

**[DOST Administrative Order No. 007, s. 2015,
July 20, 2015]**

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

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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.