

## 1. Wastewater Discharge Permit (New)

Pursuant to Section 14, Article Two, Chapter 2 of Republic Act No. 9275, otherwise known as the Philippine Clean Water Act of 2004, all owners or operators of facilities that discharge regulated effluents shall secure a permit to discharge, which serves as the legal authorization granted by the Department to discharge wastewater, provided that the discharge permit shall specify among others, the quantity and quality of effluent that said facilities are allowed to discharge into a particular water body, compliance schedule and monitoring requirement.

Accordingly, through this permitting procedure, the Department shall encourage the adoption of waste minimization and waste treatment technologies when such technologies are deemed cost effective.

<b>Office or Division:</b>	EMB- Clearance and Permitting Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business	
<b>Who May Avail:</b>		
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Letter Request addressed to the EMB Regional Director	Proponent shall prepare the letter-request.
	2. Notarized Application Form	Download from the EMB Online Permitting and Monitoring (OPMS)/System website
	3. Notarized Engineer's Report	Prepared and signed by a registered Chemical/Sanitary Engineer and approved by the proponent
	4. Result of Laboratory Analysis (ROLA)	DENR Accredited Laboratory
	5. Site Development Plan	Prepared and signed by a registered Chemical/Sanitary Engineer and approved by the proponent
	6. Vicinity Map	Prepared and signed by a registered Chemical/Sanitary Engineer approved by the proponent
	7. Built-in Plan of Wastewater Treatment Facility and Wastewater Line Layout	Prepared and signed by a registered Chemical/Sanitary Engineer approved by the proponent
	8. Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC)	EMB Central Office/EMB Regional Office
	9. DTI Certificate or SEC	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC)
	10. Certificate of Pollution Control Officer (PCO) Accreditation or PCO Designation	PCO Accreditation issued by the EMB Regional Office OR



		Designation issued by the proponent		
11. Application Fee Official Receipt and Permit Fee Official Receipt		EMB Regional Office Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Create a WWDP Online Account and Submit WWDP Application <ul style="list-style-type: none"> <li>• Access the WWDP Online System</li> <li>• Register the WWDP Online Account</li> <li>• Prepare a WWDP Application</li> <li>• Upload WWDP Requirement</li> <li>• Submit WWDP Application</li> </ul>	Check the completeness of the requirements submitted; otherwise the application shall be returned to the proponent thru online.  If complete, filter the application per area and forwards the application to the designated case handler.	None	within the day	Screening Officer
	Conduct substantive review and assessment of the Engineer's Report, conduct site verification/ inspection if necessary. If substantially complete an assessment of fees will prepared otherwise the application will be returned to the proponent thru online.	None	6 days	Casehandler
Download through online the Order of	Accepts Payment and Issues Official	Application fee –	within the day	EMB Cashier



<p>Payment and Pay the Application Fee / Permit Fee at the Cashier Office</p>	<p>Receipt</p>	<p>Php95.00</p>	<p>Permit Fee (w/o Heavy Metals) -</p>	<ul style="list-style-type: none"> <li>• Php2,000 per year for &lt;10cu.m./ day</li> <li>• Php2,200 per year for &gt;10 to 30 cu.m./ day</li> <li>• Php2,500 per year for &gt;30 to 100 cu.m./day</li> <li>• Php2,700 per year for &gt;100 to 150 cu.m./day</li> <li>• Php3,300 per year for above 150 cu.m./day</li> </ul>	<p>Permit Fee (with Heavy Metals) -</p>	<ul style="list-style-type: none"> <li>• Php2,600 per year for &lt;10cu.m./ day</li> <li>• Php2,800 per year for &gt;10 to 30 cu.m./ day</li> <li>• Php3,100 per year</li> </ul>
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		for >30 to 100 cu.m./day • Php3,300 per year for >100 to 150 cu.m./day Php3,900 per year for above 150 cu.m./day		
Upload the Official Receipt Online and return the application to the case handler	Draft Wastewater Discharge Permit	none	5 days	Casehandler
	Conduct thorough evaluation and state findings on the WWDP Application and check the draft WWDP	none	3 days	Section Chief
	Conduct the final review/evaluation and subsequently recommend the Decision Document to the Regional Director for approval	none	2 days	Division Chief
	Approve the Decision Document/WWDP	none	2 days	Regional Director
Download and print the Approved WWDP				
<b>TOTAL:</b>		<b>Varies</b>	<b>20 days</b>	

## 2. Wastewater Discharge Permit (Renewal/Amendment)

Pursuant to Section 14, Article Two, Chapter 2 of Republic Act No. 9275, otherwise known as the Philippine Clean Water Act of 2004, all owners or operators of facilities that discharge regulated effluents shall secure a permit to discharge. All issued discharge permits are valid for a specific period, not to exceed five (5) years. Therefore all permit holders shall file for the renewal of their permit before the expiration date.

<b>Office or Division:</b>	EMB- Clearance and Permitting Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business	
<b>Who May Avail:</b>	Industries, Commercial, Institutions with existing Wastewater Discharge Permit	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Letter Request addressed to the EMB Regional Director	Letter shall be prepared by the proponent
	2. Notarized Application Form	Download from the EMB Online Permitting and Monitoring System website
	3. Notarized Updated Engineer's Report (for amendment only)	Prepared and duly signed by a registered Chemical/Sanitary Engineer approved by the proponent
	4. Result of Laboratory Analysis (ROLA)	DENR Accredited Laboratory
	5. Self-Monitoring Report (SMR) for 1 year (Module 1 & 3 only)	Prepared by the Pollution Control Officer (PCO)
	6. Previous WWDP	EMB Regional Office or proponent's file copy
	6. Site Development Plan ( <i>for amendment only with expansion/modification of the site or relocation of wastewater treatment facility/s</i> )	Prepared and duly signed by a registered Chemical/Sanitary Engineer approved by the proponent
	7. Built-in Plan of Wastewater Treatment Facility and Wastewater Line Layout ( <i>for amendment only with modification or relocation of wastewater treatment facility/s</i> )	Prepared and duly signed by a registered Chemical/Sanitary Engineer and approved by the proponent
	8. Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) ( <i>for amendment only</i> )	EMB Central Office/EMB Regional Office or proponent's file copy if already secured
	10. DTI Certificate or SEC ( <i>for amendment only if change of owner/company name</i> )	Department of Trade and Industries or Security Exchange Commission
	11. Certificate of Pollution Control Officer (PCO) Accreditation or PCO Designation	Accreditation issued by the EMB Regional Office or Designation of a PCO by the proponent



12. Application Fee Receipt and Permit Fee Receipt		EMB Regional Office Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Create WWDP Online Account and Submit WWDP Application <ul style="list-style-type: none"> <li>• Access to the WWDP Online System</li> <li>• Register of WWDP Online Account</li> <li>• Prepare a WWDP Application</li> <li>• Upload WWDP Requirement</li> <li>• Submit WWDP Application</li> </ul>	<p>Check the completeness of the requirements submitted otherwise the application will be returned to the proponent thru online.</p> <p>If complete, filter the application per area and forward the application to the designated case handler.</p>	None	within the day	Screening Officer
	Conduct substantive review and assessment of the Engineer's Report, conduct site verification/ inspection if necessary. If substantially complete an assessment of fees will prepared otherwise the application will be returned to the proponent thru online.	None	6 days	Casehandler
Download the Order of Payment and Pay the Application Fee / Permit Fee at the	Accept Payment and Issue Official Receipt	Application fee – Php95.00 Permit Fee (w/o	within the day	EMB Cashier



Cashier Office		<p>Heavy Metals) -</p> <ul style="list-style-type: none"> <li>• Php2,000 per year for &lt;10cu.m./day</li> <li>• Php2,200 per year for &gt;10 to 30 cu.m./day</li> <li>• Php2,500 per year for &gt;30 to 100 cu.m./day</li> <li>• Php2,700 per year for &gt;100 to 150 cu.m./day</li> <li>• Php3,300 per year for above 150 cu.m./day</li> </ul> <p>Permit Fee (with Heavy Metals) -</p> <ul style="list-style-type: none"> <li>• Php2,600 per year for &lt;10cu.m./day</li> <li>• Php2,800 per year for &gt;10 to 30 cu.m./day</li> <li>• Php3,100 per year for &gt;30 to 100 cu.m./day</li> <li>• Php3,300 per year for &gt;100 to 150 cu.m./day</li> <li>• Php3,900 per year for above 150 cu.m./day</li> </ul>		
Upload the Official Receipt Online and return the application to the case handler	Draft Wastewater Discharge Permit	none	5 days	Casehandler
	Conduct thorough evaluation and state findings on the WWDP Application and	none	3 days	Section Chief



	check the draft WWDP			
	Conduct the final review/evaluation and subsequently recommend the Decision Document to the Regional Director for approval	none	2 days	Division Chief
	Approve the Decision Document/WWDP	none	2 days	Regional Director
Download and print the Approved WWDP				
<b>TOTAL:</b>		<b>Varies</b>	<b>20 days</b>	