



**Pollution Control Board, Assam**  
**Bamunimaidam, Guwahati-21**

**NOTIFICATION**

No. WB/T-276/20-21/149

Dated Guwahati, the 19<sup>th</sup> April, 2021

**Sub: Standard Operating Procedure (SOP) for processing applications for obtaining CTE/CTO and HW Authorization for Oil & Gas Exploration, Development and Production Installations which require Environmental Clearance (EC) in accordance with EIA Notification, 2006**

In order to streamline the process of Consent to Establish (CTE) / Consent to Operate (CTO) and HW Authorization for Oil & Gas Exploration, Development and Production Installations which require Environmental Clearance (EC) in accordance with EIA Notification, 2006, a Standard Operating Procedure (SOP) for processing applications submitted by Oil & Gas Sector Industries has been formulated in accordance with the provisions of the Water (Prevention & Control of Pollution) Act, 1974; the Air (Prevention & Control of Pollution) Act, 1981 and Hazardous & Other waste (Management & Transboundary Movement) Rules, 2016 after incorporating all necessary suggestions from all the stakeholders. The SOP is hereby notified and shall immediately come into effect henceforth. All the Oil & Gas Sector Industries are hereby requested to comply with the procedures laid down therein while applying for CTE/CTO and HW Authorization for their Oil & Gas Exploration, Development and Production Installations etc.

Member Secretary (i/c)

Memo No. WB/T-276/20-21/149-A,

Dated Guwahati, the 19<sup>th</sup> April, 2021

Copy to:

1. The Principal Secretary to the Govt. of Assam, Department of Environment & Forest, Dispur for kind information.
2. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
3. The ACEE / SEE / REE, RO / RLO, Guwahati-1 / Guwahati-2 / Tezpur / Nagaon / Sivasagar / Bongaigaon / Golaghat / Silchar / Dibrugarh, PCBA for information
- ✓4. Notice Board, Head Office / Website ([www.pcbassam.org](http://www.pcbassam.org)), PCBA.

Member Secretary (i/c)

**STANDARD OPERATING PROCEDURE (SOP) FOR  
PROCESSING APPLICATIONS FOR OBTAINING CTE/CTO  
AND HW AUTHORIZATION FOR OIL & GAS EXPLORATION,  
DEVELOPMENT AND PRODUCTION INSTALLATIONS  
WHICH REQUIRE ENVIRONMENTAL CLEARANCE (EC) IN  
ACCORDANCE WITH EIA NOTIFICATION, 2006**



**pcba**

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

**Introduction:**

Industries 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 had 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 the 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 Oil & Gas Exploration & production sector industries which require to obtain Environmental Clearance (EC) in accordance with EIA notification, 2006.

In case of any amendments of governing legislations or any notification or guidelines in this regard issued by MoEF&CC and CPCB or any subsequent decision taken by the Pollution Control Board, Assam, this SOP may be subjected to further modification in accordance with the same.



**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 should apply for CTE in accordance with section 25 of the Water (Prevention & Control of Pollution) Act 1974 and Section 21 of the Air (Prevention & Control of Pollution) Act 1981 as per procedures laid down under the Water (Prevention & Control of Pollution) Assam Rules, 1977 and the Air (Prevention & Control of Pollution) Assam Rules, 1991 for the proposed Oil & Gas Exploration, development & production installations online at [www.asocmms.nic.in](http://www.asocmms.nic.in) for each of the respective 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) under MoEF&CC, Govt. of India or State Environmental Impact Assessment Authority (SEIAA) whichever is applicable. However, the processing of applications for Consent to Establish (CTE) shall be integrated for the Drilling Wells and associated installations covered under the corresponding Environmental Clearance (EC) granted to the Project proponent in order to facilitate streamlining of the entire process.

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

1. Project proponent has to apply for CTE in the prescribed application form for their proposed industry in accordance with the Governing Acts and Rules.
2. Each industry, operation or process, or any treatment and disposal system which is likely to discharge sewage or trade effluent into a stream or well or sewer or on land from a particular premises shall be considered as an individual project/ industrial entity in accordance with section 25 of The water Act and section 21 of The Air Act and considering the ecological fragility of the region the project proponents shall to submit all necessary particulars along with their application for CTE and shall be accompanied by the prescribed fees.
3. Project proponent may apply for CTE before grant of EC. However, recommendation of the EAC/SEAC for grant of EC to the Industry/processes is a pre-requisite for grant of CTE; accordingly relevant documents has to be submitted.
4. Block allotment letter from GOI and PML/PEL granted by State govt. has to be submitted.
5. Site specific details for each of the Drilling Locations and associated installations with reference to habitation, Eco Sensitive areas, surrounding units, water bodies, historical monuments & sites, forests, agricultural lands etc. for each proposed project site.
6. Land use/Land cover map covering the project area showing the location of each project premises/ site (drilling well, etc.)
7. Layout plan of the project/industry specifying details if discharge outlets, sources of gaseous emissions etc.
8. Project report including complete details of the processes involved (manufacturing/ production) alongwith Environment Management Plan.

9. Article of association/memorandum of understanding of the company has to be submitted by private sector industries.
10. The project proponent has to provide the investment of each drilling well/associated installation in a particular premises duly certified by CA/CS/self (Certified by CA for Private Sector and self Certified for Public Sector);
11. Environmental statement (in case of expansion)
12. Declaration that no construction started prior to consent to establish.
13. CTE fees shall be levied by the Pollution Control Board, Assam for each of the drilling wells and associated installations in accordance with the provisions of the Water (Prevention & Control of Pollution) Act, 1974 and Air (Prevention & Control of Pollution) Act, 1981 and as per Govt. notifications in this regard. However, the Board will consider grant of CTE in an integrated manner, subject to necessary statutory compliances and subsequently imposing specific conditions for each drilling locations and associated installations as applicable.
14. CTE shall be considered on the basis of EC accorded to the project proponent.
15. CTE will be granted with a validity of 7 yrs or till the date of start of operation, whichever is earlier.



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

The project proponent may apply for CTO (initial) before 4 months of the proposed date of commissioning after obtaining EC and CTE along with all requisite details alongwith prescribed fees. In case of Oil & Gas Exploration, Development and production sites which have been granted EC & subsequently CTE, application for CTO has to be made separately for each drilling well and installation located in separate location/premises.

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 (EC) as well as Consent to Establish (CTE).
- 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, HDPE lined Pits, treated water disposal area, outlet etc.)
- 4) Details of Effluent generation, treatment and Disposal.
- 5) Details of estimated quantities of process chemicals, solid waste generation including drill cuttings etc. to be furnished.
- 6) Details of ETP with description.
- 7) Details of Air Pollution control Arrangements/devices.
- 8) On-site & Off-site Emergency Response Plan / Disaster Management Plan.
- 9) The following shall be included as part of the Conditions annexed to the Consent to Establish(CTE) granted by the Board:
  - (a) 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. (As per govt. notification).
  - (b) Involvement of any third party drilling agencies/companies (if any) has to be clarified and necessary clearances must be obtained.
  - (c) In case of any utilization of radioactive material / isotopes etc. has to be declared along with necessary permission obtained from competent authorities.
  - (d) Declaration regarding any use of Ozone depletion substance and adherence to the governing Rules.
- 10) Submission of copy of public liability insurance certificate.

**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 four 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 accompanied with necessary fees for obtaining CTO

General documents:

1. Compliance of conditions stipulated in the previous CTO(initial) / CTO (renewal)
  - 1) Effluent analysis reports (before and after treatment).
  - 2) Stack monitoring reports.
  - 3) Ambient air quality monitoring reports
  - 4) Noise monitoring reports.
- 5) The Analysis Reports of air and water samples must be carried out by PCBA or by laboratories recognised by MoEF&CC or PCBA under relevant Act and Rules.

Note: The date of sampling and analysis should not be older than three (3) months from the date of submission of application.

## **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 Section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and/or Section 21 of the Air (Prevention and Control of Pollution) Act, 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).



**Timelines for processing application:** The Board has to workout a feasible timeline as suggested in the meeting after detail discussion with Regional Offices considering the existing mechanism for disposal of applications. The timelines as prescribed in the governing Acts & Rules shall be followed. Further streamlining shall be undertaken in due course of time. In this regard, Section 25(7) of the Water (Prevention & Control of Pollution) Act, 1974 “..... (7) The consent referred to in sub-section (1) shall, unless given or refused earlier, be deemed to have been given unconditionally on the expiry of a **period of four months** of the making of an application in this **behalf complete in all respects** to the State Board”.

However, in order to expedite the process of grant of CTE, the Board shall initiate necessary steps for processing CTE applications within a period of 75 days subject to the following conditions:

1. The timeline of 75 days shall be considered from the date of application which is **complete in all respects**, appended with all necessary documents mention in previous sections of this SOP.
2. Recommendation of EAC/SEAC is submitted to the Board within the prescribed timeframe.