



## Saint Louis University – Office of Risk Management

### Drug and Alcohol Testing Procedures

Saint Louis University is committed to maintaining a safe, healthful, and efficient environment which enhances the welfare of our employees, students, patients, and visitors. It is the policy of the University to maintain an environment which is free of impairment from substance abuse by any of its employees.

#### Scope

These procedures apply to all faculty and staff employed by Saint Louis University including, but not limited to, employees working at the St. Louis campus, and all other locations owned or used by the University in connection with its programs and activities. This policy also applies to all employees of contractors and sub-contractors, visitors, patients, and guests while they are on University premises or present at University activities.

The University **requires** that drug and alcohol screening be conducted for all accidents or injuries under any of the following circumstances:

- 1) During an employment-related accident where there is a fatality of anyone involved in the accident, or
- 2) During an employment-related accident that causes bodily injury to the employee and/or another person that requires hospitalization, or
- 3) During an employment-related accident involving a University vehicle.
- 4) The University reserves the right to require alcohol and drug screening for any employee involved in a work-related injury or incident.

#### Procedures

If alcohol or drug testing is required between 8:00 am and 5:00 pm, Monday through Friday, the supervisor should accompany the employee to be tested to Concentra, the University's occupational health provider. Concentra locations can be found [here](#).

The Supervisor will need to complete and "Authorization for Examination or Treatment: form to authorize care. They can either fill out the form [here](#), or authorize it at the Concentra location. Make sure to use Saint Louis University Employee Health as the "Employer." The supervisor will need to provide the employee's name, date of birth, and sign the form. The employee will need to provide a photo ID at the time of service.



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For testing outside of the times noted above, TForce Medical Logistics should be contacted per the instructions below:

Onsite Drug & Alcohol Testing – 24 hours/7 days a week.

1-800-582-8807 – option 1

1-800-576-7171 – option 1

314-576-7766 - option 1

**Please have the following information available when calling:**

City	State
Location of Test (where the employee is)	Employer Name - Saint Louis University
Donor Name	Reason for Test (reasonable suspicion, post-accident testing)
Type of Tests Needed (alcohol and/or drug testing)	On-Site Contact Name & Phone Number (Supervisor)

TForce Medical Logistics will have a technician on-site in approximately 1-1.5 hours from the time of call barring traffic or inclement weather.

Upon completion of the test, the employee is prohibited from driving home. They should call a family member, or the Supervisor can arrange transportation, provided they are not being kept overnight for medical reasons.