PEST MANAGEMENT CENTRE (PMC) – MINOR USE PESTICIDE PROGRAM (MUPP)
Residue Analysis Application Form

The objective of the application form is to guide bidders in the preparation of their bid and to provide AAFC with a tool to better assess, evaluate, and contrast the proposals submitted. It's very important to fully complete every field. The MS Word template allows bidders to adjust the space in each field according to the size of information used to fulfill / address the template requirements. Please provide all details necessary to give a full description of the bid.

COMPLETE ONE RESIDUE ANALYSIS APPLICATION FORM FOR EACH RESIDUE PROJECT FOR WHICH YOU ARE MAKING A BID.
Projects with multiple studies (crops) may be included on one form however the experience with each crop fraction and residue definition must be supplied. It is not necessary to submit reference letters and general company information with each application form (one set of each per proposal copy is sufficient). Please refer to Appendix A, Statement of work for details on scope of work, deliverables and timelines.

Note: Any *proposed* changes by the applicant discussed below may not be acceptable to the Pest Management Centre and the successful bidder may have to follow the reference method as written or with some agreed changes.

RESIDUE ANALYSIS APPLICATION FORM

Residue Analysis Application Form **Project #:** **Study Number:** **Product (active ingredient):**			
1	Name of Organization		
2	Mailing Address		
3	Phone and Facsimile	Tel:	Fax:
4	Email and Web Address	Email:	Website:
5	Contact Person	Name/Title:	Email:
Principal Investigator Details:			
Name: Tel: Fax: Email:			

Mandatory Requirements	Yes	No
M1 – The proponent must be currently recognized as a GLP compliant laboratory to conduct laboratory analysis on pesticide residues and must provide documentary evidence of this recognition. • Copy of current GLP certificate issued by the Standards Council of Canada (SCC) (or US EPA facility inspection report and independent QA auditor critical phases report) • GLP organization chart • Laboratory floor plan • List of laboratory SOPs (copy of SOPs to be provided upon contract award)		
M2 – The proponent must fill in and submit the Residue Analysis Application Form for each project for which a bid is being made.		
M3 – The proponent must provide evidence (at least one letter of reference) of having completed a minimum of one GLP laboratory study in a satisfactory manner.		
M4 – the proponent must identify how Quality Assurance will be provided.		

Rated Requirements	Maximum Points	
R1 – PROJECT TEAM Describe the team to be assigned to this project, their responsibilities and how they will be accountable. • Company profile and history performing GLP pesticide residue studies (*1 point*) • Identification of project PI, TSM, QA technician(s) and their roles (supported by CVs and GLP organization chart) (*2 points*) • Accountability (*1 point*) • List of analytical instruments to be used in the project (*1 point*)	**5**	
R2 – EXPERIENCE Experience with project requirements.	**50**	
R2A. Crop Fraction Provide details of direct experience with each crop fraction listed in Appendix A, Annex 1 for this project, outlining the components of the residue definition analyzed and indicating the number of studies with each fraction. *Experience with the same crop fraction as project (10 points)* *Quantify experience with the same crop fraction (10 points)* If no direct experience, provide details of similar/related experience with each crop fraction. Describe why this experience is relevant to this project. *Experience with similar/related crop fraction (8 points)* *Justification why similar/related crop fraction is relevant to the project (8 points)* RESPONSE:	(20)	

Rated Requirements	Maximum Points	
R2B. Residue Definition Provide details of direct experience with each component of the residue definition listed in Appendix A, Annex 1 for this project, outlining any crop fraction analyzed and indicating the number of studies with the residue definition. *Experience with same Residue Definition (analytes) as project (10 points)* *Quantify experience with Residue Definition (10 points).* If no direct experience, provide details of related/similar experience with each component of the residue definition. Describe why this experience is relevant to this project. *Experience with similar/related residues of concern (8 points)* *Justification why similar/related experience is relevant to the project (8 points)* RESPONSE:	(20)	
R2C. Analytical method and Frozen Storage Stability Studies Confirm experience with the exact analytical method(s) listed in Appendix A, Annex 1, including the crop fraction analyzed. Provide details of conducted Frozen Storage Stability Studies with the method specified. *Experience with same methodology as listed for project (10 points)* If no experience with the exact analytical method(s) listed, provide details of related/similar experience to the one that is to be used for analysis of the residue definition in the crop fraction. Describe similarities of procedures between the methods and explain why it is relevant to this project. *Experience with similar/related methodology (4 points)*	(10)	

Rated Requirements	Maximum Points	
Justification why similar/related experience is relevant to the project (4 points) RESPONSE:		
R3. Understanding Analytical Methodology Based on the reference method indicated in Appendix A, Annex 1, provide an overview of the procedures to be used for each study in the project. This overview is to include a summary/description of the analytical techniques needed to complete this analysis and why they are relevant (ex. Soxhlet extraction used to extract ethofumesate from sample). Explain calculations of the results. Based on the method, estimate the timeframe for analysis and indicate key stopping points. Provide proposed modifications, and explaining why they are required (ex. method required packed column with GC/NPD determination or equipment is not capable of handling packed columns). Include concerns/restraints. If proposed changes are not acceptable to PMC, can you follow the method as written?	**40**	
Outline of analytical method, providing details on how the lab will analyze samples. (Differences from the reference method are to be documented below) *From a chemistry point of view, describe how the residue of concern is isolated from the matrix to injection vial and analyzed. If applicable, include details for phase transfers, degradations, adsorptions, column retentions, solubility, etc.* *For instances where derivatizations, transformations, enzymatic reactions, etc., occur, provide details of the chemical reactions. (30 points)* RESPONSE:	(30)	

Rated Requirements	**Maximum Points**	
Provide proposed modifications to the analytical method, Including justification for the changes (10 points). RESPONSE:	(10)	
R4. Understanding Requirements of Study Plan Based on the draft study plan template and the information provided in Appendix A, Annex 2, provide an outline of the procedures to be used for each study in the project. This outline is to include **details** on each phase of analysis (including estimated time frame, number of sets, set composition, etc.). For each phase of analysis, outline and explain any potential **concerns** and include possible solutions.	**30**	
Outline of the method validation process, including method validation extension (10 points). RESPONSE:	(10)	
Outline of sample analysis process (including time frame, number of sets, etc.) (10 points) RESPONSE:	(10)	
Outline of extract and standard stability (5 points) RESPONSE:	(5)	

Rated Requirements	Maximum Points	
Outline of frozen storage stability analysis and requirements of each phase (5 points). RESPONSE:	(5)	
R5A. Understanding and adhering to quality control Based on your SOPs and good scientific practices, provide guidelines for data reproducibility and outline how your organization handles inconsistencies in data or unexpected results, For example: a) quantifiable residue levels in an untreated sample on par with the levels in a treated sample; b) 1 trial with results significantly different than other trials within the study; c) one of the method validation recovery results is low (98, 95, 22%). Please outline any other types of inconsistencies which may be relevant to this study. Describe your raw data and report quality control procedures. *Description of relevant SOPs and relevance to how organization handles inconsistencies (10 points).* RESPONSE:	**10**	
R5B. Method LOD/LOQ Based on the LOD and LOQ in the reference method and your proposed changes (if applicable), is it possible to obtain similar, greater or lower sensitivity for this (these) crop fraction(s). How will the LOD and LOQ be determined? (*10 points*) RESPONSE:	**10**	

Rated Requirements	Maximum Points	
R5C. Demonstrating how solutions will be prepared and used Based on the draft study plan and reference method, provide an overview on how the reference items (analytical standards) will be prepared and stored. Outline any potential concerns, explaining why and providing potential solutions. Include information on solution stability. (*10 points)* RESPONSE:	**10**	
Total Rated Points	**155**	
Minimum Overall Required:	**93/155 (60%)**	