

**NATIONAL PIPE LINE
AGREEMENT**

**SUBSTANCE ABUSE
POLICY**

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NATIONAL PIPE LINE AGREEMENT

SUBSTANCE ABUSE POLICY

PREAMBLE

The Pipe Line Contractors Association (“Association”) and other contractors which execute an acceptance of the terms and provisions of the National Pipe Line Agreement (“Agreement”) and the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, AFL-CIO (“Union”) recognize that drug abuse by any employee could seriously endanger employees and the public and affect work performance in our very competitive industry. Therefore, the Parties have agreed to adopt the following substance abuse program. This program shall apply on all job sites where work under the National Pipe Line Agreement is performed.

The Parties hereby adopt this Substance Abuse Policy (“Policy”) to specify the circumstances under which drug testing may be required and implemented by signatory contractors to the Agreement (“Contractors”) and the procedures for conducting such testing. Such procedures shall by reference incorporate the provisions of applicable federal and/or state laws, particularly 49 C.F.R. §§ 40 and 199. For purposes of this Policy “prohibited drugs” means any of the following substances specified in Schedule I or II of the Controlled Substances Act, 21 U.S.C. § 812: marijuana, cocaine, opiates, amphetamines and phencyclidine (“PCP”).

I. DRUG POLICY

- A. Employees or applicants for employment (“employees”) who possess drugs on the job site, except for medication prescribed by the employee’s physician or over-the-counter medication, and employees who fail to pass a required drug test administered under this Policy, may be refused employment or discharged, whichever is applicable, subject to the terms below. To “fail a drug test” means that a confirmation test performed in compliance with applicable Federal Regulations shows positive evidence of the presence of a prohibited drug in an individual’s system.
- B. Except where specifically required as a condition for bidding, access, or performance of a job or contract by an owner, client, general contractor, or federal or state law or regulation, pre-hire testing, compulsory random drug testing, post-accident testing or spontaneous physical searches shall not be permitted. Testing shall conform to the procedures and requirements set forth below and must be performed in strict accordance with the procedures set out in Appendix A .
 - 1. Pre-Employment Testing. No applicant (where required by contract or federal or state law) will be hired unless such person passes a drug test or is covered by an anti-drug program which conforms to Department of Transportation Rule 49 CFR 199.

2. **Post-Accident Testing.** No later than 32 hours after an accident, the Contractor shall test each employee or supervisor whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident. Where, based on the best information available immediately after the accident that the employee's performance could not have contributed to the accident, or that, because of the time between that performance and the accident, it is not likely that a drug test would reveal whether the performance was affected by drug use, the Contractor need not test under this paragraph, as provided in 49 CFR 199.105(b).
3. **Random Testing.** The Contractor shall drug test at least 50 percent of its employees every 12 months as provided in 49 CFR 199.105(c). Testing frequency shall be lowered where the provisions of 49 CFR 199.105(c)(2)-(4) are met.
4. **Testing Based on Reasonable Cause.** The Contractor shall require a drug test for an employee when there is reasonable cause to believe that the employee is using a prohibited drug. Reasonable cause drug testing shall be done in full compliance with 49 CFR 199.105(d).
 - a. The decision to test must be based on a reasonable and articulable belief that the employee is using a prohibited drug on basis of specific, contemporaneous physical, behavioral, or performance indicators of probable drug use. At least two of the employee's supervisors, one of whom is trained in detection of the possible symptoms of drug use, shall substantiate and concur in the decision to test an employee. However, in the case of operators with fifty (50) or fewer employees subject to testing under this part, only one supervisor of the employee trained in detecting possible drug use symptoms shall substantiate the decision to test.
 - b. Third party reports that an employee is impaired in his duties due to the use of prohibited drugs shall not constitute reasonable cause, but may be cause for the observation of the employee.
5. **Return to Duty Testing.** An employee who refuses to take or has a positive drug test may not return to duty until he has complied with applicable provisions of this Policy concerning the return-to-duty process.
6. **Follow-up Testing.** An employee who refuses to take or has a positive drug test shall be subject to unannounced follow-up drug tests administered by the operator following the employee's return to duty. The number and frequency of such follow-up testing shall be determined by a substance abuse professional, but shall consist of at least six tests in the first 12 months following the employee's return to duty. In addition, follow-up testing shall not exceed 60 months from the date of the covered employee's return to duty. The substance abuse professional may terminate the requirement for follow-up testing at any time after the first six tests

have been administered, if the substance abuse professional determines that such testing is no longer necessary.

- C. Except where specifically required as a condition for bidding, access, or performance of a job or contract by an owner, client, general contractor, or federal or state law or regulation, no other substance abuse policy shall be applied to employees covered by the National Pipe Line Agreement. In those limited circumstances where another policy will be applied, the Contractor will (1) provide notice of the fact at the earliest possible date to the Union and the Pipe Line Contractors Association; and (2) forward a copy of the policy to be applied to the Union and the Pipe Line Contractors Association. The Contractor hereby agrees that the enforcement of the terms of the third-party policy shall be subject to the grievance arbitration procedures of the National Pipe Line Agreement.
- D. Contractors operating under this Policy or a policy authorized by Paragraph C above will include in the policy:
 - 1. Methods and procedures for compliance with all the requirements of this Policy and Part 199, including the employee assistance program.
 - 2. The name and address of the laboratory(ies) they use for analyzing specimens collected for drug testing;
 - 3. The name and address of their medical review officer; and
 - 4. The procedures they will use for notifying employees of the coverage and provisions of the plan.
- E.
 - 1. An employee who tests positive for prohibited drugs on the job site, as a result of properly administered medical tests described in this Policy, shall be refused employment or discharged, whichever is applicable. Such an employee shall be offered an opportunity to enter a rehabilitation or counseling program at no expense to the Contractor. The Contractor will compile a list of local programs which are approved by a health care professional from which the employee may choose. To the extent the employee's insurance does not offset some or all of the cost, the cost of such a program will be borne by the employee.
 - 2. An employee who is terminated on the basis of positive test results and who is a first offender, shall be eligible for rehire after thirty (30) days provided he satisfies the following:
 - a. the employee passes a drug test administered under this Policy; and
 - b. the Medical Review Officer has determined that the employee may return to duty.

3. An employee who returns to duty under this section shall be subject to a reasonable program of follow-up drug testing without prior notice after his or her return to duty.
 4. An employee who returns to employment covered by the National Pipe Line Agreement pursuant to the provisions of this Policy and tests positive for a second time shall be barred from employment for a period of ninety (90) days.
 5. An employee who returns to employment pursuant to the provisions of this Policy and tests positive for a third time shall be barred from employment until both completing rehabilitation program and six (6) months have elapsed.
 6. An employee who complies with the provisions of this Policy shall not be refused work based on the fact that he has, in the past, tested positive.
- F. "Tests" as referred to in this Policy, must follow the minimum procedural guidelines contained in Appendix A.
- G. The affected employee shall be advised of positive results by the Contractor's medical personnel and have the opportunity for explanation and discussion prior to the reporting of results to the Contractor, if feasible. The mechanism for accomplishing this shall be as follows:
1. The Contractor shall designate a Medical Review Officer ("MRO") to receive, report and file, testing information transmitted by the clinic or laboratory. The Union will be notified as to the MRO. Such MRO must be a licensed physician with knowledge of drug abuse disorders whose duties will conform to the federal rules and Policy stated herein.
 2.
 - a. The laboratory or clinic shall report test results only to the Contractor's MRO.
 - b. No reports shall be made by telephone.
 - c. The MRO, laboratory or clinic shall ensure the confidential security of the data transmission and limit access to any transmission, storage and retrieval system to those persons agreed to by the Contractor, Employee and Union.
 - d. Neither the Contractor nor any of its personnel, the MRO, nor any Union official shall disclose test results to any other person, unless the employee files a grievance concerning discipline and/or disclosure to others is necessary in order to process the grievance, to present the grievance to other Union members, in connection with a Union decision concerning whether to arbitrate the grievance, or to present the grievance to an arbitrator.

- e. Upon written authorization by the employee, the Contractor shall send copies of all documents relating the drug test to the Union.
- H. The affected employee shall have the right to have his/her sample retested by an independent federally certified laboratory. Where the employee believes that the positive test result is not due to illegal drugs but to exposure to a work place substance, or that accuracy of the test result was confounded by a work place substance, he/she shall also have the right, at his expense, to have an independent federally certified laboratory evaluation of the specimen by mass spectrometry or other state-of-the-art technology. If the retest results on evaluation indicate that the positive test result was due to a work place substance rather than illegal drugs, that a work place substance confounded the accuracy of the test, or that the specimen does not contain levels of substance in violation of this Policy; then (a) the employee shall be put back to work immediately with full back pay and benefits, (b) the Contractor shall immediately notify OSHA or the appropriate state agency concerning such exposure, (c) the Contractor shall take immediate steps to insure that workers on the site are not exposed to such substances at levels that may produce or cause such positive test results, or that may cause material impairment of health or functional capacity, and (d) the Contractor shall reimburse the employee for the costs for the independent test.
- I. The use of prescription drugs authorized by a physician or over-the-counter drugs shall not be just cause for termination. The issue of whether an over-the-counter or prescription drug impairs an employee's ability to perform his work shall be determined by the employee's physician, and the Contractor, Employee and Union will abide by the decision of that physician. Before submitting to any drug test, an employee will be given the opportunity to disclose the use of such drugs.
- J. On those jobs where the Department of Transportation Regulations are determined to apply, the Contractor and Union agree to comply with the requirements of those regulations.
- K. The same "reasonable and articulable belief" requirements in paragraph B(4) shall apply in connection with any searches for drugs.
- L. The rules and requirements contained in this Policy shall apply to management and supervisory personnel to the same extent as other employees.
- M. The Contractor, all of its medical personnel, supervisors and other personnel, shall adhere to all applicable federal and state law or regulations.
- N. No employee shall be required to sign any waiver limiting liability of Contractor, owner/client, testing lab, or any person involved in the chain of custody of the specimen nor any consent abrogating any provision of this Policy.

- O. The Union is not responsible for ascertaining or monitoring the drug-free status of any employee or applicant.
- P. In those circumstances where an employee is required under this Policy to submit to a drug test, he may be required to execute a Drug Testing Consent Form prior to administration of the test. A copy of the Drug Testing Consent Form is attached hereto as Appendix B.
- Q. Any dispute regarding the interpretation or implementation of any provision of this Policy may be submitted by the affected employee or the Union or the Contractor as a grievance under the procedure established in the National Pipe Line Agreement.

II. OTHER TESTING, SEARCHES AND INVESTIGATIONS

Psychological testing of employees shall not be conducted except to the extent required by federal law. Spontaneous physical searches shall not be permitted. Other investigations of employees shall not be conducted except to the extent required by federal or state law or regulation or by the owner, client or general contractor as a precondition for bidding or access to a job or performance of a contract.

III. RECORDKEEPING

- A. The Contractor will maintain those records required by 49 CFR 199.117 and where applicable will allow the operator access to these records in accordance with 49 CFR 199.117.
 - 1. Records that demonstrate the collection process conforms to Appendix A must be kept for at least 3 years;
 - 2. Records of employee drug test results that show employees failed a drug test, and the type of test failed (e.g., post-accident), and records that demonstrate rehabilitation, if any, must be kept for at least 5 years, and include the following information:
 - a. the functions performed by employees who failed a drug test;
 - b. the prohibited drugs which were used by employees who failed a drug test;
 - c. the disposition of employees who failed a drug test (e.g., termination, rehabilitation, leave without pay);
 - d. the age of each employee who failed a drug test;
 - 3. Records of employee drug test results that show employees passed a drug test must be kept for at least 1 year;

4. A record of the number of employees tested, by type of test (e.g., post-accident), must be kept for at least 5 years; and
 5. Records confirming that supervisors and employees have been trained as required by this part must be kept for at least 3 years.
- B. Information regarding an individual's drug testing results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to the Department of Transportation or the representative of a state agency upon request as part of an accident investigation. This information cannot be used for personnel matters except as provided for in this Policy, and in any event shall be kept in a file separate from the employee's regular personnel file. Statistical data related to drug testing and rehabilitation that is not name-specific and training records must be made available to the Department of Transportation or the representative of a state agency upon request.
- C. Nothing contained in this section is to restrict an employee's, applicant's or contractor's right to any records collected under this Policy for the purpose of grievance proceedings initiated under the National Pipe Line Agreement over any matter dealing with this Substance Abuse Policy.

IV. VOLUNTARY TESTING/EDUCATION

- A. Employees who are covered and eligible for coverage of the costs of drug abuse/addiction treatment, in accordance with a Health and Welfare Plan of Benefits may volunteer (prior to being required by the Contractor to submit to testing) for testing and avail themselves of the treatment available under the Plan of Benefits. Such employee is not guaranteed continued employment or any right to be rehired.
- B. The Contractor will provide an education and training program for its employees and supervisory personnel who will determine whether an employee must be drug tested based on reasonable cause. The education program will include the following:
1. display and distribution of informational material;
 2. display and distribution of a community service hot-line telephone number for employee assistance; and
 3. display and distribution of the Contractor's policy regarding the use of prohibited drugs.

Training for supervisory personnel who will determine whether an employee must be drug tested based on reasonable cause will include at least one 60-minute period of training of the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use.

V. RESPONSIBILITY OF TRAINED SUPERVISORS

In the event any supervisor or other individual on three (3) consecutive occasions reports that he has reasonable cause to have an employee tested for substance abuse as provided for in Article I and the test proves negative, that supervisor or other reporting individual shall be relieved of any responsibility or authority for determining reasonable cause for having an employee tested and shall be barred from the job site for three (3) days.


VI. DURATION

This Substance Abuse Policy shall remain in effect for a period of time to coincide with the National Pipe Line Agreement executed on June 7, 2014, effective as of June 2, 2014 through June 4, 2017, and any agreed-upon extensions of that Agreement or successor agreements between the Parties. The Parties agree that either party may move annually to reopen the Substance Abuse Policy only, for purposes of modification by mutual agreement, by giving notice sixty (60) days prior to the anniversary date of the execution of the National Pipe Line Agreement.

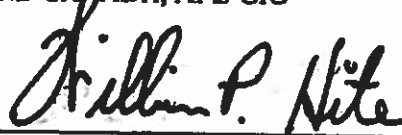
IN WITNESS WHEREOF, the parties hereto have executed this Substance Abuse Policy as a Supplement to the National Pipe Line Agreement, effective this 2nd day of June, 2014.

PIPE LINE CONTRACTORS ASSOCIATION

UNITED ASSOCIATION OF
JOURNEYMEN AND APPRENTICES OF
THE PLUMBING AND PIPE FITTING
INDUSTRY OF THE UNITED STATES
AND CANADA, AFL-CIO



Ronnie Wise
President



William P. Hite
General President

APPENDIX A

PROCEDURES FOR MEDICAL TESTS OF BODILY FLUIDS

- A. All laboratories or clinics performing substance tests under terms of this Policy shall meet the standards of quality assurance and quality control and standards for certification as prescribed by the United States Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs (as described in 49 CFR Part 40), which adopt the Department of Health and Human Services (“DHHS”) guidelines.
- B. Urine specimen collection procedures shall meet the standards prescribed by Department of Transportation Procedures (including completion of a Urine Custody and Control Form), 49 CFR Part 40, Subparts D and E., except that there shall be a sufficient volume of each specimen to allow for independent testing, consistent with applicable federal regulations, of the specimen by a laboratory of the employee’s choosing which is certified in accordance with DHHS Mandatory Guidelines.

Preparation for Testing

- A. The Contractor and certified laboratory shall develop and maintain a clear and well documented procedure for collection, shipment, and accessioning of urine specimens under this part. Such a procedure shall include, at a minimum, the following:
 - 1. Utilization of the Federal Drug Testing Custody and Control Form (CCF). The form shall be a multiple-part, carbonless record form with a test facility copy, which shall accompany the specimen to the laboratory. Copies shall be provided for the Medical Review Officer (copy 2, to go directly to the MRO), the collector (copy 3), the employer (copy 4), and the donor (copy 5). The form should be a permanent record on which identifying data on the donor, and on the specimen collection and transfer process, is retained. A copy of the CCF is displayed in Appendix B.
 - a. The CCF must include the names, addresses, telephone numbers and fax numbers of the employer and the MRO, which may be preprinted, typed, or handwritten. The MRO information must include the specific physician's name and address, as opposed to only a generic clinic, health care organization, or company name.
 - b. The employer in Step 1-A of the CCF may preprint the box for the DOT Agency under whose authority the test will occur.
 - c. The collector may use a CCF with his or her name, address, telephone number, and fax number preprinted, but under no circumstances may he or she sign the form before the collection event.

- d. Under no circumstances may the CCF transmit personal identifying information about an employee (other than a social security number (SSN) or other employee identification (ID) number) to a laboratory.
- e. In the rare case where the collector, either by mistake or as the only means to conduct a test under difficult circumstances (e.g., post-accident or reasonable suspicion test with insufficient time to obtain the CCF), uses a non-Federal form for a DOT collection, the use of a non-Federal form does not present a reason for the laboratory to reject the specimen for testing or for an MRO to cancel the result.
- f. The CCF may include such additional information as may be required for billing or other legitimate purposes necessary to the collection, provided that personal identifying information on the donor (other than the social security number) may not be provided to the laboratory. Donor medical information may appear only on the copy provided to the donor.
 - (1)
 - (a) Use of a clean, single-use collection bottle that is securely wrapped until filled with the specimen. A clean, single-use collection container (e.g., disposable cup or sterile urinal) that is securely wrapped until used may also be employed. If urination is directly into the specimen bottle, the specimen bottle shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided. If a separate collection container is used for urination, the collection container shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided and the collection site person shall unwrap the specimen bottle in the presence of the employee at the time other urine specimen is presented.
 - (b) Use of a tamperproof sealing system designed in a manner such to ensure against undetected opening. The specimen bottle shall be identified with a unique identifying number identical to that appearing on the urine custody and control form, and space shall be provided to initial the bottle affirming its identity. For purposes of clarity, this part assumes use of a system made up of one or more preprinted labels and seals (or a unitary label/seal), but use of other, equally effective technologies is permitted.
 - (2) Use of a shipping container in which the specimen and associated paperwork may be transferred and which can be sealed and

initialed to prevent undetected tampering. The shipping container must comply with the provisions set forth in 49 CFR §40.51 and adequately protect the specimen bottles from shipment damage. A shipping container is not required if a laboratory courier hand-delivers the specimens from the collection site. If the split specimen option is exercised, the split specimen and associated paperwork shall be sealed in a shipping (or storage) container and initialed to prevent undetected tampering.

- (3) Written procedures, instructions and training shall be provided as follows:
 - (a) Contractor collection procedures and training shall clearly emphasize that the collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, carefully ensuring the modesty and privacy of the donor, and is to avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.
 - (b) A collection site person shall have successfully completed training to carry out this function or shall be a licensed medical professional or technician who is provided instructions for collection under this part and certifies completion as required in this part.
 - (i) A non-medical collection site person shall receive training in compliance with this part and shall demonstrate proficiency in the application of this part prior to serving as a collection site person. A medical professional, technologist or technician licensed or otherwise approved to practice in the jurisdiction in which the collection takes place is not required to receive such training if that person is provided instructions described in this part and performs collections in accordance with those instructions.
 - (ii) Collection site persons shall be provided with detailed, clear instructions on the collection of specimens in compliance with this part. Contractor representatives and donors subject to testing shall also be provided standard written instructions setting forth their responsibilities.

2. Unless it is impracticable for any other individual to perform this function, a direct supervisor of an employee shall not serve as the collection site person for a test of the employee. If the rules of a DOT agency are more stringent than this provision regarding the use of supervisors as collection site personnel, the DOT agency rules shall prevail with respect to testing to which they apply.
3. In any case where a collection is monitored by non-medical personnel or is directly observed, the collection site person shall be of the same gender as the donor. A collection is monitored for this purpose if the enclosure provide less than complete privacy for the donor (e.g., if a rest room stall is used and the collection site person remains in the rest room, or if the collection site person is expected to listen for use of unsecured sources of water.)

Specimen Collection Procedures

A. Designation of Collection Site.

1. Contractor urine collection for a DOT drug test must take place in a collection site meeting the requirements of 49 CFR § 40.41.
2. Each collection site must have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, temporary storage, and shipping of urine specimens to a laboratory, and suitable surface for writing.
3. 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 collection or 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 enclosures 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.

1. Collectors and operators of collection sites must take the steps listed in 49 CFR § 40.43 to prevent unauthorized access that could compromise the integrity of collection.
2. The collector must do the following before each collection to deter tampering with specimens:
 - (a) Secure an water sources or otherwise make them unavailable to employees (e.g., turn off water inlet, tape handles to prevent opening faucets);

- (b) Ensure that the water in the toilet is blue;
 - (c) Ensure that no soap, disinfectants, cleaning agents, or other possible adulterants are present;
 - (d) Inspect the site to ensure that no foreign or unauthorized substances are present;
 - (e) Tape or otherwise secure shut any movable toilet tank, or put bluing in the tank;
 - (f) Ensure that undetected access (e.g., through a door not in the collectors view) is not possible;
 - (g) Secure areas and items (e.g., ledges, trash receptacles, paper towel holders, under-sink areas) that appear suitable for concealing contaminants; and
 - (h) Recheck items in paragraphs (2)(a) through (g) of this section following each collection to ensure the site's continued integrity.
3. Procedures shall provide for the designated collection site to be secure. 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.
4. A facility normally used for other purposes, such as a public rest room or hospital examining room must be secured by visual inspection to ensure other persons are not present and undetected access (e.g., through a rear door not in the 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.
5. 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. 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 employee 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.
2. For purposes of this part, the following circumstances are the exclusive grounds constituting a reason to believe that the individual may have altered or substituted the specimen:
 - a. The laboratory reported to the MRO that a specimen is invalid, and the MRO reported to you that there was not an adequate medical explanation for the result;
 - b. The MRO reported that the original positive, adulterated, or substituted result had to be cancelled because the test of the split specimen could not be performed;
 - c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation;
 - d. The drug test is a return-to-duty test or a follow-up test;
 - e. The collection site person observed materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;

- f. The temperature on the original specimen was out of range (32-38°C/90-100°F); or
 - g. The original specimen appeared to have been tampered with (e.g. unusual color or odor, presence of foreign objects or material, or other signs of tampering)
 - 3. An explanation should be provided to the employee by either the employer or the collection site person as to the reason for the directly observed collection.
 - 4. A higher-level supervisor of the collection site person, or a designated Contractor 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 to avoid adulteration or dilution 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.
- 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.
 - 2. When an individual arrives at the collection site, the collection site person shall ensure that the individual is positively identified as the employee selected for testing (e.g., through presentation of photo identification or identification by the Contractor's representative). If the individual's identity 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.
 - 3. If the individual fails to arrive at the assigned time, the collections site person shall contact the appropriate authority to obtain guidance on the action to be taken.
 - 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 specimens. The collection site person shall ensure that all personal belongings such as a purse or briefcase remain with the outer garments. The individual may retain his or her

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

5. The individual shall be instructed to wash and dry his or her hands prior to urination.
6. After washing hands, the individual shall remain in the presence of the collection site persons and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or any other materials which could be used to adulterate the specimen.
7. The individual may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows the individual privacy. The collection site person shall provide the individual with a specimen bottle or collection container, if applicable, for this purpose.
8. The collection site person shall note any unusual behavior or appearance on the urine custody and control form.
9. In the exceptional event that an Contractor 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 collections 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 assist the collection site person in completing the chain of custody procedures.
10. a. Upon receiving the specimen from the individual, the collection site person shall determine if it contains at least 45 milliliters of urine. If the individual is unable to provide 45 milliliters of urine, the collection site person shall direct the individual to drink fluids and, after a reasonable time, against attempt to provide a complete sample using a fresh specimen bottle (and fresh collection container, if employed). The original specimen shall be discarded. If the employee is still unable to provide a complete specimen, the following rules apply:
 - (1) In the case of a post-accident test or test for reasonable cause (as defined by the DOT agency), the employee shall remain at the collection site and continue to consume reasonable quantities of

fluids until the specimen has been provided or until the expiration of a period up to 3 hours from the beginning of the collection procedure.

- (2) In the case of a preemployment test, random test, periodic test or other test not for cause (as defined by the DOT agency), the Contractor may elect to proceed as specified in paragraph (F)(10)(a)(1) of this section (consistent with any applicable restrictions on hours of service) or may elect to discontinue the collection and conduct a subsequent collection at a later time.
 - (3) If the employee cannot provide a complete sample within the 8-hour period or at the subsequent collection, as applicable, then the Contractor's MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to provide a specimen. (In preemployment testing, if the Contractor does not wish to hire the individual, the MRO is not required to make such a referral.) Upon completion of the examination, the MRO shall report his or her conclusions to the Contractor in writing.
- b. The Contractor is required to use a "split specimen" method of collection.
- (1) The donor shall urinate into a collection container, which the collection site person, in the presence of the donor, after determining specimen temperature, pours into two specimen bottles.
 - (2) The first bottle is to be used for the DOT-mandated test, and 30 ml of urine shall be poured into the first specimen bottle.
 - (3) Up to 15 ml of the remainder of the urine shall be poured into the second specimen bottle.
 - (4) All requirements of this part shall be followed with respect to both samples, including the requirement that a copy of the chain of custody form accompany each bottle processed under "split specimen" procedures.
 - (5) Any specimen collected under "split specimen" procedures must be stored in a chain secured, refrigerated environment and an appropriate entry made in the chain of custody form.
 - (6) If the test of the first bottle is positive, the employee may request that the MRO direct that the second bottle be tested in a DHHS-

certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the first bottle. The result of this test is transmitted to the MRO without regard to the cutoff values set out in the Laboratory Analysis Procedures herein. The MRO shall honor such a request if it is made within 72 hours of the employee having actual notice that he or she tested positive.

- (7) Action required by DOT 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 second test.
 - (8) If the result of the second test is negative, the MRO shall cancel the test.
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.
 12. Immediately after the specimen is collected, the collection site person shall measure the temperature of the specimen. The temperature measuring device used 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.
 13. A specimen temperature outside the range of 32-38C/90-100F constitutes a reason to believe that the individual has altered or substituted the specimen (see paragraph (E)(2)(a) of this section). If a specimen temperature is outside the acceptable range, a new sample must be collected using the direct observation procedures.
 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.
 15. All specimens suspected of being adulterated shall be forwarded to the laboratory for testing.
 16. Whenever there is reason to believe that a particular individual has altered or substituted the specimen as described in paragraph (E)(2)(a) or (c) of this section, a second specimen shall be obtained as soon as possible under the direct observation of a same gender collection site person.
 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 require 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.
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.
 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 Contractor. If separate from the label, the tamperproof seal shall also be applied.
 20. The individual shall initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from him or her.
 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 Federal requirements.
 22.
 - a. 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 him or her is in fact the specimen he or she provided.
 - b. When specified by DOT agency regulation or required by the collection site (other than a Contractor 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 Contractor. The employee may not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.
 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.
 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 safeguarded during temporary storage.
 25.
 - a. While any part of the above chain of custody procedures is being performed, it is essential that the urine specimen and custody documents

be under the control of the involved collection site person. If the involved collection site person leaves his or her workstation momentarily, the collections 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 returns to the work station, the custody process will continue. If 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.

- b. The collection site person shall not leave the collection site in the interval between presentation of the specimen by the employee and securement of the sample with an identifying label bearing the employee's specimen identification number (shown on the urine custody and control form) and seal initialed by the employee. If it becomes necessary for the collection site person to leave the site during this interval, the collections shall be nullified and (at the election of the Contractor) 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. On the tape sealing the container, the collection site person shall sign and enter the date specimens were sealed in the shipping containers for shipment. The collection site person shall ensure that the chain of custody documentations is attached or enclosed in each container sealed for shipment to the drug testing laboratory.
- I. **Failure to Cooperate.** If the employee refuses to cooperate with the collection process, the collection site person shall inform the Contractor representative and shall document the non-cooperation on the drug testing custody 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 Forms.** 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 date and purpose shall be documented on the form each time a specimen is handled or transferred and every individual in the chain shall be identified. Every effort shall be made to minimize the number of persons handling specimens.

Laboratory Analysis Procedures

All analysis of substances tests performed under terms of this Policy shall meet the following standards:

A. Security and Chain Custody.

1. Drug testing laboratories shall be secure at all times. They shall have in place sufficient security measures to control access to the premises and to ensure that no unauthorized personnel handle specimens or gain access to the laboratory process or to areas where records are stored. Access to these secured areas shall be limited to specifically authorized individuals whose authorization is documented. With the exception of personnel authorized to conduct inspections on behalf of Federal agencies for which the laboratory is engaged in urine testing on behalf of DHHS, all authorized visitors and maintenance and service personnel shall be escorted at all times. Documentation of individuals accessing these areas, dates, and time of entry and purposes of entry must be maintained.
2. Laboratories shall use chain of custody procedures to maintain control and accountability of specimens from receipt through completion of testing, reporting of results, during storage and continuing until final disposition of specimens. The date and purpose shall be documented on an appropriate chain of custody form each time a specimen is handled or transferred and every individual in the chain shall be identified. Accordingly, authorized technicians shall be responsible for each urine specimen or aliquot in their possession and shall sign and complete chain of custody forms for those specimens or aliquots as they are received.

B. Receiving.

1. When a shipment of specimens is received, laboratory personnel shall inspect each package for evidence of possible tampering and compare information on specimen bottles within each package to the information on the accompanying chain of custody forms. Any direct evidence of tampering or discrepancies in the information on specimen bottles and the Contractor's chain of custody form attached to the shipment shall be immediately reported to the Contractor and shall be noted on the laboratory's chain of custody form which shall accompany the specimens while they are in the laboratory's possession.
2. Specimen bottles generally shall be retained within the laboratory's accession area until all analyses have been completed. Aliquots and the laboratory's chain of custody form shall be used by laboratory personnel for conducting initial and confirmatory tests.

C. Short-Term Refrigerated Storage. Specimens that do not receive an initial test within 7 days of arrival at the laboratory shall be placed in secure refrigeration units.

Temperatures shall not exceed 6 degrees Celsius. Emergency power equipment shall be available in case of prolonged power failure.

D. Specimen Processing. Laboratory facilities for urine drug testing will normally process specimens by grouping them into batches. The number of specimens in each batch may vary significantly depending on the size of the laboratory and its workload. When conducting either initial or confirmatory tests every batch shall contain an appropriate number of standards for calibrating in the instrumentation and a minimum of 10 percent controls. Both quality-control and blind performance test samples shall appear as ordinary samples to laboratory tests.

E. Initial Test.

1. The initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five drugs or class of drugs:

	Initial test cutoff Level (ng/ml)
Marijuana metabolites	50
Cocaine metabolites	150
Opiate metabolites	
Codeine/Morphine	2000
6-Acetylmorphine	10
Phencyclidine	25
Amphetamines	
AMP/MAMP	500
MDMA	500

2. These cutoff levels are subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of these substances at other concentrations.

F. Confirmatory Test.

1. All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff levels listed in this paragraph for each drug. All confirmations shall be by quantitative analysis. Concentrations that exceed the linear range of the standard curve shall be documented in the laboratory record as "greater than highest standard curve value."

	<u>Confirmatory test cutoff Levels (ng/ml)</u>
THCA	15
Benzoylcegonine	100
Codeine	2000
Morphine	2000
6-Acetylmorphine	10
Phencyclidine	25
Amphetamine	250
Methamphetamine	250
MDMA	250
MDA	250
MDEA	250

2. These cutoff levels are subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of these substances at other concentrations.

G. Reporting Results.

1. The laboratory shall report test results to the Contractor's Medical Review Officer within an average of 5 working days after receipt of the specimen by the laboratory. Before any test result is reported (the results of initial test, confirmatory tests or quality control data) it shall be reviewed and the test certified as an accurate report by the responsible individual. The report shall identify the drugs/metabolites tested for, whether positive or negative, the specimen number assigned by the Contractor, and the drug testing laboratory specimen identification number (accession number).
2. The laboratory shall report as negative all specimens that are negative on the initial test or negative on the confirmatory test. Only specimens confirmed positive shall be reported positive for a specific drug.
3. The Medical Review Officer may request from the laboratory and the laboratory shall provide quantitation of test results. The MRO shall report whether the test is positive or negative, and may report the drug(s) for which there was a positive test, but shall not disclose the quantitation of a positive test result to the Contractor. Provided, that the MRO may reveal the quantitation of a positive test result to the Contractor, the employee or the decisionmaker in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee and arising from a verified positive drug test.
4. The laboratory may transmit results to the Medical Review Officer by various electronic means (for example, teleprinters, facsimile or computer) in a manner designated to ensure confidentiality of the information. Results may not be provided verbally by telephone. The laboratory and Contractor must ensure the

security of the data transmission and limit access to any data transmission, storage and retrieval system.

5. The laboratory shall send only to the Medical Review Officer the original or a certified copy of the drug testing custody and control form which, in the case of a report positive for drug use, shall be signed (after the required certification block) by the individual responsible for day-to-day management of the drug testing laboratory or the individual responsible for attesting to the validity of the test reports and attached to which shall be a copy of the test report.

6. The laboratory shall provide to the Contractor official responsible for coordination of the drug testing program a monthly statistical summary of urinalysis testing of the Contractor's employees and shall not include in the summary any personal identifying information. Initial and confirmation data shall be included from test results reported within that month. Normally this summary shall be forwarded by registered or certified mail not more than 14 calendar days after the end of the month covered by the summary. The summary shall contain the following information:
 - A. General information
 - Reporting Period (inclusive dates)
 - Laboratory Identification (name and address)
 - Contractor Identification (name; may include Billing Code or ID Code)
 - C/TPA Identification (where applicable)
 - B. Specimen Results Reported (total number)
 - By Test Reason
 - a. Pre-employment
 - b. Post-Accident
 - c. Random
 - d. Reasonable Suspicion/Cause
 - e. Return-to-Duty
 - f. Follow-up
 - g. Other
 - C. Specimens Reported
 - a. Negative
 - b. Negative and dilute
 - D. Specimens Reported as Rejected for Testing
 - By Reason
 - a. Fatal Flaw
 - b. Uncorrected Flaw
 - E. Specimens Reported as Positive by Drug
 - a. Marijuana Metabolite
 - b. Cocaine Metabolite
 - c. Opiates
 - i. Codeine
 - ii. Morphine

- iii. 6-AM
- d. Phencyclidine
- e. Amphetamines
 - i. Amphetamine
 - ii. Methamphetamine
 - iii. MDMA
 - iv. MDA
 - v. MDEA

Monthly reports shall not include data from which it is reasonably likely that information about individuals test can be readily referred. If necessary, in order to prevent the disclosure of such data, the laboratory shall not send a report until data are sufficiently aggregated to make such an inference unlikely. In any month in which a report is withheld for this reason, the laboratory will so inform the Contractor in writing.

- 7. The laboratory shall make available copies of all analytical results for Contractor drug testing programs when requested by DOT or any DOT agency with regulatory authority over the Contractor.
 - 8. Unless otherwise instructed by the Contractor in writing, all records pertaining to a given urine specimen shall be retained by the drug testing laboratory for a minimum of two years.
- H. Long-Term Storage. Long-term frozen storage (-20 degrees Celsius or less) ensures that positive urine specimens will be available for any necessary retest during administrative or disciplinary proceedings. Drug testing laboratories shall retain and place in properly secured long-term frozen storage for a minimum of 1 year all specimens confirmed positive, in their original labeled specimen bottles. Within this 1-year period, a Contractor (or other person designated in a DOT agency regulation) may request the laboratory to retain the specimen for an additional period of time, but if no such request is received the laboratory may discard the specimen after the end of 1 year except that the laboratory shall be required to maintain any specimens known to be under legal challenge for an indefinite period.
- I. Retesting Specimens. Because some analyses deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.
- J. Subcontracting. Drug testing laboratories shall not subcontract and shall perform all work with their own personnel and equipment. The laboratory must be capable of performing testing for the five classes of drugs (marijuana, cocaine, opiates phencyclidine and amphetamines) using the initial immunoassay and confirmatory GC/MS methods specified in this part. This paragraph does not prohibit subcontracting of laboratory analysis if specimens are sent directly from the collection site to the subcontractor, the subcontractor is a laboratory certified by HHS as required in this part,

the subcontractor performs all analysis and provides storage required under this part and the subcontractor is responsible to the Contractor for compliance with this part and applicable DOT agency regulations as if it were the prime contractor.

K. Laboratory Facilities.

1. A drug testing laboratory located in the U.S. that participates in DOT drug testing must be certified by HHS under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR § 40.81.
2. Laboratories certified in accordance with HHS Guidelines shall have the capability, at the same laboratory premises of performing initial and confirmatory tests for each drug or metabolite for which service is offered.

L. Inspections. The secretary, a DOT agency, any Contractor utilizing the laboratory, a DHHS or any organization performing laboratory certification on behalf of DHHS reserves the right to inspect the laboratory at any time. Contractor's contracting with laboratories for drug testing, as well as contracts for collection site services, shall permit the Contractor and the DOT agency of jurisdiction (directly or through an agent) to conduct unannounced inspections.

M. Documentation. The drug testing laboratories shall maintain and make available for at least 2 years documentation of all aspects of the testing process. This 2-year period may be extended upon written notification by a DOT agency or by any Contractor for which laboratory services are being provided. The required documentation shall include personnel files on all individuals authorized to have access to specimens; chain of custody documents; quality assurance/quality control records; procedure manuals; all test data (including calibration curves and any calculations used in determining test results); reports; performance records on performance testing; performance on certification inspections; and hard copies of computer generated data. The laboratory shall maintain documents for any specimen known to be under legal challenge for an indefinite period.

N. Additional Requirements for Certified Laboratories.

1. **Procedure Manual.** Each laboratory shall have a procedure manual which includes the principles of each test preparation of reagents, standards and controls calibration procedures, derivation of results, linearity of methods, sensitivity for reporting results, controls criteria for unacceptable specimens and results, remedial actions to be taken when the test systems are outside of acceptable limits, reagents and expiration dates and references. Copies of all procedures and dates on which they are in effect shall be maintained as part for the manual.
2. **Standards and Controls.** Laboratory standards shall be prepared with pure drug standards which are properly labeled as to content and concentration. The standard shall be labeled with the following dates: when received, when prepared or opened, when placed in service, and the expiration date.

3. **Instruments and Equipment.**
 - a. Volumetric pipettes and measuring devices shall be certified for accuracy or checked by gravimetric, colorimetric or other verification procedure. Automatic pipettes and dilutors shall be checked for accuracy and reproducibility before being placed in service and checked periodically thereafter.
 - b. There shall be written procedures for instrument set-up and normal operation, a schedule for checking critical operating characteristics for all instruments, tolerance limits for acceptable function checks and instructions for major troubleshooting and repair. Records shall be available on preventive maintenance.
4. **Remedial Action.** There shall be written procedures for the actions to be taken when systems are out of acceptable limits or errors are detected. There shall be documentation that these procedures are followed and that all necessary corrective actions are taken. There shall also be in place systems to verify all stages of testing and reporting and documentation that these procedures are followed.
5. **Personnel Available to Testify at Proceedings.** A laboratory shall have qualified personnel available to testify in an administrative or disciplinary proceeding against an employee when that proceeding is based on positive urinalysis results reported by the laboratory.

APPENDIX B

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

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: <input type="checkbox"/> HHS <input type="checkbox"/> NRC <input type="checkbox"/> DOT - Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG			
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____			
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> 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 seal(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.

Signature of Collector	AM PM	Date (Mo./Day/Yr)	Time of Collection	Name of Delivery Service	SPECIMEN BOTTLE(S) RELEASED TO:
(PRINT) Collector's Name (First, MI, Last)					

RECEIVED AT LAB OR IITF:

Signature of Assocessor	Date (Mo./Day/Yr)	Primary Specimen Bottle Seal Intact	SPECIMEN BOTTLE(S) RELEASED TO:
(PRINT) Assocessor's Name (First, MI, Last)		<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, Enter remark in Step 5A.	

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

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

REJECTED FOR TESTING 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.

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

Laboratory Name	<input type="checkbox"/> RECONFIRMED <input type="checkbox"/> FAILED TO RECONFIRM - REASON _____
Laboratory Address	I certify that the split specimen identified on this form was submitted upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.
	Signature of Certifying Scientist (PRINT) Certifying Scientist's Name (First, MI, Last) Date (Mo./Day/Yr)

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 COPY

OMB No. 0830-0158

PRESS HARD - YOU ARE MAKING MULTIPLE COPIES

Version C 1/14/09/2010

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: <input type="checkbox"/> HHS <input type="checkbox"/> NRC <input type="checkbox"/> DOT - Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG			
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____			
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> 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 seal(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)		Name of Delivery Service	
Date (Mo/Day/Yr)		Time of Collection	

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 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.

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/Yr) _____

After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask 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 records. 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 NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

In accordance with applicable Federal requirements, my verification is:

NEGATIVE POSITIVE for: _____

DILUTE

REFUSAL TO TEST because - check reason(s) below: TEST CANCELLED

ADULTERATED (adulterant/reason): _____

SUBSTITUTED

OTHER: _____

REMARKS: _____

X _____
Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last) _____ Date (Mo/Day/Yr) _____

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable Federal requirements, my verification for the split specimen (if tested) is:

RECONFIRMED for: _____ TEST CANCELLED

FAILED TO RECONFIRM for: _____

REMARKS: _____

X _____
Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last) _____ Date (Mo/Day/Yr) _____

COPY 2 - MEDICAL REVIEW OFFICER COPY

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: <input type="checkbox"/> HHS <input type="checkbox"/> NRC <input type="checkbox"/> DOT - Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG			
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____			
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> 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 seal(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 described 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:	
<input checked="" type="checkbox"/>			
Signature of Collector _____ AM			
_____ PM			
(PRINT) Collector's Name (First, MI, Last)	Date (Mo/Day/Yr)	Time of Collection	Name of Delivery Service

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 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.

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/Yr)

After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask 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 records. 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 NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

In accordance with applicable Federal requirements, my verification is:

NEGATIVE POSITIVE for: _____

DILUTE

REFUSAL TO TEST because - check reason(s) below: TEST CANCELLED

ADULTERATED (adulterant/reason): _____

SUBSTITUTED

OTHER: _____

REMARKS: _____

Signature of Medical Review Officer _____ (PRINT) Medical Review Officer's Name (First, MI, Last) _____ Date (Mo/Day/Yr) _____

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable Federal requirements, my verification for the split specimen (if tested) is:

RECONFIRMED for: _____ TEST CANCELLED

FAILED TO RECONFIRM for: _____

REMARKS: _____

Signature of Medical Review Officer _____ (PRINT) Medical Review Officer's Name (First, MI, Last) _____ Date (Mo/Day/Yr) _____

COPY 3 - COLLECTOR COPY

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 GSN or Employee I.D. No. _____	
D. Specify Testing Authority: <input type="checkbox"/> HHS <input type="checkbox"/> NRC <input type="checkbox"/> DOT - Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG	
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____	
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> 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: Spill 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 seal(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	_____ Name of Delivery Service
AM PM	
(PRINT) Collector's Name (First, MI, Last) _____ Date (Mo/Day/Yr) _____ Time of Collection _____	

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 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.

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/Yr)

After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask 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 records. 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 NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

In accordance with applicable Federal requirements, my verification is:

NEGATIVE POSITIVE for: _____

DILUTE

REFUSAL TO TEST because - check reason(s) below: TEST CANCELLED

ADULTERATED (adulterant/reason): _____

SUBSTITUTED

OTHER: _____

REMARKS: _____

X _____
 Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last) _____ Date (Mo/Day/Yr) _____

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable Federal requirements, my verification for the split specimen (if tested) is:

RE-CONFIRMED for: _____ TEST CANCELLED

FAILED TO RECONFIRM for: _____

REMARKS: _____

X _____
 Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last) _____ Date (Mo/Day/Yr) _____

COPY 4 - EMPLOYER COPY

Public Burden Statement:

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0158. Public reporting burden for this collection of information is estimated to average 5 minutes/donor; 4 minutes/collector; 3 minutes/fast facility and 3 minutes/Medical Review Officer. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Cheke Cherry Road, Room 7-1044, Rockville, Maryland, 20857.

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: <input type="checkbox"/> HHS <input type="checkbox"/> NRC <input type="checkbox"/> DOT - Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG	
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____	
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> 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 99° 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 seal(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	_____ Name of Delivery Service
_____ (PRINT) Collector's Name (First, MI, Last)	
_____ Date (Mo/Day/Yr)	_____ Time of Collection

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 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.

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/Yr)

After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask 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 records. 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 NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

In accordance with applicable Federal requirements, my verification is:

NEGATIVE POSITIVE for: _____

DILUTE

REFUSAL TO TEST because - check reason(s) below: TEST CANCELLED

ADULTERATED (adulterant/reason): _____

SUBSTITUTED

OTHER: _____

REMARKS: _____

X _____
 Signature of Medical Review Officer

_____ (PRINT) Medical Review Officer's Name (First, MI, Last)

_____ Date (Mo/Day/Yr)

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable Federal requirements, my verification for the split specimen (if tested) is:

RECONFIRMED for: _____ TEST CANCELLED

FAILED TO RECONFIRM for: _____

REMARKS: _____

X _____
 Signature of Medical Review Officer

_____ (PRINT) Medical Review Officer's Name (First, MI, Last)

_____ Date (Mo/Day/Yr)

COPY 5 - DONOR COPY

BACK COPY 5

Instructions for Completing the Federal Drug Testing Custody and Control Form

When making entries use black or blue ink pen and press firmly

Collector ensures that the name and address of the HHS-certified Instrumented Initial Test Facility (IITF) or HHS-certified laboratory are on the top of the CCF and that the Specimen I D number on the top of the CCF matches the Specimen I D number on the labels/seals

STEP 1:

- Collector ensures that the required information is in STEP 1. Collector enters a remark in STEP 2 if Donor refuses to provide his/her SSN or Employee I D number
- Collector gives collection container to Donor and instructs Donor to provide a specimen. Collector notes any unusual behavior or appearance of Donor in the remarks line in STEP 2. If Donor conduct at any time during the collection process clearly indicates an attempt to tamper with the specimen, Collector notes the conduct in the remarks line in STEP 2 and takes action as required

STEP 2:

- Collector checks specimen temperature within 4 minutes after receiving the specimen from Donor, and marks the appropriate temperature box in STEP 2. If temperature is outside the acceptable range, Collector enters a remark in STEP 2 and takes action as required
- Collector inspects the specimen and notes any unusual findings in the remarks line in STEP 2 and takes action as required. Any specimen with unusual physical characteristics (e.g. unusual color, presence of foreign objects or material, unusual odor) cannot be sent to an IITF and must be sent to an HHS-certified laboratory for testing as required.
- Collector determines the volume of specimen in the collection container. If the volume is acceptable, Collector proceeds with the collection. If the volume is less than required by the Federal Agency, Collector takes action as required and enters remarks in STEP 2. If no specimen is collected by the end of the collection process, Collector checks the *None Provided* box, enters a remark in STEP 2, discards Copy 1 and distributes remaining copies as required.
- Collector checks the Split or Single specimen collection box. If the collection is observed, Collector checks the Observed box and enters a remark in STEP 2

STEP 3:

- Donor watches Collector pour the specimen from the collection container into the specimen bottle(s), place the cap(s) on the specimen bottle(s), and affix the label(s)/seal(s) on the specimen bottle(s)
- Collector dates the specimen bottle label(s)/seal(s) after placement on the specimen bottle(s)
- Donor initials the specimen bottle label(s)/seal(s) after placement on the specimen bottle(s)
- Collector turns to Copy 2 (Medical Review Officer Copy) and instructs Donor to read and complete the certification statement in STEP 5 (signature, printed name, date, phone numbers, and date of birth). If Donor refuses to sign the certification statement, Collector enters a remark in STEP 2 on Copy 1.

STEP 4:

- Collector completes STEP 4 on Copy 1 (signature, printed name, date, time of collection, and name of delivery service), places the sealed specimen bottle(s) and Copy 1 of the CCF in a leak-proof plastic bag, seals the bag, prepares the specimen package for shipment, and distributes the remaining CCF copies as required

Privacy Act Statement: (For Federal Employees Only)

Submission of the information on the attached form is voluntary. However, incomplete submission of the information, refusal to provide a urine specimen, or substitution or adulteration of a specimen may result in delay or denial of your application for employment/appointment or may result in removal from the Federal service or other disciplinary action.

The authority for obtaining the urine specimen and identifying information contained herein is Executive Order 12564 ("Drug-Free Federal Workplace"), 5 U.S.C. Sec. 7301 (2), 5 U.S.C. Sec. 7301, and Section 503 of Public Law 100-71, 5 U.S.C. Sec. 7301 note. Under provisions of Executive Order 12564 and 5 U.S.C. 7301, test results may only be disclosed to agency officials on a need-to-know basis. This may include the agency Medical Review Officer (MRO), the administrator of the Employee Assistance Program, and a supervisor with authority to take adverse personnel action. This information may also be disclosed to a court where necessary to defend against a challenge to an adverse personnel action.

Submission of your SSN is not required by law and is voluntary. Your refusal to furnish your number will not result in the denial of any right, benefit, or privilege provided by law. Your SSN is solicited, pursuant to Executive Order 9397, for purposes of associating information in agency files relating to you and for purposes of identifying the specimen provided for testing. If you refuse to indicate your SSN, a substitute number or other identifier will be assigned, as required to process the specimen.

Public Burden Statement:

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0158. Public reporting burden for this collection of information is estimated to average 5 minutes/donor; 4 minutes/collector; 3 minutes/test facility; and 3 minutes/Medical Review Officer. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 7-1044, Rockville, Maryland, 20857.