

8. CONDUCT OF LABORATORY ANALYSIS and ISSUANCE OF RESULTS/REPORT OF ANALYSIS



CLIENT GROUPS

Cigarette Manufacturers
Tobacco Traders
Private Individuals



REQUIREMENTS

Letter of Intent/Request or
Analytical Service Request Form
Sample of the Product for testing



SERVICE SCHEDULE

Monday to Friday, 7:30 AM to 5:30 PM



AVERAGE PROCESSING TIME

8 days



FEES *

Amount
(PhP)

A. Soil Analysis

Organic Matter	365.00
Total Nitrogen	365.00
Available Nitrogen	460.00
Available Phosphorus	310.00
Exchangeable Potassium	220.00
Water-Soluble Chloride	220.00
pH, potentiometric	100.00

B. Fertilizer Analysis

Nitrogen	460.00
Phosphorus	310.00
Potassium	220.00
Water-soluble Chloride	275.00

C. Water Analysis

Chloride	275.00
Electrical Conductivity	100.00
pH	100.00

D. Plant Tissue Analysis

Total Nitrogen	365.00
Chloride	275.00

E. <u>Tobacco and Tobacco Products</u>	Nicotine/Reducing Sugars	460.00
F. <u>Cigarettes</u>	Carbon Monoxide and Total particulate matter	6,085.00
	Nicotine	7,850.00
	Tar	8,665.00

** All fees are subject to change without prior notice*



PROCESS OF AVAILING THE SERVICE

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
1. Submit letter request -or- Fill out form on request for analytical services	Receive letter request/form	5 minutes	Secretary I	Industrial Research Dept. (IRD) – 5 th Floor
	Indorse letter request/form	15 minutes	Dept. Manager III	IRD – 5 th Floor
	Approve letter request/form	1 hour	Adminis-trator	OAd – 2 nd Floor
	Receive approved letter request/form	5 minutes	Secretary I	IRD – 5 th Floor
	Indorse letter for appropriate action	30 minutes	Dept. Manager III	IRD – 5 th Floor
2. Receive copy of approved letter request/form	Release approved letter/form	5 minutes	Secretary I	IRD – 5 th Floor
	Identify parameters required	1 hour	Chief Sci. Res. Spec.	TLSID, IRD– 6 th Floor

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	Compute total laboratory fees and prepare Statement of Laboratory Fees	30 minutes	Chemist IV	TLSID, IRD – 6 th Floor
3. Submit samples for analysis	Receive samples	30 minutes	Chemist IV	TLSID, IRD – 6 th Floor
	Assign codes to the submitted samples	30 minutes	Chemist IV	TLSID, IRD – 6 th Floor
	Forward samples to Soil and Water Laboratory – Batac for parameters specifically determined thereat	2 days	Chemist IV	TLSID, IRD – 6 th Floor
	Sample preparation (drying/ grinding and conditioning)	1 day	Chemist III/ Science Research Specialists I/II	QAD – 6 th Floor - OR - Soils & Water Lab – Batac, IN
	Conduct of chemical analysis	5 days		
	Process data	1 day		
	Prepare report on the analysis	2 hours		
	Review/ consolidate report	30 minutes	Chief SRS	TLSID, IRD – 6 th Floor

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	Recommend Report for approval	30 minutes	Dept. Manager III	IRD – 5 th Floor
	Approve Report	1 hour	Administrator	OAd – 2 nd Floor
4. Pay laboratory fees	Issue Order of Payment	2 minutes	Financial Analyst	Accounting Div, Finance Dept (FD) - 4 th Floor
	Issue Official Receipt (OR)	5 minutes	Cashier II	Finance Dept (FD) - 4 th Floor
5. Photocopy OR	Receive photocopy of OR	5 minutes	Chemist IV	TLSID, IRD – 6 th Floor
6. Receive copy of Report	Release Report	2 minutes	Chief SRS	TLSID, IRD – 6 th Floor
Total Processing Time:		8 days, 44 mins		