



KROLL Collectors' Checklists and FAQs

Single Specimen Collector's Checklist

- Prepare the collection area by placing a bluing agent in the toilet bowl and/or tank.
- Secure water sources and potential adulterants like bleach, liquid soap, etc. from the donor.
- Verify the donor's identification with a photo ID. If you cannot identify the donor, do not perform the collection.
- Instruct the donor to remove unnecessary outer garments, like hats, coats, jackets, etc.
- Request that all personal belongings like briefcases, purses, backpacks, etc. remain with outer garments. The donor may retain his/her wallet.
- If information is not pre-printed on the chain of custody form, complete Step 1 (Employer, MRO, and test information). In addition, print the donor's name/ID.
- Instruct the donor to wash and dry his/her hands before the collection to remove any adulterants from the hands or from underneath the fingernails.
- Open the collection kit in the presence of the donor.
- Give the donor the collection cup and instruct him/her to provide at least 30 mL of urine.
- Allow the donor to provide the specimen in the privacy of a stall, unless otherwise specified. See Observed Collections for special instructions.
- Within 4 minutes and in the presence of the donor, inspect the specimen for temperature, color, and volume. The temperature of the specimen should be between 32°-38°C/90°-100°F. The volume should be at least 30 mL. If not, follow alternative instructions.
- In the presence of the donor, pour 30 mL from the collection cup to the specimen vial.
- Seal the specimen vial and instruct the donor to initial the identification label on the vial.
- Complete the chain of custody form with Collection Site Information signing your name. Complete the "Specimen Bottle(s) Released To" box with the name of the delivery service.
- Have the donor complete his/her information and sign his/her name.
- Package Copy 1 of the chain of custody form and specimen vial for shipping.
- Retain Copy 2 for the collection site.
- If an MRO is required, forward Copy 3 to the MRO. If no MRO is required, forward this copy to the employer.
- Give Copy 4 to the donor.
- Seal the vial and chain of custody form in the shipping pouch and place specimens in lab packs with airbills attached on the outside.
- Contact Airborne Express or your local courier for pick-up.

