



## AFTER HOURS AND WEEKEND DRUG TESTING

Effective date: May 20, 2016

I was recently notified that our current after hours and weekend collection facility, Austin Mobile Drug Testing, would no longer be performing those duties. I have arranged for Foremost Forensics in Pflugerville to take over this aspect of our drug testing program on a trial basis. There are **no changes** to the 8-5, M-F procedures. The good news is the procedure may be simpler for you. Foremost Forensics has agreed to use a mobile testing unit to collect samples. Effective today you need to do the following when testing is required by policy:

- Call Foremost Forensics at **512-415-4065**
- Advise the attendant that you need a drug testing sample, alcohol test or both collected (remember, all employees are subject to drug testing for automobile accidents. Alcohol testing is only required when the employee has a CDL and/or when a supervisor believes the employee is under the influence of alcohol.)
- Arrange a location for you to meet the technician. This can be your office, fire station, police HQ or any other private location
- Take the employee to the location and wait

Foremost Forensics has been advised to call me for authorization, but it has also been advised that any supervisor can authorize testing if they are unable to reach me. Do not hesitate to call me on my cell, 512-801-5357, if you have any questions. Please let me know if Foremost Forensics services are unacceptable as this is a trial basis right now.

Michael Bennett

Risk Manager