



## INFORMED CONSENT FOR CONTROLLED SUBSTANCE TESTING

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**Please complete this form in its entirety and send it with the employee/applicant to the collection location.**

You, \_\_\_\_\_ are scheduled to be tested for controlled substances (Nida 5 panel test). Please take the Federal Drug Custody and Control Form barcoded: 11037157 -

and proceed to:

### **Employee/Applicant Information**

Protect yourself by reading and familiarizing yourself with the urine collection procedures outlined below. By doing so, you will help avoid unnecessary delays in the collection process. It is in everyone's best interest that the following procedures are done correctly. If anything unusual happens at the collection site, notify

immediately.

If, after reading this document, or at any time during the collection process, you have any questions, please ask the collection person working with you.

1. Arrive at the collection location 15-30 minutes prior to the scheduled time.
2. Present your photo ID to the collection site person.
3. Remove any unnecessary outer garments, such as coat, jacket, or hat. Personal belongings such as purses and briefcases must be left with the outer garments; however, your wallet should be kept with you. If you wish, you can request a receipt for your belongings.
4. Before going to the collection location or at the collection location, you will be asked to sign a consent and a release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances, and release of the results to the Texas A&M Forest Service, a medical review officer (MRO), or other agent of the Texas A&M Forest Service as necessary and appropriate.
5. The collection container should be clean and should be securely wrapped. Either you should unwrap it just before filling it with urine or the collector will unwrap it in your presence.
6. Wash and dry your hands just prior to the collection. Remain in the presence of the collector until you are asked to provide a specimen.
7. Provide the specimen in the privacy of a stall or partitioned area. DO NOT wash your hands until after you have given the sample to the collector and he/she instructs you to flush the toilet and wash your hands.
8. You should provide at least 45 milliliters of urine. You may be given a reasonable amount of water to drink for the purpose of providing an adequate amount of urine. The collector is instructed to contact the Texas A&M Forest Service if you fail to provide the minimum amount of urine for a valid test within a reasonable time.
9. Give the specimen to the collector immediately. He/she will measure the temperature of the specimen. If the temperature of the specimen is outside the approved range, you may volunteer to have your oral temperature taken to demonstrate that your body temperature is consistent with that of the specimen.

10. If you refuse to have your oral temperature taken, or if your oral body temperature varies by more than 1° Celsius 1.8° Fahrenheit from the temperature of the specimen, or if you are observed attempting to substitute or adulterate the sample, a second specimen may be obtained as soon as possible under the direct observation of a collector of the same gender. As a matter of Texas A&M Forest Service procedure and independent of the federal regulations, such a refusal will be regarded as a refusal to submit to testing and will result in disciplinary action up to and including termination of employment, even for a first refusal. Attempting to evade a drug test by tampering with or adulterating a specimen also is a misdemeanor punishable under Texas law.
11. You and the collector should keep the specimen in view at all times prior to its being sealed and labeled.
12. Once you have given the collector your sample, he/she should "split" the sample. In other words, in your presence, the collector should divide the specimen between two bottles. One bottle shall have at least 30 milliliters of urine poured into it. The other bottle must contain at least 15 milliliters of the urine.
13. You should observe the specimen being sealed by the placement of a tamper-proof seal over the bottle cap and down the sides of the bottle. If the specimen is transferred to a second bottle, the collector will request you observe the transfer of the specimen and the placement of the tamper-proof seal over the bottle cap and down the sides of the bottle.
14. You should watch the collector place the identification label on the bottle, which is marked with the date and your specimen number, as well as any other identifying information required by the Texas A&M Forest Service.
15. You should initial the identification label on the specimen bottle to certify the specimen was collected from you. (Under no circumstances should your full name appear on the specimen bottle label.)
16. You will be asked to read and sign a statement on the urine custody and control form certifying the specimen identified as having been collected from you is, in fact, the specimen you provided. As you look at the form, verify that it has the correct number, laboratory and Medical Review Officer listed. The collector will give you a copy of the completed form.
17. On the back of your copy of the custody and control form, as a private "memory jogger," you may wish to list any prescription or over-the-counter medications you might be taking at the time of the collection.
18. If you refuse to cooperate with the collection process, the collector shall inform the Texas A&M Forest Service, and document the non-cooperation on the urine custody and control form.

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My signature below confirms that these steps were followed.

Employee/Applicant's Signature

Date

Employee/Applicant Printed Name

Collector's Signature

Date

Collector's Printed Name