Communicate the result privately to the donor, then write the drug(s) the donor tested positive for in the “Results Shown Non-Negative/Positive For” field on page 2 of D101. Afterwards, you must sign and print your name, as well as state the date and time of the collection. The donor should do the same.

Identify which state you are located in, as each state has separate laws. Follow the instructions below.

- **If your state is labeled green,** please review pages 2 - 3 of this document.
- **If your state is labeled blue,** please review pages 4 - 5 of this document.
- **If your state is labeled red,** instant urine testing within your office is not permissible. Instead, all applicants and associates will need to be sent to a medical clinic that has been pre-approved by the Risk Management team.
If your branch is in one of these states, a non-negative drug test result is considered an automatic fail. Terminate the associate as eligible for rehire in StaffSuite. When documenting the drug screen results under Forms and Procedures, change the “Status/Results” to “Unacceptable” and type “fail” in the “Notes” field.

You are not required to receive lab confirmation of the result. Have the associate read through the Self-Pay Option paragraph at the bottom of D101. If the associate would like to appeal the result, they may do so by paying for a drug screen at a medical clinic that has been pre-approved by the Safety and Risk Team.

**States Not Requiring Lab Confirmation:** (Alabama, Arizona, Arkansas, Colorado, Florida, Georgia, Idaho, Indiana, Kentucky, Michigan, Mississippi, Missouri, New Mexico, North Dakota, Ohio, Pennsylvania, Tennessee, Texas, Virginia, Washington, and Wyoming)

What if the associate wants to appeal the non-negative result?

If the associate chooses to appeal, inform them they will be sent to a medical clinic and held responsible for the expense of the drug test. Explain that if the clinic’s test reveals they are negative for drugs, they will be reimbursed up to $40 after they have worked on an Elwood assignment for 30 days. If they test positive at the clinic, the cost of the drug test will not be reimbursed, and the associate will be placed on a 90 day probation.

After explaining this process, checkmark the box next to “Applicant/Employee was sent to approved clinic for lab based screen” on the bottom of D101. Next, complete the Self-Pay Authorization Drug Screen form (D104). Fill in the name of the clinic and today’s date. Fill in the date and time you are directing the associate to the clinic. Write in their name, social security number, and date of birth. Have them sign and date the form. Consider making a copy for the associate to take with them.

Then, fax or email the form to the clinic. It’s a good idea to call the clinic to ensure they received the form and there aren’t any scheduling conflicts. Attach the Self-Pay Authorization form to D101. Retain the originals in the associate’s personnel file.

The associate must arrive at the clinic within **2 hours** of leaving the branch. If they do not arrive at the clinic within 2 hours, they will be placed on a 90 day probation. If the clinic is not available within the next two hours, the associate is required to go to the clinic first thing on the next business day.

The test results from the clinic must be emailed or faxed back to us. The associate cannot bring the results back to the branch.

**What if the associate does not want to appeal the non-negative result?**

If the associate opts not to appeal the result, checkmark the box next to “I decline the opportunity to submit to a lab based test...” on D101. You should then terminate the associate in StaffSuite.

**What if the associate passes the clinic’s drug test?**

They are now eligible to be placed on assignment and will be reimbursed up to $40 for the cost of the drug test after working 30 days on an assignment. Rehire the associate in StaffSuite and under Forms and Procedures, change the “Status/Results” to “Acceptable” and type “Pass” in the “Notes” field.
What if the associate fails the clinic’s drug test?

They will be placed on a 30 day probation, which starts the date they were drug tested in the branch. In StaffSuite retain their terminated eligible for rehire status and retain the explanation “Failed Drug Screen – 90 Day Probation”.

The associate will not be reimbursed for ANY of the cost of the self-pay drug screen.

What happens after the 90 day probation?

If after 30 days, the associate wants to be considered for an assignment through Elwood, they must pass a 5-panel pre-employment drug screen. If the test result is negative, the associate is eligible for hire and can be placed on an assignment.

If the test result from the instant device comes back positive, terminate the associate ineligible for rehire in StaffSuite with the explanation “Failed Drug Screen – 2nd time – Ineligible”. Uncheck the “Eligible for Rehire” box. You will need to send the sample into the laboratory for confirmation, or offer them the opportunity to have a Self-Pay test performed at an approved clinic depending on your state’s law.

Will the associate ever be eligible for rehire after a second failed test?

Possibly. If, after considering an applicant’s work history, attitude, and behavior, you feel they should be reconsidered for hire, contact your RAD. The RAD will review the information and decide whether or not to take the appeal to the Risk Ops team for their approval. If Risk Ops does approve, the applicant needs to come into the branch, complete D104 (the Self-Pay Authorization Form) and take a drug test through a pre-approved medical clinic. They are responsible for the cost of the drug test.

What if the associate discloses they are taking prescription drugs?

We wear a lot of different hats in this business but medical expert is not one of them. Explain that the test is non-negative and they have the option to appeal the test and have another screen performed at a clinic. The Medical Review Officer (MRO) at the clinic will be able to determine if the associate does have an authorized prescription and if they are taking the prescription correctly. Only an in depth analysis can show this. If an associate insists on providing you with any medical history, or current medications, politely ask them to stop. Never write medical information about an associate down on paper or record medical information in StaffSuite.

Stop here if you are located in Alabama, Arizona, Arkansas, Colorado, Florida, Georgia, Idaho, Indiana, Kentucky, Michigan, Mississippi, Missouri, New Mexico, North Dakota, Ohio, Pennsylvania, Tennessee, Texas, Virginia, Washington, or Wyoming.
**States Requiring Lab Confirmation:** (Alaska, California, Hawaii, Kansas, Louisiana, North Carolina, Oklahoma, Oregon, Utah)

If your branch is in one of these states, you are required to send the non-negative drug screen off to a laboratory for further testing.

After sharing the results with the associate, explain that the specimen will be sent off to a laboratory for confirmation of the result. Terminate the associate as eligible for rehire in StaffSuite. When documenting the drug screen results under Forms and Procedures, change the “Status/Results” to “Unacceptable” and type “fail” in the “Notes” field. You will then ship the specimen to the lab.

**How do I ship the specimen?**

You need the following supplies: specimen bags, custody and control forms, a diagnostic laboratory pack, and FedEx Shipping Labels.

Custody and Control forms tell the lab what to test for and where to send the results from the lab. It is important to fill these forms out clearly. Different custody and control forms are used for various reasons. If your office uses many Custody and Control forms, create a file folder and label each form according to what they are used for. This will assist you in knowing which form to use when.

Once the custody and control forms are completed, place them inside the specimen bag along with the drug screen cup. The specimen bag is designed so the paperwork is separate from the specimen.

Place the specimen bag inside the diagnostic laboratory pack. The FedEx shipping label will go outside the pack. You should never have to pay for shipping a specimen to a laboratory as the overnight shipping expenses are built into our laboratory screening costs.

**Is the associate eligible to work while we are waiting on the drug screen results from the lab?**

No. They will need to be terminated as eligible for rehire in StaffSuite.

**What if the lab result is negative?**

They are now eligible to be placed on assignment. Rehire them in StaffSuite and under Forms and Procedures, change the “Status/Results” field to “Acceptable” and type “Pass” in the “Notes” field.

**What if the lab result is positive?**

Communicate the confirmation of the result with the associate and explain they are being placed on a 90 day probation, which starts the date they were drug tested in the branch. In StaffSuite, keep their status as “Terminated, Eligible for Rehire”. The explanation will be “Failed Drug Screen – 90 Day Probation”.

What happens after the 90 day probation?

If after 30 days, the associate wants to be considered for an assignment through Elwood, they must pass a 5-panel pre-employment drug screen. If the test result is negative, the associate is eligible for hire and can be placed on an assignment.

If the test result from the instant device comes back positive, terminate the associate ineligible for rehire in StaffSuite with the explanation “Failed Drug Screen – 2nd time – Ineligible”. Uncheck the “Eligible for Rehire” box. You will need to send the sample into the laboratory for confirmation, or offer them the opportunity to have a Self-Pay test performed at an approved clinic depending on your state’s law.

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