



May 26, 2020

## **RPSS Operational Guidelines for Customers**

To all our valued RPSS Customers, please be informed that PNRI will implement additional safety measures to minimize the spread of the COVID-19 virus to the PNRI Staff and the customers. As a result, some procedures in availing the services of the Radiation Protection Services Section (RPSS) have been modified.

Please note therefore that RPSS will implement the following Operational Guidelines for Customers.

### **1. ONLINE APPOINTMENT & APPLICATION**

All transactions for RP services will be by **appointment basis only**. Customers must first secure an appointment and application online via the PNRI Services PORTAL. Request for appointment should be at least TWO DAYS before the proposed scheduled date. Only customers with a CONFIRMED APPOINTMENT is allowed to transact. A No-Appointment No-Entry policy will be implemented.

To request for an appointment, please go to <https://services.pnri.dost.gov.ph/home/> and click Radiation Protection Services. Only a limited number of slots are allowed per day to ensure physical distancing. If you have queries regarding the PORTAL, please send us an email to [rps@pnri.dost.gov.ph](mailto:rps@pnri.dost.gov.ph) & [kmromallosa@pnri.dost.gov.ph](mailto:kmromallosa@pnri.dost.gov.ph).

- 2. PNRI ONE STOP SHOP (iPOSSH).** All RPSS transactions will be done at the interim iPOSSH Office, located in the motorpool area beside the PNRI Back Gate (along Central Avenue). It will be open for receiving / releasing of RP Services starting June 8, 2020 and during Mondays, Wednesdays and Fridays only (MWF). Online appointment and applications requests will start on June 1, 2020.
- 3. NO MASK, NO ENTRY.** All PNRI guests are required to wear masks when inside the PNRI compound.
- 4.** All customers must first sanitize their instruments, samples, and/or other items at the designated **Holding Area** before proceeding to the iPOSSH Office.
- 5.** Due to the additional safety measures in the handling of items received, the modified work hours of RPSS personnel, and the limited availability of the courier service in the delivery area, the timeliness of some of the services may be affected.

## 6. PERSONNEL MONITORING SERVICES (OSL & TLD)

- a. All customers are advised to EXTEND the use of the dosimeters until replacement dosimeters are received. That is, for the **February – March 2020 and March – April Monitoring Periods (MP)**, you may return your used dosimeters once the replacement is received. Dosimeters maybe returned by MAIL or thru iPOSSH provided there is a confirmed appointment.
- b. All customers are advised to change their subscription type to **MAIL**. If your subscription type is **PICKUP** and you wish your dosimeters to be mailed, please send the following information via email to [rps@pnri.dost.gov.ph](mailto:rps@pnri.dost.gov.ph), [kmdromallosa@pnri.dost.gov.ph](mailto:kmdromallosa@pnri.dost.gov.ph):
  - Client Name
  - Client Code
  - Mailing Address
  - Contact Numbers / Email addressCorresponding mailing fees will be billed during renewal of subscription.
- c. Replacement of dosimeters returned to PNRI during the ECQ period will be issued immediately.
- d. Due to the extended use of dosimeters, all penalties will be waived. Also payments and subscriptions will be adjusted accordingly.

## 7. CALIBRATION SERVICES

- a. All calibration field work (off-site) services, such as Activity Meter Calibration and Output measurement of Brachytherapy sources and instruments, are suspended until further notice.
- b. Customers with Certificate of Instrument Calibration that expired during the ECQ are advised to consult with their respective regulatory bodies for possible acceptance of the extended validity.

## 8. RADIATION CONTROL SERVICES

- a. All radiation control field work (off-site) services such as Leak Testing and Radiation Monitoring and Hazards Evaluation are suspended until further notice.
- b. For leased survey meters that were due for return during the ECQ, all penalties will be waived. Subscription payments will also be adjusted accordingly.

## 9. RADIOACTIVE WASTE MANAGEMENT SERVICES

- a. Applications for Radioactive Waste Management Services should be sent via email to [rwm@pnri.dost.gov.ph](mailto:rwm@pnri.dost.gov.ph). Further instructions will be provided once the evaluation of application is completed.

We apologize for the inconvenience/s this may bring upon your company. For any concerns or queries, you may email us at [rps@pnri.dost.gov.ph](mailto:rps@pnri.dost.gov.ph). You may also contact us at the following phone numbers: 09336079294; 09270660751 or at 89296011 to 19 local 246/262. Thank you for your understanding and cooperation during this nationwide public health crisis.



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