

TechBuy Guidelines for Entering Requisitions for Employee Drug & Alcohol Screening

The following guidelines are intended to provide assistance for individuals entering requisitions for drug and alcohol screening in TechBuy. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail. For more information, refer to OP 70.35, at www.depts.ttu.edu/opmanual/OP70.35.pdf.

The university has contracted with OccMed to provide drug and alcohol screening services for current and prospective university employees. These services should be processed using the following procedure to ensure that the proper forms are submitted to Human Resources, Risk Management, and Purchasing and Contracting.

Entering the Requisition (Getting a PO Number)

Drug and alcohol screening should not be done without a valid purchase order, so that should be the first step. If your department only needs a few drug screens per year, individual requisitions are appropriate. For a job opening, the requisition should be completed when the position is posted so that the PO is complete when the candidate is screened. However, if your department has quite a few candidates or employees in security-sensitive level 2 positions or with duties that require a commercial driver's license, you should consider a standing or blanket PO to cover estimated expenses for the fiscal year.

- For a requisition for an individual screening, in TechBuy, click on the Favorites tab and under the Shared Organization Favorites for TTU, select "Drug Testing." Change the "Quantity" amount if needed and click on the "Add to Cart" button. Click on the "View Cart" button and proceed with the requisition. The vendor and price will populate automatically.
- For standing or blanket orders, select the Non-Catalog Form Master for standing orders or the Blanket Order Form for blanket orders.
 1. In the **Select Supplier** section, select "OccMed" as the vendor.
 2. In the **Purchasing Category** section, select "Other" and estimate the number of tests needed for the fiscal year, or if necessary, for the quarter.
- Use account code 7A0050 for all funds.
- Be sure to note the PO number when it is assigned so that this number can be written on the consent form before the applicant or employee is sent to OccMed. (See instructions below.)

Procedure for New Hires: *Note, this procedure should also be followed when considering a current employee for a new position that requires drug or alcohol screening.*

1. When an applicant applies for a job that requires drug or alcohol screening, the applicant will be required to sign two forms:
 - Texas Tech's "Consent to Drug and Alcohol Testing" (which can be downloaded at www.depts.ttu.edu/hradministration/hrservices/EMPServicesCenter/forms.asp)
 - For the OccMed "Authorization for Examination or Treatment" form, go to the link below, then select "Drug and Alcohol Screening Form" from the right-hand column (www.texastech.edu/riskmang/screening.aspx)
2. When the hiring manager selects the finalist, the candidate will be advised that employment is contingent upon passing the drug screening. The hiring manager will complete and sign the OccMed authorization request (the second form listed above) and note the PO number on the OccMed form (see "Entering the Requisition" above). The hiring manager will then give the form to the candidate and tell him/her to report to OccMed. *Drug tests should not be initiated without a valid PO.*
3. After the candidate provides a specimen to OccMed, the results will be reported to Risk Management, which will then advise the hiring manager. The hiring manager will make the final hiring decision.
4. OccMed will submit a bill to Accounts Payable using the PO number on the authorization form sent with the candidate.

Procedure for Current Employees:

1. When testing current employees, either because of an accident or for random testing as required by OP 70.35, the employee is required to sign both the "Consent to Drug and Alcohol Testing" and the "Authorization for Examination or Treatment" form. (The links are listed in #1 in the "New Hire" section above.) The supervisor will sign the authorization form, note the PO number on the form, and send the employee to OccMed. *Drug tests should not be initiated without a valid PO.* **Note: Post-accident testing is time-sensitive and must be completed quickly. If your department does not have a standing order for drug screening, immediately enter a requisition as outlined above and contact TechBuy Support at sciquest.purchasing@ttu.edu to expedite processing.**
2. After the candidate provides a specimen to OccMed, the results will be reported to Risk Management, which will then advise the departmental supervisor.
3. OccMed will submit a bill to Accounts Payable using the PO number on the authorization form sent with the employee.

Notes:

- If a drug screen shows positive, OccMed's medical review officer will discuss the results with the donor. There is no additional charge for this service. However, if a drug screen shows dilute negative a hair follicle test is required at an additional charge of

\$70.00. If your department has a standing order, payment for the hair follicle test will be included with the charges for the drug screens since the account coding is the same. However, if your original requisition was for a single drug screen, you will need to complete a new requisition. (See the instructions for completing a requisition for an individual screening in “Entering a Requisition” listed above, but you will need to select “Hair Follicle Test” instead of “Drug Testing” to get the unit price of \$70.00.) This requisition will need to be completed as soon as the hiring manager/supervisor is notified of the dilute negative result, but it will not be considered an after-the-fact requisition.

- If additional drug tests are required by the university or system, the charges will be included with the invoice sent to the Accounts Payable Department. If your department has a standing order, the additional tests will be included with the original drug screens since the account coding is the same. However, if your original requisition was for a single drug screen, you will need to complete a non-catalog form for the additional testing as soon as the hiring manager/supervisor is notified the additional testing is required. As with positive result charges, these will not be considered an after-the-fact requisition.

Unbundled Pricing	
Urinalysis Screening (EMIT Technique and Testing [GC/MS])	\$22.50 (per specimen)
Urinalysis Testing (GC/MS Confirmation Only)	\$22.50 (per specimen)
MRO fee	\$50.00
Hair follicle testing	\$70.00 (per specimen)
Audiometry	\$20.00
*Hepatitis A	\$70.00
Spirometry	\$30.00
*Tetanus	\$45.00
Physical	\$35.00
Drug Test	\$22.50
*CMP	\$15.00
Breath Alcohol	\$22.50
*Respiratory Fit Test	\$15.00
Initial Asbestos Physical	
Chest X-ray PA/Lateral	\$70.00
B-Reader	\$50.00
Physical with UA	\$40.00
Pulmonary Function Test	\$30.00
Non-DOT Drug Screen	\$22.50
*Occult Blood (Stool)	\$15.00 per sample
Environmental Health & Safety Department Exam	
Worksteps	\$150.00
HPE	\$75.00
Physical Plant (Non-DOT Pre-Placement Exam)	
Audiometry	\$20.00
Spirometry	\$30.00
Non-DOT Physical with UA (10-panel)	\$60.00
Worksteps	\$150.00
HPE	\$75.00
Department of Utilities Exam	
*Tetanus	\$45.00
Audiometry	\$20.00
Non-DOT Physical	\$40.00
Pulmonary Function Test	\$30.00
Blood Screen after Needle Stick	
Venipuncture	\$12.00
*Hepatitis Panel	\$84.00
*HIV	\$40.00
Additional Vendor Pricing &/Or Exceptions	
*Worksteps (to identify essential job functions and develop a test)	\$150.00 per hour
Periodic Asbestos Physical	
Chest X-ray PA/Lateral	\$70.00
B-Reader	\$50.00
Physical with UA	\$40.00
Pulmonary Function Test	\$30.00
*Occult Blood (Stool)	\$15.00 per sample
Painters Physical	
Physical with UA	\$40.00
Chest X-ray PA/Lateral	\$70.00
X-ray over-read	\$40.00
Spirometry	\$30.00

*All blood work (**including lead testing)	\$130.00
Blood Work Exam	
*Cholinesterase; RBC	\$75.00
Initial Occupational Physical	
Non-DOT Physical	\$35.00
Non-DOT Drug Screen	\$22.50
Pulmonary Function Test	\$30.00
Periodic Occupational Physical	
Non-DOT Physical	\$40.00
Pulmonary Function Test	\$30.00
Hazardous Material Physical	
Spirometry	\$30.00
EKG	\$50.00
*Heavy Metals including Cadmium	\$200.00
Non-DOT Drug Screen	\$22.50
Physical with UA	\$40.00
*Comprehensive Metabolic Profile (includes CMP, CBC and lipid panel)	\$50.00
DOT Pre-Placement Exam	
Audiometry	\$20.00
Spirometry	\$30.00
DOT Physical with UA (5-panel)	\$65.00
Worksteps	\$150.00
HPE	\$75.00