



Thank you for your interest in joining our Random Drug Testing Program. Please review the enclosed information and:

1. Fill out the Client Information and Payment section on page 7
2. Submit participant information (page8)
3. Sign and date agreement on page 9

Our program offers all the services your company needs to be fully compliant with Federal Regulations. This packet contains the information you need to take full advantage of our services. In order to assist your company in meeting Federal guidelines we have included information regarding:

- Supervisor Training
- Designated Employer Representative Certification
- Online Services
- Employee Training
- Drug Testing Guidelines
- Pricing Options
- Participant Information
- Program Agreement
- Contact Information

Each one of the items is very important in your company's compliance. Please review the information and don't hesitate to call us if you have any questions.

Judee Perez

Random Drug Program Administrator

Jeremy Slater

Random Drug Program Administrator

Supervisor Training

Federal guidelines state that, "Each employer shall ensure that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use."

Consortium Compliance offers a training seminar that meets all of these requirements. Our training includes newly edited video segments from known drug testing expert, Bill Judge. The program includes role-playing and confidence building techniques that empower supervisors to facilitate a drug free workplace. Topics include:

- DOT Supervisor Responsibilities
- What is Reasonable Suspicion?
- DOT prohibited conduct & rule violations
- Signs, symptoms and effects of the 5 DOT prohibited drugs
- Physical, performance, and behavior indicators
- Drug abuse and alcohol misuse effects on the brain
- How to make reasonable suspicion determination
- How to counter employee defense strategies

Training sessions are held frequently throughout the year and are also available on-site. Classes are limited in size, so be sure to sign up early.





Designated Employer Representative Training

The Designated Employer Representative (DER) is a crucial component of your company's compliance. The objective of this course is to provide instruction and resource material that enables the DER to fully understand their role in the drug testing process. This includes:

- Actions required by the DER
- The DER's relationship with other players in the testing process
- Ensuring complete compliance with Federal Regulations
- The implementation of practical industry standards and procedures
- Problems with drug tests
- Record Retention
- Management Information Systems Reporting

The DER training course is scheduled on an as needed basis. While this class is not mandated by federal regulations, the liability of not knowing what to do, and how to do it, is too great. This is a class you want your DER to attend.





E-Compliance

New for 2008, Consortium Compliance has launched an interactive website that puts all the information you need at your fingertips. The benefits to members include:

- Instant access to test results virtually anytime and anywhere
- 24 hour access to all critical compliance information
 - Participant Lists
 - Drug Testing Summaries
 - MIS Reports
- Controlled data transmissions, so information cannot be seen by anyone but the logged-in user (secure connection)
- Critical information regarding regulations and frequently asked questions

Next time the California Highway Patrol shows up at your door, don't be caught reaching for the phone. Log on and get the information you need. This all new service is offered at an affordable \$9/month. Sign up for a full year and get a month **FREE**. Check it out now! Go to www.49part40.com and click on the Member Log-In button. You can view a sample company's information by using the login *Guest* with no password.

www.49part40.com



Employee Training

Federal Motor Carrier Safety Administration regulation 382.601 states that each employer shall provide educational materials to employees that explain the employer's policies and procedures with respect to the misuse of alcohol and use of controlled substances. Members of our program have FREE access to an award winning employee training video that covers all requirements of this regulation.

Our video is very informative and covers:

- DOT prohibited conduct and rule violations
- Signs, symptoms and effects of the 5 DOT prohibited drugs
- Physical, performance, and behavior indicators
- Drug abuse and alcohol misuse effects on the brain

This video is a great tool to help your drivers understand why drug testing is mandated and how a drug free workplace benefits everyone. Use of this video must be scheduled one week in advance and must be returned within two business days. Availability is on a first come first serve basis.



Drug Testing Guidelines

Due to the importance of remaining compliant with the Federal Regulations regarding Alcohol and Controlled Substances random drug testing, we have included instructions that will help ensure that best practices are followed.

- **Consortium Compliance** will select participants for testing on a quarterly basis. Once you have received the participant's notifications, you will have the remainder of the quarter to send them in for testing. To follow D.O.T. rules:
 - The participants can NOT be informed that they have been selected until they are notified that a test will be administered
 - Participants must be notified of testing throughout the quarter on a random basis
 - Once notified the participant must immediately report to the collection site for their drug and/or alcohol test.
- To keep an accurate timeline, the employer should have the employee write the date and time on the notification and sign it when it is given to them. As the employer, you should fill in the blank appointment dates with the date and time the employee needs to show up for testing. This process keeps the employee accountable for what time they show up at the collection site.
- The employee must bring the notification and proper ID with them to the collection site.
- Each employee who is tested receives a Donor Copy of the Custody and Control Form (CCF). As the employer you will also receive a copy of the CCF with the results. If you would like to see the CCF before you receive the results, you should ask to see the donor copy when the employee returns from testing. This will show what time your employee had the test administered, and that they did in fact participate.





CLIENT INFORMATION SHEET

Date: _____
 Company Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____ Email: _____

Designated Employer Representative(s)

1. _____ 2. _____

Collection Site: **Lakewood Clinic** **Commerce Clinic** **La Mirada Clinic**
 5203 Lakewood Blvd. 6538 Telegraph Road 15330Valley View blvd.
 Lakewood, CA. 90712 Commerce, CA. 90040 La Mirada, CA. 90638

Enrollment Choices

1. **An annual enrollment of \$100 and \$30 per person per year. ***
 This choice includes all random drug and alcohol tests at no additional charge. If client is selected for testing through out the year, the tests are FREE.
2. **A two-year sign up with a \$180 enrollment and \$50 per person.***
 This choice includes FREE random drug and alcohol testing for two years from the date of sign up.
3. **An annual enrollment of \$100 with drug and alcohol testing to be paid for at time of service.**
 This choice does NOT include free drug and alcohol testing, prices will be \$50 a NIDA drug test and \$15 for a Breath Alcohol test, with all payments due at time of service

All non-random Federal tests will be \$50

All non-random Breath Alcohol Tests will be \$15

Service	Price	Quantity	
Enrollment	\$		
Per driver fee	\$		
Supervisor Training	\$89		
DER Training	\$349		
Website Membership	\$9 / Month		
Expedited Enrollment	\$0		
		Total	
Payment Method:	Check	Credit Card:	Visa / MC / Amex / Disc.
	#	Card #:	
		Expiration:	/

*All annual fees are earned when received and are not subject to pro-rating
 *All quotes valid for 30 days





Consortium Member Agreement

This agreement is entered into affect on the ____ day of _____, between Consortium Compliance and _____ (Employer).

- 1. Consortium Compliance offers the Random Drug Testing Program as a service to its members, but sole responsibility of compliance with the Department of Transportation Regulations remains with Employer.
- 2. Consortium Compliance will perform: Random Selection, Facilitation of Collection Site, Laboratory Analysis, Medical Review Officer (MRO) services, Management Information Systems (MIS) reports, and Bi-annual drug testing summary reports.
- 3. Consortium Compliance agrees to maintain current documentation pertaining to pre-employment test results, participation lists, and drug and alcohol notification records for all active participants. All other required record keeping is the responsibility of the Employer
- 4. The Employer is responsible for: revisions of participant lists, participant notification of Random Drug and Alcohol testing, selection of the Designated Employer Representative (DER) and all applicable provisions of Part 40 and DOT agency drug and alcohol testing regulations.
- 5. Employer understands that it is Consortium Compliance’s policy to report non-compliance to the appropriate agency.
- 6. Employer agrees to pay Consortium Compliance the fees set out in the fee schedule. This includes payment for enrollment, drug and alcohol testing fees per driver, pre-employment examination, post accident testing, follow-up/return to duty testing, reasonable suspicion testing, expedited enrollment fees, manager and supervisor training and website fees.
- 7. Employer will provide Consortium Compliance complete contact information, including name, social security number, and hire date of each “safety sensitive” employee.
- 8. For all records and services the employer requires on the same business day requested, Consortium Compliance reserves the right to charge an “expedited handling fee” that is due at time of service. Normal turn around on all services is two (2) business days.
- 9. This agreement shall remain in effect until terminated by one of the parties and is only in effect for one (1) year from date of signing. This agreement may be cancelled via written notice by either party at any time

Company Name

Authorized Signature