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CPI 792-3A-C

## CHAPTER TWO

## COLLECTION PREPARATIONS

SECTION 1. Supplies. The DPC is responsible for ordering and maintaining the activity/command's collection supplies. Attachment 1 is a list of some of the typical supplies and materials which should be used in a drug testing program. Many of the items shown on the list are currently used in the military drug testing program; there may be others not shown that are suitable for use in the civilian collection program. While activities/commands are permitted to select the materials used to perform collections, use of the described urine bottle (NSN 6640-00-165-5778), yellow gum labels, and tamper proof tape (GSA #GS-02F-48169) is mandatory (see Attachment 1).

SECTION 2. Random Selection. The DPC will generate or direct preparation of the list identifying employees selected for random testing from the activity/command TDP pool. The DPC may use any method to generate the list that assures a true random selection. These may range from using computer-generated lists based on Social Security Number (SSN) or the first or last letter of the surname to "blindly" picking numbers. The method of selection must be fully documented for the record. The following are some examples of possible random samplings:

a. The DPC will select a number from 0 to 9 from a "hat" or from "ping-pong" balls with numbers on them. A list will be generated to show every employee in a TDP at the activity/command whose SSN ends with the number selected. Those employees would then be tested.

b. The DPC will decide to test a particular shop or office and pick a last digit for the SSN from a "hat." The DPC, knowing that the shop had more employees subject to random testing than were scheduled to be tested that day, would have a list showing every second, every third, etc., employee in the shop with a SSN ending in the randomly selected number. The method chosen should ensure that the employee at the top of the list is not always selected or skipped.

c. The DPC will do the entire process manually by picking a number from a "hat" and matching it against a list of employees in TDPs (e.g., if the number was 9, the DPC would select every 9th individual on the TDP list).

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SECTION 3. Notification of Supervisor and Employee. The DPC will notify the selected employee's first-level supervisor approximately 2 hours prior to the actual time of collection. If the first-level supervisor is unavailable, the next higher level of supervision will be contacted. The DPC will annotate the list with date and time the supervisor has been contacted. The supervisor will notify the employee approximately 15 to 30 minutes prior to the scheduled collection.

SECTION 4. Collection Site Requirements. The collection site is a place where individuals present themselves for the purpose of providing urine specimens to be analyzed for drugs of abuse. It should be prepared in advance with all necessary materials, equipment, facilities, security, and temporary storage, if necessary. The collection site facility will be secure at all times, if possible. In cases where the facility cannot be dedicated solely for the purpose of drug testing, it will be secured as a collection site facility during drug testing operations. No unauthorized personnel will be permitted in any part of the collection site where urine specimens are collected or stored.