

## **Procedures for the Collection and Processing of Employee Drug and Alcohol Tests**

### **Programme**

- 8.30 am** Registration, Tea / Coffee – Kilmainham Suite
- 9.00 am** **Introductions, Objectives, Programme.**  
Pre- Learning Exercise.  
Setting of Personal Objectives.  
Comprehensive response to Workplace Drugs and Alcohol  
Guidance on Intoxicants ( defined as drugs and alcohol )  
Agreed Policies and Procedures. Summary of Learning  
*Maurice Quinlan and Anita Furlong, EAP Institute*
- 10.00 am** **Collection Site**  
**Custody and Control Form (CCF)**  
Alcohol Cut-off – Criteria for a Positive Alcohol Test  
Drug cut-offs – Criteria for a Positive Drug Test
- 10.30 am** **Tea and Coffee**
- 11.00 am** **Specimen Collection Kit and Specimen Collection**
- 12.00 am** **Site Preparation and Collection Process – Prepare Specimen for Shipping**
- 1.00 pm** **Lunch**
- 2.00 pm** **Practical Specimen Collection Demonstration**  
  
Oral fluid collection for laboratory based drugs of abuse screening and confirmation testing – Intercept  
Oral fluid collection device for laboratory based drugs of abuse screening and confirmation testing. Concateno/Cozart  
  
On-site point of care Oral fluid test with reader and printer – DDS oral point of care with reader results printed out – 2 samples a) & b)  
Urine dip and read cards – urine screening and back to lab, cup, Surestep Cards 1 panel, 5 panel, and 10 panel
- 3.00 pm** **Break**
- 3.30 pm** **Assessment and mock collections by delegates**
- 4.30 pm** **Evaluation, Summary and Close.**