

**Protocol for the Collection & Analysis of Water
& Air Samples for the Authorized Laboratories of the Board.**

1. The laboratory shall send the names of the sample collecting officers alongwith their photographs & copy of their identity cards with mobile numbers to the Board within a week for the purposes of their identification during collection of samples.
2. The Laboratory shall submit the rates for analysis (parameter wise) valid upto 30.06.2014 within a week from the date of recognition by the Board. After that it shall send its rate for subsequent Financial year by 31st March each year.
3. The Laboratory shall use the approved data collection sheet and analysis report performa for sample collection & analysis. One copy of the data sheet alongwith analysis report be sent directly to the concerned Regional Offices/Zonal Offices of the Board.
4. The Laboratory shall invariably mention the capacity at which the industry was functioning at the time of air & water sampling.
5. The Laboratory may establish its sample collection center any where in the State with prior information to the Board but shall not sublet the analysis of such samples outside the premises approved by the Board.
6. Laboratory will intimate their sampling programme at least three days in advance to the concerned Regional Office and Zonal Office of the Board. The list of area of jurisdiction of each Regional Office & Zonal Office alongwith their addresses, e-mail and telephone numbers are displayed at the link "**Contact Us**". In case the pre-decided programme is changed, the concerned Regional Offices/Zonal Offices shall be informed on telephone/fax/e-mail accordingly.
7. The Laboratory will collect, preserve and transport the samples as per APHA/BIS guidelines.
8. All sampling and analysis should be carried out as per methods prescribed by BIS as amended from time to time/as per APHA.
9. The analysis report shall be issued within a week from the date of sample collection.
10. A copy of the data sheet for each sample collection, analysis report, detailed calculation of the analysis should be preserved in a systematic manner for at least 8 years or up to the period prescribed under the various statues (RTI Act) whichever is longer. Such record should also be made available to the Board whenever called for.
11. The Laboratory will preserve the part of analyzed sample of trade effluent & Stack sample for the period of one month.

**Scientific Officer
(Air Lab.)
For Member Secretary**

12. The analysis report of the Laboratory shall not be considered for consent purposes if the Laboratory is engaged in consultancy or construction or maintainance or operation of ETPs/APCD of industries or sale of treatment chemicals or ETP/APCD parts either directly or indirectly.
13. The Board may provide dummy samples/quality control samples which are to be analyzed free of charges by the Laboratory and results are to be provided within seven days.
14. The premises of the Laboratory will remain same during the validity of recognition. Any change in staff or other additions/alterations in the facilities/infrastructure provided by the Laboratory shall be immediately reported to the Board.
15. Each Laboratory will involve itself into inter & intra Laboratory AQC exercises so as to develop trained man power for quality analysis.
16. Each Laboratory will train its analytical staff through various Seminars, Workshop, and Conference etc and submit the half yearly consolidated report of trainings to the Board.
17. The Laboratory will display this protocol at a prominent place in the premises of the Laboratory.
18. The Laboratory shall not send any analysis reports if the samples are not collected by the authorized person of the laboratory. ***The laboratory shall affix rubber stamp on the analysis reports of such samples mentioning that this analysis report is not valid for consent purposes of the Board.***
19. The Board reserves the right to withdraw this recognition at any time without assigning any reasons in case of any violation and make any addition / omission in the protocol if any required from time to time.
20. Any Laboratory found to have issued fake analysis report, the Laboratory shall be summarily de-recognized and bank guarantee shall be encashed and other criminal/ civil legal action shall be initiated.
21. The photographs will be taken by the sampling team of ETP,APCD and other installations causing pollution by the industry such as colour of the flue gas emissions coming of the stack, mode of disposal & stagnation of effluent is any and color of the treated trade effluent during sampling and will be submitted to the Board along with analysis report.
22. The laboratory will affix stamp in red ink on all the analysis reports that the report is valid only for consent purposes and not for monitoring purposes.
23. The laboratory shall file quarterly return of the samples drawn as per Performa (Annexure-1).
24. The laboratory shall pay the Board @ Rs. 1000/- per sample collected and analyzed by the laboratory and payment shall be made through demand draft in favour of Member Secretary, Punjab Pollution Control Board payable at Patiala along with quarterly return to be filed as stated above.

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