

## Manual of Administration

<b>TOPIC:</b> Support Services	<b>SUBJECT:</b> Urine Specimen Collection	<b>Code: SS170</b>
		<b>Date of Issue: 04/09</b>
		<b>Revised:</b>
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### PURPOSE:

To outline the process required in order to provide a clean urine sample for laboratory analysis when required.

### PROCEDURE:

1. If you are able, plan the time of the sample collection, so that it gets to the lab as soon as possible after collection. Depending on the test, a morning sample may be preferable.
2. Offer the person you are supporting fluids to drink 30 to 60 minutes prior to the collection time.
3. Wash your hands thoroughly and apply disposable gloves.
4. Explain the procedure to the person you are supporting in a reassuring manner.
  - 4.1. Provide the person with privacy if able to collect the sample on his/her own.
  - 4.2. If unable to complete independently, support to install urine collection hat beneath the toilet seat, or use the laboratory specimen collection container.
5. Transfer the person's urine into the laboratory specimen collection container. Tightly close the lid, put container in a sealed bag.
  - 5.1. Refrigerate specimen until delivered to the laboratory.
6. Remove and dispose of gloves. Wash hands thoroughly.
7. Take the sample to the laboratory within specified time limits.