

TDP Pre-employment Testing Protocol

The following guidelines should be followed for the testing of applicants for TDP covered positions.

1. Have applicant complete a Pre-Employment Applicant Testing Form.
2. Fill out an “Off-Site Collection Form – TDP”
 - a. Fax a copy of this form to Midwest Toxicology at 317-262-2222 or scan/email to mroteamD@midwesttox.com.
 - b. Provide applicant:
 - i. A test kit
 - ii. A copy of form
3. Cover the following with the applicant:
 - a. Instructions on the location of the local area collection facility.
 - b. Inform them they need to present the form to the collection facility upon arrival so the collection facility will know exactly what to do.
 - c. Tell them that they need to allow sufficient time to complete the collection before the collection site closes and to arrive at the collection site with the ability to provide a urine specimen.
 - d. Be sure they are aware that once they present themselves at the collection site and begin the collection process they cannot leave until the collection process is completed or it may be a refusal to test.