

DOT Drug Testing Checklist

1. Report to the testing site immediately; do not refuse the test even if it means delaying or cancelling a flight. Do not disrupt the testing process or leave the testing area until the process is complete.
2. Provide picture identification to the collector; you may also ask to see the collector's identification.
3. The collector is required to explain the basic procedures to the donor and review the instructions on the back of the Custody and Control Form (CFF).
4. The collector is required to direct the donor to remove all outer clothing, empty pockets, display those items and leave any briefcases, purses or bags with him or her. The collector may inspect the donor's wallet, but the donor is not required to leave the wallet with the collector. The collector will direct the donor to wash his or her hands.
5. The donor or the collector selects an individually wrapped or sealed collection container and unwraps it.
6. The collection facility may be a single toilet restroom or a multi-stall restroom. If it is a single toilet restroom, only the donor is permitted in the room, unless the donor is required to submit to a direct observation test.* If it is a multi-stall restroom, only one person is allowed in the restroom at any one time in addition to the collector, provided there is adequate privacy. There should be a single point of entry to the restroom.
7. All water sources must be secured and a bluing agent must be added to each toilet and toilet tank. All soap dispensers, paper towel dispensers, and trash bins must be secured. There should not be any cleaning agents, sanitizers or other possible adulterants in the room or stall. This is done to prevent adulteration of the sample or from hiding an adulterant.
8. The donor should watch the collector pour the specimen from the container into the specimen bottles, place the caps on the bottles and affix the labels or seals. The collector then dates the seals and the donor initials the seals.
9. The collector must maintain visual contact with the specimen and to the greatest extent possible the donor should maintain visual contact with the specimen until the labels or seals are attached.
10. The donor will be asked to sign the certification that states that the specimen is his, it has not been adulterated; that each specimen bottle was sealed with a tamper evident seal. If the donor cannot certify that the sample is his, he should not sign the form and should advise the collector why he cannot sign it.

*Under the regulations a donor may be subject to direct observation if the collector determines that material was brought to the test site that could be used to tamper with a specimen and the material was brought with that intent; if an earlier specimen tested positive or adulterated but the test had to be cancelled because the split sample could not be tested; the lab reported a negative dilute result; the temperature was outside the acceptable range and other similar reasons. In each of the above instances the employer representative must advise the donor that he is required to submit to a direct observation test and provide an explanation why.

