

The University of Colorado at Boulder

Commercial Drivers License Alcohol and Controlled Substance Testing Program and Procedures

I. Policy Statement

In an effort to prevent the effects of substance abuse in the transportation industry, the Federal Highway Administration (“FHA”) of the United States Department of Transportation (“DOT”) has expanded its current drug and alcohol regulations to cover, among others, employees who perform duties that require a commercial driver’s license. See 49 C.F.R. § 40 *et seq.* and 49 C.F.R. § 382 *et seq.*

The University of Colorado at Boulder (“UCB”) has long recognized that a workforce that is free of the influence of drugs and alcohol is paramount to the health, safety and well-being of the University community and the public. UCB will fully comply with the DOT and the FHA mandate of drug and alcohol testing FOR employees who perform duties that require a commercial drivers license.

II. Distribution of the Policy

All UCB employees who perform duties that require a commercial drivers license (or employees transferred or promoted to such positions) will be provided with a copy of UCB’s Drug and Alcohol Testing Policy (“Policy”) prior to being required to submit to its provisions. This Policy is part of the educational materials provided to covered employees pursuant to the DOT regulations. Upon request, employees may also obtain a copy of the relevant DOT Regulations.

III. Covered Employees Subject to the Policy

Any person who operates a commercial motor vehicle (“CMV”) or who is required by State law to have a commercial driver’s license (“CDL”) to perform his/her job duties, is covered by the DOT drug and alcohol testing regulations as incorporated by this Policy.

This includes, but is not limited to:

- Full-time, regularly employed drivers of CMVs;
- Full-time employees who are intermittent or occasional drivers of CMVs;
- Hourly, casual or temporary drivers of CMVs;
- Students and volunteers who drive CMVs; and
- Leased drivers and independent, owner-operator contractors who are either directly employed by or who are under lease to UCB or who operate a CMV at the direction of, or with the consent of, UCB.

Compliance with the Policy is a requirement of employment for all covered employees.

IV. Definitions

- A. **Alcohol** -- Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
- B. **Alcohol Use** -- Consumption of any beverage, mixture or preparation, including medications containing alcohol.
- C. **Controlled Substance** -- For purposes of this Policy, the terms “drug” and “controlled substance” are interchangeable and have the same meaning. Unless otherwise specified, these terms refer to: marijuana (“THC”), cocaine, opiates, phencyclidine (“PCP”) and/or amphetamines (including methamphetamine).

For additional definitions *See* Appendix I.

V. **Prohibitions Against Alcohol Use**

- A. A driver may not report for duty or stay on duty requiring the performance of safety-sensitive functions under the following circumstances (*See* Appendix I for the definition of “safety-sensitive function.”):
 - 1. With an alcohol concentration of 0.02 or greater;
 - 2. If in possession of alcohol, unless the alcohol is being transported as part of a shipment;
 - 3. If using alcohol; and/or
 - 4. Within four hours of using alcohol (even if contained in a prescribed medication).
- B. A driver who has had an accident may not use alcohol until post-accident testing is done or for a period of eight (8) hours, whichever comes first.
- C. An employee who refuses to be tested will not be permitted to operate a motor vehicle and will be immediately removed from his/her safety-sensitive duties.
- D. Supervisors with knowledge of any of the above activities may not permit the driver to perform a safety-sensitive function.

VI. **Prohibitions Against Controlled Substance Use**

- A. A driver may not report for duty or stay on duty requiring the performance of safety-sensitive functions under the following circumstances:
 - 1. While using any controlled substance (the only exception to this rule is if a physician has prescribed the substance and has advised the driver that it does not interfere with the ability to safely operate a motor vehicle);
 - 2. If the driver has tested positive for a controlled substance; and/or

3. While buying, selling or soliciting to buy or sell a controlled substance.
- B. Supervisors with knowledge of the above acts may not permit the driver to perform a safety-sensitive function.
 - C. A driver shall provide written documentation from her/his physician to her/his appointing authority, or a designated delegee, indicating the use of any controlled substance when the use of the controlled substance has been prescribed by a physician and the physician has advised the driver that the use will not interfere with the driver's ability to safely operate a CMV. Such reporting shall occur immediately after the prescribing of the controlled substance and prior to the driver operating a CMV. The driver shall also inform his/her appointing authority, or a designated delegee, when the prescribed use of the controlled substance has ended.
 - D. An employee who refuses to be tested will not be permitted to operate a motor vehicle and will be immediately removed from his/her safety-sensitive duties.

VII. **Testing Circumstances**

Federal regulations require that UCB conduct the following six types of tests for alcohol and controlled substances.

A. **Pre-Employment Testing**

Drug testing is required before a covered employee can be hired, transferred or promoted into a position performing safety-sensitive functions. Applicants for such positions will be provided written notification of the required drug testing, instructions to follow, and an explanation of the collection procedures prior to testing. Applicants will be required to:

1. Execute a consent and release form(s) for drug testing;
2. Take and pass a drug test;
3. Execute an authorization form for UCB to obtain all of the applicant's test results (including refusals to be tested) from each company for whom the applicant either worked, or took or refused to take a DOT required or permitted drug or alcohol test within the previous two (2) years. A prior positive test result (or refusal to test) may disqualify the applicant from further consideration for the position; and
4. Comply with any other conditions or requirements of which the applicant is advised in connection with the offer of hire or transfer.

The hiring department will notify applicants of test results only upon written request provided by the applicant within sixty (60) days of receiving notification of UCB's hiring decision. Existing employees will be notified only in the event of a positive test.

B. Post-Accident Testing

As soon as practicable following an accident involving a CMV, the covered employee who was performing the safety-sensitive function with respect to the CMV must be tested for alcohol and controlled substances if:

1. There was a death involved;
2. The accident resulted in bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident;
3. The accident involved one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck; and/or
4. The covered employee received a citation for a moving traffic violation arising from the accident.

A covered employee must contact his/her immediate supervisor and/or appointing authority as soon as possible following the accident and remain readily available for testing. Failure to do either will be considered a refusal to submit to testing unless the delay results from a need to arrange for medical attention or to obtain assistance in responding to an accident.

Whenever possible, post-accident alcohol testing shall be done within two (2) hours of the accident. If an alcohol test is not administered within two (2) hours following the accident, the covered driver's supervisor will prepare a report stating the reasons why the test was not timely administered. If an alcohol test is not administered within eight (8) hours following the accident, there will be no further attempts to administer the test, and the covered employee's supervisor will prepare a report stating the reasons why the test was not timely administered.

If a controlled substance test is not administered within thirty-two (32) hours following the accident, there will be no further attempts to administer the test, and the covered employee's supervisor will prepare a report stating the reasons why the test was not timely administered.

Covered employees who submit to a controlled substance or alcohol test at the direction of a law enforcement officer following an accident must contact their supervisor immediately and provide him/her with the name, badge number and telephone number of the officer who conducted the test. Such tests may be substituted for the UCB test which would otherwise be required under this Policy.

C. Random Testing

UCB is required by the DOT regulations to test covered employees at random and without prior notice. Unannounced, random testing will be completed on a certain number of employees each year. The selection of covered drivers will be made by a

scientifically valid method to ensure that each employee has an equal chance of being tested each time selections are made. The random tests will be unannounced and spread reasonably throughout the year. Drivers must report for testing immediately upon being selected. (See Appendix II for information regarding the UCB random testing procedure).

All drivers are considered for random testing each time selections are made. The possibility exists that some drivers may be selected several times for testing and other drivers may not be selected at all. Additionally, some drivers may be required to test for alcohol and controlled substance and some drivers may only test for one. There are different criteria for the random alcohol and controlled substance testing:

1. At least ten percent (10%) of the covered employees will be randomly tested for alcohol per year.
2. At least fifty percent (50%) of the covered employees will be tested for controlled substances per year.

These percentages may be adjusted annually by the federal regulatory agencies.

D. Reasonable Suspicion

Alcohol and controlled substance testing shall be done whenever a supervisor has a reasonable suspicion that a covered employee has violated the prohibitions in Paragraphs V and VI of this Policy.

If reasonable suspicion exists that an employee has violated the prohibitions against alcohol or controlled substance use, the employee's department shall transport the employee for specimen collection. The employee's department shall transport the employee back to work or home after the specimen has been collected.

Reasonable suspicion and the determination to test must be based on:

1. The observations of a supervisor and/or appointing authority who has received training;
2. Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee; and/or
3. Observations made just before, during or just after the performance of safety-sensitive functions.

When the above standards are met, the supervisor must immediately remove the employee from the performance of any safety-sensitive functions and arrange for an alcohol and/or controlled substance test to be administered as soon as possible. The employee may not perform any safety-sensitive functions until the test results are obtained.

A written record shall be made of the observations leading to an alcohol or controlled substance reasonable suspicion test and signed by the supervisor who made the observations within 24 hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier.

If an alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight (8) hours following the reasonable suspicion determination, the supervisor shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

If a supervisor is unable to obtain a reasonable suspicion alcohol test, s/he shall not permit an employee to remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of, or impaired by, alcohol as indicated by behavioral, speech and/or performance indicators of such misuse. In this case, the employee will be permitted to return to work when:

1. An alcohol test shows a concentration of less than 0.02; or
2. Twenty-four (24) hours has elapsed since the reasonable suspicion observations.

E. Return-to-Duty Testing

Return-to-duty testing is required whenever an employee has violated any of the alcohol or controlled substance prohibitions in Paragraphs V and VI (except in Paragraph V.A.1, a return-to-duty test is only required when the alcohol concentration level is 0.04 or greater) and was removed from performing safety-sensitive functions. Before returning to any work assignment requiring the operation of any University vehicle, the employee must complete an alcohol and/or controlled substance test with the following results:

1. An alcohol concentration of less than 0.02; or
2. A verified negative controlled substance test; and
3. Prior written approval from appointing authority

Return-to-duty testing will be specific to whichever prohibited conduct was committed (e.g., an alcohol return-to-duty test would not be conducted if the removal from duty was based on a controlled substance violation).

F. Follow-up Testing

Any driver found to need assistance in resolving problems associated with alcohol misuse and/or controlled substance use, as determined by a substance abuse professional, shall be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests during the first twelve (12) months after returning to

duty. These follow-up tests will be conducted when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions or just after the driver has ceased performing safety-sensitive functions.

VIII. **Administration**

UCB's Department of Human Resources Office of Labor Relations (OLR) will be responsible for administering UCB's alcohol and drug testing program as required by the DOT and this Policy. The OLR is located at 3100 Marine Street, Third Floor, Campus Box 565, Boulder, CO 80309-0565. The OLR telephone number is (303) 492-0956; the OLR fax number is (303) 735-3236.

All testing shall be done in accordance with procedures outlined in the DOT regulations and this Policy. The OLR will ensure the procedures and equipment used are in compliance with the specified regulations.

IX. **Notification**

Before performing an alcohol or controlled substance test, the trained supervisor and/or appointing authority will notify the covered employee who will be tested of the nature of the test and the reasons for it. The notice may be either written or oral.

X. **Record Keeping**

The OLR will maintain the following records in a secure location with controlled access.

A. The following records shall be maintained for five (5) years:

- Alcohol test results of 0.02 or greater concentration;
- Controlled substance test results that are positive;
- Test refusal documentation;
- Calibration documentation (to be maintained at the designated testing location);
- Driver evaluations and referrals; and
- A copy of each annual summary.

B. Records related to the alcohol and controlled substance collection process shall be maintained for two (2) years.

C. Records of negative test results and alcohol test results less than 0.02 shall be maintained for one (1) year.

Each Department with CDL drivers will maintain the following records in a secure location with controlled access.

A. Education and training records for supervisors and drivers who perform CDL functions shall be maintained while they perform CDL functions and for two (2) years beyond the time they cease to perform CDL functions.

XI. Testing Procedures

To protect covered employees and the integrity of the testing processes and to ensure the validity of the test results, the DOT has established stringent regulations to which UCB will adhere. Accordingly, UCB has adopted the following standards and procedures covering: specimen collection processes and the chain-of-custody; initial and confirmation tests; review of test results by a Medical Review Officer (“MRO”); and, reporting and record keeping.

A. Specimen Collection and Chain-of-Custody

For both alcohol and controlled substance testing, standard, DOT-approved custody and control forms will be utilized. Specimen donors will receive a copy of the custody and control form(s) at the time specimens are provided. The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, ensuring the privacy of the specimen donor, and avoiding any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate. Unless it is impracticable for any other individual to perform this function, a direct supervisor of a covered employee shall not serve as the collection site person.

Alcohol: The specimen shall be collected by a breath alcohol technician (“BAT”) trained to proficiency in the operation of an evidential breath testing device (“EBT”) used for the test. Alcohol testing will be done in accordance with 49 C.F.R. Part 40, Subpart C.

Controlled Substance: The collection site person shall have successfully completed training to carry out this function or shall be a licensed medical professional or technician who is provided instruction for collection and certifies completion as required under 49 C.F.R. § 40.23. The split sample method of collection shall be used for all controlled substance testing as follows:

The employee provides at least 45 ml. of a urine specimen; and
The specimen is divided into two bottles with 30 ml. constituting the primary specimen and the remainder the split specimen.

B. Initial and Confirmation Testing

Alcohol: Both initial and confirmation tests for alcohol will utilize an EBT on the Conforming Products List approved by the National Highway Traffic Safety Administration (“NHTSA”). An initial alcohol test with a result of 0.02 or greater will be followed by a confirmation test that provides quantitative data of alcohol concentration.

Controlled Substance: Initial testing will utilize an immunoassay screen to eliminate negative urine specimens from further consideration. An initial lab positive result will be followed by gas chromatography mass spectrometry to ensure reliability of the lab test results prior to review by the MRO.

C. Medical Review of Lab Results

The MRO will review all controlled substance test results which have been confirmed positive by the lab. Prior to reporting such results to UCB, the covered employee will be given an opportunity to discuss the lab results with the MRO and to present any alternative explanations for any positive test results. Medications prescribed for someone else (and medications containing alcohol) will not be considered lawfully used when taken by a covered employee and detected by a test conducted under this Policy.

Covered employees may request the split sample to be tested by a different lab if such a request is made within seventy-two (72) hours of notification by UCB (or by the MRO) of a verified positive test result. Pending the outcome of the retest, the employee shall remain unqualified to work in any safety-sensitive positions at UCB.

The covered employee is required to pay for any retest requested by him/her.

D. Reporting and Confidentiality

The results of all alcohol and controlled substance tests are confidential and will be maintained in a secure location with controlled access. Covered employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or a controlled substance.

UCB is required to provide information about test results (and any refusal to submit to testing) to certain third parties upon written request by the person tested. The covered employee may be required to provide permission for the release of information by UCB under certain circumstances including, but not limited to, an application for employment with another employer. In addition, the covered employee may be required to provide such permission to previous employers for release of such information to UCB.

XII. Refusal to Submit to Testing

An employee who refuses to be tested when required will not be permitted to operate a CMV and will be immediately removed from his/her safety-sensitive duties. Such refusal will be treated as a positive test result.

Refusal to submit to testing includes:

- The failure to provide adequate breath or urine for testing without a valid medical explanation after s/he has received notice of the requirement for testing in accordance with the provisions of this Policy;
- The failure to appear for a test without a deferral;
- The failure to remain available for post-accident testing;
- The failure to sign the alcohol testing form; and/or
- Engaging in conduct that clearly obstructs the testing process.

XIII. Consequences of Violating This Policy

A. Testing 0.04 or Greater for Alcohol or Receiving a Positive Test Result for Controlled Substances

Covered employees who violate this Policy by testing 0.04 or greater for alcohol or having a positive test for controlled substances are **subject to disciplinary actions up to and including termination of employment with UCB**. At a minimum, such employees:

1. Will be immediately suspended from any safety-sensitive positions with UCB;
2. Must be evaluated by a substance abuse professional who will determine what assistance (if any) the employee needs in resolving problems associated with alcohol misuse and controlled substance use;
3. Must comply with all recommendations or requirements of the substance abuse professional;
4. Must pass a return-to-duty testing for alcohol and/or controlled substance; and
5. May be subject to unannounced follow-up testing for alcohol and/or drugs for a period of up to five (5) years following the return-to-duty.

Employees who violate this Policy will be considered ineligible for hire or transfer to a safety-sensitive position with UCB unless they have (in addition to meeting any other University requirements) satisfied the requirements (2-5) above.

B. An Alcohol Concentration of 0.02 - 0.04

If the violation is limited to an alcohol concentration of 0.02 - 0.04, the employee will not be permitted to perform any safety-sensitive function for UCB until testing below 0.02 or until the start of the employee's next regular shift, but not less than twenty-four (24) hours following a result between 0.02 - 0.04.

XIV. The Effects of Alcohol and Controlled Substance Use

UCB will provide information to its CDL drivers regarding the effects of alcohol and controlled substance use on health, work and personal life, signs and symptoms of an alcohol or a controlled substance problem, available methods of intervening when an alcohol or a controlled substance problem is suspected, and referral to employee assistance resources available to the employee and/or his/her dependent.

XV. Certificate of Receipt

Each covered employee is required to sign a certificate of receipt certifying that s/he has received a copy of the materials described in the Policy. The employee should only sign for materials, information or training that s/he received. Failure or refusal to sign the certificate or receipt is grounds for disciplinary action up to and including termination of employment.

XVI. Cost

The cost for the specimen collection will be submitted to the OLR. The OLR will then charge the affected department for this cost.

XVII. Training

All individuals who supervise CDL drivers are required to receive at least 60 minutes of training on alcohol misuse and 60 minutes of training on controlled substance use. Recurrent supervisory training is recommended every five years, but is not required. The supervisor's department will ensure that training for all supervisors is conducted. This training must comply with federal DOT standards for Controlled Substance Abuse and Alcohol misuse training.

XVI. Non-discrimination

Harassment, discrimination and retaliation are prohibited. Employees subject to testing will be treated fairly and with respect and dignity.

Nothing in this Policy shall be construed to diminish the rights accorded to individuals under the Americans with Disabilities Act (42 U.S.C.S. 12101 *et seq.*) and the Family and Medical Leave Act (29 U.S.C.S. 2601 *et seq.*).

APPENDIX I

DEFINITIONS

Whenever used in this Policy, the following terms have the meanings set forth below, unless otherwise provided. These definitions are consistent with 49 C.F.R. Part 40 *et seq.* and 49 C.F.R. Part 382 *et seq.*

1. **Alcohol Concentration (or Content)** -- Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.
2. **Breath Alcohol Technician (“BAT”)** -- An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (“EBT”) device.
3. **Collection Container** -- A container into which the employee urinates to provide a sample for a controlled substance test.
4. **Collection Site** -- A place designated by UCB where individuals present themselves to provide a urine specimen to be analyzed for the presence of controlled substances.
5. **Collection Site Person** -- A person who instructs and assists individuals at a collection site and who receives and makes a screening examination of the urine specimen provided by those individuals.
6. **Commercial Motor Vehicle (“CMV”)** -- A motor vehicle or combination of motor vehicles, used in commerce to transport passengers or property, if the motor vehicle:
 - Has a gross combination weight rating of 26,001 pounds or more, including a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
 - Has a gross vehicle weight rating of 26,001 pounds or more;
 - Is designed to transport 16 or more passengers (including the driver); or
 - Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 C.F.R. Part 172, Subpart F).
7. **Confirmation Test** -- *In alcohol testing:* a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. *In controlled substance testing:* a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.
8. **Covered Employee** -- Drivers listed in section III of this Policy.
9. **Drug**-- See “Controlled Substance”, section IV(C) of this Policy.
10. **Employee Assistance Program (“EAP”)** --A program which provides training and/or information for drivers (with a commercial drivers license), supervisors and management on

controlled substance and alcohol. Additionally, the program provides information to covered employees of the resources available to evaluate and resolve problems associated with alcohol misuse and drug use. This program **does not** include counseling on substance abuse by certified personnel. Any counseling required in addition to the MRO and/or Substance Abuse Professional evaluations shall be accomplished as deemed necessary by the MRO and/or the Substance Abuse Professional on a referral basis to licensed/certified professionals.

11. **Evidential Breath Testing (“EBT”) Device** -- A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration ("NHTSA") and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" ("CPL").
12. **Medical Review Officer (“MRO”)** -- A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by UCB's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test, medical history and other relevant, biomedical information.
13. **Safety-Sensitive Function** -- A driver is considered to be performing a safety-sensitive function when he or she is actually operating a CMV, is immediately available for this activity (i.e., on-call), or is performing a related function as follows:
 - All time at a plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by UCB;
 - All time inspecting equipment or otherwise inspecting, servicing or conditioning any CMV at any time;
 - All driving time, meaning all time spent at the driving controls of a CMV in operation;
 - All time, other than driving time, in or upon any CMV;
 - All time loading or unloading a CMV, supervising, or assisting in the loading or unloading, attending a CMV being loaded or unloaded, remaining in readiness to operate the CMV, or in giving or receiving receipts for shipments loaded or unloaded or other documents;
 - All time repairing, obtaining assistance, or remaining in attendance upon a disabled CMV; and/or
 - All time spent providing a breath sample or urine specimen, including travel time to and from the collection site in order to comply with this Policy as required by 49 C.F.R. Parts 382 or 391, Subpart H.
14. **Screening Test (Initial Test)** -- *In alcohol testing:* a procedure to determine if a driver has a prohibited concentration of alcohol in his/her system. *In controlled substance testing:* a procedure to eliminate negative urine specimens from further consideration.
15. **Substance Abuse** -- Refers to patterns of alcohol and controlled substance use that result in health consequences or impairment in social, psychological and occupational functioning.
16. **Substance Abuse Professional** -- A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience

in the diagnosis and treatment of alcohol and controlled substance-related disorders.

APPENDIX II

Procedures for Implementing Random Alcohol and Controlled Substance Testing for Commercial Drivers License (CDL) Holders for the University of Colorado at Boulder (UCB)

- Step 1: Each quarter, the Director of Transportation Services will send the Office of Labor Relations (OLR) the current list of all Boulder CDL holders via email. After the OLR receives this list, the OLR will randomly select the month and day within the quarter that the random selection of CDL names will be selected for testing. On the randomly selected date, the OLR will randomly select the required number of employees who will be tested for alcohol and controlled substances.
- Step 2: The OLR will send the list of names and the type of test required to the appropriate appointing authority and the appointing authority's designee via email. The OLR will also email the testing form used by Concentra and the after hour testing procedures to the appointing authority and designee.
- Step 3: The appointing authority will fill out the Concentra form with the employee's name and indicate the type of test the employee must receive. The appointing authority will give the Concentra form (or the after hours procedures) to the employee and require the employee to immediately go to the designated testing center for testing.
- Step 4: The tested employee will obtain a document from Concentra (or the after hours testing center) confirming that s/he was tested and give it to the appointing authority immediately after taking the test.
- Step 5: The appointing authority will send an email back to the OLR at the end of the day confirming that the randomly selected employees completed their tests.
- Step 6: Concentra or the after hours testing center will send the test results to the OLR. The OLR will contact the appointing authority if the employee tested positive.