# PSATS CDL Program Instructions for Obtaining Online Drug Test Results

## A. Obtaining Drug Test Results:

Once a CDL or non-CDL drug test has been completed using a PSATS CDL Program authorized testing facility and you have signed up to receive notification emails for test results, your contact person will receive a notification email from donotreply@escreen.com.

Upon receipt of this notification email, your contact person must promptly login to your PSATS CDL Program account at <a href="www.myescreen.com">www.myescreen.com</a> and click on the "Messages" link as shown below to view the test results and thus ensure you are not unknowingly using an employee who has a positive test. (Click <a href="https://example.com">HERE</a> for information regarding the process for a positive-tested CDL employee).

#### B. Printing Drug Test Results:

Even though drug test results will be permanently available online, we nonetheless encourage that the record of results be printed for confidential retention in the employee's personnel file as required.

### C. Obtaining Alcohol Test Results:

As a reminder, alcohol test results are not available online, as they should be sent to you directly from the testing site within 24 hours of the test. When received, any such tests must be confidentially retained in the employee's personnel file as required.

#### D. Results Record Retention:

Drug and alcohol negative results are required to be kept for one year from the date of the test, while positive results are required to be kept for five years.

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