



Department of Agriculture

BUREAU OF PLANT INDUSTRY

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MEMORANDUM ORDER

No. 117

Series of 2019

SUBJECT: PROTOCOL FOR THE EXPORT OF FRESH AND FROZEN OKRA TO JAPAN

In view of the need to enhance the quality and safety of the Philippines Fresh and Frozen Okra and to ensure its acceptance to Japan, a revised Philippine Protocol for the Export of Fresh and Frozen Okra to Japan is hereby issued for the guidance and strict compliance of all concerned.

I. OBJECTIVE

This protocol aims to harmonize and enhance the regulatory functions of the National Plant Quarantine Services Division (NPQSD) and the Plant Product Safety Services Division (PPSSD) for the freedom from pest, quality and safety of the Philippine Fresh and Frozen Okra and to ensure its acceptance to Japan.

II. STATEMENT OF PRINCIPLES AND POLICIES

1. Assurance of the freedom from pest, quality and safety of fresh and frozen okra produce for export to Japan requires a combined effort of everyone in the supply chain. This requires a comprehensive and integrated approach in which the producer, exporter, transporter and importer/distributor all play a vital role in ensuring the safety and quality of fresh and frozen okra.
Thus, the objective of reduced risk due to pesticide detections and contamination can be achieved most effectively by the principle of prevention throughout the production, processing and marketing chain. To achieve maximum consumer protection, it is essential that food safety should be built into fresh and frozen okra products from production to market distribution. For this purpose, an Okra Committee (OC) is created composed of BPI personnel (NPQSD and PPSSD) and private sector representative from the Philippine Okra Producers and Exporters Association (POPEA) with the BPI-NPQSD Chief as Chair (for phytosanitary concern), co-chaired by BPI-PPSSD Chief (for food safety concern) and POPEA Representative as the Vice-Chair. The OC shall act as recommendatory body to the BPI Director related to the Okra Industry.



At the farm level, fresh okra growers/farmers and workers must observe the judicious use of pesticides and other chemical inputs and recognize potential sources of microbial and physical contamination from water, soil, animals and humans.

2. The fresh and frozen okra exporters must assess where safety and hygiene may be at risk at critical points in processing (harvesting/cleaning/packaging/freezing), storage and transport to Japan and take appropriate measures to control these potential hazards. For the purpose, the Policies on the Management and Use of Pesticide/Chemicals for Okra Production as promulgated by the POPEA is adopted (Attachment A & B) in accordance with Fertilizer and Pesticide Authority's (FPA) regulations and in compliance with the Positive List provided by Japan's Ministry of Health, Labour and Welfare (MHLW).
3. The enforcement of Plant Quarantine and Food Safety requirements on fresh and frozen okra for export to Japan shall be in accordance with the Plant Quarantine Law of the Philippines (PD 1433) as amended; and the Food Safety Act of 2013 (RA 10611) and their implementing rules and regulations.

III. LICENSING

a. EXPORTER

i. Requirements

1. Notarized Application Form for Licensing as Exporter (Annex 1). For Corporation, representative must have duly signed and notarized board resolution.
2. Current Mayor's Permit where the business is located
3. Securities and Exchange Commission (SEC) Registration or Department of Trade and Industry (DTI) Business Permit/Name, whichever is applicable.
4. Internal Control System (ICS) focusing on the implementation of the food safety requirements in the farm and packing facility
5. List of farmer/grower, farm area/size covered (in hectares) and the specific location of the farms and estimated harvest of each listed farmer per hectare per day.
6. Notarized Contract with a Licensed Packing Facility (if not owned)
7. Copy of Exclusive Supply Contract/ Production and Marketing Agreement by and between the Farmer/Grower and the Exporter.
8. Proof of orientation and training on Okra Pesticide Management Manual and policies
9. Pesticide Management Manual (see Section V of this Protocol) approved by BPI-PPSSD)

10. Designation of a Food Safety Compliance Officer (to be implemented 1 year after the signing of this Memorandum)

ii. Procedure

1. All exporters shall apply for License to Operate (LTO) as exporter to the nearest Regional BPI-NPQSD office at least sixty (60) days prior to first export shipment for the season.
2. Regional BPI-NPQSD shall forward the submitted requirements to BPI-NPQSD Central Office within 24 hours upon receipt.
3. BPI-NPQSD Central Office shall forward the ICS Manual and Pesticide Management Manual of the Exporter concerned to BPI-PPSSD for evaluation.
4. After evaluation of documents, there will be a joint inspection conducted by BPI-NPQSD and BPI-PPSSD.
5. Based on compliance to food safety requirements, the BPI-PPSSD shall endorse the exporter to BPI-NPQSD for licensing.
6. Upon completion of the requirements for license as exporters, the BPI-NPQSD shall then prepare the License to Operate (LTO) as Exporter and submit to the BPI Director for approval.

b. PACKING FACILITIES

i. Requirements

1. Notarized Application Form for LTO of Packing Facility (Annex 2)
2. Current Mayor's Permit where the packing facility is located
3. Location Map
4. Packing Facility Process Flow
5. Disposal System for Rejected Fruits
6. Sanitation Program
7. Pest Control Program
8. Internal Control System (ICS) Manual focusing on the implementation of the food safety requirements for packing facility
9. Written Standard Operating Procedure including Pest Management and other Safeguards
10. List of Technical and Non-technical Personnel
11. Chemical Storage and Disposal
12. Accomplished "Checklist for Fruits and Vegetable Packing Facility Inspection" (Annex 3) reported by BPI-PPSSD and BPI-NPQSD
13. Designation of a Food Safety Compliance Officer (to be implemented 1 year after the signing of this Memorandum)

ii. Procedure

1. All packing facilities shall apply for License to Operate (LTO) packing facility to the nearest Regional BPI-NPQSD office at least sixty (60) days prior to first export shipment.
2. Regional BPI-NPQSD shall forward the submitted requirements to BPI-NPQSD Central Office within 24 hours upon receipt.
3. BPI-NPQSD Central Office shall forward the requirements to BPI-PPSSD for evaluation.
4. The BPI-PPSSD shall evaluate the submitted ICS Manual prior to inspection
5. The BPI-PPSSD and Regional BPI-NPQSD shall schedule packing facility inspection.
6. The BPI-PPSSD and Regional BPI-NPQSD shall endorse the packing facility to BPI-NPQSD Central Office for LTO.
7. Upon completion of the requirements, the BPI-NPQSD shall then prepare the License to Operate Certificate as Packing Facility Operator and submit to the BPI Director for approval.

c. FARMERS/GROWERS

i. Requirements

1. Notarized Validation Form for Grower/Farmer Registration (Annex 4)
2. Barangay Clearance
3. Attendance to Orientation/ Training on good agricultural practices and Proper Chemical Handling based on approved/standard Pesticide Management Program.
4. Copy of Exclusive Supply Contract/ Production and Marketing Agreement by and between the Farmer/Grower and the Exporter.
5. Total land area of the production site, estimated volume of production per hectare per day and location map

ii. Procedure

1. The farmer/grower shall attend the required annual training conducted by BPI in coordination with the concerned DA-RFO.
2. The licensed exporter shall endorse the name of farmers/growers under his supervision to BPI-NPQSD
3. A farmer can transfer to another Exporter anytime as long as a clearance from the previous Exporter is issued.
4. Upon completion of the requirements for registration of farmers/growers, the BPI-NPQSD shall then prepare the Certificate of Registration and submit to the BPI Director for approval.

d. FARM REGISTRATION

The farm owner and/or lessee should be registered farmer/grower of BPI-NPQSD.

i. Requirements

1. Accomplished Validation Form for Grower/Farmer Registration (Annex 5)
2. The farm should be registered at least 30 days prior to harvesting.
3. Farms for fresh okra production must be accessible to the existing packing facility.
4. Identified Okra Farms must be accessible and situated in the designated okra production sites such as but not limited to Tarlac, Pampanga and Nueva Ecija.
5. As a general rule, the distance from each farm boundary must be five (5) meters to serve as buffer zone to avoid chemical (pesticide), biological and physical contamination.
 - a. If the adjacent farm belongs to the same exporter with synchronous planting, no buffer zone is required.
 - b. For adjacent farm that belongs to the same exporter with asynchronous planting, five (5) meter buffer zone is required.
 - c. If the adjacent farm belongs to different exporter, five (5) meter buffer zone is required.
 - d. If the farm is located near cemented road, 2.5 meter buffer zone from the road is required.
7. The farm should be endorsed by BPI- PPSSD for compliance to food safety requirements.

ii. Procedure

1. Exporters shall submit list of farms for registration to BPI-NPQSD every stage of planting.
2. BPI-NPQSD shall evaluate and forward the list to the Regional BPI-NPQSD.
3. During the conduct of the joint inspection, the Regional Plant Quarantine Inspectors (RPQI) and BPI-PPSSD shall inspect and geo-tag the farms included in the submitted list.
4. Upon compliance to food safety requirements, the BPI-PPSSD shall endorse the compliant farms to BPI-NPQSD.
5. Upon completion of the requirements for farm registration, the BPI-NPQSD shall assign a unique Farm Code to farms that meet the requirements for registration.

6. A complete list of farms per exporter with their respective farm codes and other details shall be prepared by BPI-NPQSD. Copies of which shall be given to the exporter and BPI-PPSSD.
7. Farmers shall provide a signage with appropriate dimensions on the farm stating the name of the exporter, name of farmer, farm code, land area, date of planting, date of first harvest, and date of last harvest for proper identification and for monitoring purposes.

e. EXPORTER OF FROZEN OKRA

Export of frozen okra shall only be sourced from registered farmer with registered farms that are in compliance with this protocol. All fresh Okra which are to be processed into Frozen Okra shall also be documented similar to the forms used in Fresh Okra for proper traceability.

i. Requirements (If Licensed Fresh Okra Exporter please proceed to number 4).

1. Notarized Application Form for LTO as Exporter (Annex 1). For Corporation, representative must have duly signed and notarized board resolution.
2. Current Mayor's Permit where the business is located
3. Securities and Exchange Commission (SEC) Registration or Department of Trade and Industry (DTI) Business Permit/Name, whichever is applicable.
4. Notarized Contract with Exporter of Fresh Okra or Registered Farmers indicating the supply of okra per day for processing as frozen okra.
5. Internal Control System (ICS) manual focusing on the food safety plan implemented in the processing area for frozen okra.

ii. Procedure

1. All exporters of frozen shall apply for LTO to the nearest Regional BPI-NPQSD office prior to export.
2. Regional BPI-NPQSD shall forward the submitted requirements to BPI-NPQSD Central Office within 24 hours upon receipt.
3. BPI-NPQSD Central Office shall forward same application to BPI-PPSSD for evaluation.
4. After evaluation of documents and inspection for compliance to food safety requirements implemented in the Frozen Okra Processing by BPI-PPSSD, the exporter shall be endorsed to BPI-NPQSD for LTO.

5. Upon completion of the requirements for LTO as exporters of frozen okra, the BPI-NPQSD shall then prepare the LTO and submit to the BPI Director for approval.

f. FREEZING FACILITY

i. Requirements

1. Notarized Application Form for License to Operate Freezing Facility (Annex 6)
2. Current Mayor's Permit where the freezing facility is located
3. Location Map
4. Freezing Facility Process Flow
5. Sanitation Program
6. Pest Control Program
7. Internal Control System (ICS) Manual focusing on the implementation of the food safety plan for freezing facility
8. Written Standard Operating Procedure for Pest Management and other Safeguards
9. List of Technical and Non-technical Personnel
10. Chemical Storage, Disposal
11. Designation of a Food Safety Compliance Officer (to be implemented 1 year after the signing of this Memorandum)

ii. Procedure

1. All freezing facility shall apply for LTO freezing facility to the nearest Regional BPI-NPQSD office at least sixty (60) days prior to first export shipment.
2. Regional BPI-NPQSD shall forward the submitted requirements to BPI-NPQSD Central Office within 24 hours upon receipt
3. BPI-NPQSD Central Office shall forward the requirements to BPI-PPSSD for evaluation
4. BPI-PPSSD shall evaluate the documents and schedule inspection of the freezing facility
5. After evaluation of documents and inspection for compliance to food safety requirements implemented in the Frozen Okra Processing by BPI-PPSSD, the exporter shall be endorsed to BPI-NPQSD for LTO.
6. Upon completion of the requirements for LTO freezing facility, the BPI-NPQSD shall then prepare the LTO and submit to the BPI Director for approval.

IV. RENEWAL OF LICENSE AND REGISTRATION

LTO of fresh and frozen okra exporters, packing facilities, freezing facilities shall be renewed every three years while Certificate of Registration (COR) of farmers/growers shall be renewed annually. However, farms shall be registered per planting stage.

V. REGULATORY FEES

Fees for Licensing/Registration shall be collected as per Department of Agriculture Administrative Circular No. 9, series of 2016 "*Plant Quarantine Service Regulatory Fees*".

VI. MONITORING AND AUDIT

a. Food Safety Monitoring and Audit of Registered Farm

The BPI-PPSSD shall monitor and audit randomly selected registered farms per exporter following the checklist for compliance to food safety.

b. Food Safety Monitoring and Audit of Packing Facility and Freezing Facility

Monitoring and Audit of packing and freezing facility shall be conducted at least once during the entire okra season following the checklist form for compliance to food safety.

VII. REQUIREMENTS FOR INCLUSION OF NEW EXPORTER TO THE LIST OF ACCREDITED EXPORTERS TO JAPAN

Pesticide Residue Monitoring

Random First Harvest Analysis of all Farms

- a. Two (2) kilogram okra samples will be collected at random from selected farm.
- b. Samples will be collected by designated PPSSD representative and submitted to laboratory for analysis.
- c. The cost of analysis shall be borne by the exporter.

Twenty (20) -Shipment Mandatory Testing- in the Philippines with PPSSD

- a. Two (2)- kilogram okra samples will be collected per shipment
- b. Samples will be collected after netting and labeling where samples are ready for packing in cartons
- c. Samples will be collected by designated RPQI, placed in a box, sealed with the quarantine sticker at the top and bottom portion of the box, and signed by the RPQI
- d. Collected samples will be submitted to BPI-PPSSD-Pesticide Analytical Laboratory Section (PALS) by the exporter's representative
- e. The cost of analysis shall be borne by the exporter.

Twenty (20)-Shipment Mandatory Testing- in Japan

- a. Results shall be submitted to PPSSD for evaluation.
- b. Non-detection would result to endorsement to MHLW for exemption to the 100% inspection and enlistment to the MHLW website as an accredited Okra Exporter from the Philippines.

Regular Monitoring for Registered Farms

1. List of registered farms will be regularly forwarded by the BPI-NPQSD to BPI- PPSSD; a total of 20% of registered farms per exporter will be subjected to monitoring.
2. Selection of farms subjected to monitoring will be done by assigning numbers to each farm and drawing lots or computer generated selection process will be utilized whichever is available.
3. Two (2) kilogram okra samples will be collected at random by the designated BPI-PPSSD representative in coordination with BPI-NPQSD Plant Quarantine Inspectors from the concerned Region.
4. Samples will be submitted to the laboratory by the designated BPI-PPSSD representative.

VIII. SORTING, PACKING AND QUARANTINE INSPECTION

- a. RPQI shall supervise the whole process at the designated packing area.
- b. Okra deliveries subject to sorting and packing shall have an accomplished Harvest Report per Grower/Farmer per Day Form (Annex 7). The RPQI shall verify and record all the Farm Harvest Form received each day in the Summary Report Form (Annex 8).
- c. Fresh okra from non-registered farms shall be rejected.
- d. Phytosanitary Certificate shall not be issued if any farmer/grower is found to exceed the maximum estimated harvest per hectare per day and/or when the total weight packed exceeded the weight of delivered okra per farm.
- e. RPQI shall conduct a five percent (5%) export inspection of the total cartons packed.
- f. All infested okra shall be rejected and will not be allowed for packing.
- g. RPQI shall validate the codes reflected on the cartons for export.
- h. The final inspection report (Annex 9) shall be accomplished
- i. All reject okra due to size and shape deformity will be segregated and recorded by the RPQI if it will be further used for export to Japan as frozen okra.

IX. FREEZING OPERATIONS

- a. Food Safety Officer will randomly monitor freezing facility at any time to ensure continued compliance with this protocol.

- b. Food Safety Officer shall monitor the activities relative to in-house microbial testing and if necessary sampling for pesticide residue and other contaminants as required.

X. PESTICIDE/ FERTILIZER MANAGEMENT MANUAL

The submitted manual shall include the following information:

- a. Adjacent Farm Record
- b. Chemical Storage Inventory
- c. Management of Pesticide (procedures, purchasing, distribution)
- d. Pesticide Management Program which includes list of chemicals, brand name, active ingredient, type, registrant, PHI, recommended rate, actual dosage, MRL, target pest/ disease, schedule of application of chemicals used from primary production to post harvest, person responsible.

XI. RESPONSIBILITIES OF EXPORTERS

- a. Exporters shall use their own farm equipment (A1 crates, mist blowers, et.al) and other containers and shall issue them to their registered farmers/growers to avoid contaminations.
- b. Exporters shall keep an updated spraying and harvest reports which shall be regularly audited by BPI-PPSSD.
- c. Exporters shall only be allowed to source okra for export from registered farms.
- d. Exporters shall purchase pesticides and chemicals to be used in fresh okra production only from FPA registered suppliers.
- e. FPA-licensed/accredited spray teams shall only be allowed to prepare and apply pesticide at any stage of okra production following the Pre-Harvest Interval (PHI).
- f. All pesticides/chemicals shall be properly labeled and stored in chemical storage cabinets allotted for each farm or at the packing facility.
- g. All empty containers of pesticides and chemicals shall be disposed properly.
- h. Exporters will continuously comply with Japan's Positive list.

XI. VIOLATIONS, CORRECTIVE ACTIONS AND PENALTIES

- a. **Exporters/farmers who violates this protocol shall be subjected to the following:**
 - i. **First offense** – A written warning shall be issued by BPI stating the violation committed
 - ii. **Second offense** – a final written warning shall be issued by BPI stating the violation committed
 - iii. **Third offense** – the exporter shall be suspended for seven (7) days after verification of the violation by BPI.
 - 1. A written report of the violation/s (from 1st to 3rd offense – if they are different in nature to emphasize repeated violations) signed

both by the inspector and the offender and shall be submitted to BPI

2. BPI shall conduct an investigation to verify the violations
3. The concerned exporter/farmer shall submit corrective measures to BPI on all their offenses (1st to 3rd)
4. BPI shall validate the corrective measures submitted
5. Once validated, the exporter/farmer shall resume exporting fresh okra to Japan

b. Pesticide Residue Detection

i. Exceeding Japan MRL

1. Detected during BPI-PPSSD monitoring

- a. The registration of the affected farm shall be immediately suspended and BPI-PPSSD will conduct investigation to identify the cause/s of detection. Once violations have been verified, the subjected farm will be deleted as source of okra for export to Japan. For farmers with more than one farm, the non-affected farms shall be immediately subjected to pesticide residue analysis prior to next shipment. The cost of analysis shall be borne by the exporter.
- b. If there is no detection for the non-affected farms, the same farms shall be allowed to be source of okra for export. Otherwise, the registration of the farmer shall be suspended for the entire planting season.
- c. Random sampling of the farms of the exporter with detection shall be increased to forty percent (40%).
- d. Corrective and preventive measures shall be submitted by farmer/farm manager through the exporter within two (2) days.
- e. NPQSD and PPSSD shall conduct verification of the submitted corrective measures.
- f. The suspended farmer shall resume export in the next planting stage of the same season upon compliance and subject to first harvest analysis.

2. Detected at the Port of Entry (Japan)

Upon receipt of notification from the competent authority of the importing country, the BPI shall send a Show Cause Order (SCO) to concerned exporter, requiring the exporter to explain in writing the reported allegations or illegal act within forty-eight (48) hours upon receipt of the SCO.

Failure to comply with the SCO, the BPI shall order the suspension of the license of the exporter for okra export.

Following the first detection of confirmed non-compliance or violation:

- a. BPI shall suspend and immediately stop the issuance of Phytosanitary Certificate for the exporter detected with residue once BPI receives the official notification from the Ministry of Health Labor and Welfare (MHLW). (official notification includes email from DA-Agriculture Attaché based in Japan)
- b. BPI will immediately conduct investigation to find the cause/s of the detection upon receipt of notification.
- c. Once the cause/s of detection has been identified, BPI will immediately impose corrective measures to prevent similar incident from re-occurring.
- d. The BPI shall prepare and forward the incident report stating (1) the cause of the detection; (2) corrective measures; and (3) actions taken to the BPI Director and POPEA within 72 hours from Notification
- e. BPI shall validate the implementation of the recommended corrective measures and send the incident report to the MHLW within 48 hours from "d"
- f. BPI shall lift the suspension of the exporter, but still subject to mandatory residue analysis by BPI (2 pre-shipment and 5 actual shipments) and Japan (5 actual shipments). The cost of analysis shall be borne by the exporter. Upon receipt of the analysis of 5 actual shipments from Japan, BPI will recommend to MHLW the lifting of inspection order of the compliant Exporter.
- g. Should there be detection during the mandatory residue analysis, BPI will conduct re-investigation. If within the 2 pre-shipment and 5 actual shipment, if there will be detection of new chemical, the exporter will go through the same process. However, if the detection will be for the same chemical, mandatory residue analysis shall be doubled.

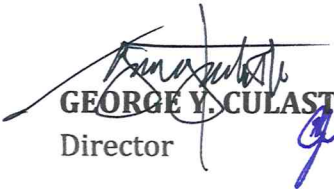
ii. Use of Pesticides or Chemicals which are banned in the Philippines

1. The BPI shall immediately suspend the exporter for the entire planting season.

2. Suspended exporter shall resume export in the next planting season upon compliance and shall be subjected to random mandatory first harvest analysis prior to licensing.

This protocol shall be in force until it is amended and/or a new edition is approved with the concurrence of all parties.

This Memorandum Order shall take effect immediately and supersede all orders inconsistent herewith.


GEORGE Y. CULASTE, PhD
Director

POLICIES ON THE MANAGEMENT AND USE OF PESTICIDES/CHEMICALS FOR OKRA PRODUCTION

(by: Philippine Okra Producers Exporters Association(POPEA))

To ensure the quality and safety of all Philippine fresh okra for export to Japan and comply with Japan's food safety law, rules and regulations, the Philippine's Food Safety Act and its implementing rules and regulations, as well as the Plant Quarantine Laws and Regulations, all producers/exporters of okra have agreed to adopt the following policies on the management and application of pesticides/chemicals on okra production in accordance with FPA regulations, thus preventing any incidence of pesticide/chemical detection.

1. Only pesticides (insecticides, fungicides, herbicides) and chemicals that are in accordance with Fertilizer and Pesticide Authority's (FPA) regulations are allowed to be used during okra production. The MRL's of pesticides present in okra must comply with Japan's positive list. The application of pesticides/chemicals shall be done only as necessary meaning, only during the occurrence of plant pests or disease infestation.
2. To closely monitor and ensure the quality of the pesticides/chemicals, POPEA shall screen and accredit the suppliers of these pesticides/chemicals, POPEA members shall only purchase from these accredited suppliers.
3. Only the authorized spray teams organized by each processor/exporter are allowed to facilitate application of pesticides/chemicals at any stage of okra production. A list of individual members of the authorized spray teams shall be submitted to POPEA not later than 15 days prior to planting. All spray team members must be properly oriented and trained on the Okra Pesticide Management Manual and policies prior to mobilization and deployment.
4. Only power mist blowers are allowed for use during harvesting stage. The use of Manual knapsack sprayers is allowed during vegetative stage.
5. Okra farmer/grower must be at all times present during the pesticide/chemical application.
6. Presence of any pesticide/chemicals in the farm which are not in the approved list is not allowed.
7. All pesticide/chemicals shall be properly labeled and stored in chemical storage cabinets allotted for each farm. The cabinets shall be securely locked and must not contain pesticides/chemicals not used for okra production.
8. All empty chemical containers shall be returned to the concerned processor/exporter for proper disposal.
9. Any violation of the abovementioned policies shall result in the termination of contract with the concerned processors/exporters and/or suspension.

GUIDING PRINCIPLES

(by POPEA)

The following guiding principles are adopted by POPEA members as basic code of conduct toward achieving the safety and quality of fresh okra.

1. Prevention of pesticides/chemical residues and microbial contamination of fresh okra is favored over reliance on corrective actions once contamination has occurred.
2. To have zero chemical detection and minimize microbial food safety hazards in fresh okra, farmers/growers and processors/exporters should use good agricultural and management practices in those areas over which they have control.
3. During processing, fresh okra can become microbiologically contaminated at any point along the farm-to-table food chain. The major source of microbiological contamination in fresh okra production is associated with human or animal feces.
4. Whenever water comes in contact with produce, its source and quality dictates the potential for contamination. Minimize the potential of microbial contamination from water used with fresh okra.
5. Practices using animal manure or municipal biosolid wastes should be managed closely to minimize the potential for microbial contamination of fresh okra.
6. Workers' hygiene and sanitation practices during production, harvesting, sorting, packing and transport play a critical role in minimizing the potential for microbial contamination of fresh produce.
7. Strictly follow all applicable local and national laws and regulations, or corresponding or similar laws, regulations, or standards for agricultural practices.
8. Accountability at all levels of the agricultural environment (farm, packing facility, distribution center and transport operation) is important to a successful food safety program. There must be qualified personnel and effective monitoring to ensure that all elements of the program functions correctly and to help trace produce back through the distribution channels to the producer.



Republic of the Philippines
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**LICENSE TO EXPORT
APPLICATION FOR LICENSING AS EXPORTER**

TO: DIRECTOR
Bureau of Plant Industry

THRU: CHIEF
National Plant Quarantine Services Division

Sir/Madam:

I _____, owner of _____
with office address at _____
wish to apply for Accreditation as Exporter of: _____.

That I am submitting the following requirements for the said Accreditation:

1. Current Mayor's Permit
2. Security and Exchange Commission (SEC), Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI) Certificate of Registrations
3. List of Directors and Officers for corporate, 2x2 photos of the owner/s for single proprietorship or partnership
4. List of Quality Assurance Personnel with corresponding qualifications
5. List of Accredited Growers/Farmers, Production Site, Location Maps, Area Coverage
6. Farm Cultural Practices, Pest Management and Waste Disposal System
7. List of Accredited Packing Facility
8. Packing House operational, pest management and waste disposal practices
9. Valid supply contracts between exporter and accredited growers indicating area coverage (has), volume and period of contract, or accredited traders
10. BPI-NPQSD Inspection Report
11. Brand name/s

I hereby certify under oath that all information and attached documents regarding this application is true and correct and I expressly agree that any materials or misrepresentations of facts in this application shall be the basis for denial/cancellation.

Very truly yours,

(Signature of Owner over printed name)

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)
MUN./CITY OF _____)S. S.

SUBSCRIBED AND SWORN to me this _____ day of _____ 20____ at _____ Affiant
exhibited to me his/her Community Tax Certificate No. issued on _____ at _____
Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



Republic of the Philippines
Department of Agriculture
BUREAU OF PLANT INDUSTRY
NATIONAL PLANT QUARANTINE SERVICES DIVISION
692 San Andres St., Malate, Manila
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**PACKING FACILITY
APPLICATION FOR LICENCE TO OPERATE**

TO: DIRECTOR
Bureau of Plant Industry

THRU: CHIEF
National Plant Quarantine Services Division

Sir/Madam:

I _____, owner of _____
with office address at _____
wish to apply for Packing Facility Accreditation.

That I am submitting the following requirements for the said Accreditation:

1. Current Mayor's Permit
2. Photos of the Facility
3. 2x2 photo of the owner
4. Packing Facility Process Flow
5. Disposal System for Rejected Fruits
6. Disinfestation Program for the Packing Facility
7. Written Standard Operating Procedure including Pest Management and other safeguards
8. List of Technical and Non-Technical Office Personnel
9. Certificate of Attendance of Owners, Facility Manager or Quality Assurance Personnel in Trainings on Good Manufacturing Practices
10. List of Exporters using the Facility
11. BPI-NPQSD Inspection Report

I hereby certify under oath that all information and attached documents regarding this application is true and correct and I expressly agree that any materials or misrepresentations of facts in this application shall be the basis for denial/cancellation.

Very truly yours,

(Signature over Printed Name)

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)
MUN./CITY OF _____)S. S.

SUBSCRIBED AND SWORN to me this _____ day of _____ 20__ at _____
Affiant exhibited to me his/her Community Tax Certificate No. issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



Plant Product Safety Services Division
ACCREDITATION AND INSPECTION SECTION
(02) 524 - 0779; philgap.bpi@gmail.com

PACKING FACILITY INSPECTION CHECKLIST FOR FOOD SAFETY

APPLICATION:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
TYPE OF INSPECTION:	<input type="checkbox"/> Initial Inspection	<input type="checkbox"/> Follow-up Inspection
PURPOSE OF INSPECTION:	<input type="checkbox"/> Monitoring	<input type="checkbox"/> Accreditation
APPLICANT:		
ADDRESS:		
TELEPHONE NUMBER:		
E-MAIL ADDRESS:		
MANAGER/SUPERVISOR:		
NUMBER OF EMPLOYEES:	NUMBER OF SHIFTS:	
COMMODITY:	VARIETY:	
OBJECTIVE OF INSPECTION: 1. To ensure that food safety requirements are adequately addressed 2. To check possibilities on how to further improve the current system		
SCOPE: Inspection shall cover the facilities and its operation process until it is ready for distribution		
DATE OF INSPECTION:		

I. PHYSICAL STRUCTURE				
CONTROL POINT		YES	NO	REMARKS NOTES
Location				
1. Free from objectionable odor, flying ash, dust				
2. Not subject to flooding				
Ventilation		YES	NO	REMARKS NOTES
3. Facilitate removal of obnoxious odor, heat and moisture and entry of fresh air				
4. Its opening provided with screen				
5. Movement f air is from clean to dirty area				
Lighting		YES	NO	REMARKS NOTES

6. Sufficient			
7. No shadowing glare			
Floor	YES	NO	REMARKS NOTES
8. Easy to clean			
9. Not slippery			
10. Well drained			
11. Free of cracks and indentions			
12. Impervious to water			
13. Junction with wall is rounded			
Walls	YES	NO	REMARKS NOTES
14. Non permeable			
15. Easy to clean			
16. Free of cracks and crevices			
17. With rounded corners			
Ceiling and roof	YES	NO	REMARKS NOTES
18. Designed and constructed as to prevent accumulation of dirt/dust etc.			
19. In good state of repair – no leaks and flaking of paint			
Sewage and waste disposal system	YES	NO	REMARKS NOTES
20. Properly constructed drains			
21. Approved by controlling authority			
22. Sufficient to carry peak loads			
23. Have adequate traps and vents, catch basins, sumps			
24. Drainage flow from clean to dirty area			
25. Drainage line of urinal/toilet is not connected with the drainage line within the plant			
Perimeter fencing	YES	NO	REMARKS NOTES
26. Prevent entry of unauthorized persons and animals			

Water supply system	YES	NO	REMARKS NOTES
27. Adequate supply for drinking and cleaning purposes			
28. Supplied through overhead pipe			
29. Approved by proper authority			
30. Availability of hot water for disinfection purposes			
Foot bath	YES	NO	REMARKS NOTES
31. Located at entrance of packing area			
32. Sufficient width, length and depth to disinfect the lower half of the boots			
Amenities for workers	YES	NO	REMARKS NOTES
33. Dressing rooms with lockers			
34. With showers			
Changing rooms	YES	NO	REMARKS NOTES
35. With wash basin and flush lavatories			
36. In good state of repair			
37. Physically separated from operation area			
Warehouse	YES	NO	REMARKS NOTES
38. In good state of repair			
39. With sufficient pallets, shelves and racks			

II. SANITARY FACILITIES AND CONTROL			
CONTROL POINT	YES	NO	REMARKS NOTES
Drainage			
1. No pools of water			
2. No clogs			
3. Efficient during peak hours			
Pest Control	YES	NO	REMARKS NOTES
4. Vermin proof			
5. Vermin control program			
6. Pest control program			
Sanitation program	YES	NO	REMARKS NOTES

7. With approved sanitation program			
8. Regularly and strictly implemented			
Personnel hygiene	YES	NO	REMARKS NOTES
9. With health certificate			
10. Hygiene and sanitation strictly followed			
11. Wearing protective clothing such as mask, hair net, gloves, etc.			
12. No wearing of personal accessories such as jewelries, necklace, watch, etc.			
Toilet and wash room	YES	NO	REMARKS NOTES
13. Sufficient nos. of lavatories, urinals and bowls			
14. In good state of repair			
15. With adequate supply of water, soap and hand dryer			
16. Does not directly open to working area			
Hand washing	YES	NO	REMARKS NOTES
17. Adjacent to every working station			
18. With soap and disinfectant			
19. Taps of non hand -operation type			
Garbage disposal	YES	NO	REMARKS NOTES
20. Not allowing waste to accumulate			
21. Solid waste disposal is approved by controlling authority			
22. Containers free of leaks and easy to clean			

Inspected by:

Signature over Printed Name

Signature over Printed Name

Signature over Printed Name

Date



Plant Product Safety Services Division
ACCREDITATION AND INSPECTION SECTION
(02) 524 – 0779; philgap.bpi@gmail.com

FARM INSPECTION CHECKLIST FOR FOOD SAFETY

APPLICATION:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
TYPE OF INSPECTION:	<input type="checkbox"/> Initial Inspection	<input type="checkbox"/> Follow-up Inspection
PURPOSE OF INSPECTION:	<input type="checkbox"/> Monitoring	<input type="checkbox"/> Accreditation
APPLICANT:		
ADDRESS:		
TELEPHONE NUMBER:		
E-MAIL ADDRESS:		
MANAGER/SUPERVISOR:		
NUMBER OF EMPLOYEES:	NUMBER OF SHIFTS:	
GROWER:		
FARM LOCATION:		
AREA:		
COMMODITY:	VARIETY:	
OBJECTIVE OF INSPECTION:		
1. To ensure that food safety requirements are adequately addressed 2. To check possibilities on how to further improve the current system		
SCOPE:		
Inspection shall cover the planting, harvesting, and transport of the produce to the packing house until it is ready for distribution		
DATE OF INSPECTION:		

Control Point	Requirement	Quality Check	Yes	No	Remarks Notes
Water source	Water source must be in the contaminant free environment	Check water source			
		Is water quality suitable for irrigation, harvest and post harvest treatments?			

		How is water distributed to and within the field			
Soil Type	Soil type of farm must be suitable for production	Soil type			
		Is the type of soil suitable for farm production?			
Plantation area	The area is safe from hazardous substances which could cause contamination on the produce	Are there highly toxic activities within the vicinity?			
		Are the Buffer zones present?			
		Is there a pollution intake from air to water?			
		Is the area free from litter, waste and weeds at all times?			
Farm History	Record of the crops planted to the area in the last 2-3 planting season	What are the crops planted to the area in the last 2-3 planting season?			
		Is there a record of pesticide applied to the crop?			
Adjacent Farm Record	Record of the crops planted to adjacent farms	Is there a crop planted?			
		Date planted			
		Pesticides applied (AI)			
		Date harvested			
		Buffer Zones (m)			
Application of pesticides	If application is required, use it according to the recommendations in the officially registered labels	Is there a record on the application of pesticides?			
		Is there a chemical storage area			
	In case the produce is for export do not apply agricultural hazardous substances that have been banned by the trading country partner.	Is there a warning sign (Danger or Poisonous) displayed at the storage area			
		Are the used pesticide			

		containers properly disposed			
Application of organic fertilizers such as compost and manure	Organic fertilizers must be completely fermented and decomposed Application feature and method must be taken care of to prevent contamination of hazardous substances or pathogenic microorganisms at the harmful level to consumer. Application of human excretion is prohibited	Is there a record of fertilizer nature and application			
Equipment, containers and vehicles used	Equipment and containers used in the harvest must be clean. They shall not cause damages to produce quality, and shall not cause contaminations that affect consumers' safety.	Are the containers and equipment use during harvest stored in hygienic and contaminant-free area			
		Is the vehicle or means of transport of the produce to the packing house will not cause contamination to the produce			
Storage and collection of produce	Storage site must be clean and hygienic, not exposed to direct sunlight with good ventilation, free of heat accumulation, and able to prevent contaminations of foreign matter, hazardous substances, pathogenic carrier animals including pets.	Is the storage area clean and hygienic			
		Is there any sign of infestation			
		Are there stray animal in the vicinity			
Traceability	During harvest, the produce must be identified or coded to be able to trace back its origin	Is there a record of the source, weight, and other identification on the produce			
Personnel hygiene	Personnel hygiene is a must in order to prevent fruit/vegetable from pathogenic	Are there lavatories specifically used for hand washing			

	microorganism contamination from human direct contact with fruit/vegetable particularly at the harvest and postharvest handling steps.	Is there a comfort room found in the vicinity of the farm.			
		Is the location of comfort room suitable to prevent contamination			

Inspected by:

Signature over Printed Name

Signature over Printed Name

Signature over Printed Name

Date

BPI-NPQSD Form No.



Republic of the Philippines
Department of Agriculture
BUREAU OF PLANT INDUSTRY
NATIONAL PLANT QUARANTINE SERVICES DIVISION
692 San Andres St., Malate, Manila
Tel. No. (02) 404-0409 / (02) 244-2950 email address: pqsbpi@yahoo.com


☐ NEW ☐ RENEWAL

VALIDATION FORM FOR GROWER/FARMER REGISTRATION

COMMODITY: ☐ Banana ☐ Asparagus ☐ Mango ☐ Shallots
☐ Pineapple ☐ Okra ☐ Papaya ☐ Others _____

APPLICANT'S INFORMATION

Name of Grower/Farmer: _____

Contact Number/s: _____

Email Address: _____

Farm Address: _____

No. of Hectareage: _____

List of Farms Adjacent to your Farm : _____

List of Pesticides Used (Pls. Attach Pesticide Manual) : _____

Date of Application : _____

Name, Signature and Designation of Applicant: _____

REQUIREMENTS FOR ACCREDITATION

LIST OF REQUIREMENTS	REMARKS
<input type="checkbox"/> Barangay Clearance and Community Tax Certificate	
<input type="checkbox"/> 2x2 photo of the owner	
<input type="checkbox"/> Information on the: Production Area, Proof of Ownership, Valid claim of possession or any agreement which allows the applicant to use the property, Land area of production site, Estimated volume of production Floor Plan and Location Map	
<input type="checkbox"/> Certificate of Attendance of Owners, Facility Manager or <input type="checkbox"/> Quality Assurance Personnel in trainings on Good Agricultural Practices	
<input type="checkbox"/> BPI-NPQSD Inspection Report	

INTERVIEWED AND PROCESSED BY: _____

DATE OF INSPECTION _____

Signature over Printed Name _____

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)
MUN./CITY OF _____) S. S.

SUBSCRIBED AND SWORN to me this _____ day of _____ 20____ at _____ Affiant exhibited to me his/her
Community Tax Certificate No. issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

OKRA FARM REGISTRATION

Name of Farmer :

Farmer's Code :

Name of Exporter :

Planting Pattern	Date of Planting	Farm Location	No. of Has.	Crops Planted on Adjacent Farms	Crops Previously Planted on the Area	Estimated Harvest
1 st Planting						
2 nd Planting						
3 rd Planting						

I promise to abide by the Protocol, Rules and Regulations governing the Okra Export to Japan, and strictly follow my Exporters' Pesticide Management Manual.

 Signature

 Printed Name



Republic of the Philippines
Department of Agriculture
BUREAU OF PLANT INDUSTRY
NATIONAL PLANT QUARANTINE SERVICES DIVISION
692 San Andres St., Malate, Manila
Tel. No. (02) 404-0409 / (02) 244-2950 email address: pqsmpi.regisaccre@gmail.com



FREEZING FACILITY APPLICATION FOR LICENCE TO OPERATE

TO: DIRECTOR
Bureau of Plant Industry

THRU: CHIEF
National Plant Quarantine Services Division

Sir/Madam:

I _____, owner of _____
with office address at _____
wish to apply for Freezing Facility Accreditation.

That I am submitting the following requirements for the said Accreditation:

1. Current Mayor's Permit
2. Location Map and Photos of the Facility
3. 2x2 photo of the owner
4. Freezing Facility Process Flow
5. Disposal System for Rejected Fruits
6. Sanitation Program
7. Pest Control Program
8. Internal Control System Manual
9. Written Standard Operating Procedure including Pest Management and other safeguards
10. List of Technical and Non-Technical Office Personnel
11. Chemical Storage Disposal
12. List of Exporters using the Facility
13. BPI-NPQSD and BPI PPSSD Inspection Report

I hereby certify under oath that all information and attached documents regarding this application is true and correct and I expressly agree that any materials or misrepresentations of facts in this application shall be the basis for denial/cancellation.

Very truly yours,

(Signature over Printed Name)

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)
MUN./CITY OF _____)S. S.

SUBSCRIBED AND SWORN to me this _____ day of _____ 20__ at _____
Affiant exhibited to me his/her Community Tax Certificate No. issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____

HARVEST REPORT PER GROWER/FARMER PER DAY

Name of Company: _____

Name of Farmer/Grower: _____

Date: _____

Farm Code	Farm Area (ha) and Location	Number of Crates Delivered	Total Weight (kgs)

Confirmed by:

Signature over Printer Name
Farm Leader

SUMMARY OF RECEIVED OKRA PER EXPORTER PER DAY

Name of Exporter: _____

Date : _____

Batch Number : _____

Name of Farmer	Farm Code	No. of Crates Delivered	Total Net Weight (kgs) Delivered

Confirmed by:

Plant Quarantine Inspector

INSPECTION REPORT

Name of Exporter : _____
 Date of Packing : _____
 Date of Shipment : _____
 Total Weight Packed (kgs) : _____

Farm Code	Name of Importer	No. of Cartons Packed	Weight Packed	Brand Name	Destination	No. of Cartons Inspected	Phytosanitary Certificate Number

Inspection Result:

PEST

☐

Found

☐

Not found

☐

Alive

☐

Dead

Name of Pest _____

Confirmed by:

Plant Quarantine Inspector



Republic of the Philippines
Department of Agriculture
BUREAU OF PLANT INDUSTRY
Plant Quarantine Service



PORT OF PAMPANGA
Divisional Municipal Government Center
Brgy. Malabon, City of San Fernando, Pampanga
Tel. No. (045) 456-1777

October 23, 2019

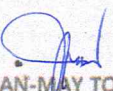
GEORGE Y. CULASTE, PhD.
Director
Bureau of Plant Industry


Dear Director Culaste,


We the undersigned as part of the Accreditation Screening Committee (ASC) for Okra Export to Japan, have read and reviewed the proposed "Protocol for the Export of Fresh and Frozen Okra to Japan" Series of 2019, therefore recommends to the Bureau Director the approval and implementation of the Protocol and its endorsement to the Government of Japan.


Thank you.


Signed:



JOAN-MAY TOLENTINO
Assistant Division Chief
NPQSD


ROBERTO C. AMORES
ASC Vice Chair
POPEA President


ESPERANZA DG. UY
Member
Chief, PPSSD


EDNA GUIANG
Member
PPSSD Representative


LESLIE A. MANALO
Member
NPQSD- Special Concern


LAARNI MARY S. ROXAS
Overall Okra Export Coordinator
Regional Manager-PQS Region 3

A food secure Philippines with prosperous farmers and fisherfolk

