



## 1. Conduct Chemical Analysis

Analyze **water samples** for the following parameters:

Hardness, Total (titrimetric)

Dissolved silica

pH

Cd, Cr, Co, Cu, Fe, Mn, Ni, Pb, Zn,  
Ca, Mg, Na, K (AAS)

Conductivity

Acidity (titrimetric)

Total solids dried at 103°C-105 °C

Alkalinity (titrimetric)

TDS dried at 180 °C

Fluoride (ISE Method)

TSS dried at 103 °C -105 °C

Orthophosphate (double-reagent  
method)

Services offered for **other samples**:

Moisture

Ash in food powder at 550°C

Ascorbic acid (HPLC)

Caffeine in coffee & tea (HPLC)

Ethanol in water (GC-FID)

Rotary evaporation (50-60°C)

Conduct **spectral scan** using the following instruments:

UV-Visible spectrophotometer

FTIR (transmission, DRS, ATR)

Citizen's Charter Handbook Template

<b>Office or Division:</b>	Analytical Services Laboratory (ASL), Institute of Chemistry (IC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government, Government to Citizen, Government to Business			
<b>Who may avail</b>	Students, Other Government Office, Business			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Consultation for the Requirements of Samples for Analysis		ASL		
2. Accomplished Request for Analysis Form				
3. Proof of payment		UPD Cash Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit sample(s) and accomplish appropriate Request for Analysis Form	1. Check accomplished Request Form and sample(s)  1.1. prepare charge slip 1.2. label the samples 1.3. endorse sample(s) to designated Laboratory Personnel	None	15 Minutes	<i>Laboratory Personnel</i> ASL
2. Pay appropriate service fee	2. Receive payment and issue Official Receipt (OR)	Refer to Table of Fees	15 Minutes	UPD Cash Office
	2.1. Perform requested chemical analysis	None	Refer to Table of Turn-over of Results of Analysis	<i>Laboratory Personnel</i> ASL
3. Claim Certificate of Analysis (CoA) for the requested analysis	3. Release CoA for the requested analysis 3.1. make a duplicate copy for filing. 3.2. make the client sign in the claimed CoA logbook.	None	10 Minutes	<i>Laboratory Personnel</i> ASL

Citizen's Charter Handbook Template

4. Accomplish Customer Survey Form	4. Receive accomplished Customer Survey	None	5 Minutes	Laboratory Personnel ASL
------------------------------------	---	------	-----------	-----------------------------

TABLE OF FEES			
Parameter	Fees per Sample (PHP)		
	Non-UP students and researchers/ other government agency	Small private company	Big private company/ multinationals
Hardness, Total	465	697	836
pH	264	396	474
Conductivity	264	396	474
Total solids dried at 103°C-105 °C	509	662	794
TDS dried at 180 °C	547	711	853
TSS dried at 103 °C -105 °C	488	634	761
Orthophosphate (double-reagent method)	399	599	720
Dissolved silica	923	1385	1663
AAS			
Acid digestion	764	1025	1229
Cd	355	490	588
Cr	355	490	588
Co	355	490	588
Cu	355	490	588
Fe	355	490	588
Mn	355	490	588
Ni	355	490	588
Pb	355	490	588
Zn	355	490	588
Ca	397	553	663
Mg	397	553	663
Na	514	730	875

Citizen's Charter Handbook Template

K	514	730	875
Acidity	433	650	780
Alkalinity	446	669	802
Fluoride (ISE Method)	547	822	985
Moisture			
by vacuum	402	603	722
using convection oven	316	474	569
Ash at 550°C	763	1024	1230
Ascorbic acid (HPLC)	3790	4210	4841
Caffeine in coffee & tea (HPLC)	3790	4210	4841
Ethanol in water (GC-FID)	3025	3872	4477
Rotary evaporation (50-60°C) per 250 mL sample	185	185	185
Spectral scan:			
UV-visible spectrophotometer	345	517	621
FTIR			
Transmission or DRS	696	966	1266
ATR	1222	1386	1662
<ul style="list-style-type: none"> <li>• Full payment required before analysis is started. Payment in check should be addressed to <b>Institute of Chemistry Trust Acct. No. 9774121-499-450</b>.</li> <li>• Prices are subject to change due to price changes of consumable reagents (e.g. CRM) and others.</li> </ul>			

Analysis	Regular Turn-over (No. of Working Days)
Rotary evaporation	5
Other services	15

## 2. Conduct Training Course

Provide training course on Laboratory Staff Basic Skills and equipment use (FTIR and AAS).

<b>Office or Division:</b>	Analytical Services Laboratory (ASL), Institute of Chemistry (IC)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Government, Government to Citizen, Government to Business
<b>Who may avail:</b>	Researchers, Other Government Office, Business

Citizen's Charter Handbook Template

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request		ASL		
2. Proof of payment		UPD Cash Office		
3. Accomplished evaluation form		ASL		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request indicating the number and name of participants.	1. Enlist participants in the preliminary list of attendees	None	15 Minutes	<i>Laboratory Personnel</i> ASL
2. Pay registration fee	2. Receive payment, issue Official Receipt (OR)	PHP 5,000.00	15 Minutes	UPD Cash Office
3. Attend training course proper	3. Facilitate training course	None	2 days	<i>Laboratory Personnel</i> ASL
4. Accomplish training course evaluation form	4. Collect accomplished evaluation forms	None	10 Minutes	<i>Laboratory Personnel</i> ASL
5. Receive Certificate of Attendance/ Completion	5. Distribute Certificates of Attendance/ Completion	None	10 Minutes	<i>Laboratory Personnel</i> ASL
<b>TOTAL:</b>		PhP 5,000.00	2 Days and 50 Minutes	