

NASA DRUG TESTING COLLECTION INFORMATION

As directed by the U.S. Department of Health and Human Services (HHS) Mandatory Guidelines, NASA drug testing uses a split specimen urine collection process.

SPECIMEN COLLECTION REQUIREMENTS:

- Fasting before a urine drug test is not necessary; you need to be properly hydrated.
- The collection requires a urine specimen of at least 45 milliliters (mL), approximately 3 tablespoons. If you are unable to provide a sufficient specimen on your first attempt, you will be required to remain at the collection site. You may drink a reasonable amount of fluids and must remain at the collection site until an adequate specimen is provided or 3 hours have elapsed. At the end of the 3 hours, if you still cannot provide a specimen, the Human Resource Office (HRO) will be notified for appropriate action.

WHAT TO EXPECT AT THE COLLECTION SITE:

- You must provide the collector with appropriate photo identification.
- Follow the collector's instructions:
 - a. Complete the Federal Drug Testing Custody and Control Form (CCF) as directed.

NOTE: All personally identifiable information on the CCF is mandatory. Incomplete or incorrect information, failure to provide a urine specimen, or substitution or adulteration of a specimen may result in withdrawal of your job offer or disciplinary actions. Your information shall be processed with maximum respect for individual privacy and confidentiality.

- b. Do not provide the collector with any information concerning your medications. If your test result is anything other than negative, the Medical Review Officer (MRO) may contact you and request any relevant medical documentation you may have.
- c. You will be asked to remove any unnecessary outer garments (e.g., coat, hat).
- d. All personal belongings (e.g., purse, pocket contents, and briefcase) must remain outside the collection stall.
- e. You may retain your wallet.
- f. You may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy.
- g. **Please be aware that regulations require the collector to discard specimens of less than 45 mL.** Therefore, if you leave the stall without providing an adequate specimen, **your specimen will be disposed of.** As stated above, you will be allowed up to 3 hours to provide an adequate specimen.
- h. You should observe the transfer of the urine from the collection cup into the two specimen bottles. The collector will then record the date on the seals and ask you to initial each seal. Both you and the collector must keep the specimen in view at all times until it is sealed and labeled.
- i. Read the CCF statement, complete your information, sign, and date.
- j. The collector will complete the CCF and provide a copy to you.

TEST RESULTS:

Test results shall be processed with maximum respect for individual privacy, consistent with safety, security, and confidentiality.

QUESTIONS: If you have any questions or concerns about the drug test process, please contact the NASA Shared Services Center (NSSC) Customer Contact Center at 1-877-677-2123 (1-877-NSSC123).