

NAVY URINE SPECIMEN COLLECTION CHECKLIST

Specimen ID # _____

1. Bluing agent placed inside toilet bowl/tank; all other water sources/potential adulterants secured from donor access.
2. Donor removed coat, hat, jacket/sweater, and emptied pockets of anything that could be used for adulteration (pills, eye drops, lip balm, etc) or substitution. These items are left outside of bathroom/stall with briefcase or purse. Wallet kept by donor
3. Donor identified by photo ID. If identified by the Drug Program Coordinator or supervisor, note this in the Remarks section of the Custody and Control Form (CCF).
4. Collector completed Steps 1 and 4 of the CCF except for the Collector's signature.
5. Donor washed hands in full view of collector.
6. Donor selected a collection cup/kit and was instructed to provide at least ½ cup of urine. NOTE: *Collection cups indicate only an approximate volume. Collect at least 45 ml of urine to ensure the 30 ml minimum volume is received by the lab.*
7. Specimen is provided unobserved unless otherwise specified. Donor was instructed not to flush the toilet until directed by the collector.
8. Donor selected specimen bottle/kit and observed the collector transfer urine into the specimen bottle/vial. Specimen was in sight of the donor at all times.
9. Within 4 minutes, and in the presence of the donor, the collector checked the specimen for signs of contamination (color & odor), volume, and temperature (90° - 100° F). Record unusual characteristics in the CCF Remarks section.
10. Collector placed tamper evident seal with the specimen ID number over top & down sides of the specimen bottle/vial.
11. Collector recorded date and donor printed his/her initials on tamper evident seal.
12. Specimen bottle/vial was placed inside a leak-proof plastic bag with absorbent.
13. Collector signed CCF certifying the specimen given him/her by the donor identified on Copy 2 of the CCF was collected, labeled, sealed, and released to the Delivery Service noted in accordance with applicable Federal requirements.
14. Copy 1 of the CCF placed inside the specimen bag pouch and sealed with the box/bag seal on the CCF. Collector signed and dated the seal.
15. Donor completed Step 5 on Copy 2, Medical Review Officer copy, with name, day/evening Phone numbers, and DOB.

REMARKS (Continue on back)

By my signature I attest that all of the steps listed above were completed except as noted.

Donor's Signature & Date Collector's Signature & Date