

OPELIKA CITY SCHOOLS SYSTEM ILLEGAL SUBSTANCE TESTING PROGRAM

Procedures

Preface:

The Opelika City School System recognizes that the abuse/misuse of alcohol or drugs poses a serious threat to the health and safety of students generally and to athletes in particular. In view of this, the school system believes that an illegal substance-testing program would be in the best interest of our student-athletes. The student-athlete shall be defined as a member of any school sports team or cheerleading squad, male or female, in grades 9-12. All testing will be at the expense of the Opelika City School System.

Being a participant in extra-curricular activities at Opelika High School is considered a privilege. Students must follow rules and guidelines set forth for these extra-curricular programs. Failure to do so will result in suspension or removal from such activities.

Purpose:

The Opelika City School System Illegal Substance Testing Program has been developed to assist our student-athletes in bringing about a drug-free lifestyle. The specific objectives of this program include:

1. To deter any illegal substance abuse by OHS student-athletes.
2. To identify any OHS student-athlete involved in abusing illegal substances and to identify the substances involved.
3. To provide any necessary counseling, and education for anyone identified as a substance abuser.

PARENT/ATHLETES MEETING

An informational meeting for parents and athletes will be held annually prior to mandatory testing of student athletes. Generally, the meeting will be held in the Spring of the student's eighth grade year. In this meeting an outline of the policies and procedures manual will be made available to all parents and guardians. There will also be manuals available for parents if they wish to review the said procedures and policies prior to signing the Substance Consent Form. A consent to testing form must be signed before students can be deemed eligible in Dragon Fly. The consent is to the sampling and testing with analysis of urine and/or saliva for the initial testing round (minimum of 30 days notice) and at any time the random selection of illegal substance testing during the school year. All student-athletes will be subject to selection for each of the four random tests conducted in a school year. There is a possibility of 100% random testing. Students transferring or otherwise new to the system will be given an informational packet and parents may contact the Opelika City School Coordinator for more information regarding the drug-testing program.

Note: The informational meeting will be eliminated as a result of the COVID-19 pandemic. This meeting will resume as conditions and guidelines change in accordance with direction from the state department. The policies and procedures are available for parent(s) or guardians to review prior to signing the consent form.

Definitions

TL	East Alabama Toxicology Lab
MRO	Medical Review Officer. A physician who reviews all positive tests and validates said test
TC	Opelika City School Drug Testing Coordinator
CCF	Custody Control Form. The form used for donor collection that has a unique Specimen Identification Number, which is attached to the donor's specimen.

STUDENT PRIVACY

All information provided to the TL will not identify any student by name. The TC will be the only person who will have the student's social security number, name, and CCF number. If a positive test is determined, only the student, parents, MRO, principal, head coach, and counselor will know. All student's drug testing information is confidential and not public information nor will it be provided to any group or agency.

NOTICE

Students will be informed at least 30 days prior to the first random test of the school year. Students will be sent for and escorted to the testing areas by school personnel. Students who are present at school must be tested prior to checking out or leaving for off campus activities. Students who are absent at the beginning of the day will be exempt for that day's test. Students who must leave for previously established appointments must see the TC who will determine if it is possible to receive a sample before the student leaves.

STUDENT SELECTION

The EAMC toxicology lab will provide a computer-generated list of randomly selected numbers, which will identify the student-athletes to be tested. School personnel will not be involved in selecting students for random testing. Twenty percent of all academically eligible student-athletes who are either team members or who are on tryout rosters are subject to the random test during their active sport season as established by the Alabama High School Athletic Association. A student-athlete may also be placed on the random drug testing list if their head coach has reasonable suspicion that a student may be using illegal drugs based upon factors such as: continued tardiness or absences from class, meetings or practice, and physical or emotional changes. All student-athletes with eligibility remaining, student managers, student coaches, and student trainers will be subject to testing.

TEST PROCEDURES

An Opelika High School student-athlete will generally submit a urine sample for screening. Testing will include, but is not limited to, the following substances: amphetamines, cocaine, marijuana, opiates, and alcohol. Placed for illegal substance testing include all Opelika High School facilities with the times to be determined by

the principal, athletic director, and TC. Students will be provided a private restroom for sample donation. No other persons will witness the donation.

A CLIA certified lab licensed by both the Federal Government and the State of Alabama will be selected to provide collection materials, chain of custody procedures, and analysis of urine and/or saliva samples.

A master list will be kept of all student participants in extra curricular physical activity programs. Both the substance abuse designee and the lab will have copies of the list. This list includes rosters for all sanctioned sports at Opelika High School. It will be used in determining an identification number for each student athlete chosen for testing. This allows for strict confidence throughout the collection and testing procedure.

STUDENT-ATHLETE RESPONSIBILITIES

1. Report to the collection site on the date and time specified. If the student-athlete fails to report at the time specified, he/she must document a serious illness, injury, or other verifiable circumstance which prevented his/her arrival at the test location. If the student-athlete is unable to document such circumstances, he/she will be considered to have refused to take the test (classified as a positive) and will not be allowed to participate in the sport or activity in which he/she is currently participating.
2. The student-athlete will provide any information he/she considers relevant to any test or initial screening, including identification of currently used prescription or non-prescription medication or other relevant medical information. The providing of information shall not prevent testing or initial screening, but may be considered by the medical review officer in interpreting any positive confirmed lab test.
3. Provide a urine sample for screening and/or testing.

If the student-athlete refuses the screening or test, provides a cold sample, substitutes the specimen of another person, sends an imposter, or will not sign the required forms he/she will not be allowed to participate in any sport or activity at OHS.

SUMMARY OF COLLECTION PROCEDURE

1. PRIOR TO COLLECTION

RESPONSIBILITY OF COACHES

1. Announce date and time of initial test to student-athletes 30 days prior to testing.
2. Make sure student-athletes have correctly submitted a signed consent form into DragonFly.
3. Provide the Drug Testing Coordinator with an updated team roster.

OPELIKA CITY SCHOOL TESTING COORDINATOR

1. Maintain a list of students participating in the collection process.

2. Check DragonFly to ensure all student-athletes listed on team rosters have uploaded a completed consent form (ensure student and parent(s) signatures are listed on the consent).
3. Instruct students to leave hats, jackets, purses, etc. in a secure area outside the collection area.
4. Assist in filling out an East Alabama Medical Center (EAMC) Custody/Control Form (CCF) using only the unique specimen identification number located on the CCF in the upper left corner.
5. Direct student with the CCF to an available collection station.

COLLECTION STATION PERSONNEL

1. The student must report directly to the designated waiting area as directed by a school representative.
2. The student will give the Custody/Control Form (CCF) to the Collection Station Representative and will receive a sealed collection kit.
3. The student will open the collection kit and leave the contents and the CCF with the Collection Station Representative.
4. The Collection Station Representative will briefly review the collection procedure with the student and inform the student that a Collection Monitor will be present in the restroom but will assure the student that the collection will NOT be observed.

Note: The students will be released from the collection stations upon completion of his/her testing.

Specimen Collection

1. COLLECTION MONITOR

- A. Greet the students in the restroom and instruct them to wash and dry their hands.
- B. Direct students to the available restroom stall with a collection container to obtain urine specimen. Instruct student-athletes to refrain from flushing the toilets and to exit immediately following the collections.
- C. Monitor collection (unobserved) and note any unusual behavior from the student-athlete during the collection process.
- D. When a student-athlete exits the stall, the monitor will inspect the stall for any sign of adulteration paraphernalia and verify that the temperature of the specimen is within acceptable limits.

2. COLLECTION STATION PERSONNEL

- A. Collection Station Representative will receive collection containers from student-athletes, instruct them to remain at the station until the specimen is sealed, and all documentation is completed.
- B. The temperature is verified to be between 90-100 degrees F and is documented on the CCF (Custody/Control Form).
- C. Collection Station Representative will then carefully pour the specimen into each of the two urine transport containers provided from the collection kit (30ml into one 15ml into the second) and the tops closed tightly.

- D. The two tamper-evident seals are then removed from the bottom of the CCF and one is placed over the top and down the sides of each specimen container.
- E. The student is then directed to initial and date the specimens after verifying that the Specimen ID number of the seals matches the one imprinted on the CCF AND that the students name and student number are correct. Have donors verify their matching Specimen ID number on the CCF and roster and sign both the CCF and roster again. The student will then return to the TC to validate the Specimen ID number again. If the container(s) are dropped, the student will be instructed to report to the TC and remain there until another specimen is obtained. The student will follow the collection procedures when he/she is able to give a specimen sample.
- F. The student-athlete is then asked to complete Step 5 (Donor Information) on the second (yellow) copy of the CCF.
- G. The Collection Station Representative then completes Step 4 (Chain of Command) on the top copy of the CCF.
- H. The top copy of the CCF is removed and placed, along with the two sealed specimens, in the security bag and sealed. The sealed security bag containing the specimens is then placed in an appropriate container (box/cooler) from transport to the laboratory.
- I. Copy 5 (gold) is removed and given to the donor and the donor is directed to wash his/her hands at a designated restroom and then return to the School Representative to pick up personal belongings left in their custody.
- J. The remaining 3 copies of the CCF are placed in a folder for transport to MRO.

SUMMARY OF CHAIN-OF-CUSTODY/SECURITY

Department procedure requires that each specimen bottle be labeled, sealed, and accompanied by a properly completed Custody/Control Form when received at the laboratory. Once the specimens arrive at the East Alabama Medical Center (EAMC) Toxicology Laboratory, an accessioner (EAMC Toxicology employee) assumes custody. This individual performs an initial inspection of each specimen to ensure that; 1) the seals on the shipping container and/or specimen bottle(s) are intact; 2) the identifiers on the specimen bottle(s) match the identifiers on the accompanying Custody/Control Form; 3) the Custody/Control Form has been properly annotated; and 4) there is sufficient urine volume for the required tests. The accessioner signs/dates the CCF indicating receipt of the specimen for testing. If discrepancies are detected, the client is notified that the specimen does not qualify as a forensic specimen.

Once the integrity of a specimen is verified, it is assigned a unique EAMC Toxicology Department with the accession number, which will be annotated on all subsequent testing documents. Specimens are assigned to a batch and any handling of part, or all, of the specimen batch is documented on an Internal Chain of Custody-Specimens Form. testing is only done on portions (aliquots) removed from the original specimen. Aliquots that have been removed from specimens for the purpose of testing are never returned to the original specimen in order to prevent the possibility of contamination. Internal Chain of Custody-Aliquots Forms accompany all aliquots throughout the testing process (this occurs for both screening as well as a confirmatory analysis).

The EAMC Toxicology Laboratory policy states that the security of all specimens and records must be maintained to account for their custody/confidentiality at all times. The Toxicology Testing Area and Record Storage Areas are limited access areas and only individuals authorized by the Director of Toxicology may enter unescorted. Records of visitors will be maintained. All testing records, including Chain-of-Custody documents, will be maintained in file cabinets either in the Record Storage Area or testing area of the department. All specimens will be maintained in secure storage when not in custody of a Toxicology Laboratory employee. The Toxicology Laboratory has lockable refrigeration and freezer storage units within the testing area of the department capable of providing secure specimen storage. Specific chain-of-custody documents are used to track any handling of the specimens once assigned to a storage area (e.g. Internal Chain-of-Custody-Long Term Specimen Storage Box form used for freezer storage of confirmed positive specimens).

SUMMARY OF SCREENING METHODOLOGIES

Immunochemical tests are directed at individual drugs or drug classes, therefore, a separate test must be conducted on the specimen for each drug/drug class of interest. Analysis is accomplished quickly and efficiently with a sophisticated automated instrument.

The EAMC Toxicology Laboratory currently uses the CEDIA/DRI immunoassay reagents from Microgenics Corporation, a leading provider of commercial drug testing reagents in the U.S. on a Hitachi 717 Autoanalyzer. These assays are based on competition between drug in the specimen and drug labeled with the enzyme B-galactosidase for antibody binding sites. Enzyme activity decreases upon binding to the antibody. Therefore, the presence of the drug in the sample is determined indirectly from the level of enzyme activity as determined by the instrument. To determine the presence or absence of a detectable drug, the specimen's response is compared to the response of a calibrator, which contains a known amount of the drug. If the sample's response is greater than or equal to the response of the calibrator, the specimen is considered **presumptive positive** for the drug.

Preventive maintenance is performed and documented for the screening analyzer per manufacturer's specifications each morning prior to any analysis being performed. The instrument is calibrated at the beginning of each week for all drug assays and daily for all validity tests (e.g. pH, creatinine). Quality control specimens consisting of an above cutoff (positive), below cutoff (low), or negative (absence of any drugs) controls are assayed and reviewed for acceptance prior to the analysis of any donor specimen. This first set of quality control specimens verifies the instrument calibration. A second set of quality control specimens are analyzed following each reportable segment of donor specimens in order to "bracket" the donor specimens between two sets of acceptable controls. Quality control results are reviewed and documented for acceptability before accepting any donor specimen results. A blind quality control specimen (either positive or negative) is also analyzed as part of every screening batch. Acceptable performance of the blind quality control specimen is a requirement for acceptance of the donor batch results.

In addition to testing for a specific menu of drugs of abuse, the validity and the presence/absence of adulterants for each specimen is determined by performing three separate tests (creatinine, pH, and

oxidants). Additional tests are available to confirm the status of the specimen validity (e.g. dilute vs. substituted) and/or confirm the presence of the adulterants when warranted.

Upon completion of the screening analyses, the screening results are carefully reviewed by a Certifying Scientist prior to release. This review included a review of preventive maintenance records, all chain-of-custody documentation, all screening data and all quality control data. Only **certified negative test results** are reported from screening analysis.

Specimens that have been reported **negative** are stored (along with the unopened split specimen) in a secure storage refrigerator and discarded after one week. Specimens that have been identified as **presumptive positive** are removed from the screening batch and re-stored in an *Interim Storage Box*. All handling of these presumptive positive specimens will be documented on appropriate internal chain of custody documents. Presumptive positive specimens that do not confirm are returned to the original screening batch and discarded with the other negative specimens at the end of the one week storage period.

SUMMARY OF CONFIRMATORY METHODOLOGY USING GAS CHROMATOGRAPHY/MASS SPECTROMETRY (GC/MS)

The confirmation method used by the EAMC Toxicology Laboratory is Gas Chromatography/Mass Spectrometry (GC/MS). GC/MS is currently recognized as the most accurate analytical method for routine identification and measurement of drugs in biological specimens. As the name implies, GC/MS is the combination of two analytical devices, a gas chromatograph (GC) and a mass spectrometer (MS).

The function of GC is to separate the drugs from each other as well as from other compounds found in the urine. The GC accomplishes this by taking advantage of differing physico/chemical characteristics of these compounds in such a way that different compounds are retained on the chromatographic column within the GC for differing amounts of time.

The function of the mass spectrometer is to detect these compounds as the exit from the column of the GC. The mass spectrometer does this by converting whole drug molecules into fragments bearing positive charges. The mass spectrometer is able to accurately record the mass and abundance of each positively charged fragment. The precise manner in which the ionized molecules fragment is unique for each drug, so that the resulting mass spectrum is specific for each compound. By coupling the information received from both the GC and MS, EAMC is able to make an absolute identification of the drugs and can determine the drug/metabolite concentration in the specimen analyzed.

The EAMC Toxicology Laboratory policy states that a result will only be reported as a positive for a drug or drug metabolite if it has been first confirmed to be present by GC/MS analysis at a concentration at or above the reporting threshold for that drug/drug metabolite.

If a positive test occurs:

1. An examination of legally prescribed medication taken by the student-athlete will be screened.

2. The specimen will be reanalyzed from the original sample taken at the laboratory to determine the accuracy of the test results.
3. It will be verified that the laboratory report and assessment are correct. Based on available data, including other test results, the MRO may conclude that a particular drug test is scientifically insufficient for further action and would conclude that the test for that individual is negative.
4. The Drug Testing Coordinator will be promptly notified.

OUTLINE OF POSITIVE TEST POLICY

OPELIKA HIGH SCHOOL STUDENT-ATHLETE DRUG TESTING PENALTIES

First Offense

1. The student-athlete's parent(s) or legal guardian will be notified by Opelika High School's Drug Testing Coordinator.
2. A conference will be scheduled with the student, parent(s) or guardian, principal, and head coach to discuss the positive test results and consequences.
3. The student-athlete must attend two counseling sessions with their Opelika High School counselor. During the first meeting the parent(s) or guardian will be asked to attend.
4. The student-athlete will be tested each time a random testing is performed until negative results are consistent (3 consecutive negative tests are considered consistent, with no recurrent signs of illegal substance abuse) and at that said time, the student-athlete will be tested only if selected through the random draw of student numbers.

Second Offense

1. The student-athlete's parent(s) or legal guardian will be notified by Opelika High School's Drug Testing Coordinator.
2. The student-athlete must attend 6 weeks of counseling and evaluation sessions with their Opelika High School counselor (minimum once a week). Any student-athlete who does not attend will receive an additional positive and then move to the third offense suspension.
3. The student-athlete will be tested each time a random testing is performed until negative results are consistent (3 consecutive negative tests are considered consistent, with no recurrent signs of illegal substance abuse).
4. The student-athlete will be suspended from practice and participation with any team or squad for a minimum of 2 weeks.

Third Offense

1. The student-athlete's parent(s) or legal guardian will be notified by Opelika High School's Drug Testing Coordinator.

2. The student-athlete will be suspended from all athletics for one calendar year. At that time he/she will be retested for any substance abuse. If tryouts occur between mandatory or random tests, the student must travel to the contracted lab and be tested. The cost of this test is at the Opelika City Schools contracted rate price and is paid for by the student. The student-athlete may then try out for that sport if a negative test occurs. He/She is subject to all mandatory and random tests that occur the rest of their athletic eligibility. If any positive test occurs for the remainder of his/her athletic career, a permanent status of "Not Eligible" will be applied.

If necessary, suspensions shall carry over to the ensuing school year and thereby preclude each student-athlete from participating in any other sport or activity during the minimum suspension period. If a student-athlete is not participating in an in-season sport or activity, he/she will serve suspension no earlier than the opening game of the next season in which he/she participates.

A student-athlete who fails to appear for testing or counseling will be treated as if he/she has received a positive test. Student-athletes may be excused from illegal substance testing only under the most extreme circumstances (e.g. sickness, family emergency). The student-athlete is responsible for providing written verification for such absences. Approval of verifiable absence is the sole responsibility of the principal and TC.

Refusal of a student-athlete to provide a sample will immediately result in an ineligible status for the remainder of the school year. In order to regain eligibility, the student must be tested without notice and receive a clear test. If a student-athlete is unable to provide a minimum volume same, he/she will remain in the testing site until an acceptable volume sample can be obtained.

Any student-athlete providing a cold sample will receive a positive test result. Consequences will apply in accordance with the particular offense (1st, 2nd, or 3rd) for the student-athlete.

The student-athlete's parent(s) or legal guardian may choose to seek a non-school agency for counseling. For this service, the parent(s) or legal guardian will be responsible for paying the counseling agency/resource, and shall have the agency/resource furnish appropriate reports to the Drug Testing Coordinator.

Destruction of Records

The MRO shall retain the individual results for five (5) years. At which time, the individual tests will be destroyed (e.g. shredding, burning).