

Universal Umbilical Cord Collection Chain of Custody Procedure

Logging a specimen IN to storage:

1. Place the specimen in a sterile urine collection cup labelled with the newborn information. Seal the specimen container with a tamper proof seal provided by your facility. The tamper proof seal should be applied so that it crosses the top of the specimen container and runs down both sides of the container (as shown) without crossing over the newborn information label. **Sign/Date** the seal and refrigerate specimen until it is sent out for testing or destroyed.
2. On the collection log, the **Collector** (the individual collecting the specimen for temporary storage) fills in the **Patient Identification Name/Number** and **Signs/Dates** the log. This step initiates the chain of custody. An editable collection log template can be downloaded at www.USDTL.com/assets/collection_log.pdf



Patient Identification Name and ID Number	Date	Collector (The individual adding specimen to temporary storage)	Purpose	Date	Processor (The individual removing specimen from temporary storage)	Purpose
		sign	Collected Specimen and Transferred to Temporary Storage		sign	<input type="checkbox"/> Select for Testing
		print			print	<input type="checkbox"/> Destroy

Example Collection Log Section

Logging a specimen OUT of storage:

3. Once a specimen is ready to be sent to the lab, the **Processor** (the individual removing the specimen from temporary storage) will verify that the **Patient Information** from the specimen matches the **Patient Information** from the collection log. The **Processor** will then **Sign/Date** and **Mark** the appropriate box in the **Purpose Section** on the collection log (e.g. test or destroy).
4. Insert the **Patient Information** from the specimen container into the **Patient/Donor Section** on the **Custody and Control Form**. Verify that all information matches between the specimen, collection log, and Custody and Control form. Verify that your facility's tamper proof seal is still intact and has not been compromised.
5. On the Custody and Control form, mark the panel(s) to be performed in the **Test Requested Section**. Check ALL that apply.
6. Place the bar-coded specimen seal from the bottom of the Custody and Control form, over the top of the container and then **Initial** and **Date** the bar-coded specimen seal. Place the seal so that the information on both seals is still readable (as shown)
7. In the **Sendouts Section** the sendouts technician (if applicable to your facility) will **Print, Sign,** and **Date** to release the specimen to the courier.



Collection instructions are available online at www.USDTL.com.

If you have any questions, please contact client services at 800.235.2367.