

Site Coordinator Guidance

Standard Operating Procedures for Working the Random Drug Test List:

It is the responsibility of the designated Site Coordinator (SC) to “work the test list” and identify a preset number of employees for random drug testing. The following procedures shall be used in administering random drug tests at all test sites.

- (1) **Union notification**-When applicable, and in accordance with the appropriate negotiated agreement, the SC/Facility Manager will notify the union representative that the collection team has arrived on site to conduct random drug testing.
- (2) The designated SC will be responsible for determining a reasonable amount of time to accomplish random drug testing. The SC will note the present collection goal, which is printed at the top right hand corner of the test list. This goal is the **MAXIMUM** number of employees who will be identified for random testing, per test list, on the particular day in which collections occur. **The maximum number identified as a collection goal shall not be exceeded at any time. The collection goal represents one-third of employees for a given collection site. Only employees listed on the test list can be tested. Testing of employees not listed is strictly prohibited.**
- (3) The collection goal is used to compute the approximate amount of time that it should take to complete the collections. The rule-of-thumb is fifteen minutes per employee to be tested. Arrival and preparation is not counted in this timeframe. The total collection time may be extended by 2 hours in the occurrence of a “bashful bladder.” Once an approximate time has been computed, the SC will establish a “window period” for determining whether or not the employee in question is scheduled to be at work during testing.
- (4) The SC shall begin with the first employee name on the test list (**names listed in random order**) and determine if that employee will be available for testing. If the answer is “Yes”, that employee’s name is annotated using standardized language for testing. Should the answer be “No”, then the test list is annotated appropriately, i.e., A/L for annual leave, etc. (see attachment 2). The SC repeats this question-and-answer process, moving down the list in **SEQUENTIAL ORDER**, for each employee name on the test list until the collection goal or the bottom name on the list has been reached, whichever comes first.
- (5) The SC will notify, using the appropriate supervisors, the employees identified for testing in the **MOST EFFICIENT ORDER** possible. For example, the twentieth employee on the test list could be the ninth name identified, but would be the first person tested if the SC knows that this employee is scheduled to leave work in an hour.
- (6) Notification to an employee identified for testing should be conducted as discreetly as possible. A copy of the employee checklist will be presented at the time of

notification by the supervisor. The SC should ensure that supervisors do not advise all employees at the same time that they identified for testing.

- (7) The SC, in the face of change, must be able to make a proper and fair decision when the need arises. For example, when a test list totaling thirty employee names has been presented, the preset collection goal will be ten. Assume that the SC works sequentially through the first twenty-one names to obtain the preset collection goal of ten. However, if during testing the SC discovers that the tenth employee designated for testing is unavailable through the normal exclusion process (e.g. the employee calls in sick, or will not report to work during the expected collection time period), the SC must go back to the test list, and beginning at the twenty-second name (where he previously left off), choose a new tenth employee for testing. Since the original tenth person is still a random selection because no individual, specifically the SC, had anything to do with his eventual selection for testing. If no employee from the twenty-second through the thirtieth name will be available for testing during the remaining time that the collectors are expected to be at the site, then a line should be drawn after the thirtieth name, and only nine employees will be tested on this particular day.
- (8) Following closely, this procedure of sequentially working the list strictly prohibits the SC from “picking and choosing” those employees identified for random testing. Should any questions arise during testing that the SC cannot answer, each test list contains the telephone number of the regional DPC.
- (9) Maintain confidentiality at all times. Test lists are not to be reproduced or retained at the facility under any circumstances.

Report any problems in the drug testing process to DPC listed below:

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