



## COLLECTOR QUICK REFERENCE

- ☐ APPLICATION – Applicant Has Completed Application.
- ☐ BACKGROUND/MVR – Background/MVR Approved by Safety.
- ☐ GLOVES
- ☐ BIO-CUP Test Kit with Valid Expiration Date.
- ☐ DONOR ID – Verify ID
- ☐ DONOR PREP – Empty Pockets, No Jackets, Purses, Etc.
- ☐ SECURE COLLECTION AREA – Water Shutoff, No Substances in Area.
- ☐ INSTRUCT DONOR TO WASH HANDS IN YOUR VIEW.
- ☐ TEAR OPEN FOIL POUCH AND HAND COLLECTION CUP TO DONOR.
- ☐ REQUEST DONOR TO PROVIDE SAMPLE TO TEMPERATURE STRIP
- ☐ AFTER SAMPLE SUBMISSION ENSURE CAP IS CLOSED – Use Cap Closure Indicator.
- ☐ CHECK TEMP STRIP TO MAKE SURE SAMPLE IS WITHIN NORMAL RANGE – 90 – 100 If the temp is out of range perform a new collection.
- ☐ PEEL OF PRIVACY LABEL
- ☐ ENSURE TOP CONTROL LINE VISIBLE – Test is invalid without top line, new cup is required.
- ☐ READ DRUG RESULTS – Two lines negative (even if light). If the bottom line is missing send to lab.
- ☐ IF NEGATIVE COMPLETE PDF RESULT FORM - Fax to 888.977.8834
- ☐ IF NOT NEGATIVE – **COMPLETE CHAIN OF CUSTODY FORM** (see quick guide)

**Questions?**

**We can help!**

**Call 866.413.6872**