



## 1. Conduct Chemical Analysis

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

Color	Orthophosphate (double-reagent method)
Hardness, Total	Dissolved silica
Hardness, Carbonate	Sulfate (turbidimetric)
pH	Oil and grease (hexane extraction)
Conductivity	Cd, Cr, Co, Cu, Fe, Mn, Ni, Pb, Zn, Ca, Mg, Na, K (AAS)
Total solids dried at 103°C-105 °C	Acidity
TDS dried at 180 °C	Alkalinity
TSS dried at 103 °C -105 °C	Chloride (Argentometric)
Salinity (Argentometric Method)	Fluoride (ISE Method)
Cr-hexavalent (colorimetry)	

Services offered for **other samples**:

Moisture	Ca in limestone
Ash at 550°C	Ascorbic acid (HPLC)
Loss on ignition (900°C, 2hrs)	Caffeine in coffee & tea (HPLC)
Na in rehydration solution	Acidity in vinegar
K in rehydration solution	Ethanol in water (GC-FID)
Cr in plating solution	Rotary evaporation (50-60°C)
Dry ashing	

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

UV-visible spectrophotometer  
FTIR (transmission, DRS, ATR)  
CD-ORD

<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	1. Check accomplished Request Form and	None	15 Minutes	<i>Laboratory Personnel</i> ASL

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Analysis Form	sample(s) 1.1. prepare charge slip 1.2. label the samples 1.3. endorse sample(s) to designated Laboratory Personnel			
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
4. Accomplish Customer Survey Form	4. Receive accomplished Customer Survey	None	5 Minutes	<i>Laboratory Personnel</i> ASL
<b>TOTAL:</b>				

<b>TABLE OF FEES</b>			
<b>Parameter</b>	<b>Fees per Sample (PHP)</b>		
	Non-UP students and researchers/ other government agency	Small private company	Big private company/ multinationals
Color	582	874	1048
Hardness, Total	465	697	836
Hardness, Carbonate	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
Salinity (Argentometric Method)	681	1021	1226
Cr-hexavalent (colorimetry)	659	989	1186
Orthophosphate (double-reagent	399	599	720

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method)			
Dissolved silica	923	1385	1663
Sulfate (turbidimetric)	571	857	1027
Oil and grease (hexane extraction)	633	949	1139
AAS			
Dry ashing	764	1025	1229
Acid digestion (solid)	659	891	1068
Acid digestion (liquid)	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 only or K only	514	730	875
Na and K	514	730	875
Acidity	433	650	780
Alkalinity	446	669	802
Chloride (Argentometric)	681	1021	1226
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
Loss on ignition (900°C, 2hrs)	915	1371	1646
Na in rehydration solution	514	730	875
K in rehydration solution	514	730	875
Cr in plating solution	906	1359	1631
Ca in limestone	906	1359	1631
Ascorbic acid (HPLC)	3790	4210	4841
Caffeine in coffee & tea (HPLC)	3790	4210	4841
Acidity in vinegar	528	790	949
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
CD-ORD	713	1067	1280

- Full payment required before analysis is started. Payment in check should be addressed to **Institute of Chemistry Trust Acct. No. 9774121-499-450.**
- Prices are subject to change due to price changes of consumable reagents (e.g. CRM) and others.

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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request		ASL		
2. Proof of payment		UPD Cash Office		
3. Accomplished evaluation form		ASL		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	