



Core Competencies

Collection Sites and/or Mobile Collection Businesses

The Collection Site/Mobile Collections Personnel operates in a complex environment requiring skills and knowledge in a variety of subject areas related to drug and alcohol testing management. For the purpose of Collection Site/Mobile Collections Personnel accreditation, the competency skills and knowledge subject areas are divided into these categories:

- Regulatory issues
- Drug Collections and Procedures
- Alcohol Testing, Collections and Procedures
- Training, Development and Leadership
- Services and Product Offerings
- Ethical Standards, Integrity and Confidentiality

I. Regulatory Issues

Competency Statement: The Collection Site/Mobile Collections Personnel must be knowledgeable about applicable regulations and rules for Federal and State guidelines for drug and alcohol collections, including the “Urine Collection Guidelines” published by the Office of Drug and Alcohol Program Compliance (ODAPC. These regulations also include Department of Health and Human Services Mandatory Guidelines, 49 CFR Part 40, applicable Federal Agency regulations, and various state programs and laws regarding drug and alcohol testing and drug free workplace programs. The Collection Site/Personnel must maintain current knowledge of any changes to drug collections or breath alcohol testing through subscription to ODAPCs list serve. Collection Sites/Mobile Collections Personnel must have an overall knowledge and understanding of 49 CFR Part 40. Collection Sites/Mobile Collections Personnel must be able to produce evidence of qualification training for drug collections and breath alcohol testing when requested by an authorized entity.

II. Drug Collections and Procedures

Competency Statement: The Collection Site/Mobile Collector must ensure their personnel are providing specimen collections services in accordance with applicable rules and regulations. Knowledge of collections and procedures will enable the Collection Site/Mobile Collections Personnel to:

- Describe and apply appropriate procedures for chain of custody and for urine specimen collections and problem collections

The Collection Site/Mobile Collector must ensure specimen collectors are appropriately trained and qualified to perform these services. The Collection Site/Mobile Collector should have written procedures for training and qualification of personnel who perform specimen collections and maintain documentation of such training and qualifications. The Collection Site must also ensure specimen collection personnel are able to retain copies of their respective training and qualifications should they become employed by another Collection Site.

III. Alcohol Testing and Procedures

Competency Statement: The Collection Site//Mobile Collector must ensure their personnel are providing alcohol testing services in accordance with applicable rules and regulations. Knowledge of alcohol testing procedures will enable the Collection Site/Personnel to:

- Describe and apply appropriate procedures for breath/saliva alcohol testing and problem tests

The Collection Site/Mobile Collector must ensure all Breath Alcohol Technicians (BATs) and Screening Test Technicians (STTs) are appropriately trained and qualified to perform these services in accordance with applicable federal or state regulations. The Collection Site/Mobile Collector should have written procedures for training and qualification of personnel who perform alcohol testing and maintain documentation of such training and qualifications. The Collection Site/Mobile Collector must also ensure alcohol testing personnel are able to retain copies of their respective training and qualifications should they become employed by another Collection Site/Mobile Collector.

IV. Training, Development and Leadership

The Collection Site/Mobile Collector and its personnel are working in an evolving industry and must stay abreast of regulations and industry knowledge. This includes the Collection Site/Mobile Collector owner or manager and the specimen collection and testing personnel who must be involved in ongoing training on regulations, emerging technologies and industry best practices. The Collection Site//Mobile Collector should participate in industry associations for ongoing training events and annual conferences. The Collection Site/Mobile Collector management and leadership must set the example and foster a culture of following company procedures, industry standards and best practices.

V. Services and Product Offerings

Competency Statement: The Collection Site/Mobile Collector and personnel must know and understand the products and services being sold. Drug test panels and specimens being tested at laboratories can be complex; there are many options besides 5 panels and federal panels. An understanding of the specimen collection and alcohol testing process and responsibilities is critical to the Collection Site/Mobile Collector and personnel. Knowledge and understanding of current and emergent specimen collection methodologies and changing regulatory requirements are critical for the Collection Site/Mobile Collector and personnel. Other products or service offering by a Collection Site/Mobile Collector might include:

- Providing On-Site (mobile) collection and testing services
- Emergency collection and testing after-hours
- Distribution and/or use of Point of Collection Testing (POCT) devices

VI. Ethical Standards, Integrity and Confidentiality

Competency Statement: Workplace drug testing affects the livelihood of job applicants and employees; thus, ethical conduct and confidentiality are critical functions of the Collection Site/Mobile Collector operation. The Collection Site/Mobile Collector owner, manager and staff must know the difference between right and wrong. A Collection Site's/Mobile Collector's mantra is to take responsibility for mistakes or errors, find the root cause, resolve the issue, and take steps to ensure the issue does not continue to occur. Respect for team members, customers, vendors, and competitors is a core value for integrity in the drug and alcohol testing industry. The Accredited Collection Site/Mobile Collector shall abide by the current published NDASA Collection Site code of ethics.