




## SECSIME NO. R4A-CPD-07. ENDORSEMENT OF APPLICATION FOR HAZARDOUS WASTES TREATMENT STORAGE AND DISPOSAL (TSD) FACILITY REGISTRATION CERTIFICATE





Endorsement of TSD Facility Registration Certificate application to EMB Central Office. "Treatment, Storage, and Disposal (TSD) Facilities" are the facilities where 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* are transported, stored, treated, recycled, reprocessed, or disposed.

<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. Chemical Control Order (CCO) [Cyanide, Mercury, Lead, ODS, PCB and Asbestos]	EMB RO / Applicant
	2. Environmental Compliance Certificate (ECC)	EMB RO / Applicant
	3. Valid Permit to Operate	EMB RO / Applicant
	4. Valid Discharge Permit	EMB RO / Applicant
	5. Environmental Guarantee Fund (as per DAO 2000-05)	Applicant
	6. Initial Environmental Examination (IEE) or Environmental Impact Statement (EIS) submitted to EMB Regional Offices	Applicant
	7. Process Flow Diagram and detailed description of each treatment/recycling process identifying all/by products and residues	Applicant
	8. Pollution Control Officer accreditation certificate	EMB RO / Applicant
	9. Storage Management plan for raw materials, residues, by-products and end-products	Applicant








10. Long term plan for the recycled/processed/recovered/end-product		Applicant		
11. Photograph(s) of the facilities showing processing areas, storage areas		Applicant		
12. Contingency and Emergency Plan based on Hazard Identification and Risk Assessment Studies		Applicant		
13. Valid contract with registered Transporter/s		Applicant		
14. Letter of Request		Applicant		
15. Duly notarized affidavit		Applicant		
16. Effluent Test Results		Applicant		
17. Emission Test Results		Applicant		
18. Valid contract with a registered TSD facility (ies)		Applicant		
19. Other requirements as required from pervious permit				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
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	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		1 Day	Default Receiver   <b>Marie Junn A. Cuasing</b>





	<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>		7 Days	<p>CHWMS-EMED Monitoring Team</p>  <p><b>Marissa DC. Malabana</b></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>			 <p><b>John Christopher P. Emalada</b></p>  <p><b>Marineth Jillah Bay</b></p>
	<p>Accomplish the Evaluation Form/Tab. 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>Jeonaiyn 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</p>		2 days	<p>OIC, Section Chief, CHWMS</p>  <p><b>Marie Junn A. Cuasing</b></p>



	Chief, Clearance & Permitting Division (CPD).			
	Comments and recommends approval of the application.  If there are no corrections, endorses the application to the Regional Director.		2 days	OIC, Division Chief, CPD  <b>Robert Angelo M. Metin</b>
	Endorse the application for approval at EMB Central Office.  The application will be automatically received by the HWMS CO default receiver for final evaluation and endorsement of issuance of TSD Registration Certificate.		2 days	Regional Director  <b>Neomi A. Paranada</b>
<b>TOTAL:</b>		<b>NONE</b>	<b>Highly Technical</b>	<b>20 Working Days</b>