



## LABORATORY POLICIES AND PROCEDURES

**PURPOSE:** To provide a uniform standard for collecting urine for analytical testing.

**POLICY:** The following procedures should be used to collect urine specimens, for transporting them to the laboratory and for short-term storage. The manner in which urine is handled will affect the results of the test that may be ordered.

**EQUIPMENT:**

1. Random specimens are to be collected in a clean plastic container with a capacity of 50 to 100 ml.
3. Sterile containers should be used for all microbiological studies.
4. The specimen container must be labeled. The label must include the patient's name, I.D. number, the date and time of collection. Place all labels on the container and not on the lid.

### A. PROCEDURE FOR MIDSTREAM VOIDED SPECIMEN

#### For Males:

1. Instruct uncircumcised patients to withdraw the foreskin.
2. Have the patient begin urination and pass the first portion into the toilet. Collect the mid-portion, and allow the rest to flow into the toilet.
3. If the patient is unable to perform this activity for himself he should be assisted.

#### For Females:

1. Instruct the patient to sit on the toilet and manually separate the labia minora with one hand and keep them separated while voiding the first portion of urine into the toilet.
2. Instruct the patient to catch the mid-portion of the flow into the appropriate container without contaminating the lip or inside of the container with her hand.
3. Have the patient finish voiding into the toilet.

4. If the patient is unable to perform this activity for herself, provide assistance.

**B. PROCEDURE FOR CLEAN CATCH (MIDSTREAM) SPECIMEN**

For Males:

1. Instruct the uncircumcised male to withdraw the foreskin.
2. With sterile soapy cotton balls or the equivalent, cleanse the glands beginning at the urethra and working away from it
3. Rinse cleansed area beginning at the urethra and working away from it with two successive sterile water soaked cotton balls.
4. Instruct the patient to pass the first portion into the toilet, and catch the mid-portion in an appropriate sterile container.
5. The remaining urine is passed into the toilet

For Females:

1. Instruct the patient to sit on the toilet and then manually separate the labia.
2. With sterile soapy cotton balls, or the equivalent, cleanse urethral meatus and round urethral meatus.
3. Rinse cleansed area with two successive sterile balls, wiping front to back.
4. Have the patient begin urinating and pass the first portion into the toilet, and catch the mid-portion in the appropriate container.
5. The remaining urine is passed into the toilet

**Processing Specimen:**

**URINALYSIS:** Properly label specimen and transport immediately to the laboratory, along with a properly filled out requisition.

**CULTURE:** Transfer the specimen into a BD Vacutainer C&S Preservative tube.  
To transfer specimen:

- a. Place container on a clean, flat surface.
- b. Submerge transfer straw into the urine specimen. Container may be tipped at an angle if volume of urine is limited.
- c. Place evacuated tube into holder, stopped down. Advance the tube over puncture point to pierce stopper. The Urine C&S Tube should be filled first when collecting multiple specimens.

Policy: **Urine Specimen Collection**

- d. Hold position until tube is filled.
- e. Remove tube from holder.
- f. Lift transfer straw from cup and allow specimen to drain.  
Discard transfer straw in a biohazard container approved for sharps disposal.
- g. Label the tube and transport to the laboratory, along with a lab requisition.