



## CHEROKEE COUNTY DRUG LAB URINE COLLECTION PROTOCOL

Effective 12/10/2025

The purpose of this Policy and its protocols are to ensure consistent and professional procedures for collecting urine specimens from all persons undergoing directly observed testing for drugs at the Cherokee County Drug Lab. These guidelines are designed to maintain the accuracy and integrity of all test results while protecting donor privacy, dignity, and safety to the extent possible under the required testing conditions and which is consistent with the law.

If a donor needs a reasonable accommodation to assist them with the specimen collection process, communication, or accessing the testing site, or another issue, they should make a request for a reasonable accommodation by sending an email to [Hahays@cherokeecountyga.gov](mailto:Hahays@cherokeecountyga.gov).

**Donors must follow all urinalysis collection procedures and answer all questions honestly. Failure to comply will be reported to the referring Court or agency and may result in denial of service or removal from the Lab.**

- All donors must present valid, unexpired photo identification before testing. Acceptable forms include a state-issued identification card, driver's license, digital ID, employment or student ID, passport, or inmate identification or release document containing a photo. **NO EXPIRED IDENTIFICATION CARDS WILL BE ACCEPTED.**
- Donors must be appropriately dressed for testing. The following clothing is **not** allowed: tank tops, sleeveless shirts, sunglasses, short shorts, pajamas, or clothing that advertises alcohol or drugs. Tight bodysuits and corsets are also not allowed. Undergarments must be worn and covered with clothing. Hats or head coverings must be removed inside the building. Donors must be able to remove their own clothing during specimen collection. Donors should maintain a respectful demeanor.
- Once the donor's identification has been verified and they have been issued their Chain of Custody form, the donor will remain in the waiting area until testing. Donors may only leave the waiting area with permission from Lab personnel. Donors are to disclose all medication, alcohol, or drug use on the Chain of Custody form.
- As there is no secure space to store personal items, donors are advised and highly encouraged **not** to bring any personal items before entering the collection area. Donors must remove purses, wallets, coats, sweaters, layered shirts, and similar items. Baggy, loose, or long clothing may be subject to removal if it obstructs a **clear view of the urine stream**. The donor is required to pull their shirt sleeves up to their elbows to observe any concealment of items hidden in the sleeves. All pockets must be emptied.
- The donor will be escorted to the collection area by a collector of the same gender. The donor must write their first and last name on the specimen container, remove the seal, and open the container.

- The donor is to raise their shirt, blouse, or dress/skirt, as appropriate, above the waist or navel, and lower clothing and underpants sufficient to show the collector—by turning completely around—that the donor does not have a prosthetic device or other means by which to adulterate the specimen.
- During the collection, the donor must hold the cup with one hand while keeping the other hand in the collector’s line of sight. The specimen collection container must be placed in front of the donor.
- The specimen must be provided under direct observation, **with a visible space between the collection cup and the genital area to ensure a clear view of the urine stream.** The collector must watch the donor urinate into the collection container. Specifically, the collector must personally and directly watch the urine go from the donor’s body into the collection container. Any specimen not given under direct and continuous observation is invalid for testing.
- After the donor has completed urinating into the collection container, they will close the collection container and hand it directly to the collector. The collector will immediately (within four minutes) check the temperature strip (acceptable range: 90–100°F) and record the result on the Chain of Custody form.
- The collector will then place barcode stickers from the Chain of Custody form onto the specimen container in the donor’s presence. The donor must witness the labeling process and verify that the information is correct. The collector will ensure donor has completed their portion of the Chain of Custody form.
- Donors are not permitted to flush the toilet; the collector will do so once they inspect the toilet.
- The collector will inform the donor when the collection is complete, and the donor may then exit the collection area. The specimen will be secured in the laboratory for screening.

### **Biological Female-Specific Collection Procedures**

Female donors **may not** remove, adjust, or replace any feminine hygiene products—including tampons, pads, or menstrual cups—during the urine collection process. This policy maintains sample integrity and protects the donor’s privacy and dignity.

If the collection occurs during the donor’s menstrual cycle, the donor shall wipe the genital area prior to collection with toilet paper. The donor will begin to urinate into the toilet and then position the collection cup into the active urine stream and collect the midstream portion of urine in the specimen container, ensuring that the inside of the container does not touch the body or hands.

**All individuals being screened will have 5 to 7 minutes to provide an initial specimen. If a donor is unable to do so, they must wait at least 20 minutes before attempting again\*. Donors may make up to three attempts, each separated by at least 20 minutes, and no additional attempts will be permitted after closing. The donor must provide 20 mL in a single collection, completed at one time; specimens from separate attempts may not be combined.**

*\*See the Cherokee County Drug Lab Testing Time Limit Policy for additional information.*