

<b>Clinical and Translational Research Center TraCS Institute</b>	<b>Approved by:</b> Director of Nursing
<b>SOP Title and #:</b> Guidelines on the Collection of Urine Samples	<b>Revisions:</b> 01/12/2016, 3/07/2017, 3/23/2022
<b>Effective Date:</b> 1/24/2011	<b>Page 1 of 1</b>

- I. **Purpose:** The purpose of this SOP is to describe the guidelines 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’s laboratory policy “Inpatient/Clinic Urine Collection Policy” on the UNC Health’s Intranet Policy STAT site 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’s “Inpatient/Clinic Urine Collection Policy ” 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 UNC Health’s “Inpatient/Clinic Urine Collection Policy”. The Epic label should be placed vertically on the container to ensure proper scanning of the bar code.
  - B. “Steps to Collect a Clean Catch Urine Sample” instructions are posted in English and Spanish in all 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:** UNC Health’s “Inpatient/Clinic Urine Collection Policy” on the UNC Intranet Policy STAT site.