



# Paragon

## Introduction

The procedures for collection of urine under these rules are very specific and must be followed whenever a Department of Transportation required urine specimen collection is conducted. These procedures, including use of the Federal Drug Testing Custody and Control Form (CCF), apply only to DOT-required testing. While employers may use these collection procedures for other employers or state authorities, the company or organization is not permitted to use a Federal CCF nor can the company imply the tests are conducted using DOT authority.

The collector has a major role in the success of the DOT's drug testing program. The collector is the one individual in the testing process with whom all donors have direct, face-to-face contact. The collector must ensure the integrity of the specimen and collection process or the test itself may lose validity. The collector's sensitivity to a donor's privacy is vital for a safe drug testing program. It is imperative collectors fully understand and follow these procedures. These collection guidelines, together with 49 CFR Part 40 and the DOT operating administrations' rules, will provide collectors with the information needed to perform a fair and just collection.

The information in this document addresses normal collection procedures and some of the more common problems or situations encountered. However, information contained in this publication should not be used to interpret the legal requirements of the actual rule.



Paragon



A collector is a trained person instructing and assisting donors at a collection site. Collectors are responsible for receiving and making an initial inspection of the urine specimen provided by donors. Collectors initiate the Federal Drug Testing Custody and Control Form.

### The Collector

The collector is an essential person in any drug-testing program. It is imperative the collector is properly trained and supervised. The collector's guide will provide a collector with all the basic information necessary to assure an adequate collection.

The 49 CFR 40 defines a collector as a trained person who instructs and assists donors at a collection site. The collector receives and makes an initial inspection of the urine specimen provided by donors and initiates the Federal Drug Testing Custody and Control Form.

The collector should have written specimen collection procedures available at all times. Situations arise occasionally, so it is essential for a collector to have resources to refer at any given time. Additionally, an available written collection procedure is a requirement for all facilities performing collections

for Department of Transportation. The collector should have appropriate identification, which includes the collector's name and the name of the collection company or clinic.

It is not necessary for the collector and the donor to be the same gender if a private, enclosed area is used for the collection. If a stall, or other monitored collection area is used it is required for the collector and donor to be the same gender, unless the collector has a medical license. For direct observation collections (witnessed), the collector and donor must be the same gender.

It is required for a collector to perform, and complete, one collection at a time. The collector must insure the specimens remain in full view of the donor until the specimens are sealed and placed in the leak resistant bag, along with the CCF, thus completing the collection process.

An immediate supervisor of a donor being tested

*The collector should have written specimen collection procedures available at all times.*

cannot act as the collector, unless no other collector is available. A collector cannot be an employee of a SAMHSA certified laboratory (i.e. as a technician or accessions) The collector could link the donor with a urine specimen or laboratory result.

## Definitions

**Absorbent Material** – Each kit must contain enough absorbent material to absorb the entire contents of both specimen bottles. Absorbent material must be designed to fit inside the leak-resistant plastic pouch designated for the specimen bottles.

**Cancelled Test** – A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive or a negative test.

**Collector** – A person who instructs and assists donors at a collection site. A collector receives and makes an initial examination of the urine specimen provided by each donor.

**Collection Container** – A single use container, made of plastic, large enough to easily contain at least 55 mL of urine from the donor.

**Collection Kit** - A single sealed unit including a collection container, two specimen bottles and a leak resistant plastic shipping bag with pouches.

**DER** - Designated Employer Representative

**Donor** – An individual providing a urine specimen. An employee is often referred to as a donor.

**DOT** – Department of Transportation

**Collection Site** – A place selected by the employer where donors present themselves for the purpose of providing a urine specimen for a drug test.

**Chain of Custody** – A procedure to account for the integrity of each biological specimen. The procedure tracks the handling and storage of the specimen from the point of collection to final disposition.

**Custody and Control Form (CCF)** – The form for

processing a collection. The Custody and Control Form is an approved Department of Transportation form.

**Leak Resistant Plastic Bag** – Must have two sealable compartments or pouches which are leak resistant; one pouch large enough to hold two specimen bottles and the other pouch holds the CCF.

**Medical Review Officer** – A person who is a licensed physician and who is responsible for receiving and viewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

**Observer** – A person who witnesses a direct observation collection.

**Reasonable Cause Testing** – The actions, appearance, or conduct of a person indicating the use of a prohibited substance. The rationale is based on objective and articulate facts.

**Shipping Container** – Must be designed to adequately protect the specimen bottles from shipment damage. A shipping container is not necessary if a laboratory courier hand delivers the specimen bottles in the plastic leak proof bags from the collection site to the laboratory.

**Shy Bladder** – The donor's inability to provide at least 45 mL of urine.

**Specimen Container** – Two bottles used for a split specimen collection. Each bottle must be large enough to hold at least 35 mL of urine.

**Split Sample or specimen** – Urine from a single void divided into two separate specimen bottles.

**Temperature Strip** - A temperature measuring device attached on the collection container or specimen bottle.

**Training** – A well-trained work force is vital to an accurate and fair drug and alcohol-testing program. For this reason, Part 40 includes enhanced training requirements for collectors.



## Training Requirements

The collector training requirements include:

1. Basic Information
2. Qualification Training
3. Initial Proficiency Demonstration
4. Refresher Training
5. Error Correction Training
6. Documentation

All of the above requirements are listed in detail in the 49 CFR Part 40, Section 40.33

## Collection Supplies

The required supplies needed for conducting a urine specimen collection:

1. A clean, single-use, securely sealed specimen kit.
2. A temperature-measuring device providing immediate measurement of the specimen temperature. The device is usually pre-attached to the collection container, but occasionally, the collector will have to attach it.
3. A Custody and Control Form with the pre-printed identification number.
4. Tamper-proof seals (security/confidential) to secure the specimen bottles after both are filled with urine specimens. The seal is usually pre-attached to the CCF.
5. A tamper-proof shipping container. It must be addressed and labeled for transportation to the laboratory.
6. Bluing agent to add to the toilet bowl or tank to prevent dilution or adulteration of a specimen.
7. Single use sanitary gloves (latex) are recommended for handling specimens. However, it is not required for the collector to wear gloves.

## The Collection Site

A collection site must provide:

1. A restroom or stall with a toilet for the donor to ensure privacy while providing the specimen. A single toilet stall, with a full-length door, is preferred.
2. A source of water used for washing hands,



The collection container contents are sealed in one unit.

if practical, external to the room where void occurs. If the only source of water available is inside the restroom, the donor may wash his or her hands prior to the void, and then the collector must secure the water source before the collection takes place. Moist towels or hand sanitizer are suitable substitutes in the place of a water source.

3. A stable writing surface for completing the required paperwork (custody and control form).

A multi-stall restroom can be used for collections. The site must provide substantial visual privacy (a toilet with a partial-length door) and meet all other requirements listed above. If a multi-stall restroom is used the collector must use bluing in all the toilets and secure the toilet tanks to prevent access to water. Restrict access to collection material and specimens. The facility must be secured against access during the procedure to ensure privacy for the donor and prevent distraction for the collector.



The collection container is used for the void.

areas) that appear suitable for concealing contaminants.

7. Provide secure handling and storage of specimens from the point of collection until shipment to the laboratory.

Any materials that could possibly be used to contaminate a sample must be removed from the private void area.

These items include, but are not limited to:

1. Soap
2. Disinfectants
3. Cleaning products
4. Personal hygiene products
5. Discarded specimen containers
6. Beverages
7. Water supply

All water sources in the private void area must be secured to prevent diluting or adulterating the specimen. Acceptable ways to control the water supply:

1. Add bluing to the toilet bowl.
2. Secure the toilet tank lid with security tape.
3. Secure all other water sources with security tape (i.e. sink or urinals).
4. Or, shut off water to other water sources.

#### Secure Access to the collection site:

1. Restrict unauthorized access to the site during the collection by posting signs saying "Drug Testing in Progress" (collectors and donors only).
2. Prevent the donor or anyone else from gaining unauthorized access to collection materials or supplies and the specimens. Ensure that undetected access (i.e. through a door not in the collector's view) is not possible.
3. Prohibit the entrance and exit to the collection site.
4. Ensure all authorized persons are under the supervision of a collector or appropriate site personnel at all times when permitted into the site.
5. Inspect the site to ensure that no foreign or unauthorized substances are present.
6. Secure areas and items (i.e. ledges, trash receptacles, paper towel holders, under-sink

#### Collection Steps

The following steps represent a "typical" collection and the necessary requirements for urine specimen collection. The steps are presented in chronological order representing the proper sequence for obtaining, documenting and securing a specimen collection.

1. The collector prepares the collection site prior to the process.
2. The collector begins the collection process without delay when the donor arrives at the collection site. The donor is allotted three hours to provide a specimen. Instruct the donor to read the back of the CCF before moving on to the next step the collection process.
3. The donor must be positively identified as the individual selected for testing. The acceptable methods of identification:

- a. Photo identification - drivers license, employee badge
  - b. Positive identification by the employer or employer representative
  - c. Any other identification allowed under an operating administration's rules.
4. The following are not acceptable forms of identification for a donor:
- a. Co-worker or other donor identification
  - b. Non-photo identification (i.e. social security card, credit card, union or other membership cards)
  - c. Pay Voucher
  - d. Employment papers
  - e. Voter verification
  - f. Address verification
  - g. Faxed or photocopies of identification

If the donor cannot produce positive identification, the collector must contact the DER to verify the identity of the donor.

5. The collector is required to provide his or her identification if requested by the donor.
6. The collector completes the identification information on the Custody and Control Form. Step 1 of the CCF.
7. A consent form cannot be used for DOT collections.
8. The donor must remove unnecessary outer clothing (coat, jacket, hats etc.) and leave any briefcases, purses, book bags or other personal items he or she is carrying. The donor must empty his or her pockets and present the contents to the collector. The donor may retain his or her wallet or billfold and all personal items must be placed in a locker or other secure area before entering the private void area.
9. As a collector, instruct the donor to wash and dry his or her hands, under the observation of the collector. Inform the donor not to wash his or her hands again until after he or

she provides the specimen to the collector. The donor must not be allowed any further access to water or other materials that could possibly be used to adulterate the specimen.

- a. Note: Only use a liquid base soap. A donor may attempt to conceal soap shavings under his or her fingernails and subsequently use it to adulterate the specimen.

10. Direct the donor to the room used for the void. The donor must provide a specimen of at least 45 mL. Instruct the donor not to flush the toilet, and return with the specimen as soon as possible after completing the void. The donor enters the room and shuts the door as the collector remains outside.
11. The collector receives the specimen from the donor.
12. The donor may flush the toilet after releasing the specimen to the collector and the sample is sealed. Inadvertently flushing the toilet by the donor before giving the specimen to the collector does not automatically require any corrective action by the collector or a recollection.
13. The collector must check these items for a specimen and indicate on Step 2 of the CCF:

*As a collector, instruct the donor to wash and dry his or her hands, under the observation of the collector. Inform the donor not to wash his or her hands again until after he or she provides the specimen to the collector.*

- a. *Temperature in Range* - Read the specimen temperature within four minutes of receiving the specimen. The temperature can be read from the collection container or the specimen bottle. The acceptable range is 90-100 degrees Fahrenheit or 32-38 degrees Celsius. The collector records the temperature information on the custody and control form. Mark the "yes" box in Step 2 of the CCF if correct.
- b. *Sufficiency of Specimen Volume* - Measure specimen volume to ensure there is at least 45 mL of urine.
- c. *Signs of Tampering* - Inspect the specimen for unusual color, odor or other signs of adulteration. The



Read the specimen temperature within four minutes of receiving the specimen. The temperature can be read from the collection container or the specimen bottle. The acceptable range is 90-100 degrees Fahrenheit or 32-38 degrees Celsius.

collector records any unusual information concerning the specimen in the "remarks" section of the custody and control form.

- d. The collector indicates the collection as a split specimen. Note: All DOT collections are split specimen collections.

14. The collector signs Step 4 on the Custody and Control Form indicating he or she received the specimen from the donor. The collector prints his or her name and records the date and time of collection.
15. The collector must pour the specimen from the collection container into "A" and "B" specimen bottles. The collector must pour at least 30 mL of urine into specimen bottle "A," designated the primary specimen. The collector then pours at least 15 mL into a second bottle. This is the secondary specimen or bottle "B."

Note: the collector should not fill either of the specimen bottles to the cap. A completely

full container is likely to leak in transit or crack if frozen.

16. The collector places the lids or caps on the specimen bottles and applies the tamper-proof seal securing the lids or caps. The seal labeled "A" is placed on the primary bottle and the seal labeled "B" is placed on the secondary bottle. The seal must be centered over the lid or cap and down the sides of the bottle to ensure the lid or cap cannot be removed without destroying the seal. The collector then writes the date on the seal.
17. The donor initials the seal. If the donor does not initial the seal or refuses to initial, the collector must indicate it on the CCF in the "Remarks" section. This is not a refusal to test. The donor must initial after the seals are placed on the bottles.
18. For DOT collections, the donor completes Step 5 (Copy 2), the donor certification section of the custody and control form, by reading and signing the certification





A DOT split specimen kit contains the following materials: a collection container, two specimen bottles, and a bag with pouches and absorbent material.

statement; and providing his or her date of birth, printed name, and daytime and evening phone numbers.

19. The collector records any additional remarks concerning the collection in the "remarks" section of the custody and control form.
20. The collector signs the custody and control form "released by" block, providing the date, releasing the specimen to a courier or other method of transportation to the laboratory.
21. The collector prepares the specimen container(s) and laboratory copy(ies) of the custody and control form. The collector places the specimen bottles and Copy 1 of the CCF inside the appropriate pouches of the leak-resistant plastic bag, and seals both pouches. If the donor has not had the opportunity to wash his or her hands, he or she is permitted to do so at this time.
22. The collector gives the donor his or her copy of the custody and control form (Copy 5). The donor's personal items should be returned at this time. The donor is permitted

to leave the collection site.

23. The collector places the sample in a secure storage area. Any excess urine can be discarded at this time. Each specimen collected is shipped to a laboratory as quickly as possible, or within 24 hours of the next business day.
24. The collector prepares additional copies of the custody and control form for appropriate distribution - MRO copy, employer copy, collection site copy for filing by the collection facility.

All of these steps are necessary and essential for the collection process. Errors or omissions in these steps could result in a specimen being unacceptable for testing at the laboratory or the results being declared invalid upon review by the Medical Review Officer. For additional information on the collection process refer to the 49 CFR Part 40, Section 40.43.



If the specimen bottle seal is not attached, broken or shows evidence of tampering (and a split specimen cannot be re-designated) it will result in a fatal flaw.



### Fatal Flaws

The following errors or omissions are considered “fatal flaws” according to the Department of Transportation. These errors or omissions will result in a rejection of a specimen or a cancelled test.

1. The collector's printed name or signature is omitted from the custody and control form.
2. The specimen identification numbers on the bottle and the CCF do not match.
3. The specimen bottle seal is broken or shows evidence of tampering and a split specimen cannot be re-designated.
4. In the event of leakage or damage, there is an insufficient amount of urine in the primary specimen bottle for analysis and the specimen cannot be re-designated.

### Correctable Flaws

If a laboratory discovers a “correctable flaw” during the processing of incoming specimens,

the laboratory will attempt to correct the flaw. If the laboratory is unsuccessful it will report the specimen as “Rejected for Testing.” The following are correctable flaws:

1. The collector's signature is omitted on the certification statement of the CCF.
2. The donor's signature is omitted from the certification statement, unless the donor failed or refused to sign and is notated on the “Remarks” line of the CCF.
3. The collector uses a form for the test not Federally mandated by the DOT. The flaw may be corrected provided the collection process had been conducted in accordance with the procedures of a SAMHSA certified laboratory.

### “Shy Bladder” Situation

If the donor is unable to provide at least 45 mL of urine, the collector must:

1. Discard the specimen and the container used



The Department of Transportation mandates a donor be given three hours to provide a specimen.

for the void. Record in the “remarks” section of the CCF of an insufficient amount of specimen. Record the time of every attempt by the donor to provide a specimen.

2. Inform the donor about the process for a shy bladder collection. Direct the donor to drink 40 ounces of fluids, distributed reasonably over a period of three hours, or until the individual is ready to provide a sufficient amount of urine. The donor must remain at the collection site. If the donor refuses to drink fluids it is not a refusal to test.
3. When the donor is ready to attempt to provide another sample start the collection process.
4. If the donor refuses to make an attempt to provide a new specimen or leaves the collection site before the process is complete, the collector must discontinue the collection, note situation in the “Remarks” line of the CCF (Step 2), and immediately notify the DER. This is a refusal to test.
5. If the donor cannot provide a sufficient

amount of urine within the three hours, even after making another attempt, the collector must discontinue the collection, note in the “Remark” line of the CCF and contact the DER.

6. The collector sends the copies to the appropriate parties.

In event of a reasonable cause or post-accident situation, the donor must remain at the collection site until he or she provides a complete specimen of 45 mL. The DOT mandates a donor be given three hours to provide a specimen.

If the donor is unable to provide a specimen and the established waiting time has expired, the collector should notify the DER the collection was not completed. The collector must document the time and circumstance(s) on the CCF.

## Direct Observation Collection

A direct observation collection procedure is the same as a routine collection procedure with the additional requirement of an observer physically watching the donor urinate into the collection container. The observer must be the same gender as the donor; there are no exceptions to this requirement.

This is required when:

1. The collector observed material brought to the collection site or the donor's conduct clearly indicated an attempt to tamper with a specimen.
2. The temperature of the original specimen was out of range or the specimen appeared to have been tampered with.

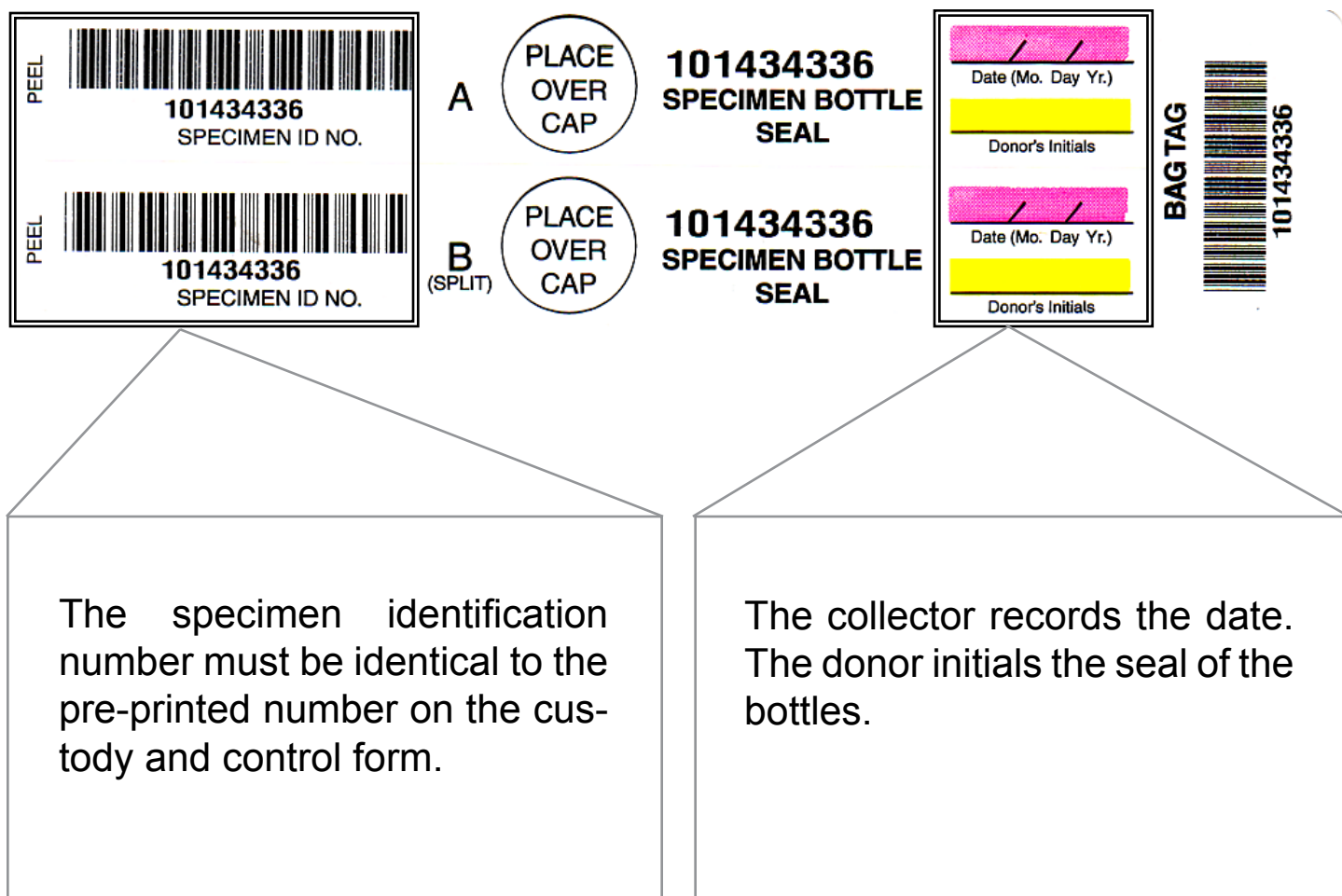
*The observer must be the same gender as the donor; there are no exceptions to this requirement.*

An observed collection is conducted in the following manner:

1. The collector must explain to the donor why a direct observation collection is being conducted.
2. The collector must complete a new Custody and Control Form for the direct observation collection. This is in the case of the collector finding the original specimen to have been tampered with or out of the temperature range.
3. The collector must check the "Observed" box and enter the reason in the "Remarks" line (Step 2). The observer must sign the CCF if it is someone other than the collector observing the collection.
4. In a case where two sets of specimens are sent to the laboratory because of suspected tampering with the initial specimen, the collector must enter on the "Remarks" line of the CCF (Step 2) for each specimen a notation to this effect - collection 1 of 2, or 2 of 2. The specimen identification number from the initial specimen must be recorded

on the new CCF. If the donor refuses to provide a second sample, do not send any samples to the laboratory and indicate what happened on the CCF.

5. The same gender collector or observer enters the restroom or facility with the donor where the void occurs. If it is a multi-stall restroom, the collector or observer must enter the stall with the donor. The collector or observer must watch the donor void into the collection container. Specifically, the collector or observer must personally and directly watch the urine go from the donor's body into the collection container. Use of mirrors or video cameras is not permitted.
6. After the donor has completed the void into the collection container, the donor and observer leave the enclosed restroom and the donor hands the collection container directly to the collector. The observer must not take the collection container from the donor at any time. The donor is required to hand the specimen directly to the collector. The observer cannot intervene with the handling of the specimen. As a collector, when someone else has acted as an observer, include the observer's name in the "Remarks" line of the CCF (Step 2).
7. If the donor declines to allow a direct observation collection required or permitted by the 49 CFR Part 40 to occur, the collector discards any specimen the donor provided previously and notifies the DER as soon as possible. This is considered a refusal to test.
8. If the collector learns a direct observation collection should have been taken place, but was not, the collector must inform the employer. The donor must be directed to return for an immediate recollection under direct observation.



### Security Seals

There are two security seals attached to a custody and control form. Both seals have adhesive for application to the specimen bottles. One is labeled "A" for the primary specimen and the other is labeled "B" for the secondary specimen.

Information required on specimen bottles:

1. The specimen identification number on the seals must be identical to the pre-printed number on the Custody and Control Form.
2. The collector applies the security seals on the specimen bottles and records the date on the seals.
3. The donor immediately initials the seals while attached to the bottles.

### Information required for shipping:

1. Date of collection.
2. The collector should utilize shipping supplies provided by the laboratory

### Federal Drug Testing Custody and Control Form

The Federal Drug Testing Custody and Control Form must be used to document every urine collection required by the DOT drug testing program. The CCF must be a five part carbonless manifold form.

The CCF consists of the following five copies:

1. Laboratory Copy – accompanies the specimen to the laboratory
2. Medical Review Officer Copy – faxed to the MRO within 24 hours
3. Collector Copy – retained by the collector
4. Employer Copy – sent to the employer
5. Donor Copy – given to the employee

The CCF is completed as follows:

Step 1 (Copy 1) – This step is completed by the collector or employer representative prior to the donor providing a urine specimen. The employer and MRO names, addresses, and telephone and fax numbers may be preprinted or handwritten. If the employer has designated a service agent to receive the results from the MRO, the employer's address may be omitted and the service agent's



**STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE**

A. Employer Name, Address, I.D. No. \_\_\_\_\_

B. MRO Name, Address, Phone and Fax No. \_\_\_\_\_

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

D. Reason for Test: ☐ Pre-employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident  
☐ Return to Duty ☐ Follow-up ☐ Other (specify) \_\_\_\_\_E. Drug Tests to be Performed: ☐ THC, COC, PCP, OPI, AMP ☐ THC & COC Only ☐ Other (specify) \_\_\_\_\_

F. Collection Site Address: \_\_\_\_\_

Collector Phone No. \_\_\_\_\_

Collector Fax No. \_\_\_\_\_

**Step 1 of a Custody and Control Form is completed by the collector or employer representative prior to the donor providing a urine specimen.**

**STEP 2: COMPLETED BY COLLECTOR**Read specimen temperature within 4 minutes. Is temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark \_\_\_\_\_

Specimen Collection:

☐ Split ☐ Single ☐ None Provided (Enter Remark) ☐ Observed (Enter Remark) \_\_\_\_\_

REMARKS \_\_\_\_\_

**Step 2 of a Custody and Control Form is completed by the collector after receiving the specimen from the donor and observing temperature of the specimen.**

address may be used. However, in all cases, the specific employer's name, telephone and fax numbers must be included. The collector enters the donor's social security number or identification number after verifying the donor's identity. The collector also marks the appropriate box to indicate the reason for the test and the appropriate box for the type of drug tests to be performed. The collector then enters the information required for the collection site. The collector's telephone number is critical, since the laboratory or the MRO may need to contact the collector if there are any questions related to the collection.

Step 2 (Copy 1) – This step is completed by the collector after receiving the specimen from the donor and observing the temperature. This step also requires the collector to indicate whether it was a single or split specimen collection. This step is used to indicate if the collection was observed and if there were any additional remarks to the collection process for the purpose of proper chain of custody.

Step 3 (Copy 1) – This step instructs the collector

to seal and date the seals once attached to the specimen bottles. The donor initials the seals while on the bottle. Instruct the donor to complete step 5 on the MRO copy (copy 2).

Step 4 (Copy 1) – This step requires the collector to sign the CCF to certify the specimen was collected, labeled, sealed, and released for the shipment to the laboratory in accordance with Federal requirements. The collector is also required to note the time of collection, the date of collection, and the specific name of the delivery service to which the specimen is released for shipment to the laboratory.

Step 5 (Copy 2) – **Note: This differs from the other steps. The collector turns to Copy 2 for the donor to fill out and then turns back to Copy 1.** The donor completes this step by reading the certification statement, printing his or her name, providing date of birth, daytime and evening telephone numbers, date of collection, and signing the form. After the donor completes this portion of the CCF, the collector reviews it to ensure all the required information is provided, readable, legible and complete.



The Collector's Guide for DOT Collections  
Uneventful Collection - Custody and Control Form

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ABC Courier Service

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The Collector's Guide for DOT Collections

# Uneventful Collection - Custody and Control Form

## FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM



\*101434336\*

SPECIMEN ID NO.

101434336

LAB ACCESSION NO.



1213 Genoa Red Bluff  
Pasadena, TX 77504  
(888) 747-3774

### STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

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

B. MRO Name, Address, Phone and Fax No.

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

D. Reason for Test: ☐ Pre-employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident  
☐ Return to Duty ☐ Follow-up ☐ Other (specify) \_\_\_\_\_

E. Drug Tests to be Performed: ☐ THC, COC, PCP, OPI, AMP

☐ THC & COC Only

☐ Other (specify) \_\_\_\_\_

F. Collection Site Address:

Collector Phone No. \_\_\_\_\_

Collector Fax No. \_\_\_\_\_

### STEP 2: COMPLETED BY COLLECTOR

Read specimen temperature within 4 minutes. Is temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark \_\_\_\_\_

Specimen Collection:

☐ Split ☐ Single ☐ None Provided (Enter Remark) \_\_\_\_\_ ☐ Observed (Enter Remark) \_\_\_\_\_

### REMARKS

STEP 3: Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

### STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery/Service noted in accordance with applicable Federal requirements.

X \_\_\_\_\_  
Signature of Collector

Time of Collection  
AM PM

(PRINT) Collector's Name (First, MI, Last)

Date (Mo./Day/Yr.)

### SPECIMEN BOTTLE(S) RELEASED TO:

\_\_\_\_\_  
Name of Delivery Service Transferring Specimen to Lab

### RECEIVED AT LAB:

X \_\_\_\_\_  
Signature of Accessioner

(PRINT) Accessioner's Name (First, MI, Last)

Date (Mo./Day/Yr.)

Primary Specimen  
Bottle Seal Intact

☐ Yes  
☐ No, Enter Remark Below \_\_\_\_\_

### SPECIMEN BOTTLE(S) RELEASED TO:

### STEP 5a: PRIMARY SPECIMEN TEST RESULTS - COMPLETED BY PRIMARY LABORATORY

☐ NEGATIVE ☐ POSITIVE for: ☐ MARIJUANA METABOLITE ☐ CODEINE ☐ AMPHETAMINE ☐ ADULTERATED  
☐ DILUTE ☐ COCAINE METABOLITE ☐ MORPHINE ☐ METHAMPHETAMINE ☐ SUBSTITUTED  
☐ REJECTED FOR TESTING ☐ PCP ☐ 6-ACETYLMORPHINE ☐ INVALID RESULT

### REMARKS

TEST LAB (if different from above) \_\_\_\_\_

I certify that the specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X \_\_\_\_\_  
Signature of Certifying Scientist

(PRINT) Certifying Scientist's Name (First, MI, Last)

Date (Mo./Day/Yr.)

### STEP 5b: SPLIT SPECIMEN TEST RESULTS - (IF TESTED) COMPLETED BY SECONDARY LABORATORY

Laboratory Name

Laboratory Address

☐ RECONFIRMED ☐ FAILED TO RECONFIRM - REASON \_\_\_\_\_

I certify that the split specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X \_\_\_\_\_  
Signature of Certifying Scientist

(PRINT) Certifying Scientist's Name (First, MI, Last)

Date (Mo./Day/Yr.)

PEEL



101434336  
SPECIMEN ID NO.

A

PLACE  
OVER  
CAP

101434336  
SPECIMEN BOTTLE  
SEAL

Date (Mo. Day Yr.)

Donor's Initials

PEEL



101434336  
SPECIMEN ID NO.

B  
(SPLIT)

PLACE  
OVER  
CAP

101434336  
SPECIMEN BOTTLE  
SEAL

Date (Mo. Day Yr.)

Donor's Initials

BAG TAG



COPY 1 - LABORATORY COPY



OMB NO. 0930-0150

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Temperature out of Range - Custody and Control Form



ABC Courier Service



## Temperature out of Range - Custody and Control Form

## FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM



\*101434336\*

SPECIMEN ID NO.

101434336

LAB ACCESSION NO.

1213 Genoa Red Bluff  
Pasadena, TX 77504  
(888) 747-3774

## STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

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

B. MRO Name, Address, Phone and Fax No.

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

D. Reason for Test: ☐ Pre-employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident  
☐ Return to Duty ☐ Follow-up ☐ Other (specify) \_\_\_\_\_E. Drug Tests to be Performed: ☐ THC, COC, PCP, OPI, AMP ☐ THC & COC Only ☐ Other (specify) \_\_\_\_\_

F. Collection Site Address:

Collector Phone No. \_\_\_\_\_

Collector Fax No. \_\_\_\_\_

## STEP 2: COMPLETED BY COLLECTOR

Read specimen temperature within 4 minutes. Is temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark \_\_\_\_\_

Specimen Collection:

☐ Split ☐ Single ☐ None Provided (Enter Remark) ☐ Observed (Enter Remark) \_\_\_\_\_

REMARKS

STEP 3: Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

## STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable Federal requirements.

X

Signature of Collector

Time of Collection

AM

PM

(PRINT) Collector's Name (First, MI, Last)

Date (Mo./Day/Yr.)

SPECIMEN BOTTLE(S) RELEASED TO:

Name of Delivery Service Transferring Specimen to Lab

## RECEIVED AT LAB:

X

Signature of Accessioner

(PRINT) Accessioner's Name (First, MI, Last)

Date (Mo./Day/Yr.)

Primary Specimen  
Bottle Seal Intact☐ Yes  
☐ No, Enter Remark Below \_\_\_\_\_

SPECIMEN BOTTLE(S) RELEASED TO:

## STEP 5a: PRIMARY SPECIMEN TEST RESULTS - COMPLETED BY PRIMARY LABORATORY

☐ NEGATIVE ☐ POSITIVE for: ☐ MARIJUANA METABOLITE ☐ CODEINE ☐ AMPHETAMINE ☐ ADULTERATED  
☐ DILUTE ☐ COCAINE METABOLITE ☐ MORPHINE ☐ METHAMPHETAMINE ☐ SUBSTITUTED  
☐ REJECTED FOR TESTING ☐ PCP ☐ 6-ACETYLMORPHINE ☐ INVALID RESULT

REMARKS

TEST LAB (if different from above)

I certify that the specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X

Signature of Certifying Scientist

(PRINT) Certifying Scientist's Name (First, MI, Last)

Date (Mo./Day/Yr.)

## STEP 5b: SPLIT SPECIMEN TEST RESULTS - (IF TESTED) COMPLETED BY SECONDARY LABORATORY

☐ RECONFIRMED ☐ FAILED TO RECONFIRM - REASON \_\_\_\_\_

I certify that the split specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X

Signature of Certifying Scientist

(PRINT) Certifying Scientist's Name (First, MI, Last)

Date (Mo./Day/Yr.)

PEEL

101434336  
SPECIMEN ID NO.

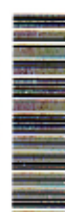
A

PLACE  
OVER  
CAP101434336  
SPECIMEN BOTTLE  
SEALDate (Mo. Day Yr.)  
Donor's Initials

PEEL

101434336  
SPECIMEN ID NO.B  
(SPLIT)PLACE  
OVER  
CAP101434336  
SPECIMEN BOTTLE  
SEALDate (Mo. Day Yr.)  
Donor's Initials

BAG TAG



101434336

COPY 1 - LABORATORY COPY



Paragon

OMB NO. 0930-0156

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The Collector's Guide for DOT Collections  
Insufficient Specimen - Custody and Control Form

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM



\*101434336\*

SPECIMEN ID NO.

101434336

LAB ACCESSION NO.

**one source**  
TOXICOLOGY  
1213 Genoa Red Bluff  
Pasadena, TX 77504  
(888) 747-3774

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No. \_\_\_\_\_ B. MRO Name, Address, Phone and Fax No. \_\_\_\_\_

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

D. Reason for Test: ☐ Pre-employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident  
☐ Return to Duty ☐ Follow-up ☐ Other (specify) \_\_\_\_\_

E. Drug Tests to be Performed: ☐ THC, COC, PCP, OPI, AMP ☐ THC & COC Only ☐ Other (specify) \_\_\_\_\_

F. Collection Site Address: \_\_\_\_\_

Collector Phone No. \_\_\_\_\_

Collector Fax No. \_\_\_\_\_

STEP 2: COMPLETED BY COLLECTOR

Read specimen temperature within 4 minutes. Is temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark \_\_\_\_\_

Specimen Collection: ☐ Split ☐ Single ☐ None Provided (Enter Remark) \_\_\_\_\_ ☐ Observed (Enter Remark) \_\_\_\_\_

REMARKS \_\_\_\_\_

STEP 3: Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable Federal requirements.

X \_\_\_\_\_ Signature of Collector \_\_\_\_\_ Time of Collection \_\_\_\_\_ AM PM  
(PRINT) Collector's Name (First, MI, Last) \_\_\_\_\_ Date (Mo./Day/Yr.) \_\_\_\_\_

SPECIMEN BOTTLE(S) RELEASED TO: \_\_\_\_\_ Name of Delivery Service Transferring Specimen to Lab

RECEIVED AT LAB:

X \_\_\_\_\_ Signature of Accessioner \_\_\_\_\_  
(PRINT) Accessioner's Name (First, MI, Last) \_\_\_\_\_ Date (Mo./Day/Yr.) \_\_\_\_\_

Primary Specimen Bottle Seal Intact ☐ Yes ☐ No, Enter Remark Below \_\_\_\_\_

SPECIMEN BOTTLE(S) RELEASED TO: \_\_\_\_\_

STEP 5a: PRIMARY SPECIMEN TEST RESULTS - COMPLETED BY PRIMARY LABORATORY

☐ NEGATIVE ☐ POSITIVE for: ☐ MARIJUANA METABOLITE ☐ CODEINE ☐ AMPHETAMINE ☐ ADULTERATED  
☐ DILUTE ☐ COCAINE METABOLITE ☐ MORPHINE ☐ METHAMPHETAMINE ☐ SUBSTITUTED  
☐ REJECTED FOR TESTING ☐ PCP ☐ 6-ACETYLMORPHINE ☐ INVALID RESULT

REMARKS \_\_\_\_\_

TEST LAB (if different from above) \_\_\_\_\_

I certify that the specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X \_\_\_\_\_ Signature of Certifying Scientist \_\_\_\_\_ (PRINT) Certifying Scientist's Name (First, MI, Last) \_\_\_\_\_ Date (Mo./Day/Yr.) \_\_\_\_\_

STEP 5b: SPLIT SPECIMEN TEST RESULTS - (IF TESTED) COMPLETED BY SECONDARY LABORATORY

Laboratory Name \_\_\_\_\_ Laboratory Address \_\_\_\_\_

☐ RECONFIRMED ☐ FAILED TO RECONFIRM - REASON \_\_\_\_\_

I certify that the split specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X \_\_\_\_\_ Signature of Certifying Scientist \_\_\_\_\_ (PRINT) Certifying Scientist's Name (First, MI, Last) \_\_\_\_\_ Date (Mo./Day/Yr.) \_\_\_\_\_

PEEL

101434336  
SPECIMEN ID NO.

A

PLACE OVER CAP

101434336  
SPECIMEN BOTTLE SEAL

Date (Mo. Day Yr.)

Donor's Initials

PEEL

101434336  
SPECIMEN ID NO.

B (SPLIT)

PLACE OVER CAP

101434336  
SPECIMEN BOTTLE SEAL

Date (Mo. Day Yr.)

Donor's Initials

BAG TAG

101434336

COPY 1 - LABORATORY COPY



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# The Collector's Examination

1. The Federal Custody and Control Form is a \_\_\_\_\_ part form.
  - a. Four
  - b. Five
  - c. Six
  - d. Seven
2. The collector is required to explain the collection process to the donor.
  - a. True
  - b. False
3. If a donor fails to appear for a scheduled collection at the pre-designated time, the collector must:
  - a. Consider this a refusal to test
  - b. Notify the Designated Employer Representative
  - c. Note this in the "Remarks" section of the Custody and Control Form and proceed with the collection when the donor arrives
  - d. Conduct a direct observation collection when the donor arrives
4. When a direct observation collection is required in an "out of temperature range" situation the collector must receive the review and concurrence of the collection site supervisor, or designated employer representative, before beginning the direct observation collection.
  - a. True
  - b. False
5. The collector is required to instruct the donor to empty his or her pockets before each collection as a part of the standard collection process
  - a. True
  - b. False
6. In an "out of temperature range" situation, the collector must request that the donor provide measurement of his or her oral body temperature.
  - a. True
  - b. False
7. A monitored collection must only be conducted in situations where the collection is needed immediately (such as post-accident situations) and there is no single stall restroom available.
  - a. True
  - b. False
8. If a multi-stall restroom is used, the collection must be a monitored collection.
  - a. True
  - b. False
9. If a person other than the collector is used as a monitor or observer during a collection, his or her name must be listed on the Custody and Control Form.
  - a. True
  - b. False
10. Single specimen collections are allowed for the following DOT mode:
  - a. United States Coast Guard
  - b. Federal Transit Authority
  - c. Federal Aviation Administration
  - d. All of the above
  - e. None of the above
11. The specimen bottle may be used as a collection container
  - a. True
  - b. False
12. A foreign language copy of the Federal Custody and Control Form may be used if:
  - a. The form is provided in a language that is considered the "official" language of the area
  - b. The form is provided to the donor in both English and the other foreign language
  - c. Both the collector and the donor understand and can use the form in the language provided
  - d. None of the above
13. In order to save time during the collection, the collector may sign the Custody and Control Form before the collection takes place
  - a. True
  - b. False
14. The donor should be given the following items into the restroom during the collection:
  - a. Collection Container
  - b. Specimen Bottles
  - c. Custody and Control Form
  - d. A & B only
  - e. All of the above
15. Which of the following are considered refusals to test:
  - a. Donor refuses to empty his or her pockets when requested
  - b. Donor refuses to submit to a direct observation collection when requested
  - c. Donor refuses to provide his or her social security number
  - d. A & B only
  - e. All of the above

[illegible]



# Notes

[illegible]