



You have been instructed to participate in drug testing through the Cherokee County Drug Lab. This testing is coordinated with the Cherokee County Court System and Cherokee County Accountability Courts.

To comply, please complete the attached forms and return them to the Drug Lab. You may submit them via email or deliver them in person during collection hours.

Drug Lab Information

- **Location:** 94 North Street, Suite 118, Canton, GA 30114
- **Entrance:** Right side of the building, 1st floor
- **Collection Hours:** 6:00 AM – 11:00 AM, seven days a week
- **Note:** Specialty testing is by appointment only.

Once your forms have been submitted, you are required to call the **testing hotline at (770) 501-8914 each night** to determine whether you must report for testing the following day.

Testing Requirements

- Bring a valid photo ID
- The cost of each drug test is **\$35.00**, payable at the time of service
- Accepted forms of payment include money order, certified check, or credit/debit card (an additional fee applies to card payments)

Contesting Test Results

If you wish to contest a test result, a forensic confirmation may be requested by submitting a **\$65.00 payment** within **seven (7) days** of the original test. This payment must be made in person during collection hours.

Please follow all posted signs at the Drug Lab and arrive prepared for testing.

Additional information is available on the Drug Lab's website:

<https://www.cherokeecountyga.gov/Drug-Lab/>

Heather Hays
Lab Manager

HAHays@cherokeecountyga.gov

678-493-6578

TESTING INFORMATION SHEET

CLIENT

First Name: _____ Middle Name: _____ Last Name: _____
Social Security #: _____ - _____ - _____ State ID# (SID): _____
Date of Birth: ____/____/____ Race: _____ Sex: _____ Case #: _____

ADDRESS

Address: _____
City: _____ State: _____ Zip Code: _____
Home Telephone #: () _____ - _____ Pager/Cell Phone #: () _____ - _____
Email Address: _____

TESTING FREQUENCY

No less than _____ times per _____ Start Date _____ Sentence Length _____

READ AND SIGN BELOW

By signing this document, I am stating to the Court under penalty of perjury that the information contained herein is true and correct. I consent to drug screenings for the purpose of detecting the use of prohibited substances. I understand that all screens will be performed by certified lab technicians, trained to perform such screens. I consent for the Cherokee County Drug Lab to release results of my drug screenings to the referring agency. I understand that screenings for dilution and adulterants may also be performed and detection of attempts to dilute or adulterate my sample will be reported to the referring agency. I understand that I may request confirmation testing, at my own expense, on any positive, dilute, or adulterated sample within 72 hours. I also consent for the Cherokee County Drug Lab to receive results of any confirmation testing and that results of such confirmation testing shall be released to the referring agency. I hereby release the facility that releases such information to the Cherokee County Drug Lab from any and all liability for complying with this authorization. I understand that any disclosure made is bound by Part 2 of Title 42 of the Code of Federal Regulations governing confidentiality of donor records and that recipients of this information may re-disclose it only in connection with their official duties. I understand that this consent will remain in effect for the length of time prescribed in the court order. The referring agency is responsible for providing the Cherokee Drug Lab with any revocation of this release. I understand the cost for each drug test is \$35.00 and will be paid prior to collection of specimen.

Signature of Person Under Supervision

Date

Witness

Date

Referring Agency (circle one): AFP CCPS DA-BS MISC JUV CCPS-PTD PD-SIJS SOL-BS Other _____

For Office Use Only

Date information received by Cherokee Drug Lab Office: _____

____ P ____ R ____ Q

CHEROKEE COUNTY DRUG LAB

CHEROKEE COUNTY
94 NORTH STREET, SUITE 118
CANTON, GEORGIA 30114
TELEPHONE: 678-493-6578

Consent to Release Information

Referring Agency: _____ Contact: _____

Case or referral number: _____ Phone: _____

Email for results to be sent to: _____

I, _____, hereby consent to drug screenings for the purpose of detecting the use of prohibited substances. I understand that all screens will be performed by certified lab technicians, trained to perform such screens.

I consent for the Cherokee County Drug Lab to release results of my drug screenings to the referring agency. I understand that screenings for dilution and adulterants may also be performed and detection of attempts to dilute or adulterate my sample will be reported to the referring agency.

I understand that I may request confirmation testing, at my own expense, on any positive, dilute, or adulterated sample. I also consent for the Cherokee County Drug Lab to receive results of any confirmation testing and that results of such confirmation testing shall be released to the referring agency. I hereby release the facility that releases such information to the Cherokee County Drug Lab from any and all liability for complying with this authorization.

I understand that any disclosure made is bound by Part 2 of Title 42 of the Code of Federal Regulations governing confidentiality of donor records and that recipients of this information may re-disclose it only in connection with their official duties.

I understand that this consent will remain in effect for the length of time prescribed in the court order. The referring agency is responsible for providing the Cherokee County Drug Lab with any revocation of this release.

Signature of Donor

Date

Witness

Date

Donor's DOB

Cherokee County Drug Lab Website and Hotline for Testing



For testing through the Cherokee County Drug Lab, please follow the instructions below:

WEBSITE INSTRUCTIONS (PREFERRED METHOD)

1. Visit <https://verify.phoenixlis.com/> daily 12:01 AM - 10:59 AM. YOU MUST CHECK IN 7 DAYS PER WEEK, 365 DAYS PER YEAR, INCLUDING WEEKENDS AND HOLIDAYS.
 2. Enter the ACCOUNT# **LVWTOV8X**
 3. Enter your participant ID: (2-digit birth month, 2-digit birth date and last five numbers of social security number) or your assigned participant ID: _____
 4. Press "Submit"
 5. The screen will display one of the messages below with a confirmation code:
 - REPORT FOR TESTING.
 - NO TESTING TODAY.

If you receive any other response, please contact the Lab.
- If you are required to test, you must report to the Cherokee County Drug Lab **between 6:00am and 11:00am** for a drug/alcohol urine screening.
 - The Lab address is 94 North Street, Suite 118, Canton, GA, 30114. Enter on the right side of the building.
 - You **MUST** take with you a money order/ card payment (no cash) for \$35.00 and a valid photo ID. Failure to report during the above period or failure to bring payment and photo ID will result in a missed test, which may be considered a violation of your probation.

CALL-IN INSTRUCTIONS

1. Call 770-501-8914 daily 12:01 AM - 10:59 AM. YOU MUST CALL THE HOTLINE 7 DAYS PER WEEK, 365 DAYS PER YEAR, INCLUDING WEEKENDS AND HOLIDAYS.
2. Enter your participant ID: (2-digit birth month, 2-digit birth date and last five numbers of social security number) or your assigned participant ID: _____
3. Listen for one of the following messages, at the end of the call a confirmation code will play as well:
 - REPORT FOR TESTING.
 - NO TESTING TODAY.

If you receive any other response, please contact the Lab.

I understand that I must begin checking the Website <https://verify.phoenixlis.com/> or calling **770-501-8914** today after 12:00AM. I understand I must bring a current photo I.D. and a \$35.00 Money Order/ Card payment (additional fee) to be allowed to test.

Donor _____

Date _____

Court Services _____

Date _____

Cherokee County Drug Lab
94 North Street, Suite 118
Canton, GA 30114
T. (678) 493-6578
<https://www.cherokeeountyga.gov/Drug-Lab/>



DILUTE DRUG SCREENS

Dilute drug screens occur when an individual drinks too much fluid/ liquid of any kind in a short period of time, usually in an effort to flush their system of alcohol or drugs.

We encourage everyone to drink at least 8-10, 8-ounce glasses of water each day to maintain a healthy body system. Your body will maintain homeostasis, an equilibrium, in which you take in fluids and excrete waste fluids in the urine according to your body's needs. This occurs normally in the absence of kidney disease.

Creatinine is a by-product of protein metabolism; any unused creatinine is dissolved in the urine as a waste product. It is easily measured in relationship to the amount of fluid in which it is dissolved. For drug screening purposes, there is no other reason to measure creatinine other than to be able to tell whether or not a person is trying to dilute their urine. The more fluid in urine, the less creatinine can be measured. The less fluid in urine, the more creatinine can be measured. The normal level of creatinine in urine ranges from 60 mg/dL to 300 mg/dL. A dilute urine sample means that the creatinine level is equal to or below 20 mg/dL. This also occurs normally in the absence of kidney disease. The creatinine levels can change daily, but most people will have a "normal" value range most of the time.

Eating extra protein, exercising, running have no significant effect on the creatinine level measured in urine due to the body's built-in equalizer, homeostasis. The only thing that affects a dilute sample is the amount of fluid taken in within a short period of time prior to providing the urine sample. If you are seeing results that show you are getting close to a dilute sample, try to stop drinking any fluids 2-4 hours prior to providing the sample. Then resume your normal fluid intake. You should not "hold" your urine for a long time before giving a sample. This is not good for your bladder and will not have a significant effect on urine dilution. Try to avoid more than 1-2 cups of tea per day since tea is a diuretic. In other words, it causes your body to make extra urine and may throw off your normal body balance if taken in excessive amounts. This can lead to a dilute urine sample. Avoid products that claim to "beat a drug test". These usually are nothing but a diuretic in disguise.

If you have a medically diagnosed kidney disease you will need to bring proper documentation from your physician that states specifically why you might test with dilute urine specimens. This should be done prior to admission into the program and may be a reason to exclude you from participation in the program.

If you have any questions or concerns, please discuss them with the court, your counselor, program manager, or program nurse, and your physician.

Participant Signature

Date

Witness

Date

Frequently Asked Questions Regarding Dilute Specimens

What is a dilute specimen?

Dilute specimens are urine samples that have a creatinine level of less than 20mg/dL.

Okay, so what is Creatinine?

Creatinine (not to be confused with creatine) is a by-product of muscle metabolism. It is produced at a fairly steady rate throughout the day. Having a low concentration of creatinine in your urine is not normal.

The most common method of specimen tampering is dilution. Dilution is sometimes called flushing or water-loading, and it is a method promoted by “beat your drug test” websites and products. Diluting is a way to lower the concentration of drugs or alcohol in your system by making your urine more like water, measuring creatinine tells us how concentrated your urine is – whether it’s more like urine or more like water.

It seems like we’re getting sanctioned for dilute specimens all the time. Is low creatinine really that abnormal?

Healthy people rarely produce specimens with creatinine levels below 20mg/dL. In one study of over 22,000 people, less than 1% had dilute specimens. The average creatinine level was 130mg/dL. In a setting like ours where people are randomly drug tested, dilutes are 10 times more common! Sounds a little suspicious, doesn’t it?

But even if I get a dilute, if my test is negative, why should I be sanctioned?

To quote Paul Cary, the expert on this issue, “negative or ‘none detected’ results should never be interpreted as indicating no drug use (abstinence), because if, in fact, drugs were present, they probably could not be detected by the test... [A] creatinine level of less than 20mg/dL (associated with a drug test) is nearly always an attempt by the donor to avoid drug use detection regardless of how much liquid was consumed in order to achieve this result.”

So what’s the bottom line?

If you get a dilute, we don’t know why or how your creatinine level got that low. It is **YOUR RESPONSIBILITY** to control what you put in your body; this includes monitoring your fluid intake and not drinking excessive quantities of water in a short amount of time. If you have questions about your creatinine level, contact Court staff, FIS medical staff, or see your physician.

Participant Signature

Date

Witness

Date

URINE ABSTINENCE TESTING AND INCIDENTAL DRUGS OF ABUSE EXPOSURE CONTRACT

Because urine tests used for drugs of abuse testing are very sensitive, consumption of certain products can result in positive screens. In order to preserve the integrity of the testing program, it is necessary to restrict and/or advise persons scheduled for random tests regarding the use of certain products.

Since it is difficult to remember which drugs to avoid, this medication list has been prepared for you. The list includes what you can take and what you must avoid. You have to take responsibility for all drug use because not every physician, pharmacist, or dentist knows about the court-ordered testing requirement you are under.

If you have a particular problem, be sure to discuss it with your probation officer. No drug of any kind is to be taken without providing proof to your probation officer. When you show up for testing, you must always note on the paperwork you sign any prescription or over-the-counter medications you have taken.

Inform physicians, dentists, pharmacists, and all other persons involved in your receiving medications that you are randomly tested for drugs of abuse. **This is extremely important since a positive test will be a violation of your probation/ program and may result in your incarceration.**

DRUGS THAT CAN BE TAKEN

Do not use any amount beyond what is recommended

| | | | |
|-------------------|----------------|---------------------|-----------------|
| Actifed | Clinoril | Motrin | Tagamet |
| Advil (OTC) | Clinoril (Rx) | Mucinex | Teldrin |
| Advil Cold | Comhist | Nalfon | Tcssalon Perles |
| Afrin | Coricidin HBP | Naproxen | Theraflu |
| Aleve | Dimetapp | Ornade | Toradol |
| Alka-Seltzer Cold | Dramamine | Pepcid | Triaminic |
| Alka-Seltzer Plus | Feldene (Rx) | Pepto-Bismol | Tums |
| Allegra | Hismanal | Polarmine | Tylenol (OTC) |
| Allerest | Ibuprofen | Rolaids | Zyrtec |
| Aspirin | Imodium A-D | Seldane | |
| Benadryl | Maalox/Mylanta | Sudafed PE | |
| Claritin | Meclomen (Rx) | (Phenylephrine HCL) | |
| Tylenol Cold | | | |

DRUGS THAT ARE NOT TO BE TAKEN

Do not use, consume, or apply any of these drugs

It is **YOUR** responsibility to limit exposure to products and substances detailed below. It is **YOUR** responsibility to read product labels, to know what is contained in products you use and consume, and to inspect these products **BEFORE** using them. Use of products in violation of this contract will **NOT** be allowed as an excuse for a positive test result.

ALCOHOL

| | | | |
|---|--------------------------------|-----------------------|------------------------|
| Aftershave Lotion Extracts (Lemon, etc.) | Hair Tonics Medical Alcohol | Mouthwash Perfumes | Sterno Wood Alcohol |
|---|--------------------------------|-----------------------|------------------------|

ANALGESICS

| | | | |
|---|---------------------------------|---|-----------------------------|
| Darvocet N-100 Darvon, Darvon CPD Equagesic | Fiorinal Norflex Norgesic | Parafon Forte Robaxin, Robaxisal Soma | Talwin Wygesic Ultram |
|---|---------------------------------|---|-----------------------------|

ANTICHOLINERGICS/ANTISPASMODICS

| | | | |
|--|----------------------------------|---------------------------------------|--------|
| Atropine Belladonna (and derivatives) Donnatal | Hyoscine Kinesed Levsin PB | Librax Pro-Banthine Scopolomine | Valpin |
|--|----------------------------------|---------------------------------------|--------|

BARBITURATES

| | | | |
|---|--|---|-------------------|
| Amytal Na Brevital Butabarbital Butisol Na | Donnatal Eskobarb Luminal Mebaral | Nembutal Pentothal Phenobarbital Seconal | Surital Tuinal |
|---|--|---|-------------------|

BROMIDES

| | |
|---------------|--------------------|
| Bromo Quinine | Dr. Miles' Nervine |
|---------------|--------------------|

COUGH SYRUPS CONTAINING

| | | |
|-----------------------------|------------------------|------------------------|
| Codeine Dextromethorphan | Hycodan Hydrocodone | Oxycodone Tussionex |
|-----------------------------|------------------------|------------------------|

FOOD AND OTHER INGESTIBLE PRODUCTS

| | | |
|--|---------------------------------|--|
| CBD Oil E-Cigarettes or Vaporizer Pens | Kava Kava Kratom Phenibut | Poppy Seeds (<i>Do not ingest anything with poppy seeds</i>) Sure-Jell (Pectin) |
|--|---------------------------------|--|

HALLUCINOGENS

| | | | |
|---|---|--|--|
| Bufotenine (Dimethyl Serotonin) Diethyltryptamine (DET) Dimethyltryptamine (DMT) Hashies Hashish | Ibogaine Ketamine LSD (Lysergic Acid diethylamide) | Marijuana (THC) Mescaline Peyote Psilocin Psilocybin | STP - Serenity Tranquility Peace (DOM, 2,5- Dimethoxy-4- methylamphetamine) |
|---|---|--|--|

DRUGS THAT ARE NOT TO BE TAKEN (CONTINUED)

Do not use, consume, or apply any of these drugs

MINOR TRANQUILIZERS

| | | | |
|-----------------------|-------------|-----------|---------|
| Ativan | Librium | Paxipam | Versed |
| Equanil | Meprobamate | Serax | Vesprin |
| Klonopin (Clonazepam) | Milpath | Trancopal | Xanax |
| Librax | Miltown | Tranxene | |
| Libritabs | Pathibamate | Valium | |

NARCOTICS/OPIATES/OPIOIDS

| | | | |
|-----------------------|------------------------|----------------------------|---------------------------|
| A.P.C. with Demerol | Fiorinal 1, 2, 3, or 4 | Numorphan | Stadol |
| B & O Suppettes | Heroin | Oxycodone | Sublimaze |
| Bancap HC | Hycodan | Oxymorphone | Suboxone (Buprenorphine) |
| Cocaine | Hydrocodone | Pantopan | Synalgos-DC |
| Codeine | Hy-Phen | Paregoric | Talacin |
| Damason-P | Innovar Injection | Pentazocine | Talwin |
| Darvocet | Leritine | Percobarb | Opium and Opium Tinctures |
| Darvon | Levo-Dromoran | Percocet | Tussioncx |
| Demerol | Lomotil | Percodan | Tylenol 1, 2, 3, or 4 |
| Dilaudid | Lorcet | Phenaphen 1, 2, 3, or 4 | Tylox |
| Dolene | Lortab | Phenazocine | Ultram |
| Dolophine | Mepergan Forte | Propoxyphene Hydrochloride | Vicodin |
| Empirin 1, 2, 3, or 4 | Methadone | Roxicet | Zohydro |
| Empracet | Morphine | Roxicodone | Zydone |
| Fentanyl-Sublimaze | Nubain | Soma (Carisoprodol) | |

OVER THE COUNTER (OTC)

| | | | |
|---|--|---|---------------------|
| Antihistamines: Dristan, Contac, Sominex, Nytol, NyQuil | Caffeine Preparations: NoDoz, Vivarin | Decongestants: Dextromethorphan (DM) | Diet Aids: Dexatrim |
|---|--|---|---------------------|

SEDATIVES/SLEEPING AIDS

| | | | |
|--------------------------|-----------------------|----------------------|-------------------|
| Alurate | Compazine | Methaqualone (Sopor) | Quaaludes |
| Ambien | Compoz (OTC) | Milpath | Restoril |
| Amytal | Dalmane | Miltown | Secobarbital |
| Ativan | Deprol | Nembutal | Seconal Sodium |
| Butalbital | Doriden | Noludar | Serax |
| Butalbital Acetaminophen | Equanil (Meprobamate) | Nytol (OTC) | Sleep-eze (OTC) |
| Caffeine | Halcion | Paraldehyde | Sopor |
| Butisol | Klonopin | Parest | Valium |
| Carbital | Limbitrol | Phenobarbital | Vcronal |
| Centrax | Luminal | Phenobarbital Sodium | Vistaril (Atarax) |
| Chloral Hydrate (Noctec) | Lunesta | Placidyl | Xanax |

STIMULANTS

| | | | |
|------------|-----------|-----------------|-----------|
| Adderall | Dexaspan | Mazanor | Preludin |
| Adipex-P | Dexatrim | Melfiat | Prolamine |
| Apidren | Dexedrine | Methamphetamine | Ritalin |
| Benzedrine | Didrex | Methedrine | Sanorex |
| Bontril | Efed II | NoDoz | Tenuate |
| Cylert | Eskatrol | Plegine | Vyvanse |
| Desbutal | Fastin | Pondimin | |
| Desoxyn | Ionamin | Prelu-2 TR | |

DRUGS THAT ARE NOT TO BE TAKEN (CONTINUED)

Do not use, consume, or apply any of these drugs

SUPPLEMENTS

Supplements (including herbal, pre-workout, protein, creatine, etc.) will not be approved to take while you are on probation. Supplements may interfere with testing and will be subject to confirmation testing at your own expense. If you take any supplements while on probation, it is at your own risk.

SYNTHETICS

Synthetic Cannabinoids - Synthetic Marijuana, K2, Spice

Synthetic Cathinones - Methylenedioxypropylone (MDPV), Mephedrone, Methylone

Bath Salts, Molly, Glass Cleaner, Plant Food

VOLATILE SUBSTANCES/INHALANT ANESTHETICS

Anesthetics

Amyl/Butyl Nitrite (also
called Liquid Gold and
Poppers)

Banana Oil

Fluothane
Freon
Gasoline

Glue

Nitrous Oxide
Paint Thinners
Penthrane

Pentothal

Surital

This is not an exhaustive list. New drugs hit the market daily. Unless the drug appears on the **DRUGS THAT CAN BE TAKEN** list, notify your probation officer before ingesting any drug. When testing, be sure to indicate on your paperwork ALL drugs, prescription and over-the-counter, that you have consumed. **Remember! When in doubt, do not use, consume, or apply.**

I have read and understand my responsibilities. My signature implies my consent.

PARTICIPANT/ DONOR SIGNATURE

DATE

PRINT NAME OF PARTICIPANT/ DONOR

WITNESS

DATE

URINE ABSTINENCE TESTING AND INCIDENTAL ALCOHOL EXPOSURE CONTRACT

Recent advances in the science of alcohol detection in urine have greatly increased the ability to detect even trace amounts of alcohol consumption. In addition, these tests can detect alcohol ingestion for significantly longer periods of time after a drinking episode. Because these tests are sensitive, in rare circumstances exposure to non-beverage alcohol sources can result in detectable levels of alcohol (or its breakdown products). To preserve the integrity of the Court testing program, it has become necessary for us to restrict and/or advise donors regarding the use of certain alcohol-containing products.

It is ***YOUR*** responsibility to limit your exposure to the products and substances detailed below that contain ethyl alcohol. It is ***YOUR*** responsibility to read product labels, to know what is contained in the products you use and consume and to stop and inspect these products ***BEFORE*** you use them. ***Use of products containing ethyl alcohol (ethanol) in violation of this contract will NOT be allowed as an excuse for a positive test result.***

When in doubt, don't use, consume or apply!

Cough syrups and other liquid medications: Court donors have always been prohibited from using alcohol-containing cough/cold syrups, such as Nyquil®. Other cough syrup brands and numerous other liquid medications rely upon ethyl alcohol as a solvent. Donors are required to read product labels carefully to determine if they contain ethyl alcohol (ethanol). All prescription and over-the-counter medications should be reviewed with your coordinator before use (and prescriptions should be reviewed with and approved by the coordinator before being filled by a pharmacist). Information on the composition of prescription medications should be available upon request from your pharmacist. Non-alcohol containing cough and cold remedies are readily available at most pharmacies and major retail stores.

Non-Alcoholic Beer and Wine: Although legally considered non-alcoholic, NA beers (e.g. O'Douls®, Sharps®, Heineken 0.0®) do contain a residual amount of alcohol that may result in a positive test result for alcohol, if consumed. Court donors are ***not*** permitted to ingest NA beer or NA wine.

Food and Other Ingestible Products: There are numerous other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Fermented products/fermented beverages (such as Kombucha) can have alcohol content percentages often above 0.5% and at higher unregulated levels which could result in a positive screen for alcohol. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts (such as Ginko Biloba), could result in a positive screen for alcohol or its breakdown products. Communion wine, food cooked with wine and flambé' dishes (alcohol poured over a food and ignited such as cherries jubilee, baked Alaska) must be avoided. Read carefully the labels on any liquid herbal or homeopathic remedy and do not ingest without approval from your coordinator.

Mouthwash and Breath Strips: Most mouthwashes (Listermint®, Cepacol®, etc.) and other breath cleansing products contain ethyl alcohol. The use of mouthwashes containing ethyl alcohol can produce a positive test result. DUI/Drug Court participants are required to read product labels and educate themselves as to whether a mouthwash product contains ethyl

alcohol. Use of ethyl alcohol-containing mouthwashes and breath strips by Court donors is not permitted. Non-alcohol mouthwashes are readily available and are an acceptable alternative. If you have questions about a particular product, bring it in to discuss with your coordinator.

Hand sanitizers: Hand sanitizers (e.g. Purell®, Germex®, etc.) and other antiseptic gels and foams used to disinfect hands contain up to 70% ethyl alcohol. Excessive, unnecessary or repeated use of these products could result in a positive urine test. Hand washing with soap and water is just as effective for killing germs.

Hygiene Products: Aftershaves and colognes, hair sprays and mousse, astringents, insecticides (bug sprays such as Off®) and some body washes contain ethyl alcohol. While it is unlikely that limited use of these products would result in a positive test for alcohol (or its breakdown products) excessive, unnecessary or repeated use of these products could affect test results. Participants must use such products sparingly to avoid reaching detection levels. Just as the court donors are to regulate their fluid intake to avoid dilute urine samples, it is likewise incumbent upon each donor to limit their use of topically applied (on the skin) products containing ethyl alcohol.

Solvents and Lacquers: Many solvents, lacquers and surface preparation products used in industry, construction, and the home, contain ethyl alcohol. Both excessive inhalation of vapors, and topical exposure to such products, can potentially cause a positive test result for alcohol. As with the products noted above, Court donors must educate themselves as to the ingredients in the products they are using. There are alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept to a minimum. A positive test result will not be excused by reference to use of an alcohol-based solvent. If you are in employment where contact with such products cannot be avoided, *you need to discuss this with your agency contact.* Do not wait for a positive test result to do so.

Remember! When in doubt, don't use, consume or apply.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES; MY SIGNATURE IMPLIES MY CONSENT:

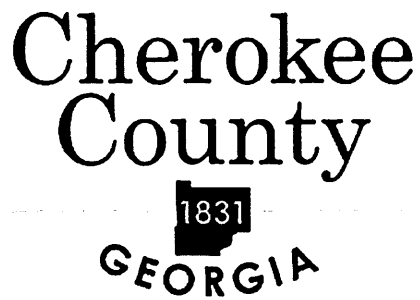
DONOR SIGNATURE

DATE

Print Name of Donor

WITNESS

DATE



CHEROKEE COUNTY DRUG LAB URINE COLLECTION PROTOCOL

Effective 12/10/2025

The purpose of this Policy and its protocols are to ensure consistent and professional procedures for collecting urine specimens from all persons undergoing directly observed testing for drugs at the Cherokee County Drug Lab. These guidelines are designed to maintain the accuracy and integrity of all test results while protecting donor privacy, dignity, and safety to the extent possible under the required testing conditions and which is consistent with the law.

If a donor needs a reasonable accommodation to assist them with the specimen collection process, communication, or accessing the testing site, or another issue, they should make a request for a reasonable accommodation by sending an email to Hahays@cherokeecountyga.gov.

Donors must follow all urinalysis collection procedures and answer all questions honestly. Failure to comply will be reported to the referring Court or agency and may result in denial of service or removal from the Lab.

- All donors must present valid, unexpired photo identification before testing. Acceptable forms include a state-issued identification card, driver's license, digital ID, employment or student ID, passport, or inmate identification or release document containing a photo. **NO EXPIRED IDENTIFICATION CARDS WILL BE ACCEPTED.**
- Donors must be appropriately dressed for testing. The following clothing is **not** allowed: tank tops, sleeveless shirts, sunglasses, short shorts, pajamas, or clothing that advertises alcohol or drugs. Tight bodysuits and corsets are also not allowed. Undergarments must be worn and covered with clothing. Hats or head coverings must be removed inside the building. Donors must be able to remove their own clothing during specimen collection. Donors should maintain a respectful demeanor.
- Once the donor's identification has been verified and they have been issued their Chain of Custody form, the donor will remain in the waiting area until testing. Donors may only leave the waiting area with permission from Lab personnel. Donors are to disclose all medication, alcohol, or drug use on the Chain of Custody form.
- As there is no secure space to store personal items, donors are advised and highly encouraged **not** to bring any personal items before entering the collection area. Donors must remove purses, wallets, coats, sweaters, layered shirts, and similar items. Baggy, loose, or long clothing may be subject to removal if it obstructs a **clear view of the urine stream**. The donor is required to pull their shirt sleeves up to their elbows to observe any concealment of items hidden in the sleeves. All pockets must be emptied.
- The donor will be escorted to the collection area by a collector of the same gender. The donor must write their first and last name on the specimen container, remove the seal, and open the container.

- The donor is to raise their shirt, blouse, or dress/skirt, as appropriate, above the waist or navel, and lower clothing and underpants sufficient to show the collector— by turning completely around – that the donor does not have a prosthetic device or other means by which to adulterate the specimen.
- During the collection, the donor must hold the cup with one hand while keeping the other hand in the collector’s line of sight. The specimen collection container must be placed in front of the donor.
- The specimen must be provided under direct observation, **with a visible space between the collection cup and the genital area to ensure a clear view of the urine stream.** The collector must watch the donor urinate into the collection container. Specifically, the collector must personally and directly watch the urine go from the donor’s body into the collection container. Any specimen not given under direct and continuous observation is invalid for testing.
- After the donor has completed urinating into the collection container, they will close the collection container and hand it directly to the collector. The collector will immediately (within four minutes) check the temperature strip (acceptable range: 90–100°F) and record the result on the Chain of Custody form.
- The collector will then place barcode stickers from the Chain of Custody form onto the specimen container in the donor’s presence. The donor must witness the labeling process and verify that the information is correct. The collector will ensure donor has completed their portion of the Chain of Custody form.
- Donors are not permitted to flush the toilet; the collector will do so once they inspect the toilet.
- The collector will inform the donor when the collection is complete, and the donor may then exit the collection area. The specimen will be secured in the laboratory for screening.

Biological Female-Specific Collection Procedures

Female donors **may not** remove, adjust, or replace any feminine hygiene products—including tampons, pads, or menstrual cups—during the urine collection process. This policy maintains sample integrity and protects the donor’s privacy and dignity.

If the collection occurs during the donor’s menstrual cycle, the donor shall wipe the genital area prior to collection with toilet paper. The donor will begin to urinate into the toilet and then position the collection cup into the active urine stream and collect the midstream portion of urine in the specimen container, ensuring that the inside of the container does not touch the body or hands.

All individuals being screened will have 5 to 7 minutes to provide an initial specimen. If a donor is unable to do so, they must wait at least 20 minutes before attempting again*. Donors may make up to three attempts, each separated by at least 20 minutes, and no additional attempts will be permitted after closing. The donor must provide 20 mL in a single collection, completed at one time; specimens from separate attempts may not be combined.

**See the Cherokee County Drug Lab Testing Time Limit Policy for additional information.*