

### **Guidance: Role of the Union Representative during a Drug Free Workplace Drug Testing Collection**

In order to maintain the donor's confidentiality (e.g., birth date, social security number, addresses, etc) and safeguard the chain of custody during the drug testing collection process, the Drug Free Workplace Program has put forth the following guidance \* regarding the role of the designated union representative observer. During the drug testing collection process\*\*, the union representative observer:

- Shall not engage the donor verbally or physically
- Shall not engage the collector verbally (except as is necessary for adherence to these guidelines) or physically
- Shall remain quiet during the entire collection process
- Shall remain stationary in a location subject to the collector's approval during the entire collection process
- Shall remain at a minimum, the greater of two feet or arms length from the donor, the collector, and any materials associated with the drug collection process, including drug testing related forms/equipment
- Shall not come in contact with any materials associated with the donor, collector or drug testing collection process (e.g., collection devices, forms/paperwork, scientific equipment, chemicals, water sources, etc)
- Shall immediately comply with the collector's directions during the collection process
- Shall comply with any other relevant laws, policies and procedures (e.g., fire code, Mandatory Guidelines, etc)

Failure to adhere to this guidance, as determined by the collector, shall result in the union representative observer's immediate removal from the collection site.

\*The guidance includes, but is not limited to the following actions

\*\* The drug testing collection process begins the moment the collector and/or their representative engage the donor at the collection site. The collection process ends when the donor is officially released by the collector and /or their representative.