

Student Drug Testing Protocol

I. Selection Process

- a. Students who are eligible for testing within the district's student drug testing program are entered into a DOT certified random number generator pool and assigned a unique ID number within that system.
- b. For random selections of those students, Great Lakes Biomedical enters the number of students that are to be tested for the testing period. For example, if 20 students are going to be tested, we enter the #20 with an additional #20 students for alternate selections. Alternate selections may be utilized in place of primary selections if the primary student is not available during the testing period (sick, field trips, etc.)
- c. After the random list selection has been generated, and prior to the collection date, Great Lakes Biomedical will email the random selection names to the designated employer representative (DER) within the district.

II. Collection Process

(Urine Screens) Other testing types may apply.

The student will be notified to report to the collection site by the DER within the district. A specimen from the student will be collected as follows and all students must follow this process:

All students must have a picture ID or be identified by the DER. No exceptions will be allowed.

Drug testing area must be secured during the testing. Only lab technicians, designated school administrator and students will be witness to the process. Privacy must be kept for all students. The DER is responsible for ensuring that all the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and/or proper ID are completed.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

- a. Students will be asked to hold out their hands and a sanitizer will be put on their hands or students will wash their hands. The bathroom personnel will add a dye to the toilet.
- b. From the roster, students will be provided with a specimen cup and their unique ID number printed on their specimen cup, which was generated from the roster.
- c. Students will be asked to urinate directly into the collection cup given to them by the lab personnel.
- d. After a sufficient amount of urine has been provided, and is within the acceptable temperature range, the student will verify that the sample provided is theirs by signing

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the roster, which has their name on it, and their unique ID number associated with their test cup.

The sample must be provided in one attempt and be at least 30 ml in size. Students are not to flush the toilets or urinals. If a student flushes the toilet he or she may be required to give a new sample immediately or the sample will be invalid.

If the student does not hand the cup directly to the technician, the samples invalid and a new sample must be provided. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student must provide another sample.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given. When students arrive, and cannot provide a sample, they will need to start drinking water, pop or juice. After 36 oz., the human body will need to urinate.

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but may have the same consequences. A retest will be required within 24 hours.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The laboratory and technicians checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Any suspicion of tampering with the sample will be brought to the technician's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

III. Testing Process

(Urine screens) other testing types may apply

- a. After students, have provided their sample and have signed out of the collection process, they are free to go back to class
- b. Technicians will verify the cup ID number with the student ID number provided during the collection process
- c. Technicians will initially screen the samples with an immunoassay screen. If the sample screens negative, the test is concluded.
 - i. If the sample tests non-negative:

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1. The technician will complete a chain of custody form verifying the student ID number and the students signature.
2. The designated representative, serving “in loco parentis”, then signs the chain of custody verifying the students name and ID number are correct.
3. The designated representative provides the technician with demographic information relevant for verification purposes of the test.
4. the sample will be forwarded to a certified laboratory for Gas chromatography–mass spectrometry (GC-MS) confirmation.

IV. Verification Process to determine a Positive Result

- a. A non-negative test has been confirmed at the laboratory for a substance of abuse through GC-MS.
- b. The certified laboratory will release the result report with a quantitative level of the drug to the Medical Review Officer (MRO), who is a physician certified in drug & alcohol testing.
 - i. The MRO will obtain the chain of custody and result report paperwork.
 - ii. The MRO will contact the parent/ guardian of the student to discuss the test.
 1. The parent/ guardian can provide a prescription for a substance that a child may be taking. If the prescription covers the substance that has been confirmed at the laboratory, the MRO will release a result of NEGATIVE to district.
 2. If the parent/ guardian states the child does not take any medications, or the prescription does not cover the drug confirmed and reported from the laboratory, the MRO will release a POSITIVE result to the district.