

Using Local Area Collection Site

In many cases Midwest Toxicology will provide on-site mobile unit collection service for random testing. However, there are times you will need to use the local area collection site that has been set up by Midwest. Protocol for using a local area collection site is summarized below.

Q. When do you use the local area collection site?

A. For any testing situation when previous arrangements have NOT been made for on-site service. This typically would include pre-employment, post-accident, reasonable suspicion tests and random tests that have been missed.

Q. How do I know if there is a local area collection site set up?

A. Check the State's list of collection facilities to see what is set up in your local town/city.

Q. What steps do I follow to use the local area collection site?

A. Follow the steps listed below:

1. Confirm the hours the collection site is open and confirm if an appointment is needed or not.
2. Fill out an "Off-Site Collection Form" – be sure to:
 - a. Use the correct Off-Site Collection Form – there is one for DOT/CDL tests and one for TDP tests.
 - b. Fill in requested information (all blank areas.)
 - c. Mark the correct test reason (pre-employment, random, post-accident, etc.)
 - d. Mark whether it should be a drug test only, alcohol test only, or both tests.
3. Fax a copy of the form to Midwest Toxicology.
4. Give the employee who is to be tested a collection kit and a copy of the Off-Site Collection Form.
 - a. Be sure to give the employee the correct collection kit - DOT collection kit to those needing a DOT/CDL test and a Non-DOT collection kit to those needing a non-regulated test.
 - b. Inform him/her that they need to present the form to the collection facility upon arrival so the collection facility will know what test to have completed.
 - c. Inform him/her that they need to allow sufficient time to complete the collection before the collection site closes and to arrive at the collection site with the ability to provide a urine specimen.
 - d. Be sure the employee is aware that once s/he presents himself/herself at the collection site and begin the collection process they cannot leave until the collection process is completed or it may be considered a refusal to test.

Q. What do I do if: a) there is some unresolved issue at the collection site, b) I think the collection site didn't follow correct collection procedures, c) there is some other kind of collection site issue?

A. Contact Midwest Toxicology for assistance.

****To order additional collection kits use the order form found in the Forms section of the Drug and Alcohol Testing web pages.**