

TECHNICAL PROCEDURE NO.: <u>SC 043</u>
SUBJECT: Federal Urine Drug Screen Collection Procedure
Effective Date: <u>August 1, 2001</u>
Supersedes: <u>March 27, 2000</u>
Medical Director: <u>Vincent DeRisio, D.O.</u>
Site Medical Director (IRL): _____
Medical or Scientific Director (of discipline): _____
Written By: <u>Steve Sigsbee</u>
Annual Review: <u>June 2005</u>
DATE REMOVED FROM SERVICE: _____

Purpose: To establish a urine drug screen collection procedure for collecting Federal urine drug screens, completing the Custody and Control Form, and handling difficult collections.

Procedure:

Collection Site Setup

Before a collection can be conducted, certain preparations designed to ensure the integrity of the specimen collection process must be completed. A suitable collection site provides:

- Enclosure where private urination can occur
- Source of water for washing hands
- Suitable clean surface for writing
- Secure area in which to place specimens before shipment to the laboratory

Collection Materials

The appropriate materials to conduct a proper collection include:

- Federal Drug Testing Custody and Control Form (CCF)
- Specimen security seals, containing specimen identification number, attached to the bottom of the CCF

Federal Urine Drug Screen Collection Procedure

Page 2 of 5

- Sealed collection kit including sealed collection container with temperature indicator strip attached to the outside of the bottle, sealed specimen bottles with caps and specimen security bag
- Secured file cabinet for storing the collector's copy of the CCF
- Bluing agent
- Disposable gloves

The Collector

A collector is an individual who has met the training requirements for collecting DOT urine specimens, instructs and assists the donor, and completes the CCF.

Prior To The Collection

Instruct the donor to do the following before the collection begins:

1. Provide photo identification such as:
 - Driver's license with photo
 - Employment identification badge with photo

If there is no photo ID, then the donor must be identified by a Designated Employer Representative (DER). If unable to reach a DER, ask the donor for two items of identification bearing his/her signature. After the donor signs the certification statement, compare the signatures. If they match, note this in STEP 2, REMARKS and complete the collection. If the signatures do not match, note this in STEP 2, REMARKS and notify the DER.

If the donor does not have any identification, you may proceed with the collection. Note the unconfirmed identity in the STEP 2, REMARKS.

2. Remove his/her coat or other unnecessary outer garments
3. Ask the donor to empty his/her pockets. Check to see if there are any items that could adulterate the specimen. If there are no items that could adulterate the specimen, the donor may place the items back into his/her pockets.

If an item is found that could potentially adulterate the specimen, secure the item, note the item found in STEP 2, REMARKS and continue the collection process.

4. Leave belongings such as briefcases or purses with the outer garment. The donor should not be asked to remove other articles of clothing such as shirts, pants, dresses, underwear, nor should he/she be requested or required to use a hospital gown.
5. Keep his/her wallet
6. Wash his/her hands. The donor should not have any further access to water or other materials that could be used to dilute the specimen. The donor may wash his/her hands after the collection process has been completed.
7. Add the bluing agent to the toilet, secure the water source. The donor should be instructed not to flush the toilet.

Federal Urine Drug Screen Collection Procedure

Page 3 of 5

8. The specimen will be provided in the privacy of a stall or otherwise partitioned area that allows privacy.

The Collection

Once the collector has ensured the security of the collection site and has the appropriate supplies, the collection may begin.

The following five steps coincide with the five steps that must be completed on the CCF. *Steps 5a and 5b are completed by the testing laboratory. The collector should not write in Steps 5a or 5b.*

Step 1.

Using a ball point pen with blue or black ink, complete Step 1 of the CCF

- A. If the information is not pre-printed, print the employer's name address and ID number.
- B. Print the Medical Review Officer's name, address, phone and fax number.
- C. Print the donor's social security number or ID number. Do not write the donor's name in Step 1 of the CCF.
- D. Check the reason for the test.
- E. Indicate the test to be performed. The block marked "THC, COC, PCP, OPI, AMP" should be checked, unless the collector has received specific instructions to mark another type of test.
- F. Print the collection site address, phone, and fax number

The collector gives or allows the donor to select a collection kit. The collector or donor may open the sealed collection kit. *If the collector opens the kit, it must be done in the presence of the donor. Do not unwrap the specimen bottles.* Instruct the donor to provide a urine sample of at least 45 ml in the collection cup. (45 ml is required for a split specimen collection.)

Step 2.

1. Receive the specimen from the donor and check the temperature within 4 minutes of receiving the specimen. The acceptable temperature range is between 90° - 100° F. Check the box marked "yes" if the temperature is within the acceptable range.
 - If the temperature is not within the acceptable range, mark "No" in Step 2 and begin a direct observed collection using a new Custody and Control form and collection kit.
 - Check "Observed" in Step 2 and comment in STEP 2, REMARKS the reason for the observed collection.
 - The donor and observer must be the same gender
 - Send both the original and observed specimens to the laboratory
1. Ensure that a minimum of 45 ml of urine is in the collection cup.
 - If there is less than 45 ml of urine, tell the donor the volume is insufficient for testing and they have up to 3 hours to produce another specimen.
 - Discard the first specimen

Federal Urine Drug Screen Collection Procedure

Page 4 of 5

- Tell the donor their time (3 hours) starts “now” (when they walked out of the restroom) and record that time in STEP 2, REMARKS.
- Instruct the donor they may drink up to 40 ounces of fluid and no more. This fluid must be given to the donor by the collector so as to monitor the fluid intake.
- Instruct the donor to have a seat in the waiting room. The donor may not leave and return during this 3-hour period.
- If the donor believes they can produce a specimen during this 3-hour period, they may try. If however, the sample is still insufficient, discard that sample and any subsequent insufficient samples during the 3-hour waiting period.
- If a sample of sufficient volume is given, record the time the sample was produced and continue with the collection process.
- If the donor is unable to provide 45 ml for the second collection, the donor forfeits the right to the split sample. Check the box marked “Single” specimen collection and note the reason in STEP 2, REMARKS.
- At the end of the 3-hour period, if the donor cannot produce a specimen, the collection process is discontinued. Tell the donor they may leave.
- Record in STEP 2, REMARKS, the time at which the collection process was discontinued and immediately notify the DER.

Step 3.

1. Inspect the specimen’s color and look for any signs of contaminants.
2. The collector should note any unusual findings in STEP 2, REMARKS.
3. In the presence of the donor, the collector pours the urine into the specimen bottles and secures the lids on the bottles.
4. Designate one bottle as the primary sample and the other as the split sample. A minimum of 30 ml must be in the primary sample and a minimum of 15 must be in the split sample.
5. Remove the Specimen Identification Labels on the CCF. Use the label marked “A” for the primary sample. Use label “B” for the split sample. (See Important Reminders for urine volume instructions.)
 - *The specimen identification numbers must match the numbers on the CCF*
6. Affix the labels securely to the specimen bottles.
7. Ask the donor to initial the labels. The collector writes the date on the labels.
8. Place the specimen bottles into the security bag. The donor must initial the security bag.
9. Turn to copy 2 (pink page), STEP 5. Instruct the donor to complete STEP 5. Instruct the donor to read the certification statement. Ensure the donor prints his/her name and signs and dates the certification statement.

Federal Urine Drug Screen Collection Procedure

Page 5 of 5

- If the donor refuses to sign, note this refusal in STEP 2, REMARKS.

Step 4.

1. The collector completes this section by printing and signing his/her name, recording the date and time of the collection. Be sure to circle AM or PM.
2. In the “SPECIMEN BOTTLE (S) RELEASED TO:” box, write the name of the courier service that is picking-up the specimen. (Ex: ALS Courier).

Completing The Collection Process

1. Tear-off Copy 1 of the CCF. Fold and place this copy in the outside pouch of the biohazard security bag, ensuring the employer name, address and ID number are visible.
2. Give Copy 5 (the last page) to the donor. The donor may leave the collection site at this point.
3. Place the specimen bag in locked storage.

Local Transport

1. Remove the specimen(s) from the secure storage area and place specimen(s) in the white LabOne collection bag—seal the bag.
2. The collector must print and sign his/her name and date the bag.

Overnight Shipping

Secure the specimen in the shipping container. On the shipping container seal, record your initials and the date.

Final Steps

1. Send Copy 2 directly to the Medical Review Officer. Do not send this copy to the laboratory.
2. Retain Copy 3 for your records.
3. Send Copy 4 to the donor’s employer.

Important Reminders

- Use ballpoint pen with blue or black ink. Press hard and check all copies for legibility. If a clerical error is made on the CCF (ex: incorrect date, reason for test, etc.) draw one line through the error and then write your initials next to the error. Then proceed with the correct information. **The error and your initials must be legible.**
- The urine specimen will be rejected by the testing laboratory if the specimen identification number on the CCF and the specimen bottles are not identical.
- A primary specimen containing less than 30 ml of urine will be rejected by the drug-testing laboratory.
- When sending a split sample, the minimum volume of urine is 30 ml in the primary sample (bottle A) and 15 ml in the split sample (bottle B).
- Check the CCF for completeness before giving the donor his/her copy.