TESTING PARTIES ONLY AT APPOINTMENT POLICY

Effective Date: July 15, 2026
Entity: Vantage Verify
Website: http://www.vantageverify.org

I. PURPOSE

The purpose of this Testing Parties Only at Appointment Policy ("Policy") is to ensure the integrity, confidentiality, and security of all screening and verification services provided by Vantage Verify. Given the sensitive nature of drug and alcohol testing, DNA collection, I-9 verification, and fingerprinting, it is imperative that the collection environment remains controlled and free from unauthorized distractions or interference.

II. AUTHORIZED PERSONNEL (TESTING PARTIES ONLY)

During a scheduled appointment, whether conducted on-site or at a mobile location, only the following individuals are permitted in the immediate testing area and/or within direct line-of-sight of specimen collection activities ("Testing Area"):

1. **The Subject/Donor ("Donor"):** The specific individual scheduled to undergo drug and/or alcohol testing (or other verification service).
2. **Authorized Vantage Verify Testing Personnel:** The Vantage Verify collector/technician or other authorized agent assigned to conduct or supervise the service.
3. **Required or Authorized Observers (Limited Circumstances Only):** Only when explicitly required or permitted by applicable regulations or program rules (e.g., DOT direct observation collections), and only to the extent necessary to complete the collection in compliance with those rules.

No other individuals are permitted in the Testing Area unless an exception in Section IV applies and is approved by Vantage Verify.

III. PROHIBITION OF UNAUTHORIZED THIRD PARTIES / NO OBSERVERS

To maintain strict adherence to chain-of-custody protocols and to protect the Donor's privacy, dignity, and confidentiality, the following individuals are not permitted in the Testing Area during specimen collection or breath testing procedures, and may not act as observers:

- Spouses, partners, family members, or household members.
- Friends, acquaintances, or ride-share drivers.
- Children or dependents (except as specifically allowed under Section IV for minors).
- Coworkers, supervisors, or employer/client personnel (except as allowed under Section VI, and then only outside the Testing Area unless regulations explicitly require otherwise).

- Legal counsel or other representatives (unless required by applicable law for an administrative step, and only outside the Testing Area, provided they do not interfere with collection activities).

IV. EXCEPTIONS AND ACCOMMODATIONS (LIMITED)

Vantage Verify recognizes limited exceptions to this Policy. Any exception must be disclosed as early as possible (preferably at scheduling) and remains subject to Vantage Verify's on-site determination that the Testing Area can remain controlled and compliant:

1. **Minors (Under 18):** A parent or legal guardian must be present to provide consent as required. The parent/guardian may remain nearby; however, the parent/guardian will generally be required to remain outside the immediate specimen collection stall/room or breath testing position, unless the collector determines their presence is necessary for safety or consent and does not compromise collection integrity.
2. **Individuals with Disabilities / Assistance Needs (ADA):** A Donor who requires physical assistance due to a disability may have a support person, aide, or personal attendant present solely for assistance. The support person must comply with collector instructions and may be required to remain outside the immediate collection position or stall to the maximum extent practicable. Vantage Verify may request that assistance be limited to what is necessary to complete the collection safely and with integrity.
3. **Interpreters / Communication Assistance:** If an interpreter is required, Vantage Verify may permit an interpreter who is approved by Vantage Verify. The interpreter's role is limited to communication assistance and must not interfere with specimen collection, handling, or documentation.

V. SITE INTEGRITY, CHAIN-OF-CUSTODY INTEGRITY, AND SAFETY

The Vantage Verify Representative reserves the right to designate a "Restricted Zone" at any on-site or mobile location, including designating a specific Testing Area. Unauthorized persons who refuse to vacate the Restricted Zone may cause the appointment to be paused or terminated.

This Policy exists to protect and document legally defensible collection conditions, including:

- **Chain-of-Custody Integrity:** Maintaining continuous control of specimens, test materials, and documentation; preventing unauthorized access to collection supplies; and reducing the risk of tampering, substitution, dilution, contamination, or mishandling.
- **Confidentiality and Privacy:** Protecting Donor information and testing outcomes from unnecessary disclosure, and maintaining dignity during sensitive procedures.
- **Safety and Order:** Reducing distractions, intimidation, interference, or conflict that may compromise the collection process or create an unsafe environment for the Donor or collector.

Vantage Verify's requirement that only authorized testing personnel and the Donor be present in the Testing Area is a core safeguard to preserve the integrity and reliability of results and related documentation.

VI. EMPLOYER / CLIENT REPRESENTATIVE PRESENCE (DOT VS. NON-DOT) AND UNAUTHORIZED-ARRIVAL PROCEDURE

A. Employer/Client Representative Presence Rules

1. **DOT-Regulated Testing (49 CFR Part 40 and applicable agency rules):**
   Employer representatives, supervisors, safety personnel, or other third parties are not permitted in the Testing Area during specimen collection or breath alcohol testing unless a specific DOT rule requires or permits their involvement for a limited purpose. Vantage Verify will conduct DOT collections in a manner designed to preserve Donor privacy and program integrity. Any required observer (e.g., in a direct observation collection) will be handled strictly in accordance with applicable DOT requirements.
2. **Non-DOT / Company Policy Testing:**
   Unless the client's written testing program specifically requires an employer representative for an administrative step (e.g., identification verification, paperwork acknowledgement, or escorting the Donor to the collection site), employer representatives must remain outside the Testing Area during the actual collection or breath test. If permitted for an administrative step, the representative's presence is limited to that step and must not interfere with collection, documentation, or handling of materials.

B. Procedure if Unauthorized Parties Arrive at the Appointment

If an unauthorized individual arrives with the Donor or attempts to enter or remain in the Testing Area:

1. **Immediate Direction:** The Vantage Verify Representative will clearly identify the Testing Area as restricted and will instruct the unauthorized individual to remain outside the restricted zone (or to leave the area).
2. **Assessment of Exceptions:** The Representative will determine whether an exception under Section IV applies (e.g., minor with parent/guardian, disability-related assistance, approved interpreter). If no exception applies, the individual must remain outside the Testing Area.
3. **Refusal to Comply:** If the unauthorized individual refuses to comply, or the Donor insists on their presence in the Testing Area, Vantage Verify may pause or terminate the appointment to protect chain-of-custody integrity and Donor privacy.
4. **Documentation:** Vantage Verify will document the incident in its records and, where applicable, on custody and control documentation or client reporting notes, consistent with program requirements.

C. Non-Compliance, Cancellation, and Reporting

If a Donor or Client insists on the presence of unauthorized third parties in violation of this Policy, or if unauthorized parties refuse to vacate the restricted zone:

1. The Vantage Verify Representative will issue a formal request for the third party to leave the Testing Area/restricted zone.

2. If the request is not honored, the Representative is authorized to terminate the appointment immediately.
3. The event will be recorded as a "Refusal to Test," "Incomplete Collection," or "Cancelled Due to Policy Violation" as applicable under the governing testing program (DOT or non-DOT), and the Client will be responsible for the full service fee, including any applicable travel or mobile convenience fees.

VII. CONTACT INFORMATION

For questions regarding this Policy or to request a specific accommodation, please contact Vantage Verify management prior to the scheduled appointment time.

Vantage Verify Administration
Email: compliance@vantageverify.org
Website: http://www.vantageverify.org