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ODOT Region I Alliance Drug Testing Policy and Procedures

The last step for selection into the ODOT Region I Alliance **Qualified Construction Labor Pool** requires all applicants to undergo and pass a drug testing examination. Tests should analyze for the presence of amphetamines/methamphetamines, cocaine, marijuana (THC), PCP, opiates, and alcohol.

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

1. *Attendance at construction trades orientation*
2. *Registration in Oregon Employment Departments' iMatchSkills*
3. *Screened for Work Readiness*
4. *Educational Achievement and Age Verification*
5. *Completion of Educational Assessment (CASAS, TOEFL, or community college placement tests)*
6. *Approval by OCR Regional Civil Rights Specialist*

Once these steps have been completed, relevant WIA provider will provide applicant with referral to Legacy Metrolab drug testing facilities, related drug testing application, and an information sheet with what to expect when testing. Forms are from Legacy Metrolabs.

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

Drug testing of applicants will be conducted through Legacy Metrolab Drug Testing Services. Legacy has several easily accessible locations in the Portland-Metro Area.

Applicant Results

Legacy will notify provider contact of applicant test result within 48 hours.

- **Negative results** indicating no drug and alcohol usage initiates approval of applicant into ODOT's Qualified Construction Labor Pool. OED and applicant will be informed through WIA provider that individual has met all the minimum requirements. The Oregon Employment Department will then activate

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

- **Positive results** indicating drug and alcohol usage terminates consideration into ODOT’s Qualified Construction Labor Pool. Applicant can re-test at approved site in two months with the cost of re-testing covered by applicant.
- **Inconclusive results** attribute to an adulterated sample is cause for rejection of applicant.
- **Inconclusive results** attributed to a temperature glitch or watered down sample allows for re-testing at the time of first test. A second inconclusive result is cause for rejection of applicant.

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 Metrolab will set up an account with ODOT recapping the specific company stipulations and special services/requirements (if any) to be signed by ODOT and returned to the appropriate Legacy representative. ODOT can terminate Legacy’s services at-will as long as accounts are paid current.

ODOT will be billed per test (lab fee and panel test fee) – monthly invoicing will reflect number of tests performed from recognized provider 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 Metrolab provides companies packets with necessary information for applicants to understand 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 providers and distributed to applicants as they are referred out for testing.

ODOT must submit a list of referral agencies to Legacy Metrolab with the following information:

1. Provider Organization name
2. Contact at Provider, and Secondary Contact
3. Phone number and/or fax number
4. Provider Address
5. Billing Address

This information will allow listed providers to refer applicant to Legacy Metrolab and Legacy to release information on individuals to recognized agencies. New providers can be added via email or a phone call once the account is in place.

Legacy will contact referring agencies directly with individual test results within 48 hours. ODOT will be billed for testing services by Legacy Metrolab but will not receive test results.