

Traditional Paper Forms & Electronic Forms

Benefits & Pitfalls

Presented by

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BACKGROUND

Kathryn Petrick

- 27 Years Printing Industry Experience
- 19 Years Healthcare & Drug Testing Industry
- 1996 Developed NDTP (National Drug Testing Plan)
 - Major Print Manufacturer
 - Vertical Solutions for Laboratories
 - Awarded 4 Patents, 1 pending
 - Security Features, Robotics Compatibility, Air bill/Freight Reduction, RFID

BACKGROUND

Kathryn Petrick

continued

- Member of CCF Working Group
 - 2009-2010 Member of CCF Working Group
 - Member of 2001 Federal Task Force
- Speaker at DATIA and SAPAA
- Published Author – Collection Site Survey
- 2003 Member of NLCP Review Panel
- SOFT Participant – 14 years
- 10 Year Distributorship – Laboratory Focus

AGENDA

- Overview of the Paper Current Form
 - How the form is currently used
 - Strengths and weaknesses
- Overview of Electronic Form
 - Options currently available
 - Strengths and weaknesses

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM



SPECIMEN ID NO. 0000001

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No. _____ B. MRO Name, Address, Phone No. and Fax No. _____

C. Donor SSN or Employee I.D. No. _____

D. Specify Testing Authority: HHS NRC DOT - Specify DOT Agency: FMCSA FAA FRA FTA PHMSA USCG

E. Reason for Test: Pre-employment Random Reasonable Suspicion/Cause Post Accident Return to Duty Follow-up Other (specify) _____

F. Drug Tests to be Performed: THC, COC, PCR, OPI, AMP THC & COC Only Other (specify) _____

G. Collection Site Address: _____ Collector Phone No. _____ Collector Fax No. _____

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate) Collector reads specimen temperature within 4 minutes.

Temperature between 90° and 100° F? Yes No, Enter Remark _____ Collector: Split Single None Provided, Enter Remark _____ Observed, Enter Remark _____

REMARKS: _____

STEP 3: Collector affixes bottle seal(s) to bottle(s), Collector dates seal(s), Donor initials seal(s), Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released in the Delivery Service noted in accordance with applicable Federal requirements.

SPECIMEN BOTTLE(S) RELEASED TO: _____

X _____ Signature of Collector _____ AM _____ PM _____ Date (Mo./Day/Yr) _____ Time of Collection _____ Name of Delivery Service _____

RECEIVED AT LAB OR IIT:

X _____ Signature of Accession _____ Primary Specimen Bottle Seal Intact YES NO NO, Enter remark in Step 5A. _____

Signature of Accession _____ Date (Mo./Day/Yr) _____

SPECIMEN BOTTLE(S) RELEASED TO: _____

STEP 5A: PRIMARY SPECIMEN REPORT - COMPLETED BY TEST FACILITY

NEGATIVE DILUTE POSITIVE for: Marijuana Metabolite (Δ9-THCA) Cocaine Metabolite (BZE) PCP 6-Acetylmorphine Morphine Methamphetamine Amphetamine MDMA MDA MDEA REJECTED FOR TESTING ADULTERATED SUBSTITUTED INVALID RESULT

REMARKS: _____

Test Facility (if different from above) : _____

I certify that the specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X _____ Signature of Certifying Technician/Scientist _____ (PRINT) Certifying Technician/Scientist's Name (First, MI, Last) _____ Date (Mo./Day/Yr) _____

STEP 5b: COMPLETED BY SPLIT TESTING LABORATORY

RECONFIRMED FAILED TO RECONFIRM REASON: _____

I certify that the split specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X _____ Signature of Certifying Scientist _____ (PRINT) Certifying Scientist's Name (First, MI, Last) _____ Date (Mo./Day/Yr) _____

0000001 SPECIMEN ID NO. A PLACE OVER CAP 0000001 SPECIMEN BOTTLE SEAL Date (Mo./Day/Yr) _____

0000001 SPECIMEN ID NO. B (SPLIT) PLACE OVER CAP 0000001 SPECIMEN BOTTLE SEAL Date (Mo./Day/Yr) _____

COPY 1 - TEST FACILITY COPY

Current Chain of Custody Form

How is the CCF Used?

- Laboratory Procure, Overprint & Distribute
- Test is Performed & Form Parts Distributed
 - Part 1 Test Facility Copy – Travels with Sample
 - Part 2 Medical Review Officer Copy – Fax and/or mailed
 - Part 3 Collector Copy – Kept at Collection Site
 - Part 4 Employer copy – Mailed and/or faxed
 - Part 5 Donor copy – Given to Donor upon test completion
- Hard Copy Kept on File

What are the Benefits?

- Known process – it works!
- Hard copy on file
 - Wet ink signature
- Legal strength

What are the Pitfalls?

- Paper Intensive – 5-part form
 - Ecological Impact
- Waste – return rates
 - Range 7:1 to 1.5:1
- Time Invested
 - Production of Documents, Overprinting
 - Mailing & Faxing Hard Copies
- Cost to Manufacture & Use
 - Expensive to manufacture
 - Shipping & Mailing Costs, Labor intensive
- Collection Site Errors
- Quality of faxed copies to MRO's or other parties

Technology and The Human Race



Source: YouTube, Karl Fisch, Scott McLeod, Jeff Brenman

So, What Does it all Mean?

- Technology advances are clear
 - Reach 50 million
 - Radio - 38 years
 - TV - 13 years
 - Internet – 4 years
 - iPod – 3 years
 - Facebook – 2 years
 - Internet devices
 - 1984 – 1,000
 - 1992 – 1,000,000
 - 2008 – 1,000,000,000

Electronic Forms

- Existing Electronic CCF Systems
 - E-Chain
 - eScreen
 - FormFox
 - Others

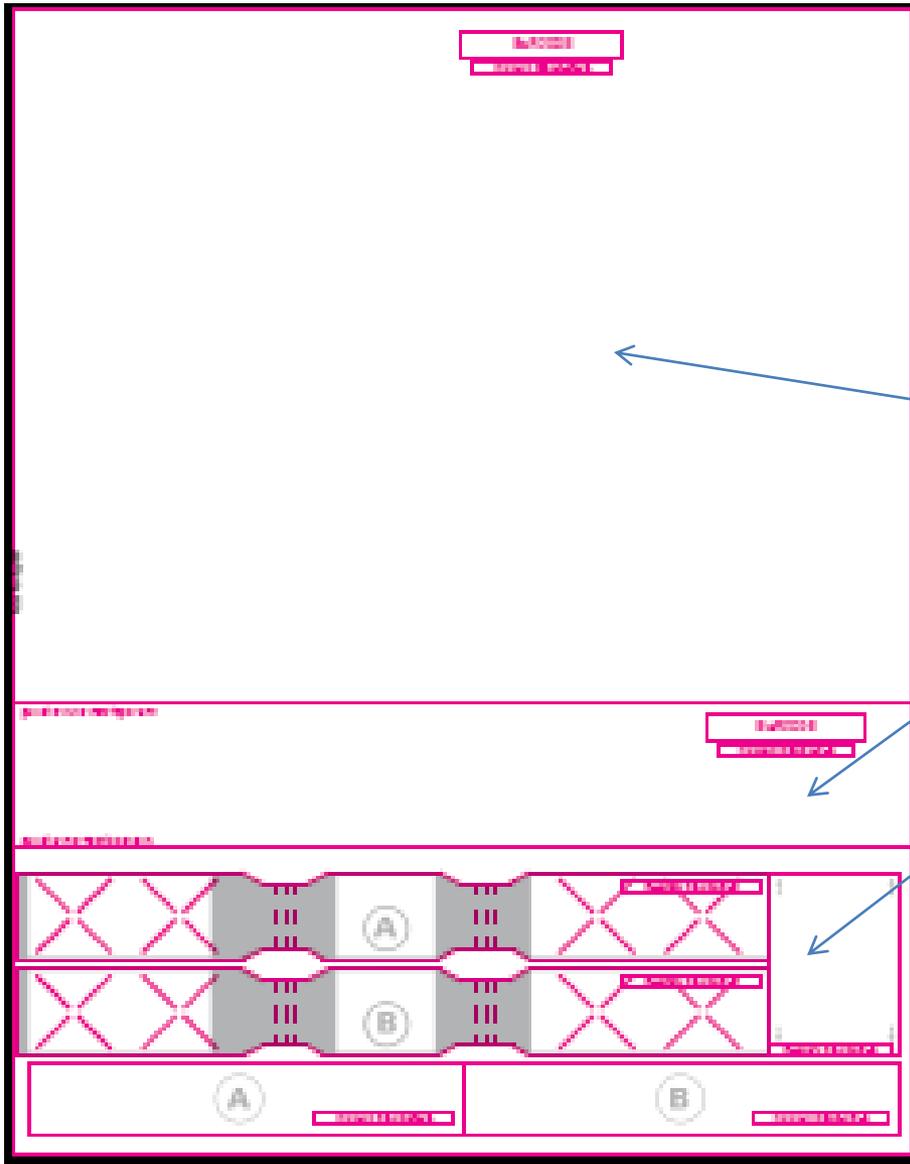
Electronic Solution - Two Paths

Paper vs. Paperless

- **Electronic Forms – Paper**
 - Plain paper
 - Digital carbonless laser sets
- **Electronic Forms – Paperless**
 - 1-part form label combination
 - Label material only

Electronic Form – Paper Output

- Interim Step – Print CCF Onsite
 - Plain paper solution
 - Combined with a 1-part form/label combination
 - Require collection site training
 - Software “coaching” helpful
 - Cost transferred to collection sites
 - Toner, Paper, Printer Maintenance



Example 1-Part Form/Label Blank

Paper Form

Donor Receipt

Label Pod



SPECIMEN ID NO. 9333653

LAB ACCESSION NO.

Employer Name, Attention, Address, Phone and Fax No. FORMFOX TEST COMPANY 3131 WEST 2210 SOUTH SALT LAKE CITY, UT 84119 Phone#: (888)888-8888 / Fax#: (888)888-8881		Site Location Not Provided		MRO Name, Attention, Address, Phone and Fax No. FORMFOX DOCTOR MD 1430 SOUTH MAIN STREET SALT LAKE CITY, UT 84115 Phone#: (888)555-5555 / Fax#: (888)555-5555	
Donor ID 123456789		Donor Name: Doe, John			
Donor ID Verified by: Photo ID					
Reason for Test: RANDOM - 3					
Tests to be Performed: (35105H) SAP 5-50 W/NIT					
EMPLOYER: 1					
Collection Site Name: Formfox Collections		Collection Site Code: 0000		Collector Phone No.: (801)467-9699	
Address: 1414 South Main Street				Collector Fax No.: (801)467-9698	
City, State and Zip: Salt Lake City, UT 84115				Specimen Collection: Single	
Read specimen temperature within 4 minutes. Is temperature between 90° and 100°F? Yes					
REMARKS:					
<i>I certify that the specimen given to me by the donor identified in donor certification section of this form was collected, labeled, sealed, and released to the Delivery Service noted in accordance with applicable requirements.</i>					
<input checked="" type="checkbox"/> Signature of Collector Formfox Collector (Print) Collector's Name (First, MI, Last)		Time of Collection 12:48 PM Date (Mo/Day/Yr) 4/27/2011		SPECIMEN(S) RELEASED TO: Fed-EX	
RECEIVED AT LAB: Signature of Accessioner (Print) Accessioner's Name (First, MI, Last)		Primary Specimen Seal Intact <input type="checkbox"/> Yes <input type="checkbox"/> No, Enter Remark Below		SPECIMEN(S) RELEASED TO:	
COMPLETED BY DONOR					
<i>I certify that I provided my specimen(s) to the collector; that I have not adulterated it in any manner; each specimen container used was sealed with a tamper-evident seal in my presence; and that the information and numbers provided on this form and on the label affixed to each specimen container is correct.</i>					
<input checked="" type="checkbox"/> Signature of Donor Date of Birth: 1/1/1965		(Print) Donor's Name (First, MI, Last)		Date (Mo/Day/Yr) 4/27/2011	
Daytime Phone No. (555)555-5555		Evening Phone No. (555)555-5555		No. Day Yr.	

Donor: JOHN DOE
Reason: RANDOM - 3
Date: 4/27/2011 12:48 PM
Testing Lab: Any Lab

MRO: FORMFOX DOCTOR MD Phone#: (555)555-5555
Specimen#: 370000849
Site: FORMFOX COLLECTIONS
Company: FORMFOX TEST COMPANY - ACCOUNT123456

DONOR RECEIPT: Should the results of the laboratory tests for the specimen identified by this form be confirmed positive, you may be contacted and asked about prescriptions or over-the-counter medications you may have taken. You may want to make a list of those medications on the back of this receipt for your own records.

4/27/2011
Date

Donor's initials

4/27/2011
Date

Donor's initials



4/27/2011
Date

Donor's initials



4/27/2011
Date Donor's initials



4/27/2011
Date Donor's initials

Example Electronic Form

Laser "Overprinted"

1-Part Chain of Custody Form

Unique Barcode

Employer Information

MRO Information

Donor Information

Collection Site Information

Donor Signature Area

Donor Receipt

Label Pod

Electronic Form – Paper Output

- Digital Laser Carbonless Sets
 - Cut-Sheet carbonless multi-part forms
 - Logistically very complicated
 - Require collection site training
 - Software “coaching” helpful
 - Cost Transferred to collection sites
 - Digital carbonless sets?
 - Toner, printer maintenance

Electronic Form – Paper Output

What are the Pitfalls ?

- **Supply costs**
 - Toner vs. printing
 - Ribbons for impact printing vs. toner
- **Highlight Color**
 - Can Improve from efficiencies by up to 80%
 - Recognition Factor – Logos or other branding
- **Time Investment**
 - Printing 1 time vs. Printing 5 times
 - Loading paper tray vs. entire carton

Source: The Right Tool for the Job, Independent Study sponsored by DMIA, IBFI, Sarkans & Associates, Appleton

Electronic Form – Paper Output

What are the Pitfalls?

- Security
 - Original – True original
 - Opportunity for tampering
- Life of equipment
 - One Impact printer can last as long as 2 to 4 laser printers

Source: The Right Tool for the Job, Independent Study sponsored by DMIA, IBFI, Sarkans & Associates, Appleton

Electronic Forms – Paper Output

What are the Benefits?

- Less Paper
 - Ecologically friendly – Return ratio
- Gained Efficiency
 - Less time for laboratories
 - Less time for collection sites
 - Potential reduction in errors
 - Information “instant” to all parties
 - Reduction in “missing/lost” parts
 - Electronic database for easy retrieval
 - Results delivered faster

Electronic Form – Paperless

- Even LESS Paper
 - Ecologically progressive
 - Return ratio
 - Paper usage minimized or eliminated
- Mirror Gained Efficiencies

Electronic Forms – Paperless

What are the Pitfalls?

- No Hard Copy
- No Wet Ink Signature
- Security Standards for Data
 - Highest level of security – Protect against breach
 - Organizational efficiency – Easy retrieval
- Legal Enforcement/Challenges

CONCLUSIONS

- Provide a Variety of Options
 - Continue paper methodology
 - Provide a path for electronic forms
 - Paper and Paperless
- Recommend Deeper Investigation
 - Legal Enforceability
 - Data Security
- What happens here
WILL change the face of drug testing!

***Thank
You***

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