



Client Procedure for the Exportation of Wastes and the Disposal / Recycling of Industrial Wastes to Dubai Municipality (DM) Designated Facility

PCFC- Entity (Business Unit) Name	:	Trakhees – Dept. of Planning & Development
Department Name	:	Environment Health and Safety
Section Name	:	Environment Section
Document Reference Number	:	PCFC-TRK-EHS-ENV-CP-05
Revision Number	:	03
Revision Date	:	April 2023
Classification	:	Public

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1. Purpose

The purpose of this procedure is to facilitate information to PCFC – EHS clients regarding the exportation of wastes to other country and the disposal of wastes, either solid or liquid and classified as hazardous or trade waste, generated from industrial operations in Dubai Municipality's (DM) facilities.

2. Scope

This procedure covers all companies operating under Trakhees – EHS jurisdictional areas.

3. Definitions

3.1	DM	Dubai Municipality
3.2	EHS	Environment, Health & Safety
3.3	PCFC	Ports, Customs & Free Zone Corporation

4. Procedure

4.1 Waste Exportation

4.1.1 Client should submit the below required documents through email (ID.Environment@pcfc.ae)

- Fully filled-up Basel Convention notification and movement forms
- Insurance covering the planned shipment
- List of intended carriers from the point of origin up to the point of destination.
- Contract between the waste exporter and importer.



4.1.2 EHS Environment Section will review the submitted documents and will send copy of payment advice to clients with the status of the submission as below:

- Approved: once all required documents are available and information complying the requirements of PCFC – EHS. Client should settle the payment and notify the inspection department EHS Environment Section
- More Details: in case of missing of any of submission requirements or more details need to be given by the client. Client should update the required information and settle the payment and send to EHS Environment Section

4.1.3 Site inspection will be carried out by the EHS Environment Section as deemed necessary.

4.1.4 Upon satisfactory inspection and / or application, Department EHS Environment Section will issue the corresponding NOC to client for further action.

4.2 Waste Disposal / Recycling in DM Designated Facilities

4.2.1 Submit request for Industrial Waste Disposal / Recycling through the Trakhees Online Service (<https://online.trakhees.ae/oaservices>). Enter relevant login credentials then navigate through the site as per the below:

EHS Customer Service → Industrial Waste Disposal (Permit) / Recycling (NOC) → Apply for Permit NOC → fill-up all the details in the fields provided and attach required documents accordingly, then Submit as per below.



The following are the documents required to be uploaded in the online portal:

Waste Disposal	Waste Recycling
<ul style="list-style-type: none"> Valid Dubai Municipality (DM) Permit for Disposal /Destruction of Unwanted Materials Photo/s of the waste materials 	<ul style="list-style-type: none"> Valid Dubai Municipality (DM) Permit for Disposal /Destruction of Unwanted Materials Acceptance letter issued by the recycling company OR fully filled-up and signed DM Application Form for Permit for Waste Processing / Recycling Photo/s of the waste materials
The following documents based on the waste category:	
Wastewater	<ul style="list-style-type: none"> Wastewater analysis report issued by EHS Central Laboratory in which the sampling date is not more than thirty (30) calendar days unless accepted by Dubai Municipality (DM) If the wastewater analysis report has been issued by any EIAC accredited third party environmental laboratory other than EHS Central Laboratory, it shall be as and when deemed acceptable by EHS Environment Section
Hazardous Waste, Chemicals and Other Wastes	<ul style="list-style-type: none"> Material Safety Data Sheet (MSDS) Shipping / importation documents (e.g. bill of lading, UAE Dubai Customs Declaration, etc.) Analysis report from any EIAC accredited third party environmental laboratory Confiscation papers issued by the confiscating Authority for any confiscated materials and / or unwanted materials DP World's Letter for Abandoned Cargo for any unclaimed goods / materials Other relevant document/s as deemed necessary by EHS Environment Section



4.2.2 The online submission shall be reviewed by EHS Environment Section accordingly. If there are any comments and / or documents required for the requested service, a notification shall be received in the Client's registered email address or the current status of the online application can be viewed in the online portal. Client shall respond and / or attach the required document/s through the online portal.

4.2.3 The relevant fees shall be automatically debited from your Pre-paid Account once the submission has been accepted either for disposal or recycling. Client may settle the payment advice through any of the following payment channels:

- Finance Online Services (<https://online.trakhees.ae/oaservices>)
- Al Ansari Exchange
- Bank Transfer (PCFC Dubai Islamic Bank Account)

4.2.4 Corresponding Permit / NOC shall be issued once the application is approved. Client can view and download the issued Permit / NOC in the online portal.

4.2.5 Once the wastes disposal / recycling has been completed, Client shall attach the relevant proof of disposal / recycling through the Trakhees Online Service (<https://online.trakhees.ae/oaservices>) as follows:

EHS Customer Service → Industrial Waste Disposal (Permit) / Recycling (NOC) → Search Requests → Click "View" across the relevant Request No → Click "Submit Proof" → Click "Documents" tab → Click "Browse & Upload" button → Attach relevant proof of disposal / recycling → Click "Next" → Tick the box beside "I agree to the above disclaimer" → Click "Submit".

Accordingly, the Client shall be notified if further document/s are required or if the relevant waste disposal / recycling application has been closed.

5. Service Completion Time

#	Service	Completion Time
5.1	Issuance of NOC / Permit	5 working days

6. Service Fees*

#	Service	Fees (AED)
6.1	NOC – Exportation of Waste	500/-
6.2	NOC – Waste Recycling	
6.3	Permit – Waste Disposal	300/-

* Knowledge Dirham and Innovation Dirham fees for a total of AED 20/- shall be added for each of the services mentioned above.

7. Related Forms

- 7.1 **No Objection Certificate (NOC) –** [TRK-EHS-ENV-CF02g](#)
Conditional Environmental Activity Application Form

8. Applicable References and Regulations

- 8.1 EHS Regulations and Guidelines
8.2 Dubai Municipality (DM) Technical Guidelines / Guidance