

Tamil Nadu Pollution Control Board: Procedure for Consent to Establish under Water Act & Air Act (CTE) – Expansion

1	Competent Authority	Tamil Nadu Pollution Control Board (TNPCB)
2	Stage	Pre-establishment
3	Applicability	Existing industries with a CTO (Consent to Operate) certificate that propose to expand their activity in the existing premises
4	Approving Authority	17 Category, Red Large and Red Medium Industries – Chairman, TNPCB Red Small, Orange Large, Orange Medium and Green Large, Orange Small, Green Medium and Green Small – District Environmental Engineer (DEE), TNPCB
5	Procedure & Documents Required	<ol style="list-style-type: none"> 1. Applicant to fill the online form on the Single Window Portal and upload the following documents: <ol style="list-style-type: none"> i. A covering requisition letter stating the status of the industry and Expansion activities clearly. ii. Detailed manufacturing process for each product along with detailed process flow chart. iii. Details of Water Balance and Wastewater Balance for process. iv. Details of Material Balance for each products and process. v. Audited Balance Sheets indicating the existing Gross Fixed Assets of the industry alone shall be enclosed and Auditor's Certificate with break up details for the proposed Gross Fixed Assets duly certified by a Chartered Accountant in the prescribed format with existing and Proposed Expansion costs. vi. Comparison statement of the existing and expansion activities proposed in the prescribed format. vii. Consent fee under Water and Air Acts payable to the Board. viii. Copy of Sale Deed/ Lease Deed or any other relevant documents as proof to ensure possession of the site/ factory for which application is made by the applicant if any change due to Expansion. ix. Copy of Memorandum of Articles in case of Public/ Private sectors or registered partnership deed in case of partnership company if any change due to Expansion. x. Layout plan showing the location of various process equipments, utilities like boiler, generator etc. effluent treatment plant, outlet location, non-hazardous and hazardous waste storage yard if any change due to Expansion. xi. Land use classification certificate as obtained from CMDA/ DTCP/ LPA if any, additional land due to Expansion. xii. Ground water clearance obtained from the Competent Authority (if applicable). xiii. Sewage Treatment Plant (STP) proposal which must contain details of design characteristics of sewage, treatment

methodology, mode of disposal, design criteria for various units, detailed drawing of STP and its layout, diagram showing the hydraulic profile and mode of disposal of treated sewage and its adequacy (if applicable).

- xiv. Effluent Treatment Plant (ETP) proposal which must contain details including breakup quantity of water requirement with sources, breakup quantity of trade effluent, sources of trade effluent, characteristics of wastewater, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of ETP and its layout, diagram showing the hydraulic profile and mode of disposal of treated effluent and its adequacy (if applicable).
- xv. Air Pollution Control (APC) measures proposal which must contain the details regarding fuels used, sources of emission, characteristics, concentration and quality of pollutant, proposal along with design criteria and drawing for the proposed APC measures, adequacy of APC measures and stack, odour/ noise causing operations and its specific odour/ noise control measures (if applicable).
- xvi. In case of hazardous chemicals used as raw materials, the Material Safety Data Sheets (MSDS) should be enclosed for each and every item. If the quantity of the hazardous chemicals handled is more than the threshold limit, the unit shall furnish any one or combination of the following documents as required under the MSIHC Rules (if applicable).
- xvii. In case of transport of hazardous chemicals, details of chemicals transported, method of transport and its safety measures (if applicable).
- xviii. Industries attracting EIA Notification shall submit Environmental Clearance obtained from the MOEF/ SEIAA along with the Environmental Impact Assessment Report (if applicable).
- xix. CRZ clearance obtained from the Competent Authority (if applicable).

- 2. Applicant to make the necessary online payment and submit the form on the Single Window Portal.

The procedure followed internally to process the application varies based on the risk classification of industry defined by TNPCB.

17 Category:

- 1. The application is received by the concerned District Environment Engineer (DEE).
- 2. The DEE forwards the application to the concerned Joint Chief Environmental Engineer (Monitoring) - JCEE (M).
- 3. JCEE (M) forwards the application to Environmental Engineer (Monitoring) - EE (M)/ Assistant Environmental Engineer (Monitoring) - AEE (M) for verification.
- 4. EE (M)/ AEE (M) after verification sends observations to JCEE (M).

5. If any discrepancy is noted in the observation, JCEE (M) will return application to Industry for rectification.
6. The industry will respond to observations raised by the JCEE (M) through the single window portal.
7. The DEE receives the response from the industry and forwards the application to JCEE (M).
8. JCEE (M) forwards the application to EE (M)/ AEE (M) for verification along with response sent by the industry to observations raised.
9. If application is found to be correct, it is forwarded by EE (M)/ AEE (M) to JCEE (M) for inspection. If discrepancy continues, steps 5, 6, 7, and 8 will repeat.
10. The JCEE (M) will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection.
11. After conducting inspection, the JCEE (M) will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
12. JCEE forwards application to EE/ AEE/ AE for verification.
13. After verification of application by EE/ AEE/ AE, the application is sent back to JCEE with observations, if any.
14. If any discrepancy is noticed, JCEE can return the application to industry for rectification.
15. The industry will respond to observations raised by the JCEE through the online portal.
16. The DEE receives the response from the industry and forwards the application to JCEE (M).
17. JCEE (M) forwards application to JCEE.
18. JCEE forwards application to AEE/ AE/ EE for verification.
19. EE/ AEE/ AE after verification sends the application to JCEE who in turn forwards it to ACEE (Additional Chief Environmental Engineer).
20. ACEE forwards the same to Member Secretary (MS).
21. MS will send it to Chairman for approval.
22. Chairman approves and forwards to MS for preparation of Consent Order (CO).
23. MS sends application to JCEE for preparation of Consent Order (CO).
24. JCEE forwards application to EE/ AEE/ AE for preparation of CO.
25. EE/ AEE/ AE after preparation of CO sends application to JCEE for approval.
26. JCEE approves CO and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry.
27. The industry can log in to the single window portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.

Red Large and Red Medium Category of Industry:

1. The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/ AE for verification.
2. AEE/ AE forwards application to DEE after verification.
3. If any discrepancy is noted in the observation, DEE will return application to Industry for rectification.
4. The industry will respond to observations raised by the DEE through the single window portal.
5. DEE forwards application to AEE/ AE for verification. If any discrepancy is present, steps 3 to 5 repeat.
6. AEE/ AE forwards application to DEE for inspection of industry.
7. The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection.
8. After conducting inspection, the DEE will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
9. JCEE forwards application to EE/ AEE/ AE for verification.
10. EE/ AEE/ AE forwards the application to JCEE after verification with observations.
11. If any discrepancy is observed, application is returned to industry by JCEE.
12. The industry will respond to observations raised by the JCEE through the single window portal.
13. The response is received by the DEE who forwards the application to AEE/ AE for verification.
14. After verification, AEE/ AE forwards the application to DEE.
15. DEE will forward the application to JCEE.
16. JCEE forwards application to EE/ AEE/ AE for verification who in turn forwards it to ACEE (Additional Chief Environmental Engineer).
17. ACEE will forward the same to Member Secretary (MS).
18. MS will send the same to Chairman for approval.
19. Chairman approves the same and forwards to MS for preparation of Consent Order (CO).
20. MS sends application to JCEE for preparation of CO.
21. JCEE forwards application to EE/ AEE/ AE for preparation of CO.
22. EE/ AEE/ AE after preparation of CO sends application to JCEE for approval.
23. JCEE approves CO and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry.
24. The industry can log in to the online portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.

Red Small, Orange Large, Orange Medium and Green Large Category of Industry

1. The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/ AE for verification.
2. AEE/ AE forwards application to DEE after verification.
3. If any discrepancy is noted in the observation, DEE will return application to Industry for rectification.
4. The industry will respond to observations raised by the DEE through the single window portal.
5. DEE forwards application to AEE/ AE for verification. If any discrepancy is present, steps 3 to 5 repeat.
6. AEE/ AE forwards application to DEE for inspection of industry.
7. The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection.
8. After conducting inspection, the AEE/ AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
9. The inspection report is approved by DEE/ JCEE (M).
10. Application is sent to DEE for preparation of consent order who in turn forwards it to AEE/ AE for preparation of consent order.
11. AEE/ AE prepares consent order and sends it to DEE for approval.
12. DEE approves consent order and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry.
13. The industry can log in to the online portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.

Orange Small, Green Medium and Green Small Category of Industry

1. The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/ AE for verification.
2. AEE/ AE forwards application to DEE after verification.
3. If any discrepancy is noted in the observation DEE will return application to Industry for rectification.
4. The industry will respond to observations raised by the DEE through the single window portal.
5. DEE forwards application to AEE/ AE for verification. If any discrepancy is present, steps 3 to 5 repeat.
6. AEE/ AE forwards application to DEE for inspection of industry.
7. The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection.
8. After conducting inspection, the AEE/ AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection.

		<p>9. DEE will approve the inspection report and send application to AEE/ AE for preparation of consent order.</p> <p>10. AEE/ AE prepares consent order and sends it to DEE for approval.</p> <p>11. DEE approves consent order and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry.</p> <p>12. The industry can log in to the online portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.</p>
6	Process Time*	45 working days
7	Process Fees	The consent fees varies based on risk classification and Gross Fixed Assets. Click here to view the fee

*** Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- b) The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority