**Instructions**

Applicants and Employees should read the information below prior to going to a drug testing collection facility. In the event you experience an unexpected emergency and are unable to go to the collection site as planned, immediately contact your Human Resources representative for assistance.

**General Information**

It is the policy of CSC to maintain a productive workforce and safe work environment that is free of illegal drugs or unauthorized use of controlled substances in the workplace. CSC employees are prohibited from possessing, using, distributing, manufacturing, purchasing, dispensing or selling illegal drugs. CSC tests for the presence of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines, and/or their metabolites, and for other substances when client contract obligations require such testing.

CSC has contracted with drug testing laboratories to analyze specimens for the presence of controlled substances. All test results will be transmitted from the laboratories for medical review. The test results will be reported to CSC in a confidential manner. Human Resources will only communicate this information to individuals who are on a need-to-know basis.

In the event your drug test result is reported as positive, a Medical Review Officer (MRO) will conduct an investigation. The MRO will contact you to determine whether there is a legitimate medical reason to explain the presence of a controlled substance in the collected specimen. In the event the MRO determines that a legitimate medical explanation exists, the result will be reported as negative to CSC.

In the event that there is no legitimate medical explanation for a confirmed positive test result, you have the right to request that the original specimen be reanalyzed at your own expense. Your request for such reanalysis must be received in writing along with payment to the MRO within 72 hours from the date that you were advised of a positive drug test result. When the specimen is reanalyzed, it will be examined only for the qualitative presence of the substance(s) originally detected and not subject to the threshold requirements of the original test. If the reanalyzed result still indicates the presence of a controlled substance for which there is no legitimate medical explanation, the result will be considered a positive, and no further appeal will be permitted. If the result of the reanalysis is a negative, you will be reimbursed for the cost incurred for this procedure.

**Applicants:** CSC policy requires all applicants to whom offers of employment have been extended to pass a pre-employment drug test prior to beginning employment, as indicated in your offer of employment letter. A pre-employment drug test must be completed within 48 hours from the time you were first contacted by your Human Resources representative with the offer of employment. In the event you experience an unexpected emergency, immediately contact your Human Resources representative who is assisting you to obtain additional instructions. Rescheduling will only be permitted once, in certain circumstances, and will occur within 24 hours of the originally scheduled appointment. Failure to receive the necessary approval for an unanticipated emergency will be considered as a failure to cooperate with the specimen collection procedures. Refusal or failure to undergo or cooperate with any stage of the process will be considered as a failure to pass the drug test. An applicant who fails a drug test will be prohibited from beginning employment with CSC and must wait six (6) months from the date of the drug test before reapplying for employment.

**Employees:** Pursuant to Human Resources Management Policy ("HRMP") 222, Drug and Alcohol Abuse and related operating instructions, CSC may schedule a drug test for pre-employment purposes, on a random basis (limited to employees in sensitive positions as defined in regulation by each federal agency), for reasonable suspicion, to follow-up after returning to work from a treatment program, post-accident, and as a condition of future or continued employment on a contract to meet a client requirement. Refusal or failure to undergo or cooperate with any stage of the process shall be considered as a failure to pass the test. Any employee who fails a drug test will be subject to the requirements of HRMP 222 and related management instructions.
Locating a Collection Site
You will be provided with either an electronic or paper version of the Chain of Custody form. The instructions below provide steps on locating either a LabCorp or Quest Diagnostics collection site. If you are unable to locate a collection site within a reasonable distance, immediately contact your Human Resources representative for assistance.

LabCorp Collection Sites
- **Electronic Chain of Custody Form (e-Chain)** - Locate and print the Drug-Screen Registration email in your inbox from OTSWebApp@LabCorp.com. Select a LabCorp collection site from the list provided in the email or locate another collection site at: [https://www.labcorpsolutions.com/ots/locator.do](https://www.labcorpsolutions.com/ots/locator.do). Take the Drug-Screen Registration email with you to the collection site.
- **Paper Chain of Custody Form** - Go to [https://www.labcorp.com/wps/portal/drugtesting](https://www.labcorp.com/wps/portal/drugtesting) to locate a collection site. Select Collection Services->Find a Lab: Specimen Collection. Complete the required fields. Select “Occupational urine drug screen collections” as the type of testing service. Take the paper Chain of Custody form (provided by your Human Resources representative) with you to the collection site.

Quest Diagnostics Collections Sites
- **Electronic Chain of Custody Form (e-Chain)** - Locate the Form Fox Authorization email in your inbox from Support@FormFox.com. Print the attached PDF titled “Forensic Drug Testing Authorization Form.” If a collection site is included in the authorization form, the drug test must be taken at the specified collection site. If no collection site is included in the authorization form, locate a collection site at: [https://www.formfoxorder.com/presentation/collectionSites.asp](https://www.formfoxorder.com/presentation/collectionSites.asp). Take the Forensic Drug Testing Authorization Form with you to the collection site.
- **Paper Chain of Custody Form** - Go to [http://www.questdiagnostics.com/hcp/psc/jsp/hcp_psc_index.jsp](http://www.questdiagnostics.com/hcp/psc/jsp/hcp_psc_index.jsp) to locate a collection site. Complete the required fields and under Reason for Testing, select >Drug Screen>-Urine Drug Screen and under Date / Time, select a date and time or you can leave the default date and time. Take the paper Chain of Custody form (provided by your Human Resources representative) with you to the collection site.

Procedural Instructions
- After receiving the Chain of Custody form and locating the collection site, please contact the collection site to verify if an appointment is required and to confirm hours of operation (hours may vary for employment drug testing services). Most collection facilities are walk-in facilities. It is important that you arrive at the collection site at the scheduled time (if applicable). If an appointment was scheduled, the collection site must be notified of a cancellation within the time specified by the respective collection site.
- When you arrive at the collection site, be prepared to show photo identification (e.g., a State Motor Vehicle license or other identification issued by a federal, state or local government agency that displays your picture). If you fail or refuse to produce proper identification, it will be considered as a failure to cooperate with the specimen collection procedures.
- If at any point in the process you have a question, please contact the Human Resources representative that is assisting you.

Collection Process
- Immediately prior to the collection, you will be required to remain in the presence of the collector and not have access to water fountains, faucets, soap dispensers, or cleaning agents except to wash your hands.
- You will be asked to remove all outer garments (e.g., coat, jacket). All personal belongings (e.g., purse, briefcase) must remain with the outer garments, however, you can retain your wallet during this process.
- You will be permitted to void a specimen in the privacy of a stall or bathroom without direct observation unless the test is regulated and observation is required. If there is any reason to believe that a specimen has been altered, you will be asked to provide a second specimen, and both specimens will be sent to the lab for analysis.
- You and the collector will be required to keep the specimen in view at all times until the container is sealed and labeled, and the Chain of Custody form has been reviewed for accuracy. The specimen must contain at least 60 milliliters. If the volume of the sample is insufficient, you will be given an opportunity to consume reasonable amounts of fluid in order to facilitate the collection of an additional specimen. A total of one (1) hour will be allotted to complete the specimen collection process.

- Immediately after collection, the specimen will be measured for temperature and inspected to determine whether it contains evidence of any contaminants. Any unusual findings resulting from the inspection will be included on the Chain of Custody form. If the specimen’s temperature falls outside the acceptable range 32.2 - 37.8º C or 90 - 100º F, you will be given the opportunity to have your oral temperature taken to provide evidence to counter any suspicions of alteration or substitution of the specimen. If your body temperature explains the specimen’s temperature, it will be noted on the Chain of Custody form.

- If necessary, you will be required to observe the transfer of the specimen to a second container. You will also be required to observe the capping of the bottle, the placement of the identification label on the bottle, and the placement of the tamperproof seal over the bottle cap and down the sides of the bottle. You will be required to initial the security seal, which also contains the date and the initials of the collector. You will be asked to complete the Chain of Custody form along with the collector, reviewing all entries for completeness and accuracy.

- Specimens will be transported overnight to the laboratory unless the laboratory has collection sites within its geographic area and provides a daily courier service.

- Your specimen will be inspected at a laboratory to assure that there are no errors in the paperwork and no breaks in the security seals. In the event that errors or breaks in seals are discovered, the specimen will be discarded, and you will be asked to provide another specimen. This precaution is taken for your protection. In the event that a significant administrative, clerical or technical error occurred during the specimen collection or analysis, the results will be reported by the MRO to CSC as invalid, and you will be asked to provide another specimen. This precaution is also taken for your protection.