

MOCK COLLECTIONS
DOT SPECIMEN COLLECTION PROFICIENCY

Collector Name:	
Employer Name:	
Date of Completion:	
Monitor Name:	

Mock Collection # 1 Uneventful Split Specimen Collection

In this scenario, no abnormal events occur and all aspects (quantity, temperature, smell, etc.) of the specimen are normal.

- Donor positively identified via an acceptable means of identification. (government issued photo identification or employer identifies donor in person or over the phone).
- Collector reviews collection instructions with donor - located on back of CCF.
- Collector checks to see that laboratory name, address, and specimen ID number are printed on the CCF and the required number of copies are provided.
- Collector checks to ensure that the specimen ID number on the CCF matches the specimen ID number on the specimen bottle seals.
- Collector completes administration portion of the CCF to include ensuring that the following information is preprinted or inserted by the collector.
 - Employer name, address, fax number, and phone number
 - MRO name, address, fax number, and phone number
 - Collection site name, address of collection, fax number, and phone number
 - Donor social security number or employee ID #; CDL # for FMCSA DOT testing
 - Reason for test
 - Test to be performed
- Collector has donor remove any unnecessary outer clothing, briefcase, purse or personal belongings.
- Collector instructs donor to empty his/her pockets and display items. If there are no possible adulterants, the collector instructs the donor to return the items to his/her pockets. A wallet should be inspected for potential items for cheating.
- Collector instructs donor to wash his/her hands.
- Collector either selects a collection kit or allows the donor to select one.
- Collector conducts pre-collection inspection of the collection area to include:
 - Secure all water sources
 - Ensure bluing is in toilet

- Ensure that no soap, disinfectant, cleaning agents or other potential adulterants are present
 - Ensure that no foreign or unauthorized substances are present
 - Tape/secure any movable toilet tank top or put bluing in the tank
 - Ensure that undetected access is not possible
 - Secure areas and items that appear suitable for concealing contaminants.
- Collector unwraps collection cup and instructs the donor to enter the rest room to provide the specimen, do not flush toilet, and to return as soon as specimen is provided.
 - Donor gives specimen to collector. Both the donor and the collector must maintain visual contact with the specimen until the specimen bottles are sealed.
 - Collector conducts post-collection inspection of the collection area.
 - Collector checks specimen temperature to ensure that it is between 90 - 100 deg. F. (this should be done immediately but no later than 4 minutes).
 - Collector checks temperature box in step two of the CCF.
 - Collector examines the specimen for unusual color, odor, or other signs of adulteration.
 - Collector checks volume of specimen to ensure 45ml are present.
 - Collector checks Split Specimen in step 2 of the CCF.
 - Collector unwraps specimen bottles in the presence of the donor.
 - Collector transfers specimen to specimen bottles.
 - Collector affixes specimen bottle seals to each specimen bottle and dates each seal.
 - Donor initials both specimen bottle seals, verifying that Specimen ID # on the CCF is the same as the Specimen ID # on the specimen bottle seals
 - Collector turns to MRO copy of CCF and instructs the donor to read the certification statement and sign the appropriate sections. Donor provides his/her daytime phone number, evening phone number (cell phone #) and date of birth. Donor or collector then prints donors name, and today's date.
 - Collector provides his/her printed name, date and time collection, signature and name of the specific delivery courier service transporting the specimen to the laboratory in step four of the Laboratory copy of the CCF.
 - Collector ensures that all copies of the CCF are legible and complete.
 - Collector removes and gives the donor copy (copy 5) of the CCF to the donor.
 - Collector informs donor to list any medication on his/her copy of the CCF in case the MRO calls.
 - Collector places specimen bottles and laboratory copy of the CCF into the leak proof bag and seals the pouch.
 - Collector returns personal belongings to donor and allows donor to wash hands
 - Collector discards excess specimen in the presence of the donor.
 - Collector informs donor that he/she is free to go.
 - Collector places the sealed package into a shipping container.

- Collector faxes the MRO copy of the CCF to the MRO.
- Collector retains the Collector copy of the CCF for a minimum 30 days
- Collector sends employer copy of CCF to employer
- Specimen is shipped via Lab or commercial courier. (Example: FedEx)
- Collector ensures that specimen is shipped within 24 hours or during the next business day.

Collector Initials:	Monitor signature:
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Mock Collection # 2 Refusal by Donor to Sign and Initial Collection

In this scenario, the donor refuses to initial the seals or to sign Copy 2 the MRO copy in the donor certification section.

- Donor positively identified via an acceptable means of identification. (government issued photo identification or employer identifies donor in person or over the phone).
- Collector reviews collection instructions with donor - located on back of CCF.
- Collector checks to see that laboratory name, address, and specimen ID number are printed on the CCF and the required number of copies are provided.
- Collector checks to ensure that the specimen ID number on the CCF matches the specimen ID number on the specimen bottle seals.
- Collector completes administration portion of the CCF to include ensuring that the following information is preprinted or inserted by the collector.
 - Employer name, address, fax number, and phone number
 - MRO name, address, fax number, and phone number
 - Collection site name, address of collection, fax number, and phone number
 - Donor social security number or employee ID #; CDL # for FMCSA DOT testing
 - Reason for test
 - Test to be performed
- Collector has donor remove any unnecessary outer clothing, briefcase, purse or personal belongings.
- Collector instructs donor to empty his/her pockets and display items. If there are no possible adulterants, the collector instructs the donor to return the items to his/her pockets. A wallet should be inspected for potential items for cheating.
- Collector instructs donor to wash his/her hands.
- Collector either selects a collection kit or allows the donor to select one.
- Collector conducts pre-collection inspection of the collection area to include:
 - Secure all water sources
 - Ensure bluing is in toilet
 - Ensure that no soap, disinfectant, cleaning agents or other potential adulterants are

- present
 - Ensure that no foreign or unauthorized substances are present
 - Tape/secure any movable toilet tank top or put bluing in the tank
 - Ensure that undetected access is not possible
 - Secure areas and items that appear suitable for concealing contaminants.
- Collector unwraps collection cup and instructs the donor to enter the rest room to provide the specimen, do not flush toilet, and to return as soon as specimen is provided.
- Donor gives specimen to collector. Both the donor and the collector must maintain visual contact with the specimen until the specimen bottles are sealed.
- Collector conducts post-collection inspection of the collection area.
- Collector checks specimen temperature to ensure that it is between 90 - 100 deg. F. (this should be done immediately but no later than 4 minutes).
- Collector checks temperature box in step two of the CCF.
- Collector examines the specimen for unusual color, odor, or other signs of adulteration.
- Collector checks volume of specimen to ensure 45ml are present.
- Collector checks Split Specimen in step 2 of the CCF.
- Collector unwraps specimen bottles in the presence of the donor.
- Collector transfers specimen to specimen bottles.
- Collector affixes specimen bottle seals to each specimen bottle and dates each seal.
- Donor initials both specimen bottle seals, verifying that Specimen ID # on the CCF is the same as the Specimen ID # on the specimen bottle seals
- The donor refuses, and the collector notes this in the remarks section of the CCF.
- Collector turns to MRO copy of CCF and instructs the donor to read the certification statement and sign the appropriate sections. Donor provides his/her daytime phone number, evening phone number (cell phone #) and date of birth. Donor or collector then prints donors name, and today's date.
- The donor refuses to sign the CCF or provide his/her date of birth and phone number, and the collector notes this in the remark's section of the CCF and prints the donor's name in the space provided on MRO Copy 2 Section 5.
- Collector provides his/her printed name, date and time collection, signature and name of the specific delivery courier service transporting the specimen to the laboratory in step four on the Laboratory copy of the CCF.
- Collector ensures that all copies of the CCF are legible and complete.
- Collector removes and gives the donor copy (copy 5) of the CCF to the donor.
- Collector informs donor to list any medication on his/her copy of the CCF in case the MRO calls.
- Collector places specimen bottles and laboratory copy of the CCF into the leak proof bag and seals the pouch.
- Collector returns personal belongings to donor and allows donor to wash hands

- Collector discards excess specimen in the presence of the donor.
- Collector informs donor that he/she is free to go.
- Collector places the sealed package into a shipping container.
- Collector faxes the MRO copy of the CCF to the MRO.
- Collector retains the Collector copy of the CCF.
- Collector sends employer copy of CCF to employer.
- Specimen is shipped via Lab or commercial courier. (Example: FedEx)
- Collector ensures that specimen is shipped within 24 hours or during the next business day.

Collector Initials:	Monitor signature:
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Mock Collection # 3 Insufficient Quantity of Specimen

In this scenario, the donor does not provide sufficient specimen, Shy Bladder Log is needed. After three hours donor is not able to provide a sufficient specimen.

- Donor positively identified via an acceptable means of identification. (government issued photo identification or employer identifies donor in person or over the phone).
- Collector reviews collection instructions with donor - located on back of CCF.
- Collector checks to see that laboratory name, address, and specimen ID number are printed on the CCF and the required number of copies are provided.
- Collector checks to ensure that the specimen ID number on the CCF matches the specimen ID number on the specimen bottle seals.
- Collector completes administration portion of the CCF to include ensuring that the following information is preprinted or inserted by the collector.
 - Employer name, address, fax number, and phone number
 - MRO name, address, fax number, and phone number
 - Collection site name, address of collection, fax number, and phone number
 - Donor social security number or employee ID #; CDL # for FMCSA DOT testing
 - Reason for test
 - Test to be performed
- Collector has donor remove any unnecessary outer clothing, briefcase, purse or personal belongings.
- Collector instructs donor to empty his/her pockets and display items. If there are no possible adulterants, the collector instructs the donor to return the items to his/her pockets. A wallet should be inspected for potential items for cheating.
- Collector instructs donor to wash his/her hands.
- Collector either selects a collection kit or allows the donor to select one.

- Collector conducts pre-collection inspection of the collection area to include:
 - Secure all water sources
 - Ensure bluing is in toilet
 - Ensure that no soap, disinfectant, cleaning agents or other potential adulterants are present
 - Ensure that no foreign or unauthorized substances are present
 - Tape/secure any movable toilet tank top or put bluing in the tank
 - Ensure that undetected access is not possible
 - Secure areas and items that appear suitable for concealing contaminants.
- Collector unwraps collection cup and instructs the donor to enter the rest room to provide the specimen, do not flush toilet, and to return as soon as specimen is provided.
- Donor gives specimen to collector. Both the donor and the collector must maintain visual contact with the specimen until the specimen bottles are sealed.
- Collector conducts post-collection inspection of the collection area.
- Collector checks specimen temperature to ensure that it is between 90 - 100 deg. F. (this should be done immediately but no later than 4 minutes).
- Collector checks temperature box in step two of the CCF.
- Collector examines the specimen for unusual color, odor, or other signs of adulteration
- Collector checks volume of specimen. It is less than 45ml.
- Collector discards specimen in the presence of the donor but retains the original CCF.
- Collector starts and finishes the Shy Bladder Log before going back to CCF form.
- Collector notes the time of the first unsuccessful attempt to provide a specimen in the remarks section of the CCF.
- Collector instructs the donor to remain at the collection site, drink up to 40 oz of liquids, distributed reasonably over a period of up to three hours, and to notify the collector when he/she feels he/she can provide a specimen of sufficient quantity. It is recommended that the collector maintain a log of the fluid intake by the donor, as well as the result of each attempt to provide a specimen. (Use Shy Bladder Log)
- After the required time, if a specimen of sufficient quantity has not been provided, the collector discontinues the collection and notes the fact on the remarks line of the CCF.
- Collector immediately notifies the Designated Employer Representative (DER) of the “shy bladder” situation and the DER will need to send the donor to a physician to be evaluated as soon as possible.
- Collector completes the CCF form including MRO Copy 2 Step 5 writing in the Donor name and today’s date.
- Collector provides his/her printed name, date, and time of collection, signature.
- Collector marks “None Provided” in the appropriate box on the CCF.
- Collector ensures that all copies of the CCF are legible and complete.
- Collector removes and gives the donor copy of the CCF to the donor.

- Collector informs donor to list any medication on his/her copy of the CCF in case the MRO calls.
- Collector informs donor that he/she is free to go.
- Since there is no specimen, nothing goes to the lab.
- Collector discards the laboratory copy of the CCF.
- Collector faxes the MRO copy of the CCF to the MRO.
- Collector sends employer copy of CCF to employer.

Collector Initials:	Monitor signature:
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Mock Collection # 4 Specimen Temperature Out of Range

- Donor positively identified via an acceptable means of identification. (government issued photo identification or employer identifies donor in person or over the phone).
- Collector reviews collection instructions with donor - located on back of CCF.
- Collector checks to see that laboratory name, address, and specimen ID number are printed on the CCF and the required number of copies are provided.
- Collector checks to ensure that the specimen ID number on the CCF matches the specimen ID number on the specimen bottle seals.
- Collector completes administration portion of the CCF to include ensuring that the following information is preprinted or inserted by the collector.
 - Employer name, address, fax number, and phone number
 - MRO name, address, fax number, and phone number
 - Collection site name, address of collection, fax number, and phone number
 - Donor social security number or employee ID #; CDL # for FMCSA DOT testing
 - Reason for test
 - Test to be performed
- Collector has donor remove any unnecessary outer clothing, briefcase, purse or personal belongings.
- Collector instructs donor to empty his/her pockets and display items. If there are no possible adulterants, the collector instructs the donor to return the items to his/her pockets. A wallet should be inspected for potential items for cheating.
- Collector instructs donor to wash his/her hands.
- Collector either selects a collection kit or allows the donor to select one.
- Collector conducts pre-collection inspection of the collection area to include:
 - Secure all water sources
 - Ensure bluing is in toilet
 - Ensure that no soap, disinfectant, cleaning agents or other potential adulterants are

- present
 - Ensure that no foreign or unauthorized substances are present
 - Tape/secure any movable toilet tank top or put bluing in the tank
 - Ensure that undetected access is not possible
 - Secure areas and items that appear suitable for concealing contaminants.
- Collector unwraps collection cup and instructs the donor to enter the rest room to provide the specimen, do not flush toilet, and to return as soon as specimen is provided.
- Donor gives specimen to collector. Both the donor and the collector must maintain visual contact with the specimen until the specimen bottles are sealed.
- Collector conducts post-collection inspection of the collection area.
- Collector checks specimen temperature to ensure that it is between 90 - 100 deg. F. (this should be done immediately but no later than 4 minutes).
- The specimen temperature is out of range, and the collector checks “no” in step two of the CCF.
- Collector makes notes in remarks section of the CCF to indicate that a second observed collection will take place.
- Collector notifies the donor of the need and reason for a second collection under direct observation. Collector explains the process.
- Collector checks volume of specimen to ensure that 45ml are present.
- Collector checks “Split Specimen” in step 2 of the CCF.
- Collector unwraps specimen bottles in the presence of the donor.
- Collector transfers specimen to specimen bottles.
- Collector affixes specimen bottle seals to each specimen bottle and dates each seal.
- Donor initials both specimen bottle seals.
- Collector discards excess specimen in the presence of the donor.
- Collector turns to MRO copy of CCF and instructs the donor to read the certification statement and sign the appropriate sections. Donor provides his/her daytime phone number, evening phone number (cell phone #) and date of birth. Donor or collector then prints donors name, and today’s date.
- Collector provides his/her printed name, date and time of collection, signature, and name of the specific delivery or courier service transporting the specimen to the laboratory in step four on the Laboratory copy of the CCF.
- Collector pulls new CCF for second observed collection and notes the Specimen ID number of the second CCF in the remarks line of the of the original CCF.
- Collector cross references the first specimen ID number on the second observed collection CCF marking 1 of 2 and 2 of 2 on the first and second CCF form.
- Collector ensures that all copies of the first collection’s CCF are legible and complete
- Collector removes and gives the donor copy of the first collection’s CCF to the donor.
- Collector informs donor to list any medication on his/her copy of the CCF in case the MRO

calls

- Collector places specimen bottles and laboratory copy of the CCF into the leak proof bag and seals the pouch.
- Collector places the sealed package into a shipping container.
- Collector places shipping container in secure location

Second Collection Under Direct Observation:

- Collector checks new CCF to see that laboratory name, address, and specimen ID number are printed on the CCF and the required number of copies are provided
- Collector checks to ensure that the specimen ID number on the CCF matches the specimen ID number on the specimen bottle seals.
- Collector completes administration portion of the CCF to include ensuring that the following information is preprinted or inserted by the collector.
 - Donor name, address, fax number, and phone number
 - MRO name, address, fax number, and phone number
 - Collection site name, address, fax number, and phone number
 - Donor social security number or employee ID #; CDL # for FMCSA DOT testing
 - Reason for test
 - Test to be performed (same as original)
- Collector either selects a collection kit or allows the donor to select one.
- Collector unwraps collection cups and directs donor to rest room.
- Collector (or observer if collector is not the same gender as the donor) asks the donor to raise his/her shirt, blouse, or dress/skirt above the waist and to lower clothing and underpants below the waist and to turn around to show the collector that there is no prosthetic device on the donor's person.
- Donor gives specimen to collector. Both the donor and collector must maintain visual contact with the specimen until the specimen bottles have been sealed.
- Collector checks specimen temperature to ensure that it is between 90 - 100 deg. F.
- Collector checks "yes" in step two of the CCF.
- Collector examines the specimen for unusual color, odor, or other signs of adulteration.
- Collector checks volume of specimen to ensure 45ml are present.
- Collector checks "Split Specimen" in step 2 of the CCF.
- Collector marks "Observed" in step two of the CCF.
- Donor indicates in Remarks the reason for "Observed" - "*1st Specimen Temp out Range.*"
- Collector unwraps specimen bottles in the presence of the donor.
- Collector transfers specimen to specimen bottles.
- Collector affixes specimen bottle seals to each specimen bottle and dates each seal.
- Donor initials both specimen bottle seals after confirming that the Specimen ID numbers on the CCF and the specimen bottle seals match.
- Collector turns to MRO copy of CCF and instructs the donor to read the certification statement

and sign the appropriate sections. Donor provides his/her daytime phone number, evening phone number (cell phone #) and date of birth. Donor or collector then prints donors name, and today's date.

- Collector provides his/her printed name, date and time collection, signature and name of the specific delivery or courier service transporting the specimen to the laboratory in step four on the Laboratory copy of the CCF.
- Collector ensures that all copies of the CCF are legible and complete.
- Collector removes and gives the donor copy of the CCF to the donor.
- Collector informs donor to list any medication on his/her copy of the CCF in case the MRO calls.
- Collector places specimen bottles and laboratory copy of the CCF into the leak proof bag and seals the pouch.
- Collector discards excess specimen in the presence of the donor.
- Collector informs donor that he/she is free to go.
- Collector places the sealed package into a shipping container.
- Collector places shipping container in secure location.
- Collector contacts the Designated Employer Representative (DER) to inform him/her of the direct observed collection and the reason for its occurrence.
- Collector faxes both MRO copies of the CCF's to the MRO.
- Collector retains the Collector copies of the CCF's
- Collector sends employer copies of the CCF's to employer.
- Specimens are shipped via Lab or commercial courier. (Example: FedEx)
- Collector ensures that specimen is shipped within 24 hours or during the next business day

Collector Initials:	Monitor signature:
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Mock Collection # 5 Uneventful Split Specimen Collection

In this scenario, no abnormal events occur and all aspects (quantity, temperature, smell, etc.) of the specimen are normal.

- Donor positively identified via an acceptable means of identification. (government issued photo identification or employer identifies donor in person or over the phone).
- Collector reviews collection instructions with donor - located on back of CCF.
- Collector checks to see that laboratory name, address, and specimen ID number are printed on the CCF and the required number of copies are provided.
- Collector checks to ensure that the specimen ID number on the CCF matches the specimen ID number on the specimen bottle seals.

- Collector completes administration portion of the CCF to include ensuring that the following information is preprinted or inserted by the collector.
 - Employer name, address, fax number, and phone number
 - MRO name, address, fax number, and phone number
 - Collection site name, address of collection, fax number, and phone number
 - Donor social security number or employee ID #; CDL # for FMCSA DOT testing
 - Reason for test
 - Test to be performed
- Collector has donor remove any unnecessary outer clothing, briefcase, purse or personal belongings.
- Collector instructs donor to empty his/her pockets and display items. If there are no possible adulterants, the collector instructs the donor to return the items to his/her pockets. A wallet should be inspected for potential items for cheating.
- Collector instructs donor to wash his/her hands.
- Collector either selects a collection kit or allows the donor to select one.
- Collector conducts pre-collection inspection of the collection area to include:
 - Secure all water sources
 - Ensure bluing is in toilet
 - Ensure that no soap, disinfectant, cleaning agents or other potential adulterants are present
 - Ensure that no foreign or unauthorized substances are present
 - Tape/secure any movable toilet tank top or put bluing in the tank
 - Ensure that undetected access is not possible
 - Secure areas and items that appear suitable for concealing contaminants.
- Collector unwraps collection cup and instructs the donor to enter the rest room to provide the specimen, do not flush toilet, and to return as soon as specimen is provided.
- Donor gives specimen to collector. Both the donor and the collector must maintain visual contact with the specimen until the specimen bottles are sealed.
- Collector conducts post-collection inspection of the collection area.
- Collector checks specimen temperature to ensure that it is between 90 - 100 deg. F. (this should be done immediately but no later than 4 minutes).
- Collector checks temperature box in step two of the CCF.
- Collector examines the specimen for unusual color, odor, or other signs of adulteration.
- Collector checks volume of specimen to ensure 45ml are present.
- Collector checks Split Specimen in step 2 of the CCF.
- Collector unwraps specimen bottles in the presence of the donor.
- Collector transfers specimen to specimen bottles.
- Collector affixes specimen bottle seals to each specimen bottle and dates each seal.
- Donor initials both specimen bottle seals, verifying that Specimen ID # on the CCF is the same

- as the Specimen ID # on the specimen bottle seals
- Collector turns to MRO copy of CCF and instructs the donor to read the certification statement and sign the appropriate sections. Donor provides his/her daytime phone number, evening phone number (cell phone #) and date of birth. Donor or collector then prints donors name, and today's date.
- Collector provides his/her printed name, date and time collection, signature and name of the specific delivery courier service transporting the specimen to the laboratory in step four of the Laboratory copy of the CCF.
- Collector ensures that all copies of the CCF are legible and complete.
- Collector removes and gives the donor copy (copy 5) of the CCF to the donor.
- Collector informs donor to list any medication on his/her copy of the CCF in case the MRO calls.
- Collector places specimen bottles and laboratory copy of the CCF into the leak proof bag and seals the pouch.
- Collector returns personal belongings to donor and allows donor to wash hands
- Collector discards excess specimen in the presence of the donor.
- Collector informs donor that he/she is free to go.
- Collector places the sealed package into a shipping container.
- Collector faxes the MRO copy of the CCF to the MRO.
- Collector retains the Collector copy of the CCF for a minimum 30 days
- Collector sends employer copy of CCF to employer
- Specimen is shipped via Lab or commercial courier. (Example: FedEx)
- Collector ensures that specimen is shipped within 24 hours or during the next business day.

Collector Initials:	Monitor signature:
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