A WorkSAFE Service, Inc. FMCSA (DOT) Consortium
Letter of Agreement

Random Testing Program--A WorkSAFE Service, Inc. agrees to provide the following services for an annual fee:

- A computerized random selection for employees subject to the Federal Department of Transportation (DOT) controlled substances and alcohol testing;
- Selections from the random pool(s) will be made at least quarterly;
- Employees subject to regulations, required by Federal Motor Carrier Safety Administration (FMCSA), will be selected at rates greater than 50% for controlled substances and 10% for alcohol in order to ensure testing will be accomplished at the mandated 50% for controlled substances and 10% for alcohol testing rates, **or** the testing rates established by FMCSA;
- Notification of employee selection(s) will be made to a designated employer contact person by phone or mail;
- Provide reports quarterly and annually verifying random testing status for the random pool;
- Blind specimen submissions to reference laboratories;
- Professional services:
  1). Medical Review Officer (MRO),
  2). DHHS-Certified laboratories,
  3). Collection Sites and Certified Breath Alcohol Technicians
  4). NHTSA approved breath testing devices.
  5). Substance Abuse Professional (SAP) referrals.

Complete Controlled Substance and Alcohol Program Management--A WorkSAFE Service, Inc. agrees to provide the following services, upon Company/Employer request, on a fee for services basis:

- Drug and alcohol tests;
- After hours fees or unusually expensive collection fees will passed on to the employer;
- Policy development/review;
- Training:
  1). Supervisor Reasonable Suspicion Training (2 hour minimum requirement),
  2). Employee Drug and Alcohol Awareness (optional requirement),
  3). Regulation Overview Training;
- DOT audit preparation;
- MIS report preparation, when required to submit report to FMCSA, Washington DC.

The "Company/Employer" agrees to:

Notify the employee(s) of the random selection, as soon as practicable after receiving notification from A WorkSAFE Service, Inc., **and** require the employee(s) to report for testing immediately after being notified by the employer;

Notify A WorkSAFE Service, Inc. of alcohol tests conducted and the test results for each employee tested;

Notify A WorkSAFE Service, Inc. immediately after receiving notification if an employee selected is not available for testing;

Advise A WorkSAFE Service, Inc. immediately of any employee changes such as: new hires or terminations.

Provide at least one week notice when requesting to set up a new collection site outside of Oregon (otherwise additional fees may apply).

I give permission and authorization to A WorkSAFE Service, Inc. to receive copies of urine drug collection test results, and/or breath/saliva alcohol test results from the laboratory, Medical Review Officer, collection site, and/or Breath or Screening Test Technician, conducted on behalf of the Company. I further acknowledge that if, as determined by A WorkSAFE Service, Inc., I do not comply with the laws, rules and regulations concerning selection for testing, testing and requiring employees to report for testing, A WorkSAFE Service, Inc. may cancel this Agreement without notice and I will forfeit any fee paid.

A WorkSAFE Service, Inc.	Company/Employer Representative
	City of Newport.
	Company Name
DATE: 4-7-15	DATE: 4-13-15

Phone: (503) 391-9363
Fax: (503) 316-9110

A WorkSAFE Service, Inc.

1696 Capitol Street NE
Salem, OR 97301

April 7, 2015

BARBARA JAMES
CITY OF NEWPORT
169 SW COAST HWY
NEWPORT, OR 97365

RE: Federal Motor Carrier Safety Administration (49 CFR Part 382.305) Random Program

This letter is verification of your company's continued participation in A WorkSAFE Service's Drug and Alcohol Testing Consortium. Enclosed is a copy of the letter of agreement for you to retain in your records.

Effective April 7, 2015, you have renewed your enrollment with the service for computerized random selection as mandated by the Federal Motor Carrier Safety Administration (49 CFR Part 382.305). The service provides placing your driver name(s) into a random pool, making them eligible for random drug and alcohol testing. You will receive notification by mail, e-mail,or phone instructing you to notify the driver(s) to report for an alcohol and/or drug random test. Once a driver receives notification, he/she must report immediately for testing. If the driver is not available for testing at the time of the notification, contact A WorkSAFE Service so the random selection is adjusted accordingly to maintain the 50% and 10% annualized testing rates.

Please notify A WorkSAFE Service any time employees are added to or leave your employment.

Call if you have questions or concerns. **Thank you for selecting A WorkSAFE Service, let me know if I may assist you with any additional drug and alcohol testing services.**

Deb Bliven
Program Manager