

Collection Check List

Step 1 CCF

- Get proper Donor ID & fill in Donor ID# in Step 1
- Explain process
 - Show instructions on back of CCF
 - Tell Donor they must stay for entire process, or it will be a Refusal to Test
- Remove outer clothing (hat, overcoat)
- Empty pockets
- 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)

Step 3 CCF

- Collector pours urine into specimen bottles
- Collector attaches labels/seals to specimen bottles
- Collector dates labels
- Donor initials labels
- Verify Specimen ID# on labels match Specimen IDs on CCF
- Double check labels – ensure 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, and secure completed specimen.

Distribute remaining copies:

- Donor copy (copy 5)
- MRO copy (copy 2)
- Employer copy (copy 4)
- Collector copy (copy 3)