

## INSTRUCTIONS FOR COMPLETING CHAIN-OF-CUSTODY DRUG TEST REQUISITION & SHIPPING LOG

NOTE: Please use a ballpoint pen, press hard, and check all copies for legibility.

STEP 1: Collector or donor fills in all information in 1. of the requisition. (If coded name is used, personal information may be omitted.) Check the appropriate box for the profile/test ordered.

### **COMPLETION OF ADDITIONAL PAPERWORK**

Complete shipping log form to include Client name, requisition # (or bar code #), subject name or code name, and sign and date the “client signature” line at the bottom.

NOTE: The shipping log is NOT to be sealed inside the specimen bag. It travels outside the specimen bag and is signed by those personnel handling (taking custody of) the specimen.

STEP 2: a) Indicate date and time specimen is collected.  
b) Sign this line only if the collection was physically witnessed.  
c) Phlebotomist signs here if blood alcohol was collected.

STEP 3: a) Upon receiving specimen from subject, check specimen temperature. This must be done within 4 minutes of collection; if done, check the box next to “Y”.  
b) Check the box next to “Y” if temperature is within range. If not, check “N” and indicate actual temperature.  
c) Secure cap on specimen **WHILE SUBJECT IS WATCHING.** Instruct subject to initial and date the sealing tape. The collector places the sealing tape over the lid of the cup and down the sides **WHILE THE SUBJECT IS WATCHING.** The collector then signs line 3c of the requisition.

d) Indicate any medications or alcohol the subject has taken within the last 24 hours. Include all over-the-counter and prescription medications.

e) Record any unusual occurrences during the collection (e.g. subject refusal to sign, suspected adulteration/dilution).

STEP 4: Subject should print and sign their name here, and record the date. (If coded name is used, subject should place their initials here.)

### **SEALING THE SPECIMEN BAG**

a) Write the requisition # (or bar code #) on the specimen bag. Place requisition inside bag (save Copy 3 for your records) along with the sealed urine cup and/or blood tube.

**NOTE: The shipping log stays outside the bag.**

b) Seal the bag by peeling off the two blue strips and folding over the flap.  
c) The collector must sign and date the flap of the bag. The subject also must sign bag after the contents are sealed in; therefore, agreeing that the content is theirs and that the chain of custody is secure.  
d) Secure the specimen and shipping log until pickup by the messenger/courier.

### **MESSENGER/COURIER PICKUP**

The messenger picking up the specimen must sign and date the shipping log and deliver directly to a Chemistry department employee.