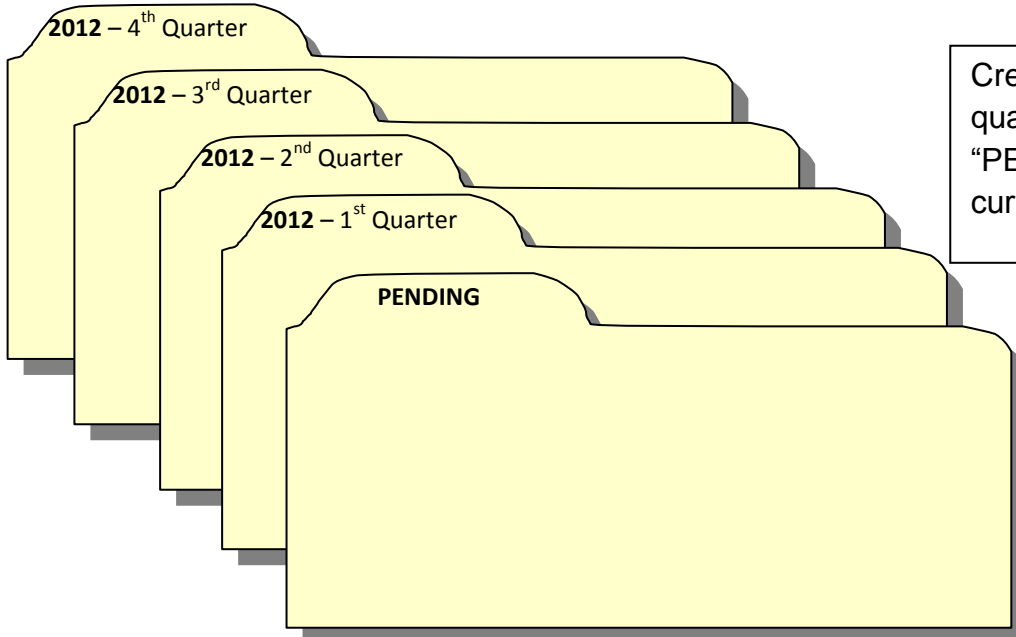
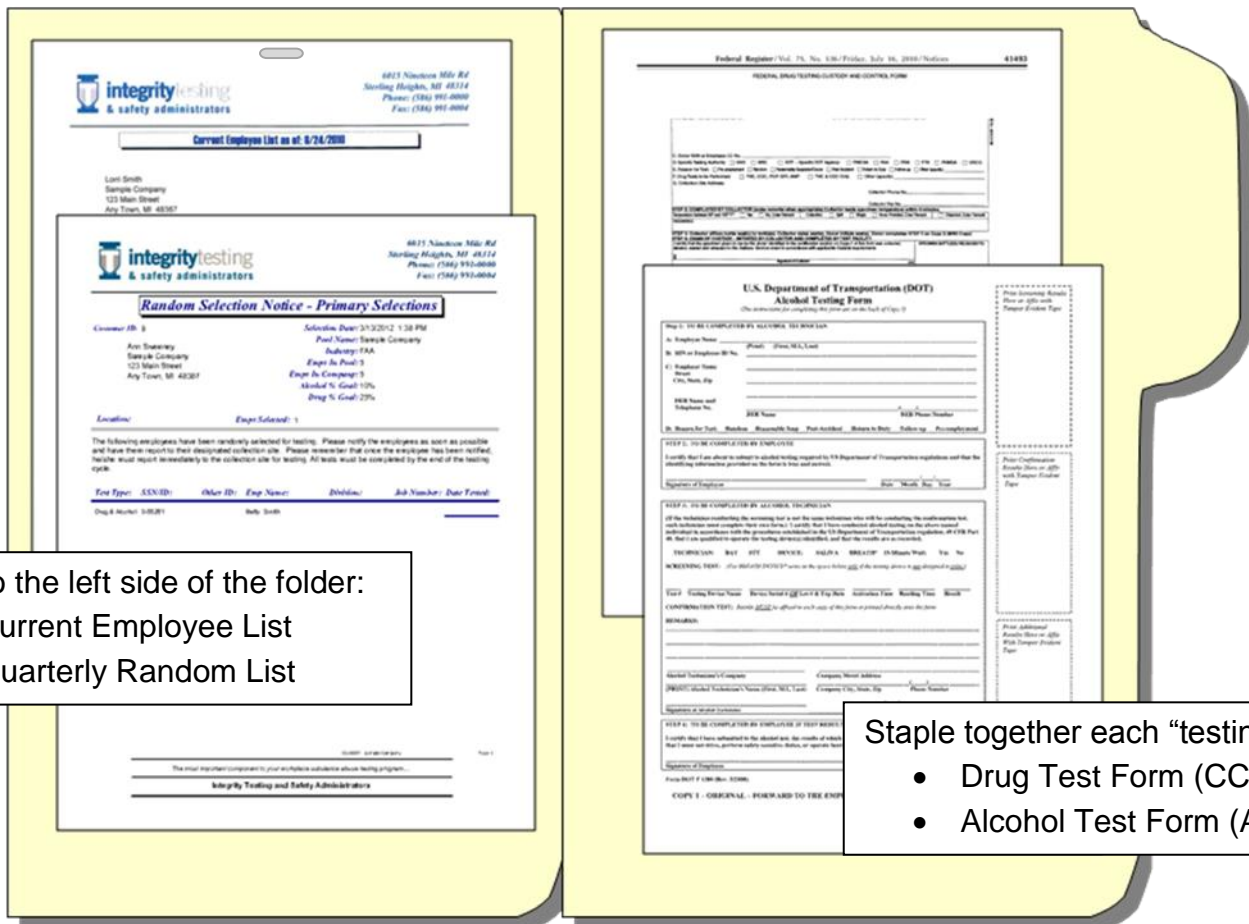


## FILE STRUCTURE FOR DOT FILES



Create one folder for each quarter of the year PLUS one "PENDING" folder to keep your current list & "tests in process".



Staple to the left side of the folder:

- Current Employee List
- Quarterly Random List

Staple together each "testing event"

- Drug Test Form (CCF) and/or
- Alcohol Test Form (ATF)

## **DOT Drug & Alcohol Testing Program File Management**

All files related to the Drug & Alcohol program **MUST** be kept separately from the employees personnel file.

### **RANDOM TESTING FILES**

- One “Pending” folder and completed folders by testing cycle
- Inside “Pending” folder
  - Staple current random list to inside front cover
  - Under list put the list of employees currently in the pool
- As CCFs and results come in, match them up and when complete, staple “testing event” together.
- Verify type of test ordered and type of test taken
  - i.e. drug or drug and alcohol
- File “testing event” in appropriate quarterly file
- Indicate on random list, testing date
- Keep tests in order of random list

One glance at the pending list will show what is missing.

Upon receiving next random selection list, previous testing cycle selection should be completed. If not, follow up with Integrity.