

STANDARD ADMINISTRATIVE PROCEDURE

34.02.99.M1.01 Alcohol and Controlled Substance Testing Procedures

Approved June 29, 1999

Revised August 28, 2009

New Scheduled Review: August 28, 2012

Standard Administrative Procedure Statement

The purpose of this procedure is to set forth responsibilities for those involved in alcohol and controlled substances testing.

Procedures and Responsibilities

1. ALCOHOL TESTING

- 1.1 Alcohol testing is performed by a Breath-Alcohol Technician (BAT) who has completed a course of instruction in the operation of an Evidential Breath-Testing (EBT) device. Such training includes training in the principles of EBT methodology, operation and calibration checks, the fundamentals of breath analysis for alcohol content, the procedures for obtaining a breath sample and interpreting and recording EBT results. Unless another person is unable to perform the test in a timely manner, normally the employee's direct supervisor will **not** be the BAT conducting the test.
- 1.2 Law enforcement officers who have been certified by state or local governments to conduct breath-alcohol testing are deemed to be qualified as BATs.
- 1.3 To safeguard the integrity of the testing process and the validity of EBT and protect against a test being inappropriately attributed, Texas A&M University will use an EBT device that meets the requirements set forth in the Department of Transportation (DOT) Federal Regulations for DOT regulated employees. In addition, Texas A&M and/or its agents will maintain the quality assurance plan developed by the manufacturer.
- 1.4 Breath testing normally will be conducted in a location that affords visual and aural privacy to the person being tested.

2. CONTROLLED SUBSTANCES TESTING

- 2.1 Controlled substance testing is performed by testing a urine sample donated by the employee at a collection site. After collection, the sample will be split into two separate bottles, secured and both bottles sent to a laboratory which has been certified by the federal Department of Health and Human Services to conduct workplace drug testing.
- 2.2 The laboratory will perform an initial immunoassay test, and if that test is positive, the positive result will be confirmed using a method called gas chromatography/mass spectrometry.
- 2.3 If a urine sample appears to have been adulterated or is otherwise unsuitable for testing, the collection personnel will forward it to the laboratory for further analysis and may also ask the employee to provide a second sample, which collection may be observed by same-sex collection site personnel. Altering a sample or interfering with the testing process will be considered as a failure to test which will be considered the same as testing positive. Attempting to evade a drug test by tampering with or adulterating a specimen is also a misdemeanor punishable under Texas law.
- 2.4 A medical review officer (MRO) will review the results and will engage in reasonable attempts to contact the employee to discuss possible medical reasons for a positive test before verifying the test as positive and informing Texas A&M University of the positive test result.
- 2.5 An employee can request testing of the ‘split’ sample within 72 hours of receiving notification of the initial test result. If the employee so requests, the split sample will be tested at the employee’s expense at another laboratory certified by the Department of Health and Human Services. (Contact the Employee Assistance Program office for guidance)

Related Statutes, Policies, and Rules

Policy 34.02: *Drug and Alcohol Abuse and Rehabilitation Programs*
<http://tamus.edu/offices/policy/policies/pdf/34-02.pdf>

Rule 34.02.01.M1: *Substance Abuse Prevention Rule*
<http://rules-saps.tamu.edu/PDFs/34.02.01.M1.pdf>

Rule 34.02.99.M2: *Substance Abuse Prevention Rule for DOT-Regulated Employees*
<http://rules-saps.tamu.edu/PDFs/34.02.99.M2.pdf>

Contact Office

For more information or clarification on this SAP, contact [Employee Assistance Program](#), at (979) 845-3711, or by email at eap@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)