

**PROCEDURE AND LIST OF DOCUMENTS FOR OBTAINING ONETIME
AUTHORISATION FOR TRADERS UNDER HAZARDOUS WASTE MANAGEMENT
RULES**

Procedure to be followed by Applicant to submit authorization application:

1	The applicant should visit https://ocmms.tn.gov.in/OCMMS/ and register his/her industry
2	Post registration, applicant logs in with respective user credentials
3	Once logged in applicant can choose to apply for the authorisation application (Traders).
4	The applicant can refer to the detailed user manual while filling the authorisation application (Traders) – Refer screen shots for filling Traders application available under guideline tab in OCMMS home page
5	The documents to be uploaded along with application are mentioned in Annexure 1.
6	Once the documents are uploaded and details are filled, an authorisation application number is generated.
7	The applicant no need to pay the fees through an online payment gateway for Traders i.e. there is no fees charged for authorisation

Procedure followed by TNPCB to process authorisation application through the online system:

The back end procedure followed by TNPCB is based on the risk based classification defined

For Traders Application

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 OCMMS portal.
5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows

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 OCMMS 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.
17	EE/AEE/AE after verification will send the application to JCEE with note
18	JCEE forwards application to MS for approval. After approval MS sends application to JCEE for preparation of authorisation order
19	JCEE forwards application to EE/AEE/AE for preparation of authorization order
20	EE/AEE/AE after preparation of authorization order sends application to JCEE for approval.
21	JCEE approves authorization order & closes the application. The digitally signed copy of authorisation order is sent to industry online. An email/SMS alert is sent to

Annexure I

Onetime Authorisation for Traders under Battery Waste Management Rules	
Sl. No	Item
1	Covering Letter
2	Copy of certificate of Importer-Exporter Code (IEC) of Trader
3	GST Certificate of Trader
4	An undertaking (in original) in Rs.20/-Non-Judicial stamp paper made with the

	actual user.
5	Copy of the latest valid consent order of the actual user issued by TNPCB under Water Act & Air Act.
6	Copy of the latest valid Hazardous Waste Authorisation of the Actual User issued by TNPCB.
7	If the imported wastes is to be stored within the premises of the Trader, Land Area available in acres with the particulars of infrastructure facility. (if applicable)
8	If the imported wastes is to be stored within the premises of the Trader, Land Ownership document/rental agreement clearly indicating the period of lease. (if applicable)
9	If the imported wastes is to be stored within the premises of the Trader, Land use classification certificate obtained from competent authority for the godown site. (if applicable)
10	If no godown is proposed by the Trader, an undertaking (in Original) in Rs.20/-non-judicial stamp paper shall be furnished stating that the registered office will not be used for storing imported waste for any industry. (if applicable)