



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

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