

## Scripted Statements for Urine Collection Testing

### **Complete Step 1 of the CCF and Explain the testing process and CCF form:**

Your employer has asked us to conduct a drug test on you today. This is the form where we will document the process. As you can see the instructions for completing this form and the process are on the reverse side. You will receive a copy when we are finished.

### **Administering Instructions:**

You must stay for the entire testing process or it may be considered a Refusal to Test.

I will need for you to remove your outer clothing and to empty your pockets.

I will need you to wash your hands.

I will need at least 45 ml of urine.

Please do not use the water faucet or access water in the bowl. I will let you know when you will be permitted to wash your hands.

Please do not flush the toilet when you are done.

You have 4 minutes from the time you fill the specimen cup to deliver it to me.

### **Step 5 of the CCF:**

By providing information and your signature in Step 5 of the CCF, you are certifying that you provided the urine specimen and have not adulterated it in any manner. Each specimen bottle used was sealed with tamper-evident seal tape in your presence and that the information provided on this form and on the labels affixed to each specimen is correct.

### **Employee will not follow instructions:**

Failure to follow my instructions may be considered a Refusal to Test.

### **Employee starts to leave during the testing process:**

You cannot leave the room at this time. The rules require you to remain with me throughout the testing process. If you leave it may be considered a Refusal to Test and I will need to notify your employer.

### **Employee asks why:**

Because the DOT regulations (or your company policies) say we must follow specific procedures.

### **Employee won't complete Step 5 of the CCF:**

I just need you to confirm the urine specimen was yours. (If they won't comply, print their name...do not sign their name)