



**PEER ASSISTANCE SERVICES
URINE SCREENING STANDARDS**

The following guidelines are designed to augment the licensee’s Rehabilitation Contract requiring urine screening. All testing arrangements and related costs are the responsibility of the licensee.

1. **FREQUENCY:** Urine specimens are to be provided/collected on a random basis as determined by Peer Assistance Services, Inc. (PAS). The testing frequency will be determined by the Case Manager and randomized by following the assigned UA Line. Licensees must be on a daily call-in schedule (seven (7) days a week).
2. **OBSERVATION:** A **same-gender** collection site staff member, who has no personal or business relationship to the licensee, must physically observe licensee’s urine stream at the time the specimen is provided. The staff member must mark the visually monitored box appropriately on the chain of custody form. Following collection, the staff member must visually verify that the temperature of the specimen is between 90-100 degrees Fahrenheit. Specimen’s that do not fall within the accepted temperature range are considered invalid and should be reported immediately to Peer Assistance Services.
3. **CHAIN OF CUSTODY*:** Documentation of the urine specimen must be maintained by the collection site from the time it is collected until it is disposed of after analysis in order to secure its integrity. Documentation must be made available upon PAS’s request.
4. **REPORTING:** Collection sites are required to use and complete the NORCHEM/PAS Chain of Custody (COC) forms only. If a PAS COC form is not available, please write in the Norchem/PAS Account number in the top left corner of the COC Form. Norchem will fax all results directly to PAS. Reports will include the dates of the specimens, the results, and the drugs being tested for. **ALL MISSED URINES, URINES THAT SCREEN POSITIVE, CONFIRMED POSITIVE URINES, AND DILUTE URINES ARE TO BE REPORTED TO PAS WITHIN 24 HOURS—IT IS NOT AT THE DISCRETION OF THE COLLECTION SITE OR LAB TO “APPROVE” MISSED URINES, OR URINES WITH ANY POSITIVE RESULT, EVEN IF A PRESCRIPTION HAS BEEN SEEN. Dilute urines are considered a POSITIVE drug test.**
5. **TESTING PROCEDURES:** PICTURE IDENTIFICATION IS TO BE VISUALLY VERIFIED EACH TIME A SPECIMEN IS PROVIDED. NO TESTING IS TO BE PERFORMED AT THE LICENSEE’S PLACE OF EMPLOYMENT. THIS INCLUDES THE EAP AFFILIATED WITH THE LICENSEE’S PLACE OF EMPLOYMENT. A portion of the specimen shall be maintained, and confirmed by LC/MS/MS, if positive results occur. PAS policy is all licensed healthcare professionals must have the NORCHEM Extended Professional Panel #87 completed. Drugs included in the panel are: **alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, methadone, opiates, darvon (propoxyphene), marijuana, methamphetamines, pcp and percocet/percodan, or as otherwise specified** (for example, ETG, Fentanyl, Soma, Ultram) by the Peer Health Assistance Program. **Urine creatinine** is also tested for specimen validity.
6. **OPPORTUNITY TO JUSTIFY A POSITIVE TEST RESULT:** When a confirmed positive result has been returned by the lab, PAS may choose to conduct a licensee interview to review medical history or any other relevant biomedical factors. When licensees appear for testing, they are responsible to list ALL medicines, over-the-counter or otherwise, used. Licensee should be advised that there are multiple over-the-counter drugs which may cause positive urine results.

Peer Assistance Services retains the right to modify the urine screening requirements as necessary.

I agree to the above guidelines and understand the failure to comply may result in reporting to a regulatory board and disciplinary action.

Licensee Signature/Printed Name

Date

Collection Agency Name/Signature

Date

***Chain of Custody:**

The Chain of Custody (COC) process is designed to properly document urine specimen collection, transfer, receipt, and subsequent handling within the analytical laboratory. This process begins with completing the Test Request and Chain of Custody form. This form is completed at the time of the urine specimen collection. The information which is required to be completed on the Test Request and Chain of Custody are: Donor name or other identifier, donor signature and date, collection date and time, appropriate testing panel code (#87), Other ID# (Client ID), whether or not visual monitoring took place, proper verification of the temperature of the specimen and signature and date of individual monitoring the collection.

Following the urine specimen collection, the Test Request and Chain of Custody form and the urine specimen are placed in a tamper evident packaging for transfer to the laboratory. Upon arrival at the laboratory the courier logs are filled-out and shipping documents are archived. Urine specimen bags and containers are inspected to determine if they are still sealed and the tamper-evident seal is still intact. Upon receipt of the urine specimen at the laboratory, the laboratory individual signs and dates the Chain of Custody form. The final exam prior to testing the urine specimen consists of the following observations: Agreement between donor name and any additional identification, agreement between the urine specimen identification and the unique Chain of Custody number, if sufficient sample volume exists for the tests requested, signature and date of receipt of urine specimen by a laboratory individual, date and time entries for urine collection, standard test request specifications, and noting any unusual test requests.