

Job Candidate Instructions for Drug Screening Analysis

Sandia National Laboratories, Livermore

1. Arrange for your Pre-employment drug screening by contacting one of the phone numbers listed below, based on your location to a Sandia National Laboratories facility.
2. **Please do not delay scheduling an appointment for the drug screening analysis. It may take 5-10 days following the test for the results to be received then posted in Sandia's system. Drug screening results must be provided to the staffing organization approximately 2 weeks prior to your desired start date.**

Sandia Livermore Collection Site If you live in Livermore, the local Livermore drug screen collection site is 3 miles from the Sandia badge office and requires personal transportation to access.	Call 925-294-2700 Note: The 5 Part Federal Drug Testing Custody and Control Form is provided at the site
Out of area collection sites If you do not live in Livermore, use the following process.	<ol style="list-style-type: none">1. Call Sandia Voice Information System at 1-800-417-2634 and enter the 7 digit telephone number 844-1892.2. Provide your full name and daytime phone number where you can be reached, Monday-Friday 730am -430 pm mountain standard time.3. Next give your city, state, zip code of where you would like to schedule your appointment.4. When your call is returned, you must have the following information available: Social security number, Mailing address, Specimen ID #- 2nd group of numbers located under barcode on top of the 5 Part Federal Drug Testing Custody and Control Form attached to this form.

3. Bring the following with you when reporting to the schedule collection site:
 - a. **Photo ID** (drivers license, student ID, passport)
 - b. **Collection Site Instructions- located on reverse side of this page**
 - c. **The 5 Part Federal Drug Testing Custody and Control Form**
4. Give the "Collection Site Instructions" and the 5 Part Federal Drug Testing Custody and Control Form to the collector at the collection facility.

COLLECTION SITE DIRECTIONS ON THE REVERSE SIDE

Patterson Pass Road

CA - Local New Hires Only

You must first visit the SNL/CA Badge office to be badged.

Note: You cannot walk or drive from the badge office through the site. You must be able to provide your own transportation to medical, which is 3 miles from the badge office.

LAWRENCE LIVERMORE NATIONAL LABORATORY



Directions to the CRF from the SNL/CA Badge Office

- Turn right onto Vasco Road
- Turn right onto Patterson Pass Road
- Turn right onto Greenville Road
- Turn right onto East Avenue
- Follow the road as it turns left onto Thunderbird Lane
- Turn right into first parking lot entry
- Park in visitor designated parking
- Proceed to building 905 to be badged



Sandia
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Laboratories

Sandia National Laboratories

7011 East Avenue
Livermore, CA 94551



COLLECTION SITE INSTRUCTIONS



Sandia National Laboratories

1. **On Part C** of the “Drug Testing Custody and Control Form”, please include the donor’s **complete** social security number, passport number (indicate with “PP” in front of number), or driver’s license number (indicate with “DL” in front of number).
 - a. **Mark “HHS” in Part-D or write HHS in Remarks** to Specify the Testing Authority
 - b. **Mark “Pre-employment” in Part E**
 - c. **Select “NIDA 5 Panel w/NIT”** in part-F of the “Drug Testing Custody and Control Form” for Tests to be Performed.
2. **Conduct specimen collection** according to Instructions for Completing Drug Testing Custody and Control Form, on back of Copy 5- Donor Copy. **Split sample is required.**
3. **Fax** legible copy of “Drug Testing Custody and Control Form” Copy 2-Medical Review Officer Copy to (505)844-1892 at Sandia National Laboratories/NM as soon as testing complete
4. **Mail both Copy 2-Medical Review Officer Copy (pink) and Copy 4-Employer Copy** in the envelope provided to the Medical Director at Sandia National Laboratories by the next business day.
5. Additional collection site procedure questions may be directed to either:

Quest Diagnostics	Quest Diagnostics 800-877-7484
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Candidate- Please Leave this Page with Collector