

# PSATS CDL Program

## Instructions for Obtaining Drug or Alcohol Test Results

Once a CDL or non-CDL drug or alcohol test has been completed using a PSATS CDL Program authorized testing site and your contact person is signed up to receive notification emails for test results, they will receive a notification email from [donotreply@escreen.com](mailto:donotreply@escreen.com) informing them when test results are available.

Upon receipt of this notification email, your contact person must promptly login to their PSATS CDL Program account at [www.myescreen.com](http://www.myescreen.com) and click on “Inbox” and then look on the “Results” tab to see the full listing of all test results of your employees during the current quarter.

To see the result of any employee’s specific test, merely click on the box with the employee’s name. Contact persons should do this promptly after receiving any notification email to make sure the employer is not unknowingly using an employee who has a positive test result. (Click [HERE](#) for information regarding the process for a positive-tested CDL employee).

As a reminder, while alcohol test results are also available online, the hard copy of the test results should either be mailed or faxed to you directly from the testing site within 24 hours of the test, or returned to you by the tested employee. When received, any such tests must be confidentially retained in the employee’s personnel file as required and retained in accordance with the records retention schedule [HERE](#).