

Urine Collection and Chain of Custody Procedures

U. S. Probation and Pretrial Services
Western District of Oklahoma

Importance of Observed Collection

- Unobserved urine collections are highly discouraged by the U.S. Probation and Pretrial Services Office.
- Never underestimate what an addict will do to conceal drug usage and to try and beat the drug test.

Collector Certification

All staff who perform urine collections must be trained by U. S. Probation and Pretrial Services staff. The probation office and testing laboratory will keep a signed acknowledgment form on file for all collectors.

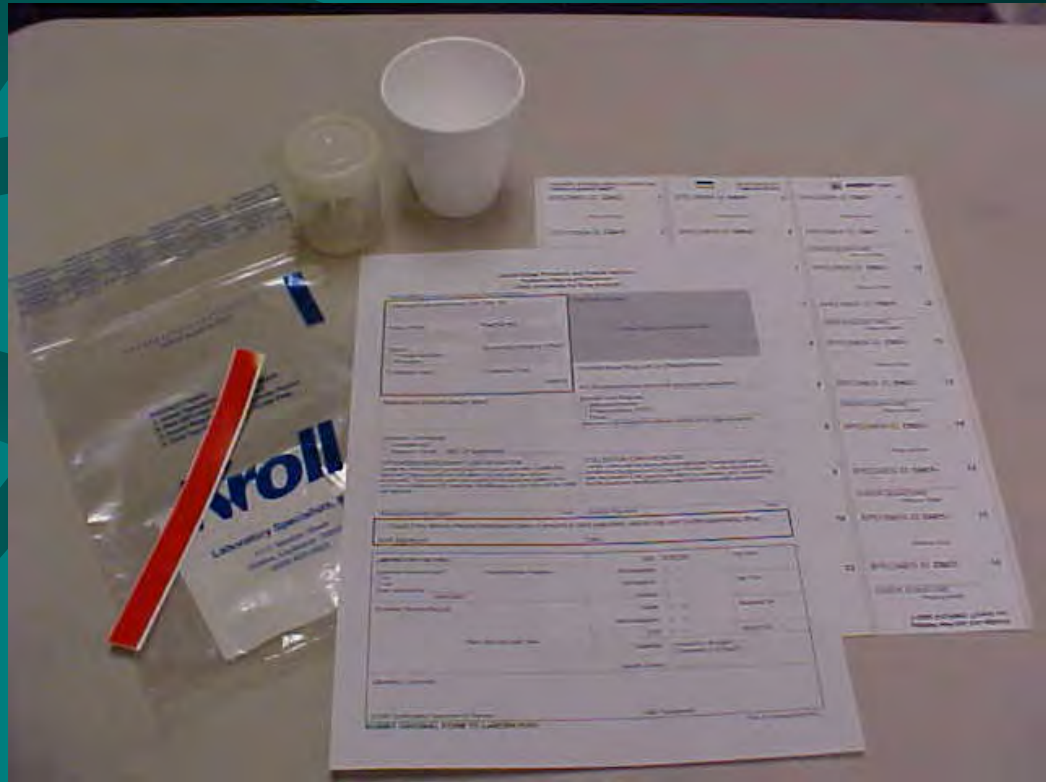
Urine Collection- Step 1



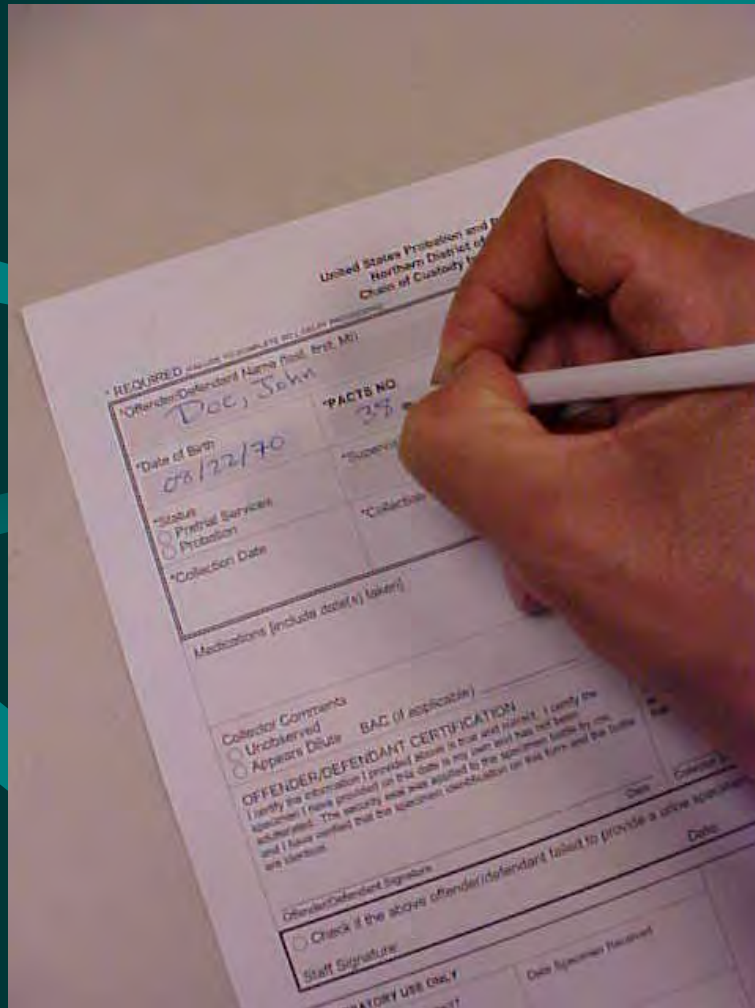
- The subject should always be escorted from the waiting area to the collection area by the collector.
- Be cognizant of body language and potential efforts to conceal a device to deliver clean urine.
- The collector and the subject are the only people present in the collection area during this time. Multiple collections should not occur at the same time.

Urine Collection – Step 2

- The collector shall obtain the necessary supplies (Chain of Custody form, Specimen ID labels, tamper seal and specimen bottle from a **secured area** in view of the subject.



Urine Collection – Step 3



The image shows a close-up of a hand writing on a 'Chain of Custody for Drug Analysis' form. The form is titled 'United States Probation and Pretrial Services Northern District of California Chain of Custody for Drug Analysis'. The 'REQUIRED' section contains the following fields: 'Offender/Defendant Name (Last, First, MI)' with 'Doe, John' written; 'Date of Birth' with '08/22/70' written; 'PACTS NO.' with '35' written; 'Supervising Officer' with 'Sgt. [illegible]' written; 'Collection Date' with '08/22/20' written; and 'Medications (include date(s) taken)' which is empty. Below this is the 'Collector Comments' section with 'Unobserved' and 'Apparent Disuse' options. The 'OFFENDER/DEFENDANT CERTIFICATION' section contains a statement: 'I certify the information I provided above is true and correct. I certify the specimen I have provided on this date is my own and has not been adulterated. The security seal was applied to the specimen bottle by me, and I have verified that the specimen contribution on this form and the bottle are identical.' The 'Offender/Defendant Signature' field is empty. At the bottom, there is a 'Check if the above offender/defendant failed to provide a urine specimen' checkbox and a 'Staff Signature' field. The form also includes a 'LABORATORY USE ONLY' section at the very bottom.

- The collector fills out the top portion of the Chain of Custody for Drug Analysis form (subject's name, date of birth, PACTS number, supervising officer, collection date/time, and medications).

Urine Collection – Step 4

- The subject signs a specimen ID label.
- The subject affixes the signed specimen ID label to the bottle, and affixes the matching specimen ID label to the Chain of Custody form.

United States Probation and Pretrial Services
Northern District of Oklahoma
Chain of Custody for Drug Analysis

* REQUIRED (Failure to complete may delay processing)

*Offender/Defendant Name (Last, First, MI) Doe, John		*Specimen ID Label SPECIMEN ID: ON01- 15 Place on Form	
*Date of Birth 08/22/70	*PACTS NO. 3826	Admitted Illegal Drug Use by Offender/Defendant If no, list substance(s) and date(s) with amount in grams above.	
*Status ☐ Pretrial Services ☒ Probation	*Supervising Federal Officer TS		
*Collection Date 9/18/06	*Collection Time 10:00 AM	Special Test Request ☐ Benzodiazepine ☐ Phencyclidine (PCP) ☐ Other: Specimens to be forwarded to national level lab for other special test.	
Medications (include date(s) taken) Prozac, Day 4/1/16 11/17			
Collector Comments ☐ Unobserved ☐ Apparent Dilute BAC (if applicable)			

Urine Collection- Step 5



- The collector, while holding the supplies, will escort the subject into the restroom.

Urine Collection- Step 6



- Ask the subject to remove any bulky (concealing) clothing, and to roll up sleeves so that wrists/forearms are in clear view.
- It may be necessary to have subject adjust clothing in order to adequately determine that a device is not being concealed on his/her body.

Urine Collection- Step 7



- While the collector holds the supplies, the subject will rinse hands thoroughly with water only, no soap.
- The purpose of the rinse is to eliminate any contaminating agent the subject may try to drop into the specimen.

Urine Collection- Step 8



- The collector hands the labeled bottle to the subject and positions himself in a manner to directly observe urine leave the body and enter the specimen bottle.

Urine Collection- Female

- Because it may be impossible to see urine leave the female body and enter the disposable cup, other procedures must be employed to ensure a urine substitution does not occur.
- Ask the female subject to hold the cup with one hand, and place the other hand against the wall, or in clear view away from the cup.
- Ask the female subject to begin the flow of urine, stop the flow, and resume the flow, ensuring that urine is actually coming from her.

Urine Collection- Step 9

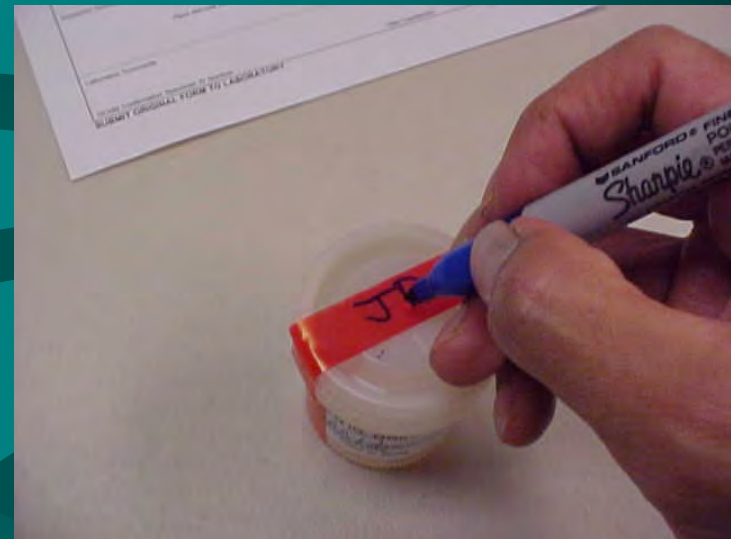
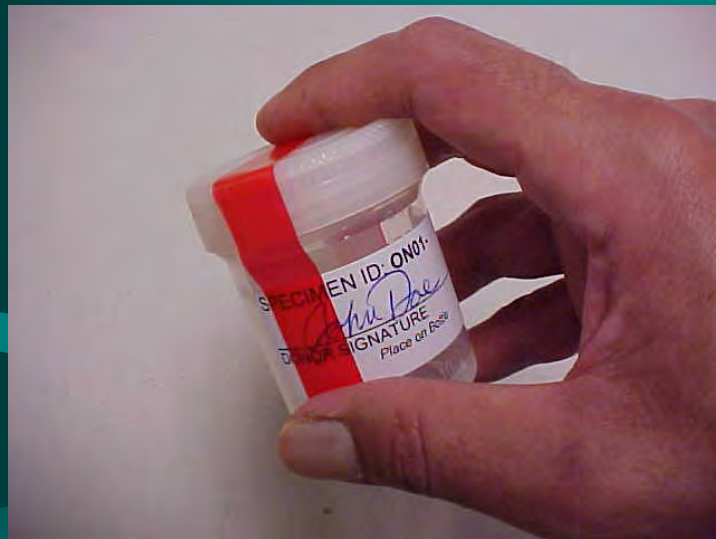


- After collection is complete, the subject snaps the cap tightly on the bottle and secures the tab to prevent leakage.
- The collector should never accept an unsnapped bottle from the subject.

Important!!

- If the subject is unable to provide a sample, the collector shall complete the appropriate section of the Chain of Custody form noting the “stall” and provide it to the supervising officer. The bottle should be disposed of in a trash receptacle in a secured area.
- DO NOT re-use the first form nor the bottle for any future collection, including a subsequent attempt by the same subject. A new form and a new bottle must be used.
- If the subject is able to submit a sample in a subsequent attempt on the same day, the Chain of Custody form indicating the stall should be destroyed.

Urine Collection- Step 10



- The subject places the red tamper seal over the top of the bottle with at least one end adhering over the specimen ID label.
- The subject will write his/her initials on the red tamper seal after it is affixed to the bottle.

Urine Collection- Step 11

United States Probation and Pretrial Services
Northern District of California
Chain of Custody for Drug Testing

* REQUIRED INFORMATION

Offender/Defendant Name (Last, First, MI)
Doe, John

Date of Birth
09/12/78

FACIS NO.
3526

Specimen ID Label
SPECIMEN ID: 0001-15

Supervising Federal Officer
TS

Admitted Illegal Drug Use by Offender/Defendant
None

Collection Date
9/18/06

Collection Time
10:00 AM

Medications (include date(s) taken)
Prozac, Dayquil

Collector Comments
Prozac, Dayquil

Offender/Defendant Certification
John Doe

United States Probation and Pretrial Services
Northern District of California
Chain of Custody for Drug Testing

* REQUIRED INFORMATION

Offender/Defendant Name (Last, First, MI)
Doe, John

Date of Birth
09/12/78

FACIS NO.
3526

Specimen ID Label
SPECIMEN ID: 0001-15

Supervising Federal Officer
TS

Admitted Illegal Drug Use by Offender/Defendant
None

Collection Date
9/18/06

Collection Time
10:00 AM

Medications (include date(s) taken)
Prozac, Dayquil

Collector Comments
Prozac, Dayquil

Offender/Defendant Certification
John Doe

- The subject shall read, sign, and date the Chain of Custody form under offender/defendant certification.
- The collector shall complete the notes section of the Chain of Custody form, REVIEW the form for completeness, and then read, sign and date under collector certification.

DILUTED URINE

- Diluted urine can be an indication that a subject is attempting to “flush” his/her system with excessive amounts of fluids in order to avoid drug detection.
- Products sold to “*beat drug tests*” commonly use flushing as the method to avoid detection.
- It is important to note on the Chain of Custody form if urine appears to be diluted.
- If a pattern of providing diluted urines is discovered, the collector should communicate this with the officer.

Urine Collection-Step 12



- The collector will allow the subject to place the specimen into the specimen pocket (pocket containing absorbent sheet)

Urine Collection-Step 12 (Continued)



- The collector will fold the form into quarter sections, place the form into the document pocket, tear adhesive lining, and fold adhesive flap over front pocket to insure a secured seal.

Urine Collection- Step 13

- Following the completion of the collection, the collector places the bagged specimen in the refrigerator.
- At the end of each business day, all specimens must be placed in a shipping box and subsequently placed into a FedEx lab pack to be shipped to the laboratory. This function is the responsibility of an administrative assistant.

Chain of Custody Facts

The following will be used as evidence that a urine specimen does indeed belong to the subject:

- Arrival of form and urine specimen together into the lab
- Signature on Chain of Custody form
- Signature on UA bottle
- Initials on tamper evident seal

NO TEST

- Sample arrives at lab without the Chain of Custody form
- Red tamper seal is broken or missing
- Chain of Custody form is not signed by either the collector or the subject
- Specimen ID on label and Chain of Custody form do not match
- No initials by subject on red tamper seal
- White specimen ID label overlaps red tamper seal