



MEMORANDUM

FOR : **THE DIRECTOR AND CONCURRENT ASSISTANT SECRETARY
FOR FIELD OPERATIONS**

FROM : **THE OIC CHIEF**
Environmental Research and Laboratory Services Division

SUBJECT : **APPROVAL OF THE LETTER TO THE LABORATORY HEAD
FOR THE LEVEL 2 ASSESSMENT OF ONE (1) APPLICANT
LABORATORY IN LINE WITH THE IMPLEMENTATION OF
DAO 98-63**

DATE :

I. REFERENCE

DENR Administrative Order No. 63 Series of 1998 (DAO 98-63): Guidelines for the Designation of DENR Recognized Environmental Laboratories, part 4d, page 5.

II. BACKGROUND

The DENR Environmental Laboratory Recognition (ELR) process according to the requirements of the DAO 98-63 consists of five (5) major levels/steps. Level 1 is the initial assessment of the completeness of the application document; Level 2 is the on-site laboratory inspection and assessment; Level 3 is the participation in inter-laboratory exercises; Level 4 is the consolidation and review of data and information by members of the Technical Advisory Group for Laboratory Recognition (TAG-LR); and Level 5 is the issuance of the Certificate of Recognition.

Ostrea Mineral Laboratories, Inc. was recognized on 21 April 2021 under the DENR ELR Scheme. The laboratory, through its laboratory head, applied for the renewal of their Certificate of Recognition which will expire on 21 April 2024. The ERLSD reviewed the application documents and recommended the laboratory for level 2 assessment.

The Laboratory Inspection and Assessment Team (LIAT) who will conduct the assessment shall be composed of two (2) external assessors, EMB Central Office and Regional Environmental Laboratory assessors. The external assessors will be from relevant professional groups specialized in management and physical layout assessment.

III. COMMENTS / RECOMMENDATIONS

In view of the foregoing, the assessment activity has to be communicated to the laboratory through the attached letter. Thus, it is recommended for the Director's signature.

IV. ATTACHMENT

- Letter to the Laboratory Head

MA. FATIMA ANNEGLO R. MOLINA





MS. MA. CRISTINA F. REFERENTE
Laboratory Head
Ostrea Mineral Laboratories, Inc.
Brgy. Road, Bo. Mamplasan
Biñan, Laguna 4024

Subject: NOTICE OF ON-SITE LABORATORY INSPECTION AND ASSESSMENT (LIA) AND LIA TEAM COMPOSITION

Dear **Ms. Referente**:

This is in connection with your application for Environmental Laboratory Recognition (ELR) with the Department of Environment and Natural Resources (DENR). We examined your submitted documents and determined that your laboratory qualifies for Level 2 inspection and assessment. The inspection/assessment involves the on-site evaluation of your laboratory, specifically its management and organization, scope and nature of work, policies, physical layout and safety features, track record, analytical procedures for parameters which are of concern to the DENR, materials and equipment, and quality assurance program, to determine compliance with the requirements set by the DENR Administrative Order No. 98-63: Guidelines for the Designation of DENR Recognized Environmental Laboratories.

The on-site inspection/assessment of your laboratory is scheduled on 21-23 February 2024. The Laboratory Inspection and Assessment Team (LIAT) will be composed of the five (5) technical assessors from the Integrated Chemists of the Philippines (ICP), Environmental Management Bureau-Central Office (EMB-CO), and Environmental Management Bureau – CALABARZON.

The assessment areas and tasks of the LIAT are given below:

No.	NAME	AFFILIATION	AREA OF ASSESSMENT/TASK
01	Ms. Remy R. Mamon	ICP	Management and organization, mandate and mission, personnel and deputies, staff development program, sample documentation and traceability, and QA documentation.
02	Mr. Sammy L. Aytona	EMB-CO	Scope and nature of work of the laboratory, scope of desired recognition, track record of the laboratory and analyst(s), accreditation record, and proficiency testing results.
03	Ms. Leonora M. Santos	ICP	Physical layout and safety provisions, reference literature, test report including signatories, pollution control and management practices, environmental permits, permits required by PDEA, PNP, PNRI, and QA documentation
04	Mr. Sammy L. Aytona Ms. Saiym Faustine M. San Jose Mr. Alex Avel P. Romero	EMB-CO	Laboratory procedures including test methods, reagents, materials, quality assurance/quality control practices, instrument/ equipment calibration and maintenance.
05	EMB CALABARZON Regional Environmental Laboratory Assessor	EMB- CALABARZON	-do-

Enclosed is the schedule of activities of the LIAT on 21-23 February 2024. To facilitate the undertaking of investigation, interview, examination of records/documents, etc., we would like to request your company for space/room that could accommodate the LIAT and presence of the relevant management and technical personnel, preferably the quality manager, the laboratory head, and laboratory analysts to provide the information relevant to the assessment.

You may contact Ms. Saiym Faustine M. San Jose, the current custodian of your ELR records, for confirmation of the above arrangements, queries and/or additional details at email address elr_secretariat@emb.gov.ph or at telephone number (02) 8539-4378 loc. 137.

We trust that this will merit your kind cooperation.

Very truly yours,

GILBERT C. GONZALES, CESO III
Director and concurrent
Assistant Secretary for Field Operations



ATTACHMENT 1

LABORATORY INSPECTION AND ASSESSMENT PLAN

Ostrea Mineral Laboratories, Inc.
Brgy. Road, Bo. Mamplasan, Biñan, Laguna 4024
21-23 February 2024

Date	Time	Activity/ Areas of Assessment	Assessors
21 Feb 2024 Wed	0900-0915 H	Entry meeting	EMB - CO: Mr. Sammy L. Aytona Ms. Saiym Faustine M. San Jose Mr. Alex Avel P. Romero EMB-CALABARZON: EMB CALABARZON Regional Environmental Laboratory Assessor External Assessors: ICP: Ms. Remy R. Mamon ICP: Ms. Leonora M. Santos
	0915-0930 H	Laboratory Walkthrough	
	0930-1700 H	Management and organization, mandate and mission, personnel and deputies, staff development program, sample documentation and traceability, and QA documentation	Ms. Remy R. Mamon
		Scope and work of the laboratory, scope of desired recognition, track record of the laboratory and analyst(s), accreditation record and proficiency testing results	Mr. Sammy L. Aytona
		Physical layout and safety provisions, reference literature, test reports including signatories, pollution and management practices, environmental permits, permits required by PDEA, PNP, PNRI, and QA documentation	ICP: Ms. Leonora M. Santos
		Laboratory procedures including test methods, reagents, materials, instruments and equipment, instrument/ equipment calibration and maintenance, and quality assurance/ quality control certificates	Mr. Sammy L. Aytona Ms. Saiym Faustine M. San Jose Mr. Alex Avel P. Romero EMB CALABARZON Regional Environmental Laboratory Assessor
22 Feb 2024 Thurs	0900-1700 H	Continuation: Scope of the laboratory, Management, Physical layout, and Methodologies	All
23 Feb 2024 Fri	0900-1000 H	LIAT Meeting/ Preparation of Nonconformance and Recommendation Reports	All
	1000-1200 H	Presentation of Findings/ Exit Meeting	All