**Clinical and Translational Research Center**

**TraCS Institute**

**SOP Title and #:** Guidelines on the Collection of Urine Samples

**Approved by:** Director of Nursing

**Effective Date:** 1/24/2011

**Revisions:**

- 01/12/2016
- 3/07/2017

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**I. Purpose:** The purpose of this SOP is to describe the guideline for collecting urine samples at the CTRC.

**II. Scope:** This SOP applies to CTRC nursing and study staff who instruct participants on how to collect urine samples at the CTRC.

**III. Applicability:** This SOP will facilitate effective urine specimen collection by taking into consideration collection method, labeling, appropriate container, timely transportation, and storage which can all affect diagnostic and therapeutic decisions.

**IV. Requirements:** Review of UNC Health Care’s laboratory policy “Inpatient/Clinic Urine Collection Policy (LAB 0003)” when urine samples will be sent to McLendon Lab for testing or if collection instructions are not provided by the study.

**V. Responsible Parties:**

- Study Coordinators and Research Assistants – Responsible for collecting urine specimens from participants for lower intensity outpatient visits. They are also responsible for instructing the participant on how to collect clean voided urine specimens.
- CTRC Nursing Staff – Responsible for collecting urine specimens for higher intensity outpatient visits and for inpatient stays. They are also responsible for instructing the participant on how to collect clean voided urine specimens.

**VI. Procedures:** The CTRC follows UNC Health Care’s “Inpatient/Clinic Urine Collection policy (LAB 0003)” which outlines the steps for collecting a urine sample from the participant. The samples collected include single voided (non-sterile) specimen, clean voided specimen, and timed urine collection.

A. Urine specimens should be collected in the appropriate container and properly labeled as outlined in the LAB 0003 policy.

B. “Steps to Collect a Clean Catch Urine Sample” instructions are posted in English and Spanish in all of the outpatient participant bathrooms. Supplies for the urine collection are also located in each bathroom in the event they are not supplied by the study.

C. Urine specimen containers sent to McLendon Lab through the tube system should be tightly closed and double bagged to provide additional security should the specimen cup open or spill during transport through the tube system.

**VII. Reference:** UNCH Inpatient/Clinic Urine Collection Policy or LAB 0003 located at [http://intranet.unchealthcare.org/intranet/policies/mclendon_policies_general/lab_0003.pdf](http://intranet.unchealthcare.org/intranet/policies/mclendon_policies_general/lab_0003.pdf)