



Southwest Consortium: Specimen Collection Procedures

I. Collection Technician

A person who instructs and assists individuals at a collection site, who administers, receives, and assesses the validity of All specimens provided by the donor individual. (Urine, Saliva, Hair, Fingernail, Breath)

Who may collect?

Certified collection technicians from Melody's Southwest Consortium will collect specimens for drug/alcohol testing. Exception: for some alternate collections due to delay, absence, or suspicion, etc.

II. Collection Site requirements

Security/Integrity of collection site is of the utmost importance for Drug Testing- Melody's Southwest Consortium Collection Technicians are trained to conduct an Inspection of the proposed site and to confirm that no foreign or unauthorized substances are present. Also, to ensure access is limited to the testing area, and that all areas and items that could conceal contaminants are secured or removed.

III. Collection Supplies

- Single-use, sealable specimen bottles.
- Courier/Shipping container.
- Security Supplies - Bluing agent, Tape, Signs, etc.
- Administrative - Chain of Custody Report, Collection Authorization
- Form/List, Random Selection List, etc.

IV. Collection Process

The collection of specimens shall be performed under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practicable. Specimens shall be collected in a manner reasonably calculated to prevent substitution of specimens and interference with the collection or testing of specimens.

1. Students are notified and escorted to testing site by district representatives immediately.
2. Outer clothing and belongings from pockets are removed - left with a school designated security assistant to take on the responsibility of items that are removed and then retrieved after testing.



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3. Student signs in on Collection Authorization Digital or Paper - consenting to provide a clean specimen for drug/alcohol testing. When drug tests are administered, the procedure is to NOT release any student selected for testing until a sample has been obtained. While extremely rare, it is possible that an extenuating circumstance could arise where a district representative would need to release a student from testing before a sample is obtained. If such a circumstance should arise then the administrator in charge is authorized to exercise discretion and release the student from testing. When this happens the student should be treated for testing purposes as if they were absent.
4. Specimen collections shall be documented, and the documentation procedures shall include:
 - a. Student is issued a sealed and sterile collection container - Labeling of specimen containers with indelible ink, so as to reasonably preclude the likelihood of erroneous identification of test results.
 - b. Donor proceeds to monitored testing area to produce a specimen.
 - c. Collector receives the specimen from donor, assesses the validity of the specimen (Temperature, Appearance, Quantity, etc.)
 - d. To complete the collection, the Collector will ensure the specimen container is capped/sealed tightly to ensure against leakage during shipment
 - e. Collector certifies student presentation of intact specimen and places it in courier/shipping container for transport by courier
 - f. Student is issued a disinfectant hand towel and is instructed to return to class.
 - g. All Student collections are recorded, processed, and shipped by courier to the certified Substance Abuse and Mental Health Services Administration (SAMSHA) lab for testing.
5. Refusal to Be Tested: A student who consents to participation in this drug testing program will be expected to submit to random drug testing if selected to do so. If a student refuses to be tested during a random test, the student will be considered to have received a positive drug test result.
6. Diluted/Nitrite/Adulterated Test Result:
 - a. A *diluted* drug test sample will be referred to the Medical Review Officer for clarification. The result may be that the student will be retested.
 - b. A *nitrate* drug test sample will be considered to be a positive and will receive the same consequences as a confirmed positive test result.
 - c. An *adulterated* drug test sample will be considered to be a positive and will receive the same consequences as a confirmed positive test result.



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7. Only federally certified Substance Abuse and Mental Health Services Administration (SAMSHA) laboratories shall conduct confirmation drug tests using Gas chromatography and mass spectrometry (GC/MS).
 - a. If an initial drug test is negative, there shall be no confirmation drug test.
 - b. All confirmation tests shall use an alternate method of equal or greater sensitivity than that used on the initial drug test.
8. Every specimen that produces a positive confirmed result shall be preserved in a frozen state by the SAMSHA laboratory that conducts the confirmation test for a period of one (1) year from the time the results of the positive confirmed test are mailed or otherwise delivered to the District. The results of the all tests are verified by Medical Review Officer (MR O).
 - In the case of a positive test result, the Medical Review Officer (MRO) shall relay the results to the MSWCT who will send the results to the district's point of contact, Superintendent, or other personnel, as designated by the District.
 - If the test results were one that may have been caused by a student's use of prescription medication, the Campus Drug Testing Coordinator may clear the student upon verification from the parent/guardian, nurse/doctor. Acceptable verification may be in the form of a copy of prescription, photocopy of the prescription bottle or physician's order.
9. Request for a Re-test/ Appeal
 - A request for a re-test/appeal of a portion of the same specimen by another certified SAMSHA laboratory can be to MSWCT by the District only. These will incur an additional fee. The re-testing laboratory must use the same methodology as the vendor laboratory in the retest The SAMSHA laboratory that has performed the test for the District shall be responsible for the transfer of the portion of the specimen to be re-tested and for the integrity of the chain of custody during such transfer.

V. Shy Bladder - Alternative Collection Procedures

Students are required to attempt to provide a specimen upon arrival to testing area -Less than 30 milliliters is considered to be insufficient quantity.

QNS (quantity insufficient) is notated in the remarks section of Authorization Form/Chain of Custody.



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1. Student is directed to drink- *8 ounces at a time (sips from fountain will not do it]* not to exceed *32 ounces*. - Refusal to drink fluid or unusual behavior noted in remarks.
2. Walking/exercise - to be combined with drinking liquids - *movement/exercise promotes urination and prevents social interaction distraction* - Refusal to exercise or unusual behavior noted in remarks.
3. Collector will maintain visual observation - while Student remains at site.
4. Delay collection Kit- if donation attempts are unsuccessful immediately or after 30- 45 min of drinking and moving -- a Delay Urine Collection Kit can be administered by the campus nurse.