

PROCESSING SPECIMENS FOR CONTRACTED LAB CHAIN OF CUSTODY ASSURANCE

1. Write the offender's name and DOC number on the adhesive label and the form.
2. In the offender's presence, ensure that the container lid is closed and secure. For urine tests, apply the adhesive label to the specimen cup.
3. Have the offender initial the tamper evident tape and place the tape over the container lid in the offender's presence.
4. To send specimens to the lab:
 - a. Ensure the specimen is placed in the sealable plastic bag along with the moisture-absorbent packet.
 - b. Place the original requisition form in the outer pouch and seal the bag.
 - c. Ensure the bag remains in your direct line of sight until secured in the designated location.
 - d. Place all bagged specimens in the mailer provided and send to the contracted lab through the U.S. Postal Service.
5. Complete DOC 14-038 Drug Test Log Chain of Custody Assurance with the offender names and DOC numbers for all specimens being sent to the contracted laboratory.
6. Retain DOC 14-038 Drug Test Log Chain of Custody Assurance.
 - a. In Prison, attach all receipts left by couriers to the respective DOC 14-038 Drug Test Log Chain of Custody Assurance.