

## CHAPTER 5

# *POST-TEST PROCESS*

**Collector** sends necessary tests for lab verification and Medical Review Officer (MRO) determination in provided FedEx materials

**Collector** packages all test paperwork from the day's collections, places them in an envelope or box, seals the package and arranges for delivery to Drug Free Clubs of America, via pre-paid FedEx airbill



What to do with non-negative samples that will be sent to the lab:

- **Collector** places sticker with donor's initials over the lid of the cup
- **Collector** places sealed cup in the front pocket of the specimen bag (with absorbing pad)
- **Collector** places CCF in the back pocket of the specimen bag
- **Collector** removes foil strip
- **Collector** seals the bag right over the opening between both pockets
- **Collector** places sample in the FedEx bag with air bill
- \*multiple samples can be sent in the same FedEx bag
- **Collector** schedules FedEx pickup at the conclusion of Test Day by calling 1-800-463-3339 and saying "schedule a pickup"

**DO NOT INCLUDE APPLICATIONS OR RANDOM TEST FORMS WITH THE SPECIMENS. ONLY THE TOP PORTION OF THE CCF IS INCLUDED WITH THAT. THE BOTTOM COPY OF THE CCF IS PLACED WITH THE STUDENT'S APPLICATION OR RANDOM TEST FORM AND SEND THOSE TO DFCA'S HOME OFFICE IN CINCINNATI WITH THE REST OF THE TEST PAPERWORK.**



What to do with Test Paperwork that will be sent to Drug Free Clubs of America's Home Office:

- **Collector** places all Test Paperwork/Applications into an envelope or box
- **Collector** seals package of Test Paperwork/Applications
- **Collector** fills out attached and provided, prepaid FedEx Airbill to package
- **Collector** schedules FedEx pickup at the conclusion of Test Day by calling 1-800-463-3339 and saying "schedule a pickup"

**PLEASE BE SURE THAT ALL APPLICATIONS AND RANDOM TEST DAY FORMS ARE SENT TO DFCA, REGARDLESS OF WHETHER OR NOT THE SAMPLE WAS SENT TO THE LAB**

***\*IT IS NECESSARY FOR THIS TO BE DONE ONLY BY A COLLECTOR, SO THAT SCHOOL STAFF HAS NO ACCESS TO PRELIMINARY RESULTS***



**EVERYTHING YOU JUST DID IS  
HELPING TO  
“MAKE THE RIGHT CHOICE *EASY*”  
FOR THESE STUDENTS!**

**THANK YOU SINCERELY FOR  
BELIEVING IN THE POWER OF THIS  
EFFORT AND FOR TAKING ACTION TO  
MAKE IT HAPPEN.**

**YOU ARE TRULY MAKING A  
DIFFERENCE!**