

Specimen Verification, Collection, Shipping, and Site Preparation

Specimen Collection

Collection site preparation

Principle

Requirements for specimen collection vary according to the purpose for which the results will be used. However, to meet evidentiary requirements the specimen collection site must be secure in order to eliminate the possibility of specimen tampering or adulteration and to ensure the security of the collected specimens.

Collection Area Guidelines:

- Storage area for collection supplies and related materials is secure.
- Collection site facility is secure, well lit, and free of any areas where adulterants or substitute specimens can be hidden.
- A suitable clean surface for the collector to use as a work area.
- Eliminate or secure all sources of water in the area where urination occurs. Bluing agent should be placed in the toilet tanks and bowls to prevent sample dilution.
- Eliminate or secure all soap or detergent dispensers or any other potential adulterants.
- A secured storage area should be available to ensure specimen security prior to transport to the laboratory.
- A general log book should be maintained to record collected specimens for your records

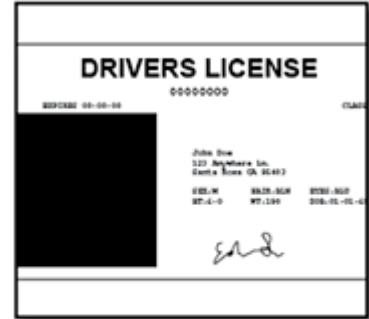
Specimen Verification

Donor ID & Requisition preparation

Principle

Requirements for donor identity and test requisition form completion. To meet the requirements the identity of the donor must be verified with a legal photo identification, this photo is a safeguard to protect the patient from improper testing being performed on another individual.

1. Check the identity of donor for verification (e.g. social security number or driver's license number and photo I.D.). If using a drug screen test request form, note the identity on the form.
2. Ask the donor to remove any unnecessary outer clothing. All personal belongings (the subject may retain a wallet) should be placed in a secure location outside the stall or partitioned area



Verify the donors identity with a photo I.D.

3. Do not ask the donor to empty his/her pockets or to remove articles of clothing such as shirts, pants, dresses, etc. If a collector notices any unusual behavior that indicates a donor may attempt to tamper with or adulterate a specimen (e.g., bulging pockets), the collector may request that the donor empty his/her pockets and explain the need for such items during collection
4. Prior to collection, ask the donor to wash his/her hands to eliminate any possible adulterating or contaminating substances from under the donor's fingernails



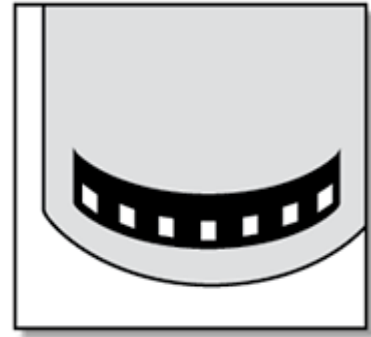
Donors should wash hands before donating specimens.

Urine Collection Procedure:

5. Place the following information on the bottle label:
 - ✓ Date of collection,
 - ✓ Donor's name and/or identification numbers (DOB, SS Number, or Drivers license number)
 - ✓ Collector's initials
6. Provide the donor with a clean, unused urine specimen collection container and instruct the donor to fill the container at least half full (a minimum of 30 mL's).
7. Unobserved Collection: Allow the donor to enter and maintain privacy within the stall or partitioned area. The collector will wait outside the collection area until the donor is finished urinating. Complete the remainder of the test request form while the donor is collecting the specimen. (See labeling & shipping instructions).
8. Observed Collection: Inform the donor that collection will occur under direct observation. Accompany the donor into the collection facility (the collector must be the same gender). Instruct the donor to urinate into the sample container with the witness observing urination. Complete the remainder of the test request form after the donor has completed collecting the specimen. (See labeling & shipping instructions).

9. Accept the specimen from the donor. The use of disposable gloves is recommended when handling specimens, so prior to accepting the specimen from the donor, be sure to wear gloves.
10. Upon receipt of the specimen from the donor, immediately apply the temperature strip (if applicable) to the outside of the bottle. If using a drug screen test request form, record the urine temperature on the form.

NOTE: Urine temperature should be measured within (4) four minutes of collection and should read between 90-100°F.



Apply temperature strip to sample bottle.

Specimen Requisition Form

1. Please note the point of care results if applicable as well as note the temperature of the specimen upon collection and within 4 minutes of receiving the specimen.
2. SECURITY SEAL After completing the form, place the security seal over the top of the cap, down the sides of the bottle. Have the donor initial the security seal.
3. SPECIMEN LABEL Indicate the following information on the label:
 - ✓ Donor Full Name, Date, Donor DOB, Donor Social Security number and/or driver's license number (At least 2 identifiers)
 - ✓ Specimen identification number that is provided on the requisition form
 - ✓ Please indicate which test(s) or panel is to be ordered by placing a check mark in the appropriate box or by writing the test on the "other" line.
 - ✓ Specific tests by GC-MS or LCMS/MS should be written on the individual test only request line.
4. DONOR INFORMATION & COLLECTOR VERIFICATION The donor will enter his/her signature, printed name, date collected and donor ID (DOB, SSN or DL#). The collector will verify the information provided by the donor and validate that the specimen was collected correctly.

Specimen Labeling and Shipping

Packaging and Shipping Preparation

Principle

Requirements for proper labeling, packaging and shipping of patient samples.

Please ensure the specimen is collected, labeled, and packaged correctly before releasing it to the shipper. Improper labeling and packaging may result in your specimens being rejected by the shipping carrier or excluded from testing at the laboratory

If temperature of specimen IS between 90°F - 100°F degrees and the volume is at least 30 ml:



1. Complete the test requisition form

2. Have donor print and sign his/her name in designated areas

3. Seal specimen bottles with the tamper-proof bottle seals provided on the Chain-of-Custody, and make sure the donor initials the tamperproof seals AFTER they have been placed on the bottles.

4. Seal the specimens, along with the original (first page) of the Test requisition and other pertinent patient information, in the bag provided and have donor check to ensure a good seal. Specimens can then be placed in the FedEx lab pack provided and await shipment to Discover Diagnostic Laboratory. (FedEX lab packs and air bills will be provided with the collection kits). You may ship more than one specimen in each lab pack as long as each specimen is sealed in an individual lab pack.

If the temperature of the donor's specimen is NOT within the acceptable temperature range of 90 – 100 degrees, the donor must immediately submit a second specimen under direct observation, after dumping the original specimen in front of the donor.

If the donor is unable to provide a sufficient quantity of urine (at least 45 ml), the original specimen shall be dumped in front of the donor, and the donor will be allowed up to three (3) hours and may consume up to 40oz of fluid to provide the second specimen.

The donor CANNOT leave the collection area. Do not conduct a direct observation on the second attempt if the quantity is insufficient. Under NO circumstances may the collector combine specimen amounts from separate voids to accumulate a specimen of adequate volume. The collector CANNOT conclude the test early. If donor agrees to the second specimen protocol but is still unable to provide an acceptable second specimen AND there is still time remaining under the three (3) hour time limit the donor may attempt to produce a third specimen. If the donor agrees to attempt the third collection, it MUST be a direct observation collection. All other protocols still apply.

Warning: The sample cannot be processed without the information supplied on the test request form. If the test request form does not accompany the specimen, testing will be delayed. For each specimen, the form should be completed with a water-resistant marker, such as a blue or black ball point pen (red color is not recommended since it tends to rub off).

5. Ship the specimens via FedEx– Send via FedEx Express services

Place test requisition forms in the Clinical Pak (outside slot of zip-top bag). The requisition's must be shipped in the same Clinical Pak as the specimens. Sending them in a separate Clinical Pak may result in a delay of processing the specimens and may invalidate the drug testing procedure.

Seal the FedEx® Large Clinical Pak and attach a preprinted FedEx Express® Return Label for FedEx Standard Overnight® shipping.

Ship to Discover Diagnostic Laboratory

The specimen may now be shipped to Discover Diagnostic Laboratory. For questions or telephonic training, please contact us at 855-314-3337. You may also visit our website at www.mydiscoverlab.com

Discover Diagnostic Laboratory 702 S. Illinois Avenue Suite B-104, Oak Ridge, TN 37830

Email: support@mydiscoverlab.com

Phone: 855-314-3337

Fax: 888-855-2857

Specimen Collection & Shipping Policy

Approval:

	Signature	Date
Laboratory Supervisor:		
Laboratory Director:		

Revision:

Reason for Revision	Signature	Date

Annual Review:

Supervisor/Designee	Date	Pathologist	Date

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