



One Source...
Numerous Options...
Differences That Matter.

CHAIN OF CUSTODY COMPLETION INSTRUCTIONS

Step 1 – Completed by Collector:

- **Customer Info:** Write in Client or Customer information, such as Customer Company Name, Donor Name, Address
- **Donor Identification:** Check “Verified by Photo ID” or “Employer Representative”, whichever is appropriate; write driver’s license or I.D. number above Photo ID
- **Reason for Test:** Check appropriate reason (Pre-Employment, Random, Post Incident/Accident, Periodic, Return to Duty, Court Order or Other). If “Other” is marked, write in the reason for the test
- **Collection Site Address and Phone Number:** Write the full physical address where the specimen collection is being conducted if it is not pre-printed on the chain-of-custody form.

Step 2 – Completed by Collector:

- **Complete Specimen Type:**
 - If Urine
 - Check either Single or Split
 - Read temperature within 4 minutes and check on form whether it is within 90 and 100 degrees
 - If Other Specimen
 - Check what type of sample – Hair, Nails, Oral Fluid, Other
 - If “Other” must specify the type of specimen in the Remarks section

Step 3 – Completed by Employee/Donor, under observation by Collector (please ensure writing is legible):

- **Donor Name:** Print full name of the employee/donor
- **Donor SSN or ID#:** Write the social security number of the employee/donor
- **Donor Signature:** Must be signed by the employee/donor
- **Donor’s Phone #:** Employee/donor must provide a telephone number where they can be easily reached if MRO review is required
- **Initials:** The employee/donor must sign his or her initials
- **Date:** The employee/donor will enter the date they completed the information requested
- **DOB:** The employee/donor will enter their date of birth

Step 4 – Collector will perform Collection

Step 5 – Collector will Seal the Specimen Container:

- Remove Seal A from the bottom of the Chain-of-Custody form. Seal B can be used as a back-up.
- Use Seal A to seal either the urine collection cup, hair or nail envelope, or oral fluid container.
 - Hair or nail envelope – wrap Seal A around the sealed envelope vertically; avoid covering any initials and date on the envelope
 - Oral fluid container – place the center circle on the top of the container; seal each side, then connect at the bottom of the container
- Collector must initial “Collector’s Initials” after the seal is attached; date above “Donor’s Initials”
- The Employee/Donor must initial “Donor’s Initials” after the seal is attached

Step 6 – Collector will complete the Collector’s Certification and Test Order:

- Collector shall sign “Signature of Collector”, and print his or her name above “Print Collector’s Name”
- Enter the time the specimen collection took place
- Enter the date of the specimen collection
- Check the appropriate test to be performed from the Test Menu if the chain-of-custody is customized, or write in the test requested
- Below “Specimen Bottles Released To”, write the courier service that will ship the specimens to ExperTox.