

Construction Industry of British Columbia
Substance Abuse Testing and Treatment Policy

Interpretation Bulletin

Re: Standard Protocols – Pre-Access Testing

I. ISSUE:

Time is of the essence when scheduling, completing and posting results for pre-access testing. To ensure that testing is completed as quickly and efficiently as possible, a summary of procedures is listed below.

II. PROCEDURE:

1. Identify where the worker will have the sample collected. A list of collection sites can be found at www.cdsonsite.ca (from the main menu, select “**Approved Collection Sites.**”)
2. Before sending an employee / member to a collection site, the communicator **MUST** complete two forms.

The communicator or employee / member may make the appointment, but **it is up to the person making the appointment to make sure that the Form A is completed and that both the Form A and Form D are received by the testing facility BEFORE attending the appointment.**

Form A – Pre-Access Test Dispatch Notice and Clearance Requisition

- a) The employee / member **must sign this Form.**
- b) The communicator must fax the completed form to the collection site where the employee / member is being tested.

If the employee / member is not accessible to sign a Form A:

- a) the communicator must fax the form to the collection site without the employee / member’s signature.
- b) **The collection site will have the employee / member sign the form prior to the collection.**
- c) The collection site will fax Form A to CDS.

Form D - Laboratory Oral Fluid Drug and Alcohol Testing Requisition Form

- a) This form must be completed and faxed to the collection site after an appointment has been arranged and before an employee / member can be tested.
- b) The Form D must have:

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- i. the appointment time and date
- ii. the employer name
- iii. the union name, local number and contact phone number
- iv. member / employee name and union book / SIN number

filled in.

The Form D **must be faxed to the collection site BEFORE the employee attends the appointment.**

- 3. The employee / member being sent for testing must present photo identification to the clinic technician when reporting for a test.
- 4. If the sample is not collected and processed BEFORE 2:00 pm, it will most likely NOT be couriered to the lab for analysis until the next business day. For this reason, it is **HIGHLY RECOMMENDED** that members / employees make and attend appointments as soon as possible, and before noon on the day of testing if at all possible.
- 5. Once received at the lab, negative results are normally posted within 24 hours of specimen collection, except for holidays, weekends and when the collections are performed in rural areas, which could take an additional day to be couriered to the lab. Additionally, it may take longer than 24 hours if further testing is required by the lab. At the time results are received by CDS, CDS will email the Union and Employer Communicators informing them that results have been posted on the CDS website.

For all procedures, please login to the CDS website

www.cdsonsite.ca

and click on the "Policy, Procedures Manual & Exhibits" link

APPROVED: _____

EFFECTIVE: _____