

Section: Division of Nursing
Approval: _____

PROCEDURE

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HACKETTSTOWN REGIONAL MEDICAL CENTER

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ED
(Scope)

TITLE: PROCEDURE FOR OBTAINING CHAIN OF CUSTODY (COC) URINE SPECIMEN FOR DRUG TESTING

PURPOSE: Chain of Custody (COC) refers to the procedures and documentation the ED will utilize to handle specimens from collection through all steps of testing and specimen handling. These procedures exist to protect all who are helping to ensure that all tests are performed on an unadulterated specimen.

DEFINITION OF TERMS:

1. COC (Chain of Custody): Refers to Principle for definition.
2. Donor: The donor is the person who is giving the urine to be tested.
3. Collector: The Hospital employee who handles the paperwork and who signs for proper collection of the urine specimen.

SUPPORTING DATA: State Statute 18A:40A-12

PROCEDURE: NOTE: COC form has five copies: press hard with a ballpoint pen.

1. In Triage, obtain a Chain of Custody form and Guarantor Form from client. Guarantor Form must be signed by authorized person.
2. If a specific lab test not marked, alcohol and urine drug screen will be performed.
3. On the COC form Step 1 letters A through H should be completed. If they are not, the collector should complete them.

Step 1 Letter H - Collection Site Location: Hackettstown Regional Medical Center
651 Willow Grove Street
Hackettstown, NJ 07840
Tel: 908-850-6800

4. Verify identification of patient by photo I.D.
5. Patient will follow triage protocol.
6. When placed into a room, prepare bathroom for COC collection.
 - a. turn off H2O, allow toilet to flush once.
 - b. Place approximately a capful of the bluing agent (Ty-d bowl) in the toilet water. Just enough Ty-d bowl is added to change the color of the toilet bowl water.
7. Obtain an unopened kit from ED. or Outreach Laboratory stock. Open this kit in front of the patient (client).
8. Explain to the patient the following:
 - a. Toilet will not flush and H2O is off until they hand you the specimen.
 - b. Give the patient the urine bottle and instruct them to fill as much as possible
 - c. After the specimen is collected, the nurse will turn the H2O on so they can wash their hands.

- d. The patient and the specimen will remain with the collector until the procedure is complete.
 - e. Ask the patient if they have any questions.
9. Immediately after receiving the specimen, observe the temperature reading. The reading should be between 90 and 100°F. If the reading is in this range, check Step 2 on the main COC form.
- If the reading is not in the 90 to 100°F range, record the results on the form in Step 2.
- 10. Pour urine into small container included in kit and cap it.
 - 11. Complete the form as follows: The white bottle seal to the right on COC form has two (2) seals. Complete the date and the collector must initial next to the donors' initials.
 - 12. Remove the white security seal that has already been signed by the donor and collector and place it on top of the urine bottle, and down the sides of the urine (Step 3 on COC form).
 - 13. Go to Step 5 (the middle of the form) "to be completed by donor". Be sure all areas are filled in:
 - a. Donor prints name
 - b. Donor writes home phone number
 - c. Donor writes work phone numbers (if it is the same as home phone number, write "Same")
 - d. Donor signs and dates
 - e. Donor's date of birth

*At the bottom of the box, **print your name, sign your name and write down the date and time.**

- 14. Return to the top page of the form. Go to Step 6 on the Chain of Custody form. Refer to the back of the form for example (back of blue page). This is a Chain of Custody form so everyone who handles this specimen must sign it, and give a reason for handling the specimen.
 - a. At Step 6 on the Chain of Custody form, on the left-hand side of the box, complete dates, where the box says, "Specimen received by," sign your name (collector) and print your name underneath
 - b. On the second box at the left-hand side, date the box. Sign your name and print your name under "Specimen released by". Under the heading, "Specimen received by," signature and name of person receiving. The "purpose of change" area, (on second line) should say "Ship specimen to lab"
- 15. Review the top page of form; be sure everything is complete.
- 16. Remove the last three pages of the forms (green, yellow, and blue).
- 17. Hand the green copy to the donor.
- 18. The yellow, pink and blue copy goes on patient's chart. (Secretary will send pink copy to medical review officer, blue copy goes to employer and yellow copy stays on chart).
- 19.
 - a. Collector to sign and date collection bag.
 - b. Place Chain of Custody form in rear pouch.
 - c. Place specimen containers in front pouch containing absorbent material.
 - d. Remove release liner from flap.
 - e. Fold blue adhesive flap to cover green cross hatch slit opening.
 - f. Place shipping container seal over indicated area.