APPENDIX D
INFORMATIONAL DATA SHEETS

A. Does your organization currently have a random notification call-in and web-based program?

Yes ____ No _____

If yes, please explain the system, the size of the database and how the system performs. (Add an additional sheet, if necessary.)

B. Describe your legal chain of custody procedures for collecting, testing and transporting specimens. (Add an additional sheet, if necessary)

C. Describe in detail the testing procedures/methods for the following: ecstasy, ketamine, and synthetic cannabinoids, and the ETG testing. (Add an additional sheet, if necessary)
APPENDIX D (CONTINUED)
INFORMATIONAL DATA SHEETS

D. Describe in detail your agency’s hiring process for those employee’s working directly with collecting and monitoring testing. List your standards/restrictions (Add an additional sheet, if necessary).

E. Please describe your employee training program, if any, and the topics that are discussed. (Add an additional sheet, if necessary).

F. Please describe your agency’s on-line access for referrals/reports? (Add an additional sheet, if necessary).
APPENDIX D (CONTINUED)
INFORMATIONAL DATA SHEETS

G. Please describe in detail your organization’s procedures for ensuring that test results will be posted within 24 hours of urinalysis testing.

H. TESTING: OBSERVED (VISUALLY MONITORED)

1. Please describe in detail how your organization collects and monitors this type of urine specimen collection. Also describe, in detail, security and handling measures to assure staff accuracy in recording specimens, along with testing and storing procedures.

2. Please describe in detail your organization’s procedures in reporting incidents of participant urine collection tampering, and how you respond to participants who are disorderly towards your organization’s staff.