

Non-Federal Drug Testing Instructions

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Non-Federal Drug Testing Collection Instruction

Instructions for Completing the Drug Testing Custody Control Form

- A. Collector ensures that the name and address of the drug testing laboratory appear on the top of the CCF and the Specimen I.D. number on top of the CCF matches the Specimen I.D. number on the labels/seals.
- B. Collector provides the required information in STEP 1 on the CCF. The collector provides a remark in STEP 2 if the donor refuses to provide his/her SSN or Employee I.D. number.
- C. Collector gives a collection container to the donor for providing a specimen.
- D. After the donor gives the specimen to the collector, the collector checks the temperature of specimen within 4 minutes and marks the appropriate temperature box in STEP 2 on the CCF. The collector provides a remark if the temperature is outside the acceptable range.
- E. Collector checks the split or single specimen collection box. If no specimen is collected, that box is checked and a remark is provided. If it is an observed collection, that box is checked and a remark is provided. If no specimen is collected, Copy 1 is discarded and the remaining copies are distributed as required.
- F. Donor watches the collector pouring the specimen from the collection container into the specimen container(s), placing the cap(s) on the specimen container(s), and affixing the label(s)/seal(s) on the specimen container(s).
- G. Collector dates the specimen container label(s) after they are placed on the specimen container(s).

- H. Donor initials the specimen container label(s) after the label(s) have been placed on the specimen container(s).

- I. Collector instructs the donor to read the certification statement in STEP 4 and to sign, print name, date, provide phone numbers, and date of birth after reading the certification statement. If the donor refuses to sign the certification statement, the collector provides a remark in STEP 2.

- J. Collector completes STEP 5 (i.e., provides signature, printed name, date, time of collection, and name of delivery service), immediately places the sealed specimen container(s) and Copy 1 of the CCF in a leak-proof plastic bag, releases specimen package to the delivery service, and distributes the other copies as required.

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