

GUIDELINES FOR REMOTE COLLECTION OF DRUG TESTING SPECIMEN

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1. Only drug testing laboratories accredited by the Department of Health shall be allowed to perform collection of drug testing specimen at a temporary/remote facility.
2. No collection of drug testing specimen at a temporary/remote facility shall be done without PERMIT FOR REMOTE COLLECTION OF DRUG TESTING SPECIMEN (PRC-DTS) secured only from the DOH-BHFS/CHD not later than ten (10) working days prior to the scheduled collection.
3. The following are the documentary requirements:
 - 3.1 Letter of request to conduct remote collection
 - 3.2 Notarized MOA/contract between the contracting parties
 - 3.3 List of authorized personnel employed at the laboratory designated for remote collection
 - 3.4 Operational procedures for remote collection and transport (collection, transport, handling).
 - 3.5 List of supplies, transport materials eg. Ice chest
4. A fee of Php 2,500 shall be collected from the laboratory for each site.
5. The PRC-DTS shall be valid only on the date specified on the permit.
6. The collection site should be located within the same administrative region as the applicant laboratory and accessible only by land travel with no more than 2 hours of land travel.
7. The permit shall be posted in a conspicuous area within the laboratory and temporary facility located at a remote site.
8. The DOH-BHFS shall have the prerogative to inspect the proposed facility prior to the issuance of the permit. A collection site shall have a secure and suitable area for specimen collection/storage, supplies and records.
9. The said facility shall be subject to monitoring during the time of collection.
10. No drug testing examination shall be conducted at a temporary collection facility.
11. The minimum number of clients/donor for a remote collection site shall not be less than 50.
12. A copy of the accomplished record of remote collection shall be submitted (see Annex A[*] of assessment tool).
13. In case of failure to perform the collection at a specified date, the laboratory shall inform the DOH-BHFS/CHD in writing within a day before the scheduled date for re-scheduling. The schedule will be set at the discretion of the DOH-BHFS/CHD.
14. Violations of the terms and conditions stated herein and in the IRR governing accreditation of DTLs and Manual of Operations (MANOPS) shall be the basis for suspension/revocation of the PRC-DTS and the accreditation of the laboratory.

Adopted: 2 Oct. 2003

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Noted by:

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City

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