



## SECSIME NO. R4A-CPD-06. ENDORSEMENT OF APPLICATION FOR HAZARDOUS WASTES TRANSPORTER REGISTRATION CERTIFICATE




Endorsement of Transporter Registration Certificate application to EMB Central Office. Hazardous Wastes Transporter are responsible for the movement (whether by air, water, or land) of hazardous wastes that are listed in Table 2.1 Classification of Hazardous Wastes, presented in DAO 2013-22: *Revised Procedures and Standards for the Management of Hazardous Waste* from HW Generators to TSD Facilities for proper treatment, temporary storage and final disposal.

<b>Office or Division:</b>	Clearance and Permitting Division – Hazardous Wastes and Chemicals Section	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Hazardous Wastes Transporters	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Photographs of Conveyance (Inside and outside of vehicle)	Applicant
	2. Proof of ownership of the vehicle (Official Receipt and Certificate of Registration)	Applicant
	3. Valid Air Emission Test Result of Vehicles	Applicant
	4. Photograph of Garage	Applicant
	5. Location Map of Garage	Applicant
	6. Name of Drivers / Helpers and Certificate of Training from duly recognized trainings on waste management and emergency preparedness and response. The training certificate must have been issued within the last three (3) years. The training shall cover the following topics and must be at the minimum of eight (8) hours: * Waste identification and classification * Hazard Categorization and Operability * Separation and segregation * Placards and Label * Personal Protective Equipment * Safety Data Sheet *	Applicant







Emergency and Contingency Planning * Applicable Government Regulation *	
7. Certification of Professional Driver's License issued by Land Transportation Office (LTO)	LTO
8. Contingency and Emergency Plan based on Risk Assessment Studies	Applicant
9. Financial guarantee (commercial insurance, surety bond, trust fund, or a combination thereof, whose amount is commensurate to the identified risks and callable upon demand by the Department during spill or emergency)	Applicant
10. Valid contract with a registered TSD facility (ies)	Applicant
11. Duly notarized accountability Statement on liabilities and responsibilities in case of spill or emergency	Applicant
12. Duly notarized affidavit of undertaking [vehicle(s) is (are) to be solely used in transporting HW]	Applicant
13. Summary of Transport Permits issued (for renewal)	Applicant
14. Pollution Control Officer accreditation certificate	EMB RO / Applicant
15. Chemical Control Order (CCO) [Cyanide, Mercury, Lead, ODS, PCB and Asbestos]	EMB RO / Applicant
16. Business Permit	LGU or PEZA
17. SEC / DTI Registration	SEC or DTI
18. Contract of Lease / Deed of Sale	Applicant
19. Duly notarized affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application	Applicant
20. Official Letter of Request	Applicant
21. Other requirements as required from pervious permit	







CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Log-in at <a href="http://hwms.emb.gov.ph">hwms.emb.gov.ph</a> Client submits accomplished application together with the required supporting documents thru the HWMS</p>	<p>Application screening, to check the completeness of attached documents and Pre-evaluates the application. If complete, the document will be assigned to the case handler. If not, it will be returned to client for appropriate action</p>		1 Day	<p>Default Receiver</p>  <p><b>Marie Junn A. Cuasing</b></p>
	<p>Evaluates submitted application, checks, and verifies attached documents and application details. Accomplish the Evaluation Form/Tab. If the application is sufficient and complete, the case handler will request for inspection and the CHWMS-EMED will conduct an inspection. If not, it will be returned to client for compliance.</p>		4 Days	<p>Case Handler</p>  <p><b>Jeonalyn S. Castro</b></p>  <p><b>Myra U. Laguerta</b></p>




	<p>The default receiver from CHWMS-EMED will receive a notification for inspection of TSD Facility and will schedule the site monitoring.</p>		1 Day	<p>CHWMS-EMED Default Receiver</p>  <p><b>Marissa DC. Malabana</b></p>
	<p>On site monitoring is done to ensure compliance of the facility.</p> <p>Generates Inspection Report and Memo for Endorsement.</p> <p>If the facility is compliant, default receiver will attach the approved Inspection Report in the HWMS.</p> <p>If not, Notice of Violation will be issued and will be endorsed to Legal Section for Technical Conference and compliance to disposition prior to endorsement of application. ***</p>		7 Days	<p>CHWMS-EMED Monitoring Team</p>  <p><b>Marissa DC. Malabana</b></p>  <p><b>John Christopher P. Emalada</b></p>  <p><b>Marineth Jillah Bay</b></p>



	<p>Accomplish the Evaluation Form/Tab.</p> <p>Once inspection report is attached and the document are sufficient and complete forward the application to Section Chief, of CHWMS for preliminary review.</p> <p>If incomplete, inform the applicant of the deficiency</p>		1 day	<p>Case Handler</p>  <p><b>Jeonalyn S. Castro</b></p>  <p><b>Myra U. Laguerta</b></p>
	<p>Conducts preliminary review of the evaluation form.</p> <p>Comments/reviews the attached documents and if no correction, endorses the application to the Chief, Clearance &amp; Permitting Division (CPD).</p>		2 days	<p>OIC, Section Chief, CHWMS</p>  <p><b>Marie Junn A. Cuasing</b></p>
	<p>Comments and recommends approval of the application.</p> <p>If there are no corrections, endorses the application to the Regional Director.</p>		2 days	<p>OIC, Division Chief, CPD</p>  <p><b>Robert Angelo M. Metin</b></p>



	<p>Endorse the application for approval at EMB Central Office.</p> <p>The application will be automatically received by the HWMS CO default receiver for final evaluation and endorsement of issuance of TSD Registration Certificate.</p>		2 days	<p>Regional Director</p>  <p><b>Neomi A. Paranada</b></p>
<b>TOTAL:</b>		<b>NONE</b>	<b>Highly Technical</b>	<b>20 Working Days</b>