



Institutional Handbook of Operating Procedures Policy 03.07.02	
Section: Employee Policies	Responsible Vice President: VP Human Resource and CHRO
Subject: Health and Wellness	Responsible Entity: Human Resources

I. Title

Pre-Employment Drug Testing

II. Policy

It is the policy of the University of Texas Medical Branch at Galveston (UTMB) to provide a safe workplace for all employees, and to protect the public's safety and ensure their trust in UTMB. Therefore, UTMB will require external applicants for any UTMB job to have a negative urine drug screen to be employed at UTMB. Drug screen results will not be accepted from non-UTMB approved collection sites. Employees must start work or initiate the medical staff credentialing process within ninety (90) days of their most recent drug screen or retake the drug screen in order to begin employment.

The consequences of a positive test for pre-employment include revocation of the offer of employment and ineligibility for hire at UTMB for twelve (12) months.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

III. Definitions

Applicant: Any person who applies for employment with UTMB including without salary positions (WOS). Drug tests are not required for volunteers.

Collection Site: The designated Substance Abuse and Mental Health Service Administration (SAMHSA) prepared facility utilized to collect blood and/or urine samples from applicants. A UTMB location with Employee Health Clinic (EHC) staff in an approved site whenever possible. Remote collection site locations will be coordinated by HR Onboarding.

Confirmation of Drug Test Results: The retesting of a urine or blood sample using gas chromatography/mass spectrometry to confirm the screening results.

Drug Screening/Drug Testing: Testing for the presence of controlled or illegal substances. All drug testing will be performed using urine samples collected according to the guidelines set forth by SAMHSA. All tests will include the necessary drugs to meet federal standards and may include tests for additional substances at the discretion of UTMB.

Medical Review Officer (MRO): A licensed physician responsible for receiving laboratory results, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and

evaluate an individual's positive test result together with that individual's medical history and any other relevant biomedical information.

Positive Drug Test: Test results that are above the federal government's cut-off levels and verified by the Medical Review Officer.

SAMHSA (Substance Abuse and Mental Health Services Administration): the federal agency responsible for formulating federal drug testing procedures.

IV. Related UTMB Policies and Procedures

[IHOP - 08.01.09 - Manufacture, Sale, Possession, Distribution, or Use of Alcohol, Controlled Substances, or Illegal Drugs](#)

[IHOP - 08.01.16 - Drug and Alcohol Testing for Department of Transportation \(DOT\) Regulated Employees](#)

V. Dates Approved or Amended

<i>Originated: 10/08/2007</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
05/27/2021	05/03/2017
08/27/2025	

VI. Contact Information

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