

## **COLLECTION SITE AUDITING TIPS AND COLLECTOR QUESTIONNAIRE**

**Monitoring Instructions:** If this is an “undercover” audit of your collection site, go through a routine collection and then ask yourself the following questions:

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Did the collector ask for and actually *LOOK* at your photo ID?

Did the collector explain the instructions on the back of the Custody and Control Form?

Were you asked to remove all unnecessary clothing (jacket, hat, etc.)?

Did the collector ask you to remove all items from your pockets and show them to him/her?

Did they check to see that your pockets were actually *empty*?

Did the collector ask you to wash your hands (before urinating)?

Did the collector actually *WATCH* you wash your hands?

Did the collector un-wrap the collection cup and specimen bottles in your view?

Did the collector instruct you to fill the cup to 45 ml (or indicate a line to fill to)?

Did the collector instruct you *NOT* to flush the toilet?

### **In the stall:**

Were you able to turn on any faucets without detection by the collector?

Was the water in the toilet bowl blue?

Were you able to lift the toilet tank lid? (Remove/replace tape or other blockade?)

If you were able to lift the tank lid, was the water in the tank blue?

Were there any cleaning products, air fresheners or hand soap in the stall?

Were there places that could conceal an adulterant or substitute (such as trash can, paper towel roll, accessible ceiling tiles, etc?)

**Paperwork:**

Did the collector ask you to fill in the Donor Information of the CCF?

Did the collector ask you to initial the specimen seals once they were applied to the specimen vials? Or were you asked to initial the seals while they were still affixed to the form?

Did the collector ask you to DATE the seals as well as initial them?

Did the collector seal the specimens in the transport bag and then provide you with the Employee Copy of the CCF?

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***If you are conducting an interview with the collector, ask the following questions:***

**What would you do if I had given you a specimen that was out of temperature range?**

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(Correct response: Process the specimen that is out of temp. range and require a second collection under direct observation).

**Describe to me what “Direct Observation” means:**

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(Correct response should be: An observer of the same gender will ask you to raise your upper body clothing to your chest and then lower your lower body clothing and undergarments to mid thigh. You will then be asked to turn around. The observer (which may also be the collector, if the same gender) will physically watch your urine leave your body and enter the collection cup).

**What would happen if I did not agree to be observed?**

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(Correct response should be: This is considered to be a refusal to test. As the collector, I would notify your employer immediately that you have failed to cooperate with the collection process. A refusal to test constitutes the same action as a positive test result).

**What are the procedures you would follow if I were unable to produce the minimum amount of urine specimen for my first attempt?**

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(Correct response should be: You will be asked to sit in a supervised waiting area and you will be given up to 40 ounces of fluid to drink, evenly distributed over a period of no more than 3 hours. --- *Note: Check to see that there is a means of monitoring and measuring the water/fluid and that satisfactory supervision is provided*)

**Do you have on hand, a copy of 49 CFR Part 40, as amended and a copy of the US DOT Urine Specimen Collection Guidelines?**

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Answer should be Yes, if not please refer collector to the Office of Drug and Alcohol Policy and Compliance website to print copies: <http://www.dot.gov/ost/dapc>