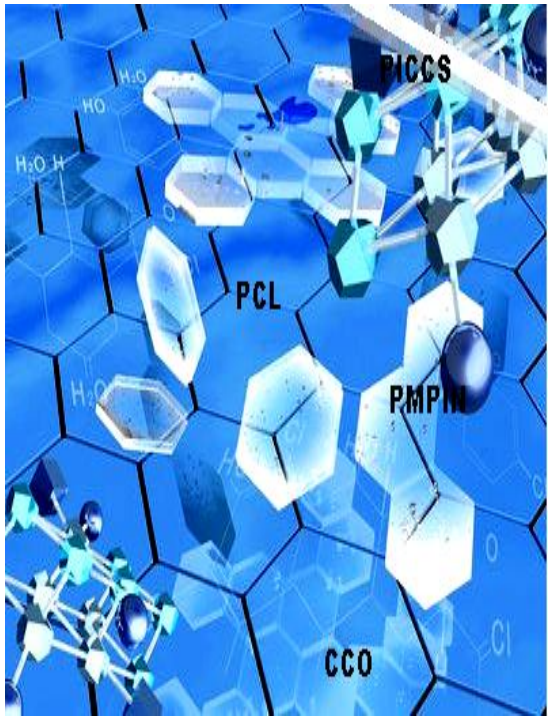
GUIDANCE MANUAL

IMPLEMENTING RULES AND REGULATIONS FOR TITLE II: THE MANAGEMENT OF CHEMICALS AND TOXIC SUBSTANCES

DENR Administrative Order No. 29
The Philippines Republic Act 6969



Environmental Management Bureau
Department of Environment and Natural Resources

Guidance Manual

DAO 29 Title II

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INTRODUCTION TO THE MANUAL

This guidance manual was conceived and prepared by the DENR - Environmental Management Bureau to guide importers, manufacturers, suppliers and users of chemicals, and pollution control officers towards their compliance to Republic Act 6969, entitled the Toxic Substances, Hazardous and Nuclear Waste Control Act. Likewise, this is designed for the use of DENR-EMB staff, professional and industrial association, and the general public.

The manual outlines the important provisions of Title II of DENR Administrative Order No. 29 series of 1992, which are the Implementing Rules and Regulation of RA 6969. Each section includes an overview of topics related to Title II, including illustration and flowchart for easy reference and guidance. The manual has four appendices, Appendix One presents the definition of terms used in the Act and the exemptions applied to Title II. Appendix Two presents various forms that have to be completed by notifiers of industrial chemicals. Appendix Three answer the most common questions raised by the industries regarding PICCS, PCL, and PMPIN. Appendix Four is a directory of the EMB Regional Offices, and the EMB Chemical Management Section.

This manual is available only in CD Form from EMB Central and Regional Offices.

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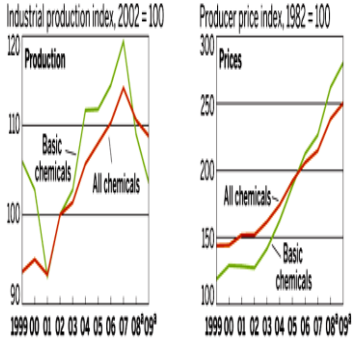
THE REPUBLIC ACT 6969

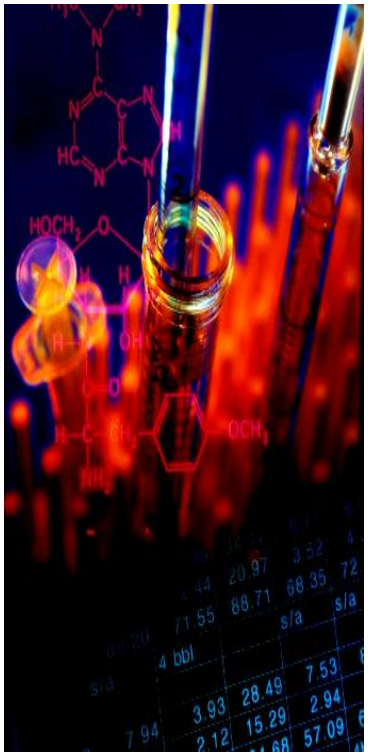
OVERVIEW

Chemicals, whether occurring in nature or manufactured in laboratories, are at the heart of any industrialized society. These chemicals help protect our health and control pests and diseases. Chemicals and chemical substances, ranging from pharmaceutical to agricultural chemicals and extending to a diverse range of applications in homes, businesses and industries, have contributed toward improving living conditions and prolonging human life.

There are hundreds of thousands of chemical compounds used worldwide. Of these, approximately 100,000 are in commercial and industrial use. Several hundred new chemicals enter the international market every year. Of the existing chemicals in commerce, less than one percent has been adequately tested to determine their potential toxicity to the human populations and the risks they pose to the environment.



The number of chemicals commonly used in such a rapidly growing country as the Philippines is less than the worldwide figure. The latest inventory of chemicals includes, approximately, 48,000 chemicals and chemical substances. As the industrial base of the country grows, this number will expand as new chemicals are manufactured and imported into the country.



Although most chemicals are beneficial and present little or no risk to the health or environment when used properly, some commonly used chemicals may pose unreasonable risk to public health and environment. The problems associated with exposure to chemicals grew as the number and quantity of chemical substances increased, and the opportunities of application expanded. Emissions, discharges, and waste from the production and use of chemicals and chemical substances contaminate water, air and land resources. The problem is compounded since the harmful effects of many chemical substances have not been studied. The impact and subsequent risks are often recognized only after many years of use and exposure. Illnesses associated with exposure to asbestos, vinyl chloride, mercury or cyanide has heightened public awareness of the risks posed by some chemicals. Certainly, information is lacking especially concerning the long-term effects of certain substances even if they are used in small concentrations.

Public concern about the harmful effects of inadvertent or international release of chemical substances directly to air, water and soil, or indirectly through food chain contamination has increased. All the sectors of the community, government and industry now recognize the importance of understanding the potential hazards and risks associated with exposure to certain chemicals and need for effective management of chemicals to minimize their effects on health and environment.

Exposure to hazardous and toxic chemicals may be occupational as in the case of the people working in industry or plants. The public may also become exposed as a result of uncontrolled industrial emissions; through accidents or spills during transport, storage and use; or improper disposal of chemicals wastes. Ingestion of contaminated water and food supplies occurs as a result of exposure to a wide range of chemical residues from agricultural and industrial sources.

In 1990, the Philippine Congress enacted the Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990, commonly known as Republic Act 6969, a law designed to respond to the increasing problems associated with toxic chemicals and hazardous and nuclear wastes. It is an act that mandates control and management of import, manufacture, process, distribution, use, transport, treatment and disposal of toxic substances, and hazardous and nuclear wastes in the country. The Act intends to protect the public health and the environment from the unreasonable risks posed by these substances in the Philippines.

The Department of Environment and Natural Resources (DENR) issued DENR Administrative Order No. 29 (DAO 29) in 1992 that outlines the implementing rules and regulations of RA 6969.

TITLES OF DAO 29	
Title I:	General Provisions and Administrative Procedures
Title II:	Toxic Chemicals Substances
Title III:	Hazardous and Nuclear Wastes
Title IV:	Common Provisions
Title V:	Prohibited Acts and Penalties

TITLE I: GENERAL PROVISIONS AND ADMINISTRIVE ROCEDURES

DENR ADMINISTRATIVE ORDER

CCO # _____
ON
MERCURY &
MERCURIC COMPOUNDS

"It is the policy of the State to regulate, restrict, or prohibit the importation, manufacture, processing, sale, distribution, use, disposal of chemical substances and mixtures that present unreasonable risk and/or injury to health or the environment; to prohibit the entry, even in transit of hazardous and nuclear wastes and their disposal into Philippine territorial limits for whatever purpose; and to provide advancement and facilitate research and studies on toxic chemicals and hazardous and nuclear wastes."

-DAO 29: Chap. I, Section 2(Declaration of Policy)

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ENVIRONMENTAL MANAGEMENT BUREAU

DAO 29 essentially provides for the regulation of all chemical substances that may pose a threat to public health and the environment, whether imported, manufacture, processed, sold, distributed, used or disposed of in the country.

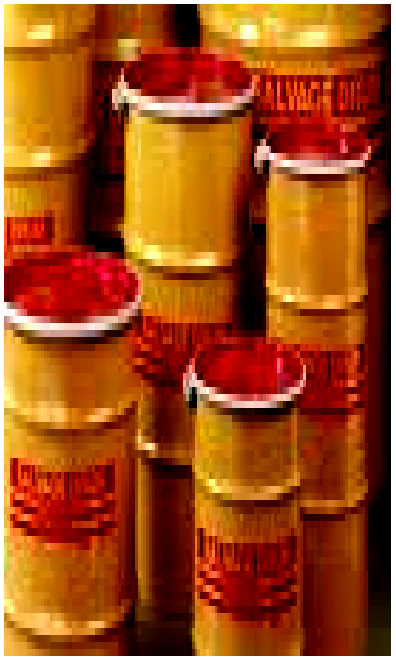
TITLE II: TOXIC CHEMICAL SUBSTANCES

In order to effectively manage the chemical substances, DENR-EMB is tasked to:

- Compile, maintain and update an inventory of chemical substances which are stored, imported, exported, used, processed, manufactured, or transported in the country. The list is known as the Philippine Inventory of Chemicals and Chemical Substances (PICCS).
- Screen the new chemical substances by seeking all available information to assess the potential risks posed by new chemical substances to the public health and to the environment.
- Establish the Philippine Priority Chemical List (PCL) to ensure that importers and manufacturers of the chemicals in PCL abide by the requirements developed by DENR-EMB for these chemicals.
- Issue Chemical Control Order (CCO) which limits, regulates and bans the use of chemical substances determined to pose unreasonable risk to public health and the environment.

TITLE III: HAZARDOUS AND NUCLEAR WASTES

To effectively manage and handle hazardous wastes, DENR-EMB requires:



- Waste generators to register and report the type and quality of waste generated, treated or transported outside the plant.
- Waste generators to prepare and submit emergency contingency plans that will respond to spills and accidents involving hazardous materials and wastes.
- Waste generators to use waste transporters and treaters duly authorizes by DENR-EMB.
- Waste transporters to secure permits from DENR-EMB before transporting any quantity of hazardous wastes.
- Waste generators, transporters and treaters to keep records and to submit reports to DENR-EMB on the transport of waste from the point of generation to its final storage, export, treatment and disposal points.
- Hazardous waste generators, treaters, and storage premises to properly store and label the waste container.
- Exporter to notify DENR-EMB regarding the export of hazardous wastes.
- Importers to secure permit from DENR-EMB regarding the import of hazardous substances for recycling purposes.

TITLE IV: COMMON PROVISIONS

Public Rights

The Philippine Constitution provides citizens of the Philippines the right to access public records. The public can access records, reports and notification of chemicals and chemical substances from DENR-EMB. PICCS and the Philippine PCL are available to any citizen upon request from DENR-EMB. A citizen may also have access to documents prepared by DENR-EMB regarding CCOs. However, DENR-EMB can withhold any confidential information contained in the above documents that are not for public scrutiny.

Industries Rights

A person who is requested to provide information on the nomination of existing chemicals, the notification of new chemicals, and the testing and assessment of chemicals may request that the information, as well as the identity of the submitter, be classified as “Confidential” and may not be disclosed publicly. Similarity, confidential data such as trade secrets and privileged financial data may be protected from disclosure by DENR-EMB when such submissions are claimed confidential and DENR-EMB validates the Confidential Business Information (CBI) claim.

TITLE V: PROHIBITED ACTS AND PENALTIES

Title V of DAO 29 establishes penalties for violators of provisions of the Republic Act 6969.

The penalties apply to administrative and criminal violations and offenses. Severe imprisonment and financial penalties are applied to violators being individuals or corporations, and Filipinos or foreigners.

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TITLE II OF DAO 29 (TOXIC CHEMICAL SUBSTANCES)

OVERVIEW of TITLE II

Through RA 6969 and DENR Administrative Order No. 29, a number of requirements and mechanisms were established for identifying, screening, and evaluating new chemicals before they become commercially available in the Philippines. Title II also provides for the evaluation of those chemicals already in use which, by virtue of occurrence, use, or toxicity, may present human health and environment concerns.

Under Title II, DENR-EMB will:

- Develop an inventory of chemicals and chemical substances used in commerce in the Philippines.
- Gather information about the toxicity of particular chemicals and the environment are exposed to them.
- Assess whether these chemicals will cause unreasonable risks to human health and the environment.
- Institute appropriate chemical control orders (CCOs) after considering their potential risks against their benefits.

This legislation also provides the means of anticipating potential problems and facilitates the implementation of timely and appropriate management and control measures for specific chemical elements, compounds, and complexes, both singly and as constituents in a mixture.

The objectives of Title II of DAO 29 are to:

- Inventory chemicals and chemical substances currently used in, manufactured in, and imported to the Philippines, and develop the Philippines Inventory of Chemicals and Chemical Substances (PICCS).

- Screen out those chemical substances that DENR-EMB determines to be posing a potentially unreasonable risk to public health, to work place, and to the environment; and develop the Philippine Priority Chemicals List (PCL).

- Require prior notification of new chemical substances to be manufactured in or imported to the Philippines, and significant new uses of certain existing chemicals; and develop a Pre-Manufacturing and Pre-Importation Notification (PMPIN) process and procedure.

- Evaluate the safety of notified new chemicals and chemical substances through the PMPIN process.

- Regulate, limit, gradually phase out, or ban those chemical substances that are determined to pose unreasonable risks to public health and environment through issuance of Chemical Control Orders (CCO).

- Educate and inform the public on the hazards and unreasonable risks in the manufacture, handling, storage, transport, processing, distribution, use and disposal of toxic chemicals.

How Title II is related to Other Acts in the Philippines?

Title II of DAO 29 relates to and complements several of existing laws and regulations in the Philippines. They include laws and rules related to pesticides, drugs, foodstuff, and cosmetics that are regulated by the following laws in the Philippines:

- RA 3720: “foods, drugs, and cosmetics” administered by the BFAD now the Food and Drugs Administration

- PD 1144: “all types of agricultural chemicals in the Philippines” administered by the Fertilizer and Pesticide Authority (FPA)

- RA 8749 (Philippine Clean Air Act) Chapter III, Article 1: provision on Fuels, Additives and Substances

- RA 9165 (Comprehensive Dangerous Drugs Act): It includes importation of dangerous drugs and/or controlled precursors and essential chemicals

It is not the intention of RA 6969 to duplicate the existing laws. Therefore, chemical and chemical substances regulated by other laws are exempt from RA 6969 requirements, unless the uses of such

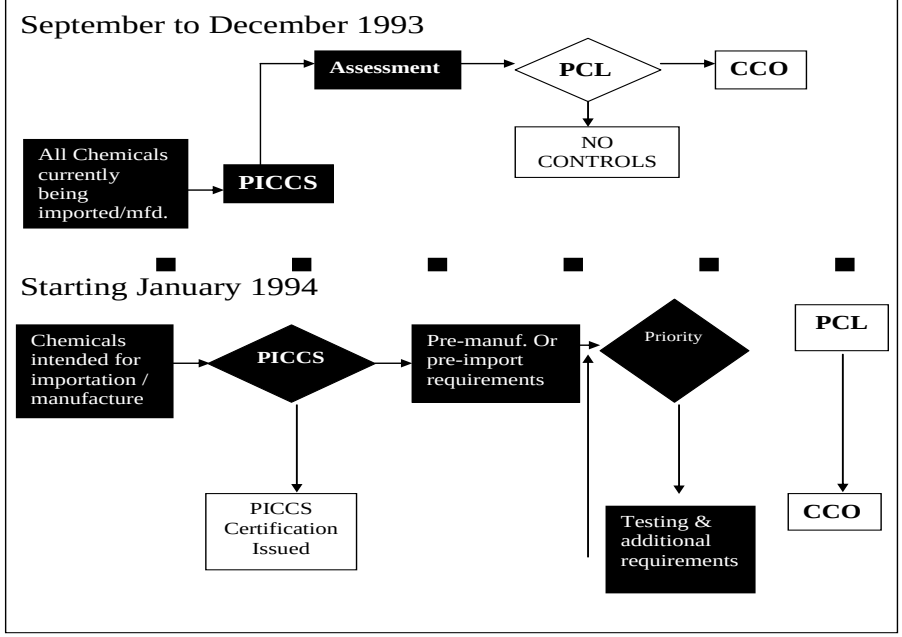
chemicals fall within the mandate of RA 6969 such as new uses of agricultural chemicals for industrial purposes.

HOW DOES TITLE II OF DAO 29 WORK?

The flowchart presents the relationship among the major activities under Title II. That is, how the PICCS, PCL, CCO, and PMPIN rulings are connected to make the Title II work.

The following sections of this manual provide more detailed information concerning the requirements and procedures applied to PICCS, PCL, PMPIN and CCO.

LINKAGES OF PICCS, PCL, PMPIN AND CCO



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THE PHILIPPINE INVENTORY OF CHEMICALS AND CHEMICAL SUBSTANCES (PICCS)

The Philippine Inventory of Chemicals and Chemical Substances (PICCS) is a list of all existing chemicals and chemical substances used, sold, distributed, imported, processed, manufactured, stored, exported, treated or transported in the Philippines. The chemicals and chemical substances in the inventory were nominated by the industries themselves. The first PICCS was published by DENR-EMB in 1995 and subsequently PICCS updates were published 2000, 2002, 2005 and 2008.

PICCS contains the following information:

- Chemical name and the Chemical Abstract Service number (CAS No.), a uniquely identifying number assigned to a particular chemical or chemical substance.
- CAS Registry Index names that are assigned to chemicals in accordance with International Union of Pure and Applied Chemistry (IUPAC) nomenclature.
- Common name of the chemical or chemical substance, only if different from CAS Registry Index name.

PURPOSE OF PICCS

PICCS was developed to provide government, industry, and the public with a core inventory of all existing chemicals and chemical substances in the country. It serves as a guide for manufacturers and importers of chemicals. Manufacturers and importers need not notify and secure clearance from DENR-EMB before they manufacture or import chemicals included in PICCS; provided that these chemicals are not in PCL and not are subject to CCOs. Chemicals and chemical substances not included in PICCS cannot be manufactured or imported unless the proponent follows the PMPIN notification assessment process as discussed in the subsequent sections of this manual.

*Fuel additives are required to be reviewed under Republic Act 8749, the Clean Air Act over if the Chemical ingredients are already in PICCS.

PICCS DATABASE

The Philippines Inventory of Chemicals and Chemical Substances is placed into a specialty designed computer database to facilitate compiling, storing, and organizing and managing the data.

The PICCS database is available in an IBM compatible PC-based diskette copy of PICCS for viewing only.

In order to access the PICCS database, a manufacturer, user or importer of a chemical may:

- Purchase copy of the PC-based PICCS database diskette (for viewing only) from DENR-EMB
- Make a direct inquiry to DENR-EMB about the chemical or chemical substance in question
- Submit a confidential letter of inquiry to DENR-EMB on the chemical or chemical substance manufactured, used, or imported that is in the confidential list.

PICCS Update:

Updating of the PICCS is done semi-annually and includes all new chemicals that have been issued a PMPIN Clearance Certificate.

All these new chemicals are submitted for verification of their CAS Registry Name and CAS Registry No. with the Chemical Abstract Service in the USA. Any correction is consulted with the notifier of the chemical.

Exemptions to PICCS and the PICCS Updating Rules

The following substances are exempt for including in PICCS.

EXEMPTION TO PICCS
• Non-chemical substances • Naturally occurring substances • Mixtures • Radioactive substances, pesticides, drugs, foodstuffs, and consumer products that are regulated by other laws in the Philippines • By-products

Besides the exemptions listed, the following are exempt from filing for updating of PICCS:

EXEMPTION TO THE PICCS UPDATING

- Small-quantity chemicals manufactured or distributed (not imported) for market test and research and development in quantities less than 1,000 kg per year

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THE PHILIPPINE PRIORITY CHEMICALS LIST (PCL)

Purpose of PCL

The Philippine Priority Chemicals List (PCL) is a list of existing and new chemicals that DENR-EMB has determined to a potentially pose unreasonable risk to public health, workplace, and the environment. Among the chemicals in PCL, DENR-EMB determines which chemicals should be regulated. In addition, DENR-EMB imposes special reporting requirements that apply only to chemicals included in PCL. This is an essential aspect of the PCL process since these reports will enable DENR-EMB to obtain the necessary information concerning the priority chemicals and their uses. Such information will assist DENR-EMB in making informed decisions on which chemicals should be regulated.

Why Priority Chemicals?

Assessment of the potential hazards and risks posed by each chemical in PCL is not an easy process. It not only requires knowledge of the toxicity of a substance, but also other characteristics of a substance that may influence the severity and duration of adverse impacts. These include a chemical's persistence and tendency to bioaccumulate through the food chain. The following criteria has been established by DENR-EMB for PCL based on the selection criteria and used in other industrial nations such as Australia, Japan, Canada and the

United States. In addition, qualitative and quantitative information that is unique to the Philippines such as chemical's use and management, production quantity, percentage of release, occupational exposure, disposal methods, and technical and economic feasibility of its regulation are considered:

Persistence refers to the property of a substance whose half-life in water, sediment, soil, or air exceeds duration of fifty (50) days. Sludge may be used as a surrogate for sediment. Metals are considered to be persistent in all media.

Toxicity refers to the quality of a substance which meets any of the following criteria:

- Acute lethality
- Chronic or sub-lethal toxicity
- Teratogenicity
- Carcinogenicity

Bioaccumulation potential is the measure of a substance's ability to bioaccumulate in the food chain.

What are the Chemicals in the Philippine PCL?

DENR-EMB has determined that the chemicals listed in the table below comprise the Philippine's PCL. The list is a broad definition of the chemicals that includes a number of specific compounds. In the future More chemicals will be added to PCL.

DENR Administrative Order 1998 - 58
PHILIPPINE PRIORITY CHEMICALS LIST

1,1,1,-Trichloroethane	Halons
1,2 Diphenylhydrazine	Hexachlorobenzene
Arsenic Compounds	Hexachloroethane
Asbestos	Lead Compounds
Benzene	Mercury Compounds
Beryllium Compounds	Mirex
Cadmuim Compounds	Polychlorinated Biphenyls (PCB)
Carbon Tetrachloride	Phosgene
Chlorofluoro Carbons	Pentachlorophenol
Chloroform	Polybrominated Biphenyls (PBB)
Chlorinated Ethers	Selenium
Chromium Compounds	Tributyltin
Cyanide Compounds	Vinyl Chloride
Ethylene Dibromide	Ethylene Oxide

Note: For detailed information concerning the CAS Numbers and specific chemical compounds in PCL consult EMB

DENR Administrative Order 2005 – 27
Revised Priority Chemical List

CAS Registry No.	Chemical Name
108-90-7	1,4-CHLOROBENZENE
106-93-4	1,2-DIBROMOETHANE
95-50-1	0-DICHLOROBENZENE
106-46-7	1,4-DICHLOROBENZENE
107-06-2	1,2-DICHLOROETHANE
122-66-7	1,2 DIPHENYLHYDRAZINE
108-46-3	3-HYDROXYPHENOL
7647-18-9	ANTIMONY PENTACHLORIDE
7440-38-2	ARSENIC COMPOUNDS
1332-21-4	ASBESTOS*
71-43-2	BENZENE
7440-41-7	BERYLLIUM COMPOUNDS
7440-43-9	CADMIUM COMPOUNDS
56-23-5	CARBON TETRACHLORIDE*

	CHLORINATED ETHERS
	CHLOROFLUORO CARBONS*
67-66-3	CHLOROFORM
76-06-2	CHLOROPICRIN
18540-29-9	CHROMIUM COMPOUNDS
57-12-5	CYANIDE COMPOUNDS*
64-67-5	DIETHYL SULFATE
106-93-4	ETHYLENE DIBROMIDE
75-21-8	ETHYLENE OXIDE
111-30-8	GLUTARALDEHYDE
50-00-0	FORMALDEHYDE
9002-83-9	HALONS*
118-74-1	HEXACHLOROBENZENE
67-72-1	HEXACHLOROETHANE
302-01-2	HYDRAZINE
7439-92-1	LEAD COMPOUNDS
149-30-4	MBT
594-42-3	MERCAFTAN
	PERCHLOROMETHYL
7439-97-6	MERCURY COMPOUNDS
74-87-3	METHYL CHLORIDE
75-09-2	METHYLENECHLORIDE
2385-85-5	MIREX
87-86-5	PENTACHLOROPHENOL
127-18-4	PERCHLROETHYLENE
108-95-2	PHENIC ACID
75-44-5	PHOSGENE
85-44-9	PHTHALIC ANHYDRIDE
59536-65- 1	POLYBROMINATED BIPHENYLS
1336-36-3	POLYCHLORINATED BIPHENYLS
	1,1,1 -TRICHLOROETHANE**
79-01-6	TRICHLOROETHYLENE
	TRIBUTYLTIN
7782-49-2	SELENIUM
75-01-4	VINYL CHLORIDE

How Does the Chemical Review Process Work?

Review Process for Adding New Chemicals to PCL

The chemicals currently included in PCL are only those chemicals that are in PICCS. A new set of criteria was developed by DENR-EMB for the addition of new chemicals into the PCL in the future.

The primary criteria consist of the chemical's physical, chemical, and toxicological properties:

- Persistence
- Bioaccumulation potential
- Toxicity and hazards potential

The secondary criteria consider factors pertaining to production aspects, release, disposal methods and similar aspects of chemical use. These criteria are used to assess the potential for the chemical to be released in the environment and workplace. These are:

- Exposure potential
- Quantity of chemical manufactured and used

The Chemical Review Committee of DENR-EMB is tasked to perform a review of and to recommend to DENR-EMB:

- Chemicals to be added to PCL
- New chemicals notified by industries for importation and manufacturing through the PMPIN process

- Priority chemicals subject to Chemical Control Orders (CCOs)

The Committee is chaired by the Chief Chemical Management Section. Scientists of other disciplines may be invited to join the committee on an as needed basis on an as needed basis.

Chemicals currently included in PICCS may be added to PCL if further information or research shows that the chemical may pose an unreasonable risk to public health and the environment. After DENR-EMB is notified of adverse effects of a chemical, it will call for a special meeting of the Committee to consider adding the new chemical to PCL.

What are the Requirements for Compliance with the PCL Rules?

Manufacturers, importers, wholesale distributors, and industrial users of chemicals and chemical substances in PCL must meet certain requirements:

Requirements in Compliance with the PCL Rules

1. Duly filled-up Application Form (Annex B).
2. Completed/filled-up and duly notarized Annual Report Form of the Applicant. The template may be downloaded from the EMB website @ www.emb.gov.ph.
3. Summary of the previous year's Importation, Handling/Transport, Distribution, Storage, Use and Waste Disposal Data for the regulated PCL chemical(s) of the Applicant (Annex C).
4. DENR-EMB Identification Number as Hazardous Waste Generator issued to the Applicant by the EMB-Regional Office where the storage facility is located.
5. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) granted to the Applicant by the EMB-Regional Office EIA System (PD 1586).
6. Flow Diagram of Activities and Operations and/or its processes involving the regulated PCL chemical(s) of the importer-distributor and user-manufacturer which shows the entry of such chemical(s) and the potential or possible discharge and emission there from of generated toxic and hazardous wastes, if any.
7. Material Safety Data Sheet (MSDS) of the regulated PCL chemical(s)
8. Proof of Applicant's basic awareness and knowledge on the risks and hazard potentials involved in the handling/transport, storage, use, manufacture and/or disposal of generated wastes of the regulated PCL chemicals either through Training Modules or any Training Certifications.
9. Discharge Permit (if necessary)
10. Permit to Operate for Air Pollution Control Device (ACD) and Air Pollution Source Installation (APSI) if necessary)
11. List of users/clients of the regulated PCL chemicals for importer/distributor (Annex D).
12. Chemical Management Plan
13. Contingency and Emergency Plan
14. Monitoring Results for groundwater and surface water of discharge (effluent) and emission with respect to the potential contamination of the involved PCL chemical(s), or alternatively for gaseous/vapor emission the OSH Center-issued Certification for its conformance to the requirements for safe work place conditions shall be submitted to support the application (Guidance at Section 3.3).
15. Photos of Storage Facility
16. Processing Fee (P500.00/chemical)

*Pls. consult EMB for details

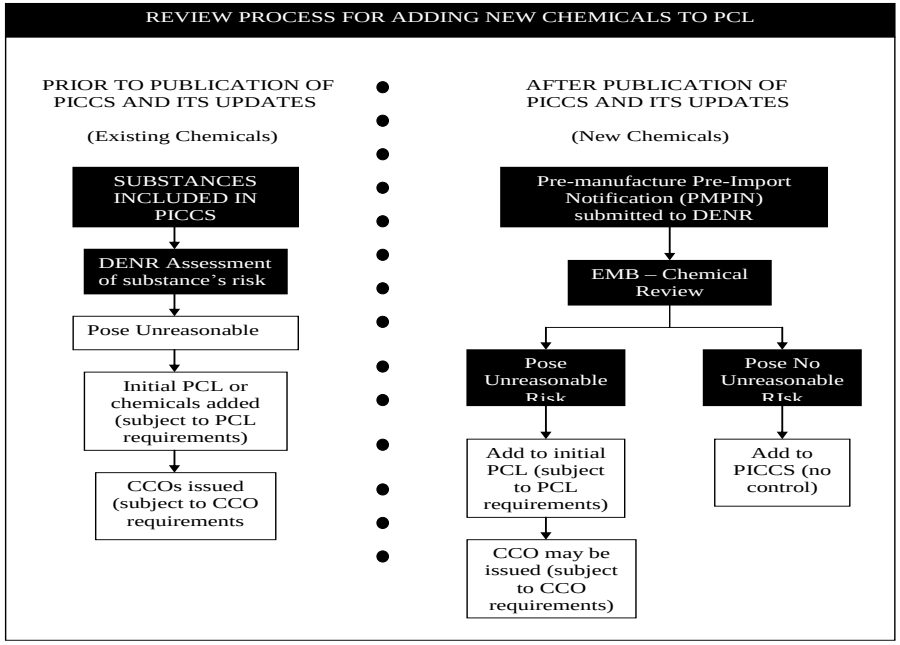
The DENR-EMB is responsible for ensuring that the provisions under the PCL rules are fully met. Manufacturers, importers, distributors, and industrial users that do not comply with the reporting requirements and hazardous wastes registration must be reported to DENR-EMB and will be subject to appropriate sanctions provided in the Title V of DAO 29.

When and How to Update PCL?

EMB will regularly review and analyze the annual reports submitted by importers, distributors, and industries and other additional information as required under DAO_2007-23 PCL will be updated every five years or as necessary. The list of chemicals or Revised PCL Chemicals will be published in a newspaper of general circulation.

During updating of PCL, EMB may:

- Add more chemicals to PCL
- Delete a chemical from PCL
- Impose additional requirement under the PCL rules



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PRE-MANUFACTURING AND PRE-IMPORTATION NOTIFICATION (PMPIN)

Purpose of PMPIN

Republic Act 6969 requires all manufacturers and importers of a new chemical to submit a pre-manufacturing and pre-importation notification (PMPIN) to DENR-EMB. New chemical substance is defined as any chemical that is not included in PICCS. The purpose of PMPIN is to screen harmful substances before they enter Philippine's commerce. Its main objective is to ensure that new chemicals that would pose an unreasonable risk to human health and the new environment either be denied to be manufactured or imported into the country, or be placed under control and restriction to limit potential releases.

How Does the PMPIN Process Work?

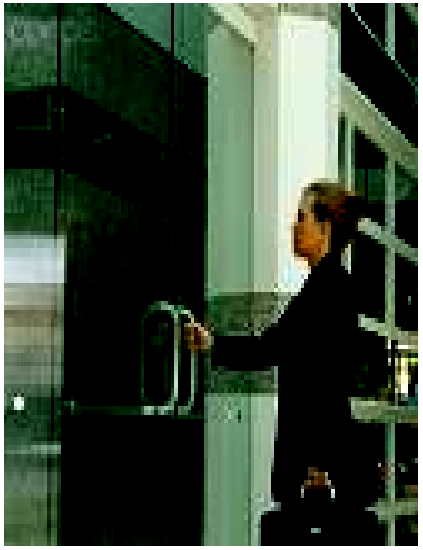
Manufacturers and importers (proponents) of a new chemical are required to notify DENR-EMB of their intent to manufacture or import the new chemical not sooner than 180 days and not later than 90 days. Together with this notification, the proponent submits the appropriate PMPIN forms. There are two kinds PMPIN forms for notification. These are:

- PMPIN Abbreviated Form: used when a new chemical to be manufactured or imported is being used with no control in a country with a similar chemical review process as the Philippine, and sufficient information is submitted by notifier that

clearly exhibits the chemical will not pose an unreasonable risk.

- PMPIN Detailed Form: used when the manufacturer or importer cannot adequately document the safety of the new chemical or when DENR-EMB determines that the information submitted does not contain sufficient documentation to enable DENR-EMB to determine the safety of the new chemical.

Once a new chemical has been assessed and approved by DENR-EMB for import and manufacture, the proponent is granted a clearance by DENR-EMB to import and manufacture the new chemical. The proponent is also required to submit a Notice of Commencement to Import or Manufacture Form. Only after submission of this form will the new chemical be added to PICCS. The new chemical may be added to the PICCS public version or the PICCS confidential version depending whether when CBI is requested by the proponent in the Notice of Commencement.



DENR-EMB may issue an interim status permit (ISP) for import or manufacture of a new chemical. This will be issued only to manufacturers and importers of new chemicals provided that:

They have completed and submitted hazardous waste registration form to DENR-EMB and obtained DENR-EMB ID number.

The premise has completed and submitted the appropriate PMPIN form and paid the fee at the time of notification.

The information submitted to DENR-EMB was not sufficient for DENR-EMB to issue a clearance but a special circumstance exists to justify the issuance of an ISP.

A voluntary control agreement has been reached between the premise and DENR-EMB to ensure safe handling of the new chemical until such time that the DENR-EMB can make the final determination.

How the New Chemicals are Assessed?

In assessing the import or manufacture of a new chemical, the following criteria will be used:

- Hazard identification
- Exposure assessment
- Dose response assessment
- Risk characterization
- Risk management

The Chemical Review Committee reviews and assesses the chemical; then:

- If the information submitted is incomplete or not adequate to assess accurately the risks posed by the chemical, the notification will be returned to the submitting party and no further action will be taken until new and complete information is submitted.

- If the information is adequate and the chemical will not pose an unreasonable risk, DENR-EMB will issue a clearance to import or manufacture the new chemical with no further control. The chemical will be added to PICCS after the Notice of Commencing Import and Manufacture has been submitted by the proponent.

- If the information is adequate and there is reason to believe that the chemical will pose an unreasonable risk, the chemical will be added to PCL and DENR-EMB will determine whether a clearance to import or manufacture should be granted.

What are the Requirements in Compliance with PMPIN Rules?

The following are the requirements in order to comply with the PMPIN rules.

Requirements in Compliance with the PMPIN RULES

- All chemicals not included in PICCS must undergo PMPIN before manufacturing or importation.

- Only premises that are registered to manufacture in or licensed to import into the Philippines will be allowed to submit PMPIN forms to EMB:
  a. PMPIN abbreviated form is used if the chemical is already in use in other countries that have a similar review process with no regulations or restrictions imposed on it, and when enough documentations are submitted to positively demonstrate the safety of the chemical.
  b. PMPIN detailed form is used if the proponent cannot provide documents that the chemical is already being used in an industrialized country with no control, or document the safety of the chemical.

- MSDS in ISO 11014 or in GHS format.

- Notification must be filed not sooner than 180 days and not later than 90 days before date of manufacture or importation. Notification fees of P900.00 must accompany a PMPIN abbreviated form and P1, 800.00 must accompany a PMPIN detailed form.

- Once a chemical is listed in PICCS, it may be manufactured or imported with no control provided it is not included in PCL or not subject to CCO.

- The manufacturer or importer will bear the cost of all documentation and tests that EMB may require on the new chemical.

- After a clearance to import or manufacture is issued by EMB, the proponent must submit a Notice of Commencement to EMB.

- The proponent is responsible for the accuracy of all data, information, and documents submitted to EMB.

MATERIAL SAFETY DATA SHEET
ISO 11014

1. **Identification:**
   Name of the substance or preparation
   Name, address and telephone no. of the company/supplier/undertaking
2. **Composition and information on ingredients**
3. **Hazards identification**
4. **First-aid measures**
5. **Fire-fighting measures**
6. **Accidental release measure**
7. **Handling and storage**
8. **Exposure controls and personal protection**
9. **Physical and chemical properties**
10. **Stability and reactivity**
11. **Toxicological information**
12. **Ecological information**
13. **Disposal consideration**
14. **Transport information**
15. **National regulations and references**
16. **Other information**

Exemption to the PMPIN Rules

DENR-EMB has established a number of exemptions to PMPIN rules. The following cases are exempt from the PMPIN rules:

Exemption to PMPIN Rules

- Small scale premises
- Small quantity chemicals
- Certain polymeric chemical derivatives
  Chemical and chemical substances exempt from PICCS requirements
- Chemicals and chemical substances included in PICCS
- Non-isolated intermediates
- Articles
- New chemicals manufactured exclusively for export
  (Refer to Appendix One for detailed descriptions of exemptions)
  (Industries should consult EMB before claiming exemptions)

Guidance Manual:
DAO 29, Title II

SMALL QUANTITY IMPORTATION

Guidelines on Small Quantity Importation under Republic Act 6969 and It's Implementing Rules and Regulations

- Identify the new chemical substance by chemical name, CAS number and structure.
- Indicate the percentage of the new chemical substance in the product/mixture.
- List unit weights (in kg) in which the product/mixture shall be supplied.
- Submit information on the annual amount (in kg) of the product/mixture containing new substance.
- Monitor and assure that import of the new chemical does not exceed the approved amount.
- Keep document records of the importation within the approved period and submit the same within 60 days after arrival of shipment. An annual report shall be submitted to EMB Central Office not later than 15 days after the end of the calendar year.
- Submit PMPIN if amount exceeds SQI requirements.

Date
EMB Reference No.

APPLICATION FORM:
Small Quantity Importation (SQI) Exemption from
Pre-Manufacturing and Pre-Importation Notification (PMPIN)

1. Type of application ☐ New ☐ Renewal (Previous EMB approval attached as Annex _____)

2. Information on Chemical Importer in the Philippines

Registered business name and complete address in the Philippines

Name of contact person
Designation
Telephone
Fax
E-mail

3. Type of Importer ☐ Distributor ☐ End-user

Country of origin
Name of manufacturer
Address of manufacturer

4. Information on SQ chemical substance (subject of application)

Chemical name _____
CAS number _____
Chemical/structure formula

5. Inventory status of SQ chemicals substance (Check all applicable chemicals inventories where the chemical substance is currently listed.)

US TSCA ☐
Australia AICS ☐
Canada DSL or NDSL ☐
China CICS ☐
Europe EINECS of ELINCS ☐
Japan MITI ☐
Korea KECI ☐

Philippines – not a PCL substance Yes☐ No☐

6. Information on produce/mixture, containing the SQE chemical substance

Name of product/mixture (as it will appear on bill of lading) _____
Concentration of SQ chemical in product/mixture (%) _____
Allowed annual import volume of product/mixture based on ≤1000 kg/yr limit (kg) _____
Units of allowed import of product/mixture (e.g., gallons, drums, containers) _____

7. The Material Safety Data Sheet (MSDS) of the chemical substance is attached as Annex _____.

Other attachments (Please specify.)

8. Signature over complete name of applicant Date Submitted

9. Signature over complete name of EMB receiving officer Date received

EMB Reference No.

Annual Report to EMB-Regional
Small Quantity Importation (SQI)

1. _____ hereby certifies that we have not exceeded allowed quantity of Small Quantity Exemption (SQE) chemicals as approved by EMB on, _____, EMB Reference No. _____.

→ Refer to attached sheet for the Certification of Small Quantity Importation of Chemicals

2. Product/mixture name _____, containing an SQI chemical substance, was approved for importation at a maximum allowable annual volume of _____ units (e.g., gallons, drums, containers) for the period of _____ to _____.

3. Importing company:
Type of importer:

O Distributor
O End-User

Country of origin:
Name of manufacturer:
Address of manufacturer:

4. Registered business name and complete address of importer in the Philippines:

Name of contact person:
Designation:
Telephone:
Fax. No.:
E-mail:

Signature: Date:

Guidance Manual:

DAO 29, Title II

CHEMICAL CONTROL ORDER

What is a Chemical Control Order?

DENR-EMB may issue Chemical Control Orders (CCOs) that prohibit, limit, or regulate the use, manufacture, import, export, transport, processing, storage, possession, and wholesale of those priority chemicals that DENR-EMB determined to be regulated, phase-out, or banned because of the serious risks they pose to public health, workplace, and environment. At any one time, DENR-EMB may impose a regulation, a phase-out plan, or a ban on a chemical or chemical substance when it determines that such action is necessary.

What Chemicals are Subject to CCO?

Chemicals and chemical substances that pose an unreasonable risk to public health or the environment are potentially subject to CCOs. Each year, after due consideration to industrial needs, the health and environment risks, the Philippine commitment to international and regional treaties and conventions, and DENR-EMB's capabilities and resources to manage the controlled chemicals, DENR-EMB may determine what chemicals listed as priority (PCL) should be regulated, controlled, or phase out.

The 48 priority chemicals making up the Philippines Priority Chemical List (PCL) have been further screened. Taking into account the current limitations for fully enforcing CCOs for a large number of chemicals and given the fact that the industries in the Philippines will require time to introduce self-monitoring and to respond to new regulations, EMB during the period of 1995 to 1998 will issue CCOs only on a limited number of chemicals. By 1998, EMB will review the priority chemicals list and make a determination regarding issuance of control over additional priority chemicals.

The following chemicals and chemical substance have been issued an EMB Administrative Order. Each CCO will be announce in a newspaper and published in the form of an EMB administrative order.

Chemical Subject to CCOs

- Ozone Depleting Chemicals (already in effect) (DAO 2004 -08)
- Cyanide (DAO 1997-39)
- PCBs (DAO 2004-01)
- Asbestos (DAO 2000-02)
- Mercury (DAO 1997-38)

Framework for Issuance of a CCO

DENR-EMB has adopted the following framework for issuance of all the CCOs:

1. Legal Authority

DENR-EMB's authority for the issuance of CCOs is the legal statutory as specified in the Republic Act 6969 of 1990 and DAO 29:

Republic Act 6969 of 1990
Section 4 (objectives)
Article (b)

DAO 29 (Implementing Rules and Regulations of Republic Act 6969), 1992
Title II (Toxic Chemical Substances)
Chapter IV (Inventory of Chemical Substances)
Articles 1 and 2

DAO 29 (Implementing Rules and Regulations of Republic Act 6969), 1992
Title III (Hazardous and Nuclear Wastes)
Chapter VII (Hazardous Waste)
Section 25: Article 3

2. Gradual phase-out plan that may apply to:

- Importation
- Export (in compliance with the regional and international treaties and conventions)
- Manufacturing

- Distribution in commerce
- Industrial use

3. Limitation of use that may apply to:

- Product or material/chemical
- Premise
- Industrial use

4. Substitution that may apply to: substituting certain chemical substances with the substances that pose less risk to a human health and environment.

5. Handling and Management Requirement that may apply to wastes, and contaminated products, articles, and sites as a result of manufacturing and use of chemicals subject to CCO:

- Waste generation
- Storage
- Treatment
- Disposal

6. Reporting and Recordkeeping that are chemical specific.

Requirements Applied to All CCOs

DENR-EMB may apply a number of requirements to all the chemicals subject to CCOs. The specific requirements are dependent on the nature of the chemical subject to CCO and the type of controls that will be introduced. The general requirements included in all CCOs are the following:

General Requirements Applied to All CCOs

- Registration with DENR-EMB & Obtaining Import Clearance
- Limitation in Industrial Use:
  a. Gradual phase out of import and manufacturing
  b. Gradual substitution of the chemical uses and premises

- Annual Report to DENR-EMB. All manufacturers, importers, and industrial users of chemicals must submit an annual report to DENR-EMB that include the following information:
  a. General Information (premise)
  b. Production and management information
  c. Number and category of employees exposed and exposure duration
  d. Waste generated (fluids, sludge, slurry, scraps, etc.), and storage, treatment, and disposal information (type of treatment and land disposal premises, location, methods, etc.)

- Labeling Requirements
- Storage Requirements
- Treatment and Disposal Requirements
- Self-Inspection
- Reporting and Recordkeeping Requirements

Contact Environmental Management Bureau regarding the requirements for specific chemicals.

Exemptions Applied to All CCOs

Chemical substances and mixtures shall be exempt from CCO rules under the following conditions:

General Exemption under the CCO Rules

- Chemicals exempt under the PICCS rules
- Small-quantity chemicals
- Chemical substances that are reaction intermediates and do not leave the production process or undergo intermediate storage
- Chemical substances and mixtures regulated by laws other than RA 6969
- Special circumstances as determined by DENR-EMB

Contact Environmental Management Bureau in case of inquiries regarding status of CCOs and specific requirements.

APPENDIX ONE: DEFINITIONS OF THE TERMS & EXEMPTIONS APPLICABLE TO PICCS, PCL, PMPIN, AND CCO

CAS Number: Chemical Abstract Service Number, a uniquely identifying number adapted by Chemical Abstracts Service to number as they are accepted in the CAS databank.

Chemical Substance: Any organic or inorganic substance of a particular molecular identity excluding radioactive materials but includes- any element or uncombined chemical; and any combination of such substances occurring in whole or in part as a result of chemical reaction or occurring in nature.

Importation: Entry of a product or substance into the Philippines (through the seaports or airports) after having been properly cleared through or still remaining under customs control, the product or substance of which is intended for direct merchandising, warehousing, or for further processing.

New Chemical: Any chemical substance imported into or manufactured in the country after December 31, 1993 and which is not included in the Philippine Inventory of Chemicals and Chemical Substances (PICCS).

Premise: Shall include but not limited to: building or structure whether permanent or temporary; land; vehicle; boat or ship.

Reaction Intermediates: Substances that do not leave the closed production system or undergo intermediate storage during the reaction process.

Article: A material that is manufactured in a specific shape or design for a specific application and the design is maintained as an essential feature in the finished product.

Mixtures and liquids such as paint or items whose shape is not maintain in a final product are not included in the definition of an article (examples of articles are a dyed carpet or a moldable plastic sheet)

Bioconcentration Factor (BFC): Ratio of the, test substance concentration in the test organism to the concentration in the test water at steady state.

Biochemical Oxygen Demand (BOD): Standard measure of the dissolve oxygen consumed by microbial life while assimilating and oxidizing the organic matter present in the test container.

By-Product: A chemical substance produced without separate commercial intent during the manufacture or processing of another chemical substance (s) or mixture (s)

CAS Registry Index Names: Names assigned to chemicals by Chemical Abstract Service. They are in accordance with IUPAC nomenclature. However, for computerization purposes the skeleton-chemical is put first followed by substituents. This nomenclature once computerized allows computer to search all chemicals beginning with the parent compound.

Impurity: A chemical substance unintentionally present with another chemical substance. Impurities can be listed as by-product in the PMPIN Form.

IUPAC Names: Systematic names assigned to chemicals by the International Union of Pure and Applied Chemistry (IUPAC).

Isolated Intermediates: Isolated intermediates are generally chemical substances that are held in tanks primarily for the purpose of storage. They are intentionally moved from the equipment in which these are manufactured (including removal from the reaction vessel or from equipment which is ancillary to the reaction vessel, or from equipment through which the chemical passes during a continuous flow process).

LC (50) aquatic: The concentration of a set substance in water that is lethal to 50 percent of the test organism over the total duration (hour) of the test.

LC (50) Inhalation: The concentration of a set substance in air that is lethal to 50 percent of the test organisms over the total duration (hour) of the test.

LD (50): A dose of a test substance that produce death in 50 percent of a population of experimental animals. LD (50) may be estimated after swallowing, by injection or after application to the skin, expressed as mg/kg of body weight.

kow: The octanol-water partition coefficient is the equilibrium ratio of the molar concentrations of a chemical in octanol and water, in dilute solution.

Polymer: Substance consisting of large molecules build up by the sequence of repetition of one or more types of monomer units in a linear and or branched fashion. Such substances comprise a simple weight majority of molecules containing at least three monomer units which are covalently bound to at least one monomer unit or other reactant. Such molecules must be distributed over a range of molecular weight wherein differences in the molecular weight are primarily attributable to the differences in the number of monomer units. In the context of Title II of DAO 29 the reactants (monomer, cross linking agents, chain transfer agents, and post polymerization reactants (e.g., neutralizing agents) are included in the definition of the polymers if they are present at levels equal or above 2 percent by weight of the polymer.

Registry of Toxic Effects of Chemical Substances (RTECS): Numerical numbers assigned to chemical substances by the National Institute of Chemical Occupational Safety and Health (NIOSH). For example RTECS number for Ortho-Dichlorobenzene is CZ4500000.

Trade Names: Are property names for chemical products of a particular manufacturer. For example FREON for fluorochlorohydrocarbons.

Trivial Names: Are invented names to simplify long chemical names. For example, Aspirin for Acetyl salicylic acid).

UN List of Dangerous Goods (Orange Book): Four digit numbers assigned to specific group of chemical substances used primarily for transportation

of hazardous goods. For example Sodium Hydroxide liquid carries UN-number 1824.

UVCB: Are poorly-defined substances which cannot be represented by complete chemical structure and specific molecular formula. These are typically of unknown or variable composition, complex reaction products or biological materials.

Exemptions

Applied to the PICCS Requirements

The following substances are not required for reporting or nominations for inclusion in PICCS and are exempt from PICCS updating rules.

Non-Chemical Substances: Any substance that is not considered a "chemical substance"

Mixture: Combination of two or more chemical substances if the combination does not occur in nature and is not, in whole or in the past, the result of a chemical reaction, if none of the chemicals comprising the combination is a new chemical and if the combination could have been manufactured for commercial purposes without chemical reaction at the time the chemical substances comprising the combination were combined. This definition includes non-biodegradable mixtures. Chemical constituents and ingredients of mixtures are not exempt.

Naturally occurring substances: Any chemical substance that is naturally occurring and: 1) is unprocessed or processed only by manual, mechanical or gravitational means; or by dissolution in water or by flotation or by heating solely to remove water; 2) extracted from air by any means. Including raw agricultural commodities, water, air, natural gas, crude oil, rocks, ores and minerals.

Radioactive substances, pesticides, drugs, foodstuff, and cosmetics that are regulated by the other laws in the Philippines:

RA 3720: "foods, drugs, and cosmetics" administered by the Bureau of Food and Drug (BFAD)

PD 1144: "all types of agricultural

chemicals in the Philippines" administered by Fertilizer and Pesticide Authority (FPA)

RA 6969 Title III/Chapter VIII: "nuclear wastes" administered by the Philippine Nuclear Research Institute (PNRI)

Byproduct: A chemical substance produced without separate commercial intent during the manufacture or processing of another chemical substance (s) or mixture (s).

Applied to the PMPIN Rule

Small-scale manufacturers (not importers): These are the firms or domestic distributors and traders that their average annual total sale in the past five years does not one million pesos. If there is more than one premise under one ownership the total sale includes the sale of all the premises and subsidiaries combined. A small-scale manufacturer or distributor (SSM) claim form must be submitted to DENR-EMB.

Small-quantity chemicals:

(1) Chemicals and chemical substances exempt from PICCS requirements.

(2) Chemicals and chemical substances already included in PICCS.

(3) Chemical substances manufactured, imported and distributed in quantities less than 1,000kg per year at each premise (subsidiaries included if applicable). This exemption is exclusive to PMPIN submission and does not include an exemption from CCO and PCL requirements. This exemption does not apply to permitting requirements for importation of chemicals in commerce in the Philippines. Although exempt from filing PMPIN form, importers of small-quantity chemicals must report to DENR-EMB regarding their intention for importation of less than 1,000kg of chemicals per year and obtain a permit from DENR-EMB.

(4) Small-quantity chemical substances manufactured and processed, but not imported, in quantities less than 5,000kg provided that those substances do not leave the manufacturing

and production area. This exemption is exclusive to PMPIN submission and does not include an exemption from CCO and PCL requirements.

(5) Chemical substances imported, manufactured, and distributed exclusively for non-commercial research and development purpose if the quantity of such substances is less than 1,000kg per year. Document retention is required. These chemicals shall not be included in the PICCS. These premises must submit to DENR-EMB, the Letter of Intent to Manufacture or Import for Research and Market Test Form and comply with the conditions set forth by DENR-EMB.

(6) Chemical substances imported, manufactured, and distributed exclusively for market test (not sale) purposes if the quantity of such substances is less than 1,000kg per year. Document retention is required. These chemicals shall not be included in the PICCS. These premises must submit to DENR-EMB, the Letter of Intent (LOI-1 Form) and comply with the conditions set forth in LOI.

Polymers and Polymeric Reactants:

(1) Monomers and other reactants (including cross-linking, chain transfer agents, and post-polymerization reactants) added at quantities less than 2 percent (by weight) are exempt from PMPIN reporting requirements.

(2) Monomers included in PICCS.

(3) Initiator reactions (are excluded from definition of polymers.)

(4) A new polymer if two or more of the top (top by weight) monomers are included in the definition of another polymer already in PICCS.

Non-Isolated intermediates.

New chemical is part of an article

New chemicals manufactured in the Philippines Export Processing Zone exclusively for the purpose of export to other countries. In this case the premise is required to submit the "Notice of Export" to DENR-EMB.

Guidance Manual:

DAO 29, Title II

APPENDIX TWO: FORMS TO BE COMPLETED BY INDUSTRIES APPLICABLE TO PICCS, PCL, PMPIN AND CCO

PICCS

- Annual Chemicals Inventory Checklist
- Summary of Importation Data
- List of Customers and User

PCL

- Application Form for PCL Compliance Certificate
- Annual Report Form
- Contingency and Emergency Plan for PCL Chemicals

PMPIN

- PMPIN Abbreviated Form and Instruction
- PMPIN Detailed Form
- Notice of Commencement (Manufacture or Import)

CCO

- CCO for Polychlorinated Biphenyls Registration Form
- CCO for PCBs Annual Report Form

ANNUAL CHEMICALS INVENTORY CHECKLIST

CHENICAL NAMES (NOT TRADE NAME)	CAS NUMBERS	FORMULA	QUANTITY	CHECK (/) IF IT IS SUBJECT TO SPECIFIC REGULATION

DATE INVENTORIED:

SIGNED:

Note: All premises involved in manufacturing, importation, and distribution of industrial chemicals must keep in file this checklist and make it available to DENR inspectors

SUMMARY OF IMPORTATION DATA
For the Year ____

Chemical Name: _____

Trade/Commercial Name: _____
(As appear in Bill of Lading)

Total Volume/Quantity (in tonnes/kg/liters) _____

Signature _____

Name _____

Position _____

Date Accomplished _____

Date of Actual Arrival (dd/mm/yy)	Invoice Number	Name of Supplier and Country of Origin	LC Number	Actual Arrival Quantity (tones/kg/liters)	Total Cost Value/ Amount

LIST OF CUSTOMERS AND USERS
For the Year _____

Total Number of Customers/Users _____

Total Volume/Quantity (in tonnes/kg/liters) Distributed _____

Signature _____

Name _____

Designation/Position _____

Date Accomplished _____

Official Receipt No.	Date Of Sale	Name of Person/Company (List of User)	Category (Distributor/ Manufacturer End-User)	Address	Quantity Distributed (tonnes/ kg/liters)

Date Received _____
Application Control Number _____
EMB Document Record No. _____
EMB Official Receipt No. _ _____

APPLICATION FORM FOR PCL COMPLIANCE CERTIFICATE

1. Type of application ☐ New ☐ Renewal

2. Date Prepared and Applied

3. Applicant Information or Chemical Importer/ Distributor/ Manufacturer/End-User (SEC Registered Name and complete Address)

   Name of CEO/President/General Manager _____
   Designation _____
   Telephone _____
   Fax _____

4. Type or Category of the Applicant (Kindly check)
   ☐ Importer-Distributor
   ☐ Importer-User-Manufacture
   ☐ User-Manufacturer

5. Name of Chemical(s) to be imported and applied for PCL Compliance Certificate (Please list, if possible all the projected chemicals for importation for the year).
   Chemical Name CAS Registered Number
   5.1
   5.2
   5.3
   5.4

6. Specify the attachments or documents submitted:
   6.1 Material Safety Data Sheet/Safety Data Sheet
   6.2 DENR Identification Number
   6.3 Environmental Compliance Certificate/Certificate of Non- Coverage
   6.4 Discharge Permit and Permit to Operate for APCD and/or APSI
   6.5 Summary of Importation Data
   6.6 Chemical Management Plan including, Management Operation Flow Chart
   6.7 Contingency/Emergency Plan
   6.8 List of Users/Customers (for importer/distributor)
   6.9 Groundwater/Surface Water Monitoring Results (for user/manufacturer)
   6.10 Photos of the storage facility/warehouse
   6.11 Official Receipt

7. Signature over complete name of applicant Position
   _____ _____

8. Date Submitted

ANNUAL REPORT FORM
Priority Chemical List
CY _____

Section A: General Information

1. Premise

   Name: Tel. No.:
   Facility Address: Fax No:

2. Name of the Responsible Officer Tel. No.:
   Fax No:

   Mailing Address (if different from above):

3. DENR ID Number: _____

4. Total Number of Workforce _____

5. Category of Business ☐ Importer-Distributor ☐ Importer-User-Manufacture
   ☐ End-User-Manufacturer

6. Type of Manufacturing Industry (i.e semi-conductor, power, laboratories, etc.) _____

Section B: Chemical Specific Information

7. CAS Number: Common Name:
   IUPAC Name:
   Trade Name:

8. Confidential Business Information: Yes No

9. Average Annual Quantity Imported: Tonnes

10. Number of firms/companies distributed with the chemical _____
    (Refer to the attached list of customers and users, Annex "D")

*11. Average Annual Quantity Use as a Component Chemical Tonnes

*12. Average Annual Quantity Use as a Pure Substances Tonnes

*13. Average Annual Quantity Manufactured for Sale Tonnes

Section C: Chemical Use and Production

14. Specific Use of the Toxic Chemical _____

*15. Average Annual Quantities Used and Produced

(a) enclosed process: Tonnes
(b) controlled release process: Tonnes
(c) open process: Tonnes
(d) Others (Please specify) _____ Tonnes

16. Number of workers that are directly involved in the handling, processing, and manufacturing of the toxic chemical: _____

*17. Average annual quantities used on-site as reactant: Tonnes

*18. Average annual quantities used on-site as a non-reactant Tonnes

*19. Average annual quantities used on-site in the preparation of products: Tonnes

*20. Estimate the average annual quantity of the toxic chemical for industrial use Tonnes

Section D: Chemical Handling Information

20. Summarize the description of the methods and quantities used to manage the wastes from the manufacturing , repackaging/retailing of the chemical or its use in production. This would includes treatment, storage, and disposal methods: (Refer to the additional sheets in Chemical Management Plan for more details)

	Methods/Description	Quantities/volume
(a)	Storage	
(b)	Treatment	
(c)	Disposal	

21. Exposure Controls

22. Describe the First Aid, Contingency and Emergency Response Measures

(Use and refer to the additional sheets in the attached Contingency Plan)

Section E: Chemical Prevention/Reduction Plan and Monitoring

24. Pollution Prevention Plan Yes No
    If yes, please attach copy the prevention plan i.e. EMS, Cleaner Production,

25. Chemical Substitution Plan Yes No
    If yes, please attach copy of the plan to describe the substitution

26. Monitoring Results (for air and/or water) See the attached Self-Monitoring Report (SMR) Submitted to the Regional Office (4th Quarter)

Certification

The undersigned certify that the information provided in this Form and attachments are true and accurate:

Printed Name: (General Manager/CEO) Signed: Position: Date:

Notarization

Date of Application: _____

SUBSCRIBED AND SWORN before me, a Notary Public; this _____ day of _____, affiant exhibiting
to me this Community Tax Receipt:

Name	CTR No.	Issued at:	Issued on:
_____	_____	_____	_____
_____	_____	_____	_____

_____
Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

*** Note: Please place "not applicable" (N/A) to importers and distributors.**

CONTINGENCY AND EMERGENCY PLAN FOR PCL CHEMICALS

POTENTIAL RISK/HAZARD	IMPACT	MEASURES (PRECAUTIONARY & MITIGATION	FIRST AID/ REMARK

PMPIN ABBREVIATED FORM

Section A: Premise Information CBI ( )

1. Premise Name (in case of joint submission, the principal premise is required to complete this section)
2. Premise Physical Location and Telephone Number
3. Name of the Responsible Authority
4. Mailing Address and Telephone/Fax Number
5. Circle: Manufacture Import

Section B: Chemical Identification Information CBI ( )

6. Chemical Name:

   CAS Registry Name IUPAC Common Name
7. CAS Number (if available)
8. RTECS Number (if available)
9. Molecular Formula
10. Synonyms for the New Chemical
11. Trade Name of the New Chemical

Section C: Production, Import and Intended Use CBI ( )

12. Total quantity produced or imported in the first 12 months (Kg)
13. Estimate the quantity of the new chemical used in any of the following categories (kg):

    Site Limited Industrial Commercial Consumer

Section D: Regulatory Status in Other Countries

14. Country Name:
15. Regulatory Status of the New Chemical in that country:
16. Is MSDS available for the new chemical in the country referred: Yes (attach MSDS) No

(Use a separate page if there are more than one country)

PMPIN ABBREVIATED FORM

Section E: Statement on Physicochemical Characteristics (if available)

Boiling Point
Melting Point
S. Gravity
Solubility in Water
Vapor Pressure
Purity
Water/Octanol Partition Coefficient

Section F: Statement on Toxicological Effects of the Chemical

(Refer to instruction for the type of test results required)

Section G: Statement on Environmental Effects of the Chemical

Section H: List other companies and their address if this is a joint submission

Section I: List of Attachments

Certification:

I hereby certify that all the information provided in this form and the support documents attached are true and accurate.

Signed:

Name: Position: Date:

PMPIN ABBREVIATED FORM INSTRUCTIONS

Confidential Business Information (CBI)

Mark X if you claim CBI for any of sections: A,B, or C. Please provide in separate page justification for claiming CBI and attach.

Section A
Fill in the information about the premise/firm that is considered the principal submitter of this form.

Section B
Provide the chemical identity information. Consult DENR if you need assistance in obtaining the information required. It will expedite the review process if synonyms or analogues to the new chemicals can be presented. Otherwise attach the results of an X-ray diffraction (non-organic chemicals) or Mass Spectrum (organic chemicals) analysis to enable DENR review committee for correct identification of the chemical notified.

Section C
Estimate the total quantity of new chemical to be manufactured or imported during the first 12 months of operations. Under subsection 13 estimate how much of the intended production or import will be used in any of the four categories on an annual basis (the total should be equal to the figure provided in subsection 12). Industrial use is defined as any use during manufacturing and process operations. Commercial use is interpreted as any use aiming at consumer services.

Section D
Submission of the Abbreviated Form is primarily based on the premise that the new chemical is used in another country with a similar chemical review process as in the Philippines. It is important that the notifier provides all the information required in this section to expedite the review process.

Section E
Provide any document describing the physicochemical characteristics of the new chemical notified. Documented research data from other countries will be helpful. Notifiers with such information will assist DENR to expedite the review process.

Section F
Present a short description of potential toxicological effects of the new chemical (if any) and provide any document describing those effects. Documented research data and journal articles from other countries will be helpful. Health effects data may include carcinogenicity, sensitization, acute toxicity and irritation. Notifiers with such information will assist DENR to expedite the review process.

Section G
Present a short description of potential environmental effects of the new chemical (if any) and provide any document describing those effects. Documented research data and journal articles from other countries will be helpful. Environmental effects may include acute and chronic toxicity to animals (fish in particular) and terrestrial plant toxicity. Information concerning the fate of the chemical upon release to environment will be important. Notifiers with such information will assist DENR to exp edite the review process.

PMPIN DETAILED FORM

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Section A: Premise Information CBI ( )

1. Premise Name
2. Premise Physical Location and Telephone Number
3. Name of the Responsible Authority
4. Mailing Address and Telephone/Fax Number
5. Circle: Manufacture Import

Section B: Chemical Identification Information CBI ( )

6. Chemical Name:

   CAS Registry Name IUPAC Common Name

7. CAS Number (if available)
8. RTECS Number (if available)
9. Molecular Formula
10. Synonyms for the New Chemical
11. Trade Name of the New Chemical

Section C: Production, Import and Intended Use CBI ( )

12. Total quantity produced or imported in the first 12 months (Kg)
13. Estimate the quantity of the new chemical used in any of the following categories (kg):

    Site Limited Industrial Commercial Consumer

Section D: Occupational Exposure

Type of Activity Number of Workers Duration of exposure(h/d)

Section E: Estimate Environmental Release and Disposal of the New Chemical CBI ( )

Quantity (kg) Media of Release Control Measures Planned

PMPIN DETAILED FORM

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Section F: Regulatory Status in Other Countries (if available)

14. Country Name:
15. Regulatory Status of the New Chemical in that country:
16. Is MSDS available for the new chemical in the country referred:

    Yes (attach MSDS) No

(Use a separate page if there are more than one country)

Section G: Physicochemical Test Results

17. Tests Conducted by (Name & Address of the Laboratory):
18. Test Results Attached Yes No

(Refer to instruction for the type of test results required)

Section H: Toxicological Effects Test Results

19. Tests Conducted by (Name & address of the Laboratory):
20. Test Results Attached Yes No

(Refer to instruction for the type of test results required)

Section I: Environmental Effects Test Results

21. Tests Conducted by (Name & Address of the Laboratory):
22. Test Results Attached Yes No

(Refer to instructions for the type of test results required)

Section J: List other companies and their addresses if this is a joint submission

Section K: List of Attachments

Certification:

I hereby certify that all the information provided in this form and the support documents attached are true and accurate.

Signed:

Name: Position: Date:

PMPIN DETAILED FORM INSTRUCTIONS

Confidential Business Information(CBI)
Mark X if you claim CBI for any of sections A, B, or C. Please provide in separate page justification for claiming CBI and attach.

Section A
Fill in the information about the premise/firm that is considered the principal submitter of this form.

Section B
Provide the chemical identity information. Consult DENR if you need assistance in obtaining the information required. The results of an X-ray diffraction (non-organic chemicals) or Mass Spectrum (organic chemicals) analysis must be submitted along with this form to enable DENR review committee for correct identification of the chemical notified.

Section C
Estimate the total quantity of new chemical to be manufactured or imported during the first 12 months of operations. Under subsection 13 estimate how much of the intended production or import will be used in any of the four categories on an annual basis (the total should be equal to the figure provided in subsection 12).

Section D (not applicable to importers)
Estimate the type of activities the workers will be engaged in the use and production of the new chemical. For each type of activity provide information about the maximum number of workers and maximum hours per day that they will be exposed to the new chemical.

Section E (not applicable to importers)
Estimate the quantity of the new chemical that will possibly be released through air, surface water, groundwater, and soil. Also, provide a brief statement regarding release control measures planned.

Section F
Submission of the information concerning the regulatory status of this chemical in other countries will expedite the review process.

Section G
Provide any test results on the physicochemical characteristics of the new chemical notified. Documented research data from other countries will be helpful. Notifiers with such information will assist DENR to expedite the review process. The test results should include:

Boiling Point, Vapor Pressure, Melting Point, Purity, S. Gravity, Water/Octanol partition Coefficient, Solubility in Water, and solubility in organic compounds.

Section H
Present the test results of potential toxicological effects of the new chemical and provide any document describing those effects. Submit documented research data and journal articles from academia in the Philippines and other countries. When you submit the test results, ensure that the full name and address of the laboratory which conducted the tests in the Philippines or in other countries are clearly indicated. The health effects data may include carcinogenicity, mutagenicity, teratogenicity, sensitization, acute and chronic toxicity and irritation. Notifiers with such information will assist DENR to expedite the review process. DENR may require full testing of the new chemical notified if it determines that the information submitted is not adequate to assess the potential risk of the new chemical.

Section I
Present the test results of potential environmental effects of the new chemical and provide any document describing those effects. Submit documented research data and journal articles from academia in the Philippines and other countries. When you submit the test results ensure that the full name and address of the laboratory which conducted the tests in the Philippines or in other countries are clearly indicated. Environmental effects may include acute and chronic toxicity to animals (fish in particular) and terrestrial plant toxicity. Information concerning the fate of the chemical upon release to environment will be important and must be submitted if available. Notifiers with such information will assist DENR to expedite the review process. DENR may require full testing of the new chemical notified if it determines that the information submitted is not adequate to assess the potential risk of the new chemical.

ANNEX B

Control Number: _____

CHEMICAL CONTROL ORDER FOR POLYCHLORINATED BIPHENYLS (PCBs)

REGISTRATION FORM

1. Name of Registrant : _____

2. Business Address : _____

3. Nature of Business :
   - ☐ Manufacturing
   - ☐ Power Generation
   - ☐ Electric Distribution
   - ☐ Sales/Distribution
   - ☐ Waste Transport/Treatment
   - ☐ Others _____

4. Business Permit No.: _____ Validity Date: _____ Region/City: _____

   SEC Registration No.: _____ Validity Date: _____ Region/City: _____

5. Name of Authorized Representative: _____
   Designation: _____
   Telephone No.: _____
   Facsimile No.: _____
   E-mail Address: _____

6. Type of PCB Materials stored, used and/or owned:
   - ☐ PCBs
   - ☐ PCB equipment
   - ☐ PCB-contaminated equipment
   - ☐ non-PCB equipment
   - ☐ PCB article
   - ☐ PCB wastes
   - ☐ PCB packaging
   - ☐ Suspected PCB equipment, PCB-contaminated equipment,

non-PCB equipment, PCB wastes, PCB articles or PCB packaging

7. Location of Installation(s) / Storage Facility: _____

_____

8. Certification:

I certify that the data and information hereto stated in this form and attachments are true and correct. I understand that any false or misleading statements may result in permanent denial of my/my company's application or cancellation of my/my company's registration.

Date of Application: _____

Signature of Authorized Person: _____

Printed Name: _____

Title/Designation: _____

DO NOT WRITE IN THIS SPACE
(FOR EMB USE ONLY.)

Endorsement and Inspection Report Date: _____

Information checked by: _____

Fee: _____ Official Receipt No.: _____

First Verification Date: _____

Second Verification Date: _____

ANNEX C

CHEMICAL CONTROL ORDER FOR POLYCHLORINATED BIPHENYLS (PCBs)

ANNUAL REPORT FORM

Reporting Period _____

A. GENERAL INFORMATION

1. Name of Company: _____

_____

2. Registration Number: _____

3. Nature of Business:

- ☐ Manufacturing
- ☐ Power Generation
- ☐ Electric Distribution
- ☐ Sales/Distribution
- ☐ Waste Transport/Treatment
- ☐ Others _____

4. Business Address: _____

_____

5. Name of Authorized Representative: _____

Designation: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

B. MANAGEMENT INFORMATION

1. Personnel involved in the management of PCBs, PCB equipment, PCB-contaminated equipment, non-PCB equipment, PCB articles, PCB packaging, PCB wastes:

Position/Title	Number	Responsibilities	Qualification/Training	Employment Status

*Permanent or contractual

2. Personnel Exposure:

Number of Personnel	Possible Routes of Entry	Duration

NOTICE OF COMMENCEMENT (MANUFACTURE OR IMPORT)

1. PREMISE INFORMATION	DENR USE
(a) NAME OF THE AUTHORIZED PERSON (b) COMPANY NAME (c) COMPANY ADDRESS AND TELEPHONE/FAX NO.	CBI ( )
2. PERMIT NUMBER ISSUED BY DENR FOR PRE_MANUFACTURE (PRE_IMPORT)	
3. DATE OF FIRST COMMERCIAL MANUFACTURE (OR IMPORT)	
4. MANUFACTURING SITE ADDRESS (OR PORT OF ARRIVAL FOR IMPORT)	
5. CHEMICAL IDENTITY	CBI
(a) CHEMICAL NAME AND CAS NUMBER (b) CHEMICAL TRADE NAME (c) ANNUAL VOLUME ANTICIPATED (METRIC TONS)	
6. REASONS FOR SUBSTANCE CONFIDENTIALITY CLAIM (IF APPLICABLE)	
SIGNED DATE	
FOR DENR USE	
Instruction: This form must be submitted by all the premises granted a permit to manufacture or import new chemical. Import Entry & Tax Revenue declaration should be submitted to upon arrival of the shipment	

APPENDIX THREE: ANSWERS TO THE MOST COMMON QUESTIONS RAISED BY INDUSTRIES

Q: Why is by-product exempt from nominations in PICCS?

A: Since by-products were produced without a commercial intent during the manufacture of another chemical, these are exempt from nominations in PICCS. By-product, as wastes, are regulated under Title III of DAO 29.

Q: What is the rationale behind the exemption of chemicals used for research and development?

A: Chemicals and chemical substances for research and development purposes are often used in small quantities and in a secured environment where exposure is limited within the workplace.

Q: What is the rationale behind the exemption of chemicals below 1,000kgs from PICCS updating?

A: With the limited resources of DENR-EMB, it is not possible for the agency to process all nominations submitted by industries at the moment. The 1,000kgs figure is just a safe estimate for DENR-EMB to concentrate on nominations with higher quantities of usage. As DENR-EMB acquire more expertise in handling the procedures for nominations, the quantity will be lowered gradually.

Q: Do the proprietary chemicals (trade names) and chemical specialties (mixtures) included in the PICCS?

A: Proprietary chemicals or trade names were not listed in PICCS. Industries who submitted only trade names are required by DENR-EMB to resubmit their nominations to include CAS number and chemical names. Unless the industry responds to DENR-EMB's requirements, the proprietary chemicals that they have submitted will not be included in the PICCS. In the case of chemical specialties or mixture, the draft PICCS contains the chemicals exempt from inclusion in PICCS. However, the chemical constituents of a mixture will be listed in PICCS.

Q: Do the products that are regulated by other government agencies exempt from PICCS?

A: Products that are regulated by other government agencies for the use specified by those agencies are exempt from the requirements stipulated under Title II of DAO 29. All other unregulated chemicals in commerce however are subject to DAO 29 regulation.

Q: Who provides or designed the CAS numbers?

A: The Chemical Abstract Service number is designed by the CAS Registry Services. It designates a unique number to a specific chemical and is adopted internationally. CAS numbers are available upon request and payment of fees through the following:

CAS Registry Services
P.O. Box 3343
2540 Olentangy River Road
Columbus, Ohio 43210-0334
U.S.A

Q: Are articles containing chemicals included in PCL exempt from the requirements of Title II of DAO 29?

A: Yes, articles are exempt from the PCL rulings.

Q: We buy some chemicals included in PCL from a distributor. Are we required to submit the biannual reporting requirements or is it the responsibility only of the distributor?

A: All manufacturers, users, importers and distributors of chemicals included in PCL are required to submit biannual reports to DENR.

Q: Are we required to report usage of small quantity(less than 1,000kgs) of chemicals included in the PCL and CCO list?

A: Exemption from PICCS requirements does not apply to chemicals included in the PCL and CCO list. Even small

quantity users, manufacturers, distributors and importers of chemicals under the PCL and CCO list will be subject to the PCL and CCO requirements and regulations.

Q: What assistance can DENR extend to industry in identifying and sourcing alternatives to chemicals that will be phased-out?

A: DENR maintains a network system with the World Health Organization and other UN agencies responsible for the gradual phase-out of certain chemicals. Information on alternatives and replacement for these chemicals is often provided by these organizations.

Q: Is the 180 days time frame enough for an importer to get a clearance to import a particular substance?

A: 180 days prior to manufacture or import of new chemicals is enough for a clearance to be obtained from DENR. Though notification for a new chemical should not be sooner than 180 days or later than 90 days prior to manufacture or import, an industry requiring a chemical clearance should complete the requirements before notification to DENR to avoid delays of processing within the 180 day period. Submission of incomplete requirements will delay the issuance of clearance.

Q: How do we know if the chemicals we have nominated are in confidential PICCS?

A: A formal written request using Letter of Inquiry for Confidential Inventory Information Form should be given to DENR. However, only industries and their designated representative who have nominated CBI chemicals are allowed to inquire about the CBI listing.

Q: Only those representatives who certified and signed the nominated form can request for verification of chemicals included in the CBI listing. What will be the requirements if that authorized representative had resigned from the country?

A: The president /general manager of a company should send a written communication to DENR stating the resignation of the authorized representative. The name and designation of the new authorized person should also be stated. The letter should be signed both by the president/general manager and the new authorized representative.

Q: Laboratories that will undertake testing must be accredited by DENR. Which laboratories are now accredited by DENR and what are the requirements and procedures for accreditation?

A: The process of accreditation is on-going. Procedures and requirements for accreditation can be obtained through the Research and Development Section of the Environmental Management Bureau located at Visayas Avenue.

Q: What are the penalties to be imposed to violators?

A: Industries found to be avoiding the requirements and regulations of Title II of DAO 29 can be fined or imprisoned or both depending upon the type of violation committed. Refer to DAO 29 for details.

Q: What are the roles of other government regulating agencies in the implementation of Title II of DAO 29?

A: Other such government regulating agencies as the Central Bank, Philippine Ports of Authority, and Bureau of Customs will have close coordination with DENR to fully implement Title II of DAO 29. The above mentioned agencies will request from manufacturers, importers and distributors the necessary clearances obtainable from DENR. A copy of the PICCS, PCL, and CCO listing will be given to these agencies for instant verification of the documents submitted by industries.

Guidance Manual:
DAO 29, Title II

APPENDIX FOUR: DIRECTORIES

Environmental Management Bureau – Central Office

Engr. Julian D. Amador
Director

Atty. Jonas R. Leones
Assistant Director

Dr. Renato T. Cruz
Chief, Environmental Quality Division

Chemical Management Section:

Angelita T. Brabante MPH
Chief

Emmanuelita D. Mendoza
PCL & CCO Specialist (Expert)

Josephine L. Monilla
PICCS Specialist

Angelica Anne C. Nicolas
PCB Specialist

Jose Joel D. Maleon
PCL Specialist

Rechelle B. Andaya
PMPIN Specialist

Maria Almira F. Alvia
Administrative Secretary

Anne Catherine C. Pama
Legal Assistant

Gilbert Q. Maximo
Layout Artist & Encoder

EMB REGIONAL OFFICES:

Office	Director	Address
Central Office	**Julian D. Amador**	EMB Bldg., DENR Cmpd., Visayas Ave., Diliman, Quezon City Tel. No. 927-15-17/ 928-37-42/ 928-37-82 / 928-37-8 Fax No. 927-15-18
NCR	**Roberto Sheen**	29 Hizon Building, Quezon Avenue, Quezon City Tel. No. (02) 781-0497 / 71 / 781-0482-85
CAR	**Paquito Moreno**	DENR Forestry Compound, Pacdal District, Baguio City Tel. No.: (074) 446-2881 Fax: (074) 442-4531
Region 1	**Joel Salvador**	3rd Floor Marcos Building, San Fernando City, La Union Tel. No. (072) 242-3057; 242-3597; 888-3833 Fax: (072) 242-3032
Region 2	**Lormelyn Claudio**	EMB Nursery Compound, San Gabriel Village, Tuguegarao City, Cagayan Tel. No.: (078) 844-4321 Fax: (078) 844-6662
Region 3	**Carlos Magno**	4th Floor Melvi Biulding, San Fernando, Pampanga Tel. No.: (078) 844-4321 Fax: (078) 844-6662
Region 4a	**Allan L. Leuterio**	1515 L and S Building, Roxas Boulevard, Pasay City Tel. No.: (02) 536-9784 Fax: (02) 536-9784

Region 4b	**Sixto Tolentino**	1515 L and S Building, Roxas Boulevard, Pasay City Tel. No.: (02) 400-5960 Fax: (02) 405-0041
Region 5	**Gilbert C. Gonzales**	Regional Center Office, Rawis, Legaspi City Tel. No.: (052) 482-0197 Fax: (052) 820-5065
Region 6	**Oscar Cabanayan**	Pepita Aquino St., Port Area, Iloilo City Tel. No.: (033) 337-9801 Fax: (033) 337-9801
Region 7	**Rolando Luego**	Greenplains Subdivision, Banilad, Mandaue City Tel. No.: (032) 345-3905, 346-9426 Fax: (032) 346-1647
Region 8	**Leticia Maceda**	3rd Floor P&M Building, Torres St., Tacloban City Tel. No.: (053) 325-2149 Fax: (053)325-2149
Region 9	**Alan De Gala**	GMV Drive, Governor Camins Avenue, Zamboanga City Tel. No.: (062) 992-6547 Fax: (062) 992-6548
Region 10	**Sabdullah C. Abubacar**	DENR 10 Compound, Macabalan, Cagayan de Oro City Tel. No.: (088) 726- Fax: (088) 856-9362
Region 11	**Metodio Turbella**	Door 2, Flebet's Building, Km 7, Lanag, Davao City Tel. No.: (082) 235-1259 Fax: (082) 235-1354
Region 12	**Datu Tungko Saikol**	4/F Siyambio Bldg., Roxas St., Koronadal, South Cotabato Tel. No.: (083) 288-4847 Fax: (083) 288-4848 or 228-6225
Region 13	**Esther Olavidez**	Langihan Road, Butuan City Tel No.: (085) 342-5332 Fax: (085) 815-1045