

#### 4. Chemical Control Order (CCO) Registration Certificate for Polychlorinated Biphenyls (PCBs)

Pursuant to DENR Administrative Order 1992-29, if the Department has determined that the use, storage, transport, process, manufacture, import or export of any new substance or a priority chemical poses an unreasonable risk or hazard to public health or the environment, the Department may issue a Chemical Control Order. Establishments that use, store, transport, process, manufacture, import or export such chemicals under CCO are required to secure from EMB a CCO Registration Certificate.

<b>Office or Division:</b>	EMB-CPD			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
<b>Who May Avail:</b>	Establishments that import, manufacture, sell, transfer, distribute and use PCBs, PCB equipment, PCB-contaminated equipment, non-PCB equipment, PCB articles and PCB packaging in commercial buildings and industrial facilities, including the use and possession by electric utilities and are required to secure from EMB a CCO Registration Certificate.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt		Environmental Management Bureau-R01		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the Office for account creation	1. Access and opens the PCB Tracker Startpage	None	1 minute	Evaluator/ Section Chief
2. Input the data required in the registration page.	2. Prepare Bill of Particulars	None	2 minutes	CHWMS Staff
3. Proceed to Finance and Admin Division for the issuance of the Order of Payment	3. Issue Order of Payment	None	2 minutes	FAD Staff
4. Pay the Registration Fees at the Cashier's Office	4. Accept payment and issue Official Receipt	<b>₱2,800.00</b> (Filing Fee) <b>₱30.00</b> (DST)	5 minutes	Cashier
5. Input the Official Receipt Number in the Registration	5. Validate and Photocopies the Official Receipt	None	2 minutes	CHWMS Staff



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6. Submit Registration to EMB	<p>6.1. Review the provided information and approve the Registration online .</p> <p>Draft a PCB Certificate of Registration manually and forward application to the Division Chief</p>	None	<b>3 days</b>	Evaluator/ Section Chief
	6.2. Forward Certificate to the Regional Director	None	<b>2 days</b>	Division Chief
	6.3. Sign the Certificate	None	<b>2 days</b>	Regional Director
	6.4. Forward signed Certificate to CHWMS-CPD for scanning	None	2 hours	ORD Staff
	6.5. Scan the approved Certificate and forward application to Records Unit for mailing.	None	1 hour	CHWMS Staff
	6.6. Mail the approved Certificate to the applicant.	None	1 hour	Records Unit
7. Receives the copy of the approved Registration Certificate.				
<b>TOTAL:</b>		<b>₱2,830.00</b>	<b>7 working days</b>	