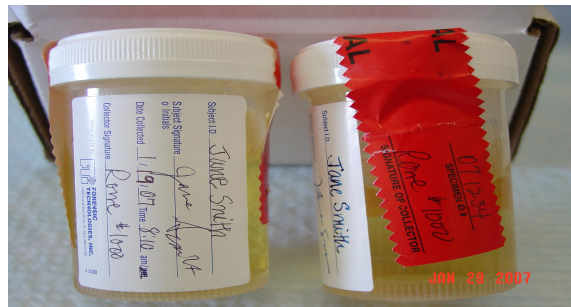


Notes for Collection and Packaging Biological Specimens Urine Specimen Kits

1. Complete the %SPECIMEN IDENTIFICATION+Section on the reverse side of this form.
2. Locate and reserve the red "Box Integrity Seal," the shipping sleeve and the plastic specimen bag.
3. Locate the two red "Sample Security Seals" that will be placed over the specimen collection cups, then;
 - A. Fill in the subject's name and date on both seals
 - B. Have the subject initial each seal
 - C. Print your Agency Case Number in the space for %D. #+
 - D. Sign or initial each seal
4. Complete the label on the first specimen collection cup.
 - A. Fill in the subject's name
 - B. Have the subject sign or initial the label
 - C. Fill in the date collected
 - D. Sign the label on the last line
5. Have the subject provide a urine sample.
6. Add the time to the label after the specimen is collected.
7. Remove the adhesive back from one of the red "Sample Security Seals" and place across the top of the specimen collection cup. **Do not cover the cup label!**



8. The second sample should be collected no less than ten minutes after the first and labeled as above.
9. Fill in the %Specimen #1+and %Specimen #2+boxes on the reverse side of this form.
10. Place the sealed specimen collection cup(s) in the plastic specimen bag. Seal the evidence bag by peeling off the release liner, folding at the fold here line and pressing to close.
11. Place the specimen bag containing the specimen collection cup(s) in the cardboard mailing box.
12. Place the complete form in the shipping sleeve, folded so no subject information is visible. Adhere the shipping sleeve to the outside of the evidence box.
12. * * * KEY STEP * * * **Initial and date the red "Integrity Seal" and apply the seal to secure the box.**
13. Mail or deliver the specimen(s) to the Toxicology Laboratory in Meriden.