



STUDENT DRUG TESTING

DER & DATCS Responsibilities



SCHOOL DRUG TESTING OBJECTIVES

1. Keep schools safe and drug-free
2. Deter student drug use
3. Identify students who need help
4. Meet legal and policy requirements
5. Reinforce school and community values
6. Protect student health
7. Document disciplinary actions
8. Educate students and families



DRUG ABUSE IS NOT TOLERATED HERE!

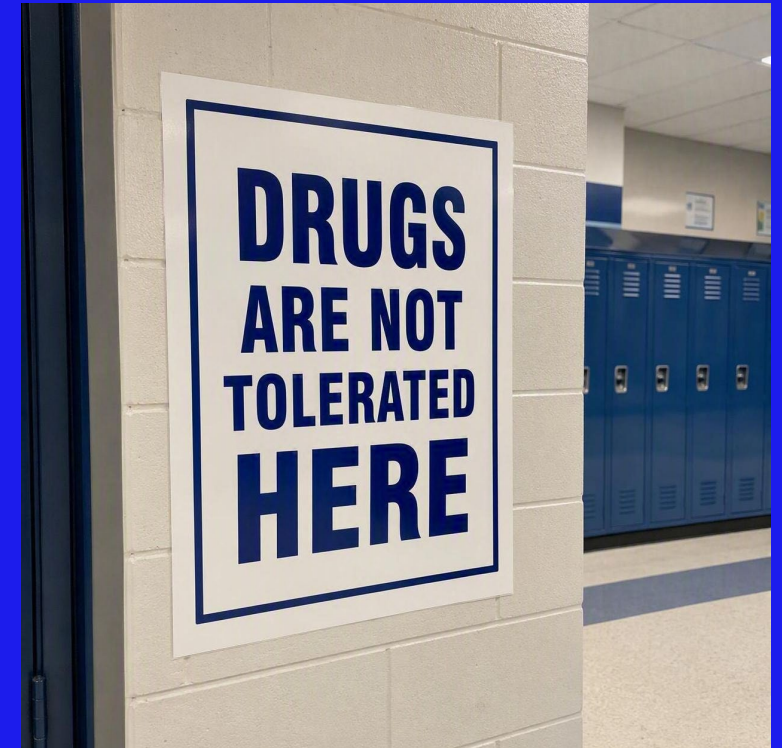
When a school adopts a drug testing program, it sends a clear message:

Drug abuse is not tolerated here!

Drug testing by itself is not the solution. It is most effective when part of a comprehensive program that typically includes five key components:

- Written policy
- Teacher and administrator training
- Student drug education
- Drug and alcohol testing
- Student assistance

DATCS is your partner in educating students & faculty of substance abuse detection and prevention.



DER RESPONSIBILITIES

A Designated Employer Representative (DER) is a school-appointed employee who is authorized to manage and oversee all aspects of the student drug testing process. The DER plays a critical role in ensuring compliance, confidentiality, and coordination between the school and the testing provider.

Key Responsibilities include:

1. Making decisions who will be tested, approving type of test and handling refusals or non-compliance issues.
2. Primary point of contact and receives confidential test results and other communications for the school.
3. Providing updated student lists for testing.
4. Monitoring the collection process to provide support for DATCS staff and maintain order & discipline.



SCHEDULING AN ONSITE TESTING EVENT

To estimate how long testing will take, keep these guidelines in mind:

Each DATCS collector can process:

POCT (instant) tests: about 10 to 15 per hour

Lab tests: about 10 per hour

Requesting additional collectors shortens the overall testing time. We recommend:

Up to 100 tests 2 collectors

Up to 200 tests 3 collectors

Over 300 tests 5 collectors

Providing multiple bathrooms also speeds up testing.

Assign a school official to identify students so collectors do not have to ask for ID.

If a student cannot give a urine sample, switch to an oral fluid test.

Schedule early in the morning so results are available or samples will ship the lab the same day.

Our goal is to test promptly and efficiently while preserving the integrity of every test.



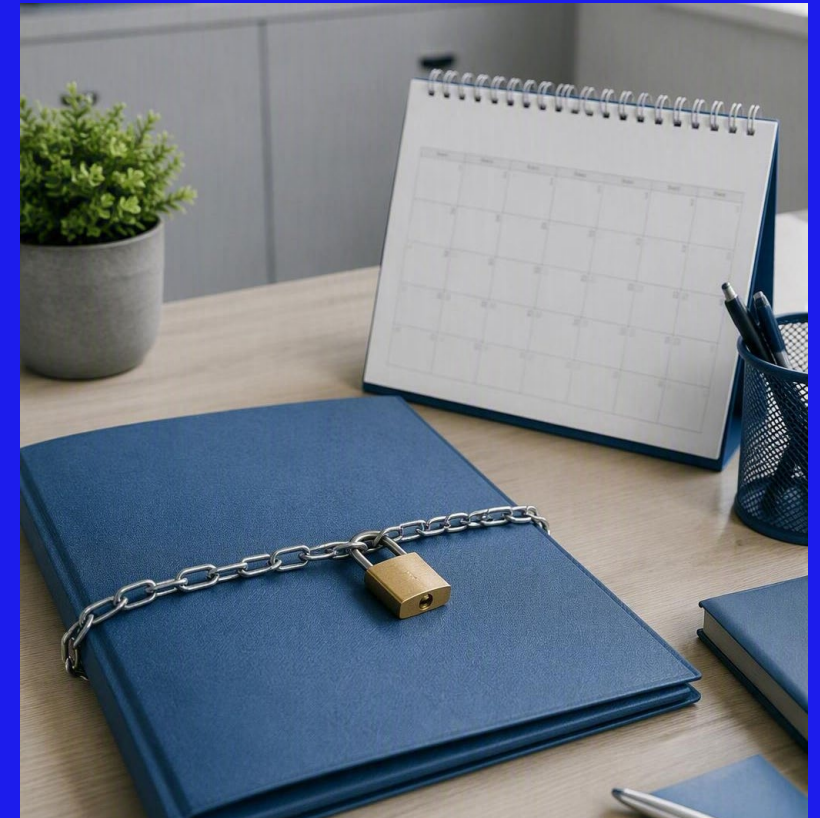
CONFIDENTIALLY & SCHEDULING RANDOM DRUG TESTING

Keep random testing confidential until the day of testing.

Vary testing dates and times to prevent predictability and deter cheating.

Avoid setting testing on the same day or time each month.

Ensure staff involved in testing maintain strict confidentiality.



DATCS STANDARDS FOR SCHOOL TESTING

School representatives should be present to monitor the process

No “**observed**” collection will be conducted on minors.

DER’s may give the students water at their discretion.

DATCS will offer water after an attempt is made in a urine drug test screening.

Students drinking water will be monitored during the process. Water intake will be limited to 40 ounces.

Verbal results will be given to DER’s ONLY and the same day if instant screening tests were performed.

Instant or lab test results will be reported as soon as possible (24-48 hrs)

DATCS collectors can only complete one CCF at a time. This preserves the integrity of the process, deters cheating, and prevents collector errors from being made.



STUDENT PRIVACY DURING DRUG TESTING

Maintaining student privacy ensures dignity, reduces anxiety, and builds trust in the process. Follow these guidelines:

- Use designated testing areas that ensure privacy from other students and passersby
- Avoid high-traffic locations such as hallway bathrooms, bathrooms near entrances, and stage-area bathrooms
- Ensure female students receive additional privacy considerations during testing
- Limit access to the testing area to authorized personnel only
- Maintain a quiet, respectful environment to reduce stress and embarrassment
- Use a privacy screen while testing the sample to protect students confidentiality during the documentation and resulting



SCHOOL DRUG TESTING PROCEDURES



SCHOOL DRUG TESTING PROCEDURES

Physical Layout & Equipment

Tables & Trash Cans

Set up tables near the bathroom entrance for paperwork, supplies, and collector use.

Place trash cans outside the testing area only—remove all trash cans from inside the bathroom to prevent concealment or tampering.

DER Monitoring Station

Position a chair near the bathroom entrance for the Designated Employer Representative (DER) to monitor student entry and exit.

Ensure the DER has a clear view of the testing area but maintains student privacy.

Safety & Cleanliness

Remove any cleaning supplies, or other chemicals from the bathroom. Tape over hygiene product dispensers.



SCHOOL DRUG TESTING PROCEDURES

Securing Water Sources

Faucets & Toilets

Tape over all sink faucets to prevent tampering.

Tape toilet handles or tape over toilet sensor to prevent flushing during the test.

Add bluing tablet to each toilet bowl to detect dilution attempts.

Soap Dispensers

Tape up all soap dispensers to prevent use during testing.

Bathroom Access Control

Signage place clear “Testing in Progress – Do Not Enter” signs at all entrances.

Stall Management

Tape closed any stall doors that are not designated for use.

Ensure only one stall is available for testing, if applicable.

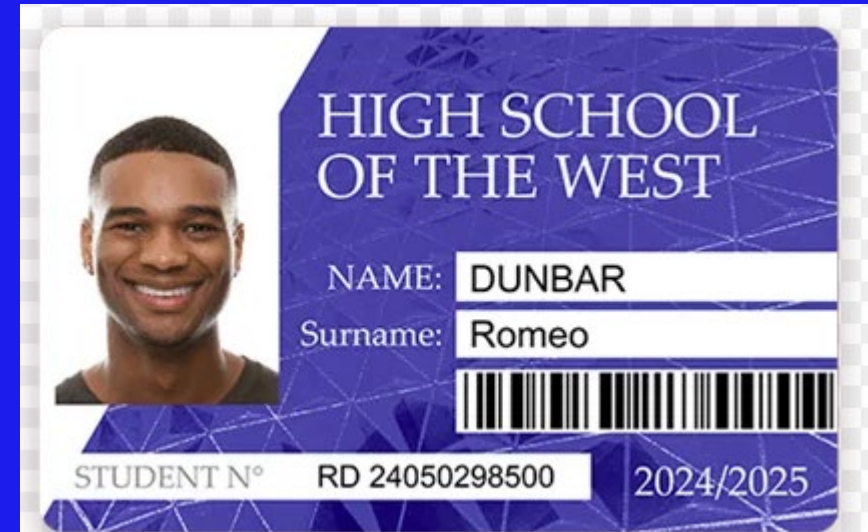


SCHOOL DRUG TESTING PROCEDURES

Preferred Student Identification

DATCS will verify students by a school official or photo ID. The ID should include first name, last name, and an ID number. A lunch number works as the student ID.

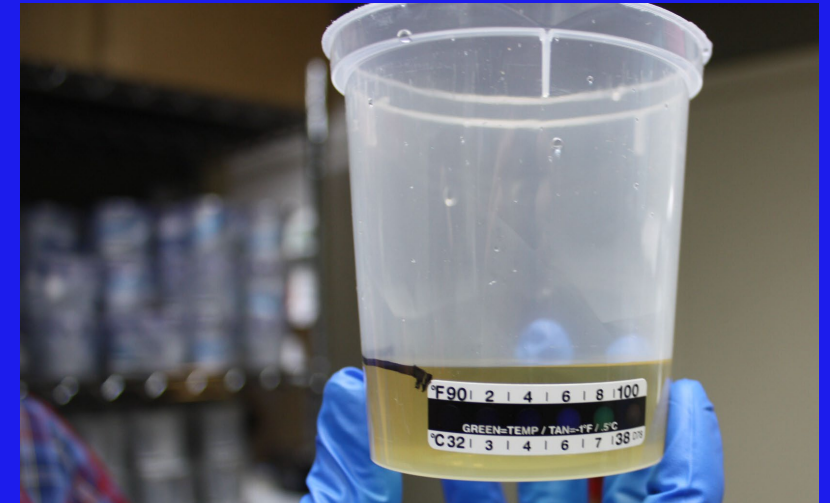
A student name and ID list helps DATCS test the right student



SCHOOL DRUG TESTING PROCEDURES

The students will be instructed to do the following:

- Empty pockets and remove all outerwear such as jackets and coats and hats.
- Do not use the faucets or soap dispensers.
- The student will be provided a hand wipe before and after the collection to clean their hands.
- Only use the stall indicated by the signage.
- Fill the collection cup to the line marked (45 ml).
- Do not flush the toilet.
- The test is time sensitive for the temperature reading; the student should present the sample within 4 minutes.



SCHOOL DRUG TESTING PROCEDURES



- **Collection Process**

- The DER will stand close by to monitor time and sounds
- When the donor exits the bathroom, the collector checks the temperature on the specimen cup to verify the specimen was between 90-100 degrees.
- The collector examines the specimen for abnormal conditions such as excessive foaming, foreign objects in the specimen such as bluing or a chemical smell
- The collector pours 30 ml of the specimen into a vial.
- Place the screening test device in the remaining specimen.
- Fill out the test form and direct the student to sign the form. We do not need the students phone number on the instant CCF.
- Read the device and discreetly mark the result out of view. A privacy screen can be used.
- The student should remain present until testing is complete to preserve the integrity of the process.
- Students do not get a copy of the POCT or lab copy. All documentation will be given to the DER.

DRUG TEST REFUSALS & NO TEMPERATURE

Refusing protocol or leaving after testing starts is a refusal and counts as a positive.

A specimen outside 90-100 degrees means the urine did not come from the donor. The options are:

- Attempt a 2nd sample
- Offer the DER to allow an oral fluid test
- DER should notify the students parents the sample was abnormal and the school drug policy applies

Our staff will not observe a minor's urine drug test.



SHY BLADDER PROTOCOL

SHY BLADDER is defined as a student who is unable to provide a urine specimen or unable to provide a sufficient quantity required for testing.

SHY BLADDER PROTOCOL

- An attempt must be made to provide a sample.
- The student is then provided 40 ounces of water.
- Students are then monitored in a designated area.
- Follow your drug testing policy. The student will remain in shy bladder protocol up the end of the scheduled onsite to provide a sample.

In the event a student is unable to provide a urine sample, schools can opt to use oral fluid (saliva) drug testing. By adding oral fluid testing to your student drug testing policy, it will allow students to get back to class sooner.



ORAL FLUID (SALIVA)

Oral Fluid Collections

Oral fluid is the best method for detecting current impairment. The window of detection is within hours up to 3 days. This shorter detection period, especially for marijuana, identifies recent drug use. Oral fluid testing:

- **Eliminates** shy bladder delays and students get back to class sooner.
- **Difficult to cheat.**
- **Non-invasive**

ALL NON-NEG RESULTS MUST BE CONFIRMED by a lab oral fluid test. This ensures testing within the same detection window.



NEGATIVE LAB TEST RESULTS

Negative test results are reported within 24 to 72 hours

Negative results steps

1. Specimen is collected
2. Specimen is shipped overnight to laboratory
3. Specimen is accessioned and screened by the laboratory
4. Negatives reported to DATCS and school



POSITIVE TEST RESULTS

Positive results are usually reported within 48 to 72 hours

Positive test steps

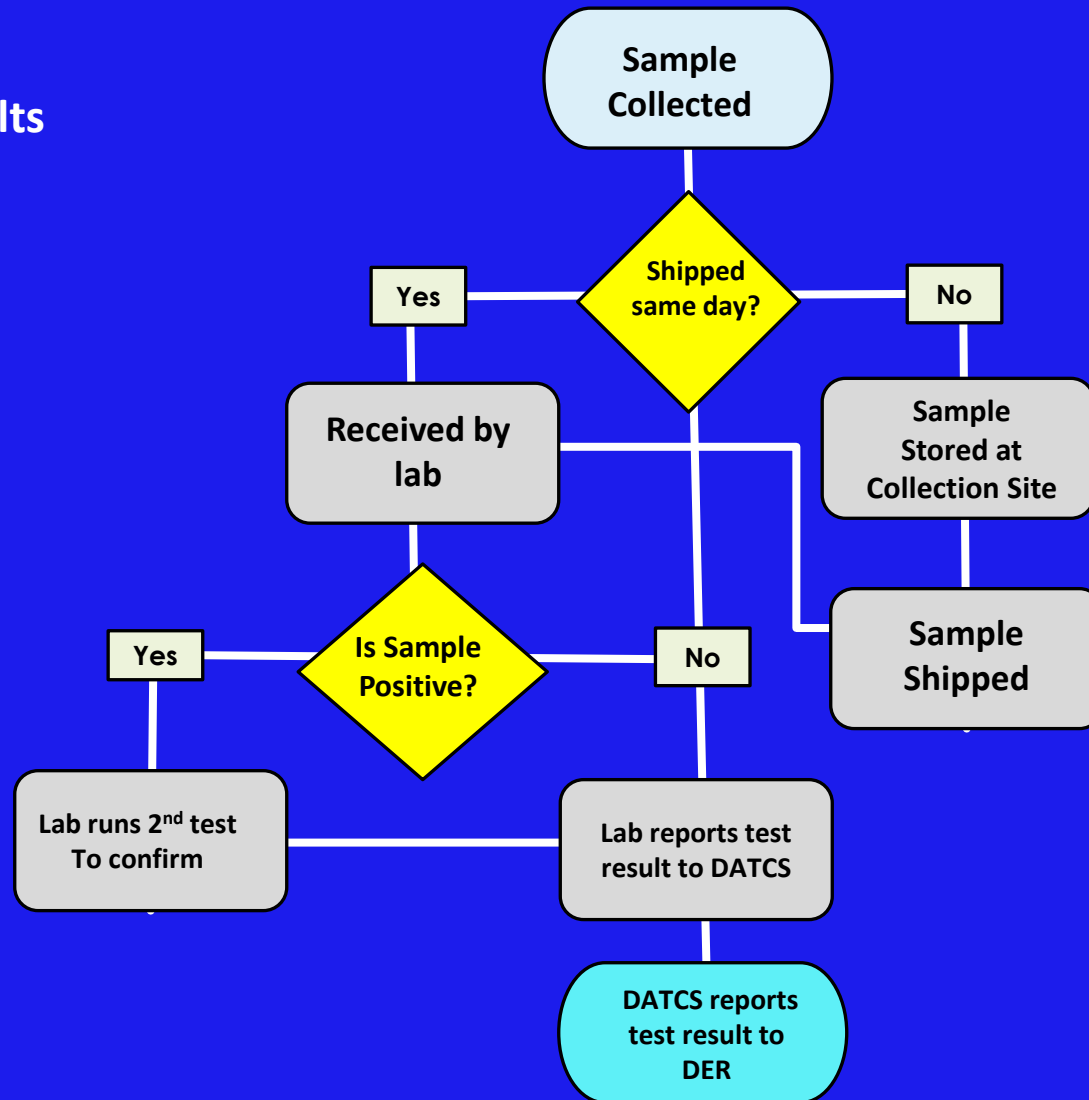
- Specimen is collected
- Specimen is shipped overnight to the laboratory
- Specimen is accessioned and screened by the laboratory
- Specimen is retested using GC/MS procedures
- Laboratory releases result to DATCS
- DATCS verbally reports the test result to the DER



LAB TEST RESULT FLOW CHART

Negative Lab Results
24- 48 hours

Positive Lab Results
48 - 72 hours



DELAYS IN THE REPORTING PROCESS

- Errors during collection, such as a missing signature or name
- Illegible handwriting on the chain of custody
- Late collection — test early so samples ship same day
- Delays in the shipping the specimen to the lab, such as weekends or holidays.

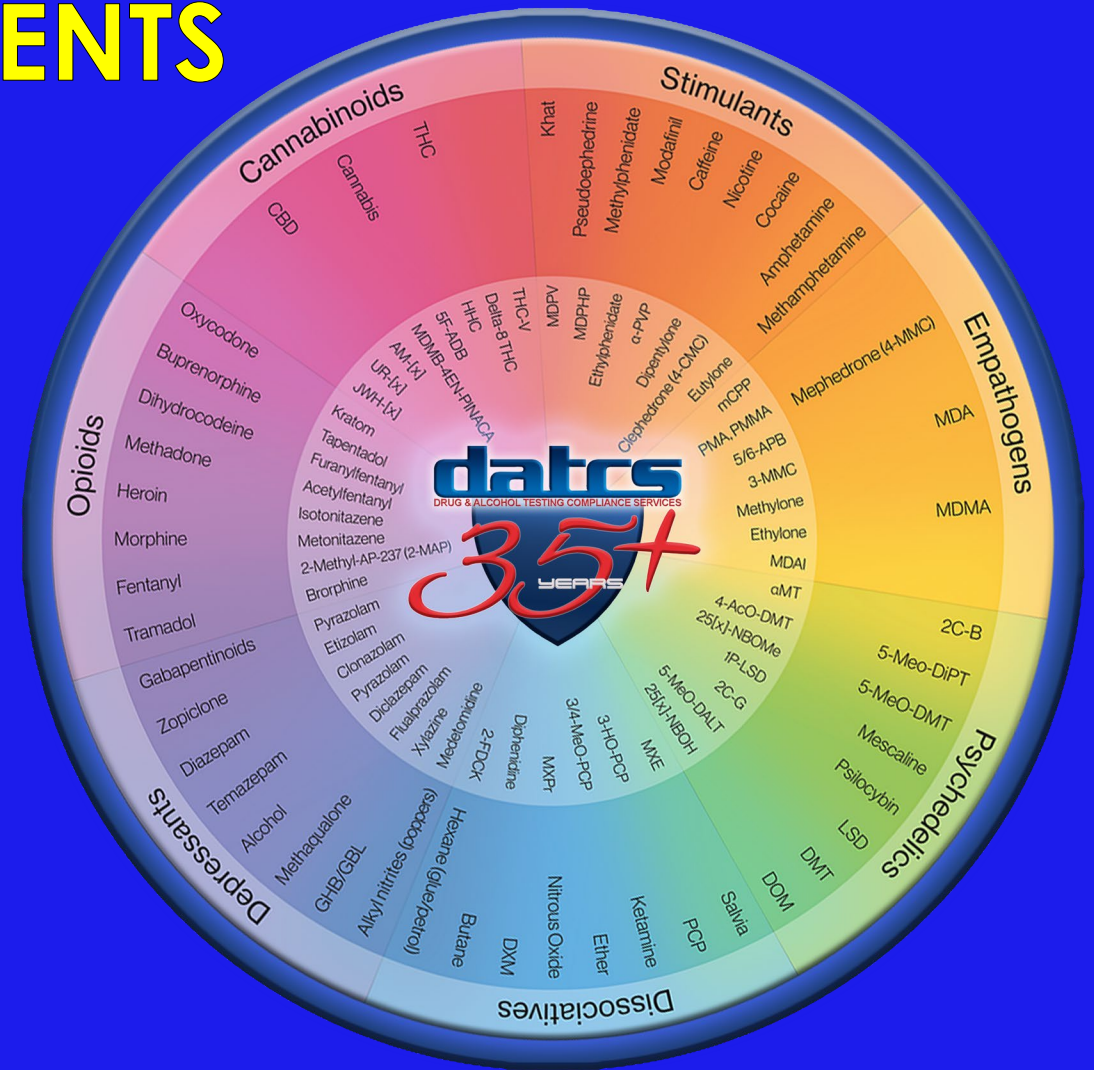


DRUG & ALCOHOL AWARENESS TRAINING FOR STUDENTS

We believe in Prevention and not punishment.

Prevention, detection, and early intervention programs reduce substance abuse and improve the safety and wellbeing of families, businesses, and schools.

DATCS offers FREE drug and alcohol awareness training for students and educators, covering the short- and long-term effects of each substance and how to recognize substance abuse.



CONTACT INFORMATION

DATCS is available 24/7 to help with the unexpected school bus accident . Our highly trained collectors can answer all of your questions or concerns.

DATCS – Corporate & Longview office
4000 US Hwy 259
Longview, TX 75605
903-234-1136

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3180 Park Center Dr
Tyler, TX 75701
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