

SERVICE STANDARD

Frontline Service No. 5 : LABORATORY SERVICES

Annex 2

STEP	APPLICANT OR CLIENT	ACTIVITY	DURATION OF ACTIVITY	RESPONSIBLE DIVISION/ UNIT	FEEES	REQUIRED DOCUMENTS (FORMS/ REPORTS)	REMARKS
Health Certification for Transport of Shrimp Fry							
Step 1	Submit Laboratory Test Report	Evaluate Laboratory Result	5 mins	Laboratory Staff	Php. 50.00	Laboratory Test Report Request slip	
Step 2	Fill-up request slip	Receive and evaluate data on request slip	10 mins	Laboratory Staff			
Step 3	Pay certification fee	a. Prepare Order of Payment	15 mins	Laboratory Staff			
Step 4	Prepare Health Certificate	b. Received payment and issue OR	30 mins	Cashier			
		a. Encode Data on official HC Form	1 hr.	Laboratory Staff			
Step 5	Issuance of Health Certificate	b. Signature of Fish Health Officer	10 mins	Fish Health Officer			
		c. Forwarding to RD Office for signature/approval	10 mins	Laboratory Staff/ RD Secretary/Regional Director			
		d. Released of signed HC	10 mins	RD Secretary/Laboratory Staff			
		Fill-up and sign on releasing logbook	10 mins	Laboratory Staff		Logbook for Releasing of HC	

STEP	APPLICANT OR CLIENT	ACTIVITY	DURATION OF ACTIVITY	RESPONSIBLE DIVISION/ UNIT	FEEES	REQUIRED DOCUMENTS (FORMS/ REPORTS)	REMARKS
------	---------------------	----------	----------------------	----------------------------	-------	-------------------------------------	---------

Laboratory Analytical Services							
Step 1	Submission of samples for Laboratory Analysis	Pre-assessment: Check if test requested are within the capability of RFL and samples meet the requirements for testing	15 mins	Laboratory Staff			
Step 2	Fill-up 2 copies of Request for Laboratory Analysis	a. Evaluate data and Fill-up RLA	15 mins	Laboratory Staff		Request for Laboratory Analysis	
Step 3	Pay Laboratory Fee/s	a. Prepare Order of Payment b. Receive Payment and issue OR	15 mins 30 mins	Laboratory Staff Cashier		Order of Payment	
Step 4	Submission of OR	a. Record OR Number	5 mins	Laboratory Staff		Order of Payment Logbook/RLA	
Step 5	Acceptance of Sample/s	a. Storage of Sample/s b. Testing of Sample/s	15 mins	Laboratory Staff Laboratory Staff		Laboratory Test Report Logbook for Releasing of Lab Reports	Refer to Schedule (Duration of test depends on particular Per Test Report
Step 6	Issuance of Laboratory Test Report/s	a. Encoding of Laboratory Test Report	15 mins	Laboratory Staff		Laboratory Test Report	
		b. Fill-up and sign on releasing logbook	15 mins	Laboratory Staff		Sample Receiving and Releasing Logbook	
		c. Releasing of Lab Test Reports to Client	10 mins	Laboratory Staff			

Registration and Monitoring of Aquaculture farm to National Residue Monitoring Program

STEP	APPLICANT OR CLIENT	ACTIVITY	DURATION OF ACTIVITY	RESPONSIBLE DIVISION/ UNIT	FEEES	REQUIRED DOCUMENTS (FORMS/ REPORTS)	REMARKS
Step 1	Submission of requird documents	a. Receive and evaluate documents	10 mins	Laboratory Staff		Letter of Intent Mayor's permit Land deeds Land use taxes Business permit/ licenses (if applicable) SEC Registration (if applicable) Vicinity map/ facility layout	
Step 2	Fill-up farm registration form	b. Contact farm owner to schedule/calendar the farm inspection	20 mins	Laboratory Staff			
		a. Inspect farm facilities/premises	2 hrs	Laboratory Staff			
		b. Collect fish/shrimp sample	1 hr	Laboratory Staff			
		c. Fill-up Farm Hygiene Inspection Form and Farm Monitoring/Disease Surveillance Form	30 mins	Laboratory Staff		Farm Hygiene Inspection Form and Farm Monitoring/Disease Surveillance Form	

		d. Discuss findings with farm owner/manager/technician	30 mins	Laboratory Staff			
		e. Receive and Evaluate Registration form	15 mins	Laboratory Staff		Registration Form	
		f. Prepare Samples and Conduct Laboratory Analysis		Laboratory Staff			Refer to Schedule (Duration of test depends on particular analysis requested)
		g. Indorsement of Farm Registration, monitoring and inspection forms, and laboratory test results to BFARCO		Regional Director/ Laboratory Staff		Indorsement Letter	
		h. Processing of Certificate of Farm Registration		BFARCO		Certificate of Farm Registration	Processing time for CoTR depends on BFARCO
		i. Issuance of farm certificate to farm owner	10 mins	Laboratory Staff			

STEP	APPLICANT OR CLIENT	ACTIVITY	DURATION OF ACTIVITY	RESPONSIBLE DIVISION/ UNIT	FEES	REQUIRED DOCUMENTS (FORMS/ REPORTS)	REMARKS
------	---------------------	----------	----------------------	----------------------------	------	-------------------------------------	---------

Registration of Facility for Live Food Export

Step 1	Submission of Required Documents	a. Receive and Evaluate documents	10 mins	Laboratory Staff		Letter of Intent Registration Form Standard Sanitation Operating Procedure (SSOP) Mayor's Permit/ Business Permit DTI/SEC/CDA Registration Manpower Profile Facility Layout Location Map	
		b. Contact facility owner to schedule/calendar the site inspection	20 mins	Laboratory Staff			
		c. Inspection of facilities/premises	2 hrs	Laboratory Staff			
		d. Fill-up Sanitary Inspection Report on the Holding & Handling Facility	30 mins	Laboratory Staff			Sanitary Inspection Report on the Holding & Handling Facility
		e. Discuss findings with facility owner	30 mins	Laboratory Staff			
		f. Collect product sample for antibiotic residue analysis	1 hr	Laboratory Staff			
		g. Prepare sample and conduct laboratory analysis		Laboratory Staff			
		h. Preparation of Laboratory test report	30 mins	Laboratory Staff			Request for Laboratory Analysis/ Laboratory Test Report
Step 2	Comply required documents based on evaluation	a. Evaluate of documents, inspection and laboratory test reports	20 mins	Laboratory Staff			Comply all non-compliant documents prior to
		b. Indorsement of application for registration to BFAR-CO	30 mins	Regional Director/ Laboratory Staff			
		c. Processing of Certificate of Registration		BFAR-CO		Certificate of Registration	Processing time depends on BFARCO
		d. Issuance of Farm Certificate to facility owner	10 mins	Laboratory Staff			