1. ANALYSIS OF FERTILIZER AND PESTICIDE SAMPLES FOR RESEARCH AND OTHER PURPOSES

The Laboratory Services Division (LSD) conducts various laboratory analyses in support to research on fertilizer and pesticide by high school, undergraduate, and graduate students as well as by agricultural researchers. Likewise, LSD also offers its laboratory services to those fertilizer and pesticide handlers who conduct their own product quality monitoring, either by the analysis of retained sample or from the market survey. This is subject to the capability of LSD to provide the service per client's analytical procedure and availability of reagents and laboratory equipment and apparatus.

Office or Division	Laboratory Services Division (LSD)
Classification	Highly Technical
Type of Transaction	G2C - Government to Citizen, G2B - Government to Business Entity
Who may avail	High School, Undergraduate, and Graduate Students, Agricultural Researchers, Fertilizer and Pesticide Handlers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Analysis Form	FPA – LSD, 3rd Floor, FPA Building FPA Website
For Fertilizer sample – minimum of 500 g for solid organic, 250 g for solid inorganic, and 250 mL for liquid organic/ inorganic For Pesticide sample (minimum of 250 g for solid, 250 mL for liquid)	High School, Undergraduate and Graduate Students, Researcher, Formulator, Manufacturer, Supplier
Safety Data Sheet (SDS) for new imported fertilizer (1 photocopy)	High School, Undergraduate and Graduate Students, Researcher, Formulator, Manufacturer, Supplier
Analytical testing procedure(s) if no available method in LSD (1 photocopy)	High School, Undergraduate and Graduate Students, Researcher, Formulator, Manufacturer, Supplier
Analytical standard including its Certificate of Analysis if not available in LSD (1 photocopy)	High School, Undergraduate and Graduate Students, Researcher, Formulator, Manufacturer, Supplier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for laboratory analysis	1. Check the condition of the sample, evaluate the request for laboratory analysis, and issue Bill Form.	none		30 minutes	Admin Asst. III, LSD, 3rd Floor, FPA Bldg.
2. Pay corresponding fees	2. Issue Order of Payment (OP)	none		15 minutes	Accounting Staff, Cashier's Office, 1st Floor, FPA Bldg.
	2.1 Issue Official Receipt (OR)	***Macronutrients***		15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.
		Total N (NO3 Free)	1,250.00		
		Total N (w/ NO3)	1,550.00		
		Ammoniacal N	1,100.00		
		Nitrate N	910.00		
		Available P2O5	400.00		
		Total P2O5	1,220.00		
		Total K2O	910.00		
		Calcium	1,010.00		
		Sulfur	400.00		
		Magnesium	1,610.00		

		Micronutrients			
		Aluminum	1,390.00		
		Boron	1,570.00		
		Cobalt	1,370.00		
		Copper	1,370.00		
		Iron	1,330.00		
		Manganese	1,370.00		
		Molybdenum	1,540.00		
		Sodium	1,380.00		
		Zinc	1,330.00		
		Heavy metals (for special cases only)			
		Arsenic	1,540.00		
		Cadmium	1,420.00		
		Lead	1,470.00		
		Mercury	1,540.00		
		Plant Growth Regulators (PGRs)			
		Amino ethyl hexanoate	3,430.00		
		Brassinolide	4,660.00		
		Gibberellic acid	2,960.00		
		Indole-3-butyric acid	3,660.00		
		1-Naphthaleneacetic acid	3,880.00		
		Nitrophenols and nitroguaiacol	5,010.00		
		Paclobutrazol	3,340.00		
		Triacontanol	3,470.00		
		Others			
		Biuret	330.00		
		Chloride	730.00		
		Free acidity	530.00		
		Free Phosphoric acid	760.00		
		GC Analysis	3,360.00		
		HPLC Analysis	3,130.00		
		Moisture Content	240.00		
		Organic Matter	350.00		
		pH	320.00		
		Specific gravity	550.00		
		Microbial Testing:			
		E. Coli	1,050.00		
		Total Coliform	900.00		
		Chemical Analysis			
		GC Analysis	3,360.00		
		HPLC Analysis	3,130.00		
		Impurities	4,550.00		
		Determination	2,400.00		
		Dithiocarbamate			
		Physico-Chemical Analysis			
		Boiling Point	700.00		
		Bulk Density	300.00		
		Flash Point	600.00		
		Melting Point	700.00		
		Moisture Content	240.00		
		pH	320.00		
		Specific Gravity	550.00		
3. Present original copy of Official Receipt to LSD	3. Record OR to the Request for Analysis and fill-out Test Parameter Results Form	None		30 minutes	Admin Asst. III, LSD, 3rd Floor, FPA Bldg
4. Wait for the result of laboratory analysis	4. Prepare the fertilizer sample and required reagents for analysis	none		1 day, 5 hours, and 30 minutes	Admin Asst. III, LSD, 3rd Floor, FPA Bldg.

	4.1 Conduct laboratory analysis and encode test results	none	15 days	Lab Technician III, Chemist II & III, Biologist II, LSD, 3rd Floor, FPA Bldg. *(depends on the test parameter to be analyzed)*
	4.2 Review test results and prepare the laboratory test report	none	2 days	Chemist IV, LSD, 3rd Floor, FPA Bldg.
	4.3 Approve the release of laboratory test report	none	4 hours	Chemist V, LSD, 3rd Floor, FPA Bldg.
	4.4 Note the approval and release of laboratory test report	none	4 hours	Executive Director, OED, 2nd Floor, FPA, Bldg.
5. Receive the notification on the approved laboratory test report	5. Notify the client on the approval and release of laboratory test report	none	1 hour	Admin Asst. III, LSD, 3rd Floor, FPA Bldg
	Total:	***depends on the test parameters requested for analysis***	**20 days**	

2. ISSUANCE OF PERMIT TO PURCHASE METHYL BROMIDE FOR QUARANTINE AND PRE-SHIPMENT (QPS) APPLICATIONS (WALK-IN CLIENTS)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. To apply for the Permit to Purchase (PP) Methyl Bromide, the applicant must be an FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA). The PP is valid only for six (6) months.

Office or Division	Laboratory Services Division (LSD)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Permit to Purchase Methyl Bromide (1 original) including an explanation with projected use if the requested quantity is more than the average semestral use or if the client did not anticipate increase in the use within 6 month from the issuance of PP (1 original)	LSD, FPA – LSD, 3rd Floor, FPA Building FPA Website
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 original)	Applicant, FPA Regional Field Unit personnel, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 photocopy)	Bureau of Plant Industry (BPI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1. Check the completeness of submitted documents	none	15 minutes	Chemist II, LSD, 3rd Floor, FPA Bldg.
2. Wait for the notification of the approval of the permit	2. Evaluate submitted requirements and usage and prepare the Permit to Purchase (PP)	none	4 days	Chemist II, LSD, 3rd Floor, FPA Bldg.
	2.1 Review the PP	none	3 hours	Chemist V, LSD, 3rd Floor, FPA Bldg.
	2.2 Approve the PP	none	2 hours and 30 minutes	Executive Director, OED, 2nd Floor, FPA Bldg.
	2.3 Inform the client that the PP is ready for pick-up	none	2 days (includes waiting time)	Chemist II, LSD, 3rd Floor, FPA Bldg.
3. Pay corresponding fee	3. Issue Bill Form	none	15 minutes	Chemist II, LSD, 3rd Floor, FPA Bldg.

	3.1 Issue Order of Payment (OP)	none	15 minutes	Accounting Staff, FAD, 1st Floor, FPA Building
	3.2 Issue Official Receipt (OR)	PhP 450.00	15 minutes	Cashier Staff, FAD, 1st Floor, FPA Building
3. Receive the PP	3. Record the OR and release the approved PP	none	30 minutes	Chemist II, LSD, 3rd Floor, FPA Bldg.
	Total:	**PhP 450.00**	**7 days**	

3. ISSUANCE OF PERMIT TO PURCHASE METHYL BROMIDE FOR QUARANTINE AND PRE-SHIPMENT (QPS) APPLICATIONS (ONLINE APPLICATION)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. To apply for the Permit to Purchase (PP) Methyl Bromide, the applicant must be an FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA). The PP is valid only for six (6) months.

Office or Division	Laboratory Services Division (LSD)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Permit to Purchase Methyl Bromide (1 electronic copy) including an explanation with projected use if the requested quantity is more than the average semestral use or if the client did not anticipate increase in the use within 6 month from the issuance of PP (1 electronic copy)	LSD, 3rd Floor, FPA Bldg. or FPA Website
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 electronic copy)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 electronic copy)	Bureau of Plant Industry (BPI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application online	1. Print and check the completeness of submitted documents	none	15 minutes	Chemist II, LSD,3rd Floor, FPA Bldg.
2. Wait for the notification of the approval of the permit	2. Evaluate submitted requirements and usage and prepare the Permit to Purchase (PP)	none	4 days	Chemist II, LSD, 3rd Floor, FPA Bldg.
	2.1 Review the PP	none	4 hours	Chemist V, LSD, 3rd Floor, FPA Bldg.
	2.2 Approve the PP	none	2 hour and 45 minutes	Executive Director, OED, 2nd Floor, FPA Bldg.
3. Receive the notification about the approval of permit	3. Send the electronic copy of approved PP via e-mail and the original copy via courier to the FPA Regional or Provincial Office concerned and notify the client that the PP was already forwarded to the nearest FPA Regional or Provincial Office	*Payment amounting to PhP 450.00 will be collected by FPA Regional or Provincial Officer*	1 hour	Chemist II, LSD, 3rd Floor, FPA Bldg.
	Total:	**none**	**5 days**	

4. ISSUANCE OF PERMIT TO BORROW METHYL BROMIDE FOR QUARANTINE AND PRE-SHIPMENT (QPS) APPLICATIONS (WALK-IN CLIENTS)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. Thus, the Permit to Borrow (PB) Methyl Bromide is being issued only to FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA).

Office or Division	Laboratory Services Division (LSD)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request to include the quantity to be borrowed, lender, and the reason for borrowing. Request must be received by the FPA five (5) working days prior to its use or application (1 original)	Applicant
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 photocopy)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 photocopy)	Bureau of Plant Industry (BPI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1. Print and check the completeness of submitted documents	none	15 minutes	Chemist II, LSD,3rd Floor, FPA Bldg.
2. Wait for the notification of the approval of the permit	2. Evaluate submitted requirements and usage and prepare the Permit to Borrow (PB)	none	4 days	Chemist II, LSD, 3rd Floor, FPA Bldg.
	2.1 Review the PB	none	4 hours	Chemist V, LSD, 3rd Floor, FPA Bldg.
	2.2 Approve the PB	none	2 hour and 45 minutes	Executive Director, OED, 2nd Floor, FPA Bldg.
	2.3 Inform the client that the PB is ready for pick-up	none	2 days (includes waiting time)	Chemist II, LSD, 3rd Floor, FPA Bldg.
3. Receive the PB	3. Release the approved PB	none	30 minutes	Chemist II, LSD, 3rd Floor, FPA Bldg.
	Total:	**none**	**7 days**	

5. ISSUANCE OF PERMIT TO BORROW METHYL BROMIDE FOR QUARANTINE AND PRE-SHIPMENT (QPS) APPLICATIONS (ONLINE APPLICATION)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. Thus, the Permit to Borrow (PB) Methyl Bromide is being issued only to FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA).

Office or Division	Laboratory Services Division (LSD)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request to include the quantity to be borrowed, lender, and the reason for borrowing. Request must be received by the FPA five (5) working days prior to its use or application (1 electronic copy)	Applicant
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 electronic copy)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 electronic copy)	Bureau of Plant Industry (BPI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application online	1. Print and check the completeness of submitted documents	none	15 minutes	Chemist II, LSD,3rd Floor, FPA Bldg.
2. Wait for the notification of the approval of the permit	2. Evaluate submitted requirements and usage and prepare the Permit to Borrow (PB)	none	4 days	Chemist II, LSD, 3rd Floor, FPA Bldg.
	2.1 Review the PB	none	4 hours	Chemist V, LSD, 3rd Floor, FPA Bldg.
	2.2 Approve the PB	none	2 hour and 45 minutes	Executive Director, OED, 2nd Floor, FPA Bldg.
3. Receive the PB	3. Send the electronic copy of approved PB via e-mail to the client and the original copy via courier to the concerned FPA Regional or Provincial Office	none	1 hour	Chemist II, LSD, 3rd Floor, FPA Bldg.
	Total:	**none**	**5 days**	

6. ISSUANCE OF LABORATORY ASSESSMENT REPORT

Laboratory Assessment Report is issued to any laboratory that can perform one or combination of chemical and/or microbial analyses on fertilizer, pesticide, and other agricultural chemicals, as well as residue of pesticides in agricultural crops and has interest to assess their compliance to the FPA Laboratory Recognition Program. As FPA Recognized Laboratory, the applicant laboratory will become a partner of FPA in ensuring the quality of various fertilizer and pesticide products and their issued laboratory test reports can be used for product registration and monitoring purposes of FPA.

Office or Division	FPA Laboratory Recognition Committee
Classification	Highly Technical
Type of Transaction	G2G - Government to Government, G2B - Government to Business Entity
Who may avail	Any laboratory that can perform one or combination of chemical and/or microbial analyses on fertilizer, pesticide, and other agricultural chemicals, as well as residue of pesticides in agricultural crops and has interest to become an FPA Recognized Laboratory

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Government Laboratory	
Duly accomplished and notarized FPA prescribed application form (1 original and 1 electronic copy)	FPA LRC Secretariat, 3rd Floor, FPA Bldg., FPA Website
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 electronic copy)	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 electronic copy)	Applicant Laboratory/Accreditation and/or Recognition Body
Laboratory Test Report Form Template (1 photocopy and 1 electronic copy)	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory/Equipment Supplier
Quality Assurance Program of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Track Record of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 electronic copy)	Applicant Laboratory
Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 electronic copy)	Applicant Laboratory/ Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 electronic copy)	Applicant Laboratory
Private Laboratory	

Duly accomplished and notarized FPA prescribed application form (1 original and 1 electronic copy)	FPA LRC Secretariat, 3rd Floor, FPA Bldg./FPA Website
SEC, DTI, or CDA Registration for corporation, sole proprietorship, or cooperative, whichever is applicable (1 photocopy and 1 scanned copy)	Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA)
Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive Economic Zones or Areas (1 photocopy and 1 scanned copy)	Local Government Unit (LGU)
Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR (1 photocopy and 1 electronic copy)	Bureau of Internal Revenue (BIR)
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 scanned copy)	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 electronic copy)	Applicant Laboratory, Accreditation and/or Recognition Body
Laboratory Test Report Form Template (1 photocopy and 1 scanned copy)	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 scanned copy)	Applicant Laboratory, Equipment Supplier
Quality Assurance Program of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Track Record of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 electronic copy)	Applicant Laboratory
Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 electronic copy)	Applicant Laboratory, Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 electronic copy)	Applicant Laboratory

Note: The applicant laboratory is requested to submit the electronic copy of the document for initial evaluation. Once determined to comply with all requirements, the said laboratory must submit the hard copy of this document when found complete and ready to pay the corresponding fee.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for laboratory assessment	1. Check the completeness of submitted documents and issue Bill Form	none	30 minutes	LRC Secretariat, FPA, 3rd Floor, FPA Bldg.
2. Pay corresponding fee	2. Issue Order of Payment (OP)	none	15 minutes	Accounting Staff, 1st Floor, FPA Bldg.
	2.1 Issue Official Receipt (OR)	Government Laboratory - Free Private Laboratory - Php 10,000.00	15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.
3. Present the original copy of OR	3. Record the OR Number	none	10 minutes	LRC Secretariat, FPA, 3rd Floor, FPA Bldg.
4. Wait for the notification on the result of documentation assessment and schedule of conduct of laboratory assessment	4. Evaluate the submitted application dossiers and supporting documents	none	7 days, 6 hours, and 40 minutes	LRC Assessment Team, FPA, 3rd Floor, FPA Bldg.
	4.1 Notify the client on the schedule of the conduct of laboratory assessment	none	10 days *(including waiting time for the availability of the laboratory)*	LRC Secretariat, FPA, 3rd Floor, FPA Bldg.
5. Accommodate the FPA Laboratory Assessment Team and receive the Laboratory Assessment Report (LAR)	5. Conduct laboratory assessment and prepare and release LAR	none	2 days *(minimum of 1 day)*	LRC Assessment Team at the location of the Applicant Laboratory
	Total:	**Government Laboratory - Free Private Laboratory - Php 10,000.00**	**20 days**	

7. ISSUANCE OF CORRECTIVE ACTION ASSESSMENT REPORT

The Corrective Action Assessment Report (CAAR) is being issued to applicant laboratory who have submitted corrective action/s during the laboratory assessment. The applicant laboratory is given thirty (30) days to implement corrective actions to the nonconformity/ findings raised during the laboratory assessment. As such, the applicant laboratory is given three (3) chances to implement and submit corrective actions to address the nonconformity/ findings.

Office or Division	FPA Laboratory Recognition Committee
Classification	Highly Technical
Type of Transaction	G2G - Government to Government, G2B - Government to Business Entity
Who may avail	Applicant laboratory already assessed by FPA Laboratory Recognition Committee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Supporting documents of the corrective action taken, if there is reported nonconformity/ findings during the laboratory assessment (1 electronic copy)	Applicant Laboratory

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit corrective action/s taken	1. Check the completeness of submitted documents	none	1 hour	LRC Secretariat, FPA, 3rd Floor, FPA Bldg.
2. Wait for the notification on the result of evaluation	2. Evaluate the submitted corrective actions and prepare the CAAR	none	9 days and 6 hours	LRC Assessment Team, FPA, 3rd Floor, FPA Bldg.
3. Receive the CAAR via e-mail	3. Release the CAAR via e-mail	none	1 hour	LRC Secretariat, FPA, 3rd Floor, FPA Bldg.
	Total:	**none**	**10 days**	
	Total:	**Government Laboratory - Free Private Laboratory - Php 10,000.00**	**20 days**	

8. ISSUANCE OF CERTIFICATE OF LABORATORY RECOGNITION

The Certificate of Laboratory Recognition is issued to a chemical and/or microbiological laboratory that can analyze fertilizer and pesticide products, as well as residue of pesticides in agricultural crops, and was assessed to conform with the requirements of FPA Laboratory Recognition Program. The validity of the Certificate of Recognition is three (3) years. Special recognition is also being issued to a laboratory when there is an urgent need of their laboratory services, which is valid for one (1) year.

Office or Division	FPA Laboratory Recognition Committee
Classification	Highly Technical
Type of Transaction	G2G - Government to Government, G2B - Government to Business Entity
Who may avail	Applicant Laboratory who passed the laboratory assessment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Supporting documents of the corrective action taken, if there is reported nonconformity during the laboratory assessment (1 electronic copy)	Applicant Laboratory

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for laboratory recognition	1. Check the completeness of submitted documents	none	1 hour	LRC Secretariat, FPA, 3rd Floor, FPA Bldg.
2. Wait for the approval of laboratory recognition	2. Review the submitted documents and prepare the Certificate of Laboratory Recognition	none	6 days	LRC Assessment Team, FPA, 3rd Floor, FPA Bldg.
	2.1 Review and recommend the certificate for approval	none	4 hours	LRC Chairperson, FPA, 3rd Floor, FPA Bldg.
	2.2 Approve the certificate	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg.
3. Receive the notification for the issuance of certification	3. Notify the client on the release of the certification	none	1 hour	Executive Director, FPA, 2nd Floor, FPA Bldg.
	Total:	**none**	**7 days**	

9. ISSUANCE OF LABORATORY SURVEILLANCE REPORT

As one of the monitoring activities to ensure that FPA Recognized Laboratories issues accurate and reliable results, the FPA Laboratory Recognition Committee will conduct scheduled surveillance visits, to each laboratory. The frequency may depend on the result of last assessment or concerns received from the clients.

Office or Division	FPA Laboratory Recognition Committee
Classification	Highly Technical
Type of Transaction	G2G - Government to Government, G2B - Government to Business Entity
Who may avail	FPA Recognized Laboratory

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notice of Surveillance Visit	FPA Laboratory Recognition Committee (LRC) Assessment Team, 3rd Floor, FPA Bldg.
Laboratory Assessment Report	FPA Laboratory Recognition Committee (LRC) Assessment Team, 3rd Floor, FPA Bldg.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive notification on the surveillance visit	1. Send the Notice of Surveillance Visit	none	10 days *(including waiting time for the availability of the laboratory)*	LRC Secretariat, FPA, 3rd Floor, FPA Bldg.
2. Accommodate the FPA Laboratory Assessment Team and receive the Laboratory Assessment Report (LAR)	2. Conduct laboratory assessment and prepare and release LAR	none	2 days *(minimum of 1 day)*	LRC Assessment Team at the location of the Applicant Laboratory
	Total:	**none**	**12 days**	

10. ISSUANCE OF STATUS REPORT (EXPERIMENTAL USE PERMIT (EUP) FOR PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER PESTICIDAL SUBSTANCES)

As with chemical pesticide, prior to the issuance of the actual Experimental Use Permit (EUP), a status report (EUP for PIPs) is issued to the applicant. The status report contains the initial evaluation of protocol and data requirements. The status report is part of the requirement for application of EUP. EUP is issued to registrants prior to conduct of any local field trials, which shall be done by FPA-accredited researchers following the FPA-approved protocols.

EUP IA covers coded compounds and formulations in the initial stages of development to be tested only within the company research station. Data generated is used for research purposes only and is not intended for registration.

EUP IB covers coded compounds and formulations in the initial stages of development to be tested in a licensed testing site (not necessarily owned by the company) outside the company research station. Data generated is used for research purposes only and is not intended for registration.

EUP II covers those pesticides, coded or branded in the pre-market stage and the bioefficacy and residue data generated may be used for registration purposes.

EUP III covers registered pesticides to be tested for additional uses or for label expansion requiring bioefficacy and residue data generation.

Amendment and Extension of Validity of EUP maybe allowed upon request and payment of necessary fee, provided the reasons are acceptable to FPA.

Office or Division	FPA Biotechnology Core Team
Classification	Highly Technical
Type of Transaction	G2B - Government to Business Entity
Who may avail	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PIP Single Event and Stacked Trait Product	
Letter of Intent	Biotechnology Product Developer
Duly accomplished and notarized FPA prescribed PIP EUP Application Form (1 original and 4 photocopies)	FPA Biotech Core Team (BCT) Secretariat, 1st Floor, FPA Bldg. and FPA Website
Trial Protocol (5 photocopies)	FPA Accredited PIP Researcher
Summary of data submitted and an applicant's assessment of how these data supports EUP application for the purpose, uses and directions for use in the draft product label (1 original and 4 photocopies)	Biotechnology Product Developer
Full PIP Product Specifications required as in Registration of PIP Products (Approach to Testing, Product Identity, Confidential Statement of Formula, Information of Ingredients, Transformation Process, Purification Data, Discussion on the Formation of Unintentional Ingredients and Physical and Chemical Properties) (1 original and 4 photocopies)	Biotechnology Product Developer
Toxicology Data (1 original and 4 photocopies)	Biotechnology Product Developer

Data on Protein Expression Levels of the PIP in the Edible Portion of the PPP (1 original and 4 photocopies)	Biotechnology Product Developer
Residue Data (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Non-target Effect Testing for PIPs and other Agricultural Pesticidal Substances (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Environmental Fate/Residue for PIPs (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Product Performance and Bioefficacy Data (Ex-country data) (1 original and 4 photocopies)	Biotechnology Product Developer
Draft product label (1 original and 4 photocopies)	Biotechnology Product Developer
Review of data done by other countries or international organization, if available (1 original and 4 photocopies)	Biotechnology Product Developer
Letter of Authorization to cite previously submitted data for products registered under different company, if any (1 origjnal and 4 photocopies)	Original Registrant
Scientific data for presence/absence of gene-gene, protein-protein interaction, and gene-protein for PIP components for stacked trait product only (5 photocopies)	Biotechnology Product Developer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for Status Report (EUP for PIPs)	1. Check the completeness of submitted application documents and Issue Bill Form	none	30 minutes	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg.
2. Pay corresponding filing fee	2. Issue Order of Payment (OP)		15 minutes	Accounting Staff, 1st Floor, FPA Bldg.
	2.1 Issue Official Receipt (OR)	For EUP IA & IB: ₱1,500.00 x no. of product x no. of protocol x no. of season x no. of crop For EUP II & III: ₱3,000.00 x no. of product x no. of	15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.

		protocol x no. of season x no. of crop For Extension of EUP: ₱3,000.00 x no. of product x no. of protocol x no. of additional season x no. of crop For Amendment of EUP: ₱3,000.00 For Amendment & Extension of EUP, whichever is greater will be the corresponding fee. *Note: Season refers to wet and dry seasons. Trial duration that a) falls within January to June covers 1 season; b) falls within July to December covers 1 season. c) overlaps June and July, or December and January, covers 2 seasons.*		
3. Present original copy of Official Receipt to BCT Secretariat	3. Record the payment, and the official receipt number into PIP-EUP Application Form.	None	10 minutes	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg
4. Wait for the release of status report (EUP for PIPs)	4. Prepare the submitted application dossiers for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg
	4.1 Submit EUP data requirements for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg
	4.2 Evaluate EUP data requirements	none	14 days	BRTE, FPA
	4.3 Consolidate results of technical evaluation and prepare Status Report (EUP for PIPs)	none	2 days, 1 hour, and 50 minutes	BCT Members, FPA, 1st Floor, FPA Bldg.

	4.4 Review and approve Status Report (EUP for PIPs)	none	2 hours	BCT Chairperson, FPA, 2nd Floor, FPA Bldg.
	4.5 Approve the Status Report (EUP for PIPs)	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg.
5. Receive the notification to claim the status report (EUP for PIPs)	5. Notify the client to claim the Status Report (EUP for PIPs)	none	1 hour	BCT Secretariat, FPA, 1st Floor, FPA Bldg.
	Total:	**depending on the number of products, crop, protocol, and season covered**	**20 days**	

11. ISSUANCE OF COMPLIANCE EVALUATION REPORT (EXPERIMENTAL USE PERMIT (EUP) FOR PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER PESTICIDAL SUBSTANCES)

If the results of the previous evaluation indicate significant scientific/ technical issues, data gaps, and/ or deficiencies (as indicated in the previous Status Report issued by FPA), the applicant shall be given an opportunity to submit any information/ data/ documents to resolve the issue.

The questions, comments, and/or recommendation of FPA and its technical evaluators must be addressed by the applicant by submitting dossier(s) which may be:

a. Correction/revision of the previously submitted data, justification, response to FPA's questions/comments, etc.	No filing fee
b. New data to comply with the prescribed data requirement.	With filing fee of ₱ 4,000.00

Office or Division	FPA Biotechnology Core Team
Classification	Highly Technical
Type of Transaction	G2B - Government to Business Entity
Who may avail	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cover Letter (1 original and 1 photocopy)	Biotechnology Product Developer
Dossier to address the questions, comments, and/or recommendation of FPA, and its technical evaluators. (1 original and 1 photocopy)	Biotechnology Product Developer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for the issuance of Compliance Evaluation Report (EUP for PIP)	1. Check the completeness of submitted application documents and Issue Bill Form	none	30 minutes	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg.
2. Pay corresponding fees	2. Issue Order of Payment (OP)		15 minutes	Accounting Staff, 1st Floor, FPA Bldg.

	2.1 Issue Official Receipt (OR)	For the compliance to data gaps noted in the Status Report, justification, response to FPA's questions/ comments, etc., no filing fee. For new data to comply with the prescribed data gaps, the filing fee is PhP 4,000.00.	15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.
3. Present original copy of Official Receipt to BCT Secretariat	3. Record the official receipt number.	none	10 minutes	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg.
4. Wait for the release of Compliance Evaluation Report (EUP for PIP)	4. Prepare the submitted compliance document and/or new data for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg.
	4.1 Submit EUP compliance document and/or new data for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg.
	4.2 Evaluate EUP compliance data and/or new data. If the compliance document and/or new data did not pass the evaluation, the client must resubmit their compliance and start again at step 1.	none	14 days	BRTE, FPA
	4.3 Consolidate results of technical evaluation and prepare EUP Compliance Evaluation Report	none	2 days, 1 hour, and 50 minutes	BCT Members, FPA, 1st Floor, FPA Bldg.
	4.4 Review and approve EUP Compliance Evaluation Report	none	2 hours	BCT Chairperson, FPA, 2nd Floor, FPA Bldg.

	4.5 Approve the Status Report (EUP for PIPs)	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg.
5. Receive the notification to claim the Compliance Evaluation Report (EUP for PIPs)	5. Notify the client to claim the EUP Compliance Evaluation Report	none	1 hour	BCT Secretariat, FPA, 1st Floor, FPA Bldg.
	Total:	**PhP 4,000.00** ***for the submission of new data for evaluation***	**20 days**	

12. ISSUANCE OF EXPERIMENTAL USE PERMIT (EUP) FOR PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER PESTICIDAL SUBSTANCES

Experimental Use Permit (EUP) is issued to registrants prior to conduct of any local field trials. EUP is part of the requirements for product registration of plant-incorporated protectants (PIPs) and other pesticidal substances. The said local field trials shall be conducted by FPA Accredited Researcher following the approved protocols. Data generated from trials without the necessary permit shall not be accepted for registration. The validity of the EUP depends on the cropping season covered and applied by the registrant. The types of EUP to be issued are as follows:

EUP IA covers coded compounds and formulations in the initial stages of development to be tested only within the company research station. Data generated is used for research purposes only and is not intended for registration.

EUP IB covers coded compounds and formulations in the initial stages of development to be tested in a licensed testing site (not necessarily owned by the company) outside the company research station. Data generated is used for research purposes only and is not intended for registration.

EUP II covers those pesticides, coded or branded in the pre-market stage and the bioefficacy and residue data generated may be used for registration purposes.

EUP III covers registered pesticides to be tested for additional uses or for label expansion requiring bioefficacy and residue data generation.

Amendment and Extension of Validity of EUP maybe allowed upon request and payment of necessary fee, provided the reasons are acceptable to FPA.

Office or Division	FPA Biotechnology Core Team
Classification	Highly Technical
Type of Transaction	G2B - Government to Business Entity
Who may avail	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cover Letter (1 original and 1 electronic copy)	Biotechnology Product Developer
Accomplished EUP PIP Application Form, notarized & with documentary stamp (if there are changes in the final trial details, such as the duration, location, researchers, etc.)	Biotechnology Product Developer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for EUP for PIP	1. Check the completeness of application documents	none	30 minutes	FPA BCT Secretariat, FPA, 1st Floor, FPA Bldg.
2. Wait for the notification on the release of EUP for PIP	2. Review all the submitted documents and prepare EUP for PIP	none	6 days, 2 hours, and 30 minutes	FPA BCT Members, FPA, 1st Floor, FPA Bldg.
	2.1 Review the EUP and endorse the approval of EUP for PIP	none	2 hours	FPA BCT Chairperson, 2nd Floor, FPA Bldg
	2.2 Approve the EUP for PIP	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg
3. Receive the notification of the approval of the EUP	3. Notify the Biotechnology Product Developer on the approval of the EUP	none	1 hour	BCT Secretariat, FPA, 1st Floor, FPA Bldg.
	Total:	**none**	**7 days**	

13. ISSUANCE OF STATUS REPORT (PRODUCT REGISTRATION OF PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER AGRICULTURAL PESTICIDAL SUBSTANCES)

Prior to the issuance of the Certificate of Product Registration (CPR), a status report (Product Registration of PIPs) is issued to the applicant. The status report contains the initial evaluation of product registration data requirements. The status report is part of the requirement for application for product registration.

In compliance with the mandate of FPA under PD No. 1144 and DOST-DA-DENR-DOH-DILG JDC No. 1, s.2016, all transformation events that has agricultural pesticidal action which serves as Plant-Incorporated Protectant (PIP) in Pest-Protected Plant (PPP) derived from modern biotechnology is being regulated by FPA. As such, these products must be registered prior to import, export, manufacture, formulation, storage, distribution, selling or offer for sale, transport, deliver for transport, or use in the country.

The Conditional Product Registration is valid for one (1) year while the Full Product Registration is valid for three (3) years.

Office or Division	FPA Biotech Core Team
Classification	Highly Technical
Type of Transaction	G2B - Government to Business Entity
Who may avail	Biotechnology Product Developer with Approved EUP

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Type I- PIP Single Event	
Letter of Intent (1 original and 4 photocopies)	Biotechnology Product Developer
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original and 4 photocopies)	FPA Biotech Core Team (BCT), 3rd Floor, FPA Bldg. FPA Website
Data of Product Trade/ Brand Name (1 original and 4 photocopies)	Biotechnology Product Developer
BPI Biosafety Permit for Commercial Propagation (If product has been previously registered with BPI) (5 photocopies)	Bureau of Plant Industry (BPI)
Summary of data and an applicant's assessment of how data supports registration for the purpose, uses, and directions for use in the draft product label (1 original and 4 photocopies)	Biotechnology Product Developer
Scientific data on approach to testing (1 original and 4 photocopies)	Biotechnology Product Developer
Data on product identity, confidential statement of formula, information of ingredients (1 original and 4 photocopies)	Biotechnology Product Developer
Data on transformation process, purification process, discussion on the formation of unintentional ingredients (1 original and 4 photocopies)	Biotechnology Product Developer
Data on physical and chemical properties (1 original and 4 photocopies)	Biotechnology Product Developer
Toxicology data for PIP (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Protein Expression Levels of PIP in the edible portion of the PPP (1 original and 4 photocopies)	Biotechnology Product Developer

Data on non-target effect testing for PIPs and other agricultural pesticidal substances (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Environmental Fate/ Residue for PIPs (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Product Performance and Local Bioefficacy (1 original and 4 photocopies)	Biotechnology Product Developer
Draft product label (1 original and 4 photocopies)	Biotechnology Product Developer
Review of data done by other countries or international organization, if available (5 photocopies)	Biotechnology Product Developer
Bill Form	FPA – LSD, 3rd Floor, FPA Building
Order of Payment	FPA Cashier's Office, 1st Floor, FPA Building
Official Receipt	FPA Cashier's Office, 1st Floor, FPA Building
Type II- PIP Stacked Trait Product	
Letter of Intent (1 original and 4 photocopies)	Biotechnology Product Developer
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original and 4 photocopies)	Biotechnology Product Developer
Data of Product Trade/ Brand Name (1 original and 4 photocopies)	Biotechnology Product Developer
BPI Biosafety Permit for Commercial Propagation (If product has been previously registered with BPI) (5 photocopies)	Bureau of Plant Industry (BPI)
Letter of Authorization to use other PIP product registered to other company (1 original and 4 photocopies)	Original Biotechnology Product Developer of the Product
Summary of data and an applicant's assessment of how data supports registration for the purpose, uses, and directions for use in the draft product label (1 original and 4 photocopies)	Biotechnology Product Developer
Scientific data on approach to testing (1 original and 4 photocopies)	Biotechnology Product Developer
Data on product identity, confidential statement of formula, information of ingredients (1 original and 4 photocopies)	Biotechnology Product Developer
Data on transformation process, purification process, discussion on the formation of unintentional ingredients (1 original and 4 photocopies)	Biotechnology Product Developer
Data on physical and chemical properties (1 original and 4 photocopies)	Biotechnology Product Developer
Toxicology data for PIP (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Protein Expression Levels of PIP in the edible portion of the PPP (1 original and 4 photocopies)	Biotechnology Product Developer

Data on non-target effect testing for PIPs and other agricultural pesticidal substances (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Environmental Fate/ Residue for PIPs (1 original and 4 photocopies)	Biotechnology Product Developer
Data on Product Performance and Local Bioefficacy Data (1 original and 4 photocopies)	Biotechnology Product Developer
Draft product label (1 original and 4 photocopies)	Biotechnology Product Developer
Review of data done by other countries or international organization, if available (5 photocopies)	Biotechnology Product Developer
Scientific data for presence/absence of gene-gene, protein-protein interaction, and gene-protein for PIP components (1 original and 4 photocopies)	Biotechnology Product Developer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for the issuance of Status Report (Product Registration of PIP)	1. Check the completeness of submitted application documents and Issue Bill Form	none	30 minutes	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
2. Pay corresponding filing fee	2. Issue Order of Payment (OP)	none	15 minutes	Accounting Staff, 1st Floor, FPA Bldg.
	2.1 Issue Official Receipt (OR)	Filing Fees: Protein/ Active Ingredient: 4,500.00 Product/ Transformation Event: 3,000.00	15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.
3. Present original copy of Official Receipt to BCT Secretariat	3. Record the official receipt number.	none	10 minutes	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
4.Wait for the notification on the issuance of Status Report (Product Registration of PIPs)	4. Prepare the submitted application dossiers for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
	4.1 Submit data requirements for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
	4.2 Evaluate data requirements	none	14 days	BRTE, FPA

	4.3 Consolidate results of technical evaluation and prepare Status Report (Product Registration of PIPs)	none	2 days, 1 hour, and 50 minutes	BCT Members, FPA, 3rd Floor, FPA Bldg
	4.4 Review and approve the Status Report (Product Registration of PIPs)	none	2 hours	BCT Chairperson, FPA, 2nd Floor, FPA Bldg
	4.5 Approve the Status Report (Product Registration for PIPs)	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg
5. Receive the notification on the issuance of Status Report (Product Registration of PIPs)	5. Notify the Biotechnology Product Developer on the availability of the Status Report (Product Registration of PIPs)	none	1 hour	BCT Members, 3rd Floor, FPA Bldg
	Total:	**depending on the number of protein and transformation event**	**20 days**	

14. ISSUANCE OF COMPLIANCE EVALUATION REPORT (PRODUCT REGISTRATION OF PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER PESTICIDAL SUBSTANCES)

If the results of the previous evaluation indicate significant scientific/technical issues, data gaps, and/or deficiencies (as indicated in the previous Status Report (Product Registration of PIPs) issued by FPA), the applicant shall be given an opportunity to submit any information/data/documents to resolve the issue.

The questions, comments, and/or recommendation of FPA and its technical evaluators must be addressed by the applicant by submitting dossier(s) which may be:

a. Correction/revision of the previously submitted data, justification, response to FPA's questions/comments, etc.	No filing fee
b. New data to comply with the prescribed data requirement.	With filing fee of ₱ 4,000.00

Office or Division	FPA Biotechnology Core Team
Classification	Highly Technical
Type of Transaction	G2B - Government to Business Entity
Who may avail	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cover Letter (1 original and 1 photocopy)	Biotechnology Product Developer
Dossier to address the questions, comments, and/or recommendation of FPA, and its technical evaluators (1 original and 1 photocopy)	Biotechnology Product Developer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for Compliance Evaluation Report (Product Registration of PIP)	1. Check the completeness of submitted application documents and Issue Bill Form	none	30 minutes	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
2. Pay corresponding fees	2. Issue Order of Payment (OP)		15 minutes	Accounting Staff, 1st Floor, FPA Building
	2.1 Issue Official Receipt (OR)	For the compliance to data gaps noted in the Status Report, justification, response to FPA's questions/ comments, etc., no filing fee. For new data to comply with	15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.

		the prescribed data gaps, the filing fee is PhP 4,000.00.		
3. Present original copy of Official Receipt to BCT Secretariat	3. Record the official receipt number	None	10 minutes	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
4. Wait for the release of Compliance Evaluation Report (Product Registration of PIP)	4. Prepare the submitted compliance document and/or new data for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
	4.1 Submit product registration compliance and/or new data for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
	4.2 Evaluate product registration compliance document and/or new data. If the compliance document and/or new data did not pass the evaluation, the client must resubmit their compliance and start again at step 1.	none	14 days	BRTE, FPA
	4.3 Consolidate results of technical evaluation and prepare Compliance Evaluation Report (Product Registration of PIP)	none	2 days, 1 hour, and 50 minutes	BCT Members, FPA, 3rd Floor, FPA Bldg.
	4.4 Review and approve Compliance Evaluation Report (Product Registration of PIP)	none	2 hours	BCT Chairperson, FPA, 2nd Floor, FPA Bldg.
	4.5 Approve the Compliance Evaluation Report (Product Registration of PIP)	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg
5. Receive the notification to claim the status report	5. Notify the client to claim the Compliance Evaluation Report (Product Registration of PIP)	none	1 hour	BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
	Total:	**PhP 4,000.00 *for the submission of new data for evaluation***	**20 days**	

15. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION OF PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER AGRICULTURAL PESTICIDAL SUBSTANCES

In compliance with the mandate of FPA under PD No. 1144 and DOST-DA-DENR-DOH-DILG JDC No. 1, s.2016, all transformation events that has agricultural pesticidal action which serves as Plant-Incorporated Protectant (PIP) in Pest-Protected Plant (PPP) derived from modern biotechnology is being regulated by FPA. As such, these products must be registered prior to import, export, manufacture, formulation, storage, distribution, selling or offer for sale, transport, deliver for transport, or use in the country. The Conditional Product Registration is valid for one (1) year while the Full Product Registration is valid for three (3) years.

Office or Division	FPA Biotechnology Core Team
Classification	Highly Technical
Type of Transaction	G2B - Government to Business Entity
Who may avail	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cover Letter (1 original and 1 photocopy)	Biotechnology Product Developer
Accomplished PIP Application Form, notarized & with documentary stamp (only if there is/are any amendment/s in the originally submitted application forms)	Biotechnology Product Developer
Proof of publication of application form in three (3) newspapers of general circulation within 60 days and to be uploaded in the FPA website (1 original and 1 photocopy)	Three newspaper companies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for issuance of CPR of PIP	1. Check the completeness of submitted application documents and issue Bill Form	none	30 minutes	FPA BCT Secretariat, 3rd Floor, FPA Bldg.
2. Wait for the notification on the release of CPR of PIP	2. Review all the submitted documents and prepare the CPR of PIP	none	4 days, 2 hours and 30 minutes	FPA BCT Member, 3rd Floor, FPA Bldg.
	2.1 Review the CPR of PIP and endorse the approval of CPR of PIP	none	2 hours	FPA BCT Chairperson, 2nd Floor, FPA Bldg.
	2.2 Approve the CPR of PIP	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg.
3. Receive the notification and claim the approved CPR	3. Notify the client on the approval of PIP	none	3 days *(including waiting time)*	BCT Secretariat, 3rd Floor, FPA Bldg.
4. Pay corresponding registration fee	4. Issue Bill Form	none	15 minutes	BCT Secretariat, 3rd Floor, FPA Bldg.
	4.1. Issue Order of Payment (OP)	none	15 minutes	Accounting Staff, 1st Floor, FPA Building

	4.2 Issue Official Receipt (OR)	***Conditional Registration*** Protein/ Active Ingredient: 7,000.00 Product/ Transformation event: 5,000.00 ***Full Registration*** Protein/ Active Ingredient: 20,000 Product/ Transformation Event: 15,000	15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.
5. Present original copy of Official Receipt and receive the CPR of PIP	5. Record the OR number and release the CPR	none	15 minutes	BCT Secretariat, FPA, 3rd Floor, FPA Bldg.
	Total:	**depends on the type of registration to be issued**	**8 days**	

16. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION (RENEWAL) OF PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER AGRICULTURAL PESTICIDAL SUBSTANCES

In compliance with the mandate of FPA under PD No. 1144 and DOST-DA-DENR-DOH-DILG JDC No. 1, s.2016, all transformation events that has agricultural pesticidal action which serves as Plant-Incorporated Protectant (PIP) in Pest-Protected Plant (PPP) derived from modern biotechnology is being regulated by FPA. As such, these products must be registered prior to import, export, manufacture, formulation, storage, distribution, selling or offer for sale, transport, deliver for transport, or use in the country. The Conditional Product Registration is valid for one (1) year while the Full Product Registration is valid for three (3) years.

Office or Division	Biotechnology Core Team (BCT)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent (1 original)	Biotechnology Product Developer
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original)	Biotechnology Product Developer
Valid BPI Biosafety Permit (1 original)	Bureau of Plant Industry (BPI)
Scientific data on the recent updates regarding safety, toxicology, insect resistance, residue, product performance, if available and if necessary (1 original)	Biotechnology Product Developer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for issuance of CPR of PIP (Renewal)	1. Check the completeness of submitted application documents and Issue Bill Form	none	30 minutes	BCT Secretariat, 3rd Floor, FPA Bldg.
2. Wait for the notification on the release of CPR of PIP	2. Review all the submitted documents and prepare the CPR of PIP	none	9 days, 2 hours, and 30 minutes	BCT Members, 3rd Floor, FPA Bldg.
	2.1 Review the CPR of PIP and endorse the approval of CPR of PIP	none	2 hours	BCT Chairperson, 2nd Floor, FPA Bldg
	2.2 Approve the CPR of PIP	none	2 hours	Executive Director, OED, 2nd Floor, FPA Bldg.
3. Receive the notification and claim the approved CPR	3. Notify the client on the approval of PIP	none	3 days *(including waiting time)*	BCT Secretariat, 3rd Floor, FPA Bldg.
4. Pay corresponding registration fee	4. Issue Bill Form	none	15 minutes	BCT Secretariat, 3rd Floor, FPA Bldg.
	4.1. Issue Order of Payment (OP)	none	15 minutes	Accounting Staff, 1st Floor, FPA Building
	4.2 Issue Official Receipt (OR)	***Conditional Registration*** Protein/ Active	15 minutes	Cashier, Cashier's Office, 1st Floor, FPA Bldg.

		Ingredient: 7,000.00 Product/ Transformation event: 5,000.00 ***Full Registration*** Protein/ Active Ingredient: 20,000 Product/ Transformation Event: 15,000		
5. Present original copy of Official Receipt and receive the CPR of PIP	5. Record the OR number and release the CPR	none	15 minutes	BCT Secretariat, 3rd Floor, FPA Bldg.
	Total:	**depends on the type of registration to be issued**	**13 days**	

INTERNAT SERVICES

1. ANALYSIS OF FERTILIZER AND PESTICIDE SAMPLES FOR PRODUCT REGISTRATION AND MONITORING

Analysis of fertilizer and pesticide samples are being done by the Laboratory Services Division (LSD) in support to the product registration and monitoring activities of FPA. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to other FPA Recognized Laboratories.

Office or Division	Laboratory Services Division (LSD)
Classification	Highly Technical
Type of Transaction	G2G - Government to Government
Who may avail	Fertilizer Regulations Division (FRD) and Pesticide Regulations Division (PRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Analysis Form	Registrant/ applicant or Regional Field Unit personnel
For Fertilizer sample (minimum of 500 g for solid organic, 250 g for solid inorganic, and 250 mL for liquid organic/ inorganic) For Pesticide sample (minimum of 250 g for solid, 250 mL for liquid)	Registrant/ applicant or Regional Field Unit personnel
Safety Data Sheet (SDS) for new imported fertilizer or pesticide (1 photocopy)	Registrant/ applicant or Regional Field Unit personnel
Analytical testing procedure(s) if no available method in LSD (1 photocopy)	Registrant/ applicant or Regional Field Unit personnel
Analytical standard including its Certificate of Analysis, if not available in LSD (1 photocopy)	Registrant/ applicant or Regional Field Unit personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for laboratory analysis	1. Check the condition of the sample, review the requested analysis, and fill-out the Test Parameter Results Form	none	1 hour	Admin Asst. III, LSD, 3rd Floor, FPA Bldg.
2. Wait for the result of laboratory analysis	2. Prepare the fertilizer or pesticide sample and required reagents for analysis	none	1 day and 6 hours	Lab Technician III, LSD, 3rd Floor, FPA Bldg.
	2.1 Conduct laboratory analysis and encode test results	none	15 days	Lab Technician III, Chemist II & III, Biologist II, LSD, 3rd Floor, FPA Bldg. *(depends on the test parameter to be analyzed)*
	2.2 Review test results and prepare the laboratory test report	none	2 days	Chemist IV, LSD, 3rd Floor, FPA Bldg.
	2.3 Approve the release of laboratory test report	none	4 hours	Chemist V, LSD, 3rd Floor, FPA Bldg.
	2.4 Note the approval of the release of laboratory test report	none	4 hours	Executive Director, OED, 2nd Floor, FPA Bldg.
3. Receive the approved laboratory test report	3. Release the approved laboratory test report	none	1 hour	Admin Asst. III, LSD, 3rd Floor, FPA Bldg.
	Total:	**None**	**20 days**	