1. APPLICATION FOR SEED TESTING

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues result of laboratory analysis

Office:	National Seed Quality Control Services
Classification:	Complex
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. *BPI-NSQCS Revised Form No. 1.* Application for Seed Testing 2. Seed samples (appropriate size for the tests to be conducted)	NSQCS Central Office or Regional/Satellite NSQCS Office Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form for seed testing and submit the seed sample	1.1 Receive and record submitted seed sample		5 minutes	Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
2. Pay laboratory fees	2.1 Issue official receipt	Refer to A.O. 50, Series of 2000	2 minutes	Evangeline F. Medelin Collecting Officer NSQCS Central Office Special Collecting and

				Disbursing Officers (SCDO) from NSQCS Regional and Satellite Laboratories
	2.2 Assign laboratorynumber and codes		2 minutes/sample	Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
	2.3 Prepare working samples		5 minutes/sample	Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
	2.4 Record and Dispatchworking sample to the different units		2 minutes/sample	Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite

				Laboratories
	2.5 Conduct seed testing		7 - 14 days	Authorized Seed Analyst from NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
	Types of seed testing			
	Moisture content determination	₱50/sample	1 hour – 17 hours(oven method,depending on theseeds analyzed); 3 minutes (moisturemeter)	Authorized Seed Analyst from Moisture content determination Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
	Physical Purity Test	₱18/sample	10 minutes/sample	Authorized Seed Analyst from Physical Purity Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
	Germination Test	₱42/sample (small seeded) ₱ 110/sample	7 - 14 days withpreliminary andfinal evaluation	Authorized Seed Analyst from Germination Unit of NSQCS Central Office (Refer to

		(big seeded)		Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
	Seed Health Test	₱42/sample	14-21 days dependingon the seed being analyzed	Arian Jane Nanta Agriculturist II, NSQCS C.O. Jerome Bautista Agriculturist I, NSQCS C.O. Saimon Errel Caligayahan Project Assistant III, NSQCS C.O. Limmuel Macabante Science Research Technician III, NSQCS C.O. Emerald Flor Felicitas Science Research Technician II, NSQCS C.O. Seed Analyst from NSQCS Regional and Satellite Laboratories
	Vigor Test	₱65/sample	7 - 14 days dependingon the crop being tested	Authorized Seed Analyst from Germination Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)

				Seed Analyst from NSQCS Regional and Satellite Laboratories
	Tetrazolium Test	₱200/sample (small seeded) ₱130/sample (big seeded)	5 minutes/analysis	Authorized Seed Analyst from Germination Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts) Seed Analyst from NSQCS Regional and Satellite Laboratories
	2.6 Prepare result oflaboratory analysis		2 minutes/analysis	Christopher Cruz Laboratory Aide II NSQCS Central Office Emmanuel Macaraeg, Jr. Laboratory Aide II NSQCS Central Office Technical/Non-Technical Staff from NSQCS Regional and Satellite Laboratories
	2.7 Check and initial resultof laboratory analysis		2 minutes/analysis	Racel M. Estanislao Agriculturist II, Sampling, Receiving and Sample Preparation Unit, NSQCS C.O. Kim Ashley R. Pascual Agriculturist II, Moisture Content Determination Unit

| | | | | Maria Belinda Cruz Senior Agriculturist, Physical Purity Unit

Elalin Torio ACC III, Germination Unit

Arian Jane Nanta Agriculturist II, Seed Health Unit

Unit Heads from NSQCS Regional and Satellite Laboratories |
|---|---|---|---|---|
| | 2.8 Approve result of laboratory analysis | | 2 minutes/analysis | Ruel C. Gesmundo Chief, NSQCS

NSQCS Regional and Satellite Chiefs |
| 3. Pick up result of laboratory analysis | 3.1 Issue result of laboratory analysis | | 2 minutes | Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)

Seed Analyst from NSQCS Regional and Satellite Laboratories |
| 4. Fill out feedback form(Customer Survey/Satisfaction) Form | 4.1 Issue and collect feedback form | | 2 minutes/feedback form | Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to |

				Memorandum on Authorization of Seed Analysts)
				Technical/Non-Technical Staff from NSQCS Regional and Satellite Laboratories

Note: Duration of seed testing depends on the biological condition of the crops and its species being tested.

Seed Analyst

- laboratory personnel who underwent series of trainings related to seed testing
- authorized to conduct seed testing, operate specific equipment and initial working sheets