



Consortium Services Letter of Agreement

DER: <Name First, Last>
Company Name: <Company Name>
Company Address: <Physical Address>
<City, State Zip>

June 4, 2021

Dear <DER Name>:

This letter will serve as our Letter of Agreement between _____ <Company Name> and Compliance Systems, the service provider for NW Testing Drug Screens & Physicals anti-drug and alcohol misuse testing consortium program services. This letter will be final once all fees for consortium services are paid in full.

Term of Agreement

This agreement will become effective on the date signed and shall be valid through December 31, of the current year and will automatically renew for subsequent years unless one party notifies the other that they wish to terminate the services. NW Testing and Compliance Systems will remove your company from the consortium for the following reasons:

- (a) Non-payment of initial enrollment fees and quarterly maintenance fees
- (b) Non-payment of drug/alcohol testing fees
- (c) Lack of compliance with regulations or testing selections

Services Provided

The consortium services provided by NW Testing and Compliance Systems are in accordance with the regulations and stipulations found in Title 49 CFR Transportation (FMCSA, FTA & PHMSA), 46 CFR for USGG and 14 CFR for FAA and will include:

Random database management, random selection program, testing arrangements at collection sites, laboratory testing at a DHHS-certified laboratory, Medical Review Officer (MRO) verification of test results by a certified MRO, statistical reporting, and technical assistance during state or federal audit.

Motor Carrier Responsibilities

_____ <Company Name> agrees to provide the following:

- (a) Prompt response to all requests for roster updates
- (b) Immediate testing for all drivers selected for drug/alcohol testing
- (c) Prompt payment of all invoices for quarterly fees and testing services
- (d) Retention of all Consortium Document for audit purposes
- (e) Immediate notification of any changes to contact information

Each driver who is enrolled into the consortium shall have a negative pre-employment drug test on file. If a negative pre-employment drug test is not on file, one must be conducted prior to the driver's inclusion in the consortium.

Other services that can be provided by NW Testing and Compliance Systems but are **not** included in this agreement include:

- (a) FMCSA drug and alcohol Clearinghouse compliance program
- (b) Policy development
- (c) Supervisor and Employee Training
- (d) Compliance Consulting and DOT Audit Preparation

Consortium Process

Each quarter you will receive a request for your roster update; please provide the updates and immediately return to NW Testing. You will be notified when quarterly selections are made and, if your company has a driver(s) chosen for testing, those tests must be completed as soon as possible at a collection site designated by NW Testing.

If the selected driver cannot be tested, you must immediately contact NW Testing at **360-597-4543**. Please keep in mind that all testing must be completed even if it must be done in a subsequent quarter or testing period. If your driver tests positive for drugs or alcohol, please immediately notify NW Testing.

Fees

The initial set-up fee for consortium services will be billed and is payable at the time of consortium enrollment. Random selection fees will be billed quarterly by NW Testing Drug Screens & Physicals and must be paid within our standard terms (Net 30). All fees for drug and alcohol testing are additional and will be billed to you at the time the service is rendered.

Signed:

for NW Testing

for <Company Name>

Title

Title

Date

Date

NW Testing Drug Screens & Physicals
9330 NE Vancouver Mall Dr. Suite 201
Vancouver, WA 98662
360-597-4543 fax 360-597-4907

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