

- 1. Prepare collection site.
- 2. Begin collection without delay. Alcohol test first, when practicable.
- 3. Check photo identification.
- 4. Explain basic collection procedures
- 5. Complete Step 1 of CCF.
- 6. Direct employee to remove outer clothing and leave purse/backpack/briefcase (may keep wallet).
- 7. Direct employee to empty pockets.
 - Refusal to empty pockets = refusal to test
- 8. Instruct employee to wash and dry hands, under observation.
 - Refusal to wash hands = refusal to test
- 9. Select or allow donor to select collection kit. Open and provide only collection cup to employee.
- 10. Direct the employee as follows:
 - Provide at least 45ml of urine into cup.
 - Do not flush toilet or wash hands.
 - Return as soon as possible with specimen due to temperature requirements.
- 11. Receive specimen and check the following:
 - Temperature 90-100 degrees F. Check Yes in Step 2 of CCF. If outside range, second collection required under direct observation, regardless of volume.
 - Volume at least 45ml. Check Split in Step 2 of CCF. If less than 45ml, initiate shy bladder procedures.
 - Signs of tampering/adulteration. If signs of tampering/adulteration, second collection required under direct observation, regardless of volume.
 - Admission of adulteration/substitution = refusal to test
 - Confrontational behavior or disruption of the collection process = refusal to test
- 12. Open/unwrap specimen bottles.
- 13. Pour specimen into bottles in front of employee. Minimum 30 ml in bottle A and minimum 15 ml in bottle B.
- 14. Verify specimen ID number on seals matches barcode on CCF and attach seals to bottles.
 - Collector dates seals on bottles.
 - Employee initials seals on bottles. If employee refuses to initial bottle seals, note in remarks on CCF. Donor may wash hands and flush toilet.
- 15. Direct employee to read and complete Step 5 on Copy 2 of CCF. If refusal to sign, collector prints employee's name in Step 5 on Copy 2 and notes refusal to sign in remarks on Copy 1 of CCF.
- 16. Collector completes Step 4 on Copy 1 of CCF.
- 17. Check legibility and completeness of all copies of CCF and provide Copy 5 to employee.
- 18. Place sealed specimen bottles and Copy 1 of CCF in laboratory bag and seal bag. Date/initial bag, if applicable. The employee may leave the collection site.
- 19. Discard leftover urine.
- 20. Prepare specimen for shipment to laboratory.
- 21. Distribute copies of CCF.
 - MRO and Employer copies transmitted within 24 hours or next business day
 - Collector retains copy for minimum 30 days
- 22. Ship specimen to laboratory within 24 hours or next business day.
- 23. Secure unshipped specimens.