



Donor Information Sheet

The drug and alcohol screening is taking place as part of the arrangements of your employer's 'Drug & Alcohol Policy' and to satisfy industry standards for safe working.

During the Drug and Alcohol Test, you will be asked to provide a breath sample that will be tested for alcohol and a urine specimen that will be tested using a Point of Contact Testing cup (POCT) which provides an interim result to the collection officer. The sample will be tested for the presence of some or all of the following drug groups:

Amphetamines	Benzodiazepines	Cannabis	Cocaine	Tramadol
MDMA (ecstasy)	Methadone	Opiates	Ketamine	

If the POCT testing cup returns a non-negative result, your sample will be sent to the laboratory for confirmation analysis, your employer will be informed and you will be suspended from safety critical working until the final result is received.

You will be asked to provide photographic means of identification. Once the screening process has been explained, you will be asked to provide your written consent to testing and acknowledgement that the results of the screening will be reported to your employer, sponsor and the Sentinel scheme. If you refuse to consent to testing or provide a sample this is treated as a 'fail'. A positive result will be dealt with in line with the Network Rail Drug and Alcohol Policy and will result in disciplinary action and 5 year suspension from working on the rail infrastructure.

Breath Testing

Your breath alcohol will be measured using a 'Home Office' approved breathalyser which provides an immediate printed result which you will be asked to sign. You will be asked to select a new sealed mouthpiece to be used for the test. During the testing you will need to provide a continuous breath into the mouthpiece of the device and continue to do so until the collection officer instructs you to stop. If the result is above the cut-off, you will be asked to provide a second breath sample, 15 minutes later and will be required to wait, under supervision, during this time.

It is important that you should not have chewed gum, eaten food, used a mouthwash or smoked in the 15 minutes prior to the breath test. You should inform the Collection Officer if you have done so.

Urine Sample Collection

The urine sample collection takes place under 'chain of custody' conditions which include a carefully controlled environment where 3rd parties are excluded and a process that ensures the validity and security of the sample you provide. You will be asked to remove your outer clothing, empty your pockets and wash your hands. You will then be provided with a choice



of new, sealed collection kits to be used for the collection. You will be given privacy when providing the sample. Then, witnessed by you, the collection officer will read the results from the testing cup and record them on the test record. If there is a non-negative result the collection officer will decant the sample into two collection tubes. These A & B samples will be sealed, labelled and placed into a tamper-evident bag and sealed in your presence, before being sent to the laboratory. The A sample will be analysed by the laboratory.

Your Right to Challenge the Result

The 'B' sample will remain sealed and will be stored by the laboratory for 1 year. If you wish to challenge the laboratory's results, you can apply to Conform Safety Management and we can assist for the release of the B sample for analysis by an independent laboratory of your choice and provide a list of approved laboratories for testing of the B samples.

Medication

If confirmation analysis is required, you will be asked for details of any medication taken in the last 14 days including both prescription medication and over the counter medications. You should also declare if you have had any injections, including dental treatment or dietary consumption of poppy seeds, hemp products and cannabidiol oil (CBD). The medication will be recorded on the Chain of Custody Form. If, after you leave, you later remember that you have taken a certain medicine, then you should notify Conform Safety Management.

If the laboratory detects the presence of a drug in your sample, the results will be passed to their appointed Medical Review Officer who is an Occupational Health Physician with specialist knowledge of drug testing. The Medical Review Officer may wish to discuss the results and the medication with you and it is important that you cooperate with the Medical Review Officer as they will instruct that retesting is necessary if they are not satisfied.

It is most important therefore that you declare all the tablets or medicines that you may have consumed in the last two weeks.

- Record the name of the medication accurately:
 - Please provide the actual name i.e. Panadol - not headache tablets
 - Ensure the name is accurate – 'Neurofen' and 'Neurofen Plus' contain different drug types
- The dose of medication taken and the period over which it was taken.
- The date and approximate time you last took the medication.
- Have you visited a nurse, doctor or dentist and was any medication given or prescribed?
- Have you been given any injections?



- Have you taken any medication for the following conditions? Headache or pain / Cough, cold, or flu / Sore throat / Hay fever / Allergy / Upset stomach / Hangover / Travel sickness.
- Have you taken any eye, ear or nose drops?
- Have you taken anyone else's medication?
- Have you consumed any herbal remedies or food products?
- Are there any other drugs you wish to declare at this point?