



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.

The screenshot shows the 'Collection Step 4: Collector certification statement & CCF' interface. It includes a dropdown menu for courier selection, a 'Collector Signature' field with a checkmark icon, and a section for selecting copies. Under 'Custody and Control Form', 'Copy 1 Lab Copy' is checked. Under 'Additional Copies', 'Copy 2 MRO Copy' is checked with a note that FormFox will auto-fax it. There are also options for 'Copy 3 Collector Copy' and 'Copy 4 Employer Copy'. Below this, there are options for donor copy delivery: 'Print', 'Email', and 'Text Message'. At the bottom, a 'PRINT' button is highlighted with a red rectangular box.

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

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.**

Phone#: (610)454-6283

SN or Employee I.D. No. 2 3 1 6 5 6

Testing Authority: HHS NRC DOT - Specify DOT Agency: FMCSA FAA FRA FTA PHMSA US

Type of Test: Pre-employment Random Reasonable Suspicion/Cause Post-Accident
 Return to Duty Follow-up Other (specify) _____

Tests to be Performed: THC, COC, PCP, OPI, AMP THC & COC Only Other (specify) _____

Site Address: Que...
101...
Len...

COMPLETED BY COLLEC...
between 90° and 100°F

Collector affixes bottle seal(s) to bottles(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

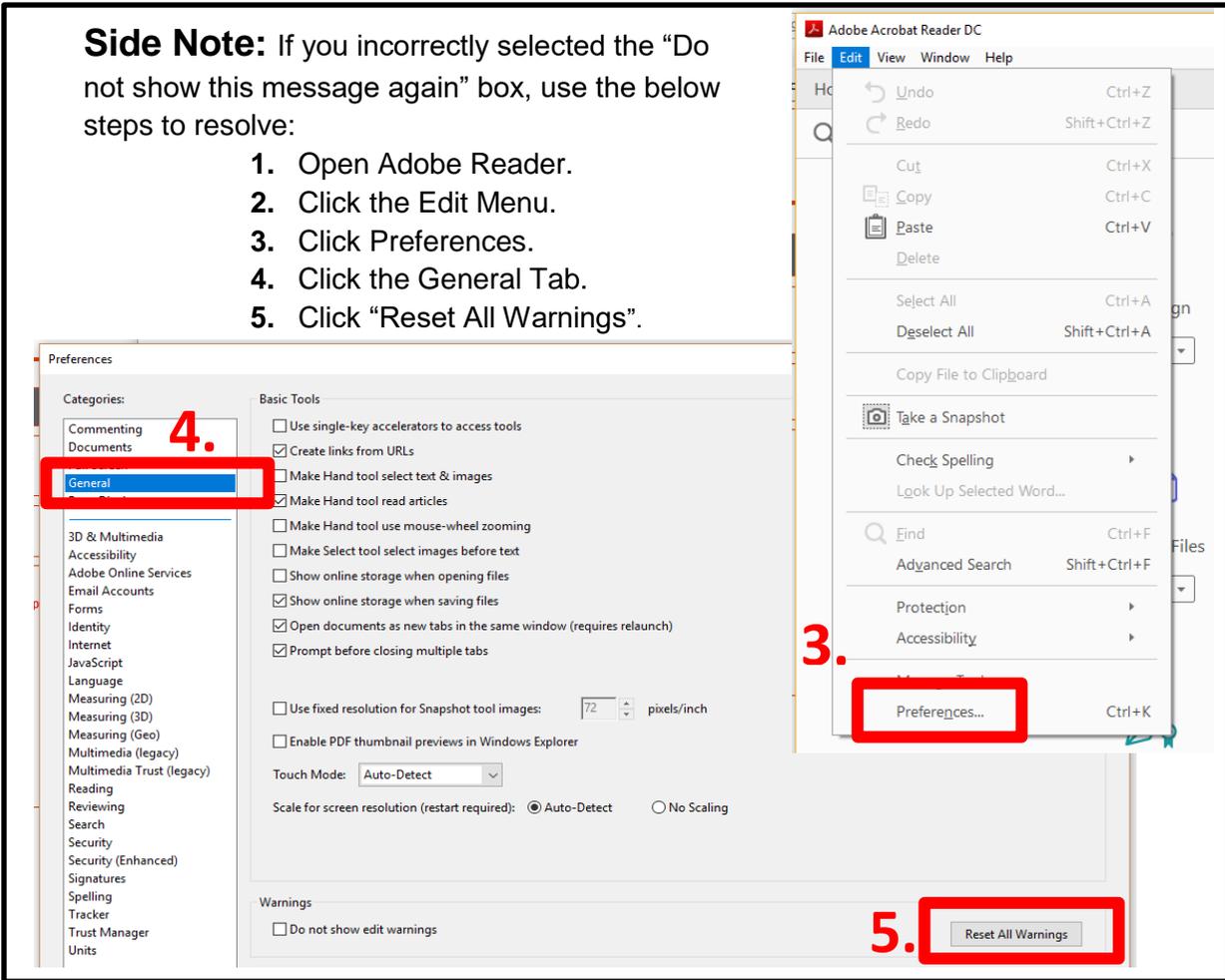
IN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

Signature of Collector: Anthony Magazzolo
Time of Collection: 10:47 AM X PM
Date (Mo/Day/Yr): 2/16/2017

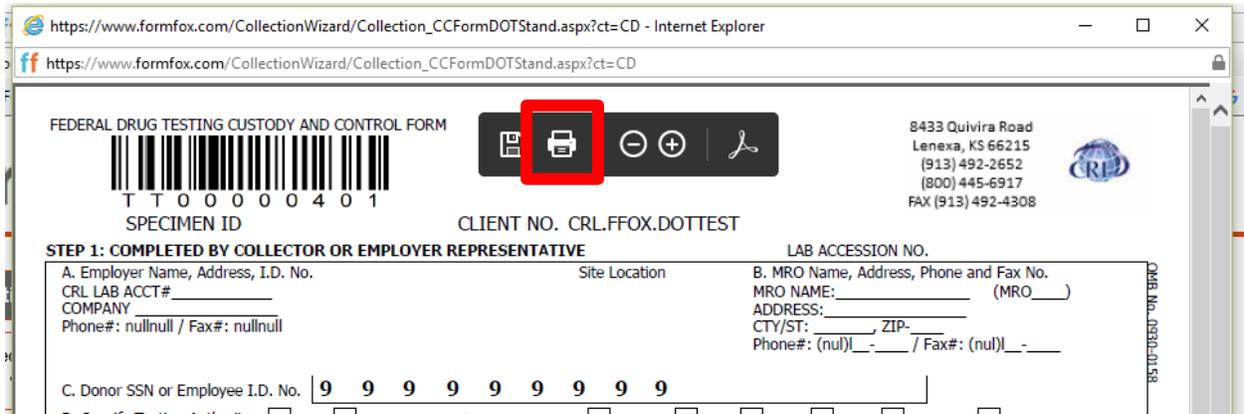
SPECIMEN BOTTLE(S) RELEASED TO:
 UPS FedEx
 Quest Diagnostics Courier Other _____
Name of Delivery Service Transferring Specimen to Lab

Side Note: If you incorrectly selected the “Do not show this message again” box, use the below steps to resolve:

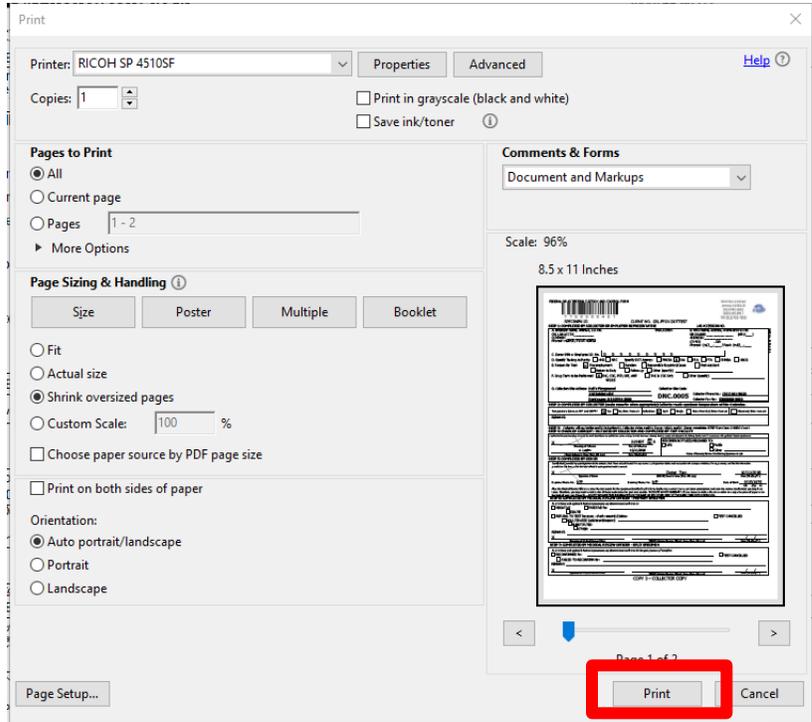
1. Open Adobe Reader.
2. Click the Edit Menu.
3. Click Preferences.
4. Click the General Tab.
5. Click “Reset All Warnings”.



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.

Collection Step 4: Collector certification statement & CCF

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

<p>* Custody and Control Form</p> <p><input checked="" type="checkbox"/> Copy 1 Lab Copy</p> <p><input type="checkbox"/> Instructions and Privacy Act Statement</p>	<p>Additional Copies</p> <p><input type="checkbox"/> Copy 2 MRO Copy (FormFox will auto-fax Copy 2 to MRO.)</p> <p><input checked="" type="checkbox"/> Copy 3 Collector Copy</p> <p><input type="checkbox"/> Copy 4 Employer Copy</p>
<p>* Select Donor Copy Delivery Options (Select all that apply).</p> <p>Donor Copy <input checked="" type="checkbox"/> Print <input type="checkbox"/> Email <input type="checkbox"/> Text Message</p>	

Reprint Copies

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.

Please indicate the reason you would like to re-print the CCF:

The CCF did not print correctly (paper jam, alignment issues, ink issues, etc.)

Please indicate the reason for reprinting:

****NOTE****

- If you need to use the re-print of Copy 1 to send with the sample to the lab, **be sure to re-sign the collector signature with "wet ink"** in Step 4 COC block and write a comment in the remarks box indicating why the re-print was used.
- If you are unable to resolve the printer issues and cannot print Lab Copy 1 of the CCF, you must select option 2 and complete the collection using a standard 5-part federal paper CCF.

Cancel OK

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.

Collection Print Form - Internet Explorer

https://www.formfox.com/CollectionWizard/Collection_CCFFormDOTStand.aspx?ct=L

If the print dialog box doesn't appear, or printing doesn't occur after clicking 'Print', please click [here](#) for a possible solution.

Close Print

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

*****RE-PRINT*****

8433 Quivira Road
Lenexa, KS 66215
(913) 492-2652
(800) 445-6917
FAX (913) 492-4308

T T 0 0 0 0 0 4 0 1
SPECIMEN ID

CLIENT NO. CRL.FFOX.DOTTEST

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

LAB ACCESSION NO.

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

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.

Collection Step 4: Collector certification statement & CCF

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

Additional Copies
 Copy 2 MRO Copy (FormFox will auto-fax Copy 2 to MRO.)
 Copy 3 Collector Copy
 Copy 4 Employer Copy

* Select Donor Copy Delivery Options (Select all that apply).
Donor Copy Print Email Text Message

Reprint Copies

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

Please indicate the reason you would like to re-print the CCF:

The CCF did not print correctly (paper jam, alignment issues, ink issues, etc.)

Unable to generate the CCF. Close test and finish collection using standard 5-part federal paper CCF.

****NOTE****

- If you need to use the re-print of Copy 1 to send with the sample to the lab, **be sure to re-sign the collector signature with "wet ink"** in Step 4 COC block and write a comment in the remarks box indicating why the re-print was used.
- If you are unable to resolve the printer issues and cannot print Lab Copy 1 of the CCF, you must select option 2 and complete the collection using a 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.