

DRUG/ALCOHOL FREE WORKPLACE SCREENING AUTHORIZATION

Company Information:

Jefferson County Commission
Room A-670 Courthouse Annex
716 Richard Arrington, Jr. Blvd N
Birmingham, AL 35203
Contact: HR/Risk Mgt
Phone: 205-325-5249

Fax: 205-325-5614



Instructions to Employee/Prospective Employee

Prospective/Promotional Employee/Transfer/Reassignment

You are hereby notified to report to the collection site listed on the back of this form within 48 hours of contact from the Human Resources Department. Failure to report within the specified time frame or failure to provide a sample for testing within two (2) hours of arrival at the testing site will cause your application for employment to be denied.

Present this form to collection site staff upon arrival. Present your PHOTO I.D. (Drivers License, State I.D., Military I.D., etc.) for identification.

Current Employee

You are hereby ordered to **immediately** report to the collection site listed on the back of this form and provide a specimen for **drug and alcohol** testing.

You are hereby notified that failure to immediately go to the collection site for testing or failure to provide a sample for testing within two (2) hours of arrival at the testing site will result in the **forfeiture** of all compensation to which you may be entitled under the Worker's Compensation Law of the State of Alabama.

You are further notified that failure to comply with this order shall constitute a violation of Jefferson County's Administrative Order 91-6, and shall also result in disciplinary action, which may include termination of employment or cause your application for employment to be denied.

Present this form to collection site staff upon arrival. Present your PHOTO I.D. (Drivers License, State I.D., Military I.D., etc.) for identification.

Employee Name (please print): _____ SS# _____

Employee Signature _____

Services Needed

(Please fax copy of chain and/or copy of BAT result and physical to 205-326-3122 immediately upon services rendered.)

- Urine Drug Screen Breath Alcohol Test DOT Physical Regular Physical
 TB Skin Test Fit for Duty

Type of Drug Screen/Alcohol Testing Needed

- Pre-Employment Random Post Accident On the Job Injury
 Reasonable Suspicion Return to Duty Follow-Up Last Chance
 Promotional/Transfer/Reassignment

Category of Test

- Non-DOT Test DOT-Test on a DOT mandated employee Safety Sensitive

Instructions to Collector

Notify "HR/Risk Mgt" of confirmation alcohol screen equal to or greater than .02 **immediately** by calling 205-325-5249 and faxing to 205-325-5614 (please do this even if a Jefferson County representative is with the employee being tested.)

Supervisor/HR Designee Signature (supervisor should forward a copy of this form to Human Resources, Courthouse, Room A670 or fax to 325-5614)

Date: _____ Time: _____ Signature: _____

Department Number _____

Collection Site

- | | |
|--|---|
| <input type="checkbox"/> Alabama Comp (Drug Screen, BAT, Fit for Duty, or Injury)
2018 Brookwood Med Ctr Dr., POB Ste G-2
Birmingham, AL 35209
PH: (205)877-2667 | <input type="checkbox"/> St. Vincent's OHC1
2700 10 th Avenue South, Suite 103
Professional Building #2
Ph: (205)930-2600 |
| <input type="checkbox"/> Middle Creek Medical Center (Injury or Drug Screen(post-accident/injury only),
4810 Bell Hill Road
Bessemer, AL 35022
Ph: (205)477-3737 | <input type="checkbox"/> St. Vincent's OHC2
One Lakeshore Drive, Suite 301
Lakeshore Medical Building
Ph: (205)930-2910 |
| <input type="checkbox"/> Middle Creek Medical Center
(Random Drug Screening and BAT)
4917 Promenade Parkway
Bessemer, AL 35022
Ph: (205)426-2039 | <input type="checkbox"/> |

CC: Human Resources Department

Revised 5/12