

Donor Advice Sheet

Urinalysis Drug Testing and Alcohol Screening



What will happen at the appointment?

You will be asked to remove all outer clothing and to empty your pockets. Your belongings will be kept safe for you while samples are collected.

You will be escorted to a private toilet facility and provided with a urine collection cup. Once you have produced your specimen, you should pass the cup back to the sample collector as quickly as possible.

If required you may also be asked to provide a breath or saliva sample for alcohol screening purposes.

Identification (ID):

You must supply photo identification at your appointment. This may include any one of the following:

- **Passport,**
- **Photographic Driving Licence**
- **Sentinel card**
- **Official Work ID Card (only if Photo ID)**

All photo ID must be current and the original document. Photocopies or pictures are not accepted.

If you are taking part in a Network Rail standard test, then you will also be required to provide your National Insurance number.

If you do not supply the required ID, and do not have an authorised manager to verify your identity, then a non-conformity report will be submitted to the relevant party, usually the person/company ordering and paying for the test. This may result in disciplinary action from your employer.

Medication:

At your appointment, you will be required to provide a list of all medications (both prescribed and proprietary) taken in the last 14 days. This includes the following:

- The name of the medication (Please provide the actual name i.e. Anadin – not headache tablets)
- Any injections, including dental.
- The dose and strength of medication taken and the period over which it was taken.
- The date and approximate time of your last dose.
- Any medications not disclosed at the time of sampling will not be taken into consideration at the time of reporting results.

Consent:

You will be required to sign for your informed consent during the collection of your sample.

By signing consent, you are acknowledging that your sponsor/ employer will be informed of the test outcome.

If any of the following or other eventuality should occur that prevents the test from going ahead at the booked appointment slot, a non-conformity report will be submitted to the relevant party, usually the person/company ordering and paying for the test.

- Refusal to provide a sample
- Refusal to provide necessary consent
- Unable to provide required ID
- Did not attend appointment
- Unable to provide sufficient sample.

It is common practice for such reports to be dealt with in the same manner as a positive test result.

There are several variations of possible tests, so please read the information which is applicable to your test from the following options.

Instant POC Test:

Point of Care drug screening provides a negative or non negative result.

The result of this test will be available within 5 minutes of your sample being provided to the sample collector.

Negative Drug Screen Results

If your screen result is negative for all drugs and alcohol, then this will conclude the screening procedure and the relevant party, will be supplied with a copy of the screen result.

Non-negative Drug Screen Results

A Non-negative result is any result other than a Negative Screen. Non-Negative results ARE NOT the same as Positive test results.

A non-negative screen result can be obtained for a number of reasons. Due to this, any sample producing this screen result, should be sent to our accredited laboratory facility for further testing. It is standard practice for candidates who receive a Non-negative result to be suspended or stood down from safety critical roles until the laboratory result is provided.

Laboratory testing will incur additional costs and analysis time.

Laboratory Screening & Confirmation:

The sample collector will decant the urine into separate containers that will be sealed and barcoded. One container is used for the analysis and one container is retained as your B sample.

Testing of the urine does not take place immediately. The samples are transported securely to our accredited laboratory, where they are tested for the presence of the drugs requested.

If the laboratory screen provides a 'Negative' result then this will conclude the testing procedure and the results will be reported within the agreed time frames.

If the sample shows a 'Non-negative' result for any of the substances it is screened for, then a second phase of testing will be carried out. This is called the 'Confirmation Testing' phase and it is an in-depth analysis of the sample.

The test will identify the exact substance present in the urine sample and the quantity of the substance. It is then determined whether the drug and its quantity can be deemed therapeutic i.e. in line with declared medication or whether the findings provide evidence of drug abuse.

The 'B' sample will remain sealed and will be stored by the laboratory. In the event that the result of a test is challenged, Crystal Health have procedures in place to facilitate access and independent testing of the 'B' sample as required. B sample testing is undertaken at the expense of the sample donor.

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Alcohol Testing:

Saliva Screen

You may undergo a saliva test to detect and measure the presence of alcohol in your system.

Prior to providing your saliva sample, **at least 15 minutes** must have passed since you consumed any food, drink, chewing gum or smoked.

IMPORTANT Inaccuracies in the test can occur if disclosure of this information is withheld and/or the 15 minute time frame is not observed. Information declared after the test will not be taken into consideration when reporting.

You will be asked to place a saliva strip under your tongue for approx. 10 seconds. The reactive tab on the strip can take approx. 2 minutes to activate. Any colour change will be compared to the colour chart which will indicate the amount of alcohol in your saliva.

This is equivalent to approximate blood alcohol concentration measured in milligrammes of alcohol per 100ml of blood, abbreviated as – **mg/100ml**.

Details of the sample analysis will be recorded immediately.

Breathalyser

You may undergo a breathalyser test to detect and measure the presence of alcohol in your system. The following equipment will be used to obtain the sample:

- A new sealed mouthpiece randomly chosen by you.
- A fully calibrated Home Office approved Alcometer unit.
- A compatible mobile printing system for the immediate printing of the analysis result.

IMPORTANT Inaccuracies in the test can occur if disclosure of this information is withheld and/or the 15 minute time frame is not observed. Information declared after the test will not be taken into consideration when reporting.

You will be asked to exhale into the mouthpiece for approx. 3 - 5 seconds.

The breathalyser will perform an immediate analysis. The unit of measurement used to report the presence of alcohol in your breath is micrograms of alcohol per one hundred millilitres of breath, abbreviated as – **µg/100ml**.

Details of the sample analysis will be printed/recorded immediately.

This will occur for each sample of breath analysed. If applicable, you will be asked to sign each print out to verify the concentration shown on the printout as being correct in relation to the result displayed on the breathalyser.

The number of breath tests required will depend on the result obtained for the first test and additional tests may be required. There must be a break of 15 minutes in between each sample being taken.

An alcohol breath test is reported as positive when detected at a concentration above the cut off level specified.

Network Rail Standard Test:

Sample Collection: At this appointment you will be required to supply a urine sample and up to 2 samples of breath.

Network Rail testing can utilise either POC and/or laboratory drug testing methods (see POC & Laboratory testing sections)

Your urine sample will be tested for the presence of:

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- Methadone
- Opiates
- MDMA (Ecstasy)
- Tramadol
- Ketamine

Network Rail consider an alcohol breath test as positive when detected at a concentration above the cut off level of 13µg/100ml (See Breathalyser section for further details) The lowest breath result obtained will be the result reported.

All results will be reported to Sentinel within the agreed time frames and employers/sponsors notified when complete.

Unable to provide a urine or/and breath specimen:

If you are unable to provide a sample of urine when requested, you will be allowed a small amount to drink (250ml of water - approx 1 glass of water every 20 minutes) and given a maximum of 2 hours to produce a sample. You will be supervised throughout this period.

If you are still unable to provide a urine sample after the above measures, you will be required to complete a form and declaration in relation to this. Retesting will be required.

Refusal to undergo testing or provide the samples required will result in a FAIL result that will be loaded to the Sentinel database. This will result in disciplinary action from your employer.

If you are unable to provide a breath sample due to medical reasons then alcohol can be measured in your urine as a contingency.