

JOB CANDIDATE INSTRUCTIONS FOR DRUG SCREENING ANALYSIS

Sandia National Laboratories
Health Benefits & Compensation Employee Services (HBE)

- A pre-employment drug screen must be completed **within 90 calendar days prior to your start date.**
- If a DOE security clearance is required for your position, you must complete a drug screen **within 60 days of submitting your clearance paperwork to (eQIP) Sandia Personnel Security.**
- If you are unsure whether you will require a security clearance, verify with your manager prior to your drug screening.

Sandia Medical will call you to schedule your urinalysis drug test and pre-employment medical exam after you return your signed Employment Acceptance forms to Sandia.

<p>New Mexico (if you are within 50 miles from Sandia in Albuquerque)</p> <p>Local Candidates California (If you live in the Livermore area)</p>	<p>Bring the following with you when reporting to your scheduled collection site:</p> <ul style="list-style-type: none"> ▪ Photo identification (i.e., driver’s license, government issued ID, passport) <p>Note: The 5-Part “<i>Federal Drug Testing Custody and Control Form</i>” is provided at the collection site.</p>
<p>All Non-local Candidates (CA and NM)</p>	<p>Bring the following with you when reporting to your scheduled collection site:</p> <ul style="list-style-type: none"> ▪ Photo identification (i.e. driver’s license, government issued ID, passport) ▪ Collection Site Instructions – located on reverse side of this page ▪ The 5-Part “<i>Federal Drug Testing Custody and Control Form</i>” ▪ Manila envelope stapled to the packet

Note:

- *Out of town candidates will be called to schedule a drug test and contacted at a later time to schedule a pre-employment appointment. (NM only)*
- *You may be required to take two separate drug tests if a security clearance is required.*

COLLECTION SITE INSTRUCTIONS

Sandia National Laboratories

All candidates outside of Albuquerque and the surrounding area complete the *Federal Drug Testing Custody and Control Form* as follows:

Step	Responsible Individual	Action
1	Collector	In Step 1 of the <i>Federal Drug Testing Custody and Control Form</i> : <ul style="list-style-type: none"> • C - Donor SSN or Employee ID No.:, enter either Donor's: <ul style="list-style-type: none"> • Social Security Number (preferred); or • Passport Number (indicate with PP in front of number); or • Driver's license number (indicate with DL in front of number) • D - Specify Testing Authority - mark <input type="checkbox"/> HHS • E - Reason for test - mark <input type="checkbox"/> Pre-employment • F - Drug tests to be performed - mark () THC, COC, PCP, OPI, AMP
2	Collector	Conduct specimen collection according to Instructions for Completing <i>Drug Testing Custody and Control Form</i> , on back of Copy 5 – Donor Copy. Split sample is required.
3	Collector	Complete form per Health and Human Services Federal Drug Testing Guidelines. Make sure the donor completes Step 5 on <u>page 2</u> of custody form AFTER collection is completed.
4	Collector/Test Facility	Chain of custody is initiated by Collector and completed by test facility. Complete rest of form including collector's signature. Fax (505- 284-1292), a legible copy of Medical Review Officer Copy (i.e., page 2 of form) to Sandia National Laboratories/NM as soon as testing is completed.
5	Collector/Test Facility	Next business day after completing drug testing, mail original copies of: <ul style="list-style-type: none"> • Page 2 (Copy 2 – Medical Review Officer Copy) • Page 4 (Copy 4 – Employer Copy) <p>Note: Send <u>only</u> Page 2 and Page 4 in the attached business reply envelope to the Medical Director at Sandia National Laboratories.</p>

Additional collection site procedure questions may be directed to either:

<p>Quest Diagnostics 800-877-7484</p>
<p>Sandia National Laboratories/NM Attn: Dean Klassy PO Box 5800 Mail Stop 1019 Albuquerque, NM 87185-1019 505-844-5668 505-284-1292 fax</p>

Candidate - Please Leave this Page with Collector