

RANDOM DRUG TESTING

The primary purposes of random drug testing are to ensure the safety of the company's customers and employees and to support the company's commitment to a drug-free workforce.

Summary of random drug testing selection process

Covered employees remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.

- Employees shall be selected for testing by using a computer based random number generator or equivalent random selection method that is matched with an employee's employee identification number.
- Random testing dates will occur without prior notice.
- The number of employees selected for random testing will be based on the number of eligible employees at the time and the pre-determined testing rate.
- Specimen collection will be conducted on different days of the week throughout the annual cycle to prevent employees from matching drug use patterns to the schedule for collection.

Steps for random drug testing

The company, on a pre-determined date, shall use the random selection procedures to compile a list of covered employees selected for random testing during that testing cycle.

- The company shall ensure that the list of employee identification numbers will identify the correct employees who are to be randomly tested during the testing cycle.
- Employees will be notified of their selection for random testing after they have reported for duty on the day of collection.
- The list of employees to be tested will be provided to the appropriate company official.
- The list of employees who have been selected for random drug testing will be retained by the company official or his/her designee in a secure location.