

G Central Office Drug Test Scheduling Procedures

REVISION 12
(04/01/10 –06/30/10)

When a referral is received Central Office Staff will complete all of the following actions:

- Review the electronic case records.
- Complete an automated referral with the appropriate drug testing vendor.
- Send the Drug Test Referral (A003) notice to the PI. The notice informs the PI of the following:
 - The location of the lab.
 - The deadline date for completion of the required drug test.
 - The testing site requires the participant to provide identification and the Drug Test Required notice issued by FAA.
 - Children are not allowed in the testing area.
- Document CADO that a referral is received and the Drug Test Required notice is sent to the PI.

Central Office Staff will review the results of the drug test referral. Based on the results Central Office Staff will notify Local Office Staff of the correct action to complete.