



Donor Instructions for Forensic Urine Drug Screen Applicants

- Photo identification (e.g., driver's license, Employee Identification) must be presented at the collection site. Your Social Security Number will be asked to complete the custody-and-control form. **NOTE: Your employer must give you the Custody Control Form prior to collection. If you do not have the form, contact the employer for the form. Collection sites DO NOT store forms. Also, your employer must instruct you as to which collection site you should go to for your collection. Please contact your employer for collection site information.**
- Be prepared to provide a urine sample upon arrival. This is not a blood test.
- Do not drink excessive levels of water, fruit drinks or soft drinks two hours prior to the collection time.
- Do not bring infants or small children to the collection center without an additional adult supervision. Children may not accompany you into the collection area and staff cannot supervise them during the collection.
- You will be asked to remove bulky clothing; purses, bags etc. and these will be secured for you during the collection process.
- The container used to collect your specimen should be sealed in a plastic bag and opened in your presence.
- You will be asked to provide a specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless otherwise indicated.
- After returning the collection container with the specimen to the collector, you should keep the specimen in your view at all times, until it is sealed and labeled.
- The temperature of your specimen will be taken within four minutes after the collection.
- You will be asked to place your initials on the security seal/label on the specimen bottle and your signature on the custody-and-control form certifying that you provided the specimen.
- When sample is sealed and the custody-and-control form signed the collection process is complete.
- Both sample and form will then be sealed in a plastic bag to deny access until tested.
- Your sample will be sent to a SAMHSA-certified laboratory to test for drugs of abuse as dictated by your employer.
- If your result tests positive for drugs, the medical review department will contact you before the result is released to the employer
- When testing is completed, a final report will be issued to the designated individual according to your company policy.
- Contact your company for test results; the collection site will not have your results.
- If you cannot provide a specimen, you will be directed to drink fluids and remain at the collection site.
- Failure to comply with the collection process or produce a specimen may constitute a refusal to test under your company policy.

Please contact HIRE-SAFE's client service department if you have any questions:

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