



**NW Ohio GLCA  
COLLECTION PROTOCOL**  
***PLEASE READ ALL DIRECTIONS BEFORE  
STARTING THE COLLECTION***  
*Revised 3/08*

**PROCEDURE FOR COLLECTION OF SPECIMEN:**  
**(YOU MUST COLLECT SPLIT SPECIMEN)**

1. Follow standard D.O.T. collection guidelines paying particular attention to the following:
  - a. Request donor remove all unnecessary outer garments.
  - b. **Unlike** DOT Protocol, empty all pockets, providing safe storage for the items removed, and turn pockets out.
2. **Insure facilities have been secured in accordance with D.O.T. protocol for collection sites.**
3. The bottom portion of the form should be COMPLETELY filled out with all donor information. **If any information is incorrect, please make necessary changes, and both the collector and donor must initial the change.**
4. **IMMEDIATELY read the temperature of the specimen as indicated on the collection container. The temperature MUST be within the MOST/NW Ohio GLCA Protocol of 90 - 100 degrees. The specimen volume must be 45 ml (one bottle containing 30 ml and one bottle containing 15 ml). Specimen shall be in view of donor and collector at all times.**
  - I. If temperature of specimen **IS** between 90 - 100 degrees and is at least 45 ml:
    1. Complete the Chain-of-Custody form.
    2. Have donor **print and sign** his/her name in designated areas.
    3. Seal specimen bottles with tamper-proof bottle seals provided on the Chain-of-Custody, and **make sure the donor initials the tamper-proof seal AFTER it has been placed on the bottle.**
    4. Seal the specimen, along with the original (first page) of the Chain-of-Custody, in the bag provided and have donor check to ensure good seal. Specimen can then be placed in DHL lab pack provided and await shipment to KLS (DHL lab packs and air bills will be provided with collection kits).
    5. Distribute remaining copies of the Chain-of-Custody as follows:
      - a. Pink MRO Copy ( page 3) and Blue copy (page 5) - Forward to MOST in pre-addressed white envelope
      - b. Yellow collector's copy (page 2) - Keep for collection site records
      - c. Green Donor's copy (page 4) – Give to Donor
  - II. If the temperature of the donor's specimen is **NOT** within the acceptable temperature range of 90 – 100 degrees, the donor will be given the opportunity submit a second specimen. **After dumping the original specimen in front of the donor**, the donor will be allowed up to three (3) hours and may consume up to 40oz of fluid to provide this second specimen.

*(Continued on Back)*

The donor **CANNOT** leave the collection area. The same second specimen protocol applies in the event that the donor is unable to provide a sufficient quantity of urine (at least 45 ml). **Under no circumstance may the collector combine specimen amounts from separate voids to accumulate a specimen of adequate volume.** The collector **CANNOT** conclude the test early.

- III. **If donor refuses to provide a second specimen:**
- a. Indicate on Chain-of-Custody that the temperature is out of range.
  - b. **THE COLLECTOR MUST CONTACT THE MRO OFFICE IMMEDIATELY AT (419) 251-2872.**
  - c. Have donor contact MOST office at 1-877-522-6869 for instructions.
  - d. Unlike DOT Protocol, **all inadequate or out of temperature range specimens are to be disposed of in front of donor. DO NOT SEND SPECIMEN TO THE LAB.**
  - e. If the specimen is inadequate or if the temperature is outside the range, the member does NOT receive any paperwork.
- IV. Upon receipt of second specimen, if temperature is in range (90 - 100 degrees), then proceed to step I and complete the collection. If temperature IS NOT in range, indicate on Chain-of Custody, contact the MRO's office IMMEDIATELY for further instructions, and have donor contact MOST office at 1-877-522-6869.
- V. If donor agrees to the second specimen protocol but is still unable to provide an acceptable second specimen AND there is still time remaining under the three (3) hour time limit the donor may attempt to produce a third specimen. If the donor agrees to attempt the third collection, it **must** be a witnessed collection. All other protocols still apply.

## **BILLING**

All bills for MOST/NW Ohio GLCA collections are to be sent to MOST, 753 State Ave., Ste. 800, Kansas City, KS 66101, for processing and payment.

***PLEASE BE SURE YOUR COLLECTION SITE CODE IS WRITTEN CLEARLY ON THE CHAIN OF CUSTODY FORM (step 4 on the COC). MISSING SITE CODES CAN DELAY PAYMENT AS MUCH AS 30 DAYS.***

If you need additional information or have any questions, contact Mercy Occupational Health/Mercy Health Partners at 419-251-2872, or the MOST office at 1-877-522-6869 between the hours of 7:30 a.m. and 4:00 p.m. Central time, Monday through Friday. Should you require assistance outside of these hours contact MOST at (913) 909-9501.