

- (I) If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the institutional collector, the specimen shall be discarded.
- (J) Upon return to the collection room, the student-athlete shall begin the collection process again.
- (K) Once an adequate volume of the specimen is provided, the collector

and “B” vials and close the lids. The specimen-processor should pour urine into vials above the minimum volume level (thirty mL in “A” vial; fifteen mL in “B” vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (thirty mL in “A” vial; thirty mL in “B” vial).

- (S) The specimen-processor shall 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.
- (T) The specimen-processor shall collect all necessary signatures (collector, donor, witnesses, and collector/specimen processor) and dates/times where indicated on the CCF.
- (U) The specimen-processor shall 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 shall then be sealed. The sealed bag, with vials, shall then be placed in the sample box. The box shall be sealed.
- (V) The student-athlete is then released by the collector.
- (W) All sealed samples shall be secured in a shipping case. The collector shall prepare the case for forwarding. When two split samples are collected and packaged, care shall be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse”

- (Z) The drug testing collection protocol is subject to change based on procedures instituted by drug free sport.

Policy Name: Drug testing collection protocol.
Policy Number: 3344-48-04
Board Approved: 09/19/2019
Effective Date: 10/27/2019