

WATER ANALYSIS

Schedule of Availability of Service:

Monday – Friday 8:00 am – 5:00 pm with lunch break

Saturday 8:00 am – 12:00 noon

Who May Avail of the Service:

Anyone who require water analysis

What are the Requirements

No requirements necessary

SAMPLE FROM ON-SITE COLLECTION

Step	Applicant\Client	Service Provider	Duration of activity (Under Normal Circumstances)	Person in Charge	Fee	Form
1	Inquire via phone or thru Laboratory Clerk	Laboratory Clerk must note the following information: Possible schedule of collection. Detailed information regarding customer. Number of samples to be collected. Type of analysis requested. Possible date of releasing of results.	10 minutes	Laboratory Clerk		Request Form for water test
2	Observe Collection of Water Sample	Field Water Sampler must accomplish field sampler form upon collection including full details of client (establishment's name, complete address, contact person, contact number, type of analysis, number of samples and signature of client).	15 minutes per sampling	Field Sampler		Daily Water Sampling Form
3	Confirmation of releasing of results	Confirmation via call after 7 working days for microbiological analysis and 14 working days for Physical / Chemical analysis for the releasing of results.	5 minutes per transaction	Laboratory Clerk		

4	Mode of Payment	Provisionary receipt will be issued by field water sampler with corresponding fees after collection of water sample.	10 minutes per establishment / office		P 400.00 P 1,500.00 P 2,500.00	Field Sampler Form / PR copy
5	Acknowledgement of Testing Result	Delivery of results Official copy of laboratory results will be delivered on-site together with the official receipt.	15 minutes per establishment / office	Field Sampler		Field Sampler Form

*Laboratory fees vary on the location of requesting customer.

END OF TRANSACTION

SAMPLES FROM WALK-IN CONCESSIONAIRES

Step	Applicant/Client	Service provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fee	Form
1	Inquire with Laboratory Clerk regarding the type of analysis requested.	Determine the type of water analysis requested. Terms of payment Laboratory Clerk will issue a statement of account for the necessary fees.	10 minutes	Laboratory Clerk		Statement of account
2	Payment of laboratory fee at the Cashier.	Process payment and issue Official Receipt (O.R).	1 minute	Cashier	*P400.00 **P1,500.00 ***P2,500.00	Official Receipt
3	Return the yellow receipt issued by the Cashier to the Laboratory Clerk.	The Laboratory Clerk will give detailed instruction regarding: Standard water collection procedures. Request of Analysis / Survey form. Proper sampling container / bottle for Phy / Chem analysis.	15 minutes per transaction	Laboratory Clerk		

4	Submission of water samples	Water samples submitted should conform with the requirements as instructed by the Laboratory Clerk. Samples submitted using containers other than DWD will not be accepted. Accepted samples will be issued claim stub indicating when will the laboratory results be released.	10 minutes per customer	Laboratory Clerk		Request of analysis / Survey Form and Claim Stub
5	Confirmation of releasing of results	Confirmation via call is advised regarding releasing of results. Telephone inquiry regarding the test result will not be entertained.	5 minutes per transaction	Laboratory Clerk		
6	Releasing of results	Laboratory Clerk will check the claim stub together with the official receipt before releasing of the official laboratory results.	5 minutes per transacton	Laboratory Clerk		Laboratory Masterlist

*Microbiological analysis fee (Fee varies depending on the location of requesting customer)

**Phy / Chem analysis fee for Deepwell Source

***Phy / Chem analysis fee for Refilling Station

END OF TRANSACTION