



TIPS & BEST PRACTICES

Attention Participant:

Below is a list of tips and best practices that either need to be verified or completed by you prior to leaving the collection site. These are items that can affect your results posting to your account in a timely manner and could potentially show as a missed or cancelled test. Please review the below list. Please be sure to take the below steps going forward, if you are not already.

ALWAYS check the Chain of Custody Form for the following information before signing the document:

1. **ALWAYS use your participant ID# on your chain of custody form (CCF) instead of your SSN.**
2. Your name is spelled clearly and correctly on the CCF.
3. The random box on the CCF is checked.
4. The Correct Option is checked. (If not checked, it could show as a missed test or if the wrong option is marked, it will cost you for a second test to run the correct option).
5. The Temperature box is checked. (Will show as a flawed/cancelled test, resulting in a second test which will cost you money for a second test).
6. The collection should ALWAYS be a split specimen and the applicable box is checked.
7. The specimen bottles are sealed properly with the seals from the CCF and are initialed and dated by you. (If not sealed properly, initialed and dated, it will show as a flawed/cancelled test and will potentially cost you money to do a replacement test).
8. You have signed and acknowledged that the collection was completed properly and the CCF has been completed legibly and completely in front of you.
9. The collector has signed and dated the CCF. (If not signed by the collector it is a flawed/cancelled test and will potentially cost you money for a replacement test).
10. The specimen is placed in the secure bag w/the CCF included and the bag has been sealed closed in front of you.
11. Collect your copy of the CCF.
12. If you have questions about how to enter this information reach out to your FSSolutions Account Coordinator or the Recovery Management Solutions team at RMS@fssolutions.com 833-476-1173.

TIPS TO HELP AVOID URINE SPECIMEN DILUTION

- Drink fluids as you normally do, no less and no more, especially three hours prior to the collection of your specimen.
- Do not push fluids to try to make sure you are able to provide a specimen.
- Avoid caffeinated fluids and fluids high in sugar before collection.
- If medically feasible, take any diuretic medication **after** collection.
- Arrive at the collection site as early in your day as possible.
- If you need to void, do so. Do not try to hold it.
- If you have voided, try to time your collection 2-4 hours after consuming your usual amount of fluid.
- A high protein diet on the day of collection will not help.
- A supplement containing creatine will not help.
- If you are unable to produce a specimen at the collection site, you will be given 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until you have provided a sufficient urine specimen, whichever occurs first. The fluid you ingest will begin to dilute your specimen 30-45 minutes after you drink it, arrange with the collector to provide your specimen within that timeframe.
- Finally, for your own protection, make sure the collector documents all relevant events during your collection process.