


## URINE TEST CHECKLIST AS/NZS4308:2008

Ensure close proximity of toilet; place “bloo loo” in toilet	
Pre-test observations and questions to determine testing suitability	
Medication Form completed by donor	
Remove outer garments/empty pockets	
Collector provides name, their company and advises regarding A&OD test	
Consent Form read, understood and signed by donor	
Collector advises procedure to be followed and checks donor understanding	
Collector dons gloves and lays out “bluie”	
Collector requests donor to remove outer garments, empty pockets, self pat-down and wash hands (mandatory) and offers gloves	
Collector opens and offers collection jar to donor & requests 50-60 mls urine	
Donor places filled container on “bluie” & collector checks and records temperature, colour & quantity. <b>Donor remains for entire procedure.</b>	
Collector places lid on jar to finger tight and lays jar on side	
Collector notes and records results of contaminant tests, <b>specifically</b> creatinine (mandatory) between one and two minutes	
After 5 minutes and before 10 minutes the collector reads the drug test results, shows and explains to donor	
Collector records results on Test Form and in Permanent Record Book	
<b>IF RESULTS NEGATIVE</b>	
Thank donor and wish them well	
Request that they empty urine collection jar	
Have them drop empty containers/lids/gloves in appropriate bin	
Donor advised to wash hands	
<b>IF RESULTS NON-NEGATIVE</b>	
Record results on Employer and Collector copies only. Ensure that laboratory copy does not list results	
Contact workplace supervisor immediately	
Collector pours specimen into 2 specimen jars/falcon tubes, and completes labels marked with 2 unique donor identifiers, specifying “Urine” plus date and time of test. The other 4 labels are all placed on copies of paperwork	
Ensure lids are correctly fitted & label details match each other and paperwork	
Seal each specimen jar/falcon tube, have donor sign each red seal and affix labels to jars, paperwork and permanent record	

Complete "Chain of Custody" form as needed, requesting full immunoassay as per AS/NZS4308:2008 and confirmatory testing for any non-negatives	
Place sealed jars/tubes in plastic Biological bag; place Lab copy and Pathology Request form in flap of bag with attached label readable through the bag	
Set third seal around rolled specimen bag	
Place specimen in laboratory transport container or refrigerator and secure	
Donor removes and disposes of gloves & offered to wash hands	
IF SELF-COURIERING, drive specimens to local pathology collection agency and obtain signed receipts for each and every specimen as part of "Chain of Custody"	
IF USING COURIERS place specimens in courier pouch but DO NOT SEAL	
IF AIR TRANSPORT is involved, place specimen in Labmailer and then in pouch	
Ensure courier pouch has correct forward and return addresses	
Secure courier pouch and contact courier	
Ensure Chain-of-Custody is maintained while in your company's possession	
Obtain copy of courier's receipt as part of "Chain of Custody"	
File remaining paperwork in appropriate place	


 Student Name: ..... Assessor (s) Name(s): .....

dob: ..... Assessor (s) Signature (s) .....

Signature: ..... Competent/Not Yet Competent .....

Proficiency Test Date: .....



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