




SECSIME NO. R4A-CPD-08. HAZARDOUS WASTE GENERATORS (ID) REGISTRATION






Issuance of Hazardous Waste Generator Registration for facilities that generates or produces 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 through any institutional, commercial, industrial or trade activities.

Office or Division:	Clearance and Permitting Division – Hazardous Wastes and Chemicals Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may Avail:	Hazardous Wastes Generators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Please update attach a duly signed Request Letter and address it to Regional Director of EMB R4A		Applicant
2. Description of Existing Waste Management		Applicant
3. Duly notarized affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application.		Applicant
4. Copy of Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC)		EMB RO / Applicant
5. Copy of Valid Permit to Operate for your Pollution Control Facilities or proof that you have submitted your application OR proof that you have an ongoing online application (opms.emb.gov.ph) or submitted (via email air.calabarzon@gmail.com) affidavit of undertaking that your facility does not have any air pollution control source equipment		EMB RO / Applicant
6. Copy of Valid Discharge Permit OR exemption OR certificate of interconnection OR proof that you have an ongoing online or LLDA application		EMB RO / Applicant/ LLDA
7. Mass Balance of Manufacturing Process (for		Applicant







manufacturing plant)				
8. Photograph of storage area (in compliance with the minimum requirements as provided for in DAO 2013-22) showing wastes with proper segregation, drums on pallet, labels and symbols among many others set forth in DAO 2013-22.		Applicant		
9. Copy of Valid/updated PCO Accreditation Certificate		EMB RO / Applicant		
10. Contingency and Emergency Plan in compliance with the minimum content provided in Chapter 8 of DAO 2013-22 At minimum this should be the content of your contingency plan, Objective Content Emergency Response Organizational Structure List of Potential Emergencies and Scenarios Specific Procedures for responding to spills or Chemical releases Schedule and conduct of drills Training and Awareness plan Reporting and Record Keeping Updating the Contingency plan		Applicant		
11. Other requirements as required from previous permit				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Log-in at hwms.emb.gov.ph 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		2 Days	Screening Officer  Marie Junn A. Cuasing



	<p>Evaluates submitted application, checks, and verifies attached documents and application details.</p> <p>Accomplish the Evaluation Form/Tab.</p> <p>If the application is sufficient and complete, it will be returned to client to pay and provide payment information.</p> <p>If not, it will be returned to client for compliance.</p>		5 Days	<p>Case Handler</p>  <p>Jeonaivn S. Castro</p>  <p>Myra U. Laguerta</p>  <p>Marie Junn A. Cuasing</p>
<p>2. Client prints the computer-generated order of payment and pay the required fee to the Cashier of EMB RO or over the counter on any Landbank branches through landbank online just go to link.bizportal or you may click this link https://www.lbp-eservices.com/egps/portal/Merchants.jsp (search for environmental management bureau-central office)</p>	<p>Collects payment and issues Official Receipt (OR)</p>	<p>Reg. Fee: 1,000.00 per new chemical Legal Research Fee: 10.00 Doc.Stamp Tax: 30.00</p>	1 Day	<p>Cashier</p>  <p>Linda Esperanza</p>  <p>Grace G. Gargoles</p>



<p>3. Log-in at opms.emb.gov.ph Client scans copy of the OR and uploads to the OPMS.</p>	<p>Evaluate submitted documents (OR).</p> <p>Accomplish the Evaluation Form/Tab.</p> <p>If attached document is 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>Jeonalyn S. Castro</p>  <p>Myra U. Laguerta</p>  <p>Marie Junn A. Cuasing</p>
	<p>Conducts preliminary review of the evaluation form and permit / clearance.</p> <p>Comments/reviews the permit / clearance and if no correction, endorses the permit to the Chief, Clearance & Permitting Division (CPD).</p>		4 days	<p>OIC, Section Chief, CHWMS</p>  <p>Marie Junn A. Cuasing</p>



	<p>Comments and recommends approval of the permit.</p> <p>If there are no corrections, endorses the permit to the Regional Director.</p>		4 days	<p>Division Chief, CPD</p>  <p>Robert Angelo M. Metin</p>
	Approves the permit		3 days	<p>Regional Director</p>  <p>Neomi A. Paranada</p>
4. Client downloads and prints the approved computer-generated Permit / Clearance.				
	TOTAL:	1,040.00	Highly Technical	20 Working Days