

Custody and Control Form (CCF) Errors and Omissions Checklist April 2013

In accordance with 49 CFR Part 40.209(b); you must review your employer copies of the Federal Custody and Control Forms (CCF's) upon receipt from the collectors in order to determine if errors or omissions were made at the point of collection.

If you discover that an error omission was made at the point of collection, an Affidavit of Correction should be submitted to the collector as soon as practicable. This form should be added to the documentation in your Drug and Alcohol Records.

Use the Boxes below to indicate that the following items were checked:

- Is your Agency's name and address pre-printed or hand written clearly, including a phone and fax number?
- Are the Medical Review Officer's (MRO) name, address, phone and fax numbers pre-printed or hand written clearly?
- Is the donor ID (Driver's License Number – **NO SSN's**) written clearly and correctly?
- Is the Testing Authority marked "FTA"? (Note: All tests conducted under the Oklahoma Rural Transit Consortium should be marked "FTA".)
- Is it a DOT CCF?
- Is the reason for test indicated, and is it correct?
- Is the box for "Drug tests to be performed" indicated as THC, COC, PCP, OPI, AMP?
- Are the collection site address, phone and fax numbers pre-printed or hand written clearly?
- Is the Temperature within 90 – 100 checked as "yes"? (If the "no" box is checked, remarks must be provided)
- Is the Specimen collection marked as "SPLIT"?
- If the "Observed" box is checked, are remarks provided?

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- Did collector sign and print his or her name as well as the date and time of the collection? (If no collector signature AND no printed name is present, immediately contact the collection site.)
- Is there evidence that the specimen seals were initialed and dated while still affixed to the CCF? Such as a carbon shadow or imprint visible at bottom of page? (This is sometimes referred to as a “ghost signature”).
Note: Labels must be initialed and dated after they have been placed on the specimen vials.
- Does the time of the collection fall within the acceptable time range that the employee was given to arrive at the collection facility? If not, contact the collection site to determine the time that the employee signed it at the site – if there was a significant delay in their arrival to the site, you may deem this as a refusal to test.
- Does the collector indicate the *specific* name of the delivery service transferring the specimen to the lab? (Note: The word, “Courier”, only is not acceptable.)
- Has the donor (employee) provided their signature, printed name and date of birth? (Note: Donor is not required (but is asked) to provide day and evening telephone numbers.)