

1 **GUIDELINES IN SECURING FOR REMOTE COLLECTION PERMIT**
2 **FOR COVID-19 TESTING LABORATORIES**

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- 4 1. A remote collection permit (RCP) shall be required for all remote collection activities
5 (RCA) conducted by DOH-registered freestanding/standalone collection sites and DOH
6 licensed COVID-19 testing laboratories (TL) with satellite collection facilities.
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- 8 2. Only the DOH licensed COVID-19 TL, performing NAAT based for SARS-CoV-2
9 detection shall secure the RCP from the HFSRB or CHD-RLED, and not the party which
10 has a Memorandum of Agreement (MOA) with the licensed COVID-19 TL.
11
- 12 3. The RCP must be secured three (3) days prior to the proposed schedule of the RCA. In the
13 event that the RCA will be done repeatedly in the same place for a given period of time,
14 one (1) RCP indicating the duration of the remote collection activity and number of
15 requested tests will suffice.
16
- 17 4. All remote collection sites shall adhere to the current DOH specimen collection protocol
18 such as the Department Circular (DC) No. 2020-0204, dated May 8, 2020, titled “Advisory
19 on Specimen Collection of Nasopharyngeal and Oropharyngeal Swabs in Swabbing
20 Centers.”
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- 22 5. The remote collection site shall have a proper area for specimen collection and shall adhere
23 to DOH policy on Healthcare Waste Management.
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- 25 6. No testing or processing of specimens shall be done in the remote collection sites and the
26 specimens must be handled properly and transported in accordance with the standard
27 operating procedure of DOH licensed NAAT based COVID-19 testing laboratory to ensure
28 the quality of the specimen.
29
- 30 7. The remote collection site shall be located within the same region, at a maximum of one
31 hundred (100) kilometre distance, from the address of DOH licensed NAAT based COVID-
32 19 TL.
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- 34 8. RCP shall be signed by the Director IV of HFSRB or Center for Health Development
35 (CHD), or his designate.
36
- 37 9. The following are the documentary requirements:
38 9.1. Letter of request, signed by the Head of DOH licensed NAAT based COVID-19 TL,
39 to conduct remote collection with the following information:
40 9.1.1. Name of facility with DOH-LTO number
41 9.1.2. Address of facility
42 9.1.3. Date and time of collection
43 9.1.4. Venue
44 9.1.5. Estimated number of clients
45 9.1.6. Specimen (NPS/OPS/Saliva)

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47 9.2. Notarized Memorandum of Agreement or contract between the contracting parties,
48 as applicable (i.e., freestanding/standalone collection facilities).
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50 9.3. Technical or operational procedures for remote collection including specimen
51 handling and transport.
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53 9.4. List of laboratory supplies/equipment to be used during remote collection including
54 the transport materials.
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56 10. A remote collection permit fee of Php500.00 shall be collected and applicable only for the
57 activities conducted on the same site for two (2) consecutive weeks.
58
59 11. A remote collection fee shall be collected for each site.
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61 12. The RCP shall be valid only up to the date of the last collection as reflected in the permit.
62 In case of failure to conduct the collection at the specified date, the COVID-19 TL shall
63 inform the HFSRB or CHD-Regulation, Licensing and Enforcement Division (CHD-
64 RLED) in writing, at least within 48 hours before the scheduled date of remote collection
65 and shall be informed of the new schedule which should be within the validity period.
66 Otherwise, another RCP shall be secured.
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68 13. A copy of the RCP shall be posted in conspicuous area of the remote collection facility.
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70 14. The NAAT based COVID-19 TL shall maintain records of all remote collection performed.
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72 15. The HFSRB or CHD-RLED may inspect the remote collection site prior to the issuance of
73 the permit or monitor during the actual collection.
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75 16. In case of failure to conduct the collection at the specified date, the laboratory shall inform
76 the HFSRB or CHD-RLED in writing, at least within 48 hours before the scheduled date
77 of remote collection, and shall be informed of the new schedule which should be within the
78 validity period. Otherwise, another RCP shall be secured.
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80 17. Home service sample collection shall be exempted from securing RCP provided, that it is
81 upon the patient's doctor request, and the area of collection must be within (1) hour travel
82 time, under normal circumstances, from the licensed clinical laboratory. Only the employed
83 trained swab collectors of the DOH-Licensed COVID-19 TL shall be allowed to collect
84 samples/specimens.
85
86 18. Violations of the guidelines stated herein, and related policies or laws shall be the basis for
87 suspension/revocation of the RCP and the LTO of the DOH licensed COVID-19 TL.
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