



National DOT Drug and Alcohol Consortium

How it Works

-Your company requests to join the national pool (consortium). A **Letter of Agreement** is signed by us and by you, and you are provided with that letter to place in your safety files. This is your proof during an audit that you are enrolled into a national DOT substance abuse testing pool.

-A few days after you join the pool, we provide you with a **Statement of Compliance**. This is a statement that indicates that your company is enrolled into a random testing pool, and it summarizes the number of companies that are in the pool, as well as providing a statement to indicate what rates of selection are used.

-In order to add your drivers to the pool, we must have proof of **negative (clean) DOT pre-employment tests**. As soon as we have results back, we will send those to you. It can take anywhere from 24 hours to a week or so to get the results back because they have to pass through a Medical Review Officer who verifies prescription use and that process can take several days. We cannot expedite these results.

-**You must tell us when to add employees to the pool.** Each time you get test results back, you need to email our Consortium Manager to let us know you want to add the driver to the pool. We do not automatically add employees, because we have no way to know if you are going to hire someone or not, just because you tested them. All you need to do is send a simple email to bjohnson@nwtesting.com that says "Please add this driver to the pool."

-**Roster approvals are done each quarter.** Each quarter, prior to a selection, we will reach out to you to confirm if your active driver list (roster) is correct. This is a federal requirement. You will need to provide your approval by email so that we have it on file.

-**Letters of Selection and Letters of Non-Selection.** Once we have all roster approvals from all companies that are in the pool, we will run a national selection. If anyone from your company is chosen you will receive a Letter of Selection letting you know who was picked, what tests are needed (drug, alcohol or both) and when the tests need to be completed. If no one from your company is chosen you will receive a Letter of Non-Selection to keep for your files. This will provide proof that you did/did not have selections in case of a DOT audit.

- **Documentation.** It is your responsibility to keep all of the above referenced documentation and all other documentation that we provide to you for your DOT files, including the test results. While we attempt to keep records on file, as the employer, you are ultimately responsible for keeping the required documentation per DOT regulations. In the event of a compliance audit, you will be required to provide some or all of these things. Good recordkeeping will go a long ways in reducing the stress that an audit may cause, so please keep everything we send to you regarding your consortium enrollment and drug/alcohol screens.