Ensure containers are tightly sealed
1. Secure collection containers
2. Double check to make sure the cup lid or cap is tightened securely
3. With the donor watching, tightly seal the container lid/cap with security barcode seal.
4. Collector should verify the info provided by the donor and validate that the specimen was collected correctly.

Prepare test request forms
1. Test requisition forms will be provided when ordering tests through the lab.
2. The sample cannot be processed without the information supplied on the test requisition form. (Patient’s demographics, insurance, diagnosis, prescribed medication, specimen temperature, POC results if applicable)
3. If the test requisition form does not accompany the specimen, testing will be delayed.
4. For each specimen, the form should be completed with a blue or black ball point pen.
5. Specimen barcode label: Indicate the following information on the label:
   • Date & Time of specimen collection
   • Donor identification
6. Requested Test: Please indicate which test(s) or panel to be performed by placing a check mark in the appropriate box on the requisition form.
7. Signature of the authorized health care provider is required on each requisition form.
8. Keep the yellow copy of the filled requisition form in the patients’ medical records file.

Shipping specimens to the lab
1. Place urine specimen bottles into the individual plastic zip lock bags provided and securely close the zip lock.
2. In the outer pocket of the individual zip lock bags, please include the following
   • Original requisition form.
   • The patients’ insurance information.
   • A list of the prescribed medication the patient is using (if applicable).
3. Place the specimens in the “UPS Laboratory Pak for Human or Animal Specimens”, and then place the UPS Lab Pak in the “UPS Express Box”.
4. Seal the UPS Express Box and attach the provided preprinted UPS Next Day Air Saver® form for overnight shipping.