

5. ORGANIC FERTILIZER ASSAY TEST

Organic Fertilizer Assay test are used to aid organic fertilizer producers and researchers particularly those involving the determination of NPK contents of fertilizers.

Schedule of availability of Services

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

Office or Division:	REGIONAL SOILS LABORATORY			
Classification:	COMPLEX			
Type of Transaction:	G2G – Government to Government G2C – Government to Client G2B – Government to Business			
Who may avail:	<ul style="list-style-type: none"> • Organic fertilizer producers • Researchers • LGUs • Students • Other walk-in Clients 			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. One (1) kilogram of properly collected organic fertilizer samples		c/o requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For Fertilizer analysis, submit at least 1 kg of fertilizer placed in a moisture-proof plastic container with a label indicating: a.) Name of Client b.) Address c.) Contact number	<p>Step 1.1: Receive the samples and assign laboratory number</p> <p>Step 1.2: Air-drying, sample processing, sample digestion, Analysis of fertilizers (NPK, OC, OM, pH, MC, micro-elements, heavy metals)</p>	Refer to schedule of fees for the amount to be paid (page 120)	10 minutes 5-10 days	Chemist III
2. Pay the corresponding fee	Step 2.1: Issuance of Official Receipt		5 minutes	Regional Cashier Cashiering Unit

3. Collect test result and acknowledge receipt hereof in the log book.	Step 3.1: Release the test result, record the Official Receipt number and log-out the document		5 minutes	Chemist III
TOTAL			<i>Please see duration of the process below</i>	

Schedule of Fees

The fees to be paid depend upon the type of test requested to be performed on the sample are as follows:

Test Performed	Fees (Pesos)	
	Farmer/ Undergraduate Students	Researchers/ Graduate Students/ Other Clients
Total Nitrogen (N)	100	150
Total Phosphorus	150	200
Total Potassium	100	150
Total Organic Carbon/Matter	100	150
Micronutrients (Fe, Zn, Cu, Mn, Na, Mo)	70/element	100/element
Heavy metal (Cd, Pb, Cr, Ni)	70/element	100/element
pH	50	75
% Moisture	50	75
Sample digestion	175	250

Duration

Result is due within 2-3 weeks upon submission under normal circumstances. The length of time depends on the number of determination requested. Services are treated on a 1st come 1st serve basis.

Rights and Responsibilities

1. Clients have the right to demand for official receipts when paying the fees being collected as in the case of students, researchers, private firms and other government agencies.
2. It is the responsibility of the clients to pay the corresponding fees charged for each test done and to claim the results as agreed upon, whether picked up or delivered.
3. The Regional Soils Laboratory reserves the right to reject the samples that were not collected in accordance with standard sampling procedures.

Comments and Feedback

Clients can get the Citizen Feedback Form from the Public Assistance Desk, accomplish and forward it to the Office of the Regional Executive Director.