
POST-ACCIDENT TEST REQUEST

Employee is to complete this form and provide it to the collection site along with a photo ID.

The City of Boise is requesting a **Non-DOT Post Accident Drug Screen & Breath Alcohol Test** to be administered to the following employee:

Employee Name: _____ ID #: _____
(Please Print)

Department: _____ Supervisor's Name _____

Today's Date and Time: _____

Important Information for Supervisors:

Please read standard protocol instructions before sending employee for testing!

Collection Site Locations: (Mon-Fri 8-5pm)

Boise Location
5125 N. Glenwood St
Garden City, ID 83714
208-377-4063

Meridian Location
2176 E. Franklin Rd #120
Meridian, ID 83642
208-376-5600

Nampa Location
1102 W. Finch Dr.
Nampa, ID 83651
208-467-5800

For after-hours (After 5pm) testing please call: **208-870-9174.**

Post-accident tests may be administered when the circumstances of the accident involve:

1. Death; or
2. Serious personal injury requiring immediate emergency room or urgent care center treatment; or
3. Damage to government or private property estimated in excess of \$5,000.

Police personnel involved in critical incidents shall follow applicable department rules for testing.

City of Boise – Standard Protocol

1. Supervisor will call Wienhoff to request testing
 - a. Wienhoff is available 24 hours a day/7 days week.
 - b. During normal business hours, please call one of Wienhoff's nearest locations.
 - c. After 5pm, please contact Wienhoff's after hour number (208-870-9174) and coordinated an appointment.
2. Supervisor will have a two-hour timeframe to get their employee tested.
3. Once you contact Wienhoff:
 - a. Let representative know the following:
 - i. Who's calling
 1. Name of supervisor / From: The City of Boise
 - ii. What type of service is needed:
 1. Drug and Alcohol Screening (Test)
 - iii. Why is this service needed:
 1. Post-Accident
 - iv. Where to complete the drug screening: (Location)
 1. Boise (Glenwood); Meridian; Nampa; Special Location
4. Wienhoff's representative will let you know how long (amount of time) it will take them to meet you at the specified location.
 - a. Remind the employee to complete this form and to have a photo ID available
5. Supervisor (or their designee) must drive the employee directly to the drug testing location
6. Supervisor must notify HR within 48 Hours (HR Phone: 972-8090; E-mail: hr@cityofboise.org) that they have sent an employee for a Post-Accident test.
 - a. Let HR know the following: Name of employee, Date of incident; Department; Supervisor's name; Describe the incident.
 - b. If a post-accident alcohol and drug test is not administered within two (2) hours of the occurrence, the supervisor shall document the reason(s) why it was not promptly administered
7. Wienhoff's representative will administer the Post-Accident Test.
8. Results will be finalized within 3 days, Wienhoff will submit the results to HR.
9. For results, supervisors must contact City of Boise's HR Office.

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Contact Information:

If you have a problem contacting with Wienhoff, please contact the Human Resources.

Contact information:

City of Boise HR	Risk and Safety Mgr.	(Cell)208-870-7454
Wienhoff's Mgr.	Mike Kilsia	(Cell)208-871-3175

