



**Philippine Coast Guard**  
**HEADQUARTERS MARINE ENVIRONMENTAL PROTECTION COMMAND**  
Muelle Dela Industria, Farola Compound  
Binondo, Manila

25 February 2021

**MARINE ENVIRONMENTAL PROTECTION ACCREDITATION AND  
CERTIFICATION SERVICES (MEP-AcCeS) - SERVICES APPLICATION  
REQUIREMENT**

**STANDING OPERATING PROCEDURE  
NUMBER..... 04-21**

**I. AUTHORITY**

- A. Republic Act 9993: The Philippine Coast Law of 2009 and its Implementing Rules and Regulations;
- B. Presidential Decree NO. 600: Marine Pollution Decree of 1974;
- C. Presidential Decree NO. 979: Marine Pollution Decree of 1976;
- D. MC Nr. 01-2005 dated 07 October 2005;
- E. MC Nr. 04-2005 dated 17 October 2005;
- F. MC Nr. 06-2005 dated 28 October 2005;
- G. MC Nr. 02-2006 dated 18 June 2006;
- H. MC Nr. 03-2006 dated 25 June 2006;
- I. MC Nr. 07-2014 dated 19 December 2014;
- J. MC Nr. 08-2014 dated 19 December 2014;
- K. MC Nr. 09-2014 dated 19 December 2014;
- L. MC Nr. 10-2014 dated 19 December 2014;
- M. MC Nr. 11-2014 dated 19 December 2014.
- N. NHQPCG GO No. 693 Dated 08 December 2020;
- O. NHQPCG Memorandum Dated 22 June 2015. And
- P. Republic Act No. 9485: Anti-Red Tape Act (ARTA) of 2007
- Q. Republic Act No.11032: Ease of Doing Business and Effective Government Service Delivery Act of 2018

**II. PURPOSE:**

This Standing Operating Procedures (SOP) prescribes the standard set of requirements and fees of services rendered to clientele on the issuances of MEP mandatory certification, accreditation, and registration.

**III. SCOPE:**

This SOP applies to all Marine Environmental Protection Command (MEPCOM) Units engaged in accepting and processing applications for accreditation, certification,

registration of companies, vessels, products, and service providers in compliance with MARPOL related rules and regulations.

**IV. GENERAL REQUIREMENT:**

- A. Letter request address to the Commander, Marine Environmental Protection Command C, MEPCOM) and attention to the Commanding Officer, Marine Environmental Protection Accreditation and Certification Services (CO, MEPAcCeS)
- B. Fill out the specific “Application Form” and/or the “Checklist of Requirement”.
- C. Secure referral/ recommendation form and/or letter from Marine Environmental Protection Force (MEPFORCE) Units.
- D. Pay the prescribed fees of services applying with.

**V. CERTIFICATION REQUIREMENT AND FEES**

- A. International Oil Pollution Prevention Certificate (IOPPC)/ Oil Pollution Prevention Certificate (OPPC)
  - 1. Requirements
    - i. Letter Request
    - ii. Certificate of Philippine Registry
    - iii. Certificate of Ownership
    - iv. Ship Safety Certificate
    - v. Survey Reports from Surveyor
    - vi. Records of Construction and Equipment
    - vii. Boarding Certificate
    - viii. Pictures during inspection
    - ix. Oily-Water Separator Accreditation Certificate
    - x. Copy of old certificate (for renewal)
  - 2. Prescribed fees:  
Issuance of certificate fee – P 1,000.00
  - 3. Validity:  
5 years from the date of last survey but can be extended for a period not longer than three (3) months.
- B. International Sewage Pollution Prevention Certificate (ISPPC)/ Sewage Pollution Prevention Certificate (SPPC)
  - 1. Requirements
    - i. Letter Request
    - ii. Certificate of Philippine Registry

- iii. Certificate of Ownership
  - iv. Ship Safety Certificate
  - v. Survey Reports from Surveyor
  - vi. Records of Construction and Equipment
  - vii. Boarding Certificate
  - viii. Pictures during inspection
  - ix. Sewage Treatment Plant Accreditation Certificate/ Holding Tank Compliance Certificate
  - x. Certified true copy of old certificate (for renewal)
2. Prescribed fees:  
Issuance of certificate fee – P 5,000.00
3. Validity:  
5 years from the date of last survey but can be extended for a period not longer than three (3) months.

## **VI. ACCREDITATION REQUIREMENT AND FEES**

### **Accreditation of MARPOL Prevention Devices, Equipment and Materials**

#### **A. Accreditation of Oily-Water Separator (OWS)**

- 1. Requirements
  - i. Letter Request
  - ii. Fully Accomplished Application Form
  - iii. Certificate of Philippine Registry
  - iv. Certificate of Ownership
  - v. Schematic Diagram
  - vi. Inspection Report
  - vii. Boarding Certificate
  - viii. Photocopy of Official Receipt for testing fee of OWS
  - ix. Laboratory Result from MSIFORCE Lab
  - x. Certified true copy of old certificate (for renewal)
- 2. Prescribed fees:
 

|                            |              |
|----------------------------|--------------|
| Testing fee of OWS Samples | – P 6,000.00 |
| Accreditation Fee          | – P 1,000.00 |
| Certificate Fee            | – P 300.00   |
- 3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

#### **B. Accreditation of Sewage Treatment Plant (STP)**

- 1. Requirements
  - i. Letter Request

- ii. Fully Accomplished Application Form
  - iii. Certificate of Philippine Registry
  - iv. Certificate of Ownership
  - v. Schematic Diagram
  - vi. Inspection Report
  - vii. Boarding Certificate
  - viii. Laboratory Result from any DENR recognized Environmental Lab
  - ix. Certified true copy of old certificate (for renewal)
2. Prescribed fees:
- |                   |              |
|-------------------|--------------|
| Accreditation Fee | – P 1,000.00 |
| Certificate Fee   | – P 300.00   |
3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

#### C. Compliance Certificate of Holding Tank (HT)

1. Requirements
- i. Letter Request
  - ii. Fully Accomplished Application Form
  - iii. Certificate of Philippine Registry
  - iv. Certificate of Ownership
  - v. Schematic Diagram
  - vi. Inspection Report (stipulate the holding tank computation)
  - vii. Boarding Certificate
  - viii. Certified true copy of old certificate (for renewal)
2. Prescribed fees:
- |                   |              |
|-------------------|--------------|
| Accreditation Fee | – P 1,000.00 |
| Certificate Fee   | – P 300.00   |
3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

#### D. Accreditation of Oil Spill Material (OSM)

1. Requirements
- i. Letter Request
  - ii. Fully Accomplished Application Form
  - iii. Company Profile
  - iv. Product Brochures/ Product Specifications
  - v. Photocopy of Official Receipt for Testing/Inspection Fee
  - vi. Laboratory Result/ Product Evaluation Report from MSIFORCE
  - vii. Certified true copy of old certificate (for renewal)

2. Prescribed fees:
  - Accreditation Fee – P 1,000.00
  - Certificate Fee – P 300.00

3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

#### E. Accreditation of Oil Spill Boom (OSB)

1. Requirements
  - i. Letter Request
  - ii. Fully Accomplished Application Form
  - iii. Company Profile
  - iv. Product Brochures/ Product Specifications
  - v. Photocopy of Official Receipt for Testing/Inspection Fee
  - vi. Laboratory Result/ Product Evaluation Report from MSIFORCE
  - vii. Certified true copy of old certificate (for renewal)

2. Prescribed fees:
  - Accreditation Fee – P 1,000.00
  - Certificate Fee – P 300.00

3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

#### F. Accreditation of Oil Spill Response Equipment (OSRE)

1. Requirements
  - i. Letter Request
  - ii. Fully Accomplished Application Form
  - iii. Company Profile
  - iv. Product Brochures/ Product Specifications
  - v. Photocopy of Official Receipt for Testing/Inspection Fee
  - vi. Laboratory Result/ Product Evaluation Report from MSIFORCE
  - vii. Certified true copy of old certificate (for renewal)

2. Prescribed fees:
  - Accreditation Fee – P 1,000.00
  - Certificate Fee – P 300.00

3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

#### G. Accreditation of Oil Spill Dispersant (OSD)

1. Requirements

- i. Letter Request
- ii. Fully Accomplished Application Form
- iii. Company Profile
- iv. Product Safety Data Sheet (DENR recognized format)
- v. Photocopy of Official Receipt for Testing Fee
- vi. Laboratory Result from MSIFORCE
- vii. Certified true copy of old certificate (for renewal)

2. Prescribed fees:

|                   |              |
|-------------------|--------------|
| Testing Fee       | – P 3,000.00 |
| Accreditation Fee | – P 1,000.00 |
| Certificate Fee   | – P 300.00   |

3. Validity:

3 years from the date of issue and renewal three (3) months prior from the expiration date

### **Service Providers (MARPOL Surveyor, Waste Transport and Collector)**

#### H. Accreditation of Tank Cleaning Contractor (TCC)

1. Requirements

- i. Letter Request
- ii. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.)
- iii. Land base Inspection Report (MEPFORCE)
- iv. List of Equipment and PPE
- v. Plan for the conduct of tank cleaning activity
- vi. Emergency Plan in case of injury, accidents or spillage
- vii. MOA/Contract with treatment facilities (company without treatment facilities)
- viii. List of qualified personnel conducting tank Cleaning Operation (attach certificates or any proof of training taken to qualify to perform tank cleaning operation)
- ix. Certified true copy of old certificate (for renewal)

2. Prescribed fees:

|                   |              |
|-------------------|--------------|
| Inspection Fee    | – P 5,000.00 |
| Accreditation Fee | – P 3,000.00 |
| Certificate Fee   | – P 300.00   |

3. Validity:

1 year from the date of issue and renewal three (3) months prior from the expiration date

#### I. Accreditation of Oily Waste Collector (OWS)

1. Requirements

- i. Letter Request

- ii. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.)
- iii. List of Equipment used during operation
- iv. List of Qualified personnel to conduct such operation with corresponding certificate of training
- v. Emergency Plan in case of injury, accidents or spillage
- vi. Oil Spill Contingency Plan
- vii. Environmental Compliance Certificate (ECC)
- viii. Transporter Registration Certificate from EMB
- ix. Treatment, Storage and Disposal (TSD) Certificate
- x. MOA/ Contract with treatment facilities (company without treatment facilities)
- xi. Land base Inspection Report (MEPFORCE)
- xii. Certified true copy of old certificate (for renewal)

2. Prescribed fees:

|                   |              |
|-------------------|--------------|
| Inspection Fee    | – P 5,000.00 |
| Accreditation Fee | – P 3,000.00 |
| Certificate Fee   | – P 300.00   |

3. Validity:

1 year from the date of issue and renewal three (3) months prior from the expiration date

J. Sewage and Gray Water Collector (SGWC)

1. Requirements

- i. Letter Request
- ii. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.)
- iii. List of Equipment used during operation
- iv. List of Qualified personnel to conduct such operation with corresponding certificate of training
- v. Emergency Plan in case of injury, accidents or spillage
- vi. Plan for the conduct of operation
- vii. Environmental Compliance Certificate (ECC)
- viii. Transporter Registration Certificate from EMB
- ix. Treatment, Storage and Disposal (TSD) Certificate
- x. MOA/ Contract with treatment facilities (company without treatment facilities)
- xi. Land base Inspection Report (MEPFORCE)
- xii. Certified true copy of old certificate (for renewal)

2. Prescribed fees:

|                   |              |
|-------------------|--------------|
| Inspection Fee    | – P 5,000.00 |
| Accreditation Fee | – P 3,000.00 |
| Certificate Fee   | – P 300.00   |

3. Validity:  
1 year from the date of issue and renewal three (3) months prior from the expiration date

#### K. Solid Waste Collector (SWC)

1. Requirements

- i. Letter Request
- ii. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.)
- iii. List of Equipment used during operation
- iv. List of Qualified personnel to conduct such operation with corresponding certificate of training (Training as required under RA 9003, DENR guidelines and/or PCG equivalent marine waste management training)
- v. Emergency Plan in case of injury, accidents or spillage
- vi. Plan for the conduct of operation
- vii. Environmental Compliance Certificate (ECC)
- viii. Transporter Registration Certificate from EMB
- ix. Treatment, Storage and Disposal (TSD) Certificate
- x. Certification/Permits/Contract of Sanitary Landfill /Dump Site
- xi. MOA/ Contract with treatment facilities (company without treatment facilities)
- xii. Land base Inspection Report (MEPFORCE)
- xiii. Certified true copy of old certificate (for renewal)

2. Prescribed fees:

|                   |              |
|-------------------|--------------|
| Inspection Fee    | – P 5,000.00 |
| Accreditation Fee | – P 3,000.00 |
| Certificate Fee   | – P 300.00   |

3. Validity:

1 year from the date of issue and renewal three (3) months prior from the expiration date

#### L. Requirements for Accreditation of MARPOL Surveyor

1. Letter Request

- i. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.)
- ii. List of Qualified Surveyor with corresponding resume and certificate
- iii. License Naval Architect Personnel
- iv. Inspection Report
- v. Certified true copy of old certificate (for renewal)

2. Prescribed fees:

|                   |              |
|-------------------|--------------|
| Accreditation Fee | – P 1,000.00 |
| Certificate Fee   | – P 300.00   |



3. Validity:  
1 year from the date of issue and renewal three (3) months prior from the expiration date

## **VII. REGISTRATION REQUIREMENT AND FEES**

### **A. Registration of Oil Record Book (ORB) Part I & II**

1. Requirements
  - i. Letter Request
  - ii. Certificate of Registry
  - iii. Certificate of Ownership
2. Prescribed fee:  
Registration Fee – P 240.00

### **B. Registration of Cargo Record Book (CRB)**

1. Requirements
  - i. Letter Request
  - ii. Certificate of Registry
  - iii. Certificate of Ownership
2. Prescribed fee:  
Registration Fee – P 240.00

### **C. Registration of Garbage Record Book (GRB)**

1. Requirements
  - i. Letter Request
  - ii. Certificate of Registry
  - iii. Certificate of Ownership
2. Prescribed fee:  
Registration Fee – P 500.00

### **D. Registration of Garbage Management Plan (GMP)**

1. Requirements
  - i. Letter Request
  - ii. Certificate of Registry
  - iii. Certificate of Ownership
2. Prescribed fee:  
Registration Fee – P 2,000.00
3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

E. Registration of Shipboard Oil Pollution Emergency Plan (SOPEP)

1. Requirements for
  - i. Letter Request
  - ii. Certificate of Registry
  - iii. Certificate of Ownership
  - iv. General Arrangement Plan
2. Prescribed fee:  
Registration Fee – P 1,000.00
3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

F. Registration of Shipboard Marine Pollution Emergency Plan (SMPEP)

1. Requirements for Letter Request
  - i. Certificate of Registry
  - ii. Certificate of Ownership
  - iii. General Arrangement Plan
2. Prescribed fee:  
Registration Fee – P 1,000.00
3. Validity:  
3 years from the date of issue and renewal three (3) months prior from the expiration date

**VIII. RECESSION:**

This SOP rescinds all other publications contrary to the provisions stated herein.

**IX. EFFECTIVITY:**

This SOP shall take effect upon approval.

Approved by:

  
**ALLEN T TORIBIO**  
RADM PCG  
Commander, MEPCOM