

**GEAUGA COUNTY DRUG AND ALCOHOL CONSORTIUM
INSTRUCTIONS FOR COLLECTION OF SPECIMEN FOR DRUG TESTING**

ATTACHMENT B (2)

To ensure that an unalterable urine specimen is obtained and correctly identified, the following steps shall be taken by the Employee:

1. Report to the specimen collection site as soon as possible but not later than 60 minutes after notification to report. Present the *Order for Testing* to the Collector at the collection site. Refusal to test is a positive test and may result in disciplinary action up to and including dismissal.
2. Provide the collector with an official picture identification card (i.e., driver's license).
3. Check your belongings with the collector including purses, briefcases, and bulky outerwear (sweaters, jackets, vests, hats, etc.). Remove the contents of your pockets.
4. Rinse your hands with clear water and dry.
5. Go to the privacy enclosure and provide a specimen in the collection container provided. If an insufficient amount is provided, you will be required to stay at the collection site until the required amount is provided. You will not be observed while providing a specimen.
6. Do not attempt to tamper with the specimen or make substitutions. The specimen will be visually inspected for unusual color and sediment. The temperature of the specimen will be measured and must fall within acceptable range. If the collector suspects tampering, you will be required to provide a second sample under direct observation of a same gender monitor or medical professional. Tampering with a specimen will result in discipline up to and including discharge from employment.
7. A negative dilute specimen shall result in a 2nd collection.
8. Give the specimen to the collector and observe the sealing and labeling of the container(s).
9. Complete the appropriate parts of the "Chain of Custody" form.
10. Sign the medical consent form authorizing the laboratory to examine the urine and release the information to the Medical Review Officer (MRO).
11. Test results are normally received within 5 days after specimen collection. You will be notified of the test results as soon as possible after receipt.