



RSI LABORATORIES CHAIN OF CUSTODY PROTOCOL

Each sample submitted to RSI LABORATORIES requires completed chain of custody documentation.

When ordering instant test products you will be shipped chain of custody paperwork, bio-hazard bags, boxes, and mailing labels at no extra charge (shipping fees for submitting samples to the lab are not included). You can also order these items through the lab on an “as needed” basis by calling 612-287-1660. In addition, if you are in need of standard specimen cups simply request when ordering and these will be sent to you at no charge as well.

To complete a chain of custody form:

- 1) Agency Name: (Note that the name of your lab account and the agency name on chain of custody forms should always match. For example, if your lab account is listed under ABC Storage, ABC Storage should always be listed under Agency Name on chain of custody)
- 2) Referring Agent: Listed here should be person requesting lab testing.
- 3) Telephone: Print telephone number person requesting lab testing can be reached at.
- 4) Client Name: Print name of client or employee here.
- 5) DOB: Print client or employee's date of birth.
- 6) Male/Female: Check sex of person being tested.
- 7) Social Security: **IS NOT REQUIRED**. RSI LABORATORIES must have either Social Security or Date of Birth to process a sample.
- 8) Collectors Name: Print name of person collecting sample.
- 9) Date of Collection and Time of Collection: Date and time of collection must always match and be exact with the date and time located under “CHAIN OF CUSTODY” section
- 10) Type of ID: Example: Driver's License. This may or may not pertain to your particular program. If you do not ID individuals when obtaining a sample this information is not required.



- 11) Specimen Temperature: Each instant test cup is equipped with a temperature strip. It is our recommendation when using these devices to list the temperature of the specimen when taken. However, listing temperature is for your use and records only- it is not required to be completed with sample submission.
- 12) Medications: List any medications the individual providing sample is currently taking. RSI LABORATORIES will be able to cross reference most current medications with any positive drug result.
- 13) Client Signature: Individual providing sample should sign. If client or employee should refuse to sign, simply print "client refused to sign" on this line.
- 14) Drugs to Test Section: Mark next to the drugs listed the drugs you want to test for.
- 15) Chain of Custody Section: Print name of person sample is being released by and the date and time of release. Please note that date and time should always match the date and time stamps located throughout the chain of custody form. In the "released to" area, print shipping method chosen along with RSI LABORATORIES. For example, Released to: DHL Delivery Services/RSI LABORATORIES.
- 16) Tamper Seal: Place over top of specimen cup. The client's initials and date of collection should be completed. The seal should be placed over the lid of the specimen cup to ensure it has been unopened when arriving at the lab. A security seal must be placed over the lid of the bottle. RSI LABORATORIES must reject samples that do not have a security seal.
- 17) Barcode Sticker: Please leave on the chain of custody form. This is for lab use only.
- 18) The original white copy of the chain of custody form should stay with the sample and be placed in the front pocket of the bio-hazard bag for submitting. The yellow copy of the chain of custody form is for your records.