RANDOM SELECTION METHODOLOGY

Random pools for DOT Employers are set up in advance with pre-determined selection criteria by the Employer ensuring the annual established percentage rates for drug and alcohol testing compliance specified by the specific DOT Agency are met.

Designated Employer Representatives (DERs) for each Employer are identified in advance as to who will be receiving the random selection notifications and by what transmission method.

The selections are performed at a minimum quarterly, through a computerized process as specified by the DOT and specific DOT Agency. Lists of the safety-sensitive employees shall be updated by the DERs prior to selections to ensure the most up-to-date information is reflected in each selection through the secured ITSA portal.

Upon processing the selections, the software creates a buffer table that contains all of the active employees that are assigned to the pool being drawn and assigns each active employee a new random number using a Random Number Generator function (RND) and using the current date/time, plus their unique system number which provides a unique 16 digit decimal number for every employee for each individual random drawing.

The system then sorts the newly created "RND ID" from lowest number to highest. This step appropriately "scrambles" the employees so that they are in a true "random" order.

All active employees have an equal chance of being selected in every random selection. The system does not initiate any form of bias that would change the odds of a person being selected. Human involvement or interaction is not part of the random selection process. ITSA staff members do not know any of the selections until after the selection reports are generated and sent. The same process is followed for each selection to ensure equal chances of an employee being selected at any time.

In addition, our system generates an audit trail of the random selections historically documenting when an employee was or was not selected for any given random selection.