

Pre-employment Drug Testing Checklist

A **pre-employment drug testing checklist** ensures a thorough and compliant screening process for new hires. It outlines the necessary steps, from obtaining consent to conducting the tests and documenting results. This checklist helps employers maintain a safe and drug-free workplace efficiently.

Checklist

- Confirm the company's drug testing policy is up-to-date and compliant with relevant laws.
- **Obtain written consent** from the applicant for drug testing.
- Inform applicant about the drug testing procedure, rights, and consequences of positive results.
- Schedule the drug test at an approved laboratory or clinic.
- Provide applicant with testing instructions including location and necessary identification.
- Verify applicant's identity at the testing site.
- Ensure proper chain-of-custody procedures are followed during sample collection and handling.
- Receive and review the test results from the lab.
- If positive, verify results with a Medical Review Officer (MRO) per legal requirements.
- Document results and store all records securely and confidentially.
- Notify applicant of the results and next steps in the hiring process.
- Address any appeals or disputes according to company policy.