



## Random Drug Testing FAQs for Supervisors

**1. *If an employee works the night shift, when do I send him/her for the random alcohol breath and urine drug test?***

Inform the employee at the end of their shift that they have been selected for the Random Breath Alcohol Test and Urine Drug Test. The Employee should report to the LSUHSC Drug Testing Program at 9:00 a.m. that same morning.

**2. *If an employee is chosen who works outside of the New Orleans area (Lafayette, Baton Rouge, or other remote site) how do we get the drug testing representative to sign off on the drug testing paperwork?***

In this case, the Drug Testing Office will work with the supervisor to complete all of the necessary paperwork and inform the employee where to go for the breath alcohol and urine drug test. The approved collection site will document the time of test on the *Referral for Random Breath Alcohol and Drug Testing* form. The employee chosen for the test will bring the *Referral for Random Breath and Drug Testing* form and Copy 4-Employer Copy – Blue of the Chain of Custody form to their supervisor after the completion of the test. The supervisor will then fax both forms to the Drug Testing Office (504) 568-3892. Then the Drug Testing Representative will sign off on the *Referral for Random Alcohol and Drug Testing* form. The supervisor will also mail the Copy 4 – Employer Copy – Blue of the Chain of Custody form to the Drug Testing Office.

**3. *Since the urine collections are done off campus, how will the employee get to the collection site?***

If the employee has his or her own transportation, they can drive themselves to the collection site. The Drug Testing Office will provide directions and parking instructions. If the employee does not have their own transportation, the department will have to provide transportation for the employee.

**4. *What is the employee being tested for when selected for a random alcohol breath and urine drug test?***

The employee will have to provide a breath alcohol sample at the LSUHSC Drug Testing Office (employees in remote areas will instead provide the breath sample at the approved collection site). This is done by using an EBT device. This device measures if alcohol is present in a deep lung sample of expressed air. The employee will then have to provide a urine sample at the approved collection site. The urine screen performed is the 7-panel which includes Marijuana, Cocaine, PCP, Opiates, Amphetamines, Benzodiazepines, and Barbiturates.