

## 8. Application for Laboratory Certificate of Analysis

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues Certificate of Analysis for Pesticide Residue and Pesticide Formulation

<b>Office:</b>	Pesticide Analytical Laboratory Section (PALS) - Pesticide Residue Unit (PRU)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Copy of Filled-up Request for Analysis Form 2. Required Laboratory Sample			PPSSD Administration Office Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit sample to the laboratory	1.1 Receive and Evaluate Sample for Acceptance	None	10 Minutes	Admin/Technical Staff
2. Fill-up Request for Analysis Form	2.1 Provide Form for Accepted Samples for Analysis	None	5 Minutes	Technical Staff
3. Pay Laboratory Fees	3.1 Issue Official Receipt	** Fee for Laboratory Analysis as per A.O No. 50 series of 2000	5 Minutes	Cashier / Special Collecting Officer
	3.2 Inform Client when to comeback for the result of Analysis	None	1 Minute	Technical Staff
	3.3 Assign Accession Number to Sample and Enter Details of Information of the Sample in the Corresponding Logbook	None	5 Minutes	Technical Staff
	3.4 Analysis of Sample	None	3 To 15 Days	Technical Staff
	3.5 Retrieve Results of Analysis	None	30 Minutes	Technical Staff
	3.6 Prepare Report of Analysis	None	30 Minutes	Technical Staff

	3.7 Evaluate Report and Approve results of Analysis	None	15 Minutes	Unit Head, Section Head
	3.8 Submit Report of Analysis to Admin Office to Prepare the Certificate of Analysis	None	5 Minutes	Unit Head
	3.9 Prepare Certificate of Analysis	None	10 Minutes	Admin Staff
	3.10 Approve and Sign Report of Certificate of Analysis	None	2 Minutes	Section Head, Division Chief
4. Receive Report of Analysis/Certificate of Analysis	4.1 Release Certificate of Analysis	None	2 Minutes	Technical Staff
6. Fill up Customer Satisfaction Form (CSF)	6.1 Issue and collect CSF	None	5 Minutes	PPSSD Staff
<b>TOTAL</b>			<b>20 Days</b>	

Pesticide Residue Analysis

- Fruits and Vegetables - P5,250.00
- Tobacco - P3,900.00
- Water - P3,400.00
- Fish - P5,200.00
- Milk and Fat - P3,950.00
- Soil - P4,350.00
- Special Samples - P5,250.00

\*\*\*Samples to be submitted must be 1kg or 1L  
Soil samples must be air-dried

\*\*Pesticide Formulation

- Gas Chromatograph Method - P2,530.00
- High Pressure Liquid Chromatography Method- P4,000.00
- UV-Vis Method - P2,360.00
- Conventional Method - P2,220.00

\*\*\*Powder samples must be 50-100g  
Liquid samples must be 50-100mL