



## Collection Site Passport

NON-DOT

### DCF Suspicion-Based Drug Testing (SBDT)

Donor Name:

(Donor must have picture ID to show to collection site personnel)

Donor Client ID #:

Collection Site - Name:

Address:

Phone:

Testing Date

Testing Time

Type of Test to be conducted:

Drug Test (NIDA/5) Panel

Reason for Testing:

Reasonable Suspicion

Normal Collection – H39 Screen 5, PCP

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***INSTRUCTIONS TO CLINIC REPRESENTATIVE  
DO NOT TURN THIS DONOR AWAY!***

You have been set up as a collection site for the above referenced customer. Please collect this donor's drug screen sample using the attached Chain of Custody form.

Fax copy of Chain of Custody form to: SBDT program, fax number (785) 296-6960.

If you have questions, please call SBDT staff at: (785) 559-0344.

***DO NOT BILL THE DONOR OR THE CUSTOMER***

You will be paid by ProCom. These arrangements have been discussed at the time of the customer set-up with your facility. Please send all billing/invoices to ProCom 1805 Fotino BLVD, Pueblo, CO 81008. Be sure to include Chain of Custody number, donor ID, and collection date. Pricing agreement has already been established. Should you have questions, please contact Andrew Knox with ProCom at 719-295-1911 or [andrew@procomtesting.com](mailto:andrew@procomtesting.com).

# Instructions for Redwood/Abbott Toxicology Laboratory Collections

Client: Kansas Department for Children and Family Services

1. Please follow the below instructions for filling out the Chain of Custody
  - a. Test type is **Other**
  - b. Chain of Custody: **YES**
  - c. Select **H39 Screen 5, PCP** as the test to be administered on the specimen label
  - d. If donor ID is not already filled in, enter SSN, TANF case number, recipient number, or DL ID
  - e. Fill out donor Phone # on the Specimen label
  - f. Fill out collector name and date on the specimen label
  - g. Complete sections for Donor Certification and Collector Verification
    - i. Be sure both Collector and Donor sign
  - h. Send lab copy of COC in same package as the sample
  
2. Please follow the below instructions for securing and shipping the specimen:
  - a. Collect sample in the collection cup and secure lid
  - b. Place the security seal (located on COC) over the lid of the collection cup and have donor initial
  - c. Remove the specimen label from the COC and place around the collection cup
  - d. Place collection cup with both labels on it into the small bag and close
  - e. Place all small bags (if multiple collections) into the larger bag and seal.
  - f. Place completed COC and large bag into the FedEx shipping bag
  - g. Affix shipping label onto the FedEx shipping bag and release to courier
  
3. Please direct all Billing and Questions to PROCOM

PROCOM LLC  
1805 Fortino Blvd  
Pueblo, CO 81008

Phone: 719-295-1911  
Fax: 719-296-0325  
info@procomtesting.com

