5. Issuance of Handling Permit for Dangerous Goods

The purpose of this procedure is to ensure that the handling of Dangerous Goods inside the ports under the jurisdiction of PPA has a corresponding Handling Permit.

Office/Division:	PMO Port Services Division
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen
Who may avail:	Shipping Lines/Agents, Shippers, Consignees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request (1 - original copy/electronic copy)	Applicant (form secured from PPA)
2. Dangerous Goods Manifest (1 - original copy/electronic copy)	Applicant (form secured from PPA)
3. Inward/Outward Foreign Manifest, if applicable-(1 copy) (PMO, BOC, PCG) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Applicant
4. Inward/Outward Domestic Manifest, if applicable-(1 copy) (PMO, BOC, PCG) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Applicant
5. Safety Data Sheet (SDS) (if applicable) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Applicant
6. Delivery Permit and Other Necessary Documents: • PNP Permit (for Class 1 only) • PNP Transport (for Class 1 only) • PNRI Permit (for Class 7 only) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)	• Philippine National Police • Philippine National Police • Philippine Nuclear Research Institute

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant notifies the PPA not less than 24 hrs. in advance of the **arrival** of DGs by Letter Request together with the other applicable documentary requirements.	1.1 Validate the completeness and veracity of the submitted documents and assess the DGs for safety concerns. Endorses the same to the	None	2 hrs. and 35 mins.	PMO Chief Safety Officer/ Authorized Representative PMO- PSD

Advance notification shall likewise be given to PPA when the ship arrives under fumigation.	port manager for approval. 1.2 Approves/ Disapproves request for the issuance of Handling Permit for DG. * Once approved by the PM/ authorized representative, advise the client to pay at the cashier. 1.3 Cashier collects payment. 1.4 Releases the Handling Permit for Dangerous Cargo.	None Please see the schedule of fees None	5 hrs. 10 mins. 15 mins.	Port Manager OPM PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section PMO Chief Safety Officer/ Authorized Representative PMO- PSD
2. The applicant notifies PPA by letter or telefax not less than 3 hrs. prior to the **departure** of the ship intended to carry DGs on board.	2.Ensures the vessel's departure at the port.	None	None	PPA Harbor Operations Officer/ Authorized Representative PMO PSD-Marine Section
	TOTAL:	**See schedule of fees**	**1 day (working day)**	

Handling Permit for Dangerous Cargo schedule of fees

Port Management Office	Rates
Northern Luzon	No corresponding fee
Bataan/ Aurora*	₱25.00 + 12% VAT = ₱28.00
NCR-North*	₱25.00 + 12% VAT = ₱28.00
NCR-South	No corresponding fee
Batangas	No corresponding fee
Marinduque/Quezon	No corresponding fee
Bicol	No corresponding fee
Masbate	No corresponding fee
Mindoro	No corresponding fee
Palawan*	₱20.00 + 12% VAT = ₱22.40
Eastern Leyte/Samar*	₱10.00 + 12% VAT = ₱11.20
Western Leyte/Biliran	₱50.00 + 12% VAT = ₱56.00
Negros Occ./ Bacolod*	₱30.00 + 12% VAT = ₱33.60
Panay/Guimaras	No corresponding fee
Negros Or. /Siquijor	No corresponding fee
Bohol*	₱50.00 + 12% VAT = ₱56.00
Surigao	No corresponding fee
Agusan	₱60.00 + 12% VAT = ₱67.20
Zamboanga del Norte*	₱15.00 + 12% VAT = ₱16.80
Misamis Or. / Cagayan de Oro*	₱25.00 + 12% VAT = ₱28.00
Misamis Occ./ Ozamis	No corresponding fee
Lanao del Norte/ Iligan	No corresponding fee
Zamboanga	No corresponding fee
Davao	No corresponding fee
Socsargen	No corresponding fee