

## **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 before you notify the employee to verify their Drug Testing hours of operation.
  - c) If you need additional assistance, call Drug Testing Program Specialist Heather Hinojosa, 512-424-0676, Special Programs Lead (Lisa Sang) 512-424-2696 or Special Programs Manager (Cindy Torres) 512-424-5756 *PRIOR to notification of the employee.*
3. Once you have verified the employee is available, you will meet 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 and DonorPass/FormFox (if provided) to the collection site and provide to the collection site technician. Employee must be prepared to present their valid Texas driver license. The employee must also bring back the original HR-175 and any other related documents.
5. At the collection site, the employee must be prepared to complete a Quest Diagnostics, Non-DOT chain of custody form for DPS. The chain of custody form will ask for a Daytime number and an Evening number. The Daytime number must be a number that is answered during regular business hours, such as the office number. A personal number may be provided as the Evening number. It is important that the employee provide 2 separate numbers.
6. The employee must return the HR-175 and any other related documents to you after the test has been completed. You should then scan/email the HR-175 and any other related documents to [Drugtest@dps.texas.gov](mailto:Drugtest@dps.texas.gov) within two business days. If the HR-175 and related documents scans are legible, then you will receive a response instructing you to destroy the originals. Otherwise, you will receive a response to place the originals in the mail to the Drug Testing Program Coordinator 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 and related documents directly to [Drugtest@dps.texas.gov](mailto:Drugtest@dps.texas.gov)

### **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. Reminder: If you are unable to complete this duty contact us immediately.

You may provide this instruction page to your employee for reference.  
If your employee tests positive, notification will be sent within 24 hours.