



REPUBLIC OF THE PHILIPPINES

OFFICE OF THE PRESIDENT

FERTILIZER AND PESTICIDE AUTHORITY

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MEMORANDUM CIRCULAR NO. 01

Series of 2015

TO : ALL CONCERNED

SUBJECT : IMPLEMENTING GUIDELINES ON THE CONDUCT OF VARIOUS PHYSICO-CHEMICAL ANALYSES IN THE PESTICIDE ANALYTICAL SERVICES LABORATORY (PASL) SECTION OF THE LABORATORY SERVICES DIVISION (LSD)

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**1. RATIONALE**

Pursuant to FPA Board Resolution No. 06-2015 dated 30 June 2015 and the provisions of Section 6 of Presidential Decree No. 1144 and its Implementing Rules and Regulations, the Fertilizer and Pesticide Authority (FPA) promulgated these guidelines for the conduct of laboratory analyses in the Pesticide Analytical Services Laboratory (PASL) Section of the Laboratory Services Division (LSD) as part of the Agency's product registration requirements and monitoring of the quality of all pesticides and other agricultural chemicals for distribution and use in the Philippine agriculture.

Moreover, the LSD is envisioned to be sustainable while it continues to fulfil its role in assisting the agency's regulatory divisions to perform the aforesaid functions. Hence, LSD should address the need of its clientele by accepting pesticide samples that are intended for research and other related purposes.

**2. PURPOSE**

The LSD was established to support the Agency's regulatory and monitoring activities through the conduct of laboratory analysis of various pesticides including its metabolites and impurities to ensure that the quality of pesticide products strictly conform with the established standards and technical specifications.

### **3. DEFINITION**

#### **Pesticide**

It shall refer to any substance or product, or mixture thereof, including active ingredients, adjuvants and pesticide formulations, intended to control, prevent, destroy, repel or mitigate directly or indirectly, any pest. It shall be understood to include insecticide, fungicide, bactericide, nematocide, herbicide, molluscicide, avicide, rodenticide, plant regulator, defoliant, desiccant and the like.<sup>1</sup>

#### **Other Agricultural Chemicals**

It shall refer to chemicals, chemical inputs and chemical compounds not herewith covered by the definition of fertilizer and pesticide but utilized by the agricultural sector<sup>2</sup> due to their fertilizing and pesticidal values.

### **4. COVERAGE**

This memorandum circular shall apply to all pesticide products, their metabolites, impurities as well as other agricultural chemicals for registration, either new or renewal and conditional or full registration status; for quality monitoring of the agency; and for research and other related purposes. LSD will accept pesticide samples for analysis on products containing only butachlor, chlorothalonil, chlorpyrifos, cypermethrin, deltamethrin, imidacloprid, propanil as active ingredient. Thereafter, LSD will also accept analysis for other active ingredients of pesticides once the methods of analysis have been validated.

### **5. PROCEDURE OF ANALYSIS**

#### **5.1. REQUEST FOR LABORATORY ANALYSIS**

##### **5.1.1. For Product Registration**

As part of the requirements for new application and renewal of product registration, the product samples for confirmatory analysis must be submitted by the Pesticide Regulations Division (PRD) to LSD and/or to any FPA-recognized laboratory which has

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<sup>1</sup> FPA (December, 2001). Fertilizer and Pesticide Authority: Pesticide Regulatory Policies and Implementing Guidelines, Second Edition.

<sup>2</sup> Presidential Decree No. 1144 (May, 1977). Creating the Fertilizer and Pesticide Authority and Abolishing the Fertilizer Industry Authority.



the capability to analyze the sample. If submitted to LSD, the following procedures must be observed:

- 5.1.1.1. Upon request for analysis, the client must have the pesticide product sample(s), certified analytical reference material(s) with Certificate of Analysis with indicated purity and expiration date, copy of Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) of the product or the active ingredient(s), whichever is available, and laboratory procedure(s) to be followed for the conduct of analysis. The amount of sample for analysis must be at least 250 grams for solid and 250 milliliters for liquid pesticides.
- 5.1.1.2. The client shall proceed to PRD and accomplish the Request for Analysis Form, attached as Annex "A". The laboratory test parameters required to be analyzed in PASL Section will be indicated on the said form and shall be verified by PRD.
- 5.1.1.3. The client may request to expedite the conduct of the analysis of their sample(s) by paying additional fees as specified in Section 6.2 of this Memorandum Circular.
- 5.1.1.4. The client shall then proceed to the Accounting Unit of the Finance & Administrative Division (FAD) with the billing statement to secure an order of payment (OP). The client must pay the amount specified in the OP to the Cashier's Office where the official receipt (OR) shall be issued.
- 5.1.1.5. After payment, the client shall present the OR and the request for analysis form to PRD for recording together with the other requirements mentioned on Section 5.1.1.1 of this Memorandum Circular. The PRD shall forward all these documents to LSD.
- 5.1.1.6. For clients requesting to use their own analytical laboratory procedure for the analysis of specific active ingredients, such request shall be approved by LSD subject to the availability of all laboratory equipment, wares and chemicals needed for the conduct of the test prior to the acceptance of sample. If there is no laboratory procedure provided, the LSD will automatically use its validated and officially approved methods.

#### **5.1.2. For Product Monitoring**

The Regional Offices of FPA are conducting regular inspection and monitoring of all agricultural chemicals including pesticide products to ensure that all the products distributed, sold and used in the Philippine agriculture sector are of good quality and conforms with the established government standards. The pesticide samples and other agricultural chemicals for product monitoring from the Regional Offices must be forwarded to the Office of the Executive Director (OED). The OED will endorse and turnover the samples to the PRD to check and evaluate the details of the samples. The PRD shall forward these samples to LSD or any FPA-recognized laboratories for the conduct of physico-chemical analysis. Only pesticide active ingredients with available analytical reference material(s) and with officially approved methods shall be accepted for analysis by the LSD. Thereafter, the results of analysis must be forwarded to OED which shall be forwarded to the Regional Office concerned.

#### **5.1.3. For Research and Other Purposes**

The requesting party, either the research group or an individual, may submit their sample for research and other purposes directly to LSD, by observing the following procedures:

- 5.1.3.1. Upon request for analysis, the client must submit the pesticide product sample(s), certified analytical reference material(s), copy of MSDS or SDS of the product or the active ingredient(s), whichever is available, and laboratory procedure(s) to be followed for the conduct of analysis by LSD.
- 5.1.3.2. The client shall accomplish the Request for Analysis Form, attached as Annex "A". The laboratory test parameters required to be analyzed in PASL Section shall be indicated on the said form and shall be verified by the LSD.
- 5.1.3.3. The client shall then proceed to the Accounting Unit of FAD with the billing statement to get an OP. The client shall pay the amount specified in the OP to the Cashier's Office where the OR shall be issued.
- 5.1.3.4. After payment, the client shall present the OR for recording to LSD.



- 5.1.3.5. For clients requesting to use their own analytical laboratory procedure for the analysis of specific active ingredients, such shall be approved by LSD subject to the availability of laboratory equipment and chemicals needed for the conduct of the test. If there is no laboratory procedure provided, LSD shall automatically use its validated and officially approved methods.

## **5.2. CONDUCT OF LABORATORY ANALYSIS**

- 5.2.1. Upon submission of the sample(s) for analysis, LSD shall record the submitted sample(s) and the laboratory test parameter(s) to be analyzed and shall examine and label the submitted sample(s) based on the standard coding system adopted by the LSD.
- 5.2.2. A Test Parameter Results Form shall be prepared for each sample. The physical appearance including the packaging material used shall be described and recorded in the said form as depicted in Annex "B" from receipt of the sample in the laboratory.
- 5.2.3. Only pesticide active ingredients that can be analyzed with the FPA officially approved test methods or the client's submitted analytical laboratory procedure can be conducted by the PASL Section provided that all other equipment, laboratory wares and chemicals needed for the analysis are all available.
- 5.2.4. The laboratory analysis shall be conducted within fifteen (15) working days from the date of receipt of sample. Additional number of days shall be requested for client who will submit more than five (5) samples, either with the same or different active ingredients in a day transaction and in cases with unforeseen circumstances. However, for fast-track laboratory analysis, it shall be conducted within five (5) working days from the date of receipt of sample in accordance with Section 6.2 of these guidelines.
- 5.2.5. The laboratory analyst who performed the analysis must encode or record the result(s) of his/her analysis in the Test Parameter Result Form affixing his/her signature and the date when the analysis was performed.

## **5.3. PREPARATION AND RELEASING OF LABORATORY TEST REPORT**

- 5.3.1. Laboratory test report(s) shall be prepared once all of the test parameters requested for the analysis of submitted sample(s) have been performed.

- 5.3.2. The LSD concerned staff shall check, review and approve the test report(s). After the approval, test report(s) shall be forwarded to OED to be noted for release to PRD and subsequently to the client. Only two (2) originally copies of the laboratory test reports with the FPA's official dry seal shall be approved, wherein one copy of which shall be retained by the LSD for record keeping purposes.
- 5.3.3. LSD shall only release the other originally signed copy of the laboratory test report to PRD for registration, OED for monitoring and directly to the client for research and other related purposes.
- 5.3.4. In case an additional originally signed copy of the test report is needed, the client must submit a formal letter request to OED for approval of releasing of another signed copy of the said report. Only test reports that have the FPA's official dry seal are considered to be authentic.
- 5.3.5. The laboratory test report must be completed and released within seventeen (17) working days from the date of receipt of sample unless extension of its release has been agreed upon with the client. For fast-track analysis, the same must be completed and released within seven (7) working days from the date of receipt of sample.
- 5.3.6. For any inquiries and/or updates regarding the results of the laboratory analysis of the sample(s) for product registration and monitoring, the client or the concerned FPA Regional Officer can inquire it at the PRD. However, for research and other related purposes, the client can inquire it directly with the LSD.
- 5.3.7. In case a retest of sample is required, the same process must be followed and the client or the concerned FPA Regional Office must provide new sample(s) for reanalysis.

## **6. PAYMENT OF FEES**

- 6.1. Fees and charges for the laboratory analysis of pesticide products shall be collected based on Administrative Order No. 1, Series of 2011, entitled "*Schedule of Laboratory Fees and Charges for Services Rendered by the FPA*" and Administrative Order No. 19, Series of 2012, entitled "*Schedule of Laboratory Fees and Charges for Additional Services Rendered by the FPA,*" attached as Annex "C" and "D", respectively. Any fees and charges for additional laboratory services approved by FPA shall be imposed.



- 6.2. The fees and charges for fast-track laboratory analysis per test parameter shall be twice the cost stated in the FPA officially approved fees and charges.

## **7. REVOCATION CLAUSE**

- 7.1. FPA reserves the right to amend, alter, add or delete any part of these guidelines, if in the assessment, such alterations, amendments, and additions are reasonable and necessary to maintain the credibility effective and efficient operation of the LSD.
- 7.2. In the event of such alterations, amendments, and additions, reasonable time shall be given to all clients to fully adopt and comply with the altered terms and conditions of these guidelines.

## **8. EFFECTIVITY**

This Memorandum Circular shall take effect thirty (30) days from the date of its issuance.

Approved:

  
**NORLITO R. GICANA, CESO III**  
Executive Director



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cc : All Croplife Members  
All Crop Protection Associations of the Philippines (CPAP) Members  
All Philippine Integrated Crop Management Association, Inc. (PICMA) Members