



ADVANCED GENOMICS
Innovative Diagnostics

Urine Toxicology Collection and Shipping Instructions

I. Urine Collection Site

The collection site must be of adequate privacy to the donor providing the specimen. Therefore, the collection site must have:

1. A single person restroom or an enclosed space in a multi-stall restroom. If any of these are not available, then a partitioned area or a mobile area that has individual privacy could be used.
2. A means for washing hands. It is preferred that the water source be external to the restroom where collection occurs.
3. A suitable clean surface, inaccessible to the donor and external to the collection restroom, for the collector to use as a work area.
4. A secure temporary storage area (refrigerator) for maintaining specimens until they are transferred to the laboratory.
5. A Standard Operating Procedure Manual to prevent unauthorized users from gaining access to either the site during the collection or to the collection materials/supplies collection site records.
6. Methods to prevent donors from gaining donor access to items that could be used to adulterate, substitute, or dilute the specimen.

II. KIT Contents

1. The kit contains a yellow collection cup and yellow top vacuum tube.
2. Toxicology Test Requisition Form.
3. Biohazard Specimen Bag.



III. Specimen Identification and Labeling

- Write collection date, patient name, DOB, and gender on the side of the “collection cup” and “yellow top vacuum tube” to identify the specimen.

IV. Collectors Instructions

1. Collector who collects human sample must wear gloves.
2. Check the Kit for any obstructions or damage before handing it out to the patient. R

3. Check the patients and ensure that the patient is not carrying any water bottles or any substance that could potentially change the testing results.
4. Direct the patients to provide first-catch urine (approximately 20 ml of initial urine stream) into the urine collection cup free of any preservatives.
5. Fill in the requisition and follow the "Specimen Shipping Instructions" after receiving the collected urine cup from the patient. It is recommended to ship out the samples to the laboratory the same day of collection. After collection, specimens should be stored immediately in the fridge (2-8 °C) until ready for transportation to the lab.

V. Patient Instructions

1. Wash hands with soap water.
2. Provide first-catch urine (approximately 20 ml of initial urine stream) into the urine collection cup.
3. Screw the top securely.
4. Wipe the outside of the container with paper towel to remove any excess fluid.
5. Wash hands with soap water.
6. Deliver the sample cup to the collector.

VI. Collectors Instructions to transfer the specimen into yellow top vacuum tube from Urine

Collection Cup

1. Place cup upright on clean, flat surface. Container may be tipped at an angle if specimen volume is limited.

2. Take the yellow top vacuum tube.
3. Remove the label on the cap of the urine container so that the needle is visible.
4. Hold the tube in the upside-down position, make sure the yellow top part is at the bottom and go straight into the needle from the container.
5. Firmly pump the liquid sample in the up down motion until there is an appropriate amount of urine inside the tube.
6. Carefully remove the tube from the needle.
7. Discard the sharp needle along with the cup in the biohazard container.

VII. Specimen Shipping Instructions

1. Only the yellow top vacuum tube with urine is needed to ship to the lab. Discard the sharp needle along with the urine cup in the biohazard container.
2. Make sure there is at least 5 mL of urine in the yellow top tube. Although a minimum of 3 mL sample is required for screen and confirmation, 5 mL is requested to make an aliquot of sample and store it for retest when required.
3. Make sure that collection date, patient name, DOB, and gender on the side of the cup to identify the specimen.
4. Place the specimen tube into the zipper portion of the specimen bag and seal. The zipper portion has an absorbent pad to absorb minor leaks.
5. Fold the completed copy of the laboratory requisition, demographics sheet, list of medications, copy of the patient's insurance card, medical progress notes, any other supporting documentation, and place it in the outer pocket of the specimen bag.

6. Place the sealed specimen bags (with urine cups and documentation) into UPS Laboratory Pak or FedEx Clinical Pak. Seal the UPS or FedEx pak's by removing the adhesive strip and folding over.
7. Place the shipping labels on the outside of the UPS or FedEx pak's.
8. Call UPS or FedEx to schedule a pickup.