STEP-BY-STEP DRUG/ALCOHOL TESTING PROCEDURES

Gather Drug Testing Materials
- Cup
- Gloves
- Release Form

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

Review Results
- Gloves on
- Private Place
- √ Ready Indicator
- √ Temp
- √ Validity Test
- Neg/Pos Results

Record Results
- Back of Pre-Emply Authorization Form
- Witness Signature—must be Certified
- Discard Test Cup
- Wash Hands

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.

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

IF NO
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

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