

Citizen's Charter No. 5








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

Frontline Service : **PROCESSING OF UNIFORM HAZARDOUS WASTES MANIFEST FORM APPLICATION**

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

Who May Avail of the Service : Generators who wish to transport their hazardous wastes

How to Avail of the Service : Submit Application for Hazardous Wastes Manifest Form

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	Application Attachments
5	Submits the documents at the Office of the Regional Director	Receives routed application documents for processing	1 day	 ORD Secretary	None	Application Attachments
6	Claims the Manifest Form	records the details of Manifest Application ↓ Print Manifest Form ↓ Keeps the Application for the Return of the completed Manifest form and Certificate of Treatment ↓ Release Manifest Form to the client	2-3 days	 Section chief/staff	None	None
		Issue Manifest form to the client	30 minutes	 Section Chief/Staff	None	None
7	Returns completed and notarized Manifest Form with Certificate of Treatment (not later than 45 days after issuance thereof)	Receives the Completed Manifest Form and Certificate of Treatment	30 minutes	 ORD Staff	None	Completed and notarized Manifest Form with Certificate of Treatment
		Evaluate and Records the details of the completed transport as reflected in the Manifest Form and the data of the Certificate of Treatment	1-2 days	 Section Chief/Staff	None	Completed Manifest Form and Certificate of Treatment
8		Forwards the Manifest Form application, Completed Manifest Form and Certificate of Treatment to the Records Management Unit	5-7 days	 Section Chief/Staff	None	Completed Manifest Form and Certificate of Treatment