Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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August 12, 2022

MEMORANDUM CIRCULAR
No. 25
Series of 2022

TO : **FERTILIZER STAKEHOLDERS**
FPA REGIONAL FIELD UNITS
FIELD OPERATIONS AND COORDINATION UNIT
FERTILIZER REGULATIONS DIVISION

SUBJECT : **GUIDELINES ON THE ISSUANCE OF CERTIFICATION FOR SAFE RE-USE OF WASTEWATER AS FERTILIZER**

Pursuant to DA Administrative Order No. 11, series of 2019, titled "Revised Guidelines on the Procedures and Technical Requirements for the Issuance of a Certification Allowing the Safe Re-Use of Wastewater for Purposes of Irrigation, and other Agricultural Uses", with this, Issuance of the Certificate of Product Registration for commercial purpose and Certification for free use or distribution shall follow the guidelines described herein, to wit:

I. Procedure

1. The client shall request for the inspection of their treatment site from the FPA-Regional/Provincial Officers (ROs/POs) in their area.

2. The RO/PO shall conduct the inspection of the treatment site and shall issue the Inspection Treatment Site Report within fifteen (15) working days.

3. The RO/PO shall issue the Treatment Site Inspection Report.

4. The client may send scanned copies of the documentary for pre-evaluation prior to submission to ensure completeness of the requirements.

5. The client shall submit the complete set of documentary requirements to the Fertilizer Regulations Division. Alternatively, the RO/PO may forward the client's complete set of documents to the Fertilizer Regulations Division via courier.

6. The FRD shall evaluate the documentary requirements and issue bill form for payment of the application.

7. The client or authorized representative shall pay for the corresponding fee.

8. The FRD shall process the forwarded application documents with reference to the procedure stipulated in the Citizen's Charter within fifteen (15) working days

upon receipt of the application.

9. The FRD shall notify the client and send the scanned copy of approved Certification copy furnish the respective DA-RFU and LGU contact personnel. The hard copy of Certificate shall be sent to the FPA-RFU via courier.

II. Validity of Certification

For the issuance of certificate product registration (CPR) for safe re-use of wastewater as fertilizer for commercial purposes, the CPR shall have a validity period of three (3) years.

As for the certification for free use or distribution, the initial certification shall have a validity period of one (1) year. Thereafter, the Certification shall have the following validity periods subject to compliance with Agri/Aqua Self-Monitoring Report (ASMR) submission:

a. Three (3) years – if grantee proves to be in good standing within the first year of validity

b. Five (5) years - if grantee proves to be in good standing after the second and succeeding renewal of Certification.

Renewal of Certification shall be applied not earlier than 90 calendar days before expiration for both cases. Issued Certificate shall be displayed/posted in conspicuous locations in the office or facility of the applicant.

III. Checklist of Requirements

A. New Application

1. Certificate of Product Registration (CPR) for Safe Re-use of Waste Water for as Fertilizer for Commercial Purposes

- Duly accomplished and notarized application form (FPA-FRD-F01) with documentary stamp
- Production Process Flowchart
- Treatment Site Inspection Report from FPA RO/PO
- Draft Label
- Fees (Filing and registration fees)

Inorganic	Php 4,200
Soil Conditioner	2,400
Raw Material	2,400
Plant Growth Promoter	2,400
Biostimulant	4,200
Specialty	2,400

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2. **Certification for Safe Re-use of Waste Water as Fertilizer for Free Distribution**

- Duly accomplished application form (FPA-FRD-F15), with the following details:
  - Description of proposed application site
  - Characteristics of wastewater
  - Plan on the re-use of wastewater
  - Baseline conditions of wastewater
- Baseline Data Form for Environmental Impact Monitoring (FPA-FRD-F18)
- Test result from FPA or DENR recognized laboratory
- Treatment Site Inspection Report from FPA RO/PO
- Fee = PHP 2,400

B. Renewal of Application

1. **Certificate of Product Registration (CPR) for Safe Re-use of Waste Water as Fertilizer for Commercial Purposes**

- Duly accomplished and notarized application form (FPA-FRD-F01) with documentary stamp
- Production Process Flowchart
- Treatment Site Inspection Report from FPA RO/PO
- Draft Label
- Fees (Filing and registration fees)

Inorganic	Php 3,000
Soil Conditioner	1,800
Raw Material	1,800
Plant Growth Promoter	1,800
Biostimulant	3,000
Specialty	1,800

2. **Certification for Safe Re-use of Waste Water as Fertilizer for Free Distribution**

- Duly accomplished application form (FPA-FRD-F15), with the following details:
  - Description of proposed application site
  - Characteristics of wastewater
  - Plan on the re-use of wastewater
  - Baseline conditions of wastewater
- Baseline Data Form for Environmental Impact Monitoring (FPA-FRD-F18)
- Test result from FPA or DENR recognized laboratory
- Treatment Site Inspection Report from FPA RO/PO
- Fee = PHP 2,400
- Agri/Aqua Self-Monitoring Form (FPA-FRD-F19)

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- Pest and Disease Monitoring Form (FPA-FRD-F20, signed by the FPA-RFU personnel).

Further for commercial purposes, the applicant must simultaneously apply for a License to Operate as National Distributor for Safe Reuse of Wastewater in accordance with the approved Citizens Charter.

This memorandum circular shall take effect upon signing and shall supersede all other issuances inconsistent herewith.

MYER G. MULA, Ph.D.
Officer-In-Charge

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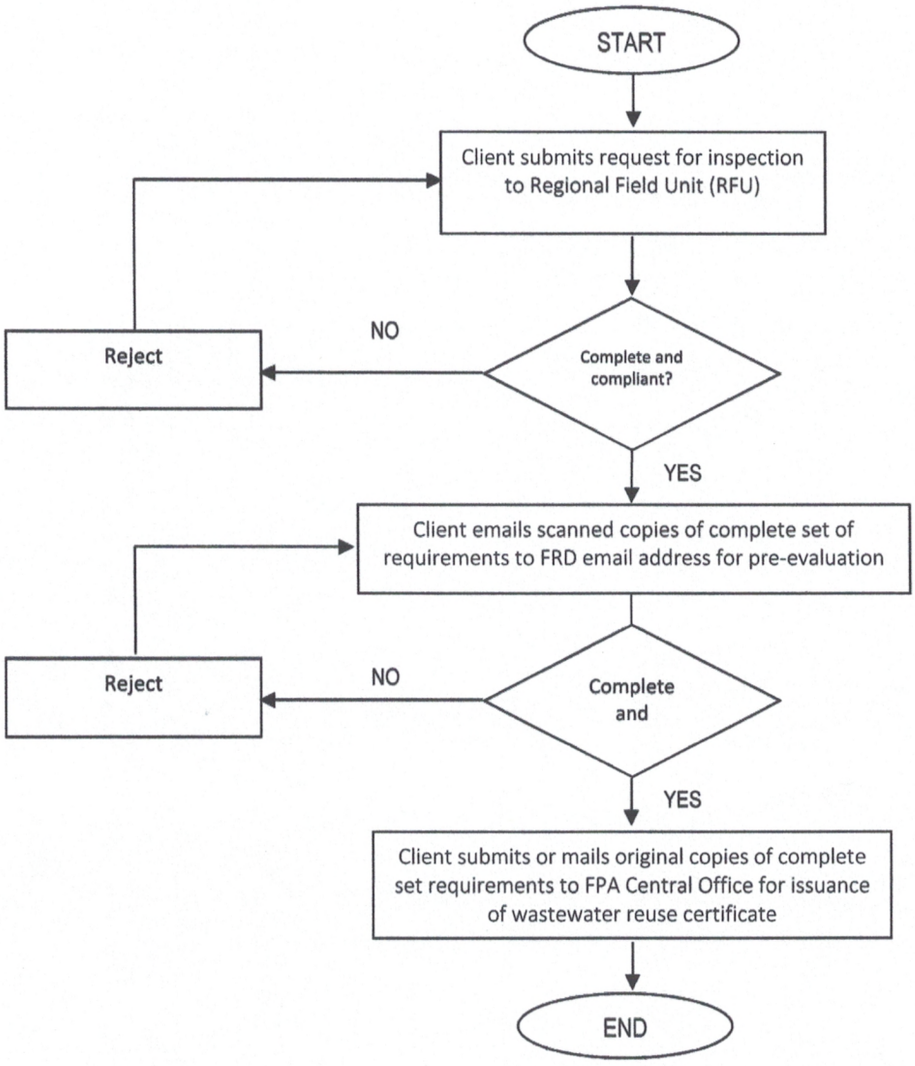
ANNEX 1. PROCEDURES FOR THE ISSUANCE OF CERTIFICATION FOR REUSE OF WASTEWATER AS FERTILIZER
(REGIONAL FIELD UNIT PROCEDURE)

PROCESSING TIME: 7 working days



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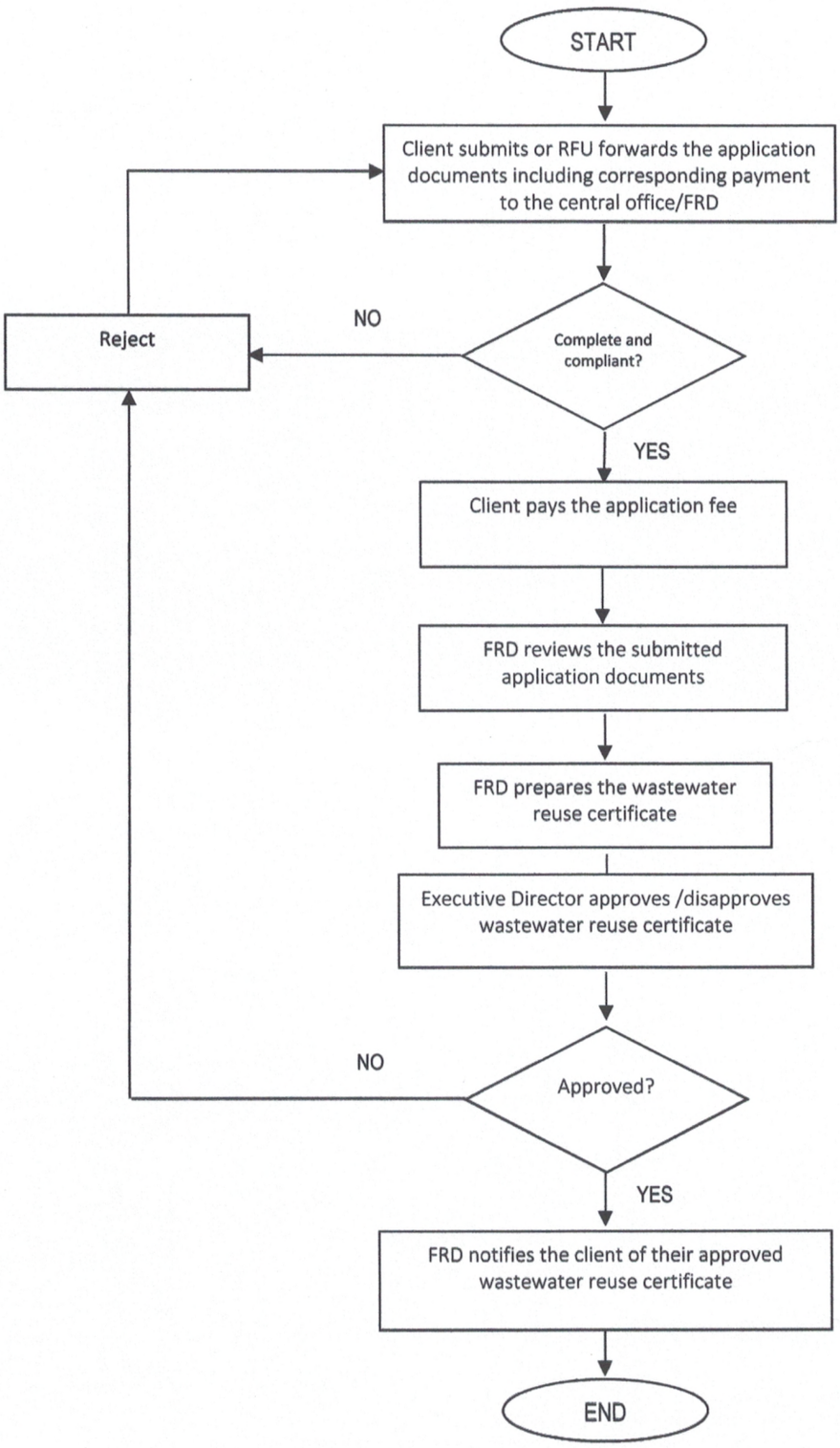
ANNEX 2. PROCEDURES FOR THE ISSUANCE OF CERTIFICATION FOR REUSE OF WASTEWATER AS FERTILIZER
(HEAD OFFICE PROCEDURE)

PROCESSING TIME: 7 working days



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