








SECSIME NO. R4A-EMED-04. LABORATORY PROCESS




Request for Laboratory Analyses, Receiving and Analyses of Samples, and Release of Report of Laboratory Analyses for External Clients

Office or Division:	Environmental Management Bureau Calabarzon Region - Environmental Monitoring and Enforcement Division (EMED) – LABORATORY SERVICES SECTION			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	External: Industrial Firms (Public or Private)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request for Analysis		External Clients		
2. Reply Letter of Approval		EMB RO		
3. Filled Out Analytical Request and Requisition Flow Form		EMB RO		
4. Completely Filled Out Sample Submittal / Chain of Custody Form		External Clients		
5. Results of Laboratory Analyses		EMB RO		
Additional if from the Government Sector				
6. N/A		N/A		
Additional if Requesting Party is a representative				
7. N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Write letter request for analysis	Check laboratory capability and capacity and endorse to EMED Chief and Regional Director	None	3 Days	 MARISSA MALABANA OIC, Laboratory Section






	Reply letter of approval or disapproval			 JESSIE CONDE Chief, EMED  NOEMI PARANADA Regional Director
Present reply letter of approval	Coordinate regarding schedule of analysis, no. of samples and parameters	None	1 day	 KATHLEEN CHRISTINE AQUINO Senior Chemist, Laboratory Section 



				ANDY AQUINO Senior Chemist, Laboratory Section
Fill out Analytical Request and Requisition Flow Form (ARRFF)	ARRFF will be forwarded to the EMED Chief and Regional Director for information and consideration	None	1 Day	 KATHLEEN CHRISTINE AQUINO Senior Chemist, Laboratory Section  ANDY AQUINO Senior Chemist, Laboratory Section
Submit samples and field data together with duly filled out Sample Submittal / Chain of Custody Form (SS/COC)	Check if sample handling requirements are met; if yes, accept samples; if not, reject samples	None		 FRANCIA MARIE GUNGON Chemist, Laboratory



				<p>Section</p>  <p>CHERRY PINK LOURDES REYES Microbiologist, Laboratory Section</p>
	Analyze samples for all requested parameters, record and compute results	None	12 working days*	 <p>ANDY AQUINO Senior Chemist, Laboratory Section</p>  <p>CLARISSA BUSTARDE Chemical Technician, Laboratory Section</p>



ARLYN LOPEZ
Analyst, Laboratory
Section






CHERRY PINK
LOURDES REYES
Microbiologist, Laboratory
Section






PATRICK JAY MORALES
Chemist, Laboratory
Section



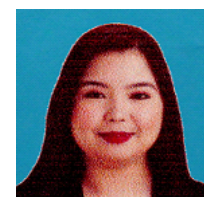
				 <p>FRANCIA MARIE GUNGON Chemist, Laboratory Section</p>  <p>KATHLEEN CHRISTINE AQUINO Senior Chemist, Laboratory Section</p>
	Prepare Results of Laboratory Analyses (ROLA)	None	2 working days	 <p>ANDY AQUINO Senior Chemist, Laboratory Section</p>



	<p>Recheck computations and review Quality Control (QC) measures</p> <p>If QC passed, sign and certify ROLA</p> <p>If not, investigate and repeat analysis or notify client to conduct resampling</p>	None	2 working days	 <p>CLARISSA BUSTARDE Chemical Technician, Laboratory Section</p>  <p>ARLYN LOPEZ Analyst, Laboratory Section</p>  <p>CHERRY PINK LOURDES REYES Microbiologist, Laboratory Section</p>
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PATRICK JAY MORALES
Chemist, Laboratory
Section





FRANCIA MARIE
GUNGON
Chemist, Laboratory
Section



KATHLEEN CHRISTINE
AQUINO
Senior Chemist,
Laboratory Section



	Sign and approve ROLA for releasing	None	3 working days	 NOEMI PARANADA Regional Director
Claim ROLA	Release ROLA	None	1 day	 KATHLEEN CHRISTINE AQUINO Senior Chemist, Laboratory Section
TOTAL:		N/A Based on DAO 2016-28	Approximately 20 working days (*may vary depending on the requested parameters	Highly Technical