

Urine POCT Procedural

1. First steps as any collection:
 - a. Make sure collection area is set up (blue in toilet, taps taped/water off, nothing that can be used for adulteration in the washroom)
 - b. check ID
 - c. fill out paperwork, (if the policy for the company is to send a sample into the laboratory for confirmation if it reads non-negative on the POCT, make sure you are using a POCT to lab form which allows for sending to the lab, OR have a POCT form AND a laboratory form ready in case you need to send it on for laboratory confirmation testing)
 - d. have donor sign form
 - e. Make sure you have the correct kit as required for the test, check the expiry date to confirm it is usable
2. Check that the donor does not have any big baggy clothing on; if they do they need to remove it prior to testing and leave it outside the collection area. If the donor has a purse they need to leave it in a locked drawer/space outside of the collection area, if they have a wallet they can choose to let the collector look through it first, then keep it, or simply put it in the locked cabinet/drawer.
3. Have the donor wash their hands with liquid soap (tape taps after this if you're doing it in the collection area).
4. In the collection area with the donor open up the POCT cup, or the specimen collection cup if you are using a dip test.
 - a. Advise the donor how the testing works, how full the cup needs to be (depending on whether you are using a collection cup or a POCT cup which normally have MAX fill lines)
 - b. The donor should be reminded not to flush, turn on the water or do anything after peeing in the cup, just open the door/or knock on the door for the collector to enter, and hand them the cup.
5. Once the collector has the cup they should check the temperature as well as perform a Specimen Validity Test (SVT) dip on the specimen (unless you are using a POCT cup that has the SVT test as part of the panels).
 - a. SVT test strip is to be quickly dipped into the urine, tap off excess and lay it flat on a paper towel to read (or hold in your hand) - compare the strip (or panels in the cup) to the key on the SVT testing bottle/cup.
6. Collector should start a timer (if required by manufacturer) once the device is engaged, to know when to read the results (as specified by manufacturer).
7. Read results of the device and fill out the POCT form (checking which metabolites were tested for, and whether they require confirmation or are negative).
8. If the results of any of the tests are **non-negative** depending on the policy of the program you are testing for, you may need to send the sample into the laboratory for

confirmation testing. If you are using a POCT to lab form, it will have the labels etc. on it and the area to indicate which metabolites are to be confirmed at the lab. If you are using a straight POCT form, you will now need to start and fill out a lab CCF to send the sample on for confirmatory testing, indicating which specific metabolites are to be confirmed.

9. If sending a sample into the lab decant into a vial(s). Seal the specimen bottle using the tamper evident seals provided on the CCF.
 - a. Collector should date the seal.
 - b. Have the donor initial the seal once it has been applied to the vial.
10. Finish filling out the CCF.
 - a. Have donors sign and fill in their portion of the CCF.
 - b. Collectors sign and finish filling out their portion of the CCF.
11. Package specimen for shipment.
 - a. Place specimen vial(s) in front section of tamper-evident pouch provided by laboratory,
 - b. Place the CCF in the back pocket of the pouch.
 - c. Seal the pouch by folding the flap over, lining up the sealant with the hatch marks on the front of the pouch.
12. Give donor Copy 5 of the Custody and Control Form (CCF).
 - a. You may advise the donor that they are able to write a list of their medications on the back for their own records.
13. Distribute copies of the CCF as appropriate (Copy 2 to MRO, Copy 4 sent to employer).