

## Oral Fluid Collector Module Descriptions

### **Module 1 (Introduction, Collector's Role, and Training Requirements):**

This section acquaints the collector student with their responsibilities under Federal Department of Transportation (DOT) regulations and introduces them to key participants in the collection process. It covers the training requirements for oral fluid collectors, including an overview of the proficiency demonstration required for certification. Additionally, the student receives initial forms and resources in this module to support their training.

This module includes an interactive role-play exercise where learners make decisions based on the information covered in the training, along with a quiz/exam to assess their understanding.

### **Module 2 (The Collection Site, Collection Supplies, Donor and Collector Identification Requirements):**

This module details the requirements for the collection site, including procedures for securing both the collection area and the site as a whole, as well as guidelines for proper specimen handling and storage. It outlines the collector's responsibilities in maintaining site security and lists the necessary supplies for DOT oral fluid collections. Additionally, it covers identification requirements for both donors and collectors.

The module also features an interactive role-play exercise, allowing learners to apply their knowledge through decision-making scenarios, and concludes with a quiz/exam to assess their understanding.

### **Module 3 (The Federal Drug Testing Custody and Control Form)**

This module provides comprehensive guidance on completing the Federal Custody and Control Form (CCF), with step-by-step instructions for the oral fluid collector on each part of the process. This section explains the different testing reasons specified in federal regulations, outlines the various DOT operating administrations, and introduces the collector to the FMCSA Clearinghouse. Proper distribution of the CCF after completion is also addressed.

The module includes an interactive role-play exercise, allowing learners to apply their knowledge in practical scenarios, and concludes with a quiz/exam to assess their understanding.

### **Module 4 (Collection Procedures, Pre-Test Concerns, and Non-DOT Collections)**

This module provides an in-depth examination of collection procedures, covering pre-testing considerations and the initial steps in the oral fluid collection process. It details required wait periods and introduces procedures for handling specimens suspected of tampering or adulteration. Additionally, the module covers the correct preparation and sealing of specimen tubes, guiding the student through each step of the DOT collection procedure in detail. Non-DOT collection protocols are also discussed in this section.

Module 4 includes an interactive role-play exercise, allowing learners to apply their knowledge in practical scenarios, and concludes with a quiz/exam to assess their understanding.

### **Module 5 (Standing Orders, Transitioning Between Collection Methodologies (oral fluid – urine), Direct Observation Collections, and Transgender and Non-Binary Donors)**

This module provides a detailed overview of Standing Orders and emphasizes the importance of having advance instructions from employers on handling complex situations in federal drug testing collections. Section 5 also addresses protocols for managing gender considerations when a direct observation

collection is required, specifically in cases involving transgender or non-binary donors, and offers guidance on transitioning between different collection methodologies.

Module 5 concludes with a quiz/exam to assess their understanding of the information learned in this module.

### **Module 6 (Problem Collections and Refusals)**

This module trains oral fluid collector students on how to handle challenging collection scenarios, including dry mouth, insufficient specimens, tampered or altered specimens, and instances where the donor has something in their mouth that could interfere with the test. Detailed examples are provided on how to accurately document these situations on the Federal Custody and Control Form (CCF).

Additionally, this section addresses refusals to test and the collector's responsibilities in documenting and reporting potential "refusal" cases to the employer. The module further explores interactions between urine and oral fluid collections, as well as protocols for transitioning between collection methodologies.

Module 6 concludes with a quiz/exam designed to evaluate the student's comprehension of the material covered in this section.

### **Collector Training Module 7 (Errors in the Collection Process, Flaws)**

This section addresses flaws in the collection process (both fatal and correctable), along with errors that do not cause a test to be cancelled and minor administrative errors. The student is trained on the appropriate circumstances for completing an Affidavit (also referred to as a Memorandum for Record) and is guided on the correct process for completing it.

The collector will learn how to correct "correctable flaws", and what the collector must do if he or she causes a cancelled test or fatal flaw. Error-correction training is discussed in this section.

This section also covers what actions to take if the tamper-evident seal(s) are torn or broken during the collection process. The prohibitions regarding consents and release forms are discussed, as well as Public Interest Exclusions (PIEs).

Module 7 includes an interactive role-play exercise, allowing learners to apply their knowledge in practical scenarios, and concludes with a quiz/exam to assess their understanding.

### **Module 8 (Completing Your Proficiency Demonstration – Mock Collections)**

This section focuses on the Proficiency Demonstration training, a requirement under federal regulations following the completion of the Basic Information and Qualification Training, which was covered in the previous course modules. All oral fluid collector students are required to successfully complete five (5) consecutive error-free mock collections under the supervision of a qualified monitor or trainer. Certified Training Solutions LLC provides this service for an additional fee.

Additionally, students must complete a separate Proficiency Demonstration (five consecutive error-free mock collections) for each DOT-approved oral fluid collection device they intend to use.

This module includes resource documents to support the proficiency demonstration and provides detailed instructions to guide students through their responsibilities during the mock collections.

Module 8 concludes with a quiz/exam designed to evaluate the student's comprehension of the material covered in this section.

Note: Training course is self-paced, but takes the average learner about 4 hours to complete. Students should complete this course in less than 30 days and then immediately sit for their proficiency demonstration (additional fees apply)