



COLLECTIONPLUS

2129 Hacienda Way, Suite H
Sacramento, CA

Phone 916.487.3152
Fax 916.487.3265
info@collectionplus.net

COMPANY OVERVIEW

ON-SITE, ON-CALL 24/7

Collection Plus began in 1991 as the first “on-site, on-call” 24-hour drug and alcohol testing service in California. Focused on addressing employer concerns and their immediate need for accurate test results, Collection Plus is committed to accommodating your organization’s work schedules and making it easy for your employees to be tested in a safe, respectful environment. Our exceptional track record ensures a valid and accurate collection every time.

DRUG FREE WORKPLACE

A drug free workplace is essential to the health of your organization, the safety of your employees and is an expectation of the clients you serve. In order to provide such an environment, you may need more than just pre-employment testing. It is essential that your organization establishes an environment that doesn’t tolerate drugs or alcohol abuse and that your employee drug testing policy reflects this expectation. It’s important that all your employees be drug-free throughout their employment, not just on the day they take their pre-employment drug test. In addition to pre-employment testing, you may customize your workplace program to include random, post-accident, reasonable suspicion or any combination of these services. You’re the best judge of what your organization requires; we have the expertise and the skill to implement the policy.

PREVENTION

Our experience indicates that the most effective way to reduce alcohol and drug abuse in the workplace is to proactively focus on prevention. Having a defined policy that is well communicated to employees is essential. Random testing by Collection Plus tells your employees that you take this issue seriously and are focused on a drug-free work environment. Companies that implement drug-free work place policies have seen improved work performance leading to:

- Decreases in accident rates
- Increases in productivity
- Decreases in absenteeism

STAFF EXPERTISE

Collection Plus is staffed with experienced collectors, trained specifically in all aspects of collection, handling and reporting drug and alcohol test results. Every specimen is collected according to the Department of Transportation (DOT) and Department of Health and Human Services (DHHS) federal collection guidelines.

TESTING

We can conduct testing in one of two environments:

- On-site at your place of business. On-site we can conduct drug and/or alcohol screening with immediate results. If we are testing for illegal drugs, we can administer an instant preliminary test or simply collect a urine sample for laboratory testing, providing you with timely results. Alcohol testing is conducted on an Evidential Breath Test (EBT) machine and we report the results to you within minutes.

- At our clinic. Employees do not need appointments and can be sent to our facility at the employer's convenience. An individual will not have to wait more than 30 minutes and testing will take less than 15 minutes.

Collection Plus serves many different types of businesses – construction, manufacturing, shipping, transportation and the service industry – representing small, medium and large organizations. We focus our service on each individual organization and have the capacity and reporting capabilities to assist you with regulatory requirements and compliance. We look forward to working with you.

SERVICES

Collection Plus provides drug and alcohol testing services and suggests that your organization implement a drug-testing policy that includes a combination of these tests:

Pre-Employment The individual provides a specimen during the application process. Generally, an employer will only offer employment to someone whose drug result test is negative.

Post Accident After being involved in an accident or incident on the job as outlined in DOT case regulations, an employee is required to give a specimen for testing. The results of the test may provide evidence as to the cause of the accident.

Random Individuals are randomly selected for testing.

Reasonable Suspicion If there is sufficient evidence to indicate that an employee may have used an illicit drug, the employee is required to provide a specimen for testing. Usually, the evidence is based on observation by the employee's supervisor or co-workers who have witnessed physical symptoms or patterns of abnormal or erratic behavior.

Follow-up After having a positive drug test or refusing to take a drug test, an employee is tested on a random basis after coming back to work to ensure that he or she is drug-free. These tests help substantiate the employee's drug-free status.

COLLECTION PROCEDURES

To obtain accurate results, Collection Plus can utilize urine, breath, or hair. Our certified technicians are rigorously trained in all procedures involved in the collection and handling of specimens – the vital chain of custody forms – and laboratory requirements.

Urine samples can be taken quickly on-site and results are provided instantly.

Breath alcohol testing is conducted by a certified Breath Alcohol Technician on a Department of Transportation (DOT) approved evidential breath testing device, which reports results immediately.

Hair samples can detect drug use for months or years, depending on the length of the hair sample. Hair testing methods detect drug use in the last 60 to 90 days. Its biggest advantage comes from the fact that hair strand becomes a permanent record of drug use whereas urine is quickly excreted from the body.

Steroids are illegal. They have caused death, are physically harmful and have effects on mental health. Still steroid use by high school athletes in order to improve performance is on the rise. Since 1991, steroid use has increased by 50%. Detection can be accomplished through urine sampling and further testing looks for masking agents.

Livescan fingerprinting is also available for those employers interested in comprehensive, pre-employment testing services. This testing can replace traditional background checks. It's much faster than manually contacting counties for paperwork and researching paper records. Anyone who is in a position requiring the public's trust – school teachers, realtors, contractors, hair dressers, attorneys – all state licensed individuals are required to be fingerprinted. It's quick, clean and submitted to the Department of Justice.

SERVICE DELIVERY

We can deliver services in the following ways:

24-hour On-Call Mobile

- Immediate post-accident testing
- Chain of custody form and kit
- Implement on-going random testing program
- In-field white medical lab coats, medical scrubs or polo shirt with company logo
- Use of safety equipment in field on construction sites—hard hat, safety glasses and vests
- Serves as a great deterrent
- Increases program visibility and demonstrates that your company means business

Walk-in Clinic

- Serving greater Sacramento at Cottage Way, Fulton Avenue, Five Star Blvd. and Stanford Ranch Road
- Employees can come to the clinic when it's convenient for them and within a time period that the employer indicates is necessary
- No appointment is necessary
- The maximum waiting time is 20 to 30 minutes

THIRD-PARTY ADMINISTRATOR

Collection Plus has operated since 1991 as a third-party administrator to include random testing. We utilize laboratory facilities that are certified by SAMSHA (Substance Abuse and Mental Health Services Administration), provide a MRO (Medical Review Officer) on every test, manage and report results accurately and timely, provide relevant statistical analysis, random donor selection and technical support for each client's unique requirements.

CUSTOM PROGRAMS

Collection Plus has worked with a number of different types of businesses and organizations in developing work place drug and alcohol testing programs. The scope of your organization's needs may be narrow – you may only require pre-employment testing – or, your company may be in the transportation business and you need to implement pre-employment, random, post-accident and probable cause testing to ensure that you are in compliance with state and federal laws.

Collection Plus has the experience in developing custom programs that fit your organization's requirements.

Policy Development – Collection Plus has many years of experience assisting organizations and businesses develop effective workplace drug testing policies. We have the expertise you need to establish a tailored program for your business.

Reporting Capabilities – With reporting capabilities that fit a timetable that meets your needs, we can provide statements by e-mail or fax that are easy to read, reliable and accurate.

Third Party Administration – Since 1991, Collection Plus has acted as a third party administrator for organizations that require full-scale work place drug testing services. Let us assist you with the regulations, paperwork and process. We're quick, accurate and onsite.

There are various testing services that can be implemented on-site or handled at our facility. We know how to help you establish and administer your program. We're quick, reliable and on-site. These services can be administered individually or in any combination in a workplace drug policy that your organization has developed and include:

- Urine sampling
- Breath alcohol testing

- Hair sampling
- Steroid testing
- Livescan Fingerprinting in our Arden Clinic

RESOURCES

Collection Plus is your partner in developing and implementing your work place drug and alcohol policy. As an expert in the field of employee drug testing and work place enforcement, we are your resource for information.

INDUSTRY TERMS

Industry terms are helpful to your personnel department. Terms will help determine your legal obligations and assist in the implementation of an effective work place policy utilizing accepted industry language. Below are a number that are relevant.

Bit Inspection: California Highway Patrol (CHP)
bi-annual inspection of trucking companies.

Blind Specimens: Control specimens sent to lab to check the lab's accuracy.

CCF: Custody and control form that accompanies the specimen to the lab for testing.

CFR 49: Federal statute regulating drug and alcohol testing

DHHS: Department of Health and Human Services (Federal Government)

DOT: Department of Transportation (Federal Government)

EBT: Evidential Breath Test

GC/MS Confirmation: Gas Chromatography/Mass Spectrometry confirmation of positive screening test from laboratory is the only authorized confirmation test method allowed by DOT

Immunoassay: Laboratory term for initial analysis of urine specimen

Inconclusive Instant Drug Test: Test results which are non-negative and specimens should be sent on to a laboratory for confirmation testing

MRO: Medical Review Officer

MRO Review: Drug test reviewed by a trained medical official

MS/MS Confirmation: Hair testing confirmation method using mass spectrometer to confirm positive screening test.

NIDA: National Institute On Drug Abuse

QAP: Quality Assurance Plan to double check accuracy and quality of laboratory procedures or alcohol testing devices

Reasonable Suspicion: Supervisor agrees (in accordance with their training) to recognize drug and alcohol abuse exhibited by an employee such as acting out of character or unusual behavior

SAMSHA: Substance Abuse and Mental Health Services Administration. The government agency, overseen by DHHS (Department of Health and Human Services) that regulates drug testing laboratories

SAP: Substance Abuse Professional trained to counsel individuals/employees with drug and alcohol problems

Threshold Level: Level at which a laboratory tests for the presence of drugs

TPA: Third Party Administrator who manages a program for another

UA: Urinalysis

DOWNLOAD SAMPLE FORMS

Drug and Alcohol Policy (federal) PDF
Drug and Alcohol Policy (non-federal) PDF
Drug-Free Workplace Policy PDF

If you're interested in additional information, please refer to one of the sites below:

INFORMATIONAL LINKS

Association of Safety Engineers – www.asse.org
Drug and Alcohol Testing Association – www.datia.org
Drug-Free Workplace – Office of National Drug Control Policy –
www.whitehousedrugpolicy.gov
National Institute on Alcohol Abuse and Alcoholism – www.niaaa.nih.gov
National Institute on Drug Abuse – www.nida.nih.gov
Occupational Safety and Health Administration (OSHA) – www.osha.gov
Substance Abuse and Mental Health Services Administration – www.samhsa.gov
U.S. Department of Transportation (DOT) – www.dot.gov

FAQs

Collection Plus is quick, accurate and able to test at your work site.

Statistics estimate that 70% or 10 million, illicit drug users are employed in the workforce today, costing businesses \$110.9 billion in 2000 from productivity losses due to drug-related illnesses and deaths. And, a Harvard School of Public Health Corporate Alcohol Study found that a majority of alcohol-related work performance problems—tardiness, absenteeism and reduced work quality—(60%) are associated with nondependent drinkers—people who may occasionally drink too much and constitute 80% of all social drinkers.

Drug use affects your organization's ability to be productive, competitive and profitable. An employee with a drug or drinking problem is less productive, has increased health problems and is more susceptible to accidents on the job. Marijuana is the most commonly abused illegal drug, followed by methamphetamines.

A clear, consistent workplace drug and alcohol policy can:

- Educate your workforce regarding the dangers of drugs and alcohol
- Inform your employees of the company's no-drug tolerance policy
- Reduce accidents on the job
- Cost savings benefit to you! A proactive versus reactive approach will save both time and money

FAQS

FREQUENTLY ASKED QUESTIONS

Q. Which laboratories conduct the tests?

A. Collection Plus contracts only with SAMSHA (Substance Abuse and Mental Health Services Administration) laboratories that have been approved by the federal government for the Department of Transportation regulated testing of urine drug tests.

Q. What type of qualifications or training do you require of your testing technicians?

A. All Collection Plus technicians are certified under Department of Transportation (DOT) regulations, as required by law; guaranteeing your organization the highest possible standard of professional services conducted by rigidly controlled laboratories.

Q. Which businesses are most at risk of having workers at risk for drug and alcohol abusers?

A. Small and mid-size businesses bear the greatest burden of substance abusers. Most often, large employers already have work place drug policies in place. Drug and alcohol abusers will steer away from organizations that already have drug policies in place. Drug testing services also act as a great deterrent to using drugs during or after work hours.

Q. Why should my business be concerned about implementing a Drug-Free work place?

A. Nearly 70 percent of Americans who engage in illicit drug use are employed. Many will become chronic users—affecting your business in a number of ways: Lost productivity, absenteeism, medical claims, product defects, employee theft, insurance costs and accidents, to name a few.

Q. If we implement a program with Collection Plus, how do we know that the testing is accurate?

A. We stringently adhere to DOT (Department of Transportation) regulations, use only SAMSHA (Substance Abuse and Mental Health Services Administration) contracted laboratories, we employ only Certified Breath Alcohol Technicians and we have an exceptional track record—ensuring a valid and accurate collection every time.

Q. Don't lots of people use drugs without it being a problem?

A. Some do, some do not. Drug users don't intend to become addicts, but many of them do. "Recreational" drug users comprise the pool that becomes chronic drug abusers and then drug addiction develops. The psychology of addiction includes the process of denial—the development from casual, to chronic to addict is mired in denial. Even casual users can be safety hazards and cause workplace accidents - subjecting other employees to danger and harm.

Q. Is drug testing legal?

A. There are some restrictions, but employers generally have a right to establish a policy that requires employees to be drug free and to implement a testing program.

CONTACT US/DIRECTIONS

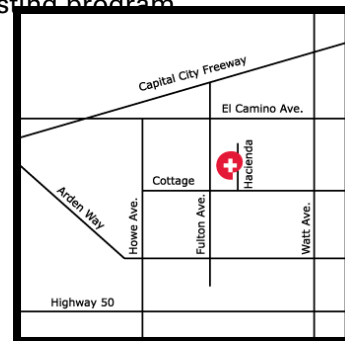
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Hwy 50 Lake Tahoe to Sacramento (Westbound)

Take Watt Ave off-ramp going North (right).

Take Watt past Fair Oaks Blvd, Arden and Alta Arden (all are lights).

Next light is Cottage – Take a left.

Go past light and you will see a big green sign on the right "Cottage Center." At that sign is Hacienda Way. Take a right.

First driveway on the left. Park in the right hand parking lot.

From I80 Reno to San Francisco (Westbound)

Take I80 to the Business I80 interchange (on the left side of the freeway).

Take Business I80 to Fulton Avenue off-ramp.

Take a left onto Fulton and get in the left hand lane.

You will pass Marconi and El Camino. The next light is Cottage Way. Take a left. Stay in left hand lane.

Immediately, you will see a big green sign on the left "Cottage Center. "

Turn left onto Hacienda Way.

First driveway on the left. Park in the right hand parking lot.

From Stockton, Elk Grove, South Sac to Sacramento (Northbound)

Take 99 north and stay to left as it turns into Business I80.

Take Business I80 all the way to El Camino Ave.

Take El Camino off-ramp and go right onto El Camino Ave.

Take a right onto Fulton and get in the left hand lane.

The next light is Cottage Way. Take a left. Stay in left hand lane.

Immediately, you will see a big green sign on the left "Cottage Center."

Turn left onto Hacienda Way.

First driveway on the left. Park in the right hand parking lot.

Hwy 50 from San Francisco to Lake Tahoe (Eastbound) or I5 Stockton to Sacramento (Northbound)

Take the Business I80 off-ramp towards Sacramento/Reno. This is after the I5 interchange and will be an exit on the right.

Take Business I80 all the way to El Camino Ave.

Take El Camino off-ramp and go right onto El Camino Ave.

Take a right onto Fulton and get in the left hand lane.

The next light is Cottage Way. Take a left. Stay in left hand lane.

Immediately you will see a big green sign on the left "Cottage Center."

At that sign is Hacienda Way.

First driveway on the left. Park in the right hand parking lot.

From I80 San Francisco to Reno (Eastbound) or I5 from Redding to Sacramento (Southbound)

Take I80 to Longview Drive.

Take a Right on Longview and it will run into Watt Ave.

Take a right. You will pass Marconi and El Camino. The next major light is Cottage Way.

Take a right.

Go past light and you will see a big green sign on the right "Cottage Center." At that sign is