

**SUPERVISORY CHECKLIST FOR REASONABLE SUSPICION DRUG TEST**

Your Agency Drug Testing Liaison (ADTL) provides you the names of your employees who are identified for reasonable suspicion drug testing under the Drug-Free Workplace Program. **This information is confidential.** The ADTL also provides you with the name, address and telephone number of the collection site where these employees are to report.

Before sending the employee for collection, you should contact the collection site and verify the date and time scheduled for the employee's collection. **You should identify yourself and the employee(s) being tested as Department of Agriculture employees and indicate that the supplies for the collection were provided by (Insert the Name of the Contractor).** Use the following procedures to notify the employee of the collection process:

- Approximately **2 hours** before to the actual collection, inform the employee verbally, and privately, that he or she was identified through a reasonable suspicion process for drug testing by urinalysis. Clearly inform the employee as to the time and exact location to report for testing and instruct him or her to take photo identification.
- Immediately report any problems encountered during the employee notification to the ADTL. Employees who fail to cooperate with the collection procedures are subject to disciplinary or adverse action consistent with USDA's Plan for a Drug-Free Workplace (see the website: <http://www.usda.gov/da/shmd/dfwp.htm>).
- Give the scheduled employee the attached Employee Checklist for Reasonable Suspicion Drug Test Program. This provides the employee with helpful information about the collection process.
- A Government contractor performs the collection. Advise the employees to be prepared to provide a urine specimen at the scheduled collection time.
- If an employee is unable to provide a sufficient quantity of urine, he or she will be given a reasonable period of time to provide a specimen. As a general rule, the employee will be allowed to drink water and allowed until the end of their tour of duty that day (or a reasonable period of time if this is inappropriate) to supply a sample. The employee is NOT to leave the clinic's lobby or waiting area while waiting to complete the collection. Failure to abide with this guideline may be presumed to be a refusal to take the test and a proposal for removal from the Agency would result, unless satisfactory medical documentation is furnished to support their actions.

If you have any questions or concerns, you should share them with the ADTL at (202) 720-9010 or the Departmental Employee Assistance Program Manager at (202) 720-9010.

**The name, address, report time, and telephone number of the collection site where the employee(s) is/are to report is:**

Report Time: **[Time] AM/PM**

Address: **[Name of Laboratory]**  
**[Street Address]**  
**[City, State, Zip]**

Telephone: **[Telephone Number]**