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Legal References:

REASONABLE SUSPICION TEST REQUEST

Supervisors: The information below is required when you place your call.

Call: Accurate at **877-809-1356**

- Employee's Name
- The Reason for the Test – **Reasonable Suspicion**
- Your Organization's Name: **City of Boise**
- Your Phone #
- Your Supervisor Name and Phone Number
- Location Address
- Donor/Employee info – Name, Employee ID number, Phone Number, Address (zip code required)
- Type of Test Needed – Drug and/or Breath Alcohol Test
- **Non-DOT**
- Drug Partner Account number: **121068**

If a reasonable suspicion test is needed between 7:00pm – 7:00am CST, calls will be routed to the after-hours support team. If issues are experienced connecting, call **800-733-1676**, option 2.

- Once the above information is obtained, the after-hours support team will contact the Afterhours Coordinator (AFC) with the information.
- Call backs not received within 15 minutes, please call back and inform the after-hours support team you have yet to receive a call from the AFC.
- The AFC will contact the caller and verify information. The AFC will also confirm if the donor/employee is able to go to a testing facility or if an onsite collection is required.
 - If the donor is able to go to a collection site, the AFC will attempt to locate a facility in the area that is able to conduct all required services. If the AFC is unable to locate a facility in the area, the AFC will default to an onsite collector.
 - If the donor is not able to go to a collection site, the AFC will coordinate an onsite collection.

Once the collection site or onsite collector is identified, the AFC will contact the caller with the clinic information or on-site collector name and ETA.

Important Information for Supervisors:

Within 24 hours of the test, the supervisor shall complete a reasonable suspicion form

[See Drug-Free Workplace Policy Exhibit 4.20d] identifying the signs which formed the basis to warrant the testing and forward the form to Human Resources.