



PEER ASSISTANCE SERVICES
URINE SCREENING STANDARDS

The following guidelines are designed to augment the licensee’s Rehabilitation Contract requiring urine screening. All collection and 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 is not on a PAS Rehabilitation Contract and 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 Test Request & Chain of Custody Document (COC form). Immediately following collection, the staff member must visually verify that the temperature of the specimen is between 90-100 degrees Fahrenheit and mark the ‘Temp (90-100F)’ box on the COC Form. Specimens that do not fall within the accepted temperature range are considered invalid and should be reported immediately to PAS at (303)369-0039 x255. It is the responsibility of the licensee to ensure that the lid of the specimen is secured, that the specimen seal is properly placed on the container, that the specimen and the COC form are placed within the plastic bag, that the bag is sealed with a tamper evident seal. The licensee must verify that the sample does not leak.
3. **TEST REQUEST & CHAIN OF CUSTODY DOCUMENT*:** Documentation of custody of the urine specimen must be maintained by the collection site from the time it is collected until the time that it is transferred to the custody of Norchem’s courier service in order to comply with the COC process. Documentation must be made available upon PAS’s request.
4. **REPORTING:** Collection sites are required to use and complete the NORCHEM/PAS COC form only. If a PAS Sentry COC form is not available, the collection staff will write in the Norchem/PAS account number in the top left corner of the COC form. Norchem reports 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 DOCUMENTED.** When licensees appear for testing, they are responsible to list ALL medicines on the COC form, over-the-counter or otherwise. Licensee should be advised that there are multiple over-the-counter drugs which may cause positive urine results. **Dilute urines are considered a POSITIVE drug test.**
5. **COLLECTION PROCEDURES:** PICTURE IDENTIFICATION IS TO BE VISUALLY VERIFIED EACH TIME A SPECIMEN IS PROVIDED. NO COLLECTION 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 by Norchem for 12 months, and confirmed by LC/MS/MS, if positive results occur. PAS policy is that all licensed healthcare professionals must have the Norchem Healthcare Professional Panel #87 completed. Drugs that may be included in the panel are: **Alcohol, Ambien, Amphetamines, Barbiturates, Benzodiazepines, Buprenorphine, Cocaine, EtG/EtS, Fentanyl, Ketamine, Methadone, Opiates, Darvon (propoxyphene), Marijuana, Methamphetamines, Oxycodone, PCP, Percocet/Percodan, Soma, Stadol, and Tramadol.** Urine creatinine is also tested for specimen validity.

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

I agree to the above standards and understand that failure to comply may result in reporting to the regulatory agency. If there is any variance to these standards by the collection site, I agree to report any deviation to PAS immediately.

Licensee Signature

Date

Licensee Printed Name

***Test Request & Chain of Custody Document:**

The Test Request & Chain of Custody Document (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 & Chain of Custody Document. This document is completed at the time of the urine specimen collection. The information which is required to be completed on the Test Request & Chain of Custody Document are: Donor name or other identifier, donor signature and date, date of birth, sex, collection date and time, appropriate testing panel code (#87), Other ID# (Client ID), medications taken in the last 10 days, 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 & Chain of Custody Document and the properly sealed 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 Test Request & Chain of Custody Document. 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.