

Sample Collection Walk Through

The purpose of this is to enable us to walk you through the specimen collection process.

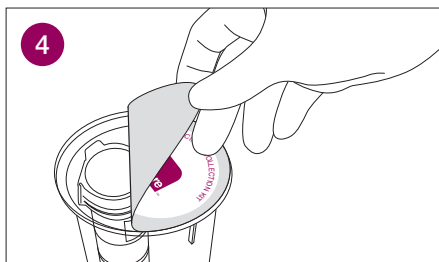
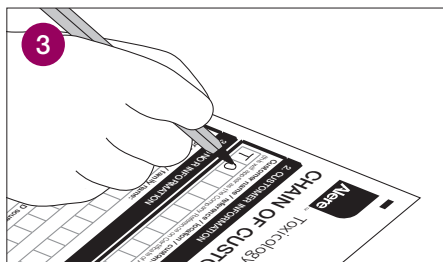
1. Use the Donor Specimen Collection Guide located on the back page of the Specimen Collection Booklet. This Guide must be visible and made available to the donor throughout the collection process.

This guide will enable the donor to comfortably sign the consent to test ensuring that all procedures have been followed.

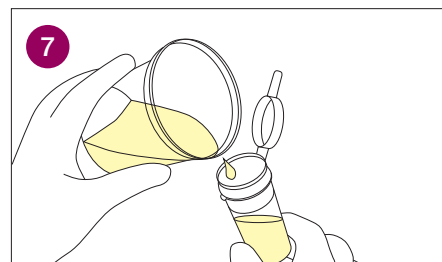
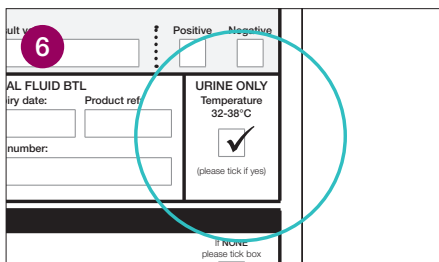
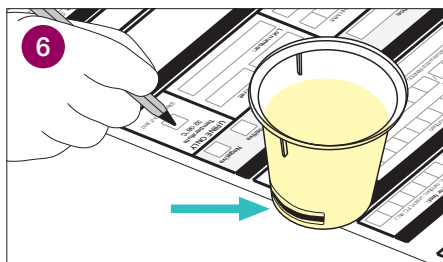
2. Once the donor has chosen their kit and form, you should have an Alere™ Urine Specimen Collection kit, Alere™ Chain of Custody form and the Donor Specimen Collection Guide in front of you.
3. Confirm that the donor has photo and signature identification with them, then ensure that the donor has read and understood the Donor Information Sheet (see Specimen Collection Booklet). Please ensure that you insert one letter into each box clearly when completing the form. Do not write across the boxes.

Complete the 'Customer Information' box on Chain of Custody form (Section 2) then complete the 'Donor Information' box (Section 3). You must also clearly write the ID source details in the box provided.

4. When ready to collect the sample, remove foil seal from cup and tip out contents.

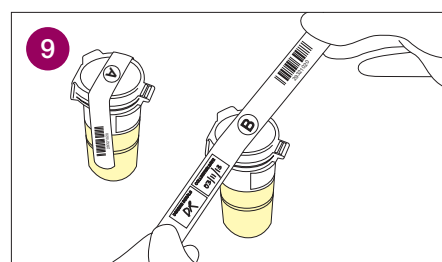
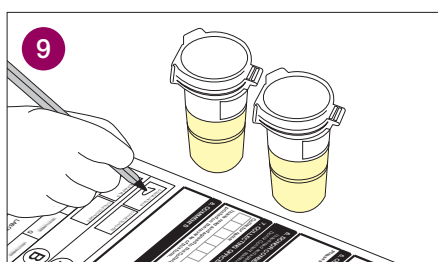
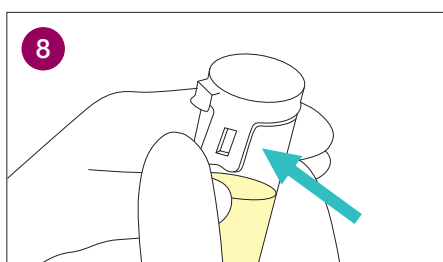


5. Give the donor the cup and ask them to provide a urine specimen. You need approx 60ml.
6. Check temperature of urine, if within range tick box on Chain of Custody form (Section 4).
7. Watched by the donor, break cap seals on both bottles to open, then transfer the urine equally between the bottles. Each vial needs to contain approx 30ml but do not over fill the bottles. Any less than 15ml will result in the lab not being able to analyze it.



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8. Close bottle lid and then push down the catch firmly securing the lid. The lid must be flush with the bottle rim.
9. Ask the donor to initial and date each of the bottle seals. Watched by the donor, carefully peel off bottle seal A, position over the bottle cap and down the smooth sides of one of the bottles. Do not place the seal over the catch and hinge as this will damage the seals. Smooth the seal down firmly. Repeat this for the second bottle using seal B.



10. Place the bottles in the pocket of the clear transit bag which opens between the two cranberry hatched lines and contains the absorbent material. DO NOT SEAL THE BAG YET.
11. Complete the Current Medication section on the form. You should use the questions provided in the Specimen Collection Booklet. If none are declared then tick the 'None' box.
12. Complete 'Alcohol Test' in Section 4 (if applicable).
13. Ask the donor to read the 'Donor Consent' on the reverse side of the Chain of Custody form. Then sign 'Donor Consent' in Section 6. The donor is also signing to confirm that the specimen collection has been correctly carried out following the Donor Specimen Collection Guide.
14. Now the collecting officer (you) signs and records the date with time.
15. Check Chain of Custody form is completed in all sections.
16. Use barcode labels C-J if required. Otherwise leave on laboratory copy Chain of Custody form.
17. Place the white copy of Chain of Custody form in the second pocket of clear transit bag and seal bag. To seal the bag, remove the liner to expose adhesive and then fold blue adhesive flap to cover cranberry cross hatch slit opening.

