



Urine Toxicology Collection and Shipping Instructions

Before you begin collection, please be sure you have the following items:

- Urine Collection Cup
- Prescription Drug Urinalysis Request Form
- Specimen Bag
- FedEx[®] Clinical Pak
- FedEx[®] Shipping Box
- FedEx[®] Shipping Label

Collecting and Labeling the Sample

1. Have the patient provide a sample in the cup you intend to send to the laboratory for testing. Drug urinalysis does not require any specific protocols for collection.
2. The laboratory requires a minimum of 5 mL of fluid for testing. If there is less than this provided, please discard the sample and collect a new sample to send to the laboratory.
3. Label the sample, directly on the sample cup. This can be done either using the integrated sticker available on your request form OR by writing the patient's FULL name on the cup.
 - a. Please do not use gel or rolling ball pens to label the sample. This type of ink will smear if the sample leaks and the label may become illegible.
 - b. Improper labeling of the sample may result in the laboratory rejecting the sample for testing. Providing more information on the label is always better.
 - c. If you are writing directly on the cup, a Sharpie[®] or equivalent works very well.
4. Please verify the cup has been closed tightly.

Completing the Request Form

The Prescription Drug Urinalysis request form is necessary to get the sample tested in the manner requested as quickly as possible. Fill out the request from left to right using the directions below. Failure to fill out the form completely may result in significant delays in returning results from the laboratory.

1. Analysis Request. Please indicate the testing panel requested for this patient. Select only one panel. *If no panel is selected, no testing will be performed.*
2. Patient Information. This section identifies the patient to be tested. All fields are required.
3. POC Cup Used. If a point-of-care cup is used, please indicate the specific cup in this section.
4. Physician Information. Please indicate the physician who is requesting this testing and the clinic/office address information. Indicate the name of the collector.
5. Sticker for cup. If you are using a pre-printed request form (not one downloaded from the internet), there is an integrated sticker on the form. This sticker should be completed and placed on the cup.
6. Prescribed Medications. Please indicate any current prescriptions the patient has in this section. If a specific prescription is not listed, write it in the space available under other.
7. POC Cup Results. If a point-of-care cup is used, please indicate the results in this section. Note the laboratory cannot read the cup results after shipment. Any results noted in this section will be reflected in the laboratory report.
8. Signatures. These signatures authorize testing by the laboratory.



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9. Include a copy of the patient face sheet and insurance card with the request.

Packing and Shipping the Samples

Samples should be shipped as promptly as possible following collection. If the samples are not going to be shipped on the day of collection, they should be stored in a refrigerator until shipment. Samples received more than 14 days after collection will be tested; however, the delay can result in false negative results.

All samples must be accompanied by the request form that goes with them. Any sample received without a request will not be tested. When sending the requests, they can either be placed in the box outside the Clinical Pak or put in the outer pouch of the specimen bag. When shipping multiple boxes from the same location, please ensure the request forms are in the box with their samples – do NOT put all the requests for multiple boxes in one box.

1. Verify the cup has been sealed tightly and is properly labeled.
2. Place the cup in the specimen bag and close the bag. DO NOT put the request in the same compartment as the sample.
3. Place the request, patient face sheet, and patient insurance information in the outer pouch of the specimen bag OR place all the requests in the shipping box.
4. Put all the samples, in their bags into the FedEx[®] Clinical Pak. Seal the Clinical Pak.
5. Put the Clinical Pak and the requests into the FedEx[®] box. Seal the box.
6. Place the FedEx[®] shipping label on the box.
7. Either contact FedEx[®] to pick up your boxes or drop them off at a FedEx[®] location.

If you have any questions about how to complete the forms, shipping your samples, or you need new supplies please contact ChemaTox Customer Service at (303) 440-4500 or by e-mail at clinicalcustomerservice@chematox.com.