

## COLLECTOR TRAINING FOR SCHOOLS PROVIDED BY IASB AND MEDICAL ENTERPRISES



### Do Your Own Collections – Reduce Program Cost – Increase Convenience

Over 100 school nurses and other Iowa school staff members participating in the Iowa Drug and Alcohol Testing Program (IDATP) are currently conducting their own drug (urine) collections and breath alcohol screening tests. A school collector can be any person willing to complete the one-day collector training session conducted by certified trainers using curriculum content designed and approved by the USDOT.

#### Why should you consider conducting your district's (urine) collections and breath alcohol screenings?

- Performing collections on-site is convenient and virtually eliminates employees' driving and waiting time as well as any scheduling problems at off-site collection sites. According to the Fair Labor Standards Act (FLSA), time spent traveling to and from and waiting at an off-site collection site must be counted toward an employee's 40-hour workweek.
- The district is reimbursed for each collection and screening conducted by a trained school employee.

#### Who can become a collector and what training is involved?

- Just about any person willing to travel to Des Moines and complete the required 8-hour collector certification course may become a certified collector. However, it is not recommended that an employee, who is subject to drug and alcohol testing, perform collections for your district.
- The training fee charged to the collector trainee's school district helps pay for the instructor, regulation testing kits, handouts, lunch and break refreshments and the training certificates. The current per person fee is \$175 for IASB member districts who participate in the IDATP Program. The current per person fee for non-IASB member districts is \$260.

#### When and where is collector training held?

- Collector training sessions are held twice per year at the IASB office in Des Moines. When at least 15 individuals need training, a session is scheduled.

#### Who conducts the training and are there recordkeeping and/or recertification requirements?

- Certified trainers from Medical Enterprises, Inc., our IDATP service provider, conduct our collector training sessions. After the session, a Certificate of Completion is issued to each trainee. Per regulation, these certificates must be kept on file at the district.
- Per regulation, a collector must attend an 8-hour recertification course every 5 years.

#### What is covered during the alcohol screening part of the training?

- The transportation workplace alcohol testing program
- Saliva test methodology, operation and quality assurance protocol
- Saliva analysis procedures for alcohol content
- Procedures for obtaining a saliva sample, interpreting it, and recording the results
- Trainees will demonstrate their proficiency while performing five actual saliva tests, using the alcohol screening device

#### What is covered during the drug collection portion of the training?

- The steps necessary to collect a specimen sample, complete the approved forms, and prepare the collection for transmittal to the testing laboratory.
- How to identify and respond to collection problems and fatal flaws that may arise
- Trainees participate in an "initial proficiency demonstration" that includes error-free "mock" collections.