



Drug Testing Instructions

1. Time and Date signed by manager when employee or applicant is sent to lab.

Manager_____

Employee Name_____

Store Location_____

Lab Testing Site_____

Drive Time From Store To Lab:_____

(place sticker of testing site on Custody and Control Form)

Departing for test

Date_____Time_____pm/am

2. Employee and applicants must report to testing site within 15 minutes (plus drive time) to testing.

Time allowed_____minutes_____Manager initials____

3. Give Custody and Control Form to receptionist and follow his/her instructions.
4. You must bring your driver's license for inspection at the lab.
5. You will need to know your social security number.
6. After testing you will receive the back page of your Custody and Control Form. Please attach that form to this letter and return to your manager.