

**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 Importation Clearance for Recyclable Materials	Importer of Recyclable Materials	<ol style="list-style-type: none"> <li>1. Official Letter of Request</li> <li>2. Filled-up Application Form</li> <li>3. Duly notarized Affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application</li> <li>4. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)</li> <li>5. Permits to Operate</li> <li>6. Air Emission Source Installation</li> <li>7. Wastewater Treatment Facilities</li> <li>8. Treatment, Storage, Disposal Facility</li> <li>9. Photograph (s) of the warehouse/ facility showing proper storage and labeling (Sec. 6 of DAO 2013-22) of the Imported Recyclable Materials</li> <li>10. Notification/ Consent of Exporting Country</li> <li>11. Registered/ Accredited Recycler (if applicable)</li> <li>12. Insurance (shipment)</li> <li>13. Purchase Order</li> <li>14. Last Billing</li> <li>15. Affidavit of Joint Undertaking of Exporter/ Importer</li> <li>16. Pollution Control Officer accreditation certificate</li> <li>17. Emergency Contingency Plan</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. Request payment from the applicant and have the photocopy of the receipt and attach to the application.</li> <li>2. Receive application by the EMB Record Section (1 working day)</li> <li>3. EQMD receive application and route to appropriate section (1 working day) Hazardous Waste Management Section (HWMS):</li> <li>4. a. Evaluate application; b. Prepare evaluation report &amp; Importer Clearance; c. Sign evaluation report and endorse together with the Importation Clearance [HWMS Evaluator] (9 working days)</li> <li>5. Review/Sign inspection &amp; evaluation report [Chief, HWMS] (1 working days);</li> <li>6. Review/Sign inspection &amp; evaluation report and endorse to Office of the Director [Chief, EQMD] (1 working days);</li> <li>7. Review/Sign Importer Registry Certificate [EMB Director] (2 working days);</li> <li>8. Released signed Importer Registry Certificate [Record Section]</li> </ol>	20 working days	Php 3,000.00/ Importation Clearance	<p>EMB Cashier Section EMB Record Section Environmental Quality Management Division (EQMD) Hazardous Waste Management Section (HWMS) EVALUATORS (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 Records Section</p>

