

Scripted Statements for Specimen Collections

1. The collector must positively identify the Donor prior to conducting the collection:

"Can I see your photo ID, please?"

2. Explain the test process:

"Your employer has asked us to conduct a specimen collection on you today. This is the form where we will document the process; you will receive a copy when you are finished. These are the instructions for completing the form. If you like, you may read them or take a copy home with you." * Point to a copy of the instructions for filling out a urine CCF*

3. Ask the Donor to empty his/her pockets:

"Please place everything in your pockets on the counter."

4. Instruct the Donor to wash their hands:

"Please wash your hands and make sure you include your wrists too."

5. Allow the Donor to select the collection kit:

"Please choose one of the collection kits. Notice that the kit is not busted, broken or tampered with in any way."

6. Explain the collection requirements:

"DOT requires a minimum of 45 ml. Please bring the specimen to me when you are finished and do not flush the toilet." We recommend the collector instruct the Donor to present the specimen to the Collector within 4 minutes of the Donor entering the restroom.

7. After the Collector has separated the specimen into the vials and dated the seals:

"Please initial both seals underneath the date."

8. Once the Donor has initialed the seals:

"You may place everything back into your pocket and wash your hands."

9. Instruct the Donor to complete step 5 of page 2:

"Next, please read this statement. Once you have finished reading it, you need to print your name and provide a signature. Also, you will need to write today's date and your date of birth. Finally, you will need to provide daytime and nighttime phone numbers. If you do not have another phone number, then you may write a family member's phone number, your employer's phone number or you may write your phone again. (It is a good practice for the collector to read the statement to the Donor.)

10. The Collector completes Step 4, secures the specimen, and distributes the CCF paperwork:

"This is your copy of the Custody and Control Form. Do you have any questions?"

11. At this time the Collector may dismiss the Donor.

12. If the Donor inquires about their medications, the Collector should state:

"You may write any of your medications on the back of your copy."