



HM-B19, 3330 Hospital Drive NW
Calgary, Alberta Canada T2N 4N1
T: (403) 220.5511
F: (403) 270.2964
E: acft.lab@ucalgary.ca

APPENDIX IV

LAB COLLECT PROCEDURE

This document is for collection sites such as Alberta Precision Laboratories to perform urine collection for patients from the **AHS ODP program**.

IMPORTANT: If the Epic test order is **UGTP** (Urine General Toxicology Panel) or **UODP** (Urine Opioid Dependency Panel), these tests are not for patients enrolled in the ODP program. **Do not collect samples in ACFT Specimen Kits and transport samples to ACFT for testing.**

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.
 - ACFT Specimen Kit:
 - 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
 - Gold Bubble Envelope (6x10" self-seal)
 - Preprinted Purolator Bill of Lading

2. ODP client may present one of the following formats of requisition:
 - A printed Epic Laboratory Requisition
 - A faxed ACFT Requisition
 - An ACFT Requisition, or
 - No requisition

3. Ask client to provide at least two identifiers before collection. A photo ID is preferred.
 - Driver license.
 - Personal health number (PHN)
 - Unique lifetime identifier (ULI)
 - Personal identifier number: e.g., Federal, Military, Royal Canadian Mounted Police (RCMP), Refugee, Immigration, or Passport

If client shows up without photo ID, do not refuse collection but put a note in Epic or on the ACFT requisition that photo ID was not provided.

For clients who have hearing or speech impairments, or who share no common language with the collector, collection may include using physical forms of identification listed below to ensure correct identification at the point of collection.

- Driver license
- Companions accompanying the client
- Translators
- Other members of the health care team personally familiar with the patient (e.g., nurses, translators).

Verbal verification is not necessary if obtaining the services of a translator would delay urine collection.

4. Check Epic for ACFT order. Below is the summary of the steps for collection staff.

<p>If order <u>does not exist</u>,</p> <ul style="list-style-type: none"> • Document collection in Requisition Entry. • Do not place ACFT order in Epic. 	<p>In Requisition Entry, enter the Submitter ID: 816 {CGY (3rdParty-APL) University of Calgary, Alberta Centre For Toxicology}.</p> <p>Enter the Procedure/Test code: APL ACFT COLLECTION KIT *BILL ONLY* LAB77876.</p> <p>*No specimen label will generate. On the container, write the client's Name, Date of Birth (DOB), and Personal Health Number (PHN).</p> <p>* Collect urine sample, check temperature and volume. Continue to point #5-6, and 8 below.</p> <p>Complete the ACFT requisition (a pre-faxed from ODP clinic or a new one).</p> <p>Send sample to ACFT without the packing list.</p>
<p>If order <u>does exist</u> in Epic:</p> <ul style="list-style-type: none"> • Utilize the EPIC order to complete the collection. <p>*NOTE: Billing charges will file automatically – no billing code need to be entered.</p>	<p>Create a one-click appointment, enter Submitter: 12608 (Electronic order-Route to Provider).</p> <p>*Bring order into collection.</p> <p>*Accession # Label will generate. Put this label on the sample container. Label should contain TX and X character, for example, 23TX-255X00001.</p> <p>*Collect urine sample, check temperature and volume. Continue to point #5-8 below.</p> <p>Create packing list for sending sample to ACFT, use packing list: TX CGY U of C Alberta Centre For Toxicology Laboratory 1831</p>

5. **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 client declines to provide a recollection, send the first attempt sample cup to ACFT. Make a note in Epic or on the ACFT requisition.

6. 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.

7. Document the date/time of collection, temperature, and ID in Epic. Here is the window shown after printing the specimen accession label:

The screenshot shows the 'Specimen Collection' window in Epic. The 'Urine Specimens' section is active, displaying a form for documenting collection details. The 'Collection Sequence' is 'STERILE CONTAINER 24TX-081X00001.1'. The 'Urine Specimens' section includes fields for Time, Date, Collector, and Department. The 'Source' is 'Urine, Other' and the 'Draw Type' is 'Non-blood Collection'. Below this is the 'ACFT Urine Drug Screen -- Urine, Other' section with a table for documenting treatment and collection status.

Treatment Identification	Answer	Comment
Treatment Identification	Active	Enter a comment
Drug Treatment Program	Methadone	Enter a comment
Urine Temperature acceptable (90-100 F)?		Enter a comment
Client presented with appropriate ID?		Enter a comment

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