



No. 410/PA/DG/EPA/2025  
GOVERNMENT OF THE PUNJAB  
ENVIRONMENTAL PROTECTION AGENCY  
NATIONAL HOCKEY STADIUM FERROZEPUR ROAD, LAHORE  
Dated: 27/11/2025



**Subject: STANDARD OPERATING PROCEDURES (SOPs) FOR QUICK RESPONSE UNITS (QRUs) ESTABLISHED FOR EXTINGUISHING FIRE INCIDENTS**

**WHEREAS**, the Environmental Protection Agency (EPA) Punjab is striving hard to combat the growing issue of smog, which remains a significant threat, severely impacting air quality and public health across the province of Punjab, necessitating immediate and effective environmental protection measures;

2. **AND WHEREAS**, stubble burning remains a major contributor to smog formation, especially in the hotspot districts (Faisalabad, Gujranwala, Hafizabad, Sheikhupura, Sialkot, Nankana Sahib, Sargodha, Kasur) during the harvesting seasons. To address this issue, the EPA Punjab has established Quick Response Units (QRUs), comprising of tractors and attached water bowsers, under the project titled '**Establishment of Environment Protection Force in 10 Zones of Punjab.**' The establishment of these units aims to control stubble burning and promptly extinguish fires to mitigate the risks posed by Wheat Stubble Fires, Rice Stubble Fires, Open Burning Fires (including trash, municipal waste), Bush Fires and similar type of fire incidents.

3. **AND WHEREAS**, there is need to streamline the operations of the Quick Response Units (QRUs), ensure the timely deployment of resources, and maintain an efficient POL (Petrol, Oil, and Lubricants) distribution and reporting mechanism;

4. **AND WHEREAS**, section 6(1)(i) of the Environmental Protection Act 1997, empowers EPA to establish systems and procedures for surveys, surveillance, monitoring, measurement, examination, investigation, research, inspection etc.

5. **NOW THEREFORE**, in exercise of the powers conferred upon me under Section 6(1)(i) of the Environmental Protection Act 1997, I, Dr. Imran Hamid Sheikh (PAS), do hereby notify the following SOPs for the overall working of the said QRUs:

**a) Operational Protocols:**

- i) The said QRUs shall be taken over by the Director (Administration), EPA Punjab from the authorized officer of the SP&IU.
- ii) The Director (Administration) after taking over the said QRUs from the authorized officer of the SP&IU shall hand them over to the chairperson of operations and maintenance committee for further deployment in the field.
- iii) The District Officers will identify suitable places as Quick Response Centers (QRCs) for deployment of the said QRUs, under the guidance of the chairperson operations and maintenance.
- iv) All fire incidents must be reported in real-time on the Eco-Watch App, with updates on fire control status (before and after scenario) by the QRC In-Charges.

- v) All incidents reported through the Eco-Watch app will be forwarded daily to the Deputy Commissioners (DCs) of the respective districts via the Green Punjab App by the concerned QRC In-Charge for further legal action.

**b) . Financial Protocols:**

- i) District Officers will ensure the maintenance of log books, on the format duly notified by the government, for every deployed QRU. The district officers shall sign every page of the log book.
- ii) The District Officer shall submit the demand for clearance of POL bills to the Director (Administration) along with verified log books at the end of every month, under the intimation of the chairperson operations and maintenance committee.
- iii) The Director (Administration) will review POL bills and ensure that the said bills are corresponding to the data of the fire incidents duly uploaded on the Eco-Watch App by the QRC In-Charges.
- iv) After clearance from the Director (Administration), the said claim shall be sent to concerned Drawing and Disbursing Officer for release of funds.
- v) The internal audit committee duly notified by this office Memo No. 335/PA to DG/EPA/2025 Dated April 11<sup>th</sup>, 2025, shall conduct biannual audit.

**c) . Operation and Maintenance**

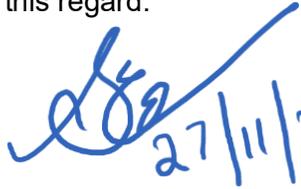
The following committee shall supervise the operations and maintenance of the said QRUs:

Sr No.	Name	Designation	Responsibility
1	Ms. Ifrah Ali,	Deputy Director (SAW)	Chairperson
2	Mr. Umar Ashraf	Assistant Director / DDO	Member Coord.
3	Mr. Usman Zafar	Assistant Director / Member Agriculture	Member Technical / Secretary
4	Mr. Sajid Bashir	Assistant Director / PRO	Member Operations
5	Mr. Fahad Ahmad	Data Analyst	Member Evaluation

**TORs:**

1. To take over tractors with water bowsers from the Director (Admin.)
2. To identify hotspot areas with respect to fire anomalies and task the concerned district officer to establish suitable quick response centers (with availability of water source) in any government establishment near the said hotspot where these QRUs may be deployed for fire extinguishing operations.
3. To deploy tractors with water bowsers to the said designated Quick Response Centers (QRCs) and ensure their virtual tracking.
4. To keep close eye on the working of the said QRUs, conduct spot-checking (if needed) and provide guidance to the district officer about its operations.

5. To generate demand to quarter concerned about the HR, POL, Maintenance, funds or any other matter necessary for the smooth functioning of QRUs.
6. To liaise with Directorate Generals of Rescue 1122 and Civil defense for necessary training of the deployed HR, from time to time.
7. To generate performance evaluation reports of the said QRUs, from time to time and assist the Director General EPA Punjab in this regard.

M.  27/11/25

(DR. IMRAN HAMID SHEIKH) PAS  
**DIRECTOR GENERAL**  
**ENVIRONMENTAL PROTECTION AGENCY**  
**PUNJAB**

**CC**

- i) Secretary, Environment Protection & Climate Change Department, Punjab
- ii) Secretary Agriculture Department Punjab
- iii) The Project Director, SP&IU, EP&CCD, Punjab.
- iv) Chief Environment & Climate Change P&D Board, Lahore
- v) All Deputy Commissioners, Punjab
- vi) Secretary Judicial Water & Environment Commission (JWEC), Punjab
- vii) PSO to Minister for Environment, Forest and P&D
- viii) Additional Director General (Ops. & Imp.), EPA Punjab
- ix) All the Deputy/ Assistant Directors (Technical / Field), for necessary action
- x) The In-Charge, Strategy and Analysis Wing (SAW), EPA Punjab
- xi) All the Committee Members
- xii) PA to Director General, EPA Punjab