

# NATIONAL TOBACCO ADMINISTRATION

## Manual of Operations

### D.1.3 Techno-Laboratory Services and Instrumentation Division (TLSID)

#### D.1.3.1 Availing Analytical Services

*(Outside Clients: cigarette manufacturers, tobacco traders, tobacco exporters, tobacco importers, transhippers, fertilizer companies/suppliers, local government units and private individuals)*

Activities	Process Owner(s)/ Position	System Procedures	Time to accomplish the work	Output
1.Availing Analytical Services	Outside client	Submit Letter Request and fill out Request for Analytical Services form	5 minutes	Letter Request Accomplished NTA/IRD-TLSID-4
	Secretary I	Receive Letter Request and accomplished Request for Analytical Services form	5 minutes	
	Dept. Manager III, IRD	Endorse Letter Request/Form	15 minutes	
	Administrator	Approve Letter Request/Form	1 hour	Approved Letter request & NTA/IRD-TLSID-4 Approved form
	Secretary I	Receive approved Letter Request / Form	5 minutes	

Activities	Process Owner(s)/ Position	System Procedures	Time to accomplish the work	Output
	Dept. Manager III, IRD	Endorse approved Letter Request/Form for appropriate action	30 minutes	
2. Receive copy of approved Letter Request / Form	Secretary I	Release approved Letter Request/form	5 minutes	
	Chief Science Research Specialist (SRS)	Identify parameters required parameters to be analyzed	1 hour	
	Chief SRS	Compute total laboratory fees and prepare Request for Statement of Account (SOA)	1 hour	
3. Submit samples for analysis	Chemist IV	Receive samples	30 minutes	
	Chemist IV	Assign laboratory codes to submitted samples	30 minutes	Labelled/coded samples
	Chemist IV	Forward samples to Soil and Water Laboratory, Batac (for parameters specifically determined in thereat	2 days	

Activities	Process Owner(s)/ Position	System Procedures	Time to accomplish the work	Output
	Chemist IV /III, Supvsg SRS, SRS II/ I	Sample preparation (Drying/ Grinding and Conditioning)	1 day	Raw data
		Conduct of chemical analysis	5 days	Raw data
		Process data	1 day	
		Prepare Report of Analysis	2 hours	
	Chief SRS	Review data on Report of Analysis	30 minutes	
	Dept. Manager III, IRD	Recommend Report of Analysis for Approval	30 minutes	Report of Analysis, NTA/IRS-TLSID-4
	Administrator	Approve Report of Analysis	1 hour	Approved Report of Analysis
4. Pay laboratory fees	Outside client	Present Statement of account	10 minutes	
	Senior Book Keeper	Issue Order of Payment	2 minutes	Order of payment
	Cashier II	Issue Official Receipt (OR)	5 minutes	
	Outside client	Receive OR Photocopy OR	2 minutes	Official Receipt
5. Receive Report of Analysis	Chief SRS	Receive photocopied OR Release Report of Analysis	5 minutes	
<b>Total Processing Time:10 days,1 hour and 21 minutes</b>				

## D.1.3 Techno-Laboratory Services and Instrumentation Division (TLSID)

### D.1.3.2 Availing Analytical Services

*(Internal Clients: Researchers from IRD-QAD, FTSD & Branch Offices; Regulation Dept and BAC)*

Activities	Process Owner(s)/ Position	System Procedures	Time to accomplish the work	Output
1.Availing Analytical Services	Internal client	Submit Letter Request with approved project plan & budget and fill out Request for Analytical Services form (NTA/IRD-TLSID-3)	5 minutes	Letter Request, Approved cash flow
	Secretary I	Receive Letter Request and Accomplished NTA/IRD-TLSID-3 form	5 minutes	
	Dept. Manager III, IRD	Forward Letter Request & form	10 minutes	Approved Letter request & NTA/IRD-TLSID-3 Approved form
	Chief Science Research Specialist (SRS)	Evaluate the samples and identify/confirm required parameters	30 minutes	

Activities	Process Owner(s)/ Position	System Procedures	Time to accomplish the work	Output
2. Submit samples for analysis	Chemist IV	Receive samples	30 minutes	
	Chemist IV	Assign laboratory codes to submitted samples	30 minutes	Labelled lab samples
	Chemist IV	Forward samples to Soil and Water Laboratory, Batac (for parameters specifically determined in thereat)	2 days	
	Chemist IV /III, Supvg SRS, SRS II/I	Sample preparation (Drying/ Grinding and Conditioning)	1 day	
		Conduct of chemical analysis	5 days	
		Process data	1 day	
		Prepare Report of Analysis	2 hours	
	Chief SRS	Review data. Certify the Report of Analysis	30 minutes	
	Dept. Manager III, IRD	Approve the Report of Analysis	30 minutes	Approved Report of Analysis
	3. Receive Report of Analysis	Chief SRS	Release Report of Analysis	2 minutes

**Total Processing time: 9 days,4 hours and 47 minutes**

**Prepared by:**



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**Approved by:**



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