

12. Application for Importation Clearance for Recyclable Materials Containing Hazardous Substances

Consistent with Department Administrative Order (DAO) No. 28, Series of 1994, Department Administrative Order (DAO) No. 28, Series of 1997, Department Administrative Order (DAO) No. 27, Series of 2004 and Department Administrative Order (DAO) No. 66, Series of 2004, importation of recyclable materials containing hazardous substances, shall be allowed only upon obtaining prior written from the Secretary of the Department of Environment and Natural Resources or his duly authorized representative and in accordance with the rules and regulations stipulated herein.

Office or Division:	Environmental Quality Management Division – Hazardous Waste Management Section, EMB Central Office	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who May Avail:	Registered Importer of Recyclable Materials Containing Hazardous Substances	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Official Letter of Request	To be prepared by applicant	
2. Filled-up Application Form	To be prepared by applicant (Application form can be downloaded to www.emb.gov.ph Hazardous Waste Management page)	
3. Duly notarized Affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application	To be prepared by applicant	
4. Environmental Compliance Certificate (ECC)	EMB Regional Office	
5. Permits to Operate <ul style="list-style-type: none"> • Air Emission Source Installation • Wastewater Treatment Facilities 	EMB Regional Office	
6. Photograph (s) of the warehouse/ facility showing proper storage and labelling (Sec. 6 of DAO 2013-22) of the Imported Recyclable Materials	To be prepared by applicant	
7. Notification/ Consent of Exporting Country	EMB Central Office	
8. Registered/ Accredited Recycler (if applicable)	To be prepared by applicant	



9. Insurance (shipment)	To be prepared by applicant			
10. Purchase Order	To be prepared by applicant			
11. Last Bill of Lading	To be prepared by applicant			
12. Affidavit of Joint Undertaking of Exporter/ Importer	To be prepared by applicant			
13. Pollution Control Officer accreditation certificate	EMB Regional Office			
17. Emergency Contingency Plan	To be prepared by applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete requirements to EMB Central Office	Screening officer to check if application is complete. If complete, note completeness for acceptance by Records Section. If incomplete, inform the applicant of the deficiency			HWMS - Screening Officer
Submit application to Records Section.	Receive the application. Route to EQMD		1 day	Records Section
	Receive and route to EQMD-HWMS		1 day	EQMD
	Route application to designated HWMS Evaluator			HWMS Chief
	Evaluate application		9 days	HWMS Evaluator
Receive advise for payment	Advise applicant for payment			HWMS Evaluator
Get Order of Payment	Fill-up Order of Payment with the corresponding applicant detail and fees to be paid			HWMS Staff
Payment of Fees	Receive payment and issue Official Receipt	PhP 3,000.00 / Importation Clearance		Cashier
	Prepare the evaluation report and Importation Clearance. Sign evaluation report, affix initial to Importation Clearance and endorse to Chief, HWMS			HWMS Evaluator
	Review application and evaluation report. Sign evaluation report, affix initial to Importation Clearance and endorse to EQMD		2 days	HWMS Chief
	Review application and evaluation report. Sign evaluation report, affix initial to Importation Clearance and endorse to Office of the Director		2 days	EQMD Chief
	Review application and evaluation report. Sign Importation Clearance		5 days	EMB Director



EMB

	Endorse to Records Section			EMB Office of the Director
Pick up Importation Clearance at EMB CO Records Section or EMB Regional Office and review including all conditions	Check proof of payment and release the Importation Clearance or send via courier to EMB Regional Office having jurisdiction over the location of the Importer			Records Section
	TOTAL:	PhP 3,000.00 per Importation Clearance	20 working days	