

Venipuncture Collection Instructions

Materials needed for collection:

- Custody and Control Form
- Forensic blood collection supplies
- Courier exempt human specimen over-wrap

1. Verify the donor with a government-issued photo ID (driver's license, state ID, passport).
2. 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 Whole Blood as the specimen type.
 - E. Mark the appropriate reason for testing.
 - F. Mark PEth as the panel ordered for this collection. (We only test PEth in whole blood specimens).
 - G. Record the Collection Site Facility information if it is different than the Account Information at the top of the form.
3. Open the collection supplies in the presence of the donor.
4. Using both provided gray-top Vacutainer tubes, execute blood draw following local Standard Operating Procedure. **Caution: Wipe the site with an isopropyl alcohol pad ONLY. Do Not use ethanol-based pad or ethanol-based hand sanitizer.**
5. Peel the barcoded tamper-evident seals from the bottom of the Custody and Control form and place them securely over each cap of the specimen tubes. Failure to place the tamper-evident seal over the cap of the tube will result in a "Rejected Specimen."
6. Have the donor initial and date the tamper-evident seal on each tube.
7. Have the donor print, sign and date the Donor Consent Certification Section on the Custody and Control form.
8. Print, sign and date the Collector Certification Section on the Custody and Control form.
9. Place the specimen tubes into the plastic tube holder and snap shut.
10. Place the plastic tube holder in the specimen bag with the absorption cloth (supplied) and close the bag.
11. Place the top copy of the Custody and Control form and specimen bag in the exempt human specimen-labeled transport box and tape the box shut with the white Box Seal Sticker.
12. Place the transport box into the courier's exempt human specimen over-wrap shipping bag and contact courier for pick-up.

The image shows a 'FORENSIC DRUG TESTING CUSTODY AND CONTROL FORM' from USDTL (United States Drug Testing Laboratories, Inc.). The form is filled out with handwritten information and includes several sections for collector and donor use. Key features include:

- Header:** USDTL logo and contact information (700 S. Mount Prospect Road | Des Plaines, IL | 40018, Main: 847-375-0770, www.USDTL.com | Fax: 847-375-0775).
- Control No.:** 7355100.
- STEP 1: COMPLETED BY COLLECTOR OR AUTHORIZED REPRESENTATIVE.** Includes account information and a warning: 'THIS SECTION WILL CONTAIN PRE-PRINTED CLIENT/HOSPITAL INFORMATION. PLEASE MAKE SURE ALL INFORMATION PRINTED IN THIS SECTION IS CORRECT PRIOR TO UTILIZING'.
- STEP 2: COMPLETED BY COLLECTOR.** Includes fields for donor name, SSN, ID number, matrix type (Hair, Urine, Blood, Other), and reason for testing (e.g., Pre-employment, Random, Reasonable Suspicion/Cause, Post-Accident).
- STEP 3: CHAIN-OF-CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY.** Includes collector signature, date, time, and specimen collection details.
- STEP 4: CHAIN-OF-CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY.** Includes collector signature, date, time, and specimen collection details.
- STEP 5: COMPLETED BY DONOR (OPTIONAL).** Includes donor signature, date, and time.
- FOR USDTL USE ONLY:** Laboratory certification section with fields for collector and USDTL accession numbers, signatures, and dates.
- Barcode Labels:** Two barcodes at the bottom with 'USE TO SEAL SPECIMEN' instructions and a '6' in a circle.
- Watermark:** 'PRESS HARD YOU ARE MAKING MULTIPLE COPIES' oriented vertically on the right side.



Place tamper-evident seal over cap