

**Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Prevention
Division of Workplace Programs**

National Laboratory Certification Program (NLCP)

Program Document #38

Date: July 21, 2000

Subject: Old Federal Custody and Control Form - Changes in Accessioning and Reporting

On August 1, 2000, Federal agencies and DOT regulated employers may begin using the new Federal Custody and Control Form (CCF) for their workplace drug testing programs or choose to continue using the old CCF until July 31, 2001. Since the new CCF is a five part form, the procedures used for specimen receipt, specimen accessioning, result reporting, and record maintenance with this form will differ considerably from those procedures currently in use with the old CCF. To minimize the differences using either CCF, several requirements are being changed for the old CCF.

1. May a laboratory report a negative result for a specimen submitted using the old Federal CCF in a manner similar to the new Federal CCF?

Yes, a laboratory may report a negative result to the MRO by faxing a completed Copy 1 of the old CCF or transmitting a scanned image of the completed Copy 1 of the old CCF by computer. If the laboratory chooses to report a negative result by either of these methods, it is no longer required to send the Copy 2 of the old CCF to the MRO for a negative result. Alternatively, a laboratory may choose to continue the current practice of sending Copy 2 of the old CCF to the MRO.

2. Is a laboratory required to retain Copy 2 and Copy 3 of the old CCF after a negative result has been reported?

If a laboratory chooses to fax or electronically transmit a scanned image of Copy 1 of the old CCF for a specimen reported negative for drugs of abuse, Copy 2 and Copy 3 may be discarded. If the laboratory reports the negative result by sending the completed Copy 2 of the old CCF to the MRO, only Copy 3 may be discarded. The laboratory is not required to document the destruction of Copy 2 and/or Copy 3.

3. How does a laboratory document a discrepancy associated with a split (Bottle B) specimen that was submitted using the old CCF?

A laboratory may continue recording a discrepancy associated with a split specimen on the Copy 3 of the old CCF. Alternatively, a laboratory may use the same procedure as used for the new CCF, that is, documenting a discrepancy for the split (Bottle B) specimen on a separate

form or electronically. In either case, the MRO must not receive the information regarding the split specimen discrepancy until after the donor requests to have the split specimen tested.

4. May a laboratory report a non-negative result for a specimen submitted using the old Federal CCF in a manner similar to the new Federal CCF?

Yes, a laboratory may initially report a non-negative result to the MRO by faxing a completed Copy 1 of the old CCF or transmitting a scanned image of the completed Copy 1 of the old CCF by computer. However, a laboratory must send either a photocopy of the completed Copy 1 of the old CCF or a completed Copy 2 of the old CCF to the MRO. If the laboratory chooses to send a photocopy of Copy 1 of the old CCF, Copy 2 of the old CCF may be discarded. The laboratory is not required to document the destruction of Copy 2.

5. Is a laboratory required to retain Copy 3 of the old CCF when a non-negative result is reported to the MRO?

Yes, a laboratory must retain Copy 3 of the old CCF when a non-negative result is reported for a primary specimen because it will be used by the second laboratory to report the result for the split specimen if it is tested. In the event that Copy 3 is accidentally destroyed by the primary laboratory, the primary laboratory must send a photocopy of Copy 1 of the old CCF to the second laboratory and a memorandum stating that Copy 3 was accidentally destroyed. The second laboratory must report the split specimen result to the MRO by using an appropriate laboratory report, attaching a photocopy of Copy 1 of the old CCF, and a photocopy of the memorandum from the primary laboratory that stated that Copy 3 was accidentally destroyed.

6. How does a laboratory ensure that the MRO has established proper security measures for receiving results by facsimile or electronic transmissions?

A laboratory must have a signed letter/memorandum from each MRO or MRO consortium stating that proper security procedures are used to control access to results received by a fax, computer terminal, or other electronic receiving device. Each letter/memorandum must be available for review during inspections.

7. When may a laboratory implement the above changes for the old CCF even though the laboratory may choose to delay using the new CCF for several months?

These changes will be allowed effective August 1, 2000.

If you have any questions regarding this information, please contact my staff at (301) 443-6014 or by email: wvogt@samhsa.gov or clodico@samhsa.gov

/Signed/

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