



Application for Cold Storage Warehouse (CSW) Accreditation

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues License to Operate to Accredited Cold Storage Warehouses.

Office:	Plant Product Safety Services Division – Accreditation and Inspection Section	
Classification:	G2B-Government to Business, G2G-Government to Government	
Type of Transaction:	Complex	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><u>FOR NEW APPLICATIONS:</u></p> <ol style="list-style-type: none"> 1. Duly accomplished and Notarized Application Form 2. Floor Plan/Layout showing all storage rooms and other facilities for Specific products 3. Recent photographs of the inner and outer portions of the CSW 4. Documentary Requirements <ol style="list-style-type: none"> a. Business Permit – City/Municipal Government b. Environment Compliance Certificate/Certificate of Non-Coverage – DENR c. Permit to Operate (Air Pollution Source/Control Installations, Exemption Certificate) – DENR/LLDA * Provided that, in case the cold storage facility is also engaged in the processing of agricultural and fisheries products, a Waste Water Discharge Permit shall also be required. d. Photocopy of Business Registration – DTI/SEC e. Sanitary Permit f. Certificate of Potability – DOH + NWRB/LGU Health Office 5. Rated Capacity 6. List of clientele (with specific products) for the last two (2) years, where applicable 7. Copy of LTO issued by other regulatory agencies related to the company's 		Bureau of Plant Industry-PPSSD Central Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form with the requirements	1.1 Assess and review completeness of application with the required requirements	4,000 Php	0.5 day	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	1.2 Schedule facility inspection and assign inspector	None	0.5 day	AIS Section Chief: Lennie Manipon
2. Prepare documents needed for CSW inspection	2.1 Prepare memorandum for the selected inspectors, notice of inspection and inspection plan	None	0.5 day	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.2 Approve notice of inspection and inspection plan	None	1 Day	Division Chief/BPI Director: William Mugot/Gerald Glenn Panganiban
	2.3 Conduct inspection	None	1-3 Days (subject to the location of facility)	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers
	2.3 Prepare Inspection Report	None	1 Day	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers

	2.4 Endorse Inspection Report to Accreditation Committee – TWG	None	2 Days	AC – TWG Elaiza Nicole Dotimas, Peter Magdaraog, Shereene R. Samala, William Mugot, Ruel Gesmundo
	2.5 Prepare License to Operate (LTO)	None	0.2 day	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.6 Approve License to Operate (LTO)	None	1 day	BPI Director Gerald Glenn F. Panganiban
	2.7 Upload approved LTO to DA Intercommerce System	None	0.05 day	Assistant Division Chief Christian Allen Taleon
3. Receive approved LTO	3.1 Issue the approved LTO to	None	0.25 day	PPSSD Technical Staff Mikko Faturan
4. Fill-out Customer Satisfaction Form	4.1 Issue and collect CSF			
	TOTAL		8-10 days	
Note: *nearby location **long distance location				