

STATE OF MINNESOTA
BUREAU OF CRIMINAL APPREHENSION
FORENSIC SCIENCE LABORATORY
URINE COLLECTION KIT
INSTRUCTIONS FOR ARRESTING OFFICER

Note: Steps 1 through 7 must be performed in full view of subject and witness.

STEP 1 Determine if subject is willing to submit to a urine alcohol and/or drug test. If yes, have subject initial urine bottle seal where indicated.

STEP 2 Remove bottle cap. Hand bottle to subject and instruct subject to void directly into the bottle and fill to top. Have subject hand filled urine bottle directly to you, then replace cap on bottle and tighten down to prevent leakage.

Note: A) Do not remove preservative (white powder) from urine bottle.
B) Arresting officer or the witness must be present when subject voids directly into bottle.

STEP 3 Fill out all information requested on urine bottle seal. Remove backing from seal and affix center of seal on bottle cap, then press ends down sides of bottle.

STEP 4 Return filled and sealed specimen bottle to the foam holder and place inside ziplock bag. Squeeze out excess air and close bag.

Note: Do not remove the liquid absorbing sheet.

STEP 5 Return ziplock bag containing sealed specimen and holder to the kit box.

STEP 6 Fill out all information requested on the Lab Request form (4" x 8 1/2" card), and return to kit box.

STEP 7 Seal kit box with sealing flaps, then fill out all information requested on sealing flaps and the "From" information on top of kit box.

STEP 8 As soon as possible after collection of specimen, mail or hand deliver "sealed" kit to laboratory for analysis.

THIS KIT CONTAINS THE FOLLOWING COMPONENTS:

- 1) 100 ml pre-sealed plastic bottle containing 1000 mg of sodium fluoride
- 1) Lab Request form printed on folded 4" x 8 1/2" card
- 1) Urine bottle seal
- 1) Kit Instructions
- 1) Ziplock bag containing a liquid absorbing sheet