



## DEPARTMENT OF TRANSPORTATION UPDATES DRUG TESTING PANEL

On November 13, 2017, the Department of Transportation (DOT) issued notices that made changes to its drug testing program. Among the changes are updates to the drugs tested for in urine testing. These changes go into effect January 1, 2018. The DOT is adding four new Schedule II prescription medications to their drug testing program as well as making two changes to analytes in the existing drug-testing panel.

The following Schedule II prescription medications will be added to the drug testing program:

- Hydrocodone
- Hydromorphone
- Oxycodone
- Oxymorphone

The addition of these four Schedule II prescription medications, according to the notices published, is because “opioid abuse and related problems are a major national concern. Transportation industries are not immune to this trend and the safety issues it raises. Consequently, the Department proposed including these substances in its testing panel not only for consistency with the HHS Mandatory Guidelines, but as a response to a national problem that can affect transportation daily.”

The change also includes adding methylenedioxyamphetamine (MDA) as an initial test analyte and removing methylenedioxyethylamphetamine (MDEA) as a confirmatory test analyte from the existing drug-testing panel.



- **Accurate**
- **Affordable**
- **Confidential**

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### SPECIAL POINTS OF INTEREST

- Major changes to the D.O.T. drug testing panel starts January 1, 2018
- Using the correct Custody and Control form can save you a lot of time and headaches.
- Using the MyAccount web portal can help make your job easier.
- Does your drug and alcohol testing policy need an update? New D.O.T. regulations might require some changes.





*MyAccount is free and easy to use!*

## MYACCOUNT — A FREE AND EASY WAY TO MANAGE YOUR ACCOUNT

### WHAT IS MYACCOUNT?

MyAccount is a web portal, or web site, that allows clients to log in to view their account information, run reports and edit some of their account information.

### HOW MUCH DOES MYACCOUNT COST?

MyAccount is completely free for our clients that wish to use it.

### WHAT CAN I DO WITH MYACCOUNT?

With MyAccount you can view some of your basic account information for accuracy as well as download some resources that you might find useful. The real power of MyAccount though lies in the Random Management feature.

With the Random Management feature, you can:

- Manage your participant list 24 hours a day, 7 days a week with the **Participant List Manager**. No more waiting for update lists to arrive in the mail. Now you can just login, make a change and log out as changes occur. The changes you make are immediate!
- Manage your testing information with the new **Test Manager**. With the Test Manager, you can record when you notified participants to test, when they performed their tests and what the results were. You can even upload files such as test results, custody and control forms, clinic authorization forms and more. This allows you to keep your information in a single location. Even if you prefer paper files, you can use the Test Manager as a backup for your testing information in the event of a fire, flood or natural disaster.
- Make changes to the way your random program works with the **Random Program Settings Manager**. This feature allows you to change your work season if you are seasonal, how you wish for random notices and communications to be sent

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## SHOULD YOU REQUEST ALTERNATES FOR YOUR RANDOM?

The Department of Transportation (DOT) allows for the selection of alternates in certain circumstances, but does not require them. In general, it's not necessary to request alternates when a selection isn't able to test. Our computer system that draws random selections uses variable testing rates that try to predict what your future testing pattern will be and makes up for any tests that weren't completed in previous testing periods by drawing higher amounts for future testing periods.

If you do decide that you want to request alternates, you can, but there are some things you should know first:

- If you request alternates, you must *always* request alternates when participants cannot test. You cannot pick and choose when and who to request alternates for.
- Requests for alternates *must* be in writing using our alternate request form. We can provide this form to you on request.
- Alternates can *only* be requested if the primary selection cannot test "because of long-term absence due to layoff, illness, injury, vacation or other circumstances."

If you don't typically request alternates, you may still want to request alternates during the last testing period of the year if you will be unable to meet your required minimum annual testing rate. If this happens, you will still need to complete the request in writing using the alternate request form.

Make sure that you keep copies of all the request forms and that you maintain documentation explaining why the primary selection could not be tested.

THE IMPORTANCE OF  
USING THE CORRECT  
CUSTODY AND CONTROL  
FORM

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formed incorrectly which may result in donors needing to re-test; semi-annual testing statistics can be wrong if results aren't corrected; MIS reports provided by Asure Test will be inaccurate and you may end up paying for the test twice, once to the clinic and once to Asure Test.

To help prevent this from happening, you can have CCFs sent directly to you. When you do this, you can hand them directly to donors before they go to the clinic. This way you can make sure that the donor has the correct form and you can monitor your own supply of forms.

#### HOW TO FIX MISSING OR INCORRECT RESULTS

Even the most well prepared and diligent D.E.R. or H.R. representative will sometimes have a result with a problem. Donors lose forms or collection sites refuse to accept them without telling you. Whatever the reason, when this happens, don't worry, in most cases the problem can be corrected if caught early.

If you think there's a problem, contact Asure Test first and let them know you're concerned. We can check on the test and if we find a problem, our employees will work with you to try to fix it. To help us fix any problems, it's a good idea to have your donor's name and SSN ready, as well as the date of the test, the clinic they went to, a copy of the custody and control form (if you have it) and the reason for the test. Depending on the problem, you could have a corrected result in as little as 15 minutes.

Remember: a small amount of prevention now can save a lot of frustration later.

## MYACCOUNT — A FREE AND EASY WAY TO MANAGE YOUR ACCOUNT

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(through the portal only or through the portal and the mail) as well as how often we should ask you to update your participant list (if it's mailed that is). We are hoping to expand this feature in the future as well to include more customizations for you to make to your random testing account.

- With the **Reports Center**, you can view, download and print Random Selection Lists and Progress Reports going all the way back to 2012 as well as other reports.

#### HOW YOU CAN SIGN-UP

If you would like to try the MyAccount

portal all you need to do is call Asure Test at (636) 916-0050 or send an email to [myaccount@asuretest.com](mailto:myaccount@asuretest.com). In order to enroll an account in the portal, you must be an authorized contact on the account. If your company already uses MyAccount and you want access as well, you should contact your D.E.R. or Asure Test and we can help you get in contact with the right person at your company.



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## E-BILLING — A FASTER, EASIER WAY TO RECEIVE YOUR INVOICES WHEREVER YOU

To keep up with the latest technological advances and to provide convenient services to our clients, we offer an e-billing option to all of our clients.

E-Billing is more than just receiving your invoices by e-mail. You will generally receive them a few days before the date on the invoice, giving you more time to review and pay your invoices. Additionally, only e-billing subscribers receive monthly statements showing all activity on their account in the previous month. Statements can help you reconcile your account. You can have your invoices sent to two different email addresses to help ensure delivery.

E-billing is free and easy to enroll in. Call us today at (636) 916-0050 to get started!

## POLICY UPDATE

Now that additional drugs have been added to the drug testing panel, the Department of Transportation (DOT) has asked that policies be revised to reflect this change. Asure Test, Inc. will update any policies that we have written for you, free of charge, if you fax or email a request. This should only involve updating the page where the drugs are listed. To request that your policy be updated, please send this page with the information below completed by fax to 636-916-5471 or email to [clientservices@asuretest.com](mailto:clientservices@asuretest.com).

Please update my policy for:

Company Name: \_\_\_\_\_

Date of Policy: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## MYACCOUNT — A FREE AND EASY WAY TO MANAGE YOUR ACCOUNT

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### WHAT HAPPENS IF I HAVE A PROBLEM?

If for some reason you are having any problems with the portal, no matter what it is, please let us know. You can send an email to [myaccount@asuretest.com](mailto:myaccount@asuretest.com) or call us at (636) 916-0050 for help.

If you have lost your username or your password, you can either contact us for a live person to help you with the process, or you can use our self-service account recovery system to recover your lost username

and/or password. To get to the recovery system, you can click the “Trouble logging in?” link on the log-in page or you can visit <https://myaccount.asuretest.com/Account/AccountRecovery>.

### I HAVE AN IDEA OR SUGGESTION, CAN I SEND THEM TO SOMEONE?

We are always looking for feedback on the portal and welcome new ideas, suggestions and criticisms. If you have anything you wish to share directly with the developer of the portal, such as ideas, suggestions and criticisms, you can send them to [myaccount.dev@asuretest.com](mailto:myaccount.dev@asuretest.com). We can't



*“Remember, the goal of the portal is to make your job easier. If there is something more we can do to help achieve that goal, we want to know!”*

promise that every idea or suggestion will be accepted, but we can promise that every message is read and considered.

Remember, the goal of the portal is to make your job easier. If there is something more we can do to help achieve that goal, we want to know!

### HOW THE PORTAL CAME TO BE — A BRIEF HISTORY

Over the years we have received lots of excellent feedback and suggestions on ways to improve our services. Some suggestions included electronic invoicing as well as when and how testing reminders and other notices are sent. As the internet evolved and technology started to become more accessible, there was one suggestion we started to hear again and again — our clients wanted to manage their accounts online.

In early 2013 we began to investigate how a service like that could be structured so that it not only allowed our clients to do what they wanted, but also would keep their information safe, would interface with our existing systems and allowed flexibility and room to grow and change. We spent nearly an entire year planning how the system might work and how to tackle some of the problems we were facing.

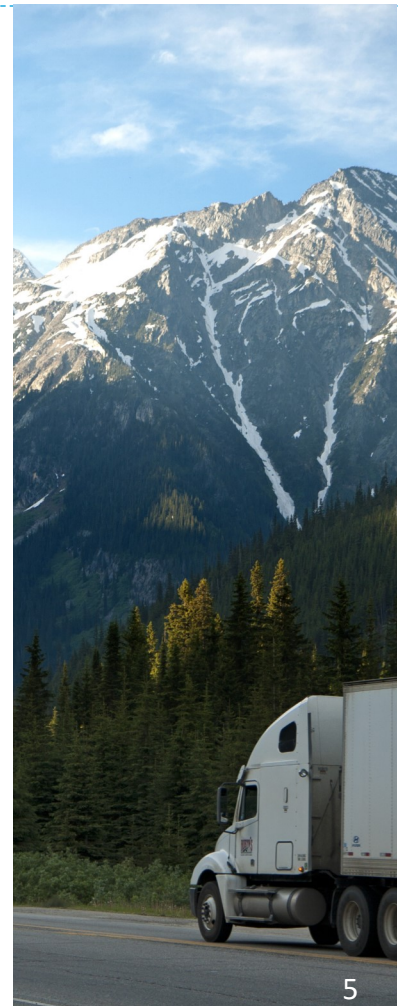
In January of 2014 we began changing our existing system so that it would work with a web service as well as allowing for the flexibility we needed. Then on October 14th, 2014 we began work on the MyAccount portal system.

By December of 2015 we felt we were ready to begin testing the new portal and on December 18th, we began mailing out invitations to try the portal to a select few accounts. Each week, a few more invitations would be sent and on December 29th, 2015, the first user logged into the system and began using it.

The MyAccount web portal has been in beta testing since December of 2015, but in January of 2018, the portal will leave beta testing and will be available to all of our clients for free!

### TO ALL OF OUR BETA TESTERS — THANK YOU!

We would like to give a special thanks to all of our beta testers. You took time out of your busy schedules and dared to help us test the portal. You were patient while we worked to fix the bugs we found. We sincerely thank you for your patience and help!



## ASURE TEST, INC.

### Additional Services Available:

- DNA Paternity Testing  
(Also now available prior to delivery)
- Random Programs for Individuals
- Hair and Nail Testing for Drugs
- Instant Kits for Urine Drug Testing
- Policy Writing
- Education to Meet the DOT Requirements for Supervisors and Donors

## 2018 MINIMUM ANNUAL RANDOM DRUG AND ALCOHOL TESTING RATES

Each year, the Department of Transportation (DOT) agencies and the Office of Drug and Alcohol Policy and Compliance (ODAPC) release the minimum random drug and alcohol testing rates for the new year.

As of the date of this publication, the 2018 testing rates are:

DOT Agency	Random Drug Testing Rate	Random Alcohol Testing Rate
Federal Motor Carrier Safety Administration (FMCSA)	25%	10%
Federal Aviation Administration (FAA)	25%	10%
Federal Railroad Administration (FRA)	25% - Covered Service	10% - Covered Service
	50% - Maintenance of Way	25% - Maintenance of Way
Federal Transit Administration (FTA)	25%	10%
Pipeline and Hazardous Materials Safety Administration (PHMSA)	50%	Not Applicable
United States Coast Guard (USCG)	25%	Not Applicable

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