

“ODAPC Reminders”
Collection Site Security and Integrity Issues

We want to remind Employers, C/TPAs, Collectors, and Collection Sites about the importance of collection *security* and *integrity* procedures outlined in Part 40 and the “DOT Urine Specimen Collection Guidelines.” We want you to give special attention to some of the procedures that collectors *must* follow each and every collection.

Collectors have to:

Pay careful attention to employees throughout the collection process.

Ensure that there is no unauthorized access into the collection areas.

Make sure that employees show proper picture ID, empty pockets, remove outer garments (e.g., coveralls, jacket, coat, hat), and leave briefcases, purses, and bags behind.

Maintain personal control of the specimen and CCF at all times during the collection.

In addition, Collectors must:

1. Secure any water sources or otherwise make them unavailable to employees (e.g., turn off water inlet, tape handles to prevent opening faucets, secure tank lids);
2. Ensure that the water in the toilet and tank (if applicable) has bluing (coloring) agent in it. Tape or otherwise secure shut any movable toilet tank top, or put bluing in the tank;
3. Ensure that no soap, disinfectants, cleaning agents, or other possible adulterants are present;
4. Inspect the site to ensure that no foreign or unauthorized substances are present;
5. Ensure that undetected access (e.g., through a door not in your view) is not possible;
6. Secure areas and items (e.g., ledges, trash receptacles, paper towel holders, under-sink areas) that appear suitable for concealing contaminants; and
7. Recheck items (1) through (6) following each collection to ensure the site’s continued integrity.

If you are an Employer or C/TPA, please make sure that your Collectors and Collection Sites are taking necessary measures to follow the proper procedures. Make sure they have had the proper training.

If you are a Collector or operate a Collection Site, please ensure that you have adequate measures in place to protect the integrity of the collection process and the privacy of employees. And refresh yourselves on the proper Part 40 & Collection Guidelines security practices by reviewing:

http://www.dot.gov/ost/dapc/NEW_DOCS/subpart_d/40_43.doc

http://www.dot.gov/ost/dapc/testingpubs/200612_urine_guidelines.doc

Thank you.