

# PROFESSIONAL TEST

## Custody and Control Form & Urine Collection Instructions

### PLEASE READ FIRST: IMPORTANT MESSAGE TO THE COLLECTOR

We advise that completion of the Custody and Control Form (CCF) and collection of the urine sample is carried out by trained personnel. To become a trained collector, visit [www.steroidconfirm.com](http://www.steroidconfirm.com) to view our urine collection training guide and to complete a questionnaire. Please also ensure to read all instructions before proceeding with the urine collection. A test will be voided if the CCF is not completed correctly and/or the sample is not taken as per the instructions.

### 1. CHECK CUSTODY AND CONTROL FORM

You must ensure that the Specimen ID number found at the top of the CCF matches the Specimen ID number on the barcoded Security Seal at the bottom of the form.

### 2. IDENTIFY DONOR AND COMPLETE COLLECTION SITE INFORMATION (STEP 1 ON CCF)

Identify the donor by photo ID (e.g. State, Employee, Driver's licence). Complete STEP 1 (Collection Site Information, Donor Information and Reason for test) on the CCF. **If the donor cannot be properly identified, cancel the collection.**

### 3. COLLECT SPECIMEN

**ADDITIONAL MATERIALS NEEDED:** ■ Sterile Collection Cup ■ Gloves ■ Donor's Photo ID

**STEP 1:** Ask the donor to deposit a urine sample into the sterile cup.

**STEP 2:** Remove the tip of the yellow cap on the collector device and put to one side. DO NOT DISCARD. Holding the collector device upright, with the round handle closest to you, place the device into the urine specimen and pull the syringe handle to draw in a FULL TUBE of urine. It is important to pull the syringe handle to the end of the tube.

**STEP 3:** Once the collector/transporter is full, and the handle is extended fully, replace the tip onto the yellow cap. When you have secured the tip, proceed to break off the syringe handle and discard.

### 4. COLLECTOR AND DONOR ANNOTATE SEALS (STEP 3 ON CCF)

Using the circular mark as a guide, affix the barcoded Security Seal from the CCF to the Urine Collector/Transporter, with the donor observing, to seal the device. Date the barcoded Security Seal and instruct the donor to initial the Seal.

Inform the donor that this indicates the device was sealed properly, in the donor's presence, and that the Security SEAL number and CCF Specimen ID number match.

### 5. COLLECTOR INITIATES CERTIFICATION STATEMENT (STEP 4 ON CCF)

Complete the Collector Section in STEP 4 on the CCF.

### 6. DONOR COMPLETES CERTIFICATION STATEMENT (STEP 5 ON CCF)

Instruct the donor to read the certification statement in Step 5 on the CCF and sign, print name, date and provide phone numbers and date of birth (optional) after reading the statement (ALL YELLOW SHADED AREAS). If the donor refuses to sign the certification statement, you must provide a remark in Step 2.

### 7. PREPARE SHIPMENT

Fax the white copy of the CCF to the Medical Review Officer using the fax number on the CCF. Then place the sealed device into the pouch of the clear Transport Bag which contains the absorbent pad. Place the white copy of the CCF into the other pocket of the Transport Bag and seal the bag. Distribute the remaining copies of the CCF.

Place the Transport Bag into the FedEx Clinical Pak and seal the Pak. Fill out the sender information on the FedEx shipping label and apply the label to the FedEx Pak. **SHIP IMMEDIATELY.** Keep the remaining portion of the FedEx shipping sticker for your records and tracking purposes.

### 8. REGISTER TEST ONLINE

Results are available online at [www.steroidconfirm.com](http://www.steroidconfirm.com). You must register your test using the Specimen ID number and Passcode on the CCF. Select to receive email notifications and we will email you when your results are ready.

# CONFIDENTIAL TEST

## Custody and Control Form & Urine Collection Instructions

### PLEASE READ FIRST: IMPORTANT MESSAGE TO THE COLLECTOR

Performing a confidential test means that you are not required to submit any personal information on the Custody and Control Form (CCF) about the donor. This does not effect the quality of the laboratory analysis or results, however you will not receive a Medical Review Officer's (MRO) Report. You must follow the instructions below. A test will be voided if the CCF is not completed correctly and/or the sample is not taken as per the instructions. To view a sample of a completed custody and control form for a confidential test, please log on to [www.steroidconfirm.com](http://www.steroidconfirm.com).

If this test is for professional or legal purposes, please follow the instructions on the reverse side.

If you have any questions or require assistance, please call 1-888-5-CONFIRM.

### 1. COMPLETE STEP 1 ON CCF

Enter "N/A" for Organization Name. Enter "ANONYMOUS" for Donor Name. Leave Donor ID Number blank. Check 'Other' for Reason for test and enter "N/A" in the space provided.

### 2. COLLECT URINE SPECIMEN

**ADDITIONAL MATERIALS NEEDED:** ■ Sterile Collection Cup ■ Gloves

**STEP 1:** Ask the donor to deposit a urine sample into the sterile cup.

**STEP 2:** Remove the tip of the yellow cap on the collector device and put to one side. DO NOT DISCARD.

Holding the collector device upright, with the round handle closest to you, place the device into the urine specimen and pull the syringe handle to draw in a FULL TUBE of urine. It is important to pull the syringe handle to the end of the tube.

**STEP 3:** Once the collector/transporter is full, and the handle is extended fully, replace the tip onto the yellow cap. When you have secured the tip, proceed to break off the syringe handle and discard.

### 3. SEAL AND INITIAL COLLECTOR (STEP 3 ON CCF)

Using the circular mark as a guide, begin by placing the barcoded Security Label onto the yellow cap of the Urine Collector/Transporter and continue to apply the label down each side of the collector device. DATE AND INITIAL THE SEAL.

### 4. COLLECTOR INITIATES CERTIFICATION STATEMENT (STEP 4 ON CCF)

Enter your initials for the Collector's Signature and the Collector's Name. YOU MUST ENTER THE DATE AND TIME OF THE COLLECTION.

### 5. DONOR COMPLETES CERTIFICATION STATEMENT (STEP 5 ON CCF)

Enter "ANONYMOUS" for the Donor's Signature and Donor's Name. Enter the date of the collection.

### 6. PREPARE SHIPMENT

Place the sealed collector into the pouch of the clear Transport Bag which contains the absorbent pad. Place the white copy of the CCF into the other pocket of the Transport Bag and seal the bag. Place the Transport Bag into the FedEx Clinical Pak and seal the Pak.

You MUST fill out the sender information on the FedEx shipping label and apply the label to the FedEx Pak. **SHIP IMMEDIATELY.** Keep the remaining portion of the FedEx shipping sticker for your records and tracking purposes.

### 7. REGISTER TEST ONLINE

Results are available online at [www.steroidconfirm.com](http://www.steroidconfirm.com). You must register your test using the Specimen ID number and Passcode on the CCF. Select to receive email notifications and we will email you when your results are ready.