

ACTION BY THE BOARD OF CHEMISTRY

NAME OF CHEMICAL LABORATORY OR ESTABLISHMENT: _____

INSPECTION OF THE APPLICANT'S CHEMICAL LABORATORY OR ESTABLISHMENT

DATE OF THE INSPECTION: _____

FINDINGS:

Approved

Disapproved

Board Focal Person

**PROCEDURE IN APPLYING FOR THE ISSUANCE OF THE AUTHORITY TO OPERATE
CHEMICAL LABORATORIES OR RELATED ESTABLISHMENTS**

- Step 1. Secure Application Form at the Regulation Division of the nearest PRC Regional Office or download at www.prc.gov.ph;
- Step 2. Proceed to Regulation Division processing window for evaluation and assessment;
- Step 3. Proceed to Registration Section for verification of PRC License/s No.;
- Step 4. Proceed to Legal Service – Hearing and Investigation Division for clearance of no derogatory record;
- Step 5. Proceed to Cash Section for payment of processing fee of P4,500.00 and inspection fee of P2,000.00;
- Step 6. Submit Application Form with all the required documents and official receipt to the Regulation Division designated window.
- Step 7. Notice of Inspection will be issued at least two (2) weeks before the conduct of the inspection.
- Step 8. Verify the status of application after _____ days from the completion of inspection.

CHECKLIST OF REQUIREMENTS

- Duly accomplished Application Form;
- Authenticated copy of Certificate of Registration, Articles of Incorporation/Partnership and By Laws issued by the Securities and Exchange Commission (SEC) for corporation or partnership; or authenticated copy of Certificate of Registration from Department of Trade and Industries (DTI) for sole proprietorship;
- Pictures of the storage area or room where hazardous, toxic, and flammable chemicals are stored;
- Pictures of the entire laboratory;
- Valid Professional Identification Cards (PICs) of the Chemists and Registered Chemical Technicians employed
- Payment of accreditation fee and Inspection Fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- Short Brown Envelope for the Certificate;
- Four (4) pcs. documentary stamps.

Note:

1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the Customer service counters of the PRC Central Office and Regional Offices.
2. Representative/s filing and claiming the Certificate of Authority to Operate Chemical Laboratory or related Entity on behalf of the applicant must present Special Power of Attorney (SPA) and valid proof of identification.