

Central Pollution Control Board

Parivesh Bhawan, East Arjun Nagar, Delhi

Standard Operating Procedure for recognition of Environmental Laboratories under Environment (Protection) Act, 1986

LEGAL PROVISIONS

- Under Section 12 (1) The Central Government may, by notification in the Official Gazette-
 - (a) establish one or more laboratories,
 - (b) recognize one or more laboratories or institutes as environmental laboratories to carry out the functions entrusted to an environmental laboratory under this Act.

- The Central Government may, by notification in the Official Gazette, make rules specifying-
 - (a) the functions of the environmental laboratory
 - (b) the procedure for the submission to the said laboratory of samples of water, air, soil or other substance for analysis or tests, the form of the laboratory report there on and the fees payable for such report;
 - (c) such other matters as may be necessary or expedient to enable that laboratory to carry out its functions.

- Under Section (13) The Central Government may by notification in the official Gazette, appoint or recognize such persons as it thinks fit and having the prescribed qualification to be Government Analysts for the purpose of analysis of samples of water, air, soil or other substances sent for analysis to any environmental laboratory established or recognized under sub-section (1) of section 12 of The Environment (Protection) Act, 1986.

As per the Gazette Notification No. S.O.145(E), the powers delegated for recognition of the laboratories are as below:

In exercise of the powers conferred under section 23 of the Environment (Protection) Act, 1986 (29 of 1986), the Central Government hereby issue the following orders namely:-

1. The Central Government hereby delegates the powers with respect to grant of recognition to laboratories or institutes as environmental laboratories and to appoint or recognize Analysts as Government Analysts, as conferred by clause (b) of Sub-section (i) of Section 12 and section 13 respectively of the Environment (Protection) Act, 1986 to the Central Pollution Control Board.

2. Recognition of private laboratories under clause (b) of sub-section (i) of section 12 of the Environment (Protection) Act, 1986 as well as recognition of

their Analysts as Government Analysts under section 13 of the Environment (Protection) Act, 1986, will continue to be done by the Central Government.

3. The laboratories recognized under clause (b) of sub-section (i) of section 12 of the Environment (Protection) Act, 1986 shall be specified as Government/ Autonomous/Public Sector Undertaking/Educational Institution/ State or Central Pollution Control Board Laboratories.

Who can apply for recognition?

The Environment laboratories of any of the following organizations shall be eligible to apply for recognition:

- Autonomous & Govt. Dept./Institutions
- Public Sector Undertaking
- Educational Institute (Govt./Govt. Aided/Private)
- Private Laboratories
- Non Govt. Organization (NGO)
- Cooperative Sector Laboratories

Application Proforma

The laboratory (Private & NGO), seeking recognition, may request for application proforma (Annexure-I) from MoEF / CPCB or the proforma may be down loaded from their Websites.

Laboratory of Govt./Semi. Govt./Autonomous Organization/ Public Sector Undertaking and Educational Institute may request for application proforma (Annexure-I) from Central Pollution Control Board (CPCB) or the proforma may be down loaded from its Website.

Pre-requisite for recognition

The laboratory should ensure that it fulfills the following essential requirement by itself through self-assessment before submitting an application seeking recognition under The Environment (Protection) Act, 1986:

- (i) Laboratory (Private / NGO) is registered by the local govt./State Govt./Central Govt.
- (ii) Laboratory has minimum 9 nos. of full time working skilled manpower with following qualification:

S. No.	Qualification	Nature of Job	Nos.
1.	High School/Intermediate with Science	Assistance in sampling & analysis	2
2.	Bachelor's Degree in Basic Science or equivalent	Sampling & analysis	4
3.	Master's Degree in Science or equivalent or Bachelors Degree in Engineering / Technology or equivalent or Ph.D.	Sampling and Analysis Supervision of Analysis	3
Total Manpower (Minimum)			9

(iii) Environmental laboratory should have minimum space required as given below:

- a) Water Laboratory = 100 Sq. mtr
- b) Air Laboratory = 100 Sq. mtr
- c) Water & Air Laboratory = 150 Sq. mtr *

* (in case of existing & functional Labs in big cities / metropolises which are already recognized, decision left to joint inspection team)

- (iv) Laboratory should compulsorily meet mandatory parameter requirement as Appendix A & F of Annexure-I (LATS/9/2008-09).
- (v) Laboratory fulfills minimum requirement of equipment/instrument as Appendix B, D & G of Annexure-I (LATS/9/2008-09).
- (vi) Laboratory should analyze samples adopting any standard methods i.e. USEPA, APHA, BIS, ASTM, ISO, EU or CPCB only.
- (vii) Laboratory must have environmental journals/books/ analytical methods for sample analysis.
- (viii) Laboratory should have not been revoked/discontinued the recognition by any SPCB/PCC and Govt. Department. If revoked, recognition case will not be considered before a period of three years from the date of revoked.
 - a. Laboratory must have comprehensive facilities, expertise for water and / or air related parameters.
 - b. Laboratory has applied accordingly as per the prescribed format.

Submission of Duly filled up Application

The duly completed application alongwith enclosures have to be forwarded for consideration of recognition, if it fulfills minimum criteria to MoEF (Private & NGOs only) and others to CPCB at the following address:

- (i) Private/NGOs/Corporate Organization Laboratory
The Director / Addl. Director (CP Division)
Ministry of Environment, Forests & Climate Change,
Indira Paryavaran Bhawan, 2nd Floor,
Prithvi Wing, Jorbagh Road, Aligha
New Delhi-110 003

Govt./Semi. Govt./Autonomous Organization/Public Sector Undertaking and Educational Institute Laboratories:

- (ii) The Member Secretary,
Central Pollution Control Board,
Parivesh Bhawan, East Arjun Nagar,
Delhi-110 032

Scrutinization of Application

The applications received from applicant laboratories for consideration of recognition in the prescribed proforma will be scrutinized at first instance by concerned section of CPCB. The scrutinized cases alongwith the comments of CPCB based on the criteria laid down in the guidelines (LATS/9/2008-09) will be put up for consideration of Expert Committee.

Communication of shortcomings in the infrastructure facilities of the laboratory

If deficiencies have been found in the proposal with respect to laid criteria for recognition, the same should be communicated to concerned laboratory by MoEF&CC for Pvt. & NGO Labs and by CPCB for Govt./Semi Govt./ public undertaking/Institutions with detailed statement of deficiencies for rectification. The application will be considered again on getting communication from the laboratory that the deficiencies are fulfilled and the matter will be put up before the expert committee for consideration again.

Expert Committee

Expert Committee would be constituted at CPCB to review all Govt. and Pvt. Lab cases. The Committee would comprise of (i) an External Expert, (ii) CPCB Expert, (iii) CPCB Member Convener and (iv) an Expert Member from MoEF as Permanent Invitee.

Expert Committee Meeting

The Expert Committee, which is proposed to be constituted, would meet only once during a month on a fixed day and time to review that all the proposals received fulfill the minimum requirements as per the requirement laid down in the guidelines

based on the comments received from CPCB. The Committee would also consider proposals for recognition of the laboratory for a period of 5 years.

Criteria for Evaluation of the Laboratory

The criteria of evaluation and assessment of environmental laboratory under The Environment (Protection) Act will be as below:

S. No.	Group of parameter	Minimum Number of parameters required for recognition			Groups to be qualified
		Mandatory	Secondary	Total	
I WATER/SOLIDS/SOIL/SLUDGE ANALYSIS					
A.	Physical	10	3 out of 5	13	S. No. A to E
B.	Inorganic				
	(i) General & non-metallic	13	3 out of 8	16	
	(ii) Metals	15	4 out of 13	19	
C.	Organic	5	3 out of 8	8	
D.	Microbiological	4	1 out of 3	5	
E.	Toxicity	1	1 out of 4	2	
F.	Biological	3 out of 8		3	
G.	Hazardous waste	3 out of 6		3	
H.	Soil, sludge, sediments	15	10 out of 22	25	
II. AIR ANALYSIS					
A.	Ambient air/fugitive	4	4 out of 12	8	S. No. A to D
B.	Stack emission	8	5 out of 10	13	
C.	Noise level	2		2	
D.	Meteorological	4	1 out of 2	5	
E.	Vehicular emission	3	1 (optional)	3	

Remarks: Laboratory seeking recognition in water parameters must qualify minimum S. No. A to E group of parameters. Minimum 4 groups A to D group of parameters in Air.

For remaining groups of parameters also laboratory is expected to develop the facilities and expertise.

Terms & Conditions for Recognition of laboratory

If the laboratory meets the minimum skilled manpower requirement, minimum space requirement, minimum requirement of basic instrument / equipment and minimum analytical capabilities, it will be recommended by the Expert committee for consideration of recognition. The recommended laboratories will have to accept Terms & Conditions as specified in Annexure-III of the guidelines (LATS/9/2008-09) and provide the acknowledgement receipt as per the proforma at Annexure-IV of the guidelines

Government Analyst

A person shall not be qualified for appointment or recognized as a Government analyst unless he or she is possessing following qualification and experience, which will replace the qualification and experience prescribed under Section 10 A, a, b & c of the Environment (Protection) Rules, 1986 from the date of publication of Amendment in Gazette Notification:

Qualification:	Master's Degree in Science or equivalent or Bachelor's Degree in Engineering / Technology or equivalent
Experience:	After above qualification, minimum five years of experience in environmental laboratory.

The applicant laboratory should recommend the names of senior officials involved in analytical operation in the laboratory and fulfilling the criteria for govt. analyst in the application proforma at para 2(xi).

Terms & Conditions for recognition of Government Analyst

The analysts recommended by the laboratory in the application at para 2(xi) will be considered and selected by CPCB/MoEF as Government Analyst. These selected analysts will have to accept the terms and conditions unconditionally, as specified in Annexure-V of the guidelines. The nominated Govt. Analyst have to accept the terms and conditions jointly at end of the format at Annexure V of this guideline as well as individually in the format at Annexure VI of the guidelines.

Gazette Notification of Environmental Laboratory and Govt. Analyst

After completion of all the requirements and recommended by the Expert Committee followed by the approval of MoEF&CC in case of Pvt/NGO labs and in the Board Meeting in case of Govt./Semi-Govt./ Public Sector Undertaking and Educational Institute Govt, Environmental Laboratory and Govt. Analyst may be Gazette notified in Govt. of India Gazette.

Duration of Recognition

Environmental laboratory will be recognized for a period of 5 years from the date of publication of Gazette Notification.

Submission of Application for Renewal of Recognition

The Environmental laboratories desirous of renewal of recognition at the expiry of earlier recognition period have to submit application for renewal of recognition at least six months before the expiry date of earlier recognition in the same proforma for primary recognition.

Authorized Signatory of Analysis Report issued by recognized Labs

The analysis report depicting analytical results of environmental samples will be issued by the recognized environmental laboratory under signature of concerned analyst, supervisor analyst and have to be countersigned by any one of government analysts designated by the Central Govt. The government analyst recognized with the environmental laboratory will be the authorized signatory of analysis reports generated by the concerned laboratory.

Periodic Surveillance of Environmental Laboratories

Periodic surveillance of recognized environmental laboratory under The Environment (Protection) Act will be undertaken by Central Government / Central Pollution Control Board every alternate year to assess the proper functioning, systematic operation and reliability of data generated at the laboratory.

Revoking of Recognition

The Central Govt. reserves its right to de-recognize or revoke its recognition at any time in public interest without assigning any reason, if it is deemed necessary by the Central Govt./CPCB. The recognition will also be revoked during following events:

- i) In case, the laboratory indulges in malpractices and issuing fraudulent reports.
- ii) There are complaints against the laboratory regarding analytical malpractices.
- iii) The laboratory violates the accepted terms & conditions for recognition of environmental laboratory under the Act.
- iv) The laboratory not complying the rules and regulations notified under The Act.

Procedure for Recognition of Lab

Step-I Issuance of application form by CPCB or downloading it from Ministry's / CPCB's Website <www.envfor.nic.in> / <www.cpcb.nic.in> and receiving of duly filled applications (3 copies) along with the enclosures and desired information by the MoEF&CC and CPCB.

- Step-II In case of Pvt. Laboratory Forwarding two copies to CPCB by MoEF&CC for sending one copy to concerned State Board and keeping one copy for scrutiny.
- Step III Preliminary scrutiny of the application received based on criteria for evaluation & assessment of environmental laboratory by CPCB & SPCB(s).
- Step IV The draft comments/ observations have been put up in the Expert committee for recommendation
- Step-V If deficiencies have been found in the proposal with respect to laid criteria for recognition, the same should be communicated to concerned laboratory by MoEF&CC in case of Pvt. & NGO Labs and by CPCB for Govt./Semi Govt./ public undertaking/Institutions with detailed statement of deficiencies for rectification.
- Step-VI Corrective action taken by the laboratory are communicated to MoEF&CC by Pvt. Laboratories and to CPCB by Govt. Laboratories. The Action taken report of Pvt. Laboratory then forwarded to CPCB by MoEF&CC and verification of compliance carried out by CPCB and the draft comments again put up in the next Expert committee meeting.
- Step-VII The application will be considered and recommended for recognition if the Expert committee found that the laboratory fulfills all the requirements and/or has taken all the appropriate corrective actions against the deficiencies communicated to them, as the final action taken report submitted by the laboratory.
- Step-VIII If the Expert Committee finally recommends the case and Competent Authority at CPCB / MoEF accepts the same, further steps at IX,X & XI will be followed.
- Step-IX Acceptance of Terms & Conditions by the laboratory and concerned analyst for acceptance as Govt. Analyst.
- Step-X Approval by the MoEF / CPCB for eligible recommended laboratory(ies) for their recognition.
- Step-XI Gazette Notification of approved environmental laboratory and Govt. Analysts. The list of approved laboratories will be posted on Websites of MoEF / CPCB.

Timeline for Private/ NGO laboratory Recognition

Steps	Application Processing Steps	Responsibility/ Action	Days Assigned
Step I	Receiving of duly filled applications (3 copies) along with the enclosures and desired information by the MoEF.	MoEF&CC (HQ)	--
Step II	Forwarding two copies to CPCB by MoEF&CC for sending one copy to concerned State Board and keeping one copy for scrutiny.	MoEF&CC (HQ)	
Step III	Preliminary scrutiny of the application received based on criteria for evaluation & assessment of environmental laboratory by CPCB & SPCB(s).	CPCB (HQ)	15 Days
Step IV	Compilation of draft comments/ observations and placing into the Expert committee for recommendation	CPCB(HQ)	15 Days
Step V	If deficiencies have been found in the proposal with respect to laid criteria for recognition, the same is then communicated to concerned laboratory	MoEF&CC (HQ)	--
Step VI	Verification of compliance of Corrective action taken by the laboratory as communicated by MoEF&CC and the draft comments again put up in the next Expert committee meeting.	CPCB(HQ)	30 Days
Step VII	The application will be considered and recommended for recognition if the Expert committee found that the laboratory fulfills all the requirements and/or has taken all the appropriate corrective actions against the deficiencies communicated to them, as the final action taken report submitted by the laboratory.	CPCB(HQ)	30 Days
Step VIII to Step XI	Approval of case after recommendation of Expert Committee	MoEF&CC (HQ)	--
Sub Total			90 Days

Timeline for Government/ Autonomous/ Public under taking/ Educational institute laboratory Recognition

Steps	Application Processing Steps	Responsibility/ Action	Days Assigned
Step I	Receiving of duly filled applications along with the enclosures and desired information by the CPCB.	CPCB (HQ)	---
Step II & III	Preliminary scrutiny of the application received based on criteria for evaluation & assessment of environmental laboratory by CPCB & SPCB(s).	CPCB (HQ)	15 Days
Step IV	The draft comments/ observations have been put up in the Expert committee for recommendation	CPCB(HQ)	15 Days
Step V	If deficiencies have been found in the proposal with respect to laid criteria for recognition, the same is then communicated to concerned laboratory	CPCB(HQ)	---
Step VI	Verification of compliance of Corrective action taken by the laboratory and the draft comments again put up in the next Expert committee meeting.	CPCB(HQ)	15 Days
Step VII	If the application is considered and recommended for recognition by the Expert committee in case found all the requirements fulfilled and/or has taken all the appropriate corrective actions against the deficiencies communicated, as the final action taken report submitted by the laboratory, the matter is forwarded to place before Board Meeting for approval.	CPCB(HQ)	15 Days
Step VIII to Step XI	Approval of case in the next Board Meeting after recommendation of Expert Committee	CPCB(HQ)	30 Days
Sub Total			90 Days

