

# Urine Specimen Test Requisitions

For each urine specimen, the forms should be completed with a water-resistant marker, such as a blue or black ball point pen (red color is not recommended since it tends to rub off). Fill out the appropriate test requisition form/label, indicating the drug(s) to be tested. Ensure that the security seal, dates and appropriate signatures are completed by the donor and the collector.

## Urine Test Requisition Forms (RF2/RF3)

RF2 and RF3 labels are chain of custody labels with either 2 or 3 part carbon copies. This is the most common label used with RTL.

1. **Urine Drug Screen Type:** Check the box corresponding to the reason the donor is being tested and note the temperature of the specimen.
2. **Security Seal:** After collecting the specimen, tighten the bottle cap. Place the security seal over the top of the cap and down the sides of the bottle. Have the donor initial the security seal.
3. **Specimen Label:** Indicate the following information in the appropriate area of the specimen label:
  - Please indicate which test(s) or panel is to be ordered by placing a check mark in the appropriate box or by writing the test on the “other” line. Specific tests by GC/MS should be written on the GC/MS request line (write the actual drug(s) donor tested non-negative).
  - Donor identification, collection date, and collector.
4. **Donor Information & Collector Verification:** The donor will enter his/her signature, printed name, date collected and donor ID (SSN or DL#). The collector will verify the information provided by the donor and validate that the specimen was collected correctly.
5. **Receiving (lab only):** This section is to be filled out by Redwood Toxicology Laboratory personnel only.



*Click for an expanded view of the urine test request form*

