

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.

- Ensure the facility is adequate incl. 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.

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.

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	v09.03.22	March 2022	March 2023


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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 COC form (refer to yellow boxes within the sample collection details sent via email)
- 3) Complete Section 3 (Donor Identification) of the COC form. **Refer to troubleshooting and guidance for further instructions**
- 4) Complete Section 5 (Declared Medication) of the COC form. **If illegal drug use is declared then record in Section 10, continue with the collection and call Crystal Health Group ASAP.**
- 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 AND the donor must put on a pair of gloves.

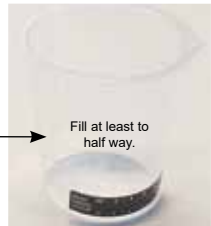



BREATH ALCOHOL SCREEN ONLY (if ordered)- Refer to additional SOPDRG006S (Breathalyser instructions)

- 9) Explain the procedure to the donor and ask them to provide a urine sample into the clear plastic collection cup. **Refer to troubleshooting and guidance for visual instructions**
- 10) Observe the temperature strip for colour change and record the temperature in Section 6 of the COC form. **If the temperature strip does not activate call CHG**
- 11) Complete Section 6 & 7 (Sample Collection & Collector Details) of the COC form.
- 12) Instruct the donor to initial and date (DD/MM/YY) both tamper seals. **(be very careful when peeling the seals off).**
- 13) Split the urine sample into the 2 laboratory containers and apply the tamper seals across the top of each. **Refer to troubleshooting and guidance for visual instructions**
- 14) Place the sealed samples into the transport tubes and place into the rear pouch of the laboratory bag.
- 15) Apply a bar code label to the laboratory sample bag
- 16) Ask the donor to complete Section 11 (Consent of Donor), after reading the consent on the reverse. Please note, NI number is only required for Network Rail testing **Refer to troubleshooting and guidance for further instructions**
- 17) Review the COC form for accuracy. Detach the top (white) copy and place in the front pouch of the laboratory sample bag with the samples and seal. **Refer to troubleshooting and guidance for further instructions**
- 18) Provide all COC form copies to relevant parties. **Refer to troubleshooting and guidance for further instructions**
- 19) Place the sealed laboratory bag into the outer postal bag marked for Matrix Diagnostics, seal and post on the same day. **Refer to troubleshooting and guidance for further instructions**
- 20) Return all other documentation (including your invoice) to Crystal Health using the first class envelope provided

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TROUBLESHOOTING & GUIDANCE

<p>3) Complete Section 3 of the COC form (Donor Identification)</p>	<p>If the required ID is not available and no authorised person is available to verify the identity of the individual, STOP the test and call Crystal Health immediately.</p>			
<p>9) and 10) Obtain the urine sample and observe the temperature strip for colour change. Record the temperature in Section 6 of the COC form</p>	<p>Insufficient sample equals: The amount of urine provided does not cover the temperature strip (without tilting the cup) The donor must aim to half fill the cup, if you are unsure if enough sample has been provided then call Crystal Health Group immediately. Any unusual urine appearance should be recorded in Section 10.</p> <p>If there is insufficient sample or the donor cannot produce a sample: Advise the donor to drink 250ml of water at 20 min intervals within a maximum wait period of 2 hours. If no sample can be produced within this period, complete Section 12 (Non-Conformity). Excessive wait times can be recorded on the CONFIRMATION OF TESTING SERVICES form. The donor must be supervised at all times.</p> <p>If the donor refuses to provide a sample: Complete Section 12 (Non-conformity).</p> <p>If the temperature strip on the cup does not activate: A FRESH urine sample must be obtained and the procedure repeated using a NEW cup. If the temperature fails to activate again, STOP the test and call Crystal Health immediately.</p> <p>If you observe any unusual behaviour from the donor or you are concerned that the sample may have been adulterated, STOP the test and call Crystal Health immediately.</p>		 	
<p>13) Split the urine sample into the 2 laboratory containers and apply the tamper seals across the top of each. (be very careful when peeling the seals off). 14) Place the sealed samples into the transport tubes and place into the rear pouch of the laboratory bag.</p>	<p>Ensure tamper evident seals (A & B) are applied over both Collection Tubes (fig.1).</p> <p>Place the Collection Tubes inside the Transport Tubes (fig.2).</p> <p>Ensure that a barcode is also applied to the laboratory sample bag (fig.3) as indicated by the red arrow.</p>			
<p>16) Donor must complete and SIGN Section 11 (Consent of Donor)</p>	<p>If the donor refuses to provide consent: Complete Section 12 (Non-Conformity)</p> <p>If the donor provides an admission of illegal drug use: ensure you report this to Crystal Health ASAP</p> <ul style="list-style-type: none"> Record the name of the drug and the date last taken in Section 10 (Comments) If applicable, inform the company representative of the admission and request that they call Crystal Health Group as soon as possible. Regardless of this, proceed with the sample collection and send the samples to the laboratory. 			
<p>17) Package the sample ready to send to the laboratory.</p>	<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 red text leader tape, fold over (where indicated on the bag) and seal so the black hatched area is covered and seals the bag.</p>			
<p>18) Provide all COC form copies to relevant parties.</p>	<p>WHITE COPY TO LAB</p>	<p>GREEN COPY TO CRYSTAL HEALTH</p>	<p>BLUE COPY TO DONOR</p>	<p>YELLOW COPY TO ORGANISATION OR CRYSTAL HEALTH</p>
<p>19) Place the sealed laboratory bag into the outer postal bag marked for Matrix, seal and post on the same day</p>	<p>Depending on whether you are performing a single collection or multiple donor collection, please choose a small or large return postal bag accordingly. If you cannot dispatch the samples on the same day as the collection, you must inform Crystal Health immediately. The samples must be stored in a refrigerator overnight.</p>			
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