

# **TDP Pre-employment Testing Protocol**

The following guidelines should be followed for the testing of applicants for TDP covered positions.

1. Have applicant complete a Pre-Employment Applicant Testing Form.
2. Follow eScheduling protocol to create a testing authorization form called an ePassport.
  - a. Reminders: Email a copy of the form [mroteamD@idsa.com](mailto:mroteamD@idsa.com) during the online process. Make sure that you add the agency's location in the "Additional Notes" section on the ePassport so the test will be reported and invoiced properly.
  - b. Provide applicant with a copy of the ePassport
    - i. There is no need to provide a kit or CCF to the applicant unless a collection site was selected that isn't capable of creating an electronic form (eCCF) – they are marked in red online.
3. Cover the following with the applicant:
  - a. Instructions on the location of the local area collection facility.
  - b. Inform them they need to present the form to the collection facility upon arrival so the collection facility will know exactly what to do.
  - c. Tell them that they need to allow sufficient time to complete the collection before the collection site closes and to arrive at the collection site with the ability to provide a urine specimen.
  - d. Be sure they are aware that once they present themselves at the collection site and begin the collection process they cannot leave until the collection process is completed or it may be a refusal to test.