

# CHAIN OF CUSTODY SPECIMEN COLLECTION INSTRUCTIONS

Chain of custody specimens can be used as evidence in court as the specimen is collected in the presence of a witness, sealed to prevent tampering. All handling/possession of specimen is recorded on the form from collection to testing.

Failure to follow instructions, mis-label or inappropriately seal specimen/bag will result in chain of custody cancellation. Testing may proceed but COC handling will no longer be applicable.

## Testing Available

<b>Drugs of Abuse</b>	
LAB7379	Drugs of Abuse Screen 5, CoC, Meconium
LAB8020	Confirmed Drug Abuse Panel 9, CoC, Urine
<b>Microbiology In Epic mark Chain of Custody question as YES when ordering</b>	
LAB7166	Chlamydia trachomatis and Neisseria gonorrhoea PCR (CTNG PCR), Urine
LAB7452	Rapid Plasma Reagin w/ Reflex Titer (RPR), Blood
<b>Other Specimen Testing (Any other test can be ordered as a Chain of Custody, case dependent)</b>	

## All Specimen Types

- Place appropriate Chain of Custody test order in Epic
- Microbiology samples can be ordered with or without Chain of Custody. Complete the following items in Epic when ordering testing for Chain of Custody:

<ul style="list-style-type: none"> <li>Chain of Custody? Mark box "Yes"</li> </ul>	
<ul style="list-style-type: none"> <li>Call Lab for Chain of Custody Kit.</li> <li>Click on "Acknowledge"</li> <li>Electronic signature from ordering provider required after acknowledging</li> </ul>	

- Obtain Chain of Custody kit from the Laboratory:
  - Anschutz Campus – 720-777-6711
  - North Campus – 720-478-5250
  - South Campus – 720-478-6711
  - Network of Care locations – Refer patient to nearest CHCO Emergency Department for COC collections.
- Receive Chain of Custody Kit. Ensure all required items are included.

<b>Meconium Kit:</b> <ul style="list-style-type: none"> <li>Chain of custody bag</li> <li>Stool specimen container</li> <li>Security label</li> <li>Chain of custody form</li> </ul>	<b>Urine Kit:</b> <ul style="list-style-type: none"> <li>Chain of custody bag</li> <li>Plastic cup</li> <li>60-mL bottle</li> <li>Security tape</li> <li>Temperature slip</li> <li>Chain of custody form</li> </ul>	<b>Blood Kit:</b> <ul style="list-style-type: none"> <li>Chain of custody bag</li> <li>Red top vacutainer tube</li> <li>Security label</li> <li>Chain of custody form</li> </ul>	<b>Other Specimen Test Kit:</b> <ul style="list-style-type: none"> <li>Chain of custody bag</li> <li>Appropriate test container, tube or swab</li> <li>Security label</li> <li>Chain of custody form</li> </ul>
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- Complete Chain of Custody Form
- Identify witness and obtain witness signature

7. Collect specimen:

<b>Meconium:</b>	<b>Urine:</b>	<b>Blood or Misc:</b>
<ul style="list-style-type: none"><li>Place 1.0 to 5.0 grams meconium in specimen container</li></ul>	<ul style="list-style-type: none"><li>Collect specimen in provided cup or pediatric bag</li><li>Pour specimen into 60-mL transport bottle.</li><li>Optimal volume = 30.0 mL</li><li>Minimum volume = 15.0 mL</li><li>(Submitting less than 30 mL does not allow for repeat or confirmation testing.)</li></ul>	<ul style="list-style-type: none"><li>Collect as required</li><li>Refer to Epic Procedure Catalog for specimen requirements</li></ul>

- Properly label specimen using Epic or demographic label.
- Collector record signature, date and time of collection on seal leaving patient information visible.
- Place seal over lid of specimen.**
- Place specimen in chain of custody bag and seal.
- Keep chain of custody form with specimen in the sleeve of bag.
- Hand-deliver to Laboratory. DO NOT use pneumatic tube system.**
- Responsible individual must retain personal control of specimen and each hand-off recorded on the form.

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