Defense Health Agency

National Capital Region – Medical Directorate

8901 WISCONSIN AVENUE, BLDG 1, 8TH FLOOR
BETHESDA, MD 20889-5628

Standard Operating Procedures

For

Drug-Free Workplace (DFW) Program

Civilian Urinalysis Collection

STANDING OPERATING PROCEDURE (SOP)

Drug-Free Workplace Program

Civilian Urinalysis Collection

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Purpose. This SOP provides the protocol and responsibilities for the collection, secure handling, and shipping of urine specimens, which will be tested to determine the presence of illegal substance abuse.

Applicability. This SOP applies to all National Capital Region Medical Directorate (NCR MD) federal civilians, to include Walter Reed National Military Medical Center (WRNMMC), DiLorenzo Tricare Health Clinic, Tri-Service Dental Clinic, National Intrepid Center of Excellence, Integrated Referral Management and Appoint Center, Fort Belvoir Community Hospital (FBCH), to include Dumfries and Fairfax Clinics, and the Joint Pathology Center. This SOP does not, however, create any entitlement in personnel tested and deviating from here will not render any testing invalid except as determined by law.

Collection Site Facilities. The collection site facilities are permanent facilities located in Building 8, Floor 6, Room 6115 at WRNMMC, Room 399g Lilly Wellness Center at Fort Belvoir Community Hospital, Room 5B849 at Pentagon, and Women's Restroom #205 and Men's Restroom #206 at Joint Pathology Center. These facilities provide adequate privacy for urine collection. The water source is located in the restroom and is secured prior to the collection and restored after the collection to allow the donor to wash his/her hands. The work area of the Drug Testing Collectors (DTCs) is located directly outside of the restroom. The holding areas for random testing and shy bladders are located in the same rooms as previously stated. Specimen collection hours are based on scheduled on-site collection dates.

References:

(a) Defense Health Agency Administrative Instruction 34 "Drug Free Workplace Program," January 2015

(b) Executive Order 12564, "Drug-free Federal Workplace," September 15, 1986

(c) Department of Health and Human Services 2013 Guidance for Selection of Testing Designated Positions (TDPs), May 6, 2013

(d) Section 503 of the Supplemental Appropriations Act of 1987, Public Law (Pub. L.) 100-71, 101 Statute (Stat.) 391, 468-471, codified at Title 5, United States Code (U.S.C.), Section 7301 note (1987)

(e) Sections 523 and 527 of the Public Health Service Act and implementing regulations at Title 42, Code of Federal Regulations (CFR), Part 2, Confidentiality of Alcohol and Drug-Abuse Patient Treatment Records

(f) Civil Service Reform Act of 1978, Pub. L. 95-454

(g) Title 42, U.S.C., Sec. 290ee-1

(h) Title 42, U.S.C., Sec. 290dd-2

(i) Mandatory Guidelines for Federal Workplace Drug Testing Programs, which includes Scientific and Technical Requirements and Certification of Laboratories Engaged in Urine Drug Testing, Title 53, Federal Register, 11970 (1988), as revised

(j) The Privacy Act of 1974 (Title 5, U.S.C., Sec. 552a)

(k) Executive Order 10450, "Security Requirements for Government Employment," April 27, 1953

(l) Executive Order 12356, "National Security Information," April 2, 1982

(m) Title 5, U.S.C., Sec. 8331(20)

(n) Title 5, U.S.C., Sec. 8401(17)

(o) Title 5, U.S.C., Sec. 7103(a) (10)

(p) Department of Defense (DoD) 5400.11-R, Regulations Implementing the Privacy Act of 1974 for NCR, May 14, 2007

(q) Federal Employees Substance Abuse Education and Treatment Act of 1986, Pub. L. 99-570.

(r) DoD Instruction 1010.09, "DoD Civilian Employee Drug-Free Workplace Program," June 22, 2012

(s) NCR MD Employee Assistance Program Administrative Instruction 1426.01,

(t) DoD Instruction 5210.42, "DoD Nuclear Weapons Personnel Reliability Assurance," April 27, 2016

General

A. Executive Order (EO) 12564: On 15 September 1986, the Executive Order (EO) 12564 established the goal of a Drug-Free Federal Workplace (DFW). This EO recognized the serious impact of illegal drug use on the national workforce and required Federal agencies to develop a plan for achieving the objective of a DFW, with due consideration of the rights of the Government, the employees, and the general public. To achieve these goals, the Defense Health Agency implemented the DFW drug testing program for NCR MD civilian employees.

B. Testing Designated Positions (TDPs): The NCR MD civilian employee positions that have been identified by the Substance Abuse and Mental Health Services Administration (SAMHSA) as subject to random drug testing. TDPs are characterized by their critical safety or security responsibilities as they relate to the mission of the DOD component. Employees in these TDPs are subject to random testing that occurs without suspicion that a particular individual is using illegal drugs.

Note: Not all NCR MD civilian employees are subject to random testing; Reference (c) identifies by categories the positions that are subject to random testing**.**

C. Sensitive Positions/Categories of Positions:

1. Law Enforcement:

a. Positions that authorize the incumbent to carry firearms.

b. Front line law enforcement personnel with drug interdiction duties who have access to firearms.

2. National Security:

a. Positions that require the incumbent to maintain a Top secret clearance.

b. Positions that require the incumbent to have access to Sensitive Compartmented Information.

3. Protection of Life and Property:

a. Personnel Reliability Program (PRP) positions. Nuclear duty positions or chemical duty positions under the provisions of Reference (t).

b. Positions that require duties involving the supervision or performance of controlling and extinguishing fires, and/or the rescuing of people endangered by fire.

c. Positions that require the handling of munitions or explosives in connection with the manufacturing, maintenance, storage, inspection, transportation, or demilitarization of these items.

d. Positions that require the incumbents to electroplate critical aircraft parts.

4. Public Health or Safety:

a. Positions that require the incumbent to operate a motor vehicle transporting one or more passengers on at least a weekly basis.

b. Operators of motor vehicles who are required to have commercial driver's license and drive motor vehicles weighing more than 26,001 pounds or drive motor vehicles transporting hazardous materials.

D. Categories of Drug Testing:

1. Pre-employment: NCR MD applicants tentatively selected for appointment to a Testing Designated Position (TDP) are required to participate in applicant testing PRIOR to appointment or selection for a TDP.

2. Random: Testing of NCR MD civilian employees in TDPs conducted on a random basis.

3. Reasonable Suspicion/Cause: NCR MD civilian employees in TDPs are subject to reasonable suspicion testing when there is reasonable suspicion that an employee uses illegal drugs or impaired while on duty.

4. Post-Accident: All NCR MD civilian employees may be subject to testing when there is an examination authorized by an appropriate activity leader regarding an accident or unsafe practice. Accordingly, employees may be subject to testing based on the circumstances of the accident and their actions are reasonably suspected of having caused or contributed to an accident that results in death or personal injury requiring immediate hospitalization or in damage to Government or private property estimated to be in excess of $20,000.

5. Follow-up: All NCR MD civilian employees who have returned to duty and who have successfully completed rehabilitation and /or are enrolled for illegal drug abuse may be subject to unannounced follow-up testing.

6. Other (specify): Volunteer - Any NCR MD civilian employee who volunteers to be drug tested on a random basis. Volunteers are maintained in a separate pool from the TDP pool.

E. Testing Frequency Requirements (Random testing)

Random testing for civilian TDP's will be 100% of the TDP Pool over a two-year period or 50% per year unless directed otherwise by published memorandum from the director, NCR-MD. The random.org system will be used for the random selections.

Responsibilities

A. Civilian Human Resources Center (CHRC)

1. Establish a process for ensuring that all necessary administrative requirements are accomplished (e.g., documenting the condition of employment, coding the positions in the Defense Civilian Personnel Data System (DCPDS), placing the requirements in vacancy announcements and the annotation of the position descriptions).

2. Ensure that employees assigned to Testing Designated Positions complete the following: (Condition(s) of Employment for Certain Civilian Positions Identified Critical) See Annex L.

3. Ensure the employee, supervisor, and the human resources department receives copies of the completed form.

B. Labor Management Employee Relations/Legal Advisor

1. Provide assistance to management when an employee has a confirmed positive drug test under the DFW testing program.

2. Receive positive results from NCR MD HQ and contact the supervisor/employee of the results**.**

C. Drug Free Workplace Program (DFWP) Coordinator. The NCR MD will have a DFWP Coordinator assigned to carry out the purposes of the DFW program. The DFWP Coordinator will be responsible for the administration and management of the DFW program. The DFWP Coordinator shall serve as the principal contact with the laboratory and collection activities in assuring the effective operation of the drug testing portion of the Program. In carrying out his/her responsibilities the DFWP Coordinator shall, among other duties:

1. Arrange for all testing authorized under this SOP.

2. Ensure that all employees subject to random testing receive individual notice prior to the implementation of the DFW program, and that such employees return a signed acknowledgment of receipt form.

3. Document, through written Defense Health Agency (DHA) inspection reports, all results of laboratory inspections conducted

4. Coordinate with and report to the DHA Program Manager on activities and findings that may affect the reliability or accuracy of laboratory results.

5. In coordination with the Employee Assistance Program (EAP) and in accordance with Reference(s), publicize and disseminate drug program educational materials and oversee training and education sessions regarding drug use and available EAP services.

6. Coordinate all DFWP duties in the MTFs and Centers wherever possible to conserve resources and to efficiently and speedily accomplish reliable and accurate testing objectives.

7. Serve as the subject matter on urinalysis collection and testing.

8. Manage expenditures and supplies.

D. Drug Testing Coordinator (DTC). The DTC will ensure urine specimens are collected and transported to Fort Meade FTDTL according to the Department of Health and Human Services Mandatory (DHHS) Guidelines. The DTC responsibilities will include:

1. Operate a forensically secure Drug Testing Program control point. Serve as the subject matter expert on urinalysis collection and testing.

2. Notify the DFWP coordinator on issues that may come up during urinalysis collection and testing

E. Medical Review Officer (MRO). The MRO is a physician, contracted by the Department of Interior through Pembrooke Occupational Health. An MRO is defined as a licensed physician who receives laboratory results, has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's positive test result together with his or her medical history and any other relevant biomedical information. Only individuals holding either a Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.) degree may serve as MROs for federally regulated programs. The MRO has the following responsibilities:

1. Determine that the information on the Federal drug testing custody and control form (CCF) is forensically and scientifically supportable;

2. Interview the donor when required. If required, the MRO will:

a. Contact the donor by the phone number listed on the MRO copy of the CCF. Three attempts in a 24-hour period will be made to contact the donor.

b. If unsuccessful, the MRO will contact the DFWP coordinator for assistance. The DFWP coordinator is given a 5-day notice to have the donor call the MRO. The DFWP coordinator will contact the donor and advise him/her to call the MRO promptly.

c. If the DFWP coordinator is unable to contact the donor, the DFWP coordinator should call the MRO and state the reason why no contact was made. Pembrooke will automatically report the donor as a "Positive/No Contact" after a waiting period of 14 days from the time the MRO received the laboratory report in his office.

d. If the DFWP coordinator concludes extenuating circumstances prevented the donor from calling during the 5-day period, the MRO review process can begin anew.

3. Make a determination regarding the test results.

4. Report the verified result to the DFWP.

5. Maintain records and confidentiality of the information.

F. Employee Assistance Program Coordinator (EAPC) will assess, plan, and establish local procedures for providing comprehensive EAP services for eligible NCR MD civilian employees and military and civilian family members within the military community.

G. Collection Site Personnel (CSP)

1. Arrange for the DTCs' base access request and parking pass.

2. The day of the random testing, escort the DTCs to the testing site.

3. Notify the DFWP coordinator on issues that may come up during urinalysis collection and testing

4. Within 24 hours of random drug testing completion, email all COCs, notification forms, and deferral forms to the DFWP coordinator.

NOTE: The DFWP coordinator may delegate to CSP the notification of supervisor for random testing

H. Supervisors

1. Verbally and privately notify the employee immediately upon receiving the name from the DFWP coordinator/CSP. Employee MUST report WITHIN 2 HOURS of notification.

2. Notification for the employee to report for testing must be made both verbally and privately. NO other method of notification is authorized.

3. Initial and date the notification form to be given to the employee when he or she comes in for testing.

4. If employee is not available for testing, supervisor must complete the deferral form and email the form to the DFWP coordinator/CSP.

5. Email all deferral forms to the DFWP coordinator/CSP by the end of the day.

I. Individuals in TDP Positions

1. Sign and return "Acknowledgement of Receipt" to DFWP coordinator.

2. If randomly selected, initial and date the notification form.

3. Must report within 2 hours of being verbally notified by supervisor.

4. Bring appropriate photo identification to the testing site.

5. Provide urine sample when required.

6. Cooperate with the MRO to provide additional information regarding a drug test.

J. Individuals with "Positive" Test Results

1. Individuals with "Positive" test results will have the opportunity to justify it to the MRO. The MRO will assure that an individual who has tested positive is afforded an opportunity to discuss the test result.

2. An employee may be found to use illegal drugs on the basis of any appropriate evidence, including, but not limited to:

1) Direct observation.

2) Evidence obtained from an arrest or criminal conviction.

3) A verified positive test result, or

4) An employee's voluntary admission.

3. Mandatory Administrative Actions. The NCR MD shall contact the LMER Staff who will contact the Supervisor. The supervisor will refer an employee found to use illegal drugs to the EAP and, if the employee occupies a sensitive position, immediately remove the employee from that position without regard to whether it is a TDP. At the discretion of the MTFs and Center Directors however, and as part of successful participation in an EAP, an employee may return to duty in a sensitive position if the employee's return would not endanger public health or safety or national security.

4. Range of Consequences. Disciplinary action taken against an employee found to use illegal drugs may include the full range of disciplinary actions, including reducing the employee in pay or grade, or removal. The severity of the action chosen will depend on the circumstances of each case, and will be consistent with Reference (f). NCR MD shall initiate disciplinary action against any employee found to use illegal drugs, but shall not discipline an employee who voluntarily admits to illegal drug use in accordance with paragraph 5(f) of Enclosure 3. Such disciplinary action, consistent with the requirements of any governing collective bargaining agreement, and Reference (h), as well as other applicable statutes, regulation, and DoD or NCR MD directives may include any of the following measures, but, depending on various situational factors, some disciplinary action must be initiated, such as:

5) Suspending the employee for 14 days or less.

6) Suspending the employee for 15 days or more.

7) Reducing the employee in pay or grade.

8) Removing the employee from Federal service.

b. Initiation of Mandatory Removal from Service. NCR shall initiate action to remove an employee for:

1) Refusing to obtain counseling or rehabilitation through an EAP as required by Reference (s) after having been found to use illegal drugs;

2) Not refraining from illegal drug use after a first finding of such use. All letters to propose and decide on a separation action should be worked out in consultation with the CHRC Labor Management Employee Relations Branch.

NOTE: Taking someone else's prescription is illegal and will be considered illegitimate "Positive" test result.

****For detailed descriptions of responsibilities please refer to DHA AI 34, Drug-Free Workplace Program**

PROCEDURES

These procedures are IAW Department of Health and Human Services (DHHS) Mandatory guidelines; for the detailed procedure or any differences please refer to the DHHS "Urine Specimen Collection Handbook."

A. Notification Procedures:

The DFWP Coordinator will:

1. Determine date of testing and target number of selectees.

2. Arrange for testing dates between NCR MD and the place of testing to ensure all personnel involved who run the program will be available the day of testing.

3. Request for collectors to be present at the testing facility the day(s) of the testing through the Pembrooke agency.

4. Pull an updated TDP roster from eBoxi system within 5 days of the scheduled testing for the most accurate roster. The TDP roster will include all TDP employees and their current supervisors.

5. Use www.random.org and set the standards to receive a set of numbers based on the number of personnel testing out of the TDP pool.

6. Match the set of numbers obtained from www.random.org to numbers assigned to TDP employees.

7. Provide the random testing spreadsheet (list of personnel) to CSP at the testing facility the day before the testing.

8. The day of the testing, ensure the CSP notify the selected employee's supervisor.

9. Once the supervisor is notified by the DFWP coordinator/CSP, the supervisor will then notify the selected employee in private (if available) using the Supervisor to Employee Notification form.

10. If employee is unavailable (i.e., approved scheduled off), the supervisor will fill out the deferral form and will email the DFWP coordinator/CSP.

11. Ensure the DTCs from the Pembrooke Agency perform the collection.

12. Receive all testing materials (Custody and Control form (CCF), notification, and deferral forms) from CSP, DTCs, and supervisors within 24 hours of completion of the random testing for our records.

13. Retrieve results from the E-drug site within five to seven business days.

B. Pre-collection Procedures

The DTC will:

1. Prepare Collection Site.

a. Ensure restricted access.

b. Provide a source of water for washing hands, preferably external to the restroom. Providing the donor with a moist towlette is acceptable.

c. Ensure a secure, clean work area for writing.

d. Provide a restroom/stall with a toilet for donors to have privacy.

e. Ensure the bluing agent is placed in tank/toilet bowl.

f. Ensure the water source is secure and not available.

g. Ensure that there are no adulterants in the restroom.

Note: If access to a water supply in the restroom cannot be controlled, the DTC may tell the donor that he or she will be listening at the entrance to the restroom for any sounds associated with the donor attempting to use the available sources of water. Alternatively, the DTC may enter the restroom with the donor if the DTC is the same gender as the donor, but remains outside the toilet stall. (See ANNEX A-Monitored collection)

Collection Supplies

The DTC will supply the civilian collection kits and CCF obtained from Fort Meade FTDTL.

**Included in the civilian collection kit:

a. ** Single-use wrapped or sealed collection container.

b. ** Single-use, wrapped or sealed specimen bottles with appropriate caps/lids.

c. ** Temperature strips that can be attached to the exterior surface of collection containers or specimen bottles to measure the temperature.

d. ** CCFs

e. ** Tamper-evident labels/seals are provided with each CCFs.

f. ** Leak-proof plastic bags in which sealed specimen bottles and CCF are placed.

g. ** Absorbent material that is placed inside the leak proof plastic bag.

j. Additional supply of tamper-evident seals in case seal does not adhere to the specimen bottle.

k. Bluing agent or other coloring agent.

l. Storage area/container for temporary storage with limited access if specimens cannot be immediately shipped.

m. Disposable gloves: DHHS recommends that collectors use single-use disposable gloves when handling specimens.

C. Collection Procedures: The following steps describe a typical urine collection procedure under the Mandatory Guidelines:

1. The DTC begins the collection without delay after the donor arrives at the collection site.

Note: If the donor walks into the stall and still cannot provide a specimen, the DTC will follow shy bladder procedures. (See ANNEX B-Shy bladder procedures)

2. The DTC requests the donor to present a photo identification issued by a Federal, state, or local government agency. IAW DHHS guidelines. (See Annex C- Donor Identification Requirements).

a. In situations where the donor does not have either a photo identification or two other appropriate items of identification that could be used to verify identity and signature, this should not be automatically considered a refusal to test. The DTC should proceed with the collection. The DTC should provide sufficient information on the "Remarks" line to help the MRO and the agency make a determination regarding the validity of the specimen and the collection process.

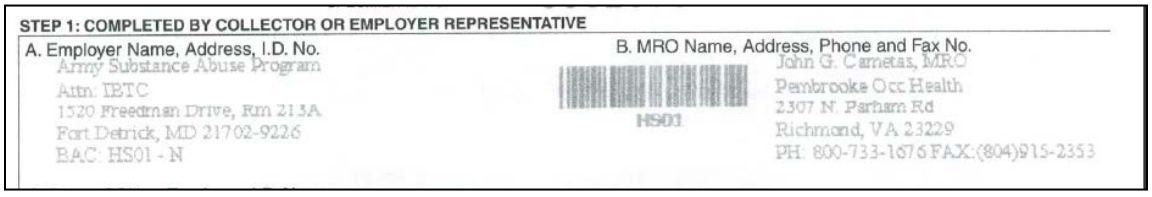
3. The DTC reviews the instructions on the back of the CCF with the donor.

4. The DTC begins entering information and/or ensures that the required information is provided at the top of the CCF. (See ANNEX D-Example completed CCF).

Note: The addresses may be completed in advance.

STEP 1: COMPLETED BY DTC OR EMPLOYER REPRESENTATIVE

A-"Employer name, address, ID No"



Print the full name and address of the MTF

Place the Base Area Code (BAC) under the MTF's address

NCR-MD

8901 WISCONSIN AVENUE, BLDG 1, 8TH FLOOR

BETHESDA, MD 20889-5628

DDAAFF

B. " MRO name, address, phone and fax number"--

Print the full MRO name, address, phone and fax number.

Dr. John G. Cametas, MRO
Pembrooke Occupational Health

2307 N. Parham Rd

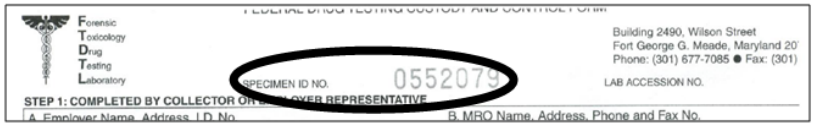
Richmond, VA 23229

Phone #--800-733-1676

Fax #--804-915-5050

C. "Donor SSN or employee ID No"

Re-write the assigned specimen ID number located on the top of the CCF.



D. "Reason for test" --

The DFWP/CSP will instruct the DTC on the reason for test at time of notification.

Check the appropriate reason for test.

Mark with an "X" the appropriate box for the current collection.

- ❑ **Pre-employment**
- ❑ **Random:**
- ❑ **Reasonable Suspicion/Cause**
- ❑ **Post Accident**
- ❑ **Follow-up**
- ❑ **Other (specify): Volunteer**
- ❑ **Return to Duty**

E. "Drug Tests to be performed"

Check the box for all 5 drugs --THC, Cocaine, PCP, Opiates and Amphetamines

F. "Collection Site Address"

DTC completes collection site information: enters the name, business phone and fax number of the Drug Collection Point (IBCP).

NCR-MD (DFWP: *Joe Snuffy*)

8901 Wisconsin Avenue, Building 8, 6th Floor, Room 6115

Bethesda, MD 20889

Phone: 301-295-0308; Fax: 000-000-000

Note: The supervisor will ensure that the Employee Notification form is discussed and completed by both the supervisor and the employee (Annex N). The completed form will be given to the DTC by the donor upon their arrival to the collection site.

5. The DTC asks the donor to remove any unnecessary outer clothing (e.g., coat, jacket, hat, etc.) and to leave any briefcase, purse, or other personal belongings he or she is carrying with the outer clothing or a secure safe. The donor may retain his or her wallet.

Note: The donor must not be asked to remove other articles of clothing, such as, shirts, pants, dresses, or under garments. Additionally, the donor must not be requested or required to remove all clothing and wear a hospital or examination gown.

6. The DTC directs the donor to empty his or her pockets and display the items to ensure that no items are present that could be used to adulterate the specimen. If nothing is there that can be used to adulterate a specimen, the donor places the items back into the pockets and the collection procedure continues.

Note: If an item is found that appears to have been brought to the collection site with the intent to adulterate the specimen, a direct observed collection procedure is used. If the item appears to be inadvertently brought to the collection site, secure the item and continue with the normal collection procedure. (See ANNEX E-Possible Adulteration or Substitution)

7. The DTC instructs the donor to wash and dry his or her hands, preferably under the collector's observation

Note: Providing the donor with a moist towlette is acceptable.

Note: The donor must not be allowed any further access to water or other materials that could be used to adulterate/dilute the specimen.

8. The DTC either gives the donor or allows the donor to select the collection container

from the available supply. Either the DTC or the donor, with both present, then unwraps or breaks the seal of the collection container.

Note: Do not unwrap or break the seal on any specimen bottle at this time.

Note: Do not allow the donor to take anything except the collection container into the room used for urination.

9. The DTC directs the donor to go into the room used for urination and:

a. Provide a specimen of at least 45 ml (split specimen collection)

b. Not to flush the toilet

c. Return with the specimen as soon as possible after completing the void. The DTC needs to take the temperature of the specimen within 4 minutes.

Note: The donor is always permitted to provide a specimen in private unless a direct observed collection has been authorized. (See ANNEX F-Direct Observation Procedures)

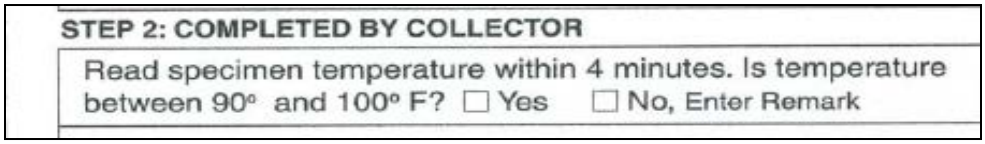
10. After the donor hands the specimen to the collector, the DTC must measure the temperature of the specimen, check the specimen volume, and inspect the specimen for adulteration or substitution.

STEP 2: TO BE COMPLETED BY DTC

Read specimen temperature within 4 minutes of collection.

a. Temperature. Check the temperature of the specimen within four minutes after the donor hands the DTC the specimen. The acceptable temperature range is 32^{o}-38^{o} C or 90^{o}-100^{o} F. Temperature is determined by reading the temperature strip originally affixed to or placed on the outside of the collection container after the donor hands the specimen to the collector.

1) If the temperature is within the acceptable range, the "Yes" box is marked in STEP 2 on the CCF and the DTC proceeds with the collection procedure.



2) If the temperature is outside the acceptable range, the "No" box is marked in Step 2 on the CCF, the temperature is noted and the DTC takes appropriate action. (See ANNEX G-Temperature out of range).

b. Specimen Volume. Check to make sure that the specimen contains a sufficient amount of urine (i.e., 45 ml for a split specimen collection)

1) If greater than or equal to 45 ml proceed with collection procedure.

2) If less than <45 ml take appropriate action (See ANNEX H-Insufficient specimen volume)

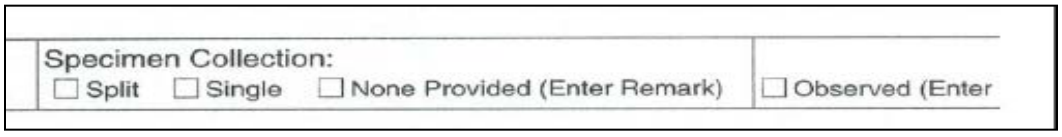
Note: Under no circumstance is the DTC permitted to collect and add or combine urine from two separate voids.

c. Adulteration or Substitution. Inspect the specimen for unusual color, presence of foreign objects or material, or other signs of adulteration (e.g., unusual odor).

1) If there is no apparent adulteration or substitution, the DTC will proceed with procedure.

2) If it is apparent from this inspection that the donor has adulterated or substituted the specimen (e.g., the specimen is blue, exhibits excessive foaming when shaken, or has a smell of bleach), the DTC must take appropriate action. (See ANNEX E-Possible Adulteration or Substitution)

11. The DTC will indicate by marking the appropriate box with an "X." The DTC checks the "Split" specimen collection box. If none is provided the DTCwill mark the "None Provided" specimen collection box.



12. If it is an observed collection, this box is checked and a remark is provided in STEP 2, Enter Remarks.

Observed (Enter remark)

The DTC will indicate any remarks concerning the collection.

Example: "Donor refused to sign in Step 4"

"Identification verified by supervisor"

"Suspected Adulteration"

"Second seal applied, original seal lifting off/broke"

REMARKS:_____

(See ANNEX K-Remarks/Additional Comments)

13. The sealed specimen bottle is then unwrapped/opened in the donor's presence after the donor gives the specimen in the collection container to the DTC. The DTC or the donor may unwrap/open the specimen bottle.

Note: Both the DTC and the donor will maintain visual contact of the specimen until the label/seal is placed over the specimen bottle cap/lid.

STEP 3: TO BE COMPLETED BY THE DTC AND THE DONOR – The DTC affixes bottle seal(s) to bottle(s). The DTC dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy).

14. The DTC pours 30 ml of the specimen from the collection container into specimen bottle "A" and pours 15 ml into bottle "B", places the lid/cap on the bottles, and uses the "A" bottle tamper-evident label/seal for 30ml and "B SPLIT" bottle tamper-evident label/seal for 15ml.

Note: The tamper-evident label/seal must be placed over the lid/cap to ensure that the lid/cap cannot be removed without destroying the label/seal. The donor must be present to observe the sealing of the specimen bottle(s).

15. The DTC writes the date on the tamper-evident label(s)/seal(s). The donor is requested to initial the tamper-evident label(s)/seal(s).

Note: Occasionally, the tamper-evident label/seal provided with the CCF will not properly adhere to the specimen bottle because of environmental conditions (e.g., moisture, temperature, specimen bottle material) or accidental break/damage to the seal. When this occurs, the DTC should still apply the tamper-evident label/seal provided with the CCF and then apply a second, separate tamper-evident seal to seal the specimen bottle. This second seal should be placed perpendicular to the CCF label/seal to avoid obscuring information on the CCF label/seal. This second seal must be initialed and dated by the DTC and should be initialed by the donor (i.e., if the donor is still present when it is apparent that the CCF label/seal is not properly adhering to the specimen bottle; however, a label/seal may appear to adhere when initially placed on the bottle, but after several minutes the label/seal begins to lift off along the edges). The DTC must also provide an appropriate comment on the "Remarks" line (CCF, Step 2) stating why the second seal was used.

Note: Since the specimen bottle is now sealed with tamper-evident tape and does not have to be under the donor's direct observation, the donor is allowed to wash his or her hands if he or she desires to do so.

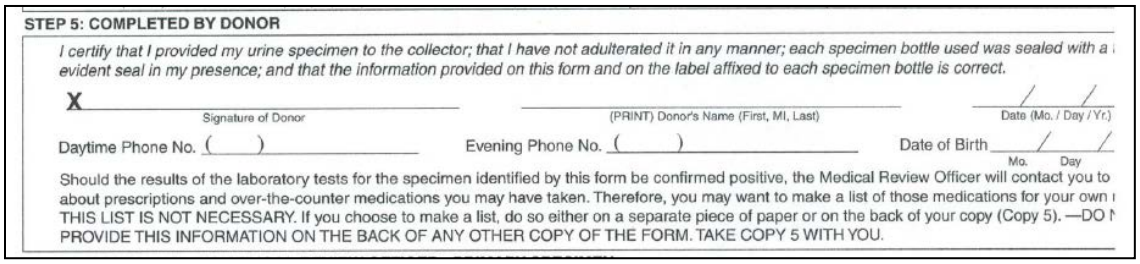
TURN TO COPY 2 (MRO COPY)

STEP 5: COMPLETED BY DONOR

16. The DTC will direct the donor to read the following statement:

"I certify that I provided my urine specimen to the collector; that I have not adulterated it in any manner; each specimen bottle used was sealed with the tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle is correct."

17. The DTC will direct the donor to sign, print name, date, provide phone numbers, and date of birth on the lines provided.


STEP 5: COMPLETED BY DONOR

I certify that I provided my urine specimen to the collector; that I have not adulterated it in any manner; each specimen bottle used was sealed with a evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle is correct.

X _____ Signature of Donor

_____ (PRINT) Donor's Name (First, MI, Last)

___/___/___ Date (Mo. / Day / Yr.)

Daytime Phone No. (___) _____ Evening Phone No. (___) _____ Date of Birth ___/___/___ Mo. Day

Should the results of the laboratory tests for the specimen identified by this form be confirmed positive, the Medical Review Officer will contact you to about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications for your own THIS LIST IS NOT NECESSARY. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 5). —DO PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

Note: If the donor refuses to sign the form, the DTC must make a notation on the "**REMARKS**" line (New CCF, Copy 1, step 2) to that effect. The same procedure will be followed if the donor refuses to initial the label/seal. (See ANNEX K--Remarks/Additional Comments)

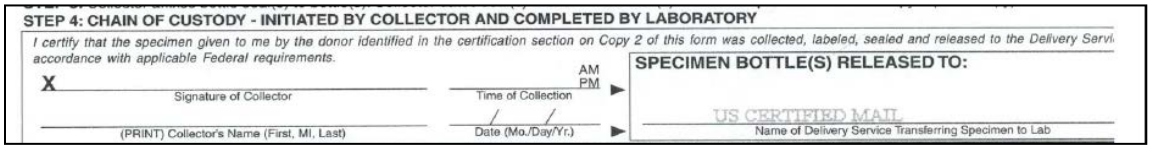
TURN TO COPY 1 (LAB COPY)

STEP 4: CHAIN OF CUSTODY –INITATED BY DTC AND COMPLETED BY LABORATORY

18. The DTC will read the following statement:

"I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form, was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable Federal requirements."

19. The DTC completes the chain of custody on Step 4 of the CCF by printing his or her name, signing where indicated, recording the date and time of the collection, and indicating the specific name of the delivery service to whom the specimen bottle(s) are being released:


STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Servi accordance with applicable Federal requirements.

X _____ Signature of Collector

_____ (PRINT) Collector's Name (First, MI, Last)

_____ Time of Collection AM PM ►

___/___/___ Date (Mo./Day/Yr.) ►

SPECIMEN BOTTLE(S) RELEASED TO:

US CERTIFIED MAIL

Name of Delivery Service Transferring Specimen to Lab

20. The DTC removes Copy 5 from the CCF and gives it to the donor. At this time, the DTC can tell the donor to list any prescription and over-the-counter medications he or she may

have recently taken on the back of the donor copy (Copy 5) of the CCF, but not on any other copy.

Note: This information will help the donor remember what medications he or she may have taken if a positive result is reported by the laboratory to the MRO.

21. The donor will remain until after the DTC has placed the specimen and laboratory copy of the CCF in a leak-proof bag.

22. The donor may now leave the collection site.

D. Post Collection Procedures

1. Packing the specimens - The DTC places the sealed plastic bag in a shipping container; small box for 1-2 specimens or large box for 10-12 specimens and seals the shipping container as appropriate. Do not put tape around edges of boxes and do not use alternate shipping boxes.

Note: If a DTC is collecting several specimens within a short period of time, the sealed plastic bags may be placed into a single shipping container. The DTC must maintain visual contact of the sealed plastic bags until all plastic bags are sealed in the single shipping container or placed in the temporary storage safe.

2. Shipment of Specimen.

a. DTC sends the container to the laboratory as soon as possible via FedEx billable stamp. (see photos below)

Note: There is no requirement for couriers, express carriers, or postal personnel to document chain of custody for the specimens during transit because they do not have access to the specimen(s) or the CCF. Chain of custody annotations resume when the shipping container/package is opened and an individual at the laboratory has access to the specimen bottle(s) and the CCF.

b. Civilian specimens are sent to:

Forensic Toxicology Drug Testing Laboratory.

ATTN: Civilian Testing

Building 2490, Wilson Street

Fort George G. Meade, MD 20755

E. Disposition Instructions for each copy of the CCF:

1. Copy 1. Laboratory – Must accompany specimen to the Laboratory

2. Copy 2. Medical Review Officer Copy – the DTC distributes this copy to the MRO (Fax/Scan then file the original).

3. Copy 3. DTC Copy- The DTC will maintain this copy.

4. Copy 4. Employer Copy- The DFWP coordinator will maintain this copy.

5. Copy 5. Donor Copy- The DTC removes Copy 5 and gives it to the donor after the DTC completes Step 4 on Copy 1, indicating receipt of the donor's specimen.

F. Disinfecting and Sanitation Instructions

1. Disinfectants:

a. Any household liquid or spray disinfectant (e.g. Lysol) can be used. The disinfecting method will depend upon the instructions on the container's label. The disinfectant must contain a germicide.

b. A mixture of 10% bleach and 90% water, which is prepared the same day of use, is an effective disinfectant. Gloves must be worn when applying the mixture. After application, it should be allowed to air-dry. (Do not get the mixture on clothing).

2. Sanitation - Urine spills must be wiped up and disinfected as described below:

(1) Paper toweling should be placed over the site of the spill

(2) A "liberal" amount of the disinfectant should be sprayed or poured over the paper toweling and allowed to sit for approximately five minutes.

(3) The used paper toweling should be put in a plastic bag-lined trash container.

(4) After the closure of the collection site, the DTC must disinfect the table and all reusable objects touched during the collection procedure. Following disposal of all used gloves and disinfecting materials in the trash container, the DTC should remove the plastic bag from the trash container, tie the top closed, and put it in a dumpster.

ANNEX A

Monitored Collection

Guidelines require if a monitored collection is needed due to the collection site limitations, the monitor must be the same gender.

A monitored collection is the same as that for a routine collection, except that a monitor accompanies the donor into the restroom to check for signs that the donor may be tampering with the specimen. The monitor remains in the restroom, but outside the stall, while the donor is providing the specimen. A person of the same gender as the donor shall serve as the monitor, unless the monitor is a medical professional (e.g., nurse, doctor, physician's assistant, technologist, or technician licensed or certified to practice in the jurisdiction in which the collection takes place). The monitor may be an individual other than the DTC and need not be a qualified collector. The DTC will document the monitors name on the CCF in the remarks section.

ANNEX B

Shy Bladder Procedures

When a donor is unable to provide a urine specimen, the donor may have intentionally urinated prior to arriving at the collection site, could not provide a specimen as directed by the DTC, has a physical disability making it impossible to provide a specimen, or has a "shy bladder." The term "shy bladder" usually refers to an individual who is unable to provide a specimen either upon demand or when someone is nearby during the attempted urination.

If a donor tells the collector, upon arrival at the collection site, that he or she cannot provide a specimen, the DTC must begin the collection procedure regardless of the reason given.

At the point in the collection procedure where the DTC and donor unwrap/open a collection container, the DTC does the following:

1. Requests the donor to try to provide a specimen.

Note: The donor demonstrates his or her inability to provide a valid specimen when the donor comes out of the enclosed toilet stall with an empty collection container.

2. Directs the donor to drink some fluids.

- The donor is given a reasonable amount of fluid to drink distributed reasonably through a period of up to 3 hours, or until the donor has provided a new sufficient amount of urine, whichever occurs first.

- The donor must remain under the direct observation of the DTC or an agency representative to prevent the donor from possibly compromising the collection process.

- If the donor refuses to drink fluids as directed, it is not a refusal to test.

- If the donor refuses to attempt to provide a urine specimen, the collection procedure is discontinued and a “refusal to test” is noted on the “Remarks” line of the CCF.

- Instructs the donor to notify the DTC when he or she is able to provide a sufficient quantity of specimen. The DTC uses the CCD from the first attempt.

- It is recommended that the DTC allow sufficient time to have only one additional attempt rather than having to document several unsuccessful attempts.

3. Maintains a record of the time of each attempt, whether there was no specimen provided or the quantity of specimen provided, and the total ounces of fluid given to the donor.

4. Discards any inadequate specimen and the collection container that was used for the void, but retains the CCF.

Note: If there was actually no specimen provided on an attempt, the collection container will be discarded and new sealed collection kit will be used for the next attempt.

5. Discontinues the collection procedure and notifies the DFWP coordinator of a potential "shy bladder" situation if after a period of three hours (i.e., from the time the donor first demonstrated that he or she was unable to provide a sufficient quantity of specimen) the donor is still unable to provide an adequate specimen.

6. Indicates "Shy Bladder" on the "Remarks" line of the CCF and attaches a copy of the record documenting the attempts to collect a specimen. Copy 1 is discarded since no valid specimen was collected and the other copies of the CCF are distributed as appropriate (Copy 2, send to the MRO; Copy 3 retained by the DTC; Copy 4 retained by DFWP Coordinator; Copy 5 retained by the donor).

ANNEX C

Donor Identification Requirements

The donor must provide appropriate identification to the DTC upon arrival at the collection site. Acceptable forms of identification include:

1. A photo identification (e.g., CAC card, driver's license, employee badge),

2. Identification by an agency representative, or

3. Any other identification allowed under an agency's Workplace drug testing plan.

4. Unacceptable forms of identification include:

    a. Identification by a co-worker,

    b. Identification by another donor, or

    c. Use of a single non-photo identification card (e.g., social security card, credit card, union or other membership cards, pay vouchers, voter registration card).

Note: In situations where the donor does not have either photo identification or two other appropriate items of identification that could be used to verify identity and signature, this should not be automatically considered a refusal to test. The DTC should proceed with the collection. The DTC should provide sufficient information on the "Remarks" line to help the MRO and the agency make a determination regarding the validity of the specimen and the collection process.

Note: If the donor asks the DTC to provide identification, the DTC must show the donor some form of identification. It must include the collector's name and the employer's name, address, and telephone number. It does not have to be picture identification or include a home address and telephone number.

ANNEX D

Custody and Control Form (CCF) Sample

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

SPECIMEN ID NO. 0000001

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE ACCESSION NO.

A. Employer Name, Address, I.D. No. | B. MRO Name, Address, Phone No. and Fax No.

C. Donor SSN or Employee I.D. No. _____

D. Specify Testing Authority: ☐ HHS ☐ NRC ☐ DOT – Specify DOT Agency: ☐ FMCSA ☐ FAA ☐ FRA ☐ FTA ☐ PHMSA ☐ USCG

E. Reason for Test: ☐ Pre-employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident ☐ Return to Duty ☐ Follow-up ☐ Other (specify) _____

F. Drug Tests to be Performed: ☐ THC, COC, PCP, OPI, AMP ☐ THC & COC Only ☐ Other (specify) _____

G. Collection Site Address:

Collector Phone No. _____

Collector Fax No. _____

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate) Collector reads specimen temperature within 4 minutes.

Temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark | Collection: ☐ Split ☐ Single ☐ None Provided, Enter Remark | ☐ Observed, Enter Remark

REMARKS

STEP 3: Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seals(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable Federal requirements.

SPECIMEN BOTTLE(S) RELEASED TO:

X _____ Signature of Collector

(PRINT) Collector's Name (First, MI, Last) | Date (Mo/Day/Yr) | Time of Collection: AM PM | Name of Delivery Service

RECEIVED AT IITF:

X _____ Signature of Accessioner

(PRINT) Accessioner's Name (First, MI, Last) | Date (Mo/Day/Yr)

IITF Name and Address (if not above):

Primary Specimen Bottle Seal Intact ☐ YES ☐ NO If NO, Enter remark in Step 5A.

SPECIMEN BOTTLE(S) RELEASED TO:

TRANSFER FROM IITF TO LAB. *I certify that the specimen identified on this form was handled using chain of custody procedures and resealed in accordance with applicable Federal requirements.*

SPECIMEN BOTTLE(S) RELEASED TO:

X _____ Signature | (PRINT) Name (First, MI, Last) | Date (Mo/Day/Yr) | Name of Delivery Service

RECEIVED AT LAB:

X _____ Signature of Accessioner

(PRINT) Accessioner's Name (First, MI, Last) | Date (Mo/Day/Yr)

Primary Specimen Bottle Seal Intact ☐ YES ☐ NO If NO, Enter remark in Step 5A.

SPECIMEN BOTTLE(S) RELEASED TO:

STEP 5A: PRIMARY SPECIMEN REPORT - COMPLETED BY TEST FACILITY

☐ **NEGATIVE** ☐ DILUTE ☐ **POSITIVE** for: ☐ Marijuana Metabolite (Δ9-THCA) ☐ Cocaine Metabolite (BZE) ☐ PCP ☐ 6-Acetylmorphine ☐ Morphine ☐ Codeine ☐ Methamphetamine ☐ Amphetamine ☐ MDMA ☐ MDA ☐ MDEA

☐ **REJECTED** ☐ **ADULTERATED** ☐ **SUBSTITUTED** ☐ **INVALID RESULT**

REMARKS: _____

Test Facility (if different from above) : _____

I certify that the specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

X _____ Signature of Certifying Technician/Scientist | (PRINT) Certifying Technician/Scientist's Name (First, MI, Last) | Date (Mo/Day/Yr)

STEP 5B: COMPLETED BY SPLIT TESTING LABORATORY

☐ **SPLIT SPECIMEN TESTED; SEE LABORATORY REPORT** _____ Split Testing Laboratory's Name (City, State)

0000001 SPECIMEN ID NO. A — PLACE OVER CAP — 0000001 SPECIMEN BOTTLE SEAL — Date (Mo/Day/Yr) — Donor's Initials

0000001 SPECIMEN ID NO. B (SPLIT) — PLACE OVER CAP — 0000001 SPECIMEN BOTTLE SEAL — Date (Mo/Day/Yr) — Donor's Initials

COPY 1 - TEST FACILITY

OMB No. 0000

PRESS HARD - YOU ARE MAKING MULTIPLE COPIES

Version C

80308

ANNEX E

Possible Adulteration or Substitution

The use of an observer may occur when a specimen is suspected of adulteration or substitution. The first specimen and the specimen suspected of adulteration or substitution are both sent to the laboratory for testing. The first specimen is always sent to the laboratory even though it may have had an insufficient volume.

Pay close attention to the donor during the entire collection process to note any conduct that clearly indicates an attempt to substitute or adulterate a specimen. If you detect such conduct, immediately begin a new direct observed collection using a second CCF. Provide an appropriate comment on the "Remarks" line in Step 2 on the first CCF and submit it along with the specimen to the laboratory for testing. This will ensure that the laboratory knows that two separate specimens are being submitted for testing; the first one possibly being adulterated or substituted. Additionally, inform a supervisor that a collection took place under direct observation and the reason for doing so.

If the donor does not provide the required amount of urine for the second collection using direct observation, the DTC submits the second specimen as a single specimen collection (regardless of the volume) and provides appropriate comments on the "Remarks" line on both CCFs.

Note: When a second specimen is to be collected, HHS permits giving the donor a reasonable amount of fluid to drink to provide a second specimen distributed reasonably through a period of up to 3 hours, or until the donor has provided a new sufficient amount of urine, whichever occurs first.

ANNEX F

Direct Observation Procedures

A direct observed collection procedure is the same as a routine collection procedure with the additional requirement that an observer physically watches the donor urinate into the collection container.

The use of an observer may occur only when the DTC obtains his/her direct supervisor permission when the situation dictates an observed collection. The reasons to obtain permission include:

1. A previous drug test was reported either positive for a drug, dilute, adulterated, substituted, unsuitable for testing, or canceled because the split specimen was not tested;

2. The drug test is a return-to-duty or a follow-up test;

3. The agency/employer believes that the donor may alter or substitute the specimen to be provided; or

4. During a routine collection, the temperature of the specimen collected is outside the acceptable range, the DTC observed materials brought to the collection site or donor conduct indicated a possible attempt to adulterate or substitute a specimen, or the DTC believes that the specimen has been adulterated (e.g., the specimen is blue, exhibits excessive foaming when shaken, has smell of bleach).

Note: The observer must be the same gender as the donor even if the observer has a medical background/training.

The DTC may serve as the observer when the DTC is the same gender as the donor. If not, the DTC must call upon another individual (who is the same gender as the donor) to act as the observer.

Note: All personnel used for direct observation that are not certified collectors will receive training on direct observation and must be the same gender as the donor. The training must ensure that the observer understands his or her duties and directs the observer to observe the actual voiding of the specimen from the donor. The observer is also instructed not to take possession of the specimen from the donor, but rather the specimen should transfer directly from the donor to the collector.

Note: If the observer and DTC are one and the same, the DTC may receive the collection container from the donor while they are both in the enclosed toilet stall/restroom.

The DTC continues with the collection procedure, checks the box for an observed collection in Step 2 on the CCF, and provides the name of the observer and the reason for an observed collection on the "Remarks" line in Step 2 on the CCF. A separate sheet explaining the use of an observed collection may be attached to the CCF if there is insufficient room on the "Remarks" line.

The original specimen is sealed and sent with the first CCF to the laboratory with an appropriate comment on the "Remarks" line to indicate that a direct observed specimen was also being collected and submitted to the laboratory.

Note: HHS permits giving the donor a reasonable amount of fluid to drink to provide a second specimen distributed reasonably through a period of up to 3 hours, or until the donor has provided a new sufficient amount of urine, whichever occurs first.

ANNEX F

Direct Observation Procedures (Continued)

DIRECT OBSERVATION FORM

DTC requests for observer that is the same sex as the donor.

_____ **Gender:** M ☐ F ☐
Collector's Name

_____ **Gender:** M ☐ F ☐
Donor's Name

_____ **Gender:** M ☐ F ☐
Observer's Name

Observer Must Read:

I understand that I am to directly view the donor urinate into the collection container, that I must maintain eye contact with the specimen continuously until the donor gives the specimen to the collector, that I am not to handle the specimen, and that I am not to converse with the donor. I understand that all information and events related to this drug test collection is confidential.

_____ _____
Observer's Signature Date

_____ _____
Collector's Signature Date

Attach to Collector's copy

ANNEX G

Temperature Out of Range

If the temperature is outside the acceptable range, the "No" box is marked in STEP 2 on the CCF and the DTC immediately begins a direct observed collection procedure using a second CCF.

The original specimen is sealed and sent with the first CCF to the laboratory with an appropriate comment on the "Remarks" line to indicate that a direct observed specimen was also being collected and submitted to the laboratory.

If the donor fails for any reason to provide 45 ml of urine for the second specimen collected, the DTC will contact the DFWP coordinator to obtain guidance on the action to be taken.

Note: When a second specimen is to be collected, HHS permits giving the donor a reasonable amount of fluid to drink to provide a second specimen distributed reasonably through a period of up to 3 hours, or until the donor has provided a new sufficient amount of urine, whichever occurs first.

ANNEX H

Insufficient Specimen Volume

Insufficient specimen volume: If the volume is less than 45 ml, the action taken will depend on whether the temperature of the specimen is in or outside the acceptable range.

1. If the temperature is in the acceptable range, the specimen is discarded and a second specimen is collected. The DTC may use the same CCF for the second specimen, but must use a new specimen collection container. If the donor fails for any reason to provide 45 ml. of urine for the second specimen collected, the DTC will contact the agency to obtain guidance on the action to be taken.

2. If the temperature is outside the acceptable range, a second specimen is collected under direct observation and both specimens are sent to the laboratory for testing. The DTC must use a separate CCF for each specimen and provide an appropriate comment on each CCF to indicate why two specimens were collected. If the donor fails for any reason to provide 45 ml of urine for the second specimen collected, the DTC will contact the agency to obtain guidance on the action to be taken.

Note: When a second specimen is to be collected, HHS permits giving the donor a reasonable amount of fluid to drink to provide a second specimen distributed reasonably through a period of up to 3 hours, or until the donor has provided a new sufficient amount of urine, whichever occurs first.

ANNEX I

REFUSAL TO TEST OR SIGN THE CCF

1. REFUSAL TO TEST: Guidelines require the DTC to discard any urine collected if the donor refuses to test during the collection process. The DTC stops the collection, discards any urine collected, and reports the refusal to test by notifying the DFWP coordinator, documenting the refusal to test on the CCF, and sending a copy of the CCF to the employee's designated representative.

2. REFUSAL TO SIGN THE CCF: If the employee refuses to initial the seal, sign the CCF or to provide date of birth, printed name, or telephone numbers, you must note this in the “Remarks” line of the CCF, and complete the collection. At a minimum, you must print the employee’s name in the appropriate place and continue with the collection process.

ANNEX J

WHO MAY NOT COLLECT A SPECIMEN

Guidelines identify certain situations that a DTC cannot collect a donor's specimen. An employee who is in a TDP and subject to the drug testing rules must not be a DTC for co-workers who are in the same testing pool or who work together with that employee on a daily basis. An applicant or employee must not collect his or her own urine. To avoid a potential conflict of interest, a DTC should not be someone that is related to the employee (e.g., spouse, ex-spouse, relative) or a close personal friend (e.g., fiancé).

ANNEX K

Remarks/Additional Comments

The DTC is required to annotate all out of the ordinary situations on the "Remarks" line on STEP 5 of the CCF.

Note: A separate sheet or MFR for additional comments may be attached to the CCF if there is insufficient room on the "Remarks" line.

The following are some examples of times that the Remarks line would be needed:

1. If donor refuses to sign the CCF, the DTC should note on the "Remarks" line of Step 5 of the CCF that "Donor refused to sign."

2. If donor refuses to provide specimen the DTC should note on the "Remarks" line "Donor refused to provide specimen" and notify the supervisor.

3. If donor does not have sufficient ID and supervisor verifies identification of donor. DTC should note on the "Remarks" line “Identification verified by supervisor”.

4. If a second specimen is collected under direct observation and both specimens are sent to the laboratory for testing; the DTC must use a separate CCF for each specimen and provide an appropriate comment on each CCF to indicate why two specimens were collected.

5. If a second seal needs to be placed on the specimen bottle it must also be initialed and dated by the DTC and initialed by the donor; the DTC must also provide an appropriate comment on the "Remarks" line (CCF, STEP 2) stating why the second seal was used i.e. "Second seal applied, original seal lifting off.”

6. For a "Shy Bladder" or "Suspected Adulteration" procedure indicate on the "Remarks" line of the CCF.

ANNEX L

Condition of Employment

<table>
<tr><td colspan="2">CONDITION OF EMPLOYMENT FOR CERTAIN CIVILIAN POSITIONS IDENTIIFIED SAFETY-SENSITIVE UNDER THE DEPARTMENT OF DEFENSE RULES ON DRUG AND ALCOHOL TESTING</td></tr>
<tr><td>1. From</td><td>2. To: (Employee name, title, series, grade)</td></tr>
<tr><td colspan="2">3. NOTICE TO APPLICANT OR CURRENT EMPLOYEE OF RANDOM DRUG TESTING COVERED UNDER THE DEPARTMENT OF DEFENSE RULES ON DRUG AND ALCOHOL TESTING.
A. Your position, or the position for which you have applied, meets the criteria for random drug testing under the Department of Defense Drug-Free Federal Workplace Program. Performance of the duties of your position is sufficiently critical that screening to detect the presence of drugs is warranted as a requirement of your position. It is mandatory for your continued employment in this position that you refrain from the use of illegal drugs and submit to drug testing when directed.

B. If you are an applicant and fail to sign this notice, you will not be selected for the position. If you sign this notice and later in the selection process refuse to submit to drug testing, or if illegal drug use is detected through a verified positive applicant drug test result, you will not be selected for the position. If selected, you will be subject to random drug testing on an unannounced basis as a condition of continued employment.

C. If you are currently in a testing designated position (TDP), you may be subject to random drug testing on an unannounced basis no sooner than 30 days from receipt of this notice.

D. The collection, handling, and testing of the urine sample will be conducted under chain-of-custody procedures established by the Department of Health and Human Services. The procedures used to test the urine specimens are very accurate and tightly monitored to ensure reliable results. The test results will be given an opportunity to submit medical documentation to a designated medical review officer that may support legitimate use of the specific drug(s) before any administrative action is taken.

E. If you refuse to furnish a urine specimen or fail to report for testing as described, you will be subject to the same range of administrative action as a verified positive test result for illegal drug use for failure to meet a condition of employment. If by any means, Illegal drug use is detected, you will be (1) immediately taken out of your TDP through reassignment, detail, or other personnel action to ensure that you do not occupy a TDP, (2) referred to the Employee Assistance Program (EAP), and (3) you may be reassigned, demoted, or separated according to applicable regulations.

F. If you believe you have a drug problem, you are encouraged to seek counseling- under referral services by contacting the EAP at 1-800-222-0364.</td></tr>
<tr><td colspan="2">4. ACKNOWLEDGEMENT OF RECEIPT: Your signature below acknowledges that you have read this notice.</td></tr>
<tr><td>a. Employee’s Signature</td><td>b. DATE (yyyymmdd)</td></tr>
<tr><td colspan="2">NOTE: If an employee refuses to sign the acknowledgement above, the supervisor must sign below, thereby certifying that a copy of the notice was provided to employee.</td></tr>
<tr><td>5a. Supervisor’s signature</td><td>b. Supervisor Telephone and Fax Number</td></tr>
<tr><td>c. Supervisor E-Mail Address</td><td>d. DATE (yyyymmdd)</td></tr>
</table>

ANNEX M

Email Notification Script to Supervisors

Title: ATTENTION: RANDOM URINALYSIS, NOTIFICATION OF SUPERVISOR

This email is a notification stating that one of your employees has been RANDOMLY SELECTED for urinalysis test today.

The name of the selected employee cannot be disclosed until the supervisor has replied to this email requesting the employee's name. Once an email response is received from the supervisor, a Drug Free Workplace Program Coordinator/Collection Site Personnel will contact you and provide you with the employee's name. A sample must be collected from the selected employee on the same day of notification by the
supervisor.

Responsibility of the Supervisor:

1. Verbally and privately notify the employee immediately upon receiving the name from us. Employee MUST report WITHIN 2 HOURS of notification.
2. Notification for the employee to report for testing must be made both VERBALLY AND PRIVATELY. NO other method of notification is authorized.
3. Supervisor must initial and date notification form (attached to this email) to be given to the employee when he or she comes in for testing.
4. **If the employee is not available for testing, supervisor must complete the attached deferral form and email the form to the Drug Free Workplace Program Coordinator/Collection Site Personnel immediately.

Responsibility of the Employee:

1. Employee must initial and date notification form (attached to email).
2. Must report within 2 hours of being verbally notified by supervisor.
3. Must bring a valid photo I.D. (Driver's license, CAC card, WRNMMC I.D. Badge, Military I.D.).
4. Must provide a copy of Chain of Custody form to the supervisor after submitting a specimen.

Testing Location and Hours of operation:

XXXXXXXXX
XXXXXXXXX
XXXXXXXXX

ANNEX N

Supervisor to Employee Notification Form

Supervisor to Employee (TDP) Briefing and Instructions
For Drug-Free Workplace Drug Test

Mr/Ms_____, YOU HAVE BEEN RANDOMLY SELECTED FOR A URINE DRUG TEST TODAY. PLEASE REPORT TO THE COLLECTION SITE, (ENTER COLLECTION SITE'S ADDRESS)
THE COLLECTION MUST BE COMPLETED THE DAY YOU ARE NOTIFIED.
NO LATER THAN 2 HOURS AFTER RECEIPT OF THIS NOTIFICATION
YOU ARE REQUIRED TO REPORT WITH THIS NOTICE WITH ALL APPROPRIATE INITIALS
NAME OF SUPERVISOR_____TEL#_____DATE/TIME: _____

DRUG TEST: The collection of your urine will be conducted under the Department of Health and Human Services, Mandatory Guidelines for Federal Workplace Drug Testing Programs procedures required by Executive Order 12564, Drug-Free Federal Workplace. These regulations allow for individual privacy unless there is a reason to believe that a particular individual may alter or substitute the urine specimen to be provided. The Collection Site person will take precautions to ensure that your specimen is not adulterated or diluted during the collection procedure. Your specimen collection must also follow strict chain of custody and security procedures.

1. Photo identification must be presented at the collection site.

2. You will be asked to remove all unnecessary outer garments, such as a coat, jacket, hat, etc. You will be asked to empty your pockets and place the items in a secure safe. You will be asked to keep the key until after the collection is complete. This is to ensure that there are no items present that could be used to adulterate the specimen.

3. All personal belongings (purse, wallet) will remain in the safe until after collection is complete.

4. You will be provided a sealed collection container or it will be unwrapped in your presence.

5. Your specimen will be provided in the privacy of a stall or partitioned area that allows for individual privacy. You must provide 45 milliliters of urine.

6. After you hand the collection container to the collector, you should keep the specimen in full view at all times until it is poured into the specimen container and sealed with the tamper evident label.

7. If the Collection Site person has reason to believe that you may have altered or substituted the specimen or that the temperature is outside the acceptable range, the DTC will conduct an observed collection and notify your supervisor.

8. You will be asked to initial the tamper evident (identification) label.

9. You will also be asked to provide information on the Federal Drug Testing Custody and Control Form, on copies 2 through 5 only you will sign this form certifying that the specimen you provided is in fact your specimen. Upon completion you will receive Copy 5 of the Federal Drug Testing Custody and Control Form. Keep this copy for your records. We recommend that you annotate any medications you may be taking on the back of this form for your reference.

10. After the laboratory analysis, the results will be forwarded to a Medical Review Officer (MRO). Prior to making a final decision to verify a positive test result to your supervisor, the MRO will give you an opportunity to discuss the test results and submit medical documentation of legally prescribed medications. Negative reports are not reported to the donor.

SUPERVISOR/INITIAL & DATE/TIME: _____

EMPLOYEE/INITIAL & DATE/TIME: _____

ANNEX O

Supervisor Deferral Form

Supervisor Deferral Form for the TDP Drug Test

Request that Mr/Ms _____ civilian urinalysis test be deferred for the below listed reason:

Deferral of Testing Standards
An employee selected for random drug testing may obtain a deferral of testing if the employee's first-line and second-line supervisors concur that a compelling need necessitates a deferral on the grounds that the employee is:

1. In a leave status (sick, annual, administrative or leave without pay);

   Sick Leave Date/s: _____

   Annual Leave Date/s: _____

   Administrative Leave/s Date/s: _____

   Leave Without Pay Date/s: _____

2. In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification:

   TDY Status Date/s: _____

   Deployment Date/s: _____

3. Working a different shift;

   Work Shift Time/s: _____

4. Performing a task or project that requires that employee's presence at the work-site during the time the test is scheduled. An employee whose random drug test is deferred may be subject to an unannounced test within the following 60 days.

5. Reschedule the collection after this date_____.

NAME OF 1st Line SUPERVISOR_____Signature_____TEL#_____
DATE/TIME: _____

NAME OF 2nd Line SUPERVISOR_____Signature_____TEL#_____
DATE/TIME:_____

The deferral letter must be emailed to the DFWP coordinator/CSP no later than 2 hours after notification