****Plant Exports Team

Regulation and Assurance

Ministry for Primary Industries

Pastoral House, 25 The Terrace

PO Box 2526, Wellington 6140

New Zealand

Email: [plantexports@mpi.govt.nz](mailto:plantexports@mpi.govt.nz)

# Application Form PAL1

# Registration of Recognised Pesticide Analytical Laboratory

* Use this application form when first applying to MPI for recognition, and when advising MPI of any subsequent changes to any of the applicant details, key technical personnel, new or revised analytical methods.
* Email the completed application form together with the required supporting evidence and information to the Plant Exports team at [plantexports@mpi.govt.nz](mailto:plantexports@mpi.govt.nz).
* Each laboratory applying for recognition will be charged an administration fee based on the time required by MPI to process each application. This fee is calculated using the current MPI hourly rate. See MPI Plant Exports Fees at: <http://mpi.govt.nz/exporting/food/fruit-and-vegetables/fees-and-charges/>.
* Refer to the Privacy Act 1993 and Official Information Act 1982 notices at the end of this form regarding collection of information by the Ministry for Primary Industries.

|  |  |
| --- | --- |
| Identification A unique identification will be assigned to each recognised laboratory. | |
| **MPI PAL No.**  (if new application, leave blank) |  |
| **Accreditation Body Registration No.** |  |

|  |
| --- |
| Full Legal Name of Laboratory |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address and Contact Details of Laboratory | | | |
| **Street/Physical** (location of actual premises) | | **Postal, including post code** (for communication) | |
|  | |  | |
| **Contact person** |  | | |
| **Email** |  | | |
| **Phone** |  | **Mobile** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Analytical Methods for recognition | | | |
| **Method**  (descriptor or unique identifier) |  | **Key Technical Person** |  |
| **Method**  (descriptor or unique identifier) |  | **Key Technical Person** |  |
| **Method**  (descriptor or unique identifier) |  | **Key Technical Person** |  |
| **Method**  (descriptor or unique identifier) |  | **Key Technical Person** |  |

|  |
| --- |
| Minimum Documentation Required |
| Ensure you have attached the following:  Evidence of ISO 17025 accreditation by IANZ (laboratory).  Evidence of ISO 17025 accreditation by IANZ (each listed analytical method).  Summary description of each analytical method.  Information on measurement uncertainty for each analytical method.  Information on limits of detection/quantification for each analyte.  Consent for Disclosure of Information forms for each individual listed in section 4. |

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Declaration To be completed by a person with appropriate authority within the laboratory. | | | |
| I declare that:   1. The information supplied in this application is truthful and accurate to the best of my knowledge; and 2. I, the directors of the laboratory, and those responsible for its management or control are of good character and reputation; and 3. There is no other information that I am aware of that affects the ability of this laboratory to perform the above listed pesticide residue analyses in accordance with the requirements ISO Standard 17025. | | | |
| **Name** |  | **Designation / Title** |  |
| **Signature** |  | **Date** |  |

|  |
| --- |
| Collection of Information |
| **Collection of Personal Information**  Pursuant to Principle 3 of the Privacy Act 1993, we advise that:   * This information is being collected for the purposes relating to the Ministry for Primary Industries recognition of a pesticide analytical laboratory; and * The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and * Some of the information collected will be displayed on a public register; and * The collection of information is required under the **Recognised Pesticide Analytical Laboratories and Residue Test Methods.** The provision of this information is necessary in order process an application for registration; and * The supply of this information is voluntary; and * Failure to provide the requested information is likely to result in a return of this application form to the applicant; and * Under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information that you have provided.   **Collection of Official Information**  All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.  If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MPI use only** | | | | | |
| **Date** |  | **Fee** |  | **Invoice No.** |  |
| **Name** |  | **Web listing** | Y/N | **Date listed** |  |