

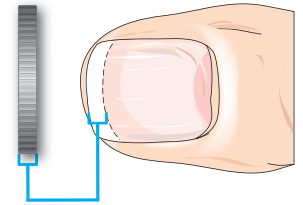
# Fingernail Collection Instructions

## Materials provided by USDTL:

- USDTL Fingernail Collection Supplies
- Custody and Control Form

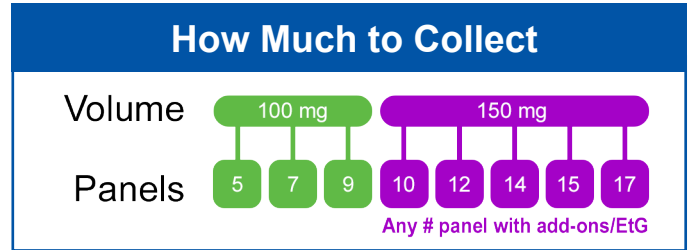
## Materials provided by the collecting facility:

- Metal nail clipper
- Non-ethanol based alcohol pad
- Gem Scale (optional, but recommended)



A quarter is about 2mm thick. 100mg of specimen equates to at least 2mm of nail from all 10 fingers.

**Important Notes:** Do not mix fingernail and toenail specimens. Do not collect toenails if the client is diabetic or suffers from peripheral artery disease. Observance of the specimen at all times by the donor and collector prior to sealing the specimen container is required. For all tests below a 10-panel, specimen volume should be at least 100mg of specimen. For EtG, add-ons and/or any tests 10-panel and above, at least 150mg of specimen should be submitted. Specimens under these volumes will be tested and billed at full price—according to the tests ordered for the specimen—but may result in a QNS (quantity not sufficient) for some or all drugs. Please refer to our QNS policy online for details. It is highly recommended that collectors use a gem scale to weigh the specimens. Sending at least 150mg of specimen when possible may help limit issues with QNS.



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, Employee 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.

FORENSIC DRUG TESTING CUSTODY AND CONTROL FORM		CONTROL #
United States Drug Testing Laboratories, Inc. 1700 S. Mount Prospect Road   Des Plaines, IL   60018 Main: 847-375-0770   www.USDTL.com   Fax: 847-375-0775		7355100
<b>STEP 1: COMPLETED BY COLLECTOR OR AUTHORIZED REPRESENTATIVE</b>		
A. ACCOUNT INFORMATION:		B.
<b>THIS SECTION WILL CONTAIN PRE-PRINTED CLIENT/HOSPITAL INFORMATION. PLEASE MAKE SURE ALL INFORMATION PRINTED IN THIS SECTION IS CORRECT PRIOR TO UTILIZING</b>		
C. Donor SSN or Donor I.D. No.	(5B)	Picture ID Verified <input type="checkbox"/> (5A)
D. Donor Name: Last: _____ First: _____	(5C)	
E. Matrix: <input type="checkbox"/> Hair (5D) Location of Nail: <input type="checkbox"/> Head Hair <input type="checkbox"/> Body Hair <input type="checkbox"/> Nail <input type="checkbox"/> Location of Nail <input type="checkbox"/> Finger <input type="checkbox"/> Toe <input type="checkbox"/> Urine <input type="checkbox"/> Blood <input type="checkbox"/> Whole Blood <input type="checkbox"/> Blood Spot <input type="checkbox"/> Other		
F. Reason for Test: <input type="checkbox"/> Environmental Exposure (ChildGuard®) <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post-Accident (5E) <input type="checkbox"/> Court Order <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (Specify)		
G. Drug Tests to be Performed: <input type="checkbox"/> Default Panel (5F) <input type="checkbox"/> 6 Drug Panel <input type="checkbox"/> 7 Drug Panel <input type="checkbox"/> 9 Drug Panel <input type="checkbox"/> 10 Drug Panel <input type="checkbox"/> 12 Drug Panel <input type="checkbox"/> 14 Drug Panel <input type="checkbox"/> 15 Drug Panel <input type="checkbox"/> 16 Drug Panel <input type="checkbox"/> 17 Drug Panel <input type="checkbox"/> 18 Drug Panel <input type="checkbox"/> 19 Drug Panel <input type="checkbox"/> Urine EtG-ETS <input type="checkbox"/> Urine EtG/EA <input type="checkbox"/> Nail EtG <input type="checkbox"/> Hair EtG <input type="checkbox"/> Blood PETH <input type="checkbox"/> Propofol Glucuronide <input type="checkbox"/> Add-ons: <input type="checkbox"/> Other		
H. Collection Site Information: (5G)		
<b>STEP 2: COMPLETED BY COLLECTOR</b>		
Read urine specimen temperature within 4 minutes. Is temperature between 90° and 100° F? <input type="checkbox"/> Yes <input type="checkbox"/> No, Enter Remark		Specimen Collection: <input type="checkbox"/> Split <input type="checkbox"/> Single <input type="checkbox"/> Observed (Enter Remark)
REMARKS		
STEP 3: Collector affixes container seal(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5.		
<b>STEP 4: CHAIN-OF-CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY</b>		
I certify that the specimen given to me by the donor identified in STEP 1 of this form was collected, labeled, sealed, and released to the Delivery Service noted in accordance with applicable requirements.		
X (15) Signature of Collector _____ AM/PM _____ Time of Collection _____	SPECIMEN BOTTLE(S) RELEASED TO: <input checked="" type="checkbox"/> USPS <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> Other _____ Name of Delivery Service Transferring Specimen to Lab _____	
Date (Mo./Day/Yr.): _____		
<b>STEP 5: COMPLETED BY DONOR (OPTIONAL)</b>		
I certify that I provided my specimen to the collector; that I have not adulterated it in any manner; each specimen was sealed with a tamper-evident seal in my presence; and that the information and numbers provided on this form and on the label affixed to each specimen is correct.		
X (16) Signature of Donor _____	(PRINT) Donor's Name (First, MI, Last) _____	Date (Mo./Day/Yr.) _____
Daytime Phone No. ( ) _____	Evening Phone No. ( ) _____	Date of Birth: Mo. / Day / Yr. _____
<b>FOR USDTL USE ONLY</b>		
<b>Laboratory Certification</b>		
I certify that the specimen received with this form was sealed in the appropriate container with the seal intact, and the identification number and/or name on this form matches that on the specimen, and the specimen was transferred to temporary laboratory storage.		Printed USDTL Accessioner's Name _____ Signature of USDTL Accessioner _____ Date _____
X 4644251 CONTROL NO. A	USE TO SEAL SPECIMEN	SPECIMEN SEAL Date (Mo./Day/Yr.) _____ Sealed by _____
X 4644251 CONTROL NO. B (SPLIT)	USE TO SEAL SPECIMEN	SPECIMEN SEAL Date (Mo./Day/Yr.) _____ Sealed by _____

COPY 1 - LABORATORY COPY

(12)

PRESS HARD - YOU ARE MAKING MULTIPLE COPIES

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.



<p><b>Donor:</b> By these initials, I certify that: - I am the test subject who provided the specimen enclosed in this envelope - the specimen was taken from me on the date indicated - I witnessed the sample collector sealing the specimen into the envelope - the ID number on the envelope and the Custody and Control form match.</p> <p>Donor Initials: <i>J</i></p>	<p>Donor ID Number: <u>1234567</u></p> <p><b>Collector:</b> The undersigned certifies that the enclosed specimen was collected from the body of the test subject with the subject's knowledge and consent and the information contained on this envelope is true and correct.</p> <p>Collector Initials: <i>SLT</i> Date: <u>06/01/15</u></p>
<p>3536999 CONTROL NO</p> <p>A</p> <p>USE TO SEAL SPECIMEN</p>	<p>3536999 CONTROL NO</p> <p>06, 01, 15 DATE OF THIS TEST</p> <p>SPECIMEN SEAL</p>