



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF HEALTH  
**NATIONAL REFERENCE LABORATORY**  
 EAST AVENUE MEDICAL CENTER  
**ISO/IEC 17025 ACCREDITED TESTING LABORATORY**  
**TESTING. ASSURING. LEADING.**



Dear Interested Parties:

In reference to "Random Drug Testing in the Workplace", we are sending the following documents that could help your office in the implementation of "Drug-free Workplace Program". Please find the attachments for your guidance:

1. RA 9165 - The Comprehensive Dangerous Drugs Act of 2002 (thru email)
2. DDB Reg No. 8 s. 2003 - Guidelines for the Implementation of a Drug-Free Workplace Policies and Program for the Private Sector (thru email)
3. DDB Reg No. 2 s. 2004 - Guidelines for the Formulation and Implementation of a Drug-Free Workplace Program and the Conduct of Authorized Drug Testing by All Public Offices (thru email)
4. DOH AO 2009-0023 - Guidelines in the Institutionalization of a Drug-Free Workplace Program in the Department of Health and Other Government Agencies. (thru email)
5. CSC MC No 13, s. 2017 – Guidelines in the Mandatory Random Drug Test for Public Official and Employees and for Other Purposes (thru email)

Drug test fee for Methamphetamine (Shabu) and Tetrahydrocannabinol (Marijuana) is PhP250.00. We can also test for other substances such as Ecstasy, Cocaine and Morphine.

Parameter/Test	Cost/sample
Drug of Abuse Testing for Methamphetamine and Tetrahydrocannabinol	PhP 250
Drug of Abuse Testing for Methamphetamine, Tetrahydrocannabinol, Ecstasy, Cocaine and Opiates	PhP 625

Note: **PAYMENT:** Cash basis / Manager's Check upon submission of sample  
**RESULTS:** After one to two weeks

For on-site specimen collection (see attached operational procedure), a notarized Memorandum of Agreement / Contract is needed (draft will be sent thru email). Remote collection permit fee and other incidental expenses (e.g. transportation) to be incurred during the activity shall be charged to the requesting party. Should you need more information please contact us at 4357136 and [contact@nrleamcdoh.org](mailto:contact@nrleamcdoh.org).

We hope that you find this offer in order and may we receive your request soon.



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**Operational Procedure**  
**for Remote Collection/Random Drug Test in Workplace**

1. Random drug testing shall conform with the procedure prescribed by the DOH Manual of Operations of for Screening Drug Testing Laboratories, the DOH Administrative Order No. 2009-0023 "Guidelines on the Institution of a Drug-Free Workplace Program in the Department of Health and Other Government Agencies", and Dangerous Drugs Board guidelines for the implementation of drug-free workplace policies for private and government agencies DDB Regulation No 8, series 2003 and No 2, series 2004.
2. National Reference Laboratory – East Avenue Medical Center (NRL-EAMC) shall secure from the Requesting Party the list personnel that will undergo drug test.
3. NRL-EAMC shall form and lead the Drug Testing Team composed of representatives from administration and employees organization. Drug Testing Team shall ensure organized flow of collection and testing procedure.

In case when remote/on-site collection is required (location other than the facility of NRL-EAMC), NRL-EAMC shall secure from the Health Facilities and Services Regulatory Bureau (HFSRB) Permit for Remote Collection and go to the workplace area with all necessary equipment and supplies following the laboratory procedure for remote collection (NRL-DT-WI/RSC-001):

- a. Verify Client/Donor's Identification.
- b. Ask the Client/Donor to fill up
  - i. DOH "Drug Test Request Form",
  - ii. DOH "Drug Testing Consent Form" DT-001
  - iii. DOH "Custody & Control Forms A, B, and C," DT-002A to DT-002C
- c. Check the completeness of DOH "Custody & Control Forms"
- d. Explain the basic collection procedure to the Client/Donor
- e. Allow the Client/Donor to select specimen bottles from the available supplies and then label it with his/her full name.

Use 2 bottles 60ml capacity for split collection or 1 bottles 60ml capacity for single collection

- f. Instruct the Client/Donor to remove all unnecessary outer garments, after which, he/she will be subjected to body search.
- g. Check items that may be use to adulterate the specimen
- h. Instruct the Client/Donor to wash and dry hands
- i. Accompany the Client/Donor in toilet facility for urination
- j. Observe closely the entire collection procedure
- k. Instruct the Client/Donor to seal the specimen and affix his/her signature, date & time of collection
- l. The Authorized Specimen Collector affixes his/her initials over the lid of the bottle in front of the donor
- m. Indicate unique specimen code, and place sealing tape into to specimen bottle
- n. Placed specimen in a cooler with dry ice or a suitable alternative
- o. Enter data to IDTOMIS  
IDTOMIS data entry is not performed during Random Drug Testing for Students
- p. Record data of client/donor in the remote collection logbook

Note: Designated person shall be responsible to check all documents and specimen before the transportation to the laboratory.

Drug Testing shall be done only at the NRL-EAMC laboratory; all screened positive shall be subjected to confirmatory drug test.

4. After completion of tests, NRL-EAMC shall submit final report of the drug testing activities conducted to their employee with the following information:
  - a. Total Number of Employee
  - b. Number of Personnel Tested
  - c. Number of Personnel Tested Positive
  - d. Analyte tested
  - e. Date of Testing



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**List of Supplies, and Transport Materials  
for Remote Collection/Random Drug Test in Workplace**

1. Equipment
  - a. Laptop with IDTOMIS software
  - b. Webcam
  - c. Finger scanner
  
2. Laboratory Supplies and Materials
  - a. Polyethylene bottles (60ml capacity)
  - b. DOH "Drug Test Request Form"
  - c. "Drug Testing Consent Form" DT-001
  - d. "Custody & Control Forms A, B, and C," DT-002A to DT-002C
  - e. Disposable gloves
  - f. Plastic seal bag
  - g. Ballpen
  - h. Ice Chest
  - i. Bluing Agent
  - j. Remote Collection Logbook
  - k. Permanent marker
  - l. Receiving/Releasing Logbook, Section Logbook