



3344-48-04 Drug testing collection protocol.

- (A) CSU contracts out the services for drug testing to a third party and only those persons authorized shall be allowed in the collection station.
- (B) Upon entering the collection station, the student-athlete shall be identified with picture identification and/or an athletic trainer shall identify the student-athlete. The student-athlete will then print his/her name and arrival time on the roster sign-in form.
- (C) The student-athlete shall select a custody & control form (CCF) from a supply of such and work with collector and athletic trainer to complete necessary information before proceeding with the specimen collection process.
- (D) The student-athlete shall select a specimen collection beaker from a supply of such and shall be escorted by a collector (same gender) to the restroom to provide a specimen. The student-athlete shall place a unique barcode onto the beaker and then rinse their hands with water (no soap) and then dry hands.
- (E) The collector shall directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
- (E) The student-athlete shall be responsible for keeping the collection beaker closed and controlled.
- (G) Fluids and food given to student-athletes who have difficulty voiding shall be from sealed containers (approved by institutional collector) that are opened and consumed in the station. These items shall be free of any other banned substances.
- (H) If the specimen is incomplete, the student-athlete shall remain in the collection station until the sample is completed. During the period, the student-athlete is responsible for keeping the collection beaker closed and controlled.

- (I) If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the institutional collector, the specimen shall be discarded.
- (J) Upon return to the collection room, the student-athlete shall begin the collection process again.
- (K) Once an adequate volume of the specimen is provided, the collector shall escort the student-athlete to the specimen-processing table.
- (L) The specimen processor shall instruct the student-athlete to closely observe the specimen-processing steps and shall then measure the specific gravity.
- (M) If the urine has a specific gravity below 1.005, no value shall be recorded on the CCF and the specimen shall be discarded by the student-athlete, with the collector observing. The student-athlete shall remain in the collection station until another specimen is provided. The student-athlete shall provide another specimen.
- (N) Once the specimen processor has determined the specimen has a specific gravity above 1.005, the sample shall be processed and sent to the laboratory.
- (O) If the laboratory determines a student-athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
- (P) If a student-athlete is suspected of manipulating specimens (e.g. via dilution, substitution), the collector shall collect another specimen from the student-athlete.
- (Q) Once a specimen has been provided and meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
- (R) The specimen-processor shall open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic, and open the "A" vial lid. The processor will pour the urine into the "A"

and “B” vials and close the lids. The specimen-processor should pour urine into vials above the minimum volume level (thirty mL in “A” vial; fifteen mL in “B” vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (thirty mL in “A” vial; thirty mL in “B” vial).

- (S) The specimen-processor shall securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
- (T) The specimen-processor shall collect all necessary signatures (collector, donor, witnesses, and collector/specimen processor) and dates/times where indicated on the CCF.
- (U) The specimen-processor shall place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag shall then be sealed. The sealed bag, with vials, shall then be placed in the sample box. The box shall be sealed.
- (V) The student-athlete is then released by the collector.
- (W) All sealed samples shall be secured in a shipping case. The collector shall prepare the case for forwarding. When two split samples are collected and packaged, care shall be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.
- (X) After the collection has been completed, the samples shall be forwarded to the laboratory and copies of any forms forwarded to the sport drug testing department. The specimens become the property of the client.
- (Y) If the student athlete does not comply with the collection process, the institutional collector shall notify the appropriate institutional administrator and drug free sport.

- (Z) The drug testing collection protocol is subject to change based on procedures instituted by drug free sport.

Policy Name: Drug testing collection protocol.
Policy Number: 3344-48-04
Board Approved: 09/19/2019
Effective Date: 10/27/2019