

DID YOU KNOW FIRSTLAB OFFERS THE FOLLOWING SERVICES?

DOT MANDATED PREVIOUS EMPLOYER DRUG/ALCOHOL TESTING RECORDS CHECKS

The U.S. Department of Transportation (DOT) regulation, 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," includes a provision that requires each regulated employer to obtain previous drug and alcohol testing records on all applicants/employees who will begin to perform safety sensitive functions. (See 49 CFR Part 40, section 40.25).

The regulation, most of which went into effect on August 1, 2001, covers all employers regulated by the DOT drug and alcohol testing regulations. (Previously, only employers regulated by the Federal Motor Carrier Safety Administration (FMCSA) were required to obtain previous drug and alcohol testing records).

Q. Can FirstLab conduct these Drug and Alcohol Background Checks for me?

A. Yes. FirstLab has dedicated a team of employees who are trained to conduct the required drug and alcohol background check in accordance with the DOT regulations. We guarantee that you will receive a complete report within the required 30-day time limit.

BACKGROUND INVESTIGATION SERVICES

In an effort to provide Human Resource and Risk Management professionals with a "one-stop" shopping process for new employees, FirstLab is pleased to announce the addition of a full spectrum of background investigation services to complement its current drug and alcohol program management menu.

Customized profiles of packaged services are also available upon request. All data can be made available to the client 24 hours a day, seven days a week via secured access, interactive voice response technology.

Some of the searches available are: Social Security traces, MVR checks, State/County Criminal Records searches, Education Verification, State worker's compensation, etc. Please call for our complete menu of services.

DRIVER QUALIFICATION FILE (DQF) MAINTENANCE

FirstLab offers total maintenance of Driver Qualification Files (DQFs), as required by the Federal Motor Carrier Safety Administration (FMCSA).

FirstLab will receive and store Driver Qualification Files. We will review files for completeness and regulatory compliance, check for essential documents in the file that are missing, and create a computer

file for each DQF that will list the essential documents that are in the file and those that are missing. The computer file will also track those documents that are renewable to include:

- Motor Vehicle Record Check
- Driver Certification of Violations
- Employer Annual Review of Driving Record
- Medical Examination Certificate
- Driver's License/CDL License
- HAZMAT Training Certificate (if necessary)



DRIVER QUALIFICATION FILE (DQF) ONLINE

In our traditional Driver Qualification File Maintenance Program, FirstLab actually maintains and stores the employer's driver qualification files at our Waynesboro, PA location. Understanding that some employers prefer to maintain control of these files, FirstLab has developed DQF OnLine.

With DQF OnLine, a web based product, the employer has access to FirstLab's proprietary DQF software program. The employer can manage the driver qualification files from their individual location(s) and have complete access to all the reports available with our traditional program for just pennies a month!

INSTANT DRUG TESTING DEVICES (IDTs)

On-site instant testing devices can provide rapid and accurate initial screening results and, when accompanied by chain-of-custody documentation and forwarded to a DHHS certified laboratory for confirmation of initial positive findings, they can be a very cost-effective, time saving alternative to laboratory testing in non-DOT situations.

FirstLab has a variety of IDTs to choose from. We can find the right one for your needs and price range.

**For additional information or pricing on any of these services, please contact
FirstLab's Business Development Department at 800-732-3784 or email to
mail@firstlab.com**