

**Check list of documents for obtaining Ist consent to operate
(CTO)**

I. 1st Consent to Operate

1. Common consent form in the portal of HEPC.
2. Proof or deposit of required and applicable consent fee, as per schedule available on the web-site www.hspcb.gov.in.
3. Collection and testing fee prescribed by the Board as per schedule available on the web-site of the Board, for analysing the sample of effluent/ Air emissions/ Noise level of DG sets, as applicable, for all sources. (Analysis report of air emissions from all sources including diesel engines of capacity more than 0.8MW (800kW) for power plants and generator sets will be required).
4. Copy of balance sheet duly attested by CA or CA certificate w.r.t. capital investment cost of the unit for the preceding year. (Capital investment cost should include the original cost of land, building, plant & machinery without depreciation but with upto date additions. The cost of land and building should be included in the capital investment cost even if, it is on lease I rent I mortgage).
5. MOA / partnership Deed / Trust Deed (if changed).
6. Detail of ETP/STP, APCM, acoustic enclosure, Hazardous Waste Management Facilities installed in the unit along with their size, specification and capacity.
7. Proof of submission of safety audit report duly audited with the help of an expert, atleast 90 days before commencing the activity and onsite emergency plan alongwith report of the mock drill of the same to Chief Inspector of Factories alongwith copy of the same, in case of industries/projects/establishments handling Hazardous Chemicals having threshold quantities mentioned in schedule II and III of MSIHC, Rules, 1989 and covered under rule 10 & 13 of these Rules. (Required as per instructions of MOEF & CC issued vide letter No. 14-7(382)/2010-HSMD dated 09.03.2016).

II. Renewal of consent to operate

1. Application for renewal of CTO on prescribed Performa (Annexure-XI).
2. Proof of deposit of required and applicable consent fee (as per schedule available on the web-site www.hspcb.gov.in).
3. Copy of previous CTO.
4. Power of Attorney/resolution.

5. C.A. Certificate regarding capital investment cost w.r.t. land, building, plant and machinery of the proposed project.
6. Latest inspection report and analysis reports of effluent/ air emissions/ noise conducted by Board officer (s) for the mandatory inspection, if conducted.
7. Copy of fresh analysis reports of effluent/air emissions/ noise analyzed from Board's lab/recognized lab.
8. Environment Statement in Form V for the financial year ending on 31st March (required in compliance of Rule 14 of EP Rules, 1986).
9. Proof of submission of updated safety audit report duly audited with the help of an expert, annually and up to date onsite emergency plan alongwith report of the mock drill of the same to Chief Inspector of Factories alongwith copy of the same, in case of industries/projects/establishments handling Hazardous Chemicals having threshold quantities mentioned in schedule II and III of MSIHC, Rules, 1989 and covered under rule 10 & 13 of these Rules. (Required as per instructions of MOEF & CC issued vide letter No. 14-7(382)/2010-HSMD dated 09.03.2016).
10. Copy of logbook for last 03 months maintained for operation of ETP/STP/APCM for the record of energy and chemical consumption, quantity of effluent at inlet and outlet of ETP/STP supported with readings of magnetic flow meters alongwith quantity of treated effluent recycled/reused in the process, utilized in the premises and discharged, mode of disposal.