

## VA DRUG-FREE WORKPLACE PROGRAM

- 1. REASON FOR ISSUE:** This handbook provides departmental procedures for our Drug-Free Workplace Program, and collection of urine specimens for drug testing, transportation of specimens to the testing laboratory, and submission of blind samples for the purpose of quality control.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains policy on the VA Drug-Free Workplace Program. These changes to Appendix B of Part II of this handbook give employees the right to provide a substitute identifier instead of their social security number for urine collection under the Drug Free Workplace Program. The changes will be incorporated into the electronic version of VA Handbook 5383 that is maintained on the [Office of Human Resources Management Web site](#).
- 3. RESPONSIBLE OFFICE:** The Employee Relations and Performance Management Service (051), Office of the Deputy Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5383, VA Drug-Free Workplace Program.
- 5. RESCISSIONS:** VA Handbook 5383.1, VA Drug-Free Workplace Program and VA Handbook 5383.2, Urine Drug Testing: Collection and Transportation of Urine Specimens.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS**

/s/  
Robert T. Howard  
Assistant Secretary for the  
Office of Information and Technology

/s/  
Paul J. Hutter  
Executive in Charge of the Office of  
Human Resources and Administration

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**PART II  
APPENDIX B**

- c. Enter the donor's social security number [or an alternative to include e.g., employees last name and the employees last four of his or her social security number if the employee refuses to provide his or her Social Security Number].
  - d. Place an "X" in the appropriate box (e.g., "Pre-employment, Random, etc.").
  - e. Place an "X" next to "THC, Cocaine, PCP, Opiates, and Amphetamines."
8. The chain of custody forms are sequentially numbered. They must be used in numerical order and be strictly accounted for.
  9. The donor shall be instructed to wash and dry hands prior to urination. After washing hands, the donor shall remain in the presence of the collector and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or any other materials which could be used to adulterate the specimen.
  10. The pre-sealed urine specimen Bottle A shall be given to the donor by the collector. The donor and the collector will inspect the specimen bottle in the presence of each other. If the collector notices that tampering or alteration of the sealed bottle has occurred, a new collection kit will be obtained.
  11. Unless the collector is instructed otherwise, or as specified in paragraph 22, when there is a reason to believe the donor may alter or substitute the specimen to be provided, the donor may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The Chief, Pathology and Laboratory Medicine Service, shall review and concur in advance with any decision by a collector to obtain a specimen under the direct observation of a same gender individual based on a reason to believe that the donor may alter or substitute the specimen provided. The reason for collection under observation will be noted in Step 5 of the chain of custody form under the section for remarks. The remarks must be initialed by the Chief, Pathology and Laboratory Medicine Service, indicating concurrence.
  12. The seal under the cap of the specimen Bottle A will be removed by male donors who will be asked to urinate directly into the specimen bottle. Females will be given the wide mouth container for specimen collection. A specimen of at least 45 mL (approximately 2/3 of full specimen container) will be provided by both the male and female donor. The donor will be instructed not to flush the toilet.
  13. The collector will remain at the collection site but outside of the stall (or partition) until the urine specimen is collected by the donor and the specimen container is handed to the collector. The donor will hand the specimen container to the collector immediately after voiding.
  14. After the collector has possession of the specimen, the donor will be instructed to flush the toilet and to participate with the collector in completing the chain of custody form. Both the individual being tested and the collector shall keep the specimen in view at all times prior to its being sealed and labeled.
  15. The collector shall determine that at least 45 mL of urine is obtained from the donor. If at least 45 mL is collected, skip paragraphs 16 and 17, and proceed with paragraph 18 [ ].
  16. If the volume collected is less than 30 mL, the action taken will depend on the temperature of the specimen.