

URINE DRUG SCREEN STEPS – (follow in order)

All the steps below are required to ensure a fair and accurate Urine Drug Screen per 49 CFR Part 40. This instruction form should be made available to the donor before the collection takes place. Updated 1/1/2019.

1	The donor should be positively identified using the acceptable identification methods (drivers license, employer photo ID, Designated Employer Representative DER, military ID)
2	Collector should review the CCF to ensure the information is accurate (SPECTRUM'S LAB DTC&C Form, lab name, & MRO)
3	The collector should verify that the number on the tamper evident seals match the number on the CCF.
4	<p>The collector completes Step 1 being sure to include:</p> <ul style="list-style-type: none"> ➤ Employer Name, address, fax number, and phone number (This info can be pre-preprinted); ➤ The Consortium/TPA information may also be present; ➤ Collection Site name, address, phone number, fax number; ➤ MRO name (Exact physician name MUST be specified), address, phone and fax numbers; pre-printed preferred) ➤ Donor Social Security Number (or other <u>unique</u> identifying number); ➤ Testing Authority and Reason For Test; ➤ Test to be performed;
5	The collector instructs the donor to remove any unnecessary outer garments and personal belongings. The collector must provide a receipt to the donor if requested for any items left in the collector's care, and should store the items in a locked receptacle if possible.
6	The collector instructs the donor to empty their pockets. The collector should view the "whites" of the pockets. The collector then examines the items for possible adulterants. If no suspicious items are presented the collector instructs the donor to return the items to his/her pockets.
7	Collector instructs the donor to wash his/her hands.
8	The collector or the donor then selects the collection kit that will be used.
9	<p>The collector inspects the collection facility and ensures that:</p> <ul style="list-style-type: none"> ➤ All water sources are secure; ➤ Bluing is present in the toilet; ➤ Soap, disinfectants, cleaning products, and other potential adulterants are removed from the area. ➤ No other substances are available; ➤ Toilet tank contains bluing and is secure; ➤ Undetected access is not possible;
10	Collector Unwraps collection container and tells donor to enter the rest room and produce a specimen. The collector also informs the donor that they should not flush the toilet and should return as quickly as possible with the specimen.
11	Donor gives specimen to the collector. Both persons must remain in view of the specimen until the tamper evident seals are placed over the primary and secondary bottles.
12	The collector inspects the collection area for signs of adulterants (bottles, bags in toilet, garbage, etc)
13	The collector reads specimen temperature to ensure it is in the acceptable range and checks "yes" in step 2 of the CCF.
14	The collector checks the specimen for signs of tampering i.e. unusual color, odor, or other signs of adulteration and ensures that 45 ml of urine is contained in the collection container. Evidence of adulterants and/or tampering will require a 2 nd collection under direct observation, after completing and sealing this original specimen for shipment to the lab.
15	Collector checks "split specimen" in step 2 of the CCF.
16	Collector opens the specimen bottles, pours a MINIMUM 30ml urine into bottle A and 15ml into bottle B in presence of donor.
17	Collector affixes A & B seals to the appropriate specimen bottles and dates each seal.
18	The donor must initial and date each bottle seal.
19	The collector or the donor may discard any excess urine.
20	Collector turns to MRO copy of the CCF and instructs donor to read and sign the certification in step 5, including entry of current date, date of birth and telephone number where the Donor may be contacted.
21	Collector returns to Copy 1 and provides the required information in step 4, printed name, signature and date.
22	The donor may NOT list any medications on the CCF, but is permitted to make notes of medications on the back of the employee copy 5 of the CCF for their own convenience, or in the event that the MRO questions the test result.
23	Collector places specimen bottles and CCF in leak proof bag and seals the bag.
24	Collector informs donor that he/she is free to go, unless proceeding to a 2 nd collection under Direct Observation.
25	Collector places sealed package into shipping container located in a secure area.
26	Collector faxes the MRO copy to the MRO. (724)-776-9022
27	The collector retains his/her copy for 30 days. The original MRO copy and Employer Copy MUST BE MAILED to MRO and Employer at SMC, 6505 Mars Road, Cranberry Township, PA 16066
29	The collector ensures that specimen is shipped within 24 hours or during the next business day.