# ODS Importation Clearance Application Process

Online Permitting and Monitoring System User's Manual

_								
OPMS	Applications -	Help <del>-</del>	Recognized Labs	registeredemailaddress		Sign in		

**Step 1.** Log in using the email and password you have registered with.



# Online Permitting and Monitoring System

## Environmental Management Bureau

Department of Environment and Natural Resources

Register

For technical concerns, please call (02) 920-2232.

> (PCL) Priority Chemical List

> (PMPIN) Pre Manufacture...

> (CCOr) CCO Registration

> (CCOi) CCO Importation

> (SQI) Small Quantity Imp...

Hazardous Waste Management

> (IR) Importer Registry

> (IC) Importation Clearance

Environmental Laboratory

> Data Entry

> (ELR) Env't Lab Recog...

Philippine Ozone Desk

> (ODS) Registration for...

> (ODS) Importation Cleara...

> (ODS) Dealers and Retailer...

<

Water Quality Management

> (DP) Discharge Permit

Documentation

Tutorials

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For technical concerns, please call (02) 920-2232 or email support@emb.gov.ph

Step 2. Click on the (ODS) Importation Clearance link.

OPMS	≡
Navigation	My Approved ODS Importation Clearances
For Action	+ New ODS Importation Clearance
My Account	
My Applications	No approved application on record
Air Quality Management	Showing entries 0-0 of 0.
> Certificate of Conformity	
Chemical Management	
> (PCL) Priority Chemical List	
> (PMPIN) Pre Manufacture	
> (CCOr) CCO Registration	
> (CCOi) CCO Importation	
> (SQI) Small Quantity Imp	
Hazardous Waste Management	
> (IR) Importer Registry	
> (IC) Importation Clearance	
Environmental Laboratory	
> Data Entry	
> (ELR) Env't Lab Recog	
Philippine Ozone Desk	
> (ODS) Registration for	
(ODS) Importation Cleara	

Step 3. For new applications, click on the New ODS Importation Clearance button.

For Amendment, an appropriate button will be available as part of the approved application list provided in this page.

	=								R01 Applican
Navigation	Applicatio	on for					Applica	ation Forms > Chemica	il Management >
For Action	Application	Form							
My Account My Applications Air Quality Management	Previous	Step 1 Basic Information	Step 2 Substance to be Imported	Step 3 Actual Arrival of Shipment	Step 4 Summary of Transactions	Step 5 List of Intended Users	Step 6 Download Application Form	Step 7 Upload Requirements	Next
<ul> <li>Certificate of Conformity</li> <li>Chemical Management</li> <li>(PCL) Priority Chemical List</li> <li>(PMPIN) Pre Manufacture</li> </ul>	Application In * Applicatio ODS Registr	nformation n Type ation	New				v		
<ul> <li>(CCOr) CCO Registration</li> <li>(CCOi) CCO Importation</li> <li>(SQI) Small Quantity Imp</li> </ul>	Invoice Infor	mation e							Ţ
Hazardous Waste Management <ul> <li>(IR) Importer Registry</li> <li>(IC) Importation Clearance</li> </ul>	Invoice No (e.g.) Invoid	ce No							
Environmental Laboratory	Company Inf	ormation							
<ul> <li>&gt; Data Entry</li> <li>&gt; (ELR) Env't Lab Recog</li> </ul>	Company/B (e.g.) My Co	usiness Name							
<ul> <li>Philippine Ozone Desk</li> <li>(ODS) Registration for</li> </ul>	Tel. No.	(e.g.) (02) 12	3-4567		Fax N	<b>o.</b> (e.g.) (02)	123-4567		

**Step 3.** Accomplish the form.

Exporter Info	ormation				
Name	Company B		Tel. No.	(02) 123-9875	
Address	Marikina City				
Port of Load	ing				
Name	Port A		Address	Batangas	
Port of Arriv	al				
Name	Port B		Date	07/28/2017	
Address	Manila				
Present Inve	ntory				
Quantity	100	kg	Storage Size	1000	m <sup>2</sup>
					Process

Step 3. Once done, click on the **Proceed** button to go to the next step.

	≡							R01 Applicant
Navigation	Application for Pi Chemical Substa	e-shipment l nces	Importation C	learance for	Ozone-Dep	leting Substa	nces and Alt	ernativesic
My Account	Substance to be Impo	rted						
My Applications	Previous Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next
Air Quality Management	Basic Informatio	Imported	Actual Arrival of Shipment	Transactions	Users	Application Form	Requirements	
> Certificate of Conformity								
Chemical Management	Substance to be imported							
<ul> <li>(PCL) Priority Chemical List</li> </ul>	Substance Information							
<ul> <li>(PMPIN) Pre Manufacture</li> </ul>	Trade Name	Trade name A						
<ul> <li>(CCOr) CCO Registration</li> </ul>	Intended Use	Sample intended	use					
> (CCOi) CCO Importation	Blend Generic Name	Methylene Chloric	de (dichloromethane)					
(SQI) Small Quantity Imp								
Hazardous Waste Management	Chemical Composition							
<ul> <li>(IR) Importer Registry</li> </ul>	Percent	c	hemical Name		Che	mical Formula		
<ul> <li>(IC) Importation Clearance</li> </ul>	100%	Н	ICFC-123 (dichlorotrifluo	proethane)	Ch0	2		
Data Entry	Trade / Brand Name							
<ul> <li>(ELR) Env't Lab Recog</li> </ul>	Quantity	(e.g.) 100						kg
Philippine Ozone Desk	Price	\$ (e.g.) 100						per kg
> (ODS) Registration for								
> (ODS) Importation Cleara	Previous							Proceed
> (ODS) Dealers and Retailer								
Water Quality Management								
> (DP) Discharge Permit								

Step 4. Fill in the form.

OPMS	=						2	R01 Applican
Navigation	Application for P Chemical Substa	re-shipment l nces	mportation C	learance foi	r Ozone-Depl	eting Substa	nces and Alt	ematives
My Account	Substance to be Impo	orted						
My Applications     Air Quality Management	Previous Step 1 Basic Informatio	Step 2 Substance to be Imported	Step 3 Actual Arrival of Shipment	Step 4 Summary of Transactions	Step 5 List of Intended Users	Step 6 Download Application Form	Step 7 Upload Requirements	Next
> Certificate of Conformity								
Chemical Management	Substance to be imported							
> (PCL) Priority Chemical List	Substance Information							
> (PMPIN) Pre Manufacture	Trade Name	Trade name A						
> (CCOr) CCO Registration	Intended Use	Sample intended u	se					
> (CCOi) CCO Importation	Blend Generic Name	Methylene Chlorid	e (dichloromethane)					
> (SQI) Small Quantity Imp								
Hazardous Waste Management	Chemical Composition							
> (IR) Importer Registry	Percent	Cł	nemical Name		Chen	nical Formula		
> (IC) Importation Clearance	100%	Н	CFC-123 (dichlorotrifluc	proethane)	Ch02			
Environmental Laboratory Data Entry	Trade / Brand Name	Trade name A						
> (ELR) Env't Lab Recog	Quantity	100						kg
Philippine Ozone Desk	Price	\$ 50						per kg
> (ODS) Registration for								
> (ODS) Importation Cleara	Previous						ſ	Proceed
> (ODS) Dealers and Retailer								
Water Quality Management								
> (DP) Discharge Permit								

**Step 5.** Once done, click on the **Proceed** button to go to the next step.

	≡
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternativ
E For Action	Chemical Substances
My Account	Record of Actual Arrival of Shipment (RAAS) for PSICs under registration ODSa-IR-OL-17-00001-C
My Applications	Previous Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Next 1
Air Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download         Upload           Information         Imported         Shipment         Transactions         Users         Application Form         Requirements
> Certificate of Conformity	
Chemical Management	Without arrival data
> (PCL) Priority Chemical List	Pre-shipment Importation Clearance
> (PMPIN) Pre Manufacture	No previously approved PSIC without arrival data for the selected registration.
> (CCOr) CCO Registration	
> (CCOi) CCO Importation	With arrival data
> (SQI) Small Quantity Imp	Pre-shipment Importation Clearance
Hazardous Waste Management	No previously approved PSIC with arrival data for this application.
> (IR) Importer Registry	
> (IC) Importation Clearance	
Environmental Laboratory	Previous
> Data Entry	
> (ELR) Env't Lab Recog	
Philippine Ozone Desk	
> (ODS) Registration for	
> (ODS) Importation Cleara	
> (ODS) Dealers and Retailer	
Water Quality Management	
> (DP) Discharge Permit	

**Step 6.** Actual Arrival of Shipment data entry will be available once ODS Importation Clearances have been approved.

Account	Summary o	of Transactio	ns for Previous l	nventory and Imn	nediately Prece	ding Importation	of the Same Sub	stance	
ly Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next
uality Management	Trenous	Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements	
ertificate of Conformity									
ical Management	Transactions	5					🛓 Download	i CSV Template	load CSV Fil
CL) Priority Chemical List	INSTRUCTIO	ONS							
MPIN) Pre Manufacture	For Ba 1.	itch Upload: Download the C Populate fields a	SV Template above	the format helow:					
COr) CCO Registration	2.	Field	accordingly. Refer to t	Format / List o	f Values				
COi) CCO Importation		Region		R01 = Region I					
QI) Small Quantity Imp				R03 = Region III R4A = Region IV	-A				
dous Waste Management				R4B = Region IV R05 = Region V	-В				
R) Importer Registry				R06 = Region VI R07 = Region VI					
) Importation Clearance				R08 = Region VI R09 = Region IX	II				
nmental Laboratory				R10 = Region X R11 = Region XI					
ata Entry				R12 = Region XI R13 = Region XI	    Conital Danian				
LR) Env't Lab Recog				CAR = Cordillera	Capital Region Administrative Reg	tion			
bine Ozone Desk				NIR = Negros Isl	and Region	SITTI MITUATIAO			
DS) Registration for		Nature of Enter	rprise	Dealer End User					
DS) Importation Cleara				Dealer and End	User				
DS) Dealers and Retailer		Intended Use		FB = Foam Blow S = Solvent	ing				
Quality Management				FF = Fire Fightin RACM = Refrige	g ration and Air Condi	itioning (Manufacturin	ng)		
P) Discharge Permit				RACM = Refriger MACS = Mobile	ration and Air Condi Air Conditioning (Se	itioning (Servicing) rvicing)			
nentation				A = Aerosol	ent				
itorials <		Quantity Distril	buted	a number in ter	ms of kg				
		Date of Sale		mm/dd/yyyy	5				
	3. For Ma 1. 2. 3.	Upload the CSV anual Upload: Click the Add bu Populate fields a Click Save to sub	File Itton below accordingly omit the entry						

**Step 7a1.** There are two ways to input Summary of Transactions.

The first is by batch upload. Click the **Download CSV Template** button to get a copy of the template you may use for uploading data.

y Account	Summary	of Transactio	ns for Previous l	nventory and Imn	nediately Prece	ding Importation	of the Same Sub	stance	
My Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next
r Quality Management		Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements	
Certificate of Conformity						_		_	
emical Management	Transactions	5					📥 Download	d CSV Templati 🔤 土 U	pload CSV File
(PCL) Priority Chemical List	INSTRUCTIO	ONS							
(PMPIN) Pre Manufacture	For Ba 1. 2	atch Upload: Download the C Populate fields a	SV Template above	he format below:					
(CCOr) CCO Registration	2.	Field		Format / List o	f Values				
(CCOi) CCO Importation		Region		R01 = Region I					
(SQI) Small Quantity Imp				R02 = Region II R03 = Region III R4A = Region IV	-A				
zardous Waste Management				R4B = Region IV R05 = Region V	-В				
(IR) Importer Registry				R06 = Region VI R07 = Region VI	I				
(IC) Importation Clearance				R08 = Region VI R09 = Region IX	II				
vironmental Laboratory				R10 = Region X R11 = Region XI					
Data Entry				R12 = Region XI R13 = Region XI	l II				
(ELR) Env't Lab Recog				NCR = National CAR = Cordillera	Capital Region Administrative Reg	gion			
ilippine Ozone Desk				NIR = Negros Isl	and Region for Mus	slim Mindanao			
(ODS) Registration for		Nature of Enter	rprise	Dealer End User					
(ODS) Importation Cleara				Dealer and End	User				
(ODS) Dealers and Retailer		Intended Use		FB = Foam Blow S = Solvent	ing				
ter Quality Management				FF = Fire Fightin RACM = Refrige	g ration and Air Cond	itioning (Manufacturin	g)		
(DP) Discharge Permit				MACS = Mobile	Air Conditioning (Se	itioning (Servicing) rvicing)			
ocumentation				A = Aerosol LU = Lab Use	ent				
Tutorials <		Quantity Distril	buted	a number in ter	ms of kg				
		Date of Sale		mm/dd/yyyy					
	3. For M 1.	Upload the CSV anual Upload: Click the Add bu	File tton below						

2. Populate fields accordingly

3. Click Save to submit the entry

Step 7a2. Once the csv file has been filled in, click on the Upload CSV File button and select the csv file containing the data.

/ly Account	1 transaction	saved!							
My Applications									
r Quality Management	Summary o	of Transactio	ns for Previo	us Inventory and Im	imediately Prece	ding Importation of th	ne Same Substa	ance	
Certificate of Conformity	Previous	Step 1	Step 2	Step 3	Step 4	Step 5 Ste	p6 woload	Step 7	Next
nemical Management		Information	Imported	Shipment	Transactions	Users App	plication Form	Requirements	
(PCL) Priority Chemical List	Transactions								
(PMPIN) Pre Manufacture	Transactions						A Download CS	W Template 🚺 🚣 Uple	oad CSV File
(CCOr) CCO Registration	INSTRUCTIO	NS							
()	For Pol	tch Holoodi							
		Date of Sale		mm/dd/yyyy					
	3. ( For Ma 1. '	Upload the CSV anual Upload: Click the Add bu Populate fields	File Itton below accordingly						
	2	Click Save to sul	omit the entry						
	2. 3. Name	Click Save to sul	Region	Nature of Enterprise	Intented Use	Ouantity Distributed	OR No.	Date of Sale	+ Add

**Step 7a3.** The data upload should proceed. Shortly after, a progress report will be show on the top of the page saying how many records have been saved. The table towards the bottom of the page will also reflect any transactions saved from the file.

In case of an error with reading the file, the notice at the top of the page will detail which specific rows and columns are at fault as well as how to correct them.

		•								
> (SQI) Small Quantity Imp		Field			Format / List	of Values				
Hazardous Waste Management  (IR) Importer Registry  (IC) Importation Clearance  Environmental Laboratory  Data Entry  (ELR) Env't Lab Recog  Philippine Ozone Desk  (ODS) Registration for  (ODS) Importation Cleara		Region			R01 = Region I R02 = Region I R03 = Region I R4B = Region I R05 = Region V R05 = Region V R07 = Region V R08 = Region V R09 = Region I R10 = Region I R11 = Region I R12 = Region I R13 = Region I R13 = Region I CAR = Cordille ARM = Autono NIR = Negros I	I II V-A V-B / / II II X (I II I Capital Region ra Administrative Reg mous Region for Mu sland Region	zion Slim Mindanao			
(ODS) Dealers and Retailer		Nature of Ente	erprise		Dealer End User Dealer and En	d User				
(DP) Discharge Permit  Documentation  Tutorials      <		Intended Use			FB = Foam Blo S = Solvent FF = Fire Fight RACM = Refrig RACM = Refrig MACS = Mobil PA = Process A A = Aerosol LU = Lab Use	wing ng eration and Air Cond eration and Air Cond e Air Conditioning (Se ggent	itioning (Manufacturing) itioning (Servicing) rvicing)			
		Quantity Distr	ibuted		a number in te	erms of kg				
	3. For M. 1. 2. 3.	Date of Sale Upload the CSV anual Upload: Click the Add bi Populate fields Click Save to su	File utton below accordingly bmit the entry		mm/dd/yyyy					
	Name	Address	Region	Nature of	f Enterprise	Intented Use	Quantity Distributed	OR No.	Date of Sale	+ Add
	Name A	Address A	Region I	De	aler	Foam Blowing	1000.0 kg	1234456767	June 6, 2016	×
	Previous									Proceed

Step 7b1. Alternatively, data may be entered manually through a form. Click on the Add button to show the form.

					Dealer and E	nd User						
Water Quality Management COP) Discharge Permit		Intended Use	2		FB = Foam Bl S = Solvent FF = Fire Figh	owing					Step /b2. Fill up the	torm.
Documentation					RACM = Refri	geration and Air Con	ditioning (Manufacturing)					
🖉 Tutorials 🛛 <					MACS = Mobi PA = Process A = Aerosol LU = Lab Use	le Air Conditioning (S Agent	iervicing)					
		Quantity Dist	ributed		a number in t	terms of kg						
		Date of Sale			mm/dd/yyyy							
	3. For M 1. 2. 3.	. Upload the CS Manual Upload: . Click the Add b . Populate fields . Click Save to si	V File outton below s accordingly ubmit the entry	,								
	Name	Address	Region	Nature of	Enterprise	Intented Use	Quantity Distributed	OR No.	Date of Sale	+ Add		
	Name A	Address A	Region I	De	aler	Foam Blowing	1000.0 kg	1234456767	June 6, 2016	×		
	Name of Co	ompany or Per	son		Name							
	Address				Address					11		
	Region									Ŧ		
	Nature of E	Enterprise								٣		
	Intented U	lse								•		
	Quantity D	Distributed			100					kg		
	Invoice No.				Invoice N	0.						
	Date of Sal	le			mm/dd/	אאא						
										Save		
	-	-										
	Previous									Proceed		

Water Quality Management  (DP) Discharge Permit  Documentation  Tutorials	3. For M 1. 2. 3.	Quantity Distributed Quantity Distributed Date of Sale 3. Upload the CSV File For Manual Upload: 1. Click the Add button below 2. Populate fields accordingly 3. Click Save to submit the entry			S = Solvent FF = Fire Fighting RACM = Refrigeration and Air Conditioning (Manufacturing) RACM = Refrigeration and Air Conditioning (Servicing) MACS = Mobile Air Conditioning (Servicing) PA = Process Agent A = Aerosol LU = Lab Use a number in terms of kg mm/dd/yyyy							
	Name A	Address A	Region I D	ealer	Foam Blowing	1000.0 kg	UK NO. 1234456767	June 6, 2016	×			
	Name of Co Address	ompany or Pers	on	Name B Address	В							
	Region			Region	Region II							
	Nature of E	interprise		End Us	End User							
	Intented Us	se		Solvent	Solvent							
	Quantity Di	istributed		100					kg			
	Invoice No.			123456	789							
	Date of Sale	e		07/21/2	016							
									Save			
	Previous	•							Proceed			

Step 7b3. Click on the Save button to save the inputted data.

My Applications	Previous	Step 1	Step 2	St	ер 3	Step 4	Step 5	Step 6		Step 7	Next
Air Quality Management		Basic Information	Substance t Imported	obe Ad	tual Arrival of ipment	Summary of Transactions	List of Inten Users	ded Downlo Applicat	ad tion Form	Upload Requirements	
> Certificate of Conformity											
Themical Management	Transactions	S						l	📥 Download C	SV Template 🛛 🛓 Upl	load CSV File
(PCL) Priority Chemical List	INSTRUCTIO	ONS									
> (PMPIN) Pre Manufacture	For Ba 1. 2.	atch Upload: Download the Populate fields	CSV Template a accordingly. Re	bove fer to the fo	rmat below:						
> (CCOr) CCO Registration		Field			Format / List o	of Values					
(CCOi) CCO Importation     (SQI) Small Quantity Imp		Region			R01 = Region I R02 = Region II R03 = Region II R4A = Region IV R4B = Region IV	I /-A /-B					
🛢 Tutorials 🛛 <		Quantity Distr	ibuted		a number in te	rms of kg					
	3. For M. 1. 2. 3.	Upload the CSV anual Upload: Click the Add b Populate fields Click Save to su	/ File utton below accordingly Ibmit the entry							Data of Colo	
	Name R	Address	Region	Nature of	Enterprise		Quantity Dist	ributed	OR NO.	Date of Sale	- Add
	Name B	Address B	Region II	End	USEI	Solvent	100.0 K	8	123456769	July 21, 2016	
	No. 4	A shelen and A	Devices	<b>D</b> .		FOAT RIOWING	1000.01	g	1234456767	June 6, 2016	
	Name A	Address A	Region I	De	aler	100m blowing					×

Step 8. Click on the **Proceed** button to go to the next step.

OPMS	≡							4	R01 Applicar		
Navigation	Applicatio	on for Pre	-shipment Ir	nportation Cl	earance for	Ozone-Deple	ting Sukastan	ses and Alte	<b>native</b> opsi		
For Action	Chemical	Substand	ces				0				
My Account	List of Inter	nded Users f	or the Pre-Shipm	ent Importation (	Clearance Applica	ation					
My Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next		
Air Quality Management		Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements			
Certificate of Conformity											
hemical Management	Intended Us	ers					📩 Downloa	ad CSV Template 🔒 U	pload CSV File		
> (PCL) Priority Chemical List	INSTRUCTIO	NS (This sectio	n is required)								
> (PMPIN) Pre Manufacture	For Ba 1. 2.	tch Upload: Download the C Populate fields a	SV Template above accordingly. Refer to t	he format below:							
<ul> <li>(CCOr) CCO Registration</li> </ul>		Field		Format / List o	of Values						
<ul> <li>(CCOi) CCO Importation</li> </ul>		Nature of Ente	rprise	Dealer End User	Dealer End User Dealer and End User						
(SQI) Small Quantity Imp				Dealer and End	User						
Hazardous Waste Management     (IR) Importer Registry		Intended Use		FB = Foam Blow S = Solvent FF = Fire Fightin RACM = Refrige	S = Solvent FF = Fire Fighting RACM = Refrigeration and Air Conditioning (Manufacturing)						
> (IC) Importation Clearance				RACM = Retrigeration and Air Conditioning (Servicing) MACS = Mobile Air Conditioning (Servicing) PA = Process Agent							
invironmental Laboratory				A = Aerosol LU = Lab Use							
> Data Entry		Quantity Distri	buted	a number in ter	rms of kg						
(ELR) Env't Lab Recog		Date of Sale		mm/dd/yyyy							
<ul> <li>&gt; (ODS) Registration for</li> <li>&gt; (ODS) Importation Cleara</li> <li>&gt; (ODS) Dealers and Retailer</li> </ul>	3. For Ma 1. 2. 3.	Upload the CSV anual Upload: Click the Add bu Populate fields a Click Save to sub	File tton below accordingly pmit the entry								
Weter Our lite Management	Name	Address (	Contact No Na	ture of Enterprise	Intented Use	Quantity Distri	Purc buted covere	hase Order No. ed by transaction	+ Add		
water Quality Management				Tł	here are no users on re	cord yet					
(UP) Discharge Permit											
Jocumentation	_										
🖉 Tutorials 🧹	Previous								Proceed		

Step 9a1. There are two ways to input List of Intended Users.

The first is by batch upload. Click the **Download CSV Template** button to get a copy of the template you may use for uploading data.

	= R01 Applic
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternatives
😂 For Action	Chemical Substances
My Account	List of Intended Users for the Pre-Shipment Importation Clearance Application
My Applications	Previous         Step 1         Step 2         Step 3         Step 4         Step 5         Step 6         Step 7         Next
Air Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download         Upload           Information         Imported         Shipment         Transactions         Users         Application Form         Requirements
> Certificate of Conformity	
Chemical Management	Intended Users & Download CSV Template
> (PCL) Priority Chemical List	INSTRUCTIONS (This section is required)
> (PMPIN) Pre Manufacture	For Batch Upload: 1. Download the CSV Template above 2. Populate fields accordingly. Refer to the format below:
> (CCOr) CCO Registration	Field Format / List of Values
<ul> <li>(CCOi) CCO Importation</li> <li>(SOI) Small Quantity Imp.</li> </ul>	Nature of Enterprise Dealer End User Dealer and End User
Hazardous Waste Management	Intended Use FB = Foam Blowing
> (IR) Importer Registry	S = Solvent FF = Fire Fighting RACM = Refrigeration and Air Conditioning (Manufacturing)
> (IC) Importation Clearance	RACM = Refrigeration and Air Conditioning (Servicing) MACS = Mobile Air Conditioning (Servicing)
Environmental Laboratory	PA = Process Agent A = Aerosol LU = Lab Use
> Data Entry	Quantity Distributed a number in terms of kg
> (ELR) Env't Lab Recog	Date of Sale mm/dd/yyyy
Philippine Ozone Desk CODS) Registration for	3. Upload the CSV File For Manual Upload: 1. Click the Add button below.
> (ODS) Importation Cleara	2. Populate fields accordingly 3. Click Save to submit the entry
> (ODS) Dealers and Retailer	Purchase Order No.
Water Quality Management	Name Address Contact No Nature of Enterprise Intented Use Quantity Distributed covered by transaction +Add
> (DP) Discharge Permit	There are no users on record yet
Documentation	
Tutorials <	Proceed

Step 9a2. Once the csv file has been filled in, click on the Upload CSV File button and select the csv file containing the data.

OPMS	≡								R01 Applican			
Navigation	Applicati	on for Pre	e-shipment li	nportation Cle	arance for O	zone-Deple	ting Substan	ices and Alter	nativeosi			
E For Action	Chemica	l Substand	ces				0					
My Account	1 transaction	1 transaction saved!										
My Applications												
Air Quality Management	List of Inte	nded Users f	or the Pre-Shipn	nent Importation Cl	earance Applicat	ion						
> Certificate of Conformity	Previous	Step 1 Basic	Step 2 Substance to be	Step 3 Actual Arrival of	Step 4 Summary of	Step 5 List of Intended	Step 6 Download	Step 7 Upload	Next			
Chemical Management		Information	Imported	Shipment	Transactions	Users	Application Form	Requirements				
> (PCL) Priority Chemical List	Intended Us	ers					+ Develo	ad CSI/Tomplato	load CSV File			
> (PMPIN) Pre Manufacture							a Downloa		iload CSV File			
> (CCOr) CCO Registration	INSTRUCTION For Ba	DNS (This sectio atch Upload:	on is required)									
(CCOi) CCO Importation	1. 2.	1. Download the CSV Template above 2. Populate fields accordingly. Refer to the format below:										
(SQI) Small Quantity Imp		Field		Format / List of	Format / List of Values							
Hazardous Waste Management		Nature of Ente	rprise	Dealer End User								
> (IR) Importer Registry				Dealer and End U	Jser							
> (IC) Importation Clearance		Intended Use		FB = Foam Blowin S = Solvent	FB = Foam Blowing S = Solvent FF = Fire Fighting RACM = Refrigeration and Air Conditioning (Manufacturing) BACM = Refrigeration and Air Conditioning (Servicing)							
nvironmental Laboratory				FF = Fire Fighting RACM = Refrigera								
> Data Entry				MACS = Mobile A	ir Conditioning (Servio	ning (Servicing) ting)						
(ELR) Env't Lab Recog				A = Aerosol LU = Lab Use	A = Aerosol LU = Lab Use							
hilippine Ozone Desk		Quantity Distri	buted	a number in tern	a number in terms of kg							
• (ODS) Registration for		Date of Sale		mm/dd/yyyy								
• (ODS) Importation Cleara	3.	Upload the CSV	File									
• (ODS) Dealers and Retailer	For M	anual Upload: Click the Add bu	itton below									
Nater Quality Management	2. 3.	Populate fields a Click Save to sub	accordingly omit the entry									
> (DP) Discharge Permit	Name	Address	Contact No	Nature of Enterprise	Intented Use	Quantity Distr	Pur ibuted cover	chase Order No. ed by transaction	+ Add			
ocumentation	User A	Address C	(02) 123-0987	Dealer	S	100.0 kg		None	×			

**Step 9a3.** The data upload should proceed. Shortly after, a progress report will be show on the top of the page saying how many records have been saved. The table towards the bottom of the page will also reflect any transactions saved from the file.

In case of an error with reading the file, the notice at the top of the page will detail which specific rows and columns are at fault as well as how to correct them.

#### OPMS

# Navigation

My Account

#### My Applications

Air Quality Management

>	Certificate of C	onformity

Chemical M	//anagement
------------	-------------

> (PCL) Priority Chemical List

> (PMPIN) Pre Manufacture..

> (CCOr) CCO Registration

> (CCOi) CCO Importation

> (SQI) Small Quantity Imp...

Hazardous Waste Management

> (IR) Importer Registry

> (IC) Importation Clearance

Environmental Laboratory

> Data Entry

> (ELR) Env't Lab Recog..

Philippine Ozone Desk

> (ODS) Registration for...

> (ODS) Importation Cleara...

> (ODS) Dealers and Retailer..

Water Quality Management

> (DP) Discharge Permit

Documentation

Tutorials

Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternativeousic Chemical Substances

	Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements
Intended I	Jsers					📥 Downloa	d CSV Template
<b>INSTRUCT</b> For	IONS (This section Batch Upload: I. Download the C 2. Populate fields a	on is required) SV Template above accordingly. Refer to	the format below:				
	Field		Format / List o	f Values			
	Nature of Ente	erprise	Dealer End User Dealer and End	User			
	Intended Use		FB = Foam Blow S = Solvent FF = Fire Fightin RACM = Refriger MACS = Mobile PA = Process Ag A = Aerosol	ing g ration and Air Conditi ration and Air Conditi Air Conditioning (Serv gent	oning (Manufacturing oning (Servicing) icing)	)	
	Quantity Distri	ibuted	a number in ter	ms of kg			
	Date of Sale		mm/dd/yyyy	0			
For	3. Upload the CSV Manual Upload: I. Click the Add bu 2. Populate fields a 3. Click Save to sul	File utton below accordingly bmit the entry					
						Pure	hase Order No.
Name	Address	Contact No	Nature of Enterprise	Intented Use	Quantity Distr	ibuted cover	ed by transaction

Step 9b1. Alternatively, data may be entered manually through a form. Click on the Add button to show the form.

R01 Applicant

	Quantity Dist	tributed		a number in term	s of kg			
	Date of Sale			mm/dd/yyyy				
3. For N 1. 2.	. Upload the CS lanual Upload: . Click the Add l . Populate field:	V File button below s accordingly						
3.	. Click Save to s	ubmit the entry						
Name	Address	Contact No	Natur	e of Enterprise	Intented Use	Quantity Distributed	Purchase Order No. covered by transaction	+ Add
User A	Address C	(02) 123-0987		Dealer	S	100.0 kg	None	×
Name of Co Address	ompany or Pei	rson		Name Address				
Contact No	<b>D</b> .			Contact No.				
Nature of I	Enterprise							,
Intented U	se							,
Quantity D	istributed			100				
Purchase C	Order Number			Purchase orde	er No.			
								Save
Previous								Proceed
	3 For N 1 2 3 Name User A User A Name of C Address Contact No Nature of J Intented U Quantity D Purchase C	Quantity Disi Date of Sale 3. Upload the CS For Manual Upload: 1. Click the Add I 2. Populate field 3. Click Save to s Name Address User A Address C Name of Company or Per Address Contact No. Nature of Enterprise Intented Use Quantity Distributed Purchase Order Number	Quantity Distributed         Date of Sale         3. Upload the CSV File         For Manual Upload:         1. Click the Add button below         2. Populate fields accordingly         3. Click Save to submit the entry         Name       Address         Contact No         Name of Company or Person         Address         Contact No.         Nature of Enterprise         Intented Use         Quantity Distributed         Purchase Order Number	Quantity Distributed         Date of Sale         3. Upload the CSV File         For Manual Upload:         1. Click the Add button below         2. Populate fields accordingly         3. Click Save to submit the entry         Name       Address         Contact No       Nature         User A       Address C       (02) 123-0987         Name of Company or Person       Address         Contact No.       Nature of Enterprise         Intented Use       Quantity Distributed         Purchase Order Number       Previous	Quantity Distributed       a number in term         Date of Sale       mm/dd/yyyy         3. Upload the CSV File       For Manual Upload:         1. Click the Add button below       . Populate fields accordingly         3. Click Save to submit the entry       Dealer         Vame       Address       Contact No         Name of Company or Person       Name         Address       (02) 123-0987       Dealer         Name of Company or Person       Name         Address       Contact No.       Contact No.         Nature of Enterprise	Quantity Distributed a number in terms of kg   Date of Sale mm/dd/yyyy   3. Upload the CSV File For Manual Upload: <ul> <li>1. Click the Add button below</li> <li>2. Populate fields accordingly</li> <li>3. Click Save to submit the entry</li> </ul> Name Address C (02) 123-0987 Dealer S Name of Company or Person Address <ul> <li>Contact No.</li> <li>Quantity Distributed</li> <li>Intented Use</li> <li>Quantity Distributed</li> <li>Purchase Order Number</li> </ul> Previous	Quantity Distributed       a number in terms of kg         Date of Sale       mm/dd/yyyy         3. Upload the CSV File       For Manual Upload:         1. Click the Add button below       2. Populate fields accordingly         3. Click Save to submit the entry       S. Click Save to submit the entry         Name       Address       Contact No       Nature of Enterprise       Intented Use       Quantity Distributed         Nature of Enterprise       Name       Address       Contact No.       Contact No.       Contact No.         Nature of Enterprise       Contact No.       Contact No.       Contact No.       Contact No.         Nature of Enterprise       Intented Use       Intented Use       Intented Use       Intented Use         Quantity Distributed       Into       Purchase order No.       Purchase order No.	Quantity Distributed       a number in terms of kg         Date of Sale       mm/dd/yyyy         3. Upload the CSV File For Manual Upload:          For Manual Upload:          3. Click the Add button below          3. Click Save to submit the entry       Purchase Order No.         Vser A       Address       Contact No       Nature of Enterprise       Intented Use       Quantity Distributed       None         Name of Company or Person       Name       Address       Contact No.       Contact No.       Contact No.         Nature of Enterprise

Step 9b2. Fill up the form.

Philippine Ozone Desk		Quantity Dis	tributed		a number in terms	of kg			
> (ODS) Registration for		Date of Sale			mm/dd/yyyy				
> (ODS) Importation Cleara	3 For N	. Upload the CS /anual Upload:	SV File						
ODS) Dealers and Retailer	1	. Click the Add l . Populate field	button below s accordingly						
Water Quality Management	3	. Click Save to s	ubmit the entry						
> (DP) Discharge Permit	Name	Address	Contact No	Natur	e of Enterprise	Intented Use	Quantity Distributed	Purchase Order No. covered by transaction	+ Add
Documentation	User A	Address C	(02) 123-0987		Dealer	S	100.0 kg	None	×
🖉 Tutorials 🧹 🤇	Name of C	ompany or Pe	rson		User B				
	Address				Address D				1,
	Contact No	D.			(02) 987-6543				
	Nature of	Enterprise			End User				Ŧ
	Intented U	lse			Fire Fighting				٣
	Quantity D	Distributed			100				
	Purchase 0	Order Number			1234545689				
									Save
	Previous								Proceed

Step 9b3. Click on the Save button to save the inputted data.

OPMS	=							4	R01 Applicar			
Navigation	Applicati	ion for Pr	e-shipment I	mportation Cl	earance for (	Dzone-Depleting	g Substanc	es and Alte	<b>native</b> ops			
For Action	Chemica	ll Substan	ces									
My Account	List of Inte	ended Users	for the Pre-Shipr	ment Importation C	learance Applica	tion						
My Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5 Step	p 6	Step 7	Next			
Air Quality Management		Basic	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Dow Users App	vnload blication Form	Upload Requirements				
> Certificate of Conformity												
Chemical Management	Intended U	sers					📥 Download	CSV Template 🔒 U	pload CSV File			
> (PCL) Priority Chemical List	INSTRUCTI	ONS (This secti	on is required)									
> (PMPIN) Pre Manufacture	For B	atch Upload: . Download the ( . Populate fields	CSV Template above accordingly. Refer to	the format below:								
> (CCOr) CCO Registration		Field		Format / List of	f Values							
> (CCOi) CCO Importation		Nature of Ent	erprise	Dealer End User	Dealer End Liser							
> (SQI) Small Quantity Imp				Dealer and End	User							
Hazardous Waste Management		Intended Use		FB = Foam Blow S = Solvent	ing							
> (IR) Importer Registry				FF = Fire Fightin RACM = Refriger	g ration and Air Conditi	oning (Manufacturing)						
> (IC) Importation Clearance				RACM = Refriger MACS = Mobile	RACM = Refrigeration and Air Conditioning (Servicing) MACS = Mobile Air Conditioning (Servicing) RA = Decrease Acapt							
Environmental Laboratory				PA = Process Ag A = Aerosol	ent							
> Data Entry		Quantity Dist	ibutod	LU = Lab Use	ma of ka							
> (ELR) Env't Lab Recog		Date of Sale	Ibuled	mm/dd/www	mm/dd/www							
Philippine Ozone Desk		succorbaic		inin daryyyy								
> (ODS) Registration for	3 For N	. Upload the CSV Ianual Upload:	/ File									
> (ODS) Importation Cleara	1	. Click the Add b . Populate fields	accordingly									
> (ODS) Dealers and Retailer	3	. CIICK SAVE LO SU	ionnic the efftry				Purch	ase Order No.				
Water Quality Management	Name	Address	Contact No	Nature of Enterprise	Intented Use	Quantity Distribute	d covered	by transaction	+ Add			
> (DP) Discharge Permit	User B	Address D	(02) 987-6543	End User	FF	100.0 kg	12	34545689	×			
Documentation	User A	Address C	(02) 123-0987	Dealer	S	100.0 kg		None	×			
🛢 Tutorials <												
	Previous							ſ	Proceed			
								L L				

Step 10. Click on the **Proceed** button to go to the next step.

OPMS	≡								R01 Applic
Navigation	Applicatior	n for Pre	e-shipment Ir	nportation (	Elearance fo	r Ozone-Deple	eting Substa	inces and A	ternative
For Action	Chemical S	Substand	ces						
/ly Account	Download Ap	plication F	Form						
My Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next
ir Quality Management		Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements	
Certificate of Conformity								_	
hemical Management	Notarize Ap	plication F	orm						
<ul> <li>(PCL) Priority Chemical List</li> </ul>	🕄 Down	load the foll	owing application fo	orms <b>after paymer</b>	<b>t</b> and have it notari	zed. Go back to this w	ebsite and finalize	your application.	
<ul> <li>(PMPIN) Pre Manufacture</li> </ul>	Application N	No.	Application Type		Application for	Timestamp	D	ownload	
(CCOr) CCO Registration	5		ODS Importation Clea	arance	My Company	July 6, 2017, 10:30	) p.m.		
(CCOi) CCO Importation								Таррісацонтоні	
(SQI) Small Quantity Imp	-							-	
lazardous Waste Management	Previous								Proceed
(IR) Importer Registry									
(IC) Importation Clearance									
nvironmental Laboratory									
Data Entry									
(ELR) Env't Lab Recog									
hilippine Ozone Desk									
• (ODS) Registration for									
• (ODS) Importation Cleara									
• (ODS) Dealers and Retailer									
Vater Quality Management									

Step 11. Notarization is only required once payment has been made so skip this step for now. Click on the **Proceed** button to go to the next step.

OPMS	E R01 Applicant	Step 12. To add files, click					
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternativems - obsic	on the Add files button.					
For Action							
My Account	Upload Required Documents	Alternatively, you may drag					
My Applications	Previous         Step 1         Step 2         Step 3         Step 4         Step 5         Step 6         Step 7         Next	and drop files into the page					
Air Quality Management	Basic         Substance to be         Actual Arrival or         Summary or         List or intended         Download Application         Opfoad           Information         Imported         Shipment         Transactions         Users         Form         Requirements	and they will be added as					
Certificate of Conformity	Links of superstation of superstation files to this superstation after the Add Tiles buston	wen.					
Chemical Management	opioad supporting documents by dragging mes to this page or by tilking the Add Hies button.						
> (PCL) Priority Chemical List	NOTES: Maximum filesize is 20MB.						
> (PMPIN) Pre Manufacture	Split files that are greater than 20MB and upload them separately. Accepted filetypes are pdf, ipg, ipgg, png, gif,						
> (CCOr) CCO Registration	An asterisk (*) indicates that the item is required. The Finalize application button will only be enabled once the required documents are complete.						
> (CCOi) CCO Importation							
> (SQI) Small Quantity Imp	Official Receipt Notarized Application Form						
Hazardous Waste Management	Bill of Lading						
> (IR) Importer Registry	Commercial Invoice						
> (IC) Importation Clearance	Proforma Invoice*						
Environmental Laboratory	No attachments yet.						
> Data Entry							
> (ELR) Env't Lab Recog	+ Add files						
Philippine Ozone Desk							
> (ODS) Registration for							
> (ODS) Importation Cleara							
> (ODS) Dealers and Retailer							
Water Quality Management							

	E R01 Applicant						
lavigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternativens - obsic						
🛢 For Action	Chemical Substances						
/ly Account	Upload Required Documents						
My Applications	Previous         Step 1         Step 2         Step 3         Step 4         Step 5         Step 6         Step 7         Next						
ir Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download Application         Upload           Information         Imported         Shipment         Transactions         Users         Form         Requirements						
Certificate of Conformity							
nemical Management	Upload supporting documents by dragging files to this page or by cliking the Add Files button.						
(PCL) Priority Chemical List	NOTES: Maximum filesize is 20MR						
(PMPIN) Pre Manufacture	Split files that are greater than 20MB and upload them separately.						
• (CCOr) CCO Registration	An asterisk (*) indicates that the item is required.						
(CCOi) CCO Importation	The finalize application button will only be enabled once the required documents are complete.						
(SOI) Small Quantity Imp	Gfficial Receipt						
azardous Waste Management	Notarized Application Form     Bill of Lading     Commercial Invoice						
(IR) Importer Registry							
(IC) Importation Clearance	Import Entry Internal Revenue     Proforma Invoice*						
Data Entry	No attachments yet.						
<ul><li>(ELR) Env't Lab Recog</li></ul>	+ Add files Cancel upload rinalize application						
hilippine Ozone Desk							
• (ODS) Registration for	Invoice.por 7.8 KIB Please select appropriate tile types Save Cancel						
• (ODS) Importation Cleara							
• (ODS) Dealers and Retailer							
ater Quality Management							

**Step 13.** Once a file has been added, set the requirement which that file satisfies.

Click on the **Save** button to upload the file.

OPMS	E R01 Applican					
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Altermativems - opsiloned and the second s					
E For Action	Chemical Substances					
My Account	Upload Required Documents					
My Applications	Previous         Step 1         Step 2         Step 3         Step 4         Step 5         Step 6         Step 7					
Air Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download Application         Upload           Information         Imported         Shipment         Transactions         Users         Form         Requirements					
> Certificate of Conformity						
Chemical Management	Upload supporting documents by dragging files to this page or by cliking the Add Files button.					
> (PCL) Priority Chemical List	NOTES: Maximum filesize is 20MR					
> (PMPIN) Pre Manufacture	Split files that are greater than 20MB and upload them separately.					
> (CCOr) CCO Registration	Accepted filetypes are pdf, jpg, jpeg, png, gif. An asterisk (*) indicates that the item is required. The Finalize anolication button will only be enabled once the required documents are complete.					
> (CCOi) CCO Importation						
> (SQI) Small Quantity Imp	Official Receipt Notarized Application Form					
Hazardous Waste Management	Bill of Lading					
> (IR) Importer Registry	Commercial Invoice					
> (IC) Importation Clearance	Set an a set of the set of th					
Environmental Laboratory	You uploaded 1 attachment.					
> Data Entry						
> (ELR) Env't Lab Recog	+ Add files Cancel upload rinalize application					
Philippine Ozone Desk	isusiae odf. 7.0 V/D. Disses select annuanista file tures					
> (ODS) Registration for	Proforma Invoice*					
> (ODS) Importation Cleara						
> (ODS) Dealers and Retailer						
Water Quality Management						

**Step 14.** Repeat the previous step for all the required documents.

OPMS	E R01 Applicant						
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternativems > obsic						
E For Action	Chemical Substances						
My Account	Upload Required Documents						
My Applications	Previous         Step 1         Step 2         Step 3         Step 4         Step 5         Step 6         Step 7         Next						
Air Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download Application         Upload           Information         Imported         Shipment         Transactions         Users         Form         Requirements						
> Certificate of Conformity							
Chemical Management	Upload supporting documents by dragging files to this page or by cliking the Add Files button.						
> (PCL) Priority Chemical List	NOTES:						
> (PMPIN) Pre Manufacture	Split files that are greater than 20MB and upload them separately.						
> (CCOr) CCO Registration	Accepted filetypes are pdf, jpg, jpeg, png, grf. An asterisk (*) indicates that the item is required.						
> (CCOi) CCO Importation	The Finalize application button will only be enabled once the required documents are complete.						
<ul> <li>(SQI) Small Quantity Imp</li> </ul>	Official Receipt  Notarized Application Form  Bill of Lading  Commercial Invoice  Import Entry Internal Revenue  Proforma Invoice*						
Hazardous Waste Management							
> (IR) Importer Registry							
(IC) Importation Clearance							
Environmental Laboratory	You uploaded 1 attachment.						
> Data Entry							
> (ELR) Env't Lab Recog	+ Add files Cancel upload Finalize application						
Philippine Ozone Desk	invoice.ndf 7.8 KiB Please select appropriate file types						
> (ODS) Registration for	Proforma Invoice*						
> (ODS) Importation Cleara							
> (ODS) Dealers and Retailer							
Water Quality Management							

Step 15. Once all the required attachments have been uploaded, the application may be finalized.

Click on the **Finalize application** button.

OPMS	≡		R01 Applicant
Navigation	Ар	Terms and Conditions	s and Altermativems > obsic
For Action	Ch	The following Terms and Conditions contain significant agreements involving all users of EMB-DENR's Online Permitting and Monitoring System (Online PMS). We therefore advise you to please review these terms and conditions carefully and indicate	
My Account	Up	whether you agree or disagree to them by clicking on the corresponding box towards the end of this document.	
My Applications		All the terms "You", "Your" and "Yours" will refer to the Online PMS user. The terms "We", "Us" and "Our" refer to EMB-DENR. The words "System" refer to Online PMS.	Step 7 Next
Air Quality Management		Your Username is the email address that you have provided in the registration page. The phrase "your access" or "system account"	Requirements
> Certificate of Conformity		refers to the combination of your email address and password that you have registered in the system. The term "username" and "email address" will be used interchangeably to refer to the set of characters that you use to access the system.	
Chemical Management		The term "Confidential Business Information (CBI)" refers to an information considered as trade secret, i.e., an information which:	
> (PCL) Priority Chemical List		(a) is secret in the sense that it is not, as a body or in the precise configuration and assembly of its components, generally known among or readily accessible to persons within the circles that normally deal with kind of information in question; (b) has	
> (PMPIN) Pre Manufacture		commercial value because it is secret: (c) has been subject to reasonable steps under the circumstance, by the person lawfully in control of the information, to keep it secret. The phrase "disclosing party" is the company that have or made the CBI declaration or	
> (CCOr) CCO Registration		submission.	
> (CCOi) CCO Importation		TERMS AND CONDITIONS	
> (SQI) Small Quantity Imp		1. USER ALLESS	
Hazardous Waste Management		understood Online PMS's Terms and Conditions and that you unconditionally bind your commission of a wave read and understood Online PMS's Terms and Conditions and that you unconditionally bind yourself to all terms and conditions herein. In the event that your availment of a service facility or hereif to finding PMS will violate or result in the violation of your agreement	
> (IR) Importer Registry		with EMB-DENR, you will not avail yourself of such service, facility or benefit of Online PMS.	•
> (IC) Importation Clearance		ℤ Proforma Invoice*	
Environmental Laboratory	Yc	ou uploaded 1 attachment.	
> Data Entry			
> (ELR) Env't Lab Recog		+ Add files Cancel upload Finalize application	
Philippine Ozone Desk		invoire off 78 KiR Please select annronziate file types	
> (ODS) Registration for		Proforma Invoice*	I Delete
> (ODS) Importation Cleara			
> (ODS) Dealers and Retailer			
Water Quality Management			

**Step 16.** Read the Terms and Conditions.

OPMS	≡	2.6.3. Any loss or damage caused by any access through your username and password when the same is prohibited, restricted,	<u> </u>	R01 Applicant
Navigation	An	delayed or otherwise affected by:	s and Alternat	
E For Action	Ch	2.6.3.1 any law or regulation of the country from where Online PMS is accessed and/or the terms and conditions prescribed by your internet service or information service provider; or		
My Account	Up	2.6.4. Any loss or damage caused by any act or omission of your internet service, information service provider or network provider;		
My Applications	Г	2.6.5. Any loss or damage due to your interference or tampering with, or alteration or misuse of, or amendment to, Online PMS.	Step 7	Next
Air Quality Management	L	2.7. There is no responsibility on our part should communications facility malfunction have an effect on the timeliness or accuracy of the instructions sent.	on Upload Requirements	
Certificate of Conformity		3.0. PROPRIETARY RIGHTS		
Chemical Management		3.1 All trade mark trade name service mark, natent convright remain vected in us and may not be used, conied, modified without		
> (PCL) Priority Chemical List		the proper notice in writing and consent from us.		
> (PMPIN) Pre Manufacture		3.2. We will not be liable for the files uploaded in our server(s) by our clients or registrants for any copyright infringement, plagiarism, or any violation in the Intellectual Property Code of the Philippines.		
> (CCOr) CCO Registration		The Terms and Conditions contained herein are governed by the laws of the Republic of the Philippines and all suits to enforce this		
> (CCOi) CCO Importation		Agreement will have to be settled in the proper courts of the Quezon City.		
> (SQI) Small Quantity Imp		I have read and fully understood the <b>Terms and Conditions</b> of Online PMS and hereby agree to be governed by the said terms and conditions.		
Hazardous Waste Management		Cased		
> (IR) Importer Registry			•	
> (IC) Importation Clearance		♂ Proforma Invoice*		
Environmental Laboratory	Yc	bu uploaded 1 attachment.		
> Data Entry		,		
> (ELR) Env't Lab Recog		+ Add files Cancel upload rinalize application		
Philippine Ozone Desk		in sin off 7.0 Min	_	
> (ODS) Registration for		Proforma Invoice*	Delete	
> (ODS) Importation Cleara				
> (ODS) Dealers and Retailer				
Water Quality Management				

Step 17. Click on the I agree button to agree to the terms and finalize the application.

OPMS	=	🔒 R01 Applicant
Navigation	View Application	Home > View Application > ODS Importation Clearance
For Action	Application Number: 5	
My Account		
My Applications	🌣 In-process	
Air Quality Management		
> Certificate of Conformity	Application Details Evaluation Attachments Applicant Det	ails
Chemical Management		
> (PCL) Priority Chemical List	Application Information	
> (PMPIN) Pre Manufacture	Application for	Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternative
> (CCOr) CCO Registration	Application No.	5
> (CCOi) CCO Importation	Application Type	New
> (SQI) Small Quantity Imp	Registration Application No.	4
Hazardous Waste Management	Tariff Code	None
> (IR) Importer Registry		
> (IC) Importation Clearance	Company Information	
Environmental Laboratory	Company/Business Name	My Company
> Data Entry	Tel. No.	(02) 123-4567
(FLR) Envit Lab Recog	Fax No.	(02) 123-4568
Philipping Ozone Desk	Address	123 My Street, Visaya, VINTAR, ILOCOS NORTE, Philippines
(ODC) Degistration for		
<ul> <li>(ODS) Registration for</li> </ul>	Contact Person	
> (ODS) Importation Cleara	Name	Juan dela Cruz
> (ODS) Dealers and Retailer	Position	(02) 123-4569
Water Quality Management	Telephone Number	(02) 123-4569
	Mobile No.	0912-345-6789

The application has now been submitted to EMB for screening and processing.

Click on the My Applications link to view status of your applications.

OPMS	≡						2	R01 Applica
Navigation	Μ	y Applicati	ONS You have 5 applic	ation/s			My Account >	My Applicati
SFor Action	F	Application No.	Start Date	Purnose	Status	Date Approved	Current Division	Action
My Account		5	July 6, 2017, 11:06 p.m.	ODS Importation Clearance	In process : For Screening	Dute Approved	Chemical Management Section	View
My Applications		4	July 6, 2017, 11:00 p.m.	ODS Importation clearance	Approved		chemical Management Section	View
Air Quality Management		4	July 6, 2017, 10.20 p.m.	Discharge Dermit	Approved		Weter Ovella Management	view
> Certificate of Conformity		3	July 6, 2017, 2:50 p.m.	Discharge Permit	In-process : For Screening		Water Quality Management	View
Chemical Management		2	July 6, 2017, 11:28 a.m.	Priority Chemical List Compliance	Not finalized yet			Update
(DCL) priority chamical List		1	July 5, 2017, 3:13 p.m.	Chemical Control Order Registration	Approved			View
<ul> <li>(PCL) Priority Chemical List</li> </ul>	sł	howing entries 1-5 o	of 5.					
(PMPIN) Pre Manufacture								
> (CCOr) CCO Registration								
> (CCOi) CCO Importation								
> (SQI) Small Quantity Imp								
Hazardous Waste Management								
> (IR) Importer Registry								
> (IC) Importation Clearance								
Environmental Laboratory								
> Data Entry								
> (ELR) Env't Lab Recog								
Philippine Ozone Desk								
> (ODS) Registration for								
> (ODS) Importation Cleara								
> (ODS) Dealers and Retailer								
Water Quality Management								

Status for all submitted applications may be viewed in the My Applications page.

OPMS	≡									R01 Applicant
Navigation	Hi F	Hi R01 You have 1 task Workliss								
For Action	My	My Worklist								
My Account	<b>A m</b>			Applicant				Dressering		
My Applications	No	Received	Purpose	Company	Forwarded by - Division	Action Needed	Remarks	Attachments	Preview	Action
Air Quality Management	5	July 6, 2017, 11:09 p.m.	ODS Importation	R01 Applicant - R01 Companyasdas	CEN CMS Unit Administrator - Chemical Management Section	Provide Payment			Preview	Update Payment Info
> Certificate of Conformity			Clearance			Information				
Chemical Management										
> (PCL) Priority Chemical List	Sho	wing entries 1-1 o	of 1.							
> (PMPIN) Pre Manufacture										
> (CCOr) CCO Registration										
> (CCOi) CCO Importation										
> (SQI) Small Quantity Imp										
Hazardous Waste Management										
> (IR) Importer Registry										
> (IC) Importation Clearance										
Environmental Laboratory										
> Data Entry										
> (ELR) Env't Lab Recog										
Philippine Ozone Desk										
> (ODS) Registration for										
> (ODS) Importation Cleara										
> (ODS) Dealers and Retailer										
Water Quality Management										

**Step 18.** Once the application has been verified, the application will be returned to you for payment.

Just log into your account and you will find an item on your worklist.

Click on the **Update Payment Info** button to get started.

OPMS	≡		💄 R01 Applicant			
Navigation	Application for ODS Importation Cle	earance	Payment Info > ODS Importation Clearance			
For Action	Payment Information					
My Account	Order of Payment (OP)					
My Applications	Order of Fayment (OF)					
Air Quality Management	INSTRUCTIONS					
> Certificate of Conformity	<ol> <li>Download the Order of Payment.</li> <li>Present the Order of Payment to the EMB or</li> </ol>	Bank Cashier. Pay the assessed amount.				
Chemical Management	<ol><li>Go back to this website and update the Payn on the Update button. Use the 'Proceed' but</li></ol>	nent Information below. To go back to this page, click on the My Applications ton to navigate to this step.	link located on the left and click			
> (PCL) Priority Chemical List	4. Take a picture of the OR and upload it on the	e next step.				
> (PMPIN) Pre Manufacture						
> (CCOr) CCO Registration	Payment Information (Application Fee)					
> (CCOi) CCO Importation	Paid thru Bank?					
> (SQI) Small Quantity Imp	OP Number	ODSIC-17-00001				
Hazardous Waste Management	OR/Transaction Number					
> (IR) Importer Registry	Amount Paid	Ð				
> (IC) Importation Clearance	Date of Payment					
Environmental Laboratory	Date of Fayment	mm/dd/yyyy				
> Data Entry	Soft copy of OR	Choose File No file chosen				
> (ELR) Env't Lab Recog						
Philippine Ozone Desk			Proceed			
> (ODS) Registration for						
> (ODS) Importation Cleara						
> (ODS) Dealers and Retailer						
Water Quality Management						

**Step 19.** Click on the Download Order of Payment to view the order of payment for your application.



Republic of the Philippines Department of Environmental and Natural Resources ENVIRONMENTAL MANAGEMENT BUREAU Central Office East Ave, Central Diliman, Quezon City, 1101 Metro Manila

### ORDER OF PAYMENT

DATE	July 7, 2017
OP NUMBER	ODSIC-17-00001
APPLICATION ID	5
APPLICATION TYPE	ODSIC

The Chief Cashier Section

Please issue Official Receipt in favor of

COMPANY	MY COMPANY
ADDRESS	123 MY STREET, VISAYA, VINTAR, ILOCOS NORTE, PHILIPPINES

as a navment of the following:

**Step 20.** Download and pay for the order of payment.

OPMS	≡										R01 Applic	cant
Navigation	Н	li R0	)1 You have 1	l task							Wor	rklist
E For Action	ſ	My W	/orklist									
My Account		Ann			Applicant -				Processing			
My Applications		No.	Received	Purpose	Company	Forwarded by - Division	Action Needed	Remarks	Attachments	Preview	Action	_
Air Quality Management		5	July 6, 2017, 11:09 p.m.	ODS Importation	R01 Applicant - R01 Companyasdas	CEN CMS Unit Administrator - Chemical Management Section	Provide Pavment			Preview	Update Payment Info	IJ
> Certificate of Conformity				Clearance			Information					
Chemical Management												
> (PCL) Priority Chemical List		Showi	ing entries 1-1 oj	f 1.								
> (PMPIN) Pre Manufacture												
> (CCOr) CCO Registration												
> (CCOi) CCO Importation												
> (SQI) Small Quantity Imp												
Hazardous Waste Management												
> (IR) Importer Registry												
> (IC) Importation Clearance												
Environmental Laboratory												
> Data Entry												
> (ELR) Env't Lab Recog												
Philippine Ozone Desk												
> (ODS) Registration for												
> (ODS) Importation Cleara												
> (ODS) Dealers and Retailer												
Water Quality Management												

**Step 21.** Log back into OPMS the click on the **Update Payment Info** button again.

	≡		🛔 R01 Applicant				
Navigation	Application for ODS Importation Cl	earance	Payment Info > ODS Importation Clearance				
For Action	Payment Information						
My Account My Applications	Order of Payment (OP)						
Air Quality Management	INSTRUCTIONS						
> Certificate of Conformity	1. Download the Order of Payment. 2. Present the Order of Payment to the EMB or Bank Cashier. Pay the assessed amount.						
Chemical Management	<ol> <li>Go back to this website and update the Payr on the Update button. Use the 'Proceed' but</li> </ol>	ment Information below. To go back to this page, click on the My Applicatior tton to navigate to this step.	ns link located on the left and click				
> (PCL) Priority Chemical List	4. Take a picture of the OR and upload it on th	e next step.					
> (PMPIN) Pre Manufacture							
> (CCOr) CCO Registration	Payment Information (Application Fee)		H Download Order of Payment				
> (CCOi) CCO Importation	Paid thru Bank?						
> (SQI) Small Quantity Imp	OP Number	ODSIC-17-00001					
Hazardous Waste Management	OR/Transaction Number						
> (IR) Importer Registry	Amount Paid						
> (IC) Importation Clearance	Data of Damaget	4					
Environmental Laboratory	Date of Payment	mm/dd/yyyy					
> Data Entry	Soft copy of OR	Choose File No file chosen					
> (ELR) Env't Lab Recog							
Philippine Ozone Desk			Proceed				
> (ODS) Registration for							
> (ODS) Importation Cleara							
> (ODS) Dealers and Retailer							
Water Quality Management							

**Step 22.** Fill in the payment information.

	=		R01 Applica			
Navigation	Application for ODS Importation (	Clearance	Payment Info > ODS Importation Clearan			
E For Action	Payment Information					
My Account  My Applications	Order of Payment (OP)					
Air Quality Management Certificate of Conformity Chemical Management (PCL) Priority Chemical List	INSTRUCTIONS 1. Download the Order of Payment. 2. Present the Order of Payment to the EMB 3. Go back to this website and update the Pa on the Update button. Use the 'Proceed' b 4. Take a picture of the OR and upload it on	t or Bank Cashier. Pay the assessed amount. ayment Information below. To go back to this page, click on the My Applicati button to navigate to this step. the next step.	ions link located on the left and click			
<ul> <li>(PMPIN) Pre Manufacture</li> <li>(CCOr) CCO Registration</li> </ul>	Payment Information (Application Fee)		H Download Order of Payment			
<ul> <li>(CCOi) CCO Importation</li> <li>(SQI) Small Quantity Imp</li> </ul>	Paid thru Bank? OP Number	ODSIC-17-00001				
Hazardous Waste Management (IR) Importer Registry	OR/Transaction Number	123456789				
(IC) Importation Clearance	Amount Paid Date of Payment	₽ 1725				
<ul> <li>Data Entry</li> </ul>	Soft copy of OR	Choose File or.pdf				
(ELR) Env't Lab Recog						
Philippine Ozone Desk			Proceed			

**Step 23.** Click on the **Proceed** button to save.

	≡							R01 Applicant
Navigation	Process	Applicatio	on			For Action	Process Application >	ODS Importation Clearance > 5
E For Action	Applicatio	on No: 5						
My Account My Applications	Process	Evaluation	Application Details	Attachments	Applicant Details			
Air Quality Management								
> Certificate of Conformity								
Chemical Management	Ac	tion Taken						Ŧ
> (PCL) Priority Chemical List								
> (PMPIN) Pre Manufacture		Remarks						
> (CCOr) CCO Registration								
> (CCOi) CCO Importation	Attac	hments (optio	nal)					
> (SQI) Small Quantity Imp	File						Description	
Hazardous Waste Management						Select file		▼ remove
> (IR) Importer Registry						Select file		▼ remove
> (IC) Importation Clearance								
Environmental Laboratory						Select file		• remove
> Data Entry	add an	other						
> (ELR) Env't Lab Recog								
Philippine Ozone Desk	Can	cel						Submit
> (ODS) Registration for								

**Step 24.** Select the appropriate action taken choice then add a remark.

OPMS	=					R01 Applicant
Navigation	Process Applicatio	n		For Action > Pr	ocess Application > 0	DDS Importation Clearance > 5
For Action	Application No: 5					
My Account						
My Applications	Process Evaluation	Application Details Attachments A	Applicant Details			
Air Quality Management						
> Certificate of Conformity						
Chemical Management	Action Taken	Submit Requested Information				×
> (PCL) Priority Chemical List						
> (PMPIN) Pre Manufacture	Remarks	Submitted payment information				
> (CCOr) CCO Registration						<u>//</u>
> (CCOi) CCO Importation	Attachments (optio	nal)				
> (SQI) Small Quantity Imp	File				Description	
Hazardous Waste Management				Select file		▼ remove
> (IR) Importer Registry				Select file		remove
> (IC) Importation Clearance						
Environmental Laboratory				Select file		• remove
> Data Entry	add another					
> (ELR) Env't Lab Recog						
Philippine Ozone Desk	Cancel					Submit
> (ODS) Registration for						

**Step 25.** Click on the **Submit** button to forward the application to an EMB staff.

OPMS	≡								<b>8</b> F	R01 Applicant
Navigation	Hi R01									Worklist
E For Action	Successful	lly forwarded	application							~
My Account	Succession	iy for warded	application.							~
My Applications	My Work	list								
Air Quality Management	App No.	Received	Purpose	Applicant - Company	Forwarded by - Division	Action Needed	Remarks	Processing Attachments	Preview	Action
> Certificate of Conformity					🖒 Your worklist	is empty.				
Chemical Management										
> (PCL) Priority Chemical List										
> (PMPIN) Pre Manufacture										
> (CCOr) CCO Registration										
> (CCOi) CCO Importation										
> (SQI) Small Quantity Imp										
Hazardous Waste Management										
> (IR) Importer Registry										
> (IC) Importation Clearance										
Environmental Laboratory										
> Data Entry										
> (ELR) Env't Lab Recog										
Philippine Ozone Desk										

The payment information will now be verified by an EMB staff.

Once done, the application will again be returned to the applicant for notarization of application form.

=								ê, F	01 Applican
Hi R0	D1 You have	1 task							Workli
My W	Vorklist								
App			Applicant -		Action		Processing		
No.	Received	Purpose	Company	Forwarded by - Division	Needed	Remarks	Attachments	Preview	Action
5	July 7, 2017, 1:03 a.m.	ODS Importation Clearance	R01 Applicant - R01 Companyasdas	CEN CMS Unit Administrator - Chemical Management Section	Update Application	Attach notarized application form		Preview	Update
Show	ing entries 1-1 o	of 1.							
	Hi R( My W App No. 5	HIROI You have My Worklist App No. Received 5 July 7, 2017, 1:03 a.m. Showing entries 1-1 co	Hi RO1 You have 1 task         My Worklist         App No.       Received       Purpose         5       July 7, 2017, 1:03 a.m.       ODS Importation Clearance         Showing entries 1-1 of 1.	Hi RO1 You have 1 task         My Worklist	Hi R01 You have 1 task         My Worklist <mark>App No. Received Purpose Company Forwarded by - Division <u>1</u>:03 a.m. ODS Importation Companyasdas Cen CMS Unit Administrator - Chemical Management Section Showing entries 1-1 of 1.    </mark>	Hi R01 You have 1 task         My Worklist <mark>App Received Purpose Company Forwarded by - Division Needed <u>5 July 7, 2017, ODS Importation Clearance Companyasdas         CEN CMS Unit Administrator - Update Application Showing entries 1-1 of 1.    </u></mark>	Hi R01 You have 1 task         My Worklist <u>Pp Received Purpose Applicant - Company Forwarded by - Division Received Remarks         </u> <sup>5</sup> July 7, 2017, ODS Importation Companyasdas            Companyasdas            Chemical Management Section Application application form             Showing entries 1-1 of 1.	Hi R01 You have 1 task         My Worklist	Hi R01 You have 1 task         My Worklist         App Received Purpose Company       Forwarded by - Division       Action Needed Remarks       Processing Attachments       Preview         5       July 7, 2017.       ODS montation Companyasdas       CEN CMS Unit Administrator       Update Attach notarized application form       Preview         5       July 7, 2017.       ODS companyasdas       CEN CMS Unit Administrator       Update Attach notarized application form       Preview         5       July 7, 2017.       ODS companyasdas       CEN CMS Unit Administrator       Update Attach notarized application form       Preview         5       July 7, 2017.       ODS companyasdas       CEN CMS Unit Administrator       Update Attach notarized application form       Preview         5       July 7, 2017.       ODS companyasdas       CEN CMS Unit Administrator       Update Attach notarized application form       Preview         5       July 7, 2017.       ODS companyasdas       Ceneration Advised Attach notarized application form       Preview         5       July 7, 2017.       ODS companyasdas       Ceneration Advised Attach notarized application form       Preview         5       July 7, 2017.       ODS companyasdas       Ceneration Advised Attach notarized application form       Preview         5       July 7, 2017.

Step 26. Click on the Update button.

OPMS	= R01 Applican
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternativent > 0054
For Action	Chemical Substances
My Account	Application Form
My Applications	Previous Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Next
Air Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download Application         Upload           Information         Imported         Shipment         Transactions         Users         Form         Requirements
> Certificate of Conformity	
Chemical Management	Application Information
> (PCL) Priority Chemical List	* Application Type New
> (PMPIN) Pre Manufacture	ODS Registration     4 - R01 Applicant - R01 Companyasdas ODS Importer Registration
> (CCOr) CCO Registration	
> (CCOi) CCO Importation	Invoice Information
> (SQI) Small Quantity Imp	Invoice Type
Hazardous Waste Management	Invoice Number
> (IR) Importer Registry	Invoice No
> (IC) Importation Clearance	1234567819
Environmental Laboratory	
> Data Entry	Company Information
> (ELR) Env't Lab Recog	Company/Business Name
Philippine Ozone Desk	Tel No Fax No
> (ODS) Registration for	(02) 123-4567 (02) 123-4568
> (ODS) Importation Cleara	Company Address
> (ODS) Dealers and Retailer	Office Address
Water Quality Management	No. & Street Name 123 My Street

**Step 27.** Click on the **Next** button until you reach Step 6.

OPMS	≡								R01 Applicant
Navigation	Applicatio	on for Pre	-shipment Ir	mportation	Clearance fo	r Ozone-Depl	eting Substa	nces and Al	ernativesc
For Action	Chemical	Substand	tes						
My Account	Download	Application F	Form						
My Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next
Air Quality Management		Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements	
> Certificate of Conformity								_	
Chemical Management	Notarize A	Application F	orm						
> (PCL) Priority Chemical List	Dov	wnload the foll	owing application fo	orms <b>after paymer</b>	<b>nt</b> and have it notari	ized. Go back to this v	website and finalize y	your application.	
> (PMPIN) Pre Manufacture	Application	n No.	Application Type		Application for	Timestamp	Do	ownload	
> (CCOr) CCO Registration	5		ODS Importation Clea	arance	My Company	July 6, 2017, 10:3	30 p.m.	Application Form	
> (CCOi) CCO Importation							L	, pp. cation of the	J
> (SQI) Small Quantity Imp	Provious								Procood
Hazardous Waste Management	Frevious								FIOCEEU
> (IR) Importer Registry									
> (IC) Importation Clearance									
Environmental Laboratory									
> Data Entry									
> (ELR) Env't Lab Recog									
Philippine Ozone Desk									
> (ODS) Registration for									
> (ODS) Importation Cleara									
> (ODS) Dealers and Retailer									
Water Quality Management									

Step 28. Click on the Application Form button to view a printable version of the application form.

Print the form and have it notarized.

OPMS	≡								a F	01 Applicant
Navigation	Hi R(	D1 You have	1 task							Worklist
E For Action	My W	Vorklist								
My Account										
My Applications	App No.	Received	Purpose	Applicant - Company	Forwarded by - Division	Action Needed	Remarks	Attachments	Preview	Action
Air Quality Management Certificate of Conformity	5	July 7, 2017, 1:03 a.m.	ODS Importation Clearance	R01 Applicant - R01 Companyasdas	CEN CMS Unit Administrator - Chemical Management Section	Update Application	Attach notarized application form		Preview	Update
Chemical Management										
> (PCL) Priority Chemical List	Show	ing entries 1-1 o	of 1.							
> (PMPIN) Pre Manufacture										
> (CCOr) CCO Registration										
> (CCOi) CCO Importation										
> (SQI) Small Quantity Imp										
Hazardous Waste Management										
> (IR) Importer Registry										
> (IC) Importation Clearance										
Environmental Laboratory										
> Data Entry										
> (ELR) Env't Lab Recog										

**Step 29.** Log back into OPMS. Click on the **Update** button.

OPMS	≡ R01 Applican
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Alternativent > opsi
For Action	Chemical Substances
My Account	Application Form
My Applications	Previous Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Next
Air Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download Application         Upload           Information         Imported         Shipment         Transactions         Users         Form         Requirements
> Certificate of Conformity	
Chemical Management	Application Information
> (PCL) Priority Chemical List	* Application Type New
> (PMPIN) Pre Manufacture	ODS Registration     4 - R01 Applicant - R01 Companyasdas ODS Importer Registration
> (CCOr) CCO Registration	
> (CCOi) CCO Importation	Invoice Information
> (SQI) Small Quantity Imp	Invoice Type
Hazardous Waste Management	Invoice Number
> (IR) Importer Registry	Invoice No
> (IC) Importation Clearance	1234567819
Environmental Laboratory	
> Data Entry	Company Information
> (ELR) Env't Lab Recog	Company/Business Name My Company
Philippine Ozone Desk	Tel. No. (00) 400 4507
> (ODS) Registration for	(02) 123-4567 (02) 123-4568
> (ODS) Importation Cleara	Company Address
> (ODS) Dealers and Retailer	Office Address
Water Quality Management	No. & Street Name 123 My Street

**Step 30.** Click on the **Next** button until you reach Step 7.

	E R01 Applica								
Navigation	Application for Pre-shipment Importation Clearance for Ozone-Depleting Substances and Altermativems > opsi								
For Action	hemical Substances								
My Account	Upload Required Documents								
My Applications	Previous         Step 1         Step 2         Step 3         Step 4         Step 5         Step 6         Step 7         Next								
Air Quality Management	Basic         Substance to be         Actual Arrival of         Summary of         List of Intended         Download Application         Upload           Information         Imported         Shipment         Transactions         Users         Form         Requirements								
> Certificate of Conformity									
hemical Management	Upload supporting documents by dragging files to this page or by cliking the Add Files button.								
> (PCL) Priority Chemical List	NOTES: Maximum filesize is 20MB.								
> (PMPIN) Pre Manufacture	Split files that are greater than 20MB and upload them separately. Accepted filetypes are odf, jog, jog, ong, gif.								
> (CCOr) CCO Registration	An asterisk (*) indicates that the item is required. The Finalize application button will only be enabled once the required documents are complete.								
(CCOi) CCO Importation									
> (SQI) Small Quantity Imp	Official Receipt								
Hazardous Waste Management	Bill of Lading								
> (IR) Importer Registry	Commercial Invoice								
> (IC) Importation Clearance	Proforma Invoice*								
Environmental Laboratory	Very unleaded 2 offershapping								
> Data Entry									
> (ELR) Env't Lab Recog	+ Add files Cancel upload Finalize application								
Philippine Ozone Desk									
> (ODS) Registration for	Previously attached files								
> (ODS) Importation Cleara	or.pdf Official Receipt								
> (ODS) Dealers and Retailer	Invoice.pdf Proforma Invoice*								
Water Quality Management									

**Step 31.** Click on the **Add files** button then select the notarized application.

My Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next			
Air Quality Management		Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements				
> Certificate of Conformity												
Chemical Management	Upload supporting documents by dragging files to this page or by cliking the Add Files button.											
> (PCL) Priority Chemical List	NOTES: Maxi	NOTES: Maximum filesize is 20MB. Split files that are greater than 20MB and upload them separately. Accepted filetypes are pdf, jpg, jpeg, png, gif. An asterisk (*) indicates that the item is required. The Finalize application button will only be enabled once the required documents are complete.										
> (PMPIN) Pre Manufacture	Split											
> (CCOr) CCO Registration	An a The I											
> (CCOi) CCO Importation												
> (SQI) Small Quantity Imp	🗹 Officia	al Receipt ized Applicatio	n Form									
Hazardous Waste Management	Bill of	Bill of Lading										
> (IR) Importer Registry	Commercial Invoice Import Entry Internal Revenue											
> (IC) Importation Clearance	🗹 Profo	rma Invoice*										
Environmental Laboratory	You uplo	aded 2 at	tachments.									
> Data Entry												
> (ELR) Env't Lab Recog	+ Add files	S 🖉 Cancel u	upload 🛛 🖌 Finalize a	application								
Philippine Ozone Desk	notarized	Indf	79 KiB	Plaa	se select appropriate	file types						
> (ODS) Registration for	notarized	i.pur	7.0 NID	Notarized Applicatio	on Form		• Save	Cancel				
> (ODS) Importation Cleara												
> (ODS) Dealers and Retailer	Previou	sly attach	ned files									
Water Quality Management	or.pdf		Of	ficial Receipt			🛅 Delete					
> (DP) Discharge Permit	invoice.pdf		Pro	oforma Invoice*			🛍 Delete					
Documentation												
Tutorials <												

**Step 32.** Select the appropriate file type then click on the **Save** button.

My Applications	Previous	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Next			
Air Quality Management		Basic Information	Substance to be Imported	Actual Arrival of Shipment	Summary of Transactions	List of Intended Users	Download Application Form	Upload Requirements				
> Certificate of Conformity								-				
Chemical Management	Upload supporting documents by dragging files to this page or by cliking the Add Files button. NOTES: Maximum filesize is 20MB. Split files that are greater than 20MB and upload them separately. Accepted filetypes are pdf, jpg, jpeg, png, glf. An asterisk (*) indicates that the item is required. The Finalize application button will only be enabled once the required documents are complete.											
> (PCL) Priority Chemical List												
> (PMPIN) Pre Manufacture												
> (CCOr) CCO Registration												
> (CCOi) CCO Importation												
> (SQI) Small Quantity Imp	✓ Offici ✓ Notai	♂ Official Receipt ♂ Notarized Application Form										
Hazardous Waste Management	Bill of	Bill of Lading										
> (IR) Importer Registry	Comr Impo	Commercial Invoice										
> (IC) Importation Clearance	Profo	✓ Proforma Invoice*										
Environmental Laboratory	You uplo	baded 3 at	tachments.									
> Data Entry												
> (ELR) Env't Lab Recog	🕂 Add file	es 🖉 🖉 Cancel u	upload 🗸 🖌 Finalize	application								
Philippine Ozone Desk		1.16	= a 1/2		-							
> (ODS) Registration for	notarize	ea.pat	7.8 KIB	Notarized A	plication Form	t appropriate file type	es v	💼 Delete				
> (ODS) Importation Cleara												
> (ODS) Dealers and Retailer	Previou	usly attach	ned files									
Water Quality Management	or.pdf		Of	ficial Receipt			菌 Delete					
> (DP) Discharge Permit	invoice.pdf		Pr	oforma Invoice*			💼 Delete					
Documentation												
Tutorials <												

Step 33. Click on the Finalize application button.

OPMS	≡		R01 Applicant
Navigation	Ар	Terms and Conditions	s and Altermativems > obsic
For Action	Ch	The following Terms and Conditions contain significant agreements involving all users of EMB-DENR's Online Permitting and Monitoring System (Online PMS). We therefore advise you to please review these terms and conditions carefully and indicate	
My Account	Up	whether you agree or disagree to them by clicking on the corresponding box towards the end of this document.	
My Applications		All the terms "You", "Your" and "Yours" will refer to the Online PMS user. The terms "We", "Us" and "Our" refer to EMB-DENR. The words "System" refer to Online PMS.	Step 7 Next
Air Quality Management		Your Username is the email address that you have provided in the registration page. The phrase "your access" or "system account"	Requirements
> Certificate of Conformity		refers to the combination of your email address and password that you have registered in the system. The term "username" and "email address" will be used interchangeably to refer to the set of characters that you use to access the system.	
Chemical Management		The term "Confidential Business Information (CBI)" refers to an information considered as trade secret, i.e., an information which:	
> (PCL) Priority Chemical List		(a) is secret in the sense that it is not, as a body or in the precise configuration and assembly of its components, generally known among or readily accessible to persons within the circles that normally deal with kind of information in question; (b) has	
> (PMPIN) Pre Manufacture		commercial value because it is secret: (c) has been subject to reasonable steps under the circumstance, by the person lawfully in control of the information, to keep it secret. The phrase "disclosing party" is the company that have or made the CBI declaration or	
> (CCOr) CCO Registration		submission.	
> (CCOi) CCO Importation		TERMS AND CONDITIONS	
> (SQI) Small Quantity Imp		1. USER ALLESS	
Hazardous Waste Management		understood Online PMS's Terms and Conditions and that you unconditionally bind your commission of a wave read and understood Online PMS's Terms and Conditions and that you unconditionally bind yourself to all terms and conditions herein. In the event that your availment of a service facility or hereif to finding PMS will violate or result in the violation of your agreement	
> (IR) Importer Registry		with EMB-DENR, you will not avail yourself of such service, facility or benefit of Online PMS.	•
> (IC) Importation Clearance		ℤ Proforma Invoice*	
Environmental Laboratory	Yc	ou uploaded 1 attachment.	
> Data Entry			
> (ELR) Env't Lab Recog		+ Add files Cancel upload Finalize application	
Philippine Ozone Desk		invoire off 78 KiR Please select annronziate file types	
> (ODS) Registration for		Proforma Invoice*	I Delete
> (ODS) Importation Cleara			
> (ODS) Dealers and Retailer			
Water Quality Management			

**Step 34.** Read the Terms and Conditions.

OPMS	=	2.6.3. Any loss or damage caused by any access through your username and password when the same is prohibited, restricted,		R01 Applicant
Navigation	Ap	delayed or otherwise affected by:	s and Alternation	<b>√⊖</b> ms > ODSIC
For Action	Ch	2.6.3.1 any law or regulation of the country from where Online PMS is accessed and/or the terms and conditions prescribed by your internet service or information service provider; or		
My Account	Up	2.6.4. Any loss or damage caused by any act or omission of your internet service, information service provider or network provider;		
My Applications	Г	2.6.5. Any loss or damage due to your interference or tampering with, or alteration or misuse of, or amendment to, Online PMS.	Step 7	Next
Air Quality Management	L	2.7. There is no responsibility on our part should communications facility malfunction have an effect on the timeliness or accuracy of the instructions sent.	on Upload Requirements	
Certificate of Conformity		3.0. PROPRIETARY RIGHTS		
Chemical Management      (PCL) Priority Chemical List		3.1. All trade mark, trade name, service mark, patent copyright remain vested in us and may not be used, copied, modified without the proper notice in writing and consent from us.		
> (PMPIN) Pre Manufacture		3.2. We will not be liable for the files uploaded in our server(s) by our clients or registrants for any copyright infringement, plagiarism, or any violation in the Intellectual Property Code of the Philippines.		
> (CCOr) CCO Registration		The Terms and Conditions contained herein are governed by the laws of the Republic of the Philippines and all suits to enforce this		
> (CCOi) CCO Importation		Agreement will have to be settled in the proper courts of the Quezon City.		
> (SQI) Small Quantity Imp		I have read and fully understood the <b>Terms and Conditions</b> of Online PMS and hereby agree to be governed by the said terms and conditions.		
Hazardous Waste Management		Canrel		
> (IR) Importer Registry			-	
> (IC) Importation Clearance				
Environmental Laboratory	Yc	bu uploaded 1 attachment.		
> Data Entry				
> (ELR) Env't Lab Recog		+ Add files O Cancel upload rinalize application		
Philippine Ozone Desk		invoice off 7.0 V/D Blasse calest appropriate file types		
> (ODS) Registration for		Proforma Invoice*	Delete	
> (ODS) Importation Cleara				
> (ODS) Dealers and Retailer				
Water Quality Management				

# Step 35. Click on the I agree button.

OPMS	=								R01 Applicant		
Navigation	Process	Applicatio	on				For Action	> Process Application	> ODS Importation Clearance > 5		
E For Action	Application No: 5										
My Account											
My Applications	Process	Evaluation	Application Details	Attachments	Applicant Details						
Air Quality Management											
> Certificate of Conformity											
Chemical Management	Ac	tion Taken									
> (PCL) Priority Chemical List											
> (PMPIN) Pre Manufacture		Remarks									
> (CCOr) CCO Registration											
> (CCOi) CCO Importation	Attac	hments (optic	onal)								
> (SQI) Small Quantity Imp	File							Description			
Hazardous Waste Management							Select file		• remove		
> (IR) Importer Registry							Select file		• remove		
> (IC) Importation Clearance											
Environmental Laboratory							Select file		• remove		
> Data Entry	add an	other									
> (ELR) Env't Lab Recog											
Philippine Ozone Desk	Can	cel							Submit		
> (ODS) Registration for											
> (ODS) Importation Cleara											

**Step 36.** Select the appropriate action taken choice then add a remark.

OPMS	=	👗 R01 Applicant
Navigation	Process Application	For Action > Process Application > ODS Importation Clearance > 5
For Action	Application No: 5	
My Account		
My Applications	Process Evaluation Application Details Attachments Applicant Details	
Air Quality Management		
> Certificate of Conformity		
Chemical Management	Action Taken Submit Requested Information	×
> (PCL) Priority Chemical List		
> (PMPIN) Pre Manufacture	Remarks Attached notarized application form	
> (CCOr) CCO Registration		
> (CCOi) CCO Importation	Attachments (optional)	
> (SQI) Small Quantity Imp	File	Description
Hazardous Waste Management		Select file remove
> (IR) Importer Registry		Select file remove
> (IC) Importation Clearance		
Environmental Laboratory		Select file
> Data Entry	add another	
> (ELR) Env't Lab Recog		
Philippine Ozone Desk	Cancel	Submit
> (ODS) Registration for		

**Step 37.** Click on the **Submit** button to forward the application to an EMB staff.

OPMS	≡								<b>8</b> F	R01 Applicant
Navigation	Hi R01									Worklist
E For Action	Successful	lly forwarded	application							~
My Account	Succession	iy forwarded	application.							~
My Applications	My Work	list								
Air Quality Management	App No.	Received	Purpose	Applicant - Company	Forwarded by - Division	Action Needed	Remarks	Processing Attachments	Preview	Action
> Certificate of Conformity					🖒 Your worklist	is empty.				
Chemical Management										
> (PCL) Priority Chemical List										
> (PMPIN) Pre Manufacture										
> (CCOr) CCO Registration										
> (CCOi) CCO Importation										
> (SQI) Small Quantity Imp										
Hazardous Waste Management										
> (IR) Importer Registry										
> (IC) Importation Clearance										
Environmental Laboratory										
> Data Entry										
> (ELR) Env't Lab Recog										
Philippine Ozone Desk										

The application has now been submitted to EMB for processing.

You may check the status of your application through the My Applications page as show above.

