

DOT Urine Collector Training – Online / Webcam Details

Please have the below items ready for your mock training session:

- A pitcher of room temperature water or a mixture of water mixed with bluing or other substance to simulate urine specimens during the mock tests.
- An external **adjustable** webcam
The trainer must be able to see a wide angle view of the form and the specimen bottles, and may need to have the student move the camera positioning to adequately monitor the mock tests.
- High speed Internet connection (check with your IT Department for assistance)
- A partner/subject to act as the employee during the mocks (for the entire duration of the mock portion)
 - o If 2 people are being trained, they will act as subjects for each other.
- The webcam session will be conducted via video conferencing.
 - o *Please be logged into the online meeting and ready for class at least 5 minutes prior the stated start time.*
- **Your Trainer will send you the video conference invitation.**
- **Please provide the proof of completion for the online self-study module.**

Intoximeters will send you these items before the webcam session:

- Online UDS Rules and Regulations Proficiency course.
 - o This must be completed prior to the webcam training session. *We request that you have a CCF and a split specimen kit for reference during the self-study.*
- Acknowledgment of Responsibilities form
- Performance Check Sheet and DOT mock tests & scripted statements
- Collection Checklist
- Water Log
- 49 CFR Part 40 and the Urine Specimen Collection Guidelines (via email)
 - o 49 CFR Part 40 can also be found on the DOT website @ transportation.gov

Scan and email the below items after the webcam session:

- Performance Check Sheet
- Acknowledgment of Responsibilities form
- MRO copy (Copy 2) of the CCF (from all 5 mock tests)

Intoximeters cannot issue a certificate without completed paperwork

Please note: Failure to complete any of the above requirements will result in cancellation of the webcam session and a charge of \$475 to reschedule another session. All self-study and webcam sessions must be completed within 30 days or they will have to be repeated per DOT requirements.

Please initial to indicate acknowledgement and completion of above requirements: _____

Complete and Return this sheet to Intoximeters at training@intox.com.

**Student Acknowledgement of Responsibilities
And Performance Checklist**

DOT COLLECTOR TRAINING COURSE

Student name _____ Date ____ / ____ / ____

In consideration of the training provided me by Intoximeters, Inc. for the purpose of becoming certified as having successfully completed the DOT COLLECTOR TRAINING COURSE I hereby attest and agree that I have:

1. Read 49 CFR part 40, Subparts C, D and E as provided to me by Intoximeters,
2. Studied the course materials diligently,
3. Attended the class session on the date indicated above,
4. Completed the course work without the assistance of any other person except as required or allowed by the course instructor,
5. Have not falsified any information regarding my applicable work experience, my identity or any other information provided to Intoximeters to obtain a certificate of completion for this course,
6. A responsibility to conduct all specimen collection procedures for the purposes of DOT drug screening in accordance with 49 CFR part 40, Subparts C, D and E.

Student Signature _____ Date: _____

Print Name (Clearly) _____ Last 4 SSN _____

Company Name: _____

Company Address _____

City, State, Zip _____

E-mail Address _____

Phone Number _____ Fax Number: _____

Trainer Name _____

Location of Class _____

Collector Performance Checklist

Written scenarios for each simulated collection are provided. You must successfully complete the CCF, correctly communicate with the donor and correctly process the specimen for shipment.

ACTIVITY	SUBJECT	OBJECTIVE
Routine collection	John Doe	Complete a problem free collection
Routine collection	Jane Doe	Complete a problem free collection
Difficult collection	Bill Issue	Complete a difficult collection due to refusal to sign form and initial bottle labels
Difficult collection	Sally Dipper	Complete a difficult collection due to suspected adulteration, blue and cold
Difficult collection	Mike Dribble	Complete a difficult collection due to insufficient quantity of specimen

Collector
Training Documentation
Proficiency Demonstration

Student Name: _____

Date of Training: _____ **Instructor Training?** Yes No

	Student Initials	Monitor Initials
1. Uneventful Collection	_____	_____
2. Uneventful Collection	_____	_____
3. Refusal to Sign & Initial	_____	_____
4. Out of Temperature Range	_____	_____
5. Insufficient Quantity (shy bladder)	_____	_____

I (the Monitor) certify that I have monitored and evaluated the performance of the Collector listed above in the performance of five consecutive error-free mock collections, as required by 49 CFR 40.33 and that all such collections were error-free.

(Monitor) Print Name

Signature of Monitor

Date

PRACTICAL EXAMINATION COLLECTION SCENARIOS

Scenario 1 - Uneventful

John Doe

ID# 231645897 (California CDL #) Pre-employment

/ FMCSA

FEDEX

Scenario 2 - Uneventful

Jane Doe

ID# 5550218 (Oregon CDL #)

Random / FMCSA

STAT Courier Services

Scenario 3 - Refuses to sign CCF and initial seals

Bill Issue

ID# 1159077-26 (Employee ID #)

Post-Accident / FTA

DHL Courier

Remarks: Declined to initial the bottle seals and sign step 5 of CCF

Scenario 4 - Cold blue specimen / 2nd specimen observed Sally Dipper

SSN 987-65-4321 (SSN)

Reasonable Suspicion / FRA FEDEX

Remarks Spec#1: Out of temp blue specimen, <90, 1 of 2 (ID #2 – 0000000002)

Remarks Spec#2: 2 of 2 (ID #1 – 0000000001)

Scenario 5 - Insufficient quantity / Consumes fluids / No specimen

Mike Dribble

ID# 555654132 (New York CDL #) Random

/ FMCSA

Remarks: Insufficient quantity of specimen at 00:00, No sufficient specimen after 3 hours

Note: Use water log documenting fluid consumption. Up to 40 ounces of fluids reasonably spread out within 3 hours.

Scripted Statements – Urine Collections

Explaining the test process:

Your employer has asked us to conduct a urine collection today. This is the form where we will document the process. As you can see, the instructions for completing this form are on the reverse side. You will receive a copy when we are finished. May I please see a photo identification?

Prepare for the test:

Please remove your coat and hat (as applicable) and empty your pockets here on the table. I am required to inspect these items to insure there is nothing present that could be used to adulterate or substitute your specimen.

Please do not discuss any medications you may be taking. If there are any questions about your specimen a doctor will contact you. You might wish to list current medications on your copy of the form after we are done.

If the subject refuses to empty pockets:

The DOT regulations require that you cooperate with this process. If you do not allow me to inspect the contents of your pockets, I will have to notify your employer that you have refused to take this test.

After subject empties his/her pockets:

Please wash and dry your hands here in the sink using soap and water. You will not be able to wash your hands again until you hand me your specimen. Please select a sealed collection container.

Explain how to provide a sample:

I need you to provide a urine specimen in this cup – I don't need you to fill it up, just fill to this line. Please do not flush the toilet and be aware that there will be no further access to water until you deliver your specimen to me.

After the sample is provided:

I'm just going to check for temperature and make sure there is enough urine for testing.

After employee/subject washes hands:

Please observe me as I pour your specimen into these individual specimen bottles. I will peel the tamper-evident seals off the form and place on the bottles. I am going to write today's date on the seals and I need you to initial the seal on each bottle to show that you watched me pour your specimen into the bottles and seal them. You may now wash your hands again.

Explain Step 5:

To finish up the process, I need you to read the acknowledgement, print and sign your name here on the MRO copy of the form. As mentioned earlier, if there are any questions about your specimen a doctor will need to contact you. Please provide daytime and evening phone numbers for this purpose. Also, please write in your birthdate.

Employee asks why:

Because the DOT regulations (or your company policies) say we must follow specific procedures.

Employee won't sign in Step 5, then ask again:

It would be helpful if you could print and sign your name as acknowledgement that you provided your own urine and that you saw me pour it into the specimen bottles and seal them up.

Collection Check List

- Step 1 CCF
 - Donor ID
 - Explain process
 - Show donor back of CCF
 - Empty pockets
 - Remove outer clothing (hat, overcoat)
 - Donor washes hands
 - Donor selects kit
 - Instruct donor
 - Provide at least 45 ml
 - No further access to water until specimen has been provided
 - Do not flush toilet
 - Allow reasonable time to void bladder
- Step 2 CCF
 - Check temperature of specimen (90 – 100 F)
 - Check volume of specimen (minimum 45 ml)
 - Check specimen for signs of tampering (color, smell, foam, floaters)
 - Check restroom for signs of tampering (sample must remain in sight of donor)
- Step 3 CCF
 - Collector pours urine into specimen bottles
 - Collector attaches labels/seals to specimen bottles
 - Collector dates labels
 - Donor initials labels
 - Double check labels – insure bottles are securely closed and sealed
 - Read certification statement in Step 5 to donor
 - Donor prints/signs and provides contact info in Step 5 (MRO copy)
- Step 4 CCF
 - Collector prints and signs name
 - Enter date and time of collection
 - Enter “released to” information (who is transporting specimen to the lab?)
- Double check paperwork
- Seal Copy 1 (Lab copy) in leak resistant plastic bag with specimen bottles
- Secure completed specimen
- Distribute remaining copies
 - Donor copy (copy 5)
 - MRO copy (copy 2)
 - Employer copy (copy 3)
 - Collector copy (copy 4)
- Double check restroom – prepare for next donor

WATER LOG

Donor Name: _____

Specimen ID#: _____

Collector Name: _____

Monitored by: _____

Collection Start time: _____ a.m. p.m. Collection End time: _____ a.m. p.m.

Start time and End time must match what is on the CCF

Time	Amount of fluid (ounces)

The collector explains to the employee the process for a shy bladder collection and urges the employee to drink up to 40 ounces of fluids, distributed reasonably through a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the employee declines to drink.

The collector should maintain a record in the "Remarks" line on the CCF of the time of each attempt, whether there was any specimen provided or the quantity of specimen provided, and the amount of fluids that the employee was given to drink.

DOT Urine Drug Screens Quick Reference Guide

for Problem Collections

1. Donor refuses to initial bottle seals / or sign form

- Not a refusal to test
- Note in Remarks
- Print donor name in Step 5 for MRO

2. Shy Bladder:

- The donor must attempt to void
- Start the form
- Start a water log
- Contact DER to advise of delay
- Not to exceed 3 hours or fluid intake of more than 40 ounces

3. Refusal:

- Start the form
- Note the refusal in the comments
- Contact DER

4. Observed Collection:

- Note comments (prior CCF if applicable)
- Same sex observer is required
- Collector's call if:
 - Out of temperature
 - Obvious signs of tampering (blue)
 - Obvious adulterants in pockets

5. Monitored Collection:

- Only in multi-stalled facility
- Same sex monitor unless a medical professional is available

Remember the observer or monitor does not handle the specimen.

Remember to keep the specimen in the test subject's sight to the best of your ability at all times during the collection process.

Always review documents for completeness before you package the specimen and distribute copies of the CCF.