West Bengal Pollution Control Board :

Authorization under Bio-Medical Waste Management (Management and Handling) Rules, 2016

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

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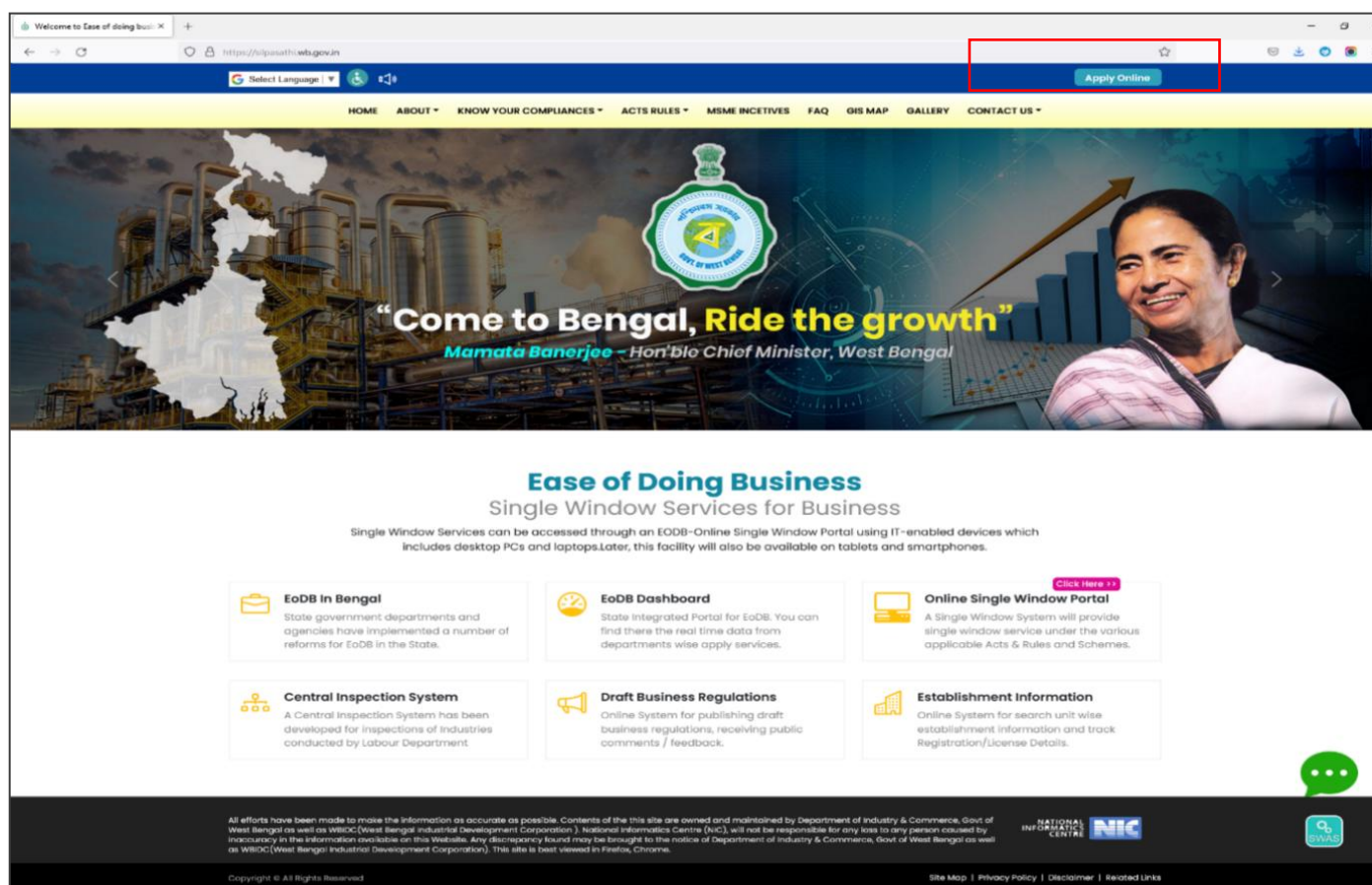
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Introduction

This document is intended to serve as a User Manual for grant of the service **"Authorization under Bio-Medical Waste Management (Management and Handling) Rules, 2016"** by **West Bengal Pollution Control Board** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Authorization under the Bio-Medical Waste Management (Management and Handling) Rules, 2016 is granted by the West Bengal State Pollution Control Board. The service includes issuance of authorizations to healthcare facilities, laboratories, and other establishments that generate bio-medical waste. The authorization process involves submission of an application, payment of fees, and provision of necessary information about the facility's waste management practices. Once authorized, these establishments must comply with the rules and regulations outlined in the Bio-Medical Waste Management (Management and Handling) Rules, 2016 to ensure safe and environmentally responsible disposal of bio-medical waste. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Copy of CTE granted by WBPCB	The West Bengal Pollution Control Board (WBPCB) grants a Consent to Establish (CTE) to industries, plants, or processes before they are established.
2.	Copy of CTO granted by WBPCB	The West Bengal Pollution Control Board (WBPCB) grants Consent to Operate (CTO) to industries and operating units after considering their compliance with environmental laws
3.	Copy of agreement with Common Bio Medical Waste Treatment and Disposal Facility as approved by the WBPCB	A copy of the agreement with a Common Bio Medical Waste Treatment and Disposal Facility (CBWTF) as approved by the West Bengal Pollution Control Board (WBPCB) is a document required for certain applications

Timeline (WBRTPS)

Authorization under Bio-Medical Waste Management (Management and Handling) Rules, 2016 has an WBRTPS timeline of **30 days** till approval by the authorities.

Instructions related to the application form.

| Sl. No.	Field Name	Instructions
1.	Select Establishment	From the dropdown list select the establishment type
2.	Name of Industry	Enter name of the industry
3.	Occupier Email	Mention email id details of the industry owner
4.	Service ID	Enter correct service ID
5.	Occupier Mobile	Add mobile number of the industry owner/occupier
6.	Industry Pin Code	Enter address pin code of the industry location
7.	Industry Telephone No	Enter telephone details of the industry
8.	Industry District	Enter district of the industry location
9.	Industry Address	Enter address details of the industry
10.	First Name	Enter Applicant's first name
11.	Last Name	Enter Applicant's last name
12.	Industry Email	Mention email id details of the industry

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to **https://silpasathi.wb.gov.in**/ and click on 'Apply online' button.

Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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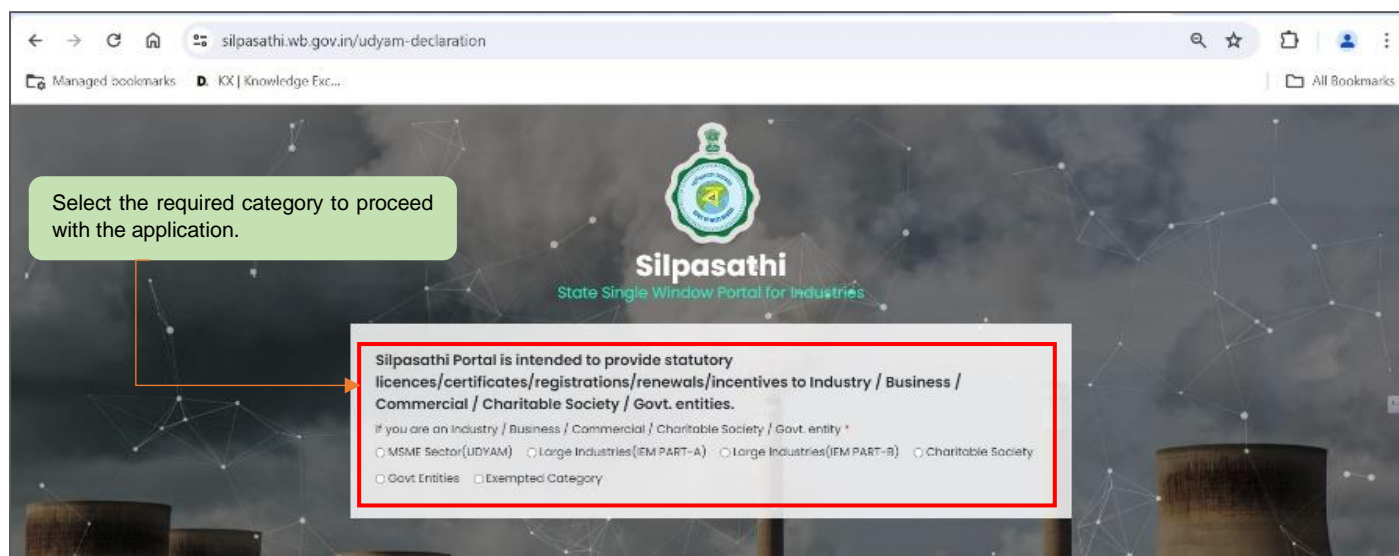
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha.**

Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.
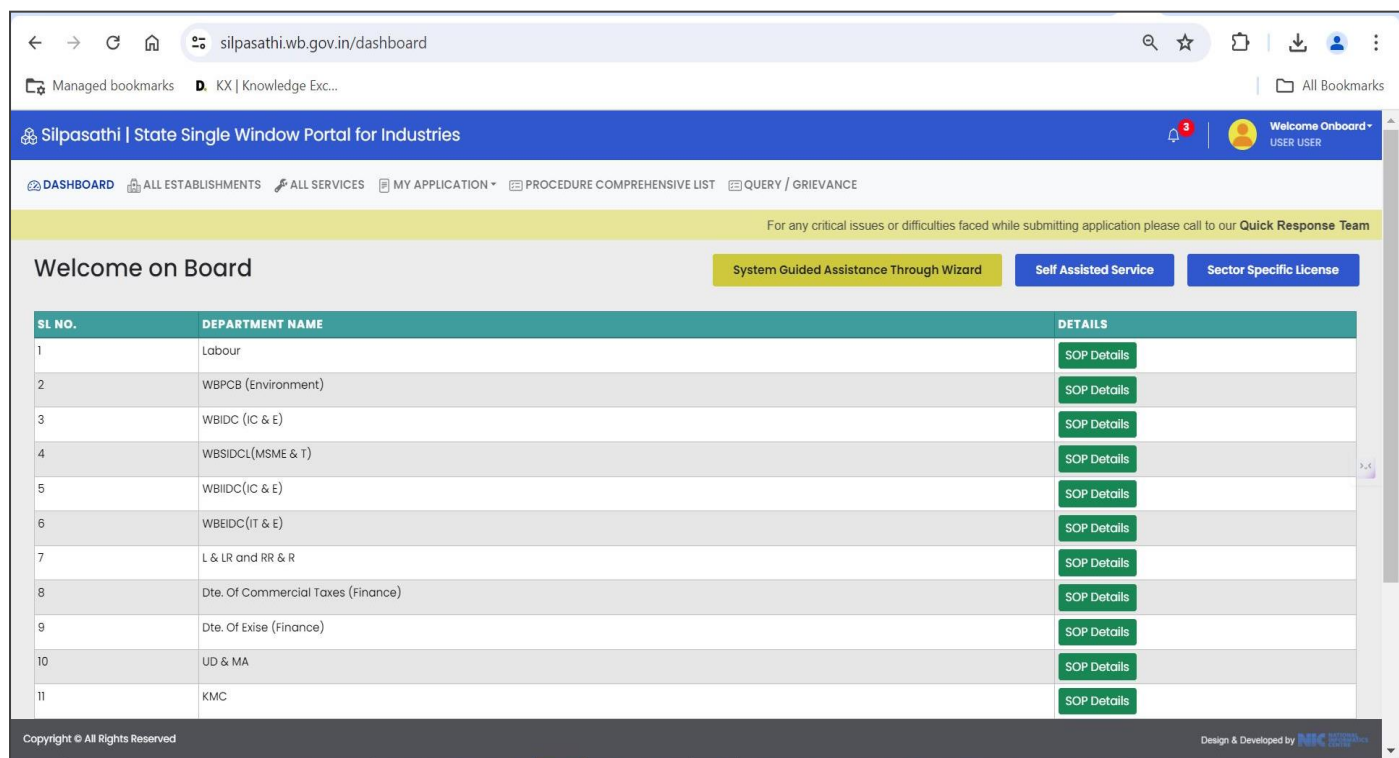
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.
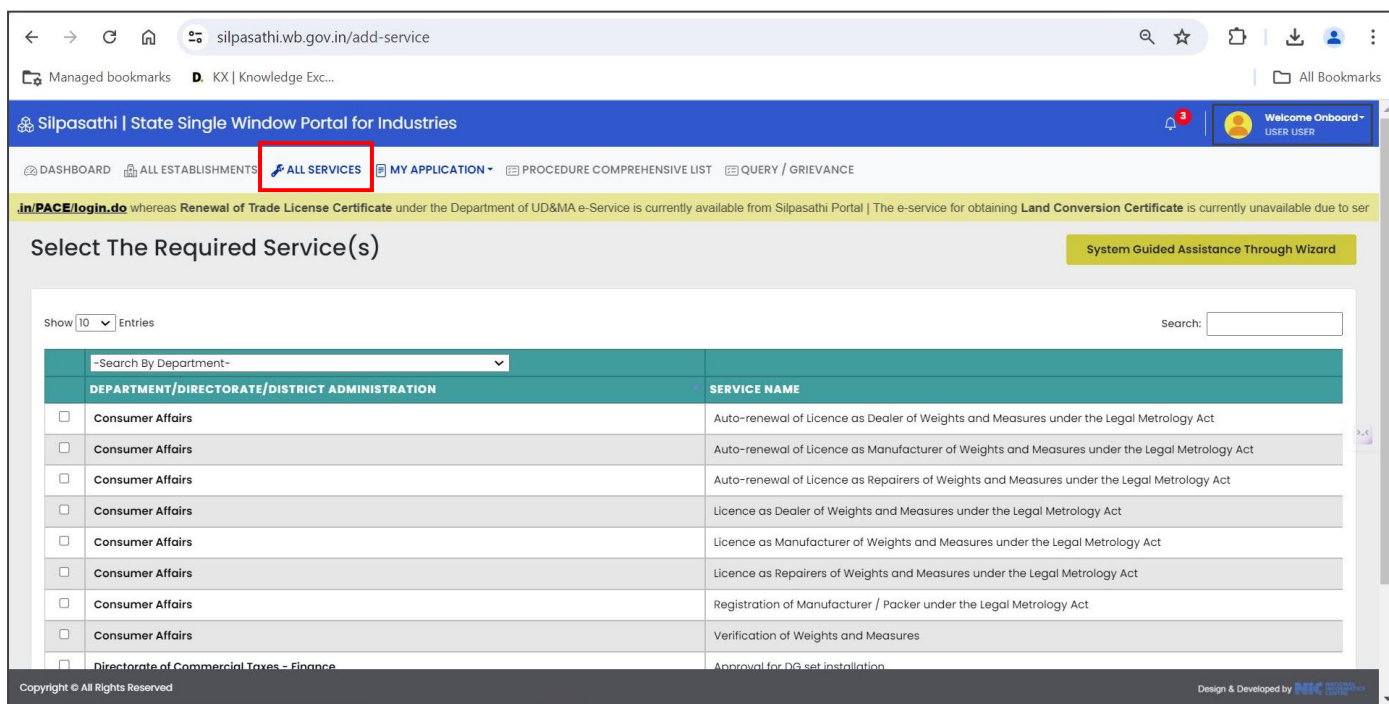
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named '**Authorization under Bio-Medical Waste Management (Management and Handling) Rules, 2016**'
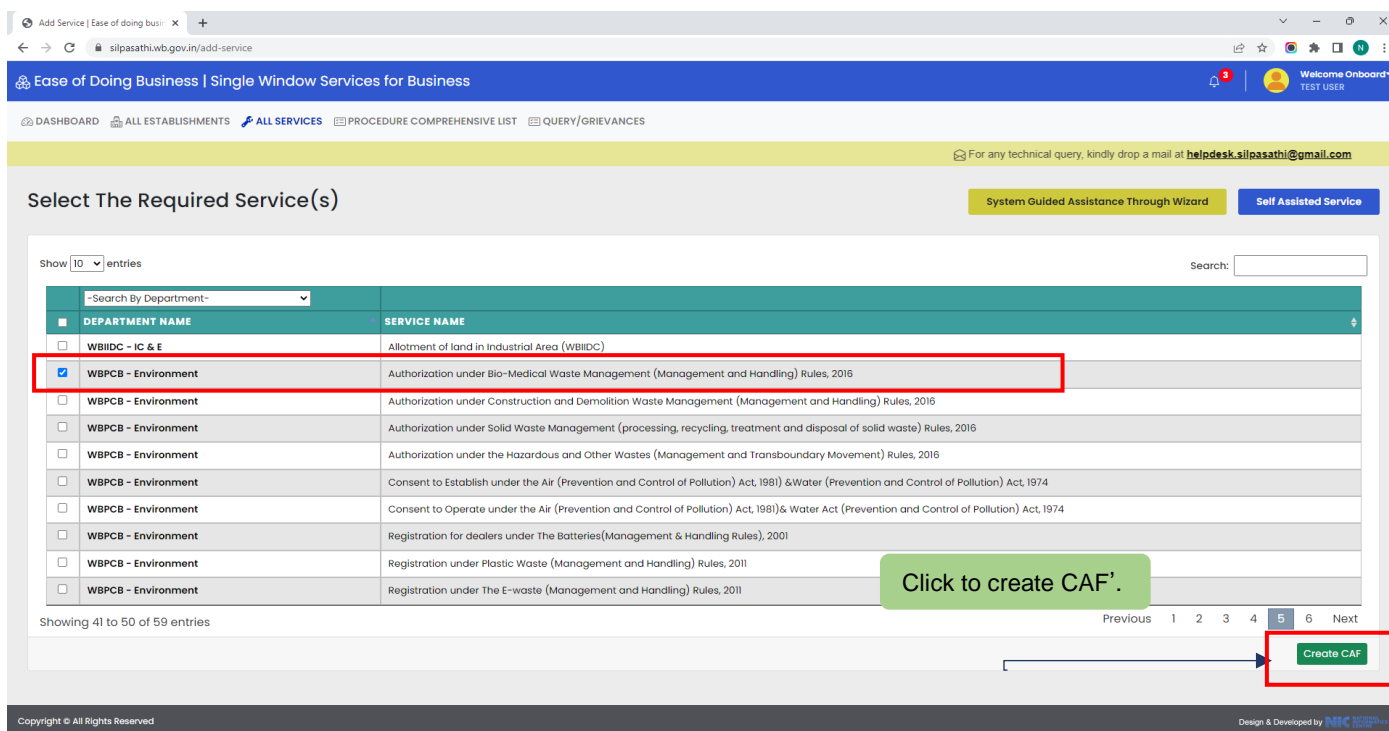
After selecting the service '**Authorization under Bio-Medical Waste Management (Management and Handling) Rules, 2016'**, the applicant has to click on **'Create CAF'.** Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

After clicking on '*Apply Online'* option, the applicant shall be redirected to the main application form.

The applicant will have to fill in the required details and click on '**Save and Continue'** to proceed with the application process (screenshot below):

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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

Declaration Statement

Click to continue with the application process.

Upon completion of the application process the applicant clicks on the *'Submit'* button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

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2. Track Status of Application

The applicant has to click on **'Check Status'** to view the latest status of the application.

Applicant's Dashboard

Click on *'Check status '*to view the latest status of the application.

Status Dashboard

Application status updated.

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The applicant clicks on **'Click to Proceed'** button to further processing of the application. The applicant can now view the Departmental Application page and proceed with the application.

Note: Latest status can be seen any time through Applicant's Dashboard

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The applicant can now view his submitted applications in the *West Bengal Pollution Control Board (WBPCB)* **page**. Once reviewed, the application will be submitted successfully with **a unique application** ID along with the downloadable form, as mentioned in the preceding screenshots below:

Enter necessary details.

Once reviewed, the application will be submitted successfully with a unique application ID, as mentioned in the preceding screenshots below:

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Upload documents

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The applicant can download the application form if required.

Note: The application is saved in draft mode in the Department portal

The applicant after successful submission of application can view latest status of the submitted application in the Status Dashboard.

Note: Latest status can be seen any time through Applicant's Dashboard

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3. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Click to Proceed**' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

The applicant can now view the Departmental Page which is the official website of **West Bengal Pollution Control Board** and complete the payment process. The payment procedure has been illustrated as per the following screenshots.

The applicant can click on '**Make Payment**' option as illustrated in the screenshot.

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The fees details and other necessary application details as displayed.

Payable amount and application ID displayed.

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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

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The applicant can view the online receipt as generated. He can also print the same for reference.

Generate online receipt by clicking on 'Print'.
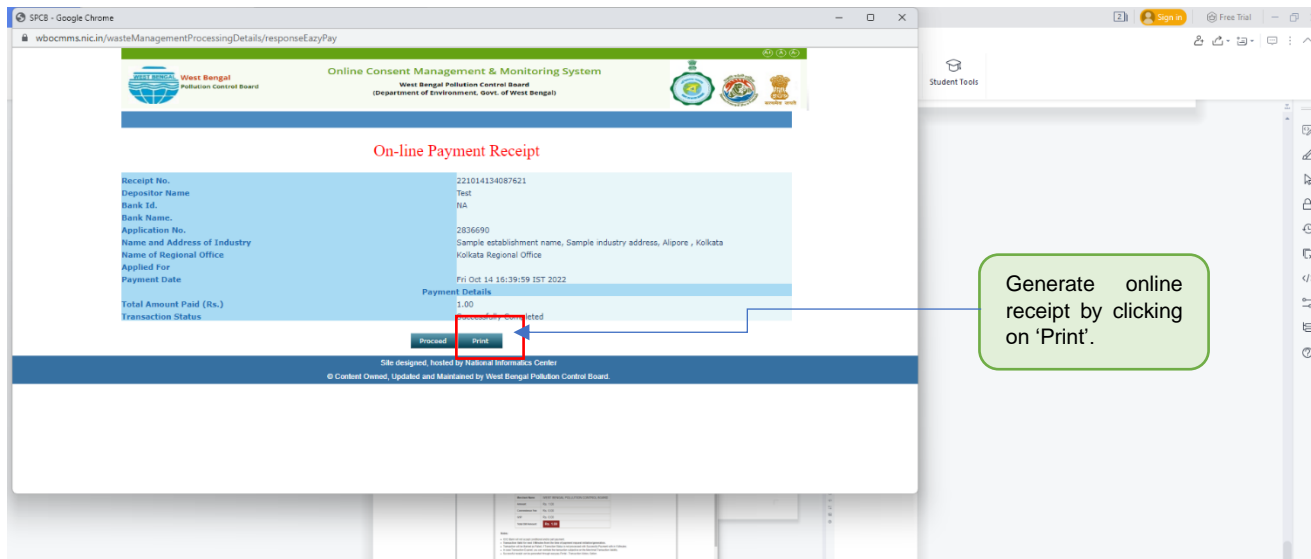
The applicant shall click on **'Proceed'** and view the application as submitted**.**
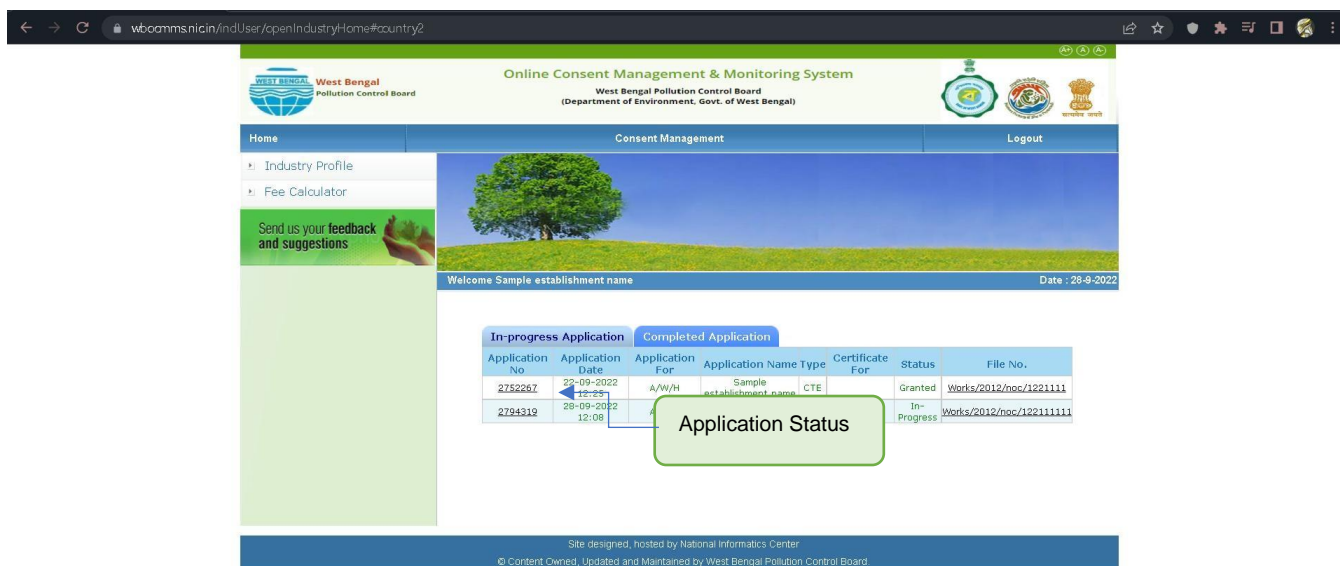
Application Status

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The applicant can now view his application status in the SilpaSathi page.

Status Dashboard

4: Online Download of final approval certificate

The applicant can now click on **'Download Certificate'** to download the final certificate.

Applicant's Dashboard

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on **'PDF'** icon to download the Final Approval Certificate issued.

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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)

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One Approval certificate document has been illustrated below:

West Bengal Pollution Control Board
ParibeshBhawan,
Bldg. No. 10 A, Block-LA, Sector-III, Salt Lake City, Bidhan Nagar,
Kolkata – 700 106, INDIA
Website : www.wbpcb.gov.in, e-mail : wbpcbnet@wbpcb.gov.in

Authorization No: 2890032/WBPCB/BMW   Date: 2/11/2022

FORM- III
AUTHORIZATION
(**Authorization for operating a facility for generation, collection, reception, treatment, storage, transport and disposal of biomedical wastes as per the Bio-Medical Waste Management Rules, 2016 and as amended**)

1. M/s New Establishment Name an occupier or operator of the facility located at New Establishment Address is hereby granted an Authorization for:

    Activity for which Authorization is required for Generation

2. M/s New Establishment Address is hereby authorized for handling of biomedical wasteas per the capacity given below:

    i. HCF/CBMWTF type: HCF
    ii. Health Care Facility Category: HOSPITAL
    iii. Number of beds of HCF:10
    iv. No of HCFs covered by the CBMWTF:5
    v. No of beds covered by the CBMWTF: 5
    vi. Installed treatment and disposal capacity of CBMWTF: 4 Kg per day
    vii. Jurisdictional area and distance covered by the CBMWTF: N/A
    viii. Quantity of BMW treated or disposed: 4 Kg per day

Type of Waste Category	Quantity permitted for Handling (kg per day on monthly average basis)
Yellow	1
Red	1
White (Translucent)	1
Blue	1
Total	4

3. This Authorization shall be in force for a period up 30/11/2027 to from the date of issue 2/11/2022.

4. This Authorization is subject to the conditions stated below and to such other conditions as maybe specified in the rules for the time being in force under the Environment (Protection) Act, 1986.

Terms and conditions of authorization:

1. The authorization shall comply with the provisions of the Environment (Protection) Act, 1986and the rules made there under.

2. The authorization or its renewal shall be produced for inspection at the request of an officer authorized by the prescribed authority.

5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

Third party verification process

The applicant or any user has to log in to **https://silpasathi.wb.gov.in**/

A user (any third party) needs to click on '*Third party Verification* 'section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

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SilpaSathi Homepage

Type the homepage Url

Select 'Third Party Verification'

Applicant selects the service and then enter the Certificate/ Approval number or CAF number in the text box beside it and clicks on 'Search' to view details of certificate.
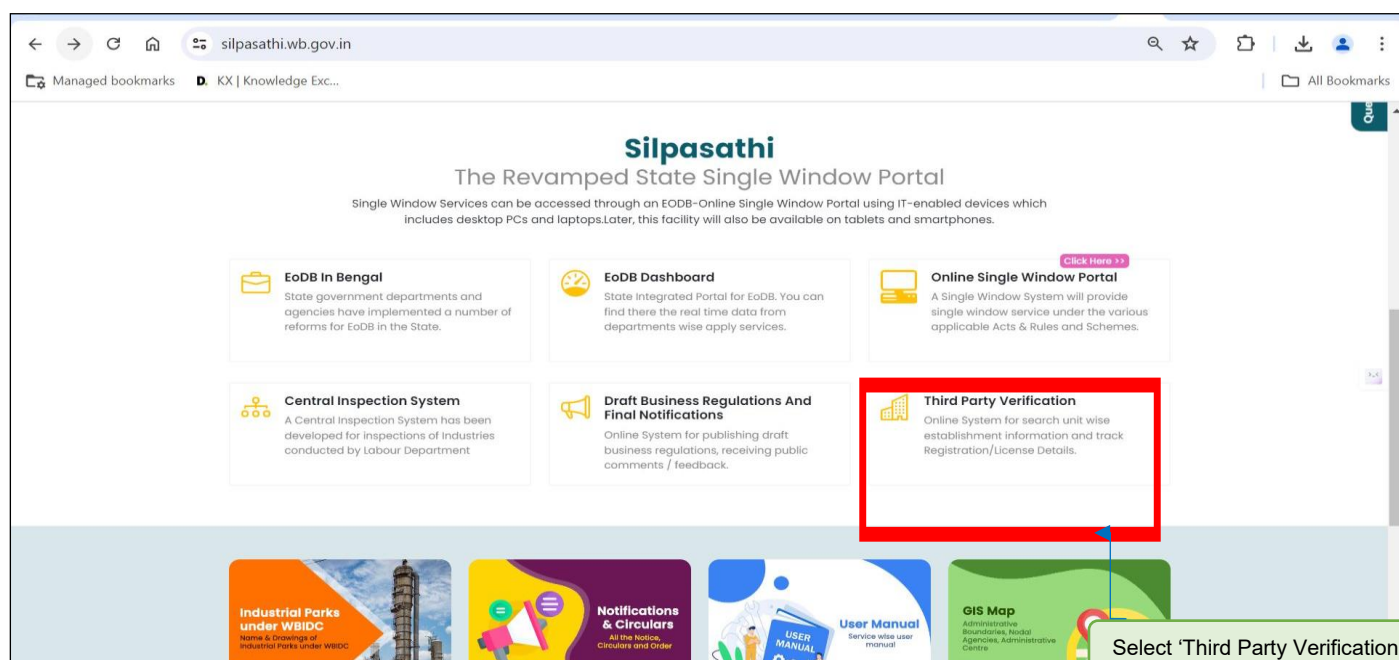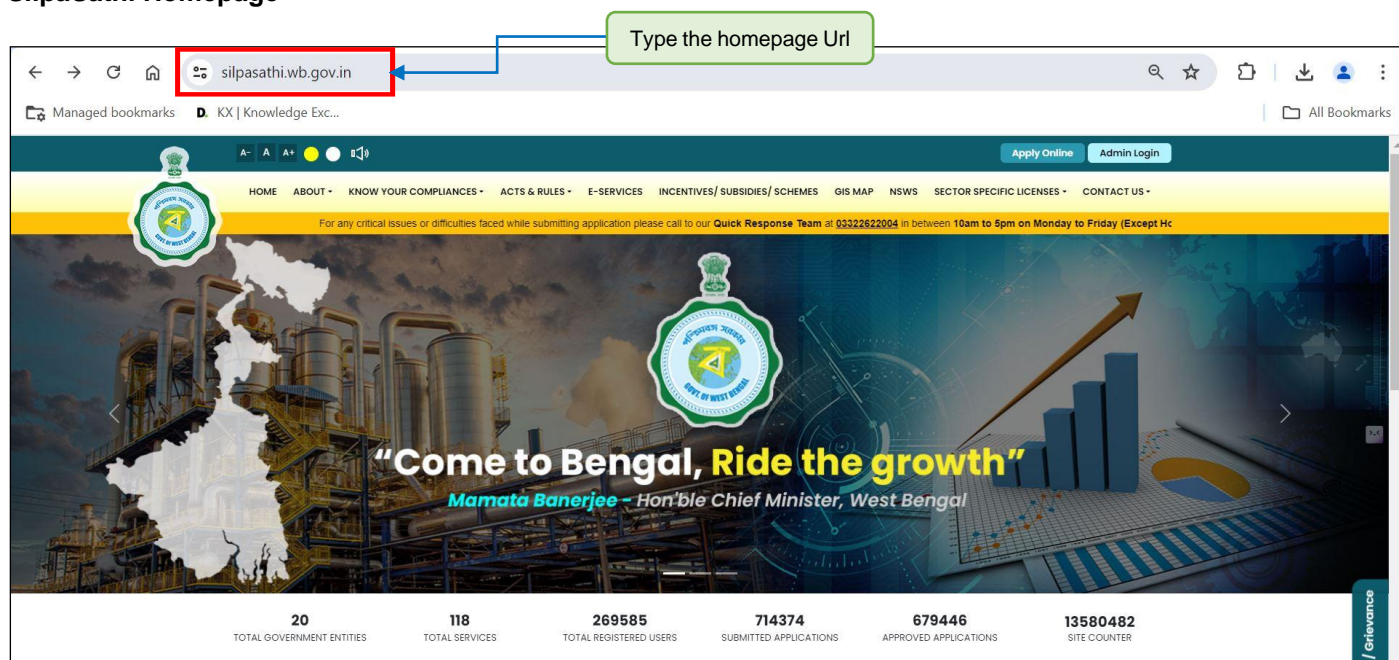
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User can also directly use this url

Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Enter CAF number/ Certificate number to view details.

The third party can view the details as illustrated below:

Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Parameter	Output
Approval Certificate number	3227372
Application number	CAF2023008318
Legacy Portal Reference number	3227372
Service Name	Authorization under Bio-Medical Waste Management (Management and Handling) Rules, 2016
Name of Enterprise to whom issued	L.R.NURSING HOME
Address of enterprise to whom issued	VILL PRIYORMORE HALDER PARA PO BAKULTALA HAT PS JAYNAGAR DIST SOUTH 24 PARGANAS PIN 743338
Status	– APPROVED –
Date of Approval	17-01-2025
Valid till (date)	31-01-2029