



UNEVENTFUL URINE COLLECTION – Did the collector ...

- Require employee to provide positive identification (Part 40.61(c)).
- Explain basic collection procedure, show employee instructions on back of CCF (Part 40.61(e)).
- Direct the employee to remove outer clothing (jacket, hat) and to leave these garments and other personal items (briefcase, purse, etc.) in a mutually agreeable location (Part 40.61(f)).
 - o Advises employee that failure to comply constitutes a refusal to test.
 - o Allows employee to keep wallet (40.61(f)(2)).
- Direct employee to empty pockets and display items in them (Part 40.61(f)(4)).
 - o If no potential adulterants are found, allow employee to return items to pockets.
- Use the Federal Drug Testing Custody and Control Form (OMB No. 0930-0158) (40.45(a)).
- Complete Step 1 of CCF (Part 40.63(a)).
 - o Ensure that the name and address of the HHS-certified lab or HHS-certified IITF are on the top of the CCF.
 - o Ensures that the Specimen ID at the top of the CCF matches the Specimen ID on labels/seals.
 - o Checks the Specify Testing Authority (DOT) and the Specify DOT Agency checkboxes.
 - o Checks the Reason for Test box (Pre-Employment, Random, Post-Accident, etc.).
 - o Checks the Drug Tests to Be Performed box (THC, COC, PCP, OPI, AMP for DOT).
- Instruct employee to wash/dry hands and not to wash hands again until delivering specimen to collector (Part 40.63(b)).
- Ensure collection container is selected and unwrapped in presence of employee (Part 40.63(c)).
- Secure urination facility before the collection (If single-toilet room with a full-length privacy door) (Parts 40.41 & 43).
 - o Secures any water sources or make them unavailable to employees (e.g., turn off water inlet, tape handles to prevent opening faucets).
 - o Ensures that the water in the toilet tank contains bluing agent.
 - o Ensures that soap, disinfectants, cleaning agents, or other possible adulterants are not present.
 - o Inspects the site to ensure that no foreign or unauthorized substances are present.
 - o Tapes or otherwise securely shuts any movable toilet tank or puts bluing agent in the tank.
 - o Ensures that undetected access (e.g., through a door not in your view) is not possible.
 - o Secures areas and items (e.g., ledges, trash receptacles, paper-towel holders, under-sink areas, drop-down ceiling panels) that appear suitable for concealing contaminants.
- Direct employee to go into room used for urination and instruct employee to:
 - o Provide at least 45 ml of urine.
 - o Not flush the toilet.
 - o Return specimen to the collector as soon as the void is complete.
 - o Allow only the employee into the room used for urination (40.41(d)(1)).
- Check that the specimen:
 - o Contains at least 45 ml of urine. If not, follow shy bladder procedure (Part 40.65(a)).
 - o Reads temperature strip within 4 minutes (Part 40.65(b)).
- Mark appropriate box in Step 2 of CCF (Yes = between 90 and 100 degrees).
- Check specimen for signs of tampering (Part 40.65).
- Check specimen for unusual color, foreign objects/material, or other signs of tampering (odor).
- Mark box in Step 2 of the CCF indicating a split specimen collection (Part 40.71(b)(1)).
- Pour at least 30 ml of urine into the primary specimen bottle (Part 40.71(b)(2)).
- Pour at least 15 ml of urine into the secondary specimen bottle (Part 40.71(b)(3)).
- Secure the lids or caps on the specimen bottles (Part 40.71(b)(4)).
- Place the tamper-evident seals on the specimen bottles (Part 40.71(b)(5)).
 - o Dates the specimen bottle seals, after affixed to the bottle (Part 40.71(b)(5)).
 - o Ensures that the employee initials specimen bottle seals (Part 40.71(b)(7)).
- Direct employee to read and sign certification statement on Copy (MRO) 2, Step 5 of CCF and to provide date of birth, printed name, day and evening contact telephone numbers (Part 40.71(a)(1)).
- Print collector name in Copy 1, Step 4 of CCF; record the date and time of collection; sign statement; enter actual name of delivery service transferring the specimen to laboratory (Part 40.73(a)(2)).
- Ensure that all copies of the CCF are legible and complete (Part 40.73(a)(3)).
- Remove Copy 5 of the CCF and give it to the employee (Part 40.73(a)(4)).
- Place specimen bottles and Copy 1 of CCF in plastic bag and secure both pouches of plastic bag (Part 40.73(a)(5)-(a)(6)).
- Advise employee that he/she may leave the site (Part 40.73(a)(7)).
- Place plastic bag in shipping container and seal container as appropriate (Part 40.73(a)(8)(i)-(ii)).
- Recheck the urination facility, performing all steps as was done prior to the collection to ensure the site's continued integrity.
- Conduct the collection for only one employee at a time (40.43(d)(1)).