

ENVIRONMENTAL LABORATORY RECOGNITION (ELR)

DENR Environmental Laboratory Recognition

DENR Recognition of environmental laboratories that are authorized to generate environmental data in connection with the Environmental Impact Assessment (EIA) System, environmental monitoring and research activities in support of the formulation and implementation of policies, criteria, guidelines, rules and regulations, and other activities of EMB-DENR.

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|--|---|------------------------|------------------------|---------------------------|
| Office or Division: | Environmental Research and Laboratory Services Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government, G2B – Government to Business and G2C – Government to Citizen | | | |
| Who May Avail: | any person, firm or corporation desiring to establish or operate and maintain an environmental laboratory | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Notarized Application Form (ELR Form 1) with the following attachments: | | EMB website | | |
| - Scope of the Desired Recognition | | | | |
| - Copy of Accreditation Certificate/s | | | | |
| - Technical and Support Personnel of the Laboratory | | | | |
| - Laboratory Test Report Forms | | | | |
| - Reference Literature Available in the Laboratory | | | | |
| - Equipment Calibration and Maintenance Program | | | | |
| - Quality Assurance/ Quality Control Program of the Laboratory and results of participation to Proficiency Testing Exercise/s | | | | |
| - Track Record of the Laboratory | | | | |
| - Pollution Control and Waste Management Practices Adopted by the Laboratory with attachments (such as ECC or CNC, PCO, Hazardous Waste Generator ID, CCO, Discharge Permit, Permit to Operate APSCI, Certificate of Authority to Operate a Chemical Laboratory) | | | | |
| - Chemical Management Program/ Plan with attached Permits (such as PNP, PDEA, PNRI) | | | | |
| - Floor Plan of the Laboratory and Related Facilities (1:100 scale) | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit notarized application form (ELR Form 1) including supporting documents to Records Section, AFMD | Receive (provisionally) application document and forward application documents to ERLSD Chief | None | | Records Section - AFMD |

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| | Verify laboratory capacity/ capability from the submitted documents. Determine need for initial on-site assessment, if necessary and provide instructions to ELR Coordinator. | None | | ERLSD Chief |
| | Assign ELR custodian, Update ELR Matrix | None | | ELR Coordinator |
| | ¹ Check/ assess completeness of application document; communicate status and/ or return the application to the laboratory, if necessary. | None | | Assigned Laboratory Custodian |
| Submit additional requirement/ document (when necessary) | | | | |
| | Schedule L2 assessment in coordination with the ELR Coordinator | None | | Assigned Laboratory Custodian |
| | Notify Lab applicant of Schedule of L2 assessment | None | | ELR Coordinator |
| Confirm schedule of L2 assessment | | None | | |
| | Identify LIAT composition | None | | ELR Coordinator |
| | Prepare assessment documents | None | | Technical Assistant (TA) |
| | Approve, endorse LIAT composition and assessment documents | None | | ERLSD Chief |
| | Approval of Assessment Documents | None | | Assistant Director/ Director |
| | Conduct Level 2 assessment; Preparation of assessment findings/ LIAT report | None | | Assigned LIAT |
| Submit evidence/s as proof of compliance to assessment findings | | | | |
| | Receive/ forward documents to ERLSD | None | 1 day | Records Section, AFMD |
| | Closing-out of all assessment findings, if any. | None | 5 days | LIAT |
| | Prepare Technical Advisory Group for Laboratory Recognition (TAG-LR) Reports and endorse to LIAT Chair | None | 1 day | Assigned Laboratory Custodian |
| | TAG-LR review, recommendation, approval of TAG LR reports | None | 3 days | LIAT Chair/ External TAG LR members |
| | Prepare draft CoR, its Annexes and Memo of Endorsement to the DENR Secretary; and transmit to LIAT Chair | None | 2 days | TA |
| | Review and finalize CoR , its Annexes and Memo of Endorsement to the DENR Secretary | None | 2 days | LIAT Chair, ELSS Chief and ERLSD Chief |

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|---------------|--|-------------|----------------|-------------------------------------|
| | Approve TAG LR reports, CoR, its Annexes and Memo of Endorsement to the DENR Secretary | None | 2 days | Director |
| | Endorse TAG-LR reports, CoR documents to the DENR Secretary | None | 2 days | DENR Undersecretary for Environment |
| | Approval of the CoR | None | 2 days | DENR Secretary |
| | Photocopy, scan the signed Certificate of Recognition; and inform Lab Applicant of the CoR and release the signed Certificate of Recognition | None | | Technical Assistant |
| TOTAL: | | None | 20 days | |

¹ For first time lab applicants - Determine capacity of the applicant laboratory by conducting initial onsite assessment with Regional assessors.