

# **ODS Importer Registration Process**

**Online Permitting and Monitoring System  
User's Manual**



OPMS

Applications ▾

Help ▾

Recognized Labs



# Online Permitting and Monitoring System

Environmental Management Bureau

Department of Environment and Natural Resources

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

**Step 1.** On the sign in page, enter the email address you are using for the OPMS, and your password as well.

Click the **Sign In** button.

The image shows a screenshot of a web application's navigation menu. The menu is located on the left side of the page and is organized into several sections. The sections are: (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, and Tutorials. The '(ODS) Registration for...' option is highlighted with a red rectangular box. At the bottom of the page, there is a footer with the text: Copyright © 2017 DENR EMB. All rights reserved. For technical concerns, please call (02) 920-20...

- > (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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**Step 2.** Once you are in the OPMS, click the **(ODS) Registration for Importer** navigation found on the menu on the left side of the page.

## Navigation

☰ For Action

## My Account

☑ My Applications

## Air Quality Management

➤ 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

## My Approved ODS Importer Registrations

[+ New ODS Importer Registration](#)

No approved application on record

Showing entries 0-0 of 0.

**Step 3.** Click the **New ODS Importer Registration** button.

OPMS CEN Applicant

Application for Registration for Importation for Ozone-Depleting Substances and Alternative Chemical Substances

Application Form

[Previous](#)
Step 1  
Basic Information
Step 2  
Chemical Information
Step 3  
Download Application Form
Step 4  
Upload Requirements
[Next](#)

Application Information

**Application Type** New

**Substance Type**

Company Information

**Company/Business Name**

**Tel. No.**  **Fax No.**

**Step 4.** The first step is Basic Information.

You will be directed to the Application Form page. Fill out all the fields in the page. Scroll down the page to see all the fields.

Substance Information

**Trade Name**

(e.g.) Trade Name

**Intended Use**

(e.g.) Intended Use

**Blend Generic Name**

Methylene Chloride (dichloromethane)

Cancel

Proceed

**Step 5.** Once you have entered all the needed information, click the **Proceed** button at the bottom right part to go on to the next step of the process.

My Account

My Applications

Air Quality Management

Certificate of Conformity

Chemical Management

(PCL) Priority Chemical List

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Hazardous Waste Management

(IR) Importer Registry

(IC) Importation Clearance

Environmental Laboratory

### Substance Information

Previous Step 1 Basic Information Step 2 Chemical Information Step 3 Download Application Form Step 4 Upload Requirements Next

Substance Information

**Trade Name** Lorem ipsum

**Intended Use** Lorem ipsum

**Blend Generic Name** HCFC-141b (dichlorofluoroethane)

Chemical Information

Percent	Chemical Name	Chemical Formula	Add
No chemical specified			

Previous Proceed

**Step 6.** The next step is Chemical Information.

Click the **Add** button to add the chemicals in use.

A prompt will appear. Fill out the fields, and then click the **Save** button.

Substance Information

Previous Step 1 Basic Information Step 2 Chemical Information Step 3 Download Application Form Step 4 Upload Requirements Next

Substance Information

**Trade Name** Lorem ipsum

**Intended Use** Lorem ipsum

**Blend Generic Name** HCFC-141b (dichlorofluoroethane)

Chemical Information

Percent	Chemical Name	Chemical Formula	Add
No chemical specified			

Percentage (e.g.) 100%

Name HCFC-123 (dichlorotrifluoroethane)

Formula (e.g.) Chemical Formula

Cancel Save

My Account

My Applications

Air Quality Management

- Certificate of Conformity

Chemical Management

- (PCL) Priority Chemical List
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- (SQI) Small Quantity Imp...

Hazardous Waste Management

- (IR) Importer Registry
- (IC) Importation Clearance

Environmental Laboratory

### Substance Information

Previous Step 1 Basic Information Step 2 Chemical Information Step 3 Download Application Form Step 4 Upload Requirements Next

Substance Information

**Trade Name** Lorem ipsum

**Intended Use** Lorem ipsum

**Blend Generic Name** HCFC-141b (dichlorofluoroethane)

Chemical Information

Percent	Chemical Name	Chemical Formula	
47	HCFC-123 (dichlorotrifluoroethane)	Lorem ipsum	<a href="#">Add</a>
			<a href="#">✕</a>

Previous **Proceed**

**Step 7.** Click the **Proceed** button.

OPMS CEN Applicant

Application for Registration for Importation for Ozone-Depleting Substances and Alternative Chemical Substances Application Forms > ODSIR

Download Application Form

[Previous](#)
[Step 1 Basic Information](#)
[Step 2 Chemical Information](#)
[Step 3 Download Application Form](#)
[Step 4 Upload Requirements](#)
[Next](#)

Notarize Application Form

**i** Download the following application forms **after payment** and have it notarized. Go back to this website and finalize your application.

Application No.	Application Type	Application for	Timestamp	Download
9	ODS Importer Registration	Lorem ipsum	June 8, 2017, 1:45 p.m.	<a href="#">Application Form</a>

[Previous](#)
[Proceed](#)

**Step 8.** The next step is to Download the Application Form. Follow the notarization instructions displayed on the page.

Click the **Application Form** button. You will be directed to a new tab where you can download the filled out form.

Return to this page and click **Proceed**.

**My Applications**

Air Quality Management

➤ Certificate of Conformity

Chemical Management

➤ (PCL) Priority Chemical List

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Hazardous Waste Management

➤ (IR) Importer Registry

➤ (IC) Importation Clearance

Environmental Laboratory

➤ Data Entry

Previous
Step 1  
Basic Information
Step 2  
Chemical Information
Step 3  
Download Application Form
Step 4  
Upload Requirements
Next

Upload supporting documents by dragging files to this page or by clicking 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, gif.
- An asterisk (\*) indicates that the item is required.
- The Finalize application button will only be enabled once the required documents are complete.

- Official Receipt**
- Previous Certificate of Registration**
- Copy of Training Certificate (PCO/Contact Person)\***
- Copy of Training Certificate (Chemical Handler)\***
- Copy of SEC/DTI Registration Certificate with list of officers\***
- Copy of ECC / CNC\***
- Safety Data Sheet for each Substance\***
- Notarized Application Form\***
- Company Profile\***

No attachments yet.

**Step 9.** The next step is to Upload Requirements.

Read the instructions carefully to know what the required documents are for the Importer Registration.

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

- > Finder registration for...

NOTES:

Maximum filesize is 20MB.  
Split files that are greater than 20MB and upload them separately.  
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An asterisk (\*) indicates that the item is required.  
The Finalize application button will only be enabled once the required documents are complete.

- Official Receipt
- Previous Certificate of Registration
- Copy of Training Certificate (PCO/Contact Person)\*
- Copy of Training Certificate (Chemical Handler)\*
- Copy of SEC/DTI Registration Certificate with list of officers\*
- Copy of ECC / CNC\*
- Safety Data Sheet for each Substance\*
- Notarized Application Form\*
- Company Profile\*

No attachments yet.

[+ Add files](#) [Cancel upload](#) [Finalize application](#)

Scroll further down the page. You will see a checklist of the required documents. The boxes of the checklist will be automatically ticked when you upload the corresponding documents. The items with an asterisk (\*) are the ones you need to provide to finalize the online application.

Click the **Add Files** button to upload your requirements.

> 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 <

You uploaded 7 attachments.

+ Add files    ⌂ Cancel upload    ✓ Finalize application

Sample Doc.pdf	5.5 KiB	Please select appropriate file types	Delete
		Copy of Training Certificate (PCO/Contact Person)*	
Sample Doc.pdf	5.5 KiB	Please select appropriate file types	Delete
		Copy of Training Certificate (Chemical Handler)*	
Sample Doc.pdf	5.5 KiB	Please select appropriate file types	Delete
		Copy of SEC/DTI Registration Certificate with list of officers*	
Sample Doc.pdf	5.5 KiB	Please select appropriate file types	Delete
		Copy of ECC / CNC*	
Sample Doc.pdf	5.5 KiB	Please select appropriate file types	Delete
		Safety Data Sheet for each Substance*	

**Step 10.** When you upload a file, select which among the requirements it is. Click the dropdown arrows to select from the list of requirements.

Click the **Save** button for all the files you upload.

The Finalize application button can only be clicked when you have uploaded and saved all the items with the asterisk (\*).

Click the **Finalize Application** button.

delayed or otherwise affected by:

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

2.6.4. Any loss or damage caused by any act or omission of your internet service, information service provider or network provider;

2.6.5. Any loss or damage due to your interference or tampering with, or alteration or misuse of, or amendment to, Online PMS.

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.

**3.0. PROPRIETARY RIGHTS**

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.

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.

The Terms and Conditions contained herein are governed by the laws of the Republic of the Philippines and all suits to enforce this Agreement will have to be settled in the proper courts of the Quezon City.

I have read and fully understood the **Terms and Conditions** of Online PMS and hereby agree to be governed by the said terms and conditions.

Cancel I agree

**Step 11.** The Terms and Conditions will appear. Read these carefully before clicking the **I agree** button.

Navigation

For Action

My Account

My Applications

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Certificate of Conformity

Chemical Management

(PCL) Priority Chemical List

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Hazardous Waste Management

## View Application

Home > View Application > ODS Importer Registration

Application Number: 9

In-process

Application Details

Evaluation

Attachments

Applicant Details

### Application Information

<b>Application for</b>	Registration for Importation for Ozone-Depleting Substances and Alternative Chemical Substances
<b>Application No.</b>	9
<b>Application Type</b>	New
<b>Type</b>	HCFC
<b>Allotment Weight</b>	None kg

Your application is now submitted and pending for approval.

