

# Drug Screen Procedures for Females

*Please read these new guidelines for urine screens, if you do not understand any of the guidelines, please ask the collector to explain them to you.*

- Once in the bathroom you **MUST** wash your hands **BEFORE** the screen begins
- Jackets must be removed
- The Chain of Custody form will be explained to you
- The cup, bottle and lid will be placed on the table for an easy transfer of the specimen.
- The donor sticker will be placed on the lid by the collector and the donor must verify that the name matches the I.D.
- Pants and underwear must be lowered to the ankles.
- Females **MUST** squat/hover over the toilet; if sitting is necessary there **MUST** be a clear view of the urine stream for the collector to see.
- Donor must hold the cup with one hand and the other hand must remain in the line of sight of the collector.
- There **MUST** be space between the cup and the genitalia.
- The donor must be able to **start** and **stop** the urine stream at anytime the collector asks them to.
- 1/3 of the cup must be filled at minimum.
- The donor must pour the specimen into the bottle, place the lid on the bottle and make sure the lid is securely tightened.
- Once the lid is on, the donor must push the donor sticker down the side of the bottle to seal it.
- The donor must then place the specimen bottle into the biohazard bag and seal the bag.
- The collector will inform the donor when they are finished and can leave the testing area.