

RESOLUTION NO. 1989- 55

APPROVING THE ADOPTION OF A DRUG AND ALCOHOL
POLICY COVERING BOTH SAFETY-SENSITIVE AND
NON-SAFETY SENSITIVE POSITIONS

WHEREAS, the Greater Cleveland Regional Transit Authority is required by the Urban Mass Transportation Administration to establish and implement a drug and alcohol program as a condition to receiving federal financial assistance; and

WHEREAS, the Greater Cleveland Regional Transit Authority has a deep concern for the well-being of its employees and the safety of its patrons and public at large; and

WHEREAS, the Greater Cleveland Regional Transit Authority has a governmental interest in ensuring the well-being of its employees, the safety of its patrons and traveling public is thereby justified in prohibiting employees from using drugs and alcohol on duty or while subject to being called for duty or having it in their system while on duty; and

WHEREAS, having a clearly-defined drug and alcohol policy will assist the Board of Trustees and management in establishing a drug-free workplace which in turn would reduce accidents and casualties in the performance of its operations;

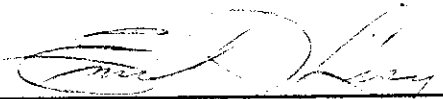
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Drug and Alcohol Policy shown in Attachment A hereto is hereby adopted as official policy of the Authority effective May 1, 1989.

Section 2. That the General Manager/Secretary-Treasurer of the Authority is hereby authorized to undertake the necessary actions to implement this Drug and Alcohol Policy.

Section 3. That this Resolution shall become effective immediately upon its adoption.

Adopted: April 18, 1989



President

Attest: 

General Manager/Secretary-Treasurer

ATTACHMENT A

ALCOHOL AND DRUG TESTING POLICY
FOR NON-SAFETY EMPLOYEES

The Greater Cleveland Regional Transit Authority has a deep concern and interest in the health and welfare of its employees. In light of this concern, and in recognition of the devastating effect of pervasive drug and alcohol abuse in American society, the Authority has established a comprehensive Employee Assistance Program ("EAP") to assist employees who are plagued by problems associated with drug or alcohol abuse. The Authority encourages its employees to come forward and participate in the EAP. Employee participation in the EAP is both voluntary and confidential, and will not adversely affect an employee's employment with the Authority.

The Authority also has a paramount responsibility to provide the riding public with the safest possible transportation and to provide its employees with the safest possible work environment. In view of these responsibilities, the Authority will require all employees to submit to testing for the presence of alcohol and/or drugs in their systems as described herein. This policy is separate from the Authority's Alcohol and Drug Testing Policy for Safety Sensitive Employees. It also is important to note that this Alcohol and Drug Testing Policy is mandatory and thus is independent of the EAP.

A. CIRCUMSTANCES WHICH WARRANT TESTING.

Non-safety employees will be required to submit to urine and/or blood testing under the following circumstances:

1. At the time of the pre-employment physical examination.
2. At the time of any work-related physical examination.
3. When two supervisors and/or Transit Police officers concur that the employee appears to be acting in an impaired manner. Such determination will be based on identifiable factors known or observed at that time by the two supervisors and/or Transit Police officers. Supervisors and Transit Police officers will receive training in detecting drug and/or alcohol abuse prior to requiring an employee to submit to testing under this subsection.
4. As a condition of discipline due to a previous offense under this policy.

B. DISCIPLINE.

Individuals who test positive for the presence of drugs and/or alcohol under this policy shall receive discipline as provided below:

1. ALCOHOL

- a. Job applicants - Not hired
- b. Probationary Employees - Immediate Discharge
- c. Non-Probationary Employees -

- (1) 0.01%-0.08% - First Offense: 30 day conditional suspension

Second Offense under this policy within a 3 year period: Immediate discharge

An employee suspended under this section must commence participation in the RTA Employee Assistance Program ("EAP") within seven (7) days of the failed test. Such employee must participate in the EAP and shall not be eligible to return to work until he/she receives a certificate acknowledging completion of the EAP. In no event will an employee be eligible to return to work less than 30 days after the failed test. Furthermore, following completion of the EAP, the employee shall be required to:

- (1) submit to a physical and drug/alcohol test prior to returning to work, and
- (2) participate in follow-up treatment (i.e., attendance at Alcoholics Anonymous or an equivalent program) for a period of 1 (one) year.

PROVIDED: An employee who fails to meet any of the conditions set forth in this section is subject to immediate termination. Furthermore, RTA reserves the right to discharge rather than suspend employees under this section if warranted by surrounding circumstances such as the nature of the incident in question and the employee's overall work record.

(2) 0.081% and higher - Immediate discharge

2. MARIJUANA-RELATED SUBSTANCES.

- a. Job applicants - Not hired.
- b. Probationary Employees - Immediate discharge.
- c. Non-Probationary Employees -

First Offense: Conditional 30 day suspension

An employee suspended under this section must commence participation in the RTA Employee Assistance Program ("EAP") within seven (7) days of the failed test. Such employee must participate in the EAP and shall not be eligible to return to work until he/she receives a certificate acknowledging completion of the EAP. In no event will an employee be eligible to return to work less than 30 days after the failed test. Furthermore, following completion of the EAP, the employee shall be required to:

- (1) submit to a physical and drug/alcohol test prior to returning to work, and
- (2) participate in follow-up treatment for a period of 1 (one) year.

PROVIDED: An employee who fails to meet any of the conditions set forth above (other than failure of a return to work drug/alcohol test) is subject to immediate termination. Furthermore, RTA reserves the right to discharge rather than suspend employees under this section if warranted by surrounding circumstances such as the nature of the incident in question and the employee's work record.

In the event that the employee tests positive for marijuana in a return to work drug/alcohol test, he/she shall be conditionally suspended for an additional 30 days subject to the conditions set forth above. In the event that the employee fails his/her second return to work test, he/she shall be immediately discharged.

Second Offense: A second offense under this policy within a three (3) year period will result in Immediate Discharge

3. PRESCRIPTION DRUGS

a. Job Applicants -

If the applicant tests positive for a prescription drug which may affect his/her ability to perform the applicant's proposed job duties, he/she will not be considered for employment unless the Personnel Department has received prior to testing all of the following:

- (1) Notification of the use of the prescription drug
- (2) A copy of the prescription
- (3) A doctor's letter indicating the employee's ability to perform his/her proposed job duties is (or is not) impaired and, if applicable, the duration of time for which such abilities will (or will not) be impaired.

b. Probationary and Non-Probationary Employees -

If an employee tests positive for a prescription drug which may affect his/her ability to perform the employee's job duties, he/she will be discharged unless the employee's supervisor has received all of the following:

- (1) Notification of the use of prescription drugs
- (2) A copy of the prescription
- (3) A doctor's letter indicating the employee's ability to perform his/her job duties is (or is not) impaired and the duration of time for which such abilities will (or will not) be impaired.

4. OTHER INTOXICANTS.

- a. Job Applicants - Not hired
- b. Probationary and Non-Probationary Employees - Immediate Discharge

5. OTHER DISCIPLINARY ACTION

- a. Use, sale or possession on duty of any intoxicant (drug or alcohol) -- Immediate discharge.
- b. Off-duty sale, distribution or possession with intention to distribute illegal drugs or manufacture of illicit drugs resulting in a criminal conviction -- Immediate discharge.
- c. An employee who refuses to submit to a urine and/or blood test under this policy will be immediately discharged. An employee who attempts to tamper with, switch, or adulterate a blood and/or urine sample will be immediately discharged.

d. Physician-prescribed intoxicants

Employees required to use prescription drugs authorized by a licensed physician are responsible for being aware of any effect such drug may have on the performance of their duties and to report the use of such substances to their supervisor, in writing, prior to reporting to work. When an employee does not comply with this requirement, a physician's prescription will not be an acceptable excuse for the use or possession of an intoxicant and the employee will be subject to discipline as set forth above.

e. Definition of intoxicant

The term "intoxicant" includes, but is not limited to, ethanol (alcohol), amphetamines, barbiturates and other hypnotics, cocaine, narcotics, (opiates such as heroin, morphine and codeine, methadone), PCP and other hallucinogens, marijuana and any other cannabinoid (e.g., hashish). The term intoxicant also includes any other substance that alters one's senses or could affect one's ability to function in his or her job.

It should be noted that though the Authority encourages employees who have a problem with drug or alcohol abuse to come forward and voluntarily participate in the EAP, an employee cannot avoid discipline under this Alcohol and Drug Testing Policy by requesting participation in the EAP after the employee has been selected for (or commits an infraction which warrants) testing. However, discipline can be avoided if an employee volunteers for participation in the EAP before he or she is selected for (or commits an infraction which warrants) testing.

C. TESTING PROCEDURE.

The Authority is committed to insuring both the accuracy of testing procedures and the confidentiality of test results. Accordingly, the Authority will employ only accredited testing labs that use state of the art testing technology (including confirming tests for all initial positive tests), that follow accepted procedures concerning chain of custody, and that strictly preserve the confidentiality of all test results.

1. At the time of any blood and/or urine test conducted under this policy, the employee and/or applicant will be given a form to list his/her use of any prescription and/or non-prescription medications. However, disclosure by an employee of the use of a prescribed or otherwise legal drug which may affect his/her ability to perform his/her job at the time of taking the test will not excuse the employee from strictly complying with the requirements of subsections B(3)(b) and B(5)(d) of this policy.
2. Under no circumstances will an applicant or an employee be directly observed while producing a urine sample.
3. At any time within 30 days of receiving notice of a positive test result, an applicant, employee or the Union which represents the employee may request that an independent, accredited lab perform an additional test on the specimen at issue. In order to be valid, the request must be in writing. In addition, the Authority will not accept test results from (and the Authority's lab will not release specimen samples to) a lab that has not been certified by the Federal Department of Health and Human Services. The expense of the additional test for employees shall be borne by the Union, and the expense of the additional test for an applicant shall be borne by the applicant.

ALCOHOL AND DRUG TESTING POLICY
FOR SAFETY SENSITIVE EMPLOYEES

The Greater Cleveland Regional Transit Authority has a deep concern and interest in the health and welfare of its employees. In light of this concern, and in recognition of the devastating effect of pervasive drug and alcohol abuse in American society, the Authority has established a comprehensive Employee Assistance Program ("EAP") to assist employees who are plagued by problems associated with drug or alcohol abuse. The Authority encourages its employees to come forward and participate in the EAP. Employee participation in the EAP is both voluntary and confidential, and will not adversely affect an employee's employment with the Authority.

The Authority also has a paramount responsibility to provide the riding public with the safest possible transportation and to provide its employees with the safest possible work environment. Furthermore, as a recipient of federal funding, the Authority is required to comply with the regulations issued by the Urban Mass Transportation Administration ("UMTA"), including the newly issued regulations requiring mandatory drug testing of certain public transportation employees. In view of these responsibilities, the Authority will require all safety sensitive employees (see attached list) to submit to testing for the presence of alcohol and/or drugs in their systems as described herein. It is important to note that this Alcohol and Drug Testing Policy is mandatory and thus is independent of the EAP.

A. CIRCUMSTANCES WHICH WARRANT TESTING.

Safety sensitive employees will be required to submit to urine and/or blood testing under the following circumstances:

1. At the time of the pre-employment physical examination.
2. At the time of any work-related physical examination.
3. When two supervisors and/or Transit Police officers concur that the employee appears to be acting in an impaired manner. Such determination will be based on identifiable factors known or observed at that time by the two supervisors and/or Transit Police officers. Supervisors and Transit Police officers will receive training in detecting drug and/or alcohol abuse prior to requiring an employee to submit to testing under this subsection.

4. When the employee is in an accident involving:
 - a. a pedestrian where the employee either contributed to or cannot be immediately discounted from contributing to the accident
 - b. a fixed object
 - c. two or more RTA vehicles where the employee contributed to or cannot be immediately discounted from contributing to the accident
 - d. an RTA vehicle striking the rear end of another vehicle
 - e. a head-on collision where the employee either contributed to or cannot be immediately discounted from contributing to the collision
 - f. an RTA vehicle sideswiping another vehicle or striking another vehicle broadside where the employee either contributed to or cannot be immediately discounted from contributing to the accident
 - g. physical damage of greater than \$5,000 where the employee either contributed to or cannot be immediately discounted from contributing to the accident
 - h. personal injury requiring immediate medical treatment where the employee either contributed to or cannot be immediately discounted from contributing to the accident
5. As a condition of discipline due to a previous offense under this policy.
6. When an employee is selected at random for testing pursuant to the UMTA-mandated random testing policy.
7. When an employee returns from a sickness/accident leave of greater than 5 work days or any unscheduled absence from work where:
 - a. such employee was absent without leave, or
 - b. the employee exhibits physical symptoms of recent drug or alcohol use during any return-to-work physical

B. DISCIPLINE.

Individuals who test positive for the presence of drugs and/or alcohol under this policy shall receive discipline as provided below:

1. ALCOHOL

- a. Job applicants - Not hired
- b. Probationary Employees - Immediate Discharge
- c. Non-Probationary Employees -
 - (1) 0.01%-0.08% - First Offense: 30 day conditional suspension

Second Offense under this policy within a 3 year period: Immediate discharge

An employee suspended under this section must commence participation in the RTA Employee Assistance Program ("EAP") within seven (7) days of the failed test. Such employee must participate in the EAP and shall not be eligible to return to work until he/she receives a certificate acknowledging completion of the EAP. In no event will an employee be eligible to return to work less than 30 days after the failed test. Furthermore, following completion of the EAP, the employee shall be required to:

- (1) submit to a physical and drug/alcohol test prior to returning to work, and
- (2) participate in follow-up treatment (i.e., attendance at Alcoholics Anonymous or an equivalent program) for a period of 1 (one) year.

PROVIDED: An employee who fails to meet any of the conditions set forth in this section is subject to immediate termination. Furthermore, RTA reserves the right to discharge rather than suspend employees under this section if warranted by surrounding circumstances such as the nature of the incident in question and the employee's overall work record.

(2) 0.081% and higher - Immediate discharge

2. MARIJUANA-RELATED SUBSTANCES.

- a. Job applicants - Not hired.
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a. Job Applicants -

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4. OTHER INTOXICANTS.

a. Job Applicants - Not hired

b. Probationary and Non-Probationary Employees - Immediate Discharge

PROVIDED: Where an employee tests positive for any intoxicant during a regularly scheduled, work-related physical examination and the positive test result is the employee's first offense under this policy, the employee will be conditionally suspended for 30 days. An employee suspended under this section must commence participation in the Authority's EAP within seven (7) days of the failed test. Such employee must participate in the EAP and shall not be eligible to return to work until he/she receives a certificate acknowledging completion of the EAP. In no event will an employee be eligible to return to work less than 30 days after the failed test. Furthermore, following completion of the EAP, the employee shall be required to:

- (1) submit to a physical and drug/alcohol test prior to returning to work, and
- (2) participate in follow-up treatment for a period of 1 (one) year.

The Authority also reserves the right to subject the employee to unannounced drug and/or alcohol tests at any time during the two year period following the employee's return to work. This unannounced testing is separate from and independent of the random testing conducted by the Authority pursuant to UMTA-mandated requirements.

An employee who fails to meet any of the conditions set forth above is subject to immediate termination.

5. OTHER DISCIPLINARY ACTION

- a. Use, sale or possession on duty of any intoxicant (drug or alcohol) -- Immediate discharge.
- b. Off-duty sale, distribution or possession with intention to distribute illegal drugs or manufacture of illicit drugs resulting in a criminal conviction -- Immediate discharge.
- c. An employee who refuses to submit to a urine and/or blood test under this policy will be immediately discharged. An employee who attempts to tamper with, switch, or adulterate a blood or urine sample will be immediately discharged.

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Employees required to use prescription drugs authorized by a licensed physician are responsible for being aware of any effect such drug may have on the performance of their duties and to report the use of such substances to their supervisor, in writing, prior to reporting to work. When an employee does not comply with this requirement, a physician's prescription will not be an acceptable excuse for the use or possession of an intoxicant and the employee will be subject to discipline as set forth above.

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However, disclosure by an employee of the use of a prescribed or otherwise legal drug which may affect his/her ability to perform his/her job at the time of taking the test will not excuse the employee from strictly complying with the requirements of subsections B(3)(b) and B(5)(d) of this policy.

2. Under no circumstances will an applicant or an employee be directly observed while producing a urine sample.
3. At any time within 30 days of receiving notice of a positive test result, an applicant, employee or the Amalgamated Transit Union Local 268 may request that an independent, accredited lab perform an additional test on the specimen at issue. In order to be valid, the request must be in writing. In addition, the Authority will not accept test results from (and the Authority's lab will not release specimen samples to) a lab that has not been certified by the Federal Department of Health and Human Services. The expense of the additional test for employees shall be borne by the Union, and the expense of the additional test for an applicant shall be borne by the applicant.

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

LIST OF SAFETY-SENSITIVE POSITIONS

CRT OPERATOR (137)
EQUIPMENT HELPER (142)
LABORER HELPER (143)
LABORER (152)
EQUIPMENT HELPER (342)
VEHICLE SERVICER (346)
HOSTLER (347)
FORK LIFT OPERATOR (348)
LABORER (352)
TRAIN ATTENDANT (435)
CONDUCTOR (436)
OPERATOR (437)
OPERATOR/PART TIME (438)
EQUIPMENT SERVICER (442)
UNIT REBUILD INSPECTOR /EXPEDITER (443)
RADIO TECHNICIAN (444)
BODY MECHANIC (446)
EQUIPMENT MECHANIC (447)
SUB-STATION MAINTAINER (448)
SIGNAL MAINTAINER (450)
WORK TRAIN OPERATOR (451)
TRACK MAINTAINER (452)
LINE MAINTAINER (453)
RAPID TRANSIT ELECTRICAL MAINTAINER (459)
RAPID TRANSIT EQUIPMENT BODY MECHANIC (521)
RAPID TRANSIT EQUIPMENT ELECTRICIAN (522)
RAPID TRANSIT EQUIPMENT MECHANIC (523)
RAPID TRANSIT BRAKE MECHANIC (524)
RAPID TRANSIT MACHINIST (525)
RAPID TRANSIT MACHINIST (526)
UNDERFLOOR WHEEL LATHE OPERATOR (527)
AUTOMOTIVE BRAKE MECHANIC (528)
SUPERVISOR - BUS OPERATIONS (531)
SUPERVISOR--RAIL OPERATIONS (532)
STATION DISPATCHER (533)
TRAFFIC INSPECTOR (534)
HEATING & AIR CONDITIONING MECHANIC (535)
EQUIPMENT WELDER 1ST CLASS (539)
EQUIPMENT BODY MECHANIC (541)
EQUIPMENT ELECTRICAL UNIT MECHANIC (542)
EQUIPMENT ELECTRICIAN (543)
RADIO TECHNICIAN (544)
EQUIPMENT MECHANIC (545)
EQUIPMENT UNIT MECHANIC (546)
EQUIPMENT REPAIR LEADER (547)
MAINTENANCE TECHNICIAN (548)
MAINTENANCE LEADER (549)
SIGNAL MAINTENANCE TECHNICIAN (550)
SPECIAL EQUIPMENT OPERATOR/MECHANIC (552)
RAPID TRANSIT AIR CONDITIONING MECHANIC (553)
CRT GROUP LEADER (554)
CRT DISPATCHER (557)

Safety-Sensitive Positions List
Page 2.

ASSISTANT ELECTRIC TECHNICIAN (558)
SENIOR SUB-STATION OPERATOR (559)
YARMASTER (562)
ASSISTANT RAPID TRANSIT SHOP SUPERVISOR (623)
ELECTRONIC TECHNICIAN (624)
STATION DISPATCHER (633)
ZONE SUPERVISOR (634)
TOWER CONTROL SUPERVISOR (635)
RADIO TECHNICIAN (644)
ASSISTANT SECTION SUPERVISOR (645)
CREW CHIEF (646)
ASSISTANT EQUIPMENT SUPERVISOR (647)
SUB-STATION MAINTAINER (648)
ASSISTANT MAINTENANCE SUPERVISOR (649)
SIGNAL TECHNICIAN (650)
LEAD SIGNAL TECHNICIAN (651)
ASSISTANT TRACK SUPERVISOR (652)
LINE MAINTAINER (653)
CRT ROAD SUPERVISOR (658)
RAPID TRANSIT TECHNICIAN (660)
CHIEF OPERATIONS INSTRUCTOR (802)
LINE INSPECTOR (806)
LOAD DISPATCHER (807)
MAINTENANCE SUPERVISOR (808)
OPERATIONS SUPERVISORY INSTRUCTOR (809)
SECTION SUPERVISOR (810)
RADIO CONTROL SUPERVISOR (916)
RAPID TRANSIT SHOP SUPERVISOR (917)
SUPERVISOR OF ELECTRICAL MAINTENANCE (920)
SUPERVISOR OF MAINTENANCE TRAINING (821)
SUPERVISOR OF OVERHEAD (923)
SUPERVISOR OF RADIO MAINTENANCE (924)
SUPERVISOR OF SIGNALS (925)
SUPERVISOR OF TRACK (926)
TRAINING SPECIALIST - MAINTENANCE (927)
TRAINING SPECIALIST - TRANSPORTATION (928)
RAIL TRAFFIC SUPERVISOR (931)
ASSISTANT OPERATIONS INSTRUCTOR (511)
ASSISTANT VEHICLE MAINTENANCE INSTRUCTOR (512)
OPERATIONS INSTRUCTOR (611)
VEHICLE MAINTENANCE INSTRUCTOR (612)

PROTOCOL FOR COLLECTION OF URINE SPECIMENS

SPECIMEN COLLECTOR: Collection will take place only in the secured, designated facilities located on the fifth floor of Southgate Medical Arts Building. The account will notify Southgate of the Examinee's name and time that the Examinee is to arrive. Some accounts may send a trusted employee with the Examinee. This person may or may not serve as a witness, depending on the prior instructions of the account. The account provides the Examinee with the Toxicology Requisition with Chain of Custody form. If the Examinee does not have the form the account should be notified, and a substitute Toxicology Requisition with Chain of Custody form from the supply table can be utilized (note on the form that Southgate provided the Toxicology Requisition with Chain of Custody form in this case).

SPECIMEN COLLECTOR: When the Examinee arrives, request that he or she present positive, photo identification (Driver's License preferred). Check the information on the identification to see if it matches the information that was provided by the account and/or on the Toxicology Requisition with Chain of Custody if it has been filled out. If the Examinee does not have a photo identification, contact the proper authority at the account to receive instructions about whether to continue or stop the collection process. If the Examinee does have a photo identification photocopy the photo identification onto the consent form (if provided by the account) or on the blank piece of paper that will be used for the Examinee's certification statement.

SPECIMEN COLLECTOR: Complete the requisition portion of the Toxicology Requisition with Chain of Custody form. The account name, phone number, and account number should be pre-printed on the form. If this information is not pre-printed print it in the proper fields. Print the remainder of the patient information (name, birthdate, sex, collection date and time, employee number if applicable, and any medications taken within the last week). Make sure that the information that is written on the form is the same as that on the Examinee's photo identification.

SPECIMEN COLLECTOR: In order to avoid possible specimen adulteration, the sink is not located within the toilet stall. Before collection add toilet dye to the toilet bowl and the tank of the toilet.

SPECIMEN COLLECTOR: Escort the Examinee into the restroom. The Examinee will then remove all excess clothing (including coats, sweaters, purses, etc.) and empty their pockets. Any of their personal objects that they wish to lock up may be placed in the lock box. While they are in the stall they may keep the lock box and the Specimen Collector will keep the key to the lock box.

EXAMINEE: Wash and dry hands before entering the toilet stall.

EXAMINEE: Enter the stall with the sterile specimen container that is provided by Southgate. Break open the seal on the specimen container. If the specimen container was not sealed, discard it and request another, sealed specimen container.

SPECIMEN COLLECTOR: The Examinee shall be allowed the privacy of being in the locked stall, unless there is reason to believe that some adulteration may occur or when an account sends a witness with the Examinee. While the Examinee is in the stall you will stay in the bathroom to note any unusual behavior. Any unusual behavior (extreme length of time, lengthy fumbling, unusual noises, or movements) are to be noted on the Toxicology Requisition with Chain of Custody form in the allotted space for "specimen condition".

EXAMINEE: Give your specimen to the Collector, but keep it in your sight at all times. Do not flush the toilet until the specimen has been given to the Collector.

SPECIMEN COLLECTOR: At least 60 c.c. (a half full container) of urine must be provided for testing. If an insufficient amount is provided the Examinee must be informed that the specimen amount is insufficient and must be requested to provide additional specimen for testing. Water (or other beverage) may be provided to the Examinee during this period of time. If sufficient sample is not collected within two hours, the proper account (the names are on the account list on the supply table) should be notified to obtain instructions about whether to continue the specimen collection procedure.

EXAMINEE: After the specimen is handed to the Collector, wash your hands and collect your personal belongings from the lock box. Remember to keep the specimen in your sight at all times.

SPECIMEN COLLECTOR: Immediately (within four minutes of specimen collection) take the temperature of the specimen, and record it in the "specimen condition" section of the Toxicology Requisition with Chain of Custody form and on the checklist. If the specimen temperature is not between 90.5 and 99.8 degrees fahrenheit (32.5-37.7 centigrade), another specimen must be collected and both specimens should be sent to Toxicology (this should be noted in the condition section of the chain of custody). Color and sedimentation should also be noted, if abnormal (request another sample if there is any doubt). If it is necessary to collect additional samples fill out separate Toxicology Requisition with Chain of Custody forms for each specimen that is collected. The specimens should be numbered if there are multiple specimens from one Examinee.

SPECIMEN COLLECTOR: In the Examinee's presence, securely close the container that holds the Examinee's freshly voided sample and place a tamper-proof label over the container, making sure that the tamper-proof label is secured to the lid and both sides of the container.

SPECIMEN COLLECTOR: In the Examinee's presence complete the identification label that is affixed to the side of the container with the Examinee's name and date.

EXAMINEE: Sign and date the appropriate side of the tamper-proof label and initial the identification label that is affixed to the side of the container.

SPECIMEN COLLECTOR: In the Examinee's presence sign and date the appropriate side of the tamper-proof label.

SPECIMEN COLLECTOR: In the Examinee's presence place the specimen in the tamper-proof side of the bag, remove the protective strips and close the tamper-proof side of the bag. Sign and date the top of the bag in the appropriate space.

EXAMINEE: Sign and date the top of the bag in the appropriate space.

SPECIMEN COLLECTOR: Begin the Chain of Custody section of the Toxicology Requisition with Chain of Custody form. The Chain of Custody portion must include the Specimen Collector's printed name and signature, the date, time, and condition of specimen (which is to include the temperature and any of the discrepancies that were observed during collection).

SPECIMEN COLLECTOR: Stamp the paper with the Examinee's photo identification on it with the certification stamp.

EXAMINEE: Sign the certification statement.

SPECIMEN COLLECTOR: Fold and place the Toxicology Requisition with Chain of Custody form in the other pocket of the bag.

UNACCEPTABLE TOXICOLOGY SPECIMENS

Due to the consequences of a positive result on forensic toxicology testing and the requirement to prove that no specimen has been tampered with or adulterated, it is EXTREMELY important that the collection and accessioning protocols be strictly followed. Before specimens can be accepted several things must be checked.

Specimens will not be accepted by the laboratory for testing if any of the following conditions exist:

1. **SEALS:** If the seal on the bags has been tampered with in any way (i.e. torn or cut).
2. **TAMPER-RESISTANT LABELS:** If the tamper-resistant labels are not completely intact, if the tamper-resistant label is not placed properly on the specimen container, affixed to both sides. If the information on the tamper-resistant labels is not complete (specimen collector's name and date, examinee's name and date).
3. **INSUFFICIENT SAMPLE:** If there is insufficient sample in the specimen container, less than 60 cc.
4. **DAMAGED/LEAKING SPECIMEN:** If the specimen is broken or damaged (do not retrieve sample out of the specimen bag).
5. **TYPE OF SPECIMEN:** If the the type of specimen submitted does not agree with those permitted by the method of determination currently in use.
6. **UNLABELED SPECIMEN:** If the specimen is received unlabeled (i.e. without patient's name) or if tamper-resistant label or anything else obscures the patient name.
7. **OMISSIONS FROM FORM:** If the Toxicology Requisition with Chain of Custody is incomplete in any of the following:

Requisition Portion Must Have:

Account Name

Account Number

***Patient Name (Must Match Name on Identification Label)

***Collection Date

*** If any of these situations exist, they may be rectified by calling the collector at the account. Discrepancies in first names (James and Jim) are to be cleared through the account first. Discrepancies in surnames (Examinee's last name) are unacceptable. Call the account to complete the information about collection time and date.

SAMPLE ACCESSIONING / ALIQUOTING PROCEDURE

All toxicology samples are taken directly to the toxicology receiving department. When samples arrive they must be transferred to a member of the toxicology staff. At this point the accepting member of the toxicology staff must document that the either the tamper-proof bag and seal are sealed (for local deliveries) or that the shipping box is sealed (from commercial couriers). When the labels are confirmed to be sealed, the SEALS INTACT stamp is to be used on the external chain of custody to verify that the seals were intact.

Before any accessioning the sample must be examined for evidence of tampering and/or other signs of unacceptability (please refer to the unacceptable sample protocol).

Accessioning personnel enter the specimen into the computer system (refer to manual for computer instruction). The computer will generate several labels which include unique accession numbers for each specimen. The accessioning personnel transfers the specimen to a specific batch. At this point the specimen container should be labeled with the proper labels

NOTE:

If the specimen is received at either 12:00 noon or 12:00 midnight the specimen is to be accessioned at 12:01 (p.m. or a.m. respectively).

When handling the specimens, it is of vital importance that only one specimen at a time is aliquotted. A new disposable pipette is to be used every time that the specimen is aliquotted. NEVER re-use the disposable pipettes.

Approximately 2 c.c. of the sample for the initial EMIT screen is aliquotted into disposable 16x100 culture tube. Two patient identification labels are placed on the tube for ease of identification of the sample and the test requested is indicated on the Aliquot Chain of Custody - Initial EMIT Screen.

This aliquot is also used to check the pH and the specific gravity and the results are written on the Aliquot Chain of Custody - Initial EMIT Screen worksheet. Any abnormalities are to be written on the worksheet and entered as a laboratory comment in the computer in the result field. Normal pH is between 5-8. Normal specific gravity should not be less than 1.003.

If the specific gravity is outside of the normal limits (1.003 - 1.035) the specimen will also be screened using GLC, HPTLC, and Toxi-Lab THC in addition to the EMIT screens.

If the pH is out of the normal range adjust to between 5-8 (the normal range) by using dilute 1 normal HCL or NaOH. Record the adjusted pH on the worksheet.

The Aliquot Chain of Custody is then continued internally to the staff member who will be performing the test (taking the aliquot out of the accessioning area).

Once the entire screening batch has been accessioned, the aliquots may be signed over to a staff toxicologist for analysis. The accessioning personnel will then put the batch of specimens into the temporary storage area, and document this on the Internal Specimen Chain of Custody.

The Internal Specimen Chain of Custody as well as the date packages containing the External Chain of Custody are put in an envelope specific for that batch.

If any of the specimens in the batch require a urine volatile screen a separate Aliquot Chain of Custody for the volatile screen must be generated. Approximately 2 c.c. of specimen is aliquoted into a disposable 16x100 culture tube that has two patient identification labels attached to it. When the aliquoting for the batch is completed, the aliquots may be signed over to the staff toxicologist for analysis.

NOTE: The original specimen container must stay in the accessioning area at all times.

Any confirmations and or retesting require going back to the ORIGINAL SPECIMEN CONTAINER for an aliquot. All of this must be documented on the Internal Specimen Chain of Custody as well as documentation on the appropriate aliquot chain of custody. NEVER RE-USE AN ALIQUOT FOR ADDITIONAL TESTING. Only aliquot out enough of the specimen to perform the necessary confirmation (refer to the procedure manual).

Any remaining portions of aliquots ARE NEVER RETURNED to the original specimen container. The integrity of the original specimen must be protected by never returning or adding any substance to it. Verify that the name and accession numbers on the aliquot tube match those on the original container.