

PESTICIDE CONFIRMATORY ANALYSIS

To confirm the declared product specification, pesticide products are analysed in the laboratory by determination of active ingredient content. This is done by FPA-Laboratory Services Division (LSD) and other FPA-recognized laboratories.

8. ENDORSEMENT OF PESTICIDE SAMPLES TO FPA-LSD AND TO OTHER FPA-RECOGNIZED LABORATORIES

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Simple			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who will submit pesticide samples for pesticide confirmatory analysis, which is one of the requirements for product registration, and licensing.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) set of the following				
1. Accomplished FPA Form No. FPA-LSD-F2 (Pesticide Request for Analysis)			Downloadable at http://fpa.da.gov.ph	
2. Pesticide sample to be analyzed:			Applicant	
a. 1 gram analytical grade standard (AGS)				
b. 500 grams or mL sample of the formulated product (FP)				
c. 10 grams sample of the technical material or technical concentrate (TC/TK)				
3. Certificate of Analysis (CoA) of AGS, TGM & FP (with batch number, manufacturing, expiry date and signature of analyst)			Applicant	
4. Method of Analysis, if necessary			Applicant	
5. ¹ Bank to-Bank transfer between the applicant/customer and the FPA-recognized laboratory or check payment with amount based on the quotation issued by the testing institution ¹			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents and samples to Pesticide Regulations Division (PRD) counter.	1. Check the completeness of the submission. If incomplete, return the application.	None	2 hours	<i>Chemist II, Chemist III</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> .	2. Issue a duly accomplished <i>Bill Form</i> to applicant.	None	20 minutes	<i>Chemist II, Chemist III</i> Pesticide Regulation Division

3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3. Issue <i>Order of Payment</i> to cashier.	None	20 minutes	<i>Chemist I, Administrative Assistant III</i> Accounting Section
4. Pay the corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	4. Receive payment from the applicant and issue an official receipt.	Laboratory analysis fee of FPA-LSD (Laboratory Services Division): HPLC Method: ₱ 3,130.00 per sample GC Method: ₱ 3,360.00 per sample Rush service shall incur 100% surcharge.	20 minutes	<i>FPA Cashier</i>
5. Return to the PRD counter for the recording of the official receipt number and secure receiving copy.	5. Record the payment and the Official Receipt number, sign the receiving copy, and update the pesticide confirmatory analysis monitoring logbook.	None	1 hour	<i>Administrative Aide IV/ Chemist III/ Chemist III</i> Pesticide Regulations Division
7. Wait for at most 3 working days for the samples to be endorsed to the respective laboratories.	7. Endorse samples to FPA-LSD or to other FPA-recognized laboratories.	None	2 working days and 4 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulations Division
TOTAL		See remarks below. ²	3 days	

¹ Applicable only for laboratory analysis, which cannot be done at FPA-LSD, will be accommodated by other FPA-recognized laboratories such as *National Pesticide Analytical Laboratory of BPI, Jefcor Laboratories, etc.*

² a. Laboratory analysis fee of FPA-LSD:
HPLC Method: ₱3,130.00 per sample
GC Method: ₱3,360.00 per sample
Rush service shall incur 100% surcharge.
b. Laboratory analysis fee of other FPA-recognized laboratories:
Bank to-bank transfer between the applicant/customer and the FPA-recognized laboratory; or
Check payment with amount based on the quotation issued by the testing institution.



9. EVALUATION OF LABORATORY TEST RESULTS

If upon evaluation, the result of the laboratory analysis was found to be beyond FPA's tolerance limit, the applicant will be notified by the PRD regulatory personnel who is handling the concerned application for product registration/license.

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Complex			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who already have submitted pesticide samples for pesticide confirmatory analysis, as a requirement for product registration and/or licensing.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Laboratory test reports (hard copy or electronic copy)			FPA-LSD or from other FPA-recognized laboratories.	
2. Pesticide's product specification			<i>Chemist II, Chemist III</i> FPA-Pesticide Regulation Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive the laboratory test reports from FPA- LSD or other FPA-recognized laboratories (hard copy or electronic copy). And log the test results into the database.	None	1 hour	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulations Division
None	2. Evaluate laboratory test results then prepare & print evaluation report.	None	5 days	<i>Chemist II</i> Pesticide Regulations Division
None	3. Review and sign the printed evaluation report.	None	1 day	<i>Chemist III</i> Pesticide Regulations Division
None	4. Review and sign the printed evaluation report.	None	3 hours	<i>Division Chief</i> Pesticide Regulations Division
None	5. Forward the signed evaluation report to the respective FPA regulatory personnel, for processing of product registration and/or licensing.	None	4 hours	<i>Chemist II, Administrative Aide IV</i> Pesticide Regulations Division
	6. Scan the signed evaluation reports for archiving and update the database.			<i>Chemist II, Administrative Aide IV</i> Pesticide Regulations Division
	7. Notify the results of the evaluation to the applicant.			<i>Chemist III, Chemist II, Administrative Aide IV</i> Pesticide Regulations Division
TOTAL		None	7 days	