

# City of Houston

## Drug Notification Form & Employee Informed Consent Instructions:

Step 1: Must be completed to ensure the right services are rendered at the Collection Sites.

- Type of Test Requested
  - Alcohol ONLY
  - Controlled Substances ONLY
  - Alcohol and Controlled Substances
- Reason for test, check one box only
  - Random
  - Return to Duty
  - Promotion
  - Follow-up
  - Post-Accident
  - Reasonable Suspicion

Step 2: Employee's Instructions:

- Drug Notification Form
  - Complete Section 1
    - Last four digits of Social Security Number
    - Employee ID number
    - Cell or home phone number
    - Department Code/Number
    - Job Title
- Employee Informed Consent Form
  - Check the appropriate box for request: Controlled Substances ONLY, Alcohol ONLY, or Alcohol and Controlled Substances
  - Employee Signature
  - Employee ID number
  - Check consent form at the bottom for information on consequences of the drug test process
  - Date of Test

**TWO HOURS ALLOTTED TO ARRIVE TO THE COLLECTION SITE**

If you have additional questions regarding the Drug Test Notification form or Employee Consent form please contact Veronica M. Boyd at 832-393-6144 or [veronica.boyd@houstontx.gov](mailto:veronica.boyd@houstontx.gov)

### Step 3: Supervisor's Instructions:

- Drug Notification Form
  - Complete Section 1
    - Ensure department code, drug test coordinator name and phone numbers listed
  - Complete Section 3
    - Employee acknowledgement of notification and reporting procedures.
      - Notified by whom (Supervisor or Designee)
      - Employee ID number
      - Date Notified
      - Time Notified
  - Complete Section 2 (only for Reasonable Suspicion or Post-Accident reasons)
    - Check Yes or No box to indicate form completed
    - Obtain authorizing signature, Employee IDs, and phone numbers

**\*\*\*\*MAKE A COPY OF THE NOTIFICATION FORM FOR YOUR RECORDS (FOR POST ACCIDENTS IN THE FIELD ASK COLLECTION SITE FOR A COPY) \*\*\*\***

### Step 4: Collection Site Instructions:

- Drug Notification Form/Consent Form gives authorization to perform drug collection
- Verification of donor by checking photo identification
- Collect specimen and label appropriately with donor signatures
- PROVIDE EMPLOYEE WITH CHAIN OF CUSTODY FORM TO DOCUMENT COLLECTION PROCESS IS COMPLETED

### Step 5: Employee Responsibilities After Collection Process:

PROVIDE DEPARTMENT DRUG TESTING COORDINATOR THE SPECIMEN BARCODE NUMBER FOR CHAIN OF CUSTODY FORM.

### Step 6: Department Drug Coordinator:

- Access the vendor reporting website to view drug test results/report by using the specimen barcode number to print Chain of Custody (COC) Form which documents date/time of collection.
- Combine Drug Notification Form, Consent Form, and Chain of Custody Form together for Record Archives. If applicable, document specimen number on the Random Compliancy Report.

Please be advised that the forms used for drug testing under Executive Order 1-12 have been revised to reflect the updated language of the Amended Controlled Substance & Alcohol Abuse dated 4/14/2016. These forms are also under construction for revision and you will be informed of the update.

The list of collection sites has changed. A revised list will be included in this email.

FYI: Non-CDL drivers are subject to alcohol testing under the following circumstances:

- Post-Accident
- Reasonable Suspicion
- DWI Follow-up Testing (REQUIRED)

## CITY OF HOUSTON APPROVED DRUG TESTING SITES

### URINE AND BREATH ALCOHOL TEST

HOUSTON MEDICAL TESTING SERVICE  
2646 SOUTH LOOP WEST STE 550 (Adjacent to Chacho's)  
HOUSTON, TEXAS 77054

713-665-4687

8:00 AM-6:00 PM (MON-FRI)

#### AFTER HOURS COLLECTION:

- ❖ WEEKDAYS 6:00 PM - 8:00 AM
- ❖ SATURDAYS & SUNDAYS 24 HOURS
- MUST CALL TO SCHEDULE AFTER HOURS
- CONTACT THE ON-CALL COLLECTOR AT: 832-431-7396
- IF NO RESPONSE WITHIN 10 MINUTES, CONTACT BACKUP COLLECTOR AT :832-431-7242
- DO NOT PROCEED TO THIS LOCATION UNTIL DIRECTED TO DO SO BY THE ON-CALL COLLECTOR

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The background of the page features a large, faint seal of the City of Houston, Texas. The seal is circular with a rope-like border. Inside the border, the words "CITY OF HOUSTON" are written at the top and "TEXAS" at the bottom. The central part of the seal depicts a plow, a sheaf of wheat, and a ship's wheel, symbolizing the city's history in agriculture and shipping.

## HAIR TEST ONLY

ALL AMERICAN SCREENING AND HAIR TESTING 7:30 AM- 5:00 PM

1803 CENTER STE A

DEER PARK, TEXAS 77536

281-680-2007

**REQUIRES AUTHORIZATION FORM FROM VERONICA BOYD**

(832-393-6144) [veronica.boyd@houstontx.gov](mailto:veronica.boyd@houstontx.gov) of HR DRUG TESTING DIVISION at 611 WALKER

FACILITY #	COLLECTION SITE	ADDRESS	PHONE	HOURS
42719	TEXAS ALCOHOL & DRUG TESTING SERVICE	411 LANTERN BEND DR, HOUSTON, TX 77090	281-444-6600	8:00 AM - 5:00 PM
43112	HOUSTON MEDICAL TESTING SERVICES	2646 SOUTH LOOP W HOUSTON, TX 77054	713-665-4687	8:00 AM - 6:00 PM
51445	GARCIA CLINIC	3520 BROADWAY ST HOUSTON, TX 77017	713-643-6737	8:30 AM - 6:00 PM
H42792	AFC URGENT CARE	5568 WESLAYAN ST HOUSTON, TX 77005	713-666-7050	8:00 AM - 8:00 PM
67285	OCCUCARE OCCUPATIONAL MEDICINE	5151 KATY FWY HOUSTON, TX 77007	713-802-0801	7:30 AM - 4:30 PM
70224	AFC URGENT CARE	10850 LOUETTA RD HOUSTON, TX 77072	281-320-2338	8:00 AM - 8:00 PM
32289	CONCENTRA - DOWNTOWN	2004 LEELAND ST HOUSTON, TX 77003	713-223-0838	8:00 AM - 5:00 PM
16967	CONCENTRA - HOBBY	8505 GULF FWY STE F HOUSTON, TX 77017	713-944-4442	8:00 AM - 5:00 PM
27574	CONCENTRA - GREENS RD	401 GREENS RD HOUSTON, TX 77060	281-873-0111	7:00 AM - 7:00 PM
40244	CONCENTRA - HILLCROFT	6545 SOUTHWEST FWY HOUSTON, TX 77074	713-995-6998	8:00 AM - 5:00 PM
H6870	CONCENTRA - KATY FRWY	12345 KATY FWY HOUSTON, TX 77079	281-679-5600	8:00 AM - 8:00 PM
26671	CONCENTRA - I-10	10909 EAST FWY HOUSTON, TX 77029	713-675-4777	8:00 AM - 5:00 PM
30471	CONCENTRA - NORTHWEST 290	6360 W SAM HOUSTON, PKWY N HOUSTON, TX 77041	713-280-0400	8:00 AM - 5:00 PM
2185	CONCENTRA - POST OAK	1000 N POST OAK RD BLDG G HOUSTON, TX 77055	713-686-4868	8:00 AM - 5:00 PM
30212	CONCENTRA - KIRBY	9321 KIRBY DR HOUSTON, TX 77054	713-797-0991	8:00 AM - 5:00 PM
H31540	ANY LAB TEST NOW	5901 WESTHEIMER RD STE W HOUSTON, TX 77057	713-266-7900	8:30 AM - 6:30 PM

PREMIER DIAGNOSTIC IS NO LONGER A CONTRACTED COLLECTOR SITE FOR THE CITY OF HOUSTON

REVISED 12/5/2018

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