



NATA Accreditation: 2619

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# Chain-of-Custody Form - Urine Drug

## DONOR IDENTIFICATION & CONSENT

[illegible]

I have read and understood the information sheet on urine drug testing and I give my informed consent for the collection and testing of a urine specimen for the presence of drugs of abuse (and/or a breath specimen for the presence of alcohol, as indicated below under "On-Site Testing").

Donor / Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ON-SITE TESTING

☐ On-Site Testing AS/NZS 4308:2008☐ Alcohol Breath Test

## REQUESTING AUTHORITY

# CITY OF WANNEROO

Doctor Code: **C2138**

Donor initial: \_\_\_\_\_  
(Verify this is the correct company)

**LABORATORY TESTING REQUIRED**☒ Urine Drug Screen AS/NZS 4308:2008

☒ Confirmatory test (specify drug class):

☒ Urine Alcohol

☐ Methadone (EDDP)

☐ Other drugs (specify):

## ACCOUNT DETAILS

PAYCAT: CW

## REFERENCE

REF:

## SPECIMEN COLLECTION

☐ Observed collection ☒ Supervised (unobserved) Number of samples sent: \_\_\_\_\_ Specimen appearance: \_\_\_\_\_

Temperature (circle): **<33** 33 34 35 36 37 38 **>38** Creatinine: \_\_\_\_\_ mg/dL Lot No.: \_\_\_\_\_ Expiry: \_\_\_\_\_

Collection Site / Room Code: \_\_\_\_\_ Collection Date: \_\_\_\_\_ Collection time (24 hr clock): \_\_\_\_\_

## ON-SITE TESTING RESULTS

AMP	MOP	BZO	MAMP	COC	THC	Lot No. _____
						Expiry. _____

**N=** Negative      **RFT=** Requires further testing

**BREATH ALCOHOL** (This test is not covered by NATA accreditation)

.   g/ 210 L      Alcometer. \_\_\_\_\_  
Serial No.. \_\_\_\_\_

## DONOR DECLARATION & CERTIFICATION

**MEDICATIONS (OPTIONAL):** I declare that I have taken the following prescription, non-prescription medications or other agents in the last month (Please Print):

I certify that the urine specimen identified on this form is my own and was provided by me to the authorised collector. I also certify that the specimen containers were sealed with tamper-evident seals in my presence and that the information provided on this form and on the labels is correct. I certify that for any on-site testing performed, such testing was carried out in my presence. I consent to the release of all results and declared medications to the authority requesting my specimen(s) to be tested (such as my employer/prospective employer/medical practitioner, or their authorised representative). I understand that in the event that a confirmed positive result is obtained for any drug(s), my specimen will be held for three months so that I may request independent testing of the specimen to be carried out.

Donor / Guardian Signature: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## COLLECTOR COMMENTS

**COLLECTOR CERTIFICATION:** I certify that I witnessed the donor/guardian sign the "Donor Identification & Consent". I have verified the donor's (or guardian's) identification, and that the specimen identified on this form was provided to me by the donor, whose consent appears above. I certify that the specimen bears the same identification and was collected, divided, labelled and sealed in accordance with the instructions provided, and in compliance with the relevant standard.

Collector ID: \_\_\_\_\_ Certification No.: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CHAIN OF CUSTODY TO BE COMPLETED BY PERSONNEL WHO HANDLE THE SPECIMEN					
Received by					
Signature					
Date/Time Received					
Seals Intact	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Labels Match	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

**NOTE:** The original document must accompany the specimen(s) when despatched for laboratory testing and be sealed inside the specimen bag



# URINE DRUG SCREEN COLLECTION PROTOCOL

## SPECIMEN COLLECTION

1. Donor must present photographic identification unless the Requesting Doctor or Requesting Officer directs otherwise. The type of identification must be noted on the chain of custody form. Some corporate clients may elect to use their own procedures for identification of donor using non-photographic ID. This also must be noted on the COC form.
2. Record all recent Medications under Medications/Notes. Ask for any drugs including herbal supplements taken in the last month.
3. Urine Drug screens must be observed (witnessed) collections unless directed otherwise by the Requesting Doctor or Requesting Officer. For observed collections tick the 'Observed' box under the Collection Certification section. The collector should ask the donor to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the donor's urine sample. All personal belongings should be left outside the collection facility. For unobserved (unwitnessed) collections tick the 'Unobserved' box under the Collection Certification section. If permission is given to proceed with an unobserved collection, please refer to additional instructions below "Unobserved Urine Drug Screens".
4. The donor should thoroughly wash hands prior to providing the specimen to ensure that no adulteration on the hands can be transferred to the specimen. All collection containers must be labelled with the donor's name and date of birth and the collection date and time, PRIOR to collection to eliminate the possibility of sample substitution. No other person may have access to the room where the collection is being witnessed while the collection is proceeding.
5. After voiding, the donor must hand the specimen container directly to the collector. The specimen must remain within the sight of both parties at all times until properly sealed for dispatch to the laboratory.
6. If the collector becomes suspicious about the sample provided then they should note this on the chain of custody form or contact the laboratory. Avoid confronting the donor about your concerns.
7. The Collector should immediately read and record the temperature sensitive strip on the collection jar. The reading must take place within 4 minutes of urination. The acceptable temperature range is between 33 °C and 38 °C. The appearance of the sample also needs to be recorded. AS/NZS 4308:2008 also requires an on-site urine creatinine to be done to check sample integrity. If the sample integrity cannot be established due to failed temperature or creatinine measurement then a repeat, witnessed collection should be performed. If the Creatinine is low please recollect after at least 2 hours to allow the urine to concentrate. The original and repeat samples are both sent to the laboratory for testing. A new Chain of Custody form must be completed for each specimen, please note on the second request form that this is a repeat collection. This will allow the laboratory to cross reference the samples.
8. The sample must be split between two containers to comply with AS/NZS 4308:2008.
9. All samples must be sealed with tamper proof tape. Both the collector and the donor must sign the tamper proof tape. The specimen(s) should not leave the donor's sight until they are sealed with tamper proof tape bearing the signature of the donor and collector.
10. Specimens and accompanying chain-of-custody form shall be placed together in a biohazard bag and kept in a secure place until transported to the laboratory by laboratory courier or other authorised carrier.

### **Unobserved Urine Drug Screens.**

If the requesting officer authorises an unobserved collection the following precautions must be taken. All taps and soap dispensers must be sealed using tamper evident seals after the subject has washed their hands but before the sample is produced. It can be helpful to place a biohazard bag over the taps and sealing this with tamper evident seals. The donor must have no access to water or possible adulterants while in the toilet unsupervised. All bins including sanitary napkin disposal units must be removed in case they are being used to hide substitute samples or adulterants. Cupboards must be locked or emptied. The toilet must have a colouring agent that includes the water in the cistern. If the cistern water is not coloured the cistern must also be secured with tamper evident seals. The donor must empty pockets and remove any bulky outer garments. These must be held securely whilst the donor is providing the sample. A lockable cupboard or filing cabinet is preferred