

URINE COLLECTION AND CHAIN OF CUSTODY PROCEDURES

U.S. Probation & Pretrial Services - District of Utah

IMPORTANCE OF OBSERVED COLLECTION

Never underestimate what an addict will do to conceal drug use or try to “beat” the drug test.

Although the Statement of Work establishes guidelines for unobserved urine collections, unobserved collections are **highly discouraged**.

Collector must report unobserved collections to the supervising officer within 24 hours.

Temperature strips must be available for unobserved urine collections.



COLLECTOR CERTIFICATION

All personnel who perform urine collections must review this PowerPoint presentation. The Probation Office will maintain a record of each collector, including documentation of proficiency.

Any failure by the collecting agency to fill out paperwork correctly will result in non-payment to the vendor for that specimen.



URINE COLLECTION- STEP 1

The client should be escorted from the waiting area to the collection area by the collector.

Be cognizant of body language and potential efforts to conceal a “cheating” device.

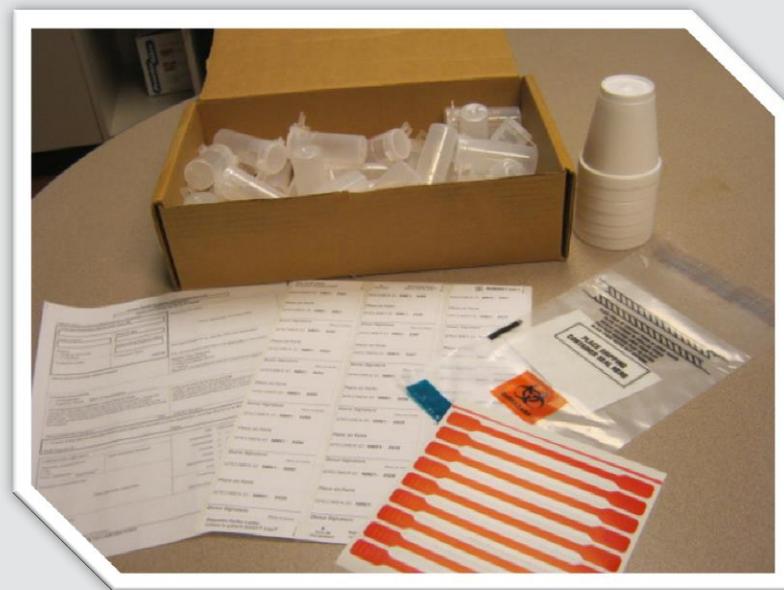
The collector and the client are the only people present in the collection area at this time. **Multiple collections should not occur at the same time.**



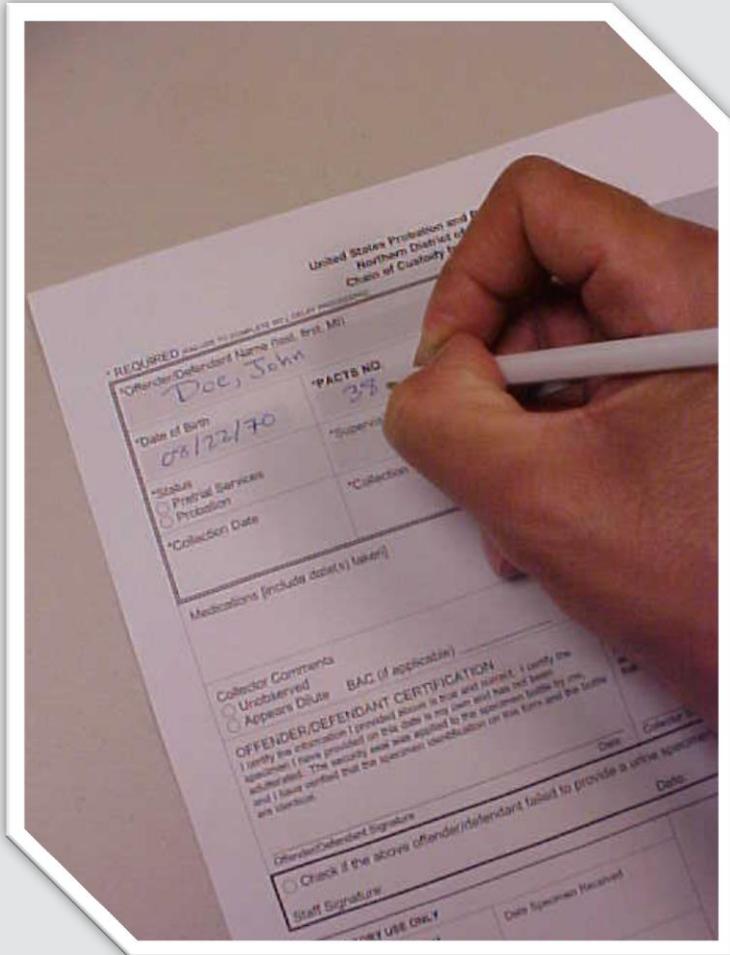
URINE COLLECTION – STEP 2

The collector shall obtain supplies from a secured area in view of the client.

- Chain of Custody (COC) form
- Specimen ID labels
- Tamper-evident seals
- Specimen bottles
- Wide-mouthed cups
- Tamper-evident bag
- Tamper seals may vary from red seals shown in photo.



URINE COLLECTION – STEP 3

A close-up photograph of a hand holding a white pen, filling out a form. The form is titled "United States Probation and Pretrial Services Northern District of California" and "Chief of Custody". It contains several fields: "Offender/Defendant Name (Last, First, MI)" with "Doe, John" written in it; "Date of Birth" with "08/22/70" written in it; "PACTS NO" with "35" written in it; "Supervisor" and "Collection Date" fields which are currently blank; and "Medications (include dose(s) taken)" which is also blank. Below these fields are checkboxes for "Collector Comments" (Unobserved, Appears Dilute) and "BAC (if applicable)". A section titled "OFFENDER/DEFENDANT CERTIFICATION" contains a paragraph of text and a signature line. At the bottom, there are checkboxes for "Check if the above offender/defendant failed to provide a urine specimen" and "Staff Signature".

The collector fills out the top portion of the COC form (client's legal court name, date of birth, PACTS number, supervising officer, collection date/time, and medications).

Verify information on pre-printed forms.



URINE COLLECTION – STEP 4

The client signs a specimen ID label.

The client affixes the **signed** specimen ID label to the bottle, and affixes the **matching** specimen ID label to the COC form.

United States Probation and Pretrial Services
Northern District of Oklahoma
Chain of Custody for Drug Analysis

* REQUIRED (unless otherwise noted)

*Offender/Defendant Name (last, first, MI) Doe, John		Specimen ID Label
*Date of Birth 08/22/70	*PACTS NO. 3526	SPECIMEN ID: ON01- 15
*Status <input type="checkbox"/> Pretrial Services <input checked="" type="checkbox"/> Probation	*Supervising Federal Officer TS	Place on Form
*Collection Date 9/16/06	*Collection Time 10:00 AM	Admitted Illegal Drug Use by Offender/Defendant
Medications (include date(s) taken) Prozac, Dayquil 9/16 417	Special Test Request <input type="checkbox"/> Benzodiazepine <input type="checkbox"/> Phencyclidine (PCP) <input type="checkbox"/> Other	<small>If no, list substances and dates, with amount, in space above. Specimen to be forwarded to national control lab for other special test.</small>
Collector Comments <input type="checkbox"/> Unobserved <input type="checkbox"/> Apparent Dilute BAC (if applicable)		



URINE COLLECTION- STEP 5



The **collector** maintains control of all supplies and escorts the client into the restroom.



URINE COLLECTION- STEP 6

Ask the client to remove any bulky (concealing) clothing, and to roll up sleeves so that wrists/forearms are in clear view.

It may be necessary to have client adjust clothing in order to adequately determine that a device is not being concealed on his/her body.



URINE COLLECTION- STEP 7



The client will rinse hands with cold water (no soap) and dry them thoroughly.

Purpose of rinse is to eliminate any agent the client may use to contaminate his urine.



URINE COLLECTION- STEP 8

The collector hands the labeled bottle to the client and positions himself in a manner to directly observe urine leave the body and enter the specimen bottle.

Ask client to fill bottle at least half way.



URINE COLLECTION- FEMALE



A clean, wide-mouthed disposable cup may be used to catch urine. (Type of cup may vary.)

The urine is then transferred to the specimen bottle by the client.



URINE COLLECTION- FEMALE

Because it may be impossible to see urine leave the female body and enter the disposable cup, request a mid-stream collection.

Ask the female client to begin the flow of urine into the toilet, stop the flow, then resume the flow into the collection cup.

Client's other hand should be in clear view, away from the collection cup.

Client will pour the urine from the collection cup into the specimen bottle.



URINE COLLECTION- STEP 9

After urine is collected, the client places the cap tightly on the bottle to prevent leakage.

The client turns the bottle upside down over the toilet to check for leakage.

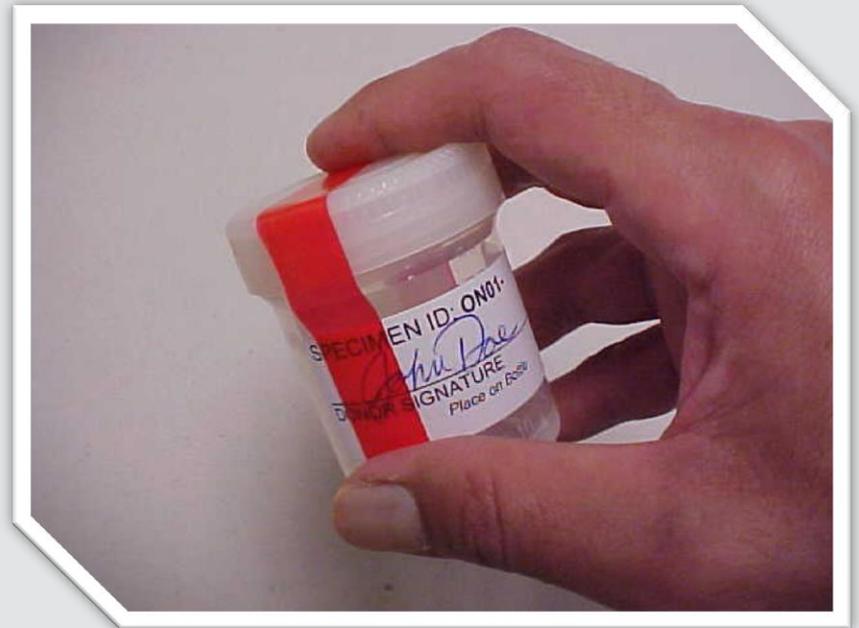
The **COLLECTOR** will **NEVER** handle the **filled** specimen bottle.



URINE COLLECTION - STEP 10

At the collection area, the client places the tamper-evident seal over the top of the bottle with both sides of the seal securing the bottle top and adhering to the sides of the bottle. At least one end of the seal must be placed over the specimen ID label. (DO NOT cover the Specimen Number).

Have client put clear tape around the seal and ID label, if not adhering properly.



URINE COLLECTION – STEP 10 CONTINUED



The client will write his/her initials and date on the tamper evident seal and affix it to the bottle. (Sharpie works best on plastic evident seals, if plastic seal is used.)



URINE COLLECTION-STEP 11

The client places the UA specimen into the tamper evident bag, along with an absorbent sheet.



URINE COLLECTION- STEP 12

United States Probation and Pretrial Services
Southern District of California
Chain of Custody for Drug Analysis

Offender/Defendant Name (Last, First, MI): Doe, John
Date of Birth: 09/12/70
PACTS NO.: 3326
Supervising Federal Officer: TS
Collection Date: 9/15/06
Collection Time: 10:00 AM
Medications (include dates) taken: Prozac, Duquelin, 7HT
Collector Comments: Unobserved
Offender/Defendant Signature: John Doe

The client shall read, sign, and date the COC form under offender/defendant certification.

United States Probation and Pretrial Services
Southern District of California
Chain of Custody for Drug Analysis

Offender/Defendant Name (Last, First, MI): Smith, Jane
Date of Birth: 03/12/70
PACTS NO.: 4412
Supervising Federal Officer: TS
Collection Date: 3/31/12
Collection Time: 7:10 AM
Medications (include dates) taken: AMPM
Collector Comments: Unobserved
Offender/Defendant Signature: Jane Smith
Collector Signature: Jane Smith
Date: 3/31/12

The collector shall complete the notes section of COC form, **REVIEW** the form for completeness, and then read, sign and date under collector certification.



URINE COLLECTION – STEP 13

- 1) Specimen bottle is **TIGHTLY** sealed.
- 2) Specimen bottle is affixed with:
 - A) **client-signed specimen ID label.**
 - B) **client-initialed tamper-evident seal that is placed OVER the specimen ID label.**
 - C) **security seal is intact and adhering to both sides of the bottle.**



URINE COLLECTION – STEP 13 CONTINUED



Before placing the COC form into the specimen bag, the collector has the opportunity to do a final review and verify that:

- 1) Specimen ID numbers on the COC form and specimen bottle match.
- 2) Fold the form and have the clients name showing out the BACK of the bag.
- 3) The collector removes the adhesive strip from the bag and folds it over the front pocket of the bag.



URINE COLLECTION-STEP 14

The **collector** folds the form and places it into the document pocket of the tamper-evident bag, client name showing out the **BACK**.

The collector, in the presence of the client, removes the adhesive strip and folds the top of the bag over the front pocket guidelines.



VENDOR/CLIENT INFO

Vendors are contracted to collect urine samples from clients. Officers determine the frequency of tests on a random basis. The vendor is responsible for the call-in testing line along with the times for collections. You must contact the client with the call in code and random phone line and times to call.

Clients must report to a designated location during the times stated in the recorded instructions and be prepared to provide an observed specimen.

Clients will be allowed a reasonable amount of time and a reasonable amount of water in which to provide the sample.

Clients are required to arrive at least 30 minutes prior to closing and must be able to provide a urine specimen prior to closing time of the facility. If clients are unable to produce by closing time of the facility, the vendor will ask them to leave and report to the Probation Officer that the client “refused or stalled”.

