

Citizen's Charter No. 6












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

Frontline Service : **Processing of Online Application for Hazardous Waste Generator DENR - ID**

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

Who May Avail of the Service : Industries/ Establishments which are hazardous wastes generators

How to Avail of the Service: File online application thru [www.philhazwastetracksys.com](http://www.philhazwastetracksys.com)

Step No.	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Document Needed
1	Proceed to the Officer of the Day for proper guidance	Provide guidance to the Clearance Permitting Division (CPD)	2 minutes	Officer of the day	None	None
2	Request clear orientation on the online registration provided with flowchart on online registration	Remind to completely fill-up the important information and the necessary requirements needed on the online registration	5-10 minutes	 Section Chief/ Staff	None	Registration Fee for Hazardous Waste Generator, Flow chart, Hazardous Waste Management Plan, ECC/CNC Permits, Certificate, Relevant Trainings, and PCO Accreditation
3	Gets Order of Payment for New registrants ( for old registrants no longer need)	Issues Order of Payment	3-5 minutes	 CPD-HW Staff		
3	Pay the Administrative Fee	Receives the photocopy of the Registration Fee receipt	3-5 minutes	 Cashier	₱ 600 for Hazardous Waste Registration of Hazardous Waste Generators DENR-ID	Order of Payment
4	Provides photocopy of the official receipt ( for new registrant only)	Receives the photocopied Official Receipt	2 minute	 Section chief/staff	None	Original OR
5	Proceed to Registration of online application whether old or new	<p>Review , evaluate , and, scrutinize the attachments required on the online registration</p> <p style="text-align: center;">↓</p> <p>If completely filled up</p> <p style="text-align: center;">↓</p> <p>Receive the application on the online registration and Conduct on site inspection</p> <p style="text-align: center;">↓</p> <p>Update the online registration and to receive the assigned Hazardous Waste ID No.</p> <p style="text-align: center;">↓</p> <p>Prepare transmittal, and registration Certificate.</p> <p style="text-align: center;">↓</p> <p>HW-CPD Staff process the application, by preparing transmittal, and registration Certificate</p> <p style="text-align: center;">↓</p> <p>Submit to the secretary of the Chief CPD for RD signature</p> <p style="text-align: center;">↓</p> <p>Records Section releases the original Certificate of DENR ID, and transmittal</p>	<p>30 minutes</p> <p style="text-align: center;">15-20 days</p>	<p> Section Chief/staff</p> <p> Receiving Clerk</p> <p> Regional Director</p> <p> Records</p> <p> Chief, Clearance Permitting Division</p> <p> HW-CPD Staff/HW CPD Section Chief, for recording/filing</p>	None	None
5	Affixes signature to the Certificate of Accreditation and transmittal	<p>HW-CPD Staff countersigned the copy of Hazwaste Manifest Form.</p> <p style="text-align: center;">↓</p> <p>Regional Director affixes his signature</p> <p style="text-align: center;">↓</p> <p>Chief Section of HW - CPD refer the receive file copy to HW-CPD staff for records.</p> <p style="text-align: center;">↓</p> <p>HW-CPD staff submit to Records Section for filling.</p>	<p>3-5 minutes</p>	<p> HW-CPD staff/Records Officer</p>	None	None