

Collection Check List

- **Step 1 CCF**
 - Donor ID
 - Explain process
 - Show back of CCF
 - Empty pockets
 - Remove outer clothing (hat, overcoat)
 - Donor washes hands
 - Donor selects kit
 - Instruct donor
 - At least 45 ml
 - No further access to water until specimen provided
 - Do not flush toilet
 - Allow reasonable time to void
 - 4-5 minutes at most
- **Step 2 CCF**
 - Check temperature of specimen (90 – 100 F)
 - Check volume of specimen (minimum 45 ml)
 - Check specimen for signs of tampering (color, smell, foam, floaters)
 - Check restroom for signs of tampering (sample remains in sight of donor)
- **Step 3 CCF**
 - Collector pours urine into specimen bottles
 - Collector attaches labels/seals to specimen bottles
 - Collector dates labels
 - Donor initials labels
 - Double check labels – insure bottles are securely closed and sealed
 - Read certification statement in Step 5 to donor
 - Donor prints/signs and provides contact info in Step 5 (MRO copy)
- **Step 4 CCF**
 - Collector prints and signs name
 - Enter date and time of collection
 - Enter “released to” information (who is transporting specimen to lab?)
- **Double check paperwork**
- **Seal Copy 1 (Lab copy) in leak resistant plastic bag with specimen bottles**
- **Secure completed specimen**
- **Distribute remaining copies**
 - Donor copy (copy 5)
 - MRO copy (copy 2)
 - Employer copy (copy 3)
 - Collector copy (copy 4)
- **Double check restroom – prepare for next donor**

WATER LOG

Donor Name: _____

Specimen ID#: _____

Collector Name: _____

Monitored by: _____

Collection Start time: _____ a.m. p.m. Collection End time: _____ a.m. p.m.
Start time and End time must match what is on the CCF

Time	Amount of fluid (ounces)

The collector explains to the employee the process for a shy bladder collection and urges the employee to drink up to 40 ounces of fluids, distributed reasonably through a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the employee declines to drink.

The collector should maintain a record in the "Remarks" line on the CCF of the time of each attempt, whether there was any specimen provided or the quantity of specimen provided, and the amount of fluids that the employee was given to drink.

DOT Urine Drug Screens Quick Reference Guide

for Problem Collections

1. Donor refuses to initial bottle seals / or sign form

- Not a refusal to test
- Note in Remarks
- Print donor name in Step 5 for MRO

2. Shy Bladder:

- The test subject must attempt to void
- Start the form
- Start a water log
- Contact DER to advise of delay
- Not to exceed 3 hours, 40 ounces

3. Refusal:

- Start the form
- Note the refusal in the comments
- Contact DER

4. Observed Collection:

- Note comments (prior CCF if applicable)
- Same sex observer is required
- Collector's call if:
 - Out of temperature
 - Obvious signs of tampering (blue)
 - Obvious adulterants in pockets

5. Monitored Collection:

- Only in multi-stalled facility
- Same sex monitor unless a medical professional is available

Remember the observer or monitor does not handle the specimen.

Remember to keep the specimen in the test subject's sight to the best of your ability at all times during the collection process.

Always review the documents for completeness before you break down and distribute the forms, and package the specimen