

**DRAFT STANDARD OPERATING PROCEDURE (SOP) FOR  
PROCESSING APPLICATIONS FOR OBTAINING CTE/CTO  
AND AUTHORIZATION UNDER HOWM RULES, 2016 FOR OIL  
& GAS EXPLORATORY DRILLING AND PRODUCTION SITES  
WHICH REQUIRE ENVIRONMENTAL CLEARANCE (EC) IN  
ACCORDANCE WITH EIA NOTIFICATION, 2006**



**pcba**

**POLLUTION CONTROL BOARD, ASSAM  
BAMUNIMADAM, GUWAHATI-21**

#### Introduction:

Industries which require to obtain CTE and subsequently CTO as per provisions of Section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and Section 21 of the Air (Prevention and Control of Pollution) Act, 1981.

The Pollution Control Board Assam processes applications submitted by Industries in accordance with the aforementioned Acts.

Ministry of Environment Forest and Climate Change, Govt. of India has issued an Office Memorandum vide. F.No.3-3/2019-IA.III dated 5.02.2020 regarding modalities for making CTE and EC for one step process.

In Accordance with the above the pollution control Board Assam hereby formulates a Standard Operating Procedure (SOP) in order to streamline processing of applications for obtaining CTE/CTO under Section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and Section 21 of the Air (Prevention and Control of Pollution) Act, 1981 and authorization under Rule 6 of Hazardous & Other Waste (Management & Transboundary Movement) Rules, 2016 (HoWM Rules, 2016) for industries which require to obtain Environmental Clearance (EC) in accordance with EIA notification, 2006.

SOP for CTE applications submitted by Oil & Gas Exploration /production companies for which EC has been already obtained by the project proponent:

The project proponent may apply for CTE for the proposed drilling activities and processes online at [www.asocmms.nic.in](http://www.asocmms.nic.in) in a single application for all the Oil & Gas Exploratory drilling and production sites covered under the respective Environmental Clearance (EC) obtained from the regulatory authorities such as Central Expert Appraisal Committee (EAC) or State Environmental Impact Assessment Authority (SEIAA) whichever is applicable.

The Applicant has to submit the following documents and information along with their application for obtaining CTE.

1. Copy of Environmental Clearance accorded to the Industry/processes.
2. Land allotment letter/land allotment LOI
3. Site specific details for location of the plant with reference to habitation, Eco Sensitive areas, surrounding units, water bodies, monuments, forests, habitations, agricultural lands etc.
4. DIC/Mining Lease/approved plan (for infrastructure project)
5. Satellite imagery of the project/industry site
6. Layout plan of the project/industry.
7. Project report including complete details of the processes involved (manufacturing/production) along with material balance.
8. NOC from Gaon Panchayat/Local Body.
9. Article of association/memorandum of understanding of the company as applicable.
10. Investment Proof CA/CS certificate/self-certificate.
11. Environmental statement (in case of expansion)
12. Declaration that no construction started prior to consent to establish.
13. CTE fees as per Govt. notification; in case of drilling sites for which EC has been granted together fees shall be calculated separately considering each drill sites as an individual entity. People attended the meeting have agreed to it. This is evident from the minutes of the meeting which is enclosed
14. The project proponent has to provide the capital investment of each drilling sites separately in a single sheet duly certified by CA/CS/self.
15. CTE shall be granted on the basis of EC accorded to the project proponent for the particular project.

SOP for CTO (initial) applications submitted by Oil & Gas Exploration /production companies for which EC has been obtained by the project proponent.

The project proponent may apply for CTO (initial) before 3 months of the proposed date of commission after obtaining EC and CTE along with all requisite details. In case of Oil & Gas Exploratory drilling sites which have been granted EC & subsequently CTE in a single certificate for more than one unit, **application for CTO has to be made separately for each drilling location.**

The Applicant has to submit the following documents and information along with their application for obtaining CTO:

General documents/information:

- 1) Compliance Report of conditions stipulated in the Environmental Clearance as well as Consent to Establish.
- 2) Latitude and Longitude of the site along with photographs of the site.
- 3) Layout plan with details of proposed location of source of air pollution and water pollution (ETP, STP, CETP, SLF, treated water disposal area, outlet etc.)
- 4) Details of Effluent generation, treatment and Disposal.
- 5) Drawing and specification of ETP.
- 6) Technical specification of Air Pollution control Arrangements/devices.
- 7) Schematic diagram of monitoring facility.
- 8) Design aspects of the impervious waste disposal pit; capping of disposal pit should be informed by the oil industry to State Pollution Control Board (SPCB) at the time of obtaining consent in accordance with G.S.R.546 (E) dated.30.08.2005.

SOP for CTO (renewal) applications submitted by Oil & Gas Exploration /production companies for which EC, CTE and initial CTO have been obtained by the project proponent.

Project proponents may apply for CTO (renewal) before a period of three months from the date of expiry of their previous CTO (initial or renewal)

The Applicant has to submit the following documents and information along with their application for obtaining CTO

General documents:

1. Fresh Compliance of conditions stipulated in the previous CTO(initial) / CTO (renewal)
- 2) Fresh Effluent analysis reports (before and after treatment).
- 3) Fresh Stack monitoring reports.
- 4) Fresh Ambient air quality monitoring reports
- 5) Fresh Noise monitoring reports.

**SOP for authorization applications under the Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016**

Project proponents may apply for Authorization under Rule 6 of the Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 after obtaining Consent to Operate (CTO) from the State Pollution Control Board under the Water (Prevention and Control of Pollution) Act, 1974 (25 of 1974) and/or Air (Prevention and Control of Pollution) Act, 1981, (21 of 1981) in accordance with Rule 6(1) of the said rules.

The Applicant has to submit the following documents and information along with their application for obtaining authorization under Rule 6 the HoWM Rules, 2016.

- 1) Copy of CTE.
- 2) Copy of CTO,
- 3) Detailed hazardous Waste & other waste management plan including details of, quantity generated, storage facility, captive treatment facilities (if any), mode of disposal etc.
- 4) In case of renewal of authorisation, a self-certified compliance report in respect of effluent, emission standards and the conditions specified in the authorisation for hazardous and other wastes along with compliance status pertaining to submission of annual return, manifests, installation of display board etc.
- 5) Technical details of SLF, Incinerators, etc.(if applicable)