



Standard Operating Procedure

Procedure for Drug Tests

I. POLICY: The Puerto Rico Clinical and Translational Research Consortium (PRCTRC) ensure the safety and well-being of laboratory personnel processing drug tests.

II. PURPOSE: The objective of this Standard Operating Procedure (SOP) is to outline the proper processing of drug test in urine samples in the Puerto Rico Clinical and Translational Research Consortium laboratory #122. This procedure also ensures that the integrity of the specimens is preserved for accurate laboratory analysis.

III. Area(s) of Responsibility: This SOP applies to the laboratory personnel.

IV. Procedures:

1. Specimens should be sent to the laboratory as soon as possible.
 - Transportation shall be accomplished in such a way as to minimize any damage to the specimens or containers.
 - Urine samples must not be left at a receiving area or in an office or laboratory unless a responsible individual takes custody of the material.
 - Persons processing and/or shipping specimens will maintain training documentation as required per Institutional Biosafety Committee policy.
 - Always use your personal protective equipment (PPE) and observe universal precautions.
 - Verify the expiration date on the drug test kit.
 - If the sample cannot be processed immediately it can be refrigerated up to 48 hours.
2. Prepare your working surface with absorbent paper.
3. The study personnel will identify the urine cup with the subject number and/or initials; the date, the name of the protocol and the collection time (once it is collected).
4. The urine cup will be handled in a transport bag with the biohazard symbol.
5. After the participant fills up the urine cup with enough sample, the study personnel will verify that it is tightly closed to prevent spills and will deliver it to the laboratory.
6. The laboratory personnel will verify that the information in the label is complete.

7. Set the timer on five minutes.
8. Immerse the test device into the urine for a minimum of 15 seconds. Do not cover the urine over the MAX (maximum) line.
9. Start the timer.
10. At the end of the five minutes read the result.
11. Record the result in the "Drug Test Report Form".
12. Verify the positive and negative controls results to validate the participant's result.
13. Discard the absorbent paper, the test device and any other contaminated material(s) in the biohazard waste container.
14. Decontaminate the working surface with germicidal wipes.
15. Discard the wipes in the biohazard waste container.
16. Sign the maintenance records for "Laboratory Daily Maintenance".

V. Exposure Control:

1. In the event of a spill of biological samples please refer to "Biological Spills" SOP, and/or call 787-766-3062 (OSLI-Office for Safety in Research Laboratories), and/or 787-758-2525, ext. 1054/1707 (CASSO-Occupational, Health, Safety and Environment Office).
2. If a potential exposure occurs, notify the Occupational Health Clinic, 787-758-2525, ext. 2913.