PROCEDURES IN MONITORING MOVEMENT AND SHIPMENT TO CBWS/FOOD PROCESSORS OF (IMPORTED AND LOCAL) “E” SUGAR CONTAINED IN BAGS

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Please be guided by the following guidelines/procedures that the Sugar Regulatory Administration (SRA) shall impose on monitoring the movement and shipment of (imported and local) “E”-Sugar:

A. Movement/Shipment of Local “E”-Sugar

1. All traders/food processors must secure an Authority to Withdraw “E”-Sugar from Office of the Administrator. Such request must include the probable date/s of actual withdrawal from the mill.

2. Traders/Shippers must inform the SRA (DRMG-OIC) on the schedule of loading of “E”-Sugar for inter-island shipment. Such notice shall include a request for the presence of an SRA Monitoring Team to observe the loading.

3. Loading of “E”-sugar shall be observed by a duly-authorized SRA Monitoring Team.

a. For shipments in container vans, such should be loaded in vans separate from other classes. An SRA seal shall be attached to the door of the container van after loading. The SRA seal number shall be recorded, which shall be included in the Report of Loading “E”-Sugar, submitted to the Administrator’s Office no later than the next day.

b. For shipments of loose cargo, to the extent possible, such should be piled separately for ready identification when inspected.

4. Unloading of “E”-Sugar shall be observed by the SRA Monitoring Team. Upon arrival of the shipment at the destination, the shipper must notify the SRA (DRMG-OIC). Said notice must include a request for an SRA Team to witness the unloading.

a. For shipment in container vans, the SRA Team must check the SRA seal as to its integrity prior to opening. The SRA Monitoring Team must be the one to break the SRA seal. If the seal is tampered, the container will not be opened and will instead be resealed, and the SRA Administrator will be informed. The SRA Administrator will then send additional personnel to verify the seal and witness the opening of the container. The container will be opened upon the instruction of the Administrator.

b. For shipments in loose cargo, the SRA Monitoring Team will inspect the sugar as to integrity of the cargo.

5. The unloading of the sugar from the container will be recorded. The number of bags, markings, and other pertinent data must be gathered and included in the Report of Unloading “E”-Sugar at Destination, which must be submitted no later than the next day.

6. The “E”-Sugar must be stored in a separate and distinct stockpile from other classes of sugar, if applicable, at the warehouse of the consignee/trader or food processor.

7. An SRA-accredited stock ledger (attached as Annex[*]) recording the delivery and withdrawal/usage of sugar must be maintained and updated at the warehouse. The SRA Monitoring Team can check the ledger during its

monitoring visit.

B. Movement/Withdrawal of Imported “E”-Sugar

1. All CBW operators/food processors withdrawing “E”-Sugar from the Bureau of Customs (BoC) must inform the Office of the Administrator of the exact date of withdrawal, notwithstanding the authority to withdraw already issued. Such notice shall include a request for the presence of an SRA Monitoring Team to observe the withdrawal.

2. The SRA Monitoring Team will observe the unloading of the sugar. If unloaded in a CBW storage area, the sugar must be piled separately for each food processor such that it will be readily differentiated from other stocks. If unloaded directly to the warehouse of the food processor, such stocks shall likewise be piled separately from other supplies or “old” sugar stocks.

3. For withdrawal of imported sugar from the CBW to the food processor, the latter must formally inform the Office of the Administrator of the exact date of withdrawal, the quantity to be withdrawn, and other relevant details. Such notice must include a request for the presence of the SRA Monitoring Team as observers.

a. The loading of the sugar withdrawn will be recorded. The number of bags, markings, and other pertinent data must be gathered. Likewise, the unloading of the withdrawn sugar at the warehouse of the food processor must be recorded. The details of the withdrawal shall be included in the Report of “E”-Sugar Withdrawal from CBW.

b. The “E”-Sugar must be stored in a separate and distinct stockpile from other stocks at the warehouse of the food processor.

4. An SRA-accredited stock ledger recording the delivery and withdrawal/usage of sugar must be maintained and updated at the warehouse of the food processor. The SRA Monitoring Team can check the ledger during its monitoring visit.

For compliance.

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Administrator

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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