Urinalysis Collection
Odyssey House of Utah

URINALYSIS is awesome!
This guide will teach you the following:

- Proper Urinalysis Collection Techniques
  - Maintaining the collection site
  - Your responsibilities as a trained UA Tech
  - How to properly label the collected sample
  - How to prepare samples for shipment to the laboratory
  - How to store and secure collected samples
  - When and how to properly document results
URINALYSIS COLLECTION
The Who, When, What, Where, and How

WHO
Any Odyssey House staff who have completed the Urinalysis (UA) Technician Certification Course and have passed the competence assessment with satisfactory marks are considered qualified to perform urinalysis collection with clients.

WHEN
Each facility has UA collection times that are tailored to fit their unique schedules. Clients are made aware of the designated schedule, and will come to the identified collection site as instructed.

WHAT
Here are some basic definitions you will need to know when performing UA collection (pay attention, you will be quizzed on this):

- **Urinalysis**: The chemical analysis of urine to determine the presence of substances.
- **Collection Cup**: The receptacle used to collect the urine sample.
- **Urine Dipstick**: A chemically treated strip of paper sensitive to various parameters when dipped in urine. This strip undergoes a color change when substances are detected. Commonly referred to as a “dip test”.
- **Direct Observed Collection**: A UA Tech, of the same gender as the client, is required to directly monitor the client while providing the urine sample. Direct observation is required for all clients at Odyssey House to ensure they are not able or attempting to manipulate the sample.
- **Adulterants**: An additive causing an undesirable effect in sample collection.
- **“Shy Bladder”**: When a client is unable to provide a sample either under demand or when someone is nearby during the attempted urination (see instructions below).
- **Materials**:
  - **Single-use plastic collection containers**: Each collection container must be individually sealed with a tamper-evident system (e.g., in a sealed plastic bag, shrink wrapped, or another easily visible tamper-evident system) and graduated with markings clearly showing the volume (e.g., 30mL, 45mL).
  - **Tamper-evident label**: The collection container has two tamper-evident labels that are used to seal the container and identify the client.
  - **Leak-resistant plastic bags**: The collection container is first placed in an individually sealed bag, and then multiple sealed bags will be placed in a larger leak resistant bag together.
    - **Note**: the Parents, Adolescent, and YSC facilities who use Global Drug Testing do not need to use the individual sealed bags. All sample containers can be placed in the large bag that is provided by Global.
  - **Absorbent material**: The absorbent material is placed with the collection containers inside the leak-resistant plastic bag in case a bottle leaks during shipment. The U.S.
Postal Service and other express carriers require the use of absorbent material when shipping biological materials.

- **Shipping containers**: Boxes or bags used to transport specimens to a laboratory must be securely sealed to prevent the possibility of undetected tampering. It is not necessary to use a shipping container if a courier hand delivers the sealed leak-resistant plastic bags containing the collection containers directly from the collection site to the laboratory.

**WHERE**

Urinalysis collection must always be conducted in a designated restroom within each facility. This site must have all necessary personnel, supplies, equipment, and supervision to provide for the proper collection of urine samples.

During scheduled urinalysis, the restroom is to remain under constant surveillance by staff to ensure clients are not able to tamper with specimens after collection or provide access to items that could be used to adulterate or dilute the specimen.

### HOW: Urinalysis Collection

By following these steps, you will help provide clients with accurate testing and results.

**BEFORE YOU DO ANYTHING!** Make sure you leave all distractions at the door! It is critical for you to stay focused on the task at hand.

- **Step 1: Prepare the Collection Site**
  
  Assemble supplies and remove any soap, cleanser, disinfectant or other potential adulterants that could be used by clients to tamper with the sample. Secure items that could be used to conceal adulterants (e.g. false ceilings, ledges, trash cans, towel dispensers).

  Always wear disposable gloves during UA testing and when handling the collection containers once they are filled.

- **Step 2: Verify Client Identity and Collect Information**
  
  Allow the client to select a collection container and fill out the identifying information and date on the container label. Verify that the identifying information matches that assigned to the client.

- **Step 3: Collect Urine Sample**
  
  Direct the client to perform the following steps:
  - Raise clothing, revealing their midsection and rotate their body for inspection of any attached devices (adult clients only)
  - Fill the collection container until it is at least half full
  - Do not flush the toilet (ensure any tampering devices or liquids were not disposed of in the toilet during the sample collection)
  - Secure the lid, ensure it is properly closed, and place the tamper-evident label over the container so that the container can not be opened without destroying the seal
    - Have client initial the label once attached
  - Following these steps, the client may now flush the toilet

- **Step 4: Take Possession of Container and Performs Dip Test (if required)**
  
  Ensure the container is at least half full and inspect for any signs of adulteration. If performing a dip test, refer to instructions outlined below.
Step 5: Prepare for Storage/Shipping

Complete staff portion of the label by signing initials. Place the individual container inside the appropriate pouch containing absorbent materials and seal bag. Place the single bagged container in the larger bag with the remaining sealed collection cups. Ensure you do not leave the samples un-attended.

**Note** The Parents, Adolescent, and YSC facilities who use Global Drug Testing do not need to use the individual sealed bags. All sample containers can be placed in the large bag that is provided by Global.

Step 6: Store Properly

- **Adult, OP, Trans:** Urine samples must be stored at room temperature and in a locked location that prohibits unauthorized access or opportunities to tamper with the containers until shipment.

- **Parents, Adolescent, YSC:** Urine samples must be stored in a refrigerator if testing urine sample for alcohol. Sample must be kept in a locked location that prohibits unauthorized access or opportunities to tamper with the container until pick up.

### HOW: Instant Result Dip Testing

Each program has different rules around when to use an instant result dip test with a client. Depending on which program you are working at, make sure you follow these steps to ensure you get an accurate reading from the test.

**TESTING PROCEDURE**

- Remove the dip test from the foil pouch ensuring the test has not expired and is at room temperature.
- Remove the plastic cap from the device to reveal sample pads (don’t discard the cap).
- Dip revealed pads into urine sample for a minimum of 15-30 seconds until urine is seen wicking into the reading zone.
  - Make sure each pad is dipped into the urine to the level of the wavy lines without touching the plastic card.

**READING RESULTS**

- Results must be read at 5 minutes (do not interpret results after 4 hours as false results may occur).
- Test is **NEGATIVE** if any visible line in the test (T) area is present. Even a faint line, indicates a negative result.
- Test is **POSITIVE** if the test (T) line is not present. This area must be snow white to indicate a positive result.
- Test is **INVALID** if the control line (C) is not present.
  - If this occurs, repeat the test using a new device. If the problem persists, inform supervisor.

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HOW: Documentation

Confirmed positive results from a laboratory must be recorded in the client file. Senior staff collect urinalysis results from outside labs and will place documentation in the client’s file if necessary.

If you are performing an instant dip test and the strip has a positive or invalid reading, you will need to photocopy the instant dip test (with the cap on), place document in the client file, and prepare sample for shipping to receive a confirmation analysis from an outside lab. Make sure that the shipment is received by the outside lab within the 24 hour window before the sample expires.

HOW: Shy Bladder

If a client tells staff, upon arrival at the collection site, that he or she cannot provide a sample, staff must still begin the collection procedure regardless of the reason given.

- The client is instructed to engage in 15-20 minutes of physical activity to encourage the need to urinate, or until the client is able to provide a sufficient urine sample, whichever occurs first.

- Instruct the client to let you know when he or she is able to provide a sufficient quantity of urine. Be sensitive to how frequently you ask a client to attempt to provide a specimen.

- The client must remain under direct observation of staff to prevent the client from possibly compromising the collection process.

- If the client refuses to attempt to provide a specimen or leaves the collection site before the collection process is completed, the collector must discontinue the collection, record a “refusal to test” and immediately notify the manager on duty.

- If the client is unable to provide a sufficient volume of urine, discontinue the collection, and notify the manager on duty of a potential “shy bladder” situation.

HOW: If an Identifying Label Breaks

If the tamper-evident label does not adhere properly to the collection container (e.g., due to moisture, temperature, specimen bottle material) or is accidentally broken or damaged during the collection process, follow these steps:

- Apply the unacceptable label to the bottle, and apply a second, separate tamper-evident label to seal the specimen bottle.

- Initial and date the seal.

- Ask the client to initial the seal.

IF YOU HAVE ANY QUESTIONS AT ALL, CONTACT YOUR SUPERVISOR IMMEDIATELY

References:

1. Quest Diagnostics
2. Redwood Toxicology
3. Global Drug Testing Labs