



## SECSIME NO. R4A-CPD-11. PERMIT TO OPERATE AIR POLLUTION SOURCES AND CORRESPONDING AIR POLLUTION CONTROL FACILITIES


Pursuant to DENR Administrative Order No. 2000-81, otherwise known as the Implementing Rules and Regulations of the Philippine Clean Air Act of 1999, all sources of air pollution subject to the guidelines shall have a Permit to Operate issued by the Director. The permits shall cover emission limitations for the regulated air pollutants to help attain and maintain the ambient air quality standards.

<b>Office or Division:</b>	Clearance and Permitting Division
<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>	Business Operators that which Operates Air Pollution Source Equipment/Air Pollution Control Facility
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Scanned copy of two (2) valid IDs	Applicant (OPMS Account Registration)
2. Duly signed Authorization Letter (scanned), when required.	Applicant (OPMS Account Registration)
3. Copy of the appointment /designation of the Pollution Control Officer (PCO) of the plant/establishment together with his/her complete bio-data/curriculum vitae. The appointment of full-time PCO is mandatory for all industrial/manufacturing establishments with capitalization of One Million Pesos and above, while those with less than One Million Pesos capitalization may appoint a PCO on a part-time basis (NPCC Memorandum Circular No. 02, Series of 1981, otherwise known as implementing Guidelines of LOI No. 588 dated August 1977).	EMB Regional Office / Applicant
4. Engineer's Report (To be prepared by applicant's PCO and or Professional Mechanical Engineer (PME) or Chemical Engineer ChE), depending on	Applicant (New Application)







<p>the nature of the manufacturing process(es) and/or air pollution source equipment (APSE)/air pollution control facility(ies) (APCF) covered by the permit application.</p> <p>A.) Flowsheet(s) and description(s) of the manufacturing process(es) including a list of the raw material(s) and finished product(s) with the corresponding amount(s) used/produced.</p> <p>B.) List of APSE and corresponding APCF (if provided), and description of use/mode of operation; include source process(es) and corresponding APCF; include justification for the non-provision of an APCF; indicating the type/nature and quantity(ies) of air contaminants generated by the operation of the APSE.</p>	
<p>5. Plan and elevation drawings with complete specifications of the APSE and APCF in 50 cm x 90 cm paper signed by a PME or ChE or both depending on the nature of the installation. The plan shall show the connection of the APSE to the APCF, (if applicable).</p>	Applicant (New Application)
<p>6. Plant and Machinery Lay out, with the exhaust system(s) from the APSE to the APCF(s) clearly shown, (if applicable).</p>	Applicant (New Application)
<p>7. Company Profile.</p> <ul style="list-style-type: none"><li>a) Company Background</li><li>b) Copy of the Certificate of Registration issued by the Securities and Exchange Commission or Bureau of Commerce</li><li>c) Vicinity Map of the plant /establishment</li><li>d) Total Cost (e.g. each type of equipment</li></ul>	Applicant (New Application)






installation etc.) of the APSE/APCF covered by the permit application. e) Copy of Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC).				
8. Copy of the latest "Permit to Operate" issued		Applicant (Renewal Application)		
9. Copy of the Certificate of Accreditation of the Pollution Control Officer, or appointment/designation as such by the Managing Head		Applicant (Renewal Application)		
10. Latest SMR along with the email confirmation receipt for the submission of SMR		Applicant (Renewal Application)		
11. Latest emission test report conducted		Applicant (Renewal Application)		
12. Proof of compliance to permit conditions		Applicant (Renewal Application)		
13. Hazardous Waste Registration Certificate*		Applicant (Renewal Application)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Apply for the Permit to Operate (PTO) and submit online using the Online Permitting and Monitoring System (OPMS) at <a href="http://opms.emb.gov.ph">opms.emb.gov.ph</a>	<p>The System automatically assigns the application to case handlers</p> <p>Application routed to the Casehandler</p> <p>Checks and screens the completion of the requirements for the PTO application.</p> <p><b><i>*If incomplete, return the application to</i></b></p>	NONE	3 DAYS	<p>CASEHANDLER / EVALUATOR</p>  <p><b>Carter O. Daba</b> Engr. III</p>







	<p><b><i>the client.</i></b></p> <p>Evaluates the Permit to operate (PTO) application, checks the computation of fees, and returns to the applicant for payment.</p>			 <p><b>Evangeline R. Serrano</b> Engr. II</p>  <p><b>Andrea Jean P. Sanchez</b> EMS II</p>  <p><b>Vanessa Bernadette B. Atienza</b> EMS II</p>  <p><b>Dexter Ivan S. Cuenco</b> EMS II</p>
--	--	--	--	---






				 <b>Edsel B. Tadeo</b> Engr. I
Download and print the Order of Payment at OPMS account and pay the corresponding fees at EMB CALABARZON Cashier or online payment through the Land Bank Link Biz	Receives payment of the corresponding fees.	Filing Fee = ₱600.00 PD 1856 = ₱10.00 DST = ₱30.00 + Permit Fee (Refer to DAO 2016-28: "Providing for New Fees and Charges for Various Services of the EMB")	30 MINUTES	EMB CALABARZON CASHIER  <b>Linda Esperanza</b>  <b>Grace G. Gargoles</b> LANDBANK LINK BIZ PORTAL CASEHANDLER / EVALUATOR
Return and submit the online application and			2 DAYS	





<p>provide the payment information details.</p>	<p>Evaluates application and drafts permit. If no correction or comment, forwards the application to the Section Chief/Unit Head for review</p>			 <p><b>Carter O. Daba</b> Engr. III</p>  <p><b>Evangeline R. Serrano</b> Engr. II</p>  <p><b>Andrea Jean P. Sanchez</b> EMS II</p>  <p><b>Vanessa Bernadette B. Atienza</b> EMS II</p>
---	---	--	--	---



				 <p><b>Dexter Ivan S. Cuenco</b> EMS II</p>  <p><b>Edsel B. Tadeo</b> Engr. I</p>
NONE	<p>Reviews the permit and documentary requirements. If no correction/comment, endorse the application to CPD Chief recommending for approval.</p> <p><i><b>*If with correction/comment. re-route the permit back to the Casehandler / Evaluator for any appropriate action.</b></i></p>	NONE	4 DAYS	<p>Section Chief Air Permitting Section</p>  <p><b>Adonis T. Tomaro</b></p>



NONE	Reviews the Permit to Operate (PTO), recommends for approval, and indorses to the Regional Director.  <i><b>*If with correction/comment, re-route the permit back to the Section Chief for any appropriate action.</b></i>	NONE	4 DAYS	OIC, Division Chief, CPD  <b>Robert Angelo M. Metin</b>
NONE	Reviews, approves, and signs the clearance/certificate, or if disapproves, re-route the application to CPD for any appropriate action	NONE	3 DAYS	Regional Director  <b>Noemi A. Paranada</b>
Download and print the approved Permit to Operate (PTO).	NONE	NONE	NONE	NONE





<b>TOTAL:</b>	<b>Filing Fee = ₱600.00 PD 1856 = ₱10.00 DST = ₱30.00 + Permit Fee (Refer to DAO 2016-28: “Providing for New Fees and Charges for Various Services of</b>	<b>Highly Technical</b>	<b>18 working Days and 30 Minutes</b>
---------------	---	-----------------------------	---