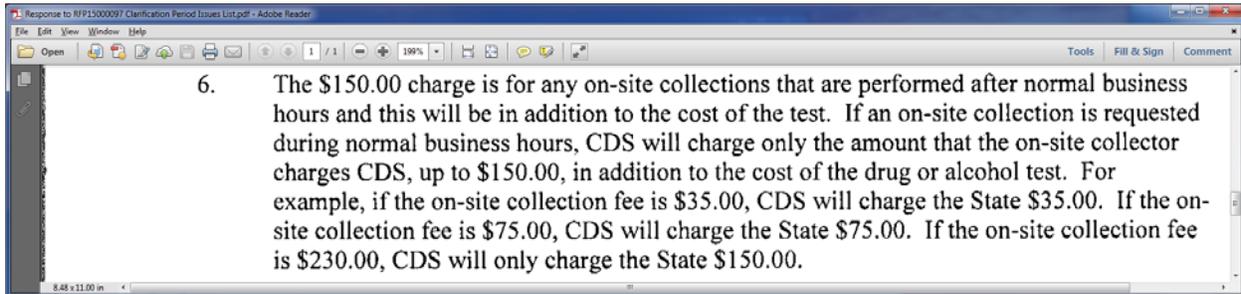


**Contract Instructions**  
**SBPO15200509**  
**Alcohol and Controlled Substance Testing Services**  
**Central Drug System**

1. Primary Contract Contact:
  - i. Name: Heather Archibald
  - ii. Toll Free Number: 800-310-0036, ext. 129
  - iii. E-mail: [opsmgr@centraldrugssystem.com](mailto:opsmgr@centraldrugssystem.com)
2. Due to file size, the complete proposal from Central Drug System has not been placed on this website.
3. If your agency is considering using this contract, it is recommended that you read subsections 1.5, 6.2 and 6.3 of the contract to get a sense of what's included in the contract.
4. See the "Cut-Off Levels" link on this website, where the cut-off levels established for drug testing related to Commercial Driver's Licenses ("CDLs") are listed. Also, see Central Drug System's response to subsection 3.2.3.12.1 of the contract for information regarding non-CDL drug testing.
5. See the "Price Schedule" link for contract pricing. Central Drug System has provided a clarification regarding the On-Site Collection Fee (per Participating Agency) under Line Item C-3, and that clarification has been posted as part of the contract.
6. Collection Site List is found under Appendix C of the contract.
7. The following is information regarding certain fees listed in the contract pricing:
  - B-1. The fee is divided once annually amongst the agencies using the contract. (CDS has been charging this in the 3rd calendar quarter.)
  - B-5. Your agency would not be assessed this fee if it doesn't have positions that require a CDL.
  - C-1. Only assessed if an agency requests the set-up of a new collection site.
  - C-3. (see below)
    - Alcohol Processing Fee. This fee would be charged when CDS enters an alcohol test into their database for proper Management Information System (MIS) reporting and billing purposes.
    - Certificate of insurance. The fee is divided once annually amongst the agencies using the contract. (CDS has been charging this in the 3rd calendar quarter.)
    - Split specimen. Your agency would not be assessed this fee if it doesn't have positions that require a CDL.
    - Record reproduction. Fee assessed only when the agency requests them. (CDS has identified that the reproduction fee would be charged if we have to reproduce a report that has already been sent to an agency, such as the MIS Report.)
    - On-site Collection Fee. Fee assessed only if the agency requires collection of specimens on its own site.\*
  - C-4. Only assessed if expert witness is needed.

\* Appendix C, Cost Proposal Schedule, shows contract prices. The following screen print is a note relating to Line Item C-3 (see "On-Site Collection Fee (Per Participating Agency)"):



8. Training. Most training pertains to CDL issues. Regarding the training offered under E-3, CDS has provided the following brief explanations of each:

Supervisor Training - (Reasonable suspicion) training as required by 49 CFR Part 382.603 and covers the signs and symptoms of controlled substance abuse and alcohol misuse.

Designated Employer Representative - this training covers the policy and procedures used to administer a drug and alcohol testing program, 49 CFR Part 40 DOT regulations, disciplinary actions for violation of rules and consortium services. Typically, CDS will do Designated Employer Representative training for companies and/or agencies that fall under 49 CFR Part 40 regulations, however, if an agency doing non-DOT testing would like to be a part of DER training, it would be educational for them.

Driver Training - this training covers the policy procedures that drivers need to know under 49 CFR Part 382, including who is subject to drug and alcohol testing, background checks, what drivers are prohibited from doing, how tests are conducted, what substances are covered and the consequences for drivers who engage in prohibited drug and alcohol use.

Collector Training – this training covers the procedures that an individual would need to know to become a urine drug screen collector. An individual who completes this training is able to perform DOT and non-DOT urine drug screen collections.

Breath Alcohol Technician - this training covers the procedures that an individual would need to know to become a breath alcohol technician. An individual who completes this training is able to administer alcohol screening tests, confirmation tests and can calibrate an evidential breath test machine.

Screening Test Technician - this training covers the procedures that an individual would need to know to become a screening test technician. An individual who completes this training is able to administer alcohol screening tests only.

Federal Regulation Update Training - this training covers any regulation changes made by the federal government in Part 40 or Part 382 that would require procedural changes affecting the DERs, drivers or both.

Commercial Driver's License Drug & Alcohol Clearinghouse – this training covers the proposed rule which will require employers, MROs, SAPs and consortiums to report any positive test results or refusals to test. It will help administrators understand the upcoming regulations.