



DRUG TESTING CHECKLIST

Instructions: This checklist covers drug testing procedures. Whenever feasible, read through the checklist completely before submitting to testing so that you fully understand the testing procedures and to know your rights. Do not provide a copy to management.

After completing the checklist, please provide a copy to your FACREP or your designated Union Representative as soon as possible. Feel free to attach additional paper to explain the circumstances you may have encountered.

Be aware of the following points:

- ❖ Article 73 of the CBA covers substance testing.
- ❖ DOT Order 3910.1C, and 3910.1C Testing Guide, are the FAA's implementing regulations on drug and alcohol testing.
- ❖ Always request Union Representative during testing.
- ❖ If a Union Representative is not with you during testing, find out who the designated Site Coordinator (SC) (or the Drug Program Coordinator) is responsible for administering the testing process. Direct any questions or concerns about testing to the SC (if you don't have Union Representation during testing).

Name: _____ Date: _____

Your contact information (phone, email): _____

Facility: _____ Union Rep: _____

Name of Collector (if known) _____

Random ___ Post-Accident ___ Reasonable Suspicion ___ Follow-Up ___ Return to Duty ___

Section I

Section I		
1	Were you informed in a private and confidential manner that you would be tested?	Yes/No
2	Were you informed as to the time and the exact location to report for testing, and instructed to take with you photo identification?	Yes/No
3	Did you request a Union Representative?	Yes/No
4	If you requested a Union Representative, was one provided?	Yes/No
5	If no, describe why you were not afforded a union representative.	
6	If yes, was your union representative permitted to observe the collection process?	Yes/No
7	If not, describe why this did not occur?	
8	Were you asked by the collector for your photo ID?	Yes/No
9	Did you show your photo ID?	Yes/No
10	If no, what did the collector do? ¹	Yes/No
11	Was the SC present at the test site, or was the SC readily available?	Yes/No
12	Was there anyone other than the collector, the SC and/or the Union Rep present during testing?	Yes/No
13	If yes, who else was there?	
14	Did the Agency use your SS# as your employee test number?	Yes/No
15	Did you request that the Agency NOT use your SS#? ²	Yes/No
16	Did the Agency comply with your request to NOT use your SS#?	Yes/No
17	If post-accident or reasonable suspicion testing, were you provided a letter	Yes/No

¹ If the donor does not have a photo ID, the collector/BAT will note on the Control Form. The collector/BAT notifies the DPC/SC to obtain further guidance. The DPC/SC contacts the employee's supervisor to confirm identification. NATCA recommends you always produce a photo ID.

² BUE should always request that the SS# not be used.

	explaining the reasons for such testing to take place?	
SECTION II - DRUG TESTING		
		Yes/No
18	Were you asked to remove outer garments (i.e., coats, jackets) and to empty your pockets?	Yes/No
19	Were you instructed to wash your hands?	Yes/No
20	Did the collector/BAT observe you (or was present) during you washing your hands?	Yes/No
21	After washing your hands, was the collector with you at all times?	Yes/No
22	Was the toilet-bluing agent placed in the toilet bowl?	Yes/No
23	Did you observe an individually wrapped disposable urine collection cup open in your presence?	Yes/No
24	Were you afforded privacy of a stall or otherwise partitioned area that allowed for individual privacy? ³	Yes/No
25	For drug testing, was the collector of the same gender?	Yes/No
26	Did you provide at least 45 ml of urine sample?	Yes/No
27	If no, describe what you were instructed/required to do.	
28	Did the collector check the temperature of the specimen?	Yes/No
29	Were you asked to observe the reading of the temperature and the recording of it on the Control Form?	Yes/No
30	Were you permitted to wash your hands after the specimen was provided?	Yes/No
31	Did you observe the collector split your sample into two bottles and produce a Bottle A and a Bottle B?	Yes/No
32	Did you observe the collector label the two bottles into Bottle A and Bottle B?	Yes/No
33	Did you observe the collector seal the bottles with a temper proof seal over the two bottles?	Yes/No
34	Did the sealed bottles contain an identification number along with a bar code?	Yes/No
35	Did you observe any unattended and/or unsealed collection cups or specimen cups other than your?	Yes/No
36	Did the collector date the specimen bottle seal(s) and ask you to initial the sealed labels on the bottles?	Yes/No
37	Were the specimen in the collector's and your view at all times until it was packaged and sealed?	Yes/No
38	Did the collector who began your paperwork turn the collection process over to another collector at any point during the collection?	Yes/No
39	If yes, was the transfer noted on the Control Form?	Yes/No
40	Was the restroom secure during the entire collection process?	Yes/No

³ Under routine random drug testing, the Order requires for individual privacy while the employee provides a sample. Director observation collection would occur if there is evidence of the employee tampering with the donation process.

41	Were you permitted to confer with your Union Rep at least 10 minutes prior to the collection and 10 minutes after the collection?	Yes/No
42	If not, explain why this did not occur.	
43	Specify any other unusual or abnormal circumstances that occurred during your collection.	