

**Integrated  
Drug  
Test  
Operations  
Management  
Information  
System**



**A C C R E D I T A T I O N**

*for*

*D T L s   a n d   D A T R C s*

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**User's Manual**

*September 2010*

# 1. Renewal of Accreditation

DTL/DATRC may access DTL/DATRC Renewal of Accreditation by logging in to IDTOMIS.

Once logged in the IDTOMIS, click the DTL AND DATRC Accreditation Menu. This loads the Accreditation Welcome Page which displays the accredited facility(ies) affiliated to the user. See figure below:

**Welcome!**

**Accredited Facilities.**

Facility No.	Facility Name.	Accreditation No.	Accreditation Status	Date Issued
03D000020	AOPALOMARES DTL	03-0358-08-PFSS-I	Approved	January 28, 2008

**Applications for Accreditation.**

	Application No.	Facility Name	Service	Application Date	Application Status
<b>Renew</b>	2008AC000066	AOPALOMARES DTL	Screening Laboratory	January 28, 2008	Approved

Figure 2-1 Sample Accreditation Welcome Page

To proceed with filing an application for the renewal of accreditation, do the following:

1. Click the **Renew** Button. (Renew button only appears if the DTL/DATRC is up for renewal. Otherwise, **Renew** button does not appear).
2. The Application for Accreditation Form loads and the information of previous application is carried-over.

**Application for Certificate of Accreditation**

Date\*: 6/9/08 (MM/dd/yyyy)

Application Type: RENEWAL

DTL No.: 03D000020

Name of Drug Test Lab\*: AOPALOMARES DTL

Address: #715 LAON ST., POBLACION, PULILAN, BULACAN

Street\*: #715 LAON ST.

Region\*: Region 3

Province\*: BULACAN

Municipality\*: PULILAN

Barangay\*: POBLACION

Zip Code:

Assemblage/Foundation/Corporation\*:  Yes  No

Name of Owner

Last Name\*: PALOMARES

First Name\*: ADRIAN

Middle Name: OBISPO

Title: (MR., MS., MRS., DR., ...)

Suffix: (SR., JR., II, III, ...)

Contact No./Tel. No\*: 0446760038

Mobile No.\*: 09153187327 (eg. 09xxxxxxxxxxx)

Fax No.:

Email Address\*: nrleamcdoh@yahoo.com

Alternate Email Address:

Classification According to Ownership\*:  Government  Private

Institutional Character\*: Free-Standing

Service Capability\*: Screening Laboratory

Is Facility Rented\*:  Yes  No

Proximity To Land Transportation Office(LTO):

LTO Branch:

STATUS	
APPLICATION	INCOMPLETE
DOCUMENTARY REQUIREMENTS	INCOMPLETE
PERSONNEL	INCOMPLETE
EQUIPMENT	INCOMPLETE

**Figure 2-2 Application for Accreditation Form**

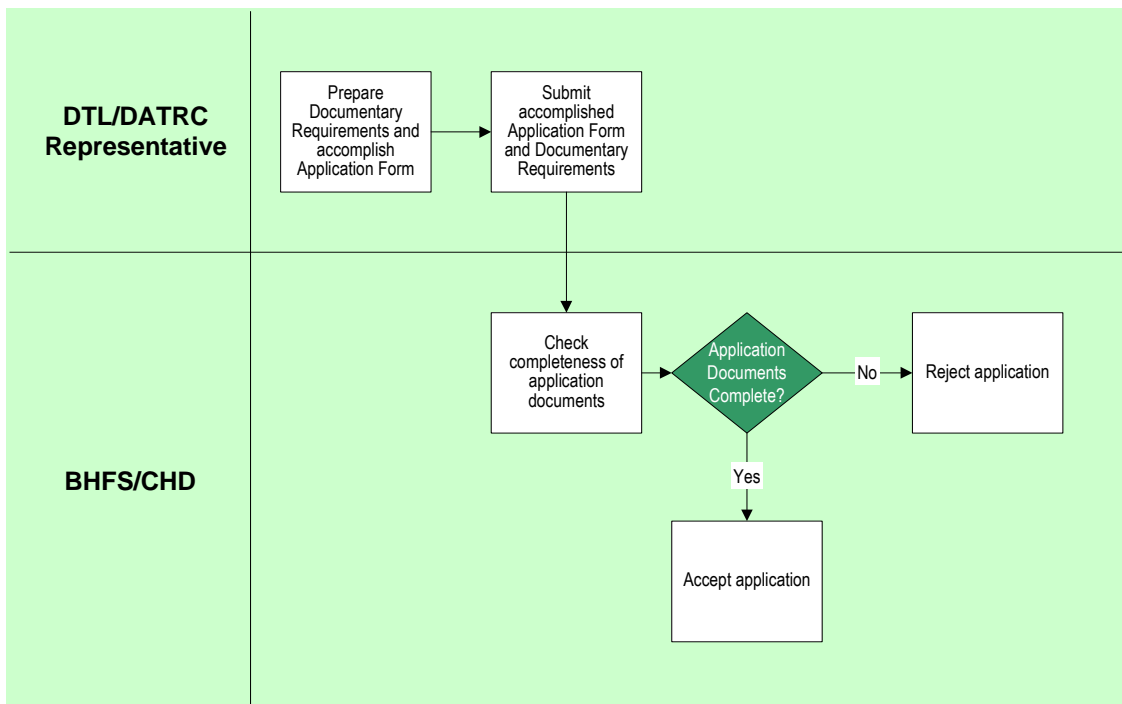
3. At the Application for Accreditation Form page, make the necessary updates in the information of the DTL/DATRC and click the **Save** button.
4. The **Submit** button may be clicked to tag the application as received and ready for payment of fees (Accreditation). This is allowed in order speed up encoding if the set-up for accepting the applications for accreditation is real-time. Encoding of

other Requirements (Documents, Personnel, and Equipment) may be continued later on but should not be later than approval of the application. If **Submit** button is clicked, *refer to step on how to Initial Application for Accreditation*.

5. To add or update details for Documentary Requirements, Personnel and Equipment, scroll down the page and click the **Requirements** button. *Refer to Step on how to Initial Application for Accreditation* for steps in entering or updating items in the said pages.

## 2. Filing of Application for Accreditation

Accreditation of Drug Testing Laboratory or Rehab Center commences upon filing of application. This includes preparation of documentary requirements, accomplishment of application form (online or local) and submission of these requirements to BHFS or nearest CHD. Upon receipt of application, completeness is checked either manually by the BHFS or CHD officers (for over-the-counter) or through IDTOMIS (for online). Application with properly accomplished application form and complete documentary requirements is accepted.



### 3. Initial Application for Accreditation

To file an initial application for accreditation online, do the following:

1. Click **Initial Application** menu. This will lead you to the Application for Certificate of Accreditation page.

**Application for Certificate of Accreditation**

Date\*: 6/9/08 (MM/dd/yyyy)

Application Type: INITIAL

Movement\*: New Application

DTL No.:

Name of Drug Test Lab\*: Guinevere DTL

Address:

Street\*:

Region\*:

Province\*:

Municipality\*:

Barangay\*:

Zip Code:

Assemblage/Foundation/Corporation\*:  Yes  No

Name of Owner

Last Name\*: Rep

First Name\*: Guinevere

Middle Name\*: F.

Title (MR., MS., MRS., DR., ...)

Suffix (SR., JR., II, III, ...)

Contact No./Tel. No\*:

Mobile No.\*: 09189272164 (eg. 09xxxxxxxxxxxx)

Fax No.:

Email Address\*: jc\_guinevere@yahoo.com

Alternate Email Address:

Classification According to Ownership\*:  Government  Private

Institutional Character\*:

Service Capability\*:

Is Facility Rented\*:  Yes  No

Proximity To Land Transportation Office (LTO):

LTO Branch:

STATUS	
APPLICATION	INCOMPLETE
DOCUMENTARY REQUIREMENTS	INCOMPLETE
PERSONNEL	INCOMPLETE
EQUIPMENT	INCOMPLETE

Save Next Save Cancel

Figure 2-1 Application for Certificate of Accreditation Form

2. When the blank application form appears, provide the required information (as indicated by an asterisk) then click the **Save** button.
  - a. This adds the record to the IDTOMIS database.
  - b. The **Status** displayed at the top right of the form indicates the completeness of the information provided and requirements complied.

STATUS	
APPLICATION	COMPLETE
DOCUMENTARY REQUIREMENTS	INCOMPLETE
PERSONNEL	INCOMPLETE
EQUIPMENT	INCOMPLETE




3. The **Submit** button may be clicked to tag the application as received and ready for payment of fees (Accreditation). This is allowed in order speed up encoding if the set-up for accepting the applications for accreditation is real-time. Encoding of other Requirements (Documents, Personnel, and Equipment) may be continued later on but should not be later than approval of the application. If Submit button is clicked, *proceed to step 1.2.*
4. In the Application for Accreditation Page, click the **Requirements** button that will appear at the bottom left after saving the application. This loads the Application for Accreditation (Documents) page.

### Application for Accreditation (Documents)

Application No.: 2007AC000030  
 Name of Drug Test Lab.: JING DTL  
 Address: CAMIA ST. BRGY.MAHARLIKA VILLAGE TAGUIG, NCR FOURTH DISTRICT  
 DTL No.:  
 Date of Application June 14, 2007

STATUS	
APPLICATION	COMPLETE
DOCUMENTARY REQUIREMENTS	INCOMPLETE
PERSONNEL	INCOMPLETE
EQUIPMENT	INCOMPLETE

Application Form > **Documents** | Personnel | Equipment

	Documentary Requirements	Particulars	Particulars Entry
	- DTI/SEC Registration	DTI/SEC Registration No.: Date of Issuance: 00/00/0000	
	- Business/Mayor's Permit	Permit No.: Date of Issuance: 00/00/0000 Validity Period: 00/00/0000 - 00/00/0000	
	- One (1) Set of Floor Plan, showing a specific location of equipment and work areas required, appropriately dimensioned, properly identified and completely labeled, signed and sealed by an architect or engineer		
	- List of Personnel notarized, including xerox copies of current PRC ID cards and Certificates of Training		
	- List of Equipment notarized, including specifications		
	- Documentation of Chain of Custody (Form and Procedure)		
	- Medical/Drug Testing Certificate of the Personnel		
	- Copy of Employment Contract of Personnel		
	- Procedural Manual		
	- Sanitary Permit and Fire Safety	Permit No.: Date of Issuance: 00/00/0000 Validity Period: 00/00/0000 - 00/00/0000	
	- Quality Control Program		
	DOH Certificate of DTL Training conducted by DOH/PSP Certificate No.		
	Certificate of Laboratory Management for DTL conducted by DOH (for non-pathologist) Certificate No.		

**Figure 2-2 Application for Accreditation - Documents Page**

- At the Application for Accreditation - Documents page, edit an item if necessary by clicking the **Edit** icon at the leftmost column of the table. This will lead you to the Requirement Detail page.

### Requirement Detail

Application No.: 2007AC000030  
 Name of Drug Test Lab.: JING DTL  
 Address: CAMIA ST. BRGY.MAHARLIKA VILLAGE TAGUIG, NCR FOURTH DISTRICT  
 DTL No.:

**Documentary Requirements:** - DTI/SEC Registration  
**Particulars:** DTI/SEC Registration No.: Date of Issuance: 00/00/0000

**Particulars Entry\*:**

DTI/SEC Registration No.:      Date of Issuance: 00/00/0000



Figure 2-3 Requirement Detail Page

6. At the Requirement Detail page, edit or encode values in the Particulars Entry field and then click the **Save** button. Clicking **Cancel** button will bring you back to the Application for Accreditation (Documents) page.
  - a. Repeat steps 5 and 6 to encode the Particulars Entry for each document that has an Edit icon.
  - b. At the bottom of the page, tick the Certification check box (“I certify that all information are complete....”)
  
7. To add or view Personnel information, click the **Personnel** tab. The following page will display.

**Application for Accreditation (Personnel)**

Incomplete training for: **Head of Lab, Analyst**

Application No.: 2007AC000062  
 Name of Drug Test Lab.: ADDICTUS DRUG TESTING CENTER  
 Address: Rizal Avenue, Sta. Cruz Manila BRGY.BARANGAY 302 SANTA CRUZ, MANILA, NCR, FIRST DISTRICT  
 DTL No.:  
 Date of Application: 7/2/07

STATUS	
APPLICATION	COMPLETE
DOCUMENTARY REQUIREMENTS	INCOMPLETE
PERSONNEL	COMPLETE
EQUIPMENT	INCOMPLETE

The minimum personnel requirements for Screening Lab are the following:

- 1 Head of Lab (Clinical Pathologist or Non-Clinical Pathologist with DOH Screening Laboratory Management Training)
- 1 Full-time Analyst (DOH-NRL Trained)
- 1 Full-time Authorized Specimen Collector

**Minimum Personnel Requirements**

Application Form > Documents | Personnel | Equipment

	Name	Position	PRC No.	Employment Type	Education/Trainings
<input type="checkbox"/>	Robert San Miguel	Analyst		Full-Time	Add/View
<input type="checkbox"/>	Armando Sualog	Head of Laboratory		Full-Time	Add/View
<input type="checkbox"/>	Amor Power	Authorized Specimen Collector		Full-Time	Add/View

Figure 2-4 Application for Accreditation - Personnel Page

8. At the Personnel page, do any of the following:
  - To add a personnel or staff, click the **Add** button. This will bring you to the Personnel Detail page (Figure 3-12, proceed to step 9).

- To edit the record of personnel, click the **Edit icon**. This will bring you to the Personnel Detail page (Figure 3-12, proceed to step 9).
- To delete a personnel record, tick the check box at the leftmost column corresponding to the personnel to be deleted, then click the **Delete** button.

9. At the Personnel Detail page, encode the information about the current personnel or staff of the DTL/DATRC.

**Personnel Detail**

Application No.: 2007AC000030  
Name of Drug Test Lab.: JING DTL  
Address: CAMIA ST. BRGY.MAHARLIKA VILLAGE TAGUIG, NCR FOURTH DISTRICT  
Facility No.:  
Date of Application: 6/14/07

**Personnel Profile**

Position\*: Analyst

Employee No.:

Last Name\*:

First Name\*:

Middle Name:

Title:

Suffix:

Email Address:

PRC No.\*:

PRC Expiration\*:

Birth Date\*:

Gender: Female

Civil Status\*: Divorced

Employment Type\*: Part-Time

Employment Status: ACTIVE

Figure 2-5 Personnel Detail Page

- Click the lookup icon (a magnifying glass image) to select personnel that exists or is recorded already in IDTOMIS list of personnel. Otherwise, type the name of the personnel. Note: There are instances where *name* fields may not be edited due to security and compliance to policies. Such condition depends on the position or designation of the personnel, hence, the only way to enter the personnel is to use the lookup.
- Click the **Save** button. This will lead you back to the Application for Accreditation - Personnel.

c. Repeat steps 8 and 9 to add, edit, or delete a record of personnel.

10. To add or view the education/training records of each personnel, clicking the **Add/View** link corresponding the personnel or staff.

**Application for Accreditation (Personnel)**

**Incomplete training for: Head of Lab, Analyst**

Application No.: 2007AC000062  
 Name of Drug Test Lab.: ADDICTUS DRUG TESTING CENTER  
 Address: Rizal Avenue, Sta. Cruz Manila BRGY.BARANGAY 302 SANTA CRUZ, MANILA, NCR, FIRST DISTRICT  
 DTL No.:  
 Date of Application: 7/2/07

STATUS	
APPLICATION	COMPLETE
DOCUMENTARY REQUIREMENTS	INCOMPLETE
PERSONNEL	COMPLETE
EQUIPMENT	INCOMPLETE

The minimum personnel requirements for Screening Lab are the following:

- 1 Head of Lab (Clinical Pathologist or Non-Clinical Pathologist with DOH Screening Laboratory Management Training)
- 1 Full-time Analyst (DOH-NRL Trained)
- 1 Full-time Authorized Specimen Collector

Application Form > Documents | Personnel | Equipment

**Add**

	Name	Position	PRC No.	Employment Type	Education/Trainings
<input type="checkbox"/>	Robert San Miguel	Analyst		Full-Time	<a href="#">Add/View</a>
<input type="checkbox"/>	rosendo Sualog	Head of Laboratory		Full-Time	<a href="#">Add/View</a>
<input type="checkbox"/>	Amor Power	Authorized Specimen Collector		Full-Time	<a href="#">Add/View</a>

**Add**

a. This loads the Personnel Education/Training page.

**Personnel Education/Trainings**

**Back**

ADDICTUS DRUG TESTING CENTER  
 Rizal Avenue, Sta. Cruz Manila BRGY.BARANGAY 302 SANTA CRUZ, MANILA, NCR, FIRST DISTRICT

**Personnel**  
 Name: Robert San Miguel  
 Position: Analyst

**Educational Attainment/Trainings**

**Add**

Educational Attainment/Others	Training
Nothing found to display.	

**Add**

Figure 2-6 Personnel Education/Training Page

- b. At the Personnel Education/Trainings page, click the **Add** button to add an item an educational attainment or training attended. This loads the Personnel Education/Training Detail Page.

**ADDICTUS DRUG TESTING CENTER**  
Rizal Avenue, Sta. Cruz Manila BRGY.BARANGAY 302 SANTA CRUZ, MANILA, NCR, FIRST DISTRICT

**Personnel**  
Name: Robert San Miguel  
Position: Analyst

Please enter/update the Personnel Detail Information below

Select\*:  ▼

Course Date (From):

Course Date (To):

Figure 2-7 Personnel Education/Training Detail Page

- c. Encode the personnel’s education/training details at the Personnel Education/Training Detail page then click the **Save** button. Successful saving leads back to the Personnel Education/Training page which displays the message “Personnel detail has been added successfully”.
- d. Repeat steps 10b and c to enter educational attainment and training.
- e. Click the **Back** button to load the Application for Accreditation - Personnel.

11. To enter equipment detail, click the **Equipment** tab. This loads the Application for Accreditation (Equipment) page.

## Application for Accreditation (Equipment)

**Application No.:** 2007AC000307  
**Name of Drug Test Lab.:** JORECA DRUG TESTING CENTER  
**Address:** 1409 Ipil St., BARANGAY 297, SANTA CRUZ, MANILA, NCR, FIRST DISTRICT, NCR  
**DTL No.:** 13D000149  
**Date of Application:** 9/13/07

STATUS	
APPLICATION	COMPLETE
DOCUMENTARY REQUIREMENTS	COMPLETE
PERSONNEL	INCOMPLETE
EQUIPMENT	COMPLETE

[Application Form](#) > [Documents](#) | [Personnel](#) | **Equipment**

Particulars	Date Acquired	Quantity	Remarks
<b>EQUIPMENT and SUPPLIES</b>			
Drug Tesing Kit/Reagent/Equipment			
There should be a drug testing kit/reagent that is registered and validated by BFAD.			
There should be a readily available inventory relative to the workload and procurement receipts of drug testing kits during the inspection.			
Unexpired kits/reagents			
For instrumented (if applicable)			
Immunoassay or Chromatography	<input type="text"/>	1	<input type="text"/>
There should be a functional and operational machine capable of:			
There should be a program for preventive maintenance of equipment used.	<input type="text"/>	1	<input type="text"/>
Refrigerator/Freezer			
Properly maintained and functional refrigerator/freezer strictly for urine specimen and kits for drug testing.	<input type="text"/>	1	<input type="text"/>
Lab thermometer inside refrigerator/freezer.	<input type="text"/>	1	<input type="text"/>
A daily temperature record monitoring of the refrigerator (for refrigerator: 2-8C; for freezer: 0-20C) is posted on the unit.	<input type="text"/>	1	<input type="text"/>
<b>Information Technology Requirements</b>			
Computer System	<input type="text"/>	1	<input type="text"/>
Printer (Fully Functional)	<input type="text"/>	1	<input type="text"/>
Account with an Application Service Provider (ASP)	<input type="text"/>	1	<input type="text"/>
<b>Other Laboratory Equipments/Supplies/Fixtures</b>			
Cabinets (Records, etc.)	<input type="text"/>	1	<input type="text"/>
Tables/Chairs/Bench	<input type="text"/>	1	<input type="text"/>
Functional Calculator	<input type="text"/>	1	<input type="text"/>
Specimen container (as applicable)	<input type="text"/>	1	<input type="text"/>
Label/Seal	<input type="text"/>	1	<input type="text"/>
Plastic Bag	<input type="text"/>	1	<input type="text"/>
Gloves	<input type="text"/>	1	<input type="text"/>
Pipettes/droppers & Others	<input type="text"/>	1	<input type="text"/>

**Figure 2-8 Application for Accreditation - Equipment Page**

At the Application for Accreditation - Equipment page, provide the details for each equipment (quantity, date acquired, etc.). Click the **Save** button to save all the details provided.

- After providing all the required input in Documents, Personnel, and Equipment Page, go back to the Application Form by clicking its tab or folder link.

**Application for Accreditation (Equipment)**

Application No.: 2007AC000307  
 Name of Drug Test Lab.: JORECA DRUG TESTING CENTER  
 Address: 1409 Ipil St., BARANGAY 297, SANTA CRUZ, MANILA, NCR, FIRST DISTRICT, NCR  
 DTL No.: 13D000149  
 Date of Application: 9/13/07

STATUS	
APPLICATION	COMPLETE
DOCUMENTARY REQUIREMENTS	COMPLETE
PERSONNEL	INCOMPLETE
EQUIPMENT	COMPLETE

[Application Form](#) > [Documents](#) | [Personnel](#) | [Equipment](#)

Particulars	Date Acquired	Quantity	Remarks
EQUIPMENT and SUPPLIES			
Drug Tesing Kit/Reagent/Equipment			

- You will be directed back to the Application for Accreditation Form page. Scroll down to the bottom of the page and click the **Submit** button to trigger the generation of the acknowledgment receipt number. The page below appears:

### Application Receipt Number

The Application for Accreditation of **Fabuloso DTL** has been accomplished and submitted on **06/09/2008** with **Acknowledge Receipt No. 05292008-TD-00000721**

You can proceed with the payment of corresponding fees thru any of the following

- o DOH Cashier (Central)
- o Any LandBank Branch
- o Postal Money Order

When paying thru bank, please print or copy the following references and details.

Application No.: 2008AC000304  
Name of Drug Test Lab.: **Fabuloso DTL**  
Address: 67, CAWILAN, TAGANA-AN, SURIGAO DEL NORTE

	Reference No.	Charges/Fee	Amount
<input type="checkbox"/>	ACF200801226	Accreditation Fee	5000.00
<input type="checkbox"/>	CSB200801227	Cash Bond	20000.00

Note: Please use separate deposit slip for each fee. Payment of Cash Bond can be paid on a later date but before issuance of the Certificate of Accreditation

Prepared By:

**Ms. Carmelita Manganti**

Statistician II

Pay thru Bank

Pay to Cashier

Finish

Figure 2-9 Application Receipt Page

- a. Accreditation fee shall be paid in order for the application process to proceed. Click the checkbox corresponding Accreditation Fee. (NOTE: For accreditation of facilities requiring Cash Bond, payment can be settled upon approval of the application but **prior** to the issuance of Certificate of Accreditation.)
- b. To view and print the selected Charge/Fee, click **Pay to Cashier** button if payment is to be settled at the DOH Cashier. **See Figure 3-17a.**

**Note: Bank payment is still not acceptable. Please refrain from paying accreditation fee thru bank.**



Figure 2-10a Sample Order of Payment to Cashier



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
Manila

**ORDER OF PAYMENT**

**CLIENT'S COPY**

**Date Printed:06/09/2008**

**Application No:** 2008AC000304  
**Name of Drug Test Lab:** Fabuloso DTL  
**Address:** 67, CAWILAN, TAGANA-AN, SURIGAO DEL NORTE

Please pay the following fee/s at the DOH Cashier or at any DOH-authorized bank:

Reference No.	Charges/Fee	Amount
ACF200801226		5,000.00

**IMPORTANT: THIS DOCUMENT IS VALID ONLY UNTIL JULY 8, 2008**

**TO CASHIER:**

**Date Printed:06/09/2008**

**Application No:** 2008AC000304  
**Name of Drug Test Lab:** Fabuloso DTL  
**Address:** 67, CAWILAN, TAGANA-AN, SURIGAO DEL NORTE

Please charge the following to Testing By Guinevere:

Reference No.	Charges/Fee	Amount
ACF200801226		5,000.00

**IMPORTANT: THIS DOCUMENT IS VALID ONLY UNTIL JULY 8, 2008**

- c. To close Print/Preview Page, click the Back icon of the web-browser to go back to the Acknowledgement Receipt Page.
  - d. Click the **Finish** button to end the process of application filing.
14. The succeeding after filing of application and payment of fees are Schedule of Inspection, Conduct of Inspection and Approval/Disapproval of Application for Accreditation. An email and/or SMS notification shall be sent to the applying DTL/DATRC for the status of application.