



## Accredited Collection Facility Program Application

### Collection Facility Information (One application per physical facility)

**Please Print or Type:**

Facility Name: \_\_\_\_\_

Are you a DATIA Member YES  NO  *Note: Membership in DATIA is not required for participation in this program.*

Owner/Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

### Directions for Completing this Application

Accreditation involves two key elements of a collection facility's operations; 1) the equipment and business practices of the collection facility and 2) the collection personnel. Detailed requirements have been developed by the drug and alcohol testing industry to meet the goal of promoting the highest quality operating standards, and employing only DATIA certified collection personnel.

To complete this application: 1) Read the Accreditation Program Conditions and Rules; 2) Read through the Accreditation Requirements and initial each requirement that your collection facility meets; 3) Include a copy of your facility's Certified Professional Collector Trainer's (CPCT™) certificate, 4) Include a copy of each employee's Certified Professional Collector (CPC™) certificate, and 5) Include a copy of your company's Professional Liability Insurance Coverage. All materials should be mailed to: DATIA, 1325 G Street, NW, Suite 500#5001, Washington, DC 20005.

Materials including an accreditation plaque, an accreditation logo sheet, press release and a window decal will be provided upon successful completion of this process. If you have any questions regarding the application, please contact DATIA headquarters at 800-355-1257.

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## Collection Facility Information and Requirements

### Accreditation Program Conditions and Rules

**Eligibility for Accreditation:** To be eligible for accreditation, applicants must be an active drug and/or alcohol testing collection facility. For organizations that have multiple facilities, each facility must apply for accreditation on separate applications. Membership in the Drug & Alcohol Testing Industry Association is not required for participation in this program.

**Collector Professional Training:** A key requirement of accreditation is that all employees who perform drug and alcohol testing specimen collections be certified in proper collection procedures. Collectors must receive this training at their collection facility from a Certified Professional Collector Trainer (CPCT<sup>®</sup>) who has completed the DATIA CPCT<sup>®</sup> Training Course. Each facility must have a Certified Professional Collector Trainer (CPCT<sup>®</sup>) on staff in addition to its Certified Professional Collectors (CPC<sup>®</sup>). For companies with multiple facilities, a CPCT<sup>®</sup> may serve as the CPCT<sup>®</sup> for up to three company owned sites within a 100 mile radius for accreditation purposes.

**Training Course Availability.** Training seminars will be held a minimum of three times a year in cities across the country. See separate Training Course Registration information for a training schedule and enrollment form, or get the training registration on DATIA's web site [www.datia.org](http://www.datia.org), or call DATIA at 800-355-1257.

**Training Transferability.** If an employment separation occurs with a facility's Certified Professional Collector Trainer<sup>®</sup>, the facility will have up to six months to have another employee attend the DATIA CPCT<sup>®</sup> Training course and receive the Certified Professional Collector Trainer (CPCT<sup>®</sup>) designation. Accreditation status cannot be renewed until the facility has a qualified CPCT<sup>®</sup> on staff. Facilities are required to notify DATIA in writing of any employment separation of a Certified Professional Collector Trainer<sup>®</sup>. Each employee's training is transferrable to any other collection facility, provided the employee provides DATIA written notification of the transfer within 30 days of separation.

**Collection Checklist:** For internal quality control purposes, it is **recommended** that a collector's checklist be completed for every collection, and signed by the collector. Signature by the donor is optional, but preferred. The use of a collector's checklist is especially valuable in training new collectors.

**Facility's Standard Operating Procedure:** DATIA has provided all applicants a guideline of what elements should be contained in a standard operating procedure under the Accreditation Requirements section.

**Exemptions:** Applicants seeking an exemption from the program requirements must submit the request in writing to DATIA. The request will be provided to the Accreditation Committee for a decision by a majority vote.

**I hereby attest that I have read, understand & agree to the Accreditation Program.**

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## Accreditation Requirements

### ACCREDITATION REQUIREMENTS

(Directions: please provide initials on each line)

#### A. GUIDELINES AND REGULATIONS

- \_\_\_\_\_ 1. All urine collections shall be performed following Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA) "Mandatory Guidelines for Workplace Drug Testing Programs". Facility must maintain a current copy of this DHHS/SAMHSA regulation at all times.
- \_\_\_\_\_ 2. All Department of Transportation related urine collections shall be performed in full compliance with 49 Code of Federal Regulations, Part 40, and the transportation mode (FAA, PHMSA, USCG, FMCSA, FRA, FTA) in which the facility's client operates. Facility must maintain a current copy of the Department of Transportation 49 CFR part 40 regulations at all times, and a copy of the DOT regulations for the transportation modes they serve.

#### B. QUALITY SERVICE STANDARDS

- \_\_\_\_\_ 3. Capability of providing observed collections, when required to do so by the DOT regulations.
- \_\_\_\_\_ 4. All 24 hour facilities must have DOT/NHTSA Evidential Breath Test machine with printer for confirmation of any alcohol result  $\geq .02$ .
- \_\_\_\_\_ 5. Company must maintain Professional Liability insurance coverage of \$500,000 or greater.

#### C. QUALITY CONTROL PROGRAM

- \_\_\_\_\_ 6. Maintenance of a Standard Operating Procedure (SOP) for collection of all specimens.
- \_\_\_\_\_ 7. SOP must contain the following elements (please check each one):
- |  |  |
|--|--|
| ___ Protocol for orientation of collection personnel | ___ Procedures for safety and security               |
| ___ Guidelines for supervisory management            | ___ Procedures for preparing specimen for transport  |
| ___ Procedures for scheduling donors                 | ___ Procedures for dealing with shy bladder          |
| ___ Procedures for dealing with refusals to test     | ___ Procedures for after hour collections            |
| ___ Procedures for checking donor identification     | ___ Procedures for shipping                          |
| ___ Procedures for dealing with unusual situations   | ___ Procedures for review and correction of mistakes |
| ___ Procedures for dealing with tampering            |  |
- \_\_\_\_\_ 8. Written internal drug testing policy for collection facility, meeting guidelines in compliance with federal, state and local laws.

#### D. PERSONNEL TRAINING

- \_\_\_\_\_ 9. Each collector employed by the facility has been trained by a facility employee who has received the Certified Professional Collector Trainer™ designation by DATIA, and passed the DATIA Collector Certification Exam. See rules and conditions on pages one and two for full information on this requirement.
- \_\_\_\_\_ 10. All collection personnel must renew either their Certified Professional Collector Trainer™ or Certified Professional Collector™ designations prior to its expiration.

#### E. PERSONNEL

- \_\_\_\_\_ 11. Pre-employment drug testing performed on all collection personnel hired after Accreditation.
- \_\_\_\_\_ 12. Personnel records, including continuing education documentation, kept on all collection personnel.

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### F. SPECIMEN HANDLING QUALITY CONTROL

- \_\_\_\_\_13. Specimens remain under control of collector until stored in a secured place.
- \_\_\_\_\_14. Specimens stored in a secured area prior to shipping.
- \_\_\_\_\_15. Blue dye in toilet tank reservoir (or bowl for main line fed toilets) when collecting.

### G. COLLECTION PROCEDURE

- \_\_\_\_\_16. Positive identification required from all donors.
- \_\_\_\_\_17. Quality Control Checklist completed and signed by collector when applicable.
- \_\_\_\_\_18. Procedure to promptly forward chain of custody forms to MRO, laboratory and employer.

### H. FORMS AND RECORDS

- \_\_\_\_\_19. Files containing client drug testing information kept in a secured area.
- \_\_\_\_\_20. All records pertaining to collections kept for a minimum of 6 months or as required by regulations. The information in these files should be secure at all times but easily accessible.

### I. FACILITY EQUIPMENT AND APPEARANCE

- \_\_\_\_\_21. Secure place for storage of donor's purse, bulky clothing and similar items.
- \_\_\_\_\_22. Sufficient privacy provided for donor.
- \_\_\_\_\_23. Fluids available upon individual request.
- \_\_\_\_\_24. Hand washing capability.
- \_\_\_\_\_25. Working area large enough to hold both specimen and required documentation.
- \_\_\_\_\_26. Unobstructed view for donor to witness specimen handling proceedings.
- \_\_\_\_\_27. Specimen storage area separate from collection areas.

### J. OPERATIONAL PRACTICES AND BUSINESS ETHICS

- \_\_\_\_\_28. Collection facility shall conduct business practices in full compliance with all applicable federal and state laws and regulations, including local business licensing laws, occupational licenses, and other permits as required by state and local authorities.
- \_\_\_\_\_29. Collection facility shall not use deceptive or misleading statements, advertising, or representations, relating to services provided or fees.
- \_\_\_\_\_30. Collection facility shall endeavor to communicate fees prior to commencing tests.
- \_\_\_\_\_31. Collection facility shall conduct all business dealings with members of the public in a fair, consistent, professional, and ethical manner.

### IV. ENROLLMENT:



**FAX**

**202-315-3579**

**Mail:**  
**1325 G St, NW**  
**Suite 500#5001**  
**Washington, DC**  
**20005**