




## SECSIME NO. R4A-CPD-10. ISSUANCE OF SMALL QUANTITY IMPORTATION (SQI) CLEARANCE






Issuance of Small Quantity Importation (SQI) clearance for chemicals under Republic Act 6969, Toxic Substance, Hazardous Wastes and Nuclear Waste Act and its Implementing Rules and Regulation. It is defined as the amount of “new chemical substance” as defined in RA 6969 which shall not exceed 1000 kgs per year as: (1) pure chemical substance of (2) component in percentage by weight of a product mixture.

|                             |   |
|-----------------------------|---|
| <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<br>G2C - Government to Citizen<br>G2G - Government to Government |
| <b>Who may avail:</b>       | Importers and end-users of products containing substances regulated under Title II of RA 6969 |






| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE                           |
|--|---|
| 1. Official letter request   | Applicant                                 |
| 2. SEC Registration  | Security and Exchange Commission          |
| 3. Business Permit   | LGU where the facility is located or PEZA |
| 4. Updated and in GHS format of SDS (if not yet attached) as per DAO 2015-09, MSDS must be updated every 5 years | Supplier of the applied chemical/s        |
| 5. Copy of Valid/updated PCO Accreditation Certificate   | EMB RO / Applicant                        |
| 6. Other requirements as required from previous permit   |   |

| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE  |
|--|--|-----------------|-----------------|--|
| 1. Log-in at <a href="http://opms.emb.gov.ph">opms.emb.gov.ph</a><br>Client submits accomplished application together with the required supporting documents thru the OPMS | The System automatically assigns the application to case handlers<br><br>Evaluates submitted application, checks, and verifies attached documents and application details. |                 | 5 Days          | Case Handler<br><br><br><b>Jeonalyn S. Castro</b> |



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|--|--|--|-------|--|
|  | Accomplish the Evaluation Form/Tab.<br>If the application is sufficient and complete, it will be returned to client to pay and provide payment information.<br>If not, it will be returned to client for compliance. |  |       | <br><b>John Christopher P. Emalada</b><br><br><b>Marie Junn A. Cuasing</b> |
| 2. Client prints the computer-generated order of payment and pay the required fee to the Cashier of EMB RO or through landbank online just go to link.bizportal or you may click this link <a href="https://www.lbp-eservices.com/egps/portal/Merchants.jsp">https://www.lbp-eservices.com/egps/portal/Merchants.jsp</a> (search for environmental management bureau-central office) | Collects payment and issues Official Receipt (OR)  | Reg. Fee: 600.00 per new chemical<br>Legal Research Fee: 10.00<br>Doc.Stamp Tax: 30.00 | 1 Day | Cashier<br><br><b>Linda Esperanza</b><br><br><b>Grace G. Gargoles</b>   |
| 3. Log-in at <a href="http://opms.emb.gov.ph">opms.emb.gov.ph</a> Client scans copy of the OR and uploads to the OPMS.   | Evaluate submitted documents (OR).<br><br>Accomplish the Evaluation Form/Tab.<br><br>If attached document is   |  | 1 day | Case Handler<br><br><b>Jeonalyn S. Castro</b>   |



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|--|---|--|--------|---|
|  | <p>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><b>John Christopher P. Emalada</b></p>  <p><b>Marie Junn A. Cuasing</b></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 &amp; Permitting Division (CPD).</p> |  | 4 days | <p>OIC, Section Chief, CHWMS</p>  <p><b>Marie Junn A. Cuasing</b></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><b>Robert Angelo M. Metin</b></p>  |
|  | <p>Approves the permit</p>  |  | 3 days | <p>Regional Director</p>  <p><b>Neomi A. Paranada</b></p>  |



|  |  |                |                         |                        |
|--|--|----------------|-------------------------|------------------------|
| 4. Client downloads and prints the approved computer-generated Permit / Clearance. |  |                |                         |                        |
| <b>TOTAL:</b>  |  | <b>₱640.00</b> | <b>Highly Technical</b> | <b>20 Working Days</b> |