

What A Drug Test Should Look Like

(Substance Testing is contained in Article 73 of the CBA)

If the tester is negligent in any of their duties make sure it is noted on the Drug Testing Check list. This is one of the ways that we can get a drug test invalidated.

1. You (the Facrep or YOUR Designee) should be informed immediately that a Drug and or Alcohol Test is going to take place. Don't allow management to get away with notifying someone who just happens to be in the union. They call you, you advise them of who you will allow to act in your stead.
2. You need to advise all of the bargaining unit that they need to request their union rep be present.
3. You (Facrep or designee) are allowed time with the person being tested. I use the first 10 minutes to look over the checklist with the BUM. The second 10 is used filling out the Drug Testing Check List.
4. The collector must be the same gender as the donor.
5. Any and all receptacles must be secured (toilet bowl tanks, toilet paper dispensers, loose floor drains.....) prior to testing.
6. Toilet bluing agents must be placed in the toilet bowl and the tank if the toilet has one.

SEVEN THROUGH SIXTEEN SHOULD BE DONE IN THE PRESENCE OF THE UNION REPRESENTATIVE IF REPRESENTATION IS REQUESTED

7. The collector must request the donor to present photo ID.
8. The collector must request the donor to remove any unnecessary outer garments.
9. The collector must direct donor to empty pockets and display all items. A billfold or any money must be returned to the bum after inspection.
10. The donor must be directed to wash and dry hands prior to giving sample. After washing hands the donor must remain in the presence of the collector.

11. If union representation is requested the representative shall accompany the donor and collector into the restroom (there is no requirement for the union rep to be the same gender as the donor, if it would make the donor more comfortable you can offer to stand outside the restroom until the sample is in the specimen cup and then come back into the restroom prior to the collector doing ANYTHING)
12. Upon receiving the specimen from the donor, the collector shall determine that it contains at least 45 ml of urine.
13. Immediately after collection the collector shall determine the temperature of the specimen. The donor should be asked to observe the reading of the temperature and the recording of the reading on the control form.
14. The collector, in the presence of the donor and the union representative, if requested, must divide the specimen into two bottles.
15. Both bottles must be sealed and labeled in view of the donor. Both tester and donor must initial each label.
16. The donor must read and sign a certification stating that the donor provided their urine to the collector and that the bottles were sealed with tamper-proof seals in their presence.
17. The collector shall not leave his or her work area, even momentarily, without securing the specimens and documentation, unless another collector is remains in the work area.

Remember that if you are meeting with someone who is a donor no other bargaining unit member should be with the tester until you return. You are the other set of eyes and the corroborating witness to the testing procedures.

Do not forget to give management an information request for any testing that occurs.