

APPENDIX –Toxicology

Chain of Custody Collection Procedures

COLLECTION PROCEDURES FOR FORENSIC DRUG TESTING UNDER CHAIN OF CUSTODY PROCEDURES

NOTE: The individual being tested is the DONOR. The person monitoring at the collection site is the COLLECTOR. The test is performed for a CLIENT, usually a company.

PRE-COLLECTION

1. The DONOR appears at the collection site.
2. The COLLECTOR identifies the DONOR using social security number *and* driver's license *or* social security number *and* another acceptable picture identification (ID). All the information in the gray areas (1-6) of the form (client name, client number, donor name, sex, date of birth, social security number, driver's license number, and test requesting) should be completed prior to DONOR arrival at the collection site, or by the collector at the site.
3. The COLLECTOR checks the boxes on the request form, to indicate how DONOR was identified. Either the driver's license box or picture ID box should be checked.
4. DONOR selects a collection kit.
5. COLLECTOR opens the collection kit and transfers three of the gummed number labels from the test request form to the collection bottle, placing two on the container and one on the lid. One on the container goes within the bracketed space provided for the peel-off label, at the bottom center of the bottle label. The other goes at the bottom of one of the seal guides and will later be covered by one end of the seal. The one on the lid will also be covered. Leave the rest on the form unless used for other purposes.
6. DONOR and COLLECTOR verify that the numbers on the specimen container are the same as those on the test request form. Do not allow the DONOR to handle the container at this time, or any time before DONOR washes hands (see "Collection Process—Unobserved," step 3).
7. The COLLECTOR has the DONOR read the consent statement and sign his/her legal signature on the line just below (9).
8. The COLLECTOR asks the DONOR if he/she has eaten any foods containing poppy seeds in the last 48 hours. The DONOR may decline to answer; this information is not critical. Record any yes/no response on the request form (8).
9. The COLLECTOR reminds the DONOR to keep a personal record of any current or recently discontinued medications, for future reference. *Do not* obtain a list of medications and *do not* write any medications on the form unless you are sure that a conditional offer of employment has already been made (8).

COLLECTION PROCESS—UNOBSERVED

1. DONOR removes all unnecessary outer garments, e.g. coat and handbags. A security box maybe available for personal items. These items are left outside the rest room. (Dressing gowns may be provided in which case all outer clothing may be removed.)
2. COLLECTOR enters the restroom with the DONOR and, if necessary, places bluing agent in the toilet bowl and toilet tank, removes soap, and eliminates any source of hot water.
3. DONOR washes his hands and rinses thoroughly to remove soap, and dries.
4. DONOR is asked to provide sample and then put lid firmly on, but not to flush the toilet.
5. COLLECTOR gives container to DONOR and leaves the bathroom.
6. DONOR provides the specimen in the privacy of the stall.
7. DONOR **affixes lid securely** and brings the specimen to the COLLECTOR.
8. COLLECTOR keeps the specimen in sight of the DONOR at all times, while checking:
 - * The volume is at least **30 mL** and the **lid** is on **tight** to prevent **leaking**.
 - * Read and **record temperature** (11) within 4 minutes (90° to 100°F is acceptable).
 - * Look for evidence of **adulteration** (color, turbidity, foaminess, etc.)
9. If the specimen volume is less than 30 mL, or the temperature or appearance suggests adulteration, contact the collection site supervisor and refer to "Procedures if Sample is Unacceptable" section.
10. Ideally the COLLECTOR attaches the security seal (13) by starting the Warde logo end over the ID number at the bottom of the seal guide, so the logo is just above the ID number but does not obscure

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the number. Then bring the seal over the top and down over the other guide on the label. The seal ensures that the container and lid ID numbers are permanent.

NOTE: *Failure to properly seal the container compromises the security of the specimen. The laboratory will indicate on the report “NO TEST; NO SECURITY SEAL ON CONTAINER; PLEASE RECOLLECT.” The employer would not be able to defend a legal challenge to a positive result. The security seal is fairly fragile, by design, and should be applied and written on with care. A damaged seal can destroy the specimen security.*

11. Using a dark-colored medium ballpoint or sharp felt tip pen, DONOR initials the security seal (12) in the space provided, which will be on the side of the container. If this step is done before affixing the seal to the sample, it must be applied to the sample immediately, in the presence of an observing DONOR.
12. Avoiding smearing the writing, COLLECTOR checks to see that the initials are correct, then dates and signs the security seal (12) in the space provided.
NOTE: Minor tears in the seal, near the bends, are somewhat unavoidable and are acceptable. If the seal is damaged such that the lid could have been removed and replaced, it is not acceptable and will result in a “NO TEST,” just as if there were no seal at all. If a seal is broken on both sides of the lid have the DONOR select a new kit, label as before, transfer the sample, and complete steps 10–12 with a new seal.
13. COLLECTOR completes the chain of custody by entering his/her signature on the Collection Affidavit (14). COLLECTOR also records the date and time.
14. COLLECTOR places the specimen in the self-adhesive bag and seals the bag (15).
15. COLLECTOR folds and places the top two copies of the test request form in the unsealed pocket on the outside of the bag (16).

COLLECTION PROCESS—OBSERVED

1. This process may be followed either by special request of the client or initiated by the collection supervisor following an unacceptable unobserved collection.
2. COLLECTOR of the same sex witnesses the passage of urine into the collection container and assures that a proper specimen, unadulterated, and with a volume of at least 30 mL is obtained from the DONOR. Indicate on form that it is an observed collection.

PROCEDURES IF SAMPLE IS UNACCEPTABLE

1. Inadequate volume
 - a. If the volume is less than 30 mL have the DONOR drink **up to** two 8 oz. glasses of water and collect a second sample after a reasonable wait.
 - b. The original sample is discarded after using the numbers to label a second container from a new collection kit, which is selected by the DONOR.
2. Unacceptable specimen other than low volume
 - a. Complete the processing of the first specimen for shipment to the laboratory, including the chain of custody. Note the reason for judging the specimen unacceptable, in the COMMENTS space on the test request form.
 - b. Contact the collection site supervisor.
 - c. Allow the DONOR to choose a new collection kit. Use a new test request form.
 - d. Follow the collection process beginning with “Pre-Collection” section, step 5.