\*\*\*Edit the information in this form to fit your protocols and send it to any and all collection sites used for testing\*\*\*

[Enter Your Transit System Name Here]

Collection Site Protocols

For Alcohol Tests

Positive (0.04 and up)

Non-Negative (0.02 – 0.039)

Immediately Contact: [FIRST NAME / LAST NAME], [Phone Number] or [2nd Phone Number]

Back-up: [FIRST NAME / LAST NAME], [Phone Number] or [2nd Phone Number]

For Drug Tests

Custody and Control Form:

* Step 1, D should be ***always*** be marked as FTA.
* Copy 4 must be transmitted via [example: by mail/fax/ scan & email, with supervisor]
* Copy 2 must be transmitted to the MRO immediately
* Employees [will/will not] arrive with a notification form

Any disruptive or uncooperative behavior by an employee must be reported to the names and order listed above.