**STEP-BY-STEP DRUG/ALCOHOL TESTING PROCEDURES**

1. **Gather Drug Testing Materials**
   - Cup
   - Gloves
   - Release Form

2. **Give Donor Testing Instructions**
   - Fill to line
   - Tighten Lid
   - Place Cup Upright in Bag

3. **Review Results**
   - Gloves on
   - Private Place
   - V Ready Indicator
   - V Temp
   - V Validity Test
   - Neg/Pos Results

4. **Record Results**
   - Back of Pre-Empty Authorization Form
   - Witness Signature must be Certified
   - Discard Test Cup
   - Wash Hands

5. **Discuss Results with Donor**
   - Make sure you are in a private setting

**If Positive Results**

State: The Results are indicating positive for (drug). Ask donor Is there a reason why.

- Thank them for their cooperation and state: Due to company policy we cannot continue the employment process.

**If Negative Results**

Communicate Negative Results and thank them for their cooperation. Finish Employee Screening Process.

- Explain they have the option to retest at contracted clinic:
  - Must test today
  - They must pay
  - No guarantee of employment with neg result, if yes,
    - Collect Fee
    - Fill out Clinic Auth
    - Provide donor with directions
Incident/Behavior Reported
- If by witness get statement

Supervisor Completes Incident Documentation Sheet
- Based on factual data proceed with testing

Certified Tester & Supervisor meet w/ Employee
- Follow Supervisor Training Pg 8 & 11
- Complete Clinic Auth & Consent Form

Transport to testing clinic
- Whether positive/negative result set a date and time to have employee return to work to discuss action to be taken.

Transport Employee Home

Employee has a work related accident
- If there are witnesses get statements

Supervisor Completes Accident Forms
- Complete all docs required by Safety Program
- Evaluate cause

Certified Tester & Supervisor meet w/ Employee
- If drug testing, complete Clinic Auth & Consent Form
- Determine if emply wants to seek medical tx

Transport to testing clinic
- If yes, transport to designated clinic, then to drug testing clinic

If yes, transport to designated clinic, then to drug testing clinic

Continued Decline in Performance
Supervisor documents specific performance/behavior concerns on Disciplinary Action Form and recommends drug/alcohol testing.

Reasonable Suspicion Drug/Alcohol Testing

Post-Accident Drug/Alcohol Testing

Crisis Situation:
Get approval from corporate VP or President before testing