

What You Need to Know about Drug Testing Procedures

Specimen collection will be conducted in accordance with 49 CFR Part 40. The collection procedures have been designed to ensure the security and integrity of the specimen provided by each driver. The procedures will strictly follow federal chain of custody guidelines. These procedures are in accordance with standards which have been established by the U.S. Department of Health and Human Services and have been accepted as appropriate procedures in Canada.

Procedures and Protocol:

- A drug testing custody and control form (CCF) will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.
- A collection kit meeting the requirements of Part 40, Appendix A must be used for the drug test.
- The collection of the specimen must be conducted in a suitable location and must contain all necessary personnel, materials, equipment, facilities, and supervision to provide for collection, security, and temporary storage and transportation of the specimen to a certified laboratory.
- When the driver arrives at the collection site, the collection site employee will ask for identification. The driver may ask the collection site person for identification. You will be asked to provide a photo ID and employer information. If you do not have proper ID your supervisor will be asked to identify you.
- You will not be required to pay for any part of the testing at the collection site.
- The driver will be asked to remove all unnecessary outer garments (coat, jacket, coveralls, and hat). These items, plus any briefcases, purses or other personal belongings must be left with the collector or in a mutually agreeable location. The driver may keep his/her wallet. If the driver refuses to cooperate with these directions, this is considered a refusal to test.
- The collection site person must direct the driver to empty his or her pockets and to display the items in them. If nothing is there that can be used to adulterate a specimen, the driver can place the items back in his/her pockets. If there are materials that could be used to tamper with a specimen, the collector must determine if the material appears to be brought in with the intent to alter the specimen.
 - If the material appears to be brought in with the intention of altering the specimen, a direct observed collection, using the procedure in Section 40.67 should be conducted.
 - If the material appears to have been brought in inadvertently (e.g. eye drops) the material should be secured by the collection site person and a normal collection should proceed.
- The collection will not be observed (see exceptions for observed collection process).
- The driver will then be asked to thoroughly wash and dry his/her hands before providing the specimen. After washing hands, the driver must remain in the presence of the collection site person and may not have access to fountains, faucets, soap dispensers, or other materials that could adulterate the specimen.
- The collection site person will select, or allow the driver to select, an individually wrapped or sealed container from the collection kit materials. Either the collection site person or the driver, with both individuals present, must unwrap or break the seal of the collection container. The seal on the specimen bottle may not be broken at this time. Only the collection container may

be taken into the room used for urination.

- The driver is then instructed to provide his/her specimen in a room that allows for privacy. If the washroom is a multi-stall washroom, the collection may be monitored, meaning that the collector is present outside of the stall that the driver is in. To avoid specimen tampering, any source of water in the partitioned area will be secured with tamper-proof tape or colored with a bluing agent.
- The specimen must consist of at least 45mL of urine. (If there is not 45mL, the collector must proceed with “shy bladder” procedures.) Within 4 minutes after obtaining the specimen, the collection site person will read its temperature. If the specimen temperature is outside the acceptable range, the collector must note this on the CCF and must immediately conduct a new collection using direct observation procedures outlined in Section 40.67. Both specimens must be sent to the lab for testing. The collector must notify the DER that the collection took place under direct observation and the reason for doing so.
- The collection site person will also inspect the specimen for color and look for signs of contamination or tampering. If there are signs of contamination or tampering, the collector must immediately conduct a new collection using direct observation procedures outlined in Section 40.67. Both specimens must be sent to the lab for testing. The collector must notify the DER that the collection took place under direct observation and the reason for doing so.
- The 45mL sample provided must be split into a primary specimen of 30mL and a second specimen (used as the split) of 15mL. The collection site person must place and secure the lids on the bottles, place the tamper-evident bottle seals over the lids and down the sides of the bottles, and write the date on the tamper-evident seals. The driver then initials the tamper-evident bottle seals to certify that the bottles contain specimens he/she provided. All of this must be done in front of the driver.
- All identifying information must be entered on the CCF by the collection site person.
- The CCF must be signed by the collection site person, certifying the collection was accomplished in accordance with the instructions provided.
- The driver must also sign the CCF indicating the specimen was his/hers. You will be given a copy of the CCF for your records. You may want to note on your copy of the CCF any over the counter or prescription medications that you have taken in the last few weeks, in case you are contacted by the MRO.
- The collector is responsible for placing and securing the specimen bottles and a copy of the CCF into an appropriate pouch or plastic bag.
- At this point, the driver may leave the collection site.
- The collection site must forward the specimens to the lab as quickly as possible, within 24 hours or during the next business day.

Unable to provide adequate amount of urine (shy bladder)

Section 40.193 describes the procedures to be followed when a driver does not provide a sufficient amount of urine (45mL) for a drug test. A summary of those procedures is as follows:

- The collector must discard the insufficient specimen and will urge the driver to drink up to 40 ounces of fluid over a period of up to 3 hours or until the driver provides a sufficient urine specimen. It is not a refusal to test if the driver declines to drink.
- If the driver refuses to make an attempt to provide a new urine specimen or leaves the collection site before the collection process is complete, this is a refusal to test, and the collector must note the fact on the “remarks” line of the CCF and immediately notify the DER.

- If the driver does not provide a sufficient specimen within 3 hours, testing must cease and the DER must be notified.
- The DER must direct the driver to obtain, within 5 working days, (not including holidays or weekends) an evaluation from a licensed physician who has expertise in the medical issues raised by the driver's failure to provide a sufficient specimen.
- If the referring physician determines a medical condition precluded, or probably precluded, the driver from providing a sufficient amount of urine, the test must be cancelled. If the referring physician does not determine a medical condition interfered with the provision of a sufficient amount of urine, this is considered a refusal to test.

Observed Collection

If the collector has any reason to believe that the specimen has been altered, substituted, or if the specimen is out of temperature range a second specimen will be collected as soon as possible under direct observation by a collection site person of the same gender.

Under a direct observed collection the driver will be requested to raise his or her shirt, blouse, or dress/skirt as appropriate, above the waist; and lower clothing and underpants to show, by turning around, that the driver does not have a prosthetic device. The observer must watch the driver urinate into the collection container. Specifically, the collector is to watch the urine go from the driver's body into the collection container.

Some Reasons Why an Observed Collection May Be Required

- Invalid specimen reported by the laboratory to the MRO
- Cancelled test by the MRO
- Negative dilute result reported to the MRO (creatinine concentration greater than or equal to 2mg/dL but less than or equal to 5mg/dL)
- Return-to-duty test
- Follow-up test
- Collector observed materials brought to the collection site in an attempt to adulterate the specimen
- Temperature on original specimen out of acceptable range
- Original specimen appeared to have been tampered with

Results

If your drug screen is positive, you will be contacted by the MRO to discuss the result.

Your specimen will only be tested for cocaine, amphetamines, opiates, marijuana and PCP.

Donor Checklist – Please remember to:

- Bring photo ID;
- Not void (urinate) immediately prior to going to the collection site for your test;
- Provide specimen and give to collector;
- Observe the collector attach numbered seals across the lid and down the sides of the container;
- Ensure the numbers on the specimen seals matches the number on the Chain of Custody Form;

- Fill in the donor information on the Drug Testing Custody and Control Form.
- Obtain the donor copy of the form;
- List any medications you are taking on your donor copy of the CCF in case you are contacted by the MRO
- Take your personal belongings with you on your way out.