



LABORATORY ORAL FLUID SAMPLE COLLECTIONS

1. Ask the donor for a picture I.D., then fill out Step 1 of the chain of custody form (CCF) with the donor and client information.
2. Mark the test to be performed and the reason for testing.
3. Ask the donor to initial and date the security seal on the CCF.
4. Prepare for the collection by explaining the process to the donor. Confirm that the donor has not had anything in his/her mouth for at least 10 minutes. If the donor has had anything in his/her mouth within the last 10 minutes, wait for 10 minutes before beginning the collection.
5. The packaging for a new Intercept™ collection device should be inspected to verify a valid expiration date. Open the outer packaging for the collection pad and the specimen vial.
6. The specimen vial should be placed on a flat surface, in view of the donor. Ask the donor to grasp the handle of the collection pad and remove from the packaging.
7. Instruct the donor to place the collection pad between the lower cheek and gums and gently rub the pad back and forth along the gum line until the pad is moist. **Once moist, leave the collection pad between the cheek and gums for at least 2 full minutes.**
8. Open the specimen vial carefully in an upright position with the tip pointed downward, rocking the cap gently to avoid spilling the contents.
9. After 2 minutes, hand the donor the open specimen vial and instruct the donor to push the collection pad into the vial as far as it will go.
10. Instruct the donor to snap the collection wand carefully at the scored line against the side of the vial, **making sure not to tip the vial or spill the contents.**
11. Hand the vial cap to the donor and instruct the donor to place it in the vial and ensure a secure fit.
12. Ask the donor to place the security seal across the top of the specimen vial and down the sides. Ensure that the seal is secure, dated and initialed.
13. The collector complete steps 2-4 on copy 1 of the CCF. The donor completes step 5 on copy 2 of the CCF. Remove the bag seal from the CCF.
14. Place the Intercept collection vial and the completed CCF into the specimen bag. The collector seals the bag, and dates and signs the bag seal.
15. Place the specimen bag into the overnight shipping package and send the specimen to the laboratory for testing. **Please** use one overnight shipping package for all specimens collected that day.

Please call American Screening Corporation Client Services at (866) 526-2873 with questions.