



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**

FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.  
Tel. Nos. 8920-8573, 8441-1601, 8922-3368  
E-mail add: [fpacentral77@gmail.com](mailto:fpacentral77@gmail.com) | Website: <http://fpa.da.gov.ph>

February 10, 2022

**MEMORANDUM CIRCULAR**

NO. 8  
SERIES OF 2022

**TO : ALL FPA PERSONNEL  
ALL FERTILIZER AND PESTICIDE STAKEHOLDERS**

**SUBJECT : ACCEPTANCE OF LABORATORY TEST RESULTS FOR  
REGISTRATION AND QUALITY MONITORING OF FERTILIZER  
AND PESTICIDE PRODUCTS**

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Confirmatory laboratory analysis is one of the pertinent data requirements to verify the quality of all fertilizer and pesticide products for registration and quality monitoring of the Fertilizer and Pesticide Authority (FPA). However, there are current challenges in the transport and submission of fertilizer and pesticide samples for analysis to FPA laboratory or its Recognized laboratories since our country is still in a period of State of Calamity due to COVID-19, declared under Proclamation No. 1218 signed by President Rodrigo Roa Duterte on September 10, 2021. There are also restrictions in movement per guidelines of implementation of alert level system of the Inter-Agency Task Force for Emerging and Infectious Diseases.

In view of the foregoing, please be informed that laboratory test results generated by the chemical and microbiological testing laboratories capable of analyzing fertilizer and/or pesticide products will now be accepted for product registration and quality monitoring purposes. As such, all stakeholders are advised to properly coordinate with the FPA Regional Field Unit (RFU) personnel in their respective areas to facilitate the submission of fertilizer and/or pesticide samples to the testing laboratories.

This Memorandum Circular shall take effect immediately and shall remain valid unless otherwise revoked in writing.

  
**WILFREDO C. ROLDAN**  
Executive Director



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**PROCEDURE FOR FACILITATION OF SAMPLE SUBMISSION FOR FERTILIZER AND PESTICIDE ANALYSIS TO OTHER LABORATORIES IN THE FPA REGIONAL FIELD UNITS FOR PRODUCT REGISTRATION**

The client can submit sample to any FPA Regional/ Provincial Officer within their area. Prior to sample submission, the client is requested to coordinate with FPA Regional/ Provincial Officer and provide the details of the sample. The FPA Regional/ Provincial Officer to coordinate with the laboratory in the area that can analyze the submitted sample and to coordinate with the Fertilizer Regulations Division (FRD) and Pesticide Regulations Division (PRD) for proper recording purposes.

|                            |                                                                  |
|----------------------------|------------------------------------------------------------------|
| <b>Office or Division</b>  | Regional Field Unit                                              |
| <b>Classification</b>      | Highly Technical                                                 |
| <b>Type of Transaction</b> | G2C - Government to Citizen, G2B - Government to Business Entity |
| <b>Who may avail</b>       | Fertilizer and Pesticide Handlers                                |

| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                | <b>WHERE TO SECURE</b> |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------|
| For Fertilizer sample (minimum of 500 g for solid organic, 250 g for solid inorganic, and 500 mL for liquid organic/ inorganic) | Registrant/ applicant  |
| For Pesticide sample (minimum of 250 g for solid, 250 mL for liquid)                                                            |                        |
| Letter of request for laboratory analysis including sample details                                                              | Registrant/ applicant  |
| Safety Data Sheet (SDS) for new imported fertilizer or pesticide (1 photocopy)                                                  | Registrant/ applicant  |
| Analytical testing procedure(s), depends on the laboratory (1 photocopy)                                                        | Registrant/ applicant  |
| Analytical standard including its Certificate of Analysis, depends on the laboratory (1 photocopy)                              | Registrant/ applicant  |

| <b>CLIENT STEPS</b>                                                           | <b>AGENCY ACTION</b>                            | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
|-------------------------------------------------------------------------------|-------------------------------------------------|------------------------|------------------------|---------------------------|
| 1. Submit request for laboratory analysis for the fertilizer/pesticide sample | 1.1 Receive the request and sample for analysis | none                   | 10 mins                | RFU personnel             |
|                                                                               | 1.2 Determine test                              | none                   | 10 mins                | RFU personnel             |

| CLIENT STEPS                        | AGENCY ACTION                                                                                                                                                                                                       | FEEES TO BE PAID                             | PROCESSING TIME    | PERSON RESPONSIBLE                                             |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------|----------------------------------------------------------------|
|                                     | parameter/analyte required for the sample                                                                                                                                                                           |                                              |                    | (with prior coordination with FRD/PRD personnel)               |
|                                     | 1.3 Assign code to the sample and endorse to RFU                                                                                                                                                                    | none                                         | 10 mins            | RFU personnel (with prior coordination with FRD/PRD personnel) |
|                                     | 1.4 Check condition of sample and prepare bill form based on fee of selected laboratory<br><br><i>Note: RFU must have schedule of fees of the laboratories in their respective area with f/p testing capability</i> | none                                         | 15 mins            | RFU personnel                                                  |
| 2. Pay corresponding laboratory fee | 2.1 Receive payment for laboratory fee                                                                                                                                                                              | depends on testing fees of laboratory        | 15 mins            | RFU personnel                                                  |
|                                     | 2.2 Send sample to the laboratory and pay corresponding fee for analysis                                                                                                                                            |                                              | within 3 WD        | RFU personnel                                                  |
| <b>Total:</b>                       |                                                                                                                                                                                                                     | <b>depends on testing fees of laboratory</b> | <b>within 3 WD</b> |                                                                |

**PROCEDURE FOR FACILITATION OF SAMPLE SUBMISSION FOR FERTILIZER AND PESTICIDE ANALYSIS TO OTHER LABORATORIES IN THE FPA REGIONAL FIELD UNITS FOR QUALITY MONITORING**

|                            |                                                                                |
|----------------------------|--------------------------------------------------------------------------------|
| <b>Office or Division</b>  | Fertilizer Regulations Division (FRD) and Pesticide Regulations Division (PRD) |
| <b>Classification</b>      | Simple                                                                         |
| <b>Type of Transaction</b> | G2G - Government to Government                                                 |
| <b>Who may avail</b>       | Regional Field Unit                                                            |

| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                            | <b>WHERE TO SECURE</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| For Fertilizer sample (minimum of 500 g for solid organic, 250 g for solid inorganic, and 500 mL for liquid organic/ inorganic)<br><br>For Pesticide sample (minimum of 250 g for solid, 250 mL for liquid) | Regional Field Unit    |
| Letter of request for laboratory analysis                                                                                                                                                                   | Regional Field Unit    |
| Acknowledgment receipt of sample taken                                                                                                                                                                      | Regional Field Unit    |

| <b>CLIENT STEPS</b>                                                              | <b>AGENCY ACTION</b>                                          | <b>FEES TO BE PAID</b>                       | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
|----------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------|------------------------|---------------------------|
| 1. Submit request for laboratory analysis for the fertilizer/pesticide sample    | 1.1 Determine test parameter/ analyte required for the sample | none                                         | 10 mins                | FRD/PRD personnel         |
|                                                                                  | 1.2 Assign code to the sample and endorse to RFU              | none                                         | 10 mins                | FRD/PRD personnel         |
| 2. Send sample to selected laboratory and wait for release of laboratory results | n/a                                                           | depends on testing fees of laboratory        | within 3 WD            | n/a                       |
| <b>Total:</b>                                                                    |                                                               | <b>depends on testing fees of laboratory</b> | <b>within 3 WD</b>     |                           |

**PROCEDURE FOR ENDORSEMENT OF LABORATORY TEST REPORT FOR FERTILIZER AND PESTICIDE ANALYSIS FOR PRODUCT REGISTRATION**

|                            |                                                                  |
|----------------------------|------------------------------------------------------------------|
| <b>Office or Division</b>  | Regional Field Unit                                              |
| <b>Classification</b>      | Simple                                                           |
| <b>Type of Transaction</b> | G2C - Government to Citizen, G2B - Government to Business Entity |
| <b>Who may avail</b>       | Fertilizer and Pesticide Handlers                                |

| <b>CHECKLIST OF REQUIREMENTS</b> | <b>WHERE TO SECURE</b>                       |
|----------------------------------|----------------------------------------------|
| Laboratory Test Report           | Fertilizer/ Pesticide Laboratory in the area |

| <b>CLIENT STEPS</b>                   | <b>AGENCY ACTION</b>                                            | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
|---------------------------------------|-----------------------------------------------------------------|------------------------|------------------------|---------------------------|
| 1. Receive the laboratory test report | 1.1 Notify client that laboratory test report is available      | none                   | within 1 day           | RFU personnel             |
|                                       | 1.2 Send a copy of laboratory test report to FRD/PRD            | none                   | within 1 day           | RFU personnel             |
|                                       | 1.3 Release the laboratory test report to registrant/ applicant | none                   | within 1 day           | RFU personnel             |
| <b>Total:</b>                         |                                                                 |                        | <b>within 1 day</b>    |                           |