



PROCEDURE FOR AVAILING OF
PTRI TESTING SERVICES
 CHEMICAL AND PHYSICAL TESTING LABORATORY

STEP 1

Request Online



1. View the full list of testing capabilities, test methods, and fees from: http://www.ptri.dost.gov.ph/images/Testing_Rev_Jan_2016.pdf
2. Send inquiries and requests to ptritestlab@ptri.dost.gov.ph; indicate the following info:
 - a. Name of Company/School/Institution
 - b. Name of Requesting Official/Person, Designation
 - c. Type of Sample
 - d. Description of Sample/s and Sample Photo, if available
 - e. Test/s Requested



Fibers



Knitted Fabrics



Nonwoven Fabrics



Medical PPE



Garments



Geotextiles



Yarns



Woven Fabrics

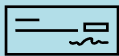


Cloth Face Masks

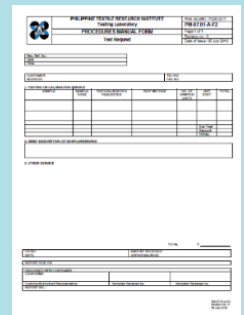
SAMPLE REQUIREMENT depends on the number and type of tests requested

STEP 2

Verify the information in the Test Request Form



1. Wait for the Test Request Form that will be sent through email.
2. Check that the following details are correct:
 - a. Customer name, address, and contact number
 - b. Test service and method requested
 - c. Description of samples to be submitted
 - d. Other services requested (Evaluation, Additional copy, Email transmission of test report etc.)
3. Sign in the Conforme portion
4. Print the Test Request form or submit the signed copy through email
5. Request for an appointment if face-to-face transaction is preferred



STEP 3

Submit the signed Test Request and the sample



COURIER SERVICE

1. Send the sample, together with the signed Test Request and the payment, through the courier of your choice to:

CHRISTY JANE P. SANCHEZ
 Room 101, PTRI Building,
 General Santos Ave.,
 Bicutan, Taguig City 1631
 09166389760

FACE-TO-FACE TRANSACTION

1. All guests must wear a face mask
2. Enter through the DOST South Compound (MIRDC Gate) and present your ID to the guard on duty
3. Guards will check the temperature before entering the compound. Those with temp. above 37.5°C will not be allowed entry
4. Proceed to the PTRI Main Building side entrance in front of the parking area; sanitize using alcohol dispensers before entry
5. Present the Test Request to the Receiving Officer at Receiving Area, Room 101
6. The sample will be checked/inspected before forwarding to the lab

STEP 4

Pay the testing fees



Customer shoulders the shipping fees

2. Wait for the confirmation from the Receiving Officer

PAYMENT AT THE PTRI CASHIER

1. The Receiving Officer will give three copies of the validated Test Request
2. Secure Order of Payment (OP) at Accounting Office, Room 309
3. Pay the full amount indicated in the OP and secure an Official Receipt at the Cashier's Office, Room 310
4. Return the original Test Request to the Receiving Officer at Room 101

Note: Online payment system is in process; an advisory will be sent accordingly.

DISCOUNT: Students may avail of the 20% discount on testing fees upon presentation of a valid school ID

STEP 5

PTRI conducts testing and evaluation



TURN-AROUND TIME depends on the number of samples submitted and the number and complexity of tests requested



STEP 6

PTRI releases the test report and evaluation through email

RELEASING OF REPORTS

1. Test reports and evaluation of test results are released to the customer through electronic transmission (email to the address written in the test request) and/or pick-up at Room 101 (personal or through designated courier, if preferred)
2. Fill-out the customer satisfaction feedback form to let us know about your experience 😊