

Urine Collection – Forensic

Collection Site Preparation

1. The collection site must have all the supplies needed to complete a specimen collection (e.g. collection kits, ink pens, single-use collection containers and specimen bottles, Custody and Control Forms (CCFs), tamper-evident tape/seals, leak-resistant plastic bags, absorbent material, shipping containers, bluing agent, and disposable gloves).
2. Ensure that there is a toilet/urinal, a means for washing hands, a suitable clean surface for the collector to use as a work area, and a secure temporary storage area (preferably refrigerated) for maintaining specimens until they are transferred to the laboratory.
3. Ensure access to collection supplies is restricted only to the collector(s)/donor(s) and other authorized personnel.
4. For escorted (unobserved) collections, remove access to items that could be used to adulterate, substitute, or dilute the specimens from the collection area such as soap, disinfectants, cleaning agents, or water. Flush the toilet and ensure there is bluing in the toilet prior to each collection.

Urine Collection

1. Wash and dry your hands.
2. Put on clean disposable gloves in the presence of the donor.
3. Positively identify the donor by one of the following acceptable forms of verification of donor identity: picture identification (government, state or employer issued picture identification) or designated client contact of record.
4. Have the donor empty pockets and remove any unnecessary outer clothing (i.e. coat, hat or bulky items such as purses, brief cases, fanny packs etc.).
5. Instruct the donor to select a collection kit.
6. Complete Step 1 on the CCF as instructed on the reverse of the form.
7. Instruct the donor to rinse his/her hands with water only.
8. Instruct the donor to not flush the toilet.
9. Instruct the donor to void into the collection container, filling it as full as possible and to return the collected specimen to you. A minimum of 45 mL is required for Drugs of Abuse testing, 60 mL is required for Steroid testing.
 - a. For observed collections, instruct the donor to remove their clothing (from nipple line to knees) and directly observe the donor voiding urine into the container.
 - b. For escorted (unobserved collections), neither the collector nor anyone else may go into the stall with the donor during the collection. The collector should stand outside of the door or stall during collection.
10. After collection, receive specimen cup from the donor and continue to Step 2 on the CCF as instructed on the reverse of the form.

11. For split specimen collections, pour at least 30 mL of the urine specimen into Bottle A and at least 15-30 mL of the urine specimen into Bottle B.
12. The use of tamper evident label/seal to secure the specimen across the cap, annotated by donor initials and date of collection by collector is required (see photo). The number printed on the CCF and the tamper evident label links the specimen to the donor and to the completed CCF.
13. Flush the toilet and ensure there is bluing in the toilet prior to each collection.
14. Remove and discard gloves.
15. Wash and dry your hands.



Specimen Requirements

1. Unacceptable Temperature with Acceptable Volume
 - a. Temperature too hot or too cold, submit this urine specimen to the testing laboratory as proof of its collection. Complete the collection process for the unacceptable temperature specimen. Document “unacceptable temperature” – too hot or too cold in the “remarks” section of the CCF. Inform the donor of this disparity, fill out a new CCF. A second collection should be performed by Direct Observation.
2. Unacceptable Volume with Acceptable Temperature
 - a. Submit this specimen to the laboratory as proof of its collection. Document in the “remarks” section of the CCF – Quantity NOT Sufficient / Temperature acceptable – Do NOT test this specimen. The donor has 3 hours in which to provide an acceptable urine specimen. The Collector initiates the “Shy Bladder” procedure – the donor is allowed to drink no more than 40 ounces of fluid over the 3 hour period. If the donor is unable to produce a urine specimen after 3 hours, the Collector must contact the Program Coordinator for instructions on whether to continue or discontinue the collection process.

Packaging and Shipping Samples

At the end of the business day package all secured specimens for shipment. Select the appropriate container based on the number of specimens. Place the FedEx Express Paid Shipping label on the package for pickup. Schedule pickup by calling 1.800.GoFedEx (1.800.463.3339) or go to fedex.com.