



VUL-FRM-08-13-Preparing an Oral Sample for Laboratory Testing

Procedure on preparing an oral sample to send to the laboratory

1. Before you start this procedure, ensure that the lid on the cup is as tight as possible (the lid cannot be over tightened).
2. Using a permanent marker, write the paperwork number on the seal and the side of the cup (with large numbers).
3. Both tester and person being tested are to sign the seal.
4. Place the seal over the lid. Ensure that the seal does not obscure the failed test result.
5. Get the tape dispenser and wrap the tape around the lid and the body of the cup, sealing the lid to the body of the cup.
6. Using a zip seal bag put a couple of large pieces of absorbent paper inside the zip seal bag then place the cup/s in the zip seal bag.
7. Wrap the bag up and seal with tape.
8. Then wrap the bag in bubble wrap and then seal with tape.
9. Place a copy of the paper work in the bag with sample.
10. Call Followmont Transport **07 4846 2300 – Account No VIRRIN001**
11. Pickup address – Vulcan Mine Office (ERT) **4093 Saraji Road, Dysart, Queensland, 4745**
12. Place the sealed bag into an overnight bag and address to:
 - a. **Mackay Drug Testing Services**
 - b. **Bill Cleary – 0419 533 327**
 - c. **117 Scott Street, South Mackay, Queensland, 4740.**
13. Send email notification of non-navigate result via email to drug.alcohol@vitrinite.com.au with the following details:
 - a. **Subject:** Non-Navigate Result;
 - b. Person's Full Name; and
 - c. Connote Number.