

**CHECKLIST FOR SUPERVISORS**  
**RANDOM DRUG TESTING**  
**DRUG-FREE WORKPLACE PROGRAM**

On the actual date that random drug testing is scheduled to be conducted, your Drug Program Coordinator (DPC) or Collection Site Coordinator (CSC) will notify you of your employees who have been selected for drug testing and the testing schedule. This information is confidential. The following procedures should be followed in notifying employees of the collection process.

\_\_\_\_\_ Approximately 15-30 minutes prior to the actual collection, inform the employee verbally and privately that he or she has been identified through a random selection process for drug testing by urinalysis. Clearly inform the employee of the time and exact location to report for the testing and instruct him or her to take photo identification.

\_\_\_\_\_ Employees normally will be scheduled to report to the collection site at 10 to 15-minute intervals. Coordinate any scheduling changes necessary to maintain work operations closely with your supervisor and the DPC/CSC. Do not make any unilateral changes in the schedule.

\_\_\_\_\_ Advise employees to be prepared to provide a urine specimen at the scheduled collection time.

\_\_\_\_\_ You may provide the Checklist for Employees that offers helpful information about the collection process to scheduled employees.

\_\_\_\_\_ When an employee selected for random testing is unavailable for legitimate reasons, e.g., working a different shift, travel, leave, you must inform the DPC/CSC. Once an employee has been notified of testing, and leave requests submitted for the same time as the test should be carefully scrutinized.

**NOTE: Recent changes in Drug-Free Workplace Program collection procedures requires donors to empty their pockets of anything that could be used for adulteration of the specimen, e.g., pills, eye drops, lip balm, etc. Prior to departing for collection, donors are permitted to remove any personal items from their pockets and secure those items in their desk drawer, vehicle, locker, etc.**