



Construction Data Services

*An International On-Site Drug Testing, Safety and Medical Management Company*

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## **SUBSTANCE ABUSE TESTING PROGRAM**

### **PROCEDURES MANUAL**

09-02-08

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**SUBSTANCE ABUSE TESTING PROGRAM  
PROCEDURES MANUAL**

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# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

## KEY CONTACTS

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**Dr. James Scott**

1-877-808-2929

# **SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL**

## **EMPLOYER/UNION INSTRUCTIONS**

**The following forms need to be completed by the employer and Local Union and returned to CDS by fax or e-mail prior to testing employees:**

**EMPLOYER / LOCAL UNION REGISTRATION**

**EXHIBIT B**

**COMMUNICATOR AUTHORIZATION AND SETUP**

**EXHIBIT C**

Each signatory employer and respective Local Union at the time of registration in the Program shall be required to designate at a minimum, one primary and one alternate Communicator. CDS will assign each Communicator with a private, secure access code and the password will be provided by the Communicator at the time of registration. The Communicators will be the only persons allowed to request or receive testing information either from CDS or the CDS Substance Abuse Testing Information System (SATIS) database.

# **SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL**

## **SPECIMEN COLLECTIONS AND MRO PROCEDURES**

### **I. SPECIMEN COLLECTIONS**

Certified Collection Specialists and Breath Alcohol Technicians will collect all urine and breath samples, utilizing federally established Substance Abuse & Mental Health Services Administration (SAMHSA) procedures to insure both proper chain of custody protocols and employee/member confidentiality are maintained. All samples will be collected with concern for preserving each employee's/member's right to personal privacy, dignity, and confidentiality.

**Clinical Collections:** CDS has made arrangements with clinical collection sites in the geographical area of the Program for drug and alcohol testing of employees/members.

1. To obtain a list of collection sites where your employees/members can be tested, login to the CDS website at [www.cdsonsite.com](http://www.cdsonsite.com) and select "**Approved Collection Sites**" from the main menu. This menu item allows Communicators to locate a Collection Site throughout the United States and Internationally from our list of more than 7,500 sites by clinic name, city, state and/or zip code and whether a drug and/or alcohol test collection is available.

Upon entering the required information and selecting "**Search**," a list of collection sites by name and address will appear. To obtain the phone number, hours of operation, testing type and directions to the site, click on the applicable collection site name. To obtain directions to the collection site, select "**Map**" and the Communicator will be redirected to Google Map for entering the starting address. The majority of these locations are open from 8:00 am - 5:00 pm and some are open on weekends.

Communicators can also obtain Quest Diagnostics sites by selecting "**Find a Quest Diagnostics Location**."

**Communicators, who have a preference for a clinical collection site that is not already included on the list, should contact CDS to request that the collection facility be added to the list.**

2. When sending an employee to a clinical location for testing, the Communicator must follow these steps:
  - a. **SUBSTANCE ABUSE TESTING NOTIFICATION FORM (See Exhibit D – Substance Abuse Testing Notification)**  
Complete the Substance Abuse Testing Notification Form and fax it to CDS before sending the employee/member for testing. The completion of this form will expedite the receipt of the worker's test results and provides notice to CDS that the individual was sent for testing and that a test result should be forthcoming.
  - b. **EMPLOYEE NOTICE OF POLICY, CONSENT AND RELEASE (See Exhibit A)**  
Prior to sending an employee/member to a clinical collection, the employee/member needs to complete the Employee Notice of Policy Consent and Release Form (EXHIBIT A). The Communicator should fax the completed form with the Substance Abuse Testing Notification Form (Exhibit D) to CDS at **866-645-6767**.

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## **c. QUEST DIAGNOSTICS “DRUG TESTING CUSTODY AND CONTROL” FORM**

This form is provided by CDS to Communicators for drug testing their employees/members. This is the actual chain of custody form that the laboratory requires in order to perform the test and will be required when the employee/member reports for testing at a clinical location. **These are the only testing requisition forms allowed under this Program.**

Do not complete any portion of the chain-of-custody form or separate it in any way. The collection site will complete required sections of the form at the time of the test. This form must be sent with the employee/member to be tested. The clinical collection facility will not be able to conduct the drug test without this form.

## **d. PHOTO IDENTIFICATION**

The employee/member being sent for testing must present some form of photo identification to the clinic collection technician when reporting for testing (i.e. Credit / Debit Card, Drivers License, State ID Card, School ID, etc.). **The clinic will not conduct the test unless the employee/member has a photo ID. However, in the rare event an individual does not possess a photo ID, his/her supervisor may report to the collection facility to verify the identity of the individual to be tested.**

## **II. MEDICAL REVIEW OFFICER (MRO)**

One of the responsibilities of a Communicator is to notify the employee/member to contact the MRO when their test result is reported as non-negative to CDS by the testing laboratory. CDS will contact the employee's/member's Communicator immediately upon receipt of the non-negative test result from the laboratory.

All samples reported as non-negative by the laboratory will be referred to the CDS Medical Review Officer (MRO) for evaluation and interpretation. The MRO is a licensed physician, certified by the American Association of Medical Review Officers, who has knowledge of substance abuse disorders and has received the appropriate medical training to interpret and evaluate an employee's/member's non-negative test result as it relates to the employee's/member's medical history and any other biomedical condition. Employees/members who receive a non-negative test result will be provided the opportunity to discuss the reason for the non-negative test result with the MRO.

**Upon the MRO's receipt of a non-negative test result from the laboratory, CDS will contact the designated employer or Local Union Communicator. The Communicator will then notify the employee/member to contact the MRO as soon as possible. Employees/members who fail to contact the MRO, within a specified number days, as identified in the Policy, of being notified by the Communicator will be reported as a “non-contact positive,” and the employee/member will be reclassified to a Reinstatement Status.**

During the conversation with the employee/member, the MRO will discuss any recent hospitalization, medical treatment and prescription medication the employee/member may be taking.

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If the non-negative result is due to a legitimate prescription, and the MRO is able to verify such, the employee's/member's test result will be ruled as negative. If the non-negative result is due to an illegal or unauthorized substance, the MRO will confirm the employee's/member's test as positive and will advise the individual to contact their Health and Welfare Benefit Fund to initiate the Reinstatement process. In addition to the referral, the MRO will explain the employee's/member's right to have their original sample re-tested by another SAMHSA certified laboratory of the individual's choice.

***Retest: Individuals testing positive shall have the right to request that their ORIGINAL SAMPLE be retested by a SAMHSA certified laboratory of their choice. The request must be made in writing to the MRO within five working days of the notification of a Confirmed Positive Test. The individual requesting the retest shall pay the initial cost for a retest in advance to the MRO. In the unlikely event that said retest should be reversed to a negative result, the individual shall be reimbursed for the cost of the test, lost salaries and benefits and reinstated to an Active Status.***

After the employee/member has concluded their conversation with the MRO, the individual should be instructed by their Communicator to wait for the MRO's ruling. In most cases, CDS will be able to notify the Communicator of the MRO's ruling within an hour.

If the employee's/member's drug test is confirmed and ruled as positive by the MRO, the Communicator will then provide the employee/member with a copy of the **Reinstatement Procedures (See Exhibit F)**. The employee/member should complete the bottom portion of the form, which acknowledges their understanding of the Reinstatement procedures. The Communicator should give a copy of the completed form to the employee/member for procedural/contact reference, and then fax the completed form to CDS as soon as possible.

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## CDS WEBSITE SUBSTANCE ABUSE TESTING INFORMATION SYSTEM (SATIS)

### I. Employer Communicators

The Communicator logs into the CDS website at [www.cdsonsite.com](http://www.cdsonsite.com) using their secure access code, which was provided by CDS and the password the Communicator provided on their registration form. The system will welcome the Communicator and redirect them to the following main menu of SATIS:



A description of each main menu item is as follows:

#### A. COMMUNICATOR UPDATE

This menu item provides a description of new enhancements that have been added to SATIS along with the date of the most recent enhancements.

#### B. MY PROFILE

1. This menu item allows the Communicator to change their password and e-mail address to help keep CDS' records as current as possible. Select "**My Profile**" and the Communicator will be redirected to the following page:



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2. Select **“Update Information”** and the Communicator will be redirected to the following page allowing you to enter the necessary changes. When finished, select **“Submit.”**



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## **C. TRAINING PRODUCTS AND DOCUMENTS**

This menu item provides the following:

### **1. Policy, Procedures Manual and Exhibits**

This feature allows the Communicator to obtain the Program Policy and related documents in PDF format along with the date the documents were last revised. The Communicator has the option to open these documents on-line to view them or to print them individually.

### **2. Frequently Asked Questions**

Provides answers to Frequently Asked Questions pertaining to substance abuse testing. This document is also in PDF format and is also available for printing.

### **3. Reasonable Suspicion Training Demo**

This demo provides excerpts of the CDS produced training video, ***“Reasonable Suspicion Training – Supervisory Training for the Signs and Symptoms of Substance Abuse.”***

### **4. Training Products Order Form**

Provides an order form in PDF format for Communicators to complete for purchase of the Reasonable Suspicion Training video, which is available on DVD, and to purchase Communicator Training, which is available by DVD or by rental arrangement on-line.

## **D. RANDOM SELECTIONS**

Communicators have a specified number of days, as identified in the Program Policy, to make arrangements to have their randomly selected employees tested at a clinical location. Employees selected for a random test must report for testing at the time directed or scheduled by the Communicator, but the employee must not be allowed more than 24 hours to report for random testing from the time notified. At the time the employee is notified, the Communicator informs the employee of the location to report for testing. The Communicator (1) completes Exhibit D, Substance Abuse Testing Notification Form, (2) has employee complete Exhibit A, Notice of Policy, Consent and Release, (3) provides the employee with a chain-of-custody form unique to the program and (4) informs the employee of the name and location of the clinic that will conduct test.

The Communicator should follow these procedures to obtain their list of employees who have been selected for a random test:

1. Upon generating the random selections from the active pool in our Substance Abuse Testing Information System (SATIS), Communicators will automatically be notified via email that the names of their employees who have been selected for a random test are available on-line.
2. The employer Communicator will login, using their secure access code and password, to the CDS website at [www.cdsonsite.com](http://www.cdsonsite.com) to obtain their random selections.

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3. Upon selecting from the main menu “**Random Selection List**” for the proper Program, Communicators can view and complete the Random Selection Sheet on-line, indicating whether the employee is no longer working and the collection method for testing employees that are still working. This on-line process is interfaced real-time with the CDS offices.
4. Depending on the Program, all collection methods may not be available. For Programs where On-Site Collections are available, please complete Contact Name, Contact Phone and Job Location where the employee is to be tested. The CDS Dispatcher will contact the name provided to arrange for the On-Site Collection.

**cds** Construction Data Services  
An International On-Site Drug Testing, Safety and First-Aid Company

Home Login About CDS Services Experience Gall Links Contact Us

**cds.main menu**

**Construction Data Services**  
**Random**  
Program Selected: CDS

**Random Selection List**

The following workers have been selected for a random drug and alcohol test. Please indicate with a check mark the worker's current employment status with your company and where they are going to be tested. Workers still employed by you must be tested by the completion date. Your workers should report to the testing facility the same day they are notified of their random selection. Workers must have photo identification to be tested.

**STILL Working for us**  
**Will be tested**

Last Name	First Name	SSN	Union Card #	Random Date	NO LONGER Working for us	OFFICE	CLINIC	ON-SITE	Contact Name	Contact Phone	Job Location	Clear All
Hagedorn	Dale	****4633 JA45983421			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Miles	Terry	****1634 L175360002	11/01/2007		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Submit Reset

5. When the Communicator has completed filling out the necessary information, select “**Submit.**” **Caution,** you must select “**Submit**” for each page before proceeding to the next page, otherwise, all the information you provided on the previous pages will be lost.
6. As employees are randomly tested, they will fall off the random selection list.
7. Communicators, who do not complete or have only partially completed their on-line Random Selection Sheet and who have not had their workers tested, will automatically be reminded via E-mail, seven (7) days after the random selection date, to complete their Random Selection Sheet and to have their employees randomly tested. Additionally, CDS will begin calling the Communicators seven (7) days after the random selection date as a courtesy reminder to complete their

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random selection list and to have their employees randomly tested. Employees that are marked as no longer working for the employer will be automatically removed from the employer's random selection list.

8. Communicators, who do not have internet access, will receive the Random Selection List by secure fax following telephone notification from CDS.

## E. CURRENT WORKERS

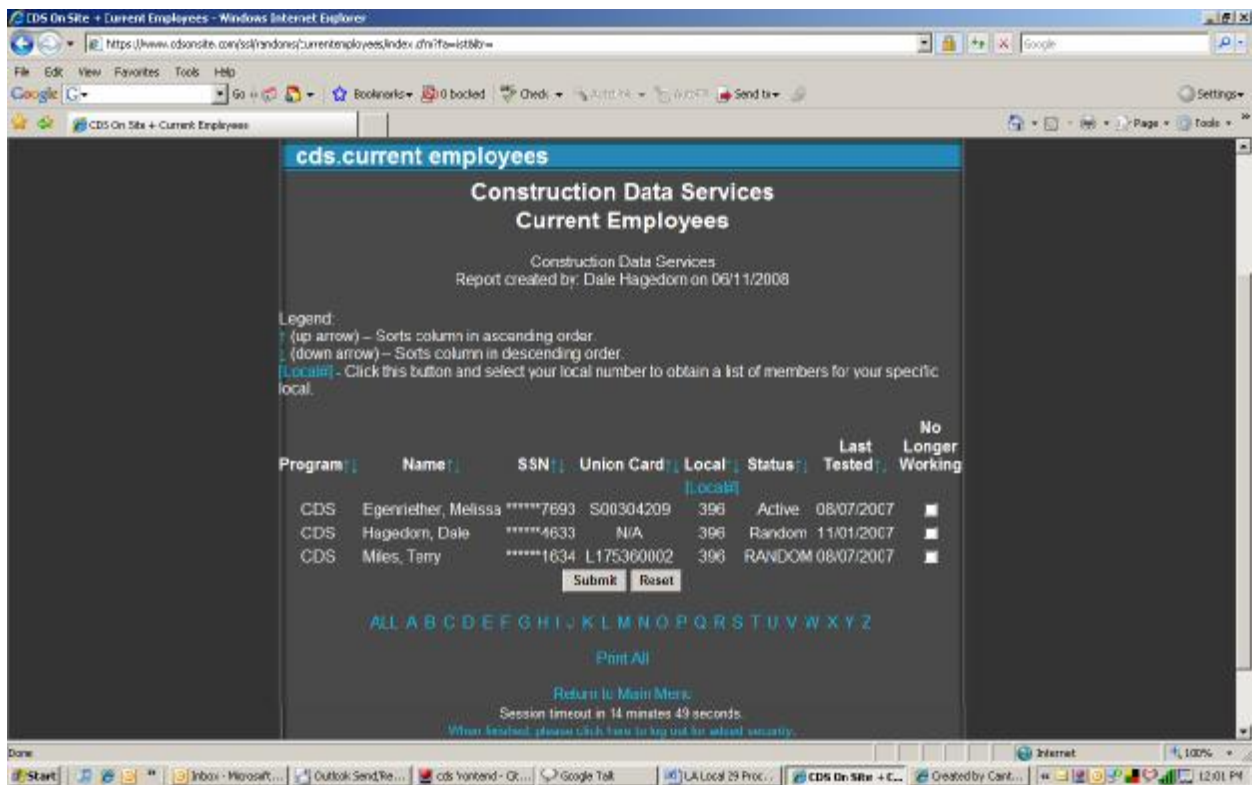
1. Allows Communicators to view all their employees assigned to their employer in SATIS. When the Communicator selects "**Current Workers**," they will be redirected to the next page which will allow the Communicator to select "**ALL**" to obtain a list of all their employees or the beginning last name alpha character.



2. The Communicator will be redirected to the next page, which will provide the Communicator with a list of employees by Program along with their first and last name, the last four (4) digits of their SSN, union card number, Local number, eligibility status and last date of test.
3. Each column can be sorted in ascending or descending order by selecting the up or down arrow in the column heading. It may be beneficial for the Communicator to sort by Status to determine how many employees have an Inactive, Pending, etc. status or sort by Last Tested to determine how long employees have gone without a test.

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4. If the individual(s) are no longer working for the employer, select the box under **“No Longer Working”** then select **“Submit”** and the employee(s) will be removed from the list of employees. **Caution, “Submit”** must be selected for each page before proceeding to the next page; otherwise, all the information that was provided on the previous pages will be lost.
5. It is extremely important that Communicators periodically review their list of employees to make sure that employees no longer working for the employer are removed from their list and that all current employees are present on their list.



## F. CHECK POOL STATUS

Communicators are required to check an employee’s eligibility status at the time of hire or placement to ascertain their status in the Program. A check pool status can be made by:

1. **Internet Access** – Communicators are allowed secure confidential Internet access to SATIS. Passage is protected by a series of access codes and passwords. No information will be available without providing the proper security clearance.
  - a. The Communicator will login, using their secure access code and password, to the CDS website at [www.cdsonsite.com](http://www.cdsonsite.com) to perform a check pool status. From the main menu, the Communicator selects



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“**Check Pool Status**” for the proper program and will be redirected to the next page.

- b. From the drop down box titled, “**Employee Type**,” select one of the following types of employees:
  - i. “**Hired Employee**” – Employees that are hired full-time. This selection will automatically assign the employee to the Communicator’s employer.
  - ii. “**Borrowed Employee**” – Employees that are being borrowed from another employer for a short period of time, for example, for weekend work. This selection **will not** assign the employee to the Communicator’s employer.
  - iii. “**GC Inquiring on Sub Employee**” – This selection only pertains to programs that have general contractors that are signatory to that program and allows general contractors to determine the eligibility status of their sub-contractors employees. This selection **will not** assign the employee to the Communicator’s employer.
- c. The Communicator enters the **Employee ID** (Social Security Number or Union Card Number) and then selects **Validate**.

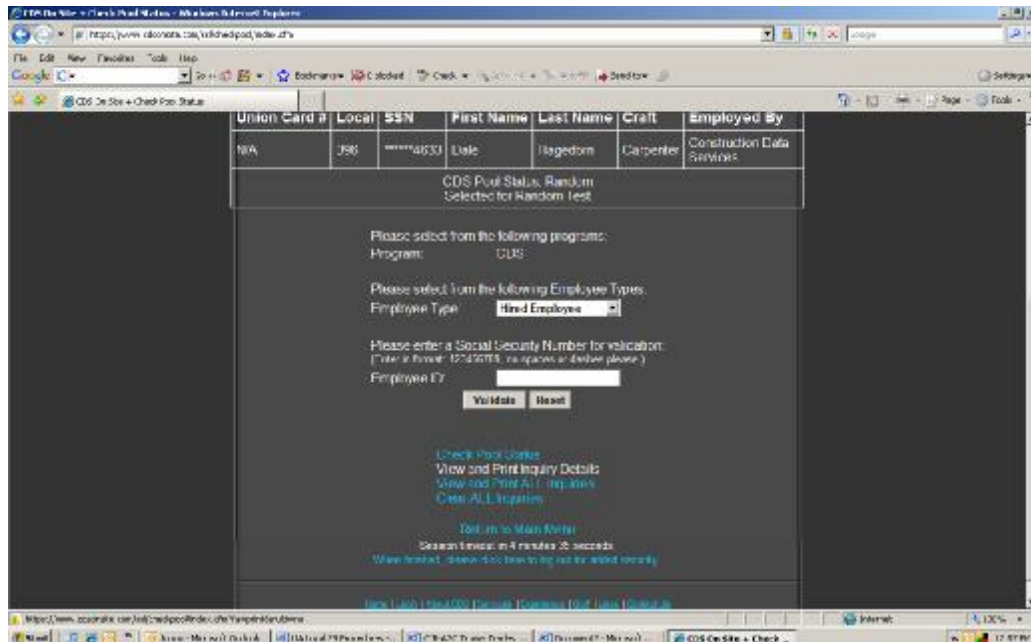


- d. The Communicator will be redirected to the next page which will provide the Communicator the employee’s Union Card # (if available), Local #, last four (4) digits of the SSN, First Name, Last Name, Craft, Employed By and their Eligibility Status (Active, Inactive, Pending, Random or Reinstate).

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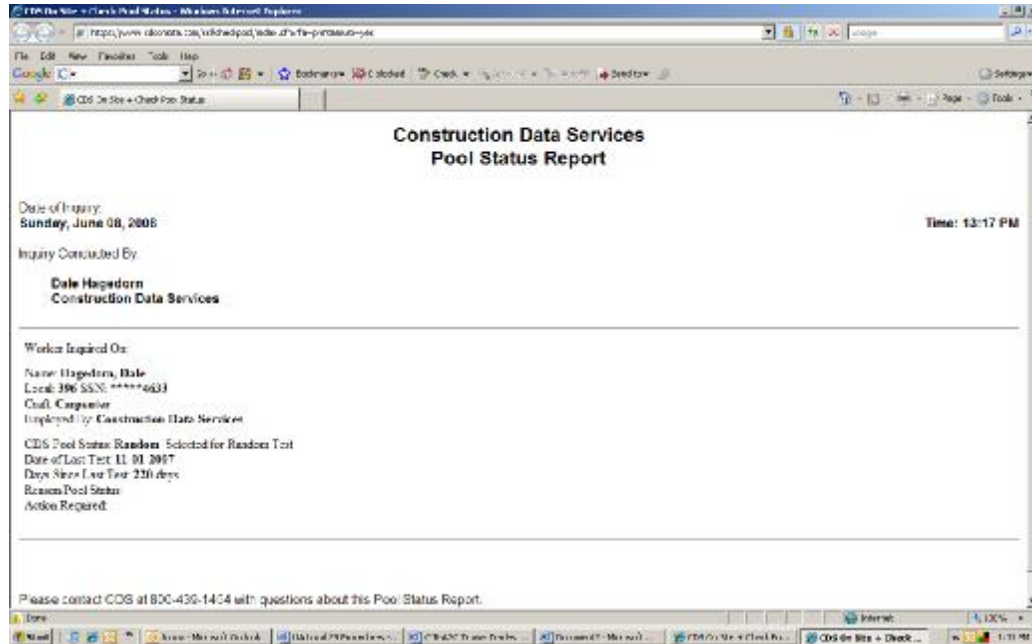


- e. To provide compliance reports to general contractors or owners, select **“View and Print Inquiry Details”**



- f. The Communicator will be redirected to the next page providing a report in printable format that includes date of inquiry, Communicator making inquiry, employer, employee's name, Local #, last four (4) digits of their SSN, craft, employed by, eligibility status, date of last test and number of days since last test.

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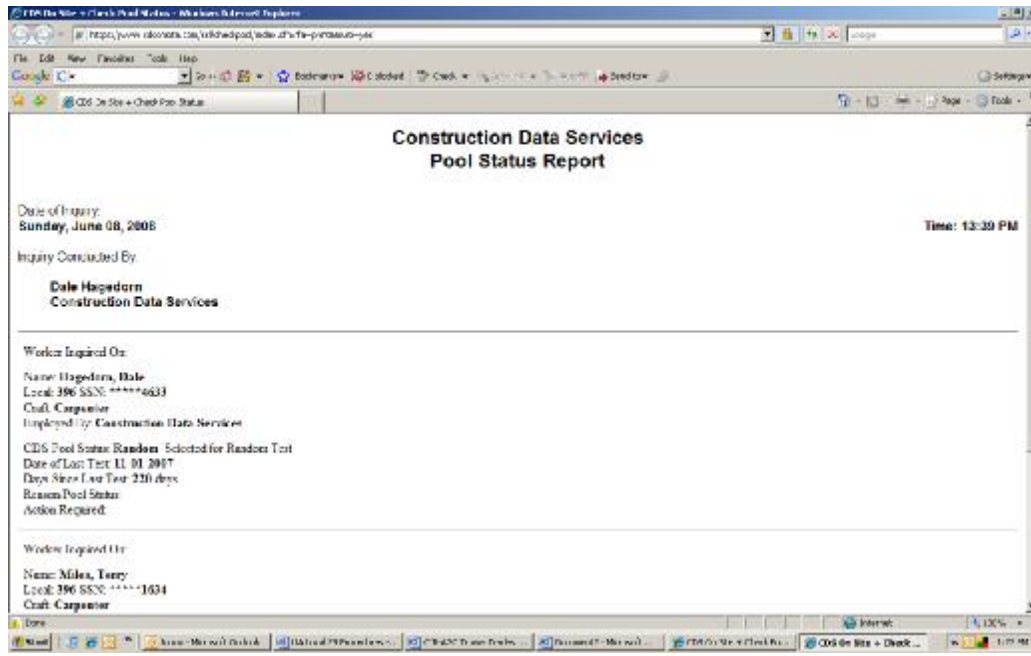


- g. Communicators can perform a **“Check Pool Status”** on as many employees that is necessary to provide compliance reports to general contractors and owners by selecting **“View and Print All Inquiries.”** Three employees will be printed on each page of the compliance report.





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2. **Phone** – Communicators can obtain an employee's eligibility status by calling CDS. The Communicator's access code and password must be provided at the time of inquiry.
3. **Fax** – Communicators can inquire on workers by fax.

## G. APPROVED COLLECTION SITES

CDS has made arrangements with clinical collection sites for testing of employees.

**Communicators, who have a preference for a clinical collection site that is not on the list, should contact CDS to request that the collection facility be added to the list.**

1. To obtain a list of collection sites to have employees tested, select "**Approved Collection Sites**" from the main menu. This menu item allows Communicators to locate a Collection Site throughout the United States and Internationally from our list of more than 7,500 sites by name, city, state and/or zip code and whether a drug and/or alcohol test collection is available.
2. Enter a starting address or only those items you wish to search on and the miles you want to search within. Simply follow the instructions detailed on this page.

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Enter starting address.  
Enter only those items you wish to search on and the miles you want to search within:

- i. If you enter a street address, include the city and state or zip code.
- ii. If you only enter a city, include at least a state or zip code.
- iii. If you only enter a state, all collection facilities within that state will be displayed.
- iv. If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.
- v. If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The Negotiated Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:

City/State:

Zip Code:

Area Code:

Clinic Relationship:

Drug Testing: ☐

Alcohol Testing: ☐

Within:  miles ☐ kilometers

Sites Per Page:

Search  Print

3. You can obtain Quest Diagnostics collection sites by opening the drop down box under “**Clinic Relationship**” and selecting “**Quest**”. This drop down box will also provide the drug test collection fees by the Clinic Relationship.
4. You can also refine your search to sites that only provide drug or alcohol testing or both drug and alcohol testing by selecting the appropriate boxes. If you do not select any boxes, all collection sites will be provided.

Enter starting address.  
Enter only those items you wish to search on and the miles you want to search within:

- i. If you enter a street address, include the city and state or zip code.
- ii. If you only enter a city, include at least a state or zip code.
- iii. If you only enter a state, all collection facilities within that state will be displayed.
- iv. If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.
- v. If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The Negotiated Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:

City/State:

Zip Code:

Area Code:

Clinic Relationship:

Drug Testing: ☐

Alcohol Testing: ☐

Within:  miles ☐ kilometers

Sites Per Page:

Search  Print

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5. Once you have entered your parameters, select the **“Search”** button.

Enter starting address:  
Enter only those items you wish to search on and the miles you want to search within:

- If you enter a street address, include the city and state or zip code.
- If you only enter a city, include at least a state or zip code.
- If you only enter a state, all collection facilities within that state will be displayed.
- If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.
- If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The "Negotiated" Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:

City/State:

Zip Code:

Area Code:

Clinic Relationship:

Drug Testing: ☐

Alcohol Testing: ☐

Within:  miles ☐ kilometers

Sites Per Page:

6. A list of collection sites will be provided based on your search criteria along with their address, distance from the starting address and Clinic Relationship Type.

Find a Quest Diagnostic Location

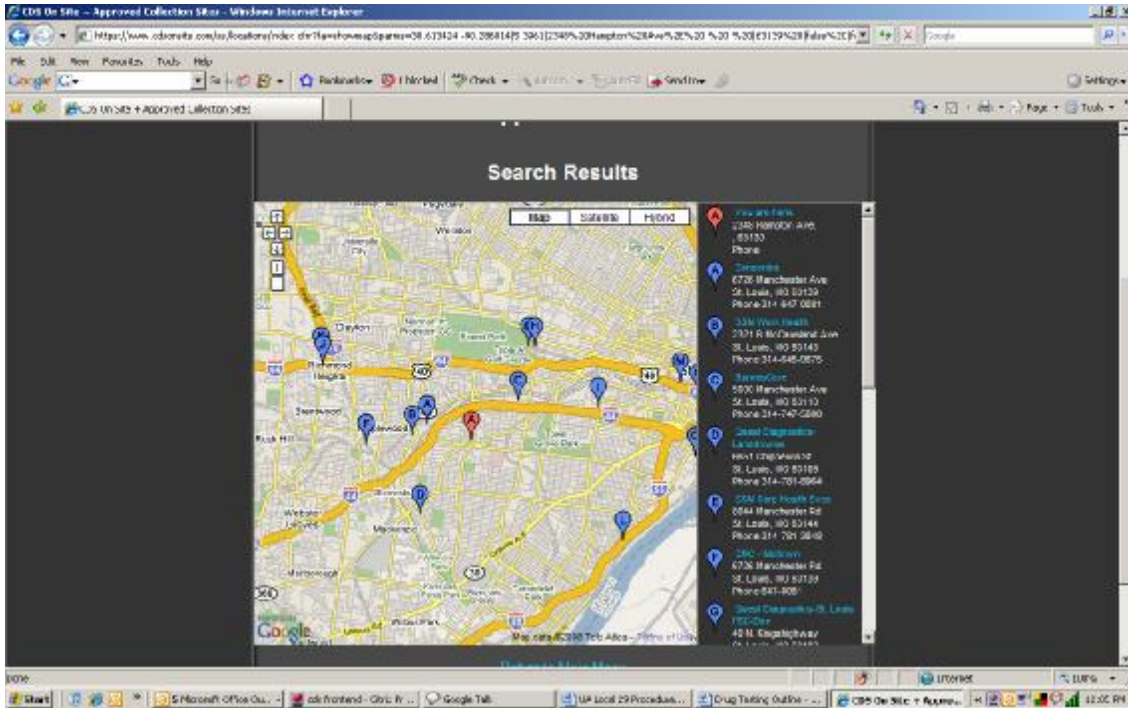
Click on Collection Site Name to obtain Hours of Operation, Phone Number, Fax Number and Map.

Name	Street	City	State	Zip	Distance	Type
<a href="#">Concentra</a>	8726 Manchester Ave	St. Louis	MO	63139	0.98	Concentra
<a href="#">SSM Walk Health</a>	2321 B McCausland Ave	St. Louis	MO	63143	1.24	Traditional
<a href="#">JamesCare</a>	5000 Manchester Ave	St. Louis	MO	63110	1.29	Traditional
<a href="#">Quest Diagnostics Lansdowne</a>	8651 Chippewa St	St. Louis	MO	63109	1.90	Quest
<a href="#">SSM Corp Health Svcs</a>	6044 Manchester Rd	St. Louis	MO	63144	2.21	Traditional
<a href="#">CMC - Midtown</a>	8726 Manchester Rd	St. Louis	MO	63139	2.21	Concentra
<a href="#">Quest Diagnostics-St. Louis PSC Doc</a>	40 N. Kingshighway	St. Louis	MO	63108	2.31	Quest
<a href="#">Quest Diagnostics</a>	100 N Euclid	St. Louis	MO	63108	2.38	Quest
<a href="#">Concentra Medical Centers</a>	1212 S Grand Blvd	St. Louis	MO	63104	2.77	Concentra
<a href="#">Quest Diagnostics University Club T</a>	1034 S Brentwood Blvd Ste 294	St. Louis	MO	63117	3.50	Quest

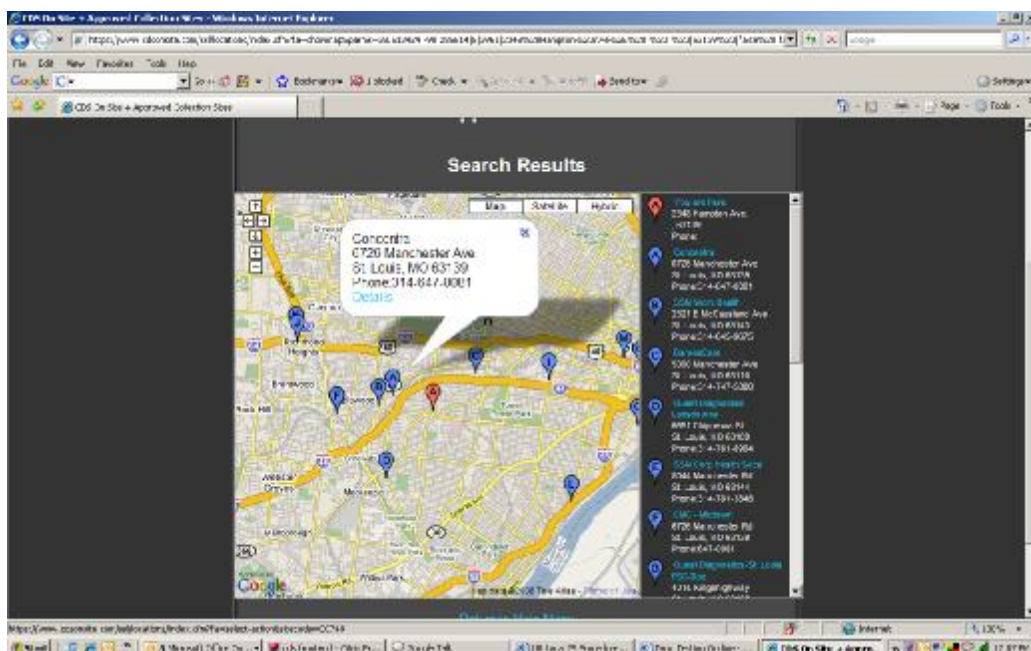
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7. You can navigate to the next pages by selecting “Next” or “Last” or the previous pages by selecting “Previous” or “First.”
8. Click on “Show Map With All Search Results” and a map will appear showing you the starting address and the locations of all the collection sites within your search criteria from the nearest site to the furthest site.



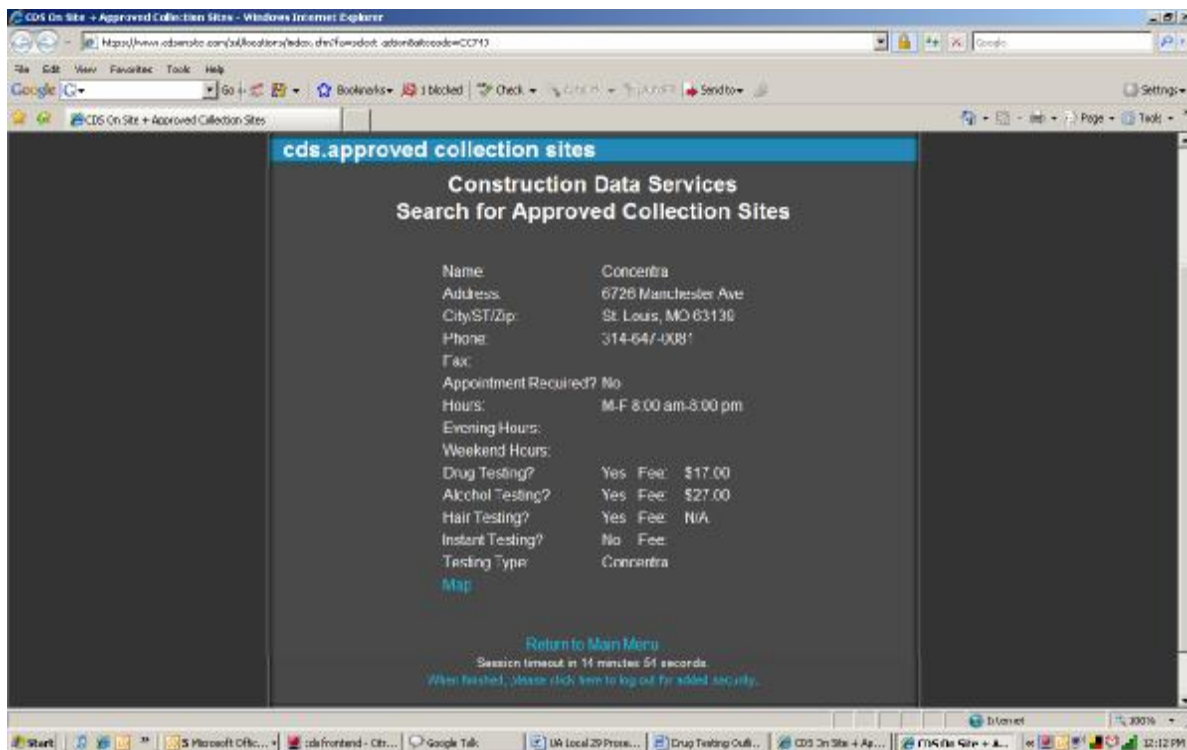
9. To the right of the screen, click on the collection site name and a pop-up window will appear on the map for the collection site you selected.



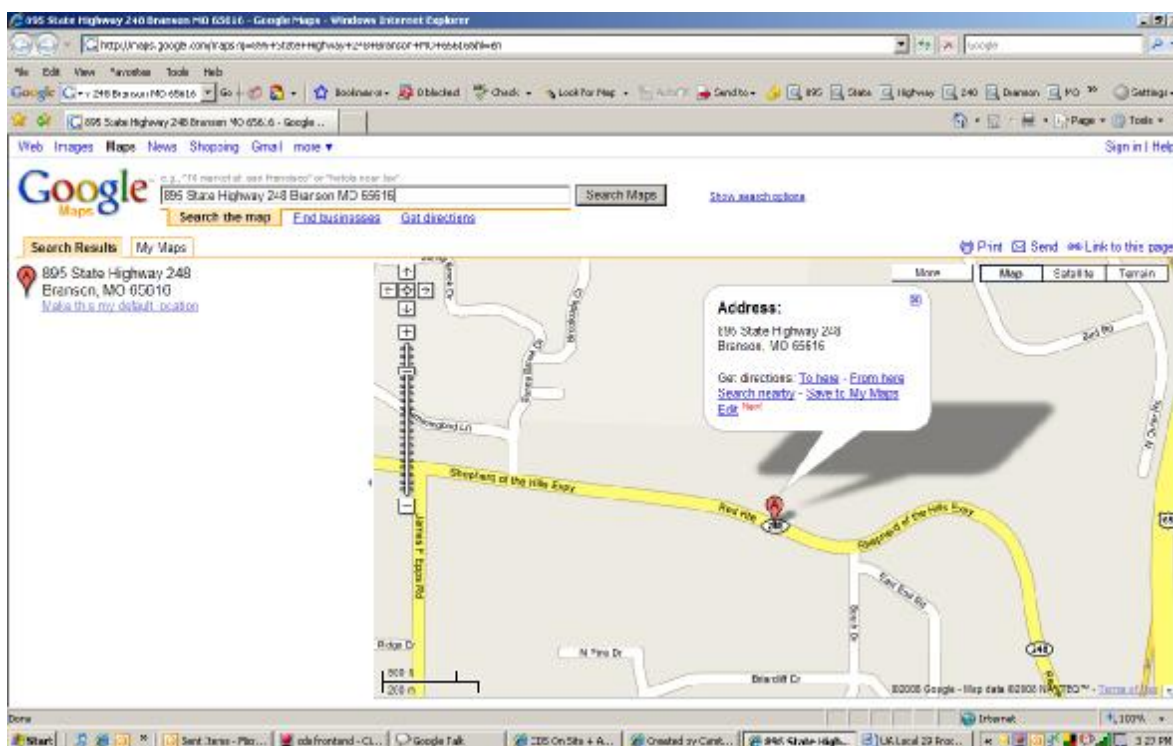


# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

- Click on **“Details”** and a screen will appear with detailed information about this site.



- To obtain directions to the collection site, select **“Map”** and you will be redirected to Google Map for entering your address.



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

12. Communicators can also obtain Quest Diagnostics sites by selecting **“Find a Quest Diagnostics Location.”**

ii. If you only enter a city, include at least a state or zip code.  
 iii. If you only enter a state, all collection facilities within that state will be displayed.  
 iv. If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.  
 v. If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The "Negotiated" Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:   
 City/State:    
 Zip Code:   
 Area Code:   
 Clinic Relationship:   
 Drug Testing: ☐  
 Alcohol Testing: ☐  
 Within:  miles ☐ kilometers ☐  
 Sites Per Page:   
 Search Clear Entries

Find a Quest Diagnostic Location

[Return to Main Menu](#)

Session timeout in 14 minutes 37 seconds

13. You will be redirected to the Quest Diagnostics website. Enter only those items you wish to search on.

Find a location / Make appointment / Change/cancel appt

How should we contact you?  Search

Company Info Our Partnerships Insurance Relations Careers Contact Us

Find a Location

1113 or international location center  
 • Drug Alcohol Screening  
 • Lab Testing for a variety of tests

This search helps you find the Patient Service Centers most convenient for you in the United States. Location results provide details on the 1200 3rd location and phone numbers for each Patient Service Center.

Quest Diagnostics accepts most insurance plans. [View insurance plans within your state](#)

Please remember to bring your Quest Diagnostics Registration form with you to your visit.

1) Enter starting address: Enter only those items you wish to search, including the street address will display the nearest location. If you enter a city, you need to include at least a state or zip code.

Address  State   
 City  ZIP Code  Within  Miles

2) Select reason for testing:

☐ Elderly's visit  
☒ Employee and wellness services  
☐ Diagnostic for wellness (DW)  
☐ BFW with biometric (H, WT and BP)  
☐ Drug testing and physical

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

14. From the drop down box, select the number of miles you want to search within. Select **“Employer and wellness services,” “Drug testing and physicals,” “For non-regulated employer,” “Urine drug screen”** and then select **“Search.”**

Quest Diagnostics Patient Service Centers - Windows Internet Explorer

http://www.questdiagnostics.com/hcp/pscc/pac\_index.jsp#bottom

Quest Diagnostics accepts most insurance plans. [View insurance plans within your state.](#)

Please remember to bring your Quest Diagnostics Registration form with you to your visit.

1) Enter starting address:

Enter only three terms you wish to search. Include the street address and you will drop up to a nearest location. If you enter a city, you need to include at least a state or zip code.

Address:  State:

City:  ZIP Code:  within:  Miles

2) Select reason for testing:

☐ Doctor's order

☒ Employer and wellness services

☐ Request for wellness (R70)

☐ DTW with creatinine (U, IT and C)

☒ Drug testing and physicals

☐ For a regulated employer

☒ For a non-regulated employer

Select testing to list:

☒ Urine drug screen

☐ Oral fluid (saliva)

☐ Hair - cut section

☐ Blood - C/DNA

☐ Physicals

☐ Locate sites with Saturday hours

You may also locate a facility by telephone: 800-377-8443

15. You will be redirected to a list of Quest Diagnostics and preferred collection sites along with the distance in miles from the start address.

Quest Diagnostics Patient Service Centers - Windows Internet Explorer

http://www.questdiagnostics.com/hcp/pscc/pac\_index\_results.jsp

Quest Diagnostics Patient Service Centers

Search Results

Note: Most of our Patient Service Centers offer online appointment scheduling.

- Click on the Make Appointment link in the table to schedule a convenient date and time.
- Click here to [change or cancel](#) an existing appointment.
- Recommended browser for online appointment scheduling is Internet Explorer and Firefox. We have tested Safari browser is not currently supported. Safari users, please call 1-888-377-8772 to schedule an appointment or [click here](#) for 800-377-8443 via email.

We have found 88 Patient Service Centers within 100 miles of Chicago, IL that meet your selected criteria:

Registration for employers | For an employer | For a patient | For a patient

Sort by: [Distance](#) | [Address](#) | [City](#) | [State](#) | [Zip](#) | [Hours](#) | [View All](#)

NAME	DISTANCE	ADDRESS	CITY	STATE	ZIP	HOURS	ACTION
Quest Diagnostics - Chicago (PSC)	0 Miles	1111 E. Randolph Ave. Ste. 1014	Chicago	IL	60605	View	<a href="#">Make App.</a>
Quest Diagnostics - Gold Coast PSC	1 Miles	600 N. Lake Shore Dr. Ste. 907	Chicago	IL	60611	View	<a href="#">Make App.</a>
Global Collection Inc. (PSC)	2 Miles	2000 S. Michigan Ave. LLB	Chicago	IL	60616	View	<a href="#">Make App.</a>
Quest Diagnostics - Spencer PSC	4 Miles	5900 N. Elmhurst Rd. Ste. 24	Chicago	IL	60657	View	<a href="#">Make App.</a>
Quest Diagnostics - Western Ave PSC	4 Miles	1431 N. Western Ave. Ste. 100	Chicago	IL	60642	View	<a href="#">Make App.</a>
Quest Diagnostics - Parkway Plaza PSC	8 Miles	1126 N. Milwaukee Ave.	Chicago	IL	60641	View	<a href="#">Make App.</a>
Quest Diagnostics - Oak Park PSC	10 Miles	610 S. Maple Ave. Ste. 6000	Oak Park	IL	60304	View	<a href="#">Make App.</a>
Quest Diagnostics - Skovyn PSC	10 Miles	7302 W. Cortez Rd. Suite 710	North Plainfield	IL	60546	View	<a href="#">Make App.</a>
Quest Diagnostics - Greenwald PSC	10 Miles	6751 S. Greenwald Ave. Ste. 100	Chicago	IL	60649	View	<a href="#">Make App.</a>
Quest Diagnostics - Peterson PSC	10 Miles	6801 W. Peterson Ave. Ste. 100	Chicago	IL	60648	View	<a href="#">Make App.</a>

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

## II. LOCAL UNION COMMUNICATORS

The Local Union Communicator logs into the CDS website at [www.cdsonsite.com](https://www.cdsonsite.com) using their secure access code, which was provided by CDS and the password the Communicator provided on their registration form. The system will welcome you and redirect you to the following main menu of SATIS:



A description of each main menu item is as follows:

### A. COMMUNICATOR UPDATE

This menu item provides a description of new enhancements that have been added to SATIS along with the date of the last enhancements.

### B. MY PROFILE

1. This menu item allows the Communicator to change their password and e-mail address to help keep CDS' records as current as possible. Select "**My Profile**" and the Communicator will be redirected to the following page:



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL



2. Select **“Update Information”** and you will be redirected to the following page allowing you to enter the necessary changes. When finished, select **“Submit.”**



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

## C. TRAINING PRODUCTS AND DOCUMENTS

This menu item provides the following:

### 1. **Policy, Procedures Manual and Exhibits**

This feature allows the Communicator to obtain the Program Policy and related documents in PDF format along with the date the documents were last revised. The Communicator has the option to open these documents on-line to view them or to print them individually.

### 2. **Frequently Asked Questions**

Provides answers to Frequently Asked Questions pertaining to substance abuse testing. This document is also in PDF format and is also available for printing.

### 3. **Reasonable Suspicion Training Demo**

This demo provides excerpts of the CDS produced training video, ***“Reasonable Suspicion Training – Supervisory Training for the Signs and Symptoms of Substance Abuse.”***

### 4. **Training Products Order Form**

Provides an order form in PDF format for Communicators to complete for purchase of the Reasonable Suspicion Training video, which is available on DVD, and to purchase Communicator Training, which is available by DVD or by rental arrangement on-line.

## D. **DISPATCH MEMBERS**

This menu item allows Union Communicators to dispatch members to Contractors when referred out from the Local. Ten (10) members can be dispatched on each page to individual Contractors or only to one (1) Contractor.

The screenshot shows a web browser window titled "CDS On Site - Dispatch Members - Windows Internet Explorer". The address bar shows "http://www.cdsremote.com/cdsdispatch/index.cfm". The page has a blue header with "cds.dispatch members" and "Construction Data Services Dispatch Members". Below the header, there is a text box that says: "Enter SSN / UnionID and press Tab. If the worker is found, their information will be displayed. In addition, you can select a new Contractor to assign them to and then click 'Assign'." Below this text box are two radio buttons: "Assign workers individually to Contractors." (selected) and "Assign all workers to the same Contractor." Below the radio buttons are ten input fields, each labeled "Enter SSN/National ID:". At the bottom of the form area, there are two links: "Print This Page" and "Return to Main Menu". The Windows taskbar at the bottom shows several open applications: "Start", "Internet Explorer", "Inbox - Microsoft Outlook", "Construction Data Services", "LA Local 22 Procedures", "CDS On Site + Training", "Created by Constructa 2K...", "FDS On Site + Dispatch", and a clock showing "1:33 PM".

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

1. To “**Assign workers individually to Contractors,**” select the appropriate box and enter the members’ SSN or Union Book Number then press tab. The member’s Union Card Number, last four (4) digits of their SSN, their first and last name, the current Contractor that the member is assigned to in SATIS and their eligibility status will be provided.

The screenshot shows the 'CDS Dispatch Members' web application. The title bar indicates it's running in Internet Explorer. The page header says 'CDS Dispatch Members' and 'Construction Data Services Dispatch Members'. Below the header, there's a message: 'Enter SSN / UnionID and press Tab. If the worker is found, their information will be displayed. In addition, you can select a new Contractor to assign them to and then click Assign.' There are two radio buttons: 'Assign workers individually to Contractors.' (selected) and 'Assign all workers to the same Contractor.' Below this, there's a text input for 'Enter SSN/UnionID:' with the value 'S11411005'. A table displays member information: 'Union Card #' (S11411005), 'SSN' (\*\*\*\*5216), 'First Name' (Paul), 'Last Name' (Janda), and 'Employed By' (Miles Steel Erectors Inc.). Below the table, it says 'CDS Pool Status: Pending'. There's a dropdown menu for 'Select New Contractor:' with 'Miles Steel Erectors Inc.' selected and an 'Assign' button. Below this are several 'Enter SSN/UnionID:' input fields.

- a. To dispatch the member to a new Contractor, open the drop down box under “**Select New Contractor**” and all Contractors signatory to the Program will be provided. Select the Contractor the member is being referred to and select the “**Assign**” button. The Communicator should perform these procedures for each member that is individually being dispatched to Contractors.

This screenshot is similar to the previous one, but the 'Select New Contractor:' dropdown menu is open, showing a list of contractors: 'Select Contractor', 'CDS Assignable', 'Construction Data Services', 'H & H Construction Inc.', and 'Miles Steel Erectors Inc.'. The 'Assign' button is still visible next to the dropdown.

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

- b. Upon selecting the **“Assign”** button, the Union Communicator will be notified that the member has been successfully assigned to the new Contractor.

The screenshot shows the 'cds.dispatch members' web application. The title is 'Construction Data Services Dispatch Members'. Instructions state: 'Enter SSN / UnionID and press Tab. If the worker is found, their information will be displayed. In addition, you can select a new Contractor to assign them to and then click 'Assign'.'

There are two radio buttons for assignment:
 

- ☒ Assign workers individually to Contractors.
- ☐ Assign all workers to the same Contractor.

The 'Enter SSN/National ID:' field contains '5114111005' with a red error message: 'SSN: Invalid'.

A table displays worker information:
 

Union Card #	SSN	First Name	Last Name	Employed By
S114111005	*****5235	Paul	Jacobi	Miles Steel Erectors Inc

Below the table, 'CDS Pool Status: Pending' is shown.

The 'Select New Contractor:' dropdown is set to 'H & H Construction Inc.' with an 'Assign' button next to it. A red error message below reads: 'Worker \*\*\*\*\*5235 is currently assigned to H & H Construction Inc.'.

Below this, there are seven empty 'Enter SSN/National ID:' input fields.

2. To **“Assign all workers to the same Contractor,”** select the appropriate box, open the drop down box under **“Select New Contractor”** and all Contractors signatory to the Program will be provided. Select the Contractor from the list that the members are being referred to.

This screenshot shows the same web application with the radio button selection changed:
 

- ☐ Assign workers individually to Contractors.
- ☒ Assign all workers to the same Contractor.

The 'Select New Contractor:' dropdown is now open, showing a list of contractors:
 

- ...Select Contractor...
- ...Select Contractor...
- CDS Assignable
- Construction Data Services
- H & H Construction Inc.
- Miles Steel Erectors Inc.

The 'Assign' button is still visible next to the dropdown.

Below the dropdown, there are seven empty 'Enter SSN/National ID:' input fields.

At the bottom, another 'Select New Contractor:' dropdown and 'Assign' button are visible.



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

- a. Enter the members' SSN or Union Book Number then press tab. The member's Union Card Number, last four (4) digits of their SSN, their first and last name, the current Contractor that the member is assigned to in SATIS and their eligibility status will be displayed.

Enter SSN / UnionID and press Tab. If the worker is found, their information will be displayed. In addition, you can select a new Contractor to assign them to and then click 'Assign'.

- Assign workers individually to Contractors.
- Assign all workers to the same Contractor.

Select New Contractor: **H & H Construction Inc.** **Assign**

Enter SSN/National ID: **500304209** **SSN found**

Union Card #	SSN	First Name	Last Name	Employed By
500304209	*****7093	Melissa	Egenmeyer	Construction Data Services

CDS Pool Status: Active

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Select New Contractor: **---Select Contractor---** **Assign**

[Print This Page](#)

- b. When all of the members being dispatched to an Contractor are entered, select the **“Assign”** button and the Communicator will be notified that the worker was successfully assigned to the Contractor.

Enter SSN / UnionID and press Tab. If the worker is found, their information will be displayed. In addition, you can select a new Contractor to assign them to and then click 'Assign'.

- Assign workers individually to Contractors.
- Assign all workers to the same Contractor.

Select New Contractor: **H & H Construction Inc.** **Assign**

Enter SSN/National ID: **500304209** **SSN found**

Union Card #	SSN	First Name	Last Name	Employed By
500304209	*****7093	Melissa	Egenmeyer	Construction Data Services

CDS Pool Status: Active

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Enter SSN/National ID:

Select New Contractor: **---Select Contractor---** **Assign**

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

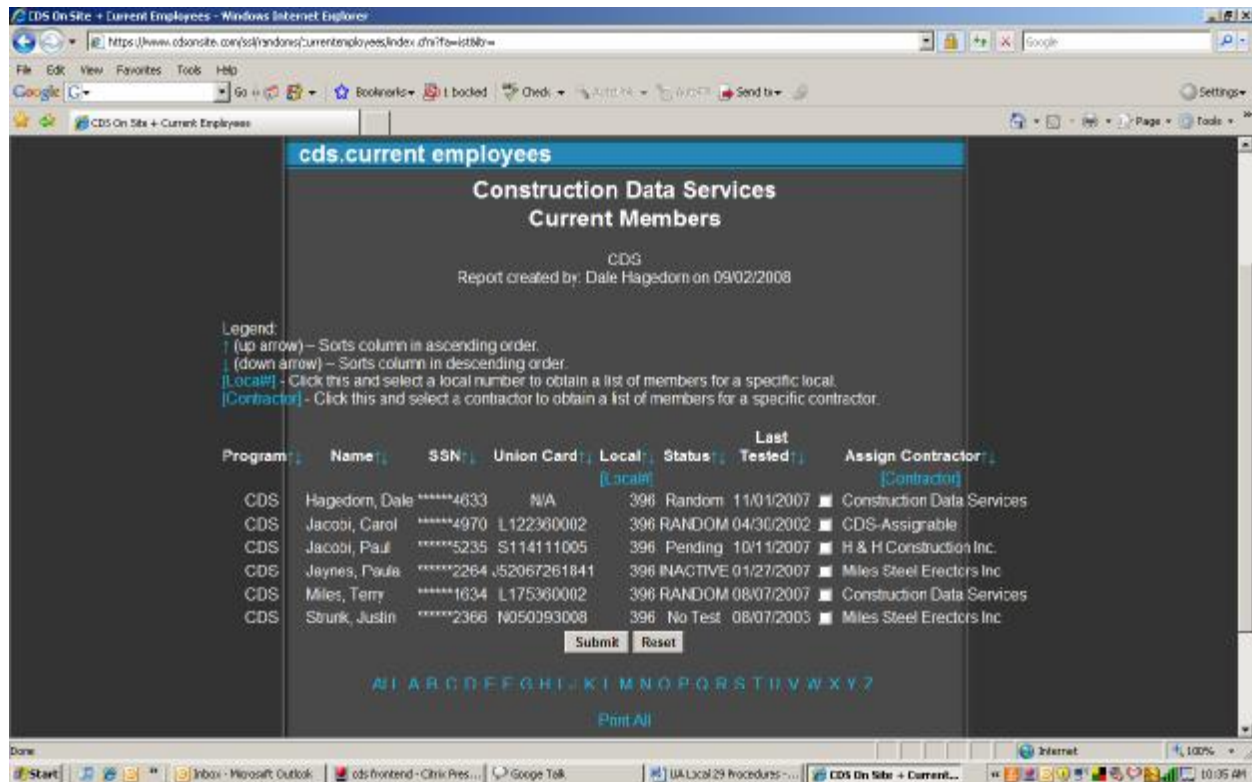
## E. CURRENT WORKERS / MEMBERS

1. Allows Union Communicators to view all their members by selecting “**Current Workers/Members,**” from the main menu. When the Union Communicator selects this menu item they will be redirected to the next page which will allow the Union Communicator to select “**ALL**” to obtain a list of all their members or the beginning last name alpha character.

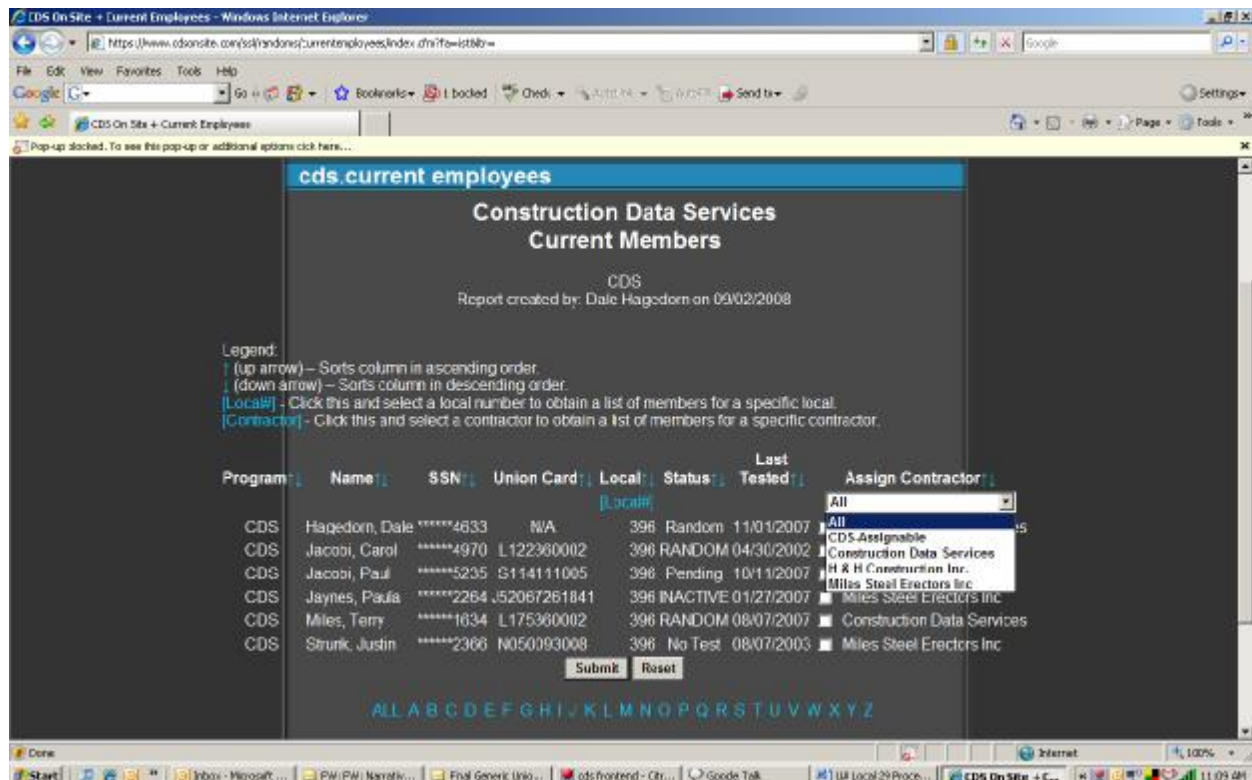


2. The Union Communicator will be redirected to the next page, which will provide a list of members by their first and last name along with the last four (4) digits of their SSN, union card number, Local number, eligibility status, last date of test and the current Contractor the member is assigned to in SATIS.
3. Each column can be sorted in ascending or descending order by selecting the up or down arrow in the column heading. It may be beneficial for the Union Communicator to sort by Status to determine how many members have an Inactive, Pending, etc. status or sort by Last Tested to determine how long members have gone without a test.
4. For Programs that have several Local Unions participating, the Communicator can select “**Union #**” and from the drop down box, can select their Local Union number to obtain only that Communicator’s members.

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

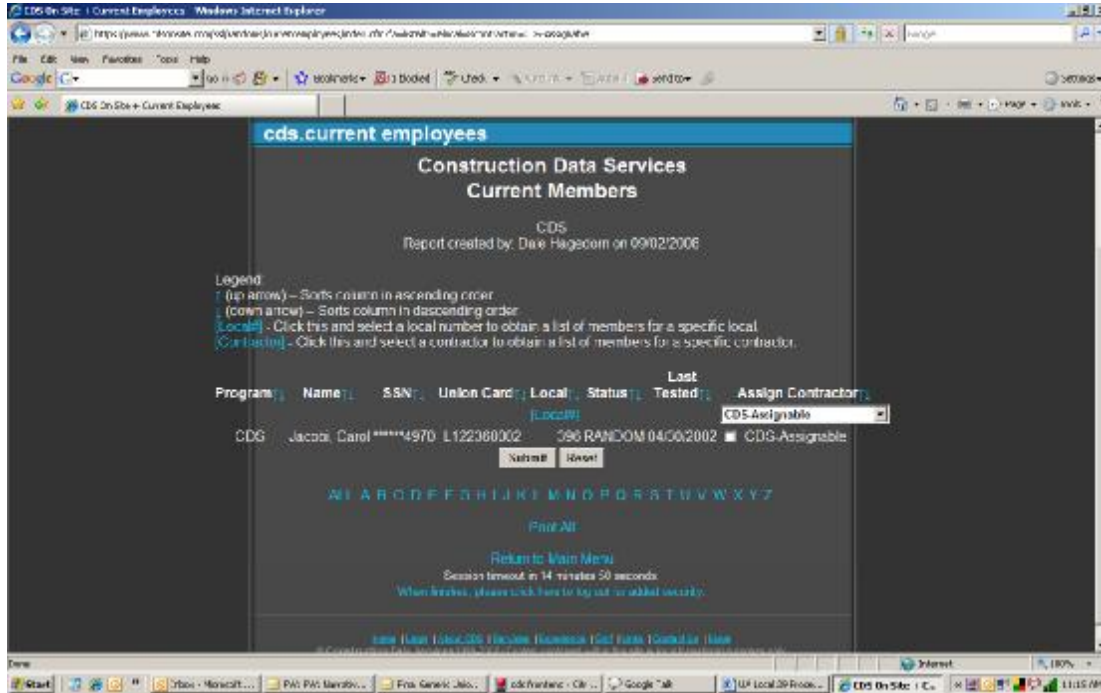


- The Communicator can select “**Contractor**” to select a specific Contractor to obtain only the names of members that are working for that Contractor.

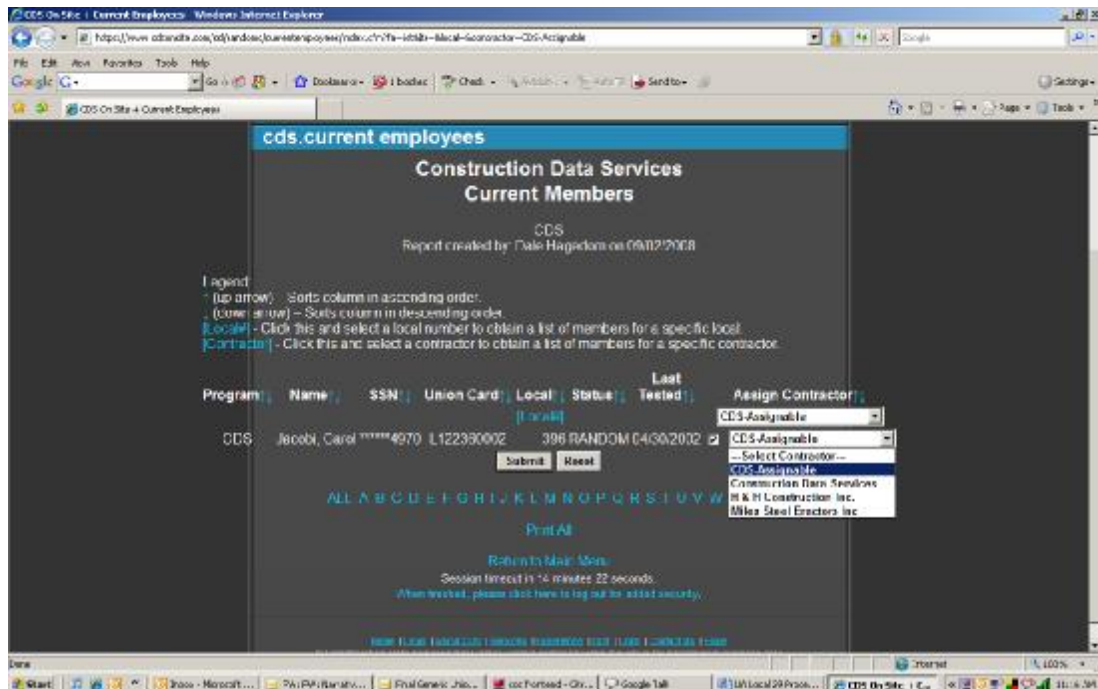


# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

- It may be beneficial for the Union Communicator to obtain a list of all the members that are not assigned to a Contractor in SATIS. To obtain this list, select the first Contractor on the list, which is the name of your program followed by a dash and assignable.



- To assign a member to a different Contractor, check the box in the “**Assign Contractor**” column and a drop down box will open providing a list of Contractors that are signatory to the Program.





# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

8. Upon selecting the current Contractor that the member is working for, select the **“Submit”** button and a notification will be provided that the members have been updated.



9. The Union Communicator will be redirected automatically to the next page to perform additional maintenance on their current members.



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

## F. CHECK POOL STATUS

Union Communicators can obtain a member's eligibility status at the time of dispatching to determine their eligibility status in the Program. A check pool status can be made by:

1. **Internet Access** – Union Communicators are allowed secure confidential Internet access to SATIS. Passage is protected by a series of access codes and passwords. No information will be released without providing the proper security clearance.
  - a. The Union Communicator will login, using their secure access code and password to the CDS website at [www.cdsonsite.com](http://www.cdsonsite.com) to perform a check pool status. From the main menu, the Communicator selects “**Check Pool Status**” and will be redirected to the next page.
  - b. The Communicator enters the **Employee ID** (Social Security Number or Union Card Number) and then selects **Validate**.

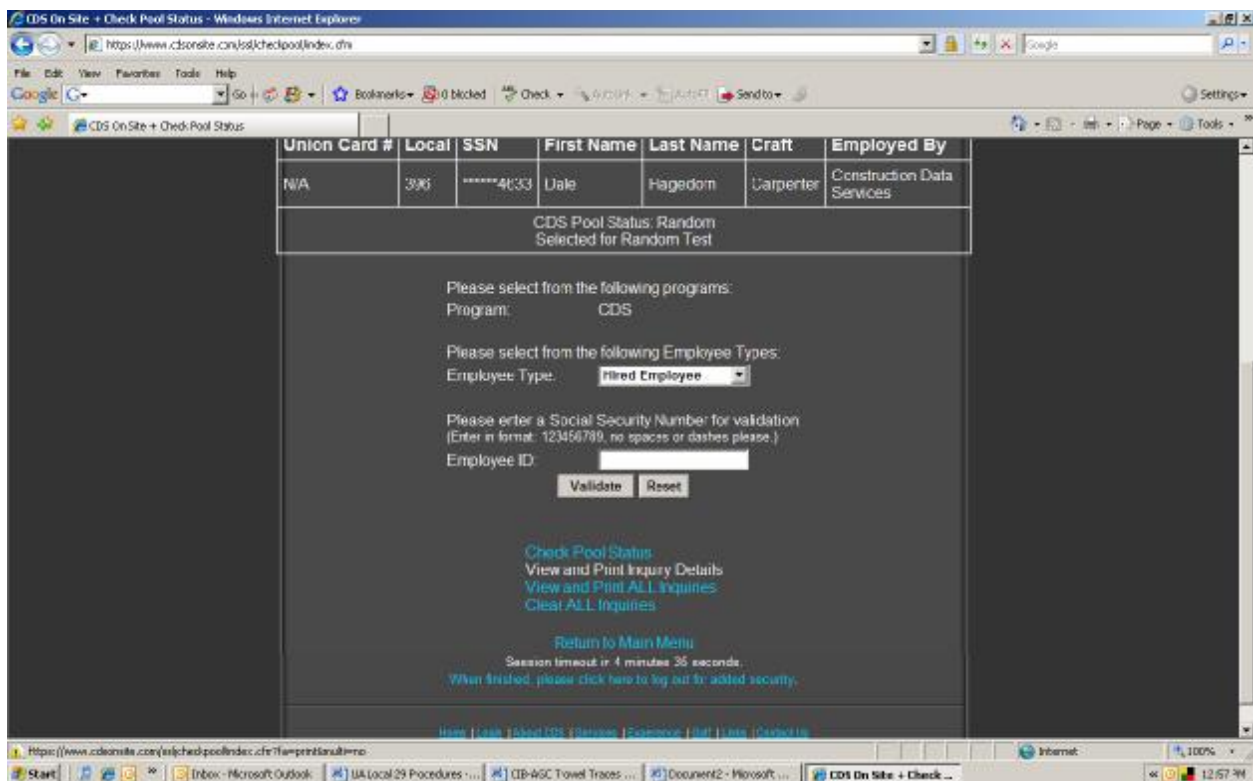


- c. The Union Communicator will be redirected to the next page which will provide the Communicator with the member's Union Card Number (if available), Local Number, last four (4) digits of the SSN, First Name, Last Name, Craft, Employed By and their Eligibility Status (Active or Current, Inactive or Not Current, Pending, Random or Reinstate).

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

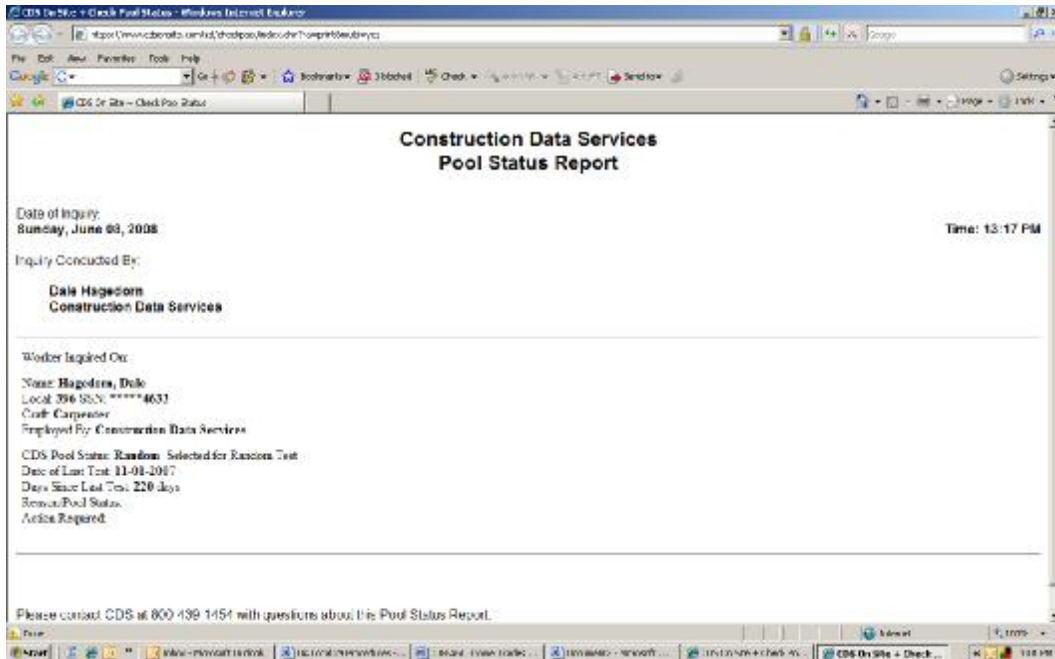


- d. To provide compliance reports to general contractors or owners, select **“View and Print Inquiry Details”**



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

- e. The Union Communicator will be redirected to the next page providing a report in printable format that includes date of inquiry, Communicator making inquiry, Contractor, member's name, Local #, last four (4) digits of their SSN, craft, employed by, eligibility status, date of last test and number of days since last test.



- f. Union Communicators can perform a **"Check Pool Status"** on as many members that is necessary to provide compliance reports to general contractors, Contractors and owners for all members by selecting **"View and Print All Inquiries."** Three members will be printed on each page of the compliance report.



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL



2. **Phone** – Union Communicators can obtain a member's eligibility status by calling CDS. The Union Communicator's access code and password must be provided at the time of inquiry.
3. **Fax** – Union Communicators can inquire on members by fax.

## H. APPROVED COLLECTION SITES

CDS has made arrangements with clinical collection sites for testing of employees.

**Communicators, who have a preference for a clinical collection site that is not on the list, should contact CDS to request that the collection facility be added to the list.**

1. To obtain a list of collection sites to have employees tested, select "**Approved Collection Sites**" from the main menu. This menu item allows Communicators to locate a Collection Site throughout the United States and Internationally from our list of more than 7,500 sites by name, city, state and/or zip code and whether a drug and/or alcohol test collection is available.
2. Enter a starting address or only those items you wish to search on and the miles you want to search within. Simply follow the instructions detailed on this page.



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

Enter starting address  
Enter only those items you wish to search on and the miles you want to search within:

- If you enter a street address, include the city and state or zip code.
- If you only enter a city, include at least a state or zip code.
- If you only enter a state, all collection facilities within that state will be displayed.
- If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.
- If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The Negotiated Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:

City/State:

Zip Code:

Area Code:

Clinic Relationship:

Drug Testing: ☐

Alcohol Testing: ☐

Within:  miles  kilometers

Sites Per Page:

Search  Print

3. You can obtain Quest Diagnostics collection sites by opening the drop down box under “**Clinic Relationship**” and selecting “**Quest**”. This drop down box will also provide the drug test collection fees by the Clinic Relationship.
4. You can also refine your search to sites that only provide drug or alcohol testing by selecting the appropriate boxes. If you do not select any boxes, all collection sites will be provided.

Enter starting address  
Enter only those items you wish to search on and the miles you want to search within:

- If you enter a street address, include the city and state or zip code.
- If you only enter a city, include at least a state or zip code.
- If you only enter a state, all collection facilities within that state will be displayed.
- If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.
- If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The Negotiated Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:

City/State:

Zip Code:

Area Code:

Clinic Relationship:

Drug Testing: ☐

Alcohol Testing: ☐

Within:  miles  kilometers

Sites Per Page:

Search  Print

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

5. Once you have entered your parameters, select the **“Search”** button.

Enter starting address:  
Enter only those items you wish to search on and the miles you want to search within:

- If you enter a street address, include the city and state or zip code.
- If you only enter a city, include at least a state or zip code.
- If you only enter a state, all collection facilities within that state will be displayed.
- If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.
- If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The "Negotiated" Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:

City/State:

Zip Code:

Area Code:

Clinic Relationship:

Drug Testing: ☐

Alcohol Testing: ☐

Within:  miles ☐ kilometers

Sites Per Page:

6. A list of collection sites will be provided based on your search criteria along with their address, distance from the starting address and Clinic Relationship Type.

Find a Quest Diagnostic Location

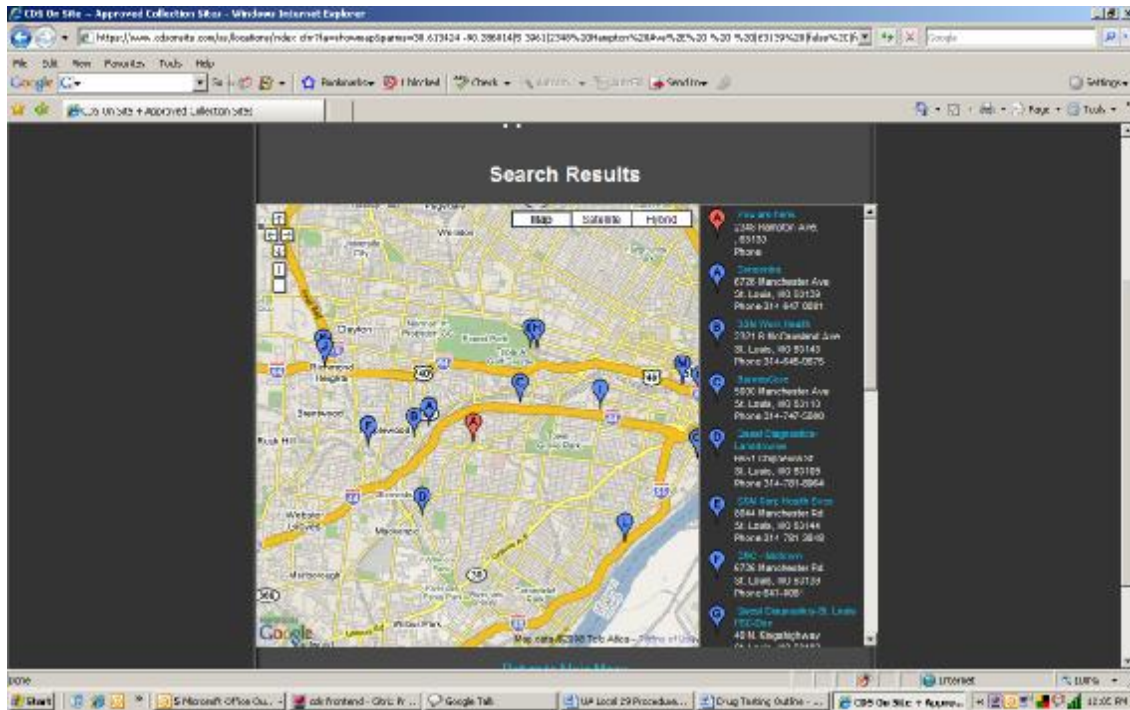
Click on Collection Site Name to obtain Hours of Operation, Phone Number, Fax Number and Map.

Name	Street	City	State	Zip	Distance	Type
<a href="#">Concentra</a>	8726 Manchester Ave	St. Louis	MO	63139	0.98	Concentra
<a href="#">SSM Work Health</a>	2321 B McCausland Ave	St. Louis	MO	63143	1.24	Traditional
<a href="#">JamesCare</a>	5000 Manchester Ave	St. Louis	MO	63110	1.29	Traditional
<a href="#">Quest Diagnostics Lansdowne</a>	8651 Chippewa St	St. Louis	MO	63109	1.90	Quest
<a href="#">SSM Corp Health Svcs</a>	6044 Manchester Rd	St. Louis	MO	63144	2.21	Traditional
<a href="#">CMC - Midtown</a>	8726 Manchester Rd	St. Louis	MO	63139	2.21	Concentra
<a href="#">Quest Diagnostics-St. Louis PSC Doc</a>	40 N. Kingshighway	St. Louis	MO	63108	2.31	Quest
<a href="#">Quest Diagnostics</a>	100 N Euclid	St. Louis	MO	63108	2.38	Quest
<a href="#">Concentra Medical Centers</a>	1212 S Grand Blvd	St. Louis	MO	63104	2.77	Concentra
<a href="#">Quest Diagnostics University Club T</a>	1034 S Brentwood Blvd Ste 294	St. Louis	MO	63117	3.50	Quest

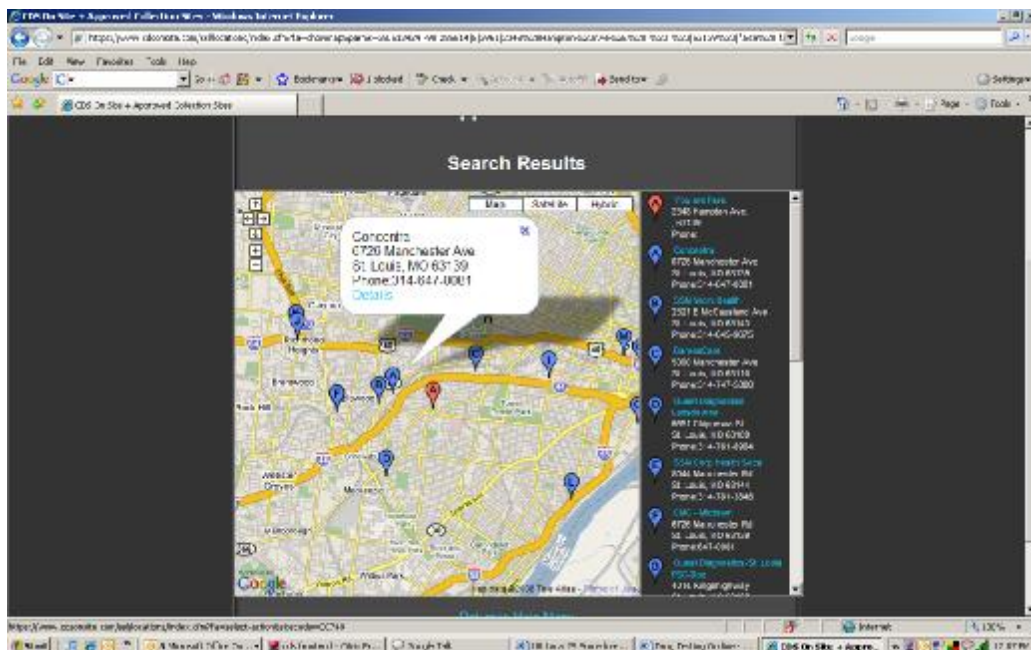
Page 1 of 2

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

7. You can navigate to the next pages by selecting **“Next”** or **“Last”** or the previous pages by selecting **“Previous”** or **“First.”**
8. Click on **“Show Map With All Search Results”** and a map will appear showing you the starting address and the locations of all the collection sites within your search criteria from the nearest site to the furthest site.



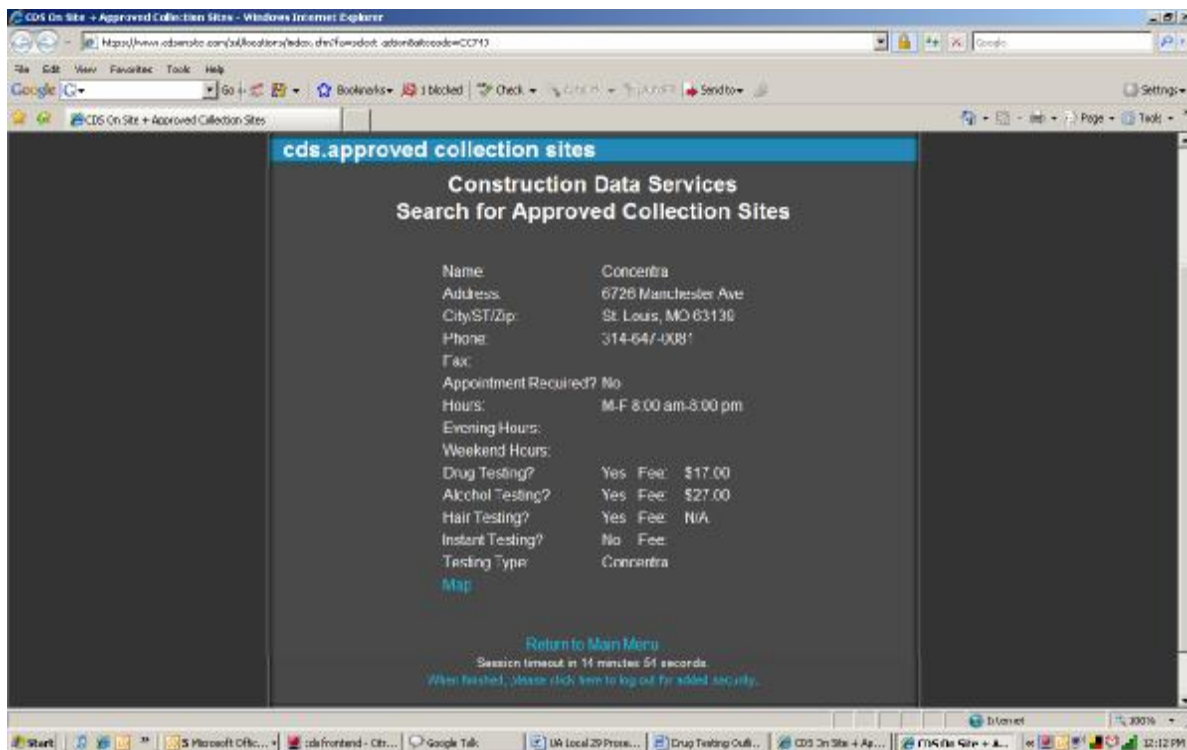
- To the right of the screen, click on the collection site name and a pop-up window will appear on the map for the collection site you selected.



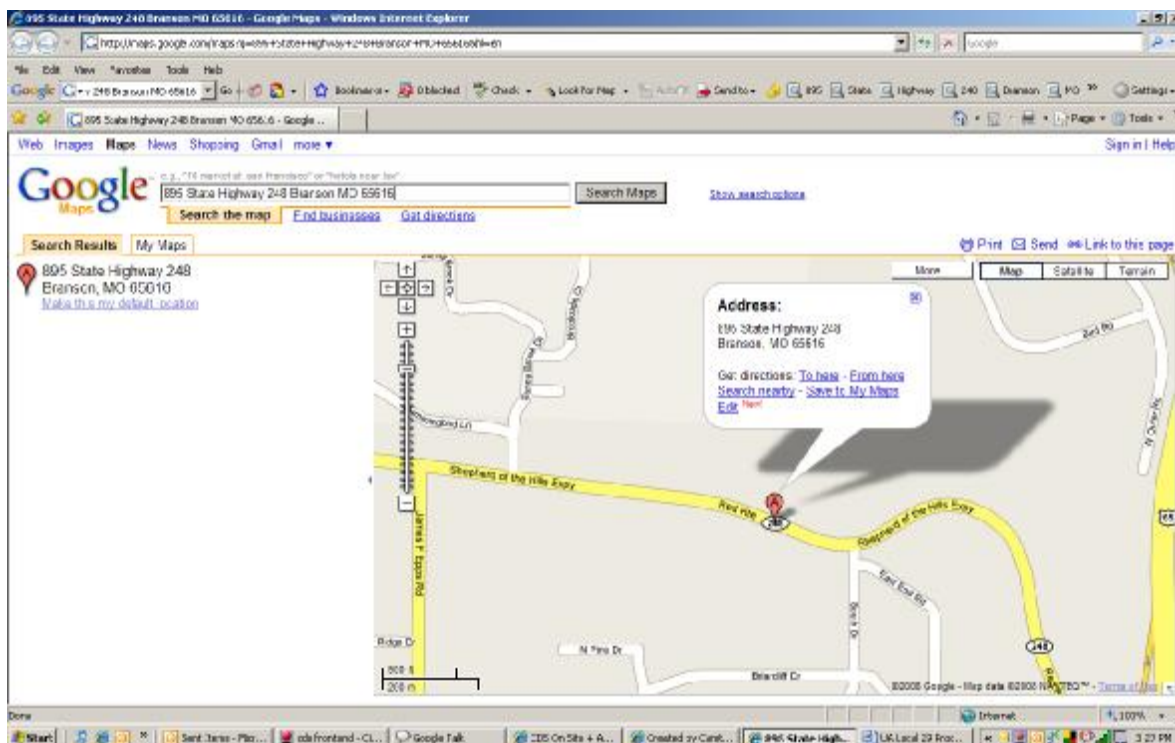


# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

- Click on “**Details**” and a screen will appear with detailed information about this site.



- To obtain directions to the collection site, select “**Map**” and you will be redirected to Google Map for entering your address.



# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

12. Communicators can also obtain Quest Diagnostics sites by selecting **“Find a Quest Diagnostics Location.”**

ii. If you only enter a city, include at least a state or zip code.  
iii. If you only enter a state, all collection facilities within that state will be displayed.  
iv. If you only enter a Zip Code, all collection facilities within that Zip Code and within the miles specified will be displayed.  
v. If you only want to obtain Quest Diagnostics collection sites within your specified parameters, select "Quest" from the drop down box under "Clinic Relationship"

Note: The "Negotiated" Clinic Relationship includes Concentra, Preferred, Quest and any other sites that are \$17.00 or less.

Street Address:   
City/State:    
Zip Code:   
Area Code:   
Clinic Relationship:   
Drug Testing: ☐  
Alcohol Testing: ☐  
Within:  miles ☐ kilometers ☐  
Sites Per Page:

Find a Quest Diagnostic Location

[Return to Main Menu](#)

Session timeout in 14 minutes 37 seconds

13. You will be redirected to the Quest Diagnostics website. Enter only those items you wish to search on.

Find a location | Make appointment | Change/cancel appointment

How about a new location?

Company info | Our Performance | Insurance Solutions | Careers | Contact Us

1-800-841-QUEST

**Find a Location**

This location helps you find the Patient Service Centers most convenient for you in the United States. Location results provide 30280 as the 10110 37th location and phone numbers for each Patient Service Center.

QUEST DIAGNOSTICS accepts most insurance plans. [View insurance plans within your state.](#)

Please remember to bring your Quest Diagnostics Registration form with you on your visit.

1) Enter starting address:

Address:  State:   
City:  ZIP Code:  Within:  Miles

2) Select reason for testing:

☐ Elderly care  
☒ Employee 3rd wellness services  
☐ Diagnostic for medical reasons (DFW)  
☐ BFW with biometric (HT, WT and BP)  
☐ Drug testing and physical

# SUBSTANCE ABUSE TESTING PROGRAM PROCEDURES MANUAL

14. From the drop down box, select the number of miles you want to search within. Select **“Employer and wellness services,”** **“Drug testing and physicals,”** **“For non-regulated employer,”** **“Urine drug screen”** and then select **“Search.”**

Quest Diagnostics Patient Service Centers - Windows Internet Explorer

http://www.questdiagnostics.com/hcp/pscc/pac\_index.asp#bottom

Quest Diagnostics Patient Service Centers

Please remember to bring your Quest Diagnostics Registration form with you to your visit.

1) Enter starting address: Enter only three terms you wish to search. Including the street address will show up to 10 nearest facilities. Types within a city, you need to include at least a state or zip code.

Address  State

City  ZIP Code  within

2) Select reason for testing:

☐ Doctor's order

☒ Employer and wellness services

☐ Request for wellness (RFW)

☐ DW with 10 samples (10, 15, 20, 25)

☒ Drug testing and physicals

☐ For a regulated employer

☒ For a non-regulated employer

Select testing board(s) (at least one):

☒ Urine drug screen

☐ Oral fluid (saliva)

☐ Hair collection

☐ Blood alcohol

☐ Physicals

☐ Locate sites with Saturday hours

You may also locate a facility by telephone: 800-377-8443

15. You will be redirected to a list of Quest Diagnostics and preferred collection sites along with the distance in miles from the start address.

Quest Diagnostics Patient Service Centers - Windows Internet Explorer

http://www.questdiagnostics.com/hcp/pscc/pac\_results.asp

Quest Diagnostics Patient Service Centers

Search Results

Note: Most of our Patient Service Centers offer online appointment scheduling.

- Click on the Make and link in the table to go to schedule a convenient date and time.
- Click here to [change](#) or [cancel](#) an existing appointment.
- Recommended browser for online appointment scheduling are Internet Explorer and Firefox. We have both Silver and Internet Explorer 10 currently supported. Other users, please call 1-888-277-8772 to schedule an appointment or [click here](#) for 800-377-8443 via email.

We have found 88 Patient Service Centers within 100 miles of Chicago, IL that meet your selected criteria.

Registration for employment is for all Patient Service Centers.

Sort by: Distance (10) | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 190 | 200 | 210 | 220 | 230 | 240 | 250 | 260 | 270 | 280 | 290 | 300 | 310 | 320 | 330 | 340 | 350 | 360 | 370 | 380 | 390 | 400 | 410 | 420 | 430 | 440 | 450 | 460 | 470 | 480 | 490 | 500 | 510 | 520 | 530 | 540 | 550 | 560 | 570 | 580 | 590 | 600 | 610 | 620 | 630 | 640 | 650 | 660 | 670 | 680 | 690 | 700 | 710 | 720 | 730 | 740 | 750 | 760 | 770 | 780 | 790 | 800 | 810 | 820 | 830 | 840 | 850 | 860 | 870 | 880 | 890 | 900 | 910 | 920 | 930 | 940 | 950 | 960 | 970 | 980 | 990 | 1000 | 1010 | 1020 | 1030 | 1040 | 1050 | 1060 | 1070 | 1080 | 1090 | 1100 | 1110 | 1120 | 1130 | 1140 | 1150 | 1160 | 1170 | 1180 | 1190 | 1200 | 1210 | 1220 | 1230 | 1240 | 1250 | 1260 | 1270 | 1280 | 1290 | 1300 | 1310 | 1320 | 1330 | 1340 | 1350 | 1360 | 1370 | 1380 | 1390 | 1400 | 1410 | 1420 | 1430 | 1440 | 1450 | 1460 | 1470 | 1480 | 1490 | 1500 | 1510 | 1520 | 1530 | 1540 | 1550 | 1560 | 1570 | 1580 | 1590 | 1600 | 1610 | 1620 | 1630 | 1640 | 1650 | 1660 | 1670 | 1680 | 1690 | 1700 | 1710 | 1720 | 1730 | 1740 | 1750 | 1760 | 1770 | 1780 | 1790 | 1800 | 1810 | 1820 | 1830 | 1840 | 1850 | 1860 | 1870 | 1880 | 1890 | 1900 | 1910 | 1920 | 1930 | 1940 | 1950 | 1960 | 1970 | 1980 | 1990 | 2000 | 2010 | 2020 | 2030 | 2040 | 2050 | 2060 | 2070 | 2080 | 2090 | 2100 | 2110 | 2120 | 2130 | 2140 | 2150 | 2160 | 2170 | 2180 | 2190 | 2200 | 2210 | 2220 | 2230 | 2240 | 2250 | 2260 | 2270 | 2280 | 2290 | 2300 | 2310 | 2320 | 2330 | 2340 | 2350 | 2360 | 2370 | 2380 | 2390 | 2400 | 2410 | 2420 | 2430 | 2440 | 2450 | 2460 | 2470 | 2480 | 2490 | 2500 | 2510 | 2520 | 2530 | 2540 | 2550 | 2560 | 2570 | 2580 | 2590 | 2600 | 2610 | 2620 | 2630 | 2640 | 2650 | 2660 | 2670 | 2680 | 2690 | 2700 | 2710 | 2720 | 2730 | 2740 | 2750 | 2760 | 2770 | 2780 | 2790 | 2800 | 2810 | 2820 | 2830 | 2840 | 2850 | 2860 | 2870 | 2880 | 2890 | 2900 | 2910 | 2920 | 2930 | 2940 | 2950 | 2960 | 2970 | 2980 | 2990 | 3000 | 3010 | 3020 | 3030 | 3040 | 3050 | 3060 | 3070 | 3080 | 3090 | 3100 | 3110 | 3120 | 3130 | 3140 | 3150 | 3160 | 3170 | 3180 | 3190 | 3200 | 3210 | 3220 | 3230 | 3240 | 3250 | 3260 | 3270 | 3280 | 3290 | 3300 | 3310 | 3320 | 3330 | 3340 | 3350 | 3360 | 3370 | 3380 | 3390 | 3400 | 3410 | 3420 | 3430 | 3440 | 3450 | 3460 | 3470 | 3480 | 3490 | 3500 | 3510 | 3520 | 3530 | 3540 | 3550 | 3560 | 3570 | 3580 | 3590 | 3600 | 3610 | 3620 | 3630 | 3640 | 3650 | 3660 | 3670 | 3680 | 3690 | 3700 | 3710 | 3720 | 3730 | 3740 | 3750 | 3760 | 3770 | 3780 | 3790 | 3800 | 3810 | 3820 | 3830 | 3840 | 3850 | 3860 | 3870 | 3880 | 3890 | 3900 | 3910 | 3920 | 3930 | 3940 | 3950 | 3960 | 3970 | 3980 | 3990 | 4000 | 4010 | 4020 | 4030 | 4040 | 4050 | 4060 | 4070 | 4080 | 4090 | 4100 | 4110 | 4120 | 4130 | 4140 | 4150 | 4160 | 4170 | 4180 | 4190 | 4200 | 4210 | 4220 | 4230 | 4240 | 4250 | 4260 | 4270 | 4280 | 4290 | 4300 | 4310 | 4320 | 4330 | 4340 | 4350 | 4360 | 4370 | 4380 | 4390 | 4400 | 4410 | 4420 | 4430 | 4440 | 4450 | 4460 | 4470 | 4480 | 4490 | 4500 | 4510 | 4520 | 4530 | 4540 | 4550 | 4560 | 4570 | 4580 | 4590 | 4600 | 4610 | 4620 | 4630 | 4640 | 4650 | 4660 | 4670 | 4680 | 4690 | 4700 | 4710 | 4720 | 4730 | 4740 | 4750 | 4760 | 4770 | 4780 | 4790 | 4800 | 4810 | 4820 | 4830 | 4840 | 4850 | 4860 | 4870 | 4880 | 4890 | 4900 | 4910 | 4920 | 4930 | 4940 | 4950 | 4960 | 4970 | 4980 | 4990 | 5000 | 5010 | 5020 | 5030 | 5040 | 5050 | 5060 | 5070 | 5080 | 5090 | 5100 | 5110 | 5120 | 5130 | 5140 | 5150 | 5160 | 5170 | 5180 | 5190 | 5200 | 5210 | 5220 | 5230 | 5240 | 5250 | 5260 | 5270 | 5280 | 5290 | 5300 | 5310 | 5320 | 5330 | 5340 | 5350 | 5360 | 5370 | 5380 | 5390 | 5400 | 5410 | 5420 | 5430 | 5440 | 5450 | 5460 | 5470 | 5480 | 5490 | 5500 | 5510 | 5520 | 5530 | 5540 | 5550 | 5560 | 5570 | 5580 | 5590 | 5600 | 5610 | 5620 | 5630 | 5640 | 5650 | 5660 | 5670 | 5680 | 5690 | 5700 | 5710 | 5720 | 5730 | 5740 | 5750 | 5760 | 5770 | 5780 | 5790 | 5800 | 5810 | 5820 | 5830 | 5840 | 5850 | 5860 | 5870 | 5880 | 5890 | 5900 | 5910 | 5920 | 5930 | 5940 | 5950 | 5960 | 5970 | 5980 | 5990 | 6000 | 6010 | 6020 | 6030 | 6040 | 6050 | 6060 | 6070 | 6080 | 6090 | 6100 | 6110 | 6120 | 6130 | 6140 | 6150 | 6160 | 6170 | 6180 | 6190 | 6200 | 6210 | 6220 | 6230 | 6240 | 6250 | 6260 | 6270 | 6280 | 6290 | 6300 | 6310 | 6320 | 6330 | 6340 | 6350 | 6360 | 6370 | 6380 | 6390 | 6400 | 6410 | 6420 | 6430 | 6440 | 6450 | 6460 | 6470 | 6480 | 6490 | 6500 | 6510 | 6520 | 6530 | 6540 | 6550 | 6560 | 6570 | 6580 | 6590 | 6600 | 6610 | 6620 | 6630 | 6640 | 6650 | 6660 | 6670 | 6680 | 6690 | 6700 | 6710 | 6720 | 6730 | 6740 | 6750 | 6760 | 6770 | 6780 | 6790 | 6800 | 6810 | 6820 | 6830 | 6840 | 6850 | 6860 | 6870 | 6880 | 6890 | 6900 | 6910 | 6920 | 6930 | 6940 | 6950 | 6960 | 6970 | 6980 | 6990 | 7000 | 7010 | 7020 | 7030 | 7040 | 7050 | 7060 | 7070 | 7080 | 7090 | 7100 | 7110 | 7120 | 7130 | 7140 | 7150 | 7160 | 7170 | 7180 | 7190 | 7200 | 7210 | 7220 | 7230 | 7240 | 7250 | 7260 | 7270 | 7280 | 7290 | 7300 | 7310 | 7320 | 7330 | 7340 | 7350 | 7360 | 7370 | 7380 | 7390 | 7400 | 7410 | 7420 | 7430 | 7440 | 7450 | 7460 | 7470 | 7480 | 7490 | 7500 | 7510 | 7520 | 7530 | 7540 | 7550 | 7560 | 7570 | 7580 | 7590 | 7600 | 7610 | 7620 | 7630 | 7640 | 7650 | 7660 | 7670 | 7680 | 7690 | 7700 | 7710 | 7720 | 7730 | 7740 | 7750 | 7760 | 7770 | 7780 | 7790 | 7800 | 7810 | 7820 | 7830 | 7840 | 7850 | 7860 | 7870 | 7880 | 7890 | 7900 | 7910 | 7920 | 7930 | 7940 | 7950 | 7960 | 7970 | 7980 | 7990 | 8000 | 8010 | 8020 | 8030 | 8040 | 8050 | 8060 | 8070 | 8080 | 8090 | 8100 | 8110 | 8120 | 8130 | 8140 | 8150 | 8160 | 8170 | 8180 | 8190 | 8200 | 8210 | 8220 | 8230 | 8240 | 8250 | 8260 | 8270 | 8280 | 8290 | 8300 | 8310 | 8320 | 8330 | 8340 | 8350 | 8360 | 8370 | 8380 | 8390 | 8400 | 8410 | 8420 | 8430 | 8440 | 8450 | 8460 | 8470 | 8480 | 8490 | 8500 | 8510 | 8520 | 8530 | 8540 | 8550 | 8560 | 8570 | 8580 | 8590 | 8600 | 8610 | 8620 | 8630 | 8640 | 8650 | 8660 | 8670 | 8680 | 8690 | 8700 | 8710 | 8720 | 8730 | 8740 | 8750 | 8760 | 8770 | 8780 | 8790 | 8800 | 8810 | 8820 | 8830 | 8840 | 8850 | 8860 | 8870 | 8880 | 8890 | 8900 | 8910 | 8920 | 8930 | 8940 | 8950 | 8960 | 8970 | 8980 | 8990 | 9000 | 9010 | 9020 | 9030 | 9040 | 9050 | 9060 | 9070 | 9080 | 9090 | 9100 | 9110 | 9120 | 9130 | 9140 | 9150 | 9160 | 9170 | 9180 | 9190 | 9200 | 9210 | 9220 | 9230 | 9240 | 9250 | 9260 | 9270 | 9280 | 9290 | 9300 | 9310 | 9320 | 9330 | 9340 | 9350 | 9360 | 9370 | 9380 | 9390 | 9400 | 9410 | 9420 | 9430 | 9440 | 9450 | 9460 | 9470 | 9480 | 9490 | 9500 | 9510 | 9520 | 9530 | 9540 | 9550 | 9560 | 9570 | 9580 | 9590 | 9600 | 9610 | 9620 | 9630 | 9640 | 9650 | 9660 | 9670 | 9680 | 9690 | 9700 | 9710 | 9720 | 9730 | 9740 | 9750 | 9760 | 9770 | 9780 | 9790 | 9800 | 9810 | 9820 | 9830 | 9840 | 9850 | 9860 | 9870 | 9880 | 9890 | 9900 | 9910 | 9920 | 9930 | 9940 | 9950 | 9960 | 9970 | 9980 | 9990 | 10000 | 10010 | 10020 | 10030 | 10040 | 10050 | 10060 | 10070 | 10080 | 10090 | 10100 | 10110 | 10120 | 10130 | 10140 | 10150 | 10160 | 10170 | 10180 | 10190 | 10200 | 10210 | 10220 | 10230 | 10240 | 10250 | 10260 | 10270 | 10280 | 10290 | 10300 | 10310 | 10320 | 10330 | 10340 | 10350 | 10360 | 10370 | 10380 | 10390 | 10400 | 10410 | 10420 | 10430 | 10440 | 10450 | 10460 | 10470 | 10480 | 10490 | 10500 | 10510 | 10520 | 10530 | 10540 | 10550 | 10560 | 10570 | 10580 | 10590 | 10600 | 10610 | 10620 | 10630 | 10640 | 10650 | 10660 | 10670 | 10680 | 10690 | 10700 | 10710 | 10720 | 10730 | 10740 | 10750 | 10760 | 10770 | 10780 | 10790 | 10800 | 10810 | 10820 | 10830 | 10840 | 10850 | 10860 | 10870 | 10880 | 10890 | 10900 | 10910 | 10920 | 10930 | 10940 | 10950 | 10960 | 10970 | 10980 | 10990 | 11000 | 11010 | 11020 | 11030 | 11040 | 11050 | 11060 | 11070 | 11080 | 11090 | 11100 | 11110 | 11120 | 11130 | 11140 | 11150 | 11160 | 11170 | 11180 | 11190 | 11200 | 11210 | 11220 | 11230 | 11240 | 11250 | 11260 | 11270 | 11280 | 11290 | 11300 | 11310 | 11320 | 11330 | 11340 | 11350 | 11360 | 11370 | 11380 | 11390 | 11400 | 11410 | 11420 | 11430 | 11440 | 11450 | 11460 | 11470 | 11480 | 11490 | 11500 | 11510 | 11520 | 11530 | 11540 | 11550 | 11560 | 11570 | 11580 | 11590 | 11600 | 11610 | 11620 | 11630 | 11640 | 11650 | 11660 | 11670 | 11680 | 11690 | 11700 | 11710 | 11720 | 11730 | 11740 | 11750 | 11760 | 11770 | 11780 | 11790 | 11800 | 11810 | 11820 | 11830 | 11840 | 11850 | 11860 | 11870 | 11880 | 11890 | 11900 | 11910 | 11920 | 11930 | 11940 | 11950 | 11960 | 11970 | 11980 | 11990 | 12000 | 12010 | 12020 | 12030 | 12040 | 12050 | 12060 | 12070 | 12080 | 12090 | 12100 | 12110 | 12120 | 12130 | 12140 | 12150 | 12160 | 12170 | 12180 | 12190 | 12200 | 12210 | 12220 | 12230 | 12240 | 12250 | 12260 | 12270 | 12280 | 12290 | 12300 | 12310 | 12320 | 12330 | 12340 | 12350 | 12360 | 12370 | 12380 | 12390 | 12400 | 12410 | 12420 | 12430 | 12440 | 12450 | 12460 | 12470 | 12480 | 12490 | 12500 | 12510 | 12520 | 12530 | 12540 | 12550 | 12560 | 12570 | 12580 | 12590 | 12600 | 12610 | 12620 | 12630 | 12640 | 12650 | 12660 | 12670 | 12680 | 12690 | 12700 | 12710 | 12720 | 12730 | 12740 | 12750 | 12760 | 12770 | 12780 | 12790 | 12800 | 12810 | 12820 | 12830 | 12840 | 12850 | 12860 | 12870 | 12880 | 12890 | 12900 | 12910 | 12920 | 12930 | 12940 | 12950 | 12960 | 12970 | 12980 | 12990 | 13000 | 13010 | 13020 | 13030 | 13040 | 13050 | 13060 | 13070 | 13080 | 13090 | 13100 | 13110 | 13120 | 13130 | 13140 | 13150 | 13160 | 13170 | 13180 | 13190 | 13200 | 13210 | 13220 | 13230 | 13240 | 13250 | 13260 | 13270 | 13280 | 13290 | 13300 | 13310 | 13320 | 13330 | 13340 | 13350 | 13360 | 13370 | 13380 | 13390 | 13400 | 13410 | 13420 | 13430 | 13440 | 13450 | 13460 | 13470 | 13480 | 13490 | 13500 | 13510 | 13520 | 13530 | 13540 | 13550 | 13560 | 13570 | 13580 | 13590 | 13600 | 13610 | 13620 | 13630 | 13640 | 13650 | 13660 | 13670 | 13680 | 13690 | 13700 | 13710 | 13720 | 13730 | 13740 | 13750 | 13760 | 13770 | 13780 | 13790 | 13800 | 13810 | 13820 | 13830 | 13840 | 13850 | 13860 | 13870 | 13880 | 13890 | 13900 | 13910 | 13920 | 13930 | 13940 | 13950 | 13960 | 13970 | 13980 | 13990 | 14000 | 14010 | 14020 | 14030 | 14040 | 14050 | 14060 | 14070 | 14080 | 14090 | 14100 | 14110 | 14120 | 14130 | 14140 | 14150 | 14160 | 14170 | 14180 | 14190 | 14200 | 14210 | 14220 | 14230 | 14240 | 14250 | 14260 | 14270 | 14280 | 14290 | 14300 | 14310 | 14320 | 14330 | 14340 | 14350 | 14360 | 14370 | 14380 | 14390 | 14400 | 14410 | 14420 | 14430 | 14440 | 14450 | 14460 | 14470 | 14480 | 14490 | 14500 | 14510 | 14520 | 14530 | 14540 | 14550 | 14560 | 14570 | 14580 | 14590 | 14600 | 14610 | 14620 | 14630 | 14640 | 14650 | 14660 | 14670 | 14680 | 14690 | 14700 | 14710 | 14720 | 14730 | 14740 | 14750 | 14760 | 14770 | 14780 | 14790 | 14800 | 14810 | 14820 | 14830 | 14840 | 14850 | 14860 | 14870 | 14880 | 14890 | 14900 | 14910 | 14920 | 14930 | 14940 | 14950 | 14960 | 14970 | 14980 | 14990 | 15000 | 15010 | 15020 | 15030 | 15040 | 15050 | 15060 | 15070 | 15080 | 15090 | 15100 | 15110 | 15120 | 15130 | 15140 | 15150 | 15160 | 15170 | 15180 | 15190 | 15200 | 15210 | 15220 | 15230 | 15240 | 15250 | 15260 | 15270 | 15280 | 15290 | 15300 | 15310 | 15320 | 15330 | 15340 | 15350 | 15360 | 15370 | 15380 | 15390 | 15400 | 15410 | 15420 | 15430 | 15440 | 15450 | 15460 | 15470 | 15480 | 15490 | 15500 | 15510 | 15520 | 15530 | 15540 | 15550 | 15560 | 15570 | 15580 | 15590 | 15600 | 15610 | 15620 | 15630 | 15640 | 15650 | 15660 | 15670 | 15680 | 15690 | 15700 | 15710 | 15720 | 15730 | 15740 | 15750 | 15760 | 15770 | 15780 | 15790 | 15800 | 15810 | 15820 | 15830 | 15840 | 15850 | 15860 | 15870 | 15880 | 15890 | 15900 | 15910 | 15920 | 15930 | 15940 | 15950 | 15960 | 15970 | 15980 | 15990 | 16000 | 16010 | 16020 | 16030 | 16040 | 16050 | 16060 | 16070 | 16080 | 16090 | 16100 | 16110 | 16120 | 16130 | 16140 | 16150 | 16160 | 16170 | 16180 | 16190 | 16200 | 16210 | 16220 | 16230 | 16240 | 16250 | 16260 | 16270 | 16280 | 16290 | 16300 | 16310 | 16320 | 16330 | 16340 | 16350 | 16360 | 16370 | 16380 | 16390 | 16400 | 16410 | 16420 | 16430 | 16440 | 16450 | 16460 | 16470 | 16480 | 16490 | 16500 | 16510 | 16520 | 16530 | 16540 | 16550 | 16560 | 16570 | 16580 | 16590 | 16600 | 16610 | 16620 | 16630 | 16640 | 16650 | 16660 | 16670 | 16680 | 16690 | 16700 | 16710 | 16720 | 16730 | 16740 | 16750 | 16760 | 16770 | 16780 | 16790 | 16800 | 16810 | 16820 | 16830 | 16840 | 16850 | 16860 | 16870 | 16880 | 16890 | 16900 | 16910 | 16920 | 16930 | 16940 | 16950 | 16960 | 16970 | 16980 | 16990 | 17000 | 17010 | 17020 | 17030 | 17040 | 17050 | 17060 | 17070 | 17080 | 17090 | 17100 | 17110 | 17120 | 17130 | 17140 | 17150 | 17160 | 17170 | 17180 | 17190 | 17200 | 17210 | 17220 | 17230 | 17240 | 17250 | 17260 | 17270 | 17280 | 17290 | 17300 | 17310 | 17320 | 17330 | 17340 | 17350 | 17360 | 17370 | 17380 | 17390 | 17400 | 17410 | 17420 | 17430 | 17440 | 17450 | 17460 | 17470 | 17480 | 17490 | 17500 | 17510 | 17520 | 17530 | 17540 | 17550 | 17560 | 17570 | 17580 | 17590 | 17600 | 17610 | 17620 | 17630 | 17640 | 17650 | 17660 | 17670 | 17680 | 17690 | 17700 | 17710