

## Scripted Statements and Protocol For Specimen Collections

1. Positively identify the donor prior to conducting the collection:  
**"Can I see your photo ID, please?"**
2. Explain the test process while showing the CCF and the instructions for filling out a urine CCF:  
**"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 out the instructions. The instructions used to be on the back of copy 5. They are no longer on the new CCFs. AlcoPro has provided a one-page download of the instructions that you can print and laminate or turn into a poster.
3. Complete step 1 on the CCF.
4. Ask the donor to empty his/her pockets and, if applicable, to remove any outer clothing:  
**"Please place everything in your pockets on the counter."**
5. Instruct the donor to wash their hands:  
**"Please wash your hands and make sure you include your wrists too."**
6. 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."**
7. 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."**  
AlcoPro recommends the collector instruct the donor to present the specimen to the collector within 4 minutes of the donor entering the restroom.
8. Donor brings back specimen. Collector checks specimen for temperature, volume and signs of tampering and completes step 2 on CCF.
9. Collector separates the specimen into the vials (bottle A 30ml, bottle B 15ml), applies seals and dates the seals. Then hands vials to donor: **"Please initial both seals."**  
  
Collector and donor verify together that ID number on seals and CCF match.
10. Once the donor has initialed the seals:  
**"You may place everything back into your pocket and wash your hands."**

11. Instruct the donor to complete step 5 of copy 2. It is a good practice for the collector to read the statement at the top of step 5 to the donor.

**“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 an e-mail address and 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. “**

12. The collector completes step 4: prints and signs name, enters date and time of collection, and enters courier information.
13. Collector double-checks paperwork!!
14. Collector secures copy 1 and two specimen bottles in leak resistant plastic bag.
15. Collector hands copy 5 to donor:  
**“This is your copy of the Custody and Control Form. Do you have any questions?”**
16. At this time the Collector may dismiss the donor. If the donor inquires about their medications, the collector should state:  
**“You may write any of your medications on the back of your copy.”**
17. Collector distributes remaining copies:
  - a. MRO copy (copy 2)
  - b. Employer copy (copy 4)
  - c. Collector copy (copy 3)