



PROCEDURE FOR AVAILING OF
PTRI TESTING SERVICES
 FOR CLOTH FACE MASKS FOR COMMUNITY USE

STEP 1

Request Online



Send the following information to Engr. May S. Rico, msrico@ptri.dost.gov.ph

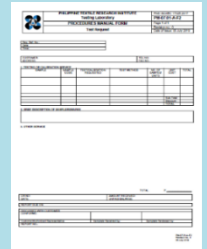
1. Name of requesting official/person, designation
2. Company name and address; indicate if mask assembler or fabric manufacturer/supplier
3. Email address and contact number
4. Picture of sample/s with sample description
5. Material specifications with technical information on functional finishes (water repellency, anti-wicking, etc.), if any, on the material
6. Source or origin of raw materials

STEP 2

Verify the information in the Test Request Form

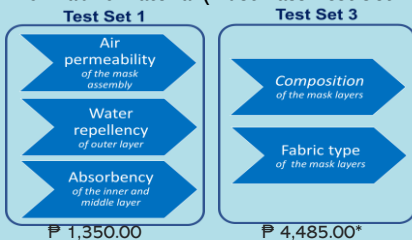


1. Wait for the Test Request Form that will be sent through email.
2. Check that the following details are correct:
 - a. Customer name, address, and contact number
 - b. Test service and method requested
 - c. Description of samples to be submitted
 - d. Other services requested (Evaluation, Additional copy, 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
6. Fill-out the request for electronic transmission of Test Reports (if email or fax is preferred).



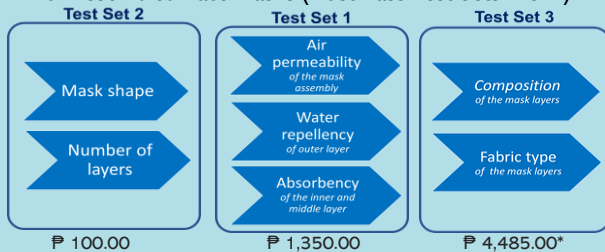
Test and Testing Fees

For Fabric Material (Must Pass Test Set 1)



*Test Set 3: additional/optional tests to support product claim

For Assembled Face Masks (Must Pass Test Sets 1 & 2)



Sample Requirement

1. For Mask Assemblers:

Fabric material

Size: 1 square meter per layer

Label: outer, middle, inner layer

Identify: face/front of the fabric

Plus 2 identical pieces of face masks

OR

Assembled face masks

20 identical pieces

Minimum three (3) layers

Mask shape: duckbill, flat-fold, curved



2. For Fabric Manufacturers/Suppliers:

Fabric material

Size: 1 square meter per layer

Label: outer, middle, inner layer

Identify: face/front of the fabric



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:

MAY S. RICO
 Room 101, PTRI Building, General Santos Ave., Bicutan, Taguig City 1631

FACE-TO-FACE TRANSACTION (by appointment only)

1. All guests must wear a face mask and face shield
2. Enter through the DOST South Compound (MIRDC Gate) and present your **confirmed appointment** 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 foot bath and alcohol dispensers before entry
5. Present the **confirmed appointment** and Test Request to the Receiving Officer at the interim Receiving Area outside Room 101
6. Accomplish the Health Declaration Form
7. The sample will be validated and disinfected 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



Minimum Requirements:

Water Repellency: Spray Test	At least 70
Absorbency	≤5 seconds
Air Permeability	20-70 cm ³ /s/cm ²
Number of layers	≥ 3
Mask shape	Duckbill, flat-fold, curved

Evaluation Procedure:

For Fabric Material, MUST pass Test Set 1 before Test Set 3

For Assembled Face Masks, MUST pass Test Set 2 before Test Set 1 before Test Set 3

TURN-AROUND TIME: Test results and evaluation will be available **72 hours** from receipt of the request, samples, and payment.

Note: If mask assembler procures fabric that already passed testing, only Test Set 2 is required. A copy of the test report must be submitted along with two (2) identical pieces of assembled face mask samples.



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 or fax to the address and number written in the test request) and/or pick-up (personal or through designated courier, if preferred)
2. Fill-out the customer satisfaction feedback form to let us know about your experience ☺