

POLICY #	ALL-AEH-POLICY-013-01		
POLICY NAME	DRUG AND ALCOHOL SCREENING POLICY		
LAST REVISION DATE	January 16, 2008	ORIGINATION DATE	2/27/2002
SPONSORED BY	_____	DATE	_____
ADMINISTRATIVE APPROVAL	_____	DATE	_____
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I. POLICY

Alliance Employee Health (AEH) staff members will collect urine specimens for drug screening and administer Breathalyzer tests for alcohol screening

II. PURPOSE

To encourage, support, and maintain a drug free workforce in the Health Alliance

III. DEFINITIONS

Breathalyzer or Breath Alcohol Test - is a device for estimating blood alcohol content (BAC) from a breath sample.

Calibration - refers to the process of determining the relation between the output (or response) of a measuring instrument and the value of the input quantity or attribute, a measurement standard.

Chain of Custody - refers to the document or paper trail showing the seizure, custody, control, transfer, analysis, and disposition of physical evidence.

Reasonable Suspicion - suspect behavior that is based on certain facts or circumstances that justify further evaluation.

Urine Drug Screen- is commonly a technical examination of urine samples to determine the presence or absence of specified drugs or their metabolized traces.

IV. PROCEDURE

Alliance Employee Health (AEH) staff members will collect urine specimens for drug screening and administer Breathalyzer tests for alcohol screening. Human Resources (HR), Employee Assistance (EA) or the Medical Director of Alliance Employee Health may order urine drug screen collections in the following circumstances:

- Pre-employment
- Reasonable suspicion/cause
- Random
- Return to Duty
- Post Accident/Incident

After normal business hours Alliance Employee Health may designate a qualified company to collect urine specimens for drug screening and to administer Breathalyzer test for alcohol screening.

Pre-Employment/ Return to Duty Drug Screens

Instruct the donor to complete the Alliance Employee Health (AEH) Applicant Drug Testing Consent form (Appendix A) listing all drugs taken in past 30 days. The donor must provide photo identification (i.e. driver's license, picture identification badge). If no photo identification is presented, positive identification by an Employee Representative (Human Resources) is acceptable.

1. Using the Quest Diagnostics Forensic Drug Testing Custody and Control Form Appendix B) fill in Steps C through G in Step 1.
 - Step C: Donor SSN
 - Step D: Donor Name (last, first, with black ballpoint pen)
 - Step E. Check appropriate Donor identification box
 - Step F. Check appropriate reason for test
 - Step G. Check appropriate drug test to be performed. Pre-employment/ Return to Duty urine drug screens are test code 22095N, unless otherwise ordered by Medical Review Officer.In step 2 checks "Single" under Specimen collection. If the collection is observed also mark this box in Step 2.
2. Instruct the donor to remove coat or other unnecessary outer garments. Belongings such as briefcases or purses (the donor may keep a wallet) are to be left with the outer garments.
3. Instruct the donor to rinse hands with water.
4. Obtain a sealed collection kit including a collection container with temperature indicator strip attached to the outside of the bottle, specimen bottle, and specimen security bag to be used for the urine collection.
5. The collector is to put blue dye in the toilet water
6. Instruct the donor to:

- Urinate approximately 30-50cc in the provided collection container.
 - Not to flush the toilet after the specimen is obtained. Doing so will invalidate the process and another specimen will need to be obtained before leaving that day.
 - Be aware that the water to the bathroom sink is turned off so they will not be able to wash their hands in the bathroom when they are done.
7. If the drug screen is observed the collector is to go into the bathroom with the donor and witness the collection. A male donor will have a male witness, a female donor a female witness. Pre-placement/ Return to Duty drug screens are not witnessed unless directed to do so by the Medical Review Officer, or as stipulated in the “special circumstance” of this policy.
 8. Once the specimen is collected the collector will go into the bathroom, or if observed by the collector, stay in the bathroom, and verify, within 4 minutes, the temperature of the specimen with the temperature indicator on the outside of the collection container. Acceptable range is 90-100F / 32-38C. If specimen is within acceptable range this will be checked in the appropriate box in Step 2 of the Forensic Drug Testing Custody and Control Form. If the collection is observed the box marked “Observed” in Step 2 will be checked.
 9. The collector will then pour the urine into the specimen bottle and cap bottle. Any remaining urine in the collection container will then be discarded into the toilet and the collector may flush the toilet.
 10. The donor and collector will go back to the room and the donor may now wash their hands with soap and water. The collector will peel off SEAL A on the bottom of the chain of custody form and put over the specimen cap to seal. The donor is then to confirm that the specimen ID number on Seal A matches the specimen ID number on the top left of the forensic drug testing custody and control form. If the numbers match the donor initials and dates SEAL A on the specimen. The collector will then insert the sealed specimen into the collection bag.
 11. The collector will then fill in Step 4, the CHAIN OF CUSTODY section, on the Forensic Drug Testing Custody and Control Form. The collector will also check, in this section, that the specimen bottle is being released to “Quest Diagnostics courier”.
 12. The donor will then fill in Step 5, on the Forensic Drug Testing Custody and Control Form.
 13. The top copy of the chain of custody form is removed and put in the bag with the specimen; the bag is then sealed and sent to the lab. The donor is given the last sheet of the form Copy 5 (Donor Copy), Copy 4 (Employer Copy) is forwarded to Human Resources, Copies 2 and 3 of the form are kept with the associates chart until the results are processed.

Results Processing

Refer to “Pre-employment/ Return to Duty Results Processing Algorithm” (Appendix C) for direction on processing. If a drug screen is positive the “Positive Drug Screen Worksheet” (Appendix D) will be completed and reviewed by the Medical Review Office to verify as positive or negative. Negative results will be kept for 1 year, positive results for 5 years.

Results are stored on a secure file in the Employee Health department. No results will be filed in associates chart.

Reasonable suspicion/cause, Post Accident/Incident Drug Screens

The donor will complete the "Substance Abuse Screening Consent" (Appendix E) this form will need to have a witness co-sign. (Witness may be donor's supervisor or an AEH/EA/HR representative). Donor will list all drugs taken in past 30 days. The donor must provide photo identification (i.e. driver's license, picture identification badge). If no photo identification is presented, positive identification by an AEH, EA, HR Representative is acceptable.

1. Using the Quest Diagnostics Forensic Drug Testing Custody and Control Form (Appendix B) fill in Steps C, E, F, and G in Step 1.
Step C: Donor SSN
Step E. Check appropriate Donor identification box
Step F. Check appropriate reason for test
Step G. Check appropriate drug test to be performed. Reasonable suspicion/cause and post accident/incident drug screens are test code 22288N. The Medical Review Officer may request additional testing.
In step 2 check "Single" under Specimen collection. This collection is to be observed so mark this box in Step 2.
2. Instruct the donor to remove coat or other unnecessary outer garments. Belongings such as briefcases or purses (the donor may keep a wallet) are to be left with the outer garments.
3. Instruct the donor to rinse hands with water.
4. Obtain a sealed collection kit including a collection container with temperature indicator strip attached to the outside of the bottle, specimen bottle, and specimen security bag to be used for the urine collection.
5. The collector is to put blue dye in the toilet water
6. Instruct the donor to:
 - Urinate approximately 30-50cc in the provided collection container.
 - Not to flush the toilet after the specimen is obtained. Doing so will invalidate the process and another specimen will need to be obtained.
 - Be aware that the water to the bathroom sink is turned off so they will not be able to wash their hands in the bathroom when they are done.
7. This drug screen is observed, so the collector is to go into the bathroom with the donor and witness the collection. A male donor will have a male witness, a female donor a female witness.
8. Once the specimen is collected the collector will verify, within 4 minutes, the temperature of the specimen with the temperature indicator on the outside of the collection container. Acceptable range is 90-100F / 32-38C. If specimen is within acceptable range this will be checked in the appropriate box in Step 2 of the Forensic Drug Testing Custody and Control Form.

9. The collector will then pour the urine into the specimen bottle and cap bottle. The remaining urine, if any, in the collection container will then be discarded into the toilet and the collector may flush the toilet.
10. The donor and collector will go back to the room and the donor may now wash their hands with soap and water. The donor is to sign the specimen vial SEAL A on the bottom of the chain of custody form, the collector will then peel this off the form and put over the specimen to seal. The donor is then to check the specimen ID number on Seal A with the specimen ID number on the top left of the forensic drug testing custody and control form to verify that they are the same. The collector will then insert the sealed specimen into the collection bag.
11. The collector will then fill in Step 4, the CHAIN OF CUSTODY section, on the Forensic Drug Testing Custody and Control Form. The collector will also check, in this section, that the specimen bottle is being released to "Quest Diagnostics courier".
12. The top copy of the chain of custody form is removed and put in the bag with the specimen; the bag is then sealed and sent to the lab.
13. Once the top copy of the Chain of Custody form is removed the donor will fill in Step 5 on the next page (Copy 2).
14. The donor is given the last sheet of the form Copy 5 (Donor Copy). The remaining copies of the Chain of Custody form will be kept in a secure file in AEH until the results are processed.

Random Drug Screens

The donor will complete the "Random Drug Testing Consent" (Appendix F), listing all drugs taken in past 30 days. Random drug screens are done under the direction of Human Resources, Employee Assistance, or Department Managers. The donor must provide photo identification (i.e. driver's license, picture identification badge). If no photo identification is presented, positive identification by an AEH, EA, HR Representative is acceptable.

1. Using the Quest Diagnostics Forensic Drug Testing Custody and Control Form. (Appendix B) fill in Steps C, E, F, and G in Step 1.
Step C: Donor SSN
Step E. Check appropriate Donor identification box
Step F. Check appropriate reason for test
Step G. Check appropriate drug test to be performed. Random drug screens are test code 22288N. The Medical Review Officer may request additional or less testing.
In step 2, check "Single" under Specimen collection. If the collection is observed mark this box in Step 2. EA random drug screens are observed. Routine Random drug screens done on associates driving Health Alliance motor vehicles are not observed unless directed to do so by the MRO.
2. Instruct the donor to remove coat or other unnecessary outer garments. Belongings such as briefcases or purses (the donor may keep a wallet) are to be left with the outer garments.
3. Instruct the donor to rinse hands with water.

4. Obtain a sealed collection kit including a collection container with temperature indicator strip attached to the outside of the bottle, specimen bottle, and specimen security bag to be used for the urine collection.
5. The collector is to put dye in the toilet water
6. Instruct the donor to:
 - Urinate approximately 30-50cc in the provided collection container.
 - Not to flush the toilet after the specimen is obtained. Doing so will invalidate the process and another specimen will need to be obtained.
 - Be aware that the water to the bathroom sink is turned off so they will not be able to wash their hands in the bathroom when they are done.
7. If the drug screen is witnessed the collector is to go into the bathroom with the donor and witness the collection. A male donor will have a male witness, a female donor a female witness.
8. Once the specimen is collected the collector will verify, within 4 minutes, the temperature of the specimen with the temperature indicator on the outside of the collection container. Acceptable range is 90-100F / 32-38C. If specimen is within acceptable range this will be checked in the appropriate box in Step 2 of the Forensic Drug Testing Custody and Control Form.
9. The collector will then pour the urine into the specimen bottle and cap bottle. The remaining urine, if any, in the collection container will then be discarded into the toilet and the collector may flush the toilet.
10. The donor and collector will go back to the room and the donor may now wash their hands with soap and water. The donor is to sign the specimen vial SEAL A on the bottom of the chain of custody form, the collector will then peel this off the form and put over the specimen to seal. The donor is then to check the specimen ID number on Seal A with the specimen ID number on the top left of the forensic drug testing custody and control form to verify that they are the same. The collector will then insert the sealed specimen into the collection bag.
11. The collector will then fill in Step 4, the CHAIN OF CUSTODY section, on the Forensic Drug Testing Custody and Control Form. The collector will also check, in this section, that the specimen bottle is being released to "Quest Diagnostics courier".
12. The top copy of the chain of custody form is removed and put in the bag with the specimen; the bag is then sealed and sent to the lab.
13. Once the top copy of the Chain of Custody form is removed the donor will fill in Step 5 on the next page (Copy 2).
14. The donor is given the last sheet of the form Copy 5 (Donor Copy). The remaining copies of the Chain of Custody form will be kept in a secure file in Employee Health until the results are processed.

Results Processing

Refer to "Reasonable suspicion/cause, Random, Post Accident/Incident" Results Processing" (Appendix G for direction on processing. If a drug screen is positive the "Positive Drug Screen Worksheet" (Appendix D) will be completed and reviewed by the Medical Review Office to

verify as positive or negative. Negative results will be kept for 1 year, positive results for 5 years. Results are stored on a secure file in the Employee Health department. No results will be filed in associates chart.

SPECIAL CIRCUMSTANCES:

1. If, on initial collection, urine quantity less than 30ml of urine:
 - Tell the donor the volume is insufficient for testing, and they will have up to 3 hours to produce another specimen. If the donor cannot stay for this period of time Human Resources or Employee Assistance (whomever arranged for the collection) will be contacted for instruction.
 - Discard the first specimen
 - Instruct the donor they may drink up to 40 ounces of fluid.
 - When a sample of sufficient volume is given proceed with the collection process as outlined above.
2. If the specimen is not within temperature range (acceptable range is 90-100F / 32-38C), check the appropriate box marked “no” in Step 2 of the Forensic Drug Testing Custody and Control Form. The specimen is to be discarded and the donor is to be informed they will need to provide another specimen and that this collection will need to be witnessed. A female donor will have a female witness, a male donor a male witness. Using a new chain of custody form the collector will proceed with the recollection. Once the specimen is provided the collector will note in the REMARKS section of the drug screen form that the collection was observed. The initial chain of custody form will be kept with the new chain of custody form. If the temperature of the recollected specimen is again, not in acceptable range, **it will be processed and sent for testing.** The collector will again mark “no” in the appropriate box on the Chain of Custody form and will enter a comment in the “Remarks” section “recollected due to initial specimen not in temperature range”
3. If the specimen provided is of sufficient quantity and within temperature range but appears to be tampered with (blue color, unusual smell, etc) process specimen and note in the REMARKS section what it is that makes tampering suspected. Another specimen is to be collected and is to be observed.

Breath Alcohol Testing

Non-DOT Alcohol Testing Form (Appendix H) will be used for Breath Alcohol Testing. This form consists of an original and 2 carbons. Breath Alcohol Testing is usually done in conjunction with random, cause/suspicion, and post accident/incident urine drug screens. Alliance Employee Health uses the Alcomonitor CC by Intoximeter or the Intoxilyzer 2000 to perform the test.

1. The donor must provide photo identification (i.e. driver’s license, picture identification badge). If no photo identification is presented, positive identification by an AEH, EA, HR Representative is acceptable. Without positive identification, testing may not

proceed. If the donor has been tested in the past, and is known to the breath alcohol technician, no photo ID is necessary.

2. Testing will be performed in a private room. Only breath alcohol technicians (BAT) and a security representative may be in the room with the donor during the test. Explain to the donor how to blow into the mouthpiece, make them aware if anything greater than a 0.00 is recorded a confirmation test will need to be done.
3. Complete parts B and D in Step 1 of the Breath Alcohol Testing Form.
4. Direct the donor to read, date, and sign Step 2 on the form.
5. If using the Alcomonitor insert form into printer device. If using the Intoxilyzer 2000 the result will be printed out from the machine at the end of the session.
6. Attach new mouthpiece to the evidential breath-testing device (EBT). Instruct the donor to blow into the mouthpiece until told to stop.
7. If the result of the screening test is a breath alcohol concentration (BAC) of 0.00 the test is complete. If using the Alcomonitor, remove the form from the printer device on the machine after the result is printed. If using the Intoxilyzer the result will print out in triplicate. Tape one copy to each of the three Alcohol testing forms in the upper left hand corner.
8. The BAT will complete Step 3 of the Alcohol Testing Form.
9. Distribute copies of the form as follows:
Copy 1 to Alliance Employee Health (AEH). Place it with the drug screen result.
Copy 2 to the EA with the drug screen result (when complete)
Copy 3 to the associate
10. If an Employee Assistance Representative is present make them aware of the result.

Confirmatory Testing (BAC is greater than 0.00)

Explain to the associate a calibration check will be done on the machine to check accuracy of instrument. The Alcomonitor will do this automatically if alcohol is detected. With the Intoxilyzer, the calibration check will be done manually. After the calibration check, a confirmation test will be done on the associate. The confirmation test will be done 15 minutes after the initial test. Explain to the donor that eating, drinking, or putting any substance in the mouth during this waiting period is not allowed. Also explain that any residual alcohol in the mouth will have dissipated after this fifteen-minute waiting period. Associate may only leave during this time to use restroom facilities and must return within the 15 minute wait period.

- If this second (and final) result is 0.00, proceed with steps 7, 8, and 9 above.
- If the confirmation test is greater than 0.00, the collector will fill out Step 3 on the form appropriately. The donor will read and sign Step 4. Proceed with Step 8, 9, and 10 as noted above. Transportation will be arranged for associate if confirmation greater than 0.00.

Document all screenings/confirmations in the "Breath Alcohol Test Log" (Appendix I).

SPECIAL CIRCUMSTANCES:

- If at any time during the process the donor refuses to continue this is to be noted on STEP 3 on the Alcohol Testing Form under REMARKS. The donor is to be made aware

this is considered a Refusal. The Employee Assistance Representative, if present, will be made aware.

- If, during the procedure, the donor is unable to complete the test (not a refusal) this is to be documented on the Alcohol Testing Form Step 3 under REMARKS. The collector will reinstruct the procedure and proceed to repeat the test. If the donor is still unable to complete the test this will be noted in the REMARKS section. The Employee Assistance Representative will be made aware.

Negative results will be kept for 1 year, positive results for 5 years. All confirmation verification tests must be kept on file for a period of five years. All service records and BAT training and proficiency records must be kept on file for 2 years.

Calibration Verification Tests

The manufacturer's Quality Assurance Plan (QAP) indicates that, calibration verification tests are to be done every thirty days or fifty tests, whichever comes first (see Appendix F), documenting them in the calibration log with the sequential test number and date of each test (Appendix G). Calibration checks are also required after each positive confirmation test and documented in the log. If an instrument fails a calibration check, remove it from service and send it to the manufacturer.

All confirmation verification tests must be kept on file for a period of five years. All service records and BAT training and proficiency records must be kept on file for 2 years.

V. RESPONSIBILITY

Alliance Employee Health
Associate
Employee Assistance
Human Resources
Management

VI. KEY WORDS

Alcomonitor
Breath Alcohol Test
Intoxilyzer
Urine Drug Screen

VII. APPENDIX

	File Name	Revision Date
Appendix A	Applicant Drug Testing Consent	1/16/08
Appendix B	Quest Forensic Drug Testing Custody and Control Form	NA
Appendix C	AEH Drug Screening Algorithm A Pre-Employment/ Return to Duty Results Processing Algorithm	1/16/08
Appendix D	Positive Drug Screen Worksheet	1/16/08
Appendix E	Substance Abuse Screening Consent	1/16/08
Appendix F	Random Drug Testing Consent	1/16/08
Appendix G	AEH Drug Screen Algorithm B Reasonable suspicion/cause, Random, Post Accident Processing Algorithm	1/16/08
Appendix H	Non-Dot Alcohol Testing Form	NA
Appendix I	Breath Alcohol Test Log	1/16/08