

HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY PROCEDURE MANUAL
Chain of Custody Med Tox. (M&M)

Effective Date: January 19, 2016

Cross Reference

Reviewed Date:

Revised Date:

Policy : SC 100. 5

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Lab. Director

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SCOPE: LABORATORY

PRINCIPLE: Chain of Custody refers to the procedure and documentation that laboratories utilize to handle specimens from collection through all steps of testing and specimen handling. These procedures exist to protect the employer and the employee. This ensures that all tests are performed on unadulterated specimens.

Definition of Terms:

MedTox Company that performs Chain of Custody testing for M&M Mars

COC Chain of Custody

DONOR The person who is giving the specimen

Collector The person that handles the paperwork and signs for the proper collection of the specimen.

Please note: The patient information must be entered into the laboratory computer system. The patient charge will be entered as a \$. Obtain a MedTox SPLIT urine collection testing kit. In the lab they are located in the draw room in a specially marked drawer. At the outpatient draw site they are located in the overhead cabinet above the centrifuge.. Please note the kit will also contain COC form, the FED EX envelope and pre addressed air bill and receipt.

Procedure:

1. Obtain the COC MedTox kit with the COC form and necessary shipping supplies. Open the kit in front of the patient. This is considered a split sample kit. There is a cup and two small bottles.
2. Verify ID by photo ID. Other ID approved by the employer representative.
3. Step 1 - A- F must be completed by the collector.
 - Donor ID is the social security #.
 - Be sure to check off F. Test ordered.
4. Instructions are to be followed closely for collection. Prepare the bathroom. Both bathrooms are equipped with switches that allow the water be turned off. Instruct the donor not to wash hands or flush the toilet until the sample has been taken from them.
5. Have the donor initial the bottle seals in two places (seals are on the bottom of the COC form) before they go in the bathroom. There are 2 labels A and B.
6. Instruct the donor to collect as much sample as possible.
7. When the donor is finished collecting the sample they should return the sample to the collector promptly so the temperature can be recorded. The temperature strip is located on the side of the cup. It should read between 90 degrees and 100 degrees F. If the sample is below the strip the reading will be invalid.

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8. Record results in STEP # 2.
9. Note in Specimen Collection box : SPLIT sample
10. STEP# 3 : Collector affixes bottle seals to both bottles. The collector dates and seals, the donor initials the seals. Donor completes STEP 5 on copy 2. (MRO Copy)
11. STEP # 4: CHAIN OF CUSTODY- INITIALED BY COLLECTOR AND COMPLETED BY LABORATORY. Be sure to sign, print, date and time in the appropriate spaces.
12. Check FED EX as the Delivery Service that will be transferring the specimen.
13. Prepare form.
Copy 1. Accompanies sample to lab. Specimen and slip go Med Tox, the sample goes in the smaller portion of bag and remove adhesive to seal bag. Place the form in the larger portion of bag. The collector will place their initials on the place indicated on the outside of the bag along with the date. Place the bag in FED EX bag provided. Use MED TOX address label provided. Take the FED EX Med Tox label that is on the right hand side, peel off and place it on the appropriate spot provided on the FED EX bag. Keep the other half of FED EX Med Tox label for our records. Seal bag and place in drop box on loading dock. (if it is a weekend hold in refrigerator until Monday, if it is an evening or night hold in refrigerator until Monday.
14. Copy 2 and 4 will be mailed to Outcome/ Mars Health & Wellness (address is listed in the upper left hand corner of form.
15. Copy 3 Stays in the Lab and is filed in the with the drug screen copies in the notebook in the overhead cabinet in specimen processing.
16. Copy 5 is given to the Donor.