



The following guide provides information about the different drug testing options available through Castle Branch. Words in *italics* are defined at the end of this document in the “Terms” section. Contact a Castle Branch Drug Testing representative at 888-723-4263 x 2 for assistance in setting up your Drug Testing program.

## OFF-SITE TESTING

Off-Site Testing is a complete outsourcing of the drug screening process. All elements, from collection to receiving results, are handled off company premises. Castle Branch is a full-service *Third Party Administrator* (TPA) that can manage all aspects of your drug testing program.

### Off-Site Urine Testing

Off-Site Urine Testing is the most common type of drug testing. Off-Site Urine Testing is conducted at a *collection site* within the Castle Branch network. Castle Branch works with *Quest*, *LabCorp*, and independent third-party collection sites to offer thousands of locations nationwide. Tests are available in 5, 7, 9, 10, and *custom panels*. Collection is conducted at the facility for all test situations, including pre-employment, post-accident, random, and reasonable cause. Negative results are available in approximately 24 hours and positive results are available in approximately 24-72 hours. All Castle Branch Off-Site tests automatically include collection, *laboratory confirmation*, *chain of custody* forms, and the services of a *Medical Review Officer*.

#### Who should use this test?

Any company wishing to implement an off-site drug testing program can use this type of test. *Detection windows* for Urine Testing are approximately 6 hours to 30 days and are more likely to reveal a pattern of drug use rather than recent ingestion. Companies who hire nationally or have multiple locations may benefit from this type of testing because numerous collection sites can be utilized.

### DOT Testing

The Department of Transportation imposes specific drug testing regulations on all companies that have DOT regulated employees. Castle Branch can ensure DOT Drug Testing and Alcohol compliance and offers all types of testing needed including 5-panel drug test, breath alcohol testing, and a physical exam.

#### Who should use this test?

Only companies that are regulated by the Department of Transportation use this type of testing.

### Breath Alcohol Testing

Castle Branch offers Breath Alcohol Testing to both DOT and Non-DOT companies. This type of testing is not available in the Quest or LabCorp networks, but Castle Branch can locate a collection site if requested.

#### Who should use this test?

Companies regulated by the DOT should use this test as a part of their testing program. Non-DOT companies may choose to use Breath Alcohol Testing for reasonable cause or post-accident testing if they suspect alcohol may be the factor.

### Hair Testing

Castle Branch Hair Testing reports substance abuse from 6-90 days of ingestion. It is a 5-panel test that is not available within the Quest or LabCorp network. Castle Branch can locate a collection site for hair testing if requested. Hair testing is more expensive than urine or oral fluids.

#### Who should use this test?

Companies interested in extensive drug abuse history should use hair testing. Since the detection window can be as long as 90 days, hair testing gives a much longer history of drug use than other types of testing.



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## ON-SITE LAB-BASED TESTING

For on-site testing, the company uses its own personnel to collect specimens at the place of employment. Once collected, the company ships each specimen to a laboratory for analysis. Castle Branch offers two types of On-Site Lab-Based Testing: Oral Fluids and Urine.

### Oral Fluids (Saliva) - Lab Based

The Oral Fluids test is a donor administered, non-invasive test. Castle Branch offers tests for 5-Panels. Oral Fluids tests are administered using swab kits supplied by Castle Branch. Castle Branch supplies a minimum order of 25 kits. The order also includes lab analysis, chain of custody forms, airbags and overnight shipping labels. The company may elect to use an MRO for all tests or positives only (prices vary).

#### Who should use this test?

Companies that do not have a convenient collection site often use this type of testing. Detection windows are very narrow for oral fluids testing, typically 1-36 hours, which makes it ideal for random, post-accident, and/or reasonable cause. Many employers prefer this test because they can observe this test being administered. Additionally, oral fluids testing is not subject to dilution or adulteration, which can affect urine specimens. Some companies prefer oral fluids testing for post-accident or reasonable cause because there is no wait time or drive time prior to the test. Castle Branch's Oral Fluids Lab-Based Testing is FDA approved.

### On-Site Urine Testing - Lab Based

Castle Branch offers 5, 7, and 9 panels for this test. There is no minimum order of kits required. Castle Branch supplies kits, chain of custody forms, airbags and overnight shipping labels. The company may elect to use an MRO for all tests or positives only (prices vary).

#### Who should use this test?

Companies that have qualified personnel to perform collections on-site may choose to do On-Site Urine Testing (companies in the medical field, for example). Companies can often save money by doing their own collections versus off-site collection. If you are a company that is interested in doing your own collections, Castle Branch can provide you with a training video to become a Certified Specimen Collector. Certified Collectors will also be provided with the training materials to teach other representatives the process so they can also become certified. This type of testing is great for companies that do not have a convenient collection site. Detection windows for urine testing are 6 hours to 30 days and are more likely to reveal a pattern of drug use rather than recent ingestion.

### On-Site Testing using Third Party Collection Agents

Castle Branch maintains a nationwide network of collection agents trained to perform urine, oral fluids and breath testing on your company premises. There is a 10 person minimum to utilize this type of testing.

#### Who should use this test?

Any company that tests large groups at once can benefit from this testing alternative. This method is often used by companies implementing a drug screening program who can test existing employees at one time. Companies can maintain third party objectivity by using a qualified third party agent to perform collections.



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## INSTANT TESTS

For Instant Testing, the specimen is collected on-site at the company by company personnel. Instant Tests give results within 5 minutes. Some states have restrictions on instant testing. A Castle Branch account representative can inform you of the regulations in your state. Castle Branch offers two forms of Instant Tests: Oral Fluids or Urine Testing.

### Oral Fluids

The Oral Fluids test is a donor administered, non-invasive test. Castle Branch offers tests in 5-Panel only. Oral Fluids Tests are administered with swab kits supplied by Castle Branch. Castle Branch supplies a minimum order of 25 kits. Castle Branch includes kits, chain of custody forms, airbags and overnight shipping labels. Castle Branch can supply an MRO for **positives only** for an additional fee per test.

**Bundled:** Laboratory confirmation of non-negatives is **included** in the base price per test.

#### Who should use bundled?

Companies that anticipate a **high**-percentage of non-negatives would benefit from a bundled Oral Fluids Testing package.

**Un-Bundled:** Laboratory confirmation of non-negatives is **not** included in the base price per test.

#### Who should use un-bundled?

Companies that anticipate a **low**-percentage of non-negatives would benefit from an un-bundled Oral Fluids Testing package.

### Urine Testing

#### A. Integrated Cup

In the Integrated Cup, the test card is built into the collection cup. A temperature strip is included on the cup to verify that collected urine is at the appropriate body temperature. Castle Branch has kits available with 3 to 10 panels. There is a minimum order of 25 kits for the integrated cups. Castle Branch supplies kits, chain of custody forms, airbags and overnight shipping labels. Castle Branch can supply an MRO for **positives only** for an additional fee per test.

#### Who should use this test?

Companies that wish to have less interaction with the urine specimen may wish to use the Integrated Cup for instant testing. Added to ease of use is the design of the cup, which includes a flat surface that offers easy photocopying for record keeping.

**Bundled:** Laboratory confirmation of non-negatives is **included** in the base price per test.

#### Who should use bundled?

Companies that anticipate a **high**-percentage of non-negatives would benefit from a bundled Integrated Cup package.

**Un-Bundled:** Laboratory confirmation of non-negatives is **not** included in the base price per test.

#### Who should use un-bundled?

Companies that anticipate a **low**-percentage of non-negatives would benefit from an un-bundled Integrated Cup package.

#### B. Dip Card or Cassette and Pipette

For the Dip Card Test, the card is separate from the donor cup, and the card is dipped into the specimen to complete the test. For the Cassette and Pipette Test, the person administering the test uses a pipette to collect a sample from the cup and places a few drops on the cassette to complete the test. Companies may choose between 1 to 10 panels for these type of testing (7 panel is not available). Castle Branch supplies cards and collection cups, chain of custody forms, airbags, and overnight shipping labels for 10% of the total tests ordered (based on the estimate that 10% non-negative results will need to be shipped to the lab). Lab confirmation of non-negatives is **not** included in the base price but is available for an additional fee. Castle Branch can supply an MRO for **positives only** for an additional fee per test.

#### Who should use these tests?

This type of test may be ideal for companies that expect to have an extremely low incidence of non-negative results, as negative results can be discarded and require no further action. These type of tests are much less expensive than off-site testing, therefore they are often used by companies implementing new drug testing programs that plan to test all employees at once. This testing is also more suitable for companies with smaller drug testing budgets, but these tests are only cost-effective with a high percentage of negative results.



## TERMS

**5-Panel:** Tests for 5 drugs: Marijuana, Cocaine, Amphetamines, Opiates, and Phencyclidine.

**7-Panel:** Tests for all drugs in 5 Panel plus Barbiturates and Benzodiazepines.

**9-Panel:** Tests for all drugs in 7 panel plus Methadone and Propoxyphene.

**10-Panel:** Tests for all drugs in 9 panel plus Methaqualone (aka quaaludes). Quaaludes were very popular in the 80's. It is a non-barbiturate sedative that acts as a depressant on the central nervous system. There has not been a positive test for methaqualone in the previous 4 years in the US. Some labs do not offer this panel of testing.

**Chain of Custody:** The procedure used to document the handling of a urine specimen from the time the employee reports for a test until the specimen is analyzed and disposed of by the laboratory. Castle Branch provides Chain of Custody forms to document all stages of the process.

**Collection Site/Collection Facility:** The location where the specimen is collected for a drug test. It can be a medical office, an urgent care facility, or a patient service center like Quest or LabCorp.

**Detection Windows:** The length of time in which a test detects drugs or their metabolites in the body.

**DOT Testing (Department of Transportation):** Companies that are mandated to drug test per the Department of Transportation have specific regulations that must be followed. This type of testing only applies to companies that have DOT covered employees. Includes a standard 5-panel test, breath alcohol test and a physical examination.

**Health Care Panel:** Tests for 12 to 14 drugs. This is a customized panel which tests for commonly abused prescription drugs. It is more expensive compared to the 5, 7, and 9 panel tests.

**Laboratory:** Where drug testing specimens are sent to be analyzed. All laboratories used by Castle Branch are nationally accredited and SAMHSA (Substance Abuse and Mental Health Services Administration) certified.

**Medical Review Officer (MRO):** An MRO is a physician trained in toxicology. When a test is determined by a laboratory to be positive, the report should be sent to the MRO for further review. The MRO attempts to contact the candidate and determine if there is a valid medical explanation for the results of their test, which could be anything from over-the-counter drugs to valid prescription drugs. If the MRO is able to determine a valid explanation for the test results, he will issue a verified negative result for the test. An MRO review is a very important part of any Drug Testing program.

**Non-Negative:** Term applied to any instant Drug Test that is initially determined to not give a negative result. A Drug Test is not technically considered to be a positive result until after laboratory analysis.

**Non-Regulated Industry:** Phrase that applies to all companies that are not DOT regulated.

**Post-Accident Testing:** When an employee must go for a drug test after an accident to determine if he/she was under the influence of drugs or alcohol at the time of the accident. Post-Accident testing is often used in the transportation, manufacturing, and construction industries or when a company vehicle is involved. This type of testing can reduce the company's liability. Companies that implement this type of testing are often eligible for lower insurance and worker's compensation rates.

**Pre-Employment Testing:** Any company can benefit from Pre-Employment Testing when a drug test is administered prior to hiring. Pre-Employment Testing is a company's first line of defense in ensuring a drug-free workplace. Companies that implement this type of testing can save money by minimizing worker's compensation claims, lowering insurance rates, decreasing turnover and increasing workplace productivity.

**Probable Cause/For Cause/Reasonable Cause/Reasonable Suspicion Testing:** These terms are all different names used for the same type of testing. Typically, this term applies when an individual is suspected to be under the influence of drugs or alcohol while at work. This term should be defined within a company's Drug Testing policy to prevent discrimination.

**Quest and LabCorp:** Two nationwide networks of certified collection sites available through Castle Branch for off-site testing. Castle Branch Drug Testing clients can search for sites close to them through the site directories found on the Castle Branch web page.

**Random Testing:** Castle Branch uses computerized Random Testing software which alleviates concern about discrimination in employee selection for random testing. Employers designate the percentages and intervals at which they want to conduct Random Testing. All employees in the database have an equal chance of being selected each time. The computer will select the appropriate number of participants and alternates, and print notification letters for the selected employees. Upon request, Castle Branch can provide an audit trail of all random selections.

**TPA (Third Party Administrator):** A service agent that provides or coordinates a variety of drug and alcohol testing services to employers. TPAs typically perform administrative tasks concerning the operation of employers' drug and alcohol testing programs. Castle Branch is a Third Party Administrator.