

Workplace urine drug test – guidelines for specimen collection

The following guidelines illustrate the steps necessary to ensure specimens are properly collected. However, practical considerations may prevent some of these steps being carried out exactly as described.

Appropriate modifications may need to be made in particular circumstances, but these should be discussed with the relevant laboratory before implementation.

Step 1: Prepare for sample collection

1. Ensure taps or other water sources are NOT available in cubicle where specimen will be collected.
2. If possible, place blueing agent in toilet cistern. If you cannot access the cistern, add blueing agent (or suitable colouring) to water in toilet bowl BEFORE each collection.
3. Establish identity of the person providing specimen (donor), e.g. check ID card or drivers licence
4. Ask donor to declare medications they are taking, including any prescription and over-the-counter (OTC) drugs.
5. Explain collection and testing process.
6. Ask donor to surrender any bags or containers, to empty the contents of their pockets and to remove any bulky clothing which may reasonably conceal any adulterant (i.e. substance that could pollute the specimen). Put all surrendered items in a secure place.

Step 2: Conduct INITIAL TESTING and interpretation

Sample collection steps using DrugCheck® NxStep Urine Drug Screens:

1. Remove test cup from protective foil pouch.
2. Issue test cup (device) to donor.
3. Instruct donor to void directly into the device. Remain vigilant for this step.
4. Ensure specimen is above the minimum fill line, but note the test can run on as little as 10mL
5. Ensure donor immediately returns device to you.
6. Peel off the privacy label from device in front of the donor.

▼ A. Label ON



▼ B. Label OFF



▼ C. Post-collection



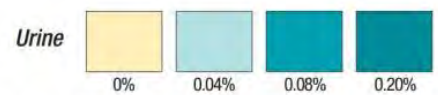
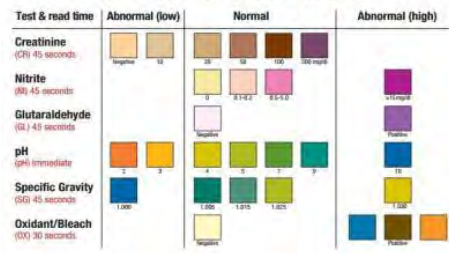
1. Check temperature of the specimen is within normal range. Temperature indicator is on the test cup.
2. ► At approximately 1 minute post collection check the adulteration colour pads against colour chart provided
3. At approximately 2 minutes post collection check the alcohol pad against the alcohol colour chart provided: NA for product codes 60601-6 or 60738-6
4. At 5 minutes post collection interpret the results but do not interpret the results after 10 minutes post collection: See Figure 3.
5. **The device has a procedural control (C) for each strip. This line MUST appear for the results of that test strip to be considered valid.**

- The complete ABSENCE of a line in the T-region suggests a **NON-NEGATIVE** result.
- A faint line in the T-region should be interpreted as a **NEGATIVE** result.

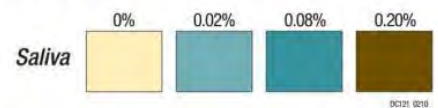
6. For non-negative result, go to Step 3.

For technical support, contact supplier:
Royal Medical Supplies,
T: 02 9939 4122, M: 0422 222 279

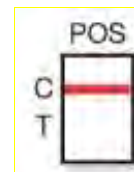
Adulterant Color Chart



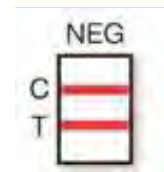
Alcohol Color Chart



▼ **Non-negative**



▼ **Negative**



Step 3: Conduct CONFIRMATION TESTING for non-negative result

For a **non-negative result**, conduct sample collection as follows:

1. Repeat preparation steps as per Step 1.
2. If sufficient kits are available, let donor choose a sealed collection kit.
3. ► Open sealed kit in presence of donor, by breaking open the 'sealed bag'.
4. Have the donor wash and dry their hands prior to collection.
5. Ask donor to fill the sample collection cup – there should be at least 45mL of urine for the sample.

ALWAYS stand outside the cubicle while donor provides the specimen.



REFERENCE Drug Specimen Collection Guide

6. ► The sample temperature is indicated by a **green dot**. If this dot does not appear after a minute or so to indicate temperature between 33°C and 38°C, and the validity of the first sample is in doubt, collect another sample using a new collection kit.
7. Immediately, and in the presence of the donor, check the temperature strip on collection cup and record the temperature.

If the person is unable to provide a specimen, give them 250mL of water to drink every 30 minutes until a urine sample can be collected.



8. ▼ Open sealed kit in the presence of donor by breaking the 'kit integrity seal'



9. A ballpoint pen is preferred when filling out the form to ensure all copies are legible. Fill in name of the employer in CLIENT REQUESTING TEST in the left box on top of the Custody and Control Form and, if applicable, the donor's employee number in the right box.
10. Ask the donor to complete and sign Section 1 of the Custody and Control Form.
11. If breathalyser testing is required, conduct testing as per breathalyser testing procedure and record results in Section 2 of the Custody and Control Form.
12. The temperature is indicated by a green dot (see B8 above). If this dot does not appear after a minute or so to indicate a temperature between 33°C and 38°C, and the validity of the first sample is in doubt, collect another sample using a new collection kit.
13. Immediately, and in presence of donor, check temperature strip on collection cup and record it in Section 2 of the Custody and Control Form.
14. In the presence of the donor:
 - a. Pour urine from collection cup into each of the specimen bottles provided. There should be at least 30mL for the 'A' sample and 15mL for the 'B' sample
 - b. Retain a small amount of urine in the collection cup for adulterant testing
 - c. Screw caps on specimen bottles tightly, ensuring they are secure to prevent leakage.

If donor is unable to provide a specimen, give them 250mL of water to drink every 30 minutes until a urine sample can be collected.

15. ► Have the donor check, initial and enter the date and time on the specimen security seals, then put your initials, and date and time on the seals. Note: A ballpoint pen is preferred to ensure signatures on security seals do not smudge.



REFERENCE Drug Specimen Collection Guide

16. Seal both specimens immediately by placing a specimen security seal over the lid of each bottle (bar-coded number over cap), with the ends pressed firmly down onto side of bottle.
17. ► Ensure the bar-code number on the seals match the bar-code number on the Custody and Control Form.



18. Complete a creatinine test on the urine remaining in the collection cup. Record the result on the Collector's Comments line of Section 2.
19. Complete Section 2 and sign. If urine specimen appears unusual in any way (e.g. smell, colour, suspended material, low creatinine level or temperature outside acceptable range), record your observations in Collector's Comments and collect a second sample with a new collection kit. Send BOTH samples to the laboratory for testing.
20. Ask the donor to complete Section 3 of the Custody and Control form.

21. ► In front of the donor, place the two specimens in the longer (back) pouch of the biohazard bag (this pouch has the tear-off strip at its opening).

Remove trapped air, peel off tape to expose adhesive strip and press front of pouch firmly onto adhesive strip all the way across the bag.

The blue Laboratory copy of the Custody and Control Form must be placed in the shorter (front) pouch. No seal is required for this pouch.



22. ► Place secured biohazard bag in the original cardboard security pack and seal with the larger (middle) of the three remaining red bar-coded seals on the box in the area indicated.

The two remaining seals can be used on the paperwork if required. If these seals are not required, destroy and dispose of them.



23. Give Specimen Provider copy of form to the donor and advise them they can now leave.
24. The top copy of the Custody and Control Form should be forwarded to the employer, while the 2nd copy can be retained by the collector for their records.
25. The security packs must be kept refrigerated in secure storage until collected by the courier.
26. Arrangements should be made to promptly transport kits by courier to your Accredited confirmatory laboratory of choice.

For recommendations please email info@royalmedical.com.au