



DOT Split Specimen Urine Collections - Procedural Guide

- * Secure collection site
 - Secure any water sources (tape handles, turn off water supply etc.).
 - Add bluing tablet to the toilet to ensure that water is blue (so that it can not be used for substitution).
 - Ensure no soap, disinfectants or other possible adulterants available.
 - No one but the donor may be present in the room during the collection.
 - If closing off a shared washroom affix sign to washroom being used indicating that washroom is currently unavailable for use (ie. Testing In Process/ Washroom Unavailable)
- * Review donor expectations
 - Sign should be in easy view for the donor to read.
- * Check Donor ID
 - If donor asks provide your collector ID to the employee.
- * Procedural explanation
 - Include showing the employee the instructions on the back of the CCF.
- * Empty pockets and excessive clothing
 - You must direct employee to leave items with you or in a mutually agreeable location (if they ask for a receipt for belongings left with you, you must provide one).
 - You must allow the donor to keep their wallet (after checking its contents).
 - Direct donor to empty their pockets and display items in them to ensure that no items are present which could be used to adulterate specimen
- * Complete Step 1 of CCF
- * Instruct donor to wash and dry their hands at this time. You must tell them NOT to wash their hands again until after delivering the their specimen to you.
- * Have donor select collection kit.
- * Review collection procedure
 - Show donor into the private room to be used to void, advise them to provide specimen of at least 45 mL, to NOT flush the toilet, but immediately open door to hand you the specimen as soon as void is complete.
 - Except in the case of an observed or monitored collection neither you nor anyone else may go into the room with the employee.
 - You must pay careful attention to the employee during the entire collection process to note any conduct that clearly indicates an attempt to tamper with the specimen.
- * Instruct donor to provide sample.

- * Upon receiving sample:
 - Check for Sufficiency of Sample (ensure at least 45 mL). You are NEVER permitted to combine urine collected from separate voids.
 - Check Temperature; this must be done within four minutes of receiving specimen.
 - Mark “Yes” on specimen in range temperature box on the CCF Step 2 (if the specimen is outside the acceptable range then you must immediately conduct a new collection using direct observation procedures (see §40.67); you must then process both the original (out of temp range specimen) and the specimen collected using direct observation, sending two sets of specimens to the lab)
 - Check for Signs of Tampering (check for unusual colour, presence of foreign objects or material etc. If there are signs of tampering then second collection using direct observation must be conducted see §40.67).
- * Check the box on CCF Step 2 that temp is in range and indicating that this as a split specimen collection.
- * Decant sample into split vials in view of donor.
 - You, not the employee, must pour 30 mL into vial A.
 - You, not the employee, must pour 15 mL into vial B.
 - You, not the employee, must place secure the lids/caps on the vials.
 - Discard any urine left over.
- * Affix labels
 - You, not the employee, must then write the date on the tamper-evident bottle seals.
- * Donor initials labels on vials
 - If the donor fails or refuses to do this, you must note it in the “Remarks” line of the CCF (Step 2).
- * Complete Step 5 on copy 2
 - Direct donor to read and sign certification on Copy 2 (Step 5)
 - If donor refuses you must note this in the “Remarks” line (Step 2) of the CCF
- * Complete the chain of custody on the CCF, Step 4 on copy 1
 - Ensure all copies of the CCF are legible and complete.
- * Remove Copy 5 of the CCF and give to the donor
- * Place the specimen bottles and Copy 1 of the CCF in the appropriate pouches of the plastic bag. (Specimen vials placed with the absorbent material.)
 - Secure both pouches of the plastic bag.
 - Prepare for shipment.
- * Distribute CCF Copies