

**[ SRA MEMORANDUM CIRCULAR NO. 2, February 10, 2009 ]**

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

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,