



Rajasthan State Pollution Control Board

Headquarter, 4, Institutional Area, JhalanaDoongri, Jaipur-302004

Phone :0141-27168049,2716800 e-mail : member-secretary@rpcb.nic.in

HelpLineNo. : 0141-2716877



LIFE
Lifestyle for
Environment

U.O. Note

In order to effectively ensure Quality Control and for an efficient Laboratory Management System, the OICs of Regional Offices shall necessarily check all the required Quality Control parameters of Regional Laboratories/On-Site Sampling Facilities, as per the AQCC orders dated 01st February, 2024 and Minutes of Meeting dated 7th March, 2024 (annexed along-with) and incorporate their observations in the OIC's visit report (in the enclosed format).

(Vijai. N.)
Member Secretary

F11(8)RSPCB/AQCC/ 61-73

Date: 25-4-24

Copy to following for information and compliance: -

1. PS to Chairperson, RSPCB, Jaipur.
2. PA to Member Secretary, RSPCB, Jaipur.
3. Joint Secretary, RSPCB, Jaipur.
4. Chief Environment Engineer, RSPCB, Jaipur.
5. Chief Scientific Officer, RSPCB, Jaipur.
6. Chief Account Officer/Finance Adviser, Jaipur.
7. GIC (Administration), RSPCB, Jaipur.
8. GIC, IT, RSPCB, Jaipur with directions to upload on State Board's website.
9. All concerned OICs, RSPCB, Jaipur.
10. All concerned GICs, RSPCB, Jaipur.
11. All Regional Officers, RSPCB, Jaipur.
12. All Regional Laboratory- In -Charges, RSPCB, Jaipur.
13. Master file.

Member Secretary

RajKaj Ref
6789394



Signature valid

Digitally signed by N. Vijai
Designation: Member Secretary
Date: 2024.04.25 16:20:50 IST
Reason: Approved



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Format for Quality Control

S. No.	Points to Monitor	Observations	Recommendation /Suggestions
1.	Status of Utilization of the fund granted for the ISO/IEC 17025:2017 Accreditation		
2.	Status of the Committee for Onsite Sampling Facility/Dry laboratory		
3.	Establishment Status of Onsite Sampling Facility/Dry laboratory		
4.	Requirement of Instrument/Equipment/Glassware/Chemicals for Onsite Sampling Facility/Dry laboratory		
5.	Renovation/Restructuring of Regional laboratories required or not		
6.	Restructuring of the laboratory in terms of effective separation of working area with respect to laboratory activities		
7.	Hierarchy wise proper sitting in order of seniority of all officials in Regional Offices		
8.	Proposal for the Construction of ETP of appropriate capacity for the treatment of waste water generated from Regional Laboratories		
9.	Provision of a dedicated laboratory floor design with necessary requirements before finalization of building plan of the new Regional office buildings.		

RajKaj Ref
6789394

Signature valid

Digitally signed by N. V. Jai
Designation: Member Secretary
Date: 2024.04.25 17:20:50 IST
Reason: Approved



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F.11(11)/RSPCB/AQCC/ 557 - 567



Date:- 1-2-24

Office Order

A common practice observed in State Board is that the sitting of Scientific Officials and other supporting staff is kept within the laboratory, which is not suitable for the laboratory activities. It may have deleterious effects on the validity of results and quality of Laboratory Operations. The health of the Officials and staff may also be adversely impacted due to the prevailing practice.

Therefore, it is considered necessary to regulate and control the suitable environmental conditions and facilities needed for achieving Quality Control in the State Board Laboratories, in compliance to Quality Policy and Quality objectives adopted by State Board in accordance to ISO/IEC 17025: 2017 Accreditation.

The State Board has reviewed the matter for achieving Quality in the working of State Board Laboratories and the following structural requirements have been decided to be complied in the present laboratory establishments and at the time of planning for renovation work/construction of new Regional Offices/Regional Laboratories/Onsite Sampling Facility Laboratories:-

1. That for the prevention of contamination, interference or adverse influences on laboratory activities, effective separation shall be done between areas with incompatible laboratory activities.
2. The working area of laboratory including instrumentation area, wet and dry analysis area, heating and digestion areas etc. shall be kept separate from all interferences and no shared space with laboratory shall be utilized for the sitting of the Officials and staff or any other activity.
3. A dedicated space shall be designed for all laboratories related operations in consultation with Regional laboratory In Charges as per the norms and no other activity shall be planned in this area (Reference may be taken from renovation of Central laboratory, RSPCB). This shall include provisions of fume hood in the digestion areas in all Regional laboratories.
4. The restructuring of the laboratory in terms of effective separation of working area with laboratory activities shall be ensured in the present facility by Regional Officers, in consultation with Regional laboratory In Charges. The minor renovations or incorporations like fume hood, correction of drainage system or any other issue of concern shall be undertaken by Regional Officers in consultation with the Regional laboratory In Charges. The requirement of the budget shall be raised to achieve the same (if required).
5. The requirements of environmental conditions necessary for the performance of laboratory activities shall be maintained.
6. Hierarchy wise proper sitting in the order of seniority of all officials shall be ensured by Regional Officer in consultation with Regional Laboratory In Charge. The uniformity shall be maintained in the infrastructure for all the Offices. The requirement of the budget shall be raised to achieve the same (if required).
7. This shall also imply on Onsite Sampling Stations to be developed in each Regional Office, associated with Regional Laboratory as a temporary facility.

Signature valid

Digitally signed by N. Rajai
Designation: Member Secretary

Date: 2024.02.01 11:17:18
Reason: Approved



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8. All the Regional Officers, in newly formed Regional Offices shall ensure at the planning phase a dedicated laboratory floor design with provisions of proper drainage, fume hood, and other requirements of laboratory in consultation with Regional laboratory In Charges, during planning phase and before finalization of building plan of the new Regional office buildings.
9. An ETP of appropriate design and capacity shall be installed for treating the Regional Laboratory waste water before discharging. The treated waste water shall be utilized for gardening in and around Regional Office/Regional Laboratory.

This bears approval of the competent authority.

(Vijai N.)
Member Secretary

F.11(11)RSPCB/AQCC/ 557-567

Date: 1-2-24

Copy to following for information and necessary action:

1. P.S. to Chairperson, RSPCB, Jaipur.
2. Sr. P.A. to Member Secretary, RSPCB, Jaipur.
3. CEE, RSPCB, Jaipur.
4. CAO, RSPCB, Jaipur.
5. CSO, RSPCB, Jaipur
6. Group In-Charge (Admin) with direction to ensure the compliance of the above directions and to ensure the necessary incorporations in planning phase for new Regional Offices.
7. All Group In-Charges, RSPCB, Jaipur.
8. All Regional Officer, Regional Office, RSPCB with direction to ensure the compliance of the above directions.
9. All Regional Laboratory In-Charges, Regional Office, RSPCB with direction to ensure the compliance of the above directions.
10. Group In-charge (IT)/ACP, RSPCB, Jaipur, with directions to upload on the State Board website.

Member Secretary

Signature valid

RajKaj Ref
5467094

Digitally signed by Member Secretary
Designation: Member Secretary
Date: 2024.02.01 12:21:17 IST
Reason: Approved



Rajasthan State Pollution Control Board

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F.11(11)/RSPCB/AQCC/ 568-578

Date:- 1-2-24

Office Order

The State Board had established 10 new Regional Offices vide Office Order dated 05/04/2021. The laboratory related work of these Regional Offices including sampling and analysis has been assigned to existing Regional Laboratories.

To ease the working of Regional Laboratories and to achieve Quality in the work, it has been decided to develop an Onsite Sampling Facility Laboratory with phased development in the every newly formed Regional Office.

The Regional laboratories in new Regional Offices will be developed in phased manner (3 phases), starting with Onsite Sampling Facility Laboratory.

The Onsite Sampling Facility Laboratory shall have defined structure with required facilities of sampling. The developed facility will be associated to concerned Regional Laboratory as a temporary facility, to achieve quality in sampling.

The State Board has reviewed the matter in the light of Quality Policy and Quality Objective of the State Board in accordance to ISO/IEC 17025: 2017 and for its effective implementation, the following has been decided:-

1. The New Regional Offices shall be equipped with an Onsite Sampling Facility Laboratory to achieve quality in sampling procedure.
2. A committee shall be made at concerning RO level comprising Regional Officer, Regional Laboratory In-Charge, One Technical and one Scientific Official, Account Officer of the RO for executing the Order at RO level. The committee shall submit the compliance report within a month time after the release of Order.
3. The Onsite Sampling Facility Laboratory shall have defined structure with required facilities of sampling. The developed facility will be associated to concerned Regional Laboratory as a temporary facility for timely disposal of sampling targets.
4. The developed facility will be affiliated to the concerning Regional Laboratory and a proper sampling team shall be nominated by Regional Laboratory In-Charge, in consultation with concerning Regional Officer.
5. It has been decided to develop the facility in phased manner (**Blue print attached**):-
 - Phase I- Onsite Sampling facility will be developed to achieve Quality in Water and Noise Sampling conducted by existing staff.
 - Phase 2- After posting of Scientific Officials (after the recruitment) dry air laboratory will be made functional.
 - Phase 3- After the completion of building construction work of new regional offices.
6. Two Scientific Officials shall be posted at each Onsite Sampling Facility Laboratory in every Regional Office depending upon the work load to be decided by Regional Laboratory In-Charge (after completion of recruitment).
7. The uniform structure of sampling team shall include scientific officials of concerned Regional Office as per the prevailing orders (for Water and Noise sampling) and new Regional scientific officials (SO/JSO) of the Regional Office for all type of sampling.
8. The samples shall be collected as per the sampling plan given by Regional Laboratory In-Charge which shall be as per the sampling plan raised by Regional Secretary on a monthly basis. The collected samples (disposal reserved) shall be deposited in the concerned Regional Laboratory for analysis by the concerned Regional Officer.
9. The vehicle for sampling shall be arranged by concerned Regional Officer.

Signature valid

Digitally signed by Regional Secretary
Designation: Member Secretary

Date: 2024.02.01 09:00:21 PST

Reason: Approved



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10. The SO/JSO posted in the facility will work as per the instructions received from Regional Laboratory In-Charge and may form a part of analysis team for all other samples collected under the preview of Regional Laboratory.

This bears approval of the competent authority.

(Vijai N.)

Member Secretary

F.11(11)/RSPCB/AQCC/ 568-578

Date:- 1-2-24

Copy to following for information and necessary action:

1. P.S. to Chairperson, RSPCB, Jaipur.
2. Sr. P.A. to Member Secretary, RSPCB, Jaipur.
3. CEE/CAO, RSPCB, Jaipur.
4. CSO, RSPCB, Jaipur with direction to monitor the compliance of the above directions.
5. All Group In-Charges for information.
6. GIC-(NM&LMC) with directions to ensure the assistance in infrastructural requirements for the same.
7. All Regional Officer, Regional Office, RSPCB, with directions to ensure the compliance of the above directions and for development of such facility in consultation with Concerned Regional Laboratory In charge.
8. All Regional Laboratory In-Charges, RO, RSPCB with direction to ensure the compliance of the above directions and to develop such facility in consultation with Concerned Regional Officer.
9. Group In-Charge (IT)/ACP, RSPCB, Jaipur, with directions to upload on the State Board website.

Signature valid

RajKaj Ref
5432156

Digitally signed by Vijai N.
Designation: Member Secretary
Date: 2024.02.01 10:00:21 IST
Reason: Approved

Checklist to evaluate the Onsite Sampling facilities to be submitted by concerning Regional Officer (New Regional Office) and Regional Laboratory In-Charge

Counts	Particulars	Remarks			
1	Regional Office and Address				
2	Attached to Regional Laboratory for sampling				
3	Number of Industries in the jurisdiction				
4	State Board Officials (Presently doing sampling at RO level)	Type of Sample	Name of Official/designation		
		1. Water			
		2. Air			
		3. Noise			
5	Existing facilities in the Regional Office	1st Phase requirement (without posting of Scientific Officials)	Quantity		
		1. Ice Box	1		
		2. Sealing kit	1		
		3. Plastic Bottles for water Sampling	As per sample quantum		
		4. Glass bottles (O/G)	As per sample quantum		
		5. Preservatives (H ₂ SO ₄ , HNO ₃)	As per sample quantum		
		6. Sound Level Meter	1		
		7. Deep Freezer	1		
		2nd Phase requirement (after posting of Scientific Officials dry air laboratory shall be initiated)	Quantity		
		1. Weighing Balance (0.0001 gm)	1		
		2. Respirable Dust Sampler (RDS)	1		
		3. High Volume Sampler (HVS)	1		
		4. Stack kit	1		
		5. Desiccator (300 mm diameter)	1		
3rd Phase will initiate after construction of New regional office building with dedicated laboratory infrastructure					
6	Instruments/Equipment available in the attached regional Laboratory	Instruments /equipment	Available (Nos.)	Not Available (Nos.)	In-Spare can be allotted to OSF
		1. Ice Box 2. Sealing kit 3. Deep Freezer 4. Refrigerator 5. Sound Level Meter			

Aruna Sharma
 Dr. Aruna Sharma
 GIC-Accreditation and Quality Control Cell

Checklist to evaluate the Onsite Sampling facilities to be submitted by concerning Regional Officer (New Regional Office) and Regional Laboratory In-Charge

		<ol style="list-style-type: none">6. Respirable Dust Sampler (RDS)7. High Volume Sampler (HVS)8. PM_{2.5} Sampler9. Stack kit10. Desiccator (200 mm, 300 mm etc.)11. Weighing Balance (0.0001 g, 0.00001 g, and 0.000001 g)12. Oven13. Artificial light box (filter paper/thimble inspection)14. UV-Visible Spectrophotometer15. Plastic Bottles for water Sampling16. Glass bottles for water sampling			
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Aruna Sharma
Dr. Aruna Sharma
GIC-Accreditation and Quality Control Cell



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Minutes of meeting

A meeting was held on 05.03.2024 at 11:00 AM under the Chairmanship of Member Secretary, RSPCB in the conference Hall 1st floor to discuss the agenda points that included proposal for establishing onsite sampling facility at Regional Office, Jaipur (North) and Jaipur (South) and roadmap for establishing Regional Laboratory at Regional Office, Jaipur (North). GIC-AQCC addressed the meeting and provided highlights of the agenda points. Following Officials were present during the meeting: -

1. Chief Environment Engineer, RSPCB, Jaipur.
2. Regional Officer, Regional Office, Jaipur (North).
3. Regional Officer, Regional Office, Jaipur (South).
4. GIC-Water Quality Management and Microbiology (including NWMP), RSPCB, Jaipur/GIC-Air Laboratory, RSPCB, Jaipur.
5. Dr. Vimal Poswal- Superintendent Scientific Officer, Regional Office, Jaipur (South).
6. Dr. Sohan Lal- Scientific Officer & Technical Manager- AQCC, RSPCB, Jaipur
7. Mr. Niranjana Atal, Junior Scientific Officer, Regional Office, Jaipur (North).

The important discussions done during the meeting included: -

1. Member Secretary, RSPCB emphasised the requirement of resuming status of State Air and State Water Laboratory and for the development of present facility at HO as a State of Art Laboratory with specialized/advanced facilities for analysis of parameters like pesticides, Metals, Organic pollutants, Microbiological etc., Research and Development activity, Quality Control Laboratory etc.

After detailed discussions, the following decisions were made:

1. A HO team shall visit the Regional Office, Jaipur (North) and Jaipur (South) to review the availability of the resources for the development of onsite sampling facility and dry air laboratory at Respective Regional Offices.(Action by GIC (AQCC) and GIC (Air and Water Laboratory)
2. An onsite sampling facility and dry air laboratory shall be established/started at the Regional Office, Jaipur (North) and Jaipur (South) within a time frame of 3 weeks and shall raise the requirements for the same.(Action by Regional Officer and Scientific Officials, Jaipur (North) and Jaipur (South),Concerned GICs/GIC (AQCC)
3. A proposal for establishing Regional Laboratory, Jaipur (North) shall be prepared and submitted along with the roadmap for the same within a time frame of 3 weeks. (Action by Regional Officer and Scientific Officials, Jaipur (North) and Suptd. SO, Jaipur (South),Concerned GICs/GIC (AQCC)

4. The laboratories shall be categorized w.r.t to facilities/ infrastructure/ manpower etc. so as to develop a uniform structure. The requirement of a third party (any Laboratory designing expert or private party) shall be evaluated for the same (Action by HOO, CEE, CSO, GIC (Admin), Concerned GICs/GIC (AQCC))

The meeting ended with a vote of thanks to the Chair.

Aruna Sharma

(Dr. Aruna Sharma)

Superintendent Scientific Officer

o/c GIC-Accreditation and Quality Control Cell

F 11 (18) / RSPCB / AQCC / 787-799

Date 7/3/24

Copy to following for information and compliance: -

1. PS to Chairperson, RSPCB, Jaipur.
2. PA to Member Secretary, RSPCB, Jaipur.
3. Joint Secretary, RSPCB, Jaipur.
4. Chief Environment Engineer, RSPCB, Jaipur.
5. Chief Scientific Officer, RSPCB, Jaipur.
6. Chief Account Officer/Finance Adviser, Jaipur.
7. GIC (Administration), RSPCB, Jaipur.
8. GIC- Lab store & Miscellaneous Cell, RSPCB, Jaipur with request to provide details of spare instruments/ equipment (weighing balance, desiccator, spectrophotometer).
9. GIC-Water Quality Management and Microbiology (including NWMP)/ Air Laboratory, RSPCB, Jaipur.
10. Regional Officer, Regional Office, Jaipur (North).
11. Regional Officer, Regional Office, Jaipur (South).
12. Dr. Vimal Poswal (Superintendent Scientific Officer), Regional Office, Jaipur (South).
13. Mr. Niranjan Atal (Junior Scientific Officer), Regional Office, Jaipur (North).
14. Master file.

Aruna Sharma

o/c GIC-Accreditation and Quality Control Cell