



<b>Institutional Handbook of Operating Procedures</b> <b>Policy 03.07.02</b>	
Section: Employee Policies	Responsible Vice President: Executive Vice President of Business and Finance
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 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. 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.

**III. 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 Clinic (EHC) will be the collection site for campus-based employees. Remote collection site locations will be coordinated by the vendor.

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 the non-DOT (Department of Transportation) five. 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.

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>
	05/03/2017

**VI. Contact Information**

Human Resources – Employee Relations  
(409) 772-8696