

February 3, 2021

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



Dear Ms. Guardipee-Hall, Mr. Armstrong 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 Many service providers supply instant testing without lab confirmation, do not utilize an MRO, and have outdated panels while also using high levels that are not practical in the detection of drug abuse. Additionally, every sample is tested for adulterants, dilution and is "confirmed" for seventeen drugs, not just the drugs that show positive on an instant test kit. We can also add ETG (alcohol) and Cotinine (nicotine, etc.) panels if requested. 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 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 along with 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 and Browning Public Schools are entitled to, is of the utmost importance.

Sincerely,

A handwritten signature in black ink that reads "Doreen L. King".

Doreen L. King
CPC-T, BAT

Drugs...Erase...Dreams

Mailing Address:
3811 Bench Rd
Conrad, MT 59425

Mobile: (406) 949-4516
Fax: (406) 271-2589

Email: doreen@bigskydrugtesting.com

Web: www.bigskydrugtesting.com



Big Sky Drug Testing Services, LLC
3811 Bench Road
Conrad, MT 59425
Mobile: (406) 949-4516
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PROPOSAL TO PROVIDE SERVICES

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(Note: Although these are Department of Transportation procedures, they are the most stringent, therefore these are the procedures we follow.)

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 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**
- ✓ 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)
 - Creatine (dilution) and adulterants (tampering) are included for testing
- ❖ 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.

Note: After specimens are placed into shipping containers that are subsequently sealed, the shipping containers may be placed with other containers or packages that the collection site has waiting to be picked up by a courier. It is expected that collection sites will use reasonable security to ensure that all of their packages are relatively secure and not subject to damage, theft, or other actions that would potentially raise questions related to the integrity of the specimens.

Note: Couriers, postal employees, and other personnel involved in the transportation of the sealed shipping container are not required to make, and should not attempt to make, additional chain of custody entries on the custody and control form.

The *entire* collection process is now complete.

SECTION 8. SHY BLADDER PROCEDURES

The term "shy bladder" refers to a situation when the employee does not provide a sufficient amount of urine (45 mL) for a DOT-required drug test. **If an employee tells the collector, upon arrival at the collection site, that he or she cannot provide a specimen, the collector must still begin the collection procedure regardless of the reason given. The collector should tell the employee that most individuals can provide 45 mL of urine, even when they think they cannot urinate, and direct the employee to make the attempt to provide the specimen.**

At the point in the collection procedure where the collector and employee unwrap/open a collection container, the collector does the following:

1. The collector requests the employee to go into the rest room and try to provide a specimen.

Note: The employee demonstrates his or her inability to provide a valid specimen when the employee comes out of the rest room with an insufficient quantity of specimen or an empty collection container.

2. If the employee provided an initial insufficient specimen, the collector discards the insufficient specimen. The collector then annotates in the "Remarks" line the time when the employee provided the insufficient specimen. This is the time when the "shy bladder" collection process starts.

Note: If there was actually no specimen provided on an attempt, the same collection container may be used for the next attempt (the employee may keep possession of the container during the waiting period). The collector uses the same CCF and continues to document subsequent collections on the same form.

Note: If the insufficient specimen is also out of temperature range (assuming there was sufficient specimen to activate the temperature strip) or shows evidence of adulteration or tampering, the collector completes the collection process, *does not discard the specimen, but instead* sends the insufficient specimen (temperature out of range or adulterated) to the laboratory and immediately initiates another collection under direct observation.

3. The collector explains to the employee the process for a shy bladder collection and urges the employee to drink up to 40 ounces of fluids, 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.

Note: Collectors should be sensitive to how frequently they should ask the employee to provide a specimen. For example, asking the employee to provide a specimen every half hour may not produce sufficient specimen, although in total, the amount would have been at least 45 mL. In this case, the collector needs to determine if a longer time is needed for the employee to consume fluids and produce a sufficient volume of specimen. If the employee refuses to drink fluids, this is not considered a refusal to test, although the collector should explain to the employee that not drinking sufficient fluids may result in the employee's inability to provide a sufficient specimen and would require a medical evaluation. Under no circumstances can a collector "combine" urine collected from separate voids to create one specimen of sufficient volume.

4. If the employee refuses to make the attempt to provide a new urine specimen or leaves the collection site before the collection process is completed, the collector 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.

Note: As with other collections situations, there is no requirement for the collector to inform the employee in a shy bladder situation that failure to remain at the collection site or otherwise fails to cooperate with the testing process constitutes a refusal. It is a best practice for the collector to inform the employee that such behavior could lead an employer to determine that a refusal occurred.

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

Note: The collector should maintain a record in the "Remarks" line on the CCF of the time of each attempt, whether there was any specimen provided or the quantity of specimen provided, and the amount of fluids that the employee was given to drink. During the waiting period that the employee can consume fluids, the employee must be monitored to ensure the continued integrity of the test. While, as noted above, there is no requirement for the collector to do so, it is a good practice for the collector to inform the employee that he or she is not permitted to leave the collection site and that doing so could lead an employer to determine that a refusal occurred.

6. The collector then sends Copy 2 of the CCF to the MRO and Copy 4 to the DER. This is done even if the employee did not provide any specimen in order to notify the MRO and the employer of the problem. The collector must send or fax these copies to the MRO and DER within 24 hours or the next business day.