Ms. Corrina Guardipee-Hall, Superintendent
Browning Public School Board
Browning Public Schools
P.O. Box 610
Browning, MT 59417

BIG SKY DRUG TESTING SERVICES, LLC

RE: Staff/Student Drug Testing Proposal

Dear Ms. Guardipee-Hall and Board Members,

Big Sky Drug Testing Services, LLC (Big Sky DTS) delivers onsite drug and alcohol testing, along with the convenience of a "single service provider" relationship. We perform the specimen collections, coordinate and manage the lab and Medical Review Officer (MRO) services, maintain your random selections and assist in strengthening your program.

Big Sky DTS contracts strictly with Substance Abuse and Mental Health Administration (SAMHSA) certified labs as well as a certified and reputable MRO who verifies every test to ensure accuracy along with an efficient and rapid turnaround time, from the specimen collection to the reported result. Many service providers supply instant testing without lab confirmation, do not utilize an MRO, and have outdated panels while also using high levels that are not practical in the detection of drug abuse. We utilize a testing panel which ensures the program you are developing is not "just going through the motions", but is proactive in promoting a drug-free environment. The drug classifications included are actual current drugs of abuse and ones that are problematic in this area.

As a Certified Professional Collector Trainer and a member of substance abuse professional organizations, we stay up-to-date and educated in the world of drug abuse and cognizant of the current "drugs of choice". We will gladly provide drug abuse awareness packets, included with our services, which returns very positive feedback. The packets contain information with facts and the effects of various drugs of abuse along with support contact information. We are always open to helping the schools, students and parents by providing further resources regarding drug use, addiction, etc., upon request. Additionally, Big Sky DTS supports and contributes to student and community activities such as Booster Club, calendars, etc.

Our Proposal to Provide Services, including the testing panel and other helpful information is attached. Please do not hesitate to contact me at any time with questions or for further explanation. I would welcome the opportunity to speak to you and your board for a question/answer session, as well as a demonstration regarding the collections, random selection process, etc. In closing, be assured that confidentiality, in addition to the privacy and integrity of the entire process to which your students, staff and Browning Public Schools are entitled to, is of the utmost importance.

Sincerely,

Doreen L. King

Doreen L. King
CPC-T, BAT

Drugs...Erase...Dreams

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PROPOSAL TO PROVIDE SERVICES

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    - Developed by Big Sky Drug Testing Services, LLC. **Not to be utilized by, or provided to, any other entity.**
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Drugs...Erase...Dreams

PLEASE NOTE: This is a confidential document. Copies of, and information contained in this Proposal to Provide Services, are not to be subjected or distributed to individuals or entities (i.e., vendors, providers, etc.,) other than those directly involved with Browning Public Schools.

1. **Summary**

Big Sky Drug Testing Services, LLC, hereinafter Big Sky DTS, will perform student drug testing for extra-curricular participation, random selection and when requested, reasonable suspicion and follow-up testing, for Browning Public Schools. Stringent collection procedures are combined with an extremely effective drug testing panel, which includes current drugs of abuse as well as those prevalent in this area, and screening/confirmation levels established for detection and accuracy.

2. **Scope of Work**

Big Sky DTS will deliver:

- ✓ Qualified collectors (minimum of two) who will perform such collections in accordance with The Department of Transportation's (DOT) rule, 49 CFR Part 40, as well as DOT's 10 Steps To Collection Security and Integrity
- ✓ D.O.T. approved devices for alcohol testing and confirmation (if applicable)
- ✓ Substance Abuse and Mental Health Services Administration (SAMHSA) Certified Lab
- ✓ **Certified Medical Review Officer – confirms prescriptions or drugs of abuse through parental/guardian contact and removes this liability from the school**
- ✓ Female or Male Direct Observer will be provided for Suspected Tampering and Reasonable Suspicion/Follow-up testing, if requested.
- ✓ Monitors for shy bladders – will be determined after site inspection
- ✓ 24-hour availability

3. **Costs**

- ❖ All Inclusive Per Test (Urine Drug Screen) - $42.00 (Collection/Lab & MRO/Supplies)
  - *No extra charges for Non-Negatives or MRO time*
  - Donor Wait Time(Shy Bladder) May Apply - $40/hr. (depending on circumstance)
- ❖ Reasonable Suspicion, Follow-up Testing, or other unforeseen circumstances may incur mileage and a minimal onsite fee depending on the situation and location of student.
- ❖ Breath Alcohol Test - $30 (If applicable for Reasonable Suspicion and Follow-up Testing)
- ❖ Random Pool Management - $100/year
  - *Includes all updates and changes throughout the year*
  - *Generation reports will be provided to Browning Public Schools to ensure percentage accuracy and fairness to all students, upon request or at time of generation.*

4. **Schedule**

Dates desired by Browning Public Schools for each pre-activity and random selection testing will be provided to Big Sky DTS with adequate notice. Services needed for Reasonable Suspicion and Follow-up testing will be accommodated.

5. Unforeseen Issues

a. Scheduling Changes
   i. Big Sky DTS requests any change in scheduling after acceptance of proposal be with reasonable notification.

b. Student Availability
   i. Browning Public Schools will inform Big Sky DTS of their intended process of handling students who are, or become, unavailable the date of the pre-activity or random selection testing.

c. Donor issues
   i. Due to shy bladders, tardiness of donor or unexpected donor issues may involve monitoring assistance by Browning Public Schools. (i.e., Coach, Athletic Director, etc.)

6. Operational Matters

a. Inspection of Testing Site
   i. Big Sky DTS will conduct a prior inspection of the testing location to evaluate conditions for maximum efficiency.

b. Chain of Custody Forms (Alcohol Testing Forms, if applicable)
   i. Big Sky DTS will provide pre-printed Chain of Custody Forms that include Browning Public Schools and Big Sky DTS information.

c. Student Identification
   i. Browning Public Schools will supply Big Sky DTS with student names and identification numbers prior to testing. Providing this information in advance will only be used for security purposes in identifying the donor, as well for completing as much as possible on Chain of Custody Forms to ensure efficiency.
   ii. Browning Public Schools will require students to produce photo identification or notify Big Sky DTS of other intended means of properly identifying the student(s).

d. Student Consent Forms – Parent/Guardian Contact Information
   i. Browning Public Schools will be responsible for obtaining the signed consent forms that include student and parent/guardian signatures. Any student that is presented for testing is assumed by Big Sky DTS to have parental or guardian consent.
   ii. Parent/Guardian Contact Information will be supplied for each student (by the student) which will be included on the Chain of Custody Form. This is a requirement of the Medical Review Officer to ensure the ability of making contact with the parent/guardian, if necessary. Please *see e. Procedures for Result Reporting – ii (a).*

e. Procedures for Result Reporting
    i. Results of testing will be handled according to the procedure/method requested by Browning Public Schools. Big Sky DTS will not disclose information, discuss results or any issues regarding the students, testing, etc., with anyone but the named designated representative, as the students' privacy and integrity is of the utmost importance. If the named designated representative changes at any time, Browning Public Schools will notify Big Sky DTS immediately.

    ii. Non-Negative Results
        a. Browning Public Schools will follow the protocol developed with Big Sky DTS for handling Non-Negative Results as required by the Medical Review Officer. This protocol pertains to parent/guardian contact as well as notification to Browning Public Schools.

f. Student Roster - Random Testing Rate/Percentage
    i. Browning Public Schools will supply Big Sky DTS with a student roster that includes appropriate identifying information (Student ID Numbers) along with the random selection percentage rate preferred, prior to the initial pre-activity onsite testing. This will ensure timeliness and accuracy for random selections.
        a. Upon receiving an updated list of participating students, the names are removed and ONLY the Student ID Numbers are sent to the MRO for the generated random selection. The Student ID Numbers and student names are matched up just prior to the testing and given to the High School Principal, or designated representative, upon arrival.

            Note: Big Sky DTS does not generate the random selections to eliminate any concerns from Browning Public Schools, students or parents/guardians. This practice has been invaluable as the MRO assumes all responsibility and records all their selections.
        b. Notification of whether the rate is per activity, or per year, and if all students will remain in the random pool through the entire school year, is required to ensure random selection fairness to all students.

7. Terms and Conditions

Big Sky DTS invoices will be paid within thirty days of receipt.

DOT's 10 Steps to Collection Site Security and Integrity

Office of Drug and Alcohol Policy and Compliance
U.S. Department of Transportation

1. Pay careful attention to employees throughout the collection process.

2. Ensure that there is no unauthorized access into the collection areas and that undetected access (e.g., through a door not in view) is not possible.

3. Make sure that employees show proper picture ID.

4. Make sure employees empty pockets; remove outer garments (e.g., coveralls, jacket, coat, hat); leave briefcases, purses, and bags behind; and wash their hands.

5. Maintain personal control of the specimen and CCF at all times during the collection.

6. Secure any water sources or otherwise make them unavailable to employees (e.g., turn off water inlet, tape handles to prevent opening faucets, secure tank lids).

7. Ensure that the water in the toilet and tank (if applicable) has bluing (coloring) agent in it. Tape or otherwise secure shut any movable toilet tank top, or put bluing in the tank.

8. Ensure that no soap, disinfectants, cleaning agents, or other possible adulterants are present.

9. Inspect the site to ensure that no foreign or unauthorized substances are present.

10. Secure areas and items (e.g., ledges, trash receptacles, paper towel holders, under-sink areas, ceiling tiles) that appear suitable for concealing contaminants.

Subpart I—Problems in Drug Tests

§ 40.193 What happens when an employee does not provide a sufficient amount of urine for a drug test?

(a) This section prescribes procedures for situations in which an employee does not provide a sufficient amount of urine to permit a drug test (i.e., 45 mL of urine).

(b) As the collector, you must do the following:

(1) Discard the insufficient specimen, except where the insufficient specimen was out of temperature range or showed evidence of adulteration or tampering (see §40.65(b) and (c)).

(2) Urge the employee to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the employee declines to drink. Document on the Remarks line of the CCF (Step 2), and inform the employee of, the time at which the three-hour period begins and ends.

(3) If the employee refuses to make the attempt to provide a new urine specimen or leaves the collection site before the collection process is complete, you must discontinue the collection, note the fact on the "Remarks" line of the CCF (Step 2), and immediately notify the DER. This is a refusal to test.

(4) If the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, you must discontinue the collection, note the fact on the "Remarks" line of the CCF (Step 2), and immediately notify the DER.

(5) Send Copy 2 of the CCF to the MRO and Copy 4 to the DER. You must send or fax these copies to the MRO and DER within 24 hours or the next business day.

(c) As the DER, when the collector informs you that the employee has not provided a sufficient amount of urine (see paragraph (b)(4) of this section), you must, after consulting with the MRO, direct the employee to obtain, within five days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. (The MRO may perform this evaluation if the MRO has appropriate expertise.)

(1) As the MRO, if another physician will perform the evaluation, you must provide the other physician with the following information and instructions:

(i) That the employee was required to take a DOT drug test, but was unable to provide a sufficient amount of urine to complete the test;

(ii) The consequences of the appropriate DOT agency regulation for refusing to take the required drug test;

(iii) That the referral physician must agree to follow the requirements of paragraphs (d) through (g) of this section.

(2) [Reserved]

(d) As the referral physician conducting this evaluation, you must recommend that the MRO make one of the following determinations:

(1) A medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine. As the MRO, if you accept this recommendation, you must:

(i) Check "Test Cancelled" (Step 6) on the CCF; and

(ii) Sign and date the CCF.

(2) There is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine. As the MRO, if you accept this recommendation, you must:

(i) Check the "Refusal to Test" box and "Other" box in Step 6 on Copy 2 of the CCF and note the reason next to the "Other" box and on the "Remarks" lines, as needed.

(ii) Sign and date the CCF.

(e) For purposes of this paragraph, a medical condition includes an ascertainable physiological condition (e.g., a urinary system dysfunction) or a medically documented pre-existing psychological disorder, but does not include unsupported assertions of "situational anxiety" or dehydration.

(f) As the referral physician making the evaluation, after completing your evaluation, you must provide a written statement of your recommendations and the basis for them to the MRO. You must not include in this statement detailed information on the employee's medical condition beyond what is necessary to explain your conclusion.

(g) If, as the referral physician making this evaluation in the case of a pre-employment test, you determine that the employee's medical condition is a serious and permanent or long-term disability that is highly likely to prevent the employee from providing a sufficient amount of urine for a very long or indefinite period of time, you must set forth your determination and the reasons for it in your written statement to the MRO. As the MRO, upon receiving such a report, you must follow the requirements of §40.195, where applicable.

(h) As the MRO, you must seriously consider and assess the referral physician's recommendations in making your determination about whether the employee has a medical condition that has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine. You must report your determination to the DER in writing as soon as you make it.

(i) As the employer, when you receive a report from the MRO indicating that a test is cancelled as provided in paragraph (d)(1) of this section, you take no further action with respect to the employee. The employee remains in the random testing pool.

[65 FR 79526, Dec. 19, 2000, as amended at 66 FR 41953, Aug. 9, 2001; 75 FR 59108, September 27, 2010]