



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**FERTILIZER AND PESTICIDE AUTHORITY**

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FPA-LSD-F2

**PESTICIDE REQUEST FOR ANALYSIS FORM**

**CUSTOMER INFORMATION**

Kindly provide complete information and please write legibly.

Customer (Company/ Name)	
Address	
Contact No.	
E-mail Address	

**Purpose of Analysis**

- Registration  
 Monitoring  
 Others (pls. specify):  
\_\_\_\_\_

**Turnaround Time**

- Regular  
 Fast track

**Mode of Receipt**

- Walk-in  
 Courier

**Method Type**

- FPA Method  
 Customer's Method  
 Others, pls. specify:  
\_\_\_\_\_

**Laboratory Analysis Fee**

Total Amount (Php):
O.R. No.:
Date:

**SAMPLE INFORMATION**

Item No.	Sample Code (PRD)	Laboratory Code (LSD)	Sample Name/Type	Physical Description	Comments/Remarks
1					
2					
3					

Note: Please identify storage and environmental conditions of the items in the comments/remarks section, if necessary.

Please tick the box  of desired analysis.

**Individual Tests**

**CHEMICAL ANALYSIS**

- GC Analysis, pls. specify active ingredient (P 3,360.00):  
\_\_\_\_\_  
 HPLC Analysis, pls. specify active ingredient (P 3,130.00):  
\_\_\_\_\_  
 Others, pls. specify:  
\_\_\_\_\_

**PHYSICO-CHEMICAL ANALYSIS**

- Moisture Content (P 240.00)  
 pH (P 320.00)  
 Specific Gravity (P 550.00)

Do you want to include uncertainty of measurement in the laboratory test report?  Yes  No

**TERMS AND CONDITIONS:**

**Sample Receipt:** All samples received in the Laboratory Services Division (LSD) shall be delivered prepaid except for samples from the monitoring activities of FPA. All samples submitted for analysis shall be accompanied with a request for analysis form. In cases where samples deviate from the specified conditions, LSD shall notify the customer and ask the customer for further instructions. Such deviations will be reflected in the laboratory test report.

**Method:** If the customer requests to use their own method for the analysis, LSD shall be informed prior to the acceptance of the sample and request for analysis. The customer shall provide LSD a copy of the method; however, the acceptance of the sample and request for analysis is still subject to the availability of equipment and laboratory chemicals. Upon acceptance of the request and signing of this form, it is understood that the customer grants LSD the authority to: a) modify the customer-supplied method to verify its fitness for intended use; and b) once method is validated/verified, adopt and use the method in the performance of regulatory activities and functions of FPA.

**Fees:** The schedule of laboratory fees and charges is based on the released FPA Administrative Order No. 01 s. 2011, Administrative Order No. 19 s. 2012, and Administrative Order No. 01 s. 2015.

**Turnaround time:** Standard turnaround time for release of laboratory test reports is within twenty (20) working days for regular analysis of samples and (5) working days for fast-track analysis of samples. Five (5) working days will be added to the turnaround time for every additional five (5) samples for a single transaction (max. of 5 samples) per customer. For sample with

more than five (5) test parameters, additional five (5) working days will be added to the turnaround time.

**Fast-track:** The fast-track analysis shall incur a 100% surcharge.

**Delivery of Service:** LSD guarantees that all work is performed in accordance with the generally accepted methods and practices. If there are changes/deviations in the agreed request for analysis after work has commenced, the customer will be notified by LSD.

**Release of test report:** All laboratory test reports shall be released in electronic copy. A hard copy will only be provided upon customer's request.

**Measurement Uncertainty:** The test result shall be reported with measurement uncertainty if the request for analysis is endorsed by the Pesticide Regulations Division (PRD) of FPA and the test result is used for regulatory activities and functions of FPA. For other customers, measurement uncertainty will only be reported with the test result upon customer's request.

**Return of Sample:** All pesticide samples shall be returned to the customer upon release of the laboratory test report. A sample which is not retrieved after a month from date of release of its test report will be disposed by FPA.

**Confidentiality:** All laboratory data and test reports shall remain confidential between FPA and the customer. No information shall be released to others without written consent from the customer and approval from FPA. Likewise, FPA respects the customer's privacy and keeps personal information as confidential unless FPA is required by law or upon written consent from the customer for disclosure.

For Customer only:

- I agree with all the stipulated terms and conditions above.
- I do not agree with all the stipulated terms and conditions above.

If not, please cite reason(s): \_\_\_\_\_

Relinquished by: <i>(Customer)</i>	Date:	Received by <i>(PRD staff only)</i> :	Date:
	Time:		Time:
Relinquished by <i>(PRD staff only)</i> :	Date:	Received in Lab <i>(LSD staff only)</i> :	Date:
	Time:		Time: