



Drug



Alcohol



DNA



Wellness



LabTests



Background

### **Scheduling Drug and Alcohol Tests**

We are excited to offer you our Drug and Alcohol testing services. Notice that we use the same Testing Authorization Form to order pre-employment, random and post-accident tests. The Testing Authorization Form is a fillable PDF form that can be shared electronically. You can also print the form to provide a paper copy for the donor.

## **Pre-employment Protocol**

If there is a need to send a donor for pre-employment, random or other drug testing, follow the procedure listed below:

- 1- Fill the Testing Authorization Form (Appendix A)
- 2- Share the completed form with the donor. There is no need to print the form. The Donor can use the electronic version of the form (PDF file) or a print version. However, the donor should provide the electronic or paper version of the form in order to be tested
- 3- Direct the donor to ARCpoint Labs of Addison for testing

Our office is located at:  
**4002 Belt Line Rd. Suite 110**  
**Addison, Texas 75001**

Our normal business hours are Monday to Friday, 8:00 am to 5:00 pm.

- 4- We will collect and process the donor's sample upon arrival. The results will be uploaded to the i3screen portal within 4 to 5 days and shared with the Risk Manager by email.

## After-Hours Protocol

For purposes of this protocol, "after-hours" is defined as services delivered from 5:00 pm to 8:00 am, weekends and holidays.

If there is an event requiring an after-hours drug/alcohol test, follow the procedure listed below:

- a. Call ARCpoint Labs of Addison at (469) 547-7473 and select option #4 (After-Hours Service) to speak with the on-call collector.
- b. Fill the Testing Authorization Form (Appendix A) and send it to [addison@arcpointlabs.com](mailto:addison@arcpointlabs.com) or Fax it to: (469) 217-3305
- c. If you were not able to speak with the collector. You can leave a voicemail and/or call the Lab director, Arturo Ramirez at (469) 547-7134. When you leave a voicemail, specify that you need a Drug/Alcohol on-site collection and provide your name and a phone number where you can be reached. The collector will return your call as promptly as possible.
- d. You will be given an estimated time of arrival by the collector at the end of the call.
- e. The collector will arrive with the supplies needed to complete the drug/alcohol test, including forms, collection cups and shipping labels.

### Note:

If a breath alcohol test is required, the collector will report the results of the test immediately to the employer representative.

In case of shy bladder, shy lung or refusal of test event the collector will notify the employer representative.

An Authorization Test Form can also be created when a test is scheduled in the i3screen portal.

# Testing Authorization Form



<b>Donor Name:</b>	<b>Donor ID#</b>
Client Company Name:	Date Requested
DER Contact Name:	DER Phone #:

\*DER = Designated Employer Representative

<b>On-Site/After-Hours Testing</b>
<input type="checkbox"/> On-site Testing <input type="checkbox"/> Business Hours (8:00 am – 5:00 pm) <input type="checkbox"/> After-Hours (5:00 pm - 8:00 am)
On-site Collection Address

<b>Reason for Test</b>
<input type="checkbox"/> Reasonable Suspicion <input type="checkbox"/> Post-Accident <input type="checkbox"/> Random <input type="checkbox"/> Pre-Employment
<input type="checkbox"/> Observed Collection <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-Up
<input type="checkbox"/> Other :

<b>Drug Testing</b>
<input type="checkbox"/> Urine DOT Panel <input type="checkbox"/> Urine Non-DOT (7 Panel) <input type="checkbox"/> Hair (5 Panel)

<b>Alcohol Testing</b>
<input type="checkbox"/> Breath Alcohol DOT <input type="checkbox"/> Breath Alcohol Non-DOT <input type="checkbox"/> Hair EtG <input type="checkbox"/> Urine EtG

<b>Donor Instructions:</b>
1. You must bring this form with you in order to be tested. 2. You MUST also present a picture ID for identification purposes. 3. If you have questions, please contact: <p style="text-align: center;"><b>ARCpoint Labs of Addison</b> 4002 Belt Line Rd. Ste 110. Addison, Texas 75001 Phone: (469) 547-7473   Fax: (469) 217-3305 Email: <a href="mailto:addison@arcpointlabs.com">addison@arcpointlabs.com</a></p>

<b>Remarks:</b>	<b>Form completed by:</b>
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