

**Ministry of Health  
Chemistry- Food and Drugs Division**

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**ADMINISTRATIVE OFFICE  
and  
FOOD & DRUGS DIVISION**

**#92 Frederick Street  
(between Park & Duke Street,  
Opposite Royal Castle)  
Port of Spain**

**GOVERNMENT  
CHEMIST LABORATORY**

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**#115 Frederick Street, Port of Spain,  
Telephone: 623-2814 / 623-2476**



**GOVERNMENT OF THE REPUBLIC OF  
TRINIDAD AND TOBAGO**

**Ministry of Health  
*Chemistry- Food and Drugs Division***

**MARKETING  
FOOD  
PRODUCTS  
THE  
CORRECT  
WAY**

## Procedure for Acquiring a Free Sale Certificate

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### 1. Food and Drugs Division:

- a. Consult with a Food and Drugs Inspector
- b. Submit a **Draft** Label (printed or hand written)
- c. Payment Receipt (**TT \$30.**) for label examination

### 2. Government Chemist Laboratory- Sample is to be submitted to the Laboratory for the following analysis\*

- a. Microbiology
- b. Food Chemistry
- c. Other (depending on nature of product (s))

Upon completion of the necessary testing, the report must be submitted to the Food and Drugs Inspector

### 3. Public Health Inspectorate:

- a. Food Handlers Badge
- b. Certificate of Registration of Premises

Once all of the **above** requirements are satisfactory, the facility/ manufacturer will be inspected by the Food and Drugs Division.

A Certificate of Free Sale may then be issued by the Food and Drugs Division, valid for a period not exceeding **one** (1) year.

The Free Sale Certificate is issued at a cost of **TT \$75.**

## \* Procedure to have Products Tested at the Government Chemist Laboratory

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- a. Two (2) samples of each product (at least 100g each) should be provided.
- b. The client must provide contact information.
- c. The Client will receive a payment voucher for cost of:
  - i) Microbiological Analyses.
  - ii) Chemical Analyses.
  - iii) Other.

**Note: Total cost (Note: Cheque payment in c/o Permanent Secretary, Ministry of Health) depending on analyses required and client pays at:**

- i) Any District Revenue Office (Warden's Office).
  - ii) Ministry of Health (Corner Park & Edward St, Port of Spain)
- d. The client then returns to the Laboratories with payment receipt for Analyses.
  - e. After the analyses are completed, the client collects respective reports at the Government Chemist Laboratory