

Chapter XV: The Illegal Substance Collection Unit (ISCU)

A. Introduction and Purpose

The Illegal Substance Collection Unit (ISCU) is a major component of the Agency's continuing efforts aimed at early detection of offenders who are using illegal substances. The quality performance of ISCU is essential to CSOSA actualizing its goal of increased public safety through a reduction in recidivism.

The Illegal Substance Collection Unit is mandated to:

1. Ensure that Drug Testing Technicians operate consistently with established drug testing protocols.
2. Maintain strict adherence to the Agency's Chain of Custody Policy in the collection of samples.
3. Maintain strict adherence to the Agency's Confidentiality Policy in the distribution of collection results.
4. Transmit offender data efficiently for effective community supervision case management pursuits.
5. Maintain monthly collection, inquiry and drug test results for subsequent data analysis and evaluation purposes.
6. Testify (as required) at violation hearings on the Agency's quality control procedures.

The mission of the Illegal Substance Collection Unit is to assist in the improvement of public safety by ensuring integrity in the initial and on-going phases of the drug testing process and by supporting case management efforts throughout the offender's supervision term. ISCU accomplishes this task by conducting all spot-tests and placement tests in accordance with CSS Drug Testing Policy. For example, after collecting the initial probation, parole or pre-sentence investigation drug test, ISCU places the offender into Schedule I or twice weekly testing for 16 consecutive negative tests, or into Schedule II (or 12 consecutive weekly tests) or Schedule III (monthly testing throughout the duration of the supervision term or as specified in accordance with the specific case management plan designed by the Community Supervision Officer.

1. CSOSA Critical Success Factors:

The Illegal Substance Collection Unit delivers services that support the achievement of the Agency's critical success factor targets in the following ways:

- CSF # 1: Improved Risk/Needs Assessment Techniques**
The ISCU initial urinalysis test establishes a placement schedule and helps determine: 1) offender classification (risk and needs) requirements and 2) the appropriate level of case management services.
- CSF # 2: Close Supervision**
The ISCU initial parole or probation test (taken at the intake point) is utilized by the Community Supervision Officer (CSO) as a method of gauging the offender's involvement in the use of illegal substances;
- CSF # 3: Support Services and Treatment**
The ISCU ongoing surveillance testing provides information to support the types of services and treatment needed by the offender and ensure his/her compliance with the CSS drug testing policy.
- CSF # 4: Timely and Accurate Information**
The ISCU accurate sample collection and timely data management assists in guiding the Agency's decisions involving partner relationships that affect public safety, recidivism, relapse and the cycle of addiction from initiation to full recovery through treatment.

B. Monitoring and Data Collection Systems

1. Pretrial Real Time Information System Manager (PRISM)

PRISM is the CSOSA automated database that contains records of all persons who are tested for the use of illegal substances, including alcohol. PRISM is designed to assist in monitoring the use of prescription drugs and the offender's addictive behaviors and serves as a collection and testing documentation system that also supports: monitoring, sanctioning, accountability, deterrence and public safety. In addition, PRISM contains records of all persons who test or have tested positively for the use of illegal substances, including alcohol, at the point of arrest/lock-up, treatment placement or participation in scheduled drug testing. PRISM also contains: drug testing results, placements, spot-tests and scheduled lock-up test results, comment logs for case supervision, resumed drug testing, placement into various testing levels, cross-reactivity results with prescription medication information and transfer of drug testing information to other sites. Further, PRISM also documents oral fluid sample results, treatment referral data and performance information, as well as compliance data on Drug Court participants.

Authorized Agency employees referred to as Drug Testing Clerks (DTC's) and Drug Testing Technicians (DTT) use individual four digit bar codes to establish the chain of custody records when checking offenders into the computer system,

collecting urine samples, placing or removing the samples from temporary storage and submitting the samples to the laboratory for testing.

CSOSA staff has direct and timely access to PRISM for drug test results and compliance information for supervised offenders who are listed in the PRISM interface with and uploaded to the SMART database system for case management purposes.

2. Chain of Custody

The chain of custody is the complete recordation of collection and drug testing procedures for offenders' urine samples and oral fluid samples. The chain of custody indicates the name/initials of the initial point of contact, and the collector, the date and time the sample was collected, the time the sample was placed and removed from temporary storage, and by whom, the time the sample was delivered to the laboratory, the time and person who received the sample, the time the sample was added to the lab machine, first and second test results if positive, and the time the sample was released by lab personnel for entry into the PRISM database.

CSOSA conducts drug testing on all offenders to identify substance abusers and provide treatment interventions. Drug testing may be scheduled, random or based upon reasonable suspicion of illicit drug use. Drug testing is necessary to monitor offender compliance with the conditions of parole, probation, and supervised release and to ensure the successful rehabilitation of offenders. A competent and rigorous chain-of-custody procedure furthers this objective by ensuring the accuracy of drug test results while protecting the credibility and integrity of the Agency.

a. Authority and Conditions for Drug Testing

The following individuals are authorized to require urine collection under departmental control:

- i. Judges/Commissioners;
- ii. Program Administrators;
- iii. Unit managers or designees;
- iv. Laboratory Director or designees;
- v. Community Supervision Officers; and
- vi. U.S. Parole Commission.

Individuals authorized to order a drug test on reasonable suspicion might do so under the following conditions:

- i. Absenteeism from work or scheduled appointments with supervisory officials;
- ii. Missed appointments with drug/alcohol counselors;

- iii. Combativeness;
- iv. Evasiveness;
- v. Behavior that is unusual, bizarre or out of character;
- vi. Alcoholic odor;
- vii. Physical symptoms of drug abuse (e.g., hypodermic injection marks, signs of withdrawal, etc.);
- viii. Possession of suspected illicit drugs or drug paraphernalia;
- ix. Difficulty staying awake or sleeping;
- x. Difficulty comprehending instructions;
- xi. Poor hand-eye coordination; and
- xii. Any other indicators that may lead to reasonable suspicion.

Staff are to use caution in interpreting these indicators. Other factors, such as physical ailments, medical conditions, stress, fatigue or legitimate use of prescription drugs may be involved and can therefore be misinterpreted. Such factors must be documented, maintained and visible to authorized personnel.

b. Drug Testing Operations Manager (DTOM)

The CSOSA Drug Testing Coordinator directs and monitors all necessary duties related to collection, labeling, control, and documentation and transportation procedures for offender drug testing. This individual shall be thoroughly trained in the labeling, collection, storage and control of urine samples. In addition, the DTOM shall act as a liaison to the Agency's inspection team. The inspection team will be composed of the Pretrial Services Drug Laboratory Director and Deputy Director along with one rotating supervisor from the field collection sites. The inspection team's mandate is to ensure the maintenance of professional standards within the central laboratory and field collection sites.

Specific responsibilities of the Drug Testing Coordinator include:

- i. Directing and monitoring the collection of urine and oral fluid samples of offenders;
- ii. Coordinating the transfer of collected samples to a centralized toxicology laboratory;
- iii. Adhering to documented filing guidelines and information storage timelines;
- iv. Training staff in collection techniques and the monitoring of samples (including all clerks and technicians);

- v. Maintaining appropriate documentation of completed drug testing;
- vi. Ensuring that sufficient supplies are available for the safe and uniform collection of samples; and
- vii. Acting as liaison to the Agency inspection team to ensure that quality assurance standards are met.

For greater detail regarding testing methodology and specimen collection and handling, see the Forensic Toxicology Drug Testing Laboratory (TDTL) Laboratory Manual.

c. Urine Screening

Urine testing is conducted at the Pretrial Services Agency Forensic Toxicology Drug Testing Laboratory, located in 300 Indiana Avenue, NW, Suite 6150. In-house testing (Pretrial Laboratory) is conducted on the Olympus clinical analyzers using EMIT II technology. Creatinine testing is conducted using Dade-Behring re-agents. All procedures are contained in the Laboratory Manual and must be adhered to at all times. All testing is controlled through the automated PRISM system. Testing performed at the reference laboratory is conducted by using Roche Online re-agents. Both laboratories are required to follow vendor protocols. Any modification in protocol must undergo strict validation and verification protocols as established by the Clinical Laboratory Improvement Act (CLIA). The Laboratory Director must approve any modifications. A trained scientist performs all laboratory tests. Training includes vendor training as well as in-house training and certification. Training certification is documented by use of the Employee Certification and Training Summary Report.

d. Number of Drugs Screened

Offender specimens will be routinely tested and analyzed for various substances including: Cocaine metabolites, Methadone, Opiates, PCP, Cannabinoids and alcohol. Additional assays for LSD, Benzodiazepines, Propoxyphene, and Barbiturates are available upon request. The latter must be arranged with the Laboratory Director.

The cutoff levels for the aforementioned drugs of abuse are based on values established by the National Institute for Drug Abuse (NIDA) and Department of Defense (DOD) guidelines. The cutoff values are as follows:

- i. Amphetamines 1000 ng/ml;
- ii. Barbiturates 200 ng/ml;
- iii. Benzodiazepines 200 ng/ml;

- iv. Cannabinoids 50 ng/ml;
- v. Cocaine metabolite 150 ng/ml;
- vi. Methadone 300 ng/ml;
- vii. Opiates 300 ng/ml;
- viii. PCP 25 ng/ml;
- ix. Propoxyphene 300 ng/ml;
- x. Alcohol .02 or 20 mg/ml; and
- xi. LSD 0.5 ng/ml.

e. Confirmation of Positive Test Results

Confirmation of positive drug results is performed at American Medical Laboratories in Chantilly, Virginia or at the GC/MS laboratory of the Pretrial Services Agency. Confirmation is only performed if challenged by the offender. A request for GC/MS must be made through the offender's attorney. In addition, judges may also authorize confirmation testing. Department heads, section chiefs, caseworkers and treatment counselors may request GC/MS confirmation after consultation with the Laboratory Director. All GC/MS results must be reviewed and certified by the Laboratory Director or the Director's designee. An interpretative report is entered into the offender's record. The Director or Laboratory Scientist must explain any special issues or discrepancies in the report. The GC/MS cost is currently assigned as part of the routine operational budget.

f. Sample Rejection

Samples rejected for any reason must be properly recorded in PRISM. This ensures complete sample integrity and record keeping which is essential for the protection of the offender and the Agency. The collection staff or the laboratory staff may reject a sample if observed or suspected adulteration has occurred. However, all rejected samples must have annotations made to the record explaining the events that led to their rejection. If the offender is actually observed adulterating a sample, this is grounds for immediate rejection as a bogus sample. Written incident reports are to be submitted to the Community Supervision Officer, the SCSO, the DTOM and Branch Chief stating the alleged violation. Incident reports are to be shared throughout ISCU for purpose of training and to inform the lab and the administration of the Agency's consistent efforts to report violators attempting to circumvent the collection process.

A sample that is very cold to the touch can also be grounds for rejection. Staff measures the temperature with a digital thermometer. When using the digital thermometer, the normal range for urine is 32.2°C to 37.8°C 4 (90.0°F to 100.0°F). Be aware that the temperature of a cup (room temperature) can decrease the urine temperature. This must be taken into

consideration when a small volume of urine is submitted (less than 30 mls). If in doubt, check with the laboratory supervisor.

The laboratory staff may, as backup, measure the pH specific gravity on samples rejected as bogus. The pH should be between 5 and 8 and the specific gravity between 1.000 to 1.030. If creatinine is measured, the values must be greater than 20 mg/dl.

An explanation of why a sample was rejected must be entered into the Final Sample Disposition Program in PRISM. This program contains codes that can be used to characterize the event. If these codes are not adequate, there is a provision for typing a more detailed message explanation of the sample rejection.

Staff will review the chain-of-custody to make sure the correct chain of events is listed. Staff will also check the offender's record to ensure that a detailed description has been entered into that file. The sample can be saved if needed for further testing or scrutiny. Some examples of why sample rejections may occur are:

- i. Samples in which the chain-of-custody has been broken;
- ii. Samples in which the security seal is absent or broken;
and
- iii. Samples that were collected using incorrect identification information.

g. Prescription Medication/Other Causes for Positive Results

Offenders are required to provide information regarding the use of legitimate medications to their Community Supervision Officers and to ISCU. This information is entered into the PRISM Comment Section Log by the drug testing personnel. Supporting data must include medical records, a valid doctor's prescription, medicine containers with verifiable information and valid dating (expiration date) or documentation of medical procedures involving specific drug agents. Agency personnel must send medications to the Forensic Toxicology Drug Testing Laboratory to determine possible cross reactivity. The FTDL response will be posted in PRISM. A comment indicating the name of the drug and what assay it cross-reacts with must be entered into the offender's case history.

If a drug or group of drugs prescribed for an offender is known to cross-react, then the following examples may be used as guidance to explain any positive results:

- i. The offender provided proof of a valid prescription for the medication Floxin that will produce a false positive result for opiates.
- ii. The offender provided proof of a valid prescription for the medication Tylenol #3 which will cause a positive for opiates.

Information returned from the PDTL will enable staff to ascertain the difference between a false positive caused by legitimate medication from a true positive.

For more information regarding testing methodology and specimen collection procedures see the FTDL and ISCU Procedure Manuals.

h. Urine Collection

Specimen collection will be handled consistent with the specimen collection, chain-of-custody, storage and testing procedures as outlined in the ISCU Laboratory Manual. The following procedures are to be adhered to in the collection of urine specimens:

- i. A person of the same gender as the offender shall do urine specimen collection.
- ii. The collection area is to remain secure at all times. No offender will be allowed to enter the collection area unless escorted by drug testing personnel.
- iii. Prior to submitting a specimen, the offender shall have his/her hands inspected and/or washed and dried in the presence of drug testing personnel. This ensures that the offender's hands are void of any adulterants.
- iv. All samples are collected in the designated lavatories that provide a secure and private area for purposes of this process. The PRISM records all pertinent chain-of-custody information relating to the sample. This includes offender check-in time, collection time, transfer to storage and transfer to laboratory.
- v. The time and the person conducting the event must also be documented with each entry.
- vi. The collection staff is to ensure that lavatories are clean and functioning properly at all times. Any non-functioning equipment or unsanitary conditions must be reported to the unit supervisor immediately.
- vii. Staff is to ensure that no possible adulterants or contaminants are present in the collection area. These items include bleach and ammonia products, soap and disinfectants. In addition, the water in all toilets and urinals

should contain blue dye as a means of deterring/detecting sample adulteration.

i. Regular Surveillance Samples

Samples to be submitted to the laboratory are first scanned with the barcode wand at the drug unit computer immediately after the sample has been collected from the offender.

Next, the offender must secure the sample by placing a lid onto the cup and the bar code label, which displays his/her name on the sample. The offender must then secure a specimen security strip over the top of the sample. Scanning the employee barcode and event code accomplishes this purpose. The sample cup will then be scanned using scanners in order to receive the collection event. The specimen number and name of the offender should appear on the collection screen.

If the scanner cannot read the number, it will be typed in manually. Staff will make sure the entry is correct and has been accepted.

Staff then will transport the sample to the laboratory and log in the sample by scanning the cup with the laboratory's light pen after scanning (the staff person's) name and event code. All samples submitted in the field at three other locations are picked-up and scanned from the ISCU Collection site by a trained contracted employee.

A laboratory staff member must then inspect the sample and, if acceptable, log it into the chain-of-custody program. **Staff must not leave the specimen unattended and wait for a lab staff member to accept the specimen.** Once in the laboratory, the sample is to be given to the tester for that shift. The tester shall enter the specimen onto the load list for analysis. This process will also continue the chain-of-custody.

j. Inability or Refusal to Produce a Specimen

Offenders will be allowed more than one attempt to provide a urine sample. Submission can occur at any time during the normal operation hours of the collection facility. Each attempt is logged in the chain-of-custody chronology. Failure to submit is also documented in the chain-of-custody. The failure to submit will be considered a violation and the appropriate parties will be informed. Attempts to adulterate samples are considered a violation and will be reported to the unit supervisor. Staff will enter chain-of-custody statements to identify the event as well as an explanation in the final disposition log.

If an individual is able to submit urine but cannot provide the minimum required volume of 30 mls, then the last attempted submission can be accepted. An offender must not be allowed to drink more than 16 ounces

of liquid within a two hour period prior to testing. Colorless samples will be checked for creatinine. Values less than 20 mg/dl indicate water loading.

A comment regarding that fact shall be entered into the offender's record. Some offenders may have legitimate medical reasons for colorless urine or the inability to urinate. Valid medical documentation as related to these reasons must be provided and entered as part of the offender's test record.

k. Urine Storage and Transfer

All samples sent to the referenced GC/MS laboratory are to be split whenever possible. One portion is to be kept in the Pretrial Laboratory and the other sent to the reference laboratory. The split sample will be maintained in a -20°F freezer for prolonged storage. Samples obtained at remote collection sites are placed in a secured refrigerator maintained at 2°C to 8°C until they can be transported to the analytical laboratory.

All oral fluid samples are collected and picked up by courier and sent to the testing laboratory. All oral fluid drug test results are submitted electronically to the FTDTL and posted into PRISM by the Director of Research.

The chain-of-custody must reflect the date, time and person(s) placing the sample in storage, removing it from storage, placing it in the transport box and delivering it to the laboratory. Multiple samples may be placed in the transport box with a form indicating the number of samples present and the securing tab identification number. Once delivered to the testing laboratory, a laboratory technician will take possession of the samples after verifying that the security tab is intact and the sample count is validated.

Each laboratory technician will have a designated area to place his/her tested samples. When testing, staff will mark the top of all positive sample cups with an "X." After completing the shift, staff will place the tray of specimen in the designated area for storage. Negative samples may be discarded no sooner than two days after testing. Staff will make sure that all tests assigned to that specimen have been performed. Positive samples should be held for approximately 10 days before being discarded.

Each laboratory technician is responsible for discarding samples from his/her shift; standardized procedures for disposal of bio-hazardous material must be followed at all times. Prior to discarding the samples, laboratory technicians will review the drug test status report to ensure completeness of the analysis.

The laboratory supervisor may then give authority to properly discard the samples. Laboratory technicians will scan each sample's barcode and enter the code "waste disposal." This step will update the chain-of-custody record. Positive samples are to be kept in a -20°C freezer for at least 30 days. They may be kept longer if space and safety permit. The reference laboratory keeps samples that undergo GC/MS confirmation for 13 months. Samples confirmed in-house are to be kept for six months.

Staff will obtain authority to discard these samples from the laboratory supervisor. Drug Court positive samples may be discarded the week after the hearing has taken place, providing no request for re-analysis or independent testing has been made. Attempts to hold samples for at least one week will be made whenever possible.

Drug Court staff must inform the laboratory immediately of any request for re-analysis or GC/MS testing. GC/MS analysis is performed at the American Medical Laboratory in Virginia. When sending out samples for additional testing, staff will make sure the chain-of-custody forms are properly completed.

Statutory Authority: Sections 11232(b) (1) & (2), of the National Capital Revitalization and Self-Government Act of 1997 ("Revitalization Act"), Pub. Law 105-33, 111 Stat. 712, D.C. Code §§ 24-1232 (b), 1233 (2) (1996 Repl., 1999 Supp.) (Trustee's authority); D.C. Code §§ 16-710, 24-104 (authority over probationers); D.C. Code §§ 24-201.2 (a) (3) (Parole Board's authority over parolees); Section 11231 (a) of the Revitalization Act, D.C. Code §§ 24-1231 (a) (U.S. Parole Commission's authority over parolees); Section 11231 (a) (3) of the Revitalization Act (Superior Court's authority over misdemeanants).

Procedural References: D.C. Pretrial Services Agency Laboratory Manual; CSOSA Drug Testing Protocol Procedures; National Institute for Drug Abuse (NIDA) and Department of Defense (DOD) list of cutoff values for drug abuse.

i. PRISM Sample Collection Codes

The following collection events may be scanned or posted manually through specific codes into PRISM:

- a. CU- Sample collected;
- b. UU- Unable to submit;
- c. XT-Attempt to submit a bogus sample;
- d. XQ-Quantity Insufficient for Testing;

- e. Sample Rejected due to contamination; or
- f. Rejected for other reasons.

ii. PRISM User Code and Password

Drug testing staff and CSO's are assigned private PRISM accounts that contain user names and passwords.

Drug testing staff have full access and functionality to post and log business records in PRISM for each spot-test, placement, resumed or suspended from drug testing or scheduled drug testing. CSOs have a read only version of PRISM, limited functionality to the ability to print sanction callbacks and drug status reports for the judiciary, USPS, CSOs, prosecutors and other approved purposes.

Employee personal codes are not transferable and may not be shared. Drug testing staff are fully responsible for all entries made using his/her personal identification number. Misuse or inappropriate use of one's personal identification number may compromise the integrity of the collection process. It is a violation of Agency policy to use another staff member's personal identification number.

C. Operational Procedures

1. Offender Photo Imagery

Key aspects of effective community corrections supervision include the verification of offender identification and ensuring the compliance of all mandates throughout the required supervision term. An essential component of such efforts in the District of Columbia is photo imagery.

2. Offender Identification

- a. Offenders, upon release by the sentencing/releasing authorities, are ordered to report to the Community Supervision Services Offender Processing Unit. Upon completion of the intake process, the offender is referred to the ISCU station.
- b. The offender will sign in at the ISCU station.
- c. The offender will be identified through a current client photo on file in PRISM or SMART, personal photo identification such as a driver's license or a non-driver's identification card, employee work identification, passport, by the Community Supervision Officer or by a battery of questions.
- d. The offender's answers to a battery of questions will be matched for

identification establishment in WALES/NCIC, JACCS, SMART and/or CIS information. If the offender does not have picture identification or, if a picture cannot be located via PRISM, an initial photo will be taken. The offender photo is also used to identify the person being escorted to the bathroom by the drug testing staff.

- e. There are two levels of identification used in order to take a photograph.

- i. **LEVEL ONE VERIFICATION:**

If the offender shows a current driver's license, non-driver, employee, Federal, state or local identification, passport or is identified in person by the CSO, attorney or prosecutor, then it is logged on the supervision log of PRISM as a "Level One" verification. It is captured in the client photo database as "Level One" verification as well.

If an offender photo is not currently available in the system, after cross-referencing the demographic information from the drug referral sheets (name, date of birth, alias, social security number, PDID number) and the SMART "C" number to the photo identification demographic information (name, date of birth, social security number, expiration date), the offender photo is taken. From PRISM, the offender photos may be copied into the Supervision and Management Automated Record Tracking (SMART) system or taken directly in SMART.

- ii. **LEVEL TWO VERIFICATION:** If the offender does not have proper identification, a battery of questions and verification of the information from WALES/NCIC, may be established to confirm the identity. The CSO may be called by telephone or requested to report in person to identify the offender for placement or a spot-test. Upon satisfaction that the offender has answered the questions that match the information in the computer system, the offender is logged into PRISM and the offender photo is entered as a Level Two verification. All Level Two verifications must be upgraded to Level One verifications. The DTT may ask the offender for his/her current address, name of person(s) living with, telephone number, date of birth, social

security number, etc. The offender identification must be brought-up to Level One verification.

The DTT must establish a photo image history by verifying the offender's true identity and entering the appropriate data into the Client Photo Verification module that is located on the Navigation Menu in PRISM. Once the biographical information is entered, PRISM will print a label and appointment slip for the offender. The DTT must proceed to the Photo Imagery Camera before collecting the sample in order to take the offender's photograph, capturing an image of the offender's upper torso. Once the photo is taken, PRISM maintains a history file of the offender's photograph and identifying information for future offender verification prior to sample collection.

When an offender's picture cannot be taken or viewed through SMART or JACCS because of a system failure and the offender does not have photo identification, or the information from the battery of questions does not match, no sample will be taken. The offender is instructed to contact the CSO and the information is maintained on a manual log sheet. When the system becomes available, the information is then posted in PRISM.

The CSO may also accompany the offender back to the ISCU and identify the offender in person as Level One Verification and then the sample may be taken.

3. Placement/Scheduling

Once the offender's photograph has been taken, the offender is then processed in accordance with the information on the referral sheet from the CSO. The offender is placed in twice weekly testing, bi-weekly, weekly, monthly, resumed and random tests are taken as appropriate. The offender is checked into the PRISM computer system and a standardized placement wording is indicated in the supervision log. The offender is credited for checking-in. The DTT logs the Court case, the release order, the program and the activities of scheduled drug testing into PRISM.

4. Appointment Slip

All offenders placed and scheduled into drug testing receive a signed appointment slip to return on the next designated test date. The offender signs the appointment slip and the technician initials the slip as a witness that the offender knows his/her return date. The signed appointment slip may be used as proof that the offender knew but willfully failed to appear for drug testing. The offender receives a new appointment slip each time s/he reports for testing. All appointment slips are maintained as business records for up to three months or more.

5. Court Dates

Offenders will be asked to verify the next scheduled Court date by the technician. Once acknowledged, the response is posted in PRISM.

6. Bench Warrants

Staff is also required to acknowledge any outstanding bench warrants in PRISM. Offenders are directed to contact their CSO or Pre-Trial for resolution.

7. Team Assignments

CSS teams are assigned to specific collection units based on the team's geographical location and proximity to a site. All Intake and Diagnostic Teams refer offenders to 300 Indiana Avenue, N.W. ISCU for their initial probation, parole and initial pre-sentence spot tests. Offenders must report on their specific test dates from the Offender Processing Unit for diagnostic services. Before a request is made for a Diagnostic screen test, the CSO must verify that the offender has not submitted a sample within five business days. If the offender has not submitted a sample in five business days, the offender is instructed to report to 300 Indiana Avenue, N.W. for an "Initial Pre-Sentence spot test".

The diagnostic staff will include the test result information in the recommendation section of the Pre-Sentence report. Each ISCU location may have six or seven teams assigned to that location. Offenders cannot switch sample collection sites unless approved by the Branch Chief of ISCU.

D. Sample Collection

1. Standard PRISM Collections

Upon arriving at the specific ISCU site for drug testing, the offender is identified and checked into the PRISM system. A bar coded label with the name of the offender, the PDID number and the date is printed from PRISM and placed into a sample cup for pickup by the person escorting the offender to the bathroom.

The drug testing personnel re-identifies the offender through the offender photo system and calls out the full name on the label before escorting him/her to the bathroom. A minimum of 30 ccs of urine is collected from each offender.

a. Direct Observation

Drug testing personnel must accompany the offender inside the bathroom and observe the specimen being submitted. All females must "start and stop" the flow of urine in order to obtain a clean catch. Blue toilet bowl dye should be placed in the toilet to prevent scooping of water. DTTs observe for attempts to submit bogus samples, and if so, they must

complete incident reports. Incident reports are also completed for all offenders voiding samples through non-ordinary means such as via use of a colostomy bag.

Drug testing personnel are trained to observe for adulterants, use of prosthetic devices, Visine vials, tubes and the use of other illegal methods of submission. The offender must identify his/her label and name before placing it on the side of the cup with the specimen. This check and balance serves to substantiate that the offender confirms s/he is providing the sample for the purpose of integrity and that s/he is putting his/her label on the cup of the correct sample.

The drug testing personnel must take the sample from the offender, scan it as collected and place the sample in temporary storage in the refrigerator.

After collecting sixty samples, drug testing personnel uses his/her employee code to scan out the samples and deliver them immediately to the Forensic Toxicology Laboratory located on the 6th floor at 300 Indiana Avenue, N.W. Samples are delivered and transported from three other sites at least four times a day to the Forensic Laboratory for testing by a trained and/or private contractor.

b. Offenders Who Cannot Void A Sample

Drinking more than 16 oz of water two hours or less before submitting a sample may be an attempt to dilute the sample by water-loading the content. The offender is given until the close of business to submit a valid sample. After the initial attempt, the offender will have the remainder of the day to void a sample.

i. “Did Not Submit”

If the offender checks in, she or he is processed and has a label printed but does not attempt to submit a sample by the close of business, the final disposition in PRISM is a “DID NOT SUBMIT.” PRISM automatically assigns the final disposition, as “Did Not Submit,” since no available chain of custody record is available showing the offender attempted to submit a sample but was unable. If the offender returns, the drug testing staff uses the initial label.

A manual record of all unused labels by the close of business is maintained on a daily log sheet.

ii. Quantity Insufficient for Testing (QIT)

All drug testing staff are required to obtain 30 ccs (one ounce) of urine from the offender. This specific amount is used to decrease attempts to submit bogus samples and to provide a sufficient amount for the laboratory to re-test all positive samples. Drug testing staff scan the collection event as “REJECTED – QIT” or manually post the code “XQ”. Either event appears in the PRISM drug testing record as ”QUANTITY INSUFFICIENT FOR TESTING (QIT)”. Drug testing staff assigned to check-in offenders must process another label, creating a new chain of custody record for the next event.

iii. Special Services

All samples submitted from a urostomy bag must be documented in an incident report to indicate that drug testing technician is unable to confirm or observe the validity of the sample. The Forensic Laboratory Technician, the CSO and SCSO may also be informed that the sample is cold to touch or less than 32 degrees Celsius. Drug testing staff are trained to observe an offender voiding a sample from a wheel chair while using a catheter. All bathrooms are designed to code and the standards of the Americans with Disabilities Act (ADA).

2. Tampered or Bogus Samples

a. Bogus Sample

A bogus sample occurs when an offender attempts to switch or pass someone else’s sample as their own.

It may be someone else’s urine or a yellow- colored substance that appears to be urine. Drug testing staff will complete an Incident Report standard ISCU letterhead in a memorandum format for all serious offenses such as bribes, attempts to bribe or if serious threats are made to employees. The drug testing staff must submit the completed memorandum to the Branch Chief or to the Drug Testing Operations Manager (DTOM). The drug testing technician completes the violation report Form for all attempts to submit bogus samples or conduct violations. The drug testing staff must investigate SMART for the name of the current CSO and SCSO.

The Branch Chief or the DTOM will review, edit and send the incident report as a Violation Report to the SCSO and CSO within twenty-four hours. A synopsis of the incident is logged into the “Comment” section of PRISM. The drug testing technician scans the bar code collection event sheet as a “REJECTED – BOGUS” or manually posts “XT” for “*attempt*

to submit a bogus sample". The CSO may count the attempt to submit a bogus sample as a behavioral positive.

b. Tampering or Adulteration of Samples

The offender may provide a sample during the collection process; however, the offender may attempt to put a foreign agent or adulterant of some kind into the sample. This is most often done by attempting to flick chemicals or particles from beneath the fingernails into the sample cup. Another method may include urinating over the fingers in attempt to wash bleach into the sample cup. All of the activities are scanned into PRISM by the DTT as "REJECTED-BOGUS".

The DTT must complete an Incident Report and post it into PRISM as soon as possible. The current CSO and SCSO information is identified from SMART and logged into PRISM. The DTOM reviews the Incident Report and sends a Violation Report or memorandum to the ISCU Branch Chief, SCSO or CSO within twenty-four hours.

c. QIT Samples

All samples collected must contain 30 ccs of urine, as measured by the collection bottles. Samples containing less than 30 ccs of urine are marked Quantity Insufficient for Testing (QIT) and are also scanned into PRISM. The DTT must print out another label from DTMS and collect another sample.

E. AOC Collection Unit at Karrick Hall Location

The Re-Entry Sanction Center (RSC) has been established in Karrick Hall on the grounds of what was formerly known as the D.C. General Hospital.

Offenders are drug tested upon their initial intake into the facility and upon their return from scheduled community visits. Designated contracted staff are responsible for transporting the samples from the RSC facility to the Forensic Toxicology site located on the 6th floor at 300 Indiana Avenue, N.W.

All staff collecting samples at Karrick Hall will be trained how to collect samples in accordance with the standards and procedures developed by ISCU. In addition, RSC staff will be trained how to operate PRISM and manage the chain of custody information, which includes: who collected the sample, the date and time the sample was collected and the name of the DTT that picked-up the sample and transported it to the laboratory.

The Branch Chief will assure that training and proper use of equipment is maintained at RSC. The integrity of collection procedures must be strictly adhered to in order to achieve Agency Critical Success Factors and accomplish the mission of ISCU.

Collection staff at RSC will call the designated DTOM to arrange for a pick-up of samples. The following procedures will be adhered to while contracted staff is responsible for picking-up samples from RSC:

1. The contract courier who makes the pick-up will sign for the samples, listing the number of samples received, the offender names and the time of pick-up on the RSC/Delivery Log Form (see Form DS-008, CSS Forms/Template Manual);
2. The private courier will deliver the samples to the Laboratory and the Laboratory staff will initiate a PRISM download. The chain of custody information is also downloaded into PRISM
3. The courier will properly scan the samples to the Laboratory;
4. The DTOM will be responsible for ordering and maintaining all lab supplies and inventory such as cups and labels.

F. Court or Parole Commission's Referrals for Drug Collection and Testing

Referrals for urinalysis collection and testing in child custody cases are to be referred to the Pretrial Services' Juvenile Collections Unit located in the main Superior Court building (202-585-7050). All judicial or Commission requests shall be treated with expediency and documented in the ISCU Inquiry Log.

G. Transporting Samples to the Forensic Laboratory

1. Lab Runs at ISCU Site at 300 Indiana Avenue, N.W.

When ISCU staff at the 300 Indiana Avenue, N.W. site collects thirty samples (or more), the designated drug testing staff assigned to make lab runs will scan his/her initials into the PRISM system. The drug testing staff removes the samples from temporary storage, delivers the samples to the Forensic Laboratory and then scans the samples into the lab database (see exceptions to this procedure by RSC).

All "bogus samples" and "QITS" do not need to be re-scanned but are to be delivered to the laboratory as well. An "X" is recorded on the sample to inform the laboratory that it does not need to be tested. PRISM will reflect the final disposition of these samples and the attempts to submit bogus, quantity insufficient for testing, contaminated samples, etc. The drug testing staff will complete the daily sample collection sheet (located in the collection room) for each run. At the close of business, the drug testing staff making the final lab run will total the specimens collected for the day and forward the information to the drug testing staff assigned to complete the monthly statistics for Daily Runs.

Staff will carry samples to the laboratory using state of the art equipment (crates) designed to hold thirty samples per crate. No unnecessary stops are to be made when delivering the samples to the laboratory. Staff cannot operate the public elevator buttons while wearing their latex gloves due to public health concerns.

2. Transporting Samples From Other Field Sites

There are three ISCU collection sites located throughout the District of Columbia and a private courier may pick-up samples from the followings three offices:

- a. Team 35-B- 3850 South Capitol Street, S.W., Suite 201;
- b. Team 35-C- 1230 Taylor Street, N.W., Suite 112; and
- c. Team 35-D- 25 K Street, N.E., Suite 147.

The private courier transports samples from the field sites make approximately four scheduled runs per day. They complete the Delivery Sheet Form DS-005 (See Forms/Template Manual) that indicates the number of samples being transported and placed into the transport delivery box.

The private courier properly signs and completes the mileage sheet to indicate the appropriate check out time using the government vehicle. Bogus and QIT samples are to be delivered to the laboratory for disposal. Samples are transported from the field in a sealed transport box and delivered in a government vehicle to the Forensic Toxicology Drug Testing Laboratory located at 300 Indiana Avenue, N.W. in Suite 6150.

H. Forensic Toxicology Drug Testing Laboratories

The CSOSA Forensic Toxicology Drug Testing Laboratory is operated by PSA and is composed of two units. The main drug-testing laboratory is located on the 6th floor of the Metropolitan Police Department building and performs analysis of probation and parole drug testing specimens and some PSA drug testing. The second facility is located in the H. Carl Moultrie III Court House building and tests samples collected from the Adult Drug Unit for all adult arrestees, scheduled drug testing, Drug Court offenders and juvenile drug testing.

1. Laboratory Check-In Procedures

Once the private courier delivers the samples to the laboratory at 300 Indiana, N.W. ISCU headquarters, the seal on the transport box is broken in the presence of the Lab Technician and the drug testing staff scans the samples into the DTMS. For delivery of a larger volume of samples, the drug testing staff may transport the samples to the laboratory in a cardboard crate provided by the Pretrial Services Agency (PSA). The crate is equipped for every thirty samples. The drug testing staff or private contractor scans and enters each sample into the chain of custody records as “Removed from Storage and Transported to the Laboratory”.

The drug testing staff or private contractor then indicates each sample was submitted to the laboratory's receiving staff.

The Laboratory Technician scans his/her private employee code indicating s/he received each sample from the drug testing staff or private contractor.

The external chain of custody reflects all participants that processed the offender into PRISM:

- a. Staff that collected the sample;
- b. Staff that placed the sample into temporary storage;
- c. Staff that removed the sample from temporary storage;
- d. Staff that scanned the samples over to the Laboratory.

The internal chain of custody reflects all participants, dates and times a particular sample was delivered and tested by the Laboratory:

- a. Staff that scanned the sample over to the Laboratory;
- b. Technician that scanned to receive the samples once they arrived in the Laboratory;
- c. Technician that performed the EMIT drug test, re-test and then entered the information into PRISM.

Each ISCU site maintains back-up sheets that indicate the total number of samples submitted on each Lab Run. Monthly statistics are generated by the DTOM and forwarded to the Branch Chief.

I. Additional Collection and Testing Procedures

1. Oral Fluid Testing Procedures

There are extenuating circumstances due to health and certain physiological conditions that the offender may be unable to void a urine sample through ordinary means due to renal kidney failure or special dialysis.

The CSO must confirm and provide the medical documentation to the SCSO. Once the SCSO is satisfied with the medical documentation provided by the CSO, a request is made by telephone or email to the Branch Chief (BC) to perform the oral fluid drug test.

The Office of the Branch Chief orders monthly supplies and distributes to each DTOM oral fluid kits, the small plastic bags that must contain the specimen, the larger plastic bags, the mailing bags for pick-up, the chain of custody sheets, the policy and instructions on how to perform the saliva collection and mailing procedures to the testing laboratory. The DTOM properly maintains a computer distribution log for each team and forwards monthly statistics to the Branch Chief and Deputy Associate Director.

- a. The drug testing staff are responsible for collecting, storing and forwarding the oral fluid swab samples to the Lab-One Vendor;
- b. The Director of Research in the Forensic Toxicology Laboratory is responsible for receiving the drug test results from Lab-One and posting the information into PRISM in a timely manner;
- c. The Branch Chief receives all of the quality control reports from the Lab, investigates quality control issues, contacts the CSO or SCSO and monitors the computer drug test results posted by the Director. The test results are to be used for in-house purposes only and not for supervision revocation hearings, unless specially noted. No GCMS confirmation will be performed for oral fluids testing.
- d. The offender receives the oral fluid swab from the drug testing staff who instructs him/her on the protocols of collecting the oral swab in accordance with instructions and the procedure sheet provided by the Branch Chief;
- e. The drug testing staff instructs the offender to place the strip on his or her gums; and
- f. The drug testing staff observes the test in order to assure that the offender has not consumed liquids within ten minutes and that there are no foreign objects or tampering done with the instrument.

Processing the Oral Fluid Testing Offender through PRISM is as follows:

- a. The drug testing staff follows standard PRISM check-in procedures by reviewing the offender's photo and appointment slip;
- b. In the PRISM Drug Testing Module, the drug testing staff selects "oral" from the drop down box instead of "urine". Two labels and an appointment slip are automatically generated by the drug testing staff; and
- c. The offender's photo is reviewed and he/she is escorted to an assigned area where the oral swab test is performed. Drug testing staff is assigned on a monthly basis to perform the test.

2. Oral Fluid Testing Procedures

a. Complete Oral Fluid Chain-of-Custody Form

In addition to the above noted instructions, the CSO must receive approval from the ISCU Branch Chief and then complete the drug referral forms requesting oral fluid testing. ISCU staff will complete the oral fluid chain-of-custody forms by completing the following:

- ❑ other ID-PDID (if not known then the number)

DONOR/OFFENDER AFFIDAVIT BOX

- ❑ fill in offender name on the donor line, have the offender sign on the signature line and add the date test on the date line

COLLECTOR – REASON FOR TEST

- ❑ reason for testing – check random
- ❑ donor I.D. verified – photo I.D.
- ❑ split specimen collected – no

CHAIN OF CUSTODY

- ❑ signature line is for the DTT
- ❑ add the date tested
- ❑ time tested (very important)

SPECIMEN VIAL SEALS “A”

- ❑ date tested
- ❑ offender/donor initials

b. ISCU Specific Collection Procedures

Following are procedures to be followed by drug testing staff when collecting oral fluid samples:

- i. Wear latex gloves.
- ii. Open the Oral Fluid Testing Kits by pulling back the seal.
- iii. Give the vial to the offender. Make sure the offender does not switch vials with another offender.
- iv. Each vial should be properly coded - this identifies the sample.
- v. Pull back the seal allowing space for the offender to remove the dipstick.
- vi. Watch and instruct the offender as s/he firmly places the sponge end of the stick between the teeth and gum.
- vii. Make sure the offender does not place the dipstick between his/her teeth.
- viii. Assure that they do not clamp down their teeth on the sponge.
- ix. Instruct the offender not to suck the sponge or stick.

- x. Advise the offender that they will taste a salty solution that introduces salivation. The stick/sponge must remain between the gum and the teeth for at least 2 minutes. The sponge should look wet. Drug testing staff should be mindful that oral discharges might appear on the sponge and stick.
- xi. The drug testing staff will twist and pull the cap from the vial.
- xii. The drug testing staff is to instruct the offender to place the stick in the vial with the sponge facing downwards in the solution.
- xiii. The drug testing staff will then instruct the offender to break the stick at the perforated mark by leaning it against the wall of the bottle and snapping the stick.
- xiv. The offender shall be instructed to discard the remainder of the stick in the trash.
- xv. The drug testing staff will wear plastic gloves, securely place the lid on the vial, and then place the specimen vial Seal "A" over the top of the bottle.
- xvi. Remove the specimen vial seal from the form along the perforated lines and discard.
- xvii. Separate page one of the form and fold with the bar code facing the clear side of the bag.
- xviii. Place the folded copy of the first page of the form in the large pouch's small shipping bag. The drug testing staff should be able to see the bar code through the bag.
- xix. Place the sealed vial in the smaller pouch.
- xx. Once both items are in the bag, pull the adhesive seal and seal the bag.
- xxi. Scan the oral fluid sample into PRISM as a collected sample and place temporary storage in the refrigerator.

c. Drug Testing Staff Quality Control Check Before Mailing

Before mailing the oral fluid collection sample, the drug testing staff will:

- i. Make sure the offender's name is listed on the form in the Donor Affidavit area on the Donor Name line.
- ii. Make sure the CSO and the Director of Research from the FTDTL are mailed copies of the oral fluid chain of custody sheets.
- iii. Create a weekly log sheet in the oral Fluid Collection manual and record the date, offender's name, PDID or C numbers on the log sheet.

d. ISCU Mailing Procedures for the Oral Fluid Test

On Friday, the DTT assigned at each ISCU site contacts the carrier and requests all samples collected for the week are picked-up. The DTT is to:

- i. Maintain the oral fluid specimen, chain of custody sheets, stored in the appropriate plastic bag in the refrigerator.
- ii. Samples should be kept at refrigerated temperatures between 4-10 degrees.

e. Posting of Results into PRISM

Testing is conducted at testing laboratory. The results will be sent electronically to FTDTL at 300 Indiana Avenue, N.W. The results will be submitted electronically to PRISM by the Forensic Toxicology Drug Testing Laboratory staff.

J. Digital Thermometers

When a collector suspects tampering based on discoloration, a cold sample, or a suspicious observation, the drug testing staff must perform the digital thermometer check. This process identifies whether the sample meets standard or normal body temperature guidelines for a voided urine sample.

The validity of the temperature strips is checked each month by comparison to the Unit's laboratory certified thermometer. On a monthly basis, the DTOM will replace the temperature sheet listed for refrigerator temperature check.

The Director of Research from the Laboratory will conduct spot-check tests and visits to the ISCU site to monitor proper controls of the refrigeration equipment and to determine the validity of the equipment.

K. ISCU Quality Control and Management Reports

1. Case Management of Spot-Test Report

On a case by case basis, each CSO may refer an offender for a surprise unexpected drug test or a spot-test based on a previous missed drug test, a missed monthly drug test, an offender's appearance of being inebriated or under the influence of an illegal substance. The CSO may take into consideration where the offender is in accordance with the CSS Drug Testing Protocol and Administrative Sanctions Policy.

The surprise spot-test may be initiated due to a number of creatinine or water loading test results. The CSO may order the surprise spot-test due to new use or because the offender's levels were declining and are now positive for substance

abuse. The surprise test may be ordered as a precautionary treatment measure because the offender completed detoxification, incarceration or a short stay at a halfway house.

2. Monthly Statistical Reports

a. PRISM System Reports

The following are ISCU procedures for the required quantitative and qualitative reports:

Test result Summary Reports

- i. Individual Test Result Summary Report;
- ii. Daily Management Report;
- iii. Sanction Call Back Report for STAR and SAINT HIDTA.

Management will measure performance and the ISCU response to the Agency's Critical Success Factors relating to this report. The report is a Monthly Statistical Report with complementing inserts from the Forensic Toxicology Drug Testing Laboratory, Substance Abuse Trend Studies and Research.

- i. On a daily basis, each collection site generates a report in PRISM that produces a list of offenders who did not appear for testing. The report also provides a listing of incomplete specimens. If an offender does not show-up for testing two consecutive times, the testing schedule is automatically terminated and suspended in PRISM.

L. Test Schedules

As stated in the Drug Test Protocol and Administrative Sanctions sections of this Manual, all offenders are placed in a schedule for drug testing. See appendix for drug testing schedules.

In order for a CSO to increase or decrease an offender's testing schedule, a Referral for Drug/Alcohol Testing/Treatment Form DS-0001 (see Forms/Template Manual) must be received by ISCU indicating the desired change.

M. ISCU Unit Procedures

The Illegal Substance Collection Unit has daily operational procedures that are maintained by the Supervisory Drug Testing Technician. They consist of the following practices:

1. ISCU Must Be Operational from 7:30 a.m. until 7:00 p.m. (with daily closure from 1:00-2:00 for lunch and administrative purposes). Two shifts are designed for the previously noted period. In addition, due to the anticipated increase in testing volume, the ISCU may coordinate testing times with the various supervision teams.
2. Work Schedules/Assignments are rotated to ensure proper coverage. Work assignments include the following:
 - a. Entering offender information into the PRISM computer for collection;
 - b. Collecting samples;
 - c. Researching and distributing daily test results;
 - d. Providing Violation Notices to the CSO;
 - e. Transporting samples to the laboratory;
 - f. Responding to the CSO, Court and Commission official inquiries;
 - g. Compiling monthly statistical data (CSA and DTT assignments);
 - h. Researching "A" numbers for consolidation with PDID numbers;
 - i. Providing written records of all incidents that occur within the unit;
 - j. Providing historical data to the CSO for inclusion in official reports to the releasing authorities; and
 - k. RSC pick-up and delivery services.
3. When PRISM is down, staff is to notify the ISCU Branch Chief and email the PSA Help Desk.
 - a. The supervisor will verify that PRISM is not functioning by checking the PRISM system;
 - b. The DTOM or designee will call the PSA Help Desk and, if necessary, CSOSA's Help Desk;
 - c. If the DTOM or designee is unable to reach someone by telephone, the DTOM or designee is to send an e-mail message to the appropriate Help Desk for resolution;
 - d. The respective Help Desk will create an IT Help Desk ticket and notify the appropriate IT staff for resolution of the problem;
 - e. The ISCU Branch Chief will then notify CSS staff through an email notice listing the estimated down time;
 - f. The IBC or DTOM will remind the DTT to encourage offenders to wait at least 30 minutes before the staff will initiate a sign-in roster and release offenders;
 - g. The IBC will send a second email notice to CSS staff when PRISM is again functional;
 - h. The IBC will ensure that copies of all sign-in logs are sent to the Branch Chiefs on the same or next work/business day; and
 - i. The IBC will include in the Monthly Statistical Report a summary of all PRISM system failures, the date collections were affected and the number of offenders released from collections.
4. Incident Report: Emergencies and Risk Management

When there is an office disturbance or disorderly conduct demonstrated by offenders or a potential threat to public/staff safety, employees must adhere to the following procedures:

- a. Drug testing staff must alert the Security Guard by pressing the panic button, calling security by telephone or by sending another staff person to notify security of the problem;
- b. Drug testing staff must notify the DTOM or the next person in the chain of command by telephone or by email;
- c. Drug testing staff must notify the Branch Chief or the designated building manager.
- d. Drug testing staff must cooperate by following the instructions of the Security Guard and the DTOM;
- e. Drug testing staff must submit an Incident Report within 24 hours of the incident to the CSO, SCSO, DTOM and IBC;
- f. The drug testing staff will notify his/her Branch Chief of the office incident;
- g. Drug testing staff must cooperate by providing any additional information needed by upper management;
- h. The DTOM must investigate the matter, obtain a copy of the Security Guard's Incident Report and submit a report to the Branch Chief within an hour of the notification. The report must include actions to be taken and recommendations.
If ISCU staff could have avoided the incident or in any way contributed to the problem, appropriate personnel actions must be initiated; and
- i. The Branch Chief must notify the Deputy Associate Director (within 24-hours of notice) of any incidents that jeopardize the safety of staff or the credibility of the collection process. The report must include actions taken and recommendations made.

The Monthly Statistical Report will also include a summary Incident Report for the purpose of measuring the need for additional safety precautions.

Note: See Chapter XIV-Staff Safety

5. Health & Safety Issues

Staff will notify the DTOM or the chain of command when there is a health concern that threatens the working environment (i.e., temperature, waste removal, etc.) within 30 minutes of notification. The DTOM must resolve the issue with the Branch Chief or building manager and provide a progress report to the staff and the chain of command.

6. CSOSA Safety Standard Operating Procedure (OSHA Requirements)

All drug treatment staff are required to read and certify having received the Agency policy pertaining to OSHA Workplace Safety Standards.

7. Private Vehicles

Staff members who have obtained permission from their supervisor and proven that they have met the criteria of the CSOSA-Privately Owned Vehicle Policy (see CSOSA Intranet Website) must adhere to the following procedure as it relates to the ISCU:

- a. Drug testing staff must agree not to transport persons other than CSS staff in their vehicles while transporting samples;
- b. Drug testing staff must agree to not make any personal stops while delivering samples; and
- c. Drug testing staff must agree to report any damages, tampering or incidents that jeopardize the quality of the ISCU collection process to the SDTT on the date of an incident or the immediate next business day.

8. Conflicts of Interest or Compromises

Staff must report immediately knowledge of any conflicts of interest or compromise that might affect the integrity of the collection process to the DTOM or the chain of command. Examples of conflicts or compromise include instances where the drug testing staff is personally familiar with an offender or if s/he is offered a bribe or favor to alter the collection process or samples.

The drug testing staff is required to notify the DTOM immediately or the chain of command and ensure that a co-worker conducts the actual collection. Secondly, a Disclosure Form must be completed. In the case of being the only opposite gender staff person for an offender, the DTT must have the offender sign in and note in PRISM the reason for not collecting. An Incident Report must subsequently be completed.

9. WALES/NCIC

The WALES/NCIC information systems are to be used (only) for the purpose of researching PDID numbers and performing Level One and Level Two Verifications. Drug testing staff are reminded that the unauthorized access and dissemination of information from any Agency computer system is subject to disciplinary actions.