



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.
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MEMORANDUM CIRCULAR

No. 27

Series of 2022

**TO : ALL FERTILIZER STAKEHOLDERS
REGIONAL AND PROVINCIAL OFFICERS
FERTILIZER REGULATIONS DIVISION
THIS OFFICE**

FROM : THE OFFICE OF THE EXECUTIVE DIRECTOR

**SUBJECT : PROCEDURES ON THE SUBMISSION OF SAMPLES FOR
FERTILIZER PRODUCT REGISTRATION (NEW AND RENEWAL)**

To assure the public of safe and adequate supply of fertilizers and to further improve the existing regulations on product registration, the procedures prescribed herein for the submission of samples for product registration both for locally manufactured and imported fertilizers shall be strictly followed:

A. Request for Sample Endorsement

1. The applicant shall email the completely filled-out Request for Endorsement (FPA-FRD-RE-0100) to FRD (fpa.frd.sample@gmail.com) with details of the product such as the name of the manufacturer, product name, contact person and contact details, location of the manufacturing plant (local) or origin (imported), and the nutrients/test parameter.
2. FRD shall identify the available FPA-Recognized laboratories that are capable of testing the necessary parameters for confirmatory analysis.
3. The FRD shall issue or email the Sample Endorsement Form (FPA-FRD-SEF-0101), which contains the FPA Code, to the applicant. Please take note that payment for confirmatory analysis to the identified laboratory must be done by the applicant.



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B. Collection of Samples

For local fertilizer products:

1. The applicant shall submit a request for manufacturing plant inspection and collection of samples (FPA-FRD-ICS-00102) to the FPA Officer covering the area of operation, fifteen (15) days prior to dry run production. A Third-Party Certificate of Analysis (COA) or Material Safety Data Sheet (MSDS) must be attached. Submission of request can be done through walk-in or email, whichever is more convenient to the applicant.
2. The FPA Plant Inspection Team shall collect the samples during dry run operation and submit the same to the FPA-FRD for laboratory analysis. The collection of samples shall follow the FPA standard procedures for sample collection stipulated in Fertilizer Regulatory Policies and Implementing Guidelines. Two (2) samples shall be collected for each product to be subjected to confirmatory analysis, one (1) to be submitted to the FPA-LSD or to the recognized laboratory, and the other to be kept by the company for future reference, with the container signed officially by the FPA Officer for security and identification.
 - 2.1. For Solid fertilizers, 500 g to 1000 g samples should be submitted in a polyethylene (zip lock) bag, with details such as the name of the product, FPA Code, company name and address, a description of the appearance of the sample, the date of sampling, and the name and signature of the FPA Officer.
 - 2.2. For liquid fertilizers, 500 ml to 1000ml in the same container used by the manufacturer as packaging material, labeled with the name and signature of the FPA Officer, product name, FPA Code, company name and address, and date of sampling.
 - 2.3. For Microbial inoculants, 2 pcs of 200 g or 200 mL in replicates shall be collected and put in the prescribed packaging material, with the name and signature of the FPA Officer, product name, FPA code from the Sample Endorsement Form (SEF), company name and address, and date of sampling.
3. The applicant shall provide the Sample Endorsement Form (FPA-FRD-SEF-0101) emailed by FRD and the payment for analysis to the Inspector.



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4. The FPA Inspector shall submit and endorse the collected samples and payment to FPA-FRD.
5. The FPA-FRD shall forward the submitted sample/s to FPA LSD or recognized laboratory for the required analysis.
6. The FPA-LSD or recognized laboratory shall email the result/s of laboratory analysis to fpa.frd.sample@gmail.com.

For Imported fertilizer products:

1. The applicant shall submit a Request for endorsement, together with COA or MSDS of the product to FRD.
2. The applicant shall submit the sample following the prescribed packaging material and quantity:
 - 2.1. For solid fertilizers, 500 g to 1000 g in a polyethylene bag (zip lock bag)
 - 2.2. For liquid fertilizer, 500 mL to 1000 mL in the same container used by the manufacturer as packaging material.
 - 2.3. For Microbial inoculants, 2 pcs of 200 g or 200 mL in replicates shall be collected and put in the prescribed packaging material
3. The FPA-FRD shall forward the sample to FPA-LSD, FPA-Recognized Laboratory, or Third-Party Laboratory (in case both the FPA-LSD or recognized laboratory have no capability to conduct the analysis). The FPA-FRD shall only forward the submitted sample/s paid or with payment to FPA-LSD or recognized laboratory for the required analysis.
4. The FPA-LSD or recognized laboratory shall email the result/s of laboratory analysis to fpa.frd.sample@gmail.com.

C. Evaluation of Test Report

1. The FPA-FRD shall evaluate the results of the analysis for the issuance of the Test Results Evaluation Summary (TRES) to the applicant, copy-furnished to the FPA Regional Office covering the area.



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2. Products that passed the test results evaluation shall be eligible for application product registration and license to manufacture the registered product/s.
3. Products with failed evaluation expressed in the TRES may undergo reanalysis for the failed parameter only. **However, a sample with three (3) consecutive failed test results shall no longer be eligible for registration of such product.**

This Circular shall supersede all other issuances inconsistent herewith and shall take effect immediately upon signing hereof.

Signed on the 16th day of September 2022.

For guidance and strict compliance.

MYER G. MULA, Ph.D.

Officer-In-Charge



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