









ANALYSIS OF ENVIRONMENTAL SAMPLES




This service may be availed by individuals or institutions needing official laboratory test reports where the data contained will be used for compliance, monitoring, or research purposes relative to the requirements of the environmental laws being implemented by the Environmental Management Bureau.




Office or Division:	Environmental Management Bureau Central Office – Environmental Research and Laboratory Services Division (EMB CO – ERLSD)			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Internal: Other offices within the EMB Central Office External: EMB Regional Offices, Other offices and agencies within the Department of Environment and Natural Resources, other government agencies, and academic and private institutions.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Analytical Request Form (ARF)		Environmental Research and Laboratory Services Division		
2. Duly accomplished Sample Submittal/Chain of Custody (SS/COC) Form		Environmental Research and Laboratory Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fill-out and submit the ARF* to recordsco@emb.gov.ph (External Customers) or to the ERLSD Sample Control Team (Internal Customers)	1. Receive and endorse the filled-out ARF to ERLSD	None	1 day	<i>Receiving/Releasing Staff</i> Records Section (for External Customers) <i>Sample Control Team</i> ERLSD (for Internal Customers)




1.1. None	1.1. Review the correctness and completeness of information provided and approve/disapprove** the request	None		<p>Sammy L. Aytona, RCh. OIC Chief, Environmental Laboratory Services Section</p> 
1.2. None	1.2. Provide sample container, absorbing solution, filter paper, and sample preservatives (chemical)	None		<p>Ellaine Gellie S. Nicdao, RCh. Head, Sample Control Team</p> 
1.3. Receive sample container, absorbing solution, filter paper, and sample preservatives (chemical)	1.3. None	None		




<p>2. Fill-out and submit the SS/COC Form along with the samples</p>	<p>2. Review the correctness and completeness of information provided. Inspect the condition of samples (e.g., preservation, sample container, sample amount, etc.)</p>	<p>None</p>	<p>1 day</p>	<p>Ellaine Gellie S. Nicdao, RCh. Head, Sample Control Team</p>  <p>Lyle Shanne G. Dichoso Sample Controller</p>  <p>Russell John L. Catome Sample Controller</p> 
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<p>2.1. None</p>	<p>2.1. Receive (enter sample information in Sample Receiving Database). Remove the original labels and replace this with the Laboratory Sample Number and the parameters to be tested. Then, endorse samples to the concerned Laboratory Unit with corresponding Analysis Request Slip</p>	<p>None</p>		<p>Ellaine Gellie S. Nicdao, RCh. Head, Sample Control Team</p>  <p>Lyle Shanne G. Dichoso Sample Controller</p>  <p>Russell John L. Catome Sample Controller</p> 
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<p>2.2. None</p>	<p>2.2. Review Analysis Request Slip and acknowledge the receipt of the samples</p>	<p>None</p>		<p>Roger C. Evangelista, Jr., RCh. Head, Organics Laboratory Unit</p>  <p>April Joyce S. Osunero, RCh. Head, Inorganics Laboratory Unit</p>  <p>Noemi Ruth Q. Infante Head, Bacteriological Laboratory Unit</p> 
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3. None	3. Analyze samples and endorse data to the Laboratory Unit Head after first level review	None	See Laboratory's Turn-Around-Time (TAT)	Laboratory Analysts***
3.1. None	3.1. Review data and request the SS/COC Form from the Sample Control Team as reference in preparation of the laboratory test report	None	1 day	<p>Roger C. Evangelista, Jr., RCh., Head, Organics Laboratory Unit</p>  <p>April Joyce S. Osunero, RCh., Head, Inorganics Laboratory Unit</p>  <p>Noemi Ruth Q. Infante Head, Bacteriological Laboratory Unit</p> 

<p>3.2. None</p>	<p>3.2. Provide the SS/COC Form that corresponds to the Analysis Request Slip endorsed to the laboratory unit concerned</p>	<p>None</p>		<p>Ellaine Gellie S. Nicdao, RCh. Head, Sample Control Team</p> 
<p>3.3. None</p>	<p>3.3. Prepare and certify the laboratory test report and endorse to the ELSS Chief for third-level review</p>			<p>Roger C. Evangelista, Jr., RCh., Head, Organics Laboratory Unit</p>  <p>April Joyce S. Osunero, RCh. Head, Inorganics Laboratory Unit</p> 

				<p>Noemi Ruth Q. Infante Head, Bacteriological Laboratory Unit</p> 
3.4. None	3.4. Review and endorse the laboratory test report to ERLSD Chief for approval	None		<p>Sammy L. Aytona, RCh. OIC Chief, Environmental Laboratory Services Section</p> 
3.5. None	3.5. Review and approve the laboratory test report and endorse to the Sample Control Team for release to the customer after payment of fees (as applicable)	None		<p>Ma. Fatima Anneglo R. Molina, RCh. OIC Chief, ERLSD</p> 

4. Request Order of Payment for the services requested	4. Prepare Order of Payment	None	2 minutes	Lyle Shanne G. Dichoso Sample Controller 
4.1. Submit the order of payment and pay the corresponding fee to the Cashier Section	4.1. Review the order of payment, receive the payment, and issue Official Receipt (OR)	See DENR AO 2016-28	5 minutes	<i>Collecting Officer</i> Cashier Section
4.2. Obtain the OR and furnish a copy to the ERLSD Sample Control Team	4.2. Receive and review the OR. Enter in the Sample Receiving Database and SS/COC Form the OR number and release the laboratory test report	None	5 minutes	Lyle Shanne G. Dichoso Sample Controller 
Total:		Sum of the fees for each parameter tested based on DENR AO 2016-28 rates	Complex	3 days and 12 minutes (Plus TAT)
<p>*Submission should be done at least 14 days (for Dioxins analysis) or 7 days (for other analysis) before the submission of samples ** Disapproved request will be given back to the Records Section for transmittal to the external customer and to the Sample Control Team for internal customer</p>				

***Laboratory Analysts

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Lovella N. Coronel



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