

PROCEDURES FOR PRE-EMPLOYMENT DRUG SCREENING

Section 1: Applicability

These procedures will be utilized to implement the UIS Pre-Employment Drug Screening Policy. The drug testing required under said policy will apply to candidates once they have been offered the position. The offer for employment shall be conditional based upon the receipt of a negative test result, pursuant to the policy.

Section 2: Test Procedures

In conducting the testing authorized by this policy, the following procedures will be followed:

- a) Only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Improvement Act of 1988 or its successor legislation will be used. The Office of Human Resources will maintain a list of certified facilities.
- b) The lab or facility will establish a chain of custody procedure for both sample collection and testing that will insure the integrity of the identity of each sample and test result. No University employee shall be permitted at any time to become a part of this chain of custody.
- c) The lab will collect a sufficient sample of the same bodily fluid or material from a candidate to allow for the initial screening, a confirmatory test and a sufficient amount to be reserved for later testing if requested by the candidate as part of the appeal process.
- d) The costs of any initial tests required by the University will be borne by the employing unit.
- e) Samples will be collected in such a manner as to insure a high degree of security for the sample and its freedom from adulteration.
- f) The lab will confirm any sample that tests non-negative (positive) in the initial screening for drugs by testing the second portion of the same sample by gas chromatography/mass spectrometry (GCMS) or an equivalent or better scientifically accurate and accepted method that provides quantitative testing of the detected drug or drug metabolites.
- g) The laboratory or hospital facility will provide a written report to Human Resources that a blood or urine sample is positive only if both the initial screening and confirmatory test are positive.

- h) **Records Maintenance:** Results of the drug and alcohol testing shall be maintained in a separate file in the Office of Human Resources. All such records will be kept confidential and released only in accordance with the provision of applicable laws.

Section 3: Review Procedures

These procedures shall be reviewed/updated at least every two years to ensure compliance with prevailing laws and developments within the field of drug testing, which may make any provision contained herein obsolete.