



CDS Drug Testing Services of BC, Inc.

Affiliate of CDS Services, Inc.

An International On-Site Drug Testing, Safety and Medical Management Company

CONSTRUCTION INDUSTRY OF BRITISH COLUMBIA SUBSTANCE ABUSE TESTING AND TREATMENT PROGRAM POLICY

PROCEDURES MANUAL

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**CONSTRUCTION INDUSTRY OF BRITISH COLUMBIA
SUBSTANCE ABUSE TESTING AND TREATMENT PROGRAM POLICY
PROCEDURES MANUAL
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KEY CONTACTS

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EMPLOYER/UNION INSTRUCTIONS

The following forms need to be completed by the employer and Local Union and returned to CDS by fax or e-mail prior to testing employees:

**EMPLOYER / LOCAL UNION REGISTRATION
AND DESIGNATION OF COMMUNICATORS**

FORM B

COMMUNICATOR CONFIDENTIALITY AGREEMENT

FORM C

Each signatory employer and respective Local Union at the time of registration in the Program shall be required to designate at a minimum, one primary and one alternate Communicator. CDS will assign each Communicator with a private, secure access code and the password will be provided by the Communicator at the time of registration. The Communicators will be the only persons allowed to request or receive testing information either from CDS or the CDS Substance Abuse Testing Information System (SATIS) database.

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SPECIMEN COLLECTIONS AND MRO PROCEDURES

I. SPECIMEN COLLECTIONS

Certified Collection Specialists and Breath Alcohol Technicians will collect all laboratory oral fluid and breath samples, utilizing Substance Abuse & Mental Health Services Administration (SAMHSA) procedures to insure that both proper chain of custody protocols and employee/member confidentiality are maintained. All samples will be collected with concern for preserving each employee's/member's right to personal privacy, dignity, and confidentiality of test results and personal information.

Clinical Collections: CDS has made arrangements with clinical collection sites throughout British Columbia for drug and alcohol specimen collections for testing of employees/members.

1. To obtain a list of collection sites where your employees/members can be tested, login to the CDS website at www.cdsonsite.ca and from the main menu, select "**Approved Collection Sites.**" This menu item allows Communicators to locate a Collection Site throughout Canada and United States from our list of more than 15,000 sites by clinic name, city, state/province and/or zip code/postal code and whether a breath alcohol and/or a laboratory oral fluid test collection is available.

Upon entering the required information and selecting "**Search,**" a list of collection sites will be provided with name, address and phone number. To obtain the hours of operation and directions to the site, click on the applicable collection site name. To obtain directions to the collection site, select "**Map**" and the Communicator will be redirected to Google Map for entering the starting address.

Communicators, who have a preference for a clinical collection site that is not already included on the list, should contact CDS to request that the collection facility be added to the list.

2. When sending an employee to a clinical location for testing, the Communicator must follow these steps:
 - a. **PRE-ACCESS TEST DISPATCH NOTICE AND CLEARANCE REQUISITION - FORM A**

Prior to sending an employee/member to a clinical collection site **for a Pre-Access Test**, the employee/member needs to complete the **Pre-Access Test Dispatch Notice and Clearance Requisition (Form A)**. Form A can be completed at the collection facility and faxed to CDS.

- b. **LABORATORY ORAL FLUID DRUG AND ALCOHOL TESTING REQUISITION FORM - FORM D**

The Communicator must schedule an appointment with the clinical collection site prior to sending the employee/member for a test. Once the appointment has been made, complete the **Laboratory Oral Fluid Drug and Alcohol Testing Requisition Form (FORM D)** and fax the completed form to the clinical collection site.

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c. PHOTO IDENTIFICATION

The employee/member being sent for testing must present some form of photo identification to the clinic collection technician when reporting for a test (i.e. Credit / Debit Card, Drivers License, Government ID Card, School ID, etc.). **The clinic will not conduct the test unless the employee/member has a photo ID. However, in the rare event an individual does not possess a photo ID; his/her supervisor may accompany the employee/member to the collection facility to verify the identity of the individual to be tested.**

II. **MEDICAL REVIEW OFFICER (MRO)**

All samples reported as non-negative by the laboratory will be referred to the CDS Medical Review Officer (MRO) for evaluation and interpretation. The MRO is a licensed physician, certified by the American Association of Medical Review Officers, who has knowledge of substance abuse disorders and has received the appropriate medical training to interpret and evaluate an employee's/member's non-negative test result as it relates to the employee's/member's medical history and any other biomedical condition. Employees/members who produce a non-negative test result will be provided the opportunity to discuss the reason for the non-negative test result with the MRO.

One of the responsibilities of a Communicator is to notify the employee/member to contact the MRO when their test result is reported by the laboratory to CDS as non-negative. CDS will contact the employee's/member's Communicator immediately upon receipt of the non-negative test result.

Upon the MRO's receipt of a non-negative test result from CDS, CDS will contact the designated employer or Local Union Communicator. The Communicator will then notify the employee/member to contact the MRO as soon as possible.

Employees/members who fail to contact the MRO within two (2) business days of being notified by the Communicator will be reported as a "non-contact positive," with the same consequences as a positive test result.

During the conversation with the employee/member, the MRO will discuss any recent hospitalization, medical treatment and prescription medication the employee/member may be taking. After the employee/member has concluded their conversation with the MRO, the individual should be instructed by their Communicator to wait for the MRO's ruling. Once the MRO notifies CDS of the confirmed negative or positive test result, CDS will notify the Communicator of the MRO's ruling. In most cases, this entire process will occur within an hour.

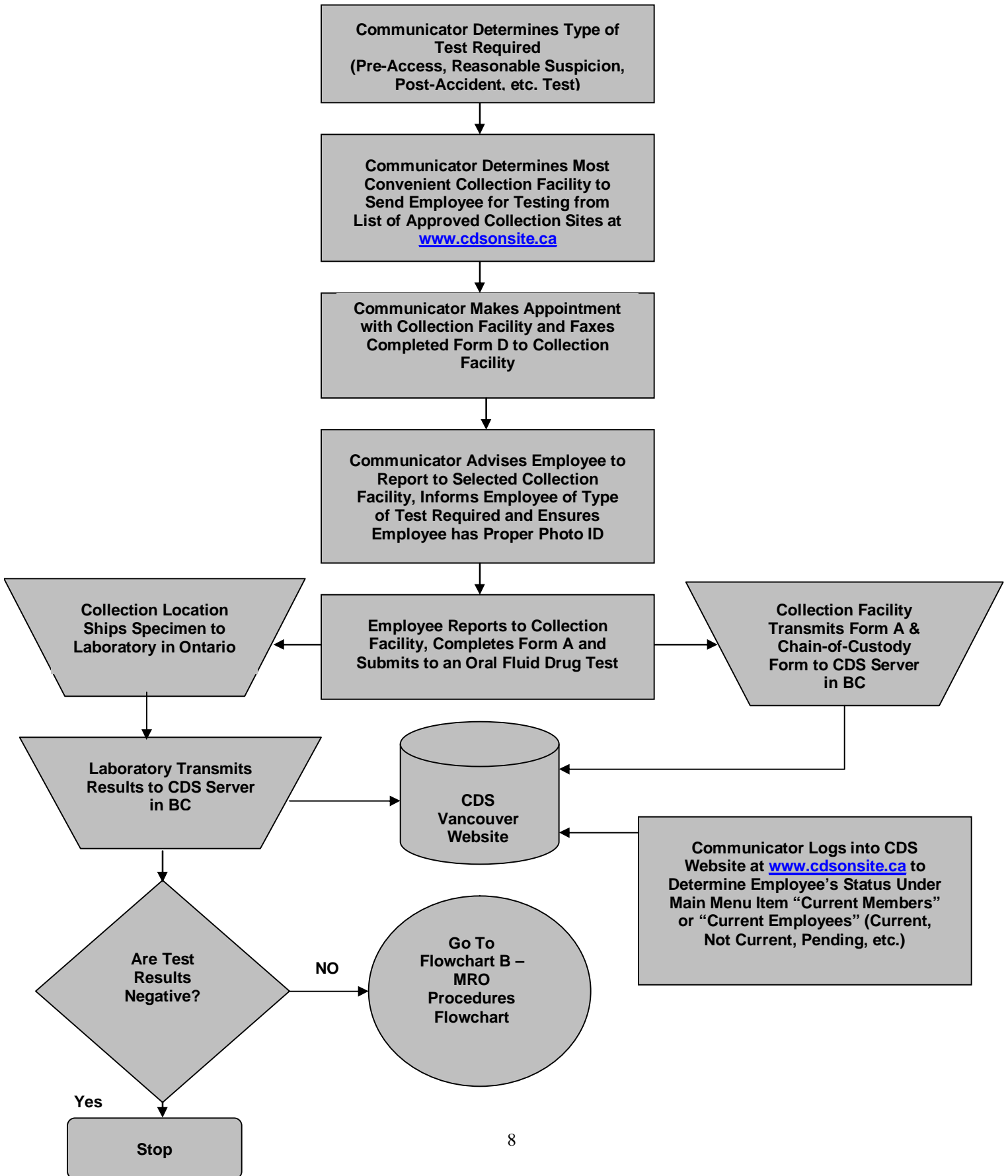
If the non-negative result is due to a legitimate prescription, and the MRO is able to verify such, the employee's/member's test result will be ruled as negative. If the non-negative result is due to an illegal or unauthorized substance, the MRO will confirm the employee's/member's test as positive and will advise the individual to contact their Health and Welfare Benefit Fund to initiate the Reinstatement process. In addition to the referral, the MRO will explain the employee's/member's right to have their original sample re-tested by another SAMHSA certified laboratory of the individual's choice.

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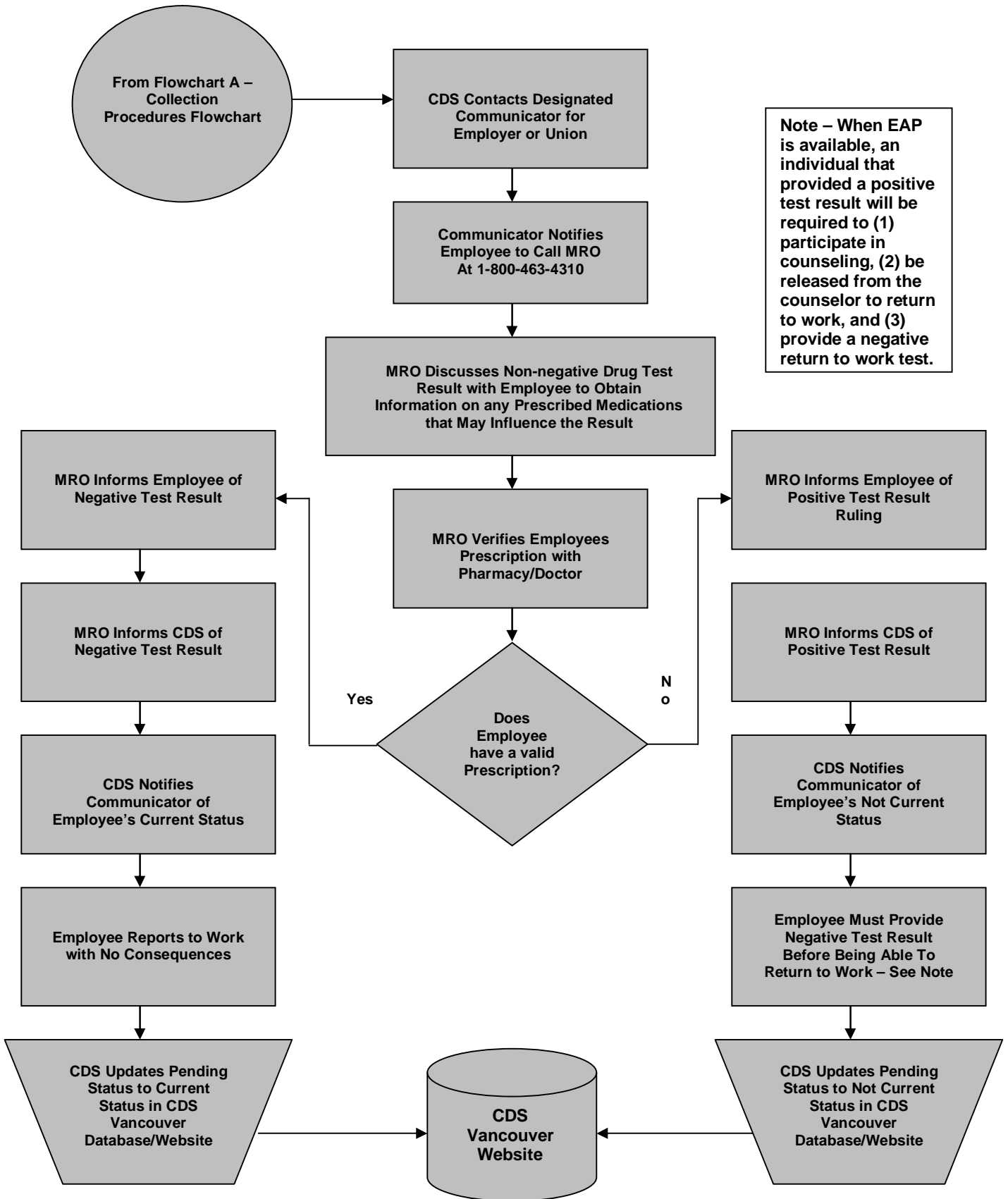
Retest: Individuals testing positive shall have the right to request that their ORIGINAL SAMPLE be retested by a SAMHSA certified laboratory of their choice. The request must be made in writing to the MRO within two working days of the notification of a Confirmed Positive Test. The individual requesting the retest shall pay the cost for a retest in advance to the MRO. In the unlikely event that said retest should be reversed to a negative result, the individual shall be reimbursed for the cost of the test, lost salaries and benefits and reinstated to a Current Status.

If the employee's/member's drug test is confirmed and ruled as positive by the MRO, the Communicator will then provide the employee/member with a copy of the **Reinstatement Requirements - Form F**. The employee/member should complete the bottom portion of the form, which acknowledges their understanding and acceptance of the Reinstatement procedures. The Communicator should give a copy of the completed form to the employee/member for procedural/contact reference, and then fax the completed form to CDS as soon as possible.

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SPECIMEN COLLECTION PROCEDURES – FLOWCHART A**



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 MRO PROCEDURES – FLOWCHART B**



Note – When EAP is available, an individual that provided a positive test result will be required to (1) participate in counseling, (2) be released from the counselor to return to work, and (3) provide a negative return to work test.

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CDS WEBSITE
SUBSTANCE ABUSE TESTING INFORMATION SYSTEM (SATIS)**

I. Employer Communicators

CDS is constantly updating the Website to enhance the services we provide and to provide the highest level of customer service. As such, these procedures may be slightly different than the actual website.

The Communicator logs into the CDS website at www.cdsonsite.ca using their secure access code, which was provided to you by CDS and the password the Communicator selected at the time of registration. The system will welcome the Communicator and redirect him/her to the following main menu of SATIS:



A description of each main menu item is as follows:

A. COMMUNICATOR UPDATE

This menu item provides a description of new enhancements that have been added to SATIS along with the date of the most recent enhancements.

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B. MY PROFILE

1. This menu item allows the Communicator to change their password and e-mail address to help keep CDS' records as current as possible. Select **"My Profile"** and the Communicator will be redirected to the following page:



2. Select **"Update Information"** and the Communicator will be redirected to the following page allowing him/her to enter the necessary changes. When finished, select **"Submit."**



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C. TRAINING PRODUCTS AND DOCUMENTS

This menu item provides the following:

1. Policy, Procedures Manual and Forms

This feature allows the Communicator to obtain the Program Policy and related documents in PDF format along with the date the documents were last revised. The Communicator has the option to open these documents on-line to view them or to print them individually.

2. Frequently Asked Questions

Provides answers to Frequently Asked Questions pertaining to substance abuse testing. This document is also in PDF format and is also available for printing.

3. On-line Communicator Training

Communicator Training is available on-line along with the PowerPoint presentation in printable format. This training is free to all Communicators.

4. Reasonable Suspicion Training Demo

This demo provides excerpts of the CDS produced training video, ***“Reasonable Suspicion Testing – Supervisory Training for the Signs and Symptoms of Substance Abuse.”***

5. Training Products Order Form

Provides an order form in PDF format for Communicators to complete for purchase of the ***Reasonable Suspicion Testing – Supervisory Training for the Signs and Symptoms of Substance Abuse*** video and ***Communicator Training***, which are both available by DVD.

D. UNANNOUNCED TESTING SELECTIONS

As an alternative to pre-access testing, an employee may participate in voluntary testing. To be eligible for voluntary testing, an employee must, by agreement, participate in three types of tests as follows:

- i. Implementation testing;**
- ii. Unannounced testing; and**
- iii. Periodic testing.**

To elect to participate in voluntary testing, the employee/member must complete Consent for Voluntary Testing – Form H. The following provides the procedures for Unannounced Testing Selections upon the employee/member completing Form H.

Once an employee/member has been selected for unannounced testing, Communicators will have ten (10) days following notification by CDS to have their employee/member tested at a clinical location. Employees selected for an unannounced test must report for testing at the time directed or scheduled by the Communicator, but the employee must not be allowed more than 24 hours to report for unannounced testing from the time notified.

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At the time the employee is notified of their selection for unannounced testing, the Communicator informs the employee of the time and clinic location to report for testing. The Communicator (1) schedules an appointment with the clinical collection site, (2) completes Form D, Laboratory Oral Fluid Testing and Breath Alcohol Testing Requisition Form, (3) faxes the completed Form D to the collection site, and (4) informs the employee of the name and location of the clinic that will be conducting the test.

The Communicator should follow these procedures to obtain their list of employees who have been selected for an unannounced test:

1. Upon generating the unannounced test selections from the voluntary testing pool in our Substance Abuse Testing Information System (SATIS), Communicators will automatically be notified via email that the names of their employees who have been selected for unannounced testing are available on-line.
2. The employer Communicator will login, using their secure access code and password, to the CDS website at www.cdsonsite.ca to obtain their unannounced testing selections.
3. Upon selecting from the main menu “**Unannounced Testing Selection List**” Communicators can view and complete the Unannounced Testing Selection Sheet on-line; indicating either (1) that the employee is no longer working for the employer or (2) the collection method for testing employees that are still currently working for the employer.
4. When On-Site Collections are available in the future, please complete Contact Name, Contact Phone and Job Location where the employee is to be tested. The CDS Dispatcher will contact the name provided to arrange for the On-Site Collection.



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5. When the Communicator has completed the necessary information, select **“Submit.”** **Caution,** you must select **“Submit”** for each page before proceeding to the next page, otherwise, all the information you provided on the previous page(s) will be lost.
6. As employees are tested, they will be removed from the unannounced testing selection list.

Communicators who do not complete or have only partially completed their on-line Unannounced Testing Selection Sheet, or who have not had their employees tested, will automatically be reminded via E-mail, seven (7) days after the unannounced testing selection date, to complete their Unannounced Testing Selection Sheet and to have their employees tested. Additionally, CDS will begin calling the Communicators seven (7) days after the unannounced testing selection date as a courtesy reminder to complete their unannounced testing selection list and to have their employees tested. Employees that are marked as no longer working for the employer will be automatically removed from the employer’s unannounced testing selection list.

7. Communicators, who do not have internet access, will receive the Unannounced Testing Selection List by secure fax following telephone notification from CDS.

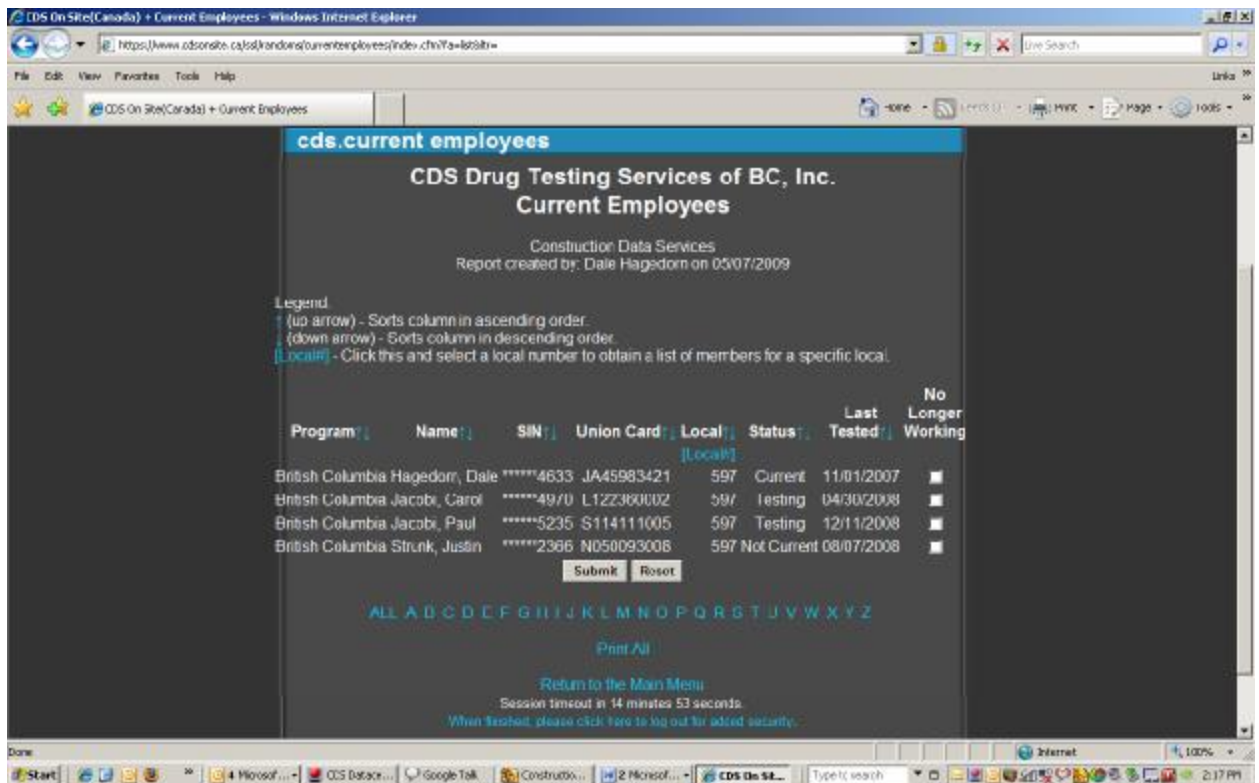
E. CURRENT EMPLOYEES

1. Allows Communicators to view all their employees assigned to their employer in SATIS. When the Communicator selects **“Current Employees,”** they will be redirected to the next page which will allow the Communicator to select **“ALL”** to obtain a list of all their employees or the beginning last name alpha character.



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2. The Communicator will be redirected to the next page, which will provide the Communicator with a list of employees with their first and last name, the last four (4) digits of their SIN, Union Book Number, Local number, eligibility status and last date of test.
3. Each column can be sorted in ascending or descending order by selecting the up or down arrow in the column heading. It may be beneficial for the Communicator to sort by Status to determine how many employees have a Not Current, Pending, etc. status or sort by Last Tested to determine how long employees have gone without a test.
4. If the individual(s) are no longer working for the employer, select the box under **“No Longer Working”** then select **“Submit”** and the employee(s) will be removed from the list of employees. **Caution, “Submit”** must be selected for each page before proceeding to the next page; otherwise, all the information that was provided on the previous pages will be lost.
5. **It is extremely important that Communicators periodically review their list of employees to make sure that employees no longer working for the employer are removed from their list and that all current employees are assigned to the employer.**



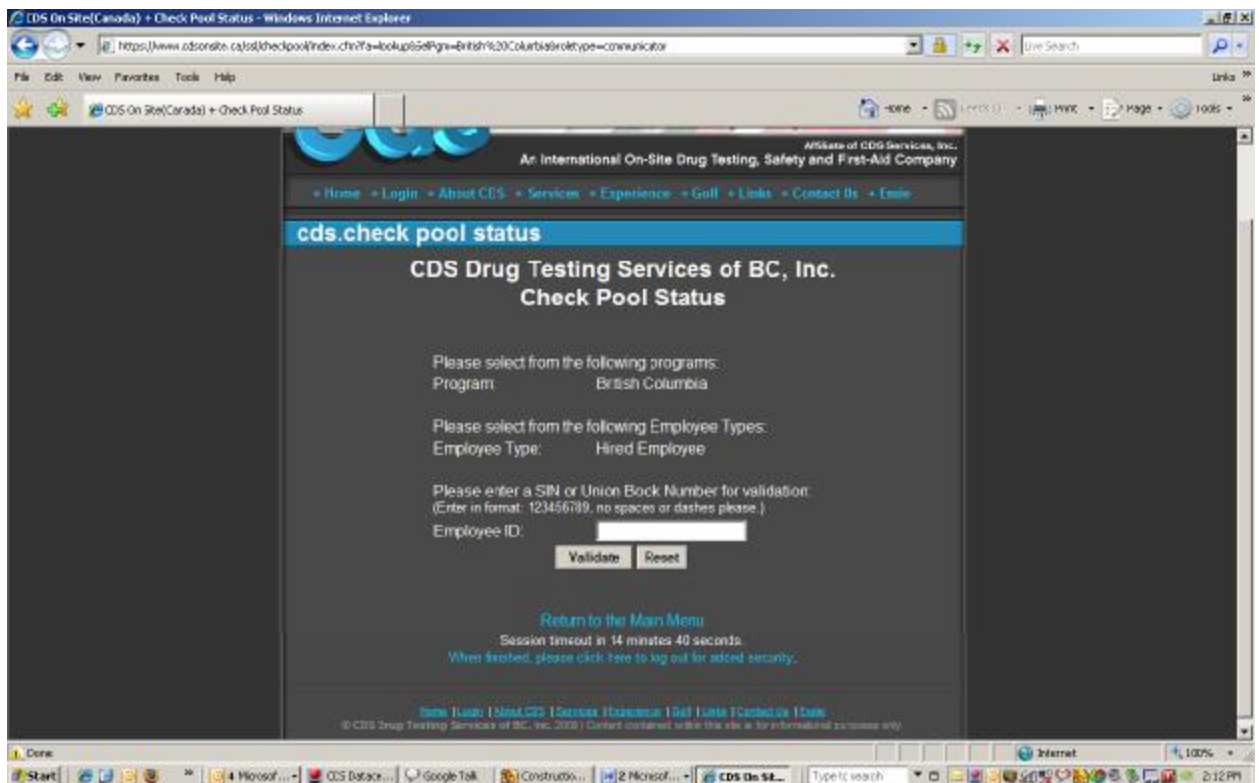
F. CHECK POOL STATUS

Communicators are **REQUIRED** to check an employee’s eligibility status at the time of hire or placement to ascertain their status in the Program. The

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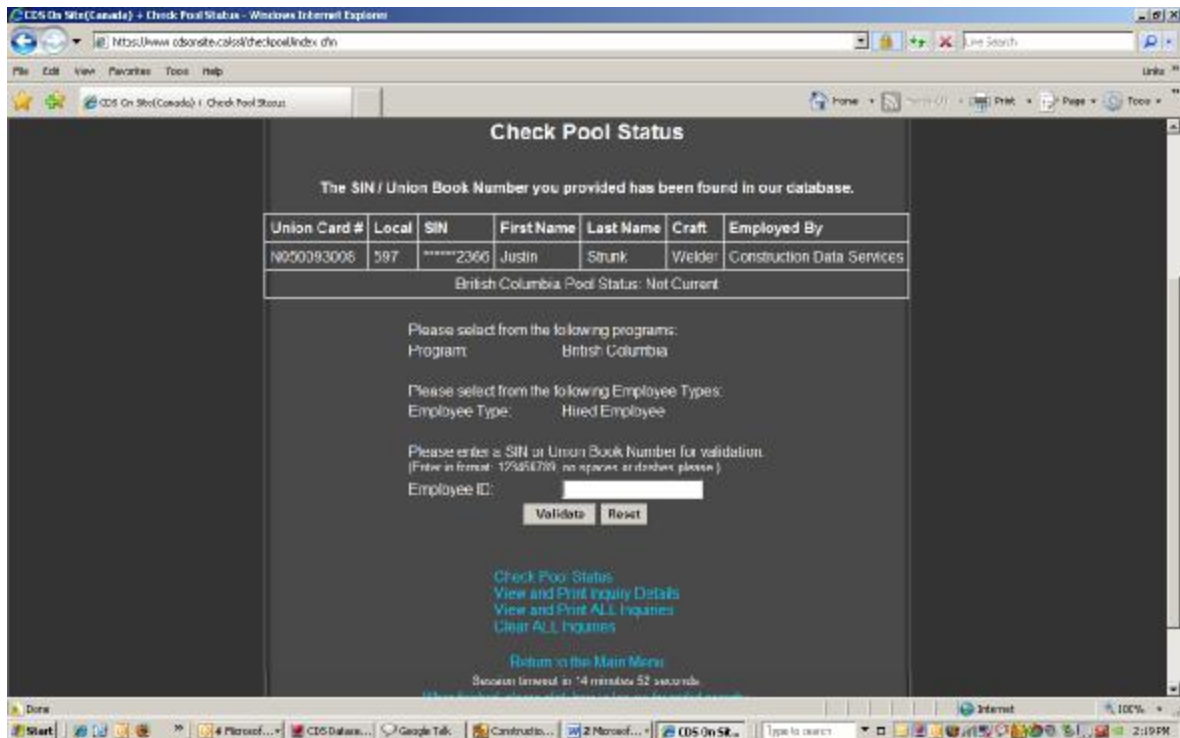
employee will be reassigned to the employer's list of employees at the time a check pool status is performed. A "Check Pool Status" can be made by:

1. **Internet Access** – Communicators are allowed secure confidential Internet access to SATIS. Passage is protected by a series of access codes and passwords. No information will be available without providing this required security clearance.
 - a. The Communicator will login, using their secure access code and password, to the CDS website at www.cdsonsite.ca to perform a "check pool status". From the main menu, the Communicator selects "Check Pool Status" and will be redirected to the next page.
 - b. The Communicator enters the **Employee ID** (Social Insurance Number or Union Book Number) and then selects **Validate**.
 - c. The Communicator will be redirected to the next page which will provide the Communicator the employee's Union Book Number, Local Number, last four (4) digits of the SIN, First Name, Last Name, Craft, previous Employer and their Eligibility Status (Current, Not Current, Pending or Testing).

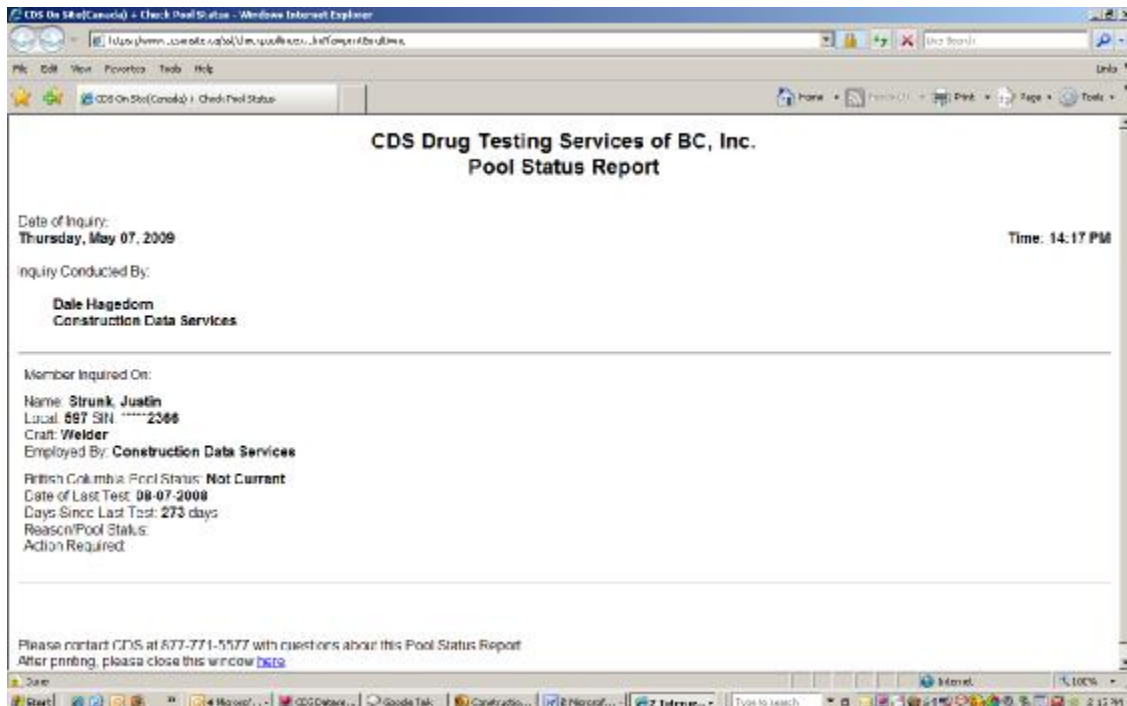


- d. To provide compliance reports to general contractors or owners, select "View and Print Inquiry Details"

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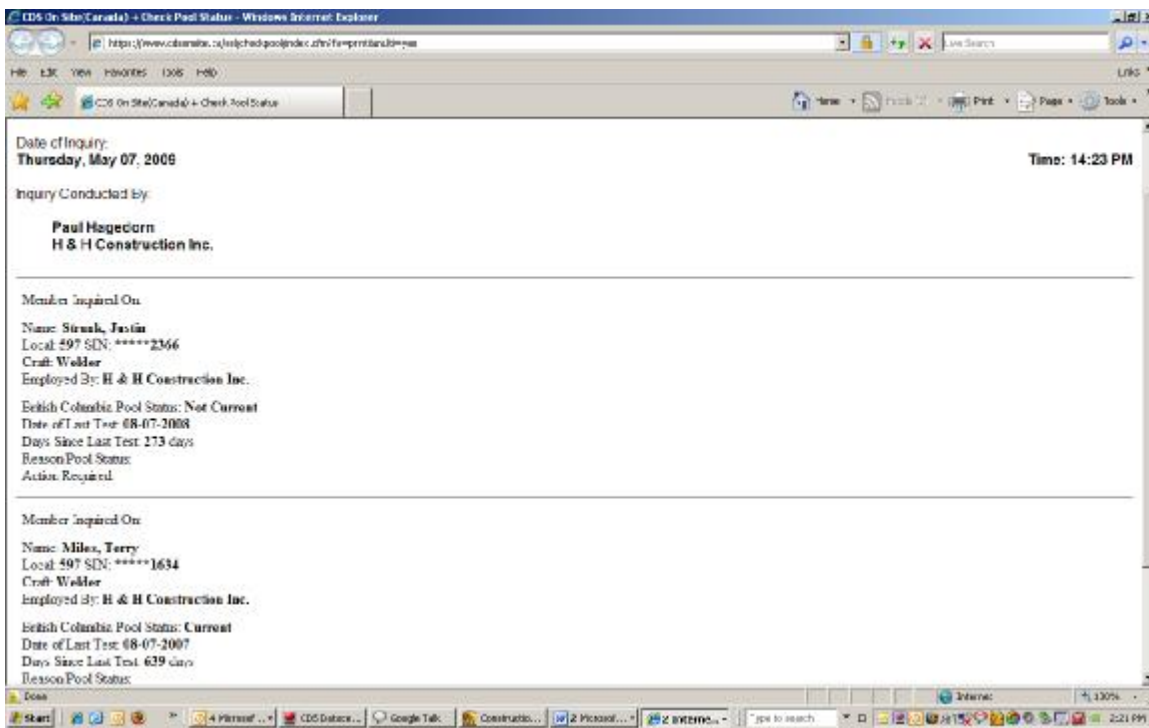


- e. The Communicator will be redirected to the next page providing a report in printable format that includes date of inquiry, Communicator making inquiry, employer, employee's name, Local Number, last four (4) digits of their SIN, craft, employed by, eligibility status, date of last test and number of days since last test.



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- f. Communicators can perform a “**Check Pool Status**” on as many employees that is necessary to provide compliance reports to general contractors and owners by selecting “**View and Print All Inquiries.**” Three employees will be printed on each page of the compliance report.



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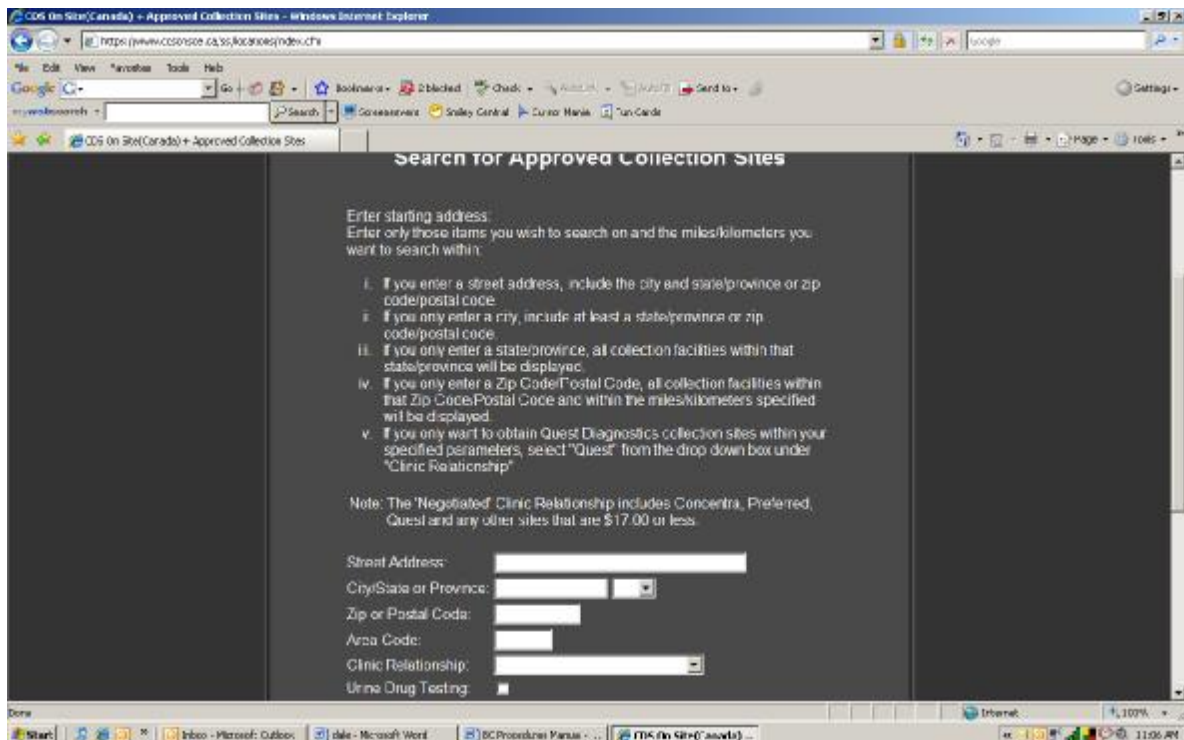
2. **Phone** – Communicators can obtain an employee’s eligibility status by calling CDS. The Communicator’s access code and password must be provided at the time of inquiry.
3. **Fax** – Communicators can inquire on an employees status by fax.

G. APPROVED COLLECTION SITES

CDS has made arrangements with clinical collection sites for testing of employees.

Communicators, who have a preference for a clinical collection site that is not on the list, should contact CDS to request that the collection facility be added to the list.

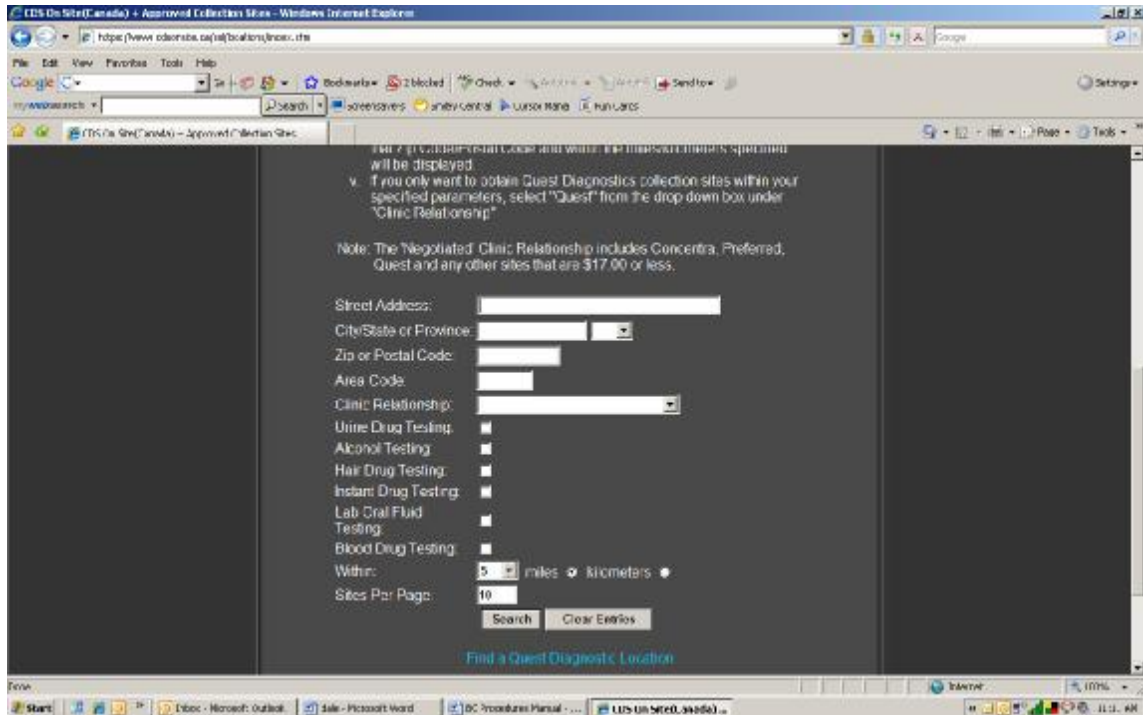
1. To obtain a list of collection sites to have employees tested, select “**Approved Collection Sites**” from the main menu. This menu item allows Communicators to locate a Collection Site throughout Canada and United States from our list of more than 15,000 sites by name, city, state/province and/or zip code/postal code and whether a drug and/or alcohol test collection is available.
2. Enter a starting address or only those items you wish to search on and the miles/kilometers you want to search within. Simply follow the instructions detailed on this page.



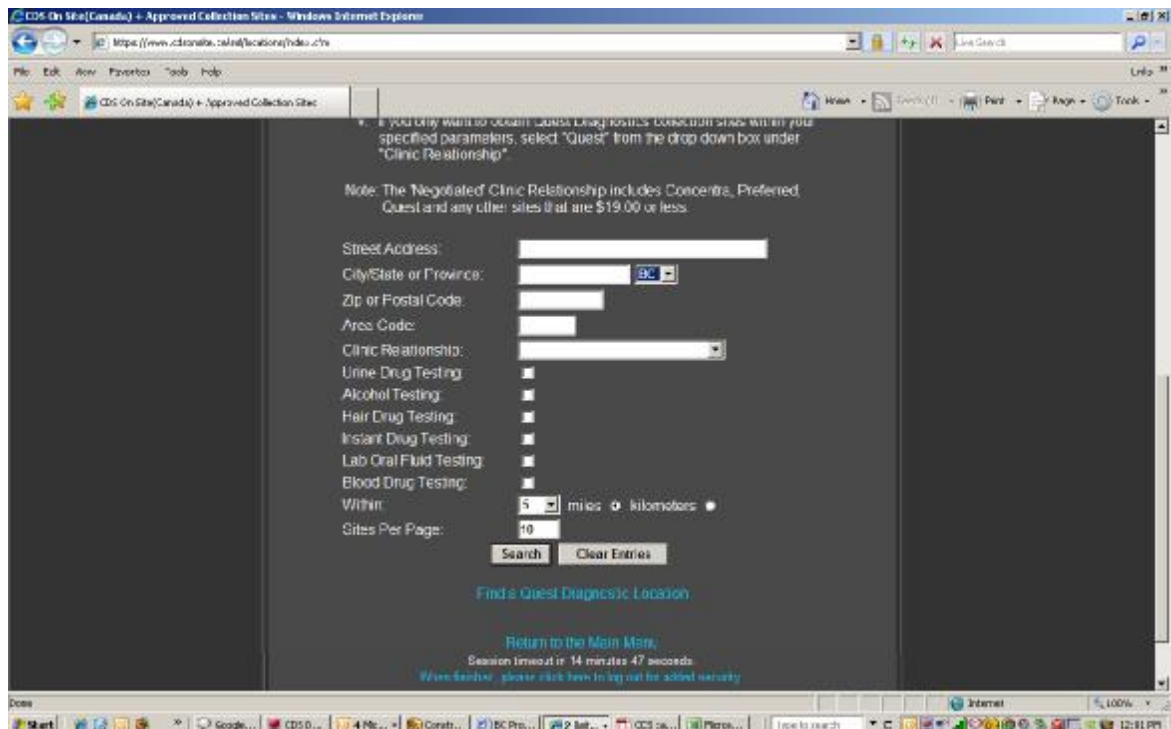
3. You can also refine your search to sites that only provide collections for urine drug testing, hair drug testing, instant drug testing, laboratory oral fluid testing,

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blood drug testing or a combination of these by selecting the appropriate boxes. If you do not select any boxes, all collection sites will be provided.



4. Once you have entered your parameters, select the **“Search”** button. If you enter only state/province for your search criteria, all collections sites within that state/province will be provided.



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- A list of collection sites will be provided based on your search criteria along with their address, phone number, distance from the starting address and Clinic Relationship Type.

| Name | Street | City | State/Province | Zip/Postal Code | Phone | Distance | Type |
|--------------------------------------|---------------------------------|-----------------|----------------|-----------------|--------------|----------|----------------|
| We Care Home Health | 2325 Clearbrook Road, Suite 216 | Abbotsford | BC | V2T 1S3 | 604-884-3062 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 1626 Richter Street | Kelowna | BC | V1Y 2M3 | 250-861-8315 | Unknown | Non-Negotiated |
| Ritmat General Hospital | 920 Lahakas Blvd. | Ritmat | BC | V0C 2S3 | 250-632-8659 | Unknown | Non-Negotiated |
| L&L Collections | 920 Lahakas Blvd. | Ritmat | BC | V0C 2S3 | 250-632-8659 | Unknown | Non-Negotiated |
| Glover Medical Clinic | 5796 Glover Road | Langley | BC | V3A 4B9 | 604-530-3223 | Unknown | Non-Negotiated |
| We Care Home Health | 42-1559 Estevan Road | Nanaimo | BC | V9C3Y3 | 250-740-0035 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 145 West 15th Street | North Vancouver | BC | V7M 1R9 | 604-980-6330 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 2850 Shaughnessy Street | Port Coquitlam | BC | V3C 6K5 | 604-552-4376 | Unknown | Non-Negotiated |
| We Care Home Health Services | 1811 Victoria Street, Suite 102 | Prince George | BC | V2L2L6 | 250-561-3501 | Unknown | Non-Negotiated |

- A list of collection sites in your search criteria can be printed by selecting, **“Print list with all search results.”**
- You can navigate to the next pages by selecting **“Next”** or **“Last”** or the previous pages by selecting **“Previous”** or **“First.”**

| Name | Street | City | State/Province | Zip/Postal Code | Phone | Distance | Type |
|--------------------------------------|---------------------------------|-----------------|----------------|-----------------|--------------|----------|----------------|
| L&L Collections | 920 Lahakas Blvd. | Ritmat | BC | V0C 2S3 | 250-632-8659 | Unknown | Non-Negotiated |
| Glover Medical Clinic | 5796 Glover Road | Langley | BC | V3A 4B9 | 604-530-3223 | Unknown | Non-Negotiated |
| We Care Home Health | 42-1559 Estevan Road | Nanaimo | BC | V9C3Y3 | 250-740-0035 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 145 West 15th Street | North Vancouver | BC | V7M 1R9 | 604-980-6330 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 2850 Shaughnessy Street | Port Coquitlam | BC | V3C 6K5 | 604-552-4376 | Unknown | Non-Negotiated |
| We Care Home Health Services | 1811 Victoria Street, Suite 102 | Prince George | BC | V2L2L6 | 250-561-3501 | Unknown | Non-Negotiated |
| Care Counts Health Services # 1091 | 200-7525 King George Hwy | Surrey | BC | V3W 5A8 | 604-597-9406 | Unknown | Non-Negotiated |

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Print list with search results

Return to the Main Menu

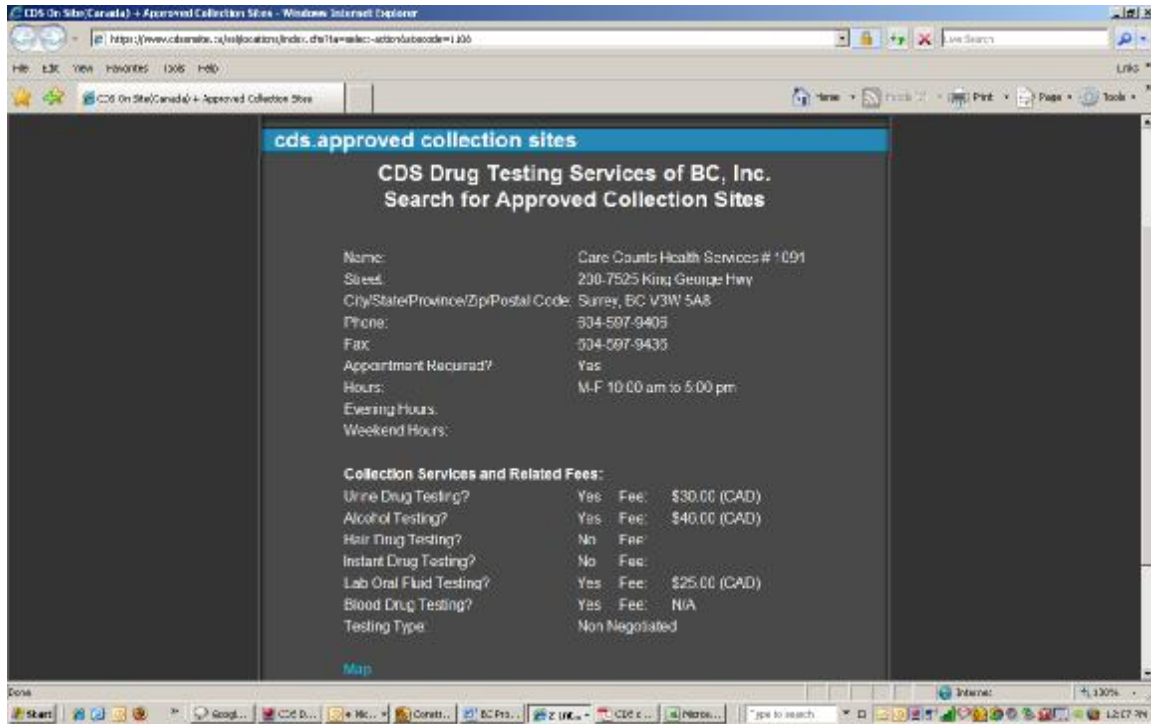
Bookings increased in 11 minutes 59 seconds

When needed, please do not try to log out for added security.

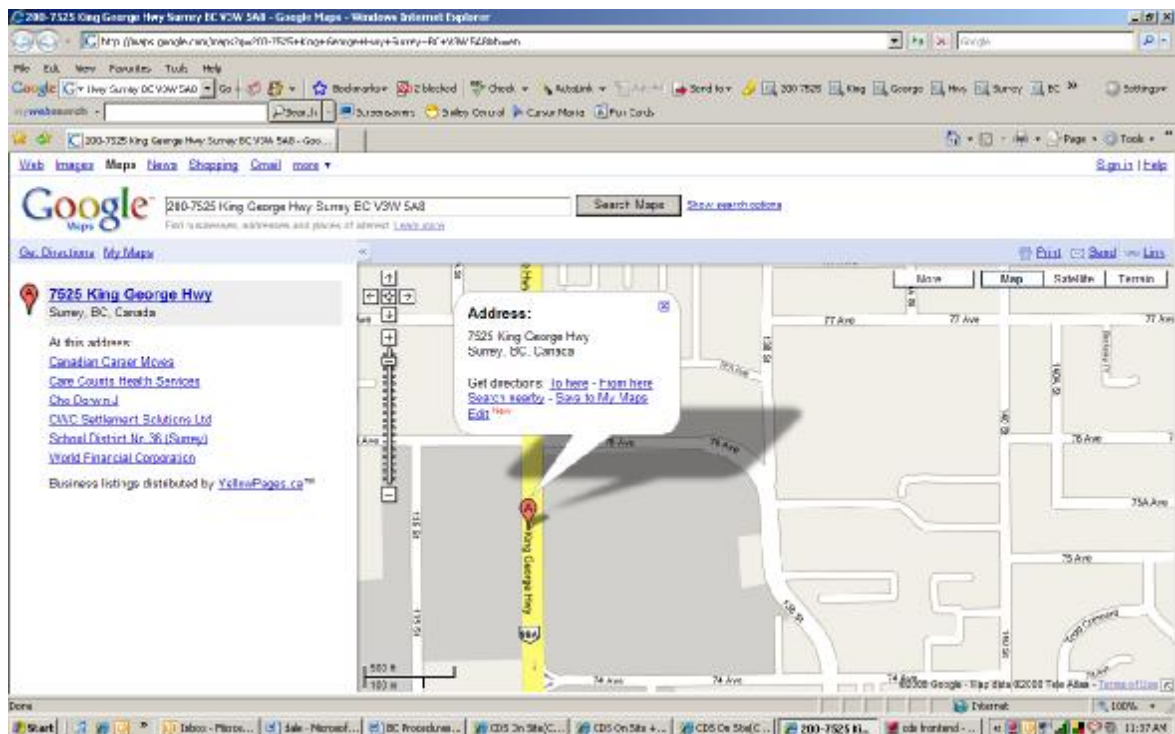
[Home](#) | [User](#) | [About CDS](#) | [Privacy](#) | [Feedback](#) | [Self Help](#) | [Contact Us](#) | [Home](#)
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- Click on the name of the collection site and a screen will appear with detailed information about this site.



- To obtain directions to the collection site, select “Map” and you will be redirected to Google Map for entering your address.



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II. LOCAL UNION COMMUNICATORS

Union Communicators will only be allowed to obtain substance abuse testing information for the members of their own local.

CDS is constantly updating the Website to enhance the services we provide and to provide the highest level of customer service. As such, these procedures may be slightly different than the actual website.

The Local Union Communicator logs into the CDS website at www.cdsonsite.ca using their secure access code, which was provided by CDS and the password the Communicator provided on their registration form. The system will welcome you and redirect you to the following main menu of SATIS:



A description of each main menu item is as follows:

A. COMMUNICATOR UPDATE

This menu item provides a description of new enhancements that have been added to SATIS along with the date of the last enhancements.

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B. MY PROFILE

1. This menu item allows the Communicator to change their password and e-mail address to help keep CDS' records as current as possible. Select **"My Profile"** and the Communicator will be redirected to the following page:



2. Select **"Update Information"** and you will be redirected to the following page allowing you to enter the necessary changes. When finished, select **"Submit."**



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C. TRAINING PRODUCTS AND DOCUMENTS

This menu item provides the following:

1. **Policy, Procedures Manual and Forms**

This feature allows the Communicator to obtain the Program Policy and related documents in PDF format along with the date the documents were last revised. The Communicator has the option to open these documents on-line to view them or to print them individually.

2. **Frequently Asked Questions**

Provides answers to Frequently Asked Questions pertaining to substance abuse testing. This document is also in PDF format and is also available for printing.

3. **On-line Communicator Training**

Communicator Training is available on-line along with the PowerPoint presentation in printable format. This training is free to all Communicators

4. **Reasonable Suspicion Training Demo**

This demo provides excerpts of the CDS produced training video, "**Reasonable Suspicion Testing – Supervisory Training for the Signs and Symptoms of Substance Abuse.**"

5. **Training Products Order Form**

Provides an order form in PDF format for Communicators to complete for purchase of the **Reasonable Suspicion Testing – Supervisory Training for the Signs and Symptoms of Substance Abuse** video and **Communicator Training**, which are both available by DVD.

D. DISPATCH MEMBERS

This menu item allows Union Communicators to dispatch members to Employers when referred out from the Local. Ten (10) members can be dispatched on each page to individual Employers or only to one Employer.

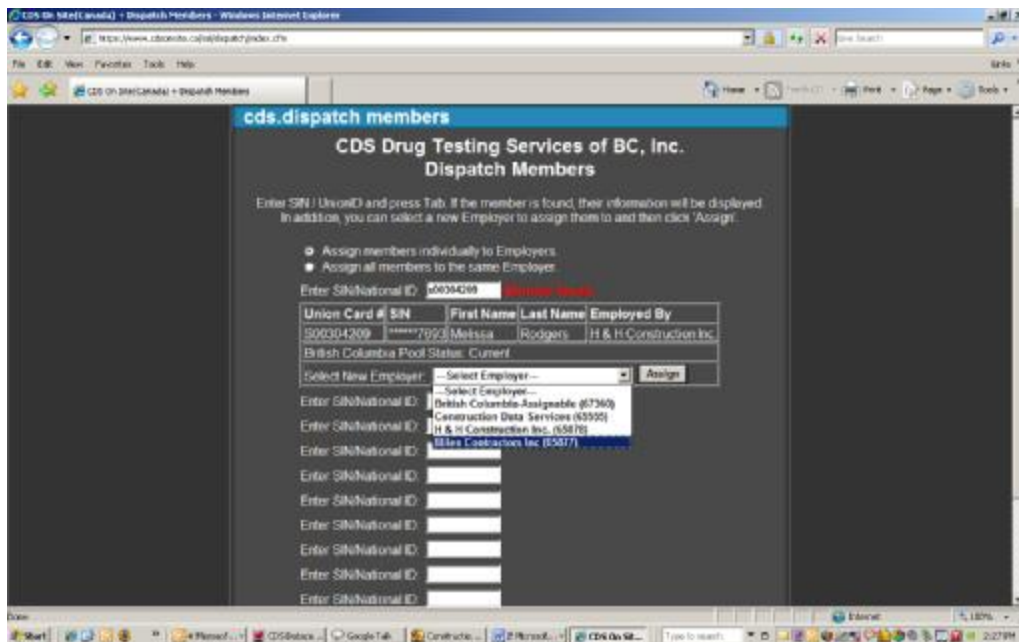


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1. To “Assign members individually to Employers,” select the appropriate box and enter the members’ SIN or Union Book Number then press tab. The member’s Union Book Number, last four (4) digits of their SIN, their first and last name, the current Employer that the member is assigned to in SATIS and their eligibility status will be provided.

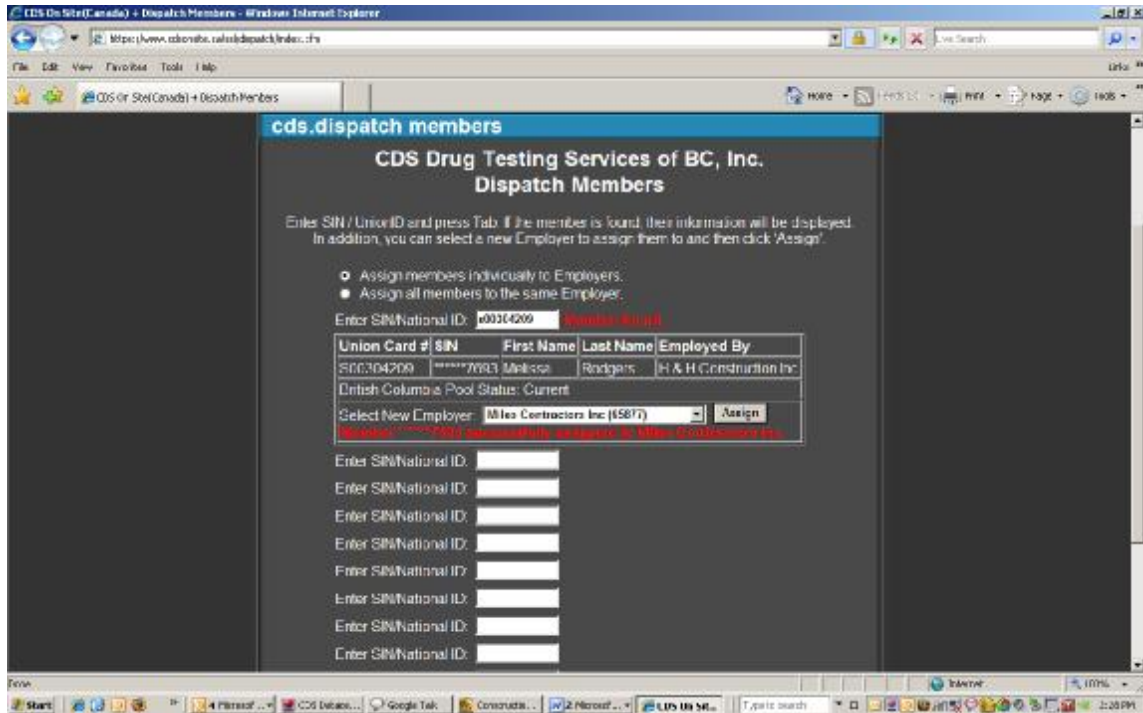


- a. To dispatch the member to a new Employer, open the drop down box under “Select New Employer” and all Employers signatory to the Program will be provided. Select the Employer the member is being referred to and select the “Assign” button. The Communicator should perform these procedures for each member that is individually being dispatched to Employers.



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- b. Upon selecting the “Assign” button, the Union Communicator will be notified that the member has been successfully assigned to the new Employer.

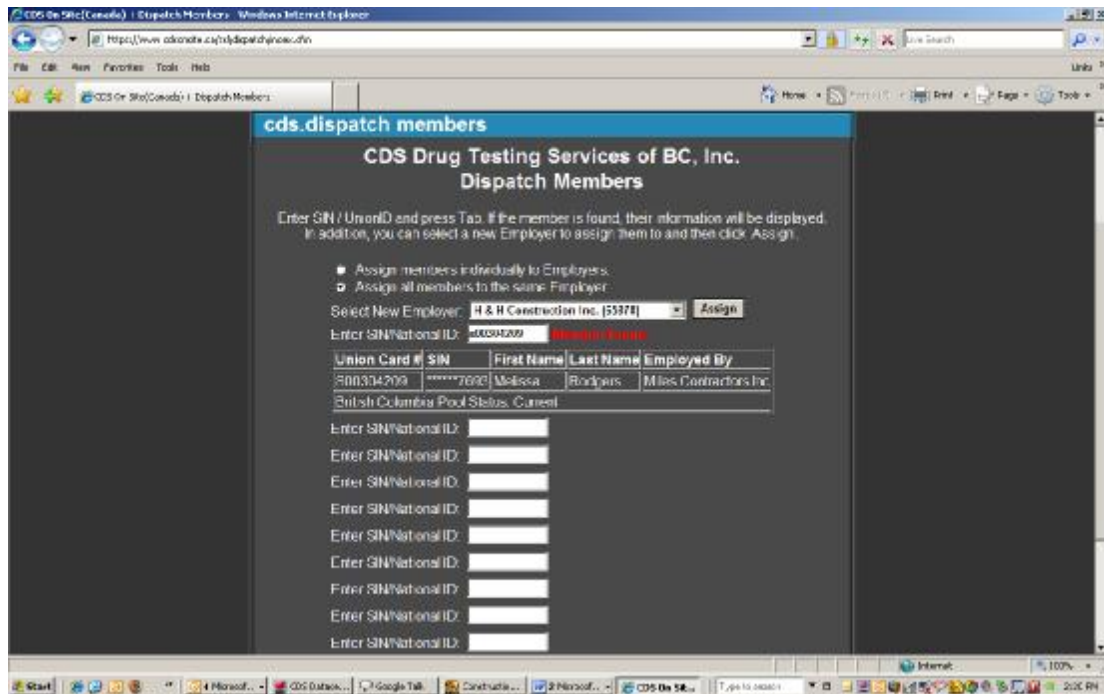


2. To “Assign all members to the same Employer,” select the appropriate box, open the drop down box under “Select New Employer” and all Employers signatory to the Program will be provided. Select the Employer from the list that the members are being referred to.

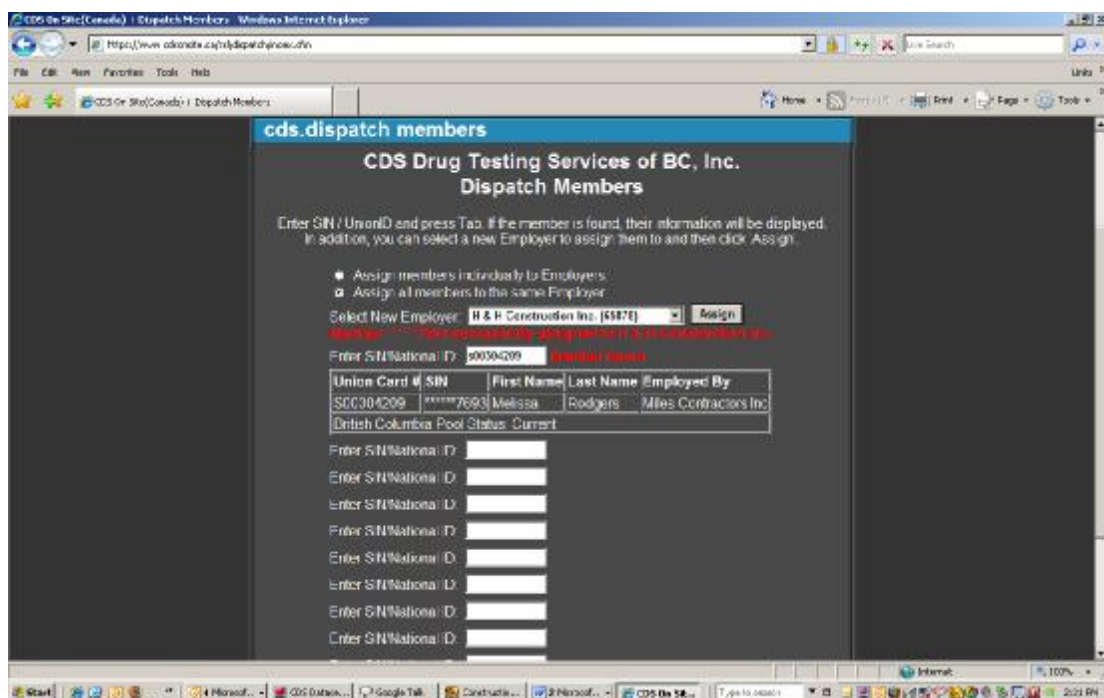


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- a. Enter the members' SIN or Union Book Number then press tab. The member's Union Book Number, last four (4) digits of their SIN, their first and last name, the current Employer that the member is assigned to in SATIS and their eligibility status will be displayed.



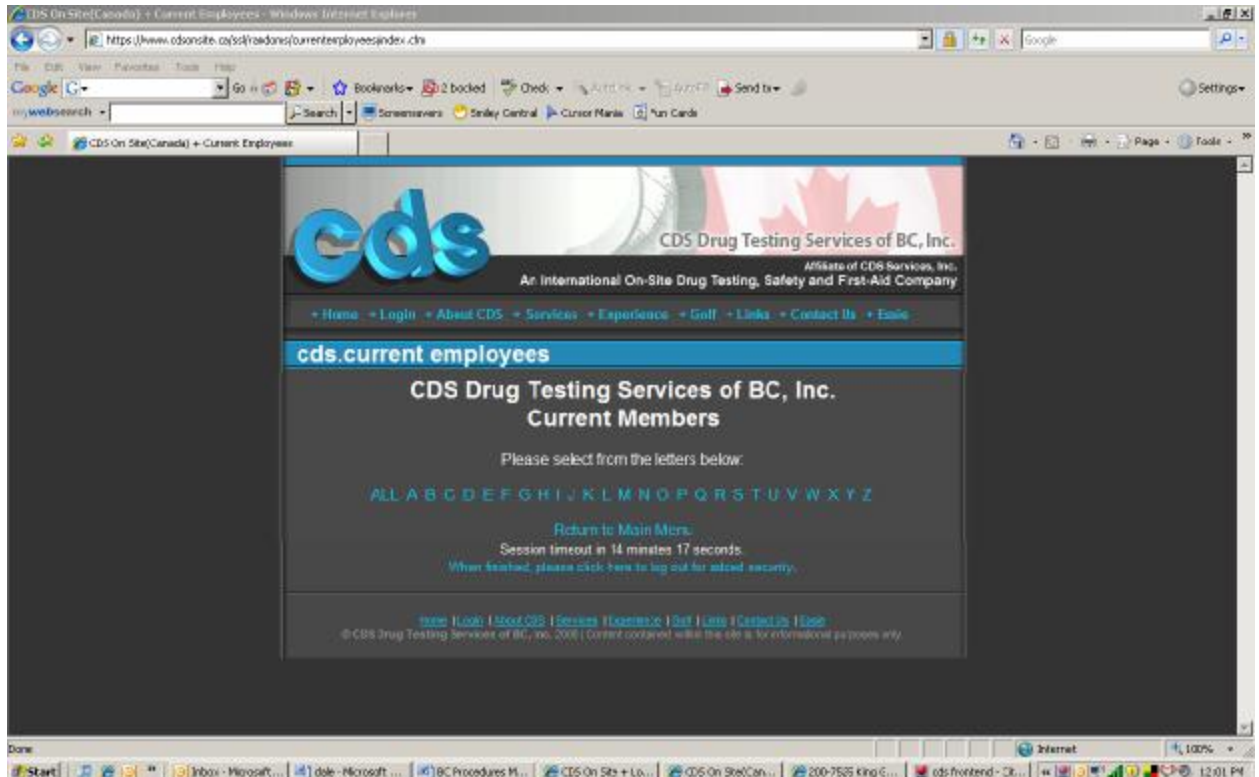
- b. When all of the members being dispatched to an Employer are entered, select the “Assign” button and the Communicator will be notified that the employee was successfully assigned to the Employer.



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E. CURRENT MEMBERS

1. Allows Union Communicators to view all their members by selecting “**Current Members**,” from the main menu. When the Union Communicator selects this menu item they will be redirected to the next page which will allow the Union Communicator to select “**ALL**” to obtain a list of all their members or the beginning last name alpha character.



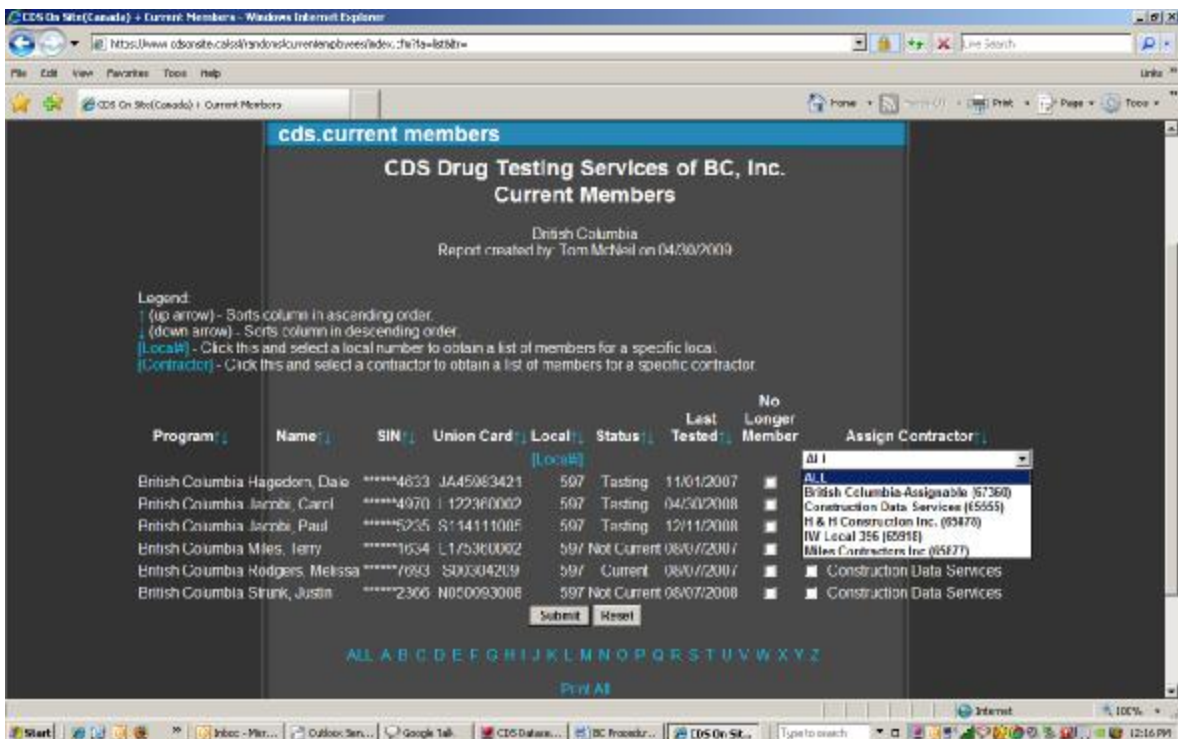
2. The Union Communicator will be redirected to the next page, which will provide a list of members by their first and last name along with the last four (4) digits of their SIN, Union Book Number, Local number, eligibility status, last date of test, No Longer Member Box and the current Employer the member is assigned to in SATIS.
3. Each column can be sorted in ascending or descending order by selecting the up or down arrow in the column heading. It may be beneficial for the Union Communicator to sort by Status to determine how many members have a Not Current, Pending, etc. status or sort by Last Tested to determine how long members have gone without a test.
4. Union Communicators can select the box under No Longer Member to remove members that are no longer with the Union, i.e. suspended, retired, deceased, left union, and then select submit and the member will be removed from your current member list.

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- The Union Communicator can also dispatch these members who were previously marked as No Longer Members if the individual became a union member again.

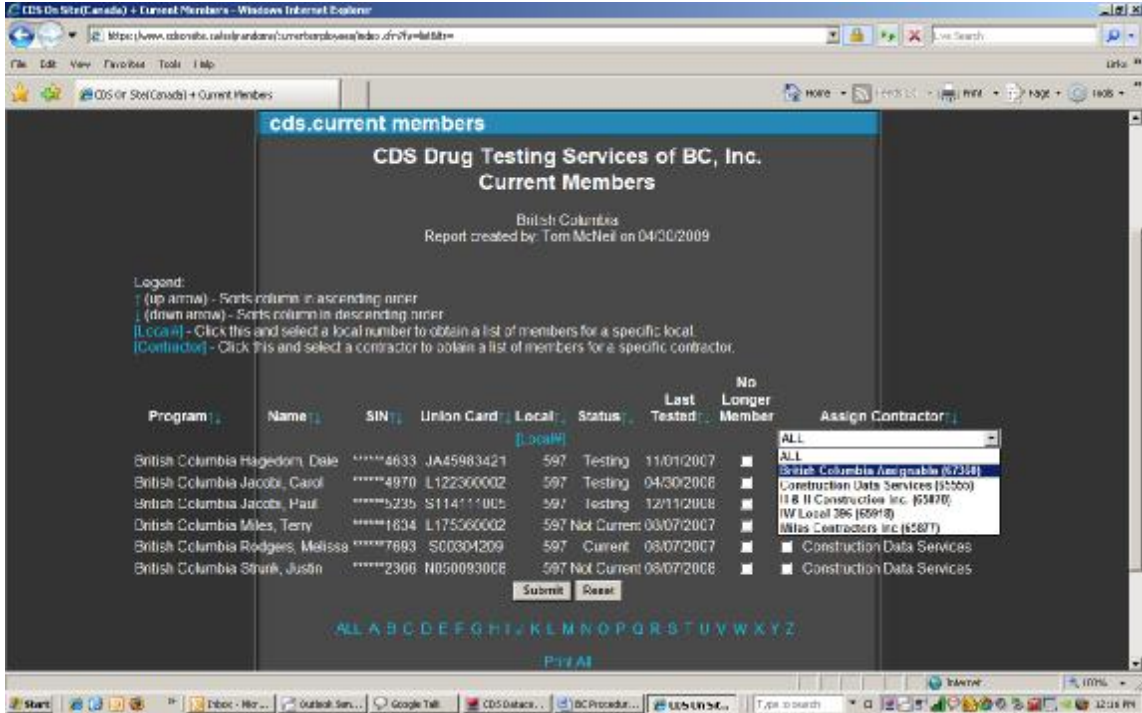


- The Communicator can select “Contractor” to select a specific Employer to obtain only the names of members that are working for that Employer.

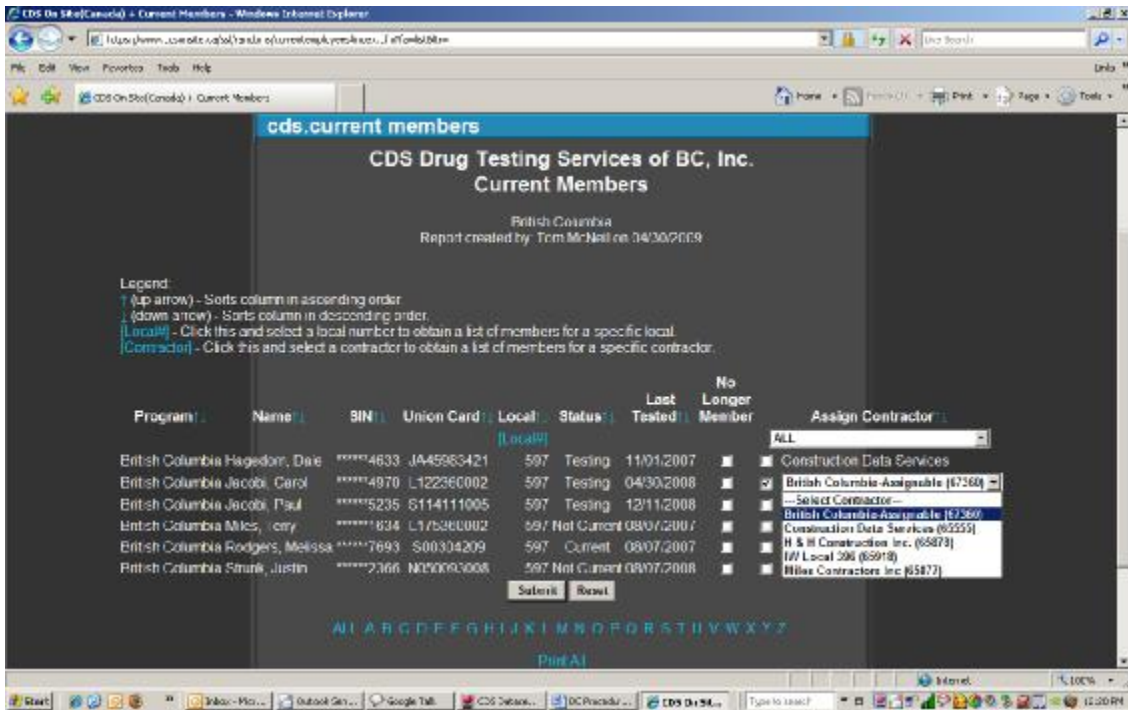


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- It may be beneficial for the Union Communicator to obtain a list of all the members that are not assigned to an Employer in SATIS. To obtain this list, select the first Employer on the list, BC Construction Industry-Assignable.

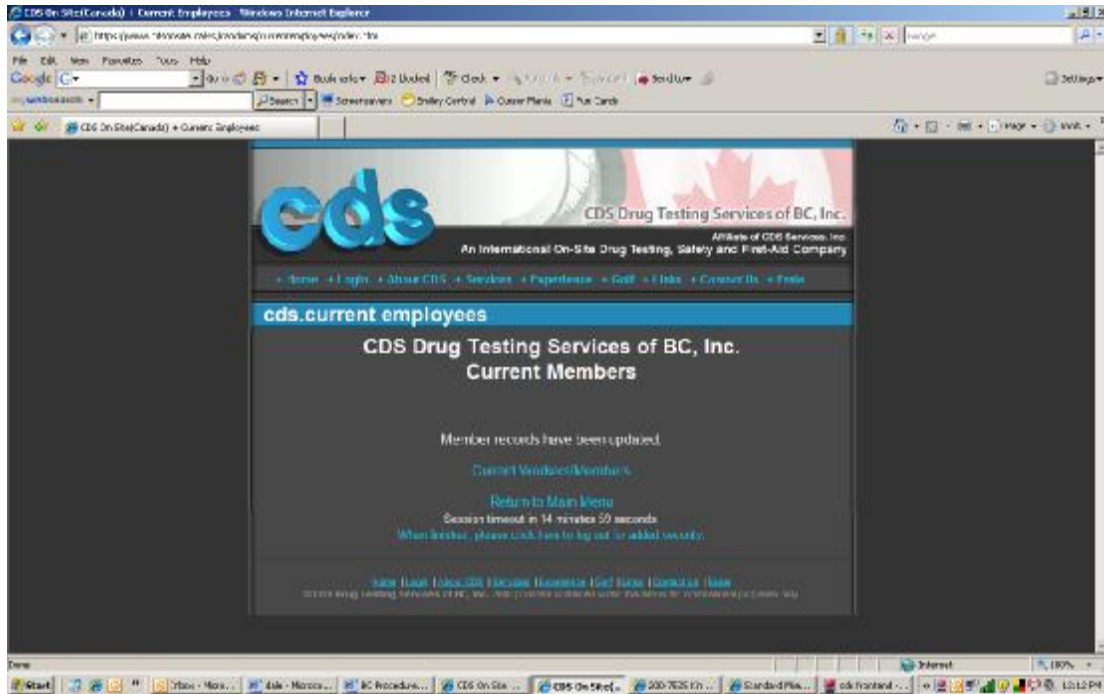


- To assign a member to a different Employer, check the box in the “Assign Employer” column and a drop down box will open providing a list of Employers that are signatory to the Program.



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9. Upon selecting the current Employer that the member is working for, select the **“Submit”** button and a notification will be provided that the member has been updated.



10. The Union Communicator will be redirected automatically to the next page to perform additional maintenance on their current members.



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F. CHECK POOL STATUS

Union Communicators can obtain a member's eligibility status at the time of dispatching to determine their eligibility status in the Program. A “**Check Pool Status**” can be made by:

1. **Internet Access** – Union Communicators are allowed secure confidential Internet access to SATIS. Passage is protected by a series of access codes and passwords. No information will be released without providing the proper security clearance.
 - a. The Union Communicator will login, using their secure access code and password to the CDS website at www.cdsonsite.ca to perform a check pool status. From the main menu, the Communicator selects “**Check Pool Status**” and will be redirected to the next page.
 - b. The Communicator enters the “**Employee ID**” (Social Insurance Number or Union Book Number) and then selects “**Validate**”.



- c. The Union Communicator will be redirected to the next page which will provide the Communicator with the member's Union Book Number, Local Number, last four (4) digits of the SIN, First Name, Last Name, Craft, Employed By and their Eligibility Status (Current, Not Current, Pending, Testing or Reinstate). To protect to member's privacy, Reinstate Status is only available to Union Communicators. For Employer Communicators, members who have a Reinstate Status will be shown as Not Current.

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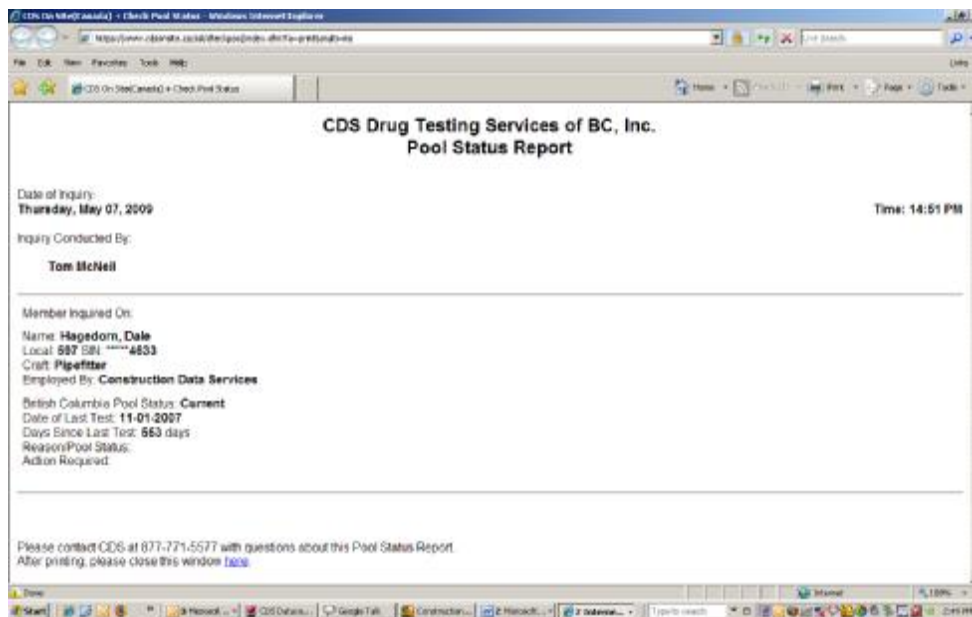


- d. To provide compliance reports to general contractors or owners, select **“View and Print Inquiry Details”**



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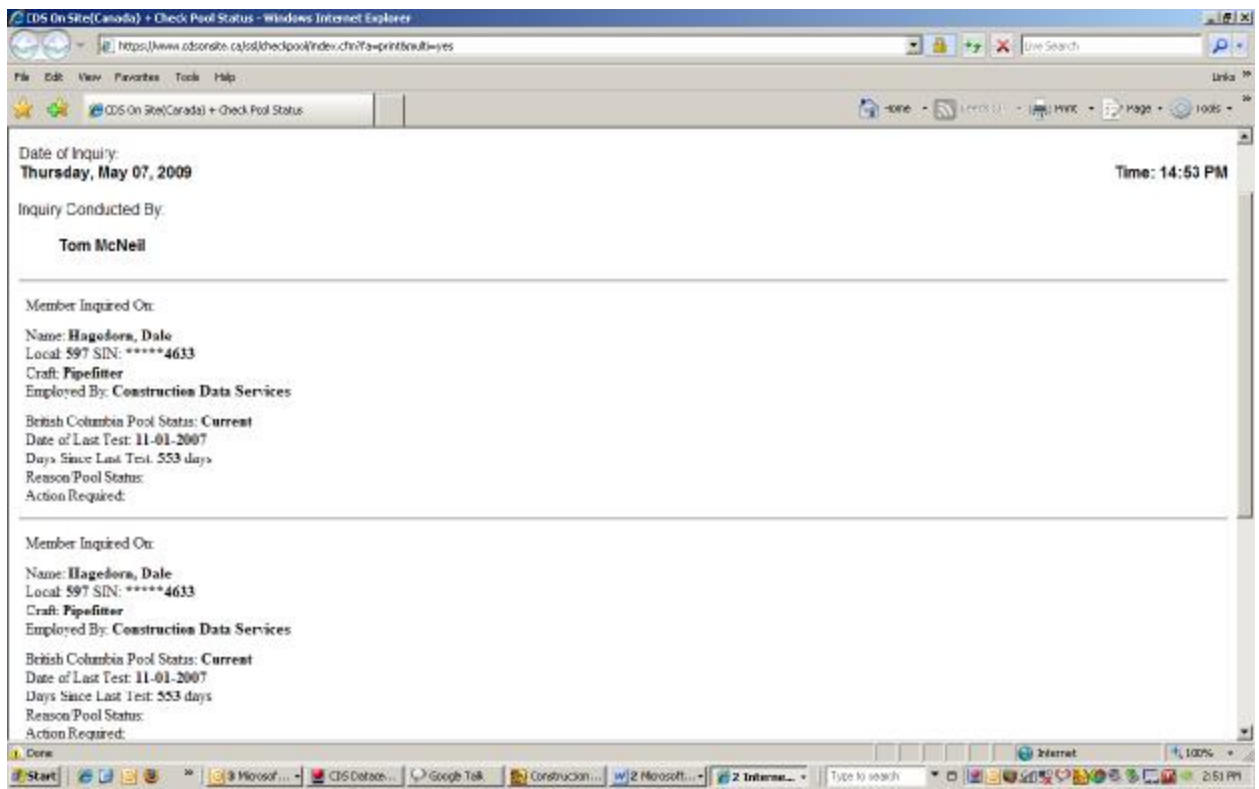
- e. The Union Communicator will be redirected to the next page providing a report in printable format that includes date of inquiry, Communicator making inquiry, Employer, member's name, Local Number, last four (4) digits of their SIN, craft, employed by, eligibility status, date of last test and number of days since last test.



- f. Union Communicators can perform a **“Check Pool Status”** on as many members that is necessary to provide compliance reports to general employers and owners by selecting **“View and Print All Inquiries.”** Three members will be printed on each page of the compliance report.



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2. **Phone** – Union Communicators can obtain a member's eligibility status by calling CDS. The Union Communicator's access code and password must be provided at the time of inquiry.
3. **Fax** – Union Communicators can inquire on members by fax.

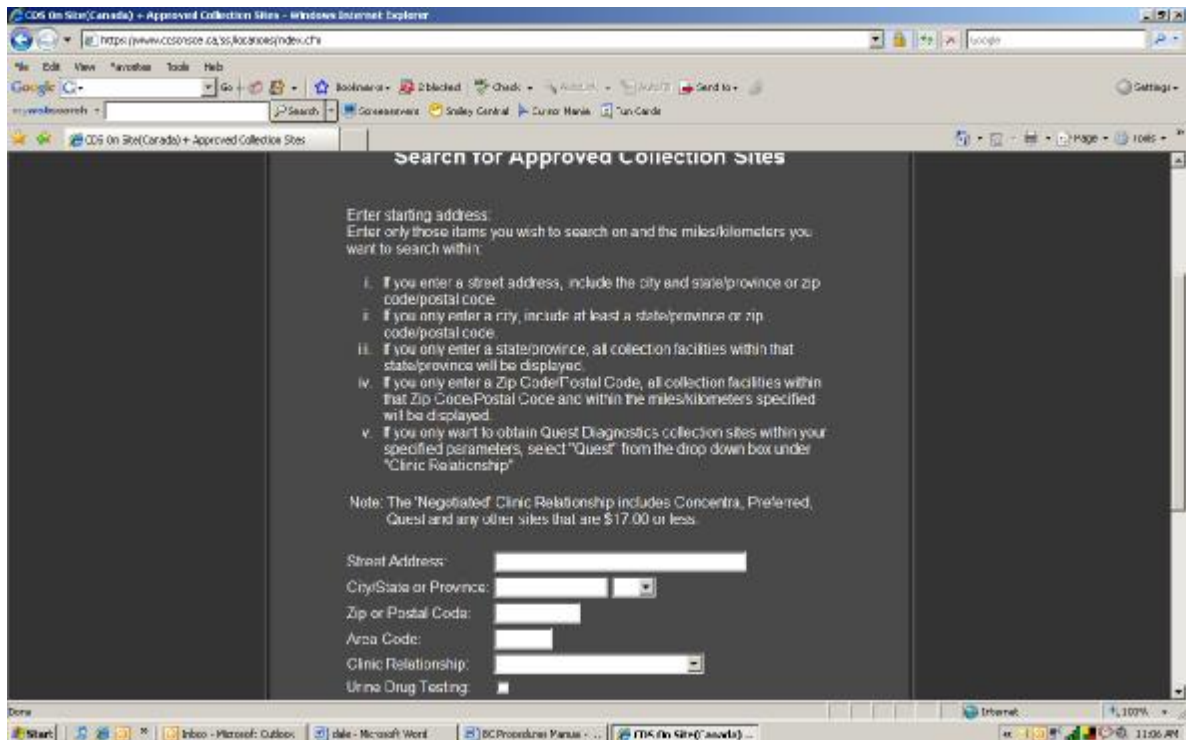
H. APPROVED COLLECTION SITES

CDS has made arrangements with clinical collection sites for testing of employees.

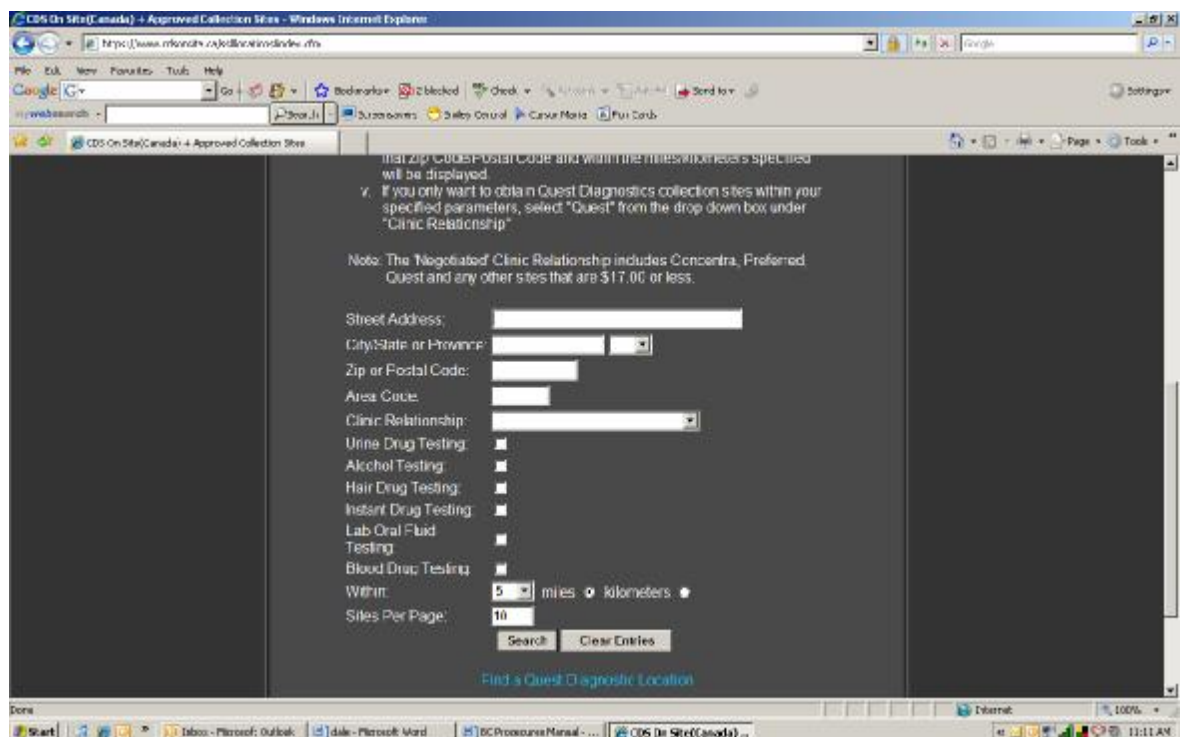
Communicators, who have a preference for a clinical collection site that is not on the list, should contact CDS to request that the collection facility be added to the list.

1. To obtain a list of collection sites to have employees tested, select "**Approved Collection Sites**" from the main menu. This menu item allows Communicators to locate a Collection Site throughout Canada and United States from our list of more than 15,000 sites by name, city, state/province and/or zip code/postal code and whether a drug and/or alcohol test collection is available.
2. Enter a starting address or only those items you wish to search on and the miles/kilometers you want to search within. Simply follow the instructions detailed on this page.

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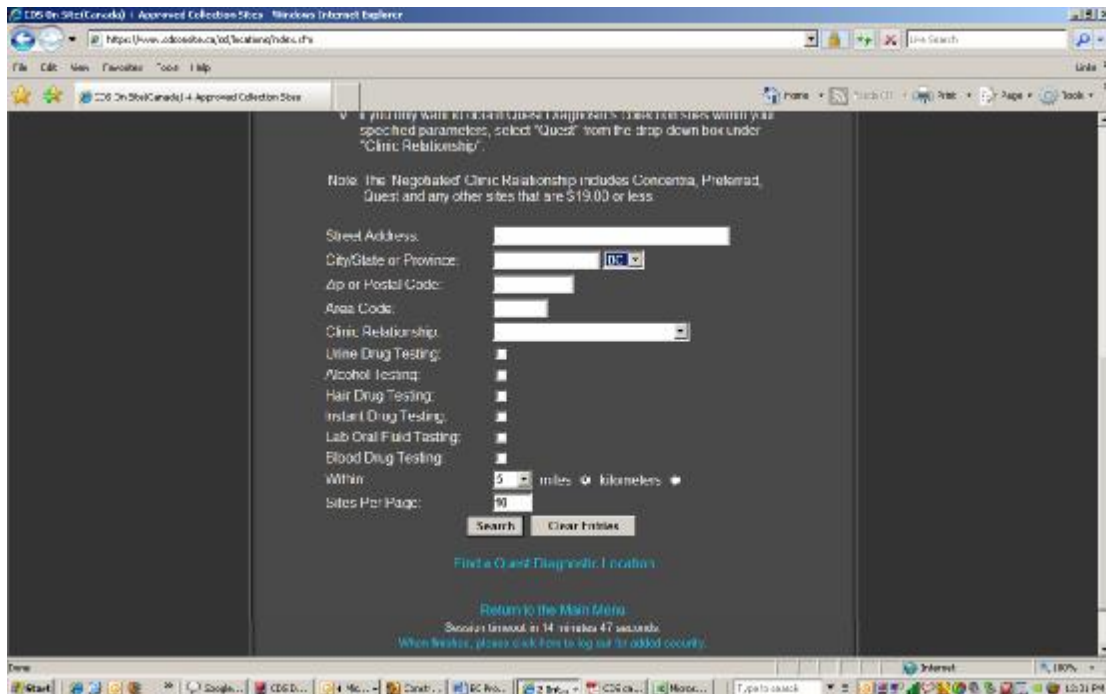
- You can also refine your search to sites that only provide collections for urine drug testing, hair drug testing, instant drug testing, laboratory oral fluid testing, blood drug testing or a combination of these by selecting the appropriate boxes. If you do not select any boxes, all collection sites will be provided.



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- Once you have entered your parameters, select the **“Search”** button.

If you enter only state/province for your search criteria, all collections sites within that state/province will be provided.



- A list of collection sites will be provided based on your search criteria along with their address, phone number, distance from the starting address and Clinic Relationship Type.

| Name | Street | City | State/Province | Zip/Postal Code | Phone | Distance | Type |
|--|---------------------------------|-----------------|----------------|-----------------|--------------|----------|----------------|
| We Care Home Health | 2825 Clearbrook Road, Suite 216 | Abbotsford | BC | V2T6S3 | 604-864-9682 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 1526 Richter Street | Kelowna | BC | V1Y 2M3 | 250-861-6315 | Unknown | Non-Negotiated |
| Kitimat General Hospital | 920 Lahaikas Blvd | Kitimat | BC | V8C 2G3 | 250-632-6009 | Unknown | Non-Negotiated |
| LSL Collections | 920 Lahaikas Blvd | Kitimat | BC | V8C 2G3 | 250-632-6009 | Unknown | Non-Negotiated |
| Clover Medical Clinic | 5796 Clover Road | Langley | BC | V3A 4R9 | 604-530-3233 | Unknown | Non-Negotiated |
| We Care Home Health | 42-1559 Estevan Road | Nanaimo | BC | V9S3Y3 | 250-740-0035 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 145 West 15th Street | North Vancouver | BC | V7M 1R9 | 604-980-6350 | Unknown | Non-Negotiated |
| We Care Occupational Health Services | 2850 Shaughnessy Street | Port Coquitlam | BC | V3C 6K5 | 604-557-4378 | Unknown | Non-Negotiated |
| We Care Home Health Services | 1811 Victoria Street, Suite 102 | Prince George | BC | V2L2L6 | 250-563-3501 | Unknown | Non-Negotiated |

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6. A list of collection sites in your search criteria can be printed by selecting, **“Print list with all search results.”**
7. You can navigate to the next pages by selecting **“Next”** or **“Last”** or the previous pages by selecting **“Previous”** or **“First.”**



8. Click on the name of the collection site and a screen will appear with detailed information about this site.



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9. To obtain directions to the collection site, select “Map” and you will be redirected to Google Map for entering your address.

