



Collection procedure for use of formfox-branded common laboratory urine specimen collections.

I. **Begin collection as normal**

- a. When the donor has provided a valid sample, separate sample into the shipping vial(s)
- b. Verify that the split versus single sample collection designation

If the temperature is out of range, or you think the specimen provided is Substituted or Adulterated, please click the "Temperature Out of Range or Suspected Tampering" button.  
Actual Specimen Collection:  Split  Single  Observed (Enter remarks if different than what was requested)



**Important to select the split/single.  
This can affect your inventory resupply!**

- c. Complete the collection in formfox. Place the sample vial(s) and CCF into the sample bag, and **using a Sharpie place an X in the box next to the lab to which the sample is being shipped.**



- d. Place the sample bag in the designated area where the courier for the given laboratory will be collecting the samples.

**Recommended:** Use a shipping log for each lab, and list each sample ID collected for a lab on the given labs shipping log. This will help avoid misdirected samples being shipped to the incorrect lab.

Problems? Call 877.376.3691