

## SAMPLE - RANDOM DRUG TEST PROGRAM CHECKLIST FOR EMPLOYEES

You have been identified through a process of random selection for drug testing by, urinalysis. Please be assured that your selection and the selection of other employees in your Agency for such drug testing in no way reflects that the Agency has any specific cause to suspect the usage of illegal drugs. Please take a few minutes to read the following information that describes your role in the collection process.

- Please arrive at the collection site on time.
- Collection site personnel will ask you to verify your social security number and provide a photo identification such as a driver's license or Agency badge. Collection site personnel are required to contact USDA for guidance if proper identification is not obtained. You are asked to verify your social security number and provide your initials or signatures at several stages throughout the collection process. The precautions are for your protection and will help ensure that all specimens are labeled correctly.
- A technician explains collection site procedures. Personnel will also be available to answer questions you might have or they will refer you to the appropriate individual from your Agency.
- You will be asked to remove outer garments such as overcoats and suit jackets. You may not take a carrying bag into the collection room, but you may take your wallet with you.
- Your technician provides you with a sample collection container and instructions.
- You must wash and dry your hands before entering the collection room.
- Unless otherwise directed by the Agency, you may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. It will be necessary for you to provide a specimen of at least 30 milliliters for the Agency sample (45 millimeters if you are requesting a split specimen). If you are unable to provide a sufficient quantity, you will be given a reasonable period of time to provide an adequate specimen. As a general rule, you are allowed to drink water until the end of your tour of duty that day (or a reasonable period of time if this is in appropriate) to supply a sample. At no time during this process should you leave the waiting room area of the facility (**example:** area in clear view of the clinic or hospital personnel). Failure to remain in the collection facility or to provide the required specimen is presumed a refusal to take the test and a proposal for removal from the Agency would result. If there is a medical reason for not providing the required specimen, you will be asked to furnish satisfactory medical documentation to the USDA's contract Medical Review Officer (MRO). The MRO may refer you for a medical evaluation to determine whether there is genuine reason for your inability to provide a specimen or a refusal to test.
- Do not flush the toilet at any time while you are in the collection process.

- You will give the collection container to the technician who, after checking the temperature (within four minutes of collection) and general appearance of the sample, will transfer the sample to a sealable shipping bottle. If the temperature reading is found to be outside the acceptable range (90 - 100 F) you may request that the collector take an oral temperature. The technician will tighten the bottle cap and place the prepared evidence tape over the cap and down the sides of the bottle. You should then initial the seal and the label confirming that it is your sample in the bottle and that the social security number and other information are correct. You must observe this process continuously.
- If the collector has reason to believe that the urine specimen has been altered or substituted they will notify a higher level supervisor. Should you tamper, adulterate or in any other manner attempt to alter the specimen, the collector will request authorization from your Agency to collect a second specimen under direct observation by a same gender collection site individual. Both specimens will be sent to the laboratory for analysis.
- You may then wash your hands.
- You may elect to have a second sample collected at the same time as the Agency sample and have it submitted by the sample collector to the USDA's contract laboratory for storage. The collection site personnel will assist you in this determination.
- Failure to appear for testing without a deferral from your supervisor and the Director, Quality of Work Life Division is considered a refusal to participate in testing, and will result in a proposal for removal from the Agency. USDA's Plan for a Drug-Free Workplace is available on website:  
<http://www.usda.gov/da/shmd/dfwp.htm>

If you have any questions or concerns, share them with your supervisor, the Agency Drug Testing Liaison at (202) 720-5657 or the Departmental Employee Assistance Program Manager, at (202) 720-9010.

---

Name: **Employee Name]**

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

Telephone: **[Telephone Number]**