

Completing a Chain of Custody Form

A Chain of Custody Form is an important piece of paperwork used as a paper trail for legal purposes to document a specimen's chronological journey from collection to laboratory to results.

This instructional guide will walk you through completing a Chain of Custody Form for your organization's needs.

Please use a ballpoint pen, press firmly, and check both copies for legibility.

Step One:

This portion **must** be completed by the Collector, Employer, or Agency Representative.

A. Employer Name, Address, and I.D. No.

This section should be pre-printed on the Chain of Custody Form. The Collector must ensure that the information is correct.

The 'Employer Information' is the main address of the company. For example: If you were conducting a collection for a new IKEA in Trenton, NJ, Section A of Step 1 would have the IKEA corporate address on it (IKEA North American Headquarters, 420 Alan Wood Rd, Conshohocken, PA, 19428).

B. Collection Site Address, Collector Phone No., & Collector Fax No.

These three sections should be pre-printed on the Chain of Custody Form. The Collector must ensure that the information is correct.

This information is for the specific location the specimen collection is happening at. For example: If you were conducting a collection for IKEA North America at "City Medical Services Office" in Trenton, New Jersey, the Collection Site Address, Phone Number, and Fax Number would be that of "City Medical Services Office, Trenton, New Jersey".

The Collection Site contact information is needed in case our laboratory has to reach out to the Collection Site for questions about the specimen or if more information is needed.

C. Donor SSN or Employee I.D. No.

If this is a section that is required by the Employer or Agency, the Collector must write down the last 4 digits of the Donor's social security number, or the Donor's Employee I.D. number or whichever personal identification number is being used for this collection.

D. Donor ID

The Collector must verify the identity of the Donor. It is usually done using a photo I.D. The Collector will indicate how they verified the Donor's identification.

E. Reason for Test

The Collector must indicate the reason why the Donor has come to the Collection Site to give a specimen. If nothing is checked, the Laboratory will write in NG for None Given.

Step 2

Specimen Temperature

Recording the temperature of the specimen is **vital**. If the temperature is not between 90 degrees F and 100 degrees F, the Collector must write a remark on the line below.

Specimen Collection

The Collector must indicate the type of collection and if it was an observed collection. For example, the Bureau of Prisons usually uses observed, single specimen collection. If there were any issues or suspicions with the collection, the Collector must write a remark on the line below.

Step 3

Label A and Label B, if applicable, must be completed by **both** the Collector and the Donor.

The Donor **must** initial Label A. Once initialed, the Collector will affix Label A across the top of the cup with the Donor's specimen inside it and date the label. If two specimens were taken, repeat this step with Label B.

Step 4

Test(s) Requested by Employer/Agency

This section will be pre-printed on the Chain of Custody form. The drugs printed will match the panels on the QuickScreen cup the donor has submitted their specimen into. Check the box next to the drug that needs confirmation **only**. The drug(s) that need confirmation are the ones that show preliminary positive results on the QuickScreen cup.

Donor Authorization

The Donor **must** print their own full name, sign their name, initial the form where indicated and date the form. The initials **must match** the initials on Label A to be considered valid.

Step 5

Chain of Custody - Initiated by Collector

The Collector must print their name, sign their name, date the form, and record the time of collection or the test will be considered invalid.

Specimen Bottle(s) Released To

This section indicates the courier or mail carrier service that will deliver the specimen to our Laboratory. This should come pre-printed for your convenience. For example, this section will say UPS or FedEx.

The rest of this section should be left blank by the Collector. It will be completed by the Laboratory.

Step 6

Packaging the Chain of Custody Form with the Specimen

The Laboratory copy of the two sheet Chain of Custody Form is the form labeled LABORATORY at the bottom of the form. It may be the first or second sheet, depending on the Form type. The LABORATORY page is the Chain of Custody Form that must be included in the bio-bag. Place the Chain of Custody Form in the front pocket of the bio-bag and the specimen in the larger pocket with the absorbent pad. To complete preparing the specimen for shipping and to arrange for pick up, refer back to the instructions for "Using and Reading the QuickScreen Cup".

Please retain the second page of the Chain of Custody Form for your Employer or Agency's records.