

08. Validation of Drug Test Kits

Drug Testing Kits (DTKs) validation curbs proliferation or use of fake Drug Test Kits or those which are not approved by Food and Drugs Administration. Centers for Health Development (CHDs) inspect or validate the DTKs of Drug Testing Laboratories (DTLs). DTLs shall register online newly procured DTKs and request for a schedule of DTK validation from their respective CHD. The DTLs will log on to Integrated Drug Test Operations Management Information System (IDTOMIS) website using user ID and password. Authorized DTL personnel shall be requested to provide a login ID and password via email through IDTOMIS.

Operating Hours: 8:00am-5:00pm, Monday to Friday, excluding holidays and work suspensions.

Office or Division:	Regulations, Licensing, and Enforcement Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may avail:	All DOH-Licensed Drug Testing Laboratories			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Drug Testing Kit Validation Form		RLED		
2. Used Drug Testing Kits with drug test results		Requesting party		
3. Newly procured Drug Testing Kits		FDA-Approved Drug Testing Kit Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Drug Test Kits validation form with the used drug test kits with drug test result and new drug test kits to the RLED	1. Receive validation form and screenshot copy of online registration on the IDTOMIS System count from the client and check newly procured and used DTKs	None	1 hour (per client)	<i>RLED AA / Licensing Officer Focal Person</i>
	1.2 Confirm online registration of new and used DTKs		1 hour (per client)	
	1.3 Validate the		1 hour	

	newly procured DTKs thru IDTOMIS Website		(per client)	
	1.4 Marking of the newly procured DTKs for notation and affix signature on the boxes		1 hour (per client)	
2. Receive the validated DTKs from RLED	3. Return/release the validated DTKS to the client	None	20 minutes	<i>RLED AA / Licensing Officer Focal Person</i>
TOTAL PROCESSING TIME			4 hours and 20 minutes	