

# Drug Checking Sample Collection, Storage, and Transportation

## Purpose and Scope

These procedures provide guidance on how to collect, store, and transport drug checking samples for later analysis by a drug checking technician.

All staff, both technicians and non-technicians, involved in sample collection, storage and transport activities are required to review and be familiar with the [BCCSU Reducing Exposure and Contamination Risk in Drug Checking Services](#) operational guidance for information on personal protective equipment, training, exposure reduction, drug handling and cleaning procedures. All staff involved in the collection or use of personal information are required to review and be familiar with the BCCSU [Managing Privacy and Personal Information](#) standard operating procedure. These guides are intended to compliment existing training and occupation safety documents.

All staff and volunteers without appropriate training are prohibited from handling samples, collecting personal information, accessing drug checking storage areas, transporting samples, or retrieving results for service users.

When a sample will require transportation to a different location or will be tested at a later time at the same location as collection, samples must be properly packaged, labelled and stored in a secure location before analysis. Proper packaging and storage of samples is necessary to ensure all samples are tracked per the BC provincial requirements and federal legislation (the Controlled Drug & Substances Act). These requirements ensure there is a paper trail for samples that are stored or transported to mitigate the risk of samples being lost, diverted or improperly disposed.

Organizations with established procedures and forms are encouraged to review and compare them to those outlined in these guides to identify any potential gaps or areas for improvement.

## Safety

Hazards associated with handling and packaging of samples can be reduced through the careful application of the procedures and policies laid out in the BCCSU guidelines on [Reducing Exposure and Contamination](#). Procedures and information in this document detail ways to mitigate risks of accidental exposure to substances. Care must be taken not to contaminate oneself or the area in which the collection is taking place so as to limit spread of drug residue in workspaces and on equipment.

If staff will be crushing the substance during the collection process, extra caution must be taken when crushing a sample to avoid aerosolizing samples and contaminating the area. Refer to the BCCSU guide on [Drug Crushing](#) for more information on how to crush drugs safely. Limit handling of samples and promptly clean all tools and work surfaces after collection is complete. Promptly and securely store all samples to prevent loss or misplacing of samples. When transporting samples, care must be taken to avoid puncturing or otherwise damaging sample packages.

## Equipment and Supplies

This is a suggested list of supplies necessary to collect and store drug checking samples. Additional supplies are discussed in procedure 6: Additional Packaging. Letter-sized envelopes may be used in place of the medium-sized zipper bags for collecting samples if they are already being used, clear plastic bags are suggested to allow a receiving party to quickly determine if all samples are present without opening multiple packages. If envelopes are to be used, ensure they are “non-licking”, either press-to-seal or without adhesive to avoid exposure risks.

Supplies required for handling samples for packaging:

- Nitrile gloves
- 2" x 2" plastic zipper baggies
- Microcentrifuge/Eppendorf tubes (Snap cap 1.5ml – 2ml)
- Stainless steel lab spatula
- Paper cups
- Alcohol wipes and/or 70% alcohol spray
- Paper towels

Sample storage and transportation materials:

- Medium-sized plastic zipper bags, large enough to hold both a folded sample form and the samples (6"x6" or larger).
- 9"x12" manilla envelopes ("non-licking" seal, to avoid exposure risk)
- Black permanent marker for marking plastic bags and envelopes
- Copies of UPHNS designation letter
- Sample collection forms (Appendix B)
- *Chain of Custody Log* (Appendix A)
- Safe or lockbox for storing samples (a locking cabinet is also permissible)

## Sample Collection Procedures

These procedures detail the **minimum** requirements for collecting a drug checking sample for storage and/or transportation. This procedure may be superseded by a more intensive procedure, such as more layers of packaging or more durable packaging.

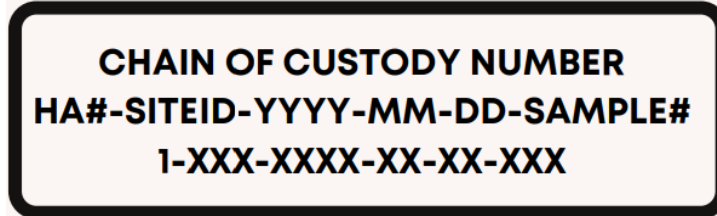
### 1. Convey Limitations and Establish Consent

- 1.1. Greet the service user and establish a rapport before beginning the procedure.
- 1.2. Review the [Drug Checking Limitations](#) with the service user.
- 1.3. Ask the service user what they expect the sample to be and what sample form they have (i.e. pill, powder, etc.)
- 1.4. Explain how much sample will be required for the test, referring to the table below for the specific amounts required for each sample presentation.
- 1.5. Explain that the sample submitted for testing cannot be returned and will be destroyed when the testing is complete.
- 1.6. Explain how the service user can get their results and ask if the service user will be leaving any personal information to get their results back.
  - 1.6.1. If so, inform the service user how their personal information will be stored, used, and destroyed. Refer to the BCCSU standard operating procedure [Managing Privacy and Personal Information](#).
- 1.7. Establish consent to begin the collection procedure and if necessary, establish consent to collect personal information.

### 2. Complete *Chain of Custody* Log

The *Chain of Custody* number is a 15-digit number that tracks where a sample is collected, the date it is collected, and which sample of the day it is. See Appendix A for the *Chain of Custody*

Log template and instructions. In this procedure, sticky labels can be used throughout if desired. Sites and organizations may use additional numbering systems for samples, however, if a sample is to be stored and/or transported, the *Chain of Custody* number must be used in full to meet provincial requirements.



The health authority and site identification number are fixed for a particular collection site. If you don't know what your collection site number is, contact your health authority representative or refer to your UPHNS designation form.

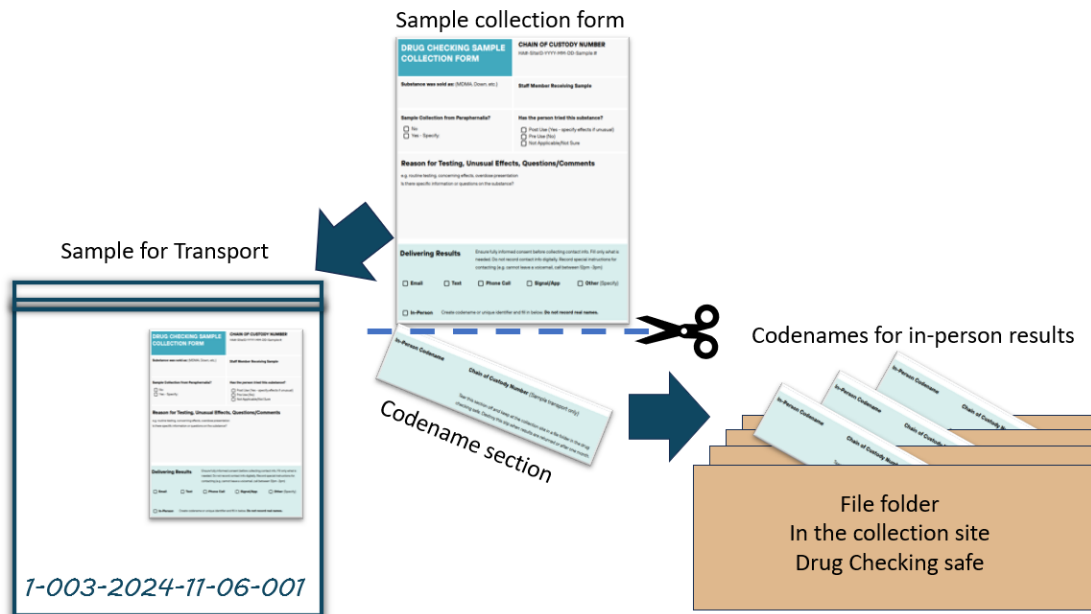
- 2.1. Take out the UPHNS *Chain of Custody Log* and fill in the next available line to identify the next sample number.
- 2.2. If the *Chain of Custody Log* has 10 samples, it is full. Start a new form, continuing the numbering from the previous form if the form overflows on the same day.
- 2.3. Write the full *Chain of Custody* number on a sealing plastic bag with a permanent marker.



### 3. Complete Sample Collection Form

- 3.1. Complete a sample collection form with the service user. See Appendix B for a sample collection form, additional instructions, and examples.
- 3.2. Ensure writing is legible and the form is fully completed to ensure complete data for the technician to enter into the provincial database.
- 3.3. Record all available information on the sample or effects in the notes section of the sample collection form to assist the drug checking technician with their analysis, as well as inform any additional action (i.e. alerts)

- 3.4. Determine how the service user would like their results conveyed to them. Refer to the BCCSU [Managing Privacy and Personal Information](#) standard operating procedure when working with personal information.
- 3.5. Explain to the service user when they may expect to hear back from the drug checking staff about their results and provide information about how to check in to see if results are ready.
- 3.6. If the service user requires in-person results and the sample is to be transported to another site, detach the bottom section of the collection form, ensuring the codename and *Chain of Custody* number are both on the detached section.
- 3.7. Place the completed sample collection form in the plastic bag.
- 3.8. See the below example for **samples that are to be transported**. If the sample is not being transported or a codename is not being used, the codename slip does not need to be removed. Store the codename slip in a file folder in the drug checking safe.



#### 4. Collect sample

- 4.1. Put on nitrile gloves before handling any sample or package.
- 4.2. Ask the service user to present their sample, opening up any bags or packages if necessary.
- 4.3. Ask the service user to prepare the sample for storage using the below table. Assist the service user if needed. Provide tools and supplies as needed for the service user to package their sample.

Presentation	Preparation for storage
Powders, granules, chunks	Ask the service user to mix their sample well. Place a small amount the size of a grain of rice in a baggie or centrifuge tube.
Liquids, syringes	Liquid samples can only be sent using hermetically sealed packaging (see <a href="#">Storage section 2: Additional packaging</a> ). <b>Flip-top tubes are not permissible.</b> Inform the service user that useful results are difficult to obtain with a liquid sample.  Mix or shake well before extracting 3-5 drops into a hermetically sealing tube with an O-ring. Use a new syringe & needle if extracting from a cooker to avoid spilling. Do not accept sharps.
Pills/Tablets	Place the whole pill or section of a pill in a baggie or centrifuge tube. Do not shave or chip off pharmaceutical pills as surface coatings can give unreliable readings. Ask the service user to break off a part of the tablet if they do not wish to give the entire pill.
Capsules	Place the whole capsule in a baggie. If the service user wants the contents opened and sampled, ask them to open the capsule over a paper cup.
Blotter	Place one blotter in a baggie or centrifuge tube. Inform the service user that only test strips/reagent can be used on blotter paper.
Used cookers or pipes	Must have visible residue on them to be tested. Do not accept broken glass. Place in plastic bag of appropriate size to fully enclose. Mention that the results may be unreliable.

4.4. If the sample is submitted in a previously used baggie, ensure the baggie is sealed, then place the sample in a larger baggie and seal it.



4.5. If a large sample is deposited (several doses) inform the service user that large amounts cannot be accepted and only what's needed for a test can be stored.

- 4.6. Thoroughly clean any tools used for sample collection (i.e., spatula) to prevent cross-contamination. Wipe used tools three times with isopropyl alcohol and dry with a paper towel. **It is critical that tools are wiped multiple times to eliminate potent residues.** (e.g. fentanyl) Even minute amounts of high-potency substances can have an adverse or deadly effect. If unsure, ask a responsible staff member to provide a demonstration on how to clean drug residues effectively.
- 4.7. Clean work surface with isopropyl alcohol and dry with a paper towel.
- 4.8. Remove gloves after placing drugs in packaging and discard used gloves in regular garbage.
- 4.9. Place the packaged sample in the larger sealing plastic bag with the sample collection form. Avoid touching the outside of the larger bag with anything that has contacted the sample to avoid contamination.



- 4.10. Samples must be packaged individually; if a service user has multiple samples, each is to be packaged in their own bags.
- 4.11. Seal the larger plastic bag. This sample is now considered to be packaged and is ready for storage.

## Sample Storage

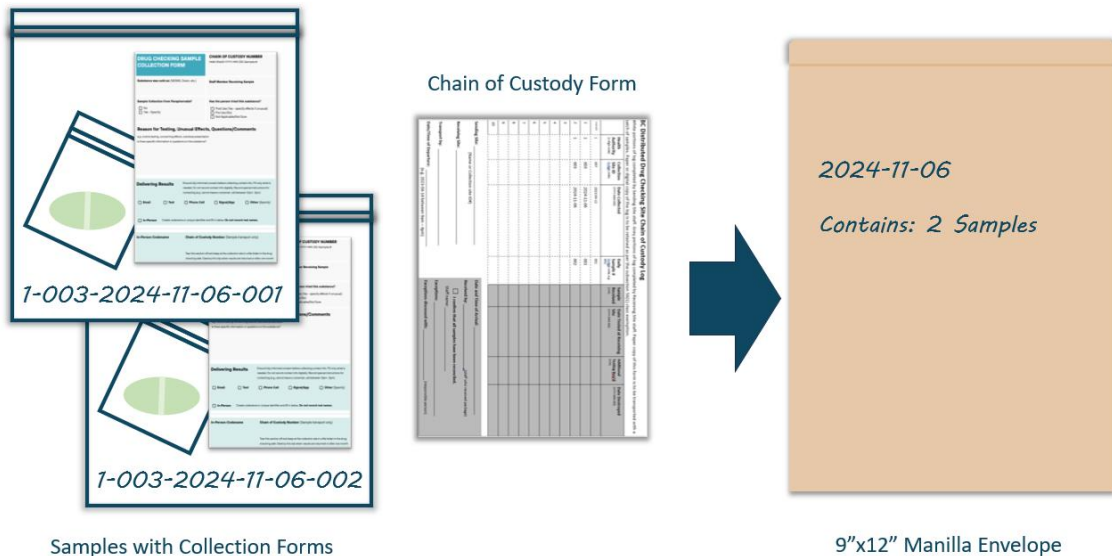
Once a sample is collected and packaged, it should be promptly stored in the drug checking safe. The samples are to be double-locked; this means two locking doors must separate the samples from public areas. Therefore, a safe, lockbox or locking cabinet must be kept in a room with a locking door with restricted access.

- 1.1. Store the packaged sample in the drug checking safe, along with the *Chain of Custody Log* and any codename slips.

- 1.2. At the end of a shift or when needed for transport, collect any samples and *Chain of Custody Logs* and package them into the larger Manilla envelopes.
- 1.3. A maximum of 10 packaged samples and one *Chain of Custody Log* can be placed into a single Manila envelope.
- 1.4. Label the large manilla envelope:

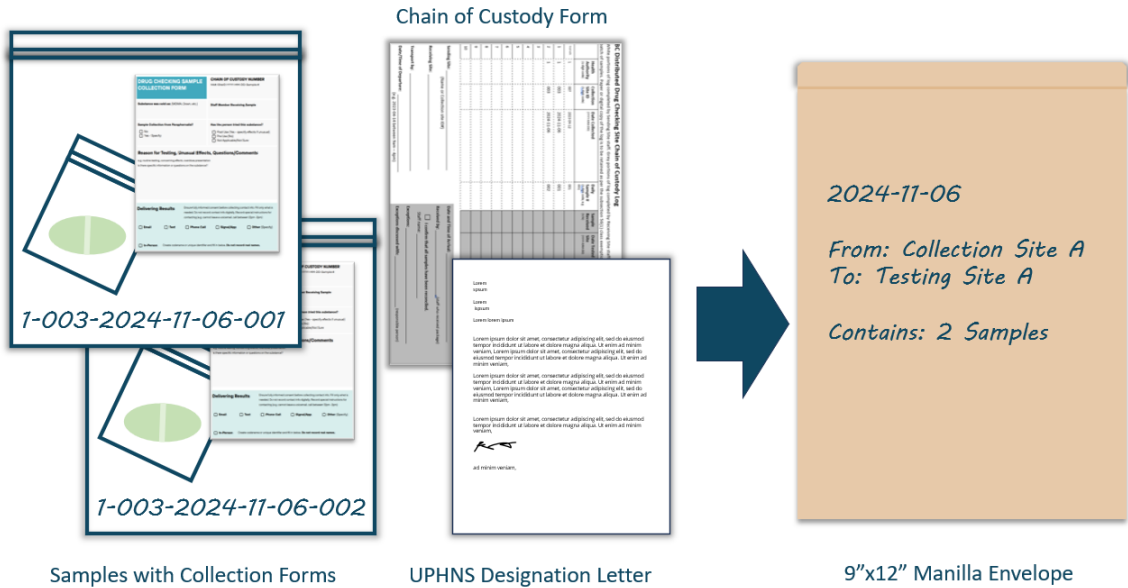
For testing done at the same site as the collection site	For testing done at a different site as the collection site
Label the envelope with: <ul style="list-style-type: none"> <li>• The date of packing</li> <li>• The number of samples packaged within</li> </ul>	Label the envelope with: <ul style="list-style-type: none"> <li>• The date of packing</li> <li>• Receiving site location (i.e., “the drug checking site”)</li> <li>• Sending site location (i.e., “the collection site”)</li> <li>• The number of samples packaged within.</li> </ul>

- 1.5. Put the *Chain of Custody Log* corresponding to the samples in the manilla envelope.
- 1.6. For transportation outside of the collection site, include a copy of the UPHNS Designation letter in the manilla envelope.
- 1.7. See the below example for samples that are to be stored for later testing at the **same site as the collection site**:



- 1.8. See the below example for samples that are to be stored for later testing at a **different site than the collection site**: (Note that the codename slips are removed from the sample collection forms)





## 2. Additional Packaging

Some situations may call for different packaging. If samples are being transported by a commercial courier, additional packaging is required because multiple personnel handle the package. Some confirmatory testing services may require that samples be sent in tamper-evident packaging and/or autosampler vials. Regardless of the packaging, in all cases the chain of custody labelling is kept consistent. The following procedures outline some different packaging options:

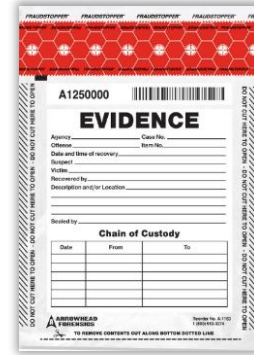
- 2.1. If the sample is required to be **hermetically sealed**, or the **sample is liquid** it may be necessary to package every sample within plastic screw-top vials with o-ring seals. These vials can then be labelled, and then placed into plastic bags as per the usual methodology. While some couriers may accept the glass autosampler vials (see 2.3), plastic vials have less chance of shattering in transit. Some courier services may require this due to the amount of people handling the package and/or automated package sorting systems in use.

- 2.1.1. [See an example of these vials.](#)



2.2. If the sample is required to be **tamper evident**, each sample will need to be placed within a tamper evident plastic bag that cannot be opened without destroying a tamper evident seal. Some confirmatory testing services may require this to comply with standards associated with the Controlled Drugs and Substances Act.

2.2.1. [See an example of these bags.](#)



2.3. If the sample is required to be sent in an **autosampler vial**, packaging samples in 2ml borosilicate glass autosampler vials with screw-top caps is recommended. Some confirmatory testing services may require this to expedite testing.

2.3.1. [See an example of these vials.](#)

2.3.2. [See an example of the caps for these vials.](#)



## Sample Transportation

Samples may be transported by a responsible staff member, trained volunteer, or bonded courier. Samples and packages containing samples must remain in the custody of a trained and responsible staff member, volunteer, or bonded courier at all times.

Samples must be packaged for transportation; samples cannot leave a UPHNS if they have not been packaged to the full specifications outlined in this standard operating procedure. All packages containing drug samples must contain the *Chain of Custody Log* corresponding to the enclosed samples as well as a copy of the UPHNS Designation letter for the collection site indicating the exemption to transport the samples from the UPHNS to the testing site.

### 1. Preparation for Transport

Collection/sending site staff must mark all white fields on the *Chain of Custody Log* in order to satisfy the BC provincial requirements.

1.1. On the *Chain of Custody Log*, mark the name or collection site ID of the sending site in the “Sending Site” field.

1.2. Mark the name of the testing site in the “Receiving Site” field.

- 1.3. Mark the name of the person who will be delivering the package in the “Transport by” field. If the delivery will be done by a courier service, a tracking number can be written here.
- 1.4. Mark the date and estimated time of departure in the “Date/Time of Departure field”.

## 2. Transfer by Responsible Staff/Volunteer

A responsible staff member or volunteer must have training in drug sample handling and transportation and able to maintain the chain of custody. The responsible staff member or volunteer may collect sample packages from more than one site before delivering them to the testing site as long as the packages remain in their custody. The delivering staff member must be identified on the *Chain of Custody Log* before transport.

Transportation of samples is to be done within an enclosed vehicle except for very short distances where driving would be impractical (e.g. between sites on the same city block). Transport on foot or by bicycle is discouraged due to risk of interception.

- 2.1. Collect any packages from the sending site.
- 2.2. Confirm with drug checking staff that your name is written on the *Chain of Custody Log* in the “Transport by” field.
- 2.3. Check packages to ensure that the sending site and receiving sites are correctly marked. Do not transport samples that are not correctly packaged.
- 2.4. Secure the package(s) within a carrying bag or in a compartment of a vehicle that is out of sight. Avoid carrying packages in the open where they may attract attention.
- 2.5. If travelling on a regular collection route that includes several sites, repeat the process at each site visited. Otherwise, travel directly to the testing site with the package.
- 2.6. When at the testing site, give the package to a drug checking staff member or responsible person for the site if drug checking staff are not available.
- 2.7. Do not leave the package with site staff that are not affiliated with the drug checking program.
- 2.8. Do not leave the package in a mailbox or otherwise unattended.

## 3. Transfer by Courier

Courier transport must be done by a courier that can maintain a chain of signature throughout the delivery process and is insured (bonded) against loss or theft. Samples cannot be sent through regular mail.

- 3.1. Collect any packages from the sending site for courier pickup.
- 3.2. If the courier requires a tracking number be created, go on their website to make one. Ensure that the “chain of signature” option (or similar) is checked, as this will ensure the chain of custody is unbroken when the package is transferred.
- 3.3. Arrange for pickup of the package. Write down the pickup window for the package on the *Chain of Custody Log* along with the tracking number, if one exists.
- 3.4. If no tracking number is used for the delivery, the name of the courier must be written on the *Chain of Custody Log* before delivery.
- 3.5. Seal the packages using tape or the courier-provided packaging.
- 3.6. Do not leave the package with untrained or unaffiliated staff or volunteers for pickup.
- 3.7. When the courier arrives, confirm that the package is to be delivered with a signature.

#### 4. Receiving Packages of Samples

The final stage of transportation is to receive a package and sign off that the package has been received by the testing site. Reconciliation of samples must be done promptly after arrival to ensure that any lost samples are investigated promptly.

- 4.1. When a package arrives for drug checking, ensure that only drug checking affiliated staff receive the package. If drug checking staff are not available, another trained staff member may receive the package.
- 4.2. Inspect the package for damage or evidence that it has been tampered with.
- 4.3. Open the package and retrieve the *Chain of Custody Log(s)*.
- 4.4. Note the time and date of arrival in the grey section in the bottom right corner.
- 4.5. Write your name in the “Received by” field.
- 4.6. Confirm that all samples noted on the *Chain of Custody Log* are enclosed, marking the “Sample Received” column for each sample.
- 4.7. Check the box beside “I confirm that all samples have been reconciled.”. This means that you have examined everything in the package.
- 4.8. Write your name in the “Staff name” field below.
- 4.9. If there are samples noted on the chain of custody log, but not in the package (or vice versa), note the sample numbers in the “Exceptions” field.
- 4.10. If exceptions exist, notify your supervisor and contact the supervisor of the sending site with the details of the exceptions in writing. Note the name of the supervisor in the “Exceptions discussed with” field.
- 4.11. Store the package of samples in the drug checking safe or proceed with testing.

## 5. Undeliverable Package

When delivery times are long and/or unpredictable, such as transfer over rough terrain or during times prone to weather disturbances, packages may arrive later than expected and the receiving site may not be open. In these cases, it is important to have protocols in place to ensure the package is secure until it can be properly received by the testing site.

- 5.1. A courier is able to hold a package overnight during transit if it cannot be delivered.
- 5.2. Do not store packages in cars or residences overnight.
- 5.3. Ensure that packages held overnight are promptly delivered to the testing site the following day.

## 6. Chain of Custody Errors and Missing Samples

When discrepancies exist between the *Chain of Custody Log* and the samples included in a package, a responsible person from each of the sending and receiving sites must be immediately notified for investigation.

- 7.1. The responsible person or their delegate of the sending site must confirm if any samples have been lost, stolen, or misrepresented.
- 7.2. If it is determined that the sample has not been lost (i.e. the sample was mistakenly not included in the delivery and is still at the sending site), the responsible person at the sending site will notify the responsible person at the receiving site to mark the findings on the *Chain of Custody Log*.
- 7.3. If it is determined that the sample was lost or stolen, the responsible person of the sending site must notify the delivery party of the loss and launch an investigation into the loss of the sample(s).
- 7.4. The responsible person must notify their executive director.
- 7.5. The responsible person must follow up on the outcomes of the investigation by rectifying any errors in procedure and instituting policies to prevent future loss.

## Definitions

**Collection site:** A location where drug samples are collected for the purposes of testing but does not have testing available onsite. Collection sites are required to hold a UPHNS designation.

**Testing site:** A site where drug samples are analysed by technicians with drug checking equipment. May also be a collection site.

**Chain of Custody Log:** A form that is part of the UPHNS program used to track all samples stored and/or transported for the purposes of testing.

**UPNHS designation:** an 'urgent public health need site' within British Columbia that is designated by the Medical Health Officer in the appropriate regional health authority to legally permit drug checking staff to collect, store, and transport samples under the section 56(1) class exemption in the Controlled Substances Act.

**Bonded Courier:** A commercial delivery service holding insurance against loss.

## Additional Resources

- BCCSU [Reducing Exposure and Contamination Risks](#) operational guidance
- BCCSU [Drug Crushing](#) standard operating procedure
- BCCSU [Operational Technician Manual Version 2](#)
- BCCSU [Implementation Guide](#)
- [Drug Resource and Education Project](#)
- [Section 56\(1\) Class Exemption](#)
- Interior Health [Distributed Drug Checking Info Pack](#)
- BCCSU [Drug Checking Limitations](#)

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## Appendix A – Chain of Custody Log

This form must be used when storing or transporting samples. Retain paper copies of the form or scan and store the forms digitally. Refer to specific health authority instructions on storage and reporting of chain of custody data. The white section of the form is to be filled by the collection site staff and the grey sections are to be filled out by the receiving site staff and technicians conducting the drug checking.

### 1. Collection/Sending Site Fields (White Sections)

1.1. **Health Authority Number:** This is a one-digit code that is assigned to the health authority of which the collection site is operating within:

Health Authority	Interior Health	Fraser Health	Vancouver Coastal	Island Health	Northern Health	PHSA	FNHA
Code	1	2	3	4	5	6	7

1.2. **Collection Site ID:** This is a three-digit code that is assigned to the collection site. If the site code is unknown (or the site is new), email [drugchecking@bccsu.ubc.ca](mailto:drugchecking@bccsu.ubc.ca) as the site codes are managed by the research data coordinator.

1.3. **Date Collected:** Enter the date that the sample was collected on. Samples from multiple dates can be entered on the same form.

1.4. **Daily Sample Number:** Enter the next number in sequence for the daily sample count. If there are no previous samples for the day, enter 001. The number resets every day.

1.5. **Sending Site:** Enter the name or collection site ID number here.

1.6. **Receiving Site:** Enter the name of the receiving site. If the sample is being stored to be tested at the same site at a later time, enter the same name as the “sending site”.

1.7. **Transport by:** Enter the name of the courier company or the name of the responsible staff member who will transport the samples to the testing site. If the samples are only being stored, this does not need to be filled out.

- 1.8. **Date/Time of Departure:** Enter the date and approximate time of pickup. The time does not need to be precise, recording the window of time the parcel is to be transported is sufficient.

## 2. Drug Checking/Receiving Site Fields (Grey Sections)

- 2.1. **Sample Received:** Immediately upon arrival to the receiving site, mark Y/N for each sample to determine if all samples were received. This can be done by technicians or other responsible staff.
- 2.2. **Date Tested at Receiving Site:** Technicians are to mark this field with the date that the sample is tested.
- 2.3. **Additional Testing Required:** Technicians are to mark this field if the sample requires additional testing (i.e. confirmatory testing).
- 2.4. **Date Destroyed:** Technicians are to mark this field when the sample is destroyed after testing is complete.
- 2.5. **Date and Time of Arrival:** When the package is received, note the time and date of arrival in this field.
- 2.6. **Received by:** Mark the name of the staff member who accepted the package.
- 2.7. **Confirmation of Sample Reconciliation:** After checking every sample included with the package and marking the presence of each sample in the "Sample Received" field, check this box and note the staff member who conducted this work. If samples are missing (or there are more than expected), include notes of these in the next field.
- 2.8. **Exceptions:** If there are errors on the *Chain of Custody Log*, samples missing, extra samples, or other issues, mark these details in this field. Write additional notes in the margins or on the back of the form if necessary.
- 2.9. **Exceptions Discussed with:** If there are exceptions, immediately notify a supervisor or responsible person and note their name in this field.

# BC Distributed Drug Checking Site Chain of Custody Log

White portions of log completed by Sending Site staff. Grey portions of log completed by Receiving Site staff. Paper copy of this form is to be transported with a batch of samples. Paper or digital copy of the log is to be retained as per the subsection 56(1) class exemption.

	Health Authority (1-digit code)	Collection Site ID (3 digit code)	Date Collected (YYYY-MM-DD)	Daily Sample # (3 digit code, e.g. 001)	Sample Received (Y/N)	Date Tested at Receiving Site (YYYY-MM-DD)	Additional Testing Req'd (Y/N)	Date Destroyed (YYYY-MM-DD)
Example	1	007	2023-04-12	001				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**Sending Site:** \_\_\_\_\_  
(Name or Collection site ID#)

**Receiving Site:** \_\_\_\_\_

**Transport by:** \_\_\_\_\_

**Date/Time of Departure:** \_\_\_\_\_  
(e.g. 2023-04-14 between 9am – 4pm)

**Date and Time of Arrival:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ (staff who received package)

I confirm that all samples have been reconciled.

Staff name: \_\_\_\_\_

**Exceptions:** \_\_\_\_\_

**Exceptions discussed with:** \_\_\_\_\_ (responsible person)

## Appendix B – Sample Collection Form

Use this form when collecting data for drug checking. It is imperative that consent to proceed with collection be established before a sample is taken, and consent to collect personal information is established before collecting personal information. Refer to [SOP on personal information]. It is important to fill out every section of the form, as this information is required for a technician to complete a drug check and record the data in full.

1. Record the next chain of custody number. The first four numbers should always stay the same for your site.
2. Record what the sample was sold as. If it was given to the service user, record what the giver said it was. If the service user has suspicions of what the substance is, record those in the comments section
3. Record your name.
4. Record if the sample is submitted in a used pipe, cooker, etc.
5. Ask the service user if they've tried the specific batch of the sample they're submitting e.g. "Have you tried this particular down?". If the service user is submitting a sample on someone else's behalf and isn't sure if it was used or not, record "Not Applicable/Not Sure"
6. Record why the test is desired, any unusual effects from use, and any questions, comments or concerns the service user has. Record as much information as possible to give the technician context when testing.

### CHAIN OF CUSTODY NUMBER

HA#-SiteID-YYYY-MM-DD-Sample #

1-003-2024-11-06-001

Substance was sold as: (MDMA, Down, etc.)

Down

Staff Member Receiving Sample

Jane Doe

Sample Collection from Paraphernalia?

No

Yes - Specify: Cooker

Has the person tried this substance?

Post Use (Yes - specify effects if unusual)

Pre Use (No)

Not Applicable/Not Sure

**Reason for Testing, Unusual Effects, Questions/Comments**

e.g. routine testing, concerning effects, overdose presentation

Is there specific information or questions on the substance?

Service user said they blacked out after using it  
Wanted to know if there's benzos in it

- Establish consent to record personal information, making sure to clarify how the information will be used and how the service user's privacy will be protected. Record the modes of communication desired, as well as any notes or restrictions on the modes of communication:

**Delivering Results**      Ensure fully informed consent before collecting contact info. Fill only what is needed. Do not record contact info digitally. Record special instructions for contacting (e.g. cannot leave a voicemail, call between 12pm -3pm)

Email     
  Text     
  Phone Call     
  Signal/App     
  Other (Specify)

Phone: 555-9545. Can leave a text or voicemail

- If in-person results are desired, check the "In-person" box and fill out the space below with a unique identifier or codename that the service user will be able to remember when prompted.

In-Person      Create c

---

**In-Person Codename**

RuGi65

- If the sample is to be transported to another site and in-person results are desired, copy the chain of custody number in the space provided, tear off the lower section and retain the slip in the drug checking safe. Do not send the technician an in-person codename

**Chain of Custody Number** (Sample transport only)

1-003-2024-11-06-001

## DRUG CHECKING SAMPLE COLLECTION FORM

### CHAIN OF CUSTODY NUMBER

HA#-SiteID-YYYY-MM-DD-Sample #

Substance was sold as: (MDMA, Down, etc.)

Staff Member Receiving Sample

#### Sample Collection from Paraphernalia?

- No  
 Yes - Specify:

#### Has the person tried this substance?

- Post Use (Yes - specify effects if unusual)  
 Pre Use (No)  
 Not Applicable/Not Sure

### Reason for Testing, Unusual Effects, Questions/Comments

e.g. routine testing, concerning effects, overdose presentation  
Is there specific information or questions on the substance?

## DRUG CHECKING SAMPLE COLLECTION FORM

### CHAIN OF CUSTODY NUMBER

HA#-SiteID-YYYY-MM-DD-Sample #

Substance was sold as: (MDMA, Down, etc.)

Staff Member Receiving Sample

#### Sample Collection from Paraphernalia?

- No  
 Yes - Specify:

#### Has the person tried this substance?

- Post Use (Yes - specify effects if unusual)  
 Pre Use (No)  
 Not Applicable/Not Sure

### Reason for Testing, Unusual Effects, Questions/Comments

e.g. routine testing, concerning effects, overdose presentation  
Is there specific information or questions on the substance?

### Delivering Results

Ensure fully informed consent before collecting contact info. Fill only what is needed. Do not record contact info digitally. Record special instructions for contacting (e.g. cannot leave a voicemail, call between 12pm -3pm)

Email     Text     Phone Call     Signal/App     Other (Specify)

In-Person    Create codename or unique identifier and fill in below. **Do not record real names.**

### Delivering Results

Ensure fully informed consent before collecting contact info. Fill only what is needed. Do not record contact info digitally. Record special instructions for contacting (e.g. cannot leave a voicemail, call between 12pm -3pm)

Email     Text     Phone Call     Signal/App     Other (Specify)

In-Person    Create codename or unique identifier and fill in below. **Do not record real names.**

**In-Person Codename**

**Chain of Custody Number** (Sample transport only)

Tear this section off and keep at the collection site in a file folder in the drug checking safe. Destroy this slip when results are returned or after one month.

**In-Person Codename**

**Chain of Custody Number** (Sample transport only)

Tear this section off and keep at the collection site in a file folder in the drug checking safe. Destroy this slip when results are returned or after one month.