

DRUG AND ALCOHOL SAMPLE COLLECTIONS

What to Expect Guide - Managers & Site Contacts

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

FACILITY REQUIREMENTS

Our Collecting Officer will require the following facilities to be made available throughout:

- An Interview room to which no uninvited person can gain access during the collection period and which can be locked in their absence.
- Space in this room to complete the paperwork and bottle and package the urine specimen. Ideally a clear table with two chairs.
- Toilet facilities:
 - Adjoining toilet, or one close to the interview room, to prevent embarrassment when transporting samples between the two facilities.
 - This can be either a cubicle or disabled toilet, but should not be accessible to others for the duration of the test.
 - Handwashing facilities outside of the toilet cubicle is ideal.

SETTING UP COLLECTIONS FACILITIES

To prevent any tampering or dilution of samples, prior to starting the testing our Collecting Officer will:

- Tape up taps in the cubicle or disabled toilet using clear tape.
- Tape up the cistern, if accessible, using clear tape.
- Add blue dye to the toilet bowl.
- Display a 'Do Not Flush' sign.
- Check that there is nothing hidden in the cubicle.
- Close and secure cubicle windows.
- Remove any cleaning products, for example soap and bleach.
- Remove any loose objects, such as toilet brushes, air fresheners.

YOUR ROLE AS A 'SITE CONTACT'

1. You will be required to witness the calibration of our breath testing equipment.
 - If the reading falls within 32-37ug/100ml it provides evidence that the machine is in working order.
 - Our Collecting Officer will complete the Calibration Form and you will need to sign to confirm that you have witnessed this process.
2. You will be required to witness the second breath test, should a donor provide a breath reading on or above your cut off limit.
 - The Collecting Officer will complete a Breath Alcohol Test Report Form and you will be required to sign to confirm you have witnessed the second reading.
 - The second reading will be noted down as the final result.
3. Assist with the co-ordination of testing.
 - You may be requested to provide a roll call listing or visitors book to allow the Collecting Officer to apply a random formula for the random selection of employees.
 - You will be required to assist with locating employees and ensuring they attend the testing facilities.
4. Remain on site and be contactable throughout, should our Collecting Officer require support or assistance.

TIME ON SITE

To provide you with a guideline for how long our Collecting Officer will remain on site, we can confirm;

- It will take Collecting Officer approximately 15 minutes to complete the actions outlined under 'Setting up Collection Facilities'.
- The testing for each donor will last between 15-20 minutes.
- It will take the Collecting Officer a further 10 minutes to tidy up, remove tape and signs and return anything previously removed from the facilities.
- One Collecting Officer can collect up to 20 samples in one day;
 - If more than 20 samples are required, we will arrange for more than one Collecting Officer to attend.
- This will mean that additional facilities will be required.

OVERVIEW OF THE COLLECTION PROCESS

Donors will be asked to provide the following information:

- Photo and signature ID (Work ID card, Passport, Driving License).
- National Insurance number.
- A list of any medication they have taken within the last 10-14 days.

The Collecting Officer will proceed to collect 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 some urine samples at the time of the collection using an instant testing method. Alternatively, samples will be sent to one of our accredited laboratories for testing. Please note that our Collecting Officer cannot deviate from the instructions on your account. The testing methodology is agreed during the setup of your account and is done so in line with your Drug and Alcohol Policy.

COLLECTION PROCESS

Our Collecting Officer will start the process by checking the photo ID of each donor and will add any personal details to the 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. The Chain of Custody Form contains a unique barcode number, which will be used to identify samples and the associated paperwork.

An information sheet will be provided at the time of collection to help donors understand each step of the process. This information sheet also provides donors with a list of drugs that may be tested.

Donors will be asked to empty their pockets and to place all personal belongings into a Versapak bag, which will be sealed and handed back to the donor. This will remain with the donor at all times, however it must remain locked throughout the collection process.

WHAT TO EXPECT DURING A BREATH SAMPLE COLLECTION

- The Collecting Officer will start to complete a Breath Alcohol Test Report Form.
- Donors will be asked:
 - 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?
- Donors will be asked to select a mouthpiece that will then be attached to the breathalyser.
- Donors will be asked to stand up straight and the Collecting Officer will stand opposite holding onto the breathalyser.
- Donors will be asked to provide a constant blow of breath into the mouthpiece (similar to blowing up a balloon).
- Donors will be required 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

- Donors will be asked to select a collection cup.
- The cup will be opened and the Collecting Officer will advise donors that they need to provide at least 60ml of urine.
- Donors will be shown to the collection facilities.
- Donors will be asked not to flush the toilet until the sample has been handed to the Collecting Officer.
- Our Collecting Officer will remain within the toilet facility whilst the donor provides a sample. The cubicle door will be closed to ensure the donor has 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 the donor provides a urine sample.
- Once the sample has been handed back to the Collecting Officer, they will check the temperature of the sample (which must be within 32–38°C).
- Following the provision of the sample, taps and soap will be made available to allow donors to wash their hands.

TYPES OF TESTING

If an immediate result is required, 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.

IF THE RESULT IS NEGATIVE;

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

IF YOUR RESULT REQUIRES LABORATORY ANALYSIS;

- The sample will be split into two vials.
- The donor 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.
- Donors 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 transit bag and sent to our laboratory for confirmatory analysis.

If your company requires us to test samples in our accredited laboratory, then samples 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 that 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.