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		Effectivity Date: MAY 5, 2022	
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Operating Unit: BIOTECHNOLOGY OFFICE			
Subject: OPERATIONALIZATION OF ISSUANCE OF CERTIFICATE OF FIELD TRIAL COMPLETION			

1. **Objective-** to issue certificate of field trial completion
2. **Scope-** this procedure starts from the receipt of the application requirements by the technology developers, recording, risk assessment process, and ends with the approval for issuance of certificate of field trial completion to the applicant

3. Definition of Terms

"Biosafety" – refers to the condition in which the probability of harm, injury and damage resulting from the intentional and unintentional introduction and/or use of a regulated article is within acceptable and manageable levels

"Completion report"- a document required for the processing of application for certificate of field trial completion containing the results of field trial conducted

"Certificate of field trial completion"- a document issued by the BPI which signifies that the field trial has been satisfactorily completed

"Field Trial " – refers to any intentional introduction of a regulated article into the environment, as authorized by the Bureau of Plant Industry, wherein specific isolation and mitigating measures are imposed to restrict movement outside an approved site

Prepared by:  BPI Biotechnology Secretariat

Approved by:  OIC-Head



Bureau of Plant Industry
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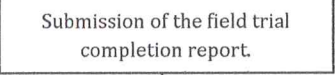
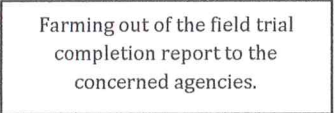


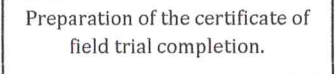
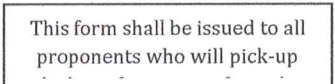
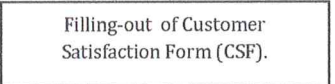

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4. Procedure

FLOW CHART FOR ISSUANCE OF CERTIFICATE OF FIELD TRIAL COMPLETION	RESPONSIBLE PERSON/UNIT	DETAILED PROCESS
	Applicant	The applicant shall submit a completion report of the field trial conducted.
 	Bureau of Plant Industry (BPI) Department of Health (DOH) Department of Environment and Natural Resources (DENR)	BPI shall consolidate and discuss the comments with DOH and DENR.
 <p>NO</p> 	BPI Biotech Secretariat	BPI shall prepare the certification for field trial completion.
<p>YES</p>  	BPI Director	BPI Director shall issue the certificate of field trial completion to the applicant.
 	Proponent	This form shall be issued to all proponents who will pick-up the biosafety permit from the BPI Biotechnology Office. A staff will guide the proponent while filling-out the customer satisfaction form.

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5. FORMS USED/RECORDS GENERATED

- Field trial completion report
- Evaluation reports of concerned agencies with recommendation
- Communication letters/correspondence
- Certificate of field trial completion
- Customer satisfaction form

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