

OVERVIEW

Cotinine is a product formed when nicotine (a chemical found in tobacco) enters the body. Cotinine testing is conducted at campuses as part of the criterion for the annual wellness rate, which provides a medical premiums discount to employees who complete wellness activities.



SOP DETAILS

1. Cotinine testing should be completed for all full-time employees who wish to prove their “non-tobacco user” status for the benefit of reduced monthly medical premiums (Wellness Rate). This testing should be completed during the following time frames:
 - a. New part-time and full-time employees, age 18+ years: During pre-employment urine-based drug testing; or any time after.
 - b. Current part-time and full-time employees, age 18+ years: During On-Site Campus Biometric Screenings when possible; or any time after.
2. It is recommended that, because of the nature of the test, that employees come well hydrated. For oral cotinine testing, employees must not have any food, drink, gum, or candy 10 minutes or less prior to screening.
3. Employees who test positive for cotinine must wait 60 days before being rescreened.
4. Urine Cotinine Test Administration Procedures (for eligible employees during pre-boarding drug screening test):
 - a. The urine cotinine test should be maintained with the campus drug screening supplies. Inventory should be conducted periodically and not fall below ten (10) tests in the Campus supply.
 - b. The test should be administered primarily by the campus leadership team (i.e., DHS, ADHS, or SDC). Each campus should have at least three licensed nurses trained to administer the cotinine screen and the Executive Director and AP/Payroll position will serve as backups. In the event all three nurses are unavailable, please see the guidance of the Executive Director. *Other Department Heads and staff should not be conducting drug screens (i.e. Environmental Services, Dietary, etc.).
 - c. The screening administrator should retrieve each of the following: COT One Step Cotinine Test Device, Urine Initial Drug Screen Results Form, Drug Screening Test, and pair of gloves.
 - d. The test administrator should wear gloves during this procedure.

- e. Prior to administering the test, the test administrator should fill out the **Oral Fluid Initial Drug Screening Results Form, and place “Cotinine” under “Other” line of the Drug Name column under “Step 3” of the form.** Ensure the test candidate has signed the form, under Step 2, permitting the test to be conducted (see Appendix A).
 - f. After the test candidate has provided the urine sample into the drug screening cup, use the plastic dropper located in the COT Device package to extract one full dropper of urine. Squeeze the dropper of urine onto the “S” opening of the test device cartridge.
 - g. Place the test device horizontally on a clean and level surface with the results window facing up.
 - h. Wait up to ten (10) minutes for the entire test to be complete. Most of the time, results appear in three (3) to five (5) minutes.
 - i. On the test device, there is a C for Control and a T for Cotinine. The Control line should always appear in the C Section. If that test proves to be invalid, the C line will not appear and there may only be a line for T. Please administer a second test if the test appears to be invalid.
 - j. If the test device shows the Control line and T line are visible, while even faintly, this indicates a negative cotinine screen. If only the Control line is visible, the test results are positive for cotinine.
 - k. Discard the test device cartridge and dropper in the garbage.
5. Oral Swab Cotinine Test Administration Procedures (for eligible employees during biometric screening):
- a. The area the test is administered (the table) should be sanitized both before and after the test.
 - b. Instruct the test candidate to not place anything in the mouth, including food, drink, candy, or gum, for at least ten (10) minutes prior to collection.
 - c. The test administrator should instruct the candidate to open the cotinine kit from the sealed pouch and insert the sponge end of the collector into the mouth.
 - d. The test administrator should instruct the test candidate to swab the cheeks and underside of the tongue with the sponge end of the test kit and then hold the sponge in their mouth until the sponge is soft and thoroughly saturated with saliva (about two (2) minutes).
 - e. After the test candidate has saturated the collection swab, the test administrator will place the cotinine test lid (purple) on the sponge end until the cap reaches the thread. Rotate the handle clockwise 180 degrees to tighten the cap until the red arrow lines up with the other white mark on the lid.
 - f. Place the test device horizontally on a clean and level service with the results window facing up.
 - g. Wait up to ten (10) minutes for the entire test to be complete. Most of the time the results appear in three (3) to five (5) minutes.
 - h. On the test device, there is a C for Control and a COT for Cotinine. The Control line should always appear in the C Section. If that test proves to be invalid, the C line will not appear and there may only be a line for COT. Please administer a second test if the test appears to be invalid.

- i. If the test device shows the Control line and COT line are visible, while even faintly, this indicates a negative cotinine screen. If only the Control line is visible, the test results are positive for cotinine.
 - j. Discard the test device cartridge and dropper in the garbage.
6. Oral Fluid Initial Drug Screen Result Form
 - a. Step 1: Test administrator completes section and uses Employee ID Number.
 - b. Step 2: Test Participant signs "Donor Consent."
 - c. Step 3: Test administrator completes screener device information and lists "Cotinine" under "Drug Name-Other."
 - d. Step 4: Test administrator signs the "Collector Certification" and includes date and time.
 - e. Step 5: Store results in Employee Medical File.
 7. Ordering Cotinine Test Kits
 - a. Both cotinine screening tests may be ordered directly from McKesson through Verian.
 - b. Urine Drug Screen: COT One Step Cotinine Test Device, Item #10222400 (40/box).
 - c. Oral Drug Screen: Alere iScreen OFD Cotinine Test Device, Item # 36982409 (25/box).
 - d. Cotinine test will be charged to General Ledger Accounting Code 58-60310 (other benefits).

The screenshot shows the McKesson PUNCHOUT interface. At the top, there's a navigation bar with 'My Formulary' and a search bar. A red circle highlights the search bar area. To the right, it shows a cart with a total of \$346.92. Below the navigation, there are links for 'Home', 'Products', 'Orders', 'Lists', 'Tools', 'Support', 'Resources', and a 'Hello Punchout User' message for account #51150 TRILOGY HEALTH. The main content area shows a cart summary: 'Cart #66461694 - PUNCHOUT CART'. It lists '8 items total \$346.92'. There are buttons for 'All Items (8)', 'Drop Ship (2)', 'Reorder Guide', 'Help', and 'Print'. Below these are buttons for '#', 'Qty', 'ADD ITEM', 'Quick Add', 'Sort Recent', 'Cart', 'DELETE', 'SUSPEND', 'PUNCHOUT' (which is highlighted with a red circle), and 'More Options...'. A table follows, with the first row circled in red. The table columns are: Item #, Description, Manufacturer, Mfr #, UOM, Price, Qty, Total, Save, and Delete/Edit. The first item listed is 36982409 COTININE ISCREEN OFD D/S 25/BX INSTANT, manufactured by INSTANT with part number I-DCT-B702, priced at \$147.00 each, totaling \$147.00. A note below the table states: 'This item ships directly from the manufacturer. Additional shipping charges may apply.'

8. Cotinine Results Submission
 - a. Cotinine results can be transcribed onto Go365 Cotinine Form for submission via fax to 877-250-7814.
 - b. Negative cotinine results must be sent to Go365 to receive credit for the wellness rate.

9. For additional information on this SOP, contact the TrilogyFIT Health and Wellness Program Manager at trilogyfit@trilogyhs.com.

Procedure Name:	Cotinine Testing 2.0	Effective Date:	20191001
Review Date:	20190929 20180622 20180618	Revised Date:	20180622 20180618
Procedure Approved:	SVP Foundation & WF Development	Approval Date:	20180615
Next Review Date:	September 1, 2020		

Forms:	Cotinine Test Diagram, Cotinine Test Results Form, Cotinine Go365 Form
Key Words:	Cotinine, tobacco, wellness rate
Short Description:	Cotinine testing is conducted at campuses as part of the criterion for the annual wellness rate, which provide a discount to employees who complete wellness activities as part of their medical insurance coverage. This SOP provides details on the testing procedure.