HOW TO COMPLETE
NON-CLINICAL TEST REQUISITION FORM
OVERVIEW

The following overview provides information on how to complete your Non-Clinical Test Requisition Form for urine and oral fluid tests. An asterisk on the form indicates a required field or data set. If the form is not filled out properly or completely, the requested test may not be processed and will result in delays.

For best results, use a ball point pen and press firmly when filling out the form. Use blue or black ink only, do not use red ink. Write legibly to prevent data entry errors.

SECTION 1: PROVIDE DONOR INFORMATION

Provide the donor’s information, including the first and last name. Alternatively, a Donor ID may be provided instead of a first or last name. The donor’s middle initial may be provided. The donor’s gender and date of birth are required.

SECTION 2: AFFIX SECURITY SEAL AND LABEL ON SPECIMEN

The security seal is provided on the form. Ensure the collection device or container is tightly sealed per collection instructions. The security seal should be removed from the form and placed over the top of the collection device or container. Once secured, the donor should be instructed to initial the seal. The specimen ID label must be placed around the collection device or container. Include the Donor ID and/or first and last name.
### SECTION 3: OBTAIN DONOR SIGNATURE

Obtain the donor’s signature and signature date. Instruct the donor to use a ball point pen and press firmly when signing. This is a required field.

<table>
<thead>
<tr>
<th>3 OBTAIN DONOR SIGNATURE - REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that I provided my specimen to the collector and that I have not adulterated it in any manner. The specimen was sealed in my presence with a tamper evident seal and the information provided on this form is correct. I authorize Redwood Toxicology Laboratory to perform the tests listed and to release the results of this test to the agency or provider identified on this form or its designated agents.</td>
</tr>
</tbody>
</table>

Donor signature*

/ Date*

### SECTION 4: ENTER COLLECTION INFORMATION AND PROVIDE COLLECTOR SIGNATURE

Enter the collector’s information, including their name and signature. The collection date is required. Collection time, whether the collection was observed, and specimen temperature may also be tracked in this section of the form. The collector remarks area is to record discrepancy in temperature or other notable information.

<table>
<thead>
<tr>
<th>4 ENTER COLLECTION INFORMATION AND PROVIDE COLLECTOR SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collector Name</td>
</tr>
<tr>
<td>Collection Date* (MM/DD/YY)</td>
</tr>
<tr>
<td>Collection Time</td>
</tr>
<tr>
<td>Observed collection?</td>
</tr>
<tr>
<td>Specimen temperature in range?</td>
</tr>
<tr>
<td>Collector remarks:</td>
</tr>
<tr>
<td>Test Request Reason</td>
</tr>
</tbody>
</table>

- Random
- Reasonable cause
- Pre-employment
- Post-accident
- Other: ____________________________
SECTION 5: CHOOSE TEST REQUESTS

Choose the test(s) to be requested. This is required information, and testing will be delayed if this information is not provided on the form. Test codes are pre-printed according to your agency’s instructions. Choose one or more tests to be performed by checking the corresponding box to the left of the test code. If the required test code is not pre-printed, refer to the list of commonly ordered tests on the back of the form to find additional test options. Input the corresponding test code into the section marked “Other Test Requests.” Please note that only the test code should be entered and not the test and/or drug name. Additional fees may apply.

Important: Verify code(s) selected are appropriate for the specimen type. For example, selecting an OF (oral fluid) code for a urine specimen will cause delays in processing. If a urine test is requested, an oral fluid test may not be requested on the same form.

Contact our Customer Service team for more information on test codes and available test options.

5. CHOOSE TEST REQUESTS*

Check the box next to the panel (or test codes) you would like to order. Testing will not be performed unless one or more requests are chosen. Verify code(s) selected are appropriate for the specimen type. For example, selecting an OF (oral fluid) code for a urine specimen will cause delays in processing.

- B35 - Urine 14 panel - ALC, AMP, BUP, BZO, COC, CR, FEN, MTD, OPI, OXY, PCP, PH, SG, THC
- 5483 - Tianeptine LC-MS/MS Screen with Confirmation, Urine
- 9539 - OF 8 Panel - ALC, AMP, BAR, BZO, COC, MTD, OPI, THC; Screen Only
- 9721 - OF 9 Panel - AMP, BAR, BZO, COC, MTD, OPI, PCP, SC, THC; Confirmed

Other Test Requests Additional fees may apply. See back of form for applicable terms.

OTHER INFORMATION

Information should not be entered into the area marked “Laboratory Use Only.”

The ToxAccess™ website helps reduce dependency on paper-intensive procedures through an electronic process. More information is available by contacting our Customer Service team.