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KEY CONTACTS

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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.
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 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.
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 Reinstate 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.
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.
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:
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.”
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.
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.

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
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.
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 to perform a check pool status. From the main menu, the Communicator selects
“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).
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.
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.
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.
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.
5. Once you have entered your parameters, select the “Search” button.

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

11. To obtain directions to the collection site, select “Map” and you will be redirected to Google Map for entering your address.
12. Communicators can also obtain Quest Diagnostics sites by selecting “Find a Quest Diagnostics Location.”

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

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.
II. LOCAL UNION COMMUNICATORS

The Local Union Communicator logs into the CDS website at www.cdsontsite.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:
2. Select "Update Information" and you will be redirected to the following page allowing you to enter the necessary changes. When finished, select "Submit."
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.
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.

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

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.
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.

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.
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.
5. The Communicator can select "Contractor" to select a specific Contractor to obtain only the names of members that are working for that Contractor.
6. 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.

7. 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.
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.
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).
d. To provide compliance reports to general contractors or owners, select “View and Print Inquiry Details”
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.
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.
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.
5. Once you have entered your parameters, select the “Search” button.

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

11. To obtain directions to the collection site, select “Map” and you will be redirected to Google Map for entering your address.
12. Communicators can also obtain Quest Diagnostics sites by selecting “Find a Quest Diagnostics Location.”

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

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.