ATTENTION: HHS-Certified Laboratories, MRO Certification Entities, and NLCP Inspectors

Subject: June 30, 2018 Expiration of the 2014 Federal Custody and Control Form

Please forward this email to Medical Review Officers (MROs), collection sites, clients, and other service providers for federal workplace drug testing programs.

This Notice is a reminder that the 2014 Federal Custody and Control Form (CCF) expires on June 30, 2018. After that date, the 2017 Federal CCF must be used and laboratories must treat the use of the expired Federal CCF as a correctable discrepancy.

As of July 1, 2018, laboratories must take the following actions for a specimen received with an expired Federal CCF:

- The laboratory must accession and test the specimen while attempting to obtain a Memorandum for the Record (MFR) from the collector to explain the use of the incorrect form.

- The laboratory must hold the specimen report for at least five business days from the first attempt to contact the collector. If the laboratory cannot obtain an MFR from the collector after this time, the laboratory must report the specimen as Rejected for Testing.

- The laboratory must be proactive and take steps to ensure that the collector/collection site has 2017 Federal CCFs for use with regulated specimen collections.

References


Substance Abuse and Mental Health Services Administration (SAMHSA) Guidance for Using the 2017 Federal Custody and Control Form; available at https://www.samhsa.gov/workplace/resources.