

10 SEP 1993

CPI 792-3A-G

APPENDIX GRANDOM DRUG TESTING PROGRAMCHECKLIST FOR SUPERVISORS

On the actual date that random drug testing is scheduled to be conducted, your Drug Program Coordinator (DPC) or Collection Site Coordinator (CSC) will notify you which of your employees have been selected for drug testing and the proposed schedule. This information is confidential. The following procedures should be followed in notifying employees of the collection process.

- Approximately 15-30 minutes prior to the actual collection, inform the employee verbally and privately that he or she has been identified through a random selection process for drug testing by urinalysis. Clearly inform the employee of the time and exact location to report for testing and instruct him or her to take photo identification.
- Employees normally will be scheduled to report to the collection site at 15-minute intervals. Coordinate any scheduling changes necessary to maintain work operations closely with your supervisor and the DPC/CSC. Do not make any unilateral changes.
- Advise employees to be prepared to provide a urine specimen at the scheduled collection time.
- You may provide the Checklist for Employees, which offers helpful information about the collection process, to scheduled employees.
- When an employee selected for random testing is unavailable for legitimate reasons (e.g., working a different shift, travel, leave), you must inform the DPC/CSC. Once an employee has been notified of testing, any leave requests submitted for the same time as the test should be carefully scrutinized.

Appendix G to
Enclosure (1)

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- Immediately report any problems encountered during employee notification to the DPC/CSC. Employees who fail to cooperate with the collection procedures will be subject to disciplinary action consistent with Department of the Navy regulations. (You may obtain guidance from your servicing personnel or labor and employee relations offices in these instances.)
- If you have any questions or concerns, you should share them with your DPC.

Appendix G to
Enclosure (1)

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RANDOM DRUG TESTING PROGRAMCHECKLIST FOR EMPLOYEES

You have been identified through a process of random selection for drug testing by urinalysis. Your selection for such drug testing in no way reflects that this activity has any specific cause to suspect the usage of illegal drugs. Please take a few minutes to read the following information, which describes your responsibilities in the collection process.

- _____ Present required photo identification to the collector.
- _____ When instructed by the collector, provide the information required in the Permanent Record Book. On this form, you may list any prescription and over-the-counter drugs that you use.
- _____ Remove any unnecessary outer garments, e.g., coat, jacket, coveralls. All personal belongings (e.g., purse, briefcase) must remain with your outer garment(s). You may retain your wallet.
- _____ When instructed by the collector, wash and dry your hands.
- _____ 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 60 milliliters. If you are unable to provide a sufficient quantity of urine, you will be asked to drink sufficient fluids to facilitate urination. You will be required to remain at the collection in the presence of the Drug Program Coordinator (DPC)/Collection Site Coordinator (CSC) until the sample is provided.
- _____ You should observe the entire collection procedure.
- _____ When instructed, read and sign the statement in the Permanent Record Book that certifies that this is your urine specimen.
- _____ If you have any questions or concerns, share them with your supervisor, the DPC, or CSC.