User Manual for Health Care Facilities

This manual has 2 parts

Part 1 (Slide 2).

How to register in OCMMS and has to be done once in life (Slide- 1 to 10)

Part 2 (Slide 11).

Sub Part 2 A. How to apply for Authorization under Bio-Medical Waste Rules (Slide-12 to 28)

Sub Part 2 B. How to submit Annual Report under Bio-Medical Waste Rules (Slide- 30 to 35)

Part 1

How to register in OCMMS

Click at tab shown in Red Circle.

Now click on Button "Health Care Facility"

Click on tab "HCF Details" and fill all the columns.

studies of underground water, solil and air to take remedial steps to control pollution.

Send us your **feedback** and suggestions

click here for any kind **complaints or query**

HEALTH CARE FACILITY ⦿   **EWASTE** ○   **INDUSTRY** ○

HCF Details   **Occupier Details**

Name of HCF *:	XYz. (max 50 characters)
Address *:	12345
HCF Status *:	Proposed ▼
City:	panchkula
Pin Code*:	123456
District:*	PANCHKULA ▼ Regional Office Areas For Gurgaon and faridabad(Click to view)
Ownership:*	Private ▼
Category :	HOSPITAL ▼
Specialization *:	Allergist or Immunologist / Anesthesiologist / Cardiologist / Dermatologist
Date of Commissioning *:	12/12/2015 Enter Date->(dd/MM/yyyy)
Industry or HCF Registration/ License No./Name of issuing authority:	123456
Range of beds: *	0-20 ▼
Enter No.Of Beds *	(Per month)
Constitution of Industry/HCF:	Individual ▼
Fax No. With Code :	
Phone no. With Code :	
Mobile No * :	7206887765
e-mail Address for future reference :	

5

After filling HCF details click on tab 'Occupier Details' and fill all the details then finally click on tab 'Save'.

Now you can see user ID and temporary password as shown in Red Circle

At this stage, Logout and Login again using your ID and Temporaray password. Click button 'Industry/HCF Login' , enter User ID, Temporary Password, Code shown and then click 'Login' as show in Red Circle. New page shall open. See next slide

At this stage, Please change your password for security purpose, then click on update.

Now logout and you may login again using ID and new password

Part 2

Sub Part 2 A. How to apply for Authorization under Bio-Medical Waste Rules

Sub Part 2 B. How to submit Annual Report under BMW Rules

How to apply for authorization under BMW Rules:-
1. After Login, click tab 'BMW.'
2. And then 'Apply for Authorisation'

Click on all the tabs one by one and fill all the details

If you do not have all the details with you at this time, then you can fill whatever you have. In this case, you can click button 'Inprogress' and then 'Save'. Now It will save your application in OCMMS and a number shall be allotted (See next slide) and you can logout. You can collect all the details as per your convenience and then login at any time.

You can view your "Application Number". At this stage the application is not submitted to HSPCB and hence can not be viewed by officers of HSPCB

After login, you can click at the tab 'Inprogress Applications' and at application number you want to edit or fill details, whatever you have collected. At this stage, if you are again unable to fill all the details, then you can again save your application as 'inprogress'. It can be for any number of times

Now click tab 'Edit' and fill the details one by one

Fill Bio-Medical Waste Generation Details.

Fill Bio-Medical Waste Management Details

Delete Application

Send us your **feedback** and suggestions

click here for any kind **complaints or query**

Welcome XYz hospital | Date : 20-9-2016

| General Details | Bio-Medical Waste Generation Details | **Bio-Medical Waste Management Details** |
| BMW Treatment Equipments details | Documents |

Quantity of BMW handled, treated or disposal

Category	Type of Waste	Quantity Generated or collected in Kg/day	Method of Treatment and Disposal as per Schedule-I
Yellow	a) Human Anatomical Waste		Incineration
	b) Animal Anatomical Waste		Incineration
	c) Soiled Waste		Incineration
	d) Expired or Discarded Medicines		Incineration
	e) Chemical Solid Waste		Incineration
	f) Chemical Liquid Waste		Onsite ETP to treat and conform to the discharge standards
	g)Discarded linen, mattresses, beddings contaminated with blood or body fluid		Disinfection followed by Incineration
	h)Microbiology, Biotechnology and other clinical laboratory waste		Sterilisation followed by Incineration
Red	Contaminated waste (Recyclable)		Autoclaving followed by shredding. Treated waste to be sent to Authorised recyclers or for energy recovery or plastic to Diesel or fuel oil or for road making
White(Translucent)	Waste sharps including Metals		Autoclaving followed by shredding. Treated waste to be sent to Iron foundries or sanitary landfill or designated concrete waste sharp pit.
			Disinfection or

19

Fill BMW Treatment Equipments Details

1. For uploading documents click on tab 'Documents' and then upload soft copies one by one by clicking 'Upload'
2. For deleting any document, click on tab 'Delete'

When you have filled all details and uploaded all the documents and you feel your application is correct and complete in all respects, click button 'Completed' and then 'Save'.

Now your application has been submitted to HSPCB and a message appears.

Apply Authorization

Waste Management
Authorization Applications

Industry Profile

Change Password

Delete Application

Send us your feedback
and suggestions

click here for any kind
complaints or query

Welcome XYz hospital   Date : 20-9-2016

Congratulations! Your Application No. 3389829 is submitted successfully.

| General Details | Bio-Medical Waste Generation Details | Bio-Medical Waste Management Details | Print Form |
| BMW Treatment Equipments details | Documents | | |

Wheather your HCF/CBMWTF generates/handles Bio-Medical Wastes	Yes
BMW Authorization now Applied For * :	Fresh
Activity for which Authorization is required for*:	Generation, segregation,Collection

Pollution Control Board, Copyright © 2009All Rights Reserved NIC India

23

You can view your application in tab 'Completed Application' and then click on the respective number to know the status. You can see all the actions by officers of HSPCB by Clicking 'Note History'.
At this stage you can not edit the application

If there is some deficiency conveyed by HSPCB in your application then you will see and can click on tab. Now you can see the observation and also the copy of document attached by officer.

Now you can also edit your application as per observations of the officers of HSPCB at this stage and then submit your reply by typing in the box. And then click on 'save' tab. After this, your reply has been submitted to the board and further editing is not possible at this stage. For editing application, see next slide.

For editing your application click on the tabs ' Completed application' and respective number .

For editing click on the tab 'Edit' and then making change in the information any part of the application . After editing your application you can follow the procedure given on slide no. 26

Part 2 Sub Part B

'How to submit Annual Report under Bio-Medical Waste Rules'

Industry already register in BMW then user login in HCF login.

After login click on BMW Annual Report

Then click on "Submit annual report "

Fill BMW Annual Report form

After filling the form, click button "Completed" and then click button "Save" to submit form.

Number of personnel trained at the time of induction: 1

Number of personnel not undergone any training so far.: 1

Whether standard manual for training is available ? ◉ No ◯ Yes

Any other information: hfgduyhgjhfgtu

Accident Occurred

Number of Accidents occurred: 1

Number of the persons affected: 1

Remedial Action taken (Please attach details if any): testing

Any Fatality occurred, details.: testing

Other Details

Are you meeting the standards of air Pollution from the incinerator?. How many times in last year could not met the standards?: testing

Details of Continuous online emission monitoring systems installed: testing

Liquid waste generated and treatment methods in place. How many times you have not met the standards in a year.: testing

It the disinfection method or sterilization meeting the log 4 standards? How many times you have not met the standards in a year?: testing

Any other relevant information: testing

(Air Pollution Control Device attached with the incinerator)

Fields marked * are mandatory

Do you want to save the application as ◉ Completed ◯ Inprogress

Save

Pollution Control Board, Copyright © 2009All Rights Reserved NIC India

34

After submitting annual report a number is allotted by system.