



SECSIME NO. R4A-CPD-12. ISSUANCE OF WASTEWATER DISCHARGE PERMIT

Pursuant to Section 14, Article Two, Chapter 2 of Republic Act No. 9275, otherwise known as the Philippine Clean Water Act of 2004, all owners or operators of facilities that discharge regulated effluents shall secure a permit to discharge, which serves as the legal authorization granted by the Department to discharge wastewater, provided That the discharge permit shall specify among others, the quantity and quality of effluent that said facilities are allowed to discharge into a particular water body, compliance schedule and monitoring requirement.

Accordingly, through this permitting procedure, the Department shall encourage the adoption of waste minimization and waste treatment technologies when such technologies are deemed cost effective.

Office or Division:	Clearance and Permitting Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Business Operators which Operate Wastewater Treatment Facility and Discharges Generated Wastewater
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
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	EMB Regional Office / Applicant





Guidelines of LOI No. 588 dated August 1977).	
<p>4. Engineer's Report (To be prepared and signed by the applicant's PCO and or Professional Mechanical Engineer (PME), Chemical Engineer (ChE) or Sanitary Engineer) The report must include but not limited to the following:</p> <ul style="list-style-type: none">a. the nature of project or business;b. production capacity; quantity or volume and the generic name(s) of product(s);c. the nature and character of the applicant's wastewater and its physical and chemical composition;d. total daily volume of discharge of raw wastewater;e. treatment process and estimated treatment efficiency;f. the total daily volume of water consumption and discharge of final treated wastewater or effluent;g. the name of receiving body of water and its official water classification and in case of land discharge, the nearest receiving body of water and its official water classification;h. information on flow measurement equipment and procedure;i. Pollution prevention/Environmental Management System plan or program;j. DENR ID Number as hazardous waste generator (if applicable);k. Statement of the cost incurred in the installation and maintenance of wastewater treatment facility, if any;l. quality and quantity of abstracted water	Applicant (New Application)






5. Vicinity Map of the Plant identifying the street address location or plant premise in 50 cm x 90 cm paper signed and sealed by the Professional Mechanical Engineer (PME), Chemical Engineer (ChE) or Sanitary Engineer	Applicant (New Application)
6. Wastewater line layout from the wastewater source to the Wastewater Treatment Facility (WTF) in 50 cm x 90 cm paper signed and sealed by the Professional Mechanical Engineer (PME), Chemical Engineer (ChE) or Sanitary Engineer	Applicant (New Application)
7. Plan and elevation drawings of the WTF as built with complete specifications in 50 cm x 90 cm paper signed and sealed by the Professional Mechanical Engineer (PME), Chemical Engineer (ChE) or Sanitary Engineer	Applicant (New Application)
8. Copy of Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)	Applicant (New Application)
9. Copy of waterbill from the preceeding year	Applicant (New Application)
10. Copy of the latest "Discharge Permit" issued	Applicant (Renewal Application)
11. Copy of the Certificate of Accreditation of the Pollution Control Officer	Applicant (Renewal Application)
12. Latest SMR (Module 1 and 3) with attached laboratory results of effluent analyses (recent year) along with the email confirmation receipt for the submission of SMR	Applicant (Renewal Application)
13. Proof of compliance with RA 9275 a. Results of quarterly wastewater analysis from WTF with complete parameters based on the approved DP or b. Copy of Certificate of Siphoning/Desludging of septic tanks, hauling and transport and	Applicant (Renewal Application)






treatment of wastewater/septage by a licensed service provider (DOH Accredited)				
14. Hazardous Waste Registration Certificate*		Applicant (Renewal Application)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Apply for the Discharge Permit (DP) and submit online using the Online Permitting and Monitoring System (OPMS) at opms.emb.gov.ph	<p>The System automatically assigns the application to case handlers</p> <p>Casehandler Checks and screens the completion of the requirements for the DP application.</p> <p><i>*If incomplete, return the application to the client.</i></p> <p>Evaluates the Discharge Permit (DP) application, checks the computation of fees, and returns to the applicant for payment.</p>	NONE	3 DAYS	<p>CASEHANDLER / EVALUATOR (CPD WATER PERMITTING STAFF)</p>  <p>Karmela Inna Mae C. Medrano</p>  <p>Rae Nikka May C. Pablo</p>
Download and print the Order of Payment at OPMS account and pay the corresponding fees at EMB CALABARZON Cashier or online payment	Receives payment of the corresponding fees.	<p>Filing Fee = ₱ 50.00</p> <p>PD 1856 = ₱10.00</p> <p>DST = ₱30.00</p> <p>+</p>	30 MINUTES	<p>EMB CALABARZON CASHIER</p>




<p>through the Land Bank Link Biz</p>		<p>Permit Fee (Refer to DAO 2016-28: “Providing for New Fees and Charges for Various Services of the EMB”) and Wastewater Discharge Fee (Refer to DAO 2005-10) “Implementing Rules and Regulations of the Philippine Clean Water Act of 2004 (Republic Act No. 9275 ”</p>		 <p>Linda Esperanza</p>  <p>Grace G. Gargoles LANDBANK LINK BIZ PORTAL</p>
<p>Return and submit the online application and 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>2 DAYS</p>	<p>CASEHANDLER / EVALUATOR (CPD WATER PERMITTING STAFF)</p> 



				Karmela Inna Mae C. Medrano  Rae Nikka May C. Pablo
NONE	Reviews the permit and documentary requirements. If no correction/comment, endorse the application to CPD Chief recommending for approval. <i>*If with correction/comment. re-route the permit back to the Casehandler / Evaluator for any appropriate action.</i>	NONE	4 DAYS	SECTION CHIEF  Rolly B. Cuasing
NONE	Reviews the Discharge Permit (DP), recommends for approval, and indorses to the Regional Director. <i>*If with correction/comment, re-</i>	NONE	4 DAYS	OIC, Division Chief, CPD  Robert Angelo M. Metin



	<i>route the permit back to the Section Chief for any appropriate action.</i>			
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  Neomi A. Paranada
Download and print the approved Discharge Permit (DP).	NONE	NONE	NONE	NONE
TOTAL:		Filing Fee = ₱ 50.00 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”) and Wastewater Discharge Fee (Refer to DAO	Highly Technical	18 working Days and 30 Minutes



	<p>2005-10) “Implementin g Rules and Regulations of the Philippine Clean Water Act of 2004 (Republic Act No. 9275 ”</p>		
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