



**Building a Healthy, Productive Workforce**

# Oral Fluid Drug Test Collection Procedure

**For workplace testing**

# Warnings and Precautions

- Donor is to refrain from consumption of food or beverages for 10 minutes prior to collection.
- Instruct donor not to chew or suck on collection pad or to move pad during collection.
- **Do Not** put buffer fluid from transport tube into mouth.
- **Do Not** use collection device beyond expiration date printed on package.
- Specimen collector should wear gloves at all times.

# Step 1

Identify the oral  
fluid drug testing  
chain-of-custody  
form (CCF).

Complete Step 1  
of CCF.

The image shows a chain-of-custody form (CCF) with two red boxes highlighting specific sections. The top box highlights the employer information section, and the bottom box highlights the collector information section. A red diagonal line is drawn across the middle of the form.

**STEP 1 TO BE COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE**

**A. Employer Name, Address and ID No.**  
ABC COMPANY  
500 PERIMETER PARK - STE C  
NORRISVILLE NC 27560  
880-897-1098  
FAX: 919-481-2492  
Location:  
Collector Name:  
Collector Fax No:

**B. SMO Name, Address, Phone and Fax No.**  
993448  
FAX:

## Step 2

**Confirm collection device inventory is not past the expiration date.**

**Do not use device past expiration date.**

**\* Allow the donor to select a collection device.**

**\*For additional assistance, contact LabCorp Occupational Testing Services at 800-833-3984.**



## Step 3

**Instruct the donor to remove the device from the pouch, place it under tongue, and close mouth.**



## Step 4

**Collection device  
should remain  
under tongue  
until the stem  
indicator window  
turns completely  
blue**

**(approximately  
2-10 minutes).**



## Step 5

**Remove cap from transport tube and insert the saturated collection device pad end first into the tube containing buffer fluid. Keep specimen in full view of donor throughout collection process.**



## Step 6

**Place cap over  
top of the  
collection device  
stem in tube.**

**Push downward  
until cap snaps  
flush with top of  
tube.**

**Mix specimen  
with buffer fluid  
by gently shaking  
tube.**



## Step 7

**Remove tamper evident seal “A” from CCF.  
Place seal over cap and press down each side of tube as indicated.  
Write date on security seal.**



# Step 8

Have donor to  
initial security  
seal.



## Step 9

- Complete remainder of CCF.**
- Remove Copy 5 and give to donor.**
- Place transport tube in front pocket of specimen bag.**
- Place Copy 1 of CCF in back pocket of plastic bag.**
- Seal plastic bag and affix Container Seal from CCF.**
- Distribute remaining copies of CCF as labeled.**



# Step 10

**Ship specimen to testing laboratory as soon as possible; no later than next business day.**



For additional assistance contact

**LabCorp  
Occupational Testing Services**

**800-833-3984**