

**THE NEWPORT ALLIANCE  
DRUG AND ALCOHOL TESTING PROGRAM  
FEDERAL COVER SHEET**

DATE OF TESTING: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SOCIAL SECURITY # \_\_\_\_\_ EMPLOYEE HOME PHONE: \_\_\_\_\_

EMPLOYER COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESIGNATED EMPLOYER REPRESENTATIVE \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

TEST(S) BEING DONE AT: \_\_\_\_\_ COLLECTION SITE:  
\_\_\_\_\_ COMPANY SITE:

TEST(S) TO BE TAKEN:  Drug  
 Breath Alcohol \_\_\_\_\_

*(Name and phone # of person to contact with positive alcohol test results.)*

\_\_\_\_\_  
*(Name and phone # of alternate contact person)*

TEST(S) REASON:  Pre-Employment (do not do Alcohol Breathalyzer with pre-employment tests, drug test only)  
 Random  
 Reasonable Suspicion  
 Post Accident  
 Return to Duty  
 Follow up

**INSTRUCTIONS**

**EMPLOYER** is to complete this form in full and attach to a federal drug testing custody & control form to be taken to the collection site by the employee. This form must be used whenever an employee reports for any drug and/or alcohol testing.

**EMPLOYEE** - After you have completed your drug and/or alcohol test, you will be given a copy of the testing form(s) used.

**COLLECTION SITE PERSONNEL** - This employee is reporting for a drug and/or breath alcohol test as indicated above. They will have in their possession a federal drug testing custody & control form from the Newport Alliance. Your facility will use its own DOT Alcohol Testing form.

**\*\*If the individual is found to have an alcohol concentration of 0.02 or greater you must call the person indicated above as the DER.**

**ALL TESTS** – *Please Fax* copy 2 of the drug testing custody and control form (MRO copy), the alcohol testing form (if applicable) and this form to the Newport Alliance at (401) 848-6047 the day of test.

**MAIL** the original breath alcohol test results directly to the employer DER.

***\*\*All invoices pertaining to drug collections and/or alcohol testing  
are to be sent directly to the Newport Alliance***