

CHAPTER 1

GENERAL INFORMATION



DFCA Testing Policy

Testing Standards

All drug testing kits used by and for Drug Free Clubs of America (DFCA) are to be approved by the FDA, and produced in the USA whenever possible. Testing procedures and additional equipment will be in accordance with the Department of Transportation and federal recommendations whenever possible, making adjustments for the sensitive nature of drug testing within the school environment.

Test panel will be a multi-drug, rapid, qualitative immunoassay urine test for screening potential abuse of one or more of the drugs. It will detect any combination of the designated drugs or drug metabolites at or above the specified cut off levels. Test panels are used only to provide a preliminary result. A more specific alternate chemical method will confirm analytical results at a qualified laboratory. GCMS or LCMS are the preferred confirmatory methods used, followed by a full review by a qualified Medical Review Officer.

Tests determined positive for substances or adulterants will warrant a suspension of membership eligibility. Parents will be given the name and number of a trained substance abuse professional, serving as DFCA's Parent Resource, to consult for questions, concerns, and next-steps. Upon returning to a healthy lifestyle and a completed call to the Parent Resource professional, the prospective member may receive a secondary test free of charge, to enroll back into the club.

Negative results from the second test will gain the applicant full membership rights. If the second test is negative, the donor becomes a member. If a donor provides a second positive result they will not become a member and their parents will be notified by DFCA's Medical Review Officer.

Prospective Member Privacy

DFCA will take every measure to ensure the highest level of privacy throughout all aspects of program participation. Collectors are to follow procedures in accordance with DFCA's board-adopted testing procedures including extra measures to prevent the teen from being seen by peers with their sample.

No secondary parties are to be informed of preliminary or lab verified test results (unless specifically instructed) including, but not limited to; DFCA Chapter Coordinators, school personnel or organizations, legal authorities, other prospective members, or other parents/guardians.

A collector's role is limited to ensuring the integrity of the collection process and preliminary findings, not for determining results. All final determinations are kept in strict confidentiality between DFCA's key or collaborative personnel, qualified laboratory, designated MRO, the parent or guardian who authorized the test, and the prospective member.

Who is the collector collaboration technically between?

The collection collaboration is an arrangement between the medical entity providing the collectors for testing and the Program Provider (group in charge of the DFCA branch). For example, in Ross County, OH a local non-profit runs their DFCA branch and a local medical entity donates collectors. This keeps decision-making power at the local branch level for a more efficient collaboration.

What about collection fees?

Fortunately, existing arrangements with collectors in almost every area are fully donated services in support of this drug prevention effort. Any other payment arrangements are between the two parties on the memo of understanding when the collaboration is established. If a fee for collections is agreed upon it should be noted on the empty lines provided on that document. In this way everyone is very clear about expectations and all of the correct details will be reflected in writing for future reference.

How long will collections take?

A minimum of six collection events will take place on-site at each school over the school year. All students who apply for DFCA will be tested for Club acceptance, and 4-5 random test dates will follow to re-test a portion of the members. The length of the test day depends on the number of members. An average collection pace is approximately 10-15 tests per collector, per hour*. Random test dates typically take only about an hour or two*. (*Times vary, depending on the donor's ability to produce a sample.)

Who do we speak with to set up collection dates/times?

Each DFCA chapter has a chapter coordinator that is in charge of scheduling test dates. They will contact you to arrange dates that work for the school and the collectors.

Who will have the chain of custody forms and kits for the testing?

Test kits will be delivered to the school, ready for your use on test days. The kits from DFCA will include the collection cups, chain of custody forms, blue dye, and pre-addressed, pre-paid FedEx shipping supplies. Collectors will bring supplies for the collection process such as: gloves, evidence tape, antibacterial wipes, pens, etc. (A checklist is available).

How do we know that there is parental consent to test?

Students **and** their parents sign the consent language on the DFCA application and turn it in. This is how the school knows who to call down on test day. On test day the student is handed back their form, then they give it to the collector so consent can be verified. *You are not permitted to test a student that does not have both signatures-direct them back out of the restroom to the school coordinator who may obtain verbal consent.*

Is this an observed collection?

Keep in mind that these are teens, in a sensitive environment, among their peers. The test is not observed. It is also very important that the students are not asked to exit the restroom holding their urine sample. If the restrooms do not have a shelf, a desk or small table can be obtained from the school. Collectors should NOT ask about medications or voice comments about the properties of the sample (color, odor, etc.) unless they are concluding that the sample has been adulterated and a re-test is needed.

Where do we send the specimens and how do we send them?

Shipping supplies and instructions will be sent with test kits. This includes a pre-addressed and pre-paid label so all the collector has to follow the step-by-step directions on how to send it.

How are test results revealed?

One of the biggest aspects that sets the DFCA strategy apart from other drug testing programs is that **RESULTS ARE NEVER COMMUNICATED TO, OR AT, THE SCHOOL**. When collectors finish a test day they will send any non-negative samples to the lab at which point, the Medical Review Officer will contact the parents directly. The final MRO report is sent to DFCA. DFCA also calls the parent to discuss options for next-steps.

Are the parents informed of when the testing takes place and the results?

Parents are not informed ahead of time about test dates. On test day, collectors are provided with DFCA "Temporary ID Cards" to give students. This slip serves as documentation of when the student left the collector's area and includes information on obtaining a copy of their documentation. Also, as a part of the initial computer process before students arrive for testing, parents are automatically sent an email link where they may simply click reply to request a copy of their paperwork. Lastly, every parent will receive a congratulatory letter as constructive notice of their child's acceptance into the club or a phone call to discuss results if substances are detected.

If the student does fail what does the school do?

Schools are never given preliminary or final test results. As such, they have no response requirements. The school's role is to focus on positive reinforcement strategies to encourage their drug-free students to continue making healthy choices.

There are products out there that could help a student pass a drug test. Can the test detect that?

While no drug test is absolutely fool proof, DFCA's testing device process establishes measures to ensure the integrity of the tested sample and the testing process. An adulterant test strip is provided in case a collector feels a sample may have been tampered with. This test strip examines elements commonly affected by methods to "trick" tests including oxidants, pH and specific gravity. In addition, precautions are taken during the testing process including the use of evidence tape on soap and water sources within the restroom, removing jackets or unnecessary clothing, emptying of pockets, the testing of only one student in the restroom at a time, strips on the collection cups to confirm the urine temperature, and the drying of the toilet water before a donor goes in to produce the sample.

Could the parents request at any time that a test be administered?

If a parent would like for their student to be tested outside of their initial test or any possible random testing, they can purchase a test through www.drugfreeclubs.com. The student's name will then be added to a random testing list, so that it is not obvious that it is an additionally purchased test.