

Citizen's Charter No. 1










Name of Office : Clearance and Permitting Division – Hazardous Waste and Chemicals Permitting Section

Frontline Service : **PROCESSING OF CCO IMPORTATION CLEARANCE APPLICATION( CN, Hg, Asbestos)**

Schedule of Availability of Service : Monday – Friday, 8:00 AM – 5:00 PM

Who May Avail of the Service : Importers of Cyanide ( CN), Mercury ( Hg) and Asbestos

How to Avail of the Service : File Application for CCO Importation Clearance

Step No.	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Document Needed
1	Proceeds to the Officer of the Day for proper guidance	Provides guidance to the Clearance Permitting Division (CPD)	2 minutes	Officer of the day	None	None
2	Submits application documents to the section concerned	Reviews and Evaluates the completeness of the application documents	30 minutes	 Section chief/staff	None	None
3	Gets the order of payment from the section staff	If complete, the staff issues order of payment	10 minutes	 Section chief/staff		Complete documents
4	Proceeds to the payment of the application fee	Receives payment for the Importation Clearance application	30 minutes	 Cashier	700.00/ chemical	Order of payment
5	Submits the documents with photocopied Official Receipt at the Office of the Regional Director	Receives routed application documents for processing	1 day	 ORD Secretary	None	Application form with notarization and complete attachments
6	Claims the CCO Importation Clearance	<p>Schedules for site inspection ↓</p> <p>Conducts Site inspection ↓</p> <p>Prepares inspection report, CCO Importation Clearance and transmittal letter ↓</p> <p>Submits to the Division Secretary for record ↓</p> <p>Submits all documents to the ORD office for signature ↓</p> <p>Receives all documents for tracking ↓</p> <p>Receives all documents for barcoding and for release</p>	<p>10-15 days</p> <p>4 days</p>	<p> Section chief/staff</p> <p> Division Secretary</p> <p> ORD Secretary</p> <p> DTIS Incharge</p> <p> Records Management unit</p>	None	None