

CHECKLIST FOR EMPLOYEES
RANDOM DRUG TESTING
DRUG-FREE WORKPLACE PROGRAM

You have been identified through a process or random selection for drug testing by urinalysis. Your selection for such drug testing in no way reflects that this activity has any specific cause to suspect the usage of illegal drugs. Please take a few minutes to read the following information, which describes your responsibilities in the collection process.

_____ Present required photo identification to the collector.

_____ When instructed by the collector, provide the information required by the Custody and Control form.

_____ Remove any unnecessary outer garments, e.g., coat, jacket, coveralls. All personal belongings, e.g., purse, briefcase must remain with your outer garment(s). You may retain your wallet.

_____ When instructed by the collector, wash and dry your hands.

_____ You may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. It will be necessary for you to provide a specimen of at least 45 ml. If you are unable to provide a sufficient quantity of urine, you will be asked to drink sufficient fluids to facilitate urination. You will be required to remain at the collection site in the presence of the Drug Program Coordinator (DPC)/Collection Site Coordinator (CSC) until the sample is provided.

_____ You should observe the entire collection procedure.

_____ When instructed, read and sign the statement on the Custody and Control form certifying that this is your urine specimen.

_____ If you have any questions or concerns, share them with your supervisor, the DPC, or the CSC.

NOTE: Recent changes in Drug-Free Workplace Program collection procedures require 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.