

GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF A ONE LABORATORY SYSTEM WITHIN THE DOST

DOST Administrative Order No. 007, s. 2015, July 20, 2015

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1.0 Rationale

With the implementation of the DOST GIA-funded project “Setting-up of One Stop Laboratory Services for Global Competitiveness (OneLab)”, a network of DOST testing and calibration laboratories is established to provide convenient and efficient service to DOST customers nationwide.

OneLab broadens public access to the testing services of all DOST laboratories. With OneLab, DOST’s technical services are standardized; and the timely release of accurate test and calibration results is ensured.

The project also serves as a platform for policy formulation in rationalizing support for upgrading laboratories and in the harmonization, collaboration and interfacing of laboratories.

2.0 Purpose

This Administrative Order is issued to prescribe the general guidelines and procedures in operating the One Laboratory nationwide.

Moreover, it is issued to direct all the research and development institutes (RDIs) and the regional offices (ROs) that provide testing and calibration services to adopt and support the OneLab System.

3.0 Definition of Terms

For the purpose of this Administrative Order, the following terms are defined as follows:

Referral – pertains to the “passing on” of the analysis and/or calibration to another laboratory in the network.

Receiving Laboratory (RL) – refers to the laboratory that receives the samples for referral to another laboratory.

Testing/Calibration Laboratory (TCL) – the laboratory that conducts the analyses/calibration of samples that were referred by the RL.

Customer Relations Officer (CRO) – is the personnel from both the RL and TCL assigned to accept and prepare samples and to facilitate the laboratory transactions for the referral system.

4.0 Applicability

This Administrative Order shall apply to the six (6) ROI testing laboratories - Industrial Technology Development Institute (ITDI), Food and Nutrition Research Institute (FNRI), Philippine Nuclear Research Institute (PNRI), Forest Products Research and Development Institute (FPRDI), Metals Industry Research and Development Center (MIRDC), Philippine Textile Research Institute (PTRI), the 15 Regional Standards and Testing Laboratories

(RSTLs) and to any laboratories/satellite laboratories that may be established in the future.

5.0 Elements of OneLab

The Unified Laboratory Information Management System or ULIMS shall serve as the platform for OneLab. It consists of the following components:

5.1

Data Management

- Laboratory Module – is the main component of the ULIMS that handles the daily transactions of sample receiving. This module provides an interactive service that addresses not only the customer support concerns but also laboratory management concerns.
- Cashiering and Accounting Modules – handle the financial component of the ULIMS. These modules manage the data on daily transactions and collection of payments.

5.2

Sample Management

- Referral Module – a component of the ULIMS that facilitates referral of services from one laboratory to another within the network. This module connects each DOST laboratory via an Application Programming Interface (API) to enable exchange of data related to the conduct of test and calibration. The module is accessible within the ULIMS interface but its operations are not entirely dependent on it. It has its own central database in which all data are stored.

5.3

Resource Management

- Equipment Interfacing – an extended feature of the ULIMS that enables the Laboratory Module to import data directly from laboratory equipment to generate testing/calibration reports.
- Results Tracking – enables laboratory users and managers to track progress of tests and calibration being conducted.

5.4

Real Time Inventory

- Equipment Inventory – enables a systematic inventory listing of all equipment in the participating laboratories of the network.
- Laboratory Supplies Inventory – enables the managing and tracking of reagents, supplies and other items of the laboratory. The module provides useful information such as Quantity on Hand, Reorder Points, Inventory Turns and Inventory Valuation.

5.5

Customer Portal – serves as an on-line information center that provides detailed instructions to customers for their test and calibration requirements

- Quotation Request – a facility provided for customers to have an initial idea on the pricing for the desired tests and/or calibration

- Results Tracking – a facility provided for customers to determine a real- time tracking of status for tests and/or calibration requested

5.6

Web Services – a software system designed to support the interoperability of the ULIMS deployed in different DOST Laboratories. This common web service platform will later be opened to non-DOST Laboratories to extend their service coverage through the ULIMS Referral System.

6.0 Operating Guidelines and Procedures

The OneLab Project team shall put together a Procedures Manual detailing the protocols of key processes of the operation. The general guidelines are as follows:

6.1

All testing/calibration laboratories in the network shall adopt the harmonized testing fees per DOST A.O. 001 series of 2014; and the nomenclature of test methods shall also be harmonized following the internationally recognized standards/references.

6.2

All the laboratories are directed to sustain their accreditation to ISO/IEC 17025 “General requirements for the competence of testing and calibration laboratories.”

6.3

The ULIMS shall have been deployed, installed and operational in all the participating laboratories.

6.4

The Advanced Science and Technology Institute (ASTI) shall provide technical support in the development, deployment and maintenance of the information system.

6.5

The Customer Relations Officer (CRO) of all receiving laboratories shall be capacitated to prepare, preserve, package and dispatch the samples received for referral.

6.6

Couriers (at least 2) shall be identified (based on the minimum requirements set) to serve as the official forwarder of the samples for referral.

6.7

The receiving laboratory shall collect and issue Official receipts for the tests/services referred to other laboratories in the network. However, the reporting of accomplishments shall be credited to both the RL and the TCL.

6.8

This network of testing/calibration shall be expanded to include other government and Higher Education Institute (HEI) and private laboratories subject to compliance to the established minimum requirements.

6.9

A sustainability plan shall be crafted to consider giving priority to the laboratory services and IT-support unit

when hiring permanent personnel to ensure continuous operation of the network.

7.0 Effectivity

This Order shall take effect immediately.

(SGD) MARIO G. MONTEJO

Secretary

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