DRUG FREE WORKPLACE PROGRAM & TESTING SET UP FORM

Client Name:_____

Address:_____
_____

Results: Primary Contact _____
Telephone:_____
Email:_____

Secondary Contact _____
Telephone:_____
Email: _____

Additional Addresses to set up for testing:_____
_____
_____
_____

All drug screens are 5 panel tests – Marijuana, Cocaine, Opiates, Phencyclidine (PCP), Amphetamines, unless otherwise requested.

1. Will this program be new to your company & require a 60 day notice or is this a program update or expansion of testing situations (adding reasonable suspicion, random testing, etc)?
   ☐ New Program ☐ Updated Program

2. If you have an existing policy & would like to have it reviewed for compliance with current laws & procedures check here & provide a copy of the policy & sign off paperwork.☐

3. Number of drug testing forms to be ordered per location:_____

4. Do you have a lab preference or do you want to use the closest available?
   ☐ MedTox ☐ Closest available ☐ Quest ☐ Labcorp

5. Will you be conducting random drug testing? ☐ Yes ☐ No
   If Yes, How often? ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually
   Number of employees ____ or percentage ____ of employees to be chosen

6. Does your company need a State of Florida Drug Free Workplace Program eligible for the 5% Workers' comp discount: ☐ Yes ☐ No (Note: Please see additional information for the State of Florida requirements.) If Yes, are you located in any other states that you will need to comply with their individual State laws: ☐Yes ☐ No
   If Yes, please list additional States:_____

7. For Companies located outside the State of Florida: Does your company need to comply with your individual State Drug Free Workplace Program or Act? ☐ Yes ☐ No If Yes, are you located in any other states that you will need to comply with their individual State Laws:
   ☐ Yes ☐ No If Yes, please list additional States:_____

8. Must your company also perform testing under Federal DOT guidelines? ☐ Yes ☐ No (An outline of DOT testing guidelines & testing requirements is listed below.)

9. Does your company need The Federal DOT Drug Free Workplace Program for CDL drivers? ☐ Yes ☐ No (50% of Drivers must be tested annually, can be pooled with other companies or can be maintained within one company)

The Federal DOT requires CDL drivers of company vehicles that fall into any of the following categories to be subject to the DOT program:

- Any driver that operates a vehicle that transports 16 passengers, including the driver.
- Any driver who operates a vehicle with a gross vehicle weight of 26,001 lb. or more. (including tow vehicles with a gross combination weight)
- Any driver who operates a vehicle that transports hazardous materials under FMCSA's Hazardous Materials regulations.

If you must meet DOT guidelines under these definitions, your company must put in place the DOT Drug Free Workplace program. This will include random drug & alcohol testing on the CDL drivers who operate the vehicles or are on call operate the vehicles.

Disciplinary action options for employees that test positive:
(One option must be checked because it will affect the policy)
☐ Zero tolerance or immediate termination with no rehire

☐ Second Chance, Fire/Rehire- Employee is terminated but the company has an option to rehire, only if you want to rehire. Once the former employee goes for counseling, at their own expense, the person can apply for rehire. If the company decides to rehire, the person must pass a drug test to be rehired & will be subject to random follow up testing at the company discretion for 2 years. **This option will give your company the most control**.

☐ Suspension- The same as #2 but instead of terminating all employees who test positive they are suspended, without pay until they complete counseling & are able to pass a test to be reinstated. If you choose this option, you must do it for all employees that test positive.

NOTE: No matter which option you choose, any employee who adulterates or tampers with a specimen or refuses to test will be terminated without rehire.

COMPLETE AND RETURN TO HRSusan@EmployersResourcesPlus.com
For questions, please call Human Resources at 941-321-6928