Urine Collection and Chain of Custody Procedures

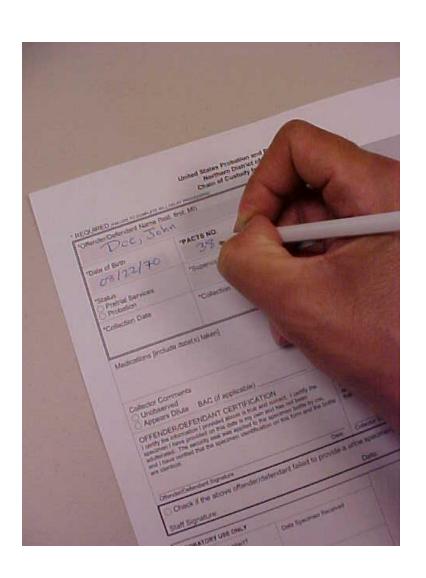
- Never underestimate what an addict will do to conceal drug use or try to "beat" the drug test.
- Although the Statement of Work establishes guidelines for unobserved urine collections, this method is <u>highly discouraged</u>.



- The defendant should be escorted from the waiting area to the collection area by the collector.
- Be cognizant of body language and potential efforts to conceal a "cheating" device.
- The collector and the defendant are the only people present in the collection area at this time. Multiple collections should not occur at the same time.

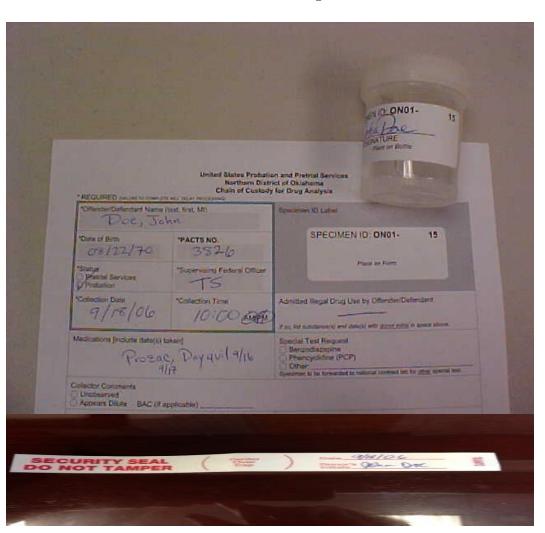
- The collector shall obtain supplies from a <u>secured area</u> in view of the defendant.
- Chain of Custody (COC) form
- Specimen ID labels
- UA kit (contains cup, tamper seal, tamper evident bag)
- Gloves (not supplied by USPO)





- The collector fills out the top portion of the COC form (defendant's legal court name, date of birth, PACTS number, supervising officer, collection date/time, and medications).
- Verify information on pre-printed forms.

- The defendant signs a specimen ID label.
- The defendant affixes the signed specimen ID label to the bottle, and affixes the <u>matching</u> specimen ID label to the COC form.
- Females can affix to bottle after giving sample.
- Defendant initials and dates the tamper seal.





The collector maintains control of all supplies and escorts the defendant into the restroom.



- Ask the defendant to remove any bulky (concealing) clothing, and to roll up sleeves so that wrists/forearms are in clear view.
- It may be necessary to have defendant adjust clothing in order to adequately determine that a device is not being concealed on his/her body.



- The defendant will rinse hands with cold water (no soap) and dry them thoroughly.
- Purpose of rinse is to eliminate any agent the defendant may use to contaminate his urine.



- The collector hands the labeled bottle to the defendant and positions himself in a manner to directly observe urine leave the body and enter the specimen bottle.
- Ask defendant to fill bottle to the top.

Step 8 - continued

- MUST collect at least 10 ml of urine.
- 30 ml is ideal
- The lab cannot test if less than 10 ml of urine is received; therefore, DO NOT send in a sample containing less than 10ml. It will be a "no-test" -- and your agency is not paid for when specimens are not tested.

Urine Collection- Female

- Because it may be impossible to see urine leave the female body and enter the cup, request a mid-stream collection.
- Ask the female defendant to begin the flow of urine into the toilet, stop the flow, then resume the flow into the collection cup.
- Defendant's other hand should be in clear view, away from the collection cup.



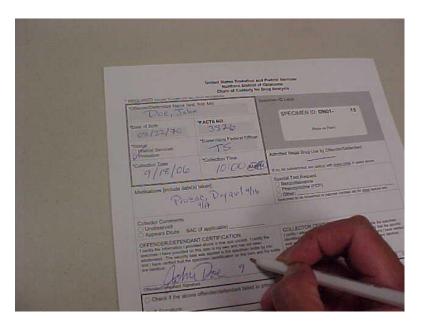
- After urine is collected, the defendant places the cap tightly on the bottle to prevent leakage. (Close lid and snap tab in place).
- The defendant turns the bottle upside down over the sink to check for leakage.

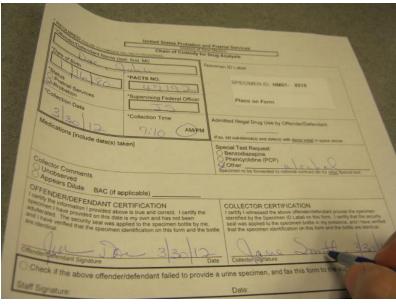


• At the collection area, the defendant places the tamper-evident seal over the top of the bottle with both sides of the seal securing the bottle top and adhering to the sides of the bottle. At least one end of the seal must be placed over the specimen ID label.



The defendant places the UA specimen into the tamper evident bag, along with an absorbent sheet.





- The defendant shall read, sign, and date the COC form under offender/defendant certification.
- The collector shall complete the notes section of COC form, REVIEW the form for completeness, and then read, sign and date under collector certification.



- Before placing the COC form into the specimen bag, the collector has the opportunity to do a final review and verify that —
- 1) specimen ID numbers on the COC form and specimen bottle match.



(Continued)



- 2) specimen bottle is TIGHTLY sealed.
- 3) specimen bottle is affixed with
 - A) defendant-signed specimen ID label.
 - B) defendant-initialed tamper-evident seal that is placed OVER the specimen ID label.
 - C) security seal is intact and adhering to both sides of the bottle.





- The collector folds the form and places it into the document pocket of the tamper-evident bag.
- The collector, in the presence of the defendant, removes the adhesive strip and folds the top of the bag over the front pocket guidelines.

DILUTE URINE

- Dilute urine can be an indication that a defendant is attempting to "flush" his/her system with excess fluid to avoid drug detection.
- Products sold to "beat drug tests" commonly use flushing as the method to avoid detection.
- It is important to note on the COC form if urine appears dilute.

Stalling & Subsequent Attempts

- If the defendant is unable to provide a specimen, the collector will complete the appropriate section of the COC form noting the stall and fax it to the supervising officer.
- The unused bottle and COC form should be destroyed.

"NO TESTS"

TAMPER SEALS

- 1) broken
- 2) no initials/date
- 3) none on bottle
- 4) not overlapping both sides of bottle

SIGNATURES

- 1) defendant and/or collector missing on COC form
- 2) defendant missing on specimen ID label on bottle

"NO TESTS"

Continued

- SPECIMEN ID LABELS
 - 1) none on bottle and/or not signed
 - 2) none on COC form
 - 3) numbers on bottle and COC do not match
- URINE VOLUME
 - 1) insufficient
 - 2) complete leakage

"NO TESTS"

Continued

- SPECIMEN AND COC FORM
 - 1) not received in same bag
 - 2) no COC received
 - 3) no specimen received
- NO MATCH
 - 1) specimen ID numbers on COC form/bottle
 - defendant initials on tamper seal do not match defendant name
 - 3) name/Pacts # on COC form does not match defendant signature on COC form
 - 4) name/Pacts # on COC form does not match defendant signature on bottle

Correctable errors (detected in presence of defendant)

- Broken tamper seals ok to place a second seal over the first – be sure top seal is initialed
- Specimen ID labels ok to place a second label over the first, on the bottle and/or COC form – be sure top label on bottle is signed. Specimen ID numbers on bottle and COC must match.