

## Common Questions about Drug Testing



### WHY SHOULD I BOTHER WITH THIS?

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#### **A drug-free workplace will reduce the impact of substance abuse at your business:**

- Increases productivity
- Decreases turnover
- Decreases health care costs
- Decreases workplace violence
- Decreases accidents
- Decreases absenteeism
- Decreases employee theft
- Increases employee morale
- Increase profits

#### **A drug-free workplace program reduces workers' compensation costs:**

- Fewer accidents
- Fewer lost workdays
- Lower claims
- Fewer fraudulent or exaggerated claims
- Heightens managers', supervisors' and employees' safety awareness
- Some insurance programs offer a discount for putting in a comprehensive program

### HOW CAN *DRUG FREE BUSINESS* HELP ME?

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#### **Drug Free Business' membership package contains everything you need**

- It includes policy, procedures, forms, and sample letters
- Follow the step-by-step instructions
- Free policy and procedures templates
- Free consultation if customized policy needed
- DOT Policy package includes Department of Transportation (DOT) mandated rules, which are needed if you employ anyone required to possess a Commercial Driver's License (CDL). Call Drug Free Business to set up your random selection pool and to receive supplemental material.

#### **Employee Assistance Program (EAP) Consortium**

- **Drug Free Business** provides you with a full-service, broad-brush professional EAP through **Fully Effective Employees**, with over 35 years' experience serving companies nationwide.
- Unlimited use at no cost to employees and families; 24 hour access from anywhere in U.S. through their 1-800 numbers.
- Rapid intervention helps solve problems quickly and inexpensively before they become overwhelming.
- Unlimited consultation for supervisors and managers. We train supervisors to recognize and resolve job performance problems. Since a majority of job problems are caused by alcohol and drug issues, this is an effective tool in early resolution.
- Critical incident debriefings and other services are included.
- Call for more information on how the *Drug Free Business Employee Assistance Program Consortium* works.

#### **Supervisors Training and Employee Education**

- Supervisors training and employee orientation programs are furnished by Drug Free Business and Fully Effective Employees.

- The Department of Transportation mandates an additional two hours training for supervisors of commercial drivers (CDL). These sessions are held quarterly by Drug Free Business.
- Online commercial driver training
- Training for Designated Employer Representatives (DER)
- Customized training programs on request

## **Drug and Alcohol Testing**

- Pre-employment\*
  - Post-accident\*
  - Return-to-work and follow-up
  - Reasonable suspicion\*
  - Random
  - Other programs to fit your specific needs.
  - One-time baseline test of all employees
- \* Recommended for all companies

## **Drug and Alcohol Testing Services are provided at the lowest possible cost through Drug Free Business**

- All drug testing packages includes collection, shipping, laboratory analysis, Medical Review Officer (MRO) services and reporting
- Department of Transportation (DOT) drug testing package includes collection, laboratory analysis, MRO services and all required DOT reports including assistance with audits
- Random selection service at no additional charge
- Convenient collection sites (7,000 nationally), and 24 hour sites for emergency post-accident and reasonable suspicion testing
- On-site collection service is also available in most areas
- SAMHSA certified laboratories through LabCorp, Quest, Legacy MetroLab, Sterling, and Pathology Associates Medical Labs (PAML)
- Medical Review Officer (MRO) services included in the price of all drug tests
- Secure and confidential online reporting and record keeping
- Overnight results for most testing
- Alcohol testing (EBT) or Alcohol Screening (ASD) is also available at most collection sites
- Call for the location of the closest collection site and pricing details

## **Ongoing Consulting Services**

- We realize that you may need additional help in setting up your program or dealing with unusual situations. We are always available to help with recommendations.
- Use Drug Free Business as a resource and consultant throughout your implementation process and after your program is in place

## **Optional Background Checking Services**

- With Drug Free Business, you get direct access to all consumer and commercial credit bureaus, public records, criminal records, sub-prime reports and verification products.
- This service is fully compliant with federal Fair Credit Reporting Act (FCRA) regulations. You can now receive the same background reports at about one fourth the price that others charge. Call us for more information and pricing or visit: [http://www.drugfreebusiness.org/background\\_screening](http://www.drugfreebusiness.org/background_screening)

## **HOW TO GET MORE INFORMATION AND START YOUR PROGRAM**

- Call Drug Free Business, 425-488-9755 if you have any questions or need additional help.
- Visit <http://www.drugfreebusiness.org>

## TIMELINE FOR IMPLEMENTATION

- ❑ Step 1 Review the material furnished to you by DFB. Make a management commitment to have a drug-free workplace.
- ❑ Step 2 Begin developing your policy/procedures using samples provided. Consult with **Drug Free Business** for recommendations.
- Step 3 Notify your employees that a policy is in development.  
If applicable, collectively bargain with your union representatives or employee association regarding your drug prevention policy and drug testing. Request their cooperation and support. Drug testing is a mandatory subject of collective bargaining if you have a union contract.
- ❑ Step 4 Call us (425-488-9755) to initiate Drug Testing Services and optional Employee Assistance Program (EAP) Consortium services through **Drug Free Business**.  
Drug Free Business Drug Testing Services
  - You will receive a letter from Drug Free Business within a few days to designate a drug/alcohol testing collection site(s) convenient to your location.
  - If you choose, or are required to do random testing, Drug Free Business will set up a random selection service at this time. Drug Free Business will send you a supply of *Drug Testing Custody and Control Forms* (requisition forms) with your company name and account number pre-printed.
  - You should visit the collection site(s) to be familiar with procedures, operating hours, location, etc.
  - You are billed by **Drug Free Business** only for drug/alcohol tests performedDrug Free Business Employee Assistance Program Consortium optional (Fully Effective Employees)
  - You will receive an annual invoice from Fully Effective Employees for EAP services.
  - Free Supervisors' Training sessions and Employee Orientation sessions are available as web-based training. Certificates are issued on completion. On-site supervisors training may be scheduled for an additional fee, call Drug Free Business for details.
  - A representative from Fully Effective Employees will contact you to set up set up your EAP account. Employees will receive wallet cards with 1-800 number, brochures, information on substance abuse and how to access services, etc.
- ❑ Step 5 Finalize your written policy.  
Some of your employees may be subject to the Department of Transportation mandated drug and alcohol testing regulations, e.g. commercial drivers. Please contact Drug Free Business for a special attachment to the company policy and/or additional assistance.  
If you have multiple-state locations contact **Drug Free Business** for a review of the various state laws in these locations. There should be no problems in the majority of the states, but we may have to modify your policy in a few states for you to be in compliance.  
Because substance abuse prevention and drug/alcohol testing programs involve the risk of legal liability when conducted improperly or in violation of laws, employers are advised to consult with legal counsel as necessary and appropriate.

- ❑ Step 6 Notify your employees of the implementation of your Drug-Free Workplace Program. Deliver notification letter (with policy and procedure attached) to each employee. We will furnish templates.  
  
Obtain signed receipt (attached to last page of policy/procedures; see example) for policy/procedures from each employee and applicant. Retain these receipts in personnel files.  
  
Publicize your program through newsletters, posters, paycheck inserts, etc. Post "We are a Drug-Free Workplace ... drug testing is a condition of employment." signs.
- ❑ Step 7 Start pre-employment drug testing of applicants, after offer of employment is made.
- ❑ Step 8 Test current employees per policy. If your current employees were previously not subject to drug testing, allow 30-60 days after notification before testing any current employees.
- ❑ Step 9 **Drug Free Business** remains available for your entire program needs. Use us as a resource and consultant throughout your implementation process and after your program is in place.

Notes:

## **Finally a Single, Affordable Solution for All Your Drug Testing Needs!**

### **What is Drug Free Business?**

*Drug Free Business* is a non-profit 501(c)(3) corporation and third party administrator that has been assisting employers in developing and maintaining affordable drug-free workplace programs since 1988.

### **How can Drug Free Business help my company?**

*Drug Free Business* can assist your company with all its drug-free workplace/Department of Transportation (DOT) compliance needs:

### **Our comprehensive program includes:**

Sample drug-free workplace policies, DOT policies, and policy development assistance

### **DOT and non-DOT drug and alcohol testing**

- **Drug Free Business offers an affordable, comprehensive drug screen package that includes:**
  - specimen collection by trained, certified collectors
  - SAMHSA laboratory analysis – five certified laboratory networks to choose from
  - GC/MS Confirmation
  - test result review by our in-house Medical Review Officers
  - online secure web-based reporting
  - free random selection services – unlimited number of pools
  - as a member your company will have access to over 7,000 collection sites nationwide, with free setup anywhere in the U.S. – yes, you can continue to use your existing sites
  - Overnight test result reporting in most locations
- **DOT Compliance program:**
  - Random selection services – manage your random pool online 24/7
  - Periodic DOT audit reports to keep your company up to date on its compliance status.
  - Assistance in preparing for DOT audits.
  - Mandated DOT Supervisor Training -free
  - Referrals to *Substance Abuse Professionals* (SAPs).
  - Random testing consortium pool for owner-operators.
  - We submit required quality control specimens for you – no extra charge
- **Consolidation of all your drug/alcohol testing bills into one monthly itemized statement**
  - Or if you wish, we can itemize by regions, branches, locations, etc.
- **Certified optional *Employee Assistance Program* consortium**
- **Unlimited consulting**

### **Must a company be in the NW to take advantage of Drug Free Business?**

Absolutely not! Any company, regardless of location, can become a member of *Drug Free Business* and have access to our affordable drug testing and EAP programs! With over 7,000 specimen collection sites nationwide, there is a laboratory and collection sites near you.

## ***HOW much does Drug Free Business Cost?***

Membership costs only \$150 a year for your entire company – no matter how many subsidiaries or locations. This gives your company access to all of our member services, and includes free training, sample policies, DOT/non-DOT random selection services, as well as unlimited consulting.

Optional drug testing and EAP services are offered on a fee-for-service basis. You are only charged for the drug/alcohol testing that are performed. Each drug tests cost only \$41 per test (\$45 DOT) which includes collection site fees, shipping, SAMHSA Certified Lab analysis, MRO and reporting.

## ***How can my company become a member?***

It's easy! Just fill out and send in the enclosed membership application, or call us at **1-800-598-3437**.

Upon receipt of your application, *Drug Free Business* will send you everything you need to get started, and contact you to setup your program!

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## **About Drug Free Business:**

Drug Free Business is a non-profit 501(c)(3) corporation formed in 1988 to assist employers, regardless of size, start and maintain effective drug-free workplace programs. This results in a safe workplace, increased productivity, lower benefit costs and improved profits as a result of the elimination of substance abuse in the workplace.



We provide third-party administration of drug testing of corporate and small to medium business drug testing programs. We have over 3,000 member companies nationwide. Many employer associations recommend us to their members for assistance in starting drug-free workplace programs. Over 6,000 employers have attended one or more of our workshops on creating drug-free workplaces.

We are one of only three *Certified Third-Party Administrators* by the Substance Abuse Program Administrators Association (SAPAA). We have approximately 15 professional employees and our managers are C-SAP certified by SAPAA and/or the Medical Review Officer Certification Council.

Drug Free Business provides a company with everything it needs to achieve a comprehensive drug-free workplace program, and/or comply with Department of Transportation (DOT) mandated testing regulations, including; substance abuse policy development, supervisor training, drug and alcohol testing, random selection services, and employee assistant programs (EAP's). We administer nationwide corporate accounts also.

## **Mission Statement:**

To help employers, regardless of size, establish and maintain drug-free workplaces for the benefit of their owners, employees, families, and the communities where they do business.

**Professional Associations:** *Drug Free Business* is an active participant in these professional associations...

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