

To Refer an Employee for Alcohol/Drug Related Issues  
Please obtain the employee's release before responding to these questions.



Today's Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Your Name \_\_\_\_\_

To prepare for this appointment, please fax the following information **BEFORE** the scheduled appointment: **(541)345-4419** (This is a secure Fax setting.) Thank you.

- Is this employee involved in DOT-regulated, safety-sensitive duties? That is; does this employee have a CDL, drive a rig that is over 16,000 pounds and/or transport people professionally and/or hazardous materials?

If none-of-the-above, please briefly describe this employee's job duties or job title:

\_\_\_\_\_

Please give the name and information for the D.E.R. (designated employer representative) with whom our counselor should be communicating regarding this employee:

D.E.R.'s Name: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

Work Phone/s (including cell, if available): \_\_\_\_\_ Fax: \_\_\_\_\_

(Is this fax machine confidential? That is, is a letter sent to this FAX protected from general view?)

If the D.E.R. is unavailable or away, is there someone else who can be contacted?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Regarding this employee:

- If applicable, for what chemical/s did this employee test positive? \_\_\_\_\_  
Or was there a test refusal? \_\_\_\_\_ Or a non-testable specimen? \_\_\_\_\_
- If applicable, what was the date of this positive test, or test refusal, or non-testable specimen?  
\_\_\_\_\_
- If you have this information, what was the lab and who was the MRO?  
LAB: \_\_\_\_\_ MRO: \_\_\_\_\_
- How long has this employee been employed by you? \_\_\_\_\_
- Has this employee tested positive before?  Yes  No  
If yes, when and for what chemicals: \_\_\_\_\_
- Do you have information that his employee tested positive while with a previous employer?  
 Yes  No  
If yes, when and for what chemicals: \_\_\_\_\_

If this employee has signed a Last Chance Agreement or other behavioral contract, please send a copy of that along with these sheets.

Thank you so much for your help