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Date

**DEPARTMENT OF COMMERCE**  
**OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #129, FY10**

**SUBJECT:** Guidance for Random Drug Testing – Scheduling and Notification of Tests

**EFFECTIVE DATE:** Upon release of this HR Bulletin

**PURPOSE:** This bulletin provides additional guidance to the Department of Commerce’s (Department) Drug Testing Program Coordinators (DTPCs) on the scheduling of random drug tests and the notification to employees selected for testing. This guidance updates the Department’s “Drug and Alcohol-Free Workplace Testing Guide,” (Testing Guide) Section IV, Notification Procedures, pages 17–18.

[http://hr.commerce.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod01\\_008041.pdf](http://hr.commerce.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod01_008041.pdf)

**BACKGROUND:** DTPCs are responsible for carrying out the Department’s Drug-Free Workplace Plan (DFWP) at your agency. Random drug testing is a critical part of the DFWP. DTPCs are to schedule the random tests and notify the supervisor in accordance with the following procedures.

**PROCEDURES:** The following procedures supplement the guidance in the Testing Guide.

1. The Department’s Drug Testing Program Manager will e-mail the DTPCs at least one week prior to the beginning of the testing period. The e-mail will contain the names of those employees in Testing Designated Positions randomly selected for testing during the testing period.
2. To schedule the tests, the DTPCs are to go to [www.edrugtest.com](http://www.edrugtest.com) and sign in using their specific ID and password.
3. After signing in, on the left side of the screen, DTPCs will see several options. Select “Test Scheduling.”
4. On the following screen, select “Customer Service Collection.”
5. On the next screen, supply the information for Office, Donor ID (use 0000 and the last 5 numbers of the employee’s social security number), Last and First Names, and Site Code. To find the Site Code, click on “Find Collection Site” and follow the instructions.

6. The Herbert C. Hoover Building (HCHB), Health Unit (Room 6046), will be the collection site in Washington, D.C. (not the Department of the Interior). Contact the Health Unit to determine a mutually agreeable date and two-hour period for the collection. Their phone number is (202) 482-4088.
7. Call the site you select and confirm the date and time for the collection process. Please schedule it at least one week after the date you call – this gives the contractor time to send all necessary materials to the test site.
8. Click on “Submit.”
9. Generate two copies of the Notification Form. One will be for your records and one for the employee.
10. On the day of the test, contact the employee’s supervisor and provide the supervisor with the employee’s copy of the Notification Form no more than one hour before the scheduled test.
11. The supervisor is to inform the employee that he/she has been selected for random testing and the employee is to immediately report to the collection site. The supervisor is to give the employee his/her copy of the Notification Form. The Notification Form contains the employee’s name and the address of the testing site.
12. If the first-level supervisor is not available, then contact the second-level supervisor to inform the employee. If neither the first nor the second-level supervisor is available, the DTPC will inform the employee.
13. Whoever notifies the employee is to inform the employee that failure to appear for the drug test without a management-approved excuse is grounds for disciplinary action.
14. Contact the Department’s Drug Testing Program Manager at (202) 482-3321 if you encounter any problems or need additional information.

**REFERENCES:** Department of Commerce’s “Drug and Alcohol-Free Workplace Testing Guide,” Section IV, Notification Procedures, pages 17–18.

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