GUIDELINES IN SECURING FOR REMOTE COLLECTION PERMIT FOR CLINICAL LABORATORIES

1. **Only DOH-licensed clinical laboratories (CL) shall be allowed to conduct remote collection.**

2. **A Remote Collection Permit-CL (RCP-CL) shall be required for:**
   - 2.1. **Licensed CL without Mobile Clinical Laboratory (MCL) service; or**
   - 2.2. **Licensed CL with MCL but shall collect specimens for tests not included in the list of allowed testing procedures that can be conducted in a MCL as stated in Revision 01 ANNEX A Section D. 2.**

3. Remote collection can only be done in the following non-clinical laboratory settings such as but not limited to:
   - 3.1. Schools;
   - 3.2. Offices;
   - 3.3. Churches; and
   - 3.4. Other areas used for community-based activities.

4. The remote collection facility should have a proper area for specimen collection (e.g. clean toilet for urine and stool collection).

5. Only employed Registered Medical Technologists (RMTs) **and/or trained phlebotomists** of the applicant's CL shall be allowed to collect blood samples/specimens.

6. The activity at the remote collection facility shall only last for four (4) to six (6) hours.

7. No testing or processing of specimens shall be done in the temporary collection facility, **except only those specified in Revision 01 ANNEX A Section D. 2.**

8. Specimens should be properly handled and transported.
   - 8.1. Samples for routine urinalysis and routine fecalysis shall be stored at refrigerated temperature within one (1) hour from the time of collection.
   - 8.2. The serum from blood samples for chemistry must be separated within four (4) hours from the time collection.

9. The remote collection facility shall be located within the same region, at a maximum of one hundred (100) kilometer radius, from the address of DOH licensed CL.

10. RCP-CL shall be secured from the DOH at least seven (7) working days prior to the scheduled activity.

11. RCP-CL shall be secured from the DOH regulatory office in accordance with DOH guidelines.

12. RCP-CL shall be signed by the Director IV of HFSRB or Center for Health Development (CHD), or his designate.

13. The following are the documentary requirements:
    - 13.1. Letter of request, signed by the Head of Clinical Laboratory, to conduct remote collection with the following information:
        - 13.1.1. Name of facility with DOH-LTO number
        - 13.1.2. Address of facility
        - 13.1.3. Date and time of collection
        - 13.1.4. Venue
        - 13.1.5. Estimated number of clients
        - 13.1.6. Specimen to be collected **for the intended laboratory examinations**
    - 13.2. Notarized Memorandum of Agreement or contract between the contracting parties.
    - 13.3. Technical or operational procedures for remote collection including specimen handling and transportation.
    - 13.4. List of laboratory supplies/equipment to be used during remote collection including the transport materials.

14. A remote collection permit fee of Php500.00 shall be collected **and applicable only for activities conducted on the same site for two (2) consecutive weeks.**

15. **A remote collection fee shall be collected for each site.**

16. The RCP-CL shall be valid only up to the date **of the last collection as reflected in the permit** In case of failure to conduct the collection at the specified date, the laboratory shall inform the HFSRB or CHD-Regulation, Licensing and Enforcement Division (CHD-RLED) in writing, at least within 48 hours before the scheduled date of remote collection and shall be informed of the new schedule which should be within the validity period. Otherwise, another RCP-CL shall be secured.

17. A copy of the RCP-CL shall be posted in conspicuous area of the remote collection facility.

18. The CL shall maintain records of all remote collection performed.

19. The HFSRB or CHD-RLED may inspect the remote collection site prior to the issuance of the permit or monitor during the actual collection.

20. In case of failure to conduct the collection at the specified date, the laboratory shall inform the HFSRB or CHD-RLED in writing, at least within 48 hours before the scheduled date of remote collection, and shall be informed of the new schedule which should be within the validity period. Otherwise, another RCP-CL shall be secured.

21. Home service blood collection shall be exempted from securing RCP-CL provided, that it is upon the patient's doctor request, and the area of collection must be within (1) hour travel time, under normal circumstances, from the licensed clinical laboratory. To ensure proper specimen collection and handling, provision nos. 4, 5, 7.1, and 8 of this guidelines should be followed.

22. Violations of the guidelines stated herein, and related policies or laws shall be the basis for suspension/revocation of the RCP-CL and the LTO of the main clinical laboratory.