



# Taxis, Access & Mobility Services Division



## Taxi Donor Information 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 & 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. \_\_\_\_\_ LAB ACCESSION NO. \_\_\_\_\_

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

A. Employer Name, Address, I.D. No. **B. MRO Name, Address, Phone and Fax No.** FORM ID: SAPH500020  
SFMTA TAXI SERVICE DAVID NAHIN MD  
Jackie Vo I3SCREEN  
1 S VAN NESE 7TH FLOOR 9501 NORTHFIELD BLVD  
SAN FRANCISCO CA 94103 Site Location : DENVER CO 80238  
PH: 415-646-4619 FAX: --- PH: 877-585-7366 FAX: 855-253-5666

C. Donor SSN or Employee I.D. No. \_\_\_\_\_  
D. Donor Name: Last: \_\_\_\_\_ First: \_\_\_\_\_  
E. Donor ID Verified: ☐ Photo ID ☐ Emp. Rep. \_\_\_\_\_  
F. Reason for Test: ☐ Pre-employment (1) ☐ Random (3) ☐ Reasonable Suspicion/Cause (5) ☐ Post-Accident (2) ☐ Promotion (22)  
☐ Return to Duty (6) ☐ Follow-up (23) ☐ Other (specify) (99) \_\_\_\_\_  
G. Drug Tests to be Performed:  
( ) 65105N SAP5-50/2K-3+6A/OX/T  
H. Collection Site Name: \_\_\_\_\_ Collection Site Code: \_\_\_\_\_  
Address: \_\_\_\_\_ Collector Phone No.: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_ Collector Fax No.: \_\_\_\_\_

**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 _____
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**RECEIVED AT LAB: X**  
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>
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**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. ( ) _____ Evening Phone No. ( ) _____	(PRINT) Donor's Name (First, MI, Last) _____ Date (Mo./Day/Yr.) _____ Date of Birth _____ Mo. Day Yr.
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PRESS HARD - YOU ARE MAKING MULTIPLE COPIES

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 11.9.2021

	Name	Address	City
1	Arcpoint Labs - Bakersfield, Ca (Meany Ave)	7737 Meany Ave	Bakersfield
2	American Industrial Care, Inc.	1210 Alhambra Ave	Martinez
3	No Drugs Inc - Fremont, Ca (Seldon Ct)	3225 Seldon Court	Fremont
4	Drug Testing Center	5612 N. Blackstone Ave	Fresno
5	Valley Drug Tests - Fresno, Ca (S Bagley Ave)	3667 South Bagley Ave	Fresno
6	Valley Workforce Compliance & Training - Fresno, Ca (P St)	744 P Street	Fresno
7	No Drugs, Inc - Lakeport, Ca (Lakeshore Blvd)	2559 Lakeshore Blvd	Lakeport
8	Arcpoint Labs of Martinez - Martinez, Ca (Alhambra Ave)	3237 Alhambra Ave	Martinez
9	No Drugs Inc - Martinez, Ca (Arnold Dr)	827 Arnold Dr	Martinez
10	Accurate Drug & DNA Testing	8105 Edgewater Dr	Oakland
11	Global Drug Alcohol & DNA Services	1730 Franklin Street	Oakland
12	Arcpoint Labs - Pleasanton, Ca (Boulder Ct)	405 Boulder Court	Pleasanton
13	North State Drug Testing Lab	2301 Park Marina Dr Ste 17	Redding
14	Arcpoint Labs - Richmond, Ca (Richmond Pkwy)	3065 Richmond Parkway	Richmond
15	Alcohol & Drug Testing Services/Adts - Rohnert Park, Ca (Labath Ave)	6025 Labath Ave	Rohnert Park
16	Arcpoint Labs of Sacramento (Accudiagnosics)	1578 Howe Ave	Sacramento
17	No Drugs Inc - Sacramento, Ca (E Southgate Dr)	7275 East Southgate Drive	Sacramento
18	Accurate C & S Services	877 Bryant Street	San Francisco
19	Concentra - San Francisco, Ca (California Street)	26 California Street	San Francisco
20	Concentra Medical Center- San Francisco, Ca (Connecticut St)	2 Connecticut Street	San Francisco
21	No Drug Inc - San Francisco, Ca (Silliman St)	9 Silliman Street	San Francisco
22	San Francisco Int'l Airport Medical Group International Terminal Main Hall	Boarding Area A Side	San Francisco
23	DNA & Drug Screening Services Inc	242 Meridian Ave	San Jose
24	No Drugs Inc - San Jose, Ca (Newberry Dr)	3162 Newberry Drive	San Jose
25	Solano Drug And Alcohol Testing	418 Davis Street	Vacaville
26	Concentra Medical Center – San Francisco Airport	3 South Linden Ave	South San Francisco

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



## 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.