

10. Registration for Hazardous Waste Transporter – New/Renewal

Registration of companies that are authorized to transport hazardous wastes.

Office or Division:	EMB Central Office	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who May Avail:	HW Transporters	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Official Letter of Request	Prepared by applicant
	2. Duly notarized Affidavit attesting to the truth, accuracy and genuineness of all information and documents contained in the application	Prepared by applicant
	3. Duly notarized accountability Statement on liabilities and responsibilities in case of spill or emergency	Prepared by applicant
	4. Duly notarized affidavit of undertaking [vehicle(s) is (are) to be solely used in transporting HW]	Prepared by applicant
	5. Accomplished Registration Form for HW Transporter (Form C ver.2018)	Prepared by applicant
	6. Business Permit	City or Municipality of applicant
	7. SEC or DTI Registration	SEC or DTI
	8. Vehicle's Official Receipt (OR) and Certificate of Registration (CR) issued by LTO.	Land Transportation Office (LTO)
	9. Contract of Lease/Deed of Sale of vehicle(s) (if applicable)	Prepared by applicant
	10. List of Drivers and other personnel including Professional Driver's Licenses and Certificate of Training on hazardous waste management from EMB-recognized training organizations	Prepared by applicant
	11. Valid emission test result	Emission Testing Facility



12. Contingency and Emergency Plan	Prepared by applicant			
13. Financial Guarantee (commercial insurance, surety bond, trust fund or a combination thereof, whose amount is commensurate to the identified risk and callable upon demand by the Department during spill or emergency)	Obtained by applicant from financial institutions			
14. Valid contract with TSD Facility(ies) for the specific wastes to be included in the HW Transporter registration	Prepared by applicant with TSD Facility(ies)			
15. Valid Pollution Control Officer Accreditation Certificate	Prepared by applicant			
16. Summary of Permit to Transport (PTT) issued (for renewal application)	Prepared by applicant			
17. Chemical Control Order (CCO) [Cyanide, Mercury, Lead, ODS, PCB and Asbestos] (if applicable)	Prepared by applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office screening officer.	1.1. Screen the completeness of the application documents. <i>**Complete documents shall only be accepted.</i>	None	10 minutes	Screening Officer
	1.2. Accept application and endorse to Evaluator	None	10 minutes	Screening Officer
	1.3. Conduct substantial review of the submitted documents and forward to the Environmental Monitoring and Enforcement Division for Inspection	None	2 days	Evaluator



	<p>1.4. Conduct inspection and provides categorical recommendation</p> <p>Upon approval of Inspection Report, forward to CPD for final review</p>	None	8 days	EMED
	<p>1.5. Conduct final review and prepare Endorsement Letter to EMB Central Office and forward to the Section Chief for further evaluation</p>	None	2 days	Evaluator
	<p>1.6. Review Evaluation Result and forward the endorsement letter to Division Chief for recommendation</p>	None	2 days	Section Chief
	<p>1.7. Recommend Endorsement Letter to the Regional Director for approval</p>	None	2 days	Division Chief
	<p>1.8. Approve the Endorsement Letter, and forward approved letter, inspection report and application documents to CPD</p>	None	2 days	Regional Director



	1.10. Inform the applicant to pay the Registration Fee and prepare the Bill of Particulars	None	2 hours	Screening Officer
2. Proceed to Finance and Admin Division for the Order of Payment	2. Issue Order of Payment	None	10 minutes	FAD Staff
3. Pay the Registration Fee at the Cashier's Office	3.1. Accept payment and issue Official Receipt	₱1,000.00 per vehicle + ₱30.00 (DST)	10 minutes	Cashier
	3.2. Attach copy of the Official Receipt to the application documents and forward to the Records Unit together with the approved letter and inspection report; mail documents to EMB Central Office for processing and further evaluation of the application	None	10 minutes	Screening Officer
TOTAL:		₱1,000.00 per vehicle + ₱30.00	20 days	