



21. LABORATORY ANALYSIS

Laboratory analysis of water, wastewater and air samples.

Office or Division:	EMB Regional Office - Environmental Monitoring & Enforcement Division (EMED)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Technical Staff of the Environmental Monitoring & Enforcement Division			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Analysis Request Form (ARF)		EMB Laboratory		
Sample Acceptance Criteria Form		EMB Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request and accomplish Analysis Request Form (ARF)	Prepare necessary sampling equipment, bottles and Personal Protective Equipment (PPE's)	None	30 minutes	Laboratory
Sampling		None		Technical Staff
Submit samples to Laboratory	Receive and inspect samples	None	10 minutes	Laboratory
	Conduct analyses and calculate the results	None	At least 15 days depending on the parameter, method and kind of samples	Laboratory
	Check calculation of results of analysis and prepare Results of Laboratory Analysis (ROLA)	None	2 days upon completion of all the requested parameters	Laboratory Head
	Review and sign the ROLA	None	30 minutes	Chemist / Analyst conducted the analysis



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	Certifies the ROLA	None	10 minutes	Laboratory Head
	Review and sign the ROLA	None	30 minutes	Chief, AMTSS
	Review and Recommends the ROLA	None	1 day	Chief, EMED
	Approve the ROLA for release	None	2 days	EMB Regional Director
TOTAL:			21 days	