 ILD-FCAL	Quality Forms SAMPLE RECEIVING FORM	Doc. Ref. No.	DA-RFO3-FCAL-QF01
		Effective Date	September 11, 2023
		Revision No.	00
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CUSTOMER INFORMATION	
Name of Customer:	
Address:	
Contact No.:	
email Address:	
Contact Person:	

For Laboratory Use Only
SRF No.: _____
Official Receipt No.: _____
Est. Analysis Start Date: _____
Agreed Date of Release: _____
Follow-up on: _____

Sample Name/Brand	FQC No.	Remarks: <small>(Weight of sample, Packaging Description, Finished Feeds/Raw Material, etc.)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ANALYSIS REQUESTED	<input type="checkbox"/> Moisture	<input type="checkbox"/> Ash	<input type="checkbox"/> Crude Protein	<input type="checkbox"/> Crude Fat	<input type="checkbox"/> Crude Fiber
	<input type="checkbox"/> Calcium (Ca)	<input type="checkbox"/> Phosphorus (P)	<input type="checkbox"/> Salt (NaCl)	<input type="checkbox"/> Metabolizable Energy (ME)	<input type="checkbox"/> Nitrogen-Free Extract (NFE)
	<input type="checkbox"/> Total Aflatoxin	<input type="checkbox"/> Ochratoxin A	<input type="checkbox"/> T2/HT2	<input type="checkbox"/> Zearelanone	<input type="checkbox"/> Fumonisin
	<input type="checkbox"/> Complete Proximate		<input type="checkbox"/> Others: _____		

SPECIAL INSTRUCTIONS/ REMARKS	_____
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Retest?	<input type="checkbox"/> Initial Test	<input type="checkbox"/> Retest to CA No(s)
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Return Tested Samples?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>NOTE: Retained samples not claimed within one (1) month of retention period shall be disposed accordingly.</i>		

Purpose	<input type="checkbox"/> For Registration	<input type="checkbox"/> For Monitoring	<input type="checkbox"/> Others _____
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For questions and follow-ups regarding the analysis, please contact FCAL3 at **(045) 961-1574/ 09456301798 (globe)/ 09082395600 (smart)** or ild.fcald@rfo3.da.gov.ph. Please present this form (*Client's Copy*) together with your official receipt when claiming the result.

For Laboratory Use Only			
Application received by: _____		Date: _____	
Samples prepared by: _____		Date: _____	
Samples analyzed by: _____		Date: _____	
Certificate of Analysis released by: _____		Date: _____	

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Laboratory Analysis Terms and Conditions

1. The Laboratory Report shall not be reproduced except in full, without the written approval and authorization of the Feed Chemical Analysis Laboratory (FCAL).
2. Laboratory Report retention is active for one (1) year and archived for four (4) years.
3. The customer agrees not to use report or data in a manner that may destroy the reputation or service of FCAL.
4. FCAL is not responsible for samples that are not accepted because of improper collection, preservation, handling and storage of samples.
5. Customer has the responsibility to label and provide adequate amount of samples, sufficient information and documents.
6. The laboratory shall be responsible, through legally enforceable commitments, for management of all information obtained or created during the performance of laboratory activities. The laboratory shall inform the customer in advance, of the information it intends to place in public domain. Except for that the customer makes publicly available, or when agreed between the laboratory and the customer (e.g. for the purpose of responding to complaints), all other information is considered proprietary information and shall be regarded as confidential.
7. When the laboratory is required by law or authorized by contractual arrangements to release confidential information, the customer or individual concerned shall, unless prohibited by law, be notified of the information provided.
8. Customer may pay at least 50% of the standard fees for the services upon submission of samples.
9. FCAL may withhold the release of the report if the customer fails to pay the fees.
10. Customer will be notified on any deviation from the contract of at least three (3) times. If the customer failed to reply, it is assumed that the customer conforms with the deviation made.
11. The FCAL is not liable for any damages or delays to the sample/s if submitted through a courier.
12. The Laboratory Report will be released ONLY to the person who brought the sample to the laboratory. Otherwise, a representative shall present an authorization letter and valid government issued ID of both upon claiming.
13. Online copies of the Laboratory Report will only be sent to the email address reflected in the SRF. Please note that these are scanned copies of the original Laboratory Report and are unofficial copies. The original Laboratory Report is still advised to be claimed.

By signing below, I acknowledge that I have reviewed the form, understood, confirm its accuracy and agree to the terms and conditions, test method, cost and agreed date of release of result.

 Name and Signature of Customer/Customer
 Representative

 Date