

Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

**JUL 19 2010**

**ADMINISTRATIVE ORDER**  
No. 2010 - 0024

**SUBJECT: Requirement of Permit to Construct in the Establishment of Free-standing Screening Drug Testing Laboratories Nationwide**

**I. BACKGROUND AND RATIONALE :**

Pursuant to Republic Act 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" and its Implementing Rules and Regulations (IRR) and as specified in the Manual of Operations for Drug Testing Laboratories in the Philippines, the Department of Health (DOH) is mandated to oversee and monitor the integration, coordination and supervision of all drug rehabilitation, intervention, after-care and follow-up programs, projects and activities as well as the establishment, operation, maintenance and management of privately-owned drug treatment rehabilitation centers and drug testing networks and laboratories throughout the country, in coordination with other government agencies. Moreover, the responsibility of the DOH, through its principal regulatory office, the Bureau of Health Facilities and Services (BHFS) is to accredit drug testing laboratories in order to assure quality, competence and integrity in the conduct of drug testing.

The East Avenue Medical Center (EAMC) is designated by the Secretary of Health as the National Reference Laboratory (NRL) for Environmental and Occupational Health, Toxicology and Micronutrient Assay. The NRL in coordination with the BHFS shall assure the competence, integrity and stability of drug testing centers nationwide.

Furthermore, the BHFS is mandated to formulate and establish the standards for regulation of hospitals, clinics and other health facilities and to enforce standards that shall be the basis of issuance of license/accreditation of a facility. In accordance with this mandate, the BHFS shall undertake the following tasks :

1. Develop policies and guidelines on the establishment, operation and monitoring of drug testing laboratories ;
2. Conduct accreditation of all private and government drug testing laboratories ;

*not*

3. Conduct training of DOH regulatory officers ;
4. Conduct research and development on drug testing and other related activities.

In pursuit of the said mandate, specifically on the accreditation of Drug Testing Laboratories (or DTL's) nationwide, the BHFS will officially prescribe the requirement of DOH Permit to Construct (or DOH-PTC) for all new applications including transfer of site and change in ownership in the establishment of freestanding Screening Drug Testing Laboratories (SDTL), both government and privately owned, in a countrywide coverage. In addition, the BHFS shall officially require the said application for a DOH-PTC and its subsequent approval as a prerequisite prior to the application for accreditation by the freestanding SDTL. Concurrent to this, the BHFS is also authorized to set fees and charges by just and reasonable rates to cover the cost of services rendered and partly to support and to sustain the needed reforms in health regulation.

Lastly, in consonance with the above specific tasks such as conduct of research and development on drug testing and other related activities among others, the BHFS has embarked on the development of prototype plan/s for a freestanding SDTL with the accompanying technical guidelines and specifications.

## II. OBJECTIVE :

As stated in the DOH Manual of Operations for Drug Testing Laboratories in the Philippines, the general objectives include the following :

1. Standardize the procedure of drug testing services in the Philippines among all stakeholders ;
2. Implement quality assurance program in drug testing laboratories nationwide.

Consistent with the above objectives and in pursuit of the licensing function of the BHFS, the primary objective of this Order is to formally impose the requirement of DOH-Permit To Construct (DOH-PTC) for all new applications including transfer of site, lapsed accreditation and change in ownership in the establishment of free-standing Screening Drug Testing Laboratories (SDTL), government and privately owned, on a nationwide scope. Through this DOH-PTC requirement, the BHFS will be able to screen, review and evaluate new applications for the subject facility with the end goal of permitting only those that will sufficiently comply with the established standards and guidelines together with the other statutory requirements.

As part of its technical assistance, the BHFS shall prescribe prototype plan/s for a freestanding SDTL facility with technical guidelines and specifications for the general information, guidance and compliance of prospective applicants.

Through the above objectives, the BHFS aims to assure the physical acceptability, functional planning and standard design of all approved new applicants of free-standing SDTL including the quality service that they shall eventually render to their clientele.

### III. SCOPE and COVERAGE :

This Order shall be applicable to all government and privately-owned freestanding SDTL's in the Philippines that will apply for New Application with the purpose of establishing, operating and maintaining a free-standing Screening Drug Testing Laboratory including those freestanding SDTL's with lapsed accreditation and with change of ownership.

### IV. DEFINITION OF TERMS :

**Accreditation:** refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output/impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH.

**Applicant :** refers to the owner or president of a freestanding Screening Drug Testing Laboratory that is applying for the issuance of a DOH-Permit To Construct and subsequently a Certificate of Accreditation.

**BHFS :** refers to the Bureau of Health Facilities and Services that shall exercise the regulatory function.

**CDA :** refers to Cooperative Development Authority.

**CHD :** refers to the Centers for Health Development under the Department of Health that are located in the various regions of the country.

**DTI :** refers to Department of Trade and Industry.

**DOH :** refers to the Department of Health.

**DOH Permit to Construct (or DOH – PTC) :** refers to the authority issued by the DOH-BHFS to an Applicant who will establish and operate a freestanding Screening Drug Testing Laboratory upon compliance with required documents set forth in this Order prior to the actual construction of the subject facility.

**Freestanding :** refers to an adjective that means standing alone, independent, not attached to any health facility regulated by the DOH.

**Drug Testing Laboratory :** refers to a private or government diagnostic facility that performs a laboratory examination of human biological specimen for identification of dangerous drugs.

**New application :** refers to all initial applications including transfer of site, change of ownership and lapsed accreditation.

*mbf/ar*

**Screening Drug Test** : refers to the test used to differentiate a non-reactive specimen from one that requires further testing for drugs or drug metabolites.

**SDTL** : refers to Screening Drug Testing Laboratory.

**SEC** : refers to Securities and Exchange Commission.

**V. GUIDELINES :**

**A. GENERAL GUIDELINES :**

1. A DOH-PTC shall be required for the construction of all new freestanding SDTL.
2. All applicants prior to the submission of an Application for Accreditation must first secure an approved DOH-PTC from the BHFS. No accreditation shall be issued without the approved DOH-PTC.
3. All freestanding SDTL's shall conform with the prescribed requirements for the standardized physical plant set-up and design specifications provided in the Prototype Floor Plan/s for freestanding SDTL duly prepared and approved by the BHFS (refer to ANNEXES "A", "B" and "C").
4. A non-refundable fee shall be charged for the Application for a DOH-PTC for all new applicants of freestanding SDTL, either government or private (refer to item VI. Schedule of Fees).
5. A DOH-PTC shall be considered lapsed and the fee paid shall be forfeited when the work authorized by the permit does not commence within ninety (90) calendar days from date of issuance or is abandoned during the period specified.

**B. PROCEDURAL GUIDELINES :**

**1. Required Documents for Application of DOH-PTC:**

The following are the required documents to be accomplished and/or submitted before a DOH-PTC can be issued to an Applicant of freestanding SDTL :

- a. Duly accomplished Application Form ;
- b. Proof of Ownership :

DTI registration ;  
SEC registration with Articles of Incorporation and By-laws ;  
Enabling Act/Board Resolution (for Government) ;  
Cooperative Development Authority (CDA) registration with Articles  
of Cooperation and By-laws.

- c. Three (3) Sets of Architectural Floor Plans with Location Map. (Note: Minimum scale for floor plans shall be 1:100 m showing complete areas, labels and dimensions. All plans shall be signed and sealed by an Architect or Engineer) ;

2. Procedures for Application for DOH Permit To Construct (DOH-PTC) :

- a. The Applicant shall secure a copy of the prescribed Application Form for the DOH-PTC from the BHFS or CHD that has jurisdiction over the proposed freestanding SDTL, or through the DOH website ([www.doh.gov.ph](http://www.doh.gov.ph)).
- b. The Applicant accomplishes the said form together with the necessary attachments then formally submits to the BHFS. Upon filing of application, the Applicant pays the corresponding fee to the Cashier of the DOH in person, or through postal money order.
- c. The BHFS, through the Health Facility Establishment Review Committee (or HFERC) shall review and evaluate the submitted plans and documents of the subject facility with respect to basic requirements and with the prescribed prototype plan/s and technical guidelines in the planning and design of a freestanding SDTL. Then, the BHFS approves or disapproves the issuance of a DOH-PTC.
- d. If disapproved, the BHFS returns the documents, together with their findings and recommendations to the Applicant. The Applicant makes the necessary revisions on the documents. The Applicant submits the revised documents to the BHFS for another review. The Applicant is entitled to only one revision.
- e. If approved, the BHFS issues a DOH-PTC to the Applicant.

VI. SCHEDULE OF FEES :

1. A non-refundable fee of one thousand (P1,000.00) pesos only or as prescribed by the DOH in its future issuances shall be charged for the Application for a DOH-PTC for freestanding SDTL either government or privately owned.
2. All checks shall be paid to the order of DOH in person or through postal money order or through online payment, if available, as the case may be.

**VII. APPEAL :**

The decision of the HFERC may be appealed to the Office of the Director of BHFS within ten (10) days after receipt of the notice of the decision. The decision of the BHFS Director is final and executory.

**VIII. REPEALING CLAUSE :**

Provisions from previous issuances that are inconsistent or contrary to the provisions of this Order are hereby rescinded and modified accordingly.

**IX. SEPARABILITY CLAUSE :**

In the event that any provision or part of this Order be declared unauthorized or rendered invalid by any court of law or competent authority, those provisions not affected by such declaration shall remain valid and effective.

**X. EFFECTIVITY**

This Order shall take effect fifteen (15) days after its approval and publication in a newspaper of general circulation.

  
**ENRIQUE T. ONA, MD**  
Secretary of Health



**Republic of the Philippines**  
**Department of Health**  
**Bureau of Health Facilities and Services**  
 Bldg. 15, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila, 1003 Manila  
 Trunk Line: 743-8301; Direct Line: 711-6982; Fax: 781-4179  
 URL: <http://www.doh.gov.ph>; e-mail: [bhfs@co.doh.gov.ph](mailto:bhfs@co.doh.gov.ph)

**Application for DOH Permit to Construct of Free-Standing Screening Drug Testing Laboratory**

Name of Laboratory<sup>1</sup> : \_\_\_\_\_

Address of the Laboratory : \_\_\_\_\_

|                    |          |
|--------------------|----------|
| No. & Street       | Barangay |
| City/ Municipality | Province |
|                    | Region   |

Telephone/ Fax No. : \_\_\_\_\_

Name of Owner : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Contact No. : \_\_\_\_\_

**DIRECTIONS:** Put a check (✓) mark on the appropriate box.

Classification according to Ownership  Government

Type of Application  Private

New Construction

Transfer of Site From : \_\_\_\_\_  
To : \_\_\_\_\_

Change of Ownership From : \_\_\_\_\_  
To : \_\_\_\_\_

Lapsed Accreditation  
Date Expired: \_\_\_\_\_

Documents attached herewith:

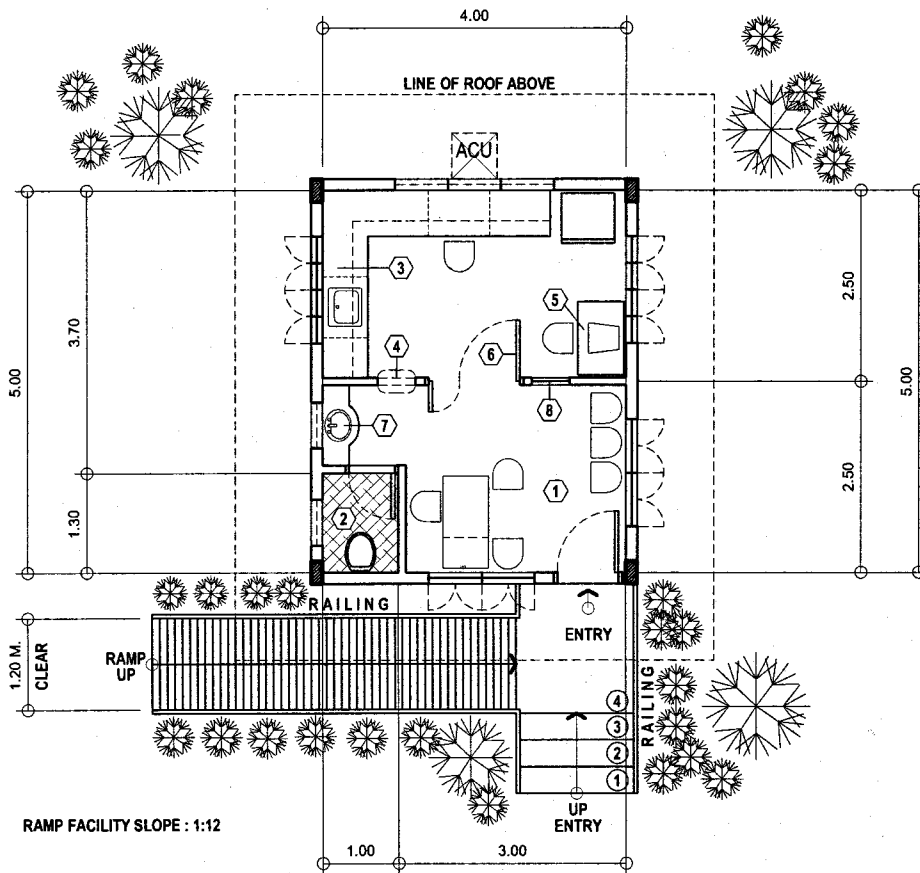
|  |
|--|
| 1. Duly Accomplished Application Form (this form)  |
| 2. Application Fee of P1000.00   |
| 3. Three (3) sets of Architectural Floor Plans with Location Map.<br>(Note: Minimum scale for floor plans shall be 1:100 m showing complete areas, labels and dimensions. All plans shall be signed and sealed by an architect or engineer). |
| 4. DTI/SEC Registration including Articles of Incorporation and By-Laws  |
| 5. Enabling Act/Board Resolution (for government)  |
| 6. Cooperative Development Authority (CDA) registration with Articles of Cooperation and By-laws   |

<sup>1</sup>The name of Laboratory should match DTI/SEC Registration and Mayor's/Business Permit

I hereby declare that this Application has been accomplished by the undersigned and that the foregoing information and attached documents required for the DOH Permit to Construct are true and correct.

\_\_\_\_\_  
Signature over Printed Name of Owner/  
Head of Agency/President of Company

Date: \_\_\_\_\_



# FLOOR PLAN

SCALE 1 : 80 METERS

GRAPHICAL SCALE :




TOTAL FLR. AREA : 20.00 SQ. MTS.

## LEGEND :

- ROOM LABELS / NOTES
- 1 CLIENTS' WAITING / RECEPTION AREA
  - 2 SPECIMEN COLLECTION AREA (WATERLESS UNISEX URINAL)
  - 3 CLINICAL WORKING AREA / COUNTERTOP WITH SINK/BUILT-IN CABINETS PROVIDED WITH LOCK
  - 4 SPECIMEN RECEIVING / TEST RESULT RELEASING COUNTER
  - 5 ENCODING / BIOMETRICS / WEBCAM AREA
  - 6 DOOR WITH VISION PANEL
  - 7 HANDWASHING FACILITY (LAVATORY IN COUNTER)
  - 8 BIOMETRICS COUNTER

- DRAWING SYMBOLS :
- WINDOW TYPE AIRCONDITIONING UNIT
  - UPRIGHT REFRIGERATOR
  - WATERLESS UNISEX URINAL
  - UPRIGHT CHAIR
  - HANDWASHING FACILITY (LAVATORY IN COUNTER)
  - SINK IN COUNTER
  - COMPUTER, PRINTER, BIOMETRICS AND WEBCAM EQUIPMENT


 Republic of the Philippines  
 DEPARTMENT OF HEALTH  
**BUREAU OF HEALTH FACILITIES & SERVICES**  
 BUILDING NO. 15, San Lazaro Compound  
 Rizal Avenue, Sta. Cruz, Manila

TITLE OF HEALTH FACILITY PROJECT

**PROTOTYPE FREE-STANDING DRUG TESTING SCREENING LABORATORY**

SHEET CONTENTS

**SCHEMATIC FLOOR PLAN - SCHEME 1**

APPROVED

  
 ATTY. NICOLAS B. LUTERO III, CESO III  
 DIRECTOR  
 DOH - Bureau of Health Facilities and Services

SHEET NO.

**A-1**

DRAWN BY:

RBR, JR.

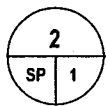
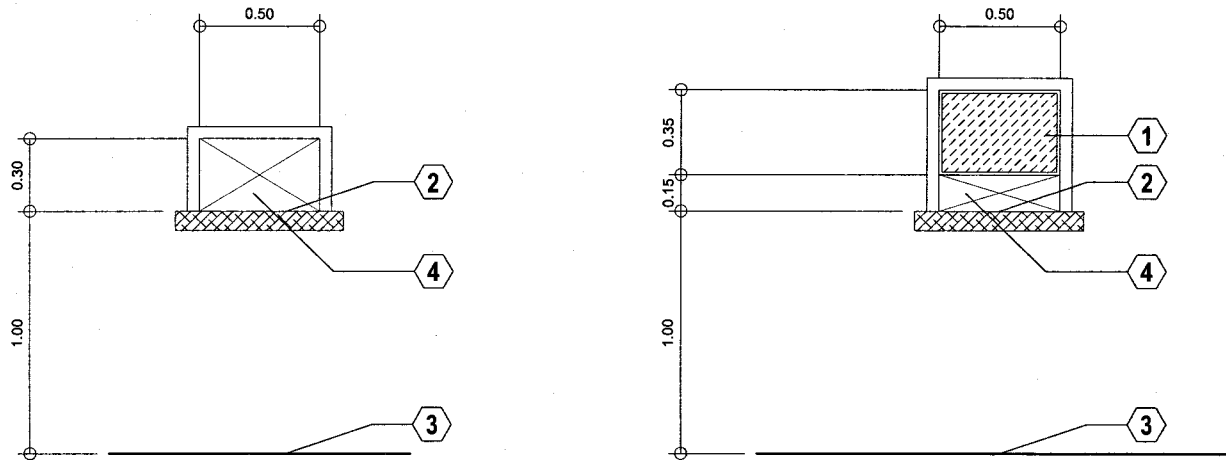
ANNEX A



**LEGEND :**

 LABELS

- 1 8 MM THK. TINTED GLASS
- 2 TOP OF COUNTER
- 3 FINISH FLOOR LINE
- 4 TRANSACTION OPENING

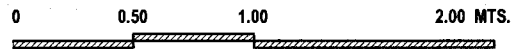


**DETAIL OF PASS-THRU & BIOMETRICS COUNTER/S**

SCALE

1 : 25 METERS

GRAPHICAL SCALE :



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**BUREAU OF HEALTH  
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**PROTOTYPE FREE-STANDING SCREENING  
DRUG TESTING LABORATORY**

SHEET CONTENTS

**DETAIL OF PASS-THRU & BIOMETRICS COUNTER/S**

APPROVED

*N. B. Lutero III*  
ATTY. NICOLAS B. LUTERO III, CESO III  
DIRECTOR IV  
DOH - Bureau of Health Facilities and Services

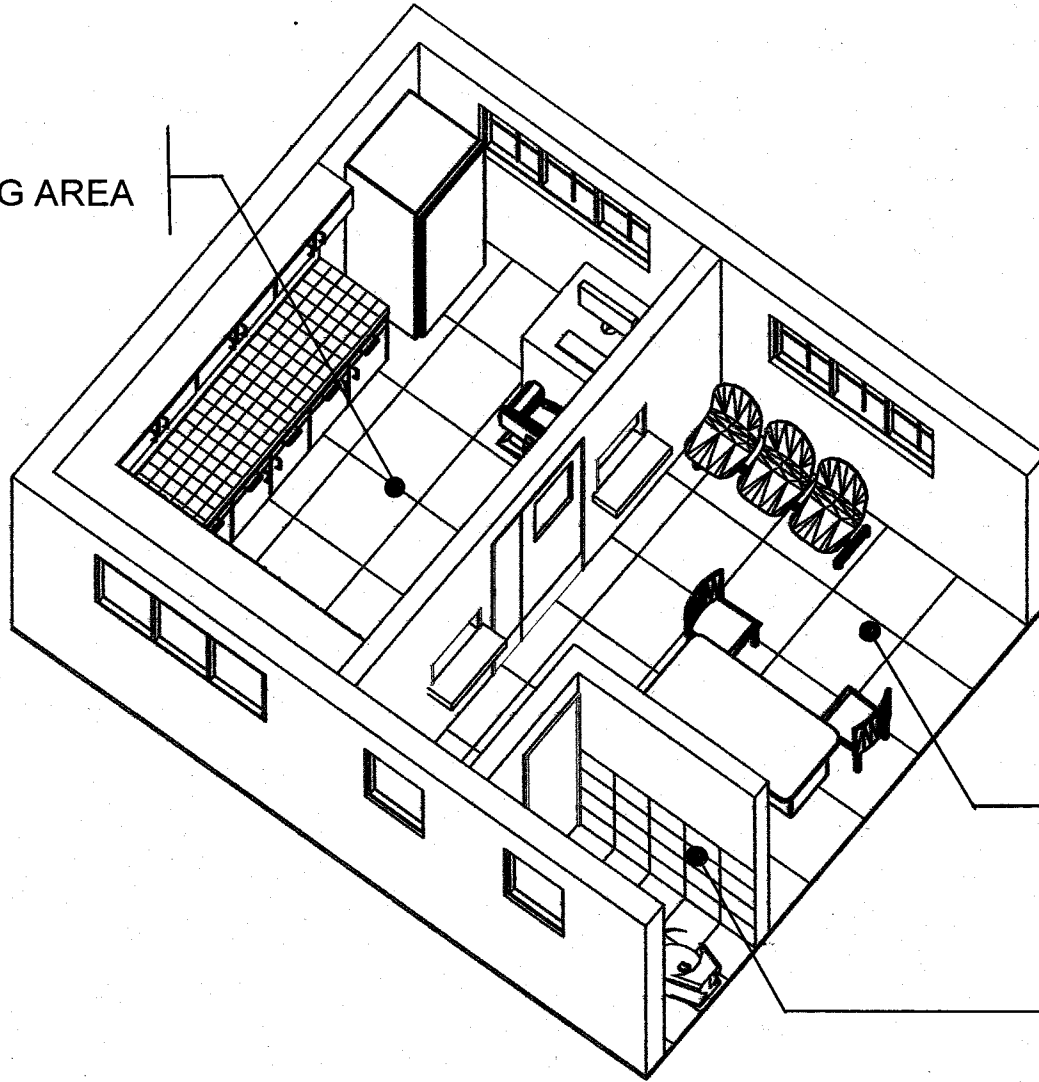
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A - 2

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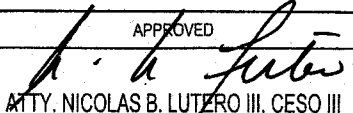
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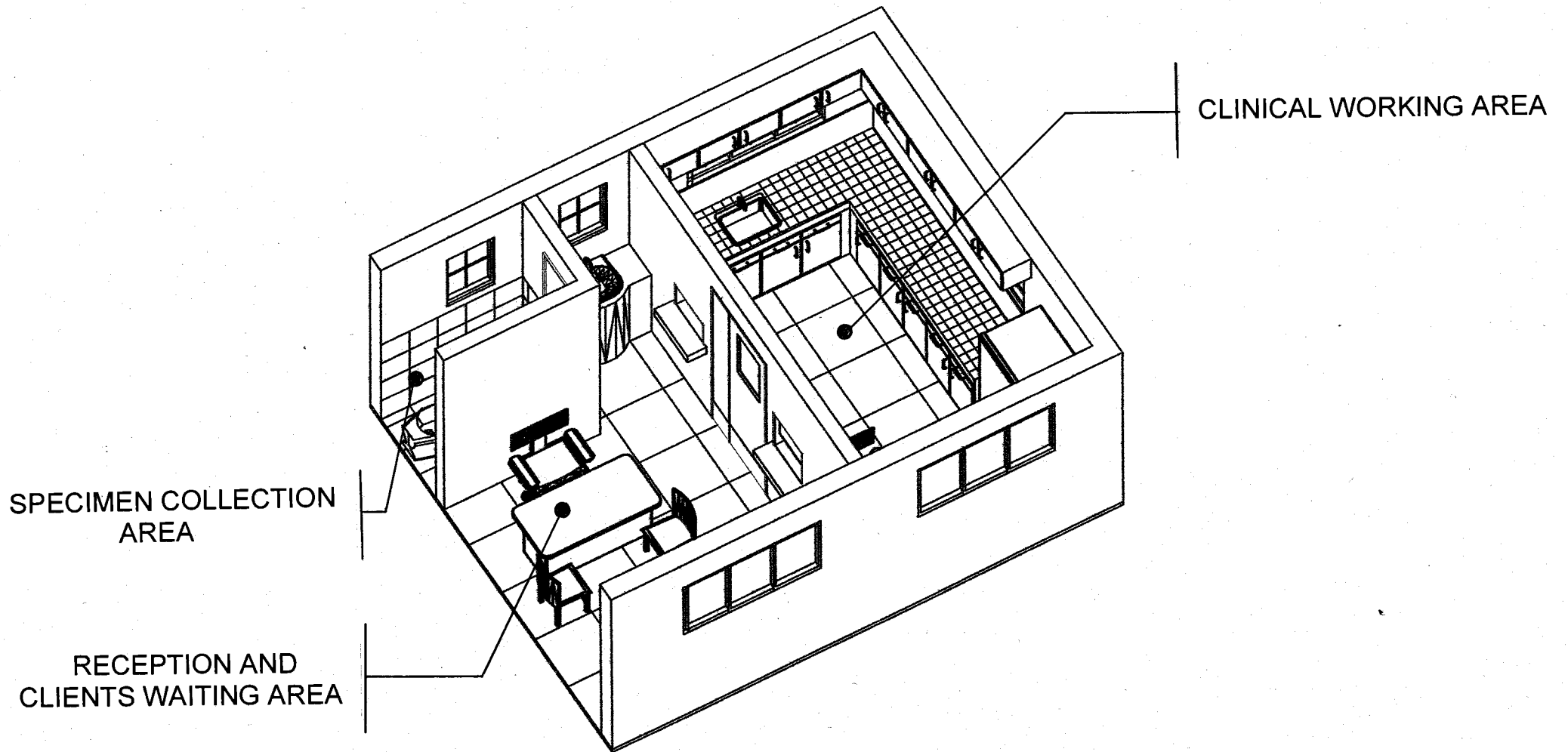
CLINICAL WORKING AREA



RECEPTION AND CLIENTS WAITING AREA

SPECIMEN COLLECTION AREA

|  |   |   |   |                              |
|--|---|---|---|------------------------------|
|  <p>Republic of the Philippines<br/>DEPARTMENT OF HEALTH<br/><b>BUREAU OF HEALTH FACILITIES &amp; SERVICES</b><br/>BUILDING NO. 15, San Lazaro Compound<br/>Rizal Avenue, Sta. Cruz, Manila</p> | TITLE OF HEALTH FACILITY PROJECT  | SHEET CONTENTS                            | APPROVED  | SHEET NO.                    |
|  | <p><b>PROTOTYPE FREE-STANDING SCREENING DRUG TESTING LABORATORY</b></p> | <p>ISOMETRIC DRAWING - LEFT SIDE VIEW</p> | <br>ATTY. NICOLAS B. LUTERO III, CESO III<br>DIRECTOR IV<br>DOH - Bureau of Health Facilities and Services | A-3<br>DRAWN BY:<br>BHFS-SDD |



SPECIMEN COLLECTION  
AREA

CLINICAL WORKING AREA

RECEPTION AND  
CLIENTS WAITING AREA



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**BUREAU OF HEALTH  
FACILITIES & SERVICES**  
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Rizal Avenue, Sta. Cruz, Manila

TITLE OF HEALTH FACILITY PROJECT  
**PROTOTYPE FREE-STANDING SCREENING  
DRUG TESTING LABORATORY**

SHEET CONTENTS  
**ISOMETRIC DRAWING - RIGHT SIDE VIEW**

APPROVED  
*N. Lutero III*  
**ATTY. NICOLAS B. LUTERO III, CESO III**  
DIRECTOR IV  
DOH - Bureau of Health Facilities and Services

SHEET NO.  
~~A-1~~  
DRAWN BY:  
BHFS-SDD



Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Bldg. 15, San Lazaro Compound, Sta. Cruz, Manila  
Trunk Line 743-83-01 Direct Line: 711-6982 ; Fax: 781-4179

Title of Health Facility Project : **PROPOSED FREE-STANDING SCREENING  
DRUG TESTING LABORATORY**

Subject : **TECHNICAL GUIDELINES AND DESIGN SPECIFICATIONS**

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• **Walls and Partitions :**

1. All walls and partitions (whether concrete, steel or wood) shall be structurally sound, safe and made of sturdy permanent materials.

• **Finishes :**

2. All floorings shall be provided with vinyl, ceramic tiles or its equivalent and shall be well-maintained.
  3. Work counters shall be provided with glazed tiles or smooth laminated finish or its equivalent. Stainless steel sink or lavatory preferably with gooseneck spout shall be provided.
  4. Countertop walls or wainscoting shall be provided with glazed tiles or smooth laminated finish or its equivalent with at least 400 mm (or 16") high.
  5. Specimen collection area shall be provided with unglazed tiles for flooring and glazed tiles finish for walls with height of at least 1.22 mts. (or 4'-0") from finish floor line to the top of wall tiles. When there is no window opening for natural ventilation, exhaust fan shall be provided in order to promote air circulation.
  6. The exterior façade, interior walls and ceilings of the laboratory facility shall be painted (preferably with anti-bacterial paint for interior walls of the laboratory working area) for aesthetic purposes and shall be properly maintained at all times.
- all*

- **Room Ventilation :**

7. For proper ventilation, floor to ceiling height of the laboratory facility shall be at least 2.40 mts. (or 8'-0") high. Moreover, the rooms may be provided with air-conditioning unit/s in order to achieve a comfortable and clean environment.
8. Working counter area shall be provided with either ceiling or wall mounted exhaust fan of at least 10" diameter fan blade.

- **Utilities (Electrical and Plumbing) :**

9. All areas shall be well-lighted by providing fluorescent lamp/s or approved equivalent with no exposed or dangling electrical wires. Also, convenience outlets shall be amply provided within the facility.
10. For sanitation purposes, continuous supply of water shall be made available at all times in both working and hand washing areas.

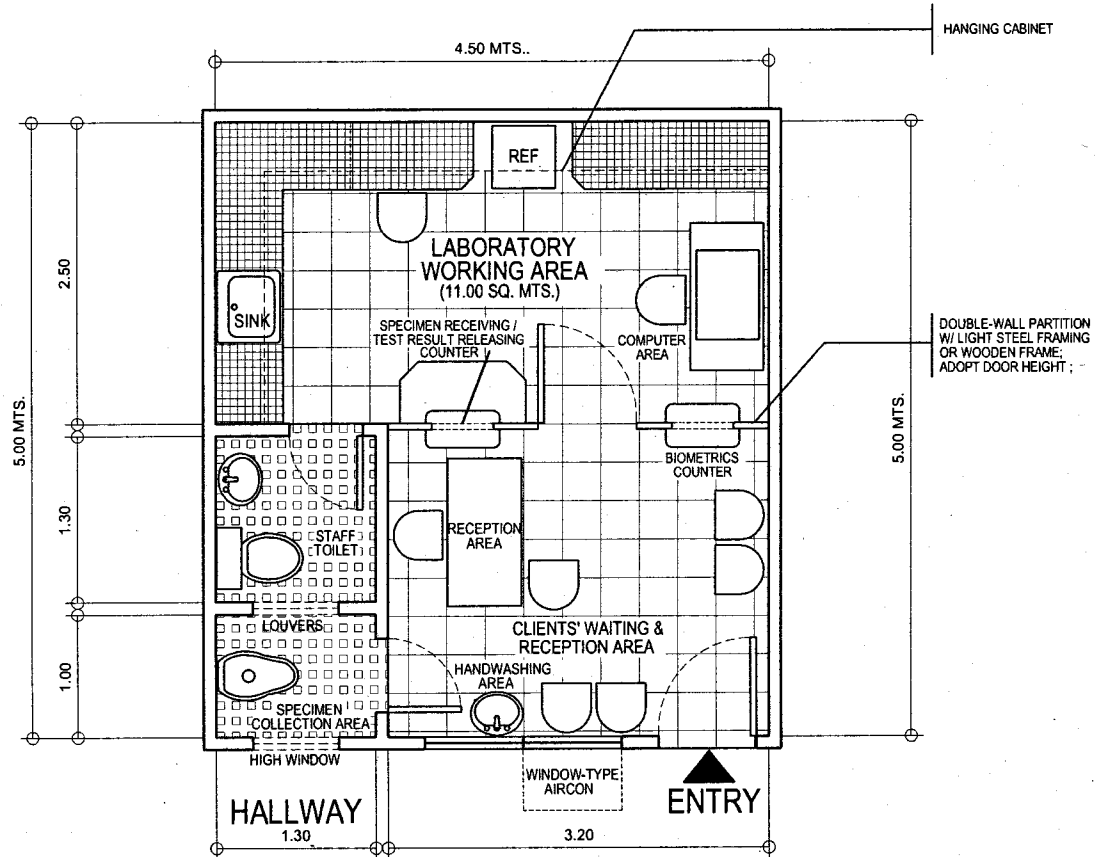
- **Others :**

11. Working area shall be provided with the required counters namely: 1) pass-thru counter for receiving of specimen/s and releasing of results and 2) counter with pass-thru opening and glass panel for biometrics and picture taking purposes.
12. Access to a regular toilet facility (provided with standard water closet and lavatory including continuous supply of water), aside from the specimen collection area, shall be provided for staff, clients and visitors' use.

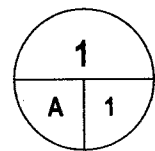
Approved by :



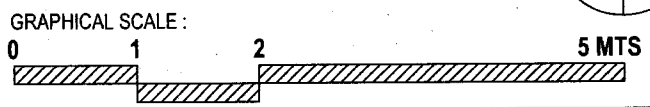
**ATTY. NICOLAS B. LUTERO III, CESO III**  
Director IV, DOH-BHFS




# SCHEMATIC FLOOR PLAN



SCALE 1 : 50 METERS



TOTAL FLR. AREA : 22.50 SQ. MTS.  
NOTE : SCHEME APPLICABLE TO RENTABLE UNIT

|   |  |   |   |                                      |
|---|--|---|---|--------------------------------------|
|  <p>Republic of the Philippines<br/>DEPARTMENT OF HEALTH<br/><b>BUREAU OF HEALTH FACILITIES &amp; SERVICES</b><br/>BUILDING NO. 15, San Lazaro Compound<br/>Rizal Avenue, Sta. Cruz, Manila</p> | TITLE OF HEALTH FACILITY PROJECT                                     | SHEET CONTENT   | APPROVED BY   | SHEET NO.                            |
|   | <p>PROTOTYPE FREE-STANDING<br/>SCREENING DRUG TESTING LABORATORY</p> | <p>SCHEMATIC FLOOR PLAN - SCHEME 2<br/>(WITH TOILET FOR STAFF USE ONLY)</p> | <p>ATTY. NICOLAS B. LUTERO III, CESO III<br/>DIRECTOR IV<br/>DOH - Bureau of Health Facilities and Services</p> | <p>A-1<br/>CADD BY:<br/>BHFS-SDD</p> |

ANNEX "C"



Republic of the Philippines  
 DEPARTMENT OF HEALTH  
**BUREAU OF HEALTH  
 FACILITIES & SERVICES**  
 BUILDING NO. 15, San Lazaro Compound  
 Rizal Avenue, Sta. Cruz, Manila

TITLE OF HEALTH FACILITY PROJECT

**PROTOTYPE FREE-STANDING SCREENING  
 DRUG TESTING LABORATORY**

SHEET CONTENTS

**INTERIOR PERSPECTIVE - RECEPTION AREA  
 (SCHEMATIC FLOOR PLAN NO. 1)**

APPROVED

*N. B. Lutero III*  
**ATTY. NICOLAS B. LUTERO III, CESO III**  
 DIRECTOR IV  
 DOH - Bureau of Health Facilities and Services

SHEET NO.

A-5

DRAWN BY :

BHFS-SDD



Republic of the Philippines  
DEPARTMENT OF HEALTH  
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BUILDING NO. 15, San Lazaro Compound  
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TITLE OF HEALTH FACILITY PROJECT

**PROTOTYPE FREE-STANDING SCREENING  
DRUG TESTING LABORATORY**

SHEET CONTENTS

**INTERIOR PERSPECTIVE - WORKING AREA  
(SCHEMATIC FLOOR PLAN NO. 1)**

APPROVED

*N. B. Lutero III*  
**APTY. NICOLAS B. LUTERO III, CESO III**  
DIRECTOR IV  
DOH - Bureau of Health Facilities and Services *cu*

SHEET NO.

**A-6**

DRAWN BY :

BHFS-SDD