



Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY

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03 January 2017

MEMORANDUM CIRCULAR NO. 2017 - 01

SUBJECT: GUIDELINES IN THE PROCESSING OF APPLICATIONS FOR DISCHARGE PERMIT EXEMPTION

In the interest of the service and in order to guide the Environmental Regulations Department of the Authority as regards the implementation of the Clean Water Act and the rules and regulations implementing the Environmental User Fee System (EUFS) in the Laguna de Bay Region, the following guidelines in the processing of application for exemption to secure a Discharge Permit from the Authority shall be adopted.

I. COVERAGE

These guidelines shall apply to all existing and/or new development projects, installations and activities that are exempted from securing a discharge permit, pursuant to LLDA Board Resolution No. 322 series of 2007 or the Modified Wastewater Charge System in the Laguna de Bay Region.

II. REQUIREMENTS FOR DISCHARGE PERMIT EXEMPTION APPLICATION

If the facility owner believes that his/her facility is exempted from securing a Discharge Permit (DP) from the Authority, he/she will be required to complete a prescribed discharge permit exemption application form, under oath by the Chief Executive Officer or his/her duly authorized representative, in two (2) copies and by such documents, information and data as may be necessary, including but not limited to the following:

- Letter request signed by its Chief Executive Officer;
- A copy of the applicant's approved LLDA Clearance or LLDA Clearance Exemption;
- Proof of exemption (e.g., certificate of interconnection issued by a local water utility, MWCI, MWSI, etc., latest three (3) months water bills, etc.)

III. PROCESSING OF DISCHARGE PERMIT EXEMPTION

After receipt of the application for DP exemption and payment of processing fee, the LLDA inspector will perform a facility inspection to document and verify if indeed the



facility qualifies for exemption to secure a DP. He/she will then provide an inspection report stating either a DP is not required or recommend denial of the request for DP exemption if the applicant's facility has the potential or actual discharge of regulated wastewater falling within the coverage of the EUFS.

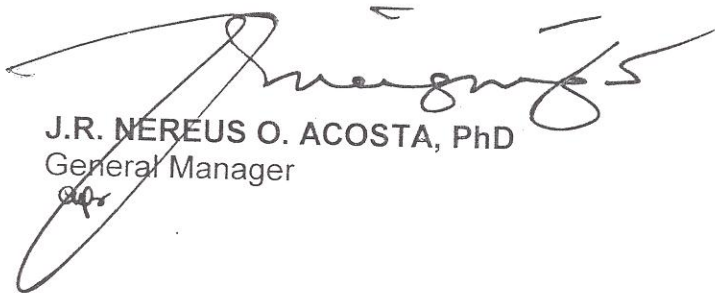
The Authority shall act on the application within thirty (30) days by issuing the corresponding DP Exemption Certificate upon compliance with all the requirements or by denying the application in writing stating the reasons thereof.

IV. PROCESSING FEE

A non-refundable processing fee in the amount of PHP 5,000 shall be paid upon filing of the application for a Discharge Permit Exemption.

V. EFFECTIVITY

These guidelines shall take effect immediately and shall remain valid unless otherwise revoked, amended or superseded.



J.R. NEREUS O. ACOSTA, PhD
General Manager