



# Taxis, Access & Mobility Services Division



## Drug Test Form For Urine Drug Screening and Breath Alcohol Testing

This form should be completed by the donor prior to the donor's specimen collection and/or breath alcohol test appointment and provided to the collection site. Only the Drug Testing Facilities listed are authorized and paid for by SFMTA.

**Company Information:**Work-site Address: SFMTA Taxi Services

Donor Name: \_\_\_\_\_

Address: 1 South Van Ness Ave., 7<sup>th</sup> Floor

CDL #: \_\_\_\_\_

City, State & Zip: San Francisco, CA 94103, 415.646.4400

Signature: \_\_\_\_\_

Primary Contact: Energetix 516.505.0362

Date: \_\_\_\_\_

**Collection Site Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State &amp; Zip: \_\_\_\_\_

**TEST(S) REQUESTED:**

☒ Drug Screen (5 Panel Split) –  
SFMTA Account # 10650262  
FormFox sites-use Account# 10650262

☐ Breath Alcohol

☐ NON-DOT

☐ Direct Observation Test  
Mandatory for all Return to Duty and Follow Up Tests

**Billing Information:**

Energetix

Attn: Sarahi Wilson

2000 N Drexel Blvd.

Oklahoma City, OK 73107

Tel: 516.505.0362 Fax: 405.602.8402

SFMTA Account# 10650262

Only the Drug Testing Facilities listed are authorized and paid for by SFMTA.

**REASON FOR TEST(S), check one:**

☒ Taxi Cert Renewal/New Hire ☐ Post Accident ☐ Reasonable Suspicion ☐ Return to Duty ☐ Follow up



## FOR COLLECTION SITE TECHNICIANS

You do not need an Authorized Number/ID.

In order to perform the collection process, you need to do the following.

HOW TO - FormFox collection using SFMTA's Quest account number.

1. Login to FormFox using your unique Username and Password.
2. At the first screen, select "Lab Based Drug Test (Account Number)." It is located under the section that says, "What do you want to do?"
3. Next, you will select the lab for SFMTA, select "Quest Labs".
4. After the lab selection has been made, FormFox may ask to re-enter your password. If so, enter your password and click "Submit".
5. On this next screen, enter the 8-digit Quest account number for SFMTA which is **10650262**. Once you enter the account number, you will click "Search".
6. FormFox will have you re-enter the 8-digit Quest account number for SFMTA which is **10650262**.
7. Once you enter it the second time, you will be able to click "Lookup Account".
8. You will enter the donor's information. For SFMTA, use the driver license as the donor ID number.
9. To enter the driver license, you will click the drop-down arrow next to SSN (social security number). A pop-up menu will appear, and you will select "DL (driver license)".
10. Once you have entered the driver's license number, name, and date of birth you will click "Search".
11. The system will do a quick search to see if there are any tests set up under this name and ID number. Once the search has been completed, you will click "Create New Test".
12. On the next screen the system should auto fill the DL #, DOB, date and time of arrival, and name.
13. You are responsible for inputting the driver's daytime and evening telephone. You can do this by clicking inside the box for phone number and enter it. If it is the same number, you can copy and paste the number you entered into the other phone number box.
14. On the same screen, you will also enter how the donor's ID was verified. The options are photo ID, Employer representative, and other. The driver should have their license so you can select "Photo ID".
15. Next, you will select the reason for the test. You do this by clicking the grey box next to reason for test and you can select the reason for test.
16. You need to reference the form that the driver brought in from SFMTA. The last section on this screen is the panel detail and it should default to SFMTA panel "**65105N**". Once all this information has been entered you will click "Next".
17. You may process the test as usual from this point on in FormFox.

If you have any questions about the collection process, please call ENERGETIX at 516.515.0362.



## SAMPLE: DRUG TESTING DONOR FORM

### FORENSIC DRUG TESTING CUSTODY AND CONTROL FORM



SPECIMEN ID NO.

#### STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

LAB ACCESSION NO.

<b>A. Employer Name, Address, I.D. No.</b> SFMTA TAXI SERVICE Jackie Vo 1 S VAN NESS 7TH FLOOR SAN FRANCISCO CA 94103 PH: 415-646-4619 FAX: ---		<b>B. MRO Name, Address, Phone and Fax No.</b> DAVID NAHIN MD 13SCREEN 9501 NORTHFIELD BLVD DENVER CO 80238 PH: 877-585-7366 FAX: 855-253-5666		FORM ID: SAPH500020
<b>C. Donor SSN or Employee I.D. No.</b> _____				
<b>D. Donor Name:</b> Last: _____ First: _____				
<b>E. Donor ID Verified:</b> <input type="checkbox"/> Photo ID <input type="checkbox"/> Emp. Rep. _____				
<b>F. Reason for Test:</b> <input type="checkbox"/> Pre-employment (1) <input type="checkbox"/> Random (3) <input type="checkbox"/> Reasonable Suspicion/Cause (5) <input type="checkbox"/> Post-Accident (2) <input type="checkbox"/> Promotion (22) <input type="checkbox"/> Return to Duty (6) <input type="checkbox"/> Follow-up (23) <input type="checkbox"/> Other (specify) (99) _____				
<b>G. Drug Tests to be Performed:</b> ( ) 65105N SAP5-50/2K-3+6A/OX/T				
<b>H. Collection Site Name:</b> _____ <b>Collection Site Code:</b> _____				
<b>Address:</b> _____		<b>Collector Phone No.:</b> _____		
<b>City, State and Zip:</b> _____		<b>Collector Fax No.:</b> _____		

#### STEP 2: COMPLETED BY COLLECTOR

Read specimen temperature within 4 minutes. Is temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark \_\_\_\_\_

Specimen Collection:

☐ Split ☐ Single ☐ None Provided (Enter Remark) \_\_\_\_\_ ☐ Observed (Enter Remark) \_\_\_\_\_

REMARKS

**STEP 3:** Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5.

#### STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed, and released to the Delivery Service noted in accordance with applicable requirements.

<b>X</b> Signature of Collector (Print) Collector's Name (First, MI, Last) _____	Time of Collection AM PM Date (Mo./Day/Yr.) _____	<b>SPECIMEN BOTTLE(S) RELEASED TO:</b> <input type="checkbox"/> Quest Diagnostics Courier <input type="checkbox"/> FedEx <input type="checkbox"/> Other _____ Name of Delivery Service Transferring Specimen to Lab _____
<b>RECEIVED AT LAB: X</b> Signature of Accessioner (Print) Accessioner's Name (First, MI, Last) _____	Date (Mo./Day/Yr.) _____	<b>Primary Specimen Bottle Seal Intact:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, Enter Remark _____
<b>SPECIMEN BOTTLE(S) RELEASED TO:</b> _____		

#### STEP 5: COMPLETED BY DONOR

I certify that I provided my specimen to the collector; that I have not adulterated it in any manner; each specimen bottle used was sealed with a tamper-evident seal in my presence; and that the information and numbers provided on this form and on the label affixed to each specimen bottle is correct.

<b>X</b> Signature of Donor Daytime Phone No. ( ) _____	(PRINT) Donor's Name (First, MI, Last) _____ Evening Phone No. ( ) _____	Date (Mo./Day/Yr.) _____ Mo. Day Yr.
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Date (Mo. Day Yr.) _____ Donor's Initial's _____	CENTER OVER CAP <b>A</b>	SPECIMEN ID NUMBER
Date (Mo. Day Yr.) _____ Donor's Initial's _____	CENTER OVER CAP <b>B</b>	SPECIMEN ID NUMBER



## Drug Test Authorized Sites revised 4.21.2021

	Name	Address	City	Phone	Hours
1	ARCPPOINT LABS - BAKERSFIELD, CA (MEANY AVE)	7737 MEANY AVE	BAKERSFIELD	6616796799	M-F 8:00 am-5:00 pm
2	AMERICAN INDUSTRIAL CARE, INC.	2477 PACHECO STREET	CONCORD	9256748080	M-F 7:30 am-5:00 pm
3	NO DRUGS INC - FREMONT, CA (SELDON CT)	3225 SELDON COURT	FREMONT	8004903784	M-F 8:00 am-5:00 pm
4	DRUG TESTING CENTER	5612 N. BLACKSTONE AVE	FRESNO	5594401991	M,W,F 9:00 am-6:00 pm T,Thu 9:00 am-5:00 pm
5	VALLEY DRUG TESTS - FRESNO, CA (S BAGLEY AVE)	3667 SOUTH BAGLEY AVENUE	FRESNO	5594326700	M-F 9:00 AM - 4:30 PM
6	VALLEY WORKFORCE COMPLIANCE & TRAINING - FRESNO, CA (P ST)	744 P STREET	FRESNO	5593582513	M-F 9:00 am - 5:00 pm
7	NO DRUGS, INC - LAKEPORT, CA (LAKESHORE BLVD)	2559 LAKESHORE BLVD	LAKEPORT	8004903784	M-W, F 8:00 am-5:00 pm (Closed Thursday)
8	ARCPPOINT LABS OF MARTINEZ - MARTINEZ, CA (ALHAMBRA AVE)	3237 ALHAMBRA AVE	MARTINEZ	9259576870	M-F 8:30AM-5:00PM
9	NO DRUGS INC - MARTINEZ, CA (ARNOLD DR)	827 ARNOLD DR	MARTINEZ	9253708378	M-F 8:00 am-5:00 pm
10	ACCURATE DRUG & DNA TESTING	8105 EDGEWATER DR	OAKLAND	5107770904	M-F 9:30AM-12:00PM. Stops doing collections after 12:00pm
11	GLOBAL DRUG ALCOHOL & DNA SERVICES	1730 FRANKLIN STREET	OAKLAND	5102684901	M-F 9:30 am-5:00 pm
12	ARCPPOINT LABS - PLEASANTON, CA (BOULDER CT)	405 BOULDER COURT	PLEASANTON	9252361700	M-F 9:00 am - 4:00 pm
13	NORTH STATE DRUG TESTING LAB	2301 PARK MARINA DR STE 17	REDDING	5302438921	M-F 8:00 am-5:00 pm
14	ARCPPOINT LABS - RICHMOND, CA (RICHMOND PKWY)	3065 RICHMOND PARKWAY	RICHMOND	5106864278	M-F 7:00 am- 6:00 pm, Saturday 9:00 am – 1:00 pm
15	ALCOHOL & DRUG TESTING SERVICES/ADTS - ROHNERT PARK, CA (LABATH AVE)	6025 LABATH AVE	ROHNERT PARK	7075881234	M-F 8:00 am-5:00 pm
16	ARCPPOINT LABS OF SACRAMENTO (ACCUDIAGNOSTICS)	1578 HOWE AVE	SACRAMENTO	9165650400	M-F 8:30 am - 3:30 pm
17	NO DRUGS INC - SACRAMENTO , CA (E SOUTHGATE DR)	7275 EAST SOUTHGATE DRIVE	SACRAMENTO	9164283784	M-F 8:00 am-5:00 pm
18	CALIFORNIA PACIFIC MED CENTER	CASTRO & DUBOCE SUITE 160A SOUTH TOWER	SAN FRANCISCO	4156006600	M-F: 8:30 am - 1:30 pm; Walk-in, appointments recommended
19	CONCENTRA - SAN FRANCISCO, CA (CALIFORNIA STREET)	26 CALIFORNIA STREET	SAN FRANCISCO	4157817077	M-F: 7:00 am – 6:00 pm; Walk-in
20	CONCENTRA MEDICAL CENTER- SAN FRANCISCO, CA (CONNECTICUT ST)	2 CONNECTICUT STREET	SAN FRANCISCO	4156215055	M-F: 7:00 am – 6:00 pm; Sat: 9:00 am – 3:00 pm Walk-in
21	NO DRUG INC - SAN FRANCISCO , CA (SILLIMAN ST)	9 SILLIMAN STREET	SAN FRANCISCO	4154683784	M-F: 8:00 am – 4:00 pm; Sat: by appointment; Walk-in
22	SAN FRANCISCO INT'L AIRPORT MEDICAL GROUP INTERNATIONAL TERMINAL MAIN HALL	BOARDING AREA A SIDE	SAN FRANCISCO	6508215600	M-F: 7:00 am – 7:00 pm; Weekends and Holidays Closed
23	DNA & DRUG SCREENING SERVICES INC	242 MERIDIAN AVE	SAN JOSE	4089939998	M-F 7:30 am-5:00 pm
24	NO DRUGS INC - SAN JOSE , CA (NEWBERRY DR)	3162 NEWBERRY DRIVE	SAN JOSE	4084483784	M-F 8:00 am–1:00 pm, 2:00–5:00 PM
25	SOLANO DRUG AND ALCOHOL TESTING	418 DAVIS STREET	VACAVILLE	7074479651	M-F 8:30 am-12:00 pm & 1:00 pm-4:30 pm

If you need help with a Drug Test Authorized Sites, please call ENERGETIX at 516.515.0362.

Revised 4/21/2021



## FAQ's

### 1. Why is drug testing necessary?

California Government Code Section 53075.5, enacted as law in 1996, requires local entities that regulate taxicabs to institute a drug and alcohol testing policy for taxi cab drivers with the procedures that comply with applicable regulations in Part 40 and Part 382 of Title 49 from the Code of Federal Regulations. Compliance with this policy and participation in the testing program is a requirement of each Taxi Driver and therefore is a condition of the Driver permit.

### 2. How much does it cost?

The testing cost for new drivers and annual renewals will be paid for by the SFMTA.

### 3. What drugs will I be tested for?

The Taxi program requires testing for:

- Amphetamines
- Cocaine
- Ext. Opiates
- Marijuana
- MDA-Analogues
- Opiates
- Oxycodones
- Phencyclidine (PCP)

### 4. How often do I have to be tested?

Taxi drivers must submit a drug test:

- when they apply for New Taxi Driver permits,
- when they renew their permits annually
- if they get in an accident
- in cases where there is a "reasonable suspicion," if a supervisor/manager observes signs or symptoms of substance abuse
- in cases of returning to duty after rehabilitation from a positive test, if the company policy permits it

### 5. Do I have to be screened for alcohol?

Drivers are required to take alcohol breath test in the following instances:

- Post –accident
- Reasonable suspicion
- Return-to-duty
- Follow-up testing

### 6. What methods of testing are used?

All drug testing is based on urinalysis while alcohol testing will be based on a breath analysis



**7. What is considered a positive blood alcohol level?**

According to the USDOT the cut off limits would be 0.04 or greater to have a positive alcohol level

**8. Where will I be tested?**

See the attached list of locations for the Drug & Alcohol Testing Collection Sites.

**9. Where can I obtain a Drug Chain of Custody form (CoC)?**

New Applicants can obtain the Drug Chain of Custody (CoC) form at the SFMTA Taxi Customer Services Window (1 South Van Ness, 7<sup>th</sup> floor). Returning drivers can pick up the form from the SFMTA office or testing facility.

**10. What happens if I test Positive?**

Drivers who test positive during the permit renewal will be immediately suspended and required to complete the following:

- evaluation by Substance Abuse Professional (SAP)
- successful completion of a prescribed treatment program
- test Negative during a Return-to-Duty test

Any new Taxi Driver Permit applicant that tests positive for any of the above mentioned drugs (#3) will be automatically denied an A-card permit.

**11. What happens if I refuse to test?**

Consequences for refusing a test are the same as if you tested Positive for drugs or alcohol.

**12. How long will it take before SFMTA will receive the results?**

SFMTA will receive all negative drug test results take from 48 to 72 hours.

SFMTA will receive all non-negative drug tests results take from 4 to 7 days. A breath alcohol test will give an immediate test result.

**13. How will I know my results?**

All negative, positive and non-negative results will be reported to the SFMTA by a MRO (Medical Review Officer). If the test is positive or a non-negative then the MRO will contact the driver who will then be asked to explain the result.

**14. What does a non-negative test mean?**

If your drug test does not come back negative, you will be contacted by telephone by staff from the Medical Review Officer. The MRO will review your test result and ask you questions related to why the test was not negative. You will be asked to provide information and copies of your prescriptions by email, including your Medical Marijuana card if marijuana is the issue. You must promptly comply with the MRO's request. The MRO will ultimately decide the outcome of the drug test and report it to SFMTA.

**15. If my test shows a positive result will I be refunded the \$120.50 for my A-Card renewal payment?**

No refunds will be granted for those who test positive for a drug, no matter the circumstance.