ISSUANCE OF EXPERIMENTAL USE PERMIT

Experimental Use Permit (EUP) is issued to registrants prior to conduct of any local field trials, which shall only be done by FPA-accredited researchers following the FPA-approved protocols. Data generated from trials without EUP shall not be accepted for registration.

Type of EUP	Description
EUP IA	This 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	This 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	This 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	This covers registered pesticides to be tested for additional uses or for label expansion requiring bioefficacy and residue data generation.
Amendment/ Extension of EUP	This maybe allowed upon request and payment of necessary fee, provided the reasons are acceptable to FPA.

EUP applications shall undergo evaluation by FPA regulatory personnel. For EUP II, EUP III, and in certain cases of EUP amendment/extension, the application will require further assessment by technical evaluators. However, it must be noted that the evaluation process of EUP application shall only proceed after payment of filing fees & submission of the hard copies

4. EVALUATION OF APPLICATION

Office/Division:	FPA Central Office – Pesticide Regulation Division
Classification:	Simple
Type of transaction:	G2B – Government service for business entities
Who can avail:	1. Local companies (i. E. A juridical person created under the Philippine Law) registered by the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by FPA; and 2. Local subsidiaries of any foreign-based pesticide company *Note*: Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under Presidential Decree no. 218 are not allowed to apply for this service. Applicants who has scheduled a face-to-face appointment with PRD and ha submitted advance electronic copy of EUP application through *Google Form*

<table>
<tr><th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr>
<tr><td colspan="2">For EUP IA & IB, one (1) set of the following:</td></tr>
<tr><td>1. Cover letter</td><td>Applicant</td></tr>
<tr><td>2. Accomplished FPA Form no. P-001 (Notice of Intent to Conduct Experiment), notarized & with documentary stamp</td><td>Downloadable at http://fpa.da.gov.ph</td></tr>
<tr><td>3. Trial protocol(s)</td><td>Applicant</td></tr>
<tr><td>4. SDS (Safety Data Sheet) of the pesticide to be tested</td><td>Applicant</td></tr>
<tr><td colspan="2">For EUP II, one (1) set of the following:</td></tr>
<tr><td>1. Cover letter</td><td>Applicant</td></tr>
<tr><td>2. Accomplished FPA Form no. P-002 (Application for EUP), notarized & with documentary stamp</td><td>Downloadable at http://fpa.da.gov.ph</td></tr>
<tr><td>3. Proposed product label</td><td>Applicant</td></tr>
<tr><td>4. Trial Protocol(s)</td><td>FPA Accredited Pesticide Researcher</td></tr>
<tr><td>5. Compliance to the data requirements detailed in FPA's Pesticide Regulatory Policies and Implementing Guidelines, known as FPA Green Book (all relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.)
a. For conventional pesticides, refer to Table 2. Data Requirement for Registration and Experimental Use Permit (pages 52 to 61 of FPA Green Book)
b. For biorational pesticides, refer to Table 7. Data Requirement for EUP for Biorational (pages 109 to 110 of FPA Green Book)
c. For other agricultural chemicals, refer to page 21 of FPA Green Book</td><td>Applicant</td></tr>
<tr><td>6. Summary of data submitted (summarized and formatted according to the table of data requirements specified in FPA Green Book)</td><td>Applicant</td></tr>
<tr><td>Important Notes:
i. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.)
ii. When a data requirement is deemed not applicable, do not just put "N/A". Provide reason/justification, instead.
iii. To facilitate the evaluation process, items #1, #2, #3 and #6 (in the list of requirements above) must be found on the first pages of each folder that will be submitted. In addition, data requirements must be arranged in separate folders as shown below:

<table>
<tr><th colspan="2">For conventional pesticides:</th></tr>
<tr><td>1.0. General Information</td><td rowspan="2">Merge in Folder 1</td></tr>
<tr><td>2.0. Specification</td></tr>
<tr><td>3.0. Bioefficacy (including trial protocol)</td><td>Folder 2</td></tr>
<tr><td>4.0. Toxicology</td><td>Folder 3</td></tr>
<tr><td>5.0. Human Exposure & Safety</td><td>Folder 4</td></tr>
<tr><td>6.0. Environmental Effects</td><td>Folder 5</td></tr>
<tr><td>7.0. Residue in Food (including SPRT protocol, if applicable)</td><td>Folder 6</td></tr>
<tr><td>8.0. Environmental Fate & Transport</td><td>Folder 7</td></tr>
</table>

<table>
<tr><th colspan="2">For biorational pesticides:</th></tr>
<tr><td>1.0. General Information</td><td rowspan="2">Merge in Folder 1</td></tr>
<tr><td>2.0. Specification</td></tr>
<tr><td>3.0. Bioefficacy (including trial protocol)</td><td>Folder 2</td></tr>
<tr><td>4.0. Toxicology</td><td>Folder 3</td></tr>
<tr><td>5.0. Residue Data (including SPRT protocol, if applicable)</td><td>Folder 4</td></tr>
<tr><td>6.0. Non-Target Organism Toxicology</td><td>Folder 5</td></tr>
<tr><td>7.0. Environmental Fate & Expression</td><td>Folder 6</td></tr>
</table>
</td><td>Applicant</td></tr>
</table>

For other agricultural chemicals:	
1.0. General Information	Merge in Folder 1
2.0. Specification	
3.0. Bioefficacy (including trial protocol)	Folder 2
4.0. Toxicology (Sections 4.1 to 4.5.1 only)	Folder 3

For **EUP III**, one (1) set of the following:	
1. Cover letter	Applicant
2. Accomplished FPA Form no. P-002 (Application for EUP), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
3. Proposed product label	Applicant
4. Trial Protocol(s) for bioefficacy field trial	FPA Accredited Pesticide Researcher
5. Trial Protocol(s) for SPRT, if applicable	FPA Accredited Pesticide Researcher
For **EUP Amendment/Extension**, one (1) set of the following:	
4. Cover letter	Applicant
5. Accomplished FPA Form no. P-001 or P-002 (Notice of Intent to Conduct Experiment) or (Application for EUP), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
6. Necessary attachments, such as revised trial protocol, justification for amendment and/or extension, etc.	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally submit the hard copies of the EUP application to Pesticide Regulations Division (PRD).	1. Check the completeness of the submission. If submission is incomplete, return the application.	None	30 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
2. Receive the accomplished *Bill Form.*	2. Issue a duly accomplished *Bill Form.*	None	20 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
3. Submit the accomplished *Bill Form* to the Accounting Section (First Floor, Window 1)	3. Receive the accomplished *Bill Form* and issue *Order of Payment* to the Cashier.	None	20 minutes	*Administrative Assistant III* Accounting Section
4. Pay the corresponding filing fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	4. Receive the payment and issue an Official Receipt.	See schedule of fees below.	30 minutes	*FPA Cashier*
5. Return to PRD counter, present the Official Receipt for recording, secure the receiving copy of the EUP application, and wait for the notification or updates from PRD through email.	5. Record the payment and Official Receipt number, then sign and release the receiving copy of the EUP application.	None	20 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
None	6. Update the EUP monitoring log by encoding the pertinent details of the EUP application.	None	1 hour	*Chemist II, Administrative Aide IV* Pesticide Regulations Division

None	7. Do preliminary evaluation. If application requires further evaluation by the Pesticide Regulatory Technical Evaluators (PRTE), prepare to submit the electronic copies of the EUP application dossiers through email. Otherwise, proceed and continue with the evaluation.	None	1 working day	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	8. Distribute the EUP application dossiers to the respective PRTE through email, and update the evaluation monitoring log.	None	4 hours	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	9. Receive the EUP application dossiers, evaluate the compliance to data requirements, make recommendations, and submit an evaluation report through email.	None	14 working days	*Pesticide Regulatory Technical Evaluators (PRTE)*
None	10. Gather all evaluation reports received through email and update the evaluation monitoring log.	None	1 working day	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	11. Consolidate the recommendations of the PRTE, and review the EUP application. If there is any concern, deficiencies, and/or data gaps in the EUP application, notify the applicant through email. If there is none, proceed to processing of EUP.	None	3 working days	*Chemist II, Registration Officer I* Pesticide Regulations Division
TOTAL		See schedule of fees below.	20 working days	

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 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 covers 2 seasons.

5. PROCESSING & RELEASING OF THE PERMIT

Office/Division:	FPA Central Office – Pesticide Regulation Division
Classification:	Complex
Type of transaction:	G2B – Government service for business entities
Who can avail:	Applicants who have fully complied with all the requirements for EUP.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) set of the following	
1. Cover letter	Applicant
2. Updated FPA Form no. P-002 or P-001, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If there are changes in the final trial details, personally submit the listed required documents to PRD. If none, skip this step.	1. Check the completeness of the submission. If submission is incomplete, return the application.	None	30 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
2. If the changes require additional filing fee, receive the accomplished *Bill Form*. If not, skip these steps*.	2. If the submission requires additional filing fee, issue a duly accomplished *Bill Form*. If not, skip these steps*.	None	20 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
3. *Submit the accomplished *Bill Form* to the Accounting Section (First Floor, Window 1)	3. *Receive the accomplished *Bill Form* and issue *Order of Payment* to the Cashier.	None	20 minutes	*Administrative Assistant III* Accounting Section
4. *Pay the corresponding filing fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	4. *Receive the payment and issue an Official Receipt.	See schedule of fees below.	30 minutes	*FPA Cashier*
5. *Return to PRD counter, present the Official Receipt for recording, secure the receiving copy of the EUP application, and wait for the notification or updates from PRD through email.	5. *Record the payment and Official Receipt number, then sign and release the receiving copy of the follow-up submission.	None	20 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
None	6. Assign EUP code/s, encode pertinent details of the EUP into the EUP database, print the permit/s and accomplish Tracking Form for monitoring of transmittal.	None	5 working days	*Chemist II, Registration Officer I, Administrative Aide IV* Pesticide Regulations Division
None	7. Review the EUP application, check the correctness of the permit, and endorse	None	2 hours	*Division Chief* Pesticide Regulations Division

	the approval of EUP.			
None	8. Forward the permits, together with the Tracking Form to the *Office of the Deputy Executive Director for Pesticide*, and to the *Office of the Executive Director* through email.	None	30 minutes	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	9. Endorse the approval of EUP.	None	2 hours	*Deputy Executive Director for Pesticide*
None	10. Approve and sign the permit/s.	None	1 working day	*Executive Director*
None	11. Receive the electronically signed permit/s through email, provide copy to FOCU (Field Operations and Coordinating Unit) for field monitoring.	None	30 minutes	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	12. Issue the electronically signed permit/s to applicant through email, then update the EUP monitoring log.	None	1 hour	*Chemist II, Registration Officer I* Pesticide Regulations Division
TOTAL		None**	7** working days	

***If the follow-up submission involves changes in the final trial details that would require additional filing fee, the same schedule of fees for EUP shall apply. If not, then applicant skips steps 2, 3 & 4, hence less 70 minutes in the total processing time.*

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 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 covers 2 seasons.