

5. Issuance of Certificate of Analysis

The Contaminants Laboratory Section of the Bureau of Plant Industry (BPI) issues Certificate of Analysis of fresh and minimally processed plant food for chemical and microbiological contaminants.

Office:	Plant Product Safety Services Division – Contaminants Laboratory Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Copy of filled-up Request for Analysis Form (original) 2. Required amount of laboratory sample (specimen)			PPSSD Administration Office Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample	1.1 Receive and evaluate sample for acceptance	None	10 Minutes	Admin/Technical Staff
2. Fill up request form for analysis in duplicate	2.1 Provide form for accepted sample for analysis	None	5 Minutes	Technical Staff
3. Pay laboratory fees	3.1 Issue official receipt	Refer to Administrative Order No. 50 Series of 2000 **	5 Minutes	Cashier/Special Collecting Officer
	3.2 Inform the client when to come back for the result of analysis	None	1 Minute	Technical Staff
	3.3 Assign accession number to sample and enter together with other detail of sample in the corresponding logbook	None	5 Minutes	Technical Staff
	3.4 Analyze the sample	None	3 To 15 Days	Technical Staff
	3.5 Prepare report of analysis	None	30 Minutes	Technical Staff

	3.6 Evaluate and approve report of analysis	None	15 Minutes	Unit Head/Section Head
	3.7 Submit report of analysis to Admin Office to prepare the certificate of analysis	None	5 Minutes	Unit Head
	3.6 Prepare Certificate of Analysis in duplicate	None	10 Minutes	Admin Staff
	3.7 Approve and sign Certificate of Analysis	None	2 Minutes	Section and Division Chiefs
4. Receive report of analysis	4.1 Release Certificate of Analysis	*** (computation/table of fees)	2 Minutes	Technical Staff
5. Fill up Customer Satisfaction Form (CSF)	5.1 Issue and collect CSF	None	5 Minutes	Technical staff
TOTAL			20 Days	

****Physico-chemical Analysis**

- Proximate - P850.00
- Moisture - P105.00
- Ash - P205.00
- Total Nitrogen/Protein - P210.00
- Crude Fat - P330.00

****Microbiological Analysis**

- Anti-microbial analysis - P775.00
- Microbial analysis
 - Standard plate count - P370.00
 - Yeast and mold count - P370.00
 - Coliform count - P370.00
- Aflatoxin - P3,000.00