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GUIDELINE ON THE SHARING OF RESOURCES AMONG DOST REGIONAL STANDARDS AND TESTING LABORATORIES (DOST-RSTLS)

DOST MEMORANDUM CIRCULAR NO. 002, S. 2011, March 28, 2011

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Sharing of laboratory resources is one of the strategies identified by top management to ensure optimal utilization of scarce laboratory resources in order to provide its customers with timely and accurate tests and calibration services.

I. Brackground

This guideline is issued to provide information on the mechanics of implementation of resources sharing among DOST-RSTLs.

II. Scope

This guideline shall cover all RSTL's requests for sharing of resources to include equipment, instruments, apparatus, facilities, supplies, personnel, and technical information.

III. Objective

To maximize the utilization of DOST-RTLs resources through sharing thereby providing the relevant testing and calibration services to its customers, and ensuring quality and timely delivery of its services.

IV. Definition of Terms

- Requesting party – the RSTL soliciting personnel, information and the use of equipment, instruments and apparatus from another RSTL.

- Granting party – the RSTL sharing the resources.

- Personnel – trained laboratory analysts and laboratory personnel.

- Deployment – the movement of laboratory personnel to another RSTL to accomplish a task.

V. Resources to be shared

The resources to be shared are:

> - Equipment, Instrument, Apparatus (glassware & glassware set ups). The equipment, instruments and apparatus (glassware & glassware set ups) to be shared shall be in good working condition, portable and handy.
>
> - FacilitiesThe RSTL shall open its facilities needed by another RSTL in case of absence of such facilities needed for testing during emergency/crisis situation. Facilities shall also be shared when one laboratory experiences breakdown of critical equipment.
>
> - Supplies. Chemicals, media, culture and laboratory supplies shared shall be of good quality.

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- Personnel. Trained analysts may be deployed to complement the personnel requirement of the requesting laboratory.

- Technical Information. Relevant and updated information such as (but are not limited to) test methods, procedures, audit feedback from accreditation and recognition bodies, and equipment specifications may be shared among RSTLs.

V. Mechanics of Implementation

- All RSTLs shall provide a List of Equipment, Instruments and Apparatus available for sharing. The list shall include essential information about the item such as, but not limited to, year of acquisition, supplier, frequency of use, calibration and maintenance schedule.

- The requesting party shall fill up the Requisition Form (Annex A) indicating the nature of assistance required and submit the form to the concerned regional office.

- The granting party has the prerogative to decide which request to prioritize in cases where there are two (2) or more requests for the same equipment, instrument or apparatus or personnel.

- The number of analyst and the duration that the analyst, equipment, instrument or apparatus will be deployed shall be agreed upon by the requesting and granting parties.

- The chemicals, media, culture and laboratory supplies shall be replaced with similar brand and quality or of better quality.

- Information sharing shall make use of the existing networking tools such as DOST- developed TACIS or through dedicated website that has restricted access such as the RURL Equipment Database developed by DOST IX.

VI. Responsibilities

The granting party shall:

- Evaluate and act on the request within five (5) days upon receipt of requisition form and notify the requesting party in writing whether the request is approved or disapproved.

- Ensure that the analyst to be deployed is capable of undertaking the task that has been requested.

- Ensure that the requested equipment, instrument and/or apparatus is in good working condition. The item, including the relevant documents (e.g. manual of operation, insurance, warranty, etc.), is appropriately packed and ready for transport,

- Brief the requesting party on the safety requirements as well as the installation and maintenance operations that are mandatory during the operation of the requested equipment, instrument and/or apparatus.

- Coordinate with the requesting party on the arrangement of the transport of the requested equipment, instrument and/or apparatus.

The requesting party shall:

- Provide the granting party the itinerary of travel and the scope of work or assignment of the analyst to be deployed.

- Shoulder the cost of travel, accommodation, per diem and other incidental expenses of the analyst/s to be deployed.

- Provide the necessary support for the accomplishment of the tasks of the deployed analyst/s.

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- Underwrite the cost of transfer and return of the equipment, instrument, apparatus and/or supplies requested, including cost of insurance when appropriate.

- Ensure that the equipment, instrument or apparatus is properly transported, handled, stored and maintained.

- Ensure the availability of appropriate area where the equipment, instrument and/or apparatus will be situated.

- Provide feedback to the granting party on the current status of operation and maintenance of the requested equipment, instrument and/or apparatus.

- Underwrite the cost of repair or replacement of equipment, instrument or apparatus in the event that the item breaks down while being transported or while under custody of the requesting party.

- Ensure that repair of damaged equipment, instrument or apparatus shall be completed within two months.

- Ensure that supplies requested be replaced with the same amount, brand and quality or of better quality.

- Abide by the policies and operating procedures of the host laboratory on the use of its facilities.

The deployed analyst/s shall:

- Accomplish the tasks requested within the period of his/her deployment.

- Submit to the requesting party and to his/her immediate superior an accomplishment report of activities undertaken, including problems and recommendations within ten (10) days after the completion of the deployment.

VII. Monitoring

The Office of the Undersecretary for Regional Operations shall be furnished with all the activities and reports for purposes of information and monitoring of the activities being undertaken.

VIII. Effectivity

This Circular shall take effect immediately.

Adopted: 28 March 2011

(SGD.) MARIO G. MONTEJO
Secretary

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