

Attachment D

Urine Guidelines for Clients (Drug Free Sport, Inc.)

- 1. Only those persons authorized by the institution will be allowed in the collection room.**
- 2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.**
- 3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.**
- 4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his/her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form into the beaker.**
- 5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.**
- 6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.**
- 7. Fluids and food given to the student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.**
- 8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.**
- 9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.**
- 10. Upon return to the collection room, the student-athlete will begin the collection procedure again.**
- 11. Once an adequate volume specimen is provided: the institutional collector will escort the student-athlete to the specimen processing table.**
- 12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.**
- 13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The**

student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.

14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.

15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.

16. If a student-athlete is suspected of manipulating the specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.

17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.

18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35mL in A vial: 15mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90mL in A vial: 60mL in B vial).

19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.

20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.

21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.

22. The student-athlete is then released by the institutional collector.

23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drug of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.

24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.

25. The samples then become the property of the client.

26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administration and Drug Free Sport.

I, _____ will provide urine samples using urine collection
Student-Athlete
guidelines on Attachment D.