I. GENERAL INSTRUCTIONS

The Pre 24-Hour Urine Collection (URN) form is completed during the participant’s baseline clinic visit to document the process of initiating the urine to be collected by the participant for 24 hours following the baseline clinic visit. The technician must be certified with training in the procedures for 24-hour urine. The technician should have a working knowledge of Manual 7: Specimen Collection and Processing. The technician should be familiar with the data entry procedures for electronic form versions and understand the document titled “General Instructions for Completing Paper Forms” prior to completing this form. ID Number, Contact Year and Name should be completed as described in that document. Initiate the process by providing the participant with 24-hour urine collection instructions.

II. SPECIFIC INSTRUCTIONS

1. Enter the ID number place on the 24-hour laboratory specimen collection container. Carefully check to assure that the number on the label and the one entered on the form corresponds.

2. Enter the date of the JHS baseline clinic examination. Make sure to enter the date of the JHS clinic examination even if it is not the same as the date for the start of the 24-hour urine collection(s).

3. Give the participant the handout: Participant Information: 24 Hour Urine Collection. If the participant is randomly selected to have a second 24-hour urine collection as well, give the participant the handout: Participant Information: Second 24 Hour Urine Collection. Circle Y to indicate that the information handouts were given to the participant.

4. Provide verbal instructions for collecting the 24-hour urine specimen. Details of the participant instructions for the 24-hour urine are found in Manual 7: Specimen Collection and Processing. Stress that the urine should be collected in the container provided for the entire 24-hour period. Ensure that the participant has an opportunity to ask questions. Circle Y to indicate this instruction was provided.

5. The intent of this item is to obtain commitment from the participant to complete the 24-hour urine collection according to the instructions.
6. This item documents the type of urine collection the participant is collecting. If s/he is collecting a 24-hour urine collection only, circle “T.” If s/he is collecting a second 24-hour urine collection only, circle “F.” If the participant is collecting BOTH as 24-hour and a second 24-hour urine collection, circle “B.” If the participant does not agree to collect the specimen(s), circle “N” and go to Item 10.

7. Enter the total number of urine collection bottles given to the participant.

8. Indicate whether the appointment for return of the urine collection has been made. If “Y,” enter the date of the return in month, day and year.

9. Circle “P” if the participant will return the urine collection to the JHS Exam Center or “C” if a JHS representative will pick up the 24-hour urine specimen. Explicit details of where the 24-hour urine specimen will be picked up (home, work or other) are recorded on the Return 24-Hour Urine Form (RU1).

If the participant is collecting a second 24-hour urine as well, explicit details of where the second 24-hour urine specimen will be picked up/delivered are recorded on the Second 24-Hour Urine Return Form (RU2).

Administrative Information

10. Enter the date of data collection.

11. Record “C” if the form was completed on the computerized data entry system, or “P” if the paper form was used. If the form was partially completed on the computer, code as “P.”

12. Enter the 3-digit JHS code for the person in the clinic completing this form.