 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-56-P03
	Effective Date:	10-15-2022
	Document Type:	Policy
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	Department/Section:	Drug Testing Laboratory
	Document Title:	<b>REMOTE COLLECTION OF DRUG TESTING SPECIMEN</b>

**PURPOSE:**

To provide a guideline for the remote collection of drug testing specimens.


**LEVEL:**

Drug Testing Personnel

**POLICY:**


- 1 Specimen collection at a temporary or remote facility shall only be permitted in the following locations and conditions:
  - 1.1 Workplace/school/jail/prison/rehabilitation for:
  - 1.2 Random
  - 1.3 Follow-up
  - 1.4 Reasonable/Suspicious Cause
  - 1.5 Crime scene and post-accident
  - 1.6 Individuals who are critically ill or disabled
- 2 Only drug testing laboratories accredited by the Department of Health shall collect drug testing specimens at temporary or remote locations. Remote collection shall be permitted only if it involves 20 or more clients or donors.
- 3 A permit for remote collection of drug testing specimens (PRC-DTS) shall be secured only from the DOH-HFSRB, at least seven working days prior to the scheduled collection of drug testing specimens at a temporary or remote facility. In cases of crime scene, post-accident, or critically ill or disabled patients, PRC-DTS is not required.



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- 4 In the case of reasonable or suspicious causes involving less than 20 clients/subject/donors, a PRC-DTS is NOT required provided that the drug testing laboratory shall submit to HFRSB/CHD documents from the requesting party justifying the reason for the collection within 48 hours after the procedure.
- 5 The following are the documentary requirements:
  - 5.1 Letter of request to conduct remote collection containing the following information: Date, Time, Venue of Collection, and estimated numbers of donors/clients/subjects.
  - 5.2 Notarized MOA/Contract between the contracting parties.
  - 5.3 List of authorized personnel employed at the laboratory designated for remote collection.
  - 5.4 Operational procedures for remote collection and transport (collection, transport, handling) in accordance with DOH-MANOPS for drug testing.
  - 5.5 List of supplies, transport, and materials. e.g. Ice chest
- 6 A permit fee of Php 500.00 for each site shall be collected from the date of issuance.
- 7 The PRC-DTS shall be valid for only two weeks from the date of issuance.
- 8 The collection site should be located within a 100 km radius from the address of the applicant laboratory.
- 9 The permit shall be displayed prominently within the laboratory and the temporary facility at a remote location.
- 10 The DOH-HFSRB may inspect the remote collection site prior to the issuance of the permit or conduct monitoring during the actual collection. A collection site shall have a controlled, secured, and suitable area for specimen collection and storage, supplies, and records.



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- 11 No drug testing examination shall be conducted at a temporary collection facility.
- 12 The Laboratory shall maintain records of all remote collection performed.
- 13 In case of failure to perform the collection at the specified date, the Laboratory shall inform DOH-HFSRB/CHD in facsimile, email, or by telephone within 48 hours before the scheduled date of collection.
- 14 Violations of the guidelines stated herein and in the IRR governing accreditation of DTL's and the Manual of Operations for Drug Testing Laboratories shall be the basis for suspension/revocation of the PRC-DTS and the accreditation of the laboratory.



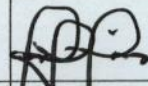
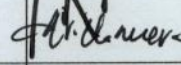
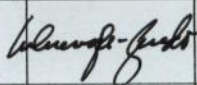

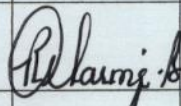
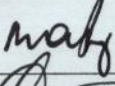



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