

CHAIN OF CUSTODY INSTRUCTIONS

1. Top (center of form) is V1180 - which is our main account, enter your sub account number to the right side of the main account number.

Alere 800 South Lake Blvd.
Richmond, VA 23238
Alere Toxicology Services, Inc.
1111 Newton St., Gretna, LA 70053
(504) 361-8989 (800) 433-3823

ON-SITE CUSTODY AND CONTROL FORM 2602167194

AIRBILL NUMBER 1143345/1078336

SPECIMEN ID NUMBER 700621828

STEP 1: TO BE COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address and / or ID
1-STEP DETECT/GENERIC
1474 ROUTE 55
JEFFERSON HILLS, PA 15025
412-584-5060 412-584-5060

B. MRO Name and Address

Facility Number: **V1180**

C. Name / I.D.:
PRINT ALL IN CAPS. Donor Name (Last, First, MI) leave space between names/ID/Accession Data

D. Donor SSN or Employee ID No:

E. Reason for Test: ☐ Pre-Employment ☐ Random ☐ Reasonable Suspicion / Cause ☐ Post Accident ☐ Return to Duty ☐ Follow-up ☐ Other

STEP 2: TO BE COMPLETED BY COLLECTOR - Specimen temperature must be read within 4 minutes of collection.

Specimen temperature within range: ☐ Yes, 90° - 100°F/32° - 38°C ☐ No, ☐ Below 90°F ☐ Above 100°F

Split Specimen ☐ Yes ☐ Observed
Collection ☐ No ☐

STEP 3: TO BE COMPLETED BY COLLECTOR AND DONOR - Collector affixes seal(s) to bottle(s) or tube(s). Collector dates seal(s). Donor initials seal(s).

STEP 4: CHAIN OF CUSTODY

2. As specified in section C- Donor Name, section D- SS no# or Id no#, section E- reason for test
3. Step 3 & 4 - is where the Collector fills in their information - Collector name, collection date, time of collection, etc.
4. Donor information is needed- name, phone number, date of birth, etc.
5. Step 6 is very important: **THIS IS WHERE YOU MUST MARK WHAT TEST YOU WANT DONE.** If the test is not listed on the form, write it in, ex: Buprenorphine, K-2 Spice, etc. If nothing is marked on the form, it will automatically default to a 9 panel screen. It is very important to mark what drug needs to be tested.
6. The last step will be to have the Donor initial and date the Seal that is on the form, which will be placed over the cup that is being sent in to the Lab. If the cup is not sealed, it will be automatically rejected.
Be sure the paperwork is sent in with the sample.

1 Step Detect
1413 Pittsburgh Road
Valencia, PA 16059
888-822-7120