

SANDHILLS MONITORING LLC

WORKPLACE TESTING PROGRAM SERVICES

1. To provide laboratory and MRO services in connection with the client's policy and procedures for their workplace testing program.
2. To provide client with on-site collection services (if required) with certified urine drug screen collectors.
3. To provide client with a local designated collection site for pre-employment, post-accident and reasonable suspicion testing (if needed).
4. To provide client with annual reports indicating all drug testing activity for that immediate calendar year for their workplace testing program.
5. To provide client with computer generated random selection services in accordance to client's directives.
6. To provide their DER (designated employee representative) with a master list of employees to be tested for the immediate testing period.
7. To provide the client's DER management communication, upon receipt of positive results, our program administrator will assist your DER in the proper management communication with the employee, proper forms to be issued, confidential issues, etc.
8. To assist the DER with Excel spreadsheet listing format for making the employee testing list.
9. To assist the DER with navigating through the software, website, and telephone training on how to update the employee list before a testing period and other available information from the website.
10. To provide the client with a twenty-four hour emergency hotline for afterhours assistance and post-accident testing.
11. To maintain all workplace drug testing program information electronically for five (5) years.
12. Medical review officer services to verify all non-negative results and to verify all prescription medications.
13. Sandhills Monitoring LLC will undertake to provide these services with reasonable dispatch, diligence and care with the objective of assisting the client in furtherance of the workplace drug testing program. However, Sandhills Monitoring LLC cannot and does not represent that its studies, reports, and other activities will reveal employee drug use, all loss or injury producing conditions, or other drug problems. Therefore, Sandhills Monitoring LLC assumes no responsibility for discovery, control or correction of hazards, damage caused by clients applicants, employees, or the rehabilitation and performance of any individual.

Designated Employer/School Representative (DER/DSR) Form

Company name:			
Mailing address:			
City, State, Zip code:			
Physical address:			
City, State, Zip code:			
Phone, Fax, Email			

Authorization for DER/DSR Transmission & Communication of confidential information by telephone, email or facsimile machine.

This agreement is to enable transmission of information by telephone, email or facsimile machine between **Sandhills Monitoring LLC** and the **Designated Employer Representative/School Representative (DER/DSR)** appointed by the client.

This statement will affirm the client’s desire to have information supplied by telephone, email or facsimile from Sandhills Monitoring LLC. The client agrees to take full responsibility for confidentiality of all drug test related information supplied by telephone, email, or facsimile.

The client further agrees to notify Sandhills Monitoring LLC in writing of a change of telephone number, email address, or facsimile or notice to discontinue transmitting information in this manner.

Any change or addition of the DER/DSR **MUST** be in writing on Sandhill Monitoring LLC’s DER/DSR form prior to **ANY** confidential drug test information being sent by telephone, email, or facsimile. Client understands that **ONLY** those with a valid DER/DSR form on file with Sandhills Monitoring LLC will receive confidential drug test information.

CLIENT UNDERSTANDS THAT RESULTS WILL ONLY BE RELEASED TO THE AUTHORIZED PERSON(S) WITH A CURRENT DER/DSR FORM ON FILE WITH SANDHILLS MONITORING LLC.

PRIMARY CONTACT

Name:			
Phone, Fax, Email			
Signature/Title			
Website Password			

SECONDARY CONTACT

Name:			
Phone, Fax, Email			
Signature/Title			
Website Password			

**EMAIL TO YOUR PROGRAM ADMINISTRATOR (holly@sandhillsmonitoring.com)
OR FAX TO 1-910-984-1322**