

PSATS CDL Program

Instructions for Scheduling Employee Tests

Outlined below are the instructions for how members of the PSATS CDL Program are to schedule drug or alcohol tests for their CDL and/or non-CDL employees, as needed.

For instructions on scheduling random CDL and non-CDL tests, [see #1](#); for instructions on scheduling any other CDL or non-CDL employee tests, such as pre-employment, post-accident, or probable cause tests, [see #2](#).

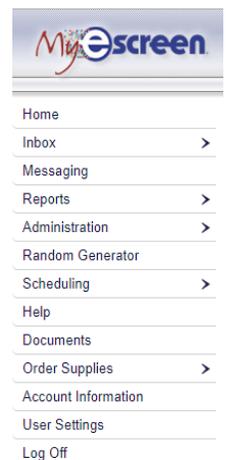
#1 – Scheduling Random Tests

When one of your employees has been selected for a random CDL or non-CDL drug or alcohol test, your contact person will receive a notification email from donotreply@escreen.com if they set up your account to receive notification emails (as described under the “Login to Account” button at CDL.PSATS.org). Instructions for determining if this account is properly configured are available by clicking [HERE](#) and reviewing Section #1 of the “Employer Compliance Checklist” under “Member Information Forms”.

NOTE: If this account is not properly configured to automatically receive such notification emails, your contact person must regularly login to your PSATS CDL Program account to manually check for this information.

Upon receipt of a notification email, the contact person will then need to promptly login to their PSATS CDL Program account at www.myescreen.com to begin the process of scheduling the needed tests. Start by clicking on the “Inbox” link in the table of contents on the left of the screen, and then check the “Requires Action” link – if it shows a number greater than “0”, you have employees that were selected for random testing during this quarter.

If employees were selected, click on the “Requires Action” link, which will take you to a new page showing “Results” and “Randoms” tabs: click on the “Randoms” tab to see the list of your employees and the “test type” they were chosen to take.



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Selected employee no longer employed? If an employee that was selected for a random test is no longer working for you, merely click on the “Mark Unavailable” button, which will take you to a new page. On this page, make sure the “no longer employed” selection is highlighted in the drop-down box, and then hit the “Mark Unavailable” button, and your employee will be removed from your roster. indicated they are no longer employed on the next page.

To schedule a random test, click on the button with the employee’s name on the “Randoms” tab. This will bring up a new page. Here you will click on the “Schedule” button at the bottom left of the screen. This brings up the testing site selection page. To find a testing site, enter your ZIP code in the “Postal Code” box, skip the box for the 4-digit ZIP extension, then enter “60” in the “Distance” box, then hit the “Search” button, which will bring up a list of all testing sites within 60 miles of your ZIP code.

You can choose to go to any of the sites listed by clicking on the “Select” button associated with that site. Any “out-of-network” site will have a “red” logo and for which an additional \$10 is charged per test. For a full listing of test costs, click on the “Test Costs” button at CDL.PSATS.org.

When you select a testing site, a new page will pop up that summarizes the test; if the information is correct, select “Confirm Event,” which will bring you to a new page on which you can “Print Epassport.” The “epassport” is the paperwork your employee must take (along with their photo driver’s license) to the testing site (and a paper drug test chain-of-custody form only when a pop-up note appears stating the need to bring a CCF when you select a testing site). To print out the “epassport,” click on the “Click to view document” link which will open a new page with a barcode on it.

Print this page, keep it confidential until presented to the employee when they are told to immediately report to the testing site for this test. If you cannot get the test completed within the time listed on the epassport, merely go back and schedule them for a new test using the old epassport as a guide.

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As a reminder, do not pay any invoices from a testing site; rather, only pay test invoices sent to you by the PSATS CDL Program. If you do receive a bill from a testing site, forward it to us by email to cdl@psats.org, or by fax to 717-730-0209.

#2 – Scheduling All Other Tests

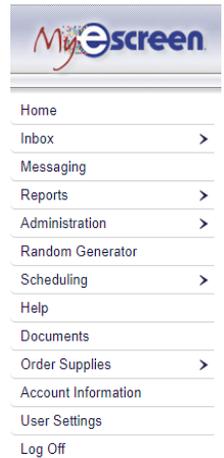
When any of your employees needs any test other than random, you need to schedule that test in your myscreen.com account by using the “Scheduling” link in the table of contents on the left of the screen, and then click “Schedule an Event”.

This this will take you to a new page where you will need to fill in the donor’s first and last name, then the “reason” for the test (i.e., pre-employment, post-accident, etc.), then the “type” of test - for a CDL test, click the “DOT/Federal Tests” button; for non-CDL tests, click the “non-DOT Tests” button. Then click on whether the employee needs a drug and/or alcohol test, and click the “Next” button on the bottom right.

This will take you to the testing site selection page. To find a testing site, enter your ZIP code in the “Postal Code” box, skip the box for the 4-digit ZIP extension, then enter “60” in the “Distance” box, then hit the “Search” button, which will bring up a list of all testing sites within 60 miles of your ZIP code.

You can choose to go to any of the sites listed by clicking on the “Select” button associated with that site. Any “out-of-network” site will have a “red” logo and for which an additional \$10 is charged per test. For a full listing of test costs, click [HERE](#).

When you select a testing site, a new page will pop up asking for how long the employee has to take the test – click the “Immediate” button, and then enter the number “5” (or any number of days as is appropriate) in the box to the right of the words “Donor has ...”. In the next drop-down box, select “business days”.



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This will give the employee up to 5 business days to complete the test. If you cannot get the test completed within that time frame, merely go back and schedule them for a new test following these instructions.

After indicating how many days the employee has to take the test, click on the button in the upper right of the screen that says “Confirm Scheduled Event” and a new page will open from which you will “Print Epassport.”

The “epassport” is the paperwork your employee must take (along with their photo driver’s license) to the testing site (and a paper drug test chain-of-custody form only when a pop-up note appears stating the need to bring a CCF when you select a testing site). To print out the “epassport,” click on the “Click to view document” link which will open a new page with a barcode on it. Print this page, which is the “epassport” the employee must bring to the selected testing site.

As a reminder, do not pay any invoices from a testing site; rather, only pay test invoices sent to you by the PSATS CDL Program. If you do receive a bill from a testing site, forward it to us by email to cdl@psats.org, or by fax to 717-730-0209.

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