

# State of Tennessee

## Drug Collection / BAT Request Form

*Supervisor must send completed copy of this form and send an Alere Drug Testing Custody Control form with donor to collection facility*

|  |                          |                    |
|--|--------------------------|--------------------|
| <b>Employee's Name:</b> _____  | <b>Employee #:</b> _____ | <b>Date:</b> _____ |
| <b>State Dept/Region/Location:</b> _____   |                          |                    |
| <b>Address:</b> TN Dept of Transportation; Human Resources, Ste. 400,<br>James K Polk Building; 505 Deaderick Street, Nashville, TN 37243-0327 |                          |                    |
| <b>Contact:</b> Amy Earheart or Heather Stanford at 615-741-3461   |                          |                    |

**Check all services to be performed and mark the reason for the testing here:**

**Services to Perform:**

**Reason for Test:**

Drug Collection DOT\_\_\_\_

\_\_\_\_ Pre-Employment

Drug Collection Non-DOT\_\_\_\_

\_\_\_\_ Random

Breath Alcohol DOT\_\_\_\_

\_\_\_\_ Reasonable Suspicion

Breath Alcohol Non-DOT\_\_\_\_

\_\_\_\_ Post -Accident

\_\_\_\_ **Return to Duty (Direct Observation Required)**

\_\_\_\_ **Follow-Up (Direct Observation Required)**

\_\_\_\_ Other

**COLLECTOR, BAT & BILLING INSTRUCTIONS:**

- If Donor shows up without an **Alere** Custody form, please call NTS at 615-353-1888 immediately!
- Fax MRO copy of custody form to 615-356-1890 on the same day as collection takes place
- **Please scan & e-mail (.pdf) Employer Copies of Drug Testing and/or Breath Testing forms to:**  
*Amy.Earheart@tn.gov and Heather.Stanford@tn.gov*
- Please call Positive Breath Alcohol Results, notification of shy bladder, shy lung, refusal to test or any special situations to: **Amy Earheart at 615-741-3461**

*Please contact NTS Staff or Dr. Elam at 615-353-1888 with any questions or problems regarding a drug collection Or Breath Alcohol Test.*

**BILLING FOR DRUG COLLECTIONS AND BREATH ALCOHOL TESTING SHOULD GO TO:**

NATIONAL TOXICOLOGY SPECIALISTS  
1425 ELM HILL PIKE  
NASHVILLE, TN 37210

ATTN: TIM SHOAF, ACCTS PAYABLE  
PHONE: 615-353-1888  
FAX: 615-356-1890

*After 5:00 P.M. CST please call 615-353-1888 (press 1 for immediate assistance)*