



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT OF DELHI)
4TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-6
visit us at : <http://dpcc.delhigovt.nic.in>

F. No. DPCC/IT CELL/EoDB/2016/ 71670724

Dated: 26/07/2016

**INSPECTION PROCEDURE UNDER WATER AND AIR ACTS
ALONG WITH AUTHORIZATION UNDER HAZARDOUS WASTE
MANAGEMENT RULES, 2016.**

1. Inspections of different units are carried out to assess pollution potential and evaluate or verify compliance status of conditions and standards that have been stipulated to the unit/establishments/industries under the relevant Acts and Rules

2. Objective:

- The objective of the inspection is to verify the compliance w.r.t the provisions of Master Plan of Delhi on the land use and other provisions.
- The inspection is also to assess the pollution potential of the unit and to explore the necessary pollution control devices to be installed by the unit. Further, to verify whether the industries/establishments are operating in compliance with stipulated standards & conditions, and if not, to collect the evidence for taking action to prevent environmental pollution.
- The inspection is also aimed to provide necessary guidance/directions to the industries to improve their compliance status with the stipulated conditions.
- The compliance inspections help DPCC to ensure that industries take all necessary measures to control pollution.

3. Computer System Inspection Allocation:

- The Computerized System Generated Inspection Allotment system will allot the DPCC engineers for inspection of the establishment/industry under provisions of Water and Air Acts.
- The system shall be designed by IT Cell with relevant experts so that all cases of II (a) units which are potentially higher risk shall necessarily be inspected prior to issuance of any consent.
- 5% (or 10 whichever is more) of the units which have been granted consent to operate in the category of II (a) shall be inspected for checking compliance. 4% from the category II (b) shall be inspected from cases wherever consent to operate has been granted. Further, 1% from category I which are granted consent to operate, shall also be randomly selected by the computer for inspections.
- The inspection report shall be uploaded to the DPCC website within 24 hours in the designated place so that it is visible and in downloadable form for the user.
- The Inspecting officials shall inspect the industry to verify compliance status of the conditions stipulated under Water and Air Act by duly following the procedure given herein above and hereunder.

- The inspecting official can obtain and review the required information about the industry, which may include:
 - a. Project report submitted by the unit.
 - b. Latest consent orders issued to the industry.
 - c. Type of activity, raw materials and operating scale of the industry.
 - d. Manufacturing processes carried out by the industry.
 - e. Test reports submitted by the unit.
 - f. Previous inspection reports and track record of the industry with respect to notice/closure orders/directions issued by DPCC, if any

4. Inspection Procedure:

- Inspection shall be made during regular working days and hours of the establishment/industry, except when special circumstances indicated in writing or online otherwise.
- The inspection report as shown below shall be completely filled up by the inspecting officials. If any other relevant and useful information is further desired the same can be recorded in the Remarks column.
- The Inspecting official shall inspect surrounding areas along the boundary of the industry to verify if there is any discharge of effluents or dumping of solid or hazardous waste.
- The inspecting officials shall meet the occupier/representative of the occupier/person in charge of the industry and inform about the purpose of the proposed inspection.
- Inspection of following areas in the industry premises shall be made and recorded in writing and uploaded thereafter within 24 hour time or in online mode directly:
 - i. Manufacturing areas
 - ii. Raw materials and finished product's storage areas
 - iii. Water source(s) of the unit
 - iv. Effluent generating sources
 - v. Effluent collection, storage, treatment and disposal areas
 - vi. Air pollution sources and control systems
 - vii. Solid and hazardous waste generation sources, storage and disposal areas
 - viii. Environmental Management Cell to verify record maintenance.
 - ix. Existence of DG sets and provision of acoustic system/enclosure for noise pollution control. Details about stack/chimney height of the DG sets and details of air pollution control systems installed/proposed to be installed.
- The inspecting officials shall also verify:
 - i. The records pertaining to water pollution its sources and treatment.
 - ii. Air pollution sources and control systems including stack height for dispersion of the pollutants.
 - iii. Management and handling of solid and hazardous waste.
 - iv. Operational status of the industry (whether in operation/seasonal / sick/closed etc)
 - v. Consumption quantities of major raw materials.

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- vi. Details of water consumption and status of flow meters provided, if any, for recording water consumption for various purposes along with meter readings.
 - vii. Details of Water Cess assessment and payment.
 - viii. Effluent generation sources and quantities (as per record)
 - ix. Effluent collection, treatment and disposal details.
 - x. Operation and maintenance of effluent treatment systems.
 - xi. Status of flow meters provided for recording effluent generation, treatment and disposal along with meter readings.
 - xii. Operation and maintenance of air pollution control equipment/systems.
 - xiii. Status of energy meters provided for effluent treatment and air pollution control systems along with meter readings.
 - xiv. During inspection necessary effluent/solid samples shall be collected duly following the prescribed procedure and submit the samples in the laboratory. The analysis reports shall be submitted online within 7 days by the concerned laboratory without fail. Complete confidentiality on the source of samples shall be maintained.
- If any representative/occupier of the industry willfully delays or obstructs in carrying out inspections, the same shall be recorded in the inspection report for taking further necessary action in the matter. The inspecting officials shall collect photographic / video graphic evidence for observations of non-compliance.
 - The inspecting officials may seek information, clarifications or documentary evidence from the industry to ascertain compliance status.
 - During inspection, the inspecting officials shall take all safety precautions required such as Personal Protective Equipment (PPE), helmets, masks, goggles, etc. At the end of the inspection, the inspecting official may inform the representative of the industry about apparent non-compliance observed during the inspection so that industry may initiate necessary corrective action wherever required.
 - Signature(s) of the representative(s) of the unit/industry shall be taken in the inspection report. In case of refusal, the same shall be recorded in the said inspection report.
 - As far as public complaints are concerned the same shall be dealt with in accordance with the Office Order dated 27.01.2012. Wherever, inspections with respect to public complaints are involved, the inspecting team shall go through the contents of the complaints before starting the inspections.

5. Post-inspection Activities:

- The inspecting officials shall prepare inspection report in the prescribed format duly reporting compliance status of the industry with the conditions stipulated under Water & Air Act and HWM Rules.
- The inspecting officials shall indicate additional measures if any to be taken up by the industry to comply with the conditions.

- The inspection report in the prescribed format shall be mandatorily prepared or submitted through online module of DPCC within 24 hours of the inspection enabling the system to generate a Unique ID for each report.
- The supporting documents and photographs obtained during inspection, if any, shall also be uploaded in DPCC website along with the inspection report.
- IT Cell, DPCC shall prepare an exhaustive MIS module through which information could be sorted as per the requirement.

This order on inspection guideline shall supersede all previous order(s) in this regard.



(S.M. Ali)

Member Secretary

Copy to:-

1. All Sr. Env. Engineers, DPCC.
2. Scientist-D, DPCC.
3. All Env. Engineers, DPCC.
4. Sr. Scientist, DPCC
5. Law Officers, DPCC
6. Administrative Officer, DPCC.
7. Sr. Account Officer, DPCC.
8. PS to Chairman, DPCC for information of Chairman, DPCC.
9. Master File.



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INSPECTION REPORT

Unique Computer Generated Id.....

1. Name & Address of the Unit : M/s.....
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2. Owner/ Partner's Name & Contact Details (Phone & E-mail)

3. Date of inspection:

4. Time of inspection: Start of Inspection:

End of Inspection:

5. Name & Designation of the Persons contacted at the industry:

6. Kind of Industry :

7. Product & Capacity :

8. Main Raw Materials :

9. Water Polluting : Yes/No ETP Installed : Yes/No

10. Air Pollution : Yes/No ECS Installed : Yes/No

11. Details of Stack Height : (Above G.L)..... (Above RL).....
(Furnace/ Boilers/ Others)

12. Type of Fuel Used :

13. Effluent Discharged : (a) Domestic/ Trade Effluent
(b) Unit Connected to Conveyance System : Yes / No
(c) Discharging Into.....

14. Status of Consent (If Any) :

15. D.G. Set(s), (If Any) : No.....Capacity.....KVA, Acoustic: Yes/No
Stack Height (Above G.L)..... (Above RL)

16. Plot Area :

17. Labor :

18. Machinery :

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19. Detail of Power Connection :

20. Whether Unit found in Operation : Yes/No

21. Whether Generating HW : Yes/No

22. (a) Status of Authorization :

(If Any)

(b) Display Board Provided : Yes/No

(c) Whether HW is stored in : Yes/No

Leak proof container

(d) Whether container marked

With specified label : Yes/No

(e) Whether container stored/

Kept in an isolated area : Yes/No

(f) Whether HW is being

Stored on pucca floor
& in covered area. : Yes/No

(g) Whether date on which

Storage began indicated : Yes/No
on each container

(h) Whether daily record

of HW maintained in : Yes/No

HW-3

Remarks, if any:

Signatures, Names & Designation of Inspecting officials:

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