

PROCEDURES FOR ON-SITE COLLECTION

The procedures outlined below will assist operators of collection sites and collectors with protecting the security and integrity of urine collections.

General Provisions Regarding Authorized Personnel in Collection Area

1. Do not allow unauthorized persons in the site while collecting specimens. Only donors being tested, collectors, and other collection site workers are authorized.
2. Do not permit anyone other than the donor to enter the urination facility, unless it is necessary to conduct a direct observation collection. In such case, it is permissible for the collector or other designated observer to be present to monitor the collection of specimen.
3. Ensure that all authorized persons are under the supervision of a collector at all times when permitted into the site.
4. You may remove any person who obstructs, interferes with, or causes a delay in the collection process.
5. Minimize the number of persons handling specimens.

Site Preparation

1. Secure any water sources or otherwise make them unavailable to donors (e.g., turn off water inlet, tape handles to prevent opening faucets).
2. Ensure that the water in the toilet is blue.
3. Ensure that no soap, disinfectants, cleaning agents, or other possible adulterants are present.
4. Inspect the site to ensure that no foreign or unauthorized substances are present.
5. Tape or otherwise secure shut any movable toilet tank, or put bluing in the tank.
6. Ensure that undetected access (e.g., through a door not in your view) is not available.
7. Secure areas and items (e.g., ledges, trash receptacles, paper towel holders, under-sink areas) that appear suitable for concealing contaminants.

If you are using a facility normally used for other purposes, like a public rest room or hospital examining room, you must, as a collector, also ensure before the collection that:

1. Access to collection materials and specimens are restricted; and

2. The facility is secured against access during the procedure to ensure privacy to the donor and prevent distraction of the collector.

The Collection Process

1. Have donor secure any personal items and outer wear (e.g. coat, hand bag, etc.)
2. Review drug testing directive and follow internal logging procedures.
3. Give collection cup to donor and watch the donor enter the urination area.
4. Receive filled collection cup upon the donor's exit from the restroom. If donor has a shy bladder, give donor water to drink and allow up to three (3) hours to produce a specimen.
5. Check temperature of the specimen to ensure it is within the acceptable range.
6. Check instant test results.
7. Complete the Chain of Custody Form (CCF) and have donor sign.
8. Give a copy of the CCF to donor.
9. For non-negative results, seal and ship specimen to FirstLab.
10. For negative results, dispose of specimen and forward completed CCF to FirstLab.

Additional security measures to take during the collection process

1. To avoid distraction that could compromise security, you are limited to conducting a collection for only one donor at a time. However, during the time one donor is in the process of drinking fluids in a "shy bladder" situation, you may conduct a collection for another donor.
2. To the greatest extent you can, keep a donor collection container within view of both you and the donor between the time the donor has urinated and the specimen is sealed.
3. Ensure you are the only person in addition to the donor who handles the specimen before it is sealed with tamper-evident seals.
4. In the time between when the donor gives you the specimen and when you seal the specimen, remain within the collection site.
5. Maintain personal control over each specimen and Chain of Custody Form throughout the collection process.

Onsite Testing Kits – 3 Options Available

Onsite testing, or Point of Collection Testing (POCT), is available through our vendor, FirstLab. There are three (3) supply options available for onsite testing.

Option 1 5 – 7 panel EZ Cup onsite test kit at a cost of \$ 4.06 each. If an onsite test result is not negative, and the specimen must be forwarded for confirmation testing and MRO services, these additional services (plus shipping) will cost \$ 34.50, bringing the total cost of the test to \$ 38.56. When using this option, no onsite account is established up front and Chain of Custody Forms have a generic house account number. You would need to contact FirstLab prior to forwarding a non-negative test for further services.

Option 2 5 – 7 panel EZ Cup onsite test kit with pre-bundled shipping, confirmation testing, and MRO services. The cost for the pre-bundled kit is \$16.39 each, regardless of whether you use the shipping, confirmation, and MRO services. FirstLab will establish a separate onsite testing account for organizations choosing this option.

Option 3 Use of MedTox onsite products, as priced below. Each test kit has bundled pricing which includes the test cup, Chain of Custody Form, laboratory confirmation, MRO review, and overnight shipping. FirstLab will establish a separate onsite testing account for organizations choosing this option.

	MedTox Profile iiA 5 Panel	MedTox verdict ii 5	MedTox Profile IIA 7	MedTox EZ Screen 5 Panel	MedTox EZ Screen 8 Panel	MedTox EZ Screen 11 Panel
Bundled	\$17.68	\$17.68	\$18.20	\$18.72	\$19.24	\$19.76

Ordering Onsite Testing Supplies

To order supplies you may contact your First Lab Account Manager, Katie Marino, either by telephone at 1.800.732.DRUG (3784) extension 5565 or by email at kmarino@firstlab.com.

When contacting Katie Marino, please provide the following information:

- The option you are choosing (1, 2, or 3)
- If option 3, what MedTox product you need
- How many kits you would like to order
- Agency name
- Contact person's name and phone number
- Shipping address