



PRE-APPLICATION QUERY FOR FOOD SUITABILITY EVALUATION OF FOOD CONTACT ARTICLES (VOLUNTARY)

Voluntary Pre-application Query for Food Suitability Evaluation of Food Contact Articles

Center/Office/Division:	Common Services Laboratory (CSL) – Receiving and Releasing Unit, Cosmetic-Toxicology Section Food and Drug Action Center (FDAC) FDA Records
Classification:	Complex Transaction
Type of Transaction:	G2B - Government to Business
Who May Avail:	All Food Contact Articles Manufacturers and Distributors
Fees to be Paid:	None

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email Inquiry send to info@fda.gov.ph containing the following information, at a minimum: <ul style="list-style-type: none"> - Product/Article that will be applied for evaluation - Composition/Formulation of the product/article - Intended use - Specific condition of use and food that it will be in contact with 	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends email inquiry to info@fda.gov.ph with the email subject: CSL_Pre-application Query for Food Contact Articles	1.1. Receives and acknowledges receipt of the email inquiry and forwards to the CSL.	None	Refer to FDAC Citizen's Charter	Information Officer II FDAC



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Receives the email and checks the completeness of necessary information. If found incomplete, responds to the Applicant requesting additional necessary information.	None	5 Minutes	<i>Food-Drug Regulation Officer / Health Program Officer / Laboratory Technician</i> CSL – Receiving and Releasing Unit
	1.3. Forwards email inquiry to CSL-Cosmetic-Toxicology Section once all necessary information is received from the Applicant.	None	5 Minutes	
	1.4. Receives and prints forwarded application/s, records in Section Database, and decks the application for evaluation.	None	30 Minutes	<i>Food-Drug Regulation Officer / Administrative Assistant</i> CSL – Cosmetic-Toxicology Section
	1.5. Drafts and finalizes reply letter to the query.	None	6 Days	
	1.6. Forwards the reply letter to the CSL – Receiving and Releasing Unit.	None	10 Minutes	<i>Administrative Assistant</i> CSL – Cosmetic-Toxicology Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. Emails the scanned reply letter to the Applicant.	None	2 Minutes	<i>Food-Drug Regulation Officer / Health Program Officer / Laboratory Technician</i> CSL – Receiving and Releasing Unit
	1.8. Forwards the reply letter (original printed copy) to the FDA Records.	None	10 Minutes	<i>Laboratory Technician</i> CSL – Receiving and Releasing Unit
	1.9. Releases the reply letter to the Applicant.	None	Refer to FDA Records Citizen's Charter	<i>Records Staff</i> FDA Records
	TOTAL		7 Working Days	