SOUNDTRANSIT

Drug Free Card Program Split Specimen Testing Request

The split specimen from all positive and substituted drug test samples remain sealed, frozen and maintained by the laboratory. An employee may request, within 15 days of being notified of a positive or substituted test result, that the Medical Review Officer arrange to have the split specimen from the original sample be tested (at the employee's expense). The cost of split specimen testing for a positive result is $150.00 per drug metabolite and the cost for a substituted result is $150.00. Before split specimen testing will be authorized, the employee must complete the following process:

1. Contact Sound Transit Labor Compliance via email (DrugFreeCard@SoundTransit.org) within 15 days of being notified of your test result to request the testing of your split specimen. Include your full legal name as it appears on your drug test, the date of your test, the reason for the test, and the Sound Transit project site at which the test occurred. Sound Transit Labor Compliance will email you back to confirm the total cost of the testing of your split specimen and the project account code.

2. After you receive confirmation of the total cost of the split specimen testing and project account code from Sound Transit Labor Compliance, obtain a money order or cashier's check in the amount confirmed and write the project account code on the memo line.

3. Complete the section below and include this document in the envelope with the money order/cashier's check and mail (using certified mail is recommended) to:

   Sound Transit
   Attn: Lockbox/Treasury
   401 S Jackson Street
   Seattle, WA 98104-2826

4. Once Sound Transit has received the money order/cashier's check the testing of the split specimen will be authorized. Results from the split specimen will be reported to the Prime Contractor for the project site at which the test occurred.

Attention Treasury: Notify DrugFreeCard@SoundTransit.org upon receipt of the money order/cashier's check.

Employee Name: _____

Contact Phone: _____

Contact Email: _____

Project Account Code: _____