**TITLE: Umbilical Cord Segment Drug Testing**

**Principle:** To ensure the chain of custody form is complete, processing and packaging of specimens for transport if properly performed, and results are made available to the ordering provider and nursing.

**Personnel:** Phlebotomists and Medical Technologists

**Referred Laboratory:** United States Drug Testing Lab

**Specimen Requirements:** 6 inch section of umbilical cord collected by Nursery or NICU staff with proper Chain-of-Custody form and container.

**LIS Order Code:** **UCDP5**

**Stepwise Procedure:**

**Specimen Processing**

1. Specimens will be received and the chain of custody form will be signed by lab staff when the specimen is brought to the lab by nursing staff. Laboratory staff will ensure that the container is properly labeled and sealed, the chain of custody form is complete, and the specimen bag is sealed with the correct copy of the chain of custody form using procedure 4840-LCC-321 “Umbilical Cord Drug Testing Specimen Receiving”.
2. Review the yellow copy of chain of custody form to ensure it is completely filled out. Verify that the specimen in the box has the same name and control number that is on the chain of custody form and that the specimen cup has been properly sealed.
3. Receive the specimen in the laboratory information system (LIS) using the send outs computer.
4. Return the specimen to the box and close the lid to prepare the specimen for shipping.
5. Obtain a FedEx Express Clinical Pak shipping envelope from bottom drawer to the left of the computer in Send Outs.
6. Place a pre-printed United States Drug Testing Labs shipping label on the FedEx Clinical Pak shipping envelope.
7. Place specimen box(es) in the FedEx Clinical shipping envelope. Up to two boxes will fit in an envelope. Seal the envelope.
8. Place second part of shipping label that contains the tracking number on the bottom of the yellow chain-of-custody form.
9. If two specimens are shipped in the same Fed-Ex envelope, staple the chain-of-custody forms together so we know the two were shipped together.
10. Three hole punch the yellow chain-of-custody form(s) and place them in the binder labeled “Mec Stat”.
11. Place LIS label on Reference Lab Testing Log.
12. Place the sealed FedEx envelope on the bookshelf outside the lab manager office.

**Results Processing:**

1. Results are faxed to the fax machine in the pathology secretary area and are placed in the “Patient Reports from Fax” basket on the send out counter above the freezer.
2. Look up the patient in the LIS by the medical record number as many of the names will have changed due to being discharged from the hospital.
3. Find the correct order and print a collection label.
4. Verify the Medical Record Number, and then place the label on the results.
5. Place the results with the label attached in the “To Be Scanned” basket in the LCC area for the phlebotomy staff to scan into the LIS.