Michigan State University

DRUG TESTING PROCEDURES DRIVER FACT SHEET

You have been randomly selected for a urine drug test. The testing procedures to be followed are in accordance with the U.S. Department of Transportation, Federal Highway Administration regulations. They are designed to ensure accuracy while protecting your rights to privacy. Failure to cooperate will deem you unqualified to drive a commercial motor vehicle for the University. This fact sheet was developed to advise you of your responsibilities and to help you prepare for the procedure.

Reminder: Make sure to have an official photo identification, such as a driver's license, with you when you report to the specimen collection site.

1. Report to _____ on _____ at _____
   collection site date time

2. Present your photo I.D. to the collection site staff.

3. Check your outer garments, briefcase, etc., with the collection site staff for safekeeping. You may retain your wallet. You have the right to request a receipt for your belongings.

4. Wash and dry your hands.

5. Receive a fresh specimen container from the staff.

6. Proceed to the privacy enclosure and provide a urine specimen into the container. At least 2.03 fluid ounces are required. If you have a problem providing an adequate sample, you may be asked to drink fluids to induce urination. Do not attempt to tamper with or substitute the specimen. It will be visually inspected and its temperature will be measured. If the staff suspects tampering, you may be required to provide a second sample under direct observation.

7. Give the specimen container to the collector, making certain it is kept in view at all times until it is officially sealed and labeled.

8. Observe the sealing and labeling. Initial and date the label.

9. You will be given a multi-part form called the Custody and Control Form.
   a. Complete section VII on copies 3 through 6 and sign the form.
   b. Retain copy 4 for your records.
   c. You may wish to complete the back of copy 4 by indicating any medications you are currently using.

Once the specimen is analyzed by the laboratory and the findings are reviewed by the Medical Review Officer, you will be notified of the results.

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