

# PSATS CDL Program

## Instructions for Finding Testing Sites

### Finding PSATS CDL Program Testing Sites:

After logging in to your PSATS CDL Program account, you can search through a continuously-updated nationwide list of authorized testing locations and the affiliated test costs. To find the nearest authorized testing site, follow the instructions below.

#### **A. Finding Testing Sites**

First, click on the “Scheduling” button and then select “Schedule an Event.” This brings you to the next screen:

The screenshot shows the 'MyScreen' web application interface. On the left is a navigation menu with options like Home, Inbox, Messaging, Reports, Administration, Random Generator, Scheduling (selected), Help, Documents, Order Supplies, Account Information, User Settings, and Log Off. The main content area is a form titled 'Schedule an Event'. The form is divided into sections: 'Employer:' (PSATS - Berwick Twp., Adams Co. - Hanover), 'Donor:' (First Name, Middle Name, Last Name, Social Security Number, Date of Birth, Day Phone, Evening Phone, Email Address, Donor ID, Cost Center / Job Code), 'Reason:' (radio buttons for Pre-employment, Random, Post Accident, Periodic Medical, Promotion, Return to Duty, Diversion, Followup, Transfer, Other - Specify Reason, Reasonable Suspicion/Cause), and 'Type of Test:' (radio buttons for DOT/Federal Tests and non-DOT Tests). There are 'Back' and 'Next' buttons at the top right and bottom right of the form. A note at the bottom right says '\* = Required'.

On this screen you will need to put something in both the “First Name” and “Last Name” fields. At this point, you can just put in “First” and “Last”, as the name is not important when looking to find a testing site, but they are required fields that need to have something in them.

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Under “Reason,” you can select any one, as it does not matter what you select here, only that something be entered as this, too, is a required field. Then select “DOT/Federal Tests” button, which will bring up the “Type of Test” section as shown below:

The screenshot shows the MyScreen application interface. The top navigation bar includes the MyScreen logo and links for Contact Us, MyScreen, About eScreen, and Products & Services. A left sidebar contains a menu with options like Home, Inbox, Messaging, Reports, Administration, Random Generator, Scheduling, Help, Documents, Order Supplies, Account Information, User Settings, and Log Off. The main content area is a form for entering donor information. The form is titled "Employer: PSATS - Berwick Twp., Adams Co. - Hanover". It includes fields for Donor Name (First, Middle, Last), Social Security Number, Date of Birth, Day Phone, Evening Phone, Email Address, Donor ID, and Cost Center / Job Code. Below these fields are radio button options for Reason: Pre-employment, Random, Post Accident, Periodic Medical, Promotion, Return to Duty, Diversion, Followup, Transfer, and Other - Specify Reason. A "Reasonable Suspicion/Cause" field is also present. The "Type of Test" section has radio buttons for "DOT/Federal Tests" (selected) and "non-DOT Tests". Under "DOT/Federal Tests", there are checkboxes for "DOT urine collection for drug test" and "DOT Breath alcohol test". A "Please select a Regulation" section includes radio buttons for FAA, FTA, FMCSA, PHMSA, FRA, and USCG. The form has "Back" and "Next" buttons. The Windows taskbar at the bottom shows the time as 2:31 PM on 2/27/2019.

Here you will select whether you are looking for a drug testing location or an alcohol testing location, then hit the “Next” button, which will bring up the site selection page:

The screenshot shows the MyScreen application interface for the clinic search page. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is titled "Clinic Search Range:" and includes input fields for Address, City, State/Province (a dropdown menu), and Postal Code. There is also a "Distance" field with a "Miles" dropdown and a "Search" button. Below the search fields, a message states "No clinics found. Please try a different search criteria." There are "Show Default Clinics" and "Back" buttons. The Windows taskbar at the bottom shows the time as 2:31 PM on 2/27/2019.

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Here you will enter your ZIP code in the “Postal Code” box, and then enter “60” in the “Distance” box, then hit the “Search” button, which will bring up a list of all drug testing sites within 60 miles of your ZIP code. You can choose to go to any of the locations listed.

We suggest at least calling the preferred site to ask about scheduling an appointment for testing your employee(s).

### **B. Testing Site Test Costs**

To the left of each location is a symbol which indicates whether the facility is “in network” or “out-of-network.”

Test costs are provided below:

Icon	In or Out of Network	Drug Test Cost	Alcohol Test Cost
	In	\$60	\$41
	In	\$60	\$41
	In	\$60	\$41
	In	\$60	No alcohol testing at these sites.
	Out	\$70	\$51
	Out	\$70	\$51