Federally Regulated (DOT) eCCF
“Copy 1 - Lab Copy” Print Process

Printing the “Copy 1 - Lab Copy” of a federally regulated electronic custody and control form (eCCF) in FormFox is a vital part of the specimen collection process.

Before Printing:

1. Collection Step 4 allows the collector to choose the copies of the CCF they wish to print.
2. FormFox always auto-selects “Copy 1 - Lab Copy”.
   a. This goes in the bag with the specimen for transport to the Laboratory.
3. The “Copy 1 Lab Copy” box will be grayed out and you cannot deselect this box.
   a. This is critical because labs will only accept the “Copy 1 - Lab Copy” with the donor’s specimen.
   b. Failing to send in the “Copy 1 - Lab Copy” may result in a fatal flaw.
4. There is no need to fax the MRO copy because FormFox automatically faxes it for you.
   a. FormFox does not auto-distribute any other copies of the CCF.
5. The donor may choose to receive a physical printed copy, or they can provide their email address or cell phone number to receive an electronic copy.

Printing the Original “Copy 1 - Lab Copy”:

1. After selecting the necessary copies, click the “PRINT” button.

   a. An Adobe Reader window opens to display the “Copy 1 - Lab Copy”.

   Please specify the courier that will be used to transport the specimen(s) to the laboratory
   If selecting “Other”, enter the name here

   Collector Signature

   * Custody and Control Form
     - Copy 1 Lab Copy
     - Instructions and Privacy Act Statement
   * Select Donor Copy Delivery Options (Select all that apply).
     - Donor Copy
     - Print
     - Email
     - Text Message

   Additional Copies
     - Copy 2 MRO Copy (FormFox will auto-fax Copy 2 to MRO)
b. Click the “Print” button on the Adobe Reader window.

c. The “Copy 1 - Lab Copy” will be sent to your default printer.

2. Click the “Close” button after the copy has printed.
   a. Do **NOT** click the X in the top right corner to close this page. You must use the “Close” button.
   b. If the warning box below appears from Adobe Reader you must always select the “Yes” button for the page to print. **Never select the “Do not show this message again” box.**
Side Note: If you incorrectly selected the “Do not show this message again” box, use the below steps to resolve:

1. Open Adobe Reader.
2. Click the Edit Menu.
3. Click Preferences.
4. Click the General Tab.
5. Click “Reset All Warnings”.

3. Another Adobe Reader window will appear displaying the remaining copies.
4. Move your cursor over the CCF and click the printer icon.
5. A Print dialogue window will appear.
6. Click the “Print” button.
7. Close the Adobe Reader window after the additional copies have printed.

Reprinting the “Copy 1 - Lab Copy”:

If the “Copy 1 - Lab Copy” did not print the first time, FormFox gives the collector the opportunity to reprint copies. To reprint the “Copy 1 - Lab Copy”, follow the steps below:

1. Click the “Reprint Copies” button.

Place specimen(s) in a security bag with Lab Copy 1 of the CCF for shipment to the laboratory. You may now dismiss the donor. Complete the collection by clicking ‘Finish’.
2. A window will open asking you to select the reason you need to reprint the CCF.
3. Select the option that says “The CCF did not print correctly (paper jam, alignment issues, ink issues, etc.)”.
4. Type the reason for reprinting in the box provided.
5. Click the “OK” button.

6. The print process will restart and Adobe Reader will display the “Copy 1 - Lab Copy” in a new window.
   a. Note that this copy says ***RE-PRINT*** at the top.

7. Click the “Print” button.
8. The “Copy 1 - Lab Copy” will be sent to your default printer.
9. The collector must provide a “wet ink” (pen) signature near the digital signature to authenticate any copies labeled ***RE-PRINT***.
Errors with Reprinting “Copy 1 - Lab Copy”:

If you are unable to successfully reprint the “Copy 1 - Lab Copy”, follow the steps below:

1. Click the “Reprint Copies” button.

2. Select the option that says “Unable to generate the CCF. Close test and finish collection using standard 5-part federal paper CCF.”

3. This will let FormFox know the collection will be completed on a paper chain of custody. The record will then be removed from the system.

4. Use the specimen seals from the paper chain by affixing them to the specimen bottles over top of the FormFox specimen seals.

5. You must add comments on the manual chain of custody explaining why the collection was moved to paper.

Failing to follow these protocols on a federally regulated test may result in a fatal flaw.