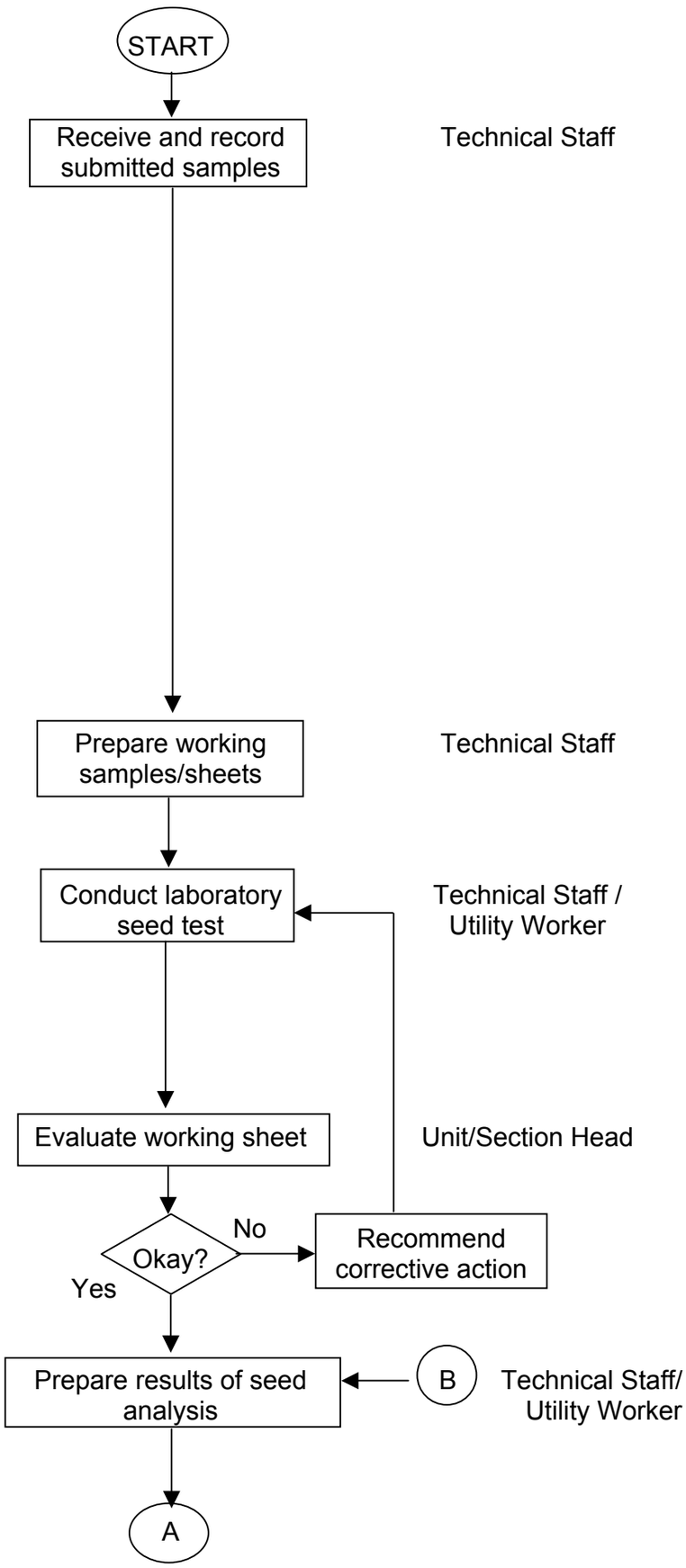
BUREAU/AGENCY: BUREAU OF PLANT INDUSTRY

ISSUANCE OF SEED TESTING ANALYSIS/CERTIFICATION

FLOW PROCESS (PROCEDURAL DETAILS)



FLOW	PERSON RESPONSIBLE	DETAILS
Receive and record submitted samples	Technical Staff	• Sufficient seed samples may either be submitted by clients or collected from them upon request • For seed certification, samples submitted by deputized seed inspector must come from fields that have undergone seed inspection and passed field standards • Lab. fees are collected before the results of analysis are released. Collections are remitted to C.O., BPI • Refer to schedule of fees (AO #50 S 2000). Note: Schedule of fees are updated as need arises • Clients fill-up BPI-NSQCS Form No. 1 (Request Form)
Prepare working samples/sheets	Technical Staff	• Seed analysts assign laboratory numbers and codes to the samples • Working samples are prepared
Conduct laboratory seed test	Technical Staff / Utility Worker	• Seed analysts conduct different seed tests such as germination test, varietal purity, seed health test, moisture tests, etc. as required by the farmers/clients. • Working sheets are filled-up by seed analysts
Evaluate working sheet	Unit/Section Head	▪ Section/Unit Head review the accuracy of the data in the working sheet
Okay? No → Recommend corrective action		
Yes		
Prepare results of seed analysis	Technical Staff/ Utility Worker	▪ Working sheets are consolidated for preparation of lab. Analysis ▪ Section/Unit Head affix initials on the report
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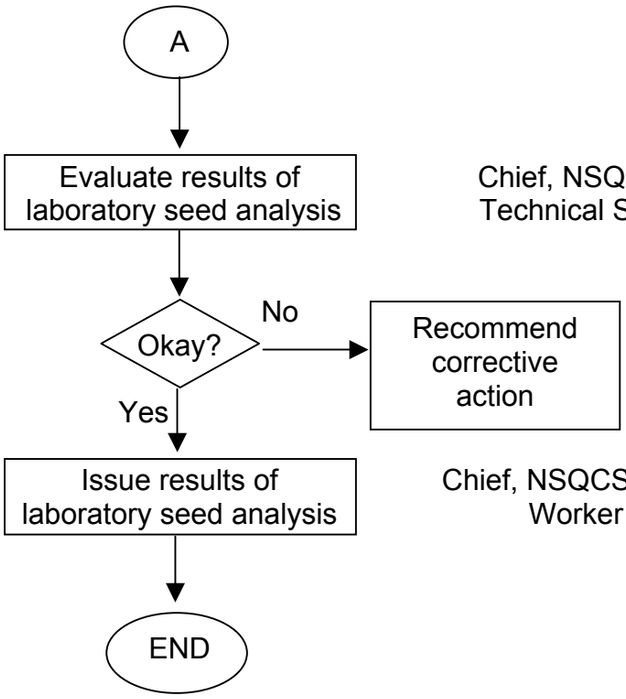
FLOW	PERSON RESPONSIBLE	DETAILS
		
	Chief, NSQCS/ Technical Staff	▪ Results of laboratory analysis are further reviewed
	Chief, NSQCS/Utility Worker	Chief, NSQCS signs the laboratory analysis