

ISSUANCE OF SPF/SPR *PENAEUS vannamei* SPF/SPR *PENAEUS monodon* HATCHERY ACCREDITATION

OFFICE

FISH HEALTH MANAGEMENT AND QUALITY ASSURANCE SECTION (FHMQAS)

REQUIREMENTS

1. Letter of Intent
2. SEC Registration
3. Business permit
4. Management System with Organizational Structure
5. Hatchery Building Lay-out
6. Standard Operating Procedure (SOP)

CLIENTS

P. vannamei Hatchery Operators

SCHEDULE

Mondays to Fridays
8:00AM to 5:00 PM

FEES

NO FEES REQUIRED
per Executive Order No. 554

PROCESSING TIME

14 working days and 24 min

Step No.	Client Step	Agency Actions	Maximum Duration	Office/Person Responsible	Forms Required	Location of Office
1	Submit Letter of Intent and requirements	Receive and check documents as to completeness	20 mins.	Maria Abigail A. Albaladejo National Coordinator and Project Leader, National Shrimp Action Program	As indicated above	FHMQAS Arcadia Bldg. 860 Quezon Ave., Q.C., Q.C.
2		Schedule facility inspection	3 days	M.A.A. Albaladejo		FHMQAS
3	Allow inspection of hatchery facility	Conduct inspection for compliance of biosecurity measures	3 days (inclusive of travel time)	M.A.A. Albaladejo, Joselito Somga, Edwyn Alesna Malou Barcia/Members of the Committee on Hatchery Accreditation (CHA) Panel or Technical Staff and Regional Representative		FHMQAS IFAD* 2F PCA Main Bldg., Elliptical Rd., Diliman Q.C.

Step No.	Client Step	Agency Actions	Maximum Duration	Office/Person Responsible	Forms Required	Location of Office
4		Prepare inspection report and recording of result	2 hours	M.A.A. Albaladejo		FHMQAS
5	a. If compliant-proceed to step 6 b. If non compliant-return to step 3	Coordinate/confer with applicant and clarify recommendations;	1 day	M.A.A. Albaladejo		FHMQAS
6		Prepare draft of final report	2 hours	M.A. A. Albaladejo		FHMQAS
7		Panel review and endorsement/ recommend for approval	1 day	Asst. Director Gil Adora Chairman M.A. A. Albaladejo/ Jose R. Somga/ Edwyn Alesna/ Malou Barcia and CHA members		ADO** BFAR 3F PCA Main Bldg., Elliptical Rd., Diliman Q.C. FHMQAS
8		Approval of certificate of accreditation	1 day	Dir. Malcolm I. Sarmiento Jr.		Director's Office 3F PCA Main Bldg., Elliptical Rd., Diliman Q.C.
9	Receive Certificate of Accreditation	Record and mail Certificate of Accreditation copy furnished BFAR Regional Office	5 days	Adelaida Alcisto	Certificate of Compliance, Transmittal sheet	Record's Section 3F PCA Annex Bldg., Elliptical Rd., Diliman Q.C.

* Inland Fisheries Aquaculture Division

** Assistant Director's Office



Republic of the Philippines
 Department of Agriculture
 BUREAU OF FISHERIES AND AQUATIC RESOURCES
 Philippine Coconut Authority Complex, Elliptical Road, Diliman, Quezon City 1118
 Tel. No. (632) 929-9697; Fax No.: (632) 929-9074

FORM A-HA

Control No.: _____

Hatchery Inspection Form
Accreditation / Certification of *P. vannamei* Hatchery

I. Company Profile

Name of Company: _____

Location/Address of Hatchery: _____

Name of Hatchery Head: _____

Contact Number: Office telephone number/s: _____

Mobile phone number/s: _____

Fax number/s: _____

Recognition/Monitoring No.: _____

Date of Inspection: _____

II. Purpose of Inspection

() Recognition () Monitoring

III. Inspection Items

Inspection Items	Questions	Answers		Comments
		Yes	No	
A. Facility	Is/Are there list/s of facility?			
	Is/Are there a maturation tank/s? How many?			
	Is/Are there a spawning tank/s? How many?			
	Is/Are there a hatching tank/s? How many?			
	Is/Are there a larval rearing tank/s? How many?			
	Is/Are there algal culture tank/s? How many?			
	Is/Are there settling tank/s?			
	Is/Are there overhead storage tank?			
	Is/Are there catching ponds? How many?			
	Is there a feed storage facility?			
B. Biosecurity Measures				

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1. Water treatment					
a) Incoming water filtration	Is there incoming water filtration through sub-sand well points, sand filters or mesh bag?				
	Is there a disinfection tank?				
	Is there underground extraction of seawater?				
	Are there membrane filters?				
b) Water disinfection and sedimentation	Are there UV lights?				
	Is there a settling tank?				
c) Water conditioning	Are there activated charcoal filters?				
	Do they use Ethylene Diamine Tetra Acetic Acid (EDTA) to chelate remaining metal impurities?				
2. Effluent water treatment	Is there a catching pond for storage of all hatchery water discharge?				
	Is there treatment with hypochlorite solution (>20 ppm active chlorine for not less than 60 minutes)?				
	Is there any other effective disinfectant used prior to discharge? pls. specify.				
3. Physical isolation	Is there physical isolation of maturation tank/s?				
	Is there physical isolation of spawning tank/s?				
	Is there physical isolation of hatching tank/s?				
	Is there physical isolation of larval and nursery rearing tank/s?				
	Is there physical separation of indoor algal culture tank/s?				
	Is there physical separation of outdoor algal tank/s?				
	Is there physical separation of live food production?				
4. Aeration	Is there airflow control between sections of the facility?				
	Are glass wood filters installed in the main aeration line servicing all section?				
5. Sanitation and disinfection	Are there foot baths?				
	Are there hand washing stations?				
	Do workers wash hands and bath routinely?				
	Does the facility have a traffic flow control in every section of the facility? (one way entrance to exit area)				
	Is there control of movement of potential disease carriers near the testing area?				
	Are equipments and materials disinfected after use?				
	Is the movement of visitors restricted?				
G. Management Responsibility	Is there a documented policy and commitment to quality?				
	Are the responsibilities of each function defined?				
	Is there an organizational structure?				

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IV. Remarks:

Interviewee/s: _____ Position/s: _____ Signature/s: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Inspected by: _____ Position/s: _____ Signature: _____

1. _____

2. _____

3. _____

4. _____

5. _____

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HATCHERY INSPECTION FORM
ACCREDITATION / CERTIFICATE OF *P. vannamei* HATCHERY