Fingernail Collection Instructions

Materials provided by USDTL:
- USDTL Fingernail Collection Supplies
- Custody and Control Form

Materials provided by the collecting facility:
- Metal nail clipper
- Non-ethanol based alcohol pad
- Gem Scale (optional, but recommended)

Important Notes: Viewing of the specimen at all times prior to sealing the specimen container is required. Do not mix fingernail and toenail specimens. Do not collect toenails if the client is diabetic or suffers from peripheral artery disease. To ensure there is enough specimen to complete the assay it is recommended that 100mg of specimen is submitted for all tests below 10-panel. For EtG, add-ons and/or tests above 10-panel, 150mg of specimen is recommended. Specimens under the required volume may result in a QNS (quantity not sufficient). Please refer to our QNS policy online. A gem scale is highly recommended.

1. Prior to each collection, wipe the clippers with a non-ethanol based alcohol pad.
2. Have the donor wash their hands with soap and water prior to specimen collection. Remove dirt from the nails.
3. The nails should look like natural nails and must not have an unusual appearance. Nails must be clear of any substances including but not limited to: cosmetic treatments (e.g. polish, artificial acrylic, gel or silk overlay), non-cosmetic substances (e.g. dirt, substance residue oils, stains, inks or dyes, etc.). When removing fingernail polish prior to collection, a non-ethanol based polish remover such as isopropyl alcohol or acetone should be used. If the nail does not look like natural nail or has an unusual appearance for any reason, do not collect the nail.
4. Verify the donor’s identity with a government-issued photo ID.
5. On the Custody and Control Form do the following:
   A. Once verified, mark the Picture ID Verified box on the Custody and Control Form.
   B. Record the donor’s ID number. This may be the Social Security number, Driver’s License number, Medical Record number or any other number of your facilities choosing.
   C. Record the donor’s name (optional).
   D. Mark the specimen matrix and location.
   E. Mark the appropriate reason for testing.
   F. Mark the panel ordered for this collection.
   G. Record the Collection Site Facility information if it is different than the Account Information at the top of the form.

A quarter is about 2mm thick. 100mg of specimen equates to at least 2mm of nail from all 10 fingers.
6. Open the collection supplies in the presence of the donor.

7. Have the donor clip their nails as close to the nail bed as comfortable. It is recommended to clip over a new, plain sheet of paper to capture the clippings.

8. Fold each side of the collection foil up to form a tray. Once clipping is complete, pour the nails from the sheet of paper into the foil tray.

9. Once the required amount of specimen is collected, fold each side of the foil tray inward to secure the nails and place the folded foil into the specimen collection envelope.

10. Write the Donor ID from the Custody and Control Form on the envelope in the Test Subject ID section.

11. Place the long bar-coded specimen seal from the Custody and Control form across the bottom of the envelope. Make sure the sticker seals the flap of the envelope securely.

12. Have the donor read and initial the first sentence on the envelope, and date and initial the bar-coded specimen seal where Donor Initials is indicated.

13. The collector then reads, dates and signs the second sentence of the envelope and records the specimen weight, if available.

14. The donor and collector should both confirm that the Test Subject ID Number on the envelope matches the Donor ID number on the Custody and Control Form and that the Control Number from the bar-coded sticker on the envelope matches the Control Number on the Custody and Control Form.

15. Date, sign and print the collector name in Step 4 of the Custody and Control Form.

16. Have the donor date, print and sign their name in Step 5 of the Custody and Control Form (optional).

17. In the presence of the donor, place the top copy of the Custody and Control Form in the outer pocket of the security bag. Place the envelope in the other pocket of the security bag and seal the bag. The additional copies of the Custody and Control Form can be distributed at the discretion of the collecting facility.

18. Place the specimen envelope in an appropriate specimen transport overwrap and contact your courier for pick-up.