

# Specimen Labeling: *Urine*

**Dear Valued Customer:**

Enclosed are your Chain of Custody labels for urine 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 efficiently by the laboratory.

*Benefits of form include:*

- Clearly defined sections for donor, collector and laboratory.
- Form design provides higher accuracy and efficiency for lab.
- Separately spaced character boxes provides superior machine readability.

## URINE LABELING PROTOCOL

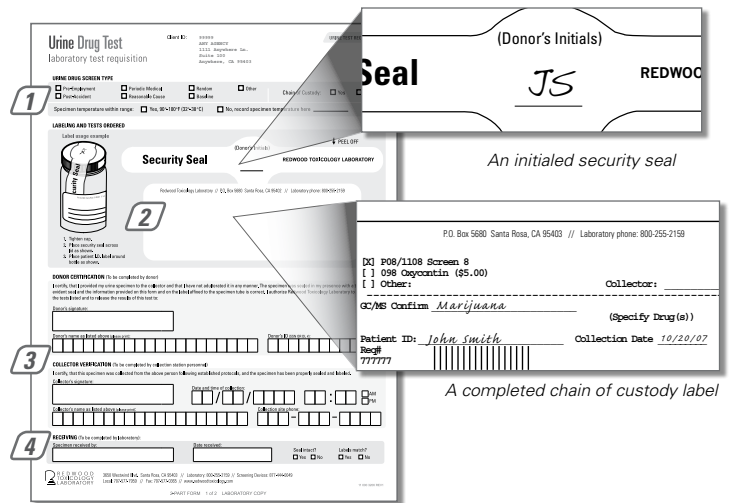
For each urine specimen, the forms should be completed with a water-resistant marker, such as a blue or black ball point pen (red color is not recommended since it tends to rub off). Fill out the appropriate test requisition form/label, indicating the drug(s) to be tested. Ensure that the security seal, dates and appropriate signatures are completed by the donor and the collector.

## URINE TEST REQUISITION FORM (RF2 / RF3)

RF2 and RF3 labels are chain of custody labels with either 2 or 3 part carbon copies. This is the most common label used with RTL.

- 1) Lab Test Request Information:** Information regarding reason donor is being tested and specimen temperature.
- 2) Security Seal:** After collecting the specimen, tighten the bottle cap and place the security seal over the cap, and down the sides of the bottle. Have the donor initial the security seal.
- 3) Chain of Custody Label:** Specific information regarding which test to be performed will be printed on the large specimen label. Place the chain of custody label around the bottle, checking to make sure that the label covers each end of the security seal.
- 4) Donor Information & Collector Verification:** The donor will enter his signature, printed name, date collected and donor ID (SSN or DL#). The collector will verify the informations provided by the donor and validate that the specimen was collected correctly.
- 5) Receiving (lab only):** This section is to be filled out by Redwood Toxicology Laboratory personnel only.

**IMPORTANT:** The urine 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.



**URINE TEST REQUEST FORM**

For training or questions, please contact:

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