 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-56-P02
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	Department/Section:	Drug Testing Laboratory
	Document Title:	SPECIMEN REJECTION OR CANCELLATION

PURPOSE:


To provide the criteria and the appropriate corrective measures for specimen rejection.

LEVEL:

Drug Testing Personnel

POLICY:

- 1 All rejected specimens shall be reported to the Head of the Laboratory, stating the reason of rejection.
- 2 Criteria for specimen rejection that are non-correctable:
 - 2.1 Incompatibility of the ID number on the specimen received by the laboratory with the number on the CCF.
 - 2.2 Absence of an ID number on the specimen.
 - 2.3 There is no printed authorized specimen collector's name and signature on the CCF.
 - 2.4 Broken or tampered seal on the specimen container.
 - 2.5 Insufficient quantity of specimen.
- 3 Criteria for specimen rejection that are correctable:
 - 3.1 Failure of the authorized specimen collector to sign the CCF.
 - 3.2 Failure to check and record the specimen temperature with appropriate remarks.
- 4 Appropriate corrective measures for the above situations:
 - 4.1 All errors shall be properly documented, recorded in a Memorandum for Record (MFR), and duly signed by the authorized specimen collector.
 - 4.2 If the authorized specimen collector's signature cannot be corrected by a Memorandum for Record (MFR), the laboratory shall report the specimen rejected for testing and provide a reason on the report.

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- 4.3 If the authorized specimen collector cannot provide a Memorandum for Record (MFR) to attest to the fact that he or she did measure the specimen temperature, the laboratory may report the test result for the specimen but indicate that the authorized specimen collector could not provide an MFR to recover the omission.


CONDITIONS THAT WILL NOT RESULT IN SPECIMEN REJECTION OR TEST CANCELLATION:

In the Receiving Area:

1. Discrepancies between the laboratory's name and address;
2. Incomplete/incorrect/unreadable employer's name or address;
3. The name of the Head of the Laboratory is not indicated;
4. The Head of Laboratory's address is incomplete or incorrect.
5. Incorrect entry of the donor's ID number
6. Unmarked "reason for test" box;
7. Unmarked "drug tests to be performed" box;
8. The collection site address is not indicated
9. Unmarked "specimen collection" box;
10. Unmarked "observed" box (if applicable)
11. The date and time of collection are not indicated.
12. Incorrect entry of the name of the delivery/courier service; or
13. The donor's name inadvertently appears on the laboratory copy of the CCF or on the tamper-evident labels used to seal the specimen bottles.

Within the Laboratory:

1. Failure to print and sign the accessioner's name;
2. Failure to print and sign the analyst's name;
3. The analyst accidentally initials the CCF rather than providing a signature for a non-negative result (analyst's initials are acceptable for a negative result);

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4. The accessioner fails to mark one of the “primary specimen bottle seal intact” boxes, but the laboratory reported a “rejected for testing” result with an appropriate comment on the “Remarks” line.

CONDITIONS FOR RETENTION OF SPECIMENS:

1. A laboratory shall retain a specimen that has been reported either positive, adulterated, substituted, or invalid for a minimum of 15 days. A specimen may be retained for a maximum of one year upon request. If no such request is received, the specimen may be discarded.
2. A retained specimen shall be kept in a secure location appropriately, to ensure its availability for any necessary retesting during an administrative or judicial proceeding.

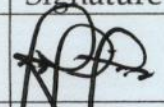
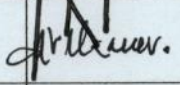
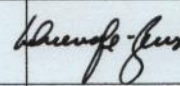

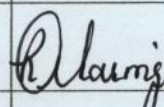
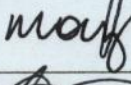
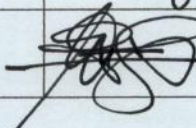


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