

MASSACHUSETTS DEPARTMENT OF CORRECTION

INMATE SUBSTANCE ABUSE MONITORING AND TESTING

103 DOC 525

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: ASSISTANT DEPUTY COMMISSIONER, NORTHERN SECTOR
TITLE: INMATE SUBSTANCE ABUSE MONITORING AND TESTING	NUMBER: 103 DOC 525

PURPOSE: The purpose of 103 DOC 525.00 is to establish Department of Correction ("Department") policy governing substance abuse testing of inmates.

REFERENCES: M.G.L. Chapter 124, § 1 (b), (m) and (q).
M.G.L. Chapter 94C, §§ 1 and 47A

APPLICABILITY: Staff/Inmates PUBLIC ACCESS: Yes

LOCATION: Department Central Policy File
Each Institution's Policy File
Each Inmate Library

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

Department - Assistant Deputy Commissioner, Northern Sector

Institutions - Superintendents, Substance Abuse Monitors,
Substance Abuse Treatment Coordinators

EFFECTIVE DATE: 05/17/2014

CANCELLATION: 103 DOC 525.00 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules and regulations regarding inmate substance abuse monitoring and testing which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any article, section, subsection, sentence, clause or phrase of 103 DOC 525.00 is for a reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner, or otherwise inoperative, such decision shall not affect the validity of any other article, section, subsection, sentence, clause or phrase of this policy.

Definitions

Adulteration Strip: A preliminary qualitative screening test designed to ensure the integrity of a urine specimen by detecting the presence of contaminants, or sample dilution.

Documentation: An acknowledgment of the completion of training issued by the Department of Correction or product manufacturer, for the screening/testing of specimen samples. The documentation authorizes the staff members to screen/test a specimen sample using the specific methodology in which he/she has been trained.

Collection Officer: A staff member designated/assigned to collect a urine, oral fluid, or breath sample for substance abuse testing. This individual shall be properly trained in the collection methodology being utilized.

Confirmation Test: A forensic test (typically Gas Chromatography/Mass Spectrometry) conducted by a certified laboratory contracted by the Department, designed to provide both qualitative and quantitative data regarding the presence of illegal drugs, alcohol, prescribed medications or other substances in a particular specimen sample. The results of the laboratory test shall always override the results of any screening results obtained by Department staff.

Dry Cell: A secure cell/room with no running water, toilet or urinal, or in which such items have been rendered inoperable or inaccessible.

Evidentiary Test: A substance abuse test that can provide both qualitative and quantitative results that could be submitted and accepted as proof in a court of law.

Gas Chromatography/Mass Spectrometry (GC/MS): A laboratory toxicological drug testing method conducted by highly trained chemists, capable of determining the exact makeup of specific molecules within a tested sample. This is an evidentiary test.

Initial Screening: A preliminary, presumptive test conducted by a Department employee, generally designed to provide only qualitative data regarding the presence of illegal drugs, alcohol, prescribed medications or other substances in a particular specimen sample. This is a non-evidentiary test.

Inmate: Any individual, whether awaiting trial or sentenced, who is confined in a state correctional institution. A person committed to the Massachusetts Treatment Center pursuant to M.G.L. c. 123A as a Sexually Dangerous Person, also known as a "Resident", shall be considered an inmate for the purposes of 103 DOC 525.

Inmate Management System (IMS): The Department's automated information system that provides processing, storage and retrieval of inmate-related information needed by Department personnel and other authorized users within the criminal justice system.

Qualitative Test: A test that provides simple results (positive or negative) of a particular drug based upon specific cutoff levels.

Quantitative Test: A test that determines the exact concentration of drugs detected in the specimen sample.

Substance Abuse Coordinator: The individual designated by the Commissioner (or the Assistant Deputy Commissioner of the Northern Sector), responsible to oversee and coordinate all aspects of the inmate drug testing program for the Department.

Substance Abuse Monitor: An individual appointed by a superintendent to perform, monitor and coordinate the collection, testing, and documentation of inmate drug tests at an institution.

Substance Abuse Monitoring: The monitoring or testing of inmates in accordance with 103 DOC 525.00, designed to reduce or eliminate drug and alcohol use by conducting substance abuse testing on designated inmates.

Substance Abuse Treatment Coordinator: An individual appointed by a superintendent who is responsible for overall program/services supervision, and all substance abuse treatment services, including service vendors. This staff person shall have treatment or program experience.

Testing Officer: A staff member designated/assigned to screen/test a specimen sample for the presence of drugs or alcohol. This individual shall be properly trained in the screening/testing methodology being conducted.

525.02 Purpose and Overview

- A. The Department maintains a zero tolerance for substance abuse by all inmates within its custody. Every effort shall be made to provide a drug free and safe correctional environment. Through the aggressive management of 103 DOC 525.00, the Department shall attempt to reduce or eliminate drug and alcohol use among inmates, improve accountability, maintain institutional order/security, and contribute to the overall mission of the Department by reducing inmate recidivism.
- B. Substance abuse monitoring shall be conducted for both security and treatment purposes. All inmates, unless specifically exempted, shall be subject to substance abuse monitoring and, where appropriate, may participate in available drug treatment programs.
- C. Any attempted or completed offense or violation involving alcohol, illegal controlled substances, unauthorized prescribed medications, or other drug or illicit substance shall be considered a "substance abuse violation" for the purposes of disciplinary proceedings, sanctions, security, or other Department statistics and record keeping.
- D. Substance abuse monitoring and treatment records for inmates being released on Probation or Parole may be shared with Probation and Parole agents by the Superintendent or a designee, for consideration of denial of release and/or development of an appropriate continuum of treatment and monitoring plan following the inmate's release from incarceration. The sharing or dissemination of substance abuse monitoring and treatment records shall be in accordance with the requirements of 103 DOC 153, *CORI Regulations*, and 103 DOC 157, *Regulations Governing Access To and Dissemination of Evaluative Information*.

525.03 Appointment and Duties of the Institutional Substance Abuse Monitor

- A. The Superintendent at each institution shall appoint a substance abuse monitor who shall monitor and coordinate the collection, screening, testing, and documentation of inmate drug tests at the institution, as well as assist in training staff in proper collection and screening methods. The Superintendent shall appoint a second individual as a backup to assist with these duties, or to provide coverage during the primary monitor's absence.
- B. The substance abuse monitor shall be given the authority necessary to ensure the institution's substance abuse monitoring plan is fully implemented and maintained in accordance with policy requirements.

525.04 Testing Requirements

- A. The substance abuse monitor at each Department institution shall review/assess all incoming inmates for any pre-existing substance abuse issues, as well as any previous monitoring status or substance abuse program participation, to determine whether any current or future testing or monitoring is needed.

As part of this assessment, the substance abuse monitor shall review the following IMS screens:
 - 1. Disciplinary Query;
 - 2. Mental Health/Substance Abuse History;
 - 3. Medical Orders;
 - 4. COMPAS / Assessment Scores and Case Plan
- B. Inmates may be tested using a variety of methods, including but not limited to: urine, oral fluids, and breath. The primary method for testing for substances of abuse shall be through urine, although alternate testing methods may be utilized as needed.
- C. Inmates shall be routinely tested for a variety of illegal/controlled substances, unauthorized medications, or prohibited substances as determined by the substance abuse monitor based on the inmate's drug of choice, specific intelligence, or current drug use trends within the institution.

- D. Each Superintendent shall designate a specimen collection site, a specimen testing site, a secure storage location for collected specimen samples containing a refrigerator/freezer used solely for storing specimen samples, and a secure location for the storage of testing supplies, as well as substance abuse related documentation. Institutional procedures shall clearly identify who has access to these areas and materials.
- E. Civil Commitments at the Massachusetts Alcohol and Substance Abuse Center, and the Shattuck Hospital Correctional Unit, shall be exempt from the general testing requirements of this policy due to the specific missions of those institutions and the inmate populations they house. Testing for cause may be conducted at these institutions if deemed necessary by the Superintendent or a designee.
- F. Only the inmate work force at the Bridgewater State Hospital shall be subject to the general testing requirements of this policy, due to the specific mission of the institution and the population housed there. Work force inmates shall be tested for the same reasons and at the same frequency as inmates in any Department institution of the same security level as Bridgewater State Hospital. Testing for cause may be conducted on any inmate/patient at this institution if deemed necessary by the Superintendent or a designee.
- G. Civil Commitments at MCI-Framingham shall be exempt from the general testing requirements of this policy. Testing for cause may be conducted on these inmates if deemed necessary by the Superintendent or a designee. All other inmates at MCI-Framingham shall be tested in accordance with the requirements of 103 DOC 525.00.
- H. Inmates who have not been housed in a Department institution for at least thirty (30) days (e.g., new commitments to MCI-Framingham and MCI-Cedar Junction) shall be exempt from the general testing requirements of this policy. Testing for cause may be conducted on these inmates if deemed necessary by the superintendent or a designee.
- I. Selection of inmates for testing may be random, or based on intelligence as to the availability of narcotics, controlled substances, illegal

drugs, medications, alcohol or other intoxicants in the institution/community, and/or the inmate's substance of choice as determined from a review of records, and shall not be based on the race, color, religion, gender, age, or national origin of the inmate.

525.05 IMS Test Code Definitions

Breathalyzer/Other (BRE): The test type/code for an inmate identified for a breathalyzer screen based on the superintendent's mandate.

Cadre (CDR): The test type/code for inmate workers at Bridgewater State Hospital, who are tested based on the same requirements as inmates housed at the same security level.

Correctional Recovery Academy (CRA): The test type/code for a subgroup of the inmate population designated for testing each period as a result of enrollment/participation in the CRA program.

CRA 24 (C24): The test type/code for testing an individual inmate within twenty-four (24) hours of admission into the CRA program.

Interval (INT): The test type/code for testing all minimum security level inmates on a quarterly basis, and all pre-release security level inmates on a monthly basis.

OUS/PRC Return (PRE): The test type/code for the testing of an individual inmate upon returning to the institution from an outside community/institution work crew or work release program.

Pending SDU (PSD): The test type/code for testing an individual inmate, where the test must occur prior to the inmate being formally added to the SDU list the following month.

Random (RDM): The test type/code for a percentage of the inmate population to be scheduled for substance abuse tests at random.

Pending Release (REL): The test type/code for testing an individual inmate who is due to be released from a minimum or pre-release institution, who would not receive an Interval test as a result of his/her release.

Suspect (SUS): The test type/code for a percentage of the inmate population considered "at risk", to be designated for testing each month.

Suspect/Disciplinary Sanctions (SDU): The test type/code for a subgroup of the inmate population designated for testing each period as a result of disciplinary sanctions associated with a prior substance abuse violation.

Testing for Cause (TST): The test type/code for the testing of an individual inmate based on suspicion or cause.

525.06 Testing Frequency

Where practicable, specimen samples for all status types should be collected at various times on all shifts, seven (7) days a week, to prevent predictability of testing patterns.

A. Random Testing (RDM)

1. The entire inmate population of each institution, except those inmates subject to mandatory testing as a disciplinary sanction (SDU status), and those who have not been housed in a DOC facility for at least thirty (30) days, shall be subject to random drug testing at the following frequency:
 - a. Minimum/Pre-Release/Contracted Residential Placement: 5% of population, monthly
 - b. Maximum/Medium: 3% of population, quarterly
2. Random testing shall be based on an IMS (computer) generated selection.
 - a. The substance abuse monitor or other employee designated by the Superintendent shall generate a random schedule of specimens to be collected via the Collection Schedule Screen. Access to this list shall be limited to only those individuals involved in the scheduling, collection, screening or documentation process. Every effort shall be made to minimize access to this list until the time of collection.
 - b. The Collection Schedule Screen will indicate the total inmate population at the institution, and shall compile a random listing of the population to be tested, based on the specific institution's testing criteria.

- c. Each inmate shall be tested, regardless of how often his/her name appears on the Collection Schedule screen list. There is no limit to the number of times, or the frequency of which an inmate may be selected for random testing.
 - 3. Random testing shall normally be conducted via a urine sample, unless an alternate testing method is deemed necessary.
- B. Interval Testing (INT)
 - 1. The entire inmate population of each institution shall be subject to interval drug testing at the following frequency:
 - a. Minimum: Entire population, quarterly
 - b. Pre-Release/Contracted Residential Placement: Entire population, monthly
 - 2. Inmates who appear on the interval list shall be tested via a urine sample, unless an alternate testing method is deemed necessary.
 - 3. Inmates due to be released prior to receiving an Interval test shall be scheduled/tested using the Pending Release (REL) code.
- C. Testing for Cause (TST)
 - 1. A Superintendent or designee may order testing for cause to respond to, but not limited to, the following situations:
 - a. An inmate appears to be under the influence.
 - b. Staff receives information regarding suspected drug/alcohol use.
 - c. An inmate is found in possession of suspected illicit drugs, drug paraphernalia, alcohol, intoxicants, fermented juices, unauthorized medication, or other unidentified substances, or where such items are found in an area occupied or inhabited by the inmate.
 - d. An inmate is observed to be in possession of, or using suspected

illicit drugs, drug paraphernalia, alcohol, intoxicants, fermented juices, unauthorized medication, or other unidentified substances, but correctional staff is unable to obtain a sample of the substance/item.

- e. An inmate returns late from a community release.
 - f. An inmate assaults a staff member.
 - g. An inmate sustains an injury not witnessed by staff, which requires medical attention (excluding non-suspicious minor injuries, or those injuries reasonably believed a result of normal/recreational activities).
 - h. An inmate is returned to custody subsequent to an escape.
- 2. Institutional procedures shall indicate who has the authority to order such testing, and any additional approval procedures required.
 - 3. Testing for cause shall normally be conducted via a urine sample, unless an alternate method of testing is deemed necessary.

D. Correctional Recovery Academy (CRA)

- 1. Institutions that have a Correctional Recovery Academy therapeutic community phase (TCP) program, testing of the participating inmates shall occur at the following frequency:
 - a. Within twenty-four (24) hours of enrollment/placement in the program (C24).
 - b. Twice during participation in the program (CRA).
 - c. Once during the week following graduation from the program.
 - d. A test for cause may be performed at any time on CRA participants at the discretion of the superintendent and/or the program provider.
- 2. CRA program monitoring/testing shall normally be conducted via a urine sample,

unless an alternate method of testing is deemed necessary.

E. Suspect List (SUS)

1. At all institutions, a monthly suspect list representative of those inmates who pose the greatest risk to abuse drugs or alcohol, shall be established by the Superintendent or a designee. In developing this list, the following information should be reviewed and considered:
 - a. Inmates who scored moderate to high on COMPAS risk/needs assessment and/or have a strong need in the area of substance abuse.
 - b. Inmates who have tested positive or refused to provide a sample for substance abuse testing and have recently completed sanctions.
 - c. Inmates who have been identified as high risk substance abusers through institution incidents, intelligence information, and/or observations.
2. This list may be comprised of up to 10% of the institution's population.
3. Inmates who appear on the suspect list shall be tested monthly via a urine sample, unless an alternate testing method is deemed necessary.
4. The Superintendent may remove any inmate from the suspect list following three (3) months of testing without a positive substance abuse screen/test result.
5. Inmates participating in the Correctional Recovery Academy (CRA) therapeutic community phase (TCP) should not appear on the suspect list. The substance abuse monitor shall compare the CRA list to the suspect list, and remove any CRA inmates from the suspect list while they are participating in the CRA program.
6. Inmates subject to mandatory testing as a disciplinary sanction (SDU status) shall be exempt from Random Testing while on said status.

F. OUS/PRC Return (PRE)

1. All inmates returning from community or institution work crews shall be screened with a breathalyzer to ensure they have not consumed alcohol.
2. Each Superintendent of a Minimum, Pre-Release or Contracted Residential Placement institution shall develop institutional procedures regarding the testing of inmates participating in outside work crews, or on community release where collection/screening methodologies other than a breathalyzer are to be routinely used. The procedures shall at a minimum, address the following:
 - a. Type of test to be conducted (method);
 - b. Who shall administer the test;
 - c. Location of testing;
 - d. When the tests will be conducted (e.g., specific shift/shifts);
 - e. Frequency of the tests (e.g., daily, weekly, monthly).
3. The type of test selected (method) shall influence when the testing shall occur, as each methodology has a unique range of effectiveness.

525.07 Refusal to Provide A Specimen Sample or Submit to Drug Testing

- A. Inmates who refuse to provide a specimen sample of any type (e.g., urine, oral fluid, breath) and/or refuse to submit to a drug test, shall be subject to disciplinary sanctions if found guilty of such an offense after a disciplinary hearing or a hearing before the Behavior Review Committee, in accordance with 103 CMR 430.00, *Inmate Discipline*, or 103 CMR 431, *Observation of Behavior Reports*.
- B. Inmates who do not provide a urine sample within two (2) hours of being ordered to do so shall be considered to be refusing to provide a specimen, except where documented medical evidence is presented regarding a pre-existing medical condition, or where the inmate claims an undocumented physiological or psychological condition is preventing or hindering his/her

ability to provide a specimen sample. Where such a claim is made, the procedures outlined in 103 DOC 525.09 (D) shall be adhered to.

- C. In all cases involving a refusal, the inmate shall be directly asked why he/she is refusing to provide a specimen sample. The inmate's specific reason shall be documented in the Comments field on the Test Results screen in the IMS Substance Abuse module. The reason shall also be documented in an incident or disciplinary report.
- D. No waiting period is needed or extra time allotted to an inmate who directly and specifically refuses to provide a specimen sample, or submit to a drug test.

525.08 Disciplinary Sanctions and Mandatory Testing Requirements

- A. Disciplinary procedures shall be implemented in accordance with 103 CMR 430.00, *Inmate Discipline*, and 103 CMR 431, *Observation of Behavior Reports*, when any of the following events occur:
 - 1. An inmate receives a positive test result for the use of narcotics, controlled substances, illegal drugs, unauthorized drugs, alcohol or other intoxicants, which medical records cannot justify.
 - 2. An inmate refuses to submit to a drug or sobriety test.
 - 3. An inmate refuses or fails to provide a specimen sample, without medical or mental health justification.
 - 4. An inmate tampers with or adulterates any specimen sample, or attempts to do so.
 - 5. An inmate engages in the unauthorized use or possession of any narcotic, controlled substance, illegal drug, unauthorized drug or drug paraphernalia.
 - 6. An inmate introduces, distributes or transfers any narcotic, controlled substance, illegal drug, unauthorized drug or drug paraphernalia, for, or to, any inmate.
 - 7. An inmate makes, introduces or transfers intoxicants or alcohol, or is in possession

of alcohol or other intoxicants, ingredients, equipment, formula, or instructions used in making intoxicants or alcohol.

8. An inmate engages in the unauthorized possession, accumulation or misuse of prescribed medication.
 9. An inmate engages in the unauthorized possession, accumulation or misuse of over-the-counter medications, vitamins, or similar products obtained via the inmate canteen.
- B. A disciplinary report or observation of behavior report (where applicable) shall be submitted for any of the previously listed events. Where multiple institutions are involved (e.g., transfer of inmate to higher security), only one (1) disciplinary report or observation of behavior report shall be submitted for the same offense. Additional or supporting facts shall be submitted in the form of incident reports.
- C. In the event the disciplinary report or observation of behavior report is the result of a positive initial screening, the inmate shall be informed of the specific test results. The inmate shall be asked whether he/she wants to waive his/her right to a confirmatory test and admit to the use of the illegal substance(s), or pursue the confirmatory test.
1. In the event the inmate chooses to admit to the use of the illegal substance(s), the inmate shall sign the Substance Abuse Confirmation Test Request/Waiver (Attachment I). Two (2) staff members shall witness the signing. This form shall be included in the inmate's disciplinary or observation of behavior report package.
 2. If the inmate chooses not to plead guilty and the positive initial screening is to be introduced as evidence, a confirmatory test shall be conducted by an outside laboratory.
- D. The results of the confirmatory test conducted by the laboratory shall override any initial screening results obtained by the Department. If the confirmatory test supports the positive initial screening result(s), the inmate may be

held responsible for restitution regarding the cost of the confirmatory test(s), as part of the sanctions issued following a guilty finding at the disciplinary hearing, pursuant to 103 CMR 430.00, *Inmate Discipline*, or a guilty finding by the Behavior Review Committee, pursuant to 103 CMR 431.00, *Observation of Behavior Reports*.

1. Multiple laboratory confirmation tests may be conducted on a single specimen sample where multiple positive results were obtained during the initial screening process.

Example: Inmate's specimen sample yields positive initial screening results for both marijuana and cocaine.

2. The inmate may be held responsible for restitution regarding the cost of each laboratory confirmation test whose result supports the initial positive screening. The restitution amount shall be assessed at the Disciplinary Hearing. The inmate shall not be charged for any laboratory confirmation test yielding a negative result.

- E. All guilty findings shall result in the inmate's placement on mandatory substance abuse monitoring (SDU status) for one (1) year (first offense), two (2) years (second offense) or three (3) years (third offense or greater), with two (2) mandatory urine tests conducted each month at the inmate's expense. NOTE: In the event the inmate commits a second or third offense, the length of time for the inmate to be placed on SDU status shall be calculated from the date of the second/third offense.
- F. Continued substance abuse violations (three (3) positive samples in a two (2) year period) may result in loss of statutory good time credits (if available), and may impact an inmate's eligibility for parole or probation.
- G. In the event an inmate continually and/or habitually commits substance abuse violations, and where additional sanctions as described in this policy are no longer an effective deterrent (e.g. life sentence, inmate approaching release date, indigent), the Superintendent shall have the unfettered discretion to implement other

administrative measures as needed (e.g., housing change), in an attempt to discourage and prevent further substance abuse violations.

- H. Whenever an inmate is issued a restitution amount for mandatory periodic testing, the institutional substance abuse monitor shall notify the Treasurer on a weekly basis of any mandatory tests conducted to ensure the proper reimbursement of funds is processed from the inmate's account. In the event a mandatory urinalysis test is not conducted due to staff error, administrative, or security reasons (e.g., institution lockdown), the inmate shall not be charged for portion of the cost of the missed test.
- I. The Disciplinary Officer shall notify the substance abuse monitor of any guilty findings and sanctions associated with a substance abuse-related disciplinary report. The substance abuse monitor shall track the disciplinary report on the Test Results screen by entering the disciplinary report number and any related disciplinary sanctions. If an incident report was written regarding the substance abuse test, the incident report number shall be entered in the "Incident Number" field.
- J. The substance abuse monitor shall notify the Director of Treatment or the Director of Classification of the need to update the intervention referral section of a specific record by providing the inmate's commitment number and specimen number. The Director of Classification or Director of Treatment shall note all interventions on the Test Results screen.
- K. In all cases where an inmate is found guilty of a substance abuse violation, and upon conclusion of the disciplinary and appeal process, an interview shall be conducted by the institution Inner Perimeter Security (IPS) Team, or other appropriate staff designated by the Superintendent, in an effort to determine the source of the drugs, alcohol, etc. All interviews shall be documented via an incident report. A confidential incident report may be submitted where the results of the interview are deemed sensitive or the release of such information

could jeopardize the security or operation of the institution. Findings of these interviews shall be reported to the Superintendent of the institution where the incident occurred.

- L. Inmates discharged/released from custody before the completion of any mandatory testing period shall be reimbursed for the cost of any tests not conducted.

525.09 Sample Collection in Specialized Units

Each Superintendent of an institution that operates a specialized unit (e.g., segregation, protective custody) shall develop institutional procedures for the collection and testing of specimen samples from inmates assigned to such units. The procedures shall be in compliance with the collection and testing requirements of the standard operating procedures for 103 DOC 525, *Substance Abuse Testing and Monitoring*, to ensure the proper collection of specimen samples, while ensuring the safety of both staff and inmates.

525.10 Substance Identification and Testing

In the event a substance is found that is believed to be or contain alcohol, illegal controlled substances, unauthorized prescribed medications, or other drug or illicit substance, staff shall screen the substance using a narcotic field test kit in an attempt to identify the substance. In the case of alcohol/intoxicants, a urine/oral fluid alcohol test or breathalyzer (in passive mode) may be used.

A. Substance Collection

As soon as possible after discovery, staff shall confiscate and secure the unidentified substance as evidence. Staff shall also complete a chain of evidence form (see 103 DOC 506 Search, Attachment D.)

B. Field Testing/Screening

1. There shall be no eating or drinking in the test site.
2. The substance shall be photographed. The photos shall be stored in a location determined by the Superintendent or a designee.
3. The substance shall be described in detail in the disciplinary or incident report (e.g., appearance, color, smell,

consistency), and the location where the substance was found shall be noted.

4. The substance shall be screened/field tested for the appropriate substance(s).
 - a. The substance quantity should be evaluated prior to field testing to ensure enough material will be available for laboratory analysis, if necessary. Where the substance quantity is limited or may be insufficient to conduct multiple tests, the substance shall not be field tested, but shall be sent out for identification.
 - b. All tests shall be conducted in a secure environment, and care shall be exercised in maintaining the chain of evidence.
 - c. All testing materials shall be up-to-date and function properly.
 - d. All procedures defined by the test manufacturer/vendor shall be strictly adhered to.
 - e. Only staff trained in the use of the test kit being used may test substances for identification.
5. A substance believed to be or containing alcohol/intoxicants may be screened using a urine/oral fluid alcohol test, or a breathalyzer in passive mode for evaluative purposes. The appropriate collection procedures shall be adhered to for the specific screening methodology implemented.
 - a. The presence of the ingredients used for making alcohol/intoxicants is in itself a violation, regardless of whether any alcohol content exists. The substance does not need to be sent out for laboratory confirmation testing or identification.
6. The results of any positive screening tests conducted on the substance shall be photographed.
7. All substance tests shall be documented on the Substance Abuse Identification screen in IMS.

C. Laboratory Confirmation/Identification

1. Any substance that tests positive for the particular field test conducted (except for alcohol/intoxicants), or that cannot be identified, shall be sent to the State Police or the Department of Public Health, Drug Analysis Laboratory for forensic analysis, except where the inmate confirms the identity of the substance as determined by the field test. If criminal prosecution is to be pursued, a laboratory confirmation/identification test is needed.
2. The substance abuse monitor shall notify the Office of the Assistant Deputy Commissioner of the Northern Sector any time a sample is sent out for confirmation testing. A copy of the vendor's test request sheet shall be faxed or mailed to the Substance Abuse Coordinator.

525.11 Training

- A. Pre-Service Training: All correction officers and correction program officers shall receive substance abuse training during pre-service training. This training shall be comprised of general policy requirements and concepts.
- B. In-Service Training: All correction officers and correctional program officers designated to collect and/or test specimen samples shall be initially trained on the specific collection/testing methodology to be used, prior to collecting/testing any specimens.
- C. Additional training is available on the Department Intranet via the Substance Abuse Monitoring Committee web page.

525.12 Documentation and Record Keeping

- A. The institution substance abuse monitor shall ensure the IMS substance abuse module is kept current at all times, to include the creation of status rosters, collection schedules, and test results. Incident and disciplinary reports shall be documented and submitted as needed.
- B. Additional traditional or manual tracking or documentation methods may be utilized as needed to enhance or maintain the integrity of the system.

- C. In the event an inmate transfers from one institution to another during mandated substance abuse testing sanctions, the substance abuse monitor from the sending institution shall inform and fax any information not contained in IMS to the substance abuse monitor at the receiving institution. This may include, but is not limited to, waivers of confirmatory screens, outside laboratory confirmations, inmate interviews and incident reports, the disciplinary report and hearing package, documentation of substance abuse treatment intervention referrals, signed Inmate Sign-Off Sheets and other documentation deemed necessary. The receiving institution's substance abuse monitor shall click the refresh button located on the IMS status roster screen in order to ensure the SDU roster is kept current.
- D. The Substance Abuse Treatment Coordinator or the institution substance abuse monitor shall ensure that all inmates participating in the Correctional Recovery Academy (CRA) are entered in the IMS substance abuse module screen on the day the inmate is admitted into the program, or as soon as practicable thereafter.
- E. The Substance Abuse Treatment Coordinator shall also ensure that the substance abuse monitor is notified of all new CRA admissions on a daily basis to ensure that the IMS Status Roster Screen is updated.
- F. The Substance Abuse Treatment Coordinator shall input relevant data into IMS on the Test Results screen. Data including the intervention referral date, intervention referral type, and intervention referral status, if any, shall be entered. This information shall be updated as needed and in conjunction with classification reviews.
- G. The Assistant Deputy Commissioner of the Northern Sector, or designee, shall have the ability to create, update and review all IMS substance abuse module screens and reports associated with any institution.
- H. Command staff, superintendents, institutional substance abuse monitors, Substance Abuse Treatment Coordinators, or other authorized staff may review all IMS substance abuse module screens and reports associated with any institution.

- I. All substance abuse related documentation (e.g., inmate sign off sheets, laboratory confirmation results), shall be maintained on file by the substance abuse monitor for no less than three (3) years, in accordance with 103 DOC 158, *Disposal of Outdated Documents*, and the Statewide Records Retention Schedule.

525.13 Drug Testing Supplies, and Ordering

- A. Drug testing/screening supplies shall be purchased through approved vendors only, in accordance with 103 DOC 340, *Departmental Purchasing Procedures*.
- B. The ordering of drug testing/screening supplies for all institutions shall be the responsibility of the Assistant Deputy Commissioner of the Northern Sector, or designee. Substance abuse monitors shall submit a supply order through the Office of the Assistant Deputy Commissioner of the Northern Sector quarterly, utilizing Attachment IV.
- C. All drug testing/screening supplies shall be centrally stored at a secured location designated by the Assistant Deputy Commissioner of the Northern Sector. Supplies shall be distributed to each institution as needed.
- D. Each institution, along with the central storage location, shall maintain an accurate inventory of the supplies on hand, to include product lot numbers and expiration dates where appropriate.
- E. Each institution substance abuse monitor shall be required to conduct and submit a drug testing supply inventory on a quarterly basis, to the Office of the Assistant Deputy Commissioner of the Northern Sector for inventory monitoring and assessment purposes, utilizing Attachment V.
- F. In the event any expired drug testing/screening supplies are found, they shall be immediately removed from the storage or testing location and clearly marked "Expired - For Training Use Only".
- G. Expired drug testing/screening supplies may either be retained by the institution for use in training institutional staff, or returned to the Office of the Assistant Deputy Commissioner of the Northern Sector. Under no circumstances shall expired drug testing/screening supplies be stored in the testing location, or with active supplies in the storage location.

Massachusetts Department of Correction
SUBSTANCE ABUSE CONFIRMATION TEST REQUEST/WAIVER

Inmate: _____ Commitment #: _____

Institution: _____ Housing Unit: _____

Collection Date: _____ Name: _____
Staff Member Collecting Specimen

Specimen #: _____

Test Date: _____ Name: _____
Staff Member Testing Specimen

Specimen Type: [] Urine [] Oral Fluid

Specimen screened positive for: _____
Substance(s)

The specimen sample indicated above has been properly collected, logged, checked for possible adulteration, and tested/screened for illegal/controlled substances in accordance with 103 DOC 525, Inmate Substance Abuse Monitoring and Testing. A positive result for the specific substance(s) listed above is indicated that cannot be justified upon review of the inmate's medical record.

[] Confiscated Substance: _____
Description

The substance indicated above was found in direct possession, among the personal belongs, or is otherwise believed to belong to the above named inmate. The confiscated item is believed to be an illegal/controlled substance, or other item not authorized for retention to include, but not limited to alcoholic substances/intoxicants, pharmaceuticals/medication, etc.

[] I choose to waive my opportunity to have a confirmation test performed on the specimen listed above by the outside laboratory contracted by the Department of Correction, and admit to using the illegal/controlled substance(s) indicated. As a result, I understand I shall be subject to substance abuse monitoring for a predetermined period, consisting of two mandated urine tests every month at a cost of \$6.00 per test at my expense.

[] I choose to have a confirmation test performed on the specimen listed above by the outside laboratory contracted by the Department of Correction. If a positive result is confirmed, I understand I may be responsible for restitution regarding the cost of each confirmed confirmation test, as part of the sanctions issued following a guilty finding at the disciplinary hearing, pursuant to 103 CMR 430, Inmate Discipline. I also understand that if found guilty, I shall be subject to substance abuse monitoring for a predetermined period, consisting of two mandatory urine tests every month at a cost of \$6.00 per test at my expense.

1st Offense - 1 Year/24 tests (\$144) 2nd Offense - 2 Years/48 tests (\$288) 3rd Offense or Greater - 3 Years/12 tests (\$432)

I have read and fully understand the contents of this document and potential consequences of my decision, and am making this decision of my own free will, and without coercion.

Inmate Signature: _____ Date: _____

Literacy/Language Barrier. Due to a literacy problem/language barrier, the contents of this document, including any potential consequences have been explained to the inmate via the following method:

[] Telephonic Interpreter Service [] Staff Member: _____
Name/Title

Witness: _____ Signature: _____ Date: _____
Staff Member Name/Title

[] Inmate refused to sign. Refusal to sign this form may be considered in a subsequent disciplinary proceeding and may result in the inmate being subject to substance abuse monitoring for a predetermined period, consisting of two mandatory urine tests every month at a cost of \$6.00 per test at the inmate's expense.

Witness: _____ Signature: _____ Date: _____
Staff Member Name/Title

Massachusetts Department of Correction Substance Abuse Test Report

Commitment #:
Institution:
Test Status:

Inmate:
Unit, Cell, Bed:
Specimen #:

Collection Information

Collection Date/Time:
Collection Officer:

Institution:
Comments:

Drug	Drug Reason	Method	Method Reason

Inmate provided and signed Inmate provided but refused to sign Inmate refused to provide sample

Witness:

Date:

Testing Information

Testing Date/Time:
Testing Officer:

Institution:
Comments:

Drug	Test Type	Result	Result Date

Plead guilty - confirmatory test waived Confirmatory test requested Inmate refused to sign

Witness:

Date:

Witness:

Date:

Linked Disciplinary Reports

Linked Incident Reports

D-Rpt #	Incident Date		Incident #	Incident Date

Mandatory Testing History

Specimen #	Start Date	End Date

Assigned Mandatory Testing

Offense/Testing Period:
Assigned By:

Start Date:
Comments:

End Date:

Intervention Referral

Date:

Type:

Assigned By:

Status:

Comments:

**Massachusetts Department of Correction
Substance Identification Report**

Testing Information

Substance Type: Description:
Specimen #: Testing Date/Time:
Institution: Location:
Testing Officer: Comments:

Drug	Drug Reason	Test Type	Result	Result Date

Individuals Involved

Person Type	Name	Commit #

Massachusetts Department of Correction
Substance Abuse Testing Supplies Order Form

Institution: _____

Quarter: 1 2 3 4 Order Date: _____

Urine Testing	# Full Boxes/Packs
Specimen Cups	
One Step Specimen Validity Strip	
Security Seals	
I-Cup 13 (known as KO Cups)	
Single Dip Drug Test Kit - K2 Spice	
Single Dip Drug Test Kit - Amphetamines	
Single Dip Drug Test Kit - Barbiturates	
Single Dip Drug Test Kit - Benzodiazepines	
Single Dip Drug Test Kit - Buprenorphine	
Single Dip Drug Test Kit - Cocaine	
Single Dip Drug Test Kit - Marijuana/THC	
Single Dip Drug Test Kit - MDMA/Ecstasy	
Single Dip Drug Test Kit - Methadone	
Single Dip Drug Test Kit - Methamphetamines	
Single Dip Drug Test Kit - Opiates (300 Ng/ml)	
Single Dip Drug Test Kit - Oxycodone	
Single Dip Drug Test Kit - Phencyclidine/PCP	
Multiple Dip Drug Test Kit - COC/THC/OPI300	

Oral Fluid Testing	# Full Boxes/Packs
iScreen™ OFD (Oral Fluid Device)	

Alcohol Testing	# Full Boxes/Packs
Reditest® Alcohol Saliva	
34 Liter Dry Gas Standard (0.100)	
Mouthpieces (FC10 Series - 100 pack)	
Lifeloc® Mouthpiece Adapter Kit	

Alcohol Testing	# Full Boxes/Packs
Dry Gas Tank Regulator Valve	

Breathalyzer	Quantity	Serial Number(s)
Lifeloc® FC10 ^{Plus} Breathalyzer		

Inventory Conducted

By:

 Name

Forward to the Office of the Assistant Deputy Commissioner of the Northern Sector upon completion

Massachusetts Department of Correction
Drug Identification Supplies Order Form

Institution: _____

Quarter: 1 2 3 4 Order Date: _____

Item	Total Full Boxes
NARK® Porta-Pac®	
NARK® Drug Test Pouch Test 1 - Marquis Reagent, 10/box Opium Alkaloids	
NARK® Drug Test Pouch Test 2 - Nitric Acid Reagent, 10/box Differentiate Heroin/Morphine	
NARK® Drug Test Pouch Test 3 - Dille-Koppanyi, 10/box Barbituates	
NARK® Drug Test Pouch Test 4 - Ehrlich's Reagent, 10/box LSD	
NARK® Drug Test Pouch Test 5 - Duquenois-Levine, 10/box Marijuana, Hashish, Hash-Oil, THC	
NARK® Drug Test Pouch Test 6 - Acid Neutralizer	
NARK® Drug Test Pouch Test 7 - Scott Reagent, 10/box Cocaine Salts, Cocaine Base	
NARK® Drug Test Pouch Test 8 - Methadone	
NARK® Drug Test Pouch Test 9 - PCP, Methaqualone, 10/box PCP and Methaqualone	
NARK® Drug Test Pouch Test 10 - Special Opiates, 10/box Codeine, Heroin, Morphine, Oxycodone, Fentanyl, Buprenorphine	
NARK® Drug Test Pouch Test 11 - Mecke's Modified Reagent, 10/box All Heroin	
NARK® Drug Test Pouch Test 14 - Valium, Rohypnol, Ketamine, 10/box Valium, Rohypnol, Ketamine	
NARK® Drug Test Pouch Test 15 - Sodium Nitroprusside Reagent, 10/box Methamphetamine & MDMA	
NARK® Drug Test Pouch Test 20 - KN Reagent, 10/box Marijuana (green plant &	

Item	Total Full Boxes
seeds)	
NARK® Drug Test Pouch Test 23 - Synthetic Cannabinoids Reagent, 5/box Synthetic Cannabinoids (indole only)	

Inventory Conducted By: _____
 Printed Name/Signature

Forward to the Office of the Assistant Deputy Commissioner of the Northern Sector upon completion.

Massachusetts Department of Correction
Quarterly Substance Abuse Testing Supplies Inventory Form

Institution: _____

Inventory

Quarter: 1 2 3 4 Date: _____

Urine Testing	# Full Boxes/Packs
Specimen Cups	
One Step Specimen Validity Strip	
Security Seals	
I-Cup 13 (known as KO Cups)	
Single Dip Drug Test Kit - K2 Spice	
Single Dip Drug Test Kit - Amphetamines	
Single Dip Drug Test Kit - Barbiturates	
Single Dip Drug Test Kit - Benzodiazepines	
Single Dip Drug Test Kit - Buprenorphine	
Single Dip Drug Test Kit - Cocaine	
Single Dip Drug Test Kit - Marijuana/THC	
Single Dip Drug Test Kit - MDMA/Ecstasy	
Single Dip Drug Test Kit - Methadone	
Single Dip Drug Test Kit - Methamphetamines	
Single Dip Drug Test Kit - Opiates (300 Ng/ml)	
Single Dip Drug Test Kit - Oxycodone	
Single Dip Drug Test Kit - Phencyclidine/PCP	
Multiple Dip Drug Test Kit - COC/THC/OPI300	

Oral Fluid Testing	# Full Boxes/Packs
iScreen™ OFD (Oral Fluid Device)	

Alcohol Testing	# Full Boxes/Packs
Reditest® Alcohol Saliva	
34 Liter Dry Gas Standard (0.100)	
Mouthpieces (FC10 Series - 100 pack)	

Alcohol Testing	# Full Boxes/Packs
Lifeloc® Mouthpiece Adapter Kit	
Dry Gas Tank Regulator Valve	

Breathalyzer	Quantity	Serial Number(s)
Lifeloc® FC10 ^{Plus} Breathalyzer		

Inventory Conducted

By:

_____ Name

Forward to the Office of the Assistant Deputy Commissioner of the Northern Sector upon completion.

Massachusetts Department of Correction
Quarterly Drug Identification Supplies Inventory Form

Institution: _____

Quarter: 1 2 3 4 Inventory Date: _____

Item	Total Full Boxes
NARK® Porta-Pac®	
NARK® Drug Test Pouch Test 1 - Marquis Reagent, 10/box Opium Alkaloids	
NARK® Drug Test Pouch Test 2 - Nitric Acid Reagent, 10/box Differentiate Heroin/Morphine	
NARK® Drug Test Pouch Test 3 - Dille-Kpooanyi, 10/box Barbiturates	
NARK® Drug Test Pouch Test 4 - Ehrlich's Reagent, 10/box LSD	
NARK® Drug Test Pouch Test 5 - Duquenois-Levine, 10/box Marijuana, Hashish, Hash-Oil, THC	
NARK® Drug Test Pouch Test 6 - Acid Neutralizer	
NARK® Drug Test Pouch Test 7 - Scott Reagent, 10/box Cocaine Salts, Cocaine Base	
NARK® Drug Test Pouch Test 8 - Methadone	
NARK® Drug Test Pouch Test 9 - PCP, Methaqualone, 10/box PCP and Methaqualone	
NARK® Drug Test Pouch Test 10 - Special Opiates, 10/box Codeine, Heroin, Morphine, Oxycodone, Fentanyl, Buprenorphine	
NARK® Drug Test Pouch Test 11 - Mecke's Modified Reagent, 10/box All Heroin	
NARK® Drug Test Pouch Test 14 - Valium, Rohypnol, Ketamine, 10/box Valium, Rohypnol, Ketamine	
NARK® Drug Test Pouch Test 15 - Sodium Nitroprusside Reagent, 10/box Methamphetamine & MDMA	

Item	Total Full Boxes
NARK® Drug Test Pouch Test 20 - KNReagent, 10/box Marijuana (green plant & seeds)	
NARK® Drug Test Pouch Test 23 - Synthetic Cannabinoids, Reagent, 5/box Synthetic Cannabinoids (indole only)	

Inventory Conducted By: _____
 Printed Name/Signature

Forward to the Office of the Assistant Deputy Commissioner of the Northern Sector upon completion.

MASSACHUSETTS DEPARTMENT OF CORRECTION
103 DOC 525
SUBSTANCE COLLECTION, SCREENING, TESTING AND DISPOSAL
STANDARD OPERATING PROCEDURES

Table of Contents

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I. Urine Collection, Screening, Testing and Disposal

A. Pre-Collection Activities

Prior to an inmate providing a urine sample, the collection officer shall:

1. Ensure the IMS generated Inmate Sign Off Sheet (Attachment A) is obtained.
2. Ensure that the collection site is clean, well lighted, and used solely for urine specimen sample collecting/testing during the collection process, affording the inmate reasonable privacy. A toilet stall of a rest room, or a holding cell are preferred locations. Only the collection officer and inmate being tested shall be allowed access to the collection site during the collection process.
3. Ensure that all objects, which could be used to adulterate the sample or interfere with the collection process, are removed from the collection site (e.g., soap, cleaning chemicals, articles of clothing that obstruct the collection officer's view).
4. Ensure that all required personnel and materials are available.
5. Request photo identification from the inmate providing the sample.
6. Label the urine specimen entering all information identifying the specimen on the collection cup, to include:
 - a. date
 - b. collector's initials
 - c. specimen number

Note: Neither the inmate's name nor commitment number shall be documented on the specimen cup or the tamper-proof seal.

7. Instruct the inmate providing the sample to initial the tamper-proof seal. If the inmate

refuses to initial the seal, a notation shall be made on the Sign-Off Sheet, and witnessed by another staff member.

8. Ensure the inmate providing the sample removes all unnecessary garments (e.g., coat, hat), and leaves these items outside the collection area.
9. The collection officer shall strip search the inmate before collecting the sample. All searches shall be conducted in accordance with 103 DOC 506, *Search Policy*.
10. Once searched, the collection officer shall return any garments of clothing to the inmate he/she deems appropriate (e.g., socks, undergarments), provided the returned garments shall not interfere with or hinder the collection officer's view of the sample collection process.
11. Instruct the inmate to wash and dry his/her hands prior to urinating in the specimen cup. Conduct a visual inspection under the inmate's fingernails for any foreign material.

B. Collection of Sample

The collection officer shall:

1. Be of the same gender as the inmate providing the sample.
2. Be in a position to verify the urine stream passes directly from the inmate's body into the collection cup.
3. Take possession of the urine sample from the inmate. Staff shall wear gloves whenever handling a urine sample.
4. Direct the inmate to wash his/her hands after urinating.
5. The collection officer shall check the specimen temperature by viewing the temperature gauge affixed to the test cup within four (4) minutes of the sample being provided to ensure it falls within the appropriate range (generally between

90.5 and 99.8 degrees Fahrenheit).

6. Keep the specimen in full view of the inmate at all times prior to it being sealed and labeled.
7. Ensure 60 milliliters (mL) of urine is collected in the collection cup. If the inmate provides less than 60 mL, the collection officer shall maintain possession of the incomplete specimen cup in full view of the inmate or seal the specimen in the presence of the inmate and store the partial sample in a secure area designated for specimen sample storage.
8. An inmate unable to provide a 60 mL urine specimen shall remain at the collection site so that he/she may be given an opportunity to provide the required specimen quantity. The inmate may be given eight (8) ounces of liquid (e.g., water, coffee, or soft drink) to drink every thirty (30) minutes. The collection officer shall directly observe the inmate consume the liquid.
9. When the inmate is able to provide an additional sample, it shall be collected in a separate bottle, and the partial specimens combined at the end of the collection in the presence of the inmate. The entire initially collected urine specimen shall be used, and added to it only enough of the second urine specimen to reach the 60 mL requirement. The remainder of the second specimen may be discarded.
10. Ensure the temperatures of all collected samples are checked following their individual production.
11. If an inmate does not provide a urine sample within two (2) hours of being ordered to do so, the inmate shall be considered to be refusing to provide a specimen sample (refer to 525.07).
12. The inmate shall be asked the specific reason for refusing to provide a sample.
 - a. The inmate's specific reason shall be documented in a disciplinary report if it is

determined the inmate is refusing to provide a specimen sample. The substance abuse monitor shall enter a flag in the "Inmate Refused" checkbox on the Test Sample tab of the Test Results screen, and enter the date, time and his/her name.

- b. In the event an inmate claims he/she is unable to provide a urine sample due to a documented or undocumented psychological or physiological medical condition, alternative urine collection procedures shall be implemented (refer to 525.09,(D)). The inmate shall not be issued a disciplinary report at this juncture.

C. Post Collection Activities

The collection officer, now in possession of the urine specimen, shall keep the specimen in full view of the inmate providing the specimen and shall:

1. Ensure the lid and/or opening to the specimen cup has been sealed.
2. Review all information identifying the specimen, as noted on the collection cup, and on the Inmate Sign Off sheet (Attachment A).
3. Ensure the inmate providing the specimen signs the Inmate Sign Off Sheet (Attachment A) certifying that the specimen identified as having been collected is in fact that specimen provided. In addition, the collection officer must print his/her name. The "Collection Officer", "Collection Date" and "Time" (sample was obtained) fields shall be completed in the Test Sample tab on the Test Results screen. After the inmate and collection officer sign the Inmate Sign Off Sheet (Attachment A), a flag shall be entered in the "Inmate Signed" checkbox. The "User" (collection officer's name) and "Date" fields shall also be completed.
4. In the event the inmate refuses to sign the Inmate Sign Off Sheet (Attachment A), an incident report shall be written by the collection officer, the refusal witnessed by a second staff

member and documented in an incident report. The substance abuse monitor shall enter a flag in the Inmate Provided but Refused to Sign check box on the Test Sample tab of the Test Results Screen.

5. If the specimen is not immediately tested upon collection, complete the Substance Abuse Chain of Evidence Form (Attachment B) and place the specimen in the substance abuse specimen storage refrigerator. Each and every individual who handles the sample from the time of collection, to the time of disposal, shall sign the chain of evidence form noting the reason for handling the sample.

D. Alternative Urine Collection Procedure (Dry Cell)

In the event an inmate claims he/she is unable to provide a urine sample due to a documented or undocumented psychological or physiological medical condition, or the Superintendent determines an alternative method of collection is needed based on security concerns, the following procedure shall be adhered to:

1. The inmate shall be secured in a dry cell and the Superintendent or designee shall be immediately notified.
2. Dry cell testing should be considered first as an alternative to the primary collection methodology as it utilizes the same testing equipment and can be performed immediately in-house. If it is determined that the dry cell is not the most effective alternative test method, the Superintendent may order the use of an oral fluid screen. If a dry cell is chosen, the collection officer shall:
 - a. Search the dry cell and ensure it is cleaned of any potential contaminants.
 - b. The inmate shall first be strip-searched, after which, he/she shall have his/her undergarments returned. The inmate shall then be placed in the cell, and provided a urine specimen cup. In addition, the inmate may be given eight (8) ounces of liquid

(e.g., water, coffee, or soft drink) to drink every thirty (30) minutes. The collection officer shall directly observe the inmate consume the liquid.

- c. The inmate shall be instructed to notify staff immediately upon producing a urine sample.
 - d. The collection officer shall take custody of the sample, check the temperature by viewing the temperature gauge affixed to the test cup within four (4) minutes of the sample being provided to ensure it falls within the appropriate range (generally between 90.5 and 99.8 degrees Fahrenheit).
 - e. The sample shall be tested via an adulteration strip to ensure the sample has not been tampered with, altered or adulterated.
 - i. In the event the test indicates the sample may have been adulterated, the inmate shall be required to provide another sample, or submit to an alternate testing method, as deemed necessary.
 - ii. In the event the test indicates the sample has not been adulterated, the collection officer shall proceed with the normal post collection activities.
 - f. If a specimen is not provided within two (2) hours of the inmate being placed in the dry cell, the Superintendent may order the use of another alternate testing method.
3. After the sample collection has been completed, the collection officer shall schedule an appointment for the inmate with the appropriate medical personnel to assess whether there is indeed a psychological or physiological medical condition preventing the inmate from providing a urine sample in a timely fashion.
4. If, after consultation with the appropriate

medical personnel, the Department is unable to document a psychological or physiological medical condition that might prevent the inmate from providing a urine sample in a timely fashion, the inmate may be held responsible for the cost incurred by the Department in administering the alternate testing method. This cost shall be calculated as the difference between the cost of the alternate test used, and the cost of a routine urine test. In addition, the inmate shall be held to the normal standard of substance abuse collection and testing for all future tests.

E. Initial Screening

1. All initial screenings shall be conducted by institution staff trained in the appropriate testing procedures by the Department Substance Abuse Coordinator, institutional substance abuse monitor, or institutional training officers, and certified as qualified operators by the test manufacturer/vendor. Contracted medical staff shall never be used for this purpose.
2. All testing materials shall be up-to-date and function properly.
3. All procedures defined by the test manufacturer/vendor shall be strictly adhered to.
4. All tests shall be conducted in a secure environment, and care must be exercised in maintaining the chain of evidence.
5. Staff shall wear rubber gloves during the handling of urine specimens. Eye goggles shall also be made available to staff. Their use is optional.
6. There shall be no eating or drinking in the test site at any time during the testing process.
7. No food may be stored where chemicals or specimens are stored.
8. Inappropriately labeled samples (e.g., those whose numbers do not match the information on the Inmate Sign Off Sheet), samples with a broken

seal, or samples observed leaking, shall be rejected for testing. In all cases where a sample is rejected, an entry shall be made in the Test Results screen and an incident report submitted. The sample shall be disposed of in accordance proper disposal procedures, and a new sample collected from the inmate who provided the initial sample.

9. Each urine specimen shall be screened for a minimum of three (3) substances. The sample may be screened for additional substances at the discretion of the Superintendent or a designee.
10. If the results of all the initial screens are negative, the substance abuse monitor shall document the negative initial results and ensure the "Test Completed" checkbox is flagged on the Test Results screen.
11. If the results of all the initial screens are negative, but institution staff possess information that leads them to believe the inmate has been or may be using an illegal substance regardless of the initial screening results, a laboratory confirmation test may be conducted. The substance abuse monitor shall document the negative initial results on the Test Results screen.
12. When a positive result is obtained from the initial screening, the staff member conducting the test shall contact medical staff for information regarding any medication the inmate had been prescribed prior to the test. If the inmate was taking medication the substance abuse monitor shall contact the State Pharmacy for a decision as to whether or not the medication could cause a positive test result (cross-reactivity). This information shall be documented in the comments field of the substance abuse testing record in IMS.
 - a. If none of the medications should cause a positive screening result, absent an admission of use on the part of the inmate, a laboratory confirmation test shall be conducted to support the findings of the

initial screening. The substance abuse monitor shall document the positive initial results on the Test Results screen.

b. If State Pharmacy personnel indicate the inmate's prescribed medication could cause the positive finding, State Pharmacy personnel shall advise correctional personnel of the time that must elapse following completion of medication to prevent a positive screening result associated with that medication. The substance abuse monitor shall document the initial results on the Test Results screen as Negative/Medical.

c. If State Pharmacy personnel indicate the inmate's prescribed medication could cause the positive finding, but institution staff possess information that leads them to believe the inmate has been or may be using an illegal substance, a laboratory confirmation test may be conducted. The substance abuse monitor shall document the initial results on the Test Results screen as Negative/Medical.

13. A Superintendent may determine that a urine sample be collected from an inmate and sent directly to the outside laboratory for testing, without conducting an initial screening. This shall be documented as a confirmation test. No additional testing is needed.

F. Confirmation Testing

1. All confirmation tests shall be conducted by an outside laboratory utilizing the GC/MS (Gas Chromatography/Mass Spectrometry) method of testing.

2. In all cases where a confirmatory test has been deemed necessary, the substance abuse monitor shall contact the approved Department contractor to arrange for pick-up of the sample(s). Care shall be taken to ensure the chain of evidence is properly maintained at all times.

3. The substance abuse monitor shall notify the Office of the Assistant Deputy Commissioner of the Northern Sector, anytime a sample is sent out for confirmatory—testing. A copy of the vendor's test request sheet shall be faxed or mailed to the Substance Abuse Coordinator.
4. All positive results shall be immediately reported to the sending institution by the contractor via telephone or facsimile. A written confirmation of the results shall follow by mail.
5. The substance abuse monitor shall ensure all applicable IMS screens are updated with the confirmation results. Confirmation results for each substance tested shall be entered on a new line. The initial screening result findings shall not be changed. The "Test Completed" checkbox on the Test Results screen shall be flagged once the final results have been documented.
6. The results of the laboratory test shall always override the results of any screening results obtained by Department staff.

G. Storage/Transfer/Disposal of Urine Samples

1. All urine samples resulting in negative results may be disposed of immediately provided no laboratory confirmation test has been requested.
2. All urine samples resulting in positive findings shall be stored until the completion of the disciplinary process, including the appeal process. All urine samples stored for this purpose shall be frozen after three (3) days. Samples transferred to an outside laboratory for confirmation testing or identification shall be stored by the laboratory in accordance with the requirements of the state contract.
3. The transfer of urine samples to the outside laboratory shall occur by transporting the sample in the original collection cup placed in a sealed evidence bag, and under the direct supervision of the substance abuse monitor or other authorized staff member, and the laboratory employee/courier.

4. The Chain of Evidence form (Attachment B) shall be properly documented and maintained throughout this process. Neither inmates nor unauthorized staff may have access to the sample(s) at any time during the testing, storage or transfer process. Any additional forms required by the outside laboratory or courier shall also be properly documented and maintained as directed.
5. Upon the completion of the screening and/or testing process, to include the disciplinary and appeal processes, if applicable, the urine samples shall be disposed of by flushing the urine down a toilet. The specimen cup shall be rinsed with 2 mL of bleach, then disposed of in any standard trash receptacle.

II. Oral Fluid Collection, Screening, Testing and Disposal

Oral Fluid collection/screening/testing may be chosen at the discretion of the Superintendent or a designee, in cases where it is believed substances were ingested in close proximity to the time of the test, or where an alternate type of test is not appropriate or cannot be conducted. Oral fluid screening occurs simultaneously with the collection process.

A. Pre-Collection Activities

1. Ensure the IMS generated Inmate Sign Off sheet (Attachment A) is obtained.
2. Ensure the collection site is secured, clean, well lighted, and used solely for oral fluid sample collection during the collection process. Only the collection officer and inmate being tested shall be allowed access to the collection site during the collection process.
3. Ensure that all objects, which could be used to adulterate the sample are removed from the collection site (e.g., soap, cleaning chemicals, articles of clothing that obstruct the collection officer's view).
4. Ensure that all required personnel and materials are available.

5. Request photo identification from the inmate providing the sample.
6. Document the number identifying the specimen on the collection/test kit.
7. Ensure the inmate providing the sample removes all unnecessary garments (e.g., coat, hat), and leaves these items outside the collection area.
8. The collection officer shall strip search the inmate before collecting the sample. All searches shall be conducted in accordance with 103 DOC 506, *Search Policy*.
9. The inmate shall be allowed to dress upon completion of the strip search, and prior to providing the oral fluid sample.
10. Instruct the inmate to wash and dry his/her hands prior to providing the sample. Conduct a visual inspection under the inmate's fingernails for any foreign material.

B. Collection and Screening of Sample

1. Ensure that all testing materials are up to date and functioning properly.
2. Ensure the inmate being tested has had nothing in his/her mouth for at least ten (10) minutes prior to the sample collection. This shall be directly observed by the collection officer.
3. The collection officer shall follow all manufacturer's instructions for collecting an oral fluid sample. Staff shall wear gloves whenever handling an oral fluid sample.

C. Post Collection Activities

1. After collecting the sample, the collection officer shall ensure the inmate providing the sample signs the Inmate Sign Off Sheet, certifying that the sample identified as having been collected, is in fact that sample provided. In addition, the collection officer must print and sign his/her name.

2. In the event the inmate refuses to sign the Inmate Sign Off Sheet (Attachment A), an incident report shall be written by the collection officer, the refusal witnessed by a second staff member and documented in the incident report. The substance abuse monitor shall enter a flag in the Inmate Provided but Refused to Sign check box on the Test Sample tab of the Test Results Screen.
3. If the results of the initial screening is negative, the substance abuse monitor shall document the negative initial results and ensure the "Test Completed" checkbox is flagged on the Test Results screen.
4. If the results of the initial screening is negative, but institution staff possess information that leads them to believe the inmate has been or may be using an illegal substance regardless of the initial screening results, a laboratory confirmation test may be conducted. The substance abuse monitor shall document the negative initial results on the Test Results screen.
5. If a positive result is obtained from the initial screening, the staff member conducting the test shall contact medical staff for information regarding any medication the inmate had been prescribed prior to the test. If the inmate was taking medication, the substance abuse monitor shall contact the State Pharmacy for a decision as to whether or not the medication could cause a positive test result (cross-reactivity).
 - a. If none of the medications should cause a positive screening result, absent an admission of use on the part of the inmate, a laboratory confirmation test shall be conducted to support the findings of the initial screening. The substance abuse monitor shall document the positive initial results on the Test Results screen.
 - b. If State Pharmacy Personnel indicate the inmate's prescribed medication could cause the positive finding, State Pharmacy personnel shall advise correctional

personnel of the time that must elapse following completion of the medication to prevent a positive screening result associated with that medication. The substance abuse monitor shall document the initial results on the Test Results screen as Negative/Medical.

- c. If State Pharmacy personnel indicate the inmate's prescribed medication could cause the positive finding, but institution staff possess information that leads them to believe the inmate has been or may be using an illegal substance, a laboratory confirmation test may be conducted. The substance abuse monitor shall document the initial results on the Test Results screen as Negative/Medical.

D. Confirmation Testing

1. If a confirmation test is necessary, the collection officer shall follow any specific instructions directed by the product manufacturer.
2. All confirmation tests shall be conducted by an outside laboratory utilizing the GC/MS method of testing.
3. In all cases where a laboratory confirmation test has been deemed necessary, the substance abuse monitor shall contact the approved Department contractor to arrange for pick-up of the sample(s). Care shall be taken to ensure the chain of evidence is properly maintained at all times.
4. The substance abuse monitor shall notify the Office of the Assistant Deputy Commissioner of the Northern Sector anytime a sample is sent out for confirmation testing. A copy of the vendor's test request sheet shall be faxed or mailed to the Substance Abuse Coordinator.
5. All positive results shall be immediately reported to the sending institution by the

contractor via telephone or facsimile. A written confirmation of the results shall follow by mail.

6. The substance abuse monitor shall ensure all applicable IMS screens are updated with the confirmation results. Confirmation results for each substance tested shall be entered on a new line. The initial screening result findings shall not be changed. The "Test Completed" checkbox on the Test Results screen shall be flagged once the final results have been documented.

E. Storage, Transfer, and Disposal of Oral Fluid Samples

1. All oral fluid samples resulting in negative results may be disposed of immediately provided no laboratory confirmation test has been requested.
2. All oral fluid samples resulting in positive findings shall be stored until the completion of the disciplinary process, including the appeal process. All oral fluid samples stored for this purpose shall be frozen after three (3) days. Samples transferred to an outside laboratory for confirmation testing or identification shall be stored by the laboratory in accordance with the requirements of the state contract.
3. The transfer of oral fluid samples to the outside laboratory shall occur by transporting the sample in the original collection container placed in a sealed evidence bag, and under the direct supervision of the substance abuse monitor or other authorized staff member, and the laboratory employee/courier.
4. The Chain of Evidence form (Attachment B) shall be properly documented and maintained throughout this process. Neither inmates nor unauthorized staff may have access to the sample(s) at any time during testing, storage or transfer process. Any additional forms required by the outside laboratory or courier shall also be properly documented and maintained as directed.
5. Upon the completion of the screening and/or testing process, to include the disciplinary and

appeal process if applicable, the oral fluid samples may be disposed of in any standard trash receptacle.

III. Screening/Testing for Alcohol or Intoxicants

Alcohol/intoxicant testing may be performed on an inmate's urine, oral fluid or breath.

A. Urine or Oral Fluid Screening/Testing

The same test kit is used to screen urine or oral fluid for alcohol.

1. Pre-Collection Activities

- a. Ensure the IMS generated Inmate Sign Off sheet (Attachment A) is obtained.
- b. Ensure the collection site is secured, clean, well lighted, and used solely for urine or oral fluid sample collection during the collection process. Only the collection officer and inmate being tested shall be allowed access to the collection site during the collection process.
- c. Ensure that all objects, which could be used to adulterate the sample are removed from the collection site (e.g., soap, cleaning chemicals, articles of clothing that obstruct the collection officer's view).
- d. Ensure that all required personnel and materials are available.
- e. Request photo identification from the inmate providing the sample.
- f. If urine is being screened, label the urine specimen entering all information identifying the specimen on the collection cup, to include:
 - i. date
 - ii. collector's initials
 - iii. specimen number

Note: Neither the inmate's name nor commitment number shall be documented on the specimen cup or the tamper-proof seal.

- g. Document the number identifying the specimen on the collection/test kit.
- h. Ensure the inmate providing the sample removes all unnecessary garments (e.g., coat, hat), and leaves these items outside the collection area.
- i. The collection officer shall strip search the inmate before collecting the sample. All searches shall be conducted in accordance with 103 DOC 506, *Search Policy*.
- j. Once searched, the collection officer may return any garments of clothing to the inmate he/she deems appropriate (e.g., socks, undergarments), provided the returned garments shall not interfere with, or hinder the collection officer's view of the sample collection process for urine. The inmate shall be allowed to dress upon completion of the strip search, and prior to providing the sample where an oral fluid test is being conducted.
- k. Instruct the inmate to wash and dry his/her hands prior to providing the sample. Conduct a visual inspection under the inmate's fingernails for any foreign material.

2. Collection Activities

- a. If a urine sample is being collected, the collection officer shall be of the same gender as the inmate providing the sample.
- b. The specific collection procedures for collecting a urine or oral fluid specimen shall be strictly adhered to.

3. Post Collection Activities

The collection officer, now in possession of the urine or oral fluid sample, shall keep the

specimen in full view of the inmate providing the specimen.

- a. Urine samples shall be tested for adulteration in accordance with the proper procedures.
- b. Review all information identifying the specimen, as noted on the collection cup and/or test kit, and on the Inmate Sign Off sheet (Attachment A).
- c. Ensure the inmate providing the specimen signs the Inmate Sign Off Sheet (Attachment A) certifying that the specimen identified as having been collected, is in fact that specimen provided. In addition, the collection officer shall print his/her name. The "Collection Officer", "Collection Date" and "Time" (sample was obtained) fields shall be completed in the Test Sample tab on the Test Results screen. After the inmate and collection officer sign the Inmate Sign Off Sheet (Attachment A), a flag shall be entered in the "Inmate Signed" checkbox. The "User" (collection officer's name) and "Date" fields shall also be completed.
- d. In the event the inmate refuses to sign the Inmate Sign Off Sheet (Attachment A), the collection officer shall document the refusal in an incident report, and the refusal witnessed by a second staff member and documented in the incident report. The substance abuse monitor shall enter a flag in the Inmate Provided but Refused to Sign check box on the Test Sample tab of the Test Results Screen.

4. Screening of Sample

- a. All initial screenings shall be conducted by institution staff trained in the appropriate testing procedures by the Department Substance Abuse Coordinator, Institutional substance abuse monitor, or institutional training officers, and certified as qualified operators by the test

manufacturer/vendor. Contracted medical staff shall never be used for this purpose.

- b. Ensure that all testing materials are up to date and functioning properly.
- c. The collection officer shall follow all manufacturer's instructions for collecting and screening a urine or oral fluid sample for alcohol. Staff shall wear gloves whenever handling a urine or oral fluid sample. Eye goggles shall also be made available to staff. Their use is optional.
- d. All tests shall be conducted in a secure environment, and care shall be exercised in maintaining the chain of evidence.
- e. There shall be no eating or drinking in the test site.
- f. Inappropriately labeled samples (e.g., those whose numbers do not match the information on the Inmate Sign Off Sheet, samples with a broken seal, or samples observed leaking), shall be rejected for testing. In all cases where a sample is rejected, an entry shall be made in the Test Results screen and an incident report submitted. The sample shall be disposed of in accordance proper disposal procedures, and a new sample collected from the inmate who provided the initial sample.
- g. If the results of the initial screening is negative, the substance abuse monitor shall document the negative initial results and ensure the "Test Completed" checkbox is flagged on the Test Results screen.
- h. If the results of the initial screening is negative, but institution staff possess information that leads them to believe the inmate has been or may be using an illegal substance regardless of the initial screening results, a laboratory confirmation test may be conducted. The substance abuse monitor shall document the negative initial results on the Test Results screen.

- i. If a positive result is obtained from the initial screening, the staff member conducting the test shall contact medical staff for information regarding any medication the inmate had been prescribed prior to the test. If the inmate was taking medication, the substance abuse monitor shall contact the State Pharmacy for a decision as to whether or not the medication could cause a positive test result (cross-reactivity).
 - i. If none of the medications should cause a positive screening result, absent an admission of use on the part of the inmate, a laboratory confirmation test shall be conducted to support the findings of the initial screening. The substance abuse monitor shall document the positive initial results on the Test Results screen.
 - ii. If State Pharmacy Personnel indicate the inmate's prescribed medication could cause the positive finding, the institutional substance abuse monitor shall inquire from State Pharmacy personnel the time that must elapse following completion of the medication to prevent a positive screening result associated with that medication. The substance abuse monitor shall document the initial results on the Test Results screen as Negative/Medical.
 - iii. If State Pharmacy personnel indicate the inmate's prescribed medication could cause the positive finding, but institution staff possess information that leads them to believe the inmate has been or may be using an illegal substance, a laboratory confirmation test may be conducted. The substance abuse monitor shall document the initial results on the Test Results screen as Negative/Medical.

5. Confirmation Testing

- a. If a confirmation test is necessary, the remainder of the urine specimen shall be sent for testing.
 - b. All confirmation tests shall be conducted by an outside laboratory utilizing the GC/MS method of testing.
 - c. In all cases where a laboratory confirmation test has been deemed necessary, the substance abuse monitor shall contact the approved Department contractor to arrange for pick-up of the sample(s). Care shall be taken to ensure the chain of evidence is properly maintained at all times.
 - d. The substance abuse monitor shall notify the Office of the Assistant Deputy Commissioner of the Northern Sector anytime a sample is sent out for confirmation testing. A copy of the vendor's test request sheet shall be faxed or mailed to the Substance Abuse Coordinator.
 - e. All positive results shall be immediately reported to the sending institution by the contractor, via telephone or facsimile. A written confirmation of the results shall follow by mail.
 - f. The substance abuse monitor shall ensure all applicable IMS screens are updated with the confirmation results. Confirmation results for each substance tested shall be entered on a new line. The initial screening result findings shall not be changed. The "Test Completed" checkbox on the Test Results screen shall be flagged once the final results have been documented.
6. Storage, Transfer, and Disposal of Alcohol Tests (urine)
- a. All alcohol test kits (urine/oral fluid) resulting in negative findings may be disposed of immediately.

- b. All alcohol test kits resulting in positive findings shall be photographed prior to disposal.
- c. The alcohol test kits may be disposed of in any standard trash receptacle.
- d. The transfer of urine samples to the outside laboratory shall occur by transporting the sample in the original collection cup placed in a sealed evidence bag, and under the direct supervision of the substance abuse monitor or other authorized staff member, and the laboratory employee/courier.
- e. The Chain of Evidence form (Attachment B) shall be properly documented and maintained throughout this process. Neither inmates nor unauthorized staff shall have access to the sample(s) at any time during testing, storage or transfer process. Any additional forms required by the outside laboratory or courier shall also be properly documented and maintained as directed.
- f. Upon the completion of the screening and/or testing process, to include the disciplinary and appeal processes, if applicable, the urine sample shall be disposed of by flushing the urine down a toilet. The specimen cup shall be rinsed with 2 mL of bleach, then disposed of in any standard trash receptacle.

B. Breathalyzer Screening/Testing

Breathalyzer testing may be conducted in one of three (3) different modes for the reasons indicated.

- i Automatic - In automatic mode, the unit monitors the subject's breath and automatically takes the sample near the end of the breath flow. A mouthpiece is used for this test. The results of this test are quantitative (e.g., the specific blood alcohol content is displayed).
- i Manual - In manual mode, the collector shall press the button to collect the sample. This

method is used when the subject is unable to provide a sufficient air sample for the automatic test. A mouthpiece is used for this test. The results of this test are quantitative (e.g., the specific blood alcohol content is displayed).

i Passive - In passive mode, the results are qualitative, not quantitative, and are simply indicated as positive or negative. No mouthpiece is used for this test.

1. Pre-Collection Activities

Prior to an inmate providing a breathalyzer sample, the collection officer shall:

- a. Ensure that the collection site is clean, well lighted, used solely for breath sample collecting/testing during the collection process, and is free of breezes, air flow or air contaminants that might affect the test results, or the collectors ability to collect a sample.
- b. Ensure that all required personnel and materials are available.
- c. Request photo identification from the inmate providing the sample.

2. Sample Collection/Screening

- a. All breathalyzer screenings shall be conducted by institution staff trained in the appropriate testing procedures by the Department Substance Abuse Coordinator, institutional substance abuse monitor, or institutional training officers, and certified as qualified operators by the test manufacturer/vendor. Contracted medical staff shall never be used for this purpose.
- b. All testing materials shall be up-to-date and functioning properly.
- c. There shall be no eating or drinking in the test site.

- d. To prevent mouth alcohol from affecting a test, ensure the inmate is not allowed to drink or place anything in his/her mouth for fifteen (15) minutes prior to taking the test. This shall be directly observed by the collection officer.
- e. All procedures defined by the test manufacturer/vendor shall be strictly adhered to.

3. Post Collection/Testing Activities

- a. If the results of the breathalyzer screen is negative, the substance abuse monitor shall document the negative initial results and ensure the "Test Completed" checkbox is flagged on the Test Results screen.
- b. If the results of the breathalyzer screen is negative, but institution staff possess information that leads them to believe the inmate has been or may be using an illegal substance regardless of the screening results, a laboratory confirmation test may be conducted on the inmate's urine sample. The substance abuse monitor shall document the negative breathalyzer results on the Test Results screen.
- c. The substance abuse monitor shall document the positive breathalyzer screening on the Test Results screen.

INSTITUTION NAME
SUBSTANCE ABUSE TESTING - INMATE SIGN OFF SHEET
DATE:

Inmate:

Block: Room Bed:

Date:

Time

Specimen #:

Substances Tested: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Inmate Signature _____

Collector, Printed Name: _____

Inmate Provided, Refused to Sign

Witnessed by: _____

