

ADDITIONAL PROCEDURES

IF SEVERAL TESTS AT ONE TIME THEN SCHEDULE WITH COLLECTION SITE AS WELL AS INTERNAL WORK SCHEDULE

FILL OUT TEST NOTIFICATION FORM

- IF SUSPICION BASED THEN FOLLOW ACTIVITIES OUTLINED IN POLICIES AND POLICRY SUPPLEMENT PRIOR TO AND AFTER TEST NOTIFICATION
- IF SUSPICION BASED AND BOTH TESTS ARE TO BE ADMINISTERED THEN NOTE "IMMEDIATELY" OR "PERFORM FIRST" ALONGSIDE THE ALCOHOL TEST SECTION ON THE FORM

FILL OUT APPROPRIATE AREAS OF THE CHAIN-OF-CUSTODY FORM FOR DRUG TEST (i.e. ACCT NUMBER OF ENTITY AND LABORTARY BOX)

GIVE NOTIFICATION FORM AND, IF APPROPRAITE, THE CHAIN-OF-CUSTODY FORM TO THE OPERATOR AND DIRECT THEM TO IMMEDIATELY PROCEED TO THE COLLECTION/TEST FACILITY NAMED ON THE NOTIFICATION FORM.

IF OPERATOR REFUSES THEN USE THE "REFUSAL FORM" AND TERMINATE THEIR EMPLOYMENT. YOU PROBABLY WANT ANOTHER SUPERVISOR AS A WITNESS TO THE REFUSAL IF THE OPERATOR ALSO REFUSES TO SIGN THE REFUSAL FORM.

INFORM THE COLLECTION/TEST SITE TO RETURN THE NOTIFICATION FORM AND, IF APPROPRIATE, THE BREATH ALCOHO TEST FORM COPY TO YOU VIA CERTIFIED MAIL OR OTHER SECURE PROCESS.

REVIEW ALL INVOICES RELATED TO THE DRUG AND ALCOHOL TESTING IN DETAIL. PLEASE KEEP IN MIND THE RATES FOR A DOT TEST VERSUS A NOT-DOT TEST. WE NEED TO INSURE THAT WE ARE OBTAINING THE CORRECT TYPE OF TESTING FOR COMPLIANCE.