

**UNION PACIFIC'S INSTRUCTIONS  
FOR SPLIT SPECIMEN URINE COLLECTIONS  
AND EVIDENTIARY BREATH TESTING FOR ALCOHOL**

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**INSTRUCTIONS FOR DONOR  
January 2000**

**You have been identified for toxicological testing. You are required to cooperate with the railroad representative and the collection personnel during the collection process. If you refuse to cooperate with the collection process the collection site person shall inform a supervising Manager and shall document the non-cooperation on the drug testing custody and control form or the breath alcohol testing form. The supervising Manager may discontinue the test and treat it as a refusal to permit testing. If proven, it will be treated as insubordination and the employee will be dismissed.**

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**Union Pacific is required to follow the guidelines of 49 CFR Part 40 for DOT drug and alcohol testing. UP also follows these guidelines when testing under their own authority. You have every right to question or understand those requirements before, during and after the testing process.**

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**The railroad will excuse compliance with these testing requirements only in case of a documented medical or family emergency (e.g., a life threatening condition or a death in the family). Employees who refuse to permit drug or alcohol testing under UP's policy will immediately be withdrawn from service.**

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**Tampering with a sample in order to prevent a valid test (e.g., through substitution, dilution or adulteration of the sample) constitutes a refusal to provide a sample and indicates insubordination and dishonesty and if proven, you will be dismissed and not afforded the one time EA return to duty opportunity.**

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**For each toxicological test you are required to provide a photo identification of yourself. (A supervising Manager may identify you)**

**You may ask the Collector for his/her identification .**

**You will be asked to remove your outer garments (coat, hat, and jacket) and to leave briefcase or purse outside of restroom/stall. You may keep your wallet with you.**

**The Collector will place your Social Security Number on the Custody and Control Form.**

**The Collector will mark the reason for the test, the type test and whose authority is being use on the Custody and Control Form.**

**You will be instructed to wash your hands and to remain in the Collectors sight until the sample is attempted.**

**The Collector will supply you with a collection kit and will give you a collection cup.**

**The Collector will verify that you are ready to proceed with the collection. You will go into the stall or a secured restroom and attempt to provide a sample. If you are unable to provide a sufficient sample the Collector will note the time on the Custody and Control Form. The Collector must provide you with a new specimen collection package each time you are unable to provide a sufficient sample.**

**You are required to provide at least 45ml of urine in the collection cup.**

**The Collector will read the temperature strip on the collection cup and record that verification on the Custody and Control Form.**

**The Collector will now open specimen bottle containers and will pour at least 30ml into the first bottle and the remainder (at least 15ml) into the second bottle.**

**The Collector will verify that the specimen ID numbers match the Chain of Custody Form and tamper evident seals. The Collector will then place the seals on the bottles.**

**You must initial and date the seals on both bottles. You may now wash your hands.**

**You must now complete Step 4 on Copy 4 of the Custody and Control Form certifying that the collection was done properly.**

**The Collector will finish the paper work and give you Copy 5 of the Custody and Control Form. You may wish to enter any prescriptions or medications you are taking on the back of this copy. (It is not required and is for your use only)**

### ***NOTICE TO DONOR***

***In all cases of urine drug testing Union Pacific will follow the guidelines of 49 CFR Part 40.25 which require that you provide at least 45ml of urine. If you are unable to provide a sufficient sample you will be instructed to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until you can provide a new urine specimen, whichever occurs first. If you refuse to drink fluids or refuse to provide a new specimen, as directed, the collection will be terminated and will be reported as a refusal to submit to testing. If you have not provided a specimen within three hours, the collection will be discontinued. You will be directed to obtain an evaluation from a licensed physician by Union Pacific and the results of that evaluation will be reviewed by the Medical Review Officer. The MRO will report the findings as either genuine or as a refusal to take a test.***

## **BREATH ALCOHOL TESTING**

**For each toxicological test you are required to provide a photo identification of yourself. (A supervising Manager may identify you)**

**You may ask the Breath Alcohol Technician (BAT) for his/her identification.**

**The BAT will explain the testing procedure to you.**

**A sample explanation might be, "I will be conducting a screening test on you today. After you sign this form you will blow into this device and I will record your results. If the results show a 0.020 or greater you will be required to take a confirmation test. I will record the results and give you a copy of the Form when we are finished."**

**The BAT will complete Step 1 on the Breath Alcohol Form.**

**You will complete Step 2 on the Form. (If you refuse to sign the certification it will be regarded as a refusal to take the test.)**

**The BAT will open an individually-sealed mouthpiece in your view and attach it to the breath tester.**

**You will be instructed to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.**

**The BAT will show you the display on the EBT.**

**The BAT will either write the test result in Step 3 of the Form or affix the test result printout to the Breath Alcohol Test Form in the designated space, using a method that will provide clear evidence of removal such as tamper-evident tape.**

**When the result of the screening test is an alcohol concentration of less than 0.020**

**The BAT will date and sign the certification in Step 3 of the Form.**

**You will sign the certification and fill in the date in Step 4 of the Form.**

**No further testing is authorized.**

**You will be given Copy 2 of the Form.**

**When the result of the screening test is an alcohol concentration of 0.020 or greater, a confirmation test must be performed.**

**The BAT will explain the testing procedure to you.**

**The BAT will explain to you that you must observe a 15-minute waiting period and during this time you cannot , eat, drink or put any object in your mouth during this waiting period.**

**The BAT will open a new individually-sealed mouthpiece in your view and attach it to the breath tester.**

**The BAT will conduct an air blank test to ensure the EBT registers .000 which indicates there is no alcohol in the device.**

**You will be instructed to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.**

**The device will record the test results and the BAT will show you that result as displayed on the EBT.**

**The BAT will affix the test result printout to the Breath Alcohol Test Form in the designated space, using a method that will provide clear evidence of removal such as tamper-evident tape.**

**The confirmation test result is deemed to be the final result upon which any action under DOT operating administration regulations or Union Pacific rules and policy is to be based.**

**The BAT will date and sign the certification in Step 3 of the Form.**

**You will sign the certification and fill in the date in Step 4 of the Form.  
You will be given Copy 2 of the Form.**

### **ATTENTION!**

**During either the urine collection or the breath alcohol testing process the above procedures should be followed. If you have concerns or comments about the collection process you may want to note them here and send to:**

**Manager Drug & Alcohol Testing  
1416 Dodge Street Room 625  
Omaha, Nebraska 68179  
Details (time)(place) (Collector)  
or call **1-800-840-3784** during normal business hours (CST)**