

Program Narrative

The following outline will describe to you how Pinnacle Medical Management, Corp. plans to implement a program for the Brackett ISD students that will fulfill all requirements of **accuracy, reliability, and confidentiality.**

Pinnacle Medical Management, Corp. believes that education is the key to a successful Drug and Alcohol Testing program.

As soon as Pinnacle Medical Management is awarded the contract, Pinnacle Medical Management will conduct informational sessions for the parents, students, and faculty of Brackett ISD. Pinnacle Medical Management will provide all interested parties with written information regarding testing procedures, and drugs. Pinnacle Medical Management will also make parents aware of Internet site that provide helpful information on these subjects. Pinnacle Medical Management maintains a toll free 24 hours 7 days per week telephone number for parents to obtain information on Drugs and Alcohol.

Before collection begins, Pinnacle Medical Management will survey each campus and locate secure and private collection sites.

Brackett ISD will furnish Pinnacle Medical Management a list of all students participating in the random drug testing program. This list must be divided by campus, grade, and gender. All students will be entered into our Department of Transportation approved random number generator program.

When testing begins, Pinnacle Medical Management will provide a list of students to be tested. This list will be produced to insure that no student can be removed or added to the random selection. No single individual will know the identity of any student selected until our Certified Drug Screen Collector arrives at the campus. Upon arriving at the campus, our Certified Drug Screen Collector will provide the campus contact with the list of primary and alternate students to be tested to insure an adequate number of collections are performed during each session.

The campus contact will notify students selected for testing and each student will be sent to the secured collection site.

Before testing begins, the Certified Drug Screen Collector will secure the collection site according to the current accepted guidelines of “Urine Specimen Collection Procedures Guidelines, 49 CFR Part 40”. These guidelines are to insure

the integrity of the collection site, and minimize the opportunity of the students to adulterate or otherwise interfere with the collection procedures. This procedure also provides for the most privacy allowed while still maintaining quality collection procedures.

When the student arrives at the collection site the Certified Drug screen Collector will establish the student's identity. This can be achieved by school contact or photo identification.

The Certified Drug Screen Collector will then begin a forensic toxicology chain of custody. The chain of custody will be designed to document each and every step of the collection, testing, and reporting of all specimens. It will also prevent the specimen from having any opportunity to be tampered with, or mistaken for another specimen.

The student will then be required to provide a specimen in the privacy of a secured collection site. When the student provides the urine specimen, the Certified Drug Screen Collector will check the specimen for color, odor, and temperature. The Certified Drug Screen Collector will then ask the student to split the specimen provided into two bottles that will be labeled "A" and "B". The forensic toxicology chain of custody will then be completed. The specimen will be placed in a secured, sealed laboratory transport bag. All will be completed in full view of the student donor. The finished, sealed collection transport bag will remain in the control and custody of the Certified Drug Screen Collector until transported to a Certified Laboratory. The next student in line will then be asked to enter the private collection area and the process will begin again.

After completing the collection at each campus, the Certified Drug Screen Collector will prepare all samples for transport to the Certified Laboratory.

When the Certified Laboratory receives the specimens, it will follow all procedures as set forth in the SAMSHA certified process to accession the specimen. All chain of custodys will be checked for accuracy and completion of forms, and seals. Drug screen samples will be checked for color, odor, pH, specific gravity, nitrites, and any other adulterant the Certifying Scientist deems appropriate to insure the integrity of the specimen.

The Certified Laboratory will perform an initial screening test using Emit Immunoassay technology and current SAMSHA cut-off levels for detection of drug or drug metabolites as outlined in the _____ policy. The next day the Certified Laboratory will report all results to the Board Certified Medical Review Officer. The Certified Laboratory will freeze and maintain all positive

samples for one (1) year. This will allow the student, parents, or legal guardian to have a confirmation test performed.

When the Medical Review Officer receives the test results, he or she will verify the accuracy of the chain of custody, and prepare a report to the campus contact or other personnel as defined by the Brackett ISD.

The Medical Review Officer, who is certified by the American Association of Medical Review Officers, will report all verified positive drug screen results to the campus contact.