Section	3	Human Resources Policies	10/08/07 -Originated
Subject	3.3	Employment Related	-Reviewed w/ changes -Reviewed w/o changes
Policy	**3.7.2**	**Pre-Employment Drug Testing**	Human Resources -Author

Pre-Employment Drug Testing

Definitions

Applicant: Any person who applies for employment with UTMB including without salary employees (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. The Employee Health Center (EHC) will be the collection site for campus-based employees. Remote collection site locations will be coordinated by the EHC.

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 presence of controlled substances. The drugs for which tests will be performed are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. All drug testing will be performed using urine samples collected according to the guidelines set forth by SAMHSA.

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: marijuana (THC), 50 ng/ml; cocaine, 300 ng/ml; amphetamines, 1,000 ng/ml; opiates, 2000 ng/ml; and PCP, 25 ng/ml.

Definitions, continued

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

Policy

It is the policy of the University of Texas Medical Branch at Galveston (UTMB) to provide a safe work place for all employees, and to protect the public's safety and ensure their trust in UTMB. Therefore, UTMB will require applicants for any UTMB job to have a negative urine drug screen to be employed at UTMB. Drugs to be tested for will be marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. Drug screen results will not be accepted from non-UTMB approved collection sites.

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

If the applicant has credentials through a professional licensing board, the licensing entity as required by the state and by UTMB's ethical responsibility, will be notified of the applicant's positive test as verified by the UTMB Medical Review Officer in regards to illegal or unauthorized substances.

Records Management

Employee Health will be responsible for maintaining the results of the drug tests according to records management retention guidelines.

References

IHOP Policy 8.1.9 Manufacture, Sale, Possession, Distribution, or Use of Alcohol, Controlled Substances, or Illegal Drugs
IHOP Policy 8.1.16 Drug and Alcohol Testing for DOT Regulated Employees