

QUESTION:

What is the preferred method for the collector to get the MRO copy of the CCF to the MRO?

ANSWER:

- The promptness of reporting suffers when the mail is used to convey the MRO copy from the collection site.
- Even though we permit other means (e.g., overnight courier service) of transmitting MRO copies from the collection site to the MRO, collectors should fax the MRO copies when possible.
- If the faxed copy is not legible, the MRO must request another faxed copy or a hard copy.

QUESTION:

Do collectors sign the CCF in situations in which a urine specimen is not provided during a collection (i.e., a refusal to provide a specimen; a shy bladder situation)?

ANSWER:

- In any such case, the collector would check the box in Step 2 of the CCF indicating that no specimen was provided and enter an explanatory remark.
- The collector would then provide his or her name and signature in Step 4 of the CCF.
- The employee's name and phone number should be included on the MRO copy.
- The collector would then transmit the CCF copies to the appropriate parties (e.g., employer, MRO).

QUESTION:

Generally, only one collector is supposed to supervise a collection for an employee. However, given the time span involved, it is possible that two collectors could be involved in a shy bladder collection (e.g., because of a shift change during the three-hour period between the first and second collection attempts). How should this be handled?

ANSWER:

- In this situation, it is permissible for one collector to turn the process over to another collector to complete the collection.
- The first collector would document the start time for the 3-hour period. The second would provide his or her name and signature after the second collection, as the collector of record. The Remarks line (Step 2 of the CCF) would be used to document the transition (including the first collector's name and the start time for the shy bladder procedure).

QUESTION:

Do the five days within which an employee is given to obtain a medical evaluation after providing an insufficient amount of urine or breath include holidays and weekends, or does this refer to five business days?

ANSWER:

- The five-day limit for obtaining an examination by a licensed physician refers to business days.
- Therefore, holidays and weekend days should not be included in the 5-day time frame.