

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Drug Testing Standards

Series: G38A

Reference:

Issued: 04.19.1990

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Revision Number:

38.01 Laboratory Selection. The selection of laboratories to administer relevant portions of Board Policy G37, “Drug Screening Program,” shall be based upon requests for proposals which contain at least the following specifications:

38.01.1 Chain of Custody – Chain of custody and security protocols shall be calculated to meet or exceed current National Institute of Drug Abuse (NIDA) and Health and Human Services (HHS) guidelines. If the chain of custody protocol is violated, any sample will be regarded as invalid.

38.01.2 Broad spectrum screening analysis – Samples shall undergo a broad spectrum screening analysis to identify positives for the following drugs:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Opiates
- THC
- Methaqualone
- Phencyclidine
- Methadone
- Propoxyphene

38.01.3 Second screening, if positives found – If a positive is found, the screening shall be repeated.

38.01.4 Gas Chromatography/Mass Spectrometry – If after a second screening the same comes back positive, the sample shall be analyzed by GC/MS (gas chromatography/mass spectrometry) for the specific drug[s] identified by the screening.

38.01.5 Analysis standards – Screening analysis shall be run with a series of standards—a known high and a known low. The cut off point shall be well above the lower detection limit. The GC/MS shall use deuterated standards of the specific drug being analyzed to ensure calibration and accuracy of a GC/MS analysis.

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38.01.6 Retention of samples – All samples shall be retained for a period of one month. All positive samples shall be frozen and retained for a period of one year.

38.01.7 Blind audit – The laboratory shall employ blind audit systems to insure the quality of results. This shall include internal blind audits, as well as audits by state agencies with which they do business, and by the College of American Pathologists.

38.01.8 False positives – The laboratory shall report no false positives and no more than approximately 1% false negatives in connection with blind audits for the year immediately preceding the date of its proposal.

38.01.9 Federal certification – Laboratory agrees to seek certification under new federal legislation.

38.01.10 Confidentiality – Laboratory shall observe the confidentiality requirements set forth in Board Policy G9.04.

38.01.11 Additional testing standards – The laboratory shall implement such additional testing standards as may be necessary to ensure the integrity of all samples, including the following steps:

38.01.11.1 The individual shall report to the laboratory at the designated time to provide a urine sample.

38.01.11.2 The individual will be fully dressed except for removal of outer garments (coats, etc.) and pockets emptied.

38.01.11.3 The individual will be asked to void into a container and shall be reminded that any tampering or adulteration of the sample is not permitted. The laboratory representative shall use auditory means to witness the providing of the sample.

38.01.11.4 The sample amount must be at least 60 cc. If insufficient, the individual will be provided with water and additional time to provide the sample.

38.01.11.5 The laboratory representative will check the appearance and temperature of the urine after receiving the specimen

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from the individual. The representative may ask for another sample with direct observation if there is reason to suspect that the original sample was subject to tampering or adulteration. Any suspect samples will be sealed and stripped for analysis along with the repeat sample.

38.01.11.6 In the individual's presence, a tamper proof custody seal shall be affixed to the specimen container. The individual being tested shall initial the label.

38.01.11.7 The laboratory representative and the individual shall complete Chain of custody forms. These forms shall accompany the sample throughout the testing process.

38.01.11.8 A positive result from the GC/MS testing shall be immediately communicated by telephone to the Superintendent and the written results of all tests along with the chain of custody forms shall be mailed to the Superintendent.

38.02 Termination of Contract. Any contracts entered into with a drug-testing laboratory shall include a clause requiring the report of any false positive audit results. Such contracts shall further provide for the termination of the contracts based upon a finding of false positive audit results.