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## APPENDIX III

### ODP CLINIC COLLECT PROCEDURE

This document is for the **AHS ODP clinics** to perform urine collection at the clinics.

For questions regarding the urine collection please contact ACFT. For questions regarding Epic please contact the AHS Epic Team.

1. Supplies required to perform urine collection:
  - A 60 mL sample container (white or red lid) with a temperature indicator strip
  - A security seal tape (red or clear)
  - A biohazard bag
  - An absorbent pad
2. Create a one-click appointment and bring the ACFT Urine Drug Screen order into collection. Print the label to generate an accession #. Put this label on the sample container. Label should contain TX and T character, for example, 23TX-255X00001.
3. Provide the labelled sample container to the client. Advise the client to fill the container to the top as much as possible.
4. When the client returns the sample, **check the temperature and volume within 4 minutes** of sample collection.
  - Acceptable urine temperature: 32-38 °C (90-100 °F)
  - Best volume: 60 mL Minimum volume: 30 mL

If temperature is not within range or volume is too low, discuss with client for providing an additional sample. Refer to **P23004-A VI Urine Recollection**.

If the client declines and the clinic would like ACFT to test the sample, clinic should email a written request to ACFT (acft.lab@ucalgary.ca).

5. Place the security seal tape over the top of the container and adhere the seal to the sides of the container. Avoid covering client information and the barcode of the label with the security seal.
6. Document the date/time of collection, temperature, and ID in Epic.
7. Place the samples in the leak proof shipping box. Lock the box.

8. Ship the samples directly to ACFT. Refer to **P23004-A VII Transport ODP Samples to ACFT.**