



Employee Information **Collection Procedures**

REFUSAL- Refusal to cooperate with the collection process will result in a determination of a refusal to provide a specimen.

IDENTIFICATION – Show the collection site personnel an official photo identification card.

BELONGINGS – Check your outer garments with the collection site personnel for safekeeping. You have the right to retain your wallet.

POCKET CONTENTS – You will be asked to show your pocket contents, and display the items to ensure that no items are present that could be used to adulterate the specimen. If an item is found that appears to have been brought to the collection site with the intent to adulterate the specimen, a directly observed collection procedure becomes a requirement.

RINSE AND DRY YOUR HANDS (required or will be deemed a test refusal).

SPECIMEN COLLECTION – Obtain a specimen container from the collector. Proceed to the privacy enclosure. At least 45 milliliters of urine are required for analysis. If an insufficient amount of urine is provided, the original specimen will be discarded and you will be required to consume not more than 40 ounces of fluids and you will have up to three hours to provide another specimen. Do not tamper with the specimen or make substitutions. The specimen will be visually inspected for unusual color and sediment.

SPECIMEN TEMPERATURE – The temperature of the specimen will be measured within but no more than 4 minutes from the time you voided and must fall within the acceptable range. If temperature is out of range, a directly observed collection procedure becomes a requirement.

DIRECT OBSERVATION PROCEDURES- Employees having observed collections must be instructed to raise clothing, just above the navel; lower clothing, to mid-thigh; then turn around to show the same gender observers they do not have prosthetic devices for beating the tests. If no device is detected, the employee is permitted to return clothing to its proper observed-collection position.

SEALING SPECIMEN – Give the specimen to the collector and watch the sealing and labeling of the bottles. Initial the labels verifying that the specimen is yours.

MEDICATIONS – You may wish to indicate on the back of your copy of the chain of custody form any medications you are currently using. This list may serve as a memory jogger in the event a Medical Review Officer calls you to discuss the results of your test.

DRUG TEST RESULTS- The results of the laboratory analysis will be forwarded to your employer's Medical Review Officer. If the results are negative (no drugs detected), the MRO will notify your employer. If the laboratory confirms a positive result (drugs detected), the MRO will contact you at the telephone number you provided to give you the opportunity to discuss the test results and to submit information demonstrating authorized use of the drugs in question