

C.O.C. (Chain-of-Custody) Collection Procedure for Patient Requested Testing

Blood Alcohol Collection

Specimen will be sent to LabCorp in RTP, NC for testing.

The following information is **required** to process specimen:

- **Patient's complete name**
- **Patient's Phone number**
- **Name of the contact person who is to receive the report (if applicable)**

Donor **must** be present and witness the following:

- **Specimen handling**
- **Placing of security barcode C.O.C. tape on tube(s)**
- **Bagging of specimen and C.O.C. form**
- **Sealing of bag containing specimen tube(s) and paperwork**

DRAWING:

1. Order request for C.O.C. Alcohol and retrieve request for testing.
2. Make a copy of authorization form (if available) and driver's license to use in a later step (see "Form Distribution" [yellow collector copy] below).
3. You may write in a responsible party for the M.R.O. if available.
4. Indicate donor's Social Security number (SSN), obtained from driver's license (if available). (Use registration number as alternate identification [ID] number if driver's license or SSN is not available).
5. There may or may not be a Health Insurance and Portability Act (HIPPA) authorization area (if applicable, please have donor sign the appropriate area) on the back side of a drug screen form.
6. Indicate on the C.O.C. form with a check mark the "Other" box and specify a reason for testing.
7. Indicate on the C.O.C. form with a check mark the appropriate panel tests being requested for C.O.C. drug testing (if not preprinted).
8. Prep patient's arm with Betadine.
9. Draw blood in a grey-top (potassium oxalate/sodium fluoride) tube(s).
10. Donor must date and initial the barcode C.O.C. tape found at the bottom the C.O.C. form.
11. Collector who drew the blood will indicate on the C.O.C. form:
 - Collection Site Address
 - Collection Site Phone/Fax number
 - Date and time of draw
 - Print and sign their name
 - Name of the appropriate courier in "released to" box
12. Collector will remove the barcode C.O.C. tape from the form and affix tape across top of tube(s). **Seals must be applied in a certain way (refer to C.O.C. request form for detailed instructions).**
13. Collector will turn to the second copy (pink), donor's section (lower portion) of form and request that donor provide his/her following information:
 - Printed name and signature
 - Date of draw
 - Daytime and evening phone number
 - Birth date
14. After specimen has been drawn and the donor has completed the donor's section of C.O.C. form, the collector will enter the time the specimen was collected into the computer.

BAGGING:

1. Place barcode sealed tube(s) in transport bag (side with absorbent material).
2. Fold completed C.O.C. form (white copy) and place in the pouch at back of transport bag.
3. Pull the blue protector strip, fold bag over pouch containing form, and seal.

SENDING:

1. Put bagged specimen in Reference refrigerator in the appropriate courier box. Specimen will be kept refrigerated until courier pickup at which time specimen will be transported to performing laboratory at ambient temperature.
2. LabCorp, must be notified Monday through Friday of a specimen to pickup (no pickup on Saturday or Sunday).

FORM DISTRIBUTION:

1. White (first copy) is folded and placed in the pouch at back of transport bag. Fold bag over this pouch, and seal.
2. Pink (M.R.O. copy), Blue (employer copy), and Yellow (collector copy) gets stapled to the original authorization along with copy of driver's license.
3. Green (donor copy) is given to the donor.
4. Record the procedure in the Drug Screen Log Book, then place forms in tray under Drug Screen Log Book.

RESULTING:

1. Request for testing sent through computer is verified for the time test is done.
2. Release test in computer. The following comment will appear - "This test has been forwarded to a testing facility designated by Decatur Morgan Hospital."
3. A couple times a day the previous message (#2) for drug screens drawn will be released by a laboratory technician.
4. Results will be returned to the Decatur Morgan Hospital Laboratory that submitted the specimen.
5. The donor will be notified that results are back and a copy may be picked up. At the time of collection, the donor may sign a release allowing the results to be faxed to a requested number.

Observed or Unobserved Urine Collection**Specimen will be sent to LabCorp in RTP, NC for testing.**

Donor must remove coat or unnecessary bulky clothing before collection. Collections are usually not observed; see original C.O.C. request form for verification. If observing the collection is necessary, the same gender must observe collection. Place blue dye into toilet bowl before proceeding with urine collection. Instruct donor to collect urine specimen, and give it to the appropriate person prior to flushing toilet or washing hands.

The following information is **required** to process specimen:

- **Patient's complete name**
- **Patient's phone number**
- **Name of the contact person who is to receive the report (if available).**

Donor **must** be present and witness the following:

- **Specimen handling**
- **Placing of security barcode C.O.C. tape on urine transport bottle(s)**
- **Bagging of specimen and C.O.C. form**
- **Sealing of bag containing urine transport bottle(s) and paperwork**

COLLECTING:

1. For C.O.C. drug testing, use Drug Screen Kit supplied.
2. Obtain request for C.O.C. drug testing to verify required testing.
3. Make a copy of authorization form and driver's license to use in a later step (see "Form Distribution" [yellow collector copy] below).
4. Indicate donor's Social Security number (SSN), obtained from driver's license (if available). (Use registration number as alternate identification [ID] number if driver's license or SSN is not available).
5. There may or may not be a HIPPA authorization area (if applicable, please have donor sign the appropriate area) on the back side of a drug screen form.
6. Indicate on the C.O.C. form with a check mark the "Other" box and specify reason for testing.
7. Indicate on the C.O.C. form with a check mark the appropriate panel tests being requested for C.O.C. drug testing (if not preprinted).
8. Collector is to open the collection kit (kit will contain 1-urine collection cup, 2-urine transport bottles, and a transport bag) in the presence of the donor. Collector gives donor the urine collection cup and asks that the donor fills collection cup with (minimum: 45 mL) of urine. If volume is insufficient, the specimen and collection cup should be discarded. Donor should

drink up to 24 ounces of fluids and remain in the lab until the second attempt is successful. If donor can give 30 mL of urine only, send out as single bottle collection. If donor is still unable to obtain urine after 2 hours, the collection is discontinued and the employer is notified.

9. Collector must read the temperature strip on the side of urine collection cup within 4 minutes of collecting specimen and check appropriate box on the C.O.C. form.
10. For single transport bottle collection, place at least 30 mL of urine into bottle. For split transport bottle collections, place 30 mL of urine into first transport bottle and 15-30 mL into second transport bottle. Fill lines are molded into side of the transport bottle.
11. Collector must indicate on the C.O.C. form if collection is a single or split collection.
12. Close and latch lid tightly on bottle(s).
13. Donor must date and initial the barcode C.O.C. tape(s) (seal strip labeled "A" and/or "B") found at the bottom the C.O.C. form.
14. Collector of specimen will indicate on the C.O.C. form:
 - Collection Site address
 - Collection Site phone/fax numbers
 - Date and time of collection
 - Print and sign their name
 - Name of the appropriate courier in "released to" box
15. Remove the barcode C.O.C. tape (seal strip labeled "A") from form and attach to top and down sides of first transport bottle so that the bottle will now have the same ID number as the paperwork. Remove the barcode C.O.C. tape (seal strip labeled "B") from form and attach to top and down sides of second transport bottle with "B" strip. **Seals must be applied in a certain way (refer to C.O.C. request form for detailed instructions).**
16. Collector will turn to the second copy (pink), donor's section (lower portion) of form and request that donor provide his/her following information:
 - Printed name and signature
 - Date of draw
 - Daytime and evening phone number
 - Birth date
17. After specimen has been collected and the donor has completed the donor's section of C.O.C. form, the collector will enter the time the specimen was collected into the computer

BAGGING:

1. Place barcode sealed urine transport bottle(s) into transport bag (side with absorbent material).
2. Fold completed C.O.C. form (white copy) and place in the pouch at back of transport bag.
3. Pull the blue protector strip, fold bag over pouch containing form, and seal.

SENDING:

1. Put bagged specimen in Reference refrigerator in the appropriate courier box. Specimen will be kept refrigerated until courier pickup at which time specimen will be transported to performing laboratory at ambient temperature.
2. LabCorp must be notified Monday through Friday of a specimen to pickup (no pickup on Saturday or Sunday).

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1. White (first copy) is folded and placed in the pouch at back of transport bag. Fold bag over this pouch, and seal.
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3. Green (donor copy) is given to the donor.
4. Record the procedure in the Drug Screen Log Book, then place forms in tray under Drug Screen Log Book.

RESULTING:

1. Request for testing sent through computer is verified for the time test is done.
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