

**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 HW Transporter	HW Transporter	<ol style="list-style-type: none"> 1. Business Permit and SEC Registration certificate 2. Duly notarized Accountability Statement on liabilities and responsibilities in case of spill or emergency 3. Duly notarized Affidavit of undertaking [vehicle(s) is (are) to be solely used in transporting HW] 4. Accomplished Registration Form for HW Transporter (Form C ver. 2018) 5. Business Permit and SEC or DTI Registration Certificate 6. Photograph of conveyance (inside and outside parts of vehicle) 7. Proof of ownership of the vehicle (Official Receipt and Certificate of Registration) 8. Registration from Land Transportation Office, including the result of air emission testing 9. Contract/s of Lease and/or Deed/s of Sale of the vehicle/s, (if applicable) 10. Provision of an appropriate facility that will be used as garage for the vehicles (include sketch map and photographs) 11. Name of Drivers and other personnel including proof of competency: <ol style="list-style-type: none"> a. Certification of Professional Driver's License, indicating that the proposed that the drivers have the appropriate licenses to drive the vehicles for waste transport b. Certificate of Training from duly recognized trainings on waste management and emergency preparedness and response 12. Pollution Control Officer (PCO) Accreditation 13. Contingency and Emergency Plan based on Risk Assessment Studies 14. Financial guarantee (commercial insurance, surety bond, trust fund, or a combination thereof, whose amount is commensurate to the identified risks and callable upon demand by the Department during spill or emergency) 15. Valid contract with a registered TSD facility (ies) 16. Summary of Transport Permit issued (for renewal) 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 1. Assess the completeness of documents submitted Hazwaste Monitoring Section 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 Pemitting Division [CPD] Hazwaste Permitting Section 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> <p align="right">EMB</p> <p>CENTRAL OFFICE: 5. Review the recommendation of the Regional Office; Prepare evaluation report and TSD Registration Certificate; Sign evaluation report and endorse together with the HW Transporter 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 HW Transporter Registration Certificate [EMB Director] (2 working days) 9. Release signed TSD Registration Certificate to Applicant [EMB Record Section]</p>	20 working days	Php 1,000/vehicle Amendment: Php 1,000/vehicle Php 500/waste	EMB REGIONAL OFFICE Clearance and Pemitting 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