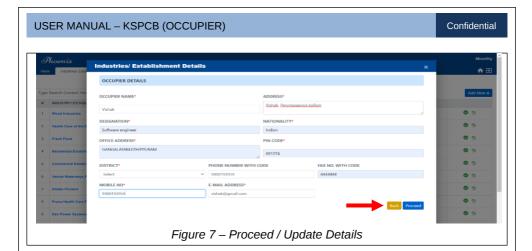


Figure 6 – Save Details

Fill all the occupier details and click on [Proceed] Button (Refer Figure 7) and click on [Back] button to update details.



**Industries/ Establishment Details** OCCUPIER DETAILS OCCUPIER NAME\* ADDRESS\* Vishak, Perumpaavoor,kollan DESIGNATION NATIONALITY\* Indian PIN CODE OFFICE ADDRESS\* GANGALAYAM.EZHIPPURAM 691574 DISTRICT\* PHONE NUMBER WITH CODE FAX NO. WITH CODE KOLLAM 9400193959 4444444 MOBILE NO E-MAIL ADDRESS\* 9400193959 vishak@gmail.com Figure 8 - Submit Details

Click on **[submit]** button to submit details (Refer Figure 8) and a page will open with Industry / Establishment details (Refer Figure 9).



### 1.5 Application Tab

Application tab helps the user to initiate new application and facilitate industries to submit New, Renewal, Variation, Expansion, Modernization, Auto Renewal Application for ICO and New, Renewal, Variation, Expansion, Modernization, Auto Renewal Application for ICE and New Application for White Category.



Click on [Add New] Button to add new application (Refer Figure 10).

- A popup will be open, Select the Establishment, Consent Type, Service Type etc .
- Click on [Save] button to save application.

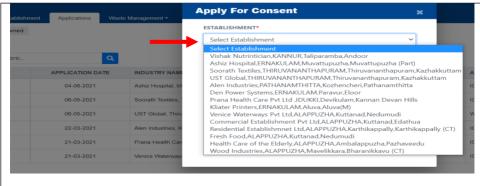
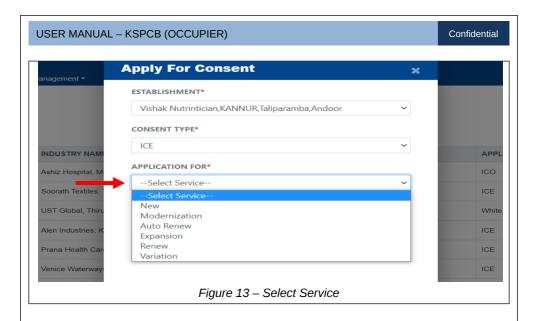
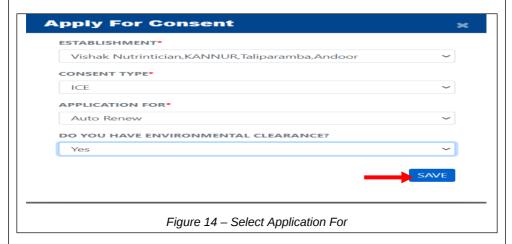


Figure 11 - Select Establishment

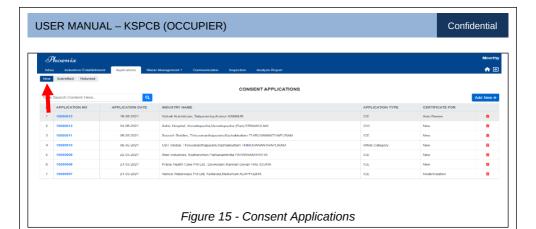


Figure 12 - Select Consent Type





The application is listed under the *New* Sub tab and the submitted application will be listed under *Submitted* sub tab. The returned application is listed under *Returned* sub tab. After entering required details and click on **[save and next]** button.



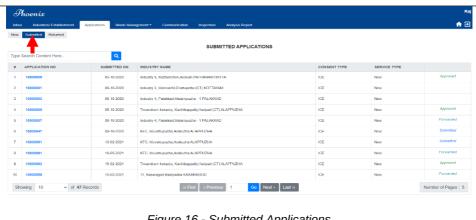
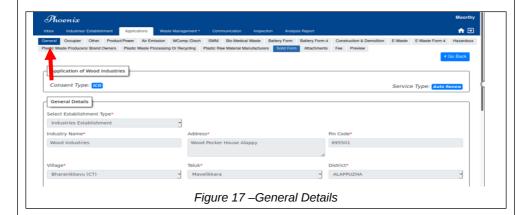


Figure 16 - Submitted Applications

#### 1.3.1 General Details



### 1.3.2 Occupier Details

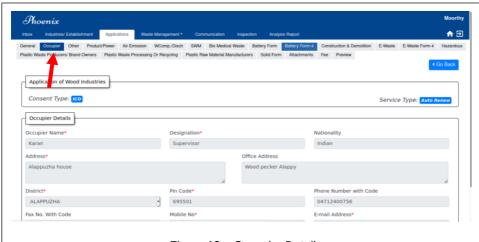
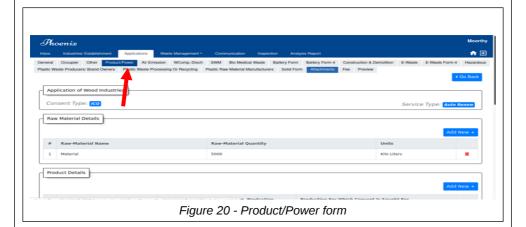


Figure 18 – Occupier Detail

#### 1.3.3 Other Details

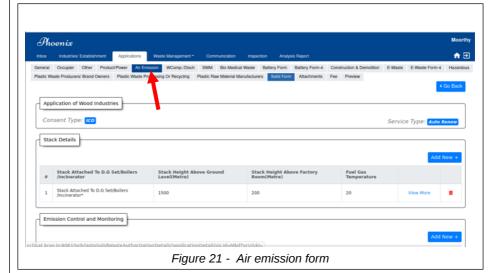


### 1.3.4 Product/Power

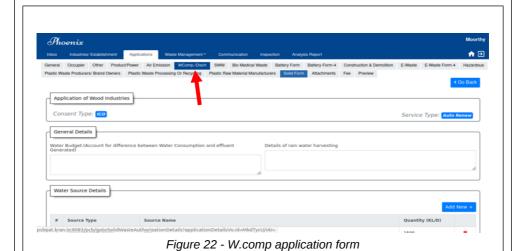


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### 1.3.5 Emission

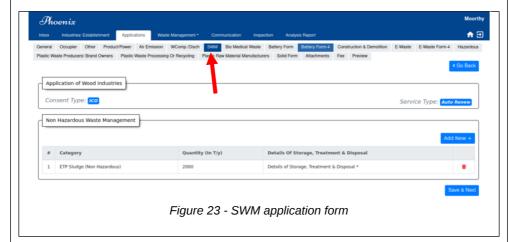


1.3.6 W. COMP

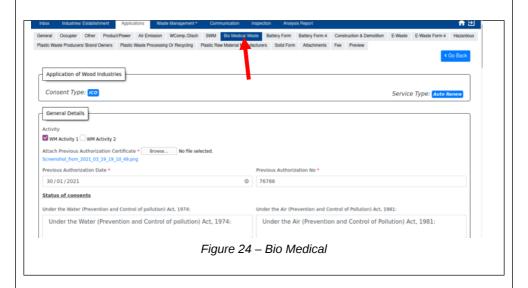


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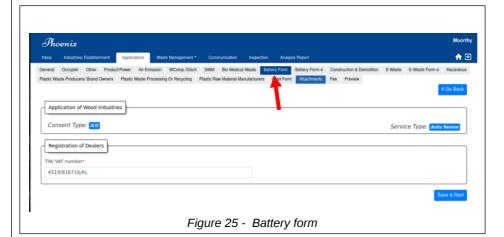
#### 1.3.7 SWM



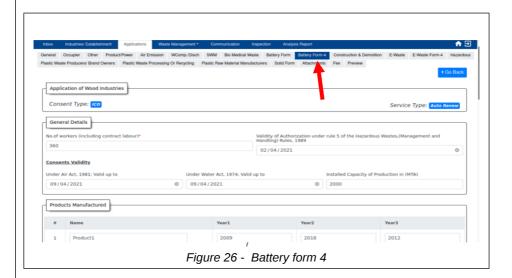
#### 1.3.8 Bio Medical



# 1.3.9 Battery form



### 1.3.10 Battery Form4

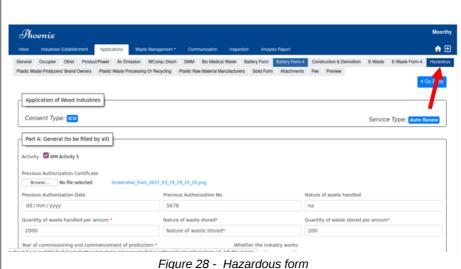


#### 1.3.11 Construction and Demolition



Figure 27 - Construction and Demolition

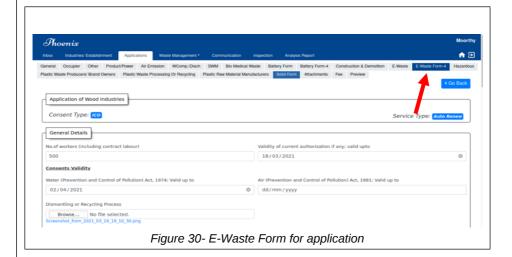
#### 1.3.12 Hazardous



#### 1.3.13 E-waste



### 1.3.14 E-waste form

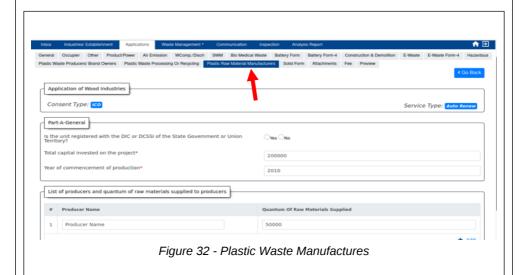


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### 1.3.15 Plastic waste producers brand owners

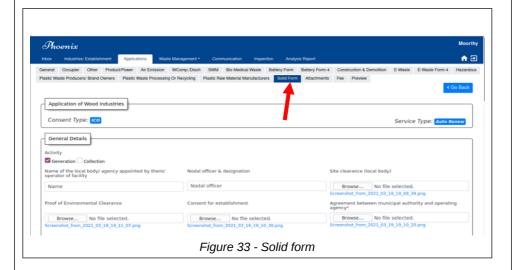


### 1.3.16 Plastic Waste Manufactures



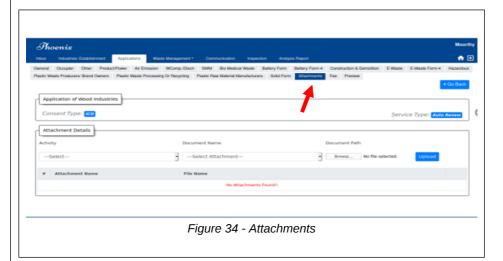
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#### 1.3.17 Solid Form



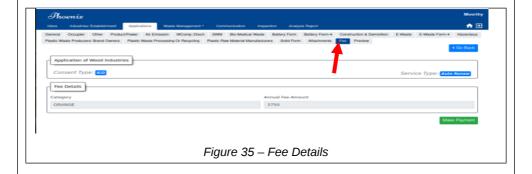
Click on the *attachments* tab, select the activity and document name. Attach document and click on **[Upload]** button.

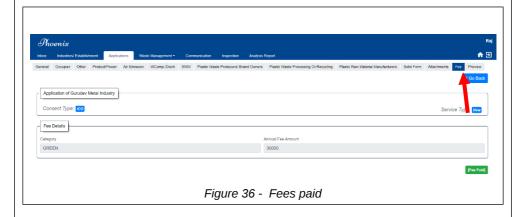
#### 1.3.18 Fee



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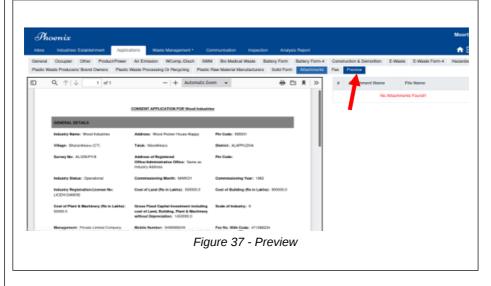
Click on the fee tab (Refer fig-40), Select category and enter the amount and click on [make payment] button.



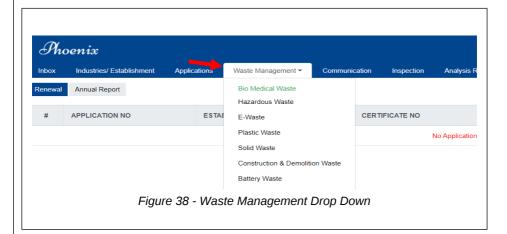


### 1.3.19 Preview

Click on the *Preview* tab (Refer Figure 37) to see the details entered.



Click on the [submit] button to submit details.



### 1. 4 Waste Management

Click on the *waste management* tab. Drop-down lists will appear with following details.

- Bio-Medical Waste
- Hazardous Waste

E-Waste

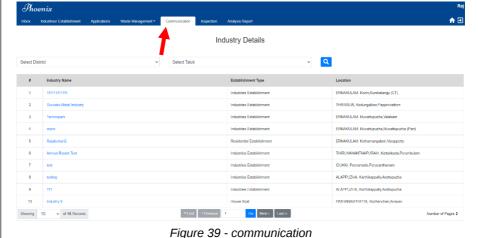
- Plastic Waste
- Solid Waste
- Construction and Demolition Waste
- Battery Waste

Click on **[Add new]** Button, Select *application number* and establishment and save details by clicking on **[save]** button. Open the application and fill the details and click **[update]** button to update details and **[submit]** button to submit Application

### 1.5 Communication

Communication tab is used to view Industries module in home page and view list of industries based on district and taluk while navigating through the module.

Click on the communication tab (Refer Figure 39), list of industry name and establishment type will display.view all communication from PCB, after entering details click on [search] button.

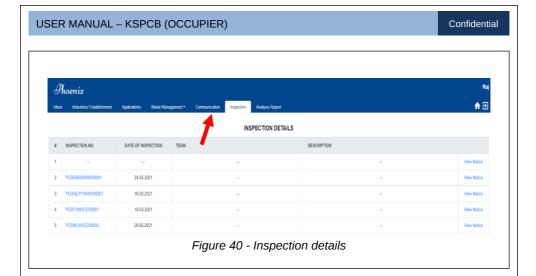


# 1. 6 Inspection Details

Inspection tab is used for auto generation of list of industries which have been issued with consent for post consent monitoring inspection based on predetermined criteria on a monthly basis.

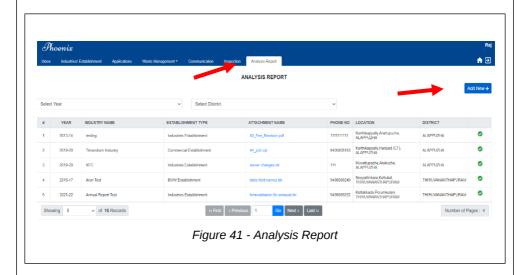
It has,

- Facility for Industries to view status and notice of inspection
- Facility for Industries to view inspection details after inspection is closed
- Click on [View Notice] to see the details (Refer Figure 40).



# 1.7 Analysis report (Industry)

Using Analysis Report Industry user can upload Annual/ Analysis report.



Select Analysis Report tab & Click on [Add new] to add report (Refer Figure 41)

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- Enter the details and click on the [save] button to save (ReferFigure 42)
- Click on [Submit] Button to submit details & click on [delete] button to delete details.

