

Citizen's Charter No. 4









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

Frontline Service : **Processing of Small Quantity Importation (SQI) Clearance Application**

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

Who May Avail of the Service : Importers of Chemicals with an amount/ quantity of less than 1000 Kg/year and not in the PICCS

How to Avail of the Service: File application for Small Quantity 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	500.00/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	Schedules for site inspection	15 days	 Section chief/staff	None	None
		↓ Conducts Site inspection				
		↓ Prepares inspection report, SQI Clearance and transmittal letter				
		↓ Submits to the Division Secretary for record	4 days	 Division Secretary		
		↓ Submits all documents to the ORD office for signature				
		↓ Receives all documents for tracking	 DTIS Incharge			
↓ Receives all documents for barcoding and for release	 Records Management unit incharge					