

## Utilizing an electronic Custody and Control Form (eCCF<sup>®</sup>) for Federally regulated urine collections with eScreen123<sup>®</sup>

Once a donor is checked into eScreen123, please follow the steps below to complete a Federally regulated urine collection using the eCCF. If you need instruction on the Donor Check In process, please see the *Donor Check In Process Tip Sheet*.

Enter your user ID and password and click *LOGON*.

### STEP 1

- Verify ID and donor information. Locate a Federal split specimen kit. Review collection instructions with the donor.
- Conduct a search of restroom. Have donor empty pockets.
- Select "Yes" or "No" to indicate if anything was suspicious during the inspection.
- Collect specimen according to federal regulations.
- Click *NEXT STEP*.

### STEP 2

- Select "Yes" or "No" for signs of adulteration, sufficient quantity, temperature range and whether an observed collection was performed.
- Click *NEXT STEP*.

### STEP 3

- Enter the "Shipper" name. If your account has a default shipper, it might appear. A shipper name must be entered.
- Enter any necessary remarks about the collection. These comments will print in the remarks section of the custody control form and will carry through each step of the test collection.

### SUPPLIES NEEDED

- Lab DOT split kit
- eScreen barcode labels
- Blue/white Federal stickers

### PLEASE NOTE

eScreen barcode labels and the blue/white Federal stickers must be ordered and kept in stock for Federal eCCF collections. eScreen barcode labels can be ordered at eScreen123/Tools/Place Order.

Federal eCCF must be approved for the designated lab before it can be generated on eScreen123. eScreen will add Federal eCCF for labs once they receive approval from HHS. Labs not approved for Federal eCCF must continue using the manual CCF process. The eScreen123 software guides the collector through the correct process for either electronic or paper CCF.

- Pour the specimen into bottles A and B. Seal specimens with the eScreen barcode labels. Collector will date and donor will initial the barcode seals.
- Scan barcodes for bottles A and B. Verify that the barcodes match and click *VALIDATE CCF*.
- Click *GENERATE*.

### Federal eCCF completion

- Click *SIGN WITH EPAD* to electronically sign with signature pad.
- Donor reads consent and signs electronically, using the ePad.
- Click *COMMIT SIGNATURE*.
- Collector reads consent and signs electronically, using the ePad.
- Click *COMMIT SIGNATURE*.
- System displays the Federal eCCF with electronic signatures applied.
- User can select which copies to print by checking the appropriate box and clicking *SUBMIT*. Test Facility Copy and Donor Copy are automatically selected. **NOTE:** *If you want to edit which copies are printed, you must select or deselect the box, click SUBMIT and then click the printer icon.*
- To print, select the printer icon on the PDF. **NOTE:** *After signing electronically, you must print a Test Facility Authoritative Copy (Lab Copy) before clicking NEXT STEP. Reprints of the Test Facility Authoritative Copy are not allowed. All other copies of the CCF can be reprinted after the test in the Reports tab.*
- Click *NEXT STEP*.
- Collector will package specimen with matching TEST FACILITY AUTHORITATIVE COPY (Lab Copy) of the Federal eCCF and send to lab listed on screen.
- Collector can optionally enter shipment tracking information into the system.
- Donor is dismissed.
- Click *TEST COMPLETE* to finish the test. **NOTE:** *The regulations have NOT changed regarding sending the Employer and MRO CCF paper copies: 1) Continue to send the employer their CCF copy per federal guidelines 2) Continue to send the MRO specified on the eCCF their copy per federal guidelines*

### Federal eCCF and Specimen Shipping Instructions

- Insert the printed "COPY 1- Test Facility Authoritative Copy" (lab copy) with the sealed DOT urine collection containers (bottles A and B) into the laboratory specimen bag.
- Seal laboratory specimen bag.
- Place the blue/white FEDERAL sticker on the front of the laboratory specimen bag.
- Complete by placing the lab bag into the appropriate lab pack for shipment to the laboratory.



For more information, contact  
Client Services at **800.881.0722**, *option 5*