

CHAPTER 2

TEST DAY PREPARATION

Split Key Cup Training

SELF-REGISTRATION PROCESS FOR NEW USERS

1. Start by visiting the login page: learningxchange.redwoodtoxicology.com/Group/Login/psi

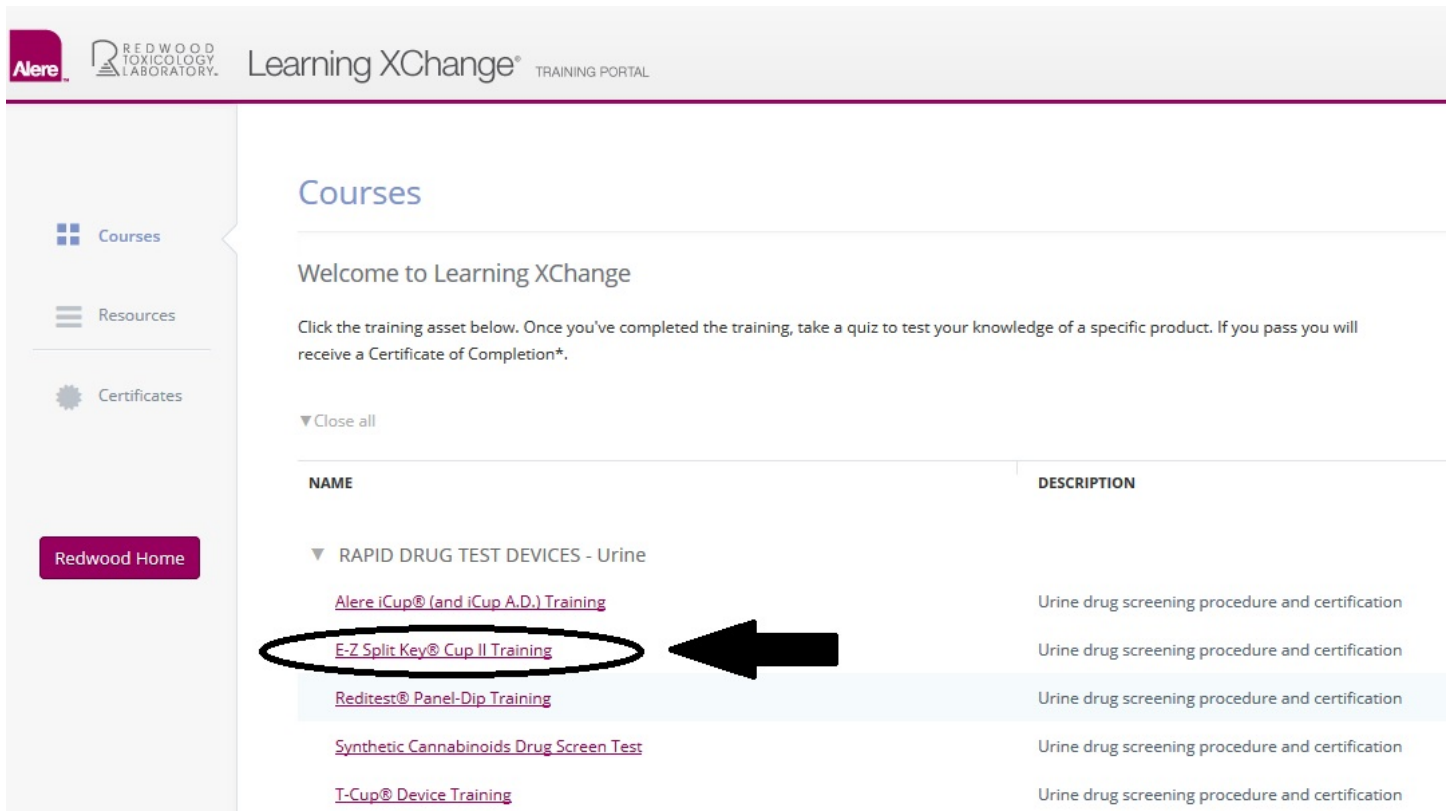
Temporary password is: welcome

2. Create a unique profile. This will require a unique username, your name, email address, phone, and a password.

3. For security purposes, you will be directed back to the primary login page. Your new account will now be associated with this specific group.

4. From this point forward, you will log in with your new credentials to view training courses.

Once logged in, select “E-Z Split Key Cup II Training”



The screenshot shows the Learning XChange Training Portal interface. On the left is a navigation sidebar with 'Courses', 'Resources', and 'Certificates' options, and a 'Redwood Home' button. The main content area is titled 'Courses' and includes a welcome message and instructions. Below this is a table of training assets. The 'E-Z Split Key Cup II Training' course is highlighted with a red circle and a black arrow pointing to it.

NAME	DESCRIPTION
▼ RAPID DRUG TEST DEVICES - Urine	
Alere iCup® (and iCup A.D.) Training	Urine drug screening procedure and certification
E-Z Split Key® Cup II Training	Urine drug screening procedure and certification
Reditest® Panel-Dip Training	Urine drug screening procedure and certification
Synthetic Cannabinoids Drug Screen Test	Urine drug screening procedure and certification
T-Cup® Device Training	Urine drug screening procedure and certification

Watch the training video and complete the quiz

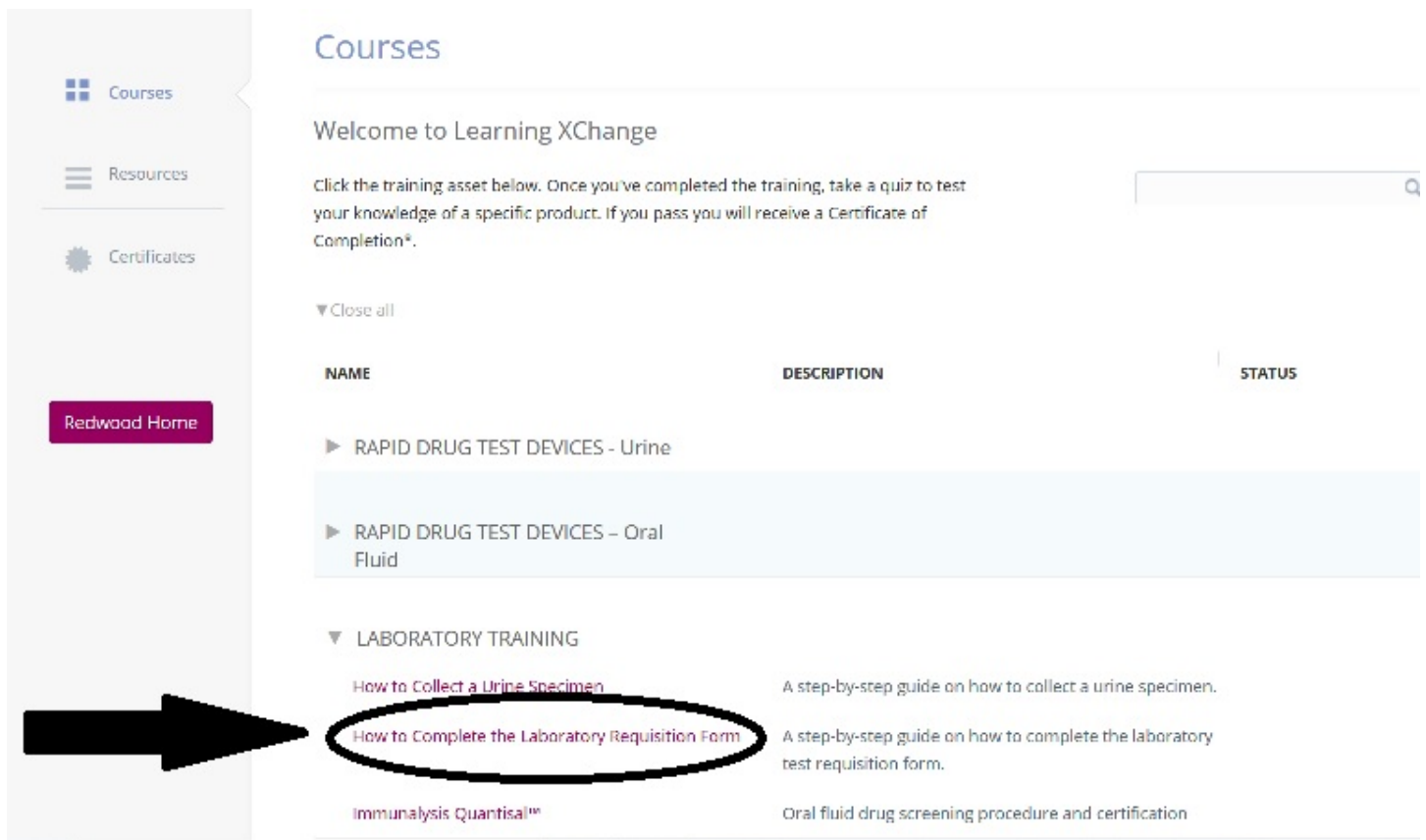
Email certificate of completion with your name and place of employment to heatherm@drugfreeclubs.com

How to Complete the Laboratory Requisition Form

If you have previously set up a username and password to complete the test cup training, log in here:

<http://learningxchange.redwoodtoxicology.com/Account/LogOn>

Once logged in, select “How to Complete the Laboratory Requisition Form”



The screenshot shows the Learning XChange interface. On the left is a sidebar with navigation options: Courses, Resources, and Certificates. A 'Redwood Home' button is also present. The main content area is titled 'Courses' and includes a welcome message and a search bar. Below this is a table of courses with columns for NAME, DESCRIPTION, and STATUS. The course 'How to Complete the Laboratory Requisition Form' is circled in red, and a large black arrow points to it from the left.

NAME	DESCRIPTION	STATUS
▶ RAPID DRUG TEST DEVICES - Urine		
▶ RAPID DRUG TEST DEVICES – Oral Fluid		
▼ LABORATORY TRAINING		
How to Collect a Urine Specimen	A step-by-step guide on how to collect a urine specimen.	
How to Complete the Laboratory Requisition Form	A step-by-step guide on how to complete the laboratory test requisition form.	
Immunalysis Quantisal™	Oral fluid drug screening procedure and certification	

Watch the training video and complete the quiz

Email certificate of completion with your name and place of employment to heatherm@drugfreeclubs.com

Universal testing supplies - provided by Collector:

- Evidence Tape (can be purchased through lynnpeavey.com or any vendor of your choice)
- Pens
- Protective Gloves (latex or other)
- Hand Sanitizer
- Optional: Antibacterial Wipes (ex: Lysol wipes)
- Optional: Paper Towels

Program-specific testing equipment - provided by DFCA:

- Bluing agent
- Collection Cup – sterile with temperature strip
- Adulterant Strips – to be used in the event of a suspicious sample
- Chain of Custody forms for non-negative samples
- Shipping Supplies for non-negative samples
 - -Specimen Bag
 - -Pre-paid shipping label addressed to lab
 - -Fed-Ex Clinical Pack shipping bag
- Shipping Supplies to send test paperwork to DFCA
 - -Pre-paid shipping label addressed to DFCA
 - -Envelope
- Signage (provided in Test Day Binder or via school coordinator's access to DFCA website)
 - -Restroom Closed for Testing
 - -Do Not Flush / Do Not Wash Hands



Testing Procedures

Prior to testing

Coordinator finalizes list of students to test

Coordinator arranges for the availability of computers, tables, chairs, and goodies

Coordinator prints test day signs to post in restrooms to be used for collections, at goodie bag station, & at computers

Collector secures the toilet to be used for donor's use and puts bluing in the water of all restroom toilets

Collector secures with evidence tape all water supplies, possible contaminants, openings, and any toilets or stalls not being used during the testing process

Coordinator verifies parental consent and payment arrangements are on record

Coordinator provides student with previously completed registration form

Student enters contact information and completes a baseline study on provided computers

Sample collection

Student removes jackets, sweaters, and/or all unnecessary items from any pockets on their being

Collector briefly explains the collection process to the student

Collector provides student with a collection container and instructs them to fill it halfway, not to flush or wash their hands, and to place the sample on a surface designated for privacy **inside** the restroom

Collector exits the restroom but remains attentive to the sounds of water running or toilet flushing

Student uses restroom stall, without flushing the toilet or washing their hands (as indicated on coordinator's signs)

Student brings sample to collector's shelf (inside the restroom) and then gets the collector

Collector checks the restroom for signs of tampering (containers, broken tamper tape, etc.)

Collector secures sample from the student and instructs them to wash their hands or use sanitizer

Testing the sample

Collector checks the temperature of the specimen within 4 minutes to ensure it is 90-100 degrees

Collector checks the specimen for quantity and signs of adulteration (blue, bleach odor, etc.)

Collector seals the test cup and plunges the sample

Collector reads preliminary results

Collector and **Student** complete the appropriate chain of custody form WITHOUT indication of result

Collector re-reads and records results on chain of custody form

****RESULTS ARE NEVER GIVEN ON SITE. POSITIVE RESULTS ARE PRESUMPTIVE AND MUST BE CONFIRMED BY A LAB/MRO. COLLECTORS PROCEED IDENTICALLY WITH EACH STUDENT ****

After collecting the sample

Collector sends necessary tests for lab verification and Medical Review Officer (MRO) determination

Collector gathers chain-of-custody forms from the day's testing and sends all to DFCA

Student receives a goodie bag and returns to class with the date and time on their DFCA note (no CCF is given)

Revealing of Results

MRO calls student's parent to verify prescription medications that may have affected the test and/or discuss findings

MRO sends final results to DFCA office

DFCA calls parents of students with positive drug test results to discuss next-steps (previously determined with school)

DFCA creates for each drug free student their new Club Card and congratulatory letter as constructive notification of a drug-free test result and active status as a new club member (cards are handed out at school)

DFCA sends to the parents of each drug-free student a congratulatory letter as constructive notification of a drug-free test result and their child's active status as a new club member