



**January 28, 2021**

**EMB MEMORANDUM CIRCULAR**

No. 2021 - 02

**SUBJECT : ADOPTION OF INTERIM PROTOCOLS IN THE CONDUCT OF REMOTE SITE ACTIVITIES IN THE IMPLEMENTATION OF ALL LAWS UNDER THE MANDATE OF THE ENVIRONMENTAL MANAGEMENT BUREAU (EMB) DURING THE COVID-19 PANDEMIC**

**SECTION 1. OBJECTIVE**

To ensure effective implementation of all environmental laws covered by the EMB's mandate, the use of remote technologies when field monitoring, validation, inspection, assessment, and other field activities (hereinafter referred to as site activities) which may not be physically possible in view of the reasonable circumstances which may pose a great risk, or otherwise prohibited by law, during the COVID-19 pandemic is hereby adopted.

**SECTION 2. SCOPE AND COVERAGE**

This Memorandum Circular (MC) covers the conduct of site activities to all firms, establishments, institutions, undertakings, projects, and businesses with registrations or permits within the purview of the EMB mandates.

**SECTION 3. PROTOCOLS ON THE CONDUCT OF REMOTE SITE ACTIVITIES**

All concerned officials and personnel shall adhere to the following protocols in evaluating the compliance of the industry, proponent, operator, third party environmental service providers, etc. (hereinafter referred to as the concerned party) to all environmental laws:

1. The conduct of site activities shall be done remotely through available platforms (i.e., Microsoft Teams, Zoom, etc.).
2. Issue a Notice to Conduct of Remote Site Activity to the concerned party at least seven (7) working days before the conduct of the said activity. *(See attached Annex A)*
3. Conduct an entry meeting/conference with the concerned party to discuss the purpose of the activity, areas subject to remote monitoring, validation, inspection, assessment, and any restrictions that the concerned party may impose on the EMB. The Bureau shall review pertinent documents during the entry meeting/conference.
4. The conduct of remote site activity shall conform to the guidelines prescribed in the following Annexes:
  - a. Environmental Impact Statement System (PD 1586) *(Annex B)*
  - b. Philippine Clean Air Act (RA 8749) *(Annex C)*
  - c. Philippine Clean Water Act (RA 9275) *(Annex D)*



- d. Toxic Substances and Hazardous and Nuclear Wastes Control Act (RA 6969) (*Annex E*)
  - e. Ecological Solid Waste Management Act (RA 9003) (*Annex F*)
  - f. Recognition of Environmental Laboratories (*Annex G*)
5. Conduct an exit meeting/conference to discuss the summary of findings with the concerned party, and if applicable, a timeline of the corrective actions that the concerned party agreed to undertake. Provided, a follow-up remote site activity may be scheduled, or submission of corrective action report may be requested from the concerned party.

#### **SECTION 4. REFUSAL TO ALLOW LAWFUL INSPECTION**

Any refusal, without justifiable cause, on the part of the concerned party in the conduct of remote site activities, shall be considered as a refusal to allow lawful inspection, which shall correspondingly be subject to the imposition of fines and penalties provided under existing laws, subject to due process.

#### **SECTION 5. SEPARABILITY CLAUSE**

If any provision of this Circular is declared unconstitutional or invalid, the same shall not affect the other provisions' validity and effectivity hereof.

#### **SECTION 6. EFFECTIVITY**

This Circular shall take effect immediately and shall remain in force until the end of the COVID-19 pandemic unless sooner modified or revoked.



**ENCR. WILLIAM P. CUÑADO**  
Director





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**ANNEX A**

## **Notice to Conduct of Remote Site Activity**

**(NAME OF CONTACT)**  
**(CONCERNED PARTY - INDUSTRY, PROPONENT, OPERATOR, THIRD-PARTY ENVIRONMENTAL SERVICE PROVIDERS, ETC.)**  
**(ADDRESS)**

Pursuant to EMB Memorandum Circular 2020 - \_\_\_\_, this Office will be conducting a/an **(REMOTE SITE ACTIVITY)** on **(DATE)** **(TIME)** to be conducted via **(PLATFORM)** and will be recorded. This is in relation to the **(PURPOSE)**.

In view of the above, kindly prepare and send to this Office the following :

1. **(DOCUMENT A)**
2. **(DOCUMENT B)**
3. **(PERMIT A)**
4. **(REPORT A)**

As such, please be informed that we would be conducting a test run with the platform and line communications (internet, power, etc.) on **(DATE)** **(TIME)** via **(PLATFORM)**. Please ensure the reliability of your internet connection to enable real-time video streaming. Any concerns regarding internet connectivity, such as but not limited to weak signal because of remote locations that are outside the coverage of Internet Service Providers, shall be relayed to this Office within three (3) days upon receipt of this notice, in which case, the Bureau shall determine the merits of your issue.

All pertinent documents shall be sent through **(OFFICIAL E-MAIL ADDRESS)**, and please shall ensure that the documents are clear and readable. Any submission of false or fraudulent documents or any misrepresentation thereof in relation to the conduct of remote site activities shall be punishable under existing laws.

For strict compliance.

Very truly yours,

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**Director**

*Protect the environment... Protect life...*



## ENVIRONMENTAL IMPACT STATEMENT SYSTEM (PD 1586)

Pursuant to the Revised Procedural Manual of DENR Administrative Order No. 2003-30, the primary purpose of compliance monitoring/inspection under PD 1586 is to validate and evaluate the effective implementation of sound environmental management of proponent as committed in their Environmental Compliance Certificate (ECC). The following are the minimum actions to be undertaken by EMB during the remote inspection:

Requirements on monitoring/inspection		Action to be Undertaken
1	Project Capacity	Visual of the production logbook/record and machine/equipment plate
2	Project components	Visual observation of project components to validate that facilities/equipment constructed/installed are within the coverage of ECC issued  Visual observation and validation of documents relative to compliance to ECC conditions
3	Compliance to Conditions stipulated in the ECC	Visual observation of compliance to ECC conditions
4	Compliance with EMP	Evaluate if the commitments in the EMP are implemented.  Evaluate whether the EMP is still applicable to the current situation and, if not, recommend what to include and revise the EMP and submit to EMB.
4.1	Mitigating Measures	Provide an as-built layout plan of the firm pinpointing the STP, APSI, APCD, HazWaste Storage Facility/ies, etc., to aid the EMB personnel in the flow of the visual observation being done in the area.
	a. Air Pollution management	Visual observation of the following: i. air pollution control facilities ii. smoke emission from stack and results of latest stack sampling iii. actual reading of CEMS air pollution parameters (if required) iv. maintenance logbook for APCF and CEMS v. ambient monitoring station and latest results of analysis from DENR recognized laboratories
	b. Wastewater management	Visual observation of the following: i. Wastewater treatment facilities, sewage treatment plant including its capacity ii. Influent and effluent (including volume reading) ii. receiving bodies of water v. latest laboratory results from DENR recognized laboratories
	c. Toxic and Hazardous Waste Management	Visual observation of hazardous waste storage facilities, including its proper labeling and



<b>Requirements on monitoring/inspection</b>		<b>Action to be Undertaken</b>
		<p>storage, and ensure the absence of leak/spill of toxic and hazardous materials</p> <p>Visual observation of Ash Disposal Facility (including lining used and its leachate collection system) for fuel-burning equipment utilizing coal</p>
	d. Ecological Solid Waste Management	Visual observation of MRF and other solid waste management facilities, logbook of solid waste transport/disposal (with corresponding date, volume, hauler)
4.2	Social Development Program /IEC Plan	Visual observation of proof of activities undertaken (i.e., photos of SDP/IEC implementation, reports of activities, minutes of meeting/forum/dialogue with stakeholders)
5	Complaints Management	Visual observation of procedures and protocols for complaint management (in the diagram) and records of resolution of complaint received/ action taken on the complaint



### PHILIPPINE CLEAN AIR ACT OF 1999 (RA 8749)

Pursuant to Section 38 of RA 8749, the Department, through the Bureau, shall have the right of a) entry or access to any premises including documents and relevant materials; b) inspect any pollution or waste source, control device, monitoring equipment, or method required; and c) test any emission. The presentation of relevant issuances/requirements shall be undertaken as follows.

#### A. Monitoring, Validation, Inspection, and Assessment Activities of Industrial / Commercial Establishments Subject to Permitting under RA 8749

	Relevant Issuance / Requirement	Action to be Undertaken
1	Pollution Control Officer (PCO) Accreditation / Appointment	Visual communication of PCO / presentation of documents (PCO accreditation/appointment)
2	Permit to Operate (PTO)	Visual observation/documentation of PTO (posted near APSI)
3	Air Pollution Source Installation / Equipment (APSI/E)	Visual observation/documentation (proof of operation) of APSI such as the following: <ul style="list-style-type: none"> <li>• maintenance logbook</li> <li>• maintenance chart</li> <li>• as-built layout plan of the APSI/E</li> </ul>
4	Air Pollution Control Device (APCD)	Visual observation/documentation (proof of operation) of APCD <ul style="list-style-type: none"> <li>• maintenance logbook</li> <li>• maintenance chart</li> </ul>
5	Results of Source Emission Test (SET) / Self-Monitor Report (SMR)	Visual observation/presentation of documents to determine compliance
6	Continuous Emission Monitoring System (CEMS) / Continuous Opacity Monitoring System (COMS)	Visual observation (proof of operation) of CEMS / COMS/presentation of Data Acquisition Handling System (DAHS)
8	Closed Circuit Television (CCTV) Installation	Visual observation (proof of operation) of CCTV / presentation of data
10	Results of Ambient Air Quality Monitoring	Visual observation/presentation of documents to determine compliance
11	Other related documents as required by the compliance inspection checklist of the EMB Procedural Manual	Visual observation/presentation of documents.

#### B. Accreditation of Third-Party Source Emission Testing Firms (TPSETF) c/o EMB CO

	Relevant Issuance / Requirement	Action to be Undertaken
1	Written Examination (Using Microsoft Forms) and Oral (Using Microsoft Teams) Examination	Visual observation of examinees
2	Facility Inspection	Visual observation (proof of operation/demonstration of equipment) / presentation of documents following SST Facility Checklist
3	Proficiency Testing (On-site / Actual Stack Testing Demonstration)	Visual observation (proof of proficiency / demonstration of equipment) following SST



Relevant Issuance / Requirement		Action to be Undertaken
		Checklist
4	Deliberation of Final SET Report	Document review of SET report following SST Checklist

**C. Actual Inspection of New Motor Vehicles in Relation to the Issuance of Certificate of Conformity (COC) pursuant to EMB MC 2018 - 005 c/o EMB CO**

Relevant Issuance / Requirement		Action to be Undertaken
1	Emission Control Device (i.e., catalytic converter, oxygen sensor, exhaust gas recirculation (EGR), positive crankcase ventilation, evaporative emissions control system)	Visual observation / presentation of documents to validate any misdeclaration on COC application following AQMS Checklist
2	Electric/Hybrid Vehicles relevant to excise tax pursuant to RA10963 / RR 2018-24	Visual observation / documentation of Motor/Engine Technology following AQMS Checklist

**D. Monitoring, Validation, Inspection, and Assessment Activities of Private Emission Testing Centers (PETC)**

Relevant Issuance / Requirement		Action to be Undertaken
1	Official signboard, certificate of accreditation, and testing procedures	Visual observation / presentation of documents (posting)
2	PETC Clearances / Permits	Visual observation / presentation of documents (Mayor's permit, DTI, DOTr, etc.)
3	PETC / MVECT Technician	Visual communication with the PETC technician and presentation of documents (TESDA Certificate, PETC Technician Certificate, etc.)
4	Emission Test Equipment	Visual observation / presentation of equipment: <ul style="list-style-type: none"> <li>i. Number of Equipment</li> <li>ii. Model / Brand</li> <li>iii. Calibration Sticker</li> <li>iv. Calibration Certificate</li> </ul>
5	Standard Operating Procedures	Visual observation of the conduct of emission test



**PHILIPPINE CLEAN WATER ACT OF 2004 (RA 9275)**

Monitoring, Validation, Inspection, and Assessment Activities of Industrial / Commercial Establishments Subject to Permitting under RA 9275.

In this remote technology monitoring, the Establishment through their DENR accredited Pollution Control Officer (PCO) shall show proof of authentic documents, facilities, and processes related to DENR-EMB Compliance requirements and assist/facilitate the EMB Representatives/Officers to record, inspect and validate the following :

Relevant Issuance / Requirement		Action to be Undertaken
1	Discharge Permit conditions compliance;	<p>Visual observation (proof of operation / demonstration of equipment) / presentation of documents</p> <p>Visual observations as stipulated in the Discharge Permit conditions and other CWA requirements</p>
2	Identification of the source of pollution;	<p>Visual observation of process to determine the generation of wastewater. Provide process flow diagram and its treatment scheme.</p>
3	Proof of wastewater treatment facility	<p>Provide the as-built layout plan of the firm pinpointing the STP or WWTF to aid the EMB Personnel in the flow of the visual observation being done in the area</p> <p>Visual observation of the schematic diagram of WWTF, including the design of WWTF with performance/efficiency.</p> <p>Visual observation of wastewater treatment facility (as applicable):</p> <ol style="list-style-type: none"> <li>1. pre-treatment</li> <li>2. primary treatment</li> <li>3. biological treatment</li> <li>4. chemical treatment</li> <li>5. tertiary treatment</li> </ol> <p>Check the freeboard and area of each WWTF component for the computation of available capacity/retention time.</p> <p>Check maintenance logbook, including the documents that report the operation of the WTF, including operational problems.</p>
4	Influent and effluent results	<p>Visual observation of wastewater characterization (influent and effluent) based on recent lab results. Check SEQP assigned to the industry sector and ensure that the parameters conform to DAO 2016 - 08.</p> <p>Check if the laboratory which provided the ROLA is recognized by DENR - EMB.</p>





Relevant Issuance / Requirement		Action to be Undertaken
		Visual observation of engineer's report
5	Flow reading measurements	<p>Visual observation (proof of operation / demonstration of equipment) / presentation of documents</p> <p>Visual observation of the following:</p> <ol style="list-style-type: none"> <li>1. Records Logbook of water consumption; water bill and/or Effluent discharge flowrate</li> <li>2. Location of outfall</li> <li>3. the flowmeter of influent and effluent (if existing)</li> </ol>
6	Ambient water quality of the RBW	<p>Visual observation and or lab results</p> <p>Visual observation of receiving body of water (discolorization, turbid, cloudy, algal bloom, fish kill, etc.)</p> <p>Check for any source of pollution at the receiving body of water other than the effluent of the firm, including the activities on the upstream.</p>
7	In case the effluent discharge is being used for irrigation and agricultural purposes: a. DA issuance of Effluent Safe Re-use	<p>Visual observation of plantations/farms</p> <p>-Provision of DA's safe re-use certificate of wastewater for irrigation or agricultural purposes</p> <p>Presentation of DOH environmental sanitation clearance</p>



**TOXIC SUBSTANCES AND HAZARDOUS AND NUCLEAR WASTES CONTROL ACT  
OF 1990 (RA 6969)**

**CHEMICALS MANAGEMENT**

Pursuant to Section 6, Item f of RA 6969 that the Department, through the Bureau, is tasked to conduct an inspection of any establishment in which chemicals are manufactured, processed, stored, or held before or after their commercial distribution and to make recommendations to the proper authorities concerned, the compliance monitoring shall be undertaken as follows:

	<b>Relevant Issuance / Requirement</b>	<b>Action to be Undertaken</b>
1	Documents: - Inventory of all chemical substances in facility - Records of regular monitoring of chemical storage - Valid permits for regulated (CCOR, CCOIC, PCL, PCL Exemption) and new chemicals (PMPIN, SQI Exemption, Polymer Exemption) - Valid chemical permits of suppliers and clients - Safety Data Sheets (SDS) - Chemical Management Plan (CMP) - Contingency and Emergency Plan (CEP) - Latest quarterly Self-Monitoring Report (SMR) - Other company internal company documents, as needed	Request the PCO to provide a clear copy of these documents to the inspector in advance, at least a day before the virtual inspection  Perform tabletop review prior to inspection on the following: - Check if regulated and new chemicals are properly identified in the inventory - Check if they and their suppliers/clients have appropriate chemical permits and verify with data in OPMS - Check if they have updated SDS and following GHS / ISO 16 sections - Take note of the following, among others, to be validated visually later: <ul style="list-style-type: none"> <li>• Validity and special conditions in chemical permits</li> <li>• Required Personal Protective Equipment (PPE) per SDS</li> <li>• Handling and storage requirements in CMP/SDS</li> <li>• Declared current stock of controlled chemicals in CCO</li> <li>• Phase-out/substitution schedule in CMP</li> <li>• Chemical accidents/incidents in SMR</li> </ul>
2	Interview with PCO	Discuss during entry meeting any initial findings on the tabletop review of documents
3	Appropriate industrial hygiene and housekeeping	Validate visually that chemicals are placed in their designated area based on the chemical compatibility table
4	Adequate security practices	Validate visually that storage facilities are secured and that only authorized personnel to have access to chemical storage and processing area
5	Engineering and institutional controls to prevent chemical exposure to workers and accidental release to the environment	Validate visually that the appropriate control systems are in place, e.g., secondary containment, fume hood, hot zone demarcations, roofing, flooring, bunding, etc.
6	Proper signages, labeling, packaging, and stacking/stockpiling	Validate visually that signages are clearly visible and that the labels follow the ones in SDS  Validate visually that chemicals are stored/stacked in proper containers with no leaks for liquids, no fugitive dusts for powders, and no visible smokes for volatiles/gases
7	PPE and other safety equipment	Validate visually that the workers are wearing appropriate PPEs
8	SDS	Validate visually that SDS is readily available and accessible onsite



	<b>Relevant Issuance / Requirement</b>	<b>Action to be Undertaken</b>
9	Emergency equipment or system	Validate visually that the equipment is readily available and accessible onsite or that the system is in place for fire for suppression, spill control, first aid measures, etc.
10	Allowed use or manufacture of controlled chemicals in CCO and priority chemicals in PCL	Validate visually that the actual use or manufacture of controlled and priority chemicals follows the one in the chemical permit  Validate visually that the actual use or manufacture of controlled chemicals is not prohibited in CCO
11	Actual quantity of controlled chemicals in storage	Validate visually that the actual quantity in stock coincides with inventory record and SMR data
12	CMP and other safety protocols	Validate visually that the CMP, particularly those for phase-out, and other safety protocols are being implemented
13	CEP and chemical accidents/incidents	Discuss with the Safety Officer about the accidents/incident as reported in SMR and check if the CEP was implemented  Validate visually corrective actions made onsite following the accident/incident

## HAZARDOUS WASTE MANAGEMENT

### I. HW Generator

	<b>Relevant Issuance / Requirement</b>	<b>Action to be Undertaken</b>
1	Hazardous waste storage, packaging, and labeling requirements	Conduct a visual inspection to ensure that the facility is complying with the prescribed rules and regulations governing proper waste storage, packaging, and labeling  <i>Reference: Chapter 6 of DAO 2013-22</i>
2	Hazardous Waste Management Record System	Conduct document review to ensure that no wastes are transported and treated without going through the online Hazardous Waste Management System  <i>Reference: Online Hazardous Waste Management System (Permit to Transport, Manifest, Certificate of Treatment)</i>
3	Contingency Program	Conduct document review to ensure that the facility is establishing and maintaining appropriate and effective Contingency Program to the health and environmental impacts arising from accidental releases of hazardous materials into the environment  <i>Reference: Chapter 8 of DAO 2013-22</i>
4	Personnel Training	Conduct document review to ensure that the company provides training for their personnel and staff on hazardous waste management  <i>Reference: Chapter 9 of DAO 2013-22</i>
5	Environmental Permits	Conduct document review to ensure that the facility is compliant with different environmental laws  <i>Reference: ECC/CNC, Valid Permit to Operate APSCI, Valid Discharge Permit (Whichever is applicable)</i>



Relevant Issuance / Requirement		Action to be Undertaken
6	Documentary Requirements for Registration	Conduct review of submitted documentary requirements to validate the veracity of the information  <i>Reference: Online Hazardous Waste Management System</i>

## II. HW Transporter

Relevant Issuance / Requirement		Action to be Undertaken
1	Hazardous waste transport vehicles requirements	Conduct a visual inspection to ensure that the Transporter is complying with regulations regarding labeling, inspection, use, pressure devices, puncture resistance, and thermal protection  <i>Reference: Chapter 4.3 of DAO 2013-22</i>
2	Hazardous waste transport vehicles holding facility (garage) requirements	Conduct a visual inspection to ensure that the Transporter has secured and designated facility parking when not in use.  <i>Reference: Chapter 4.4 of DAO 2013-22</i>
3	Hazardous Waste Management Record System	Conduct document review to ensure that no wastes are transported and treated without going through the online Hazardous Waste Management System  <i>Reference: Online Hazardous Waste Management System (Record of transport)</i>
4	Contingency Program	Conduct document review to ensure that the facility is establishing and maintaining appropriate and effective Contingency Program to the health and environmental impacts arising from accidental releases of hazardous materials into the environment during the transport of HW  <i>Reference: Chapter 8 of DAO 2013-22</i>
5	Personnel Training	Drivers and helpers must have training on waste management and emergency preparedness and response.  <i>Reference: Certificate of Training from DENR-EMB duly recognized training institution</i>
6	Environmental Permits	Conduct document review to ensure that the facility is compliant with different environmental laws  <i>Reference: Transporter Registration (if already registered), CCO Registrations (if applicable)</i>
7	Documentary Requirements for Registration	Conduct review of submitted documentary requirements to validate the veracity of the indicated information  <i>Reference: Online Hazardous Waste Management System</i>

## III. HW TSD Facility

Relevant Issuance / Requirement		Action to be Undertaken
1	Hazardous waste storage,	Conduct a visual inspection to ensure that the



Relevant Issuance / Requirement		Action to be Undertaken
	packaging, and labeling requirements	facility is complying with the prescribed rules and regulations governing proper waste storage, packaging, and labeling  <i>Reference: Chapter 6 of DAO 2013-22</i>
2	Hazardous Waste Management Record System	Conduct document review to ensure that no wastes are transported and treated without going through the online Hazardous Waste Management System  <i>Reference: Online Hazardous Waste Management System (Permit to Transport, Manifest, Certificate of Treatment)</i>
3	Contingency Program	Conduct document review to ensure that the facility is establishing and maintaining appropriate and effective Contingency Program to the health and environmental impacts arising from accidental releases of hazardous materials into the environment  <i>Reference: Chapter 8 of DAO 2013-22</i>
4	Personnel Training	Conduct document review to ensure that the company provides training for their personnel and staff on hazardous waste management  <i>Reference: Chapter 9 of DAO 2013-22</i>
5	Environmental Permits	Conduct document review to ensure that the facility is compliant with different environmental laws  <i>Reference: TSD Registration (if already registered), ECC, Valid Permit to Operate APSCI, Valid Discharge Permit, CCO Registrations (if applicable)</i>
6	Treatment Method and Residual Waste Management	Conduct visual inspection of the entire processing areas to ensure that the HW is treated and disposed of properly
7	Documentary Requirements for Registration	Conduct review of submitted documentary requirements to validate the veracity of the indicated information  <i>Reference: Online Hazardous Waste Management System</i>

#### IV. Importer of Recyclable Materials

Relevant Issuance / Requirement		Action to be Undertaken
1	Contingency Program	Conduct document review to ensure that the facility is establishing and maintaining appropriate and effective Contingency Program to the health and environmental impacts arising from accidental releases of hazardous materials into the environment  <i>Reference: Chapter 8 of DAO 2013-22</i>
2	Environmental Permits	Conduct document review to ensure that the facility is compliant with different environmental laws



		<i>Reference: ECC, Valid Permit to Operate APSCI, Valid Discharge Permit, TSD Registration (if the Importer will hold and recycle E-wastes, used oil, ULABs)</i>
3	Recycling Process	Conduct visual inspection of the entire processing and storage areas to ensure that the facility is capable of handling and recycling the material to be imported
4	Documentary Requirements for Registration	Conduct review of submitted documentary requirements to validate the veracity of the indicated information  <i>Reference: Online Permitting and Monitoring System</i>



## ECOLOGICAL SOLID WASTE MANAGEMENT ACT OF 2000 (RA 9003)

### A. Industry Sector/Establishments/Residential Buildings

Relevant Issuance/Requirement	Action to be Undertaken
Waste Segregation and Storage	<ul style="list-style-type: none"> <li>Visual documentation on the presence of the following:               <ul style="list-style-type: none"> <li>Waste bins provided with labels: Biodegradable, Recyclables, Residual Wastes, and Special Wastes</li> <li>Temporary storage area for segregated wastes/MRFs</li> </ul> </li> </ul>
Notification on RA 9003 for the residential building occupants or for workers/employees for commercial, institutional, and industrial establishments.	<ul style="list-style-type: none"> <li>Visual documentation and verification of the following:               <ul style="list-style-type: none"> <li>Copy of the Notification on RA 9003;</li> <li>Copies of Minutes, proceedings, and/or activity reports during meetings, orientation, etc.</li> </ul> </li> </ul>
Solid Waste Hauler	<ul style="list-style-type: none"> <li>Review and verify required documents, specifically the hauler's final disposal facility, as stated in the Contract.</li> </ul>

### B. Materials Recovery Facility (MRF)

Relevant Issuance/Requirement	Action to be Undertaken
Disposal site records	<ul style="list-style-type: none"> <li>Visual documentation and logbook verification on the following:               <ul style="list-style-type: none"> <li>recording of the quantity and types of daily wastes received and processed;</li> <li>waste segregation</li> <li>procedures in addressing emergency situations</li> </ul> </li> </ul>
Wearing of PPEs such as but not limited to: gloves, masks, and safety boots by personnel	<ul style="list-style-type: none"> <li>Visual documentation on the precautionary measures in terms of wearing appropriate PPEs, including proper maintenance.</li> </ul>
Provision for vector, odor, litter, and dust control	<ul style="list-style-type: none"> <li>Visual documentation on the following operating practices:               <ul style="list-style-type: none"> <li>Provision of pest control company to control specific vector populations and practices that reduce the likeliness of attracting vectors</li> <li>Provision of appropriate practices to minimize odor and litter concerns</li> </ul> </li> <li>Visual documentation and verification on the operating practices to help minimize impacts upon the surrounding community as well as on the conduct of interactions to address community concerns, including issues about odor, litter, and/or dust control.</li> </ul>

### C. Transfer Stations

Relevant Issuance/Requirement	Action to be Undertaken
Disposal site records	<ul style="list-style-type: none"> <li>Visual documentation and logbook verification on the following:               <ul style="list-style-type: none"> <li>recording of the quantity and types of daily wastes received and processed</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• compliance with the station's operating hours</li> <li>• waste screening</li> <li>• procedures in addressing emergency situations</li> </ul>
Wearing of PPEs such as but not limited to: gloves, masks, and safety boots by personnel	<ul style="list-style-type: none"> <li>• Visual documentation on the precautionary measures in terms of wearing appropriate PPEs, including proper maintenance.</li> </ul>
Transfer Station Design and Operational concerns regarding vectors, odors, litter, noise, and dust control	<p>Visual documentation on the following operating practices:</p> <ul style="list-style-type: none"> <li>• Provision of pest control company to control specific vector populations and practices that reduce the likeliness of attracting vectors</li> <li>• Provision of appropriate practices to minimize odor and liter as well as traffic concerns</li> <li>• Provision for dust from vehicles and waste handling operations</li> </ul> <p>Visual documentation and verification on the operating practices to help minimize impacts upon the surrounding community as well as the conduct of interactions to address community concerns or complaints, including issues about odor, litter, and dust control.</p>

#### D. Sanitary Landfills

Relevant Issuance/Requirement	Action to be Undertaken
<b>A. Establishment of SLFs</b>	
Verification of complete compliance records during inspection/investigation	<ul style="list-style-type: none"> <li>• Check and verify copies of complete compliance records as required under existing laws, rules, and regulations for a sanitary landfill operation.</li> </ul>
Leachate collection pipes and treatment system	<ul style="list-style-type: none"> <li>• Visual documentation on the installed pipes at the liner's low areas for leachate collection.</li> <li>• Visual documentation on the storage and eventual treatment and discharge procedures.</li> </ul>
Daily Soil Cover	<ul style="list-style-type: none"> <li>• Visual documentation, including logbook verification on the placing of soil cover over the wastes every after operations on a daily basis</li> </ul>
Include Gas Control Recovery System ( <i>this is part of the minimum criteria for SLF establishment</i> )	<ul style="list-style-type: none"> <li>• Visual documentation on the presence of vertical wells or horizontal trenches and perforated piping to collect gas for treatment for the energy source</li> </ul>
HDPE Liner System	<ul style="list-style-type: none"> <li>• Visual documentation on the installation on the appropriate liners, e.g., clay layers and/or geosynthetic membranes used to contain leachate and reduce or prevent contaminant flow to groundwater</li> </ul>
<b>B. Operation of the SLF</b>	
Verification of complete compliance records during inspection/investigation	<ul style="list-style-type: none"> <li>• Check and verify copies of complete compliance records as required under existing laws, rules, and regulations for the operation of the sanitary landfill.</li> </ul>
Operational requirements of the SLF	<ul style="list-style-type: none"> <li>• Visual documentation and logbook verification of the following: <ul style="list-style-type: none"> <li>• Disposal site records, including quantity and types of daily wastes, received.</li> <li>• Water and surface quality monitoring of surface and ground waters and effluent, and gas</li> </ul> </li> </ul>





Relevant Issuance/Requirement	Action to be Undertaken
	<p>emissions</p> <ul style="list-style-type: none"> <li>• Proper posting of Signages (<i>details under item #11 of letter D. Sanitary Landfill</i>)</li> <li>• Unauthorized access of waste pickers and vehicles (<i>details under item #15 of D. Sanitary Landfills</i>)</li> <li>• Required compaction of solid wastes procedures</li> <li>• Proper grading of disposal area to promote lateral run-off of precipitation and to prevent ponding.</li> </ul>



## RECOGNITION OF ENVIRONMENTAL LABORATORIES

In accordance with DENR Administrative Order No. 93-63: Guidelines for the Designation of DENR Recognized Environmental Laboratories, Section 04b, the Laboratory Inspection, and Assessment Team (LIAT) shall inspect the applicant laboratory and validate the data and information contained in the application document. Likewise, in section 4f of the said DAO, EMB shall institute monitoring mechanisms within the period of effectivity of the Certificate of Recognition to ensure that the recognized laboratory continues to comply with the requirements.

Requirements		Action to be Undertaken
1	Management and organization, mandate and mission, personnel and deputies List of technical and support personnel, containing the name, educational attainment, designation, and years of experience in laboratory analysis and management of each staff	Review of organizational structure, Interview of staff to determine objectives set by senior management are communicated, understood by all personnel; Review curriculum vitae/ resume of the laboratory personnel, including licentiate (if applicable) and check versus requirements of DENR AO 98-63
2	Business and other legal requirements (Business Permits/ SEC/DTI/CDA Registration)	Verify documents provided, including the validity (as applicable)
3	Track Record of the laboratory	Review actual records of analyses (logbooks, results of the analysis for each parameter)
4	Staff development program with an updated copy of training certificates	Review implementation of the program through records (certificates, attendance sheets, post-training reports, etc.)
5	Physical layout and Safety Provisions	Live feed of the facility premises to observe and check laboratory's compliance to requirements
6	Quality Assurance (QA) program including results of proficiency testing exercises participated; and Quality Control Charts for all parameters within the scope of application or recognition	Document and review the QA program, checking actual practices based on the interview of the staff from management, administrative, and technical staff involved in laboratory operations.
7	Work instructions/ Test procedures/ Standard Operating Procedures related to all parameters applied for or within the scope of recognition	Review of procedures versus requirements of approved methods of analysis, actual observation of the conduct of tests through demonstrations, checking of reagents, glassware, instruments/equipment available for each analysis
8	Calibration and maintenance program of the laboratory with a copy of calibration certificates or service reports for maintenance activities	Checking of coverage of the program to include all relevant equipment/instruments, review its implementation based on calibration certificates and records available, maintenance records, etc.
9	Proficiency testing performance	Review report of participation in proficiency testing exercises, including the conducted corrective actions on unsatisfactory performance results and its documentation.
10	Test report forms	Checking of qualifications of signatories



<b>Requirements</b>		<b>Action to be Undertaken</b>
		versus DENR AO 98-63 requirements for certifying personnel, the validity of licenses (if applicable), the scope of parameters, and manner of reporting of each parameter.
11	Pollution control and waste management practices adopted by the laboratory and waste management records, including copies of all environmental permits	Review of waste management procedures, inspect chemical and hazardous waste storage facilities, check of water treatment facility, and verify availability of permits and compliance to permit conditions for each available permit.
12	Floor plan of the laboratory showing the whole facility of the laboratory, including the location of hazardous waste storage and other auxiliary facilities.	Video documentation of laboratory walk-through of work areas, a demonstration that emergency equipment is operational, verification of the availability of personal protective equipment, etc.



## Flow Chart of Site Activity

