

THIRTEENTH JUDICIAL CIRCUIT COURT
ALTERNATIVE SENTENCING BUILDING
ALCOHOL AND DRUG TESTING PROTOCOL

**ALTERNATIVE SENTENCING BUILDING
ALCOHOL AND DRUG TESTING PROTOCOL**

COLLECTION SITE GUIDELINES

- Alternative Sentencing Building will be staffed with a male and a female program assistant during all testing hours.
- Urinalysis collection must only be performed by the staff member of the same gender as the participant.
- Storage area for collection supplies and related materials must be secure.
- A suitable clean surface for the collector to use as a work area.
- Collection site facility is secure, well lit, and free of any areas where adulterants or substitute specimens can be hidden.
- Eliminate or secure all sources of water in the area where urination occurs. Bleaching agent should be placed in the toilet tanks and bowls to prevent sample dilution.
- Eliminate or secure all soaps or detergents or any other potential adulterants.
- The collector must place themselves in full view of the participant as they are providing a sample. All urinalysis testing must be directly observed.
- The participant and the sample collected must never leave the site of the staff member.
- A secure storage area should be available to ensure specimen security prior to transport to the laboratory.
- A general log book should be maintained to record collected specimens.

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ALCOHOL COLLECTION PROTOCOL

- Once the participant arrives at the testing site they must show staff a photo ID in order to check the identity of the participant.
- When the identification process has been confirmed place the participant's name on the log provided, as well as the following: the program they are in, reason for testing, the time they arrived, and staff's initials.
- All participants must wait 15 minutes after arrival before they can submit a BAC. Participants must remove all objects/substances from their mouth before and during the 15 minute waiting period.
- When the 15 minutes is up, remove the BAC unit from the box. Depress both READ and SET buttons to ensure the unit is in the operating temperature range (15 to 35 degrees C). Once completed release both the READ and SET buttons.
- Mount mouthpiece and depress the SET button.
- Press and release the READ button, wait for .000 to be displayed in the bright mode which indicates the fuel cell is free of alcohol and the instrument is ready for sampling.
- Depress the SET button and ready instrument for testing.
- Instruct subject to take a deep breath, hold it for a moment then blow continuously for as long as possible.
- Press and release read button before exhalation ceases (but not less than 3 seconds after blowing starts).
- View result until maximum reading is obtained (bright display). Record the result on the log provided and discard mouthpiece and depress the SET button.
- If the participant blows a positive reading (anything other than .000), call supervisor and start another 15 minute waiting period in order to get a second reading. A participant must not be allowed to leave facility until they blow a .000

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UNRIALYSIS COLLECTION PROTOCOL

- Once the participant arrives at the testing site they must show staff a photo ID in order to check the identity of the participant.
- When the identification process has been confirmed place the participant's name on the log provided, as well as the following: the program they are in, reason for testing, the time they arrived, and staff's initials.
- Ask the participant to remove any unnecessary outer clothing, such as jackets and coats. All personal belongings should be placed in a secure location outside of the testing area.
- Do not ask the participant to empty pockets or to remove articles of clothing such as shirts, pants, dresses, etc. If staff notices any unusual behavior that indicates the participant may attempt to tamper with or adulterate a specimen (ex. Bulging pockets), staff may request the participant to empty their pockets and explain the need for such items during collection.
- Prior to collection the chain of custody labels must be filled out with the date of collection, participants name, and collectors name/initials. The participant must also place their initials on the security seal.
- Prior to collection the participant must wash his/her hands to eliminate any possible adulterating or contaminating substances from under their fingernails.
- Provide the participant with a clean, unused urine container and instruct them to fill the container at least half full. For female participants they will be allowed to fill a cup with urine and staff will transfer the urine into the proper container.
- Inform the participant that collection will be under direct observation. Accompany them into the collection area and instruct them to urinate into the container provided with the collector observing urination.
- Accept the specimen from the participant. The use of disposable gloves is recommended when handling specimens, so prior to accepting the specimen be sure to wear gloves.
- While the participant watching, tightly seal the container lid. After checking the temperature to make sure it reads between 90-100 degrees F, place the security seal over the top of the bottle and the chain of custody tape around the side. Then place the bottle in the baggie it came with and then into larger storage bag. Once testing hours are over place the log and bag in small frig. in the supply room.