## DETAILED PROCESS OF DRUG TESTING

<table>
<thead>
<tr>
<th>STEP</th>
<th>VENUE</th>
<th>Procedure</th>
<th>Reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table 1 Second Floor Shalom Center</td>
<td>● The student shall sign across his/her name on the master list</td>
<td>● Present your University ID</td>
</tr>
</tbody>
</table>
| 2        | Table 2 Second Floor Shalom Center | ● A registration staff shall give forms to the student  
● Student shall fill out the forms          | ● Be sure to fill-out all spaces                                             |
| 3        | Table 1 Ground Floor Shalom Center | ● The student shall submit filled-out forms                               | ● Double check the completeness of data        |
| 4        | Comfort Room Ground Floor Shalom Center | ● The student shall collect urine specimen                                | ● An authorized specimen collector shall accompany the student  
● The specimen collector shall wait for the student until specimen is collected |
| 5        | Inside the Collection Area       | ● LABEL 1 : A masking tape or cap sealer that shall be sealed on bottle cap and MUST contain the following:  
a) Signature of student  
b) Signature of authorized specimen collector  
c) Date and time of specimen collection  
● LABEL 2 : (S-204 STICKER)  
2 pieces containing name of Student  
● LABEL 3 : S-205 STICKER containing DLSHSI-assigned remote collection code          | ● Double check that signatures are affixed  
● Verify that stickers are properly placed  
● Ensure that data are correct  |
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| 6 Specimen Accessioning | Table 2 Ground Floor Shalom Center | ● The student shall bring the specimen and the forms to the accessioning / agreement area  
● Student shall log name on the Accessioning Logbook  
● Student will wait to be called for ENCODING | ● Guard your specimen |
| 7 Encoding | Table 3 2nd Floor Shalom Center | ● Encoding of student’s data  
● Fingerprints and picture are captured  
● Student shall present clearance slip to the encoder | |
| 8 Clearance | Table 3 2nd Floor Shalom Center | ● The encoding clerk affixes his/her signature to assure completeness of procedure | |

Results are stored in a Department of Health (DOH)-approved Integrated Drug Test Operation and Management Information System (IDTOMIS)