**GERMPLASM EXCHANGE: IMPORT**

### Apply for Plant Quarantine Clearance (PQC)

- Coordinate with the sender regarding the details of the requested materials.

### Submit 4 copies of the application form for PQC (BPI Q Form 1) to SHU together with the following:
- Research outline (2 copies)
- List of materials (2 copies)
- Application processing fee

### Forward application form with complete documents to the BPI-PQS. (Note: processing of PQC takes about 2 to 3 weeks.)

### Issue the PQC

### Send documents and materials to IRRI

- Send the copy of the approved PQC to the collaborator through fax or email. Advise the recipient/sender to send the materials together with the following:
  - Phytosanitary Certificate from the country of origin
  - Copy of the PQC
  - List of materials contained in each package (variety name, source, etc.)
  - Material Transfer Agreement, i.e. Standard Material Transfer Agreement (SMTA)

### Submit the materials and all the required documents to:
- IRRI c/o Seed Health Unit
- DAPO Box 7777
- Metro Manila, Philippines

### Notify the SHU for hand-carried materials and forward the package immediately to SHU together with the complete documents.

### Send the materials and all the required documents to:
- Name of recipient
- IRRI c/o Seed Health Unit
- DAPO Box 7777
- Metro Manila, Philippines

### Send the copy of the approved PQC to the collaborator through fax or email. Advise the recipient/sender to send the materials together with the following:
- Phytosanitary Certificate from the country of origin
- Copy of the PQC
- List of materials contained in each package (variety name, source, etc.)
- Material Transfer Agreement, i.e. Standard Material Transfer Agreement (SMTA)

### Check the documents and process the materials

1. Check the completeness, validity and accuracy of the documents.
2. Check the consistency of the documents vs. the physical samples.
3. Assign an SHU reference number for an application with complete requirements.

### Coordinate with the OU key person regarding the uploading of the entries in ICIS.

### Recommend quarantine clearance.

### Release and monitors materials

1. Check the consistency and completeness of the samples and documents.
2. Coordinate with the OU key person regarding the release of materials.
3. Release the materials to the importer.
4. Monitor the seeds planted at the designated Post-Entry Quarantine Service areas and the non-seed biological materials (NSBM) in the laboratory.

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**Labels:**  
- **Sender**:  
- **Importer/OU**:  
- **Seed Health Unit (SHU)**:  
- **Bureau of Plant Industry Plant Quarantine Service (BPI-PQS)**:  

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