

NOTICE TO INDIVIDUAL AND COLLECTION SITE

I have hereby given notice to \_\_\_\_\_ whose social security number is \_\_\_\_\_ to precede to \_\_\_\_\_ collection site in adherence with our Drug Abuse Policy. The above named individual shall verify their identification to you with acceptable photo identification card such as a drivers license.

Entity:

- \_\_\_\_\_ Campbell County Government
- \_\_\_\_\_ Campbell County Highway Dept
- \_\_\_\_\_ Campbell County Board of Education

Type of Activity:

- \_\_\_\_\_ DOT Alcohol Test
- \_\_\_\_\_ Specimen sample for DOT Drug Test

The above individual was sent from our offices for test at \_\_\_\_\_ (am/pm) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Please indicate below the individual's arrival time at your office for testing.

\_\_\_\_\_ (am/pm) on the day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTE: If there has been a significant delay in the individual's arrival at your site please contact our office immediately for further instructions.

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individuals Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Collection Site Personnel

\_\_\_\_\_  
Date