

Citizen's Charter Process No. _____



















Name of Agency : EMB XII - Clearance and Permitting Division (CPD)
 Hazardous Waste and Chemical Permitting Section

Frontline Service : Issuance of Hazardous Waste Generators ID (On line)

Schedule of Availability of Service : Monday to Sunday

Who May Avail of the Service : Clients required to apply HWG ID, and Walk-in Clients

How to Avail of the Service : Visit the website www.philhazwastetracksys.com.

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT OF FEES (G)
1	Pay Corresponding Registration Fees 	Prepares Order of Payment	Nasroden Mackno EMS I 	15 minutes	a) Process flow diagram of all waste streams b) Mas Balance of manufacturing process (if applicable) c) Description of existing waste management plan d) Analysis of waste(s) (if applicable) e) Copy of Environmental Compliance Certificate (ECC) f) Copy of valid Permits to Operate Pollution Sources and Control Facilities g) Pollution Control Officer (PCO) Accreditation Certificate	Php 600.00
		Receives payment and Issues Official Receipt	Paula Palermo Cashier 	15 minutes		
2	Fill out Registration Information in the Online Hazardous Wastes Database 	Reviews/Evaluates the Registration Information	Engr. Elias Mamongcal Chief, HWCPS 	2 days		
		Conduct Site Inspection	Engr. Elias Mamongcal Chief, HWCPS 	4 days		
		Prepares the HWG Registration Certificate	Nasroden Mackno EMS I 	1 hour		
		Initial Sign the Certificate	  Engr. Elias Mamongcal Chief, HWCPS Engr. Leonardo Moliva OIC-Chief, CPD	15 minutes		
		Signs the Certificate	Ma. Socorro Lanto Regional Director 	15 minutes		
		Release the Certificate	Febe Arana Records Officer 	30 minutes		
						
3	Receives the HWG Registration Certificate					