

# Using Local Area Collection Sites

In many cases DISA (formerly Midwest Toxicology) will provide on-site mobile unit collection service for random testing. However, there are times you will use your local area collection site that DISA has set up for you. Protocol for using a local area collection site is summarized below.

## **Q. When do you use your local area collection site?**

- A. For any testing situation where previous arrangements have NOT been made for on-site service. This typically would include pre-employment, post-accident, reasonable suspicion tests and missed randoms.

## **Q. What steps do I follow to use my local area collection site?**

- A. Use the eScheduling protocol located on the following pages. Each agency can assign online access for any supervisors/managers that may need to set up a test at a collection site. The supervisor will access a database of collection sites in the online process which will create an authorization form called an ePassport. For most collection sites, the custody and control form (CCF) will be electronically created at the collection site so there is no need for the employee to take a kit or CCF with them to the site.

Once the ePassport has been generated, provide a copy to the employee/individual to test.

1. Inform the individual that they need to present the form to the collection facility upon arrival so the collection facility will know exactly what to do.
2. Remind the individual to take a photo ID with them to the collection site.
3. Tell them that they need to allow sufficient time to complete the collection before the collection site closes and to arrive at the collection site with the ability to provide a urine specimen.
4. Be sure they are aware that once they present themselves at the collection site and begin the collection process they cannot leave until the collection process is completed or it may be a refusal to test.

## **Q. What if the eScheduling system states that the individual must bring a CCF (custody and control form) with them to the collection site?**

- A. There are a small number of collection sites which aren't capable of creating a CCF electronically so the individual will need to take a CCF (or kit which contains the CCF) in with them to the site. DISA can provide CCFs or kits to any agency location with this need. A few of the collection sites that fall into this category will have paper CCFs on file so you will not need to worry about sending the individual with a CCF/kit. Contact DISA if you need CCFs/kits or assistance with a particular request.

## **Q. What do I do if: a) there is some unresolved issue at the collection site, b) you think the collection site didn't follow correct collection procedures, c) some other kind of collection site issue?**

- A. Contact DISA for assistance.