

**NATIONALLY ACCREDITED FOR
ADMINISTRATION OF
DRUG AND ALCOHOL TESTING
PROGRAMS (NAADATP)**

**PROGRAM POLICIES, PROCEDURES, STANDARDS
AND APPLICATION**



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SECTION I: INTRODUCTION

WHY ACCREDITATION?

The goal of the Nationally Accredited for Administration of Drug and Alcohol Testing Programs (NAADATP) program is to have a national standards program for companies who provide drug free workplace program management services, to ensure they have company specific standard operating procedures, safeguards, knowledge and professional practices that keep their clients in compliance with federal drug and alcohol testing regulations. There is a demonstrated need for standards in drug and alcohol testing program management. A clear consensus of opinion exists that standards need to be adhered to on issues of random notification, notification of positives, liability insurance, pre-employment testing rules, Standard Operating Procedures (SOP) etc.

The NAADATP program not only provides guidelines for management of drugfree workplace programs, but also affords employers an assurance of quality. By utilizing a NAADATP provider, employers can rest assured that the provider of services is in full compliance with regulations. Through the required contract process, employers are made aware of what services they are being provided. In cases where the client does not have all services provided by the NAADATP provider, the contract spells out what additional services need to be performed for the employer to be in full compliance with any applicable federal regulations.

Through this program, accreditation provides the company with recognition for their excellence and adherence to industry established standards.

MARKETING YOUR COMPANY AS A NATIONALLY ACCREDITED DRUG AND ALCOHOL TESTING PROGRAM

As a Nationally Accredited for Administration of Drug and Alcohol Testing Programs, DATIA encourages you to market this achievement to current and potential clients as well as industry colleagues. To facilitate this, DATIA provides all NAADATP providers with a certificate attesting to this achievement, a decal to be displayed at the place of business, logo sheets for use on company letterhead and promotional materials, a press release for local newspapers and/or business journals, and copy material for use in company promotional materials. All of these marketing materials are provided as a means to assist NAADATP providers in establishing their company as a leader in the drug and alcohol testing program management industry.

SECTION II: REQUIREMENTS FOR BECOMING A NATIONALLY ACCREDITED DRUG AND ALCOHOL TESTING PROGRAM PROVIDER

To be recognized as Nationally Accredited for Administration of Drug and Alcohol Testing Programs, each company must meet the following requirements:

1. Company principal(s)/owner(s) must be currently employed in a position with active participation in drug and alcohol testing program management.
2. Successful completion of the DATIA Consortium/Third Party Administrator (C/TPA) Management Training Course by the company principal(s)/owner(s).
3. Company principal(s)/owner(s) shall sign and adhere to the Standards and Code of Conduct for Drug and Alcohol Testing Program Management.

4. Company shall maintain Errors and Omissions Insurance covering drug and alcohol testing with a minimum of \$500,000 coverage.
5. Company principal(s)/owner(s) must successfully pass an exam on material germane to management of drug and alcohol testing programs.

Companies with 1-10 employees are required to have one (1) principal/owner attend the Drug and Alcohol Testing Program Management Course and take the Drug and Alcohol Testing Program Management exam. Companies with 11+ employees are required to have two (2) principals/owners meet the above requirements. In addition, for companies with multiple office locations, there must be one (1) principal/owner that has attended the Drug and Alcohol Testing Program Management course and passed the exam for a maximum of three (3) office locations within a 100-mile radius.

THE SECRETS OF SUCCESSFUL DRUG AND ALCOHOL TESTING PROGRAM MANAGEMENT COURSE

This important DATIA seminar is presented by experts who have formed and successfully managed drug-testing programs. It is the first national series of seminars to address the need for a consensus to effectively manage drug and alcohol testing programs by Consortium, Third Party Administrators, and In-house program managers.

The course covers all aspects of drug and alcohol testing program management to include developing standard operating procedures, effective contracts, random testing, employee training and education, and provides a forum for group networking and problem solving.

Attendees of the Secrets of Successful Drug and Alcohol Testing Program Management Course leave their training with a comprehensive manual on managing drug and alcohol testing programs, as well as specific policies and procedures that can be implemented immediately. The manual, which is only available to course attendees and is the only manual on how to manage drug and alcohol testing programs, has proven to be a valuable resource for professionals.

STANDARDS FOR DRUG & ALCOHOL TESTING PROGRAM PROVIDERS

Nationally Accredited for Administration of Drug and Alcohol Testing Programs providers are expected to adhere to strict industry established standards for operation of their business. Adherence to these standards will ensure the company and their program participants that they are performing their services within the federal regulations, and in such a way that will provide exceptional customer service and loyalty.

The Standards and Code of Conduct cover the following topics: Professional Competency, Procedural Administration, Confidentiality, Testing Administration and Reporting, Accountability, and Professional Conduct. In addition to the company's principal(s)/owner(s) signing that their company and its employees adhere to the standards, all company personnel are expected to adhere to the policies and procedures entailed in the standards at all times and without exception.

ERRORS AND OMISSIONS INSURANCE

Maintaining Errors and Omissions Insurance specifically for drug and alcohol testing is of utmost importance in that general business liability and medical malpractice insurance

specifically exclude coverage of drug and alcohol testing. This insurance coverage protects the drug and alcohol testing program manager and its program participants in the event an error is made in the testing process. Although errors amongst NAADATP providers are significantly lower than the average drug and alcohol testing program, mistakes can and will happen.

A committee of industry representatives has determined that \$500,000 of coverage is sufficient to cover the majority of claims while still remaining cost effective for the drug and alcohol testing provider.

DRUG AND ALCOHOL TESTING PROGRAM MANAGEMENT EXAMINATION

All questions and answers on the Drug and Alcohol Testing Program Management exam are derived from the standards, policies, and procedures taught in the DATIA Drug and Alcohol Testing Program Management Course and contained in the manual for Drug and Alcohol Testing Program Management. The exam consists of 50 true/false and multiple choice questions.

DATIA offers the examination on Thursdays, except federal holidays and Thursdays before a DATIA Drug and Alcohol Testing Program Management Seminar. All exams are conducted via fax rather than in person to accommodate the needs of accreditation candidates.

The exam is the last step in achieving NAADATP status, and candidates are registered for the examination, after all prior steps have been completed and approved. DATIA recommends that when candidates select a test date they choose a date at least two weeks after the date they submit the final application to DATIA. This will allow the applicant time to complete any uncompleted application items or to correct items that do not comply with program standards.

Exams are sent to the fax number indicated by the candidate by 10:00 AM ET and must be received by DATIA by 1:00 PM ET. The average time for completion of the certification exam is 60 minutes when candidates block out time to devote only to taking the examination. Examinations not received by 1:00 PM ET will not be graded and the candidate will need to retake the examination.

EXAMINATION SCORING AND REPORTING

All persons taking the Drug and Alcohol Testing Program Management exam will receive written notification of their exam scores within 2 weeks of taking the exam. No scores will be reported over the phone before this time.

The notification will indicate the number of questions missed and whether this constitutes a passing or failing score. All candidates may call DATIA after receiving their test scores to inquire about the questions that were missed. Information on a candidate's examination can only be provided to the candidate. DATIA staff can provide the correct answer to a question missed and any materials to support the answer, but does not have the authority to overturn an answer. (See Appeals process below).

PASS - FAIL STANDARD

The passing score on the certification examination is based on a minimal level of knowledge that is expected of passing candidates. Each candidate is measured against a standard of knowledge, not against the performance of other individuals taking the examination.

A 90% is required to achieve a passing score on the exam. The examinations are designed to ensure that all aspects of drug and alcohol testing program management are covered with an equal amount of questions on each criterion. The test questions do not stress one area of program management over another.

APPEALS PROCESS

Within 30 days of announcing examination results, unsuccessful candidates may appeal their results to the DATIA Consortium/Third Party Administrator Issues Committee. Candidates should submit the question that is being appealed and any documents to support the answer provided by the candidate. These materials should be sent to the attention of the DATIA Consortium/Third Party Administrator Issues Committee at DATIA's headquarters.

The committee will review the appeal and respond to the candidate within 30 days. The committee's decision is the final decision. No further appeals will be entertained.

EXAMINATION HONOR SYSTEM

Candidates for the Drug and Alcohol Testing Program Management exam are required to sign a statement verifying that they have not received any assistance in completing the exam beyond the allowed reference materials. Specifically, candidates are not permitted to seek assistance from industry professionals, jointly complete exams, or use exams taken previously by themselves or other candidates when completing the exam. Use of any of these means is considered cheating.

If a candidate is suspected of cheating in completing the exam, he/she will be given the reasons for such suspicion and offered the opportunity to explain the circumstances. All information concerning the reasons for suspicion and follow-up information from the candidate will be forwarded to the DATIA Consortium/Third Party Administrator Issues Committee (candidate's name and any identifying information will be withheld), who will vote and determine if cheating has occurred.

If the committee determines that cheating has occurred, the candidate will be ineligible for accreditation until a time specified by the committee. If the committee determines that cheating did not occur, the candidate's score on the exam will stand.

REEXAMINATION

Candidates who fail to achieve a passing score on the exam will be offered the opportunity to take the exam within 60 days for no charge. The second exam will cover the same material as the original exam, but will contain different questions.

Should a candidate register to take the retest after the 60-day period has elapsed, the candidate must remit the full examination fee with the registration form.

A candidate can only take the exam twice during the accreditation year, which runs June 1 to May 31. Should a candidate fail to pass the examination after two attempts in one accreditation year, he/she will need to wait until the following June to reregister for the examination.

SECTION III: PROGRAM FEES

Secrets of Successful Drug and Alcohol Testing Program Management Course

\$289 for DATIA Members

\$349 for non-DATIA Members

Drug and Alcohol Testing Program Management Examination

\$0 for attendees of courses after September 22, 2000

\$95 for all previous course attendees

SECTION IV: RENEWING YOUR STATUS AS NATIONALLY ACCREDITED FOR ADMINISTRATION OF DRUG AND ALCOHOL TESTING PROGRAMS

Accreditation status will be renewable every two years on June 1. To renew, each company principal(s) will need to provide documentation that 8 contact hours (.8 CEU) of continuing education have been attended each year for a total of 16 contact hours (1.6 CEU). This continuing education shall include training seminars, courses, regulatory briefings, etc., that are on a subject matter germane to drug and alcohol testing and program management. The courses can be held by sources including, but not limited to, industry associations, government agencies (federal, state, and local), local business groups, colleges and universities, etc.

In addition, the company principal(s) will need to complete a refresher exam via fax, which will test on new regulations or guidance that have been enacted since their initial examination. This exam will consist of a minimal number of questions to ensure that the drug and alcohol testing program manager remains current on regulations.

In lieu of continuing education and a refresher exam, Accreditation status can be renewed via a complete Drug and Alcohol Testing Program Management examination. The examination will be current for the year in which the exam is being offered and will cover current regulations, guidance, policies, and procedures. It will be the same exam given for that particular year to initial Accreditation applicants.

The company principal/owner will also need to provide DATIA with a current Certificate of Insurance, and a current signed copy of the Standards and Code of Conduct verifying that they continue to meet the standards.

SECTION V: DEALING WITH COMPLAINTS AGAINST NAADATP PROVIDERS

Should an accusation be made that a Nationally Accredited Drug and Alcohol Testing Program is not abiding by either federal regulations or DATIA standards, the accuser will be required to

submit his/her accusation in writing accompanied by documentation of the actions reported. This document will be forwarded to the DATIA Consortium/Third Party Administrator Issues Committee for investigation. The committee will complete an evaluation of the charges to include contacting the company that is being accused of wrongdoing. If the accusations are found to be substantiated, and the committee determines that the company knowingly and consistently operates outside of the Standards and Code of Conduct, the affected company will lose their NAADATP status.

Providers who lose their NAADATP status may reapply for accreditation after a period of one year. In addition to the requirements for accreditation, the company must show documentation that the violation causing their accreditation status to be revoked has been corrected.

SECTION VI: STANDARDS FOR NAADATP PROVIDERS

A. Professional Competency

1. The company maintains a reference library of all current and updated federal regulations and guidance pertinent to DOT, SAMHSA, and mode(s) in which the company's clients operate. This reference will be easily accessible to all company employees.
2. Managers and employees possess a working knowledge of federal regulations regarding drug and alcohol testing and DOT modal interpretations and guidance.
3. Company manager (managers for companies employing more than 10 program staff persons) shall participate in a minimum of 8 contact hours of education and training programs per year (16 hours total) to maintain and enhance professional competency.

B. Procedural Administration

1. The company maintains and uses a Standard Operating Procedures (SOP) manual to address daily and unusual circumstances, to ensure consistency and fairness. At a minimum, the SOP shall contain procedures for:
 - a. Enrolling and renewing clients in the program, including pre-employment testing, and confirmation of compliance.
 - b. Dealing with laboratories, including blind sampling, test rejections, Quarterly statistical summaries, re-testing samples, and split specimens.
 - c. Dealing with the MRO including turnaround time, client contact in case of positives, and return to duty authorizations.
 - d. Dealing with collectors, including setting up new sites, supplying collector kits, and use of chain of custody forms.
 - e. The random selection method outlined in detail.
 - f. How a client is notified of a random test.
 - g. How post-accident tests are administered both during regular business hours, and after hours when the company is closed.
 - h. How negative test results are reported.
 - i. How positive tests are reported, to whom and when.
 - j. The process for capturing data and statistical information for future use with the MIS.
 - k. File and record retention guidelines.
 - l. Rules of the drug and alcohol testing program, and plan for dealing with clients who violate rules and procedures.
 - m. Analysis for "what if" situations.
2. The company promulgates a contract with all current and prospective clients to include a clear enumeration of what roles and services are handled by the company and which roles and services are not being provided, but are required by law or regulation.

C. Confidentiality

1. The company maintains all written and computer files in a locked and secured area and password protected electronic formats at all times to ensure confidentiality.
2. The company verifies client identity via a specific code word when the company is contacted by telephone.
3. The company verifies that each client utilizes a secure fax for receiving documents from the company. The company shall retain a signed verification of secure fax on file for each client.

D. Test Administration and Reporting

1. The company uses a computer program with a random number generator utilizing true random selection to make their random selection of client employees.
2. The company notifies client for random testing by secured means, such as telephone with code word verification, certified mail, secured fax, or private courier. Regular mail or unsecured fax notifications are prohibited.
3. The company requires that the client pre-employment drug tests new employees, or provides written proof of exemption from the requirement, before adding client employee to random testing pool. Written proof shall consist of a signed letter from the employer or previous drug testing program verifying that the employee is exempt from a pre-employment test.
4. The company notifies clients of negative drug test results within 12 hours of receiving the results from the MRO.
5. The company has 24hr availability to receive positive drug test results from the MRO.
6. The company provides immediate telephone notification to client, followed by written notice, of any positive drug and/or alcohol result upon receiving verified results from the MRO.

E. Accountability

1. The company notifies the DOT operating mode's headquarters in Washington, DC of any positive test results when the employee is an owner-operator, is not removed from his/her safety-sensitive position, or is returned to a safety sensitive position before successfully completing the return to duty process.
2. The company shall remove clients from the consortium random pool who do not comply with the program's and/or the DOT rules and regulations and place that client in their own random pool until the client complies with the instructions/rules, or cancel services to a client that does not comply with the program and/or DOT rules and regulations.
3. The company shall notify the DOT when a client's contract is canceled.

F. Client Service

1. The company assigns each client a specimen collection site within 30 miles of each client location, barring exceptional circumstances such as testing in remote areas of the country, or a collection facility that will perform on-site collections at the client's facility.
2. The company has the ability, itself or through sub-contractors, to collect urine drug testing specimens from client's employees within 2 hours during business hours or 8 hours after business hours anywhere program operates, pending exceptional circumstances.
3. The company has 24-hour information availability for cases of post accident drug and alcohol testing.
4. The company has the ability, itself or through sub-contractors, to conduct post accident breath alcohol testing of client's employees within 2 hours during business hours or 8 hours after business hours anywhere program operates, pending exceptional circumstances.
5. The company provides a written listing of client employees enrolled in the random program provided to the client at the beginning of each year. The company will verify client employee lists each time before random selections are made.

6. The company has the capability to provide Management Information Systems (MIS) for client, and must provide notification as per requirement B (2) above of whether the service is provided or not.
7. The company maintains a current updated list of substance abuse treatment resources, including DOT approved SAPs, for the client.
8. The company shall include in its contracts with repeatedly used vendors (laboratory, Medical Review Officer, collection facilities), language that states the vendor must maintain a staff of professionals trained and/or certified in the particular service they will be providing the company, and that the vendor operates in accordance with proper DOT procedures. The company shall cease to utilize vendors that are found by the company not to be following federal regulations in their operations.
9. The company maintains current Errors and Omissions Insurance (Professional Liability) coverage of \$500,000 or greater specifically covering drug and alcohol testing.

G. Professional Conduct

1. All managers and employees shall perform their duties in the management and administration the drug and alcohol testing program in accordance with these standards at all times.
2. A manager of a drug and alcohol testing program shall be in violation of this code if: convicted of a felony related to his/her professional functions, convicted of a misdemeanor related to his/her professional functions, disciplined by a regulatory body related to his/her professional functions, or no longer competent to manage or perform services.



**APPLICATION TO BECOME
NATIONALLY ACCREDITED FOR ADMINISTRATION OF
DRUG AND ALCOHOL TESTING PROGRAMS (NAADATP)**

Submitted by

Drug and Alcohol Testing Program Company Name
(Referred to as Company throughout application)

To

The Drug and Alcohol Testing Industry Association
Nationally Accredited for Administration of Drug and Alcohol Testing Programs
Review Division

Date

May 2, 2002

As the industry standards, regulations, and legislation regarding the administration of drug and alcohol testing programs continue to develop, so will the criteria for becoming Nationally Accredited for Administration of Drug and Alcohol Testing Programs (NAADATP) through DATIA. As such, the policies, procedures, and process of becoming a NAADATP provider may be revised. Please ensure that the application submitted for Accreditation reflects the most current standards.

Applicants may contact DATIA at info@datia.org or 800-355-1257 for more information and to ensure that they possess the most recent NAADATP application.

Incomplete applications will be returned for submission of additional application. No application will be reviewed until all required materials have been submitted to DATIA.

SECTION VII: INSTRUCTIONS FOR COMPLETING THE NAADATP APPLICATION

Please complete Sections VIII and IX in their entirety. If your responses require more than the space provided please use a separate sheet, indicate the item that the response is for, and attach to the application. For an application to be considered complete, the applicant must do the following:

1. All responses must be legibly typed or printed.
2. Complete Section VIII in its entirety. Applicants must indicate the date that they attended the DATIA Drug and Alcohol Testing Program Management Course in its entirety. If required (more than ten program employees on staff), the date that the company's alternate principal/manager attended the course in its entirety must also be indicated.
3. Complete Section IX in its entirety indicating your 1st and 2nd choice of dates to take the Drug and Alcohol Testing Program Management Exam, along with a fax number to send the exam to. If required (more than 10 program employees at your company's facility), be sure to also enter the preferred dates and fax number for your company's alternate principal/manager. Please remember that the exam is only administered on Thursdays, and that the examination will only be administered after the company's application has approved. When selecting your test date, please leave time to correct any items on your application that DATIA may find in the application review process. (See Section II for additional details)
4. Complete Section X in its entirety. All questions must be answered and **ALL STANDARDS MUST BE MET** for Accreditation.
5. Read and sign the Declaration and Release at the conclusion of this application.
6. Attach a Certification of Insurance from your Errors and Omissions Insurance Provider.
7. Forward all information required to:

Drug and Alcohol Testing Industry Association (DATIA)
1325 G Street, NW • Suite 500#5001
Washington, DC 20005
Fax: 202-315-3579
Questions: 800-355-1257 * info@datia.org * www.datia.org

SECTION VIII: GENERAL APPLICATION INFORMATION

Part A: Company Contact Information

Name of Applicant Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web site: _____

Name of Principal/Manager: _____

Title: _____

of employees working for the drug and alcohol testing program at this location: _____

Complete only if Company employs more than 10 program staff at this location:

Name of Alternate Principal/Manager: _____

Title: _____

Part B: Branch Location Information

Please list any branches of your company that you are applying for Accreditation. Please note that a Principal/Manager who has taken the Secrets of Successful Drug and Alcohol Testing Program Management Course and Exam can only serve as the Principal/Manager for up to three locations within a hundred-mile radius for purposes of the NAADATP program.

Branch 1: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web site: _____

Name of Principal/Manager: _____

Title: _____

of employees working for the drug and alcohol testing program at this location: _____

Branch 2: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web site: _____

Name of Principal/Manager: _____

Title: _____

of employees working for the drug and alcohol testing program at this location: _____

Part C: Operational Status Information

1. Is administration of drug and alcohol testing programs the primary business of this company?

Yes No

If "No", please state primary business of company: _____

2. Is this company a subsidiary or division of a parent company?

Yes No

If "Yes", what company? _____

3. Has this company operated under a name other than the company name indicated in Part A of this section?

Yes No

If "Yes", please indicate previous name and dates of operation under this name: _____

Part D: Scope of Drug and Alcohol Testing Program Management Services

1. How many clients does the drug and alcohol testing program service? _____

2. What is the size of the drug and alcohol testing program's random pool(s)? _____

3. Which of the following services are provided in-house by the drug and alcohol testing program?

Specimen Collection Medical Review Officer Supervisor Training
 Employee Training Breath Alcohol Testing MIS Reporting

SECTION IX: EXAM REGISTRATION

Please do not select an exam date that is sooner than two weeks from the date you submit your application.

Name of Company Principal/Manager who attended the DATIA Secrets of Successful Drug and Alcohol Testing Program Management Seminar: _____

Date course was attended _____

Attendee's Preferred Thursday to take the Drug and Alcohol Testing Program Management Exam: _____

Attendee's Alternate Thursday to take the Drug and Alcohol Testing Program Management Exam: _____

Fax number to send exam to: _____

SECTION X: VERIFICATION OF ADHERENCE TO NAADATP PROGRAM STANDARDS

Part A: Professional Competency

1. Does your company maintain a reference library of all current and updated federal regulations and guidance pertinent to DOT, SAMHSA, and mode(s) in which the drug and alcohol testing program clients operate?

Yes No

If "Yes", please explain how this reference library is maintained. If "No", please provide an explanation: _____

- 1a. Is this reference library easily accessible to all C/TPA employees?

Yes No

If "Yes", please indicate where this reference library is maintained. If "No", please provide an explanation: _____

2. Do all managers and employees possess a working knowledge of federal regulations regarding drug and alcohol testing and DOT modal interpretations and guidance?

Yes No

If "No", please provide an explanation: _____

3. Can the drug and alcohol testing program manager (managers for companies employing more than 10 program staff persons) commit to participate in a minimum of 8 contact hours of education and training programs per year (16 hours total) to maintain and enhance professional competency?

Yes No

If "No", please provide an explanation: _____

Part B: Procedural Administration

1. Does the company maintain and use a Standard Operating Procedures (SOP) manual to address daily and unusual circumstances, to ensure consistency and fairness?

Yes No

If "No", please provide an explanation: _____

1.a Does the SOP contain procedures for enrolling and renewing clients in the testing program, including pre-employment testing, and confirmation of compliance?

Yes No

If "No", please provide an explanation: _____

1b. Does the SOP contain procedures for dealing with laboratories, including blind sampling, test rejections, quarterly statistical summaries, re-testing samples, and split specimens?

Yes No

If "No", please provide an explanation: _____

1c. Does the SOP contain procedures for dealing with the MRO including turnaround time, client contact in case of positives, and return to duty authorizations?

Yes No

If "No", please provide an explanation: _____

1d. Does the SOP contain procedures for dealing with collectors, including setting up new sites, supplying collector kits, and use of chain of custody forms?

Yes No

If "No", please provide an explanation: _____

1e. Does the SOP contain procedures for the random selection method outlined in detail?

Yes No

If "No", please provide an explanation: _____

1f. Does the SOP contain procedures for how a client is notified of a random test?

Yes No

If "No", please provide an explanation: _____

1g. Does the SOP contain procedures for how post-accident tests are administered both during regular business hours, and after hours when the C/TPA is closed?

Yes No

If "No", please provide an explanation: _____

1h. Does the SOP contain procedures for how negative test results are reported?

Yes No

If "No", please provide an explanation: _____

1i. Does the SOP contain procedures for how positive tests are reported, to whom and when?

Yes No

If "No", please provide an explanation: _____

1j. Does the SOP contain procedures for the process for capturing data and statistical information for future use with the MIS?

Yes No

If "No", please provide an explanation: _____

1k. Does the SOP contain procedures for file and record retention guidelines?

Yes No

If "No", please provide an explanation: _____

1l. Does the SOP contain procedures for rules of the drug and alcohol testing program and a plan for dealing with clients who violate rules and procedures?

Yes No

If "No", please provide an explanation: _____

1m. Does the SOP contain procedures for analysis for "what if" situations?

Yes No

If "No", please provide an explanation: _____

2. Does the company promulgate a contract with all current and prospective clients to include a clear enumeration of what roles and services are handled by the company and which roles and services are not being provided, but are required by law or regulation?

Yes No

If "No", please provide an explanation: _____

Part C: Confidentiality

1. Does the company maintain all written and computer files in a locked and secured area and password protected electronic formats at all times to ensure confidentiality?

Yes No

If "Yes", please describe the secured area. If "No", please provide an explanation: _____

2. Does the company verify client identity via a specific code word when contacted by telephone?

Yes No

If "No", please provide an explanation: _____

3. Does the company verify that each client utilizes a secure fax for receiving documents from the company?

Yes No

If "No", please provide an explanation: _____

3a. Does the company retain a signed verification of secure fax on file for each client?

Yes No

If "No", please provide an explanation: _____

Part D: Test Administration and Reporting

1. Does the company use a computer program with a random number generator utilizing true random selection to make their random selection of client employees?

Yes No

If "Yes", please indicate random selection program. If "No" provide an explanation: _____

2. Does the company notify clients for random testing by secured means, such as telephone with code word verification, certified mail, secured fax, or private courier?

Yes No

If "Yes", please indicate the means used of notifying clients. If "No", please provide an explanation: _____

3. Does the company require that the client pre-employment drug test new employees, or provide written proof of exemption from the requirement, before adding client employee to random testing pool?

Yes No

If "Yes", please indicate what must be provided to your company for exemption from a pre-employment drug test. If "No", provide an explanation: _____

4. Does the company notify clients of negative drug test results within 12 hours of receiving the results from the MRO?

Yes No

If "No", please provide an explanation: _____

5. Does the company have 24hr availability to receive positive drug test results from the MRO?

Yes No

If "No", please provide an explanation: _____

6. Does the company provide immediate telephone notification to client, followed by written notice, of any positive drug and/or alcohol result upon receiving verified results from the MRO?

Yes No

If "No", please provide an explanation: _____

Part E: Accountability

1. Does the company notify the DOT operating mode's headquarters in Washington, DC of any positive test results when the employee is an owner-operator, is not removed from his/her safety-sensitive position, or is returned to a safety sensitive position before successfully completing the return to duty process?

Yes No

If "No", please provide an explanation: _____

2. Does the company remove clients from the consortium random pool who do not comply with the program's and/or the DOT rules and regulations and place that client in their own random pool until the client complies with the instructions/rules, or cancel services to a client that does not comply with the program and/or DOT rules and regulations?

Yes No

If "No", please provide an explanation: _____

3. Does the company notify the DOT when a client's contract is canceled?

Yes No

If "No", please provide an explanation: _____

Part F: Client Service

1. Does the company assign each client a specimen collection site within 30 miles of each client location, barring exceptional circumstances such as testing in remote areas of the country, or a collection facility that will perform on-site collections at the client's facility?

Yes No

If "No", please provide an explanation: _____

2. Does the company have the ability, itself or through sub-contractors, to collect urine drug testing specimens from client's employees within 2 hours during business hours or 8 hours after business hours anywhere program operates, pending exceptional circumstances?

Yes No

If "No", please provide an explanation: _____

3. Does the company have 24-hour information availability for cases of post accident drug and alcohol testing?

Yes No

If "No", please provide an explanation: _____

4. Does the company have the ability, itself or through sub-contractors, to conduct post accident breath alcohol testing of client's employees within 2 hours during business hours or 8 hours after business hours anywhere program operates, pending exceptional circumstances?

Yes No

If "No", please provide an explanation: _____

5. Does the company provide a written listing of client employees enrolled in the random program provided to the client at the beginning of each year?

Yes No

If "No", please provide an explanation: _____

5a. Does the company verify client employee lists each time before random selections are made?

Yes No

If "No", please provide an explanation: _____

6. Does the company have the capability to provide Management Information Systems (MIS) for client?

Yes No

If "No", please provide an explanation: _____

6a. Does the company provide notification as per requirement B (2) above of whether the service is provided or not?

Yes No

If "No", please provide an explanation: _____

7. Does the company maintain a current updated list of substance abuse treatment resources, including DOT approved SAPs, for the client?

Yes No

If "No", please provide an explanation: _____

8. Does the company include in its contracts with repeatedly used vendors (laboratory, Medical Review Officer, collection facilities), language that states the vendor must maintain a staff of professionals trained and/or certified in the particular service they will be providing the company, and that the vendor operates in accordance with proper DOT procedures?

Yes No

If "No", please provide an explanation: _____

8a. Does the company cease to utilize vendors that are found by the company not to be following federal regulations in their operations?

Yes No

If "No", please provide an explanation: _____

9. Does the company maintain current Errors and Omissions Insurance (Professional Liability) coverage of \$500,000 or greater specifically covering drug and alcohol testing?

Yes No

If "yes", please attach a Certification of Insurance from your Errors and Omissions Insurance provider. If "No", please provide an explanation: _____

Part G: Professional Conduct

1. Do all managers and employees perform their duties in the management and administration the drug and alcohol testing program in accordance with these standards at all times?

Yes No

If "No", please provide an explanation: _____

2. Has the principal/manager of the drug and alcohol testing program ever been convicted of a felony related to his/her professional functions, convicted of a misdemeanor related to his/her professional functions, disciplined by a regulatory body related to his/her professional functions, or no longer competent to manage or perform services?

Yes No

If "Yes", please provide an explanation: _____

SECTION XI: DECLARATION AND RELEASE

By signing below, I attest that I am submitting this application on behalf of my Company to become Nationally Accredited for Administration of Drug and Alcohol Testing Programs (NAADATP) through the Drug and Alcohol Testing Industry Association (DATIA). I understand that information gathered in this application may be used by DATIA for statistical purposes and for evaluation of the NAADATP program and standards. I understand that DATIA will make

every effort to keep specific information contained in this application concerning my company and its operations confidential. I further understand that DATIA reserves the right to verify any information contained in this application, and that providing false or misleading information or otherwise violating the rules and procedures of the NAADATP program may be grounds for the rejection of this application, revocation of accreditation, or other appropriate disciplinary actions. I understand that our company must notify DATIA of any company changes that affect the information contained within this application.

Name of Principal/Manager: _____

Signature: _____

Date: _____

SECTION XII: NAADATP FEES

For those that attended the Secrets of Successful Drug and Alcohol Testing Program Management Seminar (previously the C/TPA Management Seminar) prior to September 1, 2000, there is a \$95 fee for examination and application processing fees.

No fee is required. I attended the Secrets of Successful Drug and Alcohol Testing Program Management Seminar after September 1, 2000 on _____.

\$95 is enclosed. I attended the Secrets of Successful Drug and Alcohol Testing Program Management Seminar prior to September 1, 2000 on _____.

Check # _____

MC VISA AMEX

Card # _____ Exp. Date: _____

Name on Card: _____

Signature: _____