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APPENDIX V

THIRD PARTY COLLECT PROCEDURE

This document is for collection sites such as pharmacies or commercial laboratories to perform urine collection for patients from the **AHS ODP program**.

For questions regarding the urine collection please contact ACFT.

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. Is there a pre-faxed ACFT requisition from ODP/NTS Clinic?
 - If yes, utilize this requisition for collection.
 - If no, complete a new ACFT requisition for collection.
4. 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 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.

5. Confirm the information on the requisition with client:
 - Physician name
 - AHS ODP/NTS clinic (submitter): select one of the boxes corresponding to the ordering clinic.
 - Client's name, date of birth, gender, health care provider, and PHN
 - Drug Treatment Program: Check all the boxes that apply.
 6. Write the client information (name, DOB, and PHN) or affix a Client Information Label on the container.
 7. Provide the labelled sample container to the client. Advise the client to fill the container to the top as much as possible.
 8. 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 client declines to provide a recollection, send the first attempt sample cup to ACFT. Make a note in Epic or on the ACFT requisition.
9. 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 with the security seal.
 10. Document the date/time of collection, temperature of sample, and whether ID was presented on the ACFT requisition.
 11. If an Epic requisition is used, write the name of the client from the requisition on the biohazard bag.

12. If an ACFT requisition is used, peel (or cut) one ID NO. label from the requisition and affix (or tape) it to the biohazard bag. The second ID NO. label should remain attached to the requisition.
13. Place the requisition in the outside pocket of the biohazard bag. Remove the adhesive strip and seal the bag.
14. Put the sample in the provided gold bubble envelope (one sample per bubble envelope). If it is a recollection, then put two samples in one bubble envelope.
15. Ship samples directly to ACFT. Refer to **P23004-A VII Transport ODP Samples to ACFT** and **P23004-A VIII Invoice for ODP Collection Service**.