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# Purpose

The purpose of this procedure is to provide a guide on how to carry out a DAS test while visiting a client onsite.

# Scope

For all REDiMED employees authorised to carryout DAS testing

# Reference Documents

# Definitions

DAS – Drug and Alcohol Screening

Blueys – Blue Spill Mat

# GCMS - Gas chromatography–mass spectrometry

PPE – Personal Protection Equipment

# Flowcharts (Other Images)

# Procedures

**Arranging onsite drug and alcohol testing**

* 1. **Receive request form from company**

- Number of drug and alcohol tests required  
- type of drug test required   
- site location   
- date of testing

- PO number

* 1. **Compile a quote for company**   
     -to be approved by the Company Accounts Department   
     -submit to the requesting company
  2. Determine the amount of REDiMED personnel and equipment required for the on-site testing
  3. **Receive information from the company including:**  
     - Flight itinerary  
     - On site contact details  
     - information about accommodation and food for Redimed personnel  
     - pick up details from airport/car hire information  
     - appropriate PPE required to be on-site: high-visibility vest/clothing, steel cap boots, safety glasses etc.

**Order and pack equipment which may include:**  
- instant drug test cups  
- specimen cup  
- breathalyser mouth pieces  
- breathalyser  
- blueys   
- monovettes  
- temperature gun  
- creatinine sticks  
- biohazard transport bags  
- biohazard disposal yellow bin bags  
- disposable gloves  
- chain of custody form  
- instant drug test form  
- chain of custody seals  
- courier bags  
- water colouring agent

**2. Carrying out onsite DAS testing**

* 1. **Setting up the testing area**
* Ensure there is an area for paperwork and ID check separate from the testing area
* Set up testing area with required equipment
* Ensure the testing area has privacy and supervised tests are able to be conducted
* Ensure there is privacy if a non-negative sample needs to be sealed up and sent off for GCMS
  1. **On-site DAS procedure**
* The individual must provide photo identification and then will fill out the appropriate form and declare any medication
* If photo identification is not present, the individuals supervisor can sign the top off the form vouching for them
* Toilet colouring agents should be implemented in the designated testing area;
* The individual will provide the specimen in an area that allows for individual privacy. For on-site testing the Western Diagnostics Level 3 standard of supervision will be followed which states, *“Collector waits outside the toilet cubicle, with door ajar able to view subject from behind, while the subject passes urine into the container.”*
* This level of supervision will be followed unless otherwise instructed from the company
* The individual will be asked to fill the provided instant cup to the top, enter into the cubical and leave the door open.
* The colour and temperature of the specimen will be checked. Within 4 minutes of voiding, the temperature shall be between 33°C and 38°C. Creatinine levels will be checked with a strip, levels should be equal or greater to 20mg/dl.
* If the temperature and creatinine criteria is met the sample is valid
* Once the time has lapsed the cup results will be observed discretely in front of the individual.

**If individual cannot void:**

* Leave cup with individuals name to the side with equipment
* Alert the individuals supervisor that they were unable to provide a sample
* Instruct the individual to come back in 1 hour to try and provide another sample

**If sample is too dilute**

* Instant cup will activate as soon as it is filled with urine so if sample is too dilute the reading is invalid
* The cup should be emptied and flushed in the toilet and then disposed of correctly in the appropriate yellow bin bag
* Alert the individuals supervisor that their sample was too dilute and they will need to provide another sample
* Instruct the individual to come back in 1 hour, drink minimal water and provide another sample
  1. **Instant DAS results**

**Negative result:**

* Urine and cup will be disposed of correctly and the according paper work filled out and put into the individuals file.

**Non- negative result**

* The specimen sample will be split into three containers; appropriate paperwork filled out, sealed according to chain of custody procedures and placed in a courier bag to bring back to Perth to send to the lab.
* The results of the instant drug test will be kept confidential from the individual and the individual will only be informed that the cup has detected a substance and it is required to be sent to the lab for confirmation.
* The individuals supervisor must be informed that the individual has provided a non-negative sample

1. **Finalising results and invoices**

* Once personnel return from site, names and results of individuals are to be supplied to reception staff
* Reception staff are to enter individuals name’s into genie under Drug and Alcohol (DAS) tab
* Results to be scanned into the system and linked to individuals accounts in Genie
* Results are to be compiled and send to appropriate company representative
* NOTE: if individual’s results are pending GCMS, too dilute etc. company is to be notified
* Any files which are pending results are to be placed in the appropriate tray at reception desk
* Once extra testing’s results have been received, they are to be sent to the appropriate company representative
* Scan and link final results for any pending individuals
* Accounts are to be notified that the testing has been completed and ready to be billed

# Appendices