

# Forensic Urine Drug Testing Collection

Policy & Procedure

# Forensic Urine Drug Testing Collection

- At University Health – Conway forensic urine drug testing collection is used for pre-employment, random, reasonable suspicion and post accident.
- University Health – Conway (UHC) does NOT collect forensic drug testing for the Department of Transportation.



# Collection Site Requirements

- Restroom with a toilet for the donor to have privacy while providing urine specimen.
- Source of water for washing hands. Water must be secured (cut-off) before collection takes place.
- A clean surface for paperwork.
- Bluing agent to add to toilet water to prevent donor from diluting the specimen.



# Materials Needed

- Chain of Custody Form (CCR)
- Urine Collection Kit – sealed
  - Collection cup with temperature monitoring strip
  - Snap Cap Bottle
  - Leak Resistant Plastic Bag with Absorbent Material
- Drop Box for specimens
- Gloves



# Collector Responsibilities

- Prevent donor from gaining access to collection materials.
- Prevent donor from accessing items to adulterate/dilute the specimen.
- Provide for the secure handling and storage of specimens.
- Inspect restroom before and after collection of each urine specimen for anything suspicious.



# Chain of Custody Form (CCF)

- The CCF must be filled out completely and accurately.
- Donor's ID must be verified prior to collection by employee ID, Driver's License or state issued ID card. A photocopy must be made.



# CCF, Continued

- Areas of the CCF to complete PRIOR to collection:
- Employer Name & Address (preprinted on CCF)
- MRO information (preprinted on CCF)
- Donor SSN (if Donor refuses, make a note in remarks)
- Donor Name
- Donor ID verified
- Reason for Test (check box)
- Drug Tests to be performed (preprinted on CCF)



# CCF, Continued

- Collection Site Name: University Health - Conway
- Address – 4864 Jackson St.
- City, State & Zip – Monroe, LA 71202
- Collector Phone – 318-330-7137
- Collector Fax – 318-330-7138





# CCF, Continued

- Areas to be completed by the collector AFTER collection:
  - Temperature
  - Specimen Collection
  - Signature of Collector
  - Time of Collection
  - Print name of Collector
  - Date
  - Specimen Bottles Released to: Courier



# CCF, Continued

- Areas to be collected by the donor:
  - Signature of Donor
  - Print Donor's Name
  - Date
  - Daytime and Evening Phone Number
  - Date of Birth
  - Donor must also date and initial the tamper evident seals after they are placed on the urine containers.



# Pre-Collection Procedure

- Secure any water sources
- Ensure water in toilet has bluing agent added.
- Ensure no soap, disinfectants or other adulterants are present.
- Secure areas and items where contaminants may be concealed.

# Collection Procedure

- Collector verifies and copies donor's ID.
- Collector completes top portion of CCF.
- Collector instructs donor to remove any unnecessary outer clothing and to empty all pockets.
- Collector instructs donor to wash donor's hands.
- Collector breaks the seal of the collection kit in front of the donor.
- Collector show donor the 30mL line on the collection cup and explains 30mLs of urine is needed.



# Collection Procedure, Continued...

- Collector informs donor NOT to flush the toilet nor wash donor's hands.
- Once the collector receives the specimen, the temperature of the specimen is documented on the CCF.
- The specimen must NOT leave the sight of the donor or collector.
- Collector inspects restroom for anything suspicious.
- Donor is allowed to wash his/her hands.



# Collection Procedure, Continued...

- Collector breaks the seal of the specimen bottles in front of the donor.
- Collector pours the specimen from the collection container to the specimen bottle, placing the caps on the bottle and affixing the tamper evident label to the bottle.
- Specimen bottle must be filled to at least 15mL, but not above 30mL.
- Donor initials and dates the specimen bottles on the label.



# Collection Procedure, Continued...

- Collector completes the information on the CCF.
- Collector instructs donor to read and fill out information in Step 5 of the CCF.
- Collector provides donor with 'Donor Copy' of the CCF.
- Donor seals the urine specimen and 'Copy 1 Laboratory' copy of the CCF in the specimen bag, in front of donor.
- The donor may gather belongings and leave.



# Collection Procedure, Continued...

- Collector discards any remaining urine, flushes toilet and cleans collection area.
- Specimen is delivered to the laboratory drop box.





# Collection Problems

- Shy Bladder
- Temperature Out of Range
- Refusal to Sign
- Suspicious Activity
- Tamper – Evident Seal
- Correctable Discrepancies
- Fatal Flaws





# Shy Bladder

- If donor provides insufficient urine on initial collection, discard the urine. Note time of first attempt on CCF.
- A new collection container is used.
- Allow donor to drink up to 40 ounces of fluids over 3 hours.
- Do not combine urine specimens from different collections.
- If donor refuses or leaves, note this in 'Remarks'.
- If unable to provide a specimen, notify the supervisor in charge.



# Temperature Out of Range

- If temperature is out of range, mark the CCF temperature section appropriately and note in 'Remarks'.
- Inform the collection site supervisor and wait for further direction.



# Refusal to Sign

- If the donor refuses to sign, provide date of birth, printed name or telephone numbers:
  - Collector notes refusal in 'Remarks'
  - Collector may print donor's name in the appropriate place.
  - This is not a refusal and test may still take place.



# Suspicious Activity

- If collector notes conduct indicating attempt to adulterate or substitute specimen after collection or if specimen is blue, exhibits excessive foaming when shaken or smells of bleach:
- Inform the collection site supervisor.
- Begin a second collection immediately.
- Note observations in 'Remarks' along with 1 of 2 and 2 of 2 to indicate sample numbers.



# Tamper-Evident Label

- If the tamper-evident label provided with the CCF is damaged prior to application to the specimen:
  - Transfer the information to a new CCF and use the seals from the second form.
  - Collector properly destroys (shreds) all copies of the 1<sup>st</sup> CCF.



# Correctable Discrepancies

- Exmples: Collector did not sign the CCF; collector did not check the temperature box.
  - An affidavit to recover the information may be faxed to collector.
  - Affidavit should be returned on the same business day.



# Fatal Flaws

- These errors result in the specimen being rejected.
  - No printed collector's name and no collector's signature.
  - Specimen ID numbers on the specimen bottle and CCF do not match.
  - Specimen bottle seal is broken or shows evidence of tampering.
  - Insufficient amount of urine in the specimen bottle due to leakage.





# Notes

- If prescription medicine is detected on the drug screen, the medical review officer (MRO) will follow-up with the donor to obtain proof.
- Refusals to take a drug test may result in the test being treated as a positive forensic drug test.
- Refusal to take a drug test includes:
  - Failure to appear for test within a reasonable time.
  - Failure to remain at the testing site until the collection is complete.
  - Failure to provide a urine specimen.
  - Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets, confrontational during collection process).

# The End

