

GUIDE TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES SUBSTANCE ABUSE TESTING PROGRAMS

This guide provides instructions for using the California Department of Human Resources (CalHR) Substance Abuse Testing Program services. This process was established for use by State agencies who conduct drug and alcohol testing of their employees as required by the Federal Department of Transportation Regulations, United States Coast Guard Regulations, Department of Personnel Administration (DPA) Rules 599.960-599.966 (Reasonable Suspicion Drug/Alcohol Testing), Bargaining Unit 06 Random Testing MOU provisions, Excluded and Exempt Peace Officer employees (Penal Code Sections 830.2(d) and 830.5) and State Personnel Board Testing (SPB) Rules 213-213.6. The CalHR consortium provides urine collection, breath alcohol testing, and laboratory analysis of urine specimens, medical review officer services and training and information services through the following:

Urine Collection/Breath Alcohol Testing	Over 70 statewide collection facilities
24-hour On-site Mobile Collection Services locations are available at each of the collection site locations	Over 70 statewide collection facilities
Laboratory Testing	Quest Diagnostics
Medical Review Officer Services	Dr. Brian Capeloto, M.D.

CalHR has secured the above testing and program services through a Standard Agreement with Comprehensive Drug Testing, Inc. (CDT). State agencies may obtain services by entering into an Interagency Agreement with CalHR. See the ordering and billing section in this guide for more details.

Departments may use this consortium to conduct testing under the various Federal and State testing programs. The following pages give a full description of each part of this system. This system fully complies with the requirements of the Federal regulations and all other State testing programs. State agencies are responsible (rather than the contractor) for responding to employee questions and concerns about the testing process, employee rights, and potential State actions in response to a positive test result, etc.

The testing and distribution process described on the following pages uses CDT as the central resource. Departments electing for partial services must coordinate with CalHR so that administrative procedures for distribution of test results, forms, etc., can be developed with CDT.

FEDERAL AND STATE DRUG AND ALCOHOL TESTING PROCEDURES

Testing Process and Testing Forms

The drug and alcohol testing process for the State and Federal programs is basically the same. However, the Federal chain-of-custody (COC) forms can only be used for Federal drug and alcohol tests. These forms will be kept by the Departments. There are also Forensic COC forms that will be provided to State departments to conduct tests under the State drug/alcohol testing programs. CDCR will maintain its own COC forms for the random testing program for peace officer employees.

The process for conducting drug/alcohol testing, result reporting and maintenance of the COC forms is described below.

CalHR Form 177 – “Drug Test Authorization”

The CalHR 177 form is the document that authorizes drug and alcohol tests to be performed. The form is completed by the supervisor/ordering official and employee prior to a drug/alcohol test being performed. The CalHR 177 (Rev. 07-12) form will later be available online to Departments on the CalHR website at: www.calhr.ca.gov.

Federal DOT/USCG Tests

The department (supervisor/ordering official) will maintain the CalHR 177 and Federal COC forms (drug and alcohol) at the worksite. Once the test has been scheduled, the CalHR 177 is completed by the supervisor/ordering official and employee prior to sending the employee to the test. The COC form(s) and CalHR 177 are given to the employee to take to the clinic. The supervisor/ordering official **retains a copy of the CalHR 177 form at the worksite**. Departments can also arrange on-site testing with CDT. The clinic maintains the urine collection kits and the breath testing device.

State Reasonable Suspicion Tests

The department (supervisor/ordering official) will maintain the CalHR 177 and State (drug and alcohol) COC forms at the worksite. Once the test has been scheduled, the CalHR 177 is completed by the supervisor/ordering official and employee prior sending the employee to the test. The COC form(s) and CalHR 177 form are given to the employee to take to the clinic. The supervisor/ordering official **retains a copy of the CalHR 177 form at the worksite**. Departments can also arrange on-site testing with CDT. The clinic maintains the urine collection kits and the breath testing device.

SPB Pre-Employment Tests

The department (supervisor/ordering official) will maintain the CalHR 177 and State (drug) COC forms at the worksite. Once the test has been scheduled, the CalHR 177 is completed by the supervisor/ordering official prior to sending the applicant/employee to the test. The COC form(s) and CalHR 177 form are given to the applicant/employee to take to the clinic. The supervisor/ordering official ***retains a copy of the CalHR 177 form at the worksite.*** Departments can also arrange on-site testing with CDT. The clinic maintains the urine collection kits.

SAMPLE COLLECTION/BREATH ALCOHOL TESTING

Collection Site Listing

The list of CDT clinical facilities that provide urine collection/breath alcohol testing services is available online on the CDT website at: www.cdtsolutions.com/collectionsites/. To access the collection sites, go to the website address above. Log in with Password "cdtcalhr". You can search for collection sites by zip code, city, or select all. CDT will provide more detailed instructions shortly.

The list of facilities contains the clinic name, address, phone number and hours of operation. This login should be distributed all supervisors of employees subject to drug/alcohol testing. A copy of the collection site listing may be exported into Excel and printed.

Collection Scheduling – Normal Work Hours (8:00 a.m. – 5:00 p.m.)

The supervisor or other appropriate departmental representative may contact the clinic to set up an appointment for any time during business hours. For reasonable suspicion and post-accident collections/testing at clinics that are scheduled on short notice, CDT should be called to ensure that proper procedures are followed at the collection site. The toll free number is (800) 440-3784.

Collection Scheduling – Outside of Normal Work Hours/Mobile (5:00 p.m. – 8:00 a.m.)

All after hours/mobile collections are scheduled with CDT through the toll free number at (800) 440-3784, Ext. 222. The CDT representative answering the phone will identify themselves as the State of California Collection Site Management after hour's service. The CDT representative will ask for the calling person's name, call back number, location, closest major cross streets, and testing requirements. Within 30 minutes of receiving this call, the CDT representative will return the call and advise the original caller as to who will be coming to perform the required urine collection and/or EBT, their company name, phone number and the estimated time of their arrival. The service provider will be onsite within two (2) hours of being notified. The collector will have the appropriate materials and equipment to complete the required services. *Please note that there may be unusual situations that prohibit the onsite collector from making it to the desired location. However this would be a rarity and if available an alternate suggestion for completing the testing will be offered.* **It will be the Department's responsibility to have the required chain of custody forms for the collector.**

Emergency Collections

In the event of an emergency collection (e.g., post accident) during normal business hours, the employee should be taken directly to a clinic.

The Collection Process

Once the arrangements have been made with the clinic for a test, the departmental representative will advise the employee of the drug/alcohol test. The employee will be given instructions regarding the process and advised of his/her rights, etc. The employee will be provided with the appropriate forms to take to the clinic. In cases of reasonable suspicion or post-accident tests, the employee must be transported to the collection site. For reasonable suspicion tests, the State will make arrangements on handling the employee after completion of the collection/testing process, such as transporting the employee home.

To initiate a collection/breath alcohol test, the employee must be present proper identification and the State required forms to the collector. Once the specimen has been collected, the collector will seal, complete forms, prepare for shipment and arrange for courier pick up all urine specimens. Copies of the COC form will be distributed as indicated on the bottom of each page. If required, an alcohol test will also be performed.

Breath Alcohol Tests

Breath Alcohol Tests will be conducted by a Breath Alcohol Technician who has been trained and certified to conduct breath alcohol tests. The clinics will use an evidential breath testing device to conduct the test.

If an alcohol test is negative, the clinic will send the top copy of the breath alcohol test form to CDT. The remaining two breath alcohol test form copies will be distributed as indicated on each page of the form.

If a breath alcohol test is positive, the result will be reported immediately (via fax) by CDT to the department representative who has been authorized to receive positive test results. The remaining copies of the COC form(s) will be distributed as indicated on the bottom of each page.

The clinic will use Quest/FedEx courier service to pick up specimens and send to the Quest Diagnostics laboratory. The clinic will have Quest/FedEx pick up all specimens that have been collected during the day. Quest/FedEx will deliver all collected specimens by 7:30 a.m. Central time the following morning (Friday's collections will be delivered on Saturday). The Quest Diagnostics laboratory will perform testing as required.

LABORATORY TESTING

Quest Diagnostics will provide the laboratory services for the State and Federal Testing programs through their laboratory located in West Hills, California. The laboratory is SAMHSA certified and is located at 8401 Fallbrook Avenue, West Hills, California 91304. Attn: Employer Solutions.

Quest Diagnostics will conduct an immunoassay screening test (EMIT), followed by Gas Chromatography/Mass Spectrometry (GC/MS) confirmation (on positive tests) for the following substances:

State Reasonable Suspicion Testing Program

- Amphetamines and Methamphetamines
 - Marijuana/Cannabinoids
 - Cocaine
 - Opiates
 - Phencyclidine
 - Benzodiazepines
 - Barbiturates
 - Methaqualone
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- Alcohol Testing – A Federally approved evidential breath alcohol testing device will be used to conduct all breath alcohol tests. The test will be administered by a certified BAT at one of the statewide clinics.

BU 06 and Excluded and Exempt

- Amphetamines and Methamphetamines
 - Ecstasy
 - Marijuana/Cannabinoids
 - Cocaine
 - Opiates
 - Phencyclidine
 - Benzodiazepines
 - Barbiturates
 - Methaqualone
-
- Alcohol Testing – A Federally approved evidential breath alcohol testing device will be used to conduct all breath alcohol tests. The test will be administered by a certified BAT at one of the statewide clinics.

Federal Random Testing Program

- Amphetamines and Methamphetamines
 - Marijuana/Cannabinoids
 - Cocaine
 - Opiates
 - Phencyclidine
-
- Alcohol Testing – A Federally approved evidential breath alcohol testing device will be used to conduct all breath alcohol tests. The test will be administered by a certified BAT at one of the statewide clinics.

Chain of Custody Forms

COC forms are ordered directly from CDT. To order COC forms, email www.patti@cdtsolutions.com. CDT is setting up ordering supplies on the web. Your account number(s) will be listed with the name of your department. You will be able to order DOT chains and DOT breath alcohol forms, and NON-DOT chains and NON-DOT breath alcohol forms. Simply indicate the number of forms needed. CDT will receive an email and place the orders with the lab. The order will be shipped to the facility address listed on the order, unless otherwise requested by the department. Orders will be shipped via ground and will arrive in 5-7 days.

MEDICAL REVIEW

After the laboratory has completed the analysis, the test results for urine specimens will be sent to the MRO for review. The MRO will review the laboratory report and COC materials to ensure that the technical testing standards in the State and Federal rules have been met. Any irregularities will be brought to the immediate attention of the State department representative.

The MRO will then review the test results and any related information and contact the employee to conduct an interview (by phone). The purpose of the interview is to: 1) allow the employee to present medical information to the MRO; 2) for the MRO to ask questions that he/she may have; and 3) for Federal tests, the MRO will inform the employee of his/her opportunity for a retest of the split specimen. The MRO will ask the employee if he/she has taken any medications and/or other substances and ask the employee to provide substantiation for any prescribed medication. Based on the information provided by the employee, the MRO will determine if the positive result was caused by a legitimate medication or substance.

If the employee cannot be reached for an interview, the MRO will proceed without it.

After the MRO has completed his review, the test results will be posted on CDT's website. After logging onto the CDT site, the departmental representative can view, save and/or print each test result. **Each department/user will need to set up a login and password with CDT prior to accessing test result information.** CDT will provide more detailed instructions shortly.

If there was an accompanying EBT, these results will be posted on the CDT site at the same time as the drug test result. These results will also be available to view, save and/or print.

Any MRO related requests, questions or inquiries regarding employee test results should be directed to Patti McKitterick, at (800) 440-3784, Ext. 210 or patt@cdtsolutions.com. Alternate contacts are Kyra McKitterick at Ext. 217, kyra@cdtsolutions.com or Julie Montez at Ext. 203, julie@cdtsolutions.com

Training and Other Optional Program Services

Optional training and informational services are available to departments under the CDT contract and by the CalHR.

The optional training services provided by CDT include training for managers/supervisors and/or persons administering substance abuse testing programs, and employee training. The training provides a minimum of one hour each of information regarding the signs and symptoms of drug and alcohol abuse, as well as a one hour overview of the Federal regulations. **The Federal regulations require that all supervisors of commercial drivers receive this type of training.**

CONTRACTING FOR DRUG TESTING SERVICES

An Interagency Agreement between CalHR and the user department must be completed prior to obtaining drug/alcohol testing services under the CDT contract. The Interagency Agreement will be required for testing under the State and/or Federal testing programs. A sample Interagency Agreement is available on CalHR's website. The CDT and Annual (CalHR) fees for drug/alcohol testing services are specified in the sample agreement. Annual fees are normally billed out in the month of March of each year.

CDT will send a monthly bill to CalHR. CalHR will then invoice the user agencies each month for drug/alcohol testing services. Invoices will be mailed to the Drug Testing Program Coordinator. Payment for all drug/alcohol testing services will be remitted to CalHR within 30 days of the invoice date. Questions regarding billing/invoicing should be directed to Julie Lowe at (916) 324-9386 or Julie.Lowe@calhr.ca.gov.

CDT CONTACTS

During normal, routine working hours of 8:00 a.m. – 5:00 p.m., questions or concerns should be directed to the dedicated State representative, Patti McKitterick at (800) 440-3784, Ext. 210. Alternate contacts are Kyra McKitterick, Ext 217 or Julie Montez, Ext. 203. All aspects of collection site management, services and support will be facilitated by the CDT representative. All requests for witness testimony, litigation packages, training needs and collection facility updates should be made with Patti McKitterick.