

PSATS CDL Program

Instructions for Random Employee Selections

Employees Selected for Random Testing:

When one of your employees has been selected for a random CDL or non-CDL drug or alcohol test, your CDL contact person will receive a notification email from donotreply@escreen.com if you set up your account to receive notification emails (as described under the “Login to Account” button at CDL.PSATS.org).

NOTE: If you do not set up your account to automatically receive such notification emails, your contact person must regularly login to your PSATS CDL Program account to manually check for this information.

Upon receipt of a notification email, the contact person will then need to promptly login to your PSATS CDL Program account at www.myescreen.com and open and print any employee test notification letter(s), which can be retrieved by clicking on the “Inbox” link as shown below:

The screenshot displays the MyeScreen web application interface. At the top left is the MyeScreen logo, and at the top right are links for Contact Us, MyeScreen, About eScreen, and Products & Services. A navigation menu on the left includes Home, Inbox, Messaging, Reports, Administration, Random Generator, Scheduling, Help, Documents, Order Supplies, Account Information, User Settings, and Log Off. The main content area features a 'MyeScreen Today!' banner, a 'Login Information' section with fields for Last Successful Login (2/21/2019 10:09 AM) and Login Attempts (0), a 'Results' section with counts for Positive, Negative, Other, Pending, and New Total (all 0), a 'Health eScreen' section with counts for Cancelled, Completed, Past Due, No Show, Pending, and Total (all 0), and a 'Messages' section showing 0 Total, Unread, and High-priority messages. A 'New Unread High-Priority Messages' section at the bottom indicates no unread high-priority messages.

You will then be taken to a page that will have chart with the following information:

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<u>Donor</u>	<u>Client</u>	<u>Client Name</u>	<u>Pool</u>	<u>Regulation</u>	<u>Test Type</u>	<u>Donor ID</u>	<u>Status</u>	<u>Start Date Time</u>	<u>End Date Time</u>
Last Name, First Name 1	911132-AAA	PSATS - AAA Twp., AAA Co.	PSATS Pool Non DOT	Non-DOT	Drug & Alcohol	C#####	Requires Action	5/9/2019	7/1/2019
Last Name, First Name 2	911132-BBB	PSATS - BBB Twp., BBB Co.	PSATS CDL Pool FMCSA	DOT-FMCSA	Drug	C#####	Requires Action	5/9/2019	7/1/2019

The “Donor” column identifies the specific employee selected.

The “Client” column lists your unique PSATS CDL Program account number – you must always put this number on any “Test Authorization” form you send with the employee to a testing site to ensure that the test results are properly linked to your account.

The “Client Name” column is your employer name.

The “Pool” column indicates which of the PSATS CDL Program employee pools your employees are in, and the “Regulation” column further identifies the federal regulations under which your employees are tested. It also indicates which drug test chain-on-custody forum you must use: if this column says either “DOT – FMCSA” or “DOT – FRA” or “DOT – FTA”, then you must use a CDL drug test chain-of-custody form (one that says “Federal” at the very top line of the form). When using this CDL form, you must also check the box for the same DOT agency on Line D of this form as indicated in the “Pool” column.

If the “Regulation” column says “Non-DOT”, you must use a non-CDL drug test chain-of-custody form that does not have “Federal” on the top line. If you need any extra copies of either of these forms, contact the PSATS CDL Program and we will get them ordered for you.

The “Test Type” column indicates the test(s) which the employee has been selected for – in this case, the first employee has been selected for a non-CDL

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drug and alcohol test, while the second employee has only been selected for a CDL drug test. The contact person will need to pay close attention to this column to make sure any selected employee knows which tests they are to take.

The “Donor ID” column is the unique employee ID number assigned to that employee and should always be used anywhere an employee ID is needed on any testing form. Do not use their Social Security Number!

The “Status” column with “Requires Action” indicates that the test has not yet been taken.

The “Start Date Time” column indicates when the employee was selected. The “End Date Time” indicates the deadline for getting the test completed. Failure to complete a test by the “End Date Time” will cause a reminder notification to be sent to the contact person.

This information, both electronic and if printed, is to remain confidential. For instructions on finding the nearest authorized drug or alcohol testing site, click on the “Testing Sites” button at CDL.PSATS.org.

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