

## 11. Registration for Treatment, Storage and Disposal Facility (TSD) – New/Amendment/Renewal

Registration of establishments that are authorized to treat, store or dispose of hazardous wastes (New/Amendment/Renewal)

<b>Office or Division:</b>	EMB Central Office and EMB Regional Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who May Avail:</b>	Treatment, Storage and Disposal Facilities	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	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. Accomplished Registration Form for HW Treater (Form B ver.2018)	EMB Website or EMB Regional Office
	4. Copy of Environmental Compliance Certificate (ECC)	Provided by the applicant; obtained from EMB
	5. Valid Permit to Operate (if applicable)	Provided by the applicant; obtained from EMB
	6. Valid Discharge Permit (if applicable)	Provided by the applicant; obtained from EMB
	7. Environmental Guarantee Fund (as per DAO 2000-05)	To be arranged by applicant with a bank, insurance or bonding company
	8. Initial Environmental Examination (IEE) or Environmental Impact Statement (EIS) submitted to EMB Regional Offices	Provided by the applicant
	9. Process flow and detailed description of each treatment, recycling, disposal process identifying all by-products, end-products and residue	Prepared by applicant
	10. Storage Management Plan for raw materials, residues, by-products and end-products)	Prepared by applicant
	11. Long-term plan for the recycled, processed, recovered and end-products	Prepared by applicant



12. Contingency and Emergency Plan		Prepared by applicant		
13. Valid Pollution Control Officer Accreditation Certificate		Provided by the applicant; obtained from EMB		
14. Valid contract with registered HW Transporter(s)		Prepared by applicant		
15. Chemical Control Order (CCO) [Cyanide, Mercury, Lead, ODS, PCB and Asbestos] (if applicable)		Provided by the applicant; obtained from EMB		
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
	1.4. Conduct inspection and provide categorical recommendation  Upon approval of Inspection Report, forward to CPD for final review	None	8 days	EMED



	1.5. Conduct final review and prepare Endorsement Letter to EMB Central Office and forward to the Section Chief for further evaluation	None	2 days	Evaluator
	1.6. Review Evaluation Results and forward the endorsement letter to Division Chief for recommendation	None	2 days	Section Chief
	1.7. Recommend Endorsement Letter to the Regional Director for approval	None	2 days	Division Chief
	1.8. Approve the Endorsement Letter, and forward approved letter, inspection report and application documents to CPD	None	2 days	Regional Director
	1.9. 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 issues Official Receipt	<b>₱15,000.00</b> (Filing Fee) + <b>₱30.00</b> (DST)	10 minutes	Cashier



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	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 for mailing to EMB Central Office for processing and further evaluation of the application	None	10 minutes	Screening Officer
	<b>TOTAL:</b>	<b>₱15,030.00</b>	<b>20 days</b>	