

Process Acknowledgment Form – Urine Sample

Indiana DCS has requested that you provide a sample for drug testing. Upon collection, your sample will be sealed and labeled with a chain of custody sticker and sent to Cordant for testing. The results will be provided to Indiana DCS. The following collection process will be followed:

1. Remove all unnecessary outer garments, remove all items from pockets and turn pockets inside out.
2. Personal belongings such as a purse or backpack are to remain secure outside of the collection area.
3. You will either select your collection device or it will be handed to you.
4. Wash and dry your hands with water only.
5. For Monitored collections, the collector will stand outside of the restroom or stall while you provide sufficient urine to fill the container. For observed collections, the collector must observe the urine leaving your body and filling the container. Once filled, hand the specimen cup to the collector.
6. The collector will inspect the specimen for adulteration and read the temperature strip.
7. You will initial a chain of custody label.
8. You will sign and date the chain of custody form.
9. The sample will then be sealed with the chain of custody label and placed in a tamper evident bag in your presence.

Review and sign

I acknowledge the above process was followed as outlined.

Donor Signature

Date

Time

Signature of Guardian if donor is a minor

COC #

Collector Signature

Date

Time



Process Acknowledgment Form – Oral Fluid Sample

Indiana DCS has requested that you provide a sample for drug testing. Upon collection, your sample will be sealed and labeled with a chain of custody sticker and sent to Cordant for testing. The results will be provided to Indiana DCS. The following collection process will be followed:

1. The collector will visually inspect your mouth to ensure it is empty.
2. It is expected you wait 10 minutes after eating, drinking, smoking, chewing gum, etc. before the oral fluid collection.
3. The collector will provide you with the collection device. Place the collection swab under your tongue. Do not chew on the device, talk or drink beverages during collection.
4. Once the indicator turns blue, you will place the device swab side down into the collection vial.
5. You will initial a chain of custody label.
6. You will sign and date the chain of custody form.
7. The sample will then be sealed with the chain of custody label and placed in a tamper evident bag in your presence.

Review and sign

I acknowledge the above process was followed as outlined.

Donor Signature

Date

Time

Signature of Guardian if donor is a minor

COC #

Collector Signature

Date

Time



Process Acknowledgment Form – Hair Sample

Indiana DCS has requested that you provide a sample for drug testing. Upon collection, your sample will be sealed and labeled with a chain of custody sticker and sent to Cordant for testing. The results will be provided to Indiana DCS. The following collection process will be followed:

1. The collector will clean scissors with an alcohol wipe.
2. The collector will visually inspect your head to ensure enough hair is present to provide a sample.
3. The collector will gather three locks of hair the diameter of a pencil.
4. The hair will be placed in a foil packet and folded.
5. The foil packet will be placed in an envelope. The envelope will be sealed in your presence.
6. You will initial a chain of custody label.
7. You will sign and date the chain of custody form.
8. The sample will then be sealed with the chain of custody label and placed in a tamper evident bag in your presence.

Review and sign

I acknowledge the above process was followed as outlined.

Donor Signature

Date

Time

Signature of Guardian if donor is a minor

COC #

Collector Signature

Date

Time