

Revised

SECONDARY ENVIRONMENTAL MONITORING DATA REPOSITORY (SEMDR)

User Guidelines for Environmental Clearance Applications

I. Introduction: This portal is designed to digitize the repository of environmental baseline data. Accuracy in data entry is mandatory for the processing of EC applications.

II. Preparation: Before starting, ensure you have:

- The TOR / EC Proposal Number.
- GPS co-ordinates for all monitoring stations.
- Verified Lab Reports (NABL Accredited).

III. Step-by-Step Submission Process

- **Step 1: Project & Scope Initialization:** Submit basic project details. Mention number of monitoring stations (Ambient Air, Ground Water, Surface Water).
- **Step 2: Sampling Site Metadata:** Provide specific details for each sampling point for Ambient Air, Ground Water, Surface Water separately in respective page:

- **Location:** Precise name, address and Geo-coordinates (Lat/Long).
- **Timeline:** Exact date of the sampling exercise.

· **Step 3: Parameter Entry & Data Validation**

- Enter the results for each parameter carefully.
- **Units:** Verify the units in the portal and enter value accordingly.
- **BDL:** If your parameter is BLD then tick mark BDL as well as enter value of BDL in text box given

- **Step 4: Quality Assurance & Finalization:** Review the "Data Preview" dashboard. Cross-check the digital entries against your physical lab reports. Once "Final Submit" is clicked, the data is locked for departmental review.

IV. Support & Troubleshooting

- For technical errors, send your query by email with your TOR / EC Proposal Number. (We can add this point to the Portal and give email for help desk)
- Ensure your browser cache is cleared for the best performance of the dashboard.

