

Tahnee Armstrong

406-450-4423

Procedures for Student, Staff, and Pre-employment Testing

Integrity and confidentiality are the priority for testing under any & all circumstances. Every measure will be taken to ensure the highest standards are practiced with each test conducted.

Procedures:

- Contact with school official for scheduling of tests
- Arrive at specified location and secure location for testing. Ensure that there is a location that will provide for confidential consultation.
- Ensure that the restroom to be used for testing is secure
- Identify individual to be tested. ID is a requirement to ensure the accuracy of the individual being tested.
- Provide instruction to individual on process of drug test:
 - Instruct individual that they will be providing a urine sample for testing.
 - Escort individual to restroom
 - Instruct individual to wash hands
 - Give instruction on testing cup and placement of cup when done providing the sample
 - I will exit the restroom and close the door to allow for privacy to the individual
 - I will stand near the restroom door to listen for any attempt at altering the testing process
 - Once the individual opens the restroom door, I will secure the test sample
 - I will immediately check the temperature of the sample
 - I will instruct the individual to wash their hands
 - I will read the test cup results and allow individual to view results and provide information if needed
 - I will escort individual to consultation location and have them sign the test results confirmation form
 - Testing process is complete and individual is free to leave testing location

All positive tests will be sent to a lab for confirmation.