

## GUIDELINES FOR SPECIMEN COLLECTION – WORKPLACE URINE DRUG TEST

The following guidelines are provided to illustrate the steps necessary to ensure that specimens are properly collected. Practical considerations may, however, prevent some of these steps being carried out as described. Appropriate modifications may need to be made in particular circumstances. Such modifications should be discussed with the laboratory before implementation.

Prior to opening the sample kit, ensure that the **kit integrity seal** is intact with no breakage of the seal. Do not use the kit if the seal has been broken. Return the entire kit to the Laboratory.

The sealed sample kit provided should contain the following items:

- Two capped sample bottles.
- One collection cup with temperature indication strip.
- One biohazard bag containing an absorbent pad.
- One block of bar code seals – all number matched.
- Number matched Custody and Control document.

### A. Pre-collection

- Ensure that there are no accessible taps or other sources of water in the cubicle where the specimen will be collected.
- If possible, place blueing agent in the toilet cistern. If cistern access is not available, blueing agent (or suitable colouring) must be added to the water in the toilet bowl prior to each collection.

### B. Sample Collection

- Establish the identity of the donor providing the specimen (I.D. card, driving licence, etc.).
- Explain the collection and testing procedure.
- Ask the donor to surrender any bags or containers and to remove any bulky clothing which may reasonably conceal an adulterant. Put these items in a secure place.
- Let the donor choose a sealed collection kit if sufficient kits are available.
- Open the sealed kit in the presence of the donor by breaking the **kit integrity seal**.



Confirm that these numbers are identical



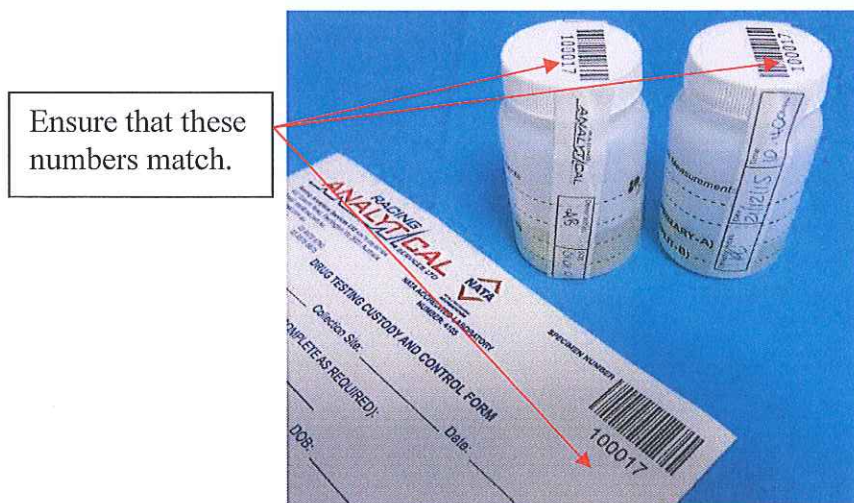


- Unfold the **Custody and Control** form. **Press firmly with a ballpoint pen when filling out the form to ensure all copies are legible.** Fill in the name of the employer in **Client** on the top left of the Custody and Control Form along with the **Collection Site** and **Date**.
- Fill in **Donor Information** as appropriate along with the **Reason for Test** and the **Test Required**.
- If breathalyser testing is required, conduct testing as per breathalyser testing procedure and record results in g/100mL next to **BAC**.
- Have the donor wash and dry their hands prior to collection.
- Ask the donor to fill the sample collection cup which has the temperature indicating strip attached. There should be at least 45mL of urine. Stand outside the cubicle while the donor is providing the specimen.
- The temperature is indicated by a "green coloured dot". If a dot does not appear after a minute or so indicating a temperature between 33°C and 38°C, another sample may be collected using a new collection kit, if the validity of the first sample is in doubt.

Immediately, and in the presence of the donor providing the specimen, check the temperature strip on the collection cup and record the **Void Time** and **Temp** on the Custody and Control Form.

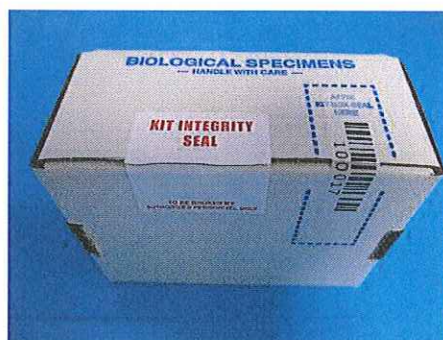
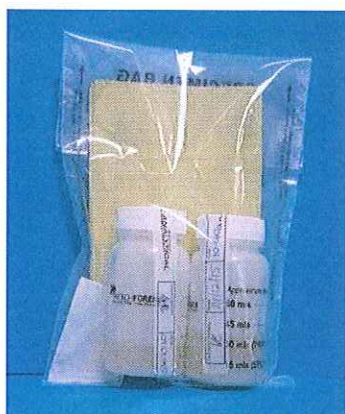
**NOTE:** If the donor is unable to provide a specimen, give them 250mL of bottled or canned water to drink every 30 minutes until a urine sample can be collected.

- In the presence of the donor providing the specimen pour the urine from the collection cup into each of the specimen bottles provided. There should be at least 30mL for the A sample and 15mL for the B sample. Retain a small amount of urine in the collection cup for adulterant testing. Screw the caps on the specimen bottles tightly, ensuring they are on securely to prevent leakage.
- Have the donor enter their date of birth and initials on the specimen security seals, then enter your initials, the date and the time on the seals. **Note: A ballpoint pen is preferred to ensure signatures on security seals do not smudge.** Seal both specimens immediately by placing a specimen security seal over the lid of each bottle (bar-coded number over cap), with the ends pressed firmly down onto the side of the bottle. Ensure that the bar-coded number on the seals matches the bar-coded number on the Custody and Control Form.





- Complete an adulterant test on the urine remaining in the collection cup. Record the result on the **Collector Comments** line. Record any **Recent Medications** that the donor has taken.
- Complete the remainder of the Collector information, including your **Name, Date, Phone** and **Signature**. For confirmation samples, specify the **Confirmation Required** by putting a cross in the appropriate box. If the urine specimen appears unusual in any way (for example: smell, colour, suspended material, low creatinine level or temperature outside acceptable range), record your observations in the space for **Collector Comments** and collect a second sample with a new collection kit. Send **BOTH** samples to the laboratory for testing.
- Ensure that all information is filled in and correct on the Custody and Control form. Ask the donor to sign and date the Custody and Control form.
- In front of the donor, place the two specimens in the longer (back) pouch of the biohazard bag (this pouch has the tear-off strip at its opening). Remove trapped air, peel off the tape to expose the adhesive strip and press the front of the pouch firmly onto the adhesive strip all the way across the bag. The yellow **Laboratory** copy of the Custody and Control Form is placed in the shorter (front) pouch. No seal is required for this pouch.



- Place secured biohazard bag in the original cardboard security pack and seal with one of the three remaining bar-coded seals on the box in the area indicated. The two remaining seals can be used on the paperwork if required. If these seals are not required, please destroy and dispose of appropriately.
- Give the pink **Specimen Provider** copy of the Custody and Control Form to the donor providing the specimen. The donor may now leave.
- The top white copy of the Custody and Control Form should be forwarded to the employer.
- The security packs are to be kept refrigerated in secure storage until collected by the courier.
- Arrangements should be made for the prompt transport of kits by courier to:

**Racing Analytical Services Ltd.**  
**400 Epsom Road**  
**Flemington, 3031**

**Telephone: 03 9376 6760**