



URINE COLLECTION PROCEDURES

Who can collect urine specimens for BLS:

Collectors who are knowledgeable of the requirements for urine specimen collection as specified in the Standard Operating Procedure of BLS and are authorized by BLS to perform specimen collection for drug testing.

Who cannot collect specimens even if trained:

As the immediate supervisor of an employee being tested, you may not act as the collector when that employee is tested, unless no other collector is available.

You must not act as the collector for the employee being tested if you work for BLS (e.g., as a technician or accessioner) and could link the employee with a urine specimen, drug testing result, or laboratory report.

Qualification Training

Requires Knowledge of:

- **BLS Standard Operating Procedure for collection of Forensic urine specimens for drug screening and confirmation of all positive screening tests**
- **BLS Standard Operating Procedure for collection of Non-Forensic urine specimens when “screen-only” drug testing is requested**
- **All steps necessary to conduct a proper Forensic and Non-Forensic urine collection**
- **Use of electronic ordering system if applicable**
- **How to properly complete BLS Custody and Control Form (CCF) for forensic urine collections and BLS Non-Forensic Requisition (NF) for non-forensic urine collections or properly order tests using electronic Custody and Control Form (CCF) for both forensic and non-forensic urine collections.**
- **How to handle problem collections (e.g. shy bladder, tampering etc.)**
- **Fatal and correctable flaws in collections and paperwork**
- **How to ensure integrity and credibility of collection process, donor privacy, specimen security and specimen transport**

Collection Site Requirements (For Forensic and Non-Forensic Urine Collections)

- Restroom with a toilet for the donor to have privacy while providing the urine specimen (single toilet restroom preferred)
- Source of water for washing hands that, if practical, is external to the restroom where urination occurs
 - When only source of water is inside the restroom then the collector must secure (e.g., use tamper-evident tape, cut off the water supply) the water source before the collection takes place
 - When water is not available at the collection site the collector may provide moist towelettes outside the restroom
- A suitable clean surface for the collector to use as a work area and for completing the required paper work.



Collection Site Security

(For Forensic and Non-Forensic Urine Collections)

- **Prevent unauthorized access to the site during the collection.**
- **Prevent the donor or anyone else from gaining unauthorized access to the collection materials/supplies.**
- **Collector must also ensure that the donor does not have access to items that could be used to adulterate or dilute the specimen (e.g., soap, disinfectants, cleaning agents, water).**
- **Ensure that all authorized persons are under the supervision of a collector or appropriate site personnel at all times when permitted into the site.**
- **Provide for the secure handling and storage of specimens.**

COLLECTION SUPPLIES

- **Urine collection kit**
- **BLS Custody and Control Forms (CCF) or BLS Non-Forensic Requisition Form (NF) .**
- **Computer with internet capabilities and printer for Electronic Custody and Control Form (CCF)**
- **Bluing (coloring) agent to add to the toilet bowl/water tank to prevent a donor from diluting the specimen.**
- **Single use disposable gloves are recommended for use by collectors while handling specimens.**
- **The collector should have available tamper-evident tape for securing faucets, toilet tank tops, and other appropriate areas, and signs, when necessary, that can be posted to prevent entry into collection areas.**
- **Shipping container adequate to prevent shipping damage (not required if courier hand delivers from collection site to laboratory).**

Urine Collection Kit Contents

1. Collection Container



- **Optional when a primary specimen bottle is used in the urine collection**
- **When a collection container is used the sample is transferred into specimen bottle(s) after the collection**
- **If used, the collection container should have the following specifications:**
 - **Single-use plastic container at least 55 mL in sealed plastic bag or with a sealed lid**
 - **Graduated volume markings for 45 mL and above**
 - **Temperature strip providing graduated temperature readings 32–38 °C/90–100 °F**

Urine Collection Kit Contents

2. Specimen Bottle(s)

- For Single Sample collection use a plastic screw/snap cap specimen bottle (≥ 30 mL)
- For Split Sample collection use two screw/snap cap bottles in obtaining the A or primary specimen (≥ 30 mL) along with the B or secondary specimen (≥ 20 mL)
- Bottles require markings at 30 mL (primary sample bottle) and 15 mL (split sample bottle)
- Bottles are designed for application of tamper-evident seals that do not conceal printed information on bottle



Urine Collection Kit Contents

3. Packaging Materials



Leak-Resistant Plastic Bag:

Two compartments for specimen bottles and paperwork (CCF or NF)

Sealable compartments so tampering with either compartment is evident

Absorbent material:

Absorbent material inside the leak-resistant specimen pouch

Sufficient material to absorb entire contents of both specimen bottles

Shipping Container:

Designed to adequately protect the specimen bottles from damage

May be made available separate from collection kit at collection site

Shipping container is not necessary if a laboratory courier picks-up and hand-delivers to the laboratory

PRE-COLLECTION PROCEDURE

(Begin by Checking Site Integrity)

- **Secure any water sources or otherwise make them unavailable to the donor (e.g. turn off water inlet, tape handles on faucets)**
- **Ensure that the water in the toilet and tank (if applicable) has bluing (coloring) agent added**
- **Ensure that no soap, disinfectants, cleaning agents, or other possible adulterants are present**
- **Inspect the site to ensure that no foreign or unauthorized substances are present**
- **Ensure that undetected access (e.g., through a door not in your view) is not possible**
- **Secure areas and items (e.g., ledges, trash receptacles, paper towel holders, under-sink areas) that appear suitable for concealing contaminants**
- **Recheck items above following each collection to ensure the site's continued integrity**

Collection Procedure

Initial Donor Identification



The donor must provide appropriate identification to the collector before the collection procedure begins

Acceptable ID:

- Photo identification (e.g., drivers license, employee badge)
- Identification by an employer or designated employer representative (DER)

Unacceptable ID:

- Identification by a co-worker
- Identification by another safety-sensitive employee
- Use of a single non-photo identification card (soc. security card, credit card, etc.)
- Faxed or photocopies of identification document

When no acceptable ID:

- collector does not proceed until positive ID is obtained
- collector contacts agency or individual ordering the drug test
- if self-employed individual does not have ID, donor must provide two signed identifications and collector records no positive ID in the remarks section and proceeds with the collection. Collector compares signature on the CCF with signatures on the identifications and if signature does not match the collector adds remark that "signature identification is unconfirmed"

COLLECTION PROCEDURE



- **Collector begins collection procedure after identification is obtained**
- **Collector explains collection procedures (back of the CCF, or NF, or QuikLabs “Report” menu)**
- **Collector ensures that required information is on Electronic CCF, CCF or NF**
- **Collector asks donor to remove unnecessary outer clothing (e.g. coat, hat, etc.) and leave personal belongings with outer clothing**
- **Collector directs donor to empty pockets and display the items to check for items that could be used to adulterate the specimen**
- **Collector instructs donor to wash hands (collector observes)**
- **Collector gives collection container or primary specimen bottle to donor**
- **Collector directs the donor to provide a specimen of at least 30 mL for single specimen collection and at least 45 mL for a split specimen collection**
- **Collector instructs donor to return with specimen as soon as void completed**

COLLECTION PROCEDURE

- **Collector checks specimen temperature (32°-38°C/ 90°-100°F within 4 minutes) and volume (> 30 for single specimen or \geq 45 mL for split specimen). If OK, mark "Yes" in appropriate boxes**
- **Collector inspects specimen for unusual color or other signs of tampering and both collector and donor remain in visual contact of specimen**
- **For Split sample collections, collector pours at least 15 mL into split specimen ("B") bottle and caps**
- **Collector places tamper-evident seals on A and B bottles**
- **Collector writes date on seals and donor is requested to initial seals**
- **Collector directs donor to read, sign, and date the donor attestation on the Form and to provide DOB, name, and day and evening telephone # contacts if not already entered in electronic format.**
- **Completes collector's portion of chain of custody with name, date, time, signature and name of delivery service**
- **Collector ensures CCF is legible and gives a copy to the donor**

COLLECTION PROCEDURE

- **Collector places specimen bottles and copy of electronic CCF, CCF or NF inside bag and seals both pouches**
- **Collector informs donor that he/she may leave the collection site**
- **Collector discards any left-over urine in collection container, if used.**
- **Collector places sealed plastic bag in appropriate shipping container (unless laboratory courier hand-delivers specimens to laboratory) and prepares shipment as directed by the delivery service**
- **Collector maintains copy of Electronic CCF, CCF or NF and, if required, send a copy to the individual ordering the drug test or that individual's designee**
- **Collector responsible for security of specimens until transported**
- **Collection process is now complete**