

Policy pertaining to urine samples collected and processed for Drug Screening in Treatment Programs

The following are required (unless noted as recommended policies pertaining to urine samples collected and processed for drug screens:

- I. Every program conducting urine testing, either on or off site is required to have written policies and procedures. These should cover collecting and handling of urine specimens and are necessary to protect a program against legal challenges to the urine testing procedures and also provide documentation of the proper functioning of the testing program. AU policies and procedures are subject to review and approval by the Division.
- II. These policies and procedures shall provide for random unscheduled testing of a client in addition to the testing that has been pre-scheduled or pre-arranged with client. Random scheduling may be accomplished by a variety of means, e.g.

Some drug-free clients may be assigned to a three time a week (MWF) urine collection program, but can be assigned to a random call-in program. A client is assigned to a particular group and is instructed to call a special number three or seven days a week. A tape recording advises callers that this is a "yes" day for a particular group, members of that group must come to the clinic and provide a urine sample before 1:00 p.m. that day.

- III. In addition it is recommended that programs sample and test so that analysis results can be optimally accurate, i.e., consideration should be given to the period of time that a drug may still be detectable after use.
- IV. It is recommended that full drug screens that test for a comprehensive list of possible drugs of abuse, be conducted on each sample as well as any known drugs of abuse that will not be detected by the comprehensive test.
- IV. The documentation of urine shall be observed by a designated staff person of the same sex.

The specimen bottle must be properly labeled with the following minimum information, (1) type of sample (urine), (2) client number or other confidential identifier, (3) date, (4) time and (5) staff observer. The label should be affixed to the bottle. The staff observer shall escort the client to the bathroom, hand the client the labeled specimen bottle, observe the urination, and immediately take control of the bottle when the client has finished. Other methods of observation can be established in the policies and procedures and approved by the Division, i.e., TV monitoring, etc.

The observer shall cap the bottle and seal with tape which is then initialed by both the observer and the client.

The observer shall then either store the specimen in a secure manner, test on site and/or submit to an approved laboratory for analysis.

- V. All donations of urine and urinalysis results shall be promptly dated and recorded in the client's chart.
- VI. Every effort shall be made to assure each client of confidentiality in the urine collection process and shall be addressed in the policies and procedures.
- VII. Additional requirements do exist regarding urine sampling and drug screening for patients receiving Methadone treatment. Any questions regarding these requirements or any of these policies and procedures should be addressed to the Alcohol and Drug Abuse Division, Treatment Services Section (303) 866-7480.