







SECSIME NO. R4A-CPD-09. HAZARDOUS WASTE PERMIT TO TRANSPORT (PTT) APPLICATION





Issuance of Permit to Transport (PTT) 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 for the proper Transport, Treatment and final Disposal.

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. HW Generator Registration Certificate	Applicant	
2. Notarized Memorandum of Agreement/Affidavit of Undertaking/Service Agreement between HW Generator, TSD Facility and HW Transporter	Applicant	
3. Result of Laboratory Analysis	Applicant	
4. Transporter Registration Certificate	EMB RO / Applicant	
5. Transport Management Plan	Applicant	
6. Schedule of Hauling/Transport of wastes	Applicant	
7. Route of Transport	Applicant	
8. TSD Registration Certificate	EMB RO / Applicant	
9. Latest Self-Monitoring Report	EMB RO / Applicant	
10. Environmental Compliance Certificate (TSD facility)	EMB RO / Applicant	
11. Other requirements as required from pervious permit		






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Log-in at hwms.emb.gov.ph 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>		2 Days	<p>Screening Officer</p>  <p>Marie Junn A. Cuasing</p>
	<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>	<p>1 Day</p>	<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>		<p>1 day</p>	<p>Case Handler</p>  <p>Jeonalyn S. Castro</p>  <p>Myra U. Laguerta</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>OIC, Division Chief, CPD</p>  <p>Robert Angelo M. Metin</p>
	<p>Approves the permit</p>		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

