

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.

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
	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
	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.