FLOWCHART: REASONABLE SUSPICION TESTING

DO I HAVE OBJECTIVE FACTS SUPPORTING TESTING? --- (NO) --- **DOES ANOTHER SUPERVISOR AGREE?**

YES ↓

COMPLETE TS-77 FORM

↓

PRELIMINARY INTERVIEW WITH EMPLOYEE --- (NO) --- **NO ACTION**

↓

AFTER INTERVIEW WITH EMPLOYEE, DO I STILL BELIEVE I NEED TO TEST? --- IF OTHER SUPERVISOR ATTENDED INTERVIEW --- **DOES THE OTHER SUPERVISOR AGREE?**

YES ↓

TEST FOR ALCOHOL, DRUGS OR BOTH? FILL OUT TS-76 FORM

↓

DOES THE EMPLOYEE SIGN THE TS-76 FORM?

- YES-ALCOHOL TESTING → **ALCOHOL TESTING- VENDOR OR LAW ENFORCEMENT?**
- YES-DRUG TESTING → **COMPLETE CHAIN OF CUSTODY**
- YES-DRUG & ALCOHOL TESTING → **COMPLETE CHAIN OF CUSTODY & NPD-79 FORM**
- NO

ALCOHOL TESTING- VENDOR OR LAW ENFORCEMENT?
- VENDOR → **COMPLETE NPD-79 FORM**
- LAW ENFORCEMENT → **CONTACT LAW ENFORCEMENT**

CONTACT LAW ENFORCEMENT ↓ **PRELIMINARY TEST ON SITE**
- NEGATIVE RESULT → **EMPLOYEE RETURNS TO WORK**
- POSITIVE RESULT* ↓ **NHP TRANSPORTS TO CONFIRMATORY SITE**

TRANSPORT EMPLOYEE TO COLLECTION SITE

↓

TEST(S)
- NEGATIVE RESULT → **EMPLOYEE RETURNS TO WORK**
- POSTIVE* OR PENDING RESULT ↓

PLACE EMPLOYEE ON LEAVE (SUGGEST ADMIN.) & TRANSPORT HOME → **WHAT NEXT? SEE DRUG & ALCOHOL PROGRAM CH. IX**

EMPLOYEE RETURNS TO WORK ↓ **WHAT NEXT? SEE DRUG & ALCOHOL PROGRAM CH. IX**

CONFIRMATORY TEST
- NEGATIVE RESULT → **EMPLOYEE RETURNS TO WORK**
- POSITIVE RESULT* → **PLACE EMPLOYEE ON LEAVE...**

Legend:
- START
- Process or task
- Decision
- END
- Suggested but not necessary

Rev. 8/17