



Republic of the Philippines
Bureau of Animal Industry
VETERINARY LABORATORY DIVISION
CHEMICAL AND FEED ANALYSIS SECTION

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LABORATORY REQUEST FORM

✓ TO BE FILLED-OUT BY THE CUSTOMER. KINDLY PROVIDE COMPLETE INFORMATION AND PLEASE WRITE LEGIBLY.

CUSTOMER INFORMATION		CATEGORY
CUSTOMER NAME/COMPANY NAME: ✓		<input checked="" type="checkbox"/> Transmittal from AFVBCD required <input type="checkbox"/> FOR INITIAL REGISTRATION <input type="checkbox"/> FOR RENEWAL REGISTRATION <input type="checkbox"/> MONITORING SAMPLES
COMPLETE ADDRESS: ✓		
CONTACT NUMBER: ✓		<input type="checkbox"/> WALK-IN SAMPLES
E-MAIL ADDRESS:		LABORATORY
✓		<input type="checkbox"/> AFAL <input type="checkbox"/> VDAL <input type="checkbox"/> TL

SAMPLE INFORMATION							
SAMPLE CODE AFAL/ VDAL/TL	SAMPLE IDENTIFICATION	LABEL CLAIM (N/A if not applicable)	DESCRIPTION (Powder/Liquid/ Feeds/Raw Material/Finished Product)	WEIGHT / VOLUME	ANALYSIS REQUESTED	ANALYSIS METHOD	ANALYSIS FEE
✓	1.	✓	✓				
✓	2.	✓	✓				
✓	3.	✓	✓				
✓	4.	✓	✓				
✓	5.	✓	✓				

REMARKS: (On changes, deviations regarding the method, condition of the sample and its container, status of the sample.)

DO NOT WRITE ANYTHING HERE. FOR CFAS STAFF USE ONLY			
INVOICE No./ DATE RECEIVED:		ESTIMATED ANALYSIS START DATE:	
MODE OF PAYMENT:	<input type="checkbox"/> BAI CASHIER (CASH OR CHECK) <input type="checkbox"/> DIGITAL COLLECTION Please specify: _____	ESTIMATED ANALYSIS COMPLETION DATE:	
		FOLLOW-UP ON:	

- REVIEW OF REQUEST**
- CFAS will conduct the requested analysis within the laboratory testing capabilities and available resources.
 - Any deviations from the contract after it was already signed, will be discussed and agreed upon by both parties before implementation. Please note the following:
 - Cancellation of request and deviation from the contract will no longer be accepted once the analysis has already started.
 - Refund is not allowed. Excess payments can be used to offset future payments.
 - Requests for re-test and/or additional tests will be treated as new work order, and a new Laboratory Request Form (LRF) must be submitted.
 - Re-test will be performed on the retained sample (if available, depending on the condition of the sample) and will focus solely on the specific test requested.
 - Retention samples will be kept for thirty (30) calendar days following the release of the Chemical Analysis Report (CAR). Any inquiries regarding the result of the analysis must be made within this period.
 - Please indicate your preference below regarding the return of excess samples (see back page for more details):

The customer will retrieve the excess sample The customer will not retrieve the excess sample.
 - Measurement uncertainty is available upon the request of the customer.
 - Samples received after **3:00 pm** will be processed on the following working day.

CONFORME: ✓ _____ Printed Name and Signature of Customer DATE: ✓	SAMPLE RECEIVED BY: _____ Receiving Officer	DATE: _____
	SAMPLE ENDORSED TO: _____ Sampler and Grinder	DATE: _____

TERMS AND CONDITIONS

CRITERIA IN ACCEPTING SAMPLES

- Samples must be properly packed (no leakage or holes) and properly labeled.
- Samples are accepted as received.
- Identification on the sample label must match the identification on the LRF.
- Sample weight and volume must meet the sample weight/volume requirement (see below)
- Antibiotics, Vitamins, Trace Mineral, and Lactose samples must be accompanied with label claims, if applicable.
- Manure samples must be bone-dried and well packed.
- Forages must be sun-dried and reduced to appropriate size.
- Initial registration, renewal registration, and for monitoring samples must be accompanied with AFVDBCD transmittal.

ANALYSIS	SAMPLE WEIGHT/VOLUME (MINIMUM)
Proximate Analysis (Dry samples)	250g
*Proximate Analysis with Moisture-Free (Wet samples / Semi-moist samples)	*Not less than 1000g (The amount of sample to be submitted will vary based on the moisture content.)
Macro Minerals / Trace Minerals	250g
Individual Analyte	100g
Liquid Sample/Suspension	250mL
Veterinary Drugs (Finished Product)	250g
Veterinary Drugs (Raw Material)	10g
Premixes	250g
Samples for Banned Drugs	1000g
Samples for Aflatoxin Analysis	1000g

Note: Samples that do not meet the acceptance criteria will be rejected.

CHEMICAL ANALYSIS REPORT/S WILL BE RELEASED ONLY:

1. To the individual who submitted the sample to the laboratory, or representative bearing an authorization letter upon presentation of the following:
 - Official receipt (original/photocopy) for the analysis
 - Customer's copy of the Laboratory Request Form (LRF)
 - Government issued ID or company ID of both the representative and the person who submitted the sample.

CONFORME:

By signing below, I acknowledge that I have read, understood, and agreed to the policies, procedures, and guidelines of the CFAS laboratory. I also understand that CFAS reserves the right to refuse the acceptance of test request and release of test results to customers lacking proper documentation.

✓

Printed Name and Signature of the Customer

Date

WAIVER/CONSENT FOR POSSIBLE DELAY ON THE ISSUANCE OF CHEMICAL ANALYSIS REPORT (CAR)

I, (name of customer) _____, representing (name of company) _____, agree to wait and consent to any potential delay in the issuance of the Chemical Analysis Report beyond the scheduled release date due to factors such as influx of samples, insufficient or unavailable supplies, consumables or test kits, equipment malfunctions, or other uncontrollable circumstances/force majeure.

✓

Printed Name and Signature of the Customer

Date

GUIDELINES IN RELEASING ONLINE COPIES OF CHEMICAL ANALYSIS REPORT (CAR)

1. The following documents should be submitted by the customer through e-mail (director@bai.gov.ph; cc: cfas@bai.gov.ph)
 - Written request addressed to BAI Director (attention to VLD Chief)
 - Scanned copy of the customer's copy of LRF
 - Scanned copy of the official receipt for the analysis.
2. Online copies of the results will only be sent to the email address as reflected in the original LRF.
3. Results will not be released online if there is no reflected email address of the customer in the original LRF.

Note: Online copies of CAR are scanned copies of the original CAR and marked as unofficial copies. Customer are advised to claim the original copy of the CAR

VALIDITY OF ANALYSIS REPORT

Only the Chemical Analysis Report (CAR), signed by CFAS registered chemists, bearing their dry seal, and released by CFAS Releasing Office, is considered valid and official.

RETRIEVAL OF EXCESS SAMPLES

The customer should indicate their intention to retrieve the excess samples (see front page). To collect the excess samples, the customer must present the duplicate copy of the Laboratory Request Form (LRF) along with a Company ID or valid government ID at the CFAS Receiving Office.

SERVICE TO CUSTOMERS

1. CFAS operates on a "First Come, First Serve" basis for all its services.
2. The customer shall pay and send the official receipt via email (officialreceipt.cfas@gmail.com) within **24 hours** from the submission of sample.
3. Failure to provide the receipt within this timeframe will result in the cancellation of the test request. A **maximum of 2 days** (upon submission of sample) will be allotted for the client to pick up their samples, otherwise, the samples will be discarded.
4. CFAS provides a tentative due date for completing analyses, which may vary based on the laboratory's workload.
5. Follow-up inquiries regarding the status of testing will only be addressed on or after the specified follow-up date.
6. For continual improvement, we encourage customers to complete our **Client Satisfaction Survey Form** if they have any feedback or concerns. The customer shall accomplish the form in every transaction.
7. CFAS accepts samples at the CFAS Building, Bureau of Animal Industry, 5 Visayas Avenue, Diliman, Quezon City, from Monday to Friday (excluding holidays) between **8:00 am to 5:00 pm**. Please refer to the CFAS Service Pledge and brochures for additional information.