



MEMORANDUM

TO : ALL EMB REGIONAL DIRECTORS

FROM : THE DIRECTOR

SUBJECT : Guidelines on Small Quantity Importation under Republic Act 6969 and Its Implementation Rules and Regulations

DATE : OCT 02 2003

The requirements indicated below shall serve as the guidelines regarding application for Small Quantity Importation (SQI) of Chemicals under Republic Act 6969, Toxic Substance, Hazardous and Nuclear Waste Act, and its Implementing Rules and Regulations:

SQI shall be defined as the amount of "new chemical substance" as defined in R.A. 6969 which shall not exceed 1000 kg/yr. as: (1) pure chemical substance or (2) component, in percentage by weight, of a product, mixture, etc.

Applicants for SQI of a new chemical substance shall be required to submit or undertake the following:

- o Identify the new chemical substance by chemical name, CAS number and structure.
- o Indicate the percentage of the new chemical substance in the product/mixture.
- o List unit weights (in kg) in which the product/mixture shall be supplied.
- o Submit information on the annual amount (in kg) of the product/mixture containing the new substance.
- o Monitor and assure that import of the new chemical does not exceed the approved amount.
- o Keep document records of the importation within the approved period and submit the same within 60 days after arrival of shipment. An annual report shall be submitted to EMB Central Office not later than 15 days after the end of the Calendar year.
- o Submit PMPIN if amount is exceeds SQI requirements.

The EMB Regional Office shall:

- o Notify the applicant of its approval within twenty (20) working days from date of receipt of the application.
- o Provide the Bureau of Customs (BoC) a copy of the SQI.
- o Reserve the right to request proof of compliance during the approval period.
- o Monitor that the amount of the new chemical does not exceed 1,000 kg/yr.
- o Ensure that all information submitted on Small Quantity Importation (SQI) of chemicals under RA 6969 are held confidential and shall be disclosed only upon approval by the EMB Director.
- o Submit a Quarterly Report to the EMB Central Office on issuance of Small Quantity Importation clearances.

For information and strict compliance.


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