

CHAIN OF CUSTODY FOR PATIENT SPECIMEN COLLECTION & HANDLING

POLICY

A chain of custody protocol will be utilized by all parties in contact with a forensic specimen in order to preserve the integrity of the specimen and the accuracy of testing.

INSTRUCTIONS

1. Prior to collecting the specimen, obtain a Toxicology Chain Drug Screen Kit and Chain of Custody Test Request form from Occupational Health. Between the hours of 4:30 p.m. and 7:00 a.m. weekdays or anytime on the weekend, contact the Administrative Supervisor, who will obtain the kit and consent form from the Occupational Health and Safety Office. It is imperative that the specimen container contained within the kit be used. In order to minimize the risk of nullifying the chain of custody, it is important to collect and/or transfer the specimen to the container at the collection site.
2. Fill out patient and test information completely on the Chain of Custody Test Request Form. If specimen is not blood or urine, write the specimen type on the form in the collection information section.
3. Obtain specimen in the container provided in the Toxicology Chain Drug Screen Kit. Screw the lid on tightly. For urine samples, check the temperature of the urine by using the strip on the container label. Document the urine temperature by marking the appropriate box on the label. For blood samples use the blood tube provided in the kit.
4. Write the patient's name and medical record number, date and time collected and your signature on the integrity seal label provided and affix it to the container and/or blood tube.
5. Seal the specimen container by placing the red, tamper-proof (security seal) tape strip across the top and down the sides of the container. Do not cover the label. Sign and date the red tape strip. (If there are no tapes with the kit, use regular white tape). Use the white security seal for blood specimens.
6. The Network Reference Lab requires a signature on the consent form section on the Chain of Custody Test Request Form. The physician ordering or obtaining the sample will need to sign the consent section of the form and obtain a witness signature. Print and sign your name and date the Chain of Custody Test Request Form (see box at bottom of form). Please include on this form the phone number of the physician for notification of results.

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7. Place specimen and original (top) copy of Chain of Custody Test Request Form in tamper evident side of bag. Seal bag; follow closing instructions on bag. Make sure all air is out of bag before sealing.
8. Fold second (pink) copy of Test Request Form, place inside pouch (on the non-secure side of the bag) and seal.
9. Place the remaining two pages of the Test Request Form in the patient's medical record.
10. Hand deliver the specimen to the laboratory where the specimen will be placed in a locked bag. The specimen will remain locked until specimen is picked up by the Network Reference Lab Courier. The laboratory will order and enter results in the LIS system.
11. Contact courier at 653-5221 for pickup of specimen and transport to Network Reference Lab. Courier hours: Monday through Friday 7:00 a.m. to 9:00 p.m., Saturday & Sunday, 8:00 a.m. to 4:00 p.m. Instruct courier to pickup specimen from the laboratory.
12. The resident and/or attending physician are to be notified of the results of testing.
13. Contact Risk Management, Occupational Health or the Administrative Supervisor for questions.

RECOMMENDED/APPROVED BY: Occupational Health & Safety
 Risk Management
 Laboratory