**Post-Accident or Reasonable Suspicion Drug/Alcohol Testing**

**Instructions for Employees on 2nd or 3rd shift**

**Call FSSolutions at 800-732-3784 and press 1 (this is for Post-Accident and Reasonable Suspicion testing)**

You will be connected to the FSSolutions after-hours staff representative, who will make the arrangements for the specimen collection. If the after-hours representative is on another call, please leave a voice mail message, and he/she will return your call promptly.

**Be prepared to provide the following information:**

* Your name and the company name (which is Commonwealth of Pennsylvania)
* Name of the employee/donor who needs to be tested
* Employee/Donor id (employee id, SS#, etc.) and date of birth (DOB)
* Your phone number, including area code and extension
* City and state or zip code, and phone number if available, of employee/donor
* Type of testing needed:
  + DOT (CDL) Reasonable Suspicion, or
  + DOT (CDL) Post Accident

The FSSolutions representative will then begin the process of locating/contacting a collection site or mobile collector. The actual time to reach a collector will vary.

FSSolutions will call you with the collection site information (for a fixed collection site), or with the collector’s name and estimated time of arrival (for a mobile collector).

**Escort the employee to the site (or remain with the employee at the location where the mobile collection will be done) and remain available to the collector**.

*Turn page over for instructions for random and follow-up tests*

**Random or Follow-up Drug/Alcohol Testing**

**Instructions for Employees on 2nd or 3rd shift**

**Call FSSolutions during regular business hours (8:00 am to 5:30 pm ET) at 800-732-3784. Skip the prompts and dial 5515 for our account representative, Mary Ann Mesaros.** If you get Mary Ann’s voice mail, press 0 and you’ll be directed to the operator for assistance.

**Please call at least 72 hours in advance of the desired date for the test.** Please note that by placing the call to FSSolutions you will have met the commonwealth’s expectation that testing be done within 72 hours of your receiving notice of the need for testing.

**Be prepared to provide the following information to the account representative:**

* + Your name and company name (which is Commonwealth of Pennsylvania)
  + Name of the employee (donor) who needs to be tested
  + Your phone number, including area code and extension
  + City, state & location of employee/donor
  + Type of testing needed:
    - DOT (CDL) Random (drug and/or alcohol), or
    - DOT (CDL) Follow-up (drug and/or alcohol)

The account representative and her team will then begin the process of locating/contacting a collection site or mobile collector. The actual time to reach a collector will vary, and may take a day or more.

FSSolutions will call you with the collection site information (for a fixed collection site), or with the collector’s name and the date and estimated time of arrival (for a mobile collector).

*Turn page over for instructions for post-accident and reasonable suspicion tests*