

# INTEGRITY IS EVERYONE'S BUSINESS

## Drug and alcohol testing processes

### Scheduled to attend

Normally you will receive a phone call from a DAMP Coordination Unit (DCU) officer advising that you have been selected to attend for testing, you will then receive a follow up email which includes a direction to attend testing and details including the testing time and location. This process may differ slightly in particular for staff in operational areas.

If you are an armed officer, you will need to return your weapons to the armoury before testing and have them reissued after testing.

If you believe you cannot attend the test due to work commitments, please discuss this with your Responsible Manager and if agreed, they should talk with the DAMP Coordination Unit (DCU) officer to discuss alternate arrangements prior to your testing time.

### Briefing by DCU officer

When you arrive at the testing location, an ID check will be undertaken, a unique identification number (for example your AGS number or contractor number) will be used. Your ID number will be recorded on the top of the Direction and will be used on all documentation created by the collector for the purposes of your drug and alcohol testing. Your name will not be used on any form shared outside the Department.

If you do not have your building pass or other departmental identification, your manager will be asked to verify your identity prior to testing commencing.

You will receive a briefing outlining information about testing and you will be given the opportunity to ask questions.

Any behavior that is in breach of the APS Values or Code-of-Conduct or the Secretary's Direction on Professional Standards (non-APS employees), will be unacceptable and your manager will be contacted. All references to illicit drug use or illegal activity will be referred to I&PS.

### Site Setup

The Department has contracted an external service provider to undertake collection services for drug and alcohol testing of Immigration and Border Protection (IBP) workers.

In preparation for testing, the collector will seal up the toilet area by:

- colouring the toilet water and placing security seals on the cistern lid
- placing plastic bags over any water source/soap dispenser in the toilet cubicle and secure it with security seals
  - This will only happen in a toilet facility where the collector does not have continuous visibility over the taps/soap dispensers, for example in a disability toilet.
  - The seals will be removed once testing has concluded.
- remove any chemicals, such as toilet cleaner or air freshener
- complete integrity checks required for onsite screening.
- General access to the toilet will be controlled to help with your privacy.

These preparations are made to reduce the chance of sample tampering in accordance with Australian/New Zealand Standard 4308:2008, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.

## Preparation for testing

The process you can expect is as follows:

- The collector will confirm your identity, record your details on an attendance sheet. This is not kept by the contracted collector but is handed to the DCU officer at the end of the day to maintain your privacy.
- Write your ID number on the testing form. Your name and date of birth will not be recorded on the form.
- Ask you to empty your pockets, remove heavy clothing such as jackets and lift your trouser legs to confirm that you have nothing hidden (if applicable).
- Ask you to rinse your hands in plain water (no soap or other contaminants)

## Alcohol screening test

The process you can expect is as follows:

- You will be asked if you have consumed any food (including mints/chewing gums), drink or smoked in the past 10 minutes. If you have, the collector will wait until 10 minutes has elapsed.
- You will be asked to select a mouthpiece from at least three.
- You will be asked to open the mouthpiece and put it on the portable testing device.
- You should follow all the instructions issued to you by the collector to undertake the screening test by blowing into the device.
- If the alcohol screening test indicates a breath alcohol concentration (BrAC) below 0.02 grams of alcohol per 210 litres of breath, the collector will record your test result on the testing form, and the collector will start the drug test.
- If the alcohol screening test indicates a BrAC of 0.020 grams of alcohol per 210 litres of breath or above, the collector will inform the DCU officer, who will sight the reading and you will then undertake an alcohol breath test in 20 minutes ((see Alcohol breath test (confirmatory) section below)).
- The collector will record all of your test results on one testing form. Your BrAC results will be recorded to three decimal places.

## Alcohol breath test (confirmatory) if required

This alcohol breath test is only completed if your initial alcohol screening test result was 0.020 BrAC or above.

The process you can expect is as follows:

- You will be asked to select a mouthpiece from at least three.
- You will be asked to open the mouthpiece and put it on the portable testing device.
- You should follow all the instructions issued to you by the collector to undertake the breath test by blowing into the device.
- If the alcohol breath test indicates a BrAC of less than 0.020 grams of alcohol per 210 litres of breath then this is considered to be a negative test result and no further action is taken.
- If the alcohol breath test indicates a BrAC of 0.020 grams or higher of alcohol per 210 litres of breath then this is considered to be a positive test result.
- If the result is positive, the collector will inform the DCU officer.
- The collector will record your results on the testing form. Your BrAC results will be recorded to three decimal places.
- Your responsible manager will be called and a management action form will be completed.
- Your manager will direct you to leave the workplace. You will be paid for the remainder of this work period or shift.
- The matter will be referred to I&PS for assessment against the drug and alcohol policy.
- In the event of a positive alcohol test result, you may request a blood test. The DCU officer will make reasonable efforts to arrange this, however, you will be responsible for any costs associated with the collection and laboratory analysis.
- Before the commencement of your next scheduled work period or shift, you will be subject to another alcohol screening test.

## Urine drug test (on-site screening)

The process you can expect is as follows:

- The collector will ask you if you have taken any pharmaceutical products, including prescription and over the counter medications within the past 14 days and they will record these on the testing form. You are not required to declare medications and there is no requirement to disclose any health or medical condition. However, your declaration of medications may assist should you receive a non-negative result.
- Ask you to select an approved device from a minimum of three.
- Ask you to take the collection cup with you to the toilet cubicle.
- Visually inspect the cubicle to ensure that the toilet remains secure for testing.
- Not remain in the cubicle with you or watch you provide the sample—they will remain within sight of the toilet door.
- Direct you not to flush the toilet.
- Once you have provided the sample, the collector will inspect the toilet and confirm seals are still in place and flush the toilet.
- Give you the opportunity to wash your hands.

- Depending on the location of testing, may cover the sample and escort you back to the screening room as required, they will ensure the sample does not leave your sight.
- Test the temperature of the urine, the colour and the creatinine level as part of the onsite adulteration checks and record these details on the testing form.
- After a few minutes the collector will inspect the testing device for control lines. In the absence of a line next to one of the control areas (marked 'C'), another device will be selected.
- The collector will record the result on the testing form, ask you to confirm all information including initialling and dating the form. If the result of the urine drug test is negative you will be asked if you want a copy of the testing form emailed to you and then your testing is completed for the day.
- If a line does not appear next to a drug group, this is deemed a **non-negative result**. A non-negative test result means that the presence of drugs (or their metabolites) has been detected by the initial onsite test. In this instance, the sample will need to go to the laboratory for confirmatory analysis.

## Outcome of onsite urine drug test – non-negative

If you receive a non-negative test result, the process you can expect is as follows:

- After the collector records the result on the testing form, they will ask you to confirm all the information is correct then initial and date the form.
  - The DCU officer will be called in to the room to visually inspect the result.
  - Your sample will be split into two samples and packaged up following chain of custody procedures—this will be sent to the laboratory for confirmatory analysis.
  - You will return with the DCU officer to their briefing room and your responsible manager will be called to attend the room.
  - A discussion will occur around management action:
    - If the result of the test is an **explained non-negative**, where you have declared medications and it has been verified that those medications could cause a non-negative reaction during onsite testing, then you will be allowed to return to your normal duties.
    - If the result is an **unexplained non-negative**, where you have declared medications and it has not been verified that those medications could cause a non-negative reaction during onsite testing or where you have made no declarations, then you will be directed to leave the workplace and be placed on leave pending the outcome of confirmatory analysis of the sample by the laboratory.
- All unexplained non-negative results are referred to I&PS for assessment.**

## Saliva test

If you are unable to provide a urine sample on the first try, you will be given a reasonable amount of time to hydrate and retry. If you are still unable to provide a urine sample, then the DCU officer will direct you to provide a saliva (oral fluid) sample.

The process you can expect is as follows:

- You will be asked to select an approved device from at least three.
- You will provide your sample.
- You will then be asked to select a kit from a minimum of three sealed kits.
- The Collector will discard the cup and bottles from this kit and use the box and seals to package the saliva sample for dispatch to the laboratory using Chain of Custody procedures.
- You will be asked to visually confirm the kit numbers and anti-tampering stickers match.

- Both you and the collector will initial and date each seal.
- A seal will be placed on each saliva test tube.
- The collector will also place barcodes on each test tube and the testing form, laboratory advice forms and the department's internal tracking form.

## Hair test

The collection and testing of hair samples is conducted in accordance with the Society of Hair Testing guidelines for drug testing in hair. Hair testing must also be conducted in accordance with *Australian Border Force (Alcohol and Drug Tests) Rule 2015* (the Rule), which requires that the authorised collector who is collecting the sample:

- Must use the least painful technique known and available to the authorised person to collect the sample.
- Must only collect the amount of hair necessary for the conduct of the test. Given the shorter length of body hair relative to scalp hair.
- May collect the sample from any part of the employee's body, other than the genital or anal area or the buttocks.

The collection kits will be opened in front of you and the kit numbers will be recorded on the forms.

The collector conducting the test will take two hair samples approximately the thickness of a pencil, cut close to the scalp or skin using scissors, and where possible these will be taken from the back of the crown of the head.

Following collection, the collector will place the two equal hair samples into two sample envelopes which will be labelled and sealed. The samples will be sent to the laboratory for analysis.

## Notification of results

Laboratory analysis results of non-negative urine samples are normally returned within four business days.

Where a management action was completed and the laboratory result states Negative or Positive consistent with medication, a 'Cessation of Management Action Form' will be completed and forwarded to the worker. This requires acknowledgement and signatures from the DCU officer, the responsible manager and the worker. This finalises the process and no further action is necessary. A copy of all relevant paperwork will be provided to you.

Where a confirmed positive result is received from the laboratory that is not consistent with medication or where no medication was declared, these results will be forwarded to I&PS for further assessment and action. The matter will also be referred to a Medical Review Officer (MRO) for further assessment, verification and advice. In this scenario you will be advised by someone in I&PS about next steps.

All confirmatory targeted test results will be sent directly to I&PS. I&PS will advise you and you will need to discuss your results with I&PS.

If you have any questions relating to prescription or over the counter medications and drug testing or about the integrity checks (for example Creatinine, Urea or pH) completed during the testing process, talk to the Department's contracted collection provider (provided on the drug and alcohol testing intranet site) or speak with your GP.

## Further information

For further information about drug and alcohol testing read the Drug and alcohol testing – Procedural Instruction or email [damp@homeaffairs.gov.au](mailto:damp@homeaffairs.gov.au).