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**BUREAU OF CUSTOMS**

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02 July 2020

**CUSTOMS MEMORANDUM CIRCULAR**

No. 177-2020

To: All Deputy Commissioners  
The Assistant Commissioner  
All Directors and Division Chiefs  
All District/ Port Collectors  
All Others Concerned

**Subject: DENR Administrative Order No. 2019-20**

Attached is the Administrative Order No. 2019-20 issued by Department of Environment and Natural Resources Secretary Roy A. Cimatu on 20 November 2019, entitled:

**“REVISED CHEMICAL CONTROL ORDER (CCO) FOR MERCURY AND MERCURY COMPOUNDS (REVISING DENR ADMINISTRATIVE ORDER NO. 1997-38)”**

For importation of shipments containing Mercury, Mercury Compounds and Mercury-added products, you are hereby directed to implement Section 6 and the applicable provisions of Section 8 of the above-mentioned Order.

With regard to the disposition of forfeited/abandoned goods containing Mercury, Mercury Compounds and Mercury-added products, the concerned District/Port Collector is hereby directed to turn-over the same to DENR pursuant to Section 17 of the said Order.

For record purposes, please confirm the dissemination of this Circular throughout your offices within fifteen (15) days from receipt thereof.

  
**REY LEONARDO B. GUERRERO**

Commissioner A

JUL 08 2020



BOC-06-01869

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NOV 20 2019

**DENR ADMINISTRATIVE ORDER**  
No. 2019 - 20

**SUBJECT: REVISED CHEMICAL CONTROL ORDER (CCO) FOR MERCURY AND MERCURY COMPOUNDS (REVISING DAO 1997-38)**

Pursuant to the provision of the Republic Act 6969 or the "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990" and its Implementing Rules and Regulations, DENR Administrative Order 1997-38 or the "Chemical Control Order for Mercury and Mercury Compounds" is hereby revised.

**SECTION 1. POLICY AND OBJECTIVES**

It is the policy of the State to regulate, restrict or prohibit the importation, manufacture, processing, sale, handling, storage, distribution, use and disposal of Mercury, Mercury compounds, and Mercury-added products that present risk and danger to human health and environment. This Order aims to accomplish the following objectives:

- a. Reduce hazards to health and the environment from the production, manufacture, use, handling, management, transport, interim storage, and disposal of Mercury, Mercury compounds and Mercury-added products.
- b. Establish requirements, procedures, and limitations for the importation, manufacture, transport, labeling, re-labeling, spill handling, emergency procedures, storage, and proper treatment and disposal of Mercury and Mercury compounds, Mercury-added products as well as Mercury-contaminated containers and Mercury-bearing or Mercury-contaminated wastes.
- c. Establish the schedule for the gradual phase-out and eventual prohibition on the importation, manufacture, distribution and use of Mercury, Mercury compounds and Mercury-added products leading to an overall reduction in Mercury levels in the environment over time.
- d. Control and regulate the disposal of Mercury, Mercury Compounds and Mercury-bearing or Mercury-contaminated wastes and establish requirements so that access to, use and disposal of any Mercury, Mercury compounds, Mercury-bearing or Mercury-containing waste will be limited to TSD Facility who have the expertise and facilities to handle these substances with minimum discharge to the environment.
- e. Establish a registration, monitoring and compliance program to enforce the tenets and covenants of this Order.

## SECTION 2. DEFINITION OF TERMS

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Unless otherwise specified, the following terms shall have the following meaning provided in this CCO:

- a. "Act" means Republic Act 6969 otherwise known as the Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990;
- b. "Bureau" means the Environmental Management Bureau of the Department of Environment and Natural Resources;
- c. "Chemical Control Order" means the Order which either prohibits limits, and regulates the use, manufacture, import, , export, transport, process, storage, possession and wholesale of priority chemicals that DENR determined to be regulated, phased-out or banned due to the serious risks they pose to public health, workplace and the environment.
- d. "Department" means the Department of Environment and Natural Resources (DENR);
- e. "Disposal" means the collection, sorting, storage, transport and treatment of wastes.
- f. "Industrial user" means any entity or corporation (regulated user) that uses and processes Mercury and/or Mercury compounds for industrial purposes only.
- g. "Importer" means any person, corporation, or juridical person that undertakes the entry of a product or a substance into the country.
- h. "Manufacturer" means any person, corporation, or juridical person that undertakes the physical or chemical transformation of substances into new products either by power-driven machines or by hand.
- i. "Mercury" means elemental Mercury, (Hg(0)), CAS No. 7439-97-6.
- j. "Mercury compound" means any substance consisting of atoms of Mercury and one or more atoms of other chemical elements that can be separated into different components only by chemical reactions.
- k. "Mercury-added product" means a product or product components that contain Mercury or a Mercury compound that was intentionally added.
- l. "Mercury-bearing or Mercury contaminated wastes" means discarded materials that consists of, contains or have been contaminated with Mercury and Mercury compounds including Mercury-added products.
- m. "Regulated user" refers to any person, corporation or juridical person subject to the requirement of this Order.
- n. "Research Laboratory" or laboratory is a facility that provides controlled



- o. "Storage Facility" means the facility where supply or stock is stored for future use, safekeeping or disposal.
- p. "Treatment, Storage and Disposal (TSD) Facility" means the facility where hazardous wastes are transported, stored, treated, recycled, reprocessed, or disposed of.
- q. "Waste Generator" means a person who generates or produces hazardous waste, through any institutional, commercial, industrial or trade activities.
- r. "Waste Transporter" means a person, corporation or juridical person who is registered to transport hazardous wastes.
- s. "Waste Treater" means a person, corporation or juridical person who is registered to treat, store, recycle, or dispose of hazardous wastes.

### SECTION 3. APPLICATION AND COVERAGE

This Order applies to the importation, manufacture, processing, use and distribution of Mercury, Mercury compounds and Mercury-added products and their storage. It also addresses the treatment, storage and disposal of Mercury-bearing or Mercury-contaminated wastes in the Philippines. This Order will cover the following:

- a. Importers
- b. Distributors
- c. Manufacturers
- d. Industrial users
- e. Laboratories
- f. Waste transporters and Treatment Storage and Disposal (TSD) facilities

### SECTION 4. PROHIBITED USE

This Order prohibits the use of Mercury and Mercury compounds and Mercury added products for Artisanal and Small-scale Gold Mining (ASGM) and any other related mining activities and as regulated in the Executive Order 79, "Institutionalizing and Implementing Reforms in the Philippines Mining Sector Providing Policies and Guidelines to Ensure Environmental Protection and Responsible Mining in the Utilization of Mineral Resources".

### SECTION 5. ALLOWABLE USE OF MERCURY

The following are governed by the general requirements and procedures, compliance monitoring procedures, penalty provisions and specific requirements and standards on the use of Mercury, Mercury compounds and Mercury-added products:

#### 5.1 Mercury and Mercury Compounds

The use of Mercury and Mercury compounds in laboratory and research work may be allowed and should be consistent with the conditions and requirements of this Order.

- electrode fluorescent lamps (CFL and EEFL) for electronic displays and measuring devices; and
- d. Vaccines containing thiomersal as preservatives.

## **SECTION 6. IMPORTATION OF MERCURY, MERCURY COMPOUNDS AND MERCURY-ADDED PRODUCTS**

The importation of Mercury, Mercury compounds and Mercury-added products, which are allowed under this Order, must apply for an Importation Clearance specified in Section 8 of this Order.

## **SECTION 7. PHASE-OUT SCHEDULE**

### **7.1 Phase – out on the Importation, Manufacture, Use, Distribution and Storage of Mercury-Added Products**

The importation, manufacture, use, distribution and storage of a range of Mercury-added products shall be phased out in accordance with the schedule listed in *Annex 1* of this Order.

Dental amalgams shall be phased-out in accordance to the Implementing Guidelines on the Phase-out of Mercury Use in Dental Restorative Procedures of the Department of Health.

### **7.2 Phase-out on the use of Mercury and Mercury Compounds**

The use of Mercury and Mercury compounds shall be phased out according to the provisions of this Order as listed in *Annex 2*.

## **SECTION 8. REQUIREMENTS AND PROCEDURES**

In addition to the general requirements under Title II of DAO 29, the following requirements and procedures have been established for any person or entity importing, manufacturing, distributing, and allowed users of Mercury, Mercury compounds, and Mercury-added products; and those treating, handling, transporting, storing and disposing of Mercury-bearing or Mercury-contaminated wastes. These are:

### **8.1 Required Permits**

- a. Any person or entity importing, manufacturing, distributing, storing or allowed user of Mercury, Mercury compounds, and Mercury-added products must register with the Department through the Environmental Management Bureau.
- b. Any person or entity importing Mercury-added products must secure clearance from appropriate government agencies which are as follows:

#### **b.1 Department of Industry – Bureau of Philippine Standards**

- Lamps
- Batteries
- Relays

b.3 Department of Health – Center for Device Regulation, Radiation Health and Research

- Dental Amalgam
- Medical Devices

b.4 Department of Agriculture – Fertilizer and Pesticide Authority

- Pesticides
- Biocides

Other mercury-added products that are not mentioned but may be covered by other government agencies must also secure clearance from the appropriate government agencies.

- c. Any person or entity importing Mercury, Mercury-compounds, and/or Mercury-added products that are not covered as specified in Section 8.1.b must comply with Importation Clearance requirements of this Order and must be renewed thirty (30) days prior its expiration date with the Department through the Environmental Management Bureau.
- d. The application for registration and importation clearance, including importation clearance renewal, must be accompanied by the following documents:
- i. Duly accomplished and notarized registration form (*Annex 3*);
  - ii. Duly accomplished importation clearance form (*Annex 4*)  
\*applicable only for importers
  - iii. Photocopy of Environmental Permits such as the following:
    - Hazardous Waste Generator's ID
    - Valid Discharge Permit
    - Valid Permit to Operate
    - Environmental Compliance Certificate (ECC);
  - iv. Photocopy of registration with the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI), with an updated list of its officers;
  - v. Photocopy of Business Permit
  - vi. Photocopy of the Safety Data Sheet (SDS) from the manufacturing firm;
  - vii. Mercury Management Plan
  - viii. Contingency Plan
  - ix. Photo of Storage facility
  - x. Notarized Certificate of Liabilities to compensate damages
  - xi. Copy of PCO Accreditation Certificate
- e. Notwithstanding the foregoing provisions, the Department through the Bureau may, at its option and when circumstances warrant, conduct further verification of the applicant's capability through validation of accreditation issued by Bureau of Customs as an importer before the issuance of such registration.



Procedures and Standards for the Management of Hazardous Wastes  
(Revising DAO 2004-36).

## 8.2 Reports and Records

- a. Any importer, manufacturer, distributor, and industrial users of Mercury, Mercury compounds and Mercury-added products, treaters and disposers of Mercury-bearing or Mercury-contaminated wastes must submit quarterly reports to the Environmental Management Bureau of the Department
- b. All reports submitted by any importer, manufacturer, distributor and industrial users of Mercury compounds and Mercury added products, treaters and disposers of Mercury-bearing or Mercury contaminated wastes to the Environmental Management Bureau of the Department and records retained at the premises must include, among others, the names and the addresses of the importer, manufacturer, distributor and purchaser, the end-user of mercury, mercury compounds, mercury-added products, quantity of products supplied, and the quantity of mercury bearing and Mercury contaminated wastes generated and/or stored as a result of manufacturing and industrial uses.
- c. Records retained by the premise must be available for inspection at any time by any authorized government officer upon request or in times where the health, safety and environmental conditions are compromised or during times of emergency.
- d. Any importer, manufacturer, distributor and industrial users do not need to report if they have no possession of Mercury, Mercury compounds and Mercury-added products after monitoring and validation of the Bureau.
- e. Safety Data Sheets of the chemical should be made available to all relevant personnel and displayed conspicuously in the premises at all times.

## 8.3 Handling and Labeling Requirements

The following are the minimum handling, storage and labeling requirements for Mercury, Mercury compounds, Mercury-added products, and Mercury-bearing or Mercury-contaminated wastes:

### 8.3.1 Handling Requirements

- a. Containers of Mercury or Mercury compounds and Mercury-bearing or Mercury contaminated wastes should be corrosion-resistant, provision for secondary containment, and made of sturdy material that can withstand potential breakage during normal handling, transport and storage.
- b. All manufacturing processes and industrial premises manufacturing or using products containing Mercury or Mercury compounds must

- c. The Department's clearance and permit will require the importer, manufacturer, and industrial users to state in detail the quantity and methods of storage, recycling and disposal of wastes, containers, and discarded materials generated as a result of handling Mercury, Mercury compounds and Mercury added products.
- d. The importer, distributor, manufacturer and allowed user must comply with proper storage, labeling, packaging, pre-transport and transport (e.g. shipping) of Mercury, Mercury compounds, and Mercury-added products as required by this CCO.
- e. Handling requirements stated in the Safety Data Sheet shall be strictly followed.

### 8.3.2 Labeling Requirements

- a. Any container containing Mercury, Mercury compounds and Mercury-added products, must be properly labeled in accordance with Department Administrative Order 2015-09 or the Rules and Procedures for the Implementation of the Globally Harmonized System (GHS) of classification and labelling of chemicals.
- b. Any Mercury-bearing or Mercury contaminated wastes must be properly labeled in accordance to Department Administrative Order 2013-22 or the Revised Procedures and Standards for the Management of Hazardous Wastes".

### 8.4 Storage Requirements

Mercury, Mercury compounds, Mercury-added products and Mercury bearing- or Mercury contaminated wastes should be stored in secure places, with provisions for appropriate emergency response in case of chemical incidents and emergency chemical spills and must meet the following minimum conditions:

- a. The storage facility must be secured clearly, by putting fences, posts or walls for security and in order to limit access to the storage area;
- b. The storage facility must be inspected at 30-day intervals. Observations must be recorded in a logbook, indicating the name of the inspector and the date of inspection. Inspection records must be retained;
- c. The date when stored items are placed in the storage facility must be recorded;
- d. Roof and walls must be adequate to prevent rainwater from reaching stored items;
- e. Floors of the storage facilities must be constructed from impervious materials such as concrete or steel to prevent the Mercury, Mercury compounds and Mercury-added products and Mercury-bearing or



constructed along the perimeter of the storage facility to prevent any spilled material from flowing out;

- g. The storage facility must be accessible to material handling equipment such as forklift and drum lifters;
- h. There should be no cracks or openings of any kind in the containment floor or walls that could allow the flow of Mercury, Mercury compounds and Mercury-added products and Mercury-bearing or Mercury contaminated wastes outside the area;
- i. Adequate ventilation must be provided to safeguard the health of workers and handlers;
- j. The storage facility must be located far from residential communities, storm drains, bodies of water, flood-prone areas and other environmentally critical areas;
- k. The storage facility must have the appropriate and sufficient fire prevention and fighting equipment.
- l. Mercury, Mercury compounds, and Mercury-added products should be stored in secure places, with provisions for appropriate emergency response in case of chemical incidents and emergency chemical spills.
- m. Storage of Mercury-bearing or Mercury contaminated wastes must be properly stored in accordance with Department Administrative Order 2013-22 or the Revised Procedures and Standards for the Management of Hazardous Wastes".
- n. Proper storage stated in the Safety Data Sheet shall be followed and the SDS must always be available within the storage area.

All industries, offices and institutions with stocks of Mercury-containing device are responsible to send the stocks of Mercury to licensed waste treaters and /or waste recycling facility. Also, they are responsible to ensure that these are properly stored prior to final disposal. The Mercury storage facility should be safe, secure and isolated from the community.

#### **8.5 Treatment, Storage and Disposal of Mercury bearing or Mercury-contaminated wastes**

The general requirements for treatment, storage, and disposal of Mercury-bearing or Mercury-contaminated wastes are as follows:

- a. Preparatory and remedial work plan that must be submitted to the Bureau along with the transport/treatment permit requirements in accordance with RA 6969 and the applicable provisions Title 3 of its IRR not later than six months prior to the planned transport/treatment schedule; and
- b. All treatments and disposal must be approved by the Bureau and comply

### **8.6 Spill Prevention and Clean-up Plan**

Registrants must prepare and retain in an accessible location at the premises, a spill prevention and cleanup plan. The plan must contain detailed descriptions of all of the following and a copy of which must be submitted to the Bureau along with the Mercury Management Plan:

- a. Personnel Training Plan;
- b. Markings and Labeling;
- c. Assignments of Responsibilities of Response Team;
- d. Emergency Plans;
- e. Decontamination Procedures;
- f. Disposal of contaminated debris and materials;
- g. Reporting and Record keeping; and
- h. Persons/Institutions to Contact in case of Emergency.

### **8.7 Mercury Storage Facility Closure Plan**

Each owner and operator of a Mercury, Mercury compounds, Mercury-added products, Mercury-bearing or Mercury contaminated waste's storage facility must prepare a Mercury Storage Facility Closure plan. The plan must contain detailed descriptions of all of the following and a copy of which must be submitted to the Bureau along with the Mercury Management Plan:

- a. Certification of financial liability approved by the Bureau;
- b. Steps and procedures for closure;
- c. Post closure conditions and monitoring; and
- d. Cost estimates approved by the Bureau.

### **8.8 Insurance and Safety Bond Requirement**

All entities required to be registered under the provisions of this Order are required to provide pollution liability insurance coverage separate from any existing general or public liability insurance to guarantee payment for cleanup, damage claims and other environmental liabilities that may arise in case of accidents (i.e. spills, fires), in an amount determined as sufficient by the Department, and post an annual surety bond equivalent to 150% of the current cost of proper Mercury disposal to guarantee payment of the same in case of untimely closure and abandonment. The insurance and the surety bond shall be submitted yearly, together with the annual report.

## **SECTION 9. RECORD KEEPING**

All importers, exporters, dealers, retailers, and re-sellers must keep a record of all transactions and prepare an annual report, which must be submitted to the Bureau by the 31st of January of the following year. The annual report shall be prepared according to formats prescribed by the Bureau.

## **SECTION 10. DISCLOSURE OF INFORMATION IN CASE OF EMERGENCY**



**SECTION 11. PUBLIC ACCESS TO RECORDS**

The reports received by the Department or Bureau shall be considered as public documents. As such, the public shall have access to these records, reports or information concerning chemical substances and mixtures, including safety data, submitted data on emission or discharge into the environment. Such documents shall be available for inspection or reproduction during normal business hours, except when the report, in full or part thereof, is claimed or regarded as confidential pursuant to Sections 40(1) and 40(2) of DENR Administrative Order No. 29, series of 1992, in which case disclosure of information may only be allowed in cases under Section 40(3) thereof, or as may be amended.

**SECTION 12. INFORMATION, EDUCATION AND COMMUNICATION (IEC) AND TRAINING REQUIREMENTS**

- a. The Department in collaboration with other government agencies, industry associations, nongovernmental organizations, professional organizations, and the academe shall provide the public of available information on: (i) health and environmental effects of Mercury. Mercury compounds and Mercury Added products; (ii) alternatives to Mercury, Mercury compounds and Mercury Added products; and (iii) results, development of any monitoring activities done on Mercury emissions and appropriate treatment and disposal (for mercury added products).
- b. The Department should provide education, training and public awareness related to the effects of exposure to Mercury and Mercury compounds on human health and the environment in collaboration with relevant industry, nongovernmental organizations, professional organizations, the academe, and vulnerable populations, as appropriate.
- c. It is the responsibility of the importer(s) to inform and train distributor(s), transporter(s) and user(s) on the precautions and measures in the handling of said chemicals.
- d. It is the responsibility of the management of the premises using or storing Mercury and Mercury compounds, Mercury Added products or treating or disposing or Mercury-bearing or Mercury-contaminated wastes to develop and implement a training and contingency program for all workers handling these materials. Such training should focus on the risks associated with the chemicals and wastes, measures to avoid exposure, and requirements for the proper management of the chemicals and wastes in an emergency, among others.
- e. The said premises or entities should inform the local government units, as well as, the nearby communities on the hazards and precautionary measures for Mercury and Mercury compounds and Mercury Added products including emergency preparedness programs.

**SECTION 13. COMPLIANCE MONITORING PROCEDURE**

The Department through review of reports and on-site inspection by authorized personnel of the Department will monitor compliance with the requirements established



**SECTION 14. REVISION OF REQUIREMENTS**

The Department may review, revise, modify, update and supplement the requirements and standards applicable to this CCO from time to time.

**SECTION 15. PENALTY PROVISIONS**

Any violators of the requirements specified in this CCO will be subject to administrative and criminal penalties and liabilities as specified under Title V, Chapter XI, Sections 41, 43 and 44 of DAO 29 series of 1992, pursuant to Section 13, 14 and 15 of RA 6969.

**SECTION 16. SEPARABILITY CLAUSE**

Should any provision or portion of this Order be declared unconstitutional or invalid, all other provisions of this CCO shall remain valid and enforceable.


**SECTION 17. LIABILITY**

The Secretary or his duly authorized representative may cause the impoundment or confiscation of any chemical substance and its conveyance and container if there is reasonable ground to believe that the sale, storage, possession, use, manufacture, transport, import for the chemical substance does not comply with this CCO. Any importer or distributor selling to non-authorized persons or end-users shall be held liable under RA 6969.

Chemicals may be confiscated and storage fees of confiscated chemicals shall be charged jointly and solidarity to the importer and/or distributor and end-user. The importer and distributor shall likewise be held liable together with the end-user in cases of injury or damage to public health and the environment and shall properly compensate the affected parties and restore the damaged area or areas resulting from any incident or accident involving the use, sale, manufacture and distribution, of Mercury, Mercury compounds, and Mercury-added products and storage, transport, treatment and disposal of Mercury-bearing or Mercury contaminated wastes.

**SECTION 18. EFFECTIVITY**

This Administrative Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgement of receipt of a copy thereof by the Office of the National Administrative Register (ONAR), UP Law Center.

  
**ROY A. CIMATU**  
Secretary



ANNEX 1

**SCHEDULE FOR THE PHASE-OUT OF MERCURY-ADDED PRODUCTS**

Mercury-added Products	Date after which the manufacture, and import of the product shall not be allowed (Phase-out Date)
Batteries, except for button zinc silver oxide batteries with a Mercury content < 2% and button zinc air batteries with a Mercury content < 2%	2022
Switches and relays, except very high accuracy capacitance and loss measurement bridges and high frequency radio frequency switches and relays in monitoring and control instruments with a maximum Mercury content of 20 mg per bridge, switch or relay	2022
Compact fluorescent lamps (CFLs) for general lighting purposes that are ≤30 watts with a Mercury content exceeding 5 mg per lamp burner	2022
Linear fluorescent lamps (LFLs) for general lighting purposes: (a) Triband phosphor < 60 watts with a Mercury content exceeding 5 mg per lamp; (b) Halophosphate phosphor ≤40 watts with a Mercury content exceeding 10 mg per lamp	2022
High pressure Mercury vapour lamps (HPMV) for general lighting purposes	2022
Mercury in cold cathode fluorescent lamps and external electrode fluorescent lamps (CCFL and EEFL) for electronic displays: (a) short length (≤500 mm) with Mercury content exceeding 3.5 mg per lamp (b) medium length (> 500 mm and ≤1 500 mm) with Mercury content exceeding 5 mg per lamp (c) long length (> 1 500 mm) with Mercury content exceeding 13 mg per lamp	2022
Cosmetics (with Mercury content above 1ppm), including skin lightening soaps and creams, and not including eye area cosmetics where Mercury is used as a preservative and no effective and safe substitute preservatives are available <sup>1</sup>	2022
Pesticides, biocides and topical antiseptics	2022
The following non-electronic measuring devices except non-electronic measuring devices installed in large-scale equipment or those used for high precision measurement, where no suitable Mercury-free alternative is available: (a) barometers; (b) hygrometers; (c) manometers; (d) thermometers; (e) sphygmomanometers.	2022

ANNEX 2

SCHEDULE OF PHASE-OUT FOR THE USE OF MERCURY AND MERCURY COMPOUNDS

Manufacturing processes using Mercury or Mercury Compounds	Phase-out Date
Chlor-alkali production	2025
Acetaldehyde production in which mercury or mercury compounds are used as a catalyst	2018



ANNEX 3  
REGISTRATION FORM FOR MERCURY AND MERCURY COMPOUNDS



Republic of the Philippines  
Department of Environment and Natural Resources  
**Environmental Management (EMB)**  
Email: [emb@emb.gov.ph](mailto:emb@emb.gov.ph)  
Visit us at: <http://www.emb.gov.ph>

Control Number: \_\_\_\_\_

**MERCURY, MERCURY COMPOUNDS AND MERCURY ADDED-PRODUCTS**  
**REGISTRATION FORM**

**I. GENERAL INFORMATION**

1. COMPANY NAME \_\_\_\_\_  
OFFICE ADDRESS \_\_\_\_\_  
PLANT ADDRESS / STORAGE FACILITY (If different from above) \_\_\_\_\_

2. TELEPHONE NUMBER \_\_\_\_\_  
FAX NUMBER \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

3. CONTACT PERSON / DESIGNATION \_\_\_\_\_

4. CATEGORY OF APPLICANT / TYPE OF BUSINESS (Check all applicable)

- Importer
- Distributor
- Industrial User
- Manufacturer
- Recycler
- Regulated user
- Waste Service Provider (transporter, treater, disposer)

5. STATUS OF COMPLIANCE TO ENVIRONMENTAL AND OTHER PERMITS

	Date Issued	Validity Date
• DENR ID Number	_____	_____
• Environmental Compliance Certificate	_____	_____
• Permit to Operate (Air)	_____	_____
• Discharge Permit (Water)	_____	_____
• TSD Permit	_____	_____
• SEC Registration	_____	_____
• Business Permit	_____	_____

**II. SPECIFIC INFORMATION (For all categories, if applicable)**

1. MERCURY/MERCURY COMPOUND/MERCURY ADDED-PRODUCTS NAME(S) \_\_\_\_\_  
2. CHEMICAL ABSTRACT NUMBER(S) \_\_\_\_\_  
3. INTENDED USE(S) \_\_\_\_\_  
4. AVERAGE ANNUAL QUANTITY IMPORTED (MT/yr) \_\_\_\_\_  
5. AVERAGE ANNUAL QUANTITY USED (MT/year) \_\_\_\_\_

**III. MANAGEMENT INFORMATION**

1. TOTAL NUMBER OF WORKFORCE \_\_\_\_\_
2. NUMBER OF EMPLOYEES DIRECTLY HANDLING MERCURY THAT MAY BE EXPOSED TO MERCURY RELEASES. ASSESS THE NATURE AND EXTENT OF EXPOSURE TO MERCURY (provide additional sheet if necessary)
3. EDUCATION AND TRAINING PROGRAM ORGANIZED FOR MERCURY MANAGEMENT (HANDLING, STORAGE, DISPOSAL) OVER THE LAST YEAR (provide additional sheet if necessary)

**DETAILS OF THOSE TRAINING PROGRAMS ORGANIZED**

Title / Name	Organizer	Date/Duration
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IV. PREVENTIVE AND CONTROL MEASURES**

1. DESCRIBE THE GENERAL PREVENTIVE AND CONTROL PROGRAM OF THE COMPANY FOR MERCURY/MERCURY COMPOUNDS (provide additional sheet if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. DESCRIBE HOUSEKEEPING PRACTICES DEVELOPED AND IMPLEMENTED (provide additional sheet if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. IDENTIFY AND DESCRIBE EQUIPMENT(S) USED IN RELATION TO MERCURY AND MERCURY COMPOUNDS (provide additional sheet if necessary)  
\_\_\_\_\_  
\_\_\_\_\_
4. LIST OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AVAILABLE FOR PERSONNEL / WORKER DURING HANDLING AT THE PREMISE AND DURING TRANSPORTING  
\_\_\_\_\_  
\_\_\_\_\_
5. DESCRIBE IN BRIEF THE CONTINGENCY PROCEDURES / PLAN (In case of emergency).  
\_\_\_\_\_  
\_\_\_\_\_

**V. TREATMENT, STORAGE & DISPOSAL INFORMATION (For all categories)**

1. DESCRIBE STORAGE METHODS, PROCEDURES, FACILITIES AND LOCATION

**2. LIST OF ATTACHMENTS**

- Pertinent Environmental Permits
- Certification of liabilities of parties to compensate for damage to properties and life in case of emergencies and accidents.
- Photo documentation of the plant's operation, storage facilities and others.
- Process flow chart
- Latest waste water / ground water analysis report.
- Copy of PCO accreditation certificate or relevant training certificate
- Others

**NOTARIZED CERTIFICATION**

THE UNDERSIGNED CERTIFY THAT THE INFORMATION PROVIDED IN THIS FORM IS TRUE AND ACCURATE.

NAME: \_\_\_\_\_

DESIGNATION / POSITION: \_\_\_\_\_

SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

I acknowledge that this application form is a legally binding document, and I declare, under the penalties of perjury, that the same has been accomplished in good faith, verified by me, and, to the best of my knowledge and belief, is true and correct pursuant to the regulations issued under authority thereof.

**MERCURY, MERCURY COMPOUNDS AND MERCURY ADDED-PRODUCTS  
MANAGEMENT PLAN OUTLINE**

The registrant shall be responsible for all costs of managing mercury, mercury compounds and mercury added-products including the use, storage, handling, disposal and clean-ups. The details of the management plan will vary depending on the type or premises and the type of activity that is being conducted with a timetable for completion of particular actions.

**I. STRUCTURE AND RESPONSIBILITIES / ACCOUNTABILITIES**

- a. Management (e.g. CEO, Line Managers, Supervisors)
- b. Safety Officers and Pollution Control Officers
- c. Emergency Response Team
- d. Production Operators
- e. Drivers

**II. PROCESS DESCRIPTION WHERE MERCURY AND MERCURY COMPOUNDS ARE USED**

**III. TRANSPORT**

- a. Transport procedure within the facility
- b. Transport procedure outside the facility
  - b.1 Labeling
  - b.2 Documents necessary during transport (e.g. SDS, relevant permits)
  - b.3 Safety equipment/PPEs on board (e.g. fire extinguisher, mask)

**IV. STORAGE**



- b. Safety
  - b.1 Emergency Equipment (e.g. fire extinguishers, emergency shower, emergency eyewash, vacuum, etc.)
  - b.2 Signage/Labeling.
  - b.3 Containment

V. **HANDLING**

- a. Personal Protective Equipment.
- b. Production Equipment using mercury (general description).
  - b.1 equipment maintenance
- c. Handling procedure / precautions
- d. Inventory

VI **DISPOSAL**

- a. Waste handling
- b. Waste storage
- c. Waste inventory / tracking
- d. Transport
- e. Treatment (on-site)
- f. Treatment (3<sup>rd</sup> party)

VII. **SUBSTITUTION AND PHASE-OUT PLAN**

- a. Alternatives
- b. Phase out timelines

VIII. **CONTINGENCY PLAN**

- a. Spills / leaks
- b. Contact (inhalation, ingestion, contact)
- c. Remediation plan/clean-up plan in case of environmental contamination to restore damaged areas

IX. **RECORDS**

- a. Inventory reports
- b. Training Records of personnel
- c. Medical Surveillance Report
- d. Record of Transport and Treatment
- e. Waste water/Ground water analysis
- f. Accident / Incident reports

ANNEX 4  
IMPORTATION CLEARANCE FORM



Republic of the Philippines  
Department of Environment and Natural Resources  
Environmental Management (EMB)  
DENR Compound, Visayas Ave., Diliman, Quezon City  
Tel. No.: (02)928-8892  
e-mail ad: [emb@emb.gov.ph](mailto:emb@emb.gov.ph)

APPLICATION FOR THE IMPORTATION OF MERCURY, MERCURY COMPOUNDS AND  
MERCURY ADDED-PRODUCTS

Date Applied: \_\_\_\_\_  
Application Control Number: \_\_\_\_\_  
Official Receipt Number: \_\_\_\_\_  
Registry Reference Code: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

I. Applicant's (Juridicial) Name: \_\_\_\_\_

II. Business Address: \_\_\_\_\_

III. Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_ Fax Number: \_\_\_\_\_

IV. Type of Importer: (please mark X the appropriate box/boxes and fill-up the fields corresponding to it/them)  
 Importer-Distributor  
Address of Storage Facility: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Importer - End-user  
Address of Storage Facility: \_\_\_\_\_ Contact Number: \_\_\_\_\_

V. Environmental and Other Permits Issued:

ECC No. \_\_\_\_\_ DP No. \_\_\_\_\_  
PO No. \_\_\_\_\_ DENR ID No. \_\_\_\_\_  
Business Permit No. \_\_\_\_\_

VI. List of Importers/Clients:

Name	Address & Contact No.	Volume (Tonnes)

VII. Data on Substance Subject to Importation:

Brand/Trade/Commercial Name: \_\_\_\_\_  
% Mercury (Compound) in Substance: \_\_\_\_\_ CAS No.: \_\_\_\_\_  
Quantity (in tonnes): \_\_\_\_\_  
Intended Use: \_\_\_\_\_

**MASTER COPY**

*[Handwritten signature]*

Port Address: \_\_\_\_\_  
Expected Date of Arrival: \_\_\_\_\_

**IX. Present Inventory of Substance Subject for Importation (under applicant's custody)**

Quantity (in tonnes): \_\_\_\_\_  
Size of Storage Area (in m<sup>2</sup>): \_\_\_\_\_

**X. Attachments:** Certificate of Accountability, Proporma Invoice and other documents as required in the Permit's Terms and Conditions, Training/Seminar attended by the Chemical Handler.

**XI. Fees** \_\_\_\_\_ **OR#** \_\_\_\_\_ **Date** \_\_\_\_\_

I acknowledge that this application form is a legally binding document, and I declare, under the penalties of perjury, that the same has been accomplished in good faith, verified by me, and to the best of my knowledge and belief, is true and correct pursuant to the regulations issued under authority thereof.

(Authorized Signature over Printed Name)