

# Helpful Information *on the* DRUG TESTING PROCESS

## HOW DOES THE RANDOM PROGRAM WORK?

Your company is placed in a consortium, which is monitored year-round by your Program Administrator.

If you prefer, Occupational Drug Testing will establish your own company random consortium.

Employee selections are pulled once per quarter by a secure computer-generated random selection system.

Once the selection list has been created, Enrollment Letters & Eligible Pool Lists are sent to you, if your company was included in the selection.

## HOW ARE RESULTS REPORTED?

Once a result is received from the lab, any negative results are reviewed by the MRO/MROA & reported electronically, or mailed, to DER on file.

Worksheets are created for every non-negative result and the donor is contacted by the MRO to conduct a phone interview.

Based on the interview, the positive is confirmed, or Rx information is requested to be faxed to the office.

Once received, result is finalized and sent to DER.

The DER is notified by phone for every confirmed positive, and instructed on required steps to follow.

If the donor cannot be reached, steps in the No-Contact Policy will be followed.

## WHAT HAPPENS WITH A POSITIVE RESULT?

When a result is confirmed positive, the Designated Employee Representative is notified immediately.

DOT employees are required to be removed from any safety-sensitive duty, ASAP.

Next, the DER will provide Substance Abuse Professional information to the employee.

The employee must have a full SAP evaluation and a negative Return-to-Duty test result in order to return.

Once the test is completed, the employee is then scheduled for Follow-Up Testing, based on the SAP's recommendations.

It is highly recommended for all Non-DOT employees to be held to the same protocol. These employees are only subject to the company policy.

For Non-DOT employees, the next steps are to be determined by the DER.



800.211.4469  
for answers to any questions

