

PLEASE use collection site code / clinic ID on all COC forms, invoices, etc. If you do not know your ID number, please contact AIC or MOST.

***PLEASE READ ALL DIRECTIONS BEFORE STARTING THE COLLECTION***  
*Revised 09/12*



## **INSTA-CHECK & LAB TESTING COLLECTION PROTOCOL**

### **PROCEDURE FOR COLLECTION OF SPECIMEN:**

**(ALL SPECIMENS ARE SENT TO LAB FOR CONFIRMATION)**

**(YOU MUST COLLECT A SPLIT SPECIMEN!!)**

1. Positively identify the donor to be tested. Donor must have photo ID (i.e. – driver’s license or valid state issued ID).
2. Follow standard D.O.T. collection guidelines, paying particular attention to the removal of all outer garments, except for one shirt and one pair of trousers. \* Unlike DOT collection guidelines, empty all pockets, providing safe storage for the items removed, and turn pockets out. However, collectors will not require donor to remove their boots.
3. Ensure facilities have been secured in accordance with D.O.T. protocol for collection sites.
4. **IMMEDIATELY** read the temperature of the specimen as indicated on the collection container. The temperature **MUST** be within the DOT Protocol of **90 - 100** degrees.
  - I. **If the temperature of the donor’s specimen is NOT within the acceptable temperature range of 90 – 100 degrees, the donor must immediately submit a second specimen under direct observation.**
  - II. If the donor is unable to provide a sufficient quantity of urine (at least 30 ml), the original specimen and cup shall be discarded in front of the donor, and the donor will be allowed up to three (3) hours and may consume up to 40oz of fluid to provide the second specimen. The donor **CANNOT** leave the collection area. **Do not conduct a direct observation on the second attempt if the quantity is insufficient. Under NO circumstances may the collector combine specimen amounts from separate voids to accumulate a specimen of adequate volume. The collector CANNOT conclude the test early.** If donor agrees to the second specimen protocol but is still unable to provide an acceptable second specimen AND there is still time remaining under the three (3) hour time limit the donor may attempt to produce a third specimen. **If the donor agrees to attempt the third collection, it MUST be a direct observation collection.** All other protocols still apply
  - III. **If donor refuses to provide a second specimen:**
    1. Indicate on Chain-of-Custody that the temperature is out of range **OR** insufficient quantity

2. Distribute Chain-of-Custody copies as follows:
  - a. **IMMEDIATELY** fax Drug & Alcohol Compliance Verification form to AIC at (925) 671-8133
  - b. Collector's copy (page 2) - Keep for collection site records
  - c. Discard first specimen in view of donor
3. **Have donor contact AIC office at (925) 674-8080 for instructions.**

IV. Upon receipt of second specimen, **if temperature is in range** (90 - 100 degrees), then **proceed to step V. and complete collection.** If temperature **IS NOT** in range or if quantity is insufficient, **DO NOT SEND SPECIMEN TO LAB FOR FURTHER TESTING, discard specimen in front of donor,** and have donor contact AIC at (925) 674-8080. After hours call (925) 584-5027.

- V. If temperature of specimen **IS** between 90 - 100 degrees and Insta-Check result is **NEGATIVE:**
1. Complete the Chain-of-Custody form
  2. Have donor **print and sign** his/her name in designated areas
  3. Seal specimen bottle with bottle seal provided **in view of donor**
  4. Distribute copies of the Chain-of-Custody as follows:
    - a. Fax Drug & Alcohol Compliance Verification form to MOST at (913) 281-2567
    - b. Collector's copy (page 2) – Keep for collection site records
    - c. Return remaining copy (first page) to Alere with specimen
  5. Seal the specimen in the bag provided and have donor check to ensure good seal. Specimen can then be placed in FedEx Lab packs provided and await shipment to Alere.
  6. Drug & Alcohol Compliance Verification form must be completed and given to donor to bring to jobsite.

VI. If temperature of specimen **IS** between 90 – 100 degrees and Insta-Check result is **POSITIVE:** Follows Steps 1 – 5 (above)

**Collection Verification form must be completed and faxed IMMEDIATELY to AIC at (925) 671-8133. IF POSITIVE DO NOT RELEASE DRUG & ALCOHOL COMPLIANCE VERIFICATION FORM TO DONOR!!**

**DO NOT NOTIFY ANYONE OTHER THAN AIC OF POTENTIAL POSITIVE RESULTS. AIC will notify the jobsite contact.**

**\* Specimen shall be in view of donor and collector at all times**

**All results are to be faxed to MOST at (913) 281-2567**  
**IMMEDIATELY**

**RESULTS ARE NOT TO BE DISCUSSED WITH ANYONE OTHER THAN AIC. VIOLATION OF THIS WILL BE CONSIDERED A BREACH OF CONFIDENTIALITY AND APPROPRIATE ACTION WILL BE TAKEN.**