

**ANNEX B**  
**Citizen's Charter Template**

Service Applied For	Who may avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge (Position, Unit, Division)
Application for Export Clearance - Transmittal of Notification	Exporter of Hazardous Waste/s	<ol style="list-style-type: none"> <li>1. Official Letter of Request</li> <li>2. Duly notarized Affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application.</li> <li>3. Accomplished Notification Form</li> <li>4. Notification/ Consent of Importing Country (including consent of transit countries) * This is issued by EMB</li> <li>5. Hazardous Waste Registration of the Generator(s) <ul style="list-style-type: none"> <li>• DENR ID Number</li> <li>• Latest Quarterly Report</li> </ul> </li> <li>6. Insurance (Shipment)</li> <li>7. Purchase Order</li> <li>8. Last Bill of Lading</li> <li>9. Financial guarantee to cover cost for re-import, etc.</li> <li>10. Movement Document/ Manifest of previous export (if applicable)</li> <li>11. Affidavit of Joint Undertaking of Exporter/ Importer (including contractual obligations on environmentally sound management of wastes</li> </ol>	<p><b>APPLICANT:</b> Submit application together with the documentary requirements to EMB Central Office</p> <p><b>EMB CENTRAL OFFICE:</b></p> <ol style="list-style-type: none"> <li>1. Receive application by the EMB Record Section (1 working day)</li> <li>2. EQMD receive application and route to appropriate section (1 working day) Hazardous Waste Management Section (HWMS):</li> <li>3. a. Evaluate application; b. Prepare evaluation report/Exporter's Notification; c. Sign evaluation report and endorsed together with the Exporter's Notification [HWMS Evaluator] (4 working days)</li> <li>4. Review/Sign Evaluation Report [Chief, HWMS] (1 working day);</li> <li>5. Review/Sign Evaluation Report and endorse to Office of the Director [ Chief, EQMD] (1 working day);</li> <li>6. Review/Sign Exporter's Notification [EMB Director] (2 working days);</li> <li>7. Prepare Order of Payment;</li> <li>8. Receive Payment and Issue Official Receipt [Cashier Section]</li> <li>9. Released signed Exporter's Notification [Record Section]</li> </ol>	10 working days	Php 1,000.00/ Notification	EMB Record Section Environmental Quality Management Division (EQMD) Hazardous Waste Management Section (HWMS) <b>EVALUATORS</b> (Maria Leonie Lynn Ruiz, Elizabeth Cariño, Julito Tangalin, Irvin Cadavona, Patrick Cristobal, Santini Quiocson, Ma. Clarisse Diaz, Rasheila Yanina Antasuda) Geri Geronimo Sañez Chief, HWMS Renato Cruz Chief, Environmental Quality Management Division (EQMD) Engr. Metodio Turbella Director EMB Cashier Section EMB Records Section