

**Resolution 2017-05
Muncie Sanitary District
Board of Sanitary Commissioners**

A Resolution providing certain amendments to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on December 10, 2015 concerning Section 5.8, Drug-Free Workplace Federal Motor Carrier Safety Regulations/Safety Sensitive Positions Drug and Alcohol Policy under Urine Testing Procedures.

WHEREAS, the Board of Sanitary Commissioners (the "Board") wishes to modify Section 5.8 of the Personnel Policies Handbook which deals with the Muncie Sanitary District's Drug Testing procedures that were previously enacted on December 10, 2015.

BE IT THEREFORE RESOLVED, that the Board of Sanitary Commissioners does hereby adopt the following amendments to the Personnel Policies Handbook:

The Board wishes to add the following to Section 5.8, Drug Testing Procedures specifically to Urine Testing Procedures:

The term "shy bladder" or "bashful bladder" is used when an individual is unable to provide a specimen either upon demand or when someone is nearby during the attempted urination. The following guidelines specify procedures to follow when a donor claims he or she cannot provide a specimen.

If a donor tells the collector, upon arrival at the collection site, that he or she cannot provide a specimen, the collector must still begin the collection procedure regardless of the reason given and request the donor try and provide a specimen. At the point in the collection procedure where the collector and donor unwrap/open the collection container, the collector does the following:

1. Request that the donor go into the restroom and try to provide a specimen. (If an observed collection, consistent with MSD's observed collection procedures, the observation will not be more intrusive than is allowed under the law.) The donor demonstrates his or her inability to provide a valid specimen when he or she comes out of the restroom with an empty collection container. A record should be made of each attempt (time of each attempt and quantity).
2. Begin a "Shy Bladder" collection procedure:
 - a. The donor is offered a reasonable amount of fluid to drink, distributed reasonably through a period of up to 3 hours, or until the donor has provided a sufficient amount of urine, whichever occurs first.
 - i. The donor should be offered 8 oz. of fluid every 30 minutes up to a maximum of 24 oz. (to avoid the possible risk of water intoxication) or until the donor has provided a sufficient urine specimen.
 - b. The donor must remain under the direct observation of the collector to prevent the donor from possibly compromising the collection process.
 - c. If the donor refuses to attempt to provide a specimen or leaves the collection site before the collection process is completed, the collector must discontinue

- the collection, record a refusal to test on the Remarks line of the Federal CCF, and immediately notify the agency's designated representative of the situation.
- d. If the donor declines to drink fluids, it is not a refusal to test.
 - e. Under no circumstances can a collector combine specimens collected from separate voids to create one specimen of sufficient volume. The collector must discard any inadequate specimen and the specimen bottle/collection container that was used for the void.
3. Instruct the donor to let you know when he or she is able to provide a sufficient quantity of specimen. It is recommended that you allow sufficient time to have only one additional attempt rather than having to document several unsuccessful attempts. Be sensitive to how frequently you ask a donor to attempt to provide a specimen.
 4. Record the time of each attempt to provide a sufficient volume of specimen.
 5. If the donor is unable to provide a sufficient volume of specimen in three hours from the time the donor first demonstrated that he or she was unable to provide a sufficient volume of specimen, discontinue the collection and proceed to alternative testing.
 6. Alternative Testing. If a valid test result cannot be produced by a urine specimen and a negative test result is required, the donor will be required to submit to a blood test to determine if the donor is an illicit drug user. The blood test will be administered by normal medical procedures for taking blood samples and only by a qualified professional or technician and only at a suitable physical location. The results of the test will not be released to MSD unless the test is positive for illicit drugs. Testing results will not be provided to law enforcement agencies unless otherwise ordered by a court of competent jurisdiction. Refusal to provide the blood sample will be deemed a refusal to comply with MSD's drug testing policies.

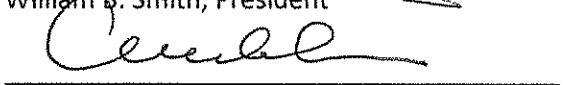
This Resolution shall become effective on and after its passage and shall remain in full force and effect until it is amended or repealed by this Board.

THIS RESOLUTION APPROVED this 12th day of April, 2017, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

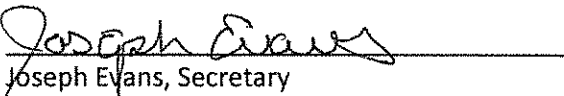
**MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS**



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