

PROCEEDINGS

Sub: STANDARD OPERATING PROCEDURE & TIMELINES FOR SUBMITTING
APPLICATION UNDER E- WASTE (MANAGEMENT RULES, 2016)- Orders issued

KERALA STATE POLLUTION CONTROL BOARD

PCB/HO/SEE-2/IT CELL/63/2017 Thiruvananthapuram, Dated: 19/01/2020

The standard operating procedure (SOP) for submitting application under E-Waste (Management Rules, 2016) is given below:

1. Application for generation or storage or treatment or disposal of E waste has to be submitted by manufacturer or refurbisher through online platform only. Hard copies of the application will not be entertained.
2. Activities related to the treatment & disposal of E-waste comes under the consent purview of the Board. Applications, for such activities should be submitted through the online portal www.kswift.kerala.gov.in.
3. The following points shall be taken into account while submitting application for generation or storage of E-waste:
 - a. Name & full address of the occupier or the person duly authorized shall be provided.
 - b. Correct contact no. & e mail of the occupier have to be provided.
 - c. The applicant should assess beforehand the quantity of e waste likely to be generated/refurbished/sent for recycling/disposal. In the case of renewal applications, the quantity for the previous financial year may be reported.
 - d. Details of facilities for storage/handling/refurbishing shall be reported.
4. The annual Authorization Fee is ₹ 1000/-.
5. Authorization is issued for a period of 5 years. Hence the fee to be remitted is ₹ 5000/-. The Authorization Fee is to be remitted online.
6. The documents to be enclosed along with the application:
 - a. Site plan of the unit showing the unit, the plot boundary & the residences/water bodies nearby.
 - b. Undertaking in ₹ 200 stamped paper stating that all the information mentioned are true.
7. Help Desks are available in Board's offices to help those who are unable to fill & submit the application.
8. Inspection is not required. Authorization will be issued online and the applicant can download the Authorization issued from the site itself.

Timelines for processing and issuing of Authorization such applications are defined below:

1. Time limit for processing the application & to return the application in case of defective applications : 7 days
2. Time limit for issuing Authorization after receipt of Completed application : 7 days

Sd/-
MEMBER SECRETARY

Copy to:-

Stock file

FORWARDED / BY ORDER


SENIOR ENVIRONMENTAL ENGINEER-3