**Uneventful Urine Collection Checklist**

***Did the Collector...***

* Require the employee to provide positive identification
* Explain the basic collection procedure, show the employee instructions on the back of the CCF
* Direct the employee to remove outer clothing (jacket, hat) and to leave these garments and other personal items (briefcase, purse, etc.) in a mutually agreeable location
	+ Advise the employee that failure to comply constitutes a refusal to test
	+ Allow the employee to keep his/her wallet
* Direct the employee to empty pockets and display items in them
	+ If no potential adulterants are found, allow the employee to return items to pockets
* Use the Federal Drug Testing Custody and Control Form
* Complete Step 1 of CCF
	+ Ensure that the name and address of the HHS-certified lab is on the top of the CCF
	+ Ensure that the Specimen ID at the top of the CCF matches the Specimen ID on labels/seals
	+ Check the Specify Testing Authority (DOT) and the Specify DOT Agency checkboxes
	+ Check the Reason for Test box (Pre-Employment, Random, Post-Accident, etc.)
	+ Check the Drug Tests to Be Performed box (THC, COC, PCP, OPI, AMP for DOT)
* Instruct the employee to wash/dry hands and not to wash hands again until delivering specimen to the collector
* Ensure a collection container is selected and unwrapped in presence of employee
* Secure the urination facility before the collection
	+ Secure any water sources or make them unavailable to employees (e.g., turn off water inlet, tape handles to prevent opening faucets)
	+ Ensure that the water in the toilet tank contains bluing agent
	+ Ensure that soap, disinfectants, cleaning agents, or other possible adulterants are not present
	+ Inspect the site to ensure that no foreign or unauthorized substances are present
	+ Tape or otherwise securely shut any movable toilet tank or puts bluing agent in the tank
	+ Ensure that undetected access (e.g., through a door not in your view) is not possible
	+ Secure areas and items (e.g., ledges, trash receptacles, paper-towel holders, under-sink areas, drop-down ceiling panels) that appear suitable for concealing contaminants
* Direct the employee to go into the room used for urination and instruct the employee to:
	+ Provide at least 45 ml of urine
	+ Not flush the toilet
	+ Return the specimen to the collector as soon as the void is complete
	+ Allow only the employee into the room used for urination
* Check that the specimen contains at least 45 ml of urine (if not, follow shy bladder procedure)
* Read the temperature strip within 4 minutes
	+ Mark the appropriate box in Step 2 of CCF (Yes = between 90 and 100 degrees)
* Check the specimen for unusual color, foreign objects/material, or other signs of tampering (odor)
* Mark the box in Step 2 of the CCF indicating a split specimen collection
* Pour at least 30 ml of urine into the primary specimen bottle
* Pour at least 15 ml of urine into the secondary specimen bottle
* Secure the lids or caps on the specimen bottles
* Place the tamper-evident seals on the specimen bottles
	+ Date the specimen bottle seals, after they are affixed to the bottle
	+ Ensure that the employee initials specimen bottle seals
* Direct employee to read and sign the certification statement on Copy 2 (MRO Copy), Step 5 of the CCF and to provide date of birth, printed name, day and evening contact telephone numbers
* Print collector name in Copy 1, Step 4 of the CCF, record the date and time of the collection, sign the statement, enter the actual name of the delivery service transferring the specimen to the laboratory
* Ensure that all copies of the CCF are legible and complete
* Place specimen bottles and Copy 1 of the CCF in plastic bag and secure both pouches
* Remove Copy 5 of the CCF and give it to the employee
* Advise the employee that he/she may leave the site
* Place the plastic bag in a shipping container and seal the container as appropriate
* Recheck the urination facility, performing all steps as was done prior to the collection to ensure the site’s continued integrity
* Conduct the collection for only one employee at a time