

Sandwich CUSD #430 Random Drug Screening Program Procedures

How many students per building/per month will be tested? Middle School - 3 & High School - 6

What day of the month to test?

The outside agency (Midwest Occupational Health, Aurora, IL) providing the student randomization will send the Superintendent the selected students and a list of alternates at the beginning of each month. The monthly date of collection will be random and will be set by Valley West Community Hospital (VWCH). Valley West will notify the Superintendent 24- 48 hours prior to the selected collection date.

What time of day will the screening occur? Morning, prior to lunch.

Students that were randomly selected, but absent or a non-participant on the day of collection: The outside agency selecting names will provide a list of alternate names to be used. Alternate names will be selected in the order they were randomly selected on the alternate list. Absent/non-participating student now becomes eligible for the next scheduled screening.

Ten (10) Panel Screen - drugs tested are: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene

Students to be tested: The Valley West Collector will need a copy of Parental Consent and Release form for each student that has been randomly selected. The Collector will use this to verify who is to be tested, student information and parental/guardian consent.

Copy will be provided to the collector on the date of collection for each student involved.

Call student(s) to office:

Students will be sent a pass (this happens numerous times for various reasons each period) to report one at a time to the office. Directives will be provided by the administration in the office of where the student is to proceed.

The student will need to present a photo ID (student ID or driver's license); or a building administrator or designee will be needed to identify – Who will be the school representative to verify student identity if needed?

One of the administrators will be at the site of the collection to identify students and sign the chain of custody form prior to collection process, if indicated.

Explanation to student of procedure –

1. Student will enter the collection area with their ID and the collector will give a brief explanation and expectations of a secure collection:
 - a. Student will be expected to empty pockets, remove outer garments (e.g. jacket, coat, hat, etc.), Bags and purses must be left outside of collection area. To assure security of personal belongings, the students will be required to leave personal items on the designated table in the collection area, while obtaining their urine specimen.

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At the Middle School the administrator will remain in the 2nd floor lounge area/hallway during the collection process.

At the High School the administrator will wait outside of the south locker room area (visitor's locker room - not used during day) during the collection process.

- b. The Student will be expected to wash their hands before and after collection.
 - c. The Student will be expected to not flush the toilet.
 - d. The student will be expected to complete their portion of the collection form – Print and sign their name, Date of Birth, Telephone number and date of collection. The collector will assist with directing them through this process.
 - e. The Student will be expected to remain in view of the sample they provide until it has been secured and placed into the sealed collection bag.
 - f. If the student is unable, having difficult providing a sample, or has a shy bladder, the parent will be given the option of bringing the student to VWCH within 24 hours for another collection attempt.
 - g. Per VWCH, menstrual cycles will not affect the test results. The collector will handle this concern with the student as needed.
 - h. The collection at the school will not be observed.
 - i. The collector will evaluate the sample for possible adulteration: temperature out of range, excessive foaming, unusual color, etc.

If possible adulteration is detected, the parent and student will need to go to VWCH within 24 hours for another collection attempt. All additional collection attempts will be non-observed.
 - j. Contact person regarding the MRO or collection procedures - Debra Heise, MT-ASCP, VWCH Laboratory Manager – 815-786-3951 – MRO, Dilipkumar D. Dharkar, MD, VWCH, 815-786-3740.
 - k. Contracted vendor for random selection process - Midwest Occupational Health, Aurora IL
 - l. Designated Student Representative – Superintendent – 815-786-2187
2. Student will be released to school administrator to return to class.
 3. Positive results will be reviewed and investigated by Medical Review Officer (MRO) at VWCH - Dilipkumar D. Dharkar, MD, VWCH, 815-786-3740
 - Parent/guardian will be notified of results determined to be positive by the MRO during the evaluation / verification process. At this time, the MRO will explain the results to the parents and allow for questions and answers. This discussion will occur before the school is ever notified of the results; and the school will not be informed of the details of the discussion between the MRO and parent.

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- ALL test results including those determined to be positive will be sent to Superintendent.

VWCH will notify only the Superintendent by secure email (encrypted) with both positive and negative results, including a copy of the actual test results. The copy of the actual test result will remain with the Superintendent and will not be shared with other district personnel.

For positive results, as with any rule infraction, Superintendent will notify principal of those ineligible to participate in athletics, extracurricular and privileged activities.

Principal will work with AD, guidance counselor, student and parent/guardian to implement the procedures addressing student's ineligible to participate in athletics, extracurricular and privileged activities; and provide guidance in seeking an intervention program.

HIPPA and confidentiality of records will be adhered to as are all other student records.

4. Parents or students desiring to review certificates of those administering the testing should contact Debra Heise, MT-ASCP, VWCH Laboratory Manager – 815-786-3951.
5. Revoking Consent Procedure: At any time, students/parents may revoke their consent to participate by providing to the building principal a signed letter indicating their desire to immediately revoke consent and participation in the District Random Drug Screening Program.

Rev. 10/9/12

**KISHHEALTH SYSTEM
ENTITY – VALLEY WEST COMMUNITY HOSPITAL
LABORATORY
Drug Testing Procedures for Students**

PURPOSE: Outline of the steps followed for Random Chain of Custody Drug Screen Collections within a school district.

EQUIPMENT LIST:

- Quest Kits are ordered from Quest and samples are picked up by the daily courier.

PERSONNEL REQUIREMENTS: Certified Professional Collectors: DOT 49 CFR Part 40 states: refresher training with No less frequency than every **FIVE** years from the date on which you satisfactorily complete the Qualification Training and Initial Proficiency Demonstration.

Valley West /Drug Testing Coordinator will perform Collector Trainer recertification every five (5) years.

Valley West Collectors will be recertified every 5 years; recertification includes review of the 49 CRF and satisfactory completion of 5 Mock Collections with the Collector Trainer. Random mock collections may be periodically performed during the 5 year certification period to assure continued competency.

GUIDELINES: The procedure outlined below is to be followed for Random Chain of Custody Urine specimen collections conducted by Valley West Comm. Hospital within a school district. Due to the impact the results of these tests may have on an individual, the collector must demonstrate accuracy and thoroughness in performance of these tasks.

- A. The Drug Testing Services staff will be trained by the Valley West /Drug Testing Coordinator under the 49CFR Part 40 procedures. Each collector will have available upon request their current Certification as a Professional Collector (CPC).
- B. Frequency of Collections and Number of Students will be determined by the School District.
- C. Random Selection of Students will be performed by the School District or a designated third party vendor.
- D. Valley West will provide Selected Random Date for Collections with 24-48 hours notice, to the Designated School Representative.
- E. Designated School Representative will provide a Copy of a Completed Parental Consent and Release Form for each student selected for Random Screening, on the scheduled collection date.
- F. Steps for conducting a Random COC Urine Sample Collection.
 1. **Parental Consent and Release Form** must be received for each student performing a collection. A Random Collection will not proceed if a Completed VWCH Consent and Release for Random Drug Screening form has not been provided.
 2. **Verify donor with a photo ID:** Selected Student Donors must have a picture ID; Drivers License or Student ID. If picture ID is unavailable, a Designated School Representative will need to identify the student donor and must sign the COC form reflecting such ID.
 3. **COC collection Supplies:** Valley West will provide COC forms and Sealed Collection Containers for purpose of Random Collections.

4. Collector will Complete the Chain of Custody, in the presence of the Student:

- Student ID# or Driver's License #
- Student Donor's name
- Reason for test will always be "Random"
- Level of Test to be performed will be Selected by the School
- Collector Phone # (815-786-3734) and Fax Number (815-786-3661)

5. Collector prepares the Collection Area:

- Inspects the collection area to assure that the water is shut off and that the donor does not have access to items that could be used to adulterate or dilute the specimen (e.g., soap, disinfectants, cleaning agents, water)
- Add bluing agent to the toilet bowl,

6. Collector will Prepare Student Donor for Collection:

- To assure security of personal belongings, the students will be required to leave personal items in the designated monitored area in the collection area, while obtaining their urine specimen. Collector will instruct the student donor to empty pockets, remove outer garments (e.g. jacket, coat, hat, etc.) and leave all personal belongings, including Bags and purses, in the designated monitored area.
- Exceptions would be
 - Garments and/or head wear for Religious reasons.
 - The Donor may request to keep their wallet and any loose currency. However, the collector must first look in the wallet for any potential adulterants. If no signs of adulterants are noted the wallet may be retained by the donor.
- If the donor refuses to remove the outer garments or leave personal belongings in the designated monitored area, it will be considered a refusal to test and the collection will not proceed.

7. Instruct the donor to wash and dry hands: If the donor refuses to wash their hands this is considered a refusal to test and the collection will not proceed.**8. The sealed collection container is selected** by the collector or if requested, by the student donor. The sealed container must be opened in the presence of the student donor.**9. Specimen Collection:**

- The Student Donor will be informed that they must supply at least 45 ml of urine for Random Testing.
- Give the Collection Container to the Student Donor and Escort them to the designated collection restroom.
 - Instruct the student donor to not flush the toilet and that if the toilet is flushed, the collection is invalid and the collection procedure must be redone.
 - Instruct the donor that the water is shut off in the bathroom and that they will use the designated sink to wash hands after the collection.

Drug Testing Procedures for Students

- Instruct the donor to bring the sample out of the restroom ASAP from when they are done collecting, to assure that the temperature is not impacted. Temperature reading must occur within 4 minutes. If the temperature is noted to be out of range, the collection is invalid and the collection must be redone.
10. **Student Donor gives specimen to the collector:** Both the collector and student donor must maintain visual contact of the specimen at all times until the samples are security sealed in the transport container.
- The student will be instructed to wash their hands, at the designated sink which is within sight of the provided sample.
 - The collector will note the specimen temperature: the Temperature of the specimen must be read within 4 minutes. The temperature ranges are 32-38°C (90-100°F).
 - If the specimen is within the acceptable range, the collector marks this on the CCF.
 - Temperature is out of range
 - If it is suspected that the temp strip on cup has failed (sample is warm to the touch) collector will open an additional sealed collection container, pour the urine into that new cup to see if a registered temperature is obtained.
 - Under no circumstances should any temperature measuring device be placed in the specimen.
 - If the specimen is within the acceptable range, the collector marks this on the COC form.
 - If the temperature is out of range, a 2nd collection will be initiated.
 - The first specimen will be aliquoted, security sealed and placed into transport bag. The COC will be completed to include temperature out of range notation and a comment to "Refer to second CCF # _____"...
 - Repeat Collection will be performed following steps previously outlined.
 - Valley West Collectors will NOT perform Observed Random Student COC Collections.
 - Use a separate CCF for the repeat random specimen collection then both samples will be forwarded to the laboratory. The repeat collection will have a note in the remarks stating "Refer to initial CCF # _____". Both samples will be sent for processing.
 - If the donor is unable to provide adequate amount of random urine, the student will be turned over to the designated school representative to determine actions to take, based upon school policy.

11. **Collector prepares transport aliquots:**

 - Pour sample into aliquot bottle included in collection set. One bottle must be filled to the minimum 30 mL line and the secondary sample volume must be a minimum of 15mL.
 - Seal the sample lids with the tamper evident seal, located on the COC form.
 - The Collector will need to date the label on the aliquot bottle seal(s).
 - Student Donor must initial the seal on the sample bottle(s): If the donor refuses to initial the seals, the collector will write an appropriate comment on the remarks line and proceed with the procedure.
 - The Collector will sign the COC form and instruct the student donor to complete their portion of the form: sign and print their name, input date of collection, provide one phone number, and their Date of Birth. If donor refuses to sign the

COC, the collector must write the name in the donor line and write an appropriate comment on the remarks line and proceed with the procedure. This will not be considered a refusal to test.

12. **Collector conducts post-collection inspection of collection area.** The Collector is to check and note any indications of tampering, Adulteration, etc. within the collection restroom.
 - If no signs of tampering or adulteration are noted, the Specimen(s) and paperwork will be placed in the transport bag provided in collection set and the bag will be sealed in front of student donor.
 - If signs of tampering or adulteration are noted,
 - The collector will write an appropriate comment on the remarks line and "Refer to second CCF #_____".
 - The Collector will inform the student donor that a repeat collection must take place due to signs of tampering or adulteration.
 - The initial Specimen(s) and paperwork will be placed in the transport bag provided in collection set and the bag will be sealed in front of student donor.
 - Repeat Collection will be performed following steps previously outlined.
 - Valley West Collectors will NOT perform Observed Random Student COC Collections.
 - Use a separate CCF for the repeat random specimen collection then both samples will be forwarded to the laboratory. The repeat collection will have a note in the remarks stating "Refer to initial CCF #_____". Both samples will be sent for processing.
13. Student Donor will be allowed to retrieve their personal belongings and will be released to the designated school representative upon completion of the collection.

Packaging and shipping:

1. Valley West will provide a secure storage and transport container for all Random Collections.
2. Valley West will transport collections back to the hospital and will store in designated secure refrigerator.
3. Quest courier picks up samples at Valley West on a daily schedule.

Results and MRO Review:

1. Completed VWCH Consent and Release for Random Drug Screening form will be securely filed at Valley West and matched with results upon receipt.
2. Results of Random Collections will be sent to Valley West Community Hospital via a Secured Fax, within a secure location of the lab.
3. Results will be reviewed by the Valley West Drug Screen Coordinator and matched with Completed VWCH Consent and Release for Random Drug Screening form.
 - Positive Results will be reviewed and investigated by Medical Review Officer (MRO) at VWCH - Dilipkumar D. Dharkar, MD, VWCH, 815-786-3740.
 - Parent/guardian will be notified of results determined to be positive by the MRO during the evaluation / verification process. At this time, the MRO will explain the results to the parents and allow for questions and answers. This discussion will occur before the school is ever notified of the results; and the school will not be informed of the details of the discussion between the MRO and parent.

4. ALL test results including those determined to be positive will be sent to Designated School Representative via a secure "encrypted" email.
5. Copies of results will be released to student or parent based on preference noted on the Completed VWCH Consent and Release for Random Drug Screening form.
6. Copies of results and accompanying VWCH Consent and Release for Random Drug Screening form will be retained in a secured file at Valley West. Negative Results are retained for 1 year and Positive Results are retained for 5 years. Due to HIPAA privacy laws Valley West Community Hospital will only share information with Medical Review Officer, the parent/guardian of the minor child completing the VWCH Consent and Release for Random Drug Screening form and the designated school administrator

REFERENCE:

- *DOT Urine Specimen Collection Guidelines for the U.S> D.O.T. Workplace (49 CFR Part 40)*

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Revised:

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