

TESTING PROCEDURES URINE

1. Ensure the appropriate acknowledgment form has been completed.
2. Check the offender's identification to verify identity, name, and DOC number.
3. Before collecting the specimen, inform the offender that refusal/failure to provide a specimen within one hour will result in a violation.
4. Facilitate the urine collection in a secure, private, and sanitary area. Do not allow unsupervised access to water fountains, faucets, soap, cleaning agents, or other materials which can dilute or alter the specimen.
5. Always wear protective gloves during the observed collection process.
6. The offender will be allowed up to one hour to provide a urine specimen. During this process, the offender may not ingest more than 8 ounces of water. Place the container in a secured area until the offender is able to provide the specimen.
 - a. In Prisons:
 - 1) Offenders with a valid Health Status Report (HSR) documenting a medical condition that causes difficulty urinating will be provided an additional hour to provide a urine sample.
 - 2) Offenders who indicate they are unable to produce a sample will be directed to sign DOC 14-174 Acknowledgment of Drug/Alcohol Testing Time Requirements.
7. Ensure the offender thoroughly washes his/her hands without soap and dries them with materials provided, or the offender may wear protective gloves provided.
8. The offender will remove any jacket or coat, lift his/her shirt to expose his/her midriff, and roll up long sleeves. If a strip search is being conducted in conjunction with the urine collection, the offender will be allowed to dress before proceeding with the urine collection.
9. Before providing the sample, male offenders will allow their pants/jeans and underwear to fall to their ankles for visual observation of the container and the offender's hands/genital area.
10. Female offenders will provide a urine sample into a "hat" provided.
11. Inspect the offender's hands and fingernails for possible contaminants before s/he provides the specimen.
12. Before opening the foil pouch, check the expiration date. Do not use beyond the expiration date.

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13. Ensure that the specimen cup being used is at room temperature (i.e., 59-86 degrees Fahrenheit).
14. Open the pouch and remove the cup.
15. Hand the cup and lid to the offender and allow him/her to visually inspect it.
16. Instruct the offender to fill the cup approximately 1/3 full.
17. When the offender has finished providing the specimen, the test will start. Have the offender place the lid on the cup and tighten.
18. Set the specimen cup on a flat surface.
19. Read the temperature strip within 4 minutes of the offender providing the specimen to verify that the temperature of the specimen is within acceptable range (i.e., 90-100 Fahrenheit). If no temperature is visible, the test may be repeated with a new sample.
20. Allow the test to run until the control line (i.e., reddish purple line next the "C") appears, which generally takes 3 to 5 minutes. Once the control line appears, the results may be interpreted. If no control line appears after 10 minutes, the cup is considered invalid, and the test should be repeated with a new sample.
21. Results are based on the presence or absence of a line next to each specific drug. Line intensity may vary between drugs. Any line, regardless of intensity, will be interpreted as a negative test.
22. A positive test is no line, totally devoid of color, next to a specific drug.
23. If an adulterant strip is used, and the strip reads that the sample is out of normal range, the specimen is consistent with being diluted, and the offender will be charged with a violation.
24. If lab confirmation is being requested, complete the contracted lab form, attach the ID sticker from the form to the specimen, and follow Processing Specimens for Contracted Lab - Chain of Custody Assurance (Attachment 2).
25. If lab confirmation is not being requested, dispose of urine specimens according to established protocols. Note: Urine is not a bio-hazard.