

August 9, 2007

Revised

ODOT Regional Workforce Alliance Drug Testing Procedures

The last step for selection into an ODOT Regional Alliance **Qualified Construction Labor Pool** requires all applicants to undergo and pass a drug testing examination. Legacy MetroLab (Legacy) will conduct drug and specimen validity tests on urine specimens provided by applicants. Drug screens will test for the following substances:

Amphetamines/Methamphetamine, Barbituates, Benzodiazepines, Cocaine,
Marijuana (THC), Opiates, PCP and Propoxyphene.

Drug testing will occur after applicants have completed all other requirements for entrance into the Qualified Construction Labor Pool. The requirements include:

1. *Attendance at a construction trades orientation*
2. *Registration in Oregon Employment Department's iMatchSkills*
3. *Screened for Work Readiness*
4. *Educational Achievement and Age Verification*
5. *Completion of Educational Assessment (CASAS, TABE, CAPS, COPS, COPES, etc., or community college placement tests)*

Once these steps have been completed, an "authorized" referring provider in the region will provide applicant with referral to a Legacy approved Collection Site, related drug testing application, and an information sheet on what to expect when testing. Forms are provided by Legacy. Legacy has several, accessible collection site locations in each ODOT region.* (See below)

To make referrals and receive results on applicants, an authorized referrer must be a recognized agent [Oregon Employment Department, Workforce Investment Act providers, etc.] acting on behalf of ODOT. The authorized referrer will provide a chain of custody form to applicant submitting to drug testing. This Legacy provided form grants the release of test results to the authorized referrer (not ODOT) and must be completed, signed and turned into the collection site before testing can occur.

Applicant Results

Legacy will complete the initial drug screening and provide negative test results to the authorized referrer within twenty-four (24) hours of receiving the specimen from the approved collection site.

- **Negative results** – indicating no drug usage initiates approval of applicant into the Regional Alliance Qualified Construction Labor Pool. Oregon Employment Department and applicant will be informed through authorized referrer that applicant has met all the minimum requirements. The Oregon Employment Department will

activate the “construction ready” button in iMatchSkills database and begin linking job seeker to apprenticeship opportunities.

- **Positive results** – If the initial screen is positive/presumptive, the specimen will go to Gas Chromatography/Mass Spectrometry for confirmation and will be resultated within twenty-four (24) to forty-eight (48) hours from the initial screen. A positive result indicating drug usage terminates consideration for the Regional Alliance Qualified Construction Labor Pool. Applicant can re-test at approved collection site in two months with the cost of re-testing covered by the applicant.
- **Inconclusive results** – attributed to sample temperature exceeding acceptable range or an adulterated sample allows for re-testing at the time of first test. A second inconclusive result is cause for rejection of applicant.
- **Right to Appeal** – Any applicant failing his/her drug test has the right to appeal if a legitimate reason exists for a positive result, example: neglecting to identify and provide drug prescription. Appeal must be requested in writing through authorized referrer. Legitimate requests will trigger a medical review by a Medical Review Officer (MRO) authorized by Legacy. The MRO will re-test sample and substantiate results.
- **Drug testing provided by partner organizations** – Optional drug testing results provided by partner organizations will be considered valid if conducted on applicants within the previous three months.

Legacy MetroLab Drug Testing Services

Legacy has set up an account with ODOT recapping the specific program stipulations and special services/requirements (if any). ODOT can terminate Legacy’s services at-will as long as accounts are paid current.

ODOT will be billed per test (lab fee, panel test fee, and periodic medical reviews) – monthly invoicing will reflect number of tests performed from authorized referrals within the month. Invoices will be mailed out the last week of every month. Legacy does not bill overhead costs or flat monthly rates. There is no set-up fee for Legacy drug testing services.

Legacy provides explanatory packets with necessary information for authorized referrers to understand the drug testing process, including collection site locations and phone numbers, drug registration forms, and general information on what to expect from a Legacy urinalysis drug test. This information can be copied by authorized referrers and distributed to applicants as they are referred out for testing.

ODOT has submitted a list of authorized referrers to Legacy with the following information for each region:

1. Authorized Referrer name
2. Primary Authorized Referrer contact
3. Secondary Authorized Referrer contact
4. Authorized Referrer’s phone number and fax number
5. Authorized Referrer’s address

This information will allow listed authorized referrers to refer applicants to Legacy and Legacy to release information on individuals to authorized referrers. ODOT can update the

list of authorized referrers by providing the necessary information to Legacy by telephone or email. ODOT will be billed for testing services by Legacy but will not receive test results. Billings will be mailed to ODOT Civil Rights Specialists in the regions.

*** Approved Collection Sites**

REGION 1 – Portland Metro Area

1. Portland – Legacy Central Laboratory, 1225 NE 2nd Ave., 97232
2. Beaverton – Legacy Twin Oaks, 1815 NW 169th Place, Bldg. 6, (6025), 97006
3. St. Helens – Legacy Lab St. Helens, 500 N Columbia River Hwy, 97051
4. Tualatin – Legacy Tualatin, 7587 SW Mohawk St., 97062
5. Gresham – Gresham Urgent Care, 2850 E. Powell Valley Road, Suite 100, 97080
6. Clackamas – Willamette Falls Occ. Medicine, 9775 SE Sunnyside Road, 97015

REGION 2 – Mid-Willamette Valley and Coast

1. Astoria – Helen’s Drug Screen Service, 250 36th Street, 97103
2. Seaside – O’Donovan Clinic, 580 Avenue U, 97138
3. McMinnville – Willamette Valley Med. Ctr, Occ. Medicine, 2700 SE Stratus, 97128
4. Lincoln City – Samaritan North Lincoln Hospital Lab, 3043 NE 28th Street, 97367
5. Salem – Salem Occ. Health, 2168 Lancaster Drive NE, 97305
6. Corvallis – Corvallis Clinic, 444 NW Elks, 97330
7. Albany – Albany Family Medical, 1705 Waverly Dr. SE, 97321
8. Eugene – Chemical Testing Mobile, 1393 18th, Suite C, 97477
9. Springfield – Chemical Testing Mobile Services, 2025 West 12th Avenue, 97477
10. Newport – Legacy Bridgeview, 1010 SW Coast Hwy #104, 97365

REGION 3 – Southern Oregon Cities

1. Coos Bay – North Bend Medical Center, 1900 Woodland Ave., 97420
2. Roseburg – Occupational Medicine, 1951 NW Mulholland Dr., Suite 2A, 97470
3. Medford – Providence Center for Occ. Health, 1390 Biddle Rd., Suite 101, 97504
4. Medford – Asante Clinic Rogue Valley Occ. Medicine, 781 Black Oak Dr., Suite 102, 97504
5. Medford – Valley Immediate Care, 1600 Delta Waters Rd., Suite 107, 97504

REGION 4 – Central Oregon Cities

1. The Dalles – Mid Columbia Medical Center, 1700 E 19th St, 97058
2. Hood River – Providence Hood River, Occupational Health, 811 13th, 97031
3. Prineville – Pioneer Memorial Hospital Lab, 1201 NE Elm St., 97754
4. Madras – Mt. View District Hospital Lab, 470 NE A Street, 97741
5. Redmond – Redmond Immediate Care, 3818 SW 21st, St 100, 97756
6. Bend – St. Charles Medical Center, 2500 Neff Rd., 97701
7. Klamath Falls – Basin Immediate Care, 3150 South 6th St., 97603

REGION 5 – Eastern Oregon Cities

1. Pendleton – Interpath, 1100 Southgate, 97801
2. La Grande – Interpath, 710 Sunset Dr., 97850
3. Ontario – Physicians Primary Care, 335 SW 13th St., 97914
4. Baker City – Interpath, 3325 Pocahontas Rd., 97814
5. Hermiston – Interpath, 1150 W Hartley, 97838
6. John Day – Blue Mt. Hospital Lab, 170 Ford Rd., 97845
7. Burns – High Desert Medical Center, 559 West Washington, 97220