<Date>

<Project Manager

<Construction Company>

## Subject: Drug Testing Notification

 < Project>

Consider this notification that you shall perform drug testing on <day>, <date> on the <Project> site per the OCIP Safety manual drug testing requirements. Please keep this notification confidential until the morning of the testing. We are notifying you in advance so that you may coordinate with <name of CSU Project Administrator> to assure that the day chosen for the testing will not significantly impact any scheduled critical activities.

Your Company’s responsibilities for this testing include:

1. Review the OCIP drug testing policy and become familiar with the drug testing protocol.
2. Notify and coordinate with the drug testing lab to assure they are familiar with the OCIP drug testing requirements, and have the required test kits and the staff available for the day of the testing. Ideally the lab should supply one testing technician for every 10-15 employees to assure that the testing goes quickly and smoothly.
3. Keep this notification of testing as confidential as possible until after all the general contractor and subcontractor employee roll sheets have been collected on the morning of the testing day.
4. Assemble the roll sheets collected into a list of all employees on site the morning of testing. These employees will be subject to drug testing.
5. Assure that all employees subject to testing have previously signed the CSU drug test consent form.
6. Supply a designated area for the lab to perform the drug testing that is large enough to accommodate the required lab staff and allow the project workers to easily cycle through the area without crowding.
7. Coordinate with the drug testing lab so their staff arrives adequately in advance of the testing to assure that the testing is performed smoothly, and that all the requirements for testing (tables, etc.) are available.
8. Coordinate and schedule with contractor and subcontractor staff so that every person on the roll sheets is tested as they leave the site for the day, and the impact from the testing is minimized.
9. Check off all persons tested on the roll sheets. Assure that anybody present in the morning, and not tested in the afternoon, is tested before their return to work.
10. Do not allow any person testing positive, as detailed in the OCIP drug testing protocol, back on the project site.

Please contact the undersigned with any questions regarding this testing.

Sincerely,

<Signature>

<Name>

<Title>

<Department>

c: Mr. Moe Davis, Alliant (MDavis@alliant.com)

 Mr. Jim Hoffman, CSU Chancellor’s Office (JHoffman@calstate.edu)