

**Fax Cover Sheet
for
DOT FEDERAL URINE SPECIMEN COLLECTION EXAM**

Name (print name): _____

Signature: _____

Title: _____

Exam Date: _____

Company Name: _____

Telephone: _____

Fax: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

**Please complete Cover Sheet, Exam and fax back to Medtox
Laboratories at (651) 286-6264.**

Thank you.

FEDERAL URINE SPECIMEN COLLECTOR'S EXAM

- Please answer each question to the best of your knowledge by marking the correct answer. Each question has only one correct answer.
- You may refer to reference materials in completing the exam. All questions are derived from United States Department of Transportation's Urine Specimen Collection Guidelines and are based on rules found in 49 CFR Part 40. If you would like a copy of these guidelines please call Medtox at 800-832-3244.
- Fax completed exam to Medtox Labs at 651-286-6264.

PART I – MULTIPLE CHOICE

1. It is not acceptable to:
 - a. Have the donor provide the specimen in a restroom stall.
 - b. Require all donors to wear examination gowns during specimen collections.
 - c. Allow a female to take her wallet with her into the collection enclosure.
 - d. Require the donor to remove unnecessary outer clothing, briefcase, purse, or personal belongings.
2. When the donor arrives at the collection site and tells the collector that he cannot provide a specimen, the collector will:
 - a. Allow the donor 15 minutes before providing the specimen.
 - b. Tell the donor to come back when he can provide a specimen.
 - c. Request that the donor attempt to provide a specimen anyway.
 - d. Call the company to determine how to proceed.
3. When a collection is required to be performed under direct observation, the collector:
 - a. Must be a medical professional, regardless of gender.
 - b. Must be of the same gender
 - c. Can be of either gender
 - d. Must be of the same gender or a licensed medical professional
4. The DOT Regulations require testing for the following five drugs:
 - a. Marijuana, cocaine, opiates, amphetamines, and propoxyphene.
 - b. Amphetamines, phencyclidine, benzodiazepines, opiates, and marijuana.
 - c. Cocaine, amphetamines, marijuana, phencyclidine, and opiates.
 - d. Marijuana, barbiturates, amphetamines, opiates, and cocaine.

5. When the specimen temperature is outside the acceptable temperature range, the collector should
 - a. Insert a thermometer into the urine sample to get the exact temperature.
 - b. Do another specimen collection under direct observation.
 - c. Offer the donor the opportunity to have his body temperature taken to account for the out of range specimen temperature.
 - d. Discard the specimen because it is not acceptable.

6. The collector informs the donor that he may wish to list any prescription and over-the-counter medications the he may have taken recently on the back of the ___ copy of the drug testing custody and control form.
 - a. Collector
 - b. Medical Review Officer
 - c. Donor
 - d. Laboratory

7. In a DOT test, if the donor cannot provide a specimen or provides a specimen of insufficient quantity that is within the acceptable temperature range and appears unadulterated, the collector:
 - a. Instructs the donor that the failure to produce a specimen is considered a refusal and notifies the employer.
 - b. Instructs the donor to drink 40 ounces of fluids and return to the collection site within 3 hours.
 - c. Calls the company for direction.
 - d. Instructs the donor to remain at the collection site, drink up to 40 ounces of fluids at a reasonable rate over a maximum period of 3 hours, and to make another attempt at providing a specimen when he feels he is ready.

8. The collector instructs the donor to turn to the ___ copy of the drug testing custody and control form to write his contact information and sign the donor certification statement.
 - a. Employer
 - b. Donor
 - c. Medical Review Officer
 - d. Laboratory

9. The donor refuses to wash his hands prior to the collection. Which of the following is the proper procedure for the collector to follow?
 - a. Notify the employer of a refusal to test.
 - b. Inform the donor that the collection will not proceed until he washes his hands.
 - c. Have the donor wear gloves during the collection procedure.
 - d. Record that the donor refused to wash his hands in the remarks section of the drug testing custody and control form and proceed with the collection.

10. Under DOT regulations, a direct observed collection should be performed when:
 - a. The donor provides a specimen that is outside of the accepted temperature range.
 - b. The donor provides a specimen of insufficient quantity.
 - c. The donor provides a specimen that appears to be dilute.
 - d. All of the above.

11. The five proficiency demonstrations required to be performed by collectors under DOT regulations are:
 - a. Two uneventful collection scenarios, one shy bladder collection scenario, one monitored collection scenario, and one collection scenario where the donor refuses to sign the custody and control form and specimen seals.
 - b. Two shy bladders scenarios, one uneventful collection scenario, one specimen out of temperature range scenario, and one monitored collection scenario.
 - c. Two uneventful collection scenarios, one specimen out of temperature range scenario, one shy bladder collection scenario, and one collection scenario where the donor refuses to sign the custody and control form and specimen seals.
 - d. Two shy bladder scenarios, one uneventful collection scenario, one specimen out of temperature range scenario, and one collection scenario where the donor refuses to sign the custody and control form and specimen seals.

12. When a collector error causes a test to be canceled, the collector must receive error correction training on the area of the collection process that the error occurred and perform three consecutive error-free proficiency demonstrations in the area where the error occurred, within ___ days of the date the collector is notified of the error.
 - a. 30
 - b. 45
 - c. 14
 - d. 7

13. When a donor does not arrive at the collection site within a reasonable time from the time the donor is scheduled/expected to report, the collector should:
 - a. Contact the donor's designated employer representative to report a refusal to test.
 - b. Wait for the donor to report.
 - c. Contact the designated employer representative to determine the appropriate interval within which the designated employer representative has determined the donor is authorized to report.
 - d. Determine the donor is a refusal to test, complete the CCF as for a refusal to test, and distribute the CCF to the employer and MRO.

14. DOT regulations state that the MRO must have their copy of the CCF ____ after the collection.
- Within 24 hours or the next business day
 - Within 24 hours
 - Within 7 days
 - Within 48 hours
15. It is not a refusal to test if:
- Donor refuses to empty his pockets.
 - Donor refuses to drink liquids during a shy bladder scenario.
 - Donor refuses to submit a second specimen under direct observation when the original specimen was out of temperature range.
 - Donor behaves in a confrontational manner, disrupting the collection process.

PART II – TRUE OR FALSE

- Non-federal specimens may be collected using the Office of Management and Budget approved federal custody and control form.
- If the observer of a direct observation collection is a person other than the collector, the observer must be instructed to observe the void only, and avoid handling the specimen.
- The collector must never combine specimens from different voids in order to accumulate an adequate quantity of specimen.
- The collector must avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.
- If a direct observation specimen is the second specimen collected from the donor, the first specimen collection and the corresponding CCF must be discarded.
- It is a fatal flaw if the pre-printed specimen ID number on the drug testing custody and control form does not match the specimen bottle or label/seal ID number.
- A collector of the same gender as the donor must perform a monitored collection, unless the collector is a licensed medical professional.
- If the collector has no bluing or blue dye to add to the toilet bowl, it is acceptable to add other coloring agents, if a comment to that effect is written on the remarks line of the drug testing custody and control form.

9. Concurrence by a collection supervisor or designated employer representative is not required prior to performing a direct observation collection, however, the collector should notify the designated employer representative as soon as possible after the collection is completed that a direct observation collection was performed and the reasons why.
10. In step one of the drug testing custody and control form, a specific Medical Review Officer's name must be listed rather than just the name of the clinic or medical facility.
11. When an insufficient amount of specimen is provided that is also obviously adulterated, direct observation procedures take precedence and the original sample is packaged up for shipment to the laboratory and a second specimen is collected under direct observation.
12. When using the 5-Part CCF, the Employer and MRO information printed on the CCF must also include a fax and phone number.
13. All donors are required to empty their pockets and display the contents of them to the collector.
14. To expedite the collection process, collectors may sign the collector certification statement and may date and initial the specimen bottle seals prior to the collection.
15. Inspections of the collection area are required before and after each collection.