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Urine Drug Screen Collection Protocols

Procedure Prior to Collection

Prior to any specimen collection procedure, secure the collection area and if necessary, perform a thorough search for hidden adulterants or substitute urine specimens.

1. Check the identity of the patient using two separate identifiers (e.g. name, date of birth, medical record number, social security number, driver's license photo or another government issues photo id).
2. Pre-complete the necessary drug screen request form for the patient.
3. Ask patient before collection, to remove an unnecessary outer clothing (e.g. jackets, hoodies, and hats). The patient must leave personal belongings in a secured location outside the stall or partitioned area (patient may retain wallet). If a collector notices unusual behavior that indicates a patient may attempt to tamper or adulterate a specimen (e.g. bulging of pockets), the collector may request the patient to empty his/her pockets.
4. Ask the patient to wash his/her hands before collection to help eliminate possible contamination or tampering.

Collection Procedure

Provide patient with clean and unused specimen collection container and instruct the patient to fill the container at least half full.

Follow one of the following collection routines:

Unobserved Collection:

Inform the patient that they cannot flush or wash hands; once they are finished, they must hand sample to collector before flushing and washing hands. Allow patient to enter and maintain privacy within the stall or partitioned area. The collector will wait outside the collection area until the patient is finished urinating.

> Immediately record the temperature of the specimen on the request form.
> **NOTE**: Urine temperature should be measured within (4) four minutes of collection and should be read between 90-100 ºF.

Observed Collection:

Inform the patient that the collection will occur under direct observation. Accompany the patient into the collection facility (the collector must be the same gender). Instruct the patient to urinate into the sample container with the witness observing urination (witness must be of same gender as patient). Once collection is complete, allow the patient to wash his/her hands after collection sample has been given to collector.

> Immediately record the temperature of the specimen on the request form.

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NOTE: Urine temperature should be measured within (4) four minutes of collection and should be read between 90-100 ºF.

Urine Drug Screen Specimen Handling Protocols

Post Collection:
The collector must transfer the urine specimen from the cup to the vacuum tube with the straw and write on the collection device, at least two identifiers, consisting of:
- Patient name
- DOB
- Collection time and date on the collection sample.
- Or other unique identifier (e.g. last 4 social or patient initials)

Place the collection device in the specimen pouch of a small biohazard specimen bag and place the following documents in the document pouch:
- Test Order Form with either medications marked, or a medication list attached
- Patient demographic information
- Patient insurance information

Storage of packaged specimens
Once the patient's sample is properly packaged, it can be stored accordingly to await transport to MCI lab.

- If a <u>daily pick</u> up is arranged, store the packaged samples and documents either in the fridge from *2 to 8 °C* or at room temperature from *12 to 26 °C* until either the MCI courier or the shipping company arrives for sample pick up.
- If a <u>weekly pick</u> up is arranged, store the packaged sample and documents in the fridge from *2 to 8 °C* until either the MCI courier or the shipping company arrives for sample pick up.
- If more than <u>one month</u> is allotted between sample pick-ups, store the packaged samples in the freezer from *-20 to -25 °C* and notate this storage conditions on the test requisition.

Transport:
MCI transports local samples by courier upon request and a pick-up schedule can be determined to best suit client requests. The courier transports them in an MCI sample tote at room temperature. MCI provides overnight FedEx or UPS shipping supplies for out of state clients. FedEx or UPS transport is accompanied by ice packs or dry ice contained in sealable pouches (Depending on the storage conditions of the specimen, see www.mcidiagnostics.com for storage conditions).

Laboratory Rejection Criteria for Urine Drug Screen Requests

Rejection Criteria:

Leaking in transit:

MCI does not test any patient specimen that has leaked out of the collection device from transit leaks or insecure closing of devices. If no patient specimen remains in the collection device, MCI rejects the patient specimen for insufficient quantity and notates this reason for rejection on the results report.

Insufficient patient sample quantity:

MCI requires enough volume of patient specimen yielded during collection for testing to properly take place. If the volume is less than the required amount needed for accurate testing, MCI rejects the patient specimen for insufficient quantity and notates this reason for rejection on the results report.

Improperly Identified Collection Devices:

MCI inspects the collection device for matching identifiers to the included test request. If identifiers do not match or are entirely missing, MCI rejects the patient specimen for insufficient identification and notates this reason for rejection on the results report.

Inadequate age of specimen:

MCI accepts patient specimens that have been collected within the testing window of the collection date to the received date (14 days). If the age of the specimen is greater than the stability period, MCI rejects the patient specimen for age of specimen and notate this reason for rejection on the results report.

Stability:

MCI Laboratory accepts patient specimens that meet the stability requirements for the testing specifications. MCI rejects the patient specimens when requested testing requires samples that maintained at refrigerated temperatures, that do not contain particulate matter, and that do not exhibit microbial contamination. MCI notates this reason for rejection on the results report.

Sample Holding Criteria

No Patient Date of Birth:

MCI sets aside patient specimens that are missing patients dates of birth and requests this documentation for further patient specimen processing.

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Laboratory Test Requests for Urine Drug Screen

Urine Specimen Test Web Requisitions

For each urine specimen, the test order should be completed on MCI Laboratory Information System (LIS). Secure, easy-to-use, comprehensive drug test management solution. Order lab tests and print chain of custody (COC) forms from your printer – no special hardware required. Ensure that the security seal, dates, and appropriate signatures are completed by the donor and the collector.

MCI Laboratory Information System Ordering

Webpage login for portal: https://mci.safemedicaldata.com

On the log-in page

Enter Lab Client Code & Lab Password

Only authorized users will receive Lab Client Code & Passwords that are location specific.

Note: The Front Page of the portal will always default to the – RESULTS for REVIEW

Requisition Entry

Purpose: To establish new patient orders

Physician Signatures:

Purpose: To ensure the physician gives authorization for test(s) to be performed.
1. Select the appropriate physician from the drop-down list.
2. Have the physician electronically sign their signature with the curser; select Accept and Save.

Note: Signatures are good for 30 days and the physician will need to be resigned once expired

Expired Physician Signatures:
1. Select the appropriate physician from the drop-down list.
2. Have the physician electronically resign their signature with the curser; select Accept and Save.

Note: Signatures are good for 30 days and the physician will need to be resigned once expired

To return to the Requisition Entry page, select the "Requisition Entry" tab

New Test Order / Requisition Order

Icons: _____ **To Search**

_____ **To Remove/Delete**

_____ **To Add / New**

1. Select the New Requisition icon
2. Requesting Physician:
   - If there is only one doctor listed on under the clinical site, the physician's name will auto fill on the Requisition Physician.

- If there are multiple doctors under the clinical site, the collector will select the appropriate physician from the drop-down list.

3. Collection Date:
The collection date auto fills at the time of the order entry. Modification can be made by selecting the calendar icon or manually entering desire date.

4. Time:
The order is time stamped at the time of the order entry. Modification can be made by manually entering the desire time.

5. Collector's Name:
Select the collector's name from the drop-down list. If the collector is not listed. Add the new collector to the list.

   Add New Collector:
   1. Select icon to add a new collector
   2. Collector's Code: Input collector's initials
   3. Collector's Name: Input collector's first/last name.
   4. Add Collector to add

6. Patient Number:
Auto generated patient number from the portal. Patient numbers are assigned to each patient when initially established in the LIS Portal.

   Search Establish Patient:
   1. Select icon to search patient
   2. Options to search by last name, address, city, state, zip code
   3. Select the appropriate patient

   Add New Patient:
   1. Select icon to add a new patient.
   2. Complete the necessary demographic fields for the patient.
      - Name (Last, First, Middle)
      - Address
      - City, State, Zip
      - Date of Birth
      - Sex / Gender (M/F)

7. Specimen Received:
   1. Input specimen type: Utilized the drop-down list to indicated what specimen type
   2. Indicated how many tubes per specimen type

8. Diagnoses Codes : Skip the diagnoses codes. Not necessary.

R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _ _ R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _ _
R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _ _ R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _ _

9. Test Codes:

Selecting Test Codes Option 1:
1. Select Icon to search test codes

   Front Screen/Page lists the Most Common test codes specific to each site location for easy use and convenience.

      To search full test directory:
      1. Uncheck the common box
      2. Type in test description
      3. Select find

2. Check the desire test(s) and submit selection for order.

Selecting Test Codes Option 2:
1. If you already know your test codes, codes can be manually inputted into the test code column. Tab over to the description and test description will auto-populate into the field.

10. Medication:

Selecting Medication Option 1:
3. Select Icon to search Medication
   Front Screen/Page lists the Most Common medications specific to each site location for easy use and convenience.

      To search full medication list:
      4. Uncheck the common box
      5. Type in the medication
      6. Select find

4. Check the desire medication (s) and submit selection for order.

Selecting Test Codes Option 2:
2. If you already know your medication, medication can be typed into the medication column. Tab over to the description and the medication description will auto-populate into the field.

11. Print Labels:
1. Select Print labels
2. Label all specimens and tubes with a label per patient.

12. Submit order:
1. Select Submit
2. Properly package the specimens for delivery for testing.

Note: HOLD check box:

Orders can be placed on hold and return to if the physician is needing to add additional testing within the same day or collector is seeking clarification of order. Order accessions can be reviewed in the daily log tab.

Daily Log

Daily log provides accountability for all current, previous and prior patient that have been accessed or ordered. Already accessioned patients can be search within the filter.

- Status - Waiting: Specimen has not been received by laboratory.
- Status - Sent: specimen has been received and pending for testing.

Patient Maintenance

Purpose: To search established patients and update demographics or add new patients to the portal.

Add new patient

1. Select icon to add a new patient.
2. Complete the necessary demographic fields for the patient.
   - Name (Last, First, Middle)
   - Address
   - City, State, Zip
   - Date of Birth
   - Sex / Gender (M/F)
3. Select Save

Search Established Patient

1. Search by utilizing the icon
2. Update the desired fields
3. Select save

Results for review

Purpose: Shows the most recent orders that have been finalized and ready for results for review. Results will be stored on this page up to 30 days or until reviewed and flagged. Once results have been flagged, results will move to the results inquiry page for future reviews.

Results can be search by the filter icon.

Results Inquiry

Purpose: Results Inquiry stores all prior finalized test results as well as current and recent orders.

Status - **Final:** All test(s) that has been order per patient has been completed and ready for review.

Status - **Pending:** All test(s) have not been completed and is in the process to the final stages of test completion. Results can be search by the filter icon.

PROTOCOL   VIRTUAL ONLINE DRUG URINE SCREEN ORDERING

1. Log in at **https://www.mroresultsonline.com/login/**

2. Enter your Login and Password supplied to you by MCI Diagnostic Center

3. <u>Occupational Health Screening</u>

4. Schedule New Order"

5. Order Information:

Company Location:	"Your" JCC Facility
Packages:	DOT 10 Panel Drug Screen
Reason for Test:	Entry or Repeat
Next	

6. <u>Participant Information</u>

First Name

Last Name

SSN/EID -

DOB –

Email:	Students Email
CC: -	Job Corp Staff Email
Phone:	Students Contact Phone #
Order Expires:	7 days
Observed Collection Required: -	Select "Yes or No"

7. Participants Address –   Enter Students complete address

8. <u>Order Handling Options</u>

Complete Order and Send Email of Order Details to Participant "Recommended", Select Next

9. <u>Choose a Collection Site</u>

Starting Location:

Preferred Network: Select Location you would like the student to attend for the drug screen

10. Next

11. <u>Schedule Test Date:</u>

12. Next

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13. **Confirm Information | Order**

14. <u>**Submit Order**</u>

Labeling & Shipping Information

You can send a rapid on-site urine collection device (presumptive positives only), or you can send specimens collected using an appropriate urine collection container. To confirm dip or cassette format devices, please send only the collected specimen, and not the device.

Please follow the easy steps below to send your specimens to the lab.

Urine Packaging Principles

The following is a brief description of how to label and send your urine specimen into the laboratory for testing:

1. **All on-site device samples & lab urine samples:** After labeling and sealing the specimen tightly, place it into a MCI branded plastic baggie with absorbent material. Ensure baggie is sealed. Store in a secure area until the specimen is ready to be shipped to the laboratory.

Shipping Procedure

All on-site device samples & lab urine samples: After labeling and sealing the specimen tightly, place it into a MCI branded plastic baggie with absorbent material. Ensure baggie is sealed. Store in a secure area until the specimen is ready to be shipped to the laboratory.

Specimen Shipping Methods

Important Packaging Notice

Leaky specimens may be returned to your agency by the shipping provider. If you require training on specimen collection and shipping procedures, please contact MCI's Toxicology Support Services department:

- Phone: 800-364-7287
- Fax: 918.744.9729
- Email: info@mcidiagnostics.com

Supplies Shipping/Pickup

Please order supplies through MCI. MCI provides its clients with custom supplies. The supplies have specialized routing information that drivers do not have access to. This information is also important for billing purposes. Request any supplies using the Supply Re-Order Form.

Shipping Pickups

If you need help with scheduling, please call MCI Customer Service at 800-364-7287. Pickups may be scheduled directly with your shipping provider:

- UPS 800.742.5877 www.ups.com
- FedEx 800.463.3339 www.fedex.com/us

R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _ _   R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _
R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _ _   R e v i s e d : _ _ _ _ _ _ _ _ _ _ _ _

Note: Please have your pre-paid label ready to give tracking number information to the courier services.

Laboratory Testing for Urine Drug Screen Requests

The following is an explanation of MCI's urine screening and confirmation procedures/cutoff levels. The routine cutoff levels listed below may periodically change. Note: some cutoff levels may differ for your agency. The analytical methods used by MCI are scientifically accepted and approved by the U.S. Department of Health and Human Services (CMS / CLIA).

To determine if a urine specimen is negative or positive for drugs of abuse, all specimens are initially screened by an enzyme immunoassay (EIA) procedure. Specimens that yield an EIA response below the specified cutoff are reported as "none detected." Any specimen that shows an EIA response at or above the specified cutoff is considered "presumptive positive" for a particular drug or drug class. Based on your agency's account, presumptive positive specimens may be confirmed by a second method prior to reporting positive results.

The following is an explanation of MCI's urine screening and confirmation procedures/cutoff levels. The routine cutoff levels listed below may periodically change. The analytical methods used by MCI are scientifically accepted and approved by the U.S. Department of Health and Human Services (CMS / CLIA).

SCREENING ENZYME IMMUNOASSAY	Cut-off Level
Marijuana (Cannabinoids)	50 ng/ml
Cocaine (Benzoylecgonine)	300 ng/ml
Opiates	2000 ng/ml
Amphetamines	1000 ng/ml
Phencyclidine (PCP)	25 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Fentanyl	2 ng/ml
Hydrocodone/Hydromorphone	300 ng/ml
Oxycodone/Oxymorphone	100 ng/ml

The following list provides confirmation detail for the Comprehensive Drug Test panel. MCI confirms urine specimens by liquid chromatography-tandem mass spectrometry (LC-MS/MS). The analytical methods used by MCI are scientifically accepted.

CONFIRMATION LC/MS	Cut-off Level
THC metabolite (Marijuana)	15 ng/ml
Benzoylecgonine (Cocaine)	150 ng/ml
Codeine (Opiates)	2000 ng/ml
Morphine (Opiates)	2000 ng/ml
Acetyl morphine (Opiates)	10 ng/ml
Amphetamine (Amphetamines)	500 ng/ml
Methamphetamine (Amphetamines)	500 ng/ml
PCP (Phencyclidine)	25 ng/ml
Barbiturates	
Amo-Pento-Barbitals	200 ng/ml
Butalbital	200 ng/ml
Phenobarbital	200 ng/ml
Secobarbital	200 ng/ml
Butabarbital	200 ng/ml
Benzodiazepines	
7-Aminoclonazepam	50 ng/ml
Lorazepam	50 ng/ml
Alpha-hydroxy alprazolam	50 ng/ml
Nordiazepam	50 ng/ml
Temazepam	50 ng/ml
Alprazolam	50 ng/ml
Oxazepam	50 ng/ml
Triazolam	50 ng/ml
Flurazepam	50 ng/ml
Flunitrazepam	50 ng/ml
Fentanyl	
Fentanyl	0.5 ng/ml
Nor fentanyl	0.5 ng/ml
Hydrocodone/Hydromorphone	
Hydromorphone	100 ng/ml
Hydrocodone	100 ng/ml
Nor hydrocodone	100 ng/ml
Oxycodone / Oxymorphone	
Oxycodone	100 ng/ml
Oxymorphone	100 ng/ml

Revised: _ _ _ _ _ _ _ _ _ _ _ _ _   Revised: _ _ _ _ _ _ _ _ _ _ _ _ _
Revised: _ _ _ _ _ _ _ _ _ _ _ _ _   Revised: _ _ _ _ _ _ _ _ _ _ _ _ _

Nor Oxycodone	100 ng/ml
Noroxymorphone	100 ng/ml

Detection Rules

Drug Name	Prescriptions (RX) / Illicit usage	Parent Drug (P)/ Metabolite Drugs (MB)	Detection Window
6-Acetylmorphine	Reflects Heroin Use	MB: Morphine, Codeine	24 hours
7-Aminoclonazepam	Rx: Clonazepam, Klonopin		
Alprazolam	Rx: Xanax	MB: Alpha-hydroxy alprazolam	2-4 days
Amphetamine	Rx: Adderall, Dexedrine, Vyvanse		3-5 days
Alpha-hydroxy alprazolam	Rx: Xanax	P: Alprazolam	
Benzoylecgonine	Reflects Cocaine Use		
Codeine	Rx: Tylenol III, Tylenol IV	MB: Morphine	2-3 days
Fentanyl	Rx: Actiq, Duragesic, Fentora	MB: Nor fentanyl	1-3 days
Flunitrazepam	Rx: Rohypnol		
Flurazepam	Rx: Dalmane, Dalmadorm		
Hydrocodone	Rx: Lorcet, Lortab, Norco, Vicodin	MB: Hydromorphone, Nor hydrocodone	2-3 days
Hydromorphone	Rx: Dilaudid, Exalgo	P: Hydrocodone, Morphine	2-3 days
Lorazepam	Rx: Ativan;		5-7 days
Methamphetamine	Reflects Methamphetamine Use Rx: Desoxyn, Didrex, Selegiline	MB: Amphetamine	3-5 days
Morphine	Rx: MS Contin, MSIR, Kadian, Embeda;	MB: Normorphine, Hydromorphone	2-3 days
Nordiazepam	Rx: Diazepam, Valium		2-4 days
Nor fentanyl		P: Fentanyl;	1-3 days
Nor hydrocodone		P: Hydrocodone	
Nor oxycodone		P: Oxycodone;	2-3 days
Noroxymorphone		P: Oxycodone, Oxymorphone	
Oxazepam	Rx: Valium, Tranxene, Librium, Restoril, Serax	P: Diazepam, Temazepam	2-7 days
Oxycodone	Rx: Oxycontin, Percocet, Roxicodone	MB: Nor oxycodone, Oxymorphone, Noroxymorphone	2-3 days
Oxymorphone	Rx: Opana, Numorphan	MB: Noroxymorphone	2-3 days
PCP	Reflects Phencyclidine, Sernyl Use		10 days
Temazepam	Rx: Restoril, Normison	P: Diazepam	
THC-COOH	Reflects Marijuana Use		
Triazolam	Rx: Halcion		