

## **Affidavit for Correcting Expired Federal Custody and Control Form**

by Carrie Kattengell | 11.14.11

Alere Toxicology previously notified you of our newly designed Federal Custody and Control Form (CCF) that is in accordance with revisions to the Mandatory Guidelines effective October 1, 2010. The use of the previous version of the Federal CCF is only permitted through November 30, 2011. Beginning December 1, 2011, use of the old Federal CCF must be handled as a correctable discrepancy.

In the event that you collect a federally regulated specimen using an expired Federal CCF, complete the [linked Affidavit](#), attach it to the front of the CCF, and send with the specimen to Alere Toxicology. Failing to attach a completed Affidavit to an expired Federal CCF will cause delays in reporting of the test to the Medical Review Officer (MRO).

If you have already submitted a specimen to the laboratory and have been asked to complete the [linked Affidavit](#), Alere must receive the appropriate documentation within five (5) business days of the specimen's receipt. Complete the linked Affidavit and fax it to 504-361-8298. Using an expired Federal CCF and failing to provide a correcting Affidavit after five (5) business days will cause the specimen to be reported as "Rejected for Testing."

In either case, be sure you contact Alere Toxicology's Supply Department to order new Federal Drug Testing Custody and Control Forms. You may use one of the following methods:

Phone: 800-433-3823 and select option 5

Email: [toxcs@alere.com](mailto:toxcs@alere.com)

Fax: 504-361-8298

When ordering, please reference the Alere-assigned Facility and Collector Numbers. Supply fulfillment and shipment requires four to five business days, so be sure to retain the Expired Federal CCF Affidavit so you may use it on any specimens you collect until your new shipment arrives.

[Affidavit is available here.](#)