

# *Random Testing*

*Sound Transit Drug Free Card Program*

*May 19, 2020*

# *Random Testing – Roster Maintenance*

- Contractor DERs must keep their roster of employees (including subcontractors) up-to-date via the DFC website.
- At least once a month each Contractor must verify that their employee roster is accurate.
- Hiring/Terminating employees real time from your roster will make it easier to verify the accuracy each month.

# *Random Testing – Selections*

- The Drug Free Card Administrator will run Random test selections on the first of each month.
- The annual number of selections will equal at least 50% of the total number of workers registered in the Drug-Free Card Program.
- DERs will be notified of Random selections via email and can view selected employees on the DFC website.

# *Random Testing – Scheduling*

- Contractors must schedule Random tests with the Testing Administrator – Pacific Pro Testing: 425-344-9319
- Employees who are working must be tested within 60 days of selection or must be removed from work with pay until tested.
- Employees in the “Unemployed Pool” (not working) must be tested and results returned “Eligible” before hiring.

# *Random Testing – Completing Testing*

- Employees must not be notified that they have been selected until the time they are being instructed to report for Random testing.
- If a selected employee no longer works at your site, terminate them from your roster.

SOUND TRANSIT  
Drug-Free Card Program  
Revised 4-1-2020



Revision: April 1, 2020

Administrative  
Guide

# Review Documents

## Drug Free Card Website

- Labor Compliance Manual SAPP
- DFC Administrative Guide

[www.drugfreebusiness.org/sound-transit.html](http://www.drugfreebusiness.org/sound-transit.html)

*Thank you.*



 [soundtransit.org](https://www.soundtransit.org)

