

## **Mandatory Drug Testing Program Instructions to Supervisors for Random Process**

1. This is a confidential procedure and should not be delegated. If you are unable to complete this duty contact us immediately and we will make notification to the next available supervisor. **DO NOT ASSIGN THIS DUTY**. No one, especially the selected employee, should know of the test prior to notification.
2. You have 5 working days to notify the employee of the drug screen. The day of your initial contact from HR and weekend days are NOT included in the 5 days. Prior to notification you should:
  - a) Check the employee's schedule to avoid any conflicts.
  - b) Contact the collection site for hours of operation, appointment policy and to determine if they have Quest Diagnostics NON-DOT chain of custody forms for DPS. If they do not, call Cindy Torres, 512-424-5756 or Sara Mercado (512) 424-5083 PRIOR to notification of the employee.
  - c) Complete Date Test Scheduled & Collection Site on the HR-175.
3. Immediately prior to the scheduled drug screen you will meet with the employee to inform him/her of their selection for random drug testing. You should then sign the HR-175 and record the date and time on the form. The employee will also sign the HR-175, record the date and time, and check off the Employee Accepts box on the form. (**Please note:** when the employee will be present for testing within the 5-day period page 2 of the HR-175 can be destroyed. Refer to step #7 for when to use page 2 of the HR-175.) **When your employee works at a different location:** you may instruct the employee over the phone, then sign, date and time the form, scan/email it to the employee. Please instruct the employee to sign the HR-175, and complete date and time.
4. The employee must immediately go to the collection site at this time. The employee must take the signed HR-175 to the collection site where it will be timed in and out by a collection site technician. **Employee must be prepared to present their valid Texas driver license. The employee must also bring back the original HR-175.**
5. **At the collection site, the employee must be sure he/she is completing a Quest Diagnostics, Non-DOT chain of custody form for DPS. This form should be secured as instructed in Step 2.** The employee may be given a *donor copy* and employer copy of the Quest Diagnostics chain of custody form by the collection site representative.
6. The employee must return the HR-175 to you after the test has been completed. You should then scan/email the HR-175 to [Drugtest@dps.texas.gov](mailto:Drugtest@dps.texas.gov), then place the original HR-175 in the mail to the Drug Testing Program Coordinator along with the copy of the Quest Diagnostics chain-of-custody form to the DPS address at the bottom of the HR-175. In situations where the employee works in a different location from the supervisor, the employee can scan/email the HR-175 directly to the Drug Testing Program Coordinator.

### **PAGE 2 OF THE HR-175:**

7. If the employee is absent for the entire 5-day period you will only complete page 2 of the HR-175 and page 1 should be destroyed. Please email to [Drugtest@dps.texas.gov](mailto:Drugtest@dps.texas.gov) and then forward the **original** to the Drug Testing Program Coordinator. A **copy** of page 2 **must** be sent to your supervisor.

If your employee tests positive, notification will be sent within 24 hours of receipt of result.

You may provide this instruction page to your employee for reference.