

**NAME OF FRONTLINE SERVICE:**

Receiving of Samples/Releasing of Report

**SCHEDULE OF AVAILABILITY OF SERVICE:**

Monday - Friday

8:00 AM - 12:00 NN

1:00 PM - 5:00 PM

**REQUIREMENTS:**

Sample only

**FEES:****1.0 WET ASSAY (submit at least 1kg sample)**

- CALCIUM (CaO) - 330
- CHROMIUM OXIDE (Cr<sub>2</sub>O<sub>3</sub>) - 334
- IRON (Total) - 165
- MANGANESE (Mn) - 200
- MOISTURE (H<sub>2</sub>O), OVEN DRIED (105 °C) - 327

**2.0 WATER/WASTE WATER SAMPLES**

- TOTAL SUSPENDED SOLIDS (TSS, mg/L) - 265
- pH (electrode method) - 100

**3.0 GRAIN SIZE AND MOISTURE ANALYSIS**

- GRAIN SIZE (Sample Preparation i.e.,oven drying, sampling) - 125
- MOISTURE AS RECEIVED - 100

**4.0 ATOMIC ABSORPTION SPECTROPHOTOMETER (AAS)**

- NICKEL (% Ni) - 300
- COBALT (%Co) - 300
- IRON (%Fe) - 200

**HOW TO AVAIL THE SERVICE:**

Step	Applicant/client	Administrator's Office Activity	Duration of Activity	Person-In-Charge
1		The client bringing the sample/s in the laboratory is requested to register in our "Visitor's Logbook". The laboratory personnel may check on the sample/s, number of samples, the analysis required the source of sample, purpose for the analysis or the intended use of the sample, etc. The client is informed of the laboratory's capabilities, fees and charges for the analysis and the schedule of the analysis in the laboratory	30 minutes	Staff

2		Then, the sample is sent to the Geosciences Division for proper sample identification by a geologist. From there, the sample is brought back to the laboratory.	1 hour	GSD Chief
3		If it is NO for analysis, the sample is given back to the client.		
4		If it yes for analysis, the laboratory makes 3 copies of the Order of Payment duly signed by the Chief, Geosciences Division and the Regional Director. ( 2 copies – Cashier, 1 copy – Laboratory).	30 minutes	Staff
5	-Client is instructed to go to the cashier for payment and issuance of the official receipt. - From the cashier, the client goes back to the laboratory and presents the O.R. as well as the copy of the Order of Payment	The laboratory personnel who shall receive the sample, assigns the laboratory control number on the sample received & records the number of sample received and its indicated markings, description of the sample, O.R. #, date paid and the amount of payment in the "Sample Received Logbook". At this point, the client is told on the date he can get the result/s on the analysis.	30 minutes	Staff
6		From sample preparation, the analysis is conducted. After the analysis is done, a Report on the Analysis is prepared, duly signed by the Section Chief in the Analytical Laboratory, the Chief, Geosciences Division and the Regional Director.	4 days	Staff
7	Upon the release of the official report on the analysis, the client or his representative is requested to sign in the file copy (Laboratory) report indicating he had received it.		5 minutes	Staff