

Republic of the Philippines Department of Agriculture

Fertilizer and Pesticide Authority

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February 10, 2022

MEMORANDUM CIRCULAR NO. _ <u>\beta</u> SERIES OF 2022

TO

ALI

ALL FPA PERSONNEL

ALL FERTILIZER AND PESTICIDE STAKEHOLDERS

SUBJECT

ACCEPTANCE OF LABORATORY TEST RESULTS FOR

REGISTRATION AND QUALITY MONITORING OF FERTILIZER

AND PESTICIDE PRODUCTS

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.

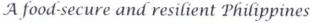
This Memorandum Circular shall take effect immediately and shall remain valid unless otherwise revoked in writing.













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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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

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

CLIENT STEPS	AGENCY ACTION	FEES 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	none	15 mins	RFU personnel
	Note: RFU must have schedule of fees of the laboratories in their respective area with f/p testing capability			
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
	Total:	depends on testing fees of laboratory	within 3 WD	

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

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

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for laboratory analysis for the	1.1 Determine test parameter/ analyte required for the sample	none	10 mins	FRD/PRD personnel
fertilizer/pesticide sample	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
Total:		depends on testing fees of laboratory	within 3 WD	

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

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Laboratory Test Report	Fertilizer/ Pesticide Laboratory in the area		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
Total:			within 1 day	