

# SAMPLE COLLECTIONS DRUG AND ALCOHOL

## What to Expect Guide

We have put together some useful information to help you prepare for the collection of a sample for drug and alcohol screening.

Firstly, please ensure that you bring the following essential items to your drug and alcohol sample collection:

- Photo and signature ID (work ID card, passport, driver's licence).
- National Insurance number.
- A list of any medication you have taken within the last 14 days.

As part of your drug and alcohol screening, you will be asked to provide a breath sample that will be tested for alcohol and a urine sample that will be tested for drugs. A preliminary test may be carried out on your urine sample at the time of the collection using an instant testing method. Alternatively, your sample may be sent to one of our accredited laboratories for testing.

Some medications may cause positive results in the drug tests. In order to account for these, and to avoid worry for you, it is important that you bring with you a list of any medication that you have taken in the past 14 days including:

Any medicines prescribed by your doctor for regular or occasional use e.g.:

- Antibiotics
- Sleeping pills
- Eye drops/inhalers
- For foreign travel

Any non-prescribed medicines for:

- Headaches
- Other pain
- Allergies
- Coughs and colds (including inhalers)
- Travel sickness

Any injections or local anaesthetics from a:

- Doctor
- Dentist
- Hospital

Please make sure you have the names of each item and when you took these medicines.

### COLLECTION PROCESS

Our Collecting Officer will have taken a number of steps during the setup of the testing facility before your arrival. This includes adding blue dye to the toilet system, removing all cleaning agents from the toilet cubicle (including soap) as well as taping up any taps in the toilet cubicle (to prevent access to water).

Our Collecting Officer will start the process by checking your photo ID and adding your personal details to your Chain of Custody Form. The Chain of Custody Form is used to record all the information needed to make sure the processes followed are legally defensible. It contains a unique barcode number, which will be used to identify the sample(s) collected from you and the associated paperwork.

An information sheet will be provided at the time of collection to help you understand each step of the process. This information sheet also tells you the drugs that may be tested, and confirms that the specimen collection procedures and laboratory analysis are designed to protect YOU.

You will be asked to empty your pockets and to place all personal belongings into a bag, which will be sealed and handed back to you. You can keep this with you at all times; however, it must remain locked throughout the collection process.



## WHAT TO EXPECT DURING A BREATH TEST FOR ALCOHOL

- The Collecting Officer will start to complete a Breath Alcohol Test Report form.
- You will be asked the following questions:
  - Is it more than 20 minutes since you last took anything by mouth (including tea, water, coffee and chewing gum)?
  - Is it more than 10 minutes since you last smoked?
- You will be asked to select a mouthpiece that will then be attached to the breathalyser.
- You will be asked to stand up straight and the Collecting Officer will stand opposite you holding onto the breathalyser.
- You will be asked to provide a constant blow of breath into the mouthpiece (similar to blowing up a balloon).
- You will need to keep blowing until the Collecting Officer confirms a sufficient breath sample has been collected.
- The Collecting Officer will read and record the final reading (taken from the print-out) on the Chain of Custody Form and Breath Alcohol Test Report Form.

## WHAT TO EXPECT DURING A URINE SAMPLE COLLECTION

- You will be asked to select a sample collection cup.
- The cup will be opened and the Collecting Officer will advise that you need to provide at least 60ml of urine.
- You will be shown to the collection facilities.
- You will be asked not to flush the toilet until your sample has been handed to the collector.
- Our collector will remain within the toilet facility whilst you provide a sample. The cubicle door will be closed to ensure you have complete privacy; however the Collecting Officer will be standing outside the cubicle door.
- Please be aware that taps (if situated in the toilet cubicle), must remain taped whilst you provide a urine sample.
- Once the sample has been handed back to the Collecting Officer, they will check the temperature of your sample (which must be within 32–38°C).
- Following the provision of the sample, taps and soap will be made available to allow you to wash your hands.

## TYPES OF TESTING

Your sample may be sent straight away for laboratory analysis.

If your company requires an **immediate result**, the Collecting Officer will insert a key into the collection cup to activate the test. The Collecting Officer will set a timer for 5 minutes, to allow the test to run on the collection cup.

### If your result is negative:

- The Collecting Officer will complete the Chain of Custody Form.
- You will be requested to read the donor consent information and sign to consent to the test.
- Your sample will be disposed of into the toilet.

### If your result requires laboratory analysis:

- Your sample will be split into two vials.
- You will be asked to initial and date two tamper evident seals, which will be placed over the two vials.
- The Collecting Officer will complete the Chain of Custody Form.
- You will be requested to read the donor consent information and sign to consent to the test.
- The sample and paperwork will be placed into a tamper evident bag and sent to our laboratory for confirmatory analysis.

If your company requires us to test your sample in our **accredited laboratory**, with no instant testing, then your sample will be packaged using full Chain of Custody procedures. Results for samples analysed in the laboratory may take up to 5 working days.

## PLEASE NOTE

We have written this guide to describe the urine sample collection and testing process, which is the most common type of sample collected in a workplace setting. If your workplace requires the collection of oral fluid or hair samples the premise will remain the same; however, some of the steps will be different.

If you have any questions about your drug and alcohol screening please contact the department that deals with your drug and alcohol testing.

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