

**[DOST MEMORANDUM CIRCULAR NO. 002, S.
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**GUIDELINE ON THE SHARING OF RESOURCES AMONG DOST
REGIONAL STANDARDS AND TESTING LABORATORIES (DOST-
RSTLS)**

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. Background

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-RSTLS 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

1. Requesting party – the RSTL soliciting personnel, information and the use of equipment, instruments and apparatus from another RSTL.
2. Granting party – the RSTL sharing the resources.
3. Personnel – trained laboratory analysts and laboratory personnel.

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

V. Resources to be shared

The resources to be shared are:

1. *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.
2. *Facilities* The 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.
3. *Supplies*. Chemicals, media, culture and laboratory supplies shared shall be of good quality.
4. *Personnel*. Trained analysts may be deployed to complement the personnel requirement of the requesting laboratory.
5. *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

1. 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.
2. 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.
3. 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.
4. The number of analyst and the duration that the analyst, equipment, instrument or apparatus will be deployed shall be