



CHAIN OF CUSTODY & LAB SHIPPING

QUICK REFERENCE

Non-negative or inconclusive results must be sent into the laboratory for testing.

You will need the **three-ply chain of custody form and the Federal Express Shipping Materials.**

- ☐ ADVISE THE DONOR THAT AN ADDITIONAL FORM IS REQUIRED.
- ☐ FILL IN THE DONOR INFORMATION -Enter Donor Name, Date of Birth, Donor ID and Gender.
- ☐ SEAL CUP - Remove the Seal from the bottom of the control form and affix to the cup. (Affix across the top of the cup to seal both sides).
- ☐ REQUEST THAT THE DONOR SIGN THE FORM – The third section of the form “TO BE COMPLETED BY DONOR”
- ☐ REQUEST THAT THE DONOR DATE AND INITIAL THE SEAL – There is a spot on the seal for the date and donor’s initials
- ☐ COMPLETE SECTION 2 – DRUG TEST TO BE PERFORMED – Check only the drug panel that did not produce two lines. Checking all the boxes will slow the result down.
- ☐ COMPLETE COLLECTOR CERTIFICATION - Sign the form, provide your name, date collected, time collected, temperature findings and indicate that the specimen was released to Federal Express.
- ☐ PLACE THE SPECIMEN IN THE SMALL BIOHAZARD BAG – Place the specimen in the back portion of the bag that has the absorbent material.
- ☐ SEPARATE THE CHAIN OF CUSTODY FORM – TOP COPY IN BAG – Fold the top copy and place in the front portion of the biohazard bag & Seal the bag. Please a copy in the driver file.
- ☐ PLACE IN FED/EX CLINICAL PACK – Place the biohazard bag with the chain of custody into the Federal Express Clinical Pak shipping bag.
- ☐ APPLY THE FEDERAL EXPRESS LABEL TO THE OUTSIDE OF THE SHIPPING BAG.
- ☐ CALL 1-800-GO-FEDEX to schedule a pickup or drop in your local Federal Express Drop Box.
- ☐ FAX A COPY OF THE CHAIN OF CUSTODY FORM TO 888.977.8834

Questions?

Call 866.413.6872