

# Urine Laboratory Screen & Confirmation Test - SOPDRG001S

The following instructions must be completed for this test. A copy of this SOP can be found in your black reference file or online at <https://crystal-health.co.uk/sample-collector-training/> If any of the below tasks cannot be completed, call Crystal Health immediately on 0161 707 4935.

The specific sample collection details will be emailed to you for each confirmed booking.

## PREPARATION OF FACILITIES

**THE FOLLOWING TASKS NEED ONLY BE PERFORMED ONCE PER SAMPLE COLLECTION, BUT SHOULD BE CHECKED BETWEEN DONORS.**

- Ensure the facility is adequate including lockable storage if required. If not call Crystal Health Group immediately.
- Remove all potential contaminants from the toilet.
- Search for any hidden samples in the toilet area.
- Use tamper evident tape on any window locks.
- Add blue tablets to toilet bowl (and cistern if possible).
- Use tamper evident tape to seal all taps, flush mechanism (and cistern lid if applicable).
- Display the relevant toilet signs- (No access and Do not Flush).

**YOU MUST ALSO PERFORM THE FOLLOWING TO MAINTAIN CHAIN OF CUSTODY**

- Ensure the sample collection facility is private and includes adequate fixtures to perform the sample collection e.g. desk/table and chairs.
- Confirm that no other individuals with exception to the test participant, will have access to the sample collection facility while the work is on progress.
- You must comply with GDPR and confidentiality requirements, and not disclose any personal information or materials either purposefully or accidentally.
- Employers / Line managers should not be present during the collection process, unless the donor specifically requests this.
- The donor must be accompanied and supervised by an authorised person at all times throughout the collection process.

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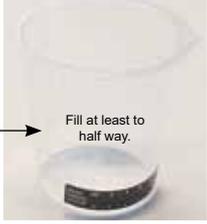
## COLLECTION INSTRUCTIONS

1) Provide the donor with the DONOR ADVICE SHEET.
2) Ensure all pre-sample collection details have been recorded on the laboratory COC form. Refer to information within the yellow boxes on the sample collection details sent via email. Double check barcodes and tamper seals have the same numbers.
3) Complete Section 2 (Donor Identification) of the COC form. <b>Refer to troubleshooting and guidance for further instructions</b>
4) Complete Section 4 (Declared Medication) of the COC form. Include all medications taken by mouth, injected or applied to the skin over the last 14 days including prescribed & OTC medications. <b>If illegal drug use is declared then record in Section 10, continue with the collection and call Crystal Health Group immediately.</b>
5) Ask the donor to remove outer jacket if applicable.
6) Ask the donor to empty pockets into the valuables/security bag
7) Allow the donor to choose from 2 sealed test kits.
8) You <u>AND</u> the donor must put on a pair of gloves.
<b>BREATH ALCOHOL SCREEN</b> (if ordered, complete now)- Refer to additional SOPDRG006S(Breathalyser instructions)
9) Explain the procedure to the donor and ask them to provide a urine sample into the clear plastic collection cup. <b>Refer to troubleshooting and guidance for visual instructions</b>
10) Observe the temperature strip for colour change and record the temperature in Section 5 of the COC form. <b>If the temperature strip does not activate call CHG. Refer to troubleshooting and guidance for visual instructions</b>
11) Complete Section 5 & 6 (Sample Collection & Collector Details) of the COC form.
12) Instruct the <u>donor</u> to initial and date (DD/MM/YY) both barcoded tamper seals.
13) Split the urine sample into the 2 laboratory collection tubes and apply the tamper seals across the top of each. The tamper seals must be firmly pressed down to prevent them ripping in transit. <b>Refer to troubleshooting and guidance for visual instructions</b>
14) Place the sealed samples into the transport tubes and place into the rear pouch of the sample bag.
15) Apply a bar code label to the laboratory sample bag.
16) Complete Section 10 (Consent of Donor) in block capitals and request the donor (after reading the consent statement on the reverse) signs consent section. <b>MISSING DONOR CONSENT SIGNATURE WILL INVALIDATE TEST!</b> National Insurance & Sentinel number is only required for Network Rail testing. <b>Refer to troubleshooting and guidance for further instructions</b>
17) Review the COC form for accuracy & ensure all necessary fields are complete. Detach the top (white) copy and place in the front pouch of the laboratory sample bag with the samples and seal. <b>Refer to troubleshooting and guidance for further instructions</b>
18) Provide all COC form copies to relevant parties. <b>Refer to troubleshooting and guidance for further instructions</b>
19) Place the sealed sample bag into the outer postal bag marked for the Laboratory, seal and post on the same day. Take photographs of the green copy of COC form for upload via the link provided via email. <b>Refer to troubleshooting and guidance for further instructions</b>
20) Return all other documentation (including your invoice) to Crystal Health using the first class envelope provided.

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## TROUBLESHOOTING & GUIDANCE

3) Donor ID	<p>Photo ID must be original and current (e.g. passport or driving licence) and include a unique identification number for recording. If the candidate does not have valid photo ID, their identity may be verified by an authorised person (e.g. a manager). When a manager verifies identity, the manager's ID details must be requested and recorded. If neither option is available, <b>stop the test and contact CHG immediately.</b></p>				
9) & 10) Obtaining the urine sample	<p><b>Insufficient sample:</b> A minimum of 20ml urine is required. Ask donor to half fill cup so that temperature strip is covered and will activate. Any unusual urine appearance should be recorded in Section 9 of the COC form.</p> <p><b>If there is insufficient sample or the donor cannot produce a sample:</b> Advise the donor to drink 250ml of water at 20 min intervals &amp; Call CHG. Ask if they have a known medical condition which may prevent urination. Excessive wait times can be recorded on the Commercial testing form. <b>The donor must be supervised at all times.</b></p> <p><b>If the donor refuses to provide a sample:</b> Complete Section 11 (Non-conformity) &amp; call CHG immediately.</p> <p><b>If the temperature strip on the cup does not activate: STOP the test and call Crystal Health immediately.</b> Depending on the situation the sample can be sent to the laboratory for verification of adulteration OR A <b>FRESH</b> urine sample must be obtained and the procedure repeated using a <b>NEW</b> cup. Your case manager will advise you how to proceed.</p> <p>If you observe any unusual behaviour from the donor or you are concerned that the sample may have been adulterated, <b>STOP the test and call Crystal Health immediately.</b></p> 				
13) - 15) Package the urine samples for dispatch to laboratory	<p>Ensure tamper seals (A &amp; B) are applied over both collection tubes (fig.1).</p> <p>Place the collection tubes inside the transport tubes (fig.2).</p> <p>Apply a barcode to the laboratory sample bag (fig.3)- as indicated by the red arrow.</p>   				
16) Complete donor details and request signature of consent	<p><b>If the donor refuses to provide consent or test cannot proceed for any reason:</b> Complete Section 11(Non-Conformity) &amp; call CHG Immediately</p> <p><b>If the donor provides an admission of illegal drug use: ensure you report this to Crystal Health ASAP</b></p> <ul style="list-style-type: none"> <li>Record the name of the drug and the date last taken in Section 9 (Comments)</li> <li>Call CHG immediately, we will discuss with the client. Regardless of this, proceed with the sample collection and send the samples to the laboratory.</li> </ul>				
17) Package the samples for dispatch to the laboratory.	<p>Place the two transport tubes into the back pouch of the bag. Fold the white copy of the COC form and place in the front pouch of the bag.</p> <p>Seal the laboratory sample bag by removing the white leader tape, fold over and seal where indicated.</p>				
18) Provide all COC form copies to relevant parties.	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%; background-color: #e0e0e0;">WHITE COPY TO LAB</td> <td style="width: 25%; background-color: #c8e6c9;">GREEN COPY TO CRYSTAL HEALTH</td> <td style="width: 25%; background-color: #bbdefb;">BLUE COPY TO DONOR</td> <td style="width: 25%; background-color: #fff9c4;">YELLOW COPY TO ORGANISATION OR CRYSTAL HEALTH</td> </tr> </table>	WHITE COPY TO LAB	GREEN COPY TO CRYSTAL HEALTH	BLUE COPY TO DONOR	YELLOW COPY TO ORGANISATION OR CRYSTAL HEALTH
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19) Sample postage	<p>Depending on whether you are performing a single collection or multiple donor collection, please choose a small or large return postal bag accordingly. Upgrade postage if requested and keep tracking details for reference.</p> <p><b>Samples should be posted on the day of collection, whenever possible. Store samples in a refrigerator if posting the following day.</b></p> 				



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