



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MEMORANDUM**

**FOR :** ALL DISTRICT COLLECTORS  
SERVICE/DIVISION/UNIT CHIEF  
ALL OTHERS CONCERNED

**SUBJECT :** Submission of Samples to Philippine Customs Laboratory  
(PCL) for Laboratory Analysis

**DATE :** 14 March 2017

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- 1.0 To preserve the integrity of laboratory analysis, the following procedures must be observed for the above subject:
- 1.1 The importer shall notify the Import Assessment Service (IAS) in advance, if there are entries to be filed on the above subject.
- 1.2 The COO III/Requesting officer assigned shall officially turn over to PCL the following:
- a) Samples placed in appropriate containers, as follows;
    - Solid/powder must be in sealed plastic containers
    - Liquid/solution must be in sealed bottle containers
  - b) Properly identified/authenticated container containing the sample
  - c) Completely filled-out PCL request for Analysis Form with corresponding Material Safety Data Sheet (MSDS) of the sample and other supporting documents.
- 1.3 In the event the PCL does not have the capability to conduct the required analysis for the sample, the Director of IAS will endorse the sample to another government or private laboratory.
- 1.4 The sample shall be brought to the government or private laboratory by the PCL personnel and the broker's/importer's representative immediately (transportation and laboratory fees shall be for the account of the broker/importer); and
- 1.5 The PCL personnel shall turn over the sample to the government or private laboratory.
- 2.0 This amends the Memorandum dated 17 December 1993 and 03 August 2004.

  
**NICANOR E. FAELDON**  
Commissioner



MAR 20 2017