

PROCEDURES FOR ON-SITE COLLECTION CENTERS

Revision 02.10.2026

The procedures outlined below will help operators of collection sites and collectors protect the security and integrity of urine collections. All non-negative drug screening collections are to be processed through Vault Health/First Advantage.

All positive drug screening collections are sent to MedTox Laboratories by FedEx. The address is MedTox Laboratories, Inc., 402 W County Road D, St. Paul, MN 55112. The telephone number is 651–636–7466.

All Chain of Custody Forms (CCFs) with negative Drug Testing results must be scanned and sent to Vault Health/First Advantage at the end of each month. Agencies should scan and email their Chain of Custody Forms to: documents@vaulthealth.com.

General Provisions Regarding Authorized Personnel in the Collection Area

1. Do not allow unauthorized persons on the site while collecting specimens. Only donors, collectors, and other collection site workers are authorized.
2. Do not permit anyone other than the donor to enter the urination facility unless it is necessary to conduct a direct observation collection. In such a case, it is permissible for the collector or other designated observer to be present to monitor the specimen collection.
3. Ensure that all authorized persons are under the supervision of a collector at all times when permitted into the site.
4. You may remove any person who obstructs, interferes with, or causes a delay in the collection process.
5. Minimize the number of persons handling specimens.

Site Preparation

1. Secure any water sources or otherwise make them unavailable to donors (e.g., turn off the water inlet, tape handles to prevent opening faucets).
2. Ensure that the water in the toilet is blue.
3. Ensure that no soap, disinfectants, cleaning agents, or other possible adulterants are present.
4. Inspect the site to ensure that no foreign or unauthorized substances are present.

5. Tape or otherwise secure shut any movable toilet tank, or put bluing in the tank.
6. Ensure that undetected access (e.g., through a door not in your view) is not available.
7. Secure areas and items (e.g., ledges, trash receptacles, paper towel holders, and under-sink areas) that appear suitable for concealing contaminants.

If you are using a facility normally used for other purposes, like a public restroom or hospital examining room, you must, as a collector, also ensure before the collection that:

1. Access to collection materials and specimens is restricted; and
2. The facility is secured against access during the procedure to ensure privacy for the donor and prevent the distraction of the collector.

For inquiries related to:

- drug testing policy and compliance
- drug testing directives for random testing for employees
- whether employees should undergo random testing
- whether employees should undergo pre-employment testing
- failure to random test an employee on the random list

Contact Gail Stowers at Gail.Stowers@doas.ga.gov or 404.463.7060.

For inquiries related to:

- submission of Chain of Custody Forms

Email the Random Testing division at randoms_vault@fadv.com.

The Collection Process

1. Have the donor secure any personal items and outerwear (e.g., coat, handbag, etc.)
2. Review drug testing directives and follow internal logging procedures.
3. Give the collection cup to the donor and watch the donor enter the urination area.
4. Receive filled collection cup upon the donor's exit from the restroom. If the donor has a shy bladder, give the donor water to drink and allow up to three (3) hours to produce a specimen.
5. Check the temperature of the specimen to ensure it is within the acceptable range.
6. Check instant test results.

7. Complete the Chain of Custody Form (CCF) and have the donor sign.
8. Give a copy of the CCF to the donor.
9. For non-negative results, seal and ship the specimen to Vault Health/First Advantage.
10. For negative results, dispose of the specimen and forward the completed CCF (Vendor) copy to Vault Health no later than the last day of the month.

Insta-Cup (EZ Cup) Instructions

For video instructions on how to use the Insta-cups (aka EX Cups), go to the following link on our webpage: <https://doas.ga.gov/human-resources-administration/hr-education-and-training>

Scroll to the bottom of the page. Under “Policy” you’ll find two sets of instructions:

- EZ Cup instructions (video)
- EZ Cup Training video

Additional security measures to take during the collection process

1. To avoid distractions that could compromise security, you are limited to collecting for only one donor at a time. However, while one donor is drinking fluids in a “shy bladder” situation, you may collect for another donor.
2. To the greatest extent you can, keep a donor collection container within view of both you and the donor between the time the donor has urinated and the specimen is sealed.
3. Ensure you are the only person in addition to the donor who handles the specimen before it is sealed with tamper-evident seals.
4. Between when the donor gives you the specimen and when you seal it, remain within the collection site.
5. Maintain personal control over each specimen and Chain of Custody Form throughout the collection process.

On-site Testing Kits

On-site testing, or Point of Collection Testing (POCT), is available through our vendor, Vault Health/First Advantage.

2 Options Available

On-site testing, or Point of Collection Testing (POCT), is available through our vendor, Vault Health/First Advantage. There are two (2) supply options available for on-site testing.

Ordering On-site Testing Supplies

To order supplies, the Drug Testing Coordinator may contact the Vault Health/First Advantage Account Manager, Mary Ann Mesaros, either by telephone at 1.215.396.5500 or by email at acctmgr@vaulthealth.com.

When contacting Mary Ann Mesaros, please provide the following information:

- The option you are choosing (1, 2, or 3)
- If option 3, which MedTox product you need
- The number of Kits you would like to order
- Agency name
- Contact person's name and phone number
- Shipping address