

**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)
Registration for Treatment, Storage and Disposal (TSD) Facility	Treatment, Storage and Disposal (TSD) Facility	<ol style="list-style-type: none"> 1. Official Letter of Request 2. Duly notarized Affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application 3. Accomplished Registration Form for HW Treater (Form B ver. 2018) 4. Copy of Environmental Compliance Certificate (ECC) 5. Valid Permit to Operate 6. Valid Discharge Permit 7. Environmental Guarantee Fund (as per DAO 2000-05) 8. Initial Environmental Examination (IEE) or Environmental Impact Statement (EIS) submitted to EMB Regional Offices 9. Process Flow Diagram and detailed description of each treatment/recycling process identifying all/by products and residues 10. Pollution Control Officer accreditation certificate 11. Storage Management plan for raw materials, residues, by-products and end-products 12. Long term plan for the recycled/ processed/end-product 13. Photograph/s of the facilities showing processing areas, storage areas 14. Contingency and Emergency Plan based on Hazard Identification and Risk Assessment Studies 15. Accountability Statement (duly notarized) 16. Valid Contract with a registered Transporter(s) 17. Chemical Control Order (CCO) [Cyanide, Mercury, Lead, ODS, PCB and Asbestos] (if applicable) 	<p>APPLICANT: Submit applicaiton together with the documentary requirements to EMB Regional Office</p> <p>EMB REGIONAL OFFICE: Hazwaste Permitting Section</p> <ol style="list-style-type: none"> 1. Assess the completeness of documents submitted <p>Hazwaste Monitoring Section</p> <ol style="list-style-type: none"> 2. Inspect the facility and provide categorical recommendation (10 working days aftere receipt from the HWMS Permitting Section) 3. Request payment from the proponent and have the photocopy of the receipt forwarded to the Clearance and Permitting Division [CPD] <p>Hazwaste Permitting Section</p> <ol style="list-style-type: none"> 4. Consolidate the application documents including the Inspection Report and prepare transmittal for the initial of CPD Chief and Regional Director endorsement signature (5 working days from the date of payment and receipt of the Inspection Report from Environmental Monitoring and Enforcement Division [EMED]) <p>EMB CENTRAL OFFICE:</p> <ol style="list-style-type: none"> 5. Review the recommendation of the Regional Office; Prepare evaluation report and TSD Registration Certificate; Sign evaluation report and endorse together with the TSD Registration Certificate [HWMS Evaluator]; 6. Review/Sign evaluation report and endorse to EQMD [Chief, HWMS Section]; 7. Review/Sign evaluation report and endorse to Office of the Director [Chief, EQMD] (3 working days) 8. Review/sign TSD Registration Certificate [EMB Director] (2 working days) 9. Release signed TSD Registration Certificate to Applicant [EMB Record Section] 	20 working days	P15,000.00 Amendment: P1,000.00	EMB REGIONAL OFFICE Clearance and Permitting Division [CPD] - Hazwaste Permitting Section Environmental Monitoring and Enforcement Division [EMED] - Hazwaste Monitoring Section EMB CENTRAL OFFICE Hazardous Waste Management Section (HWMS) EVALUATORS (Maria Leonie Lynn Ruiz, Elizabeth Cariño, Patrick Cristobal, Santini Quiocson, Julito Tangalin, Irvin Cadavona, 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