

Collection Site Preparation

1. Supplies Needed:
 - 1.1. Oral Fluid collection devices
 - 1.2. Requisitions
 - 1.3. Clear specimen bags
 - 1.4. Ink pens
 - 1.5. Shipping labels
 - 1.6. Clinical packs/boxes
 - 1.7. Personal protective equipment – mask, gloves, lab coat, etc.

Sample Collection

1. Complete the Laboratory Request Form for oral fluid. See Appendix I for instructions for form completion. See Appendix II for electronic requisitions.
 - 1.1. Write the donor's name and date of birth on both the adhesive label and the Requisition Form.
 - 1.2. Enter remaining requisition data.
 - 1.3. Verify with the donor their name and date of birth.
2. Check the Quantisal™ packaging for a current expiration date.
 - 2.1. If device is expired:
 - 2.1.1. Do not use expired devices.
 - 2.1.2. Ask the practitioner if an alternative specimen may be collected.
 - 2.1.3. Discard expired devices.
 - 2.1.4. Order more supplies.
3. Ask the donor to "swish and spit" with water at least 10 minutes prior to the specimen collection.
 - 3.1. The donor must not consume food (including gum, candy, etc.) or beverage (including water, coffee, soda, etc.) until after sample collection.
4. Instruct the donor to wash their hands thoroughly and to not touch or handle anything prior to opening the collection kit. It is recommended to have donor put on clean medical gloves.
5. Have the donor move tongue side to side to accumulate saliva in his/her mouth prior to starting collection.
6. Open Quantisal™ package. Ask the donor to remove the collection device components (transport tube and sealed collector pad) from its package. Set the transport tube aside for alter use
7. Ask the donor to peel open the sealed package and remove the collector pad. Keep the pointed end of the device pointed down once opened. **Do not handle the pad or set it on a counter. *In order to avoic contamination, the swab must only be handled with clean donor hands or clean gloved hands.**
8. Instruct donor to position the pad under the tongue, close their mouth as they would with a thermometer, and keep their head down to allow gravity to help with saliva collection. NOTE: Advise the donor to avoid chewing or sucking the pad.



Oral Fluid Collection Instructions

9. The collection device should remain under the tongue until the stem indicator turns **completely** blue (see successful collection photo). The collector must not remove the collection device at first sign of blue in the indicator window; as illustrated in the failed attempt photo.
10. Prior to removing collection pad from the donor's mouth, the collector must put on clean medical gloves.
11. Remove collection device from the donor's mouth as soon as the indicator turns completely blue.
12. If the indicator has not turned blue in 10 minutes, remove the device and discard. The donor may try drinking water. After drinking water **and waiting 10 minutes**, try to recollect with another device.
13. If donor cannot provide an adequate oral fluid specimen, the practitioner may request an alternative specimen type (blood or urine). The alternative specimen should be collected and submitted for testing instead of the oral fluid kit to ensure accuracy of test results. **DO NOT** send in the oral fluid specimen. Discard the oral fluid specimen.
14. Hold the Quantisal transport tube in an upright position and uncap by pushing up the red cap. It is critical not to spill or empty the blue buffer liquid (3mL) from the tube.
15. With clean gloved hands from step 10, the collector should insert the device into the uncapped transport tube and carefully replace the cap. Ensure you hear a definite "snap" when closing the transport tube.
NOTE: Do not ingest blue buffer solution or place device in mouth after it has made contact with the buffer solution.
*In order to avoid contamination, the swab must only be handled with gloved donor/collector hands.
16. Remove the label from the top of the Laboratory Request Form and place the label length-wise on the side of the tube – **DO NOT** wrap the label around the tube; otherwise the barcode cannot be read.



Pack the Specimen for Pick-Up/Shipping

17. Place the closed transport tube into the specimen bag with the absorbent pad.
 - 17.1. Fold and place the completed Laboratory Request Form along with a copy of the donor's insurance card in the back pouch of the Aegis specimen bag.
 - 17.2. If the donor does not have an insurance card, obtain and verify their social security number and document it in the demographics section of the Laboratory Request Form.
18. It is important that the specimen and pad be in one compartment and the paperwork in the other to avoid contamination of the requisition in the event of specimen leakage.
19. Seal the bag using the zip-top closure.
20. Immediately place the sealed specimen bag into the proper shipping container.
 - 20.1. If the specimen will not be picked up or shipped within 24 hours, refrigerate the specimen at a temperature of 2-8°C.
 - 20.2. If the sample cannot be shipped within 48 hours of collection, freezing is recommended. Ship frozen sample with cold pack if possible. The recommended temperature range for freezers is < -10°C.
21. Oral Fluid specimens may be shipped in the same shipping container as other toxicology specimens collected that day (urine and/or blood).
22. If no other specimens are collected on the same day that you collect an oral fluid sample, place the FedEx Billable Stamp on the Small Clinical Box and proceed with shipping. The Small Clinical Box may be shipped along with urine specimens in the FedEx Clinical Pak if space permits. If oral fluid specimens are being shipped along with urine in the Large Clinical Box, no other outer packaging is needed.
23. Remove disposable gloves and discard into the hazardous waste container.
24. Wash and dry your hands.
25. Ship specimen(s) to the laboratory within 24 hours of collection using the preprinted FedEx labels provided by Aegis.
26. **NOTE:** If the specimen(s) cannot be shipped within 24 hours of collection, refrigeration is recommended. If the specimen(s) cannot be shipped within 48 hours of collection, freezing is recommended (< -10°C). Utilization of frost-free (automatic defrost) freezers with frequent freeze-thaw cycles may contribute to sample degradation.

APPENDIX I – PAPER REQUISITION INSTRUCTIONS

DIAGNOSIS CODE(S)

NOTE: All requisitions must have a valid ICD-10 code provided by the physician to support the medical necessity of the order. Diagnosis codes are 3-7 characters (e.g., M79.604). The first digit is alpha, 2nd and 3rd are numeric, and 4-7 can be alpha and/or numeric.

1. Codes beginning with a numeric digit are not valid. All diagnosis codes must begin with a letter.
2. V58.69 is not a valid code

BILLING/INSURANCE

Obtain insurance information and ALWAYS validate it with the patient. Mark the appropriate check box on the Laboratory Request Form.

If Worker's Comp, Letter of Protection (LOP), or Auto:

Completely fill out the Aegis Insurance Information Form and make a copy of the applicable Letter of Protection (LOP), the front and back of the auto insurance card and the patient's health insurance card and send in with the specimen.

PATIENT INFORMATION

PATIENT DEMOGRAPHICS

Fill in patients complete Social Security Number, First Name, Middle Initial, Last Name, Sex, Date of Birth, Address, City, State, Zip Code and Phone Number

PATIENT SIGNATURE

Ask the patient to verify their information and get their signature

COLLECTION INFORMATION

COLLECTOR'S INITIALS

Legibly write your initials in the box.

DATE COLLECTED

This is the Date of Service (DOS).

TEST INFORMATION

Select the test(s) requested by the provider.

PRESCRIBED MEDICATIONS

Mark the drugs prescribed and the appropriate usage—either Daily or PRN.

PROVIDER INFORMATION

PROVIDER NAME

Select or legibly write the appropriate requesting provider (Choose only one).

PROVIDER SIGNATURE

Obtain the physician's signature, if required by your clinic.

APPENDIX II – SPECIMEN TRACKING FORM PROCEDURE

PAPER REQUISITIONS

1. Complete one Specimen Tracker form per FedEx Label.
 - a. Write the specimen numbers of all specimens being shipped in the “Sample #” columns.
 - b. Affix the FedEx tracking number from the detached stub on the return label to the designated area on the Specimen Tracker form.
 - c. Count the number of specimens and write the total in the “Total Specimens” box on the form.
 - d. Print your name, Client ID #, phone number and date on the form.
2. The Specimen Tracker form must be complete and accurate. You may be asked to refer to the form if specimens are missing when the shipment arrives at the laboratory.
3. Make a copy of the Specimen Tracker form and keep it in your records for a minimum of two years.
4. Include the original Specimen Tracker form in each FedEx package.
5. Specimen tracker forms can be downloaded from Athena at: [Specimen Tracker](#)

ELECTRONIC LABORATORY REQUISITIONS

1. From the Web Portal, print the Electronic Submittal Log.
2. Confirm that all specimens are noted on the log.
3. Click here for [Order Manager Instructions](#).

APPENDIX III – 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 Client Services or your ISR, or by calling 1.800.GoFedEx (1.800.463.3339) or go to [fedex.com](https://www.fedex.com).

Reference the Hazardous Materials Packaging and Shipping SOP. Consult FedEx instructions for packaging UN3373 shipments for additional information. Shipping must comply with IATA and DOT shipping regulations.

SMALL AND LARGE AEGIS CLINICAL BOXES (“AEGIS BOX”) UP TO 20 SPECIMENS



CLINICAL PACK BAG

