

All Personnel

AR 4021(a)
4221
4321

PRE-PLACEMENT DRUG/ALCOHOL TESTING

Procedures for Collection of Urine Specimens

Collection Site Personnel

A designated clinic shall be responsible for collecting all urine specimens. Only the following persons are authorized to participate in the urine specimen collection:

1. A licensed medical professional or a medical technologist or technician who is familiar with the procedures for collection of urine specimens, who has been trained in the proper urine specimen collection procedures.
2. Any other person who has successfully completed urine specimen collection procedure training by a licensed medical professional, and who certifies that he or she has followed the proper urine specimen collection procedures.

Importance of Urine Collection

Collection of the urine specimen is the most vulnerable part of any drug-testing program. Murrieta Valley Unified School District must be able to tie the results of a urinalysis drug test to a specific individual. Therefore, the District has established a written chain of custody procedure to document proper specimen identification, integrity, and security from the time of collection to the receipt of laboratory test results.

The chain of custody will establish the following:

1. No one has adulterated or tampered with the urine specimen;
2. All persons who handled the urine specimen are documented;
3. Proper security measures ensured that no one had unauthorized access to the urine specimen; and
4. The specimen belongs to the individual whose identity is printed on the label.

PRE-PLACEMENT DRUG/ALCOHOL TESTING (continued)

Standard Collection Site Security Procedures

1. To deter the dilution of urine specimens at the collection site, the designated clinic shall place toilet bluing agents in toilet tanks so that the reservoir of water in the toilet bowl always remains blue.
2. The licensed medical professional shall ensure that no other source of water (e.g. sink) is in the enclosure where urination occurs.

Applicant Notification

1. Murrieta Valley Unified School District shall inform each applicant receiving an offer of employment that the offer is contingent upon successful completion of a urine test for alcohol and drugs.
2. When making a contingent offer of employment, Murrieta Valley Unified School District shall inform the applicant that he or she must appear at the specimen collection site within 3 working days of that offer. The District shall also inform the applicant that he or she must present appropriate photo identification at the collection site.

Preliminary Collection Site Procedures

1. Collection site personnel shall inspect the individual's photo identification and confirm the individual's identity. Collection site personnel shall note any unusual appearance or behavior on the chain of custody form.
2. Collection site personnel shall obtain the individual's signature on a Written Notice, Medical Questionnaire, and Consent Form and provide the individual with a copy of the form, which will include the following:
 - a. Notice that the individual must provide at least 60 milliliters of urine for testing;
 - b. Assurance that the quality of testing procedures is tightly controlled, that the test used to confirm the presence of alcohol, illegal drugs, or unauthorized legal drugs is highly reliable, and that test results will be handled with maximum respect for individual confidentiality, consistent with safety and security;

PRE-PLACEMENT DRUG/ALCOHOL TESTING (continued)

- c. The opportunity to submit information concerning use of prescription or non-prescription drugs that may support a legitimate use for a specific drug;
- d. Notice that alcohol or drug addiction may be handicapped protected by federal, state, or local law and the opportunity to claim such a handicap;
- e. The consequences of a confirmed positive result or a refusal to be tested;
- f. The individual's role in establishing the chain of custody for the urine specimen;
- g. Assurance that the individual may provide the urine specimen in private;
- h. Consent for the District or its agent to collect a urine specimen for alcohol and drug testing; and
- i. Consent for a designated laboratory to inform Murrieta Valley Unified School District and the designated clinic of the test results.

Urine Specimen Collection Procedures

1. Collection site personnel shall direct the individual to remove any unnecessary outer garments, such as a coat or jacket, that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. Collection site personnel will further direct the individual to put aside all personal belongings, such as a purse or briefcase. The individual may retain his or her wallet. Collection site personnel shall note any unusual behavior on the chain of custody form.
2. In order to deter adulteration of the urine specimen by substances concealed in the individual's hands or under the individual's fingernails, collection site personnel shall instruct the individual to wash his or her hands prior to urination. After washing hands, the individual shall remain in the presence of collection site personnel and shall not have access to purses or briefcases or to water fountains, faucets, soap dispensers, cleaning agents or any other materials which could be used to adulterate the specimen. Collection site personnel shall note any unusual behavior on the chain of custody form.

PRE-PLACEMENT DRUG/ALCOHOL TESTING (continued)

3. The individual may provide the urine specimen in the privacy of a stall or otherwise partitioned area that assures individual privacy. Collection site personnel shall note any unusual behavior on the chain of custody form.
4. Upon receiving the specimen from the individual, collection site personnel shall determine that it contains at least 60 milliliters of urine. If the specimen does not contain at least 60 milliliters of urine, collection site personnel should provide the individual with eight ounces of fluid every 30 minutes until urination occurs.
5. Immediately after the specimen is collected, collection site personnel shall inspect the specimen to determine its color and any signs of contamination. Collection site personnel should note any unusual findings on the chain of custody form. Collection site personnel shall forward all specimens to the laboratory for testing even if the specimen may be adulterated.
6. After the collection site personnel have inspected the specimen, the individual may wash his or her hands.
7. Both collection site personnel and the individual shall keep the specimen in view at all times prior to its being sealed and labeled. If collection site personnel transfer the specimen to a second bottle, the individual shall observe the transfer of the specimen.
8. Collection site personnel shall place a tamper-proof seal over the bottle cap and down the sides of the bottle. The individual shall observe this sealing process.
9. Collection site personnel shall place securely on the side of the bottle an identification label which contains the date, the specimen number and the individual's name. The individual shall observe the application of this label and shall then initial the label as certification that it is the unadulterated specimen he or she had provided.
10. The individual shall then sign the chain of custody form, which states the date, collection site, the names of the collection site personnel, and the individual's name and specimen number, which verifies that the urine specimen has been in the individual's view continuously from the time of collection until he or she initialed the label affixed to the bottle. The form shall also verify that the identified specimen is the unadulterated specimen he or she has provided.
11. Collection site personnel shall complete the chain of custody form.

PRE-PLACEMENT DRUG/ALCOHOL TESTING (continued)

Chain of Custody and Shipment of Urine Specimen

1. Collection site personnel shall complete the chain of custody form in order to maintain control and accountability of each urine specimen from the point of collection to receipt of test results.
2. The chain of custody form shall document each time a specimen is handled or transferred and the reason for such handling or transfer, and shall identify every individual in the chain. Collection site personnel shall minimize the number of persons handling a specimen.
3. Collection site personnel shall ship the collected specimen to a designated laboratory for testing within 24 hours of collection. Collection site personnel shall place the specimen in a container designed to minimize the possibility of damage during shipment and shall securely seal the container to eliminate the possibility of undetected tampering. On the tape sealing the container, collection site personnel shall sign and enter the date. Collection site personnel shall attach the chain of custody form and the Urinalysis Written Notice, Medical Questionnaire and Consent Form to the sealed container prior to shipment.
4. Collection site personnel shall secure the sealed container to prevent unauthorized access during temporary storage before shipment.
5. Collection site personnel shall not permit any unauthorized person access to any part of the collection site when urine specimens are collected or temporarily stored.

URINE SPECIMEN COLLECTION PROCEDURE CHECKLIST

Prior to Collection

- ___ Collection site facilities are clean, well-lighted, and dedicated solely to urinalysis collection during collection process.
- ___ Collection site has all required materials.
- ___ Toilet bluing agent placed in toilet bowl.
- ___ No other source of water in enclosure where urination occurs. Request photo identification from individual. Collector notes any unusual appearance or behavior on chain of custody form.
- ___ Collector obtains individual's signature on Urinalysis Written Notice, Medical Questionnaire, and Consent form; collector gives copy of form to individual.

Collection

- ___ Collector asks individual to remove unnecessary outer garments such as coat or jacket.
- ___ All personal belongings such as purse or briefcase remain with outer garments.

Note: May retain wallet

- ___ Collector notes any unusual appearance or behavior on chain of custody form.
- ___ Individual instructed to wash and dry hands.
- ___ Individual provided with urine specimen collection bottle/container.

Note: Individual remains in the presence of collector and does not have access to personal belongings or to fountains, faucets, soap dispensers, or any other materials which could be used to adulterate the specimen.

- ___ Individual enters stall or otherwise partitioned area that allows for individual privacy.

Note: If using a public restroom, the collector remains in the restroom, but outside the stall, until the specimen is collected.

URINE SPECIMEN COLLECTION PROCEDURE CHECKLIST
(Continued)

- ___ Collector notes any unusual behavior or appearance on chain of custody form.
- ___ Collector receives specimen from individual.

Note: If disposable collection container is used, individual will transfer specimen from collection container to specimen bottle while being observed by collector.

After Collection

- ___ Upon receiving specimen from individual:
 - (1) Ensure 60 ml (2 oz) of urine is in specimen bottle.
 - (2) Inspect specimen's color, and look for any signs of contaminants.
- Note:** Any unusual findings shall be noted on chain of custody form.
- ___ Collector encourages individual to wash hands.
- ___ Collector and individual shall keep the specimen in view at all times prior to its being sealed and labeled.
- ___ Collector places tamperproof seal over the bottle's cap and down the sides of the bottle.
- ___ Collector enters all information identifying the specimen on the label.
- ___ Individual initials label, certifying that the specimen is unadulterated and is the one he or she provided.
- ___ Collector enters all information identifying the specimen on the chain of custody form.

URINE SPECIMEN COLLECTION PROCEDURE CHECKLIST
(Continued)

____ Individual signs chain of custody form, certifying that the urine specimen has been in the individual's view continuously from the time of collection until he or she initialed the label affixed to the bottle and that the specimen is unadulterated and the one he or she provided.

____ Prepare specimen for shipment. Attach chain of custody form and Urinalysis Written Notice, Medical Questionnaire, and Consent Form.

Note: If the specimen is not immediately prepared for shipment, it shall be appropriately safeguarded during temporary storage.

(1) Mail specimens within 24 hours of collection, if possible.

(2) Minimize the number of persons handling specimen.

**URINALYSIS WRITTEN NOTICE
MEDICAL QUESTIONNAIRE AND CONSENT FORM**

NOTICE

Pursuant to its written policy, Murrieta Valley Unified School District has directed you to provide a urine specimen for alcohol and drug testing.

Providing the Urine Specimen

You must provide at least 60 milliliters of urine, collection site personnel will give you 8 ounces of liquid every thirty minutes until you are able to provide 60 milliliters of urine. You may provide your urine specimen in private. Collection site personnel will not observe you.

Accuracy of Test Results

The District has taken extraordinary precaution to assure that the test results are accurate. The District has retained the drug testing services of a urine testing laboratory that uses state-of-the-art testing procedures. The laboratory uses two separate tests. If the first test produces a positive result, the laboratory will administer a second, more sophisticated test. This second test measures the exact molecules of each drug; every drug has a different molecular structure, just as each person has a different fingerprint. The laboratory's second test identifies each drug by its unique molecular fingerprint. Only if the second test is also positive does the laboratory report a positive test result. The scientific and medical community uniformly agrees that the combination of tests used by the laboratory produces extremely accurate results.

The laboratory is regularly inspected and has been certified to meet the highest professional standards. Furthermore, the District has retained the services of a physician to review every positive test result.

This outside physician will give every individual whose test results are positive the opportunity to submit any medical information which might explain the test results.

Chain of Custody

The District takes exceptional precaution to assure the integrity of each urine specimen. To ensure that an individual's urine specimen is not accidentally confused with another's, collection site personnel follow a rigorous chain of custody procedure. Individuals providing urine specimens have a vital role to play in the chain of custody procedures. They must keep their urine specimen in view at all times until it is sealed and labeled. Each individual then initials the label on his or her specimen.

**URINALYSIS WRITTEN NOTICE
MEDICAL QUESTIONNAIRE AND CONSENT FORM**
(Continued)

Confidentiality

Test results are highly confidential. The drug testing laboratory informs only the outside physician retained by the company. That physician, if he finds no reason to dispute the positive test result, informs the District's administrator in charge of Personnel.

Consequences of Refusal to be Tested

The District will withdraw the offer of employment to any applicant who refuses to be tested and will bar that person from being considered for a position in the District for one (1) year.

Consequences of a Positive Test

The District will promptly withdraw a previously given offer of employment for any applicant who tests positive for drugs or alcohol.

**URINALYSIS WRITTEN NOTICE
MEDICAL QUESTIONNAIRE AND CONSENT FORM**
(Continued)

MEDICAL QUESTIONNAIRE

During the last thirty days, have you taken any prescription or over-the-counter medication listed below? Check the appropriate box for each medication and list the name of the medication you have taken.

	Yes	No
Heart medicine	_____	_____
Asthma medicine	_____	_____
Allergy or sinus medicine	_____	_____
Laxatives or diarrhea medicine	_____	_____
Nausea medicine	_____	_____
Stomach or intestinal medicine	_____	_____
Diet pills	_____	_____
Depression medicine or mood elevator	_____	_____
Tranquilizers, "nerve" medicine	_____	_____
Sleeping pills	_____	_____
Muscle relaxers	_____	_____
Seizure medication	_____	_____
Pain medication	_____	_____
Other	_____	_____
Other	_____	_____

**URINALYSIS WRITTEN NOTICE
MEDICAL QUESTIONNAIRE AND CONSENT FORM**
(Continued)

ADDICTION QUESTIONNAIRE

Addiction to alcohol or drugs may be a legally protected handicap under Federal, state, or local laws. Are you addicted to alcohol or drugs?

Yes_____ No_____

VERIFICATION AND CONSENT

The information I have provided on this form is accurate to the best of my knowledge and may be verified by the district. The district may withdraw any offer of employment I have received, or may terminate me, if I have deliberately misrepresented or omitted any information on this form.

I hereby consent to provide a urine specimen to Murrieta Valley Unified School District and consent to the testing of the urine specimen by a laboratory chosen by the District. I further authorize the release of the test results and any other related medical information to District management and/or any outside reviewing agent chosen by the District.

Subject's Name

Witness' Name

Subject's Name

Witness' Name

Date

Date

White Copy - District
Yellow Copy - Laboratory

Green Copy - Subject
Pink Copy - Doctor

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

(LABORATORY)

TOXICOLOGY CHAIN OF CUSTODY FORM

A. Facility Identification:

Murrieta Valley Unified S. D.

Street Address

City State Zip Code

B. Method of Shipment:

Air Bill No.

C. Date:

D. Specimen Number: _____

E. Subject Identification:

Name

Social Security or other ID Number

F. Reason for testing:

___ pre-employment

___ mandatory referral

___ suspicion

___ random

___ follow-up random

G. Subject Verification and Authorization:

By signing this form, I acknowledge that the urine specimen that is labeled with number _____ is my unadulterated specimen that has been labeled and sealed in my presence and was in my continuous view until it was labeled and sealed. I have initialed the label.

Subject's Signature

Date: _____

H. Collection Personnel Verification:

I am familiar with the Procedures for Collection of _____ Urine Specimens and either (a) I am a licensed medical professional or medical technologist or technician or (b) have been trained by the Medical Department in urine collection procedures. I certify that I have followed the District's Procedures for Collection of Urine Specimens.

Collector's Signature

Date: _____

