EMB MEMORANDUM CIRCULAR
No. 2020 - 17

SUBJECT: GUIDELINES ON THE ISSUANCE OF PERMIT TO OPERATE (PTO) FOR AIR POLLUTION SOURCE INSTALLATION OR EQUIPMENT (APSI/APSE) THROUGH THE ONLINE PERMITTING AND MONITORING SYSTEM (OPMS)

DATE : May 11, 2020

Pursuant to Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and its Implementing Rules and Regulations (IRR), which mandates government agencies to adopt a zero-contact policy; and Republic Act No. 8749, otherwise known as "The Philippine Clean Air Act of 1999" and its IRR, the acceptance of applications for and issuance of Permit to Operate (PTO) for Air Pollution Source Installation or Equipment (APSI/APSE), as provided under Department Administrative Order (DAO) No. 2000-81 and DAO No. 2004-26 through the Online Permitting and Monitoring System (OPMS) is hereby adopted, subject to the following guidelines:

SECTION 1. OBJECTIVES

The issuance of this Memorandum Circular (MC) aims to:

(a) Provide time and cost-efficient procedure for the processing of application through the use of OPMS, reducing red tape and expediting transactions in every EMB Regional Office (EMB-RO);

(b) Harmonize the process flow in the application for PTO in every EMB-RO using a secured central server to be managed by the DENR-EMB Central Office, through its Statistics and Information System Management Section (SISMS) and the Regional Planning and Information System Unit (PRSMU) of the EMB-RO; and

(c) Strictly implement the Zero-Contact Policy under Rule V of Republic Act No. 11032 and its IRR.

SECTION 2. OPERATIONAL MECHANISM

The EMB-RO shall be responsible for the following:

(a) Evaluation of the application upon receipt of the complete required documents and permit fees;

(b) Immediate notification of the applicant, through the OPMS, for any deficiencies
on the submitted documents, or to any other valid concerns as may be determined;

(c) Provision of technical guidance to applicants; and

(d) Reporting of any issues encountered by applicants which cannot be resolved at the regional level, to the DENR-EMB Central Office through the SISMS.

SECTION 3. PTO ONLINE APPLICATION PROCEDURE

The OPMS User’s Manual describes the entire procedure of the Online Application for PTO using the OPMS, herein attached as Annex A. The compilation of regional OPMS account information and exempted air pollution sources are attached as Annexes B and C respectively.

SECTION 4. PAYMENT OF APPLICATION

Payment of the PTO application may be made at the Landbank of the Philippines branches, or other institutions as may be allowed.

SECTION 5. PROCESSING TIME

Upon receipt of the complete documents and payment of the required fees, the EMB-RO shall issue the PTO to an applicant within twenty (20) working days.

SECTION 6. TRANSITION PERIOD AND COMPLIANCE

All applications for PTO shall be processed using the OPMS provided that EMB-RO may process manually all applications received prior to the date of effectivity. The EMB-ROs’ prompt compliance shall positively affect their respective performance rating.

SECTION 7. EFFECTIVITY

This Circular shall take effect fifteen (15) days after publication of EMB Central Office website (www.emb.gov.ph)

[Signature]

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ANNEX A

Online Permitting and Monitoring System
User’s Manual

Permit to Operate (Air)
Step 1. Click on the Permit to Operate navigation.
Step 2. Click on the New Permit to Operate button.

Note: For renewal of manual applications, use the New Permit to Operate button. For amendment and renewal of online applications, please click on the Amend or Renew button corresponding to the permit to be renewed.
Step 3. Fill in all the necessary fields.
Step 4. Once done, click on the Proceed button.
Step 5a1. To add an APSI individually, click the Add button.
Step 5a2. Fill in all the necessary fields.
Step 5a3. Click the Save button.
Step 5b1. Alternatively, you may download a template to upload APSI by batch by using the Download CSV Template and Upload CSV File buttons.
### Step 5b2.

You may click on the control button to expand the instructions for batch upload.
Step 6. You may update, duplicate and delete APSIs using the corresponding buttons.
Step 7. Click the **Add** button to add an individual APCD.
Step 8. Fill in the necessary fields.
Step 9. Click the **Save** button.
Step 10. You may update, duplicate and delete APCDs using the corresponding buttons.
Step 11. Scroll down to see the Stack / Exhaust section.
Step 12. Click the Add button to add an individual stack.
Step 13. Fill in the necessary fields.
Step 14. Click the **Save** button.
Step 15. You may update, duplicate and delete stacks/exhausts using the corresponding buttons.
Step 16. Click the **Update** button to update APSI connections.
Step 17. Click the **Connected APCDs** field to show list of APCDs.
Step 18. Select the one to be connected.
Step 19. Repeat steps 17 and 18 as needed.
Step 18. Your application has been submitted. Please wait for an update from EMB.

Step 20. Click the Connected APSIs field to show list of APSIs.
Step 21. Select the one to be connected.
Step 22. Click the Connected Stacks field to show list of stacks.
Step 23. Select the one to be connected.
Step 24. Click the Save button.
Step 25. Click the Update button to update APCD connections.
Step 26. Click the Connected APCDs field to show list of APCDs.
Step 27. Select the one to be connected.
Step 28. Click the Connected Stacks field to show list of stacks.
Step 29. Select the one to be connected.
Step 30. Click the **Save** button.
Step 31. Click the View Diagram to view the saved connections.
Step 32. Verify that the diagram is correct. Once done, close the window, then go back to the form.
Step 33. Click the Proceed button.
Step 34. Fill in all the necessary fields.
Step 35. Click the Proceed button.
Step 36a1. you may download a template to upload Pollutants by batch by using the Download CSV Template and Upload CSV File buttons.
Step 36a2. You may click on the **control** button to expand the instructions for batch upload.
Step 36b1. Alternatively, click the Add button to add a pollutant individually.
**Step 36b2.** Fill in the necessary fields.
Step 36b3. Click the Save button.
Step 36b4. Repeat steps 36b1 to 36b3 to add more pollutants.
Step 37. Repeat step 36 for all of the APSIs.
Step 38. Click the Proceed button.
Step 39. You may download your application form should you wish.
Step 40. Click the Proceed button.
Step 41. Scroll down to view and upload the requirements to be uploaded.
Step 42. Click the **Add files** button and select the file to be uploaded.
Step 43. Select the requirement for which the uploaded file is for.
Step 44. Click the Save button.
Step 45. Repeat steps 42 to 44 for all of the requirements.
Step 46. Click the Finalize Application button.
Step 47. Read and understand the Terms and Conditions.
Step 48. Agree to the Terms and Conditions and certification.
Step 49. Click the Submit button.
Step 50. Wait for a notification from EMB for further action.
## Annex C

### APSI Exempted for PTO

**Note:** Exempted Fuel Burning equipment which emits negligible air pollutant/s defined under Section 5-A of RA’8749 and Section 1 Rule 6 of DAO 2000-81 and will not cause harmful, detrimental, or injurious to human health and safety & will not adversely affect commercial, industrial and other purposes.

1. Standby stationary/ portable/mobile/multi-purpose Generatorset engines (1-15kW) used in small scale operation (eg. tower light, air compressors, pumps etc.)
2. Off road vehicles (mobile sources) used in Industrial/Commercial, Forklift, Bulldozer, Backhoe

### Non-Fuel Burning APSI

**Note:** Exempted Non-Fuel Burning equipment which emits negligible air pollutant/s defined under Section 5-A of RA’8749 and Section 1 Rule 6 of DAO 2000-81 and will not cause harmful, detrimental, or injurious to human health and safety & will not adversely affect commercial, industrial and other purposes.

1. Electric powered Manual and CNC Lathe Machines, Mills, grinder, drill press, welding machine, CNC Laser Cutting & other laser Machines, Metal Forming Equipment, Pipe Bender, Mechanical Press, Punch Machine and other related equipment used in small scale operations
2. Electric powered Circular Saws (table-mounted or hand-held) used in small scale operations
3. Electric powered Hand-held and manual tools (e.g. planers, drill, etc. maximum of 5 units per firm ) used in small scale operations
4. Dispensing pumps and nozzles in the fuel refilling stations.
5. Electric powered Single-Pass Type Rice and Corn Mill used in small scale operation (1-50 cavans/day)
6. Electric Oven used in small scale food preparation
7. Electric powered welding machine in small scale welding operations.
8. Electric powered Soldering Iron in small scale operations
9. Electric powered Air compressors
10. Exhaust Ventilation
11. Non-odorous Storage tank (e.g. water storage tank, oxygen storage tank etc.)
12. Day Tank Storage Tank < 1m³ (eg. Fuel tank)
13. Electric powered Core Builder in Saw Mills
14. Electric powered Strip cutter in Saw Mills
15. Electric powered Plastic grinder(Dry) in Plastic Plant