



### **Collecting and Preparing a Urine Specimen (Toxicology)**

1. On the outside of a sterile and unused urine collection cup, write the patient's name and date of birth.
2. Instruct the patient to wash his or her hands before collecting the sample.
3. Instruct the patient to fill the urine collection cup at least half full. Collection can either be observed or unobserved depending on the policy of the clinic.
4. When the patient has finished, he or she should place the cap back on the cup. It is important to ensure that the cap has been securely screwed on the urine cup. This prevents leaks during transit to Qitek Labs. ***Specimens that leak during transit will be rejected.***
5. If ordering the test through the portal, generate a barcode label for the patient's specimen and place the label on the urine cup.
6. Place the urine cup in a biohazard zip closure bag. Ensure the biohazard zip closure bag is completely sealed.
7. Place any requisition/accompanying paperwork in the outside pocket of the biohazard zip closure bag.
8. Place all biohazard zip closure bags inside of a UPS Laboratory Pak bag.
9. Seal the UPS Laboratory Pak bag. Apply a pre-paid return label from Qitek Labs to the outside of the bag.
10. Allow UPS to pick up the package.