

4. STK AND RST REFILL SERVICE

Soil Test Kit (STK) and Rapid Soil Test (RST) Kit are inexpensive, quick, handy and easy to use soil testing tools to evaluate the fertility status of a soil. These kits can be used by farmers and agricultural technicians in the field to identify quickly soil macro- and micro-nutrient problems that limit rice and other crop production. Refills are done for requesting agricultural technicians and other clients.

Schedule of availability of Services

Monday to Friday 8:00 A.M. – 5:00 P.M.

Office or Division:	REGIONAL SOILS LABORATORY			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government to Government G2C – Government to Client G2B – Government to Business			
Who may avail:	<ul style="list-style-type: none"> • Farmers • Researchers • Investors • LGUs • Students • Other walk-in Clients 			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Soil Test Kit (STK) and/or Rapid Soil Test (RST) Kit with complete reagent bottles.		Regional Soils Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the STK and/or RST Kit with complete reagent bottles	<p>Step 1.1: Accept and assess the kits(s)</p> <p>Step 1.2: Wash/ clean the reagent bottles and kits.</p> <p>Step 1.3: Drying of reagent bottles and kit</p> <p>Step 1.4: Relabeling of reagent bottles</p> <p>Step 1.5: Refilling of reagent bottles</p>	<p>Refer to schedule of fees below for the amount to be paid</p> <p>(Page 118)</p>	<p>5 minutes</p> <p>30 minutes</p> <p>Overnight</p> <p>1 minute/ bottle</p> <p>2minutes/ bottle</p>	Chemist IV/ RSL Staff

	<p>Step 1.6: Replacement of tin strips, applicator sticks & medicine droppers</p> <p>Step 1.7: Placement of expiration date(s) of reagents in the kit(2)</p> <p>Step 1.8: Inform the client on the schedule of release of the kit(s)</p>		<p>2 minutes</p> <p>1 minute</p> <p>1 minute</p>	
2. Pay the corresponding fee (for students, researchers and other clients except for LGUs)	Step 2.1: Issuance of Official Receipt		5 minutes	Regional Cashier Cashiering Unit
3. Collect the kit(s) and acknowledge receipt thereof in the log book,	Step 3.1 Log and release the kit(s)		2 minutes	Chemist IV/ RSL Staff
TOTAL			<i>Please see duration of the process below</i>	

Schedule of Fees

REFILL PERFORMED	FEE (Pesos)
1. Soil Test Kit (STK)	200.00
2. Rapid Soil Test (RST) Kit	150.00

** Free of charge if requested by agricultural extension workers.*

Duration

- STK/RST refill services due within 2 days under normal circumstances. Services are treated on a 1st come 1st serve basis.