



21 April 2021

## **Advisory No. 5**

### **RPSS Guidelines on SSDL Calibration Services**

To all our valued RPSS Customers, in line with the *RPSS Operational Guidelines for Customers* dated 26 May 2020, please find below additional guidelines for **SSDL CALIBRATION SERVICES** provided by the Radiation Protection Services Section (RPSS).

Due to logistical difficulties brought up by the COVID-19 pandemic, some changes will be implemented in sending radiation monitoring instruments for calibration.

1. **NEW SSDL CALIBRATION SERVICES REQUEST FORM**

To download the new version of SSDL Calibration Services Request Form, please visit the PNRI Forms at <https://pnri.dost.gov.ph/index.php/downloads/pnri-forms> and click Service Request for SSDL Calibration Services. Old version of the request form will not be accepted. Please be guided by the terms and conditions.

2. **SENDING INSTRUMENTS via COURIER**

Customers may consider sending their instruments via courier. **SSDL CALIBRATION SERVICES Annex** (page 2 of the Request Form) is provided as a guide for sending out instruments.

Kindly address it to: **KRISTINE MARIE D. ROMALLOSA or AVE GARALDE**  
**SSDL Calibration Services**

**Radiation Protection Services Section**  
**Philippine Nuclear Research Institute**

Contact Number: **02-89296011 to 19 local 246, 09336079294; 09270660751**

Email: **rps@pnri.dost.gov.ph**

For a list of authorized courier service providers, please check the DTI website at <https://dict.gov.ph/list-of-authorized-pemedes-or-courier-service-providers-2019/>.

3. **RELEASING INSTRUMENTS via COURIER**

For customers who wish to claim their instruments via courier, RPSS will release instruments to the authorized courier every **Monday from 2 – 4 P.M. ONLY**. The claim stub should be presented by the authorized courier when claiming the certificate/report and instrument. **NO CLAIM STUB, NO RELEASE**. Customers must first secure an appointment through the online PNRI Service Portal before claiming the instrument at PNRI. Only those with **CONFIRMED APPOINTMENTS** will be allowed to transact. To

request an appointment, please visit the Portal at <https://services.pnri.dost.gov.ph/> and click Radiation Protection Services.

Please be reminded that PNRI is not responsible for the packing of instruments to be sent back to the customer. Packing of the instrument/s is the responsibility of the authorized courier.

4. **DOOR-TO-DOOR MONEY DELIVERY SERVICES**

Customers who are unable to send payments via postal money orders or company/manager's cheques may consider using door-to-door money delivery services such as LBC Express PESO PAK to settle their calibration fees. In sending the payment, for faster traceability of records and processing of payments, please indicate a) purpose of payment and b) company name.

Kindly send it to: **SUSAN S. PASCUAL or JOANROSE N. VILLANUEVA**

**Cash Section**

**Philippine Nuclear Research Institute**

**Commonwealth Avenue, Diliman, Quezon City**

Contact Number: **02-89296011 to 19 local 241, 09336079294; 09270660751**

Email: **sspascual@pnri.dost.gov.ph, jnvillanueva@pnri.dost.gov.ph, or rps@pnri.dost.gov.ph**

5. **CALIBRATION FIELD WORK SERVICES**

- a. Calibration of Activity Meter/ Dose Calibrator on site is 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.

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 02 89296011 to 19 local 246.

Thank you for your understanding and cooperation during this nationwide public health crisis.



**KRISTINE MARIE D. ROMALLOSA**

Head, Radiation Protection Services Section



**PRECIOSA CORAZON B. PABROA, PhD**

Chief, Nuclear Services Division