



MINES AND GEOSCIENCES BUREAU
Cordillera Administrative Region
80 Diego Silang Street, Baguio City 2600

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**PROCEDURE IN THE CONDUCT OF
RECEIVING SAMPLE/S AND RELEASING OF
RESULT OF ANALYSIS**

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**PROCEDURE IN THE CONDUCT OF
 RECEIVING SAMPLE/S AND RELEASING OF
 RESULT OF ANALYSIS**

1.0 PURPOSE

This procedure details the flow of sample/s receive from Client to be undertaken in the Laboratory for analysis.

2.0 SCOPE

This procedure is pertinent to all samples (solid, rock, minerals, soil and water) submitted for analysis by both private and internal clients.

3.0 ASSOCIATED DOCUMENTS

- 3.1 Process Manual on Analysis
- 3.2 Work Instruction Manual
- 3.3 Procedure on Releasing of Report of Analysis
- 3.4 DAO 2005-08

4.0 DEFINITION OF TERMS

- 4.1 **Samples** – any materials: rock, minerals, soil and water) which composition wanted to be known.
- 4.2 **Analysis** - a detailed examination of complex material in order to identify its nature or to determine its elemental composition.
- 4.3 **Bar Coding** - encoding information such as product numbers, serial numbers and batch numbers for easier identification and tracking reports as they move through the process chain.
- 4.5 **Client** – one who gets services.

5.0 RESPONSIBILITIES

- 5.1 **Laboratory Staff**
 - 5.1.1 Receives samples
 - 5.1.2 Prepares Bill of Assessment
 - 5.1.3 Receives duplicate of Report of Analysis

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PROCEDURE IN THE CONDUCT OF RECEIVING SAMPLE/S AND RELEASING OF RESULT OF ANALYSIS

5.2 Cashier

5.2.1 Receives payment

5.2.2 Issues Official Receipt

5.3 Sampler prepares and labels samples for analysis

5.4 Chemist performs analysis and computes result

5.5 Chief Chemist

5.5.1 Reviews and checks result of analysis

5.5.2 Signs final Report of Analysis

5.6 **Mining Claims Examiner II** encodes Report of Analysis

5.7 **Division Chief** approves final Report of Analysis

5.8 **ORD Secretary** bar codes final Report of Analysis

6.0 PROCEDURE

6.1 Laboratory staff receives sample/s for analyses (Code No.: MGB-CAR-QSP-GSD-ALSS-001) ;

6.2 Laboratory staff prepares Bill of Assessment of Laboratory Fees; (Code No.: MGB-CAR-QSP-ORD-IO-001)

6.3 Client pays at the Cashier ;

6.4 Mining Claims Examiner II/Chemist III/Chemist IV fills in Request for Analysis;

6.5 Sampler prepares and labels sample/s (Procedure in the Sample Preparation (Code No.: MGB-CAR-QSP-GSD-ALSS-006)

6.6 Mining Claims Examiner II/Chemist III/Chemist IV analyzes the sample/s (Procedure in the Conduct of Receiving Analysis of Sample (Code No.: MGB-CAR-QSP-GSD-ALSS-001);

6.7 Chemist III/Chemist IV computes results of analysis;

6.8 Chemist IV checks results of analysis;

6.9 Chemist III/Chemist IV fills in the Test Result Worksheet;



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PROCEDURE IN THE CONDUCT OF RECEIVING SAMPLE/S AND RELEASING OF RESULT OF ANALYSIS

- 6.10 Mining Claims Examiner II encodes Report of Analysis;
- 6.11 Chemist IV reviews and affixes signature on the Report of Analysis;
- 6.12 Chief Geologist affixes signature/approval on the Report of Analysis;
- 6.13 Procedure in the Barcoding/Releasing of Internal Documents, Communications or Correspondence (Code No.: MGB-CAR-QSP-FAD-DCC-001);
- 6.14 Laboratory staff releases Barcoded Report of Analysis to the Client (personal appearance, email or text message);
- 6.15 Client fills in Satisfaction Feedback Form, if the client personally appears to get the result and signs receiving copy of the Report of Analysis; and
- 6.16 Mining Claims Examiner II files the receiving copy of the Report of Analysis.

7.0 RECORDS

- 7.1 Bill of Assessment
- 7.2 Request for Analysis
- 7.3 Test Result Worksheet
- 7.4 Report of Analysis
- 7.5 Satisfaction Feedback Form
- 7.6 Logbook
Details of Incoming Samples (Private and Official)
Incoming Samples (for Receiving Samples)