DORDT COLLEGE

Department of Athletics
Random Drug Testing Program
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PURPOSE:

Dordt College seeks to encourage an environment where student-athletes can use their gifts in a manner which brings glory to God; it seeks to promote a healthy use of our bodies and good sportsmanship. For the purpose of this document, banned substances include, but are not limited to: controlled substances, illegal substances, steroids and other performance-enhancing substances (Appendix C). Use of banned substances does not bring honor to the Lord, does not adhere to the core values of the NAIA Champions of Character program and does not reflect the core values of the Dordt College Athletic Department. This program will discourage the use of banned substances and will help preserve the integrity of the institution and the physical safety of the student-athletes.

RATIONALE:

The Dordt College Athletic Department has determined that it is in the best interest of its student-athletes and the integrity of the college to begin random drug testing in the 2012-2013 academic year.

The National Association of Intercollegiate Athletics (NAIA) does not require drug testing of student-athletes in its member institutions. The NAIA encourages its members to adopt their own drug testing program.

The policies and procedures outlined below stand alongside the “Drug Testing Policy” outlined in the Dordt College Student Handbook and does not replace it or supersede it.

METHOD:

Each student-athlete will be required to sign and return the Dordt College Athletic Department Consent to Participate in the Random Drug Testing and Education Program and Limited Waiver of Confidentiality (Appendix A) each year prior to their participation in practice or competition. Failure to sign and return the form will result in ineligibility of the student-athlete to participate on Dordt College intercollegiate athletic teams. The Dordt College Athletic Department, by use of Campus Health Services, will conduct random drug testing a minimum of two times during each academic semester. A sample of at least three student-athletes will be randomly selected from the entire population of student-athletes by the Athletic Director and/or his/her designee and required to appear for drug testing on each of the stipulated dates. The penalty for missing or refusing a scheduled drug test is the same as a “positive” test for a banned substance.

The entire population of student-athletes is eligible for testing on each test date regardless of prior testing by the college.

Dordt College may also request drug testing of specific student-athletes if there is reasonable suspicion of use of a banned substance. Circumstances for selection upon reasonable suspicion may include, but are not limited to, observed changes in athletic performance or changes in physical and/or emotional behavior. A request for testing under reasonable suspicion may be initiated by the Athletic Director, Athletic Trainers, Team Physician, Head Coaches, Assistant Coaches, Vice President for Student Services or any member of the college’s staff or faculty. All requests for testing under this policy must be made through the Athletic Director or Vice President for Student Services who will make a determination as to whether or not reasonable suspicion for testing exists. Any concerns or questions regarding the Dordt College Random Drug Test Policy should be addressed to the Vice President for Student Services and/or the Athletic Director or their designees.
PROCEDURE:
Methods for random testing may include urine and/or hair samples and will be conducted through Campus Health Services as outlined in their procedures.

The program tests for the presence of controlled substances, illegal substances, steroids and other performance-enhancing substances. The testing procedure may be a chemical analysis of hair or a urine drug screen. The specimen is collected by or under the supervision of the Director of Campus Health Services, and is identified only by a code number. Specimens are sent to a certified lab for analysis and the results are returned to Dordt College, identified by code number only, not by name. Only the Director of Campus Health Services and Vice President for Student Services/Associate Provost for Co-Curricular Programs will have the code index through which the identity of a person who gave a particular sample can be determined. The Director of Campus Health Services should be contacted regarding specific questions on the testing procedures.

A detailed document describing the procedure used for obtaining samples to be used for hair analysis or urine drug screening is available from Campus Health Services, Student Services or the Athletic Training staff and can be found online by going to www.dordt.edu/athletics/forms.

Student-athletes should be aware that the methodology used for testing can identify the use of banned substances up to three months prior to the testing date.

NOTIFICATION OF TEST RESULTS:
If a sample is negative, the results of the test will be communicated to the student-athlete from the Vice President for Student Services/Associate Provost for Co-Curricular Programs and/or his/her designee.

If a sample is positive, the following steps will be taken:

a. Student-athlete will be notified in person, by the Vice President for Student Services/Associate Provost for Co-Curricular Programs and/or his/her designee of the test results.

b. Upon notification of a positive test result, the student-athlete may accept the results and is then subject to discipline under the random drug test policy within the Dordt College Student Handbook and those set forth in the team handbook of the particular sport.

c. If a student-athlete appeals the initial positive result, the student-athlete may request further testing. The cost of this additional testing will be at the expense of the student-athlete if it is returned with a positive result and at the expense of the college if it is a negative result.

d. Consequences of a positive test result will be determined by the policies set forth in the Dordt College Student Handbook and those set forth in the team handbook of the particular sport.
APPENDIX A: CONSENT TO PARTICIPATE

DORDT COLLEGE ATHLETIC DEPARTMENT
CONSENT TO PARTICIPATE IN THE RANDOM DRUG TESTING AND EDUCATION PROGRAM
AND LIMITED WAIVER OF CONFIDENTIALITY

I, ____________________________, a student of Dordt College, as a condition to participating in intercollegiate athletics, do hereby consent to participate in the Dordt College Random Drug Testing Program (hereafter “Program”). I acknowledge that I have received, read and understand the policy statement concerning this Program which includes provisions for testing for the presence of banned substances identified by the Program and for education and counseling with regard to substance use. I understand that disciplinary sanctions will be imposed if it is determined that I have violated the provisions and intents of the Program. I hereby consent to having samples of my urine and/or hair tested for the presence of those drugs or other substances identified in the Program at such times as urine screening or hair analysis testing is required under the Program. I understand that I may choose not to sign this form and forego participation in intercollegiate athletics at Dordt College.

Further, I understand that as a part of the Program, the results of this testing may be disclosed to the Vice President for Student Services/Associate Provost for Co-Curricular Programs and/or his/her designee, Athletic Director, and/or any senior officer of the College and members of the coaching staff. I also understand that my participation in intercollegiate athletics is conditioned upon my full and good faith participation and cooperation in all aspects of the Program including testing, education, counseling, and rehabilitation.

I understand that if I am on any prescription medication that may interfere with the drug testing results that I should make this known at the time of sample collection in Campus Health Services. I also hereby release the College and all of their trustees, directors, officers, employees and agents from legal responsibility or liability for the release of such information and records as authorized by this consent.

I understand that I am free to revoke this consent at any time and that I must do so in writing, except to the extent that action has been taken in reliance on consent given. I understand that, unless revoked, the consent will expire one year from the date of this authorization.

____________________________________________________________________________________
Signature of Student (Print Full Name)                                      Date                               Date of Birth
____________________________________________________________________________________
Signature of Parent or Guardian if athlete is today under 18 years of age    Date
APPENDIX B: CONSENT TO RELEASE INFORMATION

DORDT COLLEGE
CONSENT TO RELEASE OF RANDOM DRUG TESTING INFORMATION TO PARENTS/GUARDIANS

I have, in a separate document, given consent to undergo testing for the presence of drugs or other substances in accordance with the Dordt College Random Drug Testing Program.

I hereby authorize the results of such testing to be released to my parents/guardians when in the opinion of my coach, athletic administrators, athletic trainers, or the Vice President for Student Services/Associate Provost for Co-Curricular Programs and/or his/her designee that such a release of information may benefit my course of treatment.

I understand that I am free to revoke this consent at any time and that I must do so in writing, except to the extent that action has been taken in reliance on consent given. I understand that, unless revoked, the consent will expire one year from the date of this authorization.

__________________________________
Signature of Student

__________________________________
Date
APPENDIX C: BANNED DRUGS

BANNED DRUGS

The following classes of drugs are banned:

a. Stimulants
b. Anabolic Agents
c. Diuretics and Other Masking Agents
d. Street Drugs
e. Peptide Hormones and Analogues
f. Anti-estrogens
g. Beta-2 Agonists

Note: Any substance chemically related to these classes and all respective releasing factors of banned substances are also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and procedures subject to restrictions:

b. Local Anesthetics (under some conditions).
c. Manipulation of Urine Samples.
d. Beta-2 Agonists permitted only by prescription and inhalation.
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: There is no complete list of banned drug examples!! Check with your athletics department staff before you consume any medication or supplement.

Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3, 6, 17-androstenetrione):
boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Diuretics (water pills) and Other Masking Agents: bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs: heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.
Peptide Hormones and Analogues: growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens: anastrozole; tamoxifen; formestane; 3, 17-dioxo-ethiol-1, 4, 6-triene (ATD), etc.

Beta-2 Agonists: bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs is also banned (unless otherwise noted).
APPENDIX D: PROCEDURE FOR URINE SCREENING

PROCEDURE FOR URINE SCREENING

Rationale:
Urine drug screens will be performed for randomized drug testing for the Athletic Department and on an as needed basis when there is reasonable suspicion that justifies testing a student-athlete.

Specimen collection will take place in Campus Health Services. Personnel within Campus Health Services who perform urine specimen collection, will have successfully completed a Specimen Collector Certification Program that meets the Department of Transportation (DOT) standards. Specimens will be transported to Sioux Center Community Hospital & Health Center’s Occupational Health Department for analysis.

Student-Athlete Scheduling:
1. Campus Health Services and the Athletic Department will determine dates when randomized testing will occur throughout the school year.
2. Student-athletes will schedule an appointment during Campus Health business hours for the completion of drug testing.
3. Student-athletes will provide reliable contact information.
4. Student-athletes who are 15 minutes late for an appointment will receive one reminder contact.
5. Failure to keep the appointment is a “failure to test” and is considered a positive test result.

Collection Site:
1. Urine collection will take place in a private, enclosed restroom.
2. All sources of water (faucet, toilet tank) will be secured in such a way as to prevent use by the donor.
3. Bluing will be added to the toilet bowl to identify adulterated samples.
4. All cleaning supplies, soaps, or other materials that might be used to adulterate a sample will be removed.
5. Waste receptacle, discarded urine collection cups or other collection supplies will be removed from the enclosed restroom.

Security Measures:
1. The collector will conduct a collection for one student-athlete at a time. However, during the time a student-athlete is waiting during the waiting period in a “shy bladder” situation, the collector may conduct a collection for another student-athlete.
2. The collector and student-athlete will keep the specimen in their view at all times until specimen is sealed in the specimen bottles.
3. Only the collector and the student-athlete will handle the specimen before it is sealed in the specimen bottles.
4. The collector remains at the collection site throughout the collection process.
5. The collector maintains control of the specimen and the Custody and Control Form (CCF) throughout the process.

6. The Athletic Department will provide a male staff member as “Witness” in cases where an “Observed Collection” is necessary. The witness will not handle the specimen and does not have to meet the qualification standards of a collector.

Collection Supplies:
1. Single-use plastic specimen bottles obtained through Sioux Center Occupational Health. Bottles will be clean, use a tamper-evident sealing system and be securely wrapped. They will have markings indicating the appropriate fill line for a primary and a split specimen.
2. Single-use plastic collection container. The container used for the donor to complete urination. It will be wrapped or sealed when given to the donor. It must be able to hold at least 55 mL of urine and have a temperature sensitive strip or device providing a graduated reading.
3. Leak resistant plastic bag. The bag must have two sealable compartments or pouches that when sealed are tamper-evident. The bag must also have absorbent material to absorb the urine if leakage occurs.
4. Shipping container for transport to Sioux Center Occupational Health. A hard sided container is used for transfer of specimen bottles and CCF to the laboratory.
5. Plastic gloves. Worn by the collector when handling specimen containers.
6. Custody and Control Form. A Non-Regulated CCF, supplied by the drug testing laboratory, will be utilized.
7. Tamper-evident seals. Used for sealing specimen bottles; seals will include a pre-printed, unique specimen ID number and a place for donor initials. The seals are attached to the CCF prior to their being affixed to the specimen bottles.
8. Security tape. In the event the water taps and toilet tank cannot be made inoperative, a strip of security tape must be placed over the faucet handles, toilet tank, and flush handle. The soap dispenser will also be disabled with security tape.
9. Bluing agent. Added to toilet water to prevent specimen contamination or dilution.

Collection Process:
1. Donor will sign in and arrival time will be noted.
2. Donor will provide photo identification; fax or other copies of ID will not be accepted. If the donor cannot provide photo identification, a member of the Athletic Department will provide the necessary identification. Collector will record the name of the person verifying the donor’s identification in the “Remarks” section of the CCF. Donor identification cannot be done by a fellow student. If the donor’s identification cannot be verified, the collector must NOT proceed with the collection.
3. Collector will explain the basic collection procedure to the donor, including that failure to comply with instructions or non-cooperation, constitutes a refusal to test.
4. Donor will be asked to remove outer clothing (hat, coat, jacket, sweater, sweatshirt), and leave all hand carried items (purse, backpack, etc.) outside of the restroom.
5. Donor will be directed to empty his/her pockets and display the items in them. The collector will inspect the items. Items that could be used to adulterate or substitute for a specimen must remain outside the restroom. If it is determined that the items were brought with the intent to adulterate the specimen, a directly observed collection will be conducted.

6. The collector completes Step 1 of the CCF. Only step 1 may be completed prior to the specimen being collected.

Obtaining the Specimen:

1. In order to further eliminate risk of adulteration, the donor will be instructed to wash his/her hands prior to urination. Donor will remain in the presence of the collector until entering the urination enclosure. The donor will not have access to any water fountain, faucet, soap dispenser, cleaning agent or other material which could be used to adulterate the specimen.

2. The donor may choose his/her collection container. Either the collector or the donor may unwrap the collection container. The specimen bottles will remain wrapped, sealed, and with the CCF outside the toilet enclosure.

3. Donor will be directed to enter the restroom. Instruct donor to provide at least 45 mL of urine in the collection container, do not flush toilet, return to the collector with the specimen as soon as he/she has voided.

Checking the Specimen:

1. Immediately upon receipt of the specimen container from the donor and before pouring off the urine into the specimen bottles, the collector shall:
   a. Check that the specimen contains at least 45 mL of urine. If there is less than 45 mL, the collector will discard the specimen and follow the “Shy Bladder” procedure.
   b. Inspect urine for unusual color, obvious odor, or the presence of contaminants (bleach will cause urine to foam, vinegar causes a strong odor).
   c. Using the temperature device attached to the specimen container, temperature of the specimen will be determined and recorded within 4 minutes of receiving the specimen. Acceptable temperature range is between 90 and 100 degrees F or 32-38 degrees Celsius.
      i. If the temperature is within the acceptable range, check the “Yes” box in Step 2 of the CCF.
      ii. If the temperature is outside the acceptable range, check “No” on the CCF and enter findings in the “Remarks” line of Step 2. Temperature should then be checked with a thermometer and the temperature recorded.
      iii. If the specimen temperature is outside the acceptable range, immediate direct observation collection is required.

NOTE: In the case of a specimen suspected of adulteration/substitution, and /or out of temperature range, the specimen is not discarded. It is sent to the laboratory along with the subsequently collected, directly observed specimen.
Preparing the Specimen:
1. Check the box in Step 2 of the CCF indicating it is a split specimen collection. All Iowa drug tests must be collected as split specimens.
2. The collector divides the specimen between two specimen bottles, with a minimum of 30 mL in bottle A and no less than 15 mL in bottle B.
3. Collector secures the bottle caps and places a tamper-evident seal on each bottle and dates the label/seal. Be sure that the A seal is on the 30 mL bottle and the B seal is on the 15 mL bottle.
4. After seals are attached to bottles, donor will initial the label on each bottle in the space provided. If the donor refuses to initial the bottle seals, the collector must note this in the “Remarks” section of the CCF, and continue with the collection process.
5. The donor must complete the donor information section of the CCF, including signing the donor certification statement on copy 2. If the donor refuses to sign the CCF, note this in the “Remarks” section and continue with the process.
6. Collector completes the “Chain of Custody” section of the CCF (step 4), including signing the collector certification statement and entering the name of the delivery or courier service transporting the specimen to the lab.
7. Collector removes copy 5 of the CCF and gives it to donor.
8. After checking specimen and CCF for errors, collector places both specimen bottles and Copy 1 of the CCF in the appropriate pouches of the specimen bag and secures both pouches.
9. Donor is advised that they may leave.

Custody and Control Form:
Using the correct CCF is important. The Federal CCF is used only with federally–mandated collections (i.e. DOT) A non-federal CCF is used for all other collections. The CCF is a permanent record that is also an evidentiary record. It records each transfer of the specimen from the point of collection through packaging, shipment and testing. It must include the names, addresses, and telephone/fax numbers of the organization, Medical Review Officer (MRO) and collector.

The following information is present on all CCF:

A pre-printed specimen identification number is printed at the top of the CCF. This number must be unique to the particular specimen and is printed on the bottle seals/label.

Step 1: Completed by Collector
- A block specifying the college’s name, address, and account or ID number, as well as the telephone and fax number of the Associate Provost.
- A block specifying the Medical Review Officer’s name, address, telephone and fax numbers.
- A block specifying the donor’s social security number, or student ID number that is entered by the collector.
- Reason for Test: The collector checks either the “Random” or “Reasonable Suspicion/Cause” box.
- Drug Tests to be Performed: Check the appropriate box to identify the drugs for which the specimen is to be tested.
- A block for the collection site address, collector’s telephone and fax number.
Step 2: Completed by Collector
- A block for the collector to record if the specimen temperature is within the acceptable range. If the specimen falls outside the acceptable range, the temperature should be recorded on the “Remarks” line.
- A space for remarks to record any special circumstances which occur during the collection.
- A space for marking that a split specimen was collected.
- A box for indicating the collection was observed. If checked, the collector must note in the “Remarks” section the circumstances for the observed collection.

Step 3: Completed by Collector and Donor
- Step 3 on the CCF involves affixing the label/seal to the specimen bottles and having the donor initial them. The collector dates the seals after affixing them to the bottles and then directs the donor to initial each bottle seal. The donor should not be directed to initial the seals before they are placed on the bottles.

Step 4: Completed by Collector
- A block of information to be completed by the collector, including:
  - A certification statement signed and dated by the collector.
    - “I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form, was collected, labeled, sealed and released to the delivery service noted in accordance with the applicable Federal requirements.”
  - Collector’s printed name (first and last name).
  - Time specimen was collected (not time donor arrived at collection site).

Step 5: Completed by Donor
- A block of information to be completed by the donor, this information is only on copies 2, 3, 4, and 5 of the CCF.
  - Donor certification statement: “I certify that I provided my specimen to the collector, that I have not adulterated it in any manner; each bottle was sealed with a tamper-evident seal in my presence; and that information provided on this form and on the label affixed to each specimen bottle is correct.”
  - Donor’s signature.
  - Donor’s printed name (first and last).
  - Date of specimen collection.
  - Donor’s day time phone number.
  - Donor’s evening phone number.
  - Donor’s date of birth.
  - Medications “memory jogger” notice (medications are only to be recorded by the donor on the back of Copy 5 of the CCF)

Steps 5a and 5b: Completed by the Laboratory Certifying Scientist

Step 6: Completed by the Medical Review Officer
Checking the Custody and Control Form (CCF):
Before the donor leaves the collection site and prior to placing the CCF and specimen in the specimen bag, the collector should review the completed CCF and specimen bottles for errors and omissions.
• Fatal flaws that will result in rejection of the specimen from the laboratory, or cause the test result to be canceled by the MRO:
  o No collector signature and no collector printed name on the CCF
  o Specimen ID number on the specimen bottle and the CCF do not match (if a new CCF is started, the label/ID number should be changed
  o Specimen bottle seal is broken or shows evidence of tampering
  o Insufficient (<30 mL) amount of urine in the primary bottle.

• Review the CCF for:
  o Reason for test is correctly marked
  o Specimen temperature information is correctly recorded
  o Split specimen is documented correctly in Step 2
  o If collection was a direct observation, the box “Observed” in step 2 is checked and appropriate comments are made on the “Remarks” line
  o Dates of collection in Step 4 and 5 match
  o Donor provided daytime and evening phone numbers

• Check list for Specimen Bottles:
  o Is there a specimen ID number on each specimen bottle seal?
  o Does the specimen ID number on the CCF match the ID number on the specimen bottle label?
  o Are there at least 30 mL of urine in Bottle A and at least 15 mL of urine in Bottle B?
  o Is there a tamper-evident seal placed over the cap of each specimen bottle? Is it ripped, torn or showing any evidence of tampering or removal?
  o Does the urine specimen show any obvious signs of adulteration (e.g. blue color, foreign objects, foamy, etc.)? If so, write explanation on “Remarks” line of CCF and collect another specimen under direct observation.

**Distributing Copies of the Custody and Control Form:**

Copy 1: Goes with the specimen bottles to the laboratory.
Copy 2: Send to the MRO. The preferred method is to fax the Copy 2 to the MRO fax number provided in Step 1. Copy 2 must be sent within 24 hours or one business day of completing the collection.
Copy 3: Collector retains. Copy must be kept for a minimum of 30 days.
Copy 4: Send to the Associate Provost for Co-Curricular Programs.
Copy 5: Provided to donor before they leave the collection site.

**“Shy Bladder” Collection:**
Occasionally a donor is unable to provide a specimen upon arrival at the collection site because they have recently urinated or have a shy bladder. The term “shy bladder” refers to an individual who is unable to provide a sufficient specimen either upon demand or when someone is nearby during the attempted urination. If the donor tells the collector that he or she cannot provide a specimen, the collector should:
1. Continue the collection process by directing the donor to try to provide a specimen. The donor demonstrates their inability to provide a specimen by providing either no specimen or a specimen of insufficient quantity.

2. Maintain a record of each attempt (i.e., record the time of each attempt and whether there was an insufficient quantity of specimen or no specimen provided). These notations should be made in the “Remarks” section of Step 2 on the CCF.

3. Discard any inadequate specimen (<45 mL) and the specimen bottle/collection container that was used for the void, but retain the CCF.

4. Direct the donor to remain at the collection site and to drink fluids up to a maximum of 40 oz., spread reasonably throughout a period of up to 3 hours, or until the donor has provided a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the donor refuses to drink fluids. The donor must not be allowed to leave the collection site and return at a later time. Note: The donor should remain in the waiting area under the supervision of the collector or Campus Health Administrative Assistant, to prevent the donor from possibly compromising the collection process (e.g., drinking excessive fluids to “flush” their system, urinating prior to providing the specimen for a urine drug test, obtaining “clean” urine or obtaining adulterants).

5. Inform the donor to let the collector know when he or she can provide a sufficient quantity of specimen. The collector continues with the collection process at that time. The collector uses the CCF from the first attempt. Note: The collector should provide appropriate comments on the “Remarks” line to indicate the number of attempts that were made during the three (3) hour time period.

6. If after a period of three (3) hours (from the time the donor first demonstrated that they were unable to provide a sufficient quantity of specimen) the donor is still unable to provide an adequate specimen, the collection process must be discontinued and the Associative Provost of Co-Curricular Programs will be notified. In the instance of a “no void,” the student-athlete must be seen by a healthcare provider within 24 hours to determine if there is a medical reason for not voiding.

7. Check the box “None Provided” in Step 2 of the CCF, and record in the “Remarks” section that the collection was discontinued, “shy Bladder,” and the time the Associative Provost of Co-Curricular Programs was notified.

8. Copies of the CCF with the shy bladder notation on the “Remarks” line in Step 2 should be distributed as follows:
   a. Copy 1: Discard
   b. Copy 2: Fax to the MRO (must send to MRO within 24 hours or the next business day)
   c. Copy 3: Collector retains for 30 days
   d. Copy 4: Fax to Associate Provost for Co-Curricular Programs (must send within 24 hours or the next business day)
   e. Copy 5: Provide the donor before they leave collection facility

Note:
- Always use a new wrapped/sealed collection container for each attempt.
- Always discard insufficient quantity (<45 mL) of specimen
- Never combine “partial specimens” to achieve the total volume of 45 mL
- Steps 1, 2 and 4 of the CCF must be completed even though there is no specimen to send to the laboratory.
**Direct Observation or Witnessed Collections:**
A direct observation collection may occur only under very specific circumstances. In a direct observation collection, the collector or other authorized person accompanies the donor into the stall/toilet to witness urination. The direct observation of urination must be conducted by a person of the same gender as the donor, even if a collector of opposite gender has medical background/training. The person doing the direct observation does not have to meet the qualification training standards of a collector.

When the observer is not the collector, the observer does not “physically” handle the specimen. The name of the observer, and the reason for the observed collection, are annotated on the “Remarks” line in Step 2. The collector must check the “Observed” box.

**When the Collector is Required to Conduct a Direct Observation Collection:**
1. A collector should initiate a direct observation collection anytime he/she witnesses a specimen adulterant product brought by the donor to the collection site.
2. An immediate second collection under direct observation is required in the following circumstances:
   a. The temperature of the specimen is outside the acceptable temperature range.
   b. The collector reasonably believes that the donor adulterated, substituted, or otherwise tampered with the specimen. (e.g., there is blue dye in the specimen, the collector sees or smells something unusual when the donor presents the specimen, the collector sees an adulterant product on the floor).

**Procedure:**
1. An observed collection should be done immediately, i.e., as soon as the donor is able to provide another specimen.
2. A new CCF and specimen collection kit are used for the direct observation collection.
3. The “suspect” specimen is not discarded. It is processed with remarks on the CCF indicating that a second collection will be conducted under the direct observation. The “suspect” specimen (even if it is of insufficient quantity) and the CCF are sent to the lab.
4. Since the possible adulterated/substituted specimen from the first collection is sent to the lab, the lab will test both the “suspect” specimen and the “witnessed” specimen. To ensure that the lab and the MRO are aware that the first specimen is a possible adulterated/substituted specimen and that a second specimen was collected using direct observation, the collector must provide an appropriate comment on the “Remarks” line of Step 2 for both specimens.
5. The collector must check the box in Step 2 of the CCF indicating that a direct observation collection was done.
6. Where 2 sets of specimens are being sent to the lab (one from a “normal” collection and one from a direct observation collection), the collector should include in the “Remarks” section of Step 2 of the CCF for each specimen a notation (e.g., collection 1 of 2, collection 2 or 2) and the specimen ID# of the other collected specimen.
7. After the collector has completed the direct observation collection, they should notify Sioux Center Occupational Health and the Associate Provost for Co-Curricular Programs.
When the Associative Provost of Co-Curricular Programs should specify a Direct Observation Collection:

1. A previous drug test was reported by the MRO as “invalid” because there was an unknown interfering substance that prevented the proper analysis of the specimen.
2. A previous drug test was reported as positive, adulterated, or substituted by the MRO.
3. And the split specimen was not able to be tested (e.g. unavailable, insufficient quantity, etc.).

The Associative Provost of Co-Curricular Programs should arrange for a direct observation specimen collection as soon as practical. The reason for the test should be identified on the CCF as the same reason as the original cancelled test.
APPENDIX E: PROCEDURE FOR HAIR ANALYSIS

PROCEDURE FOR HAIR ANALYSIS

Rationale:
Drug test by hair analysis will be performed for randomized drug testing for the Athletic Department and on an as needed basis when there is reasonable suspicion that justifies testing a student-athlete.

Specimen collection will take place in Campus Health Services. Personnel within Campus Health Services, who perform hair specimen collection, will have successfully completed a Specimen Collector Certification Program through Psychemedics Corporation. Specimens will be sent to Psychemedics Corporation for analysis.

Student-Athlete Scheduling:
1. Campus Health Services and the Athletic Department will determine dates when randomized testing will occur throughout the school year.
2. Student-athletes will schedule an appointment during Campus Health business hours for the completion of drug testing.
3. Student-athletes will provide reliable contact information.
4. Student-athletes who are 15 minutes late for an appointment will receive one reminder contact.
5. Failure to keep the appointment is a “Failure to test” and is considered a positive test result.

Security Measures:
1. The collector and student-athlete will keep the specimen in their view at all times until specimen is sealed in the Sample Acquisition Card (SAC), placed in the collection pouch, and the CCF is complete.
2. Only the collector and the student-athlete will handle the specimen before it is sealed in the SAC.
3. The collector remains at the collection site throughout the collection process.
4. The collector maintains control of the specimen and the CCF throughout the process.

Collection Supplies:
1. Custody and Control Form, provided by Psychemedics Corporation
2. Sample Acquisition Card and foil
3. Integrity seal
4. Alcohol Pad
5. Collection Pouch
6. Beautician Scissor
7. Hair clip
8. Latex gloves (optional)
Collection Process:
1. Donor will sign in and arrival time will be noted.
2. Donor will provide photo identification; fax or other copies of ID will not be accepted. If the donor cannot provide photo identification, a member of the Athletic Department will provide the necessary identification. Collector will record the name of the person verifying the donor’s identification in the “Remarks” section (Step 4) of the CCF. Donor identification cannot be done by a fellow student. If the donor’s identification cannot be verified, the collector must NOT proceed with the collection.
3. Collector will explain the basic collection procedure to the donor, including that failure to comply with instructions or non-cooperation, constitutes a refusal to test.
4. The collector completes Step 1 of the CCF.

Obtaining the Specimen:
1. Remove the SAC from the plastic pouch. Open the SAC and remove the foil, integrity seal and alcohol pad. Fold the foil in half lengthwise and open. Sign and date the red Integrity Seal. Copy the subject ID# from the CCF to SAC. Sign collectors name as the sample collector. Fill in date and time.
2. Decide where the hair sample is going to be collected from and check the appropriate box. If the donor has head hair, it must be collected. If the donor has no head hair or his/her hair is very sparse and collecting it would leave a visible spot, hair should be collected from an alternate spot.
   a. Beard or mustache hair: Only collect beard or mustache hair if the collection will truly be cosmetically undetectable. Always discuss a beard or mustache collection with the test subject prior to doing the collection. Collect enough beard or mustache hair to fill the first foil.
   b. Body hair: Body hair can be collected from legs, underarms, chest and arms, and may be combined from any of those areas. (See Appendix F for tips on collecting body hair.) Body hair often weighs less than head hair. Collectors may have to collect more body hair to ensure that the sample submitted meets the weight required.
      i. Body hair may be collected from different sites on the body and combined in the foil.
      ii. DO NOT combine body hair and head hair in the same sample.
      iii. The amount of body hair taken should fill the foil.
      iv. Place body hair in the center of the foil. It is not necessary to align root ends or have the root ends extend beyond the end of the foil.
3. Clean the scissors and hair clip with the alcohol pad.
4. With the donor in a sitting position, position yourself so that you are standing behind the test subject. The head hair sample will be taken from an underneath layer below the crown of the head, or the area where the donor’s head would rest on a pillow. Select the area where the sample will be collected. Use your index finger or the tip of the scissors to part the hair across the scalp horizontally.
5. Lift the top portion of the hair that will not be used, and use the hair clip to pin the hair out of the way. Select the hair to be cut by grasping a small lock of hair visibly equal to ½ inch wide by 1-2 strands deep when held across your finger. This is roughly equal to the distance between the 2nd and 3rd joint of your index finger. Be sure the area where hair is being collected from will be cosmetically undetectable once the hair clip is removed.

6. Never cut hair that is in a ponytail or a braid. Ask the donor to undo his/her hair before you cut the sample. Never use hair from a hair weave or dreadlock. See Appendix F.

7. Position the scissors as close to the scalp as possible and cut all the hair you are holding;

8. Put scissors down and grasp the root ends firmly to ensure that the sample root ends remain aligned.

Preparing the Specimen:

1. Place the sample into the foil with the root ends extending ¼ inch beyond the slanted end of the foil. **Note:** If the donor has thin or short hair, more hair may need to be collected in order to meet the weight requirement of a sample. You may collect the sample from more than one spot on the head as long as the root ends are kept aligned in the foil.

2. Press the sides of the foil together and pinch tightly closed trapping the hair inside. If hair is long, wrap remaining hair around foil. **DO NOT** cut the ends of the hair off the sample.

3. Place the sample in the foil and then into the SAC with the root ends to the left. Make sure that the sample goes inside the envelope part of the SAC, and is not just placed on the ruler printed on the SAC.

4. Seal the SAC by removing the adhesive strip from the back of FLAP A and folding it over to meet the designated spot on the back of the SAC. Repeat the process for FLAP B.

5. Complete sealing the SAC by removing the backing from the red Integrity Seal and placing it over the designated spot on the SAC creating a secure seal across FLAPS A and B. Make sure you have signed and dated the seal. Please make sure the integrity seal does not cover any of the pre-printed language contained on the SAC.

6. Remove the bar code from the CCF and place it in the designated space on the back of the SAC.

7. Donor must read and initial the statement on the SAC. By doing so, the donor is certifying that he/she knows the sample contained in the SAC is his/hers, that the sample was collected close to the skin, and he/she watched the collector seal the sample in the SAC. Additionally, the donor releases the laboratory from claims arising from the reporting of the test results to the authorized result recipient and the recipient’s use of the results.

Custody and Control Form:
Using the correct CCF is important. The CCF is a permanent record that is also an evidentiary record. It records each transfer of the specimen from the point of collection through packaging, shipment and testing. It must include the names, addresses, and telephone/fax numbers of the organization, MRO if applicable, and collector. For hair analysis, only the CCF provided by Psychemedics Corporation (Form D) should be used.
Step 1: Completed by Collector

- A block specifying the college’s name, address, and account or ID number, as well as the telephone and fax number for Campus Health Services.
- Donor Identification Number: The donor’s student ID number should be entered here. This can be a combination of both letters and numbers, but must not exceed 18 characters.
- Reason for Test: Check the appropriate box. If unsure, please leave blank.
- Donor ID Verified: Verify the test subject’s identity by checking their driver’s license or student photo ID. Confirm he/she is the person pictured. If the donor has no ID with him/her, a representative from the Athletic Department or Student Services may identify the donor. In this case, check the School Representative box and have that person sign legibly in the designated space. If you are unable to identify the donor using either of the methods described above, send the donor away and ask him or her to return with the proper ID.
- Drugs to be tested are pre-printed and are specific to Dordt’s contract with Psychemedics Corporation. Do not alter this section.
- Collection Site: This information is pre-printed with Dordt’s name and address.

Step 2: Completed by the Collector

- A block to record the source/location of the hair sample.

Step 3: Completed by Donor

- Turn to page 2 of the CCF. Have the donor read and complete STEP 3A. If the donor refuses to complete STEP 3A, the collector will document the refusal on page 1 of the CCF in STEP 4 collector remarks.

Step 4: Completed by Collector:

- Collector signs and dates the CCF

Distribution of the CCF:

1. Remove page 1 of the CCF (lab copy), and fold it in quarters. Place it in the collection pouch along with the SAC. Make sure the subject initials and ID number are visible through the pouch.
2. Remove page 4 of the CCF and send with the donor.
3. Page 2 of the CCF should be sent to the Associate Provost for Co-Curricular Programs.
4. Page 3 of the CCF will be placed in the donor’s medical record.

Preparing the Specimen for Shipping:

1. Seal the pouch by removing the adhesive strip and folding it over. Have the donor initial and date the seal in the space provided.
2. Keep the sealed sample in a secure place until it is sent to Psychemedics Corporation for processing. Hair samples do not need to be refrigerated.
3. Samples are sent to the lab using an overnight service. Samples are shipped in a standard letter size envelope. One envelope can hold up to 25 samples from 1 or more clients. Hair samples do not need to be shipped in the special lab packs provided by overnight carriers.
4. All questions should be directed to Psychemedics Corporation at (800) 522-7424.
## COLLECTION TIPS

<table>
<thead>
<tr>
<th>Hair Type</th>
<th>Collection Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Hair</td>
<td>If hair is less than one inch long, double the suggested width of the sample collected. Hair may be collected from several locations to avoid leaving a bald spot. Hair less than 1½ inches in length can be placed in the center of the foil.</td>
</tr>
<tr>
<td>Long Hair</td>
<td>Even if the hair is long, only the first 1½ inches of the hair is tested. So, the first 1½ inches must meet the weight requirement for a sample. It is important to keep the root ends aligned and placed in the foil with the root ends toward the slanted end of the foil.</td>
</tr>
<tr>
<td>Curly Hair</td>
<td>Wrap the foil around the hair prior to cutting. After cutting the sample, pull the foil away from the head with the hair already pinched tightly inside.</td>
</tr>
<tr>
<td>Thin Hair</td>
<td>Collect hair from several spots and combine in the foil. If hair is more than 1½ inches long, remember to keep the root ends aligned.</td>
</tr>
<tr>
<td>Hair Replacement</td>
<td>Replacements and transplants are expensive. Ask the subject if they would prefer the collection be done from another area. Collecting hair that has been transplanted from one area of the donor’s head to another is acceptable.</td>
</tr>
<tr>
<td>Ponytail/Bun</td>
<td>Have the subject take his/her hair down prior to collecting the sample. Never cut the hair while still in a ponytail or bun.</td>
</tr>
<tr>
<td>Braids/Dreadlocks</td>
<td>Collect hair from the nape of the neck or have subject comb out the area you plan to collect. Do not collect synthetic or added hair.</td>
</tr>
<tr>
<td>Weaves/Extensions</td>
<td>Collect the sample from an area above or below the weave. Nape hair is also an option.</td>
</tr>
<tr>
<td>Nape Hair</td>
<td>This type of hair tends to be fine and thin. More hair may need to be collected in order to meet the minimum weight requirement for a sample. Nape hair should only be collected if the person has no head hair, the head hair is thinning, the person is bald, or, as noted above, when a person has braids, dreadlocks, a hair weave or hair extensions.</td>
</tr>
</tbody>
</table>

If you have questions concerning an unusual hair style, please call the Psychemedics Corporation Client Service Department at (800) 552-7424.
INVALID AND QUANTITY NOT SUFFICIENT (QNS) SAMPLES:
Invalid samples are samples that are not processed due to documentation errors that occur during the sample collection. The most frequent errors include:

- No identifying information on the SAC
- Sample collector not signing the CCF or the SAC
- Subject ID number is not on the CCF or the SAC
- Name of the test subject is written on the CCF or the SAC
- SAC or collection pouch not sealed properly
- Sample submitted with root ends too mis-aligned to run
- A braid or a dreadlock is submitted
- Sample contains both head and body hair
- Bar code from CCF not transferred to SAC

Quantity Not Sufficient (QNS) samples are samples received which do not contain enough hair to complete the testing procedure. Remember, the sample should be ½ inch wide by 1-2 strands deep when laid flat across your finger. If the subject’s hair is less than one inch long, or is very thin or fine, more hair will need to be collected to ensure the sample meets the required testing weight. A QNS result means the test subject will have another sample collected.

The best way to prevent Invalid and QNS results is to thoroughly review the manual prior to collecting any samples. If at any time you have a question, please call the Psychemedics Corporation Client Service Department at (800) 522-7424.

In most cases Psychemedics Corporation will follow-up via telephone with collectors when Invalid and QNS samples are submitted and offer re-training and collection tips.

Subsequent Sample Test (SST):
In the event that a subject has a positive test, they have the right to contest results and ask to be retested. A retest can be done one of two ways:

a. If there is enough hair left from the original sample, the laboratory will re-analyze the original sample. In this instance, the college would fax or e-mail a written request on Dordt College letterhead, for a reanalysis of the original sample.

b. If there is not enough hair remaining from the original sample, a new sample must be collected following the same the same procedure as the original sample collection. The SST sample is generally collected from the same area as the original.

A SST sample, in which a new hair sample must be collected, is distinguished from other samples by the use of a blue CCF. This form is also used for any type of special request testing such as sectional analysis which would also be requested by the client. As with all CCF’s, the SST-CCF must be pre-printed with the correct client information in order for the results and bill to be returned to the correct client.
Completing the SST-CCF:

1. Step 1, sections A, B, C, D and G are completed in the same way as directed for the original sample. The original Donor Subject ID # must be maintained as the subject ID # of the SST.

2. Step 1, section E: This section allows the collector to communicate specific client requests to the lab. If nothing has been requested, leave this section blank.

3. Step 1, section F: this section refers to the Initial Test. If unsure of the information, please leave this area blank.

4. Steps 2, 3, and 4 are all completed exactly the same as for initial testing.