SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
SAFETY AND POLLUTION CONTROL OFFICE

Signature: Date: 12/08/24

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Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Hanson T. Villanueva	Initial Issue

WORK INSTRUCTION

Title	Water Source, System, and Wastewater Treatment for Pollution (WTP) Discharge
Scope	This covers the interconnectedness of data collection, wastewater treatment processes, and regulatory compliance ensuring sustainable water management
Person/s Responsible	Safety and Pollution Control Officer and SPC staff
Instructions	To ensure that water is treated properly and pollutants are removed before discharge.

Office Head

1. Monitor, supervise, and inspect the safety of the water source and system of the University.
2. Request for the assistance of the Physical Plant, Properties Development, and Maintenance Office (PPPDMO), Head in the identification of the septic tank outlet location.
3. Inspect the wastewater treatment for pollution (WTP) discharge location for updates on quarterly self-monitoring reports.
4. Request for a siphoning process for the wastewater discharge with an EMB registered service provider in compliance with Republic Act 9275 or the Philippine Clean Water Act of 2004.

Staff in-charge

1. Assist in monitoring and inspecting the safety of the water source and water system.
2. Assist and record the septic tank outlet location.
3. Assist the EMB registered service provider personnel in the siphoning process (cleaning and declogging).
4. Submit accomplished reports with pictures as proof of evidence and other supporting documents.
5. Submit approved letter to the office of the Vice President for Finance and Treasury for the payment of the siphoning procedure.

Prepared by:	
HANSON T. VILLANUEVA	12.08.24
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	10 DEC 2024
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	10 DEC 2024
Supervising Head	Date Signed:

Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
20 Pagayaya Road, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500
Email Address: emb_r02@yahoo.com/recordsr2@emb.gov.ph Website: r2.emb.gov.ph
Tel. #: (078) 396-0724

Date: Sep 26, 2023

Permit No.: DP-R02-23-08731
Renewal

WASTEWATER DISCHARGE PERMIT

Pursuant to Section 14, Article 2, of the RA 9275 otherwise known as the "Philippine Clean Water Act of 2004", this permit is hereby granted to **Saint Mary's University- College Campus** with office address at Ponce Street, Don Mariano Marcos, Bayombong (Capital), Nueva Vizcaya for its establishment:

SAINT MARY'S UNIVERSITY TIN No. 000-542-627-000	PONCE STREET DON MARIANO MARCOS BAYOMBONG (CAPITAL) NUEVA VIZCAYA

1. Ensure that any effluents from the operation of **Saint Mary's University - College Campus** for the installed **one (1) unit closed septic tank (3.3 m x 1.55 m x 2.5 m)** which involves settling and anaerobic treatment process including uncontrolled wastewater or releases of water from unexpected events do not cause water pollution in the water body, land-based and groundwater resources and shall conform with prescribed General Effluent Standards (GES);
2. Submit quarterly **Self-Monitoring Report (SMR)** on or before the following dates pursuant to **Section 14 Rule 14.16 of DAO 2005-10**:

Quarter	Coverage	Submission	Quarter	Coverage	Submission
First	Jan-Mar	1-15 Apr	Third	Jul-Sep	1-15 Oct
Second	Apr-Jun	1-15 Jul	Forth	Oct-Dec	1-15 Jan

3. Provide water meter at the intake valve of the water source within 30 days after receipt of this permit and submit compliance report with photo documentation within 15 days after installation of water meter and maintain a record of monthly water consumption of which the record shall form part of the requirements in the renewal of this permit;
4. Ensure that wastewater generation is diverted and contained in the closed septic tank. Attach in the SMR, certificate of all desludging/ siphoning activities from the septic tank and treatment of the collected sludge issued by a licensed service provider and same certificate shall form part of the requirements in the renewal of this permit.;
5. Modify the present septic tank into watertight to comply with the **DOH Administrative Order No. 2019-0047, Annex A.G., that clarifies the provision in Section 8.1 and 8.2 of the Clean Water Act's Implementing Rules and Regulation** within six (6) months from receipt of this permit and submit compliance report to this office with as built plan duly signed by a Registered Sanitary or Chemical Engineer within 15 days after modification and ensure that the domestic wastewater generated is diverted and contained in the septic tank;
6. Ensure that the accredited Pollution Control Officer (PCO) **Mr. Hanson T. Villanueva** who is the day to day point of contact between the Bureau and the Permittee is familiar with the operation processes and activities carried out at the facility and shall renew its PCO Accreditation not later than six (6) months prior to its expiration pursuant to **Section 11 of DAO 2014-02 " Revised Guidelines for PCO Accreditation" and MC 2020-28 " Clarification on the Renewal and Revocation of Accreditation of Pollution Control Officers"**;
7. Report in writing to this office within 24 hours from the occurrence of any breakdown, leak, spill, or other unexpected events which will result in the effluent discharge of wastewater to the surrounding environment that does not comply with effluent standards or ambient water quality standards pursuant to **Section 14.15.1 of DAO 2005-10**;
8. File for separate Wastewater Discharge Permit for the other Wastewater Treatment Facility;

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9. Comply with other environmental laws, rules and regulations such as RA 6969 for the **Re-registration of Hazardous Waste Generator Registration Certificate**;
10. Allow at all times the entry of our duly authorized EMB R02 representative(s) to conduct inspection and have access to records for data information's within your premises pursuant to **Section 23 Rule 23.2 and 23.3 of DAO 2005-10**;
11. This permit shall be securely framed and posted in a conspicuous place at the plant/establishment pursuant to **Section 14 Rule 14.13 of DAO 2005-10**; and
12. This permit shall be renewed **thirty (30) days** prior to its expiration.

This permit is valid up to *Sep 26, 2028*, unless revoked or suspended by this Office in writing.

Non-compliance with the above conditions and/or any pertinent provisions of RA 9275 otherwise knows as "Philippine Clean Water Act of 2004", a corresponding penalty in the amount of P10,000-P200,000 per violation shall be imposed.

Recommended by:

JASON B. MALAMUG
Chief, Clearance and Permitting Division

Approved by:

NELSON P. HONRADO, LLB
Regional Director

Permit Fee	: Php 22000.00	O.R. No. : 11667477	Date : Sept. 21, 2023
Filing Fee	: Php 55.00	O.R. No. : 11667748	Date : Sept. 21, 2023
PD1856	: Php 10.00	O.R. No. : 11667748	Date : Sept. 21, 2023
Documentary Stamp Tax	: Php 30.00	O.R. No. : 11667748	Date : Sept. 21, 2023

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