



**Nationally Accredited Administration of Drug & Alcohol Testing Programs
(NAADATP)
APPLICATION & QUESTIONNAIRE**

APPLICANT COMPANY NAME:

CONTACT NAME:

EMAIL:

BUSINESS PHONE:

DIRECT CONTACT PHONE:

BUSINESS ADDRESS:

COMPANY DESCRIPTION:

LIST SERVICES PROVIDED:

QUESTIONNAIRE ON REQUIRED INDUSTRY STANDARDS FOR NAADATP PROVIDERS

A. Professional Competency

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

_____ Yes _____ No

b. Is this reference easily accessible to all company employees?

_____ Yes _____ No

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

_____ Yes _____ No

3. Have the company managers participated in a minimum of 8 contact hours of education and training programs per year (16 hours total) to maintain and enhance professional competency?

_____ Yes _____ No

(NOTE: Proof of credit hours will need to be provided)

B. Procedural Administration

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

_____ Yes _____ No

The following questions pertain to what is outlined in the SOP specifically:

a. Do you have a process for enrolling and renewing clients in the program, including pre-employment testing, and confirmation of compliance?

_____ Yes _____ No

b. Do you maintain proper relationships with laboratories as a customer in good standing, maintaining accounts and relationships that aid in assistance with specimen issues that may occur?

_____ Yes _____ No

c. Do you have an agreement with your MRO(s) that outlines results turnaround time, client contact in case of positives, and return to duty authorizations?

_____ Yes _____ No

d. Do you maintain professional agreements and processes with your collections network, including setting up new sites, supplying collector kits, and use of chain of custody forms?

_____ Yes _____ No

e. Is the random selection method outlined in detail?

_____ Yes _____ No

f. Do you provide an outline for using a secure method for notifying the client of a random test?

_____ Yes _____ No

g. Is there a detailed plan for how post-accident tests are administered both during regular business hours, and after hours when the company is closed?

_____ Yes _____ No

h. Does the SOP outline how negative tests are reported in a timely manner?

_____ Yes _____ No

i. Do you have a system for how positive tests are reported, to whom and when?

_____ Yes _____ No

j. Is the process for capturing data and statistical information for future use with the MIS clearly outlined?

_____ Yes _____ No

k. Do you have a system for confidential filing and storing of records and for meeting record retention guidelines?

_____ Yes _____ No

l. Do you include the rules of the drug and alcohol testing program in your SOP, and have a plan for dealing with clients who violate rules and procedures?

_____ Yes _____ No

m. Does your SOP have a general analysis and instructional steps for "what if" situations?

_____ Yes _____ No

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

_____ Yes _____ No

C. Confidentiality

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

_____ Yes _____ No

2. Does the company verify client identity (such as use of a specific code word) when the company is contacted by telephone?

_____ Yes _____ No

3. Does the company verify that each client utilizes a secure fax or email for receiving documents from the company with a signed verification of secure fax or email on file for each client?

_____ Yes _____ No

D. Test Administration and Reporting (standards #4, #5, and #6 are based upon simultaneous reporting by the MRO to the employer and C/TPA)

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

_____ Yes _____ No

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

_____ Yes _____ No

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

_____ Yes _____ No

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

_____ Yes _____ No

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

_____ Yes _____ No

E. Accountability

1. Does the company notify the DOT operating mode's headquarters in Washington, DC (when required) of any positive test results?

_____ Yes _____ No

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

_____ Yes _____ No

3. Does the company shall notify the DOT when a client's contract is canceled, if/when appropriate?

Yes No

F. Client Service

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

Yes No

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

Yes No

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

Yes No

4. Can the company conduct post-accident breath alcohol testing within 2 hours during business hours or 8 hours after business hours anywhere the program operates, pending exceptional circumstances?

Yes No

5. Does the company provide a written list of client employees enrolled in the random program at the beginning of each random testing period with client verification of the employee lists before each random selection is made?

Yes No

6. Does the company have the capability to provide Management Information System (MIS) reports for each client and provide notification as per requirement B (2) above of whether the service is provided or not?

Yes No

7. Does the company maintain a current updated list of substance abuse treatment resources, including DOT approved SAPs, to assist the client in making said list available to their employees?

Yes No

8. Does the company include in its contracts with repeatedly used vendors (laboratories, MRO(s), collection facilities, etc.), language that states the vendor must maintain a staff of professionals trained and/or certified

in the particular service they will be providing the company, and that the vendor operates in accordance with proper DOT procedures and does the company cease to utilize vendors that are found by the company not to be following federal regulations in their operations?

_____ Yes _____ No

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

_____ Yes _____ No

(NOTE: Proof of insurance coverage will need to be provided)

G. Professional Conduct

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

_____ Yes _____ No

2. Is it understood that a manager of a drug and alcohol testing program shall be in violation of this code if: convicted of a felony related to his/her professional functions, convicted of a misdemeanor related to his/her professional functions, disciplined by a regulatory body related to his/her professional functions, or no longer competent to manage or perform services?

_____ Yes _____ No

I hereby attest that all statements above are answered truthfully and that NDASA, the NAADATP Commissioners and the associated Accreditation Program is not liable for any inaccuracy in this attestation and that, to the best of my ability, I will seek to uphold and maintain these standards.

Signature of Applicant

Date