



Construction Data Services

An International On-Site Drug Testing, Safety and Medical Management Company

THE PIPE FITTING COUNCIL OF GREATER CHICAGO

SUBSTANCE ABUSE TESTING AND TREATMENT POLICY

PROCEDURES MANUAL

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**SUBSTANCE ABUSE TESTING PROGRAM
PROCEDURES MANUAL**

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EMPLOYER INSTRUCTIONS

The following forms need to be completed by the Employer and returned to CDS by fax or e-mail prior to testing employees:

EMPLOYER REGISTRATION

EXHIBIT B

COMMUNICATOR AUTHORIZATION AND SETUP

EXHIBIT C

Each signatory employer at the time of registration in the Program shall be required to designate at a minimum, one primary and one alternate Communicator. CDS will assign each Communicator with a private, secure access code and the password will be provided by the Communicator at the time of registration. The Communicators will be the only persons allowed to request or receive testing information either from CDS or the CDS Substance Abuse Testing Information System (SATIS) database.

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SPECIMEN COLLECTIONS AND MRO PROCEDURES

I. SPECIMEN COLLECTIONS

Certified Collection Specialists and Breath Alcohol Technicians will collect all urine and breath samples, utilizing federally established Substance Abuse & Mental Health Services Administration (SAMHSA) procedures to insure both proper chain of custody protocols and employee confidentiality are maintained. All samples will be collected with concern for preserving each employee's right to personal privacy, dignity, and confidentiality.

Clinical Collections: CDS has made arrangements with clinical collection sites in the geographical area of the Program for drug and alcohol testing of employees.

1. To obtain a list of collection sites where your employees can be tested, login to the CDS website at www.cdsonsite.com and select "**Approved Collection Sites**" from the main menu. This menu item allows Communicators to locate a Collection Site throughout the United States and Internationally from our list of more than 15,000 sites by clinic name, city, state and/or zip code and whether a drug and/or alcohol test collection is available.

Upon entering the required information and selecting "**Search,**" a list of collection sites by name and address will appear. To obtain the phone number, hours of operation, testing type and directions to the site, click on the applicable collection site name. To obtain directions to the collection site, select "**Map**" and the Communicator will be redirected to Google Map for entering the starting address. The majority of these locations are open from 8:00 am - 5:00 pm and some are open on weekends.

Communicators can also obtain Quest Diagnostics sites by selecting "**Find a Quest Diagnostics Location.**"

Communicators, who have a preference for a clinical collection site that is not already included on the list, should contact CDS to request that the collection facility be added to the list.

2. When sending an employee to a clinical location for testing, the Communicator must follow these steps:
 - a. **EMPLOYEE NOTICE OF POLICY, CONSENT AND RELEASE (See Exhibit A)**
The employee needs to complete the Employee Notice of Policy Consent and Release Form (EXHIBIT A). The Communicator should fax the completed form with the Substance Testing Acknowledgement Form (Exhibit G) to CDS at **866-645-6767**.
 - b. **SUBSTANCE TESTING ACKNOWLEDGEMENT FORM (See Exhibit G)**
The Communicator should fill in the Employer's Name, Date and Time the employee was notified to provide a substance test and have the employee sign and print their name on the Substance Testing Acknowledgement Form (Exhibit G).

The Communicator should instruct the employee to return the completed copy of the chain-of-custody form provided to him/her by the collection site when the drug test was performed as verification that the test was completed within the 24 hour time period.

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c. LIST OF COLLECTION SITES

Provide the employee with a list of collection sites to provide a substance test. The list of collection sites can be obtained from the CDS website at www.cdsonsite.com as explained above.

d. QUEST DIAGNOSTICS “DRUG TESTING CUSTODY AND CONTROL” FORM

This form is provided by CDS to Communicators for drug testing their employees. This is the actual chain of custody form that the laboratory requires in order to perform the test and will be required when the employee reports for testing at a clinical location. **These are the only testing requisition forms allowed under this Program.**

Do not complete any portion of the chain-of-custody form or separate it in any way. The collection site will complete the required sections of the form at the time of the test. This form must be sent with the employee to be tested. The clinical collection facility will not be able to conduct the drug test without this form.

e. PHOTO IDENTIFICATION

The employee being sent for testing must present some form of photo identification to the clinic collection technician when reporting for testing (i.e. Credit / Debit Card, Drivers License, State ID Card, School ID, etc.). **The clinic will not conduct the test unless the employee has a photo ID. However, in the rare event an individual does not possess a photo ID, his/her supervisor may report to the collection facility to verify the identity of the individual to be tested.**

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II. MEDICAL REVIEW OFFICER (MRO)

One of the responsibilities of a Communicator is to notify the employee to contact the MRO when their test result is reported as non-negative to CDS by the testing laboratory. CDS will contact the employee's Communicator immediately upon receipt of the non-negative test result from the laboratory.

All samples reported as non-negative by the laboratory will be referred to the CDS Medical Review Officer (MRO) for evaluation and interpretation. The MRO is a licensed physician, certified by the American Association of Medical Review Officers, who has knowledge of substance abuse disorders and has received the appropriate medical training to interpret and evaluate an employee's non-negative test result as it relates to the employee's medical history and any other biomedical condition. Employees who receive a non-negative test result will be provided the opportunity to discuss the reason for the non-negative test result with the MRO.

Upon the MRO's receipt of a non-negative test result from the laboratory, CDS will contact the designated employer Communicator. The Communicator will then notify the employee to contact the MRO as soon as possible. Employees who fail to contact the MRO within two (2) business days of being notified by the Communicator will be reported as a "non-contact positive," and the employee will be reclassified to a Non-Compliant Status.

During the conversation with the employee, the MRO will discuss any recent hospitalization, medical treatment and prescription medication the employee may be taking.

If the non-negative result is due to a legitimate prescription, and the MRO is able to verify such, the employee's test result will be ruled as negative. If the non-negative result is due to an illegal or unauthorized substance, the MRO will confirm the employee's test as positive and will advise the individual to contact their Health and Welfare Benefit Fund to initiate the Reinstatement process. In addition to the referral, the MRO will explain the employee's right to have their original sample re-tested by another SAMHSA certified laboratory of the individual's choice.

Retest: Individuals testing positive shall have the right to request that their ORIGINAL SAMPLE be retested by a SAMHSA certified laboratory of their choice. The request must be postmarked to the MRO within two (2) business days of the notification of a Confirmed Positive Test. The individual requesting the retest shall pay the initial cost for a retest in advance to the MRO. In the unlikely event that said retest should be reversed to a negative result, the individual shall be reimbursed for the cost of the test, lost salaries and benefits and reinstated to an Compliant Status.

After the employee has concluded their conversation with the MRO, the individual should be instructed by their Communicator to wait for the MRO's ruling. In most cases, CDS will be able to notify the Communicator of the MRO's ruling within an hour.

If the employee's drug test is confirmed and ruled as positive by the MRO, the Communicator will then provide the employee with a copy of the **Reinstatement**

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Procedures (See Exhibit F). The employee should complete the bottom portion of the form, which acknowledges their understanding of the Reinstatement procedures. The Communicator should give a copy of the completed form to the employee for procedural/contact reference, and then fax the completed form to CDS as soon as possible.

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CDS WEBSITE SUBSTANCE ABUSE TESTING INFORMATION SYSTEM (SATIS)

I. Employer Communicators

The Communicator logs into the CDS website at www.cdsonsite.com using their secure access code, which was provided by CDS and the password the Communicator provided on their registration form. The system will welcome the Communicator and redirect them to the following main menu of SATIS:



A description of each main menu item is as follows:

A. COMMUNICATOR UPDATE

This menu item provides a description of new enhancements that have been added to SATIS along with the date of the most recent enhancements.

B. MY PROFILE

1. This menu item allows the Communicator to change their password and e-mail address to help keep CDS' records as current as possible. Select "**My Profile**" and the Communicator will be redirected to the following page:

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2. Select **“Update Information”** and the Communicator will be redirected to the following page allowing you to enter the necessary changes. When finished, select **“Submit.”**



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C. TRAINING PRODUCTS AND DOCUMENTS

This menu item provides the following:

1. Policy, Procedures Manual and Exhibits

This feature allows the Communicator to obtain the Program Policy and related documents in PDF format along with the date the documents were last revised. The Communicator has the option to open these documents on-line to view them or to print them individually.

2. Frequently Asked Questions

Provides answers to Frequently Asked Questions pertaining to substance abuse testing. This document is also in PDF format and is also available for printing.

3. Reasonable Suspicion Training Demo

This demo provides excerpts of the CDS produced training video, "***Reasonable Suspicion Training – Supervisory Training for the Signs and Symptoms of Substance Abuse.***"

4. Training Products Order Form

Provides an order form in PDF format for Communicators to complete for purchase of the ***Reasonable Suspicion Testing – Supervisory Training for the Signs and Symptoms of Substance Abuse*** video and ***Communicator Training***, which are both available by DVD. ***Communicator Training*** is also available on-line free of charge.

D. RANDOM SELECTIONS

Communicators shall have five (5) business days to make arrangements to have their randomly selected employees tested at a clinical location. Employees selected for a random test must report for testing within 24 hours of notification by their Communicator. At the time the employee is notified, the Communicator (1) has employee complete Exhibit A, Notice of Policy, Consent and Release, (2) completes Exhibit G, Substance Testing Notification Form, and has employee sign, (3) provides the employee with a chain-of-custody form unique to the program and (4) provides employee with a list of clinic collection sites for employee to provide a substance test. Exhibits A and G should be faxed to CDS at 866-645-6767.

The Communicator should follow these procedures to obtain their list of employees who have been selected for a random test:

1. Upon generating the random selections from the Compliant pool in our Substance Abuse Testing Information System (SATIS), Communicators will automatically be notified via email that the names of their employees who have been selected for a random test are available on-line.
2. The Employer Communicator will login, using their secure access code and password, to the CDS website at www.cdsonsite.com to obtain their random selections.

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3. Upon selecting from the main menu “**Random Selection List**” for the proper Program, Communicators can view and complete the Random Selection Sheet on-line, indicating whether the employee is no longer working and the collection method for testing employees that are still working. This on-line process is interfaced real-time with the CDS offices.
4. Depending on the Program, all collection methods may not be available. For Programs where On-Site Collections are available, please complete Contact Name, Contact Phone and Job Location where the employee is to be tested. The CDS Dispatcher will contact the name provided to arrange for the On-Site Collection.

The screenshot shows a web browser window displaying the CDS On-Site Main Menu. The page title is "CDS On-Site - Main Menu - Windows Internet Explorer". The URL is "https://www.cdsonsite.com/lot/random/lot/index.cfm?SetPage=CDS". The page features the CDS logo and the text "Construction Data Services - An International On-Site Drug Testing, Safety and First-Aid Company". A navigation menu includes links for Home, Login, About CDS, Services, Experience, Gall, Links, and Contact Us. The main content area is titled "CDS.main menu" and "Construction Data Services Random". It indicates "Program Selected: CDS" and "Random Selection List". A message states: "The following workers have been selected for a random drug and alcohol test. Please indicate with a check mark the worker's current employment status with your company and where they are going to be tested. Workers still employed by you must be tested by the completion date. Your workers should report to the testing facility the same day they are notified of their random selection. Workers must have photo identification to be tested." Below this, there is a section for "STILL Working for us Will be tested" and a table with columns for Last Name, First Name, SSN, Union Card #, Random Date, NO LONGER Working for us, CDS OFFICE CLINIC ON-SITE, Contact Name, Contact Phone, Job Location, and Clear All. Two workers are listed: Hagedorn Dale and Miles Terry. The table has checkboxes for "NO LONGER Working for us" and "CDS OFFICE CLINIC ON-SITE" for each worker. There are also input fields for "Contact Name", "Contact Phone", and "Job Location" for each worker. At the bottom of the table are "Submit" and "Reset" buttons.

Last Name	First Name	SSN	Union Card #	Random Date	NO LONGER Working for us	CDS OFFICE CLINIC ON-SITE	Contact Name	Contact Phone	Job Location	Clear All
Hagedorn	Dale	****4633	JA45983421		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Miles	Terry	****1634	L175360002	11/01/2007	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

5. When the Communicator has completed filling out the necessary information, select “**Submit.**” **Caution,** you must select “**Submit**” for each page before proceeding to the next page, otherwise, all the information you provided on the previous pages will be lost.
6. As employees are randomly tested, they will fall off the random selection list.
7. Communicators, who do not complete or have only partially completed their on-line Random Selection Sheet and who have not had their workers tested, will automatically be reminded via E-mail, seven (7) days after the random selection date, to complete their Random Selection Sheet and to have their employees randomly tested. Additionally, CDS will begin calling the Communicators seven (7) days after the random selection date as a courtesy reminder to complete their

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random selection list and to have their employees randomly tested. Employees that are marked as no longer working for the employer will be automatically removed from the employer's random selection list.

8. Communicators, who do not have internet access, will receive the Random Selection List by secure fax following telephone notification from CDS.

E. CURRENT WORKERS

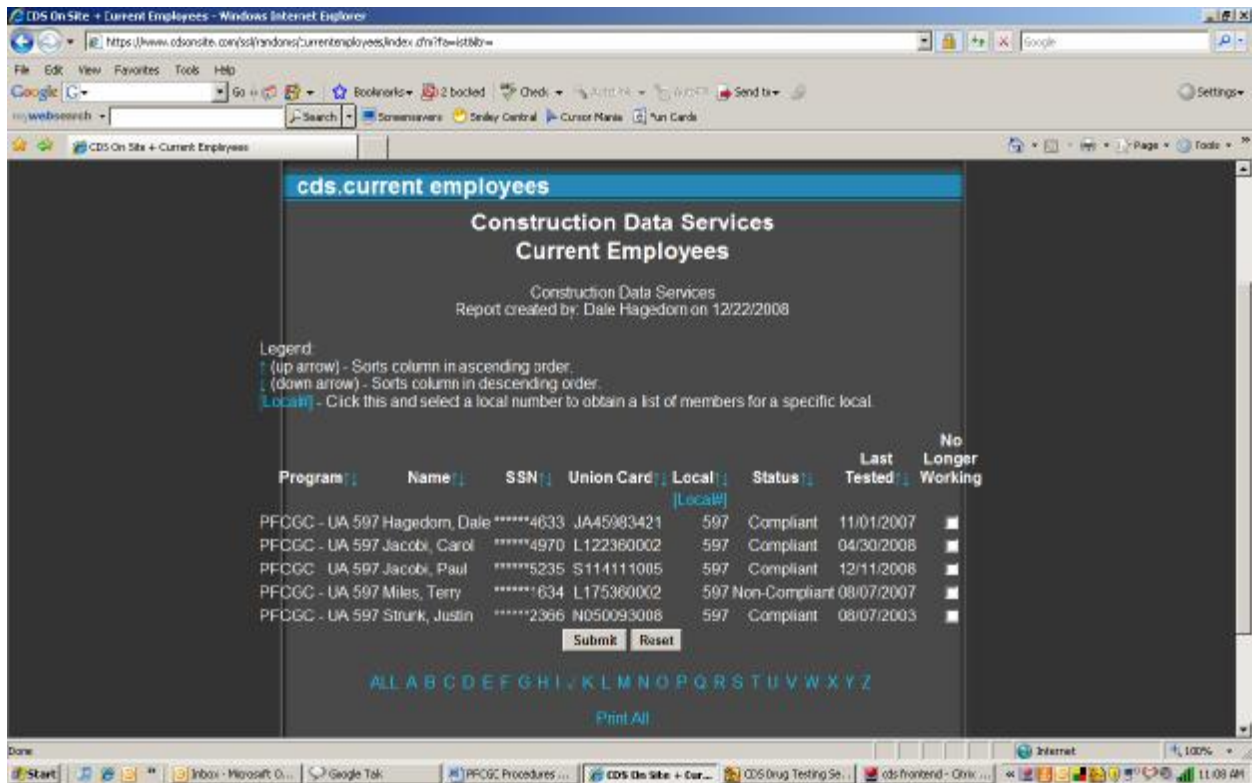
1. Allows Communicators to view all their employees assigned to their employer in SATIS. When the Communicator selects "**Current Workers**," they will be redirected to the next page which will allow the Communicator to select "**ALL**" to obtain a list of all their employees or the beginning last name alpha character.



2. The Communicator will be redirected to the next page, which will provide the Communicator with a list of employees by Program along with their first and last name, the last four (4) digits of their SSN, union card number, Local number, eligibility status and last date of test.
3. Each column can be sorted in ascending or descending order by selecting the up or down arrow in the column heading. It may be beneficial for the Communicator to sort by Status to determine how many employees have a Compliant or Non-Compliant status or sort by Last Tested to determine how long employees have gone without a test.

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4. If the individual(s) are no longer working for the employer, select the box under **“No Longer Working”** then select **“Submit”** and the employee(s) will be removed from the list of employees. **Caution, “Submit”** must be selected for each page before proceeding to the next page; otherwise, all the information that was provided on the previous pages will be lost.
5. **It is extremely important that Communicators periodically review their list of employees to make sure that employees no longer working for the employer are removed from their list and that all current employees are present on their list.**



F. CHECK POOL STATUS

Communicators are required to check an employee’s eligibility status at the time of hire or placement to ascertain their status in the Program. A check pool status can be made by:

1. **Internet Access** – Communicators are allowed secure confidential Internet access to SATIS. Passage is protected by a series of access codes and passwords. No information will be available without providing the proper security clearance.
 - a. The Communicator will login, using their secure access code and password, to the CDS website at www.cdsonsite.com to perform a check pool status. From the main menu, the Communicator selects

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“**Check Pool Status**” for the proper program and will be redirected to the next page.

- b. From the drop down box titled, “**Employee Type,**” select one of the following types of employees:
 - i. “**Hired Employee**” – Employees that are hired full-time. This selection will automatically assign the employee to the Communicator’s employer.
 - ii. “**Borrowed Employee**” – Employees that are being borrowed from another employer for a short period of time, for example, for weekend work. This selection **will not** assign the employee to the Communicator’s employer.
 - iii. “**GC Inquiring on Sub Employee**” – This selection only pertains to programs that have general contractors that are signatory to that program and allows general contractors to determine the eligibility status of their sub-contractors employees. This selection **will not** assign the employee to the Communicator’s employer.
- c. The Communicator enters the **Employee ID** (Social Security Number or Union Card Number) and then selects **Validate**.

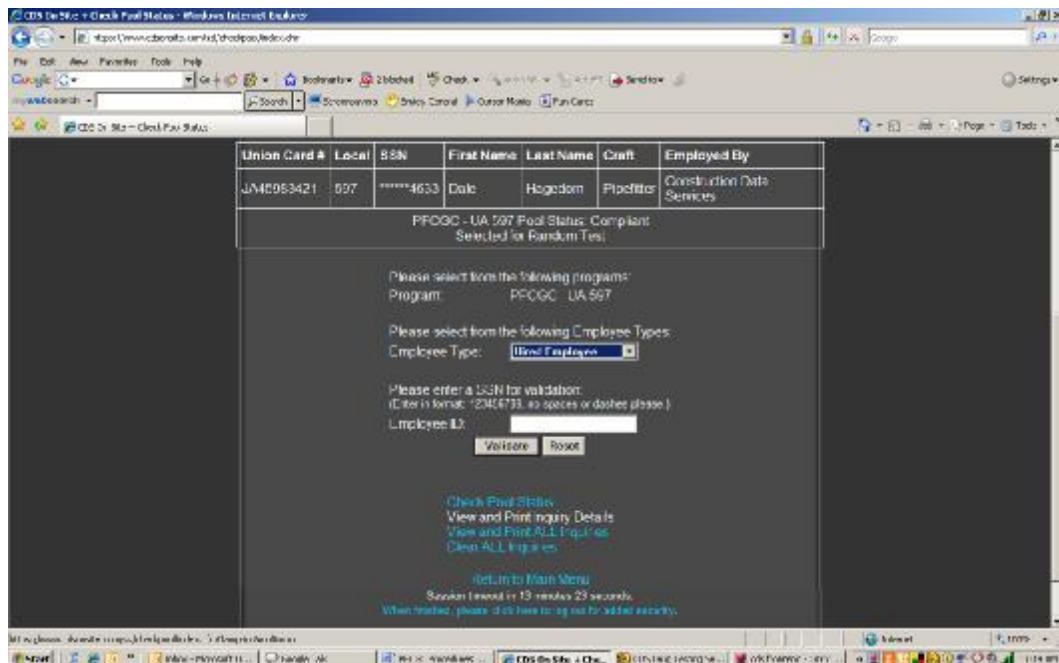


- d. The Communicator will be redirected to the next page which will provide the Communicator the employee’s Union Card # (if available), Local #, last four (4) digits of the SSN, First Name, Last Name, Craft, Employed By and their Eligibility Status (Compliant or Non-Compliant).

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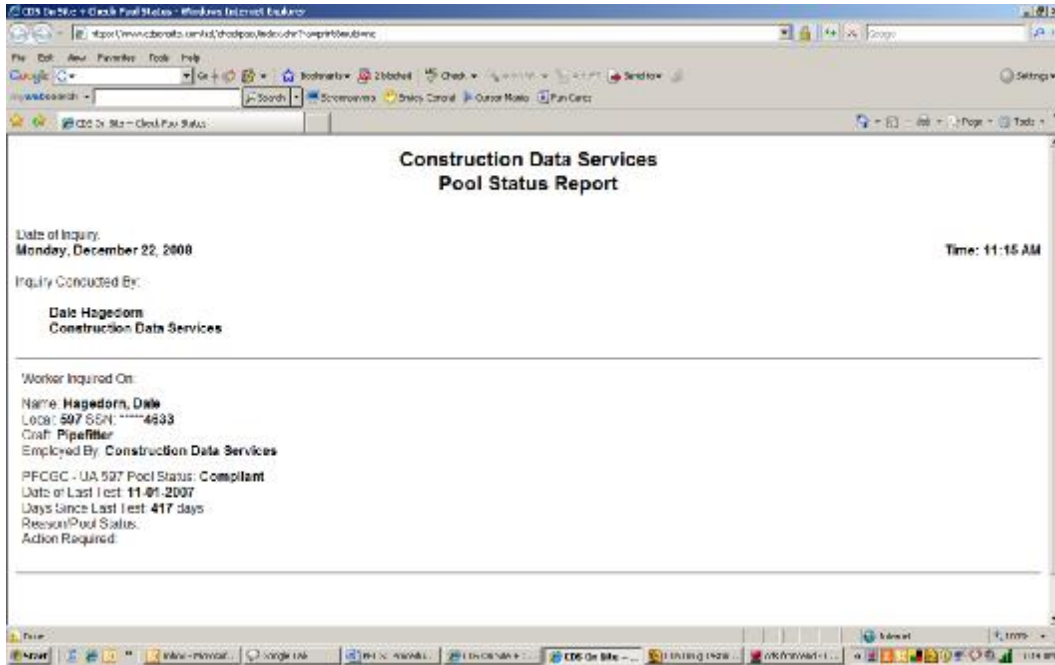


- e. To provide compliance reports to general contractors or owners, select **“View and Print Inquiry Details”**

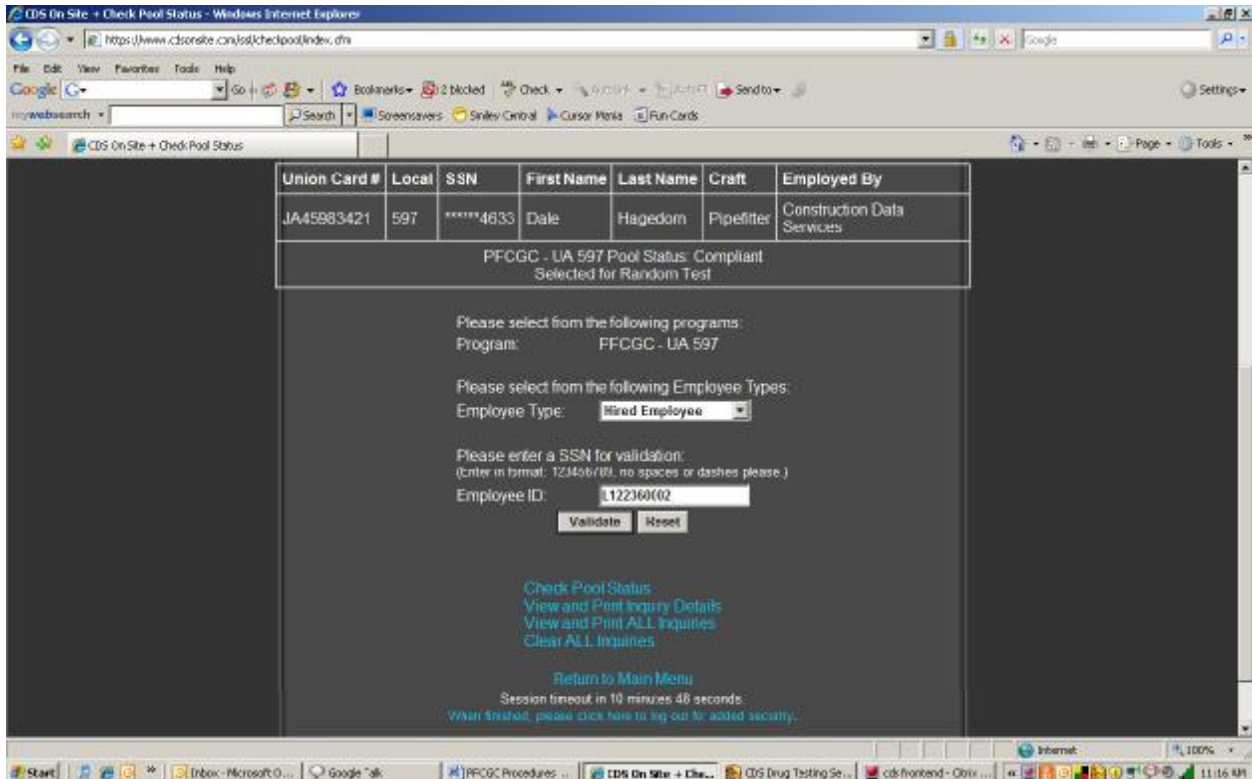


- f. The Communicator will be redirected to the next page providing a report in printable format that includes date of inquiry, Communicator making inquiry, employer, employee’s name, Local #, last four (4) digits of their SSN, craft, employed by, eligibility status, date of last test and number of days since last test.

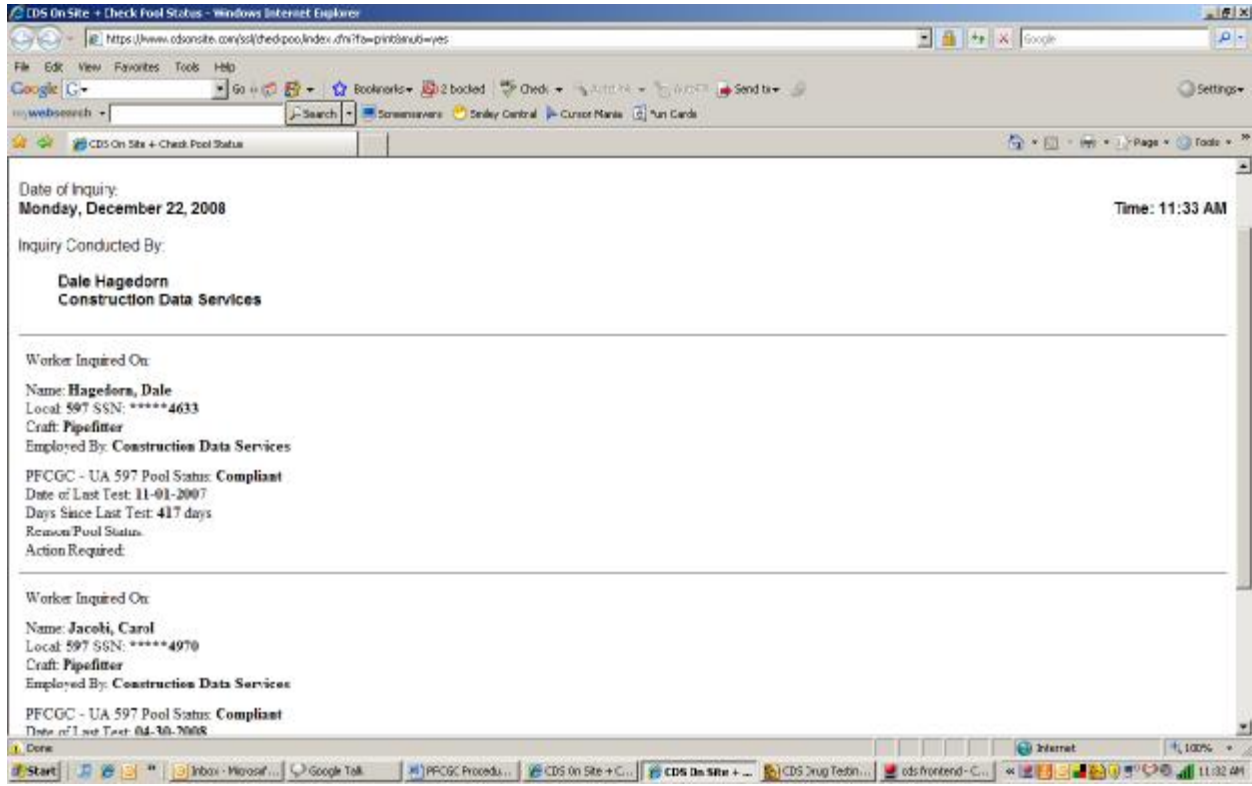
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- g. Communicators can perform a **“Check Pool Status”** on as many employees that is necessary to provide compliance reports to general contractors and owners by selecting **“View and Print All Inquiries.”** Three employees will be printed on each page of the compliance report.



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2. **Phone** – Communicators can obtain an employee’s eligibility status by calling CDS. The Communicator’s access code and password must be provided at the time of inquiry.
3. **Fax** – Communicators can inquire on workers by fax.

G. APPROVED COLLECTION SITES

CDS has made arrangements with clinical collection sites for testing of employees.

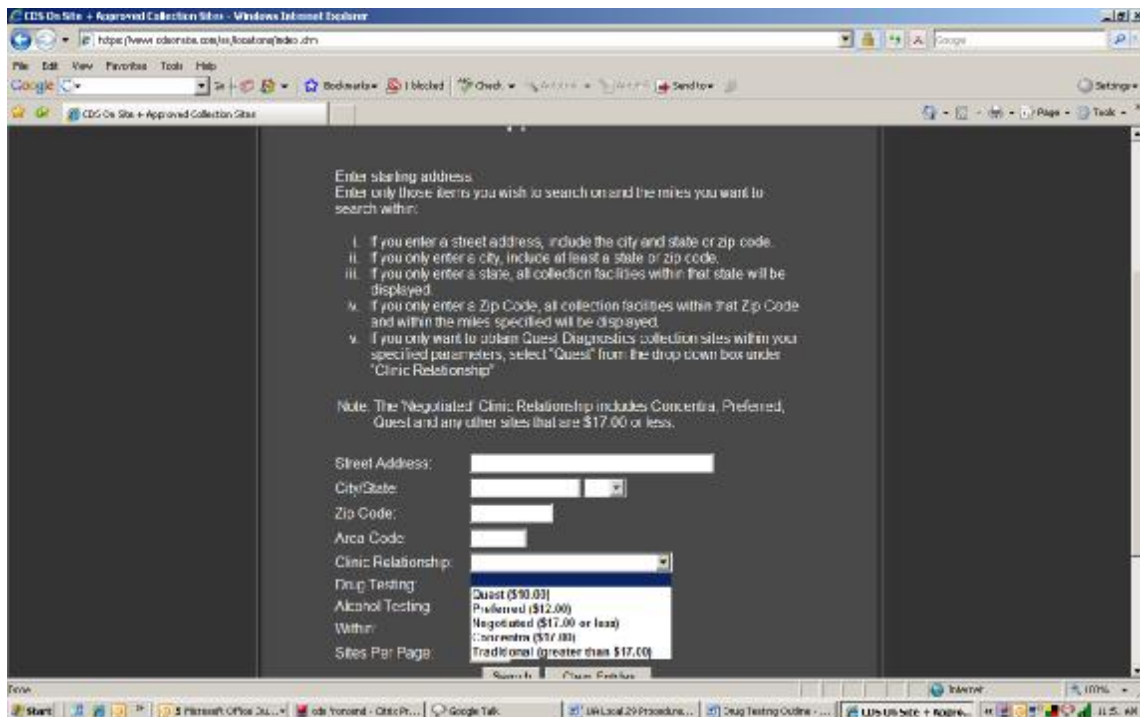
Communicators, who have a preference for a clinical collection site that is not on the list, should contact CDS to request that the collection facility be added to the list.

1. To obtain a list of collection sites to have employees tested, select “**Approved Collection Sites**” from the main menu. This menu item allows Communicators to locate a Collection Site throughout the United States and Internationally from our list of more than 15,000 sites by name, city, state and/or zip code and whether a drug and/or alcohol test collection is available.
2. Enter a starting address or only those items you wish to search on and the miles you want to search within. Simply follow the instructions detailed on this page.

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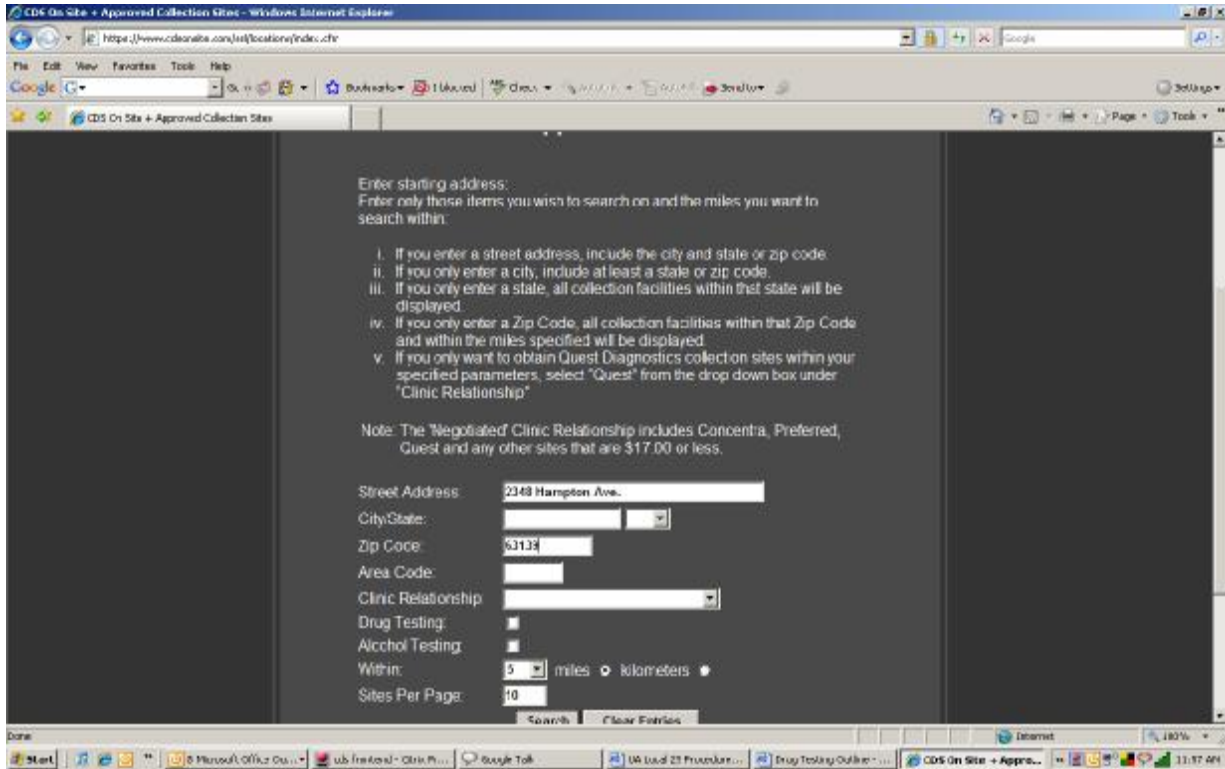


3. You can obtain Quest Diagnostics collection sites by opening the drop down box under "**Clinic Relationship**" and selecting "**Quest**". This drop down box will also provide the drug test collection fees by the Clinic Relationship.
4. You can also refine your search to sites that only provide drug or alcohol testing or both drug and alcohol testing by selecting the appropriate boxes. If you do not select any boxes, all collection sites will be provided.

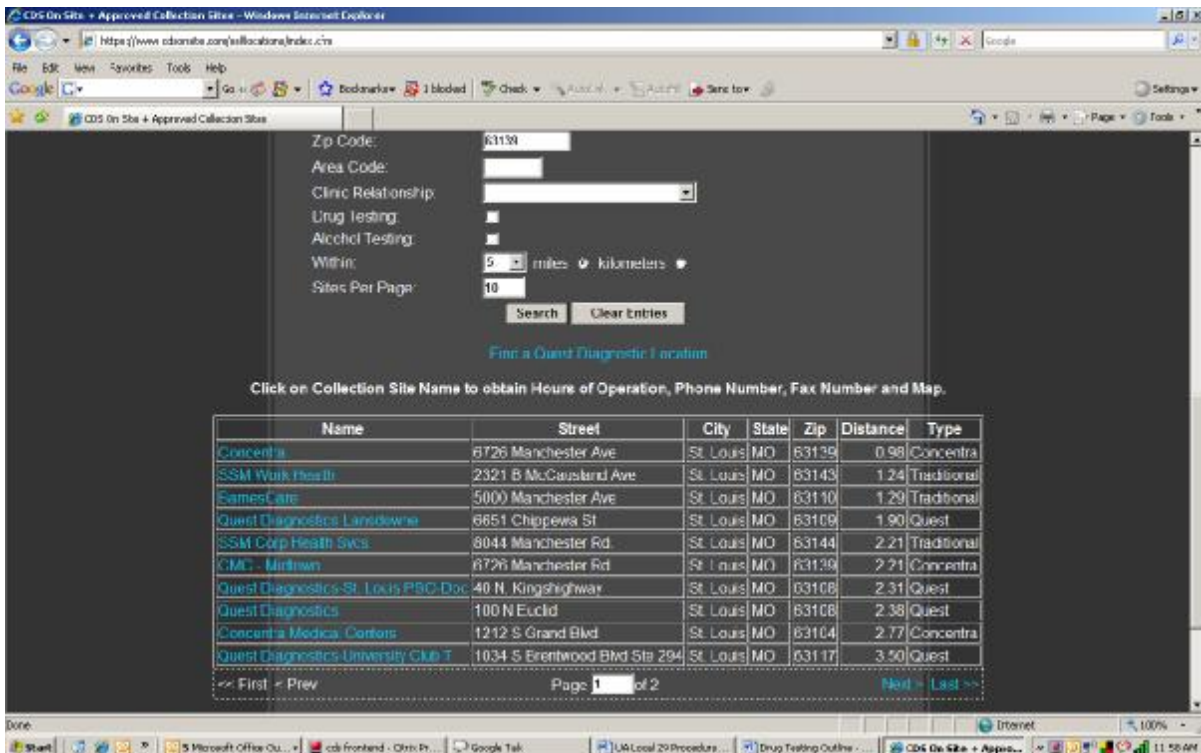


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5. Once you have entered your parameters, select the **“Search”** button.

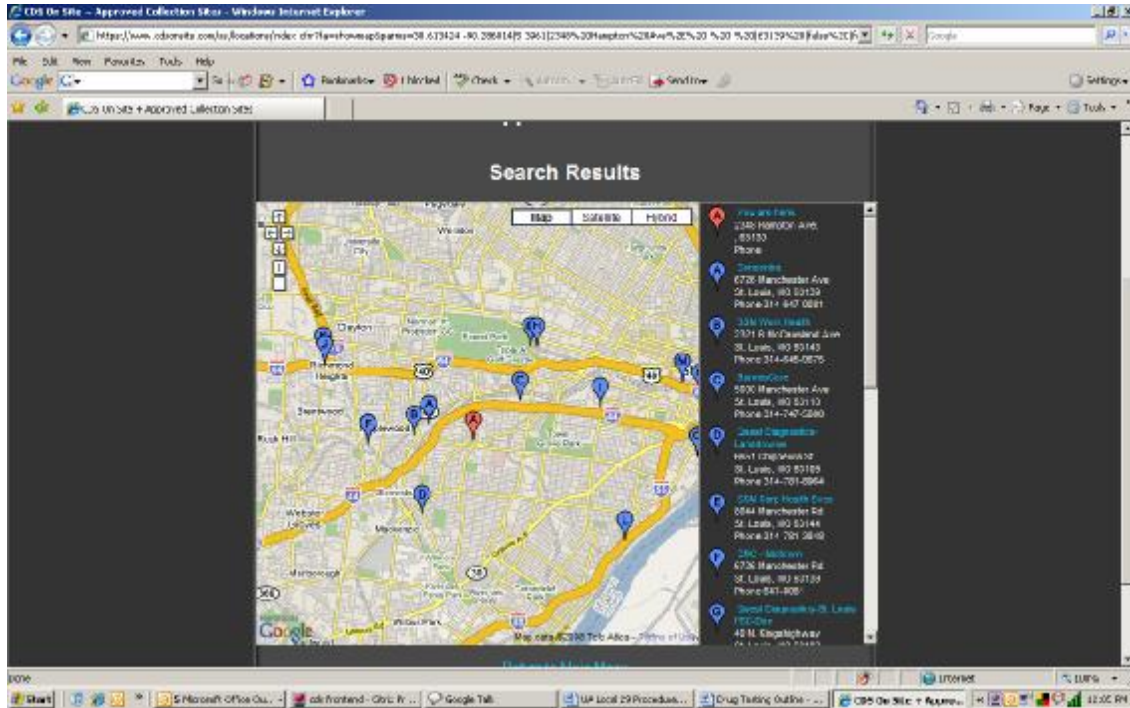


6. A list of collection sites will be provided based on your search criteria along with their address, distance from the starting address and Clinic Relationship Type.

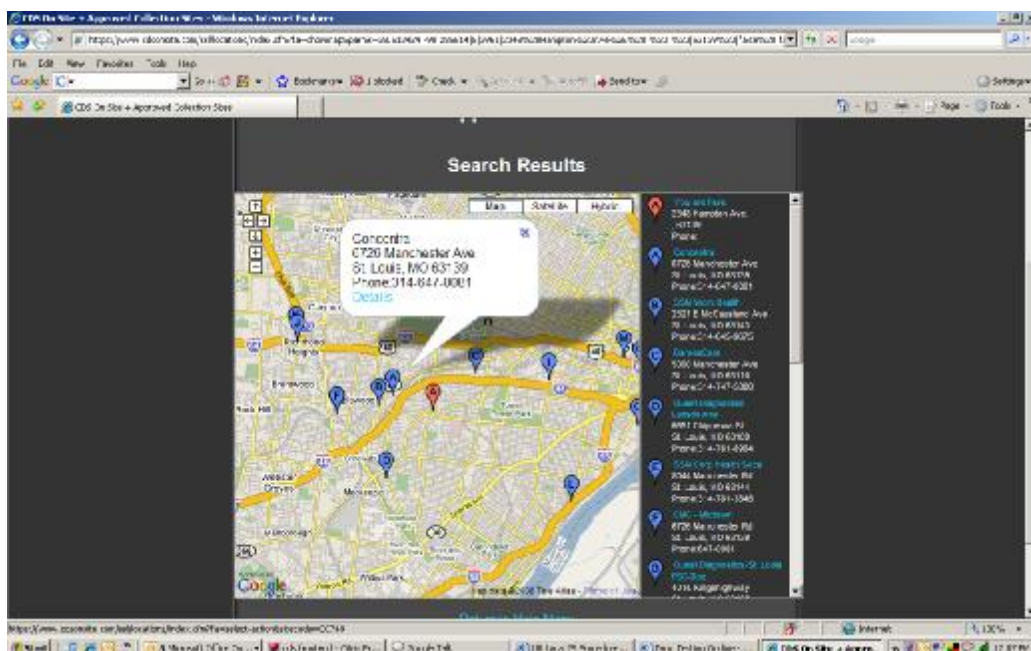


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7. You can navigate to the next pages by selecting “Next” or “Last” or the previous pages by selecting “Previous” or “First.”
8. Click on “Show Map With All Search Results” and a map will appear showing you the starting address and the locations of all the collection sites within your search criteria from the nearest site to the furthest site.

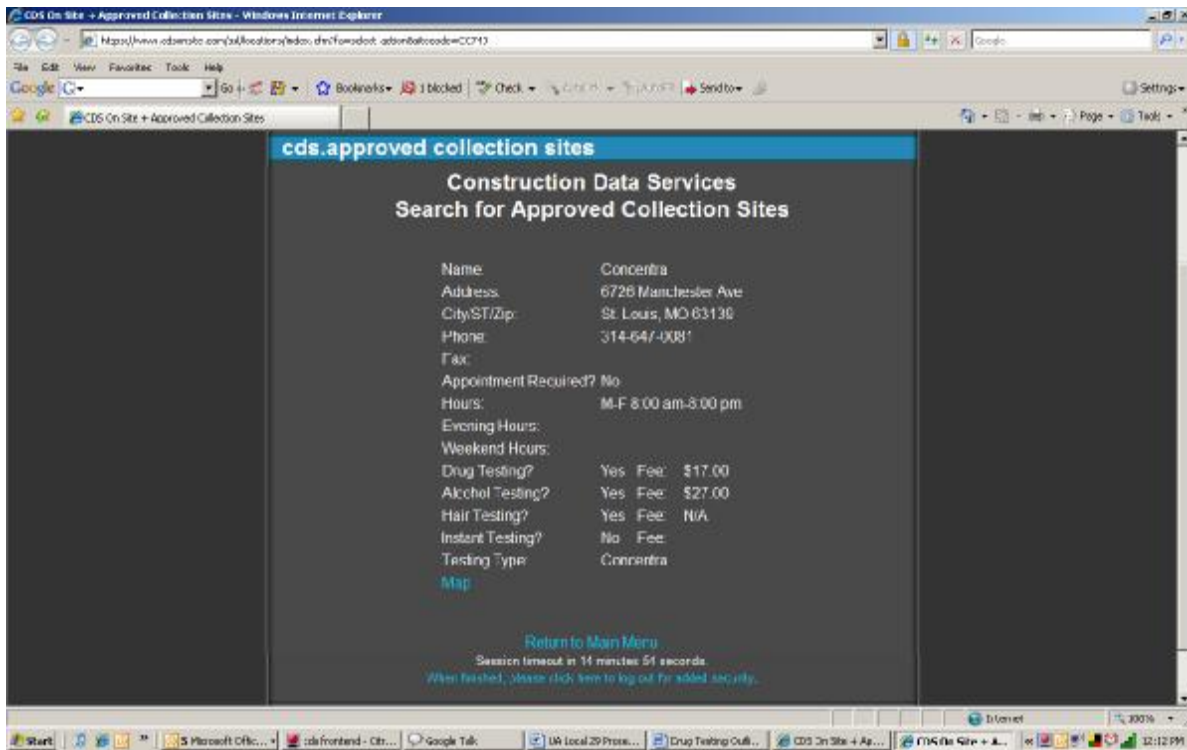


9. To the right of the screen, click on the collection site name and a pop-up window will appear on the map for the collection site you selected.

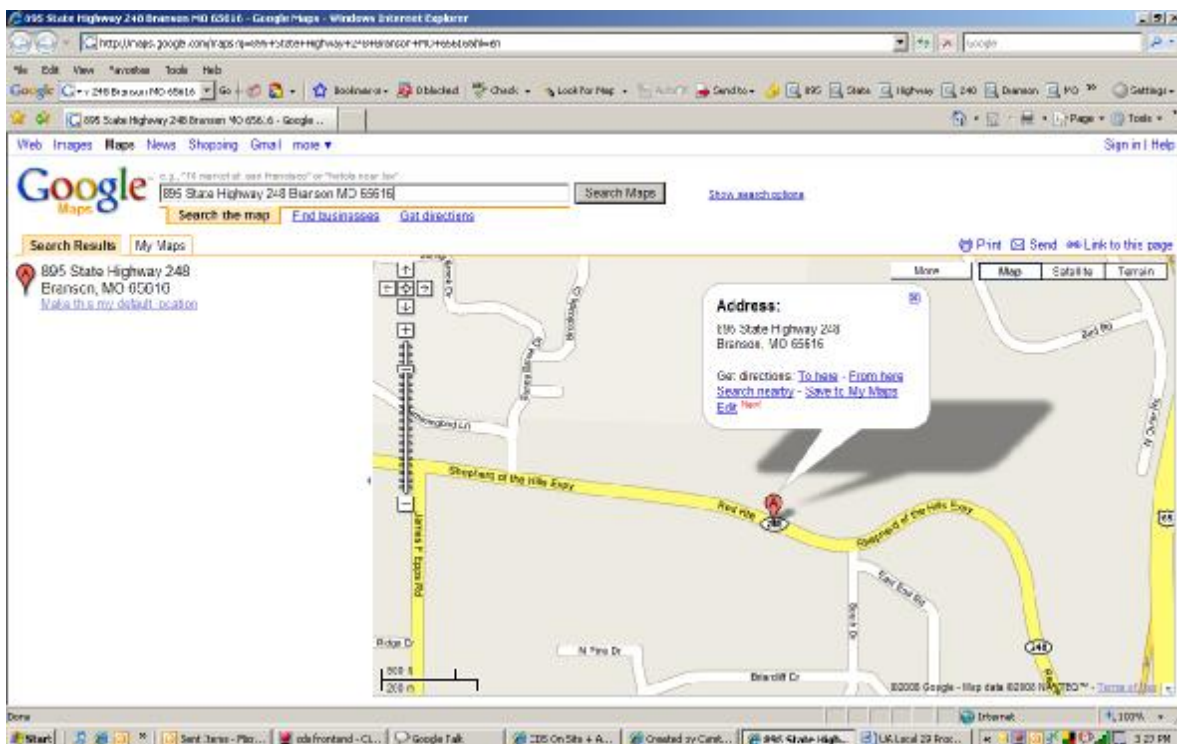


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10. Click on “**Details**” and a screen will appear with detailed information about this site.

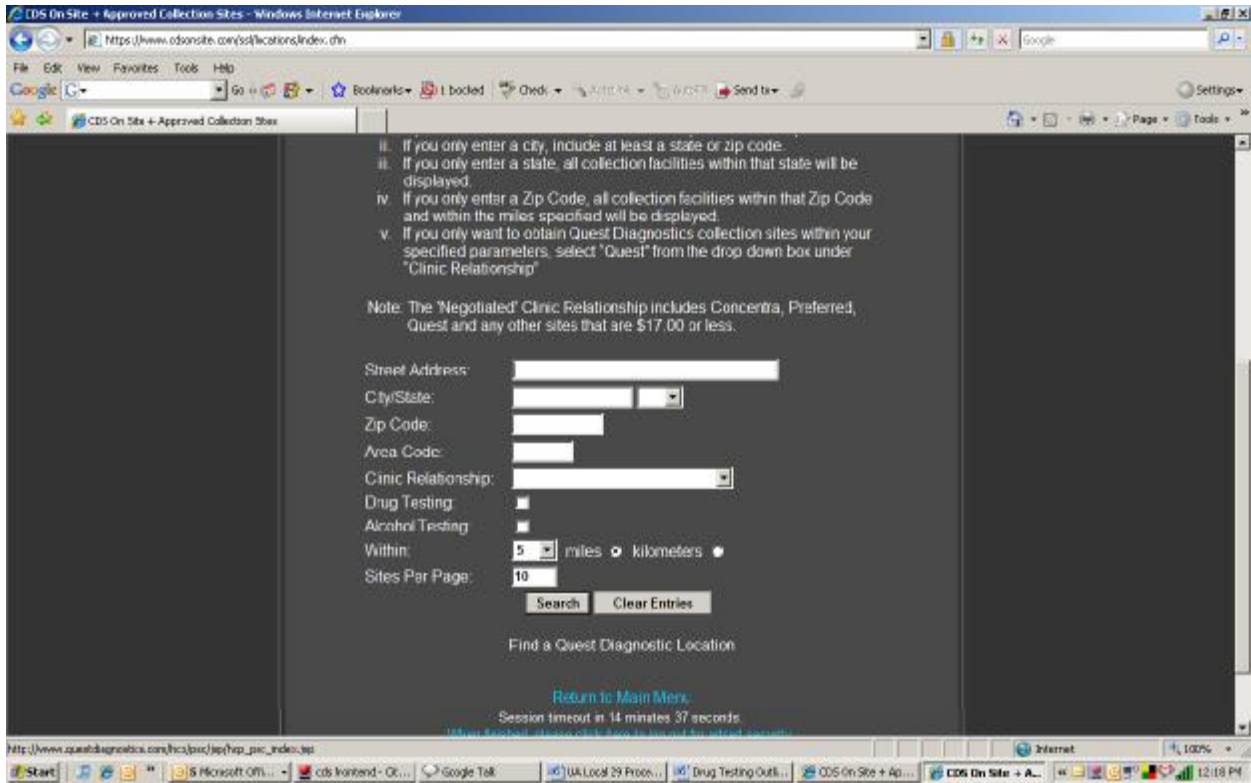


11. To obtain directions to the collection site, select “**Map**” and you will be redirected to Google Map for entering your address.

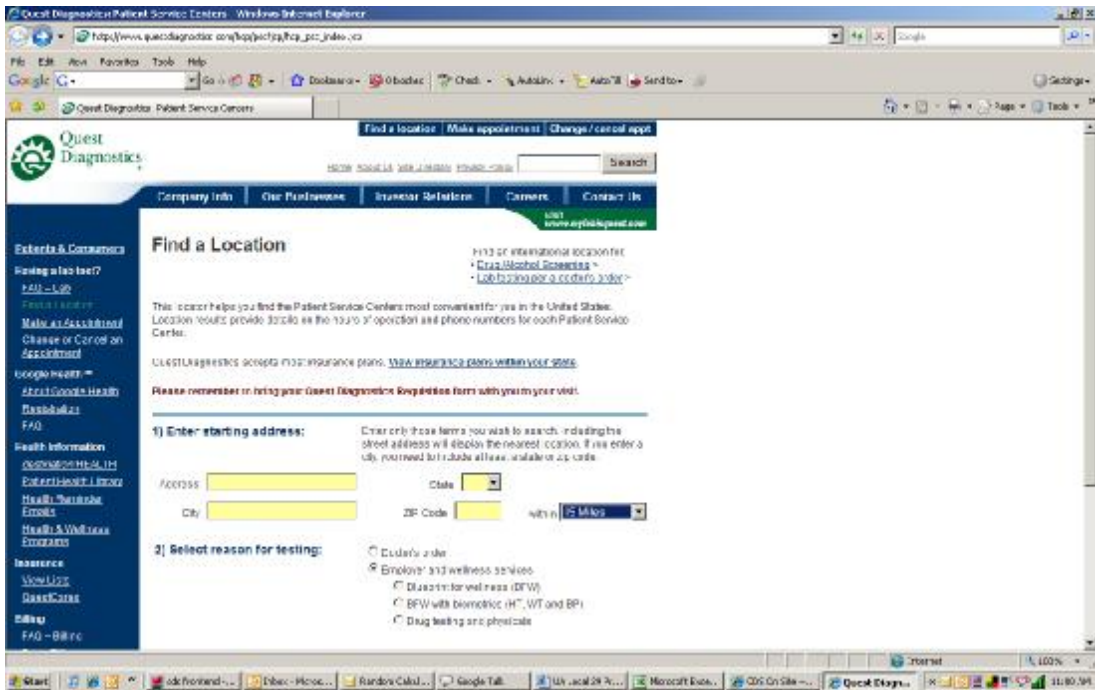


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12. Communicators can also obtain Quest Diagnostics sites by selecting “Find a Quest Diagnostics Location.”

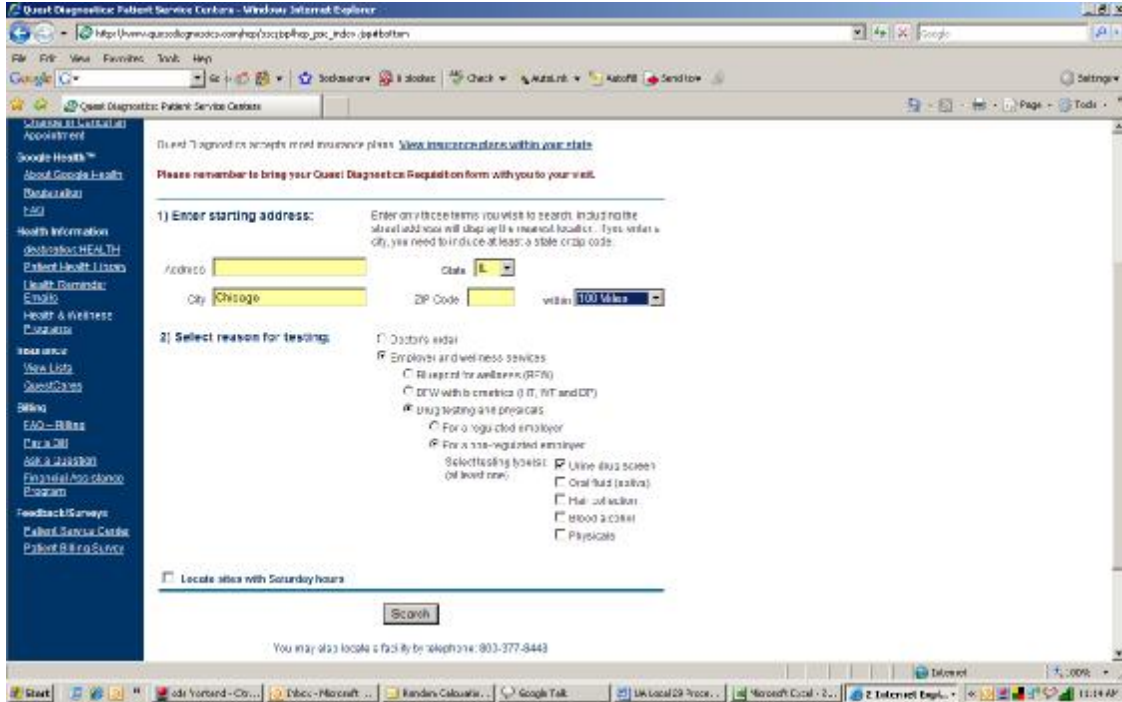


13. You will be redirected to the Quest Diagnostics website. Enter only those items you wish to search on.



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- From the drop down box, select the number of miles you want to search within. Select **“Employer and wellness services,” “Drug testing and physicals,” “For non-regulated employer,” “Urine drug screen”** and then select **“Search.”**



- You will be redirected to a list of Quest Diagnostics and preferred collection sites along with the distance in miles from the start address.

