



## Policy: 3B-03

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 08/18/1993

### Volume 3B - Human Resources, Recruitment and Selection

## Pre-Employment Drug Testing

**Procedure Effective Date:** 08/18/1993

### Procedure:

- A. The director of personnel services and employee relations shall be responsible for the implementation of the provisions of this policy.
- B. For the purpose of this policy and these procedures, the following definitions apply:
  1. "Applicant" or "job applicant finalist" means a person who has applied for a full-time position with the College and has been offered employment conditioned upon successfully passing a drug test.
  2. "Confirmed test" means a second analytical procedure run on a sample that was positive on the initial screening test. The confirmation test must be different in scientific principle from that of the initial test procedure. The confirmation method must be capable of providing requisite specificity, sensitivity and quantitative accuracy.
  3. "Drug" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed herein.
  4. "Drug test" means any chemical, biological or physical instrumental analysis in conformity with rules of the Department of Health and Rehabilitative Services, administered for the purpose of determining the presence or absence of a drug or its metabolites.
  5. "Initial drug test" means a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens. All initial tests shall use an immunoassay procedure or an equivalent, or shall use a more accurate scientifically accepted method approved by the Department of Health and Rehabilitative Services as such more accurate technology becomes available in a cost-effective form.
  6. "Laboratory" means a facility, inside or outside the State of Florida, licensed by the Department of Health and Rehabilitative Services or in certain cases, a facility certified by the National Institute on Drug Abuse (NIDA) to analyze specimens for the detection of drugs.
  7. "Medical Review Officer or MRO" means a licensed physician, employed with or contracted with by the College, who is responsible for receiving and reviewing all confirmation results from the laboratory. The MRO is responsible for contacting all positively tested individuals to inquire about possible prescriptive or over-the-counter medications which could have caused a positive test result.
- C. The following drug testing consent form shall be required to be executed by the job applicant finalist prior to the applicant's submission to drug testing:

**JOB APPLICANT FINALIST  
DRUG TESTING CONSENT FORM**

I, \_\_\_\_\_, as a job applicant finalist for a full-time position at Valencia College (hereinafter referred to as "the College"), do hereby agree to submit to the physical examination of my person in conjunction with my employment with the College.

I further agree to an initial test and a confirmation test as required in accordance with the provisions of Valencia College Policy 6Hx28:3B-03, a copy of which I have received prior to the execution of this drug testing consent form, and more particularly described as follows:

**Initial Test.** The initial screen for all drugs shall use an immunoassay methodology. The following cutoff levels shall be used when first screening specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal to or exceeding the following shall be reported as positive:

Amphetamines	1,000 ng/ml
Cannabinoids	100 ng/ml
Cocaine	300 ng/ml
Phencyclidine	25 ng/ml
Methaqualone	300 ng/ml
Opiates	300 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Synthetic Narcotics:	
Methadone	300 ng/ml
Propoxyphene	300 ng/ml

Confirmation Test. All specimens identified as positive on the initial tests shall be confirmed using GC/MS. All confirmations shall be done by quantitative analysis. Concentrations which exceed the linear region of the standard curve shall be documented in the laboratory record as "greater than highest standard curve value." The following confirmation cutoff levels shall be used when analyzing specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal to or exceeding the following shall be reported as positive:

Amphetamines	500 ng/ml
Cannabinoids	15 ng/ml
Cocaine	150 ng/ml
Phencyclidine	25 ng/ml
Methaqualone	150 ng/ml
Opiates	300 ng/ml
Barbiturates	150 ng/ml
Benzodiazepines	150 ng/ml
Synthetic Narcotics:	
Methadone	150 ng/ml
Propoxyphene	150 ng/ml

I understand that consent to the tests described above in accordance with the above described policy of the College is a condition of my initial employment with the College, and I further understand that a confirmed test result which is positive may result in denial of my employment by the College.

I further release and hold harmless the College from and against any claims, losses, liability, judgments, costs or expenses of any nature which I may have with regard to or which may arise out of any drug testing I undergo in compliance with this College policy.

I hereby authorize any physician or drug testing laboratory to release to the College all information concerning the results of my initial or confirmation tests together with all relevant reports, data and medical records pertaining to any such test. I further authorize the College to discuss all tests results with the personnel of the testing facility and with the consulting physician.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Procedure Related Items**

There are no related items for this Procedure