

## Specimen Labeling: Oral Fluid

### Dear Valued Customer:

Enclosed are your Test Requisition/Chain of Custody forms for oral fluid specimens. These labels have a new design, but the process for completing the labels remains the same. Please destroy any old labels and use these labels when sending in your test request to the laboratory.

The forms have been developed to better serve your collection and verification needs. This new design also enables tests to be processed more securely and efficiently by the laboratory.

### Benefits of form include:

- Tamper resistance feature added to Security Seal label—improving specimen protection.
- Barcode and Security Seal combined to simplify labeling process.
- Form designed to accommodate laboratory oral fluid collection device and on-site screening device.

*NOTE: Earlier versions of the oral fluid form featured incorrect variable data for on-site oral device customers. We corrected this mistake.*

### ORAL FLUID LABELING PROTOCOL

For each oral fluid specimen, the forms should be completed with a water-resistant marker, such as a blue or black ball point pen (red color is not recommended since it tends to rub off). Ensure that the security seal, dates and appropriate signatures are completed by the donor and the collector.

### ORAL FLUID TEST REQUISITION FORM

Separate chain of custody forms will be provided when ordering oral fluid tests through the lab. The form is a two part carbon copy.

**1) Lab Test Request Information:** Review agency specific test panel information. Test(s) to be performed will be printed on the top of the form. (Diagram 1A)

**On-site Device Test Request Information:** Use the “GC/MS Confirm” line to list the presumptive positive drug(s) you want to confirm through the lab. (Diagram 1B)

Information regarding reasons donor is being tested will be listed below.

**2) Security Seal with barcode:** Ensure cap is tightly fastened. Place the center of the security seal over the top of the cap. Be sure that the barcode runs lengthwise/vertically on the collection tube.

**3) Donor Information & Collector Verification:** The donor will enter his/her signature, printed name, date collected and donor ID (SSN or DL#). The collector will verify the information provided by the donor and validate that the specimen was collected correctly.

**4) Receiving (lab only):** This section is to be filled out by Redwood Toxicology Laboratory personnel only.

**1A: Lab Tests**—Agency specific drug test panel listed

**1B: On-site Devices**—List drug(s) to be confirmed for your on-site screening device

**ORAL FLUID TEST REQUEST FORM**

**IMPORTANT:** The oral fluid sample cannot be processed without the information supplied on the test request form. If the test request form does not accompany the specimen, testing will be delayed.

For training or questions, please contact:

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