



Donor Instructions for Drug Tests

You have been selected for a drug test

- You must cooperate with the railroad representative and the collector.
- Your test must begin immediately. There can be no delay for any reason. If you delay the test or if you don't cooperate, it will be considered refusal.
- If you don't cooperate, the collector will inform a manager. The collector will document your non-cooperation on the Drug Testing Custody and Control form (CCF). Employees who refuse to permit drug testing will immediately be withdrawn from service.
- A manager may stop the test and treat it as a refusal. If proven, it will be treated as insubordination and you will be dismissed.

Union Pacific follows the procedures in 49 CFR Part 40 for DOT and company drug testing.

- You have every right to question and understand those requirements before, during, and after the testing process.

The railroad will excuse compliance with these testing requirements only in case of a documented medical or family emergency, e.g., a life threatening condition.

Split Specimen Urine Collections

- At the beginning of the drug test you are required to show a photo ID, however, a manager may identify you. You may ask the collector for identification.
- You will be asked to remove your outer garments, i.e., coat, hat, or jacket, and to leave your briefcase or purse outside of the restroom or stall. You may keep your wallet with you.
 - You will be asked to empty your pockets. The collector will examine the contents to determine if there is anything that could be used to contaminate the specimen.
- Tampering, or attempting to tamper with, a sample in order to prevent a valid test (e.g., through substitution, dilution or adulteration of the sample) constitutes a refusal to provide a sample.
 - It indicates insubordination and dishonesty. If proven, you will be dismissed and not afforded the one-time Employee Assistance return to duty opportunity.
- The collector will place your Social Security Number or employee ID on the CCF.
- The collector will mark the test reason, the test type and the test authority on the CCF.
- You will be instructed to wash your hands and to remain in the collector's sight until the sample is attempted.
- The collector will supply you with a Collection Kit.
- The collector will verify that you are ready for the collection. You will go into the stall or a secured restroom and provide a sample.
 - If you are unable to provide a sufficient sample, the collector will note the time on the CCF.
 - The collector will give you a new collection cup each time you are unable to provide a sufficient sample.
 - You are required to provide at least 45 ml of urine in the collection cup.
- When finished providing a sample, **do not flush the toilet.**
 - Return the sample to the collector.
- The collector will read the temperature strip on the collection cup and record that verification on the CCF.

- The collector will then open the sealed specimen bottles and will pour at least 30 ml into the first bottle. They will pour the remainder (at least 15 ml) into the second bottle.
- The collector will verify that the specimen ID numbers match the CCF and tamper evident seals. The collector will then place the seals on the bottles and date them.
- You will initial the seals on both bottles. You may then wash your hands.
- Finally, you will complete Step 5 on Copy 2 of the CCF certifying that the collection was done properly.

The collector will finish the paper work and give you the Donor's Copy of the CCF. You may wish to record any prescriptions or medications you are taking, or recent medical procedures, on the back of this copy.

- It is not required and is for your use only. It cannot appear on other copies of the CCF.

For urine drug tests, Union Pacific will follow the guidelines of 49 CFR Part 40 which require that you provide at least 45ml of urine.

- If you are unable to provide a sufficient sample, you will be urged to drink up to 40 ounces of fluid. It can be distributed reasonably through a period of up to 3 hours or until you can provide a new specimen, whichever occurs first.
- If you refuse to provide a new specimen as directed, the test will be ended and will be reported as a "refusal to test."
- If you have not provided a specimen within 3 hours, the test will be discontinued. You will be removed from service and sent to a UP doctor for evaluation.
- The Medical Review Officer will review the evaluation to identify any medical problem.

During the drug test these procedures should have been followed. If you have comments about the test, you may contact the Manager Drug & Alcohol Testing, 1400 Douglas Street, STOP 1020, Omaha, Nebraska 68179. Be sure to explain your comments in detail. Specifically describe the events, including the time, date, place, and the collector's name. You may call (800) 840-3784 during normal business hours. Union Pacific encourages you to express any concerns about the testing process. It is the only way we may take corrective actions, if needed.

On-line negative drug test results:

Negative drug test results can be accessed on-line. Only results for drug tests that are negative will be available on-line. **Employees who test positive for drugs will receive their results via certified mail.**

This web site was designed to ensure privacy. Only the employee has the necessary information to access his or her results.

To access your results, go to www.uservices.com and follow these steps:

1. Click on **MRO**
2. Click on **UPRR Client Click Here**
3. Enter appropriate information: **Employee ID No., Specimen ID No. or Chain of Custody No.** (found on the top portion of the testing form), and **Date of collection.**
4. Click on "Submit"

Please allow for a minimum of 3 days after testing for negative drug test results to be posted.