

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 Permit to Transport (PTT) Hazardous Wastes (HW)

Schedule of Availability of Service : Monday to Friday, 8:00 am to 5:00 pm

Who May Avail of the Service : Clients that will be transporting Hazardous Wastes

How to Avail of the Service : Visit the EMB Office and submit the required documents.

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT OF FEES (G)
1	Files/Submits Application 	Screen/Checks completeness of application	Nasroden Mackno EMS I 	30 minutes	a) Letter of Request (Transmittal) b) Notarized Application Form c) Notarized Memorandum of Service Agreement (TSD, Generator and Transporter) d) Transport Management Plan to include Schedule and Route of Transport e) Copies of the most recent SMR of the waste generator officially submitted to EMB f) Copies of Generator, Transporter and TSD Registration Certificates	Php 500.00 per type of waste
		Prepares Order of Payment	Nasroden Mackno EMS I 	15 minutes		
2	Pay Corresponding Fees 	Receives Payments and Issuance of Official Receipt	Paula Palermo Cashier 	15 minutes		
		Receives the application	Jezreel Domingo EMS I / RD Secretary 	15 minutes		
		Evaluates the Application	Engr. Elias Mamongcal Chief, HWCPS 	1 day		
3	Assist in the conduct of Ocular Inspection 	Conducts Site Inspection	Nasroden Mackno EMS I 	4 days		
		Prepares Inspection Report		1 day		
		Reviews and Recommends for Issuance of PTT		Engr. Leonardo Moliva OIC-Chief, CPD 		
		Approves/Disapproves the PTT	Ma. Socorro C. Lanto Regional Director 	15 minutes		
4	Receive the PTT 	Release the PTT	Febe Arana Records Officer 	30 minutes		