



Procedures/Protocols

1. Once students sign in, they must remain in the collection area until their test is completed.
2. At sign in, the students' identity will be verified using an official state, federal or school issued ID. Students that have an expired identification or have no identification can be identified by a designated staff member.
3. Before going into the restroom to provide a sample, students will be asked to empty the contents of their pockets to make sure they are not bringing anything into the restroom that could be used to contaminate, dilute or weaken the test. Baskets will be provided to hold these items until the test is completed.
4. Students wearing hats, jackets, sweatshirts or other bulky items will be asked to remove those items before going into the restroom.
5. Students will be given instructions on the amount of sample (urine) to be provided and the amount of time they have to give their sample. They will be told that any attempt to use a sink or flush a toilet will result in a parent contact.
6. Each sample will be examined to be certain it is consistent with human urine. A sample must have the proper temperature (90-100 degrees), color, appearance and smell. Samples determined to be inconsistent with human urine will result in the student receiving a failed test result.
7. Trying to cheat the test by attempting to substitute, contaminate, dilute or weaken a sample in any way will result in a parent contact.
8. Failure to cooperate with the testing process in any way such as refusing to follow instructions, failure to appear for testing, refusing to sign paperwork, disrupting the testing process, acting in a confrontational manner, or failure to remain in the collection area will result in a parent contact.
9. Diluted samples occur when the student drinks so much water before the test that their sample is too clear to accurately test. In these cases, the students will be given up to 1 hour to provide a valid sample. If they cannot complete the test, parents will be contacted.
10. Students that cannot urinate (shy bladder) or who fail to provide a sufficient amount of urine when directed, will be given a total of 1 hour to produce a sufficient sample and will be allowed to drink up to 40 oz of water. If a student still cannot produce a sample, parents will be contacted.
11. Test results will not be discussed with the student. Negative test results will be forwarded to the parent/guardian within 24 hours using the communication method chosen by the parent on the enrollment form (e-mail, phone, mail).
12. Samples that screen positive with the instant screening device will be sent to a certified lab for confirmation. Parents will be sent an informational result that states "requires further testing." At this time, the test should be considered "non-negative." Once the final results are received from the lab, (1-3 days) the parent/guardian will receive a final negative or positive result in detail.
13. The parent/guardian has the option to have positive test results undergo Medical Officer Review, whereby a doctor will call the parent/guardian to discuss any prescriptions their student may be taking that could have caused the positive result. The parent/guardian will be responsible for contacting ARCpoint Drug Testing to arrange for this service.