ScreenClear

Laboratory Collection / CCF

Specimen identity, chain of custody, packaging and courier shipment

BEST PRACTICE • DAY-OF-COLLECTION CHECKLIST

After countersigning the consent form, follow the interactive checklist step by step. It is the best way to ensure the correct process and protocols are completed.

FIELD USE

Use the supplied laboratory kit and the controlling CCF/eCCF instructions. This card highlights ScreenClear custody and shipping controls—it does not replace kit instructions. **Match IDs before opening or collecting.**

IDENTIFY THE KIT

- **FORM** — **CCF/eCCF ID**
  The form identifier must match each kit component.
- **SEAL** — **Bottle seal / barcode**
  Match before collection and again before handoff.
- **BAG** — **Transport bag**
  Leak-proof specimen compartment and separate document pouch.
- **SHIP** — **Courier sleeve**
  Printed label goes inside the plastic sleeve of the transport bag.

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Before Collection

Reconcile every identifier before the specimen is collected

FIELD USE

The collector's role is to protect specimen identity and uninterrupted custody. Verify first, then collect.

1 Reconcile before collection

Verify government photo ID, donor information, collection reason, laboratory or account, test panel, kit status, and the CCF/eCCF specimen ID.

2 Match every identifier

Before opening or collecting, confirm the specimen ID on the CCF/eCCF exactly matches each bottle seal, barcode, and kit component.

- The CCF/eCCF ID matches every required bottle seal and barcode.
- The kit is intact, in date, and appropriate for the ordered collection.

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Collect & Receive

Maintain custody and inspect the specimen before moving to sealing

FIELD USE

For urine collections, the donor provides directly into the urine screening cup and a separate sterile container. Do not pour, transfer, or split a specimen.

3

Issue both containers

Prepare a private, controlled site. Provide the urine screening cup and the separate sterile container. The donor provides directly into each required container; do not pour, transfer, or split a specimen.

4

Receive and verify both containers

Confirm 45 mL per container. For urine, read temperature at 2–4 min and document temperature, appearance, and relevant observations as required by the form.

URINE TEMPERATURE

At 2–4 min

Document temperature, appearance, and required observations.

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If Something Is Irregular

Secure the specimen, preserve facts, and obtain direction

FIELD USE

An irregularity is a custody-control issue. Do not solve it by changing labels, making undocumented corrections, or closing the record early.

IRREGULARITY

For an ID mismatch, form error, unusual specimen, temperature concern, suspected tampering, or uncertainty: secure the specimen, note it in CCF Remarks, and contact ScreenClear before proceeding.

- Keep the specimen, kit, and current record together and secure.
- Document facts, timing, and the control that could not be completed.
- Contact ScreenClear before making a correction or deciding the collection outcome.

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Seal the Specimen

Complete donor-facing bottle controls before certification

FIELD USE

Verify identifiers again before the specimen leaves your custody. Follow the kit and CCF/eCCF instructions exactly.

5

Cap both containers

In the donor's presence, cap the urine screening cup and the separate sterile container as supplied. Do not pour, transfer, or split a specimen. Apply seals only as the kit and form require.

6

Apply bottle seals

Apply tamper-evident seals correctly. Confirm every seal and barcode matches the controlling CCF/eCCF number; date and obtain donor initials only where the form requires it.

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Certify & Final Check

Complete the custody record before packaging the specimen

FIELD USE

All corrections must follow the controlling CCF/eCCF rules. Complete the record while custody facts are fresh and traceable. Never erase, obscure, or make an undocumented change.

7

Complete certification

Have the donor complete the required certification. Complete the collector chain-of-custody section with signature, date, time, and delivery service.

8

Perform the final ID check

Match the CCF/eCCF number to every sealed bottle and barcode one more time. Correct only as the form permits, with initials and date where applicable.

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Package for Shipment

Keep specimen, documents, and transport label in their correct locations

FIELD USE

Keep the package secure until handoff. Use ScreenClear's supplied laboratory kit, current CCF/eCCF, and courier process. Keep the specimen in the leak-proof compartment and the laboratory copy in the separate document pouch.

9

Bag correctly

Place sealed bottle or bottles in the leak-proof specimen compartment. Put the laboratory CCF copy in the separate document pouch. Seal the transport bag.

10

Photograph and retain copies

Take clear photos of completed CCF Copy 2 and Copy 4. Each image uploads automatically and is sent to the required destination. Place CCF Copy 3 and all other required originals in the provided ScreenClear document folder.

Request Pickup

Create the courier record while the package remains secure

FIELD USE

Do not leave the package unsecured. Create the pickup record before you hand the package to the courier.

11

Request courier pickup

Log in to the generic ScreenClear courier account. Request collection, print the label, and place it in the plastic sleeve of the transport bag.

- The printed label is inside the plastic sleeve—not loose in the specimen compartment.
- Pickup and tracking details are available to enter in the collection record.
- The package remains under controlled custody until accepted by the courier.

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Courier Handoff & Closeout

Record the transfer and protect a delayed or damaged package

FIELD USE

The collection is not complete until the custody handoff is documented or ScreenClear directs another process.

12 Document the handoff

Record pickup and tracking details. Keep the package secure until the courier accepts custody; document the handoff as required.

SHIPMENT DELAY OR DAMAGE

Keep the package secure and contact ScreenClear immediately for direction. Do not send a compromised package.

STOP • SECURE • DOCUMENT • CONTACT SCREENCLEAR

1-844-925-3274 | info@screenclear.ca

Never contact the employer or DER directly.

Where the laboratory kit, CCF/eCCF, or ScreenClear direction differs, follow the controlling instruction and contact ScreenClear.