

## 5. Small Quantity Importation (SQI) Clearance

Pursuant to DENR Administrative Order 1992-29, the Department shall establish mechanisms for identifying, screening and evaluating new chemicals (defined as not included in the Philippine Inventory of Chemicals and Chemical Substances) before becoming commercially available in the Philippines.

<b>Office or Division:</b>	EMB-CPD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
<b>Who May Avail:</b>	Importers of new substance (as pure or component) for the purpose of sample, research and development or small volume importer (<1,000kg/year)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt		Environmental Management Bureau-R01		
Accomplished and notarized application form*		Auto-generated from the OPMS		
Copy of the Business Permit of the Warehouse/Storage Facility*		Local Government Unit with jurisdiction over the establishment		
Copy of the Business Permit or SEC Registration of the Office*		Local Government Unit with jurisdiction over the establishment		
Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) of the product containing the 100% by weight declaration of the components/composition of the product*		Supplier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Open the OPMS thru <a href="http://emb.gov.ph">emb.gov.ph</a> , and create an account by filling out the data in the Registration Page.				



<p>2. Log in to the log-in page of the OPMS using the e-mail address and password provided during registration; provide all data required and uploads the documentary requirements.</p>	<p>1. Screen completeness and conducts substantive of the submitted documents.</p> <p>If complete and substantial, return the application with auto-generated Bill of Particulars for the payment of necessary fees. Otherwise, application shall be returned to the applicant.</p> <p><i>**Note: SQI Clearance shall only be issued for the import of new chemicals not exceeding 1000kg/yr. Otherwise, the applicant shall be required to apply for a PMPIN Compliance Certificate to be evaluated by EMB-CO.</i></p>	<p>None</p>	<p>7 days</p>	<p>Evaluator/ Section Chief</p>
<p>3. Print the Order of Payment and proceeds to the EMB-RO for payment</p>	<p>2. Prepare Bill of Particulars</p>	<p>None</p>	<p>2 minutes</p>	<p>CHWMS Staff</p>
<p>4. Proceed to Finance and Admin Division for the manual issuance of the Order of Payment</p>	<p>3. Issuance of Order of Payment</p>	<p>None</p>	<p>2 minutes</p>	<p>FAD Staff</p>
<p>5. Pay the</p>	<p>4. Accept payment</p>	<p><b>₱600.00 per</b></p>	<p>5 minutes</p>	<p>Cashier</p>



Registration Fees at the Cashier's Office	and issue Official Receipt	<b>chemical</b> (Filing Fee) <b>₱30.00</b> (DST)		
6. Upload copy of the Official Receipt in the OPMS	5.1. Validate the uploaded proof of payment and conducts substantial review of the submitted documents;  If substantial, draft Certificate and forward application to the Division Chief;	None	<b>10 days</b>	Evaluator/ Section Chief
	5.2. Recommend approval	None	<b>5 days</b>	Division Chief
	5.3. Approves application	None	<b>5 days</b>	Regional Director
7. Download copy of the approved Registration Certificate		None		
<b>TOTAL:</b>		<b>₱600.00 per chemical</b> + <b>₱30.00</b>	<b>20 working days</b>	