

**DRUG AND ALCOHOL TESTING**

**Page 1 of 4**

- I. The Aurora Public Schools has a responsibility to its employees, students and patrons to provide a workplace and transportation system that is safe and efficient. Drug and alcohol abuse can jeopardize the safety of employees, students and community members and can seriously affect employee productivity and job performance. In recognition of these risks and to deter the use of drugs and the abuse of alcohol, federal law requires that all public school employees (including part-time temporary and substitute employees) who are required to hold a Commercial Driver's License (CDL) and who drive vehicles which meet the definition of "commercial motor vehicle" under the law (or who may, in the course of their duties, drive such vehicles) are subject to testing for controlled substances and alcohol, beginning January, 1995. This policy shall also apply to all applicants for employment in such positions, and to current employees seeking to transfer into such positions.
- II. Drug and alcohol testing is required by law for holders of CDLs who drive commercial motor vehicles in six situations:
1. Prior to employment in a position subject to drug testing;
  2. After certain accidents involving District personnel;
  3. On a random basis, to the extent required by law;
  4. Upon the determination by trained personnel that a "reasonable suspicion" to believe the legal requirements, concerning drug or alcohol use, have been violated;
  5. Prior to an employee returning to duty after a violation; and
  6. Where an employee has been allowed to return to duty after a violation and a substance-abuse professional determines that unannounced follow-up testing is appropriate.

Except where necessary in post-accident situations, any drug or alcohol testing shall be performed during or immediately after the regular work period of current employees. Time spent on testing or related travel shall be considered work time for compensation and benefit purposes. Supervisors shall have the right to require employees to submit to, or continue the testing process after the regular work day. An employee who is required to remain on duty past the usual time because s/he is waiting to be tested or being tested, shall receive pay for

**DRUG AND ALCOHOL TESTING**

**Page 2 of 4**

such time. The District will pay the costs of drug testing, except where an employee asks for a second test in a case of a confirmed positive test result, in which case the employee shall be responsible for any charges.

- III. Based upon its authority under Colorado law, (and not because these penalties are required by federal law) the Board of Education believes persons who violate this policy jeopardize the safety of others and directs the following penalties be imposed for the offenses specified:
- A. Any driver, with respect to whom the District receives a confirmed positive test result indicating the use of drugs or alcohol in violation of the law, who refuses to be tested, who obstructs or attempts to obstruct the testing process, who possesses alcohol or illegal drugs, or who uses alcohol or illegal drugs or alcohol while on duty, shall be recommend for termination for the first offense; and
  - B. Any driver who performs safety-sensitive functions within four hours after using alcohol, where the use is off-duty, shall be suspended without pay for five work days for the first offense and shall be recommended for termination for the second offense.
- IV. While it believes these penalties are appropriate, the Board also recognizes the need to encourage employees to seek assistance for substances-abuse problems. Consequently, if prior to being directed to submit to a drug or alcohol test, an employee:
- A. Voluntarily refers her/himself to treatment in a supervised rehabilitation program (or asks to be referred):
  - B. Is not a current user of illegal drugs or a user of alcohol in violation of District policy or the law; and/or
  - C. Is currently in, or has successfully completed, a supervised rehabilitation program, (or has otherwise been successfully rehabilitated) then, such an employee shall not be subjected to adverse employment consequences solely on the basis of disclosing the need for assistance. However, the employee will be removed from performing safety-sensitive functions immediately, and will not be allowed to return to a safety-sensitive function until the employee has been evaluated, has complied with any treatment plan, and a determination has been made that the employee may return to the safety-sensitive position. Employees who refer themselves for treatment shall

**DRUG AND ALCOHOL TESTING**

**Page 3 of 4**

pay for the costs of any treatment plan to the extent the costs are covered by District insurance.

- V. The Board of Education directs the Superintendent to provide employees subject to this policy with information concerning:
- A. The effects of alcohol and controlled substances use on one's health, work and personal life;
  - B. Available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management;
  - C. The availability of District insurance coverage for expenses for substance-or alcohol-abuse treatment; and
  - D. The advantages of self-referral for drug and alcohol problems prior to a violation being discovered.
- VI. The Board of Education directs the Superintendent of Schools to develop a drug testing program that will meet or exceed the requirements of federal law, enhance the safety of the District's program for the transportation of school children, and at the same time treat employees fairly. All drug and alcohol testing shall be conducted according to federal law which provides for appropriate chain-of-custody of testing specimens, confidentiality of testing information, and reliability of test results through the use of scientifically valid procedures.

This policy and its accompanying regulation shall be distributed to all employees who will be subject to testing prior to the beginning of testing.

LEGAL REFS.: Department of Transportation, Federal Highway Administration Controlled Substance and Alcohol Use and Testing Rule, 49 C.F.R. Parts 382, *et.al.* Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143, October 28, 1991

**DRUG AND ALCOHOL TESTING**

**Page 4 of 4**

49 C.F.R. Subtitle A, Part 40  
49 C.F.R. 390.31  
49 C.F.R. 392.40, 392.41  
49 U.S.C. 521

CROSS REFS.: EEBA, School-Owned Vehicles  
GBEC, Drug-Free Workplace  
GBGC, Employee Assistance/Wellness Programs  
GDQD, Discipline, Suspension and Dismissal of Support Staff

**DRUG AND ALCOHOL TESTING**

**Page 1 of 24**

**I. Introduction**

This regulation applies to all employees who are required to hold a Commercial Driver's License (CDL) and who drive vehicles which meet the definition of "commercial motor vehicle." It also applies to all applicants for such positions.

**II. Definitions**

Definitions of terms used in this regulation and the accompanying policy are found in GBECA-1-E. Substances subject to detection are:

- A. Alcohol, including beverage alcohol, ethyl alcohol and other low molecular weight alcohols, including methyl and isopropyl alcohol;
- B. Marijuana;
- C. Cocaine;
- D. Opiates;
- E. Amphetamines; and
- F. Phencyclidine.

**III. Prohibited Conduct**

Employees subject to this policy and considered to be "on duty" for the purposes of controlled substances and alcohol testing at all times from the point when the employee begins working or is required to be ready for work, through the time the employee is relieved from all responsibility for work. An employee subject to this policy is not relieved from all responsibility for work until the employee has left District property. An employee who is on District property for an event unrelated to the performance of job duties, such as school sports activities or other after-hours functions, is not considered "on-duty."

**A. *Alcohol Offenses***

No driver shall:

1. Report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;

**DRUG AND ALCOHOL TESTING**

**Page 2 of 24**

2. Be on duty or operate a commercial motor vehicle while the driver possesses alcohol including medication, either prescribed or "over-the-counter" that contains alcohol;
3. Use alcohol while performing safety-sensitive functions;
4. Perform safety-sensitive functions within four hours after using alcohol. It is important to note that, depending on the person and the amount of alcohol consumed, it may take an individual's body longer than four hours to receive a test result of less than 0.02: or
5. Use alcohol within eight hours following an accident where, because of such accident the employee is required to take a post-accident alcohol test under "required testing," (see IV.B.) unless the employee has already completed the post-accident testing process.

**B. *Controlled Substances Offenses***

No driver shall:

1. Report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except where the use is pursuant to the instructions of a physician. An employee who uses a controlled substance pursuant to the instructions of a physician who has advised the employee that the substance, as prescribed, will not adversely affect the employee's ability to safely operate a commercial motor vehicle, will not be considered to have violated this prohibition if the employee has used the controlled substance in no greater amount than that prescribed by the physician, and if the employee has informed the District of such prescribed use prior to the employee's performance of any safety-sensitive function. An employee who believes s/he has a valid medical exception must prepare and return to the Human Resources Office, a "Controlled Substance Medical Exception Procedure" form, GBECA-2-E. This form is available from the Human Resources Office. It is important to note that there is no medical exception for medicine taken or possessed by an

**DRUG AND ALCOHOL TESTING**

**Page 3 of 24**

employee that contains alcohol, whether the medicine is prescribed or "over-the-counter"; nor

2. Report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

**C. *Use Following an Accident***

No driver required to take a post-accident alcohol test under this regulation shall use alcohol for eight hours following the accident, or until s/he undergoes a post-accident alcohol test, whichever, occurs first.

**D. *Refusal to Submit to a Required Test***

No driver shall refuse to submit to an alcohol or controlled substances test required by this policy and/or regulation. Refusal to submit means a driver:

1. Fails to provide adequate breath for alcohol testing without a valid medical explanation after s/he has received notice of the requirement for breath testing in accordance with District policy;
2. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after s/he has received notice of the requirement for urine testing in accordance with the provisions of District policy; or
3. Engages in conduct that obstructs the testing process. Adulteration of a testing specimen shall constitute refusal to submit.

**E. *Obstruction of the Testing Process***

Obstruction of the testing process (including adulteration or attempted adulteration of a testing specimen) shall be grounds for termination of employment.

**IV. Tests Required**

## DRUG AND ALCOHOL TESTING

### Page 4 of 24

A. *Pre-employment Testing*

No driver shall be allowed to perform safety-sensitive functions unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer (the person who reviews urinalysis test results) indicating a verified negative test result. If a pre-employment alcohol test result indicates an alcohol content of 0.02 or greater, an applicant shall not be hired. As to an existing employee, if a pre-placement alcohol test indicates an alcohol content of 0.02 or greater, the applicant shall not be placed in the new position. An applicant or employee seeking transfer may be hired or transferred conditional upon passing these tests.

B. *Post-Accident Testing*

As soon as practicable following an accident involving a driver subject to testing under this policy/regulation, a test for alcohol **and** controlled substances shall be administered to each surviving driver who:

1. Was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
2. Receives a citation under state or local law for a moving traffic violation arising from the accident.

### *Alcohol Tests*

Post-accident alcohol tests should, where possible, be administered within two hours following the accident. Where an alcohol test is not administered within two hours following the accident, alcohol testing shall be attempted until eight hours have elapsed since the occurrence of the accident. The District shall maintain records documenting the reasons why the test was not performed within the two-hour time limit. If a test has not been performed within eight hours of the accident, attempts to test for alcohol shall cease, but records documenting the reasons for the test's failure shall be maintained by the District.

**DRUG AND ALCOHOL TESTING**

**Page 5 of 24**

*Controlled Substances Tests*

A controlled substances test following an accident must be administered within 32 hours after the accident. If a controlled substances test is not performed within 32 hours, further attempts to administer a controlled substance test shall cease and the District shall document and maintain records stating the reasons for the failure to test.

An employee who is required to remain on duty past the usual time because s/he is waiting to be tested shall receive pay for such time. Nothing in this section of the regulation shall be construed to require the delay of necessary medical attention for injured people following an accident, or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

**C. *Post-Accident Procedure***

Employees subject to this policy must not consume alcohol after an accident until one of the following has occurred:

1. A determination has been made by a District supervisor or official that a post-accident alcohol test will not be required;
2. The employee has completed the post-accident alcohol test; or
3. Eight hours have elapsed since the accident occurred.

Employees subject to this policy must remain available for controlled substances and alcohol testing for 32 hours after the accident.

Employees who are uninjured and trained in first-aid should first assist any injured persons until medical assistance arrives on the scene.

As soon as possible, the employee must notify her/his immediate supervisor or department director by telephone or two-way radio that an accident has occurred, the time and location of the accident and the circumstances of the accident. The

## **DRUG AND ALCOHOL TESTING**

### **Page 6 of 24**

supervisor or director may determine, on the basis of this information, that controlled substances and alcohol tests are required. If such determination is made, the employee will be directed to remain at the accident scene where s/he will be picked up for transportation to the testing site. (For purposes of this paragraph concerning notification, the term accident shall be either as defined in this regulation or by the department in which the employee works, whichever, definition is broader.)

If the supervisor or director does not make an immediate determination that testing is required, the employee must notify the supervisor or director of the address and telephone number where the employee can be immediately contacted for the 32-hour period. If the employee's location changes during the 32-hour period, the employee must immediately notify the supervisor or director of that change.

Employees who do not remain readily available (for example, by being difficult to contact or by consuming alcohol or drugs within eight or 32 hours, respectively) for controlled substances and alcohol testing for the 32-hour period following an accident, may be considered to have refused to submit to a test.

The results of a breath or blood test for the use of alcohol or a urine test for use of controlled substances, conducted by federal, state or local officials having independent authority for the test, (for example, an alcohol test by the Aurora Policy Department) shall be considered to meet the testing requirements of this section, provided the test results are obtained by the District. If another agency administers only a single test, whichever test was not performed (drug or alcohol) may still be administered on behalf of the District.

#### **D. *Random Testing***

At a minimum, the District shall, during each calendar year, perform random alcohol and drug testing as required by law. Current regulations require alcohol testing amounting to 25 percent and drug testing amounting to 50 percent, respectively, of the average number of driver positions in the District. If the percentage of employees required to be tested changes, employees subject to testing will be notified prior to the effective date of the change.

**DRUG AND ALCOHOL TESTING**

**Page 7 of 24**

Each employee shall have an equal chance of being tested each time random testing is performed, regardless of whether the employee has been previously tested.

Random tests shall be conducted quarterly or more often. Such tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be held in strict confidence. Each driver who is notified of selection for random alcohol and/or controlled substances testing shall be required to proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the District shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.

A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions or just after the driver has ceased performing such functions.

**E. *Reasonable Suspicion Testing***

The District shall require a driver to submit to an alcohol or controlled substances test when the District has reasonable suspicion to believe the driver has violated the prohibitions against the use of alcohol or controlled substances outlined in this policy. The District's determination that reasonable suspicion exists to require the driver to undergo a test must be based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech and/or body odors of the driver. Exhibit GBECA-3-E, "Observed Behavior--Reasonable Cause Record" may be used as an aid to determining reasonable cause to test. Reasonable suspicion cannot be based solely upon possession of alcohol.

As to reasonable suspicion testing for controlled substances, the observations may include indications of the chronic and withdrawal effects of controlled substances.

The District will provide transportation to and from the testing site to all employees required to take a reasonable suspicion controlled substance or alcohol test.

Once a reasonable suspicion of a violation exists, no driver shall be allowed to perform safety-sensitive functions until:

**DRUG AND ALCOHOL TESTING**

**Page 8 of 24**

1. As to alcohol, after an alcohol test is administered and the driver's alcohol concentration measures less than 0.02, or until 24 hours have passed since the determination that a reasonable suspicion exists;
2. as to controlled substances, until receipt of negative test results. An employee removed from the performance of safety-sensitive functions pending receipt of reasonable suspicion test results shall, at the option of the supervisor, either be placed on leave with pay or shall be assigned to duties not involving the performance of safety-sensitive functions.

The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or District official who is trained in accordance with applicable federal regulations. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test, shall not conduct the alcohol test of the driver.

Alcohol testing is authorized by this regulation only if the observations required are made during, just preceding, or just after the period of the work day that the driver performs a safety-sensitive function. A driver may only be directed by the District to undergo a reasonable suspicion alcohol test while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions or just after the driver has ceased performing such functions.

A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the supervisor or District official who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

**F. *Return-to-Duty Tests***

All employees who have engaged in prohibited conduct as defined in this policy/regulation, and who are returned to work because termination is not required under this policy/regulation, must undergo a return-to-duty alcohol test if the conduct involved prohibited alcohol conduct with a return-to-duty test result of less than 0.02

## **DRUG AND ALCOHOL TESTING**

### **Page 9 of 24**

alcohol concentration, and/or must undergo a return-to-duty controlled substance test with a verified negative test result for controlled substances use prior to returning to duty requiring the performance of a safety-sensitive function.

#### **G. *Follow-up Tests***

Follow-up tests may be conducted on employees who have engaged in prohibited conduct and who are allowed to return to work under this policy/regulation because termination is not required. If the substance-abuse professional determines, after the employee has tested positive for controlled substances or alcohol or after self-referral by the employee, that the employee is in need of assistance in resolving problems associated with alcohol misuse and/or the use of controlled substances, the employee must be subject to unannounced follow-up alcohol and/or controlled substance testing as directed by the substance-abuse professional.

At least six unannounced follow-up tests shall be given over a 12-month period when follow-up testing is required. The substance-abuse professional may require that follow-up testing continue for a maximum of 60 months after the employee returns to duty performing safety-sensitive functions. If the substance-abuse professional suspects illicit use of controlled substances or alcohol other than those for which the employee has previously tested positive, the substance-abuse professional may direct that follow-up testing be conducted for these suspected substances as well.

Follow-up **alcohol** testing shall only be conducted when the employee is actually performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has performed safety-sensitive functions.

#### **V. *Handling of Test Results, Record Retention and Confidentiality***

The District shall maintain records of its alcohol misuse and controlled substances use prevention programs as required by federal law. All records shall be maintained in a secure location with controlled access.

The District shall prepare and maintain an annual calendar year summary of the results of its

**DRUG AND ALCOHOL TESTING**

**Page 10 of 24**

legally required alcohol and controlled substances testing programs. This summary shall contain no information concerning any individual. The report covering the previous calendar year shall be completed by March 15 of each year.

A driver is entitled, upon written request, to obtain copies of any records pertaining to her/his use of alcohol or controlled substances, including any records pertaining to her/his alcohol or controlled substances tests. The District shall promptly provide the records requested by the driver.

**VI. Notification to Tested Employees**

The District shall notify an applicant of the results of a pre-employment controlled substance test, if the applicant requests such results within 60 calendar days of being notified of the disposition of the employment application. The District shall notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances if the test results are verified positive. The District shall also inform the driver which controlled substance or substances were verified as positive.

**VII. Suspicion by Employee of Drug Use or Alcohol Misuse**

The following procedure shall be used when an employee suspects controlled substance use or alcohol misuse by a District employee subject to the requirements of this policy:

- A. The employee must report the suspicions immediately to the Director of Classified Employment, Director of Employee Relations, Chief Personnel Officer, Director of Transportation, Director of Maintenance & Operations or to District Legal Counsel. If none of these persons is available, the employee should report the suspicions to her/his supervisor, or if the person under suspicion is the supervisor, then the report should be made to the supervisor of the one under suspicion;
- B. The reporting District employee must not discuss the suspicion with any other employee, unless requested to do so by one of the employee's supervisors, District Legal Counsel or an administrator in the Human Resources Division;
- C. The Human Resources administrator, District Legal Counsel or employee supervisor

**DRUG AND ALCOHOL TESTING**

**Page 11 of 24**

shall take the necessary steps to confront the employee suspected of having the controlled substance or alcohol problem, pursuant to District policy; and

- D. Failure to follow this procedure is considered a violation of this policy. Discipline up to and including termination may be imposed for such violation.

**VIII. Testing Information from Prior Employers**

The District shall obtain, pursuant to a driver's written consent, (which consent shall be a condition of further consideration of an application for a position which is subject to testing) information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results and refusals to be tested within the preceding two years, which are maintained by the driver's previous employers under federal law. This information must be obtained and reviewed by the District no later than 14 calendar days after the first time a driver performs a safety-sensitive function for an employer, if it is not feasible to obtain the information prior to the driver performing safety-sensitive functions. The District may not permit a driver to perform safety-sensitive functions after 14 days without obtaining the information. Offers of employment for drivers who shall be subject to testing shall be made contingent upon the District not receiving any evidence of positive test results from prior employers.

All applicants for positions which are subject to drug and alcohol testing shall be required to furnish a specific written consent document, in a form acceptable to the District, to be sent to former employers requesting information concerning drug and alcohol testing of the employee during their tenure with the prior employer. Failure to promptly provide the written consent form shall result in the application not being considered further.

The District shall maintain a written, confidential record with respect to each past employer contacted.

**IX. Consequences for Drivers who Engage in Prohibited Conduct**

All employees subject to this policy who believe they may have a problem associated with controlled substance use or alcohol misuse may contact the Employee Assistance Program (or other reputable supervised rehabilitation program) to receive evaluation, referral and treatment for such problem.

**DRUG AND ALCOHOL TESTING**

**Page 12 of 24**

Employees subject to the requirements of this policy who come forward voluntarily for assistance with controlled substance use or alcohol misuse **prior** to being asked to take a controlled substance or alcohol test pursuant to this policy, shall not be subject to dismissal from their employment with the District merely for disclosing their need for assistance. However, the employee will be removed from performing safety-sensitive functions immediately, and will not be allowed to return to a safety-sensitive function until the employee has been evaluated by the substance-abuse professional, has complied with any treatment plan recommended by the substance-abuse professional and a determination has been made by the substance-abuse professional that the employee may return to the safety-sensitive position.

Only those employees who voluntarily come forward for assistance and those who commit offenses not requiring termination will be afforded the opportunity for return-to-duty and follow-up testing, as outlined under "Tests Required", IV.F. and G.

Employees may utilize accrued vacation and sick leave, as well as unpaid family medical leave, pursuant to District policies, to cover the time they are removed from their safety-sensitive position. (See Cross References.)

Employees who are not ready to perform safety-sensitive functions, as determined by the substance-abuse professional, after one year from the time they first come forward or are referred to treatment may be recommended for termination, consistent with leave of absence policies applicable to all employees.

Persons who violate this policy shall be subject to the following penalties:

**A. *Termination for 1st Offense:***

1. Testing positive for the use of drugs or alcohol in violation of the law;
2. Refusing to be tested;
3. Obstructing or attempting to obstruct the testing process; and

**DRUG AND ALCOHOL TESTING**

**Page 13 of 24**

4. Possessing illegal drugs or using illegal drugs or alcohol (including alcohol in over-the-counter or prescription drugs) while on duty,

**B. *5-Day Suspension without Pay for 1st Offense and Termination for 2nd Offense:***

1. Possessing alcohol (including alcohol in over-the-counter or prescription drugs (while on duty; and
2. Performing safety-sensitive functions within four hours after using alcohol, where the use was off-duty.

**C. *The following are additional grounds for immediate dismissal from employment with the District, but are not connected to the Federal Highway Administration Rule:***

1. Sale of alcohol or controlled substances on District owned or leased property or vehicles; and
2. Being convicted of a felony involving off-site sale or distribution of controlled substances, while employed by the District.

**X. **Employee Training****

The District shall develop educational materials that explain the requirements of the law and the District's policy and regulation concerning alcohol and controlled substance testing. A copy of the materials shall be given to each driver and each newly hired or transferred driver who is subject to testing. Written notice concerning the availability of the materials shall be given to representatives of employee organizations.

**A. These materials shall contain at least the following:**

1. The identify of the person(s) designated to answer driver questions about the materials;
2. The categories of drivers who are subject to testing;

**DRUG AND ALCOHOL TESTING**

**Page 14 of 24**

3. Sufficient information about safety-sensitive functions performed by drivers to make clear the period during which they must be in compliance with the law;
4. Appropriate information regarding the District's prohibition on the use of alcohol or drugs while on duty and an explanation of the consequences for violations;
5. Specific information about what is prohibited by the District's policy and regulation;
6. The circumstances under which drivers will be tested for alcohol and for controlled substances;
7. A description of the procedures that will be used for testing, that will protect the driver and the integrity of the testing process, and that will safeguard the validity of the test results and ensure the results are attributed to the correct driver;
8. The fact that drivers are required to submit to testing;
9. An explanation of what constitutes a refusal to submit to testing;
10. The consequence of violating this policy and regulation, including the requirement of immediate removal from safety-sensitive functions;
11. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;
12. Information concerning the effects of alcohol and controlled substances use on one's health, work and personal life; signs and symptoms of an alcohol or a controlled substance problem (whether the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management; and

**DRUG AND ALCOHOL TESTING**

**Page 15 of 24**

13. An explanation of the disciplinary consequences for violations of this policy which are in addition to those mandated by the law and a clear statement that such consequences are based upon authority apart from that provided by the drug and alcohol testing rules.

**B. *Reasonable Suspicion Determination Training***

All supervisors and other District employees who may be required to make a reasonable suspicion determination, as outlined under "Reasonable Suspicion Testing", IV.E. shall receive at least 60 minutes of training regarding alcohol misuse, and an additional 60 minutes of training pertaining to controlled substance use.

The training shall include information pertaining to the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

In addition, the training will include information regarding the chronic and withdrawal effects of controlled substance use.

Each driver who has engaged in conduct prohibited by this regulation shall be advised by the District of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses and telephone numbers of substance-abuse professionals and counseling and treatment programs.

**XI. *Testing Procedures***

All controlled substance and alcohol tests conducted pursuant to this policy shall be conducted in conformance with the procedural requirements of the Federal Highway Administrative Controlled Substance and Alcohol Testing Rule.

All tests will be conducted to protect the integrity of the testing process, to ensure the validity of the test results, to ensure the results are attributed to the correct employee and to protect the privacy of each employee.

**DRUG AND ALCOHOL TESTING**

**Page 16 of 24**

Collection of urine and breath samples for controlled substance and alcohol tests may occur on District property or at a collection site meeting the requirements set forth in the "Rule." All laboratories conducting the tests shall be approved in accordance with the requirements set forth in the "Rule."

**A. *General Procedures***

1. All controlled substance and alcohol tests occur in two stages. The first test required is a screening test for controlled substances and/or alcohol. If the controlled substance urinalysis screening test and/or the alcohol breathalyzer test indicates a positive result as defined by the "Rule," a second confirmatory test will be performed.
2. If the confirmatory test for controlled substances and/or alcohol indicates a positive result, the laboratory must first notify the Medical Review Officer (MRO), who interprets the test results and attempts to discuss the results with the employee prior to notifying the District. If the MRO determines the results indicate a legitimate use of a controlled substance as prescribed by a physician, the MRO will report the test result to the District as a verified negative result.
3. An employee may elect to have a retest conducted within 72 hours of receiving notice from the MRO of a positive controlled substance test result. However, the District shall be notified of the positive test result and shall remove the employee from performing all safety-sensitive functions. The employee shall not be terminated from her/his employment with the District until the District has been notified that the employee's retest was verified positive by an MRO. Such an employee may, however, be placed on suspension with or without pay.

**B. *Alcohol Testing***

1. All alcohol tests shall be conducted by a Breath Alcohol Technician (BAT), trained to use the particular Evidential Breath Testing (EBT) device used, and

**DRUG AND ALCOHOL TESTING**

**Page 17 of 24**

trained regarding the procedural requirements of 49 C.F.R., Subtitle A, Part 40 ("Part 40"). The District shall maintain records for any BAT employed by the District, documenting that training and proficiency tests were conducted in conformance with Part 40.

2. EBTs used for alcohol testing shall meet the requirements set forth in Part 40, including calibration checks of the EBTs. The District shall ensure that inspection, maintenance and calibration checks are performed in each EBT and that records of these checks are maintained as required in Part 40. All EBTs shall be securely stored when not in use.
3. Whether performed on or off District property, alcohol testing shall ordinarily be conducted to afford visual and aural privacy to the employee being tested. Where unusual circumstances exist, such as where it is essential to conduct a test at an accident scene, visual and aural privacy must be provided to the greatest extent practicable.
4. Each BAT may supervise only one employee's use of an EBT at a time. The employee must provide the BAT with positive identification (either a photo I.D. card or identification by District representative) prior to testing. The BAT shall explain the testing procedure to the employee.
5. The BAT shall use the breath alcohol testing form required under Part 40. The Employee must complete step 2 on this form and sign the certification. Willful failure to sign this certification shall be considered a refusal to submit to the test and the employee shall be recommended for termination.
6. A new, individually sealed mouthpiece shall be used for each alcohol test and shall be opened in view of the employee.
7. Where the screening test result is less than 0.02, no further testing is authorized. The results shall be given to the District, confidentially, and shall be maintained by the District, as required in Part 40. Where the screening test result is 0.02 or greater, a confirmatory test will be performed.
8. The BAT shall instruct the employee not to eat, drink, put any substance or

**DRUG AND ALCOHOL TESTING**

**Page 18 of 24**

object into her/his mouth, and to the extent possible, not to belch during the waiting period prior to the confirmation test. The waiting period must last at least 15 minutes after the completion of the screening test. These restrictions are for the employee's benefit; they prevent the possible accumulation of mouth alcohol.

9. The BAT shall conduct an airblank test on the EBT prior to the confirmation test. If the airblank registers greater than 0.00, a second airblank shall be conducted. If the second airblank registers greater than 0.00, a different EBT must be used.
10. If the screening and confirmation test results differ, the confirmation test shall be considered the final result.
11. An airblank shall also be performed after the confirmation test is performed. If the airblank registers greater than 0.00, the confirmation test is invalid and a new test shall begin, if practicable.

**C. *Controlled Substance Testing***

1. All urine collections for controlled substance tests shall be conducted by collection site persons trained in accordance with Part 40. All laboratories which conduct controlled substance tests shall be certified as required by Part 40.
2. A split sample method of urine collection shall be used for controlled substance testing. Thus, a sample of at least 45 milliliters of urine will be collected in one container. This sample shall then be split into two containers, one containing 30 milliliters of urine and the other 15 milliliters. The split sample process allows for a re-testing if required by the employee when a confirmed positive test result for controlled substance has occurred.
3. The collection site person shall utilize a standard Drug Testing Custody and Control Form, GBECA-4-E. The custody and control form contains procedures that protect the integrity of the testing process, including the

**DRUG AND ALCOHOL TESTING**

**Page 19 of 24**

specimen identification number, the employee identification number, the change of custody block and certification statements required to be signed by the collection site person, the laboratory person, the employee tested and the medical review officer.

4. The employee to be tested shall be given a single use specimen bottle that is, either, still sealed or is unwrapped in the presence of the employee to ensure no tampering has occurred.
5. A tamper-proof sealing system shall be employed with the specimen bottle after use. In addition, each specimen bottle will be identified with the same number as that on the custody and control form (GBECA-4-E) and the employee tested shall initial each bottle, affirming the identity of the specimen as her/his own.
6. The shipping container used to ship these samples to the laboratory shall also be sealed in a tamper-proof manner and initialed by the employee.
7. The designated collection site shall be secured during employee testing. Only one employee may be tested by a collection site person at any time. The employee shall be accorded individual privacy during the collection process unless the collection site person has reason to believe that a particular individual may alter or substitute the urine specimen. Any of the following constitute the exclusive grounds for requiring urine collection to be conducted in the presence of a same-gender collection site person:
  - a. The employee has presented a specimen outside of normal temperature range;
  - b. The employee declines to provide an oral temperature when a specimen was provided outside of the normal temperature range;
  - c. If provided, an employee's oral temperature varies greater than one degree centigrade or 1.8 Fahrenheit from the temperature of the specimen;

**DRUG AND ALCOHOL TESTING**

**Page 20 of 24**

- d. The last specimen provided to the laboratory has a specific gravity of less than 1.003 and a creatinine level of less than .2 g/l;
- e. The collection site person observes conduct that clearly and unequivocally indicates an attempt to substitute or adulterate a urine sample; or
- f. The employee has previously been determined to use a controlled substance in a test that was being conducted pursuant to a Department of Transportation Regulation for follow-up or return-to-duty testing.

A higher level supervisor of the collection site person or a designated District representative must review and concur with the collection site person's determination prior to requiring an observed urine collection.

- 8. The following are additional security measures that will be followed:
  - a. Bluing agents shall be used in toilets, wherever practicable;
  - b. Positive identification of the employee to be tested must be provided, either through a photo identification or positive identification by a District representative;
  - c. The employee will be directed to remove unnecessary outer garments and other articles carried with her/him to the collection site. The employee may keep her/his wallet during the collection process. In addition, the employee may request a receipt for her/his possessions given to the collection site person; and
  - d. The employee shall be directed to wash and dry her/his hands before collection and shall be allowed no access to water, soap dispensers, cleaning agents, or any other materials that could adulterate the sample.
- 9. If the employee is unable to provide an adequate sample of at least 45

**DRUG AND ALCOHOL TESTING**

**Page 21 of 24**

milliliters of urine, the employee shall be directed to remain at the collection site and to drink fluids for up to eight hours after the initial attempt. If the employee is still not able to provide a complete sample, the employee shall be referred to the MRO for a medical evaluation to determine if the employee's inability to provide a sample is genuine or whether it constitutes a refusal to submit to a test. Applicants for employment who are unable to provide an adequate sample for a pre-employment test shall not be referred to the MRO for a medical evaluation, and shall not be hired by the District for a safety-sensitive position.

10. Once the samples are shipped to the laboratory, an initial immunoassay screening test is conducted. The immunoassay test has the following initial cutoffs:
  - a. Marijuana metabolites - 100 ng/ml;
  - b. Cocaine metabolites - 300 ng/ml;
  - c. Opiate metabolites - 300 ng/ml (but 25 ng/ml if the test is specific for free morphine);
  - d. Phencyclidine - 25 ng/ml; and
  - e. Amphetamines - 1,000 ng/ml.
  
11. A confirmatory gas chromatography/mass spectrometry test is conducted if the screening test indicates a positive result based on the initial cutoff rates. The cutoffs for the confirmatory test are as follows:
  - a. Marijuana metabolites - 15 ng/ml;
  - b. Cocaine metabolites - 150 ng/ml;
  - c. Morphine - 300 ng/ml;
  - d. Codeine - 300 ng/ml;
  - e. Phencyclidine - 500 ng/ml; and
  - f. Methamphetamine - 500 ng/ml.
  
12. The results of all tests are reported to the MRO. The MRO reviews and interprets confirmed positive results, examines alternative medical explanations, which may include a medical interview and review of the

**DRUG AND ALCOHOL TESTING**

**Page 22 of 24**

individual's medical history and other biomedical factors. The MRO then contacts the employee, confidentially, to give the employee an opportunity to discuss the test results. If the MRO is unable to contact the employee, the MRO shall contact a designated District official who shall, in confidence, direct the employee to contact the MRO as soon as possible. If, after making all reasonable efforts, the testing liaison is unable to contact the employee, the District shall place the employee on temporary unqualified medical leave.

The MRO may report the test as verified positive to the District without employee contact, if:

- a. The employee expressly declines to discuss the test results with the MRO;
- b. More than five days have passed since the employee was contacted by the testing liaison; or
- c. Other circumstances exist in the Department of Transportation Regulations allowing for such reporting.

Once the report of a verified positive test has occurred without employee contact, the employee may provide information documenting that serious illness, injury or other circumstances unavoidably prevented the employee from timely contacting the MRO. The MRO may, at her/his discretion, re-open a testing file and allow the employee to present information providing a legitimate explanation for the confirmed positive result. If the MRO determines that a legitimate medical explanation exists for the confirmed positive test, the MRO shall re-report it to the District as a verified negative result.

13. The MRO reports controlled substance test results to the District as verified positive or verified negative, but does not quantify those test results. The MRO may reveal quantity information to the District, the employee or a decision maker in a lawsuit, grievance or other action initiated by or on behalf of the employee arising from a verified positive test result.

**DRUG AND ALCOHOL TESTING**

**Page 23 of 24**

14. The MRO may not generally disclose medical information received from the employee to third parties. However, the MRO may disclose medical information regarding the employee to the District, the Department of Transportation, a federal safety agency or a physician responsible for determining medical qualifications under a Department of Transportation Agency Regulation if:
  - a. The Department of Transportation Regulation permits or requires such disclosures;
  - b. In the MRO's reasonable medical judgment, the information could result in the employee being determined as medically unqualified under Department of Transportation rules; or
  - c. In the MRO's reasonable medical judgment, where no applicable Department of Transportation rule has established physical qualification for a position, s/he believes that continued performance of the safety-sensitive function could pose a significant safety risk.
15. The MRO shall inform the employee that these disclosures may be made prior to receiving medical information from the employee.

**D. *Confidentiality***

All records maintained by the District pursuant to this policy are strictly confidential. Employee information contained in these records may not be released except as required by law or as expressly authorized or required by the Federal Highway Administration Rule. The "Rule" authorizes release of employee information to the following individuals or agencies:

1. The United States Secretary of Transportation or any Department of Transportation agency;
2. State or local officials with regulatory authority over the District or its

**DRUG AND ALCOHOL TESTING**

**Page 24 of 24**

employees;

3. The National Transportation Safety Board (NTSB) as part of an accident investigation. The information that may be disclosed to the NTSB is limited to post-accident tests administered or attempted following the accident in question;
4. Records specific to the employee may be obtained by the employee upon the employee's written request. The District may charge the employee a reasonable fee for the specific records requested;
5. A subsequent employer who requested in writing by the employee. This disclosure is limited to the specific records authorized in the employee's written requests;
6. The decision maker in a lawsuit, grievance or other proceeding involving an employee, arising out of a test administered pursuant to this policy or a determination that the employee engaged in prohibited conduct. Such proceedings include, without limitation, workers' compensation, unemployment compensation or other benefit related proceedings; and
7. Any other person when authorized in writing by the employee. The information released is limited to the specific information written in the employee's authorization.

**CROSS REFS:**

GCC, Staff Leaves and Absences  
GCCAG, Staff Leaves of Absence without Pay  
GCCB, Administrative, Professional/Technical and Instructional Staff Leaves and Absences

**DRUG AND ALCOHOL TESTING**  
**Definitions**

**Page 1 of 4**

***Accident*** means an occurrence involving a commercial motor vehicle operating on a public road which results in either:

1. A fatality;
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. At least one of the motor vehicles involved incurred disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Accident does not include an occurrence involving either boarding and alighting from a stationary motor vehicle, or loading or unloading of cargo.

***Alcohol*** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

***Alcohol concentration (or content)*** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under applicable federal regulations.

***Alcohol use*** means the consumption of any beverage, mixture or preparation, including any medication containing alcohol.

***Confirmation test (or confirmatory test)*** for alcohol testing, means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.

For controlled substances testing, this means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry [GC/MS] is the only authorized confirmation method for the five drugs for which school districts are required to test, cocaine, marijuana, opiates, amphetamines and phencyclidine.)

**DRUG AND ALCOHOL TESTING**  
**Definitions**

**Page 2 of 4**

**Commercial Motor Vehicle** means a motor vehicle used to transport passengers of property if such vehicle:

1. Has a gross vehicle weight rating of 26,001 pounds or more;
2. Has a gross combination weight rating of 26,001 pounds or more, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
3. Is designed to transport 16 passengers or more, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under **HAZARDOUS MATERIALS REGULATIONS**.

**Drug and Controlled Substances** shall have the same meaning and mean cocaine, marijuana, opiates, amphetamines and phencyclidine.

**Driver** means any person who operates a commercial motor vehicle. This includes, but is not limited to, full-time, regularly employed drivers or casual, intermittent, substitute and occasional drivers.

For the purpose of pre-employment/pre-duty testing only, the term driver includes a person applying to an employer to drive a commercial motor vehicle.

**Illegal drugs** means all drugs that are illegal for sale, possession or use under the laws of Colorado or the United States.

**Performing a safety-sensitive function** means actually performing, being ready to perform or being immediately available to perform any of the following functions:

1. Waiting to be dispatched;
2. Inspecting, servicing or conditioning any motor vehicle;
3. All driving time, which means all time spent at the driving controls of a commercial motor vehicle in operation;

**DRUG AND ALCOHOL TESTING**  
**Definitions**

**Page 3 of 4**

4. All time, other than driving time, in or upon any commercial motor vehicle. Thus, an employee who is required to hold a commercial driver's license and is present on a District commercial motor vehicle is subject to the testing requirement of this policy, even if the employee is not operating the vehicle if such employee is "on duty" as defined in this policy and regulation;
5. All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate such a vehicle or serving or receiving receipt for shipments loaded or unloaded;
6. All time spent following an accident involving the injury or death of any person taking all precautions necessary to prevent further an accident, rendering reasonable assistance to those injured, giving information regarding the name and address of the driver and school district and other information and reporting details of the accident to the school district;
7. All time repairing, obtaining assistance or remaining in attendance upon a disabled commercial motor vehicle;
8. All time spent attempting to locate the custodian of an unattended vehicle and/or while placing driver information on an unattended vehicle after an accident where the driver's vehicle struck an unattended vehicle; and
9. Performing any other work in the capacity of, or in the employ or service of, a district driver.

***Refuse to submit*** means that a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation after s/he has received notice of the requirement for breath testing in accordance with the district policy;
2. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after s/he has received notice of the requirement for urine testing

**DRUG AND ALCOHOL TESTING**  
**Definitions**

**Page 4 of 4**

in accordance with the provisions of district policy; or

3. Engages in conduct that clearly obstructs the testing process. Adulteration of a testing specimen shall constitute refusal to submit.

***Screening test (also known as initial test)***. In alcohol testing, it means an analytical procedure to determine whether a driver may have prohibited concentration of alcohol in her/his system.

In controlled substances testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

***Substance abuse professional*** means a licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

**CONTROLLED SUBSTANCE MEDICAL EXCEPTION PROCEDURE**

Employees of the Aurora Public Schools who are subject to controlled substances testing may, from time to time, use medications while working, pursuant to a prescription from a physician. If so, they are required, *before performing* safety-sensitive functions such as driving a vehicle, to sign this document and give it to their supervisor. Such employees also have a responsibility to inform their physician:

- A. That they hold a position in which they are subject to drug testing; and
- B. That they are asking the physician to verify that their use of the drug, as prescribed, will not adversely affect their ability to safely operate a commercial motor vehicle.

It is important to note that there is no medical exception for medicine taken or possessed by an employee that contains alcohol, whether the medicine is prescribed or "over-the-counter." Use or possession of alcohol in any form is prohibited by district policy.

---

**VERIFICATION**

I hereby state that I will be using a prescription drug, under the direction of a physician, during a time period when I expect to perform safety-sensitive functions for the Aurora Public Schools District. I verify that the physician who prescribed the drug has advised me that, when used as prescribed, the drug will not adversely affect by ability to safely operate a commercial motor vehicle. I promise that during the time when I am performing safety-sensitive functions for the district, I will use this prescription only according to the instructions of my physician.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Name of Physician

\_\_\_\_\_  
Position

\_\_\_\_\_  
Physician's Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Prescription Issued

\_\_\_\_\_  
Date Prescription Runs Out

(I will inform the district, in writing, if the prescription is renewed.)

**OBSERVED BEHAVIOR - REASONABLE CAUSE RECORD**

<b>Identification Number:</b>
<b>Observation: Date:</b> _____ <b>Time: (from</b> ____ <b>am/pm: to</b> ____ <b>am/pm)</b>
<b>Location:</b>
(Street) (City) (State) (Zip)

**Page 1 of 2**

CAUSE FOR SUSPICION

1. Presence of Alcohol, Drugs and/or Drug Paraphernalia (specify): \_\_\_\_\_
2. Appearance  
Normal                      Flushed                      Puncture Marks  
  
Disheveled                      Bloodshot Eyes                      Inappropriate wearing of sunglasses  
  
Dilated/Constricted Pupils                      Profuse Sweating                      Tremors  
  
Dry-mouth Symptoms                      Runny Nose/Sores  
  
Other \_\_\_\_\_
3. Behavior Speech:  
Normal                      Incoherent                      Slurred                      Silent  
  
Confused                      Slowed                      Whispering  
  
Other \_\_\_\_\_
4. Awareness:  
Normal                      Confused                      Mood Swings                      Euphoria  
  
Lethargic                      Lack of Coordination                      Paranoid                      Disoriented  
  
Other \_\_\_\_\_
5. Motor Skills Balance:  
Normal                      Swaying                      Falling                      Staggering  
  
Other \_\_\_\_\_
6. Walking & Turning  
Normal                      Swaying                      Arms Raised for Balance  
  
Stumbling                      Falling                      Reaching for Support  
  
Other \_\_\_\_\_

**OBSERVED BEHAVIOR - REASONABLE CAUSE RECORD**

**Page 2 of 2**

7. Other Observed Actions or Behavior (specify): \_\_\_\_\_

Witnessed by:  
(Suggested, not required)

(Signature) (Title) (Date) (Time) am/pm

(Signature) (Title) (Date) (Time) am/pm

This document must be prepared and signed by the witnesses within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier (49 CFR 391.99(d)).

**AURORA PUBLIC SCHOOLS**  
**Issued December 1994**  
**Reviewed November 2008**

**APS Code: GBECA-4-E\***

**DRUG TESTING  
 CUSTODY AND  
 CONTROL FORM**

Social Security No. _____	Date _____	Initial _____
SPECIMEN IDENTIFICATION No. 123456 -SPLIT		Signature of Collector _____

**Page 1 of 2**

**TO BE COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE**

I.	EMPLOYER NAME, ADDRESS, AND IDENTIFICATION NUMBER		
II.	MEDICAL REVIEW OFFICER NAME AND ADDRESS		
III.	INDICATE WHICH DRUGS SPECIMEN IS TO BE TESTED FOR. =Only THC and Cocaine      = THC, Cocaine, PCP, Opiates, & Amphetamines      = Other (Specify)		
IV.	REASON FOR TEST (Check one) = Pre-employment      = Random      =Post accident      =Periodic Medical      =Reasonable Cause      =Other (Specify)		
V.	TEMPERATURE OF SPECIMEN Has been read within 4 minutes <input type="checkbox"/> Yes <input type="checkbox"/> No	TEMPERATURE IS WITHIN RANGE of 32.5° - 37.7° C/90.5° - 99.8° F <input type="checkbox"/> Yes <input type="checkbox"/> No If NOT record actual temp _____.	

**TO BE INITIATED BY COLLECTOR AND COMPLETED AS NECESSARY THEREAFTER**

VI.	PURPOSE OF CHANGE	RELEASED BY - Signature-Print Name	RECEIVED BY - Signature-Print Name	DATE
	Provide Specimen for Testing	<b>- DONOR -</b>		

**TO BE COMPLETED BY EMPLOYEE OR APPLICANT PROVIDING SPECIMEN**

VII.	SPECIMEN IDENTIFICATION No. 123456 .SPLIT  SHIPPING BOX CUSTODY SEAL
	FEDERAL REGULATIONS PROHIBIT DISCLOSURE OF THE DONOR'S IDENTITY TO THE LABORATORY. DONOR SHALL COMPLETE INFORMATION IN SECTION VIII (COPY 3) ONLY.

**AURORA PUBLIC SCHOOLS**  
**Issued December 1994**  
**Reviewed November 2008**

APS Code: **GBECA-4-E\***

TO BE COMPLETED BY PERSON COLLECTING SPECIMEN *AFTER* DONOR HAS COMPLETED SECTION VII - (See Copy 3 of Form)

VIII.	COLLECTOR'S NAME - Print (first, middle, last)	DATE OF COLLECTION
	COLLECTION SITE LOCATION	
	REMARKS CONCERNING COLLECTION:	Split sample collected in accordance with applicable Federal requirements <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>I certify that the specimen identified on this form is the specimen presented to me by the donor providing the certification on Copy 3 of this form, that it bears the same identification number as that set forth above, and that it has been collected, labeled and sealed as in accordance with applicable Federal requirements.</p> <p style="text-align: center;">SIGNATURE OF COLLECTOR: _____</p>	

TO BE COMPLETED BY THE LABORATORY

IX.	I certify that the specimen identified by this accession number is the same specimen that bears the identification number set forth above, that the specimen has been examined upon receipt, handled and analyzed in accordance with applicable Federal requirements, and that the results set forth below are for that specimen.	ACCESSION NO.						
LABORATORY ADDRESS								
REMARKS:								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Certifying Scientist's Name (Last, First, Middle)</td> <td style="width: 33%; border: none;">Signature of Certifying Scientist</td> <td style="width: 33%; border: none;">Date</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>			Certifying Scientist's Name (Last, First, Middle)	Signature of Certifying Scientist	Date	_____	_____	_____
Certifying Scientist's Name (Last, First, Middle)	Signature of Certifying Scientist	Date						
_____	_____	_____						
<p>THE RESULTS FOR THE ABOVE IDENTIFIED SPECIMEN ARE IN ACCORDANCE WITH THE APPLICABLE SCREENING AND CONFIRMATION CUTOFF LEVELS ESTABLISHED BY THE MMS <i>MANDATORY GUIDELINES FOR FEDERAL WORKPLACE DRUG TESTING PROGRAMS</i> (Found only on copies one and two).</p> <p> <input type="checkbox"/> NEGATIVE      <input type="checkbox"/> POSITIVE, for the following:  <input type="checkbox"/> Cannabinoids as Carboxy - IMC      <input type="checkbox"/> Amphetamines  <input type="checkbox"/> Cocaine metabolites as Benzoylcegonine      <input type="checkbox"/> Amphetamines  <input type="checkbox"/> Phencyclidine      <input type="checkbox"/> Methamphetamines  <input type="checkbox"/> Opiates  <input type="checkbox"/> Codeine      <input type="checkbox"/> _____  <input type="checkbox"/> Morphine </p>								

TO BE COMPLETED BY MEDICAL REVIEW OFFICER

X.	<p>I have reviewed the laboratory results for the specimen identified by this form in accordance with applicable Federal requirements. My final determination/verification is:</p> <p>(Check one)      <input type="checkbox"/> Negative      <input type="checkbox"/> Positive</p> <p style="text-align: center;">SIGNATURE OF MEDICAL REVIEW OFFICER: _____ DATE _____</p>
----	--

COPY 7 - SPLIT SPECIMEN ORIGINAL - MUST ACCOMPANY SPLIT SPECIMEN  
TO LABORATORY - LABORATORY RETAINS