

DOT Drug Testing and Random Drug and Alcohol Program

DOT regulations require testing under the following six situations. Drug-free Workplace companies (Non-DOT) may use these situations as part of their company policy or as a guide.

Made Easy and Understandable

Commercial Driver - A Commercial Driver is an employee who has a Commercial Drivers License (CDL) and who operates a Commercial Motor Vehicle (CMV) on a routine, intermittent, or occasional basis (even once a year).

Commercial Vehicle - A motor vehicle used to transport passengers or property if it:
-has a gross combination weight rating of 26,001 or more pounds including a towed unit with a gross vehicle rating of more than 10,000 pounds; or
-has a gross vehicle weight rating of 26,001 or more pounds; or
-is designed to transport 16 or more passengers, including the commercial driver; or
-is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous materials regulations.

Types of testing required for commercial drivers:

Pre-Employment	Drugs Only
Post-Accident	Drugs AND Alcohol
Reasonable Suspicion	Drugs and/or Alcohol
Random Testing	Drugs and/or Alcohol
Return-to-Duty Testing	Drugs and/or Alcohol
Follow-Up	Drugs and/or Alcohol

Pre-Qualification Check List

Employment Application (391.21)
DMV Print out Current State (391.23)
DMV Print Out Previous State
Previous Employer Verification
(391.23)

Previous Employer Drug/Alcohol Tests
(382.413)
Receipt for Drug and Alcohol Policy
(382.601)

Medical Certificate (391.43) Review
Long Form
Pre-Employment Drug Test (382.301)
Road Test (391.31)
Certificate of Road Test (391.31)

Trained on FMCSR (390.3)
Certificate of Compliance (383.21)
Skill Performance Evaluation (391.49)
Drivers Record of Duty Status (395.8,
j,2)

49 CFR PART 382

These five drug classes are mandated for testing by the Federal Government:

Cocaine (cocaine & benzoylecgonine)

Marijuana(THC)

Opiates (Codeine, Morphine & 6-monacteyl morphine)

Methamphetamine (Meth, Amphetamine & Ecstasy)

Phencyclidine (PCP)

Commercial Drivers License Holder (CDL)

Drug and Alcohol Testing Program

Program Overview

Payment for Services

Employing Unit Responsibilities

Drug Free Business Responsibilities

Employee Responsibilities

Human Resources Responsibilities

Program Overview

Federal Regulations prohibit commercial Drivers from being under the influence of drugs of abuse while working, and that require drug and alcohol testing for commercial drivers license (CDL) holders and other covered transportation workers.

The appropriate use of legally prescribed drugs and nonprescription medication is not prohibited. However, covered employees must remove themselves from vehicle and equipment operation if they experience any adverse effects from medication or prescribed drugs, and report the situation to their supervisor. Employees are not required to disclose to their supervisor the names of any prescribed medication they are taking or the diagnosis of the condition that is being treated. Supervisors may require medical verification of the information provided by an employee. Supervisors should not require medical verification with out first speaking with their unit's Human Resources Consultant.

Program Components

The drug and alcohol testing program components are summarized below. The links take you to a complete description of the process for each program element.

Program Element	Description
Employer Policy	This policy is the governing document for the Companies CDL drug and alcohol testing program and is provided in compliance with federal regulations. A copy of the policy must be given to each CDL driver.
Training	<u>Supervisor Training</u> - see <u>Employing Unit Responsibilities</u> , below for details.
<u>Pre Employment Background Check</u>	Employing units must arrange for a background check for all CDL drivers at the time of appointment to a CDL driving position to determine if they have had a positive drug and/or alcohol test with another employer.
<u>Pre Employment Drug Testing</u> 382.301	Employing units must arrange for all CDL drivers to have a pre employment drug test before driving a vehicle that requires CDL. The <u>Pre-Employment Drug Test</u> may be at the time of original employment if driving or backup duties will begin immediately, or at a later time when CDL driving duties are assigned. There is no pre employment alcohol test.
<u>Random Testing</u> 382.305	Each Quarter <u>our testing coordinator</u> notifies the departmental contact for an employing unit when one of its employees is required to be sent for random drug and/or alcohol testing.
<u>Post Accident Testing</u> 382.303	Following an accident that meets certain conditions the employee must be sent for <u>Post Accident Drug and Alcohol Testing</u> .
<u>Reasonable Suspicion Testing</u> 382.307	An employee who the supervisor or manager finds to be possibly under the influence of drugs or alcohol must be sent for <u>Reasonable Suspicion Drug and Alcohol Testing</u> . See documentation sheet
<u>Periodic Follow-up Drug Testing</u> 382.311	Employees who have had a positive test who remain employed must undergo <u>Periodic Follow-up Drug and/or Alcohol Testing</u> in addition to regular <u>Random Drug and Alcohol Testing</u> . Follow the link for detailed information about these program components.

Company Responsibilities

Each company with a CDL driver has the following responsibilities:

Establish and Maintain account that can be used to pay for drug and alcohol testing services.

Designate principal and backup contacts who:

Serve as the contact that our testing coordinator will report test results to;

Notify our testing coordinator of any changes in the pool of drivers or subject to testing or of changes to administrative information by using the appropriate form;

Notify our testing coordinator of any administrative contact changes using the appropriate form.

Are responsible for being familiar with Company D and A Policy

Ensure that all new supervisors of CDL drivers undergo mandatory supervisory training.

For all new drivers:

Provide the driver with employee orientation materials

Obtain pre employment background screen

Arrange for pre employment drug test

Ensure that each employee knows to whom an accident must be reported, including how to report any accidents that may occur outside of regular business hours.

Promptly notify our testing coordinator using the Test Pool Update Notification Form of additions to or deletions from the pool or drivers subject to testing.

Promptly notify our testing coordinator using the Administrative Contact Update Form of changes to the administrative contacts for your unit

Notify our testing coordinator of department contact information changes.

Maintain all records as described in Records Retention and Confidentiality.

Monitor charges and reconcile them against services for the month.

Contractor Responsibilities

Maintain a list of all employees subject to testing, as provided by University employing units.

Select the employees to be tested using appropriate randomization methodology.

Each month, timely notify the employing units, according to their specified notification method, of the employees subject to drug and or alcohol testing.

Provide Medical Review Officer (MRO) services. See random testing for an explanation of the medical review officer's role.

Promptly report test results to the individual employing units. Report positive test results to the unit's contact and to Bruce F. Miller, program administrator at 206 685-2839.

Maintain all records in compliance with federal regulations and prepare all necessary reports.

Utilize a testing laboratory that meets federal testing requirements.

Assist the University with policy review and supervisor training as requested.

Employee Responsibilities

CDL drivers are responsible for complying with the provisions of company policy.

This policy is in compliance with US Department of Transportation regulations and:

Prohibits driving while under the influence of alcohol and specified drugs.

Requires participation in a drug and alcohol testing program.

Employees who do not comply with the provisions of the Companies policy are subject to corrective action including dismissal.

Human Resources Responsibilities

Develop and maintain a Company policy in compliance with applicable law and regulations.

Select the contractor and monitor contractor performance.

Identify the Substance Abuse Professional (SAP) provider who works with employees who have a positive test to determine treatment recommendations.

Assist departments in establishing practices necessary to ensure compliance with Company policy.

Provide policy interpretation/clarification for employees and employing officials.

Assist in the implementation of appropriate action when an employee has a positive test.

Maintain all records as described in Records Retention and Confidentiality.

Regulated Drug Testing

Pre-Employment Testing

Pre Duty Background Check and Drug Test

Background screening requirements

Pre duty drug test requirements

Test Protocol

Records Retention

Background Screening Requirements

Each person who is assigned CDL driving responsibilities must have a pre duty background screen to determine whether the person may have had a positive drug or alcohol test with a previous employer. The results of the background screen do not have to be received before driving is permitted.

Follow these steps to perform the background screen:

The employing unit and the employee complete the "Consent and Release for Results of Controlled Substance, Evidential Alcohol Testing and Refusal to Test History Reports" form (download form).

Be sure to include your unit's account number on the form.

Retain employee and department copies of the form.

Fax the form to out testing contractor as specified on the form.

If the results of the background screen indicate a positive test with another employer, immediately contact your unit's Human Resources Consultant.

Pre Duty Drug Test Requirements

Each person who is assigned CDL driving duties must have a pre duty drug test. There is NO pre duty alcohol test. The pre duty drug test is only performed before the first driving duties are assigned.

Testing Upon Hire

The pre duty drug test is done immediately after a conditional job offer is made for all persons who:

Are required to possess the CDL at the time of hire;

Will begin CDL driving duties upon hire (or who will immediately serve as a back up driver) and:

Have not already had a University of Washington pre duty drug test.

Testing After Hire and Before Driving

The pre duty drug test is NOT done at the time of hire and is only done before driving duties are assigned for employees who:

Are not required to possess the CDL at the time of hire but who are required to obtain the CDL as a condition of employment, and who will only be assigned driving duties (including back-up driving) after the CDL is obtained.

If the Pre Duty Test is positive, see the [Positive Test](#) web page and contact your unit's [Human Resources Consultant](#).

Test Protocol

On the day that you determine that you will send the individual for testing, complete the [Test Authorization Form](#) which instructs the laboratory what tests are to be performed. hand the employee the [FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM](#) and the completed [Test Authorization Form](#) and notify the employee that he/she is to immediately go to the designated [collection site](#) and present both forms to the technician or receptionist.

Note that some labs only do drug tests and others to both drug and alcohol tests. Pre duty testing is only for drugs. No breath alcohol tests are administered.

The individual may not refuse or defer the test.

If the individual refuses for any reason to go for a test, the refusal must be treated as a [positive test](#). Contact your [Employment Specialist](#) immediately.

If the drug test is positive, se notify your unit's [Employment Specialist](#).

If the drug test is negative, complete the Drug and Alcohol Testing Update form to add the person to your random test pool and fax it to [our testing contractor](#).

Records Retention

Maintain records relating to post accident testing in accordance with [Records Retention and Confidentiality](#).

Supervisor Training

Each supervisor of CDL drivers must participate in a mandatory drug and alcohol training session. The purpose of the training is to orient the supervisor to the requirements of the Department of Transportation regulations and University of Washington Policy. Supervisors of CDL drivers who have not been trained are out of compliance with Federal requirements.

Records of supervisor training must be maintained in accordance with [Records Retention and Confidentiality](#).

Records Retention and Confidentiality

[Overview](#)

[Confidentiality and Records Maintenance](#)

[Records Retention](#)

[Overview](#)

Federal regulations establish records management and confidentiality requirements that employers must observe. Units with employees who are subject to drug and alcohol testing requirements, and Human Resources are responsible for maintaining drug and alcohol testing records as described on this page.

[Confidentiality and Records Maintenance](#)

Federal regulations require that "The records shall be maintained in a secure location with controlled access".

Random Management

The DOT Drug and Alcohol Program carries out the Federal regulations set forth by the Department of Transportation regarding operating commercial vehicles. The regulations are designed to protect the public by requiring employers to test transportation

employees for the use of alcohol and drugs.

Most companies are not comfortable with selecting the individuals to be tested on a random basis. By having OTC perform this administrative process for your company, all questions concerning fairness and confidentiality are aptly addressed. OTC offers a computerized random selection process that can be administered in a manner that provides several options to fit your company's policy. Whether your company tests under federal mandate or voluntarily through company policy, we have the technology to meet your needs.

Random Drug and Alcohol Testing
(382.305)

Random Testing Requirements

Testing Protocol

Random Test Results Reporting

Random Testing Requirements

Annually DOT regulated companies are required to randomly test at least 50% of all CDL drivers for drugs and at least 10% of all CDL drivers for alcohol.

Drug Tests

The MRO will advise the SCO of drug test results by phone.

The SCO will advise the driver's supervisor of the test result.

The supervisor will:

- notify the driver if the drug test is positive.
- immediately remove the driver from driving duties until he or she passes a return-to-duty test and provides a fitness-for-duty letter.
- make a mandatory referral.

Discussions with employees and his or her supervisor about random test results must be done privately. It is inappropriate for anyone to discuss test results with a group. This is a serious breach of confidentiality and in some situations could result in disciplinary actions being taken against the employee who shared the information.

Alcohol Tests

The Breath Alcohol Technician will immediately notify the supervisor of the alcohol test results.

If the alcohol test result is .02% or greater, but less than .04% the supervisor will:

- tell the driver that he/she will have to take sick leave, vacation leave or leave without pay (if no sick or vacation leave is accrued) for the rest of the day, but to report to work the next workday as usual.

- make every effort to ensure that the driver does not drive home.
- notify the SCO of the test result and actions you took.

If an alcohol test is .04% or greater the supervisor will:

- tell the driver that he/she will have to take sick leave, vacation leave or leave without pay (if no sick or vacation leave is accrued) for the rest of the day, but to report to work the next workday as usual.
- make every effort to ensure that the driver does not drive home.
- notify the SCO of the test result and actions you took.
- mandatory refer the driver when he or she reports to work the next workday. Drivers will be removed from driving duties until they have successfully passed their return-to-duty alcohol test.

Testing Protocol

Quarterly our testing coordinator notifies each employing unit of the employees (if any) to be tested for that quarter, and of the tests to be conducted.

Once the employer notifies the employee. The employee must proceed immediately to the collection site for the designated tests.

If for any reason the department fails to send the employee for the specified test(s) after receiving notification, the department must contact Program Administrator immediately.

On the day you determine that the employee will be sent for testing:

Complete the Test Authorization Form which instructs the laboratory what tests are to be performed.

Give the employee the FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM and the completed Test Authorization Form and notify the employee that he/she is to immediately go to the designated collection site and present both forms to the technician or receptionist.

Note that some labs only do drug tests and others to both drug and alcohol tests. If the employee needs a drug and alcohol test, be sure to send the employee to a lab that does both.

The employee must NOT be given advance notification of the test.

The employee may not refuse or defer the test.

If an employee refuses for any reason to go for a test, the refusal must be treated as a positive test. Contact your Human Resources Consultant immediately.

If an employee informs you that he/she expects to test positive for drugs or alcohol the employee must be sent for testing but do not allow the employee to drive him/herself to the collection site. Contact your Human Resources Consultant immediately.

If for any reason an employee who was scheduled for testing in a month did not go for testing, complete the No Test Notification form and fax it to our testing coordinator according to the form's instructions.

Random Test Results Reporting and Action

The results of random tests will be reported by our testing coordinator to the Companies DER. Immediately contact our testing coordinator if there are questions.

If test results are negative, no action is required but records must be maintained in accordance with Records Retention & Confidentiality requirements.

If positive results are reported, immediately contact your Companies DER, to remove the employee from safety sensitive work and review the Positive Test.

Post Accident Testing

Criteria for Post Accident Testing

A CDL driver must have a post accident drug and alcohol test when:

a loss of human life; or

the employee receives a moving traffic citation arising from the accident; or

any person receives an injury which requires medical treatment beyond first aid; or

there is damage to a vehicle, which causes it to be inoperable.

Employee Responsibilities

Render any aid that is necessary for public safety.

Immediately report any accident to the supervisor or other designated department official.

Employing Unit Responsibilities

Post-accident testing is time-sensitive. A urine collection must be obtained within 32 hours from the time of the accident. An alcohol test must be administered within 2 hours; if not, the company has up to 8 hours to complete it. The company must document if the alcohol test could not be completed within 2 hours and why it wasn't completed within that time frame. There is an exception to the drug and alcohol method for post-accident testing. A company may use the results of a post-accident drug and/or alcohol test administered by a law enforcement official if it conforms to federal, state or local law. The employer must be absolutely positive they can obtain these results from the law enforcement official. If in doubt about the ability to obtain these records, the employer should complete the required DOT drug and alcohol test.

Ensure that each employee knows to whom an accident must be reported, including how to report any accidents that may occur outside of regular business hours.

When an accident is reported, determine if it meets the criteria requiring post accident drug and alcohol testing.

If testing is required, complete the Test Authorization Form which instructs the laboratory that both drug and alcohol tests are to be performed.

Transport the employee to immediately the collection site. Take the FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM and the completed Test Authorization Form and present both forms to the technician or receptionist.

Note that some labs only do drug tests and others to both drug and alcohol tests. Be sure to send the employee to a lab that does both drug and alcohol testing.

The employee may not refuse or defer the test.

If an employee refuses for any reason to go for a test, the refusal must be treated as a positive test. Contact your Designated Employee Representative immediately.

If an employee informs you that he/she expects to test positive for drugs or alcohol the employee must be sent for testing but do not allow the employee to drive him/herself to the collection site. Contact your Designated Employee Representative immediately.

Notify your companies Human Resources Dept.

Maintain records relating to post accident testing in accordance with Records Retention and Confidentiality.

This includes documentation as to the reason that reasonable suspicion testing was required.

Notify your unit's Human Resources Dept. of the employee's test results.

If testing cannot be accomplished as required by the University's policy contact your units Human Resources Dept.

Maintain records relating to post accident testing in accordance with Records Retention and Confidentiality.

Reasonable Suspicion Testing

When Reasonable Suspicion Testing is Required

Employing Unit Responsibilities

Test Results

When Reasonable Suspicion Testing is Required

Reasonable suspicion testing is required when the supervisor has reasonable cause to believe that a CDL driver may be impaired as a result of drug or alcohol use. The supervisor's assessment is based on personal observation of the driver's behavior.

Behavioral observations may include:

The odor of alcohol on the employee's breath;

Erratic behavior;

Unsteady gait, etc.

Where possible, the supervisor's observation should be corroborated by another person.

Company Responsibilities

Document in writing the behaviors that gave rise to the suspicion that the employee is under the influence of drug and/or alcohol.

If there is a witness, have the witness document his/her observations.

Complete the Test Authorization Form which instructs the laboratory that both drug and alcohol tests are to be performed.

Transport the employee to immediately the collection site. Take the FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM and the completed Test Authorization Form and present both forms to the technician or receptionist.

Note that some labs only do drug tests and others to both drug and alcohol tests. be sure to send the employee to a lab that does both drug and alcohol testing.

The employee must NOT be given advance notification of the test.

The employee may not refuse or defer the test.

If an employee refuses for any reason to go for a test, the refusal must be treated as a positive test. Contact your Human Resources Dept immediately.

If an employee informs you that he/she expects to test positive for drugs or alcohol the employee must be sent for testing but do not allow the employee to drive him/herself to the collection site. Contact your Human Resources Dept. immediately.

Arrange transportation for the driver to the collection site. Do not let the driver drive him or her self to the collection site.

Notify your unit's Human Resources Dept.

Maintain records relating to post accident testing in accordance with Records Retention and Confidentiality.

This includes documentation as to the reason that reasonable suspicion testing was required.

Notify your unit's Human Resources Consultant of the employee's test results.

Test Results

Test results are reported in the same manner as for random testing.

Follow-up Testing Procedure

Follow-Up Testing Protocol

Failure to Comply With Follow-up Testing Requirements

Follow-up Testing Protocol

An employee, who has had a positive drug or alcohol test, and who the substance abuse professional (SAP) has released to perform safety sensitive work, must have a negative return to duty test before the employee can be allowed to either return to work or perform safety sensitive duties. The return to duty test is the same type of test on which the employee tested positive.

The SAP will notify the Company (typically the unit's Human Resources Dept.) when an employee is released to return to safety sensitive work. The SAP will also notify the Human Resources Dept. how much and what type of random follow up testing, as required by federal regulations, is required.

The employing unit is responsible for arranging a return to duty test and any random follow up testing as follows.

Complete the Test Authorization Form which instructs the laboratory what tests are to be performed.

hand the employee the FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM and the completed Test Authorization Form and notify the employee that he/she is to immediately go to the designated collection site and present both forms to the technician or receptionist.

Note that some labs only do drug tests and others to both drug and alcohol tests. If the employee needs a drug and alcohol test, be sure to send the employee to a lab that does both.

The employee must NOT be given advance notification of the test.

The employee may not refuse or defer the test.

If an employee refuses for any reason to go for a test, the refusal must be treated as a positive test. Contact your Human Resources Dept. immediately.

If an employee informs you that he/she expects to test positive for drugs or alcohol the employee must be sent for testing but do not allow the employee to drive him/herself to the collection site. Contact your Human Resources Dept. immediately.

The return to duty testing and the random follow-up testing are in addition to any regular random tests to which the employee may be subject.

As soon as the employing unit has received confirmation of a negative return to duty test, the employee may be allowed to return to safety sensitive duty

If the return to duty test is positive, immediately contact your unit's Human Resources Dept.

The subsequent follow-up testing protocol and test result notification process is the same as for random testing.

Failure to Comply With Follow-up Testing Requirements

An employee who fails to comply with follow up testing requirements or who has a positive follow up test is not in compliance with University policy and is subject to corrective action including dismissal.

Professional Medical Review

MRO Services

OTC. provides MRO (Medical Review Officer) services at no additional cost for all DOT drug screen results. We also offer MRO services for all Non-DOT screening at no additional cost to our clients. "MRO Services" are available to non-clients at a competitive rate. Please contact OTC for more information.

Medical Review Officer

The Medical Review Officer's responsibility is to ensure the integrity of the drug test result. Although we offer (and recommend) MRO services for both federal and non-federal test results, review of the federal results is required by law.

Medical Review Reporting Procedures

The MRO and/or MRO staff contacts the donor of the questionable result to verify any medical explanation. If OTC is unable to contact the donor

- within a reasonable time period at the home phone number provided, we will contact the DER for assistance.

- Daily calls are made until verification is complete..

If there is a medical explanation, the donor is required to provide to the MRO and/or the MRO

- staff in writing, from his physician or pharmacy, his medical explanation within five days.

If no medical explanation is provided, the MRO and/or MRO staff verifies receipt of the Chain of

- Custody copies 1 and 2 for accuracy and reports the result as a verified positive to the DER.

DOT requires a 10 day no-contact time frame before verifying a positive result to the DER.

However, if the DER has documented that the donor has been given contact information for the

- MRO and has failed to comply with the request of the DER to contact the MRO within 72 hours, at that time, the MRO can report the result as a no-contact to the DER.

Estimated drug detection periods in Urine

Alcohol up to 14 hrs

Meth-Amphetamines up to 3 Days

Cocaine up to 4 Days

Marijuana-Casual use up to 14 Days

Marijuana-Chronic use up to 23 Days
 Opiates and Heroin up to 3 Days
 Phenocyclidine PCP up to 14 Days

Records Retention

Collection Records

Record Type	Where Record Maintained	Retention Period
		1 yr 2 yr 5 yr Indefinite
Negative and canceled controlled substance tests.	Employing Department	1 yr
Alcohol tests with concentration less than .02	Employing Department	1 yr
Collection logbooks, if used	Employing Department	2 yr
Documents relating to random selection process	Employing Department	2 yr
Documents generated relating to decisions to administer reasonable suspicion or post-accident tests	Employing Department	2 yr
Documents verifying medical inability to provide adequate samples.	Human Resources Employee Medical File	5 yr

Records Relating to Positive Drug and Alcohol Tests

Record Type	Where Record Maintained	Retention Period
		1 yr 2 yr 5 yr Indefinite
Employer's copy of alcohol test form including results	Employing Department	5 yr
Employer's copy of drug chain of custody form	Employing Department	5 yr
Documents Medical Review Officer (MRO) sends to UW	Human Resources Employee Medical File	5 yr
Documents employee presents to dispute results	Human Resources Employee Medical File	5 yr
Substance Abuse Professional (SAP) evaluation and referral	Human Resources Employee Medical File	5 yr
Previous employer background screen results if positive	Human Resources Employee Medical File	5 yr
Previous employer background screen results if negative	Employing Department	5 yr
Corrective Action Recommendations and Action	Employing Department Personnel File and Human Resources Personnel File	Indefinite

Test Process Records

Record Type	Where Record Maintained	Retention Period			
		1 yr	2 yr	5 yr	Indefinite
Records of refusal to take tests	Employing Department				
Program administration records	Employing Department				

Education and Training Records

Record Type	Where Record Maintained	Retention Period			
		1 yr	2 yr	5 yr	Indefinite
Alcohol misuse and controlled substance use awareness including UW policy	Employing Department				
Driver's signed receipt for education materials	Employing Department				
Documentation of supervisor training	Employing Department				See *Note

*Note - these records must be retained during the entire period the driver or supervisor participates in the drug and alcohol testing program and for two years after the responsibility ends.

Drug Testing Collector Training Program Overview

Whether you need to be certified or recertified as a collector our training classes will meet DOT requirements for certification. Training is held once a month in all of our locations. We also provide onsite training.

Training Course and Fees

The follow classes are task oriented courses and the duration of class times may vary depending on factors such as: the level of proficiency demonstrated by the various students, and the number of students participating in the class. The class times will not exceed 9 am to 5 pm CST each day, however the class may be dismissed early. Discounts will not be provided for early dismissal.

Each training course must have a minimum of three (3) and no more than ten (10) registered participants in order to hold class.

Collector or Recertification Training - Class times are from 9 am to 4 pm CST. This certification allows collectors to perform DOT drug (urine) testing on any person. Fee: \$150.00 per person. Contact our office for onsite fees.