

# DRUG/ALCOHOL FREE WORKPLACE SCREENING AUTHORIZATION

## Company Information:

Jefferson County Commission  
Room A-670 Courthouse Annex  
716 Richard Arrington, Jr. Blvd N  
Birmingham, AL 35203

Contact: Human Resources  
Phone: 205-325-5249  
Fax: 205-325-5791

Contact: Risk Management  
Phone: 205-325-5110  
Fax: 205-581-7596



## Instructions to Employee/Prospective Employee

### **Prospective/Promotional Employee/Transfer/Reassignment:**

You are hereby notified to report to the collection site listed on the back of this form within 48 hours of contact from the Human Resources Department. Failure to report within the specified time frame or failure to provide a sample for testing within two (2) hours of arrival at the testing site will cause your application for employment to be denied.

Present this form to collection site staff upon arrival. Present your PHOTO I.D. (Driver's License, State I.D., Military I.D., etc.) for identification.

### **Current Employee:**

You are hereby ordered to **immediately** report to the collection site listed on the back of this form and provide a specimen for drug testing.

You are hereby notified that failure to immediately go to the collection site for testing or failure to provide a sample for testing within two (2) hours of arrival at the testing site will result in the **forfeiture** of all compensation to which you may be entitled under the Worker's Compensation Law of the State of Alabama.

You are further notified that failure to comply with this order shall constitute a violation of Jefferson County's Administrative Order 91-6, and shall also result in disciplinary action, which may include termination of employment or cause your application for employment to be denied.

Present this form to collection site staff upon arrival. Present your PHOTO I.D. (Driver's License, State I.D., Military I.D., etc.) for identification.

Employee Name (please print) \_\_\_\_\_ SSN \_\_\_\_\_

Employee Signature \_\_\_\_\_

**Services Needed:**

*(Please fax copy of chain and/or copy of BAT result and physical to 205-879-1095 immediately upon services rendered.)*

- Urine Drug Screen       Breath Alcohol Test       DOT Physical       Regular Physical
- TB Skin Test       Fit for Duty

**Type of Drug Screen Needed:**

- Pre-Employment       Random       Post-Accident       On the Job Injury
- Reasonable Suspicion       Return to Duty       Follow-Up       Last Chance
- Promotional/Transfer/Reassignment

**Category of Test:**

- Non-DOT Test       DOT-Test on a DOT mandated employee       Safety Sensitive

**Instructions to Collector:**

Notify "HR/Risk Mgt" of confirmation alcohol screen equal to or greater than .02 **immediately** by calling 205-325-5249 and faxing to 205-581-7596.

**Supervisor/HR Designee Signature:**

*(Supervisor should forward a copy of this form to Human Resources, Courthouse, Room A670 or fax to 325-5791.)*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ signature: \_\_\_\_\_  
Department Phone # \_\_\_\_\_

**Collection Site:**

- LABCORP PSC (Drug Screen Only)  
3221 3<sup>rd</sup> Avenue South  
Birmingham, AL 35222  
Ph: (205) 581-3711
- Alabama Comp (Drug Screen, BAT, Fit for Duty, or Injury)  
114 Wildwood Pkwy  
Birmingham, AL 35209  
Ph: (205) 876-2667
- Middle Creek Medical Center (Injury or Drug Screen (post-accident/injury only),  
4810 Bell Hill Road  
Bessemer, AL 35022  
Ph: (205) 477-3737
- St. Vincent's OHC1  
2700 10<sup>th</sup> Avenue South, Suite 103  
Professional Building #2  
Ph: (205) 930-2600
- St. Vincent's OHC2  
One Lakeshore Drive, Suite 301  
Lakewood Medical Building  
Ph: (205) 930-2910