

WESTVILLE FIRE DISTRICT NO. 1
23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093

TESTING GUIDELINES

POLICY# S & T 2.2
DATE ADOPTED 11/13/01
DATE REVISED

PART TWO: SPECIMEN COLLECTION PROCEDURE

- (A) **Designation of collection site-**(1) Each employer drug testing program shall have one or more designated collection sites which have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. An independent medical facility may also be utilized as a collection site provided the other applicable requirements of this part are met.
- (a)(2) A designated collection site may be any suitable location where a specimen can be collected under conditions set forth in this part, including a properly equipped mobile facility. A designated collection site shall be a location having an enclosure within which private urination can occur, a toilet for completion of urination (Unless a single use collector is used with sufficient capacity to contain the void), and a suitable clean surface for writing. The site must also have a source of water for washing hands, which, if practicable, should be external to the enclosure where urination occurs.
- (b) **Security-**The purpose of this paragraph is to prevent unauthorized access, which could compromise the integrity of the collection process or the specimen.
- (b)(1) Procedures shall provide for the designated collection site to be secured. If a collection site facility is dedicated solely to urine collection, it shall be secure at all times. If a facility cannot be dedicated solely to drug testing, the portion of the facility used for testing shall be secured during drug testing.
- (b)(2) A facility normally used for other purposes, such as a public rest room or hospital examining room, may be secured by visual inspection to ensure other persons are not present and undetected access (e.g., through a rear door not in a view of the collection site person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. In the case of a public rest room, the facility must be posted against access during the entire collection procedure to avoid embarrassment to the employee or distraction of the collection site person.

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- (b)(3) If it is impractical to maintain continuous physical security of a collection site from the time the specimen is presented until the sealed mailer is transferred for shipment, the following minimum procedures shall apply. The specimen shall remain under the direct control of the collection site person from delivery to its being sealed in the mailer. The mailer shall be immediately mailed, maintained in secure storage, or remain until mailed under the personal control of the collection site person.
- (c) **Chain of custody-** The chain of custody block of the drug testing custody and control form shall be properly executed by authorized collection site personnel upon receipt of specimens. Handling and transportation of urine specimens from one authorized individual or place to another shall always be accomplished through chain of custody procedures. Since specimens and documentation are sealed in shipping containers that would indicate any tampering during transit to the laboratory and couriers express carriers and postal service personnel do not have access to the chain of custody forms, there is no requirement that such personnel document chain of custody for the shipping container during transit. Nor is there a requirement that there be a chain of custody entry when a specimen which is sealed in such a shipping container is put into or taken out of secure storage at the collection site prior to pickup by such personnel. This means that the chain of custody is not broken, and a test shall not be cancelled, because couriers, express carriers, postal service personnel, or similar persons involved solely with the transportation of a specimen to a laboratory, have not documented their participation in the chain of custody documentation or because the chain of custody does not contain entries related to putting the specimen into or removing it from secure temporary storage at the collection site. Every effort shall be made to minimize the number of persons handling specimens.
- (d) **Access to authorized personnel only-** No unauthorized personnel shall be permitted in any part of the Designated collection site where urine specimens are collected or stored. Only the collection site person may handle specimens prior to their securement in the mailing container or monitor or observe specimen collection (under the conditions specified in this part). In order to promote security of specimens, avoid distraction of the collection site person and ensure against any confusion in the identification of specimens, the collection site person shall have only one donor under his or her supervision at any time. For this purpose, a collection procedure is complete when the urine bottle has been sealed and initialed, the drug testing custody and control form has been executed, and the employee has departed the site(or, in the case of an employee who was unable to provide a complete specimen, has entered a waiting area).
- (e) **Privacy-**(1) Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided, as further described in this paragraph.
- (e)(2) For purposes of this part, the following circumstances are the exclusive grounds constituting a reason to believe that the individual may alter or substitute the specimen.

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- (e)(2)(i) The employee has presented a urine specimen that falls outside the normal temperature range (32-38 C/

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90-100F), and

- (e)(2)(i)(A) The employee declines to provide a measurement of body temperature (taken by a means other than use of a rectal thermometer), as provided in paragraph (f)(14) of the part; or
- (e)(2)(i)(B) Body temperature varies by more than 1C/ 1.8 F from the temperature of the specimen;
- (e)(2)(ii) The last urine specimen provided by the employee (i.e. on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1,003 and a creatinine concentration below .2g/L;
- (e)(2)(iii) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g, substitute urine in plain view, blue dye in specimen presented, etc.); or
- (e)(2)(iv) the employee has previously been determined to have used a controlled substance with-out medical authorization and the particular test was being conducted under a Westville Fire District regulation providing for follow up testing upon or after return to service.
- (e)(3) A higher level supervisor of the collection site person, or a designated employer representative, shall review and concur in advance with any decision by a collection site person to obtain a specimen under the direct observation of a same gender collection site person based upon the circumstances described in subparagraph (2) of this paragraph.
- (f) **Integrity and identity of specimen-** Employers shall take precautions to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle and on the urine custody and control form can identify the individual from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:
 - (f)(1) To deter the dilution of specimens at the collection site, toilet-bluing agents shall be placed in toilet tanks wherever possible, so the reservoir of water in the toilet bowl always remains blue. Where practicable, there shall be no other source of water (e.g., shower or sink) in the enclosure where urination occurs. If there is another source of water in the enclosure it shall be effectively secured or monitored to ensure it is not used as a source for diluting the specimen.
 - (f)(2) When an individual arrives at the collection site, the collection site person shall ensure that the individual is identified as the employee selected for testing (e.g., through presentation of photo identification or identification by the employer's representative). If the individual's identify cannot be established, the collection site person shall not proceed with the collection. If the employee requests, the collection site person shall show his/her identification to the employee.
 - (f)(3) If the individual fails to arrive at the assigned time, the collection site person shall contact the appropriate authority to obtain guidance on the action to be taken.

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- (f)(4) The collection site person shall ask 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 individual's urine specimen. The collection site person shall ensure that all personal belongings such as a purse or briefcase remains with the outer garments. The individual may retain his or her wallet. If the

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employee requests it; the collection site personnel shall provide the employee a receipt for any personal belongings.

- (f)(5) The individual shall be instructed to wash and dry his or her hands prior to urination.
- (f)(6) After washing hands, the individual shall remain in the presence of the collection site person and shall not Have access to any water fountain, faucet, and soap dispenser, cleaning agent or any other materials, which Could be used to adulterate the specimen.
- (f)(7) The individual may provide his/her specimen in the privacy of a stall or otherwise partitioned area that Allows for individual privacy. The collection site person shall provide the individual with a specimen Bottle or collection container, if applicable, for this purpose.
- (f)(8) The collection site person shall note any unusual behavior or appearance on the urine custody and control Form.
- (f)(9) In the exceptional event that an employer designated collection site is not accessible and there is an Immediate requirement for specimen collection (e.g., circumstances require a post accident test), a public Rest room may be used according to the following procedures: A collection site person of the same gender As the individual shall accompany the individual into the public rest room which shall be made secure during The collection procedure. If possible, a toilet-bluing agent shall be placed in the bowl and any accessible Toilet tank. The collection site person shall remain in the rest room, but outside the stall, until the specimen Is collected. If no bluing agent is available to deter specimen dilution, the collection site person shall instruct the individual not to flush the toilet until the specimen is delivered to the collection site person. After the Collection site person has possession of the specimen, the individual will be instructed to flush the toilet and To participate with the collection site person in completing the chain of custody procedures.
- (f)(10) The collection site person shall instruct the employee to provide at least 45 ml of urine under the split Sample method of collection or 30 ml of urine under the single sample method of collection.
- (f)(10)(i) Employers using the split sample method collection shall follow the procedures in this paragraph (f)(10)(i):
 - (f)(10)(i)(A) The donor shall urinate into a collection container or a specimen bottle capable of holding at least 60ml.
 - (f)(10)(i)(C) If a single specimen bottle is used as a collection container, the collection site person, in the presence of the donor, shall pour 15 ml of urine from the specimen bottle into a second specimen bottle (To be used as the split specimen) and retain the remainder (at least 30 ml) in the collection bottle (to be used as the primary specimen).

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- (f)(10)(i)(C) Nothing in this section precludes the use of a collection method or system that does not involve the physical pouring of urine from one container or bottle to another by the collection site person, provided

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that the method or system results in the subdivision of the specimen into a primary (30 ml) and a split (at least 15 ml) specimen that can be transmitted to the laboratory and tested in accordance with the requirements of this Subpart.

- (f)(10)(i)(D) Both bottles shall be shipped in a single shipping container, together with copies 1,2 and the split specimen copy of the chain of custody form, to the laboratory.
- (f)(10)(i)(E) If the test result of the primary specimen is positive, the employee may request that the MRO direct that the split specimen be tested in a different DHHS certified laboratory for presence of the drug (s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.
- (f)(10)(i)(F) When the MRO informs the laboratory in writing that the employee has requested a test of the split specimen, the laboratory shall forward, to a different DHHS approved laboratory, the split specimen bottle, with seal intact, a copy of the MRO request, and the split specimen copy of the chain of custody entries.
- (f)(10)(i)(G) The result of the test of the split specimen is transmitted by the second laboratory to the MRO.
- (f)(10)(i)(H) Action required by the Westville Fire District regulations as the result of a positive drug test (e.g., removal from performing a safety sensitive function) is not stayed pending the result of the test of the split specimen.
- (f)(10)(i)(I) If the result of the test of the split specimen fails to reconfirm the presence of the drug (s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test, and report the cancellation and the reasons for it to the Westville Fire District and the employee.
- (f)(10)(II) Employers using the single sample collection method shall follow the procedures in this paragraph:
- (f)(10)(ii)(A) The collector may choose to direct the employee to urinate either directly into a specimen bottle or into a separate collection container.
- (f)(10)(ii)(B) If a separate container is used, the collection site person shall pour at least 30 ml of the urine from the the collection container into the specimen bottle in the presence of the employee.
- (f)(10)(III)(A)(1) In either collection methodology, upon receiving the specimen from the individual, collection site person shall determine if the specimen has at least 30 milliliters of urine for a single specimen collection or 45 milliliters or urine for a specimen collection.

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- (f)(10)(III)(A)(2) If the individual has not provided the required quantity of urine, the specimen shall be discarded. The Collection site person shall direct the individual to drink up to 40 ounces of fluid, distributed reasonably

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through a period of up to three hours or until the individual has provided a new urine specimen, which ever occurs first. If the employee refuses to drink fluids as directed or to provide a new urine specimen, the collection site person shall terminate the collection and notify the employer that the employee has refused to submit to testing.

- (f)(10)(iii)(A)(3) If the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection site person shall discontinue the collection and notify the employer.
- (f)(10)(iii)(B) The employer shall direct any employee who does not provide a sufficient urine specimen (see paragraph (f)(10)(iii)(A)(3) of this section) to obtain, as soon as possible after the attempted provision of urine, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's ability to provide an adequate amount of urine.
- (f)(10)(iii)(B)(1) If the physician determines, in his or her reasonable medical judgment, that a medical condition has, or with a high degree of probability, could have, precluded the employee from providing an adequate amount of urine, the employee's failure to provide an adequate amount of urine shall not be deemed a refusal to take a test. For purposes of this paragraph, a medical condition includes an ascertainable physiological condition (e. g., a urinary system dysfunction) or a documented preexisting psychological disorder, but does not include unsupported assertions of "situational anxiety" or dehydration. The physician shall provide to the MRO a brief written statement setting forth his or her conclusion and the basis for it, which shall not include detailed information on the medical condition of the employee. Upon receipt of this statement, the MRO shall report his or her conclusions to the employer in writing.
- (f)(10)(iii)(B)(2) If the physician, in his or her reasonable medical judgment, is unable to make the determination set forth in paragraph (f)(10)(iii)(B)(1) of this section, the employee's failure to provide an adequate amount of urine shall be regarded as a refusal to take a test. The physician shall provide to the MRO a brief written statement setting forth his or her conclusion and the basis for it, which shall not include detailed information on the medical condition of the employee. Upon receipt of this statement, the MRO shall report his or her conclusions to the employer in writing.
- (f)(11) After the specimen has been provided and submitted to the collection site person, the individual shall be allowed to wash his or her hands.
- (f)(12) Immediately after the specimen is collected, the collection site person shall measure the temperature of the specimen. The temperature-measuring device must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measure is critical and in no case shall exceed 4 minutes.

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- (f)(13) A specimen temperature outside the range of 32—38C / 90—100 constitutes a reason to believe that the believe that the individual has altered or substituted the specimen (see paragraph (e)(2)(i) of this section).

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In such cases, the individual supplying the specimen may volunteer to have his or her oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen .

- (f)(14) Immediately after the specimen is collected, the collection site person shall also inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the urine custody and control form.
- (f)(15) All specimens suspected of being adulterated shall be forwarded to the laboratory for testing.
- (f)(16) Whenever there is reason to believe that a particular individual has altered or substituted the specimen as described in paragraph (e)(2)(i) or (iii) of this section, a second specimen shall be obtained as soon as possible under the direct observation of a same gender collection site person.
- (f)(17) Both the individual being tested and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. As provided below, the specimen shall be sealed (by placement of a tamperproof seal over the bottle cap and down the sides of the bottle) and labeled in the presence of the employee. If the specimen is transferred to a second bottle, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamperproof seal over the bottle cap and down the sides of the bottle.
- (f)(18) The collection site person and the individual being tested shall be present at the same time during procedures outlined in paragraphs (f) (19) (f) (22) of this section.
- (f)(19) The collection site person shall place securely on the bottle an identification label, which contains the date, the individual's specimen number and any other identifying information provided or required by the employer. If separate from the label, the tamperproof seal shall also be applied.
- (f)(20) The individual shall initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from his or her.
- (f)(21) The collection site person shall enter on the drug testing custody and control form all information identifying the specimen. The collection site person shall sign the drug testing custody and control form certifying that the collection was accomplished according to the applicable requirements.
- (f)(22)(i) The individual shall be asked to read and sign a statement on the drug testing custody and control form certifying that the specimen identified as having been collected from his or her is in fact the specimen he or she provided.

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- (f)(22)(ii) When specified by the Westville Fire District regulation or required by the collection site (other than an employer site) or by the laboratory, the employee may be required to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances, and release of the results to the employer. The employee may not be required to waive liability with respect to negligence on the

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part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.

- (f)(23) The collection site person shall complete the chain of custody portion of the drug testing custody and control form to indicate receipt of the specimen from the employee and shall certify proper completion of the collection.
- (f)(24) The urine specimen and chain of custody form are now ready for shipment. If the specimen is not immediately prepared for shipment, the collection site person shall ensure that it is appropriately safeguard during temporary storage.
- (f)(25)(i) While any part chain of custody procedures us being performed, it is essential that the urine specimen and custody documents are under the control of the involved collection site person. If the involved collection site person leaves his or her workstation momentarily, the collection site person shall take the specimen and drug testing custody and control form with him or her or shall secure them. After the collection site person is leaving for an extended period of time, he or she shall package the specimen for mailing before leaving the site.
- (f)(25)(ii) The collection site person shall not leave the collection site in the interval between presentations of the specimen of the specimen by the employee and securement of the sample with an indentifying label bearing the employee's specimen identification number (shown on the urine custody and control form) and seal initiated by the employee. If it becomes necessary for the collection site person to leave the site during this interval, the collection shall be nullified and (at the election of the employer) a new collection begun.
- (g) **Collection control-** To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be properly sealed and labeled.
- (h) **Transportation to laboratory-** Collection site personnel shall arrange to ship the collected specimen to the drug Testing laboratory. The specimens shall be placed in shipping containers designed to minimize the possibility of damage during shipment (e.g., specimen boxes and/or padded mailers); and those containers shall be securely sealed to eliminate the possibility of undetected tampering with the specimen and/or the form. On the tape sealing the shipping container, the collection site person shall sign and enter the date specimens were sealed in the shipping container for shipment. The collection site person shall ensure that the chain of custody

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documentation is enclosed in each container sealed for shipment to the drug-testing laboratory. Since specimens and documentation are sealed in shipping containers that would indicate any tampering during transit to the laboratory and couriers, express carriers and postal service personnel do not have access to the chain of custody forms, there is no requirement that such personnel document chain of custody for the shipping container during

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transit. Nor is there a requirement that there be a chain of custody entry when a specimen which is sealed in such a shipping container is put into or taken out of secure storage at the collection site prior to pickup by such personnel. This means that the chain of custody is not broken, and a test shall not be canceled, because couriers, express carriers, postal service personnel, or similar persons involved solely with the transportation of a specimen to a laboratory, have not determined their participation in the chain of custody documentation or because the chain of custody does not contain entries related to putting the specimen into or removing it from secure temporary storage at the collection site.

- (i) **Failure to cooperate-**If the employee refuses to cooperate with the collection process, the collection site person shall inform the employer representative and shall document the non-cooperation on the drug testing and control form.

- (j) **Employee requiring medical attention-** If the sample is being collected from an employee in need of medical attention (e.g., as part of a post accident test given in an emergency medical facility), necessary medical attention shall not be delayed in order to collect the specimen.

- (k) **Use of chain of custody form-** A chain of custody form (and a laboratory internal chain of custody document, where applicable), shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen. The dates and purpose shall be documented on the form each time a specimen is handled or transferred and every individual in the chain of custody shall be identified. Since specimens and documentation are sealed in shipping containers that would indicate any tampering during transit to the laboratory and couriers, express carriers, and postal service personnel do not have access to the chain of custody forms, there is no requirement that such personnel document chain of custody for the shipping container during transit. Nor is there a requirement that there be a chain of custody entry when a specimen which is sealed in such a shipping container is put into or taken out of secure storage at the collection site prior to pickup by such personnel. This means that the chain of custody is not broken, and a test shall not be canceled, because couriers, express carriers, postal service personnel, or similar persons involved solely with the transportation of a specimen to a laboratory, have not documented their participation in the chain of custody documentation or because the chain of custody does not contain entries related to putting the specimen into or removing it from secure temporary storage at the collection site. Every effort shall be made to minimize the number of persons handling specimens.

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