



CONDUCT OF LABORATORY ANALYSIS and ISSUANCE OF RESULTS/ REPORT OF ANALYSIS													
Service Description	The service is rendered to provide quality, correct and timely chemical analyses of tobacco, tobacco products, soil, water and other tobacco production inputs. The results obtained continuously support NTA research projects, diagnostic field investigation toward the production of quality tobacco and monitoring of tobacco products components in support to regulations, and meet the requirements and expectation of clients.												
Office or Division	Techno-laboratory Services and Instrumentation Division- Industrial Research Department (TLSID-IRD)												
Classification	Highly Technical Transaction												
Type of Transaction	G2B; G2G; G2C												
Who May Avail	Cigarette Manufacturers Tobacco Traders Fertilizer Companies/Suppliers Local Government Units Private Individuals												
CHECKLIST OF REQUIREMENTS													
1. Letter of Intent/Request (original copy) 2. Sample of the Product for testing, with the following weight requirement per sample: <table border="1" style="margin-left: 20px; width: 80%;"> <tbody> <tr> <td>Soil</td> <td>1 kg placed in sealed plastic bag and properly labelled</td> </tr> <tr> <td>Tobacco</td> <td>20-30 leaves/cured leaves</td> </tr> <tr> <td>Cigarettes</td> <td>200 sticks or 1 ream</td> </tr> <tr> <td>Other tobacco products</td> <td>10-15 grams</td> </tr> <tr> <td>Fertilizer</td> <td>500 grams placed in sealed plastic bag and properly labelled</td> </tr> <tr> <td>Water</td> <td>1L placed in sealed bottle and properly labelled</td> </tr> </tbody> </table>	Soil	1 kg placed in sealed plastic bag and properly labelled	Tobacco	20-30 leaves/cured leaves	Cigarettes	200 sticks or 1 ream	Other tobacco products	10-15 grams	Fertilizer	500 grams placed in sealed plastic bag and properly labelled	Water	1L placed in sealed bottle and properly labelled	WHERE TO SECURE From the Applicant
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CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and fill out form on Request for Analytical Service Form (NTA-IRD-TLSID-4) (NTA Quality Assurance Laboratory Bldg (QALB)- Ground Floor	1.1 Receive Letter request and Request for Analytical Services Form	None	5 minutes	Secretary I NTA Quality Assurance Laboratory Bldg. (QALB)
	1.2 Endorse Letter request/Form	None	15 minutes	Dept. Manager III QALB
	1.3 Approve Letter Request/form	None	1 hour	Administrator Administrator's Office (AO)
	1.4 Receive approved Letter request/Form	None	5 minutes	Secretary I Industrial Research Dept (IRD)
	1.5 Endorse approved Letter Request/Form for appropriate action	None	30 minutes	Dept. Manager III IRD
2. Receive copy of approved Letter Request/ Form (QALB – Ground Fl)	2.1 Release approved Letter Request/ Form	None	5 minutes	Secretary I IRD
	2.2 Identify parameters required to be analyzed	None	1 hour	Chief Sci. Res. Specialist Technolab Services & Inst. Div (TLSID)
	2.3 Compute total laboratory fees and prepare Statement of Account (SOA)	None	1 hour	Chief Sci. Res. Specialist TLSID
3. Submit samples for analysis (QALB-Ground Fl)	3.1 Receive samples	None	30 minutes	Chemist IV TLSID



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Assign laboratory codes to submitted samples	None	30 minutes	<i>Chemist IV</i> TLSID
	3.3 Forward samples to Soil and Water Laboratory – Batac for parameters specifically determined thereat	None	2 days	<i>Chemist IV</i> TLSID
	3.4 Sample preparation (drying/ grinding and conditioning)	None	1 day	<i>Chemist III/IV;</i> <i>Spvg SRS;</i> <i>Science Research Specialists III/</i> TLSID (Batac/QC)
	3.5 Conduct of chemical analysis	None	5 days	
	3.6 Process data	None	1 day	
	3.7 Prepare Report of Analysis	None	2 hours	
	3.8 Review data on Report of Analysis	None	30 minutes	<i>Chief SRS</i> TLSID
	3.9 Recommend Report of Analysis for approval	None	30 minutes	<i>Dept. Manager III</i> IRD
	3.10 Approve Report of Analysis	None	1 hour	<i>Administrator</i> AO
4. Pay laboratory fees (Finance Dept – 4 th Fl)	4.1 Issue Order of Payment	Refer to Table of Fees Below	2 minutes	<i>Sr. Bookkeeper</i> Accounting Div-Finance Dept (FD)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 Issue Official Receipt (OR)	None	5 minutes	Cashier II BCMD-FD
5. Photocopy OR (Admin Dept-4 th FI) and submit photocopy (QALB)	5.1 Receive photocopy of OR	None	7 minutes	Chief SRS TLSID
6. Receive Report of Analysis	6.1 Release Report of Analysis	None	2 minutes	
Total Processing Time:			10 days, 1 hr, 16 mins	

Table of Fees:

	<u>Amount (Php)</u>
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. Tobacco and Tobacco Products	
Nicotine/Reducing Sugars	460.00
F. Cigarettes	
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